

Memorandum

Date: June 30, 2016

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: Weekly Report for June 30, 2016

Greetings! This is my first weekly report. I appreciate everyone's patience as I've been getting settled and spending most of my days in meetings internally, locally and regionally, getting to know people and issues facing the City of West Linn. For now, I'll follow the usual format, but reserve the right to modify this format to suit my particular communication style and the needs of the city. But I will continue to communicate weekly, unless some unforeseen circumstance comes up.

Schedule

- The next City Council meeting is July 11th and we are putting that packet together right now.
- On July 18th the Council and Planning Commission are having training at 5:00 pm with City Attorney Tim Ramis on land use and public meeting procedures. This will be followed by a work session starting at 6:00 pm to provide updates on the Hwy 43 project, Arch Bridge and some Metro planning grants staff would like to pursue.
- The Upper Midhill Drive Denial Appeal Public Hearing is set for July 25. Notices have been sent out.

Orientation

- As mentioned, I've spent my first few weeks at the City getting to know the department directors, staff, mayor, councilors, and citizens. I have attended neighborhood association meetings, chamber events, regional meetings and retreats, and staff meetings. I've met with several citizens on concerns regarding specific property issues. I appreciate the warm welcome I am receiving. My schedule is already becoming quite full, but if anyone desires to meet with me, they can just call Kathy Mollusky at City Hall.

Information Items

- We have issued the Temporary Occupancy Permit for the LOT Admin Building, following the determination that the conditions for temporary occupancy have been met.
- On Monday, we learned an appeal with the Land Use Board of Appeals (LUBA) was filed on the Sunset School property. We are awaiting formal notice and will begin preparing the hearing record for submittal to the state.
- General Store – Planning staff met last week with the owner of the General Store about the possibility of rezoning this parcel to remove the split zone (commercial/residential) and make it entirely commercial.
- WES Rate Increase – The City was notified this week by Water Environment Services (WES) that, effective July 1, 2016, the wholesale sanitary sewer month fee will increase from \$20.00 to \$21.50 per month.

- Park Tour – On Saturday, June 25, the Park Advisory Board took a tour of the city's parks as part of the upcoming Park Master Plan update. It was a great tour, great discussion and collegiality. Nice work.
- Oregon Local Government Fellowship Program – We have a 'fellow' Craig Wiroot who starts with us on July 1st. He will support the Arch Bridge project.
- City Services Survey – As you are aware, City Hall currently operates on a 9/80 work schedule. This is a year-long pilot project, the terms of which are identified in a Memorandum of Understanding entered into last September. I am currently familiarizing myself with this type of work schedule and am evaluating its advantages and disadvantages on customer service and employee satisfaction. Part of this evaluation will involve a city services survey which is just being finalized and will be out on Survey Monkey quite soon. We want to hear from the community about how they utilize city services provided at City Hall and when.
- Tri Cities Treatment Capacity – Following the Council's discussion on Monday, today we were informed that Janecki has withdrawn its proposal for the alternative treatment system, so the traditional digester system will be pursued. This negates the need for a resolution so that item will be pulled from the July 11th meeting agenda.
- CDC Code Update – As you know, there are various aspects of the CDC being reviewed right now by the Planning Commission and the Committee for Citizen Involvement. A set of code changes is scheduled for a public hearing at the July 11th meeting. (I apologize for not knowing which provisions, just yet.) I've asked John Boyd to explore grant sources for a comprehensive update of the CDC. This will take some time to accomplish, but it's really the better way to go in the long run.

Okay, that's it. I'm sure there are a gazillion other things to brief you on. I'll get back into the habit of keeping a tickler list for future updates. If you have any questions, please give me a call or e-mail.

Eileen