



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
December 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 December 28, 2020	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	<p><u>Business Development/Recruitment</u></p> <ul style="list-style-type: none"> • Launching of Business Plan Competition delayed until winter 2021. • 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. • 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"> • RARE participant is using SCOUT to create market research packets and giving presentations to La Grande retail businesses that are interested in this service. 4 Packets have been created and two presentations 	Economic Development

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			<p>have been given.</p> <ul style="list-style-type: none"> Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. Working with local property owners for potential development of additional retail space. Following conversations at Retail Conference. <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. Will be hosting a facilitated workshop for this committee in January 2021. 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"> Setting up consultants to offer one-on-one business development assistance. Funding for this project was from a Business Oregon Grant. Have secured consultants and in process of conducting marketing to pair consultants with businesses. Funding must be deployed by December 30, 2020. 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. 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. 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 	

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			<p>Development Initiatives (RDI), Ignite received a \$35,000 grant from the Kauffman Foundation, which is the premier researching and supporting entrepreneurial development.</p> <ul style="list-style-type: none"> • Formed Ad Hoc Committee to conduct Business Retention and Expansion Survey with RDI. Assembling committee to oversee project. • Urban Renewal Programs: • Continued working with CFP awardees regarding project questions and funding. <p>Pursuing two potential leads for LG Business and Technology Park.</p>	
3	No Change October 27, 2020	General Fund Capital Improvements: Identity funding sources and strategy to address major capital needs including but not limited to the Library Roof (Completed) and the Police Department.	We still need to address the police department facility but this in on hold at present.	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 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 December 14, 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

Friday, December 25

HOLIDAY

2021

Friday, January 1

HOLIDAY

Monday, January 4

WORK SESSION
Audit Report

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

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1	Updated December 15, 2020	Monthly activity for November 2020	<table border="1"> <thead> <tr> <th colspan="4">November 2020</th> </tr> <tr> <th>Permit Type</th> <th>Permits</th> <th>Permit Fees</th> <th>Plan Review Fees</th> </tr> </thead> <tbody> <tr> <td>City of LG Building:</td> <td>6</td> <td>\$2,379.00</td> <td>\$1,461.20</td> </tr> <tr> <td>UC Building:</td> <td>8</td> <td>\$3,869.00</td> <td>\$2,498.35</td> </tr> <tr> <td>City of LG MFH</td> <td>0</td> <td>\$0</td> <td></td> </tr> <tr> <td>UC MFH</td> <td>0</td> <td>\$0</td> <td></td> </tr> <tr> <td>City of LG Mechanical</td> <td>8</td> <td>\$847.50</td> <td></td> </tr> <tr> <td>UC Mechanical</td> <td>18</td> <td>\$1,050.50</td> <td></td> </tr> <tr> <td>City of LG Plumbing</td> <td>3</td> <td>\$474.00</td> <td></td> </tr> <tr> <td>UC Plumbing</td> <td>5</td> <td>\$565.50</td> <td></td> </tr> <tr> <td>City of LG Electrical</td> <td>11</td> <td>\$1,290.25</td> <td></td> </tr> <tr> <td>UC Electrical</td> <td>27</td> <td>\$3,514.70</td> <td></td> </tr> <tr> <td>City of LG Demolition</td> <td>1</td> <td>\$95.00</td> <td></td> </tr> <tr> <td>UC Demolition</td> <td>0</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>AG Exempt permits</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>TOTALS:</td> <td>88</td> <td>\$14,058.45</td> <td>\$3,959.55</td> </tr> <tr> <td>Fiscal Year Running Totals:</td> <td>580</td> <td>\$142,049.62</td> <td>\$51,550.99</td> </tr> </tbody> </table>	November 2020				Permit Type	Permits	Permit Fees	Plan Review Fees	City of LG Building:	6	\$2,379.00	\$1,461.20	UC Building:	8	\$3,869.00	\$2,498.35	City of LG MFH	0	\$0		UC MFH	0	\$0		City of LG Mechanical	8	\$847.50		UC Mechanical	18	\$1,050.50		City of LG Plumbing	3	\$474.00		UC Plumbing	5	\$565.50		City of LG Electrical	11	\$1,290.25		UC Electrical	27	\$3,514.70		City of LG Demolition	1	\$95.00		UC Demolition	0	\$0.00		AG Exempt permits	2			TOTALS:	88	\$14,058.45	\$3,959.55	Fiscal Year Running Totals:	580	\$142,049.62	\$51,550.99	Building
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2	Updated December 30, 2020	COVID-19 Business Assistance	The City Council approved financial assistance for La Grande businesses adversely impacted by the COVID-19 pandemic at their December 2, 2020, meeting. The programs include an expansion of the existing emergency loan program to add a short-term, zero interest option; grant funding for business productivity software in conjunction with training; and grant funding for expenses related to responding the COVID-19 such as safety improvements or purchases of items to help businesses operate on-line. The funding recommended totals \$250,000 and would be City General Fund dollars. 11 Business assistance grant applications were received, with nine receiving funding.	City Manager																																																																				
3	Updated December 30, 2020	Farmers' Market Agreement	We have drafted a proposed new agreement for the use of Max Square for the Farmers' Markets and provided it to their Board for consideration. The Board met on December 17 th and have provided some initial feedback and requested minor changes. We are hoping to have a final version ready for Council consideration at the February Council meeting.	City Manager																																																																				
4	No Change 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	City Manager																																																																				

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			economic asset to the downtown.	
5	Updated December 30, 2020	COVID-19 Emergency Declaration	The City Council declared and emergency in response to COVID-19 Pandemic. This declaration has most recently been extended on December 30 th to March 3, 2021, to coincide with the Governor's extension to the Emergency Declaration.	City Manager
6		CARES Act COVID-19 Funding	See Finance Department for updates	City Manager
7	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
8	No Change 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
9	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
10	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
11	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
12	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	District Manager

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			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.																											
13	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																										
14	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																										
15	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																										
16	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																										
17	No Change September 23, 2020	Advisory Commission Vacancies	The following table outlines the existing vacancies. <table border="1" data-bbox="716 1352 1289 1797"> <thead> <tr> <th>Advisory Commission</th> <th>Vacancies</th> </tr> </thead> <tbody> <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> </tbody> </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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19	No Change August 31,	COVID-19 CDBG Funding	The City applied for and was awarded \$150,000 of Community Development Block Grant funding to	Economic Development																																																																																					

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	2020		provide assistance to businesses in La Grande and Union County. NEOEDD is administering the program and we are currently soliciting applications.	
20	Updated December 28, 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. 25 businesses applied and received a total of \$184,020 in funding. Following a story in the Observer, two additional applications have been submitted and are in process. 4 Additional applications have been processed for a total of \$214,020.	Economic Development
21	New Item December 28, 2020	Union County COVID FUNDING	Union County received approximately \$700,000 of COVID-19 funding from the State of Oregon. The City helped promote the grant applications and assisted 4 businesses in completing an application. Applications closed on 12/15/2020.	Economic Development
22	Updated December 28, 2020	Publicizing NEOEDD Funding	NEOEDD has \$150,000 remaining in its Business Oregon Small Business Relief Funds in Round 4. This Round of funding has fewer strings attached than the funding the City Received as noted above. With assistance from RARE staff, working on PR campaign to notify businesses about this funding. Applications are due by December 10, 2020. To date, NEOEDD has processed the following Business Oregon grants for businesses in La Grande: Round 2: 2 @ \$2,500; Round 3: 1 grant @ \$1,500; Round 4: \$81,500 in grants and \$17,000 in process. NEOEDD expended all funds. 29 businesses and non-profit businesses received funding. City assisted in promoting these grants as discussed above and assisted multiple businesses in applying for the application.	Economic Development
23	Updated December 28, 2020	COVID 19 Technical Assistance Grant	Using Business Oregon Technical Assistance Grant through NEOEDD to help fund one-on-one business plan Consultations. Staff identified a consultant and made phone calls and emails to set up appointments, NEOEDD is using these funds to assist businesses with loans. 10 Businesses will have new and/or revised business plans by December 30, 2020.	Economic Development
24	Updated December 28, 2020	Phone Calls to Restaurants	Our RARE/Americorps participant made calls to area restaurants the week of December 14, 2020.	Economic Development
25	Updated December 28, 2020	Façade grant program	2020-2021 Façade Grants: There are 3 businesses that have started non-COVID Façade Grant applications.	Economic Development
26	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
27	Updated December 28, 2020	Retail Development Program	One business from the Buxton list is progressing through the building permit process and will be located in Island City.	Economic Development
28	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	Finance

Item	Date of Change in Status	Item	Comments	Department																																							
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29	Updated December 23, 2020	Statistics	<table border="1"> <thead> <tr> <th>Month of November, 2020</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Monthly Revenue (all funds)</td> <td>\$7,517,546</td> <td>\$15,433,312</td> </tr> <tr> <td>Monthly Revenue (general fund)</td> <td>\$4,225,980</td> <td>\$6,505,512</td> </tr> <tr> <td>Monthly expenses amount (all funds)</td> <td>\$3,421,512</td> <td>\$12,277,494</td> </tr> <tr> <td>Monthly expenses (general fund)</td> <td>\$ 717,652</td> <td>\$4,284,464</td> </tr> <tr> <td># of Accounts Payable Checks issued:</td> <td>184</td> <td>974</td> </tr> <tr> <td># of Payroll Checks/AP issued:</td> <td>174</td> <td>934</td> </tr> <tr> <td>Monthly Payroll expenses:</td> <td>\$861,333</td> <td>\$4,632,134</td> </tr> <tr> <td># of Water accounts billed:</td> <td>4774</td> <td>24,160</td> </tr> <tr> <td># of LID accounts billed:</td> <td>0</td> <td>11</td> </tr> <tr> <td>Pieces of mail processed</td> <td>443</td> <td>6,349</td> </tr> <tr> <td>Electronic Utility Payments Received</td> <td>2,727</td> <td>13,967</td> </tr> <tr> <td># of NSF checks the City received:</td> <td>2</td> <td>17</td> </tr> </tbody> </table>	Month of November, 2020	Current	YTD	Monthly Revenue (all funds)	\$7,517,546	\$15,433,312	Monthly Revenue (general fund)	\$4,225,980	\$6,505,512	Monthly expenses amount (all funds)	\$3,421,512	\$12,277,494	Monthly expenses (general fund)	\$ 717,652	\$4,284,464	# of Accounts Payable Checks issued:	184	974	# of Payroll Checks/AP issued:	174	934	Monthly Payroll expenses:	\$861,333	\$4,632,134	# of Water accounts billed:	4774	24,160	# of LID accounts billed:	0	11	Pieces of mail processed	443	6,349	Electronic Utility Payments Received	2,727	13,967	# of NSF checks the City received:	2	17	Finance
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30	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																																							
31	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																																							
32	Updated December 23, 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. As of November 23 rd , the City has allocated to the County \$20,000 of Cares Funding. This money will help with the purchase of a Thermo sensor camera. This reduced our available	Finance																																							

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			money to \$386,703. As of November 23 rd , reimbursement requests total \$375,865.89. On December 23 rd the reimbursement request was submitted to the State which uses all monies that have been allocated, \$386,703.93	
33	No Change 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
34	No Change 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
35	Updated December 14, 2020	Response Statistics	November 1, 2020 – November 30, 2020 YTD: 2443 <ul style="list-style-type: none"> • Total Calls: 274 • Medical: 234 • Fires/MVC 24 • Lift assist 16 	Fire
36	Updated December 14, 2020	Fire Code Inspections/Fire Prevention Activities	Chief working with developer on the location of fire sprinkler system connections at new apartment development on 26 th street.	Fire
37	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
38	No Change July 27, 2020	Wildland Fire Interface Committee	Postponed due to COVID-19 concerns	Fire
39	No Change 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
40	Updated December 14, 2020	Training	Department drills 11/3 and 11/17 were cancelled due to Governors order for Covid 19 restrictions. Crews instructed on the use of new battery operated extrication tools placed on the first 3 out ambulances.	Fire
41	No Change October 24, 2020	Traffic school	Traffic school has not been conducted since February due the Fire station being closed to the public.	Fire
42	Updated December 14, 2020	Department Announcements	Job posting for EMT casual positions open until December 31 st . FF/Paramedic job posted until January 31 st .	Fire
43	No Change November 18, 2020	COVID transports	Crews have transported numerous known positive or suspected COVID patients recently, the department requires full PPE on all medical calls and increased disinfection of vehicles and equipment. Crews have been very diligent in their safety practices.	Fire
44	No Change September 14, 2020	PR Events	During the Pandemic the department has participated in numerous drive-by party parades.	Fire
45	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
46	Updated December 14,	Apparatus AFG Grant Engine	Engine is completed with lettering and equipment installed. Crews training on pumping and driving.	Fire

Item	Date of Change in Status	Item	Comments	Department
	2020			
47	Updated December 15, 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. Testing/interviews done on 11/18/2020. Pending background. • Code enforcement officer position posted. Testing on 12/2/2020. Pending background. • Police Officer position open. Interviews done on 11/12/2020. Pending background. • Firefighter/Paramedic position open. 	Human Resources
48	No Change 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 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. 	Library
49	Updated December 29, 2020	Announcements	<ul style="list-style-type: none"> • On Thursday, November 12th, the Library closed all in-building services thru at least December 2nd as part of the statewide two-week freeze. Given the uncontrolled spread of coronavirus in Union County and Oregon, I do not anticipate re-opening as described below until January 2021. • The Library is a recipient of \$10,007 thru the State Library’s distribution of CARES funds. The funds will primarily be used to improve Literacy Center services (see above) and to acquire devices for children and older adults to improve their digital literacy skills. • Using some of the City’s designated CARES funds, the Library will be adding ionization units to the HVAC system. These units will clean the circulating air in the building; these units have been proven to kill coronavirus and other viruses. In addition, the Library will be expending \$5000 in its CIP funds to replace the broken A/C unit in the IT/data room. The same company is doing both projects. • 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 	Library

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			<p>additional layer of safety.</p> <ul style="list-style-type: none"> 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 5 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). Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library's YouTube channel. The Library's Little Free Food Pantry has moved back outside the building and is accessible by anyone experiencing food insecurity (currently 1 in 4 Americans). Staff observations are that the food cart is highly trafficked by those in need right now. A community grant application was submitted to Albertsons/Safeway to help keep the pantry stocked; the Library was awarded \$500. Harvest Share has finished for the rest of 2020; this program provides fresh produce and some basic shelf staples to those experiencing food insecurity; given the need/demand, we are hopeful that they will return in early-2021. 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. 																																																	
50	Updated December 29, 2020	Statistics	<table border="1"> <thead> <tr> <th data-bbox="716 1331 813 1419">Current Month (Nov)</th> <th data-bbox="813 1331 967 1419">Last Month (Oct)</th> <th data-bbox="967 1331 1333 1419">Information from 11/1/20-11/30/20</th> </tr> </thead> <tbody> <tr> <td>4336</td> <td>3898</td> <td>Circulation</td> </tr> <tr> <td>0</td> <td>1661 (10 days)</td> <td>Door count</td> </tr> <tr> <td>0</td> <td>11</td> <td>New Cardholders</td> </tr> <tr> <td>20467</td> <td>20467</td> <td>Total Card holders</td> </tr> <tr> <td>60</td> <td>31</td> <td>Overdue notices</td> </tr> <tr> <td>1695</td> <td>1456</td> <td>Library2Go e-books & e-audio</td> </tr> <tr> <td>115</td> <td>371</td> <td>Library2Go Cost per Checkout</td> </tr> <tr> <td>372</td> <td>301</td> <td>hoopla</td> </tr> <tr> <td>172</td> <td>176</td> <td>Kanopy</td> </tr> <tr> <td>142</td> <td>144</td> <td>Freeding</td> </tr> <tr> <td>0</td> <td>0</td> <td>Events in community room</td> </tr> <tr> <td>0</td> <td>0</td> <td>Adult program attendance</td> </tr> <tr> <td>23</td> <td>17</td> <td>Children's program attendance</td> </tr> <tr> <td>5</td> <td>0</td> <td>Teen program attendance</td> </tr> <tr> <td>0</td> <td>0</td> <td>Volunteer hours</td> </tr> </tbody> </table>	Current Month (Nov)	Last Month (Oct)	Information from 11/1/20-11/30/20	4336	3898	Circulation	0	1661 (10 days)	Door count	0	11	New Cardholders	20467	20467	Total Card holders	60	31	Overdue notices	1695	1456	Library2Go e-books & e-audio	115	371	Library2Go Cost per Checkout	372	301	hoopla	172	176	Kanopy	142	144	Freeding	0	0	Events in community room	0	0	Adult program attendance	23	17	Children's program attendance	5	0	Teen program attendance	0	0	Volunteer hours	Library
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			903	829	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.	
51	Updated December 22, 2020	Parks Maintenance Update	<ul style="list-style-type: none"> Slide installation at Pool Tree removal on Island Avenue Helped with Christmas Tree installation at Max Square Decorated Riverside Pavilion 			Parks & Rec-Maintenance
52	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
53	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
54	No Change 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
55	Updated December 18, 2020	Pool Statistics November 2020		<u>FY 19-20</u> <u>November</u>	<u>FY 20-21</u> <u>November</u>	Parks & Rec-Aquatics
			ATTENDANCE	2382	445	
			FY TO DATE	13,002	2,799	
			REVENUE	9774.00	6825.13	
			FY TO DATE	68,223.25	20,053.19	
56	Updated December 18, 2020	Pool Programs Update	<ul style="list-style-type: none"> Pool is closed. Setting up a blended learning course for a Lifeguarding class with 3 participants. Some will be done online through the American Red Cross, some Zoom classes and some in person water skills. 			Parks & Rec-Aquatics
57	Updated December 18, 2020	Pool Maintenance Update	<ul style="list-style-type: none"> Week of Dec. 14th the new pool slide was installed. Apollo serviced the H-Vac system and replaced two heater motors one for the front entrance and one for the men's locker room. Also had to change out the bearings for the main office side of the building. Air Fuzion came back to install an access hatch for the heat loop system in order to clean it. 			Parks & Rec-Aquatics
58	Updated December 22, 2020	Recreation Program Update	<ul style="list-style-type: none"> Our Afterschool Program has been running extended hours to accommodate parents who need a place for their children to sign in to their distance learning classes. This has been a resounding success and we have been running at capacity for the last few weeks that we were running. We took a 2-week break after finding out a staff member had tested positive for COVID-19. We had no other positive cases, which means that our safety measures are working well. Our Light Display is now up at Riverside Park. Staff is also in the process of developing 			Parks & Rec-Recreation

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			<p>Community Education Classes that will take place in a hybrid of in person and online instruction.</p> <ul style="list-style-type: none"> Staff is in the process of establishing a recreation level eSports league. 																			
59	Updated December 18, 2020	Safe Routes To School Program Update	<ul style="list-style-type: none"> The Coordinator is setting up a slow-down campaign poster making/ coloring contest that will be tentatively set up to begin in January. The contest will include all kids grades Kindergarten through Eighth grade. Staff is putting together information on a possible bicycle swap for the spring. This would give people an opportunity to donate or sell their old bicycles to those who do not have one that is not suitable for them anymore. Networking with Oregon SRTS Staff to set up possible traffic gardens. Traffic Gardens are planned for the spring in conjunction with some community gatherings and possible bike safety programs. Staff is also contacting local bicycle businesses and groups to set up bicycle clinics for families to have tune-ups on their bicycles. This will be a spring event. Staff distributed safety flyers to schools so they can post them on their websites and forward them to the students. 	Parks & Rec-SRTS																		
60	Updated December 21, 2020	Urban Forestry Update	<ul style="list-style-type: none"> Began the three-year pruning for the trees planted in 2017. Monitored 2020-21 street tree pruning program of Zone 8 with Millers Tree service. Continued research on greenspace protection in the right-of-way. Provided location information of ailanthus altissima (tree of heaven) street trees for the USDA APHIS survey monitoring the spotted lantern fly. Posted information about the consequences of tree-topping Attended the virtual Partners in Community Forestry Conference. 	Parks & Rec-Urban Forestry																		
61	Updated December 21, 2020	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none"> Riverside Park inventory complete except for the green way. Began updating inventory with new plantings 2017 – 2020. Continued update of transferred data. 	Parks & Rec-Urban Forestry																		
62	Updated December 21, 2020	Wildland Urban Interface Committee	<ul style="list-style-type: none"> Forwarded information about the Wildfire Risk to Communities website to the committee 	Parks & Rec-Urban Forestry																		
63	Updated December 21, 2020	October Urban Forestry Statistics	<table border="1"> <thead> <tr> <th>July 1, 2020 – June 2021</th> <th>November</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Street Trees Planted</td> <td>0</td> <td>30</td> </tr> <tr> <td>Park Trees Planted</td> <td>0</td> <td>48</td> </tr> <tr> <td>Street Trees Removed</td> <td>0</td> <td>10</td> </tr> <tr> <td>Park Trees Removed</td> <td>0</td> <td>3</td> </tr> <tr> <td>Street Trees Pruned</td> <td>26</td> <td>131</td> </tr> </tbody> </table>	July 1, 2020 – June 2021	November	YTD	Street Trees Planted	0	30	Park Trees Planted	0	48	Street Trees Removed	0	10	Park Trees Removed	0	3	Street Trees Pruned	26	131	Parks & Rec-Urban Forestry
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65	Updated December 16, 2020	Notable Projects Approved or in Process Under Review	<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>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under construction.</p> <p><u>Cottage Home Infill Project:</u> GCT Land Management has submitted applications for a conditional use permit and site plan approval for constructing cottage homes (tiny homes) at the Southeast corner of Second Street and H Avenue. This is a large corner lot with an existing dwelling. The request is to construct 3 additional cottage homes on this property, resulting in a total of 4 cottage homes. This project is schedule to be considered by the Planning Commission during their January Regular Session.</p>	Planning																																			

Item	Date of Change in Status	Item	Comments	Department
			<p><u>Timber Ridge Apartments:</u> Northeast Oregon Housing Authority (NEOHA) has submitted a preliminary site plan application for the development of Timber Ridge Apartment (104 units), located at 3002 East Q Avenue, which is between 26th Street and 27th Street. This development includes government assisted housing units, which is identified in the City’s recently adopted Housing Needs Analysis as being one of La Grande’s greatest housing needs. This project is anticipated to <u>begin construction in the Spring of 2021.</u></p>	
66	Updated December 16, 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> <ul style="list-style-type: none"> September 1, 2020,.....35-Day Required Notice to the DLCD (or greater) Completed October 13, 2020,.....Public Hearing #1, before the Planning Commission Completed 10/13/20 November 4, 2020,.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. Completed 11/4/20 December 2, 2020,.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. Completed 12/2/20 January, 2021,.....Public Hearing #4, before the Union County Planning Department for Co-Adoption. 	Planning

Item	Date of Change in Status	Item	Comments	Department
			<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>	
67	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 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 	Planning

Item	Date of Change in Status	Item	Comments	Department
			of the HPS (within one year - by June 2022).	
68	Updated December 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. Cities 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> <ul style="list-style-type: none"> October 2, 2020.....35-Day Required Notice to the DLCD (or greater) Completed November 17, 2020...20-Day Required Notice to Property Owners within the City and UGB Completed December 8, 2020.....Public Hearing #1, before the Planning Commission Completed 12/8/20 January 6, 2021.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. February 3, 2021.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. Feb or Mar, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption. April, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only. May, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second 	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>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>	
69	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
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 December 2, 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. 	Planning/ Public Works

Item	Date of Change in Status	Item	Comments	Department																		
			<ul style="list-style-type: none"> During the Union County Board of Commissioner's December 2, 2020, Regular Session, the Union County Board of Commissioners voted 2:1 to support and partner with the City on the floodplain remapping efforts. 																			
72	Updated December 15, 2020	<u>Statistics:</u> Operations Division -	<table border="1"> <thead> <tr> <th>TYPE OF ACTIVITY</th> <th>NOV 20</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Primary 911 calls for service:</td> <td>69</td> <td>858</td> </tr> <tr> <td>Secondary 911 calls for service:</td> <td>0</td> <td>204</td> </tr> <tr> <td>Other calls for service:</td> <td>742</td> <td>9,527</td> </tr> <tr> <td>Case Numbers:</td> <td>92</td> <td>1,159</td> </tr> <tr> <td>Traffic Stops:</td> <td>106</td> <td>1,362</td> </tr> </tbody> </table>	TYPE OF ACTIVITY	NOV 20	YTD	Primary 911 calls for service:	69	858	Secondary 911 calls for service:	0	204	Other calls for service:	742	9,527	Case Numbers:	92	1,159	Traffic Stops:	106	1,362	Police
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73	Updated December 15, 2020	<u>Statistics:</u> 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 border="1"> <thead> <tr> <th>TYPE OF CASE</th> <th>NOV 20</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Child Abuse: <ul style="list-style-type: none"> Physical Abuse: 8 Sexual Abuse: 0 Neglect: 16 Domestic Violence: 0 </td> <td>24</td> <td>246</td> </tr> <tr> <td>Elder Abuse: <ul style="list-style-type: none"> Physical Abuse: 0 Sexual Abuse: 0 Neglect: 1 </td> <td>1</td> <td>5</td> </tr> <tr> <td>Domestic Violence / SART: <ul style="list-style-type: none"> Domestic Violence: 1 SART: 0 (Sexual Assault Response Team) </td> <td>1</td> <td>47</td> </tr> <tr> <td>Death Investigations: <ul style="list-style-type: none"> Unattended: 0 Suicide: 0 Homicide: 0 </td> <td>0</td> <td>3</td> </tr> <tr> <td>Miscellaneous: <ul style="list-style-type: none"> Theft: 1 Background Investigations: 1 Federal Firearms Check: 1 Assault: 2 Other Sexual Assault: 1 </td> <td>6</td> <td>46</td> </tr> </tbody> </table>	TYPE OF CASE	NOV 20	YTD	Child Abuse: <ul style="list-style-type: none"> Physical Abuse: 8 Sexual Abuse: 0 Neglect: 16 Domestic Violence: 0 	24	246	Elder Abuse: <ul style="list-style-type: none"> Physical Abuse: 0 Sexual Abuse: 0 Neglect: 1 	1	5	Domestic Violence / SART: <ul style="list-style-type: none"> Domestic Violence: 1 SART: 0 (Sexual Assault Response Team)	1	47	Death Investigations: <ul style="list-style-type: none"> Unattended: 0 Suicide: 0 Homicide: 0 	0	3	Miscellaneous: <ul style="list-style-type: none"> Theft: 1 Background Investigations: 1 Federal Firearms Check: 1 Assault: 2 Other Sexual Assault: 1 	6	46	Police
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77	Updated December 15, 2020	Training	<p>Operations Division:</p> <ul style="list-style-type: none"> All officers participated in First Aid / CPR recertification training. Two officers attended a 3-day (24 hour) online “Use of Force” seminar. One sergeant attended a 1-day online supervision training. All officers and employees participated in OSHA required Covid-19 workplace training. <p>Communications Division:</p> <p>All dispatchers and employees participated in OSHA required Covid-19 workplace training.</p>	Police									
78	Updated December 15, 2020	Staffing	<p>Operation Division:</p> <ul style="list-style-type: none"> Our Code Enforcement position is still vacant. We tested for this position on Dec 2, 2020. Currently doing a background investigation on the top candidate. We have one Police Officer position vacant as a result of a retirement. We tested on Nov 12, 2020. A conditional job offer has been provided to our top candidate. We’re now in the final stages of the selection process. <p>Communications Division:</p> <ul style="list-style-type: none"> We have one 911 Dispatcher position vacant. We tested on Nov 18, 2020. A conditional job offer has been provided to our top candidate. We’re now in the final stages of the selection process. 	Police									
79	New Item December 15, 2020	Calls for Service - Mental Health Related	<p>We are experiencing an upward trend in the volume of calls for service related to significant mental health issues. During the previous 30-days (Nov 15 - Dec 14) we have received and responded to 49 calls for service connected to only 11 different people who are struggling with mental health issues. These CFS do not account for suicidal subjects, suspicious persons, or homeless persons where it is unclear if the root cause of the problem is mental health. These are just the calls we’ve received in the last 30 days where mental health is clearly the cause of the behavior.</p>	Police									
80	Completed November 24, 2020	Investigations	<p>Due to Oregon State Police budget cuts, they are no longer doing Firearms Instant Check System denial investigations. OSP has always conducted these before. This responsibility has now fallen on each jurisdiction where firearms sales occur. This has created additional workload for us and other local agencies around the state.</p>	Police									
81	Completed November 24,	COVID-19 update	<p>The additional workload created by COVID-19 related issues, such as OSHA’s new temporary rule, the new 2-</p>	Police									

Item	Date of Change in Status	Item	Comments	Department
	2020		<p>week freeze, workplace policy changes, etc. have continued to burden on-going and normal operations. The volume and complexity of our work continues and the additional requirements, and attention that our response to COVID-19 demands is extremely challenging.</p> <p>Additionally, due to community-wide spread and increases in cases, the Union County Incident Management Team is being stood back up on Wed, Nov 25, 2020. The Chief and Lieutenant will again serve in roles on the IMT.</p>	
82	Completed December 11, 2020	Shop w/ a Cop	We will be doing our annual Shop w/ a Cop event again this year. Extra planning was conducted to ensure we are able to do it safely and within compliance with COVID-19 guidelines. The event will look different this year, however, the desired result will be accomplished.	Police
83	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
84	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
85	Updated December 18, 2020	Street Maintenance	The annual leaf removal project has been completed. Crews are currently working on our annual roadway reports to ODOT.	Public Works
86	Completed December 18, 2020	CMAQ Roadway Projects	Project documents are complete and reimbursement has been received from the State. Final project cost was \$319,806.	Public Works
87	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
88	Updated December 18, 2020	Liftstation Improvements	Staff has contracted with Anderson Perry to design upgrades to the U Avenue liftstation. The construction plans are complete and are under review by the Public Works Director.	Public Works
89	Updated December 18, 2020	CIPP	Crews are installing additional manholes on Highway 30 to aid bypass pumping for the project. Contractor anticipates completing work in February 2021.	Public Works
90	No Change November 25, 2020	Sewer Line Inspection and Cleaning	The wastewater collection crew has been performing TV inspections around the City. Area 1 is complete and Area 7 is 80% complete. Foaming for roots and the six month cleaning have both been completed.	Public Works
91	Updated December 18, 2020	Gildcrest Drive Water & Sewer Mainline Extension	Staff has completed design of the water and sewer mainline extensions and parts have been ordered. Work is anticipated to begin in January.	Public Works
92	Updated December 18,	Adams Avenue ADA Ramps	Staff has completed revisions and is working on bidding documents for the project. Bid opening is anticipated in	Public Works

Item	Date of Change in Status	Item	Comments	Department		
	2020		February 2021.			
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	Updated December 18, 2020	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	Staff is closing out the latest round of LID projects to present to Council early in 2021. A new LID will be established for 2022.	Public Works		
96	Updated December 18, 2020	Implementation of Geographic Information Systems (GIS) at Public Works	Work on a right-of-way tree layer has been completed and published. Staff is currently utilizing the field equipment to log exact field location for water and sewer infrastructure.	Public Works		
97	No Change November 25, 2020	Water Meter Reading System	Crews are nearing 30% completed for replacement of all residential meters.	Public Works		
98	No Change November 25, 2020	Timber Ridge Apartment Project	Staff is in discussions with Harms Engineering on the Timber Ridge Apartment project and the possibility of 900 feet of mainline and 13 new service taps.	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 December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	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	Updated December 18, 2020	Public Works Statistics		Nov 20	Fiscal YTD	Public Works
			Sewer taps installed	2	5	
			Water taps installed	3	9	
			Water leaks repaired	0	14	
			Water meters installed	226	849	
			Square feet of street paved	0	103,530	
			Water produced (MG)	42.50	457.06	
WWTP flows (MG)	45.38	245.83				