



Memorandum

Date: December 29, 2016

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for December 29, 2016

Goodbye to 2016...

Schedule

- Due to New Year's Day falling on Sunday, it is observed on Monday, January 2. The Mayor and Council swearing in ceremony will occur Tuesday, January 3 at 6:00 pm.
- On Thursday, January 5 you are all scheduled for the LOC's *Elected Essentials Training*, located in the Happy Valley Council Chambers, 16000 SE Mistry Drive. The training is from 8:30 am to 4:15 pm. This event is only for elected officials only. A follow up orientation for new councilors with City legal staff is scheduled for January 11 from 11 a.m. to 2 p.m. Lunch will be provided.
- Interviews for Planning Commission and Citizens' Budget Committee applicants will not occur on January 3 as hoped, since we were not able to gather all the councilor's schedules. We will attempt to schedule the interviews before the January 9 meeting to stay on schedule with making all appointments that night. The rest of the committee appointments will be made on January 9.
- Please take a look at your schedules and be thinking about which advisory boards you would like to be liaison to. This is scheduled for your January 9 meeting with February 13 as a backup date.
- The Council Goal Setting Session is scheduled for Friday, January 20 & Saturday, January 21 from 8:00 am – 4:00 pm. We will let you know when we have decided on a venue.
- The State of the City is scheduled for Tuesday, February 28 at the West Linn Library. We will have appetizers at 5:30 pm in the community room followed by the State of the City at 6:00 pm in the main part of the library. The Robert Moore award will be awarded this night also.

Information Items

It has been a quiet week at City Hall in between the holidays. The news of this week is staffing transitions at City Hall. Next week marks the arrival of our new Community Development Director John Williams. His first day is January 4th (a day later than originally planned.) We look forward to welcoming him to the City of West Linn. Meanwhile, CFO Richard Seals provided his 30 day notice of resignation in order to accept a new position in a similar capacity with a non-profit entity. This is indeed unfortunate for the City of West Linn, but he is very excited for this new chapter in his career. I am already working with Richard and Assistant Finance Director Lauren Breithaupt on a transition plan for the department and will have more information to share when the details are worked out.

Thank you for your warm welcome to me this year. I look forward to a productive 2017!