



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
June—July 2014
City Manager's Top Priorities for 2014

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated July 14, 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 and Urban Renewal Agencies completed the 2013-14 Fiscal Year within budget. The FY 2014-15 Budgets have been adopted.	City Manager
2		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 July 14, 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 and adopted by the Agency in June. 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 are meeting to discuss potential revisions and new directions on marketing strategies based on learning from these two events. A new incentive program policy has been drafted and was reviewed by the URAC on May 12; a second review will take place on July 14. The City/URA and UCEDC will be participating in the TEAM Oregon Advanced Manufacturing program in 2014-15, which will include attendance at the FABTech trade show in Atlanta in November.	Updated July 14, 2014
4	Updated July 14, 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 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. We should know the status	CEDD Economic Development

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			of grant in late July. The URA and City budgets were approved by the respective Budget Committees containing the grant revenue and associated expenditures for a retail market analysis on May 12 and 14 and by the Agency in June. 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 July 14, 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. The Committee has toured the existing facility. The Chief of Police is currently working on a needs assessment.	City Manager

2014 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

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

Item	Date of Change in Status	Item	Comments	Department																																								
1	Updated July 1, 2014	Monthly activity (May, 2014)	<table><tr><td>Permit</td><td>Type/#:</td><td>Fees \$:</td><td>Valuation \$:</td></tr><tr><td>Building,</td><td>32</td><td>\$18,731</td><td>\$1,264,679</td></tr><tr><td>Demolition,</td><td>1</td><td>\$62.00</td><td></td></tr><tr><td>Electrical,</td><td>51</td><td>\$6,216</td><td></td></tr><tr><td>Mechanical,</td><td>24</td><td>\$2,767</td><td></td></tr><tr><td>MFG Homes,</td><td>1</td><td>\$366</td><td></td></tr><tr><td>Plumbing,</td><td>13</td><td>\$2,335</td><td></td></tr><tr><td>Farm Exempt,</td><td>3</td><td>0</td><td></td></tr><tr><td>Totals:</td><td>125</td><td>\$30,477</td><td></td></tr><tr><td colspan="4">Total inspections performed = 200</td></tr></table>	Permit	Type/#:	Fees \$:	Valuation \$:	Building,	32	\$18,731	\$1,264,679	Demolition,	1	\$62.00		Electrical,	51	\$6,216		Mechanical,	24	\$2,767		MFG Homes,	1	\$366		Plumbing,	13	\$2,335		Farm Exempt,	3	0		Totals:	125	\$30,477		Total inspections performed = 200				CEDD Building
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3	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																																								
4	Updated July 2, 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. Four of the remaining projects are active and underway. 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>Project:</td><td>Approved:</td><td>Spent YTD:</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>\$2,588</td></tr><tr><td colspan="3">Call for Projects 2013:</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></table>	Project:	Approved:	Spent YTD:	Alley ADA crossings	\$105,000	\$76,413	Liberty Theatre	\$75,000	\$75,000	IOOF holding costs	\$0.00	\$2,588	Call for Projects 2013:			Tropical Swirlz	\$33,454	\$33,454	Stephen McClean	\$75,000		CEDD Economic Development																			
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			Blue Mtn. Barbers \$7,167 \$7,037 Maridell Center \$3,000 \$3,000 Stratton \$14,500 \$14,500 Phoenix Bldg. \$46,290 \$32,393 DRCs \$9,789 RM Scarfo \$50,800 Les Schwab \$30,000 \$30,000 Liberty Sign/ Canopy \$5,000 \$0 Totals: \$455,000 \$274,385	
5	No Change 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. <u>Completed</u> <u>Project Value</u> <u>Grant</u> Tropical Swirlz \$15,333 \$7,500 American Legion \$4,827 \$2,414 Globe Furniture \$19,000 \$7,500 City Hall \$16,169 \$7,500 New Day Ent. \$7,826 \$3,913 Totals: \$55,329 \$24,914	CEDD Economic Development
6	Updated July 2, 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; at the June meeting the Agency approved funding for the Bowling Alley project at \$80,000 (+ up to \$20,000 for ROW improvements); staff’s proposed budget of \$250,000 for discretionary projects in FY14-15 was approved by the URA Budget Committee and adopted by the Agency. Staff will be discussing with URAC a proposed process for how to deal with the potential unallocated project funding in 14-15.	CEDD Economic Development
6	No Change 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 July 2, 2014	Economic Development Training for Council	Economic Development Training facilitated by Dennie Houle of Business Oregon was successfully held on June 23 and was attended by 13 staff, Council/ Agency, URAC and Council candidates.	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	CEDD Economic Development

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			implementation strategies.	
9	Updated July 2, 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 August. The draft agreement is currently under legal counsel review.	CEDD Economic Development
10	Updated June 20, 2014	Calendar YTD Planning Statistics	Land Use Applications: 10 Zoning Approvals: 6 New Business Permits: 7 Revenue (Land Use Fees): \$3478 Revenue (Zoning Approvals): \$150 Revenue (Park SDC): \$525	CEDD 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	Updated July 2, 2014	Rules for MMJ Dispensaries	Rules governing Medical Marijuana Dispensaries have been drafted based on a consensus reached by citizens during a June 2nd public meeting. Notice has been provided to the State (DLCD) and the Planning Commission is scheduled to hold the first Public Hearing on August 12, 2014. The City Council is scheduled to hold Public Hearings in September and October, with co-adoption by the County in November.	CEDD Planning
13	New Item and Complete May 22, 2014	City Recorder Vacancy	Angelika Brooks has been selected to fill the vacancy following an internal job posting. We will begin recruiting to fill the now vacant Assistant to	City Manager

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			the City Manager position. Currently we are using a temp agency to assist with receptionist functions during the transition.	
14	Completed May 19, 2014	Parks and Recreation Director Vacancy	Stu Spence has accepted the position of Director and is on board.	City Manager
15	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
16	Updated July 14, 2014	Adams Avenue Street Scape (formerly Big H Phase II)	The Urban Renewal Agency adopted a budget for FY 2014-15 that includes 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. Debt service on this project would allow for funding of public-private partnerships at a similar level as the 2013-14 Fiscal Year. Final decision on the project will follow.	District/City Manager
17	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
18	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
19	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
20	Completed July 14, 2014	Collective Bargaining—Police	The new three-year Collective Bargaining Agreement between the City and the Police Union was ratified in June, 2014.	City Manager
21	Updated July 14, 2014	Collective Bargaining—Fire	The Collective Bargaining Agreement between the City and this bargaining group expired in June, 2014, and the City and the Union are negotiating a new contract.	City Manager
22	Updated July 14, 2014	Collective Bargaining— Employees Association	The Collective Bargaining Agreement between the City and this bargaining group expired in June, 2014, and the City and the Union are negotiating a new contract.	City Manager

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23	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																										
24	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																										
25	No Change 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																										
26	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																										
27	Updated July 10, 2014	Council Work Sessions Schedule	The next Council Work Session is scheduled on August 18; no topic as of yet.	City Recorder																										
28	Updated July 11, 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 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>1/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>1/5</td></tr><tr><td>UCEDC Board</td><td>0/4</td></tr><tr><td>Union County Tourism*</td><td>1</td></tr><tr><td>Urban Renewal</td><td>1/7</td></tr></table> *This is a category-specific vacancy that at this time reflects a need for one representative (owner/manager) of a retail establishment	<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	1/7	Parks and Recreation	0/7	Planning	1/5	UCEDC Board	0/4	Union County Tourism*	1	Urban Renewal	1/7	City Recorder
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29	Updated July 11, 2014	Council Elections	Positions expiring on December 31, of this year	City																										

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			include the Mayor, Position Number 1; as well as Positions 5, 6, and 7. Councilor McGee resigned as of April 18; her position was filled by unopposed Candidate Troy Pointer. Filing for filling of the position for the remaining two years of the term will open later this month.	Recorder
30	Updated June, 2014	Statistics	<u>For the month of APR 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) \$ 848,649 # 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
31	Updated June, 2014	Statistics	<u>For the month of MAY 2014:</u> Monthly Revenue (all funds) \$ 1,080,414 Monthly Revenue (general fund) \$ 424,969 Monthly expenses amount (all funds) \$ 1,477,730 Monthly expenses (general fund) \$ 695,399 # of Accounts Payable Checks issued: 228 # of Payroll Checks issued: 138 Monthly Payroll expenses: \$ 749,452 # of Water accounts billed: 5,580 # of LID accounts billed: 2 # of NSF checks the City received: 5 Pieces of mail processed 7,373	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	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	Completed April 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 committee hearing were held on May 12, 13 and 14. The Budget was adopted on June 18, 2014.	Finance
35	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.	
36	Updated June, 2014	Bargaining Contract Negotiations	Assistance is being provided to the City Manager's Office in negotiating three new bargaining contracts. Fire negotiations are completed as well as the Management Group.	Finance
37	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
38	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
39	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
40	Updated July 10, 2014	Fire Cause Investigation	On June 20 th , LGFD Arson Investigators conducted a fire cause investigation of an early morning house fire at 702 O Ave. Cause is currently undetermined.	Fire
41	Updated July 10, 2014	Response Statistics	<u>Response statistics for May and June, 2014</u> Total Calls: 406 Medical: 284 Motor vehicle crashes: 13 Fire/Other: 109 (1 building fire, 4 vegetation fires, 1 car fire, 1 trash fire, 1 outside equipment fire, 1 natural gas leak, 3 arcing wire or electrical equipment calls, 3 smoke removal calls, 24 assist invalid, 15 public assist service calls, 1 illegal burn complaint calls, 48 cancelled on scene or in route, 6 smoke or fire alarm activations with no fire)	Fire
42	Updated July 10, 2014	Fire Code Inspections	New inspections: (2) Re-inspections: (1)	Fire
43	Updated July 10, 2014	Juvenile Fire Setter	0 Intervention(s) conducted in May. 1 Intervention(s) conducted in June.	Fire
44	Updated July 10, 2014	Child Safety Seat Installations and Bicycle Helmets	<u>May and June</u> (14) Families instructed in proper car seat installation with (5) being provided with reduced price child safety seats. (14) Families instructed in proper bicycle helmet use with (14) bike helmets being provided.	Fire
45	No Change	Multi-Disciplinary	Participated in (1) Multi-Disciplinary Team meeting	Fire

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	Feb. 18, 2014	Team Meeting	on Child and Elderly abuse cases in Union County.	
46	Updated July 10, 2014	Traffic School	<p><u>May and June</u> (23) Students instructed resulting in \$1150 in revenue from student fees.</p> <p>**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.</p>	Fire
47	No Change May 29, 2013	Training/Conf.	<p><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.</p>	Fire
48	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
49	No Change Oct. 12, 2011	EO Fire Museum	<p>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.</p> <p>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.</p>	Fire
50	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.	Fire

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			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.	
51	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
52	Updated July 10, 2014	Weed/Tall Grass Complaints	27 weed complaints have been received and investigated with 27 property owners given notice to cut and remove the vegetation from their property. Thus far, 0 properties have been cut by a City hired contractor.	Fire
53	Updated July 10, 2014	Fire Station Tours and Safety Presentations	<u>May and June</u> 4 fire station tours were given Conducted (2) fire extinguisher training programs for a local business.	Fire
54	Updated April 20, 2014 & May 23, 2014	Literacy Center	We have had more and more families coming in with the warming of the weather. The tutored children were faithful throughout and not only do we notice progress, but teachers are sending word of it and recommending us to parents for this summer's one on one tutoring sessions. (Some even fill out the applications and get the signatures of the parents!...they do have the parents bring them to turn in, but satisfying.) There have been several new volunteers, so we are hopeful of being able to offer services to everyone who applies. Most children will only be able to have the one on one once a week, but we will do two sessions for children who are really needful. Because progress is limited by only one session a week, parents also agree to work with their children every day in between appointments. We provide the materials through funds from our Community Partner, the Neighborhood Club. The man from Somalia who worked with us since last fall did pass his chauffeur's test and has a job in Portland. (Our tutors worked with him on enunciation, written English and the map of Portland.) He and his family are doing well. The university student who did a practicum in Reading Endorsement for upper level students last summer will return this year to get the experience with the younger students. We are pleased to have this relationship. As is usual, applications for one-on-one summer tutoring exceed our personnel to provide for all. Opportunities we may be able to offer those we cannot serve each week, depending on the schedule.	Library

Item	Date of Change in Status	Item	Comments	Department		
			(Bev develops schedule according to parents' first two choices of time and day; if possible we will arrange tutoring times to allow for a drop-in block of time.) <i>[sic]</i> During that drop-in time, the center will be open for checking out materials, having home packets evaluated and explained or assigned...student volunteers may play learning games with children while tutors work with parents on how to help their children. Thursday afternoon is usually not one of the most requested times; this will be a possibility.			
55	Updated July 3, 2014	Page Turners Book Club	Book Club discussed <i>Still Life With Breadcrumbs</i> by Anna Quindlen in June and <i>Faith Bass Darling's Last Garage Sale</i> by Lynda Rutledge in July. Meetings are held the second Tuesday of the month at 1:00 in the Archives Room.	Library		
56	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		
57	Updated July 3, 2014	Statistics	Current	Last		Library
			11,802	11,086	Circulation	
			26,838	22,140	Door count	
			14,405	14,193	Card holders	
			141	120	Overdue notices	
			812	805	Library2 Go titles checked out	
			34	30	Events in community room	
			5	10	Adult program attendance	
			726	400	Children's program attendance	
			117	33	Volunteer hours	
			724	810	Total Sage ILL	
58	Updated July 3, 2014	Children's/Young Adults	The Legislature funded the Ready to Read Grant program at 97¢ per child, for a total of \$729,472 statewide. We anticipate receiving \$4,478 which will be spent on our Summer Reading Program.	Library		
59	No Change April 20, 2014	Adult Programs	March 22 was our Spring Tea and Film. Attendees viewed the film <i>Enchanted April</i> , enjoyed a potluck of treats and tea, and participated in a hat contest. (A photographer from The Observer also stopped by and a photo of the group appeared in the next edition of the paper). April 8 was our quarterly Book Art Workshop. Participants created rolled paper flowers and embellished a variety of home decor items and accessories.	Library		
60	Updated July 3, 2014	Department Activities	Over \$1,000 was raised in a month via a special book sale of donations.	Library		
61	Updated July 1, 2014	Arts Commission	Preliminary planning has begun for the <i>Season's Faire</i> art show, scheduled for November 1, 2014.	Parks - Admin		
62	Updated July 1, 2014	Training	Director Spence traveled to Lake Oswego where he taught a recreation class sponsored by the Oregon	Parks - Admin		

Item	Date of Change in Status	Item	Comments	Department
			Parks and Recreation Association.	
63	Updated July 1, 2014	Park Events	<p><u>FLATBED TRUCK SHOW</u> On July 5, there will be a flatbed truck (and other vehicles) show adjacent to Rotary Pavilion in Pioneer Park.</p> <p><u>AMERICAN LEGION BASEBALL</u> The American Legion Baseball will host a tournament in Pioneer Park on July 23rd & 24th.</p> <p><u>STATE BABE RUTH TOURNAMENT</u> La Grande will host the State Tournament on Optimist Field July 24 – 27, 2014.</p> <p><u>COED MOONLIGHT SBALL TOURNAMENT</u> The Optimist Club will host their 19th annual 36-team coed moonlight softball tournament in Pioneer Park August 1-3, 2014.</p> <p><u>MEN'S & WOMEN'S MOONLIGHT TOURNAMNETS</u> Scheduled August 8-10, at Pioneer Park, the Optimists will host the 35th annual men's moonlight tournament. New this year, they have added a 10-team Women's Tournament that will run in conjunction with the Men's.</p>	Parks-Admin
64	New July 1, 2014	Pioneer Park Renovation	Unfortunately, one of the submitted grants for the renovations to Pioneer Park has been declined. Staff revised the project to include the replacement of the playground, restroom rehabilitation and a paved connector trail behind Optimist Field. Current funding that has been approved includes a Wildhorse Foundation grant for \$10,000, Soroptimist grant for \$4,000, and a \$1,000 donation from Legacy Auto Group. One application is pending through the State Land & Water Conservation Fund Grant program for approximately \$50,000.	Parks Admin
65	New July 7, 2014	Morgan Lake Park Host	Staff completed the Morgan Lake Volunteer Park Host application and is now in the process of recruiting a park host. If we are successful in recruiting a volunteer, the money budgeted will go towards supporting them by providing potable water, sewer service, propane refills, and gas for their generator. If we are not successful in recruiting a volunteer host by mid to late July, we will re-design the job description to include a stipend.	Parks Admin
66	New July 7, 2014	Riverside Park	Staff is working with the Northeast Oregon Cyclist Bicycle Committee to construct an informational kiosk that will hang on Riverside Park Pavilion informing visitors of the Grand	Parks Admin

Item	Date of Change in Status	Item	Comments	Department																		
			Tour bike route as well as park rules and announcements. The committee has committed to funding half of the cost of the kiosk. We hope to have the project completed by early August.																			
67	Updated July 1, 2014	May Pool Statistics	<table><tr><td></td><td>FY 12-13</td><td>FY 13-14</td></tr><tr><td>ATTENDANCE</td><td>3,264</td><td>3,801</td></tr><tr><td>FY TO DATE</td><td>31,492</td><td>30,860</td></tr><tr><td>REVENUE</td><td>\$8,662</td><td>\$10,867</td></tr><tr><td>FY TO DATE</td><td>\$106,859</td><td>\$104,530</td></tr><tr><td># OF RENTALS</td><td>7</td><td>11</td></tr></table>		FY 12-13	FY 13-14	ATTENDANCE	3,264	3,801	FY TO DATE	31,492	30,860	REVENUE	\$8,662	\$10,867	FY TO DATE	\$106,859	\$104,530	# OF RENTALS	7	11	Parks - Aquatics
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68	Updated July 1, 2014	Pool Update	<ul style="list-style-type: none">May is <i>Water Safety Month</i>, so the pool held a Water Safety Event on May 10th. Families were encouraged to collect stickers from 15 stations such as reaching and throwing assists, boating safety, lifejackets, home safety. Lessons for all 3 rd Grade students were finished.	Parks - Aquatics																		
69	Updated July 1, 2014	Parks Maintenance Building Replacement	<ul style="list-style-type: none">Building was complete June 27th, and Staff has been developing plans for placement of the equipment and supplies. Staff has realigned all of the water lines and faucets which had to be replaced due to the construction.	Parks Maintenance																		
70	Updated July 1, 2014	Parks Maintenance	<ul style="list-style-type: none">Hiring of the seasonal staff is complete with the addition of a third person mid-June.Staff is in the process of aerating and fertilizing the athletic fields, which should be completed no later than next week as well as some grassy areas around Riverside Pavilion.Little League season is almost done for the summer, with a couple of All Star Teams still practicing. Soccer teams began their season with a week long camp two weeks ago.	Parks Maintenance																		
71	Updated July 1, 2014	Adult Recreation Program	<ul style="list-style-type: none">The Coed Softball Team is about halfway through their season, with 13 teams playing this year.	Parks - Recreation																		
72	Updated July 1, 2014	Children’s Recreation Program	<ul style="list-style-type: none">The Summer Program for children, ages three and older is in full operation with classes being offered in a wide array of subjects such as Archery, tennis, gymnastics, jewelry making, Nature Ranger and day camps where we do different activities such as swimming, skating, etc. each day. The Mobile Fun Unit makes seven stops each week offering stories, three crafts, a snack, music and games all centered around a theme such as “Jungle” or Disney’s Movie “Frozen.	Parks - Recreation																		
73	Updated July 1, 2014	Community Outreach	The Spring Beautification Awards were presented as follows: <ul style="list-style-type: none">Residential Winner: Gerry Tannehill,	Parks - Urban Forestry																		

Item	Date of Change in Status	Item	Comments				Department
			808 Lake Avenue for outstanding combination of species diversity and hardscape. <ul style="list-style-type: none">Commercial Winner: Harris Family Dentistry, 1809 Third Street, for spring color and well-maintained, mature street trees.				
74	Updated July 1, 2014	June Statistics	Street Trees Planted	4	26	Parks - Urban Forestry	
			Park Trees Planted	1	9		
			Street Trees Removed	3	21		
			Park Trees Removed	1	5		
			Street Trees Pruned	46	139		
			Park Trees Pruned	28	50		
			Community Responses	45	155		
			Nuisance Responses	4	10		
			Field/Tree Evaluations	17	95		
			Ordinance Enforcement Actions	2	8		
			Tree Service Permits	1	9		
			Site Plan Reviews	0	3		
			Community Volunteer Hours	26	106		
75	Updated July 7, 2014	Operations Division Statistics 2013		June			Police
			Case Reports Turned In	166			
			Total Traffic	251			
			Arrests	45			
			Calls for Service	1546			
76	Updated July 1, 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>		May	June		Police
			Physical Abuse cases	8	3		
			Sexual Abuse cases	2	3		
			Neglect cases <i>(also includes children exposed to drug activity and dirty homes)</i>	24	23		
			Domestic Violence cases	3	0		
			Total number of child abuse cases	37	29		
			Total number of Senior and People with disabilities reports	4	0		
			Total number of Domestic Violence and SART cases	11	6		
			77	No Change February 10, 2014	Communications Division Statistics		Jan
Traffic/Air	396						
All Calls	2720						
Legitimate 911 calls for service	324						
Case Reports LGPD/UCSO	173						
78	Updated July 1, 2014	Training	OPERATIONS TRAINING: The SWAT team had 2 four hour blocks of training. One Detective attended a one day Search and				Police/Comm

Item	Date of Change in Status	Item	Comments	Department																				
			Seizure training in Roseburg . The Admin. Assistant attended the Blue Mt. OSHA training in Pendleton and a one day Admin. Assistant conference in Pendleton. COMMUNICATIONS TRAINING: One Dispatcher attended a Workplace Safety & Security training in Gresham. One Comm. Specialist attended a one day leadership training in Kennewick, Wa.																					
79	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. <table><tr><td></td><td></td><td></td></tr><tr><td>New Cases</td><td>8</td><td></td></tr><tr><td>YTD Activities</td><td>97</td><td></td></tr><tr><td>Union County Activities</td><td>66</td><td></td></tr><tr><td>YTD Arrests</td><td>5</td><td></td></tr></table>				New Cases	8		YTD Activities	97		Union County Activities	66		YTD Arrests	5		Police					
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80	Updated July 1, 2014	Crime Statistics	<table><tr><td>Type of Crime</td><td>March</td><td></td><td></td></tr><tr><td>Crimes against persons (assaults, robbery, sex crimes)</td><td>8</td><td></td><td></td></tr><tr><td>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</td><td>27</td><td></td><td></td></tr><tr><td>Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)</td><td>21</td><td></td><td></td></tr><tr><td>Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)</td><td>7</td><td></td><td></td></tr></table>	Type of Crime	March			Crimes against persons (assaults, robbery, sex crimes)	8			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	27			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	21			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	7			Police
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81	Updated July 1, 2014	Communications Strategic Plan	We had a very mild winter so we were unable to fully assess the need for a third site. Aside from this the system is working well and we have some equipment on hand to proceed with a third site if that becomes necessary.	Police																				
82	Updated July 1, 2014	Department Activities	Tesmund Hurd started in May as our newest 911 dispatcher. He is in training and scheduled for the telecommunicator class at the academy in September. Patrol responded to a Robbery at an ATM and within minutes of the report they located the suspect and took him into custody. Detectives also conducted follow up investigation on the	Police/Comm .																				

Item	Date of Change in Status	Item	Comments	Department
			incident. The suspect was arrested on charges of Robbery II, Menacing and Theft III.	
83	Updated July 2, 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. This project will be out for bid this month.	Public Works/Parks
84	Completed July 2, 2014	Parks Maintenance Building	The Public Works Department oversaw the construction of a Parks Maintenance Building addition to replace the storage facilities lost when the Pavilion burned down.	Public Works/Parks
85	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
86	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
87	Updated July 2, 2014	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. This permit is ready for approval and should be complete this month.	Public Works
88	Updated July 2, 2014	Water, Sewer and Storm water Master Plans	Staff has been working with the consultant to update the Water, Sewer and Storm water Master Plans. It has been over 10 years since the last update. The Water Master Plan is complete. 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.	Public Works
89	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
90	Complete July 2, 2014	Washington Ave., to 20 th St. Storm Sewer	City crews installed a 48-inch storm pipe to remove storm water from the Gekeler Slough.	Public Works
91	Updated July 2, 2014	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. Only one application has offered funding in the amount of \$150,000. The environmental review is complete. Estimated cost is \$1,500,000.	Public Works
92	No Change	Storm Sewer Line on	During the summer street projects, 'J' Avenue was	Public Works

Item	Date of Change in Status	Item	Comments	Department
	November 5, 2012	'J' Avenue between 12 th & 14 th Streets	identified as not having any storm sewer system. A new line is scheduled to be installed in the Spring of 2013.	
93	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
94	Updated July 2, 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 (September or October). 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
95	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
96	Completed July 2, 2014	2013-14 Cured-In-Place Pipe Project	This project is complete.	Public Works
97	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
98	New Item July 2, 2014	2014-15 CIPP Project	Staff is reviewing projects for this budget year's program.	Public Works
99	New Item July 2, 2014	WWTP Aeration System	The aging aeration system at the Wastewater Treatment Plant is in need of replacing due to extended use. This system is being evaluated for what is available and the long term economics in those systems.	Public Works
100	New Item July 2, 2014	2014-15 Street User Fee Projects	Staff is preparing to overlay various streets throughout town. This work will cost over \$200,000 and is budgeted. This work will be done by City staff.	Public Works