



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
September 2018
City Manager's Top Priorities for 2018

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated September 25, 2018	Fiscal management: Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande. Implement the recommendations of the Fiscal Committee.	The City continues to perform within budget and the General Fund's ending cash increased again this most recent fiscal year. Given the amount of time that has elapsed since the Fiscal Committee's recommendations were made, we will plan to update the projections for the coming five-year horizon to allow the City Council the opportunity to determine whether or not revisions need to be made in conjunction with the annual Retreat.	City Manager
2	Updated September 25, 2018	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy presented to the City Council/Urban Renewal Agency in November, 2015.	<u>Business Development/Recruitment</u> <ul style="list-style-type: none"> • Side A Brewing is open. Initial meetings for this project started in September 2015. • Facilitated site visit to Brickyard Lanes with Planning, Building and City Manager. Team is working on project oversight for completion of construction. Anticipate opening in fall 2018. • Attended Opening of Dainty Jewell's Inc in its new site at the La Grande Business and Technology Park in July 2018. • Steve West has started construction for his new site at the La Grande Business and Technology Park. • IOOF – 12 Apartments are finished and will be available for rent mid-September 2018. Work will continue on first floor expansion of local business. • In February, participated in outbound business visits as part of Team Oregon. Continue to follow up with two potential leads from this trip. I will continue to participate in Team Oregon for leads in Advanced Manufacturing. • Attended the EOU Sponsored Mass Timber Summit in June 2018. • Conducting business visitations of major employers for business retention and expansion activities. • Summer 2018 met with Congressional representation regarding business retention 	Economic Development

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			<p>needs.</p> <ul style="list-style-type: none"> Working with the La Grande School District on Business Retention activities including hosting and participating in a business/industry strategic planning session. Acted as catalyst for a discussion between the City's community development departments including Economic Development, Planning, Building and Public Works to streamline processes and provide enhanced customer service. <p><u>Retail Development Project:</u></p> <ul style="list-style-type: none"> PetSense, is the first business identified on the Buxton list to site in La Grande. There Grande Opening is scheduled for October 6. Another business from the list is in property negotiation phase. Worked with Buxton to provide specialized demographic and life style data to two businesses not on the Buxton list. Have corresponded with approximately 33 businesses from the Buxton Lists in Year 1 and Year 2. Met with two local business owners to do a "deep-dive" with the data and identify potential areas for product expansion and possibly business expansion. Will host a workshop on "How to Open a Franchise" on October 29, 2018. Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. Participated in annual retail recruitment trade show and met with five leads and a representative from the Carrington Company regarding available space at the La Grande Town Center. Working with local property owner for potential development of additional retail space. <p><u>La Grande Main Street Downtown</u></p> <ul style="list-style-type: none"> Participate on La Grande Main Street's Board of Directors, Business Development (Biz Dev) and Organization Committees. Assist with planning for Biz Dev activities including "Hot Topics." Was appointed Chair of the Design Committee. Reconvened after period of inactivity. Facilitated development of list of projects. Work with Main Street for implementation of the Façade Grant Program. 	

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			<p><u>Entrepreneur Center/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> Continued to work toward opening IGNITE: A place for entrepreneurs. A space was leased at 104 Depot. Working with NEOEDD develop programming and infrastructure to open a co-working/resource/innovation center. Partnering with La Grande Main Street Downtown on use of Space. Joined a statewide collaboration of innovation centers which is coordinated by The Foundry in Corvallis. Will visit other centers in September 2018. Researched trends in economic development and the rise of entrepreneurship as a major cornerstone of comprehensive economic development strategy. Received in-kind donation of computer equipment from Avista, Wi-Fi from EONI and a grant to NEOEDD from the Wildhorse Foundation. This grant will pay for additional equipment and provide for the Lemonade Day Program which will be a collaboration with La Grande School District and La Grande Main Street Downtown. Official Grand Opening of IGNITE scheduled for October 9, 2018. Upon leasing the space, one tenant began leasing a dedicated desk space. Will visit other centers on the “West Side” at the end of September 2018. <p><u>Urban Renewal Programs:</u></p> <ul style="list-style-type: none"> Worked with URAC and the Agency to revise Call for Projects and Business Development Assistance Policy in Spring 2018. Met with 9 local businesses regarding possible expansion opportunities and Call for Projects applications. Five applications were approved. Four projects have started construction. In conjunction with District Manager, wrote staff reports for Call for Projects joint work session and facilitated the review process. Drafting policy for joint work session with Agency and URAC to further refine the Call for Projects program and review process. Worked with public works and Parks and Rec on the restoration of the Historic Street Clock. Will participate in conversation regarding TRT funding for potential Wayfinding 	

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			<ul style="list-style-type: none"> project. URA and URAC held a Joint Work Session on Monday, September 17, 2018 to discuss the Call for Project program policy revisions 	
3	Updated September 25, 2018	Quiet Zone: Develop a funding recommendation for City Council for the creation of a whistle free zone.	Application to use ASM/SSMs has been submitted to FRA for review and approval. Assuming this is approved, we can move forward to complete the improvements and then establish the Quiet Zone. Current adopted budget includes full funding for the estimated cost for improvements needed. Agreements have been signed for all affected properties except for one that we have been unable to contact despite multiple attempts. It is not anticipated that this will be an issue.	City Manager
4	Updated September 10, 2018	City Council Training: Continue to provide training opportunities for the City Councilors.	No current trainings.	City Recorder & Assistant to the City Manager
5	Updated September 25, 2018	Develop a Long-Term Vision for the City of La Grande	This is on hold at present. We will revisit following the results of the November election.	City Manager

2018 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

As of September 25, 2018

September 27 – 29 LOC Annual Conference

Wednesday, October 3

REGULAR SESSION

Monday, October 22

WORK SESSION
Art Center at the Art Center

Monday, October 29

WORK SESSION
TBD

Thursday, November 1

Annual Farmers and Merchants
Banquet

Monday, November 5

WORK SESSION
Tree Ordinance Revisions

Wednesday, November 7

REGULAR SESSION

Monday, November 12

HOLIDAY

Thursday/Friday November 22-23

HOLIDAY

Wednesday, December 5

REGULAR SESSION

Wednesday, December 12 - HOLIDAY OPEN HOUSE (4:30 – 6:00)

Tuesday, December 25

HOLIDAY

2019

Tuesday, January 1

HOLIDAY

Monday, January 7

WORK SESSION
Audit Report

Wednesday, January 9

REGULAR SESSION

Monday, January 21

HOLIDAY

Monday/Tuesday, January 28 & 29

RETREAT

Additional topics with date to be determined: Youth Involvement; Police Facility; TRT Funds

Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m. Meeting Dates

Subject to Change; Please call 541-962-1309 to Confirm

☞ *Subject to Change*

Item	Date of Change in Status	Item	Comments	Department
1	Updated September 24, 2018	Monthly activity (August)	<u>August 2018-2019 Stats</u> <u>Permit Type Total Permits Total Permit Fees</u> <ul style="list-style-type: none"> • Building 39 \$20,056.00 • Demolition 1 \$0.00 • Electrical 65 \$10,657.75 • Mechanical 53 \$5752.50 • MF Homes 3 \$1350.00 • Plumbing 28 \$3959.75 • Farm Exempt 10 \$0.00 • Totals 199 \$41,776.00 	Building
2	New Item September 24, 2018	Electrical/Specialty Codes Inspector III	The Building Department is pursuing to hire a full time Electrical/Specialty Codes Inspector III due to the recent interpretation from the Department of Justice regarding third party inspection services and the inability of the State Building Codes to continue to help La Grande in commercial A level inspection services.	Building
3	Updated September 18, 2018	Utility Licensing Fee Ordinance	We are waiting to finalize this Ordinance to coincide with the OTEC Franchise Agreement Renewal	City Manager
4	Updated September 18, 2018	OTEC Franchise Agreement Renewal	Negotiations are ongoing. We have provided OTEC with a draft for review and plan to meet with OTEC and our respective legal teams for a final time with the intent of presenting both the Utility Licensing Fee Ordinance and new Franchise Agreement for consideration at the same time.	City Manager
5	Updated September 18, 2018	Personnel Policy/Employee Handbook Update	Draft policy has been developed. Need to review with Directors and then work with bargaining groups prior to adoption.	City Manager
6	Updated September 18, 2018	Market Place Family Foods Agreement Amendment	The Agreement includes the CLIENTS—Market Place Family Foods, LLC, and Town Square, LP. The owner of Market Place Family Foods has declared bankruptcy and the grocery store is currently closed. The Agreement needs to be amended to reflect the removal of Market Place Family Foods and to clarify items such as the completion date of the project and specifically identify the timelines related to when the window for loan forgiveness ends. There are additional revisions contemplated and the Agency is working with Town Square LP on this. Additionally, the Agency has granted permission to Town Square, LP, to reopen the grocery store with a different operator. No date for the reopening has been announced.	District Manager
7	Updated September 18, 2018	New Greenway Maintenance Agreement	One of the requirements under the ODOT Connect grant for the next segment of the Greenway is to have a long-term agreement in place. At present the project is still in limbo but once Island City makes a decision we will move forward on this element.	City Manager
8	Updated September 18, 2018	ConnectVI Greenway Agreement	One of the requirements under the ODOT ConnectVI grant is match for the project. The City of La Grande acquired property for use in the Greenway that is listed as match. However, a technical point regarding eligible match was raised by new leadership at the State and to use this property the City of La Grande would need to become a party to the agreement solely for the purpose of compliance and would only be responsible for providing the property as match. The City Council indicated	City Manager

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			support for becoming a party to the agreement in this limited role and once Island City makes a decision on the project itself we will work with ODOT and Island City on a revised agreement.	
9	Updated September 18, 2018	Planning/Building Process Enhancements	Staff is reviewing how we respond to potential and actual project proposals in an effort to assure the right people are aware of projects that they can assist with or where they will have review/approval roles. The goal is to streamline the process and reduce confusion where possible. We are currently looking at how we can modify our correspondence to be more helpful. We have identified a process for including more Staff earlier in the timeline.	City Manager
10	Updated September 18, 2018	Excess TRT Fund Work Session	During the Budget Hearings the Budget Committee received requests for TRT funds. As part of the discussion the City Council asked for a work session to discuss what to do with budgeted TRT funds that are not allocated but are required to be spent on Tourism Promotion or Tourism Related Facilities by ORS. The current budget has \$16,083 available. The Work Session was set for September but had to be postponed to accommodate another topic.	City Manager
11	Completed September 18, 2018	Central School Bus Loading and Unloading	The School District has completed the work to move bus loading and unloading onto school property and is now in compliance with an amended site plan.	City Manager
12	Updated September 18, 2018	Art Center Work Session	City Council requested a Work Session with the Art Center to discuss the status of the building and the work they have done and programs they are offering. The City owns the property and is leasing it to them. The Work Session is scheduled for October 22, 2018.	City Manager
13	Completed September 18, 2018	City Recorder Recruitment	Kayla Nichols has been selected to replace Angelika Brooks as City Recorder following Angelika's retirement. The City conducted an open recruitment to fill the position that included both internal and external candidates.	City Manager
14	Updated September 18, 2018	Police Building Exploratory Committee	The City Council asked to revisit the need for a new police facility. We are scheduling a meeting of the committee to review the options.	City Manager
15	Updated September 18, 2018	Surplus Property Disposal and Procurement Resolution Update	The current policies related to the acquisition and disposal of City property have not been fully reviewed and updated in a number of years. Staff is working on updating these for Council consideration.	City Manager
16	Updated September 18, 2018	Fraud Language in MOU's with outside agencies	As agreements with outside agencies are renewed, language related to actions that must be taken in the event of potential or actual fraud that may involve public funds will be inserted. We have worked with the City Attorney and have the language ready.	City Manager
17	Updated September 18, 2018	Audit Agreement	The current agreement for audit services will be expiring and Staff will be asking the City Council for guidance on whether or not to continue with the current auditor or do a Request for Qualifications to explore other options.	City Manager
18	Updated September 18, 2018	Call for Projects Policy Update	The Agency and URAC conducted a Work Session to discuss potential revisions to the policy. Another Work Session will be scheduled for later this fall.	District Manager
19	Updated September 18, 2018	B2H meeting with Mayor/Mayor Pro Tem	Staff met with representatives of Idaho Power to discuss the City's concerns with the two routes in the Boardman to Hemmingway (B2H) application. Idaho Power	City Manager

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			committed to meeting again with some specific responses to the City’s comments that were provided as part of the review process. The intent is to meet with the Mayor and Mayor Pro Tem with a report back to the full City Council.																											
20	Updated September 18, 2018	Union Dues Court Case	Due to a recent Supreme Court Ruling regarding employers deducting union dues from paychecks, the City is working with the bargaining groups through their legal representation to have all employees sign a new authorization to withhold the dues. This will protect both the City and the employees.	City Manager																										
21	Completed September 18, 2018	Waste Pro Meeting on recycling	There was a new article regarding Waste Pro and other waste collection operators around the state disposing of recyclables in landfills. Waste Pro did so this on a one-time basis with the approval of DEQ due to industry challenges with recycling. At the October City Council Meeting in conjunction with their request for a rate increase Waste Pro will report to the City Council on the circumstance.	City Manager																										
22	Updated September 18, 2018	Advisory Commission Vacancies	<div>One (1) Application for Union County Tourism Commission was approved by the Council at the September 5, 2018, Regular Council Meeting. The following table outlines the existing vacancies.</div> <table><tr><th>Advisory Commission</th><th>Vacancies</th></tr><tr><td>Air Quality</td><td>6/7</td></tr><tr><td>Arts</td><td>3/7</td></tr><tr><td>Building Board of Appeals</td><td>4/5</td></tr><tr><td>Budget Committee</td><td>0/7</td></tr><tr><td>Community Landscape/Forestry</td><td>0/7</td></tr><tr><td>Landmarks</td><td>1/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>1/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>Union County Tourism</td><td>0/2</td></tr><tr><td>Urban Renewal</td><td>1/7</td></tr></table>	Advisory Commission	Vacancies	Air Quality	6/7	Arts	3/7	Building Board of Appeals	4/5	Budget Committee	0/7	Community Landscape/Forestry	0/7	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	1/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal	1/7	City Recorder
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23	Updated September 18, 2018	URA projects fund updates Fiscal YTD	<div>2018 Call For Projects:</div> <table><tr><td>Valley Vet</td><td>401 Adams</td><td>Structural Upgrades</td><td>\$35,000 award</td></tr><tr><td>Kehr Chiropractic</td><td>1802 4th Street</td><td>New Crossfit</td><td>\$50,000 award</td></tr><tr><td>LT Development</td><td>1012 Adams</td><td>Restoration</td><td>\$50,000 award</td></tr><tr><td>Texaco</td><td>1508 Adams</td><td>Retro Suit</td><td>\$50,000 award</td></tr><tr><td>Direct Music</td><td>1206 Adams</td><td>Store Exp.</td><td>\$15,000 award</td></tr><tr><td>Pennington</td><td>1106 Adams</td><td>Rehab</td><td>\$140,000 award</td></tr></table>	Valley Vet	401 Adams	Structural Upgrades	\$35,000 award	Kehr Chiropractic	1802 4 th Street	New Crossfit	\$50,000 award	LT Development	1012 Adams	Restoration	\$50,000 award	Texaco	1508 Adams	Retro Suit	\$50,000 award	Direct Music	1206 Adams	Store Exp.	\$15,000 award	Pennington	1106 Adams	Rehab	\$140,000 award	Economic Development		
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			<div>Call For Projects carried over</div> <table><tr><td>Baum Smith 2017</td><td>808 Adams</td><td>Façade Improvements</td><td>\$20,000 award</td></tr><tr><td>Steve West 2017</td><td>316 Antelope</td><td>New facility</td><td>\$75,000 award</td></tr><tr><td>La Grande Light Truck 2016</td><td>1805 Adams Ave</td><td>Remodel</td><td>\$54,380 award \$26,807 remaining</td></tr><tr><td>Brickyard Lanes 2014</td><td>1212 Jefferson</td><td>Bowling Alley</td><td>\$80,000 Award \$40,050 remaining</td></tr></table>	Baum Smith 2017	808 Adams	Façade Improvements	\$20,000 award	Steve West 2017	316 Antelope	New facility	\$75,000 award	La Grande Light Truck 2016	1805 Adams Ave	Remodel	\$54,380 award \$26,807 remaining	Brickyard Lanes 2014	1212 Jefferson	Bowling Alley	\$80,000 Award \$40,050 remaining	
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24	Updated September 18, 2018	Façade grant program	<div>As of September 2018, there as has been (3) façade grants issued.</div> <div><div>1. American Legion for replacing sign panels and lighting in existing sign.</div><div>2. Philip Merrick, 711 Adams Avenue – Window Replacement</div><div>3. Real Deals, 1108 Adams Avenue - Sign</div></div> <div>In 2017 there were (2) Façade Grants awarded.</div> <div><div>1. Globe Furniture – awnings</div><div>1. 2. Matt Scarfo – rebuild sign</div></div>	Economic Development																
25	Updated September 18, 2018	Buxton Study Work Session	A Work Session with an update from the Buxton Company was held on September 24, 2018. At the October 3, 2018, URA meeting the approval of the Buxton Company Agreement Renewal will be on the agenda.	Economic Development																
26	Updated September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase. No new loans have been made in 2018.	Economic Development																
27	Updated September 18, 2018	Retail Development Program	Reported Above	Economic Development																
28	Updated September 18, 2018	Statistics	<div>For the month of AUGUST 2018:</div> <div><div>• Monthly Revenue (all funds)</div><div>\$ 1,705,043</div><div>• Monthly Revenue (general fund)</div><div>\$ 501,814</div><div>• Monthly expenses amount (all funds)</div><div>\$ 1,562,341</div><div>• Monthly expenses (general fund)</div><div>\$ 721,713</div><div>• # of Accounts Payable Checks issued:</div><div>235</div><div>• # of Payroll Checks/AP issued:</div><div>156</div><div>• Monthly Payroll expenses:</div><div>\$ 857,602</div><div>• # of Water accounts billed:</div><div>4,802</div><div>• # of LID accounts billed:</div><div>0</div><div>• # of NSF checks the City received:</div><div>9</div><div>• Pieces of mail processed</div><div>631</div></div>	Finance																
29	Updated September 18, 2018	Chart of Accounts Review	Form a committee involving all departments to update and refine all Accounts within the Chart of Accounts to reflect descriptions that are more appropriate to the types of activities that are being completed as well as combining accounts that are similar in nature.	Finance																
30	Updated September 18, 2018	Response Statistics	<div>August 2018 Response statistics:</div> <div><div>• Total Calls: 267</div><div>• Medical: 202</div><div>• Fires/Other: 65</div></div>	Fire																

Item	Date of Change in Status	Item	Comments	Department
			(Responses in City and Mutual Aid)	
31	Updated September 18, 2018	Fire Code Inspections/Fire Prevention Activities/Pre-fire Walk Through	<u>August 2018</u> <ul style="list-style-type: none"> • Inspections/Activities: 0 • Plan Reviews: 2 • Building Walk Throughs: 2 	Fire
32	Updated September 18, 2018	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
33	Updated September 18, 2018	Wildland Fire Interface Report to City Council	The new Fire Chief is working on a report to the City Council regarding the plans related to the possibility of a wildland fire impacting the City.	Fire
34	Updated September 18, 2018	Child Safety Seat Installations and Bicycle Helmets	<u>August 2018</u> <ul style="list-style-type: none"> • (3) Families instructed in proper car seat installation with, • (0) being provided with reduced price child safety seats. • (1) Families instructed in proper bicycle helmet use with, • (1) bike helmets being provided. 	Fire
35	Updated September 18, 2018	Multi-Disciplinary Team Meeting	<u>August 2018</u> Participated in (2) Multi-Disciplinary Team meetings.	Fire
36	Updated September 18, 2018	Traffic School	<u>August 2018</u> (14) Students at a revenue of \$700	Fire
37	Updated September 18, 2018	Hazard Reduction, Weed/Tall Grass Complaints	<u>August 2018</u> <ul style="list-style-type: none"> • (6) weed complaints were received and investigated. • (3) cleared by owners, • 0 properties have been cleared using City contractors. 	Fire
38	Updated September 18, 2018	Station Tours	<u>August 2018</u> (4) Station tours given/ with 16 total people.	Fire
39	Updated September 18, 2018	PR Events	<u>August 2018</u> (1) Participated in celebrate La Grande, Cooked Hot Dogs.	Fire
40	New Item September 18, 2018	Ambulance Purchase **In Process	<u>August 2018</u> We were given approval by council to purchase a new ambulance. Build time is 240 days, approximately.	Fire
41	New Item September 18, 2018	Apparatus AFG Grant	<u>August 2018</u> We have retained an AFG grant writer and have started the information gathering for the 2018/2019 process.	Fire
42	New Item September 18, 2018	Historical Footnote	<ul style="list-style-type: none"> • In the month of May 2018, we celebrated 13 years of teaching the traffic safety school at La Grande Fire. • During those 13 years only 6 times has class not occurred on a monthly basis. We have taught 1897 students during that time, resulting in \$94,850 in class fees collected. • Besides the immediate feedback collected on the comments after the class, I'm often approached by prior "students" while I'm out in public off-duty, who still speak fondly of taking our class, 	Fire

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			<p>and use the information they receive in their daily lives.</p> <ul style="list-style-type: none">Information provided by: LGFD Captain Robert Tibbetts.																																					
43	New Item September 18, 2018	Personnel File Audit	Audit Personnel Files and move documents to appropriate files to separate confidential information per CIS guidance.	Human Resources																																				
44	Updated September 18, 2018	Employee Performance Evaluations	Update list and send out email to Director’s on evaluations that need to me completed	Human Resources																																				
45	New Item September 18, 2018	Current Recruitments	<ul style="list-style-type: none">Telecommunications Tech. I – 3 positionsAdministrative Assistant – City ManagerElectrical Inspector/Specialty Codes Inspector III	Human Resources																																				
46	Updated September 14, 2018	Literacy Center	The Literacy Center is opening for the school year on September 17.	Library																																				
47	Updated September 14, 2018	Page Turners Book Club	<ul style="list-style-type: none">Page Turners book club for adults meets Tuesday, September 11 at 1:00 pm in the Archives Room.The book for September is “<i>Short Nights of the Shadow Catcher</i>” by Timothy Egan	Library																																				
48	Updated September 14, 2018	Statistics	<table><tr><td>Current</td><td>Last</td><td></td></tr><tr><td>10,639</td><td>9,639</td><td>Circulation</td></tr><tr><td>24,412</td><td>14,563</td><td>Door count</td></tr><tr><td>16,988</td><td>16,791</td><td>Card holders</td></tr><tr><td>84</td><td>145</td><td>Overdue notices</td></tr><tr><td>1,554</td><td>1,402</td><td>Library2Go e-books &e-audio</td></tr><tr><td>5</td><td>25</td><td>Events in community room</td></tr><tr><td>7</td><td>34</td><td>Adult program attendance</td></tr><tr><td>470</td><td>464</td><td>Children’s program attendance</td></tr><tr><td>29</td><td>85</td><td>Teen program attendance</td></tr><tr><td>80.5</td><td>99</td><td>Volunteer hours</td></tr><tr><td>1,135</td><td>1,142</td><td>Total Sage ILL</td></tr></table>	Current	Last		10,639	9,639	Circulation	24,412	14,563	Door count	16,988	16,791	Card holders	84	145	Overdue notices	1,554	1,402	Library2Go e-books &e-audio	5	25	Events in community room	7	34	Adult program attendance	470	464	Children’s program attendance	29	85	Teen program attendance	80.5	99	Volunteer hours	1,135	1,142	Total Sage ILL	Library
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49	Updated September 14, 2018	Children’s/Young Adults	<ul style="list-style-type: none">The State Library awarded us a \$3,000 “Refreshing Youth Collections” grant. The grant allowed 300 books to be added to our children’s and young adult collections. Look for the Institute of Museum and Library Services and State of Oregon logos inside the grant-purchased books.Teen Writing Circle meets September 13 and 27 from 4:00-5:00 pm. String Art is the iCraft for Friday, September 21 at 4:00 pm. Book clubs meet the first Thursday of the month, 3:30 pm for middle school club, 4:30 for the high school club. Teen events are open to those in middle and high school.Children ages newborn to five may now be signed up for the Dolly Parton Imagination Library online or at the library. Each month the registered child will receive a free book in the mail. See the library for applications or register online.Children’s Storytime is the first Thursday of the month at 11:00 am. Kid’s Storytime Yoga with	Library																																				

Item	Date of Change in Status	Item	Comments	Department
			<p>Kitia is the remaining Thursdays of each month, starting at 11:00 am in the Community Room. Baby Tot Bop, for those three years old and under, is Friday mornings at 10:30 am in the Community Room. Please use the exterior Community Room entrance for this event.</p> <ul style="list-style-type: none"> • Ready2Learn library cards are available for children age five and under. Every month the card is used, the child is automatically entered into a prize drawing. • Wednesdays is weekly Toddler Time for children ages 14 months to four years and their caregivers. Come sing, dance, and play Wednesdays, now at 10:30 am in the Community Room. 	
50	Updated September 14, 2018	Adult Programs	<ul style="list-style-type: none"> • A special screening of the documentary film “<i>I’ll Push You</i>” will be shown on Friday, September 28 at 6:00 pm in the Community Room. The inspiring story of two best friends, one wheelchair-bound, who travel the Camino de Santiago in Spain, the screening will be followed by an open-ended discussion. • Gentle Yoga for adults, led by Kitia Chambers, is Thursdays from 10:05-10:50 am, September 13, 20, 27 and October 11, 18, and 25 in the Community Room. No experience necessary. Mats are available, but feel free to bring your own, and wear comfortable clothing. No class October 4. • Upcycle an old t-shirt into a new bag on Saturday, September 15 from 10 -11. Participants will learn two no-sew methods to create a t-shirt tote bag. Please bring a t-shirt or wide-strapped tank top. • Foreign Film Friday is September 14, 7:00 pm, with a screening of the 2015 Lithuanian film, “<i>The Gambler</i>.” A paramedic with a gambling problem raises the stakes by betting on the lives he is trying to save. 	Library
51	Updated September 18, 2018	Parks Maintenance Update	<ul style="list-style-type: none"> • Completed installation of Benton Park Playground and removed pumpkin. • Implemented new rules at Morgan Lake including closing and opening gate morning and evening, camp registrations. • Rebuilt retaining wall of parking island at Riverside Park. • Continue to reduce pesticide application by using mulch in shrub beds and border areas. • Continue to monitor and dump downtown garbage cans. 	Parks & Rec-Maintenance
52	Updated September 18, 2018	Recreation Center	<ul style="list-style-type: none"> • Staff presented the conceptual drawings during a spring 2018 Council Work Session. • No progress has been made since then, but this winter, the Director plans on organizing a local supporter committee that will help the Department raise funds and in-kind support in order to positively position ourselves for future 	Parks & Rec-Admin

Item	Date of Change in Status	Item	Comments	Department															
			grants and other funding opportunities.																
53	Updated September 18, 2018	Current Greenway Easement	<ul style="list-style-type: none">The City has an easement for a small segment of the existing Greenway and have reached agreement with the property owner to transfer City property for the portion of the easement that is being used for the trail.The current owner has continued to use a portion of the easement resulting in conflicts. By transferring the property this should resolve the conflicts.Currently the legal description is being created so we can complete the transfer.	Parks															
54	New Item September 18, 2018	Pioneer Park Concessions Grant	Staff successfully procured over \$114,000 in grant funding earlier this year to demolish and rebuild the Pioneer Park Concession building, provided ADA improvements, and purchase new bleachers for the girls and boys baseball and softball fields. We are currently waiting on a “notice to proceed” from one of the funders, then demolition will begin. We are also meeting with the School District who might pay for some other improvements to the girls’ softball field including new backstop and dugouts.	Parks & Rec-Admin															
55	Completed September 18, 2018	Benton Park Playground Replacement	The pumpkin was removed and new playground installed April/May this year. With the improvements, staff have noticed a major increase in park usage.	Parks & Rec-Admin															
56	Updated September 18, 2018	Pool Statistics	<table><tr><td></td><td>FY 17-18</td><td>FY 18-19</td></tr><tr><td>ATTENDANCE</td><td>3606</td><td>3793</td></tr><tr><td>FY TO DATE</td><td>7932</td><td>9033</td></tr><tr><td>REVENUE</td><td>\$14,318</td><td>\$19,087</td></tr><tr><td>FY TO DATE</td><td>\$37,429</td><td>\$42776</td></tr></table>		FY 17-18	FY 18-19	ATTENDANCE	3606	3793	FY TO DATE	7932	9033	REVENUE	\$14,318	\$19,087	FY TO DATE	\$37,429	\$42776	Parks & Rec-Aquatics
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57	Updated September 18, 2018	Pool Update	<ul style="list-style-type: none">Summer was very busy. We have brought in \$195,000 this last year in revenue and had budgeted \$140,000.We had 38 dogs and their owners in the splash pool for the end of the year, doggie splash.Swim Lessons continue to be our program with the most demand and monthly memberships continue to be our best revenue source.Upcoming fall events include the return of the Floating Pumpkin Patch! That’s right, pumpkins float; Veterans appreciation day where Veterans and their families receive 50% off admission on Saturday, November 10th, and another Dive In Movie night in December.We are also trying Saturday swim lessons this fall as an option for families.	Parks & Rec-Aquatics															
58	Updated September 18, 2018	Pool Maintenance	<ul style="list-style-type: none">The pool will be closed for maintenance September 15 – 23, both pools drains cleaned and refilled. Tile, gutters, and stainless steel around the pools will all be cleaned. Locker floors will be redone and a water leak area will be fixed.There are a few spots in the small pool where plaster has popped off, so those areas will be patched as well.	Parks & Rec-Aquatics															
59	Updated	Recreation Program	<ul style="list-style-type: none">Spring Pee Wee Soccer = 69 kids.	Parks & Rec-															

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	September 18, 2018	Update	<ul style="list-style-type: none">• Spring Escape Room = 137 tickets sold.• Spring Break Camp = Low attendance, but 118% cost recovery.• Winter Youth Basketball (Jan – March) = 333 kids.• Women’s Volleyball concluded in March = 121 adults (11 teams)• Summer Youth Programs were a success!• Total program participants = 294• Most popular programs – Rock Climbing = 40, Themed mini-camps for preschoolers = 35, Wet n’ Wild Water Fun = 27• First ever Renaissance Festival was a success with over 150 people in attendance• Fall – Football is ramping up and begins 9/22 = 186 kids.• New Fall Programs – Doggy Howl-a-Ween Costume Party at the Dog Park, Guitar and Ukulele lessons, Family Food Nights, Teen Blast at Max Square• Fall Escape Room Theme this year is Wizard of Oz and opens in October.• Zombie Fun Run returns October 20th.	Recreation																																																																						
60	Updated September 18, 2018	Urban Forestry Update	<ul style="list-style-type: none">• Coordinated summer beautification awards for residential and commercial properties.• Updating Community Forestry Manual• Completed DRAFT Urban Forestry Ordinance for Community Landscape/Forestry Commission review.• Continue to field community questions and concerns.	Parks & Rec- Urban Forestry																																																																						
61	New Item September 18, 2018	Urban Forestry Tree Inventory Project	Arbor Surveys was hired to complete an inventory of all street and park trees within the city, enter them into a database, then provide software and training for staff to monitor inventory. This tool will enhance efforts of staff to respond to concerns from community and contractors and allow for the effective management of our urban forest. Zones 3, 4, 5, 6, and 9 are complete. Rest should be completed by Winter 2018.	Parks & Rec- Urban Forestry																																																																						
62	Updated September 18, 2018	August Urban Forestry Statistics	<table><tr><td>July 1, 2018 – June 2019</td><td>August</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>4</td><td>8</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>5</td></tr><tr><td>Street Trees Pruned</td><td>40</td><td>83</td></tr><tr><td>Park Trees Pruned</td><td>13</td><td>29</td></tr><tr><td>Community Responses</td><td>27</td><td>55</td></tr><tr><td>Nuisance Responses</td><td>6</td><td>13</td></tr><tr><td>Field/Tree Evaluations</td><td>28</td><td>65</td></tr><tr><td>Ordinance Enforcement</td><td>1</td><td>3</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>1</td></tr><tr><td>Site Plan Reviews</td><td>2</td><td>6</td></tr><tr><td>Volunteer Hours</td><td>31</td><td>31</td></tr></table>	July 1, 2018 – June 2019	August	YTD	Street Trees Planted	0	0	Park Trees Planted	0	0	Street Trees Removed	4	8	Park Trees Removed	0	5	Street Trees Pruned	40	83	Park Trees Pruned	13	29	Community Responses	27	55	Nuisance Responses	6	13	Field/Tree Evaluations	28	65	Ordinance Enforcement	1	3	Tree Service Permits	0	1	Site Plan Reviews	2	6	Volunteer Hours	31	31	<table><tr><td>Parks & Rec- Urban Forestry</td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr><tr><td></td><td>4264</td></tr></table>	Parks & Rec- Urban Forestry	4264		4264		4264		4264		4264		4264		4264		4264		4264		4264		4264		4264		4264		4264
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Item	Date of Change in Status	Item	Comments	Department
63	Updated September 18, 2018	Calendar YTD Planning Statistics	<u>August 2018</u> <ul style="list-style-type: none"> Land Use Applications: 2 Zoning Approvals: 6 New Business Permits: 1 Revenue (Land Use Fees): \$625 Revenue (Zoning Approvals): \$75 Revenue (Park SDC): \$0 <u>August 2017</u> <ul style="list-style-type: none"> Land Use Applications: 2 Zoning Approvals: 5 New Business Permits: 1 Revenue (Land Use Fees): \$75 Revenue (Zoning Approvals): \$150 Revenue (Park SDC): \$2100 <u>July 2018 to September 7, 2018 (Fiscal Year to Date):</u> <ul style="list-style-type: none"> Land Use Applications: 7 Zoning Approvals: 13 New Business Permits: 18 Revenue (Land Use Fees): \$1665 Revenue (Zoning Approvals): \$375 Revenue (Park SDC): \$2625 	Planning
64	New Item September 18, 2018	2018 Land Use Code Amendments	<ul style="list-style-type: none"> For the past three (3) years, Planning Department Staff and the Planning Commission have been working on Land Development Code amendments. The final adoption of those amendments by the City Council occurred on September 5th. The amendments are not schedule to be considered by the Union County Planning Commission on October 22nd, with co-adoption by the Union County Commissioners in November or December. Following co-adoption, the amendments will be sent to the State for final approval and acknowledgement, at which time the Code will be in full effect. 	Planning
65	New Item September 18, 2018	2019 Sign Code Amendments	<ul style="list-style-type: none"> Initially, Planning Department Staff hoped to bundle sign code amendments with updates to the Land Development Code. Unfortunately, due to the complexity of modifying the sign code, it was not possible to bundle these together. Staff is currently working on preparing a new sign code for the City Council's consideration, which will require review by the City attorney. Public Hearings may begin as early as March 2019. 	Planning
66	New Item September 18, 2018	Rent Burdened City – Public Meeting	<ul style="list-style-type: none"> As part of the recent HB 4006, passed during the 2018 Legislative Session, the City of La Grande has been identified as a “Severely Rent Burdened City” where over 25% of our renter households pay more than 50% of their gross income on rent. As a rent burdened city, La Grande is required to hold a public meeting by December 31, 2018, to discuss the consequences of rent burdens within 	Planning

Item	Date of Change in Status	Item	Comments	Department																											
			<p>the City, the barriers that are causing this situation and solutions for removing such barriers and reducing the rent burdened households in the city.</p> <ul style="list-style-type: none">This public meeting is tentatively scheduled to be held on November 28, 2018.																												
67	New Item September 18, 2018	Housing Needs Analysis (HNA)	<ul style="list-style-type: none">As the City of La Grande was identified as being a severely rent burdened city, we qualified for a State funded project to conduct a Housing Needs Analysis (HNA). This analysis will be conducted by a consultant contracted by the State and which will update a portion of the City’s Goal 10 Chapter of the La Grande Comprehensive Plan. The HNA is scheduled to begin by mid-October and will inventory the City’s housing stock to include housing associated with homeless, low income, elderly, handicapped, as well and moderate and high income.This project is the first phase of what may be two or three phases. The results of the HNA will be comprehensive housing analysis that will identify the surpluses and deficits in La Grande’s housing stock. This analysis will support the next phase which will be to develop a strategic plan that includes possible solutions for satisfying the various housing needs within the City. The third phase would be to implement strategic plan elements.	Planning																											
68	Updated September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																											
69	Updated September 7, 2018	Detective Division abuse statistics and street crimes <i>The abuse cases are mostly DHS referred cases and not all of them require further investigation</i>	<table><tr><td></td><td>August 2018</td><td></td></tr><tr><td>Physical Abuse cases</td><td>3</td><td></td></tr><tr><td>Sexual Abuse cases</td><td>5</td><td></td></tr><tr><td>Neglect cases (also includes children exposed to drug activity and dirty homes)</td><td>16</td><td></td></tr><tr><td>Domestic Violence</td><td>1</td><td></td></tr><tr><td>Total number of child abuse cases</td><td>25</td><td></td></tr><tr><td>Total number of Senior and People with disabilities reports</td><td>1</td><td></td></tr><tr><td>Total number of Domestic Violence and SART cases</td><td>2</td><td></td></tr><tr><td>Total number of Death Cases</td><td>0</td><td></td></tr></table>		August 2018		Physical Abuse cases	3		Sexual Abuse cases	5		Neglect cases (also includes children exposed to drug activity and dirty homes)	16		Domestic Violence	1		Total number of child abuse cases	25		Total number of Senior and People with disabilities reports	1		Total number of Domestic Violence and SART cases	2		Total number of Death Cases	0		Police
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70	Updated September 7, 2018	Communications Division Statistics	<table><tr><td></td><td>July 2018</td><td></td></tr><tr><td>Traffic/Air</td><td>446</td><td></td></tr><tr><td>All Calls</td><td>2056</td><td></td></tr><tr><td>Legitimate 911 calls for service</td><td>443</td><td></td></tr><tr><td>Case Reports LGPD/UCSO</td><td>205</td><td></td></tr></table>		July 2018		Traffic/Air	446		All Calls	2056		Legitimate 911 calls for service	443		Case Reports LGPD/UCSO	205		Police												
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71	Updated September 12, 2018	Training August 2018	OPERATIONS TRAINING: <ul style="list-style-type: none">The SWAT team had a four-hour block of training each month.Three Officers attended the Armorers course hosted by the LGPD.One Officer attended the Eastern Oregon	Police/Comm																											

Item	Date of Change in Status	Item	Comments		Department
			Regional Training in Pendleton COMMUNICATIONS TRAINING: <ul style="list-style-type: none">One new dispatcher completed the Basic Telecommunicator training and EMD training in Salem		
72	Updated September 7, 2018	Crime Statistics- These are the most recent stats available from the state. The state historically lags well behind on reports.	Type of Crime	Feb 2018	Police
			Crimes against persons <i>(assaults, robbery, sex crimes)</i>	4	
			Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i>	26	
			Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i>	13	
			Traffic Crimes <i>(DWS, Hit & Run, eluding, reckless driving)</i>	UTL	
73	Updated August 31, 2018	Beaver Creek Fish Passage	Contractor has completed the final walk through inspection and received final payment for the project. Staff is in the process of completing the final reporting requirements for the grant funding sources, and anticipates have the project completely closed out by the end of September. The grants will require some additional monitoring and reporting for the next few years.		Public Works
74	Updated September 1, 2018	Jefferson Street Truck Route	This project is on hold until funding is acquired. In the new STIP cycle, the grant funding model has been updated. The updated model does appear to be favorable for the truck route project, and staff will be working with ODOT to submit an application for the next cycle.		Public Works
75	Updated September 1, 2018	2018-19 Street User Fee Projects	<ul style="list-style-type: none">The grind and inlay project that has been developed for Cove Avenue from Island Avenue to Portland Street and Washington Avenue from Island Avenue to 16th Street has been bid and awarded to High Desert Aggregate and Paving. A project schedule has not been determined, but it is anticipated that the work will be completed in the Spring of 2019The reconstruction project for 5th Street from L Avenue to N Avenue and Penn Avenue from 3rd Street to 4th Street has been completed and final invoicing has been submitted by the contractor. Project is on schedule to be closed out by the end of September.		Public Works
76	Updated September 1, 2018	Street Maintenance	Crews are utilizing down time between sewer taps and capital projects to complete street maintenance throughout town. Crews have completed a multitude of maintenance activities including filling potholes, crack sealing, and multiple chip seals.		Public Works
77	Updated September 13, 2018	Chlorine Contact Basin Building Construction	The building has been erected and the contractor has achieved substantial completion. A final completion punch list was provided to the contractor to close out the project, and it is anticipated that they will finish well in advance of the October 31 st deadline.		Public Works
78	Updated September 1, 2018	Wastewater Treatment Plant Screening Facility	The procurement contract was awarded to JWC Environmental, who has submitted the specifications package for review. The screening facility was designed		Public Works

Item	Date of Change in Status	Item	Comments	Department
			to be placed directly into the existing headworks vault, and will be placed by Public Works Staff. The equipment is anticipated to be on site by the end of the calendar year.	
79	Updated September 5, 2018	Procure new Sewer Mainline TV Inspection Van	A bid opening was held on September 5, 2018, and three (3) bids were received on supplying a new van with inspection equipment. The bids are under review by Staff, who anticipates making a decision in time to award the contract at the October Council Meeting.	Public Works
80	Updated September 14, 2018	County Airport Sewer Agreement/Project	The lift station structure has been installed and all of the underground piping is in place. The submittal for the internal controls and equipment for the lift station has been submitted and approved and the contractor is waiting for the materials to arrive. The project is anticipated to be completed by the middle of October and the new lift station put into service.	Public Works
81	Updated September 13, 2018	Assistant Public Works Director Job Description and Recruitment	This job description is being updated by Public Works Staff. It is anticipated that recruitment to fill the position will begin soon.	Public Works
82	Updated September 1, 2018	2018-2019 CIPP Project (Sewer Collection)	A list of lines to be included has been collected and Public Works Staff is currently putting together the bidding documents for the project.	Public Works
83	Updated September 1, 2018	Water Meter Reading System	System infrastructure has been installed and is up and running. PW Crews are working on replacing water meters throughout town in between maintenance and capital projects.	Public Works
84	Updated September 10, 2018	Change pontoons on Aerators at WWTP	PW Staff is in the process of changing out the pontoons on the aerators in the WWTP Pond #1. The pontoons have reached their serviceable life and are beginning to show signs of possible failure. Staff anticipates having all the pontoons changed out by the end of October.	Public Works
85	No Change September 1, 2018	Public Works Superintendent Job Description Revision	These job descriptions are being updated and are under review by City Manager Staff.	Public Works
86	Update August 31, 2018	Safe Route to Schools Grant	City Staff submitted the required Letter of Intent to submit a grant application for the Safe Route to Schools program. A new sidewalk that would extend from Central Elementary School to Sunset Drive is the center piece of the application. Grant application is due in October with awards expected in January of 2019.	Public Works
87	Update August 31, 2018	Water System Optimization Cohort	The City was invited to participate in the Columbia Basin Water System Optimization Cohort by BPA. The intent of the Cohort is to analyze our water distribution system in an attempt to identify any areas or projects that could optimize the City's power consumption. Working with OTEC and our water system consultant (Anderson Perry), the process is intended to take around 1 year and will result in a rebate check to the City to reflect the power savings resulting from the study. Power savings are based off three previous year's power usage, and will focus only on the Water production/distribution system.	Public Works
88	Updated September 25, 2018	Central School Parking	The PTSSMAC met on August 13, 2018 and provided three recommendations for the parking situation at Central School. The first recommendation for a four way stop at the intersection of I Avenue and 2 nd Street was approved and implemented. The recommendation of a residential parking zone on H Avenue from Sunset Drive	Public Works

Item	Date of Change in Status	Item	Comments	Department
			to 3 rd Street was approved and implemented. A final recommendation on converting the previous bus drop off area into 15-minute parking was made to approve this and the City Manager approved it as well.	
89	Updated August 13, 2018	PTSSMAC Recommendations	The PTSSMAC met on August 13, 2018 and in addition to the three (3) recommendations provided for the Central School parking area, two (2) additional recommendations were made. The request for a four-way stop being placed on the intersection of 12 th Street and Gekeler Avenue was recommended to be declined. Due to the large disparity in traffic volumes between the two roadways, the implementation of a four-way stop would likely cause more problems than it would alleviate. The second recommendation was to install stop signs at the intersection of Division Avenue and Umatilla Street was approved and implemented.	Public Works
90	Updated August 27, 2018	Diagonal Parking Request	The City received a request to convert existing parallel parking to diagonal parking in an effort to create additional spaces on Washington at 4 th . Staff met with David Baum at the site of the proposed diagonal parking to discuss what project would entail. Staff reviewed the need to remove the planter strip (including trees that would need to be coordinated with the Urban Forester), move a water meter, move a guy wire for a power pole, and deal with some storm drainage issues. David indicated that it was his intention to pay for all of the improvements, and seek reimbursement through Economic Development; Staff indicated that would need to coordinate through Christine. Staff will work on developing a plan and cost estimate for David, to review if project is feasible.	Public Works
91	Updated September 14, 2018	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	The annual Sidewalk LID program sent out approximately 170 letters in Region 5 this year and has received approximately ten (10) requests for estimates. The City Wide Concrete Contractor is in process of completing these projects. We will be accepting requests for estimates through October 1 st , and anticipate receiving a few more before the cutoff date.	Public Works