



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
November 2021
City Manager's Top Priorities for 2021

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	No Change September 23, 2021	Fiscal management: Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande.	Work on the annual audit is ongoing.	City Manager
2		COVID-19 Recovery: Continue to take all necessary actions to comply with the State and Federal mandates related to the COVID-19 pandemic as well as identify and implement policies and programs to assist in the recovery efforts within the City's resources.	See updates in new section below	City Manager
3		Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.	See updates under Economic Development below.	Economic Development
4	No Change June 28, 2021	Wildland Urban Interface In concert with Union County and other agencies, take actions to assure La Grande is prepared in the event of a wildfire or other natural disaster, such as the ones that devastated other communities in Oregon in 2020.	The department has posted numerous wildland safety messages on Department Facebook page. Development of a flyer with Fire safety information was developed sent out in June water bills.	Fire Department
5	Updated November 18, 2021	General Fund Capital Improvements: Identify funding sources and strategy to address major capital needs.	Union County is moving forward to explore a joint public safety facility. The City of La Grande will be participating in the discussions moving forward.	City Manager
6		Housing: Complete the Comprehensive Housing Production Strategy (HPS) and upon completion and adoption, implement the strategy.	See updates under Planning below.	Planning
7		FEMA Maps and Land Use	See updates under Planning below.	Planning

November 2021

1

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

Item No.	Date of Change in Status	Item	Comments	Lead Department
		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.		
8	No Change September 23, 2021	Staffing: Take necessary actions to address critical staffing issues including, but not limited to, hard to fill positions and succession planning for key positions.	The 2021-22 Adopted Budget includes funding for a compensation study that will be conducted for the Management Group and non-represented employees once we fill the vacant Human Resource Specialist position. We have been successful in filing Director level vacancies in a more timely fashion thus far.	City Manager

COVID-19 Pandemic Related Action Items

Item	Date of Change in Status	Item	Comments	Department
1	Updated November 29, 2021	COVID-19 Surge and City Response	Currently Union County has a total of 3,386 cases with 55 deaths. The State has lifted the outdoor masking requirement but no other changes in face covering rules.	City Manager
2	Updated November 18, 2021	Federal COVID-19 Vaccination Mandate	The Department of Labor's (DOL) Occupational Safety and Health Administration (OSHA) has issued a rule requiring all employers with 100 or more employees to ensure their workforce is fully vaccinated or require any workers who remain unvaccinated to produce a negative test result on at least a weekly basis before coming to work. The State of Oregon is required to create a rule that implements the Federal requirements. City of La Grande will be subject to this rule. Currently the rule is being challenged by several states and those challenges have been combined and will be heard by the 6 th Circuit Court of Appeals and likely we ultimately be decided by the Supreme Court. With the uncertainty, the City is still moving forward to draft a City policy that would be implemented if the Courts rule in favor of the rule. The policy would be refined upon the outcome of the litigation and the State of Oregon rules when published.	City Manager
3	Updated November 18, 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, using City General Fund dollars. Grant Program (\$20,000 total funding expended): 11 Business assistance grant applications were received, with nine receiving funding. Emergency Loan Program: A total of 30 loans have been approved totaling \$219,020. \$177,520 was disbursed last fiscal year with an additional \$41,500 disbursed since July 1, 2021. A total of \$67,988 of loan principal has been repaid, including five of the loans have been repaid in full as of October of 2021. Business Software Program: 3 grants have been awarded. Remaining Funds as of May 26, 2021: \$8,580	City Manager
4	No Change September 23, 2021	American Rescue Plan Act (ARPA) Funding	The City of La Grande has received the first allocation of \$1,511,086 ARPA funds. The Work Session planned for the Council to continue discussing options and public involvement scheduled for September 13, 2021, was postponed until the COVID-19 related restrictions allow for in-person meetings.	City Manager
5	No Change September 23, 2021	COVID-19 CDBG Funding	The City applied for and was awarded \$150,000 of Community Development Block Grant funding to provide assistance to businesses in La Grande and Union County. NEOEDD is administering the program and 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 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	Economic Development

			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.	
6	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
7	No Change January 27, 2021	Fire Station COVID-19 Improvements	<ul style="list-style-type: none"> • 6 station HVAC units were retrofitted with ionization units. • All areas of the station are on cleaning and disinfection daily. • Installation of plexiglass barrier is being scheduled for front lobby area, for when public is allowed back into the station. • UV light disinfection has been added to the weekly schedule for the office area of the station. • Ambulances continue to be cleaned and disinfected after every transport. • Crews wearing full COVID protection on all medical responses. 	Fire
8	No Change August 31, 2021	COVID Improvements	<p>COVID-19 Building Safety Measures taken in 2020: ionizers installed on HVAC system to clean and filter the circulating air; building occupancy management system/people counters installed at all entrances; plex shields installed at circulation desk; no-touch faucets and soap dispensers installed in all restrooms; two new laptops for work from home situations; stockpiled a few months of PPE.</p> <p>The Library has installed 6 storage lockers outside the front entrance of the building to be used for afterhours and weekend pickup of patron requests.</p>	Library
9	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 Treatment Plant.	Public Works

CITY of LA GRANDE
PROPOSED
Council Sessions, Significant Deadlines, and Events Schedule
As of November 17, 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

Wednesday, December 1	REGULAR SESSION
Friday, December 24	HOLIDAY
Friday, December 31	HOLIDAY

2022

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

Work Session topics with dates to be determined: Annual Audit Report; ARPA Funding Use Discussion (when in-person meetings resume); Joint Work Session Council/Landmarks Historic District Standards (May 2022 or Later). 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 November 16, 2021	All Building Permits October 2021	<div>October 2021</div> <table><thead><tr><th>Permit Type</th><th>Permits</th><th>Permit Fees</th><th colspan="2">Plan Review Fees</th></tr></thead><tbody><tr><td>City of LG Building:</td><td>11</td><td>\$3,320.00</td><td>\$1,852.50</td><td></td></tr><tr><td>UC Building:</td><td>8</td><td>\$9,328.00</td><td>\$6,063.20</td><td></td></tr><tr><td>City of LG MFH</td><td>0</td><td>\$0</td><td></td><td></td></tr><tr><td>UC MFH</td><td>1</td><td>\$450.00</td><td></td><td></td></tr><tr><td>City of LG Mechanical</td><td>9</td><td>\$817.00</td><td></td><td></td></tr><tr><td>UC Mechanical</td><td>11</td><td>\$670.00</td><td></td><td></td></tr><tr><td>City of LG Plumbing</td><td>5</td><td>\$504.00</td><td></td><td></td></tr><tr><td>UC Plumbing</td><td>4</td><td>\$649.00</td><td></td><td></td></tr><tr><td>City of LG Electrical</td><td>21</td><td>\$2,293.62</td><td></td><td></td></tr><tr><td>UC Electrical</td><td>18</td><td>\$1,928.50</td><td></td><td></td></tr><tr><td>City of LG Demolition</td><td>0</td><td>\$0</td><td></td><td></td></tr><tr><td>UC Demolition</td><td>0</td><td>\$0</td><td></td><td></td></tr><tr><td>AG Exempt permits</td><td>4</td><td></td><td></td><td></td></tr><tr><td>TOTALS:</td><td>92</td><td>\$19,960.12</td><td>\$7,915.70</td><td></td></tr><tr><td>Fiscal Year Running Totals:</td><td>430</td><td>\$124,942.02</td><td>\$49,815.35</td><td></td></tr></tbody></table>				Permit Type	Permits	Permit Fees	Plan Review Fees		City of LG Building:	11	\$3,320.00	\$1,852.50		UC Building:	8	\$9,328.00	\$6,063.20		City of LG MFH	0	\$0			UC MFH	1	\$450.00			City of LG Mechanical	9	\$817.00			UC Mechanical	11	\$670.00			City of LG Plumbing	5	\$504.00			UC Plumbing	4	\$649.00			City of LG Electrical	21	\$2,293.62			UC Electrical	18	\$1,928.50			City of LG Demolition	0	\$0			UC Demolition	0	\$0			AG Exempt permits	4				TOTALS:	92	\$19,960.12	\$7,915.70		Fiscal Year Running Totals:	430	\$124,942.02	\$49,815.35		Building
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3	New Item November 30, 2021	Letter from Downtown Businesses	The City received a letter signed by several business leaders expressing concerns about homeless and transients in downtown. Members of the City Staff had a small group meeting to discuss the letter and actions that have been taken in the past and things that the businesses can do when there is a direct impact on their property. Chief Bell drafted a letter in response that has been distributed and we intend to hold a forum in coming weeks to provide additional information to the businesses and listen to their concerns.	City Manager																																																																																
4	Updated November 18, 2021	Market Place Family Foods Agreement Amendment	The latest report on employment has being reviewed but they have not reached any of the required thresholds for forgiveness under the agreement to date.	District Manager																																																																																
5	No Change September 18, 2018	Planning/Building Process Enhancements	Staff is reviewing how we respond to potential and actual project proposals in an effort to assure the right people are aware of projects that they can assist with or where they will have review/approval roles. The goal is to streamline the process and reduce confusion where possible. We are currently looking at how we can modify our correspondence to be more helpful. We have identified a process for including more Staff earlier in the timeline.	City Manager																																																																																
6	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	District Manager																																																																																

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			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.							
7	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						
8	Updated November 18, 2021	Police Building	This item will be addressed under the City Manager’s Top Priorities item number 5 above in future reports. 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						
9	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						
10	Updated November 17, 2021	Codification of City Ordinances	The City’s Ordinances have never been codified to create a single City Code. Staff is currently scheduling presentations from vendors who perform this service, which will include a legal review of all Ordinances, the creation of a City Code, and online hosting of the Code once it is complete. The project is included in the budget and the process will take several months, with the City Council adopting the Code upon completion. Cross-referencing code numbers to confirm amended and repealed codes are accounted for and complete. Compilation of ordinances and resolutions is complete. Pending review by City Manager. Code collection is complete and there is a total of 66 ordinances ready for codification. Request for quotes went out Nov 17 th .	City Recorder						
11	No Change October 26, 2021	Advisory Commission Vacancies	<table><tr><td colspan="2">The following table outlines the existing vacancies.</td></tr><tr><td>Advisory Commission</td><td>Vacancies</td></tr><tr><td>Air Quality</td><td>7/7</td></tr></table>	The following table outlines the existing vacancies.		Advisory Commission	Vacancies	Air Quality	7/7	City Recorder
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Advisory Commission	Vacancies									
Air Quality	7/7									

Item	Date of Change in Status	Item	Comments					Department
			Arts		2/7			
			Building Board of Appeals		5/5			
			Budget Committee		0/7			
			Community Landscape/Forestry		1/5			
			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		2/5			
12	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
13	No Change August 23, 2021	2020-2021 Façade Program	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	Completed	
			Paul Swigert	1212 Adams	Ally stairs, deck, windows and doors	\$7,500	Completed	
14	Updated 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	
15	Updated November 15, 2021	2021-2022 Call for Projects Program	2021-2022 Call For Projects					Economic Development
			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	
16	Updated November 15, 2021	2020-2021 Call for Projects Program	2020-2021 Call For Projects					Economic Development
			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	Complete, Reimburse ments	

Item	Date of Change in Status	Item	Comments					Department
							Request submitted	
			The Local Station	1508 Adams	Renovation	\$32,110 progress payment	In process	
			Hines Meat	2315 Jefferson	Expansion	Progress payment \$52,000 12/10/21 final payment \$17,708 1/26/21	Completed	
17	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	
18	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	
19	No Change October 15, 2021	Business Retention and Expansion Survey	<ul style="list-style-type: none"> The Draft report on the Business Retention and Expansion Survey is being reviewed. The Business Retention and Expansion survey was launched on-line on January 13, 2021. This survey will be followed with focus groups and interviews with individual businesses). To date, we have had more than 110 surveys returned. The City/County and Chamber are working together to identify major employers to survey and interview in addition to the other surveys and focus groups. Four focus groups have been identified. We are in the process of drafting questions to ask the focus groups. Continuing to survey and interview major employers. The results of the survey will be used by the Rural Development Initiative (RDI), to create an action plan to address the needs of the businesses and will provide specific tasks for the key economic development stakeholders. The BRE project is also the first step in developing an Entrepreneurial Ecosystem Map, which will create an overview of the assets and gaps in entrepreneurial resources, as well as a companion documents designed to help entrepreneurs identify how to access assistance to their specific needs. The BRE project is funded through a \$30,000 grant to RDI and a \$3,000 investment of Urban Renewal funds. The Entrepreneurial Ecosystem Map project is funded partially through the Business Oregon Rural Opportunity Initiative Grant and through a grant from the Kauffman Foundation. 					Economic Development
20	Updated November 22, 2021	Golden Shovel Economic Development Website	<ul style="list-style-type: none"> Partnering with OTEC and Golden Shovel to develop and implement new Economic Development Website. Final revisions to the site have been submitted to Golden Shovel. New domain has been purchased and new site should be 					Economic Development

November 2021

10

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Item	Date of Change in Status	Item	Comments	Department
			live in early December	
21	No Change May, 2021	JC Penney Building	<ul style="list-style-type: none"> The Mason's have a professional realtor who is actively working to fill the space formerly occupied by JC Penney. Talked to a potential project for this building. 	Economic Development
22	Updated November 22, 2021	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 Economic Development Director has been working closely with RDI and NEOEDD to get up to speed and is currently reviewing the DRAFT BRE (Business Retention and Expansion) report. Economic Development Director attended the Oregon Economic Development Association (OEDA) virtual conference in November 	Economic Development
23	Completed November 22, 2021	Retail Development Project:	<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. 	Economic Development
24	Completed November 22, 2021	Retail Development Program	<ul style="list-style-type: none"> Panda Express, a second business from the Buxton list is open, though in Island City. 	Economic Development
25	Updated November 22, 2021	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. 	Economic Development
26	Updated November 22, 2021	Ignite Center for Entrepreneurship/ Entrepreneurial Development	<ul style="list-style-type: none"> Ignite currently has two businesses and 3 people using the facility. While COVID restrictions are in place, 3 is the maximum we are accommodating for co-working. Reconsidering occupancy requirements. Have one additional user at Ignite and two more inquiries. Researching program changes for Ignite that will strengthen entrepreneurial support and provide multiple funding opportunities. Research includes models developed and supported by the Center on Rural Innovation and the Kauffman Foundation. MOU for partners that would co-locate in expanded Ignite in historic firehouse. Complete Getting ready to re-start the SPARK women's peer-to-peer outreach group. It is anticipated that the first meeting will be in June 2021 and possibly via Zoom. Lorrie McKee (RARE) has started posting podcasts for "Pod Cast Wednesdays." Posts in the month of 	Economic Development

November 2021

11

La Grande Staff Report [Blue=New and Updated](#); [Red=Completed](#); Black=No Change

Item	Date of Change in Status	Item	Comments	Department
			<p>February will focus on getting a business on-line. Lorrie is working with other stakeholders to develop a video podcast that will feature other local groups. It is anticipated that the first video blogs will be posted in May 2021...RARE program has ended and this project is complete.</p> <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. 	
27	New Item November 22, 2021	Grant Activity Ignite Center for Entrepreneurship/ Entrepreneurial Development	<ul style="list-style-type: none"> Our request through the Congressional Direct Spending process to fund major renovation was not approved. 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 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. 	Economic Development
28	Updated November 22, 2021	Urban Renewal Programs:	<ul style="list-style-type: none"> The 2021-2022 Call for Projects Grant is closed. The two applications submitted for funding were approved by the Agency on July 7, 2021. Completed There is increased interest in the regular Façade grant program. Continued working with CFP awardees regarding project questions and funding. Six additional Façade Grant projects have come forward. Working closely with LGMSD to process grant applications and continue moving the projects forward. The Finance of America façade project is complete and reimbursement is being processed. 	Economic Development
29	No Change September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase.	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	Finance

November 2021

12

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Item	Date of Change in Status	Item	Comments	Department																																							
			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.																																								
31	Updated November 15, 2021	Statistics	<table><tr><td>Month of October, 2021</td><td>Current</td><td>YTD</td></tr><tr><td>Monthly Revenue (all funds)</td><td>\$1,617,948</td><td>\$8,552,613</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$536,498</td><td>\$3,410,700</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$1,805,283</td><td>\$7,717,480</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$847,286</td><td>\$3,545,469</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>233</td><td>6,124</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>177</td><td>738</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$900,240</td><td>\$3,886,586</td></tr><tr><td># of Water accounts billed:</td><td>4840</td><td>19,461</td></tr><tr><td># of LID accounts billed:</td><td>0</td><td>4</td></tr><tr><td>Pieces of mail processed</td><td>505</td><td>2,154</td></tr><tr><td>Electronic Utility Payments Received</td><td>2,890</td><td>8,675</td></tr><tr><td># of NSF checks the City received:</td><td>4</td><td>13</td></tr></table>	Month of October , 2021	Current	YTD	Monthly Revenue (all funds)	\$1,617,948	\$8,552,613	Monthly Revenue (general fund)	\$536,498	\$3,410,700	Monthly expenses amount (all funds)	\$1,805,283	\$7,717,480	Monthly expenses (general fund)	\$847,286	\$3,545,469	# of Accounts Payable Checks issued:	233	6,124	# of Payroll Checks/AP issued:	177	738	Monthly Payroll expenses:	\$900,240	\$3,886,586	# of Water accounts billed:	4840	19,461	# of LID accounts billed:	0	4	Pieces of mail processed	505	2,154	Electronic Utility Payments Received	2,890	8,675	# of NSF checks the City received:	4	13	Finance
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32	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																																							
33	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																																							
34	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																																							
35	Updated November 22, 2021	Response Statistics	<table><tr><td>Oct 1 to Oct 31, 2021</td><td>YTD: 2702</td></tr><tr><td>• Total Calls:</td><td>285</td></tr><tr><td>• Medical:</td><td>242</td></tr><tr><td>• Fires/MVC</td><td>27</td></tr><tr><td>• Lift assists</td><td>14</td></tr><tr><td>• Other</td><td>2</td></tr></table>	Oct 1 to Oct 31, 2021	YTD: 2702	• Total Calls:	285	• Medical:	242	• Fires/MVC	27	• Lift assists	14	• Other	2	Fire																											
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36	Updated November 22,	Fire Inspection/Code Enforcement	Chief and Deputy State Fire Marshal Casey Kump completed inspection of all buildings on EOU campus	Fire																																							

Item	Date of Change in Status	Item	Comments	Department
	2021			
37	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
38	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
39	Updated November 22, 2021	Training	<ul style="list-style-type: none"> Department drill 10/5/21 – Vertical Ventilation Co. EMS drill 10/21/21 – Case Reviews Monday medical meeting- Protocols EMT Casual trainings 12 hrs.– various dates. Shift drills – Aerial, Hose testing, scenarios 	Fire
40	No Change Oct. 24, 2020	Traffic school	Traffic school has not been conducted since February due the Fire station being closed to the public.	Fire
41	Updated November 22, 2021	Department Announcements	<ul style="list-style-type: none"> Firefighter/Paramedic Wyatt Orozco hired, first day on shift, 10/21/21 Posted position of Part time firefighter 	Fire
42	Updated November 22, 2021	Public Education/Events	Crews participated in downtown trunk or treat event with aerial set up and handing out candy.	Fire
43	Updated November 16, 2021	Current Recruitments	<ul style="list-style-type: none"> Firefighter/Paramedic and Part-time Firefighter position updated on November 4th. 1st review on 12/10/2021. Police Officer position open. 2 candidates are going through the background check process. Recreation Leader position open. Have hired a total of 8 since October 2021. Lifeguard position (Part-time intermittent) open Aquatics and Recreation Superintendent position open. 2nd interviews in progress. Municipal Court Judge position open. 	Human Resources
44	No Change October 15, 2021	Literacy Center	<ul style="list-style-type: none"> The Literacy Center is accepting tutoring applications and will begin in-person sessions in November. The Literacy Center distributes free books donated by the community to all of the free little libraries in La Grande. They also set-up a table during the Tuesday Farmer's Market and gave away books. Computers have arrived and are ready to put into use; awaiting a finalized MOU from EOU. Partnering with EOU on a state library grant application that would see up to 3 computers installed in the Literacy Center for use by those in the community who are working on their GED; these folks would connect virtually to tutors at EOU. In addition, EOU will provide on-site tutors for local students who need tutoring which the current volunteers are unable to provide. The Literacy Center now offers Take-Out service. Free materials for learners at their skill level. Available in most Reading, Math, and Vocabulary levels. To order literacy materials, call the Library at 541.962.1339 or email Myra at mbritschgi@ciryoflagrande.org. Families who are currently using the Literacy Center services may 	Library

Item	Date of Change in Status	Item	Comments	Department															
			turn in their learning packets for review and return books and games they may have checked out.																
45	Updated November 15, 2021	Announcements	<ul style="list-style-type: none">The library installed a water bottle station in place of one of the old drinking fountains.The library updated their phone system through EONI and now has three new phones.The library now has recurring radio ads through Elkhorn Media Group to advertise programs and activities taking place.The library volunteers are beginning to return and we currently have 3 to help us out again.The Library has implemented cash handling processes using the Finance Department's Springbrook software. Patrons may now pay for copies, lost materials, non-resident memberships, donations, etc. using a credit/debit card. Patrons may now pay for lost materials thru their online account.The Library has begun transitioning non-La Grande residents over to a non-resident membership status. The Library currently has 31 non-resident cards made.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 began checking out ChromeKits to the public at the end of August. A ChromeKit contains a Chromebook laptop and a Wi-Fi hotspot. Patrons with accounts in good standing may borrow the kit for one week at a time; currently, we have 5 kits available. Funds from the OR Community Foundation for our new public computers have been reallocated so that we can purchase more ChromeKits.Storytime will be starting again in-person on September 23, from 10:30-11:30 am in the story circle. Masks will be required for those 5 and older.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.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.	Library															
46	Updated November 15, 2021	Statistics	<table><tr><td>Current Month</td><td>Last Month</td><td>Information from:</td></tr><tr><td>Oct</td><td>Sept</td><td>10/1/2021-10/31/2021</td></tr><tr><td>9782</td><td>8731</td><td>Circulation</td></tr><tr><td>5200</td><td>4835</td><td>Door count</td></tr><tr><td>64</td><td>52</td><td>New Cardholders</td></tr></table>	Current Month	Last Month	Information from:	Oct	Sept	10/1/2021-10/31/2021	9782	8731	Circulation	5200	4835	Door count	64	52	New Cardholders	Library
Current Month	Last Month	Information from:																	
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November 2021

15

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Item	Date of Change in Status	Item	Comments			Department
			13,560	13,496	Total Card holders	
			65	76	Overdue notices	
			1542	1448	Library2Go (eBooks & audio)	
			35	21	Dial-A-Story	
			342	298	Hoopla (eBooks, movies/TV, comics)	
			147	110	Kanopy (movies)	
			3	0	Events in community room	
			29	1	Adult program attendance	
			72	0	Children's program attendance	
			45	1	Teen program attendance	
			22	20	Volunteer hours	
			841	806	Total Sage ILL	
47	Updated November 19, 2021	Parks Maintenance Update	<ul style="list-style-type: none"> Winterized all park bathrooms and irrigation shut down. Mulched all park leaves. Began overall winter vehicle maintenance and shop cleaning. 			Parks & Rec-Maintenance
48	Completed November 19, 2021	Artificial Turf Ballfields	Optimist baseball and Trice Community Field infields have been installed and complete irrigation re-builds and seeding complete. Hopefully the weather stays nice for a bit so new grass can germinate.			Parks & Rec-Maintenance
49	No Change January 6, 2020	Recreation Center	The Committee has been actively meeting this fall and has looked at a variety of properties. Their main goal this fall is to finalize a location and plan fundraising efforts.			Parks & Rec-Admin
50	Updated November 19, 2021	Parks Master Plan	All 5 focus group discussions have taken place with good attendance averaging about 10 people over Zoom. Staff will meet in the next couple of weeks to provide input and do park inventory. The Commission will deliberate and hold one more public meeting before recommending a final plan for adoption.			Parks & Rec - Admin
51	Updated 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
52	Completed November 19, 2021	Riverside Greenway Trail Extension Grants	Grant application was successful, but has to be approved by the State Parks & Recreation Commission. We anticipate funding to be available summer 2022.			Parks & Rec - Admin
53	Updated November 15, 2021	Pool Statistics October 2021		<u>FY 20-21</u> <u>October</u>	<u>FY 21-22</u> <u>October</u>	Parks & Rec-Aquatics
			ATTENDANCE	547	1381	
			FY TO DATE	2354	6201	
			REVENUE	\$2,460	\$6,037	
			FY TO DATE	\$13,228	\$26,954	
54	Updated November 15, 2021	Pool Programs Update	<ul style="list-style-type: none"> November swim lessons has 28 participants. We are looking at adding 2 more swim lesson levels for people to register for. These would be more advanced classes and would run one day a week. A lifeguard training started on Nov. 8th with 5 participants - all but one are in high school. Those 4 will be swimming during high school swim season 			Parks & Rec-Aquatics

Item	Date of Change in Status	Item	Comments	Department
			<p>and have school until 3:15 p.m. They won't have much availability during the school year but will be really beneficial during the summer months.</p> <ul style="list-style-type: none"> High School swim season starts Monday, November 15, 2021 starting with 23 swimmers. 	
55	Updated November 15, 2021	Pool Maintenance Update	<ul style="list-style-type: none"> 3 new pumps are on order to replace #4 and #7 on the lap pool and there will be one for a backup to replace the next one that goes out. We have been changing over to new styles as our old ones go out. Plumbers replaced #1, fixed a leak on the #2, fixed the flow meter and a toilet in the women's locker room. 	Parks & Rec-Aquatics
56	Updated November 19, 2021	Recreation Program Update	<ul style="list-style-type: none"> After School Program in the elementary schools has been very popular! Central is booked and in total, we are averaging 25-27 registrations a week. Flag and Optimist football have wrapped up for the season. Pee Wee Basketball and Women's Volleyball are up and running. We have 37 Pee Wee players this year. Volleyball has a total of 4 teams, which is small because people moved away and this is still affected by COVID. Unfortunately, we did not receive the Oregon Community Foundation (OCF) grant to help fund ASP, however OCF called to let us know that they passed on our funding to other funders and it was approved. This is in partnership with Arts Center East and will allow for more staff and cultural arts in the after-school program. Waiting to hear from them for more details. Staff have started to plan for the Holiday Lights Kick off at Riverside park on Dec. 4th. This event will provide a place for the community to enjoy a holiday treat, donate food to our local food banks, play a few games, and enjoy the light display. 	Parks & Rec-Recreation
57	Updated November 15, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none"> Up next: <ul style="list-style-type: none"> Calendar art contest with Greenwood, Central, and the Middle School is underway. Art due Nov 22nd and judging in late Nov. Winners will be on a 2022 SRTS calendar and available. Ruby Bridge Walk to School Day advertising and awareness. Coordinator is working another bicycle giveaway in December. 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 working with Central school to start a pilot walking school bus that will eventually be coordinated with the other grade schools. Walking school busses are groups of parent volunteers that help walk each other's children to school and establish meeting points. The coordinator is in the process of organizing a once a month walking school bus in each school area in hopes to grow the program further by spring. 	Parks & Rec-SRTS

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58	Updated November 15, 2021	Urban Forestry Update	<ul style="list-style-type: none">Continued storm response of pruning or removal of thirty-five damaged street trees in the Greenwood neighborhood.Completed watering/monitoring of young trees for the season.Picked up water gators and installed cages.Reviewed updated rights-of-way planting strip detail drafted by Public Works.Coordinated the fall beautification awards; Residential award – Zane and Quinn Hanna, 1430 Monroe Ave. Commercial award – Grande Ronde Apartments, 1902 3rd St.Visited Schichtel’s Nursery – not a likely source for street trees but other projects possible.Completed N 2nd St. project: Thirty-one red oak and Jeffery pine trees planted with the help of two volunteers.Planted six trees on Ridge Drive and scheduled plantings for new houses being built.Coordinated the fall street tree planting day with the Grow La Grande! volunteers. Fourteen volunteers planted nineteen trees.	Parks & Rec-Urban Forestry																																										
59	Updated November 15, 2021	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">Completed update of inventory data transferred to the City ARC GIS platform.Began inventory of trees planted in 2021.	Parks & Rec-Urban Forestry																																										
60	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																																										
61	Updated November 15, 2021	October Urban Forestry Statistics	<table><tr><td>July 1, 2021 – June 30, 2022</td><td>October</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>56</td><td>56</td></tr><tr><td>Park & Greenspace Trees</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>0</td><td>18</td></tr><tr><td>Park & Greenway Trees</td><td>0</td><td>1</td></tr><tr><td>Street Trees Pruned</td><td>0</td><td>171</td></tr><tr><td>Park & Greenway Trees</td><td>0</td><td>15</td></tr><tr><td>Community Responses</td><td>31</td><td>126</td></tr><tr><td>Nuisance Responses</td><td>2</td><td>9</td></tr><tr><td>Field Evaluations</td><td>13</td><td>81</td></tr><tr><td>Ordinance Enforcement</td><td>0</td><td>3</td></tr><tr><td>Commercial Tree Service</td><td>0</td><td>0</td></tr><tr><td>Site Plan Reviews</td><td>2</td><td>8</td></tr><tr><td>Community Volunteer Hours</td><td>50</td><td>120</td></tr></table>	July 1, 2021 – June 30, 2022	October	YTD	Street Trees Planted	56	56	Park & Greenspace Trees	0	0	Street Trees Removed	0	18	Park & Greenway Trees	0	1	Street Trees Pruned	0	171	Park & Greenway Trees	0	15	Community Responses	31	126	Nuisance Responses	2	9	Field Evaluations	13	81	Ordinance Enforcement	0	3	Commercial Tree Service	0	0	Site Plan Reviews	2	8	Community Volunteer Hours	50	120	Parks & Rec-Urban Forestry
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62	Updated November 19, 2021	Calendar YTD Planning Statistics	<table><tr><td></td><td><u>Oct. 2020</u></td><td><u>Oct. 2021</u></td><td><u>FY 20-21</u></td><td><u>Current 21-22</u></td></tr><tr><td>Land Use Apps</td><td>3</td><td>2</td><td>61</td><td>11</td></tr><tr><td>Zoning Approvals</td><td>2</td><td>5</td><td>58</td><td>25</td></tr><tr><td>New Business Permits</td><td>1</td><td>3</td><td>25</td><td>9</td></tr><tr><td>Revenue (Land Use Fees)</td><td>\$470</td><td>\$425</td><td>\$13,151</td><td>\$1,985</td></tr></table>		<u>Oct. 2020</u>	<u>Oct. 2021</u>	<u>FY 20-21</u>	<u>Current 21-22</u>	Land Use Apps	3	2	61	11	Zoning Approvals	2	5	58	25	New Business Permits	1	3	25	9	Revenue (Land Use Fees)	\$470	\$425	\$13,151	\$1,985	Planning																	
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Item	Date of Change in Status	Item	Comments					Department
			Revenue (Zoning Approval)	\$50	\$125	\$1,000	\$575	
			Revenue (Parks SDC)	\$0	\$1,050	\$6,825	\$4,725	
63	No Change October 21, 2021	Notable Projects Approved or in Process Under Review	<p><u>16th Street – 55+ housing development:</u> GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8th, 2020, 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. One home has been completed and is occupied. A second home is nearing completion, with zoning approval issued to begin construction on a third home.</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.) and all ten (10) of the tiny homes are nearing completion. 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.</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</p>					Planning

Item	Date of Change in Status	Item	Comments	Department															
			paving and landscaping (street trees). This project is under construction. <u>Napa Auto Parts:</u> Received site plan approval in late-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 in November 2021.																
64	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															
65	No Change July 20, 2021	Floodplain Re-Mapping	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). 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 This project has included the following public meeting and outreach: <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															
66	Updated November 16, 2021	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>OCT 21</th><th>YTD</th></tr><tr><td>Priority 911 calls for service:</td><td>88</td><td>828</td></tr><tr><td>All other calls for service:</td><td>905</td><td>9,195</td></tr><tr><td>Total calls for service:</td><td>993</td><td>10,023</td></tr><tr><td>Case Numbers:</td><td>86</td><td>1,082</td></tr></table>	TYPE OF ACTIVITY	OCT 21	YTD	Priority 911 calls for service:	88	828	All other calls for service:	905	9,195	Total calls for service:	993	10,023	Case Numbers:	86	1,082	Police
TYPE OF ACTIVITY	OCT 21	YTD																	
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Case Numbers:	86	1,082																	

November 2021

20

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

Item	Date of Change in Status	Item	Comments			Department
			Traffic Stops:	107	949	
67	Updated November 16, 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	OCT 21	YTD	Police
			Child Abuse: ▪ Physical Abuse: 8 ▪ Sexual Abuse: 1 ▪ Neglect: 15 ▪ Domestic Violence: 0	24	229	
			Elder Abuse: ▪ Physical Abuse: 0 ▪ Sexual Abuse: 0 ▪ Neglect: 0	0	1	
			Domestic Violence / SART: ▪ Domestic Violence: 0 ▪ SART: 3 (Sexual Assault Response Team) ▪ Other: 0	3	36	
			Death Investigations: ▪ Unattended: 0 ▪ Suicide: 0 ▪ Homicide: 0	0	4	
			Miscellaneous: ▪ Assault: 0 ▪ Federal Firearms Check: 0 ▪ Background: 0 ▪ Other: 2 (1 Fraud / 1 Missing Person)	2	48	
68	Updated November 16, 2021	<u>Statistics:</u> Communications Division -	TYPE OF ACTIVITY	OCT 21	YTD	Police
			Priority 911 calls for service:	501	4,864	
			All other calls for service:	1,837	18,305	
			Traffic (air-time):	250	2,288	
			Case reports handled: (LGPD / UCSO)	157	1,750	
			Records requests processed:	108	1,431	
69	No change October 25, 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	SEP 21	YTD	Police
			Crimes Against Persons - (Assault, Robbery, Sex Crimes)	19	153	
			Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	58	604	
			Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	27	331	
			Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	2	34	
70	No change October 25, 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	SEP 21	YTD	Police
			Crimes Against Persons - (Assault, Robbery, Sex Crimes)	2,264	28,314	
			Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)	10,135	116,836	
			Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)	3,786	54,465	
			Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)	637	10,966	

Item	Date of Change in Status	Item	Comments	Department
71	Updated November 16, 2021	Training	<p><u>Operations Division:</u></p> <ul style="list-style-type: none"> All officers completed training titled, "Professional Police Driving" One sergeant completed training titled, "Developing your leadership brand" One officer completed "New Detective Training" The Chief completed training titled, "Use of Force: Policy or Tactics" The Lieutenant completed refresher training on the FBI Use of Force Data Collection system The Lieutenant completed training on the OSP Sexual Assault Management System Two officers participated in Taser X26P certification training One officer participated in training titled, "Opiate Overdose Response" All officers participated in training titled, "Gas and Electrical Safety for First Responders" Members of the NEO Regional SWAT Team participated in monthly training The Code Enforcement Officer participated in training titled, "Air and Bloodborne Pathogens" and "Hazmat First Responder Awareness" <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> One dispatcher participated in training titled, "Ethics in Law Enforcement". Three dispatchers participated in Crisis Negotiations Team training. Two dispatchers participated in Uniform Crime Reporting (UCR) training. Two dispatchers participated in Law Enforcement Data Systems (LEDS) training. Two dispatchers participated in National Incident Based Reporting System (NIBRS) training. 	Police
72	Updated November 16, 2021	Staffing	<p><u>Operations Division:</u></p> <ul style="list-style-type: none"> One recruit officer is in the Field Training and Evaluation Program (FTEP). We have two (2) police officer vacancies. <ul style="list-style-type: none"> We are currently taking applications; first review of applications was on Sept 30. We tested Nov 3rd. Two candidates from the Nov 3rd testing event have advanced in the selection process. <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> Fully staffed 	Police
73	New and Completed Item November 16, 2021	Drug Take Back	<p>In partnership with the US DEA and the Union County Safe Communities Coalition, we hosted the Fall Drug Take Back on Saturday, October 23rd. We received 29 pounds of drugs for safe disposal.</p> <p>As a reminder, in addition to the Spring and Fall Drug Take Back events, a drug drop box is available 24/7/365 in the lobby of the police department. Drug drop boxes are also available at Grande Ronde Hospital, Red Cross Drug, and Rite Aid.</p>	Police
74	New and Completed Item November 16,	Downtown Trunk-or-Treat	<p>On October 29th, we participated in the Mainstreet Downtown sponsored trick-or-treat event. This was a very positive community outreach event for us to be</p>	Police

Item	Date of Change in Status	Item	Comments	Department
	2021		involved in.	
75	New Item 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
76	No Change September 1, 2018	Jefferson Street Truck Route	This project is on hold until funding is acquired. In the new STIP cycle, the grant funding model has been updated. The updated model does appear to be favorable for the truck route project and staff will be working with ODOT to submit an application for the next cycle.	Public Works
77	No Change 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
78	Updated November 22, 2021	U Avenue Lift Station Improvements	All work on this project has been completed and the lift station is back in service. The engineering consultant is reviewing the final pay application, after which the project will be closed out.	Public Works
79	New Item November 23, 2021	Culvert Installation	Drawings for a culvert on H Avenue and Adams Avenue have been received and a plan is in place to install the culvert this winter.	Public Works
80	Updated November 22, 2021	Adams Avenue ADA Ramps	Staff has been given approval from the State for all project ramp designs. Bid documents are being developed and the bid opening is anticipated for January 2022.	Public Works
81	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
82	Updated November 22, 2021	21-22 CIPP Sewer Rehab Project	The bid opening for this project was held on October 25 and three bids were received. The contract was awarded to PEC, Inc. out of Helena, Montana during the November 3 General Session.	Public Works
83	No Change June 25, 2021	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	All contracts are in place, City engineering staff will complete the inspection of the designated zone for 2021 in the next month and send out letters to citizens who are identified needing repairs.	Public Works
84	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
85	No Change June 25, 2021	Water Meter Reading System	Crews continue to install meters and continue to be on schedule to complete the project this calendar year.	Public Works
86	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
87	New Item November 23, 2021	Leaf Removal	Crews started the City's annual leaf removal program on Monday, November 15.	Public Works
88	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works

Item	Date of Change in Status	Item	Comments	Department																								
89	Completed November 23, 2021	Service Replacements	The water crew has been working on replacing old galvanized services to updated copper in streets that are scheduled to receive an overlay and have completed this work for 2021.	Public Works																								
90	Completed November 23, 2021	Reservoir and Well Maintenance	Brush was assessed and trimmed around the upper reservoir. Crews were able to remove troublesome trees near the reservoir and many dead branches that presented possible fire hazards.	Public Works																								
91	Completed October 15, 2021	Russell Avenue Paving	Crews paved one block of Russell Avenue and half a block of Maple Street. This section of roadway was acquired with the annexation of the Veteran Village Development. Due to development requirements, the developer paid for all materials utilized for the project.	Public Works																								
92	No Change September 23, 2021	Wastewater Treatment Plant Blower Header Pipe	Material for this project has been ordered. Crews will work on the project during the winter with work scheduled to begin in October.	Public Works																								
93	No Change October 21, 2021	ERP Updates	Staff has begun an update to our Water System Emergency Response Plan.	Public Works																								
94	Updated November 23, 2021	Telemetry System Updates	Staff has reached out to TSI Controls Inc to pursue an update and added controls to the water distribution system controls and data logger. The computer tower has been delivered to TSI for updates. The current intent is to have the computer returned the week of November 29 for final programming.	Public Works																								
95	New Item November 23, 2021	Water Main Replacement	Staff is exploring the option of boring a new water main under the Grande Ronde River at Riverside Park to replace the currently outdated pipe.	Public Works																								
96	Updated November 23, 2021	Public Works Statistics	<table><tr><td></td><td>Oct 21</td><td>Fiscal YTD</td></tr><tr><td>Sewer taps installed</td><td>2</td><td>3</td></tr><tr><td>Water taps installed</td><td>4</td><td>10</td></tr><tr><td>Water leaks repaired</td><td>0</td><td>8</td></tr><tr><td>Water meters installed</td><td>162</td><td>581</td></tr><tr><td>Square feet of street paved</td><td>15,000</td><td>75,100</td></tr><tr><td>Water produced (MG)</td><td>45.27</td><td>402.25</td></tr><tr><td>WWTP flows (MG)</td><td>44.13</td><td>170.69</td></tr></table>		Oct 21	Fiscal YTD	Sewer taps installed	2	3	Water taps installed	4	10	Water leaks repaired	0	8	Water meters installed	162	581	Square feet of street paved	15,000	75,100	Water produced (MG)	45.27	402.25	WWTP flows (MG)	44.13	170.69	Public Works
	Oct 21	Fiscal YTD																										
Sewer taps installed	2	3																										
Water taps installed	4	10																										
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Water produced (MG)	45.27	402.25																										
WWTP flows (MG)	44.13	170.69																										

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	Completed November 23, 2021	Oregon Community Foundation Grant for new public use computers at library	November 4, 2019	\$30,341	\$17,000	\$12,503 IT labor, software	Final report submitted Nov. 4, 2020. The money has been completely spent.	Oregon Community Foundation	Library
2	No Change October 15, 2021	Ready to Read Grant 2021 for summer reading program	August 2020	\$5,330	\$5,330	n/a	All but \$168.33 spent. Carried forward to new FY	State Library of Oregon	Library
3	Completed November 23, 2021	CARES Act grant for digital literacy and workforce development	October 26, 2020	\$10,007	\$10,007	n/a	\$9860.29 actual expenses, reimbursed 3/26/21. The money has been completely spent.	State Library of Oregon (CARES Act funds)	Library
4	No Change March 23, 2021	CDBG Micro Enterprise Grant	Fall 2019	\$75,000	\$75,000	N/A		Business Oregon – Federal	Eco. Devo.
5	Updated November 22, 2021	Business Oregon – Rural Opportunity Initiative— Directly to NEOEDD for Ignite	February 2020	\$60,000	N/A	N/A	Have received notice of initial approval and working through final authorization	Business Oregon – State	Eco. Devo.
6	No Change March 23, 2021	CDBG Emergency Grant – grants to UC Businesses	August 2020	\$150,000	\$150,000	N/A	In Process	Business Oregon – Federal	Eco Devo.
7	No Change January 28, 2021	Business Oregon COVID response— Technical Assistance	07/17/2020	\$60,000 for all of Union County	\$6,068 cash plus technical assistance to business	N/A	12/31/2020	Business Oregon – State Funds	Eco. Devo.
8	No Change January 28, 2021	Business Oregon – Round 1 -- CARES	July 2020	\$65,000	\$0 – No business qualified	N/A	10/31/2020	Business Oregon – Federal	Eco. Devo.
9	No Change January	Business Oregon –	Sept. 2020	\$35,000	\$2,500 – 1	N/A	10/31/2020	Business Oregon –	Eco. Devo

November 2021

25

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

	28, 2021	Round 3 – CARES			qualified business			Federal	
10	No Change May 19, 2021	Business Oregon Technical Assistance to NEOEDD for Ignite	April 2021	N/A	\$42,000	None	Received	Business Oregon	Eco. Devo
11	Updated November 22, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.56M	\$200,000 plus \$150,00 from Business Oregon TBD	Request was not approved	Governor's Office	Eco. Devo.
12	No Change May 19, 2021	State of Oregon for Paving of Elkhorn Dr. at Business Park	April 2021	\$593,748	\$593,748	\$0	Requested	Governor's Office	Eco. Devo.
13	Updated November 22, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.56M	\$200,000 plus \$150,00 from Business Oregon TBD	Request was not approved	Federal Funding Request – Oregon Senators	Eco. Devo.
14	Updated November 22, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.61M	\$200,000 plus \$150,00 from Business Oregon TBD	Request was not approved	Federal Funding through Congressional Directed Spending	Eco. Devo.
15	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
16	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
17	No Change January 28, 2021	Safe Routes to School Non-Infrastructure	2019	\$230,934	\$147,400	\$83,534* Includes in kind labor, office space, and equipment	Awarded 9/19	ODOT	Parks & Recreation Public Works
18	Updated 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

19	Updated November 16, 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 for approval. More info coming soon.	Oregon Community Foundation	Parks & Recreation
20	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
21	No Change January 28, 2021	Adams Avenue ADA ramp improvements	February 2020	\$97,500	\$97,500	In-kind design services	Signed April 2020	ODOT	Public Works
22	Completed October 29, 2021	February 2020 Storm Damage Assistance	December 2020	\$55,990	\$41,993	In-kind labor and equipment	All funds have been received.	FEMA	Public Works
23	No Change October 20, 2021	Project Refinement Grant	March 2021	\$150,000	\$134,595	Cash or in kind labor	ODOT is currently developing the agreement. The project is anticipated to begin in November or December.	ODOT	Public Works
24	No Change June 25, 2021	2021 Congressional Spending Request	May 14, 2021	\$850,000	\$637,500	Cash or in kind labor	Pending decision during FY22 appropriations	Federal government	Public Works