

## Memorandum

Date: November 12, 2015  
To: Members, West Linn City Council  
From: Don Otterman, Interim City Manager  
Subject: Miscellaneous Items

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### 1. Schedule

- Your next scheduled meeting is the Con Am appeal hearing on November 16 at 6:00 p.m.

### 2. City Manager Recruitment

- The recruitment firm selection sub-committee met today and interviewed Gary Phillips from Bob Murray Associates, and Pam Derby with CPS. We will meet with Prothman on November 18.

### 3. Citizen Engagement Coordinator

- The Citizen Engagement Coordinator position vacated by Lori Hall plays an important role in the West Linn organization, especially in relation to the adopted City Council goals.
- The job description and pay scale is attached to this memo.
- I am interested in City Council feedback on this position so the city can begin the recruitment process to fill it.
- Please let me know by November 19 if there are any position adjustments that might be suggested to fulfill your anticipated goals for 2016.
- We will begin recruiting for this position the week of November 30.

### 4. Rosemont Tower Shed & Screening

- The Water Department is addressing the concerns raised by the Greenman family during the November 9 community comments period.

### 5. Investigation Into City's Involvement With ELGL

- I will hire an outside investigator to respond to Lynn Fox's allegations related to the city's involvement with the ELGL professional organization.

### 6. Public Safety Advisory Board Letter re: Off Leash Dogs

- Attached please find a copy of the Public Safety Advisory Board letter to the council regarding the proposed off leash hours at Mary S. Young Park.

### 7. Utility Advisory Board Chair Concern About Amount of Water Rate Increases

- The Chair of the UAB is concerned about the rate increases that have been approved by the city, increasing the rates 5% each year.
- Section 44 of the Charter, as posted on line references a 5% increase on rates in effect on June 18, 1999.

- However, the wording of the Notice of Ballot Measure filed with the County, the actual Measure in the Voters Pamphlet, the Notice of Ballot Measure published in the Oregonian, and Ordinance No. 1436 implementing Section 44 do not include any wording regarding the June 18, 1999 rates.
- I have forwarded this information to the city attorney for his review. It appears that whoever drafted Section 44 did not duplicate exactly what was voted on by the public.

**8. Reminder: Goal Setting Retreat**

- As indicated in the September 10 and October 15 memos to the City Council, goal setting for 2016 is scheduled for Thursday, January 7 from 8:00 to 5:00 at the West Linn Library.
- Staff will begin planning for goal setting with facilitator Joe Hertzberg from Solid Ground Consulting, based in Portland.
- Mr. Hertzberg would like to speak with each of you in advance of goal setting; please work with Kathy to get these conversations arranged in the next month.

**9. STIP**

- Your conversations about the STIP process continue via email.
- My observation is that you all share the same frustrations: Mayor Axelrod and Councilor Perry perceived a lack of engagement on the Arch Bridge project and next steps; now, Council President Frank and Councilor Tan are articulating the same comments about the STIP public engagement processes.
- It is my advice that you have a focused and purposeful conversation about what public participation expectations are and how we define success at the goal setting retreat.
- Continued email conversations are not productive and can undermine our funding application.

**Attachments**

1. Citizen Engagement Coordinator job description
2. Citizen Engagement Coordinator pay scale
3. Public Safety Advisory Board letter

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** CITIZEN ENGAGEMENT COORDINATOR

**GENERAL FUNCTION:**

Under the guidance and general direction of the Assistant City Manager, position is responsible for planning, organizing and coordinating citizen engagement, community outreach on planning issues, citywide and internal publications, events, and information activities. Promotes awareness and understanding of City services, policies, projects and issues.

**DUTIES AND RESPONSIBILITIES:**

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Develops and maintains citizen engagement strategic plan in conjunction with the Assistant City Manager.
3. With oversight from the Assistant City Manager, acts as a city resource/spokesperson in interaction with media. Prepares briefings, story ideas, tours, and background information to further special events and other city business.
4. In partnership with the Community Development Director, communicates and engages the community on special planning projects and programs which may have a broad impact in the community and are designed to meet specific needs of the City.
5. Establishes and manages logs, entering data and generating reports of activities. Tracks emerging issues, local news and community events.
6. When instructed, presents recommendations to management, council and in public meetings. Advises department directors of new programs procedures.
7. Prepares and distributes fact sheets, talking points; news releases; website articles; scripts, and or videotapes that publicize the City's message. May create brochures; posters; flyers; advertisements, and other promotional materials.

## Citizen Engagement Coordinator

### Job Description

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8. Uses a variety of online and social media tools to facilitate engagement.
9. Receives citizen complaints and facilitates resolution of problems, acts as liaison for city departments and coordinates meetings on issues related to complaints.
10. May prepare award and grant applications to other government agencies or private foundations as needs are determined.
11. As requested, coordinates and staffs city-wide meetings and public events.
12. Performs customer service duties.
13. Other duties as assigned.

#### SPECIFICATIONS:

1. Job Preparation:

Requires a Bachelor's Degree in Political Science, Public Administration, Journalism, Public Relations or related field. A Master's Degree in Public Administration or Planning is preferred.

Requires knowledge of English grammar, composition and presentation techniques; writing; editing; design, and media. Extensive knowledge of personal computers and related software applications and the ability to access the Internet.

Must have some experience with city government.

A key component is the ability to establish and maintain effective working relationships; make presentations and develop reports that may include technical information and the ability to communicate information in a concise, easy to understand format.

Must have the knowledge to provide considerable research, project management, and analysis related to various projects.

Any combination of education, training, or experience that provides the required knowledge, skills and abilities as determined by the hiring authority will be considered.

## Citizen Engagement Coordinator

### Job Description

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#### 2. Supervision:

Received: Work is performed independently with Assistant City Manager assigning projects and reviewing work.

Exercised: Supervision of others is not a normal responsibility of this position. May assist in training, lead work responsibilities.

#### 3. Communication:

Requires excellent communication skills when communicating with the media, staff, City Council, neighborhood groups and others in the community. Relationships that must be maintained with organizations outside the City include: media, neighborhood groups, citizens at large and other communities.

#### 4. Cognitive Functions:

Work is governed by written City and departmental policies, procedures, and ordinances.

#### 5. Working Conditions:

Typical work environment is an office setting. May be required to attend night meetings.

#### 6. Resource Accountability:

Is responsible for personal computer and other office equipment.

*The job classification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change*

**Exhibit A**

**City of West Linn Compensation Plan**

**Listing of American Federation of State, County and Municipal Employees (AFSCME)**

**Local 350-1, Council 75**

AFSCME received a 2.27% COLA increase effective 7/1/15

**Effective July 1, 2015 - June 30, 2016**

Classification Title	Salary Range	Employee Group		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Civil Engineer	I	AFSCME	<i>Hourly</i>	29.7056	31.2784	32.9273	34.6713	36.5105	38.4448
GIS Coordinator	I	AFSCME	<i>Bi-weekly</i>	2,376	2,502	2,634	2,774	2,921	3,076
Building Plans Examiner / Inspector	I	AFSCME	<i>Annually</i>	61,788	65,059	68,489	72,116	75,942	79,965
Management Analyst	H	AFSCME	<i>Hourly</i>	27.7269	29.1919	30.7393	32.3819	34.1005	35.8953
Network and Computer Systems Administrator	H	AFSCME	<i>Bi-weekly</i>	2,218	2,335	2,459	2,591	2,728	2,872
Accountant	H	AFSCME	<i>Annually</i>	57,672	60,719	63,938	67,354	70,929	74,662
Citizen Engagement Coordinator	H	AFSCME							
Engineering Technician IV	G	AFSCME	<i>Hourly</i>	25.7609	27.1117	28.5767	30.1495	31.7540	33.4854
Associate Planner	G	AFSCME	<i>Bi-weekly</i>	2,061	2,169	2,286	2,412	2,540	2,679
Building Inspector III (Spec)	G	AFSCME	<i>Annually</i>	53,583	56,392	59,440	62,711	66,048	69,650
Building Plans Examiner	G	AFSCME							
Associate Engineer	G	AFSCME							
Business Analyst	G	AFSCME							
Records Coordinator / Deputy City Recorder	G	AFSCME							
Info. Technology Coordinator	G	AFSCME							
Parks Program Manager - Maintenance	G	AFSCME							
Public Improvement Specialist	G	AFSCME							
Project Coordinator	G	AFSCME							
Recreation Supervisor	G	AFSCME							
Solid Waste/Recycling Coord.	G	AFSCME							

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Administrative Assistant	F	AFSCME	<i>Hourly</i>	23.8076	25.0443	26.4205	27.8347	29.3695	30.9106
Building Inspector III	F	AFSCME	<i>Bi-weekly</i>	1,905	2,004	2,114	2,227	2,350	2,473
Building Maint. Worker III	F	AFSCME	<i>Annually</i>	49,520	52,092	54,955	57,896	61,088	64,294
Children's Librarian	F	AFSCME							
Desk Top Technician II	F	AFSCME							
Engineering Technician III	F	AFSCME							
Environmental Technician	F	AFSCME							
GIS Specialist	F	AFSCME							
Information System Coordinator (Lib)	F	AFSCME							
Lead Mechanic	F	AFSCME							
Librarian II	F	AFSCME							
Network & Systems Technician	F	AFSCME							
Park Dev.Coord/Arborist	F	AFSCME							
Park Maint. Worker III	F	AFSCME							
Recreation Coordinator II	F	AFSCME							
Reference Librarian	F	AFSCME							
Senior Accounting Clerk	F	AFSCME							
Utility Worker III/Sewer	F	AFSCME							
Utility Worker III/Streets	F	AFSCME							
Utility Worker III/Water	F	AFSCME							
Volunteer Coordinator	F	AFSCME							
Accounting Clerk II	E	AFSCME	<i>Hourly</i>	21.8162	22.9958	24.2389	25.5263	26.9151	28.3548
Administrative Staff Asst.	E	AFSCME	<i>Bi-weekly</i>	1,745	1,840	1,939	2,042	2,153	2,268

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Assistant Planner	E	AFSCME	<i>Annually</i>	45,378	47,831	50,417	53,095	55,984	58,978
Building Inspector II	E	AFSCME							
Building Maintenance Worker II	E	AFSCME							
Desk Top Technician	E	AFSCME							
Engineering Technician II	E	AFSCME							
GIS Technician	E	AFSCME							
IT Technician I	E	AFSCME							
Librarian	E	AFSCME							
Municipal Court Clerk II	E	AFSCME							
Park Maintenance Worker II	E	AFSCME							
Permit Coordinator	E	AFSCME							
Special Events Coordinator	E	AFSCME							
Utility Worker II	E	AFSCME							
Vehicle Maintenance Mechanic	E	AFSCME							
Code Compliance Planner	D	AFSCME	<i>Hourly</i>	20.0412	20.9030	22.0509	23.2432	24.4735	25.7863
Library Assistant III	D	AFSCME	<i>Bi-weekly</i>	1,603	1,672	1,764	1,859	1,958	2,063
Library Technical Assistant	D	AFSCME	<i>Annually</i>	41,686	43,478	45,866	48,346	50,905	53,635
Permits Technician	D	AFSCME							
Recreation Coordinator	D	AFSCME							
Accounting Clerk	C	AFSCME	<i>Hourly</i>	17.8842	18.8355	19.8629	20.9093	22.0763	23.2432
Assistant Maintenance Mechanic	C	AFSCME	<i>Bi-weekly</i>	1,431	1,507	1,589	1,673	1,766	1,859
Building Maintenance Worker	C	AFSCME	<i>Annually</i>	37,199	39,178	41,315	43,491	45,919	48,346

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Library Assistant II	C	AFSCME							
Meals Coordinator	C	AFSCME							
Municipal Court Clerk	C	AFSCME							
Office Specialist	C	AFSCME							
Park Maintenance Worker I	C	AFSCME							
Staff Assistant II	C	AFSCME							
Utility Worker I	C	AFSCME							
Library Assistant I	B	AFSCME	<i>Hourly</i>	15.9309	16.7681	17.6750	18.6136	19.6219	20.6874
Office Assistant	B	AFSCME	<i>Bi-weekly</i>	1,274	1,341	1,414	1,489	1,570	1,655
Staff Assistant	B	AFSCME	<i>Annually</i>	33,136	34,878	36,764	38,716	40,814	43,030
Custodian	A	AFSCME	<i>Hourly</i>	13.9396	14.6816	15.4806	16.3368	17.1993	18.1252
Library Aide	A	AFSCME	<i>Bi-weekly</i>	1,115	1,175	1,238	1,307	1,376	1,450
Office Clerk	A	AFSCME	<i>Annually</i>	28,994	30,538	32,200	33,981	35,775	37,700

Note: Salaries may vary slightly because of rounding and because of the City's payroll software system calculations

Updated 06/11/15

November 3, 2015

To: West Linn City Council

From: West Linn Public Safety Advisory Board

Regarding: Proposal to lift all leash requirements in Mary Young State Park

Mayor Axelrod and Councilors,

At the last meeting of the Public Safety Advisory Board on October 26, a Presentation was made by David Baker representing several neighbors residing on Mark Lane, along Mary S. Young Park.

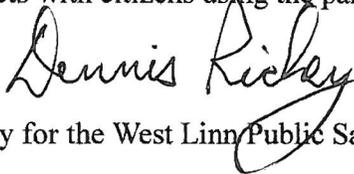
Mr. Baker informed us regarding the proposal to repeal the requirement for dogs to be leashed in the area of the park outside the assigned dog play areas. Their concern is if the leash requirements are dropped, the incidence of citizens walking, picnicking, or playing soccer encountering aggressive dogs will be dramatically increased.

Mary S. Young is a multi-purpose park, with two areas assigned for dogs and their owners to enjoy free play. The upper field is next to the parking area, and is larger than a football field, and the area down along the Willamette River is a small beach near the southeast corner of the park.

After a discussion of the ramifications of the change, along with consultation with the police representative on our board regarding current problems with aggressive dogs off leash, the following motion was passed 4- 0:

“The Public Safety Advisory Board recommends that no change be made to the current status of leash requirements for the area of Mary S. Young Park not currently assigned to dog owners for the purpose of free play. We also recommend that fencing be installed around the upper dog play ground to reduce conflicts with citizens using the park for other purposes.”

Sincerely,



Dennis Richey for the West Linn Public Safety Advisory Board