

Memorandum

Date: November 7, 2019

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

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – November 7, 2019

Schedule Items

- Celebration of Retirement for Ken Worcester, November 22, 5:00 to 7:00 p.m. @ ACC
- LOC Municipal Fundamentals Training, Forest Grove, December 5, 2019, 1:00 to 5:00 p.m.

Information Items

City Manager's Website Task Force. The update of the City's website is nearing completion. Part of the update involved convening a task force of citizen users to get feedback on the look and usability of the new look. We solicited from citizen advisory groups and neighborhood associations and had a great turnout. Attendees were given various search assignments and asked to find certain information. Then there was a general discussion about the experience each one had and where improvements still need to be made. It was a great success with those attending being complimentary of the new look and appreciating the opportunity to help with the beta testing. The new website should be ready to roll out later this year or early next. Kudos to Dylan Digby, Alicia Shroyer (and Courtney Flynn), Shane Boyle, Cheryl Hill, Rick Peterson, Ken Warner, and Jarrod at Muni Code for their work on this project.



That's it for this week.

Eileen