



City Manager's Weekly Report

Date: April 9, 2020

To: Mayor Axelrod and City Council, City staff, and West Linn community

From: John R. Williams, Interim City Manager *JRW*

After sending many email updates to Council and community over the past month's emergency and providing frequent reports to Council in meetings, I am hoping to get the weekly written report going again.

Calendar notes

- **Council Meeting April 13.** This meeting will again be conducted virtually using Webex. It starts with a 2 PM Executive Session.

Informational updates

- **Coronavirus Response.** Staff continue to respond robustly to impacts from COVID-19 across all City departments. Emergency Operations Staff maintain communication and biweekly videoconference calls with the County EOC and other local jurisdictions and are compiling documentation in support of our response. We continue to monitor the ever-evolving release of news and public health guidance, apply and disseminate it as-needed to respective City departments, agencies, and our citizens.

Information on a variety of available City and County resources during this difficult time has been placed in West Linn Tidings ads and is being put in this month's utility bill mailing to reach vulnerable populations and those without digital access. Resources include City phone numbers, food resources, mental health lines, WLPD prescription delivery service, grocery store shopping for vulnerable populations, utility bill assistance, Library virtual programming and Parks online services.

This week we closed both Cedaroak and Bernert Boat Ramps. This was a difficult decision, especially as the weather is improving, but was done in the interest of public safety as many other boat ramps in the County have closed, leading to significant public health and sanitation issues at West Linn's boat ramps.

We continue to work closely with our partners at TVFR and the WLWV School District and have helped to share new information from them. This week TVFR announced a voluntary burn ban, expressed their need for PPE, and wanted to make the public aware of their extensive use of sustainable PPE during medical calls which may otherwise surprise citizens. WLWV announced details of their extended school closure, which we also shared, along with their continued technology and food distribution efforts.

Please visit westlinnoregon.gov/coronavirus for the latest information.

- **Police Prescription Drug Delivery.** Our WLPD Prescription Drug Delivery Program has started. Police staff are using careful precautions to protect high risk recipients and themselves, thanks in great part to West Linn and Wilsonville robotics teams “WLHS To Be Determined” and “FRC Team 1425 Error Code” who 3D printed and assembled protective face shields for WLPD and other local first responders! We are working through some logistical issues starting the delivery program, but citizens are starting to take advantage of this great resource to stay home and safe. Thanks to the staff who are performing this community service.



- **Library services.** The Library continues to add content to our various online platforms. We reduced the age for E-cards to 5 years old so we can better serve our patrons and their needs. These are for patrons who do not have cards presently and we can get them a card online that will enable them to use all of our online content, including e-books, audiobooks, Kanopy (our online streaming service), and all of our databases. We continue to answer reference questions via email and voicemail. We have also suspended all fines from the time of our closure to after we reopen. This will allow for people to keep all of their materials until we are back up and operational without any penalty.

Library staff partnered with the West Linn High School robotics team who have been busy building COVID shields for medical personnel using their 3-D printers. We were able to get them a large quantity of filament as they were running out and the demand was very high for their product. All of the mask/shields are being donated to local hospitals. The Red Cross was able to successfully use the Library community room for a blood drive this week which had every appointment booked. We have offered the community room as a place for blood drives going forward whenever needed, as it seems to be a really good fit for their operation. Our community has responded very positively to this, and we hope to schedule more going forward.

- **Staff service anniversaries.** Congratulations to Gill Bjerg, Senior Accounting Clerk in our Finance Department, who reached her 25-year anniversary working for the City of West Linn recently. Her loyalty and dedication is very much appreciated. Without her work overseeing payments and invoicing the City would grind to a halt!

At the Library, Youth Services Manager Sarah Flathman and Library Page Dan Hoffman both reached five years with the City. I think it’s safe to say the past month was utterly different from their first 59 months with the City...and I’m sure they’re looking forward to the day when our patrons are able to visit the library again.

- **Parks and Recreation updates.** Thank you to all P&R staff who continue to provide much-loved services and facilities, although sometimes in new ways! Here’s a sampling of work they have done just in the last few days:
 - Recreation staff are partnering with Finance Dept staff and have begun calling the West Linn’s vulnerable population – staff have reached out to 120 people so far!
 - Recreation staff created online find-the-egg game on Facebook.
 - Recreation Staff created Easter Egg Scavenger Hunts.
 - Recreation staff, while physical distancing, worked on City Hall landscaping.
 - Parks Maintenance continued monitoring all parks for Covid-19 signage, barricades and closed areas in parks.

- Park Maintenance rebuilt pedestrian bridge at Sallie Ilahee Park.
 - Park Maintenance continued athletic field, park and open space mowing.
 - Park Maintenance coordinated and executed the closure of 2 boat ramps.
 - Contract Signed for Tennis Court repair and re-surface at Tanner Creek park.
 - Contract signed for ADA upgrades in McLean House – restroom and hallway.
 - Minor repairs and renovations scheduled at Adult Community Center during facility closure.
- Finally, thank you to Julie Morris in HR who has been keeping morale up for City employees in many different ways while working mostly from home. Last week she asked everyone to send in their favorite COVID memes...here are a couple for your entertainment. Have a good weekend!

