

City Manager's Report

Date: January 27, 2021

To: Mayor Walters and City Council, City staff, and West Linn community

From: Jerry Gabrielatos, City Manager [JG](#)

Calendar notes

- **January 28:** League of Oregon Cities' Virtual City Day.
- **February 1:** Council Work Session. Tentative items include a WES presentation, legislative update, HB 2001/2003 Update, Post Office discussion, Goalsetting facilitator, Business Grants, and Tax Increment Financing presentation.
- **February 8:** Council Meeting. Tentative items include public hearings on the Kapteyns Communication Tower and Hood Street (Post Office building) appeal, Interim Councilor appointment, Business Grants, and the Robert Moore and Solve awards.
- **February TBD:** State of the City and Council Goal Setting Retreat. Retreat facilitation RFP proposals due January 25.

Informational updates

- **National Historic Register.** The Planning Department has hired a consultant to prepare a nomination for the Historic City Hall Building to the National Historic Register. Listing this building will formally recognize its area and allows access to improvements. The process and Federal approval, and The deadline for 2021 so the consultant will draft for the HRB to review  importance to the history of this additional funding sources for requires extensive documentation is known to take quite some time. application submittal is March 1, be working fast. We hope have a at their upcoming meeting.
- **Kapteyns Communication Tower.** The Council will be holding a public hearing on February 8 regarding the annexation of ODOT's property at 19676 Kapteyns Street. ODOT and Oregon State Police also responded in writing to the City's request regarding annexation, offering to work cooperatively on annexation and possible sale, while also stressing the importance of maintaining the ODOT and OSP communications operations on the site. Clackamas County has started planning work for the community conversation on the topic of the C800 Radio Group Tower on the site, we hope to hear more on timeline soon.
- **Anti-Racism Book & Film Discussion Group.** The West Linn Alliance and West Linn Public Library invite community members to participate in a discussion series centered around the themes of confronting racism and creating an inclusive community. Each month will alternate between a book and a film. The first meeting is January 28. For more details and registration click [here](#).

- **DEI Update.** The Kenley Group continues its assessment and discovery phase of work. This includes a survey that was recently sent to all staff, analyzing DEI documents/policies, and interviews with staff and critical stakeholders. I also introduced myself to the West Linn Alliance at its January 13th meeting and discussed the importance of this work and took questions about my experience in West Linn. I am attending the 2nd Annual Joint Equity Summit by the WLWV School District today.
- **Eagle Scout candidate Jonathan Tence.** The Parks & Recreation Department sends a big “Thank You” to Boy Scout and Eagle Scout candidate Jonathan Tence. Jonathan partnered with the City to build and install tree benches at the newly developed Sunset Park. Jonathan’s efforts to add amenities to the new park and achieve the honor of Eagle Scout is a reflection of his commitment to the community.
- **Youth Recreation Sports.** The City is requesting information from local youth sports organizations who may be intending to hold a spring sports season. Partnerships for field utilization will depend on existing state guidelines and partnerships with organizations that have a return to play plan that adheres to all established protocols. The City is looking forward to local partnerships that allow youth of the community to participate in a safe manner.
- **Post Office Update.** West Linn residents were recently sent a letter from the USPS District Manager regarding the impending February 28, 2021 closure of the West Linn Post Office building. The letter outlines the commitment of the USPS to West Linn and desire for a permanent location in West Linn. City Council and Staff continue to meet regularly with USPS and real estate staff to explore options in West Linn’s limited and challenging real estate market. Members of the community and the City continue to encourage residents to lobby USPS and our federal delegation to ensure the future of West Linn’s Post Office. USPS remains receptive to new solutions the community may be able to offer (more [here](#)).
- **New York Times Access.** West Linn Public Library patrons can now access the digital edition of the New York Times for free with their library card. Patrons can read the digital edition on their computer or via the NYT  app on their smartphone or tablet. The subscription provides a [promotional code](#) to library patrons that allows unlimited access to the New York Times site for 72 hours, with the ability to get a new code every 72 hours. The entire NYT website is included with the exception of the crossword and NYT Cooking.
- **Council Goalsetting Retreat Facilitator RFP.** The deadline for proposals was January 25, at which time staff will do an initial review and provide recommendations to Council. This item is tentatively set for discussion on February 1.
- **Police Chief Recruitment RFP.** A request for proposals is currently being advertised for professional recruitment firms to assist with a national search for a new police chief. Details on the RFP can be found [here](#), the deadline was January 25.

