



## Memorandum

Date: May 2, 2019

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

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – May 2, 2019

### Schedule Items

- May 6/OGEC Training. Just a reminder of this training scheduled for Monday, May 6, from 3:00 to 5:00, before the (now) Special Meeting. There is also a pre-meeting Work Session scheduled at 5:00, with a dinner break between 5:30 and 6:00.
- We are in the process of scheduling a Town Hall for May or June, please respond to the Doodle Poll sent to Councilors if you have not yet already and feel free to provide feedback regarding any topics of interest that might focus the discussion and draw community interest. Possible topics suggested so far include: County vehicle registration fee, budget and safe routes to school priorities.
- City Manager Evaluation Process Key Dates:
  - 5/10 – Citizen Comment Due (approx. 15 responses received so far)
  - 5/13 – Citizen Comment Provided to Council and City Manager
  - 5/13 – City Manager Self-Evaluation and Blank Evaluation Form Provided to Council
  - 5/27 – Council evaluations returned to Council Facilitator for Compilation
  - 6/3 – Evaluation Session Held

### Information Items

- Post Office Status Update. Mayor Axelrod and John Williams met with Rep. Kurt Schrader last week regarding the West Linn Post Office. Rep. Schrader recommended that the USPS hold a community meeting to hear concerns and suggestions, and immediately sent a letter to Portland Regional PO staff and the Western Area staff in Denver urging this as the next step. We appreciate Rep. Schrader's time and interest on this topic. We will continue to provide the Council and community with updates on efforts to secure a permanent location for the Post Office.
- I-205 Update. Earlier this week you received word from Lance Calvert that based on the voting of impacted properties, sound walls will be constructed near Blankenship Road, but no sound walls will be built in the Barrington/Sunset area. HB 3209, the bill requesting construction funding for the I-205 project will have a hearing on May 8 at the State Capitol. This will keep the bill alive as the legislative process begins to narrow down. The City's Legislative Advocate, Doug Riggs, is coordinating with Mayor Axelrod and staff to prepare testimony for this hearing.
- Hwy 43 Update. The May 13 Council meeting includes two contract awards related to moving forward with the Highway 43 project. One contract is for arterial roadway engineering design services for Hwy 43 and Willamette Falls Drive; the other is for water utility engineering design services. There is a water line in the highway in need of upgrade before the road work is done.

- **Sunset Park Improvements.** The May 13 Council meeting also includes an agenda item awarding a construction contract for improvements at Sunset Park.
- **Street Widths Policy.** Earlier this week, John Williams sent to the Council and Planning Commission a memo on the topic of the City's 24-foot standard for street widths. Staff reviewed the Municipal Code and the City's Public Works Construction Standards and has determined staff can incorporate decision making without code amendments. The Public Works Engineering staff is now requiring all new subdivision streets to use a minimum 28-foot standard for local streets. The only exception would be in a water resource area or where site conditions require a more constrained width. For now, no additional policy work is needed. Future development applications will reflect this policy direction.
- **Alleyways in Bolton.** The Council may recall the April 18 e-mail from Mrs. Kirkendall about this matter. This is related to a pre-application that took place for a right-of-way vacation at 21765 Willamette Drive, the process of which requires notification of nearby properties. The application has not yet been submitted. The right-of-way in question is not paved, is encroached upon by fences, private yards and vegetation, and is not recommended for future local traffic circulation. The right-of-way vacation process does require a future hearing and Council action. There are a number of unused rights-of-way in the city that fall in the same category. A future project could involve vacating these in total which would alleviate the need for property owner notification by the applicant on a case-by-case basis.
- **Right-of-Way Vegetation Management.** The Council will receive a status report on this matter at your May 6 meeting. This is an opportunity to discuss the pros and cons of vacating all unused right of way, as one effect would be turning back responsibility for vegetation management to the adjacent property owner.
- **Metro Regional Waste Plan.** Metro invites comments on the plan from April 29 to May 20, 2019 at 5 p.m. Comments may be submitted to [RegionalWastePlan@oregonmetro.gov](mailto:RegionalWastePlan@oregonmetro.gov). Following the public comment period, Metro staff will review the comments and then develop the proposal that will be submitted to the Metro Council for consideration. Specific dates are still to be determined for the steps after the public comment period.
  - April 29 – May 20: Public comment period
  - June: First and second readings of the ordinance to establish the committee
  - Mid-June to mid-July: Solicitation of committee member nominations
  - Late July: Council appointment of committee members
  - September: First meeting of committee
- **Management Training on Diversity, Equity and Inclusion.** This week we held our quarterly all management training session on diversity, equity and inclusion topics. The trainer was Tricia Brand, Ed.M., the Chief Diversity Officer and Associate Dean of Student Development at Portland Community College. The training was really an introduction to what is becoming a rapidly complex topic. We will continue to conduct awareness training in subset areas.

That's it for this week.

*Eileen*