



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
 October 2011
 City Manager's Top Priorities for 2011

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated October 21, 2011	Develop and Implement Strategy(ies) to address General Fund resource shortfall	Council passed Resolution on annexation—one of the recommendations of the LTBSAC. An educational piece on the cost implications of annexation is being distributed to those residing in the annexation area. At present we have not had any volunteers for the special districting effort come forward.	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 October 11, 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 first week of October, La Grande Main Street staff attended two conferences, including the AmeriCorps kick-off conference in Portland and the Oregon Main Street Annual conference in Baker City. During the OMS conference, LGMS won an award for outstanding event for the Discover Downtown 5k Stroll and 10k Run. LGMS will be hosting a downtown Trick-or-Treating event on October 31 st from 4-6PM. The Chamber of Commerce and LGMS are now combining efforts to welcome new businesses downtown and invite them to participate in an official ribbon-cutting. New businesses to the downtown district include Raul's	Community and Economic Development

October 2011

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

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			Taqueria, Clarke and Company Furniture, and Direct Music.	
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 October 21, 2011	Riverside Pavilion	Project is under construction. The concrete has been poured for the main area and the kitchen. Framing should begin on October 24 th .	City Manager

2011 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Monday, October 24	Work Session	UCEDC Quarterly Report City Attorney Proposals
Wednesday, November 2	Regular Session	
Monday, November 7	Work Session	HOLD
Monday, December 5	Work Session	HOLD
Wednesday, December 7	Regular Session	
<u>Commissions Include:</u>		
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*

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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 Oct. 5, 2011	Monthly activity (September, 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,</td><td>36</td><td>\$37,597.06</td><td>\$3,113,183</td></tr><tr><td>Demolition,</td><td>0</td><td>\$ 0.00</td><td></td></tr><tr><td>Electrical,</td><td>41</td><td>\$5,949.61</td><td></td></tr><tr><td>Mechanical,</td><td>37</td><td>\$2,645.44</td><td></td></tr><tr><td>MFG Homes,</td><td>0</td><td>\$0</td><td></td></tr><tr><td>Plumbing,</td><td>20</td><td>\$5,546.46</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>\$51,738.57</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 304</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	36	\$37,597.06	\$3,113,183	Demolition,	0	\$ 0.00		Electrical,	41	\$5,949.61		Mechanical,	37	\$2,645.44		MFG Homes,	0	\$0		Plumbing,	20	\$5,546.46		Farm Exempt,	3	0		<u>Totals:</u>	<u>137</u>	<u>\$51,738.57</u>		<u>Total inspections performed = 304</u>				CEDD Building		
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5	No Change 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
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6	Updated October 11, 2011	Implement façade grant program (final for FY10-11)	Two projects have been completed this fiscal year. Six others are approved but not yet started and 12 others are pending approval. 11 projects are in discussion. Four new projects have been submitted since the last report.	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 March with two rounds of volunteer visitor training	CEDD Economic Development																																										

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			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 October 11, 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; Phase One environmental assessment was recently updated by DEQ 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; Plaza portion of project will be delayed for future fiscal year(s) as the design is still underway; design consultant presented 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 due to mounting bolt issues 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 October 11, 2011	Urban Renewal "call for projects"	Approved for funding: Jefferson Clinic: (\$75,000) project is underway; funding agreement has been drafted and is awaiting signature Fallow remodel: (\$17,000) project complete Maridell remodel: (\$25,000) applicant working on providing additional project detail, discussing finance	CEDD Economic Development

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			and project phasing options; initial disbursement of around \$2,500 made; assisting with exploring business financing options Bud Jackson expansion: (\$20,000) additional funding request (approx. \$15,300) approved by Agency in July; project nearing completion	
12	Updated October 10, 2011	Calendar YTD Planning Statistics (through February '11)	Land Use Applications: 36 Zoning Approvals: 39 New Business Permits: 27 Revenue (Land Use Fees): \$7,725 Revenue (Park SDC): \$1.575	CEDD Planning
13	Corrected October 10, 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 January , 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	No Change 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	New Item October 21, 2011	Budget Reviews	Scheduling individual meetings with Directors to discuss progress on current fiscal year's budget and projections for the remainder of the year.	
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	City Manager

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			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.	
18	Updated October 21, 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. The City Council is meeting on October 24 Work Session to discuss the candidates.	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 October 21, 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 November, 2011 City Council meeting to provide the City Council with information regarding franchise fees.	City Manager
21	Updated October 21, 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 met to discuss the draft agreement and strategy and reached consensus on final language to be proposed to Charter.	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 October 21, 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 has completed the field work and is working on the report.	City Manager
24	No Change 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 finalizing the video.	City Manager
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	City Manager

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			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.	
26	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
27	No Change September 15, 2011	Annual Work Sessions with Advisory Commissions	<p>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.</p> <p>b) On Monday, September 12, the Council met in a Work Session with its Arts and Landmarks Advisory commissions and received their annual reports.</p>	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 th . 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 policies be streamlined and updated.	City Recorder
31	No Change August 10, 2011	Develop Records Management Policies and Procedures/Rehab Records Center	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	City Recorder

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			<p>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>	
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	No Change 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, Public Works and Police are still in progress</p>	Finance/ Personnel
35	No Change November 12, 2009	Community Service Policy	<p>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.</p> <p>The committee has met once and will be meeting again to refine the policy to present.</p>	Finance/ Personnel

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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	Updated October 3, 2011	Statistics	For the month of August 2011: Monthly Revenue (all funds) \$ 1,130,665 Monthly Revenue (general fund) \$ 331,262 Monthly expenses amount (all funds) \$ 1,588,273 Monthly expenses (general fund) \$ 676,313 # of Accounts Payable Checks issued: 274 # of Payroll Checks issued: 146 Monthly Payroll expenses: \$ 719,927 # of Water accounts billed: 5164 # of LID accounts billed: 0 # of NSF checks the City received: 6 Pieces of mail processed 6826	Finance
41	Completed October 3, 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
42	No Change	Change in	Currently, customers are required to come into our	Finance

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	September 14, 2011	water/sewer turn off and turn on process	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.	
43	No Change September 14, 2011	Big H Project Loan	Pursue obtaining \$1 million dollars for the Big H Project.	Finance
44	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
45	Updated Oct. 12, 2011	Statistics	<u>Response statistics for September 2011</u> Medical: 213 Fire/Other: 19 (6 fire alarms, 1 fire, 2 fuel spills, 6 open burn complaints, 1 smoke check, 2 electrical faults, 1 elevator extrication)	Fire
46	Updated Oct. 12, 2011	Fire Code Inspections	New inspections for Sept: 1 Re-inspections for Sept: 0	Fire
47	No Change June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
48	Updated Oct. 12, 2011	Child Safety Seat Installations and Bicycle Helmets	Sept: (12) families instructed in proper car seat with (11) being provided with reduced priced child safety seats. Sept: (1) family(s) assisted with proper bicycle helmet use and supplied with (1) helmet(s).	Fire
49	Updated Oct. 12, 2011	Traffic School	Sept: (8) students attended traffic school. Fees collected: \$400	Fire
50	Updated Oct. 12, 2011	Training/Conf.	<u>September Training/Conferences</u> 6 FD officers and staff attended BOLI supervisor class. 1 FD officer attended Fire Officer I certification course: Chemistry 2 FF attended annual Fall Fire School: Fire Officer Development 4 FF attended Rural Trauma Medicine class	Fire
51	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	Fire

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			Communities county wide K – 3 rd grade health and safety program held at held Blue Mt. Center in April.	
52	Updated Oct. 12, 2011	EO Fire Museum	Community Connections of Eastern Oregon has moved from the old fire station building to their new home on Hwy 30 (old LG school district office building). The museum board is anxious to get new tenants for the building and have had a couple of parties interested in some of the space there. Until tenants are found, the museum and building will be closed to reduce utility consumption.	Fire
53	New Item October 12, 2011	AT&T Cell Tower	Construction of AT&T's 150' cell tower began in earnest on the 3 rd of Oct. As of the 12 th of Oct., it is nearing completion and, according to the construction contractor, will be fully operational near the end of the month. The City is leasing an approximate 25' by 50' site located behind the fire station to AT&T for \$900 a month. As space on the tower is leased by AT&T to other wireless companies (Frontier may be using space on the tower), the rent paid to the City will increase. The FD's radio tower was taken down to make room for AT&T's tower and the City's equipment was mounted at the top of the new tower. We may see some operational improvement in the fire station's base station radio with the antenna's increase height.	Fire
	Updated Oct. 12, 2011	Development of Fire Training Facility	Slow progress continues to be made on the 3 story training building being constructed behind the fire station. The building's 1 st floor, stairs to the 2nd floor and 2nd floor walls have been constructed. Once completed, the 3 story, 20' X 20' X 35' building (training tower) and existing manufactured home adjacent to the tower will provide a facility for realistic firefighter structure fire suppression and victim rescue training. Though the tower and manufactured home's primary use will be to train firefighters, LGPD will be invited to use the buildings for their tactical training needs. The building is being built primarily with donated materials, donated labor and some FD funds.	Fire
54	Updated Oct. 12, 2011	Weed/Tall Grass Complaints	As many as 3 property owners have failed to reimburse the City for weed abatement costs incurred when the City was forced to hire contractors to cut the weeds on their properties. The council will be asked to support placing liens on the properties during forthcoming City Council meetings.	Fire
55	New Item October 12, 2011	Open Burning	The Fall open burning period began Oct. 1 st and will continue through the end of Nov. Those wishing to burn dried yard debris such as tree branches, brush, plant stalks and clean scrap lumber may do so after purchasing a \$5.00 burn permit from the FD. Permit	Fire

Item	Date of Change in Status	Item	Comments	Department																								
			holders must call the air quality phone number (541-963-4040) for open burning information before lighting their fire. Piles of grass and leaves as well as standing vegetation may <u>not</u> be burned. Permit holders are counseled to abide by the open burning rules adopted by City ordinance when they pickup their permits. Citations may be issued to those in <u>flagrant violation of the same</u> .																									
	No Change September 8, 2011	Literacy Center	<p>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 least possible loss of skills.</p> <p>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.</p> <p>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.</p>	Library																								
56	Updated October 19, 2011	Page Turners Book Club	Book Club read <i>The Bronze Horseman</i> by Paullina Simons. Meetings are held the third Thursday of the month at 5:30.	Library																								
57	No Change September 8, 2011	Friends of the Library	Friends have been raising funds selling books at the Saturday Farmers Market.	Library																								
58	No Change September 8, 2011	Archives	Archives received a number of historical ledgers from a private citizen and Pierce Library. They have added one volunteer.	Library																								
59	Updated October 19, 2011	Statistics	<table><tr><td>13,035</td><td>Circulation</td></tr><tr><td>29,312</td><td>Door count</td></tr><tr><td>10,259</td><td>Card holders</td></tr><tr><td>204</td><td>Overdue notices</td></tr><tr><td>n/a</td><td>Library2 Go titles checked out</td></tr><tr><td>0</td><td>Tutor.com use</td></tr><tr><td>21</td><td>Events in community room</td></tr><tr><td>30</td><td>Homebound deliveries</td></tr><tr><td>31</td><td>Adult program attendance</td></tr><tr><td>356</td><td>Children's program attendance</td></tr><tr><td>42</td><td>Volunteer hours</td></tr><tr><td>448</td><td>Total Sage ILL (Inter Library Loan)</td></tr></table>	13,035	Circulation	29,312	Door count	10,259	Card holders	204	Overdue notices	n/a	Library2 Go titles checked out	0	Tutor.com use	21	Events in community room	30	Homebound deliveries	31	Adult program attendance	356	Children's program attendance	42	Volunteer hours	448	Total Sage ILL (Inter Library Loan)	Library
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60	No Change September 8, 2011	Young Adult Area	In addition to the Wii, an Xbox and games were purchased due to requests from the teens.	Library
61	Updated October 19, 2011	Programs	George Venn presented a LEO program under the auspices of an Oregon Cultural Trust <i>Oregon Days of Culture</i> grant.	Library
62	No Change 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. New public Internet computer hardware has arrived. We are waiting for EONI to make the necessary network changes before we install the hardware.	Library
63	New Item October 12, 2011	Arts Commission	<u>SEASON'S FAIRE</u> – November 5 th marks the celebration of the 25 th Anniversary of the Season's Faire art show and auction. There will be 44 artists participating, each of whom have donated a piece of their work to be auctioned during the opening gala. Three beautiful pieces have been donated by Steve Schlesener, Kevin Boylan and David Waln for a raffle being held in conjunction with the event and tickets may be purchased in advance. All funds raised are used to support <i>Arts for All</i> and other Commission projects. <u>ARTS FOR ALL</u> – The Arts for All Festival received National recognition in October when an article published in the Kiwanis Magazine recognized the La Grande Kiwanis Club for their participation each year. For ten years, they have sponsored the tie-dye booth, which is one of the most popular events we have. Located outside, some years the weather is freezing cold or rainy but they are always there.	Parks - Admin
64	Updated October 12, 2011	Greenway – Pedestrian Bridge	Bids are currently being solicited to begin construction of the bridge, Phase I of the pedestrian/ bicycle path and a small parking lot.	Parks - Admin
65	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 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.	Parks - Admin
66	Updated October 12, 2011	Training	Director Touhey attended the Oregon Recreation and Parks Conference in Bend September 18 -21.	Parks - Admin
67	Updated October 12, 2011	Park Events	<u>HELLS CANYON RELAY</u> – The 1st Annual Hells Canyon Relay sponsored by the Smith Rock Race Group will be held September 21 & 22, 2012. Patterned after the Hood to Coast Run, the course will start at the Oregon Trail Interpretive Center outside Baker City, travel through Richland,	Parks-Admin

Item	Date of Change in Status	Item	Comments	Department												
			Halfway, Joseph, Enterprise, Wallowa and Elgin, ending at Pioneer Park in La Grande, where there will be festivities for the participants. Preparations are being made for up to 100 teams of 7 to 12 walkers or runners plus their support personnel. They have rented the pool for September 22 nd and Staff is working with them to further determine their needs.													
68	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												
69	Updated October 12, 2011	Pool Statistics September	<table><tr><td></td><td>2010</td><td>2011</td></tr><tr><td>ATTENDANCE</td><td>853</td><td>1,848</td></tr><tr><td>REVENUE</td><td>\$8,783</td><td>\$12,614</td></tr><tr><td>FY TO DATE</td><td>\$27,851</td><td>\$35,922</td></tr></table>		2010	2011	ATTENDANCE	853	1,848	REVENUE	\$8,783	\$12,614	FY TO DATE	\$27,851	\$35,922	Parks - Aquatics
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70	Updated October 12, 2011	Pool Update	Management has initiated a new training tool for the lifeguarding staff called White Cap Drills. During the in-service training at the beginning of the month, a victim scenario will be introduced (there are many possibilities, i.e., active, passive, submerged or head, neck or back injury). Sometime during the month, the “victim” wearing a special cap will suddenly appear among the swimmers, signaling the beginning of the drill. The guards are then evaluated on their reaction time and performance as they respond.	Parks - Aquatics												
71	Updated October 12, 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 cleaned with TSP and power washed to prep for painting. Two coats of paint are applied over a 48-hour period and 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>	Parks - Aquatics												
72	Updated October 12, 2011	Morgan Lake	Contractor will begin emergency repairs to the dam at the end of October.	Parks - Maintenance												
73	Updated October 12, 2011	Parks Maintenance	The two seasonal employees borrowed from the pool and recreation returned to college, so we borrowed	Parks Maintenance												

Item	Date of Change in Status	Item	Comments	Department																																										
			one of the seasonal employees that the Public Works Department hired this summer. Staff has been busy with routine maintenance tasks, including repairing and turning off irrigation systems; aerating, seeding, fertilizing and applying gypsum to park turf; storm damage repairs; upgrading the restroom locks at Morgan Lake; and, playground equipment maintenance and repair.																																											
74	Updated October 12, 2011	Adult Recreation Program	The Women’s Volleyball will hold an organizational meeting on October 18 th , beginning at 6:00 pm.	Parks - Recreation																																										
75	No Change September 21, 2011	Children’s Recreation Program	Flag Football for children in 1 st – 3 rd grades started September 10 th with approximately 100 participants. Fall gymnastics began September 16 th with approximately 15 participants.	Parks - Recreation																																										
76	Updated October 12, 2011	Community Outreach June	Gave three tree pruning demonstrations. Watered new park and ROW trees weekly.	Parks - Urban Forestry																																										
77	Updated October 12, 2011	September Statistics	<table><tr><th colspan="3">YR TO DATE AUGUST</th></tr><tr><td>ROW Trees Planted</td><td>2</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>7</td><td>276</td></tr><tr><td>Park Trees Pruned</td><td>32</td><td>85</td></tr><tr><td>Field Evaluations</td><td>29</td><td>80</td></tr><tr><td>Community Responses</td><td>37</td><td>285</td></tr><tr><td>Nuisance Responses</td><td>2</td><td>17</td></tr><tr><td>Ordinance Enforcement</td><td>3</td><td>12</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>7</td></tr><tr><td>Volunteer Hours</td><td>6</td><td>100</td></tr></table>	YR TO DATE AUGUST			ROW Trees Planted	2	55	Park Trees Planted	0	3	Street Trees Removed	3	47	Park Trees Removed	0	6	Street Trees Pruned	7	276	Park Trees Pruned	32	85	Field Evaluations	29	80	Community Responses	37	285	Nuisance Responses	2	17	Ordinance Enforcement	3	12	Tree Service Permits	0	7	Site Plan Reviews	1	7	Volunteer Hours	6	100	Parks - Urban Forestry
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78	Updated October 18, 2011	Crime Statistics	<table><tr><th>Type of Crime</th><th>August</th></tr><tr><td>Crimes against persons (assaults, robbery, sex crimes)</td><td>9</td></tr><tr><td>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</td><td>57</td></tr><tr><td>Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)</td><td>20</td></tr><tr><td>Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)</td><td>2</td></tr></table>	Type of Crime	August	Crimes against persons (assaults, robbery, sex crimes)	9	Crimes against property (burglary, vehicle theft, NSF/acct. closed)	57	Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	20	Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	2	Police																																
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79	Updated October 18, 2011	Operations Division Statistics For July, 2011		September	Police	
			Case Reports Turned In	211		
			Total Traffic	175		
			Arrests	53		
			Calls for Service	1691		
80	Updated Oct. 10,2011	Communications Division Statistics	These statistics reflect the total calls for a multitude of agencies within Union County.		Police	
				September		
			Traffic/Air	Unavailable		
			All Calls	Unavailable		
			Legitimate 9-1-1 calls for service	287		
			Case Reports LGPD/UCSO	242		
81	Updated October 10, 2011	Training	OPERATIONS SEPTEMBER TRAINING: Chief Harvey attended the Oregon Associations Chiefs of Police (OACP) conference in Salem. Lt. attended the OACP board meeting in Salem. The Parking Enforcement Officer, as a member of the employee relations committee, attended a 1- day training on worksite wellness programs in Hillsboro. COMMUNICATIONS SEPTEMBER TRAINING: One Communications Specialist attended a 3- day workshop in Pendleton for CJIS (criminal justice information systems) users. New Dispatcher Goetz began the 2 week Basic Telecommunicators training on Sept. 19 th .		Police/Comm	
82	Updated October 10, 2011	Union/Wallowa County Drug Task Force July, 2011 Activity Summary		August	September	Police
			New Activities	24	22	
			YTD Activities	176	198	
			Arrests	3	0	
			YTD Arrests	21	21	
83	No Change Feb. 15, 2011	Communications Strategic Plan	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.		Police	
84	Updated October 18, 2011	Department Activities	Cassie Cribbs joined the department as our newest Communication Technician (911 Dispatch) and is currently in field training. Cassie had previously served as a volunteer Cadet with the department. She is very motivated and we are pleased to have her join the department full time. LGPD officers assisted the US Marshal’s office with apprehending a double shooting suspect who had fled Washington state and was hiding out in La Grande. The suspect surrendered to officers after a perimeter		Police/Comm	

			was set around the residence he was staying at.	
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 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
87	No Change September 12, 2011	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 th 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
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	No Change 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 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.	Public Works
90	Updated October 5, 2011	Second Street from Penn Avenue to Spring Avenue	Bids have been received and JAL Construction has been selected. Staff is waiting for the contractor submittals so this project can begin. The Public Works Department has relocated the sanitary sewer line in preparation for this project.	Public Works
91	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
92	Updated October 5, 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"> 1. 'Y' Avenue from Fir Street to Second Street is being prepared for paving. Eighteen water services have been replaced. 2. Second Street viaduct resurfacing and joint repair has been completed. 3. \$150,000 of overlays of minor streets are out to bid. Water services have been replaced and sewer repairs made in anticipation of this project. Repair of minor streets damaged by flooding	Public Works
93	No Change 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.	Public Works

			On the Stormwater Master Plan, the consultant is evaluating the area west of 12 th Street for the first time.	
94	Updated October 5, 2011	Street Patching	Patching began in May and will continue off and on throughout the fall.	Public Works
95	Completed October 5, 2011	Weed & Grass Maintenance	The summer workers completed ditch and roadside maintenance and City Staff completed the mowing of R/W's and lots.	Public Works
96	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