



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

**Staff Report**  
**September 2011**  
**City Manager's Top Priorities for 2011**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change June 23, 2011	Develop and Implement Strategy(ies) to address General Fund resource shortfall	Council passed Resolution on annexation—one of the recommendations of the LTBSAC, and it will be on the November ballot. We are moving forward to solicit volunteers to assist in the effort to form a Parks and Recreation Special District. The districting effort will be a multi-year initiative.	City Manager
2	Completed May 13, 2011	Develop Objectives in support of City of La Grande Vision and Goals	The City Council approved the objectives as presented.	City Manager
3	No Change February 16, 2011	Support Business Retention and Expansion Program	In partnership with UCEDC. Task Force of 12 has been formed; scheduled launch date of April 1 to begin visitation process with 50-60 Union County businesses over the next 12 months; City Staff is providing a variety of support and participant services toward the effort.	Community and Economic Development
4	No Change June 22, 2011	Implement Economic Development Strategy for La Grande	Work session scheduled for May, 2011. Work Session rescheduled for June 6, 2011. Will plan a stakeholder summit in Fall of 2011.	Community and Economic Development
5	Updated September 12, 2011	Continue Implementation of Action Phases of the Oregon Main Street Program to Include Development of Projects; Begin Transition to La Grande Main Street	During the final week of August the paperwork was signed and La Grande Main Street is now the official owner of the Liberty Theatre. The architect will be presenting his initial concept draft at the annual banquet on October 17th. La Grande Main Street kicked off its annual membership drive on September 8th at Celebrate La Grande. The new RARE participant, Alana Garner, begins on September 12th. She will be with us for 11 months. Having sat down with OTEC and ODOT regarding the Big H, we are confident that the project will move forward smoothly, but that work on any of the items will likely not begin until next fall.	Community and Economic Development

September 2011

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
6	No Change January 2011	Capital Improvement Program	Develop a program to address replacement of General Fund capital equipment including, but not limited to ambulances, police cars, fire apparatus, and other capital needs within available resources. Continue to pursue grant opportunities.	Finance
7	No Change January 2011	Create a Railroad Quiet Zone	Pursue funding opportunities as they become available to make the safety improvements required to create a quiet zone. The costs associated with this project are in excess of \$1 million.	Public Works
8	Updated September 26, 2011	Riverside Pavilion	Project is under construction and on track.	City Manager

**2011 Council Regular and Work Sessions**

<b><u>DATE</u></b>	<b><u>TYPE</u></b>	<b><u>TOPIC(S)</u></b>
Wednesday, October 5	Regular Session	
Monday, October 24	Work Session	City Attorney Services
Wednesday, November 2	Regular Session	
Monday, November 7	Work Session	HOLD
Monday, December 5	Work Session	HOLD
Wednesday, December 7	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	No Change February 14, 2011	Elimination of expired permits	The building department staff is going through all of the files and getting them cleaned up and transferred to the basement archives.	CEDD Building																																										
2	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																																										
3	No Change July 8, 2011	Inspectors Certifications	The building division staff is very proud of Tim Samples for completing his Manufactured Structural Inspector Certification and his Residential Building Inspector Certification in the short time that he has worked for us. He will complete his mechanical certification next. These certifications along with his electrical certifications and back ground make him a huge asset to the building division. Also, David Black and David Kloss attended classes and obtained their earthquake evaluation certifications.	CEDD Building																																										
4	Updated Sept. 8, 2011	Monthly activity (August, 2011)	<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, 45</td><td></td><td>\$59,010.30</td><td>\$4,822,900</td></tr><tr><td>Demolition, 0</td><td></td><td>\$ 0.00</td><td></td></tr><tr><td>Electrical, 59</td><td></td><td>\$7,049.62</td><td></td></tr><tr><td>Mechanical, 26</td><td></td><td>\$1,996.72</td><td></td></tr><tr><td>MFG Homes, 2</td><td></td><td>\$732.00</td><td></td></tr><tr><td>Plumbing, 24</td><td></td><td>\$5,723.76</td><td></td></tr><tr><td>Farm Exempt, 3</td><td></td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>159</u></td><td><u>\$74,512.40</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 275</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 45		\$59,010.30	\$4,822,900	Demolition, 0		\$ 0.00		Electrical, 59		\$7,049.62		Mechanical, 26		\$1,996.72		MFG Homes, 2		\$732.00		Plumbing, 24		\$5,723.76		Farm Exempt, 3		0		<u>Totals:</u>	<u>159</u>	<u>\$74,512.40</u>		<u>Total inspections performed = 275</u>				CEDD Building		
<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>																																											
Building, 45		\$59,010.30	\$4,822,900																																											
Demolition, 0		\$ 0.00																																												
Electrical, 59		\$7,049.62																																												
Mechanical, 26		\$1,996.72																																												
MFG Homes, 2		\$732.00																																												
Plumbing, 24		\$5,723.76																																												
Farm Exempt, 3		0																																												
<u>Totals:</u>	<u>159</u>	<u>\$74,512.40</u>																																												
<u>Total inspections performed = 275</u>																																														
5	Updated September 8, 2011	URA projects fund updates Fiscal YTD	<table><tr><td colspan="3">\$250,000 current FY11-12 URA Projects Budget</td></tr><tr><td><u>Project:</u></td><td><u>Approved:</u></td><td><u>Spent YTD:</u></td></tr><tr><td>Fire Museum – remaining</td><td>\$6,370</td><td>\$0</td></tr><tr><td>Wash. Parking lot - remaining</td><td>\$5,536</td><td>\$0</td></tr><tr><td>IOOF Bldg. (net)</td><td>\$120,000</td><td>\$0</td></tr><tr><td>Maridell Center</td><td>\$25,000</td><td>\$2,410</td></tr><tr><td>La Grande Clinic Streetscape</td><td>\$75,000</td><td>\$0</td></tr><tr><td>UCEDC marketing</td><td>\$7,500</td><td>\$7,500</td></tr><tr><td>Fallow Project</td><td>\$17,000</td><td>\$14,858</td></tr><tr><td>Kohr Project</td><td>\$70,000</td><td>\$12,060</td></tr><tr><td>Marketplace</td><td>\$65,000</td><td>\$0</td></tr><tr><td>Frontier Streetscape</td><td>\$15,000</td><td>\$0</td></tr><tr><td><u>Liberty Theatre</u></td><td><u>\$75,000</u></td><td><u>\$75,000</u></td></tr><tr><td><u>Totals:</u></td><td><u>\$481,406</u></td><td><u>\$111,828</u></td></tr></table>	\$250,000 current FY11-12 URA Projects Budget			<u>Project:</u>	<u>Approved:</u>	<u>Spent YTD:</u>	Fire Museum – remaining	\$6,370	\$0	Wash. Parking lot - remaining	\$5,536	\$0	IOOF Bldg. (net)	\$120,000	\$0	Maridell Center	\$25,000	\$2,410	La Grande Clinic Streetscape	\$75,000	\$0	UCEDC marketing	\$7,500	\$7,500	Fallow Project	\$17,000	\$14,858	Kohr Project	\$70,000	\$12,060	Marketplace	\$65,000	\$0	Frontier Streetscape	\$15,000	\$0	<u>Liberty Theatre</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>Totals:</u>	<u>\$481,406</u>	<u>\$111,828</u>	CEDD Economic Development
\$250,000 current FY11-12 URA Projects Budget																																														
<u>Project:</u>	<u>Approved:</u>	<u>Spent YTD:</u>																																												
Fire Museum – remaining	\$6,370	\$0																																												
Wash. Parking lot - remaining	\$5,536	\$0																																												
IOOF Bldg. (net)	\$120,000	\$0																																												
Maridell Center	\$25,000	\$2,410																																												
La Grande Clinic Streetscape	\$75,000	\$0																																												
UCEDC marketing	\$7,500	\$7,500																																												
Fallow Project	\$17,000	\$14,858																																												
Kohr Project	\$70,000	\$12,060																																												
Marketplace	\$65,000	\$0																																												
Frontier Streetscape	\$15,000	\$0																																												
<u>Liberty Theatre</u>	<u>\$75,000</u>	<u>\$75,000</u>																																												
<u>Totals:</u>	<u>\$481,406</u>	<u>\$111,828</u>																																												
6	Updated September 8, 2011	Implement façade grant program (final for FY10-11)	One project has been completed this fiscal year. One additional project is currently in progress, two others are approved but not yet started and 13 others are pending approval. 11 projects are in discussion. Two new projects have been submitted in September.	CEDD Economic Development																																										
7	No Change June 22, 2011	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. BR&E program to officially launch in	CEDD Economic Development																																										

Item	Date of Change in Status	Item	Comments	Department
			March with two rounds of volunteer visitor training sessions. Cooperatively attended AWEA trade show in Anaheim May 21-26. Continuing to assist in the development of business recruitment-related plans and materials.	
8	No Change March 7, 2011	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. Staff will be attending the AWEA trade show in Anaheim in May along with UCEDC staff.	CEDD Economic Development
9	No Change June 22, 2011	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. BR&E program to officially launch in March with two rounds of volunteer visitor training sessions. Cooperatively attended AWEA trade show in Anaheim May 21-26. Continuing to assist in the development of business recruitment-related plans and materials.	CEDD Economic Development
10	Updated September 8, 2011	Urban Renewal projects updates	IOOF: (\$200,000; \$120,000 net) Agency approved funding for the project; discussions with DEQ to provide conditional grant approval and RFP process Liberty Theatre: (\$75,000) project funding was approved by Agency in July; Main Street is now in possession of the property Big H: (\$1.6 million) field work ongoing with engineering firm, ODOT & OTEC; will likely schedule Plaza portion of project for future fiscal year(s); design consultant will present options for the screen wall and plaza structures at Oct. Design Committee meeting Wash. Ave. Sidewalk: (\$35,000) project is mostly complete, paid contractor \$29,500 for work complete thus far; new lights have been installed but are not yet operational The Marketplace: (\$65,000) agreement drafted, awaiting client review; project still being designed Frontier streetscape: (\$15,000) no updates UCEDC Marketing: (\$7,500) Agency approved funding Kohr's Development: (\$70,000) Agency approved funding; initial disbursement of ~\$12,000 made	CEDD Economic Development
11	Updated September 8, 2011	Urban Renewal "call for projects"	Approved for funding: Jefferson Clinic: (\$75,000) project is underway; funding agreement needs to be drafted and signed Fallow remodel: (\$17,000) project complete Maridell remodel: (\$25,000) applicant working on providing additional project detail, discussing finance and project phasing options; initial disbursement of	CEDD Economic Development

Item	Date of Change in Status	Item	Comments	Department
			around \$2,500 made Bud Jackson expansion: (\$20,000) additional funding request (approx. \$15,300) approved by Agency in July	
12	Updated September 8, 2011	Calendar <b>YTD</b> Planning Statistics (through February '11)	Land Use Applications: 30 Zoning Approvals: 31 New Business Permits: 26 Revenue (Land Use Fees): \$6,125 Revenue (Park SDC): \$1.050	CEDD Planning
13	Updated September 8, 2011	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	The first 2 tasks for this project have been completed: Task 1 – Inventory Collection; and, Task 2 – Stakeholder (property owner/agency) Meetings.  The consultants are now working on Task 3 – Future Conditions, which is the core purpose of this TGM project. The consultants will be identifying the potential location of a new collector street connecting the Business Park to McAlister Road, buildings sites (1-100 acre, 1-50 acre, and 2+ 25 acre sites), other infrastructure needs (water/sewer/storm water locations), projected costs, etc.  Towards the end of this Task (early December?), the consultants will be holding a public open house to present and discuss proposed concepts; then, possibly in early July, holding a work session with the City Planning Commission, City Council and Union County Commissioners to present the final plan.  This project is schedule to be completed (final adoption) by June 2012.	CEDD Planning
14	Updated September 8, 2011	Conditional Use Permit City Fire/AT&T	In January, the La Grande Planning Commission approved a request by AT&T to partner with the La Grande Fire Department to install a 150' tall cell tower on the Fire Department's site. The construction is well under way.	CEDD Planning
15	No Change June 22, 2011	Annexation	During the June Regular Session of the City Council, the Council passed a Resolution to declare an election for the annexation of the "North Side". This annexation is to be placed on the November 2011 ballot.	CEDD Planning
16	Completed September 8, 2011	Grande Ronde Hospital	GRH received approval from the La Grande Planning Commission for the construction of a heli-stop that will be located on the East wing of the hospital. Construction is anticipated to occur later this Fall.	CEDD Planning
17	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	City Manager

Item	Date of Change in Status	Item	Comments	Department
			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.	
18	Updated September 28, 2011	Request for qualifications for Legal Services	The City Council has asked the Staff to prepare a request for proposals for legal services for City Attorney. Three responses were received and interviews were held on August 8. The City Council asked the City Manager to gather additional information and the action is on hold until the October 24 Work Session with potential action at the November Regular Council Meeting to allow for all seven members of the City Council to participate in the selection process.	City Manager
19	No Change August 19, 2011	Pavilion Fundraising Effort	The local contributions are at approximately \$26,000 to date. Grants of \$18,344 (OCF) and \$10,000 (Wildhorse) have been awarded. Anderson and Perry contributed \$5,000 of in-kind work in addition to Allen Rieke donating all of his time working on the project. Boise Cascade has pledged materials valued at close to \$10,000. The City was successful in our Local Government Grant application for \$133,046 or 17.42% of the project and we do have the Notice to Proceed from the State so we won't have any delays in that funding source.	City Manager
20	Updated September 26, 2011	Franchise Agreements— Potential Franchise Fee Increases	Provided notice of intent to renegotiate the Franchise Agreement to Avista prior to deadline to preserve ability to address LTBSAC recommendation. Avista will have a representative at the October 6, 2011 City Council meeting to provide the City Council with information regarding franchise fees.	City Manager
21	Updated September 26, 2011	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. During the LOC Conference the City Managers from the participating cities will meet to discuss the draft agreement and strategy.	City Manager
22	No Change August 19, 2011	Parks and Recreation District Effort	Wrote a Chamber Times article for July requesting volunteers for the Districting effort without response to date. Will revisit the issue with the members of the LTBSAC and the Parks and Recreation Advisory Commission.	City Manager
23	Updated September 26, 2011	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. The grant funding for wetlands work is approved. Anderson and Perry will complete the work on the wetlands.	City Manager
24	Updated September 26, 2011	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. Valley Video has completed taping and is in the process of	City Manager

Item	Date of Change in Status	Item	Comments	Department
			finalizing the video.	
25	No Change June 23, 2011	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers states that the Volunteers will sublet the property and use the revenues from the rent to maintain the building. The Volunteers have lost both UCT and the Chamber as tenants and have received notice that their last tenant will be leaving as well. While the City doesn't have responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	City Manager
26	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
27	Updated September 15, 2011	Annual Work Sessions with Advisory Commissions	a) As of Friday, September 9, the Substance Abuse Advisory Commission (SAAC) is officially abolished; Police Chief Brian Harvey and City Manager Strope attended the final meeting of the Commission; certificates of appreciation have been provided to each member.  b) On Monday, September 12, the Council met in a Work Session with its Arts and Landmarks Advisory commissions and received their annual reports.	City Recorder
28	No Change August 10, 2011	North Side Annexation Election	The Ballot Title for this Election was prepared within the time frame prescribed by Statute; after which it was forwarded to Oregon State Elections Division staff for review. Only one minor adjustment was made to the language as submitted; after which the Notice of Receipt of Ballot Title was prepared for publication in <i>The Observer</i> on Thursday, July 7 <sup>th</sup> . The deadline for citizen "challenge" (filing a Petition with the Circuit Court for judicial review of the Ballot Title) passed without any action having been taken; and this Measure has now been certified with the Union County Clerk for the November 8, 2011, General Election Ballot. As you know, this means that only Councilors may advocate at any time for successful passage of the Measure; Staff may not while representing the City at any event or activity or during the course of a work day.	City Recorder/City Planner/City Manager
29	No Change April 15, 2011	Personnel Policy Manual	In an effort to conserve Staff time for day-to-day administrative tasks requiring immediate attention, the City Manager has accepted an offer from Akin Blitz to coordinate the update of the City's Personnel Policy Manual with the assistance of CIS staff, based on their model Policy and Procedures Handbook. City staff will, of course, continue to be involved to provide appropriate input and to direct the organization and submission of the information essential to completing this task in a timely manner at a nominal cost.	City Recorder
30	No Change July 11, 2011	Draft New Procurement Ordinance	With the Personnel Policy Manual off the "hands on" radar screen and the recent adjournment of the Legislature, we will turn our attention toward incorporating applicable new laws into a new "Procurement Ordinance." This is in direct response to a City Manager directive that our existing Public Contracting Grid and other purchasing practices governed by State Statute and current City	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			policies be streamlined and updated.	
31	No Change August 10, 2011	Develop Records Management Policies and Procedures/Rehab Records Center	<p>As with the preceding item, we will carefully be reviewing all of the legislation Attorney General John Kroger introduced that <i>did</i> pass and incorporating what's applicable into our standard operating procedures as appropriate. The primary focus of his Government Transparency Initiative, however, (setting a specific timeline for response to public records requests) was not successful during the last Session; among other issues, Legislators considered that particular Bill too lengthy and therefore cumbersome. Since Mr. Kroger has embraced this topic with considerable zeal, I completely expect to see it reintroduced in some modified form during the next Legislative Session.</p> <p>Angelika and I were recently able to spend parts of approximately four days in our Records Center, which is a mere drop in the bucket; there is much more to be done. As an early result, though, we do plan to include in our FY 2012-2013 budget request at least two additional fire-proof file cabinets for the Records Center.</p> <p>In deference to the City Manager's recommendation and the City's considerable budget constraints, we again postponed (during the last budget process) a formal request to purchase the necessary records management software program(s) that would allow us to maintain a more accurate records access system; as well as equipment required to update our Records Center. We have recently learned, however, about the possibility of partnering with a program for which the Oregon State Archives Division has taken the lead, at minimal cost to the City. As of this writing, we are waiting for a personal contact from an Archives Division staffer, together with additional details, including what our share of the expense might be.</p>	City Recorder
32	No Change February 22, 2011	Complete requirements for becoming a Registered Parliamentarian	Currently researching on-line distance learning opportunities, in preparation for the three-hundred question final exam.	City Recorder
33	Updated September 15, 2011	Commission Vacancies	<p>We currently have fifteen (15) vacancies remaining on our Boards and Commissions, and it will soon be time to begin the process of reminding those Commissioners affected that their terms will be expiring this December and providing them with the information necessary to reapply, if they choose. Commissioners understand that application for reappointment is not a guarantee of appointment.</p> <p>We continue to address redundancy among our Advisory Commissions and other community groups and to explore solutions to same, including the possible merger of one or more of our Commissions with others.</p>	City Recorder
34	No Change March 4, 2011	Directors Job Descriptions	<p>Three are remaining to be completed. (Fire, Police and Public Works)</p> <p>Review and update all department directors' job descriptions.</p> <p>Fire is waiting final approval from City Manager,</p>	Finance/ Personnel

Item	Date of Change in Status	Item	Comments	Department
			Public Works and Police are still in progress	
35	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
36	No Change January 4, 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
37	No Change March 4, 2011	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. After reviewing with Public Works, it its estimated a completion date of prior to June 30, 2011	Finance
38	No Change 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
39	No Change December 13, 2010	Risk Management Incentive Program	This is a CIS program that provides financial incentives to the City to help create safer workplaces. We qualify for \$10,000 over a 3 year period of time. Department directors have been asked to submit projects that may qualify. The next step will be to meet with CIS and review the suggested projects to see which qualify.	Finance
40	No Change August 8, 2011	Statistics	<u>For the month of July 2011:</u> Monthly Revenue (all funds) \$ 1,078,763 Monthly Revenue (general fund) \$ 270,263 Monthly expenses amount (all funds) \$ 1,680,079 Monthly expenses (general fund) \$ 860,745 # of Accounts Payable Checks issued: 175 # of Payroll Checks issued: 138 Monthly Payroll expenses: \$ 859,820 # of Water accounts billed: 5161	Finance

Item	Date of Change in Status	Item	Comments	Department
			# of LID accounts billed: 0 # of NSF checks the City received: 7 Pieces of mail processed 7092	
41	Completed September 14, 2011	Fixed Assets	Begin preparing the fixed asset inventory for updating by each department for the current fiscal year. This has been completed with each department and is now finalized for the audit.	Finance
42	No Change August 8, 2011	Grants	Semi Annual review of grants received to date and bring to date, paperwork associated with these revenues and expenditures. Annual review is being performed for Audit	Finance
43	New September 14, 2011	Change in water/sewer turn off and turn on process	Currently, customers are required to come into our office to actually sign a piece of paper to request water/sewer service into their name. After a discussion with our attorney and having our new system, we will no longer require this. Customers will be able to request/discontinue services over the phone, e-mail, or fax. I am currently working with Springbrook Software to implement this process.	Finance
44	New September 14, 2011	Big H Project Loan	Pursue obtaining \$1 million dollars for the Big H Project.	Finance
45	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
46	Updated Sept. 12, 2011	Statistics	<u>Response statistics for August 2011</u> Medical: 178 Fire/Other: 20 (9 alarms, 1 mutual aid fire, 4 fires, 3 open burn complaints, 1 smoke check, 1 gas odor check, 1 public assist)	Fire
47	Updated Sept. 12, 2011	Fire Code Inspections	New inspections for Aug: 1 Re-inspections for Aug: 0	Fire
48	No Change June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
49	Updated Sept. 12, 2011	Child Safety Seat Installations and Bicycle Helmets	Aug: (7) families instructed in proper car seat with (4) being provided with reduced priced child safety seats. Aug: (6) families assisted with proper bicycle helmet use and supplied with (8) helmet(s).	Fire
50	Updated Sept. 12, 2011	Traffic School	Aug: (9) students attended traffic school. Fees collected: \$450	Fire
51	No Change	Training/Conf.	<u>May Training/Conferences</u>	Fire

Item	Date of Change in Status	Item	Comments	Department
	June 23, 2011		We conducted an entry level firefighter academy during the month of May and the first two weekends in June for five new part-time firefighters. The five successfully completed the training and will join the ranks of our “volunteer” corps once we receive a medical “fit for duty” report from our physician.	
52	No Change May 17, 2011	Fire Safety House Trailer	With the exception of few minor details, the fire safety trailer refurbishment has been completed. The trailer was donated to the City by the Office of the State Fire Marshal in 2009 and thanks to numerous donations of materials by local businesses, and grant dollars received for this project the work is complete. The safety trailer was a big hit at the annual Safe Communities county wide K – 3 <sup>rd</sup> grade health and safety program held at held Blue Mt. Center in April.	Fire
53	No Change May 17, 2011	EO Fire Museum	The UC Chamber of Commerce has vacated the office space they occupied for the past several years in the old fire station. The loss of this once active partner of the EO Fire Museum creates a couple of challenges. The loss of revenue from the rent is a real concern and threatens the future of the museum. Also, having UCCC and UC Tourism as tenants and partners in the early development of the museum, the museum was able to be open for self guided tours during their regular business hours. Hundreds of visitors to La Grande and the downtown were able to access this free amenity each year. The museum is now only open by appointment. Another consequence of UCCC’s move is the loss of the public restrooms, which have been a nice amenity for the downtown. The EO Fire Museum board hopes to find another tenant or tenants for the space soon.	Fire
54	No Change April 13, 2011	Development of Fire Training Facility	The first floor of the 3 story training tower has been framed. Just waiting for good weather to continue framing phase.	Fire
55	No Change August 4, 2011	Weed/Tall Grass Complaints	21 property owners have been given notice to cut tall grass and weeds on their lots to date. Most have complied with the abatement notice. The City has had to hire a contractor to cut 3 properties.	Fire
56	Updated September 8, 2011	Literacy Center	To keep instruction continuing as children finished school, the literacy center began summer tutoring sessions the first week of June and continued through July. The target group we chose for individual tutoring was children who have completed at least first grade. Students came into the Center once a week for an hour session. Most families took books and study materials home to use during the week. At the conclusion of the eight weeks session, many parents took materials to use with their students through the month of August so there would be the	Library

Item	Date of Change in Status	Item	Comments		Department
			least possible loss of skills. To give staff and volunteer tutors "vacation," we closed during August and the first two weeks of September. We have found attendance low during this period and try to use our budgeted funds for times of maximum use. During August staff (Myra Britschgi) spent several days organizing the Center for transition to school year offerings which will include regular drop in visits as well as some scheduled individual tutoring as we have volunteer assistance.		
57	Updated September 8, 2011	Page Turners Book Club	Book Club was cancelled due to illness.		Library
58	Updated September 8, 2011	Friends of the Library	Friends have been raising funds selling books at the Saturday Farmers Market.		Library
59	Updated September 8, 2011	Archives	Archives received a number of historical ledgers from a private citizen and Pierce Library. They have added one volunteer.		Library
60	Updated September 8, 2011	Statistics	13,302	Circulation	Library
			30,957	Door count	
			10,125	Card holders	
			204	Overdue notices	
			423	Library2 Go titles checked out	
			17	Tutor.com use	
			26	Events in community room	
			36	Homebound deliveries	
			0	Adult program attendance	
			229	Children’s program attendance	
61	Updated September 8, 2011	Young Adult Area	In addition to the Wii, an Xbox and games were purchased due to requests from the teens.		Library
62	No Change Dec. 10, 2010	Programs	Ka-No Foster Kalama of the Warm Springs tribe was here with his 30 flutes and drums. The library co-sponsored a poetry reading with the Blue Mountain Writers.		Library
63	Updated September 8, 2011	Department Activities	Circulating video games have been added to the collection. Added a LibrariUS widget to the webpage providing patrons an opportunity to tell us how they use the library		Library
64	Completed September 21, 2011	Greenway	The purchase of the property has been completed.		Parks - Admin
65	Updated September 21, 2011	Greenway – Pedestrian Bridge	Construction will begin in 2012.		Parks - Admin
66	No Change	Morgan Lake	Staff is researching other agencies and compiling		Parks -

Item	Date of Change in Status	Item	Comments	Department												
	October 19, 2010	Camp Host	information regarding facilitating a camp host for Morgan Lake Park. Some of the issues under consideration are a 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.	Admin												
67	New September 21, 2011	Training	<p>On August 17, Tree Care Educator Gustafson attended an ISA Workshop “Up by Roots – Healthy Soils in the Built Environment” in Spokane, Washington. The hands-on workshop provided key soil and site assessment techniques, skills which are critical for personnel who manage trees in the urban environment.</p> <p>On August 25, Tree Care Educator Gustafson attended the ORPA Workshop “Restoring River Side Channels in Urban Settings” in Eugene. Topics included Riparian and Aquatic Habitat Restoration; Gravel Pit Reclamation; and Invasive Species Control..</p>	Parks - Admin												
68	Updated September 21, 2011	Park Events	<u>CELTIC FESTIVAL AND CLAN GATHERING OF EASTERN OREGON</u> – The 1st Annual Festival was held in Pioneer Park August 27 & 28, with approximately 2,400 people attending. Activities included family clans, Celtic music, vendors, Scottish Heavy Highland Games, Pipe & Drum Bands and Dancers.	Parks-Admin												
69	No Change April 15, 2011	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. The bid received on the dehumidification system was \$246,000. Avista would pay \$53,680 and we could get a business tax credit of \$63,620. The savings are estimated to be approximately \$17,000 a year for gas. Staff is checking to see if there would be additional savings from electrical.	Parks – Aquatics												
70	Updated September 21, 2011	Pool Statistics August	<table><tr><td></td><td><b>2010</b></td><td><b>2011</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>3,941</td><td>3,154</td></tr><tr><td><b>REVENUE</b></td><td>\$6,695</td><td>\$9,673</td></tr><tr><td><b>FY TO DATE</b></td><td>\$19,068</td><td>\$23,308</td></tr></table>		<b>2010</b>	<b>2011</b>	<b>ATTENDANCE</b>	3,941	3,154	<b>REVENUE</b>	\$6,695	\$9,673	<b>FY TO DATE</b>	\$19,068	\$23,308	Parks - Aquatics
	<b>2010</b>	<b>2011</b>														
<b>ATTENDANCE</b>	3,941	3,154														
<b>REVENUE</b>	\$6,695	\$9,673														
<b>FY TO DATE</b>	\$19,068	\$23,308														
71	Updated September 21, 2011	Pool Update	The Triathlon was held on August 19 <sup>th</sup> with 55 participants. Net profit for the lesson scholarship fund was \$3,941.52, which was an increase of \$187 over the previous year.	Parks - Aquatics												
72	Updated September 21, 2011	Pool Maintenance	<p>Pool was closed for maintenance August 28 – September 11. The large pool was drained, which takes 21 hours, cleaned and refilled with 215,000 gallons of water.</p> <p>The small pool only takes a day to drain. It is then</p>	Parks - Aquatics												

Item	Date of Change in Status	Item	Comments	Department																																										
			<p>cleaned with TSP and power washed to prep for painting. Two coats of paint are applied over a 48-hour period and the it then has to cure for five days before it can be refilled.</p> <p>The outdoor splash pool has been winterized.</p> <p>When the pool reopened, the pulsar pump for the chlorinator on the small pool went out. We have temporarily replaced it with the pump off of the outdoor pool and have ordered a new pump.</p>																																											
73	Updated September 21, 2011, 2011	Morgan Lake	The State Dam Inspector performed a follow-up inspection to the dam at the end of July and identified additional work which must be completed. As a result, parts of the park will be closed to vehicular traffic beginning mid-October.	Parks - Maintenance																																										
74	Updated September 21, 2011	Parks Maintenance	One of the seasonal maintenance employees was on leave without pay for several weeks prior to submitting his resignation. We have been using one of the lifeguards and one of the seasonal recreational employees to help us part time.	Parks Maintenance																																										
75	Updated September 21, 2011	Adult Recreation Program	Staff has been approached about starting an adult flag football league. There is a citizens groups checking to see if there is enough interest to make it work.	Parks - Recreation																																										
76	Updated September 21, 2011	Children’s Recreation Program	Flag Football for children in 1 <sup>st</sup> – 3 <sup>rd</sup> grades started September 10 <sup>th</sup> with approximately 100 participants.	Parks - Recreation																																										
			Fall gymnastics began September 16 <sup>th</sup> with approximately 15 participants.																																											
77	Updated September 21, 2011	Community Outreach June	Responded to 38 questions/concerns from the community.	Parks - Urban Forestry																																										
78	Updated September 21, 2011	August Statistics	<table><tr><th colspan="3">YR TO DATE AUGUST</th></tr><tr><td>ROW Trees Planted</td><td>0</td><td>55</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>3</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>47</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>11</td><td>276</td></tr><tr><td>Park Trees Pruned</td><td>17</td><td>85</td></tr><tr><td>Field Evaluations</td><td>13</td><td>80</td></tr><tr><td>Nuisance Responses</td><td>6</td><td>15</td></tr><tr><td>Community Responses</td><td>38</td><td>248</td></tr><tr><td>Ordinance Enforcement</td><td>2</td><td>9</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>1</td><td>6</td></tr><tr><td>Volunteer Hours</td><td>4</td><td>94</td></tr></table>	YR TO DATE AUGUST			ROW Trees Planted	0	55	Park Trees Planted	0	3	Street Trees Removed	3	47	Park Trees Removed	0	6	Street Trees Pruned	11	276	Park Trees Pruned	17	85	Field Evaluations	13	80	Nuisance Responses	6	15	Community Responses	38	248	Ordinance Enforcement	2	9	Tree Service Permits	0	7	Site Plan Reviews	1	6	Volunteer Hours	4	94	Parks - Urban Forestry
YR TO DATE AUGUST																																														
ROW Trees Planted	0	55																																												
Park Trees Planted	0	3																																												
Street Trees Removed	3	47																																												
Park Trees Removed	0	6																																												
Street Trees Pruned	11	276																																												
Park Trees Pruned	17	85																																												
Field Evaluations	13	80																																												
Nuisance Responses	6	15																																												
Community Responses	38	248																																												
Ordinance Enforcement	2	9																																												
Tree Service Permits	0	7																																												
Site Plan Reviews	1	6																																												
Volunteer Hours	4	94																																												
79	Updated September 13, 2011	Crime Statistics	The crime stats listed for June and July, 2011 Crimes against persons: (assaults, robbery, sex crimes)	Police																																										

Item	Date of Change in Status	Item	Comments	Department
			<p>June: 7                      July: 12</p> <p>Crimes against property: (burglary, vehicle theft, NSF/acct. closed)</p> <p>June: 72                      July: 60</p> <p>Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct)</p> <p>June: 29                      July: 14</p> <p>Traffic Crimes: (DWS, Hit &amp;Run, eluding, reckless driving)</p> <p>June: 4                      July:1</p>	
80	Updated Sept. 13, 2011	Operations Division Statistics For July, 2011	<p>Following are the statistics for August:</p> <p>Case Reports turned in: 181</p> <p>Total Traffic: 201</p> <p>Arrests: 51</p> <p>Calls for service: 1871</p>	Police
81	Updated Sept. 12,2011	Communications Division Statistics	<p>These statistics reflect the total calls for a multitude of agencies within Union County.</p> <p>Following are the statistics for August</p> <p>Traffic/Air: 350</p> <p>All Calls: 3473</p> <p>Actual legitimate 9-1-1 calls for service: 298;</p> <p>Case reports taken by LGPD and UCSO: 238</p>	Police
82	Updated Sept. 12,2011	Training	<p>OPERATIONS AUGUST TRAINING:</p> <p>All Sergeants attended a one day Crisis Management for School Based Incidents training in Pendleton. Sr. Officer Harris attended a 40 hour Basic Swat training at Camp Rilea. Officer Ryan Miller began his 16 weeks of Basic Police Officer training (DPSST) on August 22.</p> <p>All Officers completed firearms qualifications.</p> <p>A 2.5 hour Incident Management training scenario for supervisors was held on August 24, 2011. The training was instructed by Chief Harvey and JB Brock and was attended by Lt. Reddington and 3 Sergeants.</p> <p>COMMUNICATIONS AUGUST TRAINING:</p> <p>There was no August training to report.</p>	Police/Comm
83	Updated Sept. 12, 2011	Union/Wallowa County Drug Task Force July, 2011 Activity Summary	<p>July:</p> <p>New Activities: 22</p> <p>Activities year to date: 152</p> <p>Arrests : 0</p> <p>Arrests year to date: 18</p>	Police
84	No Change Feb. 15, 2011	Communications Strategic Plan	<p>After extensive evaluation and testing, we have determined that the vehicle mounted repeaters will not resolve our communication deficiencies as needed. We are working with Union County Emergency Management to evaluate other approaches.</p>	Police

Item	Date of Change in Status	Item	Comments	Department
85	Updated Sept. 13, 2011	Department Activities	<p>Julia Goetz joined the department as our newest Communication Technician (911 Dispatch) and is currently in field training. Julia is a great addition to the department and we are looking forward to her future achievements.</p> <p>Investigators continue to work sex crimes and child abuse cases. Patrol responded to a series of arson fires on August 1 and after working the case they arrested three suspects on August 4. Patrol responded to a stabbing that occurred at a residence and arrested a woman in connection with that incident and they responded to a fight downtown involving five people and arrested three suspects. The Drug Task Force raided another Marijuana grow in Wallowa County where over 10,000 plants were discovered and two suspects arrested. LGPD assisted with the Major Crime Team investigation of the Elgin officer involved shooting case.</p>	Police/Comm
86	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
87	Updated September 12, 2011	GASB 34	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and streets. The auditor will evaluate in his annual audit process report to Council.	Public Works
88	Updated September 12, 2011	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 completed construction. The road is now paved from Gekeler Lane to the top of the hill. The detour route has been repaired. The County has completed this project with the application of the chip seal. The County will soon start the process for jurisdictional transfer of this road.	Public Works
89	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
90	Completed September 12, 2011	2010 Street User Fee Projects	<p>The Parking, Traffic Safety &amp; Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. The projects have been completed.</p> <p><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 has been completed. The funding is from Street User Fees and is estimated at \$30,000.</p>	Public Works
91	Updated September 12, 2011	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	Public Works

Item	Date of Change in Status	Item	Comments	Department
			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 with a priority on cars for policing.	
92	Updated September 12, 2011	Second Street from Penn Avenue to Spring Avenue	Bids have been received and are being evaluated. When complete, the evaluation will be forwarded on to the City Manager. The Public Works Department has relocated the sanitary sewer line in preparation for this project.	Public Works
93	No Change 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
94	Updated September 12, 2011	2011 Street User Fee Projects	Staff has been putting together the 2011 Street User Fee project list. They are as follows: <ol style="list-style-type: none"> <li>1. 'Y' Avenue from Fir Street to Second Street is being prepared for paving. Eighteen water services have been replaced.</li> <li>2. Second Street viaduct resurfacing and joint repair. This project is almost complete—the joints still need to be fixed.</li> <li>3. \$150,000 of overlays of minor streets are out to bid.</li> </ol> Repair of minor streets damaged by flooding	Public Works
95	Updated September 12, 2011	Water, Sewer and Stormwater Master Plans	Staff is currently working with the consultant to update the Water, Sewer and Stormwater Master Plans. It has been over 10 years since the last update. On the Stormwater Master Plan, the consultant is evaluating the area west of 12 <sup>th</sup> Street for the first time.	Public Works
96	Updated September 12, 2011	Street Patching	Patching began in May and will continue off and on throughout the summer and fall.	Public Works
97	Updated September 12, 2011	Weed & Grass Maintenance	The summer workers have been working on ditches and roadside maintenance. Staff has begun mowing R/W's and lots.	Public Works
98	No Change August 16, 2011	Fire Hydrant Flushing	Fire hydrant flushing has been ongoing. Public Service Announcements were sent out. Some residents will experience dirty water (harmless) and are asked to let their water run until clear. If it continues, residents have been asked to contact Public Works.	Public Works