



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
August, 2010
City Manager's Priorities for 2010

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated August 17, 2010	Develop Strategy to address General Fund resource shortfall	The Long Term Budget Strategy Advisory Committee continues to meet. Council is provided copies of minutes as they are approved. Approved minutes are also sent to the growing e-mail list of those who are interested in updates about the City of La Grande.	City Manager
2	Updated August 17, 2010	Develop Objectives in support of City of La Grande Vision and Goals	Staff continues to work on specific objectives.	City Manager
3	No Change 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	No Change 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 Aug. 11, 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Design consultant selection approval set for Aug. 18. Several façade projects nearing completion and several others are scheduled to begin soon. Partnering with property owners on several major projects. Jason McNeil, current RARE participant, leaves Aug. 13; new RARE participant Erin Montgomery to begin on Sept. 7.	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	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	Fire

August 2010

1

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

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		strategy	<p>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>	
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, August 18	Regular Session	
Monday, August 30	Work Session	Library Commission re Community Room Use Policies/Donation Policy
Monday, September 13	Work Session	Vision Statement Goals and Objectives
Wednesday, September 29	Regular Session	
Monday, October 4	Work Session	Arts, Community Landscape and Forestry, and Parks and Recreation Advisory commissions
Wednesday, October 20	Regular Session	
Monday, November 15	Work Session	Option Levy Recap
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*

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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	Updated August 12, 2010	Quick Permits	We are well underway for the implementing of this program. Our goal start up is August 1, 2010. Due to administrative difficulties folding into the State of Oregon requirements, this has been delayed. We anticipate a September date for initial testing.	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 Aug. 11, 2010	Monthly activity (July 2010)	<table><tr><td>Permit</td><td>Type/#:</td><td>Fees \$:</td><td>Valuation \$:</td></tr><tr><td>Building,</td><td>22</td><td>14,619</td><td>1,063,297</td></tr><tr><td>Demolition,</td><td>1</td><td>240</td><td></td></tr><tr><td>Electrical,</td><td>43</td><td>5410</td><td></td></tr><tr><td>Mechanical,</td><td>37</td><td>3151</td><td></td></tr><tr><td>MFG Homes,</td><td>1</td><td>366</td><td></td></tr><tr><td>Plumbing,</td><td>19</td><td>2445</td><td></td></tr><tr><td>Farm Exempt,</td><td>5</td><td>0</td><td></td></tr><tr><td>Totals:</td><td>128</td><td>26231</td><td></td></tr><tr><td colspan="4">Total inspections performed = 202</td></tr></table>	Permit	Type/#:	Fees \$:	Valuation \$:	Building,	22	14,619	1,063,297	Demolition,	1	240		Electrical,	43	5410		Mechanical,	37	3151		MFG Homes,	1	366		Plumbing,	19	2445		Farm Exempt,	5	0		Totals:	128	26231		Total inspections performed = 202				CEDD Building
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5	Updated August 12, 2010	Hiring Electrical Inspector	Gary Potter has retired. Our department is in the Interview process for and in-house inspector. Interviews are scheduled for August 18 as we continue to search for a new electrical inspector. Currently the City of Hermiston is assisting through an IGA for Wednesdays only service.	CEDD Building																																								
6	Updated Aug. 11, 2010	Implement façade grant program	Two projects are complete this fiscal year, two are approved and awaiting project start, and three others are pending approval. Several others are in discussion phases.	CEDD Economic Development																																								
7	Updated Aug. 11, 2010	Monthly Main Street program updates	Design consultant selection approval set for Aug. 18. Partnering with property owners on several major projects. Jason McNeil, current RARE participant, leaves Aug. 13; new RARE participant Erin Montgomery to begin on Sept. 7. Community meeting scheduled for Aug. 11; Main Street had a booth in the Union County Fair; community survey in process. New trash cans in process.	CEDD Economic Development																																								
8	Updated Aug. 11, 2010	Assess feasibility of forming a multi-county economic development marketing cooperative	Smaller planning group meeting held in La Grande August 3. Planning work underway.	CEDD Economic Development																																								
9	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	CEDD Economic Development																																								

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			Cultivation.	
10	New Item Aug. 11, 2010	Urban Renewal projects updates	New Town Square streetscape project approved for a \$25,000 grant; Maridell project recommended approval by URAC, working out details related to alley improvements and streetscape elements; Town Square improvements proposal to URAC on Aug. 11; Liberty Theatre project progressing but still on hold; IOOF Building project – environmental assessment underway, seeking approval for façade upgrades	CEDD Economic Development
11	Updated Aug. 11, 2010	Calendar YTD Planning Statistics (through July '10)	Land Use Applications: 24 Zoning Approvals: 22 New Business Permits: 36 Revenue (Land Use Fees): \$2,890 Revenue (Park SDC): \$1,575	CEDD Planning
12	Updated August 10, 2010	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	The Planning Division is working with ODOT on refining the scope of work for updating the Transportation System Plan (TSP) for the Goal 9 UGB expansion area. We anticipate a consultant being selected by the end of September and the project beginning by late October. This project is schedule to be completed by June 2012.	CEDD Planning
13	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
14	New Item August 17, 2010	Lodging Tax Advisory Committee	Union County and the City of La Grande formed an Advisory Committee to assist in Tourism Promotion. There were three responses to a Request for Proposals to provide Tourism Promotion services for La Grande and Union County. The Committee is meeting on August 17 th to receive presentations and make a recommendation to the City and County on a provider of services.	City Manager
15	No Change May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing a permit that would allow the EOU visitors permit to exempt those with temporary permit to park longer than two hours downtown in an effort to increase shopping opportunities. EOU is receptive; concept would be to encourage those who are here for campus visits to be able to also spend more time in our downtown. Ideally the local merchants would provide coupons or other incentives to make the program more viable. Next steps are to explore with Chamber and La Grande Main Street.	City Manager
16	No Change 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
17	Updated August 17, 2010	Construction Timeline Extension	The Urban Renewal Agency approved repurchasing one lot in the Business and Technology Park. The	City Manager

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		for Business Park Lot	City Attorney is preparing the documents.	
18	Updated August 17, 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 August 18th.	City Manager
19	Completed August 17, 2010	UCT Goals for 2009	UCT did not submit a response to the RFP.	City Manager
20	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
21	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
22	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
23	Updated August 18, 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, as well as the nature of the Work Session. We are tentatively planning on hosting the Arts, Community Landscape and Forestry, and Parks and Recreation Advisory commissions during a currently-scheduled Work Session on Monday, October 4 th .	City Recorder
24	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 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	City Recorder

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			\$85; I used my personal vehicle and did not request a mileage reimbursement.	
25	No Change 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
26	Completed August 18, 2010	Redevelop/Update Website	Angelika continues to work with staffers and Lawrence Hathaway at EONI, to ensure that staffers responsible for creating and editing are well trained and that the new web site remains accurate and "fresh."	City Recorder
27	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 "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.	City Recorder
28	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
29	Updated	Commission	Subsequent to an assessment of vacancies still	City Recorder

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	August 18, 2010	Vacancies	existing on various Boards and Commissions, we will soon be issuing another media announcement in an attempt to fill those.	
30	New Item August 18, 2010	Council Position Number Four (4)	As a result of former Councilor Jessie Zimmerer's recent resignation from Council Position Number Four (4), the Council formally declared the Position Vacant during a Special Session on Monday, July 26, and directed Staff to advertise for candidates and to take all other necessary steps to ensure that this Position is also filled during the General Election of November 2 nd . To date, one individual has successfully circulated a signature Petition. The deadline for candidate filing is close of business on Wednesday, August 18 th . Should there continue to be only one candidate, the Council may ultimately consider appointing that individual some time between now and the end of this calendar year, to provide the individual a "leg up" and an opportunity for a shorter learning curve prior to being sworn in as an elected in January of 2011.	City Recorder
31	New Item August 18, 2010	Public Safety Option Levy	<p>During the Regular Session of July 14, the Council directed Staff to move forward with the process for placing a Five Year Public Safety Option Levy on the November 2, General Election Ballot. Thus far, the City Manager and City Recorder have worked with the City Attorney to craft a Ballot Title that has been deemed legally sufficient by a financial analyst from the Oregon State Department of Revenue. Per ORS, the Ballot Title has also been advertised as a Legal Notice in <i>The Observer</i>. Also per ORS, that Legal Notice included an opportunity for citizen challenge and notification of same to the City Recorder. Those deadlines have passed without comment; and the Ballot Title will be certified for the Ballot on or about September 1, and provided to the Union County Clerk prior to her deadline of September 2nd.</p> <p>With input from Staff, Council, and the members of the recently-formed Long Term Budget Solutions Advisory Committee (LTBSAC), the City Manager has developed an informational brochure that has also been reviewed and commended by a Financial Analyst in the Oregon State Department of Revenue. We expect input from the Elections Division Staff at any time.</p> <p>The City Manager continues to meet with the LTBSAC; and I made a presentation to that Committee at the Manager's request on Wednesday, August 4, in connection with campaign/election restrictions as Committee members work to inform,</p>	City Recorder

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			<p>educate, and advocate for the pending Levy.</p> <p>An abbreviated version of that presentation was also provided to the Council during the question and answer portion of a Work Session with the City Manager on Monday, August 9, to discuss Option Levy Strategies. As the Council knows, it is far less restricted than Staff and/or members of its advisory committees or commissions, as the latter two groups are considered employees because of their appointments by the Council. These restrictions tighten once the Ballot Title (Measure) is certified to the Ballot.</p> <p>Ballots are expected to be placed in the mail on Friday, October 15; Election Day is Tuesday, November 2; a Work Session for the purpose of discussing the results of the Option Levy vote has been tentatively scheduled for Monday, November 15th.</p>	
32	No Change November 12, 2009	Directors Job Descriptions	<p>Three are remaining to be completed. (Fire, Police and Public Works)</p> <p>Review and update all department directors' job descriptions.</p>	Finance/ Personnel
33	No Change November 12, 2009	Community Service Policy	<p>A final draft of the recommend policy will be completed shortly and presented to the City Manager</p> <p>Form a committee and come up with a Community Service Leave Policy.</p> <p>The committee has met once and will be meeting again to refine the policy to present.</p>	Finance/ Personnel
34	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	<p>We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.</p>	Finance/ Personnel
35	Updated August 10, 2010	GASB 45	<p>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. Milliman is working with CIS on obtaining the information for the report and a down payment has been sent.</p>	Finance
36	Completed August 10, 2010	Fixed Assets Files	<p>Completely redo the fixed asset inventory files to better accommodate the format used with the</p>	Finance

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			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.	
37	Updated August 10, 2010	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010. Public works has been working with Auditors in the progress and we are about 80% complete.	Finance
38	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
39	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
40	Updated Aug. 9, 2010	Statistics	Response statistics for July, 2010 Medical: 221 Fire/Other: 15 (6 fires, 3 smoke check, 3 fire alarms, 1 fuel leak, 1 hazmat, 1 odor check)	Fire
41	Updated Aug. 9, 2010	Fire Code Inspections	New inspections for July: 0 Re-inspections for July: 0	Fire
42	No Change April 22, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in Mar.	Fire
43	Updated Aug. 9, 2010	Child Safety Seat Installations and Bicycle Helmets	July: 3 families instructed in proper car seat with 3 being provided with reduced priced child safety seats. July: 2 families assisted with proper bicycle helmet use and supplied with 2 helmets.	Fire
44	Updated Aug. 9, 2010	Traffic School	July: 18 attended traffic school. Fees collected: \$900	Fire
45	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 outreach program. Class was hosted by LGFD and was open to surrounding EMS agencies.	Fire
46	Updated Aug. 9, 2010	Fire Safety House Trailer	The refurbishment of the safety trailer is continuing. Very slow progress. Work is being performed by an on duty firefighter between calls.	Fire
47	No Change	EO Fire Museum	603 visitors signed the guest book at the museum in	Fire

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	January 7, 2010		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.	
48	Updated Aug. 9 2010	Development of Fire Training Facility	Progress on the fire training house has been slow but work is continuing. Other gas fired training props have been constructed with cooperation and help from Avista Utilities.	Fire
49	Updated Aug. 9, 2010	Weed/Tall Grass Complaints	46 property owners were notified of weeds and tall grass complaints received by the FD so far this season.	Fire
50	Updated August 10, 2010	Literacy Center	<p>9 Volunteers 78 Hours volunteered Usually summer session is limited to the number of students for whom we have volunteer tutors to provide one on one instruction. This year we followed that routine in June.</p> <p>In July we left the most needful students with their tutors and grouped other students with those of like ability / need. We opened this session up to all comers who wished to work on individual skills.</p> <p>We also opened the Center to drop in families and students. Our attendance was therefore up considerably.</p> <p>Since we are closed during August and early September (to save our funding when we know we will have the greatest usage) we prepared learning packets for every child whose parents indicated willingness to work with their students. It was virtually every family.</p> <p>We also prepared packets for families who visited and became aware of the service. We felt that the reproducible materials we purchased with our community partner funding were especially effective. We could send home work constantly that was age and reading level appropriate.</p> <p>There is greater interest in the school year program and already requests for individual tutoring. We will provide this as we are able and have volunteers.</p> <p>We are forming two more partnerships with local businesses to distribute free books. We plan to seek permission to provide a literacy packet for newborns</p>	Library

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			at various hospitals.	
51	Updated August 10, 2010	Training	Terri attended a webinar on “The one thing that always works in getting policymakers attention”...	Library
52	Updated August 10, 2010	Page Turners Book Club	Members are reading Chris Cleave’s, <i>:Little Bee.</i> . Meeting is August 17 at 5:30.	Library
53	No Change 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
54	No Change June 7, 2010	Archives	3 Volunteers 8 Hours	Library
55	Updated August 10, 2010	Statistics	9,068 Circulation for 7/10 31,980 Door Count 11,200 Card holders 10,012 Active borrowers 470 Overdue notices 62 LEO Listens patrons 316 Titles checked out 27 Events in Community room 26 Homebound deliveries 16 Grande Ronde Retirement patrons 34 Special events Adult attendance 273 Special events Children attendance 73 Class visit attendance 178 Story time attendance 41 Craft Day 35 Volunteers 223 Volunteer hours	Library
56	No Change	Artist donations	Judy Seydel small watercolors are for sale at the	Library

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	December 18, 2009		circulation desk, all funds going directly into the library's Grants/Donations fund for new books.																
57	Updated August 10, 2010	Programs	July 6 was John Laursen's <i>Wild Beauty: Photos of the Columbia River 1867-1957</i> .	Library															
58	No Change July 13, 2010	Morgan Lake Camp Host Site	All hardscape has been finished. Site will be re-vegetated in September.	Parks - Admin															
59	No Change 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 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.	Parks - Admin															
60	Updated August 9, 2010	Greenway	Letter of intent submitted to ODOT for Transportation Grant to construct bridge across Grande Ronde River from Riverside Park to Greenway was accepted and approved to proceed to the next step in the process.	Parks - Admin															
61	Completed August 9, 2010	Morgan Lake Development	Grant project for Phase I of the development project has been completed.	Parks - Admin															
62	Updated August 9, 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 are installed and working well. Staff met with a mechanical engineer from BPA who shared some very good information on possible energy savings at the pool.	Parks - Aquatics															
63	No Change 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																	
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Attendance	4,461	4,084																	
Revenue	\$12,964	\$13,195																	
64	New August 9, 2010	Sprint Triathlon	The 3 rd Annual Sprint Triathlon is scheduled for August 21 st . There are currently 62 participants, with additional signups anticipated. Kids Splash & Dash, a short run and swim for children ages 8 to 14, will be added for the first time this year.	Parks - Aquatics															
65	Completed August 9, 2010	Water Polo	Class Cancelled due to lack of interest. Aquatics will be offering a water polo class for ages 12 and older on Saturdays from 12:00 to 1:00 pm.	Parks - Aquatics															
66	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	Parks Maintenance															

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			after the season ends.	
67	Updated August 9, 2010	Field Events	The Coed Moonlight Tournament was held in Pioneer Park August 5, 6 & 7, with 32 teams participating. It was noted that less participants were camping, but Staff received several complaints from participants who could not find motel rooms possibly due to the fact that there was also a swim meet and the Union County Fair going on as well. There will also be a Men's Moonlight Tournament on August 13, 14 & 15, which will field another 30 plus teams.	Parks - Recreation
68	New August 8, 2010	Grant	The Recreation Program received a Grant in the amount of \$4,800 from the Grande Ronde Hospital to fund the Mobile Fun Unit during the summer of 2011.	Parks - Recreation
69	Updated August 9, 2010	Children's Recreation Program	The children's summer program will end August 24 with the End of Summer Carnival. Registration has been good and most "camps" have been full. Many parents have expressed their appreciation for the program.	Parks - Recreation
70	Updated August 9, 2010	Community Outreach	Conducted 3 homeowner pruning demonstrations. Designed and distributed door hangers reminding property owners to water new street trees.	Parks - Urban Forestry
71	Updated August 9, 2010	May Report	<div style="text-align: right;"><u>JULY</u></div> R-O-W Trees Planted: 0 Park Trees Planted: 0 Street Trees Removed: 0 Park Trees Removed: 2 Street Trees Pruned: 18 Park Trees Pruned: 27 Site Plan Reviews: 0 Community Contacts: 37	Parks - Urban Forestry
72	Updated August 6, 2010	2010 Crime Statistics	The crime stats (received from the state) have been unavailable since February. Crimes against persons: (assaults, robbery, sex crimes) 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)	Police
73	Updated August 6, 2010	Operations Division Statistics For July	Following are the statistics for July: Case Reports turned in: 168 Total Traffic: 288 Arrests: 50 July calls for service: 1739	Police
74	Updated August 6, 2010	Communications Division Statistics	Following are the statistics for July. These statistics reflect the total calls for a multitude	Police

Item	Date of Change in Status	Item	Comments	Department
			of agencies within Union County. Traffic/Air: 495; All Calls: 3450; Actual legitimate 9-1-1 calls for service: 300 Case reports taken by LGPD and UCSO: 201	
75	Updated August 6, 2010	Training	OPERATIONS JULY TRAINING: No training to report COMMUNICATIONS JULY TRAINING: No training to report	Police/Comm
76	Updated August 6, 2010	Union/Wallowa County Drug Task Force July 2010 Activity Summary	July: New Activities: 18 Activities year to date: 168 Arrests : 1 Arrests year to date: 16 As noted under 'Item' the name has been changed from MERIT to Union/Wallowa County Drug Task Force	Police
77	Updated August 6, 2010	Communications Strategic Plan	New vehicle radio repeaters have been installed in the four primary patrol cars. All radios will soon be programmed to utilize the repeaters which will greatly enhance communications.	Police
78	Updated August 6, 2010	Department Activities	The department has joined with several community and government groups who have formed the Union County Safe Communities Coalition with a goal of working toward a drug free community. The department also hosted a Crime Scene Investigators (CSI) class in partnership with Parks and Rec. for several area children.	Police/Comm.
79	Updated August 10, 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. The project is now in the cleanup phase with all the sidewalks and approaches poured. A final walk-through is scheduled for mid-August.	Public Works
80	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
81	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
82	Updated August 10, 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 the project to the freeway and will bring it back to Council at a later date. Work has begun on this joint effort and is projected to be complete August 20.	Public Works

Item	Date of Change in Status	Item	Comments	Department
83	Updated August 10, 2010	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 th Street. Mike Becker has started construction with the storm drain now installed to Highland Drive and the actual road excavation begun at Gekeler Lane.	Public Works
84	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
85	Updated August 10, 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. The excavation and basing by City crews is complete. Roger's Asphalt has begun final grade for curbs and sidewalk with the curbs expected to be poured August 11 & 12.	Public Works
86	Updated August 10, 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 East 'L' Avenue and is estimated at \$54,700.</p> <p><u>Spruce Street Overlay</u> - The City crews began work on August 9th and will be done August 20th. 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 pick up 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</p>	Public Works

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			<p>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>	