

Memorandum

Date: January 13, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for January 13, 2017

Just a reminder, City offices will be closed on Monday, January 16, in observance of Martin Luther King Day.

Schedule

- You have a Special Meeting on Tuesday, January 17, at noon to consider the IGA related to the Savannah Oaks Park project. The meeting is in the Rosemont Room.
- The Council Goal Setting Session is scheduled for Friday, January 20 & Saturday, January 21 from 8:00 am – 4:00 pm. We will hold the retreat in Council Chambers.
- The State of the City is scheduled for Tuesday, February 28 at the West Linn Library. We will have appetizers at 5:30 pm in the Community Room followed by the State of the City at 6:00 pm in the main part of the library. The Robert Moore award will be awarded this night also.

Information Items

- Staffing Update. In the rush of the holidays, I am not sure I shared that Senior Development Engineer Khoi Le resigned to take a similar position with the City of Tigard. While we regret losing him, it means a shorter work commute for him. We are recruiting for this position now. This week we also opened a recruitment for Assistant to the City Manager. This will replace the Assistant City Manager position. We are also working on a contract for Interim Finance Director Services following the resignation of Richard Seals and the impending FMLA leave for Assistant Finance Director Lauren Breithaupt.
- Clean Up from Snow Event. As you know, we had quite a snow event this week! Kudos to Public Works and Police for their efforts in clearing snow and downed trees, and coming to the aid of citizens and stranded motorists. Lance is working on an idea to assist homeowners with tree clearing and will have more details next week. Public Works is also clearing catch basins today in advance of next week's rain. They are also assisting the School District to clear parking lots in advance of schools returning to session next week. Finally, they are triaging calls for clean up on local streets.
- Book Drop Dedication. On January 27 at 11:00, the West Linn Library Foundation, in partnership with the West Linn Library, and Pacific West Bank are planning to unveil a new Library Book located in front of the Pacific West Bank at 2040 8th Ave, in the Willamette Marketplace Shopping Center. There will be a short ceremony and ribbon cutting that day. Please join in on the 27th for this special ceremony.
- County Position on Right of Way Fees. Just wanted to call your attention to the email I forwarded to you regarding the County Commissioner's position on right of way fees, adopted this week in concert with their legislative priorities for 2017. There is a link to that document in the email.

- I-205 Paving. Also FYI, ODOT will be paving I-205 from I-5 to Abernathy Bridge this summer. I just asked Courtney to put information out about this on-line open house for paving of I-205 between I-5 and Abernathy Bridge this summer. The on-line open house is from January 9 to 27th.
- JPACT Decision on Hwy 43. Next week we expect JPACT to be making its funding decision/recommendation on Hwy 43. The project is faring well after your hard effort to advocate for this project. This week Kelli Brooks e-mailed to make sure the City's match was secured. Lance replied that it is. Hopefully, things will sail through fine at the meeting.
- PSU Class Begins Winter Term. This is just a reminder that the class I co-teach on Public Works for the Local Government Management program at Portland State is this term. I will be busy on Wednesday evenings for the next 10 weeks with this class.