



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
April/May 2011
City Manager's Top Priorities for 2011

| Item No. | Date of Change in Status | Item | Comments | Lead Department |
|----------|--------------------------------|--|---|------------------------------------|
| 1 | Updated May 13, 2011 | Develop and Implement Strategy(ies) to address General Fund resource shortfall | The Budget Committee approved a balanced budget for FY 2011-12. Key to the budget was the new/extended labor agreements that provided significant savings over what was projected for the FY 2011-2012, most notably the change in healthcare coverage. Work will continue on annexation efforts and formation of a Parks and Recreation Special District following formal budget adoption. | City Manager |
| 2 | Completed May 13, 2011 | Develop Objectives in support of City of La Grande Vision and Goals | The City Council approved the objectives as presented. | City Manager |
| 3 | No Change February 16, 2011 | Support Business Retention and Expansion Program | In partnership with UCEDC. Task Force of 12 has been formed; scheduled launch date of April 1 to begin visitation process with 50-60 Union County businesses over the next 12 months; City Staff is providing a variety of support and participant services toward the effort. | Community and Economic Development |
| 4 | Updated May 16, 2011 | Implement Economic Development Strategy for La Grande | Work session scheduled for May, 2011. Work Session rescheduled for June 6, 2011. | Community and Economic Development |
| 5 | Updated May 16, 2011 | Continue Implementation of Action Phases of the Oregon Main Street Program to Include Development of Projects; Begin Transition to La Grande Main Street | Short-term focus on continuing program with intent of shifting responsibility to the La Grande Main Street Board, phased approach where the City's active participation changes to a supporting, not lead role. Likely initial steps will be to shift RARE participant to the LGMS Board's supervision, with continued funding by the City. Big H Streetscape Project approved for funding by UR Agency. Washington Ave. Sidewalk project bid awarded, project to begin May 23. | Community and Economic Development |
| 6 | No Change | Capital | Develop a program to address replacement of | Finance |

April/May 2011

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

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|----------|--------------------------|------------------------------|---|-----------------|
| | January 2011 | Improvement Program | General Fund capital equipment including, but not limited to ambulances, police cars, fire apparatus, and other capital needs within available resources. Continue to pursue grant opportunities. | |
| 7 | No Change January 2011 | Create a Railroad Quiet Zone | Pursue funding opportunities as they become available to make the safety improvements required to create a quiet zone. The costs associated with this project are in excess of \$1 million. | Public Works |
| 8 | Updated May 13, 2011 | Riverside Pavilion | Design work is complete and fund raising efforts are ongoing. Waiting on payment for contents and settlement amount for structure from CIS. | City Manager |

2011 Council Regular and Work Sessions

| <u>DATE</u> | <u>TYPE</u> | <u>TOPIC(S)</u> |
|------------------------------------|---|---|
| Monday, March 14 | Work Session | URD Proposed Project Presentations |
| Wednesday, March 16 | Regular Session | |
| Monday, April 4 | Work Session | Union County Tourism Promotion Advisory Committee |
| Wednesday, April 6 | Regular Session | |
| Monday, April 11 | Work Session | Public works Update (immediately following an Urban Renewal Special Meeting) |
| Monday, April 18 | Work Session (added) | Parks and Recreation Fees/Annual Report/Pavilion |
| Monday, May 2 | Work Session | Economic Development Plan Implementation/Update |
| Wednesday, May 4 | Regular Session | |
| Monday, May 9 – Thursday, May 12 | BUDGET HEARINGS | [To be continued to the following Monday, if necessary] |
| Monday, June 6 | Work Session | City Participation in Community Events/Event Insurance |
| Wednesday, June 15 | Regular Session | [Budget Adoption Scheduled] |
| Wednesday, July 13 | Regular Session | |
| Wednesday, August 8 | Work Session | |
| Wednesday, August 10 | Regular Session | |
| Wednesday, September 7 | Regular Session | |
| Monday, September 12 | Work Session | |
| Wednesday, October 5 | Regular Session | |
| Monday, October 24 | Work Session | |
| Wednesday, November 2 | Regular Session | |
| Monday, November 7 | Work Session | |
| Monday, December 5 | Work Session | |
| Wednesday, December 7 | Regular Session | |
| <u>Commissions Include:</u> | | |
| 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*

April/May 2011

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

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------------|--------------------------------------|--|--|----------------|-----------------|----------------------|------------------|-------------------|-----------|--------------|---------------|-------------|----------|----------|----------------|----------|----------|-------------------|----------------|-----|------------|---------|--------------|-----------------|----------|----------|----------------------|----------|---------|---------------------------|-----------------|------------|----------------|------------------|-----------------|---------------------|------------------|--|--|--|--|--|------------------|
| 1 | No Change February 14, 2011 | Elimination of expired permits | The building department staff is going through all of the files and getting them cleaned up and transferred to the basement archives. | CEDD Building | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3a | Updated April 12, 2011 | Monthly activity (March, 2011) | <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, 29</td><td></td><td>18149.95</td><td>\$1,330,467.</td></tr><tr><td>Demolition, 0</td><td></td><td>0.00</td><td></td></tr><tr><td>Electrical, 60</td><td></td><td>6991.26</td><td></td></tr><tr><td>Mechanical, 26</td><td></td><td>2297.12</td><td></td></tr><tr><td>MFG Homes, 3</td><td></td><td>1098.00</td><td></td></tr><tr><td>Plumbing, 23</td><td></td><td>3387.28</td><td></td></tr><tr><td>Farm Exempt, 1</td><td></td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>142</u></td><td><u>31,923.61</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 203</u></td></tr></table> | <u>Permit</u> | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | Building, 29 | | 18149.95 | \$1,330,467. | Demolition, 0 | | 0.00 | | Electrical, 60 | | 6991.26 | | Mechanical, 26 | | 2297.12 | | MFG Homes, 3 | | 1098.00 | | Plumbing, 23 | | 3387.28 | | Farm Exempt, 1 | | 0 | | <u>Totals:</u> | <u>142</u> | <u>31,923.61</u> | | <u>Total inspections performed = 203</u> | | | | CEDD Building |
| <u>Permit</u> | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building, 29 | | 18149.95 | \$1,330,467. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demolition, 0 | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical, 60 | | 6991.26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mechanical, 26 | | 2297.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MFG Homes, 3 | | 1098.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plumbing, 23 | | 3387.28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Farm Exempt, 1 | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Totals:</u> | <u>142</u> | <u>31,923.61</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Total inspections performed = 203</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3b | Updated May 18, 2011 | Monthly activity (April 2011) | <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, 32</td><td></td><td>21,961.35</td><td>\$1,564,757.</td></tr><tr><td>Demolition, 0</td><td></td><td>0.00</td><td></td></tr><tr><td>Electrical, 37</td><td></td><td>5404.28</td><td></td></tr><tr><td>Mechanical, 20</td><td></td><td>2514.40</td><td></td></tr><tr><td>MFG Homes, 0</td><td></td><td>0.00</td><td></td></tr><tr><td>Plumbing, 15</td><td></td><td>2713.20</td><td></td></tr><tr><td>Farm Exempt, 2</td><td></td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>106</u></td><td><u>32,593.23</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 218</u></td></tr></table> | <u>Permit</u> | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | Building, 32 | | 21,961.35 | \$1,564,757. | Demolition, 0 | | 0.00 | | Electrical, 37 | | 5404.28 | | Mechanical, 20 | | 2514.40 | | MFG Homes, 0 | | 0.00 | | Plumbing, 15 | | 2713.20 | | Farm Exempt, 2 | | 0 | | <u>Totals:</u> | <u>106</u> | <u>32,593.23</u> | | <u>Total inspections performed = 218</u> | | | | CEDD Building |
| <u>Permit</u> | <u>Type/#:</u> | <u>Fees \$:</u> | <u>Valuation \$:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building, 32 | | 21,961.35 | \$1,564,757. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demolition, 0 | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical, 37 | | 5404.28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mechanical, 20 | | 2514.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MFG Homes, 0 | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plumbing, 15 | | 2713.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Farm Exempt, 2 | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Totals:</u> | <u>106</u> | <u>32,593.23</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Total inspections performed = 218</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Updated May 16, 2011 | URA projects fund updates Fiscal YTD | <table><tr><td colspan="3">\$250,000 current FY URA Projects Budget</td></tr><tr><td><u>Project:</u></td><td><u>Approved:</u></td><td><u>Spent YTD:</u></td></tr><tr><td>NTS roof</td><td>\$13,000</td><td>\$13,000</td></tr><tr><td>BP property</td><td>\$17,467</td><td>\$17,447</td></tr><tr><td>Fire Museum</td><td>\$25,400</td><td>\$19,030</td></tr><tr><td>Wash. Parking lot</td><td>\$35,000</td><td>\$0</td></tr><tr><td>IOOF Bldg.</td><td>\$2,145</td><td>\$ 2,145</td></tr><tr><td>NTS streetscape</td><td>\$29,500</td><td>\$28,750</td></tr><tr><td>Frontier streetscape</td><td>\$15,000</td><td>\$0</td></tr><tr><td><u>Additional facades</u></td><td><u>\$50,000</u></td><td><u>\$0</u></td></tr><tr><td><u>Totals:</u></td><td><u>\$187,512</u></td><td><u>\$80,371</u></td></tr><tr><td colspan="3">Available: \$61,350</td></tr></table> | \$250,000 current FY URA Projects Budget | | | <u>Project:</u> | <u>Approved:</u> | <u>Spent YTD:</u> | NTS roof | \$13,000 | \$13,000 | BP property | \$17,467 | \$17,447 | Fire Museum | \$25,400 | \$19,030 | Wash. Parking lot | \$35,000 | \$0 | IOOF Bldg. | \$2,145 | \$ 2,145 | NTS streetscape | \$29,500 | \$28,750 | Frontier streetscape | \$15,000 | \$0 | <u>Additional facades</u> | <u>\$50,000</u> | <u>\$0</u> | <u>Totals:</u> | <u>\$187,512</u> | <u>\$80,371</u> | Available: \$61,350 | | | CEDD Economic Development | | | | |
| \$250,000 current FY URA Projects Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Project:</u> | <u>Approved:</u> | <u>Spent YTD:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NTS roof | \$13,000 | \$13,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BP property | \$17,467 | \$17,447 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fire Museum | \$25,400 | \$19,030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wash. Parking lot | \$35,000 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IOOF Bldg. | \$2,145 | \$ 2,145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NTS streetscape | \$29,500 | \$28,750 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Frontier streetscape | \$15,000 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Additional facades</u> | <u>\$50,000</u> | <u>\$0</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Totals:</u> | <u>\$187,512</u> | <u>\$80,371</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Available: \$61,350 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Updated May 16, 2011 | Implement façade grant program | 11 projects are complete this fiscal year, one is in progress, two are approved but not yet started and 10 others are pending approval. 11 projects are in discussion. | CEDD Economic Development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Updated May 17, 2011 | Monthly Main Street program updates | La Grande Main Street finalized its budget for the calendar year 2011. A transition task force consisting of City Council, City Staff, and LGMS representatives met in April to begin planning for the eventual program separation from the City of LG. Initial steps in this process include creating a finance sub-committee for LGMS and holding a City Council work-session towards the end of the calendar year. Downtown public restrooms have been closed due to the relocation of the visitors center. | CEDD Economic Development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|------|----------------------------|---|--|------------------------------|
| 7 | No Change March 7, 2011 | Assess feasibility of forming a multi-county economic development marketing cooperative | Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a trade show planning meeting in Portland on Sept. 23 with statewide partners. Staff will be attending the AWEA trade show in Anaheim in May along with UCEDC staff. | CEDD Economic Development |
| 8 | Updated May 17, 2011 | Assisting UCEDC with economic development plan implementation | Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation. BR&E program to officially launch in March with two rounds of volunteer visitor training sessions. Cooperatively attending AWEA trade show in Anaheim May 21-26. | CEDD Economic Development |
| 9 | Updated May 17, 2011 | Urban Renewal projects updates | IOOF: (\$200,000) property transfer negotiations ongoing Liberty: ongoing meetings and discussions with Main Street committee Big H: (\$1.6 million) reviewing design/ engineering options & cost estimates; reviewing loan options Wash. Ave. Sidewalk: (\$35,000) bid award to Challis, project to start week of 5/23 The Marketplace: (\$65,000) agreement drafted, awaiting client review; project still being designed Frontier streetscape: (\$15,000) continuing to work with company on design and timing | CEDD Economic Development |
| 10 | Updated May 17, 2011 | Urban Renewal "call for projects" | Approved for funding: Jefferson Clinic: (\$75,000) will build next fiscal year, preliminary site plans being reviewed by Public Works, Planning, CEDD, etc. Fallow remodel: (\$17,000) agreement signed Maridell remodel: (\$25,000) applicant working on providing additional project detail Bud Jackson expansion: (\$20,000) project tentatively delayed as the applicant makes revisions | CEDD Economic Development |
| 11 | Updated May 16, 2011 | Calendar YTD Planning Statistics (through February '11) | Land Use Applications: 7 Zoning Approvals: 19 New Business Permits: 18 Revenue (Land Use Fees): \$1,175 Revenue (Park SDC): \$0 | CEDD Planning |
| 12 | Updated May 19, 2011 | Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant) | Consultant negotiations have been completed and the Project is underway. The Consultants will be visiting La Grande on June 22 and 23 to conduct stakeholder interviews and a field survey. Staff is setting up a designated web page for interested citizens and stakeholders to stay actively informed in the Project. A draft Plan is anticipated to be ready for presenting to the public during open house schedule for late August. This project is schedule to be completed (final adoption) by June 2012. | CEDD Planning |
| 13 | No Change February 15, | Conditional Use Permit City | In January, the La Grande Planning Commission approved a request by AT&T to partner with the | CEDD Planning |

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|------|--------------------------------|--|---|--|
| | 2011 | Fire/AT&T | La Grande Fire Department to install a 150' tall cell tower on the Fire Department's site. The Fire Department's 20' service antenna will be located at the top of the tower. The City Manager is currently in contract negotiations with AT&T for the placement and management of the tower. The tower is proposed to be constructed this Spring 2011. | |
| 14 | Updated May 19, 2011 | Annexation | Staff will be submitting a request to the City Council during its June Regular Session, recommending that the City Council declare an election for the annexation of the "North Side". This annexation is anticipated to be placed on the November 2011 ballot. | CEDD Planning |
| 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 | Completed May 13, 2011 | Budget Committee Department Tour | Conducted the tour of City Departments for the Budget Committee to allow the members of the Committee's to see first-hand each City Department and receive an overview of the functions of each Department. | City Manager/ Assistant to CM |
| 17 | Updated May 13, 2011 | Pavilion Fundraising Effort | In cooperation with the Friends of Riverside Park Pavilion—a group formed by Soroptimist and Legacy Ford—work on outreach and education regarding how members of the community can contribute to the rebuilding and equipping the Pavilion. As of May 13 the effort has raised over \$7,000. | City Manager |
| 18 | Updated May 13, 2011 | Pavilion Design | Council conducted work session on April 18 th and reached consensus on the design. | City Manager |
| 19 | Completed May 13, 2011 | Council Meetings Back on Cable | Meetings are being televised again. | City Manager / Assistant to the CM |
| 20 | No Change February 23, 2011 | Franchise Agreements—Potential Franchise Fee Increases | Will provide notice of intent to renegotiate the Franchise Agreement prior to deadline to preserve ability to address LTBSAC recommendation. | City Manager |
| 21 | Updated May 13, 2011 | UCEDC Annual Work Plan Update | Joint Review Team met and reached agreement on Goals and Objectives subject to a specific timeline. Next step is Council and UCEDC approval. | City Manager |
| 22 | Completed May 13, 2011 | Tourism Promotion Annual Update/Budget | The agreement between the City, County, and Union County Chamber of Commerce for tourism promotion services requires an annual update and proposed budget. Presentation was completed on | City Manager |

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| | | | April 4, 2011. | |
| 23 | No Change March 14, 2011 | Charter Cable Franchise Agreement | Received a request from Charter to renew the Franchise Agreement. Current agreement has expired, all parties have continued to honor the agreement that was in place. Extension is on the Council's March 16 th Agenda. | City Manager |
| 24 | Updated May 13, 2011 | Blue Mountain Conference Center Funding Request | The City is being asked to provide funding for the Conference Center—current budget projections indicate the Conference Center will not be able to continue to operate beyond this coming fall. The budget as approved by the Budget Committee does include funding for BMCC. | City Manager |
| 25 | Updated May 13, 2011 | Urban Renewal Budget 2011-2012 | Budget Committee approved budget. | City Manager |
| 26 | Updated May 13, 2011 | City of La Grande Budget 2011-2012 | Budget Committee approved budget. | City Manager |
| 27 | No Change February 23, 2011 | Parks and Recreation District Effort | Next step is to seek volunteers to begin process. | City Manager |
| 28 | Completed May 13, 2011 | Fire Association Negotiations | The City has reached agreement with the Fire Association. | City Manager |
| 29 | Completed May 13, 2011 | Police Association Negotiations | The City has reached agreement with the Police Association. | City Manager |
| 30 | Updated May 13, 2011 | Employee Association Negotiations | The negotiation teams have reached agreement on terms between the City and the Employees Association. Ratification to follow. | City Manager |
| 31 | No Change December 8, 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. The State has indicated that additional work regarding wetlands must be completed before recertification. UCEDC is working through this issue. | City Manager |
| 32 | No Change February 23, 2011 | UCEDC Marketing Video | UCEDC is working on a video project that will promote La Grande and Union County. UCEDC's Board previewed the rough draft video and provided feedback to Valley Video. Subsequently Valley Video closed for business, however, the owner has committed to completing the project. | City Manager |
| 33 | Completed May 13, 2011 | ATT Cell Tower Lease | The parties have reached agreement on the language and the City Attorney has reviewed and concurred with the revisions. | City Manager |
| 34 | No Change November 17, 2010 | Eastern Oregon Fire Museum Lease | The current agreement between the City and the Volunteers states that the Volunteers will sublet the property and use the revenues from the rent to maintain the building. Union County Tourism is no longer a tenant and the City received a copy of a letter from Union County Chamber of Commerce to the Volunteers indicating that they are evaluating their options regarding location. It is also believed that the other major tenant will leave within the next two years. While the City doesn't have | City Manager |

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| | | | responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation. | |
| 35 | No Change May 27, 2010 | Citizen Survey | Draft complete and currently being reviewed. | City Manager |
| 36 | Updated May 24, 2011 | Annual Work Sessions with Advisory Commissions | This process will continue throughout the balance of this calendar year, with some modifications. As you will recall, the City Manager and appropriate Staff brought to the Council's attention earlier this year the need to address a variety of issues related to your Commissions established by Ordinance. Of primary concern is the inability to ensure a quorum on a regular basis for several of those Commissions and the need to facilitate the process by which changes may be made to Commission-establishing documents. A Council Work Session to address these issues has now been scheduled on Monday, June 27, to be referred to as "Commission Restructuring." Staff will be prepared during that Work Session to respond to Council questions and/or concerns related to recommendations that will be set forth in a Staff Report that will be provided to the Council in advance of that Work Session. | City Recorder |
| 37 | Updated April 15, 2011 | Personnel Policy Manual | In an effort to conserve Staff time for day-to-day administrative tasks requiring immediate attention, the City Manager has accepted an offer from Akin Blitz to coordinate the update of the City's Personnel Policy Manual with the assistance of CIS staff, based on their model Policy and Procedures Handbook. City staff will, of course, continue to be involved to provide appropriate input and to direct the organization and submission of the information essential to completing this task in a timely manner at a nominal cost. | City Recorder |
| 38 | Updated April 15, 2011 | Draft New Procurement Ordinance | With the Personnel Policy Manual off the "hands on" radar screen, more time and attention can now be devoted to the City Manager's request that an Ordinance streamlining and clarifying our existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies and regulations be drafted. A final version may have to wait until the Legislature adjourns, inasmuch as there are several public contracting Bills still in the hopper. | City Recorder |
| 39 | Updated May 25, 2011 | Develop Records Management Policies and Procedures/Rehab Records Center | Again, the Legislature's final action on Bills submitted by Attorney General John Kroger related to his Government Transparency Initiative will affect the final versions of these policies. In deference to the City Manager's recommendation and the City's considerable budget constraints, we are regrettably but understandably postponing indefinitely a request to purchase the necessary records management software program(s) that would allow us to maintain a more accurate records access system; as well as equipment required to update our Records Center. | City Recorder |

| Item | Date of Change in Status | Item | Comments | Department |
|------|--------------------------------|--|---|-----------------------|
| 40 | No Change February 22, 2011 | Complete requirements for becoming a Registered Parliamentarian | Currently researching on-line distance learning opportunities, in preparation for the three-hundred question final exam. | City Recorder |
| 41 | Updated May 25, 2011 | Commission Vacancies | As you are well aware, this has been a problematic area for a number of years. While we're closing in on having all of our Commissions filled, this continues to be a "revolving door" process~ just about the time we gain some, we lose some. For example, having just finally filled the Landmarks and Planning commissions, we are losing a third Library Commissioner, which will again leave a Commission without a quorum of voting members. We continue to advertise all of our Commission vacancies (19, as of this writing); and, as previously noted, a Work Session has been scheduled on Monday, June 27, to discuss Commission restructuring. | City Recorder |
| 42 | No Change March 4, 2011 | Directors Job Descriptions | Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors' job descriptions. Fire is waiting final approval from City Manager, Public Works and Police are still in progress | Finance/ Personnel |
| 43 | 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 |
| 44 | No Change January 4, 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 |
| 45 | No Change March 4, 2011 | 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. After reviewing with Public Works, it its estimated a completion date of prior to June 30, 2011 | Finance |
| 46 | No Change November 1, 2010 | GASB 54 | This GASB statement will apply to financial reports (audit) and will enhance the usefulness of fund balance information. Fund balances that are | Finance |

| Item | Date of Change in Status | Item | Comments | Department |
|------|--------------------------------|-----------------------------------|---|------------|
| | | | nonspendable (such as inventory) will be identified as well as committed funds. (Those funds that include amounts that can be used only for specific purposes as determined by a formal action of City's highest level of decision-making authority) | |
| 47 | Completed April 30, 2011 | Computer Software upgrade | Effective with the passing of the 2010/11 budget, the finance office will receive a computer software upgrade. Currently, this is scheduled to happen in March 2011. The original download of the database will be 12 weeks prior. We will be without computers for 2 workdays prior to the actual upgrade. The new server will be installed by February 24 th . There will be a software custom code review in February also. Currently, we are on track with the timeline. The new server was installed and we are still awaiting 1 new computer. One webinar on our new software was held with one more in March prior to the conversion. A PSA will be issued explaining our limited services that will be available on March 17 th and 18 th , due to no access to our data base. We have also been reviewing processes and programs that will disappear with the new software, determining what water bill statements will look like, check styles we will use and have reviewed our custom code and determining if we still need. | Finance |
| 48 | No Change December 13, 2010 | Risk Management Incentive Program | This is a CIS program that provides financial incentives to the City to help create safer workplaces. We qualify for \$10,000 over a 3 year period of time. Department directors have been asked to submit projects that may qualify. The next step will be to meet with CIS and review the suggested projects to see which qualify. | Finance |
| 49 | Updated April 18, 2011 | Statistics | <u>For the month of February 2011:</u> Monthly Revenue (all funds) \$1,236,231 Monthly Revenue (general fund) \$ 433,369 Monthly expenses amount (all funds) \$1,367,608 Monthly expenses (general fund) \$ 639,881 # of Accounts Payable Checks issued: 232 # of Payroll Checks issued: 134 Monthly Payroll expenses: \$ 686,818 # of Water accounts billed: 5157 # of LID accounts billed: 1 # of NSF checks the City received: 4 Pieces of mail processed 5,474 | Finance |
| 50 | Updated April 18, 2011 | Statistics | <u>For the month of March 2011:</u> Monthly Revenue (all funds) \$ 974,453 Monthly Revenue (general fund) \$ 277,783 Monthly expenses amount (all funds) \$1,149,634 Monthly expenses (general fund) \$ 567,804 # of Accounts Payable Checks issued: 207 | |

| Item | Date of Change in Status | Item | Comments | Department |
|------|-----------------------------|--|---|------------|
| | | | # of Payroll Checks issued: 134 Monthly Payroll expenses: \$ 656,976 # of Water accounts billed: 5161 # of LID accounts billed: 27 # of NSF checks the City received: 4 Pieces of mail processed 5,273 | |
| 51 | Updated April 18, 2011 | FY 2010-11 Budget Process | Budget calendars, budget worksheets with instructions have been distributed to all departments to begin the budget process. The first phase is estimating what the current year revenue and expenditures will be. Approved changes have been determined with the conclusion of the budget hearings. Estimated, requested, proposed and approved numbers for the budget will now be entered into the accounting software with the final step being the adoption. | Finance |
| 52 | Completed | Contingency Funds | Looking into transferring contingency funds for operating costs that will be associated with the clean up and reconstruction of the Riverside Pavilion prior to insurance money reimbursement. A resolution was passed March 16 th , 2011 allowing for the transfer of contingency funds | Finance |
| | No Change March 4, 2011 | Street Fund Budget | Monitor Street Fund to determine if and when there may need to be a resolution prepared to account for the unanticipated Revenues received from the increased gas tax and increase appropriations for personnel costs. | Finance |
| 53 | No Change March 4, 2011 | Fixed Assets | Begin preparing the fixed asset inventory for updating by each department for the current fiscal year. | Finance |
| 54 | Completed April 18, 2011 | 911 Fund | Resurrect and prepare a 911 Fund for the City Budget. With GASB 54 requirements and state mandates in designated spending accountability, it has been determined a resurrected 911 Fund will be re-established. This fund was approved in the budget hearings | Finance |
| 55 | No Change March 4, 2011 | Grants | Semi Annual review of grants received to date and bring to date, paperwork associated with these revenues and expenditures. | Finance |
| 56 | New Item April 13, 2011 | Hire Part-time employee | We have advertised in-house to fill our part-time position that was vacated in March 2011 | Finance |
| 57 | 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 | Fire |

| Item | Date of Change in Status | Item | Comments | Department |
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| | | | Community Connections of NE Oregon, Inc. in January and will be presenting the program to our senior citizens over the next 10 months. | |
| 58 | Updated May 17, 2011 | Statistics | <u>Response statistics for Mar. 2011</u> Medical: 224 Fire/Other: 6 (2 fires, 1 arching wire, 1 false alarm, 1 CO check, 1 gas leak) <u>Response statistics for April 2011</u> Medical: 178 Fire/Other: 17 (5 fire alarms, 2 public assists, 5 open burn complaints, 1 structure fire, 1 mutual aid structure fire, 1 CO leak check, 1 natural gas leak) | Fire |
| | Updated May 17, 2011 | Fire Code Inspections | New inspections for Mar: 2 April: 1 Re-inspections for Mar: 0 April: 0 | Fire |
| 59 | Updated May 17, 2011 | Juvenile Fire Setter | 1 Intervention(s) conducted in April | Fire |
| 60 | Updated May 17, 2011 | Child Safety Seat Installations and Bicycle Helmets | Mar: 3 and April: 3 families instructed in proper car seat with 8 being provided with reduced priced child safety seats. Mar: 0 and April: 7 families assisted with proper bicycle helmet use and supplied with 11 helmet(s). | Fire |
| 61 | Updated May 17, 2011 | Traffic School | Mar: 7 and April: 11 attended traffic school. Fees collected: \$900 | Fire |
| 62 | Updated May 17, 2011 | Training/Conf. | <u>April Training/Conferences</u> 8 members attended various 2 day classes at Spring Fire School in Pendleton. 2 members attended 3 day course in Salem at DPSST Academy in conjunction with annual OFIA firefighter training. | Fire |
| 63 | Updated May 17, 2011 | Fire Safety House Trailer | With the exception of few minor details, the fire safety trailer refurbishment has been completed. The trailer was donated to the City by the Office of the State Fire Marshal in 2009 and thanks to numerous donations of materials by local businesses, and grant dollars received for this project the work is complete. The safety trailer was a big hit at the annual Safe Communities county wide K – 3 rd grade health and safety program held at held Blue Mt. Center in April. | Fire |
| 64 | Updated May 17, 2011 | EO Fire Museum | The UC Chamber of Commerce has vacated the office space they occupied for the past several years in the old fire station. The loss of this once active partner of the EO Fire Museum creates a couple of challenges. The loss of revenue from the rent is a real concern and threatens the future of the museum. Also, having UCCC and UC Tourism as tenants and partners in the early development of the museum, the museum was able to be open for self guided tours during their regular business hours. Hundreds of visitors to La Grande and the downtown were able to access this free amenity each year. The | Fire |

| Item | Date of Change in Status | Item | Comments | Department |
|------|------------------------------|---------------------------------------|--|------------|
| | | | <p>museum is now only open by appointment.</p> <p>Another consequence of UCCC's move is the loss of the public restrooms, which have been a nice amenity for the downtown.</p> <p>The EO Fire Museum board hopes to find another tenant or tenants for the space soon.</p> | |
| 65 | Updated April 13, 2011 | Development of Fire Training Facility | The first floor of the 3 story training tower has been framed. Just waiting for good weather to continue framing phase. | Fire |
| 66 | Updated April 13, 2011 | Weed/Tall Grass Complaints | Permits are being sold for the spring open burn period. The burning of dry yard debris is allowed beginning April 1 st and ending May 31 st . | Fire |
| 67 | No Change March 10, 2011 | Literacy Center | <p>In an effort to make the budgeted money go as far as possible, we did not open the Center until mid-January since historically we do not have consistent good attendance until after that point.</p> <p>We have added several more adult volunteers to the afternoon schedule so we are tutoring more students one-on-one or in groups. Our high school volunteer comes on Thursdays.</p> <p>Saturday volunteers have not been as easy to find or as reliable. We presently have no one willing to open that day so will not offer those hours until we find people.</p> <p>We have had more requests for materials with which parents work with their children. Two families who live out of town and cannot get to the Center consistently to use our services particularly would like these materials.</p> <p>One professional tutor brings her student to work with him here.</p> <p>The Coordinator took requested materials to one young mother who has a newborn and two eight year olds and taught her how to use them.</p> | Library |
| 68 | No change March 10, 2011 | Page Turners Book Club | The book club discussed Alice Walker's <i>Now is the Time to Open Your Heart</i> . Book Club meets at White House Coffee on the third Tuesday of the month and newcomers are always welcome. | Library |
| 69 | No Change Feb. 16, 2011 | Friends of the Library | Friends donated their time to help out at the Elvis' Birthday fundraiser for the Teen area which is under development. Seventy people attended and \$500 was raised for the library. | Library |
| 70 | No Change October 6, 2010 | Archives | <p>1. Five collections were taken in and processed at the Archives. They range from pictures to a 1915 La Grande High School Mimir.</p> <p>2. Terri Washburn and Sandra Boren attended a Preservation Planning Meeting in Pendleton, Oregon on September 28. This was put on by the Oregon Museum Association and funded by a grant from the Federal Institute for Museums and Library Services.</p> <p>3. Lyn Craig of the Libraries of Eastern Oregon had</p> | Library |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|-------------------------------|--------------------------------|--|---------------|------|--|--------|-------|-------------|--------|--------|------------|--------|--------|--------------|-----|-----|-----------------|----|----|--------------------|----|----|--------------------------------|----|----|--------------------------|----|----|----------------------|----|----|--------------------------|-----|-----|-------------------------------|----|----|------------|-----|-----|-----------------|---------|
| | | | a positive response in connection with our request for her to apply for other grants for the Archives. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 71 | No Change March 10, 2010 | Statistics | <table><tr><td>2011</td><td>2010</td><td></td></tr><tr><td>12,229</td><td>9,189</td><td>Circulation</td></tr><tr><td>24,205</td><td>18,165</td><td>Door count</td></tr><tr><td>10,125</td><td>11,244</td><td>Card holders</td></tr><tr><td>409</td><td>330</td><td>Overdue notices</td></tr><tr><td>58</td><td>10</td><td>Library2Go patrons</td></tr><tr><td>88</td><td>34</td><td>Library2 Go titles checked out</td></tr><tr><td>28</td><td>23</td><td>Events in community room</td></tr><tr><td>91</td><td>30</td><td>Homebound deliveries</td></tr><tr><td>15</td><td>59</td><td>Adult program attendance</td></tr><tr><td>380</td><td>668</td><td>Children's program attendance</td></tr><tr><td>27</td><td>25</td><td>Volunteers</td></tr><tr><td>227</td><td>210</td><td>Volunteer hours</td></tr></table> | 2011 | 2010 | | 12,229 | 9,189 | Circulation | 24,205 | 18,165 | Door count | 10,125 | 11,244 | Card holders | 409 | 330 | Overdue notices | 58 | 10 | Library2Go patrons | 88 | 34 | Library2 Go titles checked out | 28 | 23 | Events in community room | 91 | 30 | Homebound deliveries | 15 | 59 | Adult program attendance | 380 | 668 | Children's program attendance | 27 | 25 | Volunteers | 227 | 210 | Volunteer hours | Library |
| 2011 | 2010 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12,229 | 9,189 | Circulation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24,205 | 18,165 | Door count | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10,125 | 11,244 | Card holders | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 409 | 330 | Overdue notices | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 58 | 10 | Library2Go patrons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 88 | 34 | Library2 Go titles checked out | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 23 | Events in community room | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 91 | 30 | Homebound deliveries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 59 | Adult program attendance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 380 | 668 | Children's program attendance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 25 | Volunteers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 227 | 210 | Volunteer hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 72 | No Change Dec. 10, 2010 | Young Adult Area | A 40" television and wii were purchased for the new teen area which is in development. Furniture has been ordered from Demco. Two chairs have arrived to date. | Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 73 | No Change Dec. 10, 2010 | Programs | Ka-No Foster Kalama of the Warm Springs tribe was here with his 30 flutes and drums. The library co-sponsored a poetry reading with the Blue Mountain Writers. | Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74 | No Change Feb. 16, 2010 | Department Activities | Sage Consortium migrated to open source Evergreen software the end of December. Considering that the consortium covers 70+ multi-type libraries over 10 counties, the migration has been very smooth. Winter Festival was held in January. There were over 500 attendees utilizing the library, ODS, and the walkway between the buildings. A 55" TV was installed in the check out area to promote library events. This will eliminate a lot of the paper sign clutter. | Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75 | No Change October 19, 2010 | Greenway | The ODFW has extended their deadline to allow us additional time to secure matching funds for their Restoration & Enhancement Grant for possible acquisition of property. We have applied for special program funding from the State of Oregon Parks Department and should receive a response in the near future. | Parks - Admin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76 | No Change March 15, 2011 | Greenway | The Grant to construct a bike/pedestrian bridge to link Riverside Park to the Greenway has been approved in the amount of \$841,100. Staff is currently reviewing the Agreement and the next step will be to select an engineer. | Parks - Admin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77 | No Change October 19, 2010 | Morgan Lake Camp Host | Staff is researching other agencies and compiling information regarding facilitating a camp host for Morgan Lake Park. Some of the issues under consideration are a volunteer vs. paid position, | Parks - Admin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | |
|-------------------|--------------------------|---|--|---------------------|-------------|-------------|-------------------|-------|-------|----------------|----------|---------|-------------------|----------|----------|------------------|
| | | | hiring criteria; cost vs. cost savings; duties; writing new rules pertaining to Morgan Lake and overnight camping; criteria for fee schedules; mapping; and site designation. | | | | | | | | | | | | | |
| 78 | Updated April 15, 2011 | Training | Superintendent Roberts attended a class presented by the Arthritis Foundation in Portland and is now certified to teach water arthritis classes. She received a \$75 scholarship for the class, making the cost only \$25 plus the travel cost of \$122.10. | Parks - Admin | | | | | | | | | | | | |
| 79 | Updated April 15, 2011 | Grants | Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. The bid received on the dehumidification system was \$246,000. Avista would pay \$53,680 and we could get a business tax credit of \$63,620. The savings are estimated to be approximately \$17,000 a year for gas. Staff is checking to see if there would be additional savings from electrical. | Parks - Aquatics | | | | | | | | | | | | |
| 80 | Updated May 20, 2011 | Pool Statistics March April Statistics Unavailable | <table><tr><td></td><td>2010</td><td>2011</td></tr><tr><td>ATTENDANCE</td><td>2,753</td><td>4,084</td></tr><tr><td>REVENUE</td><td>\$13,405</td><td>\$9,036</td></tr><tr><td>FY TO DATE</td><td>\$81,009</td><td>\$75,853</td></tr></table> <p>NOTE: In 2010, we received \$5,581 for the 3rd grade lesson program in March which we will not receive until June this year.</p> | | 2010 | 2011 | ATTENDANCE | 2,753 | 4,084 | REVENUE | \$13,405 | \$9,036 | FY TO DATE | \$81,009 | \$75,853 | Parks - Aquatics |
| | 2010 | 2011 | | | | | | | | | | | | | | |
| ATTENDANCE | 2,753 | 4,084 | | | | | | | | | | | | | | |
| REVENUE | \$13,405 | \$9,036 | | | | | | | | | | | | | | |
| FY TO DATE | \$81,009 | \$75,853 | | | | | | | | | | | | | | |
| 81 | Updated May 20, 2011 | Pool Update | <p>A second Gentle Exercise Class has been added to the pool curriculum on Monday and Wednesday evenings, 5:30 – 6:15 pm. It is also being taught by volunteers and is averaging 11 participants.</p> <p>A Lifeguard Training Class with 8 participants started the first Tuesday in April and will continue through the month of May.</p> | Parks - Aquatics | | | | | | | | | | | | |
| 82 | Updated May 20, 2011 | Pool Maintenance | The outdoor pool was re-plastered the last week of April, costing approximately \$11,000 from the reserve account that was established with the EOU funding. | Parks - Aquatics | | | | | | | | | | | | |
| 83 | New May 20, 2011 | Morgan Lake | An inspection of Morgan Lake Dam was conducted following the recent heavy rain and snow, which showed that the auxiliary dam on the west side of the Lake had increased leakage on the down siren face. Following the advice of the State Dam Inspector and District Water Master, we placed rip rap rock and boulders against the dam to increase the strength. As an added precaution, a siphon pipe was used to lower the water level. The park has been temporarily closed to vehicular traffic but open for use. The Parks Department is actively monitoring the water level and the dam for changes. | Parks - Maintenance | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department |
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| 84 | Updated May 20, 2011 | Little League Size Baseball Field | Field is almost complete and was recently named the Kory Vaughn Memorial Field by City Council. Dedication ceremonies will be held on June 4 th . | Parks Maintenance |
| 85 | Completed May 20, 2011 | Parks Maintenance | Volunteers Brian Bell (excavator) and crew, Fred Bell, Jr. (backhoe and dump truck), Mike Hampton and crew (mini excavator, bobcat), Dewayne Craft (24" auger, soft excavator machine, dump truck & 3-ton roller), Rob Lane, Lee Atkinson, Ryan Givens, Mike Wisdom and Jay Coleman donated their time and equipment to lay 520 feet of pipe in Mel Fischer and Community fields to correct the drainage problem. Materials for the project were purchased by the La Grande High School Softball Team (\$1,000) and La Grande High School Baseball Team (\$500); La Grande Little League purchased all of the rock for the project at a discounted price from R.D. Mac. | Parks - Maintenance |
| 86 | Completed May 20, 2011 | Southwestern States League of Professional Baseball Clubs (SSL) | Financing for the League was apparently unsuccessful, so La Grande will not have a team. | Parks |
| | Updated May 20, 2011 | Adult Recreation Program | Ten teams are participating in the League this spring. Games started the first week of May and have been fighting the weather, but have managed to play a couple of nights each week. | Parks - Recreation |
| 87 | Updated May 20, 2011 | Children's Recreation Program | Staff is working to put together the summer schedule, which should be available the first week of June. | Parks - Recreation |
| 88 | Completed May 20, 2011 | Arts for All | The Arts for All Festival, sponsored by the La Grande Arts Commission, was held on April 16 th . We were able to purchase the necessary supplies thanks to the following who donated monies to support both the festival and the children's recreation program: Oregon Community Foundation, \$4,000; Wildhorse Foundation, \$1,000; Joe and Cathy Petrusek, \$500; and the Eastern Oregon University Community Choir Festival, \$1,480. | Parks - Admin |
| 89 | Completed May 20, 2011 | Planting, Maintenance and Removal | Four trees damaged by Riverside Pavilion fire removed; dead pine tree removed from Island Avenue Greenway. Terry Rich Tree Service donated cost of removal and stump grinding of one hazard tree at Riverside Park. | Parks – Urban Forestry |
| 90 | Updated May 20, 2011 | Community Outreach March & | Responded to 88 questions/concerns from the community. | Parks - Urban Forestry |

| Item | Date of Change in Status | Item | Comments | Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--------------------------|--|--|------------|--|--|--|-----|------|-------------------|----|----|--------------------|---|---|----------------------|----|----|--------------------|---|---|---------------------|----|-----|-------------------|---|----|-------------------|----|----|--------------------|---|---|---------------------|----|-----|-----------------------|---|---|----------------------|---|---|-------------------|---|---|------------------------|
| | | April | Prepared teaching unit materials for Arbor Week classroom visits and gave four class room presentations. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 91 | Updated April 15, 2011 | March Statistics | <table><thead><tr><th colspan="3">YR TO</th></tr><tr><th></th><th>MAR</th><th>DATE</th></tr></thead><tbody><tr><td>ROW Trees Planter</td><td>0</td><td>0</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>19</td><td>24</td></tr><tr><td>Park Trees Removed</td><td>5</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>33</td><td>180</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>22</td></tr><tr><td>Field Evaluations</td><td>18</td><td>23</td></tr><tr><td>Nuisance Responses</td><td>1</td><td>2</td></tr><tr><td>Community Responses</td><td>35</td><td>63</td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>2</td></tr><tr><td>Tree Service Permits</td><td>2</td><td>4</td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>0</td></tr></tbody></table> | YR TO | | | | MAR | DATE | ROW Trees Planter | 0 | 0 | Park Trees Planted | 0 | 0 | Street Trees Removed | 19 | 24 | Park Trees Removed | 5 | 6 | Street Trees Pruned | 33 | 180 | Park Trees Pruned | 0 | 22 | Field Evaluations | 18 | 23 | Nuisance Responses | 1 | 2 | Community Responses | 35 | 63 | Ordinance Enforcement | 1 | 2 | Tree Service Permits | 2 | 4 | Site Plan Reviews | 0 | 0 | Parks - Urban Forestry |
| YR TO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | MAR | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROW Trees Planter | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Trees Planted | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Trees Removed | 19 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Trees Removed | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Trees Pruned | 33 | 180 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Trees Pruned | 0 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Evaluations | 18 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nuisance Responses | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Responses | 35 | 63 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinance Enforcement | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tree Service Permits | 2 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Plan Reviews | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 92 | | | <table><thead><tr><th colspan="3">YR TO</th></tr><tr><th></th><th>APR</th><th>DATE</th></tr></thead><tbody><tr><td>ROW Trees Planter</td><td>20</td><td>20</td></tr><tr><td>Park Trees Planted</td><td>1</td><td>1</td></tr><tr><td>Street Trees Removed</td><td>5</td><td>29</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>33</td><td>180</td></tr><tr><td>Park Trees Pruned</td><td>4</td><td>26</td></tr><tr><td>Field Evaluations</td><td>18</td><td>23</td></tr><tr><td>Nuisance Responses</td><td>1</td><td>3</td></tr><tr><td>Community Responses</td><td>53</td><td>116</td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>3</td></tr><tr><td>Tree Service Permits</td><td>1</td><td>5</td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>0</td></tr></tbody></table> | YR TO | | | | APR | DATE | ROW Trees Planter | 20 | 20 | Park Trees Planted | 1 | 1 | Street Trees Removed | 5 | 29 | Park Trees Removed | 0 | 6 | Street Trees Pruned | 33 | 180 | Park Trees Pruned | 4 | 26 | Field Evaluations | 18 | 23 | Nuisance Responses | 1 | 3 | Community Responses | 53 | 116 | Ordinance Enforcement | 1 | 3 | Tree Service Permits | 1 | 5 | Site Plan Reviews | 0 | 0 | |
| YR TO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | APR | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROW Trees Planter | 20 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Trees Planted | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Trees Removed | 5 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Trees Removed | 0 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Trees Pruned | 33 | 180 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Trees Pruned | 4 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Nuisance Responses | 1 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Responses | 53 | 116 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinance Enforcement | 1 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tree Service Permits | 1 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Plan Reviews | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 93 | Updated April 14, 2011 | Crime Statistics | The crime stats listed for the January, February and March. Crimes against persons: (assaults, robbery, sex crimes) Jan: 8 Feb:17 Mar: 11 Crimes against property: (burglary, vehicle theft, NSF/acct. closed) Jan: 40 Feb: 38 Mar:28 Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) Jan: 24 Feb: 42 Mar:40 Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving) Jan: 2 Feb: 5 Mar: 7 | Police | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 94 | Updated May 20, 2011 | Operations Division Statistics For March and April, 2011 | Following are the statistics for March: Case Reports turned in: 137 Total Traffic: 240 Arrests: 43 March Calls for service: 1465 Following are the statistics for April: | Police | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Date of Change in Status | Item | Comments | Department |
|------|------------------------------------|--|---|-------------|
| | | | Case Reports turned in: 167 Total Traffic: 268 Arrests: 57 April Calls for service: 1642 | |
| 95 | Updated April 14, and May 16, 2011 | Communications Division Statistics | These statistics reflect the total calls for a multitude of agencies within Union County. Following are the statistics for March Traffic/Air: 480; All Calls: 2899; Actual legitimate 9-1-1 calls for service: 267; Case reports taken by LGPD and UCSO: 186 Following are the statistics for April Traffic/Air: 400; All Calls: 2909; Actual legitimate 9-1-1 calls for service: 291; Case reports taken by LGPD and UCSO: 186 | Police |
| 96 | Updated May 20, 2011 | Training | OPERATIONS MARCH TRAINING: All officers attended a 4 hour SFST refresher course. All Officers/Reserves completed a 2 hour block on firearms qualification. Rifle team completed a 4 hour block of training. Two officers attended a background investigation school. One Sergeant completed the 40 hour mandatory supervision training in Portland. The SWAT team completed a 4 hour block of training. The Sniper team completed a 4-hour block of training. APRIL TRAINING: 3 officers attended a 4 hour block of training regarding people with autism. The SWAT team had an 8 hour block of skills training. Chief and Lt. attended the Oregon Association Chief of Police conference A detective attended the 4 day Child Abuse/Family Violence Summit. COMMUNICATIONS MARCH TRAINING: All dispatchers completed 2 hours of bloodborne pathogen recertification training and 2 hours of haz-mat recertification training. The Communications Manager attended the APCO-NENA conference. One dispatcher attended the 3 day EMD training. | Police/Comm |
| 97 | Updated May 20, 2011 | Union/Wallowa County Drug Task Force February, 2011 | March: New Activities: 24 Activities year to date: 58 Arrests : 4 | Police |

| Item | Date of Change in Status | Item | Comments | Department |
|------|---------------------------------|-------------------------------|--|--------------|
| | | Activity Summary | Arrests year to date: 9 April stats were unavailable at this time | |
| 98 | No Change Feb. 15, 2011 | Communications Strategic Plan | After extensive evaluation and testing, we have determined that the vehicle mounted repeaters will not resolve our communication deficiencies as needed. We are working with Union County Emergency Management to evaluate other approaches. | Police |
| 99 | No Change March 20, 2011 | Department Activities | <p>March:</p> <p>Officers responded to a domestic disturbance involving assault and strangulation. The man, who was later arrested, had arrived at his former girlfriends, the mother of their child, after midnight to visit the 2 year old child. When the girl said it was not to happen at that time, he became enraged and began assaulting her. The Grandmother, who was asleep in the house, heard the commotion and called 911.</p> <p>During a traffic stop, the Officer was given false information regarding the driver identity. Following an investigation and consent to search the vehicle, it was learned that the driver had a valid warrant for her arrest. One parolee passenger violated his release order and his Probation Officer issued a detainer for his immediate arrest. The other 3 passengers were found in possession of Meth and other unlawful items.</p> <p>April: Officers responded to, and arrested a man who was threatening another with a board.</p> <p>A female was arrested for action involving a domestic disturbance including resisting arrest. The female using force against an officer and she was subdued after the officer was forced to use pepper spray on the woman to gain control in a confined area.</p> <p>A man was arrested for numerous charges after a domestic disturbance involving the man's wife, 4 year old son, Mother-in-law and grandparents. The man had forced entry into the home, causing damage to the Door and casing, physically taking custody of the 4 year old and attempted to leave the property when the Officers arrived</p> | Police/Comm. |
| 100 | No Change February 17, 2009 | NPDES permit | NPDES permit with DEQ has been submitted. Application is in to DEQ for review. | Public Works |
| 101 | No Change September 15, 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 80% complete. | Public Works |
| 102 | No Change | South 12 th Street | Union County has been successful in obtaining | Public Works |

| Item | Date of Change in Status | Item | Comments | Department |
|------|--------------------------------|---|---|--------------|
| | December 7, 2010 | Reconstruction | grant funding for the reconstruction of South 12 th Street. Mike Becker has completed construction. The road is now paved from Gekeler Lane to Highland Drive and the paving is continuing south. The detour route was in the process of being repaired with gravel. Patching of these areas will happen in the spring. | |
| 103 | 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 |
| 104 | No Change November 1, 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. Following is a list of the projects: <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 was awarded to Mike Hampton and should start within two weeks. The funding is from Street User Fees and is estimated at \$30,000. Planned to be completed in the Spring of 2011. <u>'S' Avenue Overlay</u> - This project will overlay 'S' Avenue from Monroe Avenue to Spruce Street and is estimated at \$56,000. The water taps will be replaced this winter with the overlay to be completed in the Spring of 2011. | Public Works |
| 105 | No Change October 25, 2010 | CMAQ Grant for Cars | The intergovernmental agreement has been signed. This will allow for the purchase of 4 cars (2 for the Police Department, 1 travel car for City Hall and 1 travel car for the Public Works Department). Currently, Public Works is waiting on the EPA to publish a complete list of the emissions qualifying vehicles. | Public Works |
| 106 | New Item May 20, 2011 | Second Street from Penn Avenue to Spring Avenue | Plans have been started by the consultant to correct hillside slippage area. | Public Works |
| 107 | Completed May 20, 2011 | Sewer Repair | Crews have completed the replacement of the sewer mainline on 'O' Avenue between Cherry Street and Willow Street. | Public Works |
| 108 | No Change November 1, 2010 | Intake Permit | Staff is working with the USFS on a permit. This permit was a 1-year renewable permit, but because of the progress made in addressing the migratory fish passage issue, the USFS has indicated that they are looking at a 30-year permit. This may be ready for Council review in the next couple of months. | Public Works |
| 109 | Completed May 20, 2011 | Street Evaluations | Street crews have completed road surface evaluations to determine the streets that are in need | Public Works |

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| | | | of resurfacing and prioritization to meet current funding levels. | |
| 110 | New Item March 15, 2011 | Water, Sewer and Stormwater Master Plans | Staff is currently working with the consultant to determine the extent and cost of updating the Water, Sewer and Stormwater Master Plans. It has been over 10 years since the last update. On the Stormwater Master Plan, the consultant is looking at evaluating the area west of 12 th Street for the first time. | Public Works |
| 111 | New Item May 20, 20011 | Street Patching | Patching will begin the week of May 23, 2011 | Public Works |