

Memorandum

Date: August 29, 2014

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *CJ*

Subject: Miscellaneous Items

Tentative Calendar Regarding Community Surveying, Council Goal Setting, Citizen Advisory Group Appointments, and Budget Development

As in prior years, staff has begun assembling the calendar for the busy period of time that begins in November and lasts through the Citizens' Budget Committee meetings in the spring. I wanted to make you aware of the following dates so you can plan ahead for these important meetings, as well as become aware of the long range planning that goes into the next few months as we conduct the community survey; head into budget season; plan ahead for Council swearing in; and train new advisory group appointees:

- **AUGUST**
 - Monday, August 25 – release community survey polling RFP
- **SEPTEMBER**
 - Friday, September 19 – RFP responses due for community survey
 - Tuesday, September 30 – select polling firm for community survey
- **OCTOBER**
 - October – work with Council liaison on community survey polling questions
 - October 6 – open application process for advisory group appointments
- **NOVEMBER**
 - Tuesday, November 4 – election day
 - Week of November 10 – phone calling and email surveying for community survey
 - Wednesday, November 12 – biennial budget planning meeting 1 (staff)
 - TENTATIVE: Friday, November 21 – Council goal setting (pending final Council availability)
 - November 26 – close application process for advisory group appointments
- **DECEMBER**
 - Wednesday, December 10 – biennial budget planning meeting 2 (staff)

- TENTATIVE: Friday, December 12 – Council goal setting (pending final Council availability)
- **JANUARY, 2015**
 - Monday, January 5 – Council swearing in, goal adoption, advisory group appointments, Moore award
 - Monday, January 12 – citizen advisory group training

Arch Bridge Open House & Virtual Open House

In early October, the city will host open house opportunities to share the draft Arch Bridge Master Plan that is scheduled for council adoption on November 24. Staff is planning an in-person open house experience on October 7 from 4:00 pm to 8:00 pm at the McLean House. Also, staff is planning a virtual open house at WestLinnIdeas.com, to run between October 3 and October 10. The virtual open house will use videos, polling, message boards, and information pages to share the same information that is available at the in-person open house. The virtual open house idea is consistent with the council goal related to citizen engagement and connectivity. Our citizens will be able to participate in Arch Bridge plan review from their homes or work, and do not need to attend the in-person event to share their ideas, support, opinions, and comments. Staff hopes that the council will plan on attending the October 7 open house, and also that the council will log on to the virtual open house during the time period it is available. In addition, staff will provide the council with boilerplate language about these engagement opportunities for you to use in your communications.

Robert Moore Award

The City is now accepting nominations for the 2014 Robert Moore Award. Information about the award is online here: <https://westlinnoregon.gov/citycouncil/robert-moore-award>. The application form is online here: <http://westlinnoregon.gov/citycouncil/robert-moore-award-nomination-form>. The citizen review panel will be comprised of last year's winner (Alex Kachirisky) and two graduates of the 2014 Leadership Academy (Carol White and Troy Wolfe). Please encourage your friends and neighbors to make a nomination. As a reminder, after last year's nomination process, we removed the restriction on current citizen advisory group volunteers, so they are now eligible to receive the award.