



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
August 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	No Change 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 August 10, 2011	Continue Implementation of Action Phases of the Oregon Main Street Program to Include Development of Projects; Begin Transition to La Grande Main Street	The Urban Renewal Agency approved funding to be given to LGMS for the acquisition of the Liberty Theatre; final paperwork will be signed in late August. Five interviews for a new RARE participant were conducted in late July. Alana Garner was selected. She will begin in mid-September. Field work is currently being completed for the Big H project. After which, all trees, trash receptacles, benches, bike racks, street lights, and flower planters will have identified locations. During July and early August LGMS participated in Crazy Days, Oregon Main Street quarterly networking conference, the Union County Fair, and	Community and Economic Development

Item No.	Date of Change in Status	Item	Comments	Lead Department
			the Fair Parade. Transition Task Force continues to meet monthly to develop actions plans for the transition of the program from the City to LGMS.	
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. Continue to pursue grant opportunities.	Finance
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 August 19, 2011	Riverside Pavilion	Project bid opening was August 4, 2011 and the Council approved issuing the seven day notice of intent to award the bid to Moffit Brothers on August 10th. No protested were received and the Notice of Award was issued on August 19 th . CIS has committed to paying \$591,000 less the costs already billed by the engineer and those funds have been received. When coupled with the grants and donations, the City should be able to not only complete the Pavilion with the improved kitchen design but also the storage buildings with the funds available. See City Manager section below for information related to fundraising.	City Manager

2011 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Wednesday, September 7	Regular Session	
Monday, September 12	Work Session	Landmarks and Arts Commissions
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*

Item	Date of Change in Status	Item	Comments	Department																																								
1	No Change February 14, 2011	Elimination of expired permits	The building department staff is going through all of the files and getting them cleaned up and transferred to the basement archives.	CEDD Building																																								
2	No Change March 5, 2010	New Permit Software	BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.	CEDD Building																																								
3	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																																								
4	Updated August 3, 2011	Monthly activity (July, 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, 40</td><td></td><td>\$18,419.09</td><td>\$1,146,301</td></tr><tr><td>Demolition, 0</td><td></td><td>\$ 0.00</td><td></td></tr><tr><td>Electrical, 49</td><td></td><td>\$5868.24</td><td></td></tr><tr><td>Mechanical, 25</td><td></td><td>\$3180.80</td><td></td></tr><tr><td>MFG Homes, 1</td><td></td><td>\$366.00</td><td></td></tr><tr><td>Plumbing, 25</td><td></td><td>\$3389.12</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>142</u></td><td><u>\$31,223.25</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 219</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 40		\$18,419.09	\$1,146,301	Demolition, 0		\$ 0.00		Electrical, 49		\$5868.24		Mechanical, 25		\$3180.80		MFG Homes, 1		\$366.00		Plumbing, 25		\$3389.12		Farm Exempt, 2		0		<u>Totals:</u>	<u>142</u>	<u>\$31,223.25</u>		<u>Total inspections performed = 219</u>				CEDD Building
<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>																																									
Building, 40		\$18,419.09	\$1,146,301																																									
Demolition, 0		\$ 0.00																																										
Electrical, 49		\$5868.24																																										
Mechanical, 25		\$3180.80																																										
MFG Homes, 1		\$366.00																																										
Plumbing, 25		\$3389.12																																										
Farm Exempt, 2		0																																										
<u>Totals:</u>	<u>142</u>	<u>\$31,223.25</u>																																										
<u>Total inspections performed = 219</u>																																												
5	Updated August 10, 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>\$29,464</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>Totals:</td><td>\$187,512</td><td>\$109,836</td></tr><tr><td colspan="3">Unallocated at year-end: \$140,164</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	\$29,464	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>	Totals:	\$187,512	\$109,836	Unallocated at year-end: \$140,164			CEDD Economic Development				
\$250,000 current FY URA Projects Budget																																												
<u>Project:</u>	<u>Approved:</u>	<u>Spent YTD:</u>																																										
NTS roof	\$13,000	\$13,000																																										
BP property	\$17,467	\$17,447																																										
Fire Museum	\$25,400	\$19,030																																										
Wash. Parking lot	\$35,000	\$29,464																																										
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>																																										
Totals:	\$187,512	\$109,836																																										
Unallocated at year-end: \$140,164																																												
6	No Change 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																																								
7	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																																								

Item	Date of Change in Status	Item	Comments	Department
			development of business recruitment-related plans and materials.	
8	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
9	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
10	Updated August 10, 2011	Urban Renewal projects updates	IOOF: (\$200,000) property transfer negotiations ongoing; Agency executive session scheduled for 8/10/11 Liberty Theatre: (\$75,000) project funding was approved by Agency in July Big H: (\$1.6 million) field work to identify amenity locations through meetings with property & business owners conducted Aug. 8-10; will likely schedule Plaza portion of project for future fiscal year(s) Wash. Ave. Sidewalk: (\$35,000) project is 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 Agency on 8/10/11 for funding recommendation Kohr's Development: (\$70,000) going to Agency on 8/10/11 for funding recommendation	CEDD Economic Development
11	Updated August 10, 2011	Urban Renewal "call for projects"	Approved for funding: Jefferson Clinic: (\$75,000) site plans reviews complete; ground-breaking ceremony held on 8/5/11 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; initial disbursement of around \$2,500 made Bud Jackson expansion: (\$20,000) additional funding request (approx. \$15,300) approved by Agency in	CEDD Economic Development

Item	Date of Change in Status	Item	Comments	Department
			July	
12	Updated August 10, 2011	Calendar YTD Planning Statistics (through February '11)	Land Use Applications: 28 Zoning Approvals: 24 New Business Permits: 26 Revenue (Land Use Fees): \$5,800 Revenue (Park SDC): \$525	CEDD Planning
13	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
14	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
15	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	Updated August 9, 2011	Grande Ronde Hospital	GRH has submitted a Conditional Use Permit Application for the construction of a heli-stop that will be located on the East wing of the hospital. As this request has the potential of generating controversy, the Hospital was asked to hold a neighborhood meeting to present their proposal, which was held on August 2 nd at the La Grande Middle School. 12 residents attended this meeting and with only one concern raised regarding the helicopter flying over the school property. The Planning Commission is scheduled to consider this request during a special meeting on August 23, 2011. GRH would like to begin constructing the heli-pad structure this Fall.	CEDD Planning
16	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	City Manager

Item	Date of Change in Status	Item	Comments	Department
			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.	
17	Updated August 9, 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 were held on August 8. The City Council asked the City Manager to gather additional information and the action is on hold until the November Regular Council Meeting to allow for all seven members of the City Council to participate in the selection process.	City Manager
18	Updated August 19, 2011	Pavilion Fundraising Effort	The local contributions are at approximately \$26,000 to date. Grants of \$18,344 (OCF) and \$10,000 (Wildhorse) have been awarded. Anderson and Perry contributed \$5,000 of in-kind work in addition to Allen Rieke donating all of his time working on the project. Boise Cascade has pledged materials valued at close to \$10,000. The City was successful in our Local Government Grant application for \$133,046 or 17.42% of the project and we do have the Notice to Proceed from the State so we won't have any delays in that funding source.	City Manager
19	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
20	Completed August 9, 2011	UCEDC Annual Work Plan Update	Joint Review Team met and reached agreement on Goals and Objectives subject to a specific timeline. The City Council and UCEDC have approved the plan.	City Manager
21	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
22	Updated August 19, 2011	Parks and Recreation District Effort	Wrote a Chamber Times article for July requesting volunteers for the Districting effort without response to date. Will revisit the issue with the members of the LTBSAC and the Parks and Recreation Advisory Commission.	City Manager
23	Updated August 19, 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 and all required documentation has been provided to the granting agency. Once the grant is approved Anderson and Perry will complete the work on the wetlands.	City Manager
24	Updated August 19, 2011	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. On August	City Manager

Item	Date of Change in Status	Item	Comments	Department
			19 th Dan Stark of UCEDC and the City Manager spoke to Jon Griffith about the project and discussed the timeline for completion. At present Mr. Griffith is planning on a visit to La Grande to complete filming and review a draft to be followed by a presentation of a completed project to UCEDC at their September 15 th meeting.	
25	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 the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	City Manager
26	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
27	Updated August 10, 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 Resolution. The first readings by title only of the Ordinances in question were heard during the Regular Session of July 13; the second readings by title only and Council action are scheduled during the Regular Session of August 10; the Resolutions "recreating" all but the Substance Abuse Advisory Commission will be scheduled during the Regular Session of September 7 th . 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
28	Updated August 10, 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) passed without any action having been taken; and this Measure has now been certified with the Union County Clerk for the November 8, 2011, General Election Ballot. As you know,	City Recorder/City Planner/City Manager

Item	Date of Change in Status	Item	Comments	Department
			this means that only Councilors may advocate at any time for successful passage of the Measure; Staff may not while representing the City at any event or activity or during the course of a work day.	
29	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
30	No Change 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 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.	City Recorder
31	Updated August 10, 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>Angelika and I were recently able to spend parts of approximately four days in our Records Center, which is a mere drop in the bucket; there is much more to be done. As an early result, though, we do plan to include in our FY 2012-2013 budget request at least two additional fire-proof file cabinets for the Records Center.</p> <p>In deference to the City Manager's recommendation and the City's considerable budget constraints, we again postponed (during the last budget process) 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. We have recently learned, however, about the possibility of partnering with a program for which the Oregon State Archives Division has taken the lead, at minimal cost to the City. As of this writing, we are waiting for a personal contact from an Archives Division staffer, together with additional details, including what our share of the expense might be.</p>	City Recorder

Item	Date of Change in Status	Item	Comments	Department
32	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
33	Updated August 10, 2011	Commission Vacancies	<p>As you are well aware, this has been a problematic area for a number of years. We do, however, continue to fill our Committee/Commission vacancies one step at a time. You will be considering an applicant for the Arts Commission during the Regular Session of August 10th.</p> <p>We have also heard from an individual interested in applying for the "City" vacancy on the Union County Tourism Committee. This seat represents the retail industry and has been vacant since the recent resignation of Judy Jensen from The Potter's House.</p> <p>We will continue to advertise until all other vacancies are filled. As you heard during the June 27, Work Session, we will also 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
34	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> <p>Fire is waiting final approval from City Manager, Public Works and Police are still in progress</p>	Finance/ Personnel
35	No Change November 12, 2009	Community Service Policy	<p>A final draft of the recommend policy will be completed shortly and presented to the City Manager. Form a committee and come up with a Community Service Leave Policy.</p> <p>The committee has met once and will be meeting again to refine the policy to present.</p>	Finance/ Personnel
36	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
37	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	Finance

Item	Date of Change in Status	Item	Comments	Department
			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	
38	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
39	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
40	Updated August 8, 2011	Statistics	<u>For the month of June 2011:</u> Monthly Revenue (all funds) \$ 2,387,435 Monthly Revenue (general fund) \$ 1,079,915 Monthly expenses amount (all funds) \$ 1,426,923 Monthly expenses (general fund) \$ 682,876 # of Accounts Payable Checks issued: 219 # of Payroll Checks issued: 146 Monthly Payroll expenses: \$ 695,416 # of Water accounts billed: 5161 # of LID accounts billed: 0 # of NSF checks the City received: 3 Pieces of mail processed 7747	Finance
41	Completed June 15, 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. Resolution 4613, Series 2011 was passed on 6/15/11 to adjust and increase appropriations of revenues and expenditures related to personnel services in the Street and Road Budget.	Finance
42	No Change March 4, 2011	Fixed Assets	Begin preparing the fixed asset inventory for updating by each department for the current fiscal year.	Finance
43	Updated August 8, 2011	Grants	Semi Annual review of grants received to date and bring to date, paperwork associated with these revenues and expenditures. Annual review is being performed for Audit	Finance
44	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	Fire

Item	Date of Change in Status	Item	Comments	Department
			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.	
45	Updated August 4, 2011	Statistics	<u>Response statistics for July 2011</u> Medical: 196 Fire/Other: 18 (1 fire, 6 fire alarms, 3 burn complaints, 3 smoke check, 3 odor checks, 1 public assist, 1 electrical emergency)	Fire
46	Updated August 4, 2011	Fire Code Inspections	New inspections for July: 0 Re-inspections for July: 0	Fire
47	No Change June 23, 2011	Juvenile Fire Setter	0 Intervention(s) conducted in May	Fire
48	Updated August 4, 2011	Child Safety Seat Installations and Bicycle Helmets	July: (8) families instructed in proper car seat with 5 being provided with reduced priced child safety seats. July: (2) family assisted with proper bicycle helmet use and supplied with 4 helmet(s).	Fire
49	Updated August 4, 2011	Traffic School	July: (14) students attended traffic school. Fees collected: \$700	Fire
50	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
51	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 rd grade health and safety program held at held Blue Mt. Center in April.	Fire
52	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	Fire

Item	Date of Change in Status	Item	Comments	Department
			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.	
	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
53	New Item August 4, 2011	Weed/Tall Grass Complaints	21 property owners have been given notice to cut tall grass and weeds on their lots to date. Most have complied with the abatement notice. The City has had to hire a contractor to cut 3 properties.	Fire
54	No Change August 10, 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 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.	Library
55	Updated August 10, 2011	Page Turners Book Club	The book club discussed <i>Olive Kitteridge</i> by Elizabeth Strout. Book Club meets at White House Coffee on the third Tuesday of the month and newcomers are always welcome.	Library
56	No Change February 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
57	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	Library

Item	Date of Change in Status	Item	Comments		Department
			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.		
58	Updated August 10, 2011	Statistics	13,064	Circulation	Library
			28,129	Door count	
			10,125	Card holders	
			409	Overdue notices	
			739	Library2 Go titles checked out	
			12	Tutor.com use	
			25	Events in community room	
			25	Homebound deliveries	
			0	Adult program attendance	
			600	Children’s program attendance	
59	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
60	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
61	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
62	Updated August 11, 2011	Greenway	Funding has been acquired from partner agencies and grants to purchase property.		Parks - Admin
63	Updated August 11, 2011	Greenway – Pedestrian Bridge	Preliminary plans for bridge have been developed and are pending completion.		Parks - Admin
64	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

Item	Date of Change in Status	Item	Comments	Department												
65	Updated August 11, 2011	Park Events	<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. <u>CELTIC FESTIVAL AND CLAN GATHERING OF EASTERN OREGON</u> – The 1st Annual Festival will be held in Pioneer Park August 27 & 28. Activities include family clans, Celtic music, vendors, Scottish Heavy Highland Games, Pipe & Drum Bands and Dancers.	Parks-Admin												
66	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												
67	Updated August 10, 2011	Pool Statistics July	<table><tr><td></td><td>2010</td><td>2011</td></tr><tr><td>ATTENDANCE</td><td>5,278</td><td>4,532</td></tr><tr><td>REVENUE</td><td>\$12,373</td><td>\$13,872</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	5,278	4,532	REVENUE	\$12,373	\$13,872	FY TO DATE	\$	\$108,815	Parks - Aquatics
	2010	2011														
ATTENDANCE	5,278	4,532														
REVENUE	\$12,373	\$13,872														
FY TO DATE	\$	\$108,815														
68	Updated August 10, 2011	Pool Update	<p>There were 57 students enrolled in morning swim lessons for August. The evening lessons were cancelled due to lack of participation.</p> <p>The Swim Club will host a Swim-A-Thon on August 11th, during their regular pool times in an effort to raise money for their Club.</p> <p>The Pool will hold their annual Triathlon on August 19th. Staff has been very busy getting everything set up to host the participants and is seeking volunteers to help during the event.</p> <p>The Specials Olympics will be using the pool during the period August 18 – October 27.</p>	Parks - Aquatics												
69	Updated August 12, 2011	Pool Maintenance	<p>During the routine cleaning of the boiler, it was discovered that the manifold gasket was leaking which had caused the metal framing on one end to rust and the firewall to crack. Repairs were made and everything is running normal now.</p> <p>Backflow testing was performed and everying checked out normal.</p>	Parks - Aquatics												
70	Updated August 12, 2011	Morgan Lake	The State Dam Inspector performed a follow-up inspection to the dam at the end of July, but we have	Parks - Maintenance												

Item	Date of Change in Status	Item	Comments	Department																																										
			not received his report. At this time, no campfires are allowed at the Lake.																																											
71	No Change 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																																										
72	Updated August 10, 2011	Adult Recreation Program	The Coed Softball League completed their season, with Fitzgerald Flowers winning the League this year.	Parks - Recreation																																										
73	Updated August 11, 2011	Children’s Recreation Program	Summer Programs will end the week of August 22 nd . The Mobile Fun Unit will host an “End of Summer” party on Tuesday, August 23, from 9:30 – 12:00 Noon, at Candy Cane Park. There will be games, prizes, crafts and food. No cost for the Mobile Fun Unit Participants and a \$5.00 fee for anyone else who wants to attend.	Parks - Recreation																																										
74	Updated August 11, 2011	Community Outreach June	Responded to 28 questions/concerns from the community. Presented one pruning demonstration and issued one request for action for hazard tree removal.	Parks - Urban Forestry																																										
75	Updated August 10, 2011	July Statistics	<table><tr><th colspan="3">YR TO DATE JULY</th></tr><tr><td>ROW Trees Planted</td><td>2</td><td>55</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>3</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>44</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>6</td></tr><tr><td>Street Trees Pruned</td><td>48</td><td>265</td></tr><tr><td>Park Trees Pruned</td><td>24</td><td>68</td></tr><tr><td>Field Evaluations</td><td>13</td><td>67</td></tr><tr><td>Nuisance Responses</td><td>5</td><td>9</td></tr><tr><td>Community Responses</td><td>28</td><td>210</td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>7</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>2</td><td>5</td></tr><tr><td>Volunteer Hours</td><td>0</td><td>109</td></tr></table>	YR TO DATE JULY			ROW Trees Planted	2	55	Park Trees Planted	0	3	Street Trees Removed	3	44	Park Trees Removed	0	6	Street Trees Pruned	48	265	Park Trees Pruned	24	68	Field Evaluations	13	67	Nuisance Responses	5	9	Community Responses	28	210	Ordinance Enforcement	1	7	Tree Service Permits	0	7	Site Plan Reviews	2	5	Volunteer Hours	0	109	Parks - Urban Forestry
YR TO DATE JULY																																														
ROW Trees Planted	2	55																																												
Park Trees Planted	0	3																																												
Street Trees Removed	3	44																																												
Park Trees Removed	0	6																																												
Street Trees Pruned	48	265																																												
Park Trees Pruned	24	68																																												
Field Evaluations	13	67																																												
Nuisance Responses	5	9																																												
Community Responses	28	210																																												
Ordinance Enforcement	1	7																																												
Tree Service Permits	0	7																																												
Site Plan Reviews	2	5																																												
Volunteer Hours	0	109																																												
76	No Change 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																																										

Item	Date of Change in Status	Item	Comments	Department
77	Updated August 5, 2011	Operations Division Statistics For July, 2011	Following are the statistics for July: Case Reports turned in: 192 Total Traffic: 242 Arrests: 46 Calls for service: 1880	Police
78	Updated August 10, 2011	Communications Division Statistics	These statistics reflect the total calls for a multitude of agencies within Union County. Following are the statistics for July Traffic/Air: 501 All Calls: 3597 Actual legitimate 9-1-1 calls for service: 319; Case reports taken by LGPD and UCSO: 242	Police
79	Updated August 5, 2011	Training	OPERATIONS JULY TRAINING: SWAT members conducted a 4 hour scenario based training utilizing a residence owned by GRH. The Administrative Secretary attended a 2 day Administrative Professionals conference in Pasco, WA. COMMUNICATIONS JULY TRAINING: There was no July training to report.	Police/Comm
80	No Change July 8, 2011	Union/Wallowa County Drug Task Force February, 2011 Activity Summary	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	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
82	Updated August 10, 2011	Department Activities	After 29 years of outstanding service to the city, Sgt. Scott Franks has officially retired and worked his last shift on July 19. Scott has been a tremendous asset to our community and the police department and will be very missed. We are pleased to announce that Detective Kris Rasmussen has been promoted to Sergeant and Senior Officer Scott Whittington has been selected for the Detective position. They are both very talented and we are looking forward to great work from them. Reserve Officer Ryan "Oscar" Miller has been hired as a full time officer to replace the vacancy created with Sgt. Franks retirement. Ryan has been a loyal reserve for the past four years and we are pleased to have him join us in this new capacity.	Police/Comm

Item	Date of Change in Status	Item	Comments	Department
			<p>The city has been hit very hard with car prowls the past two months. Patrol caught and arrested a total of 7 suspects in two different incidents and recovered property from numerous victim vehicles. The suspects were lodged on numerous charges.</p> <p>Investigators continue to be busy with multiple child abuse assessments and investigations. One of the cases was presented to the Grand Jury and the suspect was indicted on felony charges of Assault II and Assault III.</p>	
83	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
84	Updated August 16, 2011	GASB 34	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and streets. Staff met with the auditor and he indicated it is complete.	Public Works
85	Updated August 16, 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. The County has completed this project with the application of the chip seal.	Public Works
86	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
87	Updated August 16, 2011	2010 Street User Fee Projects	<p>The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. The projects have been completed.</p> <p><u>Depot Street and Elm Street Seal Coat</u> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project was awarded to Mike Hampton and has been completed. The funding is from Street User Fees and is estimated at \$30,000.</p>	Public Works
88	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
89	Updated August 16,, 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 fall to correct the problem. The project is out for bid.	Public Works
90	No Change	Intake Permit	Staff is working with the USFS on a permit. This	Public Works

Item	Date of Change in Status	Item	Comments	Department
	November 1, 2010		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.	
91	Updated August 16, 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. This project is almost complete—the joints still need to be fixed. Repair of minor streets damaged by flooding	Public Works
92	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
93	Updated August 16, 2011	Street Patching	Patching began in May and will continue off and on throughout the summer.	Public Works
94	Updated August 16, 2011	Weed & Grass Maintenance	The summer workers have started working on ditches and roadside maintenance. Staff has already begun mowing R/W's and lots.	Public Works
95	Updated August 16, 2011	Fire Hydrant Flushing	Fire hydrant flushing has been ongoing. Public Service Announcements were sent 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