



**CITY of LA GRANDE**  
**THE HUB OF NORTHEASTERN OREGON**

**Staff Report Completed Action Summary**  
**The Year in Review 2013**

Item	Comments	Department
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
UCEDC Marketing Video	All segments of the video project are complete.	City Manager
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.	City Manager
Liberty Theatre Funding Request	The Urban Renewal Agency has approved the second \$75,000 loan for the Liberty Theatre.	District Manager
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
Small Business Loan Program	The Urban Renewal Budget Committee and Urban Renewal Agency did not approve funding for this program.	District/City Manager
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
Franchise Agreements—Potential Franchise Fee Increases	The City Council approved the revised Avista Franchise Agreement Ordinance.	City Manager
Parks Maintenance Contract Services Analysis	The City Council has asked the City Manager to conduct an analysis of the merits of privatizing some elements currently performed by the Parks and Recreation Department. For a variety of reasons and given the difficulty of separating some aspects of Parks Maintenance from other Parks functions the City Manager's recommendation is not to attempt to privatize any segments of the Parks Maintenance functions, but rather if the Council were to so direct, the City Manager would prepare a Request for Proposals for all aspects of the	City Manager

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	Parks Maintenance and related functions. At present the City Council has not directed the City Manager to continue to pursue full privatization of the Parks Maintenance functions. The City Council has tasked the Parks and Recreation Advisory Commission to explore the possibility of changes in the Aquatics Department including privatization. The Aquatics aspect will be reflected as a new item in this report.																																									
UCEDC Goals and Objectives 2013	The City reviewed and approved the Union County Economic Development District Goals and Objectives as part of the agreement with UCEDC for the funding provided by the Urban Renewal Agency. The Joint Review Team, consisting of members of the City Council/Urban Renewal Agency and UCEDC Board met and reviewed them and recommended approval.	City Manager																																								
Council Elections	Oaths of Office were administered to all newly-electeds during the Regular Session of January 16, 2013, resulting in a full, seven-member Council for the first time since February of 2012!	City Recorder																																								
Building Official Recruitment	David Kloss submitted his letter of resignation, effective May 17, 2013. A search for his replacement began immediately; first review of applicants was held on May 15. Between on-call part-time staff and assistance from State Building Codes Division inspections and plans reviews tasks were covered, though service levels were 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																																								
Urban Renewal Project Activity	10 projects selected to be funded through a “call for projects.” \$275,000 of URA funds was approved. At year-end five of the projects were complete. The remaining five projects are scheduled to begin in spring 2014. Also completed during the year was the alley crossing project and the second round of funding for the Liberty Theatre. FY12-13 ended with 14 façade grant projects completed; to date in FY13-14 four projects have been complete and three others have been approved and are in progress.	CEDD																																								
Community and Economic Development Department staffing	Barbara Trick announced her retirement, effective December 31, 2013. A search for her replacement is underway. The Economic Development and Planning Divisions will be short staffed and the level of service provided may be affected in the interim. We are hoping to have a new Department Secretary hired by late January or early February. Interviews took place the week of January 13.	CEDD																																								
Annual Building Permit Data	<table><tr><th>Permit Type</th><th>Total Sold</th><th>Fees</th><th>Valuation</th></tr><tr><td>Building</td><td>294</td><td>\$296,769.42</td><td>\$29,101,938.09</td></tr><tr><td>Demolition</td><td>4</td><td>\$455.00</td><td></td></tr><tr><td>Electrical</td><td>551</td><td>\$71,008.06</td><td></td></tr><tr><td>Mechanical</td><td>412</td><td>\$40,138.67</td><td></td></tr><tr><td>Mfd Homes</td><td>17</td><td>\$5,856.00</td><td></td></tr><tr><td>Plumbing</td><td>186</td><td>\$30,328.99</td><td></td></tr><tr><td>Farm Exempt</td><td>22</td><td>\$-</td><td></td></tr><tr><td>Total Fees</td><td>1486</td><td>\$444,556.14</td><td>\$29,101,938.09</td></tr><tr><td colspan="2">Total Inspections Performed</td><td colspan="2">2,552</td></tr></table>	Permit Type	Total Sold	Fees	Valuation	Building	294	\$296,769.42	\$29,101,938.09	Demolition	4	\$455.00		Electrical	551	\$71,008.06		Mechanical	412	\$40,138.67		Mfd Homes	17	\$5,856.00		Plumbing	186	\$30,328.99		Farm Exempt	22	\$-		Total Fees	1486	\$444,556.14	\$29,101,938.09	Total Inspections Performed		2,552		CEDD Building
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Industrial Lands expansion	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																																								

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Planning Permit Activity	Land Use Applications	45		CEDD-Planning
	Zoning Approvals	69		
	New Business Permits Approved	36		
	Revenue (Land Use Fees)	\$10,353		
	Revenue (Park SDC)	\$5,775		
Risk Management Best Practices Review	CIS reviews our practices in many areas that include Employment Liability, Building Code, Fleet Safety, Special Events and much more. They will respond with additional comments in areas they would like for us to implement plans to increase our reduction of liability. Once this is received, it will be reviewed with Department Directors and the City Manager.			Finance
Annual Audit	We have received and signed our engagement letter to audit FY 11-12. This will begin approximately October 29, 2012. Auditors arrived on October 29 for about 2 weeks on site.			Finance
Risk Management Incentive Program	This is a CIS program that provides financial incentives to the City to help create safer workplaces. We qualify for \$10,000 over a 3-year period of time. Department directors have been asked to submit projects that may qualify. The next step will be to meet with CIS and review the suggested projects to see which qualify. A committee has been formed and met. Safety/security at City Hall will be the project to request funding for. 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.			Finance
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
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 departments and is a success.			Finance
Riverside Pavilion	A septic drain field system has been installed to replace the holding tank attached to Riverside Pavilion. Staff is currently repairing the irrigation and turf that was disturbed during the installation.			Parks - Admin
Pavilion Fire Sprinkler System	Western Automatic Sprinkler has installed a fire sprinkler system in Riverside Pavilion at no cost to the City. Special thanks to them and their crew for their donation of both the labor and materials required to make this happen.			Parks – Admin
Pool Statistics November		<b>FY 12-13</b>	<b>FY 13-14</b>	Parks - Aquatics
	<b>ATTENDANCE</b>	1,953	2,375	
	<b>FY TO DATE</b>	13,714	12,793	
	<b>REVENUE</b>	\$5,204	\$5,245	
	<b>FY TO DATE</b>	\$43,156	\$46,306	

Item	Comments			Department
	<b># OF RENTALS</b>	0	0	
Urban Forestry	<b>STATISTICS</b>	<b>DECEMBER</b>	<b>YEAR TO DATE</b>	
	Street Trees Planted	0	74	
	Park Trees Planted	0	35	
	Street Trees Removed	1	46	
	Park Trees Removed	0	11	
	Street Trees Pruned	3	58	
	Park Trees Pruned	38	64	
	Community Responses	10	284	
	Nuisance Responses	1	41	
	Field Evaluations	3	157	
	Ordinance Enforcement Actions	1	29	
	Tree Service Permits	0	7	
	Site Plan Reviews	0	8	
	Community Volunteer Hours	26	317	
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
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
'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
Leaf Pickup	Leaf pickup is a partnership between the City and City Garbage Service. It began the week of November 12, and has now been completed.			Public Works
Fire Hydrant Repair	Summer fire hydrant flow testing identified several fire hydrants that needed repair and those repairs have now been completed.			Public Works
2012/13 Cured-In Place Pipe Project	Staff cleaned and evaluated the sewer lines for the Cured-In Place Pipe contract. The contractor performed this work in February.			Public Works
2012 Street User Fee Projects	Staff members prepared the summer overlay projects by cleaning the selected streets and removing all vegetation. Crews paved North Second Street from Y Avenue to the freeway and Penn Avenue from Fourth Street to Sixth Street.			Public Works
Aries Lane Reconstruction	Public Works crews completed the reconstruction of Aries Lane between Taurus Avenue and Leo Lane that was damaged as the result of a waterline break done by contractors for Charter Communications. Charter Communications paid for this work to be done.			Public Works
Snow Removal	Snow removal was done as needed.			Public Works
2013 Street User Fee Projects	The project was awarded and work has been completed. All streets have been paved.			Public Works
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