



Memorandum

Date: January 4, 2018
To: West Linn City Council, Staff and Readers
From: Eileen Stein, City Manager
Subject: City Manager's Weekly Report – January 4, 2018

Happy New Year 2018!

Schedule

Additions to 1/8/18 Meeting Agenda – Additions to the 1/8/18 business meeting include:

- Election of Council President
 - Approval of certified election returns for November 7 Special Election
 - C4 Bylaws Approval
- 2018 Council Goal Setting Retreat – The dates for this year's retreat are January 12 and 16. The agenda for the two days is still being developed. The location on January 12 will be the McLean House and the location on January 16 will be the Police Department.

Information Items

- West Linn GO Bond Renewal. Polling continues with the addition of e-mail as a survey tool. Also, the polling results presentation has been rescheduled to Tuesday, January 16th. Additional work sessions have been scheduled to allow time for the Council to deliberate on the final project list and bond amount. Approval of a resolution calling an election is scheduled for February 12th.
- Police Chief Recruitment. Our recruiter, Greg Nelson, was in town this week January 3-4th and met with various groups including department staff, department heads, council, and community groups. A draft position profile will be developed and finalized in the next couple of weeks. On January 8th the Council will act on a request for a new salary range for the position. The recruitment schedule is tentatively planned as follows:
 - Recruitment opens: January 15
 - Recruitment closes: February 26
 - Initial screening report: Week of March 12
 - On-site interviews: Week of March 26
- 2nd Quarter Financial Report. The 2nd Quarter Financial Report is tentatively scheduled to be released on January 10th. January is quite a busy month for the department and their workload includes uploading all new rates (per union contracts, medical plans, the master fee schedule, and IRS regulations) for the new year in our financial software, reconciling and preparing 1099s and W2s, ACA reporting, and of course payroll.

- Annexation Advisory Vote History & Fees. The Community Development Director is working on pulling together the discussion had by the Council last year regarding advisory votes for annexations asked for by Council on Monday. He is planning to add to this, some background on the fee charged by the City of West Linn to process annexation applications. We will forward this information when it is ready.
- Cost of Growth Study. The Neighborhood Association Presidents group is continuing to explore options to pay for updating this study. Assuming this occurs, the Community Development Director is reaching out to Carol Connelly to understand what data is needed from the City.
- High School Parking/YAC Meeting Update. The Youth Advisory Council voted to move forward with finding a solution to the parking issue with the high school. The students have not decided on a solution yet, but are interested in finding out more information on if permit parking was only allowed on one side of the street for each street in the parking district or creating similar alternatives that would allow more students to park in the streets while also keeping some permit parking for residents. The next YAC meeting is on January 17 and the goal is to have some data to the students with the number of houses in the parking district and a rough estimate on how many parking spots would open up if permit parking was removed from one side of the streets. Once they draft a proposal they do plan to do outreach to the neighbors.
- Willamette Falls Media Center. The Information Technology Director will review the proposal submitted to the Council on Monday from Mr. Marlow. He will cost out the proposal and review the City's contract with Metro Area Communications Commission (MACC) to understand the City's obligations on that contract. The contract with MACC was entered into before his employment here. This will take a while due to staffing shortage in his department.
- Granicus Conversion to YouTube. In relation to Council discussion about the user experience with Granicus, and the growing problem with data storage on the City's servers, the IT Director is also evaluating the conversion to YouTube as a means of "Internet broadcasting" of Council meetings such as the City of Milwaukie has done. Given that YouTube is "cloud based" and YouTube reserves the right to purge its video library at its discretion, archives of meetings could be lost. Given that the "permanent" copy of meetings is the video product, this conversion would require restoring written minutes for the permanent record. Again, IT is short staffed, so this report (and the Willamette Falls/MACC report) won't be able to be completed until 2nd quarter of this year.
- Lake Oswego North Anchor Project. The Lake Oswego City Council decided on Tuesday, January 2nd not to extend the public input timeline for the North Anchor Project. This is a redevelopment project at State and B Streets in the city. According to the Lake Oswego City Manager, Mr. Ornsby's concern is Tri-Met buses making the right turn up B Avenue which they've been doing so for years. Line 35 drivers have to navigate a much more demanding maze in downtown Portland. Given the circumstances and the Council's tight schedule in January, it seems a project briefing from the City of Lake Oswego on January 22nd is not necessary. Let me know if you still want a briefing on this project

That's it for this week.

Respectfully,

Eileen