



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
February 2021
City Manager's Top Priorities for 2020

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated February 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 has commenced with budget estimates for the current year submitted and initial requested amounts from Directors due this week. The City Manager and Finance Director will conduct individual meetings with each department in March to review requests and develop the Proposed Budget.	City Manager
2	Updated February 24, 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. 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 100 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. 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. 	Economic Development

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			<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. • 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"> • The contract with the Buxton Company expired in January 2021. • 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. • 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. 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) 	

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			<p>and OMS as the facilitators. This project was funded through grant money to RDI.</p> <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. • Through the Business Oregon Technical Assistance grant, 12 businesses worked with a consultant to create business plans as required by their Emergency Loan Agreements. An additional 8 businesses participated in an 8-session marketing workshop called “Destination Creation” facilitated by Northeast Oregon Economic Development District. • 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. Working with NEOEDD, Side A Brewing, La Grande Volunteer Fire Fighters to develop a plan for remodeling the Historic Firehouse for re-location and expansion of Ignite. Working on grant to federal agency to funding for this project. See District Manager Comments for Additional Detail. • Ignite has been leased by a start-up non-profit and is nearly at capacity given the current COVID-19 restrictions. Update noted above. • Assisting in developing mentor program for Business Foundations participants including identifying and organizing mentor training. • 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. • Gathered information and created reports for the following grants: Business Oregon Technical Assistance grant, Business Oregon Rural Opportunity Initiative Grant and the Kauffman Foundation grant. • Lorrie McKee (RARE) has started posting podcasts for “Pod Cast Wednesdays.” Posts in 	

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			<p>the month of February will focus on getting a business on-line.</p> <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. 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. Continued working with CFP awardees regarding project questions and funding. Conducted site visit to La Fiesta for drive-thru window. Hines Meat Company project was closed out. Mike Sattem has submitted final paperwork to close out the project and The Local Station has requested a progress payment. 	
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 February 27, 2022	Staffing: Develop a plan to address critical staffing issues including, but not limited to hard to fill positions and succession planning for key positions.	Proposing a hiring incentive for attracting lateral 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 Manager

CITY of LA GRANDE
Council Sessions, Significant Deadlines, and Events Schedule
As of February 9, 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, February 1

JOINT WORK
SESSION/LANDMARKS
COMMISSION: *Certified
Local Government
(CLG) Grant*

Wednesday, February 3

REGULAR SESSION
(Robert's Birthday
Council Meeting)

Monday, February 8

WORK SESSION: *URA
Program Funding
Levels*

Monday, February 15

HOLIDAY

Monday, February 22

WORK SESSION: *La
Grande Main Street
Downtown Annual
Report*

Wednesday, March 3

REGULAR SESSION

Monday, March 8

WORK SESSION: *Fire
Department Revenues*

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*

February 2021

5

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

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*

Monday, June 21

WORK SESSION:
*Buxton Report and
Short-Term Economic
Development Efforts
and Focus*

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
<u>2022</u>	
Wednesday, January 5	REGULAR SESSION
Monday, January 17	HOLIDAY
Monday/Tuesday, January 24 & 25 RETREATS	COUNCIL/URA

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2	Completed February 3, 2021	Annual Retreat—Economic Development and Urban Renewal	The Annual Retreat to discuss goals and priorities for the coming fiscal year was conducted on January 25, 2021. This Retreat focused on economic development efforts both for the City of La Grande and the La Grande Urban Renewal Agency.	City Manager																																																																
3	Completed February 3, 2021	Annual Retreat—City of La Grande	The Annual Retreat to discuss goals and priorities for the coming fiscal year was conducted on January 26, 2021. This Retreat focused on City services other than economic development and included identifying the City Manager’s Top Priorities for the coming fiscal year, which were approved by the City Council on February 3, 2021.	City Manager																																																																
4	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.	City Manager																																																																

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			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.	
5	Completed February 3, 2021	Farmers' Market Agreement	The City Council approved the new agreement for the use of Max Square for the Farmers' Markets their February 3, 2021, Regular City Council meeting.	City Manager
6	Updated February 10, 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.	City Manager
7	No Change December 30, 2020	COVID-19 Emergency Declaration	The City Council declared and emergency in response to COVID-19 Pandemic. This declaration has most recently been extended on December 30 th to March 3, 2021, to coincide with the Governor's extension to the Emergency Declaration.	City Manager
8	Updated February 10, 2021	City of La Grande Website	The City's website is outdated and no longer meets the needs of the citizens. During the City Council Retreat on January 27, 2021, the Council indicated support for moving forward with updating the site this fiscal year and approved the Retreat summary on February 3, 2021. Based on this, Staff will move forward with the project and has formed a working group to complete the process to update the site.	City Manager
9	No Change October 22, 2020	Personnel Policy/Employee Handbook Update	The City Council asked the City Manager to make completing the Employee Handbook a priority. The HR Specialist is reviewing the draft.	City Manager
10	Updated February 25, 2021	Market Place Family Foods Agreement Amendment	The City received the required report on employees from The Market Place Fresh Foods and will review the report and provide a summary to the Agency. The District Manager also met via conference call with the owner and the operator of the store regarding the requirement to provide financial statements.	District Manager
11	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
12	Updated February 26, 2021	Traded Sector Policy Update	Based on the Urban Renewal Agency Retreat, Staff will present a revised Policy for the Traded Sector Program at the March 3, 2021, Agency Meeting that allows for Union County business to qualify for the program to encourage development at the La Grande Business and Technology Park.	District Manager
13	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	District Manager

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			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.																	
14	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																
15	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																
16	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																
17	Updated February 25, 2021	B2H	The City has received informal requests for information in conjunction with the contested case regarding the B2H project. In consultation with the City Attorney, the City's response has 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. At this juncture the requesting parties have asked the Admin Law Judge to rule on the information requests, and at such time as the City is directed to provide responses, we will do so at no cost.	City Manager																
18	Updated February 16, 2021	Advisory Commission Vacancies	The following table outlines the existing vacancies. <table border="1" data-bbox="716 1656 1289 1911"> <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>1/5</td> </tr> <tr> <td>Library</td> <td>0/5</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	1/5	Library	0/5	City Recorder
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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	\$64,220	In Process																																																																											
Hines Meat	2315 Jefferson	Expansion	Progress payment \$52,000 12/10/20 final payment \$17,708 1/26/21	Completed																																																																											
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Steve's Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Not Started Extension approved to 10/31/2021																																																																											
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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																																																																											

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20	No Change August 31, 2020	COVID-19 CDBG Funding	The City applied for and was awarded \$150,000 of Community Development Block Grant funding to provide assistance to businesses in La Grande and Union County. NEOEDD is administering the program and we are currently soliciting applications.	Economic Development																																			
21	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																																			
22	Completed February 24, 2021	Phone Calls to Restaurants	Our RARE/AmeriCorps participant made calls to area restaurants the week of December 14, 2020. Information from these calls was shared with La Grande Main Street Downtown and with the Union County Chamber to help in promoting local restaurants. A summary of this information will be presented at the February City Council meeting. Lorrie McKee, the City's RARE/Americorps Participant, presented the results of the phone calls at the February City Council Meeting.	Economic Development																																			
23	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																																			
24	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																																			
25	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	Finance																																			

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			Accounts and discussed recommended changes. The Revenue portion has been sent out for review and is now being finalized																																								
26	Updated February 16, 2021	Statistics	<table border="1"> <thead> <tr> <th>Month of January, 2021</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Monthly Revenue (all funds)</td> <td>\$1,608,721</td> <td>\$19,004,845</td> </tr> <tr> <td>Monthly Revenue (general fund)</td> <td>\$698,765</td> <td>\$7,749,780</td> </tr> <tr> <td>Monthly expenses amount (all funds)</td> <td>\$1,522,062</td> <td>\$16,342,445</td> </tr> <tr> <td>Monthly expenses (general fund)</td> <td>\$784,977</td> <td>\$6,164,370</td> </tr> <tr> <td># of Accounts Payable Checks issued:</td> <td>151</td> <td>1,321</td> </tr> <tr> <td># of Payroll Checks/AP issued:</td> <td>168</td> <td>1,247</td> </tr> <tr> <td>Monthly Payroll expenses:</td> <td>\$924,318</td> <td>\$6,417,603</td> </tr> <tr> <td># of Water accounts billed:</td> <td>4,771</td> <td>33,702</td> </tr> <tr> <td># of LID accounts billed:</td> <td>0</td> <td>12</td> </tr> <tr> <td>Pieces of mail processed</td> <td>641</td> <td>7,731</td> </tr> <tr> <td>Electronic Utility Payments Received</td> <td>2,935</td> <td>19,796</td> </tr> <tr> <td># of NSF checks the City received:</td> <td>3</td> <td>23</td> </tr> </tbody> </table>	Month of January, 2021	Current	YTD	Monthly Revenue (all funds)	\$1,608,721	\$19,004,845	Monthly Revenue (general fund)	\$698,765	\$7,749,780	Monthly expenses amount (all funds)	\$1,522,062	\$16,342,445	Monthly expenses (general fund)	\$784,977	\$6,164,370	# of Accounts Payable Checks issued:	151	1,321	# of Payroll Checks/AP issued:	168	1,247	Monthly Payroll expenses:	\$924,318	\$6,417,603	# of Water accounts billed:	4,771	33,702	# of LID accounts billed:	0	12	Pieces of mail processed	641	7,731	Electronic Utility Payments Received	2,935	19,796	# of NSF checks the City received:	3	23	Finance
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27	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																																							
28	No Change September 5, 2019	Employee Self Service (ESS)	Currently City Hall and Library employees enter their time worked, on line, through ESS. Currently working with the Fire Department to incorporate on line time entry in ESS with Fire Department Employees. We are scheduled for a webinar to view a module that may help with this. Full time parks employees have been updated to use ESS and the Fire Department will be reviewed after the software upgrade.	Finance																																							
29	No Change October 20, 2020	Transient Lodging Tax Ordinance	Update language in the current Transient Lodging Tax Ordinance to incorporate definitions to clarify intermediaries and other language as recommended by LOC. The 1 st draft has been completed and passed on for another review. A second draft is being reviewed for finalization.	Finance																																							
30	Updated February 24, 2021	Response Statistics	<p>January 1, 2021 to January 31, 2021 YTD: 253</p> <ul style="list-style-type: none"> Total Calls: 253 Medical: 213 Fires/MVC 19 Lift assists 21 	Fire																																							
31	No Change December 14,	Fire Code Inspections/Fire Prevention Activities	Chief working with developer on the location of fire sprinkler system connections at new apartment	Fire																																							

Item	Date of Change in Status	Item	Comments	Department
	2020		development on 26 th street.	
32	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
33	Updated February 24, 2021	Wildland Fire Interface Committee	Chief has scheduled a meeting with representatives of ODF, Emergency management, LGRFPD, OSFM and LGFD to review and update plans, and community programs.	Fire
34	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
35	Updated February 24, 2021	Training	Department drill 1/2 – Hose 2 hours. Department drill 1/15- Scenarios 2 hours Shift drills – Scene size up, Strategy and tactics UTV usage. EMT Casual – 72 hours	Fire
36	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
37	Updated February 24, 2021	Department Announcements	3 EMT casual candidates are in background FF/Paramedic 1 qualified candidate to evaluate.	Fire
38	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
39	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
40	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
41	Updated February 19, 2021	Current Recruitments	<ul style="list-style-type: none"> Engineering Tech. III –Position - PW- vacancy. No qualified applicants received. 911 dispatcher hired on 2/15/2021. Code enforcement officer position posted. Testing on 12/2/2020. Started on 1/12/2021. Police Officer position open. Interviews done on 11/12/2020. Started on 12/31/2020. Firefighter/Paramedic position open. 1st review on 1/30/2021. Promotion of Finance Director. Started on 1/6/2021. Accountant position open. Filled. Starts on 2/21/2021. 	Human Resources

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> • Part-Time Finance Tech. II position posted. • Morgan Lake Camp Host posted. 	
42	No Change October 26, 2020	Literacy Center	<ul style="list-style-type: none"> • 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
43	Updated February 26, 2021	Announcements	<ul style="list-style-type: none"> • 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 • The Library building remains closed to the public with curbside service available. Wi-Fi hotspots and ChromeKits (chromebook paired w/ hotspot) are available for checkout. The library provides remote printing services thru its website and over the external Wi-Fi network. A limited reopening date cannot yet be determined. • 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. • The Library received a \$5,307 Ready to Read grant from the State Library of Oregon. This grant funds the annual summer reading program. • 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. 	Library

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			<ul style="list-style-type: none"> 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. Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library's YouTube channel. The Library's Little Free Food Pantry 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, 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. 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. 																																					
44	Updated February 26, 2021	Statistics	<table border="1"> <thead> <tr> <th>Current Month (Dec)</th> <th>Last Month (Dec)</th> <th>Information from: 12/1/20-12/31/20</th> </tr> </thead> <tbody> <tr> <td>2848</td> <td>3117</td> <td>Circulation</td> </tr> <tr> <td>0</td> <td>0</td> <td>Door count</td> </tr> <tr> <td>5</td> <td>10</td> <td>New Cardholders</td> </tr> <tr> <td>20421</td> <td>20477</td> <td>Total Card holders</td> </tr> <tr> <td>32</td> <td>59</td> <td>Overdue notices</td> </tr> <tr> <td>1835</td> <td>1734</td> <td>Library2Go (eBooks & audio)</td> </tr> <tr> <td>0</td> <td>113</td> <td>Library2Go Cost per Checkout</td> </tr> <tr> <td>419</td> <td>412</td> <td>hoopla (eBooks, movies/TV, comics)</td> </tr> <tr> <td>212</td> <td>163</td> <td>Kanopy (movies)</td> </tr> <tr> <td>109</td> <td>150</td> <td>Freeding (eBooks)</td> </tr> <tr> <td>0</td> <td>0</td> <td>Events in community room</td> </tr> </tbody> </table>	Current Month (Dec)	Last Month (Dec)	Information from: 12/1/20-12/31/20	2848	3117	Circulation	0	0	Door count	5	10	New Cardholders	20421	20477	Total Card holders	32	59	Overdue notices	1835	1734	Library2Go (eBooks & audio)	0	113	Library2Go Cost per Checkout	419	412	hoopla (eBooks, movies/TV, comics)	212	163	Kanopy (movies)	109	150	Freeding (eBooks)	0	0	Events in community room	Library
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45	Updated February 19, 2021	Parks Maintenance Update	<ul style="list-style-type: none"> Some field maintenance on Optimist before snow fall. Snow removal at City Hall, Library, park sidewalks and access points. Annual Maintenance on equipment. Final leaf removal from fence lines. Started to repair elk damaged fence. 	Parks & Rec-Maintenance																		
46	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																		
47	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																		
48	New and Completed February 24, 2021	Minnie Tucker Memorial Scholarship Fund	<ul style="list-style-type: none"> Department staff received a call from a donor that would like to contribute to a fund for youth parks and rec scholarships and name it after the long-time parks and recreation department employee, Minnie Tucker. There is already a scholarship policy and process in place so this is to inform you of the name change to honor Minnie. 	Parks & Rec-Admin																		
49	Completed February 19, 2021	Trice Field Request	<ul style="list-style-type: none"> OTECC hung the sign on the fence at Doug Trice Community Field so it's ready for softball season. The family will likely hold an event in memory of Doug sometime later in the Spring. 	Parks & Rec - Admin																		
50	Updated February 19, 2021	Parks Master Plan	<ul style="list-style-type: none"> The Parks and Urban Forestry Commissions have finalized their suggestions for the Parks Master Plan Survey and now staff is transferring questions to an online platform to be beta tested. Hopeful public launch will be in March with data collection continuing through summer. 	Parks & Rec - Admin																		
51	Updated February 19, 2021	Pool Statistics January 2021	<table border="1"> <thead> <tr> <th></th> <th><u>FY 19-20</u> <u>January</u></th> <th><u>FY 20-21</u> <u>January</u></th> </tr> </thead> <tbody> <tr> <td>ATTENDANCE</td> <td>3,025</td> <td>0</td> </tr> <tr> <td>FY TO DATE</td> <td>20,283</td> <td>2,799</td> </tr> <tr> <td>REVENUE</td> <td>16,973</td> <td>300</td> </tr> <tr> <td>FY TO DATE</td> <td>97,627</td> <td>23,804</td> </tr> </tbody> </table>		<u>FY 19-20</u> <u>January</u>	<u>FY 20-21</u> <u>January</u>	ATTENDANCE	3,025	0	FY TO DATE	20,283	2,799	REVENUE	16,973	300	FY TO DATE	97,627	23,804	Parks & Rec-Aquatics			
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FY TO DATE	97,627	23,804																				
52	Updated February 19, 2021	Pool Programs Update	<ul style="list-style-type: none"> Pool will open March 1st with limited scheduling to accommodate some lap and recreational swim times. The LHS swim team and swim club will be able to practice. All open times will be advertised and promoted on our website and social media. 	Parks & Rec-Aquatics																		

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> Three participants are now certified in Lifeguarding and will be hired. This will take our lifeguard staff up to 10 when we usually have between 17 – 20. 	
53	Updated February 19, 2021	Pool Maintenance Update	<ul style="list-style-type: none"> Replaced a pump filter 	Parks & Rec-Aquatics
54	Updated February 24, 2021	Recreation Program Update	<ul style="list-style-type: none"> The Afterschool Program is still going strong! Midco is now running a bus from Central (where all of our students attend) and most of our students are using this service now. The first ever esports season started February 15! 13 players are registered. We are offering 4 different games with at least 2 of them being free to play games which means the users don't have to buy the game to play. Following seasons = \$5 The Pee Wee Soccer league will proceed with some COVID modifications. Registration will open the beginning of March and the Season will start in April. As we can't host our usual big event for the Arts for All program, we are trying Arts for All on the Go! We will create take home art kits and host a drive through for parents to come pick them up. 	Parks & Rec-Recreation
55	Updated February 24, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none"> The Slow Down campaign started February 1, 2021 and ran through February 19, 2021, All of the entries were collected and posted on Facebook to be voted on. The winning entries will be made into yard signs and put up around the school that the winner came from. Staff is putting together information for a bike swap that will be held in April. This would give people an opportunity to donate or sell their old bicycles to those who do not have one. The Coordinator is working with Mountain Works to repair bicycles that are collected from the LGPD. Then a Bike Swap will be held in April to get those bikes to families in need. Mt. Works has offered to help safety check bikes at the event. A skills course and bike rodeo will be set up at the Bike Swap and other events throughout the summer. The coordinator is working on gathering donations of small bicycles to make a balance bike fleet to be used in educational programs to use at schools in conjunction with PE programs. The Coordinator is working with the three schools in the Safe Routes to School Program on a May walk and roll to school day. 	Parks & Rec-SRTS
56	Updated February 24, 2021	Urban Forestry Update	<ul style="list-style-type: none"> Continued work on OCT 2021 Urban and Community Trees Awards. Monitored Zone 8 street tree clearance pruning to date. Presented at the 2021 Tree City USA virtual conference - Growing Your Tree City USA. Worked with parks staff to remove thirty cottonwood trees in very poor condition along the 	Parks & Rec-Urban Forestry

Item	Date of Change in Status	Item	Comments	Department																																										
			<p>approach to the 2nd St. highway overpass.</p> <ul style="list-style-type: none"> Reviewed five site plan applications. Submitted landscape recommendations for the Timber Ridge development. 																																											
57	Updated 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. Completed update of tree removals from 2017-2019 	Parks & Rec-Urban Forestry																																										
58	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																																										
59	Updated February 24, 2021	January Urban Forestry Statistics	<table border="1"> <thead> <tr> <th>July 1, 2020 – June 2021</th> <th>December</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>160</td> <td>346</td> </tr> <tr> <td>Park Trees Pruned</td> <td>1</td> <td>17</td> </tr> <tr> <td>Community Responses</td> <td>12</td> <td>119</td> </tr> <tr> <td>Nuisance Responses</td> <td>1</td> <td>24</td> </tr> <tr> <td>Field/Tree Evaluations</td> <td>11</td> <td>74</td> </tr> <tr> <td>Ordinance Enforcement</td> <td>1</td> <td>3</td> </tr> <tr> <td>Tree Service Permits</td> <td>4</td> <td>4</td> </tr> <tr> <td>Site Plan Reviews</td> <td>5</td> <td>20</td> </tr> <tr> <td>Volunteer Hours</td> <td>4</td> <td>59</td> </tr> </tbody> </table>	July 1, 2020 – June 2021	December	YTD	Street Trees Planted	0	30	Park Trees Planted	0	48	Street Trees Removed	30	41	Park Trees Removed	0	4	Street Trees Pruned	160	346	Park Trees Pruned	1	17	Community Responses	12	119	Nuisance Responses	1	24	Field/Tree Evaluations	11	74	Ordinance Enforcement	1	3	Tree Service Permits	4	4	Site Plan Reviews	5	20	Volunteer Hours	4	59	Parks & Rec-Urban Forestry
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60	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																																										
61	Updated February 23, 2021	Notable Projects Approved or in Process Under Review	<p>16th Street – 55+ housing development: 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</p>	Planning																																										

Item	Date of Change in Status	Item	Comments	Department
			<p>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> <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 26th Street and 27th Street. This development includes government assisted housing units, which is identified in the City’s recently adopted Housing Needs Analysis as being one of La Grande’s greatest housing needs. This project was approved on January 29, 2021, and is anticipated to begin construction in the Spring of 2021.</p>	
62	Updated February 23, 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>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<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> <p>September 1, 2020.....35-Day Required Notice to the DLCD (or greater) Completed</p> <p>October 13, 2020.....Public Hearing #1, before the Planning Commission Completed 10/13/20</p> <p>November 4, 2020.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. Completed 11/4/20</p> <p>December 2, 2020.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. Completed 12/2/20</p> <p>January 25, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption. Completed 01/25/21</p> <p>February, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only. Completed 02/17/21</p> <p>March, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only. Schedule for 03/03/21</p> <p>March, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <ul style="list-style-type: none"> • April, 2021...30-Day Appeal Period - Acknowledgement 	
63	Updated February 23, 2021	Housing Production Strategy (HPS)	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.	Planning

Item	Date of Change in Status	Item	Comments	Department
			<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. Around March/April a joint PC/CC work session will be held where the consultants will present their recommendations and draft report and receive guidance from the PC and CC prior to finalizing and completing the report. 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). 	
64	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 long 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</p>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>the DLCD (or greater) Completed</p> <p>November 17, 2020.....20-Day Required Notice to Property Owners within the City and UGB Completed</p> <p>December 8, 2020.....Public Hearing #1, before the Planning Commission Completed 12/8/20</p> <p>January 6, 2021.....Public Hearing #2, before the City Council, and First Reading of the adopting Ordinance by Title Only. Completed 01/06/21</p> <p>February 3, 2021.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only. Completed 02/03/21</p> <p>April, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption.</p> <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> <p>May, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <p>June, 2021.....30-Day Appeal Period - Acknowledgement</p>	
65	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</p>	Planning

Item	Date of Change in Status	Item	Comments	Department																		
			the LDC amendments to address HB 2001.																			
66	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																		
67	Updated February 23, 2021	Floodplain Re-Mapping	<p>Anderson Perry has completed the computer model that will be submitted to FEMA with the revised flood maps. A work session with the council was held on October 21, 2019, to review the findings of the model and map revisions.</p> <ul style="list-style-type: none"> 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. 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. 	Planning/ Public Works																		
68	Updated February 17, 2021	Statistics: Operations Division -	<table border="1"> <thead> <tr> <th>TYPE OF ACTIVITY</th> <th>JAN 21</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Priority 911 calls for service:</td> <td>63</td> <td>63</td> </tr> <tr> <td>All other calls for service:</td> <td>856</td> <td>856</td> </tr> <tr> <td>Total calls for service:</td> <td>919</td> <td>919</td> </tr> <tr> <td>Case Numbers:</td> <td>109</td> <td>109</td> </tr> <tr> <td>Traffic Stops:</td> <td>97</td> <td>97</td> </tr> </tbody> </table>	TYPE OF ACTIVITY	JAN 21	YTD	Priority 911 calls for service:	63	63	All other calls for service:	856	856	Total calls for service:	919	919	Case Numbers:	109	109	Traffic Stops:	97	97	Police
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69	Updated February 17, 2021	Statistics: Investigations Section -	<table border="1"> <thead> <tr> <th>TYPE OF CASE</th> <th>JAN 21</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Child Abuse:</td> <td>21</td> <td>21</td> </tr> <tr> <td>▪ Physical Abuse: 5</td> <td></td> <td></td> </tr> </tbody> </table>	TYPE OF CASE	JAN 21	YTD	Child Abuse:	21	21	▪ Physical Abuse: 5			Police									
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Item	Date of Change in Status	Item	Comments	Department																		
		<p><i>Abuse cases are mostly DHS referred cases. All referrals do not require additional or further investigation.</i></p> <p><i>Monthly cases reported are new cases only.</i></p>	<table border="1"> <tr> <td> <ul style="list-style-type: none"> ▪ Sexual Abuse: 0 ▪ Neglect: 14 ▪ Domestic Violence: 2 </td> <td></td> <td></td> </tr> <tr> <td> Elder Abuse: <ul style="list-style-type: none"> ▪ Physical Abuse: 0 ▪ Sexual Abuse: 0 ▪ Neglect: 0 </td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td> Domestic Violence / SART: <ul style="list-style-type: none"> ▪ Domestic Violence: 0 ▪ Sexual Assault: 1 ▪ SART: 1 (Sexual Assault Response Team) ▪ Other: 1 </td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td> Death Investigations: <ul style="list-style-type: none"> ▪ Unattended: 0 ▪ Suicide: 0 ▪ Homicide: 0 </td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td> Miscellaneous: <ul style="list-style-type: none"> ▪ Telephonic Harassment: 1 ▪ Fraud: 1 ▪ Federal Firearms Check: 2 ▪ Failure to Register: 1 (Sexual Offender) </td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </table>	<ul style="list-style-type: none"> ▪ Sexual Abuse: 0 ▪ Neglect: 14 ▪ Domestic Violence: 2 			Elder Abuse: <ul style="list-style-type: none"> ▪ Physical Abuse: 0 ▪ Sexual Abuse: 0 ▪ Neglect: 0 	0	0	Domestic Violence / SART: <ul style="list-style-type: none"> ▪ Domestic Violence: 0 ▪ Sexual Assault: 1 ▪ SART: 1 (Sexual Assault Response Team) ▪ Other: 1 	3	3	Death Investigations: <ul style="list-style-type: none"> ▪ Unattended: 0 ▪ Suicide: 0 ▪ Homicide: 0 	0	0	Miscellaneous: <ul style="list-style-type: none"> ▪ Telephonic Harassment: 1 ▪ Fraud: 1 ▪ Federal Firearms Check: 2 ▪ Failure to Register: 1 (Sexual Offender) 	5	5				
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70	Updated February 17, 2021	<p><u>Statistics:</u> Communications Division -</p>	<table border="1"> <thead> <tr> <th>TYPE OF ACTIVITY</th> <th>JAN 21</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Priority 911 calls for service:</td> <td style="text-align: center;">416</td> <td style="text-align: center;">416</td> </tr> <tr> <td>All other calls for service:</td> <td style="text-align: center;">2,135</td> <td style="text-align: center;">2,135</td> </tr> <tr> <td>Traffic (air-time):</td> <td style="text-align: center;">244</td> <td style="text-align: center;">244</td> </tr> <tr> <td>Case reports handled: (LGPD / UCSO)</td> <td style="text-align: center;">177</td> <td style="text-align: center;">177</td> </tr> <tr> <td>Records requests processed:</td> <td style="text-align: center;">99</td> <td style="text-align: center;">99</td> </tr> </tbody> </table>	TYPE OF ACTIVITY	JAN 21	YTD	Priority 911 calls for service:	416	416	All other calls for service:	2,135	2,135	Traffic (air-time):	244	244	Case reports handled: (LGPD / UCSO)	177	177	Records requests processed:	99	99	Police
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71	No Change January 22, 2021	<p><u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report)</p> <p><i>Union County data -</i></p> <p><i>This is the most recent data available from the State. The State historically lags behind on reports.</i></p>	<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 style="text-align: center;">11</td> <td style="text-align: center;">132</td> </tr> <tr> <td>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</td> <td style="text-align: center;">65</td> <td style="text-align: center;">820</td> </tr> <tr> <td>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</td> <td style="text-align: center;">19</td> <td style="text-align: center;">423</td> </tr> <tr> <td>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">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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73	Updated February 17, 2021	Training	<p><u>Operations Division:</u></p> <ul style="list-style-type: none"> ▪ 10 officers/employees participated in an 8-hour Mental Health First Aid training. ▪ The Lieutenant attended a 2-day virtual seminar on 	Police																		

Item	Date of Change in Status	Item	Comments	Department
			<p>employee recruitment and retention.</p> <ul style="list-style-type: none"> ▪ 3 officers participated in a 1-day virtual Use of Force update training. ▪ All officers participated in annual Ethics in Law Enforcement training. <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> ▪ The Communications Manager attended a 2-day virtual seminar on employee recruitment and retention. ▪ 3 Dispatchers attended virtual training titled, “Supervisory Involvement in Assuring Proper Officer Communicative Performance”. ▪ 3 Dispatchers attended virtual training titled, “True Accountability to Standards in this Critical Domain”. 	
74	Updated February 17, 2021	Staffing	<p><u>Operations Division:</u></p> <ul style="list-style-type: none"> ▪ Jon Ault was hired as our Code Enforcement Officer. ▪ Currently, our Operations Division is fully staffed. ▪ We are anticipating four 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 ○ 1 Officer moving out of state for family reasons ○ 1 Sergeant has applied to another LE agency <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> ▪ We had one 911 Dispatcher position vacant. Katelyn Melville was hired (Feb 15, 2021) to fill this vacancy. ▪ At this time our Communications Division is fully staffed. 	Police
75	Completed February 17, 2021	Calls for Service - Mental Health Related	<p>We are experiencing an upward trend in the volume of calls for service related to significant mental health issues. During the previous 30-days (Nov 15 - Dec 14) we have received and responded to 49 calls for service connected to only 11 different people who are struggling with mental health issues. These CFS do not account for suicidal subjects, suspicious persons, or homeless persons where it is unclear if the root cause of the problem is mental health. These are just the calls we’ve received in the last 30 days where mental health is clearly the cause of the behavior.</p>	Police
76	Completed February 17, 2021	Major Crimes Team participation	<p>Several investigators from the PD were assigned to the Major Crimes Team investigation of the double homicide that occurred outside of Elgin on Dec 29, 2020. These investigators assignment is completed and they have returned to their normal duties.</p>	Police
77	Completed January 22, 2021	Facilities Improvements – Covid-19 Related	<p>As the lessor of the police department, Union County contracted and completed a number of HVAC improvements in an effort to mitigate risk to building occupants due to Covid-19. This was completed at no cost to the City.</p>	Police

Item	Date of Change in Status	Item	Comments	Department
78	Completed January 22, 2021	Firearms Training Facility - Intergovernmental Agreement(s) updated	The City owns the Firearms Training Facility on Hwy 203 near our Wastewater Treatment Facility. We have a longstanding relationship with the Union County Sheriff's Office and Oregon State Police, wherein they use the facility to train their officers. The Intergovernmental Agreements between the City and Union County and the City and State of Oregon were outdated. The IGA's with both have been updated.	Police
79	New and Complete February 10, 2021	Cooperative Policing Agreement	The Cooperative Policing Agreement between the LGPD, Union County Sheriff's Office, Oregon State Police, and the Union County District Attorney has been updated and signed by all parties. The previous agreement was last drafted and signed in 2002.	Police
80	New Item February 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.	Police
81	New Item 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
82	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
83	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
84	Completed February 25, 2021	Street Maintenance	The annual leaf removal project has been completed and the annual roadway reports have been submitted to ODOT.	Public Works
85	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
86	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
87	Updated February 25, 2021	U Avenue Lift Station Improvements	Bid opening for this project was completed by Anderson Perry on February 3. The low bid was submitted by Mike Becker Construction for \$111,450.	Public Works
88	Updated February 25, 2021	Sewer Rehab: Cast In Place Piping (CIPP)	Allied Trenchless is on site and actively lining mains for the project. Work is anticipated to be complete by March 20.	Public Works
89	No Change January 25, 2021	Sewer Line Inspection and Cleaning	The wastewater collection crew continues to clean lines as allowed by the weather. If temperatures approach freezing, crews are unable to clean and inspect lines.	Public Works
90	Updated February 25,	Gildcrest Drive Water & Sewer Mainline Extension	The sewer main has been completed and the water main is currently underway. Work has been delayed due to	Public Works

Item	Date of Change in Status	Item	Comments	Department																								
	2021		weather, but is expected to resume around March 1.																									
91	Updated 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																								
92	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																								
93	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																								
94	Updated February 25, 2021	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	The final report for Sidewalk LID #019-64 is on the Council agenda for approval during the March Regular Session.	Public Works																								
95	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																								
96	No Change January 25, 2021	Water Meter Reading System	Crews have passed 40% completion for replacement of all residential meters.	Public Works																								
97	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																								
98	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																								
99	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works																								
100	No Change July 24, 2020	Second Street (Adams to Spring) Reconstruction	Roadway reconstruction will begin in the spring. As a portion of the project, City crews will replace an outdated 18” water main. This fall, crews will be installing two valves on the 18” main to isolate the project area.	Public Works																								
101	Updated February 25, 2021	Public Works Statistics	<table border="1"> <thead> <tr> <th></th> <th>Jan 21</th> <th>Fiscal YTD</th> </tr> </thead> <tbody> <tr> <td>Sewer taps installed</td> <td>2</td> <td>10</td> </tr> <tr> <td>Water taps installed</td> <td>2</td> <td>13</td> </tr> <tr> <td>Water leaks repaired</td> <td>3</td> <td>22</td> </tr> <tr> <td>Water meters installed</td> <td>268</td> <td>1,307</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>47.9</td> <td>548.9</td> </tr> <tr> <td>WWTP flows (MG)</td> <td>51.01</td> <td>342.88</td> </tr> </tbody> </table>		Jan 21	Fiscal YTD	Sewer taps installed	2	10	Water taps installed	2	13	Water leaks repaired	3	22	Water meters installed	268	1,307	Square feet of street paved	0	103,530	Water produced (MG)	47.9	548.9	WWTP flows (MG)	51.01	342.88	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	New Item 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	New Item 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	New Item 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	New Item January 28, 2021	CDBG Micro Enterprise Grant	Fall 2019	\$75,000	\$75,000	N/A	a	Business Oregon – Federal	Eco. Devo.
5	New Item January 28, 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	New Item January 28, 2021	CDBG Emergency Grant – grants to UC Businesses	August 2020	\$150,000	\$150,000	N/A	In Process	Business Oregon – Federal	Eco Devo.
7	New Item 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	New Item 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	New Item 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	New Item 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	New Item January 28, 2021	Safe Routes to School Non-Infrastructure	2019	\$230,934	\$147,400	\$83,534* Includes in kind	Awarded 9/19	ODOT	Parks & Recreation Public

						labor, office space, and equipment			Works
12	New Item January 28, 2021	DEQ – Woodsmoke Reduction Project	September 2019	\$32,463	\$25,000	\$7,463 in kind labor or expenditu res	Awarded 11/19	DEQ	Public Works
13	New Item January 28, 2021	Adams Avenue ADA ramp improvements	February 2020	\$97,500	\$97,500	In-kind design services	Signed April 2020	ODOT	Public Works
14	New Item 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
15	New and Complete	CARES Act COVID-19 Funding for Local Government		\$406,703	\$386,703	COVID- 19 Related Expenses	On December 23 rd the reimbursem ent request was submitted to the State which uses all monies that have been allocated, \$386,703. Final reimbursem ent was received on December 31, 2020. (\$20,000 was transferred to Union County for Body Scanning Equipment)	State of Oregon— Federal Funding	Finance