



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
November 2012
City Manager's Top Priorities for 2012

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change September 20, 2012	Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande	The Urban Renewal Agency Budget is very tight given the timing of payments and projects at the end of last fiscal year and the start of this fiscal year. Given this, we are not accepting any new projects other than façade improvement projects until the Big H and IOOF are complete.	City Manager
2	Updated November 19, 2012	Continue to pursue recommendations of the Long Term Budget Solutions Advisory Committee	The group working on the formation of a Special District for Parks and Recreation and the City Council met to hear a presentation regarding the process to form a Special District. They will meet again on November 19 th to hear a presentation from a consultant regarding a range of services that consultants can provide to assist in the formation of a Special District.	City Manager
3	Completed November 19, 2012	Greenway Bike and Pedestrian Trail	The work is complete, final payment figures are being calculated but it appears the project will come in slightly under budget.	Parks Department
4	No Change August 14, 2012	Implement Economic Development Strategy for La Grande	Mayor convened a steering committee to discuss an economic summit for fall 2012 or winter 2013; staff working closely with UCEDC on BR&E & business recruitment strategies; staff working with Chamber on a community branding strategy.	Community and Economic Development
5	Completed August 14, 2012	Continue Transition to La Grande Main Street	La Grande Main Street has moved out of City Hall into its own office; will continue to pursue stable funding outside of City/URA direction.	Community and Economic Development
6	No Change August 23, 2012	Long Range Fiscal Planning and Capital Improvement Program	A draft format for a Capital Improvement Program has been developed and department Directors are in the process of finalizing their input and meeting with the City Manager separately to review them. A work session with the City Council will be held November 26 th . Concurrently we are working on a draft ten-year Urban Renewal Project budget that will be shared with the URAC in September.	City Manager
7	Completed	Riverside Pavilion	The project is complete and the ribbon cutting and	City Manager

November 2012

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

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	June 7, 2012		donor wall dedication was well attended.	

2012 Council Regular and Work Sessions and Election Dates

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Monday, November 19	Work Session	Parks District Formation (with Consultant)
Wednesday, December 5	Regular Session	
<u>Tentative:</u>		
Monday, December 10	Work Session	UCEDC Quarterly Report UGB Expansion/Rezone and LDC Updates
Wednesday, December 12	Holiday Open House (4:00 – 6:30 p.m.)	Combining 100 th anniversary of City Hall/Public Library Services in La Grande

2013

Wednesday, January 16	Regular Session	
Monday/Tuesday January 28 and 29	Council Retreat 6:00 p.m. both evenings	

Items in Blue Recently Added

Advisory Commissions Include:

Air Quality
Arts
Community Landscape and Forestry
Landmarks

Parking, Traffic Safety, and Street Maintenance
Parks and Recreation
Planning
Library
Urban Renewal Advisory

Item	Date of Change in Status	Item	Comments	Department
1	Updated November 6, 2012	Monthly activity (October, 2012)	<u>Permit Type/#:</u> <u>Fees \$:</u> <u>Valuation \$:</u> Building, 36 \$5,836.34 \$5,165,885 Demolition, 0 \$ 0 Electrical, 43 \$6,139.76 Mechanical, 41 \$1,760.08 MFG Homes, 3 \$366.00 Plumbing, 21 \$2,541.84 Farm Exempt, 2 0 Totals: 146 \$64,903.81 <u>Total inspections performed = 180</u>	CEDD Building
2	Updated Nov. 5, 2012	URA projects fund updates Fiscal YTD	<u>Project:</u> <u>Approved:</u> <u>Spent YTD:</u> IOOF Project \$300,000 \$314,878 Lilly Project \$25,000 \$0 Liberty Theatre \$75,000 \$0 Marketplace (balance) \$25,000 \$0 Big H Streetscape \$996,500 \$606,187 Totals: \$1,421,500 \$921,065	CEDD Economic Development
3	Updated Nov. 5, 2012	Implement façade grant program	Current Fiscal Year: One project completed; five projects in progress; seven approved and two pending. Projected current total grant awards: \$66,547. <u>Completed</u> <u>Project</u> <u>GrantYTD</u> Country Financial: \$7,225 \$3,613 <u>Partial</u> Hermann Financial: \$17,200 \$2,125 <u>In Progress</u> Laurence: \$26,000 Coulter/Poe: \$4,875 Ale House: \$1,970 Red Cross Drug: \$58,000 <u>Approved</u> Nature's Pantry: \$15,389 NPU: \$8,009 Marketplace: \$8,409 MBI: \$7,239 Sub Shop: \$19,728 Sun & Style: \$7,164 1505 Adams Barber Shop: \$15,000 Totals: \$196,208 \$5,738	CEDD Economic Development
6	No Change August 1, 2012	UCEDC Business Recruitment Efforts	Postcards were mailed to approximately 3,000 targeted small manufacturing businesses in California and Washington; around 700 of these received a second post card and are being called up by a team of local volunteers to verify receipt.	CEDD Economic Development
7	No Change July 13, 2012	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. The BR&E visitation program that	CEDD Economic Development

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			launched in spring 2011 is completed; report will be forthcoming. Continuing to assist in the development of business recruitment-related plans and materials. Current active involvement with the new business recruitment and marketing strategy, set to roll out in June or July once the UCED website update is complete.	
8	Updated Nov. 5, 2012	Urban Renewal projects updates	IOOF: (\$300,000; \$120,000 net). All work on this project is complete (environmental cleanup, masonry, new roofs, general repair & paint) except for several windows at the rear of the buildings, which are on order and should be installed in early November. Building is now being marketed for sale. Second and final State Cleanup Fund grant draw request has been submitted, along with a request for additional cleanup funding from the State of Oregon. Liberty Theatre: (\$75,000) The new entity, Liberty Theatre Foundation has received its 501 (c) 3 status and has successfully transferred ownership from Main Street; staff meeting with Theatre project team to discuss requirements for second \$75,000 loan. Big H: (\$1 million): Most sidewalk areas are complete, what remains is one area on Elm where there is a basement under the sidewalk. The new trees & lights will be installed in early-mid November. The contractor is now addressing minor “punch list” issues throughout the project area. The Marketplace: (\$65,000) project remains underway with continual revisions and additions; first project draw of approximately \$40,000 occurred in June. Frontier streetscape: (\$15,000) Frontier contracted to have the old brick area removed; Agency paid half of the costs (about \$4,000); there will be no further action on this project until Frontier secures additional funding; the project may resume in the spring of 2013.	CEDD Economic Development
9	Updated Nov. 5, 2012	Targeted Retail Business Recruitment	Assisting owner/developer of Marketplace to identify prospects to occupy the new project and secure project financing for the new businesses; staff is attending regular business team meetings to aid in project success.	CEDD Economic Development
10	Updated Nov. 5, 2012	Calendar YTD Planning Statistics (through June '12)	Land Use Applications: 41 Zoning Approvals: 41 New Business Permits: 37 Revenue (Land Use Fees): \$7,630 Revenue (Park SDC): \$8,400	CEDD Planning
11	Updated November 7, 2012	2012 Code Amendments (Previously discussed as the Goal 9 – Phase 2	During the City Council Regular Session on August 8, 2012, the 2012 Code amendments and Goal 9 UGB expansion were remanded back to the Planning Commission for a new public hearing and recommendation to consider a “UGB Exchange.”	CEDD Planning

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		Public Facility Plan Updates)	This will result in removing UGB property between the La Grande Business Park and McAlister Road; and, adding UGB property off Pierce Road near the airport. Anderson-Perry & Assoc. has completed the public facilities planning for the Expansion Area; and, Union County has provided traffic count data to the DKS Assoc. who is working on a traffic analysis. Due to construction and paving on Airport Road, the County was not able to provide traffic data as early as anticipated. Traffic counts were expected to be provided in September, but did not occur until late October. As a result, the Code Amendment Project is considerably behind schedule. If the traffic analysis is provided by the end of November, the Planning Commission may hold a Public Hearing as early as January 2013.	
12	No Change August 1, 2012	Economic Summit	The Mayor indicated a desire to conduct an economic summit. A steering committee was formed and held one meeting. Following the meeting the Mayor asked that the effort be placed on hold until after the first of the year.	City Manager
13	Updated November 19, 2012	Blue Mountain Humane Association Agreement	Completed an initial draft agreement between the City and BMHA but still waiting for Union County to finalize their work with the BMHA regarding the operation of the facility to move ahead with BMHA.	City Manager
14	No Change December 7, 2011	Personnel Policy Manual	We are shifting directions on updating the Personnel Policy Manual and intend to use a model PPM as a starting point and revise for our specific needs.	City Manager
15	Updated November 19, 2012	Franchise Agreements— Potential Franchise Fee Increases	First reading of the Avista Franchise Agreement Ordinance is scheduled for December 5 th .	City Manager
16	No Change March 26, 2012	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. Charter has the latest draft and has promised a response in the near future.	City Manager
17	Updated November 19, 2012	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 property is still listed as certified, we had submitted all required paperwork and UCEDC followed up with the State but we are now being asked to resubmit some documents which we are in the process of doing.	City Manager
18	Updated November 19, 2012	UCEDC Marketing Video	Last segments are being completed by Brent Clapp.	City Manager
19	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.	
20	Updated November 6, 2012	Annual Work Sessions with Advisory Commissions	<p>The Council met with its Urban Renewal Advisory Commission during a Work Session on Monday, October 29th. Then Chair Mat Barber presented the Commission's Annual Report; after which City Manager Strobe and CED Director Mitchell facilitated a discussion related to proposed Urban Renewal Plan amendments and Ten Year Projections for the District. Mr. Strobe indicated that Staff is currently considering a January, 2013, timeframe for beginning the Plan update process; to ensure that we budget accordingly.</p> <p>Superstorm Sandy has had an impact on us locally, inasmuch as the consultant, Mr. Todd Chase, Senior Project Manager with FCS GROUP in Portland, Oregon, scheduled to join us for a mid month Work Session with the Parks District Formation Working Committee, was compelled to reschedule as a result of his still being as of this writing on the Delaware coast, assisting his family through the Storm's aftermath. Our new Work Session date with Mr. Chase is Monday, November 19th. Mr. Chase will have a power point presentation and will address the key topics of the services FCS can provide; City funding challenges; funding options; and possible next steps.</p> <p>Work Sessions with the Council and its Advisory Commissions will continue throughout 2013, as time and availability permit.</p>	City Recorder
21	No Change April 13, 2012	Draft New Procurement Ordinance	Organization of the necessary information and framework to prepare a first draft of a new "Procurement Ordinance" has begun, in response to the City Manager's 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
22	No Change July 12, 2012	Develop Records Management Policies and Procedures/Rehab Records Center	<p>Our request to purchase additional fire-proof file cabinets for the Records Center and traditional office file cabinets was approved during the FY 2012 – 2013 Budget process; and "catch up" with developing a formal process continues as time permits.</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>	City Recorder

November 2012

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23	Updated November 7, 2012	Council Elections	<p>Unofficial election results are in as of this writing! Congratulations, “uofficially,” to our successful incumbent candidates John Bozarth, Gary Lillard, Kelly McGee, and Daniel Pokorney; as well as to Mr. John Lackey, who ran opposed for vacant Position Number Four (4).</p> <p>Successful candidates will be issued Certificates of Election and their written Oaths of Office following adjournment of the Regular Session of January 16, 2013, during which the verbal Oaths will be administered.</p> <p>Candidates are reminded that removal of their campaign signs must occur no later than Monday, November 12th.</p>	City Recorder
24	Updated November 6, 2012	“Celebrating 100 Years of Service”~~City Hall and Library Services	<p>This/next year marks the 100th anniversary of the construction/occupancy of our beloved City Hall and the provision of Library Services in the City of La Grande. Staff and citizens we’ve heard from thus far feel strongly that both events deserve attention and celebration, though fiscal restraints prohibit “pulling out all the stops.”</p> <p>Instead, selected staffers from both venues~~City Hall and the Cook Memorial Library~~ are working together to develop programs to formally recognize both historical events on December 12, in concert with the Council’s annual Holiday Open House. Refreshments; entertainment; children’s activities; speakers; an historical photo slideshow; a visit from Santa; and a guitar performance by our very own Building Official, David Kloss, are all part of the evening’s planned festivities. A special “anniversary cake” will be served in the Cook Memorial Library.</p> <p>Hint: Those of you who saw, appreciated, and enjoyed the cake at the Grand Reopening of the Riverside Park Pavilion are in for another treat!</p> <p>Angelika has designed <i>gorgeous</i> event-appropriate invitations and matching programs. The invitations are currently scheduled to be mailed on or about November 19; the Programs will be available to our guests in both venues on December 12th.</p> <p>Be sure to place this important date on your calendars, and invite your friends and families to enjoy an evening of history and holiday fun!</p> <p>The Committee is currently scheduled to meet again on November 14th.</p>	City Recorder, Library Director and Staff, Assistant to the City Manager, CED Director, Planning Division Staff Support, et al
25	Updated November 6, 2012	Advisory Commission Vacancies	Existing Advisory Commission vacancies to date (the figure preceding the slash is the number of vacancies; the number following the slash is total Advisory	City Recorder

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			<p>Commission seats, per establishing Resolution):</p> <table><tr><td><u>Advisory Commission</u></td><td><u>Vacancies</u></td></tr><tr><td>Air Quality</td><td>6/7</td></tr><tr><td>Arts</td><td>0/7</td></tr><tr><td>Budget Committee</td><td>0/7</td></tr><tr><td>Community Landscape/Forestry</td><td>0/7</td></tr><tr><td>Landmarks</td><td>2/5</td></tr><tr><td>Library</td><td>1/5</td></tr><tr><td>Parking, Traffic Safety, and Street Maintenance</td><td>3/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>UCEDC Board</td><td>0/4</td></tr><tr><td>Union County Tourism*</td><td>1</td></tr><tr><td>Urban Renewal</td><td>1/7</td></tr></table> <p>*This is a category-specific vacancy that at this time reflects a need for one representative (owner/manager) of a retail establishment.</p> <p>By the end of November, we will have contacted all incumbent Commissioners whose terms are scheduled to expire on the 31st of December, to determine whether or not they have a desire to seek reappointment. We will also issue an “end of year” advertisement announcing all vacancies.</p> <p>The next round of Commission appointments will be scheduled during the January, 2013, Regular Session, to allow newly electeds to participate in this important selection process.</p>	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	6/7	Arts	0/7	Budget Committee	0/7	Community Landscape/Forestry	0/7	Landmarks	2/5	Library	1/5	Parking, Traffic Safety, and Street Maintenance	3/7	Parks and Recreation	0/7	Planning	0/5	UCEDC Board	0/4	Union County Tourism*	1	Urban Renewal	1/7	
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26	No Change May 2012	Paper Water Bills	Review and analyze the feasibility of going from a postcard water bill to a full 8 ½ x 11 paper bill	Finance																										
27	Updated November 6, 2012	Risk Management Incentive Program	<p>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.</p> <p>A committee has been formed and met.</p> <p>Safety/security at City Hall will be the project to request funding for.</p>	Finance																										
28	Updated, November 6, 2012	Statistics	<p><u>For the month of September 2012:</u></p> <table><tr><td>Monthly Revenue (all funds)</td><td>\$ 1,059,478</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 175,694</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 2,368,806</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 695,644</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>221</td></tr><tr><td># of Payroll Checks issued:</td><td>136</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 709,186</td></tr><tr><td># of Water accounts billed:</td><td>5246</td></tr><tr><td># of LID accounts billed:</td><td>13</td></tr><tr><td># of NSF checks the City received:</td><td>4</td></tr><tr><td>Pieces of mail processed</td><td>6711</td></tr></table>	Monthly Revenue (all funds)	\$ 1,059,478	Monthly Revenue (general fund)	\$ 175,694	Monthly expenses amount (all funds)	\$ 2,368,806	Monthly expenses (general fund)	\$ 695,644	# of Accounts Payable Checks issued:	221	# of Payroll Checks issued:	136	Monthly Payroll expenses:	\$ 709,186	# of Water accounts billed:	5246	# of LID accounts billed:	13	# of NSF checks the City received:	4	Pieces of mail processed	6711	Finance				
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29	No Change September 10,	Risk Management Best Practices	CIS reviews our practices in many areas that include Employment Liability, Building Code, Fleet Safety,	Finance																										

November 2012

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

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	2012	Review	Special Events and much more. They will respond with additional comments in areas they would like for us to implement plans to increase our reduction of liability. Once this is received, it will be reviewed with Department Directors and the City Manager.	
30	Updated, November 6, 2012	Annual Audit	We have received and signed our engagement letter to audit FY 11-12. This will begin approximately October 29, 2012. Auditors arrived on October 29 for about 2 weeks on site.	Finance
31	No Change December 12, 2011	Risk Management Bonus Program	CIS is offering an opportunity to reduce costs for property/liability during the 2012-13 year by implementing "best practices" in areas that represent the most significant claims for CIS members. The program opportunities are being reviewed to determine if we can qualify in any of the six areas available.	Finance
32	Completed October 12, 2012	Install Employee Self Serve/Remote Time Entry	A trainer will be here for the week beginning on October 1, 2012 to train and teach about Remote Time Entry (RTE) and Employee Self-Serve (ESS). Both of these offer specific methods for employee time entry. Along with time entry in the ESS all employees will have access to their pay history as in printing out check stubs. There will be other features available that have not yet been determined. Trainer was here and each department participated in training. October payroll was a test month and we went live beginning with the November payroll.	Finance
33	Updated Nov. 9, 2012	Response Statistics	<u>Response statistics for Oct. 2012</u> Oct.-Total Calls: 220 • Medical: 200 Fire/Other: 20 (4 fires, 6 fire alarms, 1 open burn complaint, 4 gas leaks, 1 smoke/odor, 4 false alarms)	Fire
34	Updated Nov. 9, 2012	Fire Code Inspections	New inspections for Oct. 1 Re-inspections for Oct. 1	Fire
35	No Change July 12, 2012	Juvenile Fire Setter	1 Intervention(s) conducted in June.	Fire
36	No Change Oct. 11, 2012	Child Safety Seat Installations and Bicycle Helmets	Sept: (3) families instructed in proper car seat with (2) being provided with reduced priced child safety seats. Sept: (0) family(s) assisted with proper bicycle helmet use and supplied with (0) helmet(s).	Fire
37	No Change Oct. 11, 2012	Multi-Disciplinary Team Meeting	Sept. - Participated in Multi-Disciplinary Team meeting on Child and Elderly abuse in Union County.	Fire
38	Updated Nov. 9, 2012	Traffic School	October traffic school cancelled due to lack of court referred students.	Fire
39	No Change June 10, 2011	Training/Conf.	<u>April & May Training/Conferences</u> Fire Chief attended the County Fire Defense Board Chief's meeting held in Salem at the State Fire Marshal's office in May. This annual meeting is for reviewing and discussing issues related to the State	Fire

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			Fire/All Hazards mobilization plan. Updates/changes to the plan were discussed and up coming fire season projections were shared.	
40	No Change June 10, 2011	Fire Safety House Trailer	The fire safety trailer was used throughout Union County in April as part of the UC Fire Prevention Coop fire safety school program presented in all public and private grade schools in the county.	Fire
41	No Change Oct. 12, 2011	EO Fire Museum	The old fire station is currently empty of tenants and the building has been winterized. The EO Fire Museum board is having conversations with a couple of potential tenants and hopes to have someone in the building shortly after the first of the year. A rain roof is being constructed over a lower level roof on the alley side of the building. The rain roof is being constructed to fix a small nagging leak that would have required the removal of large HVAC units and roof mounted duct work to patch, the cost of which is beyond the EO Fire Museum's ability to pay.	Fire
42	No Change Dec.12, 2011	Development of Training Burn Structure	Three 8'X 40' intermodal storage containers have been setup on property owned by the City near the UC Fairgrounds. The containers will be used for structure fire training of our firefighters. The interior of the containers will be fitted with movable walls to simulate building rooms and hallways. Small fires will be set in one end of one of the containers which will create heat and generate smoke on the inside of the burn structure. Firefighters will be able to practice search and rescue skills, and fire attack techniques in a structure designed for that type of training. With the development of this burn structure, we will be able to provide realistic "live" fire training in a safe controllable environment. Money raised from the annual firefighter's pancake breakfast was used to purchase the containers and develop the site. LG PWs helped level the area.	Fire
43	Updated Nov. 9, 2012	Development of Fire Training Facility	The 3 story training tower being constructed behind the fire station now has a completed roof.	Fire
44	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
45	Updated Nov. 9, 2012	Open Burning	Fall open burning is set to end on November 30 th .	Fire
46	Updated Nov. 8, 2012	Literacy Center	As usual, use of the Center increases greatly each year following the first report cards. Happily, we also had another volunteer join our "staff." An EOU student taking one of the reading courses requested permission to partner with us in her practicum. She will work with one of our 7th grade boys for 11	Library

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			weeks on various reading skills. Permission of the student's parents was granted. Beverly White meets weekly with the college student to plan and help find materials for lessons. One of the librarians at Elgin Public Library requested information and materials to help her work with a non-reader in that community. We will be pleased to provide this assistance throughout the next few months.																																								
47	Updated Nov. 8, 2012	Page Turners Book Club	Book Club discussed <i>East of Eden</i> by John Steinbeck. Meetings are held the second Thursday of the month at 6:00 at the library. There is no meeting in December.	Library																																							
48	No Change October 10, 2012	Archives	Volunteers are working hard at the Archives. Kay Hunt is working on obituary files, Dorothy Fleshman is assisting Kay and working on organizing newspaper articles in date order in individual folders. LaVelle Gorte is organizing, labeling and putting pictures in binders. Sandra Boren is cutting out articles from the newspaper that she thinks may be of future interest and setting them up in subject or person files. All volunteers work with the public that may come to the Archives and there have been additional visitors since my last report. Since we work two different days all four of us get together periodically to make sure we know what is going on and that we are on track with our projects. Archive donations are processed as they come in. Since the Archives opened we have been donated a large printer, a laptop computer, a 2-drawer file, a 4-drawer file and miscellaneous smaller items. We were given four chairs to place around our worktable inside the main Archive room. Our budget is slim so most of it has been spent on supplies.	Library																																							
49	Updated Nov. 8, 2012	Statistics	<table><tr><td>Current</td><td>Last</td><td></td></tr><tr><td>11,989</td><td>10,623</td><td>Circulation</td></tr><tr><td>27,480</td><td>29,047</td><td>Door count</td></tr><tr><td>13,059</td><td>13,006</td><td>Card holders</td></tr><tr><td>153</td><td>416</td><td>Overdue notices</td></tr><tr><td>14</td><td>70</td><td>HeritageQuest</td></tr><tr><td>163</td><td>561</td><td>Library2 Go titles checked out</td></tr><tr><td>231</td><td>42</td><td>Mango Languages</td></tr><tr><td>1</td><td>39</td><td>Ancestry</td></tr><tr><td>37</td><td>28</td><td>Events in community room</td></tr><tr><td>45</td><td>20</td><td>Homebound deliveries</td></tr><tr><td>104</td><td>19</td><td>Adult program attendance</td></tr><tr><td>420</td><td>405</td><td>Children's program attendance</td></tr></table>	Current	Last		11,989	10,623	Circulation	27,480	29,047	Door count	13,059	13,006	Card holders	153	416	Overdue notices	14	70	HeritageQuest	163	561	Library2 Go titles checked out	231	42	Mango Languages	1	39	Ancestry	37	28	Events in community room	45	20	Homebound deliveries	104	19	Adult program attendance	420	405	Children's program attendance	Library
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			52	47	Volunteer hours		
			573	482	Total Sage ILL		
50	No Change Sept. 13, 2012	Children's/Young Adults	We are starting a teen craft hour every month, beginning September 15 th at 2 pm tie-dying backpacks. We're calling it <i>iCraft Saturday</i> .			Library	
51	Updated Nov. 8, 2012	Programs	Don't forget that December 12 th is not only the annual Open House for City Hall but this year is also the 100 th Anniversary celebration of library service in La Grande and of the City Hall building. Programs and light refreshments will be available throughout the day. Programs in October included: New York City classical guitarist Peter Fletcher, author Duff Brenna who discussed his book <i>Murdering the Mom</i> , the Eastern Oregon Word Round-Up at Wildhorse Resort, author Rick Steber who discussed his book <i>Caught in the Crosshairs</i> , and Ghost Hunters NW.			Library	
52	No Change October 10, 2012	Department Activities	Celine attended a three day Children and Young Adult training overlooking the Columbia Gorge at the Menucha Retreat and Conference Center. This is put on every year by the Oregon State Library for support staff. She also took a webinar called, <i>Teen Crafts on a Shoestring</i> . Carrie attended the CSD (Children's Services Division) of OLA's (Oregon Library Association) Showcase of Summer Reading Performers. She attended webinars in <i>New Young Adult novels</i> , <i>Popular Graphic Novels</i> , and <i>Great Non-Fiction Titles</i> . Terri attended a webinar called <i>Governmental Accounting 101</i> which was recommended by Kim Hulse. We have held two planning meetings for the 100 th anniversary celebration of city hall and the library on December 12. It will be held during the annual Open House.			Library	
53	Updated November 8, 2012	Arts Commission	There were 46 regional artists that participated in the 26 th Annual Season's Faire this year. Local sponsors donated over \$1,500 in artist awards and table decorations, as well as numerous raffle and door prizes. This is the only fundraiser sponsored by the Commission and the funds raised are used to fund Arts for All in the spring, provide a \$500 scholarship for a graduating senior and sponsor other local art activities as opportunities become available.			Parks - Admin	
54	Updated November 8, 2012	Riverside Pavilion	An application has been submitted to DEQ to convert the septic holding tank into a septic drain field type system to reduce the long term expense of pumping the holding tank.			Parks - Admin	
55	No Change August 20, 2012	Morgan Lake EAP	The Emergency Action Plan (EAP) for Morgan Lake is being developed by Anderson Perry to			Parks - Admin	

Item	Date of Change in Status	Item	Comments	Department															
			comply with the State Resource Department design work. They have also started on the engineering design work for an emergency spillway as an added safety feature.																
56	No Change August 1, 2012	Pavilion Fire Sprinkler System	Western Automatic Sprinkler has volunteered to donate the labor and materials to install a fire sprinkler system for the Pavilion. The City will pay to extend the water line to provide the water supply for the new system.	Parks – Admin															
57	Updated November 8, 2012	Training	Mark Lanman attended the 2012 Safety & Stewardship Seminar in Pendleton, Oregon, on November 6, 2012, where he was able to obtain the nine training credits needed to maintain his pesticide certification.	Parks - Admin															
58	Updated November 8, 2012	Park Events	<u>BICYCLES RIDERS NORTHWEST</u> Staff is working with this organization which plans to bring a bicycle tour through our area next summer, spending the night of August 4 th in Pioneer Park.	Parks-Admin															
59	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															
60	Updated November 8, 2012	Pool Statistics March	<table><tr><td></td><td>FY 11-12</td><td>FY 12-13</td></tr><tr><td>ATTENDANCE</td><td>2,836</td><td>2,544</td></tr><tr><td>REVENUE</td><td>\$7,336</td><td>\$8,743</td></tr><tr><td>FY TO DATE</td><td>\$37,691</td><td>\$37,937</td></tr><tr><td># OF RENTALS</td><td>0</td><td>3</td></tr></table>		FY 11-12	FY 12-13	ATTENDANCE	2,836	2,544	REVENUE	\$7,336	\$8,743	FY TO DATE	\$37,691	\$37,937	# OF RENTALS	0	3	Parks - Aquatics
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61	Updated November 8, 2012	Pool Update	Lessons began on October 2 nd , with 21 children participating, five of whom are taking private lessons. Staff in-service was held October 10 th , which included each employee swimming 300 yards, performing 12 in-water rescue skills and practicing visual drills, safety presentations and completing a safety questionnaire.	Parks - Aquatics															
62	No Change August 20, 2012	Parks Maintenance Building Replacement	Staff is investigating the use of a prefab shed building for equipment storage to replace the maintenance shed destroyed by fire in conjunction with the Pavilion.	Parks Maintenance															
63	Updated November 12, 2012	Parks Maintenance	<ul style="list-style-type: none">Marc Mayes and Eagle Scout Troop 511 completed a sign board with a detailed directional map of Pioneer Park for visitors to locate the various ballfields and facilities within the park. Donations of monies, skills, materials and labor were provided by Anderson Perry and Associates, Lauri Bauer, La Grande Optimist Club, Joe Seale and the La Grande Parks	Parks Maintenance															

Item	Date of Change in Status	Item	Comments				Department																																																								
			<p>Department.</p> <ul style="list-style-type: none">Christmas decorations have been installed in Max Square in preparation for the tree lighting ceremony on November 23rd. New LED lights were purchased for the tree by the Main Street Association, using grant dollars they received from the Soroptimist International of La Grande and OTECC volunteered equipment and manpower to assist with the installation.Phase I of the Greenway is open to the public daily from dawn to dusk. There have been reports of wildlife using the new bridge, including a four point elk. <p>Bids are being solicited to reroof and replace the skylights in the restroom in Riverside Park.</p>																																																												
64	Updated November 13, 2012	Adult Recreation Program	The Women’s Volleyball League has 11 teams this year. Pre-season play has started, with actual league play beginning after the holidays.				Parks - Recreation																																																								
65	Updated October 11, 2012	Children’s Recreation Program	Flag Football has over 100 children in the 1 st , 2 nd & 3 rd grades playing games in Pioneer Park on Saturday mornings. These enthusiastic young players are a lot of fun to watch. There are 24 students participating in gymnastics this quarter and our newest program, Lotus Self-Defense, taught by Dan Leone, has 36 students.				Parks - Recreation																																																								
66	Updated November 15, 2012	Community Outreach June	Tree Care Educator led a fall color bus tour for the Grande Ronde Retirement Residence. <ul style="list-style-type: none">Thirty-one trees were planted in the street right-of-ways throughout La Grande during the Fall Tree Planting Program, bringing the total for the year to 67 trees.				Parks - Urban Forestry																																																								
67	Updated November 15, 2012	October Statistics	<table><tr><th colspan="4">Year-to-Date October</th></tr><tr><td>ROW Trees Planted</td><td>31</td><td>67</td><td></td></tr><tr><td>Park Trees Planted</td><td>1</td><td>6</td><td></td></tr><tr><td>Street Trees Removed</td><td>8</td><td>43</td><td></td></tr><tr><td>Park Trees Removed</td><td>1</td><td>24</td><td></td></tr><tr><td>Street Trees Pruned</td><td>4</td><td>127</td><td></td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>35</td><td></td></tr><tr><td>Community Responses</td><td>36</td><td>271</td><td></td></tr><tr><td>Nuisance Responses</td><td>1</td><td>18</td><td></td></tr><tr><td>Field/Tree Evaluations</td><td>12</td><td>246</td><td></td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>15</td><td></td></tr><tr><td>Tree Service Permits</td><td>1</td><td>8</td><td></td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>6</td><td></td></tr><tr><td>Cmty Volunteer Hours</td><td>48</td><td>225</td><td></td></tr></table>				Year-to-Date October				ROW Trees Planted	31	67		Park Trees Planted	1	6		Street Trees Removed	8	43		Park Trees Removed	1	24		Street Trees Pruned	4	127		Park Trees Pruned	0	35		Community Responses	36	271		Nuisance Responses	1	18		Field/Tree Evaluations	12	246		Ordinance Enforcement	1	15		Tree Service Permits	1	8		Site Plan Reviews	0	6		Cmty Volunteer Hours	48	225		Parks - Urban Forestry
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68	No Change Oct. 9, 2012	Crime Statistics :	<table><tr><th>Type of Crime</th><th>June</th><th>July</th><th></th></tr><tr><td>Crimes against persons <i>(assaults, robbery, sex crimes)</i></td><td>14</td><td>3</td><td></td></tr><tr><td>Crimes against property <i>(burglary, vehicle theft,</i></td><td>55</td><td>52</td><td></td></tr></table>				Type of Crime	June	July		Crimes against persons <i>(assaults, robbery, sex crimes)</i>	14	3		Crimes against property <i>(burglary, vehicle theft,</i>	55	52		Police																																												
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Item	Date of Change in Status	Item	Comments				Department
			<i>NSF/acct. closed)</i>				
			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	23	15		
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	3	3		
69	Updated Nov. 9, 2012	Operations Division Statistics For Sept. 2012		Oct.			Police
			Case Reports Turned In	170			
			Total Traffic	201			
			Arrests	35			
			Calls for Service	1502			
70	Updated Nov. 5, 2012	Communications Division Statistics		Oct.			Police
			Traffic/Air	340			
			All Calls	2959			
			Legitimate 911 calls for service	294			
			Case Reports LGPD/UCSO	219			
71	Updated Nov. 8, 2012	Training	OPERATIONS OCTOBER TRAINING: The SWAT team had a 4 hour block of training. One Detective attended a one day Child Abuse Seminar in Pendleton. One Sgt. attended an eight hour leadership training in Hillsboro. COMMUNICATIONS OCTOBER TRAINING: Comm. Spec Griffin attended the 3 day Oregon CJIS Users workshop in Portland. 11 Department employees attended the BOLI training held in La Grande.				Police/Comm
72	No Change June 11, 2012	Union/Wallowa County Drug Task Force Activity Summary		April	May		Police
			New Activities	4	1		
			YTD Activities	44	45		
			Arrests	0	0		
			YTD Arrests	5	5		
73	No Change June 12, 2012	Communications Strategic Plan	An engineering study was just completed and we are moving forward with infrastructure development per the engineer's recommendations. Work should begin very soon on a preliminary two phase project which will implement a repeated radio channel with two fixed site receivers.				Police
74	Updated Nov. 9 2012	Department Activities	The department volunteers participated in the Downtown Trick-or-Treat program. Their members enjoyed this opportunity and are looking forward to participating again next year. In addition, members of this group of volunteers have assisted the department by providing the service of picking up and processing found/abandoned bicycles. This has been a tremendous help to the street officers as this can be a time consuming process. During the past 3 months, this group of				Police/Comm .

Item	Date of Change in Status	Item	Comments	Department
			volunteers has provided 121.75 hours of volunteer service to our department and our community. Reserve Officer testing will take place next week. We are hopeful to bring on an additional 4 Reserves, to give us a total of 10.	
75	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
76	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
77	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.	Public Works
78	No Change October 12, 2012	Bike/Ped Grant	The City received notice that we were successful in accessing \$360,000 of State funding to redo the alley approaches throughout the downtown area. The State has completed the intergovernmental agreement and plans are being developed so we may proceed with the project. The contractor for the Big 'H' project has constructed 8 of these driveways as part of that project. Work is in progress with the other alleys being prepared for bidding and construction scheduled for Spring 2013.	Public Works
79	No Change June 11, 2012	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 th Street for the first time. This will take a lengthy period of time.	Public Works
80	No Change June 11, 2012	Fourth St. and 'N' Avenue Intersection	This intersection is being evaluated for the purpose of increasing safety and a better design. Trees have been removed to increase visibility. ODOT Traffic Engineers are collecting traffic counts and evaluating existing design to determine if there is a better way to move traffic through this intersection. The review is close to completion.	Public Works
81	No Change June 11, 2012	Washington Ave., to 20 th St. Storm Sewer	Staff is working with the property owners to obtain easements to install a 48-inch storm pipe to remove storm water from the Gekeler Slough. Updated estimated cost is \$500,000.	Public Works
82	Updated November 5, 2012	Beaver Creek Fish Passage	Plans are being developed for the design of the fish passage over the dam. Funding applications have been applied for from 3 different sources and an additional funding source is being evaluated. The environmental review is in progress. Estimated cost is \$1,500,000.	Public Works
83	Updated November 5,	2012/13 Cured-In Place Pipe Project	Staff cleaned and evaluated the sewer lines for the Cured-In Place Pipe contract. This project has been	Public Works

Item	Date of Change in Status	Item	Comments	Department
	2012		bid and is in progress. Estimated cost is \$200,000.	
84	No Change August 14, 2012	2012 Street User Fee Projects	Staff members are preparing the summer overlay projects by cleaning the selected streets and removing all vegetation. Crews have paved North Second Street from Y Avenue to the freeway and Penn Avenue from Fourth Street to Sixth Street.	Public Works
85	Completed November 5, 2012	2012 Storm Channel Maintenance	Staff and Riverbend crews cleaned storm channels by removing debris and vegetation.	Public Works
86	No Change July 10, 2012	2012 Street Surface Maintenance	City crews have been patching streets to repair the damage done by winter weather. Crews have placed 12 tons of crack filler and 658.5 tons of asphalt to date. This will be a continuing project throughout the summer.	Public Works
87	Updated November 5, 2012	Aries Lane Reconstruction	Public Works crews have completed the reconstruction of Aries Lane between Taurus Avenue and Leo Lane that was damaged as the result of a waterline break done by contractors for Charter Communications. Charter Communications will be billed for this work.	Public Works
88	No Change August 14, 2012	Oil Matting	Staff has oil matted a few old streets that have fallen apart. If successful, this process may be used in the future. The increased funding in the gas tax has allowed this work to be done.	Public Works
89	New Item November 5, 2012	Snow Removal	The snow removal equipment is being prepared for high demand times.	Public Works
90	New Item November 5, 2012	Leaf Pickup	Leaf pickup will begin the week of November 12. This will be a partnership between the City and City Garbage Service and will last about 2 to 3 weeks.	Public Works
91	New Item November 5, 2012	Storm Inlet at Alder Street and 'M' Avenue	Plans are near completion for constructing a secondary inlet to eliminate or reduce potential flood impacts. Construction should begin in December.	Public Works
92	New Item November 5, 2012	Fire Hydrant Repair	Summer fire hydrant flow testing identified several fire hydrants that need repaired. That work is currently being performed.	Public Works
92	New Item November 5, 2012	Storm Sewer Line on 'J' Avenue between 12 th & 14 th Streets	During the summer street projects, 'J' Avenue was identified as not having any storm sewer system. A new line is scheduled to be installed in the Spring of 2013.	Public Works