

## Memorandum

Date: 9/3/2015

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

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### 1. Schedule

- *September 7 – no meeting (Labor Day)*
- *September 14 – Council meeting*
  - There are no items on the business meeting agenda; the council has several appointments to make, and will receive an update from Councilor Perry on the Tri City Advisory Committee.
- *September 21 – Council work session*
  - You will meet with the Planning Commission in a joint session.

### 2. City Manager Recruitment Processes

- Also during the September 14 meeting, I will share information about the city manager recruitment process, from the [memorandum](#) I sent to you earlier this week.
- I've included my memo as well as a draft RFP in the agenda packet for your review and comments.
- Ideally, the council will designate two liaisons to review the RFP so it can be released on September 28.

### 3. Mead Hall

- Staff continues to look into the Mead Hall issue, and is looking into potential violations, as well as legal and factual issues. We will keep you apprised of this research.

### 4. Emergency Preparedness Book Club

- As you know, September is Emergency Preparedness Month and I am pleased to see staff moving ahead with your council goals on preparing West Linn for emergencies.
- There has been great community interest in the book club that staff is promoting, and we anticipate a strong turnout for the Emergency Preparedness Fair on September 24.

**5. League of Oregon Cities Award Ceremony**

- The City of West Linn submitted award applications for two LOC awards: the Helen & Alan Berg Good Governance Award (for the Oregon Local Government Internship program, in which West Linn is participating) and the Award for Excellence (for the West Linn Leadership Academy and Youth Leadership Academy).
- These awards will be presented on Saturday, September 26 following the Annual Membership meeting at the LOC conference. LOC staff has asked that West Linn have representatives at the awards ceremony in case we win an award.