

Memorandum

Date: October 4, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – October 4, 2018

Schedule Items

- The next work session on the GO Bond will be on November 5 and will involve the presentation of the webpage and the financial dashboard.
- The November regular meeting is scheduled for Tuesday, November 13, due to the observance of Veteran's Day. City Hall will be closed on Monday, November 12.
- I will be out of state from November 15-18, 2018 attending the planning committee meeting for the 2019 ICMA Conference in Nashville, TN.
- A review of the Willamette Falls Media report you received Monday evening is scheduled for the November 19 work session. Shane will compare this report with the analysis he prepared earlier this year, comparing MACC and WFM services.

Information Items

- New Councilor Orientation. Administration staff met with the incoming councilors to begin the orientation process. I envision several of these meetings through December to cover all the necessary topics and prepare them to take their seats. They were encouraged to start following council meetings via live streaming or in person, but preferably the latter. Topics covered this week included resource materials to start reading and/or becoming familiar with: City Charter, Council Rules, Comprehensive Plan, Municipal and Community Development Codes, etc. The next session is being arranged. If continuing councilors are interested in these sessions please let me know.
- Right of Way Maintenance. In follow up to previous Council discussion and direction, a letter will be going out next week to all property owners (approximately 400) who have noxious vegetation in the ROW adjacent to their property. This provides them with a month to get the areas into compliance. The letter explains the rationale for this change, provides the appropriate code language, and offers assistance identifying the areas if folks are unsure. We appreciate the Council's support on this policy; as you know it will allow City staff to focus limited resources on higher priority street maintenance issues. Note this does not include the larger ROW area previously discussed by Council; staff continues to maintain that area at this time, and will be providing Council a cost estimate and inventory of any similar areas, as requested.
- Tort Claim Notices. This week you received a tort claim notice. Multiple police agencies, including West Linn, were named in the notice. The question was raised whether an executive session is needed to discuss the case. Just a reminder, while the Council requested to be notified when such notices are filed, not all notices proceed to an actual tort claim filing. When they do, we will

schedule time to brief the Council. Hopefully, the Council is comfortable with this approach to make best use of its time. The City Attorney and I will develop a standard accompanying statement that briefly points out when there is only a notice of claim rather than a concrete claim.

- West Linn-Wilsonville School District ‘First Responders.’ This week the School District conducted another “first responders” breakfast. This is a quarterly meeting where District staff, police, fire, and other District and City personnel come together to discuss and coordinate on emergency response issues. The session this week involved ‘table top’ emergency scenario planning around student athletic events. Scenarios included a brush fire on an adjacent hillside during a high school football game and an aggressive parent at a basketball game threatening to retrieve a weapon from his vehicle. These were just scenarios. I wouldn’t normally report on these types of joint planning events, but wanted Council to know this type of coordination is occurring and is another ‘behind the scenes’ look at how the City and School District work together.
- City Website Update. The template upgrade for the City of West Linn website is nearing completion. This project has taken considerable amount of Administration and IT staff time, primarily because it is being done as time allows – the project has taken over 350 labor hours collectively, to date. Items remaining include redesigning the Library and Parks & Rec departmental pages so they are consistent with the formatting of the rest of the department webpages, and “un-publishing” irrelevant content to clean up the website and make search results more relevant. Items that will require supplemental attention to facilitate roll out include test driving by stakeholders, review by the Council, and staff support to prepare information about a community launch. We are hoping to have all these steps completed and launch the new website in December.
- West Linn Alliance for Inclusive Community. Chief Kruger and I attended a meeting of the WLAIC this week at the request of the Alliance. We responded to several questions posed, including what is the city manager’s role as it relates to current litigation involving the department, the general culture of the police department, what steps are being taken to foster a culture of change in the department, the status of current arbitration and litigation, city and departmental policy regarding employee use of social media on their personal time, and efforts to ensure transparency as it relates to lawsuits involving employees. The WLAIC is working on a joint event with Lake Oswego to hold a multi-city event in April 2019. They are also working on a small grant to the Oregon Cultural Trust Foundation related to a play-dialogue event planned for the future. We pledged general support for both these efforts on behalf of the City of West Linn, but would like more information before the City making a firm commitment.
- Staffing Updates. We are still evaluating the applications for Community Relations Coordinator which is slow-going due to our reduced staffing and high workload. The finalist for the second Police Captain position is in background checks still, but the plan is to have that person on board by mid-October assuming the candidate clears background checks. I am also collecting feedback from department heads about the effectiveness of our interim solution for legal services.

That’s it for the week.

Eileen