



Memorandum

Date: March 22, 2019

To: West Linn Mayor and City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – March 22, 2019

Schedule Items

- At the April 1st 6:00 p.m. work session we are set for a final review of the 2019 Council Goals, with approval scheduled for April 8th. This meeting will be preceded by an executive session from 3:00-5:00 p.m. for performance review for the City Manager and City Attorney. The agenda for this work session has not been posted yet, but we are still within the time allowed for posting, per Council Rules.
- The rescheduled (from February 4th) LOC training on public meetings is set for April 22nd from 3 to 5 p.m. We are still finding a time for training by OGEC staff. This will probably be in May.

Information Items

- Community Grant Program. We have been advertising our community grant program and are accepting applications through April 15th for the 2020 fiscal year. Due to upcoming budget decisions yet to be made, it is noted that funds are not guaranteed for the 2020/2021 Biennium.
- Mapping Software Upgrade. The City has been using a mapping system called MapOptix, a heavily utilized program available for public and internal use to view many features such as zoning, utilities, boundaries of parks and neighborhood associations, trails, aerial photography, and much more. In order to make better use of modern technology, we are excited to soon be rolling out a new mapping system which will be called West Linn Maps! We are currently conducting a survey of the public to better target training materials for our website and will be reaching out to staff soon for their training needs.
- City Facilities Update. We are tentatively planning a discussion of City Facilities projects related to the GO Bond at a work session in May. In the meantime, here are some updates:

Robinwood Station:

We recently received comments from the Friends of Robinwood Station (FORS) on the MacKenzie building assessment and estimate and are meeting with the Building Official next week to look at these from the perspective of our Building Codes. We plan to bring the Council a cost estimate that brings the building and site into compliance with these codes and the Community Development Code. We will meet again with FORS, probably early April, before going back to Council.

Old City Hall/Police Station:

We received a draft lease agreement from the Coalition and will meet soon to review it with them. This agreement will also need legal review. We will ultimately need Council direction on the right balance of cost sharing in terms of utilities and property maintenance the City is willing to pay and how much the Coalition is committing in terms of capital improvements.

Bolton Station:

West Linn Community Preschool has toured the building. Meanwhile, this week you received a set of revised cost estimates for the building from Peggy Kirkendall. I have not received the revised written proposal she spoke of. We'd like to have these figures reviewed by MacKenzie and need to confirm whether they are based on compliance with our Building Codes and BOLI regulations, such as payment of prevailing wages.

- Dolly Parton's Imagination Library. The West Linn Public Library is now a proud partner of Dolly Parton's Imagination Library! Thanks to the generosity of the West Linn Library Foundation, children living in West Linn, aged birth to five years, can join to receive a free book mailed to their home monthly to help improve early childhood literacy and foster a love of reading.
- Sunset Park Tree Removal. Trees are currently being removed from Sunset Park due to the potentially hazardous condition of the trees. After numerous windstorms and with planning the redevelopment of Sunset Park, the City wanted to ensure that the park is a safe environment. An independent tree study was conducted and, out of the 175 total trees in the park, the 14 removed were determined to be potentially hazardous.
- Backyard Habitat Certification Program. You have received a proposal from the Sustainability Advisory Board to expand its efforts to create more chemical-free landscapes in the city that utilize native plants, eliminate invasive weeds, process storm water and support life cycles of wildlife. The SAB requests the City enter into a contract with BHCP in the amount of \$7,500. Please let me know how you would like to respond to the proposal.
- Metro 2020 Transportation Bond Proposal. We learned this week at the C4 subcommittee meeting that our representatives on the 2020 Task Force (Commission Chair Bernard and Mayors Gamba and Knapp) will provide testimony and be recommending Hwy 43 be included in Metro's corridor list among some others in Clackamas County. Several of you have been involved in advocating for West Linn, including staff for quickly preparing talking points for use by the Mayor and Council. Good job to all!
- Citizen Advisory Group Training. About 20 CAG members attended the training session on Thursday evening this week. There were a number of groups represented in the audience, including the Planning Commission, Budget Committee, Sustainability Advisory Board, Transportation Advisory Board, Arts and Culture Commission, Public Safety Advisory Board, and one Neighborhood Association representative. The session was videotaped and it will be posted on the website for access to those you couldn't attend or are just interested.

That's it for this week.

Eileen