



**CITY of LA GRANDE**  
**THE HUB OF NORTHEASTERN OREGON**

**MONTHLY REPORT**  
**April 2019**  
**City Manager's Top Priorities for 2019**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated May 10, 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 finalized projections for a five-year period and the City Council held a joint Work Session with the Budget Committee to review the projections.	City Manager
2	Updated May 13, 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"> <li>• Participated in Opportunity Zone training.</li> <li>• Met with City Manager and City Planner to discuss possible changes to the Comprehensive Plan. Will continue to discuss Comprehensive Plan changes.</li> <li>• Partnered with Union County to submit an additional proposal to Business Oregon.</li> <li>• Overseeing process for listing agent selection for Business Park. We are working with UCEDC to hire one listing agent for both properties.</li> <li>• Met with potential project at Business Park.</li> <li>• Mike Boquist, Christine Jarski and Robert Strope met with potential relocation project. Continuing to work with this client on finding location. This may require an update to zoning code.</li> <li>• Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components.</li> <li>• Working with new property owners of Lottes Building to identify potential businesses for the space. Developed potential plan for pop-ups and long-term solution. Ensuring that they are working with Planning and Building Dept.</li> <li>• Work is continuing on first floor expansion of local business that has not announced in the Pennington Property.</li> <li>• Working with local graphic designer to convert print materials to web-based format.</li> </ul>	Economic Development

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			<p><b><u>Retail Development Project:</u></b></p> <ul style="list-style-type: none"> <li>• Another business from the list is still in property negotiation phase.</li> <li>• Working with Buxton to identify leads to visit at retail trade show in May <b>which entails scheduling, following up on leads, preparing lead specific marketing material and general marketing collateral.</b></li> <li>• Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space.</li> <li>• Working with local property owners for potential development of additional retail space.</li> </ul> <p><b><u>La Grande Main Street Downtown</u></b></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• <b>Provided feedback on LGMSD Parking Survey.</b></li> <li>• <b>Participating on search committee for new Main Street Director.</b></li> <li>• 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."</li> <li>• Chair, LGMSD Design Committee and facilitated creation of project list.</li> <li>• Participated in planning session for 2019 holiday season.</li> <li>• Work with Main Street for implementation of the Façade Grant Program.</li> </ul> <p><b><u>Entrepreneur Center/Entrepreneurial Development</u></b></p> <ul style="list-style-type: none"> <li>• <b>Monthly SPARK women's mentoring group continues to grow. Added three additional participants for a total of 15 participants. Group members are now leading short topic workshops. 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.</b></li> <li>• <b>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</b></li> </ul>	

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			<p>for Fair Housing Education. Assisted with Public Relations. Read Together, La Grande was held. 4 to 9 children participated each Saturday in April reaching 6 six families. The Mayor's reading allowed us to meet the requirement for Fair Housing education for the Community Development Block Grant (CDBG).</p> <ul style="list-style-type: none"> <li>• Filed CDBG report with Business Oregon.</li> <li>• Held meetings with potential Ignite volunteers.</li> <li>• In conjunction with NEOEDD, held workshop on Benefit Companies – 6 attended.</li> <li>• Developed partnership with Parks and Rec to offer Lemonade Day as a summer Day Camp program. Preparing to host training.</li> <li>• Working with Mayor and NEOEDD to develop reading event for Fair Housing requirement for CDBG.</li> <li>• Staff Ignite on Tuesdays and Thursdays.</li> <li>• Two meetings regarding National Lemonade Day.</li> <li>• Hosted and participated in training for National Lemonade Day; a youth entrepreneurship program.</li> </ul> <p><b>Urban Renewal Programs:</b></p> <ul style="list-style-type: none"> <li>• Held meetings and conversations with five projects potentially applying for Call for Projects grant. Several projects had multiple meetings to review the new policy.</li> <li>• Provided final technical assistance to six Call for Projects applications.</li> <li>• Deemed applications complete and ensured letters were sent to applicants.</li> <li>• Held three meetings with interested stakeholders to discuss Urban Renewal and economic development programs, as well as the Budget process.</li> <li>• Continued working with CFP awardees regarding project questions and funding.</li> </ul>	
3	Updated May 10, 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.	The 2019-2020 Proposed Budget that was approved by the Budget Committee includes funding for the Library Roof. The City Council will be asked to consider a revised policy at their June meeting that includes dedicating 75% of any unanticipated increase in General Fund ending cash to capital improvements.	City Manager
4	Updated May 10, 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. Public Works has commenced work on the improvements. See Public Works section below for additional details.	City Manager

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5	Updated April 1, 2019	Housing: Complete housing study and identify recommendations for addressing findings.	See update under Planning below.	Planning
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 24, 2019

### **2019**

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 (SDC's)
Monday, September 19	WORK SESSION Tentative Topic: Economic Development Strategy Update
Monday, September 23	WORK SESSION Tentative Topic: URAC Composition/Role

April 2019

5

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

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 <u>2020</u>	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 May 2, 2019	Monthly activity (April)	<b>2018-2019 Stats</b>	Building
			<b>Permit Type</b>	
			<b>Total Permits</b>	
			<b>Total Fees</b>	
			City of La Grande Building	
			25	
			\$22,751.40	
			Union County Bldg.	
			16	
			20,065.00	
			City of La Grande MFH	
			0	
			0.00	
			Union County MFH	
			1	
			450.00	
			City of La Grande Mechanical	
			12	
			1,337.50	
			Union County Mechanical	
			12	
			1,053.00	
			City of La Grande Plumbing	
			8	
			1,648.00	
			Union County Plumbing	
			7	
			1,069.50	
			City of La Grande Electrical	
			22	
			3,663.00	
			Union County Electrical	
			14	
			2,843.75	
			City of La Grande Demolition	
			3	
			430.00	
			Union County Demolition	
			0	
			0.00	
			<b>TOTALS</b>	
			<b>121</b>	
			<b>\$55,311.15</b>	
2	Updated May 2, 2019	Year to Date Activity	<b>Year to Date 2018-2019 Stats</b>	Building
			<b>Permit Type</b>	
			<b>Total Permits</b>	
			<b>Total Fees</b>	
			City of La Grande Building	
			110	
			\$101,370.11	
			Union County Bldg.	
			105	
			\$107,841.80	
			City of La Grande MFH	
			5	
			\$1,923.75	
			Union County MFH	
			12	
			\$6,300	
			City of La Grande Mechanical	
			146	
			\$15,835.00	
			Union County Mechanical	
			174	
			\$17,261.00	
			City of La Grande Plumbing	
			86	
			\$16,229.45	
			Union County Plumbing	
			49	
			\$10,996.50	
			City of La Grande Electrical	
			153	
			\$23,547.00	
			Union County Electrical	
			221	
			\$31,687.86	
			City of La Grande Demolition	
			5	
			\$1,100.00	
			Union County Demolition	
			2	
			\$190.00	
			<b>TOTALS</b>	
			<b>1069</b>	
			<b>\$334,282.47</b>	
3	Completed 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	Building
4	Completed May 2, 2019	Utility Licensing Fee Ordinance	The City Council adopted the Ordinance at the April meeting and it became effective in May. The corresponding change to the City's Fee Resolution setting the application fee at \$75 for the required 10-year licensed was also approved at that time.	City Manager
5	New Item May 2, 2019	Library Director Search	Our Library Director is retiring. We have advertised for the position and are currently reviewing applications.	City Manager
6	Completed	OTEC Franchise Agreement	The City Council adopted the Ordinance at the April	City Manager

Item	Date of Change in Status	Item	Comments	Department
	May 2, 2019	Renewal	meeting and it became effective in May.	
7	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
8	Updated May 10, 2019	Market Place Family Foods Agreement Amendment	<p>The grocery store has reopened as Market Place Fresh Foods. There have not been any new actions related to amending the agreement.</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
9	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
10	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
11	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
12	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 revision.	City Manager
13	Updated	Tourism Promotion	The revised agreement is on the June 5, 2019, Council	City Manager



Item	Date of Change in Status	Item	Comments	Department
	May 10, 2019	Agreement with Union County Chamber of Commerce	Agenda for consideration. The current 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 was discussed at the Tourism Program of Work report Work Session on April 22	
14	Updated May 10, 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. The Agency approved an extension of the agreement with a provision that no further extensions will be granted at their May Regular Meeting. The City Attorney is drafting the documents for the District Manager to sign.	District Manager
15	Completed May 10, 2019	General Fund 5-Year Projections	The City Council held a joint Work Session with the Budget Committee to review the projections developed by the Staff for the City's General Fund revenues and expenditures.	City Manager
16	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
17	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
18	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
19	No Change 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
20	Completed May 10, 2019	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 <sup>th</sup> and discussed options including using the funds towards wayfinding signage to help direct visitors once they arrive in La Grande.	City Manager

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21	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										
22	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										
23	Updated May 10, 2019	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. The revised agreement for Tourism Promotion Services includes the new language and is scheduled for consideration at the June City Council Meeting.	City 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></table>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	4/7	Building Board of Appeals	4/5	Budget Committee	1/7	City Recorder
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			<table><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>	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																																													
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28	Updated May 13, 2019	Façade grant program	As of December 2018, there have been (3) façade grants issued. One was in process and has since withdrawn: 1.   **Withdrawn**Philip Merrick, 711 Adams Avenue – Window Replacement 2.   Newly issued – Kelly Secl, 1214 ½ Adams Ave for a storefront 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	Updated April 29, 2019	Statistics	<table><tr><td><b>Month of March, 2019</b></td><td><b>Current</b></td><td><b>YTD</b></td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$ 2,320,807</td><td>\$ 45,042,774</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 437,848</td><td>\$18,084,832</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 2,439,072</td><td>\$ 39,680,841</td></tr></table>	<b>Month of March, 2019</b>	<b>Current</b>	<b>YTD</b>	Monthly Revenue (all funds)	\$ 2,320,807	\$ 45,042,774	Monthly Revenue (general fund)	\$ 437,848	\$18,084,832	Monthly expenses amount (all funds)	\$ 2,439,072	\$ 39,680,841	Finance																																																
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			<table><tr><td>Monthly expenses (general fund)</td><td>\$ 708,389</td><td>\$ 16,107,386</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>172</td><td>1,779</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>146</td><td>1,343</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 832,392</td><td>\$ 6,972,360</td></tr><tr><td># of Water accounts billed:</td><td>4,731</td><td>42,810</td></tr><tr><td># of LID accounts billed:</td><td>3</td><td>46</td></tr><tr><td>Pieces of mail processed</td><td>432</td><td>11,162</td></tr><tr><td>Electronic Utility Payments Received</td><td>2344</td><td>19,807</td></tr><tr><td># of NSF checks the City received:</td><td>4</td><td>42</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>	Monthly expenses (general fund)	\$ 708,389	\$ 16,107,386	# of Accounts Payable Checks issued:	172	1,779	# of Payroll Checks/AP issued:	146	1,343	Monthly Payroll expenses:	\$ 832,392	\$ 6,972,360	# of Water accounts billed:	4,731	42,810	# of LID accounts billed:	3	46	Pieces of mail processed	432	11,162	Electronic Utility Payments Received	2344	19,807	# of NSF checks the City received:	4	42	(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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(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)																																		
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 29, 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. The budget document has been prepared and distributed for budget hearings that begin on May 6, 2019.	Finance																														
35	Updated April 29, 2019	Fill Vacant Position	We currently have our half-time position vacant and are in the process of filling this position. This position has been offered and employee to begin work on April 30, 2019.	Finance																														
36	No Change 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	No Change 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 May 7, 2019	Response Statistics	April 1, 2019 – April 30, 2019 <ul style="list-style-type: none"><li>Total Calls: 659</li><li>Medical: 184</li><li>Fires/Other: 50</li></ul>	Fire																														
39	Updated May 7, 2019	Fire Code Inspections/Fire Prevention Activities	April 1, 2019 – April 30, 2019 Inspections/Activities: <ul style="list-style-type: none"><li>5 - Plan Reviews:</li></ul>	Fire																														
40	Updated May 7, 2019	Staffing	We are short 2 full-time paramedics currently. 1-fulltime person has resigned for a position. 1-FF has a projected 2-month absence due to injury. <b>1-Captain has retired.</b>	Fire																														
41	No Change	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire																														
42	No Change 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																														

Item	Date of Change in Status	Item	Comments	Department
43	Updated May 7, 2019	Child Safety Seat Installations and Bicycle Helmets	<ul style="list-style-type: none"> <li>(4) Families instructed in proper car seat installation with,</li> <li>(2) being provided with reduced price child safety seats.</li> <li>(2) Families instructed in proper bicycle helmet use with,</li> </ul> (2) bike helmets being provided.	Fire
44	Updated May 7, 2019	Multi-Disciplinary Team Meeting	<ul style="list-style-type: none"> <li>Participated in (1) Multi-Disciplinary Team meetings.</li> </ul>	Fire
45	Updated May 7, 2019	Traffic School	<ul style="list-style-type: none"> <li>(5) Students at a revenue of: 300.00</li> </ul>	Fire
46	Updated May 7, 2019	Station Tours	<ul style="list-style-type: none"> <li>(4) Station tours given/ with 55 total people.</li> </ul>	Fire
47	Updated May 7, 2019	PR Events	<ul style="list-style-type: none"> <li>(5) Fire Prevention Events conducted 1400 students met with.</li> </ul>	Fire
48	Updated May 7, 2019	Placing the 2019 Ambulance into Service	Awaiting State of Oregon approval prior to placing it into service. The certification licensure has been requested.	Fire
49	Updated May 7, 2019	Apparatus AFG Grant No result, TBA	<ul style="list-style-type: none"> <li>I attended and participated in the FEMA SAFER grant review process in Emmitsburg, MD for 1 week.</li> </ul>	Fire
50	Updated April 24, 2019	Current Recruitments	<ul style="list-style-type: none"> <li><b>Police Officer – Job offer made.</b></li> <li><b>Finance Tech./Receptionist – 1 PT Position – Job Offer Made.</b></li> <li><b>Library Director Position Application review – 1 Position.</b></li> <li><b>Firefighter Paramedic Applications review – 2 Positions</b></li> <li><b>Fire Captain Promotion – Interviews/Testing</b></li> <li><b>Interim Planner – 1 Position</b></li> <li><b>Communication Manager – 1 Position – Job offer made.</b></li> </ul>	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</p>	Library

Item	Date of Change in Status	Item	Comments	Department																																				
			Connection transportation tickets for them. <ul style="list-style-type: none"><li>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.</li></ul>																																					
52	Updated April 26, 2019	Page Turners Book Club	<ul style="list-style-type: none"><li>Page Turners book club for adults met Tuesday, April 9 at 1:00 pm in the Archives Room. The book for April was, “<i>Chariot on the Mountain</i>,” by Emmy and Peabody award-winning journalist Jack Ford. Based on little-known true events, this is an astonishing account of a time when the traditions of the Old South still thrived. A treacherous journey toward freedom and a testament to determination, friendship, and courage.</li></ul>	Library																																				
53	Updated May 9, 2019	Statistics	<table><tr><td>Current Month</td><td>Last Month</td><td></td></tr><tr><td>11,602</td><td>10,706</td><td>Circulation</td></tr><tr><td>11,381</td><td>12,129</td><td>Door count</td></tr><tr><td>17,391</td><td>17,389</td><td>Card holders</td></tr><tr><td>76</td><td>52</td><td>Overdue notices</td></tr><tr><td>1,619</td><td>1,678</td><td>Library2Go e-books &amp;e-audio</td></tr><tr><td>8</td><td>9</td><td>Events in community room</td></tr><tr><td>109</td><td>72</td><td>Adult program attendance</td></tr><tr><td>387</td><td>473</td><td>Children’s program attendance</td></tr><tr><td>101</td><td>40</td><td>Teen program attendance</td></tr><tr><td>77</td><td>117</td><td>Volunteer hours</td></tr><tr><td>1001</td><td>942</td><td>Total Sage ILL</td></tr></table>	Current Month	Last Month		11,602	10,706	Circulation	11,381	12,129	Door count	17,391	17,389	Card holders	76	52	Overdue notices	1,619	1,678	Library2Go e-books &e-audio	8	9	Events in community room	109	72	Adult program attendance	387	473	Children’s program attendance	101	40	Teen program attendance	77	117	Volunteer hours	1001	942	Total Sage ILL	Library
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54	Updated April 26, 2019	Children’s/Young Adults	We held our third annual Peeps Diorama Contest from April 8-12, open to all ages. Winners, including the People’s Choice award, were posted on our Facebook page. Teen Writing Circle met from 4:00 pm-5:00 pm on Thursday, April 11 & 25. Dragon Eggs were made at iCraft on Friday, April 19 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 26, 2019	Adult Programs	New movement classes at the library! Vinyasa Yoga will follow Gentle Yoga on Wednesdays, and Ballet Basics for adults will be Tuesday evenings. Ballet Basics is a free class focusing on ballet fundamentals for the beginning adult. Free. Foreign Film Friday was April 12 at 7:00 pm, with a screening of the 2016 Irish film, “Sing Street,” in which a young teen in 1980s Dublin forms a band to impress his crush.	Library																																				
56	Updated May 10, 2019	Parks Maintenance Update	<ul style="list-style-type: none"><li>Lots of ball field work this month including spreading new infield dirt, aerification, and painting foul ball line</li><li>Mowing is in full swing</li><li>Sprayed for broadleaf and weed killer</li><li>Started mulching non-mowed areas</li><li>Turned on downtown irrigation and gearing up for the rest of the parks shortly.</li><li>Morgan Lake set up including settling in our Camp</li></ul>	Parks & Rec-Maintenance																																				



Item	Date of Change in Status	Item	Comments	Department															
			Host and taking up garbage cans.																
57	Updated May 10, 2019	Recreation Center	<ul style="list-style-type: none"><li>The Committee met with the owners of Grande Ronde Fitness to see about a possible partnership. They offered sale of the property for the tax assessed value. Other options are still being explored.</li></ul>	Parks & Rec-Admin															
58	No Change November 16, 2018	Current Greenway Easement	<ul style="list-style-type: none"><li>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.</li><li>The current owner has continued to use a portion of the easement resulting in conflicts. By transferring the property this should resolve the conflicts.</li><li>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.</li></ul>	Parks & Rec-Admin															
59	Updated May 10, 2019	Pioneer Park Concessions Grant	<ul style="list-style-type: none"><li>The electrical transformer has been installed and is working. Next up will be the installation of the roll up doors and windows, then on to the stairs and inside finishes.</li></ul>	Parks & Rec-Admin															
60	Updated May 10, 2019	Softball Field Improvements	Varsity softball field is complete, dugouts are constructed and painted, fencing is complete. They are actively playing. Thank you to the School District to funding just over \$40,000 of improvements.	Parks & Rec-Admin															
61	Updated May 10, 2019	Pool Statistics April 2019	<table><tr><td></td><td><b>FY 17-18 (thru Apr.)</b></td><td><b>FY 18-19 (thru Apr.)</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>3,042</td><td>3,339</td></tr><tr><td><b>FY TO DATE</b></td><td>31,281</td><td>31,664</td></tr><tr><td><b>REVENUE</b></td><td>11,647</td><td>13,154</td></tr><tr><td><b>FY TO DATE</b></td><td>140,929</td><td>148,819</td></tr></table>		<b>FY 17-18 (thru Apr.)</b>	<b>FY 18-19 (thru Apr.)</b>	<b>ATTENDANCE</b>	3,042	3,339	<b>FY TO DATE</b>	31,281	31,664	<b>REVENUE</b>	11,647	13,154	<b>FY TO DATE</b>	140,929	148,819	Parks & Rec-Aquatics
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62	Updated May 10, 2019	Pool Programs Update	<ul style="list-style-type: none"><li>High intensity morning water aerobics will end on May 10<sup>th</sup>, we never had enough participants to cover the cost of the instructor, loss of \$495.00. We might try this again later but add a registration fee plus admission.</li><li>We are taking a survey to see if we have enough interest to offer a master swim program during the summer months of June, July and August. For the cost of a registration fee and admission.</li><li>Easter egg hunt was held on April 19<sup>th</sup> with 159 participants with a profit of \$435.00.</li><li>EOU has 11 students doing their kayaking class and are using our pool between 7:00 – 8:30 p.m. on Wednesday evenings.</li><li>Imbler finished their lessons on April 3 with 27 students.</li><li>We had 2 pool rentals Greenwood school and EOU and 2 birthday rentals in April.</li><li>Lifeguard training finish on May 8<sup>th</sup> with 6 students passing the class.</li></ul>	Parks & Rec-Aquatics															
63	Updated	Pool Maintenance	<ul style="list-style-type: none"><li>Have to trouble shoot Suit extractor to get</li></ul>	Parks & Rec-															

Item	Date of Change in Status	Item	Comments	Department
	May 10, 2019	Working on fixing	<ul style="list-style-type: none"> <li>repaired or replaced</li> <li>UV keeps shutting down, working with Pure Water Aquatics to get it running right.</li> <li>We will have to replace the pay clock with a new one</li> <li>Flow meter on small pool needs cleaned out</li> <li>Anchored the baby changer to stay closed, the springs were worn out</li> <li>Need a new monitor for camera system</li> </ul>	Aquatics
64	Updated May 13, 2019	Recreation Program Update	<ul style="list-style-type: none"> <li>The Summer Activity guide is officially out! A copy of the guide and all of our summer programs can be found at lagrandeparks.org</li> <li>Pee Wee Soccer is drawing to a close. Teams will have their last game on the 25<sup>th</sup>. We had 112 children and a total of 14 teams.</li> <li>The May escape room is up and running! We've already sold 41 tickets. With the remaining dates left, it is expected to sell quite a few more.</li> <li>Women's Volleyball finished up on the 8<sup>th</sup> of May. Next year's season will be back to normal as I have secured a gym space already for the start of the season in November. We will also be replacing our net system which has needed replacing for a while.</li> <li>Adult Co-ed Softball starts 5/13 and we have 11 teams registered this year.</li> <li>Summer approaches soon! We're now in full swing preparing for the start of camps! Our first camp, Hoops Camp, will begin on June 3<sup>rd</sup>.</li> </ul>	Parks & Rec-Recreation
65	Updated May 10, 2019	Urban Forestry Update	<ul style="list-style-type: none"> <li>Responded to fifty-seven questions/concerns from the community regarding street tree removal permits, the street tree planting program, and nursery tree stock.</li> <li>Presented the Tree City USA awards and the Community Forestry Volunteer award at the April City Council meeting</li> <li>Coordinated the Arbor Day field day for about 150 4th and 5th graders.</li> <li>Coordinated the spring street tree planting program, 32 volunteers.</li> <li>Met on site at Pete's Pond with the WUI committee to assess for a Firewise day.</li> </ul>	Parks & Rec-Urban Forestry
66	No change February 21, 2019	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none"> <li>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.</li> </ul>	Parks & Rec-Urban Forestry
67	Updated May 10, 2019	Wildland Urban Interface Committee	The committee is working on planning a neighborhood Firewise day in the near future tentatively on property owned by Blue Mountain Conservancy.	Parks & Rec-Urban Forestry
68	Updated May 8, 2019	April Urban Forestry Statistics	July 1, 2018 – June 2019 (thru April)	Parks & Rec-Urban Forestry
			Street Trees Planted	
			Park Trees Planted	



Item	Date of Change in Status	Item	Comments					Department
			Street Trees Removed	1	28	4264		
			Park Trees Removed	0	16	4264		
			Street Trees Pruned	7	362	4264		
			Park Trees Pruned	0	52	4264		
			Community	57	288	4264		
			Nuisance Responses	0	59	4264		
			Field/Tree	19	208	4264		
			Ordinance	0	30	4264		
			Tree Service Permits	0	9	4264		
			Site Plan Reviews	5	25	4264		
			Volunteer Hours	86	184	4264		
69	Updated May 13, 2019	Calendar YTD Planning Statistics		<u>APR 2018</u>	<u>APR 2019</u>	<u>FY 17-18</u>	<u>Current FY 18-19</u>	Planning
			Land Use Apps	2	5	41	43	
			Zoning Approvals	7	3	57	41	
			New Business Permits	5	1	26	21	
			Revenue (Land Use Fees)	\$340	\$875	\$8,035	\$10,285	
			Revenue (Zoning Approval)	\$175	\$75	\$1,225	\$950	
			Revenue (Parks SDG)	\$1,050	\$1,050	\$10,500	\$6300	
70	No Change March 13, 2019	Housing Needs Analysis (HNA)	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.					Planning
			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.					
			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					

Item	Date of Change in Status	Item	Comments	Department
			<p>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>	
71	Updated May 13, 2019	2019 Sign Code Amendments	<p>Initially, Planning Department Staff hoped to bundle sign code amendments with updates to the 2018 Land Development Code. Unfortunately, due to the complexity of modifying the sign code, it was not possible to bundle these together.</p> <p>Staff is currently working on preparing a new sign code for the City Council's consideration, which will require review by the City attorney. Public Hearings may begin as early as August 2019.</p>	Planning
72	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> <p>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.</p>	Planning
73	Updated April 11, 2019	Taylor Creek Floodplain Mapping	<ul style="list-style-type: none"> <li>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</li> </ul>	Planning/ Public Works

Item	Date of Change in Status	Item	Comments	Department																																	
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74	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																																	
75	Updated May 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><b>APR 19</b></td><td><b>YTD</b></td></tr><tr><td>Physical Abuse Cases</td><td>14</td><td>33</td></tr><tr><td>Sexual Abuse Cases</td><td>11</td><td>25</td></tr><tr><td>Neglect cases- (also includes children exposed to drug activity and dirty homes)</td><td>9</td><td>66</td></tr><tr><td>Domestic Violence</td><td>1</td><td>3</td></tr><tr><td>Total number of Child Abuse cases</td><td>35</td><td>129</td></tr><tr><td>Total number of Senior and People with disabilities reports</td><td>1</td><td>2</td></tr><tr><td>Total number of Domestic Violence and SART cases</td><td>9</td><td>18</td></tr><tr><td>Total number of death cases</td><td>1</td><td>5</td></tr><tr><td>Miscellaneous Cases</td><td>5</td><td>21</td></tr><tr><td></td><td></td><td></td></tr></table>		<b>APR 19</b>	<b>YTD</b>	Physical Abuse Cases	14	33	Sexual Abuse Cases	11	25	Neglect cases- (also includes children exposed to drug activity and dirty homes)	9	66	Domestic Violence	1	3	Total number of Child Abuse cases	35	129	Total number of Senior and People with disabilities reports	1	2	Total number of Domestic Violence and SART cases	9	18	Total number of death cases	1	5	Miscellaneous Cases	5	21				Police
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76	Updated May 1, 2019	Communications Division Statistics	<table><tr><td></td><td><b>MAR 19</b></td><td><b>YTD</b></td></tr><tr><td>Traffic/Air</td><td>380</td><td>978</td></tr><tr><td>All Calls</td><td>2282</td><td>6091</td></tr><tr><td>Legitimate 911 calls for service</td><td>326</td><td>908</td></tr><tr><td>Case Reports LGPD/UCSO</td><td>165</td><td>489</td></tr></table>		<b>MAR 19</b>	<b>YTD</b>	Traffic/Air	380	978	All Calls	2282	6091	Legitimate 911 calls for service	326	908	Case Reports LGPD/UCSO	165	489	Police																		
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Case Reports LGPD/UCSO	165	489																																			
77	Updated May 1, 2019	April 2019 Training	<b>OPERATIONS TRAINING:</b> <ul style="list-style-type: none"><li>The SWAT team had a four-hour block of training.</li><li>One officer attended the FTEP training in Baker City.</li><li>The Admin. Assistant attended a one day BOLI training in Pendleton.</li><li>One officer attended the Infant/Child death investigations training in Hillsboro.</li><li>One officer attended the Street Crimes Seminar in Roseburg.</li><li>Two officers attended the Handgun Instructor Development course held in La Grande.</li><li>One sergeant attended the Summit Child Abuse Conference in Portland.</li><li>One officer attended the FBI Basic Hostage Negotiations course in Salam.</li></ul> <b>COMMUNICATIONS TRAINING:</b> <ul style="list-style-type: none"><li>One dispatcher attended FTEP training in Baker City.</li><li>One comm. specialist attended Supervision training at DPSST.</li></ul> One dispatcher attended FBI basic hostage Negotiations training in Salem.	Police/Comm																																	
78	No Change December 11, 2018	Crime Statistics- These are the most recent stats available from the state. The	<table><tr><td><b>Type of Crime</b></td><td><b>Oct. 18</b></td><td><b>YTD</b></td></tr><tr><td>Crimes against persons (assaults, robbery, sex</td><td>10</td><td>95</td></tr></table>	<b>Type of Crime</b>	<b>Oct. 18</b>	<b>YTD</b>	Crimes against persons (assaults, robbery, sex	10	95	Police																											
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		state historically lags well behind on reports.	<table><tr><td><i>crimes)</i></td><td></td><td></td></tr><tr><td>Crimes against property <i>(burglary, vehicle theft, NSF/acct. closed)</i></td><td>44</td><td>390</td></tr><tr><td>Crimes against society <i>(drug laws, DUII, liquor laws, disorderly conduct)</i></td><td>18</td><td>198</td></tr><tr><td>Traffic Crimes <i>(DWS, Hit &amp; Run, eluding, reckless driving)</i></td><td>10</td><td>66</td></tr></table>	<i>crimes)</i>			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 &amp; Run, eluding, reckless driving)</i>	10	66	
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79	Updated May 3, 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. A new police officer has been hired to backfill for the grant funded position. His first day with the department was April 3, 2019.	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 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												
82	Updated May 15, 2019	2018-19 Street User Fee Projects	<ul style="list-style-type: none"><li>A Preconstruction meeting with High Desert Aggregate and Paving was held on April 30<sup>th</sup> at Public Works. Based on the contractor’s preliminary schedule, work will begin on Cove Avenue around the 29<sup>th</sup> of May.</li></ul> The reconstruction project for 5 <sup>th</sup> Street from L Avenue to N Avenue and Penn Avenue from 3 <sup>rd</sup> Street to 4 <sup>th</sup> Street has been completed and closed out.	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	Updated May 15, 2019	Wastewater Treatment Plant Screening Facility	Electrical conduits and the concrete working slab have been constructed. Next step will be to construct the lifting frame that will assist in the placement of the screen. It is anticipated that this work will be completed in the coming weeks.	Public Works												
85	No Change 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	Public Works												

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			Adams Avenue from Island Avenue to 4 <sup>th</sup> 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.	
86	No Change 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	Update May 15, 2019	Quiet Zone ASM/SSM Construction	Quotes to complete the required concrete work have been received by Public Works and we are working with the contractor to establish a completion schedule. Signs and traffic control devices have been ordered, and painting of the crossings is underway. Placement of Pit Run has been completed over the extension of Hall Street, and the crushed rock cap will be placed following construction of the new fencing. The fencing contractor is scheduled to begin work around May 25 <sup>th</sup> .	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 May 15, 2019	2018-2019 CIPP Project (Sewer Collection)	A Preconstruction meeting with PEC was held on May 8 <sup>th</sup> . Planned Engineering and Construction has completed the cleaning and inspection of the sewer lines, and will return to town around the 4 <sup>th</sup> of June to line the sewer mains.	Public Works
90	No Change 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 with a recessed lid to keep radio transmitters from being sheared off by shovels and plows.	Public Works
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 May 15, 2019	Safe Route to Schools Grant	Project plans have been completed and will put out for bid May 22 <sup>nd</sup> . Bid opening is scheduled for June 12 <sup>th</sup> , and contract will be awarded during the July Council meeting.	Public Works
93	No Change April 11, 2019	Water System Optimization Cohort	Workshop No.3, which was held on March 28 <sup>th</sup> 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

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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 <sup>st</sup> , and anticipate receiving a few more before the cutoff date.	Public Works
96	Updated May 15, 2019	Implementation of Geographic Information Systems (GIS) at Public Works	Public Works staff met with Anderson Perry to review the water layer and construct a method of tracking maintenance activities. Anderson Perry has completed the implementation of the tracking portion of the software, and has begun construction of the Sanitary Sewer Layer of the system.	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