



## 2009 Council Goals Update

September 2009

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The West Linn City Council met on March 6 and 7, 2009 to develop City Council goals for 2009. Goals should be accomplished by December 31, 2009. In some cases, goals will continue through 2010. The City Council also identified priority areas that will be addressed by staff during 2009.

This is an update on progress on the Council goals, as well as other items of interest and direction from the City Council. This updates will be made available to the public on the City's web site.

Updates on Council Goals as of September 2009 are marked with the terminology "September 2009 Update" and are highlighted in **blue bold italics**. When possible, specific dates of specific actions are included for additional clarity. The updates previously provided to the City Council are included in this update for reference.

Council goals that have been completed are marked with the terminology "Completed" and are highlighted in **red bold italics**.

## **Council Goal: Community Facilities**

### *Police Station*

- Secure an option on suitable land for a police station
- Obtain a conceptual design plan and cost to build a police station on identified land
- *2010 Goal:* Refer to voters and if approved, begin building the facility
  
- *May 2009 Update: With City Council direction, staff has begun research and negotiations on appropriate locations for site acquisition for a police station.*
  
- *June 2009 Update: Discussion continues on potential site acquisition research; information is expected to be available in August.*
  
- *July 2009 Update: Discussion continues on potential site acquisition research; information is expected to be available in August.*
  
- *September 2009 Update: Information about potential site acquisition has been made available to the City Council in executive session; staff continues to work with necessary parties to make progress on this goal.*

### *Aquatic Center*

- Secure an option on suitable land for an aquatic center
- Obtain a conceptual design plan and cost to build, operate an aquatic center on identified land
- *2010 Goal:* Refer to voters and if approved, begin building the facility
  
- *May 2009 Update: With City Council direction, staff has begun research and negotiations on appropriate locations for site acquisition for an aquatic center.*
  
- *June 2009 Update: Discussion continues on potential site acquisition research; information is expected to be available in August.*
  
- *July 2009 Update: Discussion continues on potential site acquisition research; information is expected to be available in August.*
  
- *September 2009 Update: Information about potential site acquisition has been made available to the City Council in executive session; staff continues to work with necessary parties to make progress on this goal.*

### **COMPLETED: Parks & Recreation Capital Plan**

- Approve a five-year capital plan that is consistent with the Parks Master Plan and complete the first two years of the plan
  
- *May 4, 2009 Work Session: The City Council reviewed and approved a five-year capital plan for Parks that is consistent with the Parks Master Plan.*

- May 7, 2009 Budget Committee Meeting: *The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget, thus directing the completion of the first two years of the capital plan.*
- June 2009 Update: *Upon adoption of the biennial budget on June 22, 2009 (barring any changes from the approved budget), work on projects funded in the first year of the capital plan will commence.*
- July 2009 Update: *Council approved an amendment to the project list for Metro local share funding as a step implementing the approved capital plan.*

### **Council Goal: Planning & Sustainability**

#### *Stafford Area*

- Advocate effectively on behalf of the City of West Linn: engage the public and speak with one voice on the City's position
- March 23, 2009 City Council Meeting: *The City Council unanimously approved Resolution 09-05 "reaffirming the City's longstanding opposition to the urbanization of the Stafford area and its opposition to the designation of the area for urban reserves."*
- April 16, 2009 Joint Meeting With Neighboring Cities: *West Linn hosted a meeting with the staff and elected officials from Tualatin, Lake Oswego, Clackamas County, and the Stafford Hamlet, at which the group reached consensus about the need for the Stafford area to retain a "rural reserve" designation.*
- May 2009 Update: *The City Council and staff continue to be actively engaged at regional meetings. Staff will be scheduling a follow-up to the April 16 meeting in the next 60 days.*
- June 2009 Update: *Staff will schedule a follow-up meeting to the April 16 meeting in the next 30 days.*
- July 2009 Update: *City Council will consider a change to Resolution 09-05 at its July 27 meeting. Clackamas County has taken the lead on convening meetings with the Mayors of local jurisdictions to discuss the Stafford area.*
- September 2009 Update: *On September 10, 2009, the County Commissioners recommended that the portion of the Stafford Triangle north of the Tualatin River be undesignated. They call for the area south of the river but north of I-205 to be designated as "urban". The proposal will be reviewed by the Regional Steering Committee prior to the Core-4 making the designations.*

#### *Comprehensive Plan & Community Development Code*

- Develop staff and Planning Commission priorities for updating/improving both documents for review by the City Council

- Prioritization by City Council of Comprehensive Plan and Community Development Code improvements
- *April 6, 2009 Joint Work Session With Planning Commission: The City Council and Planning Commission met to discuss prioritization of Comprehensive Plan and Community Development Code improvements.*
- *May 2009 Update: A City Council Work Session is scheduled for June to provide City Council feedback to the Planning Commission regarding legislative priorities.*
- *June 1, 2009 Work Session: The City Council held a work session on legislative priorities for the Planning Commission and discussed the “fluid nature” of a priorities list. There was general agreement amongst the Council that the list included current and long-range priorities. The priorities list will be included in this monthly Council goals update document on a quarterly basis (September, December, March, June) so projects can be tracked.*
- *July 2009 Update: Priorities list will be included in the September 2009 goals update document.*
- *September 2009 Update: Please review the attached priorities list.*

#### *Sustainability*

- Consider inclusion of sustainability concepts in all City policy documents
- Direct the Sustainability Advisory Board, with assistance from the Parks & Recreation Advisory Board, to recommend a community education outreach plan drawing on existing community partners and resources
- Create and implement a model sustainability plan in one City department (and possible implementation in other departments)
- *May 2009 Update: Tamara Gilbert is the Sustainability Advisory Board designee to spearhead the community education outreach plan in conjunction with other Citizen Advisory Groups. The other Citizen Advisory Groups have been tasked with designating a “sustainability liaison” to assist with education and outreach.*
- *May 2009 Update: The City Facilities department is the identified department for implementation of a model sustainability plan. First projects include completion of energy audit findings (HVAC project) and the beta-testing of a lighting system that utilizes natural light and room occupancy to conserve energy.*
- *May 2009 Update: Staff continues to work with the Oregon Department of Transportation (ODOT) on the Solar Highway Project proposal. A decision will not be made on whether West Linn is the selected location for the largest solar panel project in the world until mid-June.*
- *May 6, 2009 Staff and Advisory Board Training: Provision of “The Natural Step Framework Training.” This training provided principles of sustainability, provision of guidance for individuals and organizations interested in moving toward sustainability.*

- **May 14, 2009 Staff Training:** *West Linn resident and Sustainability Advisory Board member Elaine Aye of Green Building Services presented the most up-to-date information on green materials, resources, sustainable operations, and maintenance.*
- **June 2009 Update:** *Staff continues to work with ODOT on the Solar Highway Project proposal. The West Linn City Council will consider a resolution supporting the Solar Highway Project proposal at the June 22, 2009 City Council meeting.*
- **June 2009 Update:** *Designees from each Citizen Advisory Group have been identified for the education and outreach efforts headed by the Sustainability Advisory Board.*
- **July 2009 Update:** *A comprehensive update was provided in the July 10 City Council memo; in summary:*
  - *Consultant proposal for City facility work is being reviewed*
  - *“Smart lighting” beta test project in City facilities is underway*
  - *Staff continues to work with ODOT and Tri-Met on bus shelters*
  - *Upcoming training for staff on use of “Sustainability Impact” field on agenda bills*
  - *Community education/outreach program has commenced with liaisons from each Citizen Advisory Group*
- **September 2009 Update:** *The “smart lighting” has been installed in City Hall offices and is being tested and evaluated; this project may be extended to the West Linn Public Library.*
- **Progress continues to be made on bus shelter, including a September 23, 2009 meeting with the Transportation Advisory Board at which an action plan was approved and will be managed by the Planning Department.**
- **Department heads will be trained by the Sustainability Advisory Board on the “sustainability Impact” field on agenda bills at the October 27, 2009 department head meeting.**
- **The Sustainability Advisory Board, with assistance from staff, is organizing a training session with the Parks Board, Planning Commission, Transportation Advisory Board, Utility Advisory Board, and Historic Resources Advisory Board in October. Training is focused on how sustainability issues cross reference the other advisory groups in the City.**

### **Council Goal: Economic Development**

#### *Creation of an Economic Development Toolkit*

- Support the Main Street Program
- Support the Economic Development Task Force and act on its recommendations
- **May 2009 Update:** *The June 2009 “West Linn Update” features a call-to-action to support a Marketek Inc. survey on local shopping and business patterns to identify for the Main Street Program the needs of the West Linn community. The survey is hosted on the City’s web site.*

- **May 2009 Update:** Staff has secured a Tourism Action Plan (TAP) grant to fund “shop local,” “eat local,” and “play local” campaigns encouraging residents and tourists to utilize West Linn businesses and resources. This is in partnership with the Chamber of Commerce and the Clackamas County Tourism Council.
- **May 2009 Update:** Also, staff has secured additional TAP funding for City “welcome” signs and directional signage at major West Linn parks that host special events, sports tournaments, etc. to ensure that tourists to West Linn recognize City boundaries and park attributes.
- **May 2009 Update:** Applications for the Economic Development Task Force have been received and are pending City Council action.
- **June 2009 Update:** The “Shop Local,” “Eat Local,” and “Play Local” brochures are completed and will be distributed to the Chamber, sports clubs, and other area distribution centers in June 2009.
- **June 2009 Update:** The West Linn City Council will make appointments to the Economic Development Task Force on June 22, 2009.
- **June 2009 Update:** The shopping and business patterns online survey was extended through June on the City of West Linn web site.
- **July 2009 Update:** Staff anticipates the City Council appointments to the Economic Development Taskforce will be made in July 2009.
- **September 14, 2009 Council Meeting:** Appointments were made to the Economic Development Taskforce.
- **September 2009 Update:** A staff liaison for the Economic Development Taskforce, tourism, and Main Street programs has been assigned.

**Council Priority: Administrative Professionalism**

*Finance*

- Maintain City’s economic viability while preserving the integrity of services
- Continue optimal performance while addressing issues as identified in audits
- **May 7, 2009 Citizens Budget Committee:** The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget. Biennial budgeting is favored by credit rating agencies as a long-range financial planning tool that promotes transparency and financial forecasting, which can benefit local agencies during the credit rating process.
- **May 2009 Update:** The City’s audit firm, TKW, will be retained for two special audits related to utility billing and a yet-to-be-determined topic, in addition to the FY 2009 audit.

- June 2009 Update: *The City Council will vote to formally adopt the biennial budget and fee schedule on June 22, 2009.*
- June 2009 Update: *Work on the FY 2009 audit, including the utility billing special audit, has commenced.*
- July Update: *The Finance Department continues to work on end-of-year (FY 2009) reconciliation, audit work, and financial software transition.*
- September 2009 Update: *The Finance Department continues to work on end-of-year (FY 2009) reconciliation, audit work, and financial software transition.*
- *The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of West Linn by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR) for fiscal year 2008.*

#### *Community Development*

- Ensure the effectiveness of the Community Development function through implementation of a continuous improvement program
- May 2009 Update: *Nationwide recruitment for a Planning Director began on May 1, 2009 and will continue through June 15, 2009.*
- May 7, 2009 Citizens Budget Committee: *The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget, which included funding for an additional Associate Planner position. Recruitment for this position will begin in July 2009.*
- June 2009 Update: *Applications are currently being reviewed for the vacant Planning Director position.*
- June 2009 Update: *A temporary associate planner has been hired to assist with the Planning Department workload. Upon adoption of the 2010-2011 biennial budget, a formal hiring process for the funded associate planner position will commence.*
- July 2009 Update: *Interviews for the Planning Director position are scheduled for August 3. Will include a public reception for the City Council and public to meet the candidates.*
- September 2009 Update: *John Sonnen was hired as Planning Director and began work on September 1, 2009.*

#### *Utilities*

- Create a financial plan for the future of the water system
- May 2009 Update: *The rate study on water rates will commence in Summer 2009.*
- June 2009 Update: *The rate study on water rates is currently being conducted.*

- *July 20, 2009 Work Session: The July 20, 2009 work session featured a discussion and presentation on tiered water rates.*
- *September 2009 Update: A second work session is scheduled for October 5, 2009 to further discuss tiered water rates and water SDCs.*

### **Council Priority: Community Relations**

#### *Customer Service*

- Provide training opportunities to staff to ensure optimal customer service
- Hire and retain talented employees who perform good work
- *June 2, 10, 23, 2009 Staff Training: The City of West Linn has contracted with Portland Community College to provide front-line office personnel and field personnel customer service training. Each training session is scheduled for three hours and will be held in the Council Chambers.*
- *May 7, 2009 Citizens Budget Committee: The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget, which included the transfer of an administrative assistant in the Finance Department to Administration to focus solely on customer service. This position changeover will occur in July 2009.*
- *June 2009 Update: Customer service training is being offered in the month of June.*
- *July 2009 Update: All front-line office and field staff have received customer service training from Portland Community College.*

#### *Outreach*

- **COMPLETED** - City Council members to visit all Neighborhood Association and Citizen Advisory Group meetings on a rotating schedule
- *April 1, 2009: City Council members received an agreed-upon rotating schedule of all Neighborhood Association and Citizen Advisory Group meetings.*
- City Council to provide assistance and coordination to Neighborhood Associations and Citizen Advisory Groups to ensure that all groups understand their roles, responsibilities, and expectations
- *March 12, 2009: Staff provided a three-hour training session to all Neighborhood Association and Citizen Advisory Groups on public meetings, finance, communications, and roles and responsibilities.*
- *May 2009 Update: Staff will organize a work session with the City Council and Neighborhood Association presidents to discuss issues of importance in June 2009.*

- June 2009 Update: *End-of-fiscal-year financial reports for each Neighborhood Association were distributed to Neighborhood Association presidents.*
- June 2009 Update: *Staff is working with participating Neighborhood Associations on fall clean-up days in September 2009.*
- June 2009 Update: *The possibility of a work session with the City Council and Neighborhood Association presidents to discuss issues of importance is on the “pending” work session schedule.*
- July 2009 Update: *Staff will schedule a meeting with all NA Presidents to discuss signage opportunities in each Neighborhood Association.*
- September 2009 Update: *The City Council agreed to a process for neighborhood signage, developed at the Neighborhood Association level.*
- *The Sustainability Advisory Board, with assistance from staff, is organizing a training session with the Parks Board, Planning Commission, Transportation Advisory Board, Utility Advisory Board, and Historic Resources Advisory Board in October. Training is focused on how sustainability issues cross reference the other advisory groups in the City.*
- City Council members to proactively write letters and commentary for the local newspaper
- May 2009 Update: *Jody Carson’s op-ed on historic preservation will run in a June 2009 edition of the West Linn Tidings.*
- June 4, 2009: *Jody Carson’s op-ed on historic preservation ran in the June 4 edition of the West Linn Tidings.*
- July 9, 2009: *John Kovash’s op-ed on functions of City government ran in the July 9 edition of the West Linn Tidings.*
- July 2009 Update: *An op-ed from the entire Council on West Linn’s ranking as a “best city in America” ran on July 16, 2009.*
- September 2009 Update: *Jody Carson’s op-ed on sustainability and historic preservation will run in a September 2009 edition of the West Linn Tidings.*
- City staff to contribute letters and information as needed for the local newspaper and other communications tools
- May 2009 Update: *In addition to regular communications outreach to the local paper, the City of West Linn will begin providing “Neighborhood Association Profiles” monthly to the West Linn Tidings. Profiles will include pictures, interviews, descriptions, and maps of Neighborhood Associations to increase understanding and awareness.*

- June 2009 Update: *A profile of the Rosemont Summit Neighborhood Association was completed and submitted to the West Linn Tidings.*
- June 2009 Update: *A profile of the Willamette Neighborhood Association will be created in late June for submission in July.*
- July 9, 2009: *The profile of the Willamette Neighborhood ran in the July 9 edition of the West Linn Tidings.*
- July 2009 Update: *The Mayor suspended staff's role in writing Neighborhood Association profiles for the Tidings.*
- **COMPLETED** - Adopt a clear City Council statement of the purposes and expectations of Neighborhood Associations
- September 2009 Update: *The City Council decided on August 31, 2009 to table this item until the next goal setting meeting in early 2010.*
- **COMPLETED** - Support a facilitated process for Neighborhood Associations to agree on recommended bylaws, rules, and/or guidelines consistent with the Council's purposes and expectations statement.
- September 2009 Update: *The City Council decided on August 31, 2009 to table this item until the next goal setting meeting in early 2010.*