



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
March 2021

City Manager's Top Priorities for 2021

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated March 26, 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.	Work on the FY 2021-22 Budget is ongoing. The City Manager and Finance Director conducted individual meetings with each department to review requests and develop the Proposed Budget.	City Manager
2	Updated March 23, 2021	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	<p><u>Business Development/Recruitment</u></p> <ul style="list-style-type: none"> Continued to assist small businesses, particularly restaurants with accessing financial assistance. Hosted workshop to assist restaurants in filling out CDBG requests for assistance. Worked with Lorrie McKee (RARE) to publicize second round of PPP and EIDL funding. 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. 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 	Economic Development

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			<p>funded partially through the Business Oregon Rural Opportunity Initiative Grant and through a grant from the Kauffman Foundation.</p> <ul style="list-style-type: none"> The Business Plan competition was launched on January 15, 2021. The deadline for applications is April 2, 2021. Three finalists will be selected to compete in a public Business Plan Competition to be held on May 21, 2021. Met with one person who will be submitting a business plan. One Emergency Façade Grant was approved and the project is closing out. Two other projects emerged that will most likely become Call for Projects applications. Partnering with OTEC and Golden Shovel to develop and implement new Economic Development Website. Met with Website developers and continuing to work on revisions for new site. Will continue to discuss Comprehensive Plan changes. The Mason’s have a professional realtor who is actively working to fill the space formerly occupied by JC Penney. <p><u>Retail Development Project:</u></p> <ul style="list-style-type: none"> RARE participant is using SCOUT to create market research packets and giving presentations to La Grande retail businesses that are interested in this service. 10 Packets have been created and two presentations have been given. Additional marketing presentations can be created with information downloaded from SCOUT. We are also running several reports that will be available in the future, once the contract with the Buxton Company has expired. Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. This project will move forward under the Economic Vitality Committee of Main Street. Participating in a new group that has formed with the intent to attract people to the downtown area and to “Shop Local.” <p><u>La Grande Main Street Downtown</u></p> <ul style="list-style-type: none"> Participating on La Grande Main Street’s Board of Directors, Business Development (Biz Dev) and Organization Committees. Assist with planning for Biz Dev activities including “Hot Topics.” In March, the facilitated meeting with the Oregon Main Street (OMS) Director for the Economic Vitality Committee. Recruitment of additional Economic Vitality Committee Members is currently underway. Facilitated Meeting with Oregon Main Street 	

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			<p>and Economic Vitality Committee (EV) went well. Tear-off maps of parking will be distributed through the EV Committee.</p> <ul style="list-style-type: none"> 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. <p><u>Ignite Center for Entrepreneurship/ Entrepreneurial Development</u></p> <ul style="list-style-type: none"> 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. Working on application for another RARE participant for 2021-22. The work will be linked with an expanded Ignite concept described above. Getting ready to re-start the SPARK women’s peer-to-peer outreach group. It is anticipated that the first meeting will be in May 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. We met with the new regional Rep for the EDA who provided significant insight into how to scope this project. Essentially, we need to re-examine the plan that we had been working on. 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. Working with NEOEDD, Side A Brewing, La Grande Volunteer Fire Fighters to develop this project. See District Manager Comments for Additional Detail. Ignite has been leased by a start-up non-profit and is nearly at capacity given the current COVID-19 restrictions. Update noted above. Ignite now has three users with another potential user interested in the space. Efforts are being made to stagger times so that social distancing can be maintained and COVID 19 protocols can be followed. Assisting in developing mentor program for Business Foundations participants including 	

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			<p>identifying and organizing mentor training.</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. 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. <p>Urban Renewal Programs:</p> <ul style="list-style-type: none"> The 2021-2022 Call for Projects Grant has opened. To date, we have had 3 inquiries. The normal amount of inquiries for this phase in the cycle is 6-10. Contacted three potential project applicants to encourage application submission. Toured the Bowling Alley. There is increased interest in the regular Façade grant program. Paul Swigert with Country Wide Insurance was approved for a Façade Grant. An additional Façade Grant application is in the review process. Paul Swiggert Façade Grant was approved and project is in process. Another Façade Grant is in the approval process. Continued working with CFP awardees regarding project questions and funding. Hines Meat Company project was closed out. Dry Creek Capital Project (Mike Sattem) is still in process. A progress payment was issued to The Local Station. 	
3	No Change October 27, 2020	General Fund Capital Improvements: Identity funding sources and strategy to address major capital needs including but not limited to the Library Roof (Completed) and the Police Department.	We still need to address the police department facility but this in on hold at present.	City Manager
4		Housing: Complete housing study and identify recommendations for addressing findings.	See update under Planning below.	Planning
5		FEMA Maps and Land Use Code Amendments: Complete the public process and submittal to FEMA for updating the City’s Floodplain Maps, and complete the revisions and adoption of the City’s Land Use Codes as necessary.	See update under Planning below.	Planning
6	Updated	Staffing: Develop a plan to	Proposing a hiring incentive for attracting lateral	City Manager

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	February 27, 2021	address critical staffing issues including, but not limited to hard to fill positions and succession planning for key positions.	police officers that would provide a financial incentive for certified officers to join the LGPD. Doing so would help with the upcoming departure of four experienced police officers in the coming months.	

CITY of LA GRANDE
Council Sessions, Significant Deadlines, and Events Schedule
As of March 15, 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

Monday, March 29

WORK SESSION:
*Wildland Urban
Interface*

Wednesday, April 7

REGULAR SESSION

Monday, April 12

WORK SESSION: *Joint
City Council/Planning
Commission:
Preliminary Findings
and Recommendation
the Housing Production
Strategy*

Monday, April 19

WORK SESSION: *Union
County Chamber of
Commerce Annual
Report*

Wednesday, May 5

REGULAR SESSION

Monday, May 10

Budget Hearing

Tuesday, May 11 (May 12 if needed)

Budget Hearing

Monday, May 24

WORK SESSION:
*Review of Draft
Floodplain Remapping
for Submittal to FEMA*

Monday, May 31

HOLIDAY

Wednesday, June 2

REGULAR SESSION

Monday, June 7

WORK SESSION: *Street
Maintenance Revenues
(Tentative)*

Monday, June 14

**SPECIAL COUNCIL
SESSION:** *Decision on
Remapping of
Floodplain for
Submittal to FEMA*

March 2021

6

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

Monday, June 21	WORK SESSION: <i>Buxton Report and Short-Term Economic Development Efforts and Focus</i>
Wednesday, June 30	SPECIAL JOINT URA/URAC SESSION: Call For Projects
Monday, July 5	HOLIDAY
Wednesday, July 7	REGULAR SESSION
Monday, July 12	TENTATIVE WORK SESSION: Topic TBD
Wednesday, August 4	REGULAR SESSION
Monday, August 9	TENTATIVE WORK SESSION: Topic TBD
Wednesday, September 1	REGULAR SESSION
Monday, September 6	HOLIDAY
Monday, September 13	WORK SESSION: <i>Urban Forestry Right-of-Way Enforcement Ordinance</i>
Wednesday, October 6	REGULAR SESSION
Monday, October 25	TENTATIVE WORK SESSION: Topic TBD
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
Friday, December 24	HOLIDAY
Friday, December 31	HOLIDAY

2022

Wednesday, January 5

REGULAR SESSION

Monday, January 17

HOLIDAY

**Monday/Tuesday, January 24 & 25
RETREATS**

COUNCIL/URA

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 March 15, 2021	Monthly activity for February 2021	<p style="text-align: center;">February 2021</p> <table border="1"> <thead> <tr> <th>Permit Type</th> <th>Permits</th> <th>Permit Fees</th> <th>Plan Review Fees</th> </tr> </thead> <tbody> <tr> <td>City of LG Building:</td> <td>22</td> <td>\$78,618.00</td> <td>\$50,906.70</td> </tr> <tr> <td>UC Building:</td> <td>11</td> <td>\$26,494.80</td> <td>\$17,107.22</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>8</td> <td>\$697.50</td> <td></td> </tr> <tr> <td>UC Mechanical</td> <td>10</td> <td>\$799.00</td> <td></td> </tr> <tr> <td>City of LG Plumbing</td> <td>11</td> <td>\$2379.00</td> <td></td> </tr> <tr> <td>UC Plumbing</td> <td>7</td> <td>\$879.00</td> <td></td> </tr> <tr> <td>City of LG Electrical</td> <td>16</td> <td>\$3,983.75</td> <td></td> </tr> <tr> <td>UC Electrical</td> <td>18</td> <td>\$2,235.00</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>7</td> <td></td> <td></td> </tr> <tr> <td>TOTALS:</td> <td>112</td> <td>\$116,986.05</td> <td>\$68,013.92</td> </tr> <tr> <td>Fiscal Year Running Totals:</td> <td>891</td> <td>\$299,111.67</td> <td>\$129,899.91</td> </tr> </tbody> </table>	Permit Type	Permits	Permit Fees	Plan Review Fees	City of LG Building:	22	\$78,618.00	\$50,906.70	UC Building:	11	\$26,494.80	\$17,107.22	City of LG MFH	0	\$0		UC MFH	2	\$900.00		City of LG Mechanical	8	\$697.50		UC Mechanical	10	\$799.00		City of LG Plumbing	11	\$2379.00		UC Plumbing	7	\$879.00		City of LG Electrical	16	\$3,983.75		UC Electrical	18	\$2,235.00		City of LG Demolition	0	\$0.00		UC Demolition	0	\$0.00		AG Exempt permits	7			TOTALS:	112	\$116,986.05	\$68,013.92	Fiscal Year Running Totals:	891	\$299,111.67	\$129,899.91	Building
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2	No Change January 25, 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. The programs include an expansion of the existing emergency loan program to add a short-term, zero interest option; grant funding for business productivity software in conjunction with training; and grant funding for expenses related to responding the COVID-19 such as safety improvements or purchases of items to help businesses operate on-line. The funding recommended totals \$250,000 and would be City General Fund dollars. 11 Business assistance grant applications were received, with nine receiving funding. A total of 30 loans have been approved and the funds disbursed. \$177,520 was disbursed last fiscal year with an additional \$41,500 disbursed since July 1, 2021.	City Manager																																																																
3	Updated March 25, 2021	Farmers' Market Promotional Video	We are partnering with the Farmers' Market to create a promotional video to highlight the Market as a safe place to obtain locally produced foods and as an economic asset to the downtown. The first draft of the video was provided to the City and the Farmers' Market for review and recommended edits were submitted on March 25, 2021.	City Manager																																																																

Item	Date of Change in Status	Item	Comments	Department
4	Updated March 26, 2021	COVID-19 Emergency Declaration	The City Council declared and emergency in response to COVID-19 Pandemic. This declaration has most recently been extended on February 26, 2021, to May 2, 2021, coincide with the Governor's extension to the Emergency Declaration.	City Manager
5	Updated March 26, 2021	City of La Grande Website	The staff working group solicited proposals from vendors and completed their review of the proposals and presentations. The City Manager accepted their recommendation and will be submitting the acceptance of the proposal from CivicPlus. The estimated timeline for completion is 12 to 15 weeks once they commence work. We will update the Council when the work begins.	City Manager
6	Updated March 26, 2021	Personnel Policy/Employee Handbook Update	The final revisions to the draft are currently underway on the Employee Handbook. The next step is to provide the draft to the unions for review and comment before the end of April.	City Manager
7	Updated March 26, 2021	Market Place Family Foods Agreement Amendment	The Agency has received financial statement information for the grocery store.	District Manager
8	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
9	Completed March 3, 2021	Traded Sector Policy Update	The Agency approved the revised Policy for the Traded Sector Program at their March 3, 2021, Agency Meeting to allow for Union County business to qualify for the program to encourage development at the La Grande Business and Technology Park.	District Manager
10	No Change September 29, 2020	Urban Renewal Targeted Project Policy Development	Based on the Urban Renewal Agency Retreat, Staff will work on a new policy for targeting specific properties for Agency initiated grant funding. The Agency has \$200,000 available for a targeted URA project in the current budget. Staff is coordinating with Side A Brewing, NEOEDD, EOU, and the Fire Museum to develop a project in the unused space of the historic firehouse that would allow partner organizations to expand their missions. The project would enable Ignite to relocate and expand to this City-owned property and include partner organizations that also provide services to entrepreneurs and small businesses including but not limited to: NEOEDD, EOU College of Business and LG Main Street. The focus of this project is economic resiliency for new and existing businesses in Union County as they recover from the impacts of COVID-19. The intent is to submit the grant application by October 1, 2020. The grant may require matching funds. The funding in the URA Targeted Project budget would be the source.	District Manager
11	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	City Manager

Item	Date of Change in Status	Item	Comments	Department																										
			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.																											
12	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																										
13	No Change September 18, 2018	Surplus Property Disposal and Procurement Resolution Update	The current policies related to the acquisition and disposal of City property have not been fully reviewed and updated in a number of years. Staff is working on updating these for Council consideration.	City Manager																										
14	Updated 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																										
15	New Item March 26, 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 took videos and photos during the walk through and will be editing the videos into a single video to share with the Agency.	District Manager																										
16	New Item March 26, 2021	City Recorder Vacancy	The City Recorder has submitted her resignation and applications are being accepted for the position. First review is set for March 29, 2021. The City Recorder intends to remain in the position until the vacancy is filled.	City Manager																										
17	Updated March 15, 2021	Advisory Commission Vacancies	The following table outlines the existing vacancies. <table border="1" data-bbox="716 1381 1289 1829"> <thead> <tr> <th>Advisory Commission</th> <th>Vacancies</th> </tr> </thead> <tbody> <tr> <td>Air Quality</td> <td>7/7</td> </tr> <tr> <td>Arts</td> <td>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>4/7</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> </tbody> </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	4/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal	3/5	City Recorder
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18	Updated March 23, 2021	URA projects fund updates Fiscal YTD	<table border="1" data-bbox="716 1833 1338 1911"> <thead> <tr> <th colspan="5">2020-2021 Façade Grant Projects</th> </tr> <tr> <th>Business</th> <th>Address</th> <th>Project</th> <th>Funds</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>La Fiesta</td> <td>1802</td> <td>Drive-thru</td> <td>\$6,195.75</td> <td>In process</td> </tr> </tbody> </table>	2020-2021 Façade Grant Projects					Business	Address	Project	Funds	Status	La Fiesta	1802	Drive-thru	\$6,195.75	In process	Economic Development											
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				Adams	window for COVID Emergency			
			Paul Swigert	1212 Adams	Ally stairs, deck, windows and doors	applied	In process	received LM approval
			Soda Blitz	1609 Adams	Windows, awnings, signs	Applied	Not started	
2020-2021 Call For Projects								
			Business	Address	Project	Funds	Status	
			Dry Creek Capital	212-224 Fir St.	Improvement upgrades to retail space	\$75,000 Progress payment \$47,203	Requesting final reimbursement	
			Raul's Taqueria	1304 Adams	Business expansion	\$21,072	In process	
			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 12/10/20 final payment \$17,708 1/26/21	Completed	
2019-2020 Call for Projects Outstanding								
			Business	Address	Project	Funds	Status	
			Steve's Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Project in process. Requesting progress payment. Extension approved to 10/31/2021	
2018-2019 Call for Projects Outstanding								
			Business	Address	Project	Funds	Status	
			LT Dev	1012 Adams	Restoration	\$50,000 Award	In process— Progress payment disbursed for \$37,500, extension approved to 12/31/20	
			Texaco	1508 Adams	Retro Suit	\$50,000 award	Cancelled and replaced with a new agreement for a different project	
2018 Call for Projects that received additional funding from a project that withdrew								
			Business	Address	Project	Funds		
			Valley Vet	401 Adams	Expansion	\$11,155		
			LT Dev.	1012 Adams	Restoration	\$14,885		

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			<table border="1"> <tr> <td>Kehr Chiro</td> <td>1802 4th St</td> <td>Expansion</td> <td>\$14,885</td> </tr> <tr> <td>Direct Music</td> <td>1206 Adams</td> <td>Expansion</td> <td>\$9,076</td> </tr> </table> <p>Call for Projects carried over</p> <table border="1"> <thead> <tr> <th>Business</th> <th>Address</th> <th>Project</th> <th>Funds</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Pennington 2017</td> <td>1106 Adams</td> <td>Rehab</td> <td>\$100,000 award and \$40,000 Insurance Reimbursement. Final reimbursement of \$25,000/12/10/20</td> <td>Complete</td> </tr> <tr> <td>Brickyard Lanes 2014</td> <td>1212 Jefferson</td> <td>Bowling alley</td> <td>\$80,000 award \$40,050 remaining</td> <td>In Process</td> </tr> </tbody> </table>	Kehr Chiro	1802 4 th St	Expansion	\$14,885	Direct Music	1206 Adams	Expansion	\$9,076	Business	Address	Project	Funds	Status	Pennington 2017	1106 Adams	Rehab	\$100,000 award and \$40,000 Insurance Reimbursement. Final reimbursement of \$25,000/12/10/20	Complete	Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process	
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19	Updated 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																							
20	No Change December 28, 2020	COVID-19 Emergency Loan Program	The City established an emergency loan program to help provide businesses with immediate assistance during the COVID-19 Pandemic. 25 businesses applied and received a total of \$184,020 in funding. Following a story in the Observer, two additional applications have been submitted and are in process. 4 Additional applications have been processed for a total of \$214,020.	Economic Development																							
21	No Change September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase. No new loans have been made in 2018.	Economic Development																							
22	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																							
23	No Change January 3, 2020	Chart of Accounts Review	Form a committee involving all departments to update and refine all Accounts within the Chart of Accounts to reflect descriptions that are more appropriate to the types of activities that are being completed as well as combining accounts that are similar in nature. In December, the committee met and reviewed the Chart of Accounts and discussed recommended changes. The Revenue portion has been sent out for review and is now being finalized	Finance																							
24	Updated March 18, 2021	Statistics	<table border="1"> <thead> <tr> <th>Month of February, 2021</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Monthly Revenue (all funds)</td> <td>\$1,634,052</td> <td>\$19,994,235</td> </tr> <tr> <td>Monthly Revenue (general fund)</td> <td>\$564,482</td> <td>\$8,794,966</td> </tr> <tr> <td>Monthly expenses amount (all funds)</td> <td>\$1,470,183</td> <td>\$16,499,258</td> </tr> <tr> <td>Monthly expenses (general fund)</td> <td>\$682,394</td> <td>\$7,087,891</td> </tr> <tr> <td># of Accounts Payable Checks issued:</td> <td>178</td> <td>1,499</td> </tr> </tbody> </table>	Month of February, 2021	Current	YTD	Monthly Revenue (all funds)	\$1,634,052	\$19,994,235	Monthly Revenue (general fund)	\$564,482	\$8,794,966	Monthly expenses amount (all funds)	\$1,470,183	\$16,499,258	Monthly expenses (general fund)	\$682,394	\$7,087,891	# of Accounts Payable Checks issued:	178	1,499	Finance					
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25	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																					
26	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																					
27	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																					
28	New Item March 18, 2021	Water Disconnects	The Finance Department took a proactive approach in collecting on severely past due water/sewer accounts. In October 2020, December 2020, and February 2021 letters were sent to customers that were more than 60 days past due. Then in late February the Finance Department as a team placed phone calls to approximately 122 customers that remained more than 60 days past due. Two types of payment plans were offered: 1. If unemployed due to COVID, past due balance would be paid in monthly installments for 6 months and each month they would be required to pay their current bill along with the installment or; 2. If employment wasn't affected by COVID any balance over 120 days would need to be paid by March 11 th and the remaining past due would be paid in monthly installments for 3 months and they would be required to pay their current bill along with the monthly installment. We had 2 customers that made arrangements for the 6-month plan and 9 for the 3-month plan. The remaining accounts on the list either paid or we weren't able to	Finance																					

Item	Date of Change in Status	Item	Comments	Department
			make contact. On March 16 th we disconnected water services that were \$300 or more past due. There was a total of 25 accounts. On March 17 th we disconnected the remaining 40 accounts that were past due. As of today (March 22 nd) there are 10 accounts that have not yet paid their past due and remain off.	
29	Updated March 22, 2021	Response Statistics	February 1, 2021 to February 28, 2021 YTD: 463 <ul style="list-style-type: none"> Total Calls: 210 Medical: 167 Fires/MVC 29 Lift assists 14	Fire
30	No Change December 14, 2020	Fire Code Inspections/Fire Prevention Activities	<ul style="list-style-type: none"> Chief working with developer on the location of fire sprinkler system connections at new apartment development on 26th street. 	Fire
31	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
32	Updated March 22, 2021	Wildland Fire Interface Committee	Group met March 3 rd to discuss strategies for Public education and emergency response to the WUI. Work session scheduled with the Council on March 29 th to talk about Wildland Urban Interface.	Fire
33	No Change October 24, 2020	Child Safety Seat Installations and Bicycle Helmets	(1) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats. (1) Families instructed in proper bicycle helmet use with, (2) bike helmets being provided.	Fire
34	Updated March 22, 2021	Training	Department drill 2/2 – 2 hours, SCBA and Hose Department drill 2/16 – 2 hours, Haz Mat/Solar panels Shift drills – 1.5 hours – SimsUshare E.O.EMS Conference 10 hours	Fire
35	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
36	Updated March 22, 2021	Department Announcements	2 EMT Casuals hired FF/Paramedic 1 qualified candidate scheduled to evaluate March 23 rd	Fire
37	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
38	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 area, for when public is allowed back into the station. 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.	Fire

Item	Date of Change in Status	Item	Comments	Department
39	No Change September 14, 2020	Public Education	<ul style="list-style-type: none"> Fire Chief conducted 2 fire extinguisher classes for a total of 32 students, outdoors with social distancing. 	Fire
40	Updated March 23, 2021	Current Recruitments	<ul style="list-style-type: none"> Engineering Tech. III –Position - PW- Interviewed applicant on 3/12/2021. Pending job offer. Firefighter/Paramedic position open. 1st review on 1/30/2021. Part-Time Finance Tech. II position posted. Position filled. Applicant starting on 3/29/2021. Morgan Lake Camp Host posted. Accepted offer. No start date determined. Utility II position open. First review on 3/31/2021. City Recorder position open. First review on 3/29/2021. <p>Police Officer position open. Two vacancies. First review on 4/2/2021.</p>	Human Resources
41	Updated March 25, 2021	Literacy Center	<ul style="list-style-type: none"> 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
42	Updated March 25, 2021	Announcements	<ul style="list-style-type: none"> 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 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 has installed 6 storage lockers outside the front entrance of the building to be used for afterhours and weekend pickup of patron requests. 	Library

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> <li data-bbox="716 170 1321 558">• 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 1st. Patrons will be limited to grab & 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 www.CookMemorialLibrary.org <li data-bbox="716 596 1321 835">• 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. <li data-bbox="716 873 1321 957">• 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 data-bbox="716 995 1321 1234">• 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 data-bbox="716 1272 1321 1541">• 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 data-bbox="716 1579 1321 1663">• Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library’s YouTube channel. <li data-bbox="716 1701 1321 1906">• The Library’s Little Free Food Pantry will move back inside the building on March 1st 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, 	

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			<p>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 to those experiencing food insecurity; given the need/demand, we are hopeful that they will return in early-2021.</p> <ul style="list-style-type: none"> 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. 																																																							
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44	Updated March 16, 2021	Parks Maintenance Update	<ul style="list-style-type: none"> Annual Maintenance on equipment. Continued fence repair at Pioneer Park. Downtown garbage has decreased due to restaurants being back open. 	Parks & Rec-Maintenance																																																						
45	No Change July 28, 2020	Welcome Sign Improvements	<ul style="list-style-type: none"> La Grande Rotary is working with local artist who will repaint sign this summer after staff completed planting of perennial flowers. 	Parks & Rec-Maintenance																																																						

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46	No Change January 6, 2020	Recreation Center	<ul style="list-style-type: none"> The Committee has been actively meeting this fall and has looked at a variety of properties. Their main goal this fall is to finalize a location and plan fundraising efforts. 	Parks & Rec-Admin															
47	Updated March 16, 2021	Parks Master Plan	<ul style="list-style-type: none"> The survey tool has been beta tested and will be distributed in phases. First electronic surveys will be emailed later in March. 	Parks & Rec - Admin															
48	Updated March 16, 2021	Pool Statistics February 2021	<table border="1"> <thead> <tr> <th></th> <th><u>FY 19-20</u> <u>February</u></th> <th><u>FY 20-21</u> <u>February</u></th> </tr> </thead> <tbody> <tr> <td>ATTENDANCE</td> <td>3,778</td> <td>0</td> </tr> <tr> <td>FY TO DATE</td> <td>23,283</td> <td>2,799</td> </tr> <tr> <td>REVENUE</td> <td>16,724</td> <td>0</td> </tr> <tr> <td>FY TO DATE</td> <td>114,351</td> <td>23,804</td> </tr> </tbody> </table>		<u>FY 19-20</u> <u>February</u>	<u>FY 20-21</u> <u>February</u>	ATTENDANCE	3,778	0	FY TO DATE	23,283	2,799	REVENUE	16,724	0	FY TO DATE	114,351	23,804	Parks & Rec-Aquatics
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49	Updated March 16, 2021	Pool Programs Update	<ul style="list-style-type: none"> We are open and excited to have our patrons back and they are excited to be back. We currently offer lap swim, water aerobics, small pool for people doing their own exercise and three recreational swim times by reservation. The La Grande Swim Club and Grande Ronde Hospital are also holding activities. The kids are loving the new slide. We will be offering more recreation swims during spring break. Lessons begin again in April for those who were registered for the December session. We have three new lifeguards hired and have three people on a list to do the lifeguard class in April. Staffing levels are the lowest on record and we will struggle during the summer when we will be down to three lifeguards. These staffing levels will affect pool hours and swim lesson. 	Parks & Rec-Aquatics															
50	Updated March 16, 2021	Pool Maintenance Update	<ul style="list-style-type: none"> Simplex fire system is not sending tests properly. Have service technicians scheduled for March 23 to replace the batteries. Plumber had to work on the locker rooms water heater that had stopped running, but luckily showers are closed for Covid restrictions so nobody has noticed. 	Parks & Rec-Aquatics															
51	Updated March 18, 2021	Recreation Program Update	<ul style="list-style-type: none"> One staff resigned at our Afterschool Program so we are in the process of recruiting. Our first esports season is wrapping up. Our second season is now open for registration and should run more smoothly. Staff is going to put together a video showing how to register from start to finish. We've also added more games. Our Pee Wee Soccer league will proceed as normal with some COVID modifications and games will start April 10th. The first ever Doggy Easter Egg Hunt is planned for March 27th at 2pm at the Dog Park. Staff appreciates the support of PetSense to make this super fun. Arts for All this year will not be in person, but will be dubbed Arts for All on the Go! We will create take home art kits of epic proportions and host a drive through for parents to come pick them up. The 	Parks & Rec-Recreation															

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			Arts Commission is contributing \$350 to help with the cost of supplies.																																											
52	Updated March 17, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none"> The Slow Down campaign ran through February 19, 2021. All of the entries were collected and posted on Facebook to be voted on. The winning entries will be announced March 17 and will be made into yard signs and put up around the school that the winner came from. Bike swap planning continues for April and 20 bicycles have been checked so far by Mountain Works. Bikes are being repurposed from the Police impound and will be distributed to local kids in need. 	Parks & Rec-SRTS																																										
53	Updated March 15, 2021	Urban Forestry Update	<ul style="list-style-type: none"> Continued work on OCT 2021 Urban and Community Forestry Awards. Monitored Zone 8 street tree clearance pruning to date. Provided interviews for The Observer, Elkhorn Media and the ODF Information Office on La Grande's Tree City USA Growth Award record. Visited thirteen classrooms for the "April is Oregon Arbor Month" poster contest, either in pre-recorded or Zoom fashion. 	Parks & Rec-Urban Forestry																																										
54	No Change February 24, 2021	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none"> Riverside Park inventory complete except for the green way. Continued updating inventory with new plantings 2017 – 2020. Continued updating data transferred to the ArcGIS street tree inventory. 	Parks & Rec-Urban Forestry																																										
55	No Change December 21, 2020	Wildland Urban Interface Committee	<ul style="list-style-type: none"> Forwarded information about the Wildfire Risk to Communities website to the committee 	Parks & Rec-Urban Forestry																																										
56	Updated March 17, 2021	January Urban Forestry Statistics	<table border="1"> <thead> <tr> <th>July 1, 2020 – June 2021</th> <th>February</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Street Trees Planted</td> <td>0</td> <td>30</td> </tr> <tr> <td>Park Trees Planted</td> <td>0</td> <td>48</td> </tr> <tr> <td>Street Trees Removed</td> <td>30</td> <td>41</td> </tr> <tr> <td>Park Trees Removed</td> <td>0</td> <td>4</td> </tr> <tr> <td>Street Trees Pruned</td> <td>23</td> <td>369</td> </tr> <tr> <td>Park Trees Pruned</td> <td>0</td> <td>17</td> </tr> <tr> <td>Community Responses</td> <td>14</td> <td>133</td> </tr> <tr> <td>Nuisance Responses</td> <td>1</td> <td>25</td> </tr> <tr> <td>Field/Tree Evaluations</td> <td>8</td> <td>82</td> </tr> <tr> <td>Ordinance Enforcement</td> <td>0</td> <td>3</td> </tr> <tr> <td>Tree Service Permits</td> <td>1</td> <td>5</td> </tr> <tr> <td>Site Plan Reviews</td> <td>3</td> <td>23</td> </tr> <tr> <td>Volunteer Hours</td> <td>4</td> <td>63</td> </tr> </tbody> </table>	July 1, 2020 – June 2021	February	YTD	Street Trees Planted	0	30	Park Trees Planted	0	48	Street Trees Removed	30	41	Park Trees Removed	0	4	Street Trees Pruned	23	369	Park Trees Pruned	0	17	Community Responses	14	133	Nuisance Responses	1	25	Field/Tree Evaluations	8	82	Ordinance Enforcement	0	3	Tree Service Permits	1	5	Site Plan Reviews	3	23	Volunteer Hours	4	63	Parks & Rec-Urban Forestry
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			<table border="1"> <tr> <td>New Business Permits</td> <td>1</td> <td>2</td> <td>30</td> <td>18</td> </tr> <tr> <td>Revenue (Land Use Fees)</td> <td>\$600</td> <td>\$450</td> <td>\$13,017</td> <td>\$6,766</td> </tr> <tr> <td>Revenue (Zoning Approval)</td> <td>\$0</td> <td>\$175</td> <td>\$875</td> <td>\$525</td> </tr> <tr> <td>Revenue (Parks SDC)</td> <td>\$0</td> <td>\$1,575</td> <td>\$6,300</td> <td>\$4,725</td> </tr> </table>	New Business Permits	1	2	30	18	Revenue (Land Use Fees)	\$600	\$450	\$13,017	\$6,766	Revenue (Zoning Approval)	\$0	\$175	\$875	\$525	Revenue (Parks SDC)	\$0	\$1,575	\$6,300	\$4,725	
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58	No Change January 13, 2021	COVID Measures	<ul style="list-style-type: none"> In early December 2020, the City Hall HVAC system was upgraded to include ionization units, which are designed to clean and improve the air quality in City Hall. (Completed December 4, 2020) 	Planning																				
59	No Change February 23, 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, which allows for lots to be marketed and sold and permits issues 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 remodel of the existing home on-site is underway, which will convert the existing home into a club house and office space for the development. This project is under construction with some planned for occupancy this Spring 2021.</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 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 dwelling. The request is to construct 3 additional cottage homes on this property, resulting in a total of 4 cottage homes.</p> <ul style="list-style-type: none"> <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 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 	Planning																				

Item	Date of Change in Status	Item	Comments	Department
			of La Grande's greatest housing needs. This project was approved on January 29, 2021, and is anticipated to begin construction in the Spring of 2021.	
	Updated March 24, 2021	Housing Needs Analysis (HNA)	<p>The City of La Grande was identified as being a severely rent burdened city, with over 25% of our renter households spending more than 50% of their household income on housing expenses. This qualified the City for a State funded project to conduct a Housing Needs Analysis (HNA), which was required by HB 4003, and later reinforced with HB 2003. The HNA was completed in June 2019 and was intended to be adopted shortly after. However, Planning staff intended to bundle the HNA with other housing code updates required by the Oregon State Legislature, along with miscellaneous City code updates.</p> <p>Unfortunately, there were delays in completing various code updates and having them ready to bundle with the HNA. Then, the COVID-19 closures affected public meeting schedules and how the City engages the public in the Code amendment process.</p> <p>Upon receiving guidance from the Oregon Department of Land Conservation and Development (DLCD), along with holding several Planning Commission and City Council meetings via Zoom meetings, staff has moved forward with the HNA adoption process subject to the following schedule:</p> <ul style="list-style-type: none"> September 1, 2020.....35-Day Required Notice to the DLCD (or greater) Completed October 13, 2020.....Public Hearing #1, before the Planning Commission Completed 10/13/20 November 4, 2020.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. Completed 11/4/20 December 2, 2020.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. Completed 12/2/20 January 25, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption. Completed 01/25/21 February, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only. 	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p style="text-align: right;">Completed 02/17/21</p> <p>March 3, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only. Completed 03/03/21</p> <p>March 1, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA). Completed 03/01/21</p> <ul style="list-style-type: none"> April 1, 2021,30-Day Appeal Period – Acknowledgement To be Completed 04/01/21 	
60	Updated March 24, 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"> The City of La Grande was awarded funding by the Oregon Department of Land Conservation and Development (DLCD) to conduct the HPS, which has commenced. The project is being jointly managed by DLCD and City staff, working with a consultant (Cascadia Partners). This project will include the formation an advisory committee made up of contractors, real estate professional, representatives from larger employers, and others engaged in developing or seeking new and needed housing. This committee will recommend housing productions strategies and possible incentives to promote needed housing, and will review consultant deliverables. The Planning Commission and City Council will be engaged at several points through this project. In October, the PC and CC will be asked to complete a housing survey; around February Planning Staff intends to hold a separate work session with the PC and CC to discuss draft strategies and receive input from the PC and CC on each strategy concept. On April 12, 2021, a joint PC/CC work session will be held where the consultants will present their recommendations and draft report and receive guidance from the PC and CC prior to finalizing and completing the report. The project is required to be complete by June 2021, followed by the City completing the adoption of the HPS (within one year - by June 2022). 	Planning

Item	Date of Change in Status	Item	Comments	Department
61	No Change December 16, 2020	LDC Amendments Housing Codes (HB 2001)	<p>With the Legislature passing HB 2001 and HB 2003, Cities with population between 10K and 25K are required to update their codes by June 2021 to address a variety of housing requirements.</p> <p>Some amendments include allowing duplexes as outright use in all residential zones. Cities may no longer have zones limited to single-family dwellings. Additional HB 2001 has resulted in the State establishing housing design standards (OAR 660, Division 46), one of which requires cities to reduce their parking requirements for duplexes to not be greater than 1 parking space per dwelling unit.</p> <p>As these LDC amendments are mandated by the State per HB 2001, with a requirement for final adoption by June 2021, Staff has made these amendments a priority over all other planned code amendments, which have now been put on hold due to limited staff resources.</p> <p>These Code amendments are underway, subject to the following schedule:</p> <ul style="list-style-type: none"> October 2, 2020.....35-Day Required Notice to the DLCD (or greater) Completed November 17, 2020....20-Day Required Notice to Property Owners within the City and UGB Completed December 8, 2020.....Public Hearing #1, before the Planning Commission Completed 12/8/20 January 6, 2021.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. Completed 01/06/21 February 3, 2021.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. Completed 02/03/21 March 1, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA). Completed 03/01/21 April 1, 2021.....30-Day Appeal Period – Acknowledgement To be Completed 04/01/21 April 12, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption. 	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>May, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.</p> <p>June, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.</p>	
62	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
63	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
64	No Change February 23, 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 21, 2019, to review the findings of the model and map	Planning/ Public Works

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			<p>revisions.</p> <ul style="list-style-type: none"> 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. 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. On May 24, 2021, a Work Session is scheduled before the City Council. Anderson-Perry & Assoc. will provide a presentation on the floodplain remapping, followed by Q&A. <p>On June 14, 2021, during the Regular Session of the City Council, the Council will be asked to make a decision on the floodplain remapping and whether to proceed with the submittal to FEMA.</p>																																																																			
65	Updated March 16, 2021	<u>Statistics:</u> Operations Division -	<table border="1"> <thead> <tr> <th>TYPE OF ACTIVITY</th> <th>FEB 21</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Priority 911 calls for service:</td> <td>82</td> <td>145</td> </tr> <tr> <td>All other calls for service:</td> <td>842</td> <td>1,698</td> </tr> <tr> <td>Total calls for service:</td> <td>924</td> <td>1,843</td> </tr> <tr> <td>Case Numbers:</td> <td>119</td> <td>228</td> </tr> <tr> <td>Traffic Stops:</td> <td>58</td> <td>155</td> </tr> </tbody> </table>	TYPE OF ACTIVITY	FEB 21	YTD	Priority 911 calls for service:	82	145	All other calls for service:	842	1,698	Total calls for service:	924	1,843	Case Numbers:	119	228	Traffic Stops:	58	155	Police																																																
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68	No Change January 22, 2021	Statistics: 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 border="1"> <thead> <tr> <th>TYPE OF CRIME</th> <th>NOV 20</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</td> <td>11</td> <td>132</td> </tr> <tr> <td>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</td> <td>65</td> <td>820</td> </tr> <tr> <td>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</td> <td>19</td> <td>423</td> </tr> <tr> <td>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</td> <td>0</td> <td>94</td> </tr> </tbody> </table>	TYPE OF CRIME	NOV 20	YTD	Crimes Against Persons - (Assault, Robbery, Sex Crimes)	11	132	Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	65	820	Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	19	423	Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	0	94	Police
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70	Updated March 16, 2021	Training	Operations Division: <ul style="list-style-type: none"> ▪ Two officers attended a virtual 2-day background investigations training. ▪ One officer attended a 5-day basic supervisors training course. ▪ One sergeant attended a virtual Internal Affairs Investigations training. Communications Division: The Communications Manager attended the first week of the two-week Middle Management course at DPSST.	Police															
71	Updated March 16, 2021	Staffing	Operations Division: <ul style="list-style-type: none"> ▪ One officer is resigning effective Mar 19 - moving out of state for family reasons. <ul style="list-style-type: none"> ○ We have hired a new officer to replace this vacancy. The new officer will start on Mar 22. ▪ One sergeant is resigning effective Mar 20 - took a position w/ another law enforcement agency. <ul style="list-style-type: none"> ○ We are taking applications to fill this vacancy. ▪ We are anticipating two additional police officers leaving the PD this calendar year: <ul style="list-style-type: none"> ○ 1 Sergeant retiring in August ○ 1 Senior Officer retiring in September Communications Division: <ul style="list-style-type: none"> ▪ Our Communications Division is fully staffed. ▪ 	Police															
72	New Item March 16, 2021	Drug Take Back Event	We will be hosting our annual Spring Drug Take Back Event on Saturday, April 24, 2021 between 10am-2pm in the Safeway parking lot.	Police															

Item	Date of Change in Status	Item	Comments	Department
			<p>This is a nationwide event sponsored by the DEA. Our participation in this event allows us to transfer all of the expired, unused, and unwanted prescription medications that we receive to the DEA for safe disposal. This nationwide event is held in April and October of each year. We partner locally with the Union County Safe Communities Coalition to make these events available to our community.</p> <p>In addition to the Drug Take Back Event, we also have a drop box in the lobby of the police department. This drop box is available 24/7/365 for people to safely dispose of prescription medications.</p> <p>Drug drop boxes are also available at Grande Ronde Hospital and Red Cross Drug.</p>	
73	Completed March 10, 2021	Major Crimes Team Agreement	We're working on updating the Major Crimes Team Agreement between LGPD, the Union County Sheriff's Office, the Oregon State Police, and the Union County District Attorney's Office. ** This agreement was finalized and signed on March 10, 2021.	Police
74	Completed February 5, 2021	Social Media	LGPD developed a Facebook page and went live with it on Feb 5. The page was created in an effort to serve as a mechanism to share information on topics of public safety, crime prevention, and for enhanced community engagement.	Police
75	No Change September 14, 2020	Vehicles	One new patrol vehicle and one new administrative vehicle have been ordered through Legacy Dodge. We have been told that deliveries of new vehicles have been very slow and we may not receive these two vehicles until late Spring 2021.	Police
76	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
77	No Change January 25, 2021	COVID Improvements	UV Air Purifying Filters have been installed on all HVAC units. All bathroom fixtures to be changed out to touchless function during the bathroom remodel. Work anticipated to be completed in February.	Public Works
78	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
79	Updated March 25, 2021	U Avenue Lift Station Improvements	Construction will begin after July 2021.	Public Works
80	Updated March 25, 2021	Sewer Rehab: Cast In Place Piping (CIPP)	As of March 23, there are three lines to finish, one 27" line and two 8" lines.	Public Works
81	Updated March 25, 2021	Sewer Line Inspection and Cleaning	The RootX treatment of sewer mains and sewer line inspections will begin in April 2021.	Public Works

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82	Updated March 25, 2021	Gildcrest Drive Water & Sewer Mainline Extension	The sewer and water mains and water tap construction have been completed. The main needs to be flushed, disinfected, and tested before it can be brought online.	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	No Change July 24, 2020	Public Works Superintendent Job Description Revision	The Water Superintendent job description has been updated and approved. The Street Superintendent job description is currently being updated in anticipation of being the next vacancy.	Public Works																								
86	Updated March 25, 2021	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	The final report for Sidewalk LID #019-64 was approved by Council during the March Regular Session. First reading of ordinance establishing final assessments is on the April Regular Session agenda.	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	No Change January 25, 2021	Water Meter Reading System	Crews have passed 40% completion for replacement of all residential meters.	Public Works																								
89	No Change November 25, 2020	Timber Ridge Apartment Project	Staff is in discussions with Harms Engineering on the Timber Ridge Apartment project and the possibility of 900 feet of mainline and 13 new service taps.	Public Works																								
90	Updated 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 March 25, 2021	Second Street (Adams to Spring) Reconstruction	Crews intend to begin placing valves and temporary service connections the week of April 5.	Public Works																								
92	Updated March 25, 2021	Public Works Statistics	<table border="1"> <thead> <tr> <th></th> <th>Feb 21</th> <th>Fiscal YTD</th> </tr> </thead> <tbody> <tr> <td>Sewer taps installed</td> <td>3</td> <td>13</td> </tr> <tr> <td>Water taps installed</td> <td>1</td> <td>14</td> </tr> <tr> <td>Water leaks repaired</td> <td>1</td> <td>23</td> </tr> <tr> <td>Water meters installed</td> <td>132</td> <td>1,439</td> </tr> <tr> <td>Square feet of street paved</td> <td>0</td> <td>103,530</td> </tr> <tr> <td>Water produced (MG)</td> <td>43.2</td> <td>592.1</td> </tr> <tr> <td>WWTP flows (MG)</td> <td>59.38</td> <td>402.26</td> </tr> </tbody> </table>		Feb 21	Fiscal YTD	Sewer taps installed	3	13	Water taps installed	1	14	Water leaks repaired	1	23	Water meters installed	132	1,439	Square feet of street paved	0	103,530	Water produced (MG)	43.2	592.1	WWTP flows (MG)	59.38	402.26	Public Works
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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 January 26, 2021	Oregon Community Foundation Grant for new public use computers at library	November 4, 2019	\$30,341	\$17,000	\$12,503 IT labor, software	Completed November 4, 2020	Oregon Community Foundation	Library
2	No Change January 26, 2021	Ready to Read Grant 2021 for summer reading program	August 2020	\$5,330	\$5,330	n/a	Awarded December 8, 2020	State Library of Oregon	Library
3	No Change January 26, 2021	CARES Act grant for digital literacy and workforce development	October 26, 2020	\$10,007	\$10,007	n/a	Awarded October 26, 2020, expenditures in process	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 February 24, 2021	Morgan Lake Vault Toilet	February 26, 2021	\$56,442	\$9,250	\$47,192* Includes \$12,377 of in kind labor and equipment	Pending decision in June	Oregon State Marine Board	Parks & Recreation
11	Updated	Morgan Lake	December	\$55,627	\$33,250	\$22,377*	Preliminary	ODFW	Parks &

March 2021

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

	March 17, 2021	Vault Toilet	30, 2020			Includes \$12,377 of in kind labor and equipment	approval in committee. To Commission for final.		Recreation
12	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
13	New Item March 18, 2021	Morgan Lake Vault Toilet Grant Match	March 18, 2021	\$55,627	\$1,500	\$ 54,127 in match from ODFW and Marine Board above.	Pending decision in April	Wildhorse Foundation	Parks & Recreation
14	No Change January 28, 2021	DEQ – Woodsmoke Reduction Project	September 2019	\$32,463	\$25,000	\$7,463 in kind labor or expenditures	Awarded 11/19	DEQ	Public Works
15	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
16	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
17	New Item March 26, 2021	Project Refinement Grant	March 2021	\$134,595	\$15,405	Cash or in kind labor	On 100% funded list to be approved May 13, 2021	ODOT	Public Works