

Memorandum

Date: February 18, 2016

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- Your next scheduled meeting is on March 14. It will be a very busy evening, with a work session immediately followed by a regular meeting.
- There is no scheduled meeting on March 7, as there will not be a quorum of members.

2. State of the City

- The mayor's State of the City address is on Monday, February 22. The event begins with a reception in the Library Community Room at 5:30, and his speech is at 6:30.

3. City Manager Recruitment Process

- The Prothman Company has developed a four-question survey to solicit input from the community on the management traits they are looking for in a new City Manager. The survey is available to the public on the front page of the City website, a link from the recruitment webpage, shared via social media, emailed to neighborhood associations and the city email newsletter. Results will be delivered to the Prothman Company and shared with the City Council approximately one week before final interviews.