



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change 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 October 26, 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"> Working on the City's Economic Recovery plan. Assisting a potential work-from home business to re-locate to La Grande with potential lease at Ignite. Conducted a Zoom meeting with relevant City Directors and a potential new business. Processing two additional grants/loans for Business Oregon Matching Grant fund. An additional 12 grants are in process for La Grande. Worked with three businesses on filling out grant applications for Business Oregon Matching Grant and 16 CDBG applicants in process. 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 	Economic Development

October 2020

1

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

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			<p>to develop and implement new Economic Development Website. Met with Website developers and continuing to work on revisions for new site.</p> <ul style="list-style-type: none"> • 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. <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. Buxton lead is going through plan review. <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"> • Presented on a panel at the Rural 2 Rural Conference presented by RDI. • Setting up consultants to offer one-on-one business development assistance. Funding for this project was from a Business Oregon Grant. • Continued to publicize available funding for businesses through grant programs and the City's Emergency Loan Program. • To date, 15 La Grande Businesses have received funding from Rounds 1 to 3 of Business Oregon Grant program. These grants were made with a combination of grant to the City and to NEOEDD. There are also 26 CDBG applications in process. 	

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			<ul style="list-style-type: none"> Coordinating on-line business support workshops to be held in December. 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. 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 researching and supporting entrepreneurial development. RDI received additional grant from the Ford Family Foundation to provide enhanced Business Retention and Expansion Survey assistance. Met with RDI to implement Business Retention and Expansion survey. Formed Ad Hoc Committee to conduct Business Retention and Expansion Survey with RDI. Assembling committee to oversee project. Urban Renewal Programs: Call for Projects had four projects submit. Prepared staff reports and facilitated Joint Special Session. All four projects funded as requested. Processed requests for funding for the businesses from the 2018 CFP cycle that received additional awards due to Texaco Project withdrawal. Conducted three site visits for active CFP projects. Processed one project extension. Continued working with CFP awardees regarding project questions and funding. Reviewed grant agreement. Four projects have executed agreement. Pursuing two potential leads for LG Business and Technology Park. 	
3	Updated October 27,	General Fund Capital Improvements: Identity funding	The Library roof project is complete with a total cost below budgeted funds. Unused funds will remain in	City Manager

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	2020	sources and strategy to address major capital needs including but not limited to the Library Roof and the Police Department.	the General Reserve for future capital projects. We took delivery of our new Fire engine and it will be placed in service in the coming weeks. We still need to address the police department facility but this is on hold at present.	
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
Council Sessions, Significant Deadlines, and Events Schedule
As of October 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

Wednesday, October 7 **REGULAR SESSION**

Wednesday, November 4 **REGULAR SESSION**

Wednesday, November 11 HOLIDAY

Monday, November 16 **WORK SESSION**
COVID-19 Support for Businesses

Thursday & Friday, November 26 & 27 HOLIDAY

Wednesday, December 2 **REGULAR SESSION**

Monday, December 7 **WORK SESSION**
Tentative topic TBD

Friday, December 25 HOLIDAY

2021

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 COUNCIL/URA RETREATS

Additional topics with dates to be determined: Joint Work Session Council/Landmarks (May or Later); two (2) joint work sessions 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 October 22, 2020	Monthly activity for September 2020	September 2020				Building	
			Permit Type	Permits	Permit Fees	Plan Review Fees		
			City of LG Building:	10	\$13,516.00	\$8,585.85		
			UC Building:	12	\$13,281.00	\$8,150.35		
			City of LG MFH	0	\$0			
			UC MFH	2	\$900.00			
			City of LG Mechanical	7	\$707.00			
			UC Mechanical	16	\$1,467.50			
			City of LG Plumbing	8	\$1,954.50			
			UC Plumbing	9	\$2,035.50			
			City of LG Electrical	18	\$1,838.00			
			UC Electrical	22	\$2,408.75			
			City of LG Demolition	0	\$0.00			
			UC Demolition	0	\$0.00			
			AG Exempt permits	2				
			TOTALS:	106	\$38,108.25	\$16,736.20		
			Fiscal Year Running Totals:	374	\$95,419.32	\$32,720.61		
			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	See item 2 in Top Priorities for updates. 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	No Change September 22, 2020	COVID-19 Business Oregon Funding	See item 2 in Top Priorities for updates. 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

Item	Date of Change in Status	Item	Comments	Department
5	New Item October 27, 2020	Finance Director Search	The Finance Director has submitted her notice that she will retire in January 2021. We have started the process to fill the upcoming vacancy.	City Manager
6	New Item October 27, 2020	Farmers' Market Agreement	We are in the process of drafting a new agreement for the use of Max Square for the Farmers' Markets.	City Manager
7	New Item October 27, 2020	Farmers' Market Promotional Video	We are partnering with the Farmers' Market to create a promotional video to highlight the Market as a safe place to obtain locally produced foods and as an economic asset to the downtown.	City Manager
8	New Item October 27, 2020	Enterprise Zone Renewal	The Enterprise Zone will expire this calendar year. We are working with Union County to renew the Zone with Council action on a Resolution planned for the November Council Meeting.	City Manager
9	Updated October 28, 2020	COVID-19 Emergency Declaration	The City Council declared an emergency in response to COVID-19 Pandemic. This declaration has most recently been extended on October 28 th to January 2, 2021, to coincide with the Governor's extension to the Emergency Declaration.	City Manager
10	No Change September 29, 2020	CARES Act COVID-19 Funding	See Finance Department for updates	City Manager
11	Completed October 7, 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 approved the revisions to the Council Rules at the October City Council meeting.	City Manager
12	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
13	Updated October 22, 2020	Personnel Policy/Employee Handbook Update	The City Council asked the City Manager to make completing the Employee Handbook a priority. The HR Specialist is reviewing the draft.	City Manager
14	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

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15	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
16	No Change February 26, 2019	Traded Sector Policy Update	Based on the Urban Renewal Agency Retreat, Staff will work on a revised Policy for the Traded Sector Program that identifies provisions for a streamlined approval process for exceptional recruitment leads.	District Manager
17	No Change 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
18	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
19	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
20	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
21	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

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22	No Change September 23, 2020	Advisory Commission Vacancies	<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>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	City Recorder																																																	
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23	Updated October 16, 2020	URA projects fund updates Fiscal YTD	<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 Progress payment \$47,203</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><td></td><td></td><td></td><td></td><td></td></tr></table> <div>2019-2020 Call for Projects Outstanding</div> <table><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 Extension approved to 10/31/2021</td></tr></table> <div>2018-2019 Call for Projects Outstanding</div> <table><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></table> <div>2018 Call for Projects that received additional funding from a project that withdrew</div> <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th></tr><tr><td>Valley Vet</td><td>401 Adams</td><td>Expansion</td><td>\$11,155</td></tr><tr><td>LT Dev.</td><td>1012 Adams</td><td>Restoration</td><td>\$14,885</td></tr><tr><td>Kehr Chiro</td><td>1802 4th St</td><td>Expansion</td><td>\$14,885</td></tr><tr><td>Direct Music</td><td>1206 Adams</td><td>Expansion</td><td>\$9,076</td></tr></table>	Business	Address	Project	Funds	Status	Dry Creek Capital	212-224 Fir St.	Improvement upgrades to retail space	\$75,000 Progress payment \$47,203	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						Business	Address	Project	Funds	Status	Steve's Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Not Started Extension approved to 10/31/2021	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	Business	Address	Project	Funds	Valley Vet	401 Adams	Expansion	\$11,155	LT Dev.	1012 Adams	Restoration	\$14,885	Kehr Chiro	1802 4 th St	Expansion	\$14,885	Direct Music	1206 Adams	Expansion	\$9,076	Economic Development
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24	No Change August 10, 2020	Façade grant program	<u>2020-2021 Façade Grants:</u> Currently no façade grants applied for	Economic Development																																							
25	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																																							
26	No Change June 6, 2019	Retail Development Program	Reported Above	Economic Development																																							
27	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																																							
28	Updated October 20, 2020	Statistics	<table><tr><th>Month of September, 2020</th><th>Current</th><th>YTD</th></tr><tr><td>Monthly Revenue (all funds)</td><td>\$1,480,276</td><td>\$5,630,549</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$353,231</td><td>\$1,405,834</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$2,130,266</td><td>\$7,254,986</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$1,046,992</td><td>\$2,846,977</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>159</td><td>574</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>243</td><td>583</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$928,235</td><td>\$2,868,795</td></tr><tr><td># of Water accounts billed:</td><td>4856</td><td>14,558</td></tr><tr><td># of LID accounts billed:</td><td>2</td><td>10</td></tr><tr><td>Pieces of mail processed</td><td>547</td><td>5,353</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>5</td><td>12</td></tr></table>	Month of September, 2020	Current	YTD	Monthly Revenue (all funds)	\$1,480,276	\$5,630,549	Monthly Revenue (general fund)	\$353,231	\$1,405,834	Monthly expenses amount (all funds)	\$2,130,266	\$7,254,986	Monthly expenses (general fund)	\$1,046,992	\$2,846,977	# of Accounts Payable Checks issued:	159	574	# of Payroll Checks/AP issued:	243	583	Monthly Payroll expenses:	\$928,235	\$2,868,795	# of Water accounts billed:	4856	14,558	# of LID accounts billed:	2	10	Pieces of mail processed	547	5,353	Electronic Utility Payments Received	2,721	33,681	# of NSF checks the City received:	5	12	Finance
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29	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	Finance																																							

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			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.	
30	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
31	Updated October 20, 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. As of Oct. 20, total requests for reimbursement have totaled \$164,571.	Finance
32	Updated October 20, 2020	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. A second draft is being reviewed for finalization.	Finance
33	Updated October 20, 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. Field work was successfully completed and completion of the audit will take place and be filed by December 31 st .	Finance
34	Completed October 20, 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. This process will be an ongoing process reviewed as needed with the major functions now completed.	Finance
35	No Change 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 Community Connections.	Finance
36	Updated October 24, 2020	Response Statistics	September 1, 2020 – September 30, 2020 YTD: 2169 <ul style="list-style-type: none"> Total Calls: 230 Medical: 182 Fires/MVC 23 Lift assist 25 	Fire
37	No change September 14,	Fire Code Inspections/Fire Prevention Activities	<ul style="list-style-type: none"> On-going work with EOU and Mike Becker on site with Field House project, access and fire 	Fire

Item	Date of Change in Status	Item	Comments	Department
	2020		protection.	
38	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
39	No Change July 27, 2020	Wildland Fire Interface Committee	Postponed due to Covid-19 concerns	Fire
40	Updated October 24, 2020	Child Safety Seat Installations and Bicycle Helmets	(1) 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, (2) bike helmets being provided.	Fire
41	Updated October 24, 2020	Training	Department fire trainings conducted on September 1 st and 15 th ; EMS drill conducted on September 17 th	Fire
42	Updated October 24, 2020	Traffic School	Traffic school has not been conducted since February due the Fire station being closed to the public.	Fire
43	Completed September 14, 2020	Conflagrations	September 13 th 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
44	New item October 24, 2020	Mobile data units	FF Gomes has installed the antenna and power supply in 3 ambulances and New Engine, MDT's are online in the ambulances.	Fire
45	No Change September 14, 2020	PR Events	During the Pandemic the department has participated in numerous drive-by party parades.	Fire
46	No Change September 14, 2020	Public Education	Fire Chief conducted 2 fire extinguisher classes for a total of 32 students, outdoors with social distancing.	Fire
47	Updated October 24, 2020	Apparatus AFG Grant Engine	Engine is in the process of having tools and equipment installed, waiting of a number of brackets, tools and equipment to place in service, Engine is scheduled to be lettered soon. FEMA has extended the performance period to September 22, 2021 due to delays caused by the pandemic.	Fire
48	Updated October 16, 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. Police Officer position open.	Human Resources
49	Updated October 26, 2020	Literacy Center	<ul style="list-style-type: none"> Partnering with EOU on a state library grant application that would see up to 3 computers installed in the Literacy Center for use by those in the community who are working on their GED; these folks would connect virtually to tutors at EOU. In addition, EOU will provide on-site tutors for local students who need tutoring which the current volunteers are unable to provide. 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 literacy materials, call the Library at 541.962.1339 or email Myra at mbritschgi@cookmemoriallibrary.org. Families 	Library

Item	Date of Change in Status	Item	Comments	Department
			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.	
50	Updated (in blue)/No change (in black) October 26, 2020	Announcements	<ul style="list-style-type: none"> The Library has entered Phase 3 (yellow level) of its reopening plan. The building is now open to the public but with restrictions – patrons may browse for 30 minutes, use computers for 60 minutes. The building capacity is limited to 20 patrons at any one time. Masks must be properly worn to enter the building. All seating and study tables have been removed from the floor and placed into storage in the community room. All programs remain virtual. Building occupancy management technology will be installed that will free staff up from manually monitoring the capacity; CARES funds will cover this expense. No further expansion of opening is anticipated for the foreseeable future. The Library is in Phase 2 (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 The Library is now an official ballot drop box site for Union County elections, replacing City Hall. The Library's drop box is ADA-accessible, open 24/7, and is safe and secure. The Library Director has been sworn in as an election official to add an additional layer of safety. 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 	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>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.</p> <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 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 (virtually) is back after a summer hiatus. Patrons can view weekly storytimes 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. 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 	

Item	Date of Change in Status	Item	Comments	Department
			<p>participation.</p> <ul style="list-style-type: none"> 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. The Library's Census grant has been fully expended and a final report has been submitted. The self-reported Census response rate for Union County was slightly higher than the statewide rate and was tied with Crook County for the highest response rate outside of the I-5 corridor. 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 	

Item	Date of Change in Status	Item	Comments	Department
			<p>participation rate!!</p> <ul style="list-style-type: none"> The Library's Little Free Food Pantry has moved back inside the building. A community grant application was submitted to Albertsons/Safeway to help keep the pantry stocked; the Library was awarded \$500. Another community grant application was submitted to Walmart; we're awaiting a response. Harvest Share has returned on Thursday mornings thru Thanksgiving; this program provides fresh produce and some basic shelf staples to those experiencing food insecurity. 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. As of 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. 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's roof replacement project is complete. The project came in under budget too! The Library roof replacement project has been awarded to a contractor with work scheduled to begin 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 	

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			<p>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.</p> <ul style="list-style-type: none">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.																																																							
51	Updated October 26, 2020	Statistics	<table><tr><th>Current Month (Sept))</th><th>Last Month (Aug)</th><th>Information from 9/1/20-9/30/20</th></tr><tr><td>2985</td><td>3027</td><td>Circulation</td></tr><tr><td>0</td><td>0</td><td>Door count</td></tr><tr><td>2,512</td><td>11</td><td>New Cardholders</td></tr><tr><td>20456</td><td>17944</td><td>Total Card holders</td></tr><tr><td>44</td><td>152</td><td>Overdue notices</td></tr><tr><td>1456</td><td>1470</td><td>Library2Go e-books & e-audio</td></tr><tr><td>371</td><td>456</td><td>Library2Go Cost per Checkout</td></tr><tr><td>358</td><td>321</td><td>hoopla</td></tr><tr><td>176</td><td>200</td><td>Kanopy</td></tr><tr><td>60</td><td>51</td><td>Freading</td></tr><tr><td>0</td><td></td><td>Events in community room</td></tr><tr><td>0</td><td></td><td>Adult program attendance</td></tr><tr><td>23</td><td></td><td>Children's program attendance</td></tr><tr><td>0</td><td></td><td>Teen program attendance</td></tr><tr><td>0</td><td></td><td>Volunteer hours</td></tr><tr><td>932</td><td>935</td><td>Total Sage ILL</td></tr><tr><td></td><td></td><td>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.</td></tr></table>	Current Month (Sept))	Last Month (Aug)	Information from 9/1/20-9/30/20	2985	3027	Circulation	0	0	Door count	2,512	11	New Cardholders	20456	17944	Total Card holders	44	152	Overdue notices	1456	1470	Library2Go e-books & e-audio	371	456	Library2Go Cost per Checkout	358	321	hoopla	176	200	Kanopy	60	51	Freading	0		Events in community room	0		Adult program attendance	23		Children's program attendance	0		Teen program attendance	0		Volunteer hours	932	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.	Library
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52	Updated October 19, 2020	Parks Maintenance Update	<ul style="list-style-type: none">Morgan Lake re-opened Monday, October 5th after closing September 11th for fire danger. Fires will be banned for the rest of the season until the lake closes for the season October 31st.One tree removal at Pioneer Park near the girls' varsity softball field that was blocking the view of the scoreboard.Began winterizing restrooms and irrigation.Began mulching leaves in parks. <p>Helped plant trees and mulch an extended area of the Greenway path after a multi-year legal battle with neighboring property owner that resulted in the City owning the trail property.</p>	Parks & Rec-Maintenance																																																						

Item	Date of Change in Status	Item	Comments	Department									
53	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									
54	No Change January 6, 2020	Recreation Center	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									
55	Updated October 19, 2020	Trice Field Request	<ul style="list-style-type: none">Now that Council approved the name change, staff is working with the family to order and install signs. They are planning a spring dedication.	Parks & Rec - Admin									
56	Completed October 19, 2020	Bench Installation – Reynolds Park	<ul style="list-style-type: none">Concrete pads have been poured and cured. Benches are installed. Go check them out.	Parks & Rec - Admin									
57	Updated October 22, 2020	Pool Statistics August 2020	<table><tr><td></td><td><u>FY 19-20</u> <u>September</u></td><td><u>FY 20-21</u> <u>September</u></td></tr><tr><td>ATTENDANCE</td><td>1329</td><td>727</td></tr><tr><td>REVENUE</td><td>\$10,097</td><td>\$3,618</td></tr></table>		<u>FY 19-20</u> <u>September</u>	<u>FY 20-21</u> <u>September</u>	ATTENDANCE	1329	727	REVENUE	\$10,097	\$3,618	Parks & Rec-Aquatics
	<u>FY 19-20</u> <u>September</u>	<u>FY 20-21</u> <u>September</u>											
ATTENDANCE	1329	727											
REVENUE	\$10,097	\$3,618											
58	Updated October 22, 2020	Pool Programs Update	<ul style="list-style-type: none">October Swim lessons has 49 participants.We have 2 evening recreation swims on Wednesday and Friday nights, patrons have to call and register and an adult is required to be in the water with their kids to make sure they maintain social distancing. We only allow 50 in the facility for these swims.	Parks & Rec-Aquatics									
59	Updated October 22, 2020	Pool Maintenance Update	<ul style="list-style-type: none">We built 6 temporary changing stations that sit on the west side of the pool deck so our swimmers are able to change after getting out of the water. The weather is getting colder and we didn’t want them to have to go home with wet suits on.Locker rooms and showers continue to be closed except bathrooms.	Parks & Rec-Aquatics									
60	Updated October 22, 2020	Recreation Program Update	<ul style="list-style-type: none">After school program registration has leveled off. Going to offer a promotional deal to get more registrations. Services are being offered 1 – 5pm when school is in session.Football clinic was held September 26th. There were 32 registrations. With the combined efforts of both Parks staff and Volunteers, this program was a success.A drive thru Halloween event is being planned for October 31st at Riverside Park and several community partners are helping with this event.The doggie Halloween party at the dog park was held on October 17th. 15+ dogs and owners were in attendance. The event was sponsored by PetSense who donated the prizes.	Parks & Rec-Recreation									
61	Updated October 19, 2020	Safe Routes To School Program Update	<ul style="list-style-type: none">Staff has contacted school principals offering a plan for October’s International walk to school day. <i>The schools were presented with a virtual program that they can use for all students. The SRTS Coordinator will send out incentives or deliver them to the school for students.</i>Staff is working on a 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. <i>The first project is October 21st from 6:30 to 7:30 on F Ave.</i>	Parks & Rec-SRTS									

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			<ul style="list-style-type: none">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. Equipment was purchased for the traffic gardens. <i>The first one will be at the street closure pop-up party and another will go in at Riveria Activity Center. The paint is temporary chalk paint.</i>Staff is working on the slow down campaign for spring that 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. <i>This is still in the planning process and will be included in a possible bike swap for the families of La Grande.</i><ul style="list-style-type: none">Staff is working on promoting bicycle safety by handing out information to parents during community events. <i>Information is still being handed out at every opportunity that presents itself as a safe environment for this to happen.</i>																																											
62	Updated October 21, 2020	Urban Forestry Update	<ul style="list-style-type: none">Completed the tree planting project at the Blue Mt. Humane Association shelter – twelve new shade trees.Continued watering of young trees.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																																										
63	Updated October 21, 2020	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Shared tree inventory shape file with the ODF Urban & Community Forestry Program for the state wide urban tree inventory.	Parks & Rec- Urban Forestry																																										
64	Updated October 21, 2020	Wildland Urban Interface Committee	<ul style="list-style-type: none">Attended OSU/ODF virtual townhall on Oregon wildfires.	Parks & Rec- Urban Forestry																																										
65	Updated October 21, 2020	September Urban Forestry Statistics	<table><tr><td>July 1, 2020 – June 2021</td><td>September</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</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>4</td><td>10</td></tr><tr><td>Park Trees Removed</td><td>3</td><td>3</td></tr><tr><td>Street Trees Pruned</td><td>16</td><td>105</td></tr><tr><td>Park Trees Pruned</td><td>2</td><td>13</td></tr><tr><td>Community Responses</td><td>25</td><td>85</td></tr><tr><td>Nuisance Responses</td><td>7</td><td>22</td></tr><tr><td>Field/Tree Evaluations</td><td>12</td><td>37</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>2</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>0</td></tr><tr><td>Site Plan Reviews</td><td>2</td><td>7</td></tr><tr><td>Volunteer Hours</td><td>3</td><td>8</td></tr></table>	July 1, 2020 – June 2021	September	YTD	Street Trees Planted	0	1	Park Trees Planted	0	0	Street Trees Removed	4	10	Park Trees Removed	3	3	Street Trees Pruned	16	105	Park Trees Pruned	2	13	Community Responses	25	85	Nuisance Responses	7	22	Field/Tree Evaluations	12	37	Ordinance Enforcement	0	2	Tree Service Permits	0	0	Site Plan Reviews	2	7	Volunteer Hours	3	8	Parks & Rec- Urban Forestry
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66	Updated October 19, 2020	Calendar YTD Planning Statistics	<table><tr><td></td><td>Sept 2019</td><td>Sept. 2020</td><td>FY 19-20</td><td>Current 20-21</td></tr><tr><td>Land Use</td><td>2</td><td>3</td><td>40</td><td>10</td></tr></table>		Sept 2019	Sept. 2020	FY 19-20	Current 20-21	Land Use	2	3	40	10	Planning																																
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Revenue (Zoning Approval)	\$100	\$150	\$875	\$275																														
Revenue (Parks SDC)	0	\$525	\$6300	\$525																														
67	No Change 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> <ul style="list-style-type: none"> <u>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under construction. 	Planning																														
68	No Change 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</p>	Planning																														

Item	Date of Change in Status	Item	Comments	Department
			<p>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> <p>March, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <p>April, 2021.....30-Day Appeal Period - Acknowledgement</p>	
69	No Change 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 	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>consultant (Cascadia Partners).</p> <ul style="list-style-type: none"> 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). 	
70	Updated October 16, 2020	LDC Amendments Housing Codes (HB 2001)	<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, 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>December 8, 2020.....Public Hearing #1, before the Planning Commission</p> <p>January 6, 2021.....Public Hearing #2, before the City Council, and First</p>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>Reading of the adopting Ordinance by Title Only.</p> <p>February 3, 2021.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.</p> <p>Feb or Mar, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption.</p> <p>April, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.</p> <p>May, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.</p> <p>May, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <p>June, 2021.....30-Day Appeal Period - Acknowledgement</p>	
71	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.</p>	Planning
72	No Change February 20, 2019	Code Amendments Floodplain Regulations	As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until	Planning

Item	Date of Change in Status	Item	Comments	Department																		
			October 2021. Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed.																			
73	No Change July 29, 2020	Taylor Creek Floodplain Mapping	Anderson Perry has completed the computer model that will be submitted to FEMA with the revised flood maps. A work session with the council was held on October 21, 2019, to review the findings of the model and map revisions. 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																		
74	Updated October 16, 2020	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>SEP 20</th><th>YTD</th></tr><tr><td>Primary 911 calls for service:</td><td>94</td><td>715</td></tr><tr><td>Secondary 911 calls for service:</td><td>7</td><td>204</td></tr><tr><td>Other calls for service:</td><td>900</td><td>7,911</td></tr><tr><td>Case Numbers:</td><td>93</td><td>961</td></tr><tr><td>Traffic Stops:</td><td>150</td><td>1,137</td></tr></table>	TYPE OF ACTIVITY	SEP 20	YTD	Primary 911 calls for service:	94	715	Secondary 911 calls for service:	7	204	Other calls for service:	900	7,911	Case Numbers:	93	961	Traffic Stops:	150	1,137	Police
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75	Updated October 16, 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>SEP 20</th><th>YTD</th></tr><tr><td>Child Abuse: ▪ Physical Abuse: 3 ▪ Sexual Abuse: 1 ▪ Neglect: 17 ▪ Domestic Violence: 0</td><td>21</td><td>200</td></tr><tr><td>Elder Abuse: ▪ Physical Abuse: 0 ▪ Sexual Abuse: 0 ▪ Neglect: 0</td><td>0</td><td>4</td></tr><tr><td>Domestic Violence / SART: ▪ Domestic Violence: 4 ▪ SART: 0 (Sexual Assault Response Team)</td><td>4</td><td>46</td></tr><tr><td>Death Investigations: ▪ Unattended: 1 ▪ Suicide: 0 ▪ Homicide: 0</td><td>1</td><td>2</td></tr><tr><td>Miscellaneous: ▪ Background Investigations: 1 ▪ Assault: 1 ▪ Missing Persons: 0 ▪ Cold Cases: 0</td><td>2</td><td>34</td></tr></table>	TYPE OF CASE	SEP 20	YTD	Child Abuse: ▪ Physical Abuse: 3 ▪ Sexual Abuse: 1 ▪ Neglect: 17 ▪ Domestic Violence: 0	21	200	Elder Abuse: ▪ Physical Abuse: 0 ▪ Sexual Abuse: 0 ▪ Neglect: 0	0	4	Domestic Violence / SART: ▪ Domestic Violence: 4 ▪ SART: 0 (Sexual Assault Response Team)	4	46	Death Investigations: ▪ Unattended: 1 ▪ Suicide: 0 ▪ Homicide: 0	1	2	Miscellaneous: ▪ Background Investigations: 1 ▪ Assault: 1 ▪ Missing Persons: 0 ▪ Cold Cases: 0	2	34	Police
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76	Updated October 16, 2020	Statistics: Communications Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>SEP 20</th><th>YTD</th></tr><tr><td>Primary 911 calls:</td><td>373</td><td>3,348</td></tr><tr><td>All calls:</td><td>2,486</td><td>19,817</td></tr><tr><td>Traffic-Airtime:</td><td>236</td><td>2,237</td></tr></table>	TYPE OF ACTIVITY	SEP 20	YTD	Primary 911 calls:	373	3,348	All calls:	2,486	19,817	Traffic-Airtime:	236	2,237	Police						
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Item	Date of Change in Status	Item	Comments	Department
			<div>Case reports handled: (LGPD / UCSO)</div> <div>1941,659</div> <div>Records Requests:</div> <div>80928</div>	
77	Updated October 19, 2020	Statistics: UCR State Crime Data - (Uniform Crime Report) <i>Union County data -</i> <i>This is the most recent data available from the State. The State historically lags behind on reports.</i>	<div>TYPE OF CRIME</div> <div>AUG 20</div> <div>YTD</div> <div>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</div> <div>9100</div> <div>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</div> <div>55629</div> <div>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</div> <div>27341</div> <div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div> <div>587</div>	Police
78	Updated October 19, 2020	Statistics: UCR State Crime Data - (Uniform Crime Report) <i>State of Oregon data -</i> <i>This is the most recent data available from the State. The State historically lags behind on reports.</i>	<div>TYPE OF CRIME</div> <div>AUG 20</div> <div>YTD</div> <div>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</div> <div>1,70922,775</div> <div>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</div> <div>6,65297,323</div> <div>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</div> <div>4,08956,053</div> <div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div> <div>6828,907</div>	Police
79	Updated October 20, 2020	Training	Operations Division: <ul style="list-style-type: none"> All officers participated in online PoliceOne Academy training titled: <ul style="list-style-type: none"> Managing Homeless Populations The Chief and Lieutenant participated in online training titled, Answering the Call w/ the following topics: <ul style="list-style-type: none"> Officer Wellness and Suicide Prevention Still Serving: Re-imaging Police in 2020 Empowering Community Contribution Culture Change Starts with Leadership Members of the supervisory team participated in online training titled, Crisis and Homeless Intervention Strategies: Paths to Progress and Understanding. Police officers received training in the operation of our new software (Zuercher). NEO Regional SWAT engaged in their regular monthly training. Communications Division: <ul style="list-style-type: none"> All dispatchers received training in the operation of our new software (Zuercher). 	Police
80	Updated October 19, 2020	Staffing	Operation Division: <ul style="list-style-type: none"> Our Code Enforcement position is still vacant. We are accepting applications and will test again as soon as feasible. We have one Police Officer position vacant as a result of a retirement. We are accepting applications and will test soon as feasible. This may be as early as the 2nd week of November. Communications Division: <ul style="list-style-type: none"> We have one 911 Dispatcher position vacant. We 	Police

Item	Date of Change in Status	Item	Comments	Department
			are accepting applications and will test again as soon as feasible. •	
81	Completed September 14, 2020	Software	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.	Police
82	No Change September 14, 2020	Vehicles	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.	Police
83	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
84	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
85	Updated October 23, 2020	CMAQ Roadway Projects	The request for reimbursement has been submitted to ODOT for approval.	Public Works
86	No Change 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
87	Updated October 23, 2020	STP Roadway Safety Projects	The request for reimbursement has been submitted to ODOT for approval.	Public Works
88	Completed October 23, 2020	Aeration Basin Dredging	The contractor completed the dredging of the aeration basin on September 24. Equipment has been demobilized from the site and final payment has been issued. The project was completed on time and under budget.	Public Works
89	Completed October 23, 2020	Installation of Aerators	City crews reinstalled the fine bubble aerators into the pre-aeration basin. Additional aerators have been ordered and will be installed in the spring.	Public Works
90	Updated October 23, 2020	Liftstation Improvements	Staff has contracted with Anderson Perry to design upgrades to the U Avenue liftstation. The construction plans are 60% complete in the design phase.	Public Works
91	Updated October 23, 2020	CIPP	The 2020-21 contract was awarded to Allied Plumbing & Pumps, LLC, at the October 7, 2020, Regular Session. Staff is working on executing contract documents with the contractor.	Public Works
92	Updated October 23, 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 60% complete. Staff will be foaming for roots starting October 26-30, 2020. The six month cleaning will start mid-November.	Public Works
93	New Item October 23, 2020	Gildcrest Drive Water & Sewer Mainline Extension	A residential development on Gildcrest Drive will require a 500+ foot main extension for both water and sewer. Fees have been paid and staff is developing	Public Works

Item	Date of Change in Status	Item	Comments	Department		
			construction plans.			
94	Updated October 23, 2020	Adams Avenue ADA Ramps	ODOT has made some design changes to the submitted drawings. Staff is making changes to construction plans and will re-submit for final approval.	Public Works		
95	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		
96	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		
97	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		
98	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		
99	Updated October 23, 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. All 3,000 meters were delivered the end of August and crews are actively replacing meters by routes.	Public Works		
100	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		
101	Updated October 23, 2020	Beaver Creek	A clamp-on style magnetic flow meter has been installed and data is being recorded daily.	Public Works		
102	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		
103	Updated October 23, 2020	Public Works Statistics		Sep 20	Fiscal YTD	Public Works
			Sewer taps installed	1	2	
			Water taps installed	2	5	
			Water leaks repaired	6	6	
			Square feet of street paved	0	103,530	
			Water produced (MG)	104.47	364.52	
			WWTP flows (MG)	44.07	158.00	