



Memorandum

Date: March 17, 2016

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- March 28 is your next scheduled Council meeting. The agenda includes Ordinance 1646, adopting the TSP (Public Hearing is closed); 21395 Willamette Drive Property; Councilors NLC Report; Council Conferences priorities and expenses; and the endorsement policy discussion.
- March 31 is the City Manager Candidates Reception at the Adult Community Center. City Council will have a private reception from 4:00 to 5:00 pm followed by a public reception for the citizens to meet the candidates from 5:00 pm to 7:00 pm.
- April 1 Council, the Directors, Regional Managers, and selected citizens will be conducting interviews for the City Manager position.
- April 4 is a joint meeting with the Planning Commission and Committee for Citizen Involvement.

2. Miscellaneous

- Kathy will be out of the office March 21 to March 25. Please know that we will try; however, requests made of the Administrative office may not be able to be completed this week.