



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

**Staff Report**  
**December 2009**  
**City Manager's Top Ten**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Completed December 2, 2009	Revise the Growth Boundaries as Part of the Goal 9 Process	The City has completed final adoption of expanding the City's Urban Growth Boundary by approximately 314 acres. The adopting Ordinance is scheduled for co-adoption by Union County on December 2, 2009.	Community and Economic Development--Planning
2	Updated December 16, 2009	Support Business Retention and Expansion Program	A leadership team has been formed; a task force has been formed and has met once; target to launch program is late June with first round of business visitations/ surveys set for fall 2009. Project has been put on hold until 2010. Project is included in the new 2009 UCEDC Economic Development Strategic Plan and the forthcoming City of La Grande Economic Development Plan.	Community and Economic Development
3	Updated December 16, 2009	Formulate an Economic Development Strategy for La Grande	Project is 60-75% complete. Anticipate Council action in February 2010.	Community and Economic Development
4	Completed November 13, 2009	Conduct a Community Visioning Process	Vision and supporting goals adopted in September. Next step is for each department to incorporate its own goals and strategies to coincide with the overall vision and goals statement.	Community and Economic Development
5	Updated December 16, 2009	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	New bicycle racks are being installed downtown; Design committee is developing a streetscape plan; Economic Restructuring committee is working on downtown surveys; Organization committee is coordinating efforts with the new Main Street Board; Promotion is assuming downtown events responsibilities previously managed by LGDDA.	Community and Economic Development
6	Completed December 16, 2009	Participate in the Formulation of an Economic Development Strategy for Union County	Consultant has completed work on the project and has handed the project off to UCEDC.	Community and Economic Development

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
7	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance
8	No Change May 11, 2009	Develop an ambulance/fire apparatus replacement strategy	<p>Due to the constant and increasing use of our ambulances, a plan should be in place to replace or refurbish one every four to five years. Cost: \$130,000. Our fire apparatus will not need to be replaced as frequently but their cost, \$250,000 to \$800,000, requires long term planning. FEMA has a fire apparatus replacement grant program that funded our newest fire truck (2005) and we will be applying for funding to replace our aging aerial this grant cycle.</p> <p>A strategy to fund the purchase of ambulances and fire apparatus will likely have to include continuing to apply for grants that fund large apparatus purchases, consideration of vehicle lease/purchase programs and possibly asking the voters to support a levy to purchase this equipment.</p>	Fire
9	No Change August 17, 2009	Explore the Feasibility of Creating a Railroad Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The questionnaire had few responses but those that did respond reflected a consensus that the whistles were not a major problem and the City should not spend funds for this. Some concerns from a few Committee members reflect the questionnaire may not be a fair judge. Staff has submitted for a grant to establish a Quiet Zone (\$1.7 million) and it has successfully made it thru the first round of evaluations. The Committee has sent a letter to Council addressing the need for continuing to work on this.	Public Works
10	Completed December 17, 2009	Implement Portions of the Bike and Pedestrian Plan Within Resource Constraints	The bike lanes have been painted for lane designation. Bike lanes have been cleaned and painted. Bike markings are being applied to the ground. Overhead signage is being reviewed on Gekeler Lane and additional bike lane striping and signage has been applied on 12 <sup>th</sup> Street from Gekeler thru the cemetery. Public Works has started installing bike racks downtown. This item occurs annually and is complete for 2009.	Public Works

## 2010 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
<b>Tuesday/Wednesday, January 5/6</b>	<b>COUNCIL RETREAT</b>	
Monday, January 11	Work Session	Library Commission/New Director
Wednesday, January 20	Regular Session	
<b>Wednesday, January 27</b>	<b>TOWN HALL MEETING</b>	at Johnson Community Room
<b>Monday, February 1</b>	<b>TOWN HALL MEETING</b>	at Greenwood Elementary School
<b>Monday, February 8</b>	<b>TOWN HALL MEETING</b>	at Middle School Commons
<b>Wednesday, February 10</b>	<b>TOWN HALL MEETING</b>	at La Grande Fire Station
Wednesday, February 17	Regular Session	
Monday, March 8	Work Session	Commission/Annexation
Wednesday, March 10	Regular Session	
Monday, March 15	Work Session	Local Option Levy
Monday, April 5	Work Session	Commission/Other Revenue Enhancements
Wednesday, April 7	Regular Session	
Monday, April 12	Work Session	Commission/Special Event Insurance
Monday, April 19	Work Session	Commission/Downtown Maintenance
Monday, May 3	Work Session	Commission
Wednesday, May 5	Regular Session	
<b><u>Monday, May 10 – Friday, May 14~~BUDGET HEARINGS</u></b>		
Monday, May 24	Work Session	Commission
Monday, June 7	Work Session	Commission
Wednesday, June 9	Regular Session	<b>ADOPT BUDGET</b>
Monday, July 12	Work Session	Commission
Wednesday, July 14	Regular Session	
Monday, August 2	Work Session	
Wednesday, August 4	Regular Session	
Monday, September 13	Work Session	Commission
Wednesday, September 15	Regular Session	
Monday, October 18	Work Session	
Wednesday, October 20	Regular Session	
Monday, November 15	Work Session	
Wednesday, November 17	Regular Session	
Wednesday, December 1	Regular Session	
Wednesday, January 19, 2011	Regular Session	

### Commissions Include:

Air Quality	Parking, Traffic Safety, and Street Maintenance
Arts	Parks and Recreation
Community Landscape and Forestry	Planning
Landmarks	Substance Abuse
Library	Urban Renewal

*Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m.  
Meeting Dates Subject to Change; Please call 962-1309 to Confirm  
Statistics/Action Items/Updates*

Item	Date of Change in Status	Item	Comments	Department																																	
1	Updated December 17, 2009	Elimination of expired permits	Sandy has sent out several more letters to help clean up the files. She is awaiting the arrival of the new Building Official for direction on his desired rules for this process.	CEDD Building																																	
2	Completed December 17, 2009	Building Official Search	David Kloss has been hired as our new Building Official. He will begin his employment on December 28 <sup>th</sup> .	CEDD Building																																	
3	Updated December 17, 2009	Quick Permits	The State has opened back up the enrolment for this project. The building department is awaiting direction from the “city” on whether this program would be beneficial to the city and the county.	CEDD Building																																	
4	Updated December 17, 2009	New Permit Software	We are unsure where the State is on implementing this program. The desire of the state is to design a program that will serve all building departments state wide. Other departments such as planning, public works, and finance would have the option to purchase software to tie into this system if they choose.	CEDD Building																																	
5	Updated December 17, 2009	Monthly activity (Dec)	<table><tr><td><u>Permit Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building, 20</td><td>11,799.32</td><td>753,048.83</td></tr><tr><td>Demolition, 0</td><td>0</td><td></td></tr><tr><td>Electrical,39</td><td>7805</td><td></td></tr><tr><td>Mechanical, 43</td><td>2774</td><td></td></tr><tr><td>MFG Homes, 2</td><td>732</td><td></td></tr><tr><td>Plumbing, 20</td><td>2900</td><td></td></tr><tr><td>Farm Exempt, 0</td><td>0</td><td></td></tr><tr><td>Signs, 0</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>124</u></td><td><u>26011</u></td></tr><tr><td colspan="3"><u>Total inspections performed = 272</u></td></tr></table>	<u>Permit Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 20	11,799.32	753,048.83	Demolition, 0	0		Electrical,39	7805		Mechanical, 43	2774		MFG Homes, 2	732		Plumbing, 20	2900		Farm Exempt, 0	0		Signs, 0	0		<u>Totals:</u>	<u>124</u>	<u>26011</u>	<u>Total inspections performed = 272</u>			CEDD Building
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6	Updated December 16, 2009	Implement façade grant program	First two funded projects are complete and final report has been submitted to SHPO. Two additional projects have signed contracts with us; four additional projects are at various stages of obtaining Landmarks approval.	CEDD Economic Development																																	
7	Updated December 16, 2009	Monthly Main Street program updates	First set of bicycle racks have been installed downtown, a few more will be installed this year, remainder will wait until spring 2010; New Main Street board of directors and officers have been established; looking into feasibility of Liberty Theatre project..	CEDD Economic Development																																	
8	Updated December 16, 2009	Business Retention & Expansion (BR&E) program	A leadership team has been formed; a task force has been formed and has met once; target to launch program is late June with first round of business visitations/ surveys set for fall 2009. Project has been put on hold until 2010. Project is included in the new 2009 UCEDC Economic Development Strategic Plan and the forthcoming City of La Grande Economic Development Plan.	CEDD Economic Development																																	
9	Updated December 16, 2009	Calendar YTD Planning Statistics	<table><tr><td>Land Use Applications:</td><td>25</td></tr><tr><td>Zoning Approvals:</td><td>49</td></tr><tr><td>New Business Permits:</td><td>35</td></tr></table>	Land Use Applications:	25	Zoning Approvals:	49	New Business Permits:	35	CEDD Planning																											
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December 2009

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Item	Date of Change in Status	Item	Comments	Department
			Revenue (Land Use Fees): \$6,090 Revenue (Park SDC): \$3,150	
10	No Change November 16, 2009	Goal 9 – Phase 2 Public Facility Plan Updates	The Planning Division has applied for a DLCD Technical Assistance Grant to update the City's Public Facilities Plans. This planning effort will be predominantly limited to the Goal 9 UGB expansion area. Once the Public Facilities Plans are updated, the expansion area can be rezoned to industrial, as appropriate, to support new development.	CEDD Planning
11	No Change September 9, 2009	OTECC Project	OTECC is seeking to consolidate their two facilities (Elm St. administration office & Cove Ave. field office) and constructing a new facility on property they own adjacent to Bi-Mart to the East. Progress is being made on right-of-way access issues that will involve the removal of two driveways (Seventh Day Adventist church & school; and former La Grande School District offices). A new road may be proposed to run from Adams Avenue to Gekeler Lane through the OTECC property.	CEDD Planning
12	New Item December 16, 2009	Historic District / Main Street Grant	The Planning Division is preparing a Preserving Oregon Grant application that will be around \$17,000. If awarded, this grant will assist in funding the second round of façade improvements in the Downtown Historic District. This application will be presented to the City Council for consideration and authorization during the January Regular Session.	CEDD Planning
13	No Change September 25, 2009	Goals and Objectives Development	The next step following the Council approval of the Vision and Goals is to develop specific objectives based on those goals.	City Manager
14	Complete December 18, 2009	Quarterly Budget Reviews	Met with each department director to review budget performance for current fiscal year.	City Manager
15	Updated December 18, 2009	Long Range Budget Planning	The City Council held a work session to discuss the looming budget shortfall for the coming fiscal years. Based on that work session, the Council will conduct a series of town hall meetings beginning January 27 <sup>th</sup> to gain public input. Following those meetings the Council will hold another work session to set priorities that will be incorporated into the budget process.	City Manager
16	No Change November 17, 2009	UCEDC Vacancy	One of the four City appointed positions on the UCEDC Board is vacant. We are advertising for candidates.	City Manager
17	No Change August 17, 2009	Construction Timeline Extension for Business Park Lot	One of the buyers has requested and received an approval for additional time to complete their project. The second buyer has yet to submit a letter and once received we can formally approve the extension.	City Manager
18	No Change November 17, 2009	Committee Annual Work Sessions	Based on discussions at a recent Council Work Session we will develop a schedule for annual reports by advisory commissions to the City Council	City Manager

Item	Date of Change in Status	Item	Comments	Department
			in work session format. City Recorder has identified tentative dates as shown in the calendar above, specific schedule TBD.	
19	New Item December 18, 2009	Coffee with the City Manager	Beginning next January I am hoping to start a program to meet with two or three business owners once or twice a month to visit about City issues. This will be on an open invitation basis.	City Manager
20	No Change June 5, 2009	UCT Goals for 2009	Met with representatives of UCT regarding Goals 4 and 5 and are planning additional discussions	City Manager
21	No Change December 8, 2008	Veterans Awareness	The City has been asked to assist in a Veterans Awareness program by two local veterans. The concept is still in the preliminary stages and would be done in conjunction with Veterans Day next year.	City Manager
22	No Change September 14, 2009	Memorandums of Understanding for partner organizations	Blue Mountain Conference Center has reached an agreement with the Union County Chamber of Commerce for services related to the operation of conference center. The agreement is for a six month period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.	City Manager
23	Completed December 17, 2009	Library Director Search	Terri Washburn will begin on December 21, 2009, as our new Director.	City Manager
24	No Change May 18, 2009	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers should be revised, as should the document relating to the purpose of the Volunteers to clarify their purpose. On a related note, the County Assessor has determined that barring the formation of a not-for-profit corporation to operate the Museum the property will be subject to taxation. An alternative would be to have the City take over operation, budgeting, and decision making which is contrary to the Council's intent when the property was leased. The EO Museum Board is in the process of forming as a non-profit corporation. Completion of the process is hoped to be prior to September 1, 2009.	City Manager
25	No Change November 17, 2009	Citizen Survey	Have begun work with EOU student/intern on community survey.	City Manager
26	Updated December 21, 2009	Personnel Policy Manual	Reviewing City's Personnel Policy Manual as time permits; obtaining sample policy language from other sources to either update existing or create new policies, as needed	City Recorder
27	No Change September 14, 2009	Draft New Procurement Ordinance	The City Manager has directed the development of a new Ordinance that will streamline and clarify the existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies and regulations.	City Recorder
28	No Change November 17, 2009	Redevelop/Update Website	We are now in receipt of the Verizon settlement check and can begin the process of redeveloping/updating the City's Web Site, under	City Recorder



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			the direction of the City Manager and the City's Users Group, chaired by Angelika.	
29	Updated December 21, 2009	Develop Records Management Policies and Procedures/Rehab Records Center	During the first round of Fiscal Year 2010-2011 Budget prep, we plan to again seek permission from the City Manager to forward a funding request to the Budget Committee and City Council for funds to support the purchase of Records Management Software that will facilitate records retention processes. Sadly, the software we have had our eyes on in connection with accurately and efficiently tracking the terms of all of our Commissioners is no longer available; so, until something similar is developed, Angelika has created a process that should help us to become and stay updated as we post appointments, resignations, and expired terms.	City Recorder
30	Updated December 21, 2009	Develop Public Records Request Policies and Forms	We will prepare and present a draft package of documents to the City Manager prior to requesting formal approval from the Council; hopefully, in concert with the proposed administrative fees the Council agreed to consider during the Work Session of September 14, 2009; inasmuch as those fees will include the related component of document handling (research, copies, DVD reproduction, etc.). We are currently developing a Resolution known by its working title as the "Admin Fees Reso," in which we plan to incorporate the above-referenced document handling fees, as well as a variety of other "housekeeping fees," such as returned check(s) fees. We hope to have this Resolution on the Regular Session Agenda of January 20 <sup>th</sup> .	City Recorder
31	No Change May 18, 2009	Complete requirements for becoming a Registered Parliamentarian	This is a goal that was established some years ago but was "back burned" after the departure of former City Manager Hare. The three hundred study questions have been downloaded in anticipation of eking out some study time for the one-hundred question test.	City Recorder
32	Updated December 17, 2009	Council's Annual Meeting and Events Schedule for 2010	The Council's Annual Meeting and Events Schedule for 2010, has been distributed to the full Council, the City Manager, Department Directors and Managers, and their support staff; as well as to "interested parties." It will also be posted to the web site and inserted into the electronic Community Calendar hosted by EONI. Please be reminded to keep your Monday and Wednesday evenings on reserve. This helps Staff move quickly to schedule a meeting without having first to solicit input, particularly in the event of an emergency.  Please note in particular that the February 1, Town Hall Meeting has been scheduled in Greenwood	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			Elementary School; the February 8, Town Hall Meeting in the La Grande Middle School Commons. All four Town Hall meetings are currently scheduled to begin at 6:00 p.m.	
33	Updated December 21, 2009	Commission Vacancies	We continue to advertise for vacancies on your Boards and Commissions and are now preparing for the process during which we ask you to consider reappointment of Commission incumbents who wish to continue serving on a particular Commission or to appoint new applicants to those terms whose seats will be vacant beginning the first of next calendar year. This process includes sending each incumbent a memo reminding him/her that his/her term is due to expire on December 31, of this year and providing that incumbent with an application. We are currently in receipt of several applications for the Budget Committee vacancies, which is one of the most critical volunteer areas of service even in the best of financial circumstances. These appointments will be scheduled on the January 20, Regular Session Agenda.	City Recorder
34	Updated December 21, 2009	Notary Public	Having scored 100% on the final exam that is now required to renew a Notary Commission, the appropriate paperwork is in the Salem "hopper." After authorization is received to obtain my new Notary stamp, I'll be back in business!	City Recorder
35	Updated December 21, 2009	2010 Elections Prep	I am currently working on a media release in connection with the 2010 Elections season. The announcement will include when candidate packets for next year's Primary Election process will be available (shortly after the new calendar year begins). Council incumbents whose terms are expiring at the end of this calendar year (Clements, Johnson, Lillard, Miesner) will be notified independently of the media announcement.	City Recorder
36	Updated December 18, 2009	Payroll Consistency Issues	During negotiations with the La Grande Police Association the City agreed to review payroll inconsistency issues raised by the Association within six months. A proposal has been made to the Union and they will return with their thoughts and comments.	Finance
37	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
38	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.	Finance/ Personnel



Item	Date of Change in Status	Item	Comments	Department
			The committee has met once and will be meeting again to refine the policy to present.	
39	No Change May 28, 2009	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	Finance/ Personnel
40	No Change December 1, 2008	Implement GASB 45	GASB 45 requirements include measuring and reporting post employment benefits. CIS does provide this service annually and will be available to the auditors when needed.	Finance
41	No Change December 1, 2008	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010.	Finance
42	No Change February 12, 2009	Implement a smoke alarm inspection and replacement program	We were unable to get grant funding this past year to implement a smoke alarm replacement program. We'll be applying for funding again this year (2009). We applied for and received train-the-trainer training and support materials for a fire safety and fall prevention program for elderly citizens in our community through the Office of State Fire Marshal. We did this in partnership with Community Connections of NE Oregon, Inc. in January and will be presenting the program to our senior citizens over the next 10 months.	Fire
43	Updated December 17, 2009	Statistics	Response statistics for November Medical: 233 Fire/Other: 12 (3 fires, 1 odor check, 3 fire alarms and 5 open burn complaints)	Fire
44	No Change August 11, 2009	Fire Code Inspections	New inspections for August: 0 Re-inspections for August: 0	Fire
45	Updated December 17, 2009	Juvenile Fire Setter	2 Intervention(s) conducted in November	Fire
46	Updated December 17, 2009	Child Safety Seat Installations	9 families instructed in proper car seat installation in November with 2 being provided with reduced priced child safety seats. 0 Families fitted with proper bicycle helmets for their children, given to them free of charge through a grant received. 0 helmet(s) provided	Fire
47	Updated December 17, 2009	Traffic School	25 students attended traffic school in November resulting in \$1250 in revenue.	Fire
48	No Change November 13, 2009	Training/Conf.	<u>Sept./Oct. Training/Conferences</u> 3 members attended a regional Haz Mat training 2-day course in Pendleton in Sept.	Fire

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49	No Change November 13, 2009	Fire Safety House Trailer	New roof and siding have been installed. New wiring for interior and exterior lighting and electrical outlets has been run. Interior paneling is being installed and once it has been, new carpeting will go in. The deck off the back of the trailer has been replaced. Trailer will be finished in time for spring elementary school fire safety programs.	Fire
50	Updated December 17, 2009	Open Burning	During the Fall Open Burn season 60 Open Burn permits were issued. Open Burn Season is now closed.	Fire
51	No Change November 13, 2009	EO Fire Museum	304 visitors signed the guest book at the museum between the 1 <sup>st</sup> of June through the end of August. Some signed "...and family" and many visitors don't sign, so the actual number of visitors is certainly higher. Visitors came from 29 US states and 4 foreign countries. Comments have been very complimentary of the museum and our efforts there. It appears that many local citizens bring out-of-town visitors to the museum, supporting this important downtown attraction.	Fire
52	No Change September 2, 2009	Development of Fire Training Facility	<p>Progress on the fire training house has been slow through the summer due to FFs taking vacations and interruptions due to calls. It is hoped that skirting will be going up soon as well as the enclosing of the remaining open gabled end. The house will then be painted in a color matching the fire station exterior. Application of a wainscot of OSB panels has been finished on the house's interior. Wiring the interior to provide lighting and electrical outlets should be completed in the next month.</p> <p>Placement of a "live burn" prop (2 metal storage containers within which small fire will be set for FFs to extinguish) was approved by the City Planning Commission as a conditional use on the old dog pound property owned by the City, near the fairgrounds.</p>	Fire
53	Updated November 13, 2009	Weed/Tall Grass Complaints	32 property owners were notified of weed and tall grass complaints received by the FD this season. The City has had to abate 3 of the properties due to noncompliance with City nuisance ordinance # 3002. Liens have been placed on 2 of the properties to recover abatement costs.	Fire
54	New Item December 18, 2009	High Speed Internet	<a href="#">EONI has proposed converting to the high speed internet access to their system at a significant cost savings without a reduction in speed from the existing provider. The new Director will review the proposal and make a recommendation.</a>	Library
55	Updated December 18, 2009	Statistics.	Circulation for November 09: 70,679 Circ. same period, 11/08: 69,793.	Library
56	Updated	Artist donations	Judy Seydel small watercolors are for sale at the	Library

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	December 18, 2009		circulation desk, all funds going directly into the library's Grants/Donations fund for new books.										
57	No Change September 5, 2009	Department priorities	With Library Commission, define service level priorities in the wake of decreased budget for 2009-10. Complete by September 1, 2009. Priorities defined; Final report in progress; to be delivered to council mid-September.	Library									
58	Updated December 18, 2009	Programs	Movie Nights: Nov 13, Dec 4, Dec 18 Sleepytime Story Hours: Nov 9 <sup>th</sup> and 23 <sup>rd</sup> Children's Spanish storytime, Nov 21, 11 a.m.	Library									
59	No Change September 5, 2009	Archives	First collection day will be Saturday, September 26. Committee will have a booth at Celebrate La Grande; vests purchased for volunteers.	Library									
60	Updated November 18, 2009	Staffing	With the retirement of Vicki Bruce we returned Carrie to full time at her current level and have filled the vacant part-time position.	Library									
61	Updated December 21, 2009	Pool Statistics November	<table><tr><td></td><td><u>2008</u></td><td><u>2009</u></td></tr><tr><td>Attendance</td><td>3,234</td><td>2,590</td></tr><tr><td>Revenue</td><td>\$4,850.26</td><td>\$4,911.40</td></tr></table>		<u>2008</u>	<u>2009</u>	Attendance	3,234	2,590	Revenue	\$4,850.26	\$4,911.40	Parks--Aquatics
	<u>2008</u>	<u>2009</u>											
Attendance	3,234	2,590											
Revenue	\$4,850.26	\$4,911.40											
62	New December 21, 2009	Grant Applications	The La Grande School District has indicated they do not have the funds to pay their potion of the cost to have the annual swim lessons for the third grade students. Staff has submitted two grants (Wildhorse Foundation and Drug & Alcohol Free Relay) soliciting funds to cover their share.	Parks - Aquatics									
	New December 21, 2009	Marketing	Staff published a thank you to patrons in the Nickel along with two coupons offering half-price for water aerobics and a free 10-visit pass with the purchase of a 30-visit lap pass, which can be used by a relative.	Parks - Aquatics									
	No Change November 17, 2009	Morgan Lake Camp Host Site	Pad for RV, etc., will be completed in the spring.	Parks									
63	No Change November 17, 2009	Mowing Equipment	Staff has been investigating cost of purchasing versus leasing a new mower to replace current one, which is at the end of its normal front-line equipment life expectancy and experiencing numerous hours of downtime for repairs.	Parks - Maintenance									
64	No Change November 17, 2009	Seasonal Maintenance	Effective November 21, all seasonal maintenance employees will have been laid off for the year. Currently, finishing up winterization and leaf pickup and making preparations for snow removal and equipment maintenance.	Parks-Maintenance									
65	No Change November 17, 2009	Greenway	Staff is investigating grant opportunities to purchase additional property.	Parks--Admin									
66	No Change November 16, 2009	Morgan Lake Development	Framework was completed for fishing platforms, but decking not installed. Work has been halted due to the weather and road conditions and will be resumed in the spring.	Parks									
67	Updated December 21,	November Report	R-O-W Trees Planted: 0 Park Trees Planted: 0	Parks – Urban Forestry									

Item	Date of Change in Status	Item	Comments	Department
	2009		Street Trees Removed: 4 Park Trees Removed: 0 Street Trees Pruned: 57 Park Trees Pruned: 10 Community Contacts: 24	
68	Completed December 21, 2009	Great Oregon Tree Plant	The goal of the Urban Forestry Program is to plant 150 trees this year to commemorate Oregon's 150 <sup>th</sup> birthday. The 150 <sup>th</sup> tree was planted at Birnie Park on November 16 <sup>th</sup> . Current Count: 150.	Parks – Urban Forestry
69	Completed December 21, 2009	Adult Recreation	The Women's Volleyball League started November 9 <sup>th</sup> with ten teams and registration is in process for the Coed Volleyball League.	Parks - Recreation
70	Updated December 21, 2009	Children's Recreation Program	Registrations are being accepted for the Indoor Select Soccer Program, Winter Gymnastics and a Holiday Fund Camp between Christmas and New Years.	Parks - Recreation
71	Updated December 21, 2009	2009 Crime Statistics	The stats for November were not available from the state as of this date. 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
72	Updated December 21, 2009	Operations Division Statistics for November	Following are the statistics for November: Case Reports turned in: 143 Total Traffic: 208 Arrests: 42  November calls for service: 1396	Police
73	Updated December 21, 2009	Communications Division Statistics	Following are the statistics for November. These statistics reflect the total calls for a multitude of agencies within Union County.  Traffic/Air: 435; All Calls: 2793; Actual legitimate 9-1-1 calls for service: 297 Case reports taken by LGPD and UCSO: 135	Police
74	Updated	Training	OPERATIONS NOVEMBER TRAINING: we	Police/Comm

Item	Date of Change in Status	Item	Comments	Department
	December 21, 2009		hosted an 8 hour Comprehensive Use of Force training taught by Chief Harvey. 66 Law Enforcement Officers attended the training including 38 Officers from outside the county. Our local economy benefited from the stay of the visiting Officers. COMMUNICATIONS NOVEMBER TRAINING: Communications Mgr. Lathrop attended 8 hours of training on Recognizing, Understanding and Managing the problem employee.	
75	Updated December 21, 2009	Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.) November 2009 Activity Summary	November: New Cases: 15 Cases / year to date: 209 Arrests / year to date: 42	Police
76	Updated December 21, 2009	Communications Strategic Plan	A 9-1-1 User Group Meeting was held on Nov. 19 <sup>th</sup> to begin the process of educating the Users on the procedures that will be necessary to transmit off the Howard Butte tower site and to begin the coordination of the reprogramming of portables and mobile radios used by responders. At this time we still are not using this site due to programming issues.	Police
77	Updated December 21, 2009	Department Activities	Sgt. Shaul completed installation of equipment that has now given us the capability to video record interviews in our interview room. All equipment was purchased using grant dollars and technical assistance was provided by the Baker City Police Department. We have worked with Grande Ronde Hospital to integrate with their emergency planning and enhance our response coordination and ability. Patrol had several in progress incidents this month including the arrests (with the assistance of UCSO) of two armed individuals shooting handguns downtown and a vehicle theft/hit and run suspect who was armed. Investigators worked several major investigations resulting in the arrest of one individual for 12 counts of various sex crimes involving three juvenile victims and the arrest of another individual for a significant workplace embezzlement. Investigators also worked several other child abuse investigations with potential charges pending. Investigators developed new leads on a 10- year old missing person case and have reopened the investigation. Wallowa County Sheriff's Office has assisted with this case.	Police
78	Completed	The Ridge	Construction is complete.	Public Works

Item	Date of Change in Status	Item	Comments	Department
	December 17, 2009			
79	No Change February 17, 2009	Aspen Park	Work with developer on subdivision which is under construction.	Public Works
80	Updated December 17, 2009	Safe Routes to Schools Sidewalk Grant	Develop the Central School sidewalk under the guidelines of the grant program for that funding. IGA is developed and consulting services contract is being developed by ODOT so the project can proceed. The project is scheduled to be bid in April and construction starting in June.	Public Works
81	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
82	No Change August 17, 2009	Goal 8 – Livability and Safety	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The questionnaire had few responses but those that did respond reflected a consensus that the whistles were not a major problem and the City should not spend funds for this. Some concerns from a few Committee members reflect the questionnaire may not be a fair judge. Staff has submitted for a grant to establish a Quiet Zone (\$1.7 million) and it has successfully made it thru the first round of evaluations. The Committee has sent a letter to Council addressing the need for continuing to work on this.	Public Works
83	Updated December 17, 2009	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction south 12 <sup>th</sup> Street with curbs, sidewalks, bike lanes, and a class I street. This funding is subject to the passage of HB 2001. The Planning Commission has adopted the improvement standard as a minimum level for this project with any major changes to be submitted back to them. Staff is meeting with property owners individually to determine any additional water and sewer services needed prior to construction for further development. Plans are being developed by the consultant.	Public Works
84	New Item 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
85	Completed December 17, 2009	CMAQ—Street Sweeper	The sweeper has arrived and is in use. The grant paid 100% of the cost up to \$169,000.00.	Public Works
86	Updated November 17, 2009	‘C’ Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. Plans are being completed and reviewed by the consultant. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall with the street being built next summer.	Public Works
87	Updated	26 <sup>th</sup> Street Sewer	The contract has been awarded to Mike Becker	Public Works



Item	Date of Change in Status	Item	Comments	Department
	December 17, 2009	Lift Station Reconstruction	Construction. The contractor has moved onto the site and begun work. The work is anticipated to be completed within 2 weeks.	