



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
November--December 2013
City Manager's Top Priorities for 2013

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated December 12, 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 City Manager is in the process of scheduling meetings with Directors to review budget performance year to date. Target is to complete those reviews in December.	City Manager
2	Updated December 12, 2013	Implement the 10-Year Urban Renewal Plan	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 released the second \$75,000 of dedicated funding for the Liberty Theatre.	City Manager
3	No Change 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	Updated December 12, 2013	Long Range Fiscal Planning and Capital Improvement Program	Provided the City Council in a work session a five-year fiscal projection as well as a draft Capital Improvement Program at a November Work Session. Currently the City is able to provide a stable level of service but is using Fund Balance in the City's General Fund to do so. The outlook for the coming five years for the General Fund indicates the City's General Fund ending fund balance will fall below the targeted \$1.2 to \$1.4 million threshold in two to four years.	City Manager

2014 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

Wednesday, January 15	REGULAR SESSION
Monday, January 27	COUNCIL RETREAT
Tuesday, January 28	COUNCIL RETREAT
Monday, February 10	WORK SESSION ~Union County Tourism Annual Report
Wednesday, February 19	REGULAR SESSION
Monday, February 24	WORK SESSION ~City Manager Annual Evaluation
Monday, March 17	WORK SESSION ~UCEDC First Quarterly Report ~Proposed Fee Increases: Water/Sewer
Wednesday, March 19	REGULAR SESSION
Monday, April 14	WORK SESSION
Wednesday, April 16	REGULAR SESSION
Monday, April 28	WORK SESSION
Wednesday, May 7	REGULAR SESSION
<u>Monday, May 12 – Thursday, May 16~~BUDGET HEARINGS</u>	
Monday, June 16	WORK SESSION: ~UCEDC Second Quarterly Report ~Comprehensive and Strategic Economic Development Plan (Fourth Annual Update)
Wednesday, June 18	REGULAR SESSION <u>SCHEDULED to ADOPT BUDGET</u>
Monday, June 30	WORK SESSION
Monday, July 14	WORK SESSION
Wednesday, July 16	REGULAR SESSION
Monday, August 18	WORK SESSION
Wednesday, August 20	REGULAR SESSION
Monday, September 8	WORK SESSION: UCEDC Third Quarterly Report
Wednesday, September 10	REGULAR SESSION
Wednesday, October 1	REGULAR SESSION
Monday, October 6	WORK SESSION:
Monday, November 3	WORK SESSION:
November--December 2013	
La Grande Staff Report Blue=new item Red=completed item	

Wednesday, November 5

REGULAR SESSION

Monday, December 8

WORK SESSION:
UCEDC Fourth Quarterly Report

Wednesday, December 10

REGULAR SESSION

2015

Wednesday, January 14, 2015

REGULAR SESSION

Monday/Tuesday, January 26/27

COUNCIL RETREAT

Revised 12-24-13

Additional Work Session Topics—dates to be determined:

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 Dec. 18, 2013	Monthly activity (November, 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>17</td><td>\$13,945</td><td>\$925,888</td></tr><tr><td>Demolition,</td><td>1</td><td>\$120.00</td><td></td></tr><tr><td>Electrical,</td><td>55</td><td>\$6,218</td><td></td></tr><tr><td>Mechanical,</td><td>48</td><td>\$3,160</td><td></td></tr><tr><td>MFG Homes,</td><td>0</td><td>\$0</td><td></td></tr><tr><td>Plumbing,</td><td>8</td><td>\$1,091</td><td></td></tr><tr><td>Farm Exempt,</td><td>3</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>132</u></td><td><u>\$24,533</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 268</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	17	\$13,945	\$925,888	Demolition,	1	\$120.00		Electrical,	55	\$6,218		Mechanical,	48	\$3,160		MFG Homes,	0	\$0		Plumbing,	8	\$1,091		Farm Exempt,	3	0		<u>Totals:</u>	<u>132</u>	<u>\$24,533</u>		<u>Total inspections performed = 268</u>				CEDD Building		
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2	No Change 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																																										
3	Updated Dec. 18, 2013	URA projects fund updates Fiscal YTD	<p>Ten projects were awarded funding by the Agency in July. Four of those projects are now completed. The Les Schwab project is mostly complete and DRCs project has been approved through the Landmarks Commission. Two other projects were included in the Agency budget (alley ADA crossings and Liberty Theatre). The alley crossings project is complete and ended under-budget but has not been paid through Urban Renewal funds yet. We also continue to incur holding costs for the IOOF project for monthly utility charges and annual property tax payments.</p> <table><tr><td><u>Project:</u></td><td><u>Approved:</u></td><td><u>Spent YTD:</u></td></tr><tr><td>Alley ADA crossings</td><td>\$105,000</td><td></td></tr><tr><td>Liberty Theatre</td><td>\$75,000</td><td>\$75,000</td></tr><tr><td colspan="3"><u>Call for Projects 2013:</u></td></tr><tr><td>Tropical Swirlz</td><td>\$33,454</td><td>\$33,454</td></tr><tr><td>Stephen McClean</td><td>\$75,000</td><td></td></tr><tr><td>Blue Mtn. Barbers</td><td>\$7,167</td><td>\$7,037</td></tr><tr><td>Maridell Center</td><td>\$3,000</td><td>\$3,000</td></tr><tr><td>Stratton</td><td>\$14,500</td><td>\$14,500</td></tr><tr><td>Phoenix Bldg.</td><td>\$46,290</td><td></td></tr><tr><td>DRCs</td><td>\$9,789</td><td></td></tr><tr><td>RM Scarfo</td><td>\$50,800</td><td></td></tr><tr><td>Les Schwab</td><td>\$30,000</td><td></td></tr><tr><td>Liberty Sign/ Canopy</td><td>\$5,000</td><td></td></tr></table>	<u>Project:</u>	<u>Approved:</u>	<u>Spent YTD:</u>	Alley ADA crossings	\$105,000		Liberty Theatre	\$75,000	\$75,000	<u>Call for Projects 2013:</u>			Tropical Swirlz	\$33,454	\$33,454	Stephen McClean	\$75,000		Blue Mtn. Barbers	\$7,167	\$7,037	Maridell Center	\$3,000	\$3,000	Stratton	\$14,500	\$14,500	Phoenix Bldg.	\$46,290		DRCs	\$9,789		RM Scarfo	\$50,800		Les Schwab	\$30,000		Liberty Sign/ Canopy	\$5,000		CEDD Economic Development
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4	Updated Dec. 18, 2013	Façade grant program updates Fiscal YTD	Four projects are completed; two are in progress; one is approved/ not started and four are pending. <table><thead><tr><th><u>Completed Grant</u></th><th><u>Project</u></th></tr></thead><tbody><tr><td>Tropical Swirlz</td><td>\$15,333</td></tr><tr><td>\$7,500</td><td></td></tr><tr><td>American Legion</td><td>\$4,827</td></tr><tr><td>\$2,414</td><td></td></tr><tr><td>Globe Furniture</td><td>\$19,000</td></tr><tr><td>\$7,500</td><td></td></tr><tr><td>City Hall</td><td>\$16,169</td></tr><tr><td>\$7,500</td><td></td></tr><tr><td>Totals:</td><td>\$55,329</td></tr><tr><td>\$24,914</td><td></td></tr></tbody></table>	<u>Completed Grant</u>	<u>Project</u>	Tropical Swirlz	\$15,333	\$7,500		American Legion	\$4,827	\$2,414		Globe Furniture	\$19,000	\$7,500		City Hall	\$16,169	\$7,500		Totals:	\$55,329	\$24,914		CEDD Economic Development
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5	Updated Dec. 18, 2013	UCEDC Business Recruitment Efforts	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. Discussion is underway regarding hosting a site selector in the region this fall or next spring.	CEDD Economic Development																						
6	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																						
7	No Change 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. Frontier streetscape: (\$15,000) Frontier contracted to have the old brick area removed; Agency paid	CEDD Economic Development																						

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			<p>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>	
8	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
9	Updated Dec. 18, 2013	Calendar YTD Planning Statistics (through 8/19/13)	Land Use Applications: 44 Zoning Approvals: 69 New Business Permits: 35 Revenue (Land Use Fees): \$10,353 Revenue (Park SDC): \$5,775	CEDD Planning
10	Completed December 18, 2013	2012 Code Amendments (Previously discussed as the Goal 9 – Phase 2 Public Facility Plan Updates)	The 2012 Code Amendments were adopted by the City Council in April 2013, with final co-adoption by the Union County Commissioners in November 2013. These amendments resulted in the City of La Grande Urban Growth Boundary expanding to Pierce Road to include over 200 acres of large lot heavy industrial land.	CEDD Planning
11	Updated December 18, 2013	Taylor Creek Floodplain Mapping	Concurrently with the Gekeler Lane Project in 2008, a section of Taylor Creek, between 16th Street and 20th Street, was relocated further to the South within a large channel which resulted in a significant change to the Taylor Creek floodplain. At the time, a “post” floodplain analysis was not conducted in accordance with FEMA requirements. As a result, the Planning Division and Public Works are working with the Army Corp. of Engineers (USACE) to conduct the analysis and pursue amendments to the FEMA maps. USACE received partial funding in their 2013-2014 budget for this project, which will allow for a hydrologic analysis to be completed. USACE will be seeking funding in	CEDD Planning

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			their 2014-2015 budget to complete any remaining analysis and preparing a report for FEMA. Once this is complete, USACE will provide the report to the City. The City will be responsible for submitting an application to FEMA to amend the floodplain maps. The earliest this project may be completed, including FEMA map updates will be 2016.	
12	New Item December 18, 2013	Department Secretary position	On December 2, 2013, CEDD Secretary, Barbara Trick, submitted a letter announcing her retirement, effective December 31, 2013. A search for her replacement is underway. Applications for this position are currently being accepted, with interviews anticipated to occur in early January. We are hoping to have a new Department Secretary hired by late January or early February. Until then, the Economic Development and Planning Divisions will be short staffed, which may affect the level of service we are able to provide.	CEDD
13	New Item December 12, 2013	Parks and Recreation Director Vacancy	The Parks and Recreation Director has resigned. The City Manager is evaluating options for filling the position. The City Manager has assumed the duties of the Parks and Recreation Director on an interim basis.	City Manager
14	New Item December 12, 2013	Joint Work Session on Storm Water and Flood Plain Issues	Union County has requested a joint work session between the City and County to hear a presentation on work done to address storm water and flood plain issues in La Grande and the surrounding area. The County obtained grant funding for the study and the City has been involved in the process at the staff level.	City Manager
15	Updated December 12, 2013	Auditor RFP	The City received four responses to the Request for Proposals for Auditing Services. The Staff and Audit Committee will review the responses.	City Manager
16	Completed December 12, 2013	Library Special District	The preliminary discussions with the other libraries in the area, coupled with an unsuccessful grant application for consulting services related to the formation of a Library Special District has resulted in the conclusion that this is not a viable option at this time.	City Manager
17	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

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18	Completed December 12, 2013	Liberty Theatre Funding Request	The Urban Renewal Agency has approved the second \$75,000 loan for the Liberty Theatre.	District Manager
19	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
20	Completed December 12, 2013	Blue Mountain Humane Association Agreement	Completed an initial draft agreement between the City and BMHA but given the fact that Union County and the BMHA have not resolved their issues the City Council opted to rescind payment of \$9,500 for last fiscal year and the current fiscal year payment of \$9,500 is on hold. When and if the County and BMHA reconcile the issues, this item will be revisited.	City Manager
21	No Change December 7, 2011	Personnel Policy Manual	We are shifting directions on updating the Personnel Policy Manual and intend to use a model PPM as a starting point and revise for our specific needs.	City Manager
22	Updated December 12, 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 with the La Grande City Manager assisting as one of the three member negotiating team. We have meeting scheduled with the Cities legal counsel and other City Managers to meet with the negotiating team and the Charter team in Hood River.	City Manager
23	Completed December 12, 2013	UCEDC Marketing Video	All segments of the video project are complete.	City Manager
24	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
25	Updated December 26, 2013	Council Work Sessions Schedule	The Council's Work Session schedule for 2013 was completed on November 18, when the Council met in a Work Session with the City Manager and Staff to discuss the proposed <i>Capital Improvement Plan/Five-Year Financial Projections</i> and the possible <i>Relocation of the La Grande Police Department</i> . Proposed Work Session dates for 2014 have been	City Recorder

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			identified and provided to the Council and Staff as a part of the Council's annual Meetings and Significant Events Calendar. That document was recently finalized and released (and then revised and released again!); the Work Session portion of that Calendar has been extrapolated from that document and reproduced within this Report for your convenience.	
26	No Change 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
27	No Change September 18, 2013	Develop Records Management Policies and Procedures/Rehab Records Center	Addressing the above issues is an inherent segue to reviewing and refining how we file, store, and maintain our records, including those electronically 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	City Recorder

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			financial documents, and so on. 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.																											
28	Updated December 26, 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><thead><tr><th><u>Advisory Commission</u></th><th><u>Vacancies</u></th></tr></thead><tbody><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>3/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety, and Street Maintenance</td><td>2/7</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></tbody></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>Of particular note is that the Council’s December 11, appointment of applicants to the <i>Landmarks</i> and <i>Parking, Traffic Safety, and Street Maintenance</i> Advisory (PTTSMAC) commissions provides a much-needed quorum to the former and maintains our current status of slowly but surely gaining on once again having a fully-seated PTTSMAC.</p> <p>The Council’s action on the 11th also means that the <i>Interim Landmarks Commission</i> (ILC) will not be required to meet in lieu of the <i>Landmarks Commission</i> for hopefully some time in the distant future. Special thanks do go, however, to our Planning Commissioners, who, on several occasions, also sat as the ILC following a <i>Planning Commission</i> meeting.</p> <p>Staff continues to recruit for remaining vacancies. At this time, we anticipate placing Commission appointments on the Council’s January and/or February, 2014, Regular Session agendas.</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	3/5	Library	0/5	Parking, Traffic Safety, and Street Maintenance	2/7	Parks and Recreation	0/7	Planning	1/5	UCEDC Board	0/4	Union County Tourism*	1	Urban Renewal	1/7	City Recorder
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29	Completed October 16, 2013	Paper Water Bills	Review and analyze the feasibility of going from a postcard water bill to a full 8 ½ x 11 paper bill. Discussions with the Public Works Director has resulted in not moving forward with this endeavor	Finance																										

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30	Updated December 12, 2013	Statistics	<p><u>For the month of Sept 2013:</u></p> <p>Monthly Revenue (all funds) \$ 1,230,906</p> <p>Monthly Revenue (general fund) \$ 243,602</p> <p>Monthly expenses amount (all funds) \$ 1,876,092</p> <p>Monthly expenses (general fund) \$ 719,668</p> <p># of Accounts Payable Checks issued: 237</p> <p># of Payroll Checks issued: 137</p> <p>Monthly Payroll expenses: \$ 734,158</p> <p># of Water accounts billed: 5666</p> <p># of LID accounts billed: 11</p> <p># of NSF checks the City received: 9</p> <p>Pieces of mail processed 7490</p>	Finance
31	Updated December 12, 2013	Statistics	<p><u>For the month of Oct 2013:</u></p> <p>Monthly Revenue (all funds) \$ 1,350,806</p> <p>Monthly Revenue (general fund) \$ 450,453</p> <p>Monthly expenses amount (all funds) \$ 2,174,927</p> <p>Monthly expenses (general fund) \$ 767,115</p> <p># of Accounts Payable Checks issued: 269</p> <p># of Payroll Checks issued: 135</p> <p>Monthly Payroll expenses: \$ 761,838</p> <p># of Water accounts billed: 5,636</p> <p># of LID accounts billed: 11</p> <p># of NSF checks the City received: 8</p> <p>Pieces of mail processed 8,061</p>	Finance
32	No Change August 28, 2013	Personnel Policy Manual/Employee Handbook	<p>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.</p> <p>This project has been completed by the student and is now going through review process in Human Resources.</p>	Finance
33	No Change August 29, 2013	Updating Aquatic Lifeguard Job Descriptions	<p>Current job descriptions do not accurately reflect the appropriate job duties. These job descriptions will be updated and reviewed biennial.</p> <p>8/30/13 Lifeguard I and II are complete and III remains to be completed.</p>	Finance
34	Updated December 12, 2013	Annual Audit	<p>Beginning the week of August 26, 2013 the Auditor's office is here to begin some preliminary work on the audit. Auditors were here for 3 days to begin some fieldwork as well as visit a couple of other departments to review their records. Will return in October. This draft audit has been completed and reviewed and upon auditors meeting with the Audit Committee, the final will be printed and sent to the State</p>	Finance
35	New December 12, 2013	Union contract bargaining	All three unions have submitted their letter of intent to bargain.	Finance
36	No Change Oct. 2013	Fire Cause Investigation	In Sept. LGFD Arson Investigators conducted fire cause investigations at 1 building fires.	Fire

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37	Updated Dec. 30 2013	Response Statistics	<u>Response statistics for Oct and Nov 2013</u> Total Calls: 400 Medical: 285 Motor vehicle crashes: 11 Vehicle vs Pedestrian: 1 Fire/Other: 103 (2 building fires, 1 trash fire, 1 car fire, 1 natural gas leak, 41 general service, assist PD, assist invalid, illegal burn complaint calls. 44 cancelled on scene or in route, 13 false alarms,)	Fire
38	Updated Dec. 30 2013	Fire Code Inspections	New inspections: (1) Re-inspections: (1)	Fire
39	No Change Feb. 5, 2013	Juvenile Fire Setter	1 Intervention(s) conducted in Dec. 1 Intervention(s) conducted in Jan.	Fire
40	No Change Oct. 2013	Child Safety Seat Installations and Bicycle Helmets	(6) families instructed in proper car seat with (3) being provided with reduced price child safety seats.	Fire
41	No Change 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
42	No Change Oct. 2013	Traffic School	(9) students instructed resulting in \$450 in revenue from student fees. **Historical footnote. In the month of May 2013, we celebrated 8 years of teaching the traffic safety school at La Grande Fire. During those 8 years only 3 times has class not occurred on a monthly basis. We taught 1292 students during that time, resulting in \$61,000 in class fees collected.	Fire
43	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 training course. A Fire Captain attended a DPSST course on the National Fire Incident Reporting system. FD Training Officer attended annual EMS conference.	Fire
44	No Change Sept., 2013	Fire Safety House Trailer	The fire safety trailer was on display and provided fire safety education at the Union County Fair.	Fire
45	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	Fire

Item	Date of Change in Status	Item	Comments	Department
			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.	
46	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
47	Updated Dec. 30 2013	Development of Fire Training Facility	The training tower has siding on it and will be painted when it warms up in the spring. There are a few other little things that still need to be finished but we have been using the tower in our training exercises and have found it to be a great asset to our firefighting preparation.	Fire
48	No Change 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
49	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
50	Updated December 18, 2013	Literacy Center	Regular literacy service resumed mid September: Hours 2:30-4:30 Tuesdays, Wednesdays, Thursdays. These dates cover the majority of present usage which is parent-preschool child and then after-school older students. Staff person, Myra Britschgi, is there every day until about 5. Volunteers include retired teachers and instructional assistants as well as several who are still working. We have one EOU student signed up to volunteer this term. Two new volunteers joined our effort this month; one of them will open the Center on Saturday 11-1 pm. We are seeking a volunteer who will open the Center during and after the Thursday children's library story hour.	Library

Item	Date of Change in Status	Item	Comments			Department	
			Summer one-on-one tutoring was well attended in June and July. During August, Myra opened the Center a couple of afternoons so budgeted funds when usage increases after the first report cards are issued in November. Our hours will again basically follow school calendars. During weeks when usage is historically low, we conserve funds such as before holidays, after Christmas and spring break. parents and children could return or check out materials to work on during our "vacation" weeks. We received many expressions of gratitude for help, materials, and encouragement the Center provides. We always make it clear that we are supported by the City. Our Community Partner funds remain adequate for expenses. It is anticipated we will add open hours with				
51	Updated December 18, 2013	Page Turners Book Club	Book Club discussed <i>Fever</i> by Mary Beth Keene in November. Book Club does not meet in December. Meetings have been changed to the second Tuesday of the month at 1:00 in the Archives Room.			Library	
52	Updated December 18, 2013	Archives	Two new volunteers have joined the Archives staff. One has been trained in Past Perfect software which is specialty software used by museums and archives.			Library	
53	Updated December 18, 2013	Statistics	Current	Last		Library	
			11,587	10,833	Circulation		
			19,676	22,888	Door count		
			13,976	13,918	Card holders		
			144	161	Overdue notices		
			662	629	Library2 Go titles checked out		
			133	163	Mango Languages		
			29	29	Events in community room		
			43	22	Adult program attendance		
			522	468	Children's program attendance		
			21	41	Volunteer hours		
918	387	Total Sage ILL					
54	Updated December 18, 2013	Children's/Young Adults	The library's first after hours party for the teens was a great success! We had 38 teens attend our Halloween party on October 30th. The following quote sums up the evening perfectly. "Wow, who knew riding a roly chair down the middle of the library, in the dark, with the music blasting could be so much fun!" Like all of our teen events, this party was free and open to middle and high school aged kids. Various activity stations were set up throughout the library, such as black light hooping, video games, crafts, Graveyard Tag, and a contest for the spookiest rendition of the Thriller voice over on the intercom system. Refreshments included chilled worms and a			Library	

Item	Date of Change in Status	Item	Comments	Department																		
			puking pumpkin. The feedback from the teens has been very positive and they want another party soon!																			
55	Updated December 18, 2013	Programs	“Humbug Holiday” books are on display; Holiday-themed books are covered in wrapping paper and are now displayed at the main desk. The display is a way for patrons to use serendipity to find new cooking/craft ideas and to not judge a book by its cover. It will continue through the end of December. Dr. Chen took November and December off from teaching his Chinese calligraphy classes. They will resume in January.	Library																		
56	Updated December 18, 2013	Department Activities	Rose Peacock is writing a monthly column about the library in the Observer. She and Celine Vandervlugt were interviewed on KCMB about library programs.	Library																		
57	Updated December 17, 2013	Arts Commission	The Season’s Faire Celebration and Auction was held on Saturday, November 2 nd at the Gilbert Center (formerly the Ackerman Gym) on the campus of Eastern Oregon University. Monies raised during the auction will be used to support Arts for All in the spring and other Commission activities.	Parks - Admin																		
58	Completed December 17, 2013	Morgan Lake EAP	The La Grande City Council approved the Emergency Action Plan (EAP) for Morgan Lake on November 6, 2013.	Parks - Admin																		
59	Updated December 17, 2013,	Training	Mark Lanman attended the Pesticide Training in Pendleton, Oregon, to obtain the required credits to maintain his Pesticide Applicators License.	Parks - Admin																		
60	Updated December 18, 2013	Park Events	<u>LA GRANDE HIGH SCHOOL SWIM MEET</u> – On January 21, beginning at 10:00 am, the LHS Swim Team will host their first swim meet at the Veterans’ Memorial Swim Pool. <u>GRANDE TOUR SPRING BIKE RIDE</u> Scheduled May 3–4, 2014, this 134 –mile ride will begin and end in Riverside Park. Riders will travel a figure-8 route to Baker City and return to La Grande, traveling primarily through Oregon’s outback.	Parks-Admin																		
61	Updated December 17, 2013	Pool Statistics June	<table><tr><td></td><td><u>FY 12-13</u></td><td><u>FY 13-14</u></td></tr><tr><td>ATTENDANCE</td><td>1,953</td><td>2,375</td></tr><tr><td>FY TO DATE</td><td>13,714</td><td>12,793</td></tr><tr><td>REVENUE</td><td>\$5,204</td><td>\$5,245</td></tr><tr><td>FY TO DATE</td><td>\$43,156</td><td>\$46,306</td></tr><tr><td># OF RENTALS</td><td>0</td><td>0</td></tr></table>		<u>FY 12-13</u>	<u>FY 13-14</u>	ATTENDANCE	1,953	2,375	FY TO DATE	13,714	12,793	REVENUE	\$5,204	\$5,245	FY TO DATE	\$43,156	\$46,306	# OF RENTALS	0	0	Parks - Aquatics
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62	No change October 3, 2013	Pool Update	The pool will be closed for routine maintenance October 5 – 13.	Parks - Aquatics																		
63	Completed December 17, 2013	New Playground Installation	Installation of the new playground at Garden Club Park was completed in November. Engineered playground woodchips were placed for safety and the area was landscaped.	Parks - Maintenance																		

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64	Completed December 17, 2013	Greenway Landscaping	Landscaping of the Greenway Bridge Ramp at Riverside Park is finished. The project included rerouting and repairing existing irrigation, rewiring and adding two new low-volume irrigation zones, planting 30 new trees and shrubs, installing benches and adding a hose bib to service the bridge and Greenway.	Parks - Maintenance																																										
65	Updated December 17, 2013	Parks Maintenance Building Replacement	Plans have been received from the Engineer and have been sent to the Planning Commission for approval.	Parks Maintenance																																										
66	Updated December 17, 2013	Parks Maintenance	<ul style="list-style-type: none">Shutdown of irrigation systems and water fountains in all parks, close park restrooms and winterize all park facilities.Snow removable and de-icing sidewalks as required by weather conditions. Preventive maintenance and service of vehicles.	Parks Maintenance																																										
67	Updated December 17, 2013	Adult Recreation Program	The Women’s Volleyball League has 14 teams this year. They have completed pre-season and started League play.	Parks - Recreation																																										
68	Updated December 17, 2013	Children’s Recreation Program	<ul style="list-style-type: none">Winter Gymnastics for students age 3 and older will run January 10 – March 13th. The next Lotus Self Defense Class for students ages 6 to adult meets January 6 – March 20, on Tuesday and Thursday nights. Cost is only \$20 per participant.	Parks - Recreation																																										
69	Updated December 17, 2013	Community Outreach	<ul style="list-style-type: none">Tree Care Educator Teresa Gustafson guest lectured for the EOU Introduction to Forestry Class and provided materials of the Urban Forestry Program. Submitted applications to recertify the City as Tree City USA and receive a Tree City USA Growth Award.	Parks - Urban Forestry																																										
70	No change October 1, 2013	September Statistics	<table><tr><th colspan="3">Year-to-Date September</th></tr><tr><td>Street Trees Planted</td><td>2</td><td>41</td></tr><tr><td>Park Trees Planted</td><td>26</td><td>27</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>37</td></tr><tr><td>Park Trees Removed</td><td>9</td><td>10</td></tr><tr><td>Street Trees Pruned</td><td>5</td><td>35</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>8</td></tr><tr><td>Community Responses</td><td>31</td><td>246</td></tr><tr><td>Nuisance Responses</td><td>9</td><td>36</td></tr><tr><td>Field/Tree Evaluations</td><td>19</td><td>128</td></tr><tr><td>Ordinance Enforcement Actions</td><td>7</td><td>23</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>5</td></tr><tr><td>Community Volunteer Hours</td><td>6</td><td>133</td></tr></table>	Year-to-Date September			Street Trees Planted	2	41	Park Trees Planted	26	27	Street Trees Removed	3	37	Park Trees Removed	9	10	Street Trees Pruned	5	35	Park Trees Pruned	0	8	Community Responses	31	246	Nuisance Responses	9	36	Field/Tree Evaluations	19	128	Ordinance Enforcement Actions	7	23	Tree Service Permits	0	7	Site Plan Reviews	0	5	Community Volunteer Hours	6	133	Parks - Urban Forestry
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71	Updated December, 18 2013	Operations Division Statistics 2013		Oct	Nov		Police
			Case Reports Turned In	157	145		
			Total Traffic	189	187		
			Arrests	48	42		
			Calls for Service	1452	1297		
72	Updated: December 16, 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>		Oct	Nov		Police
			Physical Abuse cases	6	1		
			Sexual Abuse cases	1	5		
			Neglect cases (also includes children exposed to drug activity and dirty homes)	12	13		
			Domestic Violence cases	8	1		
			Total number of child abuse cases	19	20		
			Total number of Senior and People with disabilities reports		1		
73	Updated December 16, 2013	Communications Division Statistics		Oct	Nov		Police
			Traffic/Air	422	370		
			All Calls	3025	2646		
			Legitimate 911 calls for service	336	292		
			Case Reports LGPD/UCSO	183	153		
74	Updated December 17, 2013	Training	OPERATIONS TRAINING: The SWAT team had 2 four hour blocks of training. One Detective was scheduled to attend the Rural Institute on Child Abuse Training in Pendleton, but was unable to attend due to his work load. One Officer attended the OPOA training and conference in Grande Ronde. One Sergeant attended the 16 hour Basic Public Information Officer training in Salem.				Police/Comm
			COMMUNICATIONS TRAINING: Two Dispatchers attended 24 hours of flight team training in La Grande.				
			One Officer and Three Dispatchers were scheduled to attend the 5 day FBI Basic Hostage Negotiation Class in Salem in Oregon. However, due to the Government shut down that class was cancelled. We are anticipating that it will be rescheduled before the end of this fiscal year.				
			Three Evidence Technicians attended the 3 day				

Item	Date of Change in Status	Item	Comments	Department		
			Property Room management training held in Portland.			
75	December, 18 2013	Union/Wallowa County Drug Task Force Activity Summary	NOTE: The supervisor of the DTF has discontinued the monthly stats because of his many collateral duties. He is now keeping a YTD summary, which will run on a calendar year, verse fiscal year. So the totals you will see are running from month to month. You will also notice that we have included Union County Activities which represents the number of activities the DTF are conducting in our County.	Police		
			New Cases		8	
			YTD Activities		97	
			Union County Activities		66	
		YTD Arrests	5			
76	Updated Dec. 17, 2013	Crime Statistics	Type of Crime	Aug		
			Crimes against persons (assaults, robbery, sex crimes)	6		
			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	34		
			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	17		
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	7		
77	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		
78	Updated December 18, 2013	Department Activities	Detective Whittington has been dedicated to the grant funded position in collaboration with Shelter from The Storm. Officer Harris will be moved into Detective Whittington’s current position in February as a back fill. We are very appreciative of the support from the Shelter in this project. Officer Duncan worked jointly with UCSO Deputies on solving numerous burglaries in both the county and city. Their work resulted in the recovery of stolen property including several guns.	Police/Comm .		
79	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works		

Item	Date of Change in Status	Item	Comments	Department
80	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
81	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
82	Updated December 16, 2013	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. The Water Master Plan is almost complete.	Public Works
83	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
84	Updated December 16, 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. This project is complete except for some cleanup next spring. The project was completed \$100,000 under budget. The City attorney is working on filing to void the 1952 easements.	Public Works
85	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
86	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
87	Updated	20th Street Grant	Staff has prepared a grant application for the street	Public Works

Item	Date of Change in Status	Item	Comments	Department
	December 16, 2013		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. This project is being reviewed to be done in 2016. The Oregon Transportation Committee will be reviewing and approving those projects to be funded on December 18, 2013. 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. Staff is working with ODOT on details.	
88	Updated December 16, 2013	CMAQ Asphalt Overlay	Staff has prepared a grant application for funding overlays on qualifying oil mat streets. The project has been approved for construction during the 2014 construction season. Oregon Department of Transportation will oversee this project. Staff is working with ODOT to complete this project.	Public Works
89	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
90	Completed December 16, 2013	Parking Enforcement Vehicle	The Police Department has purchased a new parking enforcement vehicle to replace the old one.	Public Works/Police
91	No Change 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
92	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