



City of Stevenson

Leana Johnson, City Administrator

Phone (509)427-5970

FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Johnson, City Administrator
RE: Summer Intern – Broadband Project
Meeting Date: March 15, 2018

Executive Summary:

At the council retreat in February, forwarding the broadband goals of the city was determined to be priority number 3. There was an opportunity through the Washington City/County Management Association (WCMA) to apply for a summer intern from the University of Washington's Evans School of Public Policy and Governance MPA program. WCMA will provide a \$2,500 stipend to the intern to support their relocation expenses. After a review of finances detailed below, the city applied within the quick turn-around time of a week and a half to have the intern focus on moving the broadband project forward. The city was selected and will post for the position on March 14th. This will allow the city to advance this priority without overly straining current resources.

Analysis:

The initial staffing projections for replacement hires have been reviewed in more detail as the retirement dates for both Carla and Candace get closer. Candace Ford has delayed her retirement until August 30th and while that increases her budgeted salary by a couple of months, she will be taking more vacation than planned-decreasing the retirement payout estimate. The current plan is to have the replacement hire on board by July 23rd, a reduction of three weeks' overlap with the position. For Carla's position, the plan is to have the replacement hire on board after Thanksgiving, a reduction of seven weeks' overlap. While the costs are spread out over multiple departments, the overall estimated cost savings to the General Fund is \$10,680.

The hourly pay for the intern position is \$15 per hour. The timeline for the position is estimated to be 13 weeks maximum. This will bring the total estimated intern salary cost to \$8,500. There is a laptop currently utilized only by the minute taker that can be repurposed for the intern, or there is a computer station in the office that is shared with public works and the fire secretary that can also be used. Information regarding the project and project deliverables are included in the application attached.

Conclusion:

While there will be changes to the individual line items within the General Fund, the bottom line will not need to be changed with the addition of this position. This is a good opportunity to make progress on the Broadband initiative prioritized by the city.

UW ICMA is Seeking Sponsors for Our Local Government Summer Fellowships!

What is the UW ICMA Local Government Fellowship Program?

Often deterred by the cost barriers of relocation, students typically limit their internship search to the Puget Sound region. To support internship opportunities in local governments across the state of Washington, the UW ICMA will be awarding two Local Government Summer Fellowships to Evans School students pursuing summer internship positions in sponsor organizations farther from the urbanized areas of the Puget Sound.

As part of the fellowship program, sponsoring cities are expected to provide a paid, term-limited position that focuses on developing the fellow's professional skills while engaging them with the organization and the community. Fellowship recipients will be awarded a \$2,500 stipend by UW ICMA, which has been funded by WCMA, to support their relocation expenses to their summer community.

Apply to Be a Sponsor!

Each spring, students at the Evans School begin their search for a summer internship. After a year of rigorous core courses from one of the nation's top MPA programs, they are eager to apply their skills in good governance and exemplary public service. The UW ICMA Local Government Summer Fellowship Program helps to connect students with organizations like you!

How to Apply

To apply for consideration by the UW ICMA Board please download the application on the following page and enter your responses. Applications can be emailed to bucodawarren@gmail.com.

Deadlines

Deadline to submit proposal to UW ICMA is March 5, 2018 at 5 P.M.

The UW ICMA board will evaluate and select two city proposals, on March 7, 2018

Cities will be notified if their proposal was selected by March 10, 2018

Cities should have internship position posted by March 14, 2018

City will receive applications directly, and close applications on March 26, 2018 at 5 P.M.

Cities need to submit their choice for fellow to UW ICMA by April 4, 2018 at 10 A.M.

UW ICMA will confirm acceptance, and announce to sponsoring organization, WCMA, and the Evans School by April 11, 2018

To be completed by Sponsoring Organization:

Proposed internship project description

“If you fail to plan, you are planning to fail.” -Benjamin Franklin

As Broadband Project Coordinator, the intern will learn how to apply this maxim at the City of Stevenson. The intern will be responsible for initiating the pre-planning stage of Stevenson’s Broadband Strategic Plan. This stage involves 1) organizing the information necessary to assist future decisions/actions, 2) establishing a process that will identify those decisions and actions, and 3) convening stakeholders to set that process in motion.

Staff, in guiding the intern will rely heavily on “The 6 Breaths of Process Architecture” http://meadowlark.co/pdfs/6_breaths_architecture.pdf as a framework to initiate a process similar to the “Oregon Broadband Strategic Planning Template” (<http://www.oregonbroadbandplanning.org/assets/docs/PlanTemp/OrBBtemplate.pdf>).

Interns will benefit from this position by making bi-state contacts in Washington and Oregon’s governmental and non-profit sectors. Stevenson’s management staff will provide young, capable, and dynamic oversight and create a supportive environment for the intern to achieve these goals while also advancing the City’s needs. Stevenson is located close enough to Portland to provide entertainment and amenities when the intern needs relief, but far enough out to elucidate the intern on the challenges—economic, social, and psychological—common to rural areas.

Deliverables and work products

Deliverables can be tailored to the experience and desires of the intern and can include:

-Broadband Strategic Planning-Assist with development of broadband planning goals, informational needs, and meeting schedule. Identify regional stakeholders for participation on a Broadband Strategic Leadership Team. Engage stakeholders and initiate project kickoff meeting. Participate in kickoff meeting planning, facilitation, and wrap-up. Hand-off project including strategic plan template to City staff for remaining meetings.

-Franchise Compendium-Organize current and historic franchise agreements for all the City’s franchise holders. Research broadband franchise agreements from other communities. Identify areas for improvement in existing franchises.

-Telecommunications Map-Organize existing mapping resources. Request resources from telecom providers. Develop new maps of broadband/telecommunications infrastructure. Identify whether environmental justice issues create a digital divide.

-Broad Policy Review-Identify current City policies that facilitate and/or deter broadband deployment. Research facilitative broadband policies from other communities. Organize and/or prepare case studies

to support broadband planning activities. Identify areas for improvement in existing standards, including, if possible, model construction standards and specifications.

-Small Cell Recommendations-Review proposed amendments to state law regarding small cell technology. Review existing city policies. Identify how existing city policies can be improved/made compliant.

-Honest Feedback-Provide outside perspective on outdated city practices (related or unrelated to broadband). Identify opportunities to incorporate newer, easier, or better practices being promoted in academia today.

Approximate Start/End Dates

Start 6/25/2018 End 9/21/2018

Are these dates flexible? Yes No

Is there short-term lodging available in your jurisdiction? Yes No

What assistance can you provide to find short-term housing?

Staff maintains many connections in this small town and can assist in finding housing.

Compensation

\$15/hr

Direct supervisor

Name Ben Shumaker, MUP

Title Planning Director

Email ben@ci.stevenson.wa.us

Phone 509-427-5970