



Memorandum

Date: February 8, 2018

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – February 8, 2018

Schedule

- The February 12th agenda shows a public hearing on the Tannler Properties LLC Development Agreement. This application has been withdrawn and there will be no hearing on February 12th.
- On Tuesday, February 13th you will have a Work Session to continue discussing project allocations and descriptions, and the Explanatory Statement, for the GO Bond. The meeting will be held at 1:00 pm. in the Library Community Room.
- Due to quorum issues in March, the March 5th meeting will be a Special Meeting in order to give final approval to the Explanatory Statement in time for the March 15th filing deadline with Clackamas County Elections. The March Town Hall will be moved into April.
- The March business meeting will continue to be held on March 19th. The meeting agenda will include an ordinance to modify the Municipal Code regarding Council liaisons and approval of the distribution of the reserve fund for neighborhood associations.
- The April 16th joint meeting with the School Board will be postponed. The District Superintendent has informed me that the Board determined that meeting night is needed for internal district issues. The School Board has not landed on a new date for the meeting. I will explore with the Superintendent other options for discussing parking around the high school with the Board or representatives of the Board.

Information Items

- 2018 Legislature. The Legislature is now in session, meaning staff will have weekly conference calls with our lobbyist, Doug Riggs. They will be on Monday mornings at 8:30. Council, if you are interested in attending (my office) or calling in, let Dylan know.
- Expedited Land Division. On Monday, February 5th the City received an appeal from Icon Construction and Development, the applicant for an expedited land division located at 4096 Cornwall Street. Expedited land divisions are required to follow an appeal process that is outlined in the Oregon statutes. This process requires the appeal to go to a "referee," and the referee cannot be an employee or official of the local government. The City contracted with Joe Turner P.C., Municipal Hearings Officer, to act as the City's expedited land division referee. The referee prepared the notice of the appeal, and it was mailed on Thursday, February 8. The referee must issue a written decision within 42 days of the appeal filing date, which means the referee will finalize

the appeal by Monday, March 19, 2018. For more information on the appeal, please visit the following link: <https://westlinnoregon.gov/planning/4096-cornwall-street-appeal-planning-commission-denial>

- Timing of TPL Survey. This week, the question was raised about the timing of the TPL survey that was conducted for the proposed general obligation bond. The original scope of work called for this survey to be done in October. However, the survey was delayed until December in order to allow the Citizens Budget Committee to complete its project vetting process. TPL wanted to make sure that projects recommended by the committee were included. The informal survey conducted in October, via Survey Monkey, was done at the request of the Budget Committee Chair. He wanted some means of using a public survey to inform their efforts. There was never any intention that this informal survey would replace TPL's polling work.
- Serial Meetings. Likewise, the concern was raised about what constitutes a serial meeting. The City Attorney will be preparing a memo to advise the Council on this matter.
- Emergency Shelter/Response Facilities. In light of the recent bond discussions, I asked the Interim Police Chief about the role of Robinwood and Bolton stations in the City's emergency operations plan. In events where people need to be sheltered, the plans calls for using schools and the larger churches, they have room, and commercial kitchens. We would be able to house people there, and bring in the Red Cross and Salvation Army to help. The neighborhood fire stations are not equipped for that and would not be used. They could be used for distribution centers for water, food and ice, as warming centers and the like but not shelters.
- DUII Enforcement Focus. The Police Department will be deploying extra patrol cars to search for intoxicated drivers this month, thanks to funding through Oregon Impact.
- Clackamas County Housing Needs Assessment. In response to this week's meeting, the Community Development Director is researching the last Housing Needs Assessment conducted by the City of West Linn, including whether the City is compliant with Goal 10. He will have a report to make at your meeting on February 12th. An item has been added to the agenda that will enable the Council to decide whether to participate in the County study.
- Robinwood Wi-Fi. The Wi-Fi is operating at Robinwood Station and the Motion Picture Performance Licensing need to go with it has been received. We are still waiting for FORS to supply the McKenzie building assessment study.
- GFOA Budget Award. The City has once again received an award from the Government Finance Officers Association for our 2018-2019 biennial budget. This is the sixth consecutive City budget document to receive this award. The award is the highest form of recognition in governmental budgeting.
- Storm Damage Claim. This matter has been settled in accordance with the Council's direction.

That's it for this week.

Respectfully,

Eileen