



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

**Staff Report**  
**April –June 2012**  
**City Manager’s Top Priorities for 2012**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated June 7, 2012	Continue to manage the City’s finances within limited resources to provide highest possible level of service to the City of La Grande	The City’s Budget Committee approved the 2012-13 fiscal year budget and forwarded it to the City Council for approval. Projections for the FY 2011-12 budget reflect increases in most fund balances and does not require any amendments. Spending was at or below budget for all City Departments.	City Manager
2	Updated June 7, 2012	Continue to pursue recommendations of the Long Term Budget Solutions Advisory Committee	The City Council conducted a joint work session with advisory commissions and select stakeholders to discuss the formation of a special district for Parks and Recreation. The next meeting is scheduled for June 20, 2012.	City Manager
3	Updated June 20, 2012	Greenway Bike and Pedestrian Trail	In-Kind work is being wrapped up. Contract has been awarded. Contractor will begin work shortly.	Parks Department
4	No Change February 9, 2012	Implement Economic Development Strategy for La Grande	Mayor to take lead on an economic summit in 2012; staff working closely with UCEDC on BR&E & business recruitment strategies; staff working with Chamber on a community branding strategy; work session to discuss ED Plan with Council set for June 2012.	Community and Economic Development
5	No Change February 9, 2012	Continue Transition to La Grande Main Street	Funding committee is meeting regularly to discuss a strategy for an improvement district.	Community and Economic Development
6	Updated June 7, 2012	Long Range Fiscal Planning and Capital Improvement Program	A draft format for a Capital Improvement Program has been developed and is being provided to the department Directors for completion. A work session with the City Council will be held this fall.	City Manager
7	Completed June 7, 2012	Riverside Pavilion	The project is complete and the ribbon cutting and donor wall dedication was well attended.	City Manager

**2012 Council Regular and Work Sessions and Election Dates**

<b><u>DATE</u></b>	<b><u>TYPE</u></b>	<b><u>TOPIC(S)</u></b>
Monday, June 25	Work Session	UCEDC Quarterly Report Comprehensive and Strategic Eco Devo Plan Update
Monday, July 9	Work Session	2012 Land Development Code Amendments
Wednesday, July 11	Regular Session	
Wednesday, August 8	Regular Session	
Wednesday, September 5	Regular Session	
Monday, September 10	Work Session	Long Term Fiscal Planning UCEDC Quarterly Report
Wednesday, October 3	Regular Session	
Tuesday, November 6	GENERAL ELECTION	
Wednesday, November 7	Regular Session	
Wednesday, December 5	Regular Session	
Monday, December 10	Work Session	Water and Sewer Master Plan Updates UCEDC Quarterly Report
Wednesday, December 12	Holiday Open House (4:30 – 6:00 p.m.)	
Wednesday, January 16, 2013	Regular Session	

*Items in Blue Recently Revised (dates) or Added*

Advisory Commissions Include:

Air Quality  
Arts  
Community Landscape and Forestry  
Landmarks

Parking, Traffic Safety, and Street Maintenance  
Parks and Recreation  
Planning  
Library  
Urban Renewal Advisory

Item	Date of Change in Status	Item	Comments	Department																																													
1	Updated April 10, 2012	Inspector's Certifications	David has recently completed his Fire Inspector I and Fire Inspector II certifications. Good work David!	CEDD Building																																													
2	Updated June 7, 2012	Monthly activity (March, 2012)	<table><tr><td>Permit</td><td>Type/#:</td><td>Fees \$:</td><td>Valuation \$:</td></tr><tr><td>Building,</td><td>30</td><td>\$24,734.64</td><td>\$2,489,745</td></tr><tr><td>Demolition,</td><td>0</td><td>\$</td><td></td></tr><tr><td>Electrical,</td><td>38</td><td>\$4,186.00</td><td></td></tr><tr><td>Mechanical,</td><td>33</td><td>\$3,269.84</td><td></td></tr><tr><td>MFG Homes,</td><td>3</td><td>\$1,098.00</td><td></td></tr><tr><td>Plumbing,</td><td>22</td><td>\$4,285.68</td><td></td></tr><tr><td>Farm Exempt,</td><td>4</td><td>0</td><td></td></tr><tr><td>Totals:</td><td>130</td><td>\$37,574.16</td><td></td></tr><tr><td colspan="4">Total inspections performed = 249</td></tr></table>	Permit	Type/#:	Fees \$:	Valuation \$:	Building,	30	\$24,734.64	\$2,489,745	Demolition,	0	\$		Electrical,	38	\$4,186.00		Mechanical,	33	\$3,269.84		MFG Homes,	3	\$1,098.00		Plumbing,	22	\$4,285.68		Farm Exempt,	4	0		Totals:	130	\$37,574.16		Total inspections performed = 249				CEDD Building					
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5	Updated June 8, 2012	URA projects fund updates Fiscal YTD	<table><tr><td colspan="3">\$250,000 current FY11-12 URA Projects Budget</td></tr><tr><td>Project:</td><td>Approved:</td><td>Spent YTD:</td></tr><tr><td>Fire Museum – remaining</td><td>\$6,370</td><td>\$0</td></tr><tr><td>Wash. Parking lot - remaining</td><td>\$5,536</td><td>\$9,498</td></tr><tr><td>IIOF Bldg. (net)</td><td>\$120,000</td><td>\$28,988</td></tr><tr><td>Maridell Center</td><td>\$25,000</td><td>\$2,410</td></tr><tr><td>La Grande Clinic Streetscape</td><td>\$75,000</td><td>\$75,000</td></tr><tr><td>UCEDC marketing</td><td>\$7,500</td><td>\$7,500</td></tr><tr><td>Fallow Project</td><td>\$17,000</td><td>\$14,858</td></tr><tr><td>Kohr Project</td><td>\$70,000</td><td>\$56,000</td></tr><tr><td>Marketplace</td><td>\$65,000</td><td>\$0</td></tr><tr><td>Frontier Streetscape</td><td>\$15,000</td><td>\$0</td></tr><tr><td>Liberty Theatre</td><td>\$75,000</td><td>\$75,000</td></tr><tr><td>Totals:</td><td>\$481,406</td><td>\$269,254</td></tr><tr><td>Big H Streetscape</td><td>\$1,500,000</td><td>\$117,135</td></tr></table>	\$250,000 current FY11-12 URA Projects Budget			Project:	Approved:	Spent YTD:	Fire Museum – remaining	\$6,370	\$0	Wash. Parking lot - remaining	\$5,536	\$9,498	IIOF Bldg. (net)	\$120,000	\$28,988	Maridell Center	\$25,000	\$2,410	La Grande Clinic Streetscape	\$75,000	\$75,000	UCEDC marketing	\$7,500	\$7,500	Fallow Project	\$17,000	\$14,858	Kohr Project	\$70,000	\$56,000	Marketplace	\$65,000	\$0	Frontier Streetscape	\$15,000	\$0	Liberty Theatre	\$75,000	\$75,000	Totals:	\$481,406	\$269,254	Big H Streetscape	\$1,500,000	\$117,135	CEDD Economic Development
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6	Updated June 8, 2012	Implement façade grant program	Eleven projects have been completed this fiscal year. Five others are approved but not yet started. All	CEDD Economic																																													

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			funding budgeted for this fiscal year has been allocated.	Development
7	Updated June 8, 2012	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. The BR&E visitation program that launched in spring 2011 is completed; report will be forthcoming. Continuing to assist in the development of business recruitment-related plans and materials. Current active involvement with the new business recruitment and marketing strategy, set to roll out in June or July once the UCED website update is complete.	CEDD Economic Development
8	Updated June 8, 2012	Urban Renewal projects updates	IOOF: (\$200,000; \$120,000 net) Agency approved funding for the project; DEQ/OBDD have provided grant approval; URA closed on the property in April; contract awarded to AMEC for environmental consultation & oversight in February; AMEC on-site in early March; AMEC's phase one was complete in late March; URA will be contracting with IRS Environmental for the actual abatement work; abatement work should begin in early July; roof repair and other minor repair work to follow. Liberty Theatre: (\$75,000) project funding was approved by Agency in July 2011; Main Street is in possession of the property and Liberty Division will soon be established as a separate non-profit entity; first quarterly project report received in November; second received in February; third received in May; both storefronts have been leased out and an alley-entrance mini-theatre project is open, conditional use permit was approved in April. Big H: (\$1 million) Contract awarded to Mike Becker; work began on June 4 and is progressing according to plan; Plaza portion of project design process is on hold for now with Main Street Design Committee; Bob Mason portion of the project and Sterling "park" is moving forward. Wash. Ave. Sidewalk: (\$35,000) project is complete. The Marketplace: (\$65,000) project remains underway with continual revisions and additions; applicant to seek first project draw before end of fiscal year. Frontier streetscape: (\$15,000) four new trees were planted along the sidewalk; a signed agreement for the demolition work is in place with Frontier. UCEDC Marketing: (\$7,500) Agency approved funding; UCEDC staff & committee working on business recruitment plan to roll out in April Kohr's Development: (\$70,000) Three initial disbursements of \$56,000 have been made. Project is	CEDD Economic Development

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			nearing completion.	
9	Updated June 8, 2012	Urban Renewal “call for projects”	Approved for funding: Jefferson Clinic: (\$75,000) project is complete and all disbursements have been made. Fallow remodel: (\$17,000) project complete and came in under-budget due to some modifications made by the applicant Maridell remodel: (\$25,000) project has been pulled for funding; initial disbursement of around \$2,400 made Bud Jackson expansion: (\$20,000) additional funding request (\$15,315) approved by Agency; project is complete	CEDD Economic Development
10	Updated June 11, 2012	Monthly Main Street updates	Funding committee is meeting regularly to discuss a strategy for an improvement district; the committee is working towards planning a community meeting. La Grande Main Street will begin transitioning to its new office space at 118 Depot Street.	CEDD Economic Development
11	Updated June 11, 2012	Calendar <b>YTD</b> Planning Statistics (through March '12)	Land Use Applications: 17 Zoning Approvals: 17 New Business Permits: 20 Revenue (Land Use Fees): \$3,325 Revenue (Park SDC): \$2,100	CEDD Planning
12	Updated June 7, 2012	2012 Code Amendments (Previously discussed as the Goal 9 – Phase 2 Public Facility Plan Updates)	The adoption process for the 2012 Code Amendments has begun, which includes the updating of Public Facilities Plans and the Rezoning of the Goal 9 UGB Expansion Area between Gekeler Lane and the South I-84 Interchange.  The first public hearing will be held by the La Grande Planning Commission on June 12 <sup>th</sup> and is anticipated to go before the La Grande City Council for a public hearing and the first reading of the proposed Ordinance on July 11 <sup>th</sup> . Public notice for this item has been mailed to all property owners within the Urban Growth Boundary and all public hearing materials can be downloaded in Adobe PDF from the City website – Planning Division page. This project is anticipated to be complete in September 2012, with the co-adoption by the Union County Commissioners and acknowledgement by the Oregon Department of Land Conservation and Development (DLCD).	CEDD Planning
13	New Item June 20, 2012	IOOF Abatement Project	The notice of award has been sent to IRS. Anticipated start of the project in the second week in July depending on receipt of required permits.	City Manager
14	Completed June 20, 2012	Pavilion Ribbon Cutting	The formal opening ceremony and donor wall unveiling was held following the Soroptimist Breakfast.	City Manager
15	Completed June 20, 2012	Tourism Promotion Agreement	The current agreement between the City, County, and Chamber expires this June. The City Council approved the renewal of the agreement.	City Manager

Item	Date of Change in Status	Item	Comments	Department
16	No Change March 15, 2012	La Grande Business and Technology Park CC&R Revision	UCEDC Executive Director has the draft and will be scheduling a property committee meeting to finalize the recommendations which will then be presented to the full UCEDC Board and City Council for approval.	City Manager
17	No Change May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing a permit that would allow the EOU visitors permit to exempt those with temporary permit to park longer than two hours downtown in an effort to increase shopping opportunities. EOU is receptive; concept would be to encourage those who are here for campus visits to be able to also spend more time in our downtown. Ideally the local merchants would provide coupons or other incentives to make the program more viable. Next steps are to explore with Chamber and La Grande Main Street.	City Manager
18	No Change December 7, 2011	Personnel Policy Manual	We are shifting directions on updating the Personnel Policy Manual and intend to use a model PPM as a starting point and revise for our specific needs.	City Manager
19	Completed June 20, 2012	Pavilion Fundraising Effort	Fundraising is complete. Following final payments and receipt of reimbursements from granting sources, all funds remaining will be designated for future maintenance or improvements to the Riverside Park Pavilion.	City Manager
20	Updated June 20, 2012	Franchise Agreements—Potential Franchise Fee Increases	We are in the process of negotiating a new agreement with Avista.	City Manager
21	No Change March 26, 2012	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. Charter has the latest draft and has promised a response in the near future.	City Manager
22	Updated June 20, 2012	Parks and Recreation District Effort	This item will be reported under the City Manager Top Priorities.	City Manager
23	No Change December 7, 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. The grant funding for wetlands work is approved. Anderson and Perry has completed the field work and their report. Report has been submitted to the State.	City Manager
24	Updated June 20, 2012	UCEDC Marketing Video	Four segments of the video are complete and uploaded to the new UCEDC website. The new website has not launched as of June 20.	City Manager
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	City Manager

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			given our ownership of the building and we will monitor the situation.	
26	Updated June 12, 2012	Annual Work Sessions with Advisory Commissions	<p>The Council met during a Work Session on Monday, April 9, with City Manager Strope, Parks and Recreation Director Mark Touhey, other staffers, user groups, and members of the <i>Parks and Recreation</i> and <i>Community Landscape and Forestry</i> advisory commissions in connection with a proposed Parks and Recreation Special District. Interested parties were in the audience, as well.</p> <p>By the close of that Session, there was consensus to accept the City Manager's recommendation that a work group be formed to continue exploring the merits and/or disadvantages of forming a Parks and Recreation District, which is a lengthy process; the formal question of formation would appear on a Ballot in November of 2013, at the earliest, should the process move forward to that point. This topic is also on the Council's Work Session Agenda for Monday, April 16, when the Council meets with Mayor Dale DeLong and Councilors from the City of Island City.</p> <p>The first meeting of the Parks District working group has been scheduled on Wednesday, June 20, at 5:30 p.m., in Council Chambers.</p> <p>Following the Work Session referenced above with the City Council of the City of Island City, there was consensus to meet together again in six months (October).</p> <p>In the meantime, scheduling the remaining Advisory Commissions for Work Sessions with the Council during Calendar Year 2012, will continue, as time and Commission schedules permit.</p>	City Recorder
27	Updated April 13, 2012	Draft New Procurement Ordinance	Organization of the necessary information and framework to prepare a first draft of a new "Procurement Ordinance" has begun, in response to the City Manager's 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
28	Updated April 13, 2011	Develop Records Management Policies and Procedures/Rehab Records Center	<p>In order to accommodate additional permanent documents in our Records Center, we have included in our FY 2012 - 2013 budget request the purchase of two additional fire-proof file cabinets.</p> <p>Conversely, we have again postponed a formal request to purchase records management software program(s) that would allow us to maintain a more efficient and accurate records access system.</p>	City Recorder



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			<p>However, Angelika is currently scheduled to attend at no cost to the City an Oregon State Archives Division records management demonstration in Baker City, on Friday, May 4<sup>th</sup>. Should the May 9, packets be completed in a timely manner, I will attend, as well. We are hoping to be able to participate in the Division's program called <i>Oregon Records Management Solution</i>, at minimal cost to the City.</p> <p>We are also continuing to compile the necessary information to begin to move forward with a formal Public Records Request process, including on-line capabilities.</p>																											
29	Updated April 13, 2012	Council Elections	<p>In addition to those candidates formally filing for Council positions by the established deadline, Mr. Mike Brasure has declared his intent to run for Position Number One (1), Mayor, as a write-in candidate. He has submitted a request in writing to the Union County Clerk that any write-in votes he may receive be counted (write in votes typically are <i>not</i> counted, for a variety of reasons); and, by law, that request will be honored. As a bona fide candidate for the Council, Mr. Brasure will also receive Agendas for all Sessions between now and the General Election in November, as do candidates Hartman and Lackey.</p> <p>Position Number Four (4), shall remain vacant until the results of the November General Election are declared to be official by the Union County Clerk, pursuant to unanimous Motion of the Council during its Regular Session of February 15, 2012.</p>	City Recorder																										
30	Updated June 12, 2012	Advisory Commission Vacancies	<p>Existing Advisory Commission vacancies to date (the figure preceding the slash is the number of vacancies; the number following the slash is total Advisory Commission seats, per establishing Resolution):</p> <table><thead><tr><th><u>Advisory Commission</u></th><th><u>Vacancies</u></th></tr></thead><tbody><tr><td>Air Quality</td><td>6/7</td></tr><tr><td>Arts</td><td>1/7</td></tr><tr><td>Budget Committee</td><td>0/7</td></tr><tr><td>Community Landscape/Forestry</td><td>0/7</td></tr><tr><td>Landmarks</td><td>2/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety, and Street Maintenance</td><td>3/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>UCEDC Board</td><td>0/4</td></tr><tr><td>Union County Tourism*</td><td>1</td></tr><tr><td>Urban Renewal</td><td>1/7</td></tr></tbody></table> <p>*This is a category-specific vacancy that at this time reflects a need for one representative (owner/manager) of a retail establishment.</p>	<u>Advisory Commission</u>	<u>Vacancies</u>	Air Quality	6/7	Arts	1/7	Budget Committee	0/7	Community Landscape/Forestry	0/7	Landmarks	2/5	Library	0/5	Parking, Traffic Safety, and Street Maintenance	3/7	Parks and Recreation	0/7	Planning	0/5	UCEDC Board	0/4	Union County Tourism*	1	Urban Renewal	1/7	City Recorder
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Urban Renewal	1/7																													



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			We recently again advertised for the vacancies reflected above and will continue to do so from time to time, until all vacancies are filled or until other measures are formally employed to adjust membership numbers and/or criteria on selected Commissions.	
31	Completed, April 2012	Directors' Job Descriptions	Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors' job descriptions. Fire is waiting final approval from City Manager, Public Works and Police are still in progress. Public Works and Fire are now in draft. Fire and Police are finalized and Public Works is awaiting City Manager review.	Finance/ Personnel
32	New Item May 2012	Open Enrollment	Every year all employees must go through an open enrollment process for Medical/Health/Dental Insurance. The Finance Office will educate all departments this year on the process and any changes in availability of products. This year, there will be two open enrollment periods due to CIS going to a calendar year plan.	Finance
33	New Item May 2012	Paper Water Bills	Review and analyze the feasibility of going from a postcard water bill to a full 8 ½ x 11 paper bill	Finance
34	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
35	No Change March, 2012	Statistics	For the month of March 2012: Monthly Revenue (all funds) \$ 946,876 Monthly Revenue (general fund) \$ 275,210 Monthly expenses amount (all funds) \$ 1,482,525 Monthly expenses (general fund) \$ 726,353 # of Accounts Payable Checks issued: 237 # of Payroll Checks issued: 135 Monthly Payroll expenses: \$ 672,532 # of Water accounts billed: 5199 # of LID accounts billed: 0 # of NSF checks the City received: 6 Pieces of mail processed 7204	Finance
36	Updated June 7, 2012	Budget Process	Begin Budget process with Estimates for FY 11-12. Budget reviews with each department have been completed with estimates and requested reviewed and adjustments in proposed. The final budget document is being reviewed and preparation for assembly will begin soon with the Budget Document available on May 4, 2012. Budget has been presented to the Budget Committee and will be going before the Council on June 13,	Finance

Item	Date of Change in Status	Item	Comments	Department
			2012 for final adoption	
37	Completed February 2012	Annual Audit	The Auditors began their auditing process on November 1, 2011. I hope to have this completed by the end of the calendar year. The final draft had been received and is currently being reviewed.	Finance
37	No Change December 12, 2011	Risk Management Bonus Program	CIS is offering an opportunity to reduce costs for property/liability during the 2012-13 year by implementing "best practices" in areas that represent the most significant claims for CIS members. The program opportunities are being reviewed to determine if we can qualify in any of the six areas available.	Finance
38	New Item June 10, 2012	Ambulance Remount	The ambulance box was removed from the 1999 E350 Ford chassis and remounted on a 2012 Ford F450 4X4 chassis. The remount and reconditioning process was completed by Arrow Manufacturing, Inc. of Rock Rapids, Indiana. The ambulance was delivered to the FD on June 4 <sup>th</sup> . The FD staff is in the process of putting in mobile radios, cell phones and other equipment. DMV registration needs to be completed followed by Oregon DHS inspection and certification. The ambulance will likely be in service in late June.	Fire
39	Updated June 10, 2012	Response Statistics	<u>Response statistics for April &amp; May 2012</u> April-Total Calls: 214 April-Medical: 194 Fire/Other: 20 (3 fires, 5 fire alarms, 2 smoke check, 6 open burn complaints, 3 odor check, 1 electrical short) May-Total Calls: 220 May-Medical: 208 Fire/Other: 12 (3 fires, 4 open burn complaints, 1 Haz Mat Abatement, 3 fire alarms, 1 smoke check)	Fire
40	Updated June 10, 2012	Fire Code Inspections	New inspections for April. 0 Re-inspections for April. 0 New inspections for May. 1 Re-inspections for May. 0	Fire
41	Updated April 12, 2012	Juvenile Fire Setter	2 Intervention(s) conducted in March.	Fire
42	Updated June 10, 2012	Child Safety Seat Installations and Bicycle Helmets	April: (5) families instructed in proper car seat with (1) being provided with reduced priced child safety seats. April: (0) family(s) assisted with proper bicycle helmet use and supplied with (0) helmet(s). May: (6) families instructed in proper car seat with (1) being provided with reduced priced child safety seats. May: (0) family(s) assisted with proper bicycle helmet use and supplied with (0) helmet(s).	Fire
43	Updated	Traffic School	April: (7) students attended traffic school.	Fire

Item	Date of Change in Status	Item	Comments	Department
	June 10, 2012		Fees collected: \$350 May: (11) students attended traffic school. Fees collected: \$550	
44	Updated June 10, 2011	Training/Conf.	<u>April &amp; May Training/Conferences</u> Fire Chief attended the County Fire Defense Board Chief's meeting held in Salem at the State Fire Marshal's office in May. This annual meeting is for reviewing and discussing issues related to the State Fire/All Hazards mobilization plan. Updates/changes to the plan were discussed and up coming fire season projections were shared.	Fire
45	Updated June 10, 2011	Fire Safety House Trailer	The fire safety trailer was used throughout Union County in April as part of the UC Fire Prevention Coop fire safety school program presented in all public and private grade schools in the county.	Fire
46	No Change Oct. 12, 2011	EO Fire Museum	The old fire station is currently empty of tenants and the building has been winterized. The EO Fire Museum board is having conversations with a couple of potential tenants and hopes to have someone in the building shortly after the first of the year. A rain roof is being constructed over a lower level roof on the alley side of the building. The rain roof is being constructed to fix a small nagging leak that would have required the removal of large HVAC units and roof mounted duct work to patch, the cost of which is beyond the EO Fire Museum's ability to pay.	Fire
47	No Change Dec.12, 2011	Development of Training Burn Structure	Three 8'X 40' intermodal storage containers have been setup on property owned by the City near the UC Fairgrounds. The containers will be used for structure fire training of our firefighters. The interior of the containers will be fitted with movable walls to simulate building rooms and hallways. Small fires will be set in one end of one of the containers which will create heat and generate smoke on the inside of the burn structure. Firefighters will be able to practice search and rescue skills, and fire attack techniques in a structure designed for that type of training. With the development of this burn structure, we will be able to provide realistic "live" fire training in a safe controllable environment. Money raised from the annual firefighter's pancake breakfast was used to purchase the containers and develop the site. LG PWs helped level the area.	Fire
48	No Change Dec. 12, 2011	Development of Fire Training Facility	The 3 story training tower being constructed behind the fire station is getting closer to being completed. An interior stairway to the 3 <sup>rd</sup> floor has been installed along with the decking for the 3 <sup>rd</sup> floor. Exterior walls are being built and will soon be erected. Once they are in place, roof trusses will be lifted into place and the roof will be decked and covered with metal roofing. When the weather warms up next spring, the	Fire

Item	Date of Change in Status	Item	Comments	Department
			exterior of the tower will be finished and painted to match the fire station. The building is being built primarily with donated materials, donated labor and some FD funds.	
49	No Change Oct. 12, 2011	Weed/Tall Grass Complaints	As many as 3 property owners have failed to reimburse the City for weed abatement costs incurred when the City was forced to hire contractors to cut the weeds on their properties. The council will be asked to support placing liens on the properties during forthcoming City Council meetings.	Fire
50	Updated April 12, 2011	Open Burning	Spring open burning period began April 1 <sup>st</sup> and will continue through the end of May. Those wishing to burn dried yard debris such as tree branches, brush, plant stalks and clean scrap lumber may do so after purchasing a \$5.00 burn permit from the FD. Permit holders must call the air quality phone number (541-963-4040) for open burning information before lighting their fire. Piles of grass and leaves as well as standing vegetation may <b>not</b> be burned. Permit holders are counseled to abide by the open burning rules adopted by City ordinance when they pickup their permits. Citations may be issued to those in flagrant violation of the same.	Fire
51	Updated June 12, 2012	Literacy Center	<p>Printing costs for tutoring and home study packets covered by our community partner the La Grande Neighborhood Club. These packets are crucial for parental and student home study during the week as we see most children only once a week in summer. Eight week summer tutoring (one-on-one sessions) followed by use of the Center will be June and July with exception of 4th of July week.</p> <p>Summer hours moved to 11:15-3:15 Tuesday, Wednesday, and Thursday. We have two volunteers to open Center Saturdays for several hours.</p> <p>Adult learner who began in April as non reader now reading at second and third grade level. Comes all three days and takes materials home.</p> <p>We wish to again express our gratitude for the support of the City Council and Library Staff. You are not able to see these little moments of anguish, relief, dawning understanding or just plain fun in learning that goes on in or because of this Literacy Center. Nearly every week someone “discovers” the room and expresses amazement at such an offering as well as gratitude to us. We pass that along to you.</p> <p>Home study packets were also made up for parents of preschool and kindergarten age children.</p> <p>We do not tutor these youngest age groups during summer sessions; we do work with them during the regular school year. There are more than enough older children who need summer tutoring to fill our days. Most parents are eager to work with their little</p>	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>ones. Having guides and activities has been well-received by those who have not been sure of what to do to help children prepare for kindergarten. Many bringing children to story hour have already begun using our hand-out materials.</p> <p>Summer program tutoring concentrates on those who have at least completed first grade. Many are readers who still need to gain some skills and progress toward grade level. Some have reached grade level, but will lose ground in months of non-use.</p> <p>Summer concentration is on basic reading, math and spelling. Our sessions will run 11 - 3 Tuesdays, Wednesdays and Thursdays, June 5th through July 31st.</p> <p>We have three older students who will be coming to work with younger children on basic skills. One of these is an excellent home-schooled student who often visits the center to use our materials or just read her chapter books. She requested a spelling packet for herself for home use. The other two have completed fourth or fifth grade but could use reinforcement to keep progressing. Having them work with younger students is a win-win.</p> <p>Our most interesting and amazing student this spring has been a 45 year old woman who had severe eye problems as a youngster, then trauma-caused blindness for 5 years. In late April her vision returned. She has glasses which enable her to see print and her daughter's teacher referred her to the Center.</p> <p>We began with teaching her to recognize and write the alphabet. She is so self motivated and her husband /family so devoted in helping her at home that she is making excellent progress. She has been coming in all three days we are open each week.</p> <p>With a background of her early years' language exposure and now her increasing recall, she is able to read at second grade level and to spell and write some. We are all thrilled.</p>	
52	Updated June 12, 2012	Page Turners Book Club	Book Club discussed <i>A Quiet Eye: A Way of Looking at Pictures</i> by Sylvia Shaw Judson and <i>Hotel Angeline</i> by Jennie Shortridge. Meetings are held the second Thursday of the month at 6:00 at the library.	Library
53	Updated June 12, 2012	Friends of the Library	Friends are no longer active.	Library
54	Updated April 13, 2012	Archives	Archives added another volunteer bringing the count to four.	Library
55	Updated June 12, 2012	Statistics	Current	Library
			11,862	11,993
			30,261	26,246
			12,700	12,664
			Not avail	356

Item	Date of Change in Status	Item	Comments			Department	
			504	476	Library2 Go titles checked out		
			0	0	Tutor.com use		
			31	31	Events in community room		
			60	26	Homebound deliveries		
			0	10	Adult program attendance		
			762	428	Children's program attendance		
			55	67	Volunteer hours		
			595	600	Total Sage ILL		
56	Updated April 13, 2012	Children's/Young Adults	Library staff will host a workshop sponsored by the Oregon Homeschool Education Network on April 23 <sup>rd</sup> from 6:00-7:30 pm. It is free and open to the public.			Library	
57	Updated June 12, 2012	Programs	Lonnie Shurtleff led a Cowboy Poetry workshop for National Cowboy Poetry Month on April 19.			Library	
58	Updated June 12, 2012	Department Activities	Terri attended the Oregon Library Association conference in Bend.			Library	
59	Updated June 12, 2012	Arts Commission	The Arts Commission presented a \$500 scholarship to Amity Jackman, a graduating senior at La Grande High School who plans to attend Southern Virginia University this fall and major in Theatre and minor in Visual Arts.			Parks - Admin	
60	Updated June 12, 2012	Greenway – Pedestrian Bridge	Pre-construction meetings have been held with primary contractor and all agents included in this phase of the project. The Parks Staff is doing major reconfiguration of the irrigation system at Riverside Park to accommodate the bridge.			Parks - Admin	
61	Updated. June 12, 2012	Training	No department training this period.			Parks - Admin	
62	Updated June 12, 2012	Park Events	<p><b><u>BABE RUTH DISTRICT TOURNAMENT</u></b> La Grande will host the Babe Ruth District Tournament July 5 - 8.</p> <p><b><u>BABE RUTH STATE TOURNAMENT</u></b> – La Grande will host the Babe Ruth State Tournament July 12 – 15, with eight teams from across the State participating.</p> <p><b><u>XTERA OFF ROAD TRIATHLON</u></b> – Scheduled July 21, at Morgan Lake, this event will replace the Solstice Triathlon normally held in June. It is being reorganized and will have a new course layout and other changes.</p> <p>There will be a Youth Duathlon (running and biking) held at 1:00 pm in conjunction with this event. There will be an 'Easy,' 'Medium,' and 'Hard' Course to accommodate all children's abilities.</p> <p><b><u>17<sup>th</sup> ANNUAL COED MOONLIGHT TOURNAMENT</u></b> – Sponsored by the Optimist Club, there will be approximately 36 teams from Oregon,</p>			Parks-Admin	



Item	Date of Change in Status	Item	Comments	Department															
			<p>Washington, Idaho and beyond participating August 3, 4 &amp; 5.</p> <p><b><u>33<sup>rd</sup> ANNUAL MEN'S MOONLIGHT TOURNAMENT</u></b> – Sponsored by the Optimist Club, there will be approximately 36 teams from Oregon, Washington, Idaho and beyond participating August 10, 11 &amp; 12.</p> <p><b><u>HELLS CANYON RELAY</u></b> – The 1st Annual Hells Canyon Relay sponsored by the Smith Rock Race Group will be held September 21 &amp; 22, 2012. Patterned after the Hood to Coast Run, the course will start at the Oregon Trail Interpretive Center outside Baker City, travel through Richland, Halfway, Joseph, Enterprise, Wallowa and Elgin, ending at Pioneer Park in La Grande, where there will be festivities for the participants. Preparations are being made for up to 100 teams of 7 to 12 walkers or runners plus their support personnel. They have rented the pool for September 22<sup>nd</sup> and Staff is working with them to further determine their needs.</p>																
63	Updated April 15, 2011	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. The bid received on the dehumidification system was \$246,000. Avista would pay \$53,680 and we could get a business tax credit of \$63,620. The savings are estimated to be approximately \$17,000 a year for gas. Staff is checking to see if there would be additional savings from electrical.	Parks – Aquatics															
64	Completed June 12, 2012	Lawn Mower Replacement	The Parks Department has purchased a trim mower which is the final replacement item for the equipment lost in the fire at Riverside Pavilion.	Parks - Admin															
65	Updated June 12, 2012	Pool Statistics March	<table><tr><td></td><td><b>FY 10-11</b></td><td><b>FY 11-12</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>8,577</td><td>7,513</td></tr><tr><td><b>REVENUE</b></td><td>\$16,634</td><td>\$16,206</td></tr><tr><td><b>FY TO DATE</b></td><td>\$90,275.</td><td>\$110,114</td></tr><tr><td><b># OF RENTALS</b></td><td></td><td></td></tr></table>		<b>FY 10-11</b>	<b>FY 11-12</b>	<b>ATTENDANCE</b>	8,577	7,513	<b>REVENUE</b>	\$16,634	\$16,206	<b>FY TO DATE</b>	\$90,275.	\$110,114	<b># OF RENTALS</b>			Parks - Aquatics
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66	Updated June 12, 2012	Pool Update	<p>A total of 215 third graders from Central, Island City and Greenwood schools and the homeschooled families all completed swim lessons during this period.</p> <p>The water heater was replaced in the locker room showers because of a crack that was causing it to leak and two pool filters received replacement parts and sand was added.</p> <p>The 3<sup>rd</sup> Annual Triathlon will be held on August 18<sup>th</sup>. Anyone interested in volunteering to help or needing more information can contact Teresa Roberts at 541 962-1367 or e-mail <a href="mailto:troberts@cityoflagrande.org">troberts@cityoflagrande.org</a>.</p>	Parks - Aquatics															
67	Updated June 12, 2012	Parks Maintenance	Two full-time and one half-time additional seasonal maintenance employees have been hired and the crew	Parks Maintenance															



Item	Date of Change in Status	Item	Comments	Department																																										
			is busy with ongoing maintenance projects, i.e. mowing, spraying, irrigation, garbage removal, etc.																																											
68	Updated June 12, 2012	Adult Recreation Program	<p>The Coed Basketball League has season ended and the softball league started with 12 coed teams this year.</p> <p>Staff has setup a Facebook Account to keep everyone informed regarding our programs, so friend the La Grande Parks and Recreation for more information as it is posted.</p>	Parks - Recreation																																										
69	Updated June 12, 2012	Children’s Recreation Program	The Summer Program Booklets are available, either on the City website or in the Parks Office. We have already had a lot of enrollments and some of the classes are starting to fill up.	Parks - Recreation																																										
70	Updated June 12, 2012	Community Outreach June	<ul style="list-style-type: none"><li>The “<i>Sponsor A Tree Program</i>,” which provides a mechanism for groups and individuals to donate money to a tree fund for purchasing a street tree for those who can’t afford to purchase a tree themselves, received two donations the first month.</li></ul> <p>Thirty-one trees were planted in the public right-of-ways during the spring tree planting.</p>	Parks - Urban Forestry																																										
71	Updated June 12, 2012	April - May Statistics	<table><tr><th colspan="3">Year to Date April - May</th></tr><tr><td>ROW Trees Planted</td><td>31</td><td>34</td></tr><tr><td>Park Trees Planted</td><td>3</td><td>3</td></tr><tr><td>Street Trees Removed</td><td>8</td><td>21</td></tr><tr><td>Park Trees Removed</td><td>1</td><td>21</td></tr><tr><td>Street Trees Pruned</td><td>2</td><td>5</td></tr><tr><td>Park Trees Pruned</td><td>21</td><td>21</td></tr><tr><td>Community Responses</td><td>100</td><td>152</td></tr><tr><td>Nuisance Responses</td><td>3</td><td>10</td></tr><tr><td>Field/Tree Evaluations</td><td>54</td><td>92</td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>5</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>7</td></tr><tr><td>Site Plan Reviews</td><td>3</td><td>5</td></tr><tr><td>Cmty Volunteer Hours</td><td>66</td><td>121</td></tr></table>	Year to Date April - May			ROW Trees Planted	31	34	Park Trees Planted	3	3	Street Trees Removed	8	21	Park Trees Removed	1	21	Street Trees Pruned	2	5	Park Trees Pruned	21	21	Community Responses	100	152	Nuisance Responses	3	10	Field/Tree Evaluations	54	92	Ordinance Enforcement	1	5	Tree Service Permits	0	7	Site Plan Reviews	3	5	Cmty Volunteer Hours	66	121	Parks - Urban Forestry
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72	Updated June 12, 2012	Crime Statistics : February 2012	<table><tr><th>Type of Crime</th><th>February</th></tr><tr><td>Crimes against persons <i>(assaults, robbery, sex crimes)</i></td><td>6</td></tr><tr><td>Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i></td><td>33</td></tr><tr><td>Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i></td><td>19</td></tr><tr><td>Traffic Crimes <i>(DWS, Hit &amp; Run, eluding, reckless driving)</i></td><td>1</td></tr></table>	Type of Crime	February	Crimes against persons <i>(assaults, robbery, sex crimes)</i>	6	Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i>	33	Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i>	19	Traffic Crimes <i>(DWS, Hit &amp; Run, eluding, reckless driving)</i>	1	Police																																
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73	Updated June 12, 2012	Operations Division Statistics For April and May, 2012	<table><tr><td></td><td>April</td><td>May</td><td>Police</td></tr><tr><td>Case Reports Turned In</td><td>168</td><td>186</td><td></td></tr><tr><td>Total Traffic</td><td>221</td><td>171</td><td></td></tr><tr><td>Arrests</td><td>43</td><td>71</td><td></td></tr><tr><td>Calls for Service</td><td>1582</td><td>1765</td><td></td></tr></table>		April	May	Police	Case Reports Turned In	168	186		Total Traffic	221	171		Arrests	43	71		Calls for Service	1582	1765																								
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Item	Date of Change in Status	Item	Comments	Department
74	Updated June 11, 2012	Communications Division Statistics	These statistics reflect the total calls for a multitude of agencies within Union County.	Police
			Traffic/Air	
			All Calls	
			Legitimate 911 calls for service	
			Case Reports LGPD/UCSO	
75	Updated June 11, 2012	Training	<p><b>OPERATIONS APRIL AND MAY TRAINING:</b>  Chief Harvey and Lt. Reddington attended the Oregon Assoc. Chiefs of Police Conference in Bend. One Detective attended the NW Gang Investigations Conference in Spokane.  The LGPD hosted an EVOC refresher course at the La Grande Airport.  Two Officers attended the 3 day Pacific NW Tactical Officers conference held in Vancouver.  Two Officers attended a one day Crime Scene Photography and evidence collection training held in Pendleton.  Chief, Lt. and Sgt. Shaul attended an 8 hour supervisory training sponsored by CIS.</p> <p><b>COMMUNICATIONS APRIL AND MAY TRAINING</b>  Two Dispatchers attended 40 hours of training provided by DPSST to become dispatch trainers.  Two recently promoted Comm. Specs attended 40 hours of Supervisor training at the DPSST academy in Salem.  One Dispatcher/Evidence Tech. attended a one day Crime Scene Photography and evidence collection training held in Pendleton.  Four dispatchers attended a one day Fire Communications training held in Baker City.  One Dispatcher attended a Communications training officer refresher course in Pendleton.</p>	Police/Comm
76	Updated June 11, 2012	Union/Wallowa County Drug Task Force Activity Summary		Police
			New Activities	
			YTD Activities	
			Arrests	
			YTD Arrests	
77	Updated June 12, 2012	Communications Strategic Plan	An engineering study was just completed and we are moving forward with infrastructure development per the engineer's recommendations. Work should begin very soon on a preliminary two phase project which will implement a repeated radio channel with two fixed site receivers.	Police
78	Updated	Department	There has been an increase in residential and	Police/Comm

Item	Date of Change in Status	Item	Comments	Department
	June 12, 2012	Activities	<p>commercial burglaries. Investigators continue to work numerous child physical and sexual abuse cases, an adult rape case and a significant embezzlement case. A suspect was arrested in the embezzlement case and charged with Aggravated Theft 1.</p> <p>Patrol responded to a significant residential burglary where a large amount of property was taken. During the subsequent investigation patrol identified two suspects who had traveled to Washington state. One of the suspects shot someone in Washington and was arrested. The other suspect was located and arrested while in possession of some of the stolen property. Both suspects reside in La Grande. In another incident Patrol conducted a routine traffic stop which led to the recovery of several stolen gun parts.</p> <p>UCSO Deputies and LGPD officers investigated an Attempted Kidnapping plot where the suspect was conspiring to kidnap his estranged wife and potentially kill her. The suspect was arrested on charges of Attempted Kidnapping II and Stalking. In another incident patrol arrested a suspect who menaced another person with a knife during a dispute.</p>	.
79	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
80	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
81	Updated June 11, 2012	Second Street from Penn Avenue to Spring Avenue	The Public Works Department has relocated the water main line in preparation for the street project. Services are being connected to the new water mainline. The retention wall has been constructed and the embankment is stabilized. Fencing along the top of the wall is complete. The Contractor has been placing base rock and leveling course. The concrete work of placing curbs and sidewalks should start June 11. Estimated total loss \$850,000	Public Works
82	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
83	Updated June 11, 2012	Bike/Ped Grant	The City received notice that we were successful in accessing \$360,000 of State funding to redo the alley approaches throughout the downtown area. The State has completed the intergovernmental agreement and plans are being developed so we may proceed with the project. The contractor for the Big 'H'	Public Works

Item	Date of Change in Status	Item	Comments	Department
			project will be constructing 8 of these driveways as part of that project.	
84	Updated June 11, 2012	Water, Sewer and Stormwater Master Plans	Staff is currently working with the consultant to update 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 evaluating the area west of 12 <sup>th</sup> Street for the first time. This will take a lengthy period of time.	Public Works
85	Updated June 11, 2012	Fourth St. and 'N' Avenue Intersection	This intersection is being evaluated for the purpose of increasing safety and a better design. Trees have been removed to increase visibility. ODOT Traffic Engineers are collecting traffic counts and evaluating existing design to determine if there is a better way to move traffic through this intersection. The review is close to completion.	Public Works
86	Updated June 11, 2012	Washington Ave., to 20 <sup>th</sup> St. Storm Sewer	Staff is working with the property owners to obtain easements to install a 48-inch storm pipe to remove storm water from the Gekeler Slough. Updated estimated cost is \$500,000.	Public Works
87	No Change March 18, 2012	Beaver Creek Fish Passage	Plans are being developed for the design of the fish passage over the dam. Once it is complete, staff will look for funding. Estimated cost \$1,500,000	Public Works
88	No Change March 18, 2012	2012/13 Cured-In Place Pipe Project	Staff is cleaning the sewer lines and evaluating the pipes for the upcoming Cured-In Place Pipe contract. Estimated Cost \$250,000	Public Works
89	New Item June 11, 2012	2012 Street User Fee Projects	Staff members are preparing the summer overlay projects by cleaning the selected streets and removing all vegetation.	Public Works
90	New Item June 11, 2012	2012 Storm Channel Maintenance	Staff has been cleaning storm channels by removing debris and vegetation. This work is being done by the summer and Riverbend crews.	Public Works
91	New Item June 11, 2012	2012 Street Surface Maintenance	City crews have been patching streets to repair the damage done by winter weather. Crews have placed 10 tons of crack filler and 370 tons of asphalt to date. This will be a continuing project throughout the summer.	Public Works