



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
January 2019
City Manager's Top Priorities for 2019

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change 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.	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 February 20, 2019	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	<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. 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. Continuing to work with OTEC on developing template for proposal submittal. Finished materials for Agency Budget Retreat. Began working on materials for Economic Development Work Session. Working with local graphic designer to convert print materials to web-based format. Working with the La Grande School District on Business Retention activities. <u>Retail Development Project:</u> <ul style="list-style-type: none"> Another business from the list is still in property negotiation phase. Prepared and submitted proposal for lead on JC Penney Building. Partnering with La Grande Main Street 	Economic Development

January 2019

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			<p>Downtown Business Development Committee to conduct an inventory of available downtown retail space.</p> <ul style="list-style-type: none"> 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. Developed grant policy for local program to select grant for Oregon Main Street Grant. Participated in planning session for 2019 holiday season. 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. Added with two potential new Ignite members. Conducted in-depth meetings and review of Buxton data with two clients. Working with start-up business on marketing for Ignite. Continuing to work on National Lemonade Day. Held meeting with Business Oregon and NEOEDD to discuss formation of "Go-Team" for Economic Development proposals. Prepared for and participated in State of Oregon review of the Community Development Block Grant for NEOEDD to provide service delivery. Held meetings to discuss formalizing mentoring opportunities. Contacted existing Women in Small Business group coordinator to partner on monthly mentoring "Get-Togethers." 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 strategy. <p><u>Urban Renewal Programs:</u></p> <ul style="list-style-type: none"> Closed out Steve West Outdoor project. Conducted four meetings with three potential Call for Projects clients. 	

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<ul style="list-style-type: none"> Met with potential project at Business Park. Continued working with CFP awardees regarding project questions and funding. 	
3	New Item February 14, 2019	General Fund Capital Improvements: Identify funding sources and strategy to address major capital needs including but not limited to the Library Roof and the Police Department.	This will be part of the proposed budget for FY 2019-2020.	City Manager
4	No Change January 29, 2019	Quiet Zone: Upon approval from the FRA, complete the required improvements and initiate necessary City Council legislation actions to establish the Quiet Zone for La Grande.	<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
5	New Item February 14, 2019	Housing: Complete housing study and identify recommendations for addressing findings.	Required report on Housing was submitted to the State.	City Manager
6	New Item February 14, 2019	Staffing: Develop a plan to address critical staffing issues including, but not limited to hard to fill positions and succession planning for key positions.	No action as of this writing.	City Manager

2019 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

As of February 22, 2019

2019

Monday, February 18

HOLIDAY

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

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**

January 2019

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*

Item	Date of Change in Status	Item	Comments	Department
1	Updated February 20, 2019	Monthly activity (January)	Jan. 2018-2019 Stats	Building
			Permit Type Total Permits Total Fees	
			City of La Grande Building	
			Union County Bldg.	
			City of La Grande MFH	
			Union County MFH	
			City of La Grande Mechanical	
			Union County Mechanical	
			City of La Grande Plumbing	
			Union County Plumbing	
			City of La Grande Electrical	
			Union County Electrical	
			City of La Grande Demolition	
			Union County Demolition	
			TOTALS 96 \$32,170.50	
2	Updated February 20, 2019	Year to Date Activity	Year to Date 2018-2019 Stats	Building
			Permit Type Total Permits Total Fees	
			City of La Grande Building	
			Union County Bldg.	
			City of La Grande MFH	
			Union County MFH	
			City of La Grande Mechanical	
			Union County Mechanical	
			City of La Grande Plumbing	
			Union County Plumbing	
			City of La Grande Electrical	
			Union County Electrical	
			City of La Grande Demolition	
			Union County Demolition	
			TOTALS 906 \$239,450.27	
3	Updated February 26, 2019	Utility Licensing Fee Ordinance	Met with OTEC and Avista regarding final draft and conferred with legal Counsel on minor language. The new Ordinance is set for the first reading at the March City Council Meeting.	City Manager
4	Updated February 26, 2019	OTEC Franchise Agreement Renewal	Draft language has been finalized. The new Ordinance is set for the first reading at the March City Council Meeting. Both the Utility Licensing Fee Ordinance and new Franchise Agreement will be considered at the same meeting.	City Manager
5	No Change 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

Item	Date of Change in Status	Item	Comments	Department
6	No Change 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
7	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
8	Updated February 26, 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 we had planned to ask Council to take action at the February meeting but removed it from the agenda. Once Island City makes a decision we will move forward on this element.	City Manager
9	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
10	New Item February 26, 2019	La Grande Main Street Downtown Agreement	The agreement between the City of La Grande and LGMSD is expiring this year and needs to be renewed. Staff will prepare a draft revision for Council consideration that includes the language to require reporting in the event of suspected fraud as part of the revision.	City Manager
11	New Item February 26, 2019	Tourism Promotion Agreement with Union County Chamber of Commerce	The agreement between the City of La Grande, Union County, and the Union County Chamber of Commerce for Tourism Promotion Services is expiring this year. At this year's Retreat the City Council expresses a desire to extend the agreement for one year given the transition in Chamber Director. Staff will prepare a draft extension consideration by the County, City Council, and Chamber	City Manager

Item	Date of Change in Status	Item	Comments	Department
			that also includes the language to require reporting in the event of suspected fraud.	
12	New Item February 26, 2019	Liberty Theatre Agreement	The Agreement between the Urban Renewal Agency and the Liberty Theatre has expired. The Agency took action to allow for a deed restriction to be placed on the property as an alternative but the Theatre Foundation has asked that the Agency consider an extension instead. Staff is waiting for a formal request from the Foundation and will bring the request to the Agency once it has been received.	District Manager
13	New Item February 26, 2019	General Fund 5-Year Projections	Staff has developed projections for the City's General Fund revenues and expenditures. We will schedule a Work Session to review the projections with the City Council and may include the Budget Committee given the implications for upcoming budget decisions	City Manager
14	New Item February 26, 2019	Traded Sector Policy Update	Based on the Urban Renewal Agency Retreat, Staff will work on a revised Policy for the Traded Sector Program that identifies provisions for a streamlined approval process for exceptional recruitment leads.	District Manager
15	New Item February 26, 2019	Urban Renewal Targeted Project Policy Development	Based on the Urban Renewal Agency Retreat, Staff will work on a new policy for targeting specific properties for Agency initiated grant funding.	District Manager
16	New Item February 26, 2019	System Development Charges/Water and Sewer Connection Fee Review	Staff will be reviewing existing methodology for assessing water and sewer connection fees as well as the merits of proposing system development fees such as a transportation SDC.	City Manager
17	New Item February 26, 2019	Fiscal Policy Resolution	Staff will develop a Fiscal Policy Resolution that includes a minimum General Fund ending cash balance and may include provisions regarding unanticipated increases in General Fund ending fund balance.	City Manager
18	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 discussion 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
19	No Change 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 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.	City Manager
20	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
21	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
22	Completed February 26, 2019	Audit Agreement	Council approved of an extension of the agreement for audit services at the February 2019 meeting.	City Manager
23	Updated	Call for Projects Policy	The Agency conducted a Work Session to discuss	District

Item	Date of Change in Status	Item	Comments	Department																														
	February 26, 2019	Update	potential revisions to the policy. The Policy revisions are on the March 6, 2019, Agency Agenda.	Manager																														
24	Updated February 26, 2019	B2H	<p>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 provided proposed language for possible mitigation for consideration that is being reviewed at the staff level.</p> <p>ODOE has deemed Idaho Power’s application complete and the City provided comments on the application in November reinforcing the City’s stated concerns.</p>	City Manager																														
25	No Change November 20, 2018	Union Dues Court Case	<p>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.</p> <p>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.</p>	City Manager																														
26	Updated February 22, 2019	Advisory Commission Vacancies	<p>The following table outlines the existing vacancies.</p> <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>1/7</td></tr><tr><td>Community Landscape/Forestry</td><td>2/7</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>1/2</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	1/7	Community Landscape/Forestry	2/7	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	1/2	Urban Renewal	3/7	City Recorder				
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27	Updated February 20, 2019	URA projects fund updates Fiscal YTD	<p>2018 Call for Projects</p> <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> <p>Call for Projects carried over</p>	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	Economic Development
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			Business	Address	Project	Funds	Status																																								
			Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	Near Completion																																								
			Steve West 2017	316 Antelope	New Facility	\$75,000 award \$33,273 remaining	Complete																																								
			Pennington 2017	1106 Adams	Rehab	\$140,000 award \$50,000 remaining	In process																																								
			La Grande Light Truck 2016	1805 Adams	Rem.	\$54,380 award \$14,515 Under budget	Complete																																								
			Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process																																								
28	Updated February 20, 2019	Façade grant program	As of December 2018, there have been (3) façade grants issued that are still in process. <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>					Economic Development																																							
29	No Change 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																																							
30	No Change September 18, 2018	Retail Development Program	Reported Above					Economic Development																																							
31	Updated, February 14, 2019	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. In December, the committee met and reviewed the Chart of Accounts and discussed recommended changes.					Finance																																							
32	Updated February 14, 2019	Statistics	<table><tr><td>Month of January, 2019</td><td>Current</td><td>YTD</td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$ 1,440,197</td><td>\$ 15,876,785</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 442,816</td><td>\$ 7,388,964</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 2,196,758</td><td>\$ 13,245,072</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 923,067</td><td>\$ 5,647,591</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>179</td><td>1,382</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>177</td><td>1,249</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 874,296</td><td>\$ 6,122,450</td></tr><tr><td># of Water accounts billed:</td><td>4,723</td><td>33,356</td></tr><tr><td># of LID accounts billed:</td><td>6</td><td>43</td></tr><tr><td>Pieces of mail processed</td><td>845</td><td>9,924</td></tr><tr><td>Electronic Utility Payments Received</td><td>2234</td><td>15,224</td></tr><tr><td># of NSF checks the City received:</td><td>5</td><td>36</td></tr></table> <div>(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)</div>					Month of January, 2019	Current	YTD	Monthly Revenue (all funds)	\$ 1,440,197	\$ 15,876,785	Monthly Revenue (general fund)	\$ 442,816	\$ 7,388,964	Monthly expenses amount (all funds)	\$ 2,196,758	\$ 13,245,072	Monthly expenses (general fund)	\$ 923,067	\$ 5,647,591	# of Accounts Payable Checks issued:	179	1,382	# of Payroll Checks/AP issued:	177	1,249	Monthly Payroll expenses:	\$ 874,296	\$ 6,122,450	# of Water accounts billed:	4,723	33,356	# of LID accounts billed:	6	43	Pieces of mail processed	845	9,924	Electronic Utility Payments Received	2234	15,224	# of NSF checks the City received:	5	36	Finance
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33	No change, November 2, 2018	Springbrook Software access updates to include more employees and	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					Finance																																							

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		departments	ability to print reports for themselves as needed. There will be education provided to departments on how to use.	
34	Updated February 19, 2019	Response Statistics	Year to date: January 1, 2019 - January 31, 2019 <ul style="list-style-type: none"> Total Calls: 200 Medical: 169 Fires/Other: 31	Fire
35	Updated February 19, 2019	Fire Code Inspections/Fire Prevention Activities/Pre-fire Walk Through	Year to date: January 1, 2019 - January 31, 2019 <ul style="list-style-type: none"> 0 Inspections/Activities: 2 Plan Reviews: 0 Building Walk Throughs: 	Fire
36	No Change	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
37	Updated February 19, 2019	Wildland Fire Interface Report to City Council	We attended/hosted a meeting on January 16, 2019. The discussion involved: city departments, county representatives, emergency management, ODF, & others. <ul style="list-style-type: none"> We discussed the need for improved communications. We also set goals for a "Fire Wise" type community protection plan. This plan would support the established protection plan that is already in place. This begins with the education and mitigation knowledge for the residents. 	Fire
38	Updated February 19, 2019	Child Safety Seat Installations and Bicycle Helmets	Year to date: January 1, 2019 - January 31, 2019 <ul style="list-style-type: none"> (3) Families instructed in proper car seat installation with, (3) being provided with reduced price child safety seats. (2) Families instructed in proper bicycle helmet use with, (2) bike helmets being provided.	Fire
39	Updated February 19, 2019	Multi-Disciplinary Team Meeting	Year to date: January 1, 2019 - January 31, 2019 <ul style="list-style-type: none"> Participated in (2) Multi-Disciplinary Team meetings. 	Fire
40	Updated February 19, 2019	Traffic School	Year to date: January 1, 2019 - January 31, 2019 (0) Students at a revenue of: \$ 0.00	Fire
41	Updated February 19, 2019	Station Tours	Year to date: January 1, 2019 - January 31, 2019 <ul style="list-style-type: none"> (2) Station tours given/ with 7 total people. 	Fire
42	Updated February 19, 2019	PR Events	Year to date: January 1, 2019 - January 31, 2019 <ul style="list-style-type: none"> (1) PR Events conducted 	Fire
43	Updated February 19, 2019	Ambulance Purchase	<u>January 2019</u> The ambulance build is completed, we will be traveling on January 21 st to review the completed product. It will then be taken for stripping.	Fire
44	Updated February 19, 2019	Apparatus AFG Grant	<ul style="list-style-type: none"> January 2019 We have received support from our local state representatives with letters of support sent out to the AFG review committee. We remain in the process and are hopeful we will make the distribution awards. 	Fire
45	Updated February 22, 2019	Current Recruitments	<ul style="list-style-type: none"> PD completing backgrounds Telecommunications Tech. I – 1 position Police Officer – 1 Position Finance Tech./Receptionist – 1 PT Position 	Human Resources

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46	Updated February 15, 2019	Literacy Center	<p>Our client numbers increased steadily through fall; we are presently tutoring more students that we have had before. We have one adult learner whose goal is to be employable. Most students come into the Center to be tutored. All parents we presently work with are supportive with homework. This makes for fastest progress.</p> <p>In January and February we have also been pleased to have five new volunteers; three are adults, two are HS students. Our MS student still helps. (We tutored her through elementary; she continues to use our assistance if needed, but she comes faithfully to help younger children.)</p> <p>Six former volunteers also continue to work with students. Among them are the owner of a companion dog and an ESL teacher who works with the HS student from China. We will soon begin to have college students helping through the partnership established this month with EOU.</p> <p>A father referred by Island City School has no transportation to get his 3rd grader here for tutoring . We gave him materials to use at home and will explore using some of our funds to purchase Community Connection transportation tickets for them.</p> <p>We do serve some Home School families. All clients receive free materials as well as the free tutoring. People express gratitude for the City’s support of this program ~ providing Myra Britschgi’s staff position ~ as are those of us who volunteer.</p>	Library																																				
47	Updated February 15, 2019	Page Turners Book Club	The book for January was <i>Wolf Willow</i> by Wallace Stegner. A collection of essays and fictional stories of Stegner’s childhood in Saskatchewan in the early 20 th century, “ <i>Wolf Willow</i> ” illuminates pioneer life and the magnificent landscape.	Library																																				
48	Updated February 15, 2019	Statistics	<table><tr><td>Current Month</td><td>Last Month</td><td></td></tr><tr><td>10,177</td><td>8,355</td><td>Circulation</td></tr><tr><td>11,985</td><td>7,957</td><td>Door count</td></tr><tr><td>17,306</td><td>17,240</td><td>Card holders</td></tr><tr><td>64</td><td>120</td><td>Overdue notices</td></tr><tr><td>1,664</td><td>1,531</td><td>Library2Go e-books &e-audio</td></tr><tr><td>4</td><td>6</td><td>Events in community room</td></tr><tr><td>90</td><td>30</td><td>Adult program attendance</td></tr><tr><td>446</td><td>211</td><td>Children’s program attendance</td></tr><tr><td>30</td><td>20</td><td>Teen program attendance</td></tr><tr><td>70</td><td>59</td><td>Volunteer hours</td></tr><tr><td>1,147</td><td>785</td><td>Total Sage ILL</td></tr></table>	Current Month	Last Month		10,177	8,355	Circulation	11,985	7,957	Door count	17,306	17,240	Card holders	64	120	Overdue notices	1,664	1,531	Library2Go e-books &e-audio	4	6	Events in community room	90	30	Adult program attendance	446	211	Children’s program attendance	30	20	Teen program attendance	70	59	Volunteer hours	1,147	785	Total Sage ILL	Library
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49	Updated February 15, 2019	Children’s/Young Adults	Participate in a city-wide reading challenge, “Read Together La Grande,” to reach a shared goal of one million minutes of reading. The La Grande Literacy Alliance, comprised of the La Grande School District, Mountain Valleys Reading Council, OTEC and Imagination Library, IMESD, and the library, is challenging everyone in the community to read for 20 minutes a day. Go to cityoflagrande.beanstack.org to sign up or download the Beanstack Tracker app for Android or iOS. Teen Writing Circle meets from 4:00-5:00 pm on	Library																																				

Item	Date of Change in Status	Item	Comments	Department															
			Thursday, January 10 and 24. Make paper Snow Flowers at iCraft on Friday, January 18 at 4:00 pm. Book clubs meet the first Thursday of the month, 3:30 pm for middle school club, 4:30 pm for the high school club.																
50	Updated February 15, 2019	Adult Programs	Gentle Yoga for adults is back in January 2019. The class meets Wednesdays from 12:00 pm-1:00 pm, except the second Wednesday of the month. Participants should wear comfortable clothing. Mats and chairs provided, or bring your own mat. Beginners welcome. Foreign Film Friday was January 11, 7:00 pm, with a screening of the film “ <i>Ocean of an Old Man</i> ,” about a British teacher struggling to teach in the aftermath of the 2004 Indian Ocean tsunami.	Library															
51	Updated February 25, 2019	Parks Maintenance Update	<ul style="list-style-type: none">Continue to monitor and dump downtown garbage cans.Assisted contractors with concession project support.Snow removal.	Parks & Rec-Maintenance															
52	Updated February 25, 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 February and are currently working on locating property available inside City limits and cost estimates for the project. Fundraising committee is beginning to form and other design elements discussed.	Parks & Rec-Admin															
53	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 of the easement resulting in conflicts. By transferring the property this should resolve the conflicts.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.	Parks & Rec-Admin															
54	Updated February 21, 2019	Pioneer Park Concessions Grant	The first and second story walls have been framed and partially sheeted. The roof should be completed by the end of the month and volunteer crews in to work on the interior.	Parks & Rec-Admin															
55	Updated February 21, 2019	Pool Statistics	<table><tr><td></td><td>FY 17-18 (thru Jan.)</td><td>FY 18-19 (thru Jan.)</td></tr><tr><td>ATTENDANCE</td><td>1758</td><td>3336</td></tr><tr><td>FY TO DATE</td><td>20,249</td><td>21,607</td></tr><tr><td>REVENUE</td><td>17,624.44</td><td>\$14,450.97</td></tr><tr><td>FY TO DATE</td><td>\$96,007.00</td><td>\$98,130.23</td></tr></table>		FY 17-18 (thru Jan.)	FY 18-19 (thru Jan.)	ATTENDANCE	1758	3336	FY TO DATE	20,249	21,607	REVENUE	17,624.44	\$14,450.97	FY TO DATE	\$96,007.00	\$98,130.23	Parks & Rec-Aquatics
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56	Updated February 21, 2019	Pool Programs Update	<ul style="list-style-type: none">A Neverland Peter Pan theme event was held on January 11th with 109 participants. Customer appreciation day was on January 12 with (90) participating.	Parks & Rec-Aquatics															

Item	Date of Change in Status	Item	Comments	Department																
			<ul style="list-style-type: none">Will run a \$1.00 entry during Presidents Day on Monday February 18th from 3:30 – 5:30.Second Kayaking class will start on February 6th.																	
57	Updated February 21, 2019	Pool Maintenance	<ul style="list-style-type: none">Apollo was in to replace an actuator valve on the H-Vac system. Pump motor #9 on the small pool was replace by D&T Johnson Elec.	Parks & Rec-Aquatics																
58	Updated February 21, 2019	Recreation Program Update	<ul style="list-style-type: none">Youth basketball is half way into the season. We ended up with 213 children signed up with a total of 21 Teams – 43 kids more than last year.Adult Basketball is up and running! We ended up with 5 total teams. This is a new program for us.The Mother Son Gym Jam went well and had more than 40 people in attendance.Volleyball is going well and will soon be moving from Willow to Riveria where we can play more times a week. Gym space continues to be a big challenge.The latest Escape Room “Down the Rabbit Hole” is up and running! It will run for 2 more weekends and remains popular.	Parks & Rec-Recreation																
59	Updated February 21, 2019	Urban Forestry Update	<ul style="list-style-type: none">Responded to questions/concerns from the community regarding the 2018-19 street tree pruning program, street tree removal permits, tree health evaluations and risk assessments, tree selection, and volunteer opportunities.Worked with the Baker City tree board to compile a regional list of recommended trees for the local nurseries.Began work on the 2019 Arbor Day poster contest presentation “Bees Love Trees” and sent invitations and a flyer to the elementary schools.Millers Tree Service has completed contract pruning in Zone 7: 211 trees.Processed 2019 Commercial Tree Service Permit applications.	Parks & Rec-Urban Forestry																
60	No change February 21, 2019	Urban Forestry Tree Inventory Project	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																
61	Updated February 21, 2019	Wildland Urban Interface Education and Outreach	The initial meeting of the La Grande WUI Committee met to discuss wildfire preparedness in La Grande, specifically on the south and west sides of town. Attendees included representatives of the Community Landscape and Forestry Commission and Parks and Rec. staff, La Grande Fire Department, Union County Emergency Services, Oregon Dept. of Forestry, OSU Extension, Oregon State Fire Management, Wallowa Resources and private citizens. Stakeholders shared information about resources available to address the concerns of wildfire in the wildland urban interface.	Parks & Rec-Urban Forestry																
62	Updated February 21, 2019	January Urban Forestry Statistics	<table><tr><td>July 1, 2018 – June 2019 (thru January)</td><td>January</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>2</td><td>23</td><td>4264</td></tr></table>	July 1, 2018 – June 2019 (thru January)	January	YTD	Parks & Rec-Urban Forestry	Street Trees Planted	0	36	4264	Park Trees Planted	0	9	4264	Street Trees Removed	2	23	4264	
July 1, 2018 – June 2019 (thru January)	January	YTD	Parks & Rec-Urban Forestry																	
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Item	Date of Change in Status	Item	Comments					Department	
			Park Trees Removed	1	16			4264	
			Street Trees Pruned	8	349			4264	
			Park Trees Pruned	1	52			4264	
			Community Responses	23	199			4264	
			Nuisance Responses	1	58			4264	
			Field/Tree Evaluations	21	181			4264	
			Ordinance Enforcement	1	30			4264	
			Tree Service Permits	4	8			4264	
			Site Plan Reviews	2	14			4264	
			Volunteer Hours	37	105			4264	
63	Updated February 20, 2019	Calendar YTD Planning Statistics		JAN 2018	JAN 2019	FY 17-18	Current FY 18-19	Planning	
			Land Use Apps	0	3	41	27		
			Zoning Approvals	10	3	57	34		
			New Business Permits	1	2	26	12		
			Revenue (Land Use Fees)	\$0	\$575	\$8035	\$7135		
			Revenue (Zoning Approval)	\$250	\$75	\$1225	\$775		
			Revenue (Parks SDC)	\$3675	\$525	\$10,500	\$3675		
64	No Change 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> <ul style="list-style-type: none"> 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 					Planning	

Item	Date of Change in Status	Item	Comments	Department
			strategic plan elements.	
65	Updated February 20, 2019	2019 Sign Code Amendments	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. <ul style="list-style-type: none"> Staff is currently working on preparing a new sign code for the City Council's consideration, which will require review by the City attorney (~April 2019). Public Hearings may begin as early as June 2019. 	Planning
66	New Item February 20, 2019	Code Amendments Floodplain Regulations	As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until October 2021. <ul style="list-style-type: none"> Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed. 	Planning
67	No Change September 18, 2018	Taylor Creek Floodplain Mapping	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 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.	Planning/ Public Works
68	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police

Item	Date of Change in Status	Item	Comments			Department
69	Updated February 20, 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>		JAN 19	YTD	Police
			Physical Abuse Cases	8	8	
			Sexual Abuse Cases	2	2	
			Neglect cases- (also includes children exposed to drug activity and dirty homes)	21	21	
			Domestic Violence	1	1	
			Total number of Child Abuse cases	32	32	
			Total number of Senior and People with disabilities reports	1	1	
			Total number of Domestic Violence and SART cases	0	0	
			Total number of death cases	2	2	
			Miscellaneous Cases	4	4	
70	Updated February 20, 2019	Communications Division Statistics		JAN 19	YTD	Police
			Traffic/Air	380	380	
			All Calls	1933	1933	
			Legitimate 911 calls for service	279	279	
			Case Reports LGPD/UCSO	163	163	
71	Updated February 20, 2019	January, 2019 Training	OPERATIONS TRAINING: <ul style="list-style-type: none"> The SWAT team had a four-hour block of training in December One Sergeant attended Child Sex Trafficking training in Beaverton Admin. Assistant attended an 8-hour Excel training in Tri-Cities One Sergeant attended a 2-day SFST and Intoxilyzer Refresher course in La Grande COMMUNICATIONS TRAINING: Two dispatchers attended the two-week Basic Telecommunicator training at DPSST			Police/Comm
72	No Change December 11, 2018	Crime Statistics- These are the most recent stats available from the state. The state historically lags well behind on reports.	Type of Crime	Oct. 18	YTD	Police
			Crimes against persons (assaults, robbery, sex crimes)	10	95	
			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	44	390	
			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	18	198	
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	10	66	
73	No Change 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
74	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
75	No Change	2018-19 Street User	<ul style="list-style-type: none"> The grind and inlay project that has been 			Public Works

Item	Date of Change in Status	Item	Comments	Department
	October 12, 2018	Fee Projects	<p>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> <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>	
76	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
77	No Change 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
78	Updated February 25, 2019	Procure new Sewer Mainline TV Inspection Van	Vehicle has been delivered to Public Works and will be put into service when the weather allows.	Public Works
79	Completed February 25, 2019	County Airport Sewer Agreement/Project	The lift station is fully operational and the county has invoiced the City for its portion of the project. Project was completed on time and within the expected budget.	Public Works
80	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
81	Updated February 25, 2018	2018-2019 CIPP Project (Sewer Collection)	Bid opening was held on January 23 rd , and the bid was awarded to the lowest bidder (PEC of Helena MT) for \$318,850.00. A schedule for the work will be developed after the agreement has been signed.	Public Works
82	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
83	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
84	No Change 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
85	Updated February 25, 2019	Water System Optimization Cohort	Working with OTEC and the other cohort sponsors, the City Staff reviewed different ways in which our system could be operated, while conserving energy. The next step in the process will be to immediately integrate some of the findings of the "Treasure Hunt." Any realized savings will be reviewed at the next workshop.	Public Works
86	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	Public Works

Item	Date of Change in Status	Item	Comments	Department
			project and relay them to the contractor who has been retained to complete the project.	
87	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
88	No Change 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
89	No Change 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