



# CITY of LA GRANDE

## THE HUB OF NORTHEASTERN OREGON

### MONTHLY REPORT June 2021 City Manager's Top Priorities for 2021

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated 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 <sup>th</sup> ; on May 11 <sup>th</sup> , 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	Updated 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 communities in Oregon in 2020.	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
5	No Change October 27, 2020	General Fund Capital Improvements: Identity 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	Updated 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	No Change May 26, 2021	COVID-19 Business Assistance	<p>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.</p> <p><b>Grant Program (\$20,000 total funding expended):</b> 11 Business assistance grant applications were received, with nine receiving funding.</p> <p><b>Emergency Loan Program:</b> 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.</p> <p><b>Business Software Program:</b> 3 grants have been awarded. Remaining Funds as of May 26, 2021: \$8,580</p>	City Manager
2	Completed June 28, 2021	COVID-19 Emergency Declaration	The City Council declared and emergency in response to COVID-19 Pandemic. The City Manager is not extending the most recent emergency declaration that expires on June 28, 2021. If a new declaration is deemed necessary, it will be brought to the City Council for consideration.	City Manager
3	Updated June 28, 2021	American Rescue Plan Act (ARPA) Funding	The City of La Grande will be receiving funding from the federal government under the ARP. The estimated amount of funding is \$3.02 million to be received in two installments. The funds must be used by December 31, 2024. The Department of Treasury Interim Final Rule relating to the uses has been released. The City Council is scheduled to conduct a Work Session to begin discussing potential uses and the process to be followed to make final funding decisions on June 28, 2021. proceed. (Note the City of La Grande received \$370,629 in CARES funding as reimbursements for qualifying COVID-19 expenditures)	City Manager
4	No Change March 23, 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 we are currently soliciting applications. The grant application has been streamlined. NEOEDD developed a video that reviews the application process. This money must be used by July 2021.	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"> <li>6 station HVAC units were retrofitted with ionization units.</li> <li>All areas of the station are on cleaning and disinfection daily.</li> <li>Installation of plexiglass barrier is being scheduled for front lobby area, for when public is allowed back into the station.</li> </ul>	Fire

			<ul style="list-style-type: none"> <li>• UV light disinfection has been added to the weekly schedule for the office area of the station.</li> <li>• Ambulances continue to be cleaned and disinfected after every transport.</li> </ul> <p>Crews wearing full COVID protection on all medical responses.</p>	
7	No Change May 25, 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> <ul style="list-style-type: none"> <li>• The building has been open for nearly 1 month without incident. Each day we see more foot traffic but we have yet to reach building capacity. Four of the 5 public use computers are now up and running and patrons are making use of them. The Library building reopens to the public, with restrictions on Monday, March 1<sup>st</sup>. Patrons will be limited to grab &amp; go services with a time limit of 30 minutes. Computer use will be limited to 1 60 minute session per day per user. Building capacity is limited to 20 patrons at any one time. All safety protocols remain in place. The Library's re-opening plan can be found, in full, at <a href="http://www.CookMemorialLibrary.org">www.CookMemorialLibrary.org</a></li> </ul>	Library
8	No Change May 25, 2021	COVID Improvements	<p>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.</p>	Public Works

**CITY of LA GRANDE**  
**Council Sessions, Significant Deadlines, and Events Schedule**  
**As of July 1, 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**

<b>Monday, July 5</b>	<b>HOLIDAY</b>
<b>Wednesday, July 7</b>	<b>REGULAR SESSION</b>
<b>Wednesday, July 7</b>	<b>Urban Renewal Agency Regular Session</b>
<b>Monday, August 2</b>	<b>TENTATIVE WORK SESSION: Topic TBD</b>
<b>Wednesday, August 4</b>	<b>REGULAR SESSION</b>
<b>Monday, August 9</b>	<b>TENTATIVE WORK SESSION: Topic TBD</b>
<b>Monday, August 23</b>	<b>TENTATIVE WORK SESSION: <i>Urban Forestry Right-of-Way Enforcement Ordinance</i></b>
<b>Wednesday, September 1</b>	<b>REGULAR SESSION</b>
<b>Monday, September 6</b>	<b>HOLIDAY</b>
<b>Monday, September 13</b>	<b>WORK SESSION: American Rescue Plan Act Funding Uses</b>
<b>Wednesday, October 6</b>	<b>REGULAR SESSION</b>
<b>Wednesday, November 3</b>	<b>REGULAR SESSION</b>
<b>Monday, November 8</b>	<b>TENTATIVE WORK SESSION: Topic TBD</b>
<b>Thursday, November 11</b>	<b>HOLIDAY</b>
<b>Thursday, November 25</b>	<b>HOLIDAY</b>
<b>Friday, November 26</b>	<b>HOLIDAY</b>

Wednesday, December 1

REGULAR SESSION

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

Addition planned Work Session topics: Street Maintenance Revenues; Buxton Report and Short-Term Economic Development Efforts and Focus

*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 June 15, 2021	All Building Permits May, 2021	<div>May 2021</div> <table><tr><th>Permit Type</th><th>Permits</th><th>Permit Fees</th><th>Plan Review Fees</th></tr><tr><td>City of LG Building:</td><td>8</td><td>\$4,910.00</td><td>\$3,191.50</td></tr><tr><td>UC Building:</td><td>14</td><td>\$9,426.00</td><td>\$6,173.70</td></tr><tr><td>City of LG MFH</td><td>0</td><td>\$0</td><td></td></tr><tr><td>UC MFH</td><td>2</td><td>\$900.00</td><td></td></tr><tr><td>City of LG Mechanical</td><td>14</td><td>\$940.00</td><td></td></tr><tr><td>UC Mechanical</td><td>15</td><td>\$1,117.50</td><td></td></tr><tr><td>City of LG Plumbing</td><td>13</td><td>\$4,053.00</td><td></td></tr><tr><td>UC Plumbing</td><td>15</td><td>\$2,824.50</td><td></td></tr><tr><td>City of LG Electrical</td><td>21</td><td>\$3,297.75</td><td></td></tr><tr><td>UC Electrical</td><td>38</td><td>\$5,218.65</td><td></td></tr><tr><td>City of LG Demolition</td><td>0</td><td>\$0.00</td><td></td></tr><tr><td>UC Demolition</td><td>0</td><td>\$0.00</td><td></td></tr><tr><td>AG Exempt permits</td><td>1</td><td></td><td></td></tr><tr><td>TOTALS:</td><td>141</td><td>\$32,687.40</td><td>\$9,365.20</td></tr><tr><td>Fiscal Year Running Totals:</td><td>1296</td><td>\$405,224.77</td><td>\$167,174.66</td></tr></table>	Permit Type	Permits	Permit Fees	Plan Review Fees	City of LG Building:	8	\$4,910.00	\$3,191.50	UC Building:	14	\$9,426.00	\$6,173.70	City of LG MFH	0	\$0		UC MFH	2	\$900.00		City of LG Mechanical	14	\$940.00		UC Mechanical	15	\$1,117.50		City of LG Plumbing	13	\$4,053.00		UC Plumbing	15	\$2,824.50		City of LG Electrical	21	\$3,297.75		UC Electrical	38	\$5,218.65		City of LG Demolition	0	\$0.00		UC Demolition	0	\$0.00		AG Exempt permits	1			TOTALS:	141	\$32,687.40	\$9,365.20	Fiscal Year Running Totals:	1296	\$405,224.77	\$167,174.66	Building
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			2	Updated June 15, 2021	Housing Permits May, 2021	<div>New Housing Building Permits</div> <div>City of La Grande</div> <table><tr><th>Type of Structure</th><th>Total Number of Buildings</th><th>Housing Units</th></tr><tr><td>Single Family Dwelling – Detached &amp; Attached</td><td>1</td><td>1</td></tr><tr><td>Accessory Dwelling Units</td><td>0</td><td>0</td></tr><tr><td>Duplex Units</td><td>0</td><td>0</td></tr><tr><td>Manufactured Homes</td><td>0</td><td>0</td></tr><tr><td>Comm. Apartments</td><td>0</td><td>2</td></tr><tr><td>TOTAL DWELLING UNITS</td><td>1</td><td>3</td></tr></table> <div>Union County</div> <table><tr><th>Type of Structure</th><th>Total Number of Buildings</th><th>Dwelling Units</th></tr><tr><td>Single Family Dwelling – Detached &amp; Attached</td><td>3</td><td>3</td></tr><tr><td>Accessory Dwelling Units</td><td>0</td><td>0</td></tr><tr><td>Duplex Units</td><td>0</td><td>0</td></tr><tr><td>Manufactured Homes</td><td>2</td><td>2</td></tr><tr><td>Comm. Apartments</td><td>0</td><td>0</td></tr></table>	Type of Structure	Total Number of Buildings	Housing Units	Single Family Dwelling – Detached & Attached	1	1	Accessory Dwelling Units	0	0	Duplex Units	0	0	Manufactured Homes	0	0	Comm. Apartments	0	2	TOTAL DWELLING UNITS	1	3	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	2	2	Comm. Apartments	0	0	Building																						
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3	New and Complete June 28, 2021	Library Director Vacancy	Kip Roberson submitted his resignation on June 1, 2021, to accept a position at a much larger Library in Wyoming. His last working day was June 25 <sup>th</sup> . Carrie Bushman has been appointed Interim Library Director for a period not to exceed 1 year.	City Manager																																																																												
4	New Item June 28, 2021	Economic Development Director Vacancy	Christine Jarski submitted her resignation on June 1, 2021, effective June 17, 2021. Christine has chosen to pursue a completely new career path. We are currently recruiting to fill the vacancy.	City Manager																																																																												
5	Updated June 28, 2021	Personnel Policy/Employee Handbook Update	The final draft is complete and has been reviewed by the unions. The City Attorney has reviewed the draft and the new handbook will be approved and implemented by July 1, 2021.	City Manager																																																																												
6	No Change March 26, 2021	Market Place Family Foods Agreement Amendment	The Agency has received financial statement information for the grocery store.	District Manager																																																																												
7	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																																																																												
8	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	District Manager																																																																												

June 2021

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

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			expand their missions. The project would enable Ignite to relocate and expand to this City-owned property and include partner organizations that also provide services to entrepreneurs and small businesses including but not limited to: NEOEDD, EOU College of Business and LG Main Street. The focus of this project is economic resiliency for new and existing businesses in Union County as they recover from the impacts of COVID-19. The intent is to submit the grant application by October 1, 2020. The grant may require matching funds. The funding in the URA Targeted Project budget would be the source.	
9	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
10	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
11	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
12	Completed June 28, 2021	Brickyard Lanes Walk Through	The Mayor, Agency Member Miesner, Christine Jarski, and the District Manager did a walk through of the bowling alley to see the progress. The District Manager provided the Agency with the video of the walk through which is available to view on the City's YouTube channel.	District Manager
13	Updated June 17, 2021	City of La Grande Website	The first meeting with the staff working group and CivicPlus was held on April 20 <sup>th</sup> to discuss the layout and design of the homepage of the new website. The initial design work should take about four weeks. The estimated timeline for site completion is 12 to 15 weeks once they commence work. Design of front page of website has been approved and web page designers will be contacting department heads shortly to start design of dept pages. Draft website is up and CivicPlus is working with each department to transfer over department links and documents. Welcome/intro text needs to be created for front page and we need photos for site. Stacey is	City Recorder

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			reaching out to Mr. V for pics. Christen has downtown pics. Chamber has also given us a few.																															
14	No Change May 14, 2021	Advisory Commission Vacancies	<div>The following table outlines the existing vacancies.</div> <table><tr><th>Advisory Commission</th><th>Vacancies</th></tr><tr><td>Air Quality</td><td>7/7</td></tr><tr><td>Arts</td><td>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>0/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>3/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>Union County Tourism</td><td>0/2</td></tr><tr><td>Urban Renewal</td><td>3/5</td></tr></table>	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	0/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	3/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal	3/5	City Recorder				
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Budget Committee	0/7																																	
Community Landscape/Forestry	0/5																																	
Landmarks	0/5																																	
Library	0/5																																	
Parking, Traffic Safety and Street Maintenance	3/7																																	
Parks and Recreation	0/7																																	
Planning	0/5																																	
Union County Tourism	0/2																																	
Urban Renewal	3/5																																	
15	Updated June 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	City Recorder																														
16	Updated June 28, 2021	2020-2021 Façade Program	<div>2020-2021 Façade Grant Projects</div> <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>La Fiesta</td><td>1802 Adams</td><td>Drive-thru window for COVID Emergency</td><td>\$6,195.75</td><td>Completed</td></tr><tr><td>Paul Swigert</td><td>1212 Adams</td><td>Ally stairs, deck, windows and doors</td><td>\$7,500</td><td>In process received LM approval</td></tr><tr><td>Soda Blitz</td><td>1609 Adams</td><td>Windows, awnings, signs</td><td>Applied</td><td>Not started</td></tr></table>	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	In process received LM approval	Soda Blitz	1609 Adams	Windows, awnings, signs	Applied	Not started	Economic Development										
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Item	Date of Change in Status	Item	Comments					Department
			Adventures	Dr.	for business Expansion		Progress payment \$37,500	
19	Updated June 28, 2021	2018-2019 Call for Projects Program	<b>2018-2019 Call for Projects Outstanding</b>					Economic Development
			<b>Business</b>	<b>Address</b>	<b>Project</b>	<b>Funds</b>	<b>Status</b>	
			LT Dev	1012 Adams	Restoration	\$50,000 Award	Completed; final reimbursement disbursed	
			Texaco	1508 Adams	Retro Suit	\$50,000 award	Cancelled and replaced with a new agreement for a different project	
20	No Change June 28, 2021	Pre-2018 Call for Projects Program	<b>Call for Projects carried over</b>					Economic Development
			<b>Business</b>	<b>Address</b>	<b>Project</b>	<b>Funds</b>	<b>Status</b>	
			Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process	
21	No Change May 19, 2021	Business Development/Recruitment	<ul style="list-style-type: none"> <li>Continued to assist small businesses, particularly restaurants with accessing financial assistance.</li> <li>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.</li> <li>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.</li> <li>Rebel Woolworks will be opening soon on Adams Avenue. Assisted in pairing the building owner and business owner together.</li> <li>Partnering with OTEC and Golden Shovel to develop and implement new Economic Development Website. Continuing to write content for the Economic Development website.</li> <li>Will continue to discuss Comprehensive Plan</li> </ul>					Economic Development

Item	Date of Change in Status	Item	Comments	Department
			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.	
22	Updated June 28, 2021	Retail Development Project:	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Panda Express, a second business from the Buxton list has broken ground in Island City.</p>	Economic Development
23	No Change May 19, 2021	La Grande Main Street Downtown	<ul style="list-style-type: none"> <li>In collaboration with the Library, the Mayor, LGMSD, Chamber and Brent Clapp media, submitted video grant application for the TMobile Hometown Techover.</li> <li>Participating on La Grande Main Street's Board of Directors, Business Development (Biz Dev) and Organization Committees. Assist with planning for Biz Dev activities including "Hot Topics."</li> <li>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.</li> </ul> <p>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.</p>	Economic Development
24	No Change May 19, 2021	Ignite Center for Entrepreneurship/ Entrepreneurial Development	<ul style="list-style-type: none"> <li>Submitted a third request through the Congressional Direct Spending process.</li> <li>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.</li> <li>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.</li> <li>Drafting MOU for partners that would co-locate in expanded Ignite in historic firehouse,</li> <li>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.</li> </ul>	Economic Development

Item	Date of Change in Status	Item	Comments	Department						
			<ul style="list-style-type: none"><li>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 business plans, getting business on-line, social media, market plans, business videos, Excel and Quickbooks classes.</li><li>Through a partnership with Rural Development Initiatives (RDI), Ignite received a \$35,000 grant from the Kauffman Foundation, which is the premier researching and supporting entrepreneurial development. 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.</li><li>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.</li></ul>							
25	Updated June 28, 2021	Urban Renewal Programs:	<ul style="list-style-type: none"><li>The 2021-2022 Call for Projects Grant is closed. There are two applications for funding that will be considered by the Agency on July 7, 2021.</li><li>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.</li></ul>	Economic Development						
26	No Change September 18, 2018	Business Development Assistance Program	<ul style="list-style-type: none"><li>Three loans are in the re-payment phase. No new loans have been made in 2018.</li></ul>	Economic Development						
27	No Change December 28, 2020	Retail Development Program	<ul style="list-style-type: none"><li>One business from the Buxton list is progressing through the building permit process and will be located in Island City.</li></ul>	Economic Development						
28	No Change January 3, 2020	Chart of Accounts Review	<ul style="list-style-type: none"><li>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</li></ul>	Finance						
29	Updated June 21, 2021	Statistics	<table><tr><td>Month of May, 2021</td><td>Current</td><td>YTD</td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$1,528,464</td><td>\$50,885,047</td></tr></table>	Month of May, 2021	Current	YTD	Monthly Revenue (all funds)	\$1,528,464	\$50,885,047	Finance
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30	No Change January 3, 2020	Springbrook Software access updates to include more employees and departments	Access is being created by groups which is a new concept to the current access set up which is for Finance only. Allowing access to department personnel will allow each department to view real time information and give the ability to print reports for themselves as needed. There will be education provided to departments on how to use. Security and user permissions have been set up in the system. A user guide is currently being created and ESD has been notified to create access to Springbrook for those that don't already have it. IT is currently working to give access to those who are approved and education has begun on how to use. There are four department remaining to be trained. Department training is down to 1 department remaining for training.	Finance																																	
31	No Change September 5, 2019	Employee Self Service (ESS)	Currently City Hall and Library employees enter their time worked, on line, through ESS. Currently working with the Fire Department to incorporate on line time entry in ESS with Fire Department Employees. We are scheduled for a webinar to view a module that may help with this. Full time parks employees have been updated to use ESS and the Fire Department will be reviewed after the software upgrade.	Finance																																	
32	No Change October 20, 2020	Transient Lodging Tax Ordinance	Update language in the current Transient Lodging Tax Ordinance to incorporate definitions to clarify intermediaries and other language as recommended by LOC. The 1 <sup>st</sup> draft has been completed and passed on for another review. A second draft is being reviewed for finalization.	Finance																																	
33	Updated June 16, 2021	Response Statistics	May 1 to May 31, 2021 YTD: 1207 <ul style="list-style-type: none"><li>Total Calls: 239</li><li>Medical: 195</li><li>Fires/MVC 32</li><li>Lift assists 12</li><li>Other</li></ul>	Fire																																	
34	Updated June 16, 2021	Fire Inspection/Code Enforcement	Chief working with homeowner building in the UGB to establish water supply for fire protection requirements	Fire																																	
35	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire																																	
38	Updated	Child Safety Seat	(1) Families instructed in proper car seat installation	Fire																																	

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	May19, 2021	Installations and Bicycle Helmets	with, (0) being provided with reduced price child safety seats. (0) Families instructed in proper bicycle helmet use with, (0) bike helmets being provided.	
39	Updated June 16, 2021	Training	Department drill 6/4/21/ – 2 hours, Forcible Entry Department drill 6/19/21 – 2 hours, Wildland practical Co. EMS drill 4/14/21 – 2 hours, soft tissue injuries Monday medical meeting- Needle decompression EMT Casual trainings 1hr– various dates 64 hrs. Shift drills – Vehicle fires, trail cart, Hose evolutions, Cardiac arrest/Mega codes, Narcan use. Supervisor training – 2 hrs. BOLI	Fire
40	No Change October 24, 2020	Traffic school	Traffic school has not been conducted since February due the Fire station being closed to the public.	Fire
41	Updated June 16, 2021	Department Announcements	Firefighter/Paramedic reposted with next review scheduled for July 15 2021.	Fire
42	No Change September 14, 2020	Public Education	Fire Chief conducted 2 fire extinguisher classes for a total of 32 students, outdoors with social distancing.	Fire
43	Updated June 22, 2021	Current Recruitments	<ul style="list-style-type: none"> <li>Firefighter/Paramedic position open. 1<sup>st</sup> review on 5/17/2021. No qualified applicants.</li> <li>Street Superintendent position posted. Interviewed on 6/21/2021</li> <li>Police Officer position open. Background in progress.</li> <li>Engineering Aide Position open. Starting on 6/14/2021. Started on 6/14/2021.</li> <li>Plumbing Inspector Specialty Codes Inspector III position posted. Still in process.</li> <li>Sergeant promotion posted. Closed on 6/4/2021.</li> <li>Library Technician I position open. 1<sup>st</sup> review on 6/30/2021.</li> <li>Library Page Job position open. Interviews on 6/23/2021.</li> <li>Clerk/Receptionist position open for Police Department. 1<sup>st</sup> review on 6/23/2021.</li> </ul>	Human Resources
44	Updated June 25, 2021	Literacy Center	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The Literacy Center now offers Take-Out service. Free materials for learners at their skill level. Available in most Reading, Math, and Vocabulary levels. To order literacy materials, call the Library</li> </ul>	Library

Item	Date of Change in Status	Item	Comments	Department
			at 541.962.1339 or email Myra at <a href="mailto:mbritschgi@cookmemoriallibrary.org">mbritschgi@cookmemoriallibrary.org</a> . Families who are currently using the Literacy Center services may turn in their learning packets for review and return books and games they may have checked out.	
45	Updated June 25, 2021	Announcements	<ul style="list-style-type: none"> <li>• 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.</li> <li>• We are currently in the process of hiring 2 new Library Page positions, as well as an Interim Library Tech I position to fill Carrie Bushman's position.</li> <li>• Jeremy is slowly adding back all of the library furniture. We will be opening all entrances into the library building starting on June 28. There will be 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.</li> <li>• The library volunteers are beginning to return and we currently have 3 to help us out again.</li> <li>• The Library has implemented cash handling 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.</li> <li>• Summer Reading will once again be virtual this year; however, we have planned dozens of fun interactive activities for kids, teens, and adults. Participants can sign-up online thru the Library's website or stop by the library and pickup a print activity booklet.</li> <li>• 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.</li> <li>• 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: <a href="http://www.urbanlibraries.org/resources/fine-free-map">www.urbanlibraries.org/resources/fine-free-map</a></li> </ul>	Library

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> <li>• UPDATE: Library Giving Day was tremendously successful, raising nearly \$14,000 for the Foundation. Wednesday, April 7 is the 3<sup>rd</sup> 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 <a href="http://cookmemoriallibrary.org">cookmemoriallibrary.org</a> to donate online.</li> <li>• The Library received a \$5,307 Ready to Read grant from the State Library of Oregon. This grant funds the annual summer reading program.</li> <li>• 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.</li> <li>• 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 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.</li> <li>• Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library's YouTube channel.</li> <li>• The Library's Little Free Food Pantry will move back inside the building on March 1<sup>st</sup> and will remain accessible to anyone experiencing food insecurity (currently 1 in 4 Americans). The City Department Food Drive was a success in January with over 4000 individual food items donated by city employees; Public Works won the contest, donating over half of the items...they each will be awarded a lovely sash celebrating their win. Staff observations are that the food cart is highly trafficked by those in need right now. A community grant application was submitted to Albertsons/Safeway to help keep the pantry stocked; the Library was awarded \$500. Harvest Share has finished for the rest of 2020; this program provides fresh produce and some basic shelf staples</li> </ul>	

Item	Date of Change in Status	Item	Comments			Department				
			to those experiencing food insecurity; given the need/demand, we are hopeful that they will return in early-2021.  <ul style="list-style-type: none"><li>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.</li></ul>							
46	Updated June 25, 2021	Statistics	Current Month (May)	Last Month (Apr)	Information from: 5/1/2021-5/31/2021	Library				
			6948	7289	Circulation					
				3117	Door count					
			27	22	New Cardholders					
			20375	20348	Total Card holders					
			47	56	Overdue notices					
			1635	1650	Library2Go (eBooks &audio)					
			15	21	Dial-A-Story					
			306	327	hoopla (eBooks, movies/TV, comics)					
			88	110	Kanopy (movies)					
			46	78	Freading (eBooks)					
			0	0	Events in community room					
			16	4	Adult program attendance					
			15	7	Children's program attendance					
			15	0	Teen program attendance					
				0	Volunteer hours					
			664	777	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.					
			47	Updated June 17, 2021	Parks Maintenance Update		<ul style="list-style-type: none"><li>Installed sand scoop toy at Candy Cane Park in sand box.</li><li>Dramatic increase in pavilion rentals.</li><li>Repaired 50 ft. cyclone fence at Pioneer Park near softball field.</li><li>Cleaned up and mulched Rotary Pavilion landscape. Sprayed 7 well sites for PW.</li></ul>			Parks & Rec-Maintenance
			48	No Change May 21, 2021	Welcome Sign Improvements		La Grande Rotary has removed the sign and is in the process of repainting it. Should be done in June.			Parks & Rec-Maintenance
49	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				
50	Updated June 15, 2021	Parks Master Plan	<ul style="list-style-type: none"><li>The survey tool has been distributed through Facebook and direct email. So far there are over</li></ul>			Parks & Rec - Admin				

Item	Date of Change in Status	Item	Comments	Department															
			450 responses. Next steps include data collection and evaluation.																
51	Updated June 15, 2021	Morgan Lake Restrooms	Staff has applied for three separate grants listed below to fund a new vault toilet to be installed at the South end of Morgan Lake near the entrance. Funding notification expected by the end of June. Update: Denial from Wildhorse Foundation, Oregon State Marine Board has awarded funding. Still waiting on ODFW.	Parks & Rec - Admin															
52	Updated June 15, 2021	Riverside Greenway Trail Extension Grants	Staff has applied for one more grant through Oregon State Parks since the Travel Oregon grant was denied. AARP is still pending with notification in June and State Parks notification in November.	Parks & Rec - Admin															
53	Updated June 15, 2021	Pool Statistics May 2021	<table><tr><td></td><td><b><u>FY 19-20</u></b> <b><u>May</u></b></td><td><b><u>FY 20-21</u></b> <b><u>May</u></b></td></tr><tr><td><b>ATTENDANCE</b></td><td>0</td><td>2,050</td></tr><tr><td><b>FY TO DATE</b></td><td>24,236</td><td>8,198</td></tr><tr><td><b>REVENUE</b></td><td>\$2,629</td><td>\$10,119</td></tr><tr><td><b>FY TO DATE</b></td><td>\$128,992</td><td>\$47,567</td></tr></table>		<b><u>FY 19-20</u></b> <b><u>May</u></b>	<b><u>FY 20-21</u></b> <b><u>May</u></b>	<b>ATTENDANCE</b>	0	2,050	<b>FY TO DATE</b>	24,236	8,198	<b>REVENUE</b>	\$2,629	\$10,119	<b>FY TO DATE</b>	\$128,992	\$47,567	Parks & Rec-Aquatics
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54	Updated June 15, 2021	Pool Programs Update	<ul style="list-style-type: none"><li>First session of June’s swimming lessons has 65 participants.</li><li>Recreation swim is Monday through Friday 1:30 to 3:00 p.m. Friday 3:30 to 5:00 and 7:00 to 8:30 p.m.</li></ul>	Parks & Rec-Aquatics															
55	Updated June 15, 2021	Pool Maintenance Update	<ul style="list-style-type: none"><li>With the outdoor splash pool not being used for the last 2 years it has not been good on the equipment. The main pump is leaking badly and the boiler is not working. Waiting on quote for new pump and for the boiler guy to take a look and see why it’s not working.</li></ul> <p>6-14-21 we have been informed that we will not be able to buy muriatic acid because of a shortage. Muriatic acid is what keeps our PH down to operate the pools. We have decided not to open the outdoor pool at this time because it uses the most acid due to it having to add make up water. With running the two indoor pools we currently will make it about 3 months with the acid we have. We’re hoping the shortage won’t last long.</p>	Parks & Rec-Aquatics															
56	Updated June 15, 2021	Recreation Program Update	<ul style="list-style-type: none"><li>We have a total of 8 part time summer staff for this year. Staff are trained and running programs.</li><li>Staff assembled the “Arts for All on the Go” craft project bags and delivered them to all LGSD 5<sup>th</sup> grade classes and to the Library’s Summer Reading Program.</li><li>All Summer offerings are now up on the website. Our offerings are less diverse than a typical summer as we are partnering with the School District to help facilitate the highest attendance at each program. So far across our 18 program offerings, we have 330 registrations, topping 2019’s registrations of which there were 261 for the entire summer. We continue to receive registrations on a daily basis.</li><li>Summer events are back. All of our events are up on our website.<ul style="list-style-type: none"><li>Riverside Concerts will move back to Thursday evenings. Staff has scheduled music acts for all</li></ul></li></ul>	Parks & Rec-Recreation															

Item	Date of Change in Status	Item	Comments				Department
			<div>but 2 concerts. The schedule will be out next week once those spots are filled.</div> <ul style="list-style-type: none"><li>Grande Tour Bike Ride is moving right along. Staff are looking for non-profits to sponsor the ride stops.</li><li>Movies in the Park are going to move from the side of the pool, to the soccer field to facilitate more space. Movie dates and times are listed on the website</li><li>Morgan Lake Regatta will be July 24th and Brian Mandella will be performing</li></ul> <div>Moonlight Bike Ride is scheduled for August 21st.</div>				
57	Updated June 17, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none"><li>The Coordinator is finalizing the Bike Blast events at various parks in June, July and August and will be inviting other groups to join the events. There will be free bicycles for children who need them along with helmets and safety information. Cotton candy, games, and more too.<ul style="list-style-type: none"><li>June 24th Benton Park</li><li>July 8th Candy Cane Park</li><li>August 21st (Bike Swap and Bike Blast) Pioneer Park</li></ul></li><li>The Coordinator is working on gathering donations of small bicycles to build a fleet of balance bikes for educational purposes for camps and working with school groups. So far, 2 small bicycles have been donated.</li><li>There will be a SRTS table once a month at the farmers market and a table at the school district resource fair has already been requested.</li><li>The Coordinator plans to have a booth at Crazy days and the County fair.</li></ul>				Parks & Rec-SRTS
58	Updated June 20, 2021	Urban Forestry Update	<ul style="list-style-type: none"><li>Weeded downtown tree wells, removed and reset pavers.</li><li>Began three-year check and pruning of trees planted in 2018.</li><li>Coordinated the spring beautification awards: residential - Michael and Tracy May, 2013 1st St. commercial - Kerr Chiropractic 1802 4<sup>th</sup> St.</li><li>Provided a tree pruning training for the seasonal parks employees.</li><li>Attended the first session of the Alliance for Community Trees Environmental Justice in Urban and Community Forestry workshop.</li></ul> <div></div>				Parks & Rec-Urban Forestry
59	Updated June 20, 2021	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none"><li>Completed park tree inventory.</li><li>Continued updating inventory with new plantings 2017 – 2020.<ul style="list-style-type: none"><li>Continued updating data transferred to the ArcGIS street tree inventory.</li></ul></li></ul>				Parks & Rec-Urban Forestry
60	No Change April 19, 2021	Wildland Urban Interface Committee	Shared links for OSU Extension Fire Program with Council and committee.				Parks & Rec-Urban Forestry
61	Updated June 20, 2021	May Urban Forestry Statistics	July 1, 2020 – June 2021	April	YTD		Parks & Rec-Urban Forestry

Item	Date of Change in Status	Item	Comments					Department
			Street Trees Planted	27	57			
			Park Trees Planted	5	53			
			Street Trees Removed	3	53			
			Park Trees Removed	0	4			
			Street Trees Pruned	38	630			
			Park Trees Pruned	7	40			
			Community Responses	42	238			
			Nuisance Responses	0	27			
			Field/Tree Evaluations	15	131			
			Ordinance Enforcement	0	3			
			Tree Service Permits	0	5			
			Site Plan Reviews	6	43			
			Volunteer Hours	4	109			
62	Updated June 18, 2021	Calendar YTD Planning Statistics		<u>May 2020</u>	<u>May 2021</u>	<u>FY 19-20</u>	<u>Current 20-21</u>	Planning
			Land Use Apps	4	6	40	447	
			Zoning Approvals	3	5	46	54	
			New Business Permits	2	2	30	23	
			Revenue (Land Use Fees)	\$1,075	\$1,280	\$13,017	\$10,551	
			Revenue (Zoning Approval)	\$50	\$100	\$875	\$900	
			Revenue (Parks SDC)	\$525	\$0	\$6,300	\$6,825	
63	No Change May 19, 2021	Notable Projects Approved or in Process Under Review	<p><u>16<sup>th</sup> Street – 55+ housing development:</u> GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8<sup>th</sup>, 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. Seven (7) of the tiny homes are nearing completion, an eighth (8<sup>th</sup>) under construction, and units #9 and #10 are pending with foundations only.</p> <p><u>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under construction.</p>					Planning

Item	Date of Change in Status	Item	Comments	Department
			<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> <p><u>Timber Ridge Apartments:</u> 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 26<sup>th</sup> Street and 27<sup>th</sup> 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 to increased prices in building materials, which is requiring some building design changes to be considered. This project is anticipated to begin construction in 2021.</p>	
64	Updated June 16, 2021	Housing Production Strategy (HPS)	<p>Pursuant to HB 2003, immediately following the completion and adoption of an HNA, cities are required prepare and adopt a Housing Production Strategy (HPS). The HNA identifies the City's housing needs over the next 20 years. The HPS identifies strategies for achieving the HNA goals and satisfying the housing need. This may include offering incentives to developers to encourage the development of new affordable housing.</p> <ul style="list-style-type: none"> <li>The City of La Grande was awarded funding by the Oregon Department of Land Conservation and Development (DLCD) to conduct the HPS, which has commenced. The project is being jointly managed by DLCD and City staff, working with a consultant (Cascadia Partners).</li> <li>This project included the formation an advisory committee made up of contractors, real estate professional, representatives from larger employers, and others engaged in developing or seeking new and needed housing. This committee reviewed consultant deliverables and recommendations on housing productions strategies and possible incentives to promote needed housing.</li> <li>On April 12, 2021, a joint PC/CC work session was held where the consultants presented their recommendations on draft housing production strategies for the City to consider. The PC and CC provided guidance, general concurrence, on draft</li> </ul>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>strategies that the City would commit to moving forward and consider implementing.</p> <ul style="list-style-type: none"> <li>The Final HPS Report was completed on June 15, 2021, and is scheduled for adoption by the City Council during the July Regular Session.</li> </ul>	
65	Updated June 16, 2021	LDC Amendments Housing Codes (HB 2001)	<p>With the Legislature passing HB 2001 and HB 2003, Cities with population between 10K and 25K are required to update their codes by June 2021 to address a variety of housing requirements.</p> <p>Some amendments include allowing duplexes as outright use in all residential zones. Cities may no longer have zones limited to single-family dwellings. Additional HB 2001 has resulted in the State establishing housing design standards (OAR 660, Division 46), one of which requires cities to reduce their parking requirements for duplexes to not be greater than 1 parking space per dwelling unit.</p> <p>As these LDC amendments are mandated by the State per HB 2001, with a requirement for final adoption by June 2021, Staff has made these amendments a priority over all other planned code amendments, which have now been put on hold due to limited staff resources.</p> <p>These Code amendments are underway, subject to the following schedule:</p> <p>October 2, 2020.....35-Day Required Notice to the DLCD (or greater) <b>Completed</b></p> <p>November 17, 2020....20-Day Required Notice to Property Owners within the City and UGB <b>Completed</b></p> <p>December 8, 2020.....Public Hearing #1, before the Planning Commission <b>Completed 12/8/20</b></p> <p>January 6, 2021.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. <b>Completed 01/06/21</b></p> <p>February 3, 2021.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. <b>Completed 02/03/21</b></p> <p>March 1, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA). <b>Completed 03/01/21</b></p> <p>April 1, 2021.....30-Day Appeal Period – Acknowledgement</p>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p style="text-align: right;"><b>Completed 04/01/21</b></p> <p>April 26, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption. <b>Completed 04/26/21</b></p> <p>May 19, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only. <b>Completed 05/19/21</b></p> <p>June 16, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only. <b>Completed 06/16/21</b></p>	
66	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
67	No Change February 20, 2019	Code Amendments Floodplain Regulations	<p>As mentioned in past reports by Planning Staff, FEMA settled a lawsuit with National Marine Fisheries and other agencies regarding the protection of endangered species and salmon and steelhead habitat. The lawsuit upheld that the FEMA regulations for development within floodplains is inadequate for protecting endangered species according to the Federal Endangered Species Act (ESA). In April 2016, the National Marine Fisheries issued a Biological Opinion (BiOp), along with Reasonable and Prudent Alternatives (RPA) for protecting habitat which FEMA is required to address in new regulatory requirements by Spring 2019. This deadline has recently been extended by 3 years, until October 2021.</p> <p>Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed.</p>	Planning
68	Updated June 28, 2021	Floodplain Re-Mapping	Anderson Perry has completed the computer model that will be submitted to FEMA with the revised flood maps. A work session with the council was held on October	Planning/ Public Works

Item	Date of Change in Status	Item	Comments	Department																		
			21, 2019, to review the findings of the model and map revisions. <ul style="list-style-type: none"><li>This will be in partnership with Union County to update County floodplain areas that are adjacent to the City of La Grande at the same time we submit our request to FEMA. This is critical as the flood zones bridge across both City and County areas that are covered in multiple maps and they should be addressed at the same time for map accuracy and consistency.</li><li>During the Union County Board of Commissioner’s December 2, 2020, Regular Session, the Union County Board of Commissioners voted 2:1 to support and partner with the City on the floodplain remapping efforts.</li><li>On May 24, 2021, a Work Session is scheduled before the City Council. Anderson-Perry &amp; Assoc. will provide a presentation on the floodplain remapping, followed by Q&amp;A. On June 14, 2021, during a Special Session of the City Council, the Council voted to approve the submittal to FEMA for the floodplain remapping.</li></ul>																			
69	Updated June 22, 2021	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>MAY 21</th><th>YTD</th></tr><tr><td>Priority 911 calls for service:</td><td>86</td><td>378</td></tr><tr><td>All other calls for service:</td><td>972</td><td>4,478</td></tr><tr><td>Total calls for service:</td><td>1,058</td><td>4,856</td></tr><tr><td>Case Numbers:</td><td>121</td><td>583</td></tr><tr><td>Traffic Stops:</td><td>95</td><td>448</td></tr></table>	TYPE OF ACTIVITY	MAY 21	YTD	Priority 911 calls for service:	86	378	All other calls for service:	972	4,478	Total calls for service:	1,058	4,856	Case Numbers:	121	583	Traffic Stops:	95	448	Police
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70	Updated June 22, 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>MAY 21</th><th>YTD</th></tr><tr><td>Child Abuse:<ul style="list-style-type: none"><li>Physical Abuse: 1</li><li>Sexual Abuse: 2</li><li>Neglect: 13</li><li>Domestic Violence: 4</li></ul></td><td>20</td><td>127</td></tr><tr><td>Elder Abuse:<ul style="list-style-type: none"><li>Physical Abuse: 0</li><li>Sexual Abuse: 0</li><li>Neglect: 0</li></ul></td><td>0</td><td>0</td></tr><tr><td>Domestic Violence / SART:<ul style="list-style-type: none"><li>Domestic Violence: 3</li><li>SART: 1 (Sexual Assault Response Team)</li><li>Other: 2</li></ul></td><td>6</td><td>23</td></tr><tr><td>Death Investigations:<ul style="list-style-type: none"><li>Unattended: 0</li><li>Suicide: 0</li><li>Homicide: 0</li></ul></td><td>0</td><td>3</td></tr><tr><td>Miscellaneous:<ul style="list-style-type: none"><li>Attempted Murder: 1</li><li>Federal Firearms Check: 3</li><li>Background: 2</li><li>Other: 2</li></ul></td><td>8</td><td>32</td></tr></table>	TYPE OF CASE	MAY 21	YTD	Child Abuse: <ul style="list-style-type: none"><li>Physical Abuse: 1</li><li>Sexual Abuse: 2</li><li>Neglect: 13</li><li>Domestic Violence: 4</li></ul>	20	127	Elder Abuse: <ul style="list-style-type: none"><li>Physical Abuse: 0</li><li>Sexual Abuse: 0</li><li>Neglect: 0</li></ul>	0	0	Domestic Violence / SART: <ul style="list-style-type: none"><li>Domestic Violence: 3</li><li>SART: 1 (Sexual Assault Response Team)</li><li>Other: 2</li></ul>	6	23	Death Investigations: <ul style="list-style-type: none"><li>Unattended: 0</li><li>Suicide: 0</li><li>Homicide: 0</li></ul>	0	3	Miscellaneous: <ul style="list-style-type: none"><li>Attempted Murder: 1</li><li>Federal Firearms Check: 3</li><li>Background: 2</li><li>Other: 2</li></ul>	8	32	Police
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Item	Date of Change in Status	Item	Comments			Department
	June 22, 2021	Communications Division -	Priority 911 calls for service:	484	2,199	
			All other calls for service:	1,852	8,651	
			Traffic (air-time):	286	1,109	
			Case reports handled: (LGPD / UCSO)	191	904	
			Records requests processed:	169	764	
72	No Change May 21, 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>	<b>TYPE OF CRIME</b>	<b>MAR 21</b>	<b>YTD</b>	Police
			Crimes Against Persons - (Assault, Robbery, Sex Crimes)	22	55	
			Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	74	227	
			Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	44	104	
			Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	1	9	
73	No Change May 21, 2021	<u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report)  <i>State of Oregon data -</i>  <i>This is the most recent data available from the State. The State historically lags behind on reports.</i>	<b>TYPE OF CRIME</b>	<b>MAR 21</b>	<b>YTD</b>	Police
			Crimes Against Persons - (Assault, Robbery, Sex Crimes)	2,412	7,754	
			Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	9,957	32,140	
			Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	4,948	16,265	
			Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	906	3,019	
74	Updated June 22, 2021	Training	<b>Operations Division:</b> <ul style="list-style-type: none"><li>The Lieutenant attended a 6-hour online training titled, “Constitutional Use of Force”.</li><li>The Chief and Lieutenant attended the online Northwest Leadership Seminar. This year it was titled, “Adapting to Change &amp; Overcoming Adversity in 2021”.</li><li>One officer participated in an online training titled, “Subject Precipitated Homicide”.</li><li>One officer participated in an online training titled, “Overcoming Resistance: Start w/ Mental Preparation”.</li><li>One officer participated in an online training titled, “Law Enforcement Encounters w/ Canines”.</li><li>One officer participated in an online training titled, “Electrical and Fire Safety”.</li><li>One officer completed a 16-hour “Basic Defensive Tactics Trainer” instruction.</li><li>One officer participated in an online training titled, “Supervisor Skills”.</li><li>One officer participated in an online training titled, “Leadership vs. Management”.</li><li>One officer participated in an online training titled, “Developing Leadership”.</li><li>One officer participated in an online training titled, “Transitioning from Peer to Supervisor”.</li><li>One officer participated in an online training titled, “Emotional Intelligence for Leaders”.</li><li>One detective participated in Sexual Assault Response Team (SART) training.</li></ul>			Police

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> <li>The NEO Regional SWAT Team conducted their monthly training.</li> <li>Our Chaplain completed 1-hour of continuing education for police chaplains.</li> </ul> <p><b><u>Communications Division:</u></b></p> <ul style="list-style-type: none"> <li>The Communications Manager attended the online Northwest Leadership Seminar. This year it was titled, "Adapting to Change &amp; Overcoming Adversity in 2021".</li> <li>All dispatchers participated in ethics training.</li> </ul>	
76	Updated June 22, 2021	Staffing	<p><b><u>Operations Division:</u></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Two new officers are in our Field Training and Evaluation Program (FTEP). Both are scheduled to report to the Police Academy in Salem for the 16-week Basic Police Academy on May 31, 2021. Both officers are currently at the academy in week 4.</li> <li>We are anticipating two additional police officers leaving the PD this calendar year: <ul style="list-style-type: none"> <li>1 Sergeant retiring in <del>August</del> July 31</li> <li>1 Senior Officer retiring in September August 31</li> </ul> </li> </ul> <p><b><u>Communications Division:</u></b> 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.</p>	Police
77	New Item June 22, 2021	Celebrate La Grande	The Chief is a member of the Celebrate La Grande planning committee. The committee met on June 17 <sup>th</sup> and the event is planned for Thursday, September 9, 2021 from 5pm-7:30pm... in the traditional location at Adams Ave / 4 <sup>th</sup> Street.	Police
78	Completed June 22, 2021	Vehicles	<p>One new patrol vehicle and one new administrative vehicle have been ordered through Legacy Dodge.</p> <p>We took delivery of both of these vehicles the week of Apr 5. They are now being upfitted (lights, radios, etc.) and we expect they will be ready for use in mid-May.</p> <p><b>Both vehicles have been upfitted and are now in service.</b></p>	Police
79	No Change September 1, 2018	Jefferson Street Truck Route	<ul style="list-style-type: none"> <li>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.</li> </ul>	Public Works
80	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	Public Works

Item	Date of Change in Status	Item	Comments	Department																		
			up over the last few months that have limited the time left to devote to this project.																			
81	No Change May 25, 2021	U Avenue Lift Station Improvements	Submittals for the project have been approved and work will commence when the pump and associated parts have been received. Work on upgrading the electrical panel (by OTEC) is underway.	Public Works																		
82	Updated June 25, 2021	Sewer Rehab: Cast In Place Piping (CIPP)	The contractor has been in contact and will be remobilizing to the City shortly. Three (3) mainlines remain to be completed including a section of the 27” Trunk Main Line along Hwy 30.s.	Public Works																		
83	No Change February 25, 2021	Adams Avenue ADA Ramps	Staff is waiting on final approval of final plans from the State. Once approved, the project will be placed out to bid.	Public Works																		
84	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																		
85	Updated June 25, 2021	Public Works Superintendent Job Description Revision	Virtual interviews of the prospective candidates have been completed. The candidate pool has been narrowed down and will be brought in for in person interviews. It is anticipated that position will be filled by July 21 <sup>st</sup> .	Public Works																		
86	Updated 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																		
87	No Change December 18, 2020	Implementation of Geographic Information Systems (GIS) at Public Works	Work on a right-of-way tree layer has been completed and published. Staff is currently utilizing the field equipment to log exact field location for water and sewer infrastructure.	Public Works																		
88	Updated 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																		
89	Updated 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																		
90	No Change February 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																		
91	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works																		
92	Updated June 24, 2021	Second Street (Adams to Spring) Reconstruction	Crews continue to move forward with this project. The water main construction is complete with all mains, valves, and services back online. All three blocks have been completed with curbs and base rock. Work is finishing up on the flatwork, and paving is scheduled for the first few weeks of July depending on the completion of the sidewalks. It is PW’s intention to keep the large cement trucks required to pour the sidewalks off the new pavement during the hot summer months which could damage the pavement early on.	Public Works																		
93	Updated June 24, 2021	Public Works Statistics	<table><tr><td></td><td>May 21</td><td>Fiscal YTD</td></tr><tr><td>Sewer taps installed</td><td>2</td><td>20</td></tr><tr><td>Water taps installed</td><td>1</td><td>21</td></tr><tr><td>Water leaks repaired</td><td>2</td><td>25</td></tr><tr><td>Water meters installed</td><td>217</td><td>1,789</td></tr><tr><td>Square feet of street paved</td><td>0</td><td>103,530</td></tr></table>		May 21	Fiscal YTD	Sewer taps installed	2	20	Water taps installed	1	21	Water leaks repaired	2	25	Water meters installed	217	1,789	Square feet of street paved	0	103,530	Public Works
	May 21	Fiscal YTD																				
Sewer taps installed	2	20																				
Water taps installed	1	21																				
Water leaks repaired	2	25																				
Water meters installed	217	1,789																				
Square feet of street paved	0	103,530																				

Item	Date of Change in Status	Item	Comments				Department
			Water produced (MG)	91.0	681.6		
			WWTP flows (MG)	60.73	607.81		

# 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	Updated 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	Updated 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	Updated 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 Ignite	April 2021	N/A	\$42,000	None	Received	Business Oregon	Eco. Devo

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	Updated 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 March 17, 2021	Morgan Lake Vault Toilet	December 30, 2020	\$55,627	\$33,250	\$22,377* Includes \$12,377 of in kind labor and equipment	Preliminary approval in committee. To Commission for final.	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	Completed June 14, 2021	AARP Community Challenge	April 13, 2021	\$75,845	\$75,845	\$2,300 in kind labor and equipment	Application Denied.	AARP	Parks & Recreation
19	New Item 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
20	Completed June 25, 2021	DEQ – Woodsmoke Reduction Project	September 2019	\$32,463	\$25,000	\$7,463 in kind labor or expenditu res	Grant work has been completed and payment received.	DEQ	Public Works

21	No Change January 28, 2021	Adams Avenue ADA ramp improvements	February 2020	\$97,500	\$97,500	In-kind design services	Signed April 2020	ODOT	Public Works
22	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
23	No Change May 25,, 2021	Project Refinement Grant	March 2021	\$150,000	\$134,595	Cash or in kind labor	Awarded on May 13, 2021.	ODOT	Public Works
24	No Change May 25, 2021	2021 Congressional Spending Request	May 14, 2021	\$850,000	\$637,500	Cash or in kind labor	Pending decision during FY22 appropriatio ns	Federal government	Public Works