



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT February 2022 City Manager's Top Priorities for 2021

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	New Item February 11, 2022	American Rescue Plan Act (ARPA) Funding: Develop a recommended list of potential uses and or projects for the City's ARPA funds to maximize the use of the funds for City Council consideration.	The City Council, at their Annual Retreat identified developing a plan for the use of the funds as a priority for the coming fiscal year. The City of La Grande has received the first allocation of \$1,511,086 ARPA funds and expects to receive the second, equal distribution in the coming months. The Work Session planned for the Council to continue discussing options and public involvement has been rescheduled for June 13, 2022. The final Rule regarding use of the funds has been published and it provides for greater flexibility for the use of the funds.	City Manager
2	New Item February 11, 2022	Street and Road Infrastructure: Develop recommendations for a long-term strategy to address the condition of the infrastructure to include potential funding options for City Council consideration with the intent of implementing the strategy upon approval.	The Parking, Traffic Safety, and Street Maintenance Advisory Commission (PTSSMAC) has developed a list of recommendations for obtaining new revenue streams in the Street budget. The recommendations will be presented to the Council during a Work Session in April.	Public Works
3	Updated February 11, 2022	Housing: Implement the Comprehensive Housing Production Strategy (HPS) as adopted by the City Council.	See updates under Planning below.	Planning
4	Updated February 11, 2022	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	See updates under Economic Development below.	Economic Development
5	Updated February 18, 2022	Staffing: Take necessary actions to address critical staffing issues including, but not limited to, hard to fill positions and succession planning for key positions.	The City has identified the consultant to conduct the compensation study for the Management Group and non-represented employees. Work should commence in the next couple of weeks. Following the Annual City Council Retreat discussion, Staff met to discuss strategies including conducting salary reviews for the three bargaining groups to determine how competitive the City's salaries and benefits are compared to the market. The City had agreed to	City Manager

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			conduct such a study in advance of the next scheduled bargaining with the Employee Association and we are looking at expanding that study to the other two groups and doing it earlier than planned.	
6	No Change January 26, 2022	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 is complete and the City Council conducted a Work Session on January 3, 2022, to discuss the findings with the auditor. The City Council approved the action plan to address audit findings at their January 5 th meeting.	City Manager
7	No Change January 26, 2022	General Fund Capital Improvements: Identify funding sources and strategy to address major capital needs.	Union County solicited proposals for a consultant to help explore a joint public safety facility. The City of La Grande has been participating in the discussions regarding the facility and the City's needs.	City Manager
8	Updated February 11, 2022	FEMA Maps and Land Use Code Amendments: Complete the submittal to FEMA requesting the City's Floodplain Maps be updated and respond to any requirements as needed throughout the process. Complete the revisions and adoption of the City's Land Use Codes as necessary.	See updates under Planning below.	Planning
9	Updated February 16, 2022	Wildland Urban Interface: In concert with Union County and other agencies, take actions to assure La Grande is prepared in the event of a wildfire or other natural disaster, such as the ones that devastated other communities in Oregon in 2020.	The department has posted numerous wildland safety messages on Department Facebook page. Development of a flyer with Fire safety information was developed sent out in June water bills.	Fire Department
	Completed February 11, 2022	COVID-19 Recovery: Continue to take all necessary actions to comply with the State and Federal mandates related to the COVID-19 pandemic as well as identify and implement policies and programs to assist in the recovery efforts within the City's resources.	This priority was removed for 2022-2023. Actions related to COVID-19 will continue to be included in the report below.	City Manager

CITY of LA GRANDE

PROPOSED

Council Sessions, Significant Deadlines, and Events Schedule As of February 10, 2022

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.

2022

Monday, February 21	HOLIDAY
Wednesday, March 2	REGULAR SESSION
Monday, March 14	WORK SESSION: Economic Development Strategy
Monday, March 28	JOINT WORK SESSION: Council and Parks/Rec Commission Park Master Plan
Wednesday, April 6	REGULAR SESSION
Monday, April 11	JOINT WORK SESSION: Council and PTSSMAC Street Funding Recommendations
Monday, April 25	TENTATIVE WORK SESSION: Water and Sewer Fees
Monday, May 2	WORK SESSION: Annual Tourism Program of Work (tentative)
Wednesday, May 4	REGULAR SESSION
Monday, May 16	Budget Hearing
Tuesday, May 17	Budget Hearing
Monday, May 23	JOINT WORK SESSION: Council and Landmarks Commission – Historic District Standards.
Monday, May 30	HOLIDAY
Wednesday, June 1	REGULAR SESSION

Monday, June 13	TENTATIVE WORK SESSION: American Rescue Plan Act (ARPA) Funding
Monday, July 4	HOLIDAY
Wednesday, July 6	REGULAR SESSION
Wednesday, July 13 th	SPECIAL SESSION: Agency/URAC Joint Session – Call for Projects
Wednesday, August 3	REGULAR SESSION
Monday, August 22	TENTATIVE WORK SESSION: TBD
Monday, September 5	HOLIDAY
Wednesday, September 7	REGULAR SESSION
Monday, September 12	TENTATIVE WORK SESSION: Long Term Urban Renewal Agency Plan
Monday, September 26	TENTATIVE WORK SESSION: TBD
Wednesday, October 5	REGULAR SESSION
Monday, October 24	TENTATIVE WORK SESSION: TBD
Wednesday, November 2	REGULAR SESSION
Friday , November 11	HOLIDAY
Monday, November 14	TENTATIVE WORK SESSION: TBD
Thursday, November 24 and Friday 25	HOLIDAY
Wednesday, December 7	REGULAR SESSION
Monday December 26	HOLIDAY
<i>Work Session topics with dates to be determined: Land Use Code Amendments; Housing Production Strategies. 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</i>	

Item	Date of Change in Status	Item	Comments	Department							
1	Updated February 15, 2022	All Building Permits January 2022	January 2022				Building				
			Permit Type	Permits	Permit Fees	Plan Review Fees					
			City of LG Building:	11	\$11,162.00	\$6,918.60					
			UC Building:	3	\$742.20	\$110.00					
			City of LG MFH	0	\$0						
			UC MFH	0	\$0						
			City of LG Mechanical	8	\$515.00						
			UC Mechanical	10	\$924.50						
			City of LG Plumbing	3	\$798.00						
			UC Plumbing	4	\$1,084.50						
			City of LG Electrical	11	\$1,475.75						
			UC Electrical	15	\$1,739.50						
			City of LG Demolition	0	\$0						
			UC Demolition	0	\$0						
			AG Exempt permits	2							
			TOTALS:	67	\$18,441.45	\$7,028.60					
			Fiscal Year Running Totals:	670	\$178,486.22	\$69,527.60					
			2	Updated February 15, 2022	Housing Permits January 2022	New Housing Building Permits				Building	
						City of La Grande					
						Type of Structure			Total Number of		
		Buildings				Housing Units					
Single Family Dwelling – Detached & Attached		1				1					
Accessory Dwelling Units		0				0					
Duplex Units		0				0					
Manufactured Homes		0				0					
Comm. Apartments		0				0					
TOTAL DWELLING UNITS		1				1					
Union County											
Type of Structure		Total Number of									
		Buildings				Dwelling Units					
Single Family Dwelling – Detached & Attached		0				0					
Accessory Dwelling Units		0				0					
Duplex Units		0				0					

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3	Updated February 18, 2022	Max Square/Homelessness	<p>Staff has reached out to other organizations in La Grande and Union County involved in mental health and housing related issues and will be participating in some of the recurring meetings of these groups.</p> <p>The City has identified three locations for security cameras at Max Square and have ordered the cameras and will be moving forward to install them when they arrive. Jeff Crews (EONI) is providing free, secure internet for the new cameras.</p>	City Manager																																																																																				
4	Updated February 28, 2022	Market Place Family Foods Agreement Amendment	<p>The latest report on employment has been received and reviewed. The staffing levels do not meet the Full-Time threshold required for forgiveness under the agreement as of the end of November, 2021.</p>	District Manager																																																																																				
5	Updated February 18, 2022	Urban Renewal Targeted Project Policy Development	<p>During the 2022 Annual Retreat the District Manager indicated the desire to leverage the \$300,000 in current funds to receive significant capital grant funding to renovate the Fire Museum to provide an expanded space for Ignite. The project would also include increased opportunities for Side A Brewing to utilize increased space that currently is inaccessible. To date we have been unsuccessful in our efforts to receive grant funding. One option discussed as to seek Agency approval to move forward with a reduced project scope to make significant improvements to the building using only URA funding if we cannot secure additional grant funding. This could include an additional \$200,000 of proposed funding that would be available through a lower under levy of property taxes which would increase revenues to the Urban Renewal Agency and reduce revenues to the other taxing districts, including</p>	District Manager																																																																																				

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			the City of La Grande as compared to last year. 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.																											
6	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																										
7	No Change March 26, 2021	B2H	The Administrative Law Judge denied the requests to compel the City to provide documents and answer questions which has initially be submitted to the City as informal requests for information in conjunction with the contested case regarding the B2H project. In consultation with the City Attorney, the City’s response had been that the requested information could not be provided in the timeframe submitted and that absent a requirement from the Administrative Law Judge, the requests would be subject to the public records request process including payment of fees to provide the records.	City Manager																										
8	No Change January 25, 2022	Codification of City Ordinances	The City’s Ordinances have been emailed to MuniCode along with the first payment. Project is at beginning stages of codification. City should see proof copy within 6-8 months. Staff is preparing to send historic documentation to codifier for backup.	City Recorder																										
9	Updated February 22, 2022	Advisory Commission Vacancies	<div>The following table outlines the existing vacancies.<table><tr><th>Advisory Commission</th><th>Vacancies</th></tr><tr><td>Air Quality</td><td>5/7</td></tr><tr><td>Arts</td><td>3/7</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>1/5</td></tr><tr><td>Landmarks</td><td>2/5</td></tr><tr><td>Library</td><td>0/5</td></tr><tr><td>Parking, Traffic Safety and Street Maintenance</td><td>3/7</td></tr><tr><td>Parks and Recreation</td><td>0/7</td></tr><tr><td>Planning</td><td>2/5</td></tr><tr><td>Union County Tourism</td><td>0/2</td></tr><tr><td>Urban Renewal</td><td>2/5</td></tr></table></div>	Advisory Commission	Vacancies	Air Quality	5/7	Arts	3/7	Building Board of Appeals	5/5	Budget Committee	0/7	Community Landscape/Forestry	1/5	Landmarks	2/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	3/7	Parks and Recreation	0/7	Planning	2/5	Union County Tourism	0/2	Urban Renewal	2/5	City Recorder
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10	No Change October 26, 2021	Surplus Property Disposal and Procurement Resolution Update	The current policies related to the acquisition and disposal of City property have not been fully reviewed and updated in a number of years. The City Recorder has been assigned the task of updating these for Council consideration. Ordinance is retyped. Researching State regulations.	City Recorder																										
11	Updated February 25,	COVID-19 Business Assistance	The City Council approved financial assistance for La Grande businesses adversely impacted by the COVID-	Economic Development																										

February 2022

7

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

Item	Date of Change in Status	Item	Comments					Department																									
	2022		19 pandemic at their December 2, 2020, meeting, using City General Fund dollars. Grant Program (\$20,000 total funding expended): 11 Business assistance grant applications were received, with nine receiving funding. Business Software Program: 3 grants were awarded totaling \$1,420. Remaining Funds \$8,580 with no applications since May 2021 Emergency Loan Program: A total of 30 loans were approved totaling \$219,020. All funds have been dispersed. A total of \$78,822 of loan principal has been repaid, including five of the loans repaid in full as of December of 2021.																														
12	No Change November 15, 2021	2021-2022 Façade Program	Soda Blitz	1609 Adams	Windows, awnings, signs	Applied 20-21: rollover	Construction in Progress. Working on permit for awning.	Economic Development																									
			Community Kindness	1315 Adams	Painting	\$2,295	Completed																										
13	New Item February 25, 2022	2022-2023 Call For Projects Program	The Agency will consider URAC and Staff recommended revisions to the Call For Projects Program Policy. We are anticipating the CFP will open March 14 with applications accepted through May 27.					Economic Development																									
14	No Change November 15, 2021	2021-2022 Call for Projects Program	2021-2022 Call For Projects <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Valley Insurance</td><td>1603 Washington</td><td>Remodel and building addition</td><td>\$75,000</td><td>Agreement signed Construction to begin 1st Quarter 2022</td></tr><tr><td>Travelodge</td><td>2215 Adams</td><td>Exterior improvements</td><td>\$75,000</td><td>Railing installed Painting will likely need extension until spring 2022</td></tr></table>					Business	Address	Project	Funds	Status	Valley Insurance	1603 Washington	Remodel and building addition	\$75,000	Agreement signed Construction to begin 1 st Quarter 2022	Travelodge	2215 Adams	Exterior improvements	\$75,000	Railing installed Painting will likely need extension until spring 2022	Economic Development										
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15	Updated February 25, 2022	2020-2021 Call for Projects Program	2020-2021 Call For Projects <table><tr><th>Business</th><th>Address</th><th>Project</th><th>Funds</th><th>Status</th></tr><tr><td>Dry Creek Capital</td><td>212-224 Fir St.</td><td>Improvement upgrades to retail space</td><td>\$75,000 Progress payment \$47,203</td><td>Completed</td></tr><tr><td>Raul’s Taqueria</td><td>1304 Adams</td><td>Business expansion</td><td>\$21,072 Final payment \$20,698. 6/15/21</td><td>Completed</td></tr><tr><td>Jim and Connie Voelz</td><td>1701 Adams</td><td>Exterior Renovations</td><td>\$20,000</td><td>Completed</td></tr><tr><td>The Local Station</td><td>1508 Adams</td><td>Renovation</td><td>\$32,110 progress payment</td><td>partial reimbursement paid Feb 2 Project at 90% and has extension through June 1st for</td></tr></table>					Business	Address	Project	Funds	Status	Dry Creek Capital	212-224 Fir St.	Improvement upgrades to retail space	\$75,000 Progress payment \$47,203	Completed	Raul’s Taqueria	1304 Adams	Business expansion	\$21,072 Final payment \$20,698. 6/15/21	Completed	Jim and Connie Voelz	1701 Adams	Exterior Renovations	\$20,000	Completed	The Local Station	1508 Adams	Renovation	\$32,110 progress payment	partial reimbursement paid Feb 2 Project at 90% and has extension through June 1 st for	Economic Development
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							final completion	
			Hines Meat	2315 Jefferson	Expansion	Progress payment \$52,000 12/10/21 final payment \$17,708 1/26/21	Completed	
16	No Change June 28, 2021	2019-2020 Call for Projects Program	2019-2020 Call for Projects Outstanding					Economic Development
			Business	Address	Project	Funds	Status	
			Steve's Outdoor Adventures	316 Antelope Dr.	New Construction for business Expansion	\$75,000	Project in process. Progress payment \$37,500	
17	No Change June 28, 2021	Pre-2018 Call for Projects Program	Call for Projects carried over					Economic Development
			Business	Address	Project	Funds	Status	
			Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process	
18	No Change May, 2021	JC Penney Building	The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney.					Economic Development
19	Updated February 25, 2022	Business Development/Recruitment	<ul style="list-style-type: none"> Economic Development Director continues to actively reach out to local businesses and potential partners to get up to speed on current and recent projects and partnerships. Focus has been on current URA funded projects and current active projects as well as key partners including EOU Main Street and NEOEDD New Economic Development Website developed by Golden Shovel in partnership with OTEC is live at www.lagrande.com The new site is also connected to Economic Developments Facebook and linked in pages. Staff has also met with the Golden Shovel Content team and is working on upcoming story content for the site. This site is in addition to the department page on the City site and is more focused on recruitment and lead generation. Economic Development Director is working closely with RDI and NEOEDD to develop an action team and workplan based on the report's findings. RDI will be working with Econ Dev and the Main Street EV committee to develop specific downtown focused action items and workplans to support those items. Director is reaching out to Chamber and County Economic Development to develop community wide action team. 					Economic Development
20	No Change September 23, 2021	COVID-19 CDBG Funding	<ul style="list-style-type: none"> The City applied for and was awarded \$150,000 of Community Development Block Grant funding to provide assistance to businesses in La Grande and Union County. NEOEDD is administering the program and has made nine grant awards totaling \$104,000. Two of the grants were awarded to employers and five were awarded to income-qualifying microentrepreneurs. The grant awards range from \$9,000 to \$25,000. Seven of the grants 					Economic Development

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			were made to businesses in La Grande, one to a business in Union and one to a business in North Powder. The grant requires the money to be used by July 2021 but we have requested an extension. The City Council conducted the required Public Hearing on September 1, 2021, to hear from the public regarding the grant.	
21	Updated February 25, 2022	La Grande Main Street Downtown	<ul style="list-style-type: none"> Economic Development Director is now Chairing the EV committee and has hosted two meetings. Wrapping up the RDI Main Street project listed above and working with RDI and the committee to transition to next phase and develop updated workplans based on the outcomes from this process Economic Development Director is now on the Main Street Board and has attended his first Board meeting. The Economic Vitality Committee now has 10 committee members and is meeting regularly and has developed a short term workplan. The La Grande Main Street Board Retreat has been rescheduled for March 19. EV committee is working on two new programs a monthly lunch and learn, Business services networking event, and a quarterly business workshop series. Bothe are tentatively scheduled to begin in April RDI has received funding to continue their Main Street initiative and will be working with the EV committee to implement a business cluster strategy for downtown. 	Economic Development
22	No Change January 25, 2022	Ignite Center for Entrepreneurship/ Entrepreneurial Development	<ul style="list-style-type: none"> Economic Development Director is now using the Ignite Center as his remote work space two evenings a week. This should help him get more familiar with the ongoing operations of the facility, improve visibility, and makes it easier to meet with partners who may not be available during 9-5 business hours. Ignite Center had one new member signed up to use the space this month. Working with NEOEDD the Ignite Center has resumed in person classes with the 6 week Business Planning workshop series that started on January 19. 	Economic Development
23	Completed February 25, 2022	Grant Activity Ignite Center for Entrepreneurship/ Entrepreneurial Development	<ul style="list-style-type: none"> We are anticipating another round of Technical Assistance through the 5-County Grant that is sub-granted to NEOEDD. We are still working on the details of what services will be provided. Business Planning will still be offered. Initial results from the BRE survey can also help identifying short-term needs we can address with this grant. Working with NEOEDD to hire consultants to provide direct assistance to businesses in form of help with business plans, getting business on-line, social media, market plans, business videos, Excel and Quickbooks classes. Through a partnership with Rural Development Initiatives (RDI), Ignite received a \$35,000 grant 	Economic Development

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			from the Kauffman Foundation, which is the premier researching and supporting entrepreneurial development. We are nearing the end of the Kauffman grant period. In a recent survey conducted by Ignite for this grant, 91% of respondents gave Ignite a score of 10/10. Finalizing projects funded by this grant as it will close in June 2021.																																								
24	No Change December 27, 2021	Business Development Assistance Program	<ul style="list-style-type: none">Three loans are in the re-payment phase of this loan program from 2018 and are nearing the halfway point in the loan process where they will be eligible to apply for forgiveness of the remaining balance if they meet the program requirements	Economic Development																																							
25	No Change January 3, 2020	Chart of Accounts Review	<ul style="list-style-type: none">Form a committee involving all departments to update and refine all Accounts within the Chart of Accounts to reflect descriptions that are more appropriate to the types of activities that are being completed as well as combining accounts that are similar in nature. In December, the committee met and reviewed the Chart of Accounts and discussed recommended changes. The Revenue portion has been sent out for review and is now being finalized.	Finance																																							
26	Updated February 24, 2022	Statistics	<table><tr><td>Month of January, 2022</td><td>Current</td><td>YTD</td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$1,627,870</td><td>\$18,615,291</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$579,619</td><td>\$9,526,485</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$1,772,149</td><td>\$13,005,051</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$812,633</td><td>\$5,924,455</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>166</td><td>1,344</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>176</td><td>1,263</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$934,927</td><td>\$6,626,148</td></tr><tr><td># of Water accounts billed:</td><td>4805</td><td>33,870</td></tr><tr><td># of LID accounts billed:</td><td>0</td><td>4</td></tr><tr><td>Pieces of mail processed</td><td>418</td><td>3,551</td></tr><tr><td>Electronic Utility Payments Received</td><td>3080</td><td>20,790</td></tr><tr><td># of NSF checks the City received:</td><td>5</td><td>25</td></tr></table>	Month of January , 2022	Current	YTD	Monthly Revenue (all funds)	\$1,627,870	\$18,615,291	Monthly Revenue (general fund)	\$579,619	\$9,526,485	Monthly expenses amount (all funds)	\$1,772,149	\$13,005,051	Monthly expenses (general fund)	\$812,633	\$5,924,455	# of Accounts Payable Checks issued:	166	1,344	# of Payroll Checks/AP issued:	176	1,263	Monthly Payroll expenses:	\$934,927	\$6,626,148	# of Water accounts billed:	4805	33,870	# of LID accounts billed:	0	4	Pieces of mail processed	418	3,551	Electronic Utility Payments Received	3080	20,790	# of NSF checks the City received:	5	25	Finance
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27	No Change October 20, 2020	Transient Lodging Tax Ordinance	Update language in the current Transient Lodging Tax Ordinance to incorporate definitions to clarify intermediaries and other language as recommended by LOC. The 1 st draft has been completed and passed on for another review. A second draft is being reviewed for finalization.	Finance																																							
28	No Change October 26, 2021	DocuSign	Working on developing a way to send and approve all invoices for payment electronically. This will allow a more efficient and effective way to handle all invoices. It will also give us the capability to attach invoices to the checks within our financial software, Springbrook. Currently all departments have been informed on how the process works and a Zoom meeting was set-up with DocuSign for any questions departments had. Currently this project is on hold so that it can be budgeted for the 22-23 Fiscal year.	Finance																																							

Item	Date of Change in Status	Item	Comments	Department
29	Updated February 14, 2022	Response Statistics	Jan. 1 to Jan. 31 2022 YTD: 286 <ul style="list-style-type: none"> Total Calls: 286 Medical: 234 Fires/MVC 32 Lift assists 20 	Fire
30	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
31	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. 	Fire
32	Updated February 14, 2022	Fire Inspection/Code Enforcement	Fire Chief conducted 2 inspections of local business	Fire
33	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
34	No Change September 20, 2021	Child Safety Seat Installations and Bicycle Helmets	(1) Families instructed in proper car seat installation with, (0) being provided with reduced price child safety seats. (0) Families instructed in proper bicycle helmet use with, (0) bike helmets being provided.	Fire
35	Updated February 14, 2022	Training	<ul style="list-style-type: none"> Co. EMS drill – Obstetrics Monday medical meeting-EMS Protocols EMT Casual trainings 12 hrs. Shift drills – 2.75 hrs. various subjects 	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 January 21, 2022	Department Announcements	<ul style="list-style-type: none"> No applications for current FF/Paramedic opening. Developing job posting for an EMT Basic, Intermediate or Advanced. Transition of all P/T Firefighters to LG Rural. Submitted grant request to FEMA for 3-year funding of 3 additional Firefighter positions. 	Fire
38	Updated February 14, 2022	Current Recruitments	<ul style="list-style-type: none"> Firefighter/Paramedic was re-opened on 12/20/21 with changes to pre-hire requirements on testing. Police Officer currently two positions open. Testing on March 2, 2022 Recreation Leader position open. Lifeguard position (Part-time intermittent) 3 hires this month Municipal Court Judge position invitation for interview sent 2/11/22 Recreation Coordinator position filled new hire to start in June 2022. 	Human Resources

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39	Updated February 14, 2022	Literacy Center	<ul style="list-style-type: none">The Literacy Center is closed indefinitely due to staff injury.The Literacy Center distributes free books donated by the community to all of the free little libraries in La Grande.Computers have arrived and are ready to put into use; pending IMESD availability.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. (This project is on hold, as we are waiting for IMESD availability.)	Library																																																
40	Updated February 14, 2022	Announcements	<ul style="list-style-type: none">The library now has recurring radio ads through Elkhorn Media Group to advertise programs and activities taking place.The Library has begun transitioning non-La Grande residents over to a non-resident membership status. The Library currently has 33 active non-resident cards.Library programs currently offered are: Thursday Storytime 10:30 am, Kid Craft Friday 3:00 pm, monthly DIY craft kits, Teen Book Club first Monday monthly, times vary, Teen iCraft monthly 2nd Wednesday 4:00 pm, Teen movies monthly third Wednesday 4:00 pm, and Adult Mystery Book Club, monthly on the 2nd Monday at 1:00 pm.The Library’s Little Free Food Pantry is back inside the building and remains accessible to anyone experiencing food insecurity. We have recently placed a donation container at the front desk to encourage our patrons to help out, as our supply is dwindling.	Library																																																
41	Updated February 14, 2022	Statistics	<table><tr><th>Current Month Jan</th><th>Last Month Dec</th><th>Information from: 1/1/2021-1/31/2021</th></tr><tr><td>9,036</td><td>8,555</td><td>Circulation</td></tr><tr><td>4,917</td><td>5,238</td><td>Door count</td></tr><tr><td>37</td><td>33</td><td>New Cardholders</td></tr><tr><td>13,668</td><td>13,631</td><td>Total Card holders</td></tr><tr><td>0</td><td>53</td><td>Overdue notices</td></tr><tr><td>1,572</td><td>1,560</td><td>Library2Go (eBooks & audio)</td></tr><tr><td>23</td><td>18</td><td>Dial-A-Story</td></tr><tr><td>329</td><td>319</td><td>Hoopla (eBooks, movies/TV, comics)</td></tr><tr><td>70</td><td>136</td><td>Kanopy (movies)</td></tr><tr><td>5</td><td>4</td><td>Events in community room</td></tr><tr><td>11</td><td>34</td><td>Adult program attendance</td></tr><tr><td>58</td><td>159</td><td>Children’s program attendance</td></tr><tr><td>21</td><td>38</td><td>Teen program attendance</td></tr><tr><td>35.25</td><td>3.5</td><td>Volunteer hours</td></tr><tr><td>836</td><td>778</td><td>Total Sage ILL</td></tr></table>	Current Month Jan	Last Month Dec	Information from: 1/1/2021-1/31/2021	9,036	8,555	Circulation	4,917	5,238	Door count	37	33	New Cardholders	13,668	13,631	Total Card holders	0	53	Overdue notices	1,572	1,560	Library2Go (eBooks & audio)	23	18	Dial-A-Story	329	319	Hoopla (eBooks, movies/TV, comics)	70	136	Kanopy (movies)	5	4	Events in community room	11	34	Adult program attendance	58	159	Children’s program attendance	21	38	Teen program attendance	35.25	3.5	Volunteer hours	836	778	Total Sage ILL	Library
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Item	Date of Change in Status	Item	Comments	Department															
42	Updated February 14, 2022	COVID Improvements	<ul style="list-style-type: none">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 has installed 6 storage lockers outside the front entrance of the building to be used for afterhours and weekend pickup of patron requests. The library is giving away the lockers to the Housing Matters coordinator at NEON.	Library															
43	Updated February 24, 2022	Parks Maintenance Update	<ul style="list-style-type: none">Snow removal from parks, downtown sidewalks.Winter vehicle maintenance and shop deep cleaning.	Parks & Rec-Maintenance															
44	No Change January 6, 2020	Recreation Center	The Committee has been actively meeting this fall and has looked at a variety of properties. Their main goal this fall is to finalize a location and plan fundraising efforts.	Parks & Rec-Admin															
45	Updated February 24, 2022	Parks Master Plan	Good Public Input zoom February 3 rd with about 14 people participating. The Parks Commission has a few more tweaks in anticipation of the joint Planning Commission, Parks Commission, and City Council Work Session in late March.	Parks & Rec - Admin															
46	No Change November 19, 2021	Morgan Lake Restrooms	Staff was successful in procuring two grants from State Marine Board and ODFW to fund a new vault toilet to be installed at the South end of Morgan Lake near the entrance. Supply chain issues prevented delivery in October so installation is delayed until spring.	Parks & Rec - Admin															
47	Updated February 24, 2022	Pool Statistics January 2022	<table><tr><td></td><td><u>FY 20-21</u> <u>January</u></td><td><u>FY 21-22</u> <u>January</u></td></tr><tr><td>ATTENDANCE</td><td>0</td><td>1520</td></tr><tr><td>FY TO DATE</td><td>2,799</td><td>10699</td></tr><tr><td>REVENUE</td><td>\$3000</td><td>\$4163.25</td></tr><tr><td>FY TO DATE</td><td>23,804</td><td>\$47,285.98</td></tr></table>		<u>FY 20-21</u> <u>January</u>	<u>FY 21-22</u> <u>January</u>	ATTENDANCE	0	1520	FY TO DATE	2,799	10699	REVENUE	\$3000	\$4163.25	FY TO DATE	23,804	\$47,285.98	Parks & Rec-Aquatics
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48	Updated February 24, 2022	Pool Programs Update	<ul style="list-style-type: none">The first ever Pool Carnival was held on January 28. 71 people were in attendance.Staffing is picking up at the pool. With new staff on board and High School season over, McKayla and Breeanna are having to guard less, making more time to plan for future programs and events.We will be holding a Lifeguard course in April. Along with a few interested high school students, and recreation leaders, we will be certifying the Elgin guards, bringing us roughly \$2,000 in revenue.On President’s Day, we held a \$1.50 rec swim deal. 24 people were in attendance.March Swim Lesson registration opened on Feb 8th. Most classes are full.Staff are starting to plan for Spring Break. With current life guard availability, we will not be able to	Parks & Rec-Aquatics															

Item	Date of Change in Status	Item	Comments	Department
			extend hours this year. Staff are developing incentive strategies to encourage employees to work when we need them.	
49	Updated February 24, 2022	Pool Maintenance Update	<ul style="list-style-type: none"> The heat loop system had a clogged coil that has been fixed and is no longer leaking. 	Parks & Rec-Aquatics
50	Updated February 24, 2022	Recreation Program Update	<ul style="list-style-type: none"> Youth Basketball is in its 5th week running well. Pee Wee Soccer has 35 registrations so far and registration closes March 28th. Staff have started to plan Arts for All which will take place April 23rd at Willow Gym. This year we are looking for non-profit organizations to volunteer to run stations and hand out informational materials. Women's volleyball is drawing to a close and will finish up the second week of March. Staff are working with the School District to determine what summer offerings are going to look like. 	Parks & Rec-Recreation
51	Updated February 16, 2022	Safe Routes To School Program Update	<ul style="list-style-type: none"> Crossing Guard appreciation cards were delivered to all three schools for students to have access to so they can thank their crossing guards on February 16th. March will kick off of our once-a-month Walking School Bus for Central and Greenwood Elementary Schools. Greenwood will be on March 9th and Central will be on March 16th. Coordinator will be organizing April Distracted Driving Awareness Month activities and "Walk and Roll to School Day" in May. Coordinator is still working on gathering donations of small bicycles to build a fleet of balance bikes. So far, 12 have been donated. The coordinator is looking for an enclosed trailer to transport bicycles and equipment from location to location. The next round of funding for The Safe Routes to School Education grant is open and staff is currently working on it. This will continue funding the coordinator position for two more years. 	Parks & Rec-SRTS
52	Updated February 24, 2022	Urban Forestry Update	<ul style="list-style-type: none"> Continued storm response of pruning or removal of forty-two damaged street trees in the Greenwood neighborhood. 2022 street tree pruning of Zones 1 and 9 with Miller's Tree Service – January 0 trees. Coordinated the 2022 Commercial Tree Service Permit applications. Currently tree services licensed with the City, three have certified arborists on staff. Received the 2021 Tree City USA certification and Growth Award. Coordinated tree sourcing with GrandScapes - 95 bare-root trees on order. Presented a webinar on funding municipal tree maintenance in small cities for the ISA PNW Arbor Chat series. Met with The Tree Service crews to discuss the current OTEC line clearance pruning cycle. 	Parks & Rec-Urban Forestry

Item	Date of Change in Status	Item	Comments	Department																																										
			<ul style="list-style-type: none">Updated the Community Forestry Program Guide and management plan.Invoiced OTEC for the 2021 removal and replacement program, nine trees.																																											
53	Updated February 24, 2022	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Completed inventory of trees planted in 2021.Continued updating inventory with removals and pruning as performed.Continued work with Anderson Perry for tree inventory reporting.	Parks & Rec-Urban Forestry																																										
54	No Change April 19, 2021	Wildland Urban Interface Committee	<ul style="list-style-type: none">Shared links for OSU Extension Fire Program with Council and committee.	Parks & Rec-Urban Forestry																																										
55	Updated February 24, 2022	January Urban Forestry Statistics	<table><tr><td>July 1, 2021 – June 30, 2022</td><td>January</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>59</td></tr><tr><td>Park & Greenspace Trees</td><td>0</td><td>28</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>25</td></tr><tr><td>Park & Greenway Trees</td><td>0</td><td>4</td></tr><tr><td>Street Trees Pruned</td><td>0</td><td>258</td></tr><tr><td>Park & Greenway Trees</td><td>0</td><td>22</td></tr><tr><td>Community Responses</td><td>10</td><td>166</td></tr><tr><td>Nuisance Responses</td><td>1</td><td>13</td></tr><tr><td>Field Evaluations</td><td>7</td><td>98</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>5</td></tr><tr><td>Commercial Tree Service</td><td>5</td><td>5</td></tr><tr><td>Site Plan Reviews</td><td>3</td><td>16</td></tr><tr><td>Community Volunteer Hours</td><td>3</td><td>125</td></tr></table>	July 1, 2021 – June 30, 2022	January	YTD	Street Trees Planted	0	59	Park & Greenspace Trees	0	28	Street Trees Removed	3	25	Park & Greenway Trees	0	4	Street Trees Pruned	0	258	Park & Greenway Trees	0	22	Community Responses	10	166	Nuisance Responses	1	13	Field Evaluations	7	98	Ordinance Enforcement	0	5	Commercial Tree Service	5	5	Site Plan Reviews	3	16	Community Volunteer Hours	3	125	Parks & Rec-Urban Forestry
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56	Updated February 16, 2022	Calendar YTD Planning Statistics	<table><tr><td></td><td>Jan. 2021</td><td>Jan. 2022</td><td>FY 20-21</td><td>Current 21-22</td></tr><tr><td>Land Use Apps</td><td>9</td><td>2</td><td>61</td><td>19</td></tr><tr><td>Zoning Approvals</td><td>3</td><td>2</td><td>58</td><td>36</td></tr><tr><td>New Business Permits</td><td>2</td><td>0</td><td>25</td><td>13</td></tr><tr><td>Revenue (Land Use Fees)</td><td>\$1,430</td><td>\$525</td><td>\$13,151</td><td>\$4,735</td></tr><tr><td>Revenue (Zoning Approval)</td><td>\$50</td><td>\$50</td><td>\$1,000</td><td>\$800</td></tr><tr><td>Revenue (Parks SDC)</td><td>\$0</td><td>\$525</td><td>\$6,825</td><td>\$5,800</td></tr></table>		Jan. 2021	Jan. 2022	FY 20-21	Current 21-22	Land Use Apps	9	2	61	19	Zoning Approvals	3	2	58	36	New Business Permits	2	0	25	13	Revenue (Land Use Fees)	\$1,430	\$525	\$13,151	\$4,735	Revenue (Zoning Approval)	\$50	\$50	\$1,000	\$800	Revenue (Parks SDC)	\$0	\$525	\$6,825	\$5,800	Planning							
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57	No Change January 24, 2021	Notable Projects Approved or in Process Under Review	<p>Jacksons Food Stores (Fuel Service Station): Jacksons Food Stores recently purchased the Shell and Chevron Station at the intersection of Island Avenue and Mulholland Drive. A site plan has been approved for the full demolition and reconstruction of both sites to include a larger service/convenience store, larger passenger vehicle fuel islands, and a large truck/semi-truck fuel island. This project is anticipated to commence soon.</p> <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-</p>	Planning																																										

Item	Date of Change in Status	Item	Comments	Department
			<p>24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8th, 2020, subject to providing a Performance Bond, which allows for lots to be marketed and sold and permits issued for the construction of homes. The street and infrastructure improvements are mostly complete. Two (2) homes are completed and occupied, with a third under construction.</p> <p><u>Russell Avenue, near Spruce Street – Veteran Village tiny home development:</u> GCT Land Management is constructing a 10-unit tiny home development in partnership with Veteran Affairs. The existing home that was on the property has been converted into a club house and office space for the development. All of the infrastructure improvements (paved road, sidewalks, etc.) are completed. Seven (7) homes are completed, with three (3) still under construction. Occupancy of the homes are anticipated to begin within the next couple months.</p> <p><u>EOU Field House:</u> Site Plan has been approved and Building Permits have been issued. The project is under construction. EOU has recently received additional funding, which allows them to add some improvements back into the project which were removed from the final design due to budgetary challenges. The improvements added back in include installing an indoor track, elevator and administrative office spaces on the upper floor mezzanine.</p> <p><u>Cottage Home Infill Project:</u> GCT Land Management received approval from the Planning Commission for a conditional use permit and site plan for constructing three (3) cottage homes (tiny homes) at the Southeast corner of Second Street and H Avenue (across from Central Elementary School). This is a large corner lot with an existing small dwelling. This project will result in a total of 4 cottage homes on the property. This project is pending and construction has not commenced.</p> <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. This project is delayed or behind schedule due to increased prices in building materials, which is requiring some building design changes to be considered. This project is anticipated to begin construction in Fall 2021.</p> <p><u>Legacy Ford:</u> Received site plan approval in mid-July 2021 to expand their building footprint to include additional showroom space, expanded service department, and site improvements to include additional paving and landscaping (street trees). This project is under construction.</p> <p><u>Napa Auto Parts:</u> Received site plan approval in late-</p>	

Item	Date of Change in Status	Item	Comments	Department																		
			July 2021 to construct a new retail store East of Banner Bank on a portion of property formerly occupied by Eagle Truck. This project is anticipated to begin construction soon.																			
58	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. <ul style="list-style-type: none">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																		
59	No Change July 20, 2021	Floodplain Re-Mapping	<p>The City of La Grande and Union County are jointly working to update the FEMA floodplain map within the City of La Grande and portions of Union County that lie West of I-84 (truck stop & vicinity).</p> <p>Anderson Perry and the Army Corp of Engineers (USACE) have completed the computer modeling and is submitting a Conditional Letter of Map Revisions (CLOMR) to FEMA</p> <p>This project has included the following public meeting and outreach:</p> <ul style="list-style-type: none">A work session with the council was held on October 21, 2019, to review the findings of the model and map revisions.The Union County Board of Commissioner met on December 2, 2020, and voted 2:1 to support and partner with the City on the floodplain remapping efforts.On May 24, 2021, a Work Session was held before the City Council. Anderson-Perry & Assoc. provided a presentation on the floodplain remapping, followed by Q&A.On June 14, 2021, during a Special Session of the City Council, the Council heard public testimony from affected property owners and voted to approve the submittal to FEMA for the floodplain remapping.	Planning/ Public Works																		
60	Updated February 23, 2022	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>JAN 21</th><th>YTD</th></tr><tr><td>Priority 911 calls for service:</td><td>87</td><td>87</td></tr><tr><td>All other calls for service:</td><td>893</td><td>893</td></tr><tr><td>Total calls for service:</td><td>980</td><td>980</td></tr><tr><td>Case Numbers:</td><td>86</td><td>86</td></tr><tr><td>Traffic Stops:</td><td>167</td><td>167</td></tr></table>	TYPE OF ACTIVITY	JAN 21	YTD	Priority 911 calls for service:	87	87	All other calls for service:	893	893	Total calls for service:	980	980	Case Numbers:	86	86	Traffic Stops:	167	167	Police
TYPE OF ACTIVITY	JAN 21	YTD																				
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Case Numbers:	86	86																				
Traffic Stops:	167	167																				
61	Updated February 23,	Statistics: Investigations Section -	<table><tr><th>TYPE OF CASE</th><th>JAN 21</th><th>YTD</th></tr><tr><td>Child Abuse:</td><td>34</td><td>34</td></tr></table>	TYPE OF CASE	JAN 21	YTD	Child Abuse:	34	34	Police												
TYPE OF CASE	JAN 21	YTD																				
Child Abuse:	34	34																				

Item	Date of Change in Status	Item	Comments			Department
	2022	<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>	<div><div>▪ Physical Abuse: 4</div><div>▪ Sexual Abuse: 9</div><div>▪ Neglect: 20</div><div>▪ Domestic Violence: 1</div><div>▪ Other: 0</div></div>			
			<div>Elder Abuse:<div>▪ Physical Abuse: 0</div><div>▪ Sexual Abuse: 0</div><div>▪ Neglect: 0</div></div>	0	0	
			<div>Domestic Violence / SART:<div>▪ Domestic Violence: 0</div><div>▪ SART: 1 (Sexual Assault Response Team)</div><div>▪ Other: 4</div></div>	5	5	
			<div>Death Investigations:<div>▪ Unattended: 0</div><div>▪ Suicide: 0</div><div>▪ Homicide: 0</div></div>	0	0	
			<div>Miscellaneous:<div>▪ Assault: 0</div><div>▪ Federal Firearms Check: 5</div><div>▪ Background: 0</div><div>▪ Other: 1</div></div>	6	6	
62	Updated February 23, 2022	<p><u>Statistics:</u> Communications Division -</p>	<div><div>TYPE OF ACTIVITY</div><div>JAN 21</div><div>YTD</div></div>			Police
			<div>Priority 911 calls for service:</div>	511	511	
			<div>All other calls for service:</div>	1,700	1,700	
			<div>Traffic (air-time):</div>	242	242	
			<div>Case reports handled: (LGPD / UCSO)</div>	160	160	
			<div>Records requests processed:</div>	67	67	
63	Updated February 23, 2022	<p><u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report)</p> <p>Union County data -</p> <p><i>This is the most recent data available from the State. The State historically lags behind on reports.</i></p>	<div><div>TYPE OF CRIME</div><div>DEC 21</div><div>YTD</div></div>			Police
			<div>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</div>	15	195	
			<div>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</div>	79	824	
			<div>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</div>	32	430	
			<div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div>	3	44	
64	Updated February 23, 2022	<p><u>Statistics:</u> UCR State Crime Data - (Uniform Crime Report)</p> <p>State of Oregon data -</p> <p><i>This is the most recent data available from the State. The State historically lags behind on reports.</i></p>	<div><div>TYPE OF CRIME</div><div>DEC 21</div><div>YTD</div></div>			Police
			<div>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</div>	2,350	38,806	
			<div>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</div>	13,012	167,868	
			<div>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</div>	4,903	75,030	
			<div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div>	937	15,066	
65	Updated February 23, 2022	Training	<p><u>Operations Division:</u></p> <div><div>▪ All officers participated in training titled, “Interacting with the Mentally Ill as a First Responder”</div><div>▪ The Chief and Lieutenant participated in training</div></div>			Police

Item	Date of Change in Status	Item	Comments	Department
			<p>titled, “Managing Police Records in Oregon”</p> <ul style="list-style-type: none"> ▪ The Chief participated in training titled, “Before and After Officer Involved Shootings” ▪ All supervisors participated in training titled, “The Six Pillars of 21st Century Policing” ▪ The Lieutenant attended the OACP Executive Leadership Training Seminar ▪ One sergeant attended the Behavioral Health Summit ▪ One sergeant participated in training titled, “Making Discipline Stick” ▪ One officer participated in training titled, “Online Investigation for Law Enforcement” ▪ One officer participated in training titled, “Basic Instructor Development Course” ▪ One officer participated in “SKID Car” training ▪ One officer participated in “Evidence Collection, Control, and Storage” training ▪ Members of the NEO Regional SWAT Team participated in monthly training <p>Communications Division:</p> <ul style="list-style-type: none"> ▪ One dispatcher participated in a Mental and Behavioral Health training update. 	
66	Updated February 23, 2022	Staffing	<p>Operations Division:</p> <ul style="list-style-type: none"> ▪ One recruit officer is in the Field Training and Evaluation Program (FTEP). ▪ One recruit officer is attending the 16-week Basic Police Academy in Salem. ▪ We have three (3) police officer vacancies at this time. We are currently taking applications for police officers. We will be testing on March 2, 2022. <p>Communications Division:</p> <ul style="list-style-type: none"> ▪ Fully staffed 	Police
67	Updated February 23, 2022	Intergovernmental Agreement for Dispatch Services	We’re in the process of renewing the Intergovernmental Agreement for Dispatch Services, that outlines the dispatch and related services the City provides to the County. This was last updated in 1995 and is due to be updated. We currently have a draft of a new agreement that we’re working on and anticipate a finalized product in the near future. <u>The agreement has been finalized and is in the process of being signed by all interested parties.</u>	Police
68	No Change November 22, 2021	Water System Water Management and Conservation Plan (WMCP)	City staff is working on updating the WMCP for submission to Oregon Water Resources. This plan needs to be updated with the State every ten years. Work is anticipated to be completed by the end of 2021.	Public Works
69	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
70	No Change October 22, 2021	Hall Street (Cove to East L) Resurfacing	The survey crew will be shooting grades and elevations so a plan can be in place for spring.	Public Works
71	No Change May 25, 2021	COVID Improvements	Touchless bathroom fixtures have arrived and will be installed during bathroom remodel at the Public Works shops. Touchless fixtures have been installed at the	Public Works

Item	Date of Change in Status	Item	Comments	Department
			Treatment Plant.	
72	Updated February 25, 2022	Culvert Installation at H Avenue and Adams Avenue	We have been in communication with Union Pacific Railroad and ODOT to get permits and access. We are still waiting for the culvert pipe to arrive.	Public Works
73	Updated February 25, 2022	Adams Avenue ADA Ramps	Staff is coordinating project procurement with ODOT to verify funding is in place and available.	Public Works
74	No Change August 25, 2021	Assistant Public Works Director Job Description and Recruitment	With the hiring of the Street Superintendent, the requirement for an Assistant Public Works Director has been put on hold. Currently, Public Works Staff will be assessing the workload of the management team and look at optimizing the management structure moving forward.	Public Works
75	Updated February 25, 2022	21-22 CIPP Sewer Rehab Project	The contractor anticipates completing the rehab (cast-in-place pipe) work in May. The project schedule will be developed in April.	Public Works
76	No Change January 25, 2022	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	Final Projects completed during the 2021 calendar year are being compiled into the Final Staff Report. Close out of the 2021 LID and opening of the 2022 LID will begin at the March Council General Session.	Public Works
77	No Change August 25, 2021	Implementation of Geographic Information Systems (GIS) at Public Works	Work has begun on establishing a storm sewer layer to track maintenance and location of existing lines. Work will be mainly completed by City Staff and the majority of the work is anticipated to be completed over the winter months.	Public Works
78	No Change January 25, 2022	Water Meter Reading System	With the shortage of available labor for summertime seasonals, the meter replacement project has fallen behind our original schedule. Staff anticipates that the remainder of the project can be finished Spring/Summer of 2022.	Public Works
79	No Change June 25, 2021	Timber Ridge Apartment Project	The client's engineering team continues working on value engineering for the project and currently working with Staff on the site storm drainage.	Public Works
80	Updated February 25, 2022	Sanitary Sewer Manhole Maintenance	Crews have started replacing rings. We are now waiting for more parts to arrive so we can continue our list.	Public Works
81	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works
82	Updated February 25, 2022	Riser Installation	Crews have completed all that can be completed on this project with the parts on hand. There are three more manholes that we are waiting for parts to arrive so the project can be completely finished.	Public Works
83	No Change December 27, 2021	Wastewater Treatment Plant Blower Header Pipe	All materials for this project are onsite as of December 8, 2021.	Public Works
84	No Change October 21, 2021	ERP Updates	Staff has begun an update to our Water System Emergency Response Plan.	Public Works
85	Updated February 25, 2022	Telemetry System Updates	Flow meters arrived almost six weeks ahead of schedule. Remaining parts are not anticipated until the middle to end of March.	Public Works
86	Updated February 25, 2022	Water Main Replacement – Riverside Park Beneath Grande Ronde River	Plan design has been completed and will be forwarded to contractors for cost estimates.	Public Works
87	No Change January 25,	Tule Lake Pump Replacement	The effluent pump at Tule Lake is being replaced with a 50 horsepower, variable frequency drive (VFD) pump.	Public Works

Item	Date of Change in Status	Item	Comments	Department																								
	2022		The pump has been ordered and is 8 weeks out.																									
88	No Change January 25, 2022	WWTP-Headworks Secondary Pump Replacement	The secondary pumps in the lift station within headworks of the Wastewater Treatment Plant (WWTP) are being replaced. The new pumps (2) will be 20 horsepower and have been ordered. The pumps are currently 25 weeks out for delivery.	Public Works																								
89	No Change January 25, 2022	Air Quality Monitoring Project	Staff is working with DEQ and an outside contractor to establish a regional air quality network. The resulting web based platform will provide real time air quality readings for the Grande Ronde Valley and surrounding areas.	Public Works																								
90	No Change January 25, 2022	SRTS Construction Grant	ODOT has advertised for the opportunity to compete for infrastructure grants around schools. Staff is preparing a project with a focus on Greenwood School to be submitted. Pre-applications are due in March.	Public Works																								
91	Updated February 25, 2022	Public Works Statistics	<table><tr><td></td><td>Jan 22</td><td>Fiscal YTD</td></tr><tr><td>Sewer taps installed</td><td>1</td><td>11</td></tr><tr><td>Water taps installed</td><td>0</td><td>12</td></tr><tr><td>Water leaks repaired</td><td>3</td><td>17</td></tr><tr><td>Water meters installed</td><td>N/A</td><td>638</td></tr><tr><td>Square feet of street paved</td><td>0</td><td>75,100</td></tr><tr><td>Water produced (MG)</td><td>52.06</td><td>552.33</td></tr><tr><td>WWTP flows (MG)</td><td>64.38</td><td>332.81</td></tr></table>		Jan 22	Fiscal YTD	Sewer taps installed	1	11	Water taps installed	0	12	Water leaks repaired	3	17	Water meters installed	N/A	638	Square feet of street paved	0	75,100	Water produced (MG)	52.06	552.33	WWTP flows (MG)	64.38	332.81	Public Works
	Jan 22	Fiscal YTD																										
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Water produced (MG)	52.06	552.33																										
WWTP flows (MG)	64.38	332.81																										

Grant Status Report

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

Item	Date of Change in Status	Grant Name and Description	Date Submitted	Total Project Cost	Grant Amount	Match Amount	Current Status	Source of Funding	Department
1	No Change January 18, 2022	Ready to Read Grant 2022	August 2021	\$5,451.94	\$5,451.94	n/a	This annual grant was accepted and received on January 10, 2022. These grant funds are used to support the summer reading program	State Library of Oregon	Library
2	Updated February 25, 2022	CDBG Micro Enterprise Grant	Fall 2019	\$75,000	\$75,000	N/A	<p>This Grant is being administered by NEOEDD We have drawn \$48,804 and have \$26,196 remaining. The funding is to be used by 2/25/22. It won't all be used by then, but hopefully, we'll have qualifying participants in the business planning and Destination Creation classes so that we can bill out some additional costs. It's been challenging to use the funding during COVID with limited in person training opportunities. We will be requesting a 3rd extension to fully utilize funds.</p> <p>We have received a 3rd extension and are working with NEOEDD to identify eligible applicants and award remaining funds by August 31, 2022</p>	Business Oregon – Federal	Eco. Devo.
3	Updated February 25, 2021	Business Oregon – Rural Opportunity Initiative—Directly to	February 2020	\$60,000	N/A	N/A	Contract is signed and working to schedule grant orientation in January	Business Oregon – State	Eco. Devo.

		NEOEDD for Ignite					<p>Director has formed the steering committee for the Entrepreneur Ecosystem mapping portion of this project and had their first meeting.</p> <p>Job description for the EOU internship to support this project has been posted and we expect to interview next week.</p> <p>First ROI Check in meeting with Business Oregon is scheduled for next week</p>		
4	Updated February 25, 2022	CDBG Emergency Grant – grants to UC Businesses	August 2020	\$150,000	\$150,000	N/A	<p>Administered by NEOEDD. We have drawn \$104,000 and have \$46,000 remaining. Funds have been awarded to 6 businesses to date and the webinar at https://www.neoedd.org/covid-relief-funding-for-businesses-webinar/ provides up-to-date info on the program and how to apply. We are still seeking applicants who qualify to apply for remaining funds.</p> <p>NEOEDD has received an extension through August 15th to expend remaining funds</p>	Business Oregon – Federal	Eco Devo.
5	Completed February 25, 2022	Business Oregon COVID response— Technical Assistance	July 17, 2020	\$60,000 for all of Union County	\$6,068 cash plus technical assist to business		Business Oregon grant to NEOEDD. Funding used to provide TA of various forms to businesses in our	Business Oregon – State Funds	Eco. Devo.

February 2022

24

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

							three-county area including La Grande. Grant funding Cycle ended June 2021 and project is complete		
6	No Change December 27, 2021	Business Oregon – Round 1 -- CARES	July 2020	\$65,000	\$2,500 – 1 qualified business	N/A	10/31/2020	Business Oregon – Federal	Eco. Devo.
7	No Change December 27, 2021	Business Oregon – Round 3 – CARES	Sept. 2020	\$35,000	\$0 No Qualifying Business	N/A	10/31/2020	Business Oregon – Federal	Eco. Devo
8	No Change May 19, 2021	State of Oregon for Paving of Elkhorn Dr. at Business Park	April 2021	\$593,748	\$593,748	\$0	Requested	Governor's Office	Eco. Devo.
9	No Change June 14, 2021	Morgan Lake Vault Toilet	February 26, 2021	\$56,442	\$9,250	\$47,192* Includes \$12,377 of in kind labor and equipment	Approved June 14, 2021	Oregon State Marine Board	Parks & Recreation
10	No Change July 28, 2021	Morgan Lake Vault Toilet	December 30, 2020	\$55,627	\$33,250	\$22,377* Includes \$12,377 of in kind labor and equipment	Approved June 30, 2021	ODFW	Parks & Recreation
11	No Change January 28, 2021	Safe Routes to School Non-Infrastructure	2019	\$230,934	\$147,400	\$83,534* Includes in kind labor, office space, and equipment	Awarded 9/19	ODOT	Parks & Recreation
12	No Change November 16, 2021	Oregon State Parks Recreational Trails Program	June 14, 2021	\$110,342	75,070	Cash and in-kind labor	Recommended for approval. Expect full approval by December.	Federal dollars thru State Parks	Parks & Recreation Public Works
13	No Change December 21, 2021	Oregon Community Foundation (OCF) – Eastern Oregon GO Kids Project	August 19, 2021	\$100,992	\$71,461	None required Arts Center East, General Fund	Not awarded by OCF, but passed on to a different funder and Staff has met with Round House who will be giving us a \$5000 grant to help with the After-School Program.	Oregon Community Foundation	Parks & Recreation
14	New Item February 24, 2022	Public Art Installation outside Library (Arts)	February 2022	\$50,000	\$15,000	None required	Letter of Interest Submitted	Miller Foundation	Parks & Recreation

		Commission)							
15	No Change September 23, 2021	Oregon State Parks (SHPO) – Certified Local Government Grant	February 2021	\$22,000	\$12,000	\$10,000	In Process	State Parks (SHPO)	Parks & Recreation
16	No Change September 23, 2021	Oregon State Parks (SHPO) – Certified Local Government Grant	February 2021	\$22,000	\$12,000	\$10,000	In Process	State Parks (SHPO)	Planning
17	No Change January 28, 2021	Adams Avenue ADA ramp improvements	February 2020	\$97,500	\$97,500	In-kind design services	Signed April 2020	ODOT	Public Works
18	No Change January 25, 2022	Project Refinement Grant	March 2021	\$150,00 0	\$134,595	Cash or in kind labor	City has received agreement and is in the process of reviewing the agreement and getting proper signatures.	ODOT	Public Works
19	No Change June 25, 2021	2021 Congressional Spending Request	May 14, 2021	\$850,00 0	\$637,500	Cash or in kind labor	Pending decision during FY22 appropriations	Federal government	Public Works