



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

**Staff Report**  
**March 2010**  
**City Manager's Priorities for 2010**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated March 12, 2010	Develop Strategy to address General Fund resource shortfall	The General Fund is projected to be over \$500,000 short in continuing money for the foreseeable future. Based on the feedback from the City Council at the February work session we are moving forward to propose formal action to increase the franchise fees to 7% for water and sewer. We will also present a budget that includes a reduction in Urban Renewal tax levy amount to generate additional revenue to the General Fund and to include partial funding of Parks using TRT funds. These revisions will result in approximately \$270,000 of benefit to the General Fund. Discussion with the bargaining groups continue to address additional options.	City Manager
2	No Change January 5, 2010	Develop Objectives in support of City of La Grande Vision and Goals	The City Council adopted a vision and set of goals for the City of La Grande in September, 2009. The staff will develop a set of specific objectives designed to achieve the goals.	City Manager
3	Updated February 8, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the forthcoming City of La Grande Economic Development Plan.	Community and Economic Development
4	Updated March 15, 2010	Formulate and Implement an Economic Development Strategy for La Grande	Plan development is about 85% complete. Joint work session scheduled with Council and Ad Hoc Committee for April 12.	Community and Economic Development
5	No Change December 16, 2009	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Design committee is developing a streetscape plan; Economic Restructuring committee is working on downtown surveys; Organization committee is coordinating efforts with the new Main Street Board; Promotion is assuming downtown events responsibilities previously managed by LGDDA.	Community and Economic Development
6	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance

March 2010

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
7	No Change May 11, 2009	Develop an ambulance/fire apparatus replacement strategy	<p>Due to the constant and increasing use of our ambulances, a plan should be in place to replace or refurbish one every four to five years. Cost: \$130,000. Our fire apparatus will not need to be replaced as frequently but their cost, \$250,000 to \$800,000, requires long term planning. FEMA has a fire apparatus replacement grant program that funded our newest fire truck (2005) and we will be applying for funding to replace our aging aerial this grant cycle.</p> <p>A strategy to fund the purchase of ambulances and fire apparatus will likely have to include continuing to apply for grants that fund large apparatus purchases, consideration of vehicle lease/purchase programs and possibly asking the voters to support a levy to purchase this equipment.</p>	Fire
8	No Change January 6, 2010	Explore the Feasibility of Creating a Railroad Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee has sent a letter to Council addressing the need for continuing to work on this program and is dependent on funding availability.	Public Works

## 2010 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
March 29	Work Session	Building Permit Fees
Monday, April 5	Work Session	Urban Renewal Advisory Commission/Proposed "Downtown Revitalization Incentive Program"
Wednesday, April 7	Regular Session	
Monday, April 12	Work Session	Proposed Economic Development Plan
Monday, April 19	Work Session	Commission/Downtown Maintenance
Monday, May 3	Work Session	Commission
Wednesday, May 5	Regular Session	
<u>Monday, May 10 –Wednesday, May 12--BUDGET HEARINGS</u>		
Monday, May 24	Work Session	Commission
Monday, June 7	Work Session	Commission
Wednesday, June 9	Regular Session	<b>ADOPT BUDGET</b>
Monday, July 12	Work Session	Commission
Wednesday, July 14	Regular Session	
Monday, August 2	Work Session	
Wednesday, August 4	Regular Session	
Monday, September 13	Work Session	Commission
Wednesday, September 15	Regular Session	
Monday, October 18	Work Session	
Wednesday, October 20	Regular Session	
Monday, November 15	Work Session	
Wednesday, November 17	Regular Session	
Wednesday, December 1	Regular Session	
Wednesday, January 19, 2011	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 8, 2010	Elimination of expired permits	Sandy has been sending out letters to contractors and home owners to try and get this process caught back up. David and Sandy will be working together on simplifying this process.	CEDD Building
2	Updated March 5, 2010	Quick Permits	Sandy has been in contact with BCD to try and get this process up and running in the very near future.	CEDD Building
3	Updated March 5, 2010	New Permit Software	BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.	CEDD Building
4	Updated March 5, 2010	Monthly activity (February 2010)	<u>Permit Type/#:</u> <u>Fees \$:</u> <u>Valuation \$:</u> Building, 15      19028.00      1,561,499.00 Demolition, 1      120.00 Electrical, 49      6762.00 Mechanical, 30      2238.00 MFG Homes, 1      350.00 Plumbing, 15      1885.00 Farm Exempt, 0      0 Signs, 1      136.29 <u>Totals:      111      30,383.00</u> <u>Total inspections performed = 197</u>	CEDD Building
5	New Item March 5, 2010	Fee Update	David Kloss has been working on completing the uniform fee methodology required by BCD. David has a meeting with the council and the county for adoption.	CEDD Building
6	Updated March 4, 2010	Implement façade grant program	Three projects are now complete and three others are underway. Several additional projects are slated to appear before the Landmarks Commission soon.	CEDD Economic Development
7	Updated March 4, 2010	Monthly Main Street program updates	Finalizing details with flower basket project; drafting RFP for design consultant; attempting to resolve tenant issues with Liberty Theatre project; reviewing engineering analysis on Liberty Theatre.	CEDD Economic Development
8	New Item March 4, 2010	Assess feasibility of forming a multi-county economic development marketing cooperative	Held first meeting with regional professionals in Enterprise Feb. 24; compiling a list of regional economic development practitioners to invite to a meeting to discuss concept, ideally at EOU, as early as April.	CEDD Economic Development
9	New Item March 4, 2010	Assisting UCEDC with economic development plan implementation	Hoping to assist UCEDC with the details of implementing certain phases of the 2009 economic development plan. Provided comments on the business recruitment strategy. First meeting on March 11 with the Board.	CEDD Economic Development
10	New Item March 4, 2010	Explore feasibility of forming a "young professionals" network	Partnering with the Chamber and EOU, looking to kick off an exciting new workforce development initiative targeted to attracting, engaging and retaining young professional talent in the community. Gathering names and planning an initial brainstorming session to explore the concept with a local target group in April.	CEDD Economic Development
11	Updated March 5, 2010	Calendar <b>YTD</b> Planning Statistics (through Feb. '10)	Land Use Applications:      3 Zoning Approvals:      3 New Business Permits:      7	CEDD Planning

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			Revenue (Land Use Fees): \$250 Revenue (Park SDC): \$0	
12	Updated March 8, 2010	Goal 9 – Phase 2 Public Facility Plan Updates	The Planning Division has prepared and will be submitting an application to the Oregon Department of Transportation to update the transportation elements, and is continuing to explore other funding options for updating the water, sewer and storm water public facility plans. Once these Plans are updated, the Goal 9 UGB expansion area can be rezoned to industrial, as appropriate.	CEDD Planning
13	No Change February 8, 2010	Historic District / Main Street Grant	The Planning Division has submitted a Preserving Oregon Grant application for \$17,000. If awarded, this grant will assist in funding the second round of façade improvements in the Downtown Historic District. If awarded, funding should be available by April 2010.	CEDD Planning
14	Updated March 12, 2010	Review of Urban Renewal Revenue Options	Based on the research conducted and the City Council's guidance we are moving forward to propose reducing the amount assessed by the Urban Renewal Agency to provide additional funding for the General Fund.	City Manager
15	No Change February 16, 2010	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. Re-certification requires updating information about the wetlands and UCEDC is in the process of pursuing funding to assist in the project.	City Manager
16	No Change August 17, 2009	Construction Timeline Extension for Business Park Lot	One of the buyers has requested and received an approval for additional time to complete their project. The second buyer has yet to submit a letter and once received we can formally approve the extension.	City Manager
17	No Change January 8, 2010	Coffee with the City Manager	Completed draft of invitation, hope to actually begin in February. Program to meet with two or three business owners and/or residents once or twice a month to visit about City issues. This will be on an open invitation basis.	City Manager
18	No Change June 5, 2009	UCT Goals for 2009	Met with representatives of UCT regarding Goals 4 and 5 and are planning additional discussions	City Manager
19	No Change December 8, 2008	Veterans Awareness	The City has been asked to assist in a Veterans Awareness program by two local veterans. The concept is still in the preliminary stages and would be done in conjunction with Veterans Day next year.	City Manager
20	No Change September 14, 2009	Memorandums of Understanding for partner organizations	Blue Mountain Conference Center has reached an agreement with the Union County Chamber of Commerce for services related to the operation of conference center. The agreement is for a six month period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.	City Manager
21	No Change May 18, 2009	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers should be revised, as should the document relating to the purpose of the Volunteers	City Manager

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			to clarify their purpose. On a related note, the County Assessor has determined that barring the formation of a not-for-profit corporation to operate the Museum the property will be subject to taxation. An alternative would be to have the City take over operation, budgeting, and decision making which is contrary to the Council's intent when the property was leased. The EO Museum Board is in the process of forming as a non-profit corporation. Completion of the process is hoped to be prior to September 1, 2009.	
22	No Change February 12, 2010	Citizen Survey	Interviews with City Directors underway. Development of survey to follow.	City Manager
23	Updated March 17, 2010	Commission Annual Work Sessions	Per Council direction, we are continuing to schedule Advisory commissions as "openers" during upcoming Work Sessions. Council is scheduled to meet next with the Urban Renewal Advisory Commission, followed by a discussion of that Commission's recommendation in connection with a "Downtown Revitalization Incentive Program" policy.	City Recorder
24	No Change December 21, 2009	Personnel Policy Manual	Reviewing City's Personnel Policy Manual as time permits; obtaining sample policy language from other sources to either update existing or create new policies, as needed	City Recorder
25	No Change September 14, 2009	Draft New Procurement Ordinance	The City Manager has directed the development of a new Ordinance that will streamline and clarify the existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies and regulations.	City Recorder
26	Updated March 17, 2010	Redevelop/Update Website	The City Council accepted the City Manager's recommendation during the Regular Session of March 10, to enter into an Agreement with Eastern Oregon Net, Inc. (EONI), regarding the redevelopment/update of the City's Web Site. Angelika has begun working with Jeff Crews and Lawrence Hathaway regarding features and design, based upon input from the Council, the City Manager, and members of the City's "Computer Users Group."	City Recorder
27	Updated March 17, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	During the first round of Fiscal Year 2010-2011 Budget prep, we plan to again seek permission from the City Manager to forward a funding request to the Budget Committee and City Council for funds to support the purchase of Records Management Software that will facilitate records retention processes. In an effort to proceed with the much-needed rehab of the existing Records Center, we recently purchased two Fire King file cabinets for the purpose of storing important documents related to the City's history, as well as personnel and other	City Recorder

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			records requiring permanent retention and protection from the elements and “acts of God.” These cabinets will also reduce the number of files that have simply been stacked on shelves in the Records Center, without regard to appropriate identification and/or storage.	
28	Updated/Partially Completed March 17, 2010	Develop Public Records Request Policies and Forms	We will prepare and present a draft package of documents to the City Manager prior to requesting formal approval from the Council; hopefully, in concert with the proposed administrative fees the Council agreed to consider during the Work Session of September 14, 2009; inasmuch as those fees will include the related component of document handling (research, copies, DVD reproduction, etc.). We are currently developing a Resolution known by its working title as the “Admin Fees Reso,” in which we plan to incorporate the above-referenced document handling fees, as well as a variety of other “housekeeping fees,” such as returned check(s) fees. Staff continues to review various fees for inclusion in this proposed Resolution. <b>In the meantime, the Council considered and passed during its Regular Session of March 10, the Resolution recommended by Staff that increased for the first time in over twenty years and/or implemented application/processing fees associated with the acquisition of licenses to sell and/or dispense alcoholic beverages in the City of La Grande.</b>	City Recorder
29	No Change May 18, 2009	Complete requirements for becoming a Registered Parliamentarian	This is a goal that was established some years ago but was “back burned” after the departure of former City Manager Hare. The three hundred study questions have been downloaded in anticipation of eking out some study time for the one-hundred question test.	City Recorder
30	No Change February 16, 2010	Commission Vacancies	We have made excellent progress in connection with filling most of the vacancies on the Council’s Advisory commissions as of the Regular Session of January 20 <sup>th</sup> . Appropriate Commission support staff have been asked by the City Manager to make recommendations for merging and/or resolving in some other way the lack of volunteerism for certain commissions (Air Quality; Parking, Traffic, Safety and Street Maintenance, for example).	City Recorder
31	<b>Completed March 9 and 10, 2010</b>	<b>2010 Elections Season</b>	<b>Sandy Lund has certified all seven City of La Grande candidates for the November 2, General Election Ballot. Inasmuch as two or fewer candidates filed for any one Mayor and Councilor position during the recent Primary Election filing season, a City Primary Election will not be included on the May 18, Primary Ballots.</b>	<b>City Recorder</b>



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			Inasmuch as Mr. Jerry Sebestyen was the sole, non incumbent candidate for Position Number 7, the Council concurred by Motion during its Regular Session of March 10, to appoint Mr. Sebestyen to Position Number 3, recently vacated by former Councilor Balsiger. The Oath of Office will be administered to Jerry during the Regular Session of April 7; he will serve as a Council appointee in this Position until December 31, 2010.	
32	Completed February 2010	Payroll Consistency Issues	During negotiations with the La Grande Police Association the City agreed to review payroll inconsistency issues raised by the Association within six months. A proposal has been made to the Union and they are in agreement with the proposal. We still need to formalize the solution and have the Association and City Manager sign a memo to that effect.	Finance
33	No Change November 12, 2009	Directors Job Descriptions	Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors' job descriptions.	Finance/ Personnel
34	No Change November 12, 2009	Community Service Policy	A final draft of the recommend policy will be completed shortly and presented to the City Manager Form a committee and come up with a Community Service Leave Policy. The committee has met once and will be meeting again to refine the policy to present.	Finance/ Personnel
35	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.	Finance/ Personnel
36	No Change February 08, 2010	Chart of accounts	Update and bring current the Chart of Accounts for Expenditures and ADDING a Chart of Accounts for Revenues	Finance
37	No Change February 08, 2010	Fixed Assets Files	Completely redo the fixed asset inventory files to better accommodate the format used with the program used. This will be easier for departments to physically inventory items each year and will provide for a better accounting of items and eliminate extra time each year used in identifying items and the GL lines the purchases were made from.	Finance



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38	Completed February 26, 2010	Modify Payroll Budgeting sheet for all departments	In the past, each department had been using their own version of payroll budgeting sheets. To bring consistency, accuracy and ensure each department is calculating the same way, finance will be working with or preparing new excel workbooks with a general format to use.	Finance
39	No Change December 1, 2008	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010.	Finance
40	No Change January 04, 2010	Review the criteria for charging other funds for administrative services	Administrative services are charged annually to Water, Sewer, Bldg Div and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been reviewed and updated in several years.	Finance
41	No Change January 04, 2010	Audit Extension	A request was filed with the State of Oregon for an extension to file the completed audit for 08/09. This was granted by the state with an extension date of March 15, 2010	Finance
42	No Change February 12, 2009	Implement a smoke alarm inspection and replacement program	We were unable to get grant funding this past year to implement a smoke alarm replacement program. We'll be applying for funding again this year (2009). We applied for and received train-the-trainer training and support materials for a fire safety and fall prevention program for elderly citizens in our community through the Office of State Fire Marshal. We did this in partnership with Community Connections of NE Oregon, Inc. in January and will be presenting the program to our senior citizens over the next 10 months.	Fire
43	Updated March 10, 2010	Statistics	Response statistics for February, 2010 Medical: 181 Fire/Other: 12 (3 fires, 1 smoke check, 3 odor checks, 3 false alarms and 2 open burn complaints.)	Fire
44	Updated March 10, 2010	Fire Code Inspections	New inspections for Feb.: 1 Re-inspections for Feb.: 0	Fire
45	Updated March 10, 2010	Juvenile Fire Setter	1 Intervention(s) conducted in Feb.	Fire
46	Updated March 10, 2010	Child Safety Seat Installations	10 families instructed in proper car seat installation in Feb. with 8 being provided with reduced priced child safety seats.	Fire
47	Updated March 10, 2010	Traffic School	18 students attended traffic school in Feb. resulting in \$900 in revenue. Traffic School Generated \$9,400 in Revenue in 2009	Fire
48	Updated March 10, 2010	Training/Conf.	<u>Feb. Training/Conferences</u> 3 paramedics attended ACLS in Feb.	Fire
49	No Change November 13, 2009	Fire Safety House Trailer	New roof and siding have been installed. New wiring for interior and exterior lighting and electrical outlets has been run. Interior paneling is being installed and once it has been, new carpeting	Fire

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			will go in. The deck off the back of the trailer has been replaced. Trailer will be finished in time for spring elementary school fire safety programs.	
50	Updated March 10, 2010	Open Burning	Open burning permits are being sold at this time for the April – May open burn period.	Fire
51	No Change January 7, 2010	EO Fire Museum	603 visitors signed the guest book at the museum in 2009. Some signed "...and family" and many visitors don't sign, so the actual number of visitors is certainly higher. Visitors came from 23 US states and 5 foreign countries. Comments continue to be very complimentary of the museum and our efforts there. It appears that many local citizens bring out-of-town visitors to the museum, supporting this important downtown attraction.	Fire
52	No Change September 2, 2009	Development of Fire Training Facility	<p>Progress on the fire training house has been slow through the summer due to FFs taking vacations and interruptions due to calls. It is hoped that skirting will be going up soon as well as the enclosing of the remaining open gabled end. The house will then be painted in a color matching the fire station exterior. Application of a wainscot of OSB panels has been finished on the house's interior. Wiring the interior to provide lighting and electrical outlets should be completed in the next month.</p> <p>Placement of a "live burn" prop (2 metal storage containers within which small fire will be set for FFs to extinguish) was approved by the City Planning Commission as a conditional use on the old dog pound property owned by the City, near the fairgrounds.</p>	Fire
53	No Change November 13, 2009	Weed/Tall Grass Complaints	32 property owners were notified of weed and tall grass complaints received by the FD this season. The City has had to abate 3 of the properties due to noncompliance with City nuisance ordinance # 3002. Liens have been placed on 2 of the properties to recover abatement costs.	Fire
54	Updated March 10, 2010	Literacy Center	<p>188 Visitors 3 new volunteers—one is an EOU student and two are retired school teachers.</p> <p>Outreach Adult learner needing reading help Janie Burcart's, Attorney, clients needed literacy help and received brochures on the center. Age 7 student received math and reading packets and has greatly improved per his mother. Fourth grade student has improved weekly spelling grades to 100% with literacy center help. Little League is beginning and students will be taking packets to work on at home.</p>	Library
55	Updated March 10, 2010	Training	The Director attended OEDD's "Marketing Your Business on a Shoestring".	Library

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56	New Item March 10, 2010	Friends of the Library	Friends of the Library now has officers: Mike Bell, President, Marilyn Herbst Treasurer, Judy Lucius, Secretary. Board members Sandy Lund and Angelika Brooks. Board has held two meetings to date and is working on bylaws/articles of incorporation.	Library
57	Updated March 10, 2010	Archives	The Archives have taken in seven additional contributions.	Library
58	No Change January 7, 2010	High Speed Internet	EONI has proposed converting to the high speed internet access to their system at a significant cost savings without a reduction in speed from the existing provider. Terri is reviewing the proposal and make a recommendation. Filed e-rate with NERO as provider	Library
59	Updated March 10, 2010	Statistics.	17,812 Circulation for 2/10 109,516 Circulation to date 2/10 112,088 Circulation same period 2/09 25 Events in Community room 2/10.	Library
60	No Change December 18, 2009	Artist donations	Judy Seydel small watercolors are for sale at the circulation desk, all funds going directly into the library's Grants/Donations fund for new books.	Library
61	Updated March 10, 2010	Department priorities	The Director led a Sage Cataloging Committee meeting to discuss benchmarks and standards for the cooperative catalog. Proposal to go to Sage Council.	Library
62	Updated March 10, 2010	Programs	1,037 Total Attendance 83 Sleepytime Story Hours—2 programs 38 Children's Spanish storytime—once 301 Class visits—26 classes 53 Home school visits—4 visits 20 Lego Club—2 meetings 500 Winterfest 159 Library Storytime—8 programs 28 Homebound visits 5 Readings at GRRC	Library
63	No Change February 9, 2010	Morgan Lake Camp Host Site	Pad for RV, etc., will be completed in the spring. Bids are being solicited for the shelter for the Host site.	Parks - Admin
64	Updated March 16, 2010	Greenway	Staff submitted applications for the Blue Mt. Habitat and Restoration Grant, ODFW Restoration & Enhancement Grant, OP&R Local Government Grant and Land & Water Conservation Grant for possible acquisition of additional property related to Greenway Project.	Parks - Admin
65	Updated March 16, 2010	Morgan Lake Development	Received notification that the Rotary Club received a \$5,000 grant from the Wildhorse Foundation for this project. Tentative Rotary work party scheduled for April 3 <sup>rd</sup> and 17 <sup>th</sup> , 2010 to complete fishing platforms.	Parks - Admin
66	New March 16, 2010	Grant Possibilities	Staff is looking at working with Avista Utilities for more tax incentive funds to help pay for blankets for the small pool and OTECC for funds to help pay for	Parks - Aquatics

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			energy efficient lighting in the Natatorium.										
67	Updated March 16, 2010	Pool Statistics February	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,553</td><td>3,749</td></tr><tr><td>Revenue</td><td>\$8,449.47</td><td>\$8,565.01</td></tr></table>		<u>2009</u>	<u>2010</u>	Attendance	3,553	3,749	Revenue	\$8,449.47	\$8,565.01	Parks - Aquatics
	<u>2009</u>	<u>2010</u>											
Attendance	3,553	3,749											
Revenue	\$8,449.47	\$8,565.01											
68	Updated March 16, 2010	Grant Applications	The La Grande School District has indicated they do not have the funds to pay their portion of the cost to have the annual swim lessons for the third grade students. The City has received two grants (Wildhorse Foundation and Drug & Alcohol Free Relay) to cover their share.	Parks - Aquatics									
69	Completed March 16, 2010	Marketing	Coupons published in <i>The Nickel</i> and distributed through the grade schools during December were not a successful marketing tool, with a very low rate of return. Staff is currently researching other ideas to increase pool usage.	Parks - Aquatics									
70	No Change February 9, 2010	Batting Cage Relocation	Batting Cages in Pioneer Park are being relocated to the west side of Optimist field to provide a safer environment for the players and open up larger viewing and parking areas. Project was made possible by the following businesses who donated materials & labor: Mike Partney, Mi-Trac Construction, 5 loads of crushed rock and roller to spread; Steve Johnston, labor & expertise; James Charles, Custom Concrete, concrete & labor; NE Oregon Baseball Assoc, 2 loads crushed rock; La Grande Little League, 1 load crushed rock; La Grande High School Baseball Team, 1 load crushed rock and 310 sq. ft. concrete; La Grande Optimist Club, 1 load crushed rock; Industrial World; Bronson Lumber; & Rogers Asphalt.	Parks Maintenance									
71	Updated March 16, 2010	Little League Size Baseball Field	The grass field located behind Optimist field is being converted to a Baseball Field, funded primarily by the Little League and private donations. Volunteers include La Grande Tigers Baseball Team, Little League participants and their parents. After a successful volunteer weekend field is near completion.	Parks Maintenance									
72	No Change November 17, 2009	Mowing Equipment	Staff has been investigating cost of purchasing versus leasing a new mower to replace current one, which is at the end of its normal front-line equipment life expectancy and experiencing numerous hours of downtime for repairs.	Parks - Maintenance									
73	New March 16, 2010	Field Events	Optimist Field is scheduled for a club college baseball tournament on May 6 <sup>th</sup> – 8 <sup>th</sup> , 2010 at Pioneer Park, sponsored by the La Grande Optimist Club.	Parks - Recreation									
74	New March 16, 2010	Events	Little League has won the bid for District Tournament at Pioneer Park July 9 <sup>th</sup> – 16 <sup>th</sup> , 2010. Estimated 23 teams in total will participate and anticipate 800 – 1000 people expected to be in attendance over a 5 day period.	Parks - Recreation									
75	Updated	Children’s	Holiday Fun Camp is scheduled for Spring Break at	Parks -									

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	March 16, 2010	Recreation Program	Riveria Activity Center on March 22 <sup>nd</sup> – 25 <sup>th</sup> , 2010.	Recreation
76	Updated March 16, 2010	Arts for All	Planning Process is underway for 25 <sup>th</sup> Annual Arts for All sponsored by the La Grande Arts Commission. The next Planning meeting is scheduled for March 29, 2010.	Parks - Recreation
77	New March 16, 2010	Community Outreach	Staff attended Union County Weed Board Meeting; invasive weed class for City residents scheduled for May 2010. Prepared teaching materials Arbor Day Poster Contest, made presentations at Central Elementary School and Island City to approx 120 students. Surveyed downtown planting locations for Main Street design committee.	Parks - Urban Forestry
78	Updated March 16, 2010	February Report	R-O-W Trees Planted: 0 Park Trees Planted: 0 Street Trees Removed: 3 Park Trees Removed: 0 Street Trees Pruned: 17 Park Trees Pruned: 2 Community Contacts: 44	Parks - Urban Forestry
79	Updated March 15, 2010	January 2010 Crime Statistics	February Stats were unavailable at this time: Crimes against persons: (assaults, robbery, sex crimes)  Crimes against property: (burglary, vehicle theft, NSF/acct. closed)  Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving)	Police
80	Updated March 15, 2010	Operations Division Statistics for December	Following are the statistics for February: Case Reports turned in: 158 Total Traffic: 211 Arrests: 85  January calls for service: 1435	Police
81	Updated March 8, 2010	Communications Division Statistics	Following are the statistics for February. These statistics reflect the total calls for a multitude of agencies within Union County.  Traffic/Air: 340; All Calls: 2576; Actual legitimate 9-1-1 calls for service: 259 Case reports taken by LGPD and UCSO: 172	Police
82	Updated March 15, 2010	Training	OPERATIONS FEBRUARY TRAINING: All Operations employees completed low light firearms qualifications. Several operations employees attended a	Police/Comm

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			pharmaceutical drug abuse training and we hosted a condensed community version for local pharmacists. COMMUNICATIONS FEBRUARY TRAINING: There were no trainings conducted in February for the Communications Division.	
83	Updated March 8, 2010	Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.) February 2010 Activity Summary	February: New Cases: 11 Cases year to date: 27 Arrests : 1 Arrests year to date: 5	Police
84	No change February 9, 2010	Communications Strategic Plan	The process of reprogramming all emergency responder's radios to be able to transmit off the Howard Butte tower site has begun. The tower is operational and, as agencies are ready, they can begin using this site.	Police
85	Updated March 15, 2010	Department Activities	Two new Reserve Officers have joined the department, Travis Perkins and Boon Setser. Both are attending the UCSO Reserve Academy which we are helping provide instruction for. We participated in an emergency table top exercise with EOU which proved to be very valuable for all stakeholders. We had a mini crime spree with two out of town suspects committing numerous thefts from vehicles in La Grande and other cities. Patrol caught the suspects, made arrests on numerous charges and recovered an extensive amount of stolen property. Investigators continued with several sex crimes investigations and have arrested six suspects for several charges related to those investigations. Investigators also worked two child physical abuse cases and made arrests in those cases. Dispatch handled all the emergency radio and phone traffic for the shooting in the county and our investigators helped with that case also.	Police
86	No Change December 17, 2009	Safe Routes to Schools Sidewalk Grant	Develop the Central School sidewalk under the guidelines of the grant program for that funding. IGA is developed and consulting services contract is being developed by ODOT so the project can proceed. The project is scheduled to be bid in April and construction starting in June.	Public Works
87	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
88	Completed March 10, 2010	Storm Channel Construction	Clean overflow storm channel along US Highway 30 between the animal shelter and the truck stop. Work will begin this week and be complete within two weeks.	Public Works
89	No Change	GASB 54	Evaluate and inventory all Public Works	Public Works



Item	Date of Change in Status	Item	Comments	Department
	February 9, 2010		infrastructure for water, sewer, storm sewer and streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements.	
90	No Change February 9, 2010	Spruce Street Overlay	Staff has been developing the construction details to overlay Spruce Street from Monroe Avenue to 'Z' Avenue with a grant from the Economic Stimulus funds for \$277,000. Bids were opened through the State bidding process with High Desert Aggregate being the low bidder for \$207,000. Staff is working with Union County to continue with this project to the freeway and will bring that back to Council at a later date.	Public Works
91	Updated March 10, 2010	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction south 12 <sup>th</sup> Street with curbs, sidewalks, bike lanes, and a class I street. This funding is subject to the passage of HB 2001. Because of the scheduling of HB 2001 passage, the project has been scheduled into 2 phases, with the first phase this summer from Gekeler Lane to ± Gemini Drive, and the second phase next summer. Sewer and water crews are installing services and mainlines to avoid digging the street up in the near future.	Public Works
92	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
93	No Change January 8, 2010	'C' Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. Plans are being completed and reviewed by the consultant. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall with the street being built next summer. This project is on schedule	Public Works
94	New Item March 10, 2010	Street User Fee Projects	The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. Staff is preparing the extent of what projects can be accomplished. These projects will be the direct benefit of \$300,000 savings on the Gekeler Lane project.	Public Works
95	No Change January 8, 2010	Overlay with Street User Fees	Overlay six blocks or more with Street User Fee funds during the summer of 2010 as recommended and approved by the Parking, Traffic Safety & Street Maintenance Advisory Commission.	Public Works