

## Memorandum

Date: October 6, 2016

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for October 6, 2016

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### Schedule

- An Executive Session was added to the 10/10 Regular Meeting agenda. This Council will recess into this session just before the agreement with the Trust for Public Lands.
- A second item was added to the 10/17 Special Meeting agenda which is a resolution modifying the composition of the CCI. See below.

### Information Items

- CCI Quorum & Bylaws. At the last couple of meetings, the Committee for Citizen Involvement has been unable to achieve a quorum to conduct business. The Council liaisons to the CCI would like the Council to consider changes to the CCI bylaws that would restructure the committee's composition.
- PERS Numbers. The PERS Board met last week and announced the new employer rates for the next biennium. The City of West Linn's PERS rates will be increasing by 4.84% (from a total of 21.64% to 26.48% of payroll). This equates to an extra \$500,000 per year in additional PERS costs, meaning we will need to absorb an extra \$1 million in our next biennium budget. The Council may recall that \$450,000 was set in the current biennium's budget.
- Phone System Purchase. IT is moving forward with the purchase and installation of a new city phone system which was included in the budget for the IT Department for FY16 & FY17. The department has completed the interview process on four major system manufacturers and selected the preferred product line. The next step will be publishing an RFP for procurement of the preferred system. The purchase contract will be brought to Council for approval in November or December 2016, with full implementation completed prior June, 2017.
- Notice of LUBA Appeal Filed. This week the City received a notice of intent to appeal the Council's decision on the Upper Midhill Subdivision to the Land Use Board of Appeals. Legal staff will begin compiling the record for this matter.
- LUBA Appeal on Sunset School – The production of the hearing record is still in progress with the court's demand for the original video of the appellant's hydrology expert. The court rejected the hyperlink of the video to YouTube which is how the content was first conveyed. The City is trying to get this material from the appellant. Once the record is complete, the appellant will have 21 days to file a brief, followed by the School District's brief filing 21 days after that.
- Economic Development Specialist Services. In response to the City's Request for Proposals, the City received one proposal which came from Morgan CPS. John Morgan was interviewed earlier this week which included a discussion of his approach for the October 10<sup>th</sup> presentation on the future of the planning effort for the Arch Bridge area. We have prepared a new contract for his services.