

Memorandum

Date: July 21, 2016

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for July 21, 2016

Schedule

- The Upper Midhill Drive (Chene Blanc Subdivision) Denial Appeal Public Hearing is set for July 25th and the packet is online and in your Dropboxes. The deadline for submitting argument was July 18. The correspondence received is posted online and in your Dropbox. The Appellant has requested that Council re-open the public record to allow the submission of additional written testimony and evidence. If Council opts to grant this request, we suggest the hearing is continued to August 15 since the August 8 Council meeting is full. The Applicant will need to grant another extension.
- On August 1, Council will be having Planning Commission interviews starting at 4:45 pm immediately followed by an executive session at 5:30 pm in the Bolton Conference Room.

Information Items

- The Clackamas County Fuel Tax IGA is on Council's August 8th agenda. Some cities have expressed concern about some of the language linking support for the ballot measure with receiving funding. Because so, the IGA is in the process of being revised. One clarification we seek is to make sure that the agreement reflects that the revenue distribution reflects that portion of county population inside the cities where the city is split between two counties.
- Intergovernmental Relations/Legislative Advocacy. I am in the process of scheduling meetings for the Council to meet Doug Riggs, Northwest Grass Roots. Look for these to happen soon.
- Last Friday, Chief Timeus put an officer on administrative leave pending an investigation into the officer's conduct on social media. This is a personnel matter. There are no updates at this time, but I will let the Council know when there are updates to report.
- Sunset Primary School has been appealed to LUBA, we will let you know when this is scheduled. The school district building permits have been issued and site preparation has begun, including the removal of play equipment. You received testimony about this at your July 18th meeting. Some of the equipment will be relocated to the park upon completion of the school. The public works permit relating to the stormwater facility has not been issued yet. We are waiting for the school district to supply the performance bond before issuing this permit.
- Green Power Challenge. This week Mayor Axelrod and I met with PGE about the City participating in PGE's Wind Energy Program. With very little additional investment, between \$90 and \$400 per year, the City could become either a bronze, silver, gold or platinum member. We are working with PGE to come make a presentation on this, first to the Sustainability Advisory Board and then ultimately to the City Council.

- Communications Plan for Sunset School Project. Hopefully you have received my email about the communications plan for the school project. Courtney Flynn will function as the point person to collect and respond to citizen concerns. The school district is also putting a team in place and is planning to do regular briefings on the project.
- Attached is the Municipal Fiber Task Force Operating Agreement as proposed by staff to help guide the task force. If you have any questions, please contact Shane Boyle.
- July 21 Pre-Application Conference. The Council will likely hear about today's pre-application conference where more than the requisite number of citizens attended. There is frustration over the amount of notice time and participation by the neighborhood association in this particular application. I will be meeting with NA representatives and separately with staff next week.
- Workshop on the Land Use Review Process. As I learn more about the City's process for reviewing and approving land use applications, it seems to me an educational session is in order. I would like for staff to make a presentation to Council about the entire process from start to finish. A visual timeline would help bring clarity to the process, the costs and the expectations for involvement. Look for this workshop to be held in September or October.



CITY OF West Linn

Municipal FTTP Feasibility Task Force Operating Agreement

Statement of Purpose:

The municipal FTTP feasibility task force has been convened in order to provide citizen oversight and guidance on the execution of a request for proposal to study the feasibility of a municipal fiber network throughout the city of West Linn. The task force is a limited duration working group focused on selection of the correct service vendor and ensuring a neutral business principal based approach is utilized.

Duration & Meeting Commitments:

The task force is expected to operate from August 1, 2016 through January 31, 2017.

August 2 – Task Force Launch Meeting, Introductions & Review of Published RFP

August 9 – Finalization of RFP grading system

August 10 – January meetings to be determined by vendor supplied project plan

Roles & Responsibilities:

This task force is charged with ensuring that the process of vendor selection and the feasibility study results stand up to public scrutiny. Specifically the vendor selected maintains an impartial objective data driven operation throughout the feasibility study. It is the responsibility of each member of the task force to provide input and guidance that lives up to these work group operating tenants:

- Represent the interests of the city as a whole, set personal bias and opinions aside.
- Educate and be willing to be educated through the process ensuring the task force benefits as a whole from your unique experience and education.
- Ask tough questions of the task force members, city staff, and vendors respectfully with the goal of improving the outcome and process to achieve the outcome.
- Provide oversight to the selected vendor and their process, but let the vendor be the subject matter expert we have hired them to be.

Members:

Anathan Thrandi
Mike Taylor

David Baker
Mike Gates

Brian Gilday
Richard Sakelik

Ray Kindley

Objectives:

1. Contract with the right service provider to conduct the feasibility study.
 - a. Evaluate all received proposals from bidding vendors and apply an objective numerical rating to each proposal.
 - b. Participate in interviews with the highest ranking vendors
 - c. Recommend one vendor to contract and supply the feasibility study
2. Provide oversight to the vendor conducting feasibility study.
 - a. Provide approval to the vendor submitted study project plan
 - b. Provide guidance on the process utilized by the vendor to achieve the final outcome
3. Provide an appraisal to council on the vendors overall performance
 - a. Provide positive or negative feedback on vendor supplied recommendation