

Memorandum

Date: December 2, 2011

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager

Subject: Work Session Agenda and Other Items

December 5 Agenda

The Council is scheduled to meet in a work session December 5 at 6:00. Items on the agenda are:

- Listening Tour Presentation. Greg McKenzie who facilitated the Council's Listening Tour will provide a presentation of the information received at both the Listening Tour stops as well as the on-line survey. It is anticipated that this information will help inform the Council regarding its goal setting for 2012. Mr. McKenzie will provide the information at the Council session.
- Review of the December 12 Agenda
- Executive Session. The Council will be meeting in Executive Session under ORS 192.660(2)(i) to review the performance of the City Attorney.

Miscellaneous Items

Community Survey

Following a request for Proposal process, staff has selected a consultant to conduct the 2012 community attitudes survey. This survey will take place in January 2012 so that the results will be available prior to Council goal setting. I am requesting that the Council appoint one of its members to review the questions with the surveyor and staff to ensure that we have included an appropriate list of topics for the survey.

Council Liaisons

We have added appointment of Council Liaisons to the Council's December 19 work session agenda. In 2011, the order by which the Council selected boards/committees for liaisons was: Councilor Cummings, Councilor Tan, Councilor Carson, Mayor Kovash, Councilor Jones. Seeing that this is the second of the two-year Council cycle, we would suggest the Council reverse the order this year.

Committee Appointments

As of this date, we have received only 4 applications to fill positions on committees and advisory boards. We currently have approximately two dozen positions which will come open on January 1. I would encourage councilors and community members to identify individuals who might be interested in volunteering to serve on one of these committees.

Electronic Records Management

Earlier this year, the Council approved an Intergovernmental Agreement with the Secretary of State's Office and a contract to convert to an electronic records management system. This conversion requires a significant amount of effort on the staff's part and is a major step in the process of bringing this agency into the 21st century. Deputy City Recorder Teresa Zak has been working on this project and has provided the attached update.

Attachment

Memorandum

Date: December 2, 2011
To: Chris Jordan, City Manager
From: Teresa Zak, Deputy City Recorder
Subject: TRIM Update

Accomplished to date:

- Direct connection to Baker City completed
- State education continuing
- Assessed equipment and technical requirements
- Visited City of Portland and Portland PD to view TRIM program and gain insight.
- Met with departments and employees on individual basis to discuss clean up of e-mail and shared drives ; supplied transition tools
- Created a city wide shared drive folder containing an Employee's Guide to Record Management, FAQ's, instruction sheets, and questions and answer page.
- Set up department liaisons
- Started Users Group for the cities in the States pilot program

Next steps:

- December 9, 2011 meeting with State to check current scanning station set up, discuss equipment and software needs, look at structure and organization of network drives and establish records inventory meetings with employees. Discuss the logistics background information on the City and departments
- Continue cleanup with employees
- Continue users group to establish policy and procedure
- Build retention schedule
- Build classifications

- Establish file structure and record type
- Develop user profiles
- Link e-mail
- Finalize and deploy configuration
- Installation- prepare, train, and test
- Determine data migration and strategy
- Train power and end users
- Set up training plan