

To: Mayor Ken Williams & Oregon City Council

From: Darin J. DeHaan, City Administrator

Re: Bi-monthly Report

Date: June 9, 2020

I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business. My intention is to provide this at each City Council meeting going forwards. A lot of great work is being done on a daily basis by our employees. My hope is to expand this report to all city departments to keep the council and community updated.

City Administrator – Below is a summary of some of the areas I have been working on the past two weeks.

Worked on the Driveway Ordinance with additional amendment request from Street Department. Working on a second ordinance for future discussion.

Worked with Commissioner Wilson to establish Garage Sale protocol including creation of online application for the website. (So far, we have issued approximately 20 garage sale permits.)

Met with Commissioner Schuster and discussed General Fund Balance as well as looking at FY 21-FY 23 budget impacts and strategies.

Coordinated a news release and news conference for Mayor Williams in ref to the city's efforts to create outdoor dining space (All three Rockford Channels ran the story as well as our local newspaper) Great coverage for our community! Coordinated with Liz Vos to designate the public seating area for bars and restaurants. Assisted Village Bakery to establish their outdoor seating area. Coordinated the use of coliseum Chairs with Commissioner Cozzi for use in outdoor public seating areas met with area business owners to coordinate the pickup. Coordinated with Terry Plemmons and the Street department for the purchase and construction of fencing material for the outdoor seating area. (Thank you again to the Street Department for all their work it is exciting to see people enjoying our outdoor spaces as well as making purchases from our local businesses. *I received calls from 1 city attorney looking for information on how we did things. I received second call from a City Manager asking some questions how we are doing things. I take great pride that Oregon is a go-to municipality!

Various updates to our website, Covid-19-page, broken links, updated City Clerk page.

I updated a standardized payroll sheet for City Hall, Street and W/S Departments to expedite payroll process. The new sheets use formulas to calculate the payroll taking one step out of the process for the City Clerk on payroll weeks.

Worked with ECDC about an interested developer.

Met with W/S as well as Comm Cozzi to discuss delinquent bills and shut offs. Began discussing the implementation of new City policy. We are working on a security plan for the Coliseum.

Worked on USDA Grant. Worked on CDBG Grant. Completed Squad Car Financing.

Started discussions with the Fire Chief and Casper on ways we can work more closely together on building inspections. This will be an ongoing discussion.

Met with the Police Chief to discuss possible protests and make sure they had the resources they need.

Participated in each department budget meeting in reference to next years budget. Commissioner Schuster continues to provide me with excellent guidance for the process. I look forward to continuing our discussion and future planning for the community.

CITY HALL –

City Hall lobby remains closed, but we have been able to provide services to our citizens and continue operations throughout Covid-19,

City Clerk - Cheryl is currently working with our auditors. She is working on a FOIA request for city expenditures. Assisting with the process of water shut offs and billing. She stays very busy with day-to-day duties and responsibilities.

Utility Clerk we are working on creating a system to better designate bills for the appropriate line items with Commissioner Schuster this process will help with bookkeeping in the future. Lynn has help me research past ordinances and gather information for new ordinances as we move forward.