



Memorandum

Date: October 25, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – October 25, 2018

Schedule Items

- Citizen Advisory Group Appreciation. Just a reminder the CAG Appreciation Event is tomorrow at 5:30 p.m. at the Adult Community Center. We can't thank enough those citizens who take the time to volunteer on our many advisory boards, committees and commissions.
- The next Council Work Session on the GO Bond will be on November 5 and will involve the presentation of the webpage and financial dashboard. The agenda also includes a status report on Old City Hall. There will be an executive session (real estate) beforehand at 5:00 p.m.
- The League of Oregon Cities is once again conducting free Elected Essentials training designed for newly elected officials. Our incoming Councilors are signed up to attend the Tigard session on November 29. Continuing Councilors desiring a refresher are also welcome to attend, just let us know and we'll get you signed up.

Information Items

- Goal Setting Session for 2019. Joe Hertzberg has decided to re-retire once this Council term is finished at the end of December. Therefore, I am looking for a new facilitator for the 2019 Council goal setting session. If you know of someone to consider, please let me know. Ideally, they will have extensive experience in local government policies and issues.
- Arts and Culture Commission. We continue to advertise for membership on this commission and the outreach effort should be aided by the letter Councilor Perry sent to the Tidings encouraging citizens to apply for the commission.
- 4th Quarter Financial Report. Councilors received the link to the report today, it can also be accessed online at <https://westlinnoregon.gov/finance/q4-fy-2018>. This report completes the first fiscal year of the 2018-2019 biennial budget. Highlights to the report include:
 - Overall most funds tracked well and came in under budget for the first year of the biennium. Those funds or departments with expenditures over budget will be closely monitored in the second half of the biennium to stay balanced.
 - PERS: We received our rates for the next biennium (7/1/19 – 6/30/21). The rates for the next biennium are increasing by 2.91% for Tier I/II, 4.12% for OPSRP, and 3.98% for Police and Fire.
- Hwy 43 Status. ODOT has selected a project design consultant and is finalizing negotiations on design costs. This work is taking place in coordination with Salem ODOT staff and is part of a lengthy process to meet state guidelines and grant requirements. Once the consultant is given the green light by ODOT, the design work will begin and take much of 2019 to complete. Public Works

Director Lance Calvert anticipates design work to occur in 2019, right of way and utility work to start towards the end of 2019, and construction to likely start in 2020. ODOT processes are time-intensive so construction could fall to 2021 depending on how the preliminary portions of the project proceeds (particularly right of way acquisition). All Public Works projects are posted and updated with detailed information on the City website and accessible from the homepage “projects” link (select Public Works from Dropdown menu and push the Apply button).

- **GO Bond Transportation Projects.** As for bond funded projects, Public Works is starting development of the 10th Street/Willamette area and Safe Routes to School projects first. The 10th Street/Willamette area project design consultant contract will go to Council for approval in November or December depending upon cost negotiations currently underway. For Safe Routes, we have partnered with the School District and hired a consultant to update/review the Safe Routes maps originally produced by the District. Once that work is completed in spring 2019, we will begin the Safe Routes to School Project design process. In short, the transportation projects are large and complex and will take time to get to construction. During this time, a lot of outreach and communication will occur with all parties which will be a high priority for the new Community Relations Coordinator.
- **Pavement Reflectors at Ponderay and Crescent.** There was an inquiry this week about whether a crossing project was left unfinished. Lance Calvert responded and stated the contractor that did the seal coating is still doing some punchlist repair work around town. Public Works will come out and review the islands in question for any needed improvements. Please continue to encourage residents to use the YourGOV website contact page (<https://westlinnoregon.gov/YourGOV>) or smartphone app. which goes directly to staff responsible for that item and allows us to track requests.
- **ICMA City-to-City Exchange.** I reached out to the International City/County Management Association’s Global Programs Manager about ICMA’s City-to-City Exchange program. This is a possible alternative to creating a Sister City relationship. In this program, cities typically engage in a one-time exchange (which could lead to on-going communications) with another city internationally. ICMA has international chapters in China, Canada, Australia and now Europe.
- **Staffing Updates.** The swearing-in ceremony for our new Police Captain, Peter Mahuna, is scheduled for November 15 at noon in the West Linn Police Department Community Room. Please mark your calendars and come out for this fun event! On-site interviews with finalists for the Community Relations Coordinator are scheduled for the week of November 5th.
- **Pay Equity Assessment.** Part two of the Oregon Pay Equity Law goes into effect January 1, 2019, requiring the City to demonstrate its intent to provide a competitive total compensation package that will attract, retain, and motivate employees; and further that the City’s policies and pay practices will be administered consistently throughout the organization and in compliance with Oregon’s Pay Equity Law. To this end, the City will be conducting an internal pay equity assessment for all positions over the next couple of months.
- **New Consumer Price Index (CPI).** The Council may recall that the CPI (CPI – Portland) traditionally used for represented and non-represented personnel cost of living adjustments, and Council stipend increases (referenced in the Charter) is not calculated any longer. The City will start to track with the CPI-W Western Cities BC for Urban Wage Earners and Clerical Workers. The index for June 30, 2018 was 3.2%. Eventually, a City Charter amendment will be needed to recognize the new index.