



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

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	January 2011	Develop and Implement Strategy(ies) to address General Fund resource shortfall	Develop a balanced budget for FY 2011-2012 Implement Long Term Budget Solutions Advisory Committee Recommendations as approved by the City Council.	City Manager
2	January 2011	Develop Objectives in support of City of La Grande Vision and Goals	Once Council formally approves Objectives, focus will shift to achieving objectives.	City Manager
3	Updated 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	January 2011	Implement Economic Development Strategy for La Grande	Work session scheduled for May, 2011.	Community and Economic Development
5	January 2011	Continue Implementation of Action Phases of the Oregon Main Street Program to Include Development of Projects; Begin Transition to La Grande Main Street	Short-term focus on continuing program with intent of shifting responsibility to the La Grande Main Street Board, phased approach where the City's active participation changes to a supporting, not lead role. Likely initial steps will be to shift RARE participant to the LGMS Board's supervision, with continued funding by the City.	Community and Economic Development
6	January 2011	Capital Improvement Program	Develop a program to address replacement of General Fund capital equipment including, but not limited to ambulances, police cars, fire apparatus, and other capital needs within available resources.	Finance

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
			Continue to pursue grant opportunities.	
7	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	New Item February 2011	Riverside Pavilion	Pavilion was destroyed by fire in February. Council appointed the City Manager project manager. See City Manager and Park Department sections below for more detailed information regarding key aspects of project.	City Manager

## 2010 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Monday, March 7	Work Session	Budget Priorities and Service Delivery Levels
Monday, March 14	Work Session	URD Proposed Project Presentations
Wednesday, March 16	Regular Session	
Monday, April 4	Work Session	Union County Tourism Promotion Advisory Committee
Wednesday, April 6	Regular Session	
Monday, April 11	Work Session	
Monday, May 2	Work Session	Economic Development Plan Implementation/Update
Wednesday, May 4	Regular Session	
Monday, May 9 – Thursday, May 12	BUDGET HEARINGS	[To be continued to the following Monday, if necessary]
Monday, June 6	Work Session	City Participation in Community Events/Event Insurance
Wednesday, June 15	Regular Session	[Budget Adoption Scheduled]
Wednesday, July 13	Regular Session	
Wednesday, August 8	Work Session	
Wednesday, August 10	Regular Session	
Wednesday, September 7	Regular Session	
Monday, September 12	Work Session	
Wednesday, October 5	Regular Session	
Monday, October 24	Work Session	
Wednesday, November 2	Regular Session	
Monday, November 7	Work Session	
Monday, December 5	Work Session	
Wednesday, December 7	Regular Session	
<u>Commissions Include:</u>		
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	Updated 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	Complete February 14, 2011	Quick Permits	We are up and running with this program as of October 1 <sup>st</sup> . We are getting more and more contractors using this program and it seems to be working well.	CEDD Building
3	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
4	Updated February 14, 2011	Monthly activity (January 2011)	<u>Permit Type/#:</u> <u>Fees \$:</u> <u>Valuation \$:</u> Building, 15      14,338.01      \$1,113,249.76 Demolition, 1      240.00 Electrical, 42      4,954.23 Mechanical, 19      2,383.67 MFG Homes, 1      366.00 Plumbing, 17      2,876.92 Farm Exempt, 0      0 <u>Totals: 95      25,158.83</u> <u>Total inspections performed = 209</u>	CEDD Building
5	Updated February 16, 2011	URA projects fund updates Fiscal YTD	\$250,000 current FY URA Projects Budget <u>Project:</u> <u>Approved:</u> <u>Spent YTD:</u> NTS roof      \$13,000      \$13,000 BP property      \$17,467      \$17,447 Fire Museum      \$25,400      \$19,030 Wash. Parking lot      \$35,000      \$0 IOOF Bldg.      \$2,145      \$2,145 NTS streetscape      \$29,500      \$27,720 Frontier streetscape      \$15,000      \$0 <u>Additional facades      \$50,000      \$0</u> <u>Totals:      \$187,512      \$79,242</u> Available: \$62,488	CEDD Economic Development
6	Updated February 16, 2011	Implement façade grant program	Eight projects are complete this fiscal year, one is currently in progress, five are approved but not yet started and six others are pending approval. 14 others are in discussion.	CEDD Economic Development
7	Updated February 16, 2011	Monthly Main Street program updates	Downtown/ "Big H" streetscape project design is nearing completion, beginning work on cost estimates and final report, targeting City Council approval consideration in March; new RARE participant Jerrimi Hofmann preparing to assume more active leadership role of day-to-day Main Street management & coordination; Main Street Community meeting & awards set for Feb. 17; Annual Planning Retreat held in January; all committees have updated work plans for 2011. All new trash cans have been installed downtown; 10 new bike racks in the process of being placed.	CEDD Economic Development
8	No Change September 13, 2010	Assess feasibility of forming a multi-county economic development	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.	CEDD Economic Development

Item	Date of Change in Status	Item	Comments	Department
		marketing cooperative		
9	No Change November 8, 2010	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. UCEDC hired a new executive director.	CEDD Economic Development
10	Updated February 16, 2011	Urban Renewal projects updates	New Town Square streetscape project completed including new street lights; alley flood light behind City Hall and associated electrical wires have been relocated; Maridell project – street trees & new trash can are installed, bike racks and benches to be installed later, alley project to follow in the future through an LID process; IOOF Building project – DEQ and EPA are assisting with environmental assessment; working with Frontier on a possible streetscape project; parking lot on Washington – Public Works working on bid documents.	CEDD Economic Development
11	Updated February 16, 2011	Urban Renewal “call for projects”	Ten project proposals received by close date at end of December 2010; staff & URAC reviewed proposals in January; reviewed & discussed with Agency on Feb. 7; final review slated for March 14 and potential Council funding approval consideration on March 16.	CEDD Economic Development
12	Updated February 16, 2011	Calendar <b>YTD</b> Planning Statistics (through January '11)	Land Use Applications: 1 Zoning Approvals: 1 New Business Permits: 4 Revenue (Land Use Fees): \$25 Revenue (Park SDC): \$0	CEDD Planning
13	Updated February 15, 2011	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	ODOT and City Staff are negotiating with a Consultant to update the City’s Transportation System Plan (TSP) for the Goal 9 UGB expansion area. At the same time, the City and selected Consultant will be working with Anderson-Perry & Assoc. to update the City’s water, sewer and storm water master plans. This project is schedule to be completed by June 2012.	CEDD Planning
14	Updated February 15, 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 is currently in contract negotiations with AT&T for the placement and management of the tower. The tower is proposed to be constructed this Spring 2011.	CEDD Planning
15	<b>Complete</b> <b>February 15, 2011</b>	<b>Historic District / Main Street Grant</b>	<b>In 2010, the Planning Division was awarded a Preserving Oregon Grant for \$17,000 to help fund façade improvements in the Downtown Historic District. Qualifying projects (amounting to over \$36,408) include:</b> ▪ <b>Edward Jones Investment: Awning</b>	<b>CEDD</b> <b>Planning</b>

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> <li>Somme Hotel (Depot/Wash): Awning</li> <li>West Jacobson Bldg: Cleaning/Painting</li> </ul> This grant project is complete and closed out.	
16	Complete February 23, 2011	Council Retreat 2011	The City Council conducted their annual retreat and approved the City Manager's top priorities for this year in January.	City Manager
17	Complete February 23, 2011	Employee Health Care Committee	The Committee completed their work and has made their recommendation to the employees and the City.	City Manager
18	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
19	New Item February 23, 2011	Budget Committee Department Tour	We will set up a tour of City Departments for the Budget Committee to allow the members of the Committee's to see first-hand each City Department and receive an overview of the functions of each Department.	City Manager
20	New Item February 23, 2011	Pavilion Fundraising Effort	In cooperation with the Friends of Riverside Park Pavilion—a group formed by Soroptimist and Legacy Ford—work on outreach and education regarding how members of the community can contribute to the rebuilding and equipping the Pavilion.	City Manager
21	New Item February 23, 2011	Pavilion Design	Working with Anderson Perry on design for the new Pavilion. Intent is to recreate the portion of the Pavilion that included the kitchen and open meeting area from the fireplace to the back wall of the kitchen.	City Manager
22	New Item February 23, 2011	Budget Priorities Work Session	Council will conduct a work session in March to provide additional guidance regarding budget preparation for the coming fiscal year.	City Manager
23	New Item February 23, 2011	Council Meetings Back on Cable	Our previous contractor has closed his business and the City is working to restore the capability to record and televise Council meetings.	City Manager / Assistant to the CM
24	New Item February 23, 2011	Annexation Effort	Working with City Attorney and City Planner on process.	City Manager
25	New Item February 23, 2011	Franchise Agreements—Potential Franchise Fee Increases	Will provide notice of intent to renegotiate the Franchise Agreement prior to deadline to preserve ability to address LTBSAC recommendation.	City Manager
26	New Item February 23, 2011	UCEDC Annual Work Plan Update	Need to convene City's Joint Review Team to discuss annual work plan.	City Manager

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

Item	Date of Change in Status	Item	Comments	Department
27	New Item February 23, 2011	Tourism Promotion Annual Update/Budget	The agreement between the City, County, and Union County Chamber of Commerce for tourism promotion services requires an annual update and proposed budget.	City Manager
28	New Item February 23, 2011	Charter Cable Franchise Agreement	Received a request from Charter to renew the Franchise Agreement. Current agreement has expired, all parties have continued to honor the agreement that was in place. Reviewing the extension document.	City Manager
29	New Item February 23, 2011	Blue Mountain Conference Center Funding Request	The City is being asked to provide funding for the Conference Center—current budget projections indicate the Conference Center will not be able to continue to operate beyond this coming fall. We are working with the other partners on alternatives.	City Manager
30	New Item February 23, 2011	Urban Renewal Budget 2011-2012	Work on next fiscal year's budget has begun.	City Manager
31	New Item February 23, 2011	City of La Grande Budget 2011-2012	Work on next fiscal year's budget has begun.	City Manager
32	New Item February 23, 2011	Pavilion Demolition	Currently collecting bids/estimates from contractors.	City Manager
33	New Item February 23, 2011	Parks and Recreation District Effort	Next step is to seek volunteers to begin process.	City Manager
34	New Item February 23, 2011	Fire Association Negotiations	The agreement between the City and the Association contains a provision for negotiating salaries and benefits for the coming fiscal year.	City Manager
35	New Item February 23, 2011	Police Association Negotiations	The agreement between the City and the Association contains a provision for negotiating salaries and benefits for the coming fiscal year.	City Manager
36	New Item February 23, 2011	Employee Association Negotiations	The agreement between the City and the Employees Association is up for renegotiation.	City Manager
37	New and Complete February 23, 2011	Talking Points for Mayor visit to Salem	Provided talking points to the Mayor for the Mayors' Day in Salem	City Manager
38	No Change December 8, 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. UCEDC has completed the required documentation. The State has indicated that additional work regarding wetlands must be completed before recertification. UCEDC is working through this issue.	City Manager
39	Updated February 23, 2011	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. UCEDC's Board previewed the rough draft video and provided feedback to Valley Video. Subsequently Valley Video closed for business, however, the owner has committed to completing the project.	City Manager



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40	New Item February 23, 2011	ATT Cell Tower Lease	Working with AT&T on language for a cell tower lease at the LGFD	City Manager
41	No Change November 17, 2010	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. Union County Tourism is no longer a tenant and the City received a copy of a letter from Union County Chamber of Commerce to the Volunteers indicating that they are evaluating their options regarding location. It is also believed that the other major tenant will leave within the next two years. 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
42	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
43	Updated February 22, 2011	Annual Work Sessions with Advisory Commissions	The Council/Urban Renewal Agency began this annual process by meeting with its Urban Renewal Advisory Commission on Monday, February 7, to hear the Commission's activity report for calendar year 2010; as well as to discuss with Commissioners Urban Renewal District Project funding and prioritization. As a result, the Council/Agency requested an additional Work Session to hear individual presentations from project applicants. That Work Session has been scheduled on Monday, March 14 <sup>th</sup> .	City Recorder
44	Updated February 22, 2011	Personnel Policy Manual	At the City Manager's request, preparing to thoroughly review City's Personnel Policy Manual, to ensure that our policies are accurate and legally-sufficient.	City Recorder
45	Updated February 22, 2011	Draft New Procurement Ordinance	At the City Manager's request, preparing to draft an 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. Information and materials acquired at a no-cost League of Oregon Cities seminar in connection with Public Contracting and Purchasing will assist with this task.	City Recorder
46	Updated February 22, 2011	Develop Records Management Policies and Procedures/Rehab Records Center	<p>Attorney General John Kroger recently released his 2010 Annual Report, which includes his 2011 Legislative Agenda. As most of you are already aware, one of Attorney General Kroger's areas of emphasis is his Government Transparency initiative; and variations of this appears twice in his Legislative Agenda: once as Item number 2, <i>Making Government More Transparent</i>; and again as Item number 4, <i>Preserving the Public Trust</i>.</p> <p>In connection with Item number 2, Mr. Kroger has introduced Senate Bill 41, intended to <i>eliminate</i> over 100 exemptions to the public records law.</p> <p>Item number 4, addresses government accountability by proposing a change in the classification and penalty for official misconduct in those instances where an official(s)</p>	City Recorder



Item	Date of Change in Status	Item	Comments	Department
			<p>commits a crime of violence or steals \$10K or more in the course of their official duties. If successful, Senate Bill 46, will change that level of official misconduct from a Class A misdemeanor to a Class C <i>felony</i>.</p> <p>In view of the City's considerable budget constraints, we postponed a funding request to support the purchase of Records Management Software during the previous two budget cycles. In all likelihood, though, Angelika and I will include such a request in our initial budget presentation to the City Manager for next year's budget adoption cycle.</p>	
47	Updated 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
48	Updated February 22, 2011	Commission Vacancies	The Council began appointing applicants to various Committees and Commissions during its Regular Session of February 9, resulting in, among others, a full Budget Committee in time for Budget Hearings beginning May 9 <sup>th</sup> . We will continue to place applications, as they are received, on upcoming Regular Session agendas for Council consideration and appointment to those Commissions without full memberships.	City Recorder
49	Complete January 19, 2011	November 2, General Election	The Oath of Office was administered to the six successful candidates for Mayor and Council during the Regular Session of January 19; Certificates of Election and printed, executed Oaths were provided to each appropriate individual. A second set of originals for each has been retained in our files for the Fiscal Year 2011 – 2012 Audit, as required.	City Recorder
50	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
51	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
52	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

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53	No Change August 10, 2010	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010. Public works has been working with Auditors in the progress and we are about 80% complete.	Finance
54	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
55	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
56	Complete February 23, 2011	2010 Annual Audit	The City's audit firm will begin their audit process the week of November 1, 2010.	Finance
57	Updated February 15, 2011	Computer Software upgrade	Effective with the passing of the 2010/11 budget, the finance office will receive a computer software upgrade. Currently, this is scheduled to happen in March 2011. The original download of the database will be 12 weeks prior. We will be without computers for 2 workdays prior to the actual upgrade. The new server will be installed by February 24 <sup>th</sup> . There will be a software custom code review in February also. Currently, we are on track with the timeline.	Finance
58	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
59	Updated February 15, 2011	Statistics	<u>For the month of November 2010:</u> Monthly Revenue (all funds) \$4,282,045 Monthly Revenue (general fund) \$3,158,401 Monthly expenses amount (all funds) \$1,450,520 Monthly expenses (general fund) \$ 620,814 # of Accounts Payable Checks issued: 235 # of Payroll Checks issued: 148 Monthly Payroll expenses: \$ 702,393 # of Water accounts billed: 5,152 # of LID accounts billed: 2 # of NSF checks the City received: 0 Pieces of mail processed 7,088	Finance
60	New Item	FY 2010-11 Budget	Budget calendars, budget worksheets with	Finance

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	February 15, 2011	Process	instructions have been distributed to all departments to begin the budget process. The first phase is estimating what the current year revenue and expenditures will be.	
61	New Item February 15, 2011	Contingency Funds	Looking into transferring contingency funds for operating costs that will be associated with the clean up and reconstruction of the Riverside Pavilion prior to insurance money reimbursement.	Finance
62	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
63	Updated February 19, 2011	Statistics	Response statistics for Jan. 2011 Medical: 237 Fire/Other: 4 (1 public assists, 2 fire alarms, 1 flue fire)	Fire
64	Updated February 19, 2011	Fire Code Inspections	New inspections for Jan: 1 Re-inspections for Jan: 0	Fire
65	Updated February 19, 2011	Juvenile Fire Setter	1 Intervention(s) conducted in Jan.	Fire
66	Updated February 19, 2011	Child Safety Seat Installations and Bicycle Helmets	Jan: 4 families instructed in proper car seat with 3 being provided with reduced priced child safety seats. Jan: 0 family assisted with proper bicycle helmet use and supplied with 0 helmet(s).	Fire
67	Updated February 19, 2011	Traffic School	Jan: 10 attended traffic school. Fees collected: \$500	Fire
68	Updated December 7, 2010	Training/Conf.	<u>Nov. Training/Conferences</u> 7 members attended a Building Construction course in the months of Oct., Nov., Dec.	Fire
69	No Change August 9, 2010	Fire Safety House Trailer	The refurbishment of the safety trailer is continuing. Very slow progress. Work is being performed by an on duty firefighter between calls.	Fire
70	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	Fire

Item	Date of Change in Status	Item	Comments	Department
			important downtown attraction.	
71	No Change November 10, 2010	Development of Fire Training Facility	Foundation and floor of 3 story training tower has been poured and framing will begin soon.	Fire
72	No Change October 11, 2010	Weed/Tall Grass Complaints	54 property owners were notified of weeds and tall grass complaints received by the FD through the end of Sept.	Fire
73	No Change Dec. 10, 2010	Literacy Center	We have continued to serve the same numbers as previously with more volunteers during the reduced hours made necessary by budget cuts. We did cancel all tutoring sessions and close Tuesday, November 30th due to weather conditions. We continue to follow our plan to be open when we are most confident of visitation and to reserve our funds for those times when former records support usage. During December we will be open through Thursday December 16th. Both volunteers and clients have dropped off in attendance at that time in former years and normally do not resume attendance faithfully for the first couple of weeks in January. The Center will reopen January 18th.	Library
74	No Change Dec. 10, 2010	Training	Union County library staff attended a 2.5 hour training at the Cook Library on the new Evergreen library management software. All Sage libraries will migrate to Evergreen from Millennium on December 29 <sup>th</sup> .	Library
75	Updated Feb. 16, 2011	Page Turners Book Club	The book club discussed <i>Balzac and The Little Chinese Seamstress</i> by Dai Sijie in January and <i>The Power of One</i> by Bryce Courtenay in February. Book Club meets at White House Coffee on the third Tuesday of the month and newcomers are always welcome.	Library
76	Updated Feb. 16, 2011	Friends of the Library	Friends donated their time to help out at the Elvis' Birthday fundraiser for the Teen area which is under development. Seventy people attended and \$500 was raised for the library.	Library
77	No Change October 6, 2010	Archives	1. Five collections were taken in and processed at the Archives. They range from pictures to a 1915 La Grande High School Mimir. 2. Terri Washburn and Sandra Boren attended a Preservation Planning Meeting in Pendleton, Oregon on September 28. This was put on by the Oregon Museum Association and funded by a grant from the Federal Institute for Museums and Library Services. 3. Lyn Craig of the Libraries of Eastern Oregon had a positive response in connection with our request for her to apply for other grants for the Archives.	Library
78	Updated Feb. 16, 2011	Statistics	11,290 Circulation for 1/11 27,106 Door Count 11,336 Card holders 363 Overdue notices	Library

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			69 LEO Listens patrons 112 LEO Listens titles checked out 0 Tutor.com patrons 25 Events in Community room 26 Homebound deliveries 6 Special events Adult attendance 131 Class visit attendance 156 Story time attendance 5 Spanish Storytime 500 Special programs (Winter Festival) 25 Volunteers 172 Volunteer hours	
79	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
80	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
81	New Item 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
82	No Change October 19, 2010	Greenway	The ODFW has extended their deadline to allow us additional time to secure matching funds for their Restoration & Enhancement Grant for possible acquisition of property. We have applied for special program funding from the State of Oregon Parks Department and should receive a response in the near future.	Parks - Admin
83	Updated February 18, 2011	Greenway	The Grant to construct a bike/pedestrian bridge to link Riverside Park to the Greenway has been approved. Details to follow—construction likely this summer.	Parks - Admin
84	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 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
85	New February 18, 2011	Fire Riverside Park	Riverside Pavilion, Kitchen and the Parks Storage Shed, including several pieces of maintenance equipment and the majority of the supplies for the	Parks - Admin

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			children’s recreation program and the La Grande Arts Commission were lost in an early morning fire on Saturday, February 12, 2011. Staff has been busy working with the insurance adjuster and completing a property inventory and beginning preliminary design work for replacing the facility. Future updates will be under City Manager sections.													
86	Updated February 18, 2011	Training	Utility Worker Lanman attended a recertification class in Island City regarding the laws and safety requirements for spraying herbicides and applying fertilizer. There was no cost to the City.  Tree Care Educator completed four CEU’s on-line continuing education through the International Society of Arboriculture.	Parks - Admin												
87	No Change October 19, 2010	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. We are currently waiting on an engineering report and analysis on dehumidifier costs, available funding to assist with the purchase and projected energy cost savings.	Parks - Aquatics												
88	Updated February 18, 2011	Pool Statistics January	<table><tr><td></td><td><u>2010</u></td><td><u>2011</u></td></tr><tr><td>Attendance</td><td>3,834</td><td>3,663</td></tr><tr><td>Revenue</td><td>\$10,397</td><td>\$9,893</td></tr><tr><td>FY-to-Date Revenue</td><td>\$48,163</td><td>\$54,157</td></tr></table>		<u>2010</u>	<u>2011</u>	Attendance	3,834	3,663	Revenue	\$10,397	\$9,893	FY-to-Date Revenue	\$48,163	\$54,157	Parks - Aquatics
	<u>2010</u>	<u>2011</u>														
Attendance	3,834	3,663														
Revenue	\$10,397	\$9,893														
FY-to-Date Revenue	\$48,163	\$54,157														
89	Updated February, 18, 2011	Pool Update	Dorothy Bell, who has served as the volunteer instructor for the Gentle Exercise Class for the past couple of years is moving from La Grande. She has done an excellent job and averaged 18 or more participants each session. Her expertise will be missed.	Parks - Aquatics												
90	No Change December 9, 2010	Pool Maintenance	We are still waiting for information from Avista utilities to see if they will provide incentive funds to go toward a dehumidification system.	Parks - Aquatics												
91	No Change April 27, 2010	Little League Size Baseball Field	Phase I is complete and field is being used by Little League. There is still minor work to be completed after the season ends.	Parks Maintenance												
92	Updated February 18, 2011	Parks Maintenance	Staff has been completing routine maintenance tasks throughout the winter months.	Parks - Maintenance												
93	New Item February 18, 2011	Southwestern States League of Professional Baseball Clubs (SSL)	Negotiations are in progress with the SSL to bring a Single A Pro Baseball Team to La Grande, which would use Optimist Field as their home field. If successful, their season would begin with team tryouts on May 15 <sup>th</sup> . Games would be played on Thursdays, Fridays, Saturdays and Sundays.	Parks												
94	Updated February 18, 2011	Adult Recreation Program	The Coed Softball League will hold their organizational meeting on February 18 <sup>th</sup> They will begin league play in May, with games Monday through Thursday evenings.	Parks - Recreation												



Item	Date of Change in Status	Item	Comments	Department																																																								
95	Updated February 18, 2011	Children’s Recreation Program	Winter gymnastics started in January and will end in April.	Parks - Recreation																																																								
96	New Item February 18, 2011	Arts for All	The Arts for All Festival, sponsored by the La Grande Arts Commission is scheduled for April 16 <sup>th</sup> . Although the majority of their supplies were destroyed in the recent fire at Riverside Pavilion, the Commission has decided to proceed with the event.	Parks																																																								
97	Updated February 18, 2011	Planting, Maintenance and Removal	Evaluated 37 trees planted in 2007, removed stakes and ties and pruned 28 trees for structure and form. Pruned multiple shrubs and 20 trees on Island Avenue Greenway.	Parks – Urban Forestry																																																								
98	Updated February 18, 2011	Community Outreach	Responded to six questions/concerns from the community. Attended the 2011 Volunteer Link and recruited nine (9) new volunteers for street tree planting.	Parks - Urban Forestry																																																								
99	Updated February 18, 2011	January Statistics	<table><tr><th colspan="4">YR TO</th></tr><tr><th colspan="2"></th><th>JAN</th><th>DATE</th></tr><tr><td>ROW</td><td>Trees Planter</td><td>0</td><td>0</td></tr><tr><td></td><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td></td><td>Street Trees Removed</td><td>5</td><td>5</td></tr><tr><td></td><td>Park Trees Removed</td><td>1</td><td>1</td></tr><tr><td></td><td>Street Trees Pruned</td><td>28</td><td>28</td></tr><tr><td></td><td>Park Trees Pruned</td><td>22</td><td>22</td></tr><tr><td></td><td>Field Evaluations</td><td>2</td><td>2</td></tr><tr><td></td><td>Nuisance Responses</td><td>1</td><td>1</td></tr><tr><td></td><td>Community Responses</td><td>6</td><td>6</td></tr><tr><td></td><td>Ordinance Enforcement</td><td>0</td><td>0</td></tr><tr><td></td><td>Tree Service Permits</td><td>2</td><td>2</td></tr><tr><td></td><td>Site Plan Reviews</td><td>0</td><td>0</td></tr></table>	YR TO						JAN	DATE	ROW	Trees Planter	0	0		Park Trees Planted	0	0		Street Trees Removed	5	5		Park Trees Removed	1	1		Street Trees Pruned	28	28		Park Trees Pruned	22	22		Field Evaluations	2	2		Nuisance Responses	1	1		Community Responses	6	6		Ordinance Enforcement	0	0		Tree Service Permits	2	2		Site Plan Reviews	0	0	Parks - Urban Forestry
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100	Updated Feb. 18, 2011	Crime Statistics	The crime stats listed for the month of January are not available 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																																																								
101	Updated February 18, 2011	Operations Division Statistics For January, 2011	Following are the statistics for January: Case Reports turned in: 170 Total Traffic: 269 Arrests: 75 Calls for service: 1585	Police																																																								
102	Updated Feb. 17, 2011	Communications Division Statistics	Following are the statistics for January These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 435; All Calls: 2965;	Police																																																								



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			Actual legitimate 9-1-1 calls for service: 285; Case reports taken by LGPD and UCSO: 187	
103	Updated February 15, 2011	Training	<p>OPERATIONS DECEMBER - JANUARY TRAINING: One officer completed/graduated from the Basic Academy on January 28, 2011. On 12/8/10 the Lt., 3 Sergeants and one Sr. Officer attended a 4 our block of training sponsored by CIS. SWAT members attended a 4 hour block of training In December, 2010 all officers completed their night shoot qualifications. Two officer completed an Armorer's course in January</p> <p>COMMUNICATIONS DECEMBER/JANUARY TRAINING: A dispatch meeting was held on December 8, 2010. One Communications Specialist attended 6.5 hours of AHA Instructor Review training in Pendleton</p>	Police/Comm
104	Updated Feb. 15, 2011	Union/Wallowa County Drug Task Force January 2011 Activity Summary	<p>January: New Activities: 28 Activities year to date: 28 Arrests : 5 Arrests year to date: 5</p>	Police
105	Updated 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
106	Updated Feb. 17, 2011	Department Activities	<p>Sr. Officer Perry initiated a multi agency combined operational plan to address a suspected drug distribution problem that was also tied in to the Red Cross Drug burglary. The operation was a huge success resulting in the arrest of two individuals for several warrants and numerous drug charges. We recovered in excess of 2000 prescription drug pills along with other drugs and evidence. We were assisted by several other agencies and our Reserve Police Officers.</p> <p>Detectives worked several sex crimes this month to include two with child victims. Another case was a reported Kidnapping and Assault that turned out to be unfounded.</p> <p>Sgt. Franks and Detective Rasmussen attended Rainer Chief Ralph Painter's funeral who had been killed in the line of duty.</p>	Police/Comm.
107	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
108	No Change September 15,	GASB 54	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and	Public Works

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	2010		streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements. Staff met with the auditor and he estimates the work is 80% complete.	
109	No Change December 7, 2010	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 <sup>th</sup> Street. Mike Becker has completed construction. The road is now paved from Gekeler Lane to Highland Drive and the paving is continuing south. The detour route was in the process of being repaired with gravel. Patching of these areas will happen in the spring.	Public Works
110	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
111	No Change November 1, 2010	Street User Fee Projects	The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. Staff is preparing the extent of what projects can be accomplished. These projects will be the direct benefit of \$300,000 savings on the Gekeler Lane project. Following is a list of the projects: <b><u>Depot Street and Elm Street Seal Coat</u></b> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project was awarded to Mike Hampton and should start within two weeks. The funding is from Street User Fees and is estimated at \$30,000. Planned to be completed in the Spring of 2011. <b><u>'S' Avenue Overlay</u></b> - This project will overlay 'S' Avenue from Monroe Avenue to Spruce Street and is estimated at \$56,000. The water taps will be replaced this winter with the overlay to be completed in the Spring of 2011.	Public Works
112	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
113	No Change December 7, 2010	Snow Removal	Public Works crews are currently managing snow removal issues.	Public Works
114	Complete January 2011	Repair of Sanitary Sewer Mainline	City crews have repaired sections of the sewer mainline located in the alleyway between Gandy Avenue and Palmer Avenue and First Street and Cedar Street. The bottom of the pipe was missing in three separate locations along the section in question.	Public Works

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115	No Change November 1, 2010	WWTP Levy Repair	City crews have been placing pit run rock on the levies at the WWTP wetlands to repair the erosion that occurred last spring. This was not budgeted and may require a transfer of funds from the contingency line at the end of the budget year. The estimated cost is from \$50,000 to \$100,000.	Public Works
116	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
117	New Item February 28, 2011	Street Evaluations	Street crews are completing road surface evaluations to determine the streets that are in need of resurfacing and prioritization to meet current funding levels.	Public Works