



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
February 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 March 15, 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"> Participated in Team Oregon outbound site visit February 25–February 28, 2019. Met with five companies and gave three presentations. Conducted BRE meeting with Mayor and Robert at Woodgrain Millwork. BRE meeting with Dainty Jewells. Partnered with Union County to submit two proposals to Business Oregon. OTEC partnership was important for providing completed proposal. Mike, Christine and Robert met with potential relocation project. Prepared documents and information for Work Sessions on Economic Development and the Call for Projects Policy. 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 in the Pennington Property. Continuing to work with OTEC on developing template for proposal submittal. 	Economic Development

February 2019

1

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

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			<ul style="list-style-type: none"> • 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. <p><u>Retail Development Project:</u></p> <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 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. • Working with Buxton to identify leads to visit at retail trade show in May. • Completed training for new SCOUT platform. <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"> • Christine, Robert and Mayor met with Bill Imada, Chairman and Chief Connectivity Officer of Los Angeles based IW group. • Participated in mentoring event at EOU. • Held first Women Small Business Owners mentoring event. Nine people attended. • Developed partnership with Parks and Rec to offer Lemonade Day as a summer Day Camp program. • Working with Mayor and NEOEDD to develop reading event for Fair Housing requirement for CDBG. • Staff Ignite on Tuesdays and Thursdays. • Conducted in-depth meetings and review of Buxton data with two clients. • Working with start-up business on 	

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			marketing for Ignite. <ul style="list-style-type: none"> Two meetings regarding National Lemonade Day. Urban Renewal Programs: <ul style="list-style-type: none"> Conducted three meetings with three potential Call for Projects clients. 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.	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. Application to use ASM/SSMs has been submitted to FRA for review and approval. Assuming this is approved, we can move forward to complete the improvements and then establish the Quiet Zone. Current adopted budget includes full funding for the estimated cost for improvements needed. Agreements have been signed for all affected properties except for one that we have been unable to contact despite multiple attempts. It is not anticipated that this will be an issue.	City Manager
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 March 8, 2019

2019

Wednesday, March 6	REGULAR SESSION
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 URA 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
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
2020**

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 March 6, 2019	Monthly activity (February)	Feb. 2018-2019 Stats	Building
			Permit Type	
			Total Permits	
			Total Fees	
			City of La Grande Building	
			8	
			\$5,246.20	
			Union County Bldg.	
			4	
			\$3,296.00	
			City of La Grande MFH	
			0	
			\$0.00	
			Union County MFH	
			0	
			\$0.00	
			City of La Grande Mechanical	
			9	
			\$639.50	
			Union County Mechanical	
			11	
			\$915.50	
			City of La Grande Plumbing	
			6	
			\$757.50	
			Union County Plumbing	
			3	
			\$712.50	
			City of La Grande Electrical	
			6	
			\$479.75	
			Union County Electrical	
			17	
			\$2,009.25	
			City of La Grande Demolition	
			0	
			\$0.00	
			Union County Demolition	
			0	
			\$0.00	
			TOTALS	
			64	
			\$14,506.20	
2	Updated March 6, 2019	Year to Date Activity	Year to Date 2018-2019 Stats	Building
			Permit Type	
			Total Permits	
			Total Fees	
			City of La Grande Building	
			91	
			\$75000.71	
			Union County Bldg.	
			94	
			\$82,114.20	
			City of La Grande MFH	
			5	
			\$1,845.00	
			Union County MFH	
			12	
			\$5,400.00	
			City of La Grande Mechanical	
			128	
			\$11,834.50	
			Union County Mechanical	
			161	
			\$15,038.50	
			City of La Grande Plumbing	
			78	
			\$13,508.95	
			Union County Plumbing	
			46	
			\$9,412.50	
			City of La Grande Electrical	
			136	
			\$16,985.75	
			Union County Electrical	
			204	
			\$21,841.36	
			City of La Grande Demolition	
			4	
			\$430.00	
			Union County Demolition	
			1	
			\$95.00	
			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	Updated February 26, 2019	Call for Projects Policy Update	The Agency conducted a Work Session to discuss potential revisions to the policy. The Policy revisions are on the March 6, 2019, Agency Agenda.	District Manager

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23	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																																								
24	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																																								
25	Updated March 8, 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>1/5</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	1/5	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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26	No Change 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>In process</td></tr></table> <p>Call for Projects carried over</p> <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Baum Smith 2017</td><td>808 Adams</td><td>Façade Imp.</td><td>\$20,000 award</td><td>Complete</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	In process	Business	Address	Project	Funds	Status	Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	Complete	Economic Development
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			Pennington 2017	1106 Adams	Rehab	\$140,000 award \$50,000 remaining	In process																																																									
			Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process																																																									
27	No Change February 20, 2019	Façade grant program	As of December 2018, there have been (3) façade grants issued. One is still in process: 1. Philip Merrick, 711 Adams Avenue – Window Replacement					Economic Development																																																								
28	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																																																								
29	No Change September 18, 2018	Retail Development Program	Reported Above					Economic Development																																																								
30	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																																																								
31	Updated March 15, 2019	Statistics	<table><tr><td colspan="2">Month of February, 2019</td><td>Current</td><td>YTD</td></tr><tr><td colspan="2">Monthly Revenue (all funds)</td><td>\$ 1,322,174</td><td>\$ 17,363,535</td></tr><tr><td colspan="2">Monthly Revenue (general fund)</td><td>\$ 339,270</td><td>\$ 7,84,896</td></tr><tr><td colspan="2">Monthly expenses amount (all funds)</td><td>\$ 1,322,714</td><td>\$ 14,810,732</td></tr><tr><td colspan="2">Monthly expenses (general fund)</td><td>\$ 722,888</td><td>\$ 6,380,520</td></tr><tr><td colspan="2"># of Accounts Payable Checks issued:</td><td>225</td><td>1,607</td></tr><tr><td colspan="2"># of Payroll Checks/AP issued:</td><td>173</td><td>1,422</td></tr><tr><td colspan="2">Monthly Payroll expenses:</td><td>\$ 849,910</td><td>\$ 6,972,360</td></tr><tr><td colspan="2"># of Water accounts billed:</td><td>4,723</td><td>38,079</td></tr><tr><td colspan="2"># of LID accounts billed:</td><td>0</td><td>43</td></tr><tr><td colspan="2">Pieces of mail processed</td><td>806</td><td>10,730</td></tr><tr><td colspan="2">Electronic Utility Payments Received</td><td>2238</td><td>17,462</td></tr><tr><td colspan="2"># of NSF checks the City received:</td><td>2</td><td>38</td></tr><tr><td colspan="4">(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>					Month of February, 2019		Current	YTD	Monthly Revenue (all funds)		\$ 1,322,174	\$ 17,363,535	Monthly Revenue (general fund)		\$ 339,270	\$ 7,84,896	Monthly expenses amount (all funds)		\$ 1,322,714	\$ 14,810,732	Monthly expenses (general fund)		\$ 722,888	\$ 6,380,520	# of Accounts Payable Checks issued:		225	1,607	# of Payroll Checks/AP issued:		173	1,422	Monthly Payroll expenses:		\$ 849,910	\$ 6,972,360	# of Water accounts billed:		4,723	38,079	# of LID accounts billed:		0	43	Pieces of mail processed		806	10,730	Electronic Utility Payments Received		2238	17,462	# of NSF checks the City received:		2	38	(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)				Finance
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32	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																																																								
33	New March 15, 2019	2019-2020 Budget Process	The budget process for FY 2019-2020 has begun. Departments are in process with 2019 estimates as well as 2020 requested amount.					Finance																																																								
34	Updated March 8, 2019	Response Statistics	February 1, 2019 – February 28, 2019 <ul style="list-style-type: none">Total Calls: 216Medical: 188Fires/Other: 28					Fire																																																								
35	Updated March 8, 2019	Fire Code Inspections/Fire	February 1, 2019 – February 28, 2019 <ul style="list-style-type: none">0 Inspections/Activities:					Fire																																																								

February 2019

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

Item	Date of Change in Status	Item	Comments	Department
		Prevention Activities/ Full Time Vacancy	<ul style="list-style-type: none"> 2 Plan Reviews: We are short 2 paramedics currently. 1-fulltime person has resigned for a position. 1-has a projected 3-month absence due to injury.	
36	No Change	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
37	Updated March 8, 2019	Wildland Fire Interface Report to City Council	We attended/hosted a meeting on February 27, 2019. The discussion involved: city departments, county representatives, emergency management, ODF, & others. A sub-committee was started with representatives tasked with a plan for cleanup and door to door communications being the target goal.	Fire
38	Updated March 8, 2019	Child Safety Seat Installations and Bicycle Helmets	<ul style="list-style-type: none"> (2) Families instructed in proper car seat installation with, () being provided with reduced price child safety seats. () Families instructed in proper bicycle helmet use with, () bike helmets being provided. 	Fire
39	Updated March 8, 2019	Multi-Disciplinary Team Meeting	<ul style="list-style-type: none"> Participated in (1) Multi-Disciplinary Team meetings. 	Fire
40	Updated March 8, 2019	Traffic School	<ul style="list-style-type: none"> (5) Students at a revenue of: \$250 	Fire
41	Updated March 8, 2019	Station Tours	<ul style="list-style-type: none"> (3) Station tours given/ with 8 total people. 	Fire
42	No Change February 19, 2019	PR Events	<ul style="list-style-type: none"> (1) PR Events conducted 	Fire
43	Updated March 8, 2019	Ambulance Purchase	<ul style="list-style-type: none"> We have taken delivery of our new ambulance. We are now supplying it and scheduling it for an Oregon EMS inspection. 	Fire
44	Updated March 8, 2019	Apparatus AFG Grant	We have been sent information that the grant committee has met and graded grants. The results should be posted within the next several weeks.	Fire
45	Updated March 15, 2019	Current Recruitments	<ul style="list-style-type: none"> PD completing backgrounds Telecommunications Tech. I – 1 position Police Officer – 1 Position Finance Tech.I/Receptionist – 1 PT Position Interviews scheduled for March. 	Human Resources
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</p>	Library

Item	Date of Change in Status	Item	Comments	Department																																				
			with EOU. 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. <ul style="list-style-type: none">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.																																					
47	Updated March 13, 2019	Page Turners Book Club	The book for February was “ <i>The Jump-Off Creek</i> ,” by Molly Gloss. The novel explores the life of pioneer widow in the Oregon mountains.	Library																																				
48	Updated March 13, 2019	Statistics	<table><tr><td>Current Month</td><td>Last Month</td><td></td></tr><tr><td>8,665</td><td>10,177</td><td>Circulation</td></tr><tr><td>9,376</td><td>11,985</td><td>Door count</td></tr><tr><td>17,348</td><td>17,306</td><td>Card holders</td></tr><tr><td>79</td><td>64</td><td>Overdue notices</td></tr><tr><td>1,426</td><td>1,664</td><td>Library2Go e-books &e-audio</td></tr><tr><td>6</td><td>4</td><td>Events in community room</td></tr><tr><td>75</td><td>90</td><td>Adult program attendance</td></tr><tr><td>324</td><td>446</td><td>Children’s program attendance</td></tr><tr><td>21</td><td>30</td><td>Teen program attendance</td></tr><tr><td>95</td><td>70</td><td>Volunteer hours</td></tr><tr><td>948</td><td>1,147</td><td>Total Sage ILL</td></tr></table>	Current Month	Last Month		8,665	10,177	Circulation	9,376	11,985	Door count	17,348	17,306	Card holders	79	64	Overdue notices	1,426	1,664	Library2Go e-books &e-audio	6	4	Events in community room	75	90	Adult program attendance	324	446	Children’s program attendance	21	30	Teen program attendance	95	70	Volunteer hours	948	1,147	Total Sage ILL	Library
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49	Updated March 13, 2019	Children’s/Young Adults	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. 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. 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. 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. Teen Writing Circle met from 4:00-5:00 pm on Thursday, February 14 and 28. Book Art Mobiles were made at iCraft on Friday, February 15 at 4:00 pm. Book clubs met the first Thursday of the month, 3:30 pm for middle school club, 4:30 pm for the high school club.	Library																																				
50	Updated March 13, 2019	Adult Programs	Our Seed Library is up and running for the season. Free heirloom seeds are available. This is a very popular	Library																																				

Item	Date of Change in Status	Item	Comments	Department															
			<p>program.</p> <p>Foreign Film Friday was February 8 at 7:00 pm, with a screening of the 2006 Iranian film, “<i>The Fish Fall in Love.</i>” Atieh turns her long absent fiancé’s estate into a restaurant on the edge of the Caspian Sea</p>																
51	No Change 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	No Change 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 March 7, 2019	Pioneer Park Concessions Grant	<ul style="list-style-type: none">The framers have installed the roof trusses and most of the sheeting on the 2nd story. Weather has slowed their progress, but volunteer crews are hoping to start working on the inside in the next couple of weeks.	Parks & Rec-Admin															
55	New March 7, 2019	Softball Field Improvements	The La Grande School District is funding the following improvements to the varsity softball (Sam Marcum) field: New backstop, new dugouts, and temporary outfield fencing. City staff have been managing the project budget and construction. So far dugouts have been completed and just need paint and snow has been removed from the areas of fencing. Weather dependent, hopefully backstop construction will begin by the middle of March.	Parks & Rec-Admin															
56	Updated March 7, 2019	Pool Statistics	<table><tr><td></td><td>FY 17-18 (thru Feb.)</td><td>FY 18-19 (thru Feb.)</td></tr><tr><td>ATTENDANCE</td><td>3996</td><td>3248</td></tr><tr><td>FY TO DATE</td><td>24245</td><td>24855</td></tr><tr><td>REVENUE</td><td>\$16,432</td><td>\$15,835</td></tr><tr><td>FY TO DATE</td><td>\$112,439</td><td>\$112,535</td></tr></table>		FY 17-18 (thru Feb.)	FY 18-19 (thru Feb.)	ATTENDANCE	3996	3248	FY TO DATE	24245	24855	REVENUE	\$16,432	\$15,835	FY TO DATE	\$112,439	\$112,535	Parks & Rec-Aquatics
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57	Updated March 7, 2019	Pool Programs Update	<ul style="list-style-type: none">Finished up with 3rd grade swim lessons for Greenwood and Island City schools with 102 students participating.Lifeguard training started with 7 enrolled.	Parks & Rec-Aquatics															

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> High School District meet ran on February 8, one day due to weather and had 138 swimmers. <ul style="list-style-type: none"> Starting school lessons with Union and home school children on March 4. 	
58	Updated March 7, 2019	Pool Maintenance	<ul style="list-style-type: none"> Getting bids for epoxy grout and deck tile cleaning. 	Parks & Rec-Aquatics
59	Updated March 7, 2019	Recreation Program Update	<ul style="list-style-type: none"> Youth basketball has (by March 8) two weekends left. This season has run much smoother than last year, largely due to the fact that our new t-shirt vendor is much more professional than our previous vendor. Adult Basketball has (by March 8) two more Saturdays of league play with the following Saturday being the end of season Tournament. Spring Break camp is coming up! The camp will be taking place in the Valley Fellowship Church building. This is a change from last year where the camp was held at Grace Bible Church. We are once again partnering with the Safe Communities Coalition and the CARE program to send underprivileged children to camp at no cost to the families of the children. Volleyball has officially moved from Willow to Riveria where it will finish out the season. This year's season runs through the first week of May. The Winter Escape room is now (as of March 8) closed. Even with the fewer attendance numbers than usual, we still sold 48 tickets. This program remains popular and we will run it once again in May with a Sherlock Holmes theme. Our very first Excursion will take place on March 9th. Staff will be taking participants to a Tri-Cities Americans' Game. 	Parks & Rec-Recreation
60	Updated March 5, 2019	Urban Forestry Update	<ul style="list-style-type: none"> Responded to twelve questions/concerns from the community regarding street tree removal permits, clearance pruning, proper use of climbing spurs, and Ordinance requirements for nuisance trees. Posted 2019 Commercial Tree Service List Visited six classrooms for the Arbor Day poster contest presentation. Met with LHS staff to coordinate future urban forestry programs with the students. Worked with EOU staff to coordinate their Green Legacy project. Continued planning for the 2019 Oregon Urban & Community Forestry Conference: "Making Space for Trees-designing tree friendly infrastructure for Oregon communities". 	Parks & Rec-Urban Forestry
61	No change February 21, 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
62	Updated March 5, 2019	Wildland Urban Interface Education and Outreach	The education sub-committee of the La Grande WUI Committee met to discuss methods of outreach to La Grande citizens regarding wildfire preparedness, specifically on the south and west sides of town. They continue to meet every two	Parks & Rec-Urban Forestry

Item	Date of Change in Status	Item	Comments					Department	
			weeks.						
	Updated March 5, 2019	January Urban Forestry Statistics	July 1, 2018 – June 2019 (thru January)		February	YTD		Parks & Rec-Urban Forestry	
			Street Trees Planted		0	36		4264	
			Park Trees Planted		0	9		4264	
			Street Trees Removed		0	23		4264	
			Park Trees Removed		0	16		4264	
			Street Trees Pruned		4	353		4264	
			Park Trees Pruned		0	52		4264	
			Community Responses		12	211		4264	
			Nuisance Responses		1	59		4264	
			Field/Tree Evaluations		4	185		4264	
			Ordinance Enforcement		1	30		4264	
			Tree Service Permits		4	8		4264	
			Site Plan Reviews		4	18		4264	
			Volunteer Hours		18	123		4264	
63	Updated March 13, 2019	Calendar YTD Planning Statistics		FEB 2018	FEB 2019	FY 17-18	Current FY 18-19	Planning	
Land Use Apps		4	7	41	34				
Zoning Approvals		4	0	57	34				
New Business Permits		3	3	26	15				
Revenue (Land Use Fees)		\$665	\$1420	\$8035	\$8555				
Revenue (Zoning Approval)		\$100	\$0	\$1225	\$775				
Revenue (Parks SDC)		\$525	\$0	\$10,500	\$4200				
64	Updated March 13, 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 will be completed in May 2019, with a City Council Work Session scheduled on May 20, 2019. During this work session the Consultant will present the conclusions of the Housing Needs Analysis and recommendations for moving forward.</p> <p>As a preview for what to anticipate, the analysis thus far shows that the City has a large surplus of vacant residential land within the various residential zones. At</p>					Planning	

Item	Date of Change in Status	Item	Comments	Department
			<p>the same time, the City has a shortage of multi-family housing and a shortage land zoned for High Density Resident (R-3) development. There is a surplus of land in the other residential zones. As a result of the overall land surplus, the City will likely not be able to justify any UGB expansions over the next 20 years for accommodating new residential development. Instead, the City will need to focus on rezoning existing lands from lower density zoning to higher density zoning to support the needed residential development within the City.</p> <p>As mentioned previously, 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>	
65	Updated March 13, 2019	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> <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	No Change February 20, 2019	Code Amendments Floodplain Regulations	<p>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.</p> <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	<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 	Planning/ Public Works

Item	Date of Change in Status	Item	Comments	Department																																	
			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.																																		
68	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																																	
69	Updated March 1, 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>	<table><tr><td></td><td>FEB 19</td><td>YTD</td></tr><tr><td>Physical Abuse Cases</td><td>6</td><td>14</td></tr><tr><td>Sexual Abuse Cases</td><td>7</td><td>9</td></tr><tr><td>Neglect cases- (also includes children exposed to drug activity and dirty homes)</td><td>15</td><td>36</td></tr><tr><td>Domestic Violence</td><td>0</td><td>1</td></tr><tr><td>Total number of Child Abuse cases</td><td>30</td><td>62</td></tr><tr><td>Total number of Senior and People with disabilities reports</td><td>0</td><td>1</td></tr><tr><td>Total number of Domestic Violence and SART cases</td><td>2</td><td>2</td></tr><tr><td>Total number of death cases</td><td>0</td><td>2</td></tr><tr><td>Miscellaneous Cases</td><td>7</td><td>11</td></tr><tr><td></td><td></td><td></td></tr></table>		FEB 19	YTD	Physical Abuse Cases	6	14	Sexual Abuse Cases	7	9	Neglect cases- (also includes children exposed to drug activity and dirty homes)	15	36	Domestic Violence	0	1	Total number of Child Abuse cases	30	62	Total number of Senior and People with disabilities reports	0	1	Total number of Domestic Violence and SART cases	2	2	Total number of death cases	0	2	Miscellaneous Cases	7	11				Police
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70	Updated March 12, 2019	Communications Division Statistics	<table><tr><td></td><td>FEB 19</td><td>YTD</td></tr><tr><td>Traffic/Air</td><td>218</td><td>598</td></tr><tr><td>All Calls</td><td>1876</td><td>3809</td></tr><tr><td>Legitimate 911 calls for service</td><td>303</td><td>582</td></tr><tr><td>Case Reports LGPD/UCSO</td><td>161</td><td>324</td></tr></table>		FEB 19	YTD	Traffic/Air	218	598	All Calls	1876	3809	Legitimate 911 calls for service	303	582	Case Reports LGPD/UCSO	161	324	Police																		
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Case Reports LGPD/UCSO	161	324																																			
71	Updated March 1, 2019	February 2019 Training	OPERATIONS TRAINING: <ul style="list-style-type: none">The SWAT team had a four-hour block of training in December COMMUNICATIONS TRAINING: Two dispatchers attended EMD 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.	<table><tr><td>Type of Crime</td><td>Oct. 18</td><td>YTD</td></tr><tr><td>Crimes against persons (assaults, robbery, sex crimes)</td><td>10</td><td>95</td></tr><tr><td>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</td><td>44</td><td>390</td></tr><tr><td>Crimes against society</td><td>18</td><td>198</td></tr></table>	Type of Crime	Oct. 18	YTD	Crimes against persons (assaults, robbery, sex crimes)	10	95	Crimes against property (burglary, vehicle theft, NSF/acct. closed)	44	390	Crimes against society	18	198	Police																					
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Item	Date of Change in Status	Item	Comments	Department
			<div>(drug laws, DUII, liquor laws, disorderly conduct)</div> <div>Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)</div>	
73	New Item March 12, 2019	Special Victims Detective: 3-year Grant Approved	In partnership with Shelter from the Storm, the Police Department has been successful in a grant application through the US DOJ Office of Violence Against Women (OVW). The grant will allow the PD to staff a Special Victim's Detective for 3 years. This position will work closely with SFS and other community partners explicitly investigating crimes of sexual assault, domestic violence, dating violence, and stalking. The SV Detective has been assigned from the ranks of our operations staff and we are currently in the latter stages of a selection process to hire a new police officer to backfill for the grant funded position.	Police
74	No Change January 16, 2019	Beaver Creek Fish Passage	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
75	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
76	Updated March 15, 2019	2018-19 Street User Fee Projects	<ul style="list-style-type: none"> A Preconstruction meeting with High Desert Aggregate and Paving has been scheduled in April to determine a schedule and work out project details. The preliminary projections indicate that the project will be completed in May. <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
77	Updated March 15, 2019	Street Maintenance	Crews will be working on filling the potholes that have developed over the winter months in the coming weeks. Asphalt plants have not yet begun producing product so crews will be utilizing cold mix.	Public Works
78	Updated March 15, 2019	Wastewater Treatment Plant Screening Facility	In conjunction with the main screen facility being installed in the grinder vault, the crew at the treatment plant will be installing a bar screen within the septage structure. This will eliminate debris and adult wipes from entering the system from outside contractors. The screen is being constructed and will be installed by City crews.	Public Works
79	Completed March 15, 2019	Procure new Sewer Mainline TV Inspection Van	All licensing and paperwork has been completed, a training day will be scheduled for the first week the equipment is placed into service. This item is complete.	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	No Change	2018-2019 CIPP	Bid opening was held on January 23 rd , and the bid was	Public Works

Item	Date of Change in Status	Item	Comments	Department
	February 25, 2019	Project (Sewer Collection)	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.	
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	Updated March 15, 2019	Safe Route to Schools Grant	City staff has met with the school district to determine the extent of the project and coordinate prospective upgrades to the track. The grant agreement has been reviewed and will be presented to council for signature authorization during the April meeting.	Public Works
85	Updated March 15, 2019	Water System Optimization Cohort	Workshop No.3 has been scheduled for March 28 th , and will look at the results of the various treasure hunts for the participating organizations. Additionally, there will be training on pump curves and determining pumping efficiencies.	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 project and relay them to the contractor who has been retained to complete the project.	Public Works
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	Updated March 15, 2019	Implementation of Geographic Information Systems (GIS) at Public Works	Due to weather, the water department staff has switched its focus from installation of water meters to the inputting of data into the constructed GIS layers. The current layer the crew is tasked with is the hydrant layer that will be useful in checking system pressure at specific points.	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