



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

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated February 12, 2010	Develop Strategy to address General Fund resource shortfall	The General Fund is projected to be over \$500,000 short in continuing money for the foreseeable future. Conducted five town hall presentations, five civic group presentations, and two "employees only" presentations on the budget situation. One more group presentation scheduled for the Senior Center on February 19 <sup>th</sup> . Conducted review of parks maintenance costs and applicability of using TRT revenues. Work session with Council set for February 22 <sup>nd</sup> .	City Manager
2	No Change January 5, 2010	Develop Objectives in support of City of La Grande Vision and Goals	The City Council adopted a vision and set of goals for the City of La Grande in September, 2009. The staff will develop a set of specific objectives designed to achieve the goals.	City Manager
3	Updated February 8, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the forthcoming City of La Grande Economic Development Plan.	Community and Economic Development
4	No Change January 6, 2010	Formulate and Implement an Economic Development Strategy for La Grande	Plan development is about 85% complete.	Community and Economic Development
5	No Change December 16, 2009	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Design committee is developing a streetscape plan; Economic Restructuring committee is working on downtown surveys; Organization committee is coordinating efforts with the new Main Street Board; Promotion is assuming downtown events responsibilities previously managed by LGDDA.	Community and Economic Development
6	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance
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

February 2010

1

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>
Wednesday, February 17	Regular Session	
Monday, February 22	Work Session	Town Hall Wrap Up/Budget Process Direction
Monday, March 8	Work Session	Landmarks Commission/Potential Annexations
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	
<u>Monday, May 10 –Wednesday, May 12~~BUDGET HEARINGS</u>		
Monday, May 24	Work Session	Commission
Monday, June 7	Work Session	Commission
Wednesday, June 9	Regular Session	<b>ADOPT BUDGET</b>
Monday, July 12	Work Session	Commission
Wednesday, July 14	Regular Session	
Monday, August 2	Work Session	
Wednesday, August 4	Regular Session	
Monday, September 13	Work Session	Commission
Wednesday, September 15	Regular Session	
Monday, October 18	Work Session	
Wednesday, October 20	Regular Session	
Monday, November 15	Work Session	
Wednesday, November 17	Regular Session	
Wednesday, December 1	Regular Session	
Wednesday, January 19, 2011	Regular Session	

### Commissions Include:

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

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

Item	Date of Change in Status	Item	Comments	Department																																	
1	Updated February 8, 2010	Elimination of expired permits	Sandy has been sending out letters to contractors and home owners to try and get this process caught back up. David and Sandy will be working together on simplifying this process.	CEDD Building																																	
2	Updated February 8, 2010	Quick Permits	Sandy will be diving back into this project and working with the state and the City of La Grande to implement this program in the near future.	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 February 8, 2010	Monthly activity (January 2010)	<table><tr><td><u>Permit Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building, 16</td><td>19564.14</td><td>1,500,027.78</td></tr><tr><td>Demolition, 0</td><td>0</td><td></td></tr><tr><td>Electrical, 36</td><td>4753.28</td><td></td></tr><tr><td>Mechanical, 29</td><td>1972.32</td><td></td></tr><tr><td>MFG Homes, 0</td><td>0</td><td></td></tr><tr><td>Plumbing, 10</td><td>1425.20</td><td></td></tr><tr><td>Farm Exempt, 0</td><td>0</td><td></td></tr><tr><td>Signs, 1</td><td>136.29</td><td></td></tr><tr><td><u>Totals: 92</u></td><td><u>27,714.94</u></td><td></td></tr><tr><td colspan="3"><u>Total inspections performed = 211</u></td></tr></table>	<u>Permit Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 16	19564.14	1,500,027.78	Demolition, 0	0		Electrical, 36	4753.28		Mechanical, 29	1972.32		MFG Homes, 0	0		Plumbing, 10	1425.20		Farm Exempt, 0	0		Signs, 1	136.29		<u>Totals: 92</u>	<u>27,714.94</u>		<u>Total inspections performed = 211</u>			CEDD Building
<u>Permit Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>																																			
Building, 16	19564.14	1,500,027.78																																			
Demolition, 0	0																																				
Electrical, 36	4753.28																																				
Mechanical, 29	1972.32																																				
MFG Homes, 0	0																																				
Plumbing, 10	1425.20																																				
Farm Exempt, 0	0																																				
Signs, 1	136.29																																				
<u>Totals: 92</u>	<u>27,714.94</u>																																				
<u>Total inspections performed = 211</u>																																					
5	Updated February 8, 2010	Implement façade grant program	First two funded projects are complete and final report has been submitted to SHPO. Four additional projects have signed contracts with us; several others are pending.	CEDD Economic Development																																	
6	Updated February 8, 2010	Monthly Main Street program updates	Attended Oregon Main Street networking meeting in Salem Jan. 28, 29; contracted engineer is looking into feasibility of Liberty Theatre project; image ad campaign ongoing in the Observer & upcoming theater ads; Community meeting w/ awards scheduled for Feb. 11.	CEDD Economic Development																																	
7	Updated February 12, 2010	Calendar <b>YTD</b> Planning Statistics (through Jan. '10)	<table><tr><td>Land Use Applications:</td><td>1</td></tr><tr><td>Zoning Approvals:</td><td>0</td></tr><tr><td>New Business Permits:</td><td>3</td></tr><tr><td>Revenue (Land Use Fees):</td><td>\$50</td></tr><tr><td>Revenue (Park SDC):</td><td>\$0</td></tr></table>	Land Use Applications:	1	Zoning Approvals:	0	New Business Permits:	3	Revenue (Land Use Fees):	\$50	Revenue (Park SDC):	\$0	CEDD Planning																							
Land Use Applications:	1																																				
Zoning Approvals:	0																																				
New Business Permits:	3																																				
Revenue (Land Use Fees):	\$50																																				
Revenue (Park SDC):	\$0																																				
8	Updated February 8, 2010	Goal 9 – Phase 2 Public Facility Plan Updates	The Planning Division was <u>not</u> successful at receiving a DLCD Technical Assistance Grant to update the City’s Public Facilities Plans. As a result, this project is temporarily being put on hold while Staff explores other funding options. Once the Public Facilities Plans are updated, the Goal 9 UGB expansion area can be rezoned to industrial, as appropriate. Until such time, development opportunities will be limited.	CEDD Planning																																	
9	Updated February 8, 2010	Historic District / Main Street Grant	The Planning Division has submitted a Preserving Oregon Grant application for \$17,000. If awarded,	CEDD Planning																																	

Item	Date of Change in Status	Item	Comments	Department
			this grant will assist in funding the second round of façade improvements in the Downtown Historic District. If awarded, funding should be available by April 2010.	
10	No Change 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
11	New Item February 16, 2010	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. Re-certification requires updating information about the wetlands and UCEDC is in the process of pursuing funding to assist in the project.	City Manager
12	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
13	No Change January 8, 2010	Coffee with the City Manager	Completed draft of invitation, hope to actually begin in February. Program to meet with two or three business owners and/or residents once or twice a month to visit about City issues. This will be on an open invitation basis.	City Manager
14	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
15	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
16	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
17	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

Item	Date of Change in Status	Item	Comments	Department
18	Updated February 12, 2010	Citizen Survey	Interviews with City Directors underway. Development of survey to follow.	City Manager
19	Updated February 16, 2010	Commission Annual Work Sessions	Per Council direction, we are continuing to schedule your Advisory commissions as “openers” during upcoming Work Sessions. We are currently attempting to fill Monday, March 8, with the Landmarks Commission, followed by a discussion lead by City Planner Mike Boquist, in connection with potential annexation properties.	City Recorder
20	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
21	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
22	Updated February 16, 2010	Redevelop/Update Website	The City Manager and Angelika have recently met with Lawrence Hathaway and Jeff Crews of Eastern Oregon Net, Inc. (EONI), regarding the redevelopment/update of the City’s Web Site. We are currently waiting for a proposed project cost from Messrs. Hathaway and Crews.	City Recorder
23	Updated February 16, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	During the first round of Fiscal Year 2010-2011 Budget prep, we plan to again seek permission from the City Manager to forward a funding request to the Budget Committee and City Council for funds to support the purchase of Records Management Software that will facilitate records retention processes.	City Recorder
24	Updated February 16, 2010	Develop Public Records Request Policies and Forms	We will prepare and present a draft package of documents to the City Manager prior to requesting formal approval from the Council; hopefully, in concert with the proposed administrative fees the Council agreed to consider during the Work Session of September 14, 2009; inasmuch as those fees will include the related component of document handling (research, copies, DVD reproduction, etc.). We are currently developing a Resolution known by its working title as the “Admin Fees Reso,” in which we plan to incorporate the above-referenced document handling fees, as well as a variety of other “housekeeping fees,” such as returned check(s) fees. Staff continues to review various fees for inclusion in this proposed Resolution. In the meantime, we are moving forward with the proposed Resolution (fees) that is the companion piece to the proposed “Alcoholic Beverages” Ordinance the Council will be asked to again consider (Second Reading) and vote upon during the Regular Session of February	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			17th.	
25	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
26	Updated February 16, 2010	Commission Vacancies	We have made excellent progress in connection with filling most of the vacancies on the Council's Advisory commissions as of the Regular Session of January 20 <sup>th</sup> . Appropriate Commission support staff have been asked by the City Manager to make recommendations for merging and/or resolving in some other way the lack of volunteerism for certain commissions (Air Quality; Parking, Traffic, Safety and Street Maintenance, for example).	City Recorder
27	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
28	Updated February 16, 2010	2010 Elections Season	<p>Primary Election season is now in full swing. The media announcement has been issued identifying those terms expiring on December 31, 2010, including the Position (3) recently vacated by Les Balsiger. Individuals have been seeking information via phone and/or in person on a regular basis. The filing deadline is Wednesday, March 3; after which we will provide you with the information you need to proceed with a decision in connection with filling Position Number 3, on a short-term basis, if you determine that is what you wish to do during the Regular Session of March 10th.</p> <p>Further, incumbents are reminded that election business may be conducted only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, in order to strictly observe the Oregon ethics laws.</p>	City Recorder
29	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
30	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



Item	Date of Change in Status	Item	Comments	Department
31	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
32	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.	Finance/ Personnel
33	New Item February 08, 2010	Chart of accounts	Update and bring current the Chart of Accounts for Expenditures and ADDING a Chart of Accounts for Revenues	Finance
34	New Item February 08, 2010	Fixed Assets Files	Completely redo the fixed asset inventory files to better accommodate the format used with the program used. This will be easier for departments to physically inventory items each year and will provide for a better accounting of items and eliminate extra time each year used in identifying items and the GL lines the purchases were made from.	Finance
35	New Item February 08, 2010	Modify Payroll Budgeting sheet for all departments	In the past, each department had been using their own version of payroll budgeting sheets. To bring consistency, accuracy and ensure each department is calculating the same way, finance will be working with or preparing new excel workbooks with a general format to use.	Finance
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	No Change January 04, 2010	Review the criteria for charging other funds for administrative services	Administrative services are charged annually to Water, Sewer, Bldg Div and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been reviewed and updated in several years.	Finance
38	No Change January 04, 2010	Audit Extension	A request was filed with the State of Oregon for an extension to file the completed audit for 08/09. This was granted by the state with an extension date of March 15, 2010	Finance
39	No Change February 12, 2009	Implement a smoke alarm inspection and replacement	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	Fire



Item	Date of Change in Status	Item	Comments	Department
		program	(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.	
40	Updated February 8, 2010	Statistics	Response statistics for January, 2010 Medical: 202 Fire/Other: 13 (7 fires, 1 smoke check, 4 fire alarms and 2 open burn complaints, 1 Haz Mat)	Fire
41	Updated February 8, 2010	Fire Code Inspections	New inspections for January 2010: 1 Re-inspections for January: 0	Fire
42	No Change January 7, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in December	Fire
43	Updated February 8, 2010	Child Safety Seat Installations	4 families instructed in proper car seat installation in January with 3 being provided with reduced priced child safety seats.	Fire
44	Updated February 8, 2010	Traffic School	20 students attended traffic school in January resulting in \$1000 in revenue. Traffic School Generated \$9,400 in Revenue in 2009	Fire
45	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
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	No Change 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	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
49	No Change September 2, 2009	Development of Fire Training Facility	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.	Fire

Item	Date of Change in Status	Item	Comments	Department
			<p>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>	
50	No Change November 13, 2009	Weed/Tall Grass Complaints	32 property owners were notified of weed and tall grass complaints received by the FD this season. The City has had to abate 3 of the properties due to noncompliance with City nuisance ordinance # 3002. Liens have been placed on 2 of the properties to recover abatement costs.	Fire
51	New Item February 11, 2010	Literacy Center	<p>200 Visitors</p> <p>Outreach</p> <p>Copy Club &amp; Marie Josephine carry the Center's brochure and books to give away.</p> <p>Attended Volunteer Link and gave away books.</p> <p>Winterfest—Literacy Center was open for 2 hours with 50 visitors</p> <p>Headstart—Family in need of ESL materials was referred to Elgin library.</p> <p>Bev White spoke to Delta-Kappa-Gamma (International Society of Women Educators) on literacy and the La Grande Literacy Center.</p>	Library
52	New Item February 11, 2010	Training	The Director attended the webinar, "Making the Best of a Shrinking Budget".	Library
53	New Item February 11, 2010	Volunteers	Over 20 people attended the initial meeting to form a new Friends of the Library. We are hopeful two people will step forward to become officers. Contacted The Observer for approval to run a monthly column focused on the library.	Library
54	New Item February 11, 2010	Archives	As of February 2, 2010, the Archives have taken in six additional contributions, the largest coming from the Jack Evans estate consisting of approximately 200 pictures and 90 books. Eighty letters were sent to individuals soliciting documents for the Archives. In the near future clubs and organizations will be approached about having a Steering Committee member of the Archives give a talk about the Archives. The Archives will apply for a grant from the La Grande Community Library Foundation plus one other.	Library
55	New Item February 11, 2010	Volunteer Link	Staff represented the library at this meeting matching organizations needing volunteer assistance with community service volunteers. It was very	Library

Item	Date of Change in Status	Item	Comments	Department									
			<a href="#">successful.</a>										
56	No Change January 7, 2010	High Speed Internet	EONI has proposed converting to the high speed internet access to their system at a significant cost savings without a reduction in speed from the existing provider. Terri is reviewing the proposal and make a recommendation. Filed e-rate with NERO as provider	Library									
57	Updated February 11, 2010	Statistics.	15,720 Circulation for 1/10 96,959 Circulation to date 1/10 98,504 Circulation same period 1/09 36 Events in Community room 1/10.	Library									
58	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									
59	Updated February 11, 2010	Department priorities	The Director met with Brent Lewis, CPA to review the Cook Memorial Trust for AV materials; Met with the La Grande Community Library Foundation resulting in an invitation to apply for a \$5,000 grant along with a gift of \$200 for decor. A \$1,000 donation was received from the Professors Coate for literature and travel materials.	Library									
60	Updated February 11, 2010	Programs	1,037 Total Attendance 64 Sleepytime Story Hours—2 programs 11 Children's Spanish storytime—once 247 Class visits—10 classes 53 Home school visits—4 visits 16 Lego Club—2 meetings 500 Winterfest 108 Library Storytime—8 programs 28 Homebound visits 10 Reading at GRRC	Library									
61	<a href="#">New February 9, 2010</a>	<a href="#">Little League Size Baseball Field</a>	<a href="#">The grass field located behind Optimist field is being converted to a Baseball Field, funded primarily by the Little League and private donations. Staff has run a water line to the field for the irrigation.</a>	<a href="#">Parks Maintenance</a>									
62	Updated February 2010	Pool Statistics January	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,061</td><td>3,834</td></tr><tr><td>Revenue</td><td>\$8646.83</td><td>\$10,396.75</td></tr></table>		<u>2009</u>	<u>2010</u>	Attendance	3,061	3,834	Revenue	\$8646.83	\$10,396.75	Parks-- Aquatics
	<u>2009</u>	<u>2010</u>											
Attendance	3,061	3,834											
Revenue	\$8646.83	\$10,396.75											
63	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									
64	<a href="#">New February 9, 2010</a>	<a href="#">Marketing</a>	<a href="#">Coupons published in <i>The Nickel</i> and distributed through the grade schools during December were not a successful marketing tool, with a very low rate of return. Staff is currently researching other ideas to increase pool usage.</a>	<a href="#">Parks a Aquatics</a>									
65	<a href="#">New February 9, 2010</a>	<a href="#">Batting Cage Relocation</a>	<a href="#">Batting Cages in Pioneer Park are being relocated to the west side of Optimist field to provide a safer</a>	<a href="#">Parks Maintenance</a>									

Item	Date of Change in Status	Item	Comments	Department
			environment for the players and open up larger viewing and parking areas. Project was made possible by the following businesses who donated materials & labor: Mike Partney, Mi-Trac Construction, 5 loads of crushed rock and roller to spread; Steve Johnston, labor & expertise; James Charles, Custom Concrete, concrete & labor; NE Oregon Baseball Assoc, 2 loads crushed rock; La Grande Little League, 1 load crushed rock; La Grande High School Baseball Team, 1 load crushed rock and 310 sq. ft. concrete; La Grande Optimist Club, 1 load crushed rock; Industrial World; Bronson Lumber; & Rogers Asphalt.	
66	New February 9, 2010	Swim Lessons	29 Union Third Graders have completed swim lessons and 21 Imbler Third Graders began lessons on February 4 <sup>th</sup> . Staff is working with the Grande Ronde Academy to schedule lessons for their students.	Parks - Aquatics
67	Updated February 9, 2010	Morgan Lake Camp Host Site	Pad for RV, etc., will be completed in the spring. Bids are being solicited for the shelter for the Host site.	Parks - Admin
68	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
69	Completed February 9, 2010	Key Inventory	Staff is inventorying keys & padlocks used by Parks & Recreation to standardize system and reduce costs. .	Parks- Maintenance
70	Updated February 9, 2010	Greenway	Staff is investigating grant opportunities to purchase additional property. Attended a pre-grant workshop for the Local Government Grant; applications are due April 5 <sup>th</sup> .	Parks--Admin
71	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
72	Updated February 9, 2010	January 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: 2 Community Contacts: 28	Parks – Urban Forestry
73	New February 9, 2010	Urban Forestry Intern	EOU Student Kathryn L. Gaub has been hired as an Intern to update the Tree Inventory and input the data into the iTree database.	Parks – Urban Forestry
74	Completed February 9, 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
75	Updated February 9, 2010	Children's Recreation Program	No new programs currently scheduled.	Parks - Recreation

Item	Date of Change in Status	Item	Comments	Department
76	New February 9, 2010	Arts for All	Planning Process is underway for 25 <sup>th</sup> Annual Arts for All sponsored by the La Grande Arts Commission. The next Planning meeting is scheduled for March 1 <sup>st</sup> .	Parks - Recreation
77	Updated February 9, 2010	2009 Crime Statistics	<p>Following are the November, December and year to date stats:</p> <p>Crimes against persons: (assaults, robbery, sex crimes)      Nov: 16 Dec: 13 YTD: 122</p> <p>Crimes against property: (burglary, vehicle theft, NSF/acct. closed) Nov: 69 Dec: 61 YTD: 666</p> <p>Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) Nov: 53 Dec: 50 YTD: 573</p> <p>Traffic Crimes: (DWS, Hit &amp;Run, eluding, reckless driving) Nov: 8 Dec: 7 YTD: 51</p>	Police
78	Updated February 11, 2010	Operations Division Statistics for December	<p>Following are the statistics for January:</p> <p>Case Reports turned in: 143 Total Traffic: 290 Arrests: 28</p> <p>January calls for service: 1478</p>	Police
79	Updated February 9, 2010	Communications Division Statistics	<p>Following are the statistics for January. These statistics reflect the total calls for a multitude of agencies within Union County.</p> <p>Traffic/Air: 454; All Calls: 2705; Actual legitimate 9-1-1 calls for service: 264 Case reports taken by LGPD and UCSO: 180</p>	Police
80	Updated February 11, 2010	Training	<p>OPERATIONS JANUARY TRAINING: Operations employees are currently completing the 4 hour annual in service BB Pathogen and Haz Mat training. Officers completed 4 hours of in service Defensive Tactics training.</p> <p>COMMUNICATIONS JANUARY TRAINING: All members of Communications completed the 4 hour annual in service BB Pathogen and HazMat training.</p>	Police/Comm
81	Updated	Multi Agency Drug	January:	Police

Item	Date of Change in Status	Item	Comments	Department
	February 11, 2010	Enforcement Response & Interdiction Team (M.E.R.I.T.) December 2009 Activity Summary	New Cases: 16 Cases / year to date: 16 Arrests / year to date: 4	
82	Updated February 9, 2010	Communications Strategic Plan	The process of reprogramming all emergency responder's radios to be able to transmit off the Howard Butte tower site has begun. The tower is operational and, as agencies are ready, they can begin using this site.	Police
83	Updated February 9, 2010	Department Activities	Patrol again had several in progress calls and self initiated activities this month. In one case patrol interrupted an offender who was stealing from cars and attempting to commit a burglary. He fled from officers and they caught and arrested him. He had just been released from jail earlier in the day. In another case an off duty Reserve Officer spotted a wanted person and called it in. Officers were able to catch the suspect and also found Methamphetamine, Marijuana and Fentanyl on the suspect. Investigators continued to work several sex crimes including a Rape I case and arrested a suspect on a Sex Abuse III case. Investigators arrested another suspect who while on temporary release from the jail, re-offended with the same 16 year old victim. Investigators also secured an indictment on a child pornography case from 2008. The suspect is currently at large.	Police
84	Completed February 9, 2010	Aspen Park	This project is complete.	Public Works
85	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
86	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
87	New Item February 9, 2010	Storm Channel Construction	Clean overflow storm channel along US Highway 30 between the animal shelter and the truck stop. Work will begin this week and be complete within two weeks.	Public Works
88	New Item February 9, 2010	GASB 54	Evaluate and inventory all of the 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.	Public Works
89	New Item February 9, 2010	Spruce Street Overlay	Staff has been developing the construction details to overlay Spruce Street from Monroe Avenue to 'Z'	Public Works

Item	Date of Change in Status	Item	Comments	Department
			Avenue with a grant from the Economic Stimulus funds for \$277,000. Bids were opened through the State bidding process with High Desert Aggregate being the low bidder for \$207,000. Staff is working with Union County to continue with this project to the freeway and will bring that back to Council at a later date.	
90	No Change 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
91	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
92	No Change January 8, 2010	'C' Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. Plans are being completed and reviewed by the consultant. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall with the street being built next summer. This project is on schedule	Public Works
93	Completed February 9, 2010	26 <sup>th</sup> Street Sewer Lift Station Reconstruction	This project is complete.	Public Works
94	No Change January 8, 2010	Overlay with Street User Fees	Overlay six blocks or more with Street User Fee funds during the summer of 2010 as recommended and approved by the Parking, Traffic Safety & Street Maintenance Advisory Commission.	Public Works