



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

**Staff Report**  
**November, 2010**  
**City Manager's Priorities for 2010**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change October 21, 2010	Develop Strategy to address General Fund resource shortfall	The Long Term Budget Strategy Advisory Committee continues to meet. They are working on possible revenue enhancement opportunities and over the next two meetings should have a recommendation formulated regarding such things as annexation, franchise fees, special districting, business licenses, and the use of Urban Renewal Funds. The Committee will then shift their focus to developing a recommendation for prioritizing programs in terms of cost reduction strategies. The goal is to be ready to conduct a joint work session with the City Council in January to present their recommendations.	City Manager
2	No Change September 20, 2010	Develop Objectives in support of City of La Grande Vision and Goals	Staff has completed a draft set of objectives and the next step is to schedule a work session with the full City Council for review.	City Manager
3	Updated Nov. 2, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the City of La Grande Economic Development Plan. UCEDC will be lead agency. Working with UCEDC on implementation. UCEDC has hired a new executive director; there is an expectation that there will now be renewed focus on this initiative.	Community and Economic Development
4	No Change July 8, 2010	Formulate and Implement an Economic Development Strategy for La Grande	City Council adopted Plan on June 9.	Community and Economic Development
5	Updated Nov. 2, 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of	Design ("Big H") public open house scheduled for Nov. 13. Several façade projects in various stages of approval, start & completion. New trash cans installed the week of Nov. 8; seven new street trees scheduled for fall planting.	Community and Economic Development

November 2010

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
		Projects		
6	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance
7	No Change May 11, 2009	Develop an ambulance/fire apparatus replacement strategy	<p>Due to the constant and increasing use of our ambulances, a plan should be in place to replace or refurbish one every four to five years. Cost: \$130,000. Our fire apparatus will not need to be replaced as frequently but their cost, \$250,000 to \$800,000, requires long term planning. FEMA has a fire apparatus replacement grant program that funded our newest fire truck (2005) and we will be applying for funding to replace our aging aerial this grant cycle.</p> <p>A strategy to fund the purchase of ambulances and fire apparatus will likely have to include continuing to apply for grants that fund large apparatus purchases, consideration of vehicle lease/purchase programs and possibly asking the voters to support a levy to purchase this equipment.</p>	Fire
8	No Change January 6, 2010	Explore the Feasibility of Creating a Railroad Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee has sent a letter to Council addressing the need for continuing to work on this program and is dependent on funding availability.	Public Works

**2010 Council Regular and Work Sessions**

<b><u>DATE</u></b>	<b><u>TYPE</u></b>	<b><u>TOPIC(S)</u></b>
Wednesday, November 17	Regular Session	
Wednesday, December 1	Regular Session	
Wednesday, December 8	Holiday Open House	
Wednesday, January 19, 2011	Regular Session	

**Commissions Include:**

Air Quality	Parking, Traffic Safety, and Street Maintenance
Arts	Parks and Recreation
Community Landscape and Forestry	Planning
Landmarks	Substance Abuse
Library	Urban Renewal

*Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m.  
Meeting Dates Subject to Change; Please call 962-1309 to Confirm*

Item	Date of Change in Status	Item	Comments	Department																																				
1	Updated November 1, 2010	Elimination of expired permits	Sandy will be formulating a procedure for dealing with expired permits and archiving all completed files to the basement archives.	CEDD Building																																				
2	Updated November 1, 2010	Quick Permits	We are up and running with this program as of October 1 <sup>st</sup> . We are getting more and more contractors using this program and it seems to be working well.	CEDD Building																																				
3	No Change March 5, 2010	New Permit Software	BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.	CEDD Building																																				
4	Updated November 1, 2010	Monthly activity (October 2010)	<table><tr><td><u>Permit</u></td><td><u>Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building,</td><td>28</td><td>16,467.11</td><td>\$1,051,695</td></tr><tr><td>Demolition,</td><td>0</td><td></td><td></td></tr><tr><td>Electrical,</td><td>50</td><td>5,474.28</td><td></td></tr><tr><td>Mechanical,</td><td>34</td><td>2,322.88</td><td></td></tr><tr><td>MFG Homes,</td><td>4</td><td>1,464.</td><td></td></tr><tr><td>Plumbing,</td><td>18</td><td>2,792.36</td><td></td></tr><tr><td>Farm Exempt,</td><td>3</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>137</u></td><td><u>28,520.63</u></td><td></td></tr></table> <p><u>Total inspections performed = 290</u></p>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	28	16,467.11	\$1,051,695	Demolition,	0			Electrical,	50	5,474.28		Mechanical,	34	2,322.88		MFG Homes,	4	1,464.		Plumbing,	18	2,792.36		Farm Exempt,	3	0		<u>Totals:</u>	<u>137</u>	<u>28,520.63</u>		CEDD Building
<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>																																					
Building,	28	16,467.11	\$1,051,695																																					
Demolition,	0																																							
Electrical,	50	5,474.28																																						
Mechanical,	34	2,322.88																																						
MFG Homes,	4	1,464.																																						
Plumbing,	18	2,792.36																																						
Farm Exempt,	3	0																																						
<u>Totals:</u>	<u>137</u>	<u>28,520.63</u>																																						
5	Completed November 17, 2010	Hiring Electrical Inspector	Tim Samples has accepted the vacant electrical inspector position and is on staff. Please help us welcome him.	CEDD Building																																				
6	Updated November 9, 2010	Implement façade grant program	Five projects are complete this fiscal year, one is currently in progress, three are approved but not yet started and 11 others are pending approval. Six others are in discussion. Fire Museum painting & restoration project nearing completion.	CEDD Economic Development																																				
7	Updated November 9, 2010	Monthly Main Street program updates	Downtown/ “Big H” design open house set for Nov. 13. New Town Square streetscape project is complete except for street lights. New trash cans installed; new trees & bike racks in progress at Maridell Center; RARE participant on temporary leave of absence; Main Street Board held annual meeting and elected board positions; holiday season promotions are being planned; Main Street is discussing its future role with Crossing the Blues. Seven new street trees will be planted downtown this fall.	CEDD Economic Development																																				
8	No Change September 13, 2010	Assess feasibility of forming a multi-county economic development marketing cooperative	Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a trade show planning meeting in Portland on Sept. 23 with statewide partners.	CEDD Economic Development																																				
9	Updated November 8, 2010	Assisting UCEDC with economic development plan implementation	Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation. UCEDC hired a new executive director.	CEDD Economic Development																																				
10	Updated November 8,	Urban Renewal projects updates	New Town Square streetscape project completed except for the street lights – need to relocate the	CEDD Economic																																				

November 2010

4

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

Item	Date of Change in Status	Item	Comments	Department
	2010		alley flood light behind City Hall and associated electrical wires that feed Adams Ave. lights; Maridell project – street trees and bike racks in progress of being installed; new trash can installed, alley project to following in the future through an LID process; all trash cans downtown have been replaced with new style cans; two new style planters will be installed adjacent to BELLA in Spring 2011; Liberty Theatre project – Main Street board has made an offer on the building and it has been accepted; IOOF Building project – DEQ and EPA have been contacted and can assist with environmental assessment and cleanup – will require City’s stated support of the project – set for February work session; working with Frontier on a possible streetscape project.	Development
11	New Item November 2, 2010	Urban Renewal “call for projects”	With the ultimate goal of noticing all property owners in the Urban Renewal District that the Agency has programming and funding potentially available to assist with private sector development projects, a “call for projects” process has begun. Materials and address list is being developed; awaiting on a GIS-based mailing list report to send requests to all properties in the District.	CEDD Economic Development
12	Updated November 2, 2010	Calendar <b>YTD</b> Planning Statistics (through Oct. ’10)	Land Use Applications: 38 Zoning Approvals: 38 New Business Permits: 50 Revenue (Land Use Fees): \$7,350 Revenue (Park SDC): \$2,625	CEDD Planning
13	Updated November 1, 2010	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	The Planning Division is continuing working with ODOT on refining the scope of work (consultant tasks) for updating the Transportation System Plan (TSP) for the Goal 9 UGB expansion area. We will be going out to bid for consultant in early November and anticipate a consultant selection by late November. This project is schedule to be completed by June 2012.	CEDD Planning
14	Updated November 1, 2010	Historic District / Main Street Grant	The Planning Division was awarded a Preserving Oregon Grant for \$17,000 to help fund façade improvements in the Downtown Historic District. Qualifying projects (amounting to over \$38,000) include: <ul style="list-style-type: none"> <li>▪ Edward Jones Investment: Awning</li> <li>▪ Somme Hotel (Depot/Wash): Awning</li> <li>▪ West Jacobson Bldg: Cleaning/Painting</li> </ul>	CEDD Planning
15	Updated November 17, 2010	Employee Health Care Committee	The Committee formed several weeks ago to explore options relating to health care benefits has continued to meet regularly. The Committee solicited responses from agents regarding a two-phase approach, with the first phase being a no-cost review of possible providers and plans to be compared to existing coverage provided by CCIS	City Manager

Item	Date of Change in Status	Item	Comments	Department
			and other plans available from CCIS. Based on the interviews, the Committee selected JD Fulwiler to complete the first phase of the process. Should the group form a recommendation that would result in a change in providers, the City Council would become involved in the selection of an agent/broker. Independent negotiations between the City and the Employee Bargaining Groups would be required before any changes take effect. The Committee has begun the process of comparing various healthcare plans currently available through CCIS.	
16	No Change May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing a permit that would allow the EOU visitors permit to exempt those with temporary permit to park longer than two hours downtown in an effort to increase shopping opportunities. EOU is receptive; concept would be to encourage those who are here for campus visits to be able to also spend more time in our downtown. Ideally the local merchants would provide coupons or other incentives to make the program more viable. Next steps are to explore with Chamber and La Grande Main Street.	City Manager
17	No Change July 12, 2010	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. UCEDC has completed the required documentation and we are awaiting a response.	City Manager
18	Updated November 17, 2010	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. As a member of the UCEDC Board, the City Manager volunteered to be responsible for the script and has been working with the team on the project. The initial draft script has been reviewed and revised. The UCEDC Board will review the draft script at their November meeting. Valley Video has been working on the video shots and representatives from various groups and organizations have provided input for the script.	City Manager
19	New Item November 10, 2010	Quarterly Budget Reviews	Meeting with Directors to review budget performance for the first quarter of the fiscal year.	City Manager
20	No Change September 14, 2009	Memorandums of Understanding for partner organizations	Blue Mountain Conference Center has reached an agreement with the Union County Chamber of Commerce for services related to the operation of conference center. The agreement is for a six month period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.	City Manager
21	Updated November 17, 2010	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. Union County Tourism is no longer a tenant and the City received a copy of a	City Manager

Item	Date of Change in Status	Item	Comments	Department
			letter from Union County Chamber of Commerce to the Volunteers indicating that they are evaluating their options regarding location. It is also believed that the other major tenant will leave within the next two years. While the City doesn't have responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	
22	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
23	No Change October 15, 2010	Annual Work Sessions with Advisory Commissions	Preparation of the Council's annual meetings and events schedule has begun, and the Council's various Advisory Commissions will be scheduled at the front end of various Work Sessions throughout calendar year 2011.	City Recorder
24	No Change May 27, 2010	Personnel Policy Manual	Reviewing City's Personnel Policy Manual as time permits; obtaining sample policy language from other sources to either update existing or create new policies, as needed. Heather Burgess, who serves, among other things, as the City's Human Resources staffer, and I attended a recent BOLI (Bureau of Labor and Industries)-sponsored training in Pendleton, in connection with the development of accurate and legally-sufficient policy books. With two registrations, the cost for each was reduced to \$85; I used my personal vehicle and did not request a mileage reimbursement.	City Recorder
25	No Change July 13, 2010	Draft New Procurement Ordinance	The City Manager has directed the development of a new Ordinance that will streamline and clarify the existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies and regulations. I attended a League of Oregon Cities seminar in connection with Public Contracting and Purchasing at no cost to the City on June 15, the information from which will greatly assist with this project, which is currently underway.	City Recorder
26	Updated October 17, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	As the Council has previously been advised, Oregon Attorney General John Kroger and his staff have been actively engaged in the Attorney General's "Transparency Initiative," which included an extensive review of the existing Statutes governing public records exemptions and requests. Throughout a series of state wide public hearings, one of which I attended in Pendleton, the Attorney General emphasized that his focus would be the number and nature of currently exempt records (fewer), as well as the timeliness of agency response to public record requests (quicker).  While there was considerable testimony from City Recorders and other public staffers, in view of the	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			<p>continued decrease in resources (staff time and money for records retention, search, and destruction software), in opposition to a specific deadline for responding to public records requests, a fair number of “horror stories” shared with the Attorney General by increasingly frustrated citizens about their attempts to obtain records that should have been made available quickly and without question “won the day.”</p> <p>Attorney General Kroger just recently released the 2010 <i>Attorney General’s Public Records and Meetings Manual</i>, with the most significant change being a more restrictive definition of “proper and reasonable opportunity to inspect public records.” The Attorney General has now defined “proper and reasonable” as ten (10) working days <u>in most cases</u>. In view of the City’s considerable budget constraints, we postponed a funding request to support the purchase of Records Management Software during the previous two budget cycles. In all likelihood, though, Angelika and I will include such a request in our initial budget presentation to the City Manager for next year’s budget adoption cycle.</p>	
27	No Change May 18, 2009	Complete requirements for becoming a Registered Parliamentarian	This is a goal that was established some years ago but was “back burnered” after the departure of former City Manager Hare. The three hundred study questions have been downloaded in anticipation of eking out some study time for the one-hundred question test.	City Recorder
28	Updated November 14, 2010	Commission Vacancies	We are in the process of receiving applications from individuals interested in serving on Commissions for the first time or who currently serve on various Commissions but whose terms expire at the end of this year. Work continues, as well, on a substantial, detailed end-of-year media announcement for newspaper publication in connection with Commission vacancies. Commission appointments will be scheduled during the January or February Regular Session.	City Recorder
29	Completed November 14, 2010	Council Position Number Four (4)	<p>As a result of former Councilor Jessie Zimmerer’s resignation from Council Position Number Four (4), the Council formally declared the Position Vacant during a Special Session on Monday, July 26, and directed Staff to advertise for candidates and to take all other necessary steps to ensure that this Position is also filled during the General Election of November 2<sup>nd</sup>.</p> <p>Mr. Silas Kelty was the sole candidate for this Position; during the Council’s Regular Session of September 29, he was appointed to the Council for the remainder of this calendar year; the Oath of</p>	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			Office was administered to Silas during the Regular Session of October 27 <sup>th</sup> .	
30	Completed November 14, 2010	Public Safety Option Levy	The Five Year Public Safety Option Levy was unsuccessful during the recent November 2, General Election; and the planned Work Session scheduled on Monday, November 15, to review "next steps" was subsequently cancelled, given the ratio of negative to positive votes.	City Recorder
31	No Change November 12, 2009	Directors Job Descriptions	Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors' job descriptions.	Finance/ Personnel
32	No Change November 12, 2009	Community Service Policy	A final draft of the recommend policy will be completed shortly and presented to the City Manager. Form a committee and come up with a Community Service Leave Policy. The committee has met once and will be meeting again to refine the policy to present.	Finance/ Personnel
33	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.	Finance/ Personnel
34	No Change August 10, 2010	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010. Public works has been working with Auditors in the progress and we are about 80% complete.	Finance
35	No Change January 04, 2010	Review the criteria for charging other funds for administrative services	Administrative services are charged annually to Water, Sewer, Bldg. Div. and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been reviewed and updated in several years.	Finance
36	New Item November 1, 2010	GASB 54	This GASB statement will apply to financial reports (audit) and will enhance the usefulness of fund balance information. Fund balances that are nonspendable (such as inventory) will be identified as well as committed funds. (Those funds that include amounts that can be used only for specific purposes as determined by a formal action of City's highest level of decision-making authority)	Finance
37	New Item October 29, 2010	2010 Annual Audit	The City's audit firm will begin their audit process the week of November 1, 2010.	Finance

Item	Date of Change in Status	Item	Comments	Department
38	New Item July 1, 2010	Computer Software upgrade	Effective with the passing of the 2010/11 budget, the finance office will receive a computer software upgrade. Currently, this is scheduled to happen in March 2011. The original download of the database will be 12 weeks prior. We will be without computers for 2 workdays prior to the actual upgrade.	Finance
39	New and Completed October 29, 2010	City Newsletter	Staff discussion of the importance of City Newsletter for Employees. Each department designated a point of contact and our department will coordinate with them for news items for the news letter.	Finance
40	New Item October 29, 2010	Statistics	<u>For the month of September 2010:</u> Monthly Revenue (all funds) \$1,125,379 Monthly Revenue (general fund) \$ 290,836 Monthly expenses amount (all funds) \$1,937,419 Monthly expenses (general fund) \$ 693,970 # of Accounts Payable Checks issued: 236 # of Payroll Checks issued: 153 Monthly Payroll expenses: \$ 698,813 # of Water accounts billed: 5,155 # of LID accounts billed: 27 # of NSF checks the City received: 4 Pieces of mail processed 7,088	Finance
41	No Change February 12, 2009	Implement a smoke alarm inspection and replacement program	We were unable to get grant funding this past year to implement a smoke alarm replacement program. We'll be applying for funding again this year (2009). We applied for and received train-the-trainer training and support materials for a fire safety and fall prevention program for elderly citizens in our community through the Office of State Fire Marshal. We did this in partnership with Community Connections of NE Oregon, Inc. in January and will be presenting the program to our senior citizens over the next 10 months.	Fire
42	Updated November 10, 2010	Statistics	Response statistics for Oct. 2010 Medical: 206 Fire/Other: 17 (2 natural gas leaks, 1 smoke check, 1 arching power line, 6 burn complaints, 5 fire alarms, 2 structure fires)	Fire
43	No Change August 9 , 2010	Fire Code Inspections	New inspections for July: 0 Re-inspections for July: 0	Fire
44	No Change April 22, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in Mar.	Fire
45	Updated November 10, 2010	Child Safety Seat Installations and Bicycle Helmets	Oct: 10 families instructed in proper car seat with 3 being provided with reduced priced child safety seats. Oct: 0 family assisted with proper bicycle helmet use and supplied with 0 helmets.	Fire
46	Updated November 10,	Traffic School	Oct: 16 attended traffic school. Fees collected: \$800	Fire

November 2010

10

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

Item	Date of Change in Status	Item	Comments	Department
	2010			
47	No Change October 11, 2010	Training/Conf.	<u>Sept. Training/Conferences</u> 7 members attended the three day Fall Fire School in Sept. held at EOU.	Fire
48	No Change August 9, 2010	Fire Safety House Trailer	The refurbishment of the safety trailer is continuing. Very slow progress. Work is being performed by an on duty firefighter between calls.	Fire
49	No Change January 7, 2010	EO Fire Museum	603 visitors signed the guest book at the museum in 2009. Some signed "...and family" and many visitors don't sign, so the actual number of visitors is certainly higher. Visitors came from 23 US states and 5 foreign countries. Comments continue to be very complimentary of the museum and our efforts there. It appears that many local citizens bring out-of-town visitors to the museum, supporting this important downtown attraction.	Fire
50	Updated Nov.10, 2010	Development of Fire Training Facility	Foundation and floor of 3 story training tower has been poured and framing will begin soon.	Fire
51	No Change Oct. 11, 2010	Weed/Tall Grass Complaints	54 property owners were notified of weeds and tall grass complaints received by the FD through the end of Sept.	Fire
52	New and Complete November 14, 2010	Draft Mission Statement and Core Values	The Library Advisory Commission recommended and the City Council approved revisions to the existing F. Maxine and Thomas W. Cook Memorial Library Mission Statement to include a Core Values Statement.	Library
53	New and Complete November 14, 2010	Donation Policy	The Library Advisory Commission recommended and the City Council approved a new donation policy for the F. Maxine and Thomas W. Cook Memorial Library.	Library
54	New and Complete November 14, 2010	Community Room Use Policy Revision	The Library Advisory Commission recommended and the City Council approved revisions to the existing Colleen F. Johnson Community Room use policy at the F. Maxine and Thomas W. Cook Memorial Library to allow for the sale of items or fundraising activities for Library sponsored events.	Library
55	No Change September 7, 2010	Literacy Center	6 Volunteers 23.5 Hours volunteered We were closed during August...we have tried to be open/use funds when families and adult learners come. August lowest attendance month. We did note the reduction in budget...may perhaps have to curtail hours more if cannot find more volunteer assistance.	Library
56	Updated Nov. 8, 2010	Training	Cathy did a day of cross training at Baker County Library.	Library
57	Updated Nov. 8, 2010	Page Turners Book Club	Members are reading Rebecca Wells' <i>The Crowning Glory of Calla Lily Ponder</i> . Meeting is November 16, 5:30 at White House Coffee..	Library
58	Updated Nov. 8, 2010	Friends of the Library	Friends of Cook Memorial Library have \$1,434 in available funds. There is a member meeting	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>November 18, after which a meeting of the Board will decide on the purchase of equipment for the library totaling \$1,170.</p> <p>Presentations at the library are planned for November and December, but the return will be minimal as they are done on a "donation" basis. We are seeking donations and contributions of gift certificates from local businesses. Gift certificates will be offered in drawings to create larger audiences.</p> <p>Our success depends on the participating members of our community. So, Friends of Cook Memorial Library will direct its efforts this winter toward increasing awareness of the needs of the library.</p>	
59	No Change October 6, 2010	Archives	<p>1. Five collections were taken in and processed at the Archives. They range from pictures to a 1915 La Grande High School Mimir.</p> <p>2. Terri Washburn and Sandra Boren attended a Preservation Planning Meeting in Pendleton, Oregon on September 28. This was put on by the Oregon Museum Association and funded by a grant from the Federal Institute for Museums and Library Services.</p> <p>3. Lyn Craig of the Libraries of Eastern Oregon had a positive response in connection with our request for her to apply for other grants for the Archives.</p>	Library
60	Updated Nov. 8, 2010	Statistics	<p>10,822 Circulation for 10/10</p> <p>28,296 Door Count</p> <p>11,274 Card holders</p> <p>10,114 Active borrowers</p> <p>302 Overdue notices</p> <p>88 LEO Listens patrons</p> <p>468 LEO Listens titles checked out</p> <p>0 Tutor.com patrons</p> <p>37 Events in Community room</p> <p>24 Homebound deliveries</p> <p>1 Grande Ronde Retirement patrons</p> <p>88 Special events Adult attendance</p> <p>160 Class visit attendance</p> <p>138 Story time attendance</p> <p>3 Spanish Storytime</p> <p>0 Special programs</p> <p>0 Craft day</p> <p>32 Volunteers</p> <p>201 Volunteer hours</p>	Library
61	New Item November 8, 2010	State Report Employee of the Month	<p>The annual State Library statistical report was submitted.</p> <p>Ryan McGinnis received the July Employee of the Month award.</p>	Library
	Updated Nov. 8, 2010	Programs	Bob Jones, Milton-Freewater Library Director, was here with <i>BJ the DJ's Oldies Show</i> on October 29.	Library
62	Completed	Morgan Lake	Staff with assistance from RiverBend planted 100	Parks - Admin

Item	Date of Change in Status	Item	Comments	Department
	November 9, 2010	Camp Host Site	trees donated by the Forest Service, 1,500 tufts of grass and 206 various species of native plants. Project is now complete.	
63	No Change October 19, 2010	Greenway	The ODFW has extended their deadline to allow us additional time to secure matching funds for their Restoration & Enhancement Grant for possible acquisition of property. We have applied for special program funding from the State of Oregon Parks Department and should receive a response in the near future.	Parks - Admin
	No Change October 19, 2010	Greenway	Transportation Grant has been submitted to ODOT to construct bridge across Grande Ronde River from Riverside Park to Greenway.	Parks - Admin
64	No Change October 19, 2010	Morgan Lake Camp Host	Staff is researching other agencies and compiling information regarding facilitating a camp host for Morgan Lake Park. Some of the issues under consideration are volunteer vs. paid position, hiring criteria; cost vs. cost savings; duties; writing new rules pertaining to Morgan Lake and overnight camping; criteria for fee schedules; mapping; and site designation.	Parks - Admin
65	New & Completed November 9, 2010	Lawn Mower Purchase	Bids were solicited and received to purchase a large area rotary mower. RMT Equipment was the successful bidder and the new Jacobsen mower was delivered the first week of November.	Parks - Admin
66	New Item November 9, 2010	Training	Tree Care Educator Gustafson attended Pacific Northwest ISA Class "Sidewalks and Trees: How to Repair and Maintain the Structural Integrity of Both" in Redmond. Only cost to the City was the Registration Fee (\$93) as employee used personal vehicle and stayed with relatives. Parks Utility Worker II Gandy attended the Playground Certification Training sponsored by the National Recreation and Park Association and successfully passed the exam to be certified as a Playground Safety Inspector. Director Touhey attended an on-site presentation by the Oregon Parks and Recreation Natural Resources Section on Habitat Rehabilitation of both woodlands and wetlands and the decision-making process of making sound development decisions, which provided excellent information for both the Morgan Lake and Greenway projects. The only cost to the City was the registration fee (\$18), as the employee drove his personal vehicle and stayed with family.	Parks - Admin
67	No Change October 19, 2010	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. We are currently waiting on an engineering report and analysis on dehumidifier costs, available funding to assist with the purchase and projected energy cost savings.	Parks - Aquatics
68	Updated	Pool Statistics	<u>2009</u> <u>2010</u>	Parks -

November 2010

13

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

Item	Date of Change in Status	Item	Comments	Department
	November 9, 2010	October	<p>Attendance 2,657 2,203</p> <p>Revenue \$3,583 \$6,993</p> <p>Year-to-Date Revenue \$29,684 \$33,953</p> <p>Increased revenue is due to \$1,314 in rental checks received and \$780 in passes compared to only \$308 in rentals last year.</p> <p>There were three pool rentals in October: The Greenwood School (61 students); La Grande Middle School (2 rentals totaling 171 students).</p> <p>The La Grande Swim Club held a swim meet on October 23 &amp; 24, with 57 competitive swimmers from Pendleton, Oregon; Walla Walla, Tri Cities, Ellensburg and Yakima, Washington; and Caldwell and Boise, Idaho, in attendance.</p> <p>The La Grande High School Swim Team will start on November 15, holding practices Monday – Friday from 5:30 – 7:30 am. In an attempt to accommodate the morning lap swimmers, we will add a morning lap swim from 7:30 – 8:30 am on Monday, Wednesday and Fridays through mid-February when the high school swim team is finished and we can go back to our regular schedule. A Water Safety Instructor Course will be offered beginning in January.</p>	Aquatics
69	Updated November 9, 2010	Pool Maintenance	Two of the Trane Units on the HVAC system need repairs. We have received a quote from Apollo in the amount of \$1,926, which includes both parts and labor. One of the filters in the therapy pool has a broken lateral which means that sand blows into the pool from the filter when backwashing. The pool will need to be closed to make this repair, so we are going to try to wait until December when there is less programming scheduled.	Parks - Aquatics
70	No Change April 27, 2010	Little League Size Baseball Field	Phase I is complete and field is being used by Little League. There is still minor work to be completed after the season ends.	Parks Maintenance
71	Updated November 9, 2010	Parks Maintenance	<p>Winterization of restrooms, irrigation systems and pavilion areas is complete. Morgan Lake is closed to vehicular traffic for the winter. Access remains available to foot traffic.</p> <p>Restrooms at Riverside Park have been repainted. Lights are being replaced on the tree in Max Square for the Lighting Ceremony on November 26<sup>th</sup>.</p>	Parks - Maintenance
72	Updated November 9, 2010	Field Events	Optimist Football has finished, which completes the field events for 2010.	Parks - Recreation
73	Updated November 9, 2010	Adult Recreation Program	<p>The Women's Volleyball League will have 10 teams this year. They have started pre-season play and it looks like it will be an exciting season, as most of the teams are fairly evenly matched.</p> <p>The Coed Volley League held it's organizational</p>	Parks - Recreation

Item	Date of Change in Status	Item	Comments	Department																											
			meeting on November 4 <sup>th</sup> and Captains are organizing teams, hoping to start their pre-season by November 16 <sup>th</sup> .																												
74	Updated November 9, 2010	Children’s Recreation Program	Flag football ended on October 30 <sup>th</sup> . Our volunteer coaches did an excellent job and we received many positive comments from parents regarding the program. Fall gymnastics will end in December with new classes starting in January.	Parks - Recreation																											
75	Completed November 9, 2010	Season’s Faire	The 24 <sup>th</sup> Annual Season’s Faire was held November 6 <sup>th</sup> . Forty participating artists donated a piece of their work, which was auctioned as a fund-raiser to benefit the annual <i>Arts for All</i> festival and other Commission projects, including an annual scholarship to a graduating La Grande High School student. Sixteen local businesses sponsored tables and another 31 businesses donated items for the raffle. An additional 25 restaurants and other food establishments plus private caterers donated delicious hors d’oeuvres and desserts for the guest’s enjoyment. We really appreciate the support we receive from the community for this event each year.	Parks – Arts Commission																											
76	Updated November 9, 2010	Community Outreach	Continued work on Main Street Tree Planting Project, planting trees at the Foley & Renegade buildings and remarking the cutouts at the Meridell Building.	Parks - Urban Forestry																											
77	Updated November 9, 2010	October Report	<table><tr><td></td><td>OCT</td><td>Year –to-Date</td></tr><tr><td>R-O-W Trees Planted:</td><td>12</td><td>70</td></tr><tr><td>Park Trees Planted:</td><td>13</td><td>21</td></tr><tr><td>Street Trees Removed</td><td>1</td><td>54</td></tr><tr><td>Park Trees Removed:</td><td>2</td><td>12</td></tr><tr><td>Street Trees Pruned:</td><td>0</td><td>66</td></tr><tr><td>Park Trees Pruned:</td><td>2</td><td>53</td></tr><tr><td>Site Plan Reviews:</td><td>1</td><td>6</td></tr><tr><td>Community Contacts:</td><td>20</td><td>362</td></tr></table>		OCT	Year –to-Date	R-O-W Trees Planted:	12	70	Park Trees Planted:	13	21	Street Trees Removed	1	54	Park Trees Removed:	2	12	Street Trees Pruned:	0	66	Park Trees Pruned:	2	53	Site Plan Reviews:	1	6	Community Contacts:	20	362	Parks - Urban Forestry
	OCT	Year –to-Date																													
R-O-W Trees Planted:	12	70																													
Park Trees Planted:	13	21																													
Street Trees Removed	1	54																													
Park Trees Removed:	2	12																													
Street Trees Pruned:	0	66																													
Park Trees Pruned:	2	53																													
Site Plan Reviews:	1	6																													
Community Contacts:	20	362																													
78	Updated Nov. 10, 2010	2010 Crime Statistics	The crime stats listed below are a total for the months of January through August. September and October stats are not yet available. Crimes against persons: 78 (assaults, robbery, sex crimes) Crimes against property: 360 (burglary, vehicle theft, NSF/acct. closed) Crimes against society: 275 (drug laws, DUII, liquor laws, disorderly conduct) Traffic Crimes: 34 (DWS, Hit &Run, eluding, reckless driving)	Police																											
79	Updated November 10, 2010	Operations Division Statistics For October	Following are the statistics for September: Case Reports turned in: 160 Total Traffic: 219 Arrests: 46 Calls for service: 1480	Police																											

Item	Date of Change in Status	Item	Comments	Department
80	Updated Nov. 10, 2010	Communications Division Statistics	Following are the statistics for October. These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 435; All Calls: 3140; Actual legitimate 9-1-1 calls for service: 278; Case reports taken by LGPD and UCSO: 178	Police
81	Updated Nov. 10, 2010	Training	OPERATIONS OCTOBER TRAINING: The SWAT team members completed a 4 hour block of training on the appropriate use of chemical munitions. COMMUNICATIONS OCTOBER TRAINING: One dispatcher attended 16 hours of Critical Incident Stress Management training in Salem.	Police/Comm
82	Updated Nov. 10, 2010	Union/Wallowa County Drug Task Force October 2010 Activity Summary	October: New Activities: 23 Activities year to date: 264 Arrests : 1 Arrests year to date: 20	Police
83	No Change August 6, 2010	Communications Strategic Plan	New vehicle radio repeaters have been installed in the four primary patrol cars. All radios will soon be programmed to utilize the repeaters which will greatly enhance communications.	Police
84	Updated Nov. 10, 2010	Department Activities	Again this year we were able to provide safety messages, candy bags and light sticks for all La Grande and Island City K-5 school children. The program was 100% funded by contributions from OTEC, ODOT and RD Mac. Sr. Officer Jason Hays was our Departments "Employee of the Month" for the month of September and he proudly accepted his award. We are in the process of organizing and preparing for our second annual "Shop with a Cop" program that will allow a minimum of 16 youths to purchase gifts for all of their immediate family members and themselves. This program is supported by numerous donations from local businesses and individuals wanting to assist in making Christmas enjoyable for the less fortunate. Wal-Mart has been exceptionally gracious with this program. The Law Enforcement youth academy at La Grande High School is midstream. Fourteen students are learning many different aspects of the criminal justice system. In addition to the La Grande Police Department, other agencies that are participating are UCSO, OSP, LGFD, Juvenile Dept., Parole and Probation and the District Attorney's office.	Police/Comm.
85	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
86	No Change September 15,	GASB 54	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and	Public Works

November 2010

16

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

Item	Date of Change in Status	Item	Comments	Department
	2010		streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements. Staff met with the auditor and he estimates the work is 80% complete.	
87	Updated November 1, 2010	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 <sup>th</sup> Street. Mike Becker has started construction with the storm drain now installed to Highland Drive and the actual road excavation begun at Gekeler Lane. Curbing and sidewalks have been completed to Linda Lane. Road is now paved from Gekeler Lane to Highland Drive and the paving is continuing south.	Public Works
88	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
89	Updated November 1, 2010	Street User Fee Projects	The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. Staff is preparing the extent of what projects can be accomplished. These projects will be the direct benefit of \$300,000 savings on the Gekeler Lane project. Following is a list of the projects: <u><b>Depot Street and Elm Street Seal Coat</b></u> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project was awarded to Mike Hampton and should start within two weeks. The funding is from Street User Fees and is estimated at \$30,000. Planned to be completed in the Spring of 2011. <u><b>'S' Avenue Overlay</b></u> - This project will overlay 'S' Avenue from Monroe Avenue to Spruce Street and is estimated at \$56,000. The water taps will be replaced this winter with the overlay to be completed in the Spring of 2011.	Public Works
90	No Change October 25, 2010	CMAQ Grant for Cars	The intergovernmental agreement has been signed. This will allow for the purchase of 4 cars (2 for the Police Department, 1 travel car for City Hall and 1 travel car for the Public Works Department). Currently, Public Works is waiting on the EPA to publish a complete list of the emissions qualifying vehicles.	Public Works
91	Completed November 1, 2010	Site Preparation of Old Dog Pound Site	The City Crews have begun staking out and site leveling of the old dog pound for the Fire Department's new training center and the Snowmobile Club's new storage building.	Public Works
92	No Change October 25, 2010	Repair of Sanitary Sewer Mainline	City Crews are in the process of repairing sections of the sewer mainline located in the alleyway between Gandy Avenue and Palmer Avenue and First Street and Cedar Street. The bottom of the pipe is missing in three separate locations along the	Public Works

Item	Date of Change in Status	Item	Comments	Department
			section in question.	
93	New Item November 1, 2010	WWTP Levy Repair	City crews have been placing pit run rock on the levies at the WWTP wetlands to repair the erosion that occurred last spring. This was not budgeted and may require a transfer of funds from the contingency line at the end of the budget year. The estimated cost is from \$50,000 to \$100,000.	Public Works
94	New Item November 1, 2010	Intake Permit	Staff is working with the USFS on a permit. This permit was a 1-year renewable permit, but because of the progress made in addressing the migratory fish passage issue, the USFS has indicated that they are looking at a 30-year permit. This may be ready for Council review in the next couple of months.	Public Works