



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
May 2014

City Manager's Top Priorities for 2014

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated May 22, 2014	Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande	We have completed our estimates for the balance of the fiscal year and prepared the budget for FY 2014-15. The City and Urban Renewal Agency Budget Committees have approved the proposed budgets with minor changes and forwarded them to the governing bodies for adoption on June 18, 2014. Current year's expenditures are projected to be at or under budget in all funds.	City Manager
2	Updated May, 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 May 22, 2014	Develop and implement an incentive program for non-retail new business development	URA Budget containing \$200,000 incentive was approved by Agency Budget Committee on May 12. UCEDC and City staff attended the SiteLink event in Pendleton May 7-9. A site selector (Don Schjeldahl) visited La Grande & Union County on May 16, 2014. Staff and UCEDC and others will be meeting to discuss potential revisions and new directions on marketing strategies based on learning from these two events. Staff is in the process of developing a scope of work and a budget for new efforts in 2014 and beyond. A new incentive program policy has been drafted and was reviewed by the URAC on May 12; a second review will take place in July. The City/ URA and UCEDC will be participating in the TEAM Oregon Advance Manufacturing program in 2014-15.	CEDD Economic Development
4	Updated May 22, 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. The URA and City budgets	CEDD Economic Development

May 2014

1

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

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			were approved by the respective Budget Committees containing the grant revenue and associated expenditures for a retail market analysis on May 12 and 14. Staff is working with Main Street and EOU student on a reworked incentive program to attract EOU students, faculty & staff to shop downtown.	
5	Updated May 22, 2014	Conduct a Police Facility Needs Analysis	The City Manager formed a committee to assist in a facility needs analysis for the LG Police Department. Councilors Lackey and Lillard have been appointed to the Committee along with Rod Sands and Mike Hovde. The Committee has begun meeting.	City Manager

2014 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

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:
Wednesday, September 10	REGULAR SESSION
Wednesday, October 1	REGULAR SESSION
Monday, October 6	WORK SESSION:
Monday, November 3	WORK SESSION:
Wednesday, November 5	REGULAR SESSION
Wednesday, December 10	REGULAR SESSION
<u>2015</u>	
Wednesday, January 14, 2015	REGULAR SESSION
Monday/Tuesday, January 26/27	COUNCIL RETREAT

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1	Updated May 22, 2014	Monthly activity (April, 2014)	<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>28</td><td>\$21,098</td><td>\$1,617,968</td></tr><tr><td>Demolition,</td><td>0</td><td>\$0</td><td></td></tr><tr><td>Electrical,</td><td>49</td><td>\$6,598</td><td></td></tr><tr><td>Mechanical,</td><td>20</td><td>\$1,513</td><td></td></tr><tr><td>MFG Homes,</td><td>5</td><td>\$1,830</td><td></td></tr><tr><td>Plumbing,</td><td>19</td><td>\$2,617</td><td></td></tr><tr><td>Farm Exempt,</td><td>2</td><td>0</td><td></td></tr><tr><td>Totals:</td><td>123</td><td>\$33,657</td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 159</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	28	\$21,098	\$1,617,968	Demolition,	0	\$0		Electrical,	49	\$6,598		Mechanical,	20	\$1,513		MFG Homes,	5	\$1,830		Plumbing,	19	\$2,617		Farm Exempt,	2	0		Totals:	123	\$33,657		<u>Total inspections performed = 159</u>				CEDD Building								
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2	No Change 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	Updated May 22, 2014	URA projects fund updates Fiscal YTD	<p>Ten projects were awarded funding by the Agency in July 2013. Five of these projects are completed. Three of the remaining projects are active and underway; one is scheduled to begin soon. 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. 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>\$76,413</td></tr><tr><td>Liberty Theatre</td><td>\$75,000</td><td>\$75,000</td></tr><tr><td>IOOF holding costs</td><td>\$0.00</td><td>\$2,515</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>Totals:</td><td>\$455,000</td><td>\$241,919</td></tr></table>	<u>Project:</u>	<u>Approved:</u>	<u>Spent YTD:</u>	Alley ADA crossings	\$105,000	\$76,413	Liberty Theatre	\$75,000	\$75,000	IOOF holding costs	\$0.00	\$2,515	<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	Totals:	\$455,000	\$241,919	CEDD Economic Development
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4	Updated May 22, 2014	Façade grant program updates Fiscal YTD	Five projects are completed; four are approved and likely will not be completed this fiscal year. <table><tr><td>Completed</td><td>Project Value</td><td>Grant</td></tr><tr><td>Tropical Swirlz</td><td>\$15,333</td><td>\$7,500</td></tr><tr><td>American Legion</td><td>\$4,827</td><td>\$2,414</td></tr><tr><td>Globe Furniture</td><td>\$19,000</td><td>\$7,500</td></tr><tr><td>City Hall</td><td>\$16,169</td><td>\$7,500</td></tr><tr><td>New Day Ent.</td><td>\$7,826</td><td>\$3,913</td></tr><tr><td>Totals:</td><td>\$55,329</td><td>\$24,914</td></tr></table>	Completed	Project Value	Grant	Tropical Swirlz	\$15,333	\$7,500	American Legion	\$4,827	\$2,414	Globe Furniture	\$19,000	\$7,500	City Hall	\$16,169	\$7,500	New Day Ent.	\$7,826	\$3,913	Totals:	\$55,329	\$24,914	CEDD Economic Development
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5	Updated May 22, 2014	Urban Renewal projects updates	A new “call for projects” closed as of March 31, and 5 project applications were submitted; a joint work session was held with the URAC & Agency on April 14; four projects moved forward for funding consideration by the Agency on May 7; two projects were funded at \$50,000 each; one project considered for funding was rejected and one project funding decision (Bowling Alley) was delayed until June; staff’s proposed budget of \$250,000 for discretionary projects in FY14-15 was approved by the URA Budget Committee on May 12. Staff is working on a proposed process for how to deal with the potential unallocated project funding in 14-15.	CEDD Economic Development																					
6	Updated May 22, 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. Five visits have been established in March, April, July and September; Moda Health visit occurred on March 7 and Anderson Perry visit occurred on April 25. Upcoming visits are scheduled with Grande Ronde Hospital on July 10; EOU on July 31 and Boise Cascade on Sept. 11.	CEDD Economic Development																					
7	Updated May 22, 2014	Economic Development Training for Council	Staff has identified an individual to conduct a training event in Spring/ early summer 2014. The date for this has been set for June 23. In addition to the sitting Council, URAC members and Council candidates will also be invited to attend.	CEDD Economic Development																					
8	Completed April 23, 2014	Revise La Grande Main Street MOA	Staff drafted a revised MOA between the Agency & LGMS; Agency approved on March 19. MOA has been updated, approved and signed by both parties; staff will be meeting with LGMS staff to discuss implementation strategies.	CEDD Economic Development																					
9	New Item May 22, 2014	New Grocery Store Project Downtown	On March 31, 2014 the URA in a public work session heard a presentation from a development team to transform the former Blockbuster Video building into a new locally-owned grocery store and to seek a \$500,000 investment from the URA. On May 7 the Agency voted to move forward with funding agreement negotiations. Staff is in the process of negotiating elements of a funding agreement to present back to the Agency at a future meeting, likely in June or July.	CEDD Economic Development																					
10	Updated	Calendar YTD	Land Use Applications: 2	CEDD																					

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	May 20, 2014	Planning Statistics	Zoning Approvals: 3 New Business Permits: 5 Revenue (Land Use Fees): \$375 Revenue (Zoning Approvals): \$75 Revenue (Park SDC): \$0	Planning
11	No Change 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 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.	CEDD Planning
12	New Item May 19, 2014	Rules for MMJ Dispensaries	As discussed and requested by the City Council during the May 7, 2014, Regular Session, the Planning Division has scheduled a public meeting on June 2, 2014, to discuss and develop rules for regulating medical marijuana facilities. Notices were provided to all parties that participated in the public hearings for the MMJ moratorium and notices will be provided to the media for publishing. Draft rules (Land Development Code Amendment) may be prepared and ready for consideration by the Planning Commission as early as August 2014.	CEDD Planning
13	No Change Feb. 12, 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 st , the Community and Economic Development Department (Planning and Econ. Dev.) has been short staffed, but has managed to maintain a high level of service. A new CEDD secretary has been hired with a start date of February 18 th . Please feel free to stop in, introduce yourself and welcome Kendra Van Cleave to our team.	CEDD
14	New Item and Complete	City Recorder Vacancy	Angelika Brooks has been selected to fill the vacancy following an internal job posting. We will	City Manager

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	May 22, 2014		begin recruiting to fill the now vacant Assistant to the City Manager position. Currently we are using a temp agency to assist with receptionist functions during the transition.	
15	Completed May 19, 2014	Parks and Recreation Director Vacancy	Stu Spence has accepted the position of Director and is on board.	City Manager
16	Completed May 19, 2014	Joint Work Session on Storm Water and Flood Plain Issues	The City Council and County Commissioners completed 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
17	Updated May 19, 2014	Adams Avenue Street Scape (formerly Big H Phase II)	The Urban Renewal Agency Budget Committee approved funding for the continuation of 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. During the annual Retreat, the Agency had discussed the merits of delaying or phasing the project to allow for additional funding of public-private partnerships. Debt service on this project would allow for funding of public-private partnerships at a similar level as the 2013-14 Fiscal Year. The Agency will adopt the budget on June 18, 2014. Final decision on the project will follow.	District/City Manager
18	Completed, May 19, 2014	Parks and Recreation Advisory Commission (PRAC) Joint Work Session	Council and PRAC met to discuss aquatics utility fee and Morgan Lake recommendations from PRAC. The Council was supportive of increasing funding to allow for more staff time and possibly a camp host at Morgan Lake. The issue of the aquatics utility fee will be addressed separately after budget adoption. The 2014-15 budget proposal does not include revenues related to a new fee.	City Manager
19	Completed, May 19, 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. The Agency and the UCEDC Board approved the work plan and goals.	City Manager
20	Completed, May 19, 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 has been revised to reflect the direction of the City Council and approved.	City Manager
21	Updated May 19, 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 are negotiating a new contract.	City Manager
22	Updated May 19, 2014	Collective Bargaining—Fire	The Collective Bargaining Agreement between the City and this bargaining group expires in June, 2014, and the City and the Union are negotiating a	City Manager

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			new contract.	
23	Updated May 19, 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 are negotiating a new contract.	City Manager
24	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
25	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
26	Updated May 19, 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 continues to meet with the Charter team.	City Manager
27	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
28	Updated 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>	Interim City Recorder
29	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 appointments during its Regular Session of	Interim City Recorder

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			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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30	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 th to submit required documentation.	Interim City Recorder																										
31	Updated May, 2014	Statistics	<u>For the month of April 2014:</u> Monthly Revenue (all funds) \$ 1,248,363 Monthly Revenue (general fund) \$ 478,868 Monthly expenses amount (all funds) \$ 1,657,295 Monthly expenses (general fund) \$ 848,648 # of Accounts Payable Checks issued: 225 # of Payroll Checks issued: 138 Monthly Payroll expenses: \$ 768,196 # of Water accounts billed: 5,586 # of LID accounts billed: 8 # of NSF checks the City received: 5 Pieces of mail processed 7,187	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. This project has been completed by the student and is now going through review process in Human Resources.	Finance																										
33	Updated May 2014	Budget Process	The Budget Process for FY 2014-15 has begun. All departments have submitted estimated and requested and departmental reviews will begin the week of March 24. Budget reviews have been conducted and the final budget book was prepared and made available on April 30 th , as scheduled. Budget hearings were held on May 12, 13 and 14 as scheduled and the budget will now move to the City Council for adoption on June 18, 2014.	Finance																										
34	New	Updating Finance	Current job descriptions do not accurately reflect the	Finance																										

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	May, 2014	Tech II and III Job Descriptions	appropriate job duties. These job descriptions will be updated and reviewed biennial.	
35	No Change March 2014	Bargaining Contract Negotiations	Assistance is being provided to the City Manager's Office in negotiating three new bargaining contracts.	Finance
36	Completed April, 2014	Install / Update to Windows 8	With Windows XP no longer supported, we are installing Windows 8 onto 4 computers as one is equipped with Window 7 which is still supported by Microsoft. Installation of Windows 8.1 pro has been successfully installed on 4 computers.	Finance
37	No Change 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
38	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
39	No Change Oct. 2013	Fire Cause Investigation	In Sept. LGFD Arson Investigators conducted fire cause investigations at 1 building fires.	Fire
40	No Change Feb. 18, 2014	Response Statistics	<u>Response statistics for January 2014</u> Total Calls: 235 Medical: 163 Motor vehicle crashes: 7 Fire/Other: 65 (4 building fires, 1 vegetation fire, 1 CO check, 1 assist PD, 11 assist invalid, 1 illegal burn complaint calls, 2 public service, 40 cancelled on scene or in route, 4 false alarms,)	Fire
41	No Change Feb. 18, 2014	Fire Code Inspections	New inspections: (3) Re-inspections: (1)	Fire
42	No Change Feb. 5, 2013	Juvenile Fire Setter	1 Intervention(s) conducted in Dec. 1 Intervention(s) conducted in Jan.	Fire
43	No Change Feb. 18, 2014	Child Safety Seat Installations and Bicycle Helmets	(9) Families instructed in proper car seat installation with (3) being provided with reduced price child safety seats.	Fire
44	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
45	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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46	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
47	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
48	No Change Oct. 12, 2011	EO Fire Museum	The old fire station is currently empty of tenants and the building has been winterized. The EO Fire Museum board is having conversations with a couple of potential tenants and hopes to have someone in the building shortly after the first of the year. A rain roof is being constructed over a lower level roof on the alley side of the building. The rain roof is being constructed to fix a small nagging leak that would have required the removal of large HVAC units and roof mounted duct work to patch, the cost of which is beyond the EO Fire Museum's ability to pay.	Fire
49	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
50	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
51	No Change Sept., 2013	Weed/Tall Grass Complaints	40+ weed complaints have been received and investigated with 36 property owners given notice to	Fire

Item	Date of Change in Status	Item	Comments	Department																								
			cut and remove the vegetation from their property. 4 properties were cut by a City hired contractor.																									
52	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																								
53	No Change 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. 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.	Library																								
54	No Change Feb. 13, 2014	Page Turners Book Club	Book Club discussed <i>Hanna's Daughter</i> by Marianne Fredriksson in February. Meetings are held the second Tuesday of the month at 1:00 in the Archives Room.	Library																								
55	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																								
56	No Change Feb. 13, 2014	Statistics	<table><tr><td>Current</td><td>Last</td><td></td><td>Library</td></tr><tr><td>11,086</td><td>11,587</td><td>Circulation</td><td></td></tr><tr><td>21,600</td><td>19,676</td><td>Door count</td><td></td></tr><tr><td>14,111</td><td>13,976</td><td>Card holders</td><td></td></tr><tr><td>138</td><td>144</td><td>Overdue notices</td><td></td></tr><tr><td>721</td><td>662</td><td>Library2 Go titles checked out</td><td></td></tr></table>	Current	Last		Library	11,086	11,587	Circulation		21,600	19,676	Door count		14,111	13,976	Card holders		138	144	Overdue notices		721	662	Library2 Go titles checked out		
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57	No Change December 18, 2013	Children's/Young Adults	<p>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!"</p> <p>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 puking pumpkin. The feedback from the teens has been very positive and they want another party soon!</p>	Library																								
58	No Change December 18, 2013	Programs	<p>"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.</p>	Library																								
59	No Change Feb. 13, 2014	Department Activities	<p>Over \$700 was raised via a special book sale which was held to raise funds to support the adult summer reading program this year.</p>	Library																								
60	No Change February 13, 2014	Arts Commission	<p>Preliminary planning has begun for the <i>Arts for All</i> children's festival, scheduled for April 19, 2014.</p>	Parks - Admin																								
61	No Change February 13, 2013,	Training	<p>Teresa Gustafson attended the High Desert Green Industry Conference in Redmond, Oregon, to obtain credits required to maintain her Arborist Certification.</p>	Parks Admin -																								
62	No Change February 13, 2014	Park Events	<p><u>DISTRICT #7 SOFTBALL TOURNAMENT</u> On April 18th, the six softball teams from Oregon District #7 will hold their district tournament on Sam Marcum Field.</p> <p><u>EASTER EGG HUNT</u> Scheduled at Riverside Park on April 19th.</p> <p><u>GRANDE TOUR SPRING BIKE RIDE</u></p>	Parks-Admin																								

Item	Date of Change in Status	Item	Comments	Department																		
			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. <u>LITTLE LEAGUE TOURNAMENT</u> Scheduled for June 7 th at Pioneer Park. .																			
63	No Change February 13, 2014	January Pool Statistics	<table><tr><td></td><td>FY 12-13</td><td>FY 13-14</td></tr><tr><td>ATTENDANCE</td><td>3,151</td><td>3,338</td></tr><tr><td>FY TO DATE</td><td>18,552</td><td>18,088</td></tr><tr><td>REVENUE</td><td>\$9,461</td><td>\$11,168</td></tr><tr><td>FY TO DATE</td><td>\$59,275</td><td>\$66,180</td></tr><tr><td># OF RENTALS</td><td>9</td><td>10</td></tr></table>		FY 12-13	FY 13-14	ATTENDANCE	3,151	3,338	FY TO DATE	18,552	18,088	REVENUE	\$9,461	\$11,168	FY TO DATE	\$59,275	\$66,180	# OF RENTALS	9	10	Parks - Aquatics
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64	No Change February 13, 2014	Pool Update	<ul style="list-style-type: none">Hosted a High School Swim on January 25th with 120 youth participating from Baker City, Pendleton, Hermiston, Hood River and The Dalles.The pool has acquired eight pieces of fitness equipment and will be setting up a dry land exercise room for our patrons, which should be available by April or May.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.Maintenance issues addressed include:<ul style="list-style-type: none">replacing a draft inducer on the small pool boiler;replacing tile on the pool deck;replaced some fire wall and cleaned the large boiler;removed, cleaned and replaced flow meters so they are all working now; andreplaced all of the faucets in the restrooms and locker rooms.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. <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>	Parks - Aquatics																		
65	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	Parks Maintenance																		

Item	Date of Change in Status	Item	Comments	Department																																							
			of the shop building to prepare the area for construction.																																								
66	No Change February 13, 2014	Parks Maintenance	<ul style="list-style-type: none">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.Snow removable and de-icing sidewalks as required by weather conditions. 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.	Parks Maintenance																																							
67	No Change 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	No Change February 13, 2014	Children’s Recreation Program	<ul style="list-style-type: none">We will be offering our Holiday Fun Camp during Spring Break, March 24 – 27, 9:30 – 3:30. Camp will be limited to 20 participants.Winter Gymnastics for students age 3 and older. Lotus Self Defense Class for students ages 6 to adult meets Tuesday and Thursday nights. Cost is only \$20 per participant through March 20th.	Parks - Recreation																																							
69	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																																							
70	No Change February 13, 2014	September Statistics	<table><tr><td>Street Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>6</td><td>6</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Street Trees Pruned</td><td>61</td><td>61</td></tr><tr><td>Park Trees Pruned</td><td>1</td><td>1</td></tr><tr><td>Community Responses</td><td>7</td><td>7</td></tr><tr><td>Nuisance Responses</td><td>1</td><td>1</td></tr><tr><td>Field/Tree Evaluations</td><td>5</td><td>5</td></tr><tr><td>Ordinance Enforcement Actions</td><td>0</td><td>0</td></tr><tr><td>Tree Service Permits</td><td>7</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>1</td><td>1</td></tr><tr><td>Community Volunteer Hours</td><td>9</td><td>9</td></tr></table>	Street Trees Planted	0	0	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	Parks - Urban Forestry
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71	No Change February 19, 2013	Operations Division Statistics 2013	<table><tr><td></td><td>Dec</td><td>Jan</td><td></td></tr><tr><td>Case Reports Turned In</td><td>131</td><td>152</td><td></td></tr><tr><td>Total Traffic</td><td>185</td><td>228</td><td></td></tr><tr><td>Arrests</td><td>39</td><td>55</td><td></td></tr><tr><td>Calls for Service</td><td>1416</td><td>1506</td><td></td></tr></table>		Dec	Jan		Case Reports Turned In	131	152		Total Traffic	185	228		Arrests	39	55		Calls for Service	1416	1506		Police																			
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72	No Change February 10, 2014	Detective Division abuse statistics for January 2013 <i>These cases are</i>	<table><tr><td></td><td>Jan</td><td></td><td></td></tr><tr><td>Physical Abuse cases</td><td>6</td><td></td><td></td></tr><tr><td>Sexual Abuse cases</td><td>5</td><td></td><td></td></tr><tr><td>Neglect cases <i>(also includes children</i></td><td>12</td><td></td><td></td></tr></table>		Jan			Physical Abuse cases	6			Sexual Abuse cases	5			Neglect cases <i>(also includes children</i>	12			Police																							
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Item	Date of Change in Status	Item	Comments				Department
		<i>mostly DHS referred cases and not all of them require further investigation</i>	<i>exposed to drug activity and dirty homes)</i>				
			Domestic Violence cases	1			
			Total number of child abuse cases	24			
			Total number of Senior and People with disabilities reports	0			
73	No Change February 10, 2014	Communications Division Statistics		Jan			Police
			Traffic/Air	396			
			All Calls	2720			
			Legitimate 911 calls for service	324			
			Case Reports LGPD/UCSO	173			
74	No Change February 18, 2013	Training	OPERATIONS TRAINING: The SWAT team had 2 four hour blocks of training. COMMUNICATIONS TRAINING: Two Dispatchers attended 8 hours of Stress Identification and Management training in Woodburn.				Police/Comm
75	No Change 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	No Change Feb. 19, 2014	Crime Statistics	Type of Crime	Dec			
			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			
77	No Change	Communications	Our two sites have been developed and the				Police

Item	Date of Change in Status	Item	Comments	Department
	Dec. 13, 2012	Strategic Plan	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.	
78	No Change February 19, 2014	Department Activities	Erik Knight, who was hired as a Police Officer on Oct. 2, 2013 will be graduating from DPSST on February 21, 2014. Boon Setser, former LHS Principal, was hired as a Police Officer on Feb. 3, 2014. He will start his academy training with DPSST April.	Police/Comm .
79	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
80	No Change February 19, 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.	Public Works/Parks
81	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
82	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
83	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
84	No Change February 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 th 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.	Public Works
85	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
86	No Change February 18,	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	Public Works

Item	Date of Change in Status	Item	Comments	Department
	2014		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 City attorney has completed the filing to void the 1952 easements.	
87	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
88	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
89	No Change December 16, 2013	20th Street Grant	Staff has prepared a grant application for the street improvement from Gekeler Lane to Adams Avenue. It has been submitted and presented to the review committee. If successful, funding would be available 2015 through 2018. 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.	Public Works
90	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
91	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
92	No Change February 18, 2014	2013-14 Cured-In-Place Pipe Project	Staff is looking for funding for the street surface. This project is complete.	Public Works
93	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