

**CITY MANAGERS REPORT**  
**Report Period July 8, 2020 – July 31, 2020**

Ginger Allen, City Manager

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**Scio City Hall Services Update:** The Plexiglas protection panels were installed at city hall on Monday, July 27, 2020. Plexiglas protection is around the Librarian Work Desk, in the window of city hall facing NW 1<sup>st</sup> Avenue for walk up service and at the front counter of the utility billing desk.

City Hall will be open to the public beginning Monday, August 3, 2020 for the following services:

**Utility Services:** Anyone wishing to make a utility payment or discuss any type of city business can do so in person by coming inside city hall to the utility payment counter *or* by using the walk-up window.

**Library Services:** Anyone or any family wishing to visit the Library may do so by appointment.

***Individual appointments or Library Service appointments will be made under the following guidelines:***

- Each individual will be asked, “Are you experiencing any cold or flu symptoms not associated with allergies? Have you been around anyone with Covid-19 in the past 14 days?”
- Each individual will have their temperature taken.
- Social Distancing will be required.
- All individuals over the age of 5 must wear a mask.

**Use of City Council Chambers:** Any group needing a meeting space may contact City Hall and schedule the use of the council chambers under the following guidelines:

- No more than 8 individuals can attend any one meeting.
- A meeting must not be longer than 2 hours.
- Only the designated public restroom will be available to those attending the meeting. If the restroom is used staff is to be notified in order to sanitize the restroom in a timely manner.  
**Employee restrooms are not to be used by meeting attendees.**
- Each individual will be asked, “Are you experiencing any cold or flu symptoms not associated with allergies? Have you been around anyone with Covid-19 in the past 14 days?”
- Each individual will have their temperature taken.
- Social Distancing will be required.
- All individuals over the age of 5 must wear a mask.

**The Senior Center remains closed at this time.**

**November 3, 2020, General Election:** Packets are also available to all residents of Scio, living within the Scio City limits, wishing to serve on the Scio City Council. The following council seats will be on the Linn County, November General Election ballot

- Scio City Mayor – Currently held by Gary C. Weaver
- Scio City Council Position No. 2 – Currently held by Tom Meyer
- Scio City Council Position No. 4 – Currently held by Joey L. Ferguson
- Scio City Council Position No. 5 – Currently held by Karen Eckhart

City election packets will be available thru August 20, 2020 until 4:00 p.m.

**PW Shop Update:** I met with our Project Manager, Ryan Quigley of Dyer Partnership and went over the Scope of Work agreement for the Public Works Shop. After a lengthy discussion and conferring with staff we made some changes to the scope of work and reduced the over-all project management costs were reduced from \$146,880 to \$139,330. It was decided not to pay for interior design of the shop and the mezzanine storage was also eliminated.

Below is the “Anticipated Project Schedule”

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|---|--------------------------|
| • <i>Design Services Start</i>  | <i>August 3, 2020</i>    |
| • <i>Draft Completion Date (Plans, Specifications &amp; Bid Docs)</i> | <i>November 27, 2020</i> |
| • <i>Final Completion Date (Plans, Specification &amp; Bid Docs)</i>  | <i>December 31, 2020</i> |
| • <i>County Review Completion (Permits)</i>                           | <i>January 29, 2021</i>  |
| • <i>Advertise for Construction Bids</i>                              | <i>February 3, 2021</i>  |
| • <i>Receive Bids</i>   | <i>February 24, 2021</i> |
| • <i>Start of construction</i>  | <i>March 29, 2021</i>    |
| • <i>Completion of Construction</i>                                   | <i>November 30, 2021</i> |
| • <i>Construction Closeout and record drawings:</i>                   | <i>December 15, 2021</i> |

*\*\* Please note these are “anticipated dates”.*

I am currently reviewing the City Hall Scope of Work document and will be providing a City Hall update at the September 14<sup>th</sup> council meeting.

**Street Chip Sealing:** The chip sealing project was completed on July 30, 2020 by Oregon Asphalt.