



Memorandum

Date: September 13, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – September 13, 2018

Schedule Items

- Your next week meeting schedule is busy. You have your regular Monday work session on 9/17, a work session on Tuesday 9/18 at noon about GO bond projects, and an executive session on Thursday 9/20 at noon regarding performance objectives for the city manager. Check the agenda page on the website for details.
- The 3rd Quarter Town Hall is September 20 at 7 p.m. at the ACC. The evening will feature a presentation from Cheryl Snow, Clackamas County Arts Alliance.
- I will be away from the office September 21-26, at the ICMA National Conference in Baltimore, MD.

Information Items

Staffing Updates.

- Proposals were due this week for City Prosecutor. We received three inquiries, but only one was responsive to the proposal instructions. This candidate is the current Interim City Prosecutor. I will be meeting with this candidate today, but the scope of the two-year contract falls above my signature authority. The contract is scheduled for Council approval on October 8.
- We have sifted through 160 applications for Community Relations Coordinator and need to narrow the list down further to a short list to interview. We hope to get the interview process underway very soon.
- Today, a new patrol officer and sergeant were sworn-in at the police department. We have two more patrol officers to go before patrol is back to full staffing. Other vacancies to fill include completing the captain process, an evidence technician and an emergency operations manager.

Arts and Culture Committee. As noted above, public art will be the focus of the next Town Hall. We will also begin recruiting for the new Arts and Culture Committee. The committee will receive staff support from the Library Department which has the staff capacity to do so.

Budget Committee Resignation. Jay Henry submitted his resignation from the Budget Committee this week. He will be moving away from West Linn. We will get the process started to replace him.

Audit Update. Our auditors, Merina and Company, LLP, finished up their interim audit fieldwork this week. The finance department has been working on completing all audit work papers, making audit adjustments, and drafting the financial statements. The auditors will be back for final fieldwork the last two weeks of October. One part of the audit involves the "AU-C 260 letter" which must be sent to those charged with governance. Expect to see this coming to you soon. Once the financials are

completed, we will finish the June 30, 2018 quarterly report, and then the September 30, 2018 quarterly report after that. As always, please check the dashboard for up to date financial information.

City Council Orientation. With the development that we have two city council candidates for two open positions, we will move ahead with the orientation and education process for incoming councilors. I have scheduled a meeting with candidates Walters and Relyea for the first week of October. I expect to have a series of meetings to inform them about the city organization, projects and issues. Some of the orientation might even be useful for veteran councilors. If you are interested in participating, let me know.

PGE Street Light Conversation Update. I wrote about this several weeks ago. This conversion is scheduled to occur next summer. PGE will pay the capital costs of the fixture replacement, the City already pays a pole and fixture maintenance fee. In response to a follow up question, Lance Calvert estimates the City will save approximately \$14,200 per year in the Street Fund budget with a total of 546 light fixtures being converted.

Tanner Creek Park Graffiti. We have experienced a spate of vandalism at Tanner Creek Park with spray painting and graphic images etched into a sidewalk. The police department will increase the frequency of patrols to the park. Meanwhile, parks and recreation will repair the damage.

Speeding on Salamo. In response to a citizen inquiry about speeding on Salamo, you will see the speed radar trailer out there for a period of time.

That's it for the week.

Eileen