



## Memorandum

Date: January 10, 2019

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – January 10, 2019

*Happy New Year 2019!*

### Schedule Items

- There will be no Council meeting on January 21 due to the MLK Holiday. City Hall will be closed.
- 2019 Council Goal Setting Retreat. Scheduled for January 17 & 18, 9:00 a.m. to 5:00 p.m. at the Satter Community Room at WLPD. The public is welcome and encouraged to attend.
- 2019 State of the City. The Mayor's State of the City Address is scheduled for February 28 at 6:00 p.m. at the Library Community Room. Save the date!

### Information Items

- New Community Relations Coordinator. We are excited to have our new Community Relations Coordinator, Alicia Shroyer, on board. Alicia joins our team with a background in promotions and marketing, social media, and public relations. In addition to her marketing background, Alicia also has experience with event planning both on the large and small scales, fundraising, and creating brand awareness. She was also responsible for writing and editing presentations, press releases, and email newsletters. We are excited to have her on staff. While Alicia is in a learning mode, please continue to send your requests for work to me or Dylan.
- Police Department Staffing Updates. Chief Kruger is pleased to report the continued progress, confidence and success of our newest police officers who were hired this past year. Officers Sean Doran, Bill Snell and Kyle Scott have completed their field training programs and, although they still are on probation, all three are now in solo status and serve our city with dedication and respect. Officer Carolyn Eide has advanced to phase four of the five phases of field training and is exceeding all expectations. Officer Scott Swingle will be graduating from the State Academy on the 18<sup>th</sup> of January after completing 16 weeks of Academy training. We are very proud of his performance at the academy level and look forward to Officer Swingle beginning phase two of our field training program back here with us. In the past two weeks, we have interviewed 36 applicants for our three remaining officer vacancies. Our new Property Evidence Manager, Sarah Liggett, is also performing above our expectations and has been a wonderful addition to our team, along with our new Chaplain Alex Cross.
- Truck Safety Enforcement. You may recall that the City has entered into an intergovernmental agreement with ODOT, as it has with police agencies throughout the State, to enforce truck related violations and educate drivers. Truck crashes have a much greater risk for injury or death and result

in much longer delays in clearing from freeways. These extended delays result in major traffic congestion on arterial streets in our City. I-205 through West Linn is a State-identified truck safety corridor with very little, if any, enforcement via OSP. West Linn PD has 3 Officers and 1 Sergeant certified as truck inspectors, who between July and December completed 340 truck inspections, 93 just in November; a record number in the State for all agencies in the pilot project. Our West Linn officer truck inspectors are issuing mostly warnings and requiring safety classes in an effort to educate and reduce traffic crashes and fatalities, not punish drivers.

- Tanner Creek Park and City Hall Parking Surveillance. Following repeated vandalism at Tanner Creek Park we have installed three security cameras there. This park was already WIFI enabled which will allow the Police Department to be e-mailed when motion is detected on any of the cameras after the park closes for the evening. Likewise, a camera was installed this week to monitor the parking area at City Hall in response to incidents of vandalism. A City policy governing security cameras was drafted in 2017 which protects City staff and patrons from abuse of the system.
- Robinwood Station Meeting. Consistent with Council's direction at the December 17 Work Session, we have reached out to Friends of Robinwood Station (FORS) to discuss their role in renovation of the building. The first step will involve jointly reviewing the cost estimate from the Mackenzie building assessment and identifying opportunities for FORS volunteers to participate in needed improvements. We will have more to report in the coming weeks as cost reduction options are identified and vetted with State building codes, City codes, and other legal and insurance considerations. Once we get this process underway, we will do a similar outreach for Bolton.
- OGEC Training on Executive Sessions. The following dates are available for OGEC staff to conduct training with the City Council: February 11, 13-15, 20-22 and March 1. We will send out a Doodle Poll to confirm your availability on these dates. Regarding the length of their training: an overview of the provisions of Executive Session (Chapter 192), will take approximately 45 minutes, if you want them to also cover the provisions of Government Ethics laws (Chapter 244) the material will take about 1.5 to 2 hours to present. This time will allow for general discussion and questions. Patty Mulvihill, LOC's General Counsel, is scheduled to come to West Linn on February 4 from 3 to 5 p.m. to provide training on public meetings law as well. As the time draws near, I will coordinate with both to determine who will cover what topics.
- Dan Davis Recycling Yard Update. You may recall that last year the City entered into a new contract with S&H Co. to take over operations of the yard from Recology Inc. This week, S&H informed us that after six months of operation they are not able to cover expenses in the operation and will need to make adjustments to the current franchise or terminate the franchise if unable to cover expenses. City Public Works staff are now working with S&H Co. to try to keep the facility operational. Staff will work to keep the Council updated on the status of the facility moving forward and its potential closure if S&H Co. is not able to continue operations.

That's it for this week.

*Eileen*