



Memorandum

Date: August 31, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – August 31, 2017

Schedule

- The 3rd Quarter Town Hall is scheduled for Thursday, September 21st at the ACC. With the Council's permission, Emergency Preparedness will be the theme given that September is Emergency Preparedness Month. The Police Department is scheduled to provide a briefing on the recently updated Emergency Operations Plan at the September 18th work session. We are also in the process of advertising the annual Emergency Preparedness Fair on September 28th.

Information Items

- Appeal of Tree Permit Denial. Last week, I wrote about my ruling on this tree removal permit denial on Hillcrest Avenue. The applicant has not asked for an appeal, but has asked for a meeting. It is scheduled in September.
- Ballot Title Objection. This week the City Attorney submitted to the Court a response to the Petition objecting to the ballot title relating to the City's legal services (Resolution 2017-17). The Council received a copy of the response. As mentioned last week, the Court will determine the final language for the measure.
- Broken Gas Line. This week we experienced a broken gas line at a residential construction site on Old River Rd. and Robinview. Tualatin Valley Fire and Rescue and Northwest Natural Gas responded immediately. There were no evacuations. Afterward, the contractor there also nipped a city water line. It was also repaired. Bad day for the contractor.
- Website Update. In addition to updating and populating the Agenda & Minutes page, Shane, Dylan and Courtney are the project team to work with Municode (formerly Aha! Consulting) on a more comprehensive review and update of the website platform and user interface. This is in response to continuing feedback the website is hard to navigate. To date, this has involved a training session for content managers. An upcoming "Website Content" Bootcamp is also scheduled. Once new templates are created, we will reach out to frequent users (A Users Task Force) to provide feedback on the final layout of the interfaces. We've all concluded, however, that looking at a webpage is like looking at art. Everyone has a different experience.
- Robinwood WiFi. Shane was making good progress on this, until he ran into issues with the electrical wiring in the building. The contractor is not willing to go further until they are resolved.

In addition, Shane has encountered difficulty getting timely response from Friends of Robinwood Station in relation to the installation. I will provide a more detailed briefing to the Council.

- Weed Abatement, Mowing and Landscape Management. This week I met with staff regarding these topics, some of which have reached the Council's attention. In the meeting, staff reviewed a map showing all of the public and private properties maintained by the City. In most cases, we have temporarily discontinued mowing private properties until further Council policy guidance is received. The ongoing accreditation of the Public Works Department called into question this practice which is prohibited under the Municipal Code. Instead, the City should be taking a more aggressive code enforcement approach. The change in this long-standing practice has resulted in some questions from citizens, understandably. We will schedule a future work session on this topic.
- Audubon Lights Out Program. Council received many emails regarding this program, aimed at improving the health of wildlife and humans through reduction of light pollution. Members of the SAB reviewed the program and would like the Council to have the City participate by turning off lights where possible at City facilities and through promotion of the event, which has a September 15th launch date. The City already does a majority of the recommended site lighting best management practices with regard to public facilities and right-of-way lighting, including shielding, down casting, and regulation of lighting by photocell and timers. If further code work on this topic is requested by Council it can be added to the list of potential projects and prioritized in the Council's next review of the planning docket.
- Blue Heron Training Exercise. On Tuesday, September 5, Clackamas Fire District #1 is conducting a large-scale commercial fire training exercise with neighboring fire departments at the site of the former Blue Heron Paper Mill in Oregon City. These drills will be held over the next two weeks. The purpose of this exercise is to provide training for firefighters under realistic conditions to ensure that firefighters are performing at their best when a real emergency occurs.

That's it for this week.

Respectfully,

Eileen