



Memorandum

Date: March 1, 2018

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – March 1, 2018

Schedule

- I will be away from the office March 9– 14th. On March 15th, I will be meeting with department directors all day for an off-site strategic planning and leadership development retreat. We will be reviewing the 2018 Council goals and milestones, preparing for the next biennium budget, and exploring issues related to building with the community.

Information Items

- Police Chief Recruitment. The application deadline closed on February 26 and we received 47 applications. This is great response! Our recruiter mentioned we received some high quality applications right at the deadline so his work is cut out to screen and background check. He will discuss his recommendations for finalists the week of March 12th. On-site interviews are scheduled for the week of March 26th.
- Dispatch System Update. As the Police Department moves forward on the new dispatch software change over, there will be a short delay in the link between the ticketing software. For a short period officers will have to manually add driver and vehicle info onto the citations instead of the auto population feature they are accustomed to. This is temporary and should be resolved quickly. It is not expected to impact traffic enforcement operations, however.
- Willamette Falls CCTV. IT Director Shane Boyle has been following up on the request by Willamette Falls CCTV as an alternative to MACC/TVCTV. He conducted an onsite meeting with the team at Willamette Falls Media on February 28 and met with Managing Director Melody Ashford. There is a lot of material to review from Willamette Falls as well as from MACC/TVCTV in order to provide an equitable comparison of services and cost. His next step is to conduct a site visit at MACC/TVCTV and review their contract with the focus of understanding their service offerings. Following a meeting with MACC/TVCTV, he will review with me what he learned and identify a strategy on how to proceed. He has invested about 3 hours so far and expect another 3-4 hours conducting research with MACC/TVCTV.
- Library Children's Space. The new children's space downstairs is largely complete and hosted its first program this week. Hopefully, you saw the photograph I sent earlier today. My favorite feature is the giraffe rug! Eventually, the walls will be painted with murals and other fun features. The feedback from the public about the bookstore location is quite positive, Library Director Doug Erickson reports.

- **Water System Valve Maintenance.** On Monday, March 5th the water crew will begin valve maintenance/low flow hydrant flushing. This will entail operating valves in the water system to check for proper function, running fire hydrants at low flow rates to circulate water, and slowly flowing end of line blow off valves. Public Works is coordinating with Finance and Administration staff on public outreach. Water system flushing signs will be in place in the work area to notify residents. The website is also updated with information. This type of work can cause discolored water in the work area (particularly in older parts of town) but the water is safe and individuals may have to flush some cold water a little to remove any color caused by naturally occurring mineral buildup. This is routine maintenance to keep the mechanical parts of our water system in good condition.
- **Metro Waste Plan Update.** Metro sent a status report on its Waste Management Plan update this week. Phase 2 was recently completed which involved establishing the vision and goals for the region. Metro Council endorsed the vision and goals on January 30th, 2018. They can be found at oregonmetro.gov/letstalktrash. Following the endorsement of the goals, work moved into Phase 3, in which Metro is conducting a system analysis that will establish where the region is today relative to the goals. Then, in Phase 4, Metro will convene technical work groups to identify actions to close the gap between today and the desired future vision and goals. The work groups will be composed of representatives from local governments, haulers, facility operators, community organizations and others that play a role in the garbage and recycling system. There will be eight work groups, one for each goal area. For more information go to:
https://gallery.mailchimp.com/707171d47c98afea9b6439cf9/files/de8a4dbb-04e9-4964-a9be-1997225f5dcc/RWP_updateFeb2018.pdf?mc_cid=d75410ea50&mc_eid=05e87eeafd
- **Earth Day 2018.** On April 21st the Parks & Recreation Department will be hosting the largest volunteer day of the year. Over the past 10 years the City has hosted Take Care of West Linn Day in May. At the request of some of our dedicated volunteer leaders we have moved the volunteer day to Earth Day, April 21 2018. Each year the City has over 250 volunteers that come out to volunteer at parks throughout the City on this day. This year projects have been chosen at four sites throughout the City: Mclean House and Park, Burnside Park/Maddax Woods, Mary S Young Park and the Willamette Greenway Trail that starts in Willamette Park. Each project site will be treated to morning snacks and beverages. Also, we are proud to announce that the City of West Linn has been selected to participate in Comcast Cares Day. The Parks & Recreation Department applied to be part of Comcast Cares Day for one of our major projects, The Willamette Greenway Trail. As a selected community we will not only have Comcast volunteers working with local residents but there is a grant component where the City receives funding for each volunteer on this project. Each volunteer will also be treated to morning snacks and beverages, lunch and receive a t-shirt. It is great to be selected for this program and hope that it will be a great success for the improvements to the Willamette Greenway Trail. Volunteers can register through this webpage link:
<http://westlinnoregon.gov/parksrec/earth-day-work-day-comcast-cares-day>

That's it for this week.

Respectfully,

Eileen