



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT August 2021 City Manager's Top Priorities for 2021

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change June 28, 2021	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 Council and Urban Renewal Agency adopted the FY 2021-22 Budgets on June 2, 2021. The Proposed FY 2021-22 Budgets were provided to the Budget Committees and posted on the City's website on April 22 as scheduled. At the Budget Committee hearings, the Proposed Urban Renewal Agency Budget was approved as presented on May 10 th ; on May 11 th , the City's Proposed General Fund Budget was approved as amended. The City's Proposed Enterprise and Other Fund Budgets were approved as presented. The Urban Renewal Agency adopted the Budget as approved by the Budget Committee. The City Council amended the Grants and Donations Fund Budget to add unanticipated funding from EOU and the School District for artificial turf, but otherwise adopted all budgets as approved by the Budget Committee.	City Manager
2		COVID-19 Recovery: Continue to take all necessary actions to comply with the State and Federal mandates related to the COVID-19 pandemic as well as identify and implement policies and programs to assist in the recovery efforts within the City's resources.	See updates in new section below	City Manager
3		Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	See updates under Economic Development below.	Economic Development
4	No Change June 28, 2021	Wildland Urban Interface In concert with Union County and other agencies, take actions to assure La Grande is prepared in the event of a wildfire or other natural disaster, such as the ones that devastated other	The department has posted numerous wildland safety messages on Department Facebook page. Development of a flyer with Fire safety information was developed sent out in June water bills.	Fire Department

Item No.	Date of Change in Status	Item	Comments	Lead Department
		communities in Oregon in 2020.		
5	No Change October 27, 2020	General Fund Capital Improvements: Identify funding sources and strategy to address major capital needs.	We still need to address the police department facility but this is on hold at present.	City Manager
6		Housing: Complete the Comprehensive Housing Production Strategy (HPS) and upon completion and adoption, implement the strategy.	See updates under Planning below.	Planning
7		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 updates under Planning below.	Planning
8	No Change June 28, 2021	Staffing: Take necessary actions to address critical staffing issues including, but not limited to, hard to fill positions and succession planning for key positions.	The 2021-22 Adopted Budget includes funding for a compensation study that will be conducted for the Management Group and non-represented employees.	City Manager

COVID-19 Pandemic Related Action Items

Item	Date of Change in Status	Item	Comments	Department
1	Updated August 26, 2021	COVID-19 Surge and City Response	Union County has the 5 th highest cases per 100,000 in the State and Governor Brown has reinstated mask mandates both indoors and at outdoor gatherings. With the significant increase in cases, the City Council will consider again declaring a state of emergency at their September 1, 2021, Regular Session .	City Manager
2	No Change May 26, 2021	COVID-19 Business Assistance	The City Council approved financial assistance for La Grande businesses adversely impacted by the COVID-19 pandemic at their December 2, 2020, meeting, using City General Fund dollars. Grant Program (\$20,000 total funding expended): 11 Business assistance grant applications were received, with nine receiving funding. Emergency Loan Program: A total of 30 loans have been approved totaling \$219,020. \$177,520 was disbursed last fiscal year with an additional \$41,500 disbursed since July 1, 2021. Five of the loans have been repaid in full as of May 2021. Business Software Program: 3 grants have been awarded. Remaining Funds as of May 26, 2021: \$8,580	City Manager
3	Updated August 26, 2021	American Rescue Plan Act (ARPA) Funding	The City of La Grande has received the first allocation of \$1,511,086 ARPA funds. The Council will be conducting a Work Session to continue discussing options and public involvement currently scheduled for September 13, 2021 .	City Manager
4	Updated August 26, 2021	COVID-19 CDBG Funding	The City applied for and was awarded \$150,000 of Community Development Block Grant funding to provide assistance to businesses in La Grande and Union County. NEOEDD is administering the program and has made nine grant awards totaling \$104,000. Two of the grants were awarded to employers and five were awarded to income-qualifying microentrepreneurs. The grant awards range from \$9,000 to \$25,000. Seven of the grants were made to businesses in La Grande, one to a business in Union and one to a business in North Powder. The grant requires the money to be used by July 2021 but we have requested an extension. The City Council is schedule to conduct a Public Hearing on September 1, 2021 , to hear from the public regarding the grant .	Economic Development
5	No Change November 18, 2020	COVID transports	Crews have transported numerous known positive or suspected COVID patients recently, the department requires full PPE on all medical calls and increased disinfection of vehicles and equipment. Crews have been very diligent in their safety practices.	Fire
6	No Change January 27, 2021	Fire Station COVID-19 Improvements	<ul style="list-style-type: none"> 6 station HVAC units were retrofitted with ionization units. All areas of the station are on cleaning and disinfection daily. Installation of plexiglass barrier is being scheduled for front lobby are, for when public is allowed back 	Fire

August 2021

3

La Grande Staff Report [Blue=New and Updated](#); [Red=Completed](#); [Black=No Change](#)

			<p>into the station.</p> <ul style="list-style-type: none"> • UV light disinfection has been added to the weekly schedule for the office area of the station. • Ambulances continue to be cleaned and disinfected after every transport. • Crews wearing full COVID protection on all medical responses. 	
7	Updated August 31, 2021	COVID Improvements	<p>COVID-19 Building Safety Measures taken in 2020: ionizers installed on HVAC system to clean and filter the circulating air; building occupancy management system/people counters installed at all entrances; plex shields installed at circulation desk; no-touch faucets and soap dispensers installed in all restrooms; two new laptops for work from home situations; stockpiled a few months of PPE.</p> <p>The Library has installed 6 storage lockers outside the front entrance of the building to be used for afterhours and weekend pickup of patron requests.</p>	Library
8	No Change May 25, 2021	COVID Improvements	<ul style="list-style-type: none"> • Touchless bathroom fixtures have arrived and will be installed during bathroom remodel at the Public Works shops. Touchless fixtures have been installed at the Treatment Plant. 	Public Works

CITY of LA GRANDE

PROPOSED

Council Sessions, Significant Deadlines, and Events Schedule As of August 17, 2021

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.

2021

Wednesday, September 1	REGULAR SESSION
Monday, September 6	HOLIDAY
Wednesday, October 6	REGULAR SESSION
Wednesday, November 3	REGULAR SESSION
Monday, November 8	TENTATIVE WORK SESSION: Topic TBD
Thursday, November 11	HOLIDAY
Thursday, November 25	HOLIDAY
Friday, November 26	HOLIDAY
Wednesday, December 1	REGULAR SESSION
Wednesday, December 15 th – HOLIDAY OPEN HOUSE (4:30 – 6:00)	
Friday, December 24	HOLIDAY
Friday, December 31	HOLIDAY

2022

Wednesday, January 5	REGULAR SESSION
Monday, January 17	HOLIDAY
Monday/Tuesday, January 24 & 25	COUNCIL/URA RETREATS

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 August 16, 2021	All Building Permits July 2021	<div>July 2021</div>				Building				
			Permit Type	Permits	Permit Fees	Plan Review Fees					
			City of LG Building:	16	\$23,545.00	\$14,255.15					
			UC Building:	9	\$7,041.00	\$4,576.65					
			City of LG MFH	0	\$0						
			UC MFH	1	\$450.00						
			City of LG Mechanical	18	\$1,669.50						
			UC Mechanical	15	\$2,238.00						
			City of LG Plumbing	7	\$1,041.00						
			UC Plumbing	11	\$1,719.00						
			City of LG Electrical	33	\$3,857.75						
			UC Electrical	24	\$3,556.75						
			City of LG Demolition	1	\$240.00						
			UC Demolition	1	\$95.00						
			AG Exempt permits	2							
			TOTALS:	137	\$45,453.00	\$18,831.80					
			Fiscal Year Running Totals:	137	\$45,453.00	\$18,831.80					
			2	Updated August 16, 2021	Housing Permits July, 2021	New Housing Building Permits				Building	
						City of La Grande					
						Type of Structure		Total Number of			
								Buildings	Housing Units		
						Single Family Dwelling – Detached & Attached		2	2		
						Accessory Dwelling Units		0	0		
Duplex Units	0	0									
Manufactured Homes	1	1									
Comm. Apartments	0	0									
TOTAL DWELLING UNITS	3	3									
Union County											
Type of Structure	Total Number of										
	Buildings	Dwelling Units									
Single Family Dwelling – Detached & Attached	3	3									
Accessory Dwelling Units	0	0									
Duplex Units	0	0									
Manufactured Homes	1	1									
Comm. Apartments	0	0									

Item	Date of Change in Status	Item	Comments	Department																																																																												
			<table><tr><td>TOTAL DWELLING UNITS</td><td></td><td>4</td><td>4</td></tr><tr><td colspan="4">Fiscal Year to Date – City of La Grande</td></tr><tr><td>Type of Structure</td><td></td><td colspan="2">Total Number of</td></tr><tr><td></td><td></td><td>Buildings</td><td>Dwelling Units</td></tr><tr><td>Single Family Dwelling – Detached & Attached</td><td></td><td>4</td><td>4</td></tr><tr><td>Accessory Dwelling Units</td><td></td><td>1</td><td>1</td></tr><tr><td>Duplex Units</td><td></td><td>0</td><td>0</td></tr><tr><td>Manufactured Homes</td><td></td><td>0</td><td>0</td></tr><tr><td>Comm. Apartments</td><td></td><td>0</td><td>0</td></tr><tr><td>TOTAL DWELLING UNITS</td><td></td><td>5</td><td>5</td></tr><tr><td colspan="4">Fiscal Year to Date – Union County</td></tr><tr><td>Type of Structure</td><td></td><td colspan="2">Total Number of</td></tr><tr><td></td><td></td><td>Buildings</td><td>Dwelling Units</td></tr><tr><td>Single Family Dwelling – Detached & Attached</td><td></td><td>2</td><td>2</td></tr><tr><td>Accessory Dwelling Units</td><td></td><td>0</td><td>0</td></tr><tr><td>Duplex Units</td><td></td><td>0</td><td>0</td></tr><tr><td>Manufactured Homes</td><td></td><td>1</td><td>1</td></tr><tr><td>Comm. Apartments</td><td></td><td>0</td><td>0</td></tr><tr><td>TOTAL DWELLING UNITS</td><td></td><td>3</td><td>3</td></tr></table>	TOTAL DWELLING UNITS		4	4	Fiscal Year to Date – City of La Grande				Type of Structure		Total Number of				Buildings	Dwelling Units	Single Family Dwelling – Detached & Attached		4	4	Accessory Dwelling Units		1	1	Duplex Units		0	0	Manufactured Homes		0	0	Comm. Apartments		0	0	TOTAL DWELLING UNITS		5	5	Fiscal Year to Date – Union County				Type of Structure		Total Number of				Buildings	Dwelling Units	Single Family Dwelling – Detached & Attached		2	2	Accessory Dwelling Units		0	0	Duplex Units		0	0	Manufactured Homes		1	1	Comm. Apartments		0	0	TOTAL DWELLING UNITS		3	3	
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3	New Item August 26, 2021	Human Resource Specialist Vacancy	Anita Zink submitted her resignation this month with a last working day of August 20 th . We are currently advertising to fill the vacancy with first review of applications on September 3rd.	City Manager																																																																												
4	Updated August 26, 2021	Economic Development Director Vacancy	The first round of interviews were conducted on August 24, 2021, and vetting of applicants is ongoing. No selection has been made at this time.	City Manager																																																																												
5	No Change July 30, 2021	Market Place Family Foods Agreement Amendment	The Agency has received a report on employment and the report is being reviewed.	District Manager																																																																												
6	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																																																																												
7	No Change September 29, 2020	Urban Renewal Targeted Project Policy Development	Based on the Urban Renewal Agency Retreat, Staff will work on a new policy for targeting specific properties for Agency initiated grant funding. The Agency has \$200,000 available for a targeted URA project in the current budget. Staff is coordinating with Side A Brewing, NEOEDD, EOU, and the Fire Museum to develop a project in the unused space of the historic firehouse that would allow partner organizations to expand their missions. The project would enable Ignite to relocate and expand to this City-owned property and include partner organizations that also provide services to entrepreneurs and small businesses including but not	District Manager																																																																												

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			limited to: NEOEDD, EOU College of Business and LG Main Street. The focus of this project is economic resiliency for new and existing businesses in Union County as they recover from the impacts of COVID-19. The intent is to submit the grant application by October 1, 2020. The grant may require matching funds. The funding in the URA Targeted Project budget would be the source.																			
8	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																		
9	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																		
10	No Change March 26, 2021	B2H	The Administrative Law Judge denied the requests to compel the City to provide documents and answer questions which has initially be submitted to the City as informal requests for information in conjunction with the contested case regarding the B2H project. In consultation with the City Attorney, the City’s response had been that the requested information could not be provided in the timeframe submitted and that absent a requirement from the Administrative Law Judge, the requests would be subject to the public records request process including payment of fees to provide the records.	City Manager																		
11	Updated August 17, 2021	Codification of City Ordinances	The City’s Ordinances have never been codified to create a single City Code. Staff is currently scheduling presentations from vendors who perform this service, which will include a legal review of all Ordinances, the creation of a City Code, and online hosting of the Code once it is complete. The project is included in the budget and the process will take several months, with the City Council adopting the Code upon completion. Cross-referencing code numbers to confirm amended and repealed codes are accounted for and complete.	City Recorder																		
12	Updated August 17, 2021	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>5/5</td></tr><tr><td>Budget Committee</td><td>0/7</td></tr><tr><td>Community Landscape/Forestry</td><td>0/5</td></tr><tr><td>Landmarks</td><td>1/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>3/7</td></tr></table></div>	Advisory Commission	Vacancies	Air Quality	7/7	Arts	1/7	Building Board of Appeals	5/5	Budget Committee	0/7	Community Landscape/Forestry	0/5	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	3/7	City Recorder
Advisory Commission	Vacancies																					
Air Quality	7/7																					
Arts	1/7																					
Building Board of Appeals	5/5																					
Budget Committee	0/7																					
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Landmarks	1/5																					
Library	0/5																					
Parking, Traffic Safety and Street Maintenance	3/7																					

Item	Date of Change in Status	Item	Comments					Department
			Parks and Recreation		0/7			
			Planning		1/5			
			Union County Tourism		0/2			
			Urban Renewal		3/5			
13	Updated August 17, 2021	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. The City Recorder has been assigned the task of updating these for Council consideration. Currently retyping code in Word so it can be edited and locating sections outdated per State Code.					City Recorder
14	Updated August 23, 2021	2020-2021 Façade Program	2020-2021 Façade Grant Projects					Economic Development
			Business	Address	Project	Funds	Status	
			La Fiesta	1802 Adams	Drive-thru window for COVID Emergency	\$6,195.75	Completed	
			Paul Swigert	1212 Adams	Ally stairs, deck, windows and doors	\$7,500	Completed	
			Soda Blitz	1609 Adams	Windows, awnings, signs	Applied	Not started	
15	No Change July 30, 2021	2021-2022 Call for Projects Program	2021-2022 Call For Projects					Economic Development
			Business	Address	Project	Funds	Status	
			Valley Insurance	1603 Washington	Remodel and building addition	\$75,000	Agreement signed	
			Travelodge	2215 Adams	Exterior improvements	\$75,000	Agreement signed	
16	No Change June 28, 2021	2020-2021 Call for Projects Program	2020-2021 Call For Projects					Economic Development
			Business	Address	Project	Funds	Status	
			Dry Creek Capital	212-224 Fir St.	Improvement upgrades to retail space	\$75,000 Progress payment \$47,203	Completed	
			Raul’s Taqueria	1304 Adams	Business expansion	\$21,072 Final payment \$20,698. 6/15/21	Completed	
			Jim and Connie Voelz	1701 Adams	Exterior Renovations	\$20,000	In process	
			The Local Station	1508 Adams	Renovation	\$32,110 progress payment	In process	
			Hines Meat	2315 Jefferson	Expansion	Progress payment \$52,000 12/10/2 final payment \$17,708 1/26/21	Completed	
17	No Change June 28, 2021	2019-2020 Call for Projects Program	2019-2020 Call for Projects Outstanding					Economic Development
			Business	Address	Project	Funds	Status	
			Steve’s Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Project in process. Progress payment \$37,500	
18	No Change June 28, 2021	Pre-2018 Call for Projects Program	Call for Projects carried over					Economic Development
			Business	Address	Project	Funds	Status	

August 2021

9

La Grande Staff Report **Blue=New and Updated; Red=Completed; Black=No Change**

Item	Date of Change in Status	Item	Comments					Department
			Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process	
19	No Change May 19, 2021	Business Development/Recruitment	<ul style="list-style-type: none"> Continued to assist small businesses, particularly restaurants with accessing financial assistance. The Business Retention and Expansion survey was launched on-line on January 13, 2021. This survey will be followed with focus groups and interviews with individual businesses). To date, we have had more than 110 surveys returned. The City/County and Chamber are working together to identify major employers to survey and interview in addition to the other surveys and focus groups. Four focus groups have been identified. We are in the process of drafting questions to ask the focus groups. Continuing to survey and interview major employers. The results of the survey will be used by the Rural Development Initiative (RDI), to create an action plan to address the needs of the businesses and will provide specific tasks for the key economic development stakeholders. The BRE project is also the first step in developing an Entrepreneurial Ecosystem Map, which will create an overview of the assets and gaps in entrepreneurial resources, as well as a companion documents designed to help entrepreneurs identify how to access assistance to their specific needs. The BRE project is funded through a \$30,000 grant to RDI and a \$3,000 investment of Urban Renewal funds. The Entrepreneurial Ecosystem Map project is funded partially through the Business Oregon Rural Opportunity Initiative Grant and through a grant from the Kauffman Foundation. Rebel Woolworks will be opening soon on Adams Avenue. Assisted in pairing the building owner and business owner together. Partnering with OTEC and Golden Shovel to develop and implement new Economic Development Website. Continuing to write content for the Economic Development website. Will continue to discuss Comprehensive Plan changes. The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney. Talked to a potential project for this building. 					Economic Development
20	No Change June 28, 2021	Retail Development Project:	<ul style="list-style-type: none"> RARE participant is using SCOUT to create market research packets and giving presentations to La Grande retail businesses that are interested in this service. 10 Packets have been created and two presentations have been given. Additional marketing presentations can be created with information downloaded from SCOUT. 					Economic Development

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> Panda Express, a second business from the Buxton list has broken ground in Island City. 	
21	No Change May 19, 2021	La Grande Main Street Downtown	<ul style="list-style-type: none"> In collaboration with the Library, the Mayor, LGMSD, Chamber and Brent Clapp media, submitted video grant application for the TMobile Hometown Techover. 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." Launching Block Captain program with Economic Vitality Committee. Each committee member will work with businesses in a defined area to build a relationship with the businesses. Still working on this launch. This committee and LGMSD have been selected for a pilot project through Oregon Main Street to develop a strategic plan for the committee to be used as a template for other programs in OMS. A series of 8 monthly sessions will begin in March with Rural Development Initiative (RDI) and OMS as the facilitators. This project was funded through grant money to RDI. Continue to participate in this monthly training. The homework for the current month is to collect previous plans and data. The EV Committee is working on this task. Brainstormed ideas for additional projects with the Economic Vitality Committee. 	Economic Development
22	No Change May 19, 2021	Ignite Center for Entrepreneurship/ Entrepreneurial Development	<ul style="list-style-type: none"> Submitted a third request through the Congressional Direct Spending process. Ignite currently has two businesses and 3 people using the facility. While COVID restrictions are in place, 3 is the maximum we are accommodating for co-working. Reconsidering occupancy requirements. Have one additional user at Ignite and two more inquiries. Researching program changes for Ignite that will strengthen entrepreneurial support and provide multiple funding opportunities. Research includes models developed and supported by the Center on Rural Innovation and the Kauffman Foundation. Drafting MOU for partners that would co-locate in expanded Ignite in historic firehouse, Getting ready to re-start the SPARK women's peer-to-peer outreach group. It is anticipated that the first meeting will be in June 2021 and possibly via Zoom. We are anticipating another round of Technical Assistance through the 5-County Grant that is sub-granted to NEOEDD. We are still working on the details of what services will be provided. Business Planning will still be offered. Initial results from the BRE survey can also help identifying short-term needs we can address with this grant. Working with NEOEDD to hire consultants to provide direct assistance to businesses in form of help with 	Economic Development

Item	Date of Change in Status	Item	Comments	Department																								
			<p>business plans, getting business on-line, social media, market plans, business videos, Excel and Quickbooks classes.</p> <ul style="list-style-type: none">Through a partnership with Rural Development Initiatives (RDI), Ignite received a \$35,000 grant from the Kauffman Foundation, which is the premier researching and supporting entrepreneurial development. We are nearing the end of the Kauffman grant period. In a recent survey conducted by Ignite for this grant, 91% of respondents gave Ignite a score of 10/10. Finalizing projects funded by this grant as it will close in June 2021.Lorrie McKee (RARE) has started posting podcasts for “Pod Cast Wednesdays.” Posts in the month of February will focus on getting a business on-line. Lorrie is working with other stakeholders to develop a video podcast that will feature other local groups. It is anticipated that the first video blogs will be posted in May 2021...still working on this.																									
23	Updated July 30, 2021	Urban Renewal Programs:	<ul style="list-style-type: none">The 2021-2022 Call for Projects Grant is closed. The two applications submitted for funding were approved by the Agency on July 7, 2021. There is increased interest in the regular Façade grant program. Continued working with CFP awardees regarding project questions and funding. Six additional Façade Grant projects have come forward. Working closely with LGMSD to process grant applications and continue moving the projects forward.	Economic Development																								
24	No Change September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase.	Economic Development																								
25	No Change December 28, 2020	Retail Development Program	One business from the Buxton list is progressing through the building permit process and will be located in Island City.	Economic Development																								
26	No Change January 3, 2020	Chart of Accounts Review	<ul style="list-style-type: none">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																								
27	Updated August 25, 2021	Statistics	<table><tr><th>Month of July, 2021</th><th>Current</th><th>YTD</th></tr><tr><td>Monthly Revenue (all funds)</td><td>\$1,307,710</td><td>\$1,307,710</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$417,744</td><td>\$417,744</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$2,088,238</td><td>\$2,088,238</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$1,167,665</td><td>\$1,167,665</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>211</td><td>211</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>188</td><td>188</td></tr><tr><td>Monthly Payroll</td><td>\$1,175,067</td><td>\$1,175,067</td></tr></table>	Month of July, 2021	Current	YTD	Monthly Revenue (all funds)	\$1,307,710	\$1,307,710	Monthly Revenue (general fund)	\$417,744	\$417,744	Monthly expenses amount (all funds)	\$2,088,238	\$2,088,238	Monthly expenses (general fund)	\$1,167,665	\$1,167,665	# of Accounts Payable Checks issued:	211	211	# of Payroll Checks/AP issued:	188	188	Monthly Payroll	\$1,175,067	\$1,175,067	Finance
Month of July, 2021	Current	YTD																										
Monthly Revenue (all funds)	\$1,307,710	\$1,307,710																										
Monthly Revenue (general fund)	\$417,744	\$417,744																										
Monthly expenses amount (all funds)	\$2,088,238	\$2,088,238																										
Monthly expenses (general fund)	\$1,167,665	\$1,167,665																										
# of Accounts Payable Checks issued:	211	211																										
# of Payroll Checks/AP issued:	188	188																										
Monthly Payroll	\$1,175,067	\$1,175,067																										

August 2021

12

La Grande Staff Report Blue=New and Updated; Red=Completed; Black=No Change

Item	Date of Change in Status	Item	Comments	Department																								
			<table><tr><td>expenses:</td><td></td><td></td><td></td></tr><tr><td># of Water accounts billed:</td><td>4,873</td><td>4,873</td><td></td></tr><tr><td># of LID accounts billed:</td><td>4</td><td>4</td><td></td></tr><tr><td>Pieces of mail processed</td><td>555</td><td>555</td><td></td></tr><tr><td>Electronic Utility Payments Received</td><td>2,864</td><td>2,864</td><td></td></tr><tr><td># of NSF checks the City received:</td><td>5</td><td>5</td><td></td></tr></table>	expenses:				# of Water accounts billed:	4,873	4,873		# of LID accounts billed:	4	4		Pieces of mail processed	555	555		Electronic Utility Payments Received	2,864	2,864		# of NSF checks the City received:	5	5		
expenses:																												
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Electronic Utility Payments Received	2,864	2,864																										
# of NSF checks the City received:	5	5																										
28	No Change September 5, 2019	Employee Self Service (ESS)	Currently City Hall and Library employees enter their time worked, on line, through ESS. Currently working with the Fire Department to incorporate on line time entry in ESS with Fire Department Employees. We are scheduled for a webinar to view a module that may help with this. Full time parks employees have been updated to use ESS and the Fire Department will be reviewed after the software upgrade.	Finance																								
29	No Change October 20, 2020	Transient Lodging Tax Ordinance	Update language in the current Transient Lodging Tax Ordinance to incorporate definitions to clarify intermediaries and other language as recommended by LOC. The 1 st draft has been completed and passed on for another review. A second draft is being reviewed for finalization.	Finance																								
30	No Change July 27, 2021	DocuSign	Working on developing a way to send and approve all invoices for payment electronically. This will allow a more efficient and effective way to handle all invoices. It will also give us the capability to attach invoices to the checks within our financial software, Springbrook. Currently all departments have been informed on how the process works and a Zoom meeting was set-up with DocuSign for any questions departments had.	Finance																								
31	Updated August 24, 2021	Response Statistics	July 1 to July 31, 2021 YTD: 1744 <ul style="list-style-type: none">Total Calls: 291Medical: 236Fires/MVC 43 Lift assists 12	Fire																								
32	No change June 16, 2021	Fire Inspection/Code Enforcement	Chief working with homeowner building in the UGB to establish water supply for fire protection requirements	Fire																								
33	No Change July 27, 2020	Juvenile Fire Setter	<ul style="list-style-type: none">0 - Intervention(s) conducted	Fire																								
34	No Change May19, 2021	Child Safety Seat Installations and Bicycle Helmets	(1) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats. (0) Families instructed in proper bicycle helmet use with, (0) bike helmets being provided.	Fire																								
35	Updated August 24, 2021	Training	Department drill 7/6/21 – Hose/SCBA Department drill 7/20/21- Depart. meeting Co. EMS drill 7/15/21 – Altered Mental Status Monday medical meeting- Code Scenarios. EMT Casual trainings 42hrs– various dates. Shift drills –Pump operations Defensive tactics- 1.5 hrs.	Fire																								
36	No Change Oct. 24, 2020	Traffic school	Traffic school has not been conducted since February due the Fire station being closed to the public.	Fire																								
37	No Change July 21, 2021	Department Announcements	Firefighter/Paramedic reposted with next review scheduled for September 15, 2021.	Fire																								
38	Updated	Public Education	Crews participated in school programs at Central and	Fire																								

August 2021

13

La Grande Staff Report Blue=New and Updated; Red=Completed; Black=No Change

Item	Date of Change in Status	Item	Comments	Department
	August 24, 2021		Greenwood.	
39	Updated August 26, 2021	Current Recruitments	<ul style="list-style-type: none"> • Firefighter/Paramedic position open. 1st review on 5/17/2021. No qualified applicants and continuing to advertise. • Street Superintendent position filled. • Police Officer position open. Background in progress. • Plumbing Inspector Specialty Codes Inspector III position filled. • Sergeant promotion posted. Promotions made. • Library Technician I position filled. • Library Page Job position filled. • Clerk/Receptionist position filledat Police Department. 	Human Resources
40	No Change June 25, 2021	Literacy Center	<ul style="list-style-type: none"> • The Literacy Center distributed free books donated by the community to all of the free little libraries in La Grande. They also set-up a table during the Tuesday Farmer's Market and gave away books. • Computers have arrived and are ready to put into use; awaiting a finalized MOU from EOU. Partnering with EOU on a state library grant application that would see up to 3 computers installed in the Literacy Center for use by those in the community who are working on their GED; these folks would connect virtually to tutors at EOU. In addition, EOU will provide on-site tutors for local students who need tutoring which the current volunteers are unable to provide. • The Literacy Center now offers Take-Out service. Free materials for learners at their skill level. Available in most Reading, Math, and Vocabulary levels. To order literacy materials, call the Library at 541.962.1339 or email Myra at mbritschgi@cookmemoriallibrary.org. Families who are currently using the Literacy Center services may turn in their learning packets for review and return books and games they may have checked out. 	Library
41	Updated August 17, 2021	Announcements	<ul style="list-style-type: none"> • Kip Roberson accepted the Director of Library Services position at the Teton County Library in Jackson, Wyoming. Carrie Bushman will be Interim Library Director for 1 year. • We have recently hired 2 new Library Page positions, as well as an Interim Library Tech I position to fill Carrie Bushman's position. All positions have been filled and started working. • Jeremy has added back all of the library furniture. We have opened all entrances into the library now. There are still masks available at all entrances and hand sanitizer stations will remain there as well. Water fountains were turned back on as the summer temperatures are on the rise. • The library volunteers are beginning to return and we currently have 3 to help us out again. • The Library has implemented cash handling 	Library

Item	Date of Change in Status	Item	Comments	Department
			<p>processes using the Finance Department's Springbrook software. Patrons may now pay for copies, lost materials, non-resident memberships, donations, etc. using a credit/debit card. Patrons may now pay for lost materials thru their online account.</p> <ul style="list-style-type: none"> • Summer Reading is now over and was very successful considering we didn't have in-person programming and it was mostly virtual. We had 216 children and teens ages 0-18 and 49 adults register for the program. We gave away prize baskets for the teens and adults and 3 big prizes, including a robotic dog, giant floor piano and karoake machine to the kids. • The Library has begun transitioning non-La Grande residents over to a non-resident membership status. The transition has been a bit bumpy because of lack of media coverage (The Observer finally ran a story on 4/24) with non-resident patrons mistakenly thinking they no longer had any library access. Once fully explained, these patrons understand/accept the change. Most have been happy with the basic/free membership tho several have purchased full-access memberships. • Feedback from the public has been overwhelmingly (unanimously actually) supportive of the Council's resolution abolishing overdue fines. We have seen the return of many "lost" items in the past couple of weeks as a result. CML has been added to the Urban Libraries Council's map of fine free libraries: www.urbanlibraries.org/resources/fine-free-map • UPDATE: Library Giving Day was tremendously successful, raising nearly \$14,000 for the Foundation. Wednesday, April 7 is the 3rd annual Library Giving Day event. It's a one-day national event for libraries and library foundations to raise donations. It's the largest fundraising event for Libraries of Union County Foundation; they raised nearly \$3000 in support of the 4 libraries in Union County last year. Anyone interested in supporting their favorite public library can visit cookmemoriallibrary.org to donate online. • The Library received a \$5,307 Ready to Read grant from the State Library of Oregon. This grant funds the annual summer reading program. • This grant has been expended and receipts have been submitted to the State Library of Oregon for reimbursement. The Library is a recipient of \$10,007 thru the State Library's distribution of CARES funds. The funds will primarily be used to improve Literacy Center services (see above) and to acquire devices for children and older adults to improve their digital literacy skills. • The Library began checking out ChromeKits to the public at the end of August. A ChromeKit contains a Chromebook laptop and a Wi-Fi hotspot. Patrons 	

Item	Date of Change in Status	Item	Comments	Department																																																						
			<p>with accounts in good standing may borrow the kit for one week at a time; currently, we have 5 kits available. Funds from the OR Community Foundation for our new public computers have been reallocated so that we can purchase more ChromeKits.</p> <ul style="list-style-type: none">• Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library’s YouTube channel.• The Library’s Little Free Food Pantry is back inside the building and remains accessible to anyone experiencing food insecurity. We have recently placed a donation container at the front desk to encourage our patrons to help out, as our supply is dwindling.• In an attempt to connect the underserved patrons in La Grande to the internet, the Library has doubled the number of Wi-Fi 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 Wi-Fi hotspot. If successful, the Library will look for ways to add to the program.																																																							
42	Updated August 17, 2021	Statistics	<table><tr><th>Current Month (July)</th><th>Last Month (June)</th><th>Information from: 7/1/2021-7/31/2021</th></tr><tr><td>8722</td><td>9693</td><td>Circulation</td></tr><tr><td>N/A</td><td>N/A</td><td>Door count</td></tr><tr><td>60</td><td>24</td><td>New Cardholders</td></tr><tr><td>20459</td><td>20399</td><td>Total Card holders</td></tr><tr><td>68</td><td>46</td><td>Overdue notices</td></tr><tr><td>1691</td><td>1526</td><td>Library2Go (eBooks &audio)</td></tr><tr><td>14</td><td>17</td><td>Dial-A-Story</td></tr><tr><td>345</td><td>272</td><td>Hoopla (eBooks, movies/TV, comics)</td></tr><tr><td>100</td><td>101</td><td>Kanopy (movies)</td></tr><tr><td>6</td><td>26</td><td>Freeding (eBooks)</td></tr><tr><td>0</td><td>0</td><td>Events in community room</td></tr><tr><td>0</td><td>0</td><td>Adult program attendance</td></tr><tr><td>0</td><td>150</td><td>Children’s program attendance</td></tr><tr><td>0</td><td>0</td><td>Teen program attendance</td></tr><tr><td>13</td><td></td><td>Volunteer hours</td></tr><tr><td>762</td><td>827</td><td>Total Sage ILL</td></tr><tr><td></td><td></td><td>Freeding will be ending this month, as we are not getting enough foot traffic to justify the cost. Currently working on door count numbers again.</td></tr></table>	Current Month (July)	Last Month (June)	Information from: 7/1/2021-7/31/2021	8722	9693	Circulation	N/A	N/A	Door count	60	24	New Cardholders	20459	20399	Total Card holders	68	46	Overdue notices	1691	1526	Library2Go (eBooks &audio)	14	17	Dial-A-Story	345	272	Hoopla (eBooks, movies/TV, comics)	100	101	Kanopy (movies)	6	26	Freeding (eBooks)	0	0	Events in community room	0	0	Adult program attendance	0	150	Children’s program attendance	0	0	Teen program attendance	13		Volunteer hours	762	827	Total Sage ILL			Freeding will be ending this month, as we are not getting enough foot traffic to justify the cost. Currently working on door count numbers again.	Library
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43	Updated August 20, 2021	Parks Maintenance Update	<ul style="list-style-type: none">• Completed electrical conduit installation for power to the south side of Riverside Park.	Parks & Rec-Maintenance																																																						
44	New Item August 20, 2021	Artificial Turf Ballfields	<ul style="list-style-type: none">• EOU and LGSD are funding artificial turf for Optimist Baseball and Trice Community Softball infields.	Parks & Rec-Maintenance																																																						

Item	Date of Change in Status	Item	Comments	Department															
			<ul style="list-style-type: none">Working with volunteers and PW, excavated Optimist and Community infields in preparation of artificial turf installation.Irrigation repairs at ballfields due to construction. Distributed recycled infield material to other fields at Pioneer Park.																
45	No Change July 28, 2021	Welcome Sign Improvements	The La Grande Rotary Club is working hard on the sign. They have hand carved repairs, brought up to date the name of the university and still have to sand and paint. They anticipate the project be complete by the beginning of October.	Parks & Rec-Maintenance															
46	No Change January 6, 2020	Recreation Center	The Committee has been actively meeting this fall and has looked at a variety of properties. Their main goal this fall is to finalize a location and plan fundraising efforts.	Parks & Rec-Admin															
47	No Change July 29, 2021	Parks Master Plan	Almost 500 responses were received and the data has been distributed to the Parks & Recreation Advisory Commission for review. They will take that up at their regular September meeting to review.	Parks & Rec - Admin															
48	No Change July 29, 2021	Morgan Lake Restrooms	Staff was successful in procuring two grants from State Marine Board and ODFW to fund a new vault toilet to be installed at the South end of Morgan Lake near the entrance. Restroom building has been ordered with planned installation in October.	Parks & Rec - Admin															
49	No Change July 29, 2021	Riverside Greenway Trail Extension Grants	Staff has applied for one more grant through Oregon State Parks since the Travel Oregon and AARP grants were denied. State Parks notification in November.	Parks & Rec - Admin															
50	Updated August 18, 2021	Pool Statistics July 2021	<table><tr><td></td><td><u>FY 20-21</u> <u>July</u></td><td><u>FY 21-22</u> <u>July</u></td></tr><tr><td>ATTENDANCE</td><td>447</td><td>1962</td></tr><tr><td>FY TO DATE</td><td>447</td><td>1962</td></tr><tr><td>REVENUE</td><td>\$494.00</td><td>\$10,131.44</td></tr><tr><td>FY TO DATE</td><td>\$494.00</td><td>\$10,131.44</td></tr></table>		<u>FY 20-21</u> <u>July</u>	<u>FY 21-22</u> <u>July</u>	ATTENDANCE	447	1962	FY TO DATE	447	1962	REVENUE	\$494.00	\$10,131.44	FY TO DATE	\$494.00	\$10,131.44	Parks & Rec-Aquatics
	<u>FY 20-21</u> <u>July</u>	<u>FY 21-22</u> <u>July</u>																	
ATTENDANCE	447	1962																	
FY TO DATE	447	1962																	
REVENUE	\$494.00	\$10,131.44																	
FY TO DATE	\$494.00	\$10,131.44																	
51	Updated August 18, 2021	Pool Programs Update	<ul style="list-style-type: none">Two session of July swimming lessons had 110 participants. There is demand for more classes, but with staffing issues, it is not possible.	Parks & Rec-Aquatics															
52	Updated August 18, 2021	Pool Maintenance Update	<ul style="list-style-type: none">Backflow tested and a new motor was installed for the outdoor pool. The old motor was rebuilt and is on hand if we need another replacement.The pool will be closed September 4-12 for maintenance.	Parks & Rec-Aquatics															
53	Updated August 19, 2021	Recreation Program Update	<ul style="list-style-type: none">Summer programming is officially over. This year has broken all previous registration records with 389 registrations across all of our programs this summerThe Bard in the Blues Renaissance Festival has been canceled due to COVID-19Moonlight Bike Ride is scheduled for August 21st.Fall planning is underway and Fall Football registration is up on the website.Flag Football and Optimist Football will be the last programs to be listed on our current website. All other programs will be listed on new website that will be powered by CivicRec.	Parks & Rec-Recreation															

Item	Date of Change in Status	Item	Comments	Department																		
			<ul style="list-style-type: none">Afterschool Program will be held in each elementary school this year at no rental cost to the Recreation department. This partnership with the school district will save us \$900 a month and create a more convenient program for parents.Staff have submitted a grant application to Oregon Communities Foundation for the funding of our After School Program. If we receive this grant, it will allow us to keep costs to parents even lower and contract with Arts Center East to bring in instructors.																			
54	Updated August 18, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none">Up next:<ul style="list-style-type: none">August 21st (Bike Swap and Bike Blast) Pioneer ParkCoordinator is still working on gathering donations of small bicycles to build a fleet of balance bikes. So far, 6 have been donated.The coordinator raffled off four bicycles during the fair. Education materials and activities were provided.Coordinator attended the La Grande School District Resource Fair and distributed school walking maps designed to highlight the walking routes with the most sidewalks.Also, busy helping with summer programs.	Parks & Rec-SRTS																		
55	Updated August 18, 2021	Urban Forestry Update	<ul style="list-style-type: none">Completed three-year check and pruning of trees planted in 2018. Of the eighty-two trees planted in 2018 two were in very poor condition or dead and will be replaced (.024 % mortality).Received approval for City funds for storm clean-up and sent out a media PSA for the affected area.Coordinated storm response of pruning or removal of thirty-five damaged street trees.Coordinated storm response pruning of trees damaged in Pioneer Park, 16 volunteer hours donated by a local tree service.Provided education programs about urban forestry and trees for the Farm Kids summer session. Continued watering young trees, provided water gators on request.	Parks & Rec-Urban Forestry																		
56	Updated August 18, 2021	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Completed inventory of new trees planted in 2018. Continued updating data transferred to the ArcGIS street tree inventory.	Parks & Rec-Urban Forestry																		
57	No Change April 19, 2021	Wildland Urban Interface Committee	Shared links for OSU Extension Fire Program with Council and committee.	Parks & Rec-Urban Forestry																		
58	Updated August 18, 2021	June Urban Forestry Statistics	<table><tr><td>July 1, 2021 – June 30, 2022</td><td>July</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Park Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>8</td><td>8</td></tr><tr><td>Park Trees Removed</td><td>0</td><td>0</td></tr><tr><td>Street Trees Pruned</td><td>44</td><td>44</td></tr></table>	July 1, 2021 – June 30, 2022	July	YTD	Street Trees Planted	0	0	Park Trees Planted	0	0	Street Trees Removed	8	8	Park Trees Removed	0	0	Street Trees Pruned	44	44	Parks & Rec-Urban Forestry
July 1, 2021 – June 30, 2022	July	YTD																				
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Item	Date of Change in Status	Item	Comments					Department																															
			<table><tr><td>Park Trees Pruned</td><td>11</td><td>11</td></tr><tr><td>Community Responses</td><td>45</td><td>45</td></tr><tr><td>Nuisance Responses</td><td>2</td><td>2</td></tr><tr><td>Field/Tree Evaluations</td><td>46</td><td>46</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>0</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>0</td></tr><tr><td>Site Plan Reviews</td><td>3</td><td>3</td></tr><tr><td>Volunteer Hours</td><td>16</td><td>16</td></tr></table>					Park Trees Pruned	11	11	Community Responses	45	45	Nuisance Responses	2	2	Field/Tree Evaluations	46	46	Ordinance Enforcement	0	0	Tree Service Permits	0	0	Site Plan Reviews	3	3	Volunteer Hours	16	16								
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59	Updated August 23, 2021	Calendar YTD Planning Statistics	<table><tr><td></td><td><u>July 2020</u></td><td><u>July 2021</u></td><td><u>FY 20-21</u></td><td><u>Current 21-22</u></td></tr><tr><td>Land Use Apps</td><td>10</td><td>4</td><td>61</td><td>4</td></tr><tr><td>Zoning Approvals</td><td>3</td><td>8</td><td>58</td><td>8</td></tr><tr><td>New Business Permits</td><td>1</td><td>1</td><td>25</td><td>1</td></tr><tr><td>Revenue (Land Use Fees)</td><td>\$1,400</td><td>\$935</td><td>\$13,151</td><td>\$935</td></tr><tr><td>Revenue (Zoning Approval)</td><td>\$75</td><td>\$150</td><td>\$1,000</td><td>\$150</td></tr><tr><td>Revenue (Parks SDC)</td><td>\$0</td><td>\$1,575</td><td>\$6,825</td><td>\$1,575</td></tr></table>		<u>July 2020</u>	<u>July 2021</u>	<u>FY 20-21</u>	<u>Current 21-22</u>	Land Use Apps	10	4	61	4	Zoning Approvals	3	8	58	8	New Business Permits	1	1	25	1	Revenue (Land Use Fees)	\$1,400	\$935	\$13,151	\$935	Revenue (Zoning Approval)	\$75	\$150	\$1,000	\$150	Revenue (Parks SDC)	\$0	\$1,575	\$6,825	\$1,575	Planning
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60	Updated August 24, 2021	Notable Projects Approved or in Process Under Review	<p><u>16th Street – 55+ housing development:</u> GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8th, 2020, subject to providing a Performance Bond, which allows for lots to be marketed and sold and permits issued for the construction of homes. The street and infrastructure improvements are mostly complete, with the first 2 homes nearing completion.</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 existing home on the property will be converted into a club house and office space for the development. All ten (10) of the tiny homes are nearing completion.</p> <p><u>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under construction.</p> <p><u>Cottage Home Infill Project:</u> GCT Land Management received approval from the Planning Commission for a conditional use permit and site plan for constructing three (3) cottage homes (tiny homes) at the Southeast corner of Second Street and H Avenue (across from Central Elementary School). This is a large corner lot with an existing small dwelling. This project will result in a total of 4 cottage homes on the property. This project is pending and construction has not commenced.</p>					Planning																															

Item	Date of Change in Status	Item	Comments	Department
			<p>Timber Ridge Apartments: Northeast Oregon Housing Authority (NEOHA) has submitted a site plan application for the development of Timber Ridge Apartment (104 units), located at 3002 East Q Avenue, which is between 26th Street and 27th Street. This development includes government assisted housing units, which is identified in the City's recently adopted Housing Needs Analysis as being one of La Grande's greatest housing needs. This project was approved on January 29, 2021. This project is delayed or behind schedule due to increased prices in building materials, which is requiring some building design changes to be considered. This project is anticipated to begin construction in Fall 2021.</p> <p>Legacy Ford: Received site plan approval in mid-July 2021 to expand their building footprint to include additional showroom space, expanded service department, and site improvements to include additional paving and landscaping (street trees).</p> <p>Napa Auto Parts: Received site plan approval in late-July 2021 to construct a new retail store East of Banner Bank on a portion of property formerly occupied by Eagle Truck.</p>	
61	No Change July 29, 2020	2019 Sign Code Amendments	<p>Initially, Planning Department Staff hoped to bundle sign code amendments with updates to the 2018 Land Development Code. Unfortunately, due to the complexity of modifying the sign code, it was not possible to bundle these together.</p> <p>These amendments were put on hold in 2019 due to a combination of reasons, such as limited Staff resources for preparing a new sign code and the need for professional assistance (possibly a consultant and a fair amount of assistance from the City attorney). This has been further complicated by the current COVID-19 meeting limitations which makes it challenging to effectively engage the public in the code preparation process, not to mention the shift in priority and focus on the LDC amendments to address HB 2001.</p>	Planning
62	No Change February 20, 2019	Code Amendments Floodplain Regulations	<p>As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until October 2021.</p> <p>Based on this extended timeline, the Planning Department is holding off on drafting new floodplain</p>	Planning

Item	Date of Change in Status	Item	Comments	Department																		
			regulations until FEMA provides clarity and direction on how to proceed.																			
63	No Change July 20, 2021	Floodplain Re-Mapping	<p>The City of La Grande and Union County are jointly working to update the FEMA floodplain map within the City of La Grande and portions of Union County that lie West of I-84 (truck stop & vicinity).</p> <p>Anderson Perry and the Army Corp of Engineers (USACE) have completed the computer modeling and is submitting a Conditional Letter of Map Revisions (CLOMR) to FEMA</p> <p>This project has included the following public meeting and outreach:</p> <ul style="list-style-type: none">A work session with the council was held on October 21, 2019, to review the findings of the model and map revisions.The Union County Board of Commissioner met on December 2, 2020, and voted 2:1 to support and partner with the City on the floodplain remapping efforts.On May 24, 2021, a Work Session was held before the City Council. Anderson-Perry & Assoc. provided a presentation on the floodplain remapping, followed by Q&A.On June 14, 2021, during a Special Session of the City Council, the Council heard public testimony from affected property owners and voted to approve the submittal to FEMA for the floodplain remapping.	Planning/ Public Works																		
64	Updated Aug 23, 2021	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JUL 21</th><th>YTD</th></tr><tr><td>Priority 911 calls for service:</td><td>100</td><td>555</td></tr><tr><td>All other calls for service:</td><td>1,038</td><td>6,364</td></tr><tr><td>Total calls for service:</td><td>1,138</td><td>6,919</td></tr><tr><td>Case Numbers:</td><td>113</td><td>774</td></tr><tr><td>Traffic Stops:</td><td>92</td><td>624</td></tr></table>	TYPE OF ACTIVITY	JUL 21	YTD	Priority 911 calls for service:	100	555	All other calls for service:	1,038	6,364	Total calls for service:	1,138	6,919	Case Numbers:	113	774	Traffic Stops:	92	624	Police
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65	Updated Aug 23, 2021	Statistics: Investigations Section - <i>Abuse cases are mostly DHS referred cases. All referrals do not require additional or further investigation.</i> <i>Monthly cases reported are new cases only.</i>	<table><tr><th>TYPE OF CASE</th><th>JUL 21</th><th>YTD</th></tr><tr><td>Child Abuse:<ul style="list-style-type: none">Physical Abuse: 2Sexual Abuse: 2Neglect: 9Domestic Violence: 0</td><td>13</td><td>152</td></tr><tr><td>Elder Abuse:<ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0</td><td>0</td><td>0</td></tr><tr><td>Domestic Violence / SART:<ul style="list-style-type: none">Domestic Violence: 0SART: 0 (Sexual Assault Response Team)Other: 1</td><td>1</td><td>26</td></tr><tr><td>Death Investigations:<ul style="list-style-type: none">Unattended: 0Suicide: 0</td><td>0</td><td>3</td></tr></table>	TYPE OF CASE	JUL 21	YTD	Child Abuse: <ul style="list-style-type: none">Physical Abuse: 2Sexual Abuse: 2Neglect: 9Domestic Violence: 0	13	152	Elder Abuse: <ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 0Neglect: 0	0	0	Domestic Violence / SART: <ul style="list-style-type: none">Domestic Violence: 0SART: 0 (Sexual Assault Response Team)Other: 1	1	26	Death Investigations: <ul style="list-style-type: none">Unattended: 0Suicide: 0	0	3	Police			
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Item	Date of Change in Status	Item	Comments			Department																		
			<div>▪ Homicide: 0</div> <div>Miscellaneous:</div> <div>▪ Assault: 1</div> <div>▪ Federal Firearms Check: 4</div> <div>▪ Background: 0</div> <div>▪ Other: 1</div>	6	42																			
66	Updated Aug 23, 2021	<u>Statistics:</u> Communications Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JUL 21</th><th>YTD</th></tr><tr><td>Priority 911 calls for service:</td><td>538</td><td>3,199</td></tr><tr><td>All other calls for service:</td><td>2,103</td><td>12,579</td></tr><tr><td>Traffic (air-time):</td><td>236</td><td>1,579</td></tr><tr><td>Case reports handled: (LGPD / UCSO)</td><td>181</td><td>1,237</td></tr><tr><td>Records requests processed:</td><td>173</td><td>1,063</td></tr></table>	TYPE OF ACTIVITY	JUL 21	YTD	Priority 911 calls for service:	538	3,199	All other calls for service:	2,103	12,579	Traffic (air-time):	236	1,579	Case reports handled: (LGPD / UCSO)	181	1,237	Records requests processed:	173	1,063			Police
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67	Updated Aug 23, 2021	<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>JUL 21</th><th>YTD</th></tr><tr><td>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</td><td>12</td><td>110</td></tr><tr><td>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</td><td>43</td><td>467</td></tr><tr><td>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</td><td>32</td><td>257</td></tr><tr><td>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</td><td>6</td><td>30</td></tr></table>	TYPE OF CRIME	JUL 21	YTD	Crimes Against Persons - (Assault, Robbery, Sex Crimes)	12	110	Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	43	467	Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	32	257	Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	6	30			Police			
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69	Updated Aug 25, 2021	Training	<u>Operations Division:</u> <div>▪ July training information will be included in the next report.</div> <u>Communications Division:</u> <div>▪ July training information will be included in the next report.</div>			Police																		
70	Updated Aug 23, 2021	Staffing	<u>Operations Division:</u> <div>▪ We have one police officer vacancy. We conducted testing on May 4. We are conducting background investigations on finalist. We are still accepting applications. A conditional offer of employment has been extended to a top candidate to fill this vacancy. Officer Damian Hernandez was hired on Aug 9, 2021 to fill this position.</div> <div>▪ Two new officers are in our Field Training and Evaluation Program (FTEP). Both began the Police Academy in Salem for the 16-week Basic Police Academy on May 31, 2021. They have completed</div>			Police																		

Item	Date of Change in Status	Item	Comments	Department
			<p>week 10 of 16. They are both currently back in LG in FTEP, as the Academy has postponed the class they're in for 3-weeks, due to a Covid-19 outbreak. We now anticipate their Academy graduation in October 2021.</p> <ul style="list-style-type: none"> ▪ We are anticipating two additional police officers leaving the PD this calendar year: <ul style="list-style-type: none"> ○ 1 Sergeant retiring on July 31 ○ 1 Senior Officer retiring in September 1 ▪ Senior Officer Jared Rogers was promoted to Sergeant, effective July 21, 2021. This promotion was to fill a vacancy. ▪ Senior Officer Ryan Miller has been selected to be promoted to Sergeant, effective August 21, 2021. This promotion will fill the vacancy left by Sgt. Kris Rasmussen's retirement and Aug 1. ▪ A conditional offer of employment has been extended to a top candidate to fill a police officer vacancy created by Sgt. Rasmussen's retirement in July. ▪ We will not move to replace the vacancy created by Sr. Ofc. Eckhart's retirement until we know the results of the Special Victim's Detective grant application, which should be available in mid-Sept. The SV detective grant was a 3-year Federal grant in partnership with the Shelter from the Storm. The 3-year period of the grant expires the end of Sept. 2021. <p><u>Communications Division:</u> We are in the process of hiring a new Clerk/Receptionist - a new position approved in the FY2021-22 budget. First review of applications is on June 23, 2021. Interviews were conducted on July 22, 2021. Top candidates have been identified and are moving to the next step in the selection process. - Marissa Brown was hired to fill this position. She started on Aug 23, 2021.</p>	
71	Updated Aug 23, 2021	Celebrate La Grande	The Chief is a member of the Celebrate La Grande planning committee. The committee met on June 17 th and the event is planned for Thursday, September 9, 2021 from 5pm-7:30pm... in the traditional location at Adams Ave / 4 th Street. The event has now been moved to the Fair Grounds. Due to C-19 concerns, it will be a "Drive through" event like last year.	Police
72	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
73	No Change September 25, 2020	Hall Street (Cove to East L) Resurfacing	Work on this project has been placed on hold until spring while crews focus on completing a few other projects this fall. A few minor projects have popped up over the last few months that have limited the time left to devote to this project.	Public Works
74	Updated	U Avenue Lift Station	Improvements will start the second week of September.	Public Works

Item	Date of Change in Status	Item	Comments	Department															
	August 25, 2021	Improvements																	
75	Updated August 25, 2021	Sewer Rehab: Cast In Place Piping (CIPP)	The 27” mainline is complete. The contractors have one line left to finish and they are two weeks out.	Public Works															
76	Updated August 25, 2021	Adams Avenue ADA Ramps	Staff has submitted paperwork for one design exemption from the State for a ramp that cannot physically meet the standards due to constraints caused by privately owned property. Approval is anticipated in the next month and Staff will move forward with advertising for the construction contract.	Public Works															
77	Updated August 25, 2021	Assistant Public Works Director Job Description and Recruitment	With the hiring of the Street Superintendent, the requirement for an Assistant Public Works Director has been put on hold. Currently, Public Works Staff will be assessing the workload of the management team and look at optimizing the management structure moving forward.	Public Works															
78	Updated August 25, 2021	Public Works Superintendent Job Description Revision	The Street Superintendent position has been filled. At this point, all Superintendent positions are filled.	Public Works															
79	No Change June 25, 2021	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	All contracts are in place, City engineering staff will complete the inspection of the designated zone for 2021 in the next month and send out letters to citizens who are identified needing repairs.	Public Works															
80	Updated August 25, 2021	Implementation of Geographic Information Systems (GIS) at Public Works	Work has begun on establishing a storm sewer layer to track maintenance and location of existing lines. Work will be mainly completed by City Staff and the majority of the work is anticipated to be completed over the winter months.	Public Works															
81	No Change June 25, 2021	Water Meter Reading System	Crews continue to install meters and continue to be on schedule to complete the project this calendar year..	Public Works															
82	No Change June 25, 2021	Timber Ridge Apartment Project	The client’s engineering team continues working on value engineering for the project and currently working with Staff on the site storm drainage.	Public Works															
83	Completed August 25, 2021	Water System Optimization Cohort	The final workshop was attended on February 11. Final reports should be available the end of March or early April.	Public Works															
84	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works															
85	No Change July 27, 2021	Service Replacements	The water crew has been working on replacing old galvanized services to updated copper in streets that are scheduled to receive an overlay.	Public Works															
86	New Item August 25, 2021	Reservoir and Well Maintenance	Water crews will soon begin a maintenance project to trim and remove brush and trees around both concrete storage reservoirs and well buildings.	Public Works															
87	Updated August 25, 2021	Second Street (Adams to Spring) Reconstruction	The paving of Second Street has been completed and the valves raised and completed. The project is now complete and final costs are being established.	Public Works															
	Updated August 25, 2021	Public Works Statistics	<table><tr><td></td><td>Jul 21</td><td>Fiscal YTD</td></tr><tr><td>Sewer taps installed</td><td>0</td><td>20</td></tr><tr><td>Water taps installed</td><td>1</td><td>22</td></tr><tr><td>Water leaks repaired</td><td>1</td><td>29</td></tr><tr><td>Water meters installed</td><td>212</td><td>2,222</td></tr></table>		Jul 21	Fiscal YTD	Sewer taps installed	0	20	Water taps installed	1	22	Water leaks repaired	1	29	Water meters installed	212	2,222	Public Works
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Water meters installed	212	2,222																	

August 2021

24

La Grande Staff Report Blue=New and Updated; Red=Completed; Black=No Change

Item	Date of Change in Status	Item	Comments				Department
			Square feet of street paved	48,100	151,630		
			Water produced (MG)	146.06	964.80		
			WWTP flows (MG)	47.51	709.30		

Grant Status Report

List of grants applied for which are larger than \$3,000

Item	Date of Change in Status	Grant Name and Description	Date Submitted	Total Project Cost	Grant Amount	Match Amount	Current Status	Source of Funding	Department
1	No Change June 25, 2021	Oregon Community Foundation Grant for new public use computers at library	November 4, 2019	\$30,341	\$17,000	\$12,503 IT labor, software	Final report submitted Nov. 4, 2020, \$939.91 left to spend.	Oregon Community Foundation	Library
2	No Change June 25, 2021	Ready to Read Grant 2021 for summer reading program	August 2020	\$5,330	\$5,330	n/a	All but \$601.29 spent. Carried forward to new FY	State Library of Oregon	Library
3	No Change June 25, 2021	CARES Act grant for digital literacy and workforce development	October 26, 2020	\$10,007	\$10,007	n/a	\$9860.29 actual expenses, reimbursed 3/26/21.	State Library of Oregon (CARES Act funds)	Library
4	No Change March 23, 2021	CDBG Micro Enterprise Grant	Fall 2019	\$75,000	\$75,000	N/A		Business Oregon – Federal	Eco. Devo.
5	No Change March 23, 2021	Business Oregon – Rural Opportunity Initiative— Directly to NEOEDD for Ignite	February 2020	\$60,000	N/A	N/A	06/30/2021	Business Oregon – State	Eco. Devo.
6	No Change March 23, 2021	CDBG Emergency Grant – grants to UC Businesses	August 2020	\$150,000	\$150,000	N/A	In Process	Business Oregon – Federal	Eco Devo.
7	No Change January 28, 2021	Business Oregon COVID response— Technical Assistance	07/17/2020	\$60,000 for all of Union County	\$6,068 cash plus technical assistance to business	N/A	12/31/2020	Business Oregon – State Funds	Eco. Devo.
8	No Change January 28, 2021	Business Oregon – Round 1 -- CARES	July 2020	\$65,000	\$0 – No business qualified	N/A	10/31/2020	Business Oregon – Federal	Eco. Devo.
9	No Change January 28, 2021	Business Oregon – Round 3 – CARES	Sept. 2020	\$35,000	\$2,500 – 1 qualified business	N/A	10/31/2020	Business Oregon – Federal	Eco. Devo
10	No Change May 19, 2021	Business Oregon Technical Assistance to NEOEDD for	April 2021	N/A	\$42,000	None	Received	Business Oregon	Eco. Devo

August 2021

26

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		Ignite							
11	No Change May 19, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.56M	\$200,000 plus \$150,00 from Business Oregon TBD	Requested	Governor's Office	Eco. Devo.
12	No Change May 19, 2021	State of Oregon for Paving of Elkhorn Dr. at Business Park	April 2021	\$593,748	\$593,748	\$0	Requested	Governor's Office	Eco. Devo.
13	No Change May 19, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.56M	\$200,000 plus \$150,00 from Business Oregon TBD	Requested	Federal Funding Request – Oregon Senators	Eco. Devo.
14	No Change May 19, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.61M	\$200,000 plus \$150,00 from Business Oregon TBD	Requested	Federal Funding through Congressio nal Directed Spending	Eco. Devo.
15	No Change June 14, 2021	Morgan Lake Vault Toilet	February 26, 2021	\$56,442	\$9,250	\$47,192* Includes \$12,377 of in kind labor and equipment	Approved June 14, 2021	Oregon State Marine Board	Parks & Recreation
16	No Change July 28, 2021	Morgan Lake Vault Toilet	December 30, 2020	\$55,627	\$33,250	\$22,377* Includes \$12,377 of in kind labor and equipment	Approved June 30, 2021	ODFW	Parks & Recreation
17	No Change January 28, 2021	Safe Routes to School Non- Infrastructure	2019	\$230,934	\$147,400	\$83,534* Includes in kind labor, office space, and equipment	Awarded 9/19	ODOT	Parks & Recreation Public Works
18	No Change June 14, 2021	Oregon State Parks Recreational Trails Program	June 14, 2021	\$110,342	75,070	Cash and in-kind labor	Application Submitted	Federal dollars thru State Parks	Parks & Recreation
19	New Item August 19, 2021	Oregon Community Foundation – Eastern Oregon GO Kids Project	August 19, 2021	\$100,992	\$71,461	None required, Arts Center East, General Fund	Application Submitted	Oregon Community Foundation	Parks & Recreation
20	No Change	Adams Avenue	February	\$97,500	\$97,500	In-kind	Signed	ODOT	Public

August 2021

27

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	January 28, 2021	ADA ramp improvements	2020			design services	April 2020		Works
21	No Change January 28, 2021	February 2020 Storm Damage Assistance	December 2020	\$55,990	\$41,993	In-kind labor and equipment	First of Four Awards on 01/27/2021	FEMA	Public Works
22	No Change June 25, 2021	Project Refinement Grant	March 2021	\$150,000	\$134,595	Cash or in kind labor	Awarded on May 13, 2021.	ODOT	Public Works
23	No Change June 25, 2021	2021 Congressional Spending Request	May 14, 2021	\$850,000	\$637,500	Cash or in kind labor	Pending decision during FY22 appropriations	Federal government	Public Works