



Police Station Steering Committee

Objective:

To represent the City Council and community with the development of the new police station to ensure that the vision for a new police station is implemented to maximize value and in accordance with the Council's and the voters' intentions.

Scope:

Ensure that the scope of the Police Station project complies with the original intention of the Task Force and meets the short and long term needs of the community and the West Linn Police Department.

Resources:

Ensure that the bond proceeds are utilized wisely and the community receives the maximum value and the best police station asset possible for the funds approved and allocated.

Schedule:

Ensure that every effort is made to implement this project in an expeditious manner so the community receives immediate return on its investment and the West Linn Police Department is moved to its new, improved and safer station as soon as possible.

Activities:

The Steering Committee will work with the staff through the Project Manager and Staff Project Team to achieve the stated objective. The Steering Committee will operate in accordance with the attached *Police Station Steering Committee Rules and Standards*. The Steering Committee will also be asked to make recommendations to the City Council and/or City Manager regarding such actions as:

- The type of contracting process that should be used
- Selection of the architect
- The design of the facility
- Pre-qualification of contractors
- Award of the construction contract
- Any significant changes that may need to be made to the design or to the awarded contract, if necessary

Station Design Process:

As part of its efforts to engage citizens in the Police station design/construction process, the Steering Committee is asked to appoint a design committee and participate in the design of the facility. The design committee will recommend a design to be reviewed by the City Council prior to the submission of a land use application by the Project Manager.

Police Station Steering Committee Rules and Standards

- The Police Station Steering Committee has chosen not to have a chair. Robert's Rules of Order will not be utilized; however, recommendations or positions of the committee should be presented in a motion and voted upon. Each member of the committee will be given the opportunity to speak on each matter. On issues not communicated to council, committee consensus will be sufficient. The goal is to have open, clear and respectful communication.
- The Owner's Rep/Project Manager will set the agenda for each committee meeting, with input from committee members, City Manager and various other stakeholders. Committee members who wish to have an agenda item added, should email the Owner's Rep at least one week prior to the next meeting.
- Meeting times will be targeted at an hour and a half. Agenda will be scheduled to fit the available time.
- Committee must comply with Oregon's Public Meeting Law (ORS 192).
- Public Meeting Law requires that written minutes or audio or video recordings be taken at all meetings. The City of West Linn has chosen to tape record each meeting, and the written notes will be summarized by staff. The notes will summarize the actions or recommendations of the committee.
- Any communication by the committee with staff must be shared with the entire committee, and vice versa.
- Committee must comply with Political Participation Law. (ORS 260.432)
- If the committee desires information or a report from staff other than the Project Manager, the committee should request City Manager or Project Manager approval prior to pursuing the project. Following this procedure will prevent staff from being diverted from priority projects, and avoid having staff crossing over their efforts.

This document was unanimously approved by the Police Station Steering Committee on February 29, 2012.