



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated September 20, 2010	Develop Strategy to address General Fund resource shortfall	The Long Term Budget Strategy Advisory Committee continues to meet and has had presentations by the County Assessor, LGFD, LGPD, and a joint meeting with City Advisory Commissions regarding potential Parks and Recreation related special districts. Council is provided copies of minutes as they are approved. Approved minutes are also sent to the growing e-mail list of those who are interested in updates about the City of La Grande. The LTBSAC has set target dates for revenue related recommendations.	City Manager
2	Updated 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	No Change July 8, 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.	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 Sept. 13, 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Design charrette consultant scheduled for Sept. 20. Several new façade projects in various stages of approval, start & completion. New RARE participant Erin Montgomery begin work with us on Sept. 7. New trash cans, bike racks & planters being fabricated at Barreto.	Community and Economic Development
6	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance

September 2010

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

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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, August 18	Regular Session	
Monday, August 30	Work Session	Library Commission re Community Room Use Policies/Donation Policy
Monday, September 13	Work Session	Vision Statement Goals and Objectives
Wednesday, September 29	Regular Session	
Monday, October 4	Work Session	Arts, Community Landscape and Forestry, and Parks and Recreation Advisory commissions
Wednesday, October 20	Regular Session	
Monday, November 15	Work Session	Option Levy Recap
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*

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1	No Change April 19, 2010	Elimination of expired permits	Sandy has been catching up this process again. The new fee methodology that will soon be adopted addresses the assessment of fees for expired permits. It is a courtesy for us to send notice to the owners/contractors of their expiration it is not required by code.	CEDD Building																											
2	Updated Sept. 15, 2010	Quick Permits	We are well underway for the implementing of this program. Our goal start up is August 1, 2010. Due to administrative difficulties folding into the State of Oregon requirements, this has been delayed. We anticipate a September date for initial testing. BCD has delayed our implementation to a later date in September.	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 Sept. 13, 2010	Monthly activity (August 2010)	<table><tr><td>Permit Type/#:</td><td>Fees \$:</td><td>Valuation \$:</td></tr><tr><td>Building, 34</td><td>26,701</td><td>2,067,363</td></tr><tr><td>Demolition, 0</td><td></td><td></td></tr><tr><td>Electrical, 49</td><td>6,087</td><td></td></tr><tr><td>Mechanical, 29</td><td>2,175</td><td></td></tr><tr><td>MFG Homes, 3</td><td>1,098</td><td></td></tr><tr><td>Plumbing, 20</td><td>3,679</td><td></td></tr><tr><td>Farm Exempt, 6</td><td>0</td><td></td></tr><tr><td>Totals: 141</td><td>39,739</td><td></td></tr></table> <u>Total inspections performed = 279</u>	Permit Type/#:	Fees \$:	Valuation \$:	Building, 34	26,701	2,067,363	Demolition, 0			Electrical, 49	6,087		Mechanical, 29	2,175		MFG Homes, 3	1,098		Plumbing, 20	3,679		Farm Exempt, 6	0		Totals: 141	39,739		CEDD Building
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5	Updated Sept. 15, 2010	Hiring Electrical Inspector	Gary Potter has retired. Our department is in the Interview process for and in-house inspector. Interviews are ongoing at this time. Currently the City of Hermiston is assisting through an IGA for Wednesdays only service.	CEDD Building																											
6	Updated Sept. 13, 2010	Implement façade grant program	One project is complete this fiscal year, one is currently underway, four are approved but not yet started and 10 others are pending approval. At least four are in discussion phase.	CEDD Economic Development																											
7	Updated Sept. 13, 2010	Monthly Main Street program updates	Design consultant to hold charrette with community on Sept. 20. New Town Square streetscape project is nearing completion. New RARE participant Erin Montgomery began work on Sept. 7. Community survey is complete and data is being compiled. New trash can, bike racks & planters being manufactured. Seven new street trees to be planted soon.	CEDD Economic Development																											
8	Updated Sept. 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 May 10, 2010	Assisting UCEDC with economic development plan implementation	Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business	CEDD Economic Development																											

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			Cultivation.	
10	Updated Sept. 13, 2010	Urban Renewal projects updates	New Town Square streetscape project approved for a \$25,000 grant; Maridell project recommended approval by URAC, working out details related to alley improvements and streetscape elements; Town Square improvements proposal to URAC on Aug. 11; Liberty Theatre project progressing but still on hold; IOOF Building project – environmental assessment completed, considering approval for winterization improvements/ upgrades.	CEDD Economic Development
11	Updated Sept. 13, 2010	Calendar YTD Planning Statistics (through August '10)	Land Use Applications: 28 Zoning Approvals: 27 New Business Permits: 40 Revenue (Land Use Fees): \$3,290 Revenue (Park SDC): \$1,575	CEDD Planning
12	No Change August 10, 2010	Goal 9 – Phase 2 Public Facility Plan Updates (ODOT Grant)	The Planning Division is working with ODOT on refining the scope of work for updating the Transportation System Plan (TSP) for the Goal 9 UGB expansion area. We anticipate a consultant being selected by the end of September and the project beginning by late October. This project is schedule to be completed by June 2012.	CEDD Planning
13	No Change April 19, 2010	Historic District / Main Street Grant	The Planning Division has been awarded a Preserving Oregon Grant for \$17,000 to help fund the second round of façade improvements in the Downtown Historic District. Funding will be made available to properties beginning July 1, 2010.	CEDD Planning
14	Completed September 20, 2010	Lodging Tax Advisory Committee	Union County and the City of La Grande formed an Advisory Committee to assist in Tourism Promotion. The Committee has made their recommendation to the City and County for a provider and on September 29 th the agreement should be approved. Work of the Committee will continue with the Chamber following approval of the agreement for services.	City Manager
15	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
16	No Change July 12, 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 and we are awaiting a response.	City Manager
17	Updated/ Completed	Business Park Lots	The Urban Renewal Agency has repurchased one lot in the Business and Technology Park. The lot	City Manager

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	September 20, 2010		purchased by T n T is under construction.	
18	Completed September 20, 2010	TRT Increase	The 1% TRT increase has been approved by the City Council.	City Manager
19	New Item September 20, 2010	Tourism Promotion Services Agreement	With the selection of Union County Chamber of Commerce as the provider comes the need to have an agreement between the City, County, and the Chamber outlining the requirements of all parties. The City Manager offered to draft the document for review and approval of the parties. The Chamber has approved the draft agreement and both the City and County are scheduled to consider the draft on September 29 th .	City Manager
20	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
21	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
22	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
23	New Item September 8, 2010	City Hall "Week"	Thursday, September 16 3:00 p.m. to 5:00 p.m. Johnson Community Room Cook Memorial Library This is an opportunity for League of Oregon Cities Staff, local governing bodies, candidates, and other interested parties to come together to discuss priorities and other issues of common concern in preparation for the 2011 Legislative Session. As noted earlier today in an email to the Council, City Manager, and Department Directors and Managers, the League Board has identified the financial impact/compression	City Recorder

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			<p>issues of Measures 5 and 50, as its number one priority and has developed a research/position paper in connection with same; the latter has been distributed electronically to the individuals mentioned above and will be available on the 16th, as well.</p> <p>This event is being cosponsored at Mayor Johnson's request by the City of Island City; refreshments will be served.</p>	
24	No Change August 18, 2010	Commission Annual Work Sessions	Per Council direction, we are continuing to schedule Advisory commissions as "openers" during upcoming Work Sessions, depending upon both Council and Commission summer schedules, as well as the nature of the Work Session. We are tentatively planning on hosting the Arts, Community Landscape and Forestry, and Parks and Recreation Advisory commissions during a currently-scheduled Work Session on Monday, October 4 th .	City Recorder
25	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
26	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 greatly assist with this project, which is currently underway.	City Recorder
27	Updated September 8, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	In view of the City's considerable budget constraints, we again postponed a funding request to support the purchase of Records Management Software that will facilitate records retention processes. We are, however, continuing as time permits to proceed with the much-needed rehab of the existing Records Center, filing cabinets in our offices, and our Second Floor vault, in addition to	City Recorder

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			<p>the development of a formal Public Records Request process. It is intended that the latter will be featured on the new web site, including an interactive public records request form. Fees associated with this process are reflected in a Resolution known by its short title as the “Admin Fees Reso,” which incorporates other “housekeeping fees,” as well, and which the Council unanimously passed during its Regular Session of May 5th. Oregon Attorney General John Kroger and his staff are currently reviewing the existing public records exemptions and requests Statutes, with an eye toward approaching the Legislature in January of next year with recommendations for change in both the number and nature of currently exempt records (fewer), as well as the timeliness of agency response to public record requests (quicker). I attended one of the Attorney General’s presentations in Pendleton the evening of May 13; again, at my own expense (with the exception of a nominal dinner cost) and on my own time.</p> <p>We have recently had the benefit of a (this year) La Grande High School Senior who volunteers in our offices several hours a day, several days a week. She has assisted with a number of tasks but is currently focused on meeting our filing and filing system needs.</p> <p>We (Angelika and I) have also again recently researched available software to assist with our document retention and search systems. While this software is expensive, it is far more expensive to have several staffers spending countless hours searching for documents that should be much more easily accessible. It is important to note that the existing set of circumstances was not created by existing staff.</p>	
28	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
29	Updated September 8, 2010	Commission Vacancies	<p>Subsequent to an assessment of vacancies still existing on various Boards and Commissions, we will soon be issuing another media announcement in an attempt to fill those.</p> <p>In the meantime, we have recently received an application from a former member for reappointment to the Arts Commission. The</p>	City Recorder

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			Council will be asked to consider this appointment during the Regular Session of September 29, as we enter one of two busiest seasons of the year for the Arts Commission (Season's Faire in November).	
30	Updated September 8, 2010	Council Position Number Four (4)	<p>As a result of former Councilor Jessie Zimmerer's recent resignation from Council Position Number Four (4), the Council formally declared the Position Vacant during a Special Session on Monday, July 26, and directed Staff to advertise for candidates and to take all other necessary steps to ensure that this Position is also filled during the General Election of November 2nd.</p> <p>As of the filing deadline on Wednesday, August 18, one individual had submitted a completed, certified Petition to fill this vacancy. Following <i>Staff Comments</i> during the Regular Session of August 18, the Council informally and briefly discussed the merits of appointing this individual (Silas Kelty) for the balance of the calendar year. Based upon precedent, Mr. Kelty's Council appointment will appear on the Regular Session Agenda for September 29; if appointed at that time, the Oath of Office will be administered to Mr. Kelty during the Regular Session of October 20th. In the meantime, the City Manager has met with Mr. Kelty to ensure that he is aware and informed of current City issues; Robert and I will meet in short order with Mr. Kelty, to provide inservice training in connection with "housekeeping" issues; and various staffers continue to respond to Mr. Kelty's questions and requests for information.</p> <p>This vacancy was a "late addition" to the General Election Ballot of November 2, but was certified in ample time for Mr. Kelty's name to be placed on that Ballot, together with the notation that this is a two-year term (<u>remainder</u> of a four-year term).</p>	City Recorder
31	Updated September 8, 2010	Public Safety Option Levy	During the Regular Session of July 14, the Council directed Staff to move forward with the process for placing a Five Year Public Safety Option Levy on the November 2, General Election Ballot. A Ballot Title was subsequently crafted by the City Manager, City Recorder, and City Attorney, that has been deemed legally sufficient by a financial analyst from the Oregon State Department of Revenue. Per ORS, the Ballot Title has also been advertised as a Legal Notice in <i>The Observer</i> . Also per ORS, that Legal Notice included an opportunity for citizen challenge and notification of same to the City Recorder. Those deadlines have passed without comment; and	City Recorder

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			<p>the Ballot Title was certified for the Ballot on September 1, prior to the Union County Clerk's filing deadline of September 2nd. This morning, I learned from the Union County Clerk that our Ballot Measure has been assigned number 31-76. Appropriate parties were immediately notified accordingly.</p> <p>With input from Staff, Council, and the members of the recently-formed Long Term Budget Solutions Advisory Committee (LTBSAC), the City Manager has developed an informational brochure that has also been reviewed and commended by a Financial Analyst in the Oregon State Department of Revenue. We expect input from the Elections Division Staff at any time.</p> <p>The City Manager continues to meet with the LTBSAC; and I made a presentation to that Committee at the Manager's request on Wednesday, August 4, in connection with campaign/election restrictions as Committee members work to inform, educate, and advocate for the pending Levy. Department Directors and Managers have also been reminded to be sure to again emphasize to their staffers the importance of remaining completely neutral during their working hours (we went through this same education process during the Primary Election filing and election season last spring).</p> <p>An abbreviated version of that presentation was also provided to the Council during the question and answer portion of a Work Session with the City Manager on Monday, August 9, to discuss Option Levy Strategies. As the Council knows, it is far less restricted than Staff and/or members of its advisory committees or commissions, as the latter two groups are considered employees because of their appointments by the Council. These restrictions tighten once the Ballot Title (Measure) is certified to the Ballot.</p> <p>Ballots are expected to be placed in the mail on Friday, October 15; Election Day is Tuesday, November 2; a Work Session for the purpose of discussing the results of the Option Levy vote has been tentatively scheduled for Monday, November 15th.</p> <p>As the Council's "official scheduler," I have flexibility within the highly restrictive election laws to continue to <u>respond</u> to requests from service</p>	

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			organizations and other interested groups for Councilors to present "Option Levy" information over the next several weeks, during the monthly meetings of these groups. Details and schedules have been and will continue to be provided under separate cover. I am also permitted to keep the media informed about the Council's organizational meetings in connection with these presentations and other Option Levy related issues, as well as the schedule of presentations, and will continue to do that, as well.	
32	No Change November 12, 2009	Directors Job Descriptions	Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors' job descriptions.	Finance/ Personnel
33	No Change November 12, 2009	Community Service Policy	A final draft of the recommend policy will be completed shortly and presented to the City Manager Form a committee and come up with a Community Service Leave Policy. The committee has met once and will be meeting again to refine the policy to present.	Finance/ Personnel
34	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.	Finance/ Personnel
35	No Change August 10, 2010	GASB 45	Contact has been made with Milliman to conduct our actuary on post-retirement benefits and have them included in the annual audit. Completion is expected in September/October 2010. Milliman is working with CIS on obtaining the information for the report and a down payment has been sent.	Finance
36	No Change August 10, 2010	Implement GASB 51	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.	Finance
37	No Change January 04, 2010	Review the criteria for charging other funds for administrative services	Administrative services are charged annually to Water, Sewer, Bldg. Div. and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been reviewed and updated in several years.	Finance
38	No Change	Implement a smoke	We were unable to get grant funding this past year	Fire

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	February 12, 2009	alarm inspection and replacement program	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.	
39	Updated Sept. 7, 2010	Statistics	Response statistics for Aug., 2010 Medical: 235 Fire/Other: 18 (7 fires, 1 smoke check, 1 fire alarms, 1 fuel leak, 2 CO Checks, 2 elevator extrications, 2 mutual aid given, 2 burn complaints)	Fire
40	No Change Aug. 9, 2010	Fire Code Inspections	New inspections for July: 0 Re-inspections for July: 0	Fire
41	No Change April 22, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in Mar.	Fire
42	Updated Sept. 7, 2010	Child Safety Seat Installations and Bicycle Helmets	Aug: 5 families instructed in proper car seat with 1 being provided with reduced priced child safety seats. Aug: 1 family assisted with proper bicycle helmet use and supplied with 2 helmets.	Fire
43	Updated Sept. 7, 2010	Traffic School	Aug: 21 attended traffic school. Fees collected: \$1050	Fire
44	Updated Sept. 7, 2010	Training/Conf.	<u>August Training/Conferences</u> 1 Member attended ACLS training in Aug.	Fire
45	No Change Aug. 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
46	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
47	No Change Aug. 9 2010	Development of Fire Training Facility	Progress on the fire training house has been slow but work is continuing. Other gas fired training props have been constructed with cooperation and help from Avista Utilities.	Fire
48	No Change Aug. 9, 2010	Weed/Tall Grass Complaints	46 property owners were notified of weeds and tall grass complaints received by the FD so far this season.	Fire
49	Updated September 7, 2010	Literacy Center	6 Volunteers 23.5 Hours volunteered We were closed during August...we have tried to be open/use funds when families and adult learners	Library

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			come. August lowest attendance month. We did note the reduction in budget...may perhaps have to curtail hours more if cannot find more volunteer assistance.	
50	Updated September 7, 2010	Training	Terri Washburn and Sandra Boren attended a <i>Basics of Records Management and Archives</i> Workshop in Enterprise, Oregon on August 19, 2010. This was presented by Dan Cantrall, CRM, Secretary of State, Archives Division and was approximately a 6-7 hour workshop	Library
51	Updated September 7, 2010	Page Turners Book Club	Members are reading R.E. Rolvaag's, <i>Giants in the Earth</i> . . Meeting is September 21 at 5:30.	Library
52	Updated September 7, 2010	Friends of the Library	The Friends will hold a Member Meeting on September 10, 5:30-6:30 pm. At this meeting they will discuss finding donations of paperback books to add to our Saturday book sales on 4 th St. Plans are being made for a plant sale this fall. An interactive play would be an interesting event to stimulate group participation in solving a murder mystery!	Library
53	Updated September 8, 2010	Archives	<ol style="list-style-type: none"> 1. A private monetary donation was made to the Archives by Kevin Loveland. 2. Eight collections have been taken in during this period ranging from an album containing the written and pictorial history of the Friends of La Grande Main Street Max Square development project to a 1937 Mimir. 3. Dyan Snook took a leave of absence from the Archives for medical reasons. Eugene Smith resigned from the Archives July 28, 2010. Dorothy Fleshman and Sandra Boren will continue to keep the Archives active. 4. Terri Washburn and Sandra Boren attended a <i>Basics of Records Management and Archives</i> Workshop in Enterprise, Oregon on August 19, 2010. This was presented by Dan Cantrall, CRM, Secretary of State, Archives Division and was approximately a 6-7 hour workshop. 5. Lyn Craig of Libraries of Eastern Oregon (LEO) is to be approached again about applying for a grant for the Archives. Supplies are sorely needed as is a computer-printer-copier. 6. Ginny Mammen will utilize an Archives window display in one of La Grande's empty storefronts. 7. Eugene Smith resigned from the Archives 	Library
54	Updated September 7, 2010	Statistics	11,286 Circulation for 8/10 31,672 Door Count 11,319 Card holders 10,055 Active borrowers 482 Overdue notices 68 LEO Listens patrons 18 Tutor.com patrons	Library

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			362 Titles checked out 15 Events in Community room 24 Homebound deliveries 12 Grande Ronde Retirement patrons 34 Special events Adult attendance 574 Special events Children attendance 103 Class visit attendance 185 Story time attendance 7 Spanish Storytime 250 Special programs 20 Craft day 28 Volunteers 160 Volunteer hours	
55	New September 7, 2010	Donation	Zion Lutheran Church has given a \$6,000 donation for library materials in honor of their 125 th anniversary.	Library
56	Updated September 7, 2010	Programs	A traveling exhibit, <i>The Art of Ancient Egypt</i> was up for two weeks as part of Crossing the Blues. Local sculptor, Charles Miller, installed his Egyptian sculptures on August 26. September 7, LEO presented Producer Steve Wursta's historical documentary movie which offered insight into the west and women's participation in the rodeo in the early decades of the 20th century, <i>From Cheyenne to Pendleton: The Rise and Fall of the Rodeo Cowgirl..</i>	Library
57	No Change July 13, 2010	Morgan Lake Camp Host Site	All hardscape has been finished. Site will be re-vegetated in September.	Parks - Admin
58	No Change June 1, 2010	Greenway	Staff submitted applications for the Blue Mt. Habitat and Restoration Grant, ODFW Restoration & Enhancement Grant, OP&R Local Government Grant and Land & Water Conservation Grant for possible acquisition of additional property related to Greenway Project. Land & Water Conservation Grant denied due to submitting the incorrect type of survey. We are updating survey type for the Local Government Grant. ODFW Restoration & Enhancement Grant has been approved contingent upon receiving the rest of the funding. New survey has been completed but at a lower dollar amount.	Parks - Admin
59	Updated August 9, 2010	Greenway	Letter of intent submitted to ODOT for Transportation Grant to construct bridge across Grande Ronde River from Riverside Park to Greenway was accepted and approved to proceed to the next step in the process.	Parks - Admin
60	Updated September 9, 2010	Grants	Avista Utilities approved more tax incentive funds to pay half the cost (\$3,252) of the therapy pool blankets for the small pool. Installing the covers on the large pool, resulted in gas savings of \$40,306 in FY 09-10 and we anticipate an additional savings of \$20,000 this year after installing the covers on the small pool.	Parks - Aquatics

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			Staff is also excited about the additional possibilities for energy savings identified by the engineer from BPA, which we are currently researching.																			
61	Updated September 9, 2010	Pool Statistics August	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,340</td><td>3,941</td></tr><tr><td>Revenue</td><td>\$10,511</td><td>\$6,695</td></tr></table>		<u>2009</u>	<u>2010</u>	Attendance	3,340	3,941	Revenue	\$10,511	\$6,695	Parks - Aquatics									
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Attendance	3,340	3,941																				
Revenue	\$10,511	\$6,695																				
62	Updated September 9, 2010	Sprint Triathlon	<p>The 3rd Annual Sprint Triathlon had 95 participants (61 in 2009 and 45 in 2008), including 41 from outside of Union County. Estimated net profit to be used for scholarships for low income is over \$3,500. Economic impact for the City is estimated to be \$3,000.</p> <p>Kids Splash & Dash, a short run and swim for children ages 8 to 14, was held for the first time this year with 12 participants.</p>	Parks - Aquatics																		
63	New September 9, 2010	Pool Maintenance	Veterans' Pool is closed until September 20 th for annual maintenance. All pools will be drained and cleaned and the therapy pool will be repainted. Tile will be buffed and entrance and locker room floors redone. Parking lot will be repainted.	Parks - Aquatics																		
64	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																		
65	Updated September 9, 2010	Field Events	<p>The Men's Moonlight Tournament was held in Pioneer Park August 13, 14 & 15, with 24 teams participating.</p> <p>There will be a Soccer Jamboree in Pioneer Park on October 2.</p>	Parks - Recreation																		
66	Completed September 9, 2010	Grant	The Recreation Program received a Grant in the amount of \$4,800 from the Grande Ronde Hospital to fund the Mobile Fun Unit during the summer of 2011.	Parks - Recreation																		
67	Updated September 9, 2010	Children's Recreation Program	Registration is underway for fall programs. We will be offering Flag Football for 1 st – 3 rd Grades and Gymnastics for ages 3 and older.	Parks - Recreation																		
68	Updated September 9, 2010	Community Outreach	Conducted 2 homeowner pruning demonstrations.	Parks - Urban Forestry																		
69	No Change August 9, 2010	May Report	<table><tr><td></td><td><u>JULY</u></td></tr><tr><td>R-O-W Trees Planted:</td><td>0</td></tr><tr><td>Park Trees Planted:</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>0</td></tr><tr><td>Park Trees Removed:</td><td>2</td></tr><tr><td>Street Trees Pruned:</td><td>18</td></tr><tr><td>Park Trees Pruned:</td><td>27</td></tr><tr><td>Site Plan Reviews:</td><td>0</td></tr><tr><td>Community Contacts:</td><td>37</td></tr></table>		<u>JULY</u>	R-O-W Trees Planted:	0	Park Trees Planted:	0	Street Trees Removed	0	Park Trees Removed:	2	Street Trees Pruned:	18	Park Trees Pruned:	27	Site Plan Reviews:	0	Community Contacts:	37	Parks - Urban Forestry
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70	No Change	2010 Crime	The crime stats (received from the state) have been	Police																		

Item	Date of Change in Status	Item	Comments	Department
	August 6, 2010	Statistics	unavailable since February. Crimes against persons: (assaults, robbery, sex crimes) Crimes against property: (burglary, vehicle theft, NSF/acct. closed) Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving)	
71	Updated Sept 8, 2010	Operations Division Statistics For July	Following are the statistics for July: Case Reports turned in: 168 Total Traffic: 288 Arrests: 50 July calls for service: 1739	Police
72	Updated Sept. 7, 2010	Communications Division Statistics	Following are the statistics for August. These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 340; All Calls: 3417; Actual legitimate 9-1-1 calls for service: 348 Case reports taken by LGPD and UCSO: 218	Police
73	Updated Sept. 8, 2010	Training	OPERATIONS AUGUST TRAINING: No training to report COMMUNICATIONS AUGUST TRAINING: One Communications Supervisor attended 8 hours of Visionair training in McMinneville. One Communications Supervisor attended a 16 hour MSAG Conference held in Redmond.	Police/Comm
74	Updated September 8, 2010	Union/Wallowa County Drug Task Force August 2010 Activity Summary	July: New Activities: 59 Activities year to date: 227 Arrests : 2 Arrests year to date: 18	Police
75	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
76	Updated Sept 8, 2010	Department Activities	The Department experienced an officer involved shooting which led to the death of the suspect who pointed a shotgun at the officer. An extensive investigation followed consisting of investigators from OSP, UCSO, Elgin PD and LGPD. The District Attorney ruled the shooting justifiable. Our Officer has returned to duty. Officer Mike Harris was hired to fill one of the vacant positions. Officer Harris has 4 years experience and is certified. He is in training and will likely be on solo patrol very soon.	Police/Comm.

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			Investigators were very busy working two embezzlement cases, a bank robbery in which the suspect was arrested immediately, two child sexual assault cases, a rape case and an extensive burglary and drug case where two ounces of methamphetamine and 297 methadone pills were seized. Patrol again responded to numerous in progress calls throughout the month and on one night an officer was handling a complaint and was accosted by a very hostile and drunken crowd downtown. The officer was initially alone and summoned help from the only other officer on duty. The two officers fended off the increasingly more aggressive crowd and ultimately arrested three individuals for multiple charges including Disorderly Conduct, Resisting Arrest and Interfering With Police. Since the officers were so outnumbered they had to bypass some of the other suspects in order to escape the crowd with the custodies they did have.	
77	Updated August 10, 2010	Safe Routes to Schools Sidewalk Grant	Develop the Central School sidewalk under the guidelines of the grant program for that funding. The contract has been awarded to Mike Becker. The project is now in the cleanup phase with all the sidewalks and approaches poured. A final walk-through is scheduled for mid-August.	Public Works
78	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
79	Updated 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
80	Updated September 15, 2010	Spruce Street Overlay	Spruce Street from Monroe Avenue to 'Z' Avenue was overlaid using Economic Stimulus grant funds in the amount of \$277,000. The Public Works Department completed the north portion of the project.	Public Works
81	Updated September 15, 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 started construction with the storm drain now installed to Highland Drive and the actual road excavation begun at Gekeler Lane. Curbing and sidewalks have been completed to Linda Lane.	Public Works
82	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
83	Completed September 15,	'C' Avenue Reconstruction	This project has been completed by both City crews and Roger's Asphalt & Paving.	Public Works

Item	Date of Change in Status	Item	Comments	Department
	2010			
84	Updated September 15, 2010	Street User Fee Projects	<p>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:</p> <p><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.</p> <p><u>Penn Avenue Overlay</u> The City crews will begin September 27. This project will overlay Penn Avenue from 6th Street to Washington Avenue and is estimated at \$40,900.</p> <p><u>22nd Street Overlay</u> - The City crews are paving this week (9/15/10) and will be done this week. This project will overlay 22nd Street from East 'H' Avenue to East 'L' Avenue and is estimated at \$54,700.</p> <p><u>Spruce Street Overlay</u> - The City crews completed this project, which consisted of overlaying Spruce Street from where the grant ended around 'Z' Avenue to the freeway and is estimated at \$60,000 and Union County will pick up half of that cost.</p> <p>_____ - The City crews will begin September 13th and be done September 24th. This project will overlay 'S' Avenue from Monroe Avenue to Boise Cascade and is estimated at \$56,000.</p> <p><u>2nd Street Overlay</u> - The City crews completed this project, which consisted of overlaying 2nd Street from Adams Avenue to 'Y' Avenue and is estimated at \$155,400.</p> <p>_____ - The City crews will begin October 25th and be done November 5th. This project will overlay 'H' Avenue from 4th Street to 2nd Street and is estimated at \$39,000.</p>	Public Works
85	New Item September 15, 2010	CMAQ Grant for Cars	The intergovernmental agreement has been drafted and is under review. This will allow for the purchase of 4 cars (2 for the Police Department, 1 travel car for City Hall and 1 travel car for the Public Works Department).	Public Works