



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
July 2011
City Manager's Top Priorities for 2011

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change 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,	Finance

July 2011

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

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			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 July 29, 2011	Riverside Pavilion	Project is out to bid, with bid opening August 4, 2011.	City Manager

2011 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Wednesday, August 8	Work Session	City Attorney Interviews
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	Parking, Traffic Safety, and Street Maintenance
Arts	Parks and Recreation
Community Landscape and Forestry	Planning
Landmarks	Substance Abuse
Library	Urban Renewal

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

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1	No Change 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																																								
	New Item July 8, 2011	Inspectors Certifications	The building division staff is very proud of Tim Samples for completing his Manufactured Structural Inspector Certification and his Residential Building Inspector Certification in the short time that he has worked for us. He will complete his mechanical certification next. These certifications along with his electrical certifications and back ground make him a huge asset to the building division. Also, David Black and David Kloss attended classes and obtained their earthquake evaluation certifications.	CEDD Building																																								
3	Updated July 8, 2011	Monthly activity (June, 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, 26</td><td></td><td>35,712.24</td><td>\$2,826,859</td></tr><tr><td>Demolition, 0</td><td></td><td>0.00</td><td></td></tr><tr><td>Electrical, 63</td><td></td><td>7244.01</td><td></td></tr><tr><td>Mechanical, 17</td><td></td><td>1514.24</td><td></td></tr><tr><td>MFG Homes, 0</td><td></td><td>0.00</td><td></td></tr><tr><td>Plumbing, 17</td><td></td><td>2278.16</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>124</u></td><td><u>46,748.65</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 244</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 26		35,712.24	\$2,826,859	Demolition, 0		0.00		Electrical, 63		7244.01		Mechanical, 17		1514.24		MFG Homes, 0		0.00		Plumbing, 17		2278.16		Farm Exempt, 1		0		<u>Totals:</u>	<u>124</u>	<u>46,748.65</u>		<u>Total inspections performed = 244</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 July 11, 2011	Implement façade grant program (final for FY10-11)	12 projects were completed this fiscal year. Heading into the new fiscal year, two are approved but not yet started and 11 others are pending approval. 11 projects are in discussion.	CEDD Economic Development																																								
6	No Change 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	CEDD Economic Development																																								

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			development of business recruitment-related plans and materials.	
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	No Change 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 July 11, 2011	Urban Renewal projects updates	IOOF: (\$200,000) property transfer negotiations ongoing; may go to Agency on 7/13 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; letters will soon go out to property and business owners in the Big H to schedule field work to identify locations of amenities; will likely schedule Plaza portion of project for future fiscal year(s) Wash. Ave. Sidewalk: (\$35,000) project is underway and in mostly complete, paid contractor \$29,500 for work complete thus far; awaiting on the installation of new lights 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; Frontier may not be able to fund their portion in the near term; exploring other options UCEDC Marketing: (\$7,500) going to URAC on 7/11 for funding recommendation Kohr's Development: (\$70,000) going to URAC on 7/11 for funding recommendation	CEDD Economic Development
10	Updated July 11, 2011	Urban Renewal "call for projects"	Approved for funding: Jefferson Clinic: (\$75,000) site plans being reviewed by Public Works, Planning, CEDD, etc. Fallow remodel: (\$17,000) agreement signed, project underway Maridell remodel: (\$25,000) applicant working on providing additional project detail, discussing finance and project phasing options	CEDD Economic Development

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			Bud Jackson expansion: (\$20,000) additional funding request (approx. \$15,300) recommended by URAC in June, will go to Agency in July	
11	Updated July 11, 2011	Calendar YTD Planning Statistics (through February '11)	Land Use Applications: 12 Zoning Approvals: 22 New Business Permits: 24 Revenue (Land Use Fees): \$4,300 Revenue (Park SDC): \$0	CEDD Planning
12	No Change June 23, 2011	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	On June 22 nd and June 23 rd , 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 house schedule for late August. This project is schedule to be completed (final adoption) by June 2012.	CEDD Planning
13	No Change 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	No Change 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 July 11, 2011	Grande Ronde Hospital	The Planning Division Staff is 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 "sleep clinic"; and, a helipad. The Hospital is submitting two (2) Conditional Use Permit Applications for the Planning Commission's consideration during their August Regular Session for the sleep clinic and helipad. These applications may be controversial and additional public outreach efforts are being coordinated to encourage citizen involvement.	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	City Manager

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			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.	
16	Updated July 29, 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. Three responses were received and interviews are set for August 8.	City Manager
17	No Change 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	No Change 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
19	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
20	No Change 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
21	No Change June 23, 2011	Parks and Recreation District Effort	Chamber Times article for July requests volunteers for the Districting effort.	City Manager
22	No Change 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
23	No Change 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
24	No Change 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	City Manager

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			the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	
25	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
26	Updated July 11, 2011	Annual Work Sessions with Advisory Commissions	On Monday, June 27, the Council met in a Work Session to discuss Advisory Commission restructuring in general and the future of the Substance Abuse Advisory Commission (SAAC) in particular. At the close of the Work Session, it was Council consensus to accept two major recommendations of Staff: 1) abolish the SAAC (this with the concurrence of the remaining members); and, 2) streamline the balance of the Advisory Commission establishment process by repealing all Ordinances creating Commissions and crafting instead one Ordinance to provide for the development of all Advisory Commissions by a Resolution specific to each one. The first readings by title only of the Ordinances in question are on the Regular Session Agenda of July 13; the appropriate Resolutions will be available for Council consideration during the Regular Session of August 10, when the second readings of the proposed Ordinances are scheduled, as well. With this process under way, we will begin again to schedule Council Work Sessions with those Commissions that have not yet had an opportunity to present their annual reports to the Council.	City Recorder
27	Updated July 11, 2011	North Side Annexation Election	The Ballot Title for this Election was prepared within the time frame prescribed by Statute; after which it was forwarded to Oregon State Elections Division staff for review. Only one minor adjustment was made to the language as submitted; after which the Notice of Receipt of Ballot Title was prepared for publication in <i>The Observer</i> on Thursday, July 7 th . The deadline for citizen “challenge” (filing a Petition with the Circuit Court for judicial review of the Ballot Title) is Wednesday, July 13 th . However, since the Petitioner has until close of business on the day following the date a Petition is filed to formally notify me of that filing, the “true” deadline would be Thursday, the 14 th , if the Petition is not filed until the 13 th . We will keep you posted.	City Recorder/City Planner/City Manager
28	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
29	Updated July 11, 2011	Draft New Procurement Ordinance	With the Personnel Policy Manual off the “hands on” radar screen and the recent adjournment of the Legislature, we will turn our attention toward incorporating applicable	City Recorder

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			new laws into a new "Procurement Ordinance." This is in direct response to a City Manager directive that our existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies be streamlined and updated.	
30	Updated July 11, 2011	Develop Records Management Policies and Procedures/Rehab Records Center	<p>As with the preceding item, we will carefully be reviewing all of the legislation Attorney General John Kroger introduced that <i>did</i> pass and incorporating what's applicable into our standard operating procedures as appropriate. The primary focus of his Government Transparency Initiative, however, (setting a specific timeline for response to public records requests) was not successful during the last Session; among other issues, Legislators considered that particular Bill too lengthy and therefore cumbersome. Since Mr. Kroger has embraced this topic with considerable zeal, I completely expect to see it reintroduced in some modified form during the next Legislative Session.</p> <p>In deference to the City Manager's recommendation and the City's considerable budget constraints, we again postponed a formal 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.</p>	City Recorder
31	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
32	Updated July 11, 2011	Commission Vacancies	<p>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).</p> <p>With the proposed abolishment of our Substance Abuse Advisory Commission, the number of existing Commission vacancies will decrease; and we will continue to advertise until all vacancies are filled. As you heard during the June 27, Work Session, Staff will continue to explore other creative avenues to address possible redundancy between our Advisory Commissions and other community groups, as well as the potential merger of one or more of our Advisory Commissions with other of our Commissions.</p>	City Recorder
33	No Change March 4, 2011	Directors Job Descriptions	<p>Three are remaining to be completed. (Fire, Police and Public Works)</p> <p>Review and update all department directors' job descriptions.</p>	Finance/ Personnel

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			Fire is waiting final approval from City Manager, Public Works and Police are still in progress	
34	No Change November 12, 2009	Community Service Policy	A final draft of the recommend policy will be completed shortly and presented to the City Manager. Form a committee and come up with a Community Service Leave Policy. The committee has met once and will be meeting again to refine the policy to present.	Finance/ Personnel
35	No Change January 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
36	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
37	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 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)	Finance
38	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
39	Updated July 14, 2011	Statistics	<u>For the month of May 2011:</u> Monthly Revenue (all funds) \$ 1,565,065 Monthly Revenue (general fund) \$ 684,043 Monthly expenses amount (all funds) \$1,894,386 Monthly expenses (general fund) \$ 672,510 # of Accounts Payable Checks issued: 226 # of Payroll Checks issued: 137 Monthly Payroll expenses: \$ 680,990	Finance

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			# of Water accounts billed: 5160 # of LID accounts billed: 0 # of NSF checks the City received: 6 Pieces of mail processed 6127	
40	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
41	No Change March 4, 2011	Fixed Assets	Begin preparing the fixed asset inventory for updating by each department for the current fiscal year.	Finance
42	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
43	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
44	Updated July 13, 2011	Statistics	<u>Response statistics for June 2011</u> Medical: 207 Fire/Other: 5 (2 false alarms, 1 burn complaint, 2 smoke check)	Fire
45	Updated July 13, 2011	Fire Code Inspections	New inspections for June: 2 Re-inspections for June: 0	Fire
46	No Change June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
47	Updated July 13, 2011	Child Safety Seat Installations and Bicycle Helmets	June: (3) families instructed in proper car seat with 2 being provided with reduced priced child safety seats. June: (2) family assisted with proper bicycle helmet use and supplied with 3 helmet(s).	Fire Fire
48	Updated July 13, 2011	Traffic School	June: (15) students attended traffic school. Fees collected: \$750	Fire
49	No Change 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
50	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	Fire

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			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.	
51	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
52	No Change 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
	No Change 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
53	No Change June 23, 2011	Literacy Center	Applications for our summer tutoring sessions were due on May 19th. By offering parents their first and second choice of day and time for their children, we are nearly always able to provide their choices as well as group the learners for the maximum tutoring situation. With fewer volunteers this year, we are working with reading level groups, taking each child aside for one on one instruction, then returning them to the group which will be an activity, "game" or model reading and practice on oral fluency. Students from outlying districts began June 1st, most LG district students will begin after June 15th. Some	Library

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			whose tutoring times were after 3:00 began on the first also. To provide best use of our daily four hours, we will run from 12:30 to 4:30 (Tues, Wed, Thurs) this summer. We are tutoring 38 children. This year to accommodate drop in visitors who have not felt comfortable entering when tutoring sessions are going on, we have designated the first hour Wednesday and all day Thursday as times when visitors are welcome. Those hours' tutors will take their students to the study rooms of the library. One volunteer will remain in the Center to assist families who visit.																																					
54	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																																				
55	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																																				
56	No Change October 6, 2010	Archives	1. Five collections were taken in and processed at the Archives. They range from pictures to a 1915 La Grande High School Mimir. 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. 3. Lyn Craig of the Libraries of Eastern Oregon had a positive response in connection with our request for her to apply for other grants for the Archives.	Library																																				
57	No Change June 23, 2011	Statistics	<table><tr><td>2011</td><td>2010</td><td></td></tr><tr><td>12,229</td><td>12,695</td><td>Circulation</td></tr><tr><td>24,205</td><td>32,911</td><td>Door count</td></tr><tr><td>10,125</td><td>11,173</td><td>Card holders</td></tr><tr><td>409</td><td>422</td><td>Overdue notices</td></tr><tr><td>739</td><td>34</td><td>Library2 Go titles checked out</td></tr><tr><td>28</td><td>21</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>35</td><td>Adult program attendance</td></tr><tr><td>380</td><td>208</td><td>Children's program attendance</td></tr><tr><td>27</td><td>22</td><td>Volunteers</td></tr><tr><td>227</td><td>181</td><td>Volunteer hours</td></tr></table>	2011	2010		12,229	12,695	Circulation	24,205	32,911	Door count	10,125	11,173	Card holders	409	422	Overdue notices	739	34	Library2 Go titles checked out	28	21	Events in community room	91	30	Homebound deliveries	15	35	Adult program attendance	380	208	Children's program attendance	27	22	Volunteers	227	181	Volunteer hours	Library
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58	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																																				

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59	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
60	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
61	Updated July 19, 2011	Greenway	Funding has been acquired from partner agencies and grants to purchase property.	Parks - Admin
62	Updated July 19, 2011	Greenway – Pedestrian Bridge	Evaluation for bridge footings has been completed. Preliminary surveying and environmental research of the site is currently in process.	Parks - Admin
63	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 site designation.	Parks - Admin
64	New Item July 19, 2011	Park Events	<p><u>BABE RUTH STATE TOURNAMENT</u> – The La Grande Babe Ruth is hosting the 13 – 15 year old State Babe Ruth Tournament July 18 – 23. A total of eight teams from Clackamas, Tigard, Milton-Freewater, Portland, Baker City, Tualatin, The Dalles and Union County are participating.</p> <p><u>COED MOONLIGHT TOURNAMENT</u> – The 16th Annual Coed Moonlight Tournament, sponsored by the La Grande Optimist Club, will be held August 5 - 7 in Pioneer Park with the potential for 36 teams participating.</p> <p><u>MEN'S MOONLIGHT TOURNAMENT</u> – The 32nd Annual Men's Moonlight Tournament, sponsored by the La Grande Optimist Club, will be held August 12 - 14 in Pioneer Park with the potential for 36 teams participating.</p>	Parks-Admin
65	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	Parks - Aquatics

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			estimated to be approximately \$17,000 a year for gas. Staff is checking to see if there would be additional savings from electrical.																															
66	Updated July 19, 2011	Pool Statistics May	<table><tr><td></td><td>2010</td><td>2011</td></tr><tr><td>ATTENDANCE</td><td>4,084</td><td>4,114</td></tr><tr><td>REVENUE</td><td>\$13,195</td><td>\$15,159</td></tr><tr><td>FY TO DATE</td><td>\$</td><td>\$108,815</td></tr></table> <p>The pool earned the largest revenue in FY 10-11 than Any other year since it opened in 1998.</p>		2010	2011	ATTENDANCE	4,084	4,114	REVENUE	\$13,195	\$15,159	FY TO DATE	\$	\$108,815	Parks - Aquatics																		
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67	Updated July 19, 2011	Pool Update	<p>There were 54 students enrolled in swim lessons in June. This is an increase of 14 from last June.</p> <p>There were seven pool rentals for the month of June, including Union School, La Grande schools, the Girl Scouts and three private individuals.</p>	Parks - Aquatics																														
68	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																														
69	No Change 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																														
70	Updated July 19, 2011	Parks Maintenance	A second seasonal maintenance employee was hired, making a total of two seasonal and two full-time maintenance employees.	Parks Maintenance																														
71	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																														
72	Updated July 19, 2011	Children’s Recreation Program	Summer Classes began the week of June 20 th and the Mobile Fun Unit started the week of June 27 th . Enrollment started slowly, but is picking up now that school is out.	Parks - Recreation																														
73	Updated July 19, 2011	Community Outreach June	<p>Responded to 32 questions/concerns from the community.</p> <p>Presented three pruning and one planting demonstrations.</p>	Parks - Urban Forestry																														
74	Updated July 19, 2011	June Statistics	<table><tr><td colspan="3">YR TO DATE</td></tr><tr><td colspan="3">JUNE</td></tr><tr><td>ROW Trees Planted</td><td>2</td><td>53</td></tr><tr><td>Park Trees Planted</td><td>2</td><td>3</td></tr><tr><td>Street Trees Removed</td><td>9</td><td>41</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>37</td><td>217</td></tr><tr><td>Park Trees Pruned</td><td>28</td><td>44</td></tr><tr><td>Field Evaluations</td><td>20</td><td>54</td></tr><tr><td>Nuisance Responses</td><td>1</td><td>4</td></tr></table>	YR TO DATE			JUNE			ROW Trees Planted	2	53	Park Trees Planted	2	3	Street Trees Removed	9	41	Park Trees Removed	0	6	Street Trees Pruned	37	217	Park Trees Pruned	28	44	Field Evaluations	20	54	Nuisance Responses	1	4	Parks - Urban Forestry
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			<table><tr><td>Community Responses</td><td>31</td><td>182</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>2</td></tr><tr><td>Volunteer Hours</td><td>19</td><td>109</td></tr></table>	Community Responses	31	182	Ordinance Enforcement	3	6	Tree Service Permits	2	7	Site Plan Reviews	1	2	Volunteer Hours	19	109	
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75	Updated July 11, 2011	Crime Statistics	The crime stats listed for April and May, 2011 Crimes against persons: (assaults, robbery, sex crimes) April: 11 May: 10 Crimes against property: (burglary, vehicle theft, NSF/acct. closed) April: 50 May: 32 Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) April: 40 May: 40 Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving) April: 5 May:1	Police															
76	Updated July, 11, 2011	Operations Division Statistics For May, 2011	Following are the statistics for June: Case Reports turned in: 174 Total Traffic: 205 Arrests: 53 Calls for service: 1622	Police															
77	Updated July 11, 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: 367 All Calls: 3112 Actual legitimate 9-1-1 calls for service: 266; Case reports taken by LGPD and UCSO: 227	Police															
78	Updated July 11, 2011	Training	OPERATIONS JUNE TRAINING: SWAT members conducted two training sessions in June. One on hostage rescue and the other on weapons. One officer attended a one week Basic Law Enforcement Sniper School. One Sergeant attended a Background Investigation training. Administrative Secretary, as a member of the Safety Committee, attended the one day OSHA training in Pendleton. COMMUNICATIONS JUNE TRAINING: Two communications Technicians completed 4 hours each of Emergency Medical Dispatch training.	Police/Comm															
79	Updated July 8, 2011	Union/Wallowa County Drug Task Force	After extensive evaluation and testing, we have determined that the vehicle mounted repeaters will not resolve our communication deficiencies as	Police															

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		February, 2011 Activity Summary	needed. We are working with Union County Emergency Management to evaluate other approaches.	
80	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
81	Updated July 11, 2011	Department Activities	<p>After an intensive investigation, Robert Luster (who had previously been arrested on May 20th) was arraigned on June 30th on charges of Attempted Kidnapping, four counts of Stalking, Harassment, Assault IV, Manufacture of Marijuana, Manufacture and Possession of Marijuana Within 1,000 Feet of a School and Animal Abuse. Luster is the suspect identified in an attempted kidnapping of a woman in May and in stalking incidents involving several other women.</p> <p>Also in June, Det. Sgt. Shaul of the La Grande Police Department in conjunction with several other law enforcement agencies, raided and eradicated a marijuana grow in Wallowa County. The grow consisted of in excess of 91,000 plants and is the largest known one in Oregon's history. Six suspects were arrested at the site on numerous charges.</p> <p>The department recently took possession of a used armored truck which will significantly enhance our tactical capabilities and improve community safety during critical incidents. The truck was generously donated to us by Brinks Security out of Portland. The truck is currently being retrofitted for our purposes and we are receiving numerous and generous donations of equipment and labor.</p>	Police/Comm .
82	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
83	No Change 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
84	Updated July 5, 2011	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 th Street. Mike Becker has completed construction. The road is now paved from Gekeler Lane to the top of the hill. The detour route has been repaired with paving.	Public Works

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			The County has offered to pay for \$10,000 in material for additional repairs and then the County will chip seal the entire detour route. Jurisdictional transfer for that portion done to City standards is in progress.	
85	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
86	Updated July 5, 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: <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 in July. The funding is from Street User Fees and is estimated at \$30,000. Planned to be completed in the Summer of 2011.	Public Works
87	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
88	Updated July 5, 2011	Second Street from Penn Avenue to Spring Avenue	Plans have been started by the consultant to correct hillside slippage area. Work is anticipated this summer to correct the problem.	Public Works
89	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
90	No Change 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
91	No Change 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

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92	No Change May 20, 20011	Street Patching	Patching will begin the week of May 23, 2011	Public Works
93	New Item July 5, 2011	Weed & Grass Maintenance	Staff is evaluating applications for summer help. Once the summer workers have started (hopefully mid-July), they will be working on ditches and roadside maintenance. Staff has already begun mowing R/W's and lots.	Public Works
94	New Item July 5, 2011	Fire Hydrant Flushing	Fire hydrant flushing will begin within the next 2 weeks. Public Service Announcements have gone out. Some residents will experience dirty water (harmless) and are asked to let their water run until clear. If it continues, residents have been asked to contact Public Works.	Public Works