



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT August 2020 City Manager's Top Priorities for 2020

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change July 30, 2020	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's financial position continued to improve again this past year, allowing the City to continue to make needed capital improvements and purchases without sacrificing services. The annual audit showed additional improvements with no repeat deficiencies and an unqualified opinion. The fact that we have built a significant fund balance will be extremely important as we address potential revenue shortfalls that may result from the COVID-19 pandemic. It is also why we were able to establish a \$300,000 emergency loan program and dedicate \$250,000 to COVID-19 related expenses in the FY 2020-2021 Adopted Budget.	City Manager
2	Updated August 25, 2020	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"> • Processed one grant/loan for Business Oregon Matching Grant fund. • Partnering with OTEC and Golden Shovel to develop and implement new Economic Development Website. Met with Website developers and continuing to work on revisions for new site. • Will continue to discuss Comprehensive Plan changes. • Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. Building Department conducted site visit. • Business Plan Competition. Anticipate starting this planning for business plan competition in late fall. • The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney. <u>Retail Development Project:</u> <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 	Economic Development

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			<p>space. Following conversations at Retail Conference, One lead through Buxton is still working to site in area.</p> <p><u>La Grande Main Street Downtown</u></p> <ul style="list-style-type: none"> • Participating on La Grande Main Street's Board of Directors, Business Development (Biz Dev) and Organization Committees. Assist with planning for Biz Dev activities including "Hot Topics." • Chair, LGMSD Design Committee and facilitated creation of project list. Committee continues to work on projects including Reynolds pocket park on Washington and Ghost Signage project. Flower Baskets were hung this spring. • Work with Main Street for implementation of the Façade Grant Program. <p><u>Entrepreneur Center/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> • Assisting in developing mentor program for Business Foundations participants including identifying and organizing mentor training. • 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. • Working with NEOEDD on potential funding for Ignite. • <u>Urban Renewal Programs:</u> • Call for Projects had four projects submit. Prepared staff reports and facilitated Joint Special Session. All four projects funded as requested. • Continued working with CFP awardees regarding project questions and funding. • Drafted CFP Grant Agreements. Meeting with recipients to review and sign documents. • Worked with business owners on project development for Texaco property. Reviewed their grant application, prepared staff report and assisted with supplemental City Documents for review by Agency. • Pursuing two potential leads for LG Business and Technology Park. 	
3	No Change July 30, 2020	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 Library roof project is funded and the contract has been awarded. We were successful in getting a buy-out of the warranty for the existing roof which will help offset the costs. Bids came in below budget. We still need to address the police department facility but this is on hold at present. We should take delivery of our new Fire engine this fiscal year that is grant funded.	City Manager

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4		Housing: Complete housing study and identify recommendations for addressing findings.	See update under Planning below.	Planning
5		FEMA Maps and Land Use Code Amendments: Complete the public process and submittal to FEMA for updating the City's Floodplain Maps, and complete the revisions and adoption of the City's Land Use Codes as necessary.	See update under Planning below.	Planning
6	No Change July 30, 2020	Staffing: Develop a plan to address critical staffing issues including, but not limited to hard to fill positions and succession planning for key positions.	Based on recommendations of the committee we made modifications to the Management and Non-Exempt Compensation and Benefits program which should provide some help in recruiting and encouraging internal promotions to fill key positions as well as recognize superior performance which should assist in retention. Adjustments in compensation and benefits included in the new Collective Bargaining Agreements were also guided in part by the committee's recommendations.	City Manager

CITY of LA GRANDE
PROPOSED
Council Sessions, Significant Deadlines, and Events Schedule
As of August 31, 2020

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.

2020

Wednesday, September 2	REGULAR SESSION
Monday, September 21	TENTATIVE WORK SESSION TBD
Monday, September 7	HOLIDAY
Wednesday, October 7	REGULAR SESSION
Monday, October 19	TENTATIVE WORK SESSION TBD
Wednesday, November 4	REGULAR SESSION
Monday, November 9	TENTATIVE WORK SESSION TBD
Wednesday, November 11	HOLIDAY
Monday, November 16	TENTATIVE WORK SESSION Joint Meeting/Union County Commissioners
Thursday & Friday, November 26 & 27	HOLIDAY
Wednesday, December 2	REGULAR SESSION
Monday, December 7	WORK SESSION Land Development Code Amendments
Friday, December 25	HOLIDAY
<u>2021</u>	
Friday, January 1	HOLIDAY

Monday, January 4

WORK SESSION
Audit Report or Gas
Tax/Bond Option/Long
Term Streeting Funding

Wednesday, January 6

REGULAR SESSION

Wednesday, January 18

HOLIDAY

Monday/Tuesday, January 25 & 26
RETREATS

COUNCIL/URA

Additional topics with dates to be determined: Joint Work Session Council/Landmarks (May or Later); two (2) joint work session with the Planning Commission and City Council Phase 2 Housing Study (Late Fall/Winter), La Grande Main Street Downtown Update, Communication Strategy. 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

Item	Date of Change in Status	Item	Comments	Department					
1	Updated August 18, 2020	Monthly activity for July 2020	July 2020					Building	
			Permit Type	Permits		Permit Fees			Plan Review Fees
			City of LG Building:	13		\$6,420.54			\$3,080.61
			UC Building:	11		\$11,304.02			\$7,101.25
			City of LG MFH	0		\$0			
			UC MFH	0		\$0			
			City of LG Mechanical	17		\$1,939.00			
			UC Mechanical	26		\$1,956.50			
			City of LG Plumbing	9		\$961.50			
			UC Plumbing	10		\$1,879.50			
			City of LG Electrical	17		\$2,564.25			
			UC Electrical	26		\$3,531.50			
			City of LG Demolition	0		\$0.00			
			UC Demolition	0		\$0.00			
			AG Exempt permits	5					
			TOTALS:	134		\$30,556.79			\$10,181.86
			Fiscal Year Running Totals:	134		\$30,556.79			\$10,181.86
2	Updated August 31, 2020	COVID-19 CDBG Funding	The City applied for and was awarded \$150,000 of Community Development Block Grant funding to provide assistance to businesses in La Grande and Union County. NEOEDD is administering the program and we are currently soliciting applications.	City Manager					
3	No Change July 30, 2020	COVID-19 Emergency Loan Program	The City established an emergency loan program to help provide businesses with immediate assistance during the COVID-19 Pandemic. 24 businesses applied and received a total of \$181,520 in funding.	City Manager					
4	Updated August 31, 2020	COVID-19 Business Oregon Funding	The City applied for and received grant funding through Business Oregon for \$65,000 and an additional \$35,000 for business assistance grants. Currently we are advertising the program which has restrictions on disbursements. NEOEDD is assisting the City with this program. We have made one award that included a matching \$2,500 emergency loan as match.	City Manager					
5	Updated August 31, 2020	COVID-19 Emergency Declaration	The City Council declared and emergency in response to COVID-19 Pandemic. This declaration currently extends through September 4, 2020 to coincide with the Governor’s Emergency Declaration. The Governor’s Office has indicated her declaration will be extended and when it is, we will extend the City’s declaration as well.	City Manager					
6	Updated	CARES Act COVID-19	The City is eligible for up to \$406,703 in funding	City Manager					

August 2020

6

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

Item	Date of Change in Status	Item	Comments	Department
	August 31, 2020	Funding	through the CARES Act for reimbursable expenses related to the Pandemic. These funds are allocated by the State of Oregon and the City is requesting reimbursements on a monthly basis at this time. Currently we are exploring what percentage of time our Police and Fire Departments are dedicating to COVID-19 specific functions to determine what amount to charge back against these funds. See item 28 below for additional information.	
7	Updated August 31, 2020	Fire Union Collective Bargaining Agreement	The City and the Fire Union are continuing negotiations on a new Collective Bargaining Agreement. The current agreement expired on June 20, 2020.	City Manager
8	Updated August 31, 2020	Council Rules Update	The Mayor, Mayor Pro Tem, and City Manager are working on draft revisions to the City Council Rules for City Council consideration. The City Council conducted a Work Session and provided guidance to the Staff. It is anticipated the City Council will be asked to review and approve revisions to the Council Rules at the October City Council meeting.	City Manager
9	Updated August 31, 2020	City of La Grande Website	The City's website is outdated and no longer meets the needs of the citizens. The Staff is working on a Request for Proposals for a new website that will be more user friendly and better suited for mobile devices. Staff is also exploring the possibility of accessing CARES funding for the project.	City Manager
10	Updated August 31, 2020	Personnel Policy/Employee Handbook Update	The City Council asked the City Manager to make completing the Employee Handbook a priority.	City Manager
11	No Change 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 Family Foods, LLC, and Town Square, LP. The owner of Market Place Family Foods has declared bankruptcy and the grocery store is currently closed. The Agreement needs to be amended to reflect the removal of Market Place Family Foods and to clarify items such as the completion date of the project and specifically identify the timelines related to when the window for loan forgiveness ends. There are additional revisions contemplated and the Agency is working with Town Square LP on this. Additionally, the Agency has granted permission to Town Square, LP, to reopen the grocery store with a different operator.</p>	District Manager
12	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

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13	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																										
14	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																										
15	No Change 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																										
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	No Change July 30, 2020	B2H	The City Council voted to approve an agreement for mitigation with Idaho Power related to the B2H project and which has been signed by Idaho Power. The City’s response to the Draft Proposed Order was submitted on time.	City Manager																										
19	Updated July 23, 2020	Advisory Commission Vacancies	<div><div>The following table outlines the existing vacancies.</div><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>1/7</td></tr><tr><td>Building Board of Appeals</td><td>4/5</td></tr><tr><td>Budget Committee</td><td>2/7</td></tr><tr><td>Community Landscape/Forestry</td><td>0/7</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>2/7</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>0/2</td></tr><tr><td>Urban Renewal-currently not meeting</td><td>2/7</td></tr></table></div>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	1/7	Building Board of Appeals	4/5	Budget Committee	2/7	Community Landscape/Forestry	0/7	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	2/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal-currently not meeting	2/7	City Recorder
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20	Updated August 10, 2020	URA projects fund updates Fiscal YTD	<div><div>2020-2021 Call For Projects</div><table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Dry Creek Capital</td><td>212-224 Fir St.</td><td>Improvement upgrades to retail space</td><td>75,000</td><td>Not started/ apply for LM</td></tr><tr><td>Himes Meat Co.</td><td>2315 Jefferson</td><td>Business expansion</td><td>\$69,708</td><td>Not started</td></tr><tr><td>Raul’s Taqueria</td><td>1304 Adams</td><td>Business expansion</td><td>21,072</td><td>In process</td></tr><tr><td>Jim and Connie Voelz</td><td>1701 Adams</td><td>Exterior Renovations</td><td>20000</td><td>In process</td></tr></table></div>	Business	Address	Project	Funds	Status	Dry Creek Capital	212-224 Fir St.	Improvement upgrades to retail space	75,000	Not started/ apply for LM	Himes Meat Co.	2315 Jefferson	Business expansion	\$69,708	Not started	Raul’s Taqueria	1304 Adams	Business expansion	21,072	In process	Jim and Connie Voelz	1701 Adams	Exterior Renovations	20000	In process	Economic Development	
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21	Updated August 10, 2020	Façade grant program	2020-2021 Façade Grants: Currently no façade grants applied for	Economic Development																																								
22	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																																								
23	No Change June 6, 2019	Retail Development Program	Reported Above	Economic Development																																								
24	Updated January 3, 2020	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. The Revenue portion has been sent out for review and is now being finalized	Finance																																								
25	New Item July 30, 2020	Statistics	<table><tr><th>Month of June, 2020</th><th>Current</th><th>YTD</th></tr><tr><td>Monthly Revenue (all funds)</td><td>\$ 1,389,390</td><td>\$ 4,954,433</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 365,037</td><td>\$ 10,089,349</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 1,389,390</td><td>\$25,816,924</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$ 773,913</td><td>\$ 10,089,349</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>219</td><td>2,448</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>158</td><td>2,092</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 840,310</td><td>\$ 10,606,841</td></tr><tr><td># of Water accounts billed:</td><td>4,828</td><td>57,374</td></tr><tr><td># of LID accounts billed:</td><td>0</td><td>60</td></tr><tr><td>Pieces of mail processed</td><td>471</td><td>6,477</td></tr><tr><td>Electronic Utility Payments Received</td><td>2,721</td><td>33,681</td></tr><tr><td># of NSF checks the City received:</td><td>1</td><td>53</td></tr></table>	Month of June, 2020	Current	YTD	Monthly Revenue (all funds)	\$ 1,389,390	\$ 4,954,433	Monthly Revenue (general fund)	\$ 365,037	\$ 10,089,349	Monthly expenses amount (all funds)	\$ 1,389,390	\$25,816,924	Monthly expenses (general fund)	\$ 773,913	\$ 10,089,349	# of Accounts Payable Checks issued:	219	2,448	# of Payroll Checks/AP issued:	158	2,092	Monthly Payroll expenses:	\$ 840,310	\$ 10,606,841	# of Water accounts billed:	4,828	57,374	# of LID accounts billed:	0	60	Pieces of mail processed	471	6,477	Electronic Utility Payments Received	2,721	33,681	# of NSF checks the City received:	1	53	Finance	
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26	Updated January 3, 2020	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. Department training is down to 1 department remaining for training.	Finance
27	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 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.	Finance
28	New Item August 10, 2020	CARES Act COVID-19 Funding for Local Government	Federal money has been made available through the State for Local Governments. The Original amount available was \$406,703 to be used for certain purchase reimbursements as well as a few other costs related to COVID-19. To date, I have filed for the first reimbursement request on 5/21/20 for \$16,033 and the second request was on 7/20/20 for \$10, 362.75. Recently, guidelines were modified and I am reviewing for further allowable reimbursements. Moving forward, these reimbursements will be allowed on a monthly basis.	Finance
29	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
30	New Item July 30, 2020	Pre Audit and Annual Audit	The Preliminary Audit was completed prior to June 30, 2020. The annual audit is currently scheduled for the week of October 5 th , 2020.	Finance
31	No Change 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
32	Completed July 1, 2020	Accounts Receivable Module	Beginning July 1, 2020 we implemented the use of the Accounts Receivable module. This will track most of the City's accounts receivables within the software which was previously done partially at the department level. Receivable activity is now reported to the Finance department which then bills the customer. Payments will now be received in the Finance Department as well for better tracking and allowing for more accurate financial records.	Finance

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33	Updated Aug. 14, 2020	Response Statistics	January 1, 2020 – July 31, 2020 <ul style="list-style-type: none"> Total Calls: 1674 Medical: 1279 Fires/MVC 218 Lift assist 168 Other 9 	Fire
34	No Change July 27, 2020	Fire Code Inspections/Fire Prevention Activities	Chief has completed inspections for Anderson and Perry, Sac Annex, LG Family practice and Hobby habit. Chief has been involved with the plan review for the EOU field house project.	Fire
35	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
36	No Change July 27, 2020	Wildland Fire Interface Committee	Postponed due to Covid-19 concerns	Fire
37	No Change July 27, 2020	Child Safety Seat Installations and Bicycle Helmets	(3) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats. (1) Families instructed in proper bicycle helmet use with, (1) bike helmets being provided.	Fire
38	Updated Aug.14, 2020	Training	Shift personnel have been busy with regular monthly drills as well as much training for all of our recent hires. Our training Officer has developed and delivered training for our volunteers via Zoom during the pandemic. On site training schedules for August 18 th , observing Covid guidelines.	Fire
39	No Change July 27, 2020	Traffic School	January: (6) students with revenue of \$ 300 <ul style="list-style-type: none"> February to present traffic schools canceled due to Fire station being closed to the public. 	Fire
40	No Change July 27, 2020	Station Tours	Department made a video with the assistance of McKayla Nitz from Park/Rec of a virtual tour of the fire station. Video was posted on department web site and sent to various area teachers for distribution.	Fire
41	No Change July 27, 2020	PR Events	During the Pandemic the department has participated in numerous drive-by party parades. Provided public service announcements online.	Fire
42	No Change July 27, 2020	Public Education	Crews made a video of Fire Safety subjects and posted to the department web site. Again, with the assistance of McKayla Nitz.	Fire
43	Updated Aug.14, 2020	Apparatus AFG Grant	Pumper scheduled to be delivered to Spokane for training and pick up early September.	Fire
44	Updated August 18, 2020	Current Recruitments	<ul style="list-style-type: none"> Engineering Tech. III –Position - PW- vacancy. No qualified applicants received. Police Officer Position filled on 7/21/2020. Police department. 911 dispatch position – job offer made. Will start on 8/21/2020. Communications department. Firefighter/Paramedic filled on 7/21/2020. Fire Department. Code enforcement officer position posted. Police Department. Recreation Lead positions posted. Recreation Department. Utility II position filled on 6/21/2020. Public Works Department. 	Human Resources
45	Updated	Literacy Center	The Literacy Center now offers Take-Out service. Free	Library

Item	Date of Change in Status	Item	Comments	Department
	July 30, 2020		materials for learners at their skill level. Available in most Reading, Math, and Vocabulary levels. To order you literacy materials, call the Library at 541.962.1339 or email Myra at mbritschgi@cookmemoriallibrary.org . Families who are currently using the Literacy Center services may turn in their learning packets for review and return books and games they may have checked out.	
46	Updated July 30, 2020	Announcements	<ul style="list-style-type: none"> The Library has been closed to the public since March 17, 2020. From March 17 thru June 1, all library programs and services were virtual only; book drops were locked for the duration as well. Staff returned to working full-time in the building on June 1; book drops reopened with items remaining in quarantine for a minimum of 4 days. The Library began Library Take-Out service on June 8 where patrons can request items online or by calling the library. Once their items are ready for pickup, patrons are called and given a time frame in which they may pick up their orders. The Library began outdoor browsing of a variety of new books on July 28 with the Library Take-Out(side) service. The initial plan is to offer the service each Tuesday during Farmers' Market with the intent to expand to at least a 2nd day each week. Storytime and Toddler Time have been offered regularly online thru Facebook and the Library's YouTube channel. The Library created 2 new virtual programs – Trivia Tuesdays & Genre Book Club Summer Reading program started June 1st and will run thru August 14th. Programming was developed for kids, teens, and adults this year. All programming is online thru the Beanstack app. Prizes this year were gift certificates to 66 different local business who need all the support they can get during the pandemic. Library became a partner with Coursera and their Workforce Development Initiative. The partnership provides learner free access to over 3,000 job/career development courses and certificates of completion (usually not free). Learners can register for courses by 9/30 and must complete their courses by 12/31. Library was awarded a mini-grant from the State Library that allowed us to acquire a 1 year subscription to Lynda.com by LinkedIn Learning. Lynda.com provides training courses on hundreds of topics that are career and job skills development related as well as courses that can be used by City directors for developing their employees' skills. In 	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>addition to Lynda.com, the mini-grant allowed us to purchase a 1 year subscription to 3 AtoZ World Press databases that have broad appeal to students and, especially, homeschool educators.</p> <ul style="list-style-type: none"> • The Library was awarded a 2020 Census mini-grant by the American Library Association in the amount of \$2,000. The library partnered with the 3 other public libraries in Union County to help ensure a more complete and equitable count. • The Library partnered with the EOU Career Development Center to develop Spanish-language story times and STEM programming for the Latinx community. The programming was to have been delivered by June but has been delayed to the fall. • The Library shifted much of its materials budget from print items to electronic items to meet the increases in demand for digital items. We added additional digital services including hoopla, Kanopy, Freading, Freegal, MyHeritage (in partnership with Baker County Library), Flipster Digital Magazines, and increased access to OverDrive/Libby items for La Grande residents only. • The Library was asked to join a national cohort of small and rural libraries in a new program called Unite for Literacy. Participating libraries will have access to hundreds of early literacy titles in digital format and in a variety of foreign languages. • The Library is maintaining its Little Free Food Pantry outside the main entrance. With food insecurity increasing in La Grande, this little bit of food does help those in need. • In an attempt to connect the underserved patrons in La Grande to the internet, the Library has doubled the number of WiFi hotspots is has for checkout from 10 to 20. In early August, the Library will begin offering 2 ChromeKits for checkout. A ChromeKit contains a Chromebook laptop and a WiFi hotspot. If successful, the Library will look for ways to add to the program. • The Library partnered with the Parks Department to install a StoryWalk® in Riverside Park. This permanent installation promotes literacy and exercise. Featuring 20 panels, participants will walk the length of a short trail stopping to read pages from a storybook. The first story will feature local author Keith Baker. Manufacturing and extreme heat have delayed the project a bit; the walk should open in early August. 	

Item	Date of Change in Status	Item	Comments			Department
			<ul style="list-style-type: none">The Library roof replacement project has been awarded to a contractor with work scheduled to being mid- to late-August.The Library replaced its aging and nearly inoperable phone system with an auto attendant system. Patrons calling the library now have accurate information and can connect directly to a specific staff member if they so desire. They will also never receive a busy signal and will be able to leave a voicemail so that we can call them back.The Library implemented a new service called Dial-A-Story. Anyone of any age who wishes to hear a story or poem read to them can dial 541.624.6339 and select from a menu of stories. At least one will always be in Spanish.While the building has been closed to the public, staff have taken the opportunity to do some long overdue collection maintenance. All shelving has been arranged for better accessibility by all patrons. Many seating areas have been rearranged as well.The Library is in Phase 3 (orange level) of its reopening plan which means the building remains closed to the public in order to minimize contact and to ensure the coronavirus (COVID-19) does not re-emerge in our community; the next phase (yellow level) will allow for some limited in-building access; however, no date has yet been determined for when we move into that phase.			
47	Updated July 30, 2020	Statistics	Current Month (Mar-Jun)	Last Month	Information from 3/1/2020 to 6/30/2020	Library
			8,936		Circulation	
			0		Door count	
			73		New Cardholders	
			17,946		Total Card holders	
			35		Overdue notices	
			5,643		Library2Go e-books & e-audio	
			1,931		Library2Go Cost per Checkout	
			822		hoopla	
			706		Kanopy	
			124		Freading	
			0		Events in community room	
			0		Adult program attendance	
			139		Children's program attendance	
			0		Teen program attendance	
			0		Volunteer hours	
			1,818		Total Sage ILL	
		Missing from these statistics are the attendance/views of our virtual programs. Several have				

Item	Date of Change in Status	Item	Comments			Department
					had hundreds of views which indicates that we are reaching a broader audience than we would have with in-building programming.	
48	Updated August 12, 2020	Parks Maintenance Update	<ul style="list-style-type: none"> Managing extra COVID restroom cleaning protocol 2x per day. Removed basketball hoops. Working on refilling playground surfacing chips at various parks. Planning to add sand box to Candy Cane Park along with pavers and better ADA access including some fence removal. Placing mulch under freeway to complete Island Avenue landscape strip. Continue to replace old irrigation heads and adjust for the hot weather. 			Parks & Rec-Maintenance
49	No Change July 28, 2020	Welcome Sign Improvements	<ul style="list-style-type: none"> La Grande Rotary is working with local artist who will repaint sign this summer after staff completed planting of perennial flowers. 			Parks & Rec-Maintenance
50	No Change January 6, 2020	Recreation Center	<ul style="list-style-type: none"> The Committee has been actively meeting this fall and has looked at a variety of properties. Their main goal this fall is to finalize a location and plan fundraising efforts. 			Parks & Rec-Admin
51	New Item August 12, 2020	Trice Field Request	Staff received a request to name Community Field (JV Softball) at Pioneer Park after the late Doug Trice. Currently soliciting public comments through the end of August and expect to have a Council action prepared for the October meeting.			Parks & Rec - Admin
52	New Item August 12, 2020	Bench Installation – Reynolds Park	LG Mainstreet is helping pay for the installation of two “street furniture” style stools for Reynolds Park (behind Cam Credits across from the Maridell Center). Parks staff will be installing these in the next couple of weeks.			Parks & Rec - Admin
53	No Change July 28, 2020	Pool Statistics FY End		<u>FY 18-19</u>	<u>FY 19-20</u>	Parks & Rec-Aquatics
				<u>Fiscal Yr</u>	<u>Fiscal Yr</u>	
				<u>End</u>	<u>End</u>	
			ATTENDANCE	39,164	24,364	
			REVENUE	\$185,143	\$128,010	
54	No Change July 28, 2020	Pool Programs Update	<ul style="list-style-type: none"> Currently the pool is open Mon/Wed/Fri with limited hours with locker rooms closed. Extra cleaning protocols, directional signage, limited entry/exit points are all in place. Attendance is low, but Swim Club is able to participate along with many of senior clients. Operation limited to lap/therapy swim only. 			Parks & Rec-Aquatics
55	New Item August 12, 2020	Celebrate La Grande	The Parks & Recreation Department is very involved in the planning process of this year’s Drive Thru Celebrate La Grande. The event is set for September 10 th and will take place at the Fairgrounds. This year, there will be spaced stations where “customers” can drive up and get their hot dogs, ice cream, and chips. Blue Summit Reality Group is also distributing kids activity bags.			Parks & Rec - Admin & Recreation
56	Updated August 12, 2020	Recreation Program Update	<ul style="list-style-type: none"> Now that the School District has decided to do full distance learning, staff are now in the process of figuring out what fall looks like. There is a meeting scheduled to ask the SD what childcare needs they foresee from their staff/other ways we can assist 			Parks & Rec-Recreation

Item	Date of Change in Status	Item	Comments	Department																								
			<p>them.</p> <ul style="list-style-type: none">Flag Football league is cancelled, but we may hold football clinics with the help of the Optimist Club volunteers.Staff has started to plan for Fall/Winter. We are planning to host a few drive-through events and have been gathering best practices from other Parks and Rec agencies from around the state. The first event will be Celebrate La Grande on September 10th.																									
57	Updated August 12, 2020	Safe Routes To School Program Update	<ul style="list-style-type: none">Staff has contacted school principals offering a tool kit for teachers to use with their modified school plans.Staff is working on an incentive program with OR Safe Routes To Schools to encourage students to keep moving during distance learning.Networking with Oregon SRTS and National SRTS groups to compile more tools and resources that can be used by both teachers and parents.Staff is working on promoting national walking day in October either virtually or at schools.Staff is working on the slow down campaign and has started gaining support from parent volunteers through social media.Staff is also contacting local bicycle businesses and groups to set up bicycle clinics for families to have tune-ups on their bicycles.	Parks & Rec-SRTS																								
58	Updated August 12, 2020	Urban Forestry Update	<ul style="list-style-type: none">Coordinated the summer beautification awards: Residential award – Kirk & Seren Borderding, 1610 Foley St. Commercial award – Blue Summit Realty, 102 Greenwood St.Worked with ODF to present Tree City USA webinar for Oregon Cities.Working with the Blue Mt. Humane Association Animal Shelter on tree planting project.Continuing daily summer watering and tree care.Currently working on maintenance to the downtown area including weed control, pruning and irrigation system repair.	Parks & Rec-Urban Forestry																								
59	Completed August 12, 2020	Urban Forestry Tree Inventory Project	Completed conversion of street tree and park tree inventories to Collector/ArcGIS.	Parks & Rec-Urban Forestry																								
60	No Change January 10, 2020	Wildland Urban Interface Committee	Committee continued outreach to property owners for a Firewise demonstration property.	Parks & Rec-Urban Forestry																								
61	Updated July 28, 2020	July Urban Forestry Statistics	<table><tr><td>July 1, 2019 – June 2020</td><td>In June</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>1</td><td>1</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>3</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Street Trees Pruned</td><td>74</td><td>74</td></tr><tr><td>Park Trees Pruned</td><td>5</td><td>5</td></tr><tr><td>Community Responses</td><td>27</td><td>27</td></tr></table>	July 1, 2019 – June 2020	In June	YTD	Street Trees Planted	1	1	Park Trees Planted	0	0	Street Trees Removed	3	3	Park Trees Removed	0	0	Street Trees Pruned	74	74	Park Trees Pruned	5	5	Community Responses	27	27	Parks & Rec-Urban Forestry
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Item	Date of Change in Status	Item	Comments					Department
			Nuisance Responses		12	12		
			Field/Tree Evaluations		14	14		
			Ordinance Enforcement		2	2		
			Tree Service Permits		0	0		
			Site Plan Reviews		3	3		
			Volunteer Hours		0	0		
62	Updated August 10, 2020	Calendar YTD Planning Statistics		July 2019	July 2020	FY 19-20	Current 20-21	Planning
			Land Use Apps	5	5	40	5	
			Zoning Approvals	1	3	46	3	
			New Business Permits	2	2	30	2	
			Revenue (Land Use Fees)	\$1,155	\$700	\$13,017	\$700	
			Revenue (Zoning Approval)	\$25	\$75	\$875	\$75	
			Revenue (Parks SDC)	0	0	\$6300	\$0	
63	No Change January 13, 2020	Notable Projects Approved	<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). This project received Final Plat approval from the City Council on January 8 th , which allows for lots to be marketed and sold and permits issues for the construction of homes.					Planning
			<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. The remodel of the existing home on-site is underway, which will convert the existing home into a club house and office space for the development. Construction of tiny homes should begin by the Spring 2020.					
			<u>Union County Warming Station:</u> All land use appeals have concluded and their Conditional Use Permit approval is final. The next step is for the Warming Station to submit for building permits to construct required tenant improvement, which includes interior fire walls, a fire suppression and alarm system, exterior security lighting, other.					
			<u>EOU Field House:</u> The City Building and Planning Departments have had several pre-application meetings with EOU regarding the construction of a field house and are continuing to work with EOU to determine the building code and development code requirements to support the construction of this building. No land use applications have been submitted to the City for consideration as of this time.					

Item	Date of Change in Status	Item	Comments	Department
64	No Change July 29, 2020	Housing Needs Analysis (HNA)	<p>The City of La Grande was identified as being a severely rent burdened city, with over 25% of our renter households spending more than 50% of their household income on housing expenses. This qualified the City for a State funded project to conduct a Housing Needs Analysis (HNA), which was required by HB 4003, and later reinforced with HB 2003. The HNA was completed in June 2019 and was intended to be adopted shortly after. However, Planning staff intended to bundle the HNA with other housing code updates required by the Oregon State Legislature, along with miscellaneous City code updates.</p> <p>Unfortunately, there were delays in completing various code updates and having them ready to bundle with the HNA. Then, the COVID-19 closures affected public meeting schedules and how the City engages the public in the Code amendment process.</p> <p>Upon receiving guidance from the Oregon Department of Land Conservation and Development (DLCD), along with holding several Planning Commission and City Council meetings via Zoom meetings, staff is moving forward with the HNA adoption process. Following is the anticipated schedule that will be followed:</p> <p>September 7, 2020.....35-Day Required Notice to the DLCD (or greater)</p> <p>October 13, 2020.....Public Hearing #1, before the Planning Commission</p> <p>November 4, 2020.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only.</p> <p>December 2, 2020.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.</p> <p>January, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption.</p> <p>February, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.</p> <p>March, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.</p> <p>March, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p>	Planning

Item	Date of Change in Status	Item	Comments	Department
			April, 2021.....30-Day Appeal Period - Acknowledgement	
65	No Change July 29, 2020	Housing Production Strategy (HPS)	<p>Pursuant to HB 2003, immediately following the completion and adoption of a HNA, cities are required prepare and adopt a Housing Production Strategy (HPS). The HNA identifies the City's housing needs over the next 20 years. The HPS identifies strategies for achieving the HNA goals and satisfying the housing need. This may include offering incentives to developers to encourage the development of new affordable housing.</p> <ul style="list-style-type: none"> The City of La Grande applied for and was awarded funding by the Oregon Department of Land Conservation and Development (DLCD) to conduct the HPS. The project will be jointly managed by DLCD and City staff, working with a consultant (Cascadia Partners). The project is required to be complete by June 2021, following by the City completing the adoption of the HPS by June 2022. 	Planning
66	No Change July 29, 2020	LDC Amendments Housing Codes (HB 2001 & HB 2003)	<p>With the Legislature passing HB 2001 and HB 2003, Cities with population between 10K and 25K are required to update their codes by June 2021 to address a variety of housing requirements.</p> <p>Some amendments include allowing duplexes as outright use in all residential zones. City's may no longer have zones limited to single-family dwellings. Additional HB 2001 has resulted in the State establishing housing design standards (OAR 660, Division 46), one of which requires cities to reduce their parking requirements for duplexes to not be greater than 1 parking space per dwelling unit.</p> <p>As these LDC amendments are mandated by the State per HB 2001 and HB 2003, with a requirement for final adoption by June 2021, Staff has made these amendments a priority over all other planned code amendments, which have now been put on hold due to limited staff resources.</p>	Planning
67	No Change July 29, 2020	2019 Sign Code Amendments	<p>Initially, Planning Department Staff hoped to bundle sign code amendments with updates to the 2018 Land Development Code. Unfortunately, due to the complexity of modifying the sign code, it was not possible to bundle these together.</p> <p>These amendments were put on hold in 2019 due to a combination of reasons, such as limited Staff resources for preparing a new sign code and the need for professional assistance (possibly a consultant and a fair amount of assistance from the City attorney). This has been further complicated by the current COVID-19 meeting limitations which makes it challenging to effectively engage the public in the code preparation process, not to mention the shift in priority and focus on the LDC amendments to address HB 2001/2003.</p>	Planning

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68	No Change February 20, 2019	Code Amendments Floodplain Regulations	<p>As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until October 2021.</p> <ul style="list-style-type: none">Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed.	Planning																		
69	No Change July 29, 2020	Taylor Creek Floodplain Mapping	<p>Anderson Perry has completed the computer model that will be submitted to FEMA with the revised flood maps. A work session with the council was held on October 21, 2019, to review the findings of the model and map revisions.</p> <ul style="list-style-type: none">This process was put on hold as we would like to partner with Union County to update adjacent areas at the same time we submit our request to FEMA. This is critical as the flood zones bridge across both City and County areas that are covered in multiple maps and they should be addressed at the same time for map accuracy and consistency. Staff is currently discussing the map changes with the County and intends to proceed the process once the County has made a decision on whether to proceed with the partnership.	Planning/ Public Works																		
70	Updated August 7, 2020	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JUL 20</th><th>YTD</th></tr><tr><td>Primary 911 calls for service:</td><td>84</td><td>519</td></tr><tr><td>Secondary 911 calls for service:</td><td>24</td><td>170</td></tr><tr><td>Other calls for service:</td><td>887</td><td>6,159</td></tr><tr><td>Case Numbers:</td><td>90</td><td>764</td></tr><tr><td>Traffic Stops:</td><td>83</td><td>849</td></tr></table>	TYPE OF ACTIVITY	JUL 20	YTD	Primary 911 calls for service:	84	519	Secondary 911 calls for service:	24	170	Other calls for service:	887	6,159	Case Numbers:	90	764	Traffic Stops:	83	849	Police
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71	Updated July 28, 2020	Statistics: Investigations Section - <i>Abuse cases are mostly DHS referred cases. All referrals do not require additional or further investigation.</i> <i>Monthly cases reported are new cases only.</i>	<table><tr><th>TYPE OF CASE</th><th>JUL 20</th><th>YTD</th></tr><tr><td>Child Abuse:<ul style="list-style-type: none">Physical Abuse: 5Sexual Abuse: 2Neglect: 15Domestic Violence: 0</td><td>22</td><td>154</td></tr><tr><td>Elder Abuse:<ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0</td><td>0</td><td>3</td></tr><tr><td>Domestic Violence / SART:<ul style="list-style-type: none">Domestic Violence: 1</td><td>1</td><td>39</td></tr></table>	TYPE OF CASE	JUL 20	YTD	Child Abuse: <ul style="list-style-type: none">Physical Abuse: 5Sexual Abuse: 2Neglect: 15Domestic Violence: 0	22	154	Elder Abuse: <ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0	0	3	Domestic Violence / SART: <ul style="list-style-type: none">Domestic Violence: 1	1	39	Police						
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Item	Date of Change in Status	Item	Comments	Department																		
			<div><div><div>SART: 0 (Sexual Assault Response Team)</div><div>Death Investigations:<div>Unattended: 0</div><div>Suicide: 0</div><div>Homicide: 0</div></div><div>Miscellaneous:<div>Background Investigations: 2</div><div>Assault: 0</div><div>Missing Persons: 1</div><div>Major Crime Team: 1</div></div></div></div>																			
72	Updated August 7, 2020	Statistics: Communications Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JUL 20</th><th>YTD</th></tr><tr><td>Primary 911 calls:</td><td>436</td><td>2,531</td></tr><tr><td>All calls:</td><td>1,521</td><td>14,126</td></tr><tr><td>Traffic-Airtime:</td><td>233</td><td>1,745</td></tr><tr><td>Case reports handled: (LGPD / UCSO)</td><td>181</td><td>1,297</td></tr><tr><td>Records Requests:</td><td>87</td><td>735</td></tr></table>	TYPE OF ACTIVITY	JUL 20	YTD	Primary 911 calls:	436	2,531	All calls:	1,521	14,126	Traffic-Airtime:	233	1,745	Case reports handled: (LGPD / UCSO)	181	1,297	Records Requests:	87	735	Police
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73	Updated August 7, 2020	Statistics: UCR State Crime Data - (Uniform Crime Report) Union County data - This is the most recent data available from the State. The State historically lags behind on reports.	<table><tr><th>TYPE OF CRIME</th><th>JUN 20</th><th>YTD</th></tr><tr><td>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</td><td>9</td><td>67</td></tr><tr><td>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</td><td>56</td><td>434</td></tr><tr><td>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</td><td>20</td><td>230</td></tr><tr><td>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</td><td>11</td><td>52</td></tr></table>	TYPE OF CRIME	JUN 20	YTD	Crimes Against Persons - (Assault, Robbery, Sex Crimes)	9	67	Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	56	434	Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	20	230	Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	11	52	Police			
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75	Updated July 28, 2020	Training	<div>Operations Division:<div>All officers participated in online PoliceOne Academy training (various topics).</div><div>All officers completed a review of LGPD Policy updates.</div><div>All officers participated in Use of Less Lethal Force training.</div><div>The Sergeants, Lieutenant, and Chief participated in training titled, “Developing Leadership”.</div><div>All officer participated in a legislative update training.</div><div>NEO Regional SWAT engaged in their regular monthly training</div><div>Communications Division:<div>One dispatcher participated in online PoliceOne Academy training (Leadership)</div><div>One dispatcher participated in online PoliceOne</div></div></div>	Police																		

Item	Date of Change in Status	Item	Comments	Department
			<p>Academy training (Understanding Pre-diabetes).</p> <ul style="list-style-type: none"> One dispatcher completed Basic First Aid update training. All dispatchers completed a review of LGPD Policy updates. <p>*Many training opportunities have been canceled due to limits created by Covid-19. We are innovating where we can to provide for our training needs.</p>	
76	Updated August 7, 2020	Staffing	<p>Operation Division:</p> <ul style="list-style-type: none"> We hired our Code Enforcement Officer as a Police Officer, so we're currently taking applications for the Code Enforcement position. First review of applications is Aug 21. <p>Communications Division:</p> <ul style="list-style-type: none"> We are down one dispatcher and have provided a conditional offer of employment to a promising candidate. 	Police
77	Completed July 28, 2020	Naloxone Program	<ul style="list-style-type: none"> Effective July 1, 2020 all LGPD officers have been trained and certified in the use of Naloxone. Naloxone is a medication that is designed to rapidly reverse an opioid overdose. More often than not our FD paramedics arrive at the scene of an overdose at the same time, or before our police officers, however, this is not always the case. Implementing this program and having Naloxone in the hands of our officers could very well save a life. 	Police
78	No Change / Completed July 28, 2020	Special Victims Detective (3-year Grant)	<ul style="list-style-type: none"> In partnership with Shelter from the Storm, the Police Department was successful in a grant application through the US DOJ Office of Violence Against Women (OVW). The grant allows the PD to staff a Special Victim's Detective for 3 years. This position works closely with SFS and other community partners explicitly investigating crimes of sexual assault, domestic violence, dating violence, and stalking. The SV Detective is assigned from the ranks of our operations staff. The grant will expire in October 2021. 	Police
79	No Change July 28, 2020	Software	The software update project that will update our computer aided dispatch (CAD), report writing, records maintenance, evidence inventory/tracking, etc. is on track. We are in the late stages of implementation, with product training for all staff scheduled in August and a "Go live" date scheduled in September 2020.	Police
80	Updated August 7, 2020	Vehicles	<ul style="list-style-type: none"> RFP's for two new vehicles were sent out on July 20. Deadline for RFP submissions is Aug 7. This is for purchase of one new patrol vehicle and one new administrative vehicle. These vehicles were budgeted as a capital expenditure in the FY2020-21 budget. <p>After receiving bids, the award for one new patrol vehicle and one new administrative vehicle will go to Legacy Dodge. We anticipate the vehicles being ordered by</p>	Police

Item	Date of Change in Status	Item	Comments	Department
			August 14, 2020.	
81	No Change September 1, 2018	Jefferson Street Truck Route	This project is on hold until funding is acquired. In the new STIP cycle, the grant funding model has been updated. The updated model does appear to be favorable for the truck route project, and staff will be working with ODOT to submit an application for the next cycle.	Public Works
82	No Change July 24, 2020	Street Maintenance	The street crew is currently performing repairs to signs, replacing signs, patching, and painting as needed.	Public Works
83	No Change July 24, 2020	CMAQ Roadway Projects	Agreement with the State has been developed and executed. Paving work began on the project roadways the first week of June. Currently, U Avenue, Cherry Street, R Avenue, Lake Avenue, Birch Street, and L Avenue have been completed. North Fourth Street is scheduled to be completed in mid-August and staff will submit for reimbursement.	Public Works
84	No Change July 24, 2020	Hall Street (Cove to East L) Resurfacing	Crews will begin work on the resurfacing of Hall Street following completion of the CMAQ paving. Work will include some improvements on the Cove Avenue intersection to make it more friendly to traffic flow.	Public Works
85	No Change July 24, 2020	Washington Avenue Streetscape Project	Construction contract was awarded to Roger's Paving in the amount of \$139,604.20. Work on the project is complete except for the light poles, which will be installed by July 31.	Public Works
86	No Change July 24, 2020	STP Roadway Safety Projects	Decorative sign posts for the Washington Avenue portion of the project were ordered with the current streetscape project. The poles were delivered on July 13 and will be installed as time allows.	Public Works
87	No Change July 24, 2020	Aeration Basin Dredging	The aeration basin at the Wastewater Treatment Plant has accumulated a significant amount of sludge. The City has hired Anderson Perry to administer the project, which will begin July 27.	Public Works
88	No Change July 24, 2020	Installation of Aerators	Following the dredging of the aeration basin, City crews will install new fine bubble aerators within the aeration basin to aid the treatment process.	Public Works
89	No Change July 24, 2020	Liftstation Improvements	<ul style="list-style-type: none"> Staff has contracted with Anderson Perry to design upgrades to the U Avenue liftstation. The design is to be transferrable to other liftstations within the City of similar flows to standardize controls and replacement parts. 	Public Works
90	No Change July 24, 2020	CIPP	Contract was awarded to PEC, Inc., out of Helena, MT, in the amount of \$322,000. Work on the project was completed in May 2020 and the project was closed out.	Public Works
91	No Change July 24, 2020	Sewer Line Inspection and Cleaning	The wastewater collection crew has been performing TV inspections around the City. Area 1 is 95% complete. All lamp holes have been cleaned.	Public Works

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92	No Change July 24, 2020	Adams Avenue ADA Ramps	Staff has completed design of ramps and obtained local ODOT District approval. Design will be sent to the State for final approval.	Public Works
93	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
94	No Change July 24, 2020	Public Works Superintendent Job Description Revision	The Water Superintendent job description has been updated and approved. The Street Superintendent job description is currently being updated in anticipation of being the next vacancy.	Public Works
95	No Change July 24, 2020	Safe Route to Schools Grant	Request for reimbursement for the project has been completed and approved. Funds in the amount of \$140,000 will be received in August 2020.	Public Works
96	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
97	No Change July 24, 2020	Implementation of Geographic Information Systems (GIS) at Public Works	Field equipment was purchased that allows staff to locate and map utilities in the field to a high level of accuracy. Layers/maps for right-of-way trees and the stormwater system have been constructed and are being populated by City staff.	Public Works
98	No Change July 24, 2020	Water Meter Reading System	Staff has ordered 3,000 new meters to complete the meter replacement portion of the project. All new meters will be programmed to read in 1 cubic foot increments, allowing staff the ability to identify leaks much quicker. Additionally, it will help in annual tracking of water usage.	Public Works
99	No Change July 24, 2020	Water System Optimization Cohort	City has completed the first year of the performance period and showed some energy savings. Staff will make some additional operating adjustments to obtain higher levels of savings in the second year.	Public Works
100	No Change July 24, 2020	Beaver Creek	The one year of water sampling requested by the State will be completed in August 2020. Test results will be forwarded to the Oregon Health Authority (OHA) where the next steps will be determined for identifying the feasibility of bringing the Beaver Creek water source back online.	Public Works
101	No Change July 24, 2020	Second Street (Adams to Spring) Reconstruction	Roadway reconstruction will begin in the spring. As a portion of the project, City crews will replace an outdated 18" water main. This fall, crews will be installing two valves on the 18" main to isolate the project area.	Public Works