



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change June 18, 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. The 2019-2020 Budgets were adopted by the City Council and Urban Renewal Agency in June as approved by the respective Budget Committees.	City Manager
2	Updated October 11, 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"> Partnering with OTEC and Golden Shovel to develop and implement new Economic Development Website. Developed draft website content with pictures. Participated in virtual reality video filming. Will continue to discuss Comprehensive Plan changes. Listing agent has been selected for Business Park. Properties are now individually listed on MLS and Oregon Prospector. Continuing to work with a re-location client on finding location. Looking at zoning options to accommodate this business. Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. Building Department conducted site visit. Received approval from LGMSD Board and NEOEDD to partner on a Business Plan Competition for the Lottes Building. Met with EOU Business Dean regarding Business Plan Competition and to outline partnerships moving forward. Met with former JC Penney building stakeholders to conduct planning meeting. Received approval to start pursuing pop-up businesses for this space. Partnering with La Grande Main Street for holiday pop-up s in former JC Penney Building. Work is continuing on first floor expansion of local business that has not announced in the Pennington Property. It is anticipated that this business will open in mid-October. 	Economic Development

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			<ul style="list-style-type: none"> • Attended Business Oregon Training and Team Oregon Planning in Portland. • Met with EOU/PSU students to talk about economic development and urban renewal. • Met with two clients regarding projects. <p><u>Retail Development Project:</u></p> <ul style="list-style-type: none"> • Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. • Working with local property owners for potential development of additional retail space. Following conversations at Retail Conference, two leads through Buxton are still working to site in La Grande/Union County. • Presented SCOUT 101 Training to La Grande Main Street and NEOEDD Directors. <p><u>La Grande Main Street Downtown</u></p> <ul style="list-style-type: none"> • 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. • 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." Organizing Hot Topics for October. • Continue to collaborate with Rotary so that next year's event will be a "Clean up and Beautification" day. • Chair, LGMSD Design Committee and facilitated creation of project list. • Work with Main Street for implementation of the Façade Grant Program. • Drafted and filed annual report for Oregon Main Street Grant – Pennington Project. <p><u>Entrepreneur Center/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> • Through a partnership with Rural Development Initiatives, Ignite received a \$35,000 grant from the Kauffman Foundation, which is the premier researching and supporting entrepreneurial development. • Discussed joint ROI grant application with EOU. • Submitted Community Development Block Grant to Business Oregon. • Conducted planning for Ignite fall workshops with NEOEDD. 	

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			<ul style="list-style-type: none"> Partnering with LGMSD and Chamber on Hot Topics sessions. Presented Economic Development 101 at SPARK women's mentoring group— Developing volunteer leaders who can assist in facilitating the group. Members are continuing to leading short topic workshops. 19 women have attended SPARK meetings with a core group of 8-10 at each meeting. <p>Urban Renewal Programs:</p> <ul style="list-style-type: none"> Draft Grant Agreements for 2019/2020 CFP and met with award recipients to review. Continued working with CFP awardees regarding project questions and funding. Closed out grants for Direct Music Source, BR Office Condominiums and Countertop Solutions. 	
3	No Change June 18, 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 Budgets that were adopted by the City Council and include funding for the Library Roof as well as matching funds up to \$50,000 for ADA improvements at the Arts Center. The City Council approved 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 August 19, 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. At the August City Council meeting, the City Council authorized the Mayor and City Manager to take all required actions to finalize the Quiet Zone. Once all improvements are completed the City will submit final notices required to enact the Quiet Zone. Public Works is working 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	Updated August 19, 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.	Committee has been appointed and continues to meet.	City Manager

Council Sessions, Significant Deadlines, and Events Schedule September 16, 2019

Unless otherwise noted, all meetings begin at 6:00 p.m.
The meeting dates listed here are place holders; meeting dates and topics are
subject to change.

2019

September 26 – 28 LOC Annual Conference

Wednesday, October 2	REGULAR SESSION
Monday, October 21	WORK SESSION Storm Water Plan and/or System Buy in Sewer Water Ordinance Update
Monday, November 4	WORK SESSION Urban Renewal Training
Wednesday, November 6	REGULAR SESSION WORK SESSION City Manager Evaluation
Monday, November 11	HOLIDAY
Monday, November 18	WORK SESSION Economic Development Strategy Update
Monday, November 25	WORK SESSION TENTATIVE: Visioning
Thursday & Friday, November 28 & 29	HOLIDAY
Wednesday, December 4	REGULAR SESSION
Wednesday, December 11 - HOLIDAY OPEN HOUSE (4:30 – 6:00)	
Wednesday, December 25	HOLIDAY

2020

Wednesday, January 1	HOLIDAY
Monday, January 6	WORK SESSION Audit Report
Wednesday, January 8	REGULAR SESSION
Monday, January 13	WORK SESSION

Monday/Tuesday, January 27 & 28

RETREAT

*Additional topics with dates to be determined: ATV use on City Streets, New Targeted URA Project
Program, Police Department Building, Urban Fire Interface*

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1	Updated October 2,2019	Monthly activity (September)	<table><tr><th>Permit Type</th><th>Permits</th><th>Permit Fees</th><th>Plan Review Fees</th></tr><tr><td>City of LG Building:</td><td>7</td><td>\$3,817.00</td><td>\$2,234.70</td></tr><tr><td>UC Building:</td><td>11</td><td>\$7,7667.00</td><td>\$4,468.75</td></tr><tr><td>City of LG MFH</td><td>0</td><td>\$0.00</td><td></td></tr><tr><td>UC MFH</td><td>0</td><td>\$0.00</td><td></td></tr><tr><td>City of LG Mechanical</td><td>13</td><td>\$1,109.00</td><td></td></tr><tr><td>UC Mechanical</td><td>21</td><td>\$1,155.00</td><td></td></tr><tr><td>City of LG Plumbing</td><td>6</td><td>\$943.50</td><td></td></tr><tr><td>UC Plumbing</td><td>8</td><td>\$1,777.50</td><td></td></tr><tr><td>City of LG Electrical</td><td>21</td><td>\$2,032.50</td><td></td></tr><tr><td>UC Electrical</td><td>28</td><td>\$4,945.50</td><td></td></tr><tr><td>City of LG Demolition</td><td>0</td><td>\$0.00</td><td></td></tr><tr><td>UC Demolition</td><td>0</td><td>\$0.00</td><td></td></tr><tr><td>AG Exempt permits</td><td>3</td><td></td><td></td></tr><tr><td>TOTALS:</td><td>118</td><td>\$23,447.00</td><td>\$6,703.45</td></tr><tr><td>Fiscal Year Running Totals:</td><td>381</td><td>\$99,812.20</td><td>\$34,859.15</td></tr></table>	Permit Type	Permits	Permit Fees	Plan Review Fees	City of LG Building:	7	\$3,817.00	\$2,234.70	UC Building:	11	\$7,7667.00	\$4,468.75	City of LG MFH	0	\$0.00		UC MFH	0	\$0.00		City of LG Mechanical	13	\$1,109.00		UC Mechanical	21	\$1,155.00		City of LG Plumbing	6	\$943.50		UC Plumbing	8	\$1,777.50		City of LG Electrical	21	\$2,032.50		UC Electrical	28	\$4,945.50		City of LG Demolition	0	\$0.00		UC Demolition	0	\$0.00		AG Exempt permits	3			TOTALS:	118	\$23,447.00	\$6,703.45	Fiscal Year Running Totals:	381	\$99,812.20	\$34,859.15	Building
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			2	Updated August 19, 2019	Library Director Search	Five finalists were interviewed by the Search Committee and provided presentations to the Community. The final selection has not been made. We are doing reference checks at this time. We are contracting with Aletha Bonebrake to serve as a part-time interim Director while we continue the search.	City Manager																																																													
			3	Updated September 13, 2019	Waste Pro Franchise Agreement	City garbage services are provided by Waste Pro under an outdated but still valid Franchise Agreement. We have provided Waste Pro comments/minor revisions to a proposed revision that was reviewed by the City Attorney and are hoping to conduct a first reading of the Ordinance at the October Council meeting, assuming the revisions are acceptable.	City Manager																																																													
			4	Updated September 13, 2019	Personnel Policy/Employee Handbook Update	Draft policy has been developed and provided to the Department Directors for an initial review. We are planning a working meeting with the Directors on September 19 th to make revisions. Once the draft is complete, we will work with bargaining groups prior to adoption.	City Manager																																																													
5	Updated August 19, 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. The District Manager has received the first required report per the Agreement regarding employment and operating hours and shared it with the Agency.</p> <p>The Agreement includes the CLIENTS—Market Place</p>	District Manager																																																																

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			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.	
6	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
7	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
8	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
9	Updated September 13, 2019	System Development Charges/Water and Sewer Connection Fee Review	The City Council met with the Staff in a Work Session to discuss the existing methodology for assessing water and sewer connection fees and potential revisions that could be made. Staff will do additional research before moving forward with any changes. Also discussed were needed revisions to the Sewer Ordinance and Fee Resolution that will be presented to the City Council for consideration in the near future.	City Manager
10	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
11	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
12	Updated August 19, 2019	B2H	The City Council voted to approve an agreement for mitigation with Idaho Power related to the B2H project and is awaiting a signed copy from Idaho Power. The City's response to the Draft Proposed Order is due August 22 and is being drafted.	City Manager
13	No Change November 20, 2018	Union Dues Court Case	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	City Manager

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			<p>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>																																																																							
14	No Change July 31, 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>3/7</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	3/7	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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			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																																								
16	Updated October 11, 2019	Façade grant program	As of December 2018, there have been (4) façade grants issued. One was in process and has since withdrawn: 1. **Withdrawn** Philip Merrick, 711 Adams Avenue – Window Replacement 2. Boylan Studios- 702 Adams Ave. – Siding, Doors, windows and lighting					Economic Development																																							
17	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																																							
18	No Change June 6, 2019	Retail Development Program	Reported Above					Economic Development																																							
19	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																																							
20	Updated October 10, 2019	Statistics	<table><tr><td>Month of August, 2019</td><td>Current</td><td>YTD</td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$ 1,753,735</td><td>\$ 3,467,092</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 501,823</td><td>\$ 882,534</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 1,610,715</td><td>\$3,874,247</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 725,578</td><td>\$ 1,750,891</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>211</td><td>424</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>191</td><td>396</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 887,321</td><td>\$ 2,021,664</td></tr><tr><td># of Water accounts billed:</td><td>4,828</td><td>9,657</td></tr><tr><td># of LID accounts billed:</td><td>0</td><td>23</td></tr><tr><td>Pieces of mail processed</td><td>512</td><td>999</td></tr><tr><td>Electronic Utility Payments Received</td><td>2,519</td><td>4,972</td></tr><tr><td># of NSF checks the City received:</td><td>10</td><td>18</td></tr></table>					Month of August, 2019	Current	YTD	Monthly Revenue (all funds)	\$ 1,753,735	\$ 3,467,092	Monthly Revenue (general fund)	\$ 501,823	\$ 882,534	Monthly expenses amount (all funds)	\$ 1,610,715	\$3,874,247	Monthly expenses (general fund)	\$ 725,578	\$ 1,750,891	# of Accounts Payable Checks issued:	211	424	# of Payroll Checks/AP issued:	191	396	Monthly Payroll expenses:	\$ 887,321	\$ 2,021,664	# of Water accounts billed:	4,828	9,657	# of LID accounts billed:	0	23	Pieces of mail processed	512	999	Electronic Utility Payments Received	2,519	4,972	# of NSF checks the City received:	10	18	Finance
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21	Updated October 10, 2019	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. 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. IT is currently working to give access to those who are approved and education has begun on how to use. There are four department remaining to be trained.					Finance																																							
22	No Change September 5, 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					Finance																																							

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			entry in ESS with Fire Department Employees. We are scheduled for a webinar to view a module that may help with this. Full time parks employees have been updated to use ESS and the Fire Department will be reviewed after the software upgrade.	
23	Updated October 10, 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. All quotes have been received and workorders have been placed for both the hardware and software. IMESD and Springbrook are working together to work out Software/Hardware details and will notify us when this is complete. Currently we are scheduled for our upgrade process from 1/6/20 – 3/16/20.	Finance
24	No Change July 23, 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. The 1 st draft has been completed and passed on for another review.	Finance
25	Updated October 10, 2019	Annual Audit	The annual audit has been scheduled for October 7 – 11, 2019 for FY 2018-19. Preliminary field work was completed on June 24 and 25. Audit field work is currently in process.	Finance
26	New Item October 10, 2019	Cross Training	We continue to cross train employees so in the absence of an employee we are able to perform most functions without much delay. This process is continually on-going with Fiscal Year End and Calendar year end processes.	Finance
27	Updated October 10, 2019	System for Award Management (SAM), DUNS	This is the government program to make the process of doing business with the government more efficient. (Grants). We currently have two DUNS numbers with different departments managing. City Manager Strope wants this program managed by the Finance department moving forward. Currently we are in the process of changing over the administrator to the Finance Director. The changes are in the process of being made.	Finance
28	Updated October 7, 2019	Response Statistics	Sept 1, 2019 – Sept 30, 2019 <ul style="list-style-type: none"> Total Calls: 255 YTD: 1974 Medical: 199 Fires/other: 44 MVC: 12 	Fire
29	Updated October 7, 2019	Fire Code Inspections/Fire Prevention Activities	Sept 1, 2019 – Sept 30, 2019 Inspections/Activities: <ul style="list-style-type: none"> Plan Reviews: 0 Inspections: 2 	Fire
30	Updated October 7, 2019	Staffing	We have 1 new FF/Paramedic on staff working days and being oriented with 1 more that has completed background and awaiting physical should be officially hired by the end of October. We have placed job announcement to fill last 2 FF/Paramedic positions.	Fire
31	Updated	Juvenile Fire Setter	1 - Intervention(s) conducted	Fire

Item	Date of Change in Status	Item	Comments	Department
	October 7, 2019			
32	No Change September 4, 2019	Wildland Fire Interface	Crew participated in going door to door, talking to neighborhood households and handing out flyers.	Fire
33	Updated October 7, 2019	Child Safety Seat Installations and Bicycle Helmets	<ul style="list-style-type: none"> • (2) Families instructed in proper car seat installation with, • (1) being provided with reduced price child safety seats. • (2) Families instructed in proper bicycle helmet use with, (2) bike helmets being provided. 	Fire
34	Updated October 7, 2019	Training	<ul style="list-style-type: none"> • Workplace harassment training for all members. • New employees training with FTO's • Driver cone course for Pumper drivers 	Fire
35	Updated October 7, 2019	Traffic School	<ul style="list-style-type: none"> • (22) students with a revenue of \$1,100 	Fire
36	Updated October 7, 2019	Station Tours	<ul style="list-style-type: none"> • (1) Station tours given/ with 8 total people. 	Fire
37	Updated October 7, 2019	PR Events	<ul style="list-style-type: none"> • Chief Cornford and Captain Tibbetts participated in Celebrate LG September 5th. Retired Chief Weimer provided fire truck rides • Crew attended Farmers market for kids' day. • Flag display for 911 remembrance. 	Fire
38	Updated October 7, 2019	Public Education	<ul style="list-style-type: none"> • Crew assisted with a Stop the bleed class 	Fire
39	Updated October 7, 2019	Apparatus AFG Grant	<ul style="list-style-type: none"> • Received notification that our grant request for \$572,095.23 was successful. City match is \$28,604.77. Funds will be used to upgrade the department fleet with a new Pumper to replace the 1968 Columbia. 	Fire
40	Updated October 11, 2019	Current Recruitments	<ul style="list-style-type: none"> • Library Director Position - Conditional Job Offer Made – 1 Position. • Firefighter Paramedic Applications – Interviews/Testing – Pending job applications. • 911/Tele. Tech. Posted. Background in process. – 1 Position • Sergeant Position posted – 1 Promotion. • Police Officer Position posted – 1 position. • Safe Routes To School Program Coordinator posted – 1 position • Open enrollment in process. 	Human Resources
41	Updated October 12, 2019	Literacy Center	<ul style="list-style-type: none"> • 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 • The Literacy Center is now open Tuesday-Thursday, 2:30 pm-4:30 pm for the school year. 	Library
42	New Item October 12, 2019	Announcements	<ul style="list-style-type: none"> • Cook Memorial Library welcomes a new director, Kip Roberson, who will be starting on October 14th. Kip joins the library from Seattle. • Carrie Bushman attended The Association for 	Library

Item	Date of Change in Status	Item	Comments			Department
			Rural and Small Libraries (ASRL) Annual Conference in Burlington, Vermont. <ul style="list-style-type: none"> Harvest Share returns to the Library this fall on Tuesdays 10 am-noon, with free produce for everyone. Harvest Share is a collaboration with the OHSU School of Nursing. Fall dates are October 15 & 22 and November 5, 12, & 19. 			
43	Updated October 12, 2019	Statistics	Current Month	Last Month		Library
			8,936	10,428	Circulation	
			21,375	22,247	Door count	
			17,662	17,598	Card holders	
			69	131	Overdue notices	
			1,581	1,746	Library2Go e-books & e-audio	
			6	15	Events in community room	
			172	6	Adult program attendance	
			151	146	Children's program attendance	
			12	12	Teen program attendance	
			32.25	8.5	Volunteer hours	
			991	1,054	Total Sage ILL	
44	Updated October 12, 2019	Children's/Young Adults	<ul style="list-style-type: none"> To check on events, visit the library's website, Facebook, Instagram and Pinterest pages. Children from newborn to age five may be signed up for the Dolly Parton Imagination Library free book program at the library. Children will receive an age-appropriate book mailed to their home in their name every month until they reach age 5. New children's programming for fall includes LEGO Play on Wednesdays at 3:30 pm and Storytime on Fridays at 1:30 pm. Toddler time is held on Mondays at 10:20 a.m. for children ages 14 months to 4 years and their caregivers. Baby Tot Bop, for those three years old and under, is moving to Thursday mornings at 10:00 am as of October 3. Baby Tot Bop program for children 3 years old and under is held Friday mornings at 10:30 am Teen programs will return this Fall. Teen events are open to youth in middle and high school. A variety of free activities for teens occur at the library each month. To check on events, visit the library's website, Facebook, Instagram and Pinterest pages. Teen Book Clubs, one for middle school age and one for high schoolers meet first Thursday of the month. Check Website for times. 			Library

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> • Teen writing circle meets once a month, second Thursday 4-5 p.m.. The Teen Writing Circle is a place to exchange ideas, brainstorm, and get feedback from peers. Teens are encouraged to bring their stories and writing ideas to share. • Teen iCraft will be held Friday, October 18 at 4 pm. Teens will paint pumpkins. This free activity is open to anyone in middle or high school. Supplies are provided and space is limited to 25 participants. Registration is not needed. The activity will be held in the library's Community Room. • New Friday evening event features classic role-playing game Dungeons & Dragons. It has a revolving group of youth to adults of about one dozen people, with actual participation averaging about 9 at each meeting. Sessions vary from 2-1/2 to 3 hours. • Digital audiobooks and e-books are available with a library card on two apps: Overdrive and Libby. Perfect for young readers, Libby is a kid-friendly format. Both apps are free and can be used by logging in with a library barcode and password. Contact the library for a password if needed. • GO-STEM kits, part of the "Greater Oregon Science, Technology, and Math," regional partnership with EOU have been added to the collection. Kits include components to explore STEM principles and education. Library has also added Blocks Rock! STEM kits to the collection. These fun and colorful kits include blocks, a timer, and cards for ages 4+ to play competitive and educational games. 	
45	Updated October 12, 2019	Adult Programs	<ul style="list-style-type: none"> • Page Turners book club for adults meets the 2nd Tuesday every month. To check on upcoming book selection, please call or visit the Library around the first of the month. The library acquires multiple copies for checkout by readers. • Four book club kits are now available for patron check out to use in their own book clubs, each with 7 to 10 copies of a title and a sheet of questions. • Ballet Basics for adults is on Tuesdays from 12:10 pm-1:00 pm. This free class explores the fundamentals of ballet to build grace, strength, and flexibility in a low-key environment. Drop-in, free. Participants should wear work out 	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>apparel and ballet slippers, if possible.</p> <ul style="list-style-type: none"> Guided and silent meditation sessions are Wednesdays from 5:15 pm-6:00 pm. Led by Kitia Chambers, sessions explore a variety of meditation and relaxation styles and techniques. No experience or registration necessary. Foreign films are show every second Friday at 4:00 p.m. in the Community Room. Refreshments are provided. meets met Tuesday, August 13 September 10 at 1:00 pm in the Archives Room. The book for August September is <i>The Island of Sea Women</i> by Lisa See. Feeling crafty? Need inspiration? Check out CreativeBug, an online platform with over 1,000 classes, from cupcake decorating to planner design. Click the link on our website, cityoflagrande.org/library and login with your library barcode and password. 3D printing is available at the Library. Contact Ryan at the library or email rmcginnis@cityoflagrande.org for details. A video of the printer in action can be seen on Library's Facebook page. Programs for adults include Meditation on Wednesdays at 5:15 p.m; Ballet Basics on Tuesdays at 12:10 pm; and Foreign Film Friday. Films start at 4:00 p.m. 	
46	Updated October 2, 2019	Parks Maintenance Update	<ul style="list-style-type: none"> Completed the installation of a T-Swing at Garden Club (Y Street) Park. Refilled playground wood chip surfacing at Birnie, Y, and Riverside Parks. Getting ready to install concrete dock abutment at Morgan Lake. Shutting down irrigation Finished installing 3 quick couplers on the girls varsity softball field. 	Parks & Rec-Maintenance
47	No Change June 30, 2019	Welcome Sign Improvements	Removed shrubs at the La Grande welcome sign and replaced with perennial flowers and decorative bark. La Grande Rotary may be interested in repainting the sign. Staff is currently getting bids for that.	Parks & Rec-Maintenance
48	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
49	No Change August 5, 2019	Current Greenway Easement	<ul style="list-style-type: none"> The City has an easement for a small segment of the existing Greenway and have reached agreement with the property owner to transfer City property for the portion of the easement that is being used for the trail. The current owner has continued to use a portion of the easement resulting in conflicts. By transferring 	Parks & Rec-Admin

Item	Date of Change in Status	Item	Comments	Department															
			<p>the property this should resolve the conflicts.</p> <ul style="list-style-type: none">Staff has received notice of the revised Property Line Adjustment Deed and has authorized the City Attorney’s office to prepare the final draft for signatures once the County approves the transfer.																
50	No Change August 5, 2019	Pioneer Park Concessions Grant	<ul style="list-style-type: none">The exterior has been painted and the roof should be complete by the end of the week. Up next – electrical and indoor construction.	Parks & Rec-Admin															
51	Updated October 10, 2019	Pool Statistics September 2019	<table><tr><td></td><td><u>FY 18-19</u> <u>(thru Sept.)</u></td><td><u>FY 19-20</u> <u>(thru Sept.)</u></td></tr><tr><td>ATTENDANCE</td><td>1294</td><td>1329</td></tr><tr><td>FY TO DATE</td><td>10,327</td><td>9420</td></tr><tr><td>REVENUE</td><td>8,817</td><td>10,097</td></tr><tr><td>FY TO DATE</td><td>50,668</td><td>44,338</td></tr></table>		<u>FY 18-19</u> <u>(thru Sept.)</u>	<u>FY 19-20</u> <u>(thru Sept.)</u>	ATTENDANCE	1294	1329	FY TO DATE	10,327	9420	REVENUE	8,817	10,097	FY TO DATE	50,668	44,338	Parks & Rec-Aquatics
	<u>FY 18-19</u> <u>(thru Sept.)</u>	<u>FY 19-20</u> <u>(thru Sept.)</u>																	
ATTENDANCE	1294	1329																	
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FY TO DATE	50,668	44,338																	
52	Updated October 10, 2019	Pool Programs Update	<ul style="list-style-type: none">No programs ran in Sept. because of maintenance.Floating pumpkin patch will be on 10-11-19	Parks & Rec-Aquatics															
53	Updated October 10, 2019	Pool Maintenance	<ul style="list-style-type: none">Tile, gutters, stainless steel cleaned by contractor.Natatorium large Bryant boiler had to be drained for the state to do an internal inspection.Replaced camera and underwater light in small poolNew chlorination unit for lap/small pool installedFront end remodeled. Demolished front counter and framed in a wall. Opened up the lobby nicely.Floor patch on front entrance.Water fitting broke by chemical control panel and needed replaced.Patched a spot in the small pool where the plaster had popped off.	Parks & Rec-Aquatics															
54	Updated October 10, 2019	Recreation Program Update	<ul style="list-style-type: none">Flag football is in full swing! We ended up with 201 kids across 20 teams!The Skateboard Tournament took place on Sept 21st. We had 11 contestants and ~40 spectators.ORPA Conference is Oct 14, 15, & 16!Pee Wee basketball will start Nov 2nd and registration is currently underway!The Doggy Howl-a-Ween Costume Party was a huge success! The weather was perfect and we more than doubled our attendance from last year! This year we had 10 dogs and ~30 people in attendance.The Fall Escape Room, Escape from Cell Block 52, opens October 18th and runs on Friday’s and Saturdays through November 9th.For a full list of our fall programs, visit our website at lagrandeparks.org	Parks & Rec-Recreation															
55	Updated October 10, 2019	Urban Forestry Update	<ul style="list-style-type: none">Responded to thirty-six questions/concerns from the community regarding street tree work permits, the street tree planting program, the Firewise program, commercial tree services, pruning and general tree	Parks & Rec-Urban Forestry															

Item	Date of Change in Status	Item	Comments	Department																																										
			<div>care.</div> <ul style="list-style-type: none">Coordinated the fall meeting and Eastern Oregon tour for the Oregon Community Trees board of directors.Submitted media announcements for the fall beautification awards, the street tree planting program, and the Neighborwoods community tree planting event.Coordinated fall tree planting: tree shipment, site evaluations, utility locates, planting list, planting groups, and volunteer recruitment. 33 trees were planted by volunteers on October 5th.Met with Miller’s Tree Service to coordinate the 2019 street tree pruning program in Zones 3, 4 and 5.																																											
56	No Change September 10, 2019	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Began inventory of parks trees	Parks & Rec- Urban Forestry																																										
57	No Change September 10, 2019	Wildland Urban Interface Committee	<ul style="list-style-type: none">Coordinated with Fire Department and members of the LGWUI committee talked with homeowners and distributed information in the Modelaire neighborhood regarding wildfire preparedness.	Parks & Rec- Urban Forestry																																										
58	Updated October 10, 2019	September Urban Forestry Statistics	<table><tr><td>July 1, 2019 – June 2020</td><td>Sept.</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>1</td></tr><tr><td>Street Trees Removed</td><td>2</td><td>13</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Street Trees Pruned</td><td>5</td><td>84</td></tr><tr><td>Park Trees Pruned</td><td>0</td><td>73</td></tr><tr><td>Community Responses</td><td>36</td><td>71</td></tr><tr><td>Nuisance Responses</td><td>4</td><td>12</td></tr><tr><td>Field/Tree Evaluations</td><td>28</td><td>52</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>2</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>0</td></tr><tr><td>Site Plan Reviews</td><td>2</td><td>3</td></tr><tr><td>Volunteer Hours</td><td>10</td><td>16</td></tr></table>	July 1, 2019 – June 2020	Sept.	YTD	Street Trees Planted	0	0	Park Trees Planted	0	1	Street Trees Removed	2	13	Park Trees Removed	0	0	Street Trees Pruned	5	84	Park Trees Pruned	0	73	Community Responses	36	71	Nuisance Responses	4	12	Field/Tree Evaluations	28	52	Ordinance Enforcement	0	2	Tree Service Permits	0	0	Site Plan Reviews	2	3	Volunteer Hours	10	16	Parks & Rec- Urban Forestry
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59	No Change June 10, 2019	Notable Projects Approved	<ul style="list-style-type: none"><u>16th 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).<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.	Planning																																										
60	Updated September 12, 2019	Calendar YTD Planning Statistics	<table><tr><td></td><td><u>Aug 2018</u></td><td><u>Aug 2019</u></td><td><u>FY 18-19</u></td><td><u>Current FY 19-20</u></td></tr><tr><td><u>Land Use Apps</u></td><td>5</td><td>2</td><td>52</td><td>3</td></tr><tr><td><u>Zoning Approvals</u></td><td>6</td><td>4</td><td>50</td><td>5</td></tr></table>		<u>Aug 2018</u>	<u>Aug 2019</u>	<u>FY 18-19</u>	<u>Current FY 19-20</u>	<u>Land Use Apps</u>	5	2	52	3	<u>Zoning Approvals</u>	6	4	50	5	Planning																											
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Item	Date of Change in Status	Item	Comments	Department																				
			<table> <tr> <td>New Business Permits</td><td>1</td><td>6</td><td>25</td><td>8</td></tr> <tr> <td>Revenue (Land Use Fees)</td><td>\$975</td><td>\$150</td><td>\$11875</td><td>\$175</td></tr> <tr> <td>Revenue (Zoning Approval)</td><td>\$150</td><td>\$100</td><td>\$1150</td><td>\$125</td></tr> <tr> <td>Revenue (Parks SDC)</td><td>\$2,100</td><td>\$0</td><td>\$8425</td><td>\$0</td></tr> </table>	New Business Permits	1	6	25	8	Revenue (Land Use Fees)	\$975	\$150	\$11875	\$175	Revenue (Zoning Approval)	\$150	\$100	\$1150	\$125	Revenue (Parks SDC)	\$2,100	\$0	\$8425	\$0	
New Business Permits	1	6	25	8																				
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Revenue (Parks SDC)	\$2,100	\$0	\$8425	\$0																				
61	No Change June 10, 2019	Housing Needs Analysis (HNA)	<p>•</p> <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> <p>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 various</p>	Planning																				

Item	Date of Change in Status	Item	Comments	Department																					
			housing needs within the City.																						
62	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. <ul style="list-style-type: none">Staff is currently working on preparing a new sign code for the City Council’s consideration, which will require review by the City attorney.	Planning																					
63	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																					
64	Updated October 10, 2019	Taylor Creek Floodplain Mapping	Anderson Perry has completed the computer model that will be submitted to FEMA with the revised flood maps. A work session with the council is scheduled for Monday, October 21, 2019 to review the findings of the model and map revisions.	Planning/ Public Works																					
65	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																					
66	Updated October 9, 2019	Staffing	We currently have a vacant dispatch position. We recently completed the testing process are moving into the background phase of the hiring process. We have one Police Officer position open. We are continuing with the background portion of the hiring process to fill this position. With the retirement of Sgt. John Shaul we conducted a Sergeants assessment and Mike Harris was promoted to Sergeant, effective 10-7-2019.	Police																					
67	Updated October 7, 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>SEPT 19</td><td>YTD</td></tr><tr><td>Physical Abuse Cases</td><td>5</td><td>55</td></tr><tr><td>Sexual Abuse Cases</td><td>4</td><td>55</td></tr><tr><td>Neglect cases- (also includes children exposed to drug activity and dirty homes)</td><td>19</td><td>186</td></tr><tr><td>Domestic Violence</td><td>3</td><td>13</td></tr><tr><td>Total number of Child Abuse cases</td><td>31</td><td>302</td></tr><tr><td>Total number of Senior and</td><td>2</td><td>7</td></tr></table>		SEPT 19	YTD	Physical Abuse Cases	5	55	Sexual Abuse Cases	4	55	Neglect cases- (also includes children exposed to drug activity and dirty homes)	19	186	Domestic Violence	3	13	Total number of Child Abuse cases	31	302	Total number of Senior and	2	7	Police
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Item	Date of Change in Status	Item	Comments			Department
			People with disabilities reports			
			Total number of Domestic Violence and SART cases	6	54	
			Total number of death cases	0	6	
			Miscellaneous Cases	2	31	
68	Updated October 9, 2019	Communications Division Statistics		SEPT 19	YTD	Police
			Traffic/Air	398	39632	
			All Calls	2655	21,196	
			Legitimate 911 calls for service	405	3,098	
			Case Reports LGPD/UCSO	188	1,695	
69	Updated October 9, 2019	Aug 2019 Training	OPERATIONS TRAINING: <ul style="list-style-type: none">• The SWAT team had a four-hour block of training.• One officer attended a week long Outlaw Motorcycle Gang investigations training in Spokane• One officer attended a one-day Mental Toughness for LE training in Tigard.• Chief Harvey attended the OACP Conference in Salem.• One officer attended a tactical duty knife use/defense training in Bend.• One Detective attended the 4-day 2019 Oregon Homicide investigations conference in Ashland• One officer attended a two-day Distracted Driving conference in Salem. COMMUNICATIONS TRAINING: <ul style="list-style-type: none">• Comm. Manager Griffin attended the APCO-NENA conference in Bend Several department members traveled to Weiser, Idaho to observe the Zuercher software in use. This is the software that we have purchased and are currently working to get installed.			Police/Comm
70	No Change December 11, 2018	Crime Statistics- These are the most recent stats available from the state. The state historically lags well behind on reports.	Type of Crime	Oct. 18	YTD	Police
			Crimes against persons (assaults, robbery, sex crimes)	10	95	
			Crimes against property (burglary, vehicle theft, NSF/acct. closed)	44	390	
			Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	18	198	
			Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	10	66	
71	New Item October 9, 2019	Software update	The Zuercher servers have been installed and the business practice review with the Zuercher build team will be Oct. 14- 18 th , 2019			Police
72	No Change September 1,	Jefferson Street Truck Route	This project is on hold until funding is acquired. In the new STIP cycle, the grant funding model has been			Public Works

Item	Date of Change in Status	Item	Comments	Department
	2018		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.	
73	No Change September 12, 2019	Street Maintenance	The street crew is patching utility ditches and repairing potholes. Painting is 90% complete. Weed spraying is continuing as needed.	Public Works
74	Completed October 10, 2019	Otten Drive Turn Around Construction	This project consists 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 stacking has caused multiple problems for State workers as well as the residents living on Otten Drive. ODOT has completed this project and has hauled the removed material to the Wastewater Treatment Plant for City use. ODOT will put the turnaround into operation during the upcoming winter season.	Public Works
75	Updated October 10, 2019	CMAQ Roadway Projects	Project has received approval from the State and Federal levels, and is waiting on an agreement from ODOT to release the funding. As the method of project delivery has changed since the previous disbursement, the process is being forged as we move ahead.	Public Works
76	No Change August 6, 2019	STIP Roadway Safety Projects	ODOT is working with Union County to establish a construction easement at the Senior Center to aid in the construction of the project. The easement would allow access to areas that will provide adequate equipment space, and create an onsite laydown area Materials were ordered on July 30.	Public Works
77	Updated October 10, 2019	Street User Fee	I Avenue was paved on October 7 th and 8 th . This completes the construction of the project. Staff is pulling together the final cost accounting and project documentation, and anticipates closing out the project by the end of the month.	Public Works
78	Updated October 3, 2019	Wastewater Treatment Plant Screening Facility	The screen is currently in operation and is producing approximately 30 gallons every 24 hours. Crews poured a concrete pad and are waiting on a dumpster to be delivered.	Public Works
79	No Change September 12, 2019	Lift station Improvements	The wastewater crew is adding an air ozone blower to the East H Avenue lift station. This will remove grease, odor, and H ₂ S from the lift station. The plans have been sent to Titus Ind for an estimate.	Public Works
80	Completed September 12, 2019	Tule Lake	Tule Lake is online as of September 9.	Public Works
81	Updated October 3, 2019	Sewer Line Inspection and Cleaning	The wastewater collection crew completed performing TV inspections of Area 3 and has begun Area 1. They have also been cleaning lampholes and will be starting to clean the 6 month cleaning list in the near future.	Public Works
82	No Change September 12, 2019	Adams Avenue ADA Ramps	Staff continues to work with ODOT on development of exceptions for ramps within the project that cannot be constructed to ODOT standards. All timelines are dependent on review times with the state and shall dictate when construction will begin.	Public Works
83	No Change September 12, 2019	Quiet Zone ASM/SSM Construction	Construction of all physical improvements has been completed by City forces. Only remaining task to be completed prior to submittal of the Quiet Zone notification is the adjustment of pedestrian lights at the	Public Works

Item	Date of Change in Status	Item	Comments	Department
			Cherry Street Crossing. Public Works staff is working with UPRR to complete this task.	
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	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
86	Updated October 10, 2019	Safe Route to Schools Grant	Construction of the project has been completed. Staff is working on completing the reimbursement billing and will close out project by the end of the calendar year.	Public Works
87	No Change September 14, 2018	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	The annual Sidewalk LID program sent out approximately 170 letters in Region 5 this year and has received approximately ten (10) requests for estimates. The City-Wide Concrete Contractor is in process of completing these projects. We will be accepting requests for estimates through October 1 st , and anticipate receiving a few more before the cutoff date.	Public Works
88	Updated September 12, 2019	Implementation of Geographic Information Systems (GIS) at Public Works	Anderson Perry (AP) is working on completing the construction of the sewer manhole inspection application, which will be put to immediate use. Additionally, City Staff is working with AP to purchase field equipment that will be utilized for future mapping.	Public Works
89	No Change July 10, 2019	Water Meter Reading System	Crews have focused efforts on one of the larger routes in the City in an effort to move it from construction to maintenance. Currently, the route which consists of over 800 meters has less than 10 to replace. Following completion of this route the crews will move focus to a new route. Staff had Ferguson on site for additional training on diagnostic tools available within the software, and continues to develop knowledge and processes within the program.	Public Works
90	No Change September 12, 2019	Water System Optimization Cohort	Since the first part of July, City staff has changed all light bulbs in wells and reservoirs to LED bulbs. An analysis was done by OTEC to determine which City wells were the most efficient and the City has been running those wells first.	Public Works
91	New Item October 2, 2019	Lilly Loop Water Main Installation	City crews installed a new water main on Lilly Loop off of South 12 th Street.	Public Works
92	Updated October 2, 2019	Beaver Creek	Staff is contracting with a lab out of Seattle to do water sampling for one year in order to identify potential contaminants from surface water to better evaluate the proper size of water treatment plant necessary to bring the Beaver Creek back online. The first sample was pulled on September 4 and staff received results this week. At this point, the results appear to be favorable.	Public Works
93	Completed September 23, 2019	Hydrant Flushing	The City's annual hydrant flushing has been completed.	Public Works