



## Memorandum

Date: April 26, 2018

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – April 26, 2018

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### Schedule

- The May 7 agenda will include an executive session at 5:00 p.m. regarding real estate matters with a special meeting at 5:30 regarding the sale of surplus properties.
- The June 11 Council meeting conflicts with the American Water Works Association national conference which Mayor Axelrod and Councilor Sakelik are attending. I suggest making June 18 the Council Meeting and June 25 the second Work Session that month. Councilor Sakelik will miss the June 18 meeting; however, we will still have a quorum.

### Information Items

- Police Department Staffing Updates
  - Police Chief. I have selected a candidate to move ahead with background, reference, medical and psychological evaluation (all standard examination processes for PD recruits.) Once the candidate is cleared, I will extend a job offer, negotiate an employment contract, and make a public announcement. I am expecting this step in the process to be completed by mid to end of May. If the preferred candidate does not clear, we will do the same process with the secondary candidate.
  - Patrol Officer. Also this week, an employment offer was extended to Carolyn Eide for patrol officer. She will start on May 14 and will go right into the academy in Salem. Both her parents are retired law enforcement. Carolyn has a Bachelor's Degree from the U of O, and spent two years in South Korea teaching English. We are excited to have her join the WLPD. She will be our third female patrol officer!
- High School Parking Status and Mediation. The mediation session related to high school parking is set for May 8. Mayor Axelrod and I will be representing the City of West Linn. To be sure, any proposed solution to the litigation that is arrived at will be brought back to the full City Council for approval at a future meeting. Meanwhile, we are reviewing the 4/16 joint meeting discussion to create a list of questions asked that can be relayed to the School Board.
- Citizen Correspondence/Granicus Posting. At the last meeting, the Council asked staff to recommend a cut-off date for posting (to Granicus) citizen correspondence. From the standpoint of managing the information, staff suggests correspondence that comes in before the agenda packet is posted with the agenda packet (i.e. the "pre-meeting" agenda packet.) Any correspondence received after the "pre-meeting" agenda packet is posted will be posted with the meeting record (i.e. "post-meeting" agenda packet.) We will acknowledge receipt of correspondence received after

the “pre-meeting” agenda packet is posted. We will also make sure the Council receives this material for consideration. We won’t post this material to Granicus until the “post-meeting” record is posted. This approach may frustrate those who wish to see their correspondence posted (presumably for other members of the public to see?) but the Council asked for a staff suggestion.

- Sustainability Advisory Board Budget. Staff met with representatives of the Sustainability Advisory Board this week to help them understand the history of a \$40,000 revenue appropriation for “sustainability efforts” in the Planning Fund and whether that money is available as a working budget for the SAB’s priorities. It turns out this was the original intent, that the committee would have \$20,000 for the biennium (or \$10,000 each fiscal year.) Over time, the amount has increased to \$40,000 per year (\$80,000 for the biennium) and that the working budget has gone away. Instead the appropriation simply supports personnel costs as Community Development staff support the SAB. This issue will be raised at the May 7 joint meeting with the SAB. See the agenda bill for that meeting for more information.
- TGM Program/Grant Writer. A couple of you have recently asked about ODOT’s Transportation Growth Management (TGM) grant program and the budget appropriation for a grant writer this biennium. TGM grants are a long standing, reliable grant program which is used to do code-update projects that support a city’s transportation system. For example, TGM funds were used to pay for the last Transportation System Plan update. Staff considered an application in this cycle for some elements of the Waterfront Project but concluded the timing is not quite right, and that we have what we need for the project for the time being. Other than the Waterfront Plan possibility, staff are working to accomplish the priorities established by Council and the Planning Commission for the docket of code changes. The TGM program wouldn’t be the right fit for any of those. In future cycles, we might consider applications for Waterfront Project implementation, or perhaps a Highway 43 commercial corridor master plan.

Regarding the grant writer, we are definitely pleased to have those funds available, and we’ll be using it when the right combination of priority project and grant funding source comes around. We are also exploring options for this service. (E.g. the League of Oregon Cities is developing a program to help cities find grant sources, train city staff on how to write grants, but actual grant writing would be done for a fee.) If we do not find a need for a grant writing this fiscal year, the money can be rolled forward into the next fiscal year or re-budgeted in the next biennial budget.

- Citizen Advisory Group Vacancies. We have vacancies on the following committees: Economic Development Committee, Utility Advisory Board and the Public Safety Advisory Board. We are in the process of taking applications for these committees. Applications for the EDC have been placed in Council’s Dropbox for appointment scheduled on May 14. We will continue to be advertise for these committees until filled. These vacancies are highlighted “In the Spotlight” on the website.
- Peace Pole Dedication. I don’t recall whether the Council has been briefed on this, but the City is in receipt of a “Peace Pole” donated by West Linn Rotary. It will be installed out in front of City Hall and will be a good reminder of the 2018 Council goal to “*strengthen relationship between Council, City staff and residents.*” It will be a passive reminder for peaceful civil discourse for all who enter. A dedication ceremony for the pole is scheduled for May 22 at 4:00 p.m.

That’s it for this week.

*Eileen*