

Memorandum

Date: January 7, 2016

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- On Monday, January 11, the audit committee is meeting at 4:00 p.m. to review audit firm RFP responses.
- Your work session begins at 5:00 p.m. to discuss the following items:
 - City Manager Profile
 - White Oak Savanna
 - Tri City Resolution
- Dinner will not be served.
- You have a busy evening scheduled for Monday, January 11 to discuss the following items:
 - Citizen Advisory Group Appointments
 - Approve City Manager Profile
 - White Oak Savanna
 - Referring the Question of Banning State Marijuana Businesses to Electors
 - Policy Direction Relating to the Tri-City Service District
 - Cedaroak Boat Ramp Grant
 - Contract Amendment for Suncrest Drive Public Improvements
- The detailed agenda is online [here](#).

2. City Manager Recruitment Update

- An agenda item in your packet for Monday provides detail on both the city manager profile adoption, as well as the process adoption.
- Please review both in preparation for the discussion, which will be led by Ross Schultz from Prothman and Elissa Preston from West Linn HR.

3. Council Retreat Reminder

- Please be reminded that the council retreat is scheduled for January 15 at 8:00 a.m. at the McLean House.

4. Kazi Ahmed House Update

- The City has filed a second stipulated motion to stay all proceedings in the code enforcement action on the Hillside Drive home (A/K/A "Tyvek house").
- The Defendant has requested additional time to complete certain work agreed upon under the Consent Order.

- This stay does not change the overall schedule for the completion of the required work; it does however, allow more flexibility in terms of the timeline for individual actions to be undertaken.
- With the stay, the Defendant will have until May 5, 2016 to comply with the requirements stipulated in the consent order or the original violations will be reinstated.

5. Chris Kerr Update

- On Wednesday, Chris Kerr and I discussed his separation from city employment.
- Chris and I agreed that there were several benefits for all concerned if he separated from the city. It was a very amicable decision.
- Chris's last day will be January 29.
- I know that you join in wishing Chris well in his future endeavors.

6. Cost to Close City Hall & Library on Monday, January 4

- When the city closes its facilities, it is our policy to pay employees for the day, even though they are not in the office.
- The cost to close city hall and the library on Monday was \$24,752:
 - \$18,558 for city hall
 - \$3,210 for the library
 - \$2,984 in overtime costs for public works
- While the costs for closing are substantial, they were taken into consideration when the decision was made.
- My feeling is that the safety of our employees outweighs the costs.