



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated July 30, 2020	Fiscal management: Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande.	The City's financial position continued to improve again this past year, allowing the City to continue to make needed capital improvements and purchases without sacrificing services. The annual audit showed additional improvements with no repeat deficiencies and an unqualified opinion. The fact that we have built a significant fund balance will be extremely important as we address potential revenue shortfalls that may result from the COVID-19 pandemic. It is also why we were able to establish a \$300,000 emergency loan program and dedicate \$250,000 to COVID-19 related expenses in the FY 2020-2021 Adopted Budget.	City Manager
2	Updated July 30, 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"> • Prepared for two Economic Development Visioning Work Sessions. • Conducted 15 business development meetings with clients including one potential project at Business Park. • In February, participated in Union County Economic Dev. Summit. • February 2020 – Co-hosted marketing workshops at Ignite with Corvallis Foundry. 19 participants attended 3 workshops. • Mid-March 2020 – COVID 19 Started • Talked with 52 businesses and tried to help them access federal and local funding. Referred several clients to SBDC. • Started City's Emergency Loan Fund – Processed and awarded 24 loans for total of \$181,520. • Coordinated City Staff and Chamber Staff calling of 451 small businesses in La Grande and community. • Authored and received two grants from Business Oregon Matching Grant Program for total of \$100,000 to re-grant to LG businesses. • On behalf of City and Union County submitted and were awarded grant request 	Economic Development

July 2020

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<p>of \$150,000 for CDBG Emergency Grants.</p> <ul style="list-style-type: none"> • Participated in NEOEDD Webinar on how to access financial assistance. 49 businesses attended. • Drafted multiple press releases to help educate businesses about available resources. • Provided written content for UC Chamber of Commerce website and newsletter. • Launched Small Business Assistance radio ad campaign. • Coordinating with LG Main Street and Rural Development Initiative on Business Retention and Expansion survey with COVID oriented questions. • 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. • John J. Howard and Associates has produced brief video for Business Park, which will be incorporated into new website. • Continuing to work with a re-location client on finding location. Looking at zoning options to accommodate this business. • Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. Building Department conducted site visit. • Met with EOU Business Dean regarding Business Plan Competition and to outline partnerships moving forward. On-going. EVENT CANCELLED INDEFINITELY DUE TO COVID 19 • In collaboration with EOU/SBDC and NEOEDD planning for Entrepreneur Day 2020 in May. La Grande's Retail Business Plan Competition will be part of this event. • Conducting sponsorship activities with LGMSD Executive Director for the Business Plan Competition. Anticipate starting this planning for business plan competition in late fall. • The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney. • Mayor and ED Staff collaborated with LG Main Street and the Liberty Theatre to prepare for and participate in promotional video for Oregon Lottery featuring Liberty Theatre. <p><u>Retail Development Project:</u></p>	

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<ul style="list-style-type: none"> Started new Scope of work for final year of Buxton project to include tourism analysis. Co-Sponsored “Shop Local/Shop Safe” Radio Campaign with Chamber of Commerce. Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. Working with local property owners for potential development of additional retail space. Following conversations at Retail Conference, One lead through Buxton is still working to site in area. Used Buxton Data to prepare one presentation for local businesses regarding market research. Phone conference with additional lead from Buxton list. There are now three active leads. <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.” Assisted in event day preparations for Christmas Parade. Continue to collaborate with Rotary so that next year’s event will be a “Clean up and Beautification” day. EVENT CANCELLED DUE TO COVID 19. Chair, LGMSD Design Committee and facilitated creation of project list. Committee continues to work on projects including Reynolds pocket park on Washington and Ghost Signage project. Flower Baskets were hung this spring. Met with potential project partners on Ghost Signage project from Design Committee. Work with Main Street for implementation of the Façade Grant Program. Facilitated LG Main Street’s strategic planning session – part 1. <p><u>Entrepreneur Center/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> City of La Grande Received \$75,000 Community Development Block Grant for NEOEDD to deliver Business Development Courses in tri-county region. Co-authored Business Oregon ROI grant application. Ignite was selected and received \$65,000 includes joint project with EOU. Wrote request for RARE participant to help 	

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<p>with Ignite. We were selected for the program. La Grande's RARE participant will start on September 14 (virtually at first)</p> <ul style="list-style-type: none"> Assisting in developing mentor program for Business Foundations participants including identifying and organizing mentor training. Through a partnership with Rural Development Initiatives, Ignite received a \$35,000 grant from the Kauffman Foundation, which is the premier researching and supporting entrepreneurial development. Co-authored two-year Kaufmann grant plan. Discussed joint ROI grant application with EOU. Starting to write ROI grant application. Presented Hot Topics ideas to LG Main Street and Chamber. Waiting for approval prior to implementation. SPARK Members are continuing to lead short topic workshops. 20 women have attended SPARK meetings with a core group of 8-10 at each meeting. Held one virtual SPARK meeting since March 2020. 9 people attended. Urban Renewal Programs: Worked with consultant on Urban Renewal Training Work Session, providing feedback on desired outcomes and content. Call for Projects had four projects submit. Prepared staff reports and facilitated Joint Special Session. All four projects funded as requested. Work is continuing on first floor expansion of local business in the Pennington Property. Seth Pennington is anticipating completing his portion of the project in February. This business partially opened in July 2020. Continued working with CFP awardees regarding project questions and funding. Discussed potential projects with two businesses. Drafting portion of Urban Renewal Annual Report. 	
3	Updated July 30, 2020	General Fund Capital Improvements: Identity funding sources and strategy to address major capital needs including but not limited to the Library Roof and the Police Department.	The Library roof project is funded and the contract has been awarded. We were successful in getting a buy-out of the warranty for the existing roof which will help offset the costs. Bids came in below budget. We still need to address the police department facility but this is on hold at present. We should take delivery of our new Fire engine this fiscal year that is grant funded.	City Manager

Item No.	Date of Change in Status	Item	Comments	Lead Department
4	Completed January 2020	Quiet Zone: Upon approval from the FRA, complete the required improvements and initiate necessary City Council legislation actions to establish the Quiet Zone for La Grande.	FRA has approved our Application to use ASM/SSMs and the required improvements are complete and the Quiet Zone has been established.	City Manager
5		Housing: Complete housing study and identify recommendations for addressing findings.	See update under Planning below.	Planning
6		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
7	Updated July 30, 2020	Staffing: Develop a plan to address critical staffing issues including, but not limited to hard to fill positions and succession planning for key positions.	Based on recommendations of the committee we made modifications to the Management and Non-Exempt Compensation and Benefits program which should provide some help in recruiting and encouraging internal promotions to fill key positions as well as recognize superior performance which should assist in retention. Adjustments in compensation and benefits included in the new Collective Bargaining Agreements were also guided in part by the committee's recommendations.	City Manager

CITY of LA GRANDE

PROPOSED Council Sessions, Significant Deadlines, and Events Schedule As of August 5, 2020

Unless otherwise noted, all meetings begin at 6:00 p.m.
The meeting dates listed here are place holders; meeting dates and topics are
subject to change.

2020

Monday, August 3	REGULAR SESSION
Wednesday, August 12 SESSION	TENTATIVE WORK Council Rules
Wednesday, August 19 SESSION	TENTATIVE WORK City Manager Annual
Eval	
Wednesday, September 2	REGULAR SESSION
Monday, September 7	HOLIDAY
Wednesday, October 7	REGULAR SESSION
October 15-17 LOC Annual Conference	
Wednesday, November 4	REGULAR SESSION
Wednesday, November 11	HOLIDAY
Monday, November 16 SESSION	TENTATIVE WORK Joint Meeting/Union County Commissioners
Thursday & Friday, November 26 & 27	HOLIDAY
Wednesday, December 2	REGULAR SESSION
Monday, December 7	WORK SESSION Land Development Code Amendments
Friday, December 25	HOLIDAY

2021

Friday, January 1	HOLIDAY
-------------------	---------

Monday, January 4

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

Wednesday, January 6

REGULAR SESSION

Wednesday, January 18

HOLIDAY

Monday/Tuesday, January 25 & 26
RETREATS

COUNCIL/URA

Additional topics with dates to be determined: Joint Work Session Council/Landmarks (May or Later); La Grande Main Street Downtown Update, Communication Strategy. Unless Otherwise Noted All Sessions of the Council Begin at 6:00 p.m., Meeting Dates Subject to Change; Please call 541-962-1309 to confirm

Item	Date of Change in Status	Item	Comments	Department																																																																																																																																																											
1	Updated July 29, 2020	Monthly activity (January 2020, February 2020, March 2020, April 2020, May 2020, June, 2020)	<table> <tr> <th colspan="5">January 2020</th></tr> <tr> <th>Permit Type</th><th>Permits</th><th></th><th>Permit Fees</th><th>Plan Review Fees</th></tr> <tr> <td>City of LG Building:</td><td>15</td><td></td><td>\$4,451.60</td><td>\$19,739.20</td></tr> <tr> <td>UC Building:</td><td>9</td><td></td><td>\$6,932.00</td><td>\$4,408.95</td></tr> <tr> <td>City of LG MFH</td><td>1</td><td></td><td>\$450.00</td><td></td></tr> <tr> <td>UC MFH</td><td>1</td><td></td><td>\$450.00</td><td></td></tr> <tr> <td>City of LG Mechanical</td><td>14</td><td></td><td>\$1,119.55</td><td></td></tr> <tr> <td>UC Mechanical</td><td>13</td><td></td><td>\$1,578.08</td><td></td></tr> <tr> <td>City of LG Plumbing</td><td>7</td><td></td><td>\$947.52</td><td></td></tr> <tr> <td>UC Plumbing</td><td>5</td><td></td><td>\$1,451.52</td><td></td></tr> <tr> <td>City of LG Electrical</td><td>17</td><td></td><td>\$1,881.60</td><td></td></tr> <tr> <td>UC Electrical</td><td>20</td><td></td><td>\$2,808.40</td><td></td></tr> <tr> <td>City of LG Demolition</td><td>0</td><td></td><td>\$0.00</td><td></td></tr> <tr> <td>UC Demolition</td><td>0</td><td></td><td>\$0.00</td><td></td></tr> <tr> <td>AG Exempt permits</td><td>2</td><td></td><td></td><td></td></tr> <tr> <td>TOTALS:</td><td>104</td><td></td><td>\$22,127.15</td><td>\$24,148.15</td></tr> <tr> <td>Fiscal Year Running Totals:</td><td>852</td><td></td><td>\$202,578.50</td><td>\$78,632.78</td></tr> <tr> <th colspan="5">February 2020</th></tr> <tr> <th>Permit Type</th><th>Permits</th><th></th><th>Permit Fees</th><th>Plan Review Fees</th></tr> <tr> <td>City of LG Building:</td><td>8</td><td></td><td>\$7,978.00</td><td>\$4,048.05</td></tr> <tr> <td>UC Building:</td><td>8</td><td></td><td>\$3911.00</td><td>\$2,232.10</td></tr> <tr> <td>City of LG MFH</td><td>0</td><td></td><td>0.</td><td></td></tr> <tr> <td>UC MFH</td><td>0</td><td></td><td>0</td><td></td></tr> <tr> <td>City of LG Mechanical</td><td>12</td><td></td><td>\$1,448.00</td><td></td></tr> <tr> <td>UC Mechanical</td><td>9</td><td></td><td>\$932.50</td><td></td></tr> <tr> <td>City of LG Plumbing</td><td>9</td><td></td><td>\$691.50</td><td></td></tr> <tr> <td>UC Plumbing</td><td>5</td><td></td><td>\$1047</td><td></td></tr> <tr> <td>City of LG Electrical</td><td>22</td><td></td><td>\$2,876.25</td><td></td></tr> <tr> <td>UC Electrical</td><td>15</td><td></td><td>\$1457.50</td><td></td></tr> <tr> <td>City of LG Demolition</td><td>0</td><td></td><td>\$0.00</td><td></td></tr> <tr> <td>UC Demolition</td><td>0</td><td></td><td>\$0.00</td><td></td></tr> </table>	January 2020					Permit Type	Permits		Permit Fees	Plan Review Fees	City of LG Building:	15		\$4,451.60	\$19,739.20	UC Building:	9		\$6,932.00	\$4,408.95	City of LG MFH	1		\$450.00		UC MFH	1		\$450.00		City of LG Mechanical	14		\$1,119.55		UC Mechanical	13		\$1,578.08		City of LG Plumbing	7		\$947.52		UC Plumbing	5		\$1,451.52		City of LG Electrical	17		\$1,881.60		UC Electrical	20		\$2,808.40		City of LG Demolition	0		\$0.00		UC Demolition	0		\$0.00		AG Exempt permits	2				TOTALS:	104		\$22,127.15	\$24,148.15	Fiscal Year Running Totals:	852		\$202,578.50	\$78,632.78	February 2020					Permit Type	Permits		Permit Fees	Plan Review Fees	City of LG Building:	8		\$7,978.00	\$4,048.05	UC Building:	8		\$3911.00	\$2,232.10	City of LG MFH	0		0.		UC MFH	0		0		City of LG Mechanical	12		\$1,448.00		UC Mechanical	9		\$932.50		City of LG Plumbing	9		\$691.50		UC Plumbing	5		\$1047		City of LG Electrical	22		\$2,876.25		UC Electrical	15		\$1457.50		City of LG Demolition	0		\$0.00		UC Demolition	0		\$0.00		Building
January 2020																																																																																																																																																															
Permit Type	Permits		Permit Fees	Plan Review Fees																																																																																																																																																											
City of LG Building:	15		\$4,451.60	\$19,739.20																																																																																																																																																											
UC Building:	9		\$6,932.00	\$4,408.95																																																																																																																																																											
City of LG MFH	1		\$450.00																																																																																																																																																												
UC MFH	1		\$450.00																																																																																																																																																												
City of LG Mechanical	14		\$1,119.55																																																																																																																																																												
UC Mechanical	13		\$1,578.08																																																																																																																																																												
City of LG Plumbing	7		\$947.52																																																																																																																																																												
UC Plumbing	5		\$1,451.52																																																																																																																																																												
City of LG Electrical	17		\$1,881.60																																																																																																																																																												
UC Electrical	20		\$2,808.40																																																																																																																																																												
City of LG Demolition	0		\$0.00																																																																																																																																																												
UC Demolition	0		\$0.00																																																																																																																																																												
AG Exempt permits	2																																																																																																																																																														
TOTALS:	104		\$22,127.15	\$24,148.15																																																																																																																																																											
Fiscal Year Running Totals:	852		\$202,578.50	\$78,632.78																																																																																																																																																											
February 2020																																																																																																																																																															
Permit Type	Permits		Permit Fees	Plan Review Fees																																																																																																																																																											
City of LG Building:	8		\$7,978.00	\$4,048.05																																																																																																																																																											
UC Building:	8		\$3911.00	\$2,232.10																																																																																																																																																											
City of LG MFH	0		0.																																																																																																																																																												
UC MFH	0		0																																																																																																																																																												
City of LG Mechanical	12		\$1,448.00																																																																																																																																																												
UC Mechanical	9		\$932.50																																																																																																																																																												
City of LG Plumbing	9		\$691.50																																																																																																																																																												
UC Plumbing	5		\$1047																																																																																																																																																												
City of LG Electrical	22		\$2,876.25																																																																																																																																																												
UC Electrical	15		\$1457.50																																																																																																																																																												
City of LG Demolition	0		\$0.00																																																																																																																																																												
UC Demolition	0		\$0.00																																																																																																																																																												

July 2020

Item	Date of Change in Status	Item	Comments				Department
			AG Exempt permits	1			
			TOTALS:	89	\$24,341.75	\$6,280.15	
			Fiscal Year Running Totals:	941	\$226,920.25	\$84,912.93	
			March 2020				
			Permit Type	Permits	Permit Fees	Plan Review Fees	
			City of LG Building:	15	\$12,047.20	\$7,612.33	
			UC Building:	18	\$17,826.00	\$10,063.30	
			City of LG MFH	0	\$0.00		
			UC MFH	2	\$900.00		
			City of LG Mechanical	12	\$1,440.5		
			UC Mechanical	13	\$1,123.00		
			City of LG Plumbing	9	\$2,218.50		
			UC Plumbing	6	\$1,234.5		
			City of LG Electrical	20	\$2,318.5		
			UC Electrical	20	\$2,739.00		
			City of LG Demolition	0	\$0.00		
			UC Demolition	0	\$0.00		
			AG Exempt permits	1			
			TOTALS:	116	\$41,847.2	\$17,675.63	
			Fiscal Year Running Totals:	1057	\$268,767.45	\$102,588.56	
			April 2020				
			Permit Type	Permits	Permit Fees	Plan Review Fees	
			City of LG Building:	12	\$14,619.00	\$9,063.15	
			UC Building:	14	\$17,351.00	\$111,008.40	
			City of LG MFH	0	\$0.00		
			UC MFH	0	\$0.00		
			City of LG Mechanical	11	\$1,794.56		
			UC Mechanical	23	\$2,066.60		
			City of LG Plumbing	8	\$917.28		

July 2020

Item	Date of Change in Status	Item	Comments				Department
			UC Plumbing	15		\$3,433.92	
			City of LG Electrical	21		\$2,371.88	
			UC Electrical	32		\$6,153.56	
			City of LG Demolition	1		\$95.00	
			UC Demolition	0		\$0.00	
			AG Exempt permits	0			
			TOTALS:	137		\$48,802.80	\$120,071.55
			Fiscal Year Running Totals:	1194		\$317,570.25	\$222,660.11
			May 2020				
			Permit Type	Permits		Permit Fees	Plan Review Fees
			City of LG Building:	8		\$60,022.00	\$38,750.40
			UC Building:	12		\$23,304.00	\$14,541.15
			City of LG MFH	0		\$0.00	
			UC MFH	1		\$450.00	
			City of LG Mechanical	8		\$548.00	
			UC Mechanical	16		\$1,030.50	
			City of LG Plumbing	10		\$2,082.00	
			UC Plumbing	4		\$1,255.50	
			City of LG Electrical	17		\$2,101.00	
			UC Electrical	15		\$2,196.25	
			City of LG Demolition	0		\$0.00	
			UC Demolition	0		\$0.00	
			AG Exempt permits	5			
			TOTALS:	96		\$92989.25	\$53,291.55
			Fiscal Year Running Totals:	1290		\$410,559.50	\$275951.66
			June 2020				
			Permit Type	Permits		Permit Fees	Plan Review Fees
			City of LG Building:	8		\$5,255.40	\$3,246.10
			UC Building:	11		\$10,719.00	\$6,878.95
			City of LG MFH	0		\$0.00	

July 2020

Item	Date of Change in Status	Item	Comments	Department																																																																																
			<table> <tr> <td>UC MFH</td><td>2</td><td></td><td>\$900.00</td><td></td></tr> <tr> <td>City of LG Mechanical</td><td>7</td><td></td><td>\$740.50</td><td></td></tr> <tr> <td>UC Mechanical</td><td>16</td><td></td><td>\$1,181.50</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>City of LG Plumbing</td><td>8</td><td></td><td>\$1,203.00</td><td></td></tr> <tr> <td>UC Plumbing</td><td>11</td><td></td><td>\$2,215.50</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>City of LG Electrical</td><td>18</td><td></td><td>\$3,198.00</td><td></td></tr> <tr> <td>UC Electrical</td><td>29</td><td></td><td>\$3,611.25</td><td></td></tr> <tr> <td>City of LG Demolition</td><td>1</td><td></td><td>\$95.00</td><td></td></tr> <tr> <td>UC Demolition</td><td>0</td><td></td><td>\$0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>AG Exempt permits</td><td>1</td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>TOTALS:</td><td>112</td><td></td><td>\$29,119.15</td><td>\$10,125.05</td></tr> <tr> <td>Fiscal Year Running Totals:</td><td>1402</td><td></td><td>\$439,678.65</td><td>\$286,076.71</td></tr> </table>	UC MFH	2		\$900.00		City of LG Mechanical	7		\$740.50		UC Mechanical	16		\$1,181.50							City of LG Plumbing	8		\$1,203.00		UC Plumbing	11		\$2,215.50							City of LG Electrical	18		\$3,198.00		UC Electrical	29		\$3,611.25		City of LG Demolition	1		\$95.00		UC Demolition	0		\$0.00							AG Exempt permits	1									TOTALS:	112		\$29,119.15	\$10,125.05	Fiscal Year Running Totals:	1402		\$439,678.65	\$286,076.71	
UC MFH	2		\$900.00																																																																																	
City of LG Mechanical	7		\$740.50																																																																																	
UC Mechanical	16		\$1,181.50																																																																																	
City of LG Plumbing	8		\$1,203.00																																																																																	
UC Plumbing	11		\$2,215.50																																																																																	
City of LG Electrical	18		\$3,198.00																																																																																	
UC Electrical	29		\$3,611.25																																																																																	
City of LG Demolition	1		\$95.00																																																																																	
UC Demolition	0		\$0.00																																																																																	
AG Exempt permits	1																																																																																			
TOTALS:	112		\$29,119.15	\$10,125.05																																																																																
Fiscal Year Running Totals:	1402		\$439,678.65	\$286,076.71																																																																																
2	New Item July 30, 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 will be administering the program.	City Manager																																																																																
3	New Item July 30, 2020	COVID-19 Emergency Loan Program	The City established an emergency loan program to help provide businesses with immediate assistance during the COVID-19 Pandemic. 24 businesses applied and received a total of \$181,520 in funding.	City Manager																																																																																
4	New Item July 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. Currently we are advertising the program which has restrictions on disbursements. NEOEDD is assisting the City with this program.	City Manager																																																																																
5	New Item July 30, 2020	COVID-19 Emergency Declaration	The City Council declared and emergency in response to COVID-19 Pandemic. This declaration currently extends through September 4, 2020 to coincide with the Governor's Emergency Declaration and may be extended as necessary.	City Manager																																																																																
6	New Item July 30, 2020	CARES Act COVID-19 Funding	The City is eligible for up to \$406,703 in funding through the CARES Act for reimbursable expenses related to the Pandemic. These funds are allocated by the State of Oregon and the City is requesting reimbursements on a monthly basis at this time.	City Manager																																																																																
7	New and Complete July 30, 2020	Employees Association Collective Bargaining Agreement	The City and the Employees Association have agreed upon a new 3-year agreement that begins on June 21, 2020	City Manager																																																																																
8	New and Complete July 30, 2020	Police Union Collective Bargaining Agreement	The City and the Police Union have agreed upon a new 3-year agreement that begins on June 21, 2020	City Manager																																																																																
9	New Item July 30, 2020	Fire Union Collective Bargaining Agreement	The City and the Fire Union are negotiations a new Collective Bargaining Agreement. The current agreement expired on June 20, 2020.	City Manager																																																																																
10	New and Complete	Management Exempt and Non-Exempt Employees	The City Council approved a revised compensation and benefit plan for the Management and non-exempt	City Manager																																																																																

Item	Date of Change in Status	Item	Comments	Department
	July 30, 2020	Benefit and Compensation Plan	employees that took effect on June 21, 2020.	
11	Completed	Library Director Search	Kip Roberson was hired as our new Library Director.	City Manager
12	Completed	Waste Pro Franchise Agreement	City garbage services are provided by Waste Pro under an outdated but still valid Franchise Agreement. The City Council approved a new Franchise Agreement.	City Manager
13	New Item July 30, 2020	Council Rules Update	The Mayor, Mayor Pro Tem, and City Manager are working on draft revisions to the City Council Rules for City Council consideration. A Work Session will be scheduled when the draft is complete.	City Manager
14	New Item July 30, 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.	City Manager
15	No Change September 13, 2019	Personnel Policy/Employee Handbook Update	Draft policy has been developed and provided to the Department Directors for an initial review. We are planning a working meeting with the Directors on September 19 th to make revisions. Once the draft is complete, we will work with bargaining groups prior to adoption.	City Manager
16	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
17	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
18	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
19	No Change February 26,	Urban Renewal Targeted Project Policy Development	Based on the Urban Renewal Agency Retreat, Staff will work on a new policy for targeting specific properties	District Manager

Item	Date of Change in Status	Item	Comments	Department																										
	2019		for Agency initiated grant funding.																											
20	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																										
21	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																										
22	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																										
23	Updated 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																										
24	Completed June 2020	Union Dues Court Case	The new Collective Bargaining Agreement addresses the Supreme Court Ruling regarding employers deducting union dues from paychecks.	City Manager																										
25	Updated July 23, 2020	Advisory Commission Vacancies	<div><div>The following table outlines the existing vacancies.</div><table><tr><th>Advisory Commission</th><th>Vacancies</th></tr><tr><td>Air Quality</td><td>7/7</td></tr><tr><td>Arts</td><td>1/7</td></tr><tr><td>Building Board of Appeals</td><td>4/5</td></tr><tr><td>Budget Committee</td><td>2/7</td></tr><tr><td>Community Landscape/Forestry</td><td>0/7</td></tr><tr><td>Landmarks</td><td>1/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>2/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>Union County Tourism</td><td>0/2</td></tr><tr><td>Urban Renewal-currently not meeting</td><td>2/7</td></tr></table></div>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	1/7	Building Board of Appeals	4/5	Budget Committee	2/7	Community Landscape/Forestry	0/7	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	2/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal-currently not meeting	2/7	City Recorder
Advisory Commission	Vacancies																													
Air Quality	7/7																													
Arts	1/7																													
Building Board of Appeals	4/5																													
Budget Committee	2/7																													
Community Landscape/Forestry	0/7																													
Landmarks	1/5																													
Library	0/5																													
Parking, Traffic Safety and Street Maintenance	2/7																													
Parks and Recreation	0/7																													
Planning	0/5																													
Union County Tourism	0/2																													
Urban Renewal-currently not meeting	2/7																													
26	Updated July 23, 2020	URA projects fund updates Fiscal YTD	<div><div>2019-2020 Call for Projects</div><table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>BR Office Condo. Assoc.</td><td>1902 4th Street</td><td>Renovation for business expansion</td><td>\$63,211</td><td>Completed</td></tr><tr><td>Countertop Solutions</td><td>1415 Jefferson</td><td>Renovation of historic property for business expansion</td><td>\$36,789</td><td>Completed</td></tr><tr><td>Grande Ronde Animal Hospital</td><td>2400 Adams Avenue</td><td>New Construction for New Business</td><td>\$75,000</td><td>Completed</td></tr><tr><td>Lottes</td><td>1413</td><td>Renovation/</td><td>\$75,000</td><td>Completed</td></tr></table></div>	Business	Address	Project	Funds	Status	BR Office Condo. Assoc.	1902 4 th Street	Renovation for business expansion	\$63,211	Completed	Countertop Solutions	1415 Jefferson	Renovation of historic property for business expansion	\$36,789	Completed	Grande Ronde Animal Hospital	2400 Adams Avenue	New Construction for New Business	\$75,000	Completed	Lottes	1413	Renovation/	\$75,000	Completed	Economic Development	
Business	Address	Project	Funds	Status																										
BR Office Condo. Assoc.	1902 4 th Street	Renovation for business expansion	\$63,211	Completed																										
Countertop Solutions	1415 Jefferson	Renovation of historic property for business expansion	\$36,789	Completed																										
Grande Ronde Animal Hospital	2400 Adams Avenue	New Construction for New Business	\$75,000	Completed																										
Lottes	1413	Renovation/	\$75,000	Completed																										

Item	Date of Change in Status	Item	Comments					Department												
			Building	Adams	Restoration of Historic Property															
			Steve’s Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Not Started													
			2018-2019 Call for Projects																	
			Business	Address	Project	Funds	Status													
			Valley Vet	401 Adams	Structural Upgrades	\$35,000 award	Not started yet													
			Kehr	1802 4 th Street	New CrossFit	\$50,000 award	Complete													
			LT Dev	1012 Adams	Restoration	\$50,000 Award	In process—Progress payment disbursed for \$37,500													
			Texaco	1508 Adams	Retro Suit	\$50,000 award	Not started													
			Direct Music	1206 Adams	Store Exp.	\$15,000 award	Complete													
			Call for Projects carried over																	
			Business	Address	Project	Funds	Status													
			Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	Complete													
			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													
27	Updated July 23, 2020	Façade grant program	As of December 2018, there have been (4) façade grants issued. One was in process and has since withdrawn: 1. **Withdrawn**Philip Merrick, 711 Adams Avenue – Window Replacement Boylan Studios- 702 Adams Ave. – Siding, Doors, windows and lighting. – Completed payment for \$5,734.34					Economic Development												
28	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												
29	No Change June 6, 2019	Retail Development Program	Reported Above					Economic Development												
30	Updated January 3, 2020	Chart of Accounts Review	Form a committee involving all departments to update and refine all Accounts within the Chart of Accounts to reflect descriptions that are more appropriate to the types of activities that are being completed as well as combining accounts that are similar in nature. In December, the committee met and reviewed the Chart of Accounts and discussed recommended changes. The Revenue portion has been sent out for review and is now being finalized					Finance												
31	New Item July 30, 2020	Statistics	<table><tr><td>Month of June, 2020</td><td>Current</td><td>YTD</td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$ 1,389,390</td><td>\$ 4,954,433</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$ 365,037</td><td>\$ 10,089,349</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$ 1,389,390</td><td>\$25,816,924</td></tr></table>					Month of June, 2020	Current	YTD	Monthly Revenue (all funds)	\$ 1,389,390	\$ 4,954,433	Monthly Revenue (general fund)	\$ 365,037	\$ 10,089,349	Monthly expenses amount (all funds)	\$ 1,389,390	\$25,816,924	Finance
Month of June, 2020	Current	YTD																		
Monthly Revenue (all funds)	\$ 1,389,390	\$ 4,954,433																		
Monthly Revenue (general fund)	\$ 365,037	\$ 10,089,349																		
Monthly expenses amount (all funds)	\$ 1,389,390	\$25,816,924																		

Item	Date of Change in Status	Item	Comments	Department																														
			<table><tr><td>Monthly expenses (general fund)</td><td>\$ 773,913</td><td>\$ 10,089,349</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>219</td><td>2,448</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>158</td><td>2,092</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$ 840,310</td><td>\$ 10,606,841</td></tr><tr><td># of Water accounts billed:</td><td>4,828</td><td>57,374</td></tr><tr><td># of LID accounts billed:</td><td>0</td><td>60</td></tr><tr><td>Pieces of mail processed</td><td>471</td><td>6,477</td></tr><tr><td>Electronic Utility Payments Received</td><td>2,721</td><td>33,681</td></tr><tr><td># of NSF checks the City received:</td><td>1</td><td>53</td></tr><tr><td colspan="3"></td></tr></table>	Monthly expenses (general fund)	\$ 773,913	\$ 10,089,349	# of Accounts Payable Checks issued:	219	2,448	# of Payroll Checks/AP issued:	158	2,092	Monthly Payroll expenses:	\$ 840,310	\$ 10,606,841	# of Water accounts billed:	4,828	57,374	# of LID accounts billed:	0	60	Pieces of mail processed	471	6,477	Electronic Utility Payments Received	2,721	33,681	# of NSF checks the City received:	1	53				
Monthly expenses (general fund)	\$ 773,913	\$ 10,089,349																																
# of Accounts Payable Checks issued:	219	2,448																																
# of Payroll Checks/AP issued:	158	2,092																																
Monthly Payroll expenses:	\$ 840,310	\$ 10,606,841																																
# of Water accounts billed:	4,828	57,374																																
# of LID accounts billed:	0	60																																
Pieces of mail processed	471	6,477																																
Electronic Utility Payments Received	2,721	33,681																																
# of NSF checks the City received:	1	53																																
32	Updated January 3, 2020	Springbrook Software access updates to include more employees and departments	Access is being created by groups which is a new concept to the current access set up which is for Finance only. Allowing access to department personnel will allow each department to view real time information and give the ability to print reports for themselves as needed. There will be education provided to departments on how to use. Security and user permissions have been set up in the system. A user guide is currently being created and ESD has been notified to create access to Springbrook for those that don't already have it. IT is currently working to give access to those who are approved and education has begun on how to use. There are four department remaining to be trained. Department training is down to 1 department remaining for training.	Finance																														
33	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																														
34	Completed, March 15, 2020	Software upgrade	We are working with Springbrook Software to identify our custom code. Once this is completed, we will be able to determine which upgrade level we will move to. It has been determined that we will not be able to remove all custom code due to the Utility Reading System. A request to a software upgrade has been made and we are awaiting the system requirements and quote. All quotes have been received and workorders have been placed for both the hardware and software. IMESD and Springbrook are working together to work out Software/Hardware details and will notify us when this is complete. Currently we are scheduled for our upgrade process from 1/6/20 – 3/16/20. The software update was completed successfully.	Finance																														
35	No Change July 23, 2019	Transient Lodging Tax Ordinance	Update language in the current Transient Lodging Tax Ordinance to incorporate definitions to clarify intermediaries and other language as recommended by LOC. The 1 st draft has been completed and passed on for another review.	Finance																														
36	New Item July 30, 2020	Pre Audit and Annual Audit	The Preliminary Audit was completed prior to June 30, 2020. The annual audit is currently scheduled for the week of October 5 th , 2020.	Finance																														
37	No Change October 10,	Cross Training	We continue to cross train employees so in the absence of an employee we are able to perform most functions	Finance																														

Item	Date of Change in Status	Item	Comments	Department
	2019		without much delay. This process is continually on-going with Fiscal Year End and Calendar year end processes.	
38	New Item July 1, 2020	Accounts Receivable Module	Beginning July 1, 2020 we implemented the use of the Accounts Receivable module. This will track most of the City's accounts receivables within the software which was previously done partially at the department level. Receivable activity is now reported to the Finance department which then bills the customer. Payments will now be received in the Finance Department as well for better tracking and allowing for more accurate financial records.	Finance
39	Updated July 27, 2020	Response Statistics	January 1, 2020 – July 27, 2020 <ul style="list-style-type: none"> • Total Calls: 1640 • Medical: 1254 • Fires/MVC 212 • Lift assist 165 • Other 9 	Fire
40	Updated July 27, 2020	Fire Code Inspections/Fire Prevention Activities	Chief has completed inspections for Anderson and Perry, Sac Annex, LG Family practice and Hobby habit. Chief has been involved with the plan review for the EOU field house project.	Fire
41	Complete July 27, 2020	Staffing	Candidate that accepted offer choose to drop out of the process. We advertised and tested again and as of July 21 st the Fire department is back to full staffing of 15. We are extremely excited about the individuals that have joined our team.	Fire
42	Updated July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
43	Updated July 27, 2020	Wildland Fire Interface Committee	Postponed due to Covid-19 concerns	Fire
44	Updated July 27, 2020	Child Safety Seat Installations and Bicycle Helmets	(3) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats. (1) Families instructed in proper bicycle helmet use with, (1) bike helmets being provided.	Fire
45	Updated July 27, 2020	Training	Shift personnel have been busy with regular monthly drills as well as much training for all of our recent hires. Our training Officer has developed and delivered training for our volunteers via Zoom during the pandemic. We are Planning to begin on site drills in August 2020.	Fire
46	Updated July 27, 2020	Traffic School	January: (6) students with revenue of \$ 300 February to present traffic schools canceled due to Fire station being closed to the public.	Fire
47	Updated July 27, 2020	Station Tours	Department made a video with the assistance of McKayla Nitz from Park/Rec of a virtual tour of the fire station. Video was posted on department web site and sent to various area teachers for distribution.	Fire
48	Updated July 27, 2020	PR Events	During the Pandemic the department has participated in numerous drive-by party parades. Provided public service announcements online.	Fire
49	Updated July 27, 2020	Public Education	Crews made a video of Fire Safety subjects and posted to the department web site. Again, with the assistance of McKayla Nitz.	Fire
50	Updated	Apparatus AFG Grant	Construction delayed due to Covid-19, Engine is	Fire

Item	Date of Change in Status	Item	Comments	Department
	July 27, 2020		scheduled to be delivered to Spokane late August 2020.	
51	Updated July 22, 2020	Current Recruitments	<ul style="list-style-type: none"> • Firefighter Paramedic Applications – Interviews/Testing – Hired final vacancy on 7/21/2020. • 911/Tele. Tech. Posted. Background in process. – 1 Position • Engineering Tech. III –Position - PW- vacancy. No qualified applicants received. • Utility Tech. II position- PW –All vacancies filled. • Code enforcement officer position posted. 	Human Resources
52	Updated July 30, 2020	Literacy Center	<ul style="list-style-type: none"> • The Literacy Center now offers Take-Out service. Free materials for learners at their skill level. Available in most Reading, Math, and Vocabulary levels. To order you literacy materials, call the Library at 541.962.1339 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
53	Updated July 30, 2020	Announcements	<ul style="list-style-type: none"> • The Library has been closed to the public since March 17, 2020. From March 17 thru June 1, all library programs and services were virtual only; book drops were locked for the duration as well. • Staff returned to working full-time in the building on June 1; book drops reopened with items remaining in quarantine for a minimum of 4 days. • The Library began Library Take-Out service on June 8 where patrons can request items online or by calling the library. Once their items are ready for pickup, patrons are called and given a time frame in which they may pick up their orders. • The Library began outdoor browsing of a variety of new books on July 28 with the Library Take-Out(side) service. The initial plan is to offer the service each Tuesday during Farmers' Market with the intent to expand to at least a 2nd day each week. • Storytime and Toddler Time have been offered regularly online thru Facebook and the Library's YouTube channel. • The Library created 2 new virtual programs – Trivia Tuesdays & Genre Book Club • Summer Reading program started June 1st and will run thru August 14th. Programming was developed for kids, teens, and adults this year. All programming is online thru the Beanstack app. Prizes this year were gift certificates to 66 different local business who need all the support they can get during the pandemic. • Library became a partner with Coursera and their Workforce Development Initiative. The partnership 	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>provides learner free access to over 3,000 job/career development courses and certificates of completion (usually not free). Learners can register for courses by 9/30 and must complete their courses by 12/31.</p> <ul style="list-style-type: none"> Library was awarded a mini-grant from the State Library that allowed us to acquire a 1 year subscription to Lynda.com by LinkedIn Learning. Lynda.com provides training courses on hundreds of topics that are career and job skills development related as well as courses that can be used by City directors for developing their employees' skills. In addition to Lynda.com, the mini-grant allowed us to purchase a 1 year subscription to 3 AtoZ World Press databases that have broad appeal to students and, especially, homeschool educators. The Library was awarded a 2020 Census mini-grant by the American Library Association in the amount of \$2,000. The library partnered with the 3 other public libraries in Union County to help ensure a more complete and equitable count. The Library partnered with the EOU Career Development Center to develop Spanish-language story times and STEM programming for the Latinx community. The programming was to have been delivered by June but has been delayed to the fall. The Library shifted much of its materials budget from print items to electronic items to meet the increases in demand for digital items. We added additional digital services including hoopla, Kanopy, Freading, Freegal, MyHeritage (in partnership with Baker County Library), Flipster Digital Magazines, and increased access to OverDrive/Libby items for La Grande residents only. The Library was asked to join a national cohort of small and rural libraries in a new program called Unite for Literacy. Participating libraries will have access to hundreds of early literacy titles in digital format and in a variety of foreign languages. The Library is maintaining its Little Free Food Pantry outside the main entrance. With food insecurity increasing in La Grande, this little bit of food does help those in need. In an attempt to connect the underserved patrons in La Grande to the internet, the Library has doubled the number of WiFi hotspots is has for checkout from 10 to 20. In early August, the Library will begin offering 2 ChromeKits for checkout. A ChromeKit contains a Chromebook laptop and a WiFi hotspot. If successful, the Library will look for 	

Item	Date of Change in Status	Item	Comments	Department
			<p>ways to add to the program.</p> <ul style="list-style-type: none"> The Library partnered with the Parks Department to install a StoryWalk® in Riverside Park. This permanent installation promotes literacy and exercise. Featuring 20 panels, participants will walk the length of a short trail stopping to read pages from a storybook. The first story will feature local author Keith Baker. Manufacturing and extreme heat have delayed the project a bit; the walk should open in early August. The Library roof replacement project has been awarded to a contractor with work scheduled to being mid- to late-August. The Library replaced its aging and nearly inoperable phone system with an auto attendant system. Patrons calling the library now have accurate information and can connect directly to a specific staff member if they so desire. They will also never receive a busy signal and will be able to leave a voicemail so that we can call them back. The Library implemented a new service called Dial-A-Story. Anyone of any age who wishes to hear a story or poem read to them can dial 541.624.6339 and select from a menu of stories. At least one will always be in Spanish. While the building has been closed to the public, staff have taken the opportunity to do some long overdue collection maintenance. All shelving has been arranged for better accessibility by all patrons. Many seating areas have been rearranged as well. The Library is in Phase 3 (orange level) of its reopening plan which means the building remains closed to the public in order to minimize contact and to ensure the coronavirus (COVID-19) does not re-emerge in our community; the next phase (yellow level) will allow for some limited in-building access; however, no date has yet been determined for when we move into that phase. Cook Memorial Library welcomed a new director, Kip Roberson, who started on October 14th. Kip joins the library from Seattle. A public Meet & Greet was held on November 6th. Carrie Bushman attended The Association for Rural and Small Libraries (ASRL) Annual Conference in Burlington, Vermont. Harvest Share returns to the Library this fall on Tuesdays 10 am-noon, with free produce for everyone. Harvest Share is a collaboration with the 	

Item	Date of Change in Status	Item	Comments	Department
			<p>OHSU School of Nursing. Fall dates are October 15 & 22 and November 5, 12, & 19.</p> <ul style="list-style-type: none"> The Library was awarded a \$17,000 grant from the Oregon Community Foundation to replace all 16 public computers and software. Food for Fines drive ran from November 4 – December 27. Up to \$10 in late fees may be waived by donating 1 non-perishable food item per dollar waived. The Library is once again checking out WIFI hotspots; there are 10 of them for the public to use. An additional 2 were acquired – one for library staff to use offsite and one for City employees to borrow when traveling for work. The Library unveiled a new website and domain name in December. The Library can now be reached at www.CookMemorialLibrary.org. The Library added several new eServices much to the delight of patrons. The new services include: <ul style="list-style-type: none"> Kanopy – a movie streaming service Freegal – music streaming and song download service Freeding – a no holds, no wait eBook service Wowbrary – a weekly newsletter highlighting new materials in the library’s collection. The newsletter is delivered to all patrons with an email address Library ELF – a library account management service that allows patrons to monitor all the library cards within a family or household. Sends email and text message reminders that items are due. Automatically renews items, if they can be renewed, thus allowing patrons to avoid overdue fines. Chief Harvey and Lt. Bell led library staff thru a de-escalation and basic self-defense/deflection training as well as armed intruder training. A representative from Greater Oregon Behavioral Health’s Eastern Oregon Opioid Solutions provided library staff, 2 parks staff, and a handful of social services provides a training on how to recognize if someone is under the influence of an opioid, the signs of an overdose, and how to administer Narcan in the event of an overdose. The library has 2 overdose kits readily available at the service desk should an overdose happen. <p>All table lamps in the library, many non-functioning, were replaced with new lamps that feature both electrical and USB outlets for the convenience of patrons...no more crawling on the floor to access a floor box. Several study carrels were outfitted with power strips that have both electrical and USB outlets on them too.</p>	

Item	Date of Change in Status	Item	Comments			Department
54	Updated July 30, 2020	Statistics	Current Month (Mar-Jun)	Last Month	Information from 3/1/2020 to 6/30/2020	Library
			8,936		Circulation	
			0		Door count	
			73		New Cardholders	
			17,946		Total Card holders	
			35		Overdue notices	
			5,643		Library2Go e-books & e-audio	
			1,931		Library2Go Cost per Checkout	
			822		hoopla	
			706		Kanopy	
			124		Freeding	
			0		Events in community room	
			0		Adult program attendance	
			139		Children's program attendance	
			0		Teen program attendance	
			0		Volunteer hours	
			1,818		Total Sage ILL	
					Missing from these statistics are the attendance/views of our virtual programs. Several have had hundreds of views which indicates that we are reaching a broader audience than we would have with in-building programming.	
55	No Change October - December, 2019	Children's/Young Adults	<ul style="list-style-type: none"> • See Library Announcements section. • To check on events, visit the library's website, Facebook, Instagram and Pinterest pages. • Children from newborn to age five may be signed up for the Dolly Parton Imagination Library free book program at the library. Children will receive an age-appropriate book mailed to their home in their name every month until they reach age 5. • New children's programming for fall includes LEGO Play on Wednesdays at 3:30 pm and Storytime on Fridays at 1:30 pm. • Toddler time is held on Mondays at 10:20 a.m. for children ages 14 months to 4 years and their caregivers. • Baby Tot Bop, for those three years old and under, is moving to Thursday mornings at 10:00 am as of October 3. • Teen Book Clubs, one for middle school age and one for high schoolers meet first Thursday of the month. Check Website for times. • Teen writing circle meets once a month, second 			Library

Item	Date of Change in Status	Item	Comments	Department
			<p>Thursday 4-5 p.m. The Teen Writing Circle is a place to exchange ideas, brainstorm, and get feedback from peers. Teens are encouraged to bring their stories and writing ideas to share.</p> <ul style="list-style-type: none"> • Teen iCraft will be held Friday, October 18 at 4 pm. Teens will paint pumpkins. This free activity is open to anyone in middle or high school. Supplies are provided and space is limited to 25 participants. Registration is not needed. The activity will be held in the library's Community Room. • New Friday evening event features classic role-playing game Dungeons & Dragons. It has a revolving group of youth to adults of about one dozen people, with actual participation averaging about 9 at each meeting. Sessions vary from 2-1/2 to 3 hours. • Digital audiobooks and e-books are available with a library card on two apps: Overdrive and Libby. Perfect for young readers, Libby is a kid-friendly format. Both apps are free and can be used by logging in with a library barcode and password. Contact the library for a password if needed. • GO-STEM kits, part of the "Greater Oregon Science, Technology, and Math," regional partnership with EOU have been added to the collection. Kits include components to explore STEM principles and education. Library has also added Blocks Rock! STEM kits to the collection. These fun and colorful kits include blocks, a timer, and cards for ages 4+ to play competitive and educational games. • 	
56	No Change October - December, 2019	Adult Programs	<ul style="list-style-type: none"> • See Library Announcements section. • Page Turners book club for adults meets the 2nd Tuesday every month. To check on upcoming book selection, please call or visit the Library around the first of the month. The library acquires multiple copies for checkout by readers. • Four book club kits are now available for patron check out to use in their own book clubs, each with 7 to 10 copies of a title and a sheet of questions. • Ballet Basics for adults is on Tuesdays from 12:10 pm-1:00 pm. This free class explores the fundamentals of ballet to build grace, strength, and flexibility in a low-key environment. Drop-in, free. Participants should wear work out 	Library

Item	Date of Change in Status	Item	Comments	Department									
			<p>apparel and ballet slippers, if possible.</p> <ul style="list-style-type: none">Guided and silent meditation sessions are Wednesdays from 5:15 pm-6:00 pm. Led by Kitia Chambers, sessions explore a variety of meditation and relaxation styles and techniques. No experience or registration necessary.Foreign films are show every second Friday at 4:00 p.m. in the Community Room. Refreshments are provided.										
57	Updated July 28, 2020	Parks Maintenance Update	<ul style="list-style-type: none">Anchored floating dock to concrete abutment and completed life jacket loaner station installation at Morgan Lake.Managing extra COVID restroom cleaning protocol 2x per day. Removed basketball hoops.Working on refilling playground surfacing chips at various parks. Pruned and removed various trees and shrubs from Island City Avenue landscape strip/refilled mulch.	Parks & Rec-Maintenance									
58	Updated 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									
59	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									
60	Completed July 28, 2020	Current Greenway Easement	<ul style="list-style-type: none">The City has an easement for a small segment of the existing Greenway and have reached agreement with the property owner to transfer City property for the portion of the easement that is being used for the trail. Property transaction is complete.	Parks & Rec-Admin									
61	Completed July 28, 2020	Pioneer Park Concessions Grant	<ul style="list-style-type: none">Construction of the new concession stand, bleachers, and ADA pathway are complete. Many thanks to the dozens of volunteers and businesses that helped complete this project.	Parks & Rec-Admin									
62	Updated January 8, 2020	Pool Statistics FY End	<table><tr><td></td><td><u>FY 18-19</u> <u>Fiscal Yr</u> <u>End</u></td><td><u>FY 19-20</u> <u>Fiscal Yr</u> <u>End</u></td></tr><tr><td>ATTENDANCE</td><td>39,164</td><td>24,364</td></tr><tr><td>REVENUE</td><td>\$185,143</td><td>\$128,010</td></tr></table>		<u>FY 18-19</u> <u>Fiscal Yr</u> <u>End</u>	<u>FY 19-20</u> <u>Fiscal Yr</u> <u>End</u>	ATTENDANCE	39,164	24,364	REVENUE	\$185,143	\$128,010	Parks & Rec-Aquatics
	<u>FY 18-19</u> <u>Fiscal Yr</u> <u>End</u>	<u>FY 19-20</u> <u>Fiscal Yr</u> <u>End</u>											
ATTENDANCE	39,164	24,364											
REVENUE	\$185,143	\$128,010											
63	Updated July 28, 2020	Pool Programs Update	<ul style="list-style-type: none">Program revenue was down last year over \$50,000 due to COVID due to facility closure and cancellation of swim lessons and other programs.Currently the pool is open Mon/Wed/Fri with limited hours with locker rooms closed. Extra cleaning protocols, directional signage, limited entry/exit points are all in place.Attendance is low, but Swim Club is able to participate along with many of senior clients. Operation limited to lap/therapy swim only.	Parks & Rec-Aquatics									
64	Completed July 28, 2020	Pool Maintenance	Front remodel is complete including new paint and new cabinets for extra retail sales space.	Parks & Rec-Aquatics									

Item	Date of Change in Status	Item	Comments	Department
65	Updated July 28, 2020	Recreation Program Update	<ul style="list-style-type: none"> Jan/Feb - Youth Basketball had 225 player registrations with a total of 23 teams. We placed referees in both gyms and this program ran much smoother because of this. The season had to end early due to COVID-19. The season ran from Jan 25-March 7. We held an Excursion to the Pendleton Ice Rink on Jan 20th and had 5 teens attend. Adult Basketball had 4 teams. The addition of a trained Referee made the season run much smoother. That season was also cut short and ran from Jan 25-March 7 Starting in March, we canceled all of our Spring Programs due to COVID-19 concerns/guidelines. To help respond, Recreation Staff helped with grocery delivery in the community. In June, we were able to start our Summer Camp programming under strict guidelines. We ran 1 full week of 10 kids, but in week 2 had to shut back down because of an outbreak. In mid-July, Staff started making and selling Take Home Kits that are themed after the Summer Camps that we had to cancel. These have been wildly popular and we sold all 40 kits in our first week's theme. We are now waiting on the School District to make a decision on what the school year will look like. We will use this decision to decide if/when we are going to hold our new after school program as well as fall youth sports. All events remain cancelled. 	Parks & Rec-Recreation
66	New Item July 28, 2020	Safe Routes To School Program Update	<ul style="list-style-type: none"> Staff is working on a plan to engage school children virtually in the fall by supplying tool kits for teachers to distribute. Successful social media outreach providing parents and families with safe pedestrian and bicycle safety tips. Networking with Oregon SRTS and National SRTS groups to compile more tools. Staff is working on promoting national walking day in October either virtually or at schools. <p>Staff is also contacting parent groups to get volunteers to work on a slowdown campaign for the three focus schools (LMS, Greenwood, and Central)</p>	Parks & Rec-SRTS
67	Updated July 28, 2020	Urban Forestry Update	<ul style="list-style-type: none"> Coordinated the spring beautification awards: Residential award - Dawn Guentert, 1305 9th Street. Commercial award - C's Storage, 3107 Cove Avenue. Coordinated the spring beautification awards: Residential award - Dawn Guentert, 1305 9th Street. Commercial award - C's Storage, 3107 Cove Avenue. 5 Community Landscape and Forestry Commission members and other volunteers planted 18 park and 	Parks & Rec-Urban Forestry

Item	Date of Change in Status	Item	Comments	Department																																										
			<p>right-of-way trees including the planting of the Hiroshima Green Legacy Peace Tree at Riverside Park this spring.</p> <ul style="list-style-type: none">• Provided classroom and virtual presentations about the Peace Tree project for LGSD 4th & 5th Grade classes.• In April, provided teachers with information about Arbor Day at Home activities from the Arbor Day Foundation and tree related lesson plans.• Planning ahead to fall for Greenway tree planting where property dispute has been resolved.• Continuing daily summer watering and tree care. Currently working on maintenance to the downtown area including weed control, pruning and irrigation system repair.																																											
68	Updated July 28, 2020	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">• Planning to combine with Public Works Arc GIS. All parks inventory has been inputted except Riverside Park.	Parks & Rec- Urban Forestry																																										
69	No Change January 10, 2020	Wildland Urban Interface Committee	<ul style="list-style-type: none">• Committee continued outreach to property owners for a Firewise demonstration property.	Parks & Rec- Urban Forestry																																										
70	Updated July 28, 2020	September Urban Forestry Statistics	<table><tr><td>July 1, 2019 – June 2020</td><td>In June</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>11</td><td>66</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>12</td></tr><tr><td>Street Trees Removed</td><td>17</td><td>48</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>3</td></tr><tr><td>Street Trees Pruned</td><td>57</td><td>1094</td></tr><tr><td>Park Trees Pruned</td><td>8</td><td>115</td></tr><tr><td>Community Responses</td><td>40</td><td>277</td></tr><tr><td>Nuisance Responses</td><td>6</td><td>38</td></tr><tr><td>Field/Tree Evaluations</td><td>35</td><td>190</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>9</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>8</td></tr><tr><td>Site Plan Reviews</td><td>4</td><td>29</td></tr><tr><td>Volunteer Hours</td><td>6</td><td>129</td></tr></table>	July 1, 2019 – June 2020	In June	YTD	Street Trees Planted	11	66	Park Trees Planted	0	12	Street Trees Removed	17	48	Park Trees Removed	0	3	Street Trees Pruned	57	1094	Park Trees Pruned	8	115	Community Responses	40	277	Nuisance Responses	6	38	Field/Tree Evaluations	35	190	Ordinance Enforcement	0	9	Tree Service Permits	0	8	Site Plan Reviews	4	29	Volunteer Hours	6	129	Parks & Rec- Urban Forestry
July 1, 2019 – June 2020	In June	YTD																																												
Street Trees Planted	11	66																																												
Park Trees Planted	0	12																																												
Street Trees Removed	17	48																																												
Park Trees Removed	0	3																																												
Street Trees Pruned	57	1094																																												
Park Trees Pruned	8	115																																												
Community Responses	40	277																																												
Nuisance Responses	6	38																																												
Field/Tree Evaluations	35	190																																												
Ordinance Enforcement	0	9																																												
Tree Service Permits	0	8																																												
Site Plan Reviews	4	29																																												
Volunteer Hours	6	129																																												
71	Updated January 13, 2020	Notable Projects Approved	<p><u>16th Street – 55+ housing development:</u> GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8th, which allows for lots to be marketed and sold and permits issues for the construction of homes.</p> <p><u>Russell Avenue, near Spruce Street – Veteran Village tiny home development:</u> GCT Land Management is constructing a 10 unit tiny home development in partnership with Veteran Affairs. The remodel of the existing home on-site is underway, which will convert the existing home into a club house and office space for the development. Construction of tiny homes should begin by the Spring 2020.</p>	Planning																																										

Item	Date of Change in Status	Item	Comments	Department																																			
			<p><u>Union County Warming Station:</u> All land use appeals have concluded and their Conditional Use Permit approval is final. The next step is for the Warming Station to submit for building permits to construct required tenant improvement, which includes interior fire walls, a fire suppression and alarm system, exterior security lighting, other.</p> <ul style="list-style-type: none"> <u>EOU Field House:</u> The City Building and Planning Departments have had several pre-application meetings with EOU regarding the construction of a field house and are continuing to work with EOU to determine the building code and development code requirements to support the construction of this building. No land use applications have been submitted to the City for consideration as of this time. 																																				
72	Updated July 23, 2020	Calendar YTD Planning Statistics	<table> <tr> <th></th><th><u>June 2019</u></th><th><u>June 2020</u></th><th><u>FY 18-19</u></th><th><u>Current 19-20</u></th></tr> <tr> <td><u>Land Use Apps</u></td><td>5</td><td>5</td><td>52</td><td>49</td></tr> <tr> <td><u>Zoning Approvals</u></td><td>4</td><td>2</td><td>50</td><td>45</td></tr> <tr> <td><u>New Business Permits</u></td><td>3</td><td>5</td><td>25</td><td>1</td></tr> <tr> <td><u>Revenue (Land Use Fees)</u></td><td>\$1,155</td><td>\$7,060</td><td>\$11875</td><td>\$15,032.50</td></tr> <tr> <td><u>Revenue (Zoning Approval)</u></td><td>\$100</td><td>\$25</td><td>\$1150</td><td>\$875</td></tr> <tr> <td><u>Revenue (Parks SDC)</u></td><td>0</td><td>0</td><td>\$8425</td><td>\$6,825</td></tr> </table>		<u>June 2019</u>	<u>June 2020</u>	<u>FY 18-19</u>	<u>Current 19-20</u>	<u>Land Use Apps</u>	5	5	52	49	<u>Zoning Approvals</u>	4	2	50	45	<u>New Business Permits</u>	3	5	25	1	<u>Revenue (Land Use Fees)</u>	\$1,155	\$7,060	\$11875	\$15,032.50	<u>Revenue (Zoning Approval)</u>	\$100	\$25	\$1150	\$875	<u>Revenue (Parks SDC)</u>	0	0	\$8425	\$6,825	Planning
	<u>June 2019</u>	<u>June 2020</u>	<u>FY 18-19</u>	<u>Current 19-20</u>																																			
<u>Land Use Apps</u>	5	5	52	49																																			
<u>Zoning Approvals</u>	4	2	50	45																																			
<u>New Business Permits</u>	3	5	25	1																																			
<u>Revenue (Land Use Fees)</u>	\$1,155	\$7,060	\$11875	\$15,032.50																																			
<u>Revenue (Zoning Approval)</u>	\$100	\$25	\$1150	\$875																																			
<u>Revenue (Parks SDC)</u>	0	0	\$8425	\$6,825																																			
73	Updated July 29, 2020	Housing Needs Analysis (HNA)	<p>The City of La Grande was identified as being a severely rent burdened city, with over 25% of our renter households spending more than 50% of their household income on housing expenses. This qualified the City for a State funded project to conduct a Housing Needs Analysis (HNA), which was required by HB 4003, and later reinforced with HB 2003. The HNA was completed in June 2019 and was intended to be adopted shortly after. However, Planning staff intended to bundle the HNA with other housing code updates required by the Oregon State Legislature, along with miscellaneous City code updates.</p> <p>Unfortunately, there were delays in completing various code updates and having them ready to bundle with the HNA. Then, the COVID-19 closures affected public meeting schedules and how the City engages the public in the Code amendment process.</p> <p>Upon receiving guidance from the Oregon Department of Land Conservation and Development (DLCD), along with holding several Planning Commission and City Council meetings via Zoom meetings, staff is moving forward with the HNA adoption process. Following is</p>	Planning																																			

Item	Date of Change in Status	Item	Comments	Department
			<p>the anticipated schedule that will be followed:</p> <p>September 7, 2020.....35-Day Required Notice to the DLCD (or greater)</p> <p>October 13, 2020.....Public Hearing #1, before the Planning Commission</p> <p>November 4, 2020.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only.</p> <p>December 2, 2020.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.</p> <p>January, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption.</p> <p>February, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.</p> <p>March, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.</p> <p>March, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <ul style="list-style-type: none"> April, 2021.....30-Day Appeal Period - Acknowledgement 	
74	New item July 29, 2020	Housing Production Strategy (HPS)	<p>Pursuant to HB 2003, immediately following the completion and adoption of a HNA, cities are required prepare and adopt a Housing Production Strategy (HPS). The HNA identifies the City's housing needs over the next 20 years. The HPS identifies strategies for achieving the HNA goals and satisfying the housing need. This may include offering incentives to developers to encourage the development of new affordable housing.</p> <ul style="list-style-type: none"> The City of La Grande applied for and was awarded funding by the Oregon Department of Land Conservation and Development (DLCD) to conduct the HPS. The project will be jointly managed by DLCD and City staff, working with a consultant (Cascadia Partners). The project is required to be complete by June 2021, following by the City completing the adoption of the HPS by June 2022. 	Planning
75	New Item July 29, 2020	LDC Amendments Housing Codes (HB 2001 & HB 2003)	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.	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>Some amendments include allowing duplexes as outright use in all residential zones. City's may no longer have zones limited to single-family dwellings. Additional HB 2001 has resulted in the State establishing housing design standards (OAR 660, Division 46), one of which requires cities to reduce their parking requirements for duplexes to not be greater than 1 parking space per dwelling unit.</p> <ul style="list-style-type: none"> As these LDC amendments are mandated by the State per HB 2001 and HB 2003, with a requirement for final adoption by June 2021, Staff has made these amendments a priority over all other planned code amendments, which have now been put on hold due to limited staff resources. 	
76	Updated 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> <ul style="list-style-type: none"> These amendments were put on hold in 2019 due to a combination of reasons, such as limited Staff resources for preparing a new sign code and the need for professional assistance (possibly a consultant and a fair amount of assistance from the City attorney). This has been further complicated by the current COVID-19 meeting limitations which makes it challenging to effectively engage the public in the code preparation process, not to mention the shift in priority and focus on the LDC amendments to address HB 2001/2003. 	Planning
77	No Change February 20, 2019	Code Amendments Floodplain Regulations	<p>As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until October 2021.</p> <ul style="list-style-type: none"> Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed. 	Planning
78	Updated July 29, 2020	Taylor Creek Floodplain Mapping	<p>Anderson Perry has completed the computer model that will be submitted to FEMA with the revised flood maps. A work session with the council was held on October 21, 2019, to review the findings of the model and map revisions.</p>	Planning/ Public Works

Item	Date of Change in Status	Item	Comments	Department																		
			<ul style="list-style-type: none">This process was put on hold as we would like to partner with Union County to update adjacent areas at the same time we submit our request to FEMA. This is critical as the flood zones bridge across both City and County areas that are covered in multiple maps and they should be addressed at the same time for map accuracy and consistency. Staff is currently discussing the map changes with the County and intends to proceed the process once the County has made a decision on whether to proceed with the partnership.																			
79	Updated July 28, 2020	<u>Statistics:</u> Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JUN 20</th><th>YTD</th></tr><tr><td>Primary 911 calls for service:</td><td>100</td><td>435</td></tr><tr><td>Secondary 911 calls for service:</td><td>33</td><td>146</td></tr><tr><td>Other calls for service:</td><td>846</td><td>5,272</td></tr><tr><td>Case Numbers:</td><td>104</td><td>674</td></tr><tr><td>Traffic Stops:</td><td>126</td><td>766</td></tr></table>	TYPE OF ACTIVITY	JUN 20	YTD	Primary 911 calls for service:	100	435	Secondary 911 calls for service:	33	146	Other calls for service:	846	5,272	Case Numbers:	104	674	Traffic Stops:	126	766	Police
TYPE OF ACTIVITY	JUN 20	YTD																				
Primary 911 calls for service:	100	435																				
Secondary 911 calls for service:	33	146																				
Other calls for service:	846	5,272																				
Case Numbers:	104	674																				
Traffic Stops:	126	766																				
80	Updated July 28, 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><tr><th>TYPE OF CASE</th><th>JUN 20</th><th>YTD</th></tr><tr><td>Child Abuse:<ul style="list-style-type: none">Physical Abuse: 2Sexual Abuse: 2Neglect: 12Domestic Violence: 2</td><td>18</td><td>132</td></tr><tr><td>Elder Abuse:<ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0</td><td>0</td><td>3</td></tr><tr><td>Domestic Violence / SART:<ul style="list-style-type: none">Domestic Violence: 3SART: 1 (Sexual Assault Response Team)</td><td>4</td><td>38</td></tr><tr><td>Death Investigations:<ul style="list-style-type: none">Unattended: 0Suicide: 0Homicide: 0</td><td>0</td><td>1</td></tr><tr><td>Miscellaneous:<ul style="list-style-type: none">Background Investigations: 1Assault: 1Missing Persons: 1Major Crime Team: 0</td><td>3</td><td>26</td></tr></table>	TYPE OF CASE	JUN 20	YTD	Child Abuse: <ul style="list-style-type: none">Physical Abuse: 2Sexual Abuse: 2Neglect: 12Domestic Violence: 2	18	132	Elder Abuse: <ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0	0	3	Domestic Violence / SART: <ul style="list-style-type: none">Domestic Violence: 3SART: 1 (Sexual Assault Response Team)	4	38	Death Investigations: <ul style="list-style-type: none">Unattended: 0Suicide: 0Homicide: 0	0	1	Miscellaneous: <ul style="list-style-type: none">Background Investigations: 1Assault: 1Missing Persons: 1Major Crime Team: 0	3	26	Police
TYPE OF CASE	JUN 20	YTD																				
Child Abuse: <ul style="list-style-type: none">Physical Abuse: 2Sexual Abuse: 2Neglect: 12Domestic Violence: 2	18	132																				
Elder Abuse: <ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0	0	3																				
Domestic Violence / SART: <ul style="list-style-type: none">Domestic Violence: 3SART: 1 (Sexual Assault Response Team)	4	38																				
Death Investigations: <ul style="list-style-type: none">Unattended: 0Suicide: 0Homicide: 0	0	1																				
Miscellaneous: <ul style="list-style-type: none">Background Investigations: 1Assault: 1Missing Persons: 1Major Crime Team: 0	3	26																				
81	Updated July 28, 2020	<u>Statistics:</u> Communications Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JUN 20</th><th>YTD</th></tr><tr><td>Primary 911 calls:</td><td>392</td><td>2,095</td></tr><tr><td>All calls:</td><td>2,131</td><td>12,605</td></tr><tr><td>Traffic-Airtime:</td><td>202</td><td>1,512</td></tr><tr><td>Case reports handled: (LGPD / UCSO)</td><td>163</td><td>1,116</td></tr><tr><td>Records Requests:</td><td>101</td><td>648</td></tr></table>	TYPE OF ACTIVITY	JUN 20	YTD	Primary 911 calls:	392	2,095	All calls:	2,131	12,605	Traffic-Airtime:	202	1,512	Case reports handled: (LGPD / UCSO)	163	1,116	Records Requests:	101	648	Police
TYPE OF ACTIVITY	JUN 20	YTD																				
Primary 911 calls:	392	2,095																				
All calls:	2,131	12,605																				
Traffic-Airtime:	202	1,512																				
Case reports handled: (LGPD / UCSO)	163	1,116																				
Records Requests:	101	648																				
82	Updated July 28, 2020	<u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report) <i>Union County data -</i> <i>This is the most recent data available from the State. The State historically lags behind on reports.</i>	<table><tr><th>TYPE OF CRIME</th><th>MAY 20</th><th>YTD</th></tr><tr><td>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</td><td>10</td><td>58</td></tr><tr><td>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</td><td>50</td><td>378</td></tr><tr><td>Crimes Against Society - (Drug laws, DUII, Liquor Laws,</td><td>33</td><td>210</td></tr></table>	TYPE OF CRIME	MAY 20	YTD	Crimes Against Persons - (Assault, Robbery, Sex Crimes)	10	58	Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	50	378	Crimes Against Society - (Drug laws, DUII, Liquor Laws,	33	210	Police						
TYPE OF CRIME	MAY 20	YTD																				
Crimes Against Persons - (Assault, Robbery, Sex Crimes)	10	58																				
Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	50	378																				
Crimes Against Society - (Drug laws, DUII, Liquor Laws,	33	210																				

Item	Date of Change in Status	Item	Comments	Department															
			<div><div>Disorderly Conduct)</div><div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div></div> <div>941</div>																
83	New Item July 28, 2020	<div>Statistics: UCR State Crime Data - (Uniform Crime Report)</div> <div>State of Oregon data -</div> <div>This is the most recent data available from the State. The State historically lags behind on reports.</div>	<table><tr><th>TYPE OF CRIME</th><th>MAY 20</th><th>YTD</th></tr><tr><td>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</td><td>1,186</td><td>9,895</td></tr><tr><td>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</td><td>4,282</td><td>38,718</td></tr><tr><td>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</td><td>2,546</td><td>17,899</td></tr><tr><td>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</td><td>372</td><td>4,500</td></tr></table>	TYPE OF CRIME	MAY 20	YTD	Crimes Against Persons - (Assault, Robbery, Sex Crimes)	1,186	9,895	Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	4,282	38,718	Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	2,546	17,899	Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	372	4,500	Police
TYPE OF CRIME	MAY 20	YTD																	
Crimes Against Persons - (Assault, Robbery, Sex Crimes)	1,186	9,895																	
Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	4,282	38,718																	
Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	2,546	17,899																	
Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	372	4,500																	
84	Updated July 28, 2020	Training	<div>Operations Division:</div> <div><div>All officers completed quarterly firearms training.</div><div>All officers completed training in De-Escalation and Minimizing Use of Force.</div><div>All officers participated in online PoliceOne Academy training (various topics).</div><div>All officers completed a review of LGPD Policy updates.</div><div>NEO Regional SWAT engaged in their regular monthly training</div><div>One officer participated in Suicide Postvention Response training.</div></div> <div>Communications Division:</div> <div><div>One dispatcher attended Field Training and Evaluation Program (FTEP) training (24 hrs)</div><div>All dispatchers participated in online PoliceOne Academy training (various topics)</div><div>All dispatchers completed a review of LGPD Policy updates.</div></div> <div>*Many of our training opportunities have been canceled due to limits created by Covid-19. We are be innovative where we can to ensure we continue to provide the needed to our staff.</div>	Police															
85	New Item July 28, 2020	Staffing	<div>Operation Division:</div> <div><div>One officer is graduating from the Police Academy on July 30, 2020. His FTEP training is complete, so we anticipate him being released to solo patrol to cover a shift the first week of August.</div><div>On July 21, 2020 we swore in our newest officer, who is now in FTEP training. We anticipate him attending the Police Academy (4 mos. long) in late 2020. This hire brings us back to full staff for sworn officer positions.</div><div>We hired our Code Enforcement Officer as a police officer (see above), so we’re currently taking applications for the Code Enforcement position. First review of applications is Aug 21.</div><div>We have reinvigorated our Reserve Police Officer program. We recently swore in two new Reserve Officers. They are currently in our “In-house” Reserve Officer Academy for training. It will several more months before they’re in uniform.</div></div>	Police															

Item	Date of Change in Status	Item	Comments	Department
			Communications Division: We are down one dispatcher and have provided a conditional offer of employment to a promising candidate.	
86	New Item July 28, 2020	Naloxone Program	Effective July 1, 2020 all LGPD officers have been trained and certified in the use of Naloxone. Naloxone is a medication that is designed to rapidly reverse an opioid overdose. More often than not our FD paramedics arrive at the scene of an overdose at the same time, or before our police officers, however, this is not always the case. Implementing this program and having Naloxone in the hands of our officers could very well save a life.	Police
87	Updated July 28, 2020	Special Victims Detective <i>(3-year Grant)</i>	In partnership with Shelter from the Storm, the Police Department was successful in a grant application through the US DOJ Office of Violence Against Women (OVW). The grant allows the PD to staff a Special Victim's Detective for 3 years. This position works closely with SFS and other community partners explicitly investigating crimes of sexual assault, domestic violence, dating violence, and stalking. The SV Detective is assigned from the ranks of our operations staff. The grant will expire in October 2021.	Police
88	Updated July 28, 2020	Software	The software update project that will update our computer aided dispatch (CAD), report writing, records maintenance, evidence inventory/tracking, etc. is on track. We are in the late stages of implementation, with product training for all staff scheduled in August and a "Go live" date scheduled in September 2020.	Police
89	New Item July 28, 2020	Vehicles	<ul style="list-style-type: none"> RFP's for two new vehicles were sent out on July 20. Deadline for RFP submissions is Aug 7. This is for purchase of one new patrol vehicle and one new administrative vehicle. These vehicles were budgeted as a capital expenditure in the FY2020-21 budget. 	Police
90	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
91	Updated July 24, 2020	Street Maintenance	The street crew is currently performing repairs to signs, replacing signs, patching, and painting as needed.	Public Works
92	Updated July 24, 2020	CMAQ Roadway Projects	Agreement with the State has been developed and executed. Paving work began on the project roadways the first week of June. Currently, U Avenue, Cherry Street, R Avenue, Lake Avenue, Birch Street, and L Avenue have been completed. North Fourth Street is schedule to be completed in mid-August and staff will submit for reimbursement.	Public Works
93	New Item July 24, 2020	Hall Street (Cove to East L) Resurfacing	Crews will begin work on the resurfacing of Hall Street following completion of the CMAQ paving. Work will include some improvements on the Cove Avenue intersection to make it more friendly to traffic flow.	Public Works

Item	Date of Change in Status	Item	Comments	Department
94	New Item July 24, 2020	Washington Avenue Streetscape Project	Construction contract was awarded to Roger's Paving in the amount of \$139,604.20. Work on the project is complete except for the light poles, which will be installed by July 31.	Public Works
95	Updated July 24, 2020	STP Roadway Safety Projects	Decorative sign posts for the Washington Avenue portion of the project were ordered with the current streetscape project. The poles were delivered on July 13 and will be installed as time allows.	Public Works
96	Completed October 10, 2019	Street User Fee	I Avenue was paved on October 7 th and 8 th . This completes the construction of the project. Staff is pulling together the final cost accounting and project documentation, and anticipates closing out the project by the end of the month.	Public Works
97	Completed July 24, 2020	Wastewater Treatment Plant Screening Facility	Screening facility is in place, online, and operating as designed. Efficiency of debris removal will be reinforced following the dredging of the aeration basin.	Public Works
98	New Item July 24, 2020	Aeration Basin Dredging	The aeration basin at the Wastewater Treatment Plant has accumulated a significant amount of sludge. The City has hired Anderson Perry to administer the project, which will begin July 27.	Public Works
99	New Item July 24, 2020	Installation of Aerators	Following the dredging of the aeration basin, City crews will install new fine bubble aerators within the aeration basin to aid the treatment process.	Public Works
100	Updated July 24, 2020	Liftstation Improvements	Staff has contracted with Anderson Perry to design upgrades to the U Avenue liftstation. The design is to be transferrable to other liftstations within the City of similar flows to standardize controls and replacement parts.	Public Works
101	Updated July 24, 2020	CIPP	Contract was awarded to PEC, Inc., out of Helena, MT, in the amount of \$322,000. Work on the project was completed in May 2020 and the project was closed out.	Public Works
102	Updated July 24, 2020	Sewer Line Inspection and Cleaning	The wastewater collection crew has been performing TV inspections around the City. Area 1 is 95% complete. All lamp holes have been cleaned.	Public Works
103	Updated July 24, 2020	Adams Avenue ADA Ramps	Staff has completed design of ramps and obtained local ODOT District approval. Design will be sent to the State for final approval.	Public Works
104	Completed July 24, 2020	Quiet Zone ASM/SSM Construction	Quiet Zone went into effect on December 27, 2019 at 12:01 am. While a few horns are still being sounded from time to time, the quiet zone has been effective in decreasing the amount of noise pollution in downtown La Grande.	Public Works
105	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
106	Updated 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
107	Updated July 24, 2020	Safe Route to Schools Grant	Request for reimbursement for the project has been completed and approved. Funds in the amount of \$140,000 will be received in August 2020.	Public Works
108	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	Public Works

Item	Date of Change in Status	Item	Comments	Department
			completing these projects. We will be accepting requests for estimates through October 1 st , and anticipate receiving a few more before the cutoff date.	
109	Updated 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
110	Updated July 24, 2020	Water Meter Reading System	Staff has ordered 3,000 new meters to complete the meter replacement portion of the project. All new meters will be programmed to read in 1 cubic foot increments, allowing staff the ability to identify leaks much quicker. Additionally, it will help in annual tracking of water usage.	Public Works
111	Updated 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
112	Completed October 2, 2019	Lilly Loop Water Main Installation	City crews installed a new water main on Lilly Loop off of South 12 th Street.	Public Works
113	Updated July 24, 2020	Beaver Creek	The one year of water sampling requested by the State will be completed in August 2020. Test results will be forwarded to the Oregon Health Authority (OHA) where the next steps will be determined for identifying the feasibility of bringing the Beaver Creek water source back online.	Public Works
114	New Item 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