



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
June and July 2010
City Manager's Priorities for 2010

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated July 12, 2010	Develop Strategy to address General Fund resource shortfall	The Council formed an Advisory Committee to explore long-term solutions to the City's fiscal situation. The Committee has met twice, with the next meeting scheduled for July 22. The Committee will meet twice per month or as need. The Staff is moving forward with the formation of an employee committee comprised of representatives of all bargaining groups and the management group to explore options for health care coverage. The first meeting is scheduled for August 4 th . Council is taking action on a proposed Local Option Levy at the July 14 th Regular Meeting.	City Manager
2	Updated July 12, 2010	Develop Objectives in support of City of La Grande Vision and Goals	Staff will begin work on the specific objectives on July 15, 2010 at the weekly staff meeting.	City Manager
3	Updated July 8, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the City of La Grande Economic Development Plan. UCEDC will be lead agency. Working with UCEDC on implementation.	Community and Economic Development
4	Updated July 8, 2010	Formulate and Implement an Economic Development Strategy for La Grande	City Council adopted Plan on June 9.	Community and Economic Development
5	Updated July 8, 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	In addition to the new pole banners, new Historic District street name signs and flower baskets have now been installed. A new bus shelter has been installed at Max Square. Design consultant RFP has been issued. Chen façade project nearing completion; Howard and Hughes projects are also nearing completion. Seven to 10 major capital projects are in various stages of consideration at this	Community and Economic Development

Item No.	Date of Change in Status	Item	Comments	Lead Department
			time and will be presented to the URAC on July 21.	
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	<p>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 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>	Fire
8	No Change 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>
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	No Change 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	No Change 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 June 1, 2010	Monthly activity (May 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>34</td><td>20,821.79</td><td>1,346,091.</td></tr><tr><td>Demolition,</td><td>1</td><td>95.00</td><td></td></tr><tr><td>Electrical,</td><td>44</td><td>6755.84</td><td></td></tr><tr><td>Mechanical,</td><td>18</td><td>1238.72</td><td></td></tr><tr><td>MFG Homes,</td><td>3</td><td>1098.00</td><td></td></tr><tr><td>Plumbing,</td><td>12</td><td>2601.20</td><td></td></tr><tr><td>Farm Exempt,</td><td>2</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>114</u></td><td><u>32610.55</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 235</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	34	20,821.79	1,346,091.	Demolition,	1	95.00		Electrical,	44	6755.84		Mechanical,	18	1238.72		MFG Homes,	3	1098.00		Plumbing,	12	2601.20		Farm Exempt,	2	0		<u>Totals:</u>	<u>114</u>	<u>32610.55</u>		<u>Total inspections performed = 235</u>				CEDD Building
<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>																																									
Building,	34	20,821.79	1,346,091.																																									
Demolition,	1	95.00																																										
Electrical,	44	6755.84																																										
Mechanical,	18	1238.72																																										
MFG Homes,	3	1098.00																																										
Plumbing,	12	2601.20																																										
Farm Exempt,	2	0																																										
<u>Totals:</u>	<u>114</u>	<u>32610.55</u>																																										
<u>Total inspections performed = 235</u>																																												
5	Updated July 7, 2010	Monthly activity (June 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>19</td><td>17078.24</td><td>1,387,883</td></tr><tr><td>Demolition,</td><td>1</td><td>95.00</td><td></td></tr><tr><td>Electrical,</td><td>43</td><td>6075.16</td><td></td></tr><tr><td>Mechanical,</td><td>30</td><td>2257.92</td><td></td></tr><tr><td>MFG Homes,</td><td>5</td><td>1830.00</td><td></td></tr><tr><td>Plumbing,</td><td>18</td><td>4122.72</td><td></td></tr><tr><td>Farm Exempt,</td><td>5</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>121</u></td><td><u>31459.04</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed =275</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	19	17078.24	1,387,883	Demolition,	1	95.00		Electrical,	43	6075.16		Mechanical,	30	2257.92		MFG Homes,	5	1830.00		Plumbing,	18	4122.72		Farm Exempt,	5	0		<u>Totals:</u>	<u>121</u>	<u>31459.04</u>		<u>Total inspections performed =275</u>				CEDD Building
<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>																																									
Building,	19	17078.24	1,387,883																																									
Demolition,	1	95.00																																										
Electrical,	43	6075.16																																										
Mechanical,	30	2257.92																																										
MFG Homes,	5	1830.00																																										
Plumbing,	18	4122.72																																										
Farm Exempt,	5	0																																										
<u>Totals:</u>	<u>121</u>	<u>31459.04</u>																																										
<u>Total inspections performed =275</u>																																												
6	New Item July 6, 2010	Hiring Electrical Inspector	Gary Potter has retired. Our department is in the Interview process for and in-house inspector.	CEDD Building																																								
7	Completed June 1, 2010	Fee Update	New fees are in effect June 1, 2010.	CEDD Building																																								
8	Updated July 8, 2010	Implement façade grant program	Finished first full fiscal year of program; over \$50,000 of URA funding utilized to complete eight projects on six buildings. Two projects are in progress and three others are pending approval.	CEDD Economic Development																																								
9	Updated July 8, 2010	Monthly Main Street program updates	In addition to the new pole banners, new Historic District street name signs and flower baskets have now been installed. A new bus shelter has been installed at Max Square. Design consultant RFP has been issued. Seven to 10 major capital projects are in various stages of consideration at this time and will be presented to the URAC on July 21. Just over a month remains in our time with our current RARE participant, Jason McNeil; interviews for next RARE participant take place July 12 & 13.	CEDD Economic Development																																								
10	Updated July 8, 2010	Assess feasibility of forming a multi-county economic	Second Eastern Oregon regional economic development meeting was held June 17 in Baker City. In the process of formulating next steps; recent	CEDD Economic Development																																								

Item	Date of Change in Status	Item	Comments	Department
		development marketing cooperative	staff layoffs and program changes in Baker City/ County have created some challenges.	
11	No Change May 10, 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.	CEDD Economic Development
12	Completed June 30, 2010	Explore feasibility of forming a “young professionals” network	Initiative is underway and is a success; staff will continue to play a marginal, supporting role.	CEDD Economic Development
13	Updated June 4, 2010	Calendar YTD Planning Statistics (through May '10)	Land Use Applications: 16 Zoning Approvals: 16 New Business Permits: 26 Revenue (Land Use Fees): \$2,190 Revenue (Park SDC): \$1,050	CEDD Planning
14	Updated July 1, 2010	Calendar YTD Planning Statistics (through June '10)	Land Use Applications: 24 Zoning Approvals: 17 New Business Permits: 31 Revenue (Land Use Fees): \$2,765 Revenue (Park SDC): \$1,050	CEDD Planning
15	Updated July 7, 2010	Goal 9 – Phase 2 Public Facility Plan Updates	The Planning Division was successful at receiving a grant from the Oregon Department of Transportation to update the Transportation System Plan (TSP) for the Goal 9 UGB expansion area. Concurrently with the TSP update, Anderson-Perry & Assoc. was contracted to update the water, sewer and storm water public facility plans. As part of adopting these four Plans, the Goal 9 UGB expansion area is planned to be rezoned to industrial, as appropriate.	CEDD Planning
16	No Change April 19, 2010	Historic District / 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 Planning
17	No Change May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing an 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
18	Updated July 12, 2010	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. UCEDC has completed the required documentation and we are awaiting a response.	City Manager

Item	Date of Change in Status	Item	Comments	Department
19	Updated July 12, 2010	Construction Timeline Extension for Business Park Lot	One of the two buyers is requesting the City repurchase their lot, which is an action item for the Urban Renewal Agency on July 14 th . The second buyer is in the process of gaining site plan approval from the City. They have received conditional approval from the Property Committee on compliance with the design standards for construction.	City Manager
20	New Item July 12, 2010	TRT Increase	During the Budget adoption the Council indicated a desire to increase the Transient Room Tax revenues, which will require an increase of 1%. Council action item for July 14.	City Manager
21	Updated July 12, 2010	UCT Goals for 2009	Given the circumstances, it appears UCT will terminate operations, which will make this action item no longer needed.	City Manager
22	Completed July 12, 2010	Local Option Levy Scenarios	Council action item, July 14 meeting. Staff recommendation, based on last work session, is a \$1.00 per \$1,000 assessed value for Public Safety.	City Manager
23	No Change September 14, 2009	Memorandums of Understanding for partner 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 period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.	City Manager
24	No Change 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
25	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
26	Updated July 13, 2010	Commission Annual Work Sessions	Per Council direction, we are continuing to schedule Advisory commissions as "openers" during upcoming Work Sessions, depending upon both Council and Commission summer schedules.	City Recorder
27	No Change May 27, 2010	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. Heather Burgess, who serves, among other things, as the City's Human Resources staffer, and I attended a recent BOLI (Bureau of	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			Labor and Industries)-sponsored training in Pendleton, in connection with the development of accurate and legally-sufficient policy books. With two registrations, the cost for each was reduced to \$85; I used my personal vehicle and did not request a mileage reimbursement.	
28	Updated July 13, 2010	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. I attended a League of Oregon Cities seminar in connection with Public Contracting and Purchasing at no cost to the City on June 15, the information from which will greatly assist with this project, which is currently underway.	City Recorder
29	Updated July 13, 2010	Redevelop/Update Website	<p>After a few days' delay from the originally-scheduled "launch" date of June 30, the new web site was officially unveiled on Monday, July 5th.</p> <p>As of yesterday, the new site has been visited 491 times, for a total page review of 2,202 (4.48 pages per visit). The 491 figure represents visits from eleven countries and/or territories and 139 cities, including Germany, France, Australia, Spain, Israel, and Italy; New York, Denver, Chicago, Nashville, Atlanta, Beverly Hills, Tel Aviv, Fargo, Sydney, Houston, and Frankfurt.</p> <p>Keyword searches have included various departments by name (Fire, Police, Library, etc.), as well as . . . <i>"parks and recreation;, park pavilion, tourism project, event rental, water park, events, campgrounds, grocery, swimming pool, soccer, tree planting techniques, tourism, tourism promotion services, baseball, jobs."</i></p> <p>Thanks to Angelika for providing the above statistics!</p>	City Recorder
30	No Change May 27, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	In view of the City's considerable budget constraints, we again postponed a 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 are reflected in a Resolution known by its working title as the "Admin Fees Reso," which incorporates other	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			“housekeeping fees,” as well, and which the Council unanimously passed during its Regular Session of May 5th. Oregon Attorney General John Kroger and his staff are currently reviewing the existing public records exemptions and requests Statutes, with an eye toward approaching the Legislature in January of next year with recommendations for change in both the number and nature of currently exempt records (fewer), as well as the timeliness of agency response to public record requests (quicker). I attended one of the Attorney General’s presentations in Pendleton the evening of May 13; again, at my own expense (with the exception of a nominal dinner cost) and on my own time.	
31	No Change May 18, 2009	Complete requirements for becoming a Registered Parliamentarian	This is a goal that was established some years ago but was “back burnered” 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
32	Updated July 13, 2010	Commission Vacancies	Some time this week, we will review vacancies still existing on our Boards and Commissions and then issue another media announcement in an attempt to fill those.	City Recorder
33	No Change November 12, 2009	Directors Job Descriptions	Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors’ job descriptions.	Finance/ Personnel
34	No Change November 12, 2009	Community Service Policy	A final draft of the recommend policy will be completed shortly and presented to the City Manager Form a committee and come up with a Community Service Leave Policy. The committee has met once and will be meeting again to refine the policy to present.	Finance/ Personnel
35	No Change 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/ Personnel
36	No Change May 05, 2010	GASB 45	Contact has been made with Milliman to conduct our actuary on post retirement benefits and have them included in the annual audit. Completion is expected in September/October 2010.	Finance

Item	Date of Change in Status	Item	Comments	Department
37	No Change February 08, 2010	Fixed Assets Files	Completely redo the fixed asset inventory files to 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.	Finance
38	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
39	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
40	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). 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
41	Updated July 8, 2010	Statistics	Response statistics for May, 2010 Medical: 230 Fire/Other: 11 (2 fires, 4 smoke check, 4 smoke alarm and 1 open burn complaints) Response statistics for June, 2010 Medical: 210 Fire/Other: 11 (5 fires, 1 police assist, 1 fuel leak, 2 CO checks and 2 lightning strikes)	Fire
42	Updated June 7, 2010	Fire Code Inspections	New inspections for May: 1 Re-inspections for May: 0	Fire
43	No Change April 22, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in Mar.	Fire
44	Updated July 8, 2010	Child Safety Seat Installations and Bicycle Helmets	May: 3 families instructed in proper car seat with 3 being provided with reduced priced child safety seats. May: 1 family assisted with proper bicycle helmet use and supplied with 3 helmets. May: 28 bicycle helmets donated to Masonic Lodge in support of their "Bikes to Books" school program. June: 8 families instructed in proper car seat with 2 being provided with reduced priced child safety seats. June: 4 families assisted with proper bicycle helmet	Fire

Item	Date of Change in Status	Item	Comments	Department
			use and supplied with 10 helmets.	
45	Updated July 8, 2010	Traffic School	June: 21 attended traffic school. Fees collected: \$1050	Fire
46	No Change May 10, 2010	Training/Conf.	<u>April Training/Conferences</u> 14 members attended a 20 hour EMS refresher program presented through the Oregon DHS EMS Division's out reach program. Class was hosted by LGFD and was open to surrounding EMS agencies.	Fire
47	No Change 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
48	Updated June 7, 2010	Open Burning	Open burning period closed May 31 st . A total of 117 permits were issued.	Fire
49	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
50	No Change September 2, 2009	Development of Fire Training Facility	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. 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.	Fire
51	Updated July 8, 2010	Weed/Tall Grass Complaints	34 property owners were notified of weeds and tall grass complaints received by the FD so far this season.	Fire
52	Updated June 7, 2010	Literacy Center	8 Volunteers 91 Hours 194 visitors used the Center...mostly were parents and grandparents coming with children ranging in age from 2 to a 6th grader; 1 adult student has been working on reading; 8 adult volunteers assisted staff person Myra Britschgi; additionally 1 HS boy and 1 college girl also volunteered each week. One new volunteer who opens the Center Saturdays. Three	Library

Item	Date of Change in Status	Item	Comments	Department
			local agencies visited with us concerning possible partnering, ways to support our work or inquiry for materials for their work with families. We did provide requested materials and we will work with the one agency to find more volunteers. In May we gave schools and youth agencies applications for free summer tutoring sessions. During June, as many students as we have volunteers and space for will receive intense instruction as requested by teachers or parents. A training and orientation for these volunteer tutors was held June 2nd. As always, there are more requests for these services than we have ability to serve. Therefore, in the month of July we will return to our regular drop-in schedule so other families may have access. June students will have shorter tutoring sessions and will join group activities for further skill building. All students will be welcome to July assistance. Several of those who did not turn applications in early enough to receive the June tutoring will be working at home with their children until July. Parents are offered materials and packets for home reinforcement. More families than ever are participating in this option; we give instruction to parents (and grandparents) which enables them to provide this support all summer long.	
53	Updated July 8, 2010	Literacy Center	<p>12 Volunteers 42 Individuals</p> <p>Bev White, a retired reading specialist, volunteers as the Center's coordinator. She orders appropriate materials for the collection, trains volunteers, does testing at parental or adult request and plans individual educational programs for students we tutor.</p> <p>During May of each year we receive applications from families for as many 1 on 1 tutoring sessions as we have staff and volunteer to serve. Applications go out through school and various educational agencies. (Usually parents begin making inquired from February on. Teachers often request applications to give to children they feel would benefit.</p> <p>Our summer session begins the week after school ends. Children come once or twice a week depending upon need. This year we provided 46 tutoring sessions per week. Of the students: 25 were children going into 2nd grade, 9 going into 3rd grade, 6 going into 4th grade, 4 going into 5th grade, 1 going into 6th grade and 1 going into 8th grade.</p>	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>Staff person was assisted by 9 adult and 3 older student volunteers.</p> <p>Because we request that the younger students be escorted to and from the Center, there were weekly visits to the library by at least 42 different adults or older siblings. Many of these used the library at these times.</p> <p>Among the funds used from our community partner Good Neighbor Club, we purchased materials which could be reproduced and were able to provide parents with instruction and packets which were used at home during the weeks. We have felt this has been the most effective summer session we have yet held. Parent support has been excellent.</p>	
54	Updated June 7, 2010	Training	Cathy Crapo attended Library of Congress Subject Heading training for two days in Eugene..	Library
55	Updated July 8, 2010	Page Turners Book Club	Members are reading Kathryn Stockett's <i>The Help</i> . Meeting is July 20 at 5:30.	Library
56	Updated June 7, 2010	Friends of the Library	Friends of the Library have approved bylaws and filed with the State for 501 (c)3 status.. They are selling donated books at the Farmer's Market.	Library
57	July 8, 2010	Friends of the Library	<p>Mike Bell, President, filed Articles of Incorporation for Friends of Cook Memorial Library with the state of Oregon May 12 and received its EIN from IRS on May 13. The Department of Justice accepted our bylaws June 17, 2010.</p> <p>The group has been conducting book sales on Saturdays in front of the library since May 22, and has collected about \$250 from sales and donations. The Saturday book sale will continue through the summer.</p> <p>A booth may be available to us at the Union County Fair at a reduced rate. Volunteers will attend the booth as time allows. Books will be available for sale, and promotional buttons and brochures will be offered.</p> <p>FOL Directors will solicit donations from businesses along Adams Avenue for specific items needed for the children's library and the proposed Young Adult area at the library.</p> <p>The group will continue to look for additional means of bringing in contributions, and ways to increase awareness in the community of the many resources of our library.</p>	Library
58	Updated	Archives	3 Volunteers	Library

Item	Date of Change in Status	Item	Comments	Department
	June 7, 2010		8 Hours	
59	Updated June 7, 2010	Statistics	10,096 Circulation for 5/10 28,442...Door Count 11,224 Card holders 9,941 Active borrowers 332 Overdue notices 58 LEO Listens patrons 298 Titles checked out 23 Events in Community room 5/10 30 Homebound deliveries 39 Grande Ronde Retirement patrons 59 Special events Adult attendance 46 Special events Children attendance 472 Class visit attendance 147 Storytime attendance 49 Lego club attendance 27 Volunteers 211 Volunteer hours	Library
60	Updated July 8, 2010	Statistics	12,695 Circulation for 6/10 32,911 Door Count 11,173 Card holders 9,976 Active borrowers 422 Overdue notices 55 LEO Listens patrons 280 Titles checked out 325 LEO Listens circulation 21 Events in Community room 6/10 30 Homebound deliveries 15 Grande Ronde Retirement patrons 35 Special events Adult attendance 208 Special events Children attendance 192 Class visit attendance 362 Storytime attendance 19 Lego club attendance 37 Volunteers 181 Volunteer hours	Library
61	No Change 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
62	Updated July 8, 2010	Programs	June 11 was Jody Foss discussing <i>Sagebrush Story: Thousands of Miles on the Back of a Mule in the American West</i> . Jun 23 was Jeni Foster leading a sing-along in <i>Magic Carpet Made of Steel: Songs of America's Railroads</i> .	Library
63	Updated July 13, 2010	Morgan Lake Camp Host Site	All hardscape has been finished. Site will be re-vegetated in September.	Parks - Admin
64	Updated June 1, 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	Parks - Admin

Item	Date of Change in Status	Item	Comments	Department															
			Grant denied due to submitting the incorrect type of survey. We are updating survey type for the Local Government Grant. ODFW Restoration & Enhancement Grant has been approved contingent upon receiving the rest of the funding. New survey has been completed but at a lower dollar amount.																
65	Updated July 13, 2010	Greenway	Staff submitted letter of intent for ODOT transportation Grant to construct bridge across Grande Ronde River from Riverside Park to Greenway.	Parks - Admin															
66	Updated June 1, 2010	Morgan Lake Development	Parks Staff is doing the landscaping and working on a second campsite. Old restroom facility has been demolished.	Parks - Admin															
67	Completed July 13, 2010	Morgan Lake Development	Phase I has been completed using grant funds from the Oregon Department of Fish and Wildlife and the Wildhorse Foundation.	Parks - Admin															
68	Updated July 12, 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. Covers have been ordered and anticipate receiving on or about July 23 rd . Staff will also be meeting with BPA and OTECC to analyze the pool system for energy use.	Parks - Aquatics															
69	Updated June 1, 2010	Pool Statistics April	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,974</td><td>3.504</td></tr><tr><td>Revenue</td><td>\$8,885.28</td><td>\$9,926.03</td></tr></table>		<u>2009</u>	<u>2010</u>	Attendance	3,974	3.504	Revenue	\$8,885.28	\$9,926.03	Parks - Aquatics						
	<u>2009</u>	<u>2010</u>																	
Attendance	3,974	3.504																	
Revenue	\$8,885.28	\$9,926.03																	
70	Updated July 13, 2010	Pool Statistics May June	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,410</td><td>3.792</td></tr><tr><td>Revenue</td><td>\$4,848</td><td>\$9.142</td></tr><tr><td>Attendance</td><td>4,461</td><td>4,084</td></tr><tr><td>Revenue</td><td>\$12,964</td><td>\$13.195</td></tr></table>		<u>2009</u>	<u>2010</u>	Attendance	3,410	3.792	Revenue	\$4,848	\$9.142	Attendance	4,461	4,084	Revenue	\$12,964	\$13.195	Parks - Aquatics
	<u>2009</u>	<u>2010</u>																	
Attendance	3,410	3.792																	
Revenue	\$4,848	\$9.142																	
Attendance	4,461	4,084																	
Revenue	\$12,964	\$13.195																	
71	Complete July 13, 2010	Web Page	Aquatics has established a new webpage. Please check www.lagrandepool.org to see our summer programs.	Parks - Aquatics															
72	New July 13, 2010	Water Polo	If interest warrants, Aquatics will be offering a water polo class for ages 12 and older on Saturdays from 12:00 to 1:00 pm.	Parks - Aquatics															
73	No Change 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															
74	Complete July 13, 2010	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. Purchase of mower approved in FY 2010-11 Budget.	Parks - Maintenance															
75	Completed July 13, 2010	Fundraising for Summer Recreation Program	The fund-raiser conducted by EOU athletics on June 4th was very successful and resulted in the committee exceeding their goal of raising \$5,000 in	Parks - Recreation															

Item	Date of Change in Status	Item	Comments	Department																											
			support of the Mobile Fun Unit this summer.																												
76	Updated June 1, 2010	Field Events	<p>The Parks and Recreation Department will be hosting an Outlaw Tournament for Boys ages 9 – 12 on June 18, 19 & 20. We anticipate 120 players, 24 coaches and at least 135 family members will be in La Grande for the event.</p> <p>There will also be an American Legion Tournament on Optimist Field the same three days, which will host an additional 120 players, 23 coaches and approximately 135 family members.</p>	Parks - Recreation																											
77	Updated July 13, 2010	Field Events	<p>The Little League District Tournament was held at Pioneer Park June 25 - July 2, 2010. 23 teams participated with 800 – 1000 people in attendance over a 7 day period.</p> <p>The Babe Ruth District Tournament was held July 8-11, 2010, with 13 teams participating.</p> <p>The American Legion District Tournament is scheduled for July 23 – 25, 2010.</p>	Parks - Recreation																											
78	Updated June 1, 2010	Events	The date for the Little League District Tournament at Pioneer Park has been changed to June 25 - July 2, 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																											
79	Updated July 13, 2010	Events	A Yo Yo Contest has been Scheduled at Max Square the afternoon & evening of July 17 th . The organizer estimates 30 people will compete from Oregon and neighboring states.	Parks - Recreation																											
80	Updated July 13,2010	Children’s Recreation Program	The children’s summer program started the week of June 14 th . Registration has been good and several “camps” are already full.	Parks - Recreation																											
81	Updated June 1, 2010	Community Outreach	2010 Arbor Week Celebration at EOU National Arbor Day Poster Contest 20 Year Tree City YSA Award	Parks - Urban Forestry																											
82	Updated June 24, 2010	Community Outreach	Noxious Weed Workshop & Field Tour	Parks - Urban Forestry																											
83	Updated June 24, 2010	May Report	<table><tr><td></td><td><u>MAY</u></td><td><u>JUNE</u></td></tr><tr><td>R-O-W Trees Planted:</td><td>4</td><td>0</td></tr><tr><td>Park Trees Planted:</td><td>6</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>4</td><td>22</td></tr><tr><td>Park Trees Removed:</td><td>2</td><td>0</td></tr><tr><td>Street Trees Pruned:</td><td>2</td><td>7</td></tr><tr><td>Park Trees Pruned:</td><td>0</td><td>1</td></tr><tr><td>Site Plan Reviews:</td><td>1</td><td>0</td></tr><tr><td>Community Contacts:</td><td>36</td><td>32</td></tr></table>		<u>MAY</u>	<u>JUNE</u>	R-O-W Trees Planted:	4	0	Park Trees Planted:	6	0	Street Trees Removed	4	22	Park Trees Removed:	2	0	Street Trees Pruned:	2	7	Park Trees Pruned:	0	1	Site Plan Reviews:	1	0	Community Contacts:	36	32	Parks - Urban Forestry
	<u>MAY</u>	<u>JUNE</u>																													
R-O-W Trees Planted:	4	0																													
Park Trees Planted:	6	0																													
Street Trees Removed	4	22																													
Park Trees Removed:	2	0																													
Street Trees Pruned:	2	7																													
Park Trees Pruned:	0	1																													
Site Plan Reviews:	1	0																													
Community Contacts:	36	32																													
84	No Change May 25, 2010	Feb-March-April 2010 Crime Statistics	The February, March and April Stats were unavailable at this time: Crimes against persons: (assaults, robbery, sex crimes)	Police																											

Item	Date of Change in Status	Item	Comments	Department
			Crimes against property: (burglary, vehicle theft, NSF/acct. closed) Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving)	
85	Updated June 7, 2010	Operations Division Statistics for April	Following are the statistics for May: Case Reports turned in: 181 Total Traffic: 172 Arrests: 67 May calls for service: 1592	Police
86	Updated July 8, 2010	Operations Division Statistics For June	Following are the statistics for June: Case Reports turned in: 127 Total Traffic: 187 Arrests: 49 June calls for service: 1503	Police
87	Updated June 7, 2010	Communications Division Statistics	Following are the statistics for May. These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 390; All Calls: 2964; Actual legitimate 9-1-1 calls for service: 281 Case reports taken by LGPD and UCSO: 194	Police
88	Updated July 7, 2010	Communications Division Statistics	Following are the statistics for June. These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 349; All Calls: 3030; Actual legitimate 9-1-1 calls for service: 298 Case reports taken by LGPD and UCSO: 174	Police
89	Updated June 7, 2010	Training	OPERATIONS MAY TRAINING: Detective Barnett attended 16 hours of Eastern Oregon Investigators Training in Pendleton. 3 members of the Hostage Negotiation team attended the Hostage Negotiation Conference held in Tacoma, WA. One employee attended a 4 hour Safety Committee Problem Solving training in Pendleton. COMMUNICATIONS MAY TRAINING: Two Dispatchers attended a one day Laser Fiche training in Boise, ID. All Dispatchers completed the 4 hour EMD recertification training.	Police/Comm
90	Updated July 7, 2010	Training	OPERATIONS JUNE TRAINING: One Sergeant attended a one day training on developing emotional intelligence in Pasco. One employee attended the OSHA training held at	Police/Comm

Item	Date of Change in Status	Item	Comments	Department
			<p>the Blue Mt. Conference Center. One officer attended a tactical ethics training in Pendleton. All Patrol officers received 4 hours of training on EVOC (Emergency Vehicle Operation & Control) and High Risk traffic stops. 12 Officers attended the Active shooter training that was held on June 29th and 30th at the High School. Management attended the Oregon Public Contracting/purchasing laws training that was held at the Fire Department. Chief Harvey and Lt. Reddington attended the Keys to Mgmt. & Oversight of Police and fire services training held at the Fire Department.</p> <p>COMMUNICATIONS JUNE TRAINING: 2 Dispatchers attended an Active Shooter training in the Dalles.</p>	
91	Updated June 7, 2010	Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.) May 2010 Activity Summary	<p>May: New Activities: 38 Activities year to date: 138 Arrests : 2 Arrests year to date: 15</p>	Police
92	Updated July 7, 2010	Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.) June 2010 Activity Summary	<p>June: New Activities: 12 Activities year to date: 150 Arrests : 0 Arrests year to date: 15</p>	Police
93	No Change May 7, 2010	Communications Strategic Plan	A frequency was found for the Officer's vehicles so we are moving forward with updating/improving the communications system.	Police
94	Updated July 7,2010	Department Activities	<p>Comm. Tech II Shelley Kennedy resigned after 9 1/2/ years with the Department to accept the Civil Deputy Position with the Union County Sheriff's Office. After 2 years of excellent police work, both Detective Barnett and Detective Hays rotated out of their detective slots back to patrol and were replaced by Sr. Officer Rasmussen and Officer Gridley.</p>	Police/Comm.
95	Updated July 6, 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 has begun and work is anticipated to be complete August 1.	Public Works
96	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works

Item	Date of Change in Status	Item	Comments	Department
97	Updated July 6, 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. Staff met with the auditor and he estimates the work is 70% complete.	Public Works
98	Updated July 6, 2010	Spruce Street Overlay	Spruce Street from Monroe Avenue to 'Z' Avenue was overlaid using Economic Stimulus grant funds in the amount of \$277,000. 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 July 26, once approval is obtained.	Public Works
99	Updated July 6, 2010	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction south 12 th Street with curbs, sidewalks, bike lanes, and a class I street. This funding is subject to the passage of HB 2001. HB 2001 is no longer an issue and both phases are anticipated to be completed this summer. Mike Becker has started road construction.	Public Works
100	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
101	Updated July 6, 2010	'C' Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. The bid was awarded by 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. The excavation and basing by City crews is near completion.	Public Works
102	Updated July 6, 2010	Street User Fee Projects	<p>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. Following is a list of the projects:</p> <p><u>Depot Street and Elm Street Seal Coat</u> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project is out to bid and is anticipated to be awarded in August. The funding is from Street User Fees and is estimated at \$30,000.</p> <p><u>Penn Avenue Overlay</u> – The City crews will begin July 19th and be done July 30th. This project will overlay Penn Avenue from 6th Street to Washington Avenue and is estimated at \$40,900.</p> <p><u>22nd Street Overlay</u> - The City crews will begin August 2nd and be done August 13th. This project will overlay 22nd Street from East 'H' Avenue to</p>	Public Works

Item	Date of Change in Status	Item	Comments	Department
			<p>East 'L' Avenue and is estimated at \$54,700.</p> <p><u>Spruce Street Overlay</u> - The City crews will begin August 23rd and be done September 3rd. This project will overlay Spruce Street from where the grant ended around 'Z' Avenue to the freeway and is estimated at \$60,000 and Union County will pickup half of that cost.</p> <p><u>'S' Avenue Overlay</u> - The City crews will begin September 13th and be done September 24th. This project will overlay 'S' Avenue from Monroe Avenue to Boise Cascade and is estimated at \$56,000.</p> <p><u>2nd Street Overlay</u> - The City crews will begin October 4th and be done October 15th. This project will overlay 2nd Street from Adams Avenue to 'Y' Avenue and is estimated at \$155,400.</p> <p><u>'H' Avenue Overlay</u> - The City crews will begin October 25th and be done November 5th. This project will overlay 'H' Avenue from 4th Street to 2nd Street and is estimated at \$39,000.</p>	