



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

**Staff Report**  
**April 2010**  
**City Manager's Priorities for 2010**

| Item No. | Date of Change in Status    | Item   | Comments   | Lead Department                    |
|----------|-----------------------------|--|--|------------------------------------|
| 1        | Updated April 26, 2010      | Develop Strategy to address General Fund resource shortfall                                  | Staff is finalizing the draft budget for the new fiscal year. Long-term strategies will be discussed during the Budget Committee's hearings and subsequent Council meeting when the Budget is Adopted.   | City Manager                       |
| 2        | No Change January 5, 2010   | Develop Objectives in support of City of La Grande Vision and Goals                          | The City Council adopted a vision and set of goals for the City of La Grande in September, 2009. The staff will develop a set of specific objectives designed to achieve the goals.  | City Manager                       |
| 3        | Updated April 19, 2010      | Support Business Retention and Expansion Program   | Project is included in the 2009 UCEDC Economic Development Strategic Plan and the draft City of La Grande Economic Development Plan. UCEDC, not Chamber, will be lead agency. Working with UCEDC on implementation.  | Community and Economic Development |
| 4        | Updated April 19, 2010      | Formulate and Implement an Economic Development Strategy for La Grande                       | Draft Plan presented to Council and Ad Hoc Committee on April 12. Second work session scheduled for April 26.  | Community and Economic Development |
| 5        | Updated April 19, 2010      | Implement Action Phases of the Oregon Main Street Program to Include Development of Projects | 42 new "Welcome to Downtown" pole banners installed in April. Remainder of bike racks and 35 new flower baskets to be placed in May, followed by new trash cans and planters. Design consultant RFP in draft version. Several new façade projects underway or in the process of approval.  | Community and Economic Development |
| 6        | No Change November 12, 2009 | Capital Improvement Program  | This program has indefinitely been put on hold due to budget constraints.  | Finance                            |
| 7        | No Change May 11, 2009      | Develop an ambulance/fire apparatus replacement strategy                                     | Due to the constant and increasing use of our ambulances, a plan should be in place to replace or refurbish one every four to five years. Cost: \$130,000. Our fire apparatus will not need to be replaced as frequently but their cost, \$250,000 to \$800,000, requires long term planning. FEMA has a fire apparatus replacement grant program that | Fire                               |

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|          |                              |   | <p>funded our newest fire truck (2005) and we will be applying for funding to replace our aging aerial this grant cycle.</p> <p>A strategy to fund the purchase of ambulances and fire apparatus will likely have to include continuing to apply for grants that fund large apparatus purchases, consideration of vehicle lease/purchase programs and possibly asking the voters to support a levy to purchase this equipment.</p> |                 |
| 8        | No Change<br>January 6, 2010 | Explore the Feasibility of Creating a Railroad Quiet Zone | Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee has sent a letter to Council addressing the need for continuing to work on this program and is dependent on funding availability.   | Public Works    |

## 2010 Council Regular and Work Sessions

| <u>DATE</u>   | <u>TYPE</u>     | <u>TOPIC(S)</u>                                 |
|---|-----------------|---|
| Monday, April 26  | Work Session    | Economic Development Strategic Plan, Part II    |
| Monday, May 3   | Work Session    | Transient Lodging Tax<br>Johnson Community Room |
| Wednesday, May 5  | Regular Session |   |
| <u>Monday, May 10 –Wednesday, May 12~~BUDGET HEARINGS</u> |                 |   |
| Monday, May 24  | Work Session    | Pending   |
| Monday, June 7  | Work Session    | Pending   |
| Wednesday, June 9   | Regular Session | ADOPT BUDGET                                    |
| Monday, July 12   | Work Session    | Pending   |
| Wednesday, July 14  | Regular Session |   |
| Monday, August 2  | Work Session    |   |
| Wednesday, August 4                                       | Regular Session |   |
| Monday, September 13                                      | Work Session    | Pending   |
| Wednesday, September 15                                   | Regular Session |   |
| Monday, October 18  | Work Session    |   |
| Wednesday, October 20                                     | Regular Session |   |
| Monday, November 15                                       | Work Session    |   |
| Wednesday, November 17                                    | Regular Session |   |
| Wednesday, December 1                                     | Regular Session |   |
| Wednesday, January 19, 2011                               | Regular Session |   |

### Commissions Include:

|                                  |   |
|----------------------------------|---|
| Air Quality                      | Parking, Traffic Safety, and Street Maintenance |
| Arts                             | Parks and Recreation                            |
| Community Landscape and Forestry | Planning  |
| Landmarks                        | Substance Abuse                                 |
| Library                          | Urban Renewal                                   |

*Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m.  
Meeting Dates Subject to Change; Please call 962-1309 to Confirm*

| Item                                     | Date of Change in Status | Item  | Comments   | Department                |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
|--|--------------------------|---|--|---------------------------|----------------|-----------------|----------------------|-----------|----|-----------|-----------|-------------|---|---|--|-------------|----|---------|--|-------------|----|---------|--|------------|---|--------|--|-----------|----|---------|--|--------------|---|---|--|--------|---|---|--|----------------|------------|------------------|--|--|--|--|--|---------------|
| 1  | Updated April 19, 2010   | Elimination of expired permits  | Sandy has been catching up this process again. The new fee methodology that will soon be adopted addresses the assessment of fees for expired permits. It is a courtesy for us to send notice to the owners/contractors of their expiration it is not required by code.  | CEDD Building             |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 2  | Updated April 19, 2010   | Quick Permits   | We are well underway for the implementing of this program. Our goal start up is August 1, 2010   | CEDD Building             |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 3  | No Change March 5, 2010  | New Permit Software   | BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.  | CEDD Building             |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 4  | Updated April 19, 2010   | Monthly activity (March 2010)   | <table><tr><td><u>Permit</u></td><td><u>Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building,</td><td>28</td><td>30,452.30</td><td>2,373,715</td></tr><tr><td>Demolition,</td><td>0</td><td>0</td><td></td></tr><tr><td>Electrical,</td><td>52</td><td>9441.16</td><td></td></tr><tr><td>Mechanical,</td><td>28</td><td>4018.58</td><td></td></tr><tr><td>MFG Homes,</td><td>1</td><td>366.00</td><td></td></tr><tr><td>Plumbing,</td><td>24</td><td>5765.88</td><td></td></tr><tr><td>Farm Exempt,</td><td>5</td><td>0</td><td></td></tr><tr><td>Signs,</td><td>0</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>138</u></td><td><u>50,043.92</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 255</u></td></tr></table> | <u>Permit</u>             | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | Building, | 28 | 30,452.30 | 2,373,715 | Demolition, | 0 | 0 |  | Electrical, | 52 | 9441.16 |  | Mechanical, | 28 | 4018.58 |  | MFG Homes, | 1 | 366.00 |  | Plumbing, | 24 | 5765.88 |  | Farm Exempt, | 5 | 0 |  | Signs, | 0 | 0 |  | <u>Totals:</u> | <u>138</u> | <u>50,043.92</u> |  | <u>Total inspections performed = 255</u> |  |  |  | CEDD Building |
| <u>Permit</u>                            | <u>Type/#:</u>           | <u>Fees \$:</u>   | <u>Valuation \$:</u>   |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Building,                                | 28                       | 30,452.30   | 2,373,715  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Demolition,                              | 0                        | 0   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Electrical,                              | 52                       | 9441.16   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Mechanical,                              | 28                       | 4018.58   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| MFG Homes,                               | 1                        | 366.00  |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Plumbing,                                | 24                       | 5765.88   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Farm Exempt,                             | 5                        | 0   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| Signs,                                   | 0                        | 0   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| <u>Totals:</u>                           | <u>138</u>               | <u>50,043.92</u>  |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| <u>Total inspections performed = 255</u> |                          |   |  |                           |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 5  | Updated April 19, 2010   | Fee Update  | The updated fee methodology has been presented to the council and the county and will go for adoption this month.  | CEDD Building             |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 6  | Updated April 19, 2010   | Implement façade grant program  | Five projects are now complete, one is in progress and three others are approved. Applications received or pending from several more.  | CEDD Economic Development |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 7  | Updated April 19, 2010   | Monthly Main Street program updates   | 42 new “Welcome to Downtown” pole banners installed in April. Remainder of bike racks and 35 new flower baskets to be placed in May, followed by new trash cans and planters. Design consultant RFP in draft version. Liberty Theatre project group meeting on a regular basis. All MS Committee meeting scheduled for April 22 to focus on May and summer promotions and events.  | CEDD Economic Development |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 8  | Updated April 19, 2010   | Assess feasibility of forming a multi-county economic development marketing cooperative | Eastern Oregon regional economic development meeting scheduled for April 23 at EOU to discuss this concept.  | CEDD Economic Development |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 9  | Updated April 19, 2010   | 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. Presented to UCEDC Board on April 13.   | CEDD Economic Development |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |
| 10                                       | Updated April 19, 2010   | Explore feasibility of forming a “young professionals”                                  | Partnering with the Chamber and EOU, looking to kick off an exciting new workforce development initiative targeted to attracting, engaging and retaining young professional talent in the  | CEDD Economic Development |                |                 |                      |           |    |           |           |             |   |   |  |             |    |         |  |             |    |         |  |            |   |        |  |           |    |         |  |              |   |   |  |        |   |   |  |                |            |                  |  |  |  |  |  |               |

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|------|------------------------------------|--|--|------------------|
|      |                                    | network  | community. Gathering names and planning an initial brainstorming session to explore the concept with a local target group in spring 2010. Presented concept to the regional WIB on April 8.  |                  |
| 11   | Updated<br>April 19, 2010          | Calendar <b>YTD</b><br>Planning Statistics<br>(through Mar. '10)   | Land Use Applications: 5<br>Zoning Approvals: 10<br>New Business Permits: 14<br>Revenue (Land Use Fees): \$965<br>Revenue (Park SDC): \$1,050  | CEDD<br>Planning |
| 12   | No Change<br>March 8, 2010         | Goal 9 – Phase 2<br>Public Facility Plan<br>Updates                | The Planning Division has prepared and will be submitting an application to the Oregon Department of Transportation to update the transportation elements, and is continuing to explore other funding options for updating the water, sewer and storm water public facility plans. Once these Plans are updated, the Goal 9 UGB expansion area can be rezoned to industrial, as appropriate. | CEDD<br>Planning |
| 13   | Updated<br>April 19, 2010          | Historic District /<br>Main Street Grant                           | The Planning Division has been awarded a Preserving Oregon Grant for \$17,000 to help fund the second round of façade improvements in the Downtown Historic District. Funding will be made available to properties beginning July 1, 2010.   | CEDD<br>Planning |
| 14   | No Change<br>March 12, 2010        | Review of Urban<br>Renewal Revenue<br>Options                      | Based on the research conducted and the City Council's guidance we are moving forward to propose reducing the amount assessed by the Urban Renewal Agency to provide additional funding for the General Fund.  | City Manager     |
| 15   | No Change<br>February 16,<br>2010  | La Grande<br>Business and<br>Technology Park<br>Land Certification | The State certification for the land at the La Grande Business and Technology Park has expired. Re-certification requires updating information about the wetlands and UCEDC is in the process of pursuing funding to assist in the project.  | City Manager     |
| 16   | No Change<br>August 17, 2009       | Construction<br>Timeline Extension<br>for Business Park<br>Lot     | One of the buyers has requested and received an approval for additional time to complete their project. The second buyer has yet to submit a letter and once received we can formally approve the extension.   | City Manager     |
| 17   | Updated<br>April 26, 2010          | Coffee with the<br>City Manager                                    | Program to meet with two or three business owners and/or residents once or twice a month to visit about City issues was subject of last month's City of La Grande input to the Chamber times. This will be on an open invitation basis.  | City Manager     |
| 18   | No Change<br>June 5, 2009          | UCT Goals for<br>2009  | Met with representatives of UCT regarding Goals 4 and 5 and are planning additional discussions  | City Manager     |
| 19   | No Change<br>December 8,<br>2008   | Veterans<br>Awareness  | The City has been asked to assist in a Veterans Awareness program by two local veterans. The concept is still in the preliminary stages and would be done in conjunction with Veterans Day next year.  | City Manager     |
| 20   | No Change<br>September 14,<br>2009 | Memorandums of<br>Understanding for<br>partner<br>organizations    | Blue Mountain Conference Center has reached an agreement with the Union County Chamber of Commerce for services related to the operation of conference center. The agreement is for a six month  | City Manager     |

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|------|---------------------------------|----------------------------------|---|---------------|
|      |                                 |                                  | period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.  |               |
| 21   | No Change<br>May 18, 2009       | Eastern Oregon Fire Museum Lease | The current agreement between the City and the Volunteers should be revised, as should the document relating to the purpose of the Volunteers to clarify their purpose. On a related note, the County Assessor has determined that barring the formation of a not-for-profit corporation to operate the Museum the property will be subject to taxation. An alternative would be to have the City take over operation, budgeting, and decision making which is contrary to the Council's intent when the property was leased. The EO Museum Board is in the process of forming as a non-profit corporation. Completion of the process is hoped to be prior to September 1, 2009.  | City Manager  |
| 22   | No Change<br>February 12, 2010  | Citizen Survey                   | Interviews with City Directors underway. Development of survey to follow.   | City Manager  |
| 23   | Updated<br>April 22, 2010       | Commission Annual Work Sessions  | Per Council direction, we are continuing to schedule Advisory commissions as "openers" during upcoming Work Sessions; pending completion of Budget Hearings.  | City Recorder |
| 24   | No Change<br>December 21, 2009  | Personnel Policy Manual          | Reviewing City's Personnel Policy Manual as time permits; obtaining sample policy language from other sources to either update existing or create new policies, as needed   | City Recorder |
| 25   | No Change<br>September 14, 2009 | Draft New Procurement Ordinance  | The City Manager has directed the development of a new Ordinance that will streamline and clarify the existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies and regulations.  | City Recorder |
| 26   | Updated<br>April 23, 2010       | Redevelop/Update Website         | Subsequent to a recent Computer Users' Group meeting with the principals of EONI, the City's email and internet service provider and newly-appointed developers of the City's improved web site, designated staffers in all Departments have been identifying materials and forms to be included in the new design and content; as well as appointing "authors" and "editors" for their respective pages. This information is being funneled through Angelika; the City Manager and Angelika met yesterday with EONI reps; and Lawrence Hathaway (EONI) has begun meeting individually with appropriate staffers, department by department. Among the first was the Economic and Community Development Department staff. As liaison between EONI and staff, Angelika is attending each of these department meetings, as well. | City Recorder |
| 27   | Updated<br>April 23, 2010       | Develop Records Management       | In view of the City's considerable budget constraints, we are again this year delaying a  | City Recorder |

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|------|--|--|--|-----------------------|
|      | and Combined with the previously stand-alone item entitled “Develop Public Records Request Policies and Forms” | Policies and Procedures/Rehab Records Center                     | funding request to support the purchase of Records Management Software that will facilitate records retention processes. We are, however, continuing as time permits to proceed with the much-needed rehab of the existing Records Center and development of a formal Public Records Request process. It is intended that the latter will be featured on the new web site, including an interactive public records request form. Fees associated with this process will be reflected in a Resolution known by its working title as the “Admin Fees Reso,” in which we plan to incorporate other “housekeeping fees,” as well, such as returned check(s) fees. This proposed Resolution will be part of the Regular Session Agenda for May 5th. |                       |
| 28   | No Change<br>May 18, 2009  | Complete requirements for becoming a Registered Parliamentarian  | This is a goal that was established some years ago but was “back burned” after the departure of former City Manager Hare. The three hundred study questions have been downloaded in anticipation of eking out some study time for the one-hundred question test.   | City Recorder         |
| 29   | Updated<br>April 23, 2010  | Commission Vacancies   | I will soon be issuing another media announcement, in an effort to secure volunteers for the remaining vacancies on your Commissions.  | City Recorder         |
| 30   | No Change<br>November 12, 2009   | Directors Job Descriptions                                       | Three are remaining to be completed. (Fire, Police and Public Works)<br>Review and update all department directors’ job descriptions.  | Finance/<br>Personnel |
| 31   | No Change<br>November 12, 2009   | Community Service Policy   | A final draft of the recommend policy will be completed shortly and presented to the City Manager<br>Form a committee and come up with a Community Service Leave Policy.<br>The committee has met once and will be meeting again to refine the policy to present.  | Finance/<br>Personnel |
| 32   | No Change<br>January 04, 2010  | Create and Implement a standard process for hiring new employees | We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.  | Finance/<br>Personnel |
| 33   | Completed<br>April 26, 2010  | Chart of accounts  | Update and bring current the Chart of Accounts for Expenditures and ADDING a Chart of Accounts for Revenues  | Finance               |
| 34   | No Change  | Fixed Assets Files   | Completely redo the fixed asset inventory files to   | Finance               |



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|      | February 08, 2010           |  | better accommodate the format used with the program used. This will be easier for departments to physically inventory items each year and will provide for a better accounting of items and eliminate extra time each year used in identifying items and the GL lines the purchases were made from.   |            |
| 35   | No Change December 1, 2008  | Implement GASB 51  | GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010.   | Finance    |
| 36   | No Change January 04, 2010  | Review the criteria for charging other funds for administrative services | Administrative services are charged annually to Water, Sewer, Bldg Div and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been reviewed and updated in several years.  | Finance    |
| 37   | Completed April 26, 2010    | Audit completed and filed with State of Oregon                           | A request was filed with the State of Oregon for an extension to file the completed audit for 08/09. This was granted by the state with an extension date of March 15, 2010   | Finance    |
| 38   | No Change February 12, 2009 | Implement a smoke alarm inspection and replacement program               | We were unable to get grant funding this past year to implement a smoke alarm replacement program. We'll be applying for funding again this year (2009).<br>We applied for and received train-the-trainer training and support materials for a fire safety and fall prevention program for elderly citizens in our community through the Office of State Fire Marshal. We did this in partnership with Community Connections of NE Oregon, Inc. in January and will be presenting the program to our senior citizens over the next 10 months. | Fire       |
| 39   | Updated April 22, 2010      | Statistics   | Response statistics for March, 2010<br>Medical: 224<br>Fire/Other: 15 (8 fires, 1 spill, 2 odor checks, 3 false alarms and 1 open burn complaints,)   | Fire       |
| 40   | Updated April 22, 2010      | Fire Code Inspections  | New inspections for Mar.: 0<br>Re-inspections for Mar.: 0   | Fire       |
| 41   | Updated April 22, 2010      | Juvenile Fire Setter   | 0 Intervention(s) conducted in Mar.   | Fire       |
| 42   | Updated April 22, 2010      | Child Safety Seat Installations  | 5 families instructed in proper car seat installation in Mar. with 5 being provided with reduced priced child safety seats.   | Fire       |
| 43   | Updated April 22, 2010      | Traffic School   | 9 students attended traffic school in Mar. resulting in \$450 in revenue.   | Fire       |
| 44   | Updated April 22, 2010      | Training/Conf.   | <u>Mar. Training/Conferences</u><br>3 paramedics attended ACLS in Mar.<br>Captain Stan Grove spent 2 weeks at the National Fire Academy in Emmitsburg, Maryland attending an Incident Command of Major Incidents Course. With the exception of a meal ticket purchased by the City, Stan's trip and stay were paid for by the FEMA.   | Fire       |



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|------|-----------------------------|---------------------------------------|--|------------|
| 45   | Updated April 22, 2009      | Fire Safety House Trailer             | The refurbishment of the safety trailer was not completed in time for this year's fire safety school program but it is nearing completion. It should be ready in time for some of the summer activities the FD is involved in.   | Fire       |
| 46   | Updated March 10, 2010      | Open Burning                          | Open burning permits are being sold at this time for the April – May open burn period.   | Fire       |
| 47   | No Change January 7, 2010   | EO Fire Museum                        | 603 visitors signed the guest book at the museum in 2009. Some signed "...and family" and many visitors don't sign, so the actual number of visitors is certainly higher. Visitors came from 23 US states and 5 foreign countries. Comments continue to be very complimentary of the museum and our efforts there. It appears that many local citizens bring out-of-town visitors to the museum, supporting this important downtown attraction.  | Fire       |
| 48   | No Change September 2, 2009 | Development of Fire Training Facility | <p>Progress on the fire training house has been slow through the summer due to FFs taking vacations and interruptions due to calls. It is hoped that skirting will be going up soon as well as the enclosing of the remaining open gabled end. The house will then be painted in a color matching the fire station exterior. Application of a wainscot of OSB panels has been finished on the house's interior. Wiring the interior to provide lighting and electrical outlets should be completed in the next month.</p> <p>Placement of a "live burn" prop (2 metal storage containers within which small fire will be set for FFs to extinguish) was approved by the City Planning Commission as a conditional use on the old dog pound property owned by the City, near the fairgrounds.</p> | Fire       |
| 49   | No Change November 13, 2009 | Weed/Tall Grass Complaints            | 32 property owners were notified of weed and tall grass complaints received by the FD this season. The City has had to abate 3 of the properties due to noncompliance with City nuisance ordinance # 3002. Liens have been placed on 2 of the properties to recover abatement costs.   | Fire       |
| 50   | Updated April 26, 2010      | Literacy Center                       | <p>187 Visitors</p> <p>Eleven were school aged children and 2 were adult learners.</p> <p>11 adult volunteer tutors plus 2 private tutors who use the center.</p> <p>Brochures were requested by Head Start, Marie Josphine's, Copy Club and the Oregon Employment Department. Contacts were made with 2 potential businesses to have available and give away children's books.</p> <p>Using funds donated by the Neighborhood Club, the Center ordered games and tutoring materials</p>   | Library    |

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|      |                              |                         | <p>specific to skill areas clients need, consumable workbooks for math and reading skills to be given to students to use all year around both in the center and at home and reference books for loaning to parents on vowel sounds, spelling clues, grammar and punctuation.</p> <p>Summer session applications will go out to schools and children's agencies. It runs June 8 – July 29. Volunteer orientation will be held the first week of June.</p>   |            |
| 51   | Updated<br>April 26, 2010    | Training                | The Director and Carrie Phillips attended the Public Library Association national conference in Portland. The La Grande Community Library Foundation paid Carrie's expenses.   | Library    |
| 52   | New Item<br>April 21, 2010   | Page Turners Book Club  | First meeting was held April 20 with 7 in attendance. Books have been selected through November. The club decided to meet the third Tuesday of the month at 5:30.  | Library    |
| 53   | New Item<br>April 21, 2010   | National Volunteer Week | A volunteer recognition lunch will take place on April 23 from noon-1:30.  | Library    |
| 54   | No Change<br>March 10, 2010  | Friends of the Library  | Friends of the Library now has officers: Mike Bell, President, Marilyn Herbst Treasurer, Judy Lucius, Secretary. Board members Sandy Lund and Angelika Brooks. Board has held two meetings to date and is working on bylaws/articles of incorporation.   | Library    |
| 55   | Updated<br>April 21, 2010    | Archives                | <p>The Archives have taken in three additional contributions. The Jack and Dorothy Evans Collections amounted to 123 books instead of the 90 reported previously. Extensive time has been spent logging and bringing all these books into the collection.</p> <p>A number of students came to the Archives to research newspapers, mainly from the 1960's, looking for one from the year of their birth. They then had to write a paper based on an article they found in that newspaper.</p> <p>The Union County Archives participated at the Open House held at the Union County Historical Society on April 17, 2010.</p> | Library    |
| 56   | No Change<br>January 7, 2010 | High Speed Internet     | <p>EONI has proposed converting to the high speed internet access to their system at a significant cost savings without a reduction in speed from the existing provider. Terri is reviewing the proposal and make a recommendation.</p> <p>Filed e-rate with NERO as provider</p>  | Library    |
| 57   | Updated<br>April 21, 2010    | Statistics.             | <p>11,841 Circulation for 3/10</p> <p>91,704 Circulation to date 3/10</p> <p>127,279 Circulation same period 2/09</p>  | Library    |

| Item       | Date of Change in Status       | Item                       | Comments   | Department       |             |             |            |       |       |         |             |             |                  |
|------------|--------------------------------|----------------------------|--|------------------|-------------|-------------|------------|-------|-------|---------|-------------|-------------|------------------|
|            |                                |                            | 23 Events in Community room 3/10.  |                  |             |             |            |       |       |         |             |             |                  |
| 58         | No Change<br>December 18, 2009 | Artist donations           | Judy Seydel small watercolors are for sale at the circulation desk, all funds going directly into the library's Grants/Donations fund for new books.   | Library          |             |             |            |       |       |         |             |             |                  |
| 59         | Updated<br>April 21, 2010      | Department priorities      | Carrie Phillips was named Employee of the Month.<br><br>The Director delivered new Library brochures to the Visitor's Center as requested during her presentation to the Chamber of Commerce.  | Library          |             |             |            |       |       |         |             |             |                  |
| 60         | Updated<br>April 21, 2010      | Programs                   | 430 Total Attendance<br>15 Sleepytime Story Hours<br>10 Children's Spanish storytime<br>235 Class visits<br>53 Home school visits<br>20 Lego Club<br>159 Library Storytime<br>Justice in Frontier Oregon with author Diane Goeres-was held on 3/13   | Library          |             |             |            |       |       |         |             |             |                  |
| 61         | No Change<br>February 9, 2010  | Morgan Lake Camp Host Site | Pad for RV, etc., will be completed in the spring. Bids are being solicited for the shelter for the Host site.   | Parks - Admin    |             |             |            |       |       |         |             |             |                  |
| 62         | Updated<br>April 27, 2010      | Greenway                   | Staff submitted applications for the Blue Mt. Habitat and Restoration Grant, ODFW Restoration & Enhancement Grant, OP&R Local Government Grant and Land & Water Conservation Grant for possible acquisition of additional property related to Greenway Project. Land & Water Conservation Grant denied due to submitting the incorrect type of survey. We are updating survey type for the Local Government Grant. | Parks - Admin    |             |             |            |       |       |         |             |             |                  |
| 63         | Updated<br>April 27, 2010      | Morgan Lake Development    | Rotary Club members volunteered their time on April 17 <sup>th</sup> to install the planking on the fishing platforms and improve the trails leading to them.<br><br>The restroom facility is in place and will be open shortly.   | Parks - Admin    |             |             |            |       |       |         |             |             |                  |
| 64         | Updated<br>April 27, 2010      | Grants                     | Avista Utilities approved more tax incentive funds to pay half the cost (\$3,252) of the therapy pool blankets for the small pool. Staff will order in July.<br><br>We have also applied to OTECC for funds to help pay for energy efficient lighting in the Natatorium.   | Parks - Aquatics |             |             |            |       |       |         |             |             |                  |
| 65         | Updated<br>April 27, 2010      | Pool Statistics<br>March   | <table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,413</td><td>2,753</td></tr><tr><td>Revenue</td><td>\$14,322.89</td><td>\$13,404.62</td></tr></table>   |                  | <u>2009</u> | <u>2010</u> | Attendance | 3,413 | 2,753 | Revenue | \$14,322.89 | \$13,404.62 | Parks - Aquatics |
|            | <u>2009</u>                    | <u>2010</u>                |  |                  |             |             |            |       |       |         |             |             |                  |
| Attendance | 3,413                          | 2,753                      |  |                  |             |             |            |       |       |         |             |             |                  |
| Revenue    | \$14,322.89                    | \$13,404.62                |  |                  |             |             |            |       |       |         |             |             |                  |
| 66         | New<br>April 27, 2010          | Web Page                   | Aquatics has a new webpage. Please check <a href="http://www.lagrandepool.org">www.lagrandepool.org</a> to see our summer programs.  | Parks - Aquatics |             |             |            |       |       |         |             |             |                  |
| 67         | Completed<br>April 27, 2010    | Grant Applications         | The La Grande School District has indicated they do not have the funds to pay their portion of the cost to have the annual swim lessons for the third grade students. The City has received two grants (Wildhorse Foundation and Drug & Alcohol Free   | Parks - Aquatics |             |             |            |       |       |         |             |             |                  |

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|      |                             |   | Relay) to cover their share.   |                        |
| 68   | Updated April 27, 2010      | Batting Cage Relocation                   | AC Electric has donated labor and materials to install lighting in the cages.  | Parks Maintenance      |
| 69   | Updated April 27, 2010      | Little League Size Baseball Field         | Phase I is complete and field is being used by Little League. There is still minor work to be completed after the season ends.   | Parks Maintenance      |
| 70   | No Change November 17, 2009 | Mowing Equipment                          | Staff has been investigating cost of purchasing versus leasing a new mower to replace current one, which is at the end of its normal front-line equipment life expectancy and experiencing numerous hours of downtime for repairs.   | Parks - Maintenance    |
| 71   | New                         | Fundraising for Summer Recreation Program | Staff was contacted by Tressa Seydel, from the Commission on Children and Families, and Nancy Van Sickle, from OTECC, who have organized a fundraising campaign for the Summer Recreation Program in 2010. Their goal is to raise \$5,000, which would allow us to offer the Mobile Fun Unit and some scholarships to other recreation programs. | Parks - Recreation     |
| 72   | No Change March 16, 2010    | Field Events                              | Optimist Field is scheduled for a club college baseball tournament on May 6 <sup>th</sup> – 8 <sup>th</sup> , 2010 at Pioneer Park, sponsored by the La Grande Optimist Club.  | Parks - Recreation     |
| 73   | No Change March 16, 2010    | Events                                    | Little League has won the bid for District Tournament at Pioneer Park July 9 <sup>th</sup> – 16 <sup>th</sup> , 2010. Estimated 23 teams in total will participate and anticipate 800 – 1000 people expected to be in attendance over a 7 day period.  | Parks - Recreation     |
| 74   | Updated April 17, 2010      | Children's Recreation Program             | 27 children participated in Holiday Fun Camp over Spring Break; and there are 30 enrolled in spring gymnastics.  | Parks - Recreation     |
| 75   | Updated April 27, 2010      | Arts for All                              | Arts for All, Children Talent Show and Teenage Battle of the Bands were all completed the weekend of April 16 & 17, thanks to the help of many volunteers and donors. .  | Parks - Recreation     |
| 76   | No Change March 16, 2010    | Community Outreach                        | Staff attended Union County Weed Board Meeting; invasive weed class for City residents scheduled for May 2010. Prepared teaching materials Arbor Day Poster Contest, made presentations at Central Elementary School and Island City to approx 120 students. Surveyed downtown planting locations for Main Street design committee.              | Parks - Urban Forestry |
| 77   | No Change March 16, 2010    | February Report                           | R-O-W Trees Planted: 0<br>Park Trees Planted: 0<br>Street Trees Removed: 3<br>Park Trees Removed: 0<br>Street Trees Pruned: 17<br>Park Trees Pruned: 2<br>Community Contacts: 44   | Parks - Urban Forestry |
| 78   | Updated April 22, 2010      | Feb-March 2010 Crime Statistics           | The February and March Stats were unavailable at this time:<br>Crimes against persons:<br>(assaults, robbery, sex crimes)  | Police                 |

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|      |                          |  | <p>Crimes against property:<br/>(burglary, vehicle theft, NSF/acct. closed)</p> <p>Crimes against society:<br/>(drug laws, DUII, liquor laws, disorderly conduct)</p> <p>Traffic Crimes:<br/>(DWS, Hit &amp;Run, eluding, reckless driving)</p>   |             |
| 79   | Updated April 22, 2010   | Operations Division Statistics for December  | <p>Following are the statistics for March:<br/>Case Reports turned in: 156<br/>Total Traffic: 271<br/>Arrests: 59</p> <p>March calls for service: 1273</p>  | Police      |
| 80   | Updated April 21, 2010   | Communications Division Statistics   | <p>Following are the statistics for March.<br/>These statistics reflect the total calls for a multitude of agencies within Union County.</p> <p>Traffic/Air: 488;<br/>All Calls: 3124;<br/>Actual legitimate 9-1-1 calls for service: 316<br/>Case reports taken by LGPD and UCSO: 183</p>  | Police      |
| 81   | Updated April 21, 2010   | Training   | <p>OPERATIONS MARCH TRAINING:<br/>None</p> <p>COMMUNICATIONS MARCH TRAINING: One Comm. Spec attended 16 hours of tactical incident dispatch training in Woodburn.<br/>One Comm. Spec attended 4 hours of MSAG GIS advisory training in Salem.</p>   | Police/Comm |
| 82   | Updated April 21, 2010   | Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.)<br>March 2010 Activity Summary | <p>March:<br/>New Cases: 15<br/>Cases year to date: 42<br/>Arrests : 4<br/>Arrests year to date: 9</p>  | Police      |
| 83   | Updated April 21, 2010   | Communications Strategic Plan  | The process of reprogramming all emergency responder's radios to be able to transmit off the Howard Butte tower site is anticipated to be finished by April 26, 2010.   | Police      |
| 84   | Updated April 21, 2010   | Department Activities  | <p>Officer Sandy Isbell left the department after 7 years of dedicated service to join the Wallowa County Sheriff's Office. Sandy will remain a great asset to the profession and will be missed.</p> <p>Investigators assisted the WCSO with the investigation of the deceased baby who was found at Minam State Park. The suspect was a La Grande resident. Investigators also worked five physical child abuse cases this month and several sex crimes</p> | Police      |

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|      |                             |  | cases resulting in several arrests.. Patrol and Drug Task Force members seized 1 pound of Marijuana and some Methamphetamine in one case resulting in the arrest of two suspects and assisted other regional Drug Task Forces with seizing 4 pounds of Marijuana and arresting four suspects. All the stops and arrests in these cases occurred in the city.   |              |
| 85   | Updated April 23, 2010      | Safe Routes to Schools Sidewalk Grant        | Develop the Central School sidewalk under the guidelines of the grant program for that funding. The contract has been awarded to Mike Becker Construction and the work schedule is being developed.  | Public Works |
| 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 February 9, 2010  | GASB 54                                      | Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements.  | Public Works |
| 88   | Updated April 23, 2010      | Spruce Street Overlay                        | Staff has been developing the construction details to overlay Spruce Street from Monroe Avenue to 'Z' Avenue with a grant from the Economic Stimulus funds for \$277,000. Bids were opened through the State bidding process with High Desert Aggregate being the low bidder for \$207,000. Staff is working with Union County to continue with this project to the freeway and will bring that back to Council at a later date. Work is scheduled to begin after June 14.   | Public Works |
| 89   | Updated April 23, 2010      | South 12 <sup>th</sup> Street Reconstruction | Union County has been successful in obtaining grant funding for the reconstruction south 12 <sup>th</sup> Street with curbs, sidewalks, bike lanes, and a class I street. This funding is subject to the passage of HB 2001. Because of the scheduling of HB 2001 passage, the project has been scheduled into 2 phases, with the first phase this summer from Gekeler Lane to ± Gemini Drive, and the second phase next summer. Sewer and water crews are installing services and mainlines to avoid digging the street up in the near future. Road work is anticipated to start the end of June. | Public Works |
| 90   | 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 |
| 91   | Updated April 23, 2010      | 'C' Avenue Reconstruction                    | The IGA has been signed so the project can proceed on to development. Plans are being completed and reviewed by the consultant and the bid award will come before the City Council at the May 5, 2010, meeting. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall with the street being built next summer. This project is scheduled to start the end   | Public Works |

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|      |                              |                               | of May.   |              |
| 92   | No Change<br>March 10, 2010  | Street User Fee Projects      | The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. Staff is preparing the extent of what projects can be accomplished. These projects will be the direct benefit of \$300,000 savings on the Gekeler Lane project. | Public Works |
| 93   | No Change<br>January 8, 2010 | Overlay with Street User Fees | Overlay six blocks or more with Street User Fee funds during the summer of 2010 as recommended and approved by the Parking, Traffic Safety & Street Maintenance Advisory Commission.  | Public Works |