



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT **January 2021** **City Manager's Top Priorities for 2020**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated January 25, 2021	Fiscal management: Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande.	The annual audit report was presented to the City Council in a Work Session and showed additional improvements, and an unqualified opinion for both the City and Urban Renewal, which is the desired opinion. The State's required plan to address any deficiencies was approved and sent to the State.	City Manager
2	Updated January 25, 2021	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	<u>Business Development/Recruitment</u> <ul style="list-style-type: none"> 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). 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. 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 	Economic Development

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			<p>Development Website. Met with Website developers and continuing to work on revisions for new site.</p> <ul style="list-style-type: none"> Will continue to discuss Comprehensive Plan changes. Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. Building Department conducted site visit. 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. Working with local property owners for potential development of additional retail space. Following conversations at Retail Conference. <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 February, 2021, we will hold a facilitated meeting with the Oregon Main Street (OMS) Director for the Economic Vitality Committee. 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. . The strategic plan will be facilitated by Rural Development Initiative and OMS and was funded through grant money to RDI. <p><u>Ignite Center for Entrepreneurship/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> 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. 	

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			<ul style="list-style-type: none"> To date, 15 La Grande Businesses have received funding from Rounds 1 to 3 of Business Oregon Grant program. These grants were made with a combination of grant to the City and to NEOEDD. There are also 26 CDBG applications in process. Coordinating on-line business support workshops to be held in December. 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. On-boarding of Lorrie Mc Kee. Prepared Ignite for re-opening. Talked with multiple individuals seeking co-working space. Lack of private office space is a barrier we are trying to mitigate through use of LG Main Street conference space. Ignite has been leased by a start-up non-profit and is nearly at capacity given the current COVID-19 restrictions. 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. <p>Urban Renewal Programs:</p> <ul style="list-style-type: none"> Continued working with CFP awardees regarding project questions and funding. Conducted site visit to La Fiesta for drive-thru window. Close out of Hines Meat Company project is in process. Work is proceeding on the Local Station project. Review is in process for façade grant submitted by Paul Swigert with Country Wide Insurance. Pursuing two potential leads for LG Business and Technology Park. 	
3	No Change October 27, 2020	General Fund Capital Improvements: Identity funding sources and strategy to address	We still need to address the police department facility but this in on hold at present.	City Manager

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		major capital needs including but not limited to the Library Roof (Completed) and the Police Department.		
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	No Change July 30, 2020	Staffing: Develop a plan to address critical staffing issues including, but not limited to hard to fill positions and succession planning for key positions.	Based on recommendations of the committee we made modifications to the Management and Non-Exempt Compensation and Benefits program which should provide some help in recruiting and encouraging internal promotions to fill key positions as well as recognize superior performance which should assist in retention. Adjustments in compensation and benefits included in the new Collective Bargaining Agreements were also guided in part by the committee's recommendations.	City Manager

CITY of LA GRANDE
Council Sessions, Significant Deadlines, and Events Schedule
As of February 1, 2021

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

2021

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

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

Wednesday, April 7

REGULAR SESSION

Monday, April 12

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

Monday, April 26	TENTATIVE WORK SESSION: <i>Wildland Urban Interface</i>
Wednesday, May 5	REGULAR SESSION
Monday, May 10	Budget Hearing
Tuesday, May 11 (May 12 if needed)	Budget Hearing
Monday, May 31	HOLIDAY
Wednesday, June 2	REGULAR SESSION
Monday, June 7	TENTATIVE WORK SESSION: <i>Street Maintenance Revenues</i>
Monday, June 21	WORK SESSION: <i>Buxton Report and Short-Term Economic Development Efforts and Focus</i>
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: <i>Urban Forestry Right-of-Way Enforcement Ordinance</i>
Wednesday, September 1	REGULAR SESSION
Monday, September 6	HOLIDAY
Monday, September 13	TENTATIVE WORK SESSION: Topic TBD
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

Wednesday, February 9

REGULAR SESSION

*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 January 13, 2021	Monthly activity for December 2020	December 2020				Building	
			Permit Type	Permits	Permit Fees	Plan Review Fees		
			City of LG Building:	11	\$5,009.00	\$3,141.45		
			UC Building:	8	\$6,352.00	\$4,008.55		
			City of LG MFH	1	\$450.00			
			UC MFH	0	\$0			
			City of LG Mechanical	9	\$1,248.00			
			UC Mechanical	20	\$1,625.50			
			City of LG Plumbing	5	\$4,021.50			
			UC Plumbing	8	\$1,069.50			
			City of LG Electrical	14	\$1,955.00			
			UC Electrical	35	\$4,339.25			
			City of LG Demolition	0	\$0.00			
			UC Demolition	0	\$0.00			
			AG Exempt permits	3				
			TOTALS:	114	\$26,069.75	\$7,150.00		
			Fiscal Year Running Totals:	694	\$168,119.37	\$58,700.99		
			2	New Item January 25, 2021	Annual Retreat—Economic Development and Urban Renewal	The Annual Retreat to discuss goals and priorities for the coming fiscal year is scheduled for January 25, 2021. This Retreat is focused on economic development efforts both for the City of La Grande and the La Grande Urban Renewal Agency.		City Manager
			3	New Item January 25, 2021	Annual Retreat—City of La Grande	The Annual Retreat to discuss goals and priorities for the coming fiscal year is scheduled for January 26, 2021. This Retreat is focused on City services other than economic development and includes identifying the City Manager’s Top Priorities for the coming fiscal year, which will be considered for approval on February 3, 2021.		City Manager
			4	Updated 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

Item	Date of Change in Status	Item	Comments	Department
			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	Updated January 25, 2021	Farmers' Market Agreement	We have drafted a proposed new agreement for the use of Max Square for the Farmers' Markets and the final version ready for Council consideration at the February 3, 2021, Council meeting.	City Manager
6	No Change October 27, 2020	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.	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		CARES Act COVID-19 Funding	See Finance Department for updates	City Manager
9	Updated January 28, 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. Once the City Council approves the Retreat summary on February 3, 2021, Staff will move forward with the project.	City Manager
10	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
11	Updated January 25, 2021	Market Place Family Foods Agreement Amendment	<p>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 City Council.</p> <p>The grocery store has reopened as Market Place Fresh Foods. There have not been any new actions related to amending the agreement. The District Manager has received the first required report per the Agreement regarding employment and operating hours and shared it with the Agency.</p> <p>The Agreement includes the CLIENTS—Market Place Family Foods, LLC, and Town Square, LP. The owner of Market Place Family Foods has declared bankruptcy and the grocery store is currently closed. The Agreement needs to be amended to reflect the removal of Market Place Family Foods and to clarify items such as the completion date of the project and specifically identify the timelines related to when the window for loan forgiveness ends. There are additional revisions contemplated and the Agency is working with Town Square LP on this. Additionally, the Agency has granted permission to Town Square, LP, to reopen the grocery store with a different operator.</p>	District Manager
12	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	City Manager

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			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.			
13	No Change February 26, 2019	Traded Sector Policy Update	Based on the Urban Renewal Agency Retreat, Staff will work on a revised Policy for the Traded Sector Program that identifies provisions for a streamlined approval process for exceptional recruitment leads.	District Manager		
14	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		
15	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		
16	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		
17	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		
18	No Change July 30, 2020	B2H	The City Council voted to approve an agreement for mitigation with Idaho Power related to the B2H project and which has been signed by Idaho Power. The City's response to the Draft Proposed Order was submitted on time.	City Manager		
19	Updated January 15, 2021	Advisory Commission Vacancies	<div>The following table outlines the existing vacancies.</div> <table><tr><td>Advisory Commission</td><td>Vacancies</td></tr></table>	Advisory Commission	Vacancies	City Recorder
Advisory Commission	Vacancies					

Item	Date of Change in Status	Item	Comments					Department
			Air Quality		7/7			
			Arts		1/7			
			Building Board of Appeals		5/5			
			Budget Committee		0/7			
			Community Landscape/Forestry		0/5			
			Landmarks		1/5			
			Library		0/5			
			Parking, Traffic Safety and Street Maintenance		3/7			
			Parks and Recreation		1/7			
			Planning		0/5			
			Union County Tourism		0/2			
			Urban Renewal		3/5			
20	Updated January 21, 2021	URA projects fund updates Fiscal YTD	2020-2021 Façade Grant Projects					Economic Development
			Business	Address	Project	Funds	Status	
			La Fiesta	1802 Adams	Drive-thru window for COVID Emergency	\$6,195.75	In process	
			Paul Swigert	1212 Adams	Ally stairs, deck, windows and doors	applied	Not started; received LM approval	
			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	In process	
			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	Not started	
			Hines Meat	2315 Jefferson	Expansion	Progress payment of \$52,000 12/10/20	In process	
			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	Not Started 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	

Item	Date of Change in Status	Item	Comments	Department																																			
			<p>2018 Call for Projects that received additional funding from a project that withdrew</p> <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th></tr><tr><td>Valley Vet</td><td>401 Adams</td><td>Expansion</td><td>\$11,155</td></tr><tr><td>LT Dev.</td><td>1012 Adams</td><td>Restoration</td><td>\$14,885</td></tr><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><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><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></table>	Business	Address	Project	Funds	Valley Vet	401 Adams	Expansion	\$11,155	LT Dev.	1012 Adams	Restoration	\$14,885	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	
Business	Address	Project	Funds																																				
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21	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																																			
22	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																																			
23	Completed January 25, 2021	Union County COVID FUNDING	Union County received approximately \$700,000 of COVID-19 funding from the State of Oregon. The City helped promote the grant applications and assisted 4 businesses in completing an application. Applications closed on 12/15/2020.	Economic Development																																			
24	Completed January 25, 2021	Publicizing NEOEDD Funding	NEOEDD has \$150,000 remaining in its Business Oregon Small Business Relief Funds in Round 4. This Round of funding has fewer strings attached than the funding the City Received as noted above. With assistance from RARE staff, working on PR campaign to notify businesses about this funding. Applications are due by December 10, 2020. To date, NEOEDD has processed the following Business Oregon grants for businesses in La Grande: Round 2: 2 @ \$2,500; Round 3: 1 grant @ \$1,500; Round 4: \$81,500 in grants and \$17,000 in process. NEOEDD expended all funds. 29 businesses and non-profit businesses received funding. City assisted in promoting these grants as discussed above and assisted multiple businesses in applying for the application.	Economic Development																																			

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25	Completed January 25, 2021	COVID 19 Technical Assistance Grant	Using Business Oregon Technical Assistance Grant through NEOEDD to help fund one-on-one business plan Consultations. Staff identified a consultant and made phone calls and emails to set up appointments, NEOEDD is using these funds to assist businesses with loans. 10 Businesses will have new and/or revised business plans by December 30, 2020.	Economic Development		
26	Updated January 25, 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.	Economic Development		
27	Completed January 25, 2021	Façade grant program	2020-2021 Façade Grants: There are 3 businesses that have started non-COVID Façade Grant applications.	Economic Development		
28	No Change September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase. No new loans have been made in 2018.	Economic Development		
29	No Change 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		
30	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		
31	Updated January 21, 2021	Statistics	Month of December, 2020	Current	YTD	Finance
			Monthly Revenue (all funds)	\$2,512,079	\$16,723,990	
			Monthly Revenue (general fund)	\$749,757	\$7,529,124	
			Monthly expenses amount (all funds)	\$2,105,406	\$13,428,098	
			Monthly expenses (general fund)	\$1,069,725	\$5,619,005	
			# of Accounts Payable Checks issued:	196	1170	
			# of Payroll Checks/AP issued:	145	1079	
			Monthly Payroll expenses:	\$861,151	\$5,493,285	
			# of Water accounts billed:	4771	28,931	
			# of LID accounts billed:	1	12	
			Pieces of mail processed	741	7,090	
			Electronic Utility Payments Received	2,894	16,861	
			# of NSF checks the City received:	3	20	
32	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	Finance		

Item	Date of Change in Status	Item	Comments	Department
			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.	
33	No Change September 5, 2019	Employee Self Service (ESS)	Currently City Hall and Library employees enter their time worked, on line, through ESS. Currently working with the Fire Department to incorporate on line time entry in ESS with Fire Department Employees. We are scheduled for a webinar to view a module that may help with this. Full time parks employees have been updated to use ESS and the Fire Department will be reviewed after the software upgrade.	Finance
34	Completed December 31, 2020	CARES Act COVID-19 Funding for Local Government	Federal money has been made available through the State for Local Governments. The Original amount available was \$406,703 to be used for certain purchase reimbursements as well as a few other costs related to COVID-19. To date, I have filed for the first reimbursement request on 5/21/20 for \$16,033 and the second request was on 7/20/20 for \$10, 362.75. Recently, guidelines were modified and I am reviewing for further allowable reimbursements. Moving forward, these reimbursements will be allowed on a monthly basis. As of Oct. 20, total requests for reimbursement have totaled \$164,571. As of November 23 rd , the City has allocated to the County \$20,000 of Cares Funding. This money will help with the purchase of a Thermo sensor camera. This reduced our available money to \$386,703. As of November 23 rd , reimbursement requests total \$375,865.89. On December 23 rd the reimbursement request was submitted to the State which uses all monies that have been allocated, \$386,703.93. Final reimbursement was received on December 31, 2020.	Finance
35	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
36	Completed January 14, 2021	Pre-Audit and Annual Audit	The Preliminary Audit was completed prior to June 30, 2020. The annual audit is currently scheduled for the week of October 5 th , 2020. Field work was successfully completed and completion of the audit will take place and be filed by December 31 st . The final audit was completed and filed with the State of Oregon Audits Division on December 31, 2020. The plan of action was filed with the State of Oregon Audit Division on January 14, 2021.	Finance
37	Updated January 27, 2021	Response Statistics	December 1, 2020 – December 31, 2020 YTD: 2443 <ul style="list-style-type: none"> Total Calls: 279 Medical: 222 Fires/MVC 35 Lift assists 21 	Fire

Item	Date of Change in Status	Item	Comments	Department
			<ul style="list-style-type: none"> Police assist 1 	
38	No Change December 14, 2020	Fire Code Inspections/Fire Prevention Activities	Chief working with developer on the location of fire sprinkler system connections at new apartment development on 26 th street.	Fire
39	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
40	No Change July 27, 2020	Wildland Fire Interface Committee	Postponed due to COVID-19 concerns	Fire
41	No Change October 24, 2020	Child Safety Seat Installations and Bicycle Helmets	<p>(1) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats.</p> <p>(1) Families instructed in proper bicycle helmet use with, (2) bike helmets being provided.</p>	Fire
42	Updated January 27, 2021	Training	<p>Department drill 12/1 – SCBA 2hrs</p> <p>Department drill 12/30 – Orientation E46</p> <p>Shift drills – extrication, elevator rescue</p>	Fire
43	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
44	Updated January 27, 2021	Department Announcements	Job posting for EMT casual positions extended to January 15 th . FF/Paramedic job posted until January 31 st . At closing of EMT casual posting we have five applicants to evaluate.	Fire
45	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
46	New Item January 27, 2020	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
47	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
48	Completed January 27, 2021	Apparatus AFG Grant Engine	Engine is completed, crews have completed training and the new Engine has been placed in-service as our first response apparatus.	Fire
49	Updated January 13, 2021	Current Recruitments	<ul style="list-style-type: none"> Engineering Tech. III –Position - PW- vacancy. No qualified applicants received. 911 dispatch position open again. Last candidate quit. Testing/interviews done on 11/18/2020. Pending background. Code enforcement officer position posted. Testing on 12/2/2020. Started on 1/12/2021. Police Officer position open. Interviews done on 	Human Resources

Item	Date of Change in Status	Item	Comments	Department
			<p>11/12/2020. Started on 12/31/2020.</p> <ul style="list-style-type: none"> • Firefighter/Paramedic position open. 1st review on 1/30/2021. • Promotion of Finance Director. Started on 1/6/2021. • Accountant position open. Interviews on 1/14/2021. 	
50	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
51	Updated January 25, 2021	Announcements	<ul style="list-style-type: none"> • 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. • 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 	Library

Item	Date of Change in Status	Item	Comments	Department																																																						
			<p>reallocated so that we can purchase more ChromeKits.</p> <ul style="list-style-type: none">• Storytime (virtually) is back after a summer hiatus. Patrons can view weekly storytimes online thru Facebook and the Library’s YouTube channel.• The Library’s Little Free Food Pantry has moved back outside the building and is accessible by anyone experiencing food insecurity (currently 1 in 4 Americans). 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.																																																							
52	Updated January 25, 2021	Statistics	<table><tr><th>Current Month (Dec)</th><th>Last Month (Nov)</th><th>Information from: 12/1/20-12/31/20</th></tr><tr><td>3117</td><td>4336</td><td>Circulation</td></tr><tr><td>0</td><td>0</td><td>Door count</td></tr><tr><td>10</td><td>0</td><td>New Cardholders</td></tr><tr><td>20477</td><td>20467</td><td>Total Card holders</td></tr><tr><td>59</td><td>60</td><td>Overdue notices</td></tr><tr><td>1734</td><td>1695</td><td>Library2Go (eBooks &audio)</td></tr><tr><td>113</td><td>115</td><td>Library2Go Cost per Checkout</td></tr><tr><td>412</td><td>372</td><td>hoopla (eBooks, movies/TV, comics)</td></tr><tr><td>163</td><td>172</td><td>Kanopy (movies)</td></tr><tr><td>150</td><td>142</td><td>Freading (eBooks)</td></tr><tr><td>0</td><td>0</td><td>Events in community room</td></tr><tr><td>0</td><td>0</td><td>Adult program attendance</td></tr><tr><td>17</td><td>23</td><td>Children’s program attendance</td></tr><tr><td>6</td><td>5</td><td>Teen program attendance</td></tr><tr><td>0</td><td>0</td><td>Volunteer hours</td></tr><tr><td>1050</td><td>903</td><td>Total Sage ILL</td></tr><tr><td></td><td></td><td>Missing from these statistics are the attendance/views of our virtual programs. Several have had hundreds of views which indicates that we are reaching a broader audience than we would have with in-building programming.</td></tr></table>	Current Month (Dec)	Last Month (Nov)	Information from: 12/1/20-12/31/20	3117	4336	Circulation	0	0	Door count	10	0	New Cardholders	20477	20467	Total Card holders	59	60	Overdue notices	1734	1695	Library2Go (eBooks &audio)	113	115	Library2Go Cost per Checkout	412	372	hoopla (eBooks, movies/TV, comics)	163	172	Kanopy (movies)	150	142	Freading (eBooks)	0	0	Events in community room	0	0	Adult program attendance	17	23	Children’s program attendance	6	5	Teen program attendance	0	0	Volunteer hours	1050	903	Total Sage ILL			Missing from these statistics are the attendance/views of our virtual programs. Several have had hundreds of views which indicates that we are reaching a broader audience than we would have with in-building programming.	Library
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53	Updated January 19, 2021	Parks Maintenance Update	<ul style="list-style-type: none">Downtown garbage continues to have large volumes even in winter.Staff has removed trees at the old dog pound site near the Fairgrounds due to a private citizen donation to remove and replace those trees.	Parks & Rec-Maintenance															
54	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															
55	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															
56	No Change October 19, 2020	Trice Field Request	<ul style="list-style-type: none">Now that Council approved the name change, staff is working with the family to order and install signs. They are planning a spring dedication.	Parks & Rec - Admin															
57	New Item January 19, 2021	Parks Master Plan	<ul style="list-style-type: none">Staff has begun a Master Plan exercise that will include community surveys and outreach to establish our department goals for the next 3 – 5 years. The Parks Commission is actively involved.	Parks & Rec - Admin															
58	Updated January 19, 2021	Pool Statistics December 2020	<table><tr><td></td><td><u>FY 19-20 December</u></td><td><u>FY 20-21 December</u></td></tr><tr><td>ATTENDANCE</td><td>3,178</td><td>0</td></tr><tr><td>FY TO DATE</td><td>16,480</td><td>2,799</td></tr><tr><td>REVENUE</td><td>12,430</td><td>1,760</td></tr><tr><td>FY TO DATE</td><td>80,654</td><td>21,814</td></tr></table>		<u>FY 19-20 December</u>	<u>FY 20-21 December</u>	ATTENDANCE	3,178	0	FY TO DATE	16,480	2,799	REVENUE	12,430	1,760	FY TO DATE	80,654	21,814	Parks & Rec-Aquatics
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59	Updated January 19, 2021	Pool Programs Update	<ul style="list-style-type: none">Pool is closed.	Parks & Rec-Aquatics															
60	Updated January 19, 2021	Pool Maintenance Update	<ul style="list-style-type: none">The caulking in some of the concrete around the pool deck had deteriorated, so new caulking was applied.Ionization systems have been installed on the H-Vac system as well as the 3 furnaces for the front entrance and the locker rooms.Electrostatic sprayer has been purchased for cleaning.Pest Control was called to get a quote to get rid of our little ants.	Parks & Rec-Aquatics															
61	Updated January 19, 2021	Recreation Program Update	<ul style="list-style-type: none">Our Afterschool Program is still going strong! With elementary students back in school full time, we are back to just afternoon hours. School busses are now running to Riveria.Our light display was a big hit! Staff received lots of positive feedback from members of the community. In the future, we plan to grow this display each year.Staff is in the process of establishing a recreation level eSports league. We have received the sponsorships/donations we need to get the program running and staff is now putting leagues together. The first season should start late Jan early Feb.	Parks & Rec-Recreation															
62	Updated January 19, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none">The Coordinator is setting up a slow-down campaign poster making/coloring contest that will be tentatively begin in February. The contest will include all kids grades K-8 grade.Staff is putting together information on a possible	Parks & Rec-SRTS															

Item	Date of Change in Status	Item	Comments					Department																																										
			bicycle swap for the spring. This would give people an opportunity to donate or sell their old bicycles to those who do not have one. <ul style="list-style-type: none">Networking with Oregon SRTS Staff to set up possible traffic gardens. Traffic Gardens are planned for the spring in conjunction with some community gatherings and possible bike safety programs.Staff is also contacting local bicycle businesses and groups to set up bicycle clinics for families to have tune-ups in the spring.																																															
63	Updated January 19, 2021	Urban Forestry Update	<ul style="list-style-type: none">Attended the winter board meeting of Oregon Community Trees and began work on the 2021 Urban and Community Trees Awards.Attended the PNW and International Society of Arboriculture conferences (virtual format).Reviewed four site plan applications. Submitted landscape recommendations for the tiny house project on H avenue.Updated the 2021 Commercial Tree Service permit application and emailed to fourteen tree services/landscaping companies.Continued updating data transferred to the ArcGIS street tree inventory.Reviewed stock lists and ordered trees for spring from Super Trees.Submitted the Tree City USA and Growth Award applications.					Parks & Rec-Urban Forestry																																										
64	No Change December 21, 2020	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Riverside Park inventory complete except for the green way.Began updating inventory with new plantings 2017 – 2020.Continued update of transferred data.					Parks & Rec-Urban Forestry																																										
65	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																																										
66	Updated January 19, 2021	December Urban Forestry Statistics	<table><tr><td>July 1, 2020 – June 2021</td><td>December</td><td>YTD</td></tr><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>1</td><td>11</td></tr><tr><td>Park Trees Removed</td><td>1</td><td>4</td></tr><tr><td>Street Trees Pruned</td><td>55</td><td>186</td></tr><tr><td>Park Trees Pruned</td><td>3</td><td>16</td></tr><tr><td>Community Responses</td><td>5</td><td>107</td></tr><tr><td>Nuisance Responses</td><td>0</td><td>23</td></tr><tr><td>Field/Tree Evaluations</td><td>15</td><td>63</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>2</td></tr><tr><td>Tree Service Permits</td><td>0</td><td>0</td></tr><tr><td>Site Plan Reviews</td><td>4</td><td>15</td></tr><tr><td>Volunteer Hours</td><td>4</td><td>55</td></tr></table>					July 1, 2020 – June 2021	December	YTD	Street Trees Planted	0	30	Park Trees Planted	0	48	Street Trees Removed	1	11	Park Trees Removed	1	4	Street Trees Pruned	55	186	Park Trees Pruned	3	16	Community Responses	5	107	Nuisance Responses	0	23	Field/Tree Evaluations	15	63	Ordinance Enforcement	0	2	Tree Service Permits	0	0	Site Plan Reviews	4	15	Volunteer Hours	4	55	Parks & Rec-Urban Forestry
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67	Updated January 19,	Calendar YTD Planning Statistics		Dec. 2019	Dec. 2020	FY 19-20	Current 20-21	Planning																																										

Item	Date of Change in Status	Item	Comments	Department																														
	2020		<table> <tr> <td>Land Use Apps</td><td>2</td><td>4</td><td>40</td><td>18</td></tr> <tr> <td>Zoning Approvals</td><td>4</td><td>4</td><td>46</td><td>19</td></tr> <tr> <td>New Business Permits</td><td>0</td><td>0</td><td>30</td><td>14</td></tr> <tr> <td>Revenue (Land Use Fees)</td><td>\$500</td><td>\$1,200</td><td>\$13,017</td><td>\$5,011</td></tr> <tr> <td>Revenue (Zoning Approval)</td><td>\$75</td><td>\$100</td><td>\$875</td><td>\$475</td></tr> <tr> <td>Revenue (Parks SDC)</td><td>\$525</td><td>\$2,625</td><td>\$6300</td><td>\$3,150</td></tr> </table>	Land Use Apps	2	4	40	18	Zoning Approvals	4	4	46	19	New Business Permits	0	0	30	14	Revenue (Land Use Fees)	\$500	\$1,200	\$13,017	\$5,011	Revenue (Zoning Approval)	\$75	\$100	\$875	\$475	Revenue (Parks SDC)	\$525	\$2,625	\$6300	\$3,150	
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68	New Item January 13, 2020	COVID Measures	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																														
69	Updated January, 13, 2020	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> <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 project is currently under review, with a decision</p>	Planning																														

Item	Date of Change in Status	Item	Comments	Department
			anticipated by February 1 st . 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 is anticipated to begin construction in the Spring of 2021.	
70	No Change December 16, 2020	Housing Needs Analysis (HNA)	<p>The City of La Grande was identified as being a severely rent burdened city, with over 25% of our renter households spending more than 50% of their household income on housing expenses. This qualified the City for a State funded project to conduct a Housing Needs Analysis (HNA), which was required by HB 4003, and later reinforced with HB 2003. The HNA was completed in June 2019 and was intended to be adopted shortly after. However, Planning staff intended to bundle the HNA with other housing code updates required by the Oregon State Legislature, along with miscellaneous City code updates.</p> <p>Unfortunately, there were delays in completing various code updates and having them ready to bundle with the HNA. Then, the COVID-19 closures affected public meeting schedules and how the City engages the public in the Code amendment process.</p> <p>Upon receiving guidance from the Oregon Department of Land Conservation and Development (DLCD), along with holding several Planning Commission and City Council meetings via Zoom meetings, staff 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.</p> <p>February, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting</p>	Planning

Item	Date of Change in Status	Item	Comments	Department
			<p>Ordinance by Title Only.</p> <p>March, 2021.....Public Hearing #6, before the Union County Board of Commissioners, and Second Reading of the adopting Ordinance by Title Only.</p> <p>March, 2021.....DLCD Notice - Post Acknowledgement Plan Amendment (PAPA).</p> <p>April, 2021.....30-Day Appeal Period - Acknowledgement</p>	
71	No Change September 14, 2020	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. 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). 	Planning
72	No Change December 16,	LDC Amendments Housing Codes	With the Legislature passing HB 2001and HB 2003, Cities with population between 10K and 25K are	Planning

Item	Date of Change in Status	Item	Comments	Department
	2020	(HB 2001)	<p>required to update their codes by June 2021 to address a variety of housing requirements.</p> <p>Some amendments include allowing duplexes as outright use in all residential zones. Cities may no longer have zones limited to single-family dwellings. Additional HB 2001 has resulted in the State establishing housing design standards (OAR 660, Division 46), one of which requires cities to reduce their parking requirements for duplexes to not be greater than 1 parking space per dwelling unit.</p> <p>As these LDC amendments are mandated by the State per HB 2001, with a requirement for final adoption by June 2021, Staff has made these amendments a priority over all other planned code amendments, which have now been put on hold due to limited staff resources.</p> <p>These Code amendments are underway, subject to the following schedule:</p> <p>October 2, 2020.....35-Day Required Notice to the DLCD (or greater) 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.</p> <p>February 3, 2021.....Public Hearing #3, before the City Council, and Second Reading of the adopting Ordinance by Title Only.</p> <p>Feb or Mar, 2021.....Public Hearing #4, before the Union County Planning Department for Co-Adoption.</p> <p>April, 2021.....Public Hearing #5, before the Union County Board of Commissioners, and First Reading of the adopting Ordinance by Title Only.</p> <p>May, 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</p>	

Item	Date of Change in Status	Item	Comments	Department
			Amendment (PAPA). June, 2021.....30-Day Appeal Period - Acknowledgement	
73	No Change July 29, 2020	2019 Sign Code Amendments	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. 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.	Planning
74	No Change February 20, 2019	Code Amendments Floodplain Regulations	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. Based on this extended timeline, the Planning Department is holding off on drafting new floodplain regulations until FEMA provides clarity and direction on how to proceed.	Planning
75	No Change December 2, 2020	Taylor Creek Floodplain 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 revisions. <ul style="list-style-type: none"> This process was put on hold as we would like to partner with Union County to update adjacent areas at the same time we submit our request to FEMA. This is critical as the flood zones bridge across both City and County areas that are covered in multiple maps and they should be addressed at the same time for map accuracy and consistency. 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. 	Planning/ Public Works

Item	Date of Change in Status	Item	Comments	Department
76	Updated January 22, 2021	<u>Statistics:</u> Operations Division -	TYPE OF ACTIVITY	Police
			Primary 911 calls for service:	
			Secondary 911 calls for service:	
			Other calls for service:	
			Case Numbers:	
			Traffic Stops:	
77	Updated January 22, 2021	<u>Statistics:</u> Investigations Section - <i>Abuse cases are mostly DHS referred cases. All referrals do not require additional or further investigation.</i> <i>Monthly cases reported are new cases only.</i>	TYPE OF CASE	Police
			Child Abuse:	
			▪ Physical Abuse: 7	
			▪ Sexual Abuse: 1	
			▪ Neglect: 13	
			▪ Domestic Violence: 2	
			Elder Abuse:	
			▪ Physical Abuse: 0	
			▪ Sexual Abuse: 0	
			▪ Neglect: 1	
78	Updated January 22, 2021	<u>Statistics:</u> Communications Division -	TYPE OF ACTIVITY	Police
			Primary 911 calls:	
			All calls:	
			Traffic-Airtime:	
			Case reports handled: (LGPD / UCSO)	
			Records Requests:	
79	Updated January 22, 2021	<u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report) <i>Union County data -</i> <i>This is the most recent data available from the State. The State historically lags behind on reports.</i>	TYPE OF CRIME	Police
			Crimes Against Persons - (Assault, Robbery, Sex Crimes)	
			Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	
			Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	
			Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	
80	Updated January 22, 2021	<u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report) <i>State of Oregon data -</i> <i>This is the most recent data available from the State. The State historically lags behind on reports.</i>	TYPE OF CRIME	Police
			Crimes Against Persons - (Assault, Robbery, Sex Crimes)	
			Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	
			Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	

January 2021

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

Item	Date of Change in Status	Item	Comments	Department
			<div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div> <div>479</div> <div>13,091</div>	
81	Updated January 22, 2021	Training	<p>Operations Division:</p> <ul style="list-style-type: none"> All officers participated in First Aid / CPR recertification training. Two officers attended a 3-day (24 hour) online "Use of Force" seminar. One sergeant attended a 1-day online supervision training. All officers and employees participated in OSHA required Covid-19 workplace training. <p>Communications Division:</p> <p>All dispatchers and employees participated in OSHA required Covid-19 workplace training.</p>	Police
82	Updated January 22, 2021	Staffing	<p>Operations Division:</p> <ul style="list-style-type: none"> Our Code Enforcement position that was vacant has been filled. Jon Ault was hired on Jan 12, 2021. He is currently in field training. The Police Officer position that was vacant as a result of a retirement has been filled. Officer Jamie Carman was hired on Dec 31, 2020. He is currently in field training and is scheduled to attend the Basic Police Academy later this spring. <p>Communications Division:</p> <ul style="list-style-type: none"> We have one 911 Dispatcher position vacant. We tested on Nov 18, 2020. A conditional job offer has been provided to our top candidate. We're now in the final stages of the selection process. 	Police
83	No Change December 15, 2020	Calls for Service - Mental Health Related	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.	Police
84	New Item January 22, 2021	Major Crimes Team participation	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.	Police
85	New Item January 22, 2021	Facilities Improvements – Covid-19 Related	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.	Police
86	New Item 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	Police

Item	Date of Change in Status	Item	Comments	Department
			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.	
87	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
88	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
89	No Change December 18, 2020	Street Maintenance	The annual leaf removal project has been completed. Crews are currently working on our annual roadway reports to ODOT.	Public Works
90	New Item 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
91	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
92	Updated January 25, 2021	U Avenue Lift Station Improvements	Project has been put out to bid, with a bid opening date set for February 3 rd . A Pre Bidders conference will be held on January 27 th for prospective bidders.	Public Works
93	Updated January 25, 2021	Sewer Rehab: Cast In Place Piping (CIPP)	Contractor has completed the field measurement for the sewer mains to be lined and anticipate beginning the work in about 2 weeks.	Public Works
94	Updated 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
95	Updated January 25, 2021	Gildcrest Drive Water & Sewer Mainline Extension	Crews are on site installing the sewer mainline, which will be followed by the water main line upon completion. Work is anticipated to be complete some time in February.	Public Works
96	No Change December 18, 2020	Adams Avenue ADA Ramps	Staff has completed revisions and is working on bidding documents for the project. Bid opening is anticipated in February 2021.	Public Works
97	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
98	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
99	No Change December 18, 2020	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	Staff is closing out the latest round of LID projects to present to Council early in 2021. A new LID will be established for 2022.	Public Works

Item	Date of Change in Status	Item	Comments	Department																								
100	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																								
101	Updated January 25, 2021	Water Meter Reading System	Crews have passed 40% completion for replacement of all residential meters.	Public Works																								
102	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																								
103	Updated January 25, 2021	Water System Optimization Cohort	City Staff attended the first part of the final workshop for the Cohort. The City records continue to show energy saving with the actions that have been taken and will complete the program this year.	Public Works																								
104	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works																								
105	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																								
106	Updated January 25, 2021	Public Works Statistics	<table><tr><td></td><td>Dec 20</td><td>Fiscal YTD</td></tr><tr><td>Sewer taps installed</td><td>3</td><td>8</td></tr><tr><td>Water taps installed</td><td>2</td><td>11</td></tr><tr><td>Water leaks repaired</td><td>5</td><td>19</td></tr><tr><td>Water meters installed</td><td>190</td><td>1,039</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>43.94</td><td>501.00</td></tr><tr><td>WWTP flows (MG)</td><td>46.04</td><td>291.87</td></tr></table>		Dec 20	Fiscal YTD	Sewer taps installed	3	8	Water taps installed	2	11	Water leaks repaired	5	19	Water meters installed	190	1,039	Square feet of street paved	0	103,530	Water produced (MG)	43.94	501.00	WWTP flows (MG)	46.04	291.87	Public Works
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WWTP flows (MG)	46.04	291.87																										

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 26, 2021	Morgan Lake Vault Toilet	December 30, 2020	\$55,627	\$33,250	\$22,377* Includes \$12,377 of in kind labor and equipment	Pending decision in June	ODFW	Parks & Recreation
5	New Item 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
6	New Item 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
7	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
8	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