



Memorandum

Date: October 18, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – October 18, 2018

Schedule Items

- The agenda for the October 29 work session on Stafford was posted yesterday. The meeting will be at 6 p.m. There is an executive session also scheduled at 5 p.m.
- The next work session on the GO Bond will be on November 5 and will involve the presentation of the webpage and the financial dashboard. The November meeting schedule is now adjusted as follows: Nov 5 work session, Nov 15 work session, Nov 19 regular meeting.

Information Items

- Right-of-Way Landscape Management. This is just a repeat of an e-mail you received earlier this week from Deputy City Manager John Williams. The letter to 400 property owners was a formal reminder of the City's ROW maintenance policy that has been in effect for some time relating to frontage along improved streets. The item that Council requested more information about was related to the larger pieces of unimproved ROW. This followed Council's discussion of maintenance on the unimproved section of Kelly Street. The Council requested follow-up on the City's costs to mow that area and information on any other similar large areas. We are still putting that information together (waiting for a longer data set) and will return to you when we have it. We have targeted the December 17 work session for this report back.
- Old City Hall. Clackamas County Tourism has requested a status update by mid-November on the potential use of their \$100,000 grant to create a cultural center/tourism gateway at the Old City Hall. This topic is scheduled for the Council's November 5 work session. In the meantime, staff is working to contact potential cultural groups meeting the intent of the grant and will make a report at this work session. In regard to the request for information about parking on Mill Street, the paved section is approximately 32' wide, and has enough length to accommodate roughly 10 parking spots on each side (including reserving some no-parking area for safety at Highway 43). If parking were allowed on each side there would be roughly 16' remaining for through lanes. The City could install meters or create a permit parking district in this ROW if desired.
- Neighborhood Association Stipend Allocation. Following the joint meeting with the Neighborhood Association Presidents on July 16, NAP has met and made refinements to its bylaws. The NAP also considered the discussion and comments about the new stipend allocation methodology. A recommendation is forthcoming, but I understand the NAP continues to recommend the new methodology presented at the joint meeting.

- High School Parking. I have reached out to Dr. Ludwig regarding the draft wording for the postcard to the parking district residents. I am waiting to hear back and will pass along her reaction to the idea of the school district helping to vet students who would receive a residential parking permit.
- Diversity Summit. The City of Lake Oswego reached out this week about how they are working with their school district and two community organizations to plan a community-oriented diversity summit for next spring. They desire to expand the summit to involve neighboring communities, particularly the less diverse suburban communities in the Portland region. (The summit was also mentioned at West Linn Alliance for Inclusive Community meeting I attended on October 3.) I committed to lending staff support to the planning of this effort, to partner with LO, WLAIC, and West Linn-Wilsonville School District. As plans develop, there will be a role for elected officials to play in the convening this effort.
- Information Technology Services. The City of Oregon City has reached out to IT Director Shane Boyle about providing IT support services following the departure of key staff there. We are working on the terms of a Memorandum of Understanding. If all of the details work out, the City of West Linn should expect a revenue stream from the City of Oregon City for this work. It's unknown yet whether this will be a temporary or permanent arrangement, but we have the staff capacity for the work at this time.
- Arts and Culture Commission. We are continuing to advertise to membership on this commission. Meanwhile, there has been discussion and e-mail suggesting different options for developing the bylaws and reviewing the city's policies, including the formation of a task force or having staff develop recommendations for review directly by the City Council. For now, we are continuing to solicit for the commission itself and await Council direction on these other suggestions.
- New Councilor Orientation. There was a second orientation session with incoming councilors this week. The primary topic covered was 2018 Council Goals. The next session is scheduled for Monday, October 22 from 1 to 3 p.m. and will cover the ways in which we track Council priorities, and communicate and engage with the public.
- Staffing Updates. Last week I announced the hiring of Peter Mahuna as Police Captain. His first day working for the City of West Linn will be November 8th. We will be sure to get word to you about his swearing-in ceremony. Screening calls for the Community Relations Coordinator will occur next week. The screening calls will help identify a short list of candidates to invite for on-site interviews.

That's it for the week.

Eileen