



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated September 22, 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.	Work continues on the annual audit. We have received funding from a variety of sources related to COVID-19 and have costs related to those funds that may necessitate a transfer from contingency at some point this fiscal year. 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 September 29, 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"> Processing two additional grants/loans for Business Oregon Matching Grant fund. Participated in workshops on reporting for the COVID grants that the City has received. Conducted activities to allow for implementation of \$150,000 CDBG grant that the City received on behalf of all of Union County for COVID relief. 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 	Economic Development

September 2020

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La Grande Staff Report [Blue=new item](#) [Red=completed item](#)

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			<p>starting this planning for business plan competition in late fall.</p> <ul style="list-style-type: none"> The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney. <p><u>Retail Development Project:</u></p> <ul style="list-style-type: none"> Followed up with on-going retail lead. 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, One lead through Buxton is still working to site in area. <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." Assumed chair position for Economic Vitality Committee. Facilitated meeting and gave presentation. 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"> Working with NEOEDD, Side A Brewing, La Grande Volunteer Fire Fighters to develop a plan for remodeling the Historic Firehouse for re-location and expansion of Ignite. Working on grant to federal agency to funding for this project. See District Manager Comments for Additional Detail. Participated in RARE Training through the University of Oregon for on-boarding of Lorrie Mc Kee, our RARE participant. On-boarding of Lorrie Mc Kee. Participating in Destination Creation classes through NEOEDD. Prepared Ignite for re-opening. Talked with multiple individuals seeking co-working space. Lack of private office space is a barrier we are trying to mitigate through use of LG Main Street conference space. Assisting in developing mentor program for Business Foundations participants including identifying and organizing mentor training. Through a partnership with Rural Development Initiatives (RDI), Ignite received a \$35,000 grant from the Kauffman Foundation, which is the premier 	

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			<p>researching and supporting entrepreneurial development.</p> <ul style="list-style-type: none"> • Met with RDI to implement Business Retention and Expansion survey. Assembling committee to oversee project. This project was funded in part through the Kauffman grant and with additional funding to RDI from another source. • Working with NEOEDD on potential funding for Ignite. • Urban Renewal Programs: • 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. Reviewed grant agreement. Four projects have executed agreement. • 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. • Presented Texaco project to 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
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	City Manager

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			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 of LA GRANDE
PROPOSED
Council Sessions, Significant Deadlines, and Events Schedule
As of September 1, 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

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

2021

Friday, January 1	HOLIDAY
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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

COUNCIL/URA RETREATS

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 September 16, 2020	Monthly activity for August 2020	August 2020					Building	
			Permit Type	Permits		Permit Fees			Plan Review Fees
			City of LG Building:	12		\$3,180.00			\$1,627.60
			UC Building:	9		\$6,929.00			\$4,174.95
			City of LG MFH	0		\$0			
			UC MFH	2		\$900.00			
			City of LG Mechanical	9		\$636.00			
			UC Mechanical	15		\$1,046.50			
			City of LG Plumbing	14		\$3,625.50			
			UC Plumbing	15		\$2,893.50			
			City of LG Electrical	24		\$4,310.00			
			UC Electrical	30		\$3,233.75			
			City of LG Demolition	0		\$0.00			
			UC Demolition	0		\$0.00			
			AG Exempt permits	4					
			TOTALS:	134		\$26,754.25			\$5,802.55
			Fiscal Year Running Totals:	268		\$11,8424.62			\$15,984.41
2	No Change 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 September 22, 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. Based on the restrictions prohibiting receiving Business Oregon funds if other federal funds were received by a business, the many businesses do not qualify for funding. We likely will have to return unused funds from the first round.	City Manager					
5	Updated	COVID-19 Emergency	The City Council declared and emergency in response to	City Manager					

September 2020

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

Item	Date of Change in Status	Item	Comments	Department
	September 29, 2020	Declaration	COVID-19 Pandemic. This declaration has most recently been extended on September 2 nd to November 3, 2020 to coincide with the Governor's extension to the Emergency Declaration.	
6	Updated September 29, 2020	CARES Act COVID-19 Funding	The City is eligible for up to \$406,703 in 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 29 below for additional information.	City Manager
7	Completed September 22, 2020	Fire Union Collective Bargaining Agreement	The City and the Fire Union agreed to a new Collective Bargaining Agreement which was ratified by the Union and approved by the City Council. The new agreement will run until June 20, 2023.	City Manager
8	Updated September 22, 2020	Council Rules Update	The Mayor, Mayor Pro Tem, and City Manager completed work 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. The City Council will be asked to review and approve revisions to the Council Rules at the October City Council meeting.	City Manager
9	No Change 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 September 22, 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,	Planning/Building Process Enhancements	Staff is reviewing how we respond to potential and actual project proposals in an effort to assure the right	City Manager

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	2018		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.	
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	Updated September 29, 2020	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. The Agency has \$200,000 available for a targeted URA project in the current budget. Staff is coordinating with Side A Brewing, NEOEDD, EOU, and the Fire Museum to develop a project in the unused space of the historic firehouse that would allow partner organizations to expand their missions. The project would enable Ignite to relocate and expand to this City-owned property and include partner organizations that also provide services to entrepreneurs and small businesses including but not limited to: NEOEDD, EOU College of Business and LG Main Street. The focus of this project is economic resiliency for new and existing businesses in Union County as they recover from the impacts of COVID-19. The intent is to submit the grant application by October 1, 2020. The grant may require matching funds. The funding in the URA Targeted Project budget would be the source.	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	Advisory Commission	The following table outlines the existing vacancies.	City Recorder

Item	Date of Change in Status	Item	Comments	Department																																																																																										
	September 23, 2020	Vacancies	<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>2/7</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>0/5</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>3/7</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</td><td>2/5</td></tr></table>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	2/7	Building Board of Appeals	4/5	Budget Committee	2/7	Community Landscape/Forestry	0/5	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	3/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal	2/5																																																																	
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20	Updated September 23, 2020	URA projects fund updates Fiscal YTD	<table><tr><th colspan="5">2020-2021 Call For Projects</th></tr><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>Started/LM approval</td></tr><tr><td>Himes Meat Co.</td><td>2315 Jefferson</td><td>Business expansion</td><td>\$69,708</td><td>In Process</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>\$20,000</td><td>In process</td></tr><tr><td>The Local Station</td><td>1508 Adams</td><td>Renovation</td><td>\$64,220</td><td>Not started</td></tr><tr><th colspan="5">2019-2020 Call for Projects Outstanding</th></tr><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Steve’s Outdoor Adventures</td><td>316 Antelope Dr.</td><td>New Construction for business Expansion</td><td>\$75,000</td><td>Not Started</td></tr><tr><th colspan="5">2018-2019 Call for Projects Outstanding</th></tr><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>LT Dev</td><td>1012 Adams</td><td>Restoration</td><td>\$50,000 Award</td><td>In process—Progress payment disbursed for \$37,500, extension approved to 12/31/20</td></tr><tr><td>Texaco</td><td>1508 Adams</td><td>Retro Suit</td><td>\$50,000 award</td><td>Cancelled and replaced with a new agreement for a different project</td></tr><tr><th colspan="5">Call for Projects carried over</th></tr><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Pennington 2017</td><td>1106 Adams</td><td>Rehab</td><td>\$100,000 award and \$40,000 Insurance Reimbursement. \$25,000 remaining</td><td>In process--Received progress payment.</td></tr><tr><td>Brickvard</td><td>1212</td><td>Bowling</td><td>\$80,000</td><td>In Process</td></tr></table>	2020-2021 Call For Projects					Business	Address	Project	Funds	Status	Dry Creek Capital	212-224 Fir St.	Improvement upgrades to retail space	\$75,000	Started/LM approval	Himes Meat Co.	2315 Jefferson	Business expansion	\$69,708	In Process	Raul’s Taqueria	1304 Adams	Business expansion	\$21,072	In process	Jim and Connie Voelz	1701 Adams	Exterior Renovations	\$20,000	In process	The Local Station	1508 Adams	Renovation	\$64,220	Not started	2019-2020 Call for Projects Outstanding					Business	Address	Project	Funds	Status	Steve’s Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Not Started	2018-2019 Call for Projects Outstanding					Business	Address	Project	Funds	Status	LT Dev	1012 Adams	Restoration	\$50,000 Award	In process—Progress payment disbursed for \$37,500, extension approved to 12/31/20	Texaco	1508 Adams	Retro Suit	\$50,000 award	Cancelled and replaced with a new agreement for a different project	Call for Projects carried over					Business	Address	Project	Funds	Status	Pennington 2017	1106 Adams	Rehab	\$100,000 award and \$40,000 Insurance Reimbursement. \$25,000 remaining	In process--Received progress payment.	Brickvard	1212	Bowling	\$80,000	In Process	Economic Development
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September 2020

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			Lanes 2014	Jefferson	alley	award \$40,050 remaining		
21	No Change August 10, 2020	Façade grant program	<u>2020-2021 Façade Grants:</u> 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	No Change 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	Updated September 24, 2020	Statistics	Month of July, 2020		Current	YTD	Finance	
			Monthly Revenue (all funds)		\$ 1,681,462	\$ 1,681,462		
			Monthly Revenue (general fund)		\$ 528,549	\$ 528,549		
			Monthly expenses amount (all funds)		\$ 3,075,844	\$3,075,844		
			Monthly expenses (general fund)		\$ 1,105,660	\$ 1,105,660		
			# of Accounts Payable Checks issued:		191	191		
			# of Payroll Checks/AP issued:		171	171		
			Monthly Payroll expenses:		\$ 1,050,601	\$ 1,050,601		
			# of Water accounts billed:		4,845	4,845		
			# of LID accounts billed:		8	8		
			Pieces of mail processed		441	441		
			Electronic Utility Payments Received		2,721	33,681		
			# of NSF checks the City received:		4	4		
26	Updated September 24, 2020	Statistics	Month of August, 2020		Current	YTD	Finance	
			Monthly Revenue (all funds)		\$ 2,468,473	\$ 4,149,936		
			Monthly Revenue (general fund)		\$ 525,385	\$1,053,934		
			Monthly expenses amount (all funds)		\$ 2,054,054	\$5,129,898		
			Monthly expenses (general fund)		\$ 699,344	\$ 1,805,004		
			# of Accounts Payable Checks issued:		224	415		
			# of Payroll Checks/AP issued:		169	340		
			Monthly Payroll expenses:		\$889,959	\$1,940,560		
			# of Water accounts billed:		4856	9713		
			# of LID accounts billed:		2	10		
			Pieces of mail processed		547	988,		
			Electronic Utility Payments		2,721	33,681		

Item	Date of Change in Status	Item	Comments	Department
			<div>Received</div> <div># of NSF checks the City received: 3 7</div>	
27	No Change 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
28	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
29	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
30	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
31	No Change 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
32	Updated September 24, 2020	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. I wanted to mention that our cross training has proved successful with Utility Billing as our cross trained person completed the billing process this month.	Finance
33	New Item September 24, 2020	Utility Payment assistance – COVID-19	In the October billing we will be having an insert in the Utility bills providing information about where possible financial assistance may be available through	Finance

Item	Date of Change in Status	Item	Comments	Department
			Community Connections.	
34	Updated September 14, 2020	Response Statistics	Aug 1, 2020 – Aug 31, 2020 YTD: 2066 <ul style="list-style-type: none"> • Total Calls: 263 • Medical: 210 • Fires/MVC 24 • Lift assist 29 	Fire
35	Updated September 14, 2020	Fire Code Inspections/Fire Prevention Activities	On-going work with EOU and Mike Becker on site with Field House project, access and fire protection.	Fire
36	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
37	No Change July 27, 2020	Wildland Fire Interface Committee	Postponed due to Covid-19 concerns	Fire
38	Updated September 14, 2020	Child Safety Seat Installations and Bicycle Helmets	(0) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats. (0) Families instructed in proper bicycle helmet use with, (0) bike helmets being provided.	Fire
39	Updated September 14, 2020	Training	Resumed on site bi monthly trainings for Part time Firefighters. Crews completed various online trainings, Probationary Firefighters working with FTO's . Firefighter Joe Hewitt, completed probation August 21 st . the department conducted a pinning and swear in ceremony on September 14 th .	Fire
40	Updated September 14, 2020	Traffic School	Traffic school has not been conducted since February due the Fire station being closed to the public. We are working on a plan to begin instruction again by November 1.	Fire
41	New item September 14, 2020	Conflagrations	September 13th we sent a type 6 engine with a crew of 2 to assist with the wildland fires on the west side. Currently deployed near Springfield.	Fire
42	Updated September 14, 2020	PR Events	During the Pandemic the department has participated in numerous drive-by party parades. Chief assisted with Celebrate LG drive thru event.	Fire
43	Updated September 14, 2020	Public Education	Fire Chief conducted 2 fire extinguisher classes for a total of 32 students, outdoors with social distancing.	Fire
44	Updated September 14, 2020	Apparatus AFG Grant	Fire Chief, FF Gomes and Captain Laci traveled to Spokane on September 2 nd and 3 rd to inspect new Engine and receive training on function. Engine is currently being outfitted with tools and equipment planning for it to be in service around the 1 st of October.	Fire
45	Updated September 23, 2020	Current Recruitments	<ul style="list-style-type: none"> • Engineering Tech. III –Position - PW- vacancy. No qualified applicants received. • 911 dispatch position open again. Last candidate quit. • Code enforcement officer position posted. Background in progress. • Recreation Lead positions posted. Recreation Department. 	Human Resources
46	No Change July 30, 2020	Literacy Center	The Literacy Center now offers Take-Out service. Free 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	Library

Item	Date of Change in Status	Item	Comments	Department
			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.	
47	Updated (in blue)/No change (in black) September 28, 2020	Announcements	<ul style="list-style-type: none"> 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. The Library is currently conducting a reopening survey (open thru 10/9) to inform our reopening plan and to ensure we reopen safely and successfully. Everyone is encouraged to complete the short survey: https://www.surveio.com/survey/d/P4F6C6Y6W6X5S9U4T On September 8th, the Library began offering computer use by appointment. Patrons can make an appointment online or by calling the library. Patrons may use the computer for up to 30 minutes once per day. Printing, job applications, and online testing have been the primary reasons for reservations. The Library began checking out ChromeKits to the public at the end of August. A ChromeKit contains a Chromebook laptop and a WiFi hotspot. Patrons with accounts in good standing may borrow the kit for one week at a time; currently, we have 2 kits available. Funds from the OR Community Foundation for our new public computers have been reallocated so that we can purchase more ChromeKits (probably at least 4 more). The Library has partnered with Rob's Speedy Delivery to offer FREE home delivery and pickup of library materials to those who are homebound or otherwise unable to come to the library. It's been a slow start so far but CCNO has distributed flyers to their Meals on Wheels clients so hopefully we will see more interest in the service. 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 	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>pickup, patrons are called and given a time frame in which they may pick up their orders.</p> <ul style="list-style-type: none"> The Library began outdoor browsing of a variety of new books on July 28 with the Library Take-Out(side) service. The service was popular and a 2nd day (Thursday mornings) was quickly added. Tuesdays pop-up sees on average about 35 patrons borrowing 100 items in a 2 hour period. Thursdays is slower with around 20 patrons borrowing 60 items. The service is weather-dependent and is planned to end on 10/15 (same week the LGFM ends its season). Storytime and Toddler Time have been offered regularly online thru Facebook and the Library's YouTube channel. Both are on hiatus for the summer. Virtual storytime has returned for the fall/winter and can be viewed on the Library's Facebook page and 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. Participation: 125 kids/42,038 reading minutes; 50 Adults/12,764 reading minutes; 24 Teens/16,831 reading minutes. 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. Project ended September 1st due to lack of participation. 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 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. 	

Item	Date of Change in Status	Item	Comments	Department
			<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. Have partnered with CCNO, Oregon Food Bank, and Union County Commissioners to further ensure an equitable and complete count in Union County; Census wraps up no later than October 31. 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. In September, the Library added an online subscription to Britannica Library (online encyclopedia, copyright-free images, and dozens of reference resources), primarily for students and homework help. 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. In the first month of the cohort, LG had the highest participation rate!! 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. The shelves are bare and the Library is in desperate need of donations to keep the food pantry stocked, especially now that we're heading into fall/winter. 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. 	

Item	Date of Change in Status	Item	Comments			Department
			<ul style="list-style-type: none"> 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. The Storywalk opened in August with Baker's Octopus Arms; this story will continue thru October when it will be swapped out for a wintertime story. The Library roof replacement project has been awarded to a contractor with work scheduled to being mid- to late-August. The roof project got underway in mid-September and should be completed by the end of the month; the project may actually come in under budget too as much of the infrastructure was in better shape than expected. 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. 			
48	Updated September 28, 2020	Statistics	Current Month (August)	Last Month	Information from 8/1/20-8/31/20	Library
			3,027		Circulation	
			0		Door count	
			11		New Cardholders	
			17,944		Total Card holders	
			152		Overdue notices	
			1,470		Library2Go e-books & e-audio	
			456		Library2Go Cost per Checkout	
			321		hoopla	
			200		Kanopy	
			51		Freading	
			0		Events in community room	

Item	Date of Change in Status	Item	Comments			Department
			0		Adult program attendance	
			0		Children's program attendance	
			0		Teen program attendance	
			0		Volunteer hours	
			935		Total Sage ILL	
					Missing from these statistics are the attendance/views of our virtual programs. Several have had hundreds of views which indicates that we are reaching a broader audience than we would have with in-building programming.	
49	Updated September 24, 2020	Parks Maintenance Update	<ul style="list-style-type: none"> Closed Morgan Lake due to extreme fire danger. Lake will re-open if fire danger improves before annual closing at end of October. Managing extra COVID restroom cleaning protocol 2x per day. Removed basketball hoops. Sand box, fence removal, and paver installation complete at Candy Cane Park. Fall fertilizer application Downtown garbage has been exponential this year due to a lot of take-out food garbage. 			Parks & Rec-Maintenance
50	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
51	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
52	Updated September 24, 2020	Trice Field Request	<ul style="list-style-type: none"> Staff received a request to name Community Field (JV Softball) at Pioneer Park after the late Doug Trice. Reviewed by Parks Commission and on to Council for decision in October. 			Parks & Rec - Admin
53	No Change August 12, 2020	Bench Installation – Reynolds Park	<ul style="list-style-type: none"> 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
54	Updated September 24, 2020	Pool Statistics August 2020		<u>FY 19-20</u> <u>August</u>	<u>FY 20-21</u> <u>August</u>	Parks & Rec-Aquatics
			ATTENDANCE	8,091	1,222	
			REVENUE	\$19,087	\$2,149	
55	Updated September 24, 2020	Pool Programs Update	<ul style="list-style-type: none"> Swim lessons and a couple of recreation swims will start back up in October. We are also adding more lap swim times to the evening and our evening water aerobics class. 			Parks & Rec-Aquatics
56	Updated September 24, 2020	Pool Maintenance Update	<ul style="list-style-type: none"> Maintenance closure is Sept. 19-27. Two under water lights replaced, tile and gutters cleaned, blue mats pressure washed and sensor for outdoor pool replaced. We have ordered our new slide and hope to have it installed by the end of December. We received our new pool covers on Sept. 11th and 			Parks & Rec-Aquatics

Item	Date of Change in Status	Item	Comments	Department									
			will receive incentive fund From Energy Trust of Oregon for 75% of the cost to purchase.										
57	Updated September 24, 2020	Celebrate La Grande	<ul style="list-style-type: none">The Parks & Recreation Department was very involved in the planning process of this year’s Drive Thru Celebrate La Grande. The event was held September 10th at the Fairgrounds and was a huge success with over 400 people.	Parks & Rec - Admin & Recreation									
58	Updated September 24, 2020	Recreation Program Update	<ul style="list-style-type: none">After school program is growing steadily. Services are being offered 1 – 5pm when school is in session.Flag Football league is cancelled, but a football clinic is scheduled for September 26th.A drive thru Halloween event is being planned for October 31st at Riverside Park along with a doggie Halloween party at the dog park on October 17th.	Parks & Rec- Recreation									
59	Updated September 24, 2020	Safe Routes To School Program Update	<ul style="list-style-type: none">Staff has contacted school principals offering a plan for Octobers International walk to school dayStaff is working on an community socializing project to close down small sections of the street for a short amount of time so people can come outside and safely talk to their neighbors.Networking with Oregon SRTS Staff to set up possible traffic gardens (large areas that will be painted with small roads and signs for children to practice bicycle safety) for temporary street closure events.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.Staff is working on promoting bicycle safety by handing out information to parents during community events.	Parks & Rec- SRTS									
60	Updated September 14, 2020	Urban Forestry Update	<ul style="list-style-type: none">Working with the Blue Mt. Humane Association staff on a tree planting project at the shelter.Continued daily summer watering and tree care.Currently working on maintenance to the downtown area including weed control, pruning and pavers.Coordinating the fall planting program. No community volunteer event this year.Coordinating the planting project for the Riverside Park greenway in October.	Parks & Rec- Urban Forestry									
61	Updated September 14, 2020	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Converted inventory to Collector/ArcGIS to sync with Public Works. Continued inventory of Riverside Park trees.	Parks & Rec- Urban Forestry									
62	Updated September 14, 2020	Wildland Urban Interface Committee	<ul style="list-style-type: none">Posted wildfire awareness information on the Parks & Rec. website. Committee continued outreach to property owners.	Parks & Rec- Urban Forestry									
63	Updated September 14, 2020	August Urban Forestry Statistics	<table><tr><td>July 1, 2020 – June 2021</td><td>August</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></table>	July 1, 2020 – June 2021	August	YTD	Street Trees Planted	1	1	Park Trees Planted	0	0	Parks & Rec- Urban Forestry
July 1, 2020 – June 2021	August	YTD											
Street Trees Planted	1	1											
Park Trees Planted	0	0											

Item	Date of Change in Status	Item	Comments					Department
			Street Trees Removed	2	6			
			Park Trees Removed	0	0			
			Street Trees Pruned	15	89			
			Park Trees Pruned	6	11			
			Community Responses	33	60			
			Nuisance Responses	13	15			
			Field/Tree Evaluations	11	25			
			Ordinance Enforcement	0	2			
			Tree Service Permits	0	0			
			Site Plan Reviews	2	5			
			Volunteer Hours	5	5			
64	Updated September 23, 2020	Calendar YTD Planning Statistics		<u>Aug 2019</u>	<u>Aug. 2020</u>	<u>FY 19-20</u>	<u>Current 20-21</u>	Planning
			Land Use Apps	2	2	40	7	
			Zoning Approvals	4	2	46	5	
			New Business Permits	6	5	30	7	
			Revenue (Land Use Fees)	\$150	\$450	\$13,017	\$1,150	
			Revenue (Zoning Approval)	\$100	\$50	\$875	\$125	
			Revenue (Parks SDC)	0	0	\$6300	\$0	
65	Updated September 14, 2020	Notable Projects Approved	<p><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 8th, which allows for lots to be marketed and sold and permits issues for the construction of homes.</p> <p><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.</p> <p><u>Union County Warming Station:</u> All land use appeals have concluded and their Conditional Use Permit approval is final. The Warming Station is working on completing the last of the required Building Code improvements (fire suppression and ADA parking), then should be ready to open on November 15, 2021.</p> <p><u>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under</p>					Planning

Item	Date of Change in Status	Item	Comments	Department
			construction.	
66	Updated September 14, 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 has moved forward with the HNA adoption process subject to the following schedule:</p> <p>September 1, 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>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>March, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <p>April, 2021.....30-Day Appeal Period - Acknowledgement</p>	
67	Updated September 14, 2020	Housing Production Strategy (HPS)	<p>Pursuant to HB 2003, immediately following the completion and adoption of an 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 was awarded funding by the Oregon Department of Land Conservation and Development (DLCD) to conduct the HPS, which has commenced. The project is being jointly managed by DLCD and City staff, working with a consultant (Cascadia Partners). This project will include the formation an advisory committee made up of contractors, real estate professional, representatives from larger employers, and others engaged in developing or seeking new and needed housing. This committee will recommend housing productions strategies and possible incentives to promote needed housing, and will review consultant deliverables. The Planning Commission and City Council will be engaged at several points through this project. In October, the PC and CC will be asked to complete a housing survey; around February Planning Staff intends to hold a separate work session with the PC and CC to discuss draft strategies and receive input from the PC and CC on each strategy concept. Around March/April a joint PC/CC work session will be held where the consultants will present their recommendations and draft report and receive guidance from the PC and CC prior to finalizing and completing the report. The project is required to be complete by June 2021, followed by the City completing the adoption of the HPS (within one year - by June 2022). 	Planning
68	Updated September 14, 2020	LDC Amendments Housing Codes (HB 2001)	<p>With the Legislature passing HB 2001and 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</p>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>outright use in all residential zones. City's may no long 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, 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> <p>These Code amendments are underway, subject to the following schedule:</p> <p>October 2, 2020.....35-Day Required Notice to the DLCD (or greater)</p> <p>November 10, 2020....Public Hearing #1, before the Planning Commission</p> <p>Dec. 6, 2020, 2020.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only.</p> <p>January 6, 2020.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.</p> <p>Jan. or Feb, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption.</p> <p>March, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.</p> <p>April, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.</p> <p>April, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <p>May, 2021.....30-Day Appeal Period - Acknowledgement</p>	
69	No Change July 29, 2020	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.	Planning

Item	Date of Change in Status	Item	Comments	Department																		
			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.																			
70	No Change February 20, 2019	Code Amendments Floodplain Regulations	<p>As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until October 2021.</p> <p>Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed.</p>	Planning																		
71	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																		
72	Updated September 14, 2020	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>AUG 20</th><th>YTD</th></tr><tr><td>Primary 911 calls for service:</td><td>102</td><td>621</td></tr><tr><td>Secondary 911 calls for service:</td><td>27</td><td>197</td></tr><tr><td>Other calls for service:</td><td>852</td><td>7,011</td></tr><tr><td>Case Numbers:</td><td>104</td><td>868</td></tr><tr><td>Traffic Stops:</td><td>138</td><td>987</td></tr></table>	TYPE OF ACTIVITY	AUG 20	YTD	Primary 911 calls for service:	102	621	Secondary 911 calls for service:	27	197	Other calls for service:	852	7,011	Case Numbers:	104	868	Traffic Stops:	138	987	Police
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73	Updated September 14,	Statistics: Investigations Section -	<table><tr><th>TYPE OF CASE</th><th>AUG 20</th><th>YTD</th></tr><tr><td>Child Abuse:</td><td>25</td><td>179</td></tr></table>	TYPE OF CASE	AUG 20	YTD	Child Abuse:	25	179	Police												
TYPE OF CASE	AUG 20	YTD																				
Child Abuse:	25	179																				

Item	Date of Change in Status	Item	Comments			Department																	
	2020	<p><i>Abuse cases are mostly DHS referred cases. All referrals do not require additional or further investigation.</i></p> <p><i>Monthly cases reported are new cases only.</i></p>	<div><div>▪ Physical Abuse: 5</div><div>▪ Sexual Abuse: 5</div><div>▪ Neglect: 13</div><div>▪ Domestic Violence: 2</div></div>																				
			<div>Elder Abuse:</div> <div><div>▪ Physical Abuse: 0</div><div>▪ Sexual Abuse: 0</div><div>▪ Neglect: 1</div></div>	1	4																		
			<div>Domestic Violence / SART:</div> <div><div>▪ Domestic Violence: 3</div><div>▪ SART: 0</div><div>(Sexual Assault Response Team)</div></div>	3	42																		
			<div>Death Investigations:</div> <div><div>▪ Unattended: 0</div><div>▪ Suicide: 0</div><div>▪ Homicide: 0</div></div>	0	1																		
			<div>Miscellaneous:</div> <div><div>▪ Background Investigations: 1</div><div>▪ Assault: 0</div><div>▪ Missing Persons: 0</div><div>▪ Cold Cases: 1</div></div>	2	32																		
74	Updated September 14, 2020	<p><u>Statistics:</u> Communications Division -</p>	<table><tr><th>TYPE OF ACTIVITY</th><th>AUG 20</th><th>YTD</th></tr><tr><td>Primary 911 calls:</td><td>444</td><td>2,975</td></tr><tr><td>All calls:</td><td>2,305</td><td>16,431</td></tr><tr><td>Traffic-Airtime:</td><td>256</td><td>2,001</td></tr><tr><td>Case reports handled: (LGPD / UCSO)</td><td>168</td><td>1,465</td></tr><tr><td>Records Requests:</td><td>113</td><td>848</td></tr></table>	TYPE OF ACTIVITY	AUG 20	YTD	Primary 911 calls:	444	2,975	All calls:	2,305	16,431	Traffic-Airtime:	256	2,001	Case reports handled: (LGPD / UCSO)	168	1,465	Records Requests:	113	848	Police	
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75	No Change August 7, 2020	<p><u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report)</p> <p><i>Union County data -</i></p> <p><i>This is the most recent data available from the State. The State historically lags behind on reports.</i></p>	<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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77	Updated September 14, 2020	Training	<p>Operations Division:</p> <ul style="list-style-type: none">▪ All officers participated in online PoliceOne Academy training (various topics) incl:<ul style="list-style-type: none">○ Serving Amid Chaos: Taking Care of your Community			Police																	

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> ○ De-escalation and Minimizing Use of Force ▪ The Chief participated in online PoliceOne Academy training titled, Managing Homeless Populations. ▪ All officers completed a review of LGPD Policy updates, incl: <ul style="list-style-type: none"> ○ Ethics ○ Use of Force & Reporting ▪ NEO Regional SWAT engaged in their regular monthly training. <p>Communications Division:</p> <ul style="list-style-type: none"> ▪ Several Dispatchers participated in online PoliceOne Academy training (various topics) incl: <ul style="list-style-type: none"> ○ Dispatcher Liability and Legal Issues ○ Interacting w/ the Mentally Ill ○ Responding to People w/ Mental Illness ○ Leadership ▪ All dispatchers completed a review of LGPD Policy updates. <p>All Staff:</p> <ul style="list-style-type: none"> ▪ All staff participated in courtroom testimony training. ▪ All staff received training in the operation of our new software (Zuercher). ▪ All staff participated in KnowBe4 - IT Security Awareness Training. 	
78	Updated September 14, 2020	Staffing	<p><u>Operation Division:</u></p> <ul style="list-style-type: none"> ▪ We're conducting a testing/selection process on 9/16 to fill the vacant Code Enforcement position. ▪ Sr. Ofc. Matt Duncan retired (after nearly 22 years of service w/ LGPD) effective 9/10. This leaves one police officer vacancy in Patrol. We are in the process of working to fill this vacancy. <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> • Tiffany Rager was hired to fill the vacancy we had in Dispatch and although she is still in training, we are currently fully staff in the Dispatch Center. 	Police
79	Updated September 14, 2020	Software	<p>We "went live" on 9/9 with the software update project that has updated our computer aided dispatch (CAD), report writing, records maintenance, evidence inventory/tracking, etc. So far... everything is working well. It's new, so it will take some time for everyone to get proficient with it.</p>	Police
80	Updated September 14, 2020	Vehicles	<p>One new patrol vehicle and one new administrative vehicle have been ordered through Legacy Dodge. We have been told that deliveries of new vehicles have been very slow and we may not receive these two vehicles until late Spring 2021.</p>	Police
81	No Change September 1, 2018	Jefferson Street Truck Route	<p>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.</p>	Public Works

Item	Date of Change in Status	Item	Comments	Department
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	Updated September 25, 2020	CMAQ Roadway Projects	All the streets within the project have been completed (U Avenue, Cherry Street, R Avenue, Lake Avenue, Birch Street, L Avenue, and North Fourth Street). Staff is putting together the request for reimbursement that will be forwarded to the State in October.	Public Works
84	Updated September 25, 2020	Hall Street (Cove to East L) Resurfacing	Work on this project has been placed on hold until spring while crews focus on completing a few other projects this fall. A few minor projects have popped up over the last few months that have limited the time left to devote to this project.	Public Works
85	Completed September 25, 2020	Washington Avenue Streetscape Project	Roger's Paving has completed the project and project closeout has been completed.	Public Works
86	Updated September 25, 2020	STP Roadway Safety Projects	All aspects of the projects have been completed and one of the projects has been billed for reimbursement. Staff is pulling together the invoice for reimbursement on the remaining outstanding funds.	Public Works
87	Updated September 25, 2020	Aeration Basin Dredging	The aeration basin at the Wastewater Treatment Plant had accumulated a significant amount of sludge. Dredging of the pre-air cell was completed September 24.	Public Works
88	Updated September 25, 2020	Installation of Aerators	Now that the dredging has been completed, City crews will install new fine bubble aerators within the aeration basin to aid the treatment process. Installation will begin in October.	Public Works
89	No Change July 24, 2020	Liftstation Improvements	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	Updated September 25, 2020	CIPP	The 2020-21 contract was put out for bid and the City received six responsive bidders. The bid award will be presented to Council during the October session.	Public Works
91	Updated September 25, 2020	Sewer Line Inspection and Cleaning	The wastewater collection crew has been performing TV inspections around the City. Area 1 is complete. They have moved into Area 7, which is 40% complete. Staff will be foaming for roots starting mid-October.	Public Works
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	Completed September 25, 2020	Safe Route to Schools Grant	Project closeout and reimbursement have been finalized and the project has been completed.	Public Works

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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	Updated September 25, 2020	Beaver Creek	A clamp-on style magnetic flow meter has been purchased and will be installed to monitor available flows from the watershed. Sampling is complete and data will be forwarded to Oregon Health Authority.	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																					
102	New Item September 24, 2020	Public Works Statistics	<table><tr><td></td><td>Aug 20</td><td>Fiscal YTD</td></tr><tr><td>Sewer taps installed</td><td>1</td><td>1</td></tr><tr><td>Water taps installed</td><td>2</td><td>3</td></tr><tr><td>Water leaks repaired</td><td>2</td><td>4</td></tr><tr><td>Square feet of street paved</td><td>57,530</td><td>103,530</td></tr><tr><td>Water produced (MG)</td><td>132.61</td><td>260.05</td></tr><tr><td>WWTP flows (MG)</td><td>53.27</td><td>113.93</td></tr></table>		Aug 20	Fiscal YTD	Sewer taps installed	1	1	Water taps installed	2	3	Water leaks repaired	2	4	Square feet of street paved	57,530	103,530	Water produced (MG)	132.61	260.05	WWTP flows (MG)	53.27	113.93	Public Works
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