



## Memorandum

Date: August 10, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – August 10, 2018

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### Schedule

- Enjoy your August recess. The next meeting of the City Council will be a work session on Tuesday, September 4 in the afternoon. The actual start time is TBD.
- Transit Update. Dwight Brashear from Wilsonville's SMART Transit System is confirmed to make a presentation about their program at your September 17<sup>th</sup> work session.

### Information Items

- 2018 GO Bond Update. Great news! This week, Standard & Poor's Global Ratings notified us the City of West Linn's "AA+" bond rating has been sustained and they view the outlook for this rating as stable. We expect this rating will benefit the rate we received on our bonds. This week, our Preliminary Official Statement was posted for potential investors. On August 21, our bonds will be available on the competitive market. After the bidding window closes, Finance Director Lauren Briethaupt will work with our Financial Advisors, D.A. Davidson, to select the bid with the lowest True Interest Cost. Once the winning bid has been selected, our Financial Advisors will negotiate the payment terms with the winning bidder to make sure the City is in compliance with all legal requirements and the projected tax levy rate is within the \$.42/1,000. Bond funds are expected to be delivered on August 30 and at that point we'll exactly how much we'll have to work with.
- Fourth Quarter Financial Report. The 4<sup>th</sup> Quarter financial report contains all the audit adjustments that are made in closing the fiscal year. Therefore, the report is generally issued around the time of the audit fieldwork. Interim audit fieldwork scheduled for the second week of September and the Finance Director hopes to have the report as soon as possible after that. In the meantime, the finance dashboard is up to date for year-end numbers, but they are preliminary until the audit adjustments are made and the year closed. If you want to look at the dashboard, you will need to change the "filter by year" drop down menu to 2017-2018.
- Staffing Updates. This week, Sgt. Oddis Rollins was promoted to Captain to replace retired Captain Neil Hennelly. Please extend your congratulations. Chief Kruger will not fill the vacant Lieutenant position. Instead, he was authorized to make a minor re-organization and reclassify the position to Captain. An external recruitment will be conducted to fill this position. Also, advertising is underway for a replacement for our Citizen Engagement Coordinator. Instead of this title, we are looking for a Community Relations Coordinator which better reflects the broad range of duties that this position has, including being the primary contact for public and media relations. The salary range is the same. The recruitment closes on August 22.

- Robinwood Station/McLean House. Ken Worcester and I met with Mike Watters and Pati Presnail with Friends of the McLean House on Monday. The discussion showed that we do need to revise (simplify) the template master use agreement. I'll write a separate e-mail to you outlining some thoughts I have about the agreement provisions and options the Council may want to provide direction to staff. Meanwhile, the immediate need is to make sure the City is adequately indemnified to cover the use of Robinwood Station by the West Linn Community Preschool in September.
- DUII Enforcement. Through an Oregon Impact grant, the West Linn Police Department will be deploying extra officers in August specifically to look for impaired drivers. This will help keep the community safe on hot August nights.
- City Manager Performance Objectives. This week Joe Hertzberg and I had a phone conversation to start my draft of performance objectives for 2018-19, per your request. I will look for time in September for an executive session discussion about this.

That's it for the week.

*Eileen*