



Memorandum

Date: July 6, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for July 6, 2017

Schedule

- Your schedule now includes a special meeting on July 24th at noon to continue discussing the City's legal services and potential Charter amendment language. The August 7th Council meeting reflects the possibility of approving a resolution calling for an election on Charter language and a contract award for emergency water repair work (see below.)
- Council Retreat. A date for a Council retreat was found, Tuesday, July 25th. We're still confirming the start time, location and other details. It appears the earliest start time is 1 p.m. meaning it may likely extend into the evening.

Information Items

- Eileen's Summer Schedule. I will be away from the office the week of July 10th primarily due to the OCCMA Summer Conference in Bend. I will be available by phone and e-mail during this time. I will also be on vacation the week of August 7th and possibly a couple days into the week of August 14th.
- Water Main Leak Update. Last week you were notified about this leak on the City's 24" water main located directly above Abernethy Creek in Oregon City and behind the County maintenance facility. (The leak resulted in the need to use the LOT emergency intertie briefly over the weekend.) Water Supervisor Matt Kaatz updated you on Sunday, July 2 that the leak had been repaired. This week we received word that Clackamas County will likely file a claim for reimbursement expenses for clean up at the County maintenance facility. Due to the nature of the issue, the City hired a contractor to make the repair without going through the usual procurement processes. There is provision in state law for emergency repair work, but it does involve the Council approving the contractor after the fact. This will come to you in the next few weeks, most likely your August 7th meeting.
- Kenthorpe Paving Project. This project is on your agenda for the July 10th meeting for bid award. A neighborhood meeting was held on June 29th and in follow up, the Council received an e-mail requesting deferring the contract award until a better plan for resident parking and access could be developed, including at the expense of rejecting the low bidder. Staff is still evaluating the options available and we've made outreach to the LOT Partnership to facilitate traffic movement. There is cooperation to help out. You will be briefed further at Monday's meeting.

- FY 2017-18 Neighborhood Association Disbursements. Next week, Finance will make the City's annual stipend payments to the neighborhood associations through PacWest, *including* to the Rosemont Summit NA. As you know, the City had been holding money in a liability account for this NA until it became active.
- Robinwood Station WiFi. IT Director Shane Boyle is in coordination with Friends of Robinwood Station to scope out the installation of WiFi there. There will be a one-time cost and on-going costs for this service. We are wondering if one or the other of these expenses is appropriate to be paid for by the Robinwood NA, in line with Council interest in having NA accounts contribute more to the cost of services or programs that benefit their residents.
- Special Events. It is summer and special event season.
 - Red White and Blue Run. This is a new event in its second year and is affiliated with the Hood to Coast Run. The event occurred last weekend and we received some complaints about lack of notification of the event. I'm working with staff internally to figure out why this occurred and to suggest better procedures for vetting (especially new) special events so that they are properly planned, coordinated, publicized and debriefed.
 - July 4th Fireworks Show. The City also received a complaint regarding an incident with the organizer of this event and certain attendees. This is not a City-event but the City does financially support this event.
 - This annual West Linn Street Dance is this Saturday, July 8th (with much better weather forecasted than last year!) The West Linn Old Time Fair is next weekend!
- Cedaroak Boat Ramp Repairs.
 - Beginning Monday, July 10 Marine Industrial Construction will be back on site at the Cedaroak Boat Ramp to wrap up incidental repairs and construct the closure pours between the cast in place and precast sections of the new boat ramp. It is anticipated this work will conclude the week of Aug. 1. Throughout this work, it is anticipated one lane of the ramp will be open and available for use at all times.