



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
June—August 2013
City Manager's Top Priorities for 2013

| Item No. | Date of Change in Status | Item | Comments | Lead Department |
|----------|--------------------------|---|---|------------------------------------|
| 1 | Updated August 18, 2013 | Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande | Year-end figures for the 2012-13 fiscal year look good. Moving forward on fiscal year 2013-14 which started July 1 st . | City Manager |
| 2 | Updated August 18, 2013 | Implement the 10-Year Urban Renewal Plan | The Urban Renewal Budget for FY 2013-14 includes funding for the same programs as the current year with one major change. The budget includes a provision to borrow \$500,000 which would then be used to assist with the development of a new business in the District. To date we have not received a proposal for this funding. The Agency received funding requests totaling over \$450,000 associated with over \$1.6 million in projects. The Agency awarded \$275,000 in grant funding which only leaves façade improvement project funding for the rest of this fiscal year. The Urban Renewal Agency is scheduled for a Special Meeting on August 26, 2013, to consider the release of the second \$75,000 of dedicated funding for the Liberty Theatre. | City Manager |
| 3 | Updated August 18, 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 and the Steering Committee subsequently met and opted to conduct quarterly meetings to discuss ongoing economic development efforts with an annual expanded meeting. UCEDC is taking the lead on scheduling the quarterly meetings. | Community and Economic Development |
| 4 | No Change 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. | City Manager |

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| | | | The proposed budget as approved by the Budget Committee and pending Council adoption includes 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> |
|--|-----------------|-------------------------------|
| Wednesday, October 2 | REGULAR SESSION | |
| Monday, October 21 | WORKS SESSION | Tentative |
| Monday, October 28 | WORK SESSION | Topic to be determined |
| 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 | |
| <u>Wednesday, December 18 ~~ Holiday Open House (4:30 – 6:00 p.m.)</u> | | |

2014

Wednesday, January 15 REGULAR SESSION

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

Capital Improvement Program—5 year projections

Transportation System Development Charges

Parks Advisory Commission Report on funding recommendations

Annexation strategies for valid consent properties

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 Aug. 19, 2013 | Monthly activity (July, 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>27</td><td>\$24,166</td><td>\$2,290,206</td></tr><tr><td>Demolition,</td><td>0</td><td>\$0</td><td></td></tr><tr><td>Electrical,</td><td>61</td><td>\$11,223</td><td></td></tr><tr><td>Mechanical,</td><td>31</td><td>\$8,188</td><td></td></tr><tr><td>MFG Homes,</td><td>2</td><td>\$732</td><td></td></tr><tr><td>Plumbing,</td><td>34</td><td>\$7,578</td><td></td></tr><tr><td>Farm Exempt,</td><td>4</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>159</u></td><td><u>\$51,887</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 218</u></td></tr></table> | <u>Permit</u> | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | Building, | 27 | \$24,166 | \$2,290,206 | Demolition, | 0 | \$0 | | Electrical, | 61 | \$11,223 | | Mechanical, | 31 | \$8,188 | | MFG Homes, | 2 | \$732 | | Plumbing, | 34 | \$7,578 | | Farm Exempt, | 4 | 0 | | <u>Totals:</u> | <u>159</u> | <u>\$51,887</u> | | <u>Total inspections performed = 218</u> | | | | CEDD Building |
| <u>Permit</u> | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Farm Exempt, | 4 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Totals:</u> | <u>159</u> | <u>\$51,887</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Total inspections performed = 218</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Completed Aug. 19, 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. Brian Don was hired by the City as Building Official; his first day of work was July 8. | CEDD Building | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Updated Aug. 19, 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. This item has been put on hold indefinitely, but will be revisited within the next four to six months once a better analysis of costs and revenues has been developed. | CEDD Building | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Updated Aug. 19, 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>\$348,944</td></tr><tr><td>Lilly Project</td><td>\$25,000</td><td>\$14,470</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>\$1,186,925</td></tr><tr><td><u>Totals:</u></td><td><u>\$1,421,500</u></td><td><u>\$1,550,339</u></td></tr></table> | <u>Project:</u> | <u>Approved:</u> | <u>Spent YTD:</u> | IOOF Project | \$300,000 | \$348,944 | Lilly Project | \$25,000 | \$14,470 | Liberty Theatre | \$75,000 | \$0 | Marketplace (balance) | \$25,000 | \$0 | Big H Streetscape | \$996,500 | \$1,186,925 | <u>Totals:</u> | <u>\$1,421,500</u> | <u>\$1,550,339</u> | CEDD Economic Development | | | | | | | | | | | | | | | | | | | |
| <u>Project:</u> | <u>Approved:</u> | <u>Spent YTD:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IOOF Project | \$300,000 | \$348,944 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lilly Project | \$25,000 | \$14,470 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Liberty Theatre | \$75,000 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Marketplace (balance) | \$25,000 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Big H Streetscape | \$996,500 | \$1,186,925 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Totals:</u> | <u>\$1,421,500</u> | <u>\$1,550,339</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Updated Aug. 19, 2013 | Implement façade grant program | <table><tr><td colspan="3">Fiscal Year-End: Fourteen projects completed. Final total grant awards: \$57,793.</td></tr><tr><td><u>Completed</u></td><td><u>Project</u></td><td><u>Grant</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></table> | Fiscal Year-End: Fourteen projects completed. Final total grant awards: \$57,793. | | | <u>Completed</u> | <u>Project</u> | <u>Grant</u> | Country Financial: | \$7,225 | \$3,613 | Ale House: | \$1,970 | \$985 | Coulter/Poe: | \$4,875 | \$2,400 | Hermann Financial: | \$17,200 | \$7,500 | CEDD Economic Development | | | | | | | | | | | | | | | | | | | | | | |
| Fiscal Year-End: Fourteen projects completed. Final total grant awards: \$57,793. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Completed</u> | <u>Project</u> | <u>Grant</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country Financial: | \$7,225 | \$3,613 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ale House: | \$1,970 | \$985 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coulter/Poe: | \$4,875 | \$2,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hermann Financial: | \$17,200 | \$7,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | American Legion \$4,485 \$2,245 Blue Mtn. Barber Shop: \$15,000 \$7,500 Laurence: \$26,000 \$6,500 Red Cross Drug: \$58,000 \$7,500 Nature's Pantry: \$8,200 \$4,000 NPU: \$7,000 \$3,500 Marketplace: \$8,300 \$4,150 MBI: \$6,100 \$3,050 Sub Shop: \$7,700 \$3,850 Sun & Style: \$2,000 \$1,000 Totals: \$174,055 \$57,793 | |
| 6 | Updated Aug. 19, 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. The site selector event has been postponed indefinitely. The team will continue to meet to discuss ideas for future activities. | 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 Aug. 19, 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. | CEDD Economic Development |

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| | | | <p>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.</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. The URAC met twice in June, recommending 11 projects to the Agency to be funded at \$275,000 total; the Agency met in July and awarded \$275,000 to 10 projects. Ongoing updates for these projects will be included in detail in future monthly reports.</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 Aug. 19, 2013 | Calendar YTD Planning Statistics (through 8/19/13) | Land Use Applications: 25 Zoning Approvals: 56 New Business Permits: 16 Revenue (Land Use Fees): \$5,223 Revenue (Park SDC): \$4,725 | CEDD Planning |
| 11 | Updated August 19, 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. On August 7, 2013, the Union County Commissioners had a Second Reading co-adopted the Land Development Code amendments. On August 21, 2013, the Union County Commissions are scheduled to consider adoption of the Comprehensive Plan amendments, Urban Growth Boundary Expansion/Exchange, and Rezone, with an effective date in September 2013. | CEDD Planning |
| 12 | Completed August 18, 2013 | Economic Summit | The economic summit was completed on April 2, 2013, at 1:30 pm at the Blue Mountain Conference Center. The Steering Committee conducted a follow up meeting is scheduled for June 27th. See Top Priorities above for additional information. | City Manager |
| 13 | New Item June 20, 2013 | Auditor RFP | We will publish a request for proposals for audit services this fall. | City Manager |
| 14 | 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 | City Manager |

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| | | | 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. | |
| 15 | Completed June 20, 2013 | Main Street Funding | The City Council did not adopt the Ordinance for the formation of an Economic Improvement District. The current funding level of \$25,000 for Main Street will continue. The \$40,000 in the adopted FY 2013-14 Budget will remain unchanged, but only \$25,000 will be expended for Main Street. Property owner objections were 41.9%, which is more than threshold that prevents the EID from proceeding. | District/City Manager |
| 16 | No Change June 20, 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 when appropriate. | District/City Manager |
| 17 | Completed June 20, 2013 | Small Business Loan Program | The Urban Renewal Budget Committee and Urban Renewal Agency did not approve funding for this program. | District/City Manager |
| 18 | Completed June 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 adopted by the Urban Renewal Agency. The \$500,000 is included as an expenditure that would be available subject to the Agency borrowing \$500,000. | District/City Manager |
| 19 | New Item August 18, 2013 | Liberty Theatre Funding Request | The Mayor requested a special meeting of the Urban Renewal Agency following the receipt of information that the Promissory Note the Liberty Theatre Foundation is responsible for comes due on August 31, 2013, and the holder of the note is unwilling to grant an extension. The Special Meeting is scheduled for August 26, 2013. There is currently an agreement between the Foundation and the City of La Grande Urban Renewal Agency that requires certain actions to be completed prior to the Agency providing a second \$75,000 loan to be used to pay for the principal on the Promissory Note. | District Manager |
| 20 | 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 |
| 21 | Updated | Blue Mountain | Completed an initial draft agreement between the | City Manager |

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| | August 18, 2013 | Humane Association Agreement | 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. The City Manager has been asked to facilitate a discussion between the County and BMHA regarding the agreement between those parties. To date BMHA has agreed to meet on two occasions and cancelled both times. While BMHA provided services for this fiscal year and based on this I had intended to release the \$9,500 in funding that was approved last year, I am currently holding the check pending resolution of the County agreement. I had planned to provide the check at the last meeting that BMHA cancelled. | |
| 22 | 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 |
| 23 | No Change 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 |
| 24 | Updated August 18, 2013 | UCEDC Marketing Video | Additional segments are now posted on the UCEDC web site. We are reviewing the final segments submitted 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 September 18, 2013 | Council Work Sessions Schedule | The Council's Work Session schedule has been typically lighter this Summer; that trend will continue into the Fall and Holiday seasons. However, Staff is currently working in concert with the City Manager to identify pending Work Session topics. Those will ultimately be inserted into any viable Mondays for the remainder of this year. Those "on the list" and not able to be scheduled before the close of 2013 will become part of the Council's Annual Meeting and Events Schedule for 2014. | City Recorder |
| 27 | New Item September 18, 2013 | League of Oregon Cities Annual Conference | The League's Annual Conference this year is on September 26, 27, and 28, in Jantzen Beach. The City will be represented by City Manager Strope. | City Recorder |

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| | | | <p>Mayor Pokorney, and myself. Among the three of us, we hope to be able to attend a vast array of concurrent sessions without excessive overlapping.</p> <p>Mayor Pokorney was selected as a Conference Assistant this year. His duties as such may not permit him to attend as many concurrent sessions, but the League is subsidizing the Mayor's Conference registration fee and lodging; and League staff have attempted to schedule his time in a manner that will allow him to attend as many sessions as possible, including the <i>Mayors Fall Workshop and Lunch: "Mayors Open Forum,"</i> on Thursday morning, the 26th. As mentioned by City Manager Strope during the Council's Regular Session of September 11, Mayor Pokorney will also serve as the City's voting delegate during the <i>Breakfast and Annual Business Meeting</i> on Saturday, the 28th.</p> <p>This is the third time an individual from the City of La Grande has been chosen to serve as a League Conference Assistant.</p> | |
| 28 | Updated September 18, 2013 | Ordinance and Resolution Review | <p>This item formerly referred only to drafting a "Procurement Ordinance." It has evolved, however, to an "as time permits" review of existing Ordinances and Resolutions, to confirm relevance, accuracy, and compliance with recent Legislation. We are also attempting to ensure that, whenever possible, we have only a single Ordinance or Resolution addressing a specific issue, as was accomplished during the Council's Regular Session on September 11, 2013, when the new <i>Downtown Public Improvement Standards</i> were adopted and incorporated by Resolution with the existing <i>Engineering Standard Drawings and Specifications for Construction Manual</i>, also previously adopted by Resolution but correspondingly readopted on the 11th, to enable both documents to be archived and made available as one. This enhances record keeping, is more convenient and efficient for Staff, and considerably more user friendly for our citizens and/or others making a request for those and similar documents.</p> <p>We are also finding that it may be possible to update and streamline some of our traditional processes that may no longer require the formality of a Resolution, for example; again, expediting action and saving time and other valuable resources.</p> | City Recorder |
| 29 | Updated September 18, 2013 | Develop Records Management Policies and Procedures/Rehab | Addressing the above issues is an inherent segue to reviewing and refining how we file, store, and maintain our records, including those electronically | City Recorder |

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|---|----------------------------|-------------------------------|---|----------------------------|------------------|-------------|-----|------|-----|------------------|-----|------------------------------|-----|-----------|-----|---------|-----|---|-----|----------------------|-----|----------|-----|-------------|-----|-----------------------|---|---------------|-----|---------------|
| | | Records Center | <p>developed (email, for example) in compliance with the State of Oregon’s Public Records laws and Records Retention requirements. This includes proper identification of records scheduled for destruction, in compliance with the State of Oregon’s Records Destruction requirements. Fortunately (or maybe not, when viewed from an adequate storage perspective), there is little of the latter, because the nature of our business requires the permanent (“forever”) retention of all of our formal documents (Ordinances; Resolutions; Minutes of every variety; most contractual agreements, both internal and external); certain financial documents, and so on.</p> <p>Sadly, this is another “as time permits” activity; but we will be escalating our efforts to develop a formal Public Records Management process, including on-line capabilities.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | Updated September 18, 2013 | Advisory Commission Vacancies | <p>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:</p> <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>0/7</td></tr><tr><td>Landmarks</td><td>4/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety, and Street Maintenance</td><td>3/7</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>1/7</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>Staff continues to recruit for remaining vacancies.</p> <p>In other Commission business, City Manager Strobe recently reminded/informed the Council that recent occurrences involving Commissioners necessitate a more formal Commissioner Training Program. Fortunately, the incidents in question are infrequent; but with an election year right around the corner, these sessions with Commissioners will also serve as a good opportunity to remind them that while serving as volunteers in any capacity for the City, they are considered “employees” and must strictly follow Oregon Public Records, Oregon Public Meetings, and Oregon Election laws. Not doing so could result</p> | <u>Advisory Commission</u> | <u>Vacancies</u> | Air Quality | 6/7 | Arts | 1/7 | Budget Committee | 0/7 | Community Landscape/Forestry | 0/7 | Landmarks | 4/5 | Library | 0/5 | Parking, Traffic Safety, and Street Maintenance | 3/7 | Parks and Recreation | 0/7 | Planning | 1/5 | UCEDC Board | 0/4 | Union County Tourism* | 1 | Urban Renewal | 1/7 | City Recorder |
| <u>Advisory Commission</u> | <u>Vacancies</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Air Quality | 6/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arts | 1/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget Committee | 0/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Landscape/Forestry | 0/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Landmarks | 4/5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Library | 0/5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parking, Traffic Safety, and Street Maintenance | 3/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parks and Recreation | 0/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning | 1/5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UCEDC Board | 0/4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Union County Tourism* | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Urban Renewal | 1/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|---------------------------|-----------------------------------|---|-----------------------------|--------------|--------------------------------|------------|-------------------------------------|--------------|---------------------------------|------------|--------------------------------------|-----|-----------------------------|-----|---------------------------|------------|-----------------------------|------|---------------------------|----|------------------------------------|---|--------------------------|------|---------|
| | | | <p>in removal from Commission service and/or certain civil action and financial penalties.</p> <p>Inasmuch as the City Manager has asked for Staff input in connection with this issue, this is a good time for me to dust off a brochure I started to develop for Commissioners a number of years ago (sadly, that project stalled in favor of other more pressing duties); as well as to begin (again!) a very long-time goal of mine, which is to develop a Commissioner Handbook.</p> <p>As we all know, a written document doesn't necessarily prevent "mischief," but it does preclude "I didn't know," as we continue to strive toward even more efficient administration of Advisory Commission roles, responsibilities, and business.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | Completed May 31, 2013 | Risk Management Incentive Program | <p>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.</p> <p>A committee has been formed and met.</p> <p>Safety/security at City Hall will be the project to request funding for.</p> <p>Two safety windows have been installed in the Finance/Municipal Court office. Also in place is a magnetic entry system into the office where entry is required by a staff member. The CIS grant is responsible in entirety for the costs associated with this project.</p> | Finance | | | | | | | | | | | | | | | | | | | | | | |
| 33 | New June 17, 2013 | Statistics | <p><u>For the month of April 2013:</u></p> <table><tr><td>Monthly Revenue (all funds)</td><td>\$ 1,126,112</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 493,619</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 1,669,771</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 668,190</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>232</td></tr><tr><td># of Payroll Checks issued:</td><td>140</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 720,951</td></tr><tr><td># of Water accounts billed:</td><td>5594</td></tr><tr><td># of LID accounts billed:</td><td>10</td></tr><tr><td># of NSF checks the City received:</td><td>4</td></tr><tr><td>Pieces of mail processed</td><td>7192</td></tr></table> | Monthly Revenue (all funds) | \$ 1,126,112 | Monthly Revenue (general fund) | \$ 493,619 | Monthly expenses amount (all funds) | \$ 1,669,771 | Monthly expenses (general fund) | \$ 668,190 | # of Accounts Payable Checks issued: | 232 | # of Payroll Checks issued: | 140 | Monthly Payroll expenses: | \$ 720,951 | # of Water accounts billed: | 5594 | # of LID accounts billed: | 10 | # of NSF checks the City received: | 4 | Pieces of mail processed | 7192 | Finance |
| Monthly Revenue (all funds) | \$ 1,126,112 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly Revenue (general fund) | \$ 493,619 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly expenses amount (all funds) | \$ 1,669,771 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly expenses (general fund) | \$ 668,190 | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Accounts Payable Checks issued: | 232 | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Payroll Checks issued: | 140 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly Payroll expenses: | \$ 720,951 | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Water accounts billed: | 5594 | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of LID accounts billed: | 10 | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of NSF checks the City received: | 4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pieces of mail processed | 7192 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | New July 16, 2013 | Statistics | <p><u>For the month of May 2013:</u></p> <table><tr><td>Monthly Revenue (all funds)</td><td>\$ 838,432</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 254,525</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 1,279,111</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 578,368</td></tr></table> | Monthly Revenue (all funds) | \$ 838,432 | Monthly Revenue (general fund) | \$ 254,525 | Monthly expenses amount (all funds) | \$ 1,279,111 | Monthly expenses (general fund) | \$ 578,368 | | | | | | | | | | | | | | | |
| Monthly Revenue (all funds) | \$ 838,432 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly Revenue (general fund) | \$ 254,525 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly expenses amount (all funds) | \$ 1,279,111 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly expenses (general fund) | \$ 578,368 | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department |
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| | | | # of Accounts Payable Checks issued: 249 # of Payroll Checks issued: 141 Monthly Payroll expenses: \$ 709,711 # of Water accounts billed: 5650 # of LID accounts billed: 2 # of NSF checks the City received: 3 Pieces of mail processed 7408 | |
| 35 | New August 16, 2013 | Statistics | <u>For the month of June 2013:</u> Monthly Revenue (all funds) \$ 1,517,707 Monthly Revenue (general fund) \$ 305,488 Monthly expenses amount (all funds) \$ 1,773,162 Monthly expenses (general fund) \$ 305,488 # of Accounts Payable Checks issued: 210 # of Payroll Checks issued: 153 Monthly Payroll expenses: \$ 722,817 # of Water accounts billed: 5696 # of LID accounts billed: 9 # of NSF checks the City received: 11 Pieces of mail processed 7829 | Finance |
| 36 | New August 28, 2013 | Statistics | <u>For the month of July 2013:</u> Monthly Revenue (all funds) \$ 1,659,894 Monthly Revenue (general fund) \$ 517,651 Monthly expenses amount (all funds) \$ 1,735,745 Monthly expenses (general fund) \$ 756,051 # of Accounts Payable Checks issued: 237 # of Payroll Checks issued: 142 Monthly Payroll expenses: \$ 897,455 # of Water accounts billed: 5714 # of LID accounts billed: 0 # of NSF checks the City received: 7 Pieces of mail processed 6931 | Finance |
| 37 | Completed June 17, 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. Budget Hearings are completed and will now move forward for adoption on June 12, 2013. The City of La Grande and Urban Renewal Agency budgets were adopted. | Finance |
| 38 | Completed June 30, 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. There is one division that will be trained for scheduled completion at the end of the fiscal year. This process has now been completed with all | Finance |

| Item | Date of Change in Status | Item | Comments | Department |
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| | | | departments and is a success. | |
| 39 | Updated August 28, 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. This project has been completed by the student and is now going through review process in Human Resources. | Finance |
| 40 | Updated August 29, 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. 8/30/13 Lifeguard I and II are complete and III remains to be completed. | Finance |
| 41 | New Item August 26, 2013 | Annual Audit | Beginning the week of August 26, 2013 the Auditor's office is here to begin some preliminary work on the audit. | Finance |
| 42 | Updated Feb. 5, 2013 | Fire Cause Investigation | In Dec. LGFD Arson Investigators conducted fire cause investigations at 2 building fires. | Fire |
| 43 | Updated Sept., 2013 | Response Statistics | <u>Response statistics for June. through Aug. 2013</u> Total Calls: 632 Medical: 433 Motor vehicle crashes: 19 Car vs Pedestrian: 1 Fire/Other: 150 (3 building fires, 5 natural vegetation fires, 1 vehicle fire, 1 trash fire, 1 gas leak, 1 wire down, 5 assist PD, 7 illegal burning, 28 assist invalid, 1 water removal, 76 cancelled on scene or in route, 4 smoke/odor scares, 3 unable to locate, 14 false alarms, 19 other service calls) | Fire |
| 44 | Updated Sept., 2013 | Fire Code Inspections | New inspections: (0) Re-inspections: (2) *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 |
| 45 | No Change Feb. 5, 2013 | Juvenile Fire Setter | 1 Intervention(s) conducted in Dec. 1 Intervention(s) conducted in Jan. | Fire |
| 46 | Updated Sept., 2013 | Child Safety Seat Installations and Bicycle Helmets | (5) families instructed in proper car seat with (3) being provided with reduced price child safety seats. | Fire |
| 47 | Updated Sept., 2013 | Multi-Disciplinary Team Meeting | Participated in (1) Multi-Disciplinary Team meetings on Child and Elderly abuse in Union County focusing on child abuse. | Fire |
| 48 | Updated Sept., 2013 | Traffic School | (11) students instructed resulting in \$550 in revenue from student fees. | Fire |
| 49 | No Change 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 | Fire |

| Item | Date of Change in Status | Item | Comments | Department |
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| | | | training course. A Fire Captain attended a DPSST course on the National Fire Incident Reporting system. FD Training Officer attended annual EMS conference. | |
| 50 | Updated Sept., 2013 | Fire Safety House Trailer | The fire safety trailer was on display and provided fire safety education at the Union County Fair. | Fire |
| 51 | 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 |
| 52 | 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 |
| 53 | Updated Sept., 2013 | Development of Fire Training Facility | Siding is going on the tower. | Fire |
| 54 | Updated Sept., 2013 | Weed/Tall Grass Complaints | 40+ weed complaints have been received and investigated with 36 property owners given notice to cut and remove the vegetation from their property. 4 properties were cut by a City hired contractor. | Fire |
| 55 | No Change 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 |
| 56 | No Change 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 | Library |

| Item | Date of Change in Status | Item | Comments | Department |
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| | | | <p>children.</p> <p>The daughter of a La Grande School teacher recommended she be brought to the Center.</p> <p>This man brings his children in three times a week.</p> <p>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 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> | |
| 57 | Updated August 30, 2013 | Page Turners Book Club | Book Club discussed in April <i>The Secrets of Mary Bowser</i> by Lois Leveen, in May we discussed <i>Promise Me This</i> by Cathy Gohlke, in June <i>The Burgess Boys: A Novel</i> by Elizabeth Strout, in July, <i>The Art Forger</i> by B.A. Shapiro, and in August, <i>Maine</i> by J. Courtney Sullivan. Meetings are held the second Thursday of the month at 6:00 inside the library. | Library |
| 58 | 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 | Library |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|--------------------------|--------------------------------|--|------------|------|--|---------|--------|--------|-------------|--|--------|--------|------------|--|--------|--------|--------------|--|-----|----|-----------------|--|-----|-----|--------------------------------|--|-----|-----|-----------------|--|----|----|--------------------------|--|----|---|--------------------------|--|-----|-----|-------------------------------|--|----|----|-----------------|--|-----|-----|----------------|--|--|
| | | | <p>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 newspaper articles, flyers and more.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 59 | Updated August 30, 2013 | Statistics | <table><tr><td>Current</td><td>Last</td><td></td><td>Library</td></tr><tr><td>12,643</td><td>11,123</td><td>Circulation</td><td></td></tr><tr><td>23,810</td><td>24,679</td><td>Door count</td><td></td></tr><tr><td>13,692</td><td>13,342</td><td>Card holders</td><td></td></tr><tr><td>182</td><td>60</td><td>Overdue notices</td><td></td></tr><tr><td>690</td><td>373</td><td>Library2 Go titles checked out</td><td></td></tr><tr><td>138</td><td>274</td><td>Mango Languages</td><td></td></tr><tr><td>32</td><td>23</td><td>Events in community room</td><td></td></tr><tr><td>21</td><td>0</td><td>Adult program attendance</td><td></td></tr><tr><td>534</td><td>360</td><td>Children's program attendance</td><td></td></tr><tr><td>13</td><td>38</td><td>Volunteer hours</td><td></td></tr><tr><td>671</td><td>624</td><td>Total Sage ILL</td><td></td></tr></table> | Current | Last | | Library | 12,643 | 11,123 | Circulation | | 23,810 | 24,679 | Door count | | 13,692 | 13,342 | Card holders | | 182 | 60 | Overdue notices | | 690 | 373 | Library2 Go titles checked out | | 138 | 274 | Mango Languages | | 32 | 23 | Events in community room | | 21 | 0 | Adult program attendance | | 534 | 360 | Children's program attendance | | 13 | 38 | Volunteer hours | | 671 | 624 | Total Sage ILL | | |
| Current | Last | | Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12,643 | 11,123 | Circulation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23,810 | 24,679 | Door count | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13,692 | 13,342 | Card holders | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 182 | 60 | Overdue notices | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 690 | 373 | Library2 Go titles checked out | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 138 | 274 | Mango Languages | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | 23 | Events in community room | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 0 | Adult program attendance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 534 | 360 | Children's program attendance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 38 | Volunteer hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 671 | 624 | Total Sage ILL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60 | Updated August 30, 2013 | Children's/Young Adults | <p>The library's teen program hosted a free event on August 22nd to celebrate the movie release of the Mortal Instruments: City of Bones. The movie is based on a popular young adult book by Cassandra Clare. Teens had a great time tattooing themselves with Shadowhunter runes to gain powers of strength, agility, and clairvoyant sight. Movie tickets were given away as door prizes and even though everyone enjoyed the Magnus Bane Blue Mocktails, no one turned into a rat, like poor Simon. This activity was funded by a grant from Walmart.</p> | Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61 | Updated August 30, 2013 | Programs | <p>Committee work on the second annual Word Round-Up started in June. This years' event will be held at Tamastslikt outside Pendleton. Museum admission will be waived during the event. We will have authors' readings, writing workshops, a trade show, book fair, Native American dancers, and cowboy poetry. The event takes place the last weekend of September and runs Thursday evening through Sunday late morning.</p> <p>Dr. Xiaowei Chen, Professor of Jounalism at EOU, began offering a free Chinese Calligraphy class on</p> | Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department |
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| | | | <p>June 19 every Wednesday. Classes will run until September 14.</p> <p>Terri continued to receive State training as an Oregon Heritage Mentor Corps member. This two-day training was held in Salem. Previous training was held at Tamastsklit and additional training will be conducted in September.</p> <p>In July, Ryan attended the Support Staff Division of OLA (Oregon Library Association) conference in Hood River.</p> <p>In August, Terri viewed a webinar on Outcome Based Evaluation. This is the newest way of showing results when writing grants. She also attended the Pacific Northwest Library Association conference in Boise for three days. It was one of the most informative conferences she has gone to in two years. Particularly interesting is using BISAC to shelve your books rather than Dewey. The result looks like a bookstore. Lewiston Public Library (ID) has arranged their library in this classification system.</p> | |
| 62 | Updated August 30, 2013 | Department Activities | <p>Cathy Crapo resigned from the library. Celine Vandervlugt and Rose Peacock were promoted to full time.</p> <p>In June, Terri attended worker's comp training and the CIS webinar on "Document This Not That".</p> | Library |
| 63 | Updated August 21, 2013 | Arts Commission | Preparations are underway for the Season's Faire Regional Art Show scheduled for November 3 rd at the Nightingale Gallery on the campus of Eastern Oregon University. | Parks - Admin |
| 64 | Updated August 21, 2013 | Morgan Lake EAP | The State has completed their review of the Emergency Action Plan (EAP) for Morgan Lake and as soon as some minor amendments have been completed, it will be submitted to the City Council for review and approval. | Parks - Admin |
| 65 | Updated August 21, 2013, | Training | <p>Mark Touhey attended the Oregon Urban and Urban Community Forestry Conference in Portland, Oregon, June 5 – 7, to obtain the training credits needed to maintain his arborist certification.</p> <p>Teresa Gustafson attended the Community Tree Management Alumni Seminar on Tree Selection and Cultivar Development at the J. Frank Schmidt Nursery in Boring, Oregon, in June.</p> | Parks - Admin |
| 66 | Updated August 21, 2013 | Park Events | <p><u>18TH ANNUAL COED MOONLIGHT TOURNAMENT</u> – Sponsored by the Optimist Club, 36 teams from Oregon, Washington, Idaho and beyond participated in this tournament on August 2, 3 & 4.</p> <p><u>BICYCLES RIDERS NORTHWEST</u></p> | Parks-Admin |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | | | | | | | |
|---------------------|-----------------------------|------------------------|--|------------------|------------------------|------------------------|-------------------|-------|-------|-------------------|--------|--------|----------------|----------|----------|-------------------|-----------|-----------|---------------------|----|----|------------------|
| | | | <p>On August 4th, 300 bike riders and their support staff invaded Pioneer Park, setting up a fully supported encampment. La Grande was the first leg of a 464 mile tour of Eastern Oregon and Washington. This non-profit group is a supporter of Ride Oregon and Oregon Safe Routes for Schools programs.</p> <p><u>33rd ANNUAL MEN’S MOONLIGHT TOURNAMENT</u> – Sponsored by the Optimist Club, 20 teams from Oregon, Washington, Idaho and beyond participated in this tournament on August 9, 10 & 11.</p> <p><u>HEALING WITH HONOR CEREMONY</u> – On August 11th, a Healing with Honor Ceremony to honor the family of Scott Stephens, who was killed in action in Iraq in 2007, was conducted in Pioneer Park. A large contingent of Patriot Motorcyclists arrived from Pendleton, where they had made a similar presentation earlier in the day. Following the ceremony, family and friends played a game of softball on the Scott Stephens Field.</p> | | | | | | | | | | | | | | | | | | | |
| 67 | 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 | | | | | | | | | | | | | | | | | | |
| 68 | Updated August 21, 2013 | Pool Statistics June | <table><tr><td></td><td><u>FY 11-12</u></td><td><u>FY 12-13</u></td></tr><tr><td>ATTENDANCE</td><td>3,943</td><td>3,350</td></tr><tr><td>FY TO DATE</td><td>39,250</td><td>34,842</td></tr><tr><td>REVENUE</td><td>\$15,467</td><td>\$18,632</td></tr><tr><td>FY TO DATE</td><td>\$125,695</td><td>\$114,374</td></tr><tr><td># OF RENTALS</td><td>46</td><td>41</td></tr></table> | | <u>FY 11-12</u> | <u>FY 12-13</u> | ATTENDANCE | 3,943 | 3,350 | FY TO DATE | 39,250 | 34,842 | REVENUE | \$15,467 | \$18,632 | FY TO DATE | \$125,695 | \$114,374 | # OF RENTALS | 46 | 41 | Parks - Aquatics |
| | <u>FY 11-12</u> | <u>FY 12-13</u> | | | | | | | | | | | | | | | | | | | | |
| ATTENDANCE | 3,943 | 3,350 | | | | | | | | | | | | | | | | | | | | |
| FY TO DATE | 39,250 | 34,842 | | | | | | | | | | | | | | | | | | | | |
| REVENUE | \$15,467 | \$18,632 | | | | | | | | | | | | | | | | | | | | |
| FY TO DATE | \$125,695 | \$114,374 | | | | | | | | | | | | | | | | | | | | |
| # OF RENTALS | 46 | 41 | | | | | | | | | | | | | | | | | | | | |
| 69 | Updated August 21, 2013 | Pool Statistics July | <table><tr><td></td><td><u>FY 12-13</u></td><td><u>FY 13-14</u></td></tr><tr><td>ATTENDANCE</td><td>4,651</td><td>4,264</td></tr><tr><td>FY TO DATE</td><td>4,651</td><td>4,264</td></tr><tr><td>REVENUE</td><td>\$15,467</td><td>\$15,222</td></tr><tr><td>FY TO DATE</td><td>\$15,467</td><td>\$15,222</td></tr><tr><td># OF RENTALS</td><td></td><td>4</td></tr></table> | | <u>FY 12-13</u> | <u>FY 13-14</u> | ATTENDANCE | 4,651 | 4,264 | FY TO DATE | 4,651 | 4,264 | REVENUE | \$15,467 | \$15,222 | FY TO DATE | \$15,467 | \$15,222 | # OF RENTALS | | 4 | |
| | <u>FY 12-13</u> | <u>FY 13-14</u> | | | | | | | | | | | | | | | | | | | | |
| ATTENDANCE | 4,651 | 4,264 | | | | | | | | | | | | | | | | | | | | |
| FY TO DATE | 4,651 | 4,264 | | | | | | | | | | | | | | | | | | | | |
| REVENUE | \$15,467 | \$15,222 | | | | | | | | | | | | | | | | | | | | |
| FY TO DATE | \$15,467 | \$15,222 | | | | | | | | | | | | | | | | | | | | |
| # OF RENTALS | | 4 | | | | | | | | | | | | | | | | | | | | |
| 70 | Updated August 21, 2013 | Pool Update | <ul style="list-style-type: none">Legacy of Hope sponsored free entrance to the Splash Pool for children ages 4 and younger and their parents for two hours every Tuesday and Thursday during the month of August.Papa Murphy’s donated Super Swimmer Certificates for children participating in swimming lessons which entitled them to a free cookie dough plus \$2.00 off a regular priced pizza. | Parks - Aquatics | | | | | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | |
|----------------------|--------------------------|--|--|------------------------|--|--|----------------------|---|----|--------------------|---|---|----------------------|---|----|------------------------|
| | | | <ul style="list-style-type: none">Approval was received from the local Health Inspector to have some lanes in for lap swims during recreational swim hours, which allows us to offer more time for lap swimming.Six camps used the pool this year during recreation swim hours.Staff is soliciting sponsors to host a “<i>Splash In Movie Night</i>” at the pool this winter. The pool will be closed for maintenance October 5 – 13. | | | | | | | | | | | | | |
| 71 | Updated August 21, 2013 | Parks Maintenance Building Replacement | Plans are being designed to rebuild the equipment storage shed lost in the fire that destroyed Riverside Pavilion in the Park Office/Shop Facility in lieu of Riverside Park for better centralization. | Parks Maintenance | | | | | | | | | | | | |
| 72 | No Change 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, including installation of a fire system supply line for the Riverside Pavilion, septic system and bridge construction..Mowing, playground repairs. Asphalt repairs to roadways in Pioneer and Riverside parks. | Parks Maintenance | | | | | | | | | | | | |
| 73 | Updated August 21, 2013 | Adult Recreation Program | <ul style="list-style-type: none">The Coed Softball League had 11 teams this year. The volleyball leagues will begin forming in September. | Parks - Recreation | | | | | | | | | | | | |
| 74 | Updated August 21, 2013 | Children’s Recreation Program | <p>A Hershey’s Track and Field Meet for boys and girls ages 9 to 14 was held on June 4th, with the winners in each category advancing to the State meet in Eugene on July 6th. Prior to the track meet, Staff also hosted a “fun” meet for children ages 5 to 8.</p> <p>Since school starts earlier than usual this year, we ended our Summer Recreation Program on August 15th. During the 10-week program, we hosted a wide variety of activities for children ages 3 and older, including the Mobile Fun Unit and camps such as archery, cooking, jewelry, rock climbing and fishing.</p> <p>Fall activities will include:</p> <ul style="list-style-type: none">Flag Football for children in the 1st, 2nd and 3rd grades.Gymnastics for children ages 5 and older. Lotus Self Defense, Ages 6 to Adult. | Parks - Recreation | | | | | | | | | | | | |
| 75 | Update August 21, 2013 | Community Outreach June | <ul style="list-style-type: none">Nominations are being accepted for the Summer Landscape Beautification Awards in both the Residential and Commercial categories.. | Parks - Urban Forestry | | | | | | | | | | | | |
| 76 | Updated August 21, 2013 | April Statistics | <table><tr><th colspan="3">Year-to-Date June</th></tr><tr><td>Street Trees Planted</td><td>1</td><td>39</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>1</td></tr><tr><td>Street Trees Removed</td><td>7</td><td>27</td></tr></table> | Year-to-Date June | | | Street Trees Planted | 1 | 39 | Park Trees Planted | 0 | 1 | Street Trees Removed | 7 | 27 | Parks - Urban Forestry |
| Year-to-Date June | | | | | | | | | | | | | | | | |
| Street Trees Planted | 1 | 39 | | | | | | | | | | | | | | |
| Park Trees Planted | 0 | 1 | | | | | | | | | | | | | | |
| Street Trees Removed | 7 | 27 | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | | | | Department |
|------|--------------------------|--|--|------|------|-------|------------------------|
| | | | Park Trees Removed | 0 | 1 | | |
| | | | Street Trees Pruned | 1 | 23 | | |
| | | | Park Trees Pruned | 1 | 2 | | |
| | | | Community Responses | 36 | 150 | | |
| | | | Nuisance Responses | 6 | 21 | | |
| | | | Field/Tree Evaluations | 24 | 88 | | |
| | | | Ordinance Enforcement Actions | 6 | 12 | | |
| | | | Tree Service Permits | 0 | 7 | | |
| | | | Site Plan Reviews | 1 | 3 | | |
| | | | Community Volunteer Hours | 0 | 125 | | |
| | | | | | | | |
| 77 | Updated August 21, 2013 | July Statistics | Year to Date July | | | | Parks - Urban Forestry |
| | | | Street Trees Planted | 0 | 39 | | |
| | | | Park Trees Planted | 0 | 1 | | |
| | | | Street Trees Removed | 0 | 27 | | |
| | | | Park Trees Removed | 0 | 1 | | |
| | | | Street Trees Pruned | 7 | 30 | | |
| | | | Park Trees Pruned | 6 | 8 | | |
| | | | Community Responses | 29 | 179 | | |
| | | | Nuisance Responses | 3 | 24 | | |
| | | | Field/Tree Evaluations | 12 | 100 | | |
| | | | Ordinance Enforcement Actions | 6 | 12 | | |
| | | | Tree Service Permits | 0 | 7 | | |
| | | | Site Plan Reviews | 2 | 5 | | |
| | | | Community Volunteer Hours | 2 | 127 | | |
| | | | ● | | | | |
| 78 | Updated August 19, 2013 | Crime Statistics : We are having an ongoing problem with the state providing updated stats. It is unclear when this issue will be corrected on the state's end. | Type of Crime | Feb | Mar | April | |
| | | | Crimes against persons (assaults, robbery, sex crimes) | 7 | 6 | 15 | |
| | | | Crimes against property (burglary, vehicle theft, NSF/acct. closed) | 48 | 72 | 61 | |
| | | | Crimes against society (drug laws, DUII, liquor laws, disorderly conduct) | 18 | 26 | 22 | |
| | | | Traffic Crimes (DWS, Hit & Run, eluding, reckless driving) | 3 | 3 | 5 | |
| 79 | Updated August 19, 2013 | Operations Division Statistics 2013 | | May | June | July | Police |
| | | | Case Reports Turned In | 181 | 155 | 159 | |
| | | | Total Traffic | 256 | 289 | 284 | |
| | | | Arrests | 61 | 54 | 72 | |
| | | | Calls for Service | 1739 | 1623 | 1716 | |
| 80 | Updated: Aug. 19, 2013 | Detective Division abuse statistics for January 2013 These cases are mostly DHS referred cases and not all of them | | Apr | May | June | Police |
| | | | Physical Abuse cases | 5 | 13 | 2 | |
| | | | Sexual Abuse cases | 4 | 4 | 1 | |
| | | | Neglect cases (also includes children exposed to drug activity and dirty homes) | 18 | 13 | 19 | |
| | | | Domestic Violence cases | 0 | 1 | 0 | |

| Item | Date of Change in Status | Item | Comments | | | | Department | |
|-------------|-----------------------------|---|--|-------|------|--------|--------------|--|
| | | <i>require further investigation</i> | Total number of child abuse cases | 27 | 31 | 22 | | |
| 81 | Updated August 19, 2013 | Communications Division Statistics | | June | July | Police | | |
| | | | Traffic/Air | 554 | 413 | | | |
| | | | All Calls | 3310 | 3506 | | | |
| | | | Legitimate 911 calls for service | 300 | 332 | | | |
| | | | Case Reports LGPD/UCSO | 183 | 239 | | | |
| 82 | Updated August 19, 2013 | Training | OPERATIONS MAY –JULY TRAINING: The SWAT team had 3 four hour blocks of training. Two Sergeants attended Supervisor Force Liability prevention training in The Dalles. The La Grande Police Department hosted a 40 hour Basic Swat School which was attended by 19 Officers from outside agencies as well as members of the La Grande Police Department. The Parking Enforcement Officer attended a one day training in Boardman as part of the Employee Relations Committee. COMMUNICATIONS MAY-JULY TRAINING: One dispatcher attended training on Mental health dispatching. Two dispatchers attended a 2 day Excel training in Pendleton. | | | | Police/Comm | |
| 83 | Updated August 19, 2013 | Union/Wallowa County Drug Task Force Activity Summary | NOTE: The DTF is now being supervised by both LGPD and UCSO. | | | | Police | |
| | | | | April | May | June | | |
| | | | New Activities | 4 | 1 | | | |
| | | | YTD Activities | 44 | 45 | | | |
| | | | Arrests | 0 | 0 | | | |
| YTD Arrests | 5 | 5 | | | | | | |
| 84 | 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 | |
| 85 | Updated August 21, 2013 | Department Activities | We now have a full time detective back on the Drug Task Force. UCSO also has a detective on the DTF. OSP is no longer on the DTF as they have centralized their resources and promoted the assigned detective to another position in another location. We have had a heavy influx of transients into the community this summer especially via the railroad. This has taxed our resources due to frequent calls regarding their sometimes criminal conduct. | | | | Police/Comm | |
| 86 | No Change February 17, 2009 | NPDES permit | NPDES permit with DEQ has been submitted. Application is in to DEQ for review. | | | | Public Works | |
| 87 | No Change | ‘B’ Avenue Right- | The ‘B’ Avenue right-of-way is being evaluated as a | | | | Public Works | |

| Item | Date of Change in Status | Item | Comments | Department |
|------|-------------------------------|--|---|--------------|
| | December 17, 2009 | of-Way | result of The Ridge development. Property owners are being visited with for right-of-way dedication. | |
| 88 | 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 |
| 89 | Completed August 20, 2013 | Bike/Ped Grant | The City received \$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, has completed the last eleven (11) approaches. | Public Works |
| 90 | 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 |
| 91 | 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 |
| 92 | Updated August 20, 2013 | 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. Two (2) easements have been completed. The bid has been awarded for both the pipe and the manholes. Estimated cost is \$500,000. | Public Works |
| 93 | No Change 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 |
| 94 | Updated August 20, 2013 | 2013 Street User Fee Projects | The project has been awarded and work has started and is scheduled to be complete by the end of August. | Public Works |
| 94 | Completed August 20, 2013 | Storm Inlet at Alder Street and 'M' Avenue | A secondary inlet was constructed at this location to eliminate or reduce potential flood impacts. | Public Works |
| 95 | 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 |
| 96 | Updated August 20, 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 | Public Works |

| Item | Date of Change in Status | Item | Comments | Department |
|------|-----------------------------|-------------------------------------|--|---------------------|
| | | | committee. If successful, funding would be available 2015 through 2018. Estimated cost is \$3,500,000. This project is currently in the top three for Eastern Oregon Region 5 and is on the recommended 100% list.. | |
| 97 | Updated August 20, 2013 | CMAQ Asphalt Overlay | Staff has prepared a grant application for funding overlays on qualifying oil mat streets. The project has been approved for funding during the 2014 construction season. Oregon Department of Transportation will oversee this project. | Public Works |
| 98 | 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 |
| 99 | 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 |
| 100 | Updated August 20, 2013 | 2013-14 Cured-In-Place Pipe Project | Sanitary sewer lines were evaluated to determine the locations for FY 2013-14 CIPP projects. This project has been bid and awarded and the contracts are being developed. | Public Works |
| 101 | No Change 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 |
| 102 | Completed August 20, 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 were replaced before paving. This project is complete. | Public Works |