

## Memorandum

Date: January 14, 2016

To: Members, West Linn City Council

From: Kirsten Wyatt, Acting Interim City Manager

Subject: Miscellaneous Items

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### 1. Schedule

- The following items have been added to your upcoming meetings:
  - February 1 work session: council rules discussion, city manager recruitment process, youth engagement options.
  - February 8 council meeting: adopt council rules, approve city manager recruitment process.
  - March 7 work session: joint meeting with the CCI.

### 2. City Manager Recruitment Update

- You are scheduled to discuss the recruitment process with representatives from the Prothman Company at your February 1, 2016 work session and to take public comment and approve that process at your February 8, 2016 meeting.
- A Prothman representative will be at the meeting to guide your discussion.
- In addition, the agenda packet available on January 29 will include the materials you requested at goal setting on effective processes, and the anticipated timeline.
- Staff has begun fulfilling your other goal setting request to publicize and promote the opportunities for public comment on February 1 and February 8.

### 3. Charter Language & Utility Rates Inquiry

- Previously, the council requested information from the City Attorney regarding the West Linn charter and the section related to utility rate increases. From Tim Ramis:
  - "I am following up on our December 7, 2015 memorandum which concluded that the minutes of the City Council meeting of March 15, 1999 appeared to validate the correctness of the charter text which is currently published as Charter Section 44.
  - We have now evaluated Resolution No. 99-08 which placed the matter on the ballot. That resolution sheds no further light on the matter and therefor the Council minutes are the best evidence of the intent of the city Council. Because the minutes support the currently published text, we do not recommend any change to the published charter."

### 4. Youth Engagement Options

- Attached please find an overview of different youth engagement options that the city could pursue to get more young people involved with city affairs.
- Note that each option includes varying levels of staff and council involvement.

- We will talk about these options on February 1, so please consider which of the programs you would most like to see West Linn emulate.

**5. CCI**

- The council will meet with members of the CCI on March 7 to discuss the role of a CCI as well as the following items of interest to the council as identified during our retreat discussions:
  - CCI
  - Town Halls
  - Website
  - NAs
  - Staffing
  - Task forces

**6. Council Rules Discussion & Adoption**

- Staff will have a marked up version of council rules to reflect the following items that were discussed at the retreat:
  - Public comment - take public comment at all meeting types
  - Meeting notices - specifically define when notices are posted
  - Multimedia - allow meetings to go later than 10 p.m.
  - Special meetings - do not hold special meetings unless there's an emergency
  - Ex parte communications - develop a process for responding to citizens who make ex parte contact with members of council that is kind, respectful

**Attachments**

- Youth engagement options presentation

# Youth Engagement Options

# Youth council that focuses on recreational activities for youth

- Example: Lake Oswego Youth Action Council
- Accomplishes:
  - Local Government knowledge -- Low
  - Builds Leadership -- High
  - Builds teamwork -- High
  - Council receives advice on youth issues -- Low
  - Improving youth quality of life -- High
  - Develop civic skills and awareness -- Low

# Youth council that focuses on volunteer activities

- Example: Beaverton and Happy Valley
  - Accomplishes:
    - Local Government knowledge -- Low
    - Builds Leadership -- High
    - Builds teamwork -- High
    - Council receives advice on youth issues -- Low
    - Improving youth quality of life -- High
    - Develop civic skills and awareness -- Low

# Youth advisory board that advises council on issues pertaining to youth

- Example: Tualatin and Tigard. (Tualatin and Tigard youth are involved in other activities, like hosting seasonal activities. The rubric below, though, will just focus on advising council on issues pertaining to youth. Council can decide to have a youth council that accomplishes multiple objectives like Tualatin, but the framework I created helps to conceptualize the choices.)
- Staff/Council Involvement:
- Accomplishes:
  - Local Government knowledge -- Moderate
  - Builds Leadership -- Moderate
  - Builds teamwork -- Moderate
  - Council receives advice on youth issues -- High
  - Improving youth quality of life -- Moderate
  - Develop civic skills and awareness – Moderate

# Youth council that is part of council and board decision making processes

- Example: La Pine, Oregon
  - Accomplishes:
    - Local Government knowledge -- High
    - Builds Leadership -- High
    - Builds teamwork -- Low
    - Council receives advice on youth issues -- High
    - Improving youth quality of life – Low (not directly)
    - Develop civic skills and awareness – High (but concentrated in just a few youth)

# Learning programs that allow youth to learn about local government operations

- Example: Hillsboro, Oregon
  - Accomplishes:
    - Local Government knowledge -- High
    - Builds Leadership -- Low
    - Builds teamwork -- Low
    - Council receives advice on youth issues -- Low
    - Improving youth quality of life – Moderate (helps youth explore career options)
    - Develop civic skills and awareness – Moderate/High



A quick way to engage and see a lot of faces though without as much depth – [“If I were Mayor” Contest](#)

- Example: La Pine, Oregon
  - Accomplishes:
    - Local Government knowledge -- Low
    - Builds Leadership -- Low
    - Builds teamwork -- Low
    - Council receives advice on youth issues -- Moderate
    - Improving youth quality of life –Low
    - Develop civic skills and awareness – Moderate