



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

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated November 16, 2011	Develop and Implement Strategy(ies) to address General Fund resource shortfall	Council passed Resolution on annexation—one of the recommendations of the LTBSAC. The annexation ballot measure did not pass, the next step is to move forward with special districting.	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	Updated November 7, 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; first "Red Flag" meeting held on Nov. 7; 24 visitations are complete.	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 November 7, 2011	Continue Implementation of Action Phases of the Oregon Main Street Program to Include Development of Projects; Begin Transition to La Grande Main Street	On November 5th, Oregon Main Street Coordinator, Sheri Stuart was in La Grande to assist LGMS with work-plan development and organizational training for all committees and the Board of Directors. La Grande Main Street and City Staff presented the Agency with their list of recommendations for program transition on November 7th in a special work-session. The recommendations include: providing direct funding to LGMS, transitioning staff and office responsibility, and granting full committee control to the non-profit. The Winter Wonderland parade will be held on Friday, November 25th beginning at 6:00PM and ending at	Community and Economic Development

November 2011

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

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			Max Square for the Tree-Lighting Ceremony. New businesses to the downtown district include: EOU's Marketplace and a tattoo shop on the corner of Adams and 2nd.	
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 November 16, 2011	Riverside Pavilion	Project is under construction.	City Manager

## 2011 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
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	Updated November 3, 2011	Inspectors Certifications	Tim Samples has passed his mechanical inspector certification to add to his collection. The building division is very proud of his accomplishments.	CEDD Building																																													
4	Updated November 3, 2011	Monthly activity (October, 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>22</td><td>\$13,654.88</td><td>\$906,316.</td></tr><tr><td>Demolition,</td><td>1</td><td>\$ 134.40</td><td></td></tr><tr><td>Electrical,</td><td>67</td><td>\$9,349.74</td><td></td></tr><tr><td>Mechanical,</td><td>46</td><td>\$3,618.32</td><td></td></tr><tr><td>MFG Homes,</td><td>2</td><td>\$732.00</td><td></td></tr><tr><td>Plumbing,</td><td>22</td><td>\$2,508.20</td><td></td></tr><tr><td>Farm Exempt,</td><td>2</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>162</u></td><td><u>\$29,997.54</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 317</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	22	\$13,654.88	\$906,316.	Demolition,	1	\$ 134.40		Electrical,	67	\$9,349.74		Mechanical,	46	\$3,618.32		MFG Homes,	2	\$732.00		Plumbing,	22	\$2,508.20		Farm Exempt,	2	0		<u>Totals:</u>	<u>162</u>	<u>\$29,997.54</u>		<u>Total inspections performed = 317</u>				CEDD Building					
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5	Updated November 3, 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>\$3,769</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><tr><td>Big H Streetscape</td><td>\$1,500,000</td><td>\$30,665</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	\$3,769	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>	Big H Streetscape	\$1,500,000	\$30,665	CEDD Economic Development
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6	Updated November 3, 2011	Implement façade grant program (final for FY10-11)	Three projects have been completed this fiscal year. Two projects are in progress. Five others are approved but not yet started and 12 others are pending approval. 11 projects are in discussion. An additional \$26,000 has been reallocated toward this project fund.	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 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																																													
8	No Change March 7, 2011	Assess feasibility of forming a multi-	Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a	CEDD Economic																																													

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		county economic development marketing cooperative	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.	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 November 3, 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; 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, continued for Nov. 30; in process of applying for project financing Wash. Ave. Sidewalk: (\$35,000) project is mostly complete, paid contractor \$33,233 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; upper floor portion nearly complete; applicant expects June 2012 completion 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  Memo to Agency/Council regarding detailed project updates & status provided early November.	CEDD Economic Development
11	Updated November 3, 2011	Urban Renewal "call for projects"	Approved for funding: Jefferson Clinic: (\$75,000) project is underway; funding agreement has been 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

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			around \$2,400 made; assisting with exploring business financing options Bud Jackson expansion: (\$20,000) additional funding request (\$15,315) approved by Agency in July; project is complete	
12	Updated November 3, 2011	Calendar <b>YTD</b> Planning Statistics (through February '11)	Land Use Applications: 43 Zoning Approvals: 41 New Business Permits: 32 Revenue (Land Use Fees): \$8,600 Revenue (Park SDC): \$2,100	CEDD Planning
13	Updated November 3, 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 <del>July</del> <b>January</b> , holding a work session with the City Planning Commission, City Council and Union County Commissioners to present the final plan. Work session has been scheduled for Dec. 5.  This project is scheduled 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	<b>Completed November 16, 2011</b>	<b>Budget Reviews</b>	<b>Conducted individual meetings with Directors to discuss progress on current fiscal year's budget and projections for the remainder of the year.</b>	<b>City Manager</b>
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

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			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	Completed November 17, 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 met on October 24 in a Work Session to discuss the candidates and at the November regular meeting authorized the City Manager to negotiate a two-year agreement with Jonel Ricker to continue as City Attorney. The new agreement takes effect December 1, 2011.	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 November 17, 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 had a representative at the November, 2011 City Council meeting to provide the City Council with information regarding franchise fees.	City Manager
21	No Change 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	No Change 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	Eastern Oregon Fire	The current agreement between the City and the	City Manager



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	June 23, 2011	Museum Lease	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.	
26	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
27	Updated November 16, 2011	Annual Work Sessions with Advisory Commissions	The Council is currently scheduled to meet with its Planning Commission during a Joint Work Session on Monday, December 5, 2011. The topic of discussion will be proposed amendments to the Land Development Code.	City Recorder
28	Updated November 16, 2011	North Side Annexation Election	As you all know by now, this Ballot Measure was unsuccessful during the recent General Election of November 8 <sup>th</sup> . The results of the Election are not official until I receive the Abstract from the County Clerk; however, the vote spread was so wide that it is clear the numbers reported in <i>The Observer</i> will not adjust enough, if at all, to change the outcome. We will let you know when the Abstract is received and accepted.	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	Updated November 15, 2011	Develop Records Management Policies and Procedures/Rehab Records Center	<p>In order to facilitate the accommodation of additional permanent documents in our Records Center, which still needs considerable rehabbing and updating, Angelika and I 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</p>	City Recorder



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			<p>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 <b>still</b> waiting for a personal contact from an Archives Division staffer, together with additional details, including what our share of the expense might be.</p> <p>We are also continuing to compile the necessary information to begin to move forward with a formal Public Records Request process, including on-line capabilities.</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	Updated November 15, 2011	Commission Vacancies	<p>We currently have an application from an individual interested in being appointed to the Parking, Traffic Safety, and Street Maintenance Advisory Commission. Consideration of that appointment will appear on the Council's December 7<sup>th</sup> Agenda.</p> <p>Seated Commissioners whose terms expire at the end of this December are being contacted and provided as a courtesy with the information necessary to reapply, if they choose. Commissioners understand that application for reappointment is not a guarantee of reappointment.</p>	City Recorder
34	Updated November 2, 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. Public Works and Fire are now in draft.</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
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	Completed November 2,	Implement GASB 51	GASB 34 requires accounting and reporting for intangible assets. Our implementation date will be	Finance

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	2011		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. A discussion with auditing firm confirms the completion of the City's portion of this and they will be finalizing in the Audit.	
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 October 3, 2011	Statistics	<u>For the month of August 2011:</u> 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				
42	No Change 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
43	Updated November 2, 2011	Big H Project Loan	Pursue obtaining \$1 million dollars for the Big H Project. The application has been submitted for a LOCAP loan.	Finance
44	New November 2, 2011	Annual Audit	The Auditors began their auditing process on November 1, 2011. I hope to have this completed by the end of the calendar year.	Finance
45	No Change	Implement a smoke	We were unable to get grant funding this past year to	Fire

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	February 12, 2009	alarm inspection and replacement program	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.	
46	Updated Nov. 8, 2011	Statistics	<u>Response statistics for October 2011</u> Medical: 193 Fire/Other: 21 (3 fire alarms, 5 fire, 2 odor checks, 4 open burn complaints, 2 smoke check, 1 electrical faults, 1 mutual aid, 3 public assist)	Fire
47	Updated Nov. 8, 2011	Fire Code Inspections	New inspections for Oct: 2 Re-inspections for Oct: 0	Fire
48	No Change June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
49	Updated Nov. 8, 2011	Child Safety Seat Installations and Bicycle Helmets	Oct: (13) families instructed in proper car seat with (4) being provided with reduced priced child safety seats. Oct: (0) family(s) assisted with proper bicycle helmet use and supplied with (0) helmet(s).	Fire
50	Updated Nov. 8, 2011	Traffic School	Oct: (20) students attended traffic school. Fees collected: \$1000	Fire
51	No Change 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
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 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

Item	Date of Change in Status	Item	Comments	Department
	No Change October 12, 2011	AT&T Cell Tower	<p>Construction of AT&amp;T's 150' cell tower began in earnest on the 3<sup>rd</sup> of Oct. As of the 12<sup>th</sup> of Oct., it is nearing completion and, according to the construction contractor, will be fully operational near the end of the month.</p> <p>The City is leasing an approximate 25' by 50' site located behind the fire station to AT&amp;T for \$900 a month. As space on the tower is leased by AT&amp;T to other wireless companies (Frontier may be using space on the tower), the rent paid to the City will increase.</p> <p>The FD's radio tower was taken down to make room for AT&amp;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.</p>	Fire
54	No Change Oct. 12, 2011	Development of Fire Training Facility	<p>Slow progress continues to be made on the 3 story training building being constructed behind the fire station. The building's 1<sup>st</sup> 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.</p> <p>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.</p> <p>The building is being built primarily with donated materials, donated labor and some FD funds.</p>	Fire
55	No Change 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
	No Change October 12, 2011	Open Burning	The Fall open burning period began Oct. 1 <sup>st</sup> 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 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 <b>not</b> 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 flagrant violation of the same.	Fire
56	Updated November 4, 2011	Literacy Center	Center reopened September 13 <sup>th</sup> . (Since funds are limited, we begin school year service after schools have been in session a couple of weeks and families	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>are ready to add additional opportunities to their schedules.)</p> <p>We have had more drop~in visits than ever before as well as more immediate response from students who attended summer tutoring sessions.</p> <p>There are nine volunteers including the coordinator working with Myra Britschgi to serve students each week. This is an increase for which we are grateful. Two of the new volunteers are opening the Center on Saturday mornings which is a great addition. (One of the children who comes during the week for tutoring was pleased: "OH, GOOD! Now I'll have time to do whatever I want!")</p> <p>This child is a good example of our work. He and his twin brother were brought in by their grandmother after they had finished first grade but were far below level in skills. Their grandmother had gone through the reading program in Middle School and asked whether we might be able to help. During that first summer they came for tutoring twice a week. Last school year they came once a week, last summer they also attended the full eight weeks. Their parents and grandparents use home packets and books we send for reinforcement. We work on materials sent from the teachers during the school year as requested. One boy is now above grade level and the other is at grade level in reading. The parent~child~school~Center team has had great effectiveness.</p> <p>We have received many excellent books through donations from families who have finished with those levels. We pass these along by means of a "free shelf" where any visitors may choose one per visit....of particular pleasure is the child or adult who sees two books and just cannot leave without both.</p> <p>One adult man is working on his GED. He has materials for work at home and then will come in for use of programs and tutoring assistance.</p> <p>This month we filled two requests from out of town: A first grade teacher from Montana who had visited the Center during the summer wrote her large class contained several children who lacked necessary skills and asked for our preschool packet to give to their parents for work at home.</p> <p>A young mother who visited the Center with grandmother who lives here requested a packet for a child in third grade.</p> <p>We have found these duplicated packets to be wonderful help to both the tutors and the parents. We are using funds from our community partner <i>Neighborhood Club</i> for some new chairs and the printing of more home packets.</p>	

Item	Date of Change in Status	Item	Comments		Department	
57	Updated November 4, 2011	Page Turners Book Club	Book Club will be reading <i>Saving Cee Cee Honeycutt</i> by Beth Hoffman. Meetings are held the third Thursday of the month at 5:00 at the Looking Glass Bookshop.		Library	
58	Updated November 4, 2011	Friends of the Library	Friends plan to hold their annual book sale on December 3 from 9-2.		Library	
59	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	
60	Updated November 4, 2011	Statistics		11,933	Circulation	Library
				24,076	Door count	
				10,345	Card holders	
				355	Overdue notices	
				511	Library2 Go titles checked out	
				0	Tutor.com use	
				19	Events in community room	
				30	Homebound deliveries	
				0	Adult program attendance	
				376	Children's program attendance	
				30	Volunteer hours	
					524	
61	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	
62	Updated November 4, 2011	Programs	LEO program on consumer finance, fraud and identity theft did not draw an audience..		Library	
63	Updated November 4, 2011	Department Activities	Full time staff attended the EOLA (Eastern Oregon Library Association) conference at Wildhorse in Pendleton. The State Librarian presented on "The Library Brand" and a consultant spoke on customer service.		Library	
64	No Change October 12, 2011	Arts Commission	<u>SEASON'S FAIRE</u> – November 5 <sup>th</sup> marks the celebration of the 25 <sup>th</sup> 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		Parks - Admin	



Item	Date of Change in Status	Item	Comments	Department												
			have. Located outside, some years the weather is freezing cold or rainy but they are always there.													
65	Updated November 15, 2011	Greenway – Pedestrian Bridge	On November 3, the Oregon Department of Transportation awarded the contract for Phase I of the Greenway Bridge/Pathway Project to Key Contractors of Bend, Oregon. Construction is scheduled to begin in June 2012. Drawings, etc. will be reviewed over the next few months.	Parks - Admin												
66	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												
67	Updated November 15, 2011	Training	Bob Leonard is scheduled to attend the <i>Irrigation as an Art Form Workshop</i> presented by the Oregon Recreation and Parks Workshop in Beaverton, Oregon, December 7 - 8.	Parks - Admin												
68	No Change 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, 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 <sup>nd</sup> and Staff is working with them to further determine their needs.	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 November 15, 2011	Pool Statistics September	<table><tr><td></td><td><b>2010</b></td><td><b>2011</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>2,657</td><td>2,836</td></tr><tr><td><b>REVENUE</b></td><td>\$6,993</td><td>\$7,336</td></tr><tr><td><b>FY TO DATE</b></td><td>\$34,190</td><td>\$43,258</td></tr></table>		<b>2010</b>	<b>2011</b>	<b>ATTENDANCE</b>	2,657	2,836	<b>REVENUE</b>	\$6,993	\$7,336	<b>FY TO DATE</b>	\$34,190	\$43,258	Parks - Aquatics
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71	Updated November 15, 2011	Pool Update	An 8-week Arthritis Class will start on November 15 <sup>th</sup> , Classes will be held Tuesdays & Thursdays, 11:15 am – 12:00 Noon  A Master Swim Program started October 17 <sup>th</sup> , with	Parks - Aquatics												



Item	Date of Change in Status	Item	Comments	Department
			<p>20 participants. Swim times are 5:30 – 6:30 pm, Monday, Wednesday &amp; Friday and 12:00 Noon to 1:00 pm, Tuesday and Thursday.</p> <p>The La Grande High School Swim Team will start November 14<sup>th</sup>. Practice times will be 5:30 – 7:30 am. We have added a new lap swim hour from 7:30 – 8:30 am on Monday, Wednesday and Friday during this period.</p>	
72	Completed November 15, 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
73	Completed November 15, 2011	Morgan Lake	Partney Construction has completed the emergency repairs to the Morgan Lake Dam. Effective November 16, the park will be closed to vehicular traffic for the winter month and will reopen when weather allows this spring.	Parks Maintenance
74	Updated November 15, 2011	Parks Maintenance	Staff continues completing routine maintenance tasks. The irrigation systems have all been shut off and all park bathrooms have been closed for the winter months. Currently, staff is sanding and repainting park tables and benches, replacing boards where necessary. Christmas lights have been put up in Max Square in preparation for the annual Tree Lighting Ceremony on November 25 <sup>th</sup> .	Parks Maintenance
75	Updated November 15, 2011	Adult Recreation Program	There are 12 teams participating in the Women's Volleyball League this year. They are currently playing pre-season games and will begin season play on December 13 <sup>th</sup> .	Parks - Recreation
76	Updated November 15, 2011	Children's Recreation Program	The Mobile Fun Unit will support the Soroptimist at the Festival of Trees on December 3 <sup>rd</sup> as a small gesture of thanks for the grant we received from them this year.	Parks - Recreation

77	Updated November 15, 2011	Community Outreach June	Gave one tree pruning demonstrations.			Parks - Urban Forestry
78	Updated November 15, 2011	October Statistics	<b>YR TO DATE OCTOBER</b>			Parks - Urban Forestry
			ROW Trees Planted	34	91	
			Park Trees Planted	8	11	
			Street Trees Removed	6	53	
			Park Trees Removed	8	14	
			Street Trees Pruned	5	288	
			Park Trees Pruned	15	132	
			Field Evaluations	5	114	
			Community Responses	15	300	
			Nuisance Responses	3	20	
			Ordinance Enforcement	2	14	
			Tree Service Permits	0	7	
			Site Plan Reviews	2	9	
			Volunteer Hours	70	189	
	No Change October 18, 2011	Crime Statistics		<b>Type of Crime</b>	<b>August</b>	Police
				Crimes against persons <i>(assaults, robbery, sex crimes)</i>	9	
				Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i>	57	
				Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i>	20	
				Traffic Crimes <i>(DWS, Hit &amp; Run, eluding, reckless driving)</i>	2	
79	Updated November 10, 2011	Operations Division Statistics For July, 2011			<b>October</b>	Police
				Case Reports Turned In	192	
				Total Traffic	213	
				Arrests	41	
				Calls for Service	1713	
80	Updated Nov. 8, 2011	Communications Division Statistics	These statistics reflect the total calls for a multitude of agencies within Union County.			Police
				<b>October</b>		
			Traffic/Air	386		
			All Calls	3097		
			Legitimate 9-1-1 calls for service	289		
			Case Reports LGPD/UCSO	216		

81	Updated November 10, 2011	Training	OPERATIONS OCTOBER TRAINING: Two Detectives attended an 8-hour training in Pendleton on Child Abuse. One Officer attended a 1-day training in Pendleton on True Lies: Detecting Deception. The LGPD hosted a 40-hour Field Training and Evaluation Program taught by The Department of Public Safety Standards and Training. This class was attended by representatives from 10 different agencies from as far away as Coos County. One Sr. Officer from the LGPD attended the training. COMMUNICATIONS OCTOBER TRAINING: The Communications supervisors had an in house meeting followed by the Dispatch meeting which was attended by all but 2 dispatchers.			Police/Comm																			
82	Updated Nov. 8, 2011	Union/Wallowa County Drug Task Force July, 2011 Activity Summary		<table><tr><td></td><td><b>October</b></td><td></td><td>Police</td></tr><tr><td>New Activities</td><td>26</td><td></td><td></td></tr><tr><td>YTD Activities</td><td>224</td><td></td><td></td></tr><tr><td>Arrests</td><td>2</td><td></td><td></td></tr><tr><td>YTD Arrests</td><td>23</td><td></td><td></td></tr></table>		<b>October</b>		Police	New Activities	26			YTD Activities	224			Arrests	2			YTD Arrests	23			
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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 November 14, 2011	Department Activities	The LGPD Volunteer Program members assisted with the downtown Halloween trunk or treat event. Their participation was well received and we heard several positive comments. The 3 <sup>rd</sup> Youth Public Safety Academy (YPSA) is underway with an enthusiastic group. A prior graduate of the YPSA has joined the LGPD Volunteer Program which is very rewarding to see. We are again experiencing an uptick in theft from vehicles so we have reminded citizens through both print and radio media to lock their vehicles and remove valuables.			Police/Comm .																			
85	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.			Public Works																			
86	No Change September 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 <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																			

88	No Change December 17, 2009	'B' Avenue Right-of-Way	The 'B' Avenue right-of-way is being evaluated as a result of The Ridge development. Property owners are being visited with for right-of-way dedication.	Public Works
89	Updated November 7, 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 going for quotes for 4 cars that meet this standard.	Public Works
90	Updated November 7, 2011	Second Street from Penn Avenue to Spring Avenue	The Public Works Department has relocated the sanitary sewer line in preparation for this project. The contractor is pacing the wall. Phase I will be complete by Christmas.	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	Completed November 7, 2011	2011 Street User Fee Projects	Staff has completed the following Street User Fee projects: <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 has been completed.</li> <li>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.</li> </ol> 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. On the Stormwater Master Plan, the consultant is evaluating the area west of 12 <sup>th</sup> Street for the first time.	Public Works
94	Completed November 7, 2011	Street Patching	Patching began in May and continued off and on throughout the fall.	Public Works
95	Completed November 7, 2011	Fire Hydrant Flushing	Fire hydrant flushing was completed over the summer.	Public Works