



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

**Staff Report**  
**June 2011**  
**City Manager's Top Priorities for 2011**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated June 23, 2011	Develop and Implement Strategy(ies) to address General Fund resource shortfall	Council passed Resolution on annexation—one of the recommendations of the LTBSAC, and it will be on the November ballot. We are moving forward to solicit volunteers to assist in the effort to form a Parks and Recreation Special District. The districting effort will be a multi-year initiative.	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 June 22, 2011	Implement Economic Development Strategy for La Grande	Work session scheduled for May, 2011. Work Session rescheduled for June 6, 2011. Will plan a stakeholder summit in Fall of 2011.	Community and Economic Development
5	Updated June 22, 2011	Continue Implementation of Action Phases of the Oregon Main Street Program to Include Development of Projects; Begin Transition to La Grande Main Street	On June 6th, thirty-eight flower baskets were hung throughout downtown La Grande. City staff helped with the placement. The Design Committee met with City Council to discuss the Big H project. The Council gave their approval to move forward with current design plans. The Liberty Theatre Division presented their funding request to the Urban Renewal Advisory Council. Transition Task Force meeting scheduled in late June. Interviews for next RARE participant cycle scheduled for mid-July.	Community and Economic Development
6	No Change January 2011	Capital Improvement Program	Develop a program to address replacement of General Fund capital equipment including, but not limited to ambulances, police cars, fire apparatus, and other capital needs within available resources.	Finance

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			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 June 20, 2011	Riverside Pavilion	Design work is complete and fund raising efforts are ongoing. Received payment for both equipment and contents from CIS. Bid documents are ready to publish, awaiting decision from CIS before we distribute them. Payment of \$3,406 was made to Soroptimist Club for their portion of the lost contents.	City Manager

### 2011 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Wednesday, July 13	Regular Session	
Wednesday, August 8	Work Session	HOLD
Wednesday, August 10	Regular Session	
Wednesday, September 7	Regular Session	
Monday, September 12	Work Session	HOLD
Wednesday, October 5	Regular Session	
Monday, October 24	Work Session	HOLD
Wednesday, November 2	Regular Session	
Monday, November 7	Work Session	HOLD
Monday, December 5	Work Session	HOLD
Wednesday, December 7	Regular Session	

Commissions Include:

Air Quality  
Arts  
Community Landscape and Forestry  
Landmarks  
Library

Parking, Traffic Safety, and Street Maintenance  
Parks and Recreation  
Planning  
Substance Abuse  
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 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																																								
3	Updated June 21, 2011	Monthly activity (May, 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, 24</td><td></td><td>12360.15</td><td>\$841231.27</td></tr><tr><td>Demolition, 0</td><td></td><td>0.00</td><td></td></tr><tr><td>Electrical, 35</td><td></td><td>4908.96</td><td></td></tr><tr><td>Mechanical, 17</td><td></td><td>1151.92</td><td></td></tr><tr><td>MFG Homes, 1</td><td></td><td>366.00</td><td></td></tr><tr><td>Plumbing, 13</td><td></td><td>1960.78</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>92</u></td><td><u>20,747.81</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, 24		12360.15	\$841231.27	Demolition, 0		0.00		Electrical, 35		4908.96		Mechanical, 17		1151.92		MFG Homes, 1		366.00		Plumbing, 13		1960.78		Farm Exempt, 2		0		<u>Totals:</u>	<u>92</u>	<u>20,747.81</u>		<u>Total inspections performed = 218</u>				CEDD Building
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4	No Change 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				
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5	Updated June 22, 2011	Implement façade grant program	12 projects are complete this fiscal year, two are approved but not yet started and 11 others are pending approval. 11 projects are in discussion. To date, around \$39,000 has been expended. The fund is under-budgeted due to a supplemental SHPO grant of \$17,000 that helped fund all or portions of three projects. Technically, \$56,000 worth of grants have been awarded.	CEDD Economic Development																																								
6	Updated June 22, 2011	Monthly Main Street program updates	On June 6th, thirty-eight flower baskets were hung throughout downtown La Grande. City staff helped with the placement. The Design Committee met with City Council to discuss the Big H project. The Council gave their approval to move forward with current design plans. The Liberty Theatre Division presented their funding request to the Urban Renewal Advisory Council. Transition Task Force meeting scheduled in late June. Interviews for next RARE participant cycle scheduled for mid-July. A new software platform is being used for weekly email updates and the monthly newsletter; also Oregon Main Street will be providing us with a new industry-standard database software.	CEDD Economic Development																																								
7	No Change March 7, 2011	Assess feasibility of forming a multi-	Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a	CEDD Economic																																								

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		county economic development marketing cooperative	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.	Development
8	Updated June 22, 2011	Assisting UCEDC with economic development plan implementation	Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation. BR&E program to officially launch in March with two rounds of volunteer visitor training sessions. Cooperatively attended AWEA trade show in Anaheim May 21-26. Continuing to assist in the development of business recruitment-related plans and materials.	CEDD Economic Development
9	Updated June 22, 2011	Urban Renewal projects updates	IOOF: (\$200,000) property transfer negotiations ongoing Liberty: (\$75,000) project funding has been recommended by the URAC in June; will go to Agency in July Big H: (\$1.6 million) reviewing design/ engineering options & cost estimates; reviewing loan options Wash. Ave. Sidewalk: (\$35,000) project is underway 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 June 22, 2011	Urban Renewal "call for projects"	Approved for funding: Jefferson Clinic: (\$75,000) will build next fiscal year, 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) additional funding request (approx. \$15,300) recommended by URAC in June, will go to Agency in July	CEDD Economic Development
11	Updated June 22, 2011	Calendar <b>YTD</b> Planning Statistics (through February '11)	Land Use Applications: 11 Zoning Approvals: 19 New Business Permits: 19 Revenue (Land Use Fees): \$1,675 Revenue (Park SDC): \$0	CEDD Planning
12	Updated June 23, 2011	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	On June 22 <sup>nd</sup> and June 23 <sup>rd</sup> , the DKS Consultant Team came to La Grande conduct a field survey, meet with the Truck Stop owners, Anderson-Perry & Assoc., County Commissioner McClure and ODOT Region 5. The Consultants are gathering preliminary/existing conditions info that will be used for preparing a traffic analysis and for planning recommended infrastructure/storm water drainage development options. A draft Plan is anticipated to be ready for presenting to the public during open	CEDD Planning

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			house schedule for late August. This project is schedule to be completed (final adoption) by June 2012.	
13	Updated June 22, 2011	Conditional Use Permit City Fire/AT&T	In January, the La Grande Planning Commission approved a request by AT&T to partner with the 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 has completed contract negotiations with AT&T for the placement and management of the tower.	CEDD Planning
14	Updated June 22, 2011	Annexation	During the June Regular Session of the City Council, the Council passed a Resolution to declare an election for the annexation of the "North Side". This annexation is to be placed on the November 2011 ballot.	CEDD Planning
15	New Item June 22, 2011	Grande Ronde Hospital	City is currently working with the hospital on several development projects to improve their facilities, to include: cross-walk/stairway from Sunset to Hospital; demolition of dwelling and redevelopment to a parking lot; change of use of a dwelling to a clinic use; and, a helipad. All of these projects are in the preliminary phases of planning, with no plans submitted at this time. Some of these items may be highly controversial and the Planning Division staff and Hospital staff are coordinating public outreach efforts.	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	New Item June 20, 2011	Request for qualifications for Legal Services	The City Council has asked the Staff to prepare a request for proposals for legal services for City Attorney	City Manager
17	Updated June 23, 2011	Pavilion Fundraising Effort	The local contributions are at approximately \$10,000 to date. Grants of \$18,344 (OCF) and \$10,000 (Wildhorse) have been awarded. Anderson and Perry contributed \$5,000 of in-kind work and Boise Cascade has pledged materials valued at close to \$10,000. The Local Government Grant recommendations are being presented July 20, 2011, we have requested \$133,046 under this program.	City Manager
18	Completed June 23, 2011	Pavilion Design	Council conducted work session on April 18 <sup>th</sup> and reached consensus on the design and the work is complete on the design.	City Manager

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19	Updated June 20, 2011	Franchise Agreements—Potential Franchise Fee Increases	Provided notice of intent to renegotiate the Franchise Agreement to Avista prior to deadline to preserve ability to address LTBSAC recommendation.	City Manager
20	No Change 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
21	Updated June 20, 2011	Charter Cable Franchise Agreement	A number of Oregon cities, including La Grande, are working together on a draft standard franchise agreement to present to Charter in an effort to save costs and preserve local government interests.	City Manager
22	Completed June 20, 2011	Blue Mountain Conference Center Funding Request	The Adopted Budget included \$12,500 of funding designated for Blue Mountain Conference Center.	City Manager
23	Completed June 20, 2011	Urban Renewal Budget 2011-2012	Budget Adopted	City Manager
24	Completed June 20, 2011	City of La Grande Budget 2011-2012	Budget Adopted	City Manager
25	Updated June 23, 2011	Parks and Recreation District Effort	Chamber Times article for July requests volunteers for the Districting effort.	City Manager
26	Completed June 20, 2011	Employee Association Negotiations	The City and the Employees Association have ratified a new three-year collective bargaining agreement.	City Manager
27	Updated June 23, 2011	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. Request submitted for grant funding for wetlands work.	City Manager
28	Updated June 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. Made contact with Mr. Griffith and he will resume work on the video.	City Manager
29	Updated June 23, 2011	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers states that the Volunteers will sublet the property and use the revenues from the rent to maintain the building. The Volunteers have lost both UCT and the Chamber as tenants and have received notice that their last tenant will be leaving as well. While the City doesn't have responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	City Manager
30	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
31	No Change 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	City Recorder



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			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.	
32	New Item June 27, 2011	North Side Annexation Election	During its Regular Session of June 15, the Council unanimously passed a Resolution forwarding this issue to the November 8, 2011, General Election Ballot. The City Manager, City Planner and I met with City Attorney Jonel Ricker this morning, to begin preparation of the Ballot Title, which includes the Caption, Question, and Explanation. The deadline for the final version is Friday, July 1; after which the legal notice will be published, announcing the Ballot Title and opportunity for citizen challenge.	City Recorder/City Planner/City Manager
33	No Change 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
34	No Change 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
35	No Change 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
36	No Change February 22, 2011	Complete requirements for	Currently researching on-line distance learning opportunities, in preparation for the three-hundred	City Recorder



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		becoming a Registered Parliamentarian	question final exam.	
37	Updated June 27, 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 lengthy and "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 lost one of the two newly-appointed Planning Commissioners, followed by the loss of a third Library Commissioner, which will again leave a Commission without a quorum of voting members (Library). We continue to advertise all of our Commission vacancies (13, as of this writing); and, as previously noted, a Work Session has been scheduled on Monday, June 27, to discuss Commission restructuring.	City Recorder
38	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
39	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
40	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
41	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
42	No Change November 1, 2010	GASB 54	This GASB statement will apply to financial reports (audit) and will enhance the usefulness of fund balance information. Fund balances that are nonspendable (such as inventory) will be identified	Finance

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			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)	
43	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
44	No Change 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 # 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	
45	Completed June 15, 2011	FY 2010-11 Budget Process	The Budget was adopted by Council on June 15, 2011.	Finance
46	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
47	No Change March 4, 2011	Fixed Assets	Begin preparing the fixed asset inventory for updating by each department for the current fiscal year.	Finance
48	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
49	Completed June 21, 2011	Hire Part-time employee	We have found a successful applicant that started June 21, 2011	Finance
50	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
51	Updated June 23, 2011	Statistics	<u>Response statistics for May 2011</u> Medical: 200	Fire

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			Fire/Other: 15 (4 fires, 2 open burn complaints, 2 false alarms, 1 CO check, 5 public assists, 1 smoke check)	
52	Updated June 23, 2011	Fire Code Inspections	New inspections for May: 1 Re-inspections for May: 0	Fire
	Updated June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
53	Updated June 23, 2011	Child Safety Seat Installations and Bicycle Helmets	May: (6) families instructed in proper car seat with 1 being provided with reduced priced child safety seats. May: (1) family assisted with proper bicycle helmet use and supplied with 1 helmet(s). Also supplied Masonic Lodge with 28 helmets for their "Bikes to Books" school reading program.	Fire Fire
54	Updated June 23, 2011	Traffic School	May: (9) students attended traffic school. Fees collected: \$450	Fire
55	Updated June 23, 2011	Training/Conf.	<u>May Training/Conferences</u> We conducted an entry level firefighter academy during the month of May and the first two weekends in June for five new part-time firefighters. The five successfully completed the training and will join the ranks of our "volunteer" corps once we receive a medical "fit for duty" report from our physician.	Fire
56	No Change 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 <sup>rd</sup> grade health and safety program held at held Blue Mt. Center in April.	Fire
57	No Change 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 museum is now only open by appointment. Another consequence of UCCC's move is the loss of the public restrooms, which have been a nice amenity for the downtown. The EO Fire Museum board hopes to find another tenant or tenants for the space soon.	Fire
58	No Change	Development of	The first floor of the 3 story training tower has been	Fire

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	April 13, 2011	Fire Training Facility	framed. Just waiting for good weather to continue framing phase.	
59	Updated June 23, 2011	Weed/Tall Grass Complaints	As everyone knows, with the wet spring has come an abundance of weeds, overgrown vacant lots and some not so vacant overgrown yards too. Weed complaint calls have also been growing in number. Each is investigated and if confirmed, the property owner is given notice they are in violation of the City's nuisance ordinance and given 10 days to cut the weeds/grass. Failure to do so may result in the City hiring a contractor to cut the property with the property owner responsible for the abatement costs.	Fire
60	Updated June 23, 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
61	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
62	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
63	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.			
64	No Change March 10, 2010	Statistics	2011	2010		Library
			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	
65	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
66	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
67	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
68	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
69	No Change June 27, 2011	Greenway – Pedestrian Bridge	Preliminary soil sampling is being done to evaluate for footings.			Parks - Admin
70	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, hiring criteria; cost vs. cost savings; duties; writing new rules pertaining to Morgan Lake and overnight camping; criteria for fee schedules; mapping; and			Parks - Admin

Item	Date of Change in Status	Item	Comments	Department												
			site designation.													
71	Completed June 27, 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												
72	No Change April 15, 2011	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. The bid received on the dehumidification system was \$246,000. Avista would pay \$53,680 and we could get a business tax credit of \$63,620. The savings are estimated to be approximately \$17,000 a year for gas. Staff is checking to see if there would be additional savings from electrical.	Parks - Aquatics												
73	Updated June 27, 2011	Pool Statistics May	<table><tr><td></td><td><b>2010</b></td><td><b>2011</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>3792</td><td>4980</td></tr><tr><td><b>REVENUE</b></td><td>\$9,142</td><td>\$9,178</td></tr><tr><td><b>FY TO DATE</b></td><td>\$</td><td>\$</td></tr></table>		<b>2010</b>	<b>2011</b>	<b>ATTENDANCE</b>	3792	4980	<b>REVENUE</b>	\$9,142	\$9,178	<b>FY TO DATE</b>	\$	\$	Parks - Aquatics
	<b>2010</b>	<b>2011</b>														
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<b>FY TO DATE</b>	\$	\$														
74	Updated June 27, 2011	Pool Update	<p>An evening Gentle Exercise Class has been added to the pool curriculum on Monday, Wednesday and Friday evenings, 5:30 – 6:15 pm. It is also being taught by volunteers and is averaging 12 participants.</p> <p>The first annual Easter Egg Swim was held with 25 participants, all stating they had a lot of fun and would be back next year.</p> <p>A Lifeguard Training Course graduated 8 students on May 31st.</p> <p>Third grade lessons for the La Grande School District ran from May 2 thru May 27, with 204 participants an increase of 44 from last year.</p>	Parks - Aquatics												
75	No Change 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												
76	New Item June 27, 2011	Morgan Lake	Morgan Lake is open for use, but the Parks Department continues to actively monitor the water level and the dam for changes. The State Dam Inspector will perform a follow-up inspection and consultation at the end of July.	Parks - Maintenance												
77	Completed June 27, 2011	Little League Size Baseball Field	Dedication ceremonies were held on June 4 <sup>th</sup> , naming the field the Kory Vaughn Memorial Field.	Parks Maintenance												
78	Updated June 27, 2011	Parks Maintenance	<p>Staff is activating/repairing irrigation systems in parks.</p> <p>Repairing damage to irrigation system caused by Pavilion Fire.</p> <p>Staff installed a waterless urinal in the restroom at</p>	Parks Maintenance												



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			Riverside Park which will use less water resulting in less use on the septic system.																																														
79	No Change 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																																													
80	Updated June 27, 2011	Children's Recreation Program	Summer Classes began the week of June 20 <sup>th</sup> and the Mobile Fun Unit started the week of June 27 <sup>th</sup> . Enrollment started slowly, but is picking up now that school is out.	Parks - Recreation																																													
81	Updated June 27, 2011	Community Outreach March & April	Responded to 35 questions/concerns from the community.  Presented tree programs to four Head Start Classes.  Gave three planting demonstrations to homeowners.	Parks - Urban Forestry																																													
82	Updated June 27, 2011	May Statistics	<table><tr><td colspan="3">YR TO</td></tr><tr><td></td><td>MAY</td><td>DATE</td></tr><tr><td>ROW Trees Planted</td><td>31</td><td>510</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>1</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>32</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>0</td><td>180</td></tr><tr><td>Park Trees Pruned</td><td>10</td><td>26</td></tr><tr><td>Field Evaluations</td><td>11</td><td>34</td></tr><tr><td>Nuisance Responses</td><td>0</td><td>3</td></tr><tr><td>Community Responses</td><td>35</td><td>151</td></tr><tr><td>Ordinance Enforcement</td><td>3</td><td>6</td></tr><tr><td>Tree Service Permits</td><td>2</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>1</td><td>0</td></tr><tr><td>Volunteer Hours</td><td>30</td><td>90</td></tr></table>	YR TO				MAY	DATE	ROW Trees Planted	31	510	Park Trees Planted	0	1	Street Trees Removed	3	32	Park Trees Removed	0	6	Street Trees Pruned	0	180	Park Trees Pruned	10	26	Field Evaluations	11	34	Nuisance Responses	0	3	Community Responses	35	151	Ordinance Enforcement	3	6	Tree Service Permits	2	7	Site Plan Reviews	1	0	Volunteer Hours	30	90	Parks - Urban Forestry
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83	No Change 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																																													
84	Updated June 23, 2011	Operations Division Statistics For May, 2011	These statistics reflect the total calls for a multitude of agencies within Union County. Following are the statistics for May Traffic/Air: 4436; All Calls: 3238 Actual legitimate 9-1-1 calls for service: 269;	Police																																													



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			Case reports taken by LGPD and UCSO: 200	
85	Updated June 22, 2011	Communications Division Statistics	These statistics reflect the total calls for a multitude of agencies within Union County. Following are the statistics for May Traffic/Air: 4436; All Calls: 3238 Actual legitimate 9-1-1 calls for service: 269; Case reports taken by LGPD and UCSO: 200	Police
86	Updated June 22, 2011	Training	OPERATIONS MAY TRAINING: Five Sergeants attended Pursuit review training in Pendleton. One Sr. Officer attended the ORPAT Instructor course at DPSST in Salem. Two Sergeants attended the PNW regional Tactical Officers Conference in Vancouver, WA. One Sergeant attended Stress Management training in La Grande to help meet leadership training requirements mandated by DPSST.  All officers attended an intensive in-service scenario based confrontational simulation training.  COMMUNICATIONS MAY TRAINING: Two Dispatchers attended 7 hours of Protecting LE Responders training in The Dalles. One dispatcher attended 4 hours of Emotional Survival training and the Receptionist attended 1.5 hours of the same. All Dispatchers are in the process of receiving their annual 1 <sup>st</sup> Aid/CPR and EMD training. All but 3 have completed both trainings.	Police/Comm
87	Updated June 22, 2011	Union/Wallowa County Drug Task Force February, 2011 Activity Summary	May: New Activities: 16 Activities year to date: 110 Arrests : 1 Arrests year to date: 12	Police
88	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
89	Updated June 22, 2011	Department Activities	On May 24 a stranger accosted a woman and attempted to kidnap her. We have considered this case a top priority and have conducted an extensive investigation which is still ongoing. Detectives continue to investigate several child physical abuse and sexual abuse cases and also continue to work on one of our cold case homicides. Several youth graduated from our second Youth Public Safety Academy. The academy was a huge success and student participants also voluntary assisted at	Police/Comm.

Item	Date of Change in Status	Item	Comments	Department
			community service events. A special thank you to Lisa Reddington and our Citizen Volunteer Program for their excellent work in making this a success.	
90	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
91	Updated June 27, 2011	GASB 34	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 indicated it is complete.	Public Works
92	Updated June 27, 2011	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 <sup>th</sup> Street. Mike Becker has completed construction. The road is now paved from Gekeler Lane to Highland Drive and the paving is continuing south. The detour route has been repaired with paving. Jurisdictional transfer for that portion done to City standards is in progress.	Public Works
93	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
94	Updated June 27, 2011	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: <b><u>Depot Street and Elm Street Seal Coat</u></b> – 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 Summer of 2011.	Public Works
95	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
96	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
97	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	Public Works

Item	Date of Change in Status	Item	Comments	Department
			are looking at a 30-year permit. This may be ready for Council review in the next couple of months.	
98	New Item June 27, 2011	2011 Street User Fee Projects	Staff has been putting together the 2011 Street User Fee project list. They are as follows: 1. 'Y' Avenue from Fir Street to Second Street 2. Second Street viaduct resurfacing and joint repair Repair of minor streets damaged by flooding	Public Works
99	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 <sup>th</sup> Street for the first time.	Public Works
100	New Item May 20, 2011	Street Patching	Patching will begin the week of May 23, 2011	Public Works