

Memorandum

Date: 9/17/15

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- *September 21 – Council work session*
 - You will meet with the Planning Commission in a joint session.

2. Follow Up From 9/14 Meeting

- A revised draft request for quotes is attached for your review. After receiving your edits, I would issue this on September 28, to receive quotes by October 9.
- This will give the city council a better idea of the price range that would be expected for human resources processing and screening services for the city manager search.
- Please note that the anticipated timeline does not show a city council decision on the selected HR consultant until after the November election.

3. RiverHealth Approved Proposal

- On September 9, the RiverHealth Advisory Board (comprised of ratepayers in North Clackamas County Service District 1 (CCSD 1), including the cities of Milwaukie and Happy Valley) met and unanimously passed an advisory recommendation to the Board of County Commissioners (BCC). This recommendation urges the BCC to:
 - Authorize WES to proceed with increasing the solids handling capacity of the Tri-City plant in a timely fashion;
 - Merge the two existing district advisory boards into a single Regional Wastewater Advisory Board as the sole advisory board for both Districts to the BCC, and thereby reduce redundancy and overhead costs to ratepayers incurred by WES in serving interconnected, but administratively separate, boards;
 - Retain the portion of the RiverHealth Advisory Board (RHAB) for surface water issues in CCSD 1;
 - Empower the membership of the current Regional Wastewater Capacity Advisory Committee to serve as the new Regional Wastewater Advisory Board; and
 - Continue to act as the governing Board of Directors. The RHAB recognizes the on-going discussions of governance by the Committee and that the new Regional Wastewater Advisory Board will address these issues.
- A copy of this proposal is attached to this memo.

4. 9-80 Schedule Change

- Staff has begun rolling out the new 9-80 schedule change, which will begin on October 5, 2015 with extended hours for city hall and operations. The first closure day is October 16, 2015.
- Planned outreach includes coverage in the Tidings, website and social media posts, emails to all city volunteers, signage in buildings, email footers, and email newsletter articles.

5. Emergency Preparedness Fair

- The Emergency Preparedness Fair is next week, on September 24, from 4 to 8 p.m., at 1395 Rosemont Road (LDS Church). Here's the full listing of participants:
<http://westlinnoregon.gov/westlinnready/west-linn-ready>

6. Request for Flagpole at Willamette Park

- Parks & Recreation staff is following up on the request from a TVF&R officer to place a flagpole at the Willamette Park boat ramp. While a flagpole is relatively inexpensive, lighting it can significantly add to the cost. Also, we must ensure that staff can attend to the flag(s) on the pole. We will have an estimated cost for your consideration soon.



Request for Quotes

Professional Human Resources Services for City Manager Recruitment

Introduction

The city of West Linn is seeking proposals from qualified professional firms with experience in advertisement, solicitation and screening for the vacant city manager position. The West Linn city manager left the position in August 2015. West Linn is located in Clackamas County, approximately 15 miles south of the City of Portland. It is a residential community with a population of approximately 25,000 people. West Linn provides the following services: police, parks, recreation, library, planning, municipal court, support services, public works including streets, sewer and water. Learn more about West Linn at WestLinnOregon.gov, on Facebook at [/CityOfWestLinn](https://www.facebook.com/CityOfWestLinn) or on Twitter [@WestLinnUpdate](https://twitter.com/WestLinnUpdate).

West Linn is recognized by ICMA as a council-manager form of government. The governance of the city is vested with the city council. The council is comprised of five elected members, which includes a mayor. All members of the council are elected at-large. The city manager is appointed by the council and is responsible for all city functions. The city employs 127 regular full-time employees plus seasonal and contract employees under the direction of the city manager. The total city budget for BN17 is \$98 million.

Scope of Services

The city wishes to conduct a regional search for a new city manager, and seeks professional assistance with recruitment logistics. The project scope should include: advertisement of the vacant position; outreach to potential candidates; and screening of received applications. The city's goal is to provide an open and fair recruitment that will attract top talent while keeping the cost of the recruitment process reasonable. The city is looking for proposals that contemplate the search firm conducting the entire search as well as assisting in some tasks and the city doing some of the tasks, with costs for the overall project and costs for each of the individual steps.

Content of Proposals

Proposals should include a brief history and introduction of the company or firm. All proposals should include names and references from other municipal organizations for which comparable services have been rendered. The following elements should be addressed in the submittal in

sufficient detail to allow the review committee to determine the reasonableness of the planned approach and cost:

- Provide a clear written scope of the projected costs and a detailed recruitment schedule.
- Conduct the initial screening of applicants and provide a recommendation/ranking.
- Work with the city attorney's office on the public hearing process for the position description and selection criteria.
- Be available to manage and oversee the recruitment process over the duration of the project, including managing and participating in the interviews.

Deadline & Timeline

- September 21: Issue RFQ.
- **October 9: Consultant price quotes due to Elissa Preston, HR Manager, at epreston@westlinnoregon.gov by 4:00 p.m. Only electronic submissions will be accepted. Please do not submit proposals in hard copy.**
- November 9: Select the recruitment firm and direct staff to execute the contract
- November & December: City council work with HR firm on outlined tasks.

Proposal Evaluation & Selection

- Members of the city council shall evaluate the submitted quotes, and the city reserves the right to reject any or all of them. The city will not be liable for, nor pay any cost incurred by responding firms related to the preparation of proposals or the making of presentations. Proposals shall be evaluated based upon the following factors:
- Capability to perform the services required;
 - Experienced staff available to perform the services required, including recent, current and projected workloads;
 - Performance history;
 - Approach and philosophy;
 - Fees and costs;
 - References.

Sample Contract

A copy of the contracts the selected contractor will be required to sign if they undertake a project are available online as a sample: <http://westlinnoregon.gov/citymanager/sample-long-form-personal-services-contract>. The contract terms will include the scope of services and any special terms and conditions. The contracts are not negotiable. Submission of a response constitutes agreement to the terms of the contract.

Questions

Please contact interim city manager Don Otterman with any questions:
dotterman@westlinnoregon.gov or 503-657-0331.

DRAFT

TO: Honorable John Ludlow, County Chair
Commissioner Paul Savas
Commissioner Martha Schrader
Commissioner Tootie Smith
Commissioner Jim Bernard

From: RiverHealth Advisory Board

The RiverHealth Advisory Board (RHAB), representing the ratepayers in North Clackamas County Service District Number 1 (CCSD #1), including the cities of Milwaukie and Happy Valley, have findings and recommendations that we submit for consideration by the Board of County Commissioners.

CCSD#1 and Tri-Cities, as members of the Regional Wastewater Capacity Advisory Committee (Committee), have a demonstrated track record of success in working together cooperatively to solve significant wastewater treatment issues. As part of a regional treatment strategy, the Committee approved, and CCSD#1 ratepayers funded, the membrane bioreactor at the Tri-City Wastewater Treatment Plant (Plant) in Oregon City. The bioreactor treats wastewater from CCSD#1 and Oregon City, Gladstone, and West Linn (the Tri-Cities). It provides expandable liquids handling capacity for both districts while producing Class A effluent that is blended with effluent from the Plant, allowing it to operate within current water quality requirements for ammonia. The Plant also treats biosolids from both the bioreactor and the regular treatment process. As a result, both districts now have an extensive portfolio of high quality conveyance and wastewater treatment assets that are currently operated as a single regional treatment system by WES. The impetus for this memorandum is the significant shared co-investment at the Plant and the uncertainty and financial risk to our ratepayers.

The RiverHealth Advisory Board finds the following:

The Board of County Commissioners (BCC), as the governing Board of Directors of both service districts, and acting through WES as the operator of both the Kellogg and Tri-City Plants, has met and/or exceeded its clean water regulatory obligations to ratepayers, the Oregon Department of Environmental Quality, and the Environmental Protection Agency Region 10. Discharge monitoring reports at the Plant have complied with all laws and regulations, and incidents that could pose a risk to public health have been eliminated with the addition of CCSD #1's bioreactor.

To preclude a building moratorium and avoid future permit violations, the WES director has reported to each district and to the Regional Wastewater Capacity Advisory Committee (Committee) a need to complete additional digester capacity at the Tri-City Plant by 2018. The RHAB has confidence in the WES Director and staff's assessment that the solids treatment capacity of the Tri-City Plant is at or near capacity - even without the biosolids from the bioreactor (which has prompted the conversation at the Committee level). To date, Committee conversations have not resulted in a clear path forward for WES's role in treating regional needs while protecting human health and the integrity of our watersheds. The current uncertainty gives the RHAB considerable pause for additional investments by CCSD#1 in the Plant. Despite recent

political changes, the ratepayers of both districts need certainty in continued operations when investing in wastewater treatment facilities of substantial cost. A decision on construction is needed by the Committee by the end of November and failing that, the Board of County Commissioners by the close of 2015. This memorandum therefore addresses the co-investment uncertainty and financial risk to our ratepayers that remains.

It is in the immediate fiscal interest of the ratepayers of CCSD#1 and Tri-Cities Service District (TCSD) to proceed with the design and construction of additional digester capacity at the Plant as soon as possible. Delays can only increase construction costs and the risk of failure and regulatory fines of the Plant to maintain service integrity.

THEREFORE, the River Health Advisory Board recommends that the Board of County Commissioners:

- Authorize WES to proceed with increasing the solids handling capacity of the Tri-City plant in a timely fashion;
- Merge the two existing district advisory boards into a single Regional Wastewater Advisory Board as the sole advisory board for both Districts to the Board of County Commissioners, and thereby reduce redundancy and overhead costs to ratepayers incurred by WES in serving interconnected, but administratively separate, boards;
- Retain the portion of the RiverHealth Advisory Board for surface water issues in CCSD#1;
- Empower the membership of the current Regional Wastewater Capacity Advisory Committee to serve as the new Regional Wastewater Advisory Board; and
- Continue to act as the governing Board of Directors. The RHAB recognizes the on-going discussions of governance by the Committee and that the new Regional Wastewater Advisory Board will address these issues.

The Board recommends that the existing bylaws of the Regional Wastewater Capacity Advisory Committee be retained and amended as necessary to reflect the changes recommended above. It is our hope that the new Regional Wastewater Advisory Board will continue to forge new ways to reduce costs to our ratepayers, including but not limited to formally merging the two service districts into a single district to take advantage of the numerous regulatory and financial advantages of scale that are currently employed by representatives of ratepayers in comparably sized districts in Oregon and the Pacific Northwest.

(This is followed by signatures from all RHAB members.)

Working Draft – Bylaw and Regional Wastewater Advisory Board Suggestions

- Use a 3rd party to confirm WES estimates for digester needs and costs at the Tri-City Plant
- Decide on the manner and timing of expansions and/or renovations at each wastewater treatment plant consistent with a regional approach to managing and operating the two treatment plants
- Determine the type and method of financing any new capital expansions including the formula for cost sharing by members
- Determine the wholesale rates to be paid by each member of the new Board that reflects a fair and equitable sharing of capital construction, debt service, and operating costs to all ratepayers in each district
- Use a 3rd party to identify and quantify any savings to ratepayers from consolidating or merging the two districts