



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report

March 2011

City Manager's Top Priorities for 2011

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change 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	Updated March 14, 2011	Develop Objectives in support of City of La Grande Vision and Goals	Council action item for March 16, 2011	City Manager
3	No Change February 16, 2011	Support Business Retention and Expansion Program	In partnership with UCEDC. Task Force of 12 has been formed; scheduled launch date of April 1 to begin visitation process with 50-60 Union County businesses over the next 12 months; City Staff is providing a variety of support and participant services toward the effort.	Community and Economic Development
4	No Change January 2011	Implement Economic Development Strategy for La Grande	Work session scheduled for May, 2011.	Community and Economic Development
5	No Change 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	No Change January 2011	Capital Improvement Program	Develop a program to address replacement of General Fund capital equipment including, but not limited to ambulances, police cars, fire apparatus, and other capital needs within available resources.	Finance

March 2011

Item No.	Date of Change in Status	Item	Comments	Lead Department
			Continue to pursue grant opportunities.	
7	No Change January 2011	Create a Railroad Quiet Zone	Pursue funding opportunities as they become available to make the safety improvements required to create a quiet zone. The costs associated with this project are in excess of \$1 million.	Public Works
8	Updated March 14, 2011	Riverside Pavilion	Pavilion was destroyed by fire in February. Council appointed the City Manager project manager. Community Forum set for March 15, 2011. See City Manager sections below for more detailed information regarding key aspects of project.	City Manager

2011 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
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	Public works Update (immediately following an Urban Renewal Special Meeting)
Monday, April 18	Work Session (added)	Parks and Recreation Fees/Annual Report/Pavilion
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*

March 2011

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

Item	Date of Change in Status	Item	Comments	Department
1	No Change February 14, 2011	Elimination of expired permits	The building department staff is going through all of the files and getting them cleaned up and transferred to the basement archives.	CEDD Building
2	No Change March 5, 2010	New Permit Software	BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.	CEDD Building
3	Updated March 1, 2011	Monthly activity (February 2011)	<u>Permit Type/#:</u> <u>Fees \$:</u> <u>Valuation \$:</u> Building, 19 7833.64 \$522.570 Demolition, 0 0.00 Electrical, 43 9185.68 Mechanical, 27 1818.32 MFG Homes, 2 732.00 Plumbing, 7 2064.72 Farm Exempt, 2 0 <u>Totals: 100 21,100.36</u> <u>Total inspections performed = 163</u>	CEDD Building
4	Updated March 15, 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 \$28,750 Frontier streetscape \$15,000 \$0 <u>Additional facades</u> \$50,000 \$0 <u>Totals:</u> \$187,512 \$80,371 Available: \$61,350	CEDD Economic Development
5	Updated March 15, 2011	Implement façade grant program	10 projects are complete this fiscal year, four are approved but not yet started and six others are pending approval. 13 projects are in discussion.	CEDD Economic Development
6	Updated March 7, 2011	Monthly Main Street program updates	Downtown/ "Big H" streetscape project design final report is in draft version, cost estimates for project have been developed; new RARE participant Jerri Hofmann is now assuming more active leadership role of day-to-day Main Street management & coordination; Main Street Community meeting & awards held on Feb. 17; 6 of 10 new bike racks in have been installed.	CEDD Economic Development
7	Updated March 7, 2011	Assess feasibility of forming a multi-county economic development marketing cooperative	Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a trade show planning meeting in Portland on Sept. 23 with statewide partners. Staff will be attending the AWEA trade show in Anaheim in May along with UCEDC staff.	CEDD Economic Development
8	Updated March 7, 2011	Assisting UCEDC with economic development plan implementation	Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation. BR&E program to officially launch in March with two rounds of volunteer visitor training sessions.	CEDD Economic Development

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9	Updated March 7, 2011	Urban Renewal projects updates	Maridell project – new bike racks have been installed, 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, DEQ contracted engineer to be onsite March 10; working with Frontier on a possible streetscape project; parking lot on Washington – Public Works working on bid documents. Big H & Plaza, IOOF, Liberty Theatre, and Liberty alley/parking lot projects to be presented along with Call for Projects finalists at March 14 work session.	CEDD Economic Development
10	Updated March 7, 2011	Urban Renewal “call for projects”	Final review of four finalist projects slated for March 14 work session and potential Council funding approval consideration on April 6. Three projects moved to façade grant consideration.	CEDD Economic Development
11	Updated March 7, 2011	Calendar YTD Planning Statistics (through February ’11)	Land Use Applications: 1 Zoning Approvals: 1 New Business Permits: 4 Revenue (Land Use Fees): \$25 Revenue (Park SDC): \$0	CEDD Planning
12	Updated March 1, 2011	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	ODOT and City Staff are continuing to negotiating with a Consultant to update the City’s Transportation System Plan (TSP) for the Goal 9 UGB expansion area. Anderson-Perry & Assoc. will be updating the City’s water, sewer and storm water master plans concurrently. This project is schedule to be completed by June 2012.	CEDD Planning
13	No Change 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
14	New Item March 1, 2011	Annexation	Staff is recommending that the City Council consider annexing the “North Side” during the November 2011 election. Waiting until the November election will save costs for the City and should allow adequate time for a citizen group to provide outreach and education. To meet filing deadlines, Staff will be providing the City Council with a Resolution by the June Regular Session to declare an election.	CEDD Planning
15	No Change May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing a permit that would allow the EOU visitors permit to exempt those with temporary permit to park longer than two hours downtown in an effort to increase shopping opportunities. EOU is receptive; concept would be to encourage those who are here for campus visits to be able to also	City Manager

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			spend more time in our downtown. Ideally the local merchants would provide coupons or other incentives to make the program more viable. Next steps are to explore with Chamber and La Grande Main Street.	
16	Updated March 17, 2011	Budget Committee Department Tour	Angelika provided Directors with information regarding the 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. Next step is to set date, schedule, and sequence.	City Manager/ Assistant to CM
17	Updated March 14, 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. As of March 11 the effort has raised over \$3,000.	City Manager
18	Updated March 14, 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. Scheduled a Forum for March 15 th to solicit community input. Met with AP, Staff, and members of Soroptimist to discuss kitchen design.	City Manager
19	Complete March 14, 2011	Budget Priorities Work Session	Council conducted a work session in March to provide additional guidance regarding budget preparation for the coming fiscal year.	City Manager
20	Updated March 14, 2011	Council Meetings Back on Cable	Met with two prospective contractors to discuss services agreement to video Council meetings. Negotiations ongoing.	City Manager / Assistant to the CM
21	No Change 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
22	No Change February 23, 2011	UCEDC Annual Work Plan Update	Need to convene City's Joint Review Team to discuss annual work plan.	City Manager
23	Updated March 17, 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. Scheduled for April 4, 2011.	City Manager
24	Updated March 14, 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. Extension is on the Council's March 16 th Agenda.	City Manager
25	Updated March 17, 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. The	City Manager

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			City Council has indicated a desire to consider the request as part of the Budget Committee/Adoption process.	
26	No Change February 23, 2011	Urban Renewal Budget 2011-2012	Work on next fiscal year's budget has begun.	City Manager
27	No Change February 23, 2011	City of La Grande Budget 2011-2012	Work on next fiscal year's budget has begun.	City Manager
28	Complete March 14, 2011	Pavilion Demolition	Summit Construction, a local contractor, submitted the lowest estimate for the demolition of the Pavilion. They completed their work on March 11th and have submitted their final invoice for payment. The information has been communicated to CIS.	City Manager
29	No Change February 23, 2011	Parks and Recreation District Effort	Next step is to seek volunteers to begin process.	City Manager
30	Updated March 14, 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. Negotiations begin on March 28.	City Manager
31	Updated March 14, 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. Negotiations are set for April 5 and 6.	City Manager
32	Updated March 14, 2011	Employee Association Negotiations	The agreement between the City and the Employees Association is up for renegotiation.	City Manager
33	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
34	No Change 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
35	Updated March 14, 2011	ATT Cell Tower Lease	The parties have reached agreement on the language and the City Attorney has reviewed and concurred with the revisions. We are waiting on a final draft for signature.	City Manager
36	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	City Manager

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			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.	
37	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
38	No Change 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 th .	City Recorder
39	Updated March 14, 2011	Personnel Policy Manual	At the City Manager's request, reviewing City's Personnel Policy Manual, to ensure that our policies are accurate and legally sufficient.	City Recorder
40	No Change 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
41	No Change 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) 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</p>	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			adoption cycle.	
42	No Change February 22, 2011	Complete requirements for becoming a Registered Parliamentarian	Currently researching on-line distance learning opportunities, in preparation for the three-hundred question final exam.	City Recorder
43	Updated March 14, 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 th . We will continue to place eligible applications, as they are received, on upcoming Regular Session agendas for Council consideration and appointment to those Commissions without full memberships.	City Recorder
44	Updated March 4, 2011	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	Finance/ Personnel
45	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
46	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
47	Updated March 4, 2011	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010. Public works has been working with Auditors in the progress and we are about 80% complete. After reviewing with Public Works, it its estimated a completion date of prior to June 30, 2011	Finance
48	Complete March 4, 2011	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. This methodology has been reviewed and what is currently in place will remain for the current budget	Finance

Item	Date of Change in Status	Item	Comments	Department
			year.	
49	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
50	Updated March 4, 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 th . There will be a software custom code review in February also. Currently, we are on track with the timeline. The new server was installed and we are still awaiting 1 new computer. One webinar on our new software was held with one more in March prior to the conversion. A PSA will be issued explaining our limited services that will be available on March 17 th and 18 th , due to no access to our data base. We have also been reviewing processes and programs that will disappear with the new software, determining what water bill statements will look like, check styles we will use and have reviewed our custom code and determining if we still need.	Finance
51	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
52	Updated March 4, 2011	Statistics	<u>For the month of December 2010:</u> Monthly Revenue (all funds) \$1,470,298 Monthly Revenue (general fund) \$ 707,580 Monthly expenses amount (all funds) \$1,958,876 Monthly expenses (general fund) \$ 603,640 # of Accounts Payable Checks issued: 229 # of Payroll Checks issued: 142 Monthly Payroll expenses: \$ 686,935 # of Water accounts billed: 5144 # of LID accounts billed: 21 # of NSF checks the City received: 9 Pieces of mail processed 8,074	Finance
53	No Change February 15,	FY 2010-11 Budget Process	Budget calendars, budget worksheets with instructions have been distributed to all departments	Finance

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	2011		to begin the budget process. The first phase is estimating what the current year revenue and expenditures will be.	
54	No Change 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
55	New Item March 4, 2011	Street Fund Budget	Monitor Street Fund to determine if and when there may need to be a resolution prepared to account for the unanticipated Revenues received from the increased gas tax and increase appropriations for personnel costs.	Finance
56	New Item March 4, 2011	Fixed Assets	Begin preparing the fixed asset inventory for updating by each department for the current fiscal year.	Finance
57	New Item March 4, 2011	911 Fund	Resurrect and prepare a 911 Fund for the City Budget. With GASB 54 requirements and state mandates in designated spending accountability, it has been determined a resurrected 911 Fund will be re-established.	Finance
58	New Item March 4, 2011	Grants	Semi Annual review of grants received to date and bring to date, paperwork associated with these revenues and expenditures.	Finance
59	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
60	Updated March 17, 2011	Statistics	Response statistics for Feb. 2011 Medical: 195 Fire/Other: 12 (1 arching wire, 3 fire alarms, 4 fires, 4 odor checks)	Fire
61	No Change February 19, 2011	Fire Code Inspections	New inspections for Jan: 1 Re-inspections for Jan: 0	Fire
62	No Change February 19, 2011	Juvenile Fire Setter	1 Intervention(s) conducted in Jan.	Fire
63	Updated March 17, 2011	Child Safety Seat Installations and Bicycle Helmets	Feb: 5 families instructed in proper car seat with 5 being provided with reduced priced child safety seats. Feb: 0 family assisted with proper bicycle helmet use and supplied with 0 helmet(s).	Fire
64	Updated March 17, 2011	Traffic School	Feb: 10 attended traffic school. Fees collected: \$500	Fire

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65	Updated March 17, 2011	Training/Conf.	<u>Feb. Training/Conferences</u> 1 Fire Captain attended a fire officer training program in Salem.	Fire
66	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
67	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
68	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
69	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
70	Updated March 10, 2011	Literacy Center	In an effort to make the budgeted money go as far as possible, we did not open the Center until mid-January since historically we do not have consistent good attendance until after that point. We have added several more adult volunteers to the afternoon schedule so we are tutoring more students one-on-one or in groups. Our high school volunteer comes on Thursdays. Saturday volunteers have not been as easy to find or as reliable. We presently have no one willing to open that day so will not offer those hours until we find people. We have had more requests for materials with which parents work with their children. Two families who live out of town and cannot get to the Center consistently to use our services particularly would like these materials. One professional tutor brings her student to work with him here. The Coordinator took requested materials to one young mother who has a newborn and two eight year olds and taught her how to use them.	Library
71	Updated March 10, 2011	Page Turners Book Club	The book club discussed Alice Walker's <i>Now is the Time to Open Your Heart</i> . Book Club meets at White House Coffee on the third Tuesday of the month and newcomers are always welcome.	Library
72	No Change Feb. 16, 2011	Friends of the Library	Friends donated their time to help out at the Elvis' Birthday fundraiser for the Teen area which is under development. Seventy people attended and \$500 was raised for the library.	Library
73	No Change	Archives	1. Five collections were taken in and processed at	Library

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	October 6, 2010		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.			
74	Updated March 10, 2010	Statistics	2011	2010		Library
			12,229	9,189	Circulation	
			24,205	18,165	Door count	
			10,125	11,244	Card holders	
			409	330	Overdue notices	
			58	10	Library2Go patrons	
			88	34	Library2 Go titles checked out	
			28	23	Events in community room	
			91	30	Homebound deliveries	
			15	59	Adult program attendance	
			380	668	Children's program attendance	
			27	25	Volunteers	
			227	210	Volunteer hours	
75	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
76	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
77	No Change Feb. 16, 2010	Department Activities	Sage Consortium migrated to open source Evergreen software the end of December. Considering that the consortium covers 70+ multi-type libraries over 10 counties, the migration has been very smooth. Winter Festival was held in January. There were over 500 attendees utilizing the library, ODS, and the walkway between the buildings. A 55" TV was installed in the check out area to promote library events. This will eliminate a lot of the paper sign clutter.			Library
78	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

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79	Updated March 15, 2011	Greenway	The Grant to construct a bike/pedestrian bridge to link Riverside Park to the Greenway has been approved in the amount of \$841,100. Staff is currently reviewing the Agreement and the next step will be to select an engineer.	Parks - Admin												
80	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												
81	Complete March 15, 2011	Fire Riverside Park	See City Manager Section for complete update.	Parks - Admin												
82	Updated March 15, 2011	Training	Utility Worker Lanman attended a sports field maintenance class in Portland.	Parks - Admin												
83	Updated March 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. In conjunction with the local Veterans' facilities, Staff applied for a grant through the National Recreation and Park Association to build a family dressing room for special needs patrons and their families, but was not successful.	Parks - Aquatics												
84	Updated March 15, 2011	Pool Statistics February	<table><tr><td></td><td><u>2010</u></td><td><u>2011</u></td></tr><tr><td>ATTENDANCE</td><td>3,749</td><td>3,276</td></tr><tr><td>REVENUE</td><td>\$8,565</td><td>\$9,769</td></tr><tr><td>FY TO DATE</td><td>\$57,636</td><td>\$67,073</td></tr></table>		<u>2010</u>	<u>2011</u>	ATTENDANCE	3,749	3,276	REVENUE	\$8,565	\$9,769	FY TO DATE	\$57,636	\$67,073	Parks - Aquatics
	<u>2010</u>	<u>2011</u>														
ATTENDANCE	3,749	3,276														
REVENUE	\$8,565	\$9,769														
FY TO DATE	\$57,636	\$67,073														
85	Updated March 15, 2011	Pool Update	Chery Wells and Jan Petersen have replaced Dorothy Bell as volunteer instructors for the Gentle Exercise Class, which meets threes times per week. Imbler and Union schools completed swim lessons in February and home school students are taking lessons during March.	Parks - Aquatics												
86	Updated March 15, 2011	Pool Maintenance	The phone system at the pool went out and repairs cost in excess of \$3,000.	Parks - Aquatics												
87	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												
88	Updated March 15, 2011	Parks Maintenance	Volunteers Brian Bell (excavator) and crew, Fred Bell, Jr. (backhoe and dump truck), Mike Hampton and crew (mini excavator, bobcat), Dewayne Craft (24" auger, soft excavator machine, dump truck & 3-ton roller), Rob Lane, Lee Atkinson, Ryan	Parks - Maintenance												

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			Givens, Mike Wisdom and Jay Coleman donated their time and equipment to lay 520 feet of pipe in Mel Fischer and Community fields to correct the drainage problem. Materials for the project were purchased by the La Grande High School Softball Team (\$1,000) and La Grande High School Baseball Team (\$500); La Grande Little League purchased all of the rock for the project at a discounted price from R.D. Mac.																																																									
89	No Change March 15, 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 th . Games would be played on Thursdays, Fridays, Saturdays and Sundays.	Parks																																																								
90	No Change February 18, 2011	Adult Recreation Program	The Coed Softball League will hold their organizational meeting on February 18 th They will begin league play in May, with games Monday through Thursday evenings.	Parks - Recreation																																																								
91	No Change February 18, 2011	Children’s Recreation Program	Winter gymnastics started in January and will end in April.	Parks - Recreation																																																								
92	No Change February 18, 2011	Arts for All	The Arts for All Festival, sponsored by the La Grande Arts Commission is scheduled for April 16 th . 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																																																								
93	No Change 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																																																								
94	No Change 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																																																								
95	Updated March 15, 2011	February Statistics	<table><tr><th colspan="4">YR TO</th></tr><tr><th></th><th>FEB</th><th>DATE</th><th></th></tr><tr><td>ROW Trees Planter</td><td>0</td><td>0</td><td></td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td><td></td></tr><tr><td>Street Trees Removed</td><td>0</td><td>5</td><td></td></tr><tr><td>Park Trees Removed</td><td>1</td><td>2</td><td></td></tr><tr><td>Street Trees Pruned</td><td>119</td><td>147</td><td></td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>22</td><td></td></tr><tr><td>Field Evaluations</td><td>3</td><td>5</td><td></td></tr><tr><td>Nuisance Responses</td><td>1</td><td>2</td><td></td></tr><tr><td>Community Responses</td><td>22</td><td>28</td><td></td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>1</td><td></td></tr><tr><td>Tree Service Permits</td><td>2</td><td>4</td><td></td></tr><tr><td>Site Plan Reviews</td><td>0</td><td>0</td><td></td></tr></table>	YR TO					FEB	DATE		ROW Trees Planter	0	0		Park Trees Planted	0	0		Street Trees Removed	0	5		Park Trees Removed	1	2		Street Trees Pruned	119	147		Park Trees Pruned	0	22		Field Evaluations	3	5		Nuisance Responses	1	2		Community Responses	22	28		Ordinance Enforcement	1	1		Tree Service Permits	2	4		Site Plan Reviews	0	0		Parks - Urban Forestry
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96	No Change 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
97	Updated March 10, 2011	Operations Division Statistics For February, 2011	Following are the statistics for January: Case Reports turned in: 162 Total Traffic: 174 Arrests: 78 Calls for service: 1461	Police
98	Updated March 10, 2011	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: 315; All Calls: 2605; Actual legitimate 9-1-1 calls for service: 248; Case reports taken by LGPD and UCSO: 175	Police
99	Updated March 10, 2011	Training	OPERATIONS FEBRUARY TRAINING: One officer attended a taser instructor recertification class in Independence, Oregon. The SWAT team attended a four hour block of training. The SNIPER team attended a 4 hour block of training. COMMUNICATIONS FEBRUARY TRAINING: No outside trainings attended during February.	Police/Comm
100	Updated March 10, 2011	Union/Wallowa County Drug Task Force February, 2011 Activity Summary	January: New Activities: 20 Activities year to date: 48 Arrests : 0 Arrests year to date: 5	Police
101	No Change Feb. 15, 2011	Communications Strategic Plan	After extensive evaluation and testing, we have determined that the vehicle mounted repeaters will not resolve our communication deficiencies as needed. We are working with Union County Emergency Management to evaluate other approaches.	Police
102	Updated March10, 2011	Department Activities	Officers responded to a barricaded man who was firing multiple shots through his trailer walls at Sundowner Trailer Park. The suspect was armed with a shotgun and by his actions endangered other residents in the area, along with the officers. We initiated a multi agency response and deployed our SWAT Team. We were able to take the suspect into custody without injury. Both the Fire Department and Public Works also provided assistance during	Police/Comm.

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			<p>this incident.</p> <p>Two of our SWAT team members assisted the Baker County Sheriff's Office in Sumpter with a barricaded murder suspect. The members were able to deploy chemical munitions which flushed the suspect out of the building and he was taken into custody. Detectives had three new child abuse cases and two new sex crime cases this month and continue to investigate several ongoing cases. The Major Crime Team is still working an old homicide case.</p> <p>We are very pleased to announce that our newest officer Brandon Boucher graduated from the academy and is in field training and Wes Garth was sworn in as our newest Reserve Officer.</p>	
103	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
104	No Change September 15, 2010	GASB 54	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements. Staff met with the auditor and he estimates the work is 80% complete.	Public Works
105	No Change December 7, 2010	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 th Street. Mike Becker has completed construction. The road is now paved from Gekeler Lane to 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
106	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
107	No Change November 1, 2010	Street User Fee Projects	<p>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:</p> <p><u>Depot Street and Elm Street Seal Coat</u> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project was awarded to Mike Hampton and 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.</p> <p><u>'S' Avenue Overlay</u> - This project will overlay 'S' Avenue from Monroe Avenue to Spruce Street and</p>	Public Works

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			is estimated at \$56,000. The water taps will be replaced this winter with the overlay to be completed in the Spring of 2011.	
108	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
109	Complete March 15, 2011	Snow Removal	Public Works crews are currently managing snow removal issues.	Public Works
110	New Item March 15, 2011	Sewer Repair	Crews will begin replacing the sewer mainline on 'O' Avenue between Cherry Street and Willow Street. This section of sewer has a reverse grade, is shallow and currently flows to Cherry Street. The new line will flow to Willow Street and be considerable deeper.	Public Works
111	Complete March 15, 2011	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
112	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
113	No Change 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
114	New Item March 15, 2011	Water, Sewer and Stormwater Master Plans	Staff is currently working with the consultant to determine the extent and cost of updating the Water, Sewer and Stormwater Master Plans. It has been over 10 years since the last update. On the Stormwater Master Plan, the consultant is looking at evaluating the area west of 12 th Street for the first time.	Public Works