

Memorandum

Date: August 24, 2016

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for August 25, 2016

Schedule

- I will be out of the office tomorrow and Friday, so you're receiving my weekly memo one day early.
- You have your work session on Monday night at 6:00 pm to preview the September 12 regular meeting agenda. I asked Kathy to modify the agenda to add "City Manager Report" which I'd like to become a standard item on your work session agendas. It will simply indicate to the public that I may give verbal reports at the meeting on the status of projects or follow-up on your requests

Information Items

- **Audit.** The audit for fiscal year ended June 30, 2016 is underway. The audit firm, Merina & Company LLC, will be sending to the full Council their required communication titled "those in charge with governance". It outlines Merina's role as independent financial auditors, the responsibilities of management and typically some related-party and fraud-related questions for you as councilors. Audit season ends around the November/December time frame with the auditors issuing the City an opinion on our financial statements and internal controls. Copies of the annual audit are due to the Secretary of State - Audits division by December 31st of each year. We will plan an audit committee meeting in December, followed by an auditor's presentation to the full Council shortly thereafter.
- **Willamette Falls Drive Congestion/New Stop Sign.** Last week I wrote about the installation of a 4-way stop at WFD and Ostman. The sign went in this week and, as you know, we're experiencing a number of complaints. Lance emailed you earlier today with the detail of how and why this traffic change was approved. It was identified as an improvement in the new Transportation System Plan. Lance will be at your work session meeting on Monday night (under City Manager Report) to answer any questions you may have.
- **Sunset School/Materials Storage.** This week we received a request to review the contractor's placement of construction materials on the site near the trees identified for protection. We will work with the School District on this request, but as construction commences, the areas on site for staging construction materials will shift around. I have a call into the new Superintendent to make sure she is aware of the neighborhood's heightened sensitivity about this project. By the way, today the footings for the building were poured.
- **Community Development Director Recruitment.** This is just a reminder that if you have not followed up with Steve Worthington from Prothman and Associates, please do so. If you wish to meet with him in person, he will be in West Linn next Tuesday evening for the meeting of the CCI and NAP. I've asked him to attend this meeting to allow these groups to provide input on the desirable qualities for our next director. We'll do the same with the Planning Commission at a future meeting.