



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

Staff Report  
 January and February 2012  
 City Manager's Top Priorities for 2012

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	New Item February 15, 2012	Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande	Current actions include monitoring budget performance and service delivery. Upcoming tasks include development of the FY 2012-2013 budget.	City Manager
2	Updated February 15, 2012	Continue to pursue recommendations of the Long Term Budget Solutions Advisory Committee	Current actions include franchise fee increases and pursuing a Special District for Parks and Recreation	City Manager
3	Updated February 15, 2012	Greenway Bike and Pedestrian Trail	Current actions include construction of grant funded bridge and initial trail paving of the first segment of the Greenway	Parks Department
4	Updated February 9, 2012	Implement Economic Development Strategy for La Grande	Mayor to take lead on an economic summit in 2012; staff working closely with UCEDC on BR&E & business recruitment strategies; staff working with Chamber on a community branding strategy; work session to discuss ED Plan with Council set for June 2012.	Community and Economic Development
5	Updated February 9, 2012	Continue Transition to La Grande Main Street	Funding committee is meeting regularly to discuss a strategy for an improvement district.	Community and Economic Development
6	New Item February 15, 2012	Long Range Fiscal Planning and Capital Improvement Program	Concept is to forecast five year plan including levels of service and capital improvements.	City Manager
7	Updated February 15, 2012	Riverside Pavilion	The project is behind the scheduled date for substantial completion but the contractor has indicated they will be finished by the final completion date. The work on the fireplace has resumed and rock was being placed beginning this	City Manager

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			week. The kitchen tile is being placed and the hood is scheduled to be placed this week as well. One item that will not be done until later in the spring is the asphalt work which is dependent upon opening of the asphalt plant.	

**2012 Council Regular and Work Sessions and Election Dates**

<b><u>DATE</u></b>	<b><u>TYPE</u></b>	<b><u>TOPIC(S)</u></b>
Monday, March 5	Work Session	UCEDC First Quarterly Report Proposed Fee Increases: Ambulance/Parks and Recreation/Planning/Water/Sewer
Monday, March 12	Work Session	City Manager Evaluation
Wednesday, March 14	Regular Session	
Monday, April 9	Work Session	Parks and Recreation Special Districting Effort Parks and Recreation Advisory Commission
Wednesday, April 11	Regular Session	
Monday, April 16	Work Session	Island City Mayor and City Council
Monday, May 7	Work Session	TENTATIVE: Industrial Lands Infrastructure Funding
Wednesday, May 9	Regular Session	
Monday, May 14 – May 17	BUDGET HEARINGS (Will continue to Monday, May 21, if necessary)	
Tuesday, May 15	CITY PRIMARY ELECTION (If Needed)	
Monday, June 4	Work Session	Comprehensive and Strategic Economic Development Plan (Second Annual Update)
Monday, June 11	Work Session	UCEDC Quarterly Report
Wednesday, June 13	Regular Session	SCHEDULED to ADOPT BUDGET
Monday, June 18	Work Session	EOU Master Planning Update by EOU (unconfirmed)
Monday, June 25	Work Session	**TBD/IF NEEDED
Wednesday, July 18	Regular Session	

**2012 Council Regular and Work Sessions and Election Dates**

<b><u>DATE</u></b>	<b><u>TYPE</u></b>	<b><u>TOPIC(S)</u></b>
Wednesday, August 8	Regular Session	
Wednesday, September 5	Regular Session	
Monday, September 10	Work Session	Long Term Fiscal Planning UCEDC Quarterly Report
Wednesday, October 3	Regular Session	
Tuesday, November 6	GENERAL ELECTION	
Wednesday, November 7	Regular Session	
Wednesday, December 5	Regular Session	
Monday, December 10	Work Session	Water and Sewer Master Plan Updates UCEDC Quarterly Report
Wednesday, December 12 Holiday Open House (4:30 – 6:00 p.m.)		
Wednesday, January 16, 2013	Regular Session	
<u>Commissions Include:</u>		
Air Quality		Parking, Traffic Safety, and Street Maintenance
Arts		Parks and Recreation
Community Landscape and Forestry		Planning
Landmarks		Library
Urban Renewal Advisory		

*Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m.*

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1	Updated February 7, 2012	Inspector's Certifications	Our inspectors are always working hard to keep up on all the code cycles and changes. They put in a lot of study hours to keep up with the constant updates. Recently David Kloss has received his certification for International Code Council Fire Plans Examiner. Good work David!	CEDD Building																																										
2	Updated February 7, 2012	Monthly activity (December, 2011)	<table border="0"> <thead> <tr> <th>Permit Type/#:</th> <th>Fees \$:</th> <th>Valuation \$:</th> </tr> </thead> <tbody> <tr> <td>Building, 18</td> <td>\$13,127.42</td> <td>\$1,062,052</td> </tr> <tr> <td>Demolition, 0</td> <td>\$</td> <td></td> </tr> <tr> <td>Electrical, 58</td> <td>\$7,508.20</td> <td></td> </tr> <tr> <td>Mechanical, 45</td> <td>\$4,408.16</td> <td></td> </tr> <tr> <td>MFG Homes, 0</td> <td>\$</td> <td></td> </tr> <tr> <td>Plumbing, 14</td> <td>\$2,979.28</td> <td></td> </tr> <tr> <td>Farm Exempt, 2</td> <td>0</td> <td></td> </tr> <tr> <td><b>Totals: 137</b></td> <td><b>\$28,023.06</b></td> <td></td> </tr> <tr> <td colspan="3"><b>Total inspections performed = 272</b></td> </tr> </tbody> </table>	Permit Type/#:	Fees \$:	Valuation \$:	Building, 18	\$13,127.42	\$1,062,052	Demolition, 0	\$		Electrical, 58	\$7,508.20		Mechanical, 45	\$4,408.16		MFG Homes, 0	\$		Plumbing, 14	\$2,979.28		Farm Exempt, 2	0		<b>Totals: 137</b>	<b>\$28,023.06</b>		<b>Total inspections performed = 272</b>			CEDD Building												
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	Updated February 8, 2012	Implement façade grant program (final for FY10-11)	Seven projects have been completed this fiscal year. One project is in progress. Five others are approved but not yet started; and three projects have been submitted and are pending approval. All funding budgeted for this fiscal year has been allocated.	CEDD Economic Development																																										
5	Updated February 8, 2012	Assisting UCEDC with economic development plan	Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention &	CEDD Economic Development																																										

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		implementation	Expansion, Business Recruitment and Business Cultivation. The BR&E program that launched in spring 2011 is essentially completed. Continuing to assist in the development of business recruitment-related plans and materials. Current active involvement with the new business recruitment and marketing strategy.	
6	No Change March 7, 2011	Assess feasibility of forming a multi-county economic development marketing cooperative	Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a trade show planning meeting in Portland on Sept. 23 with statewide partners. Staff will be attending the AWEA trade show in Anaheim in May along with UCEDC staff.	CEDD Economic Development
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	Updated February 8, 2012	Urban Renewal projects updates	IOOF: (\$200,000; \$120,000 net) Agency approved funding for the project; DEQ/OBDD have provided conditional grant approval; Phase One environmental assessment was updated by DEQ; final agreement negotiations occurring with the property ownership are completed; expect to award a contract to environmental consultant in February. Liberty Theatre: (\$75,000) project funding was approved by Agency in July 2011; Main Street is in possession of the property; first quarterly project report received in November; second due in February; both storefronts have been leased out and an alley-entrance mini-theatre project is soon to open. Big H: (\$1.6 million) 50% plans have been completed; benches have been chosen and ordered; plan is to have bid opening for project in late March, award in April; Plaza portion of project design process is underway with Main Street Design Committee; project financing has been arranged. 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 which is being resolved in February. 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	CEDD Economic Development

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			<p>model research, business financing technical assistance and making EOU connections</p> <p>Frontier streetscape: (\$15,000) four new trees were planted along the sidewalk; a local Frontier representative has reopened the renovation discussions.</p> <p>UCEDC Marketing: (\$7,500) Agency approved funding</p> <p>Kohr's Development: (\$70,000) Agency approved funding; three initial disbursements of \$56,000</p> <p>Memo to Agency/Council regarding detailed project updates &amp; status provided November 2011.</p>	
9	Updated February 8, 2012	Urban Renewal "call for projects"	<p>Approved for funding:</p> <p>Jefferson Clinic: (\$75,000) project is underway &amp; nearing completion; funding agreement has been signed; initial disbursement of \$44,500 made in February.</p> <p>Fallow remodel: (\$17,000) project complete</p> <p>Maridell remodel: (\$25,000) project has stalled; initial disbursement of around \$2,400 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
10	New Item, February 13, 2012	Monthly Main Street updates	<p>With the transition the four Committees now under the supervision of the La Grande Main Street Board, much focus for continuing funds has taken precedence. The Organization Committee is tasked with the membership drive, as well as fundraising opportunities; this is in addition to those funds raised through the Promotion Committee. A membership sub-committee has also been formed, and those volunteers have been going from business owner to business owner inquiring about membership, as well as getting feedback from them about the organization. The Promotion Committee is currently working on their kick-off event – The Discover Downtown 5K Stroll/10K Run- which will be April 21st, as well as partnering up with the Design Committee, on raising funds and sponsorships for the flower baskets. The Design Committee has currently secured a grower and watering crew for the flower basket project, and weather dependent, the Committee is hoping to hang them the third week in May</p>	CEDD Economic Development
11	Updated February 8, 2012	Calendar <b>YTD</b> Planning Statistics (through December '11)	<p>Land Use Applications: 48</p> <p>Zoning Approvals: 44</p> <p>New Business Permits: 50</p> <p>Revenue (Land Use Fees): \$9,850</p> <p>Revenue (Park SDC): \$2,100</p>	CEDD Planning
12	Updated February 8, 2012	2012 Calendar <b>YTD</b> Planning Statistics (through January	<p>Land Use Applications: 2</p> <p>Zoning Approvals: 1</p> <p>New Business Permits: 8</p>	CEDD Planning

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		'12)	Revenue (Land Use Fees): \$175 Revenue (Park SDC): \$0	
13	Updated February 7, 2012	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 nearly complete with Task 3 – Future Conditions (traffic study, development concepts, etc.). The consultants will be presenting their ‘draft’ report to the City and County in a joint work session on February 27 <sup>th</sup> , held at the Union County Misener Conference Room, 1001 4 <sup>th</sup> Street. The purpose of this work session is, not just for the consultants to present information, but to hear from the City and County about specific elements that they like and dislike; and, additional elements that they would like considered. The following evening, February 28 <sup>th</sup> , the consultants will be holding an open house for property owners in the area and general public. The information received during the joint work session and open house will be used to prepare a final proposal that the consultants will recommend for City and County adoption. This project is slightly behind schedule, but should be completed (final adoption) by July-August 2012.	CEDD Planning
14	New Item February 16, 2012	Pavilion Ribbon Cutting	The intent is to conduct a less formal ribbon cutting during the month of May to be followed by a formal opening ceremony and donor wall unveiling on June 2, 2012, at 11:00 following the Soroptimist Breakfast.	City Manager
15	New Item February 16, 2012	Tourism Promotion Agreement	The current agreement between the City, County, and Chamber expires this June. Will draft a new agreement extending the arrangement for Council consideration	City Manager
16	Completed January 23, 2012	Council Retreat	The Council Retreat is scheduled for January 23 and 24. We are currently in the process of developing topics and the agenda for the Retreat.	City Manager
17	No Change December 7, 2011	La Grande Business and Technology Park CC&R Revision	Working as a member of the UCEDC Property Committee, reviewing a draft revision to the Covenants and Restrictions for the Business and Technology Park. Once the Property Committee has finished the draft it will come before the UCEDC Board and City for approval.	City Manager
18	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 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.	City Manager

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19	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
20	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
21	Updated February 16, 2012	Franchise Agreements— Potential Franchise Fee Increases	Provided draft Avista agreement to the attorney the City will be using to assist with the negotiations for review.	City Manager
22	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
23	Updated January 24, 2012	Parks and Recreation District Effort	Council reiterated support for the Parks and Recreation Special Districting effort during the Council Retreat on January 23, 2012.	City Manager
24	No Change December 7, 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 their report. Report has been submitted to the State.	City Manager
25	Updated February 16, 2012	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. Scheduled to meet with Mr. Griffith and Dan Stark on February 17 <sup>th</sup> to review Mr. Griffith's progress.	City Manager
26	No Change June 23, 2011	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers states that the Volunteers will sublet the property and use the revenues from the rent to maintain the building. The Volunteers have lost both UCT and the Chamber as tenants and have received notice that their last tenant will be leaving as well. While the City doesn't have responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	City Manager
27	Updated February 13, 2012	Annual Work Sessions with Advisory Commissions	Scheduling Advisory Commissions for Work Sessions with the Council during Calendar Year 2012, is continuing, as time and Commission schedules permit. As of this writing, the <i>Parks and Recreation Advisory Commission</i> is currently scheduled to meet with the	City Recorder

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			Council during a Work Session on Monday, April 16, in concert with the Council's discussion in connection with a Parks and Recreation Special District effort.	
28	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
29	No Change July 11, 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 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 still 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>	City Recorder
30	New Item February 13, 2012	Council Elections	<p>The City of La Grande is one of the few remaining cities in Oregon that conducts a Primary Election under specific and certain circumstances; thus, we have an early filing season and deadline.</p> <p>This year's filing deadline is close of business on Tuesday, February 28<sup>th</sup>. Four Positions whose terms expire on December 31, of this year are currently open: One (1-Mayor); Two (2), Three (3), and Four (4-Councilors).</p> <p>Signatures are currently being verified for incumbents Pokorney, McGee, and Bozarth. Mr. John Lackey has submitted as of this afternoon signature sheets for Position Number Four (4); and Mr. Jim Mollerstrom has obtained a Candidate Packet for that same Position Number.</p> <p>In addition to the Election process, Position Number Four (4) is now vacant as a result of the resignation of former Councilor Silas Kelty. The Council has a variety of available options to consider in connection with filling this vacancy prior to the Primary or General Election and will be discussing those this evening during a Work Session, in preparation for formal action during Wednesday's Regular Session.</p>	City Recorder
31	New Item February 13, 2012	Advisory Commission Vacancies	The Council began its annual sequence of Advisory Commission appointments during the Regular Session of	City Recorder

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			<p>January 18, and is scheduled to continue so doing during the Regular Session of February 15, and thereafter until all vacancies are filled and/or Advisory Commission status is addressed in some other way. Following are existing Advisory Commission vacancies as of this writing (the figure preceding the slash is the number of vacancies; the number following the slash is total Advisory Commission membership, per establishing Resolution):</p> <table border="0"> <thead> <tr> <th data-bbox="691 411 911 436"><u>Advisory Commission</u></th> <th data-bbox="1195 411 1299 436"><u>Vacancies</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="691 436 812 462">Air Quality</td> <td data-bbox="1224 436 1263 462">7/7</td> </tr> <tr> <td data-bbox="691 462 737 487">Arts</td> <td data-bbox="1224 462 1263 487">3/7</td> </tr> <tr> <td data-bbox="691 487 873 512">Budget Committee</td> <td data-bbox="1224 487 1263 512">0/7</td> </tr> <tr> <td data-bbox="691 512 1003 537">Community Landscape/Forestry</td> <td data-bbox="1224 512 1263 537">1/7</td> </tr> <tr> <td data-bbox="691 537 802 562">Landmarks</td> <td data-bbox="1224 537 1263 562">0/5</td> </tr> <tr> <td data-bbox="691 562 769 588">Library</td> <td data-bbox="1224 562 1263 588">1/5</td> </tr> <tr> <td data-bbox="691 588 1149 613">Parking, Traffic Safety, and Street Maintenance</td> <td data-bbox="1224 588 1263 613">3/7</td> </tr> <tr> <td data-bbox="691 613 899 638">Parks and Recreation</td> <td data-bbox="1224 613 1263 638">0/7</td> </tr> <tr> <td data-bbox="691 638 779 663">Planning</td> <td data-bbox="1224 638 1263 663">0/5</td> </tr> <tr> <td data-bbox="691 663 841 688">UCEDC Board</td> <td data-bbox="1224 663 1279 688">2/2*</td> </tr> <tr> <td data-bbox="691 688 938 714">Union County Tourism**</td> <td></td> </tr> <tr> <td data-bbox="691 714 841 739">Urban Renewal</td> <td data-bbox="1224 714 1263 739">3/7</td> </tr> </tbody> </table> <p>This composition could change subsequent to the Regular Session of Wednesday, February 15, as the Council will be considering appointments to the Arts, CLF, and Urban Renewal advisory commissions.</p> <p>*As a reminder, the City is entitled to four (4) appointments to the UCEDC Board of Directors per UCEDC Board Bylaws. Two (2) of the four are appointments made by application from interested citizens at large; one (1) is traditionally the City Manager; one (1) is currently a City Councilor. The latter two (2) are appointed/reappointed annually during the Council's January Regular Session; the former two (2) are appointments to four (4)-year terms and are appointed subsequent to the expiration of a term or when a seat is prematurely vacated.</p> <p>**This is a category-specific vacancy that at this time reflects a need for one representative (owner/manager) of a retail establishment.</p>	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	7/7	Arts	3/7	Budget Committee	0/7	Community Landscape/Forestry	1/7	Landmarks	0/5	Library	1/5	Parking, Traffic Safety, and Street Maintenance	3/7	Parks and Recreation	0/7	Planning	0/5	UCEDC Board	2/2*	Union County Tourism**		Urban Renewal	3/7	
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33	Updated February 13, 2012	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> <p>Fire and Police are finalized and Public Works is awaiting City Manager review.</p>	Finance/ Personnel																										
34	Updated February 13, 2012	Create and Implement a standard process for hiring new employees	<p>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</p>	Finance/ Personnel																										

Item	Date of Change in Status	Item	Comments	Department
			<p>completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.</p> <p>The process has gone back to Managers for final approval and this is being finalized.</p> <p>The Final outline and been reviewed by staff and sent to each department for final review.</p>	
35	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
36	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
37	Updated February 13,2012	Statistics	<p><u>For the month of November 2011:</u></p> <p>Monthly Revenue (all funds) \$ 4,035,809</p> <p>Monthly Revenue (general fund) \$ 2,751,994</p> <p>Monthly expenses amount (all funds) \$ 1,495,979</p> <p>Monthly expenses (general fund) \$ 602,785</p> <p># of Accounts Payable Checks issued: 212</p> <p># of Payroll Checks issued: 138</p> <p>Monthly Payroll expenses: \$ 704,584</p> <p># of Water accounts billed: 5194</p> <p># of LID accounts billed: 0</p> <p># of NSF checks the City received: 4</p> <p>Pieces of mail processed 7071</p>	Finance
38	Updated February 13,2012	Statistics	<p><u>For the month of December 2011:</u></p> <p>Monthly Revenue (all funds) \$ 1,714,525</p> <p>Monthly Revenue (general fund) \$ 855,694</p> <p>Monthly expenses amount (all funds) \$ 1,338,336</p> <p>Monthly expenses (general fund) \$ 678,212,</p> <p># of Accounts Payable Checks issued: 232</p> <p># of Payroll Checks issued: 142</p> <p>Monthly Payroll expenses: \$ 655,016</p> <p># of Water accounts billed: 5203</p> <p># of LID accounts billed: 0</p> <p># of NSF checks the City received: 7</p> <p>Pieces of mail processed 6204</p>	Finance
39	Updated, December 9, 2011; Completed	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	Finance

Item	Date of Change in Status	Item	Comments	Department
	February 13, 2012		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. Staff has reviewed the process by researching methods provided by other utilities and has created a draft of the process.	
	Updated February 13, 2012	Big H Project Loan	Pursue obtaining \$1 million dollars for the Big H Project. The application has been submitted for a LOCAP loan. The certificates have been sold and closing will be on February 21, 2012	Finance
40	Updated February 13, 2012	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. The final draft had been received and is currently being reviewed.	Finance
41	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
42	New and Completed February 15, 2012	Half time hire	Due to the resignation of our half time person, we advertised, interviewed and selected our new half time person.	Finance
43	Updated Jan. 13, 2012	Statistics	<u>Response statistics for December 2011</u> Medical: 215 Fire/Other: 9 (1 fire alarm, 3 fires, 1 open burn complaints, 1 citizen assist)  <u>Response statistics for January 2012</u> Medical: 193 Fire/Other: 12 (4 fires, 2 open burn complaints, 3 fire alarms, 2 CO checks) <u>*Total of all responses in 2011 = 2599</u>	Fire
44	Updated Jan. 13, 2012	Fire Code Inspections	New inspections for Dec: 4 Jan: 0 Re-inspections for Dec: 0 Jan: 0	Fire
45	No Change June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
46	Updated Jan. 13, 2012	Child Safety Seat Installations and Bicycle Helmets	Dec: (6) Jan: (4) families instructed in proper car seat with (7) being provided with reduced priced child safety seats. Dec: (2) Jan: (0) family(s) assisted with proper bicycle helmet use and supplied with (5) helmet(s).	Fire
47	Updated Jan. 13, 2012	Traffic School	Dec: (10) Jan: (11) students attended traffic school. Fees collected: \$1050	Fire
48	No Change Dec.12, 2011	Training/Conf.	<u>November Training/Conferences</u> Fire Chief attended annual Fire Chief and District	Fire

Item	Date of Change in Status	Item	Comments	Department
			Directors Conference in November	
49	No Change Dec.12, 2011	Fire Safety House Trailer	The fire safety trailer is back inside in the apparatus bay for some exterior trim painting and for the installation of A/V equipment.	Fire
50	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
51	New Item and Complete February 13, 2012	Part-Time Firefighters Hired	Five part-time firefighters were hired in January contingent upon their being declared fit for duty by our physician and their successful completion of an intense recruit academy. The individuals brought on are: Zachary Davis, Daniel Ishaug, Kennrick Neustal, Jeff Perry, Travis Smith The addition of these five brings our part-time firefighter force to seventeen total.	Fire
52	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
53	No Change Dec. 12, 2011	Development of Fire Training Facility	The 3 story training tower being constructed behind the fire station is getting closer to being completed. An interior stairway to the 3 <sup>rd</sup> floor has been installed along with the decking for the 3 <sup>rd</sup> floor. Exterior walls are being built and will soon be erected. Once they are in place, roof trusses will be lifted into place and the roof will be decked and covered with metal roofing. When the weather warms up next spring, the exterior of the tower will be finished and painted to match the fire station. The building is being built primarily with donated materials, donated labor and	Fire

Item	Date of Change in Status	Item	Comments	Department
			some FD funds.	
54	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
55	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 February 13, 2012	Literacy Center	<p>More drop in visitors and families. Several visitors requesting specific skills materials for children. Families with whom we are familiar are often leaving younger children to enjoy games and toys while they use library facilities. Several parents of very young children play with them. The parenting section of our collection has been used more lately.</p> <p>Several older students come for help with homework; two of these have brought friends this month. Some families asked for study packets to use over Christmas break.</p> <p>We had donations of six sets of encyclopedias for young people which we offered to clients and then to general patrons. Several of the nicest were put on the sale shelves and brought in funds for more books.</p> <p>We have found that many books in our Center collection are duplicates of those children find in the main Children's Library or at school or home. We have been putting those books out for give away on the cart each child or adult can take from each time they visit. We also donate books for give away to several stores and medical offices, other family services. We receive a steady flow of books as families finish with them.</p> <p>An order was made for a great variety of games, toys and "brain boosters" as well as reasoning skills exercises from an excellent educational resource: MindWare. We used funds from our community partner Neighborhood Club.</p> <p>Since we follow school calendars, we were closed the last two weeks of December.</p>	Library
57	Updated	Page Turners Book	Book Club discussed <i>Sarah's Key</i> by Portia de	Library

Item	Date of Change in Status	Item	Comments	Department		
	February 13, 2012	Club	Rosnay. Meetings are held the third Tuesday of the month at 5:00.			
58	No Change December 6, 2011	Friends of the Library	FOL annual book sale was cancelled.	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 February 13, 2012	Statistics	Current	Last		Library
			12,495	11,451	Circulation	
			24,760	26,733	Door count	
			12,614	12,507	Card holders	
			306	376	Overdue notices	
			589	445	Library2 Go titles checked out	
			0	3	Tutor.com use	
			23	19	Events in community room	
			35	14	Homebound deliveries	
			0	0	Adult program attendance	
			375	375	Children's program attendance	
		76	74	Volunteer hours		
		400	499	Total Sage ILL		
61	Updated February 13, 2012	Children's/Young Adults	Children's programs: We have now added crafts to our weekly storytime program, which has been tremendously popular. We have started the Sleepytime story hour program again. This takes place twice monthly. We are gearing up for class field trips, where we will give tours of the library and talk about the Summer Reading Program, which will begin in June.	Library		
62	No Change December 6, 2011	Programs	Peter Fletcher, classical guitarist, came from New York City to put on what was the best program of the year. See <a href="http://www.peterfletcher.com/">http://www.peterfletcher.com/</a> for details. He will perform at Carnegie Hall for the fifth time on January 10 <sup>th</sup> .	Library		
63	No Change December 6, 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	Updated February 13, 2012	Arts Commission	<u>ARTS FOR ALL</u> – Scheduled for April 20 & 21 at the Riveria Activities Center. Second planning meeting is scheduled for February 21, beginning at 7:00 pm. Community volunteers are welcome.	Parks - Admin		
65	Updated February 13, 2012	Greenway – Pedestrian Bridge	The application for the Grande Ronde River Greenway Erosion and Sediment Control Permit, which is required for the project, was submitted to the Department of Environmental Quality last week.	Parks - Admin		
66	New Item February 13, 2012	Utility Vehicle Replacement	The Parks Department received delivery of a new utility vehicle to replace the one lost in the pavilion fire last February. The vehicle was purchased through the local Kubota dealer, using the State bid	Parks - Admin		

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			<a href="#">schedule.</a>																
67	Updated February 13, 2012	Training	Bob Leonard attended the <i>Irrigation as an Art Form Workshop</i> presented by the Oregon Recreation and Parks Workshop in Beaverton, Oregon, December 7 - 8. Teresa Gustafson attended a two-day conference sponsored by the High Desert Green Industry in Redmond, Oregon, February 8 - 9. She received training in Landscape Design, Features of the Landscape, Pollinators and Climate Changes in Eastern Oregon that affect our Urban Forest.	Parks - Admin															
68	No Change December 13, 2011	Park Events	<b><u>XTERA OFF ROAD TRIATHLON</u></b> – Scheduled July 21, at Morgan Lake, this event will replace the Solstice Triathlon normally held in June. It is being reorganized and will have a new course layout and other changes. <b><u>HELLS CANYON RELAY</u></b> – 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 February 13, 2012	Pool Statistics December	<table border="1"> <thead> <tr> <th></th> <th><b><u>FY 10-11</u></b></th> <th><b><u>FY 11-12</u></b></th> </tr> </thead> <tbody> <tr> <td><b>ATTENDANCE</b></td> <td>2,259</td> <td>2,721</td> </tr> <tr> <td><b>REVENUE</b></td> <td>\$5,344</td> <td>\$8,132</td> </tr> <tr> <td><b>FY TO DATE</b></td> <td>\$45,821</td> <td>\$57,898</td> </tr> <tr> <td><b># OF RENTALS</b></td> <td></td> <td></td> </tr> </tbody> </table>		<b><u>FY 10-11</u></b>	<b><u>FY 11-12</u></b>	<b>ATTENDANCE</b>	2,259	2,721	<b>REVENUE</b>	\$5,344	\$8,132	<b>FY TO DATE</b>	\$45,821	\$57,898	<b># OF RENTALS</b>			Parks - Aquatics
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72	Updated February 13, 2012	Pool Update	Apollo recently repaired the exhaust motor in the women's locker room, the fan motor on the heater at the front entrance and the motor on the air conditioner for the main offices. The exhaust motor	Parks - Aquatics															

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			<p>in the men's locker room also needs to be replaced. Staff has contracted with Advanced Plumbing to replace the showers in both locker rooms. A request for quotes will be issued to determine the cost to repair and tile the walls in the locker rooms where they have rotted from moisture.</p> <p>The automated membership system, which was purchased in 2006, is being upgraded to version 8.0 after the 6.3 version crashed three weeks ago.</p> <p>Swimming lessons have been completed for the Grande Ronde Academy; and, Imbler School District students recently started lessons.</p>																																											
73	No Change December 13, 2011	Riverside Pavilion	The appliances for Riverside Pavilion, including a large, two-door refrigerator, two griddles (36" and 60"), a six-burner range with oven, and a convection oven have been received and are being stored until the Pavilion is ready for installation. The appliances were purchased with donated funds and are being stored in a unit donated by A-1 Mini-Storage.	Parks - Admin																																										
74	Updated February 13, 2012	Parks Maintenance	A temporary, 27-hour per week employee has been assigned to the Parks Maintenance Division by the Training & Employment Consortium's JOBS Program. The Program allows the employee to gain Volunteer Work Experience and there is no cost to the City.	Parks Maintenance																																										
75	Updated February 13, 2012	Adult Recreation Program	Signups are being accepted for a Coed Basketball League, which will begin in March. There are 12 teams participating in the Women's Volleyball League this year.	Parks - Recreation																																										
76	Updated February 13, 2012	Children's Recreation Program	There are no children's programs scheduled at this time, but plans are underway for a Holiday Fun Camp during Spring Break.	Parks - Recreation																																										
77	Updated February 13, 2012	Community Outreach June	<ul style="list-style-type: none"> <li>Pruned multiple shrubs for sidewalk clearance.</li> </ul> Submitted written evaluations of six street trees to Public Works in regards to line-of-site concerns.	Parks - Urban Forestry																																										
78	Updated February 13, 2012	December Statistics	<table border="1"> <thead> <tr> <th colspan="3">DECEMBER YR TO DATE</th> </tr> </thead> <tbody> <tr> <td>ROW Trees Planted</td> <td>0</td> <td>91</td> </tr> <tr> <td>Park Trees Planted</td> <td>0</td> <td>11</td> </tr> <tr> <td>Street Trees Removed</td> <td>3</td> <td>56</td> </tr> <tr> <td>Park Trees Removed</td> <td>0</td> <td>15</td> </tr> <tr> <td>Street Trees Pruned</td> <td>0</td> <td>363</td> </tr> <tr> <td>Park Trees Pruned</td> <td>1</td> <td>134</td> </tr> <tr> <td>Field Evaluations</td> <td>7</td> <td>132</td> </tr> <tr> <td>Community Responses</td> <td>7</td> <td>323</td> </tr> <tr> <td>Nuisance Responses</td> <td>0</td> <td>20</td> </tr> <tr> <td>Ordinance Enforcement</td> <td>0</td> <td>14</td> </tr> <tr> <td>Tree Service Permits</td> <td>0</td> <td>7</td> </tr> <tr> <td>Site Plan Reviews</td> <td>0</td> <td>9</td> </tr> <tr> <td>Volunteer Hours</td> <td>0</td> <td>195</td> </tr> </tbody> </table>	DECEMBER YR TO DATE			ROW Trees Planted	0	91	Park Trees Planted	0	11	Street Trees Removed	3	56	Park Trees Removed	0	15	Street Trees Pruned	0	363	Park Trees Pruned	1	134	Field Evaluations	7	132	Community Responses	7	323	Nuisance Responses	0	20	Ordinance Enforcement	0	14	Tree Service Permits	0	7	Site Plan Reviews	0	9	Volunteer Hours	0	195	Parks - Urban Forestry
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82	Updated February 13, 2012	Training	<p><b>OPERATIONS DECEMBER-JANUARY TRAINING:</b>  Two Sergeants attended leadership training.  Most officers attended 1-hour in-service trainings on missing and abducted children and child abuse.  Several officers attended a 3 hour veterans crisis intervention training.  SWAT members attended a 5 hour in-service training on multiple topics including analyses of police fatalities.  The SWAT Sniper Team attended 3 hours of rifle training.</p> <p><b>COMMUNICATIONS DECEMBER-JANUARY TRAINING</b>  One Dispatcher attended the 80 hour Basic</p>	Police/Comm																																							

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			Telecommunicator training in Salem One Dispatcher attended 24 hours of EMD training in Salem. Two dispatchers attended the Applied Suicide Intervention training held in La Grande.																
83	Updated Feb. 10, 2012	Union/Wallowa County Drug Task Force Activity Summary	<table border="1"> <thead> <tr> <th></th> <th>Dec.</th> <th>Jan.</th> </tr> </thead> <tbody> <tr> <td>New Activities</td> <td>27</td> <td>3</td> </tr> <tr> <td>YTD Activities</td> <td>266</td> <td>18</td> </tr> <tr> <td>Arrests</td> <td>1</td> <td>4</td> </tr> <tr> <td>YTD Arrests</td> <td>28</td> <td>4</td> </tr> </tbody> </table>		Dec.	Jan.	New Activities	27	3	YTD Activities	266	18	Arrests	1	4	YTD Arrests	28	4	Police
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84	No Change December 15, 2011	Communications Strategic Plan	We are working with Union County Emergency Management to pursue an engineering study for the proper placement of radio repeater sites for the city.	Police															
85	Updated February 13, 2012	Department Activities	Patrol Officers worked several burglary cases and were successful in solving some commercial burglaries and quickly making arrests for them. They also recovered stolen property. Detectives remained busy again with handling numerous child abuse investigations, assisting Hermiston PD with a homicide investigation and conducting follow up on an attempted assault with a firearm case.	Police/Comm															
86	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works															
87	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															
88	Updated February 10, 2012	South 12 <sup>th</sup> Street Reconstruction	<ul style="list-style-type: none"> <li>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 jurisdictional transfer of this road will be presented to Council at the Regular March Council Session.</li> </ul>	Public Works															
89	No Change December 17, 2009	'B' Avenue Right-of-Way	The 'B' Avenue right-of-way is being evaluated as a result of The Ridge development. Property owners are being visited with for right-of-way dedication.	Public Works															
90	Updated February 10, 2012	Second Street from Penn Avenue to Spring Avenue	The Public Works Department is relocating the water main line in preparation for the street project. The retention wall has been constructed and the embankment is stabilized. Fencing along the top of the wall is complete. The project is shut down for the winter and will start again in the spring. The roadway is still closed.	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	Public Works															

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			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.	
92	No Change December 13, 2011	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. Staff is waiting for the State to develop the intergovernmental agreement so the project can proceed.	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