

City of West Linn

# 2014 Annual Report

City Council Goals &  
Citizen Advisory Group Work Plans



# Council Goal: Transportation

**Provide greater equity in street maintenance resources by adopting a revised commercial street maintenance fee.**

- Receive a commercial street fee recommendation from the Economic Development Committee (February 2014).
- Economic Development Committee engages local businesses on the topic, including those affected by the cap increase (by May 2014).
- City Council review and adopts revised commercial street maintenance fee (June 2014).
- **COMPLETED: City Council adopted Ordinance 1634, Increase Commercial Roadway Maintenance Fees after a public hearing on November 10, 2014.**

**Implement the Master Trails Plan to enhance the health of West Linn and our recreational opportunities.**

- City Council adopts a Transportation Advisory Board-recommended trails/pathways capital improvement plan (CIP) (May 2014).
- Begin design and construction of the top tier identified projects from the trails/pathway CIP (Summer 2014).
- **COMPLETED: City Council approved the priority list developed by the TAB and PRAB on August 11, 2014.**

**Begin Transportation System Plan analysis and engagement to comply with regional requirements and to create economic development opportunities.**

- Initiate the Transportation System Plan (TSP) and engage the community (this goal will take 12-18 months to complete).
- **COMPLETED: The City Council approved an IGA with ODOT on the Transportation System Plan update (TSP) on October 13, 2014.**
- **Work continues on outreach and communication on the TSP update process.**

# Council Goal: Water

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**Continue to engage West Linn citizens in conversations about the water system.**

- Share information with community members so they can learn more about why water system investment is a critical need (by June 2014).
- Gather information from community members so the City can understand their preferences and attitudes about system investment (by June 2014).
- *This is an ongoing process that will continue through 2015.*

**Determine the need and levels of support for a one-time increased investment in the West Linn water system.**

- Receive a recommendation from the Utility Advisory Board (UAB) on a proposed water rate structure that will sufficiently fund system maintenance and operations in accordance with the Water Master Plan (May 2014).
- *COMPLETED: Received a recommendation for a one-time 18% rate increase from the UAB at the August 2, 2014 meeting.*

**Receive approval from West Linn voters to complete the Bolton Reservoir and remainder of required water pipe projects (November 2014).**

**Initiate the design, land use and citizen engagement process for the Bolton Reservoir.**

Begin outreach and facilitation to affected neighbors on the Bolton Reservoir project, relying on modern communications and outreach tools to engage the community (ongoing).

- *COMPLETED: Bolton Reservoir replacement project siting analysis is completed and will be discussed by the City Council at a future meeting. The adjacent neighbors offered ideas, comments, suggestions, and feedback on siting.*
- *Bolton Reservoir neighbors have been engaged in a variety of ways, including in-person meetings, email updates, information requests, and an open house.*

# Council Goal: Economic Development

## **Adopt a master plan for the redevelopment of the Arch Bridge area.**

- Appoint a citizen feedback team and engage the neighborhood and community in a grassroots, proactive way (through June 2014).
- Adopt a Master Plan that will not include ordinances for CDC or Comprehensive Plan changes (September 2014).
- Initiate Comprehensive Plan and CDC changes to complete the Master Plan (October 2014).
- Support efforts for National and State Heritage Area designations (ongoing).
- **COMPETED—The City Council accepted the report from the Arch Bridge Advisory Committee on December 15, 2014.**

## **Continue efforts to update & improve the Community Development Code.**

- Adopt Regulatory Streamlining initiative(s) and begin with legislative changes related to highest priority initiatives (April 2014).
- **COMPLETED—The City Council adopted the regulatory streamlining code amendments at the August 2, 2014 meeting.**
- Evaluate the process and engage the Planning Commission for updating all or part of the CDC via a code audit (May 2014).
- **This project did not commence in 2014.**

## **Support efforts to enhance the Willamette Main Street area.**

- Conduct research, including financial and engineering studies, to determine the impact for a local improvement district or other funding mechanisms for streetlights and banner arms in the Willamette Main Street area (May 2014).
- **Discussions began with the Main Street group on the oversight and management of the Farmer's Market, which is the main fundraising vehicle for Main Street activities. These discussions will continue in 2015.**

# Council Goal: Citizen Engagement

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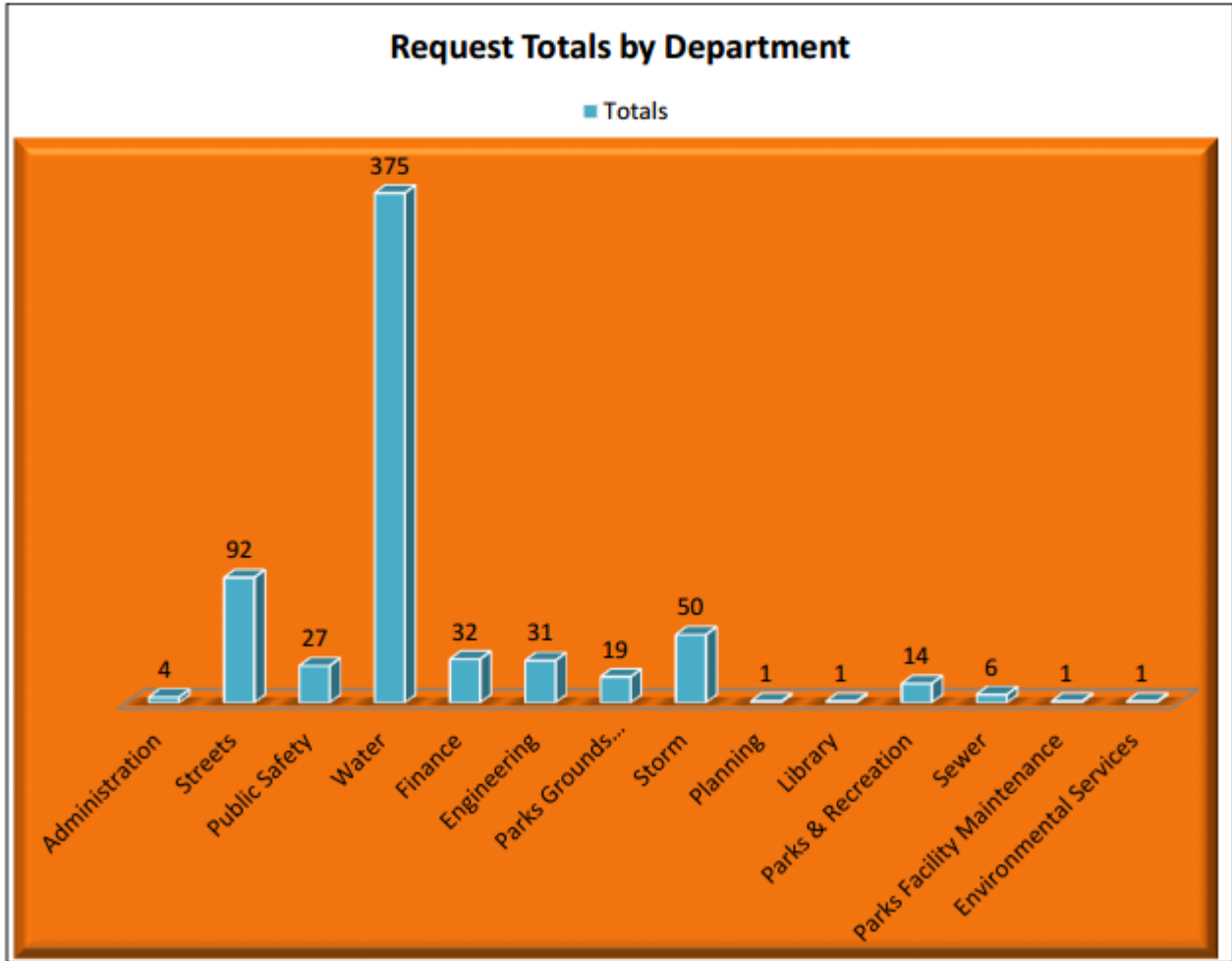
**Create a long-range plan, titled “Citizen Engagement 2020,” for engaging the community on issues of importance.**

- Engage professional expertise to develop outreach and engagement approaches that implement the 2013 survey on communications and outreach preferences (March 2014).
- *This aspect of the goal was changed by the City Council to reflect that professional expertise would be retained only for outreach and engagement on Arch Bridge and Bolton Reservoir issues, given the in-house expertise the city gained when Lori Hall was hired in early 2014.*

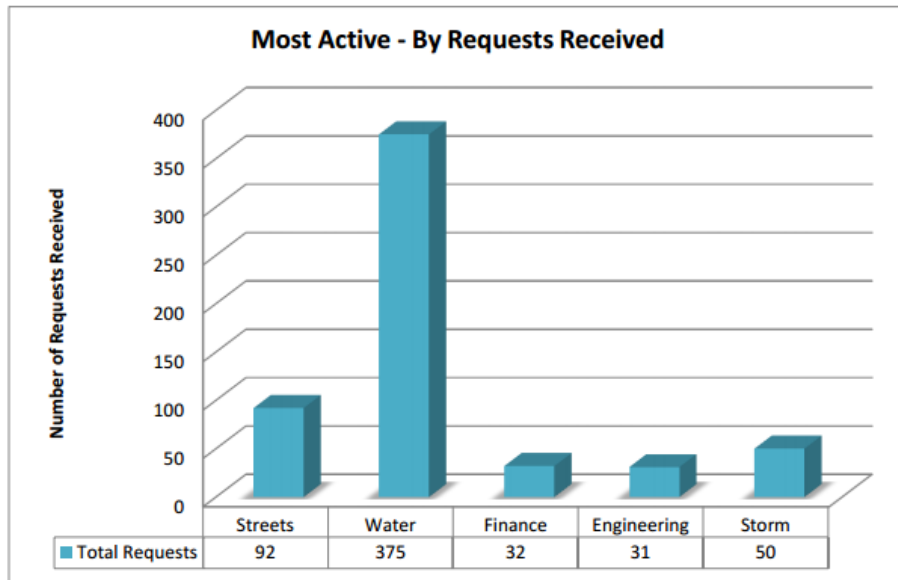
**Deliver concise and consistent messages to engage the entire West Linn community.**

- Use traditional and innovative communications tools (ongoing).
- Focus on West Linn livability, priorities, and values (ongoing).
- *A sampling of the new and creative engagement tools used in 2014:*
  - \* *“YourGOV” app*
  - \* *Walking tours of Arch Bridge area*
  - \* *Open houses for Arch Bridge and Willamette River Greenway Trail;*
  - \* *Social media outreach on all topics;*
  - \* *Newsletter inclusion of all topics;*
  - \* *In-person outreach on specialized topics;*
  - \* *Mailed letters to affected homeowners related to major public works projects.*
- *This work continues into 2015.*
- *A summary of the YourGOV app requests follows this page.*

# Cartegraph Requests – All City Departments



## Cartegraph Requests – Most Active Departments



Department	Top Request #1	Top Request #2
<b>Streets</b>	Debris, Hazards, or Maintenance (26)	Streets Other (14)
<b>Water</b>	Meter or Meter Box (160)	Unusual Consumption (36)
<b>Finance</b>	Unusual Consumption (13)	Utility Billing (13)
<b>Engineering</b>	City Project Inquiry (9)	Construction Complaint (9)
<b>Storm</b>	Storm Other (26)	Debris, Hazards, or Maintenance (8)

\*Storm Other requests are most frequently related to storm drainage and/or catch basins  
 \*Meter Box requests include requests for dig-ins, lid replacements, and assisting citizens locate their meter

**Additional Facts:** 654 requests have been received by the City since 01/01/2014  
 Of 654 total requests, 460 have been received since the official Cartegraph/YouGov launch (Sept 1<sup>st</sup> – Dec 3<sup>rd</sup>)  
 Of 654 total requests, 29 have been received through the YourGov app

# BHT Neighborhood Association

- Did not complete an annual report



# Bolton Neighborhood Association

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## **Group Leadership:**

- Sally McLarty, President
- Constance Weaver, Secretary

## **Meeting times/dates/locations:**

- 7pm/3rd Monday of the month (no meetings during the summer and December)/ Bolton Fire Station

## **2014 Goals:**

- To encourage and foster community involvement by the residents of the Bolton neighborhood; to encourage and foster effective communication between the residents of the Bolton neighborhood and local governing bodies; and to serve as a resource for the education of Bolton neighborhood residents on issues of concern to the community.

## **2014 Accomplishments:**

- We accomplished the above stated goals and hosted our popular and well attended annual ice cream social in support of the Clackamas Community Band.

## **2014 Challenges:**

- We had to cancel a scheduled BNA meeting at the last minute due to inclement winter weather. We normally host 2 ice cream socials and ended up canceling one of them due to an electrical storm. We experienced challenges on several occasions in getting West Linn City staff to attend our BNA meetings to inform our neighbors of upcoming projects in our neighborhood.

## **2015 Goals:**

- In the year 2015, we will continue to pursue our goals listed above in '2014 Goals'. We will also be very active in the planning of the Arch Bridge project and any changes planned for our neighborhood.

## **What does your group need to be successful in 2015?**

- The continued support, cooperation and respect for our neighborhood association and help us to move forward with needed projects in our neighborhood.

# Citizens' Budget Committee

## **Group Leadership:**

- Group Chair – Bill Hill
- Group Vice-Chair – Karen Hensley

## **Meeting times/dates/locations:**

- 3 to 4 meetings every other spring and 1 mid-biennium

## **2014 Goals:**

- Hold mid-biennium budget review and Finance update meeting
- Receive 2<sup>nd</sup> year Community Grant applications and make recommendations
- Continue monitoring Police Station Bond spending to ensure project stays under budget

## **2014 Accomplishments:**

- Held mid-biennium meeting, received Finance update, and reviewed Five Year Forecast update
- Reviewed Community Grant applications and recommendations
- Received National GFOA award for budget document meeting transparency and communication standards

## **2014 Challenges:**

- Community Grant Program – challenges included making recommendations without knowing complete program information, balancing taxpayer's dollars with community needs, and responding to requests which also included fee waiver requests

## **2015 Goals:**

- Continuing path of fiscal integrity and communicating with citizenry
- Revising Community Grant Program by combining program/funding with other similar programs namely the Community Tourism Program as applicants often have same purpose, which will in turn provide better efficiency in evaluating cross-applicants and overlapping scopes
- Receive the 2016-2017 Proposed Budget, hold April 2015 meetings to review, and make recommendation and approve tax rate to Council in June 2015
- Maintain community confidence in all finance matters, maintain credit ratings with Moody's and S&P in order to best represent taxpayers and receive lowest interest rates which in turn lower property taxes

## **What does your group need to be successful in 2015?**

- Hold constructive and productive review and deliberation of the Proposed Budget
- Continue gaining citizen confidence in all things finance-related
- Continue goal of transparency of the budget (and audit) processes
- Receive national award recognition of finance documents by meeting transparency and effective communication best-of-practice standards

# Economic Development Committee

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## **Group Leadership:**

Group chair: Gail Homes Group vice-chair: Mark Harris.

## **Meeting times/dates/locations:**

First Friday of the month at 8:00 a.m. in City Hall

## **2014 Goals:**

- Support Home Based Businesses:
  - \* Survey Home Based Businesses to determine their needs and outline the best strategy to meet those needs.
  - \* Create a plan of action to assist home based businesses in growing and transitioning out of the home if appropriate.
- Regulatory improvements:
  - \* Recommend improvements to regulations on displaying signs in City right of way.
  - \* Recommend improvements to regulations on special events.
- Encourage New West Linn Businesses:
  - \* Establish a welcoming packet of information for businesses wanting to locate in West Linn
- Distribute Funds:
  - \* Administer the \$20,000 CPP Tourism Grant.
- Multi-Purpose Business Resource Center
  - \* Explore office sharing facilities within city owned, unused locations.
- Grow Local Businesses:
  - \* Create an electronic toolkit to assist new and expanding businesses.
- Retain Businesses:
  - \* Create a survey to reach out to businesses that are relocating out of West Linn, find out why they are relocating and how the City can help.
- Optimize Empty Office/Retail Space:
  - \* Reach out to property owners to find out what they need or want in their space.
  - \* Make the available office space list easy to find.

## **2014 Accomplishments:**

- Ongoing discussions regarding the Small Business Resource Center, opened the SBRC in September to help grow, retain and support small businesses, especially home-based businesses Studied alternatives and made recommendations for the Commercial Street Fee increase Discussions and feedback regarding the Economic Opportunities Analysis Completed the \$20,000 CPP grant process for 2013 and reviewed and determined the 2014 awards Provided input on Arch Bridge project

# Economic Development Committee

*(continued)*

## **2014 Challenges:**

- Ongoing discussions regarding the Small Business Resource Center, opened the SBRC in September to help grow, retain and support small businesses, especially home-based businesses
- Studied alternatives and made recommendations for the Commercial Street Fee increase
- Discussions and feedback regarding the Economic Opportunities Analysis
- Completed the \$20,000 CPP grant process for 2013 and reviewed and determined the 2014 awards
- Provided input on Arch Bridge project

## **2015 Goals:**

- Would like to have conversations with landlords of commercial buildings to see what they need in order to attract and retain businesses
- Work with the city to define a better process for holding events in town: from publicity/promotion to permits
- Develop some type of business recruitment team (through EDC and/or Chamber?): focus on what we have, what we're missing, how we get it (develop a welcome packet for new businesses that locate in West Linn)
- Explore opportunities for development along the river – Oregon City is planning to re-develop the Willamette Falls area on their side of the river, can we also help increase access/opportunities on our side of the river?
- Would like to see Welcome to West Linn signs at entrances to the City, Chamber signs, improved way finding signs
- Administer the 2015 CPP Tourism Grant

## **What does your group need to be successful in 2015?**

- Would like more cooperation/support between Chamber and the City regarding economic opportunities, business support, etc.

# Hidden Springs/Rosemont Summit Neighborhood Association

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## **Group Leadership:**

- Chair: Erik Van de Water
- Vice-chair: Megan Bowes

## **Meeting times/dates/locations:**

- As-needed basis, generally at Rosemont Ridge Middle School 7pm

## **2014 Goals:**

- Elect New Officers
- Combine with Rosemont Summit Neighborhood Association

## **2014 Accomplishments:**

- Elect New Officers

## **2014 Challenges:**

- Scheduling between management of two NA's

## **2015 Goals:**

- Combine with Rosemont Summit Neighborhood Association

## **What does your group need to be successful in 2015?**

- Better scheduling (plan farther in the future) and prioritizing of what needs to be done.

# Historic Review Board

## **Group Leadership:**

- Co-Chairs Jon McLoughlin and Jim Mattis

## **Meeting times/dates/locations:**

- Third Tuesdays at 7 p.m. at City Hall

## **2014 Goals:**

- Review quasi-judicial design review projects as needed
- Community outreach event - such as user-friendly brochures, including providing additional information on HRB and historic resources
- Use completed surveys to identify additional historic resources for designation
- Apply for other relevant grants
- Advocate for restoring the Willamette Falls Locks and transferring their ownership

## **2014 Accomplishments:**

- Reviewed two quasi-judicial design review projects.
- Provided a recommendation on one quasi-judicial design review project for a non-historic property located within the Willamette Falls Drive Commercial District
- Awarded additional funds to a previously awarded rehab grant. Awarded one additional rehab grant.
- Staff and Co-Chair Mattis have participated in the Section 106 review for the Willamette Falls Locks
- Street sign toppers placed in the historic district in late December 2013 • Cultural-Historic sign to be placed at the 10th St. exit notifying motorists of the Willamette Historic District • Staff and Co-Chair Mattis attended the Oregon Heritage Conference in Albany.
- Facebook posts during National Preservation Month (#presmonth) highlighting historic sites in West Linn

## **2014 Challenges:**

- Enforcement of building and planning codes and red-tagging properties when needed
- Challenges with members of the HRB attending meeting to achieve a quorum

## **2015 Goals:**

- Review quasi-judicial design review projects as needed
- Community outreach event - such as user-friendly brochures, including providing additional information on HRB and historic resources
- Use completed surveys to identify additional historic resources for designation
- Apply for other relevant grants
- Advocate for restoring the Willamette Falls Locks and transferring their ownership
- Apply for and receive a CLG grant, use to continue rehab grant program and other efforts, potentially survey or pre-development projects
- Support other organizations in the city that are working in the interest of historic preservation

# Historic Review Board

*(continued)*

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- Support and review the National Register nomination of the former Police Station/ City Hall
- Support the reuse of the former Police Station/City Hall as a future Heritage and Visitors Center
- Support and participate in the implementation of the Arch Bridge-Bolton Concept Plan
- Place additional signage between I-205 and the Willamette Historic District including assistance with the design.

**What does your group need to be successful in 2015?**

- Continued support by City Council and staff for historic preservation and matching support for a CLG grant or other funding for goals and plans.

# Library Advisory Board

## **Group Leadership:**

- Group chair: Doug Erickson
- Group vice-chair: Tom Miller

## **Meeting times/dates/locations:**

- 4th Wednesday of each month @ 5:45 PM in the West Linn Public Library Community Room

## **2014 Goals:**

- Supporting the Library Foundation with their next project, remodeling and renovation of the Teen area.
- Developing a positive relationship with Gramor Development and working toward a parking situation resolution.
- Installation of a Small Business Resource Center within the library.
- Celebration of the library's 75 years of operation with special events and programs in March.
- Working with Central Village Business Owners to highlight the value of the library's location.

## **2014 Accomplishments:**

- Increased Community engagement through a community wide Summer Reading Program reading challenge – In total, our community read 856,372 minutes this summer, equaling 14,272 hours.
- Increased library program attendance by 24%
- Dedicated a reading nook in memory of beloved Children's Librarian - Ellen Credle.
- Started an internship program for recently graduated/ soon to graduate Master of Library Science students.
- Introduced new collection formats including Blu-Rays and eMagazines -Introduced new technology into the library such as the Mando Pad and eTablets for children
- Reduced patron material hold waits through implementation of a 5 holds to 1 copy policy
- Increased community partners including supporting a Boy Scouts Eagle Project and being the Grand Marshalls of the Old Time Fair Parade.

## **2014 Challenges:**

- The library's relationship with Gramor Development on parking in Central Village area is improved although having a stronger, more supportive relationship would be ideal.

## **2015 Goals:**

- Increased staff training opportunities
- Completion of the MiY Lab (Make it Yourself Makerspace Lab – a DIY place for hands -on creative use of technology for teens to gather, to geek out, invent, and learn.)
- Complete patron survey on programs and services
- Continuing to develop a positive relationship with Gramor Development in working toward removal of the "No Library Parking" sign.



# Marylhurst Neighborhood Association

## 2014 Annual Report

### **Group Leadership:**

- Group chair: Karie Oakes
- Group vice-chair: Teri Cummings

### **Meeting times/dates/locations:**

- Fourth Tuesday of the month at 7 PM at ACC.

### **2014 Goals:**

- Encourage better participation by actively inviting NHA members to learn about and discuss various city/neighborhood related topics.
- Hold regular meetings and provide meeting agendas with meeting topics in advance.
- Hold an annual election with success (electing active officers for the following year).
- Grow our email list for increased outreach.

### **2014 Accomplishments:**

- We held 8 regular meetings in 2014, noticing them at least 7 days in advance via the city web site and email list serve, a couple of tweets and MNA email and signs.
- We acted on two city-wide issues:
  - \* Reaffirmed our position as stated in MNA Cut the Red Tape Resolution, to the PC and CC to retain the current code requirement for an applicant of a land use project to request a meeting with MNA via certified mail.
  - \* Made Arch Bridge-Bolton Town Center Resolution
- We purchased signs to place throughout the neighborhood to give notice of meetings and MNA events.
- Monitored land use applications for MNA and retain a Pre-application Representative.
- Held annual ice cream social.
- Held elections.

### **2014 Challenges:**

- Difficulty noticing and meeting to discuss some city issues.
- Lacking a quorum at some meetings.

### **2015 Goals:**

- To be determined at our goal setting meeting in January

### **What does your group need to be successful in 2015?**

- To be genuinely valued by the Council.

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# Parker Crest Neighborhood Association

- Did not complete an annual report

# Parks & Recreation Advisory Board

2014  
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## **Group Leadership:**

- Group chair: John Linman

## **Meeting times/dates/locations:**

- Second Thursday, 7 pm City Hall

## **2014 Goals & Accomplishments:**

- Goal One: To help establish ways to assist with recruitment to increase volunteerism.

### *Accomplishments:*

- \* Continued to build community engagement through involvement with Take Care of West Linn Day, Music in the Park, Street Dance and West Linn Old Time Fair and Parade Accomplished. Status.
  - \* Developed Spreadsheet to attract and track volunteer projects for scouts and groups as needed, and engage Neighborhood Associations.
  - \* Utilized the LOT Money to begin a lot of restoration work at Mary S Young Park.
  - \* Not formalized but lending tools to a number of groups throughout the City.
- Goal Two: To develop an implementation plan for trail projects in accordance with the soon to be adopted Comprehensive Trail Master Plan.

### *Accomplishments:*

- \* Saw the adoption of the Trails Master Plan through the process.
  - \* Developed trail prioritization criteria.
  - \* Held a Community Open House in the field, and continued work on Willamette Greenway Trail including the preliminary design and land use application.
- Goal Three: Community Center & Recreation Space Plan.

### *Accomplishments:*

- \* Evaluated current and possible City properties that could be utilized for recreation purposes and are ready to finalize a recommendation to the City Council.
- Goal Four: Support staff in executing operational efforts.

### *Accomplishments:*

- \* Recreation Programs & Events ongoing.
  - \* Worked with the Sustainability Advisory Board to install solar panel project at Tanner Creek, which on paper, essentially takes that park off of the grid.
  - \* Participated in the planning process for Willamette Greenway Trail and Blue Heron property.
- Goal Five: Continue to build an effective PRAB

### *Accomplishments:*

- \* Worked with the TAB on the Trails Plan and the SAB on the solar project.
- \* Held two Advisory Board sponsored open houses.

# Parks & Recreation Advisory Board

*(continued)*

## **2015 Goals:**

- Goal One: To help establish ways to assist with recruitment etc. to increase volunteerism and restoration projects.
  - \* Increase volunteer recruitment and promote restoration projects:
  - \* Assist in volunteer tracking and identification of volunteer groups. Restoration projects currently located at Mary S Young, Wilderness/High School/Cammassia, Burnside & Maddax Woods and The White Oak Savanna and other projects as identified.
  
- Goal Two: To develop, implement and move trail projects forward in accordance with the adopted Comprehensive Trail Master Plan or identified projects.
  - \* Implement the 2014 Trails Master Plan.
  - \* Complete Phase One of Willamette Greenway Trail.
  - \* Initiate and continue development of the I 205 Trail.
  - \* Create and define Way finding program for trail system.
  - \* Develop the Skyline Drive Trail with Public Works.
  
- Goal Three: Overall Parks, Community Center & Recreation Space Plan.
  - \* Begin process of developing a new Parks Master Plan Update, including Community needs assessment.
  - \* Complete the 2007 Parks Recreation and Open Space Master Plan recommendations.
  - \* Complete Fields Bridge Park Development.
  - \* Develop Master Plan for West Bridge Park.

## Goal Five: Continue to build an effective PRAB

- \* PRAB administration ground rules.
- \* Collaborative teamwork.
- \* Innovative thinking and problem solving.
- \* Respectful of each other and all citizens.
- \* Model listening to all stakeholders.
- \* Meet with other Citizen Boards to accomplish common goals.

## **What does your group need to be successful in 2015?**

- West Linn Paper Company Partnership on Willamette Greenway Trail.
- Community Recreation Needs Assessment.
- Continued City Council support for previously Master Planned and approved projects.

# Planning Commission

2014  
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## **Group Leadership:**

- Chair—Christine Steel
- Vice Chair—Russell Axelrod

## **Meeting times/dates/locations:**

- First and third Wednesdays of each month; additional meetings as needed (e.g., joint meetings with city council)

## **2014 Goals:**

- Review and complete quasi-judicial (QJ) hearings as scheduled by staff
- Complete and adopt WRA code amendments
- Complete and adopt PUD/infill code amendments
- Make recommendations on Arch Bridge/Bolton master plan project
- Have PC members attend individual NA meetings

## **2014 Accomplishments:**

- The PC reviewed 10 QJ items: Three subdivisions, two PUD's, four miscellaneous, and one zone change.
- The PC reviewed three legislative items: WRA, PUD/Infill, and Misc. code maintenance.
- The PC met 23 times, including QJ and Legislative hearings, three joint work sessions with the city council, and participated at one Arch Bridge/Bolton project storefront studio.
- Two PC members participated on the Arch Bridge/Bolton citizen advisory committee.
- Three PC members attended individual NA meetings.
- All PC members attended West Linn-sponsored land use training, and independent study re parliamentary procedure and Planners' Web publications.
- QJ and Legislative Hearings scripts were updated with assistance from city attorney. They were also made available to entire PC members to help ensure efficient and accurate meeting process.
- PC meeting times were moved up by one-half hour, also in the interest of efficiency for members and staff.

## **2014 Challenges:**

- Tablet/dropbox technology. Many members found Windows-based tablets cumbersome to use or unreliable. Keyboards did not work correctly. There was difficulty scheduling required updates or instruction with IT staff. Some PC members used their own Apple tablets, but had difficulty with dropbox interface.
- Large legislative code amendment packages that were sometimes difficult to understand and effectively evaluate for recommendation.
- One PC member (not on the Arch Bridge Advisory committee) felt there was insufficient engagement at joint work sessions re master plan project/design opportunities.

# Planning Commission

*(continued)*

**2015 Goals:**

- Review and complete quasi-judicial hearings as scheduled by staff.
- Review and complete legislative hearings as scheduled by staff.
- Have PC members attend individual NA meetings.
- Attend land-use training seminars as available.

**What does your group need to be successful in 2015?**

- Legislative proposals in smaller packages. More information from staff regarding background and basis for proposals and better explanation of grey areas and options the PC should understand to make recommendations.
- Priorities from city council communicated throughout year.
- Provide information prior to joint CC/PC meetings so commissioners can develop questions or comments ahead of time. Provide more opportunity to convey information upward from PC to CC at joint meetings.
- Opportunities to engage regularly with city attorney to better understand finer points of parliamentary procedure.

# Public Safety Advisory Committee

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## **Group Leadership:**

- Chair—Chuck Boman

## **Meeting times/dates/locations:**

- As needed

## **2014 Goals & Accomplishments:**

- Our Advisory Board has spent this last year try to determine the best way to fulfill our mission as stated above. Specifically to advise the city on four areas of public concern: Police activities, Fire activities, Emergency services and disaster preparedness.
- Our committee has supported and encouraged the activities and our members in the continuing development of the “Map your neighborhood” program which is a local neighborhood approach to dealing with disasters and its affects. We have supported activities of TVF&R in their services to our community and have had a growing relationship with our police department with officers regularly attending our meetings and sharing their interests and concerns. We have also had several of our members do ride alongs with officers.
- West Linn has an earthquake fault which lies along the westward side of Hwy. 43 from the edge of the lake in Lake Oswego to just across the Willamette River into Oregon City so an earthquake is a distinct possibility. This risk is in addition to the possibility a major sub-duction earthquake along the Oregon coast.

## **2015 Goals:**

- To continue promoting Map Your Neighborhood. Our folks who are doing this have done a good job and I understand that they have several more opportunities to present this program to other groups in our city. We have struggled with how to get this information into the hands of our citizens.
- We were approached by one of our police officers (Mike Francis) with an ideal which seemed to be effective in another community similar to us. It involved having a 5 gallon plastic buckets filled with emergency items.
- Why this idea: A five gallon bucket will hold most of the basic materials needed to survive for a few days after a major disaster. They are small enough to be stored easily. They are portable so can be easily moved if needed. They are sealable from weather and moisture. They are easily obtained. We will try to promote this in several ways.
- TVF&R is planning an Emergency Preparedness Fair later this year and we would hope to have several buckets available to demonstrate there.

## **What does your group need to be successful in 2015?**

- We would appreciate any support from the City and would welcome any members of the community who would like to help us do this.

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# Robinwood Neighborhood Association

- Did not complete an annual report



# Savanna Oaks Neighborhood Association

## 2014 Annual Report

### **Group Leadership:**

- Group chair: Ed Schwarz Group vice-chair: Ken Pryor

### **Meeting times/dates/locations:**

- First Tuesdays at 7:00 p.m. in Community Room of TVF&R Fire Station at 1860 Willamette Falls Drive.

### **2014 Goals:**

- Educating members about items of interest.
- Updating members on the White Oak Savanna and Douglas parks.
- Work with the city to better publicize NA meetings.
- Continue outreach to increase meeting attendance.

### **2014 Accomplishments:**

- Overall meeting attendance increased from 2013.
- Meetings were held as scheduled and on-time.
- Better outreach to our members was achieved through our monthly email newsletter.
- Our summer ice cream social was a big success.
- Worked with developers to successfully implement requested changes to the Haskins Road development proposal.

### **2014 Challenges:**

- Member attendance at meetings did not increase as much as had been hoped.
- Interacting with city personnel was a challenge.

### **2015 Goals:**

- Educating members about items of interest.
- Updating members on the White Oak Savanna and Douglas parks.
- Work with the city to reach a better working relationship.
- Continue outreach to increase meeting attendance.

### **What does your group need to be successful in 2015?**

- Additional support from the city to better publicize our meetings and our summer ice cream social.

# Skyline Ridge Neighborhood Association

## **Group Leadership:**

- Group chair: Tracy Gilday
- Group vice-chair: Jim Farrell

## **Meeting times/dates/locations:**

- We have no regularly scheduled meetings. However for 2014 we met on 4-15-2014 at private residence; 6-18-2014 at private residence.

## **2014 Goals:**

- Skyline Ridge Neighborhood sign
- Annual 4th of July Picnic
- Neighborhood Garage Sale
- Update Bylaws
- Neighborhood Directory
- New Skyline Ridge Website

## **2014 Accomplishments:**

- Skyline Ridge Neighborhood sign created and installed
- Skyline Ridge Park Annual 4th of July Picnic - Great success
- Neighborhood Garage Sale - Great success
- Update Bylaws - drafted but not yet approved
- Neighborhood Directory - still in progress

## **2014 Challenges:**

- Took over a year to get a Skyline Ridge neighborhood sign created and installed
- Neighborhood Associations Stipend is too small to continue with our annual tradition of a 4th of July picnic. We are the smallest Neighborhood Association in the city of West Linn and get the smallest stipend which doesn't cover our costs to our 4th of July picnic.
- We have had this every year for about 30 yrs. in our neighborhood. I would like to see our neighborhood association get the same amount as other neighborhood associations. Just because we are small doesn't mean we don't have similar issues to other neighborhood associations.
- Would also like to see the Debit Card Accounts have a checking account attached to them. It's too difficult to repay expenditures without a check book and loaning out the Debit card is really not an option.
- I would love to see the city create microsites for each of the neighborhood associations so that each president would have access to post their own content and link to places on the website in an RSS feed like Planning Commission etc.
- Every neighborhood association either has no website, or they have a word press site or just send out information via mail chimp.

# Skyline Ridge Neighborhood Association

*(continued)*

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## **2015 Goals:**

- Finish updating the Neighborhood Directory
- Have another meeting to specifically go over the updated Bylaws and get them approved
- Finish the neighborhood website

## **What does your group need to be successful in 2015?**

- More stipend money to cover the cost of our annual 4th of July picnic.
- We would like the city of West Linn to print out our neighborhood directory again, once its updated.

# Sunset Neighborhood Association

## **Group Leadership:**

- Pres - Tony Breault
- Vice Pres - Randall Jahnsen
- Sec/Treas - Doreen Vokes

## **Meeting times/dates/locations:**

- 7pm - January 28, 2014 @ Sunset Primary School Library - meeting
- 7pm - April 22, 2014 @ Sunset Primary School Library - meeting
- 1-4pm - June 29, 2014 @ Sunset Park - picnic
- 4 - 7pm - September 23, 2014 @ Sunset Primary School Library - meeting

## **2014 Goals:**

### **2014 Accomplishments:**

- April 2014 - Neighborhood Helping Neighbors
- May 2014 - Take Care of WL Day

### **2014 Challenges:**

- Getting more neighbors to attend the quarterly meetings

### **2015 Goals:**

- Official endorsement from the city to implement the "Adopt A Street Program"
- Work with the school district on the new Sunset Primary School
- Work with the city to get street sign toppers installed

### **What does your group need to be successful in 2015?**

- Getting more neighbors to attend the quarterly meetings

# Sustainability Advisory Board

2014  
Annual Report

## **Group Leadership:**

- Group chair: Nicole Alexander Group vice-chair: Clare Bean

## **Meeting times/dates/locations:**

- Third Thursdays at 6:00 p.m. in City Hall

## **2014 Goals:**

- To complete the update to the Sustainable West Linn Strategic Plan.
- To host 3 successful Civic Ecology workshops to get valuable community input for the Plan update.

## **2014 Accomplishments:**

- We hosted three Civic Ecology workshops with SERA as our facilitator. Throughout the process we engaged over 50 unique West Linn residents/neighbors and via a vote at the end of the 3rd workshop established 4 community led goals: fruit tree harvesting, co-op, tool library and gardening team. Prior to and after the workshops we received 3 write ups in the West Linn Tidings.
- The SAB partnered with the Parks department to allocate the necessary funding from sustainability funds to allow solar panels to be installed on the Tanner Creek Park shelter roof to allow for a net-zero energy facility. We felt that this was a great success especially considering that the Sustainable West Linn Strategic Plan recommends this in Appendix E, item 8.
- We spent many, many hours on the Plan update and made great headway. We heard from speakers who are experts in various Sustainability frameworks and methodologies including Aaron Lande with STAR Communities and Lynne Barker with EcoDistricts. Towards the end of 2014 we began working with consultant Beth Otto on finalizing the plan update. With her assistance and expertise we expect to have a draft to City Council in the 1st quarter of 2015.
- With the leadership of board member Lisa Clifton, the SAB assisted in organizing and running the April 5, 2014 Shred Day held in the City Hall parking lot from 10am-2pm. SAB members volunteered for shifts from open to close and worked with West Linn Refuse and Recycling, the West Linn Lions and ACE Computer Repair (a local West Linn computer repair company). The event:
  - \* Served 209 cars
  - \* Received \$205 in donations
  - \* Shredded 3,320 pounds of paper
  - \* Recycled approximately 100 different pieces of electronic equipment \*Collected 148 pairs of eyeglasses, 52 cell phones and 1 hearing aid kit for the West Linn Lions \*Allowed 9 hard drives to be wiped by ACE Computer Repair
- Our board provided valuable input on the Arch Bridge/Bolton Master Plan at our April SAB meeting which took place at the Arch Bridge & Bolton Town Center Storefront Studio. The board met and discussed ideas with all consultants that were in attendance of the afternoon Storefront Studio.

# Sustainability Advisory Board (continued)

- Participated in the NW Earth Institute EcoChallenge in October 2014. We had a 6 member team and challenged the City of West Linn Administration team, winning at a final score of 660 to 215. It was a fun and valuable learning experience for the SAB and the WL Admin team as well we believe.
- One of our 3 goals for 2013 was:
  - \* *“Ensure the new police station will be built to LEED Silver standard along with getting the LEED certification.”*
- In 2014 the police station opened and is soon to be LEED certified. Under the leadership of SAB member Glen Friedman, an educational brochure and an exterior sign for the new station was developed as part of the required Green Building Education called for with LEED certification. These materials provide a map/walkthrough highlighting the green building features that were incorporated in the new station.

### **2014 Challenges:**

- Due to limited meeting time (1.5 hours/month usually) we had slower progress on the plan update than we would have liked.
- Multiple members have stated that it would have been helpful to have a council liaison present at more of our meetings however chair Nicole Alexander learned at the 4th quarter 2014 Citizen Advisory Group lunch that it is not expected nor necessarily encouraged for council liaisons to attend all advisory board meetings - but rather they are available as needed and should be invited to meetings where their presence may be of particular importance. This point should be further clarified in early 2015 so that the board has clarity on expectations.
- Aspects of coordinating and hosting the Civic Ecology workshops were challenging. A city staff representative was only able to attend the last meeting and while it ended up being a successful workshop series it did feel as though questions would arise where it would have helped to have a staff person available. The booking of the locations to hold the workshops and the intricacies in providing childcare were clunky but again learning experiences. An idea of the SAB to request public/business donations towards the workshops was initially approved and then deemed not allowable. All of these challenges were worked through and the city (Kirsten Wyatt especially) helped bring closure and fix any outstanding issues at the time but it wouldn't be a bad idea to bring more parties into the initial planning phase of future workshops to know expected protocols and budgets going into the event.
- It has been a large undertaking for the board to update the Plan ourselves. It is very helpful to now have Beth helping to bring everything together and would have been helpful earlier in the process. Self-facilitation has proven to be very difficult despite our best intention.
- Due to Oregon meeting laws, the ability to share and work effectively away from meetings has been very difficult. We haven't been able to collaborate on a document online/in the cloud and with the time constraints of the number of meetings we can have it would be very helpful to have this option.

# Sustainability Advisory Board

## *(continued)*

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### **2015 Goals:**

- Provide a final draft of the updated Sustainable West Linn Strategic Plan to City Council in 1st quarter 2015.
- Identify tasks from the updated Plan which should be next steps for the City and make these recommendations to City Council or determine the appropriate way for these to become action items for the appropriate parties. This could include:
  - \* Formulate the first steps in a sustainability audit process so as to track the progress of the updated Plan.
  - \* Recruiting and/or working with community groups on the 4 projects that came from the Civic Ecology workshops.
  - \* Host a lectures series based on several key ideas from the Civic Ecology workshops.

### **What does your group need to be successful in 2015?**

- Access to a budget as has been available in years past, to assist with the above goals including covering the cost to produce the final updated Plan.
- The ability to report progress to City Council at meetings/work sessions 2-4 times per year.
- Agendas to be sent out at least a week prior to meetings so that members can be better prepared for meetings.
- Time and approval for the SAB to work with City departments on a Sustainability Audit if approved.
- Staff time to allow for at least 12 meetings a year and extra meetings occasionally.
- A solution to working collaboratively in the cloud, outside of meetings

# Transportation Advisory Board

## **Group Leadership:**

- Group chair: Joyce Jackson
- Group vice-chair: David Kleinke

## **Meeting times/dates/locations:**

- 4th Wednesday of the month/6:00 p.m./Bolton Conference Room

## **2014 Goals:**

- Prioritize walkways and pedestrian access ways identified in the City's Trails Master Plan that fall within the public right of way.
- Incorporate "Safe Routes to School " within the prioritized list for the Trails Master Plan.

## **2014 Accomplishments:**

- The board created a series of criteria used to prioritize the pedestrian and bicycle access ways listed within the Trails Master Plan that were located in the public right of way. The criteria developed included the trails function in:
  - \* Providing safe routes to schools,
  - \* Making connections to public transit,
  - \* Making connections to commercial centers and
  - \* Providing links between existing trails and walkways

## **2014 Challenges:**

- The board spent significant time developing a measurable means to formulate the prioritized list and balance the criteria that was included.

## **2015 Goals:**

- During the upcoming year, the TAB will be working with the stakeholders' group to update the City's Transportation System Plan.
  - \* Goals directed to us by the City Council.
  - \* Review the Arch Bridge transportation improvements for inclusion in the TSP.

## **What does your group need to be successful in 2015?**

- Last year we had excellent support from City staff. Similar support as needed and appropriate will be helpful.



# Utility Advisory Board

2014  
Annual Report

## **Group Leadership:**

- Group chair: Ray Kindley
- Group vice-chair: Alice Richmond

## **Meeting times/dates/locations:**

- 6 p.m./2nd Tuesday of the month/City Hall - Bolton Conference Room

## **2014 Goals:**

- Provide on-time Water Rate Increase recommendation to City Council and continue to provide the community with information on why investment to the water system is a critical need.

## **2014 Accomplishments:**

- Provided rate recommendation to Council on Jun 2, 2014 and continued to hold regularly scheduled Utility Advisory Board meetings which are open to the public. Meetings are advertised on the City's website calendar and posted in City buildings such as City Hall, Library and the Adult Community Center.

## **2014 Challenges:**

- Rate recommendation was excluded from the November ballot to avoid competition with other measures that were deemed to be more urgent.

## **2015 Goals:**

- 1. Review and revise Water Rate Increase Recommendation to City Council.
- 2. Further assist with public outreach and education on water system needs.

## **What does your group need to be successful in 2015?**

- City Council's support on goals.

# Willamette Neighborhood Association

## **Group Leadership:**

- Group chair: Michael Selvaggio
- Group vice-chair: Julia Simpson

## **Meeting times/dates/locations:**

- Second Wednesday of each month at 7:00 p.m. in Pacific West Bank (8th Ave) unless otherwise noticed.

## **2014 Goals:**

- (unknown)

## **2014 Accomplishments:**

- Established social media presence (73 likes)
- Increased newsletter open rate
- Increased visibility with City Council/staff
- Santa Parade sponsorship
- Promoted refinishing of street benches
- Volunteered in Lockfest events
- Volunteer work in flower beds along Willamette Falls Drive
- Volunteer work in Living History Tour
- Monitored pre-app meetings and other municipal processes
- Had members on various city committees

## **2014 Challenges:**

- Outdated Vision/Bylaws
- Stagnant attendance

## **2015 Goals:**

- Begin redrafting of Vision/Bylaws
- Increase regular attendance and engagement
- Remain active in City planning projects, including traffic studies, especially Willamette Falls Drive traffic control and pedestrian safety issues
- Outreach to local businesses and Main Street
- Constructively address farmers market challenges

## **What does your group need to be successful in 2015?**

- City staff assistance with Bylaws revisions
- Additional outreach support
- Continued engagement by councilors and staff