



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 Sept. 4, 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. A new incentive program policy has been drafted and has been reviewed by the URAC; the proposal will go to the Agency on Sept. 10. 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. Staff attended a TEAM meeting in Salem on Aug. 11 and a 2-day IEDC marketing course in Atlanta Aug. 14 & 15.	CEDD Economic Development
4	Updated Sept. 4, 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. We have been awarded a \$25,000 USDA RBEG grant to assist in funding a future retail analysis. We hope to launch this body of work in 2015. Staff is working with Main Street and EOU student on a reworked incentive program to attract EOU students, faculty & staff to shop	CEDD Economic Development

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			downtown. The Agency has approved funding for a new grocery store project downtown. Staff attended an ICSC event in Skamania, WA on July 24.	
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—Medical Marijuana Dispensaries

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 Sept. 5, 2014	Monthly activity (August) <i>Fiscal Year to Date Comparables</i>	<u>August 2014 Stats/Fiscal Year Comparison</u>	CEDD Building
			<u>Permit Type</u> <u>Total Permits</u> <u>Fee Totals</u> <u>Valuation</u>	
			Building 28 \$24,848.02 \$1,804,946	
			Demolition 0 \$0.00	
			Electrical 59 \$6,802.49	
			Mechanical 37 \$2,857.31	
			MF Homes 2 \$732.00	
			Plumbing 13 \$6,405.84	
			Farm Exempt 2	
			Totals 141 \$38,297.42 \$1,804,946	
			<u>Total Inspections Performed August 2014</u> 248	
			 <u>2014-2015 Stats/Fiscal Year Comparison Yr. to date</u>	
			<u>Permit Type</u> <u>Total Permits</u> <u>Fee Totals</u> <u>Valuation</u>	
			Building 51 \$55,303.44 \$4,475,414	
			Demolition 0 \$0.00	
			Electrical 118 \$13,099.69	
			Mechanical 80 \$3,220.91	
			MF Homes 4 \$1,464.00	
			Plumbing 34 \$6,405.84	
			Farm Exempt 4	
			Totals 291 \$79,493.88 \$4,475,414	
			<u>Total Inspections Fiscal Yr to date 2014/15</u> 488	
			 <u>August 2013 Stats/Fiscal Year Comparison</u>	
			<u>Permit Type</u> <u>Total Permits</u> <u>Fee Totals</u> <u>Valuation</u>	
			Building 25 \$17,318.97	
			\$1,300,969	
			Demolition 1 \$120.00	
			Electrical 56 \$8,726.40	
			Mechanical 34 \$3,030.16	
			MF Homes 3 \$1,098.00	
			Plumbing 15 \$2,038.32	
			Farm Exempt 4	
			Totals 138 \$32,331.85 \$1,300,969	
			<u>Total Inspections in August 2013</u> 243	
			 <u>2013-2014 Stats/Fiscal Year Comparison Yr. to date</u>	
			<u>Permit Type</u> <u>Total Permits</u> <u>Fee Totals</u> <u>Valuation</u>	
			Building 52 \$41,484.49 \$3,591,175	
			Demolition 1 \$120.00	
			Electrical 117 \$19,949.44	
			Mechanical 65 \$11,218.06	
MF Homes 5 \$1,830.00				
Plumbing 49 \$9,616.68				
Farm Exempt 8				
Totals 297 \$84,218.67 \$3,591,175				
<u>Total Inspections Fiscal Yr to date 2013/14</u> 461				

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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 Sept. 4, 2014	URA projects fund updates Fiscal YTD	<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. Three projects were awarded funding in the 2014 Call for Projects round. Two of these projects are underway. Initial work has begun on the bowling alley project and the Arritola project has begun and already received a first draw of grant funds. The IOOF continues to accrue holding costs. A determination has not yet been made regarding allocation of the remaining 14-15 project funds.</div> <table><tr><th>Project:</th><th>Approved:</th><th>Spent YTD:</th></tr><tr><td>IOOF Holding Cost</td><td>\$ 3,000</td><td>\$ 36</td></tr><tr><td colspan="3"><u>Remaining Call for Projects 2013:</u></td></tr><tr><td>Stephen McClean</td><td>\$ 75,000</td><td>0</td></tr><tr><td>Phoenix Bldg.</td><td>\$ 46,290</td><td>\$ 32, 393</td></tr><tr><td>DRCs</td><td>\$ 9,789</td><td>0</td></tr><tr><td>RM Scarfo</td><td>\$ 50,800</td><td>0</td></tr><tr><td>Liberty Sign/Canopy</td><td>\$ 5,000</td><td>\$ 0</td></tr><tr><td colspan="3"><u>Call for Projects 2014:</u></td></tr><tr><td>Bowling Alley</td><td>\$ 100,000</td><td></td></tr><tr><td>Arritola storage</td><td>\$ 50,000</td><td>\$ 20,000</td></tr><tr><td>A-1 Storage</td><td>\$ 50,000</td><td></td></tr><tr><td>Totals</td><td>\$ 389,879</td><td>\$ 52,429</td></tr></table>	Project:	Approved:	Spent YTD:	IOOF Holding Cost	\$ 3,000	\$ 36	<u>Remaining Call for Projects 2013:</u>			Stephen McClean	\$ 75,000	0	Phoenix Bldg.	\$ 46,290	\$ 32, 393	DRCs	\$ 9,789	0	RM Scarfo	\$ 50,800	0	Liberty Sign/Canopy	\$ 5,000	\$ 0	<u>Call for Projects 2014:</u>			Bowling Alley	\$ 100,000		Arritola storage	\$ 50,000	\$ 20,000	A-1 Storage	\$ 50,000		Totals	\$ 389,879	\$ 52,429	CEDD Economic Development
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4	Updated Sept. 4, 2014	Façade grant program updates Fiscal YTD	<div>Five projects are approved. None are yet complete. Staff will be transitioning the marketing and management of this program over to Main Street, per the MOA, in the coming months.</div> <table><tr><th>Completed</th><th>Project Value</th><th>Grant</th></tr><tr><td>Alegre Travel</td><td>\$ 3,800</td><td>\$ 1,900</td></tr><tr><td>Golden Crown</td><td>\$ 13,789</td><td>\$ 6,895</td></tr></table>	Completed	Project Value	Grant	Alegre Travel	\$ 3,800	\$ 1,900	Golden Crown	\$ 13,789	\$ 6,895	CEDD Economic Development																														
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			<table><tr><td>Sommer Hotel</td><td>\$ 15,900</td><td>\$ 7,500</td></tr><tr><td>Liberty design</td><td>\$ 10,000</td><td>\$ 5,000</td></tr><tr><td>Liberty facade</td><td>\$ 13,650</td><td>\$ 7,500</td></tr><tr><td>Totals</td><td>\$ 57,139</td><td>\$ 28,795</td></tr></table>	Sommer Hotel	\$ 15,900	\$ 7,500	Liberty design	\$ 10,000	\$ 5,000	Liberty facade	\$ 13,650	\$ 7,500	Totals	\$ 57,139	\$ 28,795	
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5	Updated Sept. 4, 2014	Key Employer visits	Staff has identified six of the City's key employers to set up visits with staff and members of the Council in 2014. Four visits have been accomplished with Moda Health, Anderson Perry, Grande Ronde Hospital and most recently EOU. Boise Cascade is scheduled for Sept. 11. UPRR has not yet been scheduled but will take place later in the fall.	CEDD Economic Development												
6	COMPLETED 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 Sept. 4, 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. By a 4-3 vote, the Agency approved funding on August 20. The funding agreement is yet to be finalized and is being reviewed by the applicants' legal counsel. The store operator must also still secure financing.	CEDD Economic Development												
8	Updated Sept. 4, 2014	Calendar YTD Planning Statistics	<div>August 2014</div> <div>Land Use Applications: 6</div> <div>Zoning Approvals: 6</div> <div>New Business Permits: 3</div> <div>Revenue (Land Use Fees): \$1050</div> <div>Revenue (Zoning Approvals): \$150</div> <div>Revenue (Park SDC): \$525</div> <div>August 2013</div> <div>Land Use Applications: 4</div> <div>Zoning Approvals: 1</div> <div>New Business Permits: 5</div> <div>Revenue (Land Use Fees): \$1155</div> <div>Revenue (Zoning Approvals): \$25</div> <div>Revenue (Park SDC): \$525</div> <div>July 2014 to August 2014 (Fiscal Year to Date):</div> <div>Land Use Applications: 10</div> <div>Zoning Approvals: 7</div> <div>New Business Permits: 8</div> <div>Revenue (Land Use Fees): \$2205</div> <div>Revenue (Zoning Approvals): \$175</div> <div>Revenue (Park SDC): \$1050</div>	CEDD Planning												
9	No Change	Taylor Creek	Concurrently with the Gekeler Lane Project in 2008,	CEDD												

Item	Date of Change in Status	Item	Comments	Department
	December 18, 2013	Floodplain Mapping	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.	Planning
10	Updated August 29, 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. The Planning Commission held the first Public Hearing on August 13, 2014, and the City Council is scheduled to hold Public Hearings in September and October, with co-adoption by the County in November or December.	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 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
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

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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 drawings and other design work for the possibility of subletting the building for a commercial operation.	City Manager																										
19	Updated September 11, 2014	Council Work Sessions Schedule	The next Council Work Session is scheduled on September 15, Parks Tour. A Council Work Session is scheduled on September 22, Medical Marijuana.	City Recorder																										
20	No Change August 19, 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><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 September 11, 2014	Council Elections	The following candidates will be on the November 2014 Ballot: <table><tr><th><u>Position:</u></th><th><u>Name:</u></th></tr><tr><td>Mayor</td><td>Michael Brasure</td></tr><tr><td>Mayor</td><td>Steve Clements</td></tr><tr><td>Position No. 2</td><td>Wayne Brown</td></tr></table>	<u>Position:</u>	<u>Name:</u>	Mayor	Michael Brasure	Mayor	Steve Clements	Position No. 2	Wayne Brown	City Recorder																		
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			<div>Position No. 2</div> <div>Patrick Cochrane</div> <div>Position No. 5</div> <div>Gary Lillard</div> <div>Position No. 6</div> <div>Troy Pointer</div> <div>Position No. 7</div> <div>Eddie Garcia</div> <div>Position No. 7</div> <div>Justin Rock</div>	
22				
23	Updated August, 2014	Statistics	<u>For the month of JULY 2014:</u> Monthly Revenue (all funds) \$ 1,123,837 Monthly Revenue (general fund) \$ 433,912 Monthly expenses amount (all funds) \$ 1,961,026 Monthly expenses (general fund) \$ 921,117 # of Accounts Payable Checks issued: 253 # of Payroll Checks issued: 150 Monthly Payroll expenses: \$ 859,083 # of Water accounts billed: 5,553 # of LID accounts billed: 0 # of NSF checks the City received: 6 Pieces of mail processed 7,381	Finance
24	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
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	No Change 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 th , LGFD Arson Investigators conducted a fire cause investigation of an early morning house fire at 702 O Ave. Cause is currently undetermined.	Fire
	Updated Sept. 8, 2014	Response Statistics	<u>Response statistics for August, 2014</u> Total Calls: 229	Fire

September 2014

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			(246 in Aug. 2013) Medical: 153 Motor vehicle crashes: 7 Pedestrian vs car: Fire/Other: 101 (2 building fire, 2 vegetation fires, 1 car fire, 2 trash fire, 2 arcing wire or electrical, 2 Haz Mat, 1 PD Assist, 14 assist invalid, 11 public assist service calls, 2 illegal burn complaint calls, 3 Smoke Scare, 21 cancelled on scene or in route, 1 Unable to Locate, 4 smoke or fire alarm activations with no 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 Sept. 8, 2014	Child Safety Seat Installations and Bicycle Helmets	<u>Aug.</u> (8) Families instructed in proper car seat installation with (4) being provided with reduced price child safety seats. (1) Families instructed in proper bicycle helmet use with (3) bike helmets being provided.	Fire
33	Updated Sept. 8, 2014	Multi-Disciplinary Team Meeting	Participated in (1) Multi-Disciplinary Team meeting on Child and Elderly abuse cases in Union County.	Fire
34	Updated Sept. 8, 2014	Traffic School	<u>July</u> (12) Students instructed resulting in \$600 in revenue from student fees.	Fire
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	No Change 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	Fire

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			pay.	
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
40	No Change 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	No Change August 12, 2014	Fire Station Tours and Safety Presentations	<u>July</u> 1 fire station tour was given Conducted (1) fire extinguisher training programs for a local business.	Fire
42	Updated September 16, 2014	Literacy Center	Even though we had only enough volunteers to provide 16 one-on-one tutoring sessions ~ Tuesdays and Thursdays and 9 on Wednesday mornings ~ it was our determination to "turn away no one who asks for help." We therefore reserved Wednesday afternoons for those who did not apply early enough to make the one-on-one schedule...or wished to drop in for materials, help or to use the Center. In this manner we were able to serve at least 50 families or individuals each week. Evaluating students at the end of the 8 week's session, we were pleased to note: growth in nearly everyone; maintaining level by those for whom that was the goal; and, consistent parent commitment for student attendance and homework application. By end of July we had "given" more than \$1,000 worth of educational materials to students and families during our fiscal year. This amount was	Updated September 16, 2014

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			<p>provided by our Community Partner ~ Good Neighbor Club, International. With the donation of remaining funds to the Cook Memorial Library Literacy Center, that group has now been dissolved. We appreciate the City's facilitation in this matter. It frees us up to concentrate on providing the Center which has always been our focus.</p> <p>Because we begin summer session immediately after school dismisses, we do close for the month of August so teachers can vacation. However, this year we had three families new to the community who arrived the last of July and were feeling anxious to have their children's start in new schools be as positive as possible. We gave materials and instructions to two of the families and will meet with the third family at least once a week through August to build confidence and assist as we can. Another family is moving to Hawaii and will home school their children. We gathered materials to enable the mother in this endeavor. Some of these were donated to us by home schooling parents; others were tutoring packets we give out to teach or build skills.</p> <p>This has been a satisfying year in many respects. We appreciate your support and are so pleased to be a part of Cook Memorial Library and La Grande opportunities.</p>																																												
43	Updated September 16, 2014	Page Turners Book Club	Book Club discussed <i>How the Light Gets In</i> by Louise Penny in August. Meetings are held the second Tuesday of the month at 1:00 in the Archives Room.	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	No Change August 8, 2014	Statistics	<table><tr><td>Current</td><td>Last</td><td></td></tr><tr><td>11,726</td><td>11,802</td><td>Circulation</td></tr><tr><td>29,161</td><td>26,838</td><td>Door count</td></tr><tr><td>14,478</td><td>14,405</td><td>Card holders</td></tr><tr><td>215</td><td>141</td><td>Overdue notices</td></tr><tr><td>62</td><td>812</td><td>Library2 Go titles checked out</td></tr><tr><td>33</td><td>34</td><td>Events in community room</td></tr><tr><td>20</td><td>5</td><td>Adult program attendance</td></tr><tr><td>657</td><td>726</td><td>Children's program attendance</td></tr><tr><td>107</td><td>117</td><td>Volunteer hours</td></tr><tr><td>723</td><td>724</td><td>Total Sage ILL</td></tr></table>	Current	Last		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	<table><tr><td>Library</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>	Library									
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46	Updated September 16, 2014	Children's/Young Adults	The Ready2Learn program's monthly topic is "Letter Knowledge". "Letter Knowledge" is knowing that letters are different from each other, that they have different names and sounds. In addition to other incentives, Papa Murphy's in LaGrande, Pendleton and Hermiston, will be	Library																																											

Item	Date of Change in Status	Item	Comments	Department
			offering a free mini pizza, every Tuesday, to every child who shows their Ready 2 Learn Card.	
47	No Change 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 September 9, 2014	Arts Commission	Plans for Season's Faire, scheduled for November 1 st , are progressing smoothly. Walmart has approved a grant for the Commission to purchase wine glasses and sponsorships from other businesses are pending.	Parks Admin
50	Updated September 8, 2014	Training	Three employees (Spence, Roberts & Lanman) attended the Oregon Recreation and Parks Association Conference in Seaside, Oregon.	Parks Admin
51	Updated September 9, 2014	Park Events	<u>EOU ALUMNI SOFTBALL GAME</u> 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 September 8, 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
	New Item September 4, 2014	Pioneer Park Basketball Courts	Staff met with the Collman family of RD Mac and they expressed interest in partnering with the parks & recreation department to construct basketball courts in the old tennis court area at Pioneer Park. They agreed to fund some of the cost and help to contact contractors to contribute as well. If project receives funding, construction will begin spring 2015.	Parks Admin
	New Item September 4, 2014	Birnie Park Playground	MODA Health approached the City in the spring with some funding for additional playground equipment at Birnie Park. A new 3-bay swing set and two other toys have been ordered for the project that will be installed in early October. The Portland Trailblazers and MODA will hold an event TBD at the park on	Parks Admin

Item	Date of Change in Status	Item	Comments	Department																		
			October 21 st to recognize the completion of the project.																			
53	Completed September 4, 2014	Morgan Lake Park Host	Staff was successful on recruiting a volunteer park host for Morgan Lake. Bill Thiessen will conclude his stay on September 30 th . Park neighbors and users have generally provided positive feedback. Staff will begin recruitment for another host next winter.	Parks Admin																		
54	Completed September 2, 2014	Riverside Park Informational Kiosk	Eagle Scout candidate Cole Baxter has completed the construction of the informational kiosk at Riverside Park. It has been mounted on the north side of the pavilion and contains park rules, reservations and event postings, along with scenic bike tour information.	Parks Admin																		
55	No Change August 20, 2018	July Pool Statistics	<table><tr><td></td><td>FY 13-14</td><td>FY 14-15</td></tr><tr><td>ATTENDANCE</td><td>2938</td><td>2239</td></tr><tr><td>FY TO DATE</td><td>6552</td><td>7202</td></tr><tr><td>REVENUE</td><td>\$12,354</td><td>\$7,083</td></tr><tr><td>FY TO DATE</td><td>\$27,688</td><td>\$22,337</td></tr><tr><td># OF RENTALS</td><td>2</td><td>2</td></tr></table>		FY 13-14	FY 14-15	ATTENDANCE	2938	2239	FY TO DATE	6552	7202	REVENUE	\$12,354	\$7,083	FY TO DATE	\$27,688	\$22,337	# OF RENTALS	2	2	Parks - Aquatics
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56	Updated September 10, 2014	Pool Update	<ul style="list-style-type: none">Aquatics Center was closed for maintenance August 23 – September 1. Maintenance items include:<ol style="list-style-type: none">Deck tile was cleaned by professional cleaner and looks like new. Grout work is needed, however.Two filters on lap pool were replaced; five more need to be changed out.Three underwater lights replaced with LED lights, which provides better visibility for the bottom of the pool for the lifeguards.Drained, cleaned and refilled both pools.Broke out and replaced plaster in 10 spots on the bottom of the small pool.Hopefully, contractor can start cleaning and resealing exterior building block before the weather changes; if not, it will be done in the spring.Disassembled the slide and sent all the metal parts to Barreto for repairs, which will take approximately a month. This will extend the life of the slide for a maximum of five years and then we will have to purchase a new one at a cost of \$100,000.A Lifeguard Training Course will be held in September.	Parks - Aquatics																		
57																						

Item	Date of Change in Status	Item	Comments	Department																																																								
58	Updated September 8, 2014	Parks Maintenance	<ul style="list-style-type: none">Staff is installing the irrigation line on the greenway in preparation for the fall planting.Athletic fields will receive a fall fertilizer application in September. All grass areas in the parks will receive a fall application of herbicides for clover and late season weeks.Little League will work with Staff to renovate the Kory Vaughn Field, leveling out the infield including moving the sprinkler lines..The “elk” have already begun their annual visits to Pioneer Park during the last two weeks.	Parks Maintenance																																																								
59	Updated September 8, 2014	Adult Recreation Program	Volleyball registration will begin early in October.	Parks - Recreation																																																								
60	Updated September 8, 2014	Children’s Recreation Program	<ul style="list-style-type: none">Flag football held their opening day with a Skills Development Workshop on September 6th in Pioneer Park. There are over 125 kids participating this year, with teams in La Grande, Imbler and Union.Gymnastics will start on September 12th 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.A Skateboard Tournament will be held on Saturday, September 20, from 10 am to 3 pm (Registration @ 9 am). Competition for ages 10-12; 13-15; & 16-17 with lots of prizes, live music and spray paint art graffiti showcase. Call Eddie at 541 236-2994 for more information.	Parks Recreation																																																								
61	Updated September 10, 2014	Community Outreach	Staff submitted an application to the Alliance for Community Trees for a \$500 grant to purchase shirts for the volunteers who participate in the fall tree planting program.	Parks - Urban Forestry																																																								
62	Updated September 10, 2014	August Statistics	<table><tr><th>STATISTICS</th><th>AUG</th><th>FY 15</th><th>Parks - Urban Forestry</th></tr><tr><td>Street Trees Planted</td><td>0</td><td>2</td><td>4264</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td><td>4264</td></tr><tr><td>Street Trees Removed</td><td>5</td><td>11</td><td>4264</td></tr><tr><td>Park Trees Removed</td><td>1</td><td>2</td><td>4264</td></tr><tr><td>Street Trees Pruned</td><td>19</td><td>23</td><td>4264</td></tr><tr><td>Park Trees Pruned</td><td>3</td><td>7</td><td>4264</td></tr><tr><td>Community Responses</td><td>28</td><td>50</td><td>4264</td></tr><tr><td>Nuisance Responses</td><td>1</td><td>6</td><td>4264</td></tr><tr><td>Field/Tree Evaluations</td><td>12</td><td>27</td><td>4264</td></tr><tr><td>Ordinance Enforcement Actions</td><td>0</td><td>1</td><td>4264</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>2</td><td>4264</td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>1</td><td>4264</td></tr><tr><td>Community Volunteer Hours</td><td>0</td><td>0</td><td>4264</td></tr></table>	STATISTICS	AUG	FY 15	Parks - Urban Forestry	Street Trees Planted	0	2	4264	Park Trees Planted	0	0	4264	Street Trees Removed	5	11	4264	Park Trees Removed	1	2	4264	Street Trees Pruned	19	23	4264	Park Trees Pruned	3	7	4264	Community Responses	28	50	4264	Nuisance Responses	1	6	4264	Field/Tree Evaluations	12	27	4264	Ordinance Enforcement Actions	0	1	4264	Tree Service Permits	0	2	4264	Site Plan Reviews	0	1	4264	Community Volunteer Hours	0	0	4264	Parks - Urban Forestry
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September 2014

15

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

Item	Date of Change in Status	Item	Comments				Department
		2014	Case Reports Turned In	130			
			Total Traffic	217			
			Arrests	45			
			Calls for Service	1683			
64	Updated Sept. 3, 2014	Detective Division abuse statistics. <i>These cases are mostly DHS referred cases and not all of them require further investigation</i>		Aug	YTD		Police
			Physical Abuse cases	8			
			Sexual Abuse cases	5			
			Neglect cases (also includes children exposed to drug activity and dirty homes)	17			
			Domestic Violence cases	1			
			Total number of child abuse cases	31			
			Total number of Senior and People with disabilities reports	1			
			Total number of Domestic Violence and SART cases	2			
65	No Change 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	No Change 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 COMMUNICATIONS TRAINING: Our most recently hired Dispatcher attended the Emergency Medical Dispatch training at DPSST.				Police/Comm
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	No Change	Crime Statistics	Type of Crime	April	May		Police

Item	Date of Change in Status	Item	Comments			Department
	August 6, 2014		Crimes against persons (<i>assaults, robbery, sex crimes</i>)	11	11	
			Crimes against property (<i>burglary, vehicle theft, NSF/acct. closed</i>)	41	47	
			Crimes against society (<i>drug laws, DUII, liquor laws, disorderly conduct</i>)	22	32	
			Traffic Crimes (<i>DWS, Hit & Run, eluding, reckless driving</i>)	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 Sept. 4, 2014	Department Activities	Officer Boon Setser graduated from DPSST on August 15. He is finishing up in house field training and is expected to be solo status by the end of September. Georgia Watterson retired from her position at the front desk after 20 years of service. That position was back filled with Police Department employee Erik Knight.			Police/Comm
71	Updated September 8, 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. A meeting with the contractor was held September 5.			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
74						
75	Updated September 8, 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 has been reviewed by the City Council. 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			Public Works

Item	Date of Change in Status	Item	Comments	Department
			intersection. They have submitted a recommendation that is being evaluated by the PTSMP.	
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 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
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 September 8, 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. This project will start in the near future.	Public Works
81	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
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	Updated September 8, 2014	2014-15 CIPP Project	Staff is reviewing projects for this budget year's program. The contract documents are almost ready for bidding. Staff is anticipating Council review in November.	Public Works
84	Updated September 8, 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	Public Works

Item	Date of Change in Status	Item	Comments	Department
			those systems. This project will be done in multiple phases.	
85	Updated September 8, 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. Tenth Street is scheduled for reconstruction.	Public Works
86	No Change August 20, 2014	Street Maintenance	Street crews have been doing routine maintenance of filling potholes and sealing cracks	Public Works