



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

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	New Item January 5, 2010	Develop Strategy to address General Fund resource shortfall	The General Fund is projected to be over \$500,000 short in continuing money for the foreseeable future. This will require reductions in expenditures as well as exploration of additional resource opportunities.	City Manager
2	New Item January 5, 2010	Develop Objectives in support of City of La Grande Vision and Goals	The City Council adopted a vision and set of goals for the City of La Grande in September, 2009. The staff will develop a set of specific objectives designed to achieve the goals.	City Manager
3	Updated 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
4	Updated January 6, 2010	Formulate and Implement an Economic Development Strategy for La Grande	Project is about 85% complete. Anticipate Council work session in February 2010 with formal approval of the plan in March or April, 2010.	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	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance
7	No Change May 11, 2009	Develop an ambulance/fire apparatus	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:	Fire

January 2010

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
		replacement strategy	<p>\$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>	
8	Updated January 6, 2010	Explore the Feasibility of Creating a Railroad Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee has sent a letter to Council addressing the need for continuing to work on this program and is dependent on funding availability.	Public Works

## 2010 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
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 –Wednesday, May 12~~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 January 7, 2010	Elimination of expired permits	Sandy and David Kloss have met and discussed some ideas on how to handle permit expiration. We will be moving forward with developing a process that works best for our department in the very near future.	CEDD Building																																	
2	No Change 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																																	
3	No Change 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																																	
4	Updated January 6, 2010	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, 15</td><td>46,201.58</td><td>5302750.47</td></tr><tr><td>Demolition, 0</td><td>0</td><td></td></tr><tr><td>Electrical,43</td><td>9160.17</td><td></td></tr><tr><td>Mechanical, 37</td><td>2633.68</td><td></td></tr><tr><td>MFG Homes, 0</td><td>0</td><td></td></tr><tr><td>Plumbing, 10</td><td>1159.76</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: 105</u></td><td><u>59155.19</u></td><td></td></tr><tr><td colspan="3"><u>Total inspections performed = 262</u></td></tr></table>	<u>Permit Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 15	46,201.58	5302750.47	Demolition, 0	0		Electrical,43	9160.17		Mechanical, 37	2633.68		MFG Homes, 0	0		Plumbing, 10	1159.76		Farm Exempt, 0	0		Signs, 0	0		<u>Totals: 105</u>	<u>59155.19</u>		<u>Total inspections performed = 262</u>			CEDD Building
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5	No Change 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																																	
6	No Change 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																																	
7	No Change December 16, 2009	Business Retention & Expansion (BR&E) program <b>This item is one of the top priorities listed above and will be removed from this section on next month’s report.</b>	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																																	
8	Updated January 5, 2009	Calendar <b>YTD</b> Planning Statistics (through Dec. ’09)	<table><tr><td>Land Use Applications:</td><td>28</td></tr><tr><td>Zoning Approvals:</td><td>63</td></tr><tr><td>New Business Permits:</td><td>43</td></tr></table>	Land Use Applications:	28	Zoning Approvals:	63	New Business Permits:	43	CEDD Planning																											
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			Revenue (Land Use Fees): \$6,505 Revenue (Park SDC): \$3,150	
9	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
10	Updated January 5, 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
11	New Item January 8, 2010	Review of Urban Renewal Revenue Options	The City requested a review of options for modifying the current Urban Renewal District from the attorney who helped establish the Agency. The review will be part of the discussion of options for addressing the budget shortfall. An initial draft has been received and is being reviewed.	City Manager
12	Updated January 8, 2010	Long Range Budget Planning. <b>This item is one of the top priorities listed above and will be removed from this section on next month's report.</b>	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
13	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
14	Updated January 8, 2010	Coffee with the City Manager	Completed draft of invitation, hope to actually begin in February. Program to meet with two or three business owners and/or residents once or twice a month to visit about City issues. This will be on an open invitation basis.	City Manager
15	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
16	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
17	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	City Manager

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			period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.	
18	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
19	No Change November 17, 2009	Citizen Survey	Have begun work with EOU student/intern on community survey.	City Manager
20	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 in work session format. We have identified tentative dates as shown in the calendar above, specific schedule TBD.	City Recorder
21	No Change December 21, 2009	Personnel Policy Manual	Reviewing City's Personnel Policy Manual as time permits; obtaining sample policy language from other sources to either update existing or create new policies, as needed	City Recorder
22	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
23	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 the direction of the City Manager and the City's Users Group, chaired by Angelika.	City Recorder
24	No Change 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	City Recorder

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			stay updated as we post appointments, resignations, and expired terms.	
25	No Change 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
26	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 burnered" 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
27	Completed January 8, 2010	Council's Annual Meeting and Events Schedule for 2010	<p>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.</p> <p>Please note in particular that the February 1, Town Hall Meeting has been scheduled in Greenwood 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.</p>	City Recorder
28	Updated January 8, 2010	Commission Vacancies	We have developed and released a final media announcement in connection with these vacancies ("final" as in prior to the January 20, Regular Session). In an effort to broaden our resource base, we sent this media release to Superintendent Glaze at the La Grande School District and Jim Mattes, CEO of Grande Ronde Hospital, asking them to share the release with their respective staffs. We have already heard from Mr. Mattes, indicating that he forwarded the release to his Executive Team. At	City Recorder

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			this time, we do have a number of applicants for your consideration on the 20 <sup>th</sup> and hope that this most recent release will result in enough applicants to fill all of our vacancies!	
29	Updated January 8, 2010	Notary Public	The certified results of my exam and accompanying paperwork has now been received from the Secretary of State's office; next step is to order my new Notary stamp!	City Recorder
30	No Change 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
31	Updated December 31, 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 are in agreement with the proposal. We still need to formalize the solution and have the Association and City Manager sign a memo to that effect.	Finance
32	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
33	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
34	Updated January 04, 2010	Create and Implement a standard process for hiring new employees	We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.	Finance/ Personnel
35	Completed January 04, 2010	Implement GASB 45	GASB 45 requirements include measuring and reporting post employment benefits. CIS does	Finance

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			provide this service annually and will be available to the auditors when needed. A decision was made with the City Manager that this requirement will not be met for FY 09/10. The cost to outsource this will be about \$6,500 for future alternate years, and will properly be budgeted for.	
36	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
37	New Item 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
38	New Item January 04, 2010	Audit Extension	A request was filed with the State of Oregon for an extension to file the completed audit for 08/09. This was granted by the state with an extension date of March 15, 2010	Finance
39	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
40	Updated January 7, 2010	Statistics	Response statistics for November Medical: 198 Fire/Other: 13 (4 fires, 3 odor check, 3 fire alarms and 2 open burn complaints 1 public assist) 2009 Total Emergency Runs: 2529	Fire
41	Updated January 7, 2010	Fire Code Inspections	New inspections for December 09: 1 Re-inspections for December: 0	Fire
42	Updated January 7, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in December	Fire
43	Updated January 7, 2010	Child Safety Seat Installations	6 families instructed in proper car seat installation in December with 6 being provided with reduced priced child safety seats. 1 Family fitted with proper bicycle helmets for their children, given to them free of charge through a grant received. 1 helmet(s) provided	Fire
44	Updated January 7, 2010	Traffic School	11 students attended traffic school in November resulting in \$550 in revenue. Traffic School Generated \$9,400 in Revenue in 2009	Fire
45	No Change November 13,	Training/Conf.	<u>Sept./Oct. Training/Conferences</u> 3 members attended a regional Haz Mat training 2-	Fire

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	2009		day course in Pendleton in Sept.	
46	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
47	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
48	Updated 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
49	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
50	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
51	Updated January 7, 2010	High Speed Internet	EONI has proposed converting to the high speed internet access to their system at a significant cost savings without a reduction in speed from the existing provider. Terri is reviewing the proposal and make a recommendation. Filed e-rate with NERO as provider	Library
52	Updated January 7, 2010	Statistics.	12,644 Circulation for December 09 83,343 Circulation to date 12/09 98,504 Circulation same period 12/08	Library

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			28 Events in Community room 12/09.										
53	No Change December 18, 2009	Artist donations	Judy Seydel small watercolors are for sale at the circulation desk, all funds going directly into the library’s Grants/Donations fund for new books.	Library									
54	Updated January 8, 2010	Department priorities	The Director will be meeting with the City Council and Library Advisory Commission on January 11, 2010 to discuss library services.	Library									
55	Updated January 7, 2010	Programs	561 Total Attendance 35 Movie Nights 23 Sleepytime Story Hours 14 Children’s Spanish storytime 30 Author Lois Berry “Always First Class” 144 Class visits 44 Home school visits 7 Lego Club 100 Special Santa Day 109 Library Storytime 34 Homebound visits 12 Reading at GRRC 9 Reading at Wildflower Lodge	Library									
56	Completed January 7, 2010	Staffing	Hired Terri Washburn as Director on 12/21/09 replacing the retired Jo Cowling.	Library									
57	Updated January 2009	Pool Statistics December	<table><tr><td></td><td><u>2008</u></td><td><u>2009</u></td></tr><tr><td>Attendance</td><td>2,230</td><td>2,236</td></tr><tr><td>Revenue</td><td>\$8,896.58</td><td>\$6,052.15</td></tr></table>		<u>2008</u>	<u>2009</u>	Attendance	2,230	2,236	Revenue	\$8,896.58	\$6,052.15	Parks-- Aquatics
	<u>2008</u>	<u>2009</u>											
Attendance	2,230	2,236											
Revenue	\$8,896.58	\$6,052.15											
58	No Change 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									
59	Completed January 8, 2010	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									
60	No Change November 17, 2009	Morgan Lake Camp Host Site	Pad for RV, etc., will be completed in the spring.	Parks									
61	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									
62	Updated January 8, 2010	Maintenance Staff	Staff is inventorying keys & padlocks used by Parks & Recreation to standardize system and reduce costs. Otherwise, performing routine maintenance and repair of equipment, snow removal as required and future project planning.	Parks- Maintenance									
	No Change November 17, 2009	Greenway	Staff is investigating grant opportunities to purchase additional property.	Parks--Admin									

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	Updated January 8, 2010	Morgan Lake Development	Received notification that the Rotary Club received a \$5,000 grant from the Wildhorse Foundation for this project.	Parks
63	Updated January 8, 2010	December Report	R-O-W Trees Planted: 0 Park Trees Planted: 0 Street Trees Removed: 1 Park Trees Removed: 0 Street Trees Pruned: 0 Park Trees Pruned: 0 Community Contacts: 8	Parks – Urban Forestry
64	New Item January 8, 2010	Community Field Upgrade	In partnership with OTECC, four poles were installed on Community Field which will allow us to put up netting this spring to stop the balls from going onto railroad property.	Parks - Maintenance
65	No Change 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
66	No Change December 21, 2009	2009 Crime Statistics	The stats for November or December 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
67	Updated January 8, 2010	Operations Division Statistics for December	Following are the statistics for December: Case Reports turned in: 158 Total Traffic: 222 Arrests: 68  December calls for service: 1352	Police
68	Updated January 8, 2010	Communications Division Statistics	Following are the statistics for December and the year end totals for 2009. These statistics reflect the total calls for a multitude of agencies within Union County.  Traffic/Air: 396/6850; All Calls: 2561/38261; Actual legitimate 9-1-1 calls for service: 263/3285	Police

Item	Date of Change in Status	Item	Comments	Department
			Case reports taken by LGPD and UCSO: 185/2381	
69	Updated January 8, 2010	Training	OPERATIONS DECEMBER TRAINING: On Dec. 17 <sup>th</sup> all members of the SWAT team attended a 4 hour block of training on tactical entries & diversionary devices. COMMUNICATIONS NOVEMBER TRAINING: On December 2, 2009 9 Dispatchers received their 3 hours of CPR/1 <sup>st</sup> Aid recertification training given by Comm. Spec Griffin. Ten Dispatchers attended 2 hours of in-house training on December 10 <sup>th</sup> .	Police/Comm
70	Updated January 8, 2010	Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.) December 2009 Activity Summary	December: New Cases: 10 Cases / year to date: 219 Arrests / year to date: 44	Police
71	No Change 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
72	Updated January 8, 2010	Department Activities	The video recording equipment in the interview room has been used several times this month with great success. This is a tool that will enhance prosecution of cases. Investigators worked with UCSO on a sexual abuse investigation involving a five year old victim. The investigation resulted in the arrest of the adult suspect for three counts of Sex Abuse I and three counts of Sodomy I. Investigators also solved the Eat and Run fraud case. A suspect was located in Idaho and has been charged with Theft I by Deception. Patrol again had several in-progress crimes throughout December including a jewelry theft where the suspects were immediately apprehended and several domestic violence cases. Patrol also seized significant amounts of marijuana during traffic stops and recovered property stolen in a burglary and arrested the suspect. The first Shop with a Cop program took place on December 9 <sup>th</sup> at Wal-Mart and was a great success. Fourteen children from La Grande and Island City shopped with a member of the LGPD and got to purchase gifts for their family members and for themselves. They were also treated to lunch at Subway while waiting for their gifts to be wrapped. There was a very positive response from the	Police

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			community and we are already receiving donations for next years program.	
73	No Change February 17, 2009	Aspen Park	Work with developer on subdivision which is under construction.	Public Works
74	No Change December 17, 2009	Safe Routes to Schools Sidewalk Grant	Develop the Central School sidewalk under the guidelines of the grant program for that funding. IGA is developed and consulting services contract is being developed by ODOT so the project can proceed. The project is scheduled to be bid in April and construction starting in June.	Public Works
75	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
76	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
77	Updated January 8, 2010	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction south 12 <sup>th</sup> Street with curbs, sidewalks, bike lanes, and a class I street. This funding is subject to the passage of HB 2001. 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. Water and sewer should start this spring and roadwork this summer.	Public Works
78	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
79	Updated January 8, 2010	‘C’ Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. Plans are being completed and reviewed by the consultant. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall with the street being built next summer. This project is on schedule	Public Works
80	No Change December 17,	26 <sup>th</sup> Street Sewer Lift Station	The contract has been awarded to Mike Becker Construction. The contractor has moved onto the	Public Works

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	2009	Reconstruction	site and begun work. The work is anticipated to be completed within 2 weeks.	
81	New Item January 8, 2010	Overlay with Street User fees	Overlay six blocks or more with Street Use Fee funds during the summer of 2010 as recommended and approved by the Parking, Traffic Safety & Street Maintenance Advisory Commission.	Public Works