



Memorandum

Date: April 5, 2018
To: West Linn City Council, Staff and Readers
From: Eileen Stein, City Manager
Subject: City Manager's Weekly Report – April 5, 2018

Schedule

- Waterfront Open Houses. Tonight's open house has been cancelled. PGE asked for more time to review and understand the options we plan on presenting so they may make more meaningful input.
- Public Works Accreditation Dinner. This event will be on April 10 at 6 p.m. at Bugatti's. This is an opportunity to meet with American Public Works Association (APWA) staff and allow them to learn more about the City of West Linn and for the Council to be recognized for their support during the 2+ years to go through the process. Congratulations to Public Works!
- 1st Quarter Town Hall. The date for this event is April 12 and will be held at the Police Department Community Room. The focus of this Town Hall will be information about the GO Bond.
- Forest Grove Field Visit. We are working with the City of Forest Grove on a field visit to see their community shuttle service, GroveLink. They have proposed June 27 in the afternoon for this visit, including their afternoon Farmer's Market beginning at 3 p.m. Please check your calendars and let us know if this date will work.

Information Items

- Police Chief Recruitment. This week we announced two finalists for the Police Chief position, Beaverton Police Captain Jeffrey Williams and Lieutenant Terry Kruger who is retired from the Portland Police Bureau. The final phase of the screening process will involve a one-on-one interview with the City Manager, an interview with Police Department staff, and a community reception to meet the candidates. This will all occur on Wednesday, April 18. The public reception will be from 4:30 to 6:30 p.m. at the Police Community Room.
- Minor Reorganization/Appointment of Deputy City Manager. This week I implemented a minor reorganization involving the Community Development, Public Works, and Parks and Recreation departments. As you know, John Williams took the job of Community Development Director last year in order to turn his career back toward city government. John's work experience includes overseeing planning, community development, public works, and parks functions. In his short time here John's leadership influence has grown considerably and he shares my desire to impart citizen engagement and customer service values throughout the organization. John's background, shared values (and office location) will enable me to extend my reach through him and more efficiently oversee first floor operations. I have given him the *additional title* of Deputy City Manager and he will function regularly as Acting in Capacity City Manager when I am away. The Public Works and

Parks and Recreation directors will report to me through John and will continue to exercise full control over the management of their departments. They will continue to be members of our City Leadership Team. John will keep his title as Community Development Director and will also continue to direct and manage his department. There is no increase in FTE associated with this minor reorganization and appointment, only a minor increase in merit pay.

- Election. Ballots for the May 15, 2018 Primary Election will be mailed on Wednesday, April 25.
- Business License Software Update. The business licensing software did not go live on April 1 as attempted. Currently our business licensing site has a short notice explaining we are making final preparations for a new portal launch. We have posted a fillable PDF that Finance will process manually to register new businesses over the next two weeks. The setback relates to our new service vendor CitizenServe not being able to complete data migration by April 1. The data migration from our old system is critical to financial and demographic reporting in the new system. Secondly we did not feel the site had a finished enough look for it to go live and we are using these next two weeks to improve that polished look. IT Director Shane Boyle has invited two members of the Economic Development Committee to review the new business licensing site and provide feedback.
- Metro Area Communications Commission/Willamette Falls Media Report. Following a citizen presentation from Richard Marlow at an early February council meeting the City Council requested staff complete a vendor research project on the cost benefit of continuing with our current franchise agreement/meeting broadcaster vendor Metropolitan Area Communication Commission (MACC) or making a switch to the vendor Richard Marlow recommended Willamette Falls Media (WFM). The IT Director has completed a bulk of that research and a first draft of the research report has been started. The report will be completed by next week.
- Park Master Plan Update. The Park Master Plan update process is coming to conclusion. The tentative plan adoption involves a work session with the Planning Commission on April 4 and hearing on April 18. The Council will then have a work session on May 21 and hearing on June 11. At present, these are all tentative dates. Once staff receives the draft final report and has a chance to look at the work required, staff will have a clearer sense if this time line will work.
- Earth Day 2018. On April 21, the City 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. However, this year our dedicated park volunteer leaders requested moving this day to Earth Day. Each year the City has over 250 volunteers that come out to volunteer at parks throughout the city on this day. This year there will be projects at four sites throughout the city: McLean House and Park, Burnside Park/Maddax Woods, Mary S. Young Park. The fourth site, the Willamette Greenway Trail, was selected for additional distinction as a Comcast Cares Day site! As a selected community and project, we will not only have Comcast volunteers working with local residents, but there is also a grant component where the City receives funding for each volunteer on this project. We are excited to welcome volunteers improving parks throughout our community and to be part of the Comcast Cares program and know that it will be a great success for improvements to the Willamette Greenway Trail.

That's it for this week.

Eileen