



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

**Staff Report**  
**September 2014**  
**City Manager's Top Priorities for 2014**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change 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	No Change	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.	CEDD Economic Development
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

September 2014

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
			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, September 10

**REGULAR SESSION**

Monday, September 15

**WORK SESSION**—Parks Tour

Monday, September 22

**WORK SESSION**—Business License Policy  
businesses operating in violation of local, state, or  
federal law

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**

### 2015

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 30, 2014	Monthly activity (July, 2014)	<div><div><div>July 2014</div><table><tr><th>Permit Type</th><th>Total Permits</th><th>Fee Totals</th><th>Valuation</th></tr><tr><td>Building</td><td>23</td><td>\$30,455</td><td>\$2,670,468</td></tr><tr><td>Demolition</td><td>0</td><td></td><td></td></tr><tr><td>Electrical</td><td>59</td><td></td><td>\$6297.20</td></tr><tr><td>Mechanical</td><td>43</td><td></td><td>\$3463.60</td></tr><tr><td>MF Homes</td><td>2</td><td></td><td>\$732.00</td></tr><tr><td>Plumbing</td><td>21</td><td></td><td>\$3348.24</td></tr><tr><td>Farm Exempt</td><td>4</td><td></td><td></td></tr><tr><td>Totals</td><td>152</td><td>\$44,296</td><td>\$2,670,468</td></tr><tr><td colspan="3">Total Inspections Performed</td><td>240</td></tr></table></div><div><div>July 2013</div><table><tr><th>Permit Type</th><th>Total Permits</th><th>Fee Totals</th><th>Valuation</th></tr><tr><td>Building</td><td>27</td><td>\$24,165</td><td>\$2,290,206</td></tr><tr><td>Demolition</td><td>0</td><td></td><td></td></tr><tr><td>Electrical</td><td>61</td><td></td><td>\$11,223.04</td></tr><tr><td>Mechanical</td><td>31</td><td></td><td>\$8,187.90</td></tr><tr><td>MF Homes</td><td>2</td><td></td><td>\$732.00</td></tr><tr><td>Plumbing</td><td>34</td><td></td><td>\$7,578.36</td></tr><tr><td>Farm Exempt</td><td>4</td><td></td><td></td></tr><tr><td>Totals</td><td>159</td><td>\$51,886</td><td>\$2,290,206</td></tr><tr><td colspan="3">Total Inspections in 2013</td><td>218</td></tr></table></div></div>	Permit Type	Total Permits	Fee Totals	Valuation	Building	23	\$30,455	\$2,670,468	Demolition	0			Electrical	59		\$6297.20	Mechanical	43		\$3463.60	MF Homes	2		\$732.00	Plumbing	21		\$3348.24	Farm Exempt	4			Totals	152	\$44,296	\$2,670,468	Total Inspections Performed			240	Permit Type	Total Permits	Fee Totals	Valuation	Building	27	\$24,165	\$2,290,206	Demolition	0			Electrical	61		\$11,223.04	Mechanical	31		\$8,187.90	MF Homes	2		\$732.00	Plumbing	34		\$7,578.36	Farm Exempt	4			Totals	159	\$51,886	\$2,290,206	Total Inspections in 2013			218	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 August 8, 2014	URA projects fund updates Fiscal YTD (end of 13-14 FY)	<div>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.</div> <table><tr><th>Project:</th><th>Approved:</th><th>Spent YTD:</th></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></table>	Project:	Approved:	Spent YTD:	Alley ADA Crossings	\$ 105,000	\$ 76,413	Liberty Theatre	\$ 75,000	\$ 75,000	CEDD Economic Development																																																																							
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			IOOF Holding Cost	\$ 0.00	\$ 2,588	
			<b><u>Call for Projects 2013:</u></b>			
			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	\$ 32,393	
			DRCs	\$ 9,789		
			RM Scarfo	\$ 50,800		
			Les Schwab	\$ 30,000	\$ 30,000	
			Liberty Sign/Canopy	\$ 5,000	\$ 0	
			<b>Totals</b>	<b>\$ 455,000</b>	<b>\$ 274,385</b>	
4	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.			
			<b>Completed</b>	<b>Project Value</b>	<b>Grant</b>	
			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	
			<b>Totals</b>	<b>\$ 55,329</b>	<b>\$ 24,914</b>	
5	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	Updated August 8, 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; Grande Ronde Hospital on July 10; EOU on July 31. Boise Cascade is scheduled for Sept. 11. UPRR has not yet been scheduled but will take place later in the fall.			CEDD Economic Development

Item	Date of Change in Status	Item	Comments	Department
6	No Change 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
7	Updated August 8, 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. A draft funding agreement is scheduled to be brought to the Agency for consideration on August 20.	CEDD Economic Development
8	Updated July 30, 2014	Calendar YTD Planning Statistics	<u>July 2014</u> Land Use Applications: 3 Zoning Approvals: 1 New Business Permits: 1 Revenue (Land Use Fees): \$830 Revenue (Zoning Approvals): \$25 Revenue (Park SDC): \$0  <u>July 2013</u> Land Use Applications: 2 Zoning Approvals: 4 New Business Permits: 7 Revenue (Land Use Fees): \$150 Revenue (Zoning Approvals): \$100 Revenue (Park SDC): \$0  <u>July 2013 to June 30, 2014 Totals:</u> Land Use Applications: 47 Zoning Approvals: 40 New Business Permits: 48 Revenue (Land Use Fees): \$10400 Revenue (Zoning Approvals): \$1000 Revenue (Park SDC): \$2625	CEDD Planning
9	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	CEDD Planning

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			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.	
10	No Change 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
11	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 <sup>th</sup> Avenue to the Big H along Adams Avenue and continue to Island Avenue. There are no plans to do any of the side streets at this time. 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
12				
13				
14				
15	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
16	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
17	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
18	Updated August 21, 2104	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 agreement was recently extended and currently the Volunteers have asked for assistance in funding a project to create as-built	City Manager

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			drawings and other design work for the possibility of subletting the building for a commercial operation.																											
19	Updated August 21,2014	Council Work Sessions Schedule	The next Council Work Session is scheduled on September 15, Parks Tour.	City Recorder																										
20	Updated August 19, 2014	Advisory Commission Vacancies	<p>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.</p> <table><tr><th><u>Advisory Commission</u></th><th><u>Vacancies</u></th></tr><tr><td>Air Quality</td><td>6/7</td></tr><tr><td>Arts</td><td>1/7</td></tr><tr><td>Budget Committee</td><td>0/7</td></tr><tr><td>Community Landscape/Forestry</td><td>1/7</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>2/5</td></tr><tr><td>UCEDC Board</td><td>0/4</td></tr><tr><td>Union County Tourism*</td><td>2/2</td></tr><tr><td>Urban Renewal</td><td>0/7</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	1/7	Budget Committee	0/7	Community Landscape/Forestry	1/7	Landmarks	0/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	1/7	Parks and Recreation	0/7	Planning	2/5	UCEDC Board	0/4	Union County Tourism*	2/2	Urban Renewal	0/7	City Recorder
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21	Updated August 19, 2014	Council Elections	Two Candidates have filed for Position Number 2: Wayne Brown and Patrick Cochrane. The filing deadline for this position is Thursday, August 21, 2014.	City Recorder																										
22																														
23	Updated August, 2014	Statistics	<p><u>For the month of JUNE 2014:</u></p> <table><tr><td>Monthly Revenue (all funds)</td><td>\$ 2,019,663</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 361,651</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 1,781,655</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 676,606</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>246</td></tr><tr><td># of Payroll Checks issued:</td><td>154</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 732,734</td></tr><tr><td># of Water accounts billed:</td><td>5,562</td></tr><tr><td># of LID accounts billed:</td><td>9</td></tr><tr><td># of NSF checks the City received:</td><td>9</td></tr><tr><td>Pieces of mail processed</td><td>7,362</td></tr></table>	Monthly Revenue (all funds)	\$ 2,019,663	Monthly Revenue (general fund)	\$ 361,651	Monthly expenses amount (all funds)	\$ 1,781,655	Monthly expenses (general fund)	\$ 676,606	# of Accounts Payable Checks issued:	246	# of Payroll Checks issued:	154	Monthly Payroll expenses:	\$ 732,734	# of Water accounts billed:	5,562	# of LID accounts billed:	9	# of NSF checks the City received:	9	Pieces of mail processed	7,362	Finance				
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24	No Change August 28, 2013	Personnel Policy Manual/Employee Handbook	<p>A local college student has requested to work on updating these manuals as his senior project. He will be working with Human Resources on this project. The term of his work will allow him to spend 150 hours on this project.</p> <p>This project has been completed by the student and</p>	Finance																										



Item	Date of Change in Status	Item	Comments	Department
			is now going through review process in Human Resources.	
25	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
26	No Change May, 2014	Updating Finance Tech II and III Job Descriptions	Current job descriptions do not accurately reflect the appropriate job duties. These job descriptions will be updated and reviewed biennial.	Finance
27	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
28	New Item June, 2014	Annual Audit	Audit preparation has begun. Some field work has been completed. The major portion of the field work is scheduled for October	Finance
29	No Change July 10, 2014	Fire Cause Investigation	On June 20 <sup>th</sup> , LGFD Arson Investigators conducted a fire cause investigation of an early morning house fire at 702 O Ave. Cause is currently undetermined.	Fire
	Updated August 12, 2014	Response Statistics	<u>Response statistics for July, 2014</u> Total Calls: 228 (208 in July 2013) Medical: 153 Motor vehicle crashes: 12 Pedestrian vs car: 1 Fire/Other: 62 (1 building fire, 3 vegetation fires, 2 car fire, 1 trash fire, 1 outside equipment fire, 2 arcing wire or electrical, 1 fuel spill, 1 smoke removal calls, 14 assist invalid, 3 public assist service calls, 2 illegal burn complaint calls, 28 cancelled on scene or in route, 3 smoke or fire alarm activations with no fire)	Fire
30	Updated August 12, 2014	Fire Code Inspections	New inspections: (1) Re-inspections: (0)	Fire
31	Updated August 12, 2014	Juvenile Fire Setter	0 Intervention(s) conducted in July. .	Fire
32	Updated August 12, 2014	Child Safety Seat Installations and Bicycle Helmets	<u>July</u> (7) Families instructed in proper car seat installation with (3) being provided with reduced price child safety seats. (0) Families instructed in proper bicycle helmet use with (0) bike helmets being provided.	Fire
33	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
34	Updated	Traffic School	<u>July</u>	Fire

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	August 12, 2014		(14) Students instructed resulting in \$750 in revenue from student fees.	
35	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
36	Updated August 12, 2014	Fire Safety House Trailer	The fire safety trailer was on display and provided fire safety education at the Union County Fair.	Fire
37	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
38	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
39	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

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40	Updated August 12, 2014	Weed/Tall Grass Complaints	32 weed complaints have been received and investigated with 32 property owners given notice to cut and remove the vegetation from their property. Thus far, 1 property has been cut by a City hired contractor.	Fire		
41	Updated August 12, 2014	Fire Station Tours and Safety Presentations	<div>July</div> <div>1 fire station tour was given</div> <div>Conducted (1) fire extinguisher training programs for a local business.</div>	Fire		
42	Updated August 8, 2014	Literacy Center	Literacy Center staff are on summer break.	Library		
43	Updated August 8, 2014	Page Turners Book Club	Book Club was not held in July.	Library		
44	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		
45	Updated August 8, 2014	Statistics	Current	Last		Library
			11,726	11,802	Circulation	
			29,161	26,838	Door count	
			14,478	14,405	Card holders	
			215	141	Overdue notices	
			62	812	Library2 Go titles checked out	
			33	34	Events in community room	
			20	5	Adult program attendance	
			657	726	Children's program attendance	
			107	117	Volunteer hours	
			723	724	Total Sage ILL	
46	Updated August 8, 2014	Children's/Young Adults	We had a visit from Roberta the Robot at storytime on Thursday, July 31 <sup>st</sup> ! Dr. Grayson "beamed" in and read the kids a story called <i>Sammy and the Robots!</i> The kids got to take turns making the robot move! It was so much fun!	Library		
47	Updated August 8, 2014	Adult Programs	The Sourdough Workshop, part of the adult Summer Reading Program, had 20 participants. Each received sourdough starter and a slice of fresh homemade sourdough bread from the presenter, Ian Tromp Van Holst. April 8 was our quarterly Book Art Workshop. Participants created rolled paper flowers and embellished a variety of home decor items and accessories.	Library		
48	Completed July 3, 2014	Department Activities		Library		
49	Updated August 18, 2014	Arts Commission	Due to budget reductions at EOU, they will not be able to host <i>Season's Faire</i> this year. Fortunately, the Art Center at the Old Library has agreed to host our event on November 1 and the show will hand through November15th.	Parks - Admin		
50	Updated August 18, 2014	Training	Director Spence traveled to the metro area for a Oregon Recreation and Parks Association Board Meeting.	Parks - Admin		

Item	Date of Change in Status	Item	Comments	Department																		
51	Updated August 20, 2014	Park Events	<b><u>EOU ALUMNI SOFTBALL GAME</u></b> On October 3,Community Field will be the site of the EOU Alumni Softball Game, beginning at 7:30 pm, as part of the annual homecoming activities.	Parks-Admin																		
52	Updated August 18, 2014	Pioneer Park Renovation	Notification was received that our Land Water Conservation Grant application was tentatively approved in the amount of \$44,260, which will give us the funding needed for the replacement of the playground, restroom rehabilitation and a paved connector trail behind Optimist Field. Other 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.	Parks Admin																		
53	New Item August 18, 2014	Morgan Lake Park Host	Staff was successful on recruiting a volunteer park host for Morgan Lake. Bill Thiessen began his duties on July 23 <sup>rd</sup> . Primary responsibilities are to encourage park users to comply with park rules, clean and service restrooms, and perform daily litter patrol.	Parks Admin																		
54	New Item August 18, 2014	Riverside Park Informational Kiosk	To complete the informational kiosk at Riverside Park, Eagle Scout candidate Cole Baxter agreed to take on the project. The Parks Department received his completed project on August 13 <sup>th</sup> and it will be installed on the pavilion on August 21 <sup>st</sup> . Materials and expenses were split equally between the City and the Northeast Oregon Cyclists.	Parks Admin																		
55	Updated August 20, 2018	July Pool Statistics	<table><tr><td></td><td><b>FY 13-14</b></td><td><b>FY 14-15</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>4264</td><td>4313</td></tr><tr><td><b>FY TO DATE</b></td><td>4264</td><td>4313</td></tr><tr><td><b>REVENUE</b></td><td>\$15,335</td><td>\$15,255</td></tr><tr><td><b>FY TO DATE</b></td><td>\$106,859</td><td>\$104,530</td></tr><tr><td><b># OF RENTALS</b></td><td>5</td><td>5</td></tr></table>		<b>FY 13-14</b>	<b>FY 14-15</b>	<b>ATTENDANCE</b>	4264	4313	<b>FY TO DATE</b>	4264	4313	<b>REVENUE</b>	\$15,335	\$15,255	<b>FY TO DATE</b>	\$106,859	\$104,530	<b># OF RENTALS</b>	5	5	Parks - Aquatics
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56	Updated August 20, 2014	Pool Update	<ul style="list-style-type: none"><li>Aquatics Center will be closed for maintenance August 23 – September 1. Maintenance items include:<ol style="list-style-type: none"><li>Deck tile cleaned by professional cleaner.</li><li>Two filters on lap pool replaced.</li><li>Three underwater lights replaced with LED lights.</li><li>Drain, clean and refill pools.</li><li>Hopefully, contractor can start cleaning and resealing exterior building block.</li><li>Working with Barreto to schedule slide renovations during this time.</li></ol></li><li>A total of 912 patrons participated in the swim lesson program in FY 13-14.</li></ul>	Parks - Aquatics																		

Item	Date of Change in Status	Item	Comments	Department
			Legacy of Hope sponsored free swims every Monday this summer for the first 60 kids in the pool. Sponsors were Legacy Dodge, Legacy Ford and Les Schwab Tire. Thank you Legacy of Hope!	
57				
58	Updated August 18, 2014	Parks Maintenance	<ul style="list-style-type: none"> <li>New toilets were installed in the Bernie Park restrooms and are working great.</li> <li>A new sign, listing all of the donors who purchased bricks, will be installed in Max Square on August 21<sup>st</sup>.</li> <li>There has been a recent increase in vandalism in Pioneer Park. A large number of irrigation heads have been broken at night and the stall doors in the women's restroom were destroyed beyond repair.</li> <li>RiverBend Work Crew and Staff have been helping every Wednesday with maintenance projects which really helps Staff. We also had a group from ODF&amp;W pull puncture vine along Spruce Street adjacent to Riverside Park and several Church groups have helped with weeding the approach to the Greenway bridge. Staff has started aerating the athletic fields at Pioneer Park.</li> </ul>	Parks Maintenance
59	Updated August 18, 2014	Adult Recreation Program	<ul style="list-style-type: none"> <li>The Coed Softball Team has finished their 2014 season. Volleyball registration will begin early October.</li> </ul>	Parks - Recreation
60	Updated August 18, 2014	Children's Recreation Program	<ul style="list-style-type: none"> <li>The Summer Program for children ended August 18<sup>th</sup> with a fishing trip to Morgan Lake.</li> <li>Registration for flag football will begin the week of August 25<sup>th</sup>. At the request of parents, we will have two leagues this year. First, second and third graders will form a league as usual; then, we will add a league for fourth and fifth graders that do not want to play tackle football. Anyone wanting to volunteer to coach should contact the Parks Department at 962-1352, Ext. 201, as soon as possible.</li> </ul> <p>Gymnastics will start on September 12<sup>th</sup> and run for 10 weeks. Classes for children ages 3 and older will be held on Fridays. Cost is \$100 for the 10-week session.</p>	Updated August 18, 2014
61	Updated August 18, 2014	Community Outreach	<p>The Summer Beautification Awards were presented as follows:</p> <ul style="list-style-type: none"> <li>Residential Winner: Edwin &amp; Patricia Sinner, 1001 11<sup>th</sup> Street, for outstanding combination of species diversity and color and excellent use of a small space.</li> </ul> <p>Commercial Winner: Harris Family Dentistry, 1809 Third Street, for improved landscaping and integration of plant and hardscape</p>	Parks - Urban Forestry

Item	Date of Change in Status	Item	Comments				Department
			materials-.				
62	Updated August 18, 2014	July Statistics	STATISTICS		JULY	CY 14	Parks - Urban
			Street Trees Planted		2	28	4264
			Park Trees Planted		0	9	4264
			Street Trees Removed		6	27	4264
			Park Trees Removed		1	6	4264
			Street Trees Pruned		4	143	4264
			Park Trees Pruned		4	54	4264
			Community Responses		32	187	4264
			Nuisance Responses		5	15	4264
			Field/Tree Evaluations		15	110	4264
			Ordinance Enforcement Actions		1	9	4264
			Tree Service Permits		2	11	4264
			Site Plan Reviews		1	4	4264
			Community Volunteer Hours		0	106	4264
63	Updated August 20, 2014	Operations Division Statistics 2014		July			Police
			Case Reports Turned In	140			
			Total Traffic	249			
			Arrests	52			
			Calls for Service	1595			
64	Updated August 6, 2014	Detective Division abuse statistics for January 2014  <i>These cases are mostly DHS referred cases and not all of them require further investigation</i>		July	YTD		Police
			Physical Abuse cases	6			
			Sexual Abuse cases	2			
			Neglect cases (also includes children exposed to drug activity and dirty homes)	19			
			Domestic Violence cases	1			
			Total number of child abuse cases	28			
			Total number of Senior and People with disabilities reports	1			
			Total number of Domestic Violence and SART cases	1			
65	Updated August 11, 2014	Communications Division Statistics		July			Police
			Traffic/Air	446			
			All Calls	3449			
			Legitimate 911 calls for service	352			
			Case Reports LGPD/UCSO	198			
66	Updated August 6, 2014	Training	OPERATIONS TRAINING: The SWAT team had a four hour block of training. One Detective attended the Short Haul recertification class in Bend and the Oregon Narcotics Enforcement Association				Police/Comm
			COMMUNICATIONS TRAINING:				



Item	Date of Change in Status	Item	Comments			Department		
			Our most recently hired Dispatcher attended the Emergency Medical Dispatch training at DPSST.					
67	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				
68	Updated August 6, 2014	Crime Statistics	Type of Crime		April	May	Police	
			Crimes against persons (assaults, robbery, sex crimes)		11	11		
			Crimes against property (burglary, vehicle theft, NSF/acct. closed)		41	47		
			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)		22	32		
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)		8	7		
69	No Change 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		
70	Updated Aug 20, 2014	Department Activities	Detectives have worked several child abuse cases while being short handed due to two of the detectives being temporarily assigned to assist patrol to backfill patrol shortages. We are hopeful of having our detectives resume their assignments soon.			Police/Comm .		
71	Updated August 20, 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 has been bid and the bid award will initiate this project.			Public Works/Parks		
72	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.			Public Works		
73	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		

Item	Date of Change in Status	Item	Comments	Department
74				
75	No Change 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 <sup>th</sup> Street for the first time. The storm water easterly portion is being scheduled for a Council Work Session. This will take a lengthy period of time.	Public Works
76	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
77	Updated August 20, 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. Staff is working with the Corps of Engineers to possibly construct this project.	Public Works
78	No Change November 5, 2012	Storm Sewer Line on 'J' Avenue between 12 <sup>th</sup> & 14 <sup>th</sup> Streets	During the summer street projects, 'J' Avenue was identified as not having any storm sewer system. A new line is scheduled to be installed in the Spring of 2013.	Public Works
79	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
80	Updated August 20, 2014	CMAQ Asphalt Overlay	Staff has prepared a grant application for funding overlays on qualifying oil mat streets. The project has been bid and awarded to La Grande Asphalt 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.	Public Works
81	No Change	Energy Study	Staff is researching opportunities that may be	Public Works



Item	Date of Change in Status	Item	Comments	Department
	February 11, 2013		available to capitalize on hydro, thermal, solar and other potential energy sources.	
82	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
83	No Change July 2, 2014	2014-15 CIPP Project	Staff is reviewing projects for this budget year's program.	Public Works
84	No Change 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
85	No Change 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
86	New Item August 20, 2014	Street Maintenance	Street crews have been doing routine maintenance of filling potholes and sealing cracks	Public Works