



Memorandum

Date: August 22, 2019

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

From: Eileen Stein, City Manager

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

Schedule Items

- September 3 Work Session. This meeting will be on Tuesday since Monday, Sept 2 is Labor Day.
- September 16 Executive Session at 3 p.m. This is to complete the City Manager's evaluation.
- September Town Hall. Please respond ASAP to the Doodle Poll request to get the date settled.

Information Items

- **Coordination with TVFR/Wooded Area Management Strategy.** The recent activities regarding the removal of wood piles at White Oak Savanna has highlighted the need for more coordinated communication with TVFR. Independent of this issue, plans were being made to have TVFR Division Chief Allen Kennedy attend department head meetings so the city's "fire department" was at the table. As you know, it is a City goal to strengthen connections with other community agencies that serve the public. Conversations have begun about developing a comprehensive, long range, management strategy for the city's wooded parks and open areas to address fire hazard mitigation and environmental values. This conversation will get underway this fall. As the strategy develops, I would hope to seek input from the PRAB, the PSAB, and NAs as appropriate, to help guide this effort.
- **Willamette Main Street Design Status.** Staff continues to work with property owners, business owners, and citizens on the [Historic Willamette Main Street improvement project](#), meeting weekly or more with various groups. We have been getting a lot of feedback on certain design elements, particularly the angled parking, landscaping design, and bikeway/sidewalk width. A Council work session is scheduled for September 16 to review the status of the design, items of discussion with the community, and draft timeline for moving forward. We will need to make decisions very soon on design elements in order to meet the proposed schedule of construction in the first half of 2020. Winter/spring construction, while challenging for the contractor, is advantageous both for the City in terms of cost, and for the business district in terms of minimizing dust and disruptions during the peak summer months, so we are hoping to reach consensus with stakeholders and receive direction from Council to continue on September 16.
- **Joint Meetings with Citizen Advisory Groups.** During the recess, we scheduled a number of joint meetings with citizen advisory groups in the coming months, to follow up on this 2019 Council goal. We took opportunity to schedule these meetings given topics the Council will be discussing. For example, the Transportation Advisory Board is invited to participate in the work session on September 16 when the Historic Willamette Main Street design status will be presented to the Council, and other transportation projects reviewed that will be paid for through the GO Bond. Another example, the Library Advisory Board is working on a strategic plan which will be ready to discuss with the City Council in early 2020. See the Tentative Agenda Calendar to see what has been proposed so far.

- **PGE Grant/EV Charging Stations.** We are currently pursuing a grant through PGE to procure and install three EV charging stations within the City. PW Director Lance Calvert has considered several areas around the city that would meet the grant criteria and we are proposing the following locations: Willamette Commercial District (via the Police Department), the Adult Community Center, and City Hall. Central Village was considered (via the Library) but due to limited parking availability there this site wasn't proposed.
- **TriMet Service Changes/Intra-City Shuttle.** TriMet released an announcement this week discussing its largest service expansion in history with improvements that give riders more service and more options, at more times. TriMet says it is improving the ride with a route change and schedule adjustments to help keep buses on time. They're adding more than 450 hours of bus service, bringing new options for getting to work, school, appointments and events across the region. They're also adjusting schedules on all MAX lines and many bus lines to make transfers easier and more reliable. They indicate that schedule changes take effect on September 1. This announcement prompted me to have John Williams contact TriMet about coming out to a future City Council work session to discuss their service changes and to discuss enhancing service in West Linn, such as an intra-city shuttle.
- **Contracting Policies.** The City Attorney has taken a look at the City's contracting policies, a lower priority work task begun by the former Assistant City Attorney. This review showed that there is nothing in the policies that needs immediate attention relative to contracting processes for GO Bond projects. The opportune time to revisit these policies is after the next comprehensive review of state contracting law by the Legislature. This item has been pulled from the 9/3 work session which saves us from needing legal counsel at that meeting.
- **Public Records Requests.** The volume of public records requests is really high at the moment. You will see all the activity when the next quarterly update is prepared. For now, I just wanted the Council to be aware of this impact on the City Recorder's workload as this is unpredictable and unforeseen.
- **Away from Office.** I will be on vacation and out of state from September 5 to 10. John Williams will be AIC City Manager for the September 9 business meeting.

That's it for this week.

Eileen