

Memorandum

Date: January 30, 2015

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

From: Chris Jordan, City Manager *CJ*

Subject: February 2 Council Work Session

The Council is scheduled to meet at 5:00 p.m. on February 2 for a work session. (Please note the change from the usual work session time.) The main agenda items for that evening are:

- 1) Discussion of the Bolton Reservoir. To keep this project on schedule, the City Council needs to provide direction to staff confirming the location of the new reservoir. To assist in this process, staff has previously sent a siting analysis to the Council (September 2014), and last week provided the Council with a geotech report of the two likely sites. (All of this information can also be found on the Bolton Reservoir project page on the City's website.) The City's consultants for this project will be at the work session on February 2 to present this information and answer any questions the Council may have. We have also placed a resolution on the February 9 agenda to acquire two parcels next to the existing reservoir site to assist in construction staging. The current owners need a commitment from the city to purchase the property.
- 2) Council Goals. Staff circulated the draft goals to the Council two weeks ago. Because Councilor Perry would be missing the February 2 meeting, she submitted her comments in advance and those are included in the attached redline version.

At 6:30 p.m. on February 2, staff will conduct a brief training session for the members of the citizen advisory committees.

Please let me know if you have any questions.

Attachment



CITY OF
West Linn
2015 COUNCIL GOALS

1. TRANSPORTATION

○ Improve the ways we move in West Linn.

- Continue with community outreach and engagement to inform the transportation system plan (TSP) updates (September 2015).
- Pursue efforts to improve traffic flow on Highway 43, Willamette Falls Drive, and 10th Street.
- Approach ODOT with proposal to review traffic signal alignment on Highway 43 and 10th Street.
- *Following Transportation Advisory Board and Planning Commission recommendations, the City Council to adopt the updated TSP (December 2015).*

2. UTILITIES

○ Protect and enhance our most important assets.

- **Continuing Education**
 - *Conduct sustained and ongoing communications about the current condition of and importance and value of West Linn's utility assets (ongoing).*
- **Revenue Strategies**
 - *Review revenue strategies for the Water Fund, and receive a recommendation from the Utility Advisory Board (May 2015).*
- **Bolton Reservoir Siting**
 - *Receive approval from the City Council on the preferred location of the Bolton Reservoir (February 2015).*
 - *Receive land use approval for the Bolton Reservoir project (December 2015).*
- **Master Plans**
 - *Commence update of the Sewer Master Plan (Fall 2015).*
 - *Commence update of the Storm Water Master Plan (Fall 2015).*
- **Municipal Fiber**
 - *Appoint a task force to evaluate and potentially pursue municipal fiber network utility with the assistance of an expert consultant (December 2015).*

3. ECONOMIC DEVELOPMENT

○ Promote viable business districts in West Linn.

- **Arch Bridge**
 - Use citizen outreach to understand the West Linn citizen concepts of the Arch Bridge/Bolton plan and work toward incorporating some of those ideas (Summer 2015).
 - *Planning Commission recommends (Summer 2015) and City Council adopts (December 2015) comprehensive plan and community development code changes and design guidelines necessary to implement the Arch Bridge/Bolton plan.*
 - *Determine initial financing strategies, including education and outreach on the use of urban renewal (December 2015).*

- Initiate master planning for Westbridge Park (October 2015).
- ~~Main Street~~
 - ~~Consider a financial grant to sustain Main Street oversight and management in FY 2016 to achieve measureable results (July 2015).~~
- ~~Focus Groups~~**Business Areas/Analysis of Needs**
 - Retain a focus group consultant to query on needs of the four business districts in West Linn to maintain viable business districts (April 2015).
 - Conduct focus groups and report back to the City Council (Summer 2015).
 - Consider a financial grant to sustain Main Street oversight and management in FY 2016 to achieve measureable results (July 2015).
 - Consider a system of financial incentives to encourage each business district to work with the city on economic development (December 2015).
- **Farmer's Market**
 - City of West Linn Recreation Department will plan, oversee and manage the West Linn Farmer's Market.
 - This is a two year goal. Accomplishing this goal will require hiring an extra FTE as well as a year of planning and preparation.

4. EXISTING CITY PROPERTIES

- Determine the disposition of ~~underutilized~~ city-owned properties to maximize the value/benefit to West Linn
 - Appoint a citizen and council task force to provide a recommendation on the disposition of the following ~~underutilized~~ properties: Police Station, Bolton Fire Station, Parker Road property, McLarty property, Petes's Mountain property, and Robinwood Station (September 2015).
 - Identify ways to utilize vacant/unused property and boost usage of properties in active use (September 2015).
 - City Council decision on the recommendations provided (December 2015).

5. CITIZEN ENGAGEMENT

- Continue to engage the community to encourage a diversity of opinions.
 - **Neighborhood Associations**
 - City Councilors attend Neighborhood Association meetings, engage all neighbors (including those who do not attend meetings), and report back to the Council on recommendations for reinvigorating involvement (December 2015).
 - **Listening Tour**
 - Provide training for the City Council on meeting facilitation ~~so they can moderate~~with the goal of providing community listening opportunities (June 2015).
 - Schedule the series of listening opportunities for the City Councilors to learn from community members about their opinions and ideas (September 2015).
 - **Youth Advisory Council**
 - In conjunction with the Portland State University Center for Public Service, conduct best practices research and literature review to develop a white paper on the development of a Youth Advisory Council (December 2015).
 - **Review Communications Tools**

- *Work with consultant to conduct focus groups and communications outreach to determine needed website upgrades (July 2015); upgrade the website based on the feedback received (November 2015).*
- *Transition the city newsletter to a quarterly publication with enhanced content and neighborhood specific news (July 2015).*
- **Survivability**
 - *Develop a city-wide Map Your Neighborhood roll out strategy to ensure that all West Linn neighbors have an opportunity to learn about and engage the MYN program (December 2015).*
 - *Coordinate with Tualatin Valley Fire & Rescue, local civic and neighborhood groups, and other local agencies to plan an Emergency Preparedness Fair for the West Linn community (Fall 2015).*

6. STAFFORD

- **Ensure West Linn's best interests are represented.**
 - *Continue to monitor developments with Stafford designation (ongoing).*
 - *Pursue development of a "Letter of Understanding" with Lake Oswego and Tualatin regarding any proposed development in the Stafford Triangle (Summer 2015).*