



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

Staff Report  
 October 2008

**City Manager's Top Ten**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated October 3, 2008	Economic Development	The City has been accepted into the Transforming Main Street Program. Charlie Mitchell, our new Community and Economic Development Director started October 1 <sup>st</sup> . His initial priorities are getting to know the community, implementation of the Oregon Main Street Program, and development of a Micro Loan Program.	Community and Economic Development
2	Updated October 3, 2008	Downtown Enhancement Program	Charlie will begin work on a downtown façade program funded by Urban Renewal.	Community and Economic Development
3	June 10, 2008	Information Technology Needs Review	We were unable to budget for an in-house position for the coming fiscal year. We have created new budget lines to better track actual IT expenses and are discussing options for enhanced service from EONI.	City Manager
4	September 17, 2008	Update the City's web site	The Computer Users Group is submitting information for use in a Request for Proposals that will go out to solicit proposals for updating the City's web site.	City Manager
5	February 11 2008	Community Visioning	Conduct a community visioning process to establish a Vision for La Grande.	Planning
6	Updated Sept 30, 2008	Capital Improvement Program	First draft of plan has been developed. Departments are presently working on their five year projection of Capital needs.	Finance
7	September 17, 2008	Explore the relocation of the Police Department to the downtown	We are working on a joint meeting for October 6 <sup>th</sup> to discuss the potential for a joint law enforcement facility in downtown. Players include County Commissioners, City Council, and UCSO	Police

Item No.	Date of Change in Status	Item	Comments	Lead Department
8	Updated September 15, 2008	Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee is continuing to meet twice a month so a comprehensive review can be completed. A questionnaire is being developed for public input.	Public Works
9	Completed July 14, 2008	Department Goal Development	The development of goals is reflected as a new section on this report and will be monitored monthly.	City Manager
10	Completed August 29, 2008	Transient Room Tax Allocations	The City Council repealed the existing TRT Resolution in July.	City Manager

## Department Head Goals

Item	Date of Change in Status	Goal	Comments	Department
1	Updated October 7, 2008	Develop Records Management Policies and Procedures/Rehab Records Center	The City does not have formal Records Management Policies and Procedures; Records Center requires detailed and careful attention. As time permits, we are examining our current filing system, with an eye toward updating and streamlining; as well as making slight progress on a substantial backlog of filing. Exploring new and improved methods of record keeping.	City Recorder
2	Updated October 7, 2008	Develop Public Records Request Policies and Forms	The City does not have a formal process for requests for Public Records. These types of requests are increasing, and the Public Records law requires that we have a consistent, fair, and equitable process. I attended a workshop in Eugene on Wednesday, October 1, devoted to public records requests and exemptions and the most recent laws, administrative rules, and requirements governing these processes, which will assist with the development of a user friendly and legally sufficient system.	City Recorder
3	May 29, 2008	Continue to Explore Web-Based Ordinance Codification	It is imperative that the City's Legislative Ordinances (those retained in the "Ordinance Book") be updated as soon as possible. Even though funding for this project was eliminated from the proposed FY 2008-2009 Budget before it reached Committee level, Staff will continue to pursue cost estimates and other alternatives to achieving the same goal.	City Recorder
4	May 29, 2008	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.	City Recorder
5	Updated October 3, 2008	Credit Card Policy	Policy implemented, and employees getting cards are being asked to sign the policy agreement and then cards will be issued	Finance
6	May 29, 2008	City vehicle commuting Policy	Auditors have recommended we review present usage of city vehicles for commuting from home to work and the Federal taxing issue for this benefit.	Finance
7	May 29, 2008	Time sheet process review and approvals	Auditors have recommended we review all department's time sheet process and approvals, including department directors.	Finance
8	May 29, 2008	Payroll &	We do presently have one employee that is	Finance

Item	Date of Change in Status	Goal	Comments	Department
		Personnel cross-training	cross-trained with payroll. Our next step is to begin the cross-training with the personnel phase of payroll function.	
9	Updated Sept 30, 2008	Finance Director's functions	Presently working on the Year End Financial Statements for the Auditor's review.	Finance
10	June 1, 2008	Complete inspections of occupancies with high risk / low frequency for large fire loss, injuries and fatalities.	Target hazard occupancies = Buildings in the downtown core, the Boise mill and all multistory apartment buildings. The goal would be to inspect these occupancies at least every two-years.	Fire
11	June 1, 2008	Implement a smoke alarm inspection and replacement program	Program would target low-income households and the elderly. Accomplishment of the goal will require receipt of grant dollars to purchase smoke alarms.	Fire
12	Sept. 30, 2008	Strategic plan	Create a strategic plan for the library by June 30, 2009 Have discussed with Commission	Library
13	Sept. 30, 2008	Reassign staff duties	Cross-train staff to perform standard duties by June 30, 2009 Have begun the process	Library
14	Sept. 30, 2008	Update volunteer program	Recruit and train new volunteers; initiate process of criminal checks; update volunteer program procedure by September 1, 2008 Complete.	Library
15	June 12, 2008	Implement Morgan Lake Development Plan as opportunities arise.	Work with the La Grande Rotary Club, Oregon Youth Authority and other service/non-profit agencies to secure funding and complete volunteer activities.	Parks
16	June 12, 2008	Greenway Development	Work with the Greenway Development partners to ensure it continues to move forward.	Parks
17	June 12, 2008	Birnie Park Restrooms	Install restrooms in Birnie Park in conjunction with the La Grande Lions Club this summer and fall.	Parks
18	June 12, 2008	Market the Aquatics Center	Work with staff to promote the swim pool and it's programs.	Parks
19	September 16, 2008	Community Visioning	Conduct a community visioning process to establish a Vision for La Grande. It will be desirable for this process to be completed as	Planning

Item	Date of Change in Status	Goal	Comments	Department
			part of the Goal 9 – Industrial Lands analysis to give the Consultants guidance on preparing their Economic Needs Analysis and making recommendations to the City.	
20	September 16, 2008	Goal 9 Commercial & Industrial Large Lot Needs Analysis (DLCD Grant)	The Consultants are well under way with conducting the Buildable Lands Inventory and the Market Analysis. A Work Session will be scheduled with the City Council (December or early January) to discuss the economic conditions of the Region and to give the Consultant's direction (La Grande's Economic Vision) for including in the Final Report	Planning
21	August 27, 2008	2008 LDC Amendments	The Land Development Code was last updated in 2006. Since that time, there have been changes in State Law, finalization of the UPRR Diesel Impact Area, and others. LDC amendments will be proposed in the Spring (2009).	Planning
22	Updated Sept. 11, 2008	SRO-Summer roving officer	Now that summer is over, this officer has begun preparing for the upcoming school year. He has been involved in several school district Staff meetings to discuss this year's directives from a new school superintendant. This officer may still be called upon to assist in department needs as time allows.	Police
23	Updated Sept. 11, 2008	Police/Dispatch relocation	We will continue to explore potential properties of interest for the possibilities of relocating the department. There is some talk regarding the county exploring the possibilities of expansion of the existing building space.	Police
24	Updated Sept. 11, 2008	Drug prevention & Enforcement team.	There have been talks with the Sheriff's office to allow the task force to work with the SRO and participate in an educational program this Spring within the La Grande School Dist. There was additional conversation regarding similar programs in other county school districts.	Police
25	Updated Sept. 11, 2008	Communications Strategic Plan	Assist in the coordination and placement of towers and equipment for Union County Emergency Responders to obtain the most optimal communications coverage. The tower and building construction proposals for the Mt. Emily site have been awarded with a completion date of November 15, 2008.	Police

Item	Date of Change in Status	Goal	Comments	Department
26	Updated September 17, 2008	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 Committee is continuing to meet twice a month so a comprehensive review can be completed. A questionnaire is being developed for public input.	Public Works
27	Updated September 17, 2008	Special Street Funding Committee	Data has been compiled and submitted to the Committee for evaluation. The Committee is in the process of developing a questionnaire for public input to be mailed in about 2 to 3 weeks.	Public Works
28	Updated October 3, 2008	12 <sup>th</sup> Street LID	Construction of the storm sewer system, road excavation and basing has been completed. The contractor has poured the curbs and sidewalks and has paved the street. The project is near completion. Minor completion work will continue.	Public Works

## Council Meeting and Work Session Calendar

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
<b>Wednesday, September 17 Regular Session</b>		
<u>Thursday, October 2 - Sunday, October 5, League of Oregon Cities Conference</u>		
<b>Monday, October 6</b>	<b>Work Session</b>	<b>Joint meeting with Union County to discuss joint facilities for law enforcement (Tentative)</b>
<b>Wednesday, October 15</b>	<b>Regular Session</b>	
Monday, October 20	Work Session	NONE
Monday, November 17	Work Session	Review of Planning Division Permit Fees Structure; Council Fee Waiver Policy; Ambulance Rates; Document Handling Policy Fees
<b>Wednesday, November 19</b>	<b>Regular Session</b>	
December 1	Work Session	Library Marketing Plan
<b>Wednesday, December 3</b>	<b>Regular Session</b>	
<b>Wednesday, January 14, 2009</b>	<b>Regular Session</b>	
<b>Possible Future Work Session Topics—Dates to be Determined:</b>		
Policy/Council Roles and Responsibilities—schedule after new Council is seated in January		
Emergency Response Policies and Procedures		
Amendments/Urban Renewal Agency Training		

## Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	September 17, 2008	New Combo-Inspector	This process is on hold for the moment. We have sent out letters to all of the applicants thus far that we will be accepting applications for the Building Official position and then we look at the needs of the department after that position is filled.	Building
2	September 17, 2008	Elimination of expired permits	We continue to send out letters informing permit holders that they need to fulfill their inspections or their permit will expire. We send letters on a monthly basis per state statute.	Building
3	September 17, 2008	Public Outreach	On Hold	Building
4	Updated September 29, 2008	Quick Permits	We are looking into the State of Oregon "Quick Permits" program. <a href="http://www.buildingpermits.oregon.gov">www.buildingpermits.oregon.gov</a> . Sandy is working with BCD and trying to get this up and running for our county.	Building
5	Updated September 29, 2008	New Permit Software	The state is very actively putting together an e-permitting software program that will work for all jurisdictions that they hope to be up and running by the end of 2009. Sandy has been asked to represent Eastern Oregon with thoughts and needs that we might need to be included in the permit software program.	Building
6	September 17, 2008	Nuisance Ordinance Update	In hand of City Manager per Lee Bodine	Building
7	New Item October 7, 2008	Recreation Director Search	Mark Touhey has resigned. We will begin a recruitment action to replace Mark right away. City Manager will assume oversight of Recreation Programming, Aquatics, and Urban Forestry; Public Works will assume oversight of Parks Maintenance and assist with pool maintenance as needed.	City Manager
8	Updated October 3, 2008	ODS/Library parking agreement, with transfer of ownership to follow.	ODS has offered to draft the documents required to complete the exchange to include an updated maintenance agreement for the City to review. The City has received a copy of the environmental assessment for the property ODS would like to exchange with the City.	City Manager
9	Updated October 3, 2008	Building Official Recruitment	We have established a search committee and are in the process of reviewing the applications of 9 candidates. We are targeting the week of October 20 <sup>th</sup> for finalist interviews.	City Manager



Item	Date of Change in Status	Item	Comments	Department
10	March 3, 2008	Council Fee Waiver Policy	The Council currently has a policy of not waiving fees but the subject may warrant additional discussion. If so, we will conduct this work session as planned.	City Manager
11	Updated October 3, 2008	Memorandums of Understanding for partner organizations	The City Council and UCT Board approved the MOU with UCT. Blue Mountain Conference Center will be the next organization to develop MOU with.	City Manager
12	June 11, 2008	Urban Renewal District	The City Council has agreed to postpone this work session until the decision is made regarding the budget/hiring of a full-time economic development professional.	City Manager
13	June 16, 2008	Council Roles and Responsibilities Training	The topic is scheduled to allow for the newly elected to attend.	City Council
14	September 17, 2008	Business and Technology Park Land Sales	The City has completed the sale of two lots and will monitor progress on development to assure compliance with the timelines for approvals and construction. The second lot sale closed in September, 2008.	City Manager
15	March 3, 2008	City Manager discretionary funding	Review past practice and determine appropriate budget amount for discretionary funding for community funding requests	City Manager
16	August 29, 2008	Eastern Oregon Fire Museum Lease	I have completed my review of the existing agreement as well as the subleases for the current tenants. I will be consulting with the City Attorney regarding the agreement to clarify the relationships.	City Manager
17	September 17, 2008	Staffing review	Have had two meetings with admin secretaries and one with department heads to talk about transitioning employees away from exempt status this fiscal year. We should have this resolved within 30 days.	City Manager
18	September 17, 2008	Personnel Policy Manual and Evaluation Form Review	We have implemented a revised performance assessment form and process City-wide. I have conducted training sessions for all supervisors and employees. We are using the new forms.	City Manager
19	May 15, 2008	Phone Service Review	At the Budget Hearings the issue of the cost of phone service was raised. Need to review current program and needs.	City Manager
20	March 3, 2008	Policy Review	Review of all current policies to include agreements. Personnel policy review will include language to address City Manager actions. Review of ordinance for	City Manager

Item	Date of Change in Status	Item	Comments	Department
			telecommunications is also a priority.	
21	May 7, 2008	Citizen Survey	Need to develop and implement a citizen survey. Asked the Library Commission to develop questions specific to the Library.	City Manager
22	Updated October 7, 2008	Mayor and Councilor Election Process	<p>A Chamber-sponsored Candidates' Forum is scheduled on Tuesday, October 14, at 6:00 p.m., in the Middle School Commons.</p> <p>The November 4, General Election Ballots are scheduled to be mailed to all registered voters on or about Friday, October 17<sup>th</sup>. City Hall is a ballot drop box site, as a convenience to our citizens. Ballots may be deposited in the drop box between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday; with the exception of Election Day, when the building is open to voters until 8:00 p.m.</p>	City Recorder
23	May 15, 2008	Soft/Hardware review and demos	Acquisition of soft/hardware designed for document retention/destruction and other Manager/Council related tasks was eliminated from Budget prior to presentation to Committee. Will continue to participate in process as a member of the "User's Group" established by City Manager, to assist with review of potential Building Division software that allows multiple departments to evaluate and comment on same-document site plans/building permits, etc.. Angelika chairs that group.	City Recorder
24	May 15, 2008	Public Records	Developing a formal Public Records Request process; including proposed update (fees increases) of a Series 1996 Council Resolution establishing document handling fees.	City Recorder
25	Updated October 7, 2008	Commission Vacancies	Existing vacancies include: Air Quality (3); Community Landscape and Forestry (1); Landmarks (2); Parking, Traffic Safety and Street Maintenance (3); and Planning (1). We are currently in receipt of an application to the Parking, Traffic Safety and Street Maintenance Advisory Commission. In the very near future, we will be contacting all Commission incumbents whose terms are scheduled to expire on December 31, of this year, to determine if they are willing to reapply for	City Recorder

Item	Date of Change in Status	Item	Comments	Department
			Commission service. We will advertise for these Commission seats in <i>The Observer</i> , as well.	
26	New Item October 7, 2008	Ethics	During the recent League of Oregon Cities Conference, I attended a session entitled, "Update on New Ethics Law." The predictable news is that the new rules had "unintended consequences" in connection with extending well beyond immediate family members, among other things. The good news is that this issue is clearly going to be on the docket of the 2009 Legislature and is one of the League's three priority items in terms of lobbying for review and change.	City Recorder
27	New Item October 7, 2008	Disaster Readiness	I also attended during the League Conference two other pertinent sessions: "Plans for Action: Disaster Preparedness and Council Safety" and Media Relations: What to do in a Crisis Situation." Both were very informative, particularly the former. Of greatest importance was learning from Ken Murphy, the Director of Oregon Emergency Management, that those cities with a disaster declaration in place before disaster actually strikes are better positioned to respond and to access resources which are imperative during crisis situations. We will be preparing to place such a declaration for Council consideration on a Regular Session Agenda in the very near future.	City Recorder
28	New Item October 3, 2008	Identity Theft Policy	The City must implement an Identity Theft Policy by November 1, 2008. We have drafted a policy and forwarded to the City Attorney for review.	Finance
29	September 04, 2008	Implement GASB 45	Begin implementing into the Budget process GASB 45 requirements	Finance
30	September 04, 2008	Implement GASB 51	Begin implementation into the Budget process GASB 51 requirements	Finance
31	September 04, 2008	System Development Charge accounting	ORS 223.322(1) requires cities to produce a separate annual accounting	Finance
32	Updated	Statistics	Response statistics for September	Fire

Item	Date of Change in Status	Item	Comments	Department
	Oct. 3, 2008		Medical: 191 Fire/Other: 19 including mutual aid assist at Bronson Lumber Co. fire in Island City	
33	Updated Oct. 3, 2008	Fire Code Inspections	New inspections for Sept: 2 Re-inspections for Sept: 0	Fire
34	June 1, 2008	Review Ambulance Rates	Recommendation of Fire Chief Bruce Weimer. Ambulance rates have not been reviewed since being established in February 2002.	Fire
35	Updated Oct. 3, 2008	Juvenile Fire Setter	1 Intervention(s) conducted in Sept.	Fire
36	Updated Oct 3, 2008	Child Safety Seat Installations	4 families instructed in proper car seat installation in Sept. 2 provided with reduced cost child safety seats	Fire
37	Updated Oct 3, 2008	Traffic School	21 students attended traffic school in Sept. resulting in \$1050 in revenue.	Fire
38	Updated Oct. 3, 2008	Training	<u>Sept. Training/Conferences</u> 1 member attended Advance Cardiac Life Support (ACLS) re-certification training. 1 member attended International Association of Arson Investigators (IAAI) Oregon chapter conference. 4 members attended annual Eastern Oregon District 13 Fire School. 1 member began paramedic school.	Fire
39	Oct. 3, 2008	Fire Safety House Trailer	"B" shift has taken on the project of rehabbing the Fire Safety Trailer using donated materials over the winter months with the goal of having it ready to go before our annual school fire safety programs this Spring. We are still seeking donations of some materials and those donating will be identified as sponsors on a plaque affixed to the exterior of the trailer.	Fire
40	Oct. 3, 2008	Open Burning	October 1 <sup>st</sup> marked the opening of the City's Fall open burning season. Permit request have been slow perhaps due to the wet weather we've received recently.	
41	Oct. 3, 2008	Abatement of Weeds and Overgrown Lots	Weed complaints have all but ceased as we move into Fall. Total number of complaints received requiring abatement action by the FD: 37	Fire
42	August 14, 2008	EO Fire Museum	The museum has had 136 visitors sign the guest book since opening for the season Memorial Day weekend through August 14 <sup>th</sup> . The	Fire

Item	Date of Change in Status	Item	Comments	Department
			majority of visitors have been from out of the area. 15 states were represented with visitors from as far away as Florida and Maryland signing their names. 2 visitors were tourists from Germany visiting on different days. Comments Included: "Fascinating", "Awesome", "Great exhibits", "Very interesting", "Great little museum", "Wonderful collection", "Thanks for the time and effort" "This place rocks"	
43	Sept. 12, 2008	Archives Service	Citizen group spearheading research into requirements to develop the Archives. Received grant writing charges document from LEO grant writer; will pursue funding (approx. \$250), then begin project. Grant writer will pursue in near future.	Library
44	Updated October 3, 2008	Statistics.	Circulation for Sept.: 13,275 Circulation for 08/09: 42,545 Circ. same period, 07/08: 44,201 Uses of comm. room for Sept.: 25 Homebound visits 10/week Reading at GRRC 4 Classroom visits Sept.: 27	Library
45	Updated October 3, 2008	Lib. programs in Sept.	9/5 Program about Middle East/LEO 9/12 Writing workshop/LEO 9/12 Kickoff for Tutor.com service/LEO 9/16 Celtic Spirituality program/LEO	Library
46	Updated October 3, 2008	Upcoming programs	10/16 Northwest Paranormal (Ghost hunters)/LEO 10/28 Place and History/In Search of the Pacific Northwest (LEO)	Library
47	Sept.12, 2008	Marketing Plan for Library	Marketing Plan for Library being developed via email by Commission Ongoing discussion, next meeting Oct. 7	Library
48	May 15, 2008	Colleen F. Johnson Community Room Use Policy Review	The current policy for use of the room may not be consistent with the City Council's intent. Review will include the types of events allowed and the merits of charging fees for groups other than government/not-for-profit.	Library
49	Updated October 6, 2008	Morgan Lake Development Plan	The Oregon Youth Authority (Riverbend) has completed the first camp site & started the trail work. As weather permits, they will continue to complete no cost/low cost projects and have	Parks

Item	Date of Change in Status	Item	Comments	Department									
			indicated they will return next spring.										
50	August 15, 2008	Marketing Plan for Pool	The 10-year anniversary celebration held July 26 was very successful with over 100 participants. Staff conducted multiple radio interviews this past month regarding the pool and Triathlon which will be held in conjunction with the Crossing the Blues Celebration, August 23rd.	Parks									
51	Updated October 6, 2008	Pool Statistics	<table><tr><td></td><td><u>2007</u></td><td><u>2008</u></td></tr><tr><td>Attendance</td><td>649</td><td>790</td></tr><tr><td>Revenue</td><td>\$4,582.64</td><td>\$4,676.70</td></tr></table>		<u>2007</u>	<u>2008</u>	Attendance	649	790	Revenue	\$4,582.64	\$4,676.70	Parks--Aquatics
	<u>2007</u>	<u>2008</u>											
Attendance	649	790											
Revenue	\$4,582.64	\$4,676.70											
52	Complete October 6, 2008	Annual Maintenance	Pool will be closed September 2 – 17, for annual maintenance. Both pools will be drained and cleaned with the indoor small pool being repainted. New, energy-efficient lights will be installed at the front counter and in the locker rooms. Locker room floors will be repainted with epoxy paint.	Parks -- Aquatics									
53	New Item October 6, 2008	Virginia Graeme Baker Pool and Spa Safety Act	This recently enacted bill requires that each public pool and spa in the US be equipped with unblockable main drain covers or otherwise meet with ASME/ANSI A112.19.8 performance standard by December 19 <sup>th</sup> , 2008. These are commonly called anti-entrapment drain covers and must be stamped that they are certified to be compliant. The covers at our pool do not comply with the new standards, but there are currently no certified covers available to fit our drains so we are not able to estimate the cost of bringing our system into compliance.	Parks - Aquatics									
54	Updated October 6, 2008	Fall Pool Schedule	Fall lessons registrations are equal to last fall. Flyers that detail all programs will be distributed through the school district.	Parks – Aquatics									
55	Updated October 6, 2008	Parks Maintenance	Staff is completing fall maintenance projects and preparing for leaf pick-up and winterizing irrigation systems, restrooms, drinking fountains and plumbing.	Parks - Maintenance									
56	Updated October 6, 2008	September Report	R-O-W Trees Planted: 38 (+15 trees added to grounds at Union County Administration Building) Park Trees Planted: 1 Street Trees Removed: 3 Park Trees Removed: 3 Community Contacts: 51 Gustafson attended Pacific NW ISA Annual Training Conference, receiving 20 ours of continuing education credits. Cost was offset by \$450 grant from the Oregon Department of Forestry.	Parks – Urban Forestry									
57	September 11,	Greenway	Staff continues to work with the owners to complete	Parks--Admin									

Item	Date of Change in Status	Item	Comments	Department
	2008		the Greenway Land Acquisition and Easement Agreement.	
58	New Item October 6, 2008	Oregon Recreation & Parks Conference	Touhey, Tucker, Roberts and Andrews attended the Oregon Recreation & Parks Conference in Bend. There were numerous educational sessions covering all aspects of parks and recreation as well as many opportunities to network with other professionals. Everyone agreed they learned a lot and came home motivated to implement new programs, etc.	Parks - Admin
59	Updated October 6, 2008	Football/Soccer	There are seven Optimist Football Teams (4 La Grande & 3 – County) for a total of 180 youth playing/practicing in Pioneer Park this fall. The Select Soccer League has four teams, with a total of 60 participants.	Parks & Recreation
60	New Item October 6, 2008	Summer Recreation Program	Analysis of the 2008 summer program shows there were 93 children enrolled in the 10-week Mobile Fun Unit program and 159 “drop-ins” who paid by the week. There were 49 camps offered with 567 participants ranging in ages 3 to 15, providing 5,098 recreation hours. Revenue for FY 07-08 increased 85% over the previous year.	Parks - Recreation
61	Updated October 6, 2008	Birnie Park	Minor work has started on the site preparation, although the funding from the National Park Association through the State Parks has not yet been received.	Parks--Admin
62	Updated October 6, 2008	Morgan Lake Dam	Project will be placed on hold until a new Parks Director is hired.	Parks--Admin
63	New Item October 6, 2008	Recreation Program	Two Youth Programs are being offered this fall: Gymnastics, with 48 enrollees and Flag Coed Football with 80 1st – 3 <sup>rd</sup> graders playing on Saturday mornings.	Parks - Recreation
64	Updated October 3, 2008	September Statistics	Land Use Applications: 1 Zoning Approvals (Residential): 1 New Business Permits: 4 Revenue (Land Use Fees): \$75.00 Revenue (Park SDC): \$0.00	Planning
65	March 3, 2008	Permit Fee Structure	Staff would like to explore a new model for planning permit fees.	Planning
66	March 3, 2008	Bike/Pedestrian Plan implementation	Program should include enforcement as well as physical changes and policies. Inclusion of skates and skateboards as well as other modes of transportation that could be used on sidewalks and bike paths is also important	Planning



Item	Date of Change in Status	Item	Comments	Department
67	July 14, 2008	South Riverside Neighborhood Plan	Involves Master Planning Mike Becker's property across Hwy 82, North of Wal-Mart. Such Plans will be proposed as an amendment to the La Grande/Island City Transportation System Plan during annual amendments proposed in the Spring of 2009.	Planning
68	June 1, 2008	EOU Grand Staircase Grant	EOU has completed the engineering of the staircase reconstruction. An invoice has been sent to the State Historic Preservation Office and is pending reimbursement to EOU.	Planning
69	July 14, 2008	Code Enforcement	Planning Division, Building Division & Fire Department are jointly working to address public nuisance violations. The City attorney has drafted a letter for the City Manager to sign and we are currently working with the property owner and her attorney to resolve the issues.	Planning
70	Updated Sept. 11, 2008	Statistics August, 2008	<p>Crimes against persons: 14 (assaults, robbery, sex crimes)</p> <p>Crimes against property: 80 (burglary, vehicle theft, NSF/acct. closed)</p> <p>Crimes against society: 54 (drug laws, DUII, liquor laws, disorderly conduct)</p> <p>Traffic Crimes: 2(DWS, Hit &amp; Run, eluding, reckless driving)</p>	Police
71	Sept. 11, 2008	Monthly Statistics	<p>Following are the statistics for August. These statistics reflect the total calls for a multitude of agencies within Union County.</p> <p>Traffic/Air: 712;</p> <p>All Calls: 3600;</p> <p>Actual legitimate 9-1-1 calls for service: 295;</p> <p>Case reports taken by LGPD and UCSO: 225</p>	Police
72	Updated Oct.6, 2008	Training September	One officer attended 8 hours of training on Distraction Devices for SAT team certification.	Police
73	August 25, 2008	M.E.R.I.T. June 2008 Activity Summary	<p>Total Cases: 23</p> <p>Cases / year to date: 94</p> <p>Arrests / year to date: 26</p>	Police
74	Updated	Communications	One Comm. Spec. attended 8 hours of	Police



Item	Date of Change in Status	Item	Comments	Department
	Oct. 6, 2008	Training September	“Emotional Survival” training and 8 hours of “Managing Emotions Under Pressure” training.	
75	August 27, 2008	Terra Cotta Sewer Line Replacement Program	Public works is exploring the legality and feasibility of providing emergency funding options to private parties when they need to replace failing private lines. A bonding attorney is reviewing the proposed Ordinance.	Public Works
76	Updated October 3, 2008	Snow Removal Plan	Is being reviewed and updated for PTSSMC.	Public Works
77	June 27, 2008	Meet with Downtown Association on Issues	Review for funding to address Downtown Streetscape. A joint meeting with the downtown and PTSSMC is being scheduled.	Public Works
78	Updated October 3, 2008	The Ridge	Construction is ongoing and near completion.	Public Works
79	August 27, 2008	Aspen Park	Work with developer on subdivision which is under construction.	Public Works
80	August 27, 2008	Safe Routes to Schools Sidewalk Grant	Develop the Central School sidewalk under the guidelines of the grant program for that funding. IGA’s being developed and reviewed. Project to be done 2009.	Public Works
81	June 27, 2008	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
82	Updated October 3, 2008	Taylor Creek Construction	Landscaping is completed. Deer fencing is installed. Cut over has been done. This phase of the Gekeler Lane project is complete.	Public Works
83	Updated October 3, 2008	Gekeler Lane	Complete Gekeler Lane construction after completion of Taylor Creek, which is anticipated in September/October. The contractor is preparing to construct the sidewalk on the south side of Gekeler Lane.	Public Works
84	June 27, 2008	Utility Billing Detail	Exploring the feasibility and merits of including the franchise fee portion of the monthly service charge on the bill	Public Works
85	Updated October 3, 2008	CMAQ	Staff received approval for an exemption from commissioned services. The IGA has been approved and construction is anticipated early 2009.	Public Works