

To: Mayor Ken Williams & Oregon City Council

From: Darin J. DeHaan, City Administrator

Re: Bi-monthly Report

Date: October 12<sup>th</sup>, 2020

**I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – September 18<sup>th</sup>, 2020 – October 8<sup>th</sup>, 2020**

**City Administrator –**

Continue to work on COVID-19 related projects. I have set up some new vendor accounts to allow us to purchase some Clorox 360 machines as well as some handheld sanitizers which will work well for city vehicle sanitation.

Coliseum Update: Held a Coliseum strategy meeting with the Mayor, Comm Schuster and Roger Cain to discuss the overall direction of the coliseum upgrade project. Began to formulate a plan on how to implement the strategies going forward.

CURES Act – Met with Mayor Williams, Comm Schuster and Cheryl to discuss submitting our first round or bills for CURES fund reimbursement. We are going to start submitting some of the simpler reimbursement requests to start the process. The next round Cheryl will start to submit payroll and other requests. Met with our general contractor and his crew and did a walk through of all city buildings to discuss Covid related upgrades.

Dayton (City Garage) – Met with Comm Schuster, and Terry Plemmons to discuss city landscaping bid process as well as an overall discussion of Dayton building clean up options.

River Front Development – Met with group to discuss overall River Front Development and Dayton Clean up Options. We decided to try and seek a Brownfield grant to offset costs of Dayton clean up. Terry P. will conduct some asbestos testing and Chris Manheim will lead the way in researching the Brownsfield grant through the IEPA.

City Staff Training – Kickstarted the Knowb4 cybersecurity training for City Staff. Cheryl signed up all city staff for the required annual Sexual Harassment Training through RMA. This must be completed by the end of the year.

Municode – Added some standardized formatting for our Municode. They will do this and then I will start Phase 2 training for the self-publishing software. I have compiled a list of ordinances that need to be updated on the site for the training session.

Workflow Software – Conducted a demo with CityGrows software. I am looking for a software to track permits across the city to follow workflow. I spoke with Byron and they are looking for a similar product. They demo'ed MyGov. I will demo this and then will make a recommendation for a possible software solution. This allows all permitting to go mobile as well as being able to track the process online.

Street Projects – Met and discussed the next few years of street projects and funding options.

Worked with Roger Cain and Attorney Chadwick on a future land lease for the Railroad Depot. The project will be presented to the Council on October 13<sup>th</sup>.

Taylor Street – Work with City engineers to conduct a survey of the Taylor Street pro