

Agenda
Shady Cove Joint Workshop
City of Shady Cove Council and Spectrum Design/Build Team
Thursday, December 5, 2024
4:30 PM – 5:30 PM

Join Zoom Meeting <https://zoom.us/j/9722923260?omn=93948141758>
Meeting ID: 972 292 3260

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Announcements/Proclamations by Presiding Officer**
 - A. This meeting is being digitally recorded.
 - B. This workshop is for discussion only between City Council and Spectrum Design/Build Team
 - C. No decisions will be made at this meeting
 - D. The public is invited to attend, however public comment will not be allowed.
 - E. These meeting dates and times are subject to change.
- 5. Discussion**
 - A. Joint workshop between the City of Shady Cove, City Council and Spectrum Design/Build Team to clearly define roles and responsibilities for the City and Spectrum teams.
 - ✓ **Roles and Responsibilities**
 1. Clearly define roles for the City and Spectrum teams.
 2. Assign point persons for decision-making, troubleshooting, and progress updates on both sides.
 - ✓ **Communication Workflows**
 1. Establish processes for how and who the City communicates with for issues on our side.
 2. Determine Spectrum's point of contact for addressing issues on their side.
 - ✓ **Community Engagement Strategy**
 1. Plan a unified communication approach to inform the community about project impacts, such as street closures and neighborhood disruptions.
 2. Establish public feedback channels (e.g., website updates, social media posts, or hotlines).

- ✓ **Conflict Resolution Plan**
 1. Develop a process for addressing potential disagreements or issues that may arise during the project.
 2. Agree on escalation procedures & timelines for resolution.
- ✓ **Emergency Preparedness**
 1. Outline protocols for responding to emergencies during construction, such as utility outages or accidents.
 2. Ensure both teams are prepared to act quickly and coordinate effectively in emergency situations.
- ✓ **Documentation and Reporting**
 1. Decide on the frequency and format of progress updates (e.g., weekly or bi-weekly reports).
 2. Assign responsibility for maintaining accurate records of decisions, timelines, and milestones.
- ✓ **Project Timeline and Calendar**
 1. Establish a project timeline from start to finish, including key milestones.
 2. Develop a shared calendar with weekly work locations and traffic coordination strategies.
- ✓ **Post-Project Review and Maintenance**
 1. Plan for a review after project completion to assess successes and identify areas for improvement.
 2. Discuss ongoing maintenance responsibilities and future support.

6. Adjournment