



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

**MONTHLY REPORT**

**May 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 June 7, 2019	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	<p><b>Business Development/Recruitment</b></p> <ul style="list-style-type: none"> <li>Will continue to discuss Comprehensive Plan changes.</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>Mike Boquist, Christine Jarski and Robert Strobe 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> <p><b>Retail Development Project:</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 which entails scheduling, following up on leads, preparing lead specific marketing material</li> </ul>	Economic Development

May 2019

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<p>and general marketing collateral.</p> <ul style="list-style-type: none"> <li>Prepared for and attended Retail Conference May 19-22. Met with 10 business leads and two field experts and Manager of Carrington Company, which owns the retail shopping center.</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. Following conversations at Retail Conference, two leads through Buxton are still working to site in La Grande/Union County.</li> </ul> <p><b><u>La Grande Main Street Downtown</u></b></p> <ul style="list-style-type: none"> <li>Provided feedback on LGMSD Parking Survey. LGMSD Biz Dev Committee has completed parking survey analysis. We are working on creating a multi-year strategic plan to submit to the Parking Committee and ultimately City Council.</li> <li>Provided content for LGMSD's MOU.</li> <li>Participating on search committee for new Main Street Director. LGMSD has hired new Director!</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>Organized hanging of downtown flower baskets. Refining process for next year and working to coordinate with Clean-Up La Grande next year.</li> <li>Attended Rotary Meeting for Clean-Up La Grande.</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> <li>Collecting information to file the annual report for the Oregon Main Street Revitalization grant awarded to Pennington Rental Properties.</li> <li>Participated in check presentation for LGMSD announcing Liberty Theatre project as recipient of \$200,000 Oregon Main Street Grant for 2019.</li> </ul> <p><b><u>Entrepreneur Center/Entrepreneurial Development</u></b></p> <ul style="list-style-type: none"> <li>SPARK women's mentoring group—Developing volunteer leaders who can assist</li> </ul>	

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<p>in facilitating the group. Members are continuing to leading short topic workshops.</p> <ul style="list-style-type: none"> <li>Met with Ignite Volunteers and Lisa Dawson to update Ignite strategic plan.</li> <li>Continuing to work with Parks and Rec on Lemonade Day summer camp to be held on July 20, 2019.</li> <li>Attended Wildhorse Foundation grant recipient luncheon for Ignite.</li> <li>Staff Ignite on Tuesdays and Thursdays.</li> </ul> <p><b>Urban Renewal Programs:</b></p> <ul style="list-style-type: none"> <li>Began writing of Call for Projects Staff Reports.</li> <li>Met with one project that will submit in 2020-2021 round of Call for Projects.</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
5	No Change 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 May 31, 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
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

May 2019

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: Sign Code, 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 June 5, 2019	Monthly activity (May)	<b>2018-2019 Stats</b>	Building
			<b>Permit Type</b>	
			<b>Total Permits</b>	
			<b>Total Fees</b>	
			City of La Grande Building	
			11	
			\$3,180.00	
			Union County Bldg.	
			16	
			\$22,414.00	
			City of La Grande MFH	
			1	
			\$450.00	
			Union County MFH	
			3	
			\$1,350.00	
			City of La Grande Mechanical	
			10	
			\$833.50	
			Union County Mechanical	
			13	
			\$970.00	
			City of La Grande Plumbing	
			8	
			\$1,414.50	
			Union County Plumbing	
			16	
			\$2,374.50	
			City of La Grande Electrical	
			20	
			\$341.94	
			Union County Electrical	
			28	
			\$3,715.00	
			City of La Grande Demolition	
			0	
			\$0.00	
			Union County Demolition	
			0	
			0.00	
			<b>TOTALS</b>	
			<b>126</b>	
			<b>\$37,043.44</b>	
2	Updated June 5, 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	
			121	
			\$104,550.11	
			Union County Bldg.	
			121	
			\$130,255.80	
			City of La Grande MFH	
			6	
			\$2,373.75	
			Union County MFH	
			15	
			\$7,650.00	
			City of La Grande Mechanical	
			156	
			\$16,668.50	
			Union County Mechanical	
			187	
			\$18,231.00	
			City of La Grande Plumbing	
			94	
			\$17,643.95	
			Union County Plumbing	
			65	
			\$13,371.00	
			City of La Grande Electrical	
			173	
			\$23,888.94	
			Union County Electrical	
			249	
			\$35,402.86	
			City of La Grande Demolition	
			5	
			\$1,100.00	
			Union County Demolition	
			2	
			\$190.00	
			<b>TOTALS</b>	
			<b>1194</b>	
			<b>\$371,295.91</b>	
3	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
4	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
5	Updated May 10, 2019	Market Place Family Foods Agreement Amendment	The grocery store has reopened as Market Place Fresh Foods. There have not been any new actions related to amending the agreement.  The Agreement includes the CLIENTS—Market Place Family Foods, LLC, and Town Square, LP. The owner	District Manager

Item	Date of Change in Status	Item	Comments	Department
			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.	
6	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
7	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
8	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
9	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
10	Updated May 10, 2019	Tourism Promotion Agreement with Union County Chamber of Commerce	The revised agreement is on the June 5, 2019, Council 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	City Manager

Item	Date of Change in Status	Item	Comments	Department
			Program of Work report Work Session on April 22	
11	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
12	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
13	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
14	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
15	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
16	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
17	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
18	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
19	Updated April 1, 2019	B2H	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.	City Manager



Item	Date of Change in Status	Item	Comments	Department																																								
			<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>																																									
20	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																																								
21	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><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>0/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>Union County Tourism</td><td>1/2</td></tr><tr><td>Urban Renewal</td><td>3/7</td></tr></table>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	4/7	Building Board of Appeals	4/5	Budget Committee	1/7	Community Landscape/Forestry	2/7	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	0/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	1/2	Urban Renewal	3/7	City Recorder														
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22	No Change February 20, 2019	URA projects fund updates Fiscal YTD	<p><b>2018 Call for Projects</b></p> <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Valley Vet</td><td>401 Adams</td><td>Structural Upgrades</td><td>\$35,000 award</td><td>Not started yet</td></tr><tr><td>Kehr</td><td>1802 4<sup>th</sup> Street</td><td>New CrossFit</td><td>\$50,000 award \$25,000 Remaining</td><td>Near Completion</td></tr><tr><td>LT Dev</td><td>1012 Adams</td><td>Restoration</td><td>\$50,000 Award</td><td>In process</td></tr><tr><td>Texaco</td><td>1508 Adams</td><td>Retro Suit</td><td>\$50,000 award</td><td>Not started</td></tr><tr><td>Direct Music</td><td>1206 Adams</td><td>Store Exp.</td><td>\$15,000 award</td><td>In process</td></tr></table> <p><b>Call for Projects carried over</b></p> <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Baum Smith 2017</td><td>808 Adams</td><td>Façade Imp.</td><td>\$20,000 award</td><td>Complete</td></tr></table>	Business	Address	Project	Funds	Status	Valley Vet	401 Adams	Structural Upgrades	\$35,000 award	Not started yet	Kehr	1802 4 <sup>th</sup> Street	New CrossFit	\$50,000 award \$25,000 Remaining	Near Completion	LT Dev	1012 Adams	Restoration	\$50,000 Award	In process	Texaco	1508 Adams	Retro Suit	\$50,000 award	Not started	Direct Music	1206 Adams	Store Exp.	\$15,000 award	In process	Business	Address	Project	Funds	Status	Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	Complete	Economic Development
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			<table><tr><td>Pennington 2017</td><td>1106 Adams</td><td>Rehab</td><td>\$140,000 award \$50,000 remaining</td><td>In process</td></tr><tr><td>Brickyard Lanes 2014</td><td>1212 Jefferson</td><td>Bowling alley</td><td>\$80,000 award \$40,050 remaining</td><td>In Process</td></tr></table>	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																																															
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23	No Change 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 Newly issued – Kelly Secl, 1214 ½ Adams Ave for a storefront replacement.	Economic Development																																																								
24	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																																																								
25	No Change June 6, 2019	Retail Development Program	Reported Above	Economic Development																																																								
26	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																																																								
27	Updated June 11, 2019	Statistics	<table><tr><td colspan="2">Month of April, 2019</td><td>Current</td><td>YTD</td></tr><tr><td colspan="2">Monthly Revenue (all funds)</td><td>\$ 1,480,604</td><td>\$ 21,446,625</td></tr><tr><td colspan="2">Monthly Revenue (general fund)</td><td>\$ 521,102</td><td>\$ 8,756,148</td></tr><tr><td colspan="2">Monthly expenses amount (all funds)</td><td>\$ 2,005,944</td><td>\$ 19,536,637</td></tr><tr><td colspan="2">Monthly expenses (general fund)</td><td>\$ 865,188</td><td>\$ 7,956,048</td></tr><tr><td colspan="2"># of Accounts Payable Checks issued:</td><td>201</td><td>1,980</td></tr><tr><td colspan="2"># of Payroll Checks/AP issued:</td><td>145</td><td>1,488</td></tr><tr><td colspan="2">Monthly Payroll expenses:</td><td>\$ 912,045</td><td>\$ 8,716,798</td></tr><tr><td colspan="2"># of Water accounts billed:</td><td>4,739</td><td>47,549</td></tr><tr><td colspan="2"># of LID accounts billed:</td><td>0</td><td>46</td></tr><tr><td colspan="2">Pieces of mail processed</td><td>515</td><td>11,677</td></tr><tr><td colspan="2">Electronic Utility Payments Received</td><td>2346</td><td>22,153</td></tr><tr><td colspan="2"># of NSF checks the City received:</td><td>5</td><td>44</td></tr><tr><td colspan="4">(In August 2018 we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)</td></tr></table>	Month of April, 2019		Current	YTD	Monthly Revenue (all funds)		\$ 1,480,604	\$ 21,446,625	Monthly Revenue (general fund)		\$ 521,102	\$ 8,756,148	Monthly expenses amount (all funds)		\$ 2,005,944	\$ 19,536,637	Monthly expenses (general fund)		\$ 865,188	\$ 7,956,048	# of Accounts Payable Checks issued:		201	1,980	# of Payroll Checks/AP issued:		145	1,488	Monthly Payroll expenses:		\$ 912,045	\$ 8,716,798	# of Water accounts billed:		4,739	47,549	# of LID accounts billed:		0	46	Pieces of mail processed		515	11,677	Electronic Utility Payments Received		2346	22,153	# of NSF checks the City received:		5	44	(In August 2018 we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)				Finance
Month of April, 2019		Current	YTD																																																									
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28	Updated May 21, 2019	Springbrook Software access updates to include more employees and departments	2. 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. Security and user permissions have been set up in the system. A user guide is currently being created and ESD has been notified to create access to Springbrook for those that don't already have it.	Finance																																																								
29	Updated, June 11, 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	Finance																																																								

Item	Date of Change in Status	Item	Comments	Department
			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. Budget hearings are complete, notices filed and awaiting adoption on June 5, 2019. The budget was adopted on June 5 <sup>th</sup> for both the City and Urban Renewal.	
30	Completed May1, 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
31	Updated June 11, 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. We are scheduled for a webinar to view a module that may help with this.	Finance
32	Updated, May 21, 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. It has been determined that we will not be able to remove all custom code due to the Utility Reading System. A request to a software upgrade has been made and we are awaiting the system requirements and quote.	Finance
33	New Item June 11, 2019	Transient Lodging Tax Ordinance	Update language in the current Transient Lodging Tax Ordinance to incorporate definitions to clarify intermediaries and other language as recommended by LOC	Finance
34	Updated June 10, 2019	Response Statistics	May 1, 2019 – May 31, 2019 <ul style="list-style-type: none"> <li>Total Calls: 844</li> <li>Medical: 151</li> <li>Fires/Other: 34</li> </ul>	Fire
35	Updated June 10, 2019	Fire Code Inspections/Fire Prevention Activities	May 1, 2019 – May 31, 2019 Inspections/Activities: <ul style="list-style-type: none"> <li>3 - Plan Reviews:</li> </ul>	Fire
36	Updated June 10, 2019	Staffing	We are short 4 full-time positions currently, 1 out on medical leave. We have tested 1 person for a paramedic-Firefighter position, we are awaiting the final results.	Fire
37	No Change	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
38	Updated June 10, 2019	Wildland Fire Interface Report to City Council	We attended/hosted a meeting on May 15 and 29, 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
39	Updated June 10, 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> </ul> (1) Families instructed in proper bicycle helmet use with, (1) bike helmets being provided.	Fire

Item	Date of Change in Status	Item	Comments	Department																																				
40	No Change May 7, 2019	Multi-Disciplinary Team Meeting	Participated in (1) Multi-Disciplinary Team meetings.	Fire																																				
41	No Change May 7, 2019	Traffic School	<ul style="list-style-type: none"><li>(5) Students at a revenue of: 300.00</li></ul>	Fire																																				
42	Updated May 7, 2019	Station Tours	<ul style="list-style-type: none"><li>(3) Station tours given/ with 75 total people.</li></ul>	Fire																																				
43	Updated June 10, 2019	PR Events	<ul style="list-style-type: none"><li>(1) Fire Prevention Events conducted</li><li>30 students taught fire extinguisher use.</li></ul>	Fire																																				
44	Updated June 10, 2019	Placing the 2019 Ambulance into Service, recertifying all ambulances	<ul style="list-style-type: none"><li>We have met our recertification standards for Oregon EMS for all of our ambulances. We have met the standards and have been renewed as an EMS provider for the State of Oregon.</li></ul>	Fire																																				
45	No Change May 7, 2019	Apparatus AFG Grant No result, TBA	I attended and participated in the FEMA SAFER grant review process in Emmitsburg, MD for 1 week.	Fire																																				
46	Updated June 11, 2019	Current Recruitments	<ul style="list-style-type: none"><li>Library Director Position reposted. First round of interviews completed. – 1 Position.</li><li>Firefighter Paramedic Applications – Interviews/Testing - 6/12/2019</li><li>Firefighter Positions Posted – 2 Positions</li><li>Code Enforcement Position posted – 1 Position</li><li>911/Tele. Tech. Posted – 1 Position</li><li>PT Permit Tech Position – Interviews 6/19/19</li></ul>	Human Resources																																				
47	Updated May 21, 2019	Literacy Center	<ul style="list-style-type: none"><li>We are gathering applications and arranging for tutors to serve all who wish to have one on one time. Drop ins and unstructured times always available. Hours will be 10 to 2 until August</li></ul>	Library																																				
48	Updated June 4, 2019	Page Turners Book Club	Page Turners book club for adults meets Tuesday, June 11 at 1:00 pm in the Archives Room. The book for June is “ <i>The Second Mountain</i> ” by David Brooks. Brooks shares the wisdom of people who live joyous, committed lives and successfully combine their commitments of career, family, personal philosophy, and community.	Library																																				
49	Updated June 4, 2019	Statistics	<table><tr><th>Current Month</th><th>Last Month</th><th></th></tr><tr><td>9,698</td><td>11,602</td><td>Circulation</td></tr><tr><td>22,769</td><td>11,381</td><td>Door count</td></tr><tr><td>17,483</td><td>17,391</td><td>Card holders</td></tr><tr><td>104</td><td>76</td><td>Overdue notices</td></tr><tr><td>1,607</td><td>1,619</td><td>Library2Go e-books &amp; e-audio</td></tr><tr><td>7</td><td>8</td><td>Events in community room</td></tr><tr><td>80</td><td>109</td><td>Adult program attendance</td></tr><tr><td>465</td><td>387</td><td>Children’s program attendance</td></tr><tr><td>94</td><td>101</td><td>Teen program attendance</td></tr><tr><td>50</td><td>77</td><td>Volunteer hours</td></tr><tr><td>977</td><td>1001</td><td>Total Sage ILL</td></tr></table>	Current Month	Last Month		9,698	11,602	Circulation	22,769	11,381	Door count	17,483	17,391	Card holders	104	76	Overdue notices	1,607	1,619	Library2Go e-books & e-audio	7	8	Events in community room	80	109	Adult program attendance	465	387	Children’s program attendance	94	101	Teen program attendance	50	77	Volunteer hours	977	1001	Total Sage ILL	Library
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50	Updated June 4, 2019	Children’s/Young Adults	The 2019 Summer Reading Program, “A Universe of Stories,” is here! Space-themed family movies, a hands-on museum event, downtown puppet scavenger hunt, and a LEGO Competition are all part of this year’s	Library																																				

Item	Date of Change in Status	Item	Comments	Department
			<p>program. The Summer Reading Program runs from June 4-July 25 and has three age ranges, for ages 0-5, 5-12, and 12-19. For updates visit our Facebook page, La Grande Summer Reading Program.</p> <ul style="list-style-type: none"> <li>The Museum of Natural and Cultural History presents “Our Place in Space” on Thursday, June 27 at 11:00 am. Science experiments and fun activities explore what makes planet Earth special. Family movies are Wednesdays, June 12 and June 26, at 10:30 am in the Community Room. The LEGO Competition is Thursday, July 18 at 10:30; LEGO provided. Summer Reading Program registration is not required to participate in events.</li> </ul>	
51	Updated June 4, 2019	Adult Programs	<p>Feeling crafty? Need inspiration? Check out CreativeBug, an online platform with over 1,000 classes, from cupcake decorating to planner design, they also have activities themed for the Summer Reading Program. Click the link on our website, <a href="http://cityoflagrande.org/library">cityoflagrande.org/library</a> and login with your library barcode and password.</p> <p>3D printing is now available. Contact Ryan at the library or email <a href="mailto:rmcginnis@cityoflagrande.org">rmcginnis@cityoflagrande.org</a> for details.</p> <p>Three Book Club Kits for adults are now available for four-week check outs.</p>	Library
52	Updated June 6, 2019	Parks Maintenance Update	<ul style="list-style-type: none"> <li>Ballfield maintenance to support the baseball and softball high school playoffs. This involved extensive field work and preparation.</li> <li>All parks irrigation is up and running including the replacement of 9 new sprinkler heads at Riverside Park.</li> <li>Applying mulch to several areas.</li> <li>Repair sewer line at Pioneer Park ballfield restrooms.</li> <li>Support for electrician at Pioneer Park.</li> </ul> <p>Very busy pavilion rentals at Riverside and Pioneer Parks.</p>	Parks & Rec-Maintenance
53	No Change May 10, 2019	Recreation Center	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.	Parks & Rec-Admin
54	Updated June 5, 2019	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> </ul> <p><a href="#">Staff met with the property owner and surveyor to stake</a></p>	Parks & Rec-Admin

Item	Date of Change in Status	Item	Comments	Department															
			property line. Property owner is now working with his attorney to finalize the lot line adjustments and has agreed to move his fence and remove his stored items before September 2019.																
55	Updated June 5, 2019	Pioneer Park Concessions Grant	Roll up doors and windows have been installed and electrical service has been restored. Construction of the stairs, roof, and remainder of siding is scheduled next.	Parks & Rec-Admin															
56	Completed June 5, 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															
57	Updated June 6, 2019	Pool Statistics May 2019	<table><tr><td></td><td><b>FY 17-18 (thru May)</b></td><td><b>FY 18-19 (thru May)</b></td></tr><tr><td><b>ATTENDANCE</b></td><td>3813</td><td>3756</td></tr><tr><td><b>FY TO DATE</b></td><td>35,094</td><td>35420</td></tr><tr><td><b>REVENUE</b></td><td>16,037.07</td><td>14,371.02</td></tr><tr><td><b>FY TO DATE</b></td><td>156,966</td><td>163,190</td></tr></table>		<b>FY 17-18 (thru May)</b>	<b>FY 18-19 (thru May)</b>	<b>ATTENDANCE</b>	3813	3756	<b>FY TO DATE</b>	35,094	35420	<b>REVENUE</b>	16,037.07	14,371.02	<b>FY TO DATE</b>	156,966	163,190	Parks & Rec-Aquatics
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58	Updated June 6, 2019	Pool Programs Update	<ul style="list-style-type: none"><li>We started a Masters Swim program for the summer months of June, July and August, it will run Monday, Wednesday and Friday from 5:30 a.m. to 6:30 a.m. We are starting with (12) participants which will cover the cost of the instructor to be on deck.</li><li>EOU kayaking class finished on May 1<sup>st</sup>.</li><li>Central school 3<sup>rd</sup> grade lessons were held on May 14 through 24 with 71 kids participating.</li></ul>	Parks & Rec-Aquatics															
59	No Change May 10, 2019	Pool Maintenance Working on fixing	<ul style="list-style-type: none"><li>Have to trouble shoot Suit extractor to get 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>	Parks & Rec-Aquatics															
60	Updated June 6, 2019	Recreation Program Update	<ul style="list-style-type: none"><li>Summer is officially started! All of our summer programs can be found at lagrandeparks.org</li><li>Adult Co-ed Softball has started and we have 11 teams registered this year, which is an increase from last year with 8 teams.</li><li><u>Kick it into Gear</u> took place on Saturday June 1<sup>st</sup>, and was a huge success. There were roughly 100 children there with their parents. This event is co-organized with the SAAC group at EOU and runs in conjunction with the Hog Wild Days events.</li><li>Hoops camp is halfway through, and we will be starting Skateboarding and Messy Olympics next week</li><li>This year we decided to focus solely on half day camps, due to the fact that those were more popular than full day camps, and we have already seen an</li></ul>	Parks & Rec-Recreation															

Item	Date of Change in Status	Item	Comments	Department																																										
			upswing in registrations! As of writing this report, we already have a total of 130 registrations across all of our children’s programs.																																											
61	Updated June 6, 2019	Urban Forestry Update	<ul style="list-style-type: none"><li>Responded to forty-five questions/concerns from the community regarding street tree removal permits, the street tree planting program, the OTECC removal and replacement program, tree appraisal, nuisance complaints, commercial tree services, tree pruning, street clearance and aphid control.</li><li>Coordinated spring beautification awards: Facebook post and media PSA, photos and door hangers at nominated homes.</li></ul> Gave an urban forestry presentation for the LMS Real Life class.	Parks & Rec- Urban Forestry																																										
62	No change February 21, 2019	Urban Forestry Tree Inventory Project	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																																										
63	Updated May 10, 2019	Wildland Urban Interface Committee	<ul style="list-style-type: none"><li>The committee is working on planning a neighborhood Firewise day in the near future tentatively on property owned by Blue Mountain Conservancy.</li></ul>	Parks & Rec- Urban Forestry																																										
64	Updated June 6, 2019	May Urban Forestry Statistics	<table><tr><td>July 1, 2018 – June 2019</td><td>May</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>15</td><td>77</td></tr><tr><td>Park Trees Planted</td><td>4</td><td>18</td></tr><tr><td>Street Trees Removed</td><td>6</td><td>34</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>16</td></tr><tr><td>Street Trees Pruned</td><td>2</td><td>364</td></tr><tr><td>Park Trees Pruned</td><td>86</td><td>52</td></tr><tr><td>Community Responses</td><td>45</td><td>333</td></tr><tr><td>Nuisance Responses</td><td>3</td><td>62</td></tr><tr><td>Field/Tree Evaluations</td><td>16</td><td>224</td></tr><tr><td>Ordinance Enforcement</td><td>2</td><td>32</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>9</td></tr><tr><td>Site Plan Reviews</td><td>4</td><td>29</td></tr><tr><td>Volunteer Hours</td><td>8</td><td>192</td></tr></table>	July 1, 2018 – June 2019	May	YTD	Street Trees Planted	15	77	Park Trees Planted	4	18	Street Trees Removed	6	34	Park Trees Removed	0	16	Street Trees Pruned	2	364	Park Trees Pruned	86	52	Community Responses	45	333	Nuisance Responses	3	62	Field/Tree Evaluations	16	224	Ordinance Enforcement	2	32	Tree Service Permits	0	9	Site Plan Reviews	4	29	Volunteer Hours	8	192	Parks & Rec- Urba2n Forestry
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65	Updated June 10, 2019	Calendar YTD Planning Statistics	<table><tr><td></td><td>May 2018</td><td>May 2019</td><td>FY 17-18</td><td>Current FY 18-19</td></tr><tr><td>Land Use Apps</td><td>6</td><td>3</td><td>41</td><td>46</td></tr><tr><td>Zoning Approvals</td><td>3</td><td>6</td><td>57</td><td>47</td></tr><tr><td>New Business Permits</td><td>5</td><td>1</td><td>26</td><td>22</td></tr><tr><td>Revenue (Land Use Fees)</td><td>\$1060</td><td>\$485</td><td>\$8,035</td><td>\$10,770</td></tr><tr><td>Revenue (Zoning Approval)</td><td>\$50</td><td>\$125</td><td>\$1,050</td><td>\$1075</td></tr><tr><td>Revenue (Parks</td><td>\$1,050</td><td>\$1,050</td><td>\$10,500</td><td>\$8425</td></tr></table>		May 2018	May 2019	FY 17-18	Current FY 18-19	Land Use Apps	6	3	41	46	Zoning Approvals	3	6	57	47	New Business Permits	5	1	26	22	Revenue (Land Use Fees)	\$1060	\$485	\$8,035	\$10,770	Revenue (Zoning Approval)	\$50	\$125	\$1,050	\$1075	Revenue (Parks	\$1,050	\$1,050	\$10,500	\$8425	Planning							
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Item	Date of Change in Status	Item	Comments	Department
			SDC)	
66	New Item June 10, 2019	Notable Projects Approved	<ul style="list-style-type: none"> <li>• <u>16<sup>th</sup> Street – 55+ housing development:</u> GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story).</li> <li>• <u>Russell Avenue, near Spruce Street – Veteran Village tiny home development:</u> GCT Land Management is constructing a 10 unit tiny home development in partnership with Veteran Affairs.</li> <li>• </li> </ul>	Planning
67	Updated June 10, 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 is nearly complete with the final documents under review for acceptance by the Oregon Department of Land Conservation and Development (DLCD).</p> <p>On May 20, 2019, the draft final report was presented to the City Council during a Work Session. The Consultant presented findings showing that the City has a large surplus of single-family residential zoned lands, but approximately a 14 acre deficit of multi-family (R-3) zoned land over the next 20 year planning horizon. These findings were based on a slightly progressive analysis that took into consideration "pent up demand" which is a perceived need based on public and agency input received and based on their experiences.</p> <p>In DLCD's review of the final report, DLCD rejected the "pent up demand" justification and requires that a more factual approach be used, as required by State law, based on actual studies and physical data. The consultants have modified the final report as required by DLCD, removing the "pent up demand" which continues to results in the City having a need for more multi-family residential development, but the City has surplus of residentially zoned land in all residential categories. The significance and importance of this finding is that the City will not be required to pursue rezoning immediately in conjunction with the adoption of this report.</p> <ul style="list-style-type: none"> <li>• Moving forward, for the next phase of this project, the City should focus on developing a strategic plan that includes possible solutions for satisfying the</li> </ul>	Planning



Item	Date of Change in Status	Item	Comments	Department																					
			various housing needs within the City.																						
68	No Change May 13, 2019	2019 Sign Code Amendments	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.  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.	Planning																					
69	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.  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																					
70	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																					
71	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																					
72	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>APR 19</td><td>YTD</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></table>		APR 19	YTD	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	Police
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Item	Date of Change in Status	Item	Comments			Department
			Total number of Domestic Violence and SART cases	9	18	
			Total number of death cases	1	5	
			Miscellaneous Cases	5	21	
73	Updated May 29, 2019	Communications Division Statistics		APR 19	YTD	Police
			Traffic/Air	316	1294	
			All Calls	2436	8527	
			Legitimate 911 calls for service	360	1268	
			Case Reports LGPD/UCSO	208	697	
	Updated May 29, 2019	May 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>Detective Graffunder attended the Supervisor/leadership conference in Portland.</li><li>Chief Harvey, Sgt. Hays and Sr. Officer Rogers attended the handgun instructor update in Baker City</li><li>Sgt. Perry attended an Emotional survival training in Bend</li></ul> <b>COMMUNICATIONS TRAINING:</b> <ul style="list-style-type: none"><li>Dispatcher Cherise Kaechele attended the 3 day EMD training at DPSST in Salem</li><li>Clerk/Receptionist Lisa Reddington and Comm Spec Griffin attended the Law Enforcement Records conference in Redmond</li></ul>			Police/Comm
74	No Change December 11, 2018	Crime Statistics- These are the most recent stats available from the state. The state historically lags well behind on reports.	Type of Crime	Oct. 18	YTD	Police
			Crimes against persons (assaults, robbery, sex crimes)	10	95	
			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	44	390	
			Crimes against society (drug laws, DUI, liquor laws, disorderly conduct)	18	198	
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	10	66	
75	Completed 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
76	New Item	Drug Take Back	On April 27 <sup>th</sup> the Police Department, partnered with the			Police

Item	Date of Change in Status	Item	Comments	Department
	June 5, 2019		Union County Safe Communities Coalition, to participate in the National Drug Take Back Day. This event is sponsored by the US Department of Justice Drug Enforcement Administration. Sgt. Rasmussen and Officer Rush were set up at Safeway from 10 am till 2 pm. for people to drop off any unwanted drugs. During that time period we took in 85 pounds of unwanted drugs. Combined with the drugs we had taken in the Drop Box in the lobby of the Police Department, we shipped 175 pounds of drugs to the DEA. This event provides a valuable service to our community and we plan to continue to participate in this event which takes place twice a year (April and October).	
77	Updated June 10, 2019	Beaver Creek Fish Passage	Final Report for the Project is completed and will be submitted to OWRD by June 20, 2019. All permits have been closed out, and project will be completed by the end of the 2018-2019 Budget year.	Public Works
78	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
79	Updated June 10, 2019	2018-19 Street User Fee Projects	<ul style="list-style-type: none"> <li>High Desert and Aggregate Completed the paving of Cove Avenue on June 5<sup>th</sup> and the paving of Washington Avenue on June 7<sup>th</sup>. Project invoice has been received and will be paid in June. Project will be completed after final walk through, which is scheduled for June 18<sup>th</sup>.</li> </ul> <p>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.</p>	Public Works
80	Updated June 10, 2019	Street Maintenance	Street crew has been designated to multiple large projects, leaving little time to complete maintenance activities. Crews completed the paving of utility ditches from Fall construction activities and will switch to filling potholes as the 2018-2019 budget year winds down.	Public Works
	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
81	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 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.	Public Works
82	No Change April 11, 2019	Otten Drive Turn Around Construction	ODOT is completing a feasibility study on the construction of a turnaround at the base of Otten Drive to pull truck traffic away from the roadway during inclement weather shutdowns of the Interstate. Truck	Public Works

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			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.	
83	Update June 10, 2019	Quiet Zone ASM/SSM Construction	Construction of the Hall Street improvements and upgrades surrounding the AmeriGas location has been completed. Crews await arrival of materials needed to complete the traffic dividers, and will commence work upon arrival.	Public Works
84	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
85	Updated June 10, 2019	2018-2019 CIPP Project (Sewer Collection)	PEC based out of Helena Montana is on site and completing the project. To date, the contractor has completed the lining of the 27" mainline along Hwy 30, and anticipates project completion on or around the 17 <sup>th</sup> of June.	Public Works
86	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
87	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
88	Updated June 10, 2019	Safe Route to Schools Grant	Bid opening was rescheduled for July 2, and is still anticipated to be awarded during the July Council Meeting.	Public Works
89	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
90	Completed June 10, 2019	Diagonal Parking Request	Property owner requested pricing for utility upgrades at the site. Upon follow up on the request, it was determined that the proposed diagonal parking request has been cancelled, and the property owner was working on completing a different design for the building.	Public Works
91	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
92	Updated June 10, 2019	Implementation of Geographic Information Systems (GIS) at Public Works	Construction of the Sanitary Sewer layer has been completed. Next step will be scheduling training for sewer staff that will be utilizing the software. Additionally, maintenance tracking apps have been completed for the hydrant system. The annual hydrant flushing program will begin in the next few weeks and data will begin to be entered in to the program.	Public Works
93	No Change	STIP Roadway Safety Projects	New Safety signs have been installed on Cove Avenue.	Public Works

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	June10, 2019		City staff is working with ODOT to secure a construction easement from the county to aid in the construction of the rapid flash beacon at the corner of Cove and Albany. Safety signs for Washington Avenue will be completed in the Fall.	