



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated October 21, 2010	Develop Strategy to address General Fund resource shortfall	The Long Term Budget Strategy Advisory Committee continues to meet. They are working on possible revenue enhancement opportunities and over the next two meetings should have a recommendation formulated regarding such things as annexation, franchise fees, special districting, business licenses, and the use of Urban Renewal Funds. The Committee will then shift their focus to developing a recommendation for prioritizing programs in terms of cost reduction strategies. The goal is to be ready to conduct a joint work session with the City Council in January to present their recommendations.	City Manager
2	No Change September 20, 2010	Develop Objectives in support of City of La Grande Vision and Goals	Staff has completed a draft set of objectives and the next step is to schedule a work session with the full City Council for review.	City Manager
3	Updated Oct. 5, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the City of La Grande Economic Development Plan. UCEDC will be lead agency. Working with UCEDC on implementation. UCEDC hiring a new executive director.	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 Oct. 5, 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	Design charrette consultant held on Sept. 20; design open house scheduled for Nov. 13. Several new façade projects in various stages of approval, start & completion. New trash cans, bike racks & planters being fabricated at Barreto; new street trees planned for fall planting.	Community and Economic Development

October 2010

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

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6	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance
7	No Change May 11, 2009	Develop an ambulance/fire apparatus replacement strategy	<p>Due to the constant and increasing use of our ambulances, a plan should be in place to replace or refurbish one every four to five years. Cost: \$130,000. Our fire apparatus will not need to be replaced as frequently but their cost, \$250,000 to \$800,000, requires long term planning. FEMA has a fire apparatus replacement grant program that funded our newest fire truck (2005) and we will be applying for funding to replace our aging aerial this grant cycle.</p> <p>A strategy to fund the purchase of ambulances and fire apparatus will likely have to include continuing to apply for grants that fund large apparatus purchases, consideration of vehicle lease/purchase programs and possibly asking the voters to support a levy to purchase this equipment.</p>	Fire
8	No Change January 6, 2010	Explore the Feasibility of Creating a Railroad Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee has sent a letter to Council addressing the need for continuing to work on this program and is dependent on funding availability.	Public Works

2010 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Wednesday, October 27	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 October 1, 2010	Quick Permits	We are up and running with this program as of October 1 st . We are asking just a small few contractors to use it for a couple of weeks in order to determine if things are set up properly and running smoothly. Once things seem to be working well we will place a public notice for all contractors to join in.	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 October 1, 2010	Monthly activity (September 2010)	<table><tr><td><u>Permit</u></td><td><u>Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building,</td><td>37</td><td>19,646</td><td>1,401,364</td></tr><tr><td>Demolition,</td><td>0</td><td></td><td></td></tr><tr><td>Electrical,</td><td>48</td><td>6,208</td><td></td></tr><tr><td>Mechanical,</td><td>40</td><td>2,864</td><td></td></tr><tr><td>MFG Homes,</td><td>3</td><td>1,098</td><td></td></tr><tr><td>Plumbing,</td><td>17</td><td>2,108</td><td></td></tr><tr><td>Farm Exempt,</td><td>2</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>147</u></td><td><u>31,924</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 315</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	37	19,646	1,401,364	Demolition,	0			Electrical,	48	6,208		Mechanical,	40	2,864		MFG Homes,	3	1,098		Plumbing,	17	2,108		Farm Exempt,	2	0		<u>Totals:</u>	<u>147</u>	<u>31,924</u>		<u>Total inspections performed = 315</u>				CEDD Building
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5	Updated October 1, 2010	Hiring Electrical Inspector	Gary Potter has retired. Our department is in the Interview process for and in-house inspector. The position is still opened. Interviews have been unsuccessful to this date.	CEDD Building																																								
6	Updated Oct. 5, 2010	Implement façade grant program	Three projects are complete this fiscal year, two others are currently in progress, three are approved but not yet started and 11 others are pending approval. At least five are in discussion phase.	CEDD Economic Development																																								
7	Updated Oct. 5, 2010	Monthly Main Street program updates	Design consultant held charrette with community on Sept. 20. Design open house set for Nov. 13. New Town Square streetscape project is complete except for street lights. New trash cans, bike racks & planters being manufactured. Seven new street trees to be planted soon.	CEDD Economic Development																																								
8	No Change 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	Updated Oct. 5, 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 Cultivation. UCEDC hiring a new executive director.	CEDD Economic Development																																								

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10	Updated Oct. 5, 2010	Urban Renewal projects updates	New Town Square streetscape project approved for a \$25,000 grant; streets lights are pending; Maridell project recommended approval by URAC, working out details related to alley improvements and streetscape elements; Liberty Theatre project; IOOF Building project – environmental assessment completed & new project proposal received from building agent; working with Frontier on a possible streetscape project; preparing to draft a “call for projects” request.	CEDD Economic Development
11	Updated October. 13, 2010	Calendar YTD Planning Statistics (through Sept. '10)	Land Use Applications: 31 Zoning Approvals: 34 New Business Permits: 46 Revenue (Land Use Fees): \$3,840 Revenue (Park SDC): \$2,625	CEDD Planning
12	Updated September 27, 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 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	New Item October 21, 2010	Employee Health Care Committee	The Committee formed several weeks ago to explore options relating to health care benefits has continued to meet regularly. The Committee solicited responses from agents regarding a two-phase approach, with the first phase being a no-cost review of possible providers and plans to be compared to existing coverage provided by CCIS and other plans available from CCIS. The next step is to hear from the three who responded and to get quotes from providers. Should the group form a recommendation that would result in a change in providers, the City Council would become involved in the selection of an agent/broker. Independent negotiations between the City and the Employee Bargaining Groups would be required before any changes take effect.	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	City Manager

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			steps are to explore with Chamber and La Grande Main Street.	
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	New Item October 21, 2010	UCEDC Marketing Video	UCEDC is working on a video project that will promote La Grande and Union County. As a member of the UCEDC Board, the City Manager volunteered to be responsible for the script and has been working with the team on the project. The initial draft script is being edited and a meeting of the team is scheduled for the week of October 25 th . Valley Video has been working on the video shots and representatives from various groups and organizations have provided input for the script.	City Manager
18	Completed October 21, 2010	Tourism Promotion Services Agreement	The parties have completed the agreement for Tourism Promotion Services and the Chamber commenced operations on October 1, 2010	City Manager
19	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
20	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
21	No Change May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
22	Completed September 16, 2010	City Hall "Week"	City Hall "Week" was held between 3:00 p.m. and 5:00 p.m. on Thursday, September 16, in the Johnson Community Room of the Cook Memorial Library. Cosponsors/Mayors Johnson and DeLong moderated the afternoon's discussion of local priorities and other issues of common concern, in preparation for the 2011 Legislative Session. Angela Carey, Legislative Assistant for the League	City Recorder

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			<p>of Oregon Cities, was present; as were citizens; City Manager Strope; myself; other elected and/or appointed representatives of the local governing bodies; candidates; and Phil Scheuers, Legislative Director for Representative Greg Smith.</p> <p>The group also addressed 2011 Legislative priorities identified in a recent League of Oregon Cities survey, including the financial impacts/compression issues of Measures 5 and 50. League lobbying staff will focus on the identified priorities and other concerns expressed by local municipalities during City Hall Week and will “carry those messages” to our Legislators during the next Session.</p>	
23	Updated October 15, 2010	Annual Work Sessions with Advisory Commissions	Preparation of the Council’s annual meetings and events schedule has begun, and the Council’s various Advisory Commissions will be scheduled at the front end of various Work Sessions throughout calendar year 2011.	City Recorder
24	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
25	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
26	Updated October 17, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	As the Council has previously been advised, Oregon Attorney General John Kroger and his staff have been actively engaged in the Attorney General’s “Transparency Initiative,” which included an extensive review of the existing Statutes governing public records exemptions and requests. Throughout a series of state wide public hearings, one of which I attended in Pendleton, the Attorney General emphasized that his focus would be the number and nature of currently exempt records (fewer), as well as the timeliness of agency response	City Recorder

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			<p>to public record requests (quicker).</p> <p>While there was considerable testimony from City Recorders and other public staffers, in view of the continued decrease in resources (staff time and money for records retention, search, and destruction software), in opposition to a specific deadline for responding to public records requests, a fair number of “horror stories” shared with the Attorney General by increasingly frustrated citizens about their attempts to obtain records that should have been made available quickly and without question “won the day.”</p> <p>Attorney General Kroger just recently released the 2010 <i>Attorney General’s Public Records and Meetings Manual</i>, with the most significant change being a more restrictive definition of “proper and reasonable opportunity to inspect public records.” The Attorney General has now defined “proper and reasonable” as ten (10) working days <u>in most cases</u>.</p> <p>In view of the City’s considerable budget constraints, we postponed a funding request to support the purchase of Records Management Software during the previous two budget cycles. In all likelihood, though, Angelika and I will include such a request in our initial budget presentation to the City Manager for next year’s budget adoption cycle.</p>	
27	No Change May 18, 2009	Complete requirements for becoming a Registered Parliamentarian	This is a goal that was established some years ago but was “back burned” after the departure of former City Manager Hare. The three hundred study questions have been downloaded in anticipation of eking out some study time for the one-hundred question test.	City Recorder
28	Updated October 17, 2010	Commission Vacancies	We are currently preparing the end-of-year correspondence to those Commissioners whose terms expire on December 31, of this year, in an effort to determine how many of those individuals are interested in applying for reappointment (incumbents understand but are reminded that reapplication is <i>not</i> a guarantee of reappointment). At the same time, we will release our end-of-year media announcement, soliciting applications from citizens at large. While the Council generally considers Commission appointments during its January Session, since this is an election year, those appointments may not appear on a Regular Session Agenda until February.	City Recorder
29	Updated October 17, 2010	Council Position Number Four (4)	As a result of former Councilor Jessie Zimmerer’s resignation from Council Position Number Four (4),	City Recorder

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			<p>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>Mr. Silas Kelty is the sole candidate for this Position; therefore, during the Council's Regular Session of September 29, he was appointed to the Council for the remainder of this calendar year. The Oath of Office will be administered to Silas during the Regular Session of October 27th. 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 met together with Silas, to provide inservice training in connection with "housekeeping" and other issues; and various staffers continue to respond to Mr. Kelty's questions and requests for information and one-on-one meetings.</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>	
30	Updated October 17, 2010	Public Safety Option Levy	<p>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 was deemed legally sufficient by a financial analyst in the Oregon State Department of Revenue.</p> <p>Per ORS, the Ballot Title was 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 passed without comment; and the Ballot Title was certified for the Ballot on September 1, prior to the Union County Clerk's filing deadline of September 2nd. Our Ballot Measure was subsequently assigned number 31-76; and appropriate non-staff parties were immediately notified, so they could proceed with preparing election materials and taking care of other housekeeping business related to the election.</p> <p>With input from Staff, Council, and the members of the Long Term Budget Solutions Advisory</p>	City Recorder

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			<p>Committee (LTBSAC), the City Manager developed an informational brochure that has also been reviewed and commended by a Financial Analyst in the Oregon State Department of Revenue, as well as reviewed for impartiality by Elections Division staff in the Secretary of State's Office.</p> <p>Teams of Councilors, with legally-appropriate Staff support from either City Manager Strope or Finance Director Kim Hulse, have made a series of presentations to various service organizations in connection with the Option Levy; and the full Council will conduct a Town Hall meeting with the Option Levy as its focus on Monday, October 18, at 6:00 p.m., in the La Grande Middle School Commons.</p> <p>An insert in Tuesday's edition of <i>The Observer</i> (October 19th) will address the Option Levy, as well.</p> <p>Ballots were mailed to all eligible voters on Friday, October 15; Election Day is Tuesday, November 2; and a Work Session for the purpose of discussing the results of the Option Levy, regardless of the outcome, is scheduled on Monday, November 15, in the Council Chambers of City Hall. That Work Session will begin, as usual, at 6:00 p.m..</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 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.</p>	
31	No Change November 12, 2009	Directors Job Descriptions	<p>Three are remaining to be completed. (Fire, Police and Public Works)</p> <p>Review and update all department directors' job descriptions.</p>	Finance/ Personnel
32	No Change November 12, 2009	Community Service Policy	<p>A final draft of the recommend policy will be completed shortly and presented to the City Manager</p> <p>Form a committee and come up with a Community Service Leave Policy.</p> <p>The committee has met once and will be meeting</p>	Finance/ Personnel

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			again to refine the policy to present.	
33	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
34	Completed October 20, 2010	GASB 45	The final report has been completed and received and will be incorporated into the City's financial Audit Report.	Finance
35	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
36	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
37	New and Completed October 9, 2010 (ongoing)	Experience Works program	Helping out with the program 'Experience Works'. This program fosters individual economic self-sufficiency and promotes useful opportunities in community service activities for unemployed, low-income persons age 55 and older. Assignments are developed by the host (City) and the program to help people back into the work force. The City currently helps 1 person on the program. There is no cost to the City to participate.	Finance
38	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
39	Updated Oct. 11, 2010	Statistics	Response statistics for Sept. 2010 Medical: 217 Fire/Other: 9 (1 natural gas leak, 2 smoke alarm checks, 1 arching power line, 2 odor checks, 1	Fire

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			mutual aid given, 1 burn complaints, 1 public assist)	
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 Oct. 11, 2010	Child Safety Seat Installations and Bicycle Helmets	Sept: 7 families instructed in proper car seat with 6 being provided with reduced priced child safety seats. Sept: 1 family assisted with proper bicycle helmet use and supplied with 2 helmets.	Fire
43	Updated Oct. 11, 2010	Traffic School	Sept: 15 attended traffic school. Fees collected: \$750	Fire
44	Updated Oct. 11, 2010	Training/Conf.	<u>Sept. Training/Conferences</u> 7 members attended the three day Fall Fire School in Sept. held at EOU.	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	Updated Oct. 11, 2010	Weed/Tall Grass Complaints	54 property owners were notified of weeds and tall grass complaints received by the FD through the end of Sept.	Fire
49	No Change 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 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.	Library
50	Updated October 6, 2010	Training	Carrie Phillips and Ryan McGinnis attended the four day Focus on Children and Young Adult Institute put on by the Oregon State Library. Ryan did a day of cross training at Baker County Library.	Library
51	Updated October 6, 2010	Page Turners Book Club	Members are reading Mary Ann Shaffer's, <i>Guernsey Literary and Potato Peel Pie Society</i> . Meeting is October 19 at 5:30.	Library
52	Updated October 6, 2010	Friends of the Library	In approximately 20 weeks, the Friends of Cook Memorial Library has taken in \$720 in sale of books from the library and \$430 in cash donations.	Library

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			Throughout the fall, winter, and spring, we will hold seminars, presentations, and classes, at least two each month. We will solicit donations at the door, and sell books inside. We will offer door prizes of gift certificates donated by La Grande businesses to help stimulate interest. The group will continue to look for additional means of bringing in contributions, and ways to increase awareness in the community of the many resources of our library.	
53	Updated October 6, 2010	Archives	1. Five collections were taken in and processed at the Archives. They range from pictures to a 1915 La Grande High School Mimir. 2. Terri Washburn and Sandra Boren attended a Preservation Planning Meeting in Pendleton, Oregon on September 28. This was put on by the Oregon Museum Association and funded by a grant from the Federal Institute for Museums and Library Services. 3. Lyn Craig of the Libraries of Eastern Oregon had a positive response in connection with our request for her to apply for other grants for the Archives.	Library
54	Updated October 6, 2010	Statistics	8,670 Circulation for 9/10 29,599 Door Count 11,258 Card holders 11,137 Active borrowers 415 Overdue notices 77 LEO Listens patrons 328 LEO Listens titles checked out 0 Tutor.com patrons 27 Events in Community room 32 Homebound deliveries 2 Grande Ronde Retirement patrons 47 Special events Adult attendance 137 Class visit attendance 165 Story time attendance 11 Spanish Storytime 0 Special programs 0 Craft day 26 Volunteers 153 Volunteer hours	Library
55	New and Complete 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 October 6, 2010	Programs	Local sculptor, Charles Miller, installed his Egyptian sculptures on August 26. September 7, Author Caroline Miller talked about her books, <i>Heartland and Gothic Spring</i>	Library
57	Updated October 19, 2010	Morgan Lake Camp Host Site	Staff with assistance from RiverBend planted 100 trees donated by the Forest Service, 1,500 tufts of grass and 206 various species of native plants.	Parks - Admin

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			Project is now complete.										
58	Updated October 19, 2010	Greenway	The ODFW has extended their deadline to allow us additional time to secure matching funds for their Restoration & Enhancement Grant for possible acquisition of property. We have applied for special program funding from the State of Oregon Parks Department and should receive a response in the near future.	Parks - Admin									
59	Updated October 19, 2010	Greenway	Transportation Grant has been submitted to ODOT to construct bridge across Grande Ronde River from Riverside Park to Greenway.	Parks - Admin									
60	New October 19, 2010	Morgan Lake Camp Host	Staff is researching other agencies and compiling information regarding facilitating a camp host for Morgan Lake Park. Some of the issues under consideration are volunteer vs. paid position, hiring criteria; cost vs. cost savings; duties; writing new rules pertaining to Morgan Lake and overnight camping; criteria for fee schedules; mapping; and site designation.	Parks - Admin									
61	Completed 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									
	Updated October 19, 2010	Grants	Staff is exploring the additional possibilities for energy savings identified by the engineer from BPA. We are currently waiting on an engineering report and analysis on dehumidifier costs, available funding to assist with the purchase and projected energy cost savings.	Parks - Aquatics									
62	Updated October 19, 2010	Pool Statistics September	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>1,095</td><td>853</td></tr><tr><td>Revenue</td><td>\$3,744</td><td>\$8,783</td></tr></table> <p>Increased revenue is due to a \$2,180 rental check received and increase in Swim Club registration for fall term (\$3,176 vs \$1,711 in '09)</p> <p>There were two pool rentals in September: The Celebration Community Church on the 26th and Greenwood 5th Grade Students on the 30th.</p> <p>Special Olympics will be using the facility on Thursdays from 5:30 – 6:30 through November 2nd.</p> <p>The Aerobics Instructor is teaching an Intact Class for EOU, which will take place at the same time as the Monday evening water aerobics class. There are 12 EOU students and 7 pool patrons registered this term.</p>		<u>2009</u>	<u>2010</u>	Attendance	1,095	853	Revenue	\$3,744	\$8,783	Parks - Aquatics
	<u>2009</u>	<u>2010</u>											
Attendance	1,095	853											
Revenue	\$3,744	\$8,783											

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63	Completed October 19, 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
64	Updated October 19, 2010	Pool Maintenance	<p>Veterans' Pool was closed September 4-19, for annual maintenance. The locker room floors were repainted and patrons are complaining that they are really slick, so signs have been posted and mats temporarily placed on the floors. The pool will close again on November 20, so the floors can be repainted with more aggressive sand added to permanently correct the problem.</p> <p>One of the filters in the therapy pool has a broken lateral which means that sand blows into the pool from the filter when backwashing. The pool will need to be closed to make this repair, so we are going to try to wait until December to make the repairs, when there is less programming scheduled.</p>	Parks - Aquatics
65	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
66	New Item October 19, 2010	Parks Maintenance	<p>Two Seasonal Maintenance Employees have been extended several weeks to make major repairs to the Leathers Playground at Riverside Park. While replacing manufacture's defective decking, some major structural defects were discovered which are being addressed. Cost will be paid from the Leathers Playground Reserve Account.</p> <p>Other maintenance staff is starting winterization of water systems.</p>	Parks - Maintenance
67	Updated October 19, 2010	Field Events	There was a Soccer Jamboree in La Grande on October 2, which utilized fields in Pioneer Park and at Central School. Eight teams from Boardman, Milton-Freewater, Pendleton and Hermiston joined three La Grande teams for a day of fun and competition.	Parks - Recreation
68	New October 19, 2010	Adult Recreation Program	<p>Women's Volleyball League will hold it's organizational meeting on October 19th. From the number of phone calls received, it appears that the number of participating teams will increase this year so staff has been negotiating with EOU to obtain additional gym space if needed.</p> <p>Coed Volleyball will begin in November.</p>	Parks - Recreation
69	Updated	Children's	Flag football has over 125 children in the grades 1	Parks -

Item	Date of Change in Status	Item	Comments	Department
	October 19, 2010	Recreation Program	<p>thru 3 enrolled this fall, an increase from 80 to 85 in prior years. Fourteen teams were formed with thirty volunteers recruited to coach the teams. All teams practice once a week and play every Saturday morning in October (four fields are temporarily set up in Pioneer Park each week) and we have received numerous positive comments from parents regarding the program.</p> <p>The gymnastics classes are also full this fall with 35 students participating and other on the waiting list for the winter classes.</p>	Recreation
70	New October 19, 2010	Season's Faire	<p>The Season's Faire will be held in Loso Hall on the campus of Eastern Oregon University Saturday, November 6, 6:30 – 10:00 pm. Forty participating artists have each donated a piece of their work, which will be auctioned to the public, beginning at 7:30 pm. Hors d'oeuvres and exquisite desserts created by local culinary experts will be served throughout the evening. There will be a no-host wine bar as well as coffee and punch available.</p> <p>Funds raised from this event benefit the annual <i>Arts for All</i> festival and other Commission projects, including an annual scholarship to a graduating La Grande High School student.</p>	Parks – Arts Commission
71	Updated October 19, 2010	Community Outreach	Conducted 1 homeowner pruning demonstration and 3 planting demonstrations.	Parks - Urban Forestry
72	Updated October 19, 2010	September Report	<p style="text-align: right;"><u>September</u></p> <p>R-O-W Trees Planted: 26</p> <p>Park Trees Planted: 2</p> <p>Street Trees Removed: 1</p> <p>Park Trees Removed: 5</p> <p>Street Trees Pruned: 6</p> <p>Park Trees Pruned: 0</p> <p>Site Plan Reviews: 0</p> <p>Community Contacts: 45</p>	Parks - Urban Forestry
73	No Change August 6, 2010	2010 Crime Statistics	<p>The crime stats (received from the state) have been unavailable since February.</p> <p>Crimes against persons: (assaults, robbery, sex crimes)</p> <p>Crimes against property: (burglary, vehicle theft, NSF/acct. closed)</p> <p>Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct)</p> <p>Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving)</p>	Police
74	Updated Oct. 15, 2010	Operations Division Statistics For September	<p>Following are the statistics for September:</p> <p>Case Reports turned in: 161</p> <p>Total Traffic: 254</p> <p>Arrests: 70</p>	Police

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			September calls for service: 1686	
75	Updated Oct. 12, 2010	Communications Division Statistics	Following are the statistics for September. These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 489; All Calls: 3226; Actual legitimate 9-1-1 calls for service: 309 Case reports taken by LGPD and UCSO: 192	Police
76	Updated October 12, 2010	Training	OPERATIONS SEPTEMBER TRAINING: The LGPD Task Force member completed 80 hours of training sponsored by the Drug Enforcement Agency. COMMUNICATIONS SEPTEMBER TRAINING: One dispatcher attended 8 hours of Strengthening People Skills training in Pasco, Washington. The Communications Manager attended the 3 day Oregon APCO/NENA conference held in Bend, OR. Two Dispatchers attended 8 hours of stress management training in The Dalles.	Police/Comm
77	Updated October 12, 2010	Union/Wallowa County Drug Task Force September 2010 Activity Summary	September: New Activities: 14 Activities year to date: 241 Arrests : 1 Arrests year to date: 19	Police
78	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
79	Updated October 15, 2010	Department Activities	On Sept. 25 th , 2010 the Police Dept. and the UCSO collaborated with the Drug Enforcement Agency for the first annual national "Drug Take-Back" Day. Drop boxes manned by both Officers and Deputies were available for persons to drop off any unused, expired or unwanted prescription drugs at the Safeway store and at the Drug Free Relay. Between the 2 locations 20 plus pounds of prescription drugs were turned over for destruction. In addition, we have been notified that Red Cross Drug store has a permanent drop box available for prescription disposal. We are very pleased to announce that retired Sgt. Phil Myer has rejoined the department as a volunteer Reserve Detective and is currently assisting us with some cold case investigations. Retired Sgt. Lisa Reddington is getting a formal volunteer program going and we will start a Youth Public Safety Academy in October. This is a grant supported endeavor. Night shift officers were making a domestic violence related arrest and once again had hostile	Police/Comm.

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			people trying to interfere leading to the arrest of one of the individuals who was interfering. This is becoming a more common trend and is increasing the danger to the officers and the public.	
80	Completed October 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
81	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
82	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
83	Completed October 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
84	Updated October 25, 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. Road is now paved from Gekeler Lane to Highland Drive.	Public Works
85	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
86	Updated October 25, 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. Planned to be completed in the Spring of 2011.</p> <p><u>Penn Avenue Overlay</u> – The City crews will begin</p>	Public Works

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			<p>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><u>'S' Avenue Overlay</u> - 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. Planned to be completed in the Spring of 2011.</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><u>'H' Avenue Overlay</u> - 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>	
87	Updated October 25, 2010	CMAQ Grant for Cars	The intergovernmental agreement has been signed. This will allow for the purchase of 4 cars (2 for the Police Department, 1 travel car for City Hall and 1 travel car for the Public Works Department). Currently, Public Work's is waiting on the EPA to publish a complete list of the emissions qualifying vehicles.	Public Works
88	New October 25, 2010	Site Preparation of Old Dog Pound Site	The City Crews have begun staking out and site leveling of the old dog pound for the Fire Department's new training center and the Snowmobile Club's new storage building.	Public Works
89	New October 25, 2010	Repair of Sanitary Sewer Mainline	City Crews are in the process of repairing sections of the sewer mainline located in the alley way between Gandy and Palmer and 1 st Street and Cedar. The bottom of the pip is missing in three separate locations along the section in question.	Public Works