



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
January and February 2013
City Manager's Top Priorities for 2013

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change September 20, 2012	Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande	The Urban Renewal Agency Budget is very tight given the timing of payments and projects at the end of last fiscal year and the start of this fiscal year. Given this, we are not accepting any new projects other than façade improvement projects until the Big H and IOOF are complete.	City Manager
2	New Item February 15, 2013	Implement the 10-Year Urban Renewal Plan	The Council, acting as the Urban Renewal Agency, met on February 20 th to begin the process of amending the Urban Renewal Plan. Based on that action, and the guidance provided at the Retreat the Staff is moving forward with plans to shift focus to include a more aggressive approach to assisting local businesses as well as recruiting new business to La Grande.	City Manager
3	Updated February 21, 2013	Continue to Implement Economic Development Strategy for La Grande	Mayor Pokorney convened a steering committee to discuss an economic summit, which is scheduled for April 2, 2013 at the Blue Mountain Conference Center from 1:30 to 5:00.	Community and Economic Development
4	No Change November 19, 2012	Long Range Fiscal Planning and Capital Improvement Program	Staff developed and provided to the Urban Renewal Agency a draft ten-year Urban Renewal Project budget which the Urban Renewal Advisory Commission has recommended for approval. Formal action by the Agency to follow.	City Manager

2013 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Monday, February 25	WORK SESSION	City Manager Evaluation
Monday, March 4	WORK SESSION	~UCEDC First Quarterly Report ~Joint Meeting with UCEDC Board
Monday, March 11	WORK SESSION	~County Partnerships ~Proposed Fee Increases: Water/Sewer
Wednesday, March 13	REGULAR SESSION	
Monday, March 18	WORK SESSION	Urban Renewal Plan Amendment Loan Program
Monday, April 1	WORK SESSION	Parks Department/Privatization
Wednesday, April 3	REGULAR SESSION	
Monday, April 15	WORK SESSION	Joint Session with County Commissioners (tentative)
Monday, April 29	WORK SESSION	Topic to be determined
Wednesday, May 8	REGULAR SESSION	
<u>Monday, May 13 – Thursday, May 16~~BUDGET HEARINGS</u>		
Wednesday, June 12	REGULAR SESSION	SCHEDULED to ADOPT BUDGET
Monday, June 17	WORK SESSION	UCEDC Second Quarterly Report
Monday, June 24	WORK SESSION	~ Morgan Lake Dam Emergency Action Plan
Monday, July 15	WORK SESSION	~Comprehensive and Strategic Economic Development Plan (Third Annual Update)
Wednesday, July 17	REGULAR SESSION	
Monday, July 29	WORK SESSION	Topic to be determined
Monday, August 12	WORK SESSION	Topic to be determined
Wednesday, August 14	REGULAR SESSION	
Monday, September 9	WORK SESSION	UCEDC Third Quarterly Report
Wednesday, September 11	REGULAR SESSION	
Wednesday, October 2	REGULAR SESSION	
Monday, October 28	WORK SESSION	Topic to be determined

2013 COUNCIL REGULAR and WORK SESSIONS SCHEDULE (Continued)

Monday, November 4	WORK SESSION	Topic to be determined
Wednesday, November 6	REGULAR SESSION	
Monday, December 9	WORK SESSION	UCEDC Fourth Quarterly Report
Wednesday, December 11	REGULAR SESSION	

Wednesday, December 18 ~~ Holiday Open House (4:30 – 6:00 p.m.)

2014

Wednesday, January 15	REGULAR SESSION
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Additional Work Session Topics—dates to be determined:

Big H lessons learned and Big H Phase II

Proposal for Urban Renewal Agency Funding for Grocery Store project—if a proposal is received

Annual presentations by Advisory Commissions and Committees—ideally scheduled in conjunction with related work session topic

Liberty Theatre review of compliance with requirements to receive additional loan disbursement

Capital Improvement Program—5 year projections

Public Works Master Plan Updates—water and sewer

Transportation System Development Charges

Parks Utility Fee

Advisory Commissions Include:

Air Quality

Arts

Community Landscape and Forestry

Landmarks

Parking, Traffic Safety, and Street Maintenance

Parks and Recreation

Planning

Library

Urban Renewal Advisory

January/February 2013

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La Grande Staff Report **Blue=new item Red=completed item**

Item	Date of Change in Status	Item	Comments	Department
1	Updated February 6, 2013	Monthly activity (January, 2013)	<u>Permit Type/#:</u> <u>Fees \$:</u> <u>Valuation \$:</u> Building, 14 \$10,244.51 \$830,932 Demolition, 0 \$0 Electrical, 28 \$2,515.80 Mechanical, 27 \$2,106.72 MFG Homes, 2 \$366.00 Plumbing, 6 \$1,152.52 Farm Exempt, 1 0 Totals: 78 \$16,385.55 Total inspections performed = 156	CEDD Building
2	Updated February 6, 2013	URA projects fund updates Fiscal YTD	<u>Project:</u> <u>Approved:</u> <u>Spent YTD:</u> IOOF Project \$300,000 \$346,064 Lilly Project \$25,000 \$0 Liberty Theatre \$75,000 \$0 Marketplace (balance) \$25,000 \$0 Big H Streetscape \$996,500 \$1,014,625 Totals: \$1,421,500 \$1,474,638	CEDD Economic Development
3	Updated February 6, 2013	Implement façade grant program	Current Fiscal Year: Five projects completed; three projects in progress; six approved and two pending. Projected current total grant awards: \$66,547. <u>Completed</u> <u>Project</u> <u>Grant YTD</u> Country Financial: \$7,225 \$3,613 Ale House: \$1,970 \$985 Coulter/Poe: \$4,875 \$2,400 Hermann Financial: \$17,200 \$7,500 American Legion \$4,485 \$2,245 <u>Partial</u> Blue Mtn. Barber Shop: \$15,000 \$6,596 <u>In Progress</u> Laurence: \$26,000 Red Cross Drug: \$58,000 <u>Approved</u> Nature's Pantry: \$15,389 NPU: \$8,009 Marketplace: \$8,409 MBI: \$7,239 Sub Shop: \$19,728 Sun & Style: \$7,164 Totals: \$200,693 \$23,339	CEDD Economic Development
4	No Change Dec. 11, 2012	UCEDC Business Recruitment Efforts	Postcards were mailed to approximately 3,000 targeted small manufacturing businesses in California and Washington; around 700 of these received a second post card and have been called up by a team of local volunteers to verify receipt. Next actions include additional mailings, follow-up on leads by UCEDC staff; City staff leading research/coordination efforts on a regional site selector tour	CEDD Economic Development

Item	Date of Change in Status	Item	Comments	Department
			strategy.	
5	No Change Dec. 11, 2012	Assisting UCEDC with economic development plan implementation	Actively assisting with overall plan management and implementation; and, with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation. The BR&E visitation program that launched in spring 2011 is completed; final survey report has now been developed. Continuing to assist in the development of business recruitment-related plans and materials.	CEDD Economic Development
6	Updated February 6, 2013	Urban Renewal projects updates	IOOF: (\$300,000; \$120,000 net). All work on this project is complete (environmental cleanup, masonry, new roofs, general repair & paint) except for one window at the rear of the building and associated masonry. Building is now being marketed for sale, and negotiations are underway to revise the Right of First Refusal agreement. Two State Cleanup Fund grants have been received (\$233,775). Liberty Theatre: (\$75,000) The new entity, Liberty Theatre Foundation has received its 501 (c) 3 status and has successfully transferred ownership from Main Street; staff has met with Theatre project team to discuss requirements for second \$75,000 loan. Big H: (\$1 million): Project is substantially complete and an end-of-project celebration event was held on Dec. 6. Staff is proceeding with project close-out process. The Marketplace: (\$65,000) project remains underway with continual revisions and additions; first project draw of approximately \$40,000 occurred in June. Staff remains engaged on project team and regularly conducts tours; successfully pitched story to Oregon Business Magazine. Frontier streetscape: (\$15,000) Frontier contracted to have the old brick area removed; Agency paid half of the costs (about \$4,000); there will be no further action on this project until Frontier secures additional funding; the project may resume in the spring of 2013. 10-year Project Plan, Proposed URA Plan Amendment & Small Business Loan Program proposal: Process is underway to include URAC review (2/11), Agency Resolution (2/20), Affected taxing districts consultation (2/21), Planning Commission review (3/12), Agency work session (3/18), Agency action on 10-year plan (3/13), Plan Amendment ordinance first reading & loan program policy & loan committee appointments (4/3), Second reading of Plan Amendment Ordinance (5/8).	CEDD Economic Development
7	No Change Nov. 5, 2012	Targeted Retail Business Recruitment	Assisting owner/developer of Marketplace to identify prospects to occupy the new project and secure project financing for the new businesses; staff is	CEDD Economic Development

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			attending regular business team meetings to aid in project success.	
8	Updated February 6, 2013	Calendar YTD Planning Statistics (through Jan. '13)	Land Use Applications: 4 Zoning Approvals: 7 New Business Permits: 2 Revenue (Land Use Fees): \$1,000 Revenue (Park SDC): \$0	CEDD Planning
9	Updated/ New Item February 5, 2013	2012 Code Amendments (Previously discussed as the Goal 9 – Phase 2 Public Facility Plan Updates)	The Planning Commission is scheduled to hold the first public hearing on the 2012 Code amendments and Goal 9 UGB expansion/exchange on February 12, 2013. The first City Council public hearing is scheduled for March and April 2013. The most notable items in the Code amendments are (1) a UGB Exchange that will result in removing UGB property between the La Grande Business Park and McAlister Road and adding UGB property off Pierce Road near the airport; (2) rezoning UGB property from County Zones to City Zones; and, (3) adopting wireless communication facilities standards. Upon Council adoption, the Amendments will be forwarded to the Union County Commissioners for co-adoption, then the State for final approval and acknowledgement. The proposed amendments should be in full effect by July 2013.	CEDD Planning
10	Updated February 15, 2013	Economic Summit	The Mayor indicated a desire to conduct an economic summit. The steering committee met and set the date for April 2, 2013, at 1:30 pm at the Blue Mountain Conference Center. The City and County will share in the cost. The City Manager is drafting a press release regarding the event and the committee is refining the invitation list and schedule of events.	City Manager
11	New Item February 15, 2013	Parks and Recreation Department Organizational Analysis	The City Council has asked the City Manager to conduct an analysis of the organizational structure of the Parks and Recreation Department to determine if the current configuration is the most cost effective and efficient. One option suggested was to revert to a previous organizational structure in which Public Works and Parks and Recreation were one department.	City Manager
12	New Item February 15, 2013	Parks Maintenance Contract Services Analysis	The City Council has asked the City Manager to conduct an analysis of the merits of privatizing some elements currently performed by the Parks and Recreation Department.	City Manager
13	New Item February 15, 2013	Library Special District	With the termination of efforts to form a Special District for Parks and Recreation, the Council would like to explore the next recommendation of the Long Term Budget Solutions Advisory Committee, the formation of a Special District for Library Services. The Library Director has begun very preliminary discussions with the Directors of other libraries in Union County regarding this option.	City Manager
14	New Item	Main Street Funding	During the Council's Retreat in January the subject	District/City

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	February 21, 2013		of funding for Main Street was discussed. Though no decision were made at the retreat, at the February 20 th Council meeting the Council approved the City Managers top priorities and the summary of the Retreat. Based on the Retreat discussion, the Community and Economic Development Director has communicated to the Main Street Board that there appears to be support for matching funding from an Economic Improvement District (EID) in an amount up to \$40,000 to fund Main Street. The current funding level is \$25,000. The City Manager intends to include \$40,000 in the budget proposal for FY 2013-14.	Manager
15	New Item February 15, 2013	Big H Phase II	The Urban Renewal Agency will move forward with plans to continue the Big H improvements along Adams Avenue with the same general design. The intent, within funding limits, is to tie in the improvements on 4 th Avenue to the Big H along Adams Avenue and continue to Island Avenue. There are no plans to do any of the side streets at this time. Work will likely be done in the FY 2014-15 fiscal year, with the possibility of some work beginning in the FY 2013-14. Staff will move forward to secure funding in a similar fashion as was done for the initial Big H project.	District/City Manager
16	New Item February 15, 2013	Small Business Loan Program	The Urban Renewal Agency will conduct a Work Session on March 18 th to discuss in more detail a proposed Small Business Loan Program which would allow for startup businesses to receive funding of up to one third of their initial capital needs. Businesses would need to be within the Urban Renewal District boundaries. The Staff proposal would be to establish a loan committee which would have the authority to approve loans within the constraints of a program approved by the Urban Renewal Agency. The intent is to have the program in place so that loans could be approved and funds disbursed beginning July 1, 2013. The District Manager plans to include \$250,000 in the Urban Renewal Agency budget proposal to fund the program.	District/City Manager
17	New Item February 15, 2013	Business Recruitment Incentive Program	The District Manager plans to include in the Urban Renewal Agency FY 2013-14 budget proposal \$500,000 for business recruitment incentives and an additional \$250,000 in the FY 2014-15 budget proposal designed to assist with relocation of businesses to La Grande.	District/City Manager
18	New Item February 15, 2013	UCEDC Goals and Objectives 2013	The City reviews and approves the Union County Economic Development District Goals and Objectives each year as part of the agreement with UCEDC for the funding provided by the Urban Renewal Agency. The Joint Review Team, consisting of members of the City Council/Urban	City Manager

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			Renewal Agency and UCEDC Board will meet before the end of March to review them and make a recommendation to the City for approval.	
19	New Item February 15, 2013	Transportation SDC	The Staff will explore a Transportation System Development Charge that could be imposed on new development to be used for improvements to the transportation system in La Grande. Such a charge could not be used for maintenance.	City Manager
20	No Change November 19, 2012	Blue Mountain Humane Association Agreement	Completed an initial draft agreement between the City and BMHA but still waiting for Union County to finalize their work with the BMHA regarding the operation of the facility to move ahead with BMHA.	City Manager
21	No Change December 7, 2011	Personnel Policy Manual	We are shifting directions on updating the Personnel Policy Manual and intend to use a model PPM as a starting point and revise for our specific needs.	City Manager
22	Completed February 15, 2013	Franchise Agreements— Potential Franchise Fee Increases	The City Council approved the revised Avista Franchise Agreement Ordinance.	City Manager
23	Updated February 15, 2013	Charter Cable Franchise Agreement	A number of Oregon cities, including La Grande, are working together on a draft standard franchise agreement to present to Charter in an effort to save costs and preserve local government interests. The City Manager of Union has agreed to coordinate the efforts. The La Grande and Union City Managers, along with legal counsel, will hold a conference all with Charter in March to discuss progress on the agreement.	City Manager
24	No Change November 19, 2012	UCEDC Marketing Video	Last segments are being completed by Brent Clapp.	City Manager
25	No Change June 23, 2011	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers states that the Volunteers will sublet the property and use the revenues from the rent to maintain the building. The Volunteers have lost both UCT and the Chamber as tenants and have received notice that their last tenant will be leaving as well. While the City doesn't have responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	City Manager
26	Updated February 12, 2013	Annual Work Sessions with Advisory Commissions	The Council has a busy Work Session schedule this Spring. We will insert various Advisory Commissions into that schedule as viable dates become available.	City Recorder
27	No Change April 13, 2012	Draft New Procurement Ordinance	Organization of the necessary information and framework to prepare a first draft of a new "Procurement Ordinance" has begun, in response to the City Manager's directive that our existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies be streamlined and updated.	City Recorder

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28	No Change July 12, 2012	Develop Records Management Policies and Procedures/Rehab Records Center	Our request to purchase additional fire-proof file cabinets for the Records Center and traditional office file cabinets was approved during the FY 2012 – 2013 Budget process; and “catch up” with developing a formal process continues as time permits. We are also continuing to compile the necessary information to begin to move forward with a formal Public Records Request process, including on-line capabilities.	City Recorder																										
29	Completed February 12, 2013	Council Elections	Oaths of Office were administered to all newly-electeds during the Regular Session of January 16, 2013, resulting in a full, seven-member Council for the first time since February of 2012!	City Recorder																										
30	Updated February 12, 2013	Advisory Commission Vacancies	Existing Advisory Commission vacancies to date (the figure preceding the slash is the number of vacancies; the number following the slash is total Advisory Commission seats, per establishing Resolution) are as follows: <table><tr><td><u>Advisory Commission</u></td><td><u>Vacancies</u></td></tr><tr><td>Air Quality</td><td>6/7</td></tr><tr><td>Arts</td><td>1/7</td></tr><tr><td>Budget Committee</td><td>2/7</td></tr><tr><td>Community Landscape/Forestry</td><td>1/7</td></tr><tr><td>Landmarks</td><td>2/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety, and Street Maintenance</td><td>4/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>1/5</td></tr><tr><td>UCEDC Board</td><td>0/4</td></tr><tr><td>Union County Tourism*</td><td>1</td></tr><tr><td>Urban Renewal</td><td>0/7</td></tr></table> <p>*This is a category-specific vacancy that at this time reflects a need for one representative (owner/manager) of a retail establishment.</p> <p>Changes in numbers from the previous Monthly Report reflect appointments made during the Regular Session of January 16, 2013. No new applications for these remaining vacancies have been received as of this writing.</p>	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	6/7	Arts	1/7	Budget Committee	2/7	Community Landscape/Forestry	1/7	Landmarks	2/5	Library	0/5	Parking, Traffic Safety, and Street Maintenance	4/7	Parks and Recreation	0/7	Planning	1/5	UCEDC Board	0/4	Union County Tourism*	1	Urban Renewal	0/7	City Recorder
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UCEDC Board	0/4																													
Union County Tourism*	1																													
Urban Renewal	0/7																													
31	No Change May 2012	Paper Water Bills	Review and analyze the feasibility of going from a postcard water bill to a full 8 ½ x 11paper bill	Finance																										
32	No Change November 6, 2012	Risk Management Incentive Program	This is a CIS program that provides financial incentives to the City to help create safer workplaces. We qualify for \$10,000 over a 3-year period of time. Department directors have been asked to submit projects that may qualify. The next step will be to meet with CIS and review the suggested projects to see which qualify. A committee has been formed and met. Safety/security at City Hall will be the project to request funding for.	Finance																										
33	No Change,	Statistics	For the month of December 2012:	Finance																										

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	November 6, 2012		Monthly Revenue (all funds) \$ 2,719,831 Monthly Revenue (general fund) \$ 1,657,343 Monthly expenses amount (all funds) \$ 1,757,745 Monthly expenses (general fund) \$ 612,528 # of Accounts Payable Checks issued: 203 # of Payroll Checks issued: 145 Monthly Payroll expenses: \$ 741,954 # of Water accounts billed: 5446 # of LID accounts billed: 13 # of NSF checks the City received: 8 Pieces of mail processed 7083	
34	No Change September 10, 2012	Risk Management Best Practices Review	CIS reviews our practices in many areas that include Employment Liability, Building Code, Fleet Safety, Special Events and much more. They will respond with additional comments in areas they would like for us to implement plans to increase our reduction of liability. Once this is received, it will be reviewed with Department Directors and the City Manager.	Finance
35	No Change, November 6, 2012	Annual Audit	We have received and signed our engagement letter to audit FY 11-12. This will begin approximately October 29, 2012. Auditors arrived on October 29 for about 2 weeks on site.	Finance
36	New Item January 9 2013	Budget Process	The Budget Process for FY 2013-14 has begun with the Budget Calendar out and soon to follow will be the estimation process for current year and the new fiscal year which will lead to departmental reviews and finals for Budget Committee.	Finance
37	New Item February 8, 2013	Importing Journal Entries	The Finance office has been testing the process of importing Journal Entries and thus eliminating the need for a manual check to transfer money between funds. We will be expanding to all departments who request transfers and will have implemented throughout the City by the Fiscal Year end. This will also allow the recording of expenditures and revenues in the month that the transaction affects.	Finance
38	Updated Feb. 5, 2013	Fire Cause Investigation	In Dec. LGFD Arson Investigators conducted fire cause investigations at 2 building fires.	Fire
39	Updated Feb. 5, 2013	Response Statistics	<u>Response statistics for Dec. 2012 and Jan. 2013</u> Dec. – Total Calls: 246 Medical: 198 Fire/Other: 48 (3 building fires, 2 fires-other, 1 gas leak, 1 electrical problem, 1 wire down, 5 service calls, 26 good intent calls, 7 false alarms, 1 citizen complaint, 1 weather hazard) Jan. – Total Calls: 231 Med: 190 Fire/Other: 41 (2 building fires, 3 fires-other, 2 CO calls, 9 service calls, 21 good intent calls, 4 false alarms)	Fire
40	Updated Feb. 5, 2013	Fire Code Inspections	New inspections in Dec.: (2) Re-inspections in Dec.: (3)	Fire

Item	Date of Change in Status	Item	Comments	Department
			New inspections in Jan.: (0) Re-inspections in Jan.: (6) Also: Followed up on 2 citizen complaints about unsafe conditions and answered fire code related questions of 2 individuals.	
41	Updated Feb. 5, 2013	Juvenile Fire Setter	1 Intervention(s) conducted in Dec. 1 Intervention(s) conducted in Jan.	Fire
42	Updated Feb. 5, 2013	Child Safety Seat Installations and Bicycle Helmets	Dec.: (11) families instructed in proper car seat with (7) being provided with reduced price child safety seats. Dec.: (0) family(s) assisted with proper bicycle helmet use and supplied with (0) helmet(s). Jan.: (9) families instructed in proper car seat with (3) being provided with reduced price child safety seats. Jan.: (0) family(s) assisted with proper bicycle helmet use and supplied with (0) helmet(s).	Fire
43	Updated Feb. 5, 2013	Multi-Disciplinary Team Meeting	Dec.: Participated in Multi-Disciplinary Team meeting on Child and Elderly abuse in Union County. Jan.: Participated in Multi-Disciplinary Team meeting on Child and Elderly abuse in Union County.	Fire
44	Updated Feb. 5, 2013	Traffic School	Dec.: (7) students instructed resulting in \$350 in revenue from student fees. Jan.: (0) students instructed resulting in \$0 in revenue from student fees.	Fire
45	No Change June 10, 2011	Training/Conf.	<u>April & May Training/Conferences</u> Fire Chief attended the County Fire Defense Board Chief's meeting held in Salem at the State Fire Marshal's office in May. This annual meeting is for reviewing and discussing issues related to the State Fire/All Hazards mobilization plan. Updates/changes to the plan were discussed and upcoming fire season projections were shared.	Fire
46	No Change June 10, 2011	Fire Safety House Trailer	The fire safety trailer was used throughout Union County in April as part of the UC Fire Prevention Coop fire safety school program presented in all public and private grade schools in the county.	Fire
47	No Change Oct. 12, 2011	EO Fire Museum	The old fire station is currently empty of tenants and the building has been winterized. The EO Fire Museum board is having conversations with a couple of potential tenants and hopes to have someone in the building shortly after the first of the year. A rain roof is being constructed over a lower level roof on the alley side of the building. The rain roof is being constructed to fix a small nagging leak that would have required the removal of large HVAC units and roof mounted duct work to patch, the cost of which is beyond the EO Fire Museum's ability to pay.	Fire
48	No Change Dec.12, 2011	Development of Training Burn Structure	Three 8'X 40' intermodal storage containers have been setup on property owned by the City near the UC Fairgrounds. The containers will be used for	Fire

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			structure fire training of our firefighters. The interior of the containers will be fitted with movable walls to simulate building rooms and hallways. Small fires will be set in one end of one of the containers which will create heat and generate smoke on the inside of the burn structure. Firefighters will be able to practice search and rescue skills, and fire attack techniques in a structure designed for that type of training. With the development of this burn structure, we will be able to provide realistic “live” fire training in a safe controllable environment. Money raised from the annual firefighter’s pancake breakfast was used to purchase the containers and develop the site. LG PWs helped level the area.	
49	No Change Nov. 9, 2012	Development of Fire Training Facility	The 3 story training tower being constructed behind the fire station now has a completed roof.	Fire
50	No Change Oct. 12, 2011	Weed/Tall Grass Complaints	As many as 3 property owners have failed to reimburse the City for weed abatement costs incurred when the City was forced to hire contractors to cut the weeds on their properties. The council will be asked to support placing liens on the properties during forthcoming City Council meetings.	Fire
51	New Feb. 5, 2013	Fire Station Tours and Safety Presentations	Dec.: 1 school group toured fire station and received fire safety instruction. Jan.: 1 family toured the fire station and 1 school group toured fire station and received fire safety instruction.	Fire
52	Updated February 8, 2013	Literacy Center	The Center reopened January 8 th after Christmas Break. Attendance of regular students as well as new students and drop-in visitors has been steady from the beginning of this month. We have added two ESL children, making a total of six. Four attend schools in La Grande, two are preschoolers and we work with both the parents and the children. We have two new volunteers-both “Grammas” who have time on their hands. One has extensive ESL experience. One EOU student who did a reading practicum with a Center high school student last term, has returned this term to be a volunteer. (When outsiders work without students we always have parental permission and the tutoring is done here at the library). Several teachers from La Grande schools, the Lighthouse School and the Grande Ronde Academy have checked out materials and activities or teacher resources to use in their classrooms or send home with students. Their ages range kindergarten through high school. We are planning our summer session for June and July. We will use funds from our community partner-The Neighborhood Club-to pay for student	Library

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			study packets.			
53	Updated February 8, 2013	Page Turners Book Club	Book Club discussed <i>Major Pettigrew's Last Stand</i> by Helen Simonson in January. Meetings are held the second Thursday of the month at 6:00 at the library. In February the club is reading <i>The Buddha in the Attic</i> by Julie Otsuka.	Library		
54	No Change Dec. 7, 2012	Archives	Last week the Archives took in 55 boxes of material from long-time resident, Harry Hunt. Mr. Hunt is in a nursing home in Arizona and left behind these boxes of genealogical work and research. We will determine what should stay at the Archives and what possibly should go to the Mormon Family History Center and elsewhere. At least they were saved from the garbage by a man that recognized history when he saw it. At Terri Washburn's request, I took what the Cook Memorial Library had on the history of the La Grande Public Library and assembled it in five notebooks. These will be viewed at the December 12, 2012 Special Holiday Open House commemorating the 100 th anniversary of the current City Hall and 100 years of library services in La Grande. This information covers 1956- December 2012 and includes everything from pictures to newspaper articles, flyers and more.	Library		
55	Updated February 8, 2013	Statistics	Current	Last		Library
			11,455	10, 514	Circulation	
			23,272	22,805	Door count	
			13,241	13, 185	Card holders	
			60	n/a	Overdue notices	
			n/a	n/a	HeritageQuest	
			462	445	Library2 Go titles checked out	
			265	245	Mango Languages	
			n/a	12	Ancestry	
			21	31	Events in community room	
			23	22	Homebound deliveries	
			0	9	Adult program attendance	
			335	266	Children's program attendance	
			34	33	Volunteer hours	
317	556	Total Sage ILL				
56	Updated January 8, 2013	Children's/Young Adults	The <i>Tree of Giving</i> was a success with 33 children provided with gifts for Christmas. We hope to expand the program next year.	Library		
57	Updated January 8, 2013	Programs	The 100 th Anniversary Celebration was quite successful with over 500 additional people coming through the doors than in a typical Wednesday. Last November, Cook Memorial Library employees Celine Vandervlugt and Rose Peacock gave two book art workshops. Inspired by Lisa Occhipinti's book <i>The Repurposed Library</i> , the pair created and	Library		

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			displayed a variety of pieces prior to the workshops. Using old and damaged books, Rose and Celine taught a variety of projects, including a mobile, ornaments, and flowers, to a total of nearly 30 participants. The initial workshop was such a success that another, with new projects, is scheduled for Feb. 23. A sign-up sheet will be available at the library by the end of January.	
58	Updated February 8, 2013	Department Activities	Carrie was recognized for 10 years of service with the City of La Grande during the annual Employee Banquet. She was also a member of the committee which planned and put on the banquet. Terri attended the national American Library Association conference in Seattle which rarely comes to the Northwest. Hearing Caroline Kennedy give a 45 minute presentation was the highlight of the conference. Ryan was on family leave the month of January to assist in the care of his first child, Marlo.	Library
59	Updated February 5, 2013	Arts Commission	Planning is underway for the 27 th annual Arts for All Celebration, scheduled for April 19 & 20	Parks - Admin
60	No Change November 8, 2012	Riverside Pavilion	An application has been submitted to DEQ to convert the septic holding tank into a septic drain field type system to reduce the long term expense of pumping the holding tank.	Parks - Admin
61	No Change August 20, 2012	Morgan Lake EAP	The Emergency Action Plan (EAP) for Morgan Lake is being developed by Anderson Perry to comply with the State Resource Department design work. They have also started on the engineering design work for an emergency spillway as an added safety feature.	Parks - Admin
62	No Change August 1, 2012	Pavilion Fire Sprinkler System	Western Automatic Sprinkler has volunteered to donate the labor and materials to install a fire sprinkler system for the Pavilion. The City will pay to extend the water line to provide the water supply for the new system.	Parks – Admin
63	No Change November 8, 2012	Training	Mark Lanman attended the 2012 Safety & Stewardship Seminar in Pendleton, Oregon, on November 6, 2012, where he was able to obtain the nine training credits needed to maintain his pesticide certification.	Parks - Admin
64	Updated February 5, 2013	Park Events	<u>18TH ANNUAL COED MOONLIGHT TOURNAMENT</u> – Sponsored by the Optimist Club, there will be approximately 36 teams from Oregon, Washington, Idaho and beyond participating August 2, 3 & 4. <u>BICYCLES RIDERS NORTHWEST</u> Staff is working with this organization which plans to bring a bicycle tour through our area next summer, spending the night of August 4 th in Pioneer Park.	Parks-Admin

Item	Date of Change in Status	Item	Comments	Department															
			<u>33rd ANNUAL MEN’S MOONLIGHT TOURNAMENT</u> – Sponsored by the Optimist Club, there will be approximately 36 teams from Oregon, Washington, Idaho and beyond participating August 9, 10 & 11.																
65	No Change April 15, 2011	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. The bid received on the dehumidification system was \$246,000. Avista would pay \$53,680 and we could get a business tax credit of \$63,620. The savings are estimated to be approximately \$17,000 a year for gas. Staff is checking to see if there would be additional savings from electrical.	Parks – Aquatics															
66	Updated February 6, 2013	Pool Statistics March	<table><tr><td></td><td>FY 11-12</td><td>FY 12-13</td></tr><tr><td>ATTENDANCE</td><td>4,085</td><td>3,151</td></tr><tr><td>REVENUE</td><td>\$8,783</td><td>\$8,592</td></tr><tr><td>FY TO DATE</td><td>\$72,406</td><td>\$59,417</td></tr><tr><td># OF RENTALS</td><td>0</td><td>8</td></tr></table>		FY 11-12	FY 12-13	ATTENDANCE	4,085	3,151	REVENUE	\$8,783	\$8,592	FY TO DATE	\$72,406	\$59,417	# OF RENTALS	0	8	Parks - Aquatics
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67	Updated February 6, 2013	Pool Update	<ul style="list-style-type: none">Twenty-three students from the Grande Ronde Academy participated in swim lessons during the month of January.Twenty-five third grade students from the Imbler School District started swim lessons February 1st.Staff in-service was held January 9th, which included a review of all CPR/AED skills and tested on mannequins. .A high school swim meet was held on January 26th with teams from Dallas, Hood River, Pendleton, Hermiston, Baker City and La Grande participating, totaling 136 swimmers. The District Swim Meet will be held on February 8 th & 9 th with an estimated 230 swimmers in attendance.	Parks - Aquatics															
68	No Change August 20, 2012	Parks Maintenance Building Replacement	<ul style="list-style-type: none">Staff is investigating the use of a prefab shed building for equipment storage to replace the maintenance shed destroyed by fire in conjunction with the Pavilion.	Parks Maintenance															
69	Updated February 5, 2013	Parks Maintenance	In between snow removal duties, the maintenance staff has been working on routine winter tasks, primarily routine maintenance of equipment and facilities. One of the major tasks undertaken this year is trying to develop a system for encouraging our patrons to clean up after their pets when walking them in the parks. We also have been fighting a major battle with a group of elk who have been feeding in Pioneer Park, one of which occasionally beds down in the office flower beds.	Parks Maintenance															
70	Updated February 5, 2013	Adult Recreation Program	The Coed Basketball League will hold their first organizational meeting on February 1 st .	Parks - Recreation															
71	Updated February 5, 2013	Children’s Recreation Program	We have two classes this winter: gymnastics for children age 3 and older and Lotus Self-Defense for	Parks - Recreation															

Item	Date of Change in Status	Item	Comments				Department																																								
			children age 6 through adult.																																												
72	Update February 5, 2013	Community Outreach June	Staff submitted a Grant application to establish a “ <i>Trees are Terrific</i> ” Poster contest for fourth and fifth grade elementary students in connection with Oregon Arbor Week. If approved, the grant would also provide an Oregon Arbor Week story time for younger children at the public library.				Parks - Urban Forestry																																								
73	Updated February 5, 2013	October Statistics	<div>Year-to-Date January</div> <table><tr><td>ROW Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Street Trees Pruned</td><td>0</td><td>0</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>0</td></tr><tr><td>Community Responses</td><td>8</td><td>8</td></tr><tr><td>Nuisance Responses</td><td>2</td><td>2</td></tr><tr><td>Field/Tree Evaluations</td><td>3</td><td>3</td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>1</td></tr><tr><td>Tree Service Permits</td><td>6</td><td>6</td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>0</td></tr><tr><td>Cnty Volunteer Hours</td><td>6</td><td>6</td></tr></table>				ROW Trees Planted	0	0	Park Trees Planted	0	0	Street Trees Removed	0	0	Park Trees Removed	0	0	Street Trees Pruned	0	0	Park Trees Pruned	0	0	Community Responses	8	8	Nuisance Responses	2	2	Field/Tree Evaluations	3	3	Ordinance Enforcement	1	1	Tree Service Permits	6	6	Site Plan Reviews	0	0	Cnty Volunteer Hours	6	6	Parks - Urban Forestry	
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74	Updated Feb. 11, 2013	Crime Statistics :	<table><tr><td>Type of Crime</td><td>Nov-12</td><td></td><td></td></tr><tr><td>Crimes against persons <i>(assaults, robbery, sex crimes)</i></td><td>7</td><td></td><td></td></tr><tr><td>Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i></td><td>45</td><td></td><td></td></tr><tr><td>Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i></td><td>19</td><td></td><td></td></tr><tr><td>Traffic Crimes <i>(DWS, Hit & Run, eluding, reckless driving)</i></td><td>3</td><td></td><td></td></tr></table>	Type of Crime	Nov-12			Crimes against persons <i>(assaults, robbery, sex crimes)</i>	7			Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i>	45			Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i>	19			Traffic Crimes <i>(DWS, Hit & Run, eluding, reckless driving)</i>	3			Police																							
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75	Updated February 7, 2013	Operations Division Statistics For Sept. 2012	<table><tr><td></td><td>Jan.</td><td></td></tr><tr><td>Case Reports Turned In</td><td>164</td><td></td></tr><tr><td>Total Traffic</td><td>137</td><td></td></tr><tr><td>Arrests</td><td>44</td><td></td></tr><tr><td>Calls for Service</td><td>1323</td><td></td></tr></table>		Jan.		Case Reports Turned In	164		Total Traffic	137		Arrests	44		Calls for Service	1323		Police																												
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76	New Item: February 4, 2013	Detective Division abuse statistics for January 2013 <i>These cases are mostly DHS referred cases and not all of them require further investigation</i>	<table><tr><td></td><td>Jan.</td><td></td></tr><tr><td>Physical Abuse cases</td><td>4</td><td></td></tr><tr><td>Sexual Abuse cases</td><td>2</td><td></td></tr><tr><td>Neglect cases <i>(also includes children exposed to drug activity and dirty homes)</i></td><td>16</td><td></td></tr><tr><td>Domestic Violence cases</td><td>4</td><td></td></tr><tr><td>Total number of child abuse cases</td><td>26</td><td></td></tr><tr><td>Total number of adult sexual assault cases</td><td>1</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>		Jan.		Physical Abuse cases	4		Sexual Abuse cases	2		Neglect cases <i>(also includes children exposed to drug activity and dirty homes)</i>	16		Domestic Violence cases	4		Total number of child abuse cases	26		Total number of adult sexual assault cases	1					Police																			
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77	Updated Feb. 4, 2013	Communications Division Statistics	<table><tr><td></td><td>Jan</td><td></td></tr><tr><td>Traffic/Air</td><td>280</td><td></td></tr></table>		Jan		Traffic/Air	280		Police																																					
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Item	Date of Change in Status	Item	Comments	Department																		
			<table><tr><td>All Calls</td><td>2636</td><td></td></tr><tr><td>Legitimate 911 calls for service</td><td>301</td><td></td></tr><tr><td>Case Reports LGPD/UCSO</td><td>208</td><td></td></tr></table>	All Calls	2636		Legitimate 911 calls for service	301		Case Reports LGPD/UCSO	208											
All Calls	2636																					
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78	Updated Feb. 4, 2013	Training	OPERATIONS JANUARY TRAINING: The SWAT team had a 4 hour block of training. Sergeant Hays attended a week-long Executive leadership training. COMMUNICATIONS JANUARY TRAINING: Newly hired Dispatcher Jessica Oswald attended the EMD training at DPSST. Comm. Spec Silver attended a week long leadership academy.	Police/Comm																		
79	No Change Dec. 2012	Union/Wallowa County Drug Task Force Activity Summary	<table><tr><td colspan="3">NOTE: The DTF is going through a transition of supervisory responsibilities from LGPD to OSP. As a result, statistical information is not yet available.</td></tr><tr><td></td><td>April</td><td>May</td></tr><tr><td>New Activities</td><td>4</td><td>1</td></tr><tr><td>YTD Activities</td><td>44</td><td>45</td></tr><tr><td>Arrests</td><td>0</td><td>0</td></tr><tr><td>YTD Arrests</td><td>5</td><td>5</td></tr></table>	NOTE: The DTF is going through a transition of supervisory responsibilities from LGPD to OSP. As a result, statistical information is not yet available.				April	May	New Activities	4	1	YTD Activities	44	45	Arrests	0	0	YTD Arrests	5	5	Police
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80	No Change Dec. 13, 2012	Communications Strategic Plan	Our two sites have been developed and the system is operational and being used. So far the system is working very well and has improved the portable radio communications significantly. We are assessing the need to proceed with a third site. Part of our testing and assessment requires weather extremes so we will monitor the system throughout the winter.	Police																		
81	Updated February 7, 2013	Department Activities	During the past year we have been implementing the foundation for a regional SWAT team approach. We are pleased to report that we now have an official Northeast Oregon Regional SWAT Team with membership from LGPD, La Grande Fire Department, Union County Sheriff’s Office, Baker City Police Department and Baker County Sheriff’s Office. This will enable all agencies to combine resources to much better address high risk situations. We have also implemented a Tactical Emergency Medic (TEMS) program which in essence imbeds paramedics with the SWAT team so we are able to more quickly give life saving aid to an injured officer or victim. We currently have 4 TEMS from La Grande Fire and are in the process of selecting TEMS members from Baker City Fire. Our newest Police Officer (Kainoa Delatori) graduated from the Police Academy on January 25, 2013. He is now immersed into the internal training phase and will be for the next several months. Welcome back Noa....	Police/Comm																		
82	No Change February 17,	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works																		

Item	Date of Change in Status	Item	Comments	Department
	2009			
83	No Change December 17, 2009	'B' Avenue Right-of-Way	The 'B' Avenue right-of-way is being evaluated as a result of The Ridge development. Property owners are being visited with for right-of-way dedication.	Public Works
84	No Change December 7, 2012	Intake Permit	Staff is working with the USFS on a permit. This permit was a 1-year renewable permit, but because of the progress made in addressing the migratory fish passage issue, the USFS has indicated that they are looking at a 20-year permit.	Public Works
85	Updated February 11, 2013	Bike/Ped Grant	The City received notice that we were successful in accessing \$360,000 of State funding to redo the alley approaches throughout the downtown area. The State has completed the intergovernmental agreement and plans are being developed so we may proceed with the project. The contractor for the Big 'H' project has constructed 8 of these driveways as part of that project. The other alleys have been bid and construction scheduled for Spring 2013. The bid was awarded to Rogers Asphalt.	Public Works
86	No Change June 11, 2012	Water, Sewer and Stormwater Master Plans	Staff is currently working with the consultant to update the Water, Sewer and Stormwater Master Plans. It has been over 10 years since the last update. On the Stormwater Master Plan, the consultant is evaluating the area west of 12 th Street for the first time. This will take a lengthy period of time.	Public Works
87	No Change December 7, 2012	Fourth St. and 'N' Avenue Intersection	This intersection is being evaluated for the purpose of increasing safety and a better design. Trees have been removed to increase visibility. ODOT Traffic Engineers have collected traffic counts and evaluated the existing design to determine if there is a better way to move traffic through this intersection. They have submitted a recommendation that is being evaluated by the PTSMP.	Public Works
88	No Change June 11, 2012	Washington Ave., to 20 th St. Storm Sewer	Staff is working with the property owners to obtain easements to install a 48-inch storm pipe to remove storm water from the Gekeler Slough. Updated estimated cost is \$500,000.	Public Works
89	No Change November 5, 2012	Beaver Creek Fish Passage	Plans are being developed for the design of the fish passage over the dam. Funding applications have been applied for from 3 different sources and an additional funding source is being evaluated. The environmental review is in progress. Estimated cost is \$1,500,000.	Public Works
90	Updated February 11, 2013	2012/13 Cured-In Place Pipe Project	Staff cleaned and evaluated the sewer lines for the Cured-In Place Pipe contract. This project has been bid and is in progress. Estimated cost is \$200,000. Work is in progress.	Public Works
91	No Change December 7, 2012	2012 Street User Fee Projects	Staff members are preparing the summer overlay projects by cleaning the selected streets and removing all vegetation. Crews have paved North Second Street from Y Avenue to the freeway and Penn Avenue from Fourth Street to Sixth Street.	Public Works

Item	Date of Change in Status	Item	Comments	Department
			Remaining funding is being reviewed to determine if 'G' Avenue reconstruction can be done this budget year.	
92	New February 11, 2013	2013 Street User Fee Projects	Streets are being evaluated for this year's projects.	Public Works
93	Updated February 11, 2013	Aries Lane Reconstruction	Public Works crews have completed the reconstruction of Aries Lane between Taurus Avenue and Leo Lane that was damaged as the result of a waterline break done by contractors for Charter Communications. Charter Communications has paid for this work to be done.	Public Works
94	Updated February 11, 2013	Snow Removal	Snow removal is being done as needed and snow occurs.	Public Works
95	Completed February 11, 2013	Leaf Pickup	Leaf pickup is a partnership between the City and City Garbage Service. It began the week of November 12, and has now been completed.	Public Works
96	Updated February 11, 2013	Storm Inlet at Alder Street and 'M' Avenue	Plans are near completion for constructing a secondary inlet to eliminate or reduce potential flood impacts. Construction should begin this summer.	Public Works
97	Completed February 11, 2013	Fire Hydrant Repair	Summer fire hydrant flow testing identified several fire hydrants that needed repair and those repairs have now been completed.	Public Works
98	No Change November 5, 2012	Storm Sewer Line on 'J' Avenue between 12 th & 14 th Streets	During the summer street projects, 'J' Avenue was identified as not having any storm sewer system. A new line is scheduled to be installed in the Spring of 2013.	Public Works
99	Updated February 11, 2013	20th Street Grant	Staff has prepared a grant application for the street improvement from Gekeler Lane to Adams Avenue. It has been submitted and presented to the review committee. If successful, funding would be available 2015 through 2018. Estimated cost is \$3,000,000. This project is currently in the top three for Eastern Oregon Region 5.	Public Works
100	No Change November 19, 2012	CMAQ Asphalt Overlay	Staff is preparing a grant application for funding overlays on qualifying oil mat streets. Estimated funding level is \$250,000.	Public Works
101	New February 11, 2013	Energy Study	Staff is researching opportunities that may be available to capitalize on hydro, thermal, solar and other potential energy sources.	Public Works
102	New February 11, 2013	Parking Enforcement Vehicle	Staff is researching potential funding sources for the purchase of a new parking enforcement vehicle to replace the old one.	Public Works/Police