



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated January 22, 2019	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. The annual audit was completed on time.	City Manager
2	Updated December 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"> Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. Working with new property owners of Lottes Building to identify potential businesses for the space. Ensuring that they are working with Planning and Building Dept. Working with downtown property owner to research options for financing of historic property restoration and linking property owner with federal and state resources. Work is continuing on first floor expansion of local business that has not announced. Team Oregon set strategy and visit preferences for outbound site visit in February 2019. Met with Business Oregon representative to discuss potential project development. Met with OTEC and Public Works to discuss development potential and a system for creating proposals, as well as marketing. Conducted two project planning meetings with EOU representatives. Began preparation of materials for Agency Budget Retreat. Working with the La Grande School District on Business Retention activities. Continuing conversation with community 	Economic Development

December 2018

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

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			<p>development departments including Economic Development, Planning, Building and Public Works to streamline processes and provide enhanced customer service.</p> <p><u>Retail Development Project:</u></p> <ul style="list-style-type: none"> • Another business from the list is STILL in property negotiation phase. • Attended Buxton sponsored webinar on “How to Recruit Franchisees.” • Met with ODOT to discuss potential impacts and options. • Received additional suggestion from Buxton for recruitment for JC Penny Building. • Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. • Working with local property owners 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.” • Chair, LGMSD Design Committee and facilitated creation of project list. • Assisted in planning for holiday parade. • Work with Main Street for implementation of the Façade Grant Program. <p><u>Entrepreneur Center/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> • Staff Ignite on Tuesdays and Thursdays. • Met with two potential new Ignite members. • Conducted in-depth meetings and review of Buxton data with three clients. • Working with start-up business on marketing for Ignite. • Set-up Ignite for use by La Grande Philly Trip Group and continued working with them on implementation of National Lemonade Day project. • Conducted grant administration activities for the Community Development Block Grant for NEOEDD to provide service delivery. • Continue to network with other innovation centers and research trends in economic development and the rise of entrepreneurship as a major cornerstone of comprehensive economic development 	

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			<p>strategy.</p> <p>Urban Renewal Programs:</p> <ul style="list-style-type: none"> Conducted site visits to: Steve West's project which will close out in January 2019. Conducted site visit to Kehr Chiropractic. Met with 4 businesses at least twice each regarding potential Call for Projects applications. Met with another business regarding loan. Continued working with CFP awardees regarding project questions and funding. 	
3	Updated January 29, 2019	Quiet Zone: Develop a funding recommendation for City Council for the creation of a whistle free zone.	<p>FRA is reviewing our application and requested additional information. We have provided updated inventory forms to FRA with copies to UPRR and ODOT Rail. It is unclear what impact the Federal shutdown may have on our application.</p> <p>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.</p>	City Manager
4	No Change 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 January 29, 2019	Develop a Long-Term Vision for the City of La Grande	During the annual Retreat the City Council indicated a desire to postpone this item.	City Manager

2018 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

As of January 25, 2019

2019

Tuesday, January 1	HOLIDAY
Monday, January 7	WORK SESSION Audit Report
Wednesday, January 9	REGULAR SESSION
Monday, January 21	HOLIDAY
Tuesday/Wednesday, January 22 & 23	RETREAT
Wednesday, February 6	REGULAR SESSION
Monday, February 11	WORK SESSION Economic Development Strategy/Call for Projects
Monday, February 18	HOLIDAY
Monday, February 25	WORK SESSION TBD
Wednesday, March 6	REGULAR SESSION
Monday, March 11	WORK SESSION TBD
Monday, March 18	WORK SESSION TBD
Wednesday, April 3	REGULAR SESSION
Monday, April 8	WORK SESSION TBD
Monday, April 22	WORK SESSION TBD
Wednesday, May 1	REGULAR SESSION
Monday, May 6 – Thursday, May 9	BUDGET HEARINGS
Monday, May 20	SPECIAL SESSION Council/URAC Joint Session – Call for Projects
Monday, May 27	HOLIDAY

December 2018

Wednesday, June 5	HEARING TO ADOPT BUDGET and REGULAR SESSION
Monday, July 4	HOLIDAY
Wednesday, July 10	REGULAR SESSION
Wednesday, August 7	REGULAR SESSION
Monday, September 2	HOLIDAY
Wednesday, September 4	REGULAR SESSION
Monday, September 9	WORK SESSION TBD
Monday, September 23	WORK SESSION TBD
September 26 – 28 LOC Annual Conference	
Wednesday, October 2	REGULAR SESSION
Monday, October 21	WORK SESSION TBD
Wednesday, November 6	REGULAR SESSION
Monday, November 11	HOLIDAY
Monday, November 18	WORK SESSION TBD
Thursday & Friday, November 28 & 29	HOLIDAY
Wednesday, December 4	REGULAR SESSION
Wednesday, December 11	- HOLIDAY OPEN HOUSE (4:30 – 6:00)
Wednesday, December 25 <u>2020</u>	HOLIDAY
Wednesday, January 1	HOLIDAY
Wednesday, January 8	REGULAR SESSION
Monday/Tuesday, January 27 & 28	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*

December 2018

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

Item	Date of Change in Status	Item	Comments	Department
1	Updated January 29, 2019	Monthly activity (November & December)	Nov. & Dec. 2018-2019 Stats	Building
			Permit Type	
			Total Permits	
			Total Fees	
			City of La Grande Building	
			21	
			\$8,412.71	
			Union County Bldg.	
			20	
			\$15,903.00	
			City of La Grande MFH	
			2	
			\$495.00	
			Union County MFH	
			1	
			\$450.00	
			City of La Grande Mechanical	
			29	
			\$2,447.00	
			Union County Mechanical	
			38	
			\$3,530.00	
			City of La Grande Plumbing	
			16	
			\$2,133.20	
			Union County Plumbing	
			11	
			\$2,221.50	
			City of La Grande Electrical	
			32	
			\$3,664.00	
			Union County Electrical	
			39	
			\$5044.00	
			City of La Grande Demolition	
			2	
			\$335.00	
			Union County Demolition	
			0	
			\$0.00	
			TOTALS	
			211	
			\$44,635.41	
2	Updated January 29, 2019	Year to Date Activity	Year to Date 2018-2019 Stats	Building
			Permit Type	
			Total Permits	
			Total Fees	
			City of La Grande Building	
			85	
			\$64,575.51	
			Union County Bldg.	
			78	
			\$62,528.20	
			City of La Grande MFH	
			4	
			\$1,395.00	
			Union County MFH	
			10	
			\$4,500.00	
			City of La Grande Mechanical	
			107	
			\$10,359.00	
			Union County Mechanical	
			133	
			\$12,790.00	
			City of La Grande Plumbing	
			65	
			\$10,553.95	
			Union County Plumbing	
			38	
			\$8,026.50	
			City of La Grande Electrical	
			117	
			\$15,140.50	
			Union County Electrical	
			168	
			\$16886.11	
			City of La Grande Demolition	
			4	
			\$430.00	
			Union County Demolition	
			1	
			\$95.00	
			TOTALS	
			810	
			\$207,279.77	
3	Completed December 1, 2018	Electrical/Specialty Codes Inspector III	The Building Department has filled the full time Electrical/Specialty Codes Inspector III position and he is currently in training to become a multi-certified inspector. Please help us welcome Bud Hill to our crew.	Building
4	Updated January 29, 2019	Utility Licensing Fee Ordinance	Met with OTEC and Avista regarding final draft and will be conferring with legal Counsel on minor language. This should be ready for a first reading at the March City Council Meeting.	City Manager
5	Updated January 29, 2019	OTEC Franchise Agreement Renewal	Draft language has been finalized. This should be ready for a first reading at the March City Council Meeting. Both the Utility Licensing Fee Ordinance and new Franchise Agreement for consideration at the same time.	City Manager
6	No Change	Personnel	Draft policy has been developed. Need to review with	City Manager

Item	Date of Change in Status	Item	Comments	Department
	September 18, 2018	Policy/Employee Handbook Update	Directors and then work with bargaining groups prior to adoption.	
7	Updated January 29, 2019	Market Place Family Foods Agreement Amendment	<p>The most recent information is the new operators intend to reopen in March of 2019.</p> <p>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.</p>	District Manager
8	No Change 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
9	Updated January 29, 2019	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 support for becoming a party to the agreement in this limited role and will take action on this request at the February 2019, Council meeting.	City Manager
10	No Change 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
11	No Change 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
12	Updated January 29, 2019	Police Building	During the Council Retreat the need for addressing the situation with the Police Department was discussed. Recently improvements to the building and increased maintenance efforts have helped with the situation, but	City Manager

Item	Date of Change in Status	Item	Comments	Department																										
			the need for a permanent solution remains. Staff will work on potential solutions as part of an overall capital improvement strategy for the City’s General Fund.																											
13	No Change 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																										
14	No Change 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																										
15	Updated January 29, 2019	Audit Agreement	Staff is requesting Council approval of an extension of the agreement for audit services at the February 2019 meeting.	City Manager																										
16	No Change 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																										
17	Updated January 29, 2019	B2H	Staff from the City and Union County met with representatives of Idaho Power to discuss mitigation should the Boardman to Hemmingway (B2H) application be approved. Idaho Power will provide proposed language for possible mitigation for consideration. ODOE has deemed Idaho Power’s application complete and the City provided comments on the application in November reinforcing the City’s stated concerns.	City Manager																										
18	No Change November 20, 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. We have received updated authorizations from employees. Additionally, there are other aspects of the Ruling that will require modifications to the current Collective Bargaining Agreements which we will do by Memorandum. Once we have the Memorandums completed, the City Council will be asked to approve them.	City Manager																										
19	Updated January 30, 2019	Advisory Commission Vacancies	The following table outlines the existing vacancies. <table><tr><th>Advisory Commission</th><th>Vacancies</th></tr><tr><td>Air Quality</td><td>7/7</td></tr><tr><td>Arts</td><td>4/7</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>2/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>0/7</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>2/2</td></tr><tr><td>Urban Renewal</td><td>3/7</td></tr></table>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	4/7	Building Board of Appeals	4/5	Budget Committee	0/7	Community Landscape/Forestry	0/7	Landmarks	2/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	0/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	2/2	Urban Renewal	3/7	City Recorder
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20	Updated for December 2018	URA projects fund updates Fiscal YTD	2018 Call for Projects	Economic Development																														
			<table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Valley Vet</td><td>401 Adams</td><td>Structural Upgrades</td><td>\$35,000 award</td><td>Not started yet</td></tr><tr><td>Kehr</td><td>1802 4th Street</td><td>New Crossfit</td><td>\$50,000 award \$25,000 Remaining</td><td>Near Completion</td></tr><tr><td>LT Dev</td><td>1012 Adams</td><td>Restoration</td><td>\$50,000 Award</td><td>In process</td></tr><tr><td>Texaco</td><td>1508 Adams</td><td>Retro Suit</td><td>\$50,000 award</td><td>Not started</td></tr><tr><td>Direct Music</td><td>1206 Adams</td><td>Store Exp.</td><td>\$15,000 award</td><td>Not started</td></tr></table>		Business	Address	Project	Funds	Status	Valley Vet	401 Adams	Structural Upgrades	\$35,000 award	Not started yet	Kehr	1802 4 th Street	New Crossfit	\$50,000 award \$25,000 Remaining	Near Completion	LT Dev	1012 Adams	Restoration	\$50,000 Award	In process	Texaco	1508 Adams	Retro Suit	\$50,000 award	Not started	Direct Music	1206 Adams	Store Exp.	\$15,000 award	Not started
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			<table><tr><td>Electronic Utility Payments Received</td><td>2,355</td><td>12,990</td></tr><tr><td># of NSF checks the City received:</td><td>4</td><td>33</td></tr><tr><td colspan="3">(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)</td></tr></table>	Electronic Utility Payments Received	2,355	12,990	# of NSF checks the City received:	4	33	(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)			
Electronic Utility Payments Received	2,355	12,990											
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(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)													
25	No change, October 1, 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									
26	Completed December 31, 2018	Audit	The auditors completed their annual field work in preparation of the annual audit. On track for December 31 deadline.	Finance									
27	No change, November 2, 2018	Springbrook Software access updates to include more employees and departments	Access is being created by groups which is a new concept to the current access set up which is for Finance only. Allowing access to department personnel will allow each department to view real time information and give the ability to print reports for themselves as needed. There will be education provided to departments on how to use.	Finance									
28	Updated January 9, 2019	Response Statistics	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none">Total Calls: 1510Medical: 1195Fires/Other: 315 <u>December 2018 Response statistics:</u> <ul style="list-style-type: none">Total Calls: 216Medical: 161Fires/Other: 55 (Responses in City and Mutual Aid) The totals: January 1, 2018-January 1, 2019 = 2981 Total Runs (includes Fire and EMS)	Fire									
29	Updated January 9, 2019	Fire Code Inspections/Fire Prevention Activities/Pre-fire Walk Through	Year to date: July 1, 2018 – December 31, 2018 <ul style="list-style-type: none">Inspections/Activities: 15Plan Reviews: 11Building Walk Throughs: 9 <u>December 2018</u> <ul style="list-style-type: none">Inspections/Activities: 1Plan Reviews: 2 Building Walk Throughs: 1	Fire									
30	No Change January 9, 2019	Juvenile Fire Setter	<ul style="list-style-type: none">0 - Intervention(s) conducted	Fire									
31	Updated January 9, 2019	Wildland Fire Interface Report to City Council	We have a scheduled meeting for January 16, 2019. The discussion will involve: city departments, county representatives, emergency management, ODF, others..	Fire									
32	Updated January 9, 2019	Child Safety Seat Installations and Bicycle Helmets	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none">(15) Families instructed in proper car seat installation with,(9) being provided with reduced price child safety seats.(2) Families instructed in proper bicycle helmet use with,(2) bike helmets being provided. <u>December 2018</u> <ul style="list-style-type: none">(1) Families instructed in proper car seat installation with,(1) being provided with reduced price child safety seats.	Fire									

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> (0) Families instructed in proper bicycle helmet use with, (0) bike helmets being provided. 	
33	Updated January 9, 2019	Multi-Disciplinary Team Meeting	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none"> Participated in (3) Multi-Disciplinary Team meetings. <u>December 2018</u> <ul style="list-style-type: none"> Participated in (1) Multi-Disciplinary Team meetings. 	Fire
34	Updated January 9, 2019	Traffic School	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none"> (61) Students at a revenue of: \$ 2200.00 <u>December 2018-(13) \$650.00 revenue</u>	Fire
35	No Change January 9, 2019	Hazard Reduction, Weed/Tall Grass Complaints	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none"> (15) weed complaints were received and investigated. (9) cleared by owners, properties have been cleared using City contractors. December 2018: (0) 	Fire
36	Updated January 9, 2019	Station Tours	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none"> (26) Station tours given/ with 91 total people. <u>November 2018</u> <u>(5) Station tours given/ with 14 total people.</u>	Fire
37	Updated January 9, 2019	PR Events	Year to date: July 1, 2018 - December 31, 2018 <ul style="list-style-type: none"> (13) PR Events conducted <u>December 2018 (2)</u> 	Fire
38	Updated January 9, 2019	Ambulance Purchase	<u>December 2018</u> <ul style="list-style-type: none"> We were given approval by council to purchase a new ambulance. Build time is 240 days, approximately. We are meeting for a pre-build on October 9, 2018 Prebuild changes completed. Chassis has arrived at build site; Box construction has begun. 	Fire
39	Updated January 9, 2019	Apparatus AFG Grant	<ul style="list-style-type: none"> We have retained an AFG grant writer and have started the information gathering for the 2018/2019 process. We have revised and submitted our grant to AFG. 	Fire
40	Updated January 22, 2019	Personnel File Audit	<ul style="list-style-type: none"> Audit Personnel Files and move documents to appropriate files to separate confidential information per CIS guidance. To be completed on December 1, 2018 <ul style="list-style-type: none"> Completed – November 14, 2018 	Human Resources
41	Updated January 22, 2019	Employee Performance Evaluations	<ul style="list-style-type: none"> Update list and send out email to Director's on evaluations that need to be completed To be completed on December 1, 2018 Completed – December 3, 2018 	Human Resources
42	Updated January 22, 2019	Current Recruitments	<ul style="list-style-type: none"> PD completing backgrounds Telecommunications Tech. I – 3 positions Filled 2 positions Police Officer – 1 Position Finance Tech.I/Receptionist – 1 PT Position Applications are being reviewed Administrative 	Human Resources

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			Assistant – City Manager - Completed Filled position on 11-14-2018																																					
43	No Change October 12, 2018	Literacy Center	We opened in mid-September; faithful volunteers are helping Myra serve. Beginning of school always fewer attending as families concentrate on new situations and responsibilities. We will have EOU students working with us and the students beginning October. This is a second professor making use of our opportunities. As LG school teachers begin to become more familiar with their students, we will normally begin getting more referrals. Literacy center hours are Tuesday, Wednesday, and Thursday, 2:30-4:30, drop-ins welcome.	Library																																				
44	Updated January 29, 2019	Page Turners Book Club	<ul style="list-style-type: none">No book club was held in December.	Library																																				
45	Updated January 29, 2019	Statistics	<table><tr><td>Current Month</td><td>Last Month</td><td></td></tr><tr><td>8,355</td><td>10,190</td><td>Circulation</td></tr><tr><td>7,957</td><td>12,148</td><td>Door count</td></tr><tr><td>17,240</td><td>17,168</td><td>Card holders</td></tr><tr><td>120</td><td>103</td><td>Overdue notices</td></tr><tr><td>1,531</td><td>1,561</td><td>Library2Go e-books & e-audio</td></tr><tr><td>6</td><td>12</td><td>Events in community room</td></tr><tr><td>30</td><td>63</td><td>Adult program attendance</td></tr><tr><td>211</td><td>381</td><td>Children’s program attendance</td></tr><tr><td>20</td><td>17</td><td>Teen program attendance</td></tr><tr><td>59</td><td>56</td><td>Volunteer hours</td></tr><tr><td>785</td><td>1,076</td><td>Total Sage ILL</td></tr></table>	Current Month	Last Month		8,355	10,190	Circulation	7,957	12,148	Door count	17,240	17,168	Card holders	120	103	Overdue notices	1,531	1,561	Library2Go e-books & e-audio	6	12	Events in community room	30	63	Adult program attendance	211	381	Children’s program attendance	20	17	Teen program attendance	59	56	Volunteer hours	785	1,076	Total Sage ILL	Library
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46	Updated January 29, 2019	Children’s/Young Adults	<p>New children’s clubs are Tuesdays from 3:00-4:00 pm. Designed for ages 5-12, Yoga Club is the first Tuesday of each month, LEGO Club the second Tuesday, and Art Club the third Tuesday.</p> <p>Toddler Time is Mondays, at 10:20 am in the Community Room. Children ages fourteen months to four years and their caregivers are invited to sing, dance, and play at this weekly event.</p> <p>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> <p>Children ages newborn to five may be signed up for the Dolly Parton Imagination Library online or at the library. Participants receive a free book in the mail each month through their fifth birthday.</p> <p>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.</p> <p>Teen Writing Circle continued to meet in</p>	Library																																				

Item	Date of Change in Status	Item	Comments	Department
			December. iCraft made Drippy Paint Ornaments Book clubs met the first Thursday of the month, 3:30 pm for middle school club, 4:30 pm for the high school club.	
47	Updated January 29, 2019	Adult Programs	<p>Our Tree of Giving was very popular again this year. Legacy Ford kindly offered to purchase Christmas gifts for any children whose ornaments were not selected by the public. This ensured that all the children received gifts.</p> <p>We collected an additional tub of canned food from last year's count during Food for Fines which ran in November and December.</p> <p>As we repair portions of the library roof, we find that the leaks move on to new areas. The latest is in the magazine reading area. The roof is under warranty until March 2021. We will continue to use Upson out of Boise to repair the roof with Dow picking up the cost under the warranty until then.</p> <p>One half of the lights at the circulation desk have gone out. We have had an electrician in and will likely need to replace the entire fixture. The foreign film in December was a screening of the Mali film "<i>Kabala</i>." A young man returns to his village at a time when the village's survival is at risk due to an epidemic.</p>	Library
48	Updated January 28, 2019	Parks Maintenance Update	<ul style="list-style-type: none"> Continue to monitor and dump downtown garbage cans. Staff prepared the office floor for new flooring installation. Staff sanded and refurbished picnic table boards to be reinstalled in parks this spring. Assisted contractors with concession project support. <p>Snow removal.</p>	Parks & Rec-Maintenance
49	Updated January 23, 2019	Recreation Center	<ul style="list-style-type: none"> The citizens committee met in late November to brainstorm committee assignments including; 1)Education & Outreach, 2)Fundraising, and 3)Logistics. The committee met again in January and agreed to focus on a vision for the facility including four key areas; 1)Community Wellness, 2)Sports with flexible space, 3)Location is a part of the vision, 4)Dedicated program space. Next meeting scheduled for February. 	Parks & Rec-Admin
50	Updated January 23, 2019	Hydroflask Grant – Sunnyhill Park Playground	<ul style="list-style-type: none"> Staff received notification that our application for a \$15,000 grant through the Hydroflask Foundation was unsuccessful. Funds would have been used to replace the playground at Sunnyhill Park. 	Parks & Rec-Admin
51	No Change November 16, 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 	Parks & Rec-Admin

Item	Date of Change in Status	Item	Comments	Department															
			<p>of the easement resulting in conflicts. By transferring the property this should resolve the conflicts.</p> <ul style="list-style-type: none">Staff received lot line adjustment descriptions October 11th and after reviewing the documents have proposed the owner move the fence where the setback is required behind one of his buildings. Waiting to hear back from City Attorney.																
52	Updated January 24, 2019	Pioneer Park Concessions Grant	<ul style="list-style-type: none">After the building was demolished, the new slab has been poured and plumbing connected to the building.	Parks & Rec-Admin															
53	Updated January 24, 2019	Pool Statistics	<table><tr><td></td><td><u>FY 17-18</u> <u>(thru Dec.)</u></td><td><u>FY 18-19</u> <u>(thru Dec.)</u></td></tr><tr><td>ATTENDANCE</td><td>2832</td><td>3829</td></tr><tr><td>FY TO DATE</td><td>18271</td><td>19268</td></tr><tr><td>REVENUE</td><td>\$9,352</td><td>\$7,908</td></tr><tr><td>FY TO DATE</td><td>\$78,383</td><td>\$83,680</td></tr></table>		<u>FY 17-18</u> <u>(thru Dec.)</u>	<u>FY 18-19</u> <u>(thru Dec.)</u>	ATTENDANCE	2832	3829	FY TO DATE	18271	19268	REVENUE	\$9,352	\$7,908	FY TO DATE	\$78,383	\$83,680	Parks & Rec-Aquatics
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54	Updated January 24, 2019	Pool Update	<ul style="list-style-type: none">December 15th the La Grande High School meet had 83 swimmers participate.Held Dive in movie night showing <i>Nightmare Before Christmas</i> on December 7 with 54 participants.Our first kayak class ended on December 12 and had positive feedback.A Neverland Peter Pan theme event is scheduled for January as well as customer appreciation day.Greenwood and Island City school swim lessons will run for two weeks starting in February.We have the high school - district swim meet this year which will be held on February 8 & 9.Our TV will be installed in the pool's natatorium with the purpose of selling advertisements as well as upcoming program updates.We are adding a High intensity aqua aerobics class in March which will run M/W/F from 6:00 a.m. to 7:00 a.m.Also starting in March will be our spring Lifeguard Training Class.Staff have begun working with local businesses to make sure the pool is listed in their employee wellness packets and billing some businesses directly for their employee's membership at the pool. Memberships continue to be a huge revenue stream for the pool.	Parks & Rec-Aquatics															
55	Updated January 24, 2019	Pool Maintenance	<ul style="list-style-type: none">Simplex was in to fix a smoke detector on our fire system and staff changed a leaking dial on filter #8.	Parks & Rec-Aquatics															
56	Updated January 29, 2019	Recreation Program Update	<ul style="list-style-type: none">Currently taking registrations for youth basketball and registration seems to be up from last year. Our biggest challenge continues to be gym space and gym time. Registration numbers will be released in the January edition of this report.The new activity guide is out! Some highlights	Parks & Rec-Recreation															

Item	Date of Change in Status	Item	Comments	Department																												
			<div>for upcoming Winter/Spring Season<ul style="list-style-type: none">o Youth Basketballo Pee Wee Soccer Leagueo Adult Basketball Leagueo Mother Son Gym Jamo Spring Break Campo 2 New Escape Rooms!<ul style="list-style-type: none">▪ Down the Rabbit Hole▪ Sherlocked in<ul style="list-style-type: none">• We are also trying a new program called “Excursions” where we offer transportation and tickets to some regional attractions. They include:<ul style="list-style-type: none">o Zoo/OMSIo Ice Skating in Pendletono Blazers Gameo Tri-Cities Americans Game• Mariners Game</div>																													
57	Updated January 24, 2019	Urban Forestry Update	<ul style="list-style-type: none">• Responded to 20 questions/concerns from the community regarding the 2018-19 street tree pruning program, street tree removal permits, tree health evaluations and risk assessments, tree vandalism and legal regress, and the Green Legacy Hiroshima project.• Submitted the applications for the 2018 Tree City USA certification and Growth Award to the Oregon Community Assistance Forester. Growth Award activities included the tree planting project at Arts Center East and the addition of a full time Urban Forester.<ul style="list-style-type: none">o Completed the Community Forestry Manual including the updated recommended street tree list.	Parks & Rec- Urban Forestry																												
58	Updated January 24, 2019	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">• The street tree inventory data collection is complete. Urban Forest Metrix is compiling the data to tie the GIS information to street addresses.	Parks & Rec- Urban Forestry																												
59	New Item January 24, 2019	Wildland Urban Interface Education and Outreach	<ul style="list-style-type: none">• The Community Landscape and Forestry Commission (CLFC) has been brainstorming ways to educate the community, especially on the south and west sides of town of not only the danger of wildfire affecting them, but also ways to improve their properties to prevent fire. The CLFC plans to schedule a meeting in January with first responders, emergency planners, and other community volunteers to advance their efforts.	Parks & Rec- Urban Forestry																												
60	Updated January 24, 2019	December Urban Forestry Statistics	<table><tr><td>July 1, 2018 – June 2019 (thru December)</td><td>October</td><td>YTD</td><td>Parks & Rec- Urban Forestry</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>36</td><td>4264</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>9</td><td>4264</td></tr><tr><td>Street Trees Removed</td><td>0</td><td>21</td><td>4264</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>15</td><td>4264</td></tr><tr><td>Street Trees Pruned</td><td>103</td><td>341</td><td>4264</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>51</td><td>4264</td></tr></table>	July 1, 2018 – June 2019 (thru December)	October	YTD	Parks & Rec- Urban Forestry	Street Trees Planted	0	36	4264	Park Trees Planted	0	9	4264	Street Trees Removed	0	21	4264	Park Trees Removed	0	15	4264	Street Trees Pruned	103	341	4264	Park Trees Pruned	0	51	4264	
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Item	Date of Change in Status	Item	Comments	Department																																			
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61	Updated January 29, 2019	Calendar YTD Planning Statistics	<table> <tr> <th></th><th><u>OCT 2017</u></th><th><u>OCT 2018</u></th><th><u>FY 17-18</u></th><th><u>Current FY 18-19</u></th></tr> <tr> <td>Land Use Apps</td><td>2</td><td>1</td><td>41</td><td>22</td></tr> <tr> <td>Zoning Approvals</td><td>3</td><td>3</td><td>57</td><td>34</td></tr> <tr> <td>New Business Permits</td><td>3</td><td>3</td><td>26</td><td>11</td></tr> <tr> <td>Revenue (Land Use Fees)</td><td>\$125</td><td>\$75</td><td>\$8035</td><td>\$5590</td></tr> <tr> <td>Revenue (Zoning Approval)</td><td>\$75</td><td>\$50</td><td>\$1225</td><td>\$775</td></tr> <tr> <td>Revenue (Parks SDG)</td><td>\$1050</td><td>\$0</td><td>\$10,500</td><td>\$3150</td></tr> </table>		<u>OCT 2017</u>	<u>OCT 2018</u>	<u>FY 17-18</u>	<u>Current FY 18-19</u>	Land Use Apps	2	1	41	22	Zoning Approvals	3	3	57	34	New Business Permits	3	3	26	11	Revenue (Land Use Fees)	\$125	\$75	\$8035	\$5590	Revenue (Zoning Approval)	\$75	\$50	\$1225	\$775	Revenue (Parks SDG)	\$1050	\$0	\$10,500	\$3150	Planning
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62	Completed December 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 were presented to the Union County Planning Commission on October 22nd and to the Union County Board of Commissioners on November 7th. The process is now pending a second reading of the co-adopting Ordinance and final approval by the Union County Board of Commissioners which is schedule for December 5th. <p>Following co-adoption by Union County, the amendments will be sent to the State for final approval and acknowledgement, at which time the Code amendment process will be completed.</p>	Planning																																			
63	No Change September 18, 2018	2019 Sign Code Amendments	<p>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.</p> <p>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.</p>	Planning																																			
64	Completed November 2018	Rent Burdened City – Public Meeting	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	Planning																																			

Item	Date of Change in Status	Item	Comments	Department
			<p>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 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> <p>This public meeting is scheduled to be held on November 28, 2018, and meeting participants will include housing advocates or agency representatives from:</p> <ul style="list-style-type: none"> • NEOHA: Northeast Oregon Housing Authority • DHS: Department of Human Services • VA: Veteran Affairs • CCNO: Community Connection of NE Oregon • CARE: Community Access for Resources and Effectiveness • Eastern Oregon Head Start • Rental Association • 	
65	Updated January 29, 2019	Housing Needs Analysis (HNA)	<p>The City of La Grande was identified as being a severely rent burdened city, which qualified the City for a State funded project to conduct a Housing Needs Analysis (HNA). This analysis has commenced and is being conducted by FCS Group, which are consultants based in Lake Oswego. The conclusions of this analysis will be incorporated the City's Goal 10 (housing) Chapter of the La Grande Comprehensive Plan. The HNA will inventory the City's housing stock and identify the surpluses and deficits in the various housing types within the City.</p> <p>The project schedule anticipates completion around April 2019, at which time a joint work session is planned that will include the project management team (aka advisory committee), the Planning Commission and City Council. During this meeting the Consultant will present the conclusions of the Housing Needs Analysis and possible recommendations for moving forward. The date of this meeting will be determined as we get closer to project completion.</p> <p>This project is the first phase of what may be two or three phases. The next phase, subject to funding, will focus on developing 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.</p>	Planning
66	No Change September 18, 2018	Taylor Creek Floodplain Mapping	<ul style="list-style-type: none"> • Concurrently with the Gekeler Lane reconstruction project in 2008, a section of Taylor Creek between 16th Street and 20th Street was relocated to improve fish habitat and mitigate flooding issues. This creek relocation resulted in a significant change to the Taylor Creek floodplain, which at the time did not include a floodplain analysis in accordance with FEMA requirements. As a result, the Planning 	Planning/ Public Works

Item	Date of Change in Status	Item	Comments			Department
			Division and Public Works worked with the Army Corp. of Engineers (USACE) to conduct floodplain analysis so the City could pursue amendments to the FEMA floodplain maps. This analysis was completed in the Spring of 2018 and provided to Anderson-Perry and Associates to incorporate into the City’s Storm Water Management Plan. The next step in the process is to schedule a work session with the City Council to present and discuss the updated Storm Water Master Plan and changes to the floodplain. Subsequent to the work session, staff will begin the public hearing process for adopting the Storm Water Master Plan and submitting an application to FEMA for receiving new floodplain maps.			
67	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.			Police
68	Updated January 28, 2019	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> <i>Monthly cases reported are new cases.</i>		Dec. 18	YTD	Police
			Physical Abuse cases	12		
			Sexual Abuse cases	5		
			Neglect cases (also includes children exposed to drug activity and dirty homes)	14		
			Domestic Violence	3		
			Total number of child abuse cases	34	198 since June, 18	
			Total number of Senior and People with disabilities reports	0	7 since June, 18	
			Total number of Domestic Violence and SART cases	2	12 since June, 18	
			Total number of Death Cases	0	4 since June, 18	
			Miscellaneous Cases	1	13 since June, 18	
69	Updated January 28, 2019	Communications Division Statistics		Dec.-18	YTD	Police
			Traffic/Air	340	4740	
			All Calls	1886	24,418	
			Legitimate 911 calls for service	337	4344	
			Case Reports LGPD/UCSO	163	1972	
70	Updated January 28, 2019	December 2018 Training	OPERATIONS TRAINING: <ul style="list-style-type: none">The SWAT team had a four-hour block of training in DecemberOne Sergeant attended the tactical command operations course in Bend.One officer attended the basic background investigations course in Roseburg. COMMUNICATIONS TRAINING: No dispatch employees attended outside training during December.			Police/Comm
71	No Change December 11, 2018	Crime Statistics- These are the most	Type of Crime	Oct. 18	YTD	Police
			Crimes against persons	10	95	

Item	Date of Change in Status	Item	Comments	Department
		recent stats available from the state. The state historically lags well behind on reports.	<div>(assaults, robbery, sex crimes)</div> <div>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</div> <div>Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)</div> <div>Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)</div> <div>•</div>	
72	Updated January 16, 2019	Beaver Creek Fish Passage	<ul style="list-style-type: none"> The City, Anderson Perry & Assoc., and the Beaver Creek Fish Passage Project received an ACEC Grand award at the annual banquet. Only four (4) of these awards are given annually from 20+ significant engineering projects. 	Public Works
73	No Change 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
74	No Change October 12, 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 2019 <p>The reconstruction project for 5th Street from L Avenue to N Avenue and Penn Avenue from 3rd Street to 4th Street has been completed and closed out.</p>	Public Works
75	No Change September 1, 2018	Street Maintenance	<ul style="list-style-type: none"> 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
76	Updated January 11, 2019	Wastewater Treatment Plant Screening Facility	<ul style="list-style-type: none"> The screen facility and associated equipment has arrived on site and is being stored at the WWTP. With the current weather forecast, staff at the treatment plant will begin the required utility and concrete work to install the screen in March. 	Public Works
77	Updated January 11, 2019	Procure new Sewer Mainline TV Inspection Van	The order for the vehicle was placed and delivery is anticipated for late January or early February.	Public Works
78	Updated January 11, 2019	County Airport Sewer Agreement/Project	Working in conjunction with Priority One and Frontier, the City was able to install phone service to the lift station site. With completion of this task, the facility is fully operational and functioning as intended.	Public Works
79	No Change 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
80	No Change	2018-2019 CIPP	Project documents have been completed and are	Public Works

Item	Date of Change in Status	Item	Comments	Department
	December 10, 2018	Project (Sewer Collection)	scheduled to be released on December 19 th . A Bid opening date of January 23 rd has been set, and will be presented to council at the February meeting.	
81	No Change 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
82	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
83	Updated January 17, 2019	Safe Route to Schools Grant	The City was awarded a grant for \$140,000 to construct a sidewalk along the northern side of H Avenue. Preliminary design work has begun and a meeting with the School District will be set up this month.	Public Works
84	Updated December 10, 2018	Water System Optimization Cohort	City Staff attended work shop #2 in Tri Cites on December 5 th . During this work shop the team worked on technical aspects of the water distribution system, and scheduled for the “treasure hunt.” During this event the findings of the data/modeling investigation will be relayed to staff during a site visit. The treasure hunt is scheduled for February 20 th .	Public Works
85	No Change October 12, 2018	Diagonal Parking Request	Due to weather and other considerations this project will not be pursued until the spring of 2019. In the meantime, City staff will work to determine the requirements of the project and relay them to the contractor who has been retained to complete the project.	Public Works
86	No Change 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
87	Updated January 11, 2019	Implementation of Geographic Information Systems (GIS) at Public Works	Anderson Perry & Associates has completed the conversion of the City’s water distribution system over to the GIS platform. A training was held with office and field staff for the online software and mapping. Additional City infrastructure will be converted from the current AutoCAD records to GIS in the future.	Public Works
88	Updated January 11, 2019	STIP Roadway Safety Projects	City Staff has begun the installation of new safety signs on Cove Avenue, and will hold off on Washington Avenue until after planned paving is completed. The rectangular rapid flash beacon is currently under design and will likely require a little bit of property acquisition. City Staff will be working with ODOT to move the projects forward.	Public Works