



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

Staff Report  
 April 2014

**City Manager's Top Priorities for 2014**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change February 20, 2014	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 Staff is reviewing the current year's budget and making projections through the end of the fiscal year.	City Manager
2	No Change February 20, 2014	Implement the 10-Year Urban Renewal Plan	See items listed below with the CEDD Economic Development as the Lead Department	CEDD Economic Development
3	Updated March 17, 2014	Develop and implement an incentive program for non-retail new business development	A new site selector event to visit the county has been established to take place in mid-May 2014; UCEDC and Business Oregon are coordinating. UCEDC and City staff will be attending the SiteLink event in Pendleton in May. Staff is in the process of developing a scope of work and a budget for new efforts in 2014 and beyond and is coordinating efforts with UCEDC.	CEDD Economic Development
4	Updated March 17, 2014	Develop and implement a targeted retail business attraction program	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. Initial project pre-work has begun on a new retail attraction strategies; staff has submitted a grant application to the USDA RBEG program to assist in funding a comprehensive retail market analysis in 2014. Staff is working with La Grande Main Street on committee-level strategies and a recent EOU student survey.	CEDD Economic Development
5	No Change February 20, 2014	Conduct a Police Facility Needs Analysis	The City Manager is forming a committee to assist in a facility needs analysis for the LG Police Department. Councilors Lackey and Lillard have been appointed to the Committee.	City Manager

## 2014 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

Monday, April 14	<b>WORK SESSION</b> ~Joint Work Session with URAC re Downtown Projects
Wednesday, April 16	<b>REGULAR SESSION</b>
Monday, April 28	<b>WORK SESSION</b>
Wednesday, May 7	<b>REGULAR SESSION</b>
<u>Monday, May 12 – Thursday, May 16--BUDGET HEARINGS</u>	
Monday, June 2	<b>WORK SESSION:</b> ~Joint Work Session with URAC re Downtown Projects
Monday, June 16	<b>WORK SESSION:</b> ~Comprehensive and Strategic Economic Development Plan (Fourth Annual Update)
Wednesday, June 18	<b>REGULAR SESSION</b> <u>SCHEDULED to ADOPT BUDGET</u>
Monday, June 30	<b>WORK SESSION</b>
Monday, July 14	<b>WORK SESSION</b>
Wednesday, July 16	<b>REGULAR SESSION</b>
Monday, August 18	<b>WORK SESSION</b>
Wednesday, August 20	<b>REGULAR SESSION</b>
Monday, September 8	<b>WORK SESSION:</b>
Wednesday, September 10	<b>REGULAR SESSION</b>
Wednesday, October 1	<b>REGULAR SESSION</b>
Monday, October 6	<b>WORK SESSION:</b>
Monday, November 3	<b>WORK SESSION:</b>
Wednesday, November 5	<b>REGULAR SESSION</b>
Wednesday, December 10	<b>REGULAR SESSION</b>
<u>2015</u>	
Wednesday, January 14, 2015	<b>REGULAR SESSION</b>
Monday/Tuesday, January 26/27	<b>COUNCIL RETREAT</b>

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1	Updated March 6, 2014	Monthly activity (February, 2014)	Permit Type/#: Fees \$: Valuation \$: Building, 6 \$ 4,039.17 \$ 251,183.00 Demolition, 1 \$ 120.00 Electrical, 20 \$ 2,928.13 Mechanical, 30 \$ 2,593.36 MFG Homes, 0 \$ 0 Plumbing, 10 \$ 2,417.52 Farm Exempt, 0 0 Totals: 67 \$12,098.18 Total inspections performed = 127	CEDD Building																																													
2	Updated March 18, 2014	Building Inspection Proposal to Adjust Fee Rates.	The proposal will be based upon the administration costs of processing, filing, and tracking permits as well as the true cost of an inspector in the field. This fee adjustment may lower some fees and it may increase others. We are still in the investigation phase of this project. When all the info has been gathered the building division will present the results along with the proposed fee adjustment to the City Council and the County Commissioners. After that if permission is granted we will present the proposal to the State of Oregon Building Codes Division and the appeal period will start.	CEDD Building																																													
3	No Change Feb. 18, 2014	URA projects fund updates Fiscal YTD	Ten projects were awarded funding by the Agency in July. Five of those projects are now completed. 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.  <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>\$30,000</td></tr><tr><td>Liberty Sign/ Canopy</td><td>\$5,000</td><td>\$0</td></tr><tr><td><u>Totals:</u></td><td><u>\$455,000</u></td><td><u>\$162,991</u></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	\$30,000	Liberty Sign/ Canopy	\$5,000	\$0	<u>Totals:</u>	<u>\$455,000</u>	<u>\$162,991</u>	CEDD Economic Development
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4	Updated March 17, 2014	Façade grant program updates Fiscal YTD	Five projects are completed; one is in progress. <table><tr><td><u>Completed</u></td><td><u>Project</u></td><td><u>Grant</u></td></tr><tr><td></td><td>Tropical Swirlz</td><td>\$15,333</td></tr><tr><td></td><td>American Legion</td><td>\$4,827</td></tr><tr><td></td><td>Globe Furniture</td><td>\$19,000</td></tr><tr><td></td><td></td><td>\$7,500</td></tr></table>	<u>Completed</u>	<u>Project</u>	<u>Grant</u>		Tropical Swirlz	\$15,333		American Legion	\$4,827		Globe Furniture	\$19,000			\$7,500	CEDD Economic Development																														
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April 2014

3

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

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			<div>City Hall \$16,169 \$7,500</div> <div>New Day Ent. \$7,826 \$3,913</div> <div>Totals: \$55,329 \$24,914</div>	
5	Updated March 17, 2014	Urban Renewal projects updates	A new “call for projects” is currently underway; staff is soliciting discretionary funding applications for FY14-15 through the end of March 2014; the URAC and Agency will review, discuss and recommend projects to be funded at a joint meeting scheduled for April 14, 2014. To date 15 prospective applicants have been given application packets. Three have been submitted.	CEDD Economic Development
6	Updated March 17, 2014	Key Employer visits	Staff has made contact with six of the City’s key employers to set up visits with staff and members of the Council in 2014. Four visits have been established in March, April, May and August. The visit with Moda/ ODS was completed in March.	CEDD Economic Development
7	No Change Feb. 18, 2014	Economic Development Training for Council	Staff is in the progress of identifying an individual to conduct a training event in Spring 2014.	CEDD Economic Development
8	Updated March 17, 2014	Revise La Grande Main Street MOA	Staff has drafted a revised MOA between the Agency & LGMS; this item will appear on the March 19, 2014 Agency agenda for consideration.	CEDD Economic Development
9	Updated March 17, 2014	Calendar <b>YTD</b> Planning Statistics (through 8/19/13)	<div>Land Use Applications: 6</div> <div>Zoning Approvals: 3</div> <div>New Business Permits: 2</div> <div>Revenue (Land Use Fees): \$535</div> <div>Revenue (Park SDC): \$0</div>	CEDD Planning
10	Updated March 20, 2014	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. USAC intends to perform a site visit this Spring (2014) to evaluate the project area and develop a scope of work. Subsequently, an intergovernmental agreement will likely be prepared to identify the scope of work and responsibilities of all partners. Later in 2014, USACE will be seeking additional funding (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, if justified. The earliest this	CEDD Planning

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			project may be completed, including FEMA map updates will be 2016.	
11	Completed March 17, 2014	Department Secretary position	On December 2, 2013, CEDD Secretary, Barbara Trick, submitted a letter announcing her retirement, effective December 31, 2013. Barbara worked for the City for a little over 10 years; she will be missed. Since January 1 <sup>st</sup> , the Community and Economic Development Department (Planning and Econ. Dev.) has been short staffed, but has managed to maintain a high level of service. Kendra Van Cleave joined our team as the new CEDD Secretary on February 18.	CEDD
12	No Change February 20, 2014	Parks and Recreation Director Vacancy	The City Manager formed a search committee to assist with the selection of the new Director. Seven candidates are under consideration with scoring of applicants to begin the week of February 24 <sup>th</sup> .	City Manager
13	No Change February 20, 2014	Joint Work Session on Storm Water and Flood Plain Issues	We have scheduled a joint work session in March 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
14	No Change February 20, 2014	Adams Avenue Street Scape (formerly 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 <sup>th</sup> 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. During the annual Retreat, the Agency discussed the merits of delaying or phasing the project to allow for additional funding of public-private partnerships. Staff intends to develop a budget based on this change.	District/City Manager
15	No Change February 10, 2014	Parks and Recreation Advisory Commission (PRAC) Joint Work Session	Council and PRAC to discuss aquatics utility fee and Morgan Lake recommendations from PRAC	City Manager
16	No Change February 10, 2014	UCEDC Annual Work Plan and Goals for 2014	The agreement between the City of La Grande and UCEDC requires an annual approval of the goals and objectives related to funding from the City/Urban Renewal Agency	City Manager
17	No Change February 10, 2014	La Grande Main Street (LGMS) MOA Update	Based on the City Council's annual retreat, the Memorandum of Agreement (MOA) between LGMS and the City needs to be revised to reflect the direction of the City Council.	City Manager
18	No Change February 10, 2014	Collective Bargaining—Police	The Collective Bargaining Agreement between the City and this bargaining group expires in June, 2014, and the City and the Union will be negotiating a new contract.	City Manager
19	No Change	Collective	The Collective Bargaining Agreement between the	City Manager

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	February 10, 2014	Bargaining—Fire	City and this bargaining group expires in June, 2014, and the City and the Union will be negotiating a new contract.	
20	No Change February 10, 2014	Collective Bargaining—Employees Association	The Collective Bargaining Agreement between the City and this bargaining group expires in June, 2014, and the City and the Union will be negotiating a new contract.	City Manager
21	No Change February 15, 2013	Transportation SDC	The Staff will explore a Transportation System Development Charge that could be imposed on new development to be used for improvements to the transportation system in La Grande. Such a charge could not be used for maintenance.	City Manager
22	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 February 20, 2014	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. Our team met in January with the Charter team in Hood River and plan to meet again in March.	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	No Change February 14, 2014	Council Work Sessions Schedule	<p>The Council met in its first Work Session of 2014 on Monday, February 10, with Staff and Kristen Dollarhide, Executive Director of the Union County Chamber of Commerce, to discuss the Annual Tourism Marketing Report.</p> <p>On Monday, February 24, the Council will meet in its second and final Work Session in February, to discuss the City Manager's Annual Evaluation.</p> <p>Monday, April 14, has been reserved for a Joint Council/Urban Renewal Advisory Commission (URAC) Work Session, to receive/review/discuss Downtown project presentations and the potential funding for those projects.</p>	City Recorder
26	No Change September 18, 2013	Ordinance and Resolution Review	This item formerly referred only to drafting a "Procurement Ordinance." It has evolved, however, to an "as time permits" review of existing	City Recorder



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			<p>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 11<sup>th</sup>, 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>	
27	No Change September 18, 2013	Develop Records Management Policies and Procedures/Rehab Records Center	<p>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 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>	City Recorder
28	No Change February 14, 2014	Advisory Commission Vacancies	Applications for Advisory Commission vacancies are at last on the upswing, and we are keeping our fingers crossed that this trend will continue! Please keep in mind as you review the following numbers that the Council will have hopefully made additional	City Recorder

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			appointments during its Regular Session of February 19; which will reduce the number of vacancies reflected below even more.  <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>0/7</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>0/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety, and Street Maintenance</td><td>0/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</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>	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	6/7	Arts	0/7	Budget Committee	0/7	Community Landscape/Forestry	0/7	Landmarks	0/5	Library	0/5	Parking, Traffic Safety, and Street Maintenance	0/7	Parks and Recreation	0/7	Planning	0/5	UCEDC Board	0/4	Union County Tourism*	1	Urban Renewal	1/7	
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29	No Change February 14, 2014	Council Elections	Positions expiring on December 31, of this year include the Mayor, Position Number 1; as well as Positions 5, 6, and 7 (Gary, Mary Ann, and Jerry, respectively). The City Recorder’s filing deadline is close of business on Tuesday, March 4 <sup>th</sup> to submit required documentation.	City Recorder																										
30	Updated March, 2014	Statistics	<u>For the month of Jan 2014:</u> Monthly Revenue (all funds) \$ 919,699 Monthly Revenue (general fund) \$ 404,676 Monthly expenses amount (all funds) \$ 1,534,020 Monthly expenses (general fund) \$ 646,084 # of Accounts Payable Checks issued: 193 # of Payroll Checks issued: 132 Monthly Payroll expenses: \$ 752,797 # of Water accounts billed: 5,607 # of LID accounts billed: 0 # of NSF checks the City received: 10 Pieces of mail processed 7,353	Finance																										
31	Updated March, 2014	Statistics	<u>For the month of Feb 2014:</u> Monthly Revenue (all funds) \$ 1,056,864 Monthly Revenue (general fund) \$ 397,472 Monthly expenses amount (all funds) \$ 1,384,737 Monthly expenses (general fund) \$ 586,123 # of Accounts Payable Checks issued: 204 # of Payroll Checks issued: 135 Monthly Payroll expenses: \$ 716,511 # of Water accounts billed: 5,611 # of LID accounts billed: 0 # of NSF checks the City received: 4 Pieces of mail processed 7,195	Finance																										
32	No Change 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.	Finance																										



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			This project has been completed by the student and is now going through review process in Human Resources.	
33	No Change 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
34	New Item March 2014	Budget Process	The Budget Process for FY 2013-14 has begun. All departments have submitted estimated and requested and departmental reviews will begin the week of March 24.	Finance
35	New Item March 2014	Risk Management Best Practices Review	This process is an ongoing continuous project all year. CIS reviews our practices in many areas that include Employment Liability, Council training in Ethics, Building Codes, Fleet Safety, Special Events and much more. CIS is also performing site inspections and have completed City Hall, Library, Public Works offices, Fire Department and Aquatics facility and as these progress, CIS will make recommendations for modifications to bring the working environment to a safer level.	Finance
36	New Item March 2014	Bargaining Contract Negotiations	Assistance is being provided to the City Manager's Office in negotiating three new bargaining contracts.	Finance
37	No Change Oct. 2013	Fire Cause Investigation	In Sept. LGFD Arson Investigators conducted fire cause investigations at 1 building fires.	Fire
38	Updated March 24, 2014	Response Statistics	<u>Response statistics for February 2014</u> Total Calls: 191 Medical: 133 Motor vehicle crashes: 4 Fire/Other: 54 (1 car fire, 1 trash fire, 3 CO check, 2 assist PD, 11 assist invalid, 5 public service, 24 cancelled on scene or in route, 7 false alarms,)	Fire
39	Updated March 24, 2014	Fire Code Inspections	New inspections: (1) Re-inspections: (2)	Fire
40	No Change Feb. 5, 2013	Juvenile Fire Setter	1 Intervention(s) conducted in Dec. 1 Intervention(s) conducted in Jan.	Fire
41	Updated March 24, 2014	Child Safety Seat Installations and Bicycle Helmets	(3) Families instructed in proper car seat installation with (3) being provided with reduced price child safety seats.	Fire
42	No Change Feb. 18, 2014	Multi-Disciplinary Team Meeting	Participated in (1) Multi-Disciplinary Team meeting on Child and Elderly abuse cases in Union County.	Fire
43	No Change Feb. 18, 2014	Traffic School	(12) Students instructed resulting in \$600 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

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44	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
45	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
46	Updated March 24, 2014	EO Fire Museum	Lease with City expired March 1, 2014 and has been renewed for another 5 years. Still no tenants and the museum is open by appointment only.	Fire
47	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
48	No Change 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
49	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
50	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
51	Updated	Literacy Center	The Literacy Center has had increasing numbers this	Library

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	March 19, 2014		winter; we have enough volunteers each of the three days to tutor those who need one-on-one help. The arrangement of the Center allows this to go on while other families and adults visit. Some children come only once a week, but several come twice a week for this tutoring. The man from Kenya, who is working on pronunciation and reading of English since last fall, did pass his driver's test and is now seeking a job as a driver....his former employment. He has a wife and small child. We are working with the ESL people to see if they can be included in one of their nurturing programs. Two more volunteers have joined us. We are now able to open the center on Thursday mornings during story hour which is greatly appreciated by young mothers. It is our hope to open Saturdays. Funds from our community partner have been used to print materials for students and families. We will use these to provide packets used by tutors and parents during the summer session June and July. We will begin sending information out to all schools and agencies this month. Some parents have already requested spots for their children.																																																									
52	Updated March 19, 2014	Page Turners Book Club	Book Club discussed <i>Moloka'i</i> by Alan Brennert in March. Meetings are held the second Tuesday of the month at 1:00 in the Archives Room.	Library																																																								
53	No Change 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																																																								
54	Updated March 19, 2014	Statistics	<table><tr><td>Current</td><td>Last</td><td></td><td>Library</td></tr><tr><td>10,119</td><td>11,086</td><td>Circulation</td><td></td></tr><tr><td>20,490</td><td>21,600</td><td>Door count</td><td></td></tr><tr><td>14,156</td><td>14,111</td><td>Card holders</td><td></td></tr><tr><td>166</td><td>138</td><td>Overdue notices</td><td></td></tr><tr><td>672</td><td>721</td><td>Library2 Go titles checked out</td><td></td></tr><tr><td>38</td><td>21</td><td>Mango Languages</td><td></td></tr><tr><td>18</td><td>17</td><td>Events in community room</td><td></td></tr><tr><td>5</td><td>0</td><td>Adult program attendance</td><td></td></tr><tr><td>405</td><td>437</td><td>Children's program attendance</td><td></td></tr><tr><td>0</td><td>18</td><td>Ancestry Database</td><td></td></tr><tr><td>14</td><td>5</td><td>HeritageQuest Database</td><td></td></tr><tr><td>21</td><td>66</td><td>Volunteer hours</td><td></td></tr><tr><td>836</td><td>498</td><td>Total Sage ILL</td><td></td></tr></table>	Current	Last		Library	10,119	11,086	Circulation		20,490	21,600	Door count		14,156	14,111	Card holders		166	138	Overdue notices		672	721	Library2 Go titles checked out		38	21	Mango Languages		18	17	Events in community room		5	0	Adult program attendance		405	437	Children's program attendance		0	18	Ancestry Database		14	5	HeritageQuest Database		21	66	Volunteer hours		836	498	Total Sage ILL		
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55	No Change December 18, 2013	Children's/Young Adults	The library's Teen Program just hosted its first Teen Gaming Tournament on March 12th. Thirteen teens showed up to eat pizza and play Super Smash Bros Brawl on the big screen. Domino's Pizza gave us a generous discount and supplied free pizza coupons for prizes. This activity was funded by a grant from the Wildhorse Foundation.	Library																																																								

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			Carrie read one of her favorite books, <u>Dragon of Doom</u> , by Bruce Coville, to a group of Fifth graders at Greenwood Elementary School, as part of their annual Read-A-Thon. The kids didn’t want her to stop reading, and actually gave up some of their free time to hear more!																			
56	No Change 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																		
57	No Change Feb. 13, 2014	Department Activities	Over \$700 was raised via a special book sale which was held to raise funds to support the adult summer reading program this year.	Library																		
58	No Change February 13, 2014	Arts Commission	Preliminary planning has begun for the <i>Arts for All</i> children’s festival, scheduled for April 19, 2014.	Parks - Admin																		
59	No Change February 13, 2013,	Training	Teresa Gustafson attended the High Desert Green Industry Conference in Redmond, Oregon, to obtain credits required to maintain her Arborist Certification.	Parks - Admin																		
60	No Change February 13, 2014	Park Events	<b><u>DISTRICT #7 SOFTBALL TOURNAMENT</u></b> On April 18 <sup>th</sup> , the six softball teams from Oregon District #7 will hold their district tournament on Sam Marcum Field. <b><u>EASTER EGG HUNT</u></b> Scheduled at Riverside Park on April 19 <sup>th</sup> . <b><u>GRANDE TOUR SPRING BIKE RIDE</u></b> Scheduled May 3–4, 2014, this 134–mile ride will begin and end in Riverside Park. Riders will travel a figure-eight route to Baker City and return to La Grande, traveling primarily through Oregon’s outback. <b><u>LITTLE LEAGUE TOURNAMENT</u></b> Scheduled for June 7 <sup>th</sup> at Pioneer Park. .	Parks-Admin																		
61	No Change February 13, 2014	January Pool Statistics	<table><tr><td></td><td><b><u>FY 12-13</u></b></td><td><b><u>FY 13-14</u></b></td></tr><tr><td><b>ATTENDANCE</b></td><td>3,151</td><td>3,338</td></tr><tr><td><b>FY TO DATE</b></td><td>18,552</td><td>18,088</td></tr><tr><td><b>REVENUE</b></td><td>\$9,461</td><td>\$11,168</td></tr><tr><td><b>FY TO DATE</b></td><td>\$59,275</td><td>\$66,180</td></tr><tr><td><b># OF RENTALS</b></td><td>9</td><td>10</td></tr></table>		<b><u>FY 12-13</u></b>	<b><u>FY 13-14</u></b>	<b>ATTENDANCE</b>	3,151	3,338	<b>FY TO DATE</b>	18,552	18,088	<b>REVENUE</b>	\$9,461	\$11,168	<b>FY TO DATE</b>	\$59,275	\$66,180	<b># OF RENTALS</b>	9	10	Parks - Aquatics
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62	No Change February 13, 2014	Pool Update	<ul style="list-style-type: none"><li>Hosted a High School Swim on January 25<sup>th</sup> with 120 youth participating from Baker City, Pendleton, Hermiston, Hood River and The Dalles.</li><li>The pool has acquired eight pieces of fitness equipment and will be setting up a dry land</li></ul>	Parks - Aquatics																		

Item	Date of Change in Status	Item	Comments	Department
			<p>exercise room for our patrons, which should be available by April or May.</p> <ul style="list-style-type: none"> <li>Staff is currently working with Avista to secure incentive funds which will enable us to replace our old boiler with one that is 97% efficient instead of an 80% efficient one like we are currently using. Avista estimates that the 97% efficient boiler will save approximately \$2,600 annually in gas costs.</li> <li>Maintenance issues addressed include: <ul style="list-style-type: none"> <li>replacing a draft inducer on the small pool boiler;</li> <li>replacing tile on the pool deck;</li> <li>replaced some fire wall and cleaned the large boiler;</li> <li>removed, cleaned and replaced flow meters so they are all working now; and</li> <li>replaced all of the faucets in the restrooms and locker rooms.</li> </ul> </li> <li>Staff determined that the gutters are leaking in places, resulting in the water seeping through the block and causing damage to the drywall. We are soliciting bids to line the gutters and seal the blocks.</li> </ul> <p>Lessons have doubled in size this fall and winter, with over 60 participants each session. Grande Ronde Academy students are participating in group lessons during January and February and Imbler students will begin their lessons in February.</p>	
63	No Change February 13, 2014	Parks Maintenance Building Replacement	Plans were approved by the Planning Commission at their January meeting. Staff has relocated the supplies from the north end of the shop building to prepare the area for construction.	Parks Maintenance
64	No Change February 13, 2014	Parks Maintenance	<ul style="list-style-type: none"> <li>Pruned shrubs; established a space in the shop yard for limbs so they can be chipped on-site and used for planting trees. The Union County Work Crew will use their manpower and chipper to complete the work at no cost to the City.</li> <li>Snow removable and de-icing sidewalks as required by weather conditions.</li> </ul> <p>All equipment has been serviced and inspected. Installed a new fuel tank in the bed of the truck which pulls the trailer with the mower on it. The fuel tank will hold both diesel and non-ethanol gas, which is recommended for use in our small engines.</p>	Parks Maintenance
65	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
66	No Change February 13,	Children's Recreation Program	<ul style="list-style-type: none"> <li>We will be offering our Holiday Fun Camp during Spring Break, March 24 – 27, 9:30 –</li> </ul>	Parks - Recreation

Item	Date of Change in Status	Item	Comments			Department
	2014		3:30. Camp will be limited to 20 participants. <ul style="list-style-type: none"><li>Winter Gymnastics for students age 3 and older.</li></ul> Lotus Self Defense Class for students ages 6 to adult meets Tuesday and Thursday nights. Cost is only \$20 per participant through March 20 <sup>th</sup> .			
67	No Change February 13, 2014	Community Outreach	Staff has been developing a landscaping plan for the Greenway to screen the fenced area adjacent to the houses.			Parks - Urban Forestry
68	No Change February 13, 2014	September Statistics	Street Trees Planted	0	0	Parks - Urban Forestry
			Park Trees Planted	0	0	
			Street Trees Removed	6	6	
			Park Trees Removed	0	0	
			Street Trees Pruned	61	61	
			Park Trees Pruned	1	1	
			Community Responses	7	7	
			Nuisance Responses	1	1	
			Field/Tree Evaluations	5	5	
			Ordinance Enforcement Actions	0	0	
			Tree Service Permits	7	7	
			Site Plan Reviews	1	1	
			Community Volunteer Hours	9	9	
			69	Updated March 31, 2014	Operations Division Statistics 2013	
Case Reports Turned In	123					
Total Traffic	128					
Arrests	34					
Calls for Service	1349					
70	Updated: March 25, 2014	Detective Division abuse statistics for January 2013  <i>These cases are mostly DHS referred cases and not all of them require further investigation</i>	Child Abuse Stats	Feb		Police
			Physical Abuse cases	6		
			Sexual Abuse cases	3		
			Neglect cases (also includes children exposed to drug activity and dirty homes)	18		
			Domestic Violence cases	2		
			Total number of child abuse cases	29		
			Domestic Violence/SART	Feb		
			Domestic Violence	5		
			SART	0		
			Total number of	5		
			Total number Senior/ Persons with Disabilities Reports	1		
71	Updated March 25, 2014	Communications Division Statistics		Feb		Police
			Traffic/Air	268		
			All Calls	2594		
			Legitimate 911 calls for service	268		
			Case Reports LGPD/UCSO	162		
72	Updated March 25, 2014	Training	OPERATIONS TRAINING: The SWAT team had a four hour block of training.			Police/Comm



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			<p>Two Officers attended a Field Training and Evaluation course in La Grande.  8 Officers attended Active Shooter training in Baker City.  One Detective attended the 4 day Reid Interview and Interrogation training in Bend.</p> <p><b>COMMUNICATIONS TRAINING:</b>  One Dispatcher attended the Field Training and Evaluation course in La Grande.</p>																										
73	Updated March 31, 2014	Union/Wallowa County Drug Task Force Activity Summary	<p>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.</p> <table> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>New Cases</td><td>17</td><td></td><td></td><td></td></tr> <tr> <td>YTD Activities</td><td>151</td><td></td><td></td><td></td></tr> <tr> <td>Union County Activities</td><td>90</td><td></td><td></td><td></td></tr> <tr> <td>YTD Arrests</td><td>15</td><td></td><td></td><td></td></tr> </table>						New Cases	17				YTD Activities	151				Union County Activities	90				YTD Arrests	15				Police
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74	No Change Feb. 19, 2014	Crime Statistics	<table> <tr> <td><b>Type of Crime</b></td><td><b>Dec</b></td><td></td><td></td><td></td></tr> <tr> <td>Crimes against persons (assaults, robbery, sex crimes)</td><td>7</td><td></td><td></td><td></td></tr> <tr> <td>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</td><td>41</td><td></td><td></td><td></td></tr> <tr> <td>Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)</td><td>18</td><td></td><td></td><td></td></tr> <tr> <td>Traffic Crimes (DWS, Hit &amp; Run, eluding, reckless driving)</td><td>7</td><td></td><td></td><td></td></tr> </table>	<b>Type of Crime</b>	<b>Dec</b>				Crimes against persons (assaults, robbery, sex crimes)	7				Crimes against property (burglary, vehicle theft, NSF/acct. closed)	41				Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	18				Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	7				
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75	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																									
76	Updated March 31, 2014	Department Activities	With the recent resignation of a dispatcher, we tested this month for a new hire. We tested about 25 individuals, and are now in the background phase. We are hopeful to have someone on board by the	Police/Comm																									

Item	Date of Change in Status	Item	Comments	Department
			first of May.	
77	No Change February 19, 2014	Morgan Lake Spillway	The Public Works Department will oversee the construction of a Spillway at Morgan Lake per the Morgan Lake Emergency Action Plan	Public Works/Parks
78	Updated March 18, 2014	Parks Maintenance Building	The Public Works Department will oversee the construction of a Parks Maintenance Building addition to replace the storage facilities lost when the Pavilion burned down. This project is out for bid.	Public Works/Parks
79	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
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 March 18, 2014	Water, Sewer and Storm water Master Plans	Staff is currently working with the consultant to update the Water, Sewer and Storm water Master Plans. It has been over 10 years since the last update. On the Storm Water Master Plan, the consultant is evaluating the area west of 12 <sup>th</sup> Street for the first time. The storm water easterly portion is being scheduled for a Council Work Session. This will take a lengthy period of time. The Water Master Plan is almost complete and will be presented to City Council on March 24, 2014.	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	Completed March 18, 2014	Washington Ave., to 20 <sup>th</sup> St. Storm Sewer	Public Works crews installed a 48-inch storm pipe on 20 <sup>th</sup> Street to remove storm water from the Gekeler Slough. This project is complete except for some cleanup to occur this summer.	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 <sup>th</sup> & 14 <sup>th</sup> 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	Public Works

Item	Date of Change in Status	Item	Comments	Department
			2013.	
87	Updated March 18, 2014	20th Street Grant	Staff has prepared a grant application for the street improvement from Gekeler Lane to Adams Avenue. It has been submitted and presented to the review committee. If successful, funding would be available 2015 through 2018. This project is being reviewed to be done in 2016. The Oregon Transportation Committee approved 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. Final public review will be complete in July and the final process of project review and selection will be complete.	Public Works
88	No Change February 18, 2014	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. This project is about to be placed out to bid.	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 March 18, 2014	2013-14 Cured-In-Place Pipe Project	This project is complete.	Public Works
91	Updated March 18, 2014	Truck Route	The Parking, Traffic Safety and Street Maintenance Advisory Commission recommended to establish a truck route on Jefferson Avenue from Hemlock Street to Third Street. Staff is reviewing the surface and developing a cost estimate for needed improvements before implementation. Funding sources and scheduling are also being reviewed.	Public Works