

Memorandum

Date: February 4, 2016

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- February 8: Executive Session @ 5:00, Pre-meeting @ 6:00, Meeting @ 6:30
 - Robinwood Station Award, Robert Moore Award, Good Samaritan Award
 - Adopt Council Goals, Adopt Council Rules, Adopt City Manager Recruitment Process
 - Approve Auditor Contract

2. Pre-Meeting Meals

- It has come to my attention that you are not eating the meals provided before meetings and are instead taking the food home with you.
- Thus, we have discontinued ordering food for you; the meals are meant to be a time for informal camaraderie between council members.
- It is not in violation of public meetings law for you to enjoy social time together. However, since this opportunity is not being utilized, we will not incur the expense of meals.

3. City Manager Recruitment Process

- The agenda packet now includes the recruitment process you discussed on Monday, February 1 during your work session.
- At your meeting on Monday, February 8, you should take public comment on the recruitment process, and then formally approve it so we can move forward.
- Here are some important dates and times to plug into your calendars:
 - February 8 – adopt city manager recruitment process
 - February 21 – applications due; Prothman Company initial screen of applicants begins
 - February 29 at 6:00 p.m. - City Council executive session to identify top four to six candidates to invite to the final interviews
 - March 17 at 3:00 p.m. - City Council reception for each Councilor to meet one on one with each candidate
 - March 17 from 4:30 – 6:00 p.m. - Public reception at City Hall to meet and greet finalist candidates
 - March 18 from 8:00 a.m. – 4:00 p.m. – Interviews & deliberations

4. West A/Willamette Drive Property

- Ken Worcester has notified the County that the West Linn City Council is interested in taking one more approach at community input for a potential public purpose for this property
- The County is giving the City 60 days (by April 7) to perform that study.
- Staff will schedule a work session discussion on this topic for an upcoming meeting.