



## Memorandum

Date: April 27, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for April 27, 2017

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### Schedule

- Budget Committee. The Budget Committee meetings are now scheduled for:
  - Thursday, May 4 at 6:00 pm in Council Chambers
  - Wednesday May 10 at 6:00 pm at the Adult Community Center
  - Wednesday, May 17 at 6:00 pm in the Police Department Community Room
- PGE Tour. The tour of the Sullivan Plant on the waterfront is scheduled for 9 a.m. on May 19<sup>th</sup>.
- The next Town Hall will be Thursday, June 1 at 6:00 pm in the Police Department Community Room. This would be an opportune time to discuss the 2018-2019 Biennial Budget.

### Information Items

- Staffing Updates. This week Lauren Breithaupt accepted the Finance Director position. We are happy to have her move into this position and are working on formal announcement. She will be in her new position full-time effective July 1, 2017. While the recent personnel action related to the Police Department resulted in a termination of employment. This case is continuing to arbitration.
- Mary S. Young Park Fields Closed. The fields at the park will be closed this weekend. The wind storm and the rain have resulted in downed trees, soggy fields and a sinkhole in one of the trails. This park has just taken a beating this winter and spring.
- Stafford IGA. This week the Clackamas County Board approved findings related to the Stafford urban reserve designation and directed staff to complete negotiations on an IGA with Metro and the cities of Tualatin, Lake Oswego and West Linn for approval on May 11<sup>th</sup>. The IGA will be presented to the West Linn City Council for approval on May 8<sup>th</sup>.
- Phone System Update. We are making excellent progress installing a new citywide phone system. The system is already in place at the Library, Police and Public Works Shop. We're approaching implementation at City Hall and have been discussing converting to a modified auto-attendant feature that will allow callers to bypass a receptionist in some cases. After a short menu, the caller will have the option to say on the line and speak to a live person. This should free up the call volume which is handled primarily by Nancy in Finance. This will free up her ability to handle utility billing calls.

- Officer Involved Shooting/Sunset Neighborhood. As you know, this past weekend we had an unfortunate incident with an officer involved shooting resulting in a fatality. Several officers were involved in various capacities in response to the incident. Some continue to be off on administrative leave or away from patrol pending the conclusion of the investigation by the Clackamas County Major Crimes Team. As officers involved are publicly identified, please do not speak with them about the incident. If you have specific questions about the incident, please follow up with Chief Timeus.
- Budget Committee Meeting/Main Street Grant Award Report. The Council received an update on this matter which was brought up at the Budget Committee meeting this week. Speaking of that, we are working on providing answers to questions posed at the meeting this week. Next meeting is May 4<sup>th</sup> as noted above.
- Parks Board Resignation. Steve Millage on the Parks Board submitted his resignation this week as he will be moving outside the city. Kathy e-mailed this week with a question about the replacement process, whether the Council would like her to reach out to citizens who applied this year but weren't appointed. Their applications are in drop box for your review.
- National Drinking Water Week. The City of Lake Oswego is screening a new video "**The Clackamas River and You**" as part of National Drinking Water Week, May 7-13, 2017. An informative 18-minute film of the history and importance of the Clackamas River created in partnership by the City of Lake Oswego, Clackamas River Water Providers, and Clackamas River Water. The event is May 9<sup>th</sup> from 1:00 to 2:00 p.m. in the Lake Oswego Council Chambers (380 A Avenue, Lake Oswego.)