



Memorandum

Date: August 30, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – August 30, 2018

Schedule Items

- The next meeting of the City Council will be Tuesday, September 4, beginning with an executive session at 2:00 p.m. and a work session at 3:00 p.m.
- City Hall will be closed Friday, September 7 for an all-day, all-staff in-service training event.
- The annual Emergency Preparedness Fair is September 13, 4-7 p.m. at the LDS Church.
- Dwight Brashear from Wilsonville's SMART Transit System is confirmed to make a presentation at your September 17th work session.
- The 3rd Quarter Town Hall is September 20 at 7 p.m. at the ACC. The evening will feature a presentation from Clackamas County Arts Alliance.
- I will be away from the office September 21-26, at the ICMA National Conference in Baltimore, MD.

Information Items

- High School Parking. You should have received a separate e-mail from me this week, transmitting an e-mail from Dr. Ludwig and reporting on a meeting I had with her on Monday. Her memo discusses the reasons why the school district will not undertake a permitting system for on-street parking, but it conveys the district's willingness to do what it can, legally. The district will continue to explore options to expand on-site parking and take this need into account as it looks to start a community process to explore a possible bond measure election in November 2019.
- Robinwood Station/WLCP. We learned this week that West Linn Community Preschool will be staying in place at the New Life Church through the completion of escrow which is expected to close on October 3. After that, the buyer, Marylhurst School, has expressed an interest in leasing to WLCP, so it appears the pre-school may permanently stay put. Marylhurst has reached out to Planning staff and are aware that a Conditional Use Permit is needed for a school to operate on that site. An application has yet to be filed.
- 2018 GO Bond Update. Following the sale of the bonds last week, I reported the City will received \$19,580,800 after the sale closes. The bond proceeds were received today. Also this week, we focused on the 10% allowance for private activity use, in relation to the use of city buildings by "Friends of" non-profits. We now know that no more than \$1.958 million can be used on city facilities which may be leased for private uses. This will be the cap by which the City can allocate bond proceeds between the Old City Hall, Robinwood Station, McLean House and Bolton Station. There were a number of questions asked at the July 23 work session and I would like to find a time

for a work session in your September meeting schedule to report back. But due to other priorities, it will have to be an off-night or an afternoon.

- **Staffing Updates.** The recruitment for Community Relations Coordinator closed last week and we received 160 applications! It will take a while to sort through applications and identify candidates to interview. In the meantime, Dylan will back-fill Courtney's work as much as possible, including providing staff support to the Youth Advisory Council. Until the new person is fully up to speed, I will be unable to commit any staff resources to forming an Arts and Culture Commission. We also learned this week that Associate Planner Peter Spir will be retiring from the City as of September 6. Peter has served in the Planning Department since October 1987 – almost 31 years – and has been part of many projects that have made West Linn the great place it is today. Peter is our in-house expert on natural resource issues, bike and pedestrian pathways, the history of the Community Development Code, and many other topics. He will be truly missed. Finally, Captain Oddis Rollins was sworn in this week. An external recruitment for Captain is currently in process. Four finalists were interviewed today followed by a Chief's interview early next week.
- **Sustainability Community Lecture Series.** Following the May joint meeting with the Council, the Sustainability Advisory Board (SAB) is organizing a community education series to provide city residents with knowledge and skills to help them adopt more sustainable practices while also advancing the City's sustainability efforts. The series will also help residents connect with their fellow community members on these topics and introduce them to new ways to get involved. Instructors will be volunteers who are subject-matter experts in the topic they share; some of the lectures will be conducted by SAB members. Proposed topics and target dates are:

Lecture #1 - Weatherize Your Home: Fall 2018
Lecture #2 - Reduce, Reuse, Recycle: Winter 2019
Lecture #3 - Toxics Reduction in the Yard: Late Winter/Early Spring 2019
Lecture #4 - Climate Action: Summer or Fall 2019
Lecture #5 - Volunteer Open House: April 2019
- **West Linn Post Office.** Some of you asked this week about a rumor circulating the West Linn Post Office will be closing. I spoke with an employee this week who reported their lease is expiring in October and won't be renewed. They are looking for new space....in West Linn. There are no plans to permanently close the West Linn Post Office.
- **County-wide Housing Needs Assessment.** You should have received an e-mail from John Williams with an update about this project. I asked him to make a report at your September 4 work session and ask again how the City of West Linn might participate in this study, if it all.

That's it for the week.

Eileen