



## Memorandum

Date: March 28, 2019

To: West Linn Mayor and City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – March 28, 2019

### Schedule Items

- As you know, we're having trouble scheduling upcoming meetings for a discussion on Council Rules, and Budget Committee meetings, due to the availability of the Council Chambers on certain days. And, despite the request to use Doodle Polls to check availability, we are having increasing difficulty getting Council members to respond to them.
- The rescheduled LOC training on public meetings is set for April 22 from 3:00 to 5:00 p.m. The OGEC training is scheduled for May 6, also from 3:00 to 5:00 p.m.

### Information Items

- Charter Interpretation Status. Attorney Jeff Condit had a big project ahead of this task of examining Section 21A and 23A of the City Charter. He hopes to get a report to the City by Monday, April 1 at the latest.
- Budget Status. We are working on the production of the 2020-2021 Biennium Budget just as fast as possible given the staff resources we have. We will be pushing a release date of April 12, but are still planning for that day. As mentioned above, we're still looking for dates and locations for all of the meetings. Thanks for your patience.
- Arts and Culture Commission Status. This new citizen advisory group had a kick-off retreat this week, but we have had two resignations. Kathy put applications in Dropbox of those not appointed last time and any others received. The April 8 agenda includes "Appointments to Citizen Advisory Groups" to enable the Council to consider making new appointments to this committee.
- Building Inspection Program. Congratulations are in order to Alisha Bloomfield and Adam Bernert for passing their 1 & 2 Family Plumbing Inspector Test. This is a tremendous accomplishment on top of already passing their 1 & 2 Family Structural, Mechanical and Residential Plan Review certifications, doing it ALL in a little over one year! And, kudos to Building Official Jim Clark who, after not finding a lot of people in the industry qualified for a Building Inspector II position, switched gears and created a Building Inspector I/Inspector in Training position with the idea of hiring people who had training and skills in customer service trained them completely in Building Inspections. This strategy has worked and the reputation of West Linn's building inspection program has turned around 100 percent!

That's it for this week.

*Eileen*