



Memorandum

Date: July 27, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for July 27, 2017

Schedule

- The August 7th Council meeting is a combination of special meeting and work session items as it is the one meeting to be held in August. The August 14th business meeting and August 21st work session are cancelled. Meetings will resume in September. Enjoy the rest of your summer!
- The date selected for the 3rd Quarter Town Hall is Thursday, September 21st based on this being the date when most of the Council is available.

Information Items

- Eileen's Schedule. I will be away from the office from August 8th through the 15th. I will be back to work on August 16th.
- Public Records Fees, Meeting Room Access and Agenda Posting. We are doing a number of things to address the concerns about transparency, access to public records and meetings. Until a structural change can be made in the first floor lobby, public access to the Bolton Room will be ensured for the public but staff work areas will be roped off. We will not permit after hours meetings of community groups or advisory committees without staff present, however, to ensure that City Hall is properly secured at night. Changes to the master fee schedule are proposed for the August 7th meeting. Finally, we are working to fill in gaps and missing or confusing information on the Meeting Agendas page of the website and exploring the relationship between the City's meeting management system, Granicus, and records archives system, TRIM. Finally, Courtney is surveying staff to understand past directives on supporting citizen advisory groups with regard to agenda posting and minutes taking. She is developing a new standard procedure to communicate to staff, advisory committees and neighborhood association groups.
- Kenthorpe Paving. The 2nd neighborhood meeting for the Kenthorpe paving project has been scheduled for 6 p.m. on August 2nd at Robinwood Station. The information is posted on the city calendar, the website and social media. Public Works staff will be door-knocking the week prior to let the neighbors know about the meeting.
- County Services & Coordination Fair. On Thursday August 3rd from 4:30 to 6:30 p.m., Clackamas County is hosting an event designed to raise awareness of city elected officials and city staff in an effort to increase city awareness how the County supports residents in and around cities. The

event is aimed at city officials and staff as a meet and greet/networking event where the County will be seeking feedback on how to increase coordination with the cities so that residents are better served. The event will be held at Clackamas County Development Services Building. Light refreshments will be served.

- **Park and Facilities Bond Measure.** This week I met with the Budget Committee Chair, Todd Jones, to start mapping out a process and timeline for the Citizens Budget Committee to start identifying and vetting possible projects for a future capital facilities bond measure. You will recall the goal is to seek voter approval to renew a general obligation bond for the 2009 parks refunding bond and the 2019 library refunding bond in May, 2018. A bond in the range of \$15-18 million will keep in place the \$.42 per thousand tax which is levied to pay the debt service on these bonds.
- **2018-19 Budget Document.** The final budget book is at the printer and will be finished the week of July 31st. Once it is finished, it will be uploaded to the City's website, distributed to the City Council and a public copy will be made available at the Library. Meanwhile, the preliminary budget document can be found on the Finance page under Budget.
- **Traffic Safety Issues in Town.** Staff met this week to discuss the status of traffic safety concerns raised recently including West A and Fairhaven speeding, pedestrian crossing on Salamo Road, and the residential parking district surrounding the High School. The Fairhaven issue is expected to be brought before the Traffic Safety Committee in the future as part of our standard traffic investigation process and staff has already begun some proactive work in that regard. The Transportation Advisory Board met July 26 and will be providing a recommendation to the Council regarding the pedestrian crossing on Salamo Road. TAB had planned to discuss High School parking at this meeting as it was brought to their attention through public comment, but will await the results of a school district meeting on the topic in August and specific Council direction before proceeding. The TAB was set to discuss speeding on West A as part of their ongoing traffic safety discussion, but the discussion was postponed until their next meeting; TAB hopes to provide policy recommendations to Council moving forward on this issue as well.
- **Old PD/City Hall Building.** Clackamas County Tourism is now ready to enter into discussions with the City with regard to (1) an intergovernmental agreement, and (2) lease for the building. Staff will be meeting with their representative next week to discuss current status and develop a new timeline for review and execution of applicable documents. Once there is a draft IGA we'll schedule a work session to present it to Council for discussion. In the meantime, if the Council has questions or preferences for provisions and/or the actual lease amount, let us know. Also, County Tourism staff have reached out to WL Paper to start a discussion about parking needs. Finally, the appraisals for the two buildings (this and Bolton Fire Hall) should be back soon as well.
- **Arts Commission Status.** The Arts Commission Focus Group met in April and provided feedback on what they would like a West Linn Arts Commission to focus on along with input on potential purpose statements. A recap of the information has been sent to the group and no suggested edits have been made. The next step in this process would be to have this information go before Council so a decision regarding the purpose of the group can be made.