



Memorandum

Date: December 12, 2019

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

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – December 12, 2019

Schedule Items

- 2019 Holiday Events Schedule:
 - Lighting of Maddax Woods, continues this weekend.
 - Pride Northwest's 5th Annual Youth Holiday Celebration at West Linn Library, December 13, 2019, 6:00 to 8:00 p.m.
 - Ugly Holiday Sweater Dash, Willamette Fire Station, Saturday, December 14, 8:30am
 - Holiday Parade, Willamette Falls Drive, Saturday, December 14, 10:00am
- The Mayor's State of the City has been identified for February 25, 2020.

Information Items

FY 18-19 Audit. Presentation of the FY 18-19 Audit has been rescheduled for January 13. Meanwhile, we have been notified we have a clean audit, meaning no significant audit findings were found.

Mary S. Young Planting Party. There was an amazing turn out for a planting party at Mary S. Young Park on Saturday. 103 volunteers came out to get the 1000 native shrubs and trees planted. This is especially amazing since it rained consistently (and it was quite muddy and cold). Credit is due to the most amazing group of planting leaders, registration team, and provision of coffee and hot chocolate. The process started weeks ago with Dave Kruse coming up with a planting plan and Tarra purchasing the plants. The weekday volunteers supported by the LDS Missionaries then positioned the plants near the 15 planting locations. They were hoping for 60 volunteers, so 103 was a large number of volunteers. All the leaders stayed flexible and kept the volunteers engaged. The majority of the work was finished by 11 a.m. We also had a number of organized groups join us as volunteers, including:

- LDS Missionaries
- Oregon Zoo Volunteers
- National Charity League
- A Scout Troop
- WLHS National Honor Society
- The Yang Gang

HB 2001/2003 Monitoring. We have put up information on our website (as a Hot Topic) in response to Council discussion about House Bills 2001 and 2003, and how we will be participating in state agency rule making designed to implement the laws. The website also contains links to the Clackamas County Housing Needs Analysis reports (Summary and Full Report) and encouraging residents to participate in

the rulemaking designed to implement the laws. <https://westlinnoregon.gov/communications/house-bills-2001-2003>

Right of Way Program Inception. In support of the fiscal sustainability Council Goal, the IT Department has signed a contract with a consultant to modernize and make more equitable our franchise system. The consultant is an expert in local municipality right of way management policy, process and revenue management. Over the next six months the consultant will be assisting with improving current internal processes, and proposing improvements to our Municipal Code. The end results of these improvements should result in new revenues to the general fund and a fair and equitable process for vendors to request and gain access to use our right of way. Additional vendors in the right of way translate into additional fees paid to the City of West Linn and more competitors for our citizens to select from in their utility service providers

Oregon City Police New Facility IT Consulting. The IT Department was hired by the City of Oregon City through an MOU to provide IT Director Level consulting on the technology design and technology implementation for the new Oregon City Robert Libke Public Safety Building currently under construction. All of the design and vendor product selection has concluded and we are in the process of planning the relocation of Oregon City Police, Municipal Court, and Commission Chambers to the new facility when it opens August 2020. As of the end of November the IT Department has generated \$12,000 in billed consulting fees for the City of West Linn on this project.

That's it for this week.

Eileen