

Memorandum

Date: 9/24/15

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- Your next scheduled meeting includes an executive session at 5:00 and a work session at 6:00 on October 5. Senator Devlin and Representative Parrish will attend the work session with updates from Salem. The agenda also includes a discussion about the I-205 widening, the Main Street funding agreement, Tri-City governance and transportation funding.

2. Fee Waivers for Kazi Ahmed

- I waived the plan review fee for Mr. Ahmed and I also reduced the building permit fee by 50%. In addition, I reduced his water resource area (WRA) permit fee by 50%. And, all legal, inspection and administration fees have been capped at \$2,500.

3. City Manager Recruitment

- The RFQ for city manager recruitment services was let today.
 - Based on feedback from the council, following three tasks were added to the proposed scope of work: assistance with the interview process; finalist background and reference checks; city council coaching.
- A copy of the RFQ is attached to this memo.

4. Arch Bridge Next Steps

- A discussion on the Arch Bridge Concept Plan is tentatively scheduled for December 7.
- In advance of that discussion, staff is preparing a memo for your review on the necessary process should the council want to obtain more alternative designs.
- This memo will include the anticipated costs and process to retain a new consultant to build these alternatives.
- It will also be necessary for the council to address the December 2014 resolution which directs the implementation of the Arch Bridge Concept Plan.
- The current contract for the Arch Bridge Concept Plan implementation with Cogan Owens Greene was for \$85,000. Approximately \$8,000 has been spent, or nine percent.
- Cogan Owens Greene has been notified to pause work on the project until further notified by the city.

5. Awards

- *American Planning Association (APA) Award*
 - The Oregon Chapter of the American Planning Association announced the winners of its annual Planning Award program, which recognizes individuals and projects that have made a significant contribution to urban planning in Oregon.
 - West Linn received the award for Public Involvement and Participation for its Arch Bridge/Bolton Concept Plan.

- *National Association of Telecommunications Officers and Advisors (NATOA) Government Programming Award*
 - “Pothole Pile Up” took first place in the category of Public Awareness.
 - The NATOA awards program honors excellence in broadcast, cable, multimedia and electronic programming produced by local government agencies.
 - If you want to watch the program again: <https://youtu.be/CCgTD0-jh68>

- *Government Finance Officers Association (GFOA) Award*
 - West Linn has once again received the Distinguished Budget Presentation Award from GFOA. The GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality.

6. Mead Hall Update

- The attorney for the owner of the Mead Hall property contacted the city to affirm that the home is no longer being used as a business.
- The letter from the attorney is attached to this memo.

7. Stafford Update

- The city was copied on a letter from Clackamas County BCC Chair John Ludlow to Metro President Tom Hughes.
- In the letter, the County urges Metro to pause the urban reserves hearing process until the facilitated discussion with the county and cities can occur.
- Additionally, Mayor Axelrod signed a similar letter from the city to Metro.
- The letters from Mr. Ludlow and Mr. Axelrod are attached to this memo.

8. Reminder – City Hall & Operations 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.

Attachments (4):

- City Manager Recruitment RFQ
- Mead Hall Attorney Letter
- Clackamas County Letter
- Mayor Axelrod Letter



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 search for a new city manager, and seeks professional assistance with recruitment logistics. The project scope should include: facilitation/coaching with the city council on the city manager recruitment process; advertisement of the vacant position; outreach to potential candidates; screening of received applications; assistance with the interview process; finalist background and reference checks. 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 itemized 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 24: Issue RFQ.
- **October 9: Consultant price quotes due to Don Otterman, Interim City Manager and Elissa Preston, HR Manager, at citymanagerecruitment@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 503-657-0331 or: dotterman@westlinnoregon.gov .



STEVEN F. COX
ATTORNEY AT LAW

September 14, 2015

Chris Kerr
Community Development Director
City of West Linn
22500 Salamo Rd.
West Linn, OR 97068

Re: David Levine / home occupation permit

Dear Mr. Kerr,

I represent David Levine, owner of the home at 5900 West A Street in West Linn. Please direct all further correspondence in this matter to my office.

My client received your letter of July 29, 2015 in which you informed him that he would need to apply for and secure an adult business permit in order for his application for a business license and home occupation permit to be considered. The purpose of this letter is to inform you that Mr. Levine is withdrawing his request for a business license and home occupation permit. He will continue to host gatherings for friends and acquaintances at his home, but will not operate as a business. No rental fees will be requested or accepted and Mr. Levine will only accept voluntary donations to defray expenses. All West Linn municipal code regulations regarding noise, parking, etc. will be followed at all times.

Because Mr. Levine is withdrawing his request and no action has been taken on said application to date, I ask that his application fee be refunded in full at your earliest convenience.

Thank you very much for your attention to this matter. I ask that you contact me as soon as practicable to let me know if these measures will satisfy the City's concerns over the use of the property. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Steve Cox

CC: David Levine
Don Otterman, Interim City Manager

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BOARD OF COUNTY COMMISSIONERS

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

September 16, 2015

Tom Hughes, President
Metro
600 NE Grand Ave.
Portland, OR 97232

Re: October 8th Council Meeting

Dear President Hughes:

Thank you for your letter of August 28, 2015 inviting the County to participate in Metro's hearing process. We believe it is premature to begin holding hearings on October 8th. Beginning a hearings process now could force the cities of Tualatin and West Linn to devote their energies to building a record for another appeal. This seems inconsistent with the notion of the parties entering into good faith negotiations to resolve the appeals.

Clackamas County would like to engage Metro in a discussion about the scope of work and the process for our respective bodies to present a joint decision for acknowledgement. The applicable statute speaks to a "coordinated and concurrent process."

This warrants a bilateral discussion between our respective governing bodies regarding the process, rather than simply an invitation for the County to either participate in Metro's process, or react to Metro's proposed final ordinance.

Sincerely,

John Ludlow
Clackamas County Board of County Commissioners.

cc: Tualatin City Council
West Linn City Council
Lake Oswego City Council



September 24, 2015

The Honorable Tom Hughes, President
Members of the Metro Council
700 NE Grand Ave
Portland, Oregon 97209

Re: Hearings on Metro Urban and Rural Reserve Remand.

President Hughes:

We write to express our concern regarding the fact that Metro has chosen to commence hearings on the remand of Metro Urban and Rural Reserves before the parties have had the chance to have our facilitated discussion on the future of the Stafford area.

It is our view that, by working together in good faith, we can build trust and may find solutions to the issues in Stafford. However, beginning the hearings process before the facilitated discussion has even begun forces the parties to devote limited public resources to building the record for a possible appeal. We believe those resources would be better dedicated to constructive dialogue.

We respectfully request that Metro suspend the hearing process until the facilitated discussion has concluded.

We thank you in advance for your time and consideration of our request.

Sincerely,

Lou Ogden
Mayor
City of Tualatin

Kent Studebaker
Mayor
City of Lake Oswego

FOR: Russ Axelrod
Mayor
City of West Linn

John Ludlow
Chair
Clackamas County