



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

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated November 25, 2014	Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande	In the process of conducting mid-year budget reviews with Directors to assure we are on track.	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 Nov. 30, 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 was drafted, reviewed by the URAC and approved by the Agency on Sept. 10. Policy has been placed on the City's website and will be included in new marketing materials. The City/ URA and UCEDC will be participating in the TEAM Oregon Advanced Manufacturing program in 2014-15, which included attendance at the FABTech trade show in Atlanta in November. Staff attended a TEAM meeting in Salem and a 2-day IEDC marketing course in Atlanta in August. A second TEAM meeting in Portland will be attended in December.	CEDD Economic Development
4	Updated Nov. 30, 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	CEDD Economic Development

November 2014

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
			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 downtown. The Agency has approved funding for a new grocery store project downtown. Staff attended an ICSC event in Skamania, WA on July 24. Staff attended a 3-day NBIA training in Portland Oct. 6-8 related to enhanced assistance to the Market Place.	
5	Updated November 25, 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 has completed his needs assessment and we will schedule a meeting for after the Holidays to continue to work.	City Manager

## 2014 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

Wednesday, December 10

REGULAR SESSION

Monday, December 15

WORK SESSION

*La Grande Main Street*

Wednesday, December 17

HOLIDAY OPEN HOUSE

*4:30 – 6:00 P.M.*

2015

Thursday, January 1

HOLIDAY – City offices closed

Wednesday, January 14

REGULAR SESSION

Friday, January 16

EMPLOYEE RECOGNITION BANQUET

*No Host bar, 6:00 p.m.; Dinner, 6:30 p.m.*

Monday, January 19

HOLIDAY – City offices closed

Monday/Tuesday, January 26/27

COUNCIL RETREAT

Monday, February 2

WORK SESSION

Wednesday, February 4

REGULAR SESSION

Monday, February 16

HOLIDAY – City offices closed

Friday, February 20

CHAMBER BANQUET

Item	Date of Change in Status	Item	Comments	Department
1	Updated November 19, 2014	Monthly activity (October) Fiscal Year to Date Comparables	<u>October 2014 Stats/Fiscal Year Comparison</u>	CEDD Building
			<u>Permit Type</u> <u>Total Permits</u> <u>Fee Totals</u> <u>Valuation</u>	
			Building 27 \$23,964.47 \$1,973,576	
			Demolition 2 \$190.00	
			Electrical 43 \$5,761.23	
			Mechanical 42 \$2,905.28	
			MF Homes 1 \$366.00	
			Plumbing 17 \$18,300.94	
			Farm Exempt 6	
			Totals 138 \$33,603.70 \$1,973,576	
			<u>Total Inspections Performed October 2014</u> 244	
			<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 98 \$143,295.96 \$13,055,116	
			Demolition 2 \$190.00	
			Electrical 206 \$24,394.50	
			Mechanical 160 \$8,634.43	
			MF Homes 7 \$2562.00	
			Plumbing 71 \$18,300.94	
			Farm Exempt 14	
			Totals 558 \$197,377.83 \$13,055,166	
			<u>Total Inspections Fiscal Yr to date 2014/15</u> 957	
			<u>October 2013 Stats/Fiscal Year Comparison</u>	
			<u>Permit Type</u> <u>Total Permits</u> <u>Fee Totals</u> <u>Valuation</u>	
			Building 27 \$22,597.03 \$1,638,349	
			Demolition 1 \$120.00	
			Electrical 64 \$7,368.74	
			Mechanical 69 \$7,196.06	
			MF Homes 3 \$5,577.39	
			Plumbing 18 \$2,213.68	
			Farm Exempt 0	
			Totals 182 \$38,802.16 \$1,638,349	
			<u>Total Inspections in October 2013</u> 300	
			<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 113 \$90,038.06 \$7,060,127	
Demolition 2 \$240.00				
Electrical 234 \$34,514.24				
Mechanical 168 \$19,866.09				
MF Homes 11 \$4,026.00				
Plumbing 83 \$15,127.68				
Farm Exempt 11				
Totals 622 \$163,812.07 \$7,060,127				
<u>Total Inspections Fiscal Yr to date 2013/14</u> 1009				
2	No Change March 18, 2014	Building Inspection Proposal to adjust	The proposal will be based upon the administration costs of processing, filing, and tracking permits as	CEDD Building

Item	Date of Change in Status	Item	Comments	Department																																							
		Fee Rates	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.																																								
3	Updated Nov. 25, 2014	URA projects fund updates Fiscal YTD	<div>Ten projects were awarded funding by the Agency in July 2013. Six of these projects are completed. Three of the remaining projects are active and underway. Three projects were awarded funding in the 2014 Call for Projects round. One of these projects is already completed and the other two are underway. The IOOF building 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>\$ 108</td></tr><tr><th>Remaining Call for Projects 2013:</th><td></td><td></td></tr><tr><td>Stephen McClean</td><td>\$ 75,000</td><td>\$ 75,000</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>\$ 6,789</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><th>Call for Projects 2014:</th><td></td><td></td></tr><tr><td>Bowling Alley</td><td>\$ 100,000</td><td>\$ 29,450</td></tr><tr><td>Arritola storage</td><td>\$ 50,000</td><td>\$ 37,500</td></tr><tr><td>A-1 Storage</td><td>\$ 50,000</td><td>\$ 50,000</td></tr><tr><td>Totals</td><td>\$ 389,879</td><td>\$ 231,240</td></tr></table>	Project:	Approved:	Spent YTD:	IOOF Holding Cost	\$ 3,000	\$ 108	Remaining Call for Projects 2013:			Stephen McClean	\$ 75,000	\$ 75,000	Phoenix Bldg.	\$ 46,290	\$ 32, 393	DRCs	\$ 9,789	\$ 6,789	RM Scarfo	\$ 50,800	\$ 0	Liberty Sign/Canopy	\$ 5,000	\$ 0	Call for Projects 2014:			Bowling Alley	\$ 100,000	\$ 29,450	Arritola storage	\$ 50,000	\$ 37,500	A-1 Storage	\$ 50,000	\$ 50,000	Totals	\$ 389,879	\$ 231,240	CEDD Economic Development
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4	Updated Nov. 25, 2014	Façade grant program updates Fiscal YTD	<div>Seven projects have been approved; one is complete and two are in progress. 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>Project</th><th>Project Value</th><th>Grant Award</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><tr><td>Sommer Hotel*</td><td>\$ 10,266</td><td>\$ 5,133</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>\$ 6,825</td></tr><tr><td>Granada doors</td><td>\$ 8,550</td><td>\$ 4,000</td></tr><tr><td>Ranch-N-Home</td><td>\$ 13,500</td><td>\$ 6,725</td></tr><tr><td>Totals</td><td>\$ 73,555</td><td>\$ 36,478</td></tr></table>	Project	Project Value	Grant Award	Alegre Travel	\$ 3,800	\$ 1,900	Golden Crown**	\$ 13,789	\$ 6,895	Sommer Hotel*	\$ 10,266	\$ 5,133	Liberty design**	\$ 10,000	\$ 5,000	Liberty facade	\$ 13,650	\$ 6,825	Granada doors	\$ 8,550	\$ 4,000	Ranch-N-Home	\$ 13,500	\$ 6,725	Totals	\$ 73,555	\$ 36,478	CEDD Economic Development												
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			<div>*completed project</div> <div>**project in progress</div>	
5	Updated Nov. 25, 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. Five visits have been accomplished with Moda Health, Anderson Perry, Grande Ronde Hospital, EOU and most recently Boise. UPRR has not yet been scheduled but will take place later in fall 2014 or winter 14/15.	CEDD Economic Development
6	Updated Oct. 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. By a 4-3 vote, the Agency approved funding on August 20. The funding agreement was finalized the week of Oct. 1. The store operator must also still secure financing.	CEDD Economic Development
7	Updated November 25, 2014	Calendar YTD Planning Statistics	<p>October 2014</p> <p>Land Use Applications: 3</p> <p>Zoning Approvals: 3</p> <p>New Business Permits: 0</p> <p>Revenue (Land Use Fees): \$175</p> <p>Revenue (Zoning Approvals): \$75</p> <p>Revenue (Park SDC): \$1050</p> <p>October 2013</p> <p>Land Use Applications: 8</p> <p>Zoning Approvals: 4</p> <p>New Business Permits: 3</p> <p>Revenue (Land Use Fees): \$1975</p> <p>Revenue (Zoning Approvals): \$100</p> <p>Revenue (Park SDC): \$0</p> <p>July 2014 to October 2014 (Fiscal Year to Date):</p> <p>Land Use Applications: 18</p> <p>Zoning Approvals: 15</p> <p>New Business Permits: 9</p> <p>Revenue (Land Use Fees): \$3385</p> <p>Revenue (Zoning Approvals): \$375</p> <p>Revenue (Park SDC): \$2625</p>	CEDD Planning
8	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	CEDD Planning

Item	Date of Change in Status	Item	Comments	Department
			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.	
9	Updated December 1, 2014	Rules for MMJ Dispensaries	During the October 1, 2014, Regular Session of the City Council, the Council adopted Ordinance 3215, establishing rules governing the location of both medical and recreational marijuana facilities. In accordance with our Joint Management Agreement with Union County, the proposed rules were presented to the Union County Board of Commissioners during their November 12, 2014, meeting for co-adoption implementation within the City's Urban Growth Boundary. The Board of Commissioners chose to not hold a public hearing and Tabled the request for an indefinite period of time. As a result, there are currently no adopted rules governing marijuana facilities within the City's Urban Growth Boundary and such industry may located in the UGB, subject only to State Law requirements.	CEDD Planning
10	Updated December 1, 2014	Riverside Park to Spring Creek Bicycle & Pedestrian Plan	The Oregon Department of Transportation (ODOT) is conducting a planning project to develop a "Bicycle & Pedestrian Plan" to identify a new bicycle and pedestrian facility starting at Riverside Park to Hilgard (exit 248) and then to Spring Creek (exit 243). At this time, this project is limited to the development and consideration of a "Plan." In the future, when constructed this facility will be an extension of the Greenway Project, which runs East from Riverside Park along the Grande Ronde River. This Plan is to be completed by June 2015. At that time, the City and County may be asked to adopt the Plan as an amendment or addendum to the local Transportation System Plan.	CEDD/ Planning
11	Updated December 5, 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. The Agency indicated support for moving	District/City Manager

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			forward with the project and the City Council and URA will take action regarding securing funding at their December 10, 2014, meeting. See Public Works section below regarding design status.	
12	Updated November 19, 2014	Water and Sewer Franchise Fee Ordinances	The City Council met on November 17 <sup>th</sup> to discuss franchise fees for water and sewer. The December 10, 2014 Council meeting will include the first reading of an Ordinance to replace the Resolutions that imposed the Franchise Fees on Water and Sewer.	City Manager
13	Completed October 29, 2014	Marijuana Sales Tax	The City Council conducted a second reading of an Ordinance for the imposition of a Sales Tax on marijuana at a Special Meeting October 29, 2014, and imposed a tax of 0% on medical and 25% on recreational marijuana.	City Manager
14	New Item November 20, 2014	Frontier Franchise Agreement Renewal	The Franchise for telephone services currently provided by Frontier Communications needs to be renewed. The Franchise Fee is already set at 7% and we have a draft Ordinance to review. If we opt to use an attorney to assist, we will use the same firm that assisted with the Avista renewal.	City Manager
15	New Item November 20, 2014	Council and Commission Training	With the election and seating of new members of the City Council, it would be beneficial to have training on a variety of topics. We have also discussed the possibility of training related to the Landmarks Commission that would be joint training with the City Council. Additionally, with the current lack of a quorum on the Planning Commission, joint training for the Planning Commission and City Council on land use would be timely. We will work on scheduling this training beginning after the first of the year.	City Manager
16	New Item November 20, 2014	IOOF (Odd Fellows) Building Disposition	The City acquired the IOOF building about two years ago for the purpose of applying for grant funding to abate nuisances in the building. (it is actually two buildings) The transaction included a Right of First Refusal which would allow the prior owners to pay a set amount, plus holding costs, to re-acquire the property if there was not a sale within 24 months of the completion of the cleanup. Formal action on this will occur at either the January or February Agency Meeting.	City/District Manager
17	New Item November 20, 2014	Public, Education, Government (PEG) Cable Channel Policy	Charter Communications is in the process of transferring the equipment used to manage the content of the PEG Channel used to broadcast City Council meetings to the City of La Grande. With this comes the responsibility for programming. Staff is developing a draft policy regarding the use, with the intent of limiting use to Government programming only.	City Manager
18	Updated November 19,	Marijuana Ban	The City Council opted not to direct the Staff to make any revisions to the Land Development Code	City Manager



Item	Date of Change in Status	Item	Comments	Department																
	2014		or imposition of regulations prohibiting businesses from operating which violate federal law during the November 12, 2014, Regular Council Meeting, but instead deferred such a discussion until after the new Mayor and City Councilors take office in January. The Council did direct the Staff to bring forward for a first reading a moratorium on siting marijuana facilities in the City of La Grande. The proposed moratorium would take effect either in January or February if the Council imposes it.																	
19	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																
20	Updated November 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. A revised draft was provided to the cities with the negotiating team’s perspective on the few remaining issues the week of September 15 <sup>th</sup> and subsequently forwarded to the Charter negotiating team for review. Meeting to follow.	City Manager																
21	No Change September 23, 2014	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. We have approved funding for this work and the work in in progress.	City Manager																
21	Updated November 19, 2014	Council Work Sessions Schedule	The next Council Work Session is scheduled on December 15, Main Street update. Councilors Elect will be joining the currently seated Council.	City Recorder																
22	Updated Nov. 19, 2014	Advisory Commission Vacancies	Applications for Advisory Commission vacancies are non-existent at this time! The following table outlines the existing vacancies. The City Manager will ask to be reappointed to the UCEDC Board during the January Regular Session. <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>1/7</td></tr><tr><td>Community Landscape/Forestry</td><td>3/7</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>3/7</td></tr></table>	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	6/7	Arts	1/7	Budget Committee	1/7	Community Landscape/Forestry	3/7	Landmarks	0/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	3/7	City Recorder
<u>Advisory Commission</u>	<u>Vacancies</u>																			
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			Parks and Recreation	1/7													
			Planning	3/5													
			UCEDC Board	0/4													
			Union County Tourism	2/2													
			Urban Renewal	0/7													
23	No Change September 11, 2014	Council Elections	As you are aware, the following Council Candidates were elected to fill the following positions: <table><tr><td><b>Position:</b></td><td><b>Name:</b></td></tr><tr><td>Mayor</td><td>Steve Clements</td></tr><tr><td>Position No. 2 (2 yrs.)</td><td>Wayne Brown</td></tr><tr><td>Position No. 5</td><td>Gary Lillard</td></tr><tr><td>Position No. 6</td><td>Troy Pointer</td></tr><tr><td>Position No. 7</td><td>Justin Rock</td></tr></table>		<b>Position:</b>	<b>Name:</b>	Mayor	Steve Clements	Position No. 2 (2 yrs.)	Wayne Brown	Position No. 5	Gary Lillard	Position No. 6	Troy Pointer	Position No. 7	Justin Rock	City Recorder
<b>Position:</b>	<b>Name:</b>																
Mayor	Steve Clements																
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Position No. 7	Justin Rock																
24	Updated December 5, 2014	Statistics	For the month of SEPTEMBER 2014: Monthly Revenue (all funds) \$ 1,393,015 Monthly Revenue (general fund) \$ 268,036 Monthly expenses amount (all funds) \$ 1,523,843 Monthly expenses (general fund) \$ 660,656 # of Accounts Payable Checks issued: 232 # of Payroll Checks issued: 141 Monthly Payroll expenses: \$ 746,076 # of Water accounts billed: 5,516 # of LID accounts billed: 8 # of NSF checks the City received: 10 Pieces of mail processed 7,366		Finance												
25	Updated December 5, 2014	Statistics	For the month of OCTOBER 2014: Monthly Revenue (all funds) \$ 1,377,437 Monthly Revenue (general fund) \$ 489,824 Monthly expenses amount (all funds) \$ 2,196,663 Monthly expenses (general fund) \$ 767,197 # of Accounts Payable Checks issued: 248 # of Payroll Checks issued: 134 Monthly Payroll expenses: \$ 733,811 # of Water accounts billed: 5,509 # of LID accounts billed: 8 # of NSF checks the City received: 12 Pieces of mail processed 7,519		Finance												
26	Completed September 30, 2014	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. Human Resources will integrate work completed at the time an entire Manual/Employee Handbook is completed.		Finance												
27	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												
28	No Change March, 2014	Risk Management Best Practices	This process is an ongoing continuous project all year. CIS reviews our practices in many areas that		Finance												

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		Review	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.	
29	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
30	Updated Nov. 26, 2014	Response Statistics	<u>Response statistics for October, 2014</u> Total Calls: 212 (217 in Sept. 2013) Medical: 131 Motor vehicle crashes: 2 Car vs Pedestrian: 1 Fire/Other: 78 (2 vegetation fires, 4 dumpster/rubbish fires, 3 PD Assist, 21 assist invalid, 15 public assist service calls, 2 illegal burn complaint calls, 1 smoke removal, 19 cancelled on scene or in route, 1 Hazmat, 2 Burn permit checks, 5 smoke or fire alarm activations with no fire, 1 CO detector activation, 2 false alarms.)	Fire
31	Updated Nov. 26, 2014	Fire Code Inspections	New inspections: (1) Re-inspections: (1)	Fire
32	No Change August 12, 2014	Juvenile Fire Setter	0 Intervention(s) conducted in July.	Fire
33	Updated Nov. 26, 2014	Child Safety Seat Installations and Bicycle Helmets	<u>October</u> (8) Families instructed in proper car seat installation with (1) being provided with reduced price child safety seats. (1) Families instructed in proper bicycle helmet use with (2) bike helmets being provided.	Fire
34	Updated Nov. 26, 2014	Multi-Disciplinary Team Meeting	<u>October</u> Participated in (0) Multi-Disciplinary Team meeting on Child and Elderly abuse cases in Union County.	Fire
35	Updated Nov. 26, 2014	Traffic School	<u>October</u> (19) Students instructed resulting in \$950.00 in revenue from student fees.	Fire
36	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
37	Updated Oct 27, 2014	Weed/Tall Grass Complaints	Throughout the summer, 31 weed complaints were received and investigated with 31 property owners given notice to cut and remove the vegetation from their property. 3 properties were cut by a City hired contractor. Liens have been placed on 2 of the properties for reimbursement of the City's costs.	Fire

Item	Date of Change in Status	Item	Comments	Department																																	
38	Updated Nov. 26, 2014	Fire Station Tours and Safety Presentations	<u>October</u> 3 fire station tours were given to Central elementary classes	Fire																																	
39	Updated November 21, 2014	Literacy Center	Some statistics: 1. 11 new families 2. Tutoring requested for 4 new students 3. GED assistance for 2 adults requested Visit from the EOU Continued Education Coordinator to establish some cooperative efforts Another contact was from the CHD for ESL services Wildflower requested reading and writing help for residents; following up on this; one of our services to GRR several years ago was enlarging print on various crossword, mind and mystery puzzles which were then copied and enjoyed by the elderly there. We will offer some literacy and historical presentations for winter months as well (Bev has presented programs on Madame Dorion to the DAR and early settlement of GR Valley to teacher and church groups.) Several parents of prospective Kindergarten students have been in to pick up the packets we have to help make sure their children are ready for school next year. One of our volunteers finds our materials useful in her tutoring of an autistic child As usual, we continue to have patrons of the library pop in with the comment: "What IS the room? I walk by all the time and see you busy, but never know what this is..." then "...neat...excellent...I will recommend..." Always heartening.	Library																																	
40	Updated November 21, 2014	Page Turners Book Club	Book Club discussed <i>The World According to Bertie</i> by Alexander McCall Smith in October. Book Club does not meet in December so, will resume in January. Meetings are held the second Tuesday of the month at 1:00 in the Archives Room.	Library																																	
41	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																																	
42	Updated November 21, 2014	Statistics	<table><tr><td>Current</td><td>Last</td><td></td></tr><tr><td>10,608</td><td>10,717</td><td>Circulation</td></tr><tr><td>29,501</td><td>25,461</td><td>Door count</td></tr><tr><td>14,750</td><td>15,532</td><td>Card holders</td></tr><tr><td>177</td><td>173</td><td>Overdue notices</td></tr><tr><td>894</td><td>884</td><td>Library2 Go titles checked out</td></tr><tr><td>36</td><td>15</td><td>Events in community room</td></tr><tr><td>18</td><td>23</td><td>Adult program attendance</td></tr><tr><td>499</td><td>542</td><td>Children's program attendance</td></tr><tr><td>n/a</td><td>82</td><td>Volunteer hours</td></tr><tr><td>849</td><td>745</td><td>Total Sage ILL</td></tr></table>	Current	Last		10,608	10,717	Circulation	29,501	25,461	Door count	14,750	15,532	Card holders	177	173	Overdue notices	894	884	Library2 Go titles checked out	36	15	Events in community room	18	23	Adult program attendance	499	542	Children's program attendance	n/a	82	Volunteer hours	849	745	Total Sage ILL	Library
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43	Updated November 21, 2014	Children's/Young Adults	<p>The library hosted another successful Teen After Hours Party on November 14. There's nothing like playing tag in the dark at the library to draw a good crowd! This time we added karaoke, balloon volleyball, mini-golf, and black out poetry to our list of party activities. The highlight of the evening was Fear Factor Foods, which included putting the contents of two Happy Meals in a blender and daring the teens to drink it!</p> <p>Jan Brett will be coming on December 11<sup>th</sup> to the Blue Mountain Conference Center to give a 15-minute presentation and sign books. The Bookloft from Enterprise will be on hand with plenty of books for purchase. The first 100 families in line will receive a free poster.</p> <p><i>The Animals' Santa</i> scavenger hunt is going on right through the end of November. People of all ages are invited to pick up a riddle sheet at the library and find the hidden books around town at participating downtown businesses. Turn the completed sheet in to be entered to win a copy of <i>The Animals' Santa</i>, and be first in line to meet Jan Brett!</p> <p>The library's Santa Storytime will be on Thursday, December 18<sup>th</sup> at 11:30 am. We will read stories, sing songs, make a craft, and be visited by Santa! Children will receive a special gift as well!</p> <p>Looking forward to hosting a Disney's "Frozen" party sometime in January, details at a later date!</p>	Library
44	Updated November 21, 2014	Adult Programs	<p>At the October 22<sup>nd</sup> Book Art Workshop, we had 18 attendees who made wreaths.</p> <p>Pendleton poet, editor and teacher, Shaindel Beers, was this month's visiting writer for the Roundhouse Reading Series. She read with local poet and EOU professor of English and Writing, Nancy Knowles. Shaindel Beers' poetry, fiction, and creative nonfiction have appeared in numerous journals and anthologies. She is currently an instructor of English at Blue Mountain Community College in Pendleton and serves as Poetry Editor of <i>Contrary</i>. Her first full-length poetry collection, <i>A Brief History of Time</i>, was released by Salt Publishing in 2009. The first half of Beers' most recent book, <i>The Children's War</i> (Salt Publishing, 2013), looks at artwork done by and about child survivors of war, embodying the voices of the children, their families, and the humanitarian aid workers sent to help them. From there the book opens out into an exploration of the war at home and the war within ourselves, exploring violence in mythology, domestic violence, and the wars that occur, sometimes, within our own bodies.</p>	Library

Item	Date of Change in Status	Item	Comments	Department
			These poems act as a survival guide, showing that hope exists even in the darkest of places and that perhaps poetry is the key to our healing. The Third Wednesday reading was at 7 p.m. on November 19 <sup>th</sup> at Looking Glass Books (1118 Adams Ave., La Grande) and is a continuing series sponsored by Blue Mountain Writers and made possible by grants from Union County Cultural Coalition, Maxine Cook Public Library, and Libraries of Eastern Oregon.	
44	Completed November 24, 2014	Arts Commission	The 2014 Season's Faire was held on November 1 <sup>st</sup> , with 34 artists donating a piece of their work for the auction. An additional 70 local businesses contributed food, beverages, prizes for our raffle and table decorations, all of which contributed immensely to a great event and successful fundraiser for the Arts Commission. Monies will be used primarily to support Arts for All this spring	Parks Admin
45	Updated November 24, 2014	Training	No training this month.	Parks Admin
46	Updated December 1, 2014	Park Events	<b><u>DRIVE FOR YOUR CONCESSION STAND/ BLEACHER REPLACEMENT</u></b> On November 22, our local Legacy Ford Lincoln dealership graciously volunteered to host a fundraising event to help raise the monies needed to replace the bleachers and concession stand on Optimist Field in Pioneer Park. We recently secured grants to upgrade many areas of the park, but this last piece is badly needed. The event raised over \$4000. A community group has organized to continue fundraising and will work closely with the City to accomplish the long term goal. <b><u>TEEN BONFIRE</u></b> On December 19, the Youth Advisory Board will sponsor a teen bonfire in the parking lot behind Optimist Field, beginning at 7:00 pm.	Parks Admin
47	No Change October 20, 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
48	Updated December 1, 2014	Pioneer Park Basketball Courts	Staff met with the Collman family of RD Mac last month and they expressed interest in partnering with the Parks & Recreation Department to construct basketball courts in the old tennis court area at	Parks Admin



Item	Date of Change in Status	Item	Comments	Department																		
			Pioneer Park. Since then, two funding proposals have been prepared and submitted; one to the Wildhorse Foundation and one to Ash Grove Cement. If project receives funding, construction will begin spring 2015.																			
49	Updated November 24, 2014	Birnie Park Playground	MODA Health approached the City last spring with the funding for additional playground equipment at Birnie Park. Installation was completed and on October 21 <sup>st</sup> representatives from the Portland Trailblazers and MODA held a celebration while kicking off the 2014 “Rip City Relay.” The Blazers also conducted workshops at several area schools and held a block party in front of the MODA Health office in the evening.	Parks Admin																		
50	Updated November 24, 2014	Riverside Restrooms	Work is underway on the Riverside restroom project. New steel doors and automatic magnetic locks have been installed and all fixtures removed. After the interior is painted, new fixtures will be installed. This project was approved in the FY14-15 capital outlay budget.	Parks Admin																		
51	Updated November 24, 2014	LED Light Project	The LED lights were installed in the natatorium on October 23 <sup>rd</sup> . With OTECC donating an incentive grant in the amount of \$17,400, the cost to the City will only be \$7,480. Staff estimates our total O&M savings will be \$3,595. Based on these figures, our estimated simple payback will be two years or less.	Parks - Aquatics																		
52	Updated November 24, 2014	October 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>1,461</td><td>3,166</td></tr><tr><td><b>FY TO DATE</b></td><td>10,418</td><td>11,369</td></tr><tr><td><b>REVENUE</b></td><td>\$4,377</td><td>\$8,313</td></tr><tr><td><b>FY TO DATE</b></td><td>\$41,061</td><td>\$39,494</td></tr><tr><td><b># OF RENTALS</b></td><td>3</td><td>5</td></tr></table>		<b>FY 13-14</b>	<b>FY 14-15</b>	<b>ATTENDANCE</b>	1,461	3,166	<b>FY TO DATE</b>	10,418	11,369	<b>REVENUE</b>	\$4,377	\$8,313	<b>FY TO DATE</b>	\$41,061	\$39,494	<b># OF RENTALS</b>	3	5	Parks - Aquatics
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53	Updated November 24, 2014	Pool Update	<ul style="list-style-type: none"><li>Slide is completely refurbished and operational.</li><li>The La Grande Swim Club hosted a swim meet at the pool on October 25 &amp; 26m with 70 participants from Baker City, Pendleton, Caldwell, Tri Cities and La Grande..</li></ul> 47 Home School students participated in swim lessons this year, an increase of 16 from last year..	Parks - Aquatics																		
54	Updated November 24, 2014	Parks Maintenance	<ul style="list-style-type: none"><li>All seasonal Staff has been laid off for the winter.</li><li>Only about one-third of the leaves had been removed when the first snow fell. Staff has continued to work on them between snow falls.</li><li>Due to the early snow fall, Staff was not able to accomplish other planned projects such as the renovation of the Kory Vaughn Field and repairs to Optimist Field.</li></ul> Current maintenance projects include snow removal, snow sign repair and equipment repair.	Parks Maintenance																		
55	Updated	Adult Recreation	<ul style="list-style-type: none"><li>The Women’s Volleyball League held their</li></ul>	Parks -																		

Item	Date of Change in Status	Item	Comments	Department																																										
	October 20, 2014	Program	organizational meeting on October 14 <sup>th</sup> , with 10 teams represented. Lotus Self-Defense is offered on Tuesday and Thursday nights throughout the school year. Students work at their own pace and may join at any time. Cost is only \$20 per quarter.	Recreation																																										
56	Updated November 24, 2014	Children’s Recreation Program	<ul style="list-style-type: none"><li>Save the Date for the 1<sup>st</sup> Annual Daddy Daughter Dinner Dance, February 6, 2015. Details to follow.</li><li>Gymnastics for children ages 3 and older are held on Fridays throughout the school year.</li><li>The Recreation Department will offer a new recreational youth basketball league in January..</li><li>The Recreation Department has launched a new youth leadership program for high school students called the Youth Advisory Board. The goal is to engage youth in community service and advocacy.</li><li>Lotus Self-Defense is offered for children 6 through adult on Tuesday and Thursday nights throughout the school year. Students work at their own pace and may join at any time. Cost is only \$20 per quarter.</li></ul>	Parks - Recreation																																										
57	Updated November 24, 2014	Community Outreach	The Urban Forestry Staff, in conjunction with Greenwood Elementary School faculty/ students and the local American Legion conducted a dedication ceremony on November 18, for the replacement of a Victory Way Oregon Heritage Tree at the School. In 1923, 250 Victory Way trees were planted along Spruce Street to honor veterans returning from World War I. Today, 24 of the original trees remain.	Parks - Urban Forestry																																										
58	Updated November 24, 2014	September Statistics	<table><tr><th>STATISTICS</th><th>OCT</th><th>FY 15</th></tr><tr><td>Street Trees Planted</td><td>22</td><td>34</td></tr><tr><td>Park Trees Planted</td><td>11</td><td>11</td></tr><tr><td>Street Trees Removed</td><td>6</td><td>23</td></tr><tr><td>Park Trees Removed</td><td>2</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>10</td><td>37</td></tr><tr><td>Park Trees Pruned</td><td>8</td><td>45</td></tr><tr><td>Community Responses</td><td>22</td><td>110</td></tr><tr><td>Nuisance Responses</td><td>3</td><td>12</td></tr><tr><td>Field/Tree Evaluations</td><td>17</td><td>72</td></tr><tr><td>Ordinance Enforcement Actions</td><td>2</td><td>5</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>2</td></tr><tr><td>Site Plan Reviews</td><td>1</td><td>3</td></tr><tr><td>Community Volunteer Hours</td><td>79</td><td>85</td></tr></table>	STATISTICS	OCT	FY 15	Street Trees Planted	22	34	Park Trees Planted	11	11	Street Trees Removed	6	23	Park Trees Removed	2	6	Street Trees Pruned	10	37	Park Trees Pruned	8	45	Community Responses	22	110	Nuisance Responses	3	12	Field/Tree Evaluations	17	72	Ordinance Enforcement Actions	2	5	Tree Service Permits	0	2	Site Plan Reviews	1	3	Community Volunteer Hours	79	85	Parks - Urban Forestry
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59	Updated Dec 1, 2014	Operations Division Statistics 2014	<table><tr><td></td><td>Oct.</td><td></td><td></td></tr><tr><td>Case Reports Turned In</td><td>188</td><td></td><td></td></tr><tr><td>Total Traffic</td><td>260</td><td></td><td></td></tr><tr><td>Arrests</td><td>59</td><td></td><td></td></tr><tr><td>Calls for Service</td><td>1843</td><td></td><td></td></tr></table> <ul style="list-style-type: none"><li></li></ul>		Oct.			Case Reports Turned In	188			Total Traffic	260			Arrests	59			Calls for Service	1843			Police																						
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60	Updated Nov. 24, 2014	Detective Division abuse statistics.  <i>These cases are</i>	<table><tr><td></td><td>Oct.</td><td></td><td></td></tr><tr><td>Physical Abuse cases</td><td>0</td><td></td><td></td></tr><tr><td>Sexual Abuse cases</td><td>2</td><td></td><td></td></tr><tr><td>Neglect cases</td><td>14</td><td></td><td></td></tr></table>		Oct.			Physical Abuse cases	0			Sexual Abuse cases	2			Neglect cases	14			Police																										
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November 2014

16

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



Item	Date of Change in Status	Item	Comments				Department
		<i>mostly DHS referred cases and not all of them require further investigation</i>	<i>(also includes children exposed to drug activity and dirty homes)</i>				
			Total number of child abuse cases	16			
			Total number of Senior and People with disabilities reports	2			
			Total number of Domestic Violence and SART cases	16			
61	Updated Nov.24, 2014	Communications Division Statistics		<b>Oct</b>			Police
			Traffic/Air	344			
			All Calls	3290			
			Legitimate 911 calls for service	329			
			Case Reports LGPD/UCSO	223			
62	Updated Nov. 24, 2014	Training	<b>OPERATIONS TRAINING:</b> The SWAT team had a four hour block of training. One officer attended the SFTS/DID 3 day training at DPSST.  <b>COMMUNICATIONS TRAINING:</b> One dispatcher attended the NW Crisis Negotiations Conference in Portland				Police/Comm
	Updated Oct. 28, 2014	Crime Statistics	<b>Type of Crime</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	Police
			Crimes against persons (assaults, robbery, sex crimes)	7	7	9	
			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	52	49	41	
			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	12	23	16	
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	4	5	8	
63	New Item November 24,2014	Detective Division Street Crimes Unit Started on 10/23/14	<b>Types of Cases</b> Drug Investigations Fugitive Investigations Gang Related Investigations Property Crime Investigations Person Crime Investigations Total # of Street Crime Investigations Total arrests/Citations				Police
				<b>Oct</b>			
				<b>0</b>			
				<b>4</b>			
				<b>0</b>			
				<b>0</b>			
				<b>0</b>			
				<b>4</b>			
				<b>4</b>			

Item	Date of Change in Status	Item	Comments	Department
64	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
65	Updated Dec 1, 2014	Department Activities	Due to a number of factors, the Drug Task Force has been reorganized into a Street Crimes Unit. This expands their focus to not just drugs but crime sprees and major crime investigations. This has been a successful approach and the unit has been integral in recent investigations.	Police/Comm
66	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
67	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
68	No Change 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 <sup>th</sup> 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
69	No Change October 28, 2014	Fourth St. and 'N' Avenue Intersection	The plan to redevelop this intersection would require the purchase of property on the southeast corner of this intersection along with reconstruction of the road. Because of the of the negative impacts to the adjoining property and the high cost for the level of improvement to this intersection staff has at this time elected not to proceed with any further action and will be eliminated from the next month's report.	Public Works
70	No Change 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
71	No Change October 28, 2014	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 was scheduled to be installed in the Spring of 2013. Since that time a higher need for the available funding was needed for the 20 <sup>th</sup> Street storm sewer line. Money was allocated for that project to eliminate future liability and help facilitate the 20 <sup>th</sup> Street grant project. This project will be reconsidered when funding is available and will be	Public Works

Item	Date of Change in Status	Item	Comments	Department
			eliminated from the next month's report.	
72	No Change October 28, 2014	20th Street Grant	Staff has prepared a grant application for the street improvement from Gekeler Lane to Adams Avenue. It has been submitted and presented to the review committee. If successful, funding would be available 2015 through 2018. This project is being reviewed to be done in 2016. Estimated cost is \$3,500,000. This project is currently the top project for Eastern Oregon Region 5 and is on the recommended 100% list. Staff is working with ODOT on details. OTC approval should happen in November and Federal approval in February.	Public Works
73	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
74	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
75	Updated November 24, 2014	2014-15 CIPP Project	Staff is reviewing projects for this budget year's program. The contract documents are signed and the contractor is doing the work.	Public Works
76	No Change 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 those systems. This project will be done in multiple phases.	Public Works
77	Updated November 24, 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 complete and the other projects will be done in the spring.	Public Works
78	No Change August 20, 2014	Street Maintenance	Street crews have been doing routine maintenance of filling potholes and sealing cracks	Public Works
79	No Change October 28, 2014	Adams Avenue Streetscape	Staff has almost completed the construction plans and is beginning the field review with business and property owners to address the improvements to their property/business.	Public Works
80	No Change October 28, 2014	Becker Development	Staff is preparing plans for the water extension to the Becker property across from Wal-Mart. This is being done for future commercial development.	Public Works
81	No Change October 28, 2014	Tsiatsos Development	Staff is working with Gust Tsiatsos on his subdivision creating 15 lots. Staff is planning water and sewer to serve this development.	Public Works
82	New Item November 24, 2014	Gekeler Lane Ditch	Construction crews will begin cleaning the ditch along Gekeler Lane from Highway 30 to 20 <sup>th</sup> Street once all permits are in place.	Public Works