



Memorandum

Date: May 4, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for May 4, 2017

Schedule

- An Executive Session regarding litigation has been added to the May 8 agenda. It will start at 4:30 pm and be held in the Rosemont Room. Another one related to collective bargaining is scheduled for May 10th at 5 p.m.
- Budget Committee. The Budget Committee meetings are now scheduled for:
 - 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
- **“The Clackamas River and You”** video is being shown Tuesday, May 9th from 1:00 to 2:00 p.m. in the Lake Oswego Council Chambers (380 A Avenue, Lake Oswego.)
- PGE Tour. The tour of the PGE Sullivan Plant on the waterfront is scheduled for 9 a.m. on Friday, May 19th.
- We are conducting a Doodle Poll for the date of the next Town Hall. A possible topic for this event is the 2018-2019 Biennial Budget.
- Summer Recess? Some city councils take the month of August off. In the past, West Linn has reduced their meetings to two meetings a month during the summer. Let me know what the Council's preference for this summer is so we can schedule items accordingly.

Information Items

- Mary S. Young Park. Clean up is under way. The Riverside Loop Trail is now open. A portion of railroad trail is still closed due to a washout and will probably remain closed until summer. We are still cleaning up tree debris in all the parks and are hoping to have it all ready for disposal by the end of the month. We are hoping to mow this week and open up the fields this weekend.
- Stafford IGA. The IGA is scheduled for City Council on May 8th. However, it is still undergoing revision. It is possible this item will be pulled off the May 8th agenda.
- Phone System Update. As previously mentioned, we are in the process of installing a new phone system for the City. We've completed installations at the Library, Police Department, Adult Community Center, and Public Works Maintenance. We are getting ready to do City Hall as the last

facility. As part of the installation, we are going to introduce a partial auto-attendant feature to reduce the call workload for the utility billing receptionist. The feature will invite the caller to bypass the main receptionist and go directly to certain departments.

- Sewer Line Break and Spillage. This update was sent from the WES Director to the Clackamas County Board of Commissioners this week:

“An estimated 40,000 gallons of sanitary sewage was released into the Willamette River on Tuesday, May 2 starting at 9:30 p.m. and ending at approximately 11:00 p.m. In order to fix the sewer pipe we needed to shut off the pump station that sends sewage flows through the pipe. The pump station is located near 5770 NE River Street (Maddax Woods) and has a controlled overflow pipe into the Willamette River. The repair work on the pipe is now complete. DEQ and the City of West Linn have been notified. Signs have been posted at the site and samples have been taken. WES crews worked late into the night to complete the repair and West Linn public works personnel assisted by diverting as much flow away from our pump station as possible.”

- Library Closure/RFID Installation. This is a bit early, but the Library will be closed on Monday, July 3rd. With the July 4th holiday happening on a Tuesday, and also Monday the 3rd as the proposed first day of our libraries RFID conversion that day will be closed to the public. I authorized this closure in recognition this will likely be quite a slow day at the Library and a good day to kick-off the conversion project.