



**CITY of LA GRANDE**  
**THE HUB OF NORTHEASTERN OREGON**

**MONTHLY REPORT**  
**November 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 November 24, 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"> <li>• Working on the City's Economic Recovery plan.</li> <li>• Assisting a potential work-from home business to re-locate to La Grande with potential lease at Ignite.</li> <li>• Conducted a Zoom meeting with relevant City Directors and a potential new business.</li> <li>• Provided information for newspaper story regarding the City's Emergency Loan program, which resulted in three inquiries and two completed loan applications.</li> <li>• Conducted 2 spontaneous public relations blitzes to notify businesses regarding immediate funding through Business Oregon. Made phone calls to businesses that had previously received City Funding. All calls indicated need for additional assistance.</li> <li>• Getting ready to launch Business Plan Competition on December 2, 2020.</li> <li>• Partnering with OTEC and Golden Shovel to develop and implement new Economic</li> </ul>	Economic Development

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			<p>Development Website. Met with Website developers and continuing to work on revisions for new site.</p> <ul style="list-style-type: none"> <li>• Will continue to discuss Comprehensive Plan changes.</li> <li>• Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. Building Department conducted site visit.</li> <li>• The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney.</li> </ul> <p><b><u>Retail Development Project:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Followed up with on-going retail lead.</b></li> <li>• <b>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 one presentation has been given.</b></li> <li>• Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space.</li> <li>• Working with local property owners for potential development of additional retail space. Following conversations at Retail Conference.</li> </ul> <p><b><u>La Grande Main Street Downtown</u></b></p> <ul style="list-style-type: none"> <li>• 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."</li> <li>• Assumed chair position for Economic Vitality Committee. Facilitated meeting and gave presentation.</li> <li>• Work with Main Street for implementation of the Façade Grant Program.</li> </ul> <p><b><u>Entrepreneur Center/Entrepreneurial Development</u></b></p> <ul style="list-style-type: none"> <li>• Setting up consultants to offer one-on-one business development assistance. Funding for this project was from a Business Oregon Grant. <b>Have secured consultants and in process of conducting marketing to pair consultants with businesses. Funding must be deployed by December 30, 2020.</b></li> <li>• 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.</li> <li>• Coordinating on-line business support workshops to be held in December.</li> </ul>	

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			<ul style="list-style-type: none"> <li>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.</li> <li>On-boarding of Lorrie Mc Kee.</li> <li>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.</li> <li>Assisting in developing mentor program for Business Foundations participants including identifying and organizing mentor training.</li> <li>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.</li> <li>Formed Ad Hoc Committee to conduct Business Retention and Expansion Survey with RDI. Assembling committee to oversee project.</li> <li><b>Urban Renewal Programs:</b></li> <li>Continued working with CFP awardees regarding project questions and funding.</li> <li>Pursuing two potential leads for LG Business and Technology Park.</li> </ul>	
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 ( <b>Completed</b> ) 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	Based on recommendations of the committee we made modifications to the Management and Non-Exempt Compensation and Benefits program which should provide some help in recruiting and encouraging internal promotions to fill key positions	City Manager

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		planning for 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 of LA GRANDE**  
**Council Sessions, Significant Deadlines, and Events Schedule**  
**As of November 30, 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, December 2

REGULAR SESSION

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*

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2	New Item November 24, 2020	COVID-19 Business Assistance	The City Council conducted a Work Session on November 16, 2020, to discuss potential financial assistance for La Grande businesses adversely impacted by the COVID-19 pandemic. The Council will consider three programs 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.	City Manager																																																																
3	Completed November 24, 2020	Finance Director Search	The Finance Director has submitted her notice that she will retire in January 2021. Heather Rajkovich has accepted the position and will assume the position on January 21, 2021.	City Manager																																																																
4	Updated November 24, 2020	Farmers' Market Agreement	We have drafted a proposed new agreement for the use of Max Square for the Farmers' Markets and will be providing it to their Board for consideration.	City Manager																																																																
5	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.	
6	Completed November 24, 2020	Enterprise Zone Renewal	The Enterprise Zone will expire this calendar year. We are working with Union County to renew the Zone. The City Council passed the required Resolution at the November Council Meeting. The City's actions are complete for this item and the County will be submitting the required documentation when all members have also passed the Resolution.	City Manager
7	No Change 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 <sup>th</sup> to January 2, 2021, to coincide with the Governor's extension to the Emergency Declaration.	City Manager
8		CARES Act COVID-19 Funding	See Finance Department for updates	City Manager
9	No Change August 31, 2020	City of La Grande Website	The City's website is outdated and no longer meets the needs of the citizens. The Staff is working on a Request for Proposals for a new website that will be more user friendly and better suited for mobile devices. Staff is also exploring the possibility of accessing CARES funding for the project.	City Manager
10	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
11	No Change August 19, 2019	Market Place Family Foods Agreement Amendment	<p>The grocery store has reopened as Market Place Fresh Foods. There have not been any new actions related to amending the agreement. The District Manager has received the first required report per the Agreement regarding employment and operating hours and shared it with the Agency.</p> <p>The Agreement includes the CLIENTS—Market Place Family Foods, LLC, and Town Square, LP. The owner of Market Place Family Foods has declared bankruptcy and the grocery store is currently closed. The Agreement needs to be amended to reflect the removal of Market Place Family Foods and to clarify items such as the completion date of the project and specifically identify the timelines related to when the window for loan forgiveness ends. There are additional revisions contemplated and the Agency is working with Town Square LP on this. Additionally, the Agency has granted permission to Town Square, LP, to reopen the grocery store with a different operator.</p>	District Manager
12	No Change September 18, 2018	Planning/Building Process Enhancements	Staff is reviewing how we respond to potential and actual project proposals in an effort to assure the right people are aware of projects that they can assist with or where they will have review/approval roles. The goal is to streamline the process and reduce confusion where possible. We are currently looking at how we can modify our correspondence to be more helpful. We have identified a process for including more Staff earlier in the timeline.	City Manager
13	No Change February 26, 2019	Traded Sector Policy Update	Based on the Urban Renewal Agency Retreat, Staff will work on a revised Policy for the Traded Sector Program that identifies provisions for a streamlined approval process for exceptional recruitment leads.	District Manager

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14	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						
15	No Change September 13, 2019	System Development Charges/Water and Sewer Connection Fee Review	The City Council met with the Staff in a Work Session to discuss the existing methodology for assessing water and sewer connection fees and potential revisions that could be made. Staff will do additional research before moving forward with any changes. Also discussed were needed revisions to the Sewer Ordinance and Fee Resolution that will be presented to the City Council for consideration in the near future.	City Manager						
16	No Change January 29, 2019	Police Building	During the Council Retreat the need for addressing the situation with the Police Department was discussed. Recently improvements to the building and increased maintenance efforts have helped with the situation, but the need for a permanent solution remains. Staff will work on potential solutions as part of an overall capital improvement strategy for the City's General Fund.	City Manager						
17	No Change September 18, 2018	Surplus Property Disposal and Procurement Resolution Update	The current policies related to the acquisition and disposal of City property have not been fully reviewed and updated in a number of years. Staff is working on updating these for Council consideration.	City Manager						
18	No Change July 30, 2020	B2H	The City Council voted to approve an agreement for mitigation with Idaho Power related to the B2H project and which has been signed by Idaho Power. The City's response to the Draft Proposed Order was submitted on time.	City Manager						
19	New and Complete November 24, 2020	City Council Election	The City Council election is complete. Mayor Clements was re-elected to 2-year term. Councilors Howard and Miesner were re-elected to 4-year terms. David Glabe was elected to a 4-year term and John Bozarth was elected to complete the remaining two years of a 4-year term vacated by Councilor Jim Whitbeck who resigned earlier this year. The newly elected officials will be sworn in at the January, 6, 2021, Council meeting.	City Recorder						
20	No Change September 23, 2020	Advisory Commission Vacancies	The following table outlines the existing vacancies. <table border="1" data-bbox="716 1812 1289 1904"> <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> </tbody> </table>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	2/7	City Recorder
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Pennington 2017	1106 Adams	Rehab	\$100,000 award and \$40,000 Insurance Reimbursement. \$25,000 remaining	In process-- Received progress payment.															
Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process															
22	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.	Economic Development															
23	Updated November 30, 2020	COVID-19 Emergency Loan Program	The City established an emergency loan program to help provide businesses with immediate assistance during the COVID-19 Pandemic. 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.	Economic Development															
24	Completed November 30, 2020	COVID-19 Business Oregon Funding	The City applied for and received grant funding through Business Oregon for \$65,000 and an additional \$35,000 for business assistance grants. NEOEDD assisted the City with this program. We 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, many businesses did not qualify for funding and the funding had a limited timeframe to expend the funds. Based on these factors we were unable to award any additional grants and returned the unused funds from both rounds. Business Oregon used the funds which could not be expended state-wide to offer additional grant funding which included dedicated funds by region.	Economic Development															
25	New Item December 1, 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.	Economic Development															
26	November 30, 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, To date, 6 individuals have scheduled an appointment. NEOEDD is using these funds to assist businesses with loans.	Economic Development															
27	New Item November 30,	Phone Calls to all City Businesses	Working with RARE participant to make phone calls to all area businesses similar to the calls made in April	Economic Development															

Item	Date of Change in Status	Item	Comments	Department																																							
	2020		2020.																																								
28	No Change August 10, 2020	Façade grant program	<u>2020-2021 Façade Grants:</u> Currently no façade grants applied for	Economic Development																																							
29	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																																							
30	No Change June 6, 2019	Retail Development Program	Reported Above	Economic Development																																							
31	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																																							
32	Updated November 23, 2020	Statistics	<table border="1"> <thead> <tr> <th>Month of October, 2020</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Monthly Revenue (all funds)</td> <td>\$1,728,838</td> <td>\$7,495,441</td> </tr> <tr> <td>Monthly Revenue (general fund)</td> <td>\$667,179</td> <td>\$2,081,289</td> </tr> <tr> <td>Monthly expenses amount (all funds)</td> <td>\$2,025,919</td> <td>\$9,364,024</td> </tr> <tr> <td>Monthly expenses (general fund)</td> <td>\$ 740,020</td> <td>\$3,599,551</td> </tr> <tr> <td># of Accounts Payable Checks issued:</td> <td>216</td> <td>790</td> </tr> <tr> <td># of Payroll Checks/AP issued:</td> <td>177</td> <td>760</td> </tr> <tr> <td>Monthly Payroll expenses:</td> <td>\$902,005</td> <td>\$3,770,801</td> </tr> <tr> <td># of Water accounts billed:</td> <td>4828</td> <td>19,386</td> </tr> <tr> <td># of LID accounts billed:</td> <td>1</td> <td>11</td> </tr> <tr> <td>Pieces of mail processed</td> <td>553</td> <td>5,906</td> </tr> <tr> <td>Electronic Utility Payments Received</td> <td>2,897</td> <td>11,241</td> </tr> <tr> <td># of NSF checks the City received:</td> <td>3</td> <td>15</td> </tr> </tbody> </table>	Month of October, 2020	Current	YTD	Monthly Revenue (all funds)	\$1,728,838	\$7,495,441	Monthly Revenue (general fund)	\$667,179	\$2,081,289	Monthly expenses amount (all funds)	\$2,025,919	\$9,364,024	Monthly expenses (general fund)	\$ 740,020	\$3,599,551	# of Accounts Payable Checks issued:	216	790	# of Payroll Checks/AP issued:	177	760	Monthly Payroll expenses:	\$902,005	\$3,770,801	# of Water accounts billed:	4828	19,386	# of LID accounts billed:	1	11	Pieces of mail processed	553	5,906	Electronic Utility Payments Received	2,897	11,241	# of NSF checks the City received:	3	15	Finance
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33	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																																							
34	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	Finance																																							

Item	Date of Change in Status	Item	Comments	Department
			after the software upgrade.	
35	Updated November 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 <sup>rd</sup> , 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 money to \$386,703. As of November 23 <sup>rd</sup> , reimbursement requests total \$375,865.89	Finance
36	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 <sup>st</sup> draft has been completed and passed on for another review. A second draft is being reviewed for finalization.	Finance
37	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 <sup>th</sup> , 2020. Field work was successfully completed and completion of the audit will take place and be filed by December 31 <sup>st</sup> .	Finance
38	Completed October 30, 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
39	Updated November 18, 2020	Response Statistics	October 1, 2020 – October 31, 2020 YTD: 2169 <ul style="list-style-type: none"> <li>• Total Calls: 241</li> <li>• Medical: 201</li> <li>• Fires/MVC 30</li> <li>• Lift assist 10</li> </ul>	Fire
40	Updated November 18, 2020	Fire Code Inspections/Fire Prevention Activities	October 16, 2020 crew provided 3 – 20 minute online programs with Central school second graders.	Fire
41	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
42	No Change July 27, 2020	Wildland Fire Interface Committee	Postponed due to COVID-19 concerns	Fire
43	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
44	Updated November 18, 2020	Training	Department drills 10/6 and 10/20. 3.5 hrs. On duty training, various subjects, 10 hrs. Union Co. Task performance, 6 hrs. Ropes training with UCSAR, 3 hrs.	Fire
45	No Change October 24,	Traffic School	Traffic school has not been conducted since February due the Fire station being closed to the public.	Fire

Item	Date of Change in Status	Item	Comments	Department
	2020			
46	New Item November 18, 2020	Department Announcements	Fire station remains closed to the public. Fire department is developing a program to allow for the ability to take more out of town transfers from Grande Ronde Hospital.	Fire
47	New Item 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
48	No Change September 14, 2020	PR Events	During the Pandemic the department has participated in numerous drive-by party parades.	Fire
49	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
50	Updated November 18, 2020	Apparatus AFG Grant Engine	Engine is completed with lettering and equipment installed. To be place in service by the end of the month.	Fire
51	Updated November 19, 2020	Current Recruitments	<ul style="list-style-type: none"> <li>Engineering Tech. III –Position - PW- vacancy. No qualified applicants received.</li> <li>911 dispatch position open again. Last candidate quit. <a href="#">Testing/interviews done on 11/18/2020.</a></li> <li>Code enforcement officer position posted. <a href="#">Testing on 12/2/2020.</a></li> <li>Police Officer position open. <a href="#">Interviews done on 11/12/2020.</a></li> </ul>	Human Resources
52	No Change October 26, 2020	Literacy Center	<ul style="list-style-type: none"> <li>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.</li> <li>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 <a href="mailto:mbritschgi@cookmemoriallibrary.org">mbritschgi@cookmemoriallibrary.org</a>. 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.</li> </ul>	Library
53	Updated (in blue)/No change (in black) November 25, 2020	Announcements	<ul style="list-style-type: none"> <li><a href="#">On Thursday, November 12<sup>th</sup>, the Library closed all in-building services thru at least December 2<sup>nd</sup> 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.</a></li> <li>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</li> </ul>	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> <li>• The Library has partnered with Rob's Speedy Delivery to offer FREE home delivery and pickup of library materials to those who are homebound or otherwise unable to come to the library. It's been a slow start so far but CCNO has distributed flyers to their Meals on Wheels clients so hopefully we will see more interest in the service.</li> <li>• 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.</li> </ul>	

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> <li>• Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library's YouTube channel.</li> <li>• The Library created 2 new virtual programs – Trivia Tuesdays &amp; Genre Book Club</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• The Library was asked to join a national cohort of</li> </ul>	

Item	Date of Change in Status	Item	Comments	Department									
			<p>small and rural libraries in a new program called Unite for Literacy. Participating libraries will have access to hundreds of early literacy titles in digital format and in a variety of foreign languages. In the first month of the cohort, LG had the highest participation rate!!</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>The Library's roof replacement project is complete. The project came in under budget too!</li> <li>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.</li> </ul>										
54	Updated November 25, 2020	Statistics	<table border="1"> <thead> <tr> <th data-bbox="716 1730 857 1818">Current Month (Oct)</th> <th data-bbox="857 1730 967 1818">Last Month (Sept)</th> <th data-bbox="967 1730 1336 1818">Information from 10/1/20-10/31/20</th> </tr> </thead> <tbody> <tr> <td data-bbox="716 1818 857 1850">3898</td> <td data-bbox="857 1818 967 1850">2985</td> <td data-bbox="967 1818 1336 1850">Circulation</td> </tr> <tr> <td data-bbox="716 1850 857 1913">1661 (10 days)</td> <td data-bbox="857 1850 967 1913">0</td> <td data-bbox="967 1850 1336 1913">Door count</td> </tr> </tbody> </table>	Current Month (Oct)	Last Month (Sept)	Information from 10/1/20-10/31/20	3898	2985	Circulation	1661 (10 days)	0	Door count	Library
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55	Updated November 19, 2020	Parks Maintenance Update	<ul style="list-style-type: none"> <li>Mulching leaves in all parks</li> <li>Closed Morgan Lake for the season</li> <li>Completed winterization of irrigation and park bathrooms</li> <li>Prepared snow removal equipment</li> <li>Slide removal at pool</li> <li>2 staff attended pesticide training</li> <li>Finished placing playground chips</li> <li>Sprayed herbicide on optimist field to control bent grass</li> </ul>	Parks & Rec-Maintenance																																													
56	No Change July 28, 2020	Welcome Sign Improvements	<ul style="list-style-type: none"> <li>La Grande Rotary is working with local artist who will repaint sign this summer after staff completed planting of perennial flowers.</li> </ul>	Parks & Rec-Maintenance																																													
57	No Change January 6, 2020	Recreation Center	<ul style="list-style-type: none"> <li>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.</li> </ul>	Parks & Rec-Admin																																													
58	No Change October 19, 2020	Trice Field Request	<ul style="list-style-type: none"> <li>Now that Council approved the name change, staff is working with the family to order and install signs. They are planning a spring dedication.</li> </ul>	Parks & Rec - Admin																																													
59	Updated November 19, 2020	Pool Statistics October 2020	<table border="1"> <thead> <tr> <th></th> <th><u>FY 19-20</u> <u>October</u></th> <th><u>FY 20-21</u> <u>October</u></th> </tr> </thead> <tbody> <tr> <td><b>ATTENDANCE</b></td> <td>1200</td> <td>547</td> </tr> <tr> <td><b>FY TO DATE</b></td> <td>10,620</td> <td>2,354</td> </tr> <tr> <td><b>REVENUE</b></td> <td>14,111.65</td> <td>7,459.95</td> </tr> <tr> <td><b>FY TO DATE</b></td> <td>58,449.25</td> <td>13,228.06</td> </tr> </tbody> </table>		<u>FY 19-20</u> <u>October</u>	<u>FY 20-21</u> <u>October</u>	<b>ATTENDANCE</b>	1200	547	<b>FY TO DATE</b>	10,620	2,354	<b>REVENUE</b>	14,111.65	7,459.95	<b>FY TO DATE</b>	58,449.25	13,228.06	Parks & Rec-Aquatics																														
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60	Updated November 17, 2020	Pool Programs Update <i>Before pool was closed by Governor's order November 18, 2020</i>	<ul style="list-style-type: none"> <li>November Swim lessons has 39 participants.</li> <li>We've changed our recreation swim to be Tuesdays from 3:30 p.m. to 5:00 p.m. and Friday nights from 7:00 p.m. to 8:30 p.m. because Wednesday evening swim was not well attended, patrons have to call and register and an adult is required to be in the</li> </ul>	Parks & Rec-Aquatics																																													

Item	Date of Change in Status	Item	Comments	Department
			water with their kids to make sure they maintain social distancing. We only allow 50 in the facility for these swims.	
61	Updated November 17, 2020	Pool Maintenance Update	<ul style="list-style-type: none"> <li>The old slide is down and we are getting ready for our new one to arrive. We won't have a slide in place for 4 to 5 weeks but are super excited to get our new one.</li> <li>Changing stations have been a hit and our patrons are very appreciative to not have to leave the facility in their wet swim suits.</li> <li>A solenoid was replaced on the small pools chlorinator and we have had another 2 underwater LED lights go out.</li> <li>Also had to order 2 replacement floats for the auto fill sensor for the outdoor pool.</li> </ul>	Parks & Rec-Aquatics
62	Updated November 23, 2020	Recreation Program Update	<ul style="list-style-type: none"> <li>After school program - 78 registrations for the first 14 weeks of the program. With school being a distance model for several weeks, we have extended our program hours to offer a space for parents to send kids where they can get homework help.</li> <li>Drive Through Halloween was a resounding success! With ~1000 people in attendance, we were able to offer our community a fun and safe event. Community organizations/businesses helped hand out candy, run games, and take pictures for our photo booth. Pictures from the event can be found on our Facebook page.</li> <li>Santa's workshop will also be moved to drive through and will feature a nice light display.</li> <li>Staff is also in the process of developing Community Education Classes that will take place in a hybrid of in person and online instruction.</li> </ul>	Parks & Rec-Recreation
63	Updated November 23, 2020	Safe Routes To School Program Update	<ul style="list-style-type: none"> <li>Staff has contacted school principals offering a plan for October's International walk to school day. Meetings were set up with the principals and goals were set. Plans were set up to introduce materials into the schools for pedestrian and bicycle safety. The Coordinator is setting up a slow-down campaign poster making contest.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Staff is working on promoting bicycle safety by handing out information to parents during community events. Information is still being sent out through the school system. It is a goal to promote bicycle safety in order to help keep the children safe. Students are riding their bikes more even during the snow.</li> </ul>	Parks & Rec-SRTS

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64	Updated November 20, 2020	Urban Forestry Update	<ul style="list-style-type: none"> <li>Coordinated two fall street tree planting days with the CLFC and their families. We planted a total of twenty-nine street trees this fall.</li> <li>Completed the current section of the Riverside Park greenway landscaping with twenty-three new trees. Parks staff installed the irrigation system and mulch.</li> <li>Planted ten replacement trees on the Island Avenue greenway.</li> <li>Planted twelve trees with the Blue Mt. Humane Association animal shelter to provide shade for the dog run area.</li> <li>Compiled the three-year pruning list/map for the trees planted in 2017.</li> <li>Coordinated 2020-21 street tree pruning program of Zone 8 with Millers Tree service.</li> <li>Researched municipal Ordinances for greenspace protection is residential rights-of-way.</li> </ul>	Parks & Rec-Urban Forestry																																										
65	Updated November 20, 2020	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none"> <li>Continued the inventory of Riverside Park trees, 165 and counting.</li> <li>Updated the street tree inventory with tree removals through 2019.</li> </ul>	Parks & Rec-Urban Forestry																																										
66	No Change October 21, 2020	Wildland Urban Interface Committee	<ul style="list-style-type: none"> <li>Attended OSU/ODF virtual townhall on Oregon wildfires.</li> </ul>	Parks & Rec-Urban Forestry																																										
67	Updated November 21, 2020	October Urban Forestry Statistics	<table border="1"> <thead> <tr> <th>July 1, 2020 – June 2021</th> <th>September</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Street Trees Planted</td> <td>29</td> <td>30</td> </tr> <tr> <td>Park Trees Planted</td> <td>48</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>0</td> <td>105</td> </tr> <tr> <td>Park Trees Pruned</td> <td>0</td> <td>13</td> </tr> <tr> <td>Community Responses</td> <td>11</td> <td>96</td> </tr> <tr> <td>Nuisance Responses</td> <td>1</td> <td>23</td> </tr> <tr> <td>Field/Tree Evaluations</td> <td>7</td> <td>44</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>9</td> </tr> <tr> <td>Volunteer Hours</td> <td>39</td> <td>47</td> </tr> </tbody> </table>	July 1, 2020 – June 2021	September	YTD	Street Trees Planted	29	30	Park Trees Planted	48	48	Street Trees Removed	0	10	Park Trees Removed	0	3	Street Trees Pruned	0	105	Park Trees Pruned	0	13	Community Responses	11	96	Nuisance Responses	1	23	Field/Tree Evaluations	7	44	Ordinance Enforcement	0	2	Tree Service Permits	0	0	Site Plan Reviews	2	9	Volunteer Hours	39	47	Parks & Rec-Urban Forestry
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			Revenue (Zoning Approval)	\$200	\$50	\$875	\$325	
			Revenue (Parks SDC)	1050	\$0	\$6300	\$525	
69	Updated November 23, 2020	Notable Projects Approved	<p><u>16<sup>th</sup> Street – 55+ housing development:</u> GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8<sup>th</sup>, 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, 2020. (Completed)</p> <p><u>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under construction.</p>					Planning
70	Updated November 23, 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</p>					Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>following schedule:</p> <p>September 1, 2020.....35-Day Required Notice to the DLCD (or greater) <b>Completed</b></p> <p>October 13, 2020.....Public Hearing #1, before the Planning Commission <b>Completed</b></p> <p>November 4, 2020.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. <b>Completed</b></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>	
71	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"> <li>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).</li> <li>This project will include the formation an advisory committee made up of contractors, real estate</li> </ul>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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).</li> </ul>	
72	Updated November 23, 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> <p>October 2, 2020.....35-Day Required Notice to the DLCD (or greater) <b>Completed</b></p> <p>November 17, 2020...20-Day Required Notice to Property Owners within the City and UGB <b>Completed</b></p> <p>December 8, 2020.....Public Hearing #1, before the Planning Commission</p>	Planning

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			<p>January 6, 2021.....Public Hearing #2, before the City Council, and First 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>	
73	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
74	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	Planning

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			<p>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>																			
75	Updated 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"> <li>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.</li> <li>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.</li> </ul>	Planning/ Public Works																		
76	Updated November 24, 2020	<u>Statistics:</u> Operations Division -	<table border="1"> <thead> <tr> <th>TYPE OF ACTIVITY</th> <th>OCT 20</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Primary 911 calls for service:</td> <td>74</td> <td>789</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>874</td> <td>8,785</td> </tr> <tr> <td>Case Numbers:</td> <td>106</td> <td>1,067</td> </tr> <tr> <td>Traffic Stops:</td> <td>119</td> <td>1,256</td> </tr> </tbody> </table>	TYPE OF ACTIVITY	OCT 20	YTD	Primary 911 calls for service:	74	789	Secondary 911 calls for service:	0	204	Other calls for service:	874	8,785	Case Numbers:	106	1,067	Traffic Stops:	119	1,256	Police
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77	Updated November 24, 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>OCT 20</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Child Abuse: <ul style="list-style-type: none"> <li>Physical Abuse: 4</li> <li>Sexual Abuse: 4</li> <li>Neglect: 13</li> <li>Domestic Violence: 1</li> </ul> </td> <td>22</td> <td>222</td> </tr> <tr> <td>Elder Abuse: <ul style="list-style-type: none"> <li>Physical Abuse: 0</li> <li>Sexual Abuse: 0</li> <li>Neglect: 0</li> </ul> </td> <td>0</td> <td>4</td> </tr> <tr> <td>Domestic Violence / SART: <ul style="list-style-type: none"> <li>Domestic Violence: 4</li> <li>SART: 0 (Sexual Assault Response Team)</li> </ul> </td> <td>4</td> <td>46</td> </tr> <tr> <td>Death Investigations: <ul style="list-style-type: none"> <li>Unattended: 1</li> <li>Suicide: 0</li> <li>Homicide: 0</li> </ul> </td> <td>1</td> <td>3</td> </tr> <tr> <td>Miscellaneous: <ul style="list-style-type: none"> <li>Background Investigations: 1</li> <li>Federal Firearms Check: 4</li> <li>Missing Persons: 0</li> <li>Cold Cases: 1</li> </ul> </td> <td>6</td> <td>40</td> </tr> </tbody> </table>	TYPE OF CASE	OCT 20	YTD	Child Abuse: <ul style="list-style-type: none"> <li>Physical Abuse: 4</li> <li>Sexual Abuse: 4</li> <li>Neglect: 13</li> <li>Domestic Violence: 1</li> </ul>	22	222	Elder Abuse: <ul style="list-style-type: none"> <li>Physical Abuse: 0</li> <li>Sexual Abuse: 0</li> <li>Neglect: 0</li> </ul>	0	4	Domestic Violence / SART: <ul style="list-style-type: none"> <li>Domestic Violence: 4</li> <li>SART: 0 (Sexual Assault Response Team)</li> </ul>	4	46	Death Investigations: <ul style="list-style-type: none"> <li>Unattended: 1</li> <li>Suicide: 0</li> <li>Homicide: 0</li> </ul>	1	3	Miscellaneous: <ul style="list-style-type: none"> <li>Background Investigations: 1</li> <li>Federal Firearms Check: 4</li> <li>Missing Persons: 0</li> <li>Cold Cases: 1</li> </ul>	6	40	Police
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Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	5,205	66,517																				
Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	712	10,617																				
81	Updated November 24, 2020	Training	<b>Operations Division:</b> <ul style="list-style-type: none"> <li>▪ All officers participated in online PoliceOne Academy training.</li> <li>▪ One officer participated in Human Sex Trafficking Awareness training.</li> <li>▪ Three officers attended EVOG (Emergency Vehicle Operations Course) refresher training.</li> <li>▪ The Lieutenant participated in online leadership training titled, "Use of Force, De-Escalation, and Liability"</li> <li>▪ The Chief and Lieutenant participated in the online Chiefs of Police Association Conference. Some of the topics included:               <ul style="list-style-type: none"> <li>○ Looking Back to the Future of Policing</li> <li>○ Use of Force Law &amp; Policy Issues</li> <li>○ Legislative Update</li> <li>○ Mental and Emotional Health</li> <li>○ Fundamentals of Ethics in Law Enforcement</li> <li>○ Leading on Empty</li> <li>○ Officer Wellness in 2020 &amp; Beyond</li> </ul> </li> <li>▪ NEO Regional SWAT engaged in their regular monthly training.</li> </ul> <b>Communications Division:</b> <ul style="list-style-type: none"> <li>▪ Nothing new to report.</li> </ul>	Police																		
82	Updated November 24, 2020	Staffing	<b>Operation Division:</b> <ul style="list-style-type: none"> <li>▪ Our Code Enforcement position is still vacant. <a href="#">We are testing for this position on Dec 2, 2020.</a></li> </ul>	Police																		

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> <li>We have one Police Officer position vacant as a result of a retirement. We tested on Nov 12, 2020. We are in the background investigation phase of the selection process.</li> </ul> <p><b><u>Communications Division:</u></b></p> <ul style="list-style-type: none"> <li>We have one 911 Dispatcher position vacant. We tested on Nov 18, 2020. We are in the background investigation phase of the selection process.</li> </ul>	
83	New Item November 24, 2020	Investigations	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.	Police
84	New Item November 24, 2020	COVID-19 update	<p>The additional workload created by COVID-19 related issues, such as OSHA's new temporary rule, the new 2-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>	Police
85	New Item November 24, 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
86	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
87	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
88	Updated November 25, 2020	Street Maintenance	The street crew is currently completing the annual leaf removal project. Routes and timelines were advertised in <i>The Observer</i> , as well as being placed on Facebook. Early numbers show a slightly higher than average amount of leaves being removed.	Public Works
89	No Change October 23, 2020	CMAQ Roadway Projects	The request for reimbursement has been submitted to ODOT for approval.	Public Works
90	No Change September 25,	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	Public Works

Item	Date of Change in Status	Item	Comments	Department
	2020		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.	
91	Completed November 25, 2020	STP Roadway Safety Projects	Reimbursements for all STP projects have been received and the project has been closed out.	Public Works
92	Updated November 25, 2020	Liftstation Improvements	Staff has contracted with Anderson Perry to design upgrades to the U Avenue liftstation. The construction plans are 95% complete in the design phase.	Public Works
93	No Change October 23, 2020	CIPP	The 2020-21 contract was awarded to Allied Plumbing & Pumps, LLC, at the October 7, 2020, Regular Session. This project will be completed in January or February of 2021.	Public Works
94	Updated 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
95	No Change 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 construction plans.	Public Works
96	No Change 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
97	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
98	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
99	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 <sup>st</sup> , and anticipate receiving a few more before the cutoff date.	Public Works
100	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
101	Updated November 25, 2020	Water Meter Reading System	Crews are nearing 30% completed for replacement of all residential meters.	Public Works
102	New Item 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
103	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
104	No Change October 23, 2020	Beaver Creek	A clamp-on style magnetic flow meter has been installed and data is being recorded daily.	Public Works

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105	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		
106	Updated November 25, 2020	Public Works Statistics		Oct 20	Fiscal YTD	Public Works
			Sewer taps installed	1	3	
			Water taps installed	1	6	
			Water leaks repaired	2	14	
			Square feet of street paved	0	103,530	
			Water produced (MG)	50.04	414.56	
			WWTP flows (MG)	42.45	200.45	