



Memorandum

Date: September 13, 2019

To: West Linn Mayor and City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – September 13, 2019

Schedule Items

- Outdoor Fitness Court Ribbon Cutting & Launch. Just a reminder the ribbon cutting and launch for this GO Bond funded project is this Saturday from 10 am to 12 p.m.
- September 16 Executive Session at 3 p.m. This is to complete the City Manager's 2019 evaluation.
- Town Hall Rescheduled. Please note the Town Hall is now scheduled for October 29 from 6 to 8 p.m. The location will remain the Adult Community Center. This event was rescheduled from October 9 after learning it is the date of a major religious holiday and would be a conflict for some citizens.

Information Items

- **All Staff Training Day/Lunch Invitation.** The Council may recall the report I made at the August 5 special meeting about this event in relation to the Volunteer Recognition Event. The All Staff Training Day is scheduled for this coming Thursday, September 19. The focus this year is on safety training, likely in the morning, followed by a catered lunch, and then some type of team building work in the afternoon. The event will involve closure of City Hall, the Library, and other City services for a portion of the day. Council, please join us for lunch at 11:30 a.m. at the Willamette Park Picnic Shelter.
- **Joint Meeting with West Linn Wilsonville School Board.** As the Council may recall, I have relayed that a joint meeting with the School Board in the fall would not likely occur due to the School Board's busy schedule, but perhaps in the winter instead. Superintendent Ludwig reports there is time in the Board's calendar for a joint meeting in February, on February 24, to be exact. This is a fourth Monday and therefore will not conflict with the Council's meeting calendar. In the meantime, the Board Chair and Vice Chair have offered to meet with the Mayor and Council President if there are questions to address that cannot wait until the joint meeting. The Superintendent extends her gratitude to the City Council for the opportunity provided at the September 3 work session to share information about the District's proposed Capital Bond and Local Option Levy. Your engagement was appreciated and thoughtful questions were helpful, she stated.
- **Fire Mitigation Strategy for Wooded Parks and Open Spaces/Work Session Request.** In regard to Monday's request for a work session soon to discuss a fire management strategy for the City's wooded parks and open spaces, time is going to be needed to do the work. The Council may recall my email, dated 8/20/19, responding to various questions that had been raised. This email included discussion about working with TVF&R on a comprehensive fire hazard mitigation strategy for the City's wooded parks and open spaces this coming fall. The Council may also recall the memorandum it received about options for addressing fire hazards at White Oak Savanna, including NW Youth Corps crews, goats, and brush hogs, and associated costs. Before leaving for vacation, I consulted

with TVF&R about getting this work started after my return and that is still the case. As mentioned, I envision consultations with the Oregon Department of Forestry and the Oregon Department of Fish & Wildlife, as the local 'experts' to guide this work. I also envision consultations with the Parks and Recreation Advisory Board and the Public Safety Advisory Board on policy questions that may come up. This will all take time and the work can't be rushed. Furthermore, I am awaiting more specific information to come about the work session request as there were several topics folded into it, including asking for accountability regarding the August 2nd work party, incorporating reference to Chapter 32 of the CDC regarding Bernert Creek, and wanting to hear a report on a comprehensive fire hazard mitigation strategy. So there are a lot of expectations assumed in this meeting request and more information is needed to understand what is expected, how to prepare, and what would be the best outcome for the meeting.

That's it for this week.

Eileen