

To: Mayor Ken Williams & Oregon City Council
From: Darin J. DeHaan, City Administrator
Re: Bi-monthly Report

Date: February 23rd, 2021

I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – February 10th – February 19th, 2021.

City Administrator:

- We continue working on our Economic Development website with Chris Manheim and Comm Schuster and I have divided the workload and we are developing each page of content to send to Steven Varble for creation.
- I was invited to participate as a panelist for the [Sauk Valley Community Leadership Program](#). We had a great discussion on Leadership vs Manager philosophies. This was a great group of current and upcoming local leaders from multiple disciplines.
- I worked with the vendor to set up our 2021 Cyber-training protocol for the year. This is an ongoing educational program for our staff focusing on phishing, cyber security, and other virtual security considerations.
- I attended the SBDC Stakeholder Quarterly meeting virtually. Several area representatives attended the meeting and provided an extensive discussion of current and upcoming legislative actions that effect our area.
- I had my onboarding meeting with HomeServe (water/sewer service line warranty) to set up our account with them.
 - 1) Depending on how fast we can reply to what they need she estimates about 6-8 weeks to fully launch the program.
 - 2) We will receive our royalty check from them each January this is the \$.50 per account that we will receive from them. I have Cheryl working on that. I will work with Comm Cozzi to see how that fund can be used to support individuals in Oregon that need it.
 - 3) They will provide a FAQ for commissioners and staff so everyone will be informed and can answer citizen's questions.
 - 4) They will provide a training session for staff so they can answer basic questions and will know how to refer citizens to the program.
 - 5) They will provide a news release to the media and they have packets of social media information that we can use.

I think this should be a smooth process to get this program started for our community.

Coliseum:

- I am working to award the door replacement work to a local contractor. This project includes removing and replacing all 4 doors on the gym exits with new doors. The current doors have major issues letting cold and light in. This will help with the heating and cooling system.

City Hall:

- We are planning on opening City Hall lobby on March 1st, 2021. I have remained conservative with this closure to protect staff from Covid-19. Staff has done a fantastic job adjusting to online and phone support for our citizens. We will work to maintain social distancing and expect the public to wear a mask while they are in City Hall. We are working to close the old door drop box and shift everyone over to the new secured drop box. Due to the low height of the inside opening we are working on a solution to make access easier for staff.