

Memorandum

Date: August 4, 2016

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for August 4, 2016

Schedule

- The Upper Midhill Drive (Chene Blanc Subdivision) Denial Appeal Public Hearing is set for August 15th at 6:00 pm. Council re-opened the public record to allow the submission of the May 4, 2016 letter. Any citizen comments are due to Associate Planner Jennifer Arnold, jarnold@westlinnoregon.gov, by August 10th at 5:30 pm. Marylhurst Place Home Owners Association will have their comments completed by August 10 and the Applicant will respond to those comments by August 12th.
- Friday, August 5th is a closure day for City Hall.

Information Items

- Performance Objectives for First Six Months. Thank you for your time Monday night. This is what I heard in terms of performance objectives for this first evaluation period. Continue getting my arms around issues facing the city; assess department operations; make recommendations on how the organization should be structured and what are priority issues; and stay focused on the big picture versus the whims of individual interests. If you have anything else to add, let me know.
- Community Development Director Recruitment. I have initiated the recruitment process for the Community Development Director position. Because of the importance and visibility of this position to the community, Prothman and Associates will help with this process. This will be an external recruitment and no doubt we will draw candidates from within the Pacific Northwest, perhaps beyond. The schedule laid out has the position being filled by the end of October. There will be an opportunity for stakeholders to provide input on the qualities and characteristics of this position. This information will assist me in making my hiring decision.
- Clackamas County Board of Commission Town Hall. The town hall event on August 3rd at West Linn High School went well, I'm told. It was not particularly well-attended. Those attending principally lived in West Linn or Stafford. Most folks wanted to talk about the proposed Fuel Tax. All but one individual were supportive. That individual preferred a vehicle registration fee.
- LOC Legislative Priorities. The results of voting on the League of Oregon Cities (LOC) legislative priorities for 2017 has concluded. The top four priorities are: 1) Property Tax Reform, 2) Recreational immunity restoration, 3) Developing a Comprehensive Transportation Funding Package and 3) PERS Reform and Funding. Three other priorities emerged from the voting as strong finishers which the League will act on as the opportunity arises. These include: 5) Housing Assistance, 6) Water and 7) Mental Health (protect investments made in 2015)

- Property Purchase. The City's offer on 5.5 acres for a trail connection was accepted by the seller. We are in the due diligence process on this purchase and will present it for Council approval in about 45 days. The Council was briefed on this sale in Executive Session a couple weeks ago.
- Summer Reading Program. Summer is nearing its end and more than 428,000 minutes have been read by participants in the Library's Summer Reading Program. Of the 1,594 children who registered for the program 21 percent have already completed it. The teen registrants (487) are right behind them with a 20 percent completion rate thus far and the adult registrants (497) have a 14 percent completion rate. We want to encourage all our summer readers to keep up the good work and keep on reading!
- Emergency Operations Plan Update. The City of West Linn is one of six cities in Clackamas County in need of updating its Emergency Operation Plans. West Linn's current EOP expires May 2017. The County is working with Ecology and Environment, a Portland based firm that does this work. Randy Crebs is taking the lead on this project and consulted with E&E this week. Stay tuned as we collect more information about this needed update.
- Youth Advisory Council. Attached is a table showing surrounding cities expenses associated with the Youth Council attending the National League of Cities conference in Washington DC and how they are funded. Council will need to decide if this is an expense West Linn would like to incur and if so, how much they would like to contribute towards this endeavor.
- Municipal Fiber Task Force. The first meeting of the task force is August 9th at 6:30 p.m. The task force will begin discussing proposal evaluation criteria in advance of proposals which are due August 19th.
- Municipal Court Operations. Municipal Court Judge Rhett Bernstein has determined the need to increase the number of court days from two to four days per month. He will be contacting the Council directly about this. Staff will be meeting with him soon to determine the administrative support needs to run court two extra days per month.
- Abandoned House Demolitions. We are still trying to negotiate the mitigation for the West A Property with SHPO, but the Bolton NA has agreed to work on the interpretive sign design if SHPO accepts it in concept. We are moving forward with the HAZMAT surveys on both properties and will begin seeking demolition bids after the HAZMAT Reports are back to us.
- Salamo Traffic Congestion on Sundays. Last night at the Barrington Heights Neighborhood Association, there was discussion about traffic congestion on Sunday morning during services at Willamette Christian Church. Representatives of the church were in attendance and there was a good discussion of factors contributing to the congestion, including the closure of the Haggen grocery store is probably sending more traffic up the hill. Neighbors and church officials had a good discussion of what can be done to mitigate the effects. Feedback for the city was to do a better job of explaining whether there are code violations, having a dialogue with Clackamas County about the need for a connection of Brandywine and Bland Circle, and optimizing traffic flow from the 10th Street off-ramp all the way to Rosemont.
- Grading Violation. I'm aware we are processing a grading violation in the Robinwood neighborhood which just surfaced today. If you hear about it, I wanted you to know it's on the radar screen and we will follow up next week to make sure the property owner secures a permit.

National League of Cities Conference: Youth Advisory Council

- Registration Cost: \$110 per student/staff (who would not normally attend)
- Hotel: ~\$300/room
- Airfare : ~\$400/person

Funding Options:

- City Funded
 - ~\$1,200 surplus from FY 2016 Council Fund
 - ~ \$28,000 surplus from FY 2016 Admin Fund
- Fundraising and/or Parent Funded
- Hybrid

City	Number of Students	Cost/Students	Funding	Notes
Beaverton	6	~\$1,000	City	<ul style="list-style-type: none"> • Students pay for extracurricular activities • 9-11 graders eligible, submit an essay to be chosen.
Happy Valley	11	~\$2,000	City	<ul style="list-style-type: none"> • First two years only upper classmen went, now whole board attends but every other year.
Tigard	2-4	\$5,000	City	<ul style="list-style-type: none"> • Previously Councilors donated some of their travel funds. • City now has a Youth Council line item.
Tualatin	5	~\$1,000	Mayor and Fundraising	<ul style="list-style-type: none"> • See attached sheet for budget • Save \$ by using City Credit Card for food rather than per diem/student