



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
April and May 2013
City Manager's Top Priorities for 2013

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated May 20, 2013	Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande	The Budget Committees for both Urban Renewal and the City of La Grande approved the proposed budgets for the coming fiscal year. The Urban Renewal Budget Committee removed a \$200,000 line for a start-up loan program. The budgets proposed are essentially status quo from the current fiscal year. The City Council, which also acts as the Urban Renewal Agency, will adopt the budgets on June 12, 2013.	City Manager
2	Updated May 20, 2013	Implement the 10-Year Urban Renewal Plan	The Council, acting as the Urban Renewal Agency, amended the Urban Renewal Plan. 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. While the plan amendment includes a start-up business loan provision, the Budget Committee removed the funding from the Urban Renewal Budget when approved. The Urban Renewal Agency can include funding for the program should they opt to do so during the Budget adoption hearing on June 12 th . The proposed budget did include funding for targeted partnerships.	City Manager
3	Updated May 20, 2013	Continue to Implement Economic Development Strategy for La Grande	The economic summit was held on April 2, 2013 at the Blue Mountain Conference Center. The next step is to reconvene the steering committee to discuss the results, which should occur in June.	Community and Economic Development
4	Updated May 20, 2013	Long Range Fiscal Planning and Capital Improvement Program	As mentioned, the Staff developed and provided to the Urban Renewal Agency a draft ten-year Urban Renewal Project budget which was approved. The Urban Renewal Plan has been amended to allow for additional programs such as a start-up loan program. The proposed budget as approved by the Budget Committee and pending Council adoption includes	City Manager

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			limited funding for capital expenditures but does include just over \$200,000 in the General Reserve Fund which is intended to be used to begin funding a Capital Improvement Program for the General Fund. Public Works already has programs in place through the Motor Pool Fund as well as the master planning process for water, sewer, and stormwater.	

2013 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
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

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1	Updated May 16, 2013	Monthly activity (April, 2013)	<table><tr><td><u>Permit</u></td><td><u>Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building,</td><td>35</td><td>\$26,704</td><td>\$1,847,428</td></tr><tr><td>Demolition,</td><td>0</td><td>\$0</td><td></td></tr><tr><td>Electrical,</td><td>47</td><td>\$4,642</td><td></td></tr><tr><td>Mechanical,</td><td>38</td><td>\$3,595</td><td></td></tr><tr><td>MFG Homes,</td><td>1</td><td>\$366</td><td></td></tr><tr><td>Plumbing,</td><td>17</td><td>\$1,673</td><td></td></tr><tr><td>Farm Exempt,</td><td>0</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>138</u></td><td><u>\$36,980</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 234</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	35	\$26,704	\$1,847,428	Demolition,	0	\$0		Electrical,	47	\$4,642		Mechanical,	38	\$3,595		MFG Homes,	1	\$366		Plumbing,	17	\$1,673		Farm Exempt,	0	0		<u>Totals:</u>	<u>138</u>	<u>\$36,980</u>		<u>Total inspections performed = 234</u>				CEDD Building
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2	New Item May 16, 2013	Building Official Recruitment	David Kloss submitted his letter of resignation, effective May 17, 2013. A search for his replacement is underway; first review of applicants was held on May 15; at this time the candidate pool is still being evaluated and applications are still being accepted. Between on-call part-time staff and assistance from State Building Codes Division - Building Official, inspections and plans reviews tasks should be covered, though service levels will likely be somewhat less than with a full-time staff Building Official.	CEDD Building																																								
3	New Item May 16, 2013	Building Inspection Proposed Fees Increase	A proposal to increase inspection fees by up to 30% has been proposed to backfill losses to the Inspection Fund cash reserve due to a continued decrease in building activity. The proposal was presented in a work session to the City Council on April 29 and to the County Commissioners on May 15. The fees increase proposal is scheduled to be heard again by the County Commission on June 5 and by the Council on July 10.	CEDD Building																																								
4	Updated May 16, 2013	URA projects fund updates Fiscal YTD	<table><tr><td><u>Project:</u></td><td><u>Approved:</u></td><td><u>Spent YTD:</u></td></tr><tr><td>IOOF Project</td><td>\$300,000</td><td>\$348,885</td></tr><tr><td>Lilly Project</td><td>\$25,000</td><td>\$0</td></tr><tr><td>Liberty Theatre</td><td>\$75,000</td><td>\$0</td></tr><tr><td>Marketplace (balance)</td><td>\$25,000</td><td>\$0</td></tr><tr><td>Big H Streetscape</td><td>\$996,500</td><td>\$1,177,623</td></tr><tr><td><u>Totals:</u></td><td><u>\$1,421,500</u></td><td><u>\$1,526,508</u></td></tr></table>	<u>Project:</u>	<u>Approved:</u>	<u>Spent YTD:</u>	IOOF Project	\$300,000	\$348,885	Lilly Project	\$25,000	\$0	Liberty Theatre	\$75,000	\$0	Marketplace (balance)	\$25,000	\$0	Big H Streetscape	\$996,500	\$1,177,623	<u>Totals:</u>	<u>\$1,421,500</u>	<u>\$1,526,508</u>	CEDD Economic Development																			
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5	Updated May 16, 2013	Implement façade grant program	<p>Current Fiscal Year: Eight projects completed; six approved and ten pending. Projected current total grant awards: \$58,053.</p> <table><tr><td><u>Completed</u></td><td><u>Project</u></td><td><u>Grant YTD</u></td></tr><tr><td>Country Financial:</td><td>\$7,225</td><td>\$3,613</td></tr><tr><td>Ale House:</td><td>\$1,970</td><td>\$985</td></tr><tr><td>Coulter/Poe:</td><td>\$4,875</td><td>\$2,400</td></tr><tr><td>Hermann Financial:</td><td>\$17,200</td><td>\$7,500</td></tr><tr><td>American Legion</td><td>\$4,485</td><td>\$2,245</td></tr><tr><td>Blue Mtn. Barber Shop:</td><td>\$15,000</td><td>\$7,500</td></tr><tr><td>Laurence:</td><td>\$26,000</td><td>\$6,500</td></tr></table>	<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	Blue Mtn. Barber Shop:	\$15,000	\$7,500	Laurence:	\$26,000	\$6,500	CEDD Economic Development																
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			Red Cross Drug: \$58,000 \$7,500 <u>Approved</u> Nature's Pantry: \$8,200 NPU: \$7,000 Marketplace: \$8,300 MBI: \$6,100 Sub Shop: \$7,700 Sun & Style: \$2,000 Totals: \$174,055 \$38,243	
6	Updated May 16, 2013	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 strategy. A NE Oregon regional team has been formed with partners including: City of Pendleton, CTUIR and Union County (UCEDC & City/Agency) to plan, fund, coordinate and host a site selector event in September 2013. The total budget for the event has been set at \$15,000.	CEDD Economic Development
7	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
8	Updated May 16, 2013	Urban Renewal projects updates	IOOF: (\$300,000; \$120,000 net). All work on this project is complete. Building is now being marketed for sale. Liberty Theatre: (\$75,000) The Liberty Theatre Foundation has been in discussions with staff and has submitted a draft business plan which has been reviewed by staff and returned to the Foundation for additional work to meet the requirements for the second \$75,000 loan. Big H: (\$1 million): Project is complete. The Marketplace: (\$65,000) project remains underway with continual revisions and additions. Staff remains engaged on project team and regularly conducts tours and meetings with other project team members. 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	CEDD Economic Development

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			<p>funding.</p> <p>Urban Renewal Plan updates: Plan has been successfully amended to remove and combine projects and to add one new project. The primary focus of the new amendment was to allow a new small business loan program; this program was not recommended for funding during Agency budget hearings.</p> <p>Next round of projects: A hybrid “call for projects” is currently underway; staff is soliciting discretionary funding applications for FY13-14 through the end of May; the URAC will review, discuss and recommend projects to be funded at its June 10 meeting.</p>	
9	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 attending regular business team meetings to aid in project success.	CEDD Economic Development
10	Updated May 16, 2013	Calendar YTD Planning Statistics (through Jan. '13)	<p>Land Use Applications: 13</p> <p>Zoning Approvals: 34</p> <p>New Business Permits: 9</p> <p>Revenue (Land Use Fees): \$2,598</p> <p>Revenue (Park SDC): \$0</p>	CEDD Planning
11	Updated May 16, 2013	2012 Code Amendments (Previously discussed as the Goal 9 – Phase 2 Public Facility Plan Updates)	The Code Amendments were adopted by the City Council in April. The Amendments are not under consideration for co-adoption by the Union County Commission, with the First Reading of adopting Ordinance occurring on May 15, 2013. The second reading by the Union County Commissioners is scheduled for July 10, 2013, with an effective date in August 2013.	CEDD Planning
12	Updated May 6, 2013	Economic Summit	The economic summit was completed on April 2, 2013, at 1:30 pm at the Blue Mountain Conference Center. Information gathered was passed along to the members of the Steering Committee. A follow up meeting will be scheduled for some time in June.	City Manager
13	Completed May 20, 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. The information was provided to the Council at a work session and subsequently at a Regular Council meeting. The City Council has tasked the Parks and Recreation Advisory Commission to explore the possibility of changes in the Aquatics Department including privatization. The Aquatics aspect will be reflected as a new item in this report.	City Manager
14	Completed May 20, 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. For a variety of reasons and	City Manager

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			given the difficulty of separating some aspects of Parks Maintenance from other Parks functions the City Manager's recommendation is not to attempt to privatize any segments of the Parks Maintenance functions, but rather if the Council were to so direct, the City Manager would prepare a Request for Proposals for all aspects of the Parks Maintenance and related functions. This was included in the previous item. At present the City Council has not directed the City Manager to continue to pursue full privatization of the Parks Maintenance functions.	
15	No Change 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
16	Updated May 20, 2013	Main Street Funding	The City Council conducted the first reading of an Ordinance at the request of La Grande Main Street for the formation of an Economic Improvement District. The City Council, acting as the Urban Renewal Agency, indicated they would support 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/District Manager included \$40,000 in the budget proposal for FY 2013-14, which was approved by the Budget Committee. The actual amount of the proposed EID is just under \$36,000 and the second reading is scheduled for June. Property owners can object in writing to the EID and if the objections exceed a 33% threshold the EID cannot proceed.	District/City Manager
17	Updated May 6, 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 intent of bidding the project in December of 2014 for construction in Spring of 2015. Staff will move forward to secure funding in a similar fashion as was done for the initial Big H project.	District/City Manager
18	Updated May 20, 2013	Small Business Loan Program	The Urban Renewal Agency approved an amendment to the Urban Renewal Plan as well as the program policy for a Small Business Loan Program which would allow for startup businesses to receive funding	District/City Manager

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			of up to one third of their initial capital needs. Businesses would need to be within the Urban Renewal District boundaries. The proposed budget included a \$200,000 line item for the program for FY 2013-14, however, the Budget Committee removed the funding from the Urban Renewal Budget when approved. The Urban Renewal Agency can include funding for the program should they opt to do so during the Budget adoption hearing on June 12 th .	
19	Updated May 20, 2013	Business Recruitment Incentive Program	The District Manager included in the Urban Renewal Agency FY 2013-14 budget proposal \$500,000 for business recruitment incentives which was approved by the Budget Committee and forwarded to the Urban Renewal Agency for adoption in June. The intent is to include an additional \$250,000 in the FY 2014-15 budget proposal designed to assist with relocation of businesses to La Grande.	District/City Manager
20	Completed May 20, 2013	UCEDC Goals and Objectives 2013	The City reviewed and approved the Union County Economic Development District Goals and Objectives 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 Renewal Agency and UCEDC Board met and reviewed them and recommended approval.	City Manager
21	No Change 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
22	Updated May 20, 2013	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. Given BMHA provided services for this fiscal year, the City will release the \$9,500 in funding that was approved last year. The City Manager has been asked to facilitate a discussion between the County and BMHA regarding the agreement between those parties.	City Manager
23	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
24	Updated May 20, 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. We have an updated draft with most of the agreed upon language and will doing a conference call this week with Charter and our negotiating team.	City Manager
25	Updated	UCEDC Marketing	Additional segments are now posted on the UCEDC	City Manager

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	May 20, 2013	Video	web site with the final segments pending some added photography that Brent Clapp is working on.																											
26	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																										
27	No Change 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																										
28	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																										
29	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																										
30	Updated May 23, 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>0/7</td></tr><tr><td>Community Landscape/Forestry</td><td>1/7</td></tr><tr><td>Landmarks</td><td>3/5</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> *This is a category-specific vacancy that at this time reflects a need for one representative (owner/manager) of a retail establishment.	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	6/7	Arts	1/7	Budget Committee	0/7	Community Landscape/Forestry	1/7	Landmarks	3/5	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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			Staff continues to advertise for remaining vacancies. Two applicants for the vacant Community Landscape and Forestry Commission seat will be on the Council's Regular Session Agenda for June 12 th .	
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 11 paper 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	New May 16, 2013	Statistics	<u>For the month of January 2013:</u> Monthly Revenue (all funds) \$ 1,240,496 Monthly Revenue (general fund) \$ 408,366 Monthly expenses amount (all funds) \$ 1,498,318 Monthly expenses (general fund) \$ 639,620 # of Accounts Payable Checks issued: 202 # of Payroll Checks issued: 135 Monthly Payroll expenses: \$ 726,594 # of Water accounts billed: 5479 # of LID accounts billed: 0 # of NSF checks the City received: 6 Pieces of mail processed 7132	Finance
34	New May 16, 2013	Statistics	<u>For the month of February 2013:</u> Monthly Revenue (all funds) \$ 1,129,752 Monthly Revenue (general fund) \$ 393,908 Monthly expenses amount (all funds) \$ 2,130,362 Monthly expenses (general fund) \$ 592,323 # of Accounts Payable Checks issued: 226 # of Payroll Checks issued: 131 Monthly Payroll expenses: \$ 712,417 # of Water accounts billed: 5507 # of LID accounts billed: 0 # of NSF checks the City received: 8 Pieces of mail processed 6977	Finance
35	New May 16, 2013	Statistics	<u>For the month of March 2013:</u> Monthly Revenue (all funds) \$ 1,659,859 Monthly Revenue (general fund) \$ 261,572 Monthly expenses amount (all funds) \$ 1,441,609 Monthly expenses (general fund) \$ 621,995 # of Accounts Payable Checks issued: 215 # of Payroll Checks issued: 139 Monthly Payroll expenses: \$ 707,758 # of Water accounts billed: 5550 # of LID accounts billed: 11 # of NSF checks the City received: 5	Finance

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			Pieces of mail processed 7055	
36	No Change, November 6, 2012	Statistics	<p><u>For the month of December 2012:</u></p> <p>Monthly Revenue (all funds) \$ 2,719,831</p> <p>Monthly Revenue (general fund) \$ 1,657,343</p> <p>Monthly expenses amount (all funds) \$ 1,757,745</p> <p>Monthly expenses (general fund) \$ 612,528</p> <p># of Accounts Payable Checks issued: 203</p> <p># of Payroll Checks issued: 145</p> <p>Monthly Payroll expenses: \$ 741,954</p> <p># of Water accounts billed: 5446</p> <p># of LID accounts billed: 13</p> <p># of NSF checks the City received: 8</p> <p>Pieces of mail processed 7083</p>	Finance
37	Completed May 16, 2013	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
38	Completed February 2013	Annual Audit	<p>We have received and signed our engagement letter to audit FY 11-12. This will begin approximately October 29, 2012.</p> <p>Auditors arrived on October 29 for about 2 weeks on site.</p>	Finance
39	Updated May 16, 2013	Budget Process	<p>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.</p> <p>Budget Hearings are completed and will now move forward for adoption on June 12, 2013</p>	Finance
40	Updated May 16, 2013	Importing Journal Entries	<p>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.</p> <p>There is one division that will be trained for scheduled completion at the end of the fiscal year</p>	Finance
41	New May 16, 2013	Personnel Policy Manual/Employee Handbook	A local college student has requested to work on updating these manuals as his senior project. He will be working with Human Resources on this project. The term of his work will allow him to spend 150 hours on this project.	Finance
42	New May 16, 2013	Updating Aquatic Lifeguard Job Descriptions	Current job descriptions do not accurately reflect the appropriate job duties. These job descriptions will be updated and reviewed biennial.	Finance
43	Updated	Fire Cause	In Dec. LGFD Arson Investigators conducted fire	Fire

Item	Date of Change in Status	Item	Comments	Department
	Feb. 5, 2013	Investigation	cause investigations at 2 building fires.	
44	Updated May 29, 2013	Response Statistics	<u>Response statistics for Dec. 2012 and Jan. 2013</u> Mar.1 through May 28 Total Calls: 519 Medical: 436 Fire/Other: 84 (3 building fires, 14 fires-other, 1 gas leak, 1 wire down, 48 service calls, 14 good intent calls, 6 false alarms, 6 police assist) *We noted that we had 20 fewer airport transports than we had during the same period of time last year. GRH's heli-pad is having an impact on airport transfers as expected.	Fire
45	Updated May 29, 2013	Fire Code Inspections	New inspections: (2) Re-inspections: (3) *We were able to make major strides in bringing the Archive Bookstore into compliance with the fire code as it relates to clutter, exiting and electrical hazards.	Fire
46	No Change Feb. 5, 2013	Juvenile Fire Setter	1 Intervention(s) conducted in Dec. 1 Intervention(s) conducted in Jan.	Fire
47	Updated May 29, 2013	Child Safety Seat Installations and Bicycle Helmets	Mar.1 through May 28 (7) families instructed in proper car seat with (5) being provided with reduced price child safety seats.	Fire
48	Updated May 29, 2013	Multi-Disciplinary Team Meeting	Participated in (2) Multi-Disciplinary Team meetings on Child and Elderly abuse in Union County focusing on (2) elderly abuse cases.	Fire
49	Updated May 29, 2013	Traffic School	(24) students instructed resulting in \$1200 in revenue from student fees.	Fire
50	Updated May 29, 2013	Training/Conf.	<u>Training/Conferences</u> FD Secretary attended annual conference of the Oregon Fire Service Office Administrators (OFSOA) and a conference put on by our ambulance billing service. FD TEMS members of the Inter Agency SWAT team successfully completed a basic SWAT team member training course. A Fire Captain attended a DPSST course on the National Fire Incident Reporting system. FD Training Officer attended annual EMS conference.	Fire
51	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
52	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.	Fire

Item	Date of Change in Status	Item	Comments	Department
			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.	
53	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 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.	Fire
54	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
55	Updated May 29, 2013	Weed/Tall Grass Complaints	Tall grass and weed complaints are beginning to come in and 7 properties have been posted for non-compliance with the City's nuisance ordinance thus far.	Fire
56	Updated May 29, 2013	Fire Station Tours and Safety Presentations	(4) School groups toured fire station and received fire safety instruction. We had the new aerial out at Riverside Park for a Greenwood Elementary School educational activity. Conducted a fire extinguisher training program for a local business.	Fire
57	Updated March 19, 2013	Literacy Center	Our new volunteer who had worked as an ESL teacher has been particularly valuable in helping one non-English speaking parent and his children. The daughter of a La Grande School teacher recommended she be brought to the Center. This man brings his children in three times a week. While volunteers tutor school-aged children, a kindergartner and a first grader, the ESL volunteer works with the father and two younger children. As she introduces preschool materials and games to them, the father will begin to gain more understanding himself. We check "games" out to them to use at home. The mother works	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>during the day, so these activities will be helpful to all. They also have support of a friend whose child attends the same tutoring sessions three times a week. This helps with interpretation.</p> <p>A man working through Blue Mountain Community College to get his GED has been coming for tutoring as well as materials to study at home. He was referred by the employment office. He did not know his reading level, so I tested him and find he is reading at 11th-12th grade levels. He should be able to obtain the certification with fair ease. His greatest concerns are the spelling and composition areas. Those are our focus now.</p> <p>Planning is underway for the free tutoring sessions during the months of June and July. We budget each year to allow for expansion of summer hours. (T,W,Th 10:45-3:45) Local schools and educational agencies are given applications to hand out to families of children considered in need of additional summer assistance.</p> <p>Money to provide materials for handouts and tutoring will be used from funds provided by our Community Partner, The Neighborhood Club.</p>	
58	Updated May 21, 2013	Page Turners Book Club	<p>Book Club discussed <i>Burro Genius</i> by Victor Villaseñor in March. In April we discussed <i>The Secrets of Mary Bowser</i> by Lois Leveen and in May we discussed <i>Promise Me This</i> by Cathy Gohlke. Meetings are held the second Thursday of the month at 6:00 at the library.</p>	Library
59	No Change Dec. 7, 2012	Archives	<p>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.</p> <p>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 100th 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</p>	Library

Item	Date of Change in Status	Item	Comments			Department	
			newspaper articles, flyers and more.				
60	No change March 19, 2013	Statistics	Current	Last		Library	
			11,123	11,455	Circulation		
			24,679	23,272	Door count		
			13,342	13,241	Card holders		
			60	60	Overdue notices		
			373	462	Library2 Go titles checked out		
			274	265	Mango Languages		
			23	21	Events in community room		
			24	23	Homebound deliveries		
			0	0	Adult program attendance		
			360	335	Children's program attendance		
			38	34	Volunteer hours		
			624	317	Total Sage ILL		
61	Updated April 29, 2013	Children's/Young Adults	<p>The library hosted two special children's events in April, an Arbor Day storytime and Month of the Military Child. Working with Teresa Gustafson and in conjunction with the City's Arbor Day events, we displayed posters from the Trees Are Terrific In My Urban Forest contest and hosted a storytime about trees on April 11th. Thanks to Teresa and a grant from Oregon Community Tree and Oregon Association of Nurseries, we were able to give away 30 copies of A Tree Is Nice by Janice May Udry.</p> <p>April is the Month of the Military Child and we collaborated with local and state levels of the Oregon National Guard to host an event at the library on April 22nd. This free event celebrated our local military children and was open to everyone in our community. The program revolved around the book The Wishing Tree by Mary Redman and included a magic show, a tree talk by Teresa Gustafson, balloon twisting, face painting, a raffle, and crafts from the Parks & Recreation Department. The event had a great deal of support from the community including Eastern Oregon Landscaping and Nursery, The Hobby Habit, Virginia Bertels, George Gilchrist, and the American Legion.</p> <p>The Cook Memorial Library has been awarded a generous grant from Walmart for \$1,000 to assist in funding the library's Teen Program. Since the fall of 2012, the library has expanded their teen activities beyond the Summer Reading Program. The library now has a Teen Book Club that meets monthly and participation has nearly doubled since their first meeting last December. We have also implemented iCraft, a free monthly program teaching unique crafting techniques. Our goal is to continue to expand our teen programming with activities such as: Altered Books, a recycled book art activity; Teen</p>			Library	

Item	Date of Change in Status	Item	Comments	Department
			'Zines, book recommendations by teens for teens; and a book talk video project.	
62	No Change January 8, 2013	Programs	<p>The 100th Anniversary Celebration was quite successful with over 500 additional people coming through the doors than in a typical Wednesday.</p> <p>Last November, Cook Memorial Library employees Celine Vandervlugt and Rose Peacock gave two book art workshops. Inspired by Lisa Occhipinti's book The Repurposed Library, the pair created and 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.</p>	Library
63	No change February 8, 2013	Department Activities	<p>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.</p> <p>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.</p> <p>Ryan was on family leave the month of January to assist in the care of his first child, Marlo.</p>	Library
64	Updated May 21, 2013	Arts Commission	The Commission selected Molly Witten as the recipient of the \$500 scholarship awarded annually to a graduating La Grande High School student.	Parks - Admin
65	Completed May 21, 2013	Riverside Pavilion	A septic drain field system has been installed to replace the holding tank attached to Riverside Pavilion. Staff is currently repairing the irrigation and turf that was disturbed during the installation.	Parks - Admin
66	Updated May 21, 2013	Morgan Lake EAP	The Emergency Action Plan (EAP) for Morgan Lake is finished and in the final phase of approval. The spillway drawings, technical specifications and cost estimates are also finished and all documents will be sent to the State for further review and approval.	Parks - Admin
67	Completed May 21, 2013	Pavilion Fire Sprinkler System	Western Automatic Sprinkler has installed a fire sprinkler system in Riverside Pavilion at no cost to the City. Special thanks to them and their crew for their donation of both the labor and materials required to make this happen.	Parks - Admin
68	Updated May 21, 2013,	Training	Mark Lanman attended the 2013 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	Parks - Admin

Item	Date of Change in Status	Item	Comments	Department																		
			certification. Tee Gandy attended the Playground Inspector and Certification Course in Tigard, May 5 – 8, 2013, to obtain his recertification, which is required every two years.																			
69	Updated May 21, 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. <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.	Parks-Admin																		
70	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																		
71	Updated May 21, 2013	Pool Statistics April	<table><tr><td></td><td><u>FY 11-12</u></td><td><u>FY 12-13</u></td></tr><tr><td>ATTENDANCE</td><td>3,736</td><td>3,445</td></tr><tr><td>FY TO DATE</td><td>31,530</td><td>28,228</td></tr><tr><td>REVENUE</td><td>\$6,381</td><td>\$7,251</td></tr><tr><td>FY TO DATE</td><td>\$97,034</td><td>\$87,900</td></tr><tr><td># OF RENTALS</td><td>0</td><td>11</td></tr></table>		<u>FY 11-12</u>	<u>FY 12-13</u>	ATTENDANCE	3,736	3,445	FY TO DATE	31,530	28,228	REVENUE	\$6,381	\$7,251	FY TO DATE	\$97,034	\$87,900	# OF RENTALS	0	11	Parks - Aquatics
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72	Updated May 21, 2013	Pool Update	<ul style="list-style-type: none">Forty students who are being home schooled participated in swim lessons during April.Third grade students from the La Grande School District started swim lessons on April 30th. The first groups to participate were Island City and Greenwood classes.	Parks - Aquatics																		
73	No Change August 20, 2012	Parks Maintenance Building Replacement	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																		
74	Updated May 21, 2013	Parks Maintenance	<ul style="list-style-type: none">Repair of irrigations system in the aftermath of multiple conservation projects in Riverside Park.Mowing, playground repairs.Ballfield maintenance and upgrade of the skinned areas of the infields.	Parks Maintenance																		

Item	Date of Change in Status	Item	Comments	Department																																										
			<ul style="list-style-type: none">Start up and repair of restrooms and drinking fountains.Fertilizing and aerating of athletic fields.Vandalism repairsLandscaping of Riverside bridge ramp.																																											
75	Updated May 21, 2013	Adult Recreation Program	<ul style="list-style-type: none">The Coed Softball League will begin play on May 28th with twelve teams.	Parks - Recreation																																										
76	Updated May 21, 2013	Children’s Recreation Program	<p>The Summer Recreation Program is coming together with a wide array of activities available for children ages 3 and older. Program booklets will be available in the Parks Office on May 28th.</p> <p>The Hershey’s Track and Field Meet for boys and girls ages 9 to 14 will be held on June 4, beginning at 2:00 pm, on the EOU Track. The winners in each category will advance to the State meet, which will be held in Eugene on July 6th. Prior to the track meet, Staff will host a “fun” meet for children ages 5 to 8.</p>	Parks - Recreation																																										
77	Update May 21, 2013	Community Outreach June	<ul style="list-style-type: none">Received a \$500 Grant from Oregon Community Trees to establish a “<i>Trees are Terrific</i>” Poster contest for fourth and fifth grade elementary students in connection with Oregon Arbor Week.Gave an Urban Forestry presentation for the “Month of the Military Child” event on April 22nd.Presented an Urban Forestry Presentation for Future Stewards Day.	Parks - Urban Forestry																																										
78	Updated May 21, 2013	April Statistics	<table><tr><th colspan="3">Year-to-Date April</th></tr><tr><td>ROW Trees Planted</td><td>30</td><td>31</td></tr><tr><td>Park Trees Planted</td><td>1</td><td>1</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>11</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Street Trees Pruned</td><td>6</td><td>6</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>0</td></tr><tr><td>Community Responses</td><td>39</td><td>79</td></tr><tr><td>Nuisance Responses</td><td>3</td><td>10</td></tr><tr><td>Field/Tree Evaluations</td><td>25</td><td>45</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>3</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>2</td><td>2</td></tr><tr><td>Cmty Volunteer Hours</td><td>105</td><td>120</td></tr></table>	Year-to-Date April			ROW Trees Planted	30	31	Park Trees Planted	1	1	Street Trees Removed	3	11	Park Trees Removed	0	0	Street Trees Pruned	6	6	Park Trees Pruned	0	0	Community Responses	39	79	Nuisance Responses	3	10	Field/Tree Evaluations	25	45	Ordinance Enforcement	0	3	Tree Service Permits	0	7	Site Plan Reviews	2	2	Cmty Volunteer Hours	105	120	Parks - Urban Forestry
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Cmty Volunteer Hours	105	120																																												
79	Updated May 15, 2013	Crime Statistics : We are having an ongoing problem with the state providing updated stats. It is unclear when this issue will	<table><tr><th>Type of Crime</th><th>Nov-12</th><th></th><th></th></tr><tr><td>Crimes against persons (assaults, robbery, sex crimes)</td><td>7</td><td></td><td></td></tr><tr><td>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</td><td>45</td><td></td><td></td></tr></table>	Type of Crime	Nov-12			Crimes against persons (assaults, robbery, sex crimes)	7			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	45			Police																														
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Item	Date of Change in Status	Item	Comments				Department
		be corrected on the state's end.	Crimes against society (drug laws, DUI, liquor laws, disorderly conduct)	19			
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	3			
80	Updated May 15, 2013	Operations Division Statistics 2013		Mar	April		Police
			Case Reports Turned In	162	190		
			Total Traffic	241	279		
			Arrests	44	64		
			Calls for Service	1544	1597		
81	Updated: May 15, 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>			Apr		Police
			Physical Abuse cases		5		
			Sexual Abuse cases		4		
			Neglect cases (also includes children exposed to drug activity and dirty homes)		18		
			Domestic Violence cases		0		
			Total number of child abuse cases		27		
82	Updated May 7, 2013	Communications Division Statistics		March	April		Police
			Traffic/Air	387	454		
			All Calls	2954	3032		
			Legitimate 911 calls for service	277	249		
			Case Reports LGPD/UCSO	182	207		
83	Updated May 7, 2013	Training	OPERATIONS MARCH/APRIL TRAINING: The SWAT team had a 4 hour block of training in both March and April. One full time and two volunteers attended the Traumas of Law Enforcement training in Seattle, WA. Two Officers attended a Defensive Tactics Instructor course in Redmond, OR. Nine officers attended the DUII refresher training held in La Grande. COMMUNICATIONS MARCH/APRIL TRAINING: Two Comm. Specs attended a Notary Public training held in La Grande. Three Dispatchers attended a "Building 911 bridges to suicidal callers" training held at DPSST in Salem. Two dispatchers attended "911 emergency mental health dispatcher" training at DPSST in Salem.				Police/Comm
84	No Change Dec. 2012	Union/Wallowa County Drug Task Force Activity Summary	NOTE: The DTF is going through a transition of supervisory responsibilities from LGPD to OSP. As a result, statistical information is not yet available.				Police
				April	May		
			New Activities	4	1		
			YTD Activities	44	45		
			Arrests	0	0		

Item	Date of Change in Status	Item	Comments			Department
			YTD Arrests	5	5	
85	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
86	Updated May 15, 2013	Department Activities	<p>At this time this department is at full staff and our newest Patrol officer is now released to solo status. This will allow our department to get plugged back into the Drug Task Force on a full-time basis in the very near future. Although it is unsure at this time what the Oregon State Police's role will be with the team because of some OSP regional restructure. We are confident that other members of this team will be hard at work.</p> <p>Our department just completed another 8 week youth academy course, organized by Volunteer Coordinator Lisa Reddington, that included all Law Enforcement Departments within our County and the La Grande Fire Department. There were 8 students representing La Grande High School, Cove High School and Imbler High School. The kids and instructors had a great time and learned many valuable aspects of both the Police and Fire profession. City Mayor Dan Pokorney was in attendance at the Youth Academy graduation and assisted in delivering the graduation certificates.</p>			Police/Comm .
87	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.			Public Works
88	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
89	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
90	Updated May 21, 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. Eight (8) alley approaches were completed with the Big H Project. The contractor, Rogers Asphalt, is working on the last eleven (11) approaches and should be completed soon.			Public Works
91	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			Public Works

Item	Date of Change in Status	Item	Comments	Department
			time. This will take a lengthy period of time.	
92	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
93	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
94	Updated May 21, 2013	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 four (4) different sources and an additional funding source is being evaluated. The environmental review is complete. Estimated cost is \$1,500,000.	Public Works
95	Completed May 21, 2013	2012/13 Cured-In Place Pipe Project	Staff cleaned and evaluated the sewer lines for the Cured-In Place Pipe contract. The contractor performed this work in February.	Public Works
96	Completed May 21, 2013	2012 Street User Fee Projects	Staff members prepared the summer overlay projects by cleaning the selected streets and removing all vegetation. Crews paved North Second Street from Y Avenue to the freeway and Penn Avenue from Fourth Street to Sixth Street.	Public Works
97	Updated May 21, 2013	2013 Street User Fee Projects	The project is out for bid and should be ready for Council approval in June 2013.	Public Works
98	Completed May 21, 2013	Aries Lane Reconstruction	Public Works crews 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 paid for this work to be done.	Public Works
99	Completed May 21, 2013	Snow Removal	Snow removal was done as needed.	Public Works
100	Updated May 21, 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 is 90% complete.	Public Works
101	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
102	No change 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
103	Updated	CMAQ Asphalt	Staff has prepared a grant application for funding	Public Works

Item	Date of Change in Status	Item	Comments	Department
	May 21, 2013	Overlay	overlays on qualifying oil mat streets. The project has been approved for funding during the 2014 construction season.	
104	No change 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
105	No change 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
106	New Item May 21, 2013	2013-14 Cured-In-Place Pipe Project	Sanitary sewer lines are being evaluated to determine the locations for FY 2013-14 CIPP projects.	Public Works
107	New Item May 21, 2013	Truck Route	Staff is reviewing the Parking, Traffic Safety and Street Maintenance Advisory Commission's recommendation to establish a truck route on Jefferson Avenue from Hemlock Street to Third Street.	Public Works
108	New Item May 21, 2013	'M' Avenue and 'N' Avenue Overlay	Staff was successful in accessing grant funding to overlay 'M' Avenue and 'N' Avenue from Alder Street to Fourth Street. Sewer and water lines and services are being evaluated for replacement before paving and lines in poor condition are being replaced. This project is out for bid and is scheduled to be done this summer.	Public Works