

Memorandum

Date: October 14, 2011

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager



Subject: October 17 Work Session

The Council is scheduled to meet in a work session on October 17. There are several topics of discussion on the agenda:

- City Council Listening Tour. The Listening Tour begins on October 20. Greg McKenzie, who will be facilitating these sessions, will attend the work session to describe the sessions and the Council's role.
- West Linn Boards and Committees Input for Council Goals. The Council Rules indicate that all boards, committees, neighborhood associations, etc. will provide an annual report to the Council in a format approved by the Council. Staff wishes to discuss this process with the Council. Attached to this memorandum is the format we've used previously.
- Leadership Academy. In accordance with the City's approved Communications Plan, staff has been developing a Leadership Academy for a selected group of West Linn citizens to learn more about local government and to prepare them for future leadership positions. Staff will provide a brief overview of the status of this project.
- Borland Road Update. Mayor Kovash and Planning Director John Sonnen attended a meeting this week with County Chair Charlotte Lehan and the Mayors and Planning Directors of Lake Oswego and Tualatin. Attached is a memorandum from John Sonnen describing that meeting. The Council should discuss the upcoming County forum and the City's level of participation at that forum.
- City Attorney Evaluation Process. At the Council's request, a couple of weeks ago, I forwarded to the Council two different evaluation forms that could be used to evaluate the City Attorney. It has been suggested that the Council discuss these forms and the process for evaluating the City Attorney. Attached to this memorandum are the two sample forms.
- Review of October 24 Agenda.
- Other Business. Councilor Tan has been reviewing the City's noise ordinance and would like to discuss a possible amendment with the Council

The Council is also scheduled to hold a work session immediately following the Regular meeting on October 24. This work session will be to discuss with presidents of the neighborhood associations the status of their work on developing a mission statement for neighborhood associations. Staff will forward a report on this to the Council following the meeting next week of the NA presidents group.

Attachment



Memorandum

TO: Chris Jordan, City Manager
FROM: John Sonnen, Planning Director
DATE: October 13, 2011
SUBJECT: Stafford-Borland multi-jurisdictional meeting on October 10, 2011

The County is about to initiate a series of four community forums pertaining to the eventual urbanization of the Borland–Stafford area. These forums will address density followed by transportation, infrastructure and governance.

On October 10, 2011 Mayor Kovash and I attended a meeting to discuss these upcoming County forums at the invitation of Clackamas County Chair, Charlotte Lehan. Mayors and planning staff from Tualatin and Lake Oswego also attended along with Commissioner Lehan and County planning staff.

Commissioner Lehan started the meeting by providing background information. She said that there had been interest in including Borland properties in a UGB expansion this year but that there was not sufficient time to conduct the needed analysis. Also, given the urban designation for Borland and Stafford, the Hamlet wanted both areas included in a coordinated concept plan.

She noted that the next UGB expansion possibility is 2016. The reason the County is pursuing the matter now is to enable discussion of the contentious issues around growth without the pressure of a looming UGB expansion deadline. The hope is that the discussions will clarify whether any of the area should be considered for concept planning and potential UGB expansion in 2016. The County recognized that, most likely, Stafford would not develop for decades.

Commissioner Lehan explained that the Hamlet Board had invited Metro staff to attend one of their meetings to explain and discuss their density expectations for the Borland–Stafford area. The County requested that the discussion be broadened to involve the community and stakeholders and address not only residential density expectations but the realities involved and what it means for the future the area. For example, she indicated that some people are interested in a density transfer approach, involving the transfer of density from Stafford to Borland, which might result in one-acre lots in portions of Stafford. The forum is

intended to explore the viability of such ideas.

City representatives reiterated their jurisdictions lack of desire to urbanize the area. Mayor Kovash reminded everyone that the objections to the urban designation have not been settled. That said, city representatives expressed concern that the forum approach, which could lay the foundation for concept planning, was initiated without their input. They stated that they should have been involved in the formative stages of deciding how to approach the topic of potential urbanization of the Borland–Stafford area. A city representative questioned what the County hoped to get out of the forums and how it would relate to concept planning. No clarification was provided.

City representatives questioned the merits of the four forum approach and thought that the density forum was premature. One mayor thought that governance should be the first topic discussed because each city could have a different preference regarding the development of their UGB. County representative indicated that they were committed to the first density forum but not necessarily to further forums or the next steps.

A city representative pointed out that concept planning needed to address, per Metro Title 11, a mix and intensity of uses that will make efficient use of the public system and facilities; a development pattern that supports pedestrian and bicycle travel to retail and services; a range of different types, tenure and prices addressing the housing needs of the governing city, county and region; sufficient employment opportunities; well connected systems of streets, bikeways and parks trails and public transit linked to housing; a well connected system of parks and natural areas; and protection of natural ecological systems.

City representatives suggested that discussing density in isolation from other relevant factors could result in a different outcome than if key related factors were considered together. This is particularly a concern if the outcomes of the forums become parameters for concept planning. It was suggested that rather than focusing on density in isolation, it might be better to consider density along with alternative development patterns and their implications for providing transit (especially high capacity transit along I-205), utilities, livability, a jobs to housing balance, and other relevant factors.

A city representative suggested that developers should come up with a concept plan and “shop” it to the cities and others thought that too much deference was given to developers and that, rather than proceeding in a piecemeal fashion, the jurisdictions/stakeholders had an opportunity to collaborate in an attempt to prepare the best overall concept plan for the area.

Meeting outcome. The outcome of the meeting was that the forum would proceed on November 5, 2011; cities would observe, or participate in the table discussions if they like; and the group would reconvene following the forum to report their impressions of the forum and discuss next steps (unscheduled). A mayor suggested inviting planning commissioners to the forum and soliciting their perspectives.



City of Tualatin

www.ci.tualatin.or.us

October 7, 2011

Charlotte Lehan, Chair
Clackamas County Board of Commissioners
Public Services Building
2051 Kaen Road
Oregon City, OR 97045

RE: Educational Forums to be held by Clackamas County Staff in association with
Urbanization Potential of Borland Road and Stafford Areas

Dear Commissioner Lehan:

It has come to our attention that Clackamas County has started to discuss the possibility of a study of the Stafford Hamlet area, which could lead to a recommendation that some or all of the area come into the Urban Growth Boundary in the future. We also are aware that County staff plans to hold four public educational forums on the urbanization potential of this area and that the results of the forums may lead to the study. We understand that the forums will be open to the public and that the County will convene a meeting with elected officials and staff of Tualatin, West Linn and Lake Oswego prior to each forum to discuss the upcoming topic. The purpose of this letter is to comment on the County's plans.

As proposed, the forums would be presented as follows:

1. November 5 or November 12: Density and density transfers. A panel of speakers from the County, Metro and the private consulting community will provide background and wisdom on this topic. The County is moderating this discussion.
2. January 2012: Transportation.
3. May 2012: Infrastructure.
4. Summer 2012: Governance.

We are dismayed that the County has not engaged in conversation about this project with the adjacent cities of West Linn and Tualatin prior to planning and setting dates for these community forums. We are further troubled that the County has set governance as the last topic to be discussed. After all, governance and provision of service to the Stafford area are the most important issues before us. Any future vision for Stafford will require forethought and coordination with all partners into how an area that is currently rural in character can be transformed into an urban form. It is premature to discuss density, density transfers, transportation and infrastructure without having the partners who will provide future urban services to this area actively engaged in the process.

We encourage the County to rethink its plans for these forums. It is premature to talk about density and density transfers in November. We hope that you will reconsider these plans. We look forward to our discussion on October 10. In the event that you do not reconsider your plans, we trust that elected officials and citizens in the adjacent cities will be in attendance at the forums to voice this important opinion. We also plan to voice our concern to Metro who has jurisdiction over the procedural requirements for concept planning and urban growth boundary adjustments in Functional Plan Title 11. Provision of services and coordination with adjacent cities is one of the underpinnings of Title 11.

We look forward to being part of this important conversation.

Sincerely,



Lou Ogden
Mayor

clh/acr

c: Tualatin City Council
Sherilyn Lombos, City Manager
Alice Rouyer, Community Development Director
Aquilla Hurd-Ravich, Planning Manager
John Williams, Metro
Dan Cooper, Metro



Feedback for: _____
(Manager's name)

Feedback from: _____
(Councilor's name)

The City Council has created and approved this evaluation criteria and format for gathering feedback annually in the core competencies and role responsibilities that are important for the on-going success of the City Manager and the organization. In responding to the assessment form, please think about your experiences working with the City Manager during the last twelve months. Your responses are preliminary to Council consensus on a final evaluation form which may, at the Council's discretion, be the basis for review of the City Manager's performance.

PERFORMANCE RATING GUIDE:

E = Excels/Role model.

Results consistently exceed expectations. Makes significant contributions well beyond requirements.

P = Fully Proficient.

Results are fully and consistently on target. Makes a valuable contribution. Is fully competent.

D = Developing/Usually meets standards.

Results are usually on target. May need occasional support, and/or improvement.

N = Needs improvement.

Improvement clearly needed. Is inconsistent in performance and requires excessive improvement and support. An action plan for improvement in this area needed.

N/A = Not applicable.

No opportunity to observe

CORE COMPETENCY & DEFINITION:	Rating E/P/D/N/NA
<p>1. Accountability: Ability to establish mutual agreements that result in clear responsibility, taking personal action to accomplish an agreed-upon result and assuming personal responsibility for the results of behavior and actions. Makes sound decisions. Self-starter who accomplishes performance objectives. When mistakes occur, focuses on finding solution rather than placing blame. Adheres to established schedules and performance objectives as established by the Council.</p>	
<p>Comments:</p>	

<p>2. Integrity: Actions are consistent with ethical values. Honest in communication and actions. Ensures personal actions comply with and uphold the City of West Linn’s Personnel Policies, the Municipal Code and Community Development Code, the City Charter, the Council Rules and the ICMA Code of Ethics. Makes decisions in an ethical manner.</p>	
<p>Comments:</p>	

<p>3. Diversity: Honors the uniqueness of each individual, challenges stereotypes and promotes sensitivity and inclusion. Understands and utilizes cross-cultural perspectives to strengthen quality of interaction with others. Treats others with fairness, dignity and respect regardless of cultural diversity. Able to recognize and correct own attitude and actions when forming stereotypes about other individuals. Intervenes in an appropriate manner when others are engaged in behaviors that show cultural insensitivity.</p>	
<p>Comments:</p>	

<p>4. Respect: Demonstrates consideration and appreciation for Councilors, colleagues, regional partners and West Linn citizens. Honors the uniqueness of each individual and values the contribution of others. Makes every effort to demonstrate courtesy to colleagues and citizens. Is direct in sharing concerns with only individuals who are involved. Does not speak disrespectfully of others. Recognizes the importance of getting along well with colleagues, clients and citizens. Communicates and treats all members of the City Council with respect and professionalism.</p>	
<p>Comments:</p>	

<p>5. Service Orientation: Seeks opportunities to improve work and work environment to better meet the needs of internal and external customers. Participates in establishing and monitoring service standards. Utilizes standards to evaluate self performance. Adaptable and initiates changes to create ongoing improvement. Demonstrates flexibility and a willingness to change for continual improvement</p>	
<p>Comments:</p>	

<p>6. Team Leadership & Collaboration: Leads his senior managers with clear direction and empowers them toward high performance. Works cooperatively and productively with others to achieve shared goals. Finds common ground, gets and gives cooperation. Approaches work with a “can do” attitude. Shares success with others. Resolves conflict directly and quickly.</p>	
<p>Comments:</p>	

<p>7. Communication: Demonstrates the ability to convey thoughts and ideas as well as understand others' perspectives. Listens to understand and respects the views of others. Actively seeks out information related to individual responsibilities and the City. Remains focused on the issue in conflict situations and works directly with others involved to resolve disagreements constructively. Is able to give and receive feedback constructively.</p>	
<p>Comments:</p>	

<p>8. Strategic Thinking: Ability to see and understand whole systems and how elements within systems relate. Works cooperatively with others to use appropriate systems strengths, knowledge and cooperation to improve performance. Challenges others to consider the impact of their actions on areas outside immediate work group. Is inclusive and considers the impact of decisions and actions on others. Works to maintain alignment of personal area of responsibility to the larger organization. Adapts and modifies actions and redirects work of team to meet evolving system needs.</p>	
<p>Comments:</p>	

<p>9. Prioritization: Establishes and Focuses Appropriate Attention on Priorities. Understands the Council and overall City priorities and makes decisions according to those priorities. Keeps himself and his team focused and inspired to follow through and complete the priorities.</p>	
<p>Comments:</p>	

<p>10. Managing Resources: Consistently operates area of responsibility to meet or exceed financial expectations and operating plans, effectively prioritizes use of available resources to accomplish goals. Meets performance goals and budget targets. Demonstrates the financial acumen for managing budgets aggressively. Meets goals within financial parameters, effectively manages resources.</p>	
<p>Comments:</p>	

<p>11. Change Leader: Ability to act and provide leadership throughout the change process. Engages interested parties in the entire process and develops commitment for sustaining change. Is realistic, honest and direct about the challenges, threats inherent in any change. Gives people realistic, balanced information throughout a change. Encourages innovation in others. Coaches others to support their increased resiliency and capacity for change. Provides employees with necessary support resources. Able to turn vision into a workable plan and enlist others involvement toward a common goal. Charts a clear direction for the agency.</p>	
<p>Comments:</p>	

12. Developing Organizational Talent: Ability to recruit, retain and develop high performing individuals aligned with the City's goals and values. Selects employees who demonstrate understanding of organizational culture and job-specific capabilities and provides continuous feedback, encouragement and coaching to employees. Effectively addresses and redirects those who are not meeting performance expectations. Ensures management staff has development plans that increase their effectiveness and/or prepare them for future opportunities and expanded roles. Facilitates meaningful recognition for team and individual accomplishments.

Comments:

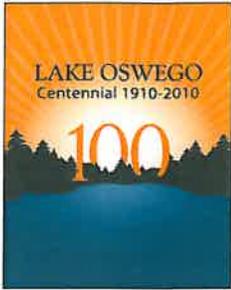
Comments related to the ratings given for effectiveness related to core competencies:

Feedback related to Individual Goals, Strengths and Opportunities for Continued Development:

Please comment on the status of any specific annual goals that were established at the beginning of the year by the person being evaluated that you were involved with:

Please provide any additional comments on what you value or appreciate most about this individual's leadership effectiveness, style or behaviors:

(Signature and date)



MEMORANDUM

TO: Mayor and members of City Council

CC: delete if no cc

FROM: Megan Phelan, HR Director

SUBJECT: Performance Management and Development Evaluation for the City Attorney

DATE: date

In order to establish and maintain effective City Council and City Attorney relations, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the City Attorney. This evaluation should focus on how effectively the City Attorney is working with the Council and how he/she is carrying out his/her responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- Allow the City Attorney and the Council to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.
- Allow discussion of the City Attorney's strengths and weaknesses as demonstrated by past performance with the objective of increasing the City Attorney's effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the City Attorney can become more effective through improved performance.

INSTRUCTIONS

Attached is the evaluation form for the City Attorney. It encompasses three primary areas: (1) evaluation of key performance areas; (2) goal accomplishments as well as establishing future goals; and (3) general strengths and areas for improvement.

The rating system for key performance areas has been established:

- **Far Exceeds Expectations:** Consistently exceeded expectations with performance quantity and quality at the highest level. Sets a new, higher standard for excellence.
- **Exceeds Expectations:** Often exceeds in performance expectations and requirements.
- **Meets Expectations:** Meets performance expectations and requirements.

- Expectations Not Completely Met: Met some but not all expectations or did not meet expectations consistently.
- Fails to Meet Expectations: Failed to or seldom met performance expectations.

A space has been provided for each performance area to include your comments. Please check one space for each question. Each person preparing the form is encouraged to provide specific examples of why a particular rating has been chosen. The comments included should give the City Attorney enough information to correct problem areas and allow her/him to place specific items on her/his work plan for the following year.

Please return the completed evaluation by Friday, November 12th to Megan Phelan in Human Resources for tabulation.

CITY ATTORNEY PERFORMANCE EVALUATION FORM 2010

(If additional pages are needed for comments, please attach them.)

1. Advice provided is objective and unbiased, professional and adequate for use in formulating policies and making decisions.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

2. Initiates legal actions, as appropriate, and provides legal defense, as needed.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

3. Effectively represents the City's interests in litigation, administrative hearings, negotiations, and similar proceedings.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

4. Effectively provides legal analysis, which facilitates legally sound policy/program implementation.

- Far Exceeds Expectations
- Exceeds Expectations

- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

5. Effectively evaluates results of actions from a legal perspective.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

6. The legal advice provided by the City Attorney is competent, and presented in a constructive, results-oriented and usable manner.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

7. Prepared legal documents (ordinances, resolutions, contracts, etc.) clearly reflect and implement the purposes for which they are prepared.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

8. The City Attorney keeps City Council and staff apprised of court rulings and administrative decisions affecting the legal interests of the City.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

9. The City Attorney effectively coordinates work with staff from other departments in order to accomplish goals, and interdepartmental work is performed in a collaborative manner.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

10. The City Attorney assists Council regarding legislation to be initiated by Lake Owego as well as our participation in other city-related legislation.

- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Expectations Not Completely Met
- Fails to Meet Expectations

Examples/Explain:

11. Overall evaluation of City Attorney's performance.

- Satisfactory
- Unsatisfactory

Additional Comments:

12. Accomplishments: Has the City Attorney accomplished or worked toward accomplishing the goals established by the Council? Why or why not?

13. Strengths: Based upon your overall evaluation of the City Attorney, what areas would you list as his strong points as an Attorney?

14. Improvements suggested: Based upon your evaluation, what areas would you suggest the City Attorney work on to improve his skills and to be more effective in specific situations?

15. Goals for next year: What are the major goals on which the City Attorney needs to focus in the coming year?

Evaluator's Signature

Date



Citizen Advisory Group Annual Report – 2010

**Preferred: complete this form online at <http://westlinnoregon.gov/CAG-2010-Annual-Report>*

DUE BY DECEMBER 1, 2010 to Kirsten Wyatt at kw Wyatt@westlinnoregon.gov.

Information will be compiled into the "Citizen Advisory Group Annual Report For 2010," which will be used by the City Council during 2011 goal setting. Citizen Advisory Groups should anticipate a meeting with the City Council after goal setting to discuss this report and goals for the coming year.

GROUP DETAILS

Please select your citizen advisory group:

- BHT Neighborhood Association
- Bolton Neighborhood Association
- Citizens' Budget Committee
- Clackamas Cable Advisory Board
- Economic Development Committee
- Hidden Springs Neighborhood Association
- Historic Review Board
- Library Board
- Marylhurst Neighborhood Association
- Park & Recreation Advisory Board
- Parker Crest Neighborhood Association
- Planning Commission
- Public Safety Advisory Committee
- Robinwood Neighborhood Association
- Rosemont Summit Neighborhood Association
- Savanna Oaks Neighborhood Association
- Skyline Ridge Neighborhood Association
- Sunset Neighborhood Association
- Sustainability Advisory Board
- Transportation Advisory Board
- Utility Advisory Board
- Willamette Neighborhood Association

Chair/President:

•

Vice Chair/Vice President:

•

(For Neighborhood Associations) Other officers & titles:

-

When and where does your group meet?

(e.g. Third Mondays at 7:00 at City Hall)

-

CURRENT YEAR GOALS & ACCOMPLISHMENTS

Please describe your group's current year (2010) goals and accomplishments:

-

What types of issues/programs/events/activities did you work on and accomplish?

-

What challenges did you face, and how did you deal with them?

-

FUTURE YEAR GOALS & PLANS

Please describe your group's goals and plans for 2011.

-

What do you anticipate as your greatest challenges or obstacles?

-

TOOLS FOR SUCCESS

What will your group require to attain your goals in 2011?

(e.g. A specific Council action (specify); staff time or resources; BN 12/13 funding; communications assistance; community involvement, etc.)

-

Do you need any specific training to assist your work or goals?

-

ADDITIONAL INFORMATION

Is there anything else you'd like the City Council to be aware of as they review this information and formulate their Council goals for 2011?

-