



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

Staff Report
October/November 2009
City Manager's Top Ten

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated November 16, 2009	Revise the Growth Boundaries as Part of the Goal 9 Process	The City has completed final adoption of expanding the City's Urban Growth Boundary by approximately 314 acres. The adopting Ordinance is scheduled for co-adoption by Union County on December 2, 2009.	Community and Economic Development--Planning
2	No Change September 11, 2009	Support Business Retention and Expansion Program	A leadership team has been formed; a task force has been formed and has met once; target to launch program is late June with first round of business visitations/ surveys set for fall 2009. Project has been put on hold until early 2010.	Community and Economic Development
3	Updated November 13, 2009	Formulate an Economic Development Strategy for La Grande	Meeting with between 20 and 25 community stakeholders held on May 5, 2009. Summary of meeting presented to Council on May 18. Stakeholder group reconvened on June 16 to further refine strategies. Staff targeting to complete draft plan Fall 2009; awaiting final outcomes of Council Vision process and Union County Economic Development Plan. Current schedule for draft plan development is November 2009. Project has been delayed awaiting statistical updates on population and job forecasts from the state. Anticipate Council action in February 2010.	Community and Economic Development
4	Completed November 13, 2009	Conduct a Community Visioning Process	Vision and supporting goals adopted in September. Next step is for each department to incorporate its own goals and strategies to coincide with the overall vision and goals statement.	Community and Economic Development
5	Updated November 13, 2009	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Main Street committees beginning to implement work plans. Max Square project put on hold; Design Committee has developed a style set for a "family" of street furniture designs; 50 new bicycle racks will be installed in downtown beginning mid-November; first 2 façade grant projects nearing completion; others underway.	Community and Economic Development
6	Updated November 13,	Participate in the Formulation of an	UCEDC Steering Committee meetings held in April and May. Strategic planning session held in late	Community and Economic

October/November 2009

1

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

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

Remaining 2009 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Monday, November 30	Work Session	PENDING w/State Legislators
Wednesday, December 2	Regular Session	
Monday, December 7	Work Session	Budget Season Prep
Wednesday, December 9	Holiday Open House	

2010 Council Regular and Work Sessions

Tuesday/Wednesday, January 5/6	COUNCIL RETREAT	
Monday, January 11	Work Session	Library Commission/New Director
Wednesday, January 20	Regular Session	
Wednesday, January 27	TOWN HALL MEETING	
Monday, February 1	TOWN HALL MEETING	
Monday, February 8	TOWN HALL MEETING	
Wednesday, February 10	TOWN HALL MEETING	
Wednesday, February 17	Regular Session	
Monday, March 8	Work Session	Commission/Annexation
Wednesday, March 10	Regular Session	
Monday, March 15	Work Session	Local Option Levy
Monday, April 5	Work Session	Commission/Other Revenue Enhancements
Wednesday, April 7	Regular Session	
Monday, April 12	Work Session	Commission/Special Event Insurance
Monday, April 19	Work Session	Commission/Downtown Maintenance
Monday, May 3	Work Session	Commission
Wednesday, May 5	Regular Session	
<u>Monday, May 10 – Friday, May 14~~BUDGET HEARINGS</u>		
Monday, May 24	Work Session	Commission
Monday, June 7	Work Session	Commission
Wednesday, June 9	Regular Session	ADOPT BUDGET
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	No Change August 12, 2009	Elimination of expired permits	This process has been put on hold yet again due to staffing issues and busy time of year for permits and inspections.	CEDD Building																																	
2	Updated November 13, 2009	Building Official	A new round of three candidates interviewed with the City and our interview team on November 3; an employment offer has been extended and accepted; awaiting completion of background check before public announcement will be made.	CEDD Building																																	
3	No Change August 12, 2009	Quick Permits	The State of Oregon has put a hold on accepting new subscribers to the program at this time. Sandy has updated most of the zip codes for the county so that we will be ready if they open enrollment back up.	CEDD Building																																	
4	No Change July 8, 2009	New Permit Software	<p>The State of Oregon has put a hold on this program as well. The State's goal was to have a program built and in operation by the beginning of 2010. I believe that this has been delayed for some reason unknown to us. Sandy is on the committee for helping to structure the program for departments similar to ours. The hope of the State is to build a program that will work for ALL departments in the state and allow for contractors and owners to apply, pay, and schedule inspections on line.</p> <p>If the program is a success we would like to implement the program here at the City of La Grande. The program will be no cost to the building department. Other entities would have to pay to be connected to it. (i.e. Public Works, Planning, Finance, etc.)</p>	CEDD Building																																	
5	Updated November 13, 2009	Monthly activity (Sept.)	<table><tr><td><u>Permit Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building, 29</td><td>32,107</td><td>2,572,460</td></tr><tr><td>Demolition, 2</td><td>215</td><td></td></tr><tr><td>Electrical, 54</td><td>6655</td><td></td></tr><tr><td>Mechanical, 46</td><td>3037</td><td></td></tr><tr><td>MFG Homes, 2</td><td>732</td><td></td></tr><tr><td>Plumbing, 29</td><td>3498</td><td></td></tr><tr><td>Farm Exempt, 0</td><td>0</td><td></td></tr><tr><td>Signs, 0</td><td>0</td><td></td></tr><tr><td><u>Totals: 162</u></td><td><u>46,243</u></td><td></td></tr><tr><td colspan="3"><u>Total inspections performed = 380</u></td></tr></table>	<u>Permit Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building, 29	32,107	2,572,460	Demolition, 2	215		Electrical, 54	6655		Mechanical, 46	3037		MFG Homes, 2	732		Plumbing, 29	3498		Farm Exempt, 0	0		Signs, 0	0		<u>Totals: 162</u>	<u>46,243</u>		<u>Total inspections performed = 380</u>			CEDD Building
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6	Updated November 13, 2009	Implement façade grant program	First two funded projects underway; City of LG/ Urban Renewal program launched; meeting with applicants; first round to Landmarks Commission in August for review. Additional projects were reviewed by Landmarks Commission in August, September, October and November. Currently, a total of eight projects have been approved.	CEDD Economic Development																																	
7	Updated November 13, 2009	Monthly Main Street program updates	50 new bicycle racks have been produced; first round set to be installed beginning week of Nov. 16; New Main Street board of directors and officers	CEDD Economic Development																																	

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			have been established, annual meeting held Oct. 29; looking into feasibility of Liberty Theatre project; Jason McNeil (RARE member) now handling much of the day-to-day Main Street activities; new Oregon Main Street director was in La Grande in November.	
8	Updated September 11, 2009	Business Retention & Expansion (BR&E) program	Program set to launch late June; first round of business survey/ visitations set for fall 2009. Program launched delayed to early 2010.	CEDD Economic Development
9	Updated November 13, 2009	Calendar YTD Planning Statistics	Land Use Applications: 25 Zoning Approvals: 49 New Business Permits: 35 Revenue (Land Use Fees): \$6,090 Revenue (Park SDC): \$3,150	CEDD Planning
10	New Item November 16, 2009	Goal 9 – Phase 2 Public Facility Plan Updates	The Planning Division has applied for a DLCD Technical Assistance Grant to update the City's Public Facilities Plans. This planning effort will be predominantly limited to the Goal 9 UGB expansion area. Once the Public Facilities Plans are updated, the expansion area can be rezoned to industrial, as appropriate, to support new development.	CEDD Planning
11	No Change September 9, 2009	OTECC Project	OTECC is seeking to consolidate their two facilities (Elm St. administration office & Cove Ave. field office) and constructing a new facility on property they own adjacent to Bi-Mart to the East. Progress is being made on right-of-way access issues that will involve the removal of two driveways (Seventh Day Adventist church & school; and former La Grande School District offices). A new road may be proposed to run from Adams Avenue to Gekeler Lane through the OTECC property.	CEDD Planning
12	Completed October 21, 2009	South Riverside Neighborhood Plan	Involves Master Planning Mike Becker's property across Hwy 82, North of Wal-Mart. This process was finalized on October 21, 2009.	CEDD Planning
13	No Change September 25, 2009	Goals and Objectives Development	The next step following the Council approval of the Vision and Goals is to develop specific objectives based on those goals.	City Manager
14	Updated November 17, 2009	Quarterly Budget Reviews	Meeting with each department director to review budget performance for current fiscal year. All except one completed.	City Manager
15	No Change September 25, 2009	Long Range Budget Planning	Based on preliminary budget projections and recent budget picture we must develop a long range strategy to address continuing shortfalls. Work session on revenue enhancement was part of this process, however, we must also identify cost savings to deal with situation.	City Manager
16	Completed November 17, 2009	Building Inspection Services Agreement	The current agreement between the City and County has been revised and signed by the County, on the Council agenda for approval September 16th.	City Manager
17	Updated November 17, 2009	UCEDC Vacancy	One of the four City appointed positions on the UCEDC Board is vacant. We are advertising for candidates.	City Manager

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18	Completed November 17, 2009	Substance Abuse Advisory Commission Recommendations	The SAAC and City Council held a joint work session to discuss recommendations.	City Manager
19	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
20	Updated November 17, 2009	Committee Annual Work Sessions	Based on discussions at a recent Council Work Session we will develop a schedule for annual reports by advisory commissions to the City Council in work session format. City Recorder has identified tentative dates as shown in the calendar above, specific schedule TBD.	City Manager
21	Completed November 17, 2009	Business Park Sign	Sign at the La Grande Business and Technology Park is complete. The lighting will be active upon completion of the All Phase building.	City Manager
22	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
23	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
24	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
25	Updated November 17, 2009	Library Director Search	Terri Washburn will begin on December 21, 2009, as our new Director!	City Manager
26	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
27	Updated November 17, 2009	Citizen Survey	Have begun work with EOU student/intern on community survey.	City Manager
28	No Change	Personnel Policy	Reviewing City's Personnel Policy Manual as time	City Recorder

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	August 17, 2009	Manual	permits but unable to meet City Manager's desired deadline for a first draft on or about August 1ish.	
29	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
30	New Item November 17, 2009	Redevelop/Update Website	We are now in receipt of the Verizon settlement check and can begin the process of redeveloping/updating the City's Web Site, under the direction of the City Manager and the City's Users Group, chaired by Angelika.	City Recorder
31	No Change September 15, 2009	Develop Records Management Policies and Procedures/Rehab Records Center	We are again preparing to ask the City Manager during the first round of Fiscal Year 2010-2011 Budget prep for permission 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. Ultimately, this would allow us to give the Records Center and Second Floor City Hall Vault the long-overdue detailed attention both need and deserve. The ability to quickly access important documents regardless of age will provide better customer service to our citizens and to other staff members who are conducting project and/or citizen concern-related research.	City Recorder
32	No Change September 15, 2009	Develop Public Records Request Policies and Forms	We will prepare and present a draft package of documents to the City Manager prior to requesting formal approval from the Council; hopefully, in concert with the proposed administrative fees the Council agreed to consider during the Work Session of September 14, 2009; inasmuch as those fees will include the related component of document handling (research, copies, DVD reproduction, etc.).	City Recorder
33	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
34	Updated September 15, 2009	Soft/Hardware	Funding for soft/hardware designed for document retention/destruction and other Manager/Council related tasks was not included in the FY 2009-2010, Budget. The City Manager is hopeful, however, that anticipated QWEST/Verizon litigation settlement funds will provide financing for a desperately-needed redesign of the City's web site; the Council approved this intended use of settlement monies during the Regular Session of June 17 th . The Council may recall that the trigger for the release of these settlement funds is the authorization	City Recorder

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			of all affected cities to do so. As you were recently notified by City Manager Strope, there are still three cities that have not yet signed off on this proposed settlement action. We are also still very interested in the purchase of a Software Package called <i>TermTracker</i> , [sic] which will assist with the maintenance of records applicable to the Council's numerous Commissions and Commissioners, as well as Mayor and Councilor histories. In the meantime, under the guidance of Angelika, the City's Computer Users Group is convening July 22, in connection with viewing a software product demo that will assist primarily the Building and Planning divisions. The Users' Group met as reflected above but, not unexpectedly, had more questions than answers. Members are calling their counterparts in entities provided as references and will follow up with another meeting to share the results of those calls prior to making a recommendation to the City Manager.	
35	New Item November 17, 2009	Council's Annual Meeting and Events Schedule for 2010	<p>Staff has completed the Council's Annual Meeting and Events Schedule for 2010. Please be reminded to keep your Monday and Wednesday evenings on reserve, even though the Schedule may not identify a specific date. This helps Staff move quickly to schedule a meeting without having first to solicit input, particularly in the event of an emergency.</p> <p>A summarized version of this Schedule appears earlier in this Monthly Report. Please note that specific dates have been set aside for the Council's Annual Retreat (much earlier than usual next year!) and the Town Hall meetings recently requested by the Council, as well as Work Sessions dedicated to hearing from your various Commissions (also requested by the Council). A list of those Commissions is available at the close of the Schedule.</p> <p>A complete Schedule will be sent to you in its entirety under separate cover.</p>	City Recorder
36	Updated November 17, 2009	Commission Vacancies	We continue to advertise for vacancies on your Boards and Commissions and are now preparing for the process during which we ask you to consider reappointment of Commission incumbents who wish to continue serving on a particular Commission or to appoint new applicants to those terms whose seats will be vacant beginning the first of next calendar year. This process includes sending each incumbent a memo reminding him/her that his/her term is due to expire on December 31, of this year and providing that incumbent with an	City Recorder

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			application. We will release another media advertisement, as well. If all goes as planned, these appointments will be scheduled on the January 20, Regular Session Agenda.	
37	Completed November 17, 2009	Oregon Government Ethics Commission Reporting Requirements	In addition to the elimination of the onerous reporting requirements enacted during the 2007 Legislative Session, Senate Bill 10, out of the 2009 Legislative Session, also includes two other important elements: 1) <u>Previously banned outright, gifts of entertainment are now subject to a \$50, annual gift limit.</u> 2) Public officials may accept gifts that are given as the result of their business or volunteer activities not related to their office.	City Recorder
38	New Item November 17, 2009	Notary Public	After having sadly allowed my (Sandy) Notary Commission to expire due to lack of time to renew, I finally made time over the weekend to complete the three-hour State-mandated study course, which is a new requirement since my last Commission. Now all that's left to do is make time to take the final exam, which must be completed by Friday, the 20 th , or I will have to start all over again!	City Recorder
39	New Item November 17, 2009	2010 Elections Prep	Materials for next year's Primary Election process are currently being developed and will be available just before or shortly after the new calendar year begins. Council incumbents whose terms are expiring at the end of this calendar year (Clements, Johnson, Lillard, Miesner) and who intend to campaign for reelection will want to keep in mind as you make any vacation or other plans to be away from the City that filing deadlines will be early in March of next year. More information to follow.	City Recorder
40	Updated November 12, 2009	Payroll Consistency Issues	Final touches are being put on the Salary Schedule to be presented to the Police Association. During negotiations with the La Grande Police Association the City agreed to review payroll inconsistency issues raised by the Association within six months.	Finance
41	Updated 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
42	Updated 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
43	No Change May 28, 2009	Create and Implement a	We have created an outline of the hiring process. We are currently refining this process and will be	Finance/ Personnel

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		standard process for hiring new employees	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	
44	No Change December 1, 2008	Implement GASB 45	GASB 45 requirements include measuring and reporting post employment benefits. CIS does provide this service annually and will be available to the auditors when needed.	Finance
45	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
46	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
47	Updated November 13, 2009	Statistics	Response statistics for Sept./Oct. Medical: 370 Fire/Other: 35 (10 fires, 2 odor checks, 14 fire alarms, 1 open burn complaint, 3 smoke checks, 4 public assists, 1 false alarm)	Fire
48	No Change August 11, 2009	Fire Code Inspections	New inspections for August: 0 Re-inspections for August: 0	Fire
49	No Change August 11, 2009	Juvenile Fire Setter	0 Intervention(s) conducted in August	Fire
50	Updated November 13, 2009	Child Safety Seat Installations	8 families instructed in proper car seat installation in Sept./Oct. with 2 being provided with reduced priced child safety seats. 1 family fitted with proper bicycle helmets for their children, given to them free of charge through a grant received. 1 helmet(s) provided	Fire
51	Updated November 13, 2009	Traffic School	33 students attended traffic school in Sept./Oct. resulting in \$1700 in revenue.	Fire
52	Updated 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
53	Updated 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	Fire

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			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.	
54	No Change September 2, 2009	Open Burning	Open Burn permits are being sold for the Oct. through Nov. open burn period.	Fire
55	Updated November 13, 2009	EO Fire Museum	304 visitors signed the guest book at the museum between the 1 st of June through the end of August. Some signed "...and family" and many visitors don't sign, so the actual number of visitors is certainly higher. Visitors came from 29 US states and 4 foreign countries. Comments have been very complimentary of the museum and our efforts there. It appears that many local citizens bring out-of-town visitors to the museum, supporting this important downtown attraction.	Fire
56	No Change September 2, 2009	Development of Fire Training Facility	<p>Progress on the fire training house has been slow through the summer due to FFs taking vacations and interruptions due to calls. It is hoped that skirting will be going up soon as well as the enclosing of the remaining open gabled end. The house will then be painted in a color matching the fire station exterior. Application of a wainscot of OSB panels has been finished on the house's interior. Wiring the interior to provide lighting and electrical outlets should be completed in the next month.</p> <p>Placement of a "live burn" prop (2 metal storage containers within which small fire will be set for FFs to extinguish) was approved by the City Planning Commission as a conditional use on the old dog pound property owned by the City, near the fairgrounds.</p>	Fire
57	Updated November 13, 2009	Weed/Tall Grass Complaints	32 property owners were notified of weed and tall grass complaints received by the FD this season. The City has had to abate 3 of the properties due to noncompliance with City nuisance ordinance # 3002. Liens have been placed on 2 of the properties to recover abatement costs.	Fire
58	Updated September 5, 2009	Statistics.	<p>Circulation for August 09: 14,626 Circulation for 09/10 as of August 31: 29,944. Circ. same period, 08/09: 29,270. Uses of comm. room for August: 17 Homebound visits 10/week Reading at GRRC 4/month Reading at Wildflower Lodge 4/month</p>	Library
59	No Change September 5, 2009	Artist donations	Judy Seydel has donated funds to the new book budget. Her small watercolors are for sale at the circulation desk, all funds going directly into the library's Grants/Donations fund for new books. All proceeds from sales at Crossing the Blues (\$90) were given to the same fund. She is encouraging	Library

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			other artists to join her in this effort.										
60	No Change September 5, 2009	Department priorities	With Library Commission, define service level priorities in the wake of decreased budget for 2009-10. Complete by September 1, 2009. Priorities defined; Final report in progress; to be delivered to council mid-September.	Library									
61	No Change September 5, 2009	Programs	Movie Nights continue. Sleepytime Story Hours: Fall schedule TBA. September 12: Children’s Spanish storytime, 11 a.m.	Library									
62	No Change September 5, 2009	Archives	First collection day will be Saturday, September 26. Committee will have a booth at Celebrate La Grande; vests purchased for volunteers.	Library									
63	Updated November 18, 2009	Staffing	With the retirement of Vicki Bruce we returned Carrie to full time at her current level and have filled the vacant part-time position.	Library									
64	Updated November 17, 2009	Pool Statistics October	<table><tr><td></td><td><u>2008</u></td><td><u>2009</u></td></tr><tr><td>Attendance</td><td>2,306</td><td>2,203</td></tr><tr><td>Revenue</td><td>\$6,788.14</td><td>\$3,583.37</td></tr></table>		<u>2008</u>	<u>2009</u>	Attendance	2,306	2,203	Revenue	\$6,788.14	\$3,583.37	Parks-- Aquatics
	<u>2008</u>	<u>2009</u>											
Attendance	2,306	2,203											
Revenue	\$6,788.14	\$3,583.37											
65	Updated November 17, 2009	Morgan Lake Camp Host Site	Pad for RV, etc., will be completed in the spring.	Parks									
66	Updated 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									
67	New November 17, 2009	Seasonal Maintenance	Effective November 21, all seasonal maintenance employees will have been laid off for the year. Currently, finishing up winterization and leaf pickup and making preparations for snow removal and equipment maintenance.	Parks- Maintenance									
68	Updated November 17, 2009	Greenway	Staff is investigating grant opportunities to purchase additional property.	Parks--Admin									
69	Updated November 16, 2009	Morgan Lake Development	Framework was completed for fishing platforms, but decking not installed. Work has been halted due to the weather and road conditions and will be resumed in the spring.	Parks									
70	Updated November 16, 2009	October Report	R-O-W Trees Planted: 18 Park Trees Planted: 7 (+100 seedlings at Morgan) Street Trees Removed: 2 Park Trees Removed: 0 Street Trees Pruned: 5 Park Trees Pruned: 4 Community Contacts: 37	Parks – Urban Forestry									
71	Updated November 17, 2009	Great Oregon Tree Plant	The goal of the Urban Forestry Program is to plant 150 trees this year to commemorate Oregon’s 150 th birthday. The 150 th tree was planted at Birnie Park on November 16 th . Current Count: 150.	Parks – Urban Forestry									
72	Updated	Adult Recreation	The Women’s Volleyball League started November	Parks -									

Item	Date of Change in Status	Item	Comments	Department
	November 17, 2009		9 th with ten teams and registration is in process for the Coed Volleyball League.	Recreation
73	Updated November 16, 2009	Children's Recreation Program	There were over 90 boys and girls enrolled in the Saturday morning flag football program and an additional 40 participated in fall gymnastics.	Parks - Recreation
74	Updated November 18, 2009	2009 Crime Statistics	<p>Following are the statistics for August, September and October.</p> <p>Crimes against persons: August: 12 September: 9 October: 12 (assaults, robbery, sex crimes)</p> <p>Crimes against property: August: 64 September: 52 October: 65</p> <p>:</p> <p>(burglary, vehicle theft, NSF/acct. closed)</p> <p>Crimes against society: August: 43 September: 48 October: 49</p> <p>:</p> <p>(drug laws, DUII, liquor laws, disorderly conduct)</p> <p>Traffic Crimes: August: 1 September: 1 October: 4</p> <p>(DWS, Hit & Run, eluding, reckless driving)</p>	Police
75	Updated November 10, 2009	Operations Division Statistics for October	<p>Following are the statistics for October:</p> <p>Case Reports turned in: 141</p> <p>Total Traffic: 325</p> <p>Arrests: 34</p> <p>October calls for service: 1480</p>	Police
76	Updated November 10, 2009	Communications Division Statistics	<p>Following are the statistics for September. These statistics reflect the total calls for a multitude of agencies within Union County.</p> <p>Traffic/Air: 679; All Calls: 3652; Actual legitimate 9-1-1 calls for service: 292 Case reports taken by LGPD and UCSO: 231</p> <p>Following are the statistics for October. These statistics reflect the total calls for a multitude of agencies within Union County.</p> <p>Traffic/Air: 570; All Calls: 3082;</p>	Police

Item	Date of Change in Status	Item	Comments	Department
			Actual legitimate 9-1-1 calls for service: 259 Case reports taken by LGPD and UCSO: 179	
77	Updated November 10, 2009	Training	<p>OPERATIONS SEPTEMBER TRAINING 1 Sergeant and 3 Officers attended 16 hours of Child Abuse/Intimate Partner Violence at the Blue Mt. Conference Center on Sept. 21 and 22. Chief Harvey and Lt. Reddington attended the OACP training and meetings Sept. 22-24th in Salem.</p> <p>OPERATIONS OCTOBER TRAINING: Two officers attended the Colt AR-15 Armorers course, held in Baker City, October 13-15. One officer attended 8 hours of Street Survival training in Boise, Idaho on October 27th.</p> <p>COMMUNICATIONS SEPTEMBER TRAINING: Communications Mgr. Lathrop and 10 dispatchers received 2 hours of Officer Safety and legal topics training conducted by Chief Harvey.</p> <p>COMMUNICATIONS OCTOBER TRAINING: Three Dispatchers completed 12 hours of training on Domestic Violence in Pendleton. Communication Manager Lathrop attended the APCO NENA conference in Sun River October 14-15. One dispatcher attended 8 hours of Active Shooting Response training in Woodburn on Oct. 30.</p>	Police/Comm
78	Updated November 10, 2009	Multi Agency Drug Enforcement Response & Interdiction Team (M.E.R.I.T.) September and October 2009 Activity Summary	<p>September: New Cases: 13 Cases / year to date: 182 Arrests / year to date: 40</p> <p>October: New Cases: 12 Cases / year to date: 194 Arrests / year to date: 41</p>	Police
79	Updated November 10, 2009	Communications Strategic Plan	All equipment has been installed on the Howard Butte tower and the necessary programming changes have been made in dispatch. A 9-1-1 User Group Meeting has been scheduled for Nov. 19 th to begin the process of educating the Users on the procedures that will be necessary to transmit off this tower site and to begin the coordination of the reprogramming of portables and mobile radios used by responders.	Police
80	Updated November 13, 2009	Department Activities	Sgt. Shaul assisted the Major Crime Team with the recent Wallowa County officer involved shooting incident. Investigators worked several sex crime cases which included an arrest for a forcible rape. Investigators also successfully investigated a Solicitation for Murder case and arrested the suspect. Patrol officers participated in several community events and educational outreaches.	Police

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			Dispatch provided Emergency Medical Dispatch services during a few emergencies. Most notably, dispatch was able to direct a father and mother through the emergency delivery of their child prior to the arrival of the ambulance.	
81	No Change May 18th, 2009	The Ridge	Construction is complete. 'B' Avenue right-of-way is being evaluated as a result of this development. Property owners are being visited with for right-of-way dedication.	Public Works
82	No Change February 17, 2009	Aspen Park	Work with developer on subdivision which is under construction.	Public Works
83	No Change September 2, 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.	Public Works
84	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
85	No Change August 17, 2009	Goal 8 – Livability and Safety	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The questionnaire had few responses but those that did respond reflected a consensus that the whistles were not a major problem and the City should not spend funds for this. Some concerns from a few Committee members reflect the questionnaire may not be a fair judge. Staff has submitted for a grant to establish a Quiet Zone (\$1.7 million) and it has successfully made it thru the first round of evaluations. The Committee has sent a letter to Council addressing the need for continuing to work on this.	Public Works
86	Updated November 17, 2009	South 12 th Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction south 12 th 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. The first neighborhood meeting was held August 20 th for the Public input on the proposed development. Comments were taken and that information is being reviewed for additional input. Plans are being developed by the consultant.	Public Works
87	Completed November 17, 2009	CMAQ Asphalt Road Paving Project	La Grande Asphalt has completed the paving.	Public Works
88	Updated November 17, 2009	CMAQ—Street Sweeper	The sweeper has arrived and is under evaluation for compliance.	Public Works

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89	Updated November 17, 2009	'C' Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. Plans are being completed and reviewed by the consultant. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall with the street being built next summer.	Public Works
90	Updated November 17, 2009	26 th Street Sewer Lift Station Reconstruction	The contract has been awarded to Mike Becker Construction. The contractor has moved onto the site and begun work.	Public Works