



## Memorandum

Date: May 24, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – May 24, 2018

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### Schedule

- A work session to discuss the GO Bond project list is scheduled for May 31 at noon. The meeting room is blocked out until 5:00 p.m., however, we are not planning for this to be a five hour meeting.
- The June 4 work session will begin at 4:00 p.m. The June 18 pre-meeting work session will begin at 4:30 and the business meeting will begin at 5:30 p.m. The June 25 special meeting pre-meeting is at noon, the business meeting will be at 1:00 p.m.
- A swearing in ceremony for new Police Chief Terry Kruger is set for Thursday, June 7 at noon at the Police Department Community Room.
- The next Town Hall will be held on June 20 at the Police Community Room. The special feature for this town hall will be to introduce Chief Kruger.

### Information Items

- Vegetation Management. The Kelly Street right-of-way was mowed this week. Staff will be working on the report about other properties in similar condition, but it will not be ready until later in the summer.
- High School Parking. Mayor Axelrod is working on the next draft of the letter to the School Board which is scheduled for Council review at the June 4 work session.
- Prospective Petition. Meanwhile, the City has issued notification to the Chief Petitioner that the prospective petition does not meet the "full text" requirement of Section 1 (2)(d), Article IV of the Oregon Constitution. This requirement reads: "(d) An initiative petition shall include the full text of the proposed law or amendment to the Constitution. A proposed law or amendment to the Constitution shall embrace one subject only and matters properly connected therewith." This information was conveyed to the Chief Petitioner this week. His options are to challenge this ruling or submit a new prospective petition which he did today.
- Petition for Declaratory Judgement and Injunctive Relief. There has been no word from the court on the motion for summary judgment.
- Field Trip to Forest Grove/GroveLink. We will work with the City of Forest Grove to find a different day than June 29 as most Council members aren't available that day.

- City Manager Evaluation Process. The public comment for the City Manager's evaluation is now open through May 31. Comments will go directly to the City Attorney's Office. My self-evaluation to the Council is due June 11. A date for the actual evaluation session has not been confirmed due to the heavy volume of Council items in June. I am hoping the session will be facilitated again.
- MACC & WFM Comparison. Shane Boyle has completed his research into comparison of media services between Metropolitan Area Communications Commission (MACC) contract and the alternative Willamette Falls Media Service (WFM). The City of West Linn purchases two discrete products from MACC:
  1. Public, Education & Government (PEG) Fee Administration services
  2. Right-of-Way (ROW) Cable Franchise Negotiation & Enforcement services

The City of West Linn is contracted through intergovernmental agreement to purchase both PEG services and ROW services from MACC. MACC does NOT offer ala carte service purchasing. To switch from WFM for one product would require the City to in-source or find another provider to manage the ROW cable franchise negotiation and enforcement. A full report has been written providing greater details and expanded financial analysis of the products currently being purchased from MACC. We will provide this report next week.

- Tobacco Retail Licensing. The Clackamas County Board of County Commissioners, acting as the County's Board of Health, has directed Clackamas County Public Health Division to create a proposal framework for a county-wide tobacco retail licensing program to prevent youth access to tobacco and nicotine products. County Health Division staff wish to make a presentation to all cities in the county about this initiative. They would like to make a presentation to each city council in the next couple of months. Kathy will be working to find a time for a 20-30 minute presentation.

That's it for this week.

*Eileen*