



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated April 1, 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. Staff is finalizing projections for a five-year period for review with the Council and Budget Committee in an upcoming Work Session referenced later in this report.	City Manager
2	Updated April 12, 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 Opportunity Zone training. • Met with City Manager and City Planner to discuss possible changes to the Comprehensive Plan. • 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 City Manager 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. • Partnered with Union County to submit an additional proposal to Business Oregon. • Overseeing process for listing agent selection for Business Park. • Met with potential project at Business Park. • Mike Boquist, Christine Jarski and Robert Strobe met with potential relocation project. Continuing to work with this client on finding location. • 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. Developed 	Economic Development

March 2019

1

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

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			<p>potential plan for pop-ups and long-term solution. Ensuring that they are working with Planning and Building Dept.</p> <ul style="list-style-type: none"> • Work is continuing on first floor expansion of local business that has not announced in the Pennington Property. • 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. • 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"> • Attended National Main Street Conference. Key take-aways include: Entrepreneurial centers in downtowns are the trend and an important part of entrepreneurial support, business plan competitions for empty buildings are a strategy that is working nationwide in conjunction with on-going small business support and succession planning is essential as the population ages. • Participating on search committee for new Main Street Director. • Participating 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. • 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. 	

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			<ul style="list-style-type: none"> • Participated in mentoring event at EOU. • Held first Women Small Business Owners mentoring event. Nine people attended. This group (Which named itself SPARK) held its second meeting. Three new participants attended. We are looking at starting an additional evening group to reach more small business owners. • Working with the Mayor, La Grande Literacy Alliance and Library staff to create programming for Read Together La Grande. The Mayor will read a book on Fair Housing that will fulfill CDBG requirement for Fair Housing Education. Assisted with Public Relations. • In conjunction with NEOEDD, held workshop on Benefit Companies – 6 attended. • Developed partnership with Parks and Rec to offer Lemonade Day as a summer Day Camp program. Preparing to host training. • 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 marketing for Ignite. • Two meetings regarding National Lemonade Day. <p><u>Urban Renewal Programs:</u></p> <ul style="list-style-type: none"> • Held meetings and conversations with five projects potentially applying for Call for Projects grant. Several projects had multiple meetings to review the new policy. • Continued working with CFP awardees regarding project questions and funding. 	
3	No Change February 14, 2019	General Fund Capital Improvements: Identity 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	Updated April 17, 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 has approved our Application to use ASM/SSMs has been submitted to FRA for review and approval. We can now 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	Updated	Housing: Complete housing	See update under Planning below.	Planning

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	April 1, 2019	study and identify recommendations for addressing findings.		
6	No Change 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 April 9, 2019

2019

Monday, April 15

WORK SESSION
Joint with Budget
Committee-Review Future
Budget Projections (5-year
Plan)

Monday, April 22

WORK SESSION
Tourism Program of
Work—Union County
Chamber

Wednesday, May 1

REGULAR SESSION

Monday, May 6 – Thursday, May 9

BUDGET HEARINGS

Monday, May 20

WORK SESSION
Final Housing Needs
Analysis

Monday, May 27

HOLIDAY

Wednesday, June 5

**HEARING TO ADOPT
BUDGET and
REGULAR SESSION**

Wednesday, June 26

SPECIAL SESSION
URA Call for Projects

Monday, July 4

HOLIDAY

Monday, July 8

WORK SESSION
Sign Code Revisions

Wednesday, July 10

REGULAR SESSION

Monday, August 5

WORK SESSION
Tentative Topic:
Joint Session with Union
County Commissioners

Wednesday, August 7

REGULAR SESSION

Monday, September 2

HOLIDAY

Wednesday, September 4

REGULAR SESSION

Monday, September 9

WORK SESSION
Tentative Topic:
System Development
Charges

Monday, September 19

WORK SESSION
Tentative Topic:
Economic Development
Strategy Update

Monday, September 23

WORK SESSION
Tentative Topic:
URAC Composition/Role

September 26 – 28 LOC Annual Conference

Wednesday, October 2

REGULAR SESSION

Monday, October 21

WORK SESSION
Tentative Topic:
Storm Water Plan Update
and/or System Buy in/Sewer
Water Ordinance Update

Wednesday, November 6

REGULAR SESSION

Monday, November 11

HOLIDAY

Monday, November 18

WORK SESSION
Tentative Topic:
Urban Renewal Training

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 potential topics with dates to be determined: MPFF Walk Thru, B2H, New targeted URA Project Program, Police Department Building, Urban Fire Interface, Visioning

*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 April 10, 2019	Monthly activity (March)	Mar. 2019 Stats			Building
			Permit Type	Total Permits	Total Fees	
			City of La Grande Building	9	\$3,615.00	
			Union County Bldg.	11	\$5,662.60	
			City of La Grande MFH	0	\$0.00	
			Union County MFH	0	\$0.00	
			City of La Grande Mechanical	18	\$2,063.00	
			Union County Mechanical	12	\$1,169.50	
			City of La Grande Plumbing	8	\$1,072.50	
			Union County Plumbing	4	\$762.00	
			City of La Grande Electrical	17	\$2,898.25	
			Union County Electrical	17	\$2,009.25	
			City of La Grande Demolition	2	\$240.00	
			Union County Demolition	1	\$95.00	
			TOTALS	100	\$19,599.85	
			2	Updated April 10, 2019	Year to Date Activity Through March 31 st , 2019	
Permit Type	Total Permits	Total Fees				
City of La Grande Building	110	\$78,618.71				
Union County Bldg.	105	\$87,776.80				
City of La Grande MFH	5	\$1,923.75				
Union County MFH	12	\$5,850.00				
City of La Grande Mechanical	146	\$14,497.50				
Union County Mechanical	174	\$16,2508.00				
City of La Grande Plumbing	86	\$14,581.45				
Union County Plumbing	49	\$9,927.00				
City of La Grande Electrical	153	\$19,884.00				
Union County Electrical	221	\$28,844.11				
City of La Grande Demolition	5	\$670.00				
Union County Demolition	2	\$190.00				
TOTALS	1069	\$278,971.32				
3	New Item April 10,2019	Staffing				Linda Monger left the Building Department on 3/15/19, Brian Don left the Building Department on 3/25/19, Joe Fisher is now the Interim Building Official
4	Updated April 1, 2019	Utility Licensing Fee Ordinance	The City Council conducted the first reading at the March City Council Meeting, the second reading and consideration for adoption is scheduled for April. A corresponding change to the City’s Fee Resolution setting the application fee at \$75 for the required 10-year licensed will also be considered at that time.	City Manager		
5	Updated April 1, 2019	OTEC Franchise Agreement Renewal	The City Council conducted the first reading of the Franchise Agreement (Ordinance) at the March City Council Meeting, the second reading and consideration	City Manager		

Item	Date of Change in Status	Item	Comments	Department
			for adoption is scheduled for April.	
6	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
7	Updated April 1, 2019	Market Place Family Foods Agreement Amendment	<p>During the last week of March, the District Manager met briefly with one of the new operators and visited the store, which is currently being actively remodeled. Work was in progress but was hampered by a plumbing leak that had flooded portions of the building over a weekend. No new date has been set for reopening.</p> <p>The Agreement includes the CLIENTS—Market Place Family Foods, LLC, and Town Square, LP. The owner of Market Place Family Foods has declared bankruptcy and the grocery store is currently closed. The Agreement needs to be amended to reflect the removal of Market Place Family Foods and to clarify items such as the completion date of the project and specifically identify the timelines related to when the window for loan forgiveness ends. There are additional revisions contemplated and the Agency is working with Town Square LP on this. Additionally, the Agency has granted permission to Town Square, LP, to reopen the grocery store with a different operator.</p>	District Manager
8	No Change September 18, 2018	New Greenway Maintenance Agreement	One of the requirements under the ODOT Connect grant for the next segment of the Greenway is to have a long-term agreement in place. At present the project is still in limbo but once Island City makes a decision we will move forward on this element.	City Manager
9	No Change 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
10	No Change September 18, 2018	Planning/Building Process Enhancements	Staff is reviewing how we respond to potential and actual project proposals in an effort to assure the right people are aware of projects that they can assist with or where they will have review/approval roles. The goal is to streamline the process and reduce confusion where possible. We are currently looking at how we can modify our correspondence to be more helpful. We have identified a process for including more Staff earlier in the timeline.	City Manager
11	No Change 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	City Manager

Item	Date of Change in Status	Item	Comments	Department
			revision.	
12	Updated April 1, 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 prepared a draft extension and provided it to the Chamber that also includes the language to require reporting in the event of suspected fraud and other minor revisions that will be discussed at the Tourism Program of Work report Work Session on April 22	City Manager
13	Updated April 1, 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 received the formal request from the Foundation on April 1, 2019, and will bring the request to the Agency for consideration at the May Agency Regular Meeting.	District Manager
14	Updated April 1, 2019	General Fund 5-Year Projections	Staff has developed projections for the City's General Fund revenues and expenditures. We are currently reviewing the capital requirements and have scheduled a joint Work Session with the Council and Budget Committee to review the projections for April 15, 2019.	City Manager
15	No Change 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
16	No Change 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
17	No Change 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
18	Updated April 1, 2019	Fiscal Policy Resolution	The City Council met in a Work Session on March 25, 2019, to discuss a Fiscal Policy Resolution that includes a minimum General Fund ending cash balance and provisions regarding unanticipated increases in General Fund ending fund balance. Though no decisions are made at Work Sessions, Staff will be bringing forward a Resolution at the June City Council meeting for consideration.	City Manager
19	Updated April 1, 2018	Excess TRT Fund Work Session	During the Budget Hearings the Budget Committee received requests for TRT funds. As part of the discussion the City Council asked for a work session to discuss what to do with budgeted TRT funds that are not allocated but are required to be spent on Tourism Promotion or Tourism Related Facilities by ORS. The current budget has \$16,083 available. The Council conducted a Work Session on March 25 th and discussed options including using the funds towards wayfinding signage to help direct visitors once they arrive in La Grande.	City Manager
20	No Change January 29, 2019	Police Building	During the Council Retreat the need for addressing the situation with the Police Department was discussed.	City Manager

Item	Date of Change in Status	Item	Comments	Department																
			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.																	
21	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																
22	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																
23	Completed March 6, 2019	Call for Projects Policy Update	The Agency conducted a Work Session to discuss potential revisions to the policy. The Policy revisions were approved by the Agency on the March 6, 2019.	District Manager																
24	Updated April 1, 2019	B2H	<p>At the March Council meeting, the City Council directed the Mayor to develop and sign a Proclamation opposing the B2H project in response to public comments received at the meeting. The Proclamation was developed and sent to the Council as directed.</p> <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	No Change 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></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	City Recorder
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																			

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			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			
27	No Change February 20, 2019	URA projects fund updates Fiscal YTD	2018 Call for Projects					Economic Development
			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	
			Call for Projects carried over					
			Business	Address	Project	Funds	Status	
			Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	Complete	
			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	
28	Updated April 9, 2019	Façade grant program	As of December 2018, there have been (2) façade grants issued. One was in process and has since withdrawn: 1. **Withdrawn**Philip Merrick, 711 Adams Avenue – Window Replacement					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	No Change 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	No Change March 15, 2019	Statistics	Month of February, 2019		Current	YTD		Finance
			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		

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			<table><tr><td># of LID accounts billed:</td><td>0</td><td>43</td></tr><tr><td>Pieces of mail processed</td><td>806</td><td>10,730</td></tr><tr><td>Electronic Utility Payments Received</td><td>2238</td><td>17,462</td></tr><tr><td># of NSF checks the City received:</td><td>2</td><td>38</td></tr><tr><td colspan="3">(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)</td></tr></table>	# 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)			
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33	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															
34	Updated April 12, 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. Departmental meetings have taken place, updates completed and a final document is currently in review.	Finance															
35	New Item April 12, 2019	Fill Vacant Position	We currently have our half-time position vacant and are in the process of filling this position	Finance															
36	New Item April 12, 2019	Employee Self Service (ESS)	Currently City Hall and Library employees enter their time worked, on line, through ESS. Currently working with the Fire Department to incorporate on line time entry in ESS with Fire Department Employees.	Finance															
37	New Item April 12, 2019	Software upgrade	We are working with Springbrook Software to identify our custom code. Once this is completed we will be able to determine which upgrade level we will move to.	Finance															
38	Updated April 8, 2019	Response Statistics	March 1, 2019 – March 31, 2019 <ul style="list-style-type: none">Total Calls: 425Medical: 167Fires/Other: 42	Fire															
39	Updated April 8, 2019	Fire Code Inspections/Fire Prevention Activities	March 1, 2019 – March 31, 20190 Inspections/Activities: <ul style="list-style-type: none">4 - Plan Reviews:	Fire															
40	Updated April 8, 2019	Staffing	We are short 2 paramedics currently. 1-fulltime person has resigned for a position. 1-FF has a projected 3-month absence due to injury. 1-Captain as submitted his retirement request for May	Fire															
41	No Change	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire															
42	Updated April 8, 2019	Wildland Fire Interface Report to City Council	We attended/hosted a meeting on March 13th & 27th, 2019. The discussion involved: city departments, county representatives, emergency management, ODF, & others. A review of the informational brochure was discussed. A decision and printing of the brochure has begun. Mail out will occur soon.	Fire															
43	Updated April 8, 2019	Child Safety Seat Installations and Bicycle Helmets	<ul style="list-style-type: none">(3) Families instructed in proper car seat installation with,(1) being provided with reduced price child safety seats.(2) Families instructed in proper bicycle helmet use with,(2) bike helmets being provided.	Fire															
44	Updated April 8, 2019	Multi-Disciplinary Team Meeting	<ul style="list-style-type: none">Participated in (2) Multi-Disciplinary Team meetings.	Fire															
45	Updated April 8, 2019	Traffic School	<ul style="list-style-type: none">(10) Students at a revenue of: \$500.00	Fire															

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46	Updated April 8, 2019	Station Tours	<ul style="list-style-type: none"> (6) Station tours given/ with 80 total people. 			Fire	
47	Updated April 8, 2019	PR Events	<ul style="list-style-type: none"> (1) PR Events conducted 			Fire	
48	Updated April 8, 2019	Ambulance Purchase	<ul style="list-style-type: none"> Our new ambulance has been outfitted and is awaiting State of Oregon approval prior to placing it into service. 			Fire	
49	No Change 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	
50	Updated April 15, 2019	Current Recruitments	<ul style="list-style-type: none"> PD completing backgrounds Telecommunications Tech. I – 1 position Police Officer – Job offer made. Finance Tech.I/Receptionist – 1 PT Position Interviews scheduled for March. Library Director Position Posted – 1 Position Firefighter Paramedic Posted – 2 Positions Fire Captain Posted – 2 Position Interim Planner – 1 Position 			Human Resources	
51	No Change 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> <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. 			Library	
52	Updated April 4, 2019	Page Turners Book Club	Page Turners book club for adults met Tuesday, March 12 at 1:00 pm in the Archives Room. The book for March was the memoir, <i>"All You Can Ever Know,"</i> by Nicole Chung. Recounting her struggles of identity as an Asian American and as a writer, Chung explores the meaning of family, culture, and belonging.			Library	
53	Updated April 4, 2019	Statistics	Current Month	Last Month		Library	

Item	Date of Change in Status	Item	Comments			Department	
			10,706	8,665	Circulation		
			12,129	9,376	Door count		
			17,389	17,348	Card holders		
			52	79	Overdue notices		
			1,678	1,426	Library2Go e-books & e-audio		
			9	6	Events in community room		
			72	75	Adult program attendance		
			473	324	Children's program attendance		
			40	21	Teen program attendance		
			117	95	Volunteer hours		
			942	948	Total Sage ILL		
54	Updated April 4, 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. Toddler Time is Mondays at 10:20 am for ages fourteen months to four years and their caregivers are invited to sing, dance, and play at this weekly event. Children's clubs for ages 5-12 are Tuesdays from 3:00-4:00 pm. Yoga Club is the first Tuesday of each month, LEGO Club the second and fourth Tuesdays, and Art Club the third Tuesday. Children's Storytime and craft are Thursday at 10:30 am. Baby Tot Bop, for those three years old and under, is Friday mornings at 10:30 am. All children's events are in the Community Room. 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 meets from 4:00-5:00 pm on Thursday, March 14 & 28. Stress Relievers were made at iCraft on Friday, March 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
55	Updated April 4, 2019	Adult Programs	Gentle Yoga for adults, led by Kitia Chambers, meets Wednesdays from 12:00 pm-1:00 pm, except the second Wednesday of the month. Participants should wear comfortable clothing. Some mats and chairs are provided. Beginners welcome. Free. Foreign Film Friday was March 8 at 7:00 pm, with a screening of the 2016 French/German film, " <i>Frantz</i> ." In a small German town in the immediate aftermath of WWI, Anna grieves for her late fiancé, Frantz. When she encounters a young Frenchman at Frantz's grave, Anna welcomes him into her life, and their shared connection propels a haunting and romantic tale of guilt and forgiveness.				Library

Item	Date of Change in Status	Item	Comments	Department
56	Updated April 12, 2019	Parks Maintenance Update	<ul style="list-style-type: none"> Continue to monitor and dump downtown garbage cans. Assisted contractors with concession project support. Distributed fertilizer throughout Pioneer and Candy Cane Parks. Aerated and top-dressed ball fields in Pioneer Park. 	Parks & Rec-Maintenance
57	Updated April 12, 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 March 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
58	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
59	Updated April 12, 2019	Pioneer Park Concessions Grant	<ul style="list-style-type: none"> Volunteer crews have completed the installation of windows and siding on two sides of the building and electrical vault has been installed. Up next will be the electrical transformer, roll up doors, and rest of the siding. We are in a place now where we can play baseball as soon as weather permits. 	Parks & Rec-Admin
60	Updated April 12, 2019	Softball Field Improvements	Backstop construction was completed this week so the girls softball field is playable when weather allows. Volunteers will finish assembling the bleachers this weekend.	Parks & Rec-Admin
61	Updated April 12, 2019	Pool Statistics March 2019		Parks & Rec-Aquatics
			FY 17-18 (thru Mar.)	
			ATTENDANCE	
			FY TO DATE	
			REVENUE	
			FY TO DATE	
62	Updated April 12, 2019	Pool Programs Update	<ul style="list-style-type: none"> Finish up with lessons for Union Elementary (15-kids) and Home Schoolers (27-kids) Recreational swim during spring break was from 1:30 – 5:30 and we were very busy Now were are getting ready for our Easter Egg hunt to be held on April 19th 	Parks & Rec-Aquatics
63	Updated April 12, 2019	Pool Maintenance	<ul style="list-style-type: none"> 3 LED lights were replaced An emergency sign was replaced as well as an emergency light in the basement Pump #8 replaced Plumbers were in to fix a broken chlorine line that feeds into an 8” pipe. 	Parks & Rec-Aquatics

Item	Date of Change in Status	Item	Comments	Department																																				
64	Updated April 12, 2019	Recreation Program Update	<ul style="list-style-type: none">We have enough registrations to take our Excursion to the Mariners game this coming Sunday! We have sold 9 of the 10 tickets.Pee Wee Soccer registration has officially closed and we have 112 children, and 14 total teams. This is a significant increase from last year where we had 68 children and 8 teams. Meet your coach day is this coming Saturday and games will start the following SaturdaySpring Break Camp was a blast! We ended up having 39 kids registered. The new venue (Valley Fellowship Church) was perfect and we hope to utilize it in the future as well.Preliminary planning has started for the May Escape Room! The theme is Sherlock Holmes.Summer activity guide comes out soon, so keep your eyes peeled for that!	Parks & Rec-Recreation																																				
65	Updated April 12, 2019	Urban Forestry Update	<ul style="list-style-type: none">Responded to twenty questions/concerns from the community regarding street tree removal permits, clearance pruning, tree appraisal, insect and disease control, tree selection, the street tree planting program, tree identification and volunteer opportunities.Visited four classrooms for the Arbor Day poster contest presentation, ten classes total.Participated in the 2019 Future Stewards day for the La Grande School District third graders.Presented information about urban forestry jobs at the LHS career and college fair.Attended the OSU Extension Service BEETLES training for natural resource professionals. (Better Environmental Education, Teaching, Learning, and Expertise Sharing)	Parks & Rec-Urban Forestry																																				
66	No change February 21, 2019	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Urban Forest Metrix completed compiling the inventory data. Next step is working with Arbor Surveys Inc. to setup data on the iPad for field use.	Parks & Rec-Urban Forestry																																				
67	Updated April 12, 2019	Wildland Urban Interface Education and Outreach	The education sub-committee designed a La Grande Firewise pamphlet that ODF will distribute to the elementary schools. A neighborhood Firewise day is tentatively scheduled for May.	Parks & Rec-Urban Forestry																																				
68	Updated April 8, 2019	March Urban Forestry Statistics	<table><tr><td>July 1, 2018 – June 2019 (thru March)</td><td></td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>36</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>9</td></tr><tr><td>Street Trees Removed</td><td>0</td><td>23</td></tr><tr><td>Park Trees Removed</td><td>4</td><td>27</td></tr><tr><td>Street Trees Pruned</td><td>2</td><td>355</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>52</td></tr><tr><td>Community Responses</td><td>20</td><td>231</td></tr><tr><td>Nuisance Responses</td><td>0</td><td>59</td></tr><tr><td>Field/Tree Evaluations</td><td>4</td><td>189</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>30</td></tr><tr><td>Tree Service Permits</td><td>1</td><td>9</td></tr></table>	July 1, 2018 – June 2019 (thru March)		YTD	Street Trees Planted	0	36	Park Trees Planted	0	9	Street Trees Removed	0	23	Park Trees Removed	4	27	Street Trees Pruned	2	355	Park Trees Pruned	0	52	Community Responses	20	231	Nuisance Responses	0	59	Field/Tree Evaluations	4	189	Ordinance Enforcement	0	30	Tree Service Permits	1	9	Parks & Rec-Urban Forestry
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Item	Date of Change in Status	Item	Comments					Department
			Site Plan Reviews		2	20		
			Volunteer Hours		5	128		
69	Updated April 9, 2019	Calendar YTD Planning Statistics		<u>MAR 2018</u>	<u>MAR 2019</u>	<u>FY 17-18</u>	<u>Current FY 18-19</u>	Planning
			Land Use Apps	4	4	41	38	
			Zoning Approvals	7	4	57	38	
			New Business Permits	6	5	26	20	
			Revenue (Land Use Fees)	\$1460	\$855	\$8035	\$9410	
			Revenue (Zoning Approval)	\$150	100	\$1225	\$875	
			Revenue (Parks SDC)	\$1050	\$1050	\$10,500	\$5250	
70	No Change 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 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</p>					Planning

Item	Date of Change in Status	Item	Comments	Department																					
			would be to implement strategic plan elements.																						
71	No Change March 13, 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																					
72	No Change 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																					
73	Updated April 11, 2019	Taylor Creek Floodplain Mapping	PW Staff met with Anderson Perry to review the model with the integration of the Taylor Creek data from the Corp of Engineers. Identification of the boundary between the two models was refined, and some projects that could be completed prior to submission to FEMA were communicated to PW. AP anticipates being prepared to submit the updated model and resulting flood map in August of 2019. A work session with the City Council to present and discuss the updated Storm Water Master Plan and changes to the floodplain will be scheduled at that time.	Planning/ Public Works																					
74	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																					
75	Updated April 11, 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</i>	<table><tr><td></td><td>MAR 19</td><td>YTD</td></tr><tr><td>Physical Abuse Cases</td><td>5</td><td>19</td></tr><tr><td>Sexual Abuse Cases</td><td>5</td><td>14</td></tr><tr><td>Neglect cases- (also includes children exposed to drug activity and dirty homes)</td><td>21</td><td>57</td></tr><tr><td>Domestic Violence</td><td>1</td><td>2</td></tr><tr><td>Total number of Child Abuse cases</td><td>32</td><td>94</td></tr><tr><td>Total number of Senior and People with disabilities</td><td>0</td><td>1</td></tr></table>		MAR 19	YTD	Physical Abuse Cases	5	19	Sexual Abuse Cases	5	14	Neglect cases- (also includes children exposed to drug activity and dirty homes)	21	57	Domestic Violence	1	2	Total number of Child Abuse cases	32	94	Total number of Senior and People with disabilities	0	1	Police
	MAR 19	YTD																							
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Item	Date of Change in Status	Item	Comments			Department
		<i>are new cases.</i>	reports			
			Total number of Domestic Violence and SART cases	7	9	
			Total number of death cases	2	4	
			Miscellaneous Cases	5	16	
76	No Change March 12, 2019	Communications Division Statistics		FEB 19	YTD	Police
			Traffic/Air	218	598	
			All Calls	1876	3809	
			Legitimate 911 calls for service	303	582	
			Case Reports LGPD/UCSO	161	324	
77	Updated April 11, 2019	February 2019 Training	OPERATIONS TRAINING: <ul style="list-style-type: none"> The SWAT team had a four-hour block of training. One Sergeant attended a 4 hour block of Active Shooter training in Pendleton One officer attended Street Survival training Lt. Bell and Chaplain Claudsen attended a three day "Trauma's of Law Enforcement" training in Boise. One detective attended a statewide sexual assault training COMMUNICATIONS TRAINING: One Communications Specialist attended Supervision training at DPSST			Police/Comm
78	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 (<i>assaults, robbery, sex crimes</i>)	10	95	
			Crimes against property (<i>burglary, vehicle theft, NSF/acct. closed</i>)	44	390	
			Crimes against society (<i>drug laws, DUII, liquor laws, disorderly conduct</i>)	18	198	
			Traffic Crimes (<i>DWS, Hit & Run, eluding, reckless driving</i>)	10	66	
79	No Change 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
80	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
81	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			Public Works

Item	Date of Change in Status	Item	Comments	Department
			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.	
82	No Change 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
83	No Change 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
84	No Change 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
85	New Item April 11, 2019	Adams Avenue ADA Ramps	Working with the Oregon Department of Transportation, Public Works will be participating in a pilot program that will construct ADA compliant corner ramps along Adams Avenue from Island Avenue to 4 th Street. The initial phase of the program will include 15 ramps designed, bid, and constructed under City Staff supervision. Funds for the project are being provided by ODOT.	Public Works
86	New Item April 11, 2019	Otten Drive Turn Around Construction	ODOT is completing a feasibility study on the construction of a turn around at the base of Otten Drive to pull truck traffic away from the roadway during inclement weather shutdowns of the Interstate. Truck stacking has caused multiple problems for State workers as well as the residence living on Otten Drive. The City will be working with ODOT to review available options and determine whether or not the project will move forward.	Public Works
87	New Item April 11, 2019	Quiet Zone ASM/SSM Construction	The City received formal notification of the Quiet Zone approval from the FRA on April 5. The property owners located in the vicinity of the proposed safety improvements have been contacted and notified of the approval. PW staff will work with the property owners to complete the designated improvements. Timeline for completion is anticipated to be late June.	Public Works
88	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
89	Updated April 11, 2019	2018-2019 CIPP Project (Sewer Collection)	A Preconstruction meeting with PEC has been scheduled for May 8 th . Initial estimates, have the contractor in town cleaning and inspecting the lines in late May, and pipe lining being completed in early June.	Public Works
90	Updated April 11, 2019	Water Meter Reading System	Crews are in the process of repairing meters that were damaged during the winter, and will soon switch back to the meter change out. Many meters are being outfitted	Public Works

Item	Date of Change in Status	Item	Comments	Department
			with a recessed lid to keep radio transmitters from being sheared off by shovels and plows.	
91	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
92	Updated April 11, 2019	Safe Route to Schools Grant	Grant agreement has been signed and sent to ODOT for execution. OTEC has already moved the two power poles that were located in the area of the project.	Public Works
93	Updated April 11, 2019	Water System Optimization Cohort	Workshop No.3, which was held on March 28 th in Richland, Washington, was attended by two members of PW Staff. At the workshop the City was given access to Sensei, which is the power consumption tracking software that will be used for program. This marks the beginning of the conservation tracking that will be used to determine the City's rebate check amount.	Public Works
94	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
95	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
96	No Change 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
97	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