



CITY of LA GRANDE

THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT October 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	No Change October 27, 2020	General Fund Capital Improvements: Identify funding sources and strategy to address major capital needs.	We still need to address the police department facility but this is on hold at present.	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

October 2021

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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	No Change September 23, 2021	COVID-19 Surge and City Response	Union County has been averaging over 20 new cases a day for the month of September. With the significant increase in cases, the City Council again declared a state of emergency at their September 1, 2021, Regular Session.	City Manager
2	Completed September 27, 2021	City Hosted COVID-19 Town Hall	The City is hosted a COVID-19 Town Hall meeting on September 27 th to provide an opportunity for the public to hear from four local healthcare providers on what they are seeing during the surge in cases and to answer questions regarding COVID-19 and vaccinations.	City Manager
3	Completed October 25, 2021	State Healthcare Worker COVID-19 Vaccination Mandate	The State of Oregon has implemented a vaccination mandate for healthcare workers with an October 18, 2021, compliance date. This applies to our Fire Department. All employees who are subject to the mandate are currently fully vaccinated or have an approved religious or medical exception. New hires will be subject to the same requirements.	City Manager
4	No Change September 23, 2021	Federal COVID-19 Vaccination Mandate	President Biden announced a vaccination mandate and the Department of Labor's (DOL) Occupational Safety and Health Administration (OSHA) is developing a rule that will require 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 City of La Grande will be subject to this rule. Once the rule is published we will comply with the requirements and keep the Council informed of the actions taken and resulting impacts.	City Manager
5	No Change May 26, 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. Five of the loans have been repaid in full as of May 2021. Business Software Program: 3 grants have been awarded. Remaining Funds as of May 26, 2021: \$8,580	City Manager
6	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
7	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	Economic Development

			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 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.	
8	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
9	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
10	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
11	No Change May 25, 2021	COVID Improvements	<ul style="list-style-type: none"> • 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 October 26, 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

Thursday, November 11	HOLIDAY
Thursday, November 25 th & 26 th	HOLIDAY
Wednesday, December 1	REGULAR SESSION
Wednesday, December 15 th – HOLIDAY OPEN HOUSE (4:30 – 6:00)	
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 October 18, 2021	All Building Permits September 2021	<u>September 2021</u>				Building																																
			<u>Permit Type</u>	<u>Permits</u>	<u>Permit Fees</u>	<u>Plan Review Fees</u>																																	
			City of LG Building:	5	\$3,787.00	\$2,364.05																																	
			UC Building:	12	\$14,217.00	\$9,826.50																																	
			City of LG MFH	0	\$0																																		
			UC MFH	0	\$0																																		
			City of LG Mechanical	10	\$747.50																																		
			UC Mechanical	15	\$1,254.00																																		
			City of LG Plumbing	8	\$1,620.00																																		
			UC Plumbing	6	\$1,536.00																																		
			City of LG Electrical	13	\$1,685.00																																		
			UC Electrical	22	\$2,610.65																																		
			City of LG Demolition	0	\$0																																		
			UC Demolition	0	\$0																																		
			AG Exempt permits	2																																			
			TOTALS:	93	\$27,457.15	\$12,190.55																																	
			Fiscal Year Running Totals:	338	\$104,981.90	\$41,899.65																																	
			2	Updated October 18, 2021	Housing Permits September, 2021	New Housing Building Permits City of La Grande				Building																													
						<table><tr><td>Type of Structure</td><td colspan="3">Total Number of</td></tr><tr><td></td><td>Buildings</td><td colspan="2">Housing Units</td></tr><tr><td>Single Family Dwelling – Detached & Attached</td><td>1</td><td colspan="2">1</td></tr><tr><td>Accessory Dwelling Units</td><td>0</td><td colspan="2">0</td></tr><tr><td>Duplex Units</td><td>0</td><td colspan="2">0</td></tr><tr><td>Manufactured Homes</td><td>0</td><td colspan="2">0</td></tr><tr><td>Comm. Apartments</td><td>0</td><td colspan="2">0</td></tr><tr><td>TOTAL DWELLING UNITS</td><td>1</td><td colspan="2">1</td></tr></table>					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
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3	Completed October 21, 2021	Director Vacancies	Timothy Bishop, new Economic Development Director and Cari Markham, HR Specialist started on October 21 st .	City Manager																																																																																
4	No Change July 30, 2021	Market Place Family Foods Agreement Amendment	The Agency has received a report on employment and the report is being reviewed.	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 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	District Manager																																																																																

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			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	No Change January 29, 2019	Police Building	During the Council Retreat the need for addressing the situation with the Police Department was discussed. Recently improvements to the building and increased maintenance efforts have helped with the situation, but the need for a permanent solution remains. Staff will work on potential solutions as part of an overall capital improvement strategy for the City’s General Fund.	City Manager																										
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 October 26, 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.	City Recorder																										
11	Updated October 26, 2021	Advisory Commission Vacancies	<div><div>The following table outlines the existing vacancies.</div><table><tr><th>Advisory Commission</th><th>Vacancies</th></tr><tr><td>Air Quality</td><td>7/7</td></tr><tr><td>Arts</td><td>2/7</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>1/5</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>1/7</td></tr><tr><td>Planning</td><td>0/5</td></tr><tr><td>Union County Tourism</td><td>0/2</td></tr><tr><td>Urban Renewal</td><td>2/5</td></tr></table></div>	Advisory Commission	Vacancies	Air Quality	7/7	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	City Recorder
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12	Updated 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. Draft 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	No Change September 23, 2021	2021-2022 Façade Program	Soda Blitz	1609 Adams	Windows, awnings, signs	Applied 20-21: rollover	Not started	Economic Development
			Community Kindness	1315 Adams	Painting	\$2,295	Completed	
15	No Change July 30, 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	
			Travelodge	2215 Adams	Exterior improvements	\$75,000	Agreement signed	
16	No Change June 28, 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	In process	
			The Local Station	1508 Adams	Renovation	\$32,110 progress payment	In process	
			Hines Meat	2315 Jefferson	Expansion	Progress payment \$52,000 12/10/21 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	In Process	

Item	Date of Change in Status	Item	Comments	Department
			<div></div> <div></div> <div></div> <div>remaining</div> <div></div>	
19	Updated 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 October 28, 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. 	Economic Development
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 4, 2021	Business Development/Recruitment	<ul style="list-style-type: none"> Economic Development Director has been actively reaching 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 Director Timothy Bishop 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
23	No Change June 28, 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 	Economic Development

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			<p>presentations have been given. Additional marketing presentations can be created with information downloaded from SCOUT.</p> <ul style="list-style-type: none"> • Panda Express, a second business from the Buxton list has broken ground in Island City. 	
24	Updated November 4, 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 currently reviewing past Main Street Materials including workplans in preparation for first Board meeting. 	Economic Development
25	No Change September 23, 2021	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. • 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. • Drafting MOU for partners that would co-locate in expanded Ignite in historic firehouse, • 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. • 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

Item	Date of Change in Status	Item	Comments	Department																																							
			<ul style="list-style-type: none">Lorrie McKee (RARE) has started posting podcasts for “Pod Cast Wednesdays.” Posts in the month of February will focus on getting a business on-line. Lorrie is working with other stakeholders to develop a video podcast that will feature other local groups. It is anticipated that the first video blogs will be posted in May 2021...still working on this.																																								
26	No Change July 30, 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.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.	Economic Development																																							
27	No Change September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase.	Economic Development																																							
28	No Change December 28, 2020	Retail Development Program	One business from the Buxton list is progressing through the building permit process and will be located in Island City.	Economic Development																																							
29	No Change January 3, 2020	Chart of Accounts Review	Form a committee involving all departments to update and refine all Accounts within the Chart of Accounts to reflect descriptions that are more appropriate to the types of activities that are being completed as well as combining accounts that are similar in nature. In December, the committee met and reviewed the Chart of Accounts and discussed recommended changes. The Revenue portion has been sent out for review and is now being finalized.	Finance																																							
30	Updated October 26, 2021	Statistics	<table><tr><th>Month of September, 2021</th><th>Current</th><th>YTD</th></tr><tr><td>Monthly Revenue (all funds)</td><td>\$1,324,643</td><td>\$6,874,006</td></tr><tr><td>Monthly Revenue (general fund)</td><td>\$213,118</td><td>\$2,818,834</td></tr><tr><td>Monthly expenses amount (all funds)</td><td>\$1,802,199</td><td>\$5,867,251</td></tr><tr><td>Monthly expenses (general fund)</td><td>\$747,509</td><td>\$2,698,063</td></tr><tr><td># of Accounts Payable Checks issued:</td><td>171</td><td>5891</td></tr><tr><td># of Payroll Checks/AP issued:</td><td>185</td><td>561</td></tr><tr><td>Monthly Payroll expenses:</td><td>\$905,875</td><td>\$2,986,346</td></tr><tr><td># of Water accounts billed:</td><td>4873</td><td>14,621</td></tr><tr><td># of LID accounts billed:</td><td>0</td><td>4</td></tr><tr><td>Pieces of mail processed</td><td>611</td><td>1,649</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>2</td><td>9</td></tr></table>	Month of September , 2021	Current	YTD	Monthly Revenue (all funds)	\$1,324,643	\$6,874,006	Monthly Revenue (general fund)	\$213,118	\$2,818,834	Monthly expenses amount (all funds)	\$1,802,199	\$5,867,251	Monthly expenses (general fund)	\$747,509	\$2,698,063	# of Accounts Payable Checks issued:	171	5891	# of Payroll Checks/AP issued:	185	561	Monthly Payroll expenses:	\$905,875	\$2,986,346	# of Water accounts billed:	4873	14,621	# of LID accounts billed:	0	4	Pieces of mail processed	611	1,649	Electronic Utility Payments Received	2,890	8,675	# of NSF checks the City received:	2	9	Finance
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31	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	Finance																																							

Item	Date of Change in Status	Item	Comments	Department
			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.	
32	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
33	Updated 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
34	Updated October 20, 2021	Response Statistics	Sept 1 to Sept 30, 2021 YTD: 2417 <ul style="list-style-type: none"> • Total Calls: 305 • Medical: 254 • Fires/MVC 32 • Lift assists 17 • Other 2 	Fire
35	No change June 16, 2021	Fire Inspection/Code Enforcement	Chief working with homeowner building in the UGB to establish water supply for fire protection requirements	Fire
36	No Change July 27, 2020	Juvenile Fire Setter	0 - Intervention(s) conducted	Fire
37	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
38	Updated October 20, 2021	Training	<ul style="list-style-type: none"> • Department drill 9/7/21 – Knots • Department drill 9/21/21- Cancelled due to calls • Co. EMS drill 9/16/21 – Heat Emergencies • Monday medical meeting- Cancelled due to calls • EMT Casual trainings 20 hrs– various dates. • Shift drills – Aerial, IV pump operations 	Fire
39	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
40	Updated October 20, 2021	Department Announcements	<ul style="list-style-type: none"> • Firefighter Nick Holder resigned to take a position in Sugarland, Texas. • Tested 1 candidate for FF/Paramedic position posted since December 2020. • Reposted position to fill vacancy created by Holder resignation. 	Fire
41	Updated October 20, 2021	Public Education	Chief participated in Celebrate La Grande drive through event at Fair grounds.	Fire
42	Updated October 26, 2021	Current Recruitments	<ul style="list-style-type: none"> • Firefighter/Paramedic position open. 1st review on 11/15/2021. • Police Officer position open. First review 	Human Resources

Item	Date of Change in Status	Item	Comments	Department
			<p>September 30. Currently going through testing.</p> <ul style="list-style-type: none"> Recreation Leader position open. Have hired a total of 5. Aquatics and Recreation Superintendent position open. First Review October 26. Total of 3 applications received so far. 	
43	Updated 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@cookmemoriallibrary.org. Families who are currently using the Literacy Center services may turn in their learning packets for review and return books and games they may have checked out. 	Library
44	Updated October 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 32 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 	Library

Item	Date of Change in Status	Item	Comments			Department
			<p>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.</p> <ul style="list-style-type: none"> • 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. A new library program, Baby Bumps will be starting on September 22, from 11-12 in the community room. This is a casual group for expectant parents to connect and create community. • 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. 			
45	Updated October 15, 2021	Statistics	Current Month Sept	Last Month August	Information from: 9/1/2021-9/31/2021	Library
			8731	10,043	Circulation	
			4835	5179	Door count	
			52	5	New Cardholders	
			13,496	13,444	Total Card holders	
			76	51	Overdue notices	
			1448	1540	Library2Go (eBooks & audio)	
			21	29	Dial-A-Story	
			298	355	Hoopla (eBooks, movies/TV, comics)	
			110	137	Kanopy (movies)	
				0	Freeding (eBooks) We dropped this subscription service due to lack of use.	
			0	0	Events in community room	
			25	1	Adult program attendance	
			44	0	Children's program attendance	
			175	1	Teen program attendance	
			17	20	Volunteer hours	
			806	842	Total Sage ILL	
					Freeding ended last month, as we didn't get enough foot traffic to justify the cost. Door count numbers are once again being tracked. The total cardholders has dropped significantly because we had	

Item	Date of Change in Status	Item	Comments			Department
					been counting expired cards in the past.	
46	Updated October 25, 2021	Parks Maintenance Update	<ul style="list-style-type: none"> All time has been spent on the turf field project including a full irrigation re-build, surface grading, raking, rock removal, hydroseeding. 			Parks & Rec-Maintenance
47	Updated October 25, 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
48	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
49	Updated October 25, 2021	Parks Master Plan	3 of the 5 focus group discussions have taken place with good attendance averaging about 10 people over Zoom. The remaining 2 are scheduled for the first week in November and then the next steps will be for staff and the Parks & Recreation Advisory Commission to begin to craft the 3 – 5 year plan narrative.			Parks & Rec - Admin
50	No Change July 29, 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. Restroom building has been ordered with planned installation in October.			Parks & Rec - Admin
51	Updated October 25, 2021	Riverside Greenway Trail Extension Grants	Staff has a scheduled Zoom Power Point presentation with the Oregon State Parks Recreational Trails Program October 26, 2021. Notification about this funding will be made in November.			Parks & Rec - Admin
52	Updated October 20, 2021	Pool Statistics September 2021		FY 20-21 September	FY 21-22 September	Parks & Rec-Aquatics
			ATTENDANCE	585	1098	
			FY TO DATE	1807	4820	
			REVENUE	\$3,619	\$2,815	
			FY TO DATE	\$5,765	\$18,633	
53	Updated October 20, 2021	Pool Programs Update	<ul style="list-style-type: none"> October swim lessons have 22 participants. High School swim season starts November 15, 2021 and will practice Monday through Friday from 5:30 a.m. to 7:30 a.m. We are really happy with our new software system. 			Parks & Rec-Aquatics
54	Updated October 20, 2021	Pool Maintenance Update	<ul style="list-style-type: none"> State boiler inspector did our annual inspection and everything passed. Bi-annual service for the HVAC system was also done. A flow meter and new roller tube for the stenner pump was replaced on the small pool. Two pool filter motors went out on the lap pool so the plumbers and electricians will be scheduled to replace those. 			Parks & Rec-Aquatics
55	Updated October 25, 2021	Recreation Program Update	<ul style="list-style-type: none"> After School Program has been averaging 14 kids per week. We are officially moved in to each elementary school. This has allowed us to drop the price of the program while still meeting cost 			Parks & Rec-Recreation

Item	Date of Change in Status	Item	Comments	Department
			<p>recovery.</p> <ul style="list-style-type: none"> After visiting many EOU classes this fall, McKayla has been successful in recruiting a bunch of new staff for the after-school program. Flag and Optimist Football each have 1 week left. Both programs have been running well. This year we budgeted \$55,000 in revenue and as of this report, we are sitting at \$37,000 which puts us at 67% collected! The Skate Competition was not well attended for the first time in years. Only two competitors, but several observers. The Doggy Howl-o-ween event was October 23rd and we had a great time and great turnout. 20 dogs were in attendance and several in costume. This was the 4th year the event ran with the support of PetSense. Pee Wee Basketball and Women's volleyball are currently open for registration. These leagues will both start the first week in November. Discover After School is a new partnership with GO STEM, Arts Center East, and Cook Memorial Library and has really allowed us to get our foot in the door at the Middle School to start creating relationships with students and staff for future programs. 	
56	Updated October 20, 2021	Safe Routes To School Program Update	<ul style="list-style-type: none"> Up next: <ul style="list-style-type: none"> November calendar art contest with Greenwood, Central, and the Middle School is being planned. Ruby Bridge Walk to School Day. (A day dedicated to a small child's struggle to integrate into an all-white school. Walking to and from school every day and never giving up) 12 more bicycles were given away at the Farmers Market in early October. Goodie bags were given out to all three elementary schools and booklets were given out to the Middle School for International Walk and Roll to school day. 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. 	Parks & Rec-SRTS
57	Updated October 25, 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. Continued watering/monitoring young trees. Reviewed the rights-of-way planting strip detail drafted by Public Works. Updated the fall planting list and tree order. 	Parks & Rec-Urban Forestry

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			<ul style="list-style-type: none">• Contacted Schichtel’s Nursery in Milton Freewater and Garden Gate Nursery in Pasco, WA about supplying trees.• Sprayed weeds in the newly planted section of the Riverside Park greenway.• Laid out spacing for the trees to be planted on the 2nd St freeway overpass approach.• Pruned 24 street trees for clearance.																																											
58	Updated October 25, 2021	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none">• Completed inventory of trees planted in 2019 and 2020. Updated removals through September 2021. Continued updating inventory data transferred to the City ARC GIS platform.	Parks & Rec- Urban Forestry																																										
59	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																																										
60	Updated October 25, 2021	September Urban Forestry Statistics	<table><tr><td>July 1, 2021 – June 30, 2022</td><td>September</td><td>YTD</td></tr><tr><td>Street Trees Planted</td><td>0</td><td>0</td></tr><tr><td>Park & Greenspace Trees</td><td>0</td><td>0</td></tr><tr><td>Street Trees Removed</td><td>3</td><td>18</td></tr><tr><td>Park & Greenway Trees</td><td>1</td><td>1</td></tr><tr><td>Street Trees Pruned</td><td>34</td><td>171</td></tr><tr><td>Park & Greenway Trees</td><td>4</td><td>15</td></tr><tr><td>Community Responses</td><td>28</td><td>95</td></tr><tr><td>Nuisance Responses</td><td>2</td><td>7</td></tr><tr><td>Field Evaluations</td><td>13</td><td>68</td></tr><tr><td>Ordinance Enforcement</td><td>1</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>0</td><td>6</td></tr><tr><td>Community Volunteer Hours</td><td>3</td><td>70</td></tr></table>	July 1, 2021 – June 30, 2022	September	YTD	Street Trees Planted	0	0	Park & Greenspace Trees	0	0	Street Trees Removed	3	18	Park & Greenway Trees	1	1	Street Trees Pruned	34	171	Park & Greenway Trees	4	15	Community Responses	28	95	Nuisance Responses	2	7	Field Evaluations	13	68	Ordinance Enforcement	1	3	Commercial Tree Service	0	0	Site Plan Reviews	0	6	Community Volunteer Hours	3	70	Parks & Rec- Urban Forestry
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61	Updated October 21, 2021	Calendar YTD Planning Statistics	<table><tr><td></td><td>Sept. 2020</td><td>Sept. 2021</td><td>FY 20-21</td><td>Current 21-22</td></tr><tr><td>Land Use Apps</td><td>3</td><td>1</td><td>61</td><td>9</td></tr><tr><td>Zoning Approvals</td><td>6</td><td>5</td><td>58</td><td>20</td></tr><tr><td>New Business Permits</td><td>4</td><td>4</td><td>25</td><td>6</td></tr><tr><td>Revenue (Land Use Fees)</td><td>\$1441</td><td>\$75</td><td>\$13,151</td><td>\$1,560</td></tr><tr><td>Revenue (Zoning Approval)</td><td>\$150</td><td>\$125</td><td>\$1,000</td><td>\$450</td></tr><tr><td>Revenue (Parks SDC)</td><td>\$525</td><td>\$1,575</td><td>\$6,825</td><td>\$3,675</td></tr></table>		Sept. 2020	Sept. 2021	FY 20-21	Current 21-22	Land Use Apps	3	1	61	9	Zoning Approvals	6	5	58	20	New Business Permits	4	4	25	6	Revenue (Land Use Fees)	\$1441	\$75	\$13,151	\$1,560	Revenue (Zoning Approval)	\$150	\$125	\$1,000	\$450	Revenue (Parks SDC)	\$525	\$1,575	\$6,825	\$3,675	Planning							
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62	Update October 21, 2021	Notable Projects Approved or in Process Under Review	16th Street – 55+ housing development: GCT Land Management is constructing a senior housing project that includes 8 single-family homes (one-story) and 22-24 condominiums (2-story). This project received Final Plat approval from the City Council on January 8 th , 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	Planning																																										

Item	Date of Change in Status	Item	Comments	Department
			<p>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 paving and landscaping (street trees). This project is under construction.</p> <p><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.</p>	
63	No Change July 29, 2020	2019 Sign Code Amendments	<p>Initially, Planning Department Staff hoped to bundle sign code amendments with updates to the 2018 Land Development Code. Unfortunately, due to the complexity of modifying the sign code, it was not possible to bundle these together.</p> <p>These amendments were put on hold in 2019 due to a combination of reasons, such as limited Staff resources</p>	Planning

Item	Date of Change in Status	Item	Comments	Department																		
			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.																			
64	Updated October 21, 2021	Code Amendments Floodplain Regulations	No discussions have occurred over the past 2 years and no direction has been provided by FEMA or the State regarding new regulatory requirement or mandated code changes. This item will be removed from future reports and added back later if applicable.	Planning																		
65	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																		
66	Updated October 25, 2021	Statistics: Operations Division -	<table><tr><th>TYPE OF ACTIVITY</th><th>SEP 21</th><th>YTD</th></tr><tr><td>Priority 911 calls for service:</td><td>103</td><td>740</td></tr><tr><td>All other calls for service:</td><td>966</td><td>8,290</td></tr><tr><td>Total calls for service:</td><td>1,069</td><td>9,030</td></tr><tr><td>Case Numbers:</td><td>101</td><td>996</td></tr><tr><td>Traffic Stops:</td><td>94</td><td>842</td></tr></table>	TYPE OF ACTIVITY	SEP 21	YTD	Priority 911 calls for service:	103	740	All other calls for service:	966	8,290	Total calls for service:	1,069	9,030	Case Numbers:	101	996	Traffic Stops:	94	842	Police
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67	Updated October 25, 2021	Statistics: 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>	<table><tr><th>TYPE OF CASE</th><th>SEP 21</th><th>YTD</th></tr><tr><td>Child Abuse:<ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 6Neglect: 22Domestic Violence: 3</td><td>31</td><td>205</td></tr><tr><td>Elder Abuse:<ul style="list-style-type: none">Physical Abuse: 0</td><td>1</td><td>1</td></tr></table>	TYPE OF CASE	SEP 21	YTD	Child Abuse: <ul style="list-style-type: none">Physical Abuse: 0Sexual Abuse: 6Neglect: 22Domestic Violence: 3	31	205	Elder Abuse: <ul style="list-style-type: none">Physical Abuse: 0	1	1	Police									
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Item	Date of Change in Status	Item	Comments			Department
			<div><div>▪ Sexual Abuse: 0</div><div>▪ Neglect: 1</div></div> <div>Domestic Violence / SART:<div><div>▪ Domestic Violence: 1</div><div>▪ SART: 1 (Sexual Assault Response Team)</div><div>▪ Other: 2</div></div></div> <div>Death Investigations:<div><div>▪ Unattended: 1</div><div>▪ Suicide: 0</div><div>▪ Homicide: 0</div></div></div> <div>Miscellaneous:<div><div>▪ Assault: 1</div><div>▪ Federal Firearms Check: 0</div><div>▪ Background: 0</div><div>▪ Other: 2</div></div></div> <div>4</div> <div>33</div> <div>1</div> <div>4</div> <div>3</div> <div>46</div>			
68	Updated October 25, 2021	<u>Statistics:</u> Communications Division -	<div><div>TYPE OF ACTIVITY</div><div>PRIORITY 911 calls for service:</div><div>All other calls for service:</div><div>Traffic (air-time):</div><div>Case reports handled: (LGPD / UCSO)</div><div>Records requests processed:</div></div> <div><div>SEP 21</div><div>562</div><div>1,929</div><div>220</div><div>159</div><div>93</div></div> <div><div>YTD</div><div>4,363</div><div>16,468</div><div>2,038</div><div>1,593</div><div>1,323</div></div>	Police		
69	Updated 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>	<div><div>TYPE OF CRIME</div><div>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</div><div>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</div><div>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</div><div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div></div> <div><div>SEP 21</div><div>19</div><div>58</div><div>27</div><div>2</div></div> <div><div>YTD</div><div>153</div><div>604</div><div>331</div><div>34</div></div>	Police		
70	Updated 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>	<div><div>TYPE OF CRIME</div><div>Crimes Against Persons - (Assault, Robbery, Sex Crimes)</div><div>Crimes Against Property - (Burglary, Vehicle Theft, NSF/Acct. Closed)</div><div>Crimes Against Society - (Drug laws, DUII, Liquor Laws, Disorderly Conduct)</div><div>Traffic Crimes - (DWS, Hit & Run, Elude, Reckless Driving)</div></div> <div><div>SEP 21</div><div>2,264</div><div>10,135</div><div>3,786</div><div>637</div></div> <div><div>YTD</div><div>28,314</div><div>116,836</div><div>54,465</div><div>10,966</div></div>	Police		
71	No change September 16, 2021	Training	<div><div>Operations Division:</div><div>▪ All officer completed OSHA required Heat Stress training.</div><div>▪ The Chief, Lieutenant, and Detective Sergeant attended and 8-hour “Administrative Investigations” training.</div><div>▪ All officers participated in quarterly firearms training.</div><div>▪ The Chief participated in training titled, “Safety Sensitive Drug Testing”.</div><div>▪ All officers participated in required training related</div></div>	Police		

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Item	Date of Change in Status	Item	Comments	Department
			<p>or Oregon HB 3265 (Immigration).</p> <ul style="list-style-type: none"> Members of the NEO Regional SWAT Team participated in monthly training. One officer completed LEDS (Law Enforcement Data Systems) training. One officer completed training titled, "Opiate Overdose Response". Four officer completed training titled, "Adult learning concepts for Field Training Officers". <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> All dispatchers participated in online HIPPA training. One dispatcher participated in training titled, "Ethics in Public Service". One dispatcher participated in training titled, "Airborne and Bloodborne Pathogens" 	
72	Updated October 25, 2021	Staffing	<p><u>Operations Division:</u></p> <ul style="list-style-type: none"> Two officers recently graduated from the 16-week Basic Police Academy in Salem on Oct 15, 2021. One of the officers has finished training and has been released for solo patrol. The other officer is now 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, with a first review of Sept 30. Testing is scheduled for Wed Nov 3. We will not move to replace the vacancy created by Sr. Ofc. Eckhart's retirement until we know the results of the Special Victim's Detective grant application, which should be available in mid-Sept. The SV detective grant was a 3-year Federal grant in partnership with the Shelter from the Storm. The 3-year period of the grant expires the end of Sept. 2021. We were successful in this grant application, so we will be hiring to fill this vacancy. <p><u>Communications Division:</u></p> <ul style="list-style-type: none"> Fully staffed 	Police
73	New & Completed Item October 25, 2021	Drug Take Back	We conducted the annual Fall Drug Take Back event on Saturday, October 23. The event was a success. We took in just under 30 lbs. of drugs that will be safely disposed of.	Police
74	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
75	Updated 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
76	Updated October 20, 2021	U Avenue Lift Station Improvements	The contractor was delayed mobilizing to the site due to procurement and electrical utility coordination. Work has begun and is expected to be completed in the next few weeks.	Public Works
77	Completed	Sewer Rehab: Cast In Place	The contractor has submitted paperwork and final	Public Works

Item	Date of Change in Status	Item	Comments	Department
	October 21, 2021	Piping (CIPP)	inspections. The final payment and release of retainage is underway. Project is complete.	
78	No Change August 25, 2021	Adams Avenue ADA Ramps	Staff has submitted paperwork for one design exemption from the State for a ramp that cannot physically meet the standards due to constraints caused by privately owned property. Approval is anticipated in the next month and Staff will move forward with advertising for the construction contract.	Public Works
79	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
80	New Item October 20, 2021	21-22 CIPP Sewer Rehab Project	The annual sewer rehab project utilizing cast in place pipe (CIPP) technology is out for bid. Bid date is October 25 and is anticipated to be awarded at the November Regular Council meeting.	Public Works
81	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
82	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
83	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
84	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
85	Completed September 29, 2021	Jefferson Street Paving	The overlay on Jefferson Avenue between Second Street and Third Street has been completed.	Public Works
86	No Change December 18, 2020	Beaver Creek	Staff is rotating between various intake structures in order to evaluate available flow and volume.	Public Works
87	No Change July 27, 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.	Public Works
88	No Change September 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
89	New Item October 15, 2021	Russell Avenue Paving	Crews will be paving 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 will pay for all materials utilized for the project.	Public Works
90	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
91	New Item October 21, 2021	ERP Updates	Staff has begun an update to our Water System Emergency Response Plan.	Public Works

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Item	Date of Change in Status	Item	Comments			Department
92	New Item October 21, 2021	Telemetry System Updates	Staff has reached out to TSI Controls Inc to pursue an update and added controls to our water distribution system controls and data logger.			Public Works
93	Updated October 25, 2021	Public Works Statistics		Sep 21	Fiscal YTD	Public Works
			Sewer taps installed	0	1	
			Water taps installed	2	6	
			Water leaks repaired	5	8	
			Water meters installed	207	419	
			Square feet of street paved	12,000	60,100	
			Water produced (MG)	89.41	356.98	
			WWTP flows (MG)	37.84	126.56	

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 October 15, 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	Updated 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	Updated October 15, 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 4, 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 will be responding to follow up questions before 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.

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9	No Change January 28, 2021	Business Oregon – Round 3 – CARES	Sept. 2020	\$35,000	\$2,500 – 1 qualified business	N/A	10/31/2020	Business Oregon – Federal	Eco. Devo
10	No Change May 19, 2021	Business Oregon Technical Assistance to NEOEDD for Ignite	April 2021	N/A	\$42,000	None	Received	Business Oregon	Eco. Devo
11	No Change May 19, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.56M	\$200,000 plus \$150,00 from Business Oregon TBD	Requested	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	No Change May 19, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.56M	\$200,000 plus \$150,00 from Business Oregon TBD	Requested	Federal Funding Request – Oregon Senators	Eco. Devo.
14	No Change May 19, 2021	Ignite Expansion	April 2021	\$1.9 M	\$1.61M	\$200,000 plus \$150,00 from Business Oregon TBD	Requested	Federal Funding through Congressio nal 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	No Change June 14, 2021	Oregon State Parks Recreational Trails Program	June 14, 2021	\$110,342	75,070	Cash and in-kind labor	Application Submitted	Federal dollars thru State Parks	Parks & Recreation

19	No Change August 19, 2021	Oregon Community Foundation – Eastern Oregon GO Kids Project	August 19, 2021	\$100,992	\$71,461	None required, Arts Center East, General Fund	Application Submitted	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	Updated October 21, 2021	February 2020 Storm Damage Assistance	December 2020	\$55,990	\$41,993	In-kind labor and equipment	All projects have been documented , approved, and submitted for reimburse- ment.	FEMA	Public Works
23	Updated 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 appropriatio- ns	Federal government	Public Works