



## Memorandum

Date: November 8, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – November 8, 2018

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### Schedule Items

- Just a reminder that City Hall will be closed on Monday, November 12, for Veteran's Day. Your works session next week is on Tuesday, November 13.
- Also a reminder, I will be away from the office November 15 and 16 attending the meeting of the Planning Committee for the 2019 International City/County Management Association (ICMA) Conference in Nashville, TN.

### Information Items

- Staffing Updates. Police Captain Peter Mahuna started employment with the City today. His swearing in ceremony is Thursday, November 15, at noon at the WLPD. Also starting this week with the WLPD is Sarah Liggett, the new Property and Evidence Technician. We are down to two finalists for the Community Relations Coordinator position. Candidates are submitting writing samples and there will be a final interview which I will participate in. The Assistant City Attorney recruitment will continue to stay on hold for the time being.
- Stafford 3-Party IGA. Following the October 29 work session, there was a meeting of mayors, councilors and managers to report back on the comments to the guiding principles made by the three city councils in October. We are expecting a draft IGA to be produced by the end of this week. We have this topic scheduled for the December 3 work session with approval on December 10. If more time is needed a special meeting could be called. The goal remains to have all three cities approve the agreement by the end of 2018.
- 2019 Council Goal Setting Session. Six facilitators have been identified to submit proposals for facilitation services for your 2019 goal setting session. Proposals are due November 18. I will forward them once received and we'll need to create a process to choose one. I am asking each to identify dates available to work between mid-January and mid-February. Looking ahead at your own calendars, if there are dates that you are NOT available, please let me or Kathy know.
- Annual Report from Citizen Advisory Groups and Neighborhood Associations. This week we submitted the annual request to these groups so that they can report on their accomplishments and challenges from 2018. As you know, these reports will be incorporated into your goal setting background material. But we will also forward them as we receive them.
- Robinwood Station Update. Parks and Recreation Director Ken Worcester has received the building assessment report from Mackenzie which is being reviewed in preparation for the December 3<sup>rd</sup>

work session where we'd like to discuss the allocation of GO Bond proceeds for city facilities. He has also received a proposal from Mackenzie to do a similar assessment for the other building on the site. The combined total for the assessment work will end up about \$37,000. We have received a draft management agreement from the City Attorney's office which needs to be reviewed before being presented to Friends of Robinwood Station.

- Racial Harassment Incident. This week we received a complaint involving racial harassment of a student at West Linn High School by a member of the community. The incident was quickly followed up on by the West Linn Police Department. While the student could not provide identifying information the matter was handled in a manner that provided satisfaction and confidence in the WLPD by the reporting parent.
- City of West Linn Food Drive. City employees are once again expressing their thanksgiving and gratitude this year by collecting food to jump start the holiday season. Last year, West Linn employees brought in 850 pounds of food to help fill the shelves of the West Linn Food Pantry. Between now and November 20, donations will be accepted at certain city facilities. Just look for the big bins decorated like turkeys. Bins are located the Library, Police Department, City Hall and Adult Community Center

That's it for this week.

*Eileen*