



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report Completed Action Summary
The Year in Review 2011

Item	Comments	Department
November 2, General Election	The Oath of Office was administered to the six successful candidates for Mayor and Council during the Regular Session of January 19; Certificates of Election and printed, executed Oaths were provided to each appropriate individual. A second set of originals for each has been retained in our files for the Fiscal Year 2011 – 2012 Audit, as required.	City Recorder
2010 Annual Audit	The City's audit firm began their audit process the week of November 1, 2010.	Finance
Council Retreat 2011	The City Council conducted their annual retreat and approved the City Manager's top priorities for this year in January.	City Manager
Repair of Sanitary Sewer Mainline	City crews have repaired sections of the sewer mainline located in the alleyway between Gandy Avenue and Palmer Avenue and First Street and Cedar Street. The bottom of the pipe was missing in three separate locations along the section in question.	Public Works
Talking Points for Mayor visit to Salem	Provided talking points to the Mayor for the Mayors' Day in Salem	City Manager
Employee Health Care Committee	The Committee completed their work and has made their recommendation to the employees and the City.	City Manager
Historic District / Main Street Grant	In 2010, the Planning Division was awarded a Preserving Oregon Grant for \$17,000 to help fund façade improvements in the Downtown Historic District. Qualifying projects (amounting to over \$36,408) include: <ul style="list-style-type: none"> ▪ Edward Jones Investment: Awning ▪ Somme Hotel (Depot/Wash): Awning ▪ West Jacobson Bldg: Cleaning/Painting This grant project is complete and closed out.	CEDD Planning
Quick Permits	We are up and running with this program as of October 1 st . We are getting more and more contractors using this program and it seems to be working well.	CEDD Building
Budget Priorities Work Session	Council conducted a work session in March to provide additional guidance regarding budget preparation for the coming fiscal year.	City Manager
Pavilion Demolition	Summit Construction, a local contractor, submitted the lowest estimate for the demolition of the Pavilion. They completed their work on March 11 th and have submitted their final invoice for payment. The information has been communicated to CIS.	City Manager
Review the criteria for charging other funds for administrative services	Administrative services are charged annually to Water, Sewer, Bldg. Div. and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been	Finance

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	reviewed and updated in several years. This methodology has been reviewed and what is currently in place will remain for the current budget year.	
WWTP Levy Repair	City crews have been placing pit run rock on the levies at the WWTP wetlands to repair the erosion that occurred last spring. This was not budgeted and may require a transfer of funds from the contingency line at the end of the budget year. The estimated cost is from \$50,000 to \$100,000.	Public Works
Develop Objectives in support of City of La Grande Vision and Goals	The City Council approved the objectives as presented.	City Manager
Budget Committee Department Tour	Conducted the tour of City Departments for the Budget Committee to allow the members of the Committee's to see first-hand each City Department and receive an overview of the functions of each Department.	City Manager/ Assistant to CM
Council Meetings Back on Cable	Meetings are being televised again.	City Manager / Assistant to the CM
Tourism Promotion Annual Update/Budget	The agreement between the City, County, and Union County Chamber of Commerce for tourism promotion services requires an annual update and proposed budget. Presentation was completed on April 4, 2011.	City Manager
Fire Association Negotiations	The City has reached agreement with the Fire Association.	City Manager
Police Association Negotiations	The City has reached agreement with the Police Association.	City Manager
ATT Cell Tower Lease	The parties have reached agreement on the language and the City Attorney has reviewed and concurred with the revisions.	City Manager
Computer Software upgrade	Effective with the passing of the 2010/11 budget, the finance office will receive a computer software upgrade. Currently, this is scheduled to happen in March 2011. The original download of the database will be 12 weeks prior. We will be without computers for 2 workdays prior to the actual upgrade. The new server will be installed by February 24 th . There will be a software custom code review in February also. Currently, we are on track with the timeline. The new server was installed and we are still awaiting 1 new computer. One webinar on our new software was held with one more in March prior to the conversion. A PSA will be issued explaining our limited services that will be available on March 17 th and 18 th , due to no access to our data base. We have also been reviewing processes and programs that will disappear with the new software, determining what water bill statements will look like, check styles we will use and have reviewed our custom code and determining if we still need.	Finance
Contingency Funds	Looking into transferring contingency funds for operating costs that will be associated with the clean up and reconstruction of the Riverside Pavilion prior to insurance money reimbursement. A resolution was passed March 16 th , 2011 allowing for the transfer of contingency funds	Finance
911 Fund	Resurrect and prepare a 911 Fund for the City Budget. With GASB 54 requirements and state mandates in designated spending accountability, it has been determined a resurrected 911 Fund will be re-established. This fund was approved in the budget hearings	Finance

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Parks Maintenance	Volunteers Brian Bell (excavator) and crew, Fred Bell, Jr. (backhoe and dump truck), Mike Hampton and crew (mini excavator, bobcat), Dewayne Craft (24" auger, soft excavator machine, dump truck & 3-ton roller), Rob Lane, Lee Atkinson, Ryan Givens, Mike Wisdom and Jay Coleman donated their time and equipment to lay 520 feet of pipe in Mel Fischer and Community fields to correct the drainage problem. Materials for the project were purchased by the La Grande High School Softball Team (\$1,000) and La Grande High School Baseball Team (\$500); La Grande Little League purchased all of the rock for the project at a discounted price from R.D. Mac.	Parks - Maintenance
Southwestern States League of Professional Baseball Clubs (SSL)	Financing for the League was apparently unsuccessful, so La Grande will not have a team.	Parks
Arts for All	The Arts for All Festival, sponsored by the La Grande Arts Commission, was held on April 16 th . We were able to purchase the necessary supplies thanks to the following who donated monies to support both the festival and the children's recreation program: Oregon Community Foundation, \$4,000; Wildhorse Foundation, \$1,000; Joe and Cathy Petrusek, \$500; and the Eastern Oregon University Community Choir Festival, \$1,480.	Parks - Admin
Planting, Maintenance and Removal	Four trees damaged by Riverside Pavilion fire removed; dead pine tree removed from Island Avenue Greenway. Terry Rich Tree Service donated cost of removal and stump grinding of one hazard tree at Riverside Park.	Parks – Urban Forestry
Sewer Repair	Crews have completed the replacement of the sewer mainline on 'O' Avenue between Cherry Street and Willow Street.	Public Works
Street Evaluations	Street crews have completed road surface evaluations to determine the streets that are in need of resurfacing and prioritization to meet current funding levels.	Public Works
Pavilion Design	Council conducted work session on April 18 th and reached consensus on the design and the work is complete on the design.	City Manager
Blue Mountain Conference Center Funding Request	The Adopted Budget included \$12,500 of funding designated for Blue Mountain Conference Center.	City Manager
Urban Renewal Budget 2011-2012	Budget Adopted	City Manager
City of La Grande Budget 2011-2012	Budget Adopted	City Manager
Employee Association Negotiations	The City and the Employees Association have ratified a new three-year collective bargaining agreement.	City Manager
FY 2010-11 Budget Process	The Budget was adopted by Council on June 15, 2011.	Finance
Hire Part-time employee	We have found a successful applicant that started June 21, 2011	Finance
Little League Size Baseball Field	Dedication ceremonies were held on June 4 th , naming the field the Kory Vaughn Memorial Field.	Parks Maintenance
UCEDC Annual Work Plan Update	Joint Review Team met and reached agreement on Goals and Objectives subject to a specific timeline. The City Council and UCEDC have approved the plan.	City Manager
Street Fund Budget	Monitor Street Fund to determine if and when there may need to be a resolution prepared to account for the unanticipated Revenues received from the increased gas tax and increase appropriations for personnel costs. Resolution 4613, Series 2011 was passed on 6/15/11 to adjust and	Finance

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	increase appropriations of revenues and expenditures related to personnel services in the Street and Road Budget.	
Grande Ronde Hospital	GRH received approval from the La Grande Planning Commission for the construction of a heli-stop that will be located on the East wing of the hospital. Construction is anticipated to occur later this Fall.	CEDD Planning
Fixed Assets	Begin preparing the fixed asset inventory for updating by each department for the current fiscal year. This has been completed with each department and is now finalized for the audit.	Finance
Greenway	The purchase of the property has been completed.	Parks - Admin
2010 Street User Fee Projects	The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. The projects have been completed. <u>Depot Street and Elm Street Seal Coat</u> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project was awarded to Mike Hampton and has been completed. The funding is from Street User Fees and is estimated at \$30,000.	Public Works
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
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
Budget Reviews	Conducted individual meetings with Directors to discuss progress on current fiscal year's budget and projections for the remainder of the year.	City Manager
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
Implement GASB 51	GASB 34 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. A discussion with auditing firm confirms the completion of the City's portion of this and they will be finalizing in the Audit.	Finance
Pool Maintenance	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. 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. The outdoor splash pool has been winterized. 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.	Parks - Aquatics
Morgan Lake	Partney Construction has completed the emergency repairs to the Morgan Lake Dam. Effective November 16, the park will be	Parks Maintenance

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	closed to vehicular traffic for the winter month and will reopen when weather allows this spring.																																					
2011 Street User Fee Projects	Staff has completed the following Street User Fee projects: 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																																				
Street Patching	Patching began in May and continued off and on throughout the fall.	Public Works																																				
Fire Hydrant Flushing	Fire hydrant flushing was completed over the summer.	Public Works																																				
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																																				
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																																				
North Side Annexation Election	I have received and formally accepted the November 8, General Election Abstract from the Union County Clerk in connection with this proposed Annexation; which, as you know, was unsuccessful.	City Recorder/City Planner/City Manager																																				
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CMAQ Grant for Cars	This funding 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). The cars have been purchased and are in use.	Public Works																																				
	The following are from the December 2011 Monthly Report:																																					
URA projects fund updates Fiscal YTD	<div style="text-align: right;">\$250,000 current FY11-12 URA Projects Budget</div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Project:</th> <th style="text-align: right;">Approved:</th> <th style="text-align: right;">Spent YTD:</th> </tr> </thead> <tbody> <tr> <td>Fire Museum – remaining</td> <td style="text-align: right;">\$6,370</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Wash. Parking lot - remaining</td> <td style="text-align: right;">\$5,536</td> <td style="text-align: right;">\$4,649</td> </tr> <tr> <td>IIOF Bldg. (net)</td> <td style="text-align: right;">\$120,000</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Maridell Center</td> <td style="text-align: right;">\$25,000</td> <td style="text-align: right;">\$2,410</td> </tr> <tr> <td>La Grande Clinic Streetscape</td> <td style="text-align: right;">\$75,000</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>UCEDC marketing</td> <td style="text-align: right;">\$7,500</td> <td style="text-align: right;">\$7,500</td> </tr> <tr> <td>Fallow Project</td> <td style="text-align: right;">\$17,000</td> <td style="text-align: right;">\$14,858</td> </tr> <tr> <td>Kohr Project</td> <td style="text-align: right;">\$70,000</td> <td style="text-align: right;">\$45,948</td> </tr> <tr> <td>Marketplace</td> <td style="text-align: right;">\$65,000</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Frontier Streetscape</td> <td style="text-align: right;">\$15,000</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Liberty Theatre</td> <td style="text-align: right;">\$75,000</td> <td style="text-align: right;">\$75,000</td> </tr> </tbody> </table>	Project:	Approved:	Spent YTD:	Fire Museum – remaining	\$6,370	\$0	Wash. Parking lot - remaining	\$5,536	\$4,649	IIOF 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	\$45,948	Marketplace	\$65,000	\$0	Frontier Streetscape	\$15,000	\$0	Liberty Theatre	\$75,000	\$75,000	CEDD Economic Development
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	<div>Totals: \$481,406 \$150,365</div> <div>Big H Streetscape \$1,500,000 \$36,325</div>	
Implement façade grant program (final for FY10-11)	Four projects have been completed this fiscal year. Two projects are in progress. Five others are approved but not yet started; the approved EOU newsstand project on Fourth has expired; four projects have been submitted and are pending approval; up to 18 other projects have expressed interest at some level. An additional \$26,000 has been reallocated toward this project fund.	CEDD Economic Development
Urban Renewal projects updates	<p>IOOF: (\$200,000; \$120,000 net) Agency approved funding for the project; DEQ/OBDD have provided conditional grant approval; Phase One environmental assessment was recently updated by DEQ; final agreement negotiations occurring with the property ownership</p> <p>Liberty Theatre: (\$75,000) project funding was approved by Agency in July; Main Street is now in possession of the property; first quarterly project report received in November; both storefronts have been leased out and an alley-entrance mini-theatre project is in the works</p> <p>Big H: (\$1.6 million) field work ongoing with engineering firm; Plaza portion of project design process is underway with Main Street Design Committee; design consultant working on Adams screen wall; in process of applying for project financing</p> <p>Wash. Ave. Sidewalk: (\$35,000) project is 99% complete, primary contractor's work is complete; new lights have been installed but are not yet operational due to mounting bolt issues</p> <p>The Marketplace: (\$65,000) agreement has been signed; project still being designed; upper floor portion nearly complete; applicant expects June 2012 completion; staff is providing background business model research and making EOU connections</p> <p>Frontier streetscape: (\$15,000) no updates</p> <p>UCEDC Marketing: (\$7,500) Agency approved funding</p> <p>Kohr's Development: (\$70,000) Agency approved funding; two initial disbursements of ~\$46,000</p> <p>Memo to Agency/Council regarding detailed project updates & status provided early November.</p>	CEDD Economic Development
Urban Renewal "call for projects"	<p>Approved for funding:</p> <p>Jefferson Clinic: (\$75,000) project is underway; funding agreement has been signed</p> <p>Fallow remodel: (\$17,000) project complete</p> <p>Maridell remodel: (\$25,000) applicant working on providing additional project detail, discussing finance and project phasing options; initial disbursement of around \$2,400 made; assisting with exploring business financing options; letter provided to applicant in early Dec. explaining potential expiration of project if progress not made</p> <p>Bud Jackson expansion: (\$20,000) additional funding request (\$15,315) approved by Agency in July; project is complete</p>	CEDD Economic Development
Calendar YTD Planning Statistics (through November '11)	<div>Land Use Applications: 44</div> <div>Zoning Approvals: 43</div> <div>New Business Permits: 41</div> <div>Revenue (Land Use Fees): \$8,675</div> <div>Revenue (Park SDC): \$2,100</div>	CEDD Planning