



Memorandum

Date: June 8, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for June 8, 2017

Schedule

- A special meeting has been added to the Agenda Calendar for Monday, June 26th at 1 p.m. to discuss the City's legal services and language for a possible City Charter amendment. Please let me know your expectations if we should have the ballot title, question and summary also prepared for this meeting.
- The 2nd Quarter Town Hall will be rescheduled for Wednesday, June 28th. After hearing back from Council members and considering other events that week, we determined this was the best day. (See next point.) A possible topic for the Town Hall is the 2018-2019 Budget and/or the possible bond measure.
- On June 29th a public outreach event has been scheduled which you all may wish to attend. It is, the visioning process for the Parks and Recreation Master Plan. All City advisory committees and board members have been invited to this event.

Information Items

- City Manager's 1-Year Performance Review. The comment form is now on-line and responses are due to the City Attorney's Office by June 12th. My self-evaluation will be produced by June 23rd and the evaluation session is scheduled for July 10th.
- Retirement Announcement. Chief Timeus has announced that Sgt. Dave Kempas will retire effective August 1st after 29 years of service to the West Linn Police Department.
- Management Compensation. In follow up to the discussion Monday night about management compensation, it turns out that the Human Resources Director has conducted a more recent market comparison. I've asked her to write up a memo conveying the City's policies for management compensation and her recent work. I will forward the memo to the Council when it is ready and we can schedule a future work session on this topic if needed.
- Stafford IGA Signing Ceremony. Today, Metro held its hearing on the revised findings, both for Multnomah County and Clackamas County, with the intent to adopt the revised findings and approve the IGA next Thursday, June 15th. The details for a signing ceremony are being worked on.

- Robinwood Station. In follow up this week's Council meeting, the IT Director will move forward with the installation of WiFi at Robinwood Station; but apparently we've learned Sunset Station is not served. In fact, the direction has resulted in a request by Parks and Recreation to install WiFi there. This brings up issues for me about consistency and equity in the management and programming of our city facilities, but that's a longer term matter.

Meanwhile, Community Development will move ahead with the City Attorney on "Option 3" to clarify the land use approval for Robinwood Station. This will involve a stop at the Planning Commission. The follow up staff discussion did raise the question about whether a "fourth" option might be simply allowing all city facilities to be outright permitted uses in a R10 (or any residential) zone. This would eliminate the need for any land use approval process for city facilities. I would appreciate the Council's thoughts on this idea.

- Council Task Tracking System Update. The IT Director is working on a web-based platform which Council will eventually have access to after it has been populated with the data in the spreadsheet the Council has seen before. The Council will be able to look at the log anytime.
- Phone System Update. The new phone system for the City is nearly complete and will be finished by the end of June. If you have received no complaints about communicating staff as it relates to the phone system, then it will have been a successful transition.
- Website Update. The IT Director is also working with Aha Consulting to make improvements to the Website including Main Page improvements, conducting staff training on content management, and securing quote for continual content management services with Aha.
- Comcast Service Update. We have been notified that Comcast has released 1GB of service to all residents in the Portland metro region. Shane is working with Comcast representatives to make a report to the City Council about this service at a future Council meeting.
- Water Line Damage/Boil Notice Issued. This week we had a water line that had been hit by a contractor on a 10" water main that runs parallel to Santa Anita Dr. After about 1 hour the water crew was able to get the water shut down stopping any further damage to 6315 and 6325 Shetland Place. The incident resulted in a shutdown of water service to about 45 homes and a boil water notice. The situation has now been remedied, the line fixed and the notice lifted.