



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
 December, 2010
 City Manager's Priorities for 2010

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated December 8, 2010	Develop Strategy to address General Fund resource shortfall	The Long Term Budget Strategy Advisory Committee continues to meet. The Committee has finished their discussion of possible revenue enhancements. The Committee will begin discussions of program priorities to be able to provide the City Council with a recommendation regarding program cuts. A joint work session for the Council and Committee is scheduled for January 24, 2011.	City Manager
2	No Change September 20, 2010	Develop Objectives in support of City of La Grande Vision and Goals	Staff has completed a draft set of objectives and the next step is to schedule a work session with the full City Council for review.	City Manager
3	Updated December 6, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the City of La Grande Economic Development Plan. UCEDC will be lead agency. Working with UCEDC on implementation. UCEDC has hired a new executive director; there is an expectation that there will now be renewed focus on this initiative. UCEDC committee is being revamped and is looking to a 2011 project start.	Community and Economic Development
4	No Change July 8, 2010	Formulate and Implement an Economic Development Strategy for La Grande	City Council adopted Plan on June 9.	Community and Economic Development
5	Updated December 6 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Design ("Big H") public open house held on November 13; input being analyzed for next steps; tentatively targeting a February or March Council meeting for plan adoption consideration. Several façade projects in various stages of approval, start & completion. New trash cans installed the week of November 8; seven new street trees have been	Community and Economic Development

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			planted downtown. RARE participant Erin Montgomery has resigned; in the process of seeking a replacement through RARE. Main Street planning retreat scheduled for Jan. 15. Committees are in the process of developing 2011 work plans and appointing new core members and officers.	
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 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
8	No Change 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, December 8	Holiday Open House	
Wednesday, January 19, 2011	Regular Session	
Monday, January 24, 2011	Work Session	Long Term Budget Solutions Advisory Committee
Tuesday, January 25, 2011	Council Retreat (tentative)	
Wednesday, January 26, 2011	Council Retreat Continued (if needed)	

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*

December 2010

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

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1	Updated December 1, 2010	Elimination of expired permits	The building department girls are going through all of the files and getting them cleaned up and transferred to the basement archives.	CEDD Building																																								
2	No Change November 1, 2010	Quick Permits	We are up and running with this program as of October 1 st . We are getting more and more contractors using this program and it seems to be working well.	CEDD Building																																								
3	No Change March 5, 2010	New Permit Software	BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.	CEDD Building																																								
4	Updated December 1, 2010	Monthly activity (November 2010)	<table border="0"> <tr> <td><u>Permit</u></td> <td><u>Type/#:</u></td> <td><u>Fees \$:</u></td> <td><u>Valuation \$:</u></td> </tr> <tr> <td>Building,</td> <td>12</td> <td>15,201.35</td> <td>\$1,145,284</td> </tr> <tr> <td>Demolition,</td> <td>2</td> <td>240.00</td> <td></td> </tr> <tr> <td>Electrical,</td> <td>48</td> <td>7,324.80</td> <td></td> </tr> <tr> <td>Mechanical,</td> <td>30</td> <td>2,048.48</td> <td></td> </tr> <tr> <td>MFG Homes,</td> <td>1</td> <td>421.00</td> <td></td> </tr> <tr> <td>Plumbing,</td> <td>10</td> <td>1,675.52</td> <td></td> </tr> <tr> <td>Farm Exempt,</td> <td>3</td> <td>0</td> <td></td> </tr> <tr> <td><u>Totals:</u></td> <td><u>106</u></td> <td><u>26,911.15</u></td> <td></td> </tr> <tr> <td colspan="4"><u>Total inspections performed = 273</u></td> </tr> </table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	12	15,201.35	\$1,145,284	Demolition,	2	240.00		Electrical,	48	7,324.80		Mechanical,	30	2,048.48		MFG Homes,	1	421.00		Plumbing,	10	1,675.52		Farm Exempt,	3	0		<u>Totals:</u>	<u>106</u>	<u>26,911.15</u>		<u>Total inspections performed = 273</u>				CEDD Building
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6	No Change November 9, 2010	Implement façade grant program	Five projects are complete this fiscal year, one is currently in progress, three are approved but not yet started and 11 others are pending approval. Six others are in discussion. Fire Museum painting & restoration project nearing completion.	CEDD Economic Development																																								
7	Updated December 6, 2010	Monthly Main Street program updates	Downtown/ "Big H" design open house held November 13; public input being analyzed – next steps to review with Design Committee & consultant then to Public Works, ODOT, Police, Planning for review; hoping for City Council consideration in February or March 2011. RARE participant has resigned; Main Street holding annual retreat Jan. 15.	CEDD Economic Development																																								
8	No Change September 13, 2010	Assess feasibility of forming a multi-county economic development marketing cooperative	Smaller planning group meeting held in La Grande August 3. Planning work underway. Attending a trade show planning meeting in Portland on Sept. 23 with statewide partners.	CEDD Economic Development																																								
9	No Change	Assisting UCEDC	Actively assisting with overall plan management	CEDD																																								

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	November 8, 2010	with economic development plan implementation	and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation. UCEDC hired a new executive director.	Economic Development
10	Updated December 6, 2010	Urban Renewal projects updates	New Town Square streetscape project completed except for the street lights; alley flood light behind City Hall and associated electrical wires have been relocated; Maridell project – street trees & new trash can are installed, bike racks and benches to be installed later, alley project to follow in the future through an LID process; all trash cans downtown have been replaced with new style cans; two new style planters will be installed adjacent to BELLA in Spring 2011; Liberty Theatre project – Main Street board has made an offer on the building and it has been accepted; IOOF Building project – DEQ and EPA have been contacted and can assist with environmental assessment and cleanup – will require City’s stated support of the project – set for February work session; working with Frontier on a possible streetscape project; parking lot on Washington – Public Works working on bid documents.	CEDD Economic Development
11	Updated December 6, 2010	Urban Renewal “call for projects”	With the ultimate goal of noticing all property owners in the Urban Renewal District that the Agency has programming and funding potentially available to assist with private sector development projects, a “call for projects” process has begun. Materials and address list is being developed; awaiting on a GIS-based mailing list report to send requests to all properties in the District. New URA logo has been developed; address list compiled, mailings due out by December 10; solicitation for new projects will be December 13-30.	CEDD Economic Development
12	Updated December 6, 2010	Calendar YTD Planning Statistics (through November ’10)	Land Use Applications: 42 Zoning Approvals: 42 New Business Permits: 50 Revenue (Land Use Fees): \$7,990 Revenue (Park SDC): \$2,625	CEDD Planning
13	Updated December 6, 2010	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	ODOT is finalizing the Consultant’s Scope of work updating the Transportation System Plan (TSP) for the Goal 9 UGB expansion area. ODOT intends to go out to bid on December 9, 2010 with a consultant selected by the end of December or beginning of January. This project is schedule to be completed by June 2012.	CEDD Planning
14	New Item December 6, 2010	Conditional Use Permit City Fire/AT&T	AT&T is seeking to install a 120-150’ tall cell tower in the vicinity of downtown La Grande. In October, the Planning Commission denied AT&T first proposal to locate the tower at the corner of Monroe and Island Avenue, due to a close proximity to the public streets and being a highly visible site. AT&T	CEDD Planning

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			is now considering the La Grande Fire Station site, with a shared structure that will include both the Fire Department antenna and AT&T cell antennas. This request may be considered by the Planning Commission during their January Regular Session.	
15	No Change November 1, 2010	Historic District / Main Street Grant	The Planning Division was awarded a Preserving Oregon Grant for \$17,000 to help fund façade improvements in the Downtown Historic District. Qualifying projects (amounting to over \$38,000) include: <ul style="list-style-type: none"> ▪ Edward Jones Investment: Awning ▪ Somme Hotel (Depot/Wash): Awning ▪ West Jacobson Bldg: Cleaning/Painting 	CEDD Planning
16	New Item December 8, 2010	Council Retreat 2011	The City Council will conduct their annual retreat in January to provide guidance to the City Manager and Staff regarding priorities for the coming year. Councilors and newly elected officials, as well as Directors, are providing topics to be used to develop the agenda. The joint work session with the Long Term Budget Solutions Advisory Committee will precede the Retreat.	City Manager
17	Updated December 8, 2010	Employee Health Care Committee	The Committee has begun the process of comparing various healthcare plans currently available through CCIS. JD Fulwiler is soliciting quotes for health care benefits to be compared to CCIS options.	City Manager
18	No Change May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing a permit that would allow the EOU visitors permit to exempt those with temporary permit to park longer than two hours downtown in an effort to increase shopping opportunities. EOU is receptive; concept would be to encourage those who are here for campus visits to be able to also spend more time in our downtown. Ideally the local merchants would provide coupons or other incentives to make the program more viable. Next steps are to explore with Chamber and La Grande Main Street.	City Manager
19	Updated December 8, 2010	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. UCEDC has completed the required documentation. The State has indicated that additional work regarding wetlands must be completed before recertification. UCEDC is working through this issue.	City Manager
20	Updated December 8, 2010	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. The script has been approved by UCEDC and Valley Video has been working on the video shots and hopes to have the video ready for a first review before the end of December.	City Manager
21	Completed December 8, 2010	Quarterly Budget Reviews	Met with Directors to review budget performance for the first quarter of the fiscal year.	City Manager

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22	Completed December 8, 2010	Memorandums of Understanding for partner organizations	Union County Tourism has discontinued operations and therefore the MOU is no longer valid. The City has a formal agreement with Union County Chamber of Commerce for Tourism Promotion. The City did not provide funding for Blue Mountain Conference Center this fiscal year. Should the City opt to provide funding in the future, a Memorandum of Understanding will be developed in conjunction with that action.	City Manager
23	No Change November 17, 2010	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers states that the Volunteers will sublet the property and use the revenues from the rent to maintain the building. Union County Tourism is no longer a tenant and the City received a copy of a letter from Union County Chamber of Commerce to the Volunteers indicating that they are evaluating their options regarding location. It is also believed that the other major tenant will leave within the next two years. While the City doesn't have responsibility for the property, we do have an interest in what happens given our ownership of the building and we will monitor the situation.	City Manager
24	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
25	Updated December 6, 2010	Annual Work Sessions with Advisory Commissions	Preparation of the Council's annual meetings and events schedule continues. Your first Work Session of the new year is tentatively scheduled on Monday, January 24, with the Long Term Budget Solutions Advisory Committee. The Council's various Advisory Commissions will be scheduled at the front end of selected Work Sessions throughout calendar year 2011.	City Recorder
26	No Change May 27, 2010	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. Heather Burgess, who serves, among other things, as the City's Human Resources staffer, and I attended a recent BOLI (Bureau of Labor and Industries)-sponsored training in Pendleton, in connection with the development of accurate and legally-sufficient policy books. With two registrations, the cost for each was reduced to \$85; I used my personal vehicle and did not request a mileage reimbursement.	City Recorder
27	No Change July 13, 2010	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. I attended a League of Oregon Cities seminar in connection with Public Contracting and Purchasing at no cost to the City on June 15, the information from which will	City Recorder

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			greatly assist with this project, which is currently underway.	
28	Updated December 6, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	<p>Attorney General Kroger recently released the 2010 <i>Attorney General's Public Records and Meetings Manual</i>, with the most significant change being a more restrictive definition of "proper and reasonable opportunity to inspect public records." The Attorney General has now defined "proper and reasonable" as ten (10) working days <u>in most cases</u>.</p> <p>In view of the City's considerable budget constraints, we postponed a funding request to support the purchase of Records Management Software during the previous two budget cycles. In all likelihood, though, Angelika and I will include such a request in our initial budget presentation to the City Manager for next year's budget adoption cycle.</p>	City Recorder
29	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
30	No Change November 14, 2010	Commission Vacancies	We are in the process of receiving applications from individuals interested in serving on Commissions for the first time or who currently serve on various Commissions but whose terms expire at the end of this year. Work continues, as well, on a substantial, detailed end-of-year media announcement for newspaper publication in connection with Commission vacancies. Commission appointments will be scheduled during the January or February Regular Session.	City Recorder
31	New Item December 6, 2010	Certified Abstracts of November 2, General Election	<p>The Abstracts (ballot details) were prepared somewhat differently this year, so I am unable to isolate the specific number of write in, over, and/or under votes for those Positions for which there was more than one candidate (these numbers were combined for the total number of candidates on the ballot for a specific Position Number). Please keep that in mind when reviewing the following figures:</p> <p><u>Position Number 1</u>: Dan Pokorney 1,939 total votes; 32 write-in votes; 680 under votes</p> <p><u>Position Number 3</u>: John Bozarth 2,159 total votes; 12 write-in votes; 6 over votes; 609 under votes</p> <p><u>Position Number 4</u>: Silas Kely 2,483 total votes; 41 write-in votes; 1 over vote; 2,005 under votes</p> <p><u>Position Number 5</u>: Gary Lillard 2,558 total votes; 46 write-in votes; 1 over vote; 1,925 under votes</p> <p><u>Position Number 6</u>: Mary Ann Miesner</p>	City Recorder

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			<p>2,691 total votes; 45 write-in votes; 1,794 under votes</p> <p><u>Position Number 7: Jerry Sebestyen</u></p> <p>2,792 total votes; 60 write-in votes; 1,678 under votes</p> <p><u>Ballot Measure 31-76: Did not pass</u></p> <p>1,783 Yes votes; 2,560 No votes; 1 over vote; 186 under votes</p> <p>Please be reminded that an “over vote” occurs when the voter inadvertently votes for more than one candidate per Position; similarly, in the case of the Ballot Measure, a voter voted both “yes” and “no”; or, the voter changed his or her mind but did not make a “clean” correction on the ballot. When that happens, the electronic equipment is unable to differentiate and identify the correct vote.</p> <p>An “under vote” occurs when the voter chose not to vote for a candidate(s) or the Ballot Measure.</p>	
32	No Change November 12, 2009	Directors Job Descriptions	<p>Three are remaining to be completed. (Fire, Police and Public Works)</p> <p>Review and update all department directors’ job descriptions.</p>	Finance/ Personnel
33	No Change November 12, 2009	Community Service Policy	<p>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.</p> <p>The committee has met once and will be meeting again to refine the policy to present.</p>	Finance/ Personnel
34	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	<p>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.</p>	Finance/ Personnel
35	No Change August 10, 2010	Implement GASB 51	<p>GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010. Public works has been working with Auditors in the progress and we are about 80% complete.</p>	Finance
36	No Change January 04, 2010	Review the criteria for charging other funds for administrative services	<p>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.</p>	Finance
37	No Change November 1, 2010	GASB 54	<p>This GASB statement will apply to financial reports (audit) and will enhance the usefulness of fund balance information. Fund balances that are</p>	Finance

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			nonspendable (such as inventory) will be identified as well as committed funds. (Those funds that include amounts that can be used only for specific purposes as determined by a formal action of City's highest level of decision-making authority)	
38	No Change October 29, 2010	2010 Annual Audit	The City's audit firm will begin their audit process the week of November 1, 2010.	Finance
39	No Change July 1, 2010	Computer Software upgrade	Effective with the passing of the 2010/11 budget, the finance office will receive a computer software upgrade. Currently, this is scheduled to happen in March 2011. The original download of the database will be 12 weeks prior. We will be without computers for 2 workdays prior to the actual upgrade.	Finance
40	New December 13, 2010	Risk Management Incentive Program	This is a CIS program that provides financial incentives to the City to help create safer workplaces. We qualify for \$10,000 over a 3 year period of time. Department directors have been asked to submit projects that may qualify. The next step will be to meet with CIS and review the suggested projects to see which qualify.	Finance
41	Updated December 13, 2010	Statistics	<u>For the month of October 2010:</u> Monthly Revenue (all funds) \$1,233,169 Monthly Revenue (general fund) \$ 685,754 Monthly expenses amount (all funds) \$1,298,811 Monthly expenses (general fund) \$ 695,048 # of Accounts Payable Checks issued: 236 # of Payroll Checks issued: 153 Monthly Payroll expenses: \$ 698,813 # of Water accounts billed: 5,164 # of LID accounts billed: 14 # of NSF checks the City received: 3 Pieces of mail processed 7,478	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 7, 2010	Statistics	Response statistics for Nov. 2010 Medical: 197 Fire/Other: 20 (2 odor checks, 1 arching power line, 2 public assists, 11 fire alarms, 4 structure fires)	Fire
44	No Change	Fire Code	New inspections for July: 0	Fire

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	August 9 , 2010	Inspections	Re-inspections for July: 0	
45	No Change April 22, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in Mar.	Fire
46	Updated December 7, 2010	Child Safety Seat Installations and Bicycle Helmets	Nov: 11 families instructed in proper car seat with 9 being provided with reduced priced child safety seats. Nov: 1 family assisted with proper bicycle helmet use and supplied with 1 helmet(s).	Fire
47	Updated December 7, 2010	Traffic School	Nov: 13 attended traffic school. Fees collected: \$650	Fire
48	Updated December 7, 2010	Training/Conf.	<u>Nov. Training/Conferences</u> 7 members attended a Building Construction course in the months of Oct., Nov., Dec.	Fire
49	No Change August 9, 2010	Fire Safety House Trailer	The refurbishment of the safety trailer is continuing. Very slow progress. Work is being performed by an on duty firefighter between calls.	Fire
50	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
51	No Change November 10, 2010	Development of Fire Training Facility	Foundation and floor of 3 story training tower has been poured and framing will begin soon.	Fire
52	New and Complete December 7, 2010	Open Burn Permits	37 open burn permits were issued during the Fall open burn period (Oct. and Nov.).	Fire
53	No Change October 11, 2010	Weed/Tall Grass Complaints	54 property owners were notified of weeds and tall grass complaints received by the FD through the end of Sept.	Fire
54	Updated Dec. 10, 2010	Literacy Center	We have continued to serve the same numbers as previously with more volunteers during the reduced hours made necessary by budget cuts. We did cancel all tutoring sessions and close Tuesday, November 30th due to weather conditions. We continue to follow our plan to be open when we are most confident of visitation and to reserve our funds for those times when former records support usage. During December we will be open through Thursday December 16th. Both volunteers and clients have dropped off in attendance at that time in former years and normally do not resume attendance faithfully for the first couple of weeks in January. The Center will reopen January 18th.	Library
55	Updated Dec. 10, 2010	Training	Union County library staff attended a 2.5 hour training at the Cook Library on the new Evergreen	Library

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			library management software. All Sage libraries will migrate to Evergreen from Millennium on December 29 th .	
56	Updated Dec. 10, 2010	Page Turners Book Club	The book club took the month of December off.	Library
57	Updated Dec. 10, 2010	Friends of the Library	Mary Fiorillo is coordinating a Christmas Sale of books. Louise Feldman and Jann Manwell are assisting with the event. The sale took place in the Johnson Community Room of Cook Memorial Library on December 4 th , from 11:00 am to 2:00 pm. There was a drawing for a \$25 Gift Certificate from Marie Josephine. The Christmas Book Sale was successful bringing in \$350. There were 55 people who came to purchase books. The Ladd Marsh Presentation by Cathy Nowak was truly a delight. She did an excellent job of showing many of the sights to be enjoyed at the Marsh. She also explained how the facility works with students, Eagle Scouts, hunters, and others to improve the wetland while providing an opportunity for members of the community to enjoy the outdoors and learn to appreciate and care for native wildlife. Our next member meeting will address the issue of pursuing events that bring in the greatest participation. It's all about marketing.	Library
58	No Change October 6, 2010	Archives	1. Five collections were taken in and processed at the Archives. They range from pictures to a 1915 La Grande High School Mimir. 2. Terri Washburn and Sandra Boren attended a Preservation Planning Meeting in Pendleton, Oregon on September 28. This was put on by the Oregon Museum Association and funded by a grant from the Federal Institute for Museums and Library Services. 3. Lyn Craig of the Libraries of Eastern Oregon had a positive response in connection with our request for her to apply for other grants for the Archives.	Library
59	Updated Dec. 10, 2010	Statistics	9,766 Circulation for 11/10 24,126 Door Count 11,268 Card holders 9,909 Active borrowers 402 Overdue notices 84 LEO Listens patrons 455 LEO Listens titles checked out 0 Tutor.com patrons 26 Events in Community room 28 Homebound deliveries 88 Special events Adult attendance 153 Class visit attendance 63 Story time attendance 10 Spanish Storytime 0 Special programs	Library

Item	Date of Change in Status	Item	Comments	Department
			0 Craft day 29 Volunteers 238 Volunteer hours	
60	New Item Dec. 10, 2010	Young Adult Area	A 40" television and wii were purchased for the new teen area which is in development. Furniture has been ordered from Demco. Two chairs have arrived to date.	Library
61	Updated Dec. 10, 2010	Programs	Ka-No Foster Kalama of the Warm Springs tribe was here with his 30 flutes and drums. The library co-sponsored a poetry reading with the Blue Mountain Writers.	Library
62	No Change October 19, 2010	Greenway	The ODFW has extended their deadline to allow us additional time to secure matching funds for their Restoration & Enhancement Grant for possible acquisition of property. We have applied for special program funding from the State of Oregon Parks Department and should receive a response in the near future.	Parks - Admin
63	No Change October 19, 2010	Greenway	Transportation Grant has been submitted to ODOT to construct bridge across Grande Ronde River from Riverside Park to Greenway.	Parks - Admin
64	No Change October 19, 2010	Morgan Lake Camp Host	Staff is researching other agencies and compiling information regarding facilitating a camp host for Morgan Lake Park. Some of the issues under consideration are volunteer vs. paid position, hiring criteria; cost vs. cost savings; duties; writing new rules pertaining to Morgan Lake and overnight camping; criteria for fee schedules; mapping; and site designation.	Parks - Admin
65	No Change November 9, 2010	Training	Tree Care Educator Gustafson attended Pacific Northwest ISA Class " <i>Sidewalks and Trees: How to Repair and Maintain the Structural Integrity of Both</i> " in Redmond. Only cost to the City was the Registration Fee (\$93) as employee used personal vehicle and stayed with relatives. Parks Utility Worker II Gandy attended the <i>Playground Certification Training</i> sponsored by the National Recreation and Park Association and successfully passed the exam to be certified as a Playground Safety Inspector. Director Touhey attended an on-site presentation by the Oregon Parks and Recreation Natural Resources Section on Habitat Rehabilitation of both woodlands and wetlands and the decision-making process of making sound development decisions, which provided excellent information for both the Morgan Lake and Greenway projects. The only cost to the City was the registration fee (\$18), as the employee drove his personal vehicle and stayed with family.	Parks - Admin
66	No Change October 19, 2010	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. We are currently waiting on an engineering report	Parks - Aquatics

Item	Date of Change in Status	Item	Comments	Department												
			and analysis on dehumidifier costs, available funding to assist with the purchase and projected energy cost savings.													
67	Updated December 17, 2010	Pool Statistics November	<table border="0"> <tr> <td></td> <td style="text-align: right;"><u>2009</u></td> <td style="text-align: right;"><u>2010</u></td> </tr> <tr> <td>Attendance</td> <td style="text-align: right;">2,590</td> <td style="text-align: right;">2,860</td> </tr> <tr> <td>Revenue</td> <td style="text-align: right;">\$4,991</td> <td style="text-align: right;">\$7,287</td> </tr> <tr> <td>Year-to-Date Revenue</td> <td style="text-align: right;">\$34,675</td> <td style="text-align: right;">\$41,240</td> </tr> </table> <p>The difference in revenue is that we received \$1970.55 in checks for rentals and had 270 more swimmers this year, last year we had \$1007.42 in rental checks.</p> <p>We had three rentals in November, two party room rentals and one rental from the La Grande middle school 6th grade classes (171 students)</p>		<u>2009</u>	<u>2010</u>	Attendance	2,590	2,860	Revenue	\$4,991	\$7,287	Year-to-Date Revenue	\$34,675	\$41,240	Parks - Aquatics
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Attendance	2,590	2,860														
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68	New Item December 9, 2010	Pool Update	<p>We are starting a quarterly newsletter and our first one has been put on the web site. The locker floors were redone on November 20th and are no longer slick!</p> <p>30 colored flyers were printed and posted around Eastern Oregon University to try to get the information out that all EOU students swim free. We have many EOU students say that they didn't know, so we thought this might help. Also one of our lifeguards does Eastern's radio station and she has been doing P.S.A. we will also P.S.A. our local radio stations.</p> <p>We had 41 children registered for swim lessons this November up by 27 from last year. We will not run lessons in December because of the holidays but will resume in January. During the Christmas break we will run the recreational swimming from 1:00 p.m. – 4:00 p.m.</p> <p>A long time pool user will be celebrating her 99th birthday during the gentle exercise pot luck Christmas party at the pool on December 9th.</p>	Parks - Aquatics												
69	Updated December 9, 2010	Pool Maintenance	We are still waiting for information from Avista utilities to see if they will provide incentive funds to go toward a dehumidification system.	Parks - Aquatics												
70	No Change April 27, 2010	Little League Size Baseball Field	Phase I is complete and field is being used by Little League. There is still minor work to be completed after the season ends.	Parks Maintenance												
71	No Change November 9, 2010	Parks Maintenance	<p>Winterization of restrooms, irrigation systems and pavilion areas is complete. Morgan Lake is closed to vehicular traffic for the winter. Access remains available to foot traffic.</p> <p>Restrooms at Riverside Park have been repainted.</p>	Parks - Maintenance												

Item	Date of Change in Status	Item	Comments	Department																											
			Lights are being replaced on the tree in Max Square for the Lighting Ceremony on November 26 th .																												
72	Completed November 9, 2010	Field Events	Optimist Football has finished, which completes the field events for 2010.	Parks - Recreation																											
73	No Change November 9, 2010	Adult Recreation Program	The Women's Volleyball League will have 10 teams this year. They have started pre-season play and it looks like it will be an exciting season, as most of the teams are fairly evenly matched. The Coed Volley League held it's organizational meeting on November 4 th and Captains are organizing teams, hoping to start their pre-season by November 16 th .	Parks - Recreation																											
74	No Change November 9, 2010	Children's Recreation Program	Flag football ended on October 30 th . Our volunteer coaches did an excellent job and we received many positive comments from parents regarding the program. Fall gymnastics will end in December with new classes starting in January.	Parks - Recreation																											
75	New Item December 17, 2010	Planting, Maintenance, and Removal	Completed work on the 2010 Main Street tree planning project—5 trees planted at the Maridell Building for a total of 10 new trees downtown. Terry Rich Tree Service completed contracted removals and pruning at Riverside Park. Submitted bid requests for stump grinding at Riverside Park.	Parks – Urban Forestry																											
76	Updated December 17, 2010	Community Outreach	Conducted 11 consultations and site evaluations, three demonstrations and instructions, and two nuisance responses. Also responded to two ordinance/code enforcement requests for action.	Parks - Urban Forestry																											
77	Updated December 17, 2010	November Statistics	<table border="0"> <thead> <tr> <th></th> <th>NOV</th> <th>Year –to-Date</th> </tr> </thead> <tbody> <tr> <td>R-O-W Trees Planted:</td> <td>6</td> <td>76</td> </tr> <tr> <td>Park Trees Planted:</td> <td>0</td> <td>21</td> </tr> <tr> <td>Street Trees Removed</td> <td>0</td> <td>54</td> </tr> <tr> <td>Park Trees Removed:</td> <td>2</td> <td>14</td> </tr> <tr> <td>Street Trees Pruned:</td> <td>8</td> <td>74</td> </tr> <tr> <td>Park Trees Pruned:</td> <td>1</td> <td>54</td> </tr> <tr> <td>Site Plan Reviews:</td> <td>1</td> <td>7</td> </tr> <tr> <td>Community Contacts:</td> <td>16</td> <td>378</td> </tr> </tbody> </table>		NOV	Year –to-Date	R-O-W Trees Planted:	6	76	Park Trees Planted:	0	21	Street Trees Removed	0	54	Park Trees Removed:	2	14	Street Trees Pruned:	8	74	Park Trees Pruned:	1	54	Site Plan Reviews:	1	7	Community Contacts:	16	378	Parks - Urban Forestry
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78	No Change November 10, 2010	2010 Crime Statistics	The crime stats listed below are a total for the months of January through August. September and October stats are not yet available. Crimes against persons: 78 (assaults, robbery, sex crimes) Crimes against property: 360 (burglary, vehicle theft, NSF/acct. closed) Crimes against society: 275 (drug laws, DUII, liquor laws, disorderly conduct) Traffic Crimes: 34	Police																											

Item	Date of Change in Status	Item	Comments	Department
			(DWS, Hit &Run, eluding, reckless driving)	
79	Updated December 7, 2010	Operations Division Statistics For November	Following are the statistics for November: Case Reports turned in: 146 Total Traffic: 204 Arrests: 73 Calls for service: 1404	Police
80	Updated Dec. 9, 2010	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: 285; All Calls: 2722; Actual legitimate 9-1-1 calls for service: 277; Case reports taken by LGPD and UCSO: 180	Police
81	Updated Dec 7, 2010	Training	OPERATIONS NOVEMBER TRAINING: Officers completed 4 hours of in service Defensive Tactics training including OC Spray and Baton refresher. SWAT members completed 4 hours of training including rifle qualifications and a barricaded person scenario. A department wide meeting was held on Nov. 17, 2010. Many topics were covered and we collectively implemented a fresh mission statement and new organizational values that will be used to guide our work. Evidence Technicians (3 city/1 county) attended 16 hours property and evidence management training sponsored by the Oregon Assoc. for property and evidence. COMMUNICATIONS NOVEMBER TRAINING: In addition to the evidence training and the department meeting one Dispatcher attended a 2 hour Mass Casualty training.	Police/Comm
82	Updated Dec. 9, 2010	Union/Wallowa County Drug Task Force November 2010 Activity Summary	November: New Activities: 17 Activities year to date: 281 Arrests : 4 Arrests year to date: 24	Police
83	No Change August 6, 2010	Communications Strategic Plan	New vehicle radio repeaters have been installed in the four primary patrol cars. All radios will soon be programmed to utilize the repeaters which will greatly enhance communications.	Police
84	Updated Dec 7, 2010	Department Activities	Leonel Martinez was arrested for Assault II, Kidnapping I and Menacing after cutting another person with an edged weapon and kidnapping his estranged girlfriend. Patrol Officers immediately located Martinez and rescued his girlfriend before he could harm her. The cutting victim was treated at GRH and released. We have been experiencing a noticeable increase in domestic violence calls and have been working closely with our partners at Shelter From The Storm regarding this trend.	Police/Comm.

Item	Date of Change in Status	Item	Comments	Department
			Investigators have been very busy with numerous cases to include child abuses, tampering with drug records, embezzlements and most significantly working on a cold homicide case in which we have had new evidence come to light. Several other agencies have been assisting us with the cold case. Investigators also provided security for a recent visit by Senator Wyden and presented on sexual assault awareness at EOU.	
85	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
86	No Change September 15, 2010	GASB 54	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements. Staff met with the auditor and he estimates the work is 80% complete.	Public Works
87	Updated December 7, 2010	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction of South 12 th Street. Mike Becker has completed construction. The road is now paved from Gekeler Lane to Highland Drive and the paving is continuing south. The detour route was in the process of being repaired with gravel. Patching of these areas will happen in the spring.	Public Works
88	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
89	No Change November 1, 2010	Street User Fee Projects	The Parking, Traffic Safety & Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. Staff is preparing the extent of what projects can be accomplished. These projects will be the direct benefit of \$300,000 savings on the Gekeler Lane project. Following is a list of the projects: <u>Depot Street and Elm Street Seal Coat</u> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project was awarded to Mike Hampton and should start within two weeks. The funding is from Street User Fees and is estimated at \$30,000. Planned to be completed in the Spring of 2011. <u>'S' Avenue Overlay</u> - This project will overlay 'S' Avenue from Monroe Avenue to Spruce Street and is estimated at \$56,000. The water taps will be replaced this winter with the overlay to be completed in the Spring of 2011.	Public Works
90	No Change October 25, 2010	CMAQ Grant for Cars	The intergovernmental agreement has been signed. This will allow for the purchase of 4 cars (2 for the	Public Works

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			Police Department, 1 travel car for City Hall and 1 travel car for the Public Works Department). Currently, Public Works is waiting on the EPA to publish a complete list of the emissions qualifying vehicles.	
91	New Item December 7, 2010	Snow Removal	Public Works crews are currently managing snow removal issues.	Public Works
92	Updated December 7, 2010	Repair of Sanitary Sewer Mainline	City crews have repaired sections of the sewer mainline located in the alleyway between Gandy Avenue and Palmer Avenue and First Street and Cedar Street. The bottom of the pipe was missing in three separate locations along the section in question.	Public Works
93	No Change November 1, 2010	WWTP Levy Repair	City crews have been placing pit run rock on the levies at the WWTP wetlands to repair the erosion that occurred last spring. This was not budgeted and may require a transfer of funds from the contingency line at the end of the budget year. The estimated cost is from \$50,000 to \$100,000.	Public Works
94	No Change November 1, 2010	Intake Permit	Staff is working with the USFS on a permit. This permit was a 1-year renewable permit, but because of the progress made in addressing the migratory fish passage issue, the USFS has indicated that they are looking at a 30-year permit. This may be ready for Council review in the next couple of months.	Public Works