

A photograph of a dirt path winding through a lush green forest. The path is covered in fallen leaves and is flanked by dense ferns and other undergrowth. Tall trees with green foliage form a canopy overhead, with sunlight filtering through the leaves. The overall scene is peaceful and natural.

City of West Linn

2015 City Council Goals &
Citizen Advisory Group
Annual Reports



2015 Council Goals

Transportation

Improve the ways we move in West Linn

Continue with community outreach and engagement to inform the transportation system plan (TSP) updates, which should strive to improve safety and traffic flow on Highway 43, Willamette Falls Drive, and 10th Street.

General Timeframe:

- September 2015

Responsibility:

- City Staff

March Update:

- The City hosted open houses on March 11 and April 2, 2015. In addition, staff shared information about the TSP and update process via the library, ACC, email lists, email newsletters, fliers, website, BrightSign, social media and NAs.

June Update:

- Anticipated late summer 2015.

November Update:

- Continuous outreach and engagement, ranging from social media posts, to open houses, to engage the community in the TSP.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Transportation

Improve the ways we move in West Linn

Following Transportation Advisory Board and Planning Commission recommendations, the City Council to adopt the updated TSP.

General Timeframe:

- December 2015

Responsibility:

- Transportation Advisory Board, Planning Commission, City Council

March Update:

- This aspect of the Council goal will commence after the community outreach phase is complete.

June Update:

- This aspect of the Council goal is anticipated in the third quarter of 2015.

November Update:

- The Planning Commission public hearing on the TSP is scheduled for early January 2016.

Anticipated December 31 Status:

- Anticipated completion in January/February 2016.



2015 Council Goals

Transportation

Improve the ways we move in West Linn

Approach ODOT with proposal to review safety traffic signal alignment on Highway 43 and 10th Street.

General Timeframe:

- September 2015

Responsibility:

- Councilor Brenda Perry, City Staff, Contracted Lobbyist

March Update:

- Retained David Barenberg to represent the City of West Linn. Mr. Barenberg toured West Linn with Zach Pelz to better understand transportation needs and long range planning.

June Update:

- Mr. Barenberg continues to develop relationships and communications with ODOT.

November Update:

- Mr. Barenberg continues to develop relationships and communications with ODOT.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals

Utilities

Protect and enhance our most important assets

Receive approval from the City Council on the preferred location of the Bolton Reservoir.

General Timeframe:

- February 2015

Responsibility:

- City Council

March Update:

- The City Council approved Resolution 2015-02 at the February 9, 2015 meeting, purchasing the adjacent properties and designating the existing location as the site of the upgraded Bolton Reservoir.

June Update:

- The land use process for the Bolton Reservoir is complete and work continues on the design and work plan for the reservoir.

November Update:

- The Bolton Reservoir contract was approved by the City Council on November 9, 2015.

Anticipated December 31 Status:

- Complete



2015 Council Goals Utilities

Protect and enhance our most important assets

Conduct sustained and ongoing communications about the current condition of and importance and value of West Linn's utility assets.

General Timeframe:

- Ongoing

Responsibility:

- City Staff

March Update:

- Recently, staff sent informational mailings to all homeowners potentially affected by 2015 water and environmental services projects. Outreach about all utility projects is ongoing via social media channels. The first quarter edition of the "West Linn Update" featured a three page "State of the West Linn Water System" feature, including information about how the \$5 million from LOT reduced costs to West Linn rate payers by approximately 20 percent.

June Update:

- Messaging about the current condition of infrastructure assets continues using myriad communications tools.

November Update:

- Most recently, the city hosted the Trillium Creek Primary School second grade classes (and their parent chaperones) to learn more about the city water system. Communications and outreach continues on the current condition of the water system.

Anticipated December 31 Status:

- Complete, but additional outreach is advised



2015 Council Goals Utilities

Protect and enhance our most important assets

Review revenue strategies for the Water Fund, and receive a recommendation from the Utility Advisory Board.

General Timeframe:

- May 2015

Responsibility:

- City Staff

March Update:

- The Utility Advisory Board most recently reviewed the Council goal language and revisited their recommendation from 2014. In addition, the UAB began discussions about the most likely election cycle in which a rate increase could be successful.

June Update:

- The City Council decided to postpone a potential water rate increase until 2016.

November Update:

- The City Council approved issuance of bonds and refinancing of existing bonds for the Bolton Reservoir project. CFO Richard Seals projects that a rate increase is no longer necessary.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Utilities

Protect and enhance our most important assets

Receive land use approval for the Bolton Reservoir project.

General Timeframe:

- December 2015

Responsibility:

- Planning Commission, City Council

March Update:

- This aspect of the Council goal will commence in late 2015.

June Update:

- This project was approved on July 16, 2015.

November Update:

- This project was approved on July 16, 2015.

Anticipated December 31 Status:

- Complete



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2015 Council Goals

Utilities

Protect and enhance our most important assets

Commence update of the Sewer Master Plan.

General Timeframe:

- Fall 2015

Responsibility:

- City Staff

March Update:

- The RFP process will start in Fall 2015, and the selected consultant will begin work this winter. Final Council approval anticipated in Spring/Summer of 2016.

June Update:

- The RFP process will start in Fall 2015, and the selected consultant will begin work this winter. Final Council approval anticipated in Spring/Summer of 2016.

November Update:

- Staff is presently working on the RFQ, with advertising and selection in December. The actual plan updates will occur in 2016.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals

Utilities

Protect and enhance our most important assets

Commence update of the Storm Water Master Plan.

General Timeframe:

- Fall 2015

Responsibility:

- City Staff

March Update:

- The RFP process will start in Fall 2015, and the selected consultant will begin work this winter. Final Council approval anticipated in Spring/Summer of 2016.

June Update:

- The RFP process will start in Fall 2015, and the selected consultant will begin work this winter. Final Council approval anticipated in Spring/Summer of 2016.

November Update:

- Staff is presently working on the RFQ, with advertising and selection in December. The actual plan updates will occur in 2016.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals Utilities

Protect and enhance our most important assets

Appoint a task force to evaluate and potentially pursue municipal fiber network utility with the potential assistance of an expert consultant.

General Timeframe:

- December 2015

Responsibility:

- City Staff, Consultant

March Update:

- Staff participated in a multi-city training opportunity on municipal fiber hosted by the City of Portland's Office for Community Technology. Participants included the region's city and county representatives and other interested parties. Joanne Hovis of CTC and Joe Knapp of SandyNet presented information aimed to help cities plan broadband futures. Staff will share this information at a future work session with the City Council.

June Update:

- Research continues on the various utility structures for a task force to evaluate.

November Update:

- A task force on this topic has not been created.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals

Economic Development

Promote viable business districts in West Linn

Initiate master planning for Westbridge Park.

General Timeframe:

- October 2015

Responsibility:

- City Staff

March Update:

- Master planning has commenced, with input received during the Arch Bridge planning process.

June Update:

- Master planning continues.

November Update:

- An open house and master planning exercise is scheduled for November 21. This will include a walking tour of the park area.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Economic Development

Promote viable business districts in West Linn

Retain a focus group consultant to query on needs of the four business districts in West Linn to maintain viable business districts. Conduct focus groups and report back to the City Council.

General Timeframe:

- April 2015

Responsibility:

- Consultant

March Update:

- After receiving and reviewing four responses to the request for proposals, staff and an Economic Development Committee liaison selected Research 13 to conduct a series of focused interviews on the West Linn business climate. Research 13 is a West Linn-based research firm. Next steps include an introductory meeting and development of interview processes with EDC and City Council liaisons.

June Update:

- Research 13 was retained and a final report provided at the August 3 work session. The Economic Development Committee attended the work session and received the report alongside the City council.

November Update:

- The report was presented on August 3. Additional research and inquiry could be pursued in 2016 to find specific solutions to economic development challenges. As a corollary to this goal, this year's outreach and education series at the Small Business Resource Center has been well received and well attended. This is yet another free economic development service offered to the community by the city.

Anticipated December 31 Status:

- Complete, but additional research is advised



2015 Council Goals

Economic Development

Promote viable business districts in West Linn

Consider a system of financial incentives to encourage each business district to work with the city on economic development.

General Timeframe:

- December 2015

Responsibility:

- Citizens' Budget Committee, City Council

March Update:

- \$40,000 (\$20,000 per year) is budgeted for this purpose. Discussions are anticipated at the upcoming Citizens' Budget Committee meetings.

June Update:

- A draft agreement is being circulated for edits and final revision to enter into an agreement with Willamette Main Street for the granting of funds for a Main Street manager.

November Update:

- The City Council approved the grant of \$40,000 to Main Street. Main Street hired Noelle Brooks as its market manager.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Economic Development

Promote viable business districts in West Linn

City to work with Main Street to implement a revised plan for the West Linn Farmer's Market in 2015. City and Main Street to coordinate on plan to operate/manage the Farmer's Market in 2016.

General Timeframe:

- 2015 & 2016

Responsibility:

- New FTE

March Update:

- For 2015, Councilor Russ Axelrod has been working with Main Street to make some changes to the Farmer's Market, including moving the market to Sundays, and enhancing advertising through City of West Linn communications channels. In addition, the city manager has waived all fees for the Farmer's Market for this year. For 2016, 0.5 FTE is budgeted for the City to assume operations of the Farmer's Market.

June Update:

- Based on the financial incentives being offered to Willamette Main Street, this task is no longer in play in 2015.

November Update:

- Based on the financial incentives being offered to Willamette Main Street, this task is no longer in play in 2015.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Existing City Properties

Determine plans for city-owned properties to maximize the value/benefit to West Linn

Hold work session discussion about the city-owned properties and the desired process(es) that should be followed by a citizen and council task force.

General Timeframe:

- Spring 2015

Responsibility:

- City Council

March Update:

- The City Council discussed this item and related processes at the April 6, 2015 meeting. The Council requested that all properties be researched and data be compiled.

June Update:

- The City Council directed that a task force be appointed to look at city owned properties.

November Update:

- Applications were solicited and a task force was appointed.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Existing City Properties

Determine plans for city-owned properties to maximize the value/benefit to West Linn

Appoint a citizen and council task force to provide a recommendation on the following properties: Police Station, Bolton Fire Station, Parker Road property, McLarty property, Petes's Mountain property, and Robinwood Station.

General Timeframe:

- September 2015

Responsibility:

- City Staff

March Update:

- The City Council directed that a task force comprised of one member from each affected NA (Robinwood, Bolton, and Parker Crest), plus four members at large, be formed. The Councilors are submitted suggested names to staff.

June Update:

- Applications are being collected and a task force is anticipated to be appointed in September 2015.

November Update:

- A task force on this topic has been created. Staff is compiling information about all of the unused city-owned properties for the task force's review and consideration.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals

Existing City Properties

Determine plans for city-owned properties to maximize the value/benefit to West Linn

For those properties that remain in city ownership: identify ways to utilize vacant/unused property and boost useage of properties in active use.

General Timeframe:

- September 2015

Responsibility:

- City Staff

March Update:

- Work on this aspect of the Council goal will commence after a process and task force has been established.

June Update:

- Work on this aspect of the Council goal will commence after a process and task force has been established.

November Update:

- Work on this aspect of the Council goal will commence after a process has been established.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals

Existing City Properties

Determine plans for city-owned properties to maximize the value/benefit to West Linn

City Council decision on the recommendations provided.

General Timeframe:

- December 2015

Responsibility:

- City Council

March Update:

- This goal will likely not be completed until the end of 2015.

June Update:

- This goal will likely not be completed until the end of 2015.

November Update:

- This goal will likely not be completed until 2016.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

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.

General Timeframe:

- December 2015

Responsibility:

- City Council

March Update:

- City Councilors have been actively attending Neighborhood Association meetings in the first quarter of 2015. In addition, Councilor Tan, Councilor Perry, and Councilor Frank have all scheduled recurring coffee meetings in the community, and Councilor Axelrod has scheduled walk-and-talks and a happy hour. The City of West Linn is assisting with the promotion and outreach of these events.

June Update:

- Similar to the first quarter, the City Councilors have been active participants in community events and meetings.

November Update:

- Throughout the year, the City Councilors have been active and engaged participants in community meetings, events, and activities

Anticipated December 31 Status:

- Complete, but continued outreach and engagement is advised



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

Provide training for the City Council on meeting facilitation with the goal of providing community listening opportunities ("town halls").

General Timeframe:

- June 2015

Responsibility:

- City Council

March Update:

- A representative from Clackamas County Resolution Services will provide a training for the City Council at the library on April 27 from 5 to 8 p.m. The training will focus on "Effective Facilitation and Active Listening." The goal is to develop skills to ensure effective Town Hall opportunities later in 2015.

June Update:

- Training was conducted and two town halls were held in May/June 2015.

November Update:

- Training was conducted and two town halls were held in May/June 2015.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

Schedule the series of listening opportunities ("town halls") for the City Councilors to learn from community members about their opinions and ideas. Also potentially host Council meetings in different places in the community to encourage participation.

General Timeframe:

- September 2015

Responsibility:

- City Staff, City Council

March Update:

- Town Halls are scheduled as follows: Councilor Tan - Saturday, May 30, 9:30 a.m., Councilor Axelrod - Saturday, May 30, 10:30 a.m., Councilor Perry - Tuesday, June 9, 6 p.m., Council President Frank - Tuesday, June 9, 7 p.m.
- After these initial events, staff will work with the City Council to engage with the community in diverse ways, including:
 - Walk and talks
 - Happy hours
 - Coffee chats
 - WLACC sessions
 - Library sessions
 - Twitter conversations
 - Submit questions and then responding via the paper newsletter
 - Ice cream socials in the parks
 - Listening events with specific topics - transportation, budget, infrastructure, etc.
 - Booths at city events like Music in the Park, Movies in the Park, Old Time Fair, etc.

June Update:

- Training was conducted and two town halls were held in May/June 2015.

November Update:

- Training was conducted and two town halls were held in May/June 2015.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

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.

General Timeframe:

- December 2015

Responsibility:

- Portland State University

March Update:

- Staff sent the request for research assistance to Dr. Phillip Cooper with the Portland State University MPA program. He will share this with his students who are seeking 509 (graduate thesis) projects.

June Update:

- A presentation on potential youth leadership opportunities was provided in May 2015. The Council requested additional time and information to consider before implementing any program.

November Update:

- An additional presentation on youth group options is scheduled for the council retreat.

Anticipated December 31 Status:

- Complete, but the Council should discuss which youth group option, if any, they would like to pursue in 2016.



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

Work with consultant to conduct focus groups and communications outreach to determine needed website upgrades; upgrade the website based on the feedback received.

General Timeframe:

- November 2015

Responsibility:

- Consultant

March Update:

- An RFP for consultant services was released to the Drupal (West Linn's website content management system) development community. Proposals are due by April 9, 2015 at 4:00 p.m. The requested scope of work is: Work with staff and a City Council liaison to design and prepare the focus group process; collect data by conducting focus groups; perform an independent analysis of the obtained data; provide a written report of the findings of the survey. The report should include: an executive summary; a detailed discussion of the findings; and recommended best practices/next steps; provide an oral report and presentation to a meeting of the City Council summarizing the focus groups findings, tentatively scheduled for Summer 2015.
-

June Update:

- Website focus groups and usability groups were held in June and July 2015. A final report from the consultant will identify the areas of improvement on WestLinnOregon.gov.

November Update:

- A presentation from the focus group and usability test consultant was provided on November 2. All recommendations from the findings report have been implemented. A work group consisting of Bob Martin, Barry Witt, Shella Razon-Lumetta, Kristen Rogers, Doug Vokes, Russ Axelrod, and Tony Perry are redesigning the city home page.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

Transition the city newsletter to a quarterly publication with enhanced content and neighborhood specific news.

General Timeframe:

- July 2015

Responsibility:

- City Staff

March Update:

- In March, the transition was made to a quarterly, four page publication. The featured story was an in-depth look at the West Linn water system. A separate insert for Neighborhood Association news was planned; however, of the 10 NAs, only three responded with NA information and so this was included on page four of the publication. Reminders for NA submissions are scheduled for June, September and December.

June Update:

- This transition was made in March 2015.

November Update:

- This transition was made in March 2015.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

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 Map Your Neighborhood program.

General Timeframe:

- December 2015

Responsibility:

- Public Safety Advisory Board

March Update:

- The Public Safety Advisory Board is working on this task with the anticipation of sharing the MYP program at the Emergency Preparedness Fair on September 24, 2015.

June Update:

- The Public Safety Advisory Board continues with their outreach and meetings with interested neighbors on Map Your Neighborhood.

November Update:

- Map Your Neighborhood continues to grow and thrive in West Linn. Currently, the Public Safety Advisory Board is working with community partners to put together emergency preparedness buckets, which will be offered for free to the first 100 Map Your Neighborhood participants.

Anticipated December 31 Status:

- Complete



2015 Council Goals

Citizen Engagement

Continue to engage the community to encourage a diversity of opinions

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.

General Timeframe:

- Fall 2015

Responsibility:

- City Staff, Tualatin Valley Fire & Rescue

March Update:

- City staff and the Tualatin Valley Fire & Rescue team are planning for the fair, scheduled for September 24, 2015, from 4 to 7 p.m. at the LDS Church. Community partnerships are being formed, including with the Rotary Club which will fundraise to make emergency kits to give away at the fair. Staff is also developing the specialized web site Ready.WestLinnOregon.gov for all communications on emergency preparedness. And, an April 20, 2015 work session is scheduled to train the City Council on their expected roles during a community emergency or when the Emergency Operations Center (EOC) is activated.

June Update:

- The Emergency Preparedness Fair is scheduled for September 24.

November Update:

- The Emergency Preparedness Fair on September 24 was a huge success, with many participating agencies and involved and engaged citizens.

Anticipated December 31 Status:

- Complete



2015 Council Goals Stafford

Ensure West Linn's best interests are represented
Continue to monitor developments with Stafford designation.

General Timeframe:

- Ongoing

Responsibility:

- Contract lobbyist

March Update:

- Retained David Barenberg to represent the City of West Linn. Mr. Barenberg is providing frequent updates on the status of legislative bills and concepts, as well as talking with regional elected and legislative leaders. The City Council voted to oppose HB 3211 and a letter was sent to legislative leaders communicating this position. There is a stakeholders meeting on April 6, 2015 with West Linn, Wilsonville, Lake Oswego, Metro and Clackamas County. This meeting was organized by Representative John Davis.

June Update:

- In addition, Tom Coffee has been retained as the City's contract planner on this issue.

November Update:

- Meetings between the cities, county and Metro continue.

Anticipated December 31 Status:

- Ongoing



2015 Council Goals Stafford

Ensure West Linn's best interests are represented

Learn more about the various interests and perspectives on issues in Stafford area.

General Timeframe:

- Summer 2015

Responsibility:

- City Council, Tualatin, Lake Oswego, Clackamas County, Stafford Hamlet

March Update:

- At the March 23, 2015 meeting, the City Council agreed to participate in Clackamas County's invitation for a facilitated discussion regarding Stafford. In anticipation of that event, the West Linn Council will meet with representatives from Lake Oswego and Tualatin. This meeting is being organized by Tualatin and a date has not yet been set.

June Update:

- Mayor Axelrod and Council President Frank are the designated West Linn representatives to all facilitated discussions on the Stafford area with Metro, Clackamas County, Tualatin and Lake Oswego.

November Update:

- The city, county and Metro are participating in a facilitated discussion on the future of the Stafford area.

Anticipated December 31 Status:

- Ongoing





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West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association

BHT Neighborhood Association

Did not submit a report



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Bolton Neighborhood Association

Group Leadership

Alan Smith, President

Steve Meisen, Vice President

Katie Wells, Secretary

Meeting Times, Dates & Location

7:00 pm, Third Tuesday of the Month, Station 58

2015 Accomplishments

Defeated the forces to make Bolton a metro town center. Changed our quorum from majority to seven. Changed meeting day from Monday to Tuesday. Engaged city on transforming the old Bolton Fire Station from moth ball to a community center. Submitted two resolutions on Goal 9 planning and Arch Bridge Metro Town Center planning.

2015 Challenges

Defeating the forces supporting voting to make Bolton a metro town center and realigning the BNA with the rule of law.

2016 Goals

- 1) Arch Bridge: a) hire designer; b) WL residents work with designer; c) designer create and present five alternative designs.
- 2) Old Bolton Fire Station: a) city to do a hazmat study b) fund seismic upgrade; c) vote to renovate into a community center.
- 3) Bridge Park Planning (under the I-205 overpass): a) hire designer; b) WL residents work with designer; c) designer create and present five alternative designs.

Any additional feedback to share with the City Council?

BNA continues to be in transition, but the primary goals of changing the meeting date and amending our by laws with a quorum from a majority to seven were met. As we move forward I believe we are more secure in our future and will continue to grow and meet the challenges that all neighborhoods face: communication, activation, and formation. Thank you.



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2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Citizens Budget Committee

Group Leadership

Chair - Karen Hensley

Vice Chair - Riad Alharithi

Meeting Times, Dates & Location

- April 20, 2015, 6:00 pm - Delivery of Proposed Budget
- May 4, 2015, 6:00 pm – Budget Committee Deliberations and Public Comment
- May 6, 2015, 6:00 pm – Budget Committee Deliberations and Public Comment

2015 Accomplishments

1. Reviewed quarterly actual versus budget performance for 2015
2. Reviewed, Deliberated, and Proposed 2016-2017 Biennial Budget including allocation of \$1,000,000 surplus to savings, issues, and options
3. Reviewed, deliberated, and proposed Community Grants

2015 Challenges

- None

2016 Goals

1. Budget Committee meet in early 2016 to review and discuss:
 - Actual versus budget performance for first half of fiscal year 2016
 - Community grants purpose, priorities, and process. Provide recommendations to council.
2. Provide greater transparency and accessibility of city's financial performance to residents
 - Online drillable dashboards detailing cities expenses (done - <http://dashboard.westlinnoregon.gov>)
 - Discuss creation of additional reports that align with how West Linn residents view their community and the services received from the city
 - Articulate outbound communication plan for state of city's finances
3. Reach AA+ bond rating for lowest interest rates on refinancing or future bonds, saving West Linn residents financing expense



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Economic Development Committee

Group Leadership

Chair Troy Wolfe
Vice Chair Gail Holmes
Kazi Ahmed
Linda Neace

Meeting Times, Dates & Location

First Tues month
City hall

2015 Accomplishments

- Economic Opportunities Analysis (EOA): reviewed with consultant and made final recommendation for PC
- City Council project: Focus groups with West Linn businesses
- Community Partnership Program (CPP) grants – Orientation meeting to improve outreach/quality of applications
- Webinars and presentations at the Small Business Resource Center, and more scheduled for 2016.
- Education / coordination:
 - Received additional education from guest speakers – Eric Underwood, Economic Development Director, Oregon City and Ken Warner, Assistant Director Parks, on issues related to holding special events in the City
 - Joint meetings with Council/Planning Commission

2015 Challenges

- Identifying smaller achievable goals
- Changes in committee membership leading to lack of focus and quorum issues
- Need for additional budget / resources

2016 Goals

- Would like to broaden membership on EDC and increase outreach for new members.
- Assist and support Council's decision Arch Bridge redevelopment plan
- Improve special event and signage issues for special events
- Gateway signage for West Linn
- "Welcome to West Linn" committee / possible package for people that move here
- Get CC direction on actions to be taken on Focus Group information
- Establish a specific business recruitment strategy for City
- Hold EDC member retreat on goals/strategic planning



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Hidden Springs Neighborhood Association

Group Leadership

President: Erik Van de Water

Vice President: Megan Bowes

Secretary Treasurer: Ruby Friesen

Meeting Times, Dates & Location

Every 3rd Tuesday of the month, as needed, at 7pm in Rosement Ridge Middle School. Met 4 times in 2015.

2015 Accomplishments

- We have a fairly steady turnout for meetings
- Good participation/discussion at meetings, with people actively wanting to improve our neighborhood and get people together

Any additional feedback to share with the City Council?

Thank you to the city for excellent help from the staff during the year.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Historic Review Board

Group Leadership
Adam Petersen – Chair

Meeting Times, Dates & Location
Third Tuesdays at 7:00pm at City Hall, HRB met 8 times in 2015

2015 Accomplishments

- Applied for and received Certified Local Government grant funds from the state
- Reviewed three quasi-judicial design review projects
- Performed quasi-judicial design review of appeal remand from Council
- Provided recommendation on zone change appeal remand from Council
- Completed training on Architectural Styles and Types
- Forwarded support letter to Council for the Arch Bridge-Bolton Concept Plan
- Supported placement of historic district sign at 10th Street and Willamette Falls Drive
- Forwarded support letter to Council and Surplus Properties Task Force for the preservation and rehabilitation of the old City Hall/Police Station building
- Participated in discussions regarding the Willamette Falls Heritage Area Coalition
- Participated in discussions regarding the Willamette Falls Locks
- Participated in discussions regarding the Willamette Falls Legacy Project
- Participated in discussions regarding the Arch Bridge-Bolton Concept Plan

2015 Challenges

- Consistent attendance from all members at monthly meetings
- Enforcement of building and planning codes
- Legal issues surrounding zone change remand

2016 Goals

- Complete recruitment process to fill vacancies on the Board
- 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
- Provide recommendations to staff on projects located in the Willamette Falls Drive Commercial Design District
- Support other organizations in the city that are working in the interest of historic preservation
- Support and review the National Register nomination of the former Police Station/City Hall

- Support the preservation and reuse of the former Police Station/City Hall as a future Heritage and Visitors Center
- Support and participate in the next steps of planning for the Arch Bridge area
- Monitor legal issues surrounding historic district zone change requests and historic designation removals
- Support the maintenance and preservation of public facilities that contribute to the historic district and help distribute information about their importance

Any additional feedback to share with the City Council?

- Continued support by City Council and staff for historic preservation
- Budgetary support for outreach materials



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association Library Advisory Board

Group Leadership

- Mary Jo Steele, Chair, West Linn Library Advisory Board
- Tom Miller, Vice-Chair, West Linn Library Advisory Board
- Rebecca Cassidy, West Linn Library Advisory Board Member
- Janet Dalgaard, West Linn Library Advisory Board Member
- Lisa Dunne, West Linn Library Advisory Board Member
- Kathy Graef, West Linn Library Advisory Board Member
- Sterling James, West Linn Library Advisory Board Member
- Pam North, West Linn Library Advisory Board Member
- Doug Erickson, Library Director
- Melanie Nelson, Administrative Assistant to the Director
- Brenda Perry, Council Liaison to the West Linn Public Library

Meeting Times, Dates & Location

West Linn Library Advisory Board meets the fourth Wednesday of each month at 5:45p.m in the Community Room at the West Linn Public Library. The West Linn Public Library Board met for nine sessions in 2015.

2015 Accomplishments

- The Library Advisory Board elected a new Chair and Vice Chair in the beginning of the year. The Chair is Mary Jo Steele, and Vice Chair is Tom Miller.
- Partnering with the West Linn Wilsonville School District to bring the closed Clackamas County Fiber Network to the West Linn Library. This will allow for a more robust and stable internet service for all library related activities both from a wireless and wired prospective. This was approved by the LAB in July of this year. We are hoping for completion of this project by Jan. 2016
- The Library Advisory Board also approved the use of County Capital funds to purchase a mobile technology lab which will add the capability to teach courses using electronic and digital resources. This Lab will be equipped with both Mac and PC computers, and will be housed in a tech cart that will allow for simultaneous software updating, and charging. With these two platforms in the Lab, Library staff will have the ability to train, teach, and workshop with Library patrons. The monies for these two projects are coming from the Clackamas County Library District Capital Improvement Funds.

2015 Challenges

- The biggest challenges that the Library Advisory Board can assist with are helping to look at policies, and procedures. One that we want to look at and possibly address is the smoking policy. Currently the Library falls under the municipal code which allows for smoking 10 feet away from air intakes, open windows, and doors. Because the Library has many open seating

areas, benches, and gathering spots that are used near the library, patrons have complained about people who smoke close to or in these areas. Currently the law allows for this. The Library Advisory Board will look at policies, codes, and make suggestions for change/no change, and also other opportunities like a Designated Smoking Area.

- Clackamas County Libraries are looking at a County wide (Radio-frequency identification) RFID system for its libraries. This system will affect the way we do out circulation, checkout, sort, and stack management. It will also allow for the possibility of a security system. By tagging library materials with a RFID label, multiple things can be sorted, checked out, and identified. Monies from the County Capital Library funds, and possible other resources will be needed to accomplish this system change. The LAB will be advising, and supporting the Library and its administration on this possible transition.

2016 Goals

- The Library Advisory Board will need to address the challenges forthcoming, and outlined in the challenges section of this report. Other ongoing needs for the coming calendar year are; identifying significant opportunities, recommending approaches to new challenges and suggesting ways to raise the libraries' profile among the West Linn and Clackamas County constituencies.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Marylhurst Neighborhood Association

Group Leadership

Pres. Karie Oakes, VP-Sec Terri Cummings, Treasurer Michael Wilson

Meeting Times, Dates & Location

4th Tuesday each month at 7 PM at Robinwood Station and usually not in November and December due to holiday breaks. We met regularly 10 times.

2015 Accomplishments

We increased our active membership and publicized MNA through our outreach efforts. All members were contacted by a postcard and personally door to door with a flyer; and individual members invited their neighbors to meetings and updated them about what was happening in our neighborhood.

In support of Council goal to engage citizens, we submitted neighborhood specific information for the quarterly newsletter and manned the NA booth at the movie in the park at the request of the Neighborhood Association Presidents Group.

In support of Council goal to improve ways to get around in West Linn, we spent the entire year participating in the TSP update and made nine recommendations to the PC and Council. Also acting in our advisory role, we passed resolutions regarding the Arch Bridge-Bolton "Concept" Plan and the Comprehensive Plan Goal 9 amendments and the Economic Opportunities Analysis. We participated in the land-use decision at Tannler DR and Blankenship RD with a resolution.

In support of Council goals for Stafford, we heard a presentation from a resident of the Stafford Hamlet about the various interests there and the Stafford Compromise.

In keeping with our goal to establish relationships and trust among members through social activities, we had our annual ice cream social and expanded it to include members' arts and crafts; and we had a member organize and lead work parties to clean-up and maintain the Marylhurst Heights labyrinth.

2015 Challenges

Our greatest remaining challenge is to fulfill our association's role as a communication conduit between Marylhurst residents and the City. A usual stumbling block is often ineffective communications from the City to MNA, ie, timely notices and confirmation/reply to MNA recommendations sent to PC/Council. On the end of MNA, we are aware that our members lead busy lives with priorities. Their level of participation must not be used to access their level of interest in their neighborhood/city, for when something resonates with them, they often rely on the association of their neighborhood for information and support.

To that end, we meet regularly.

2016 Goals

MNA will be planning it's goals at it's January 26 meeting. These are a few expected goals:

- 1) Grow and sustain member participation in MNA meetings and events.
- 2) Support City codes and policies that engage citizens in meaningful ways.
- 3) Partner with the City to take action on transportation improvements as recommended by MNA.

Any additional feedback to share with the City Council?

As an action item to our second goal, MNA would like to partner with the City to restore those city codes amended in the "Cut the Red Tape Project", later named, "The Regulatory Streamlining Project", that limit opportunity for citizen participation. Specifically, by MNA Resolution: de novo hearings, notice requirements to neighborhood associations, and requirements for the PC and Council to call for a review of a land-use decision.

MNA appreciates the efforts of the Neighborhood Association Presidents Group and it's liaisons, Mayor Axelrod and Councilor Perry toward supporting neighborhood associations.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Parker Crest Neighborhood Association

Group Leadership

PCNA President: William Relyea

PCNA Secretary: Claudia Relyea

Meeting Times, Dates & Location

The Parker Crest NA held community meetings throughout the year to discuss various land development issues, water resources, and the Arch Bridge Concept plan. Meeting Notices, Agendas and Minutes have been published on the city's website.

2015 Accomplishments

The NA supported the development of an addition to the West Linn Adult Center.

The NA supported a Resolution about the Arch Bridge Concept plan.

The NA supported a resolution about AP 15-01 and the denial of a Class II design review.

The NA President attended the Neighborhood Association Presidents Meetings (NAPM) throughout the year.

A concern from attending the NAPM is that the requirement to have three officers to qualify as an active NA conflicts with City code. The code states that two officers are sufficient.

The NA hosted an event at the Music in the Park series of concerts and passed out information about Parker Crest NA. Public outreach events are a great way to connect with community members.

The NA added a city created Facebook page to its existing Facebook account system.

2015 Challenges

Challenges for PCNA are that natural areas within the community such as Tannler Creek and the walking trails have not been provided with funding for habitat restoration. Several areas are overgrown and there is no continuity between water features and fish habitat. Several streams that abut the PCNA boundaries have the potential for damage to property from flash flooding and the community would like to see further studies and improvements to the areas in order to reduce the risk.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Parks & Recreation Board

Group Leadership
Don Kingsborough – Chair

Meeting Times, Dates & Location
7 pm, 2nd Thursday of the month
Met all months except May & August

2015 Accomplishments

- Specific Accomplishments:
 - Wi Fi now available in 6 parks
 - Adult Community Center Expansion
 - Successful year of Special Events
 - Growth in recreation youth basketball from 456 in 2014 to 656 in 2015
 - Addition of numerous kiosks in parks constructed by Eagle Scouts
 - Addition of first kayak locker at Willamette Park constructed by Eagle Scout

2015 Goals with accomplish status:

- 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 is being met and ongoing implementation of new software: Volgistics
- Goal Two: To develop, implement and move trail projects forward in accordance with the adopted Comprehensive Trail Master Plan or identified projects.
 - Implement the 2013 Trails Master Plan - Ongoing
 - Complete Phase One of Willamette Greenway Trail - Yes
 - Initiate and continue development of the I 205 Trail - Ongoing communications with stakeholders
 - Create and define Way finding for trail system - Pilot at Mary S Young developed
- Goal Three: Overall Parks, Community Center & Recreation Space Plan.
 - Evaluate current and possible City properties that could be utilized for recreation purposes and submit formal conclusion to City Council - Completed
 - Initiate new Parks & Recreation Open Space Master Plan update - Discussion stage
 - Community Recreation Needs Assessment - To be accomplished with #2

- Goal Four: Support staff in implementation of parks projects scheduled
 - Complete the 2007 Parks Recreation and Open Space - 98% completed
 - Complete Fields Bridge Park Development - in process
 - Develop Master Plan for West Bridge Park - In process
- Goal Five: Continue to build an effective PRAB - all goals being met
 - 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.

2015 Challenges

- Difficulty clearing approvals with PGE for the Willamette Trail.
- Poorly defined community comments protocol for PRAB meetings.
- Leveraging City communications to market great P&R opportunities and community engagement efforts. (Losing Lori Hall)
- Trying to stay innovative, engaging and organic in an adversarial city environment.
- Ensuring that City Council hears an objective accounting of facts in decision making.
- Actions in our plan to mitigate these challenge:
- Create community comments protocols for PRAB meetings
- Proactively create PRAB report for Council

2016 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 2013 Trails Master Plan
 - Complete interpretation of Willamette Trail Phase one
 - Initiate Phase Two of Willamette Greenway Trail
 - Continue ongoing process of development of the I 205 Trail
 - Continue creation and define Way finding for trail system with MSY as pilot
 - Develop other trail segments as they arise
- Goal Three: Effectively plan Parks & Recreation for West Linn
 - Begin RFP process to update 2007 Parks & Recreation Open Space Master Plan
 - Community Recreation Needs Assessment
- Goal Four: Support staff in implementation of parks projects scheduled
 - Complete Nature Based Playground at The White Oak Savanna
 - Develop Site Plan for West Bridge Park

- Completion of Marylhurst Heights & Maddax Woods
- 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.
 - Develop effective ground rules to ensure community engagement
 - Establish a regular planned communication to City Council
 - Add PRAB agenda item that captures accomplishments and key activities with data to our monthly meeting.
 - Collect reports and develop a quarterly report to City Council.



CITY OF

West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Planning Commission

Group Leadership

Ryerson Schwark chair, Lorie Griffith vice chair

Meeting Times, Dates & Location

Typically alternate weds at 6:30pm; 1st and 3rd Wednesday's of each month at 6:00 pm in Council chambers, City Hall

2015 Accomplishments

2015 TSP update, arch bridge plan, multiple ConAm applications among others. Held 19 meetings that included: election of officers, 2 training courses, 1 High School Civics presentation, 5 TSP Workshops; 2 Arch Bridge Overviews, 1 EDC -EOA workshop, 3 legislative hearings (2 for EOA; 2 for TSP), 2 CUPs, 3 Subdivisions, 5 Design Review hearings (of note Bolton Reservoir, Cedaroak Boat Ramp, Adult Community Center, and ConAm mixed use)

2015 Challenges

Unclear direction on archbridge from council

Community Development Code – review of applications identified needed code revisions

Some items were contained in the PUD/Infill amendments but never adopted.

2016 Goals

Staff should be supported in a comprehensive code review to work through Community Development Code revisions such as:

- Commercial setbacks next to residential zones and revised CUP approval standards
- "Public Lands" zone for public land and uses;
- Create a transitional mixed use district
- Clarify the mixed use percentage on the first floor of the OBC Zone.
- Code updates to address consistency with statutes or rules
- Clear and objective standards for needed housing
- Tree protection standards along with additional alternatives such as deed restrictions to address tree protection
- non-conforming uses, structures and land/lots to incorporate new code into one concise section.
- Residential Infill/PUD amendments – address existing package of changes (including flag lots) needed to administer code.
- Design Review Chapter re-write to apply clear and objective standards
- Providing an alternative approval process (as addressed in statute) based upon approval standards that are not clear and objective.
- Goal 10, Housing as it relates to needed housing.

Any additional feedback to share with the City Council?

- 1) Work with a consultant to develop Community Development Code changes for larger items.
- 2) Training needs
 - Needed Housing
 - Hearing procedures



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Public Safety Advisory Board

Group Leadership

WL - PSAB Chair - Chuck Boman; Vice Chair - Tom Freedland

Meeting Times, Dates & Location

PSAB meets the 4th Monday of the month at training room adjacent to the West Linn Police station from 6:00 PM to 7:00 PM. The Board does not meet in July, August, or December

2015 Accomplishments

The PSAB has continued its effort of educating residents and business in West Linn about the disaster preparedness, especially the risks that are faced and the options available to prepare to meet the survival needs of the individual, the family, and the surrounding community. There has been done through promotion of the Map Your Neighborhood and through joint efforts with the City and TVFR in hosting public Disaster Preparedness displays and programs.

2015 Challenges

With any program directed at a vague threat with a variable timetable motivation is a problem. Most people will acknowledge the risks of a disaster, taking proactive steps at training, stockpiling supplies, and coordinating with other groups (MYN, city, regional government, etc.) remains the obstacle.

2016 Goals

Continue to promote Map Your Neighborhood with the local incorporation of a starter kit - donated orange buckets for supply storage, work with various agencies in continuing one or more Emergency Preparedness fairs, as well as reviewing other issues channel to the Board. Our hope is to have (as a minimum) 100 individuals initiating preparedness activities (with 100 donated buckets).

The PSAB was recently contacted by several similar programs in the area (Wilsonville and Sherwood) to consider sharing training material expenses and expertise. The MYN booklets were previously printed by the State, but that onus now falls back to the local level. Combining resources may allow for quantity discounts which in turn allows for a larger outreach without increased cost.

Any additional feedback to share with the City Council?

The PSAB appreciates the involvement of some of the council members who are setting an example for other citizens to engage in preparedness measures. Continued promotion of the program, reports of the risks, and realistic explanations of what post-disaster Portland (including West Linn) will face help convey the message. Budgeting of funds to pay for some of the promotional material would help as well.



CITY OF

West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Robinwood Neighborhood Association

Group Leadership
See attached

Meeting Times, Dates & Location

2015 Accomplishments

2015 Challenges

2016 Goals

Any additional feedback to share with the City Council?



CITY OF

West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Rosemont Summit Neighborhood Association

Group Leadership

Dean Suhr ... former president

Meeting Times, Dates & Location

RSNA is not currently active

2015 Accomplishments

RSNA is not currently active

2015 Challenges

We had started an effort in 2014 to create a new NA from the RSNA and HSNA. The NA Presidents and mayor were very vocal about their lack of support for this initiative. this project was tabled until HSNA expresses further interest or new leadership rises up for the RSNA.

2016 Goals

RSNA is not currently active

Any additional feedback to share with the City Council?

Having attended several HSNA and NA Presidents meetings the past year to move the HSNA/RSNA combination effort, I can say the NAs are becoming very political in their interactions with the city and with each other. I observed a strong and consistent anti-city tone in many of the discussions.

The Mayor, who never participated in NA meetings prior to his CC election is now a constant participant and active voice at the NA President and HSNA meetings. Many NA presidents are using their "power" as officers to express messages to the city that are more personal than NA based.

I strongly believe (but mind you I have no formal voice as a former President of an inactive NA) that many of these issues could be addressed to the benefit of the citizens by simplifying the NA structure to 4-5 equally sized NAs.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Savanna Oaks Neighborhood Association

Group Leadership

Ed Schwarz – President, Ken Pryor - Vice President, Patrick McGuire – Treasurer, Roberta Schwarz - Secretary

Meeting Times, Dates & Location

First Tuesday of each month, 7 pm, at the Community Room of the TVF&R Willamette Fire Station. We had 12 meetings in 2015 (11 regular meetings and 1 special meeting).

2015 Accomplishments

In 2015 SONA accomplished:

- 12 meetings (11 regular and 1 special meeting)
- Attendance at meetings increased over 81% from 2014 (140 members attended in 2015 vs. 77 in 2014)
- SONA participated in over 15 restoration and fundraising events at the White Oak Savanna Park
- OPB's Oregon Field Guide completed and aired a segment on the community's work on the Savanna
- Garden Time TV show aired a segment on the Savanna
- SONA hosted a successful July ice cream social at Douglas Park
- SONA co-sponsored a Guinness Book of World Record attempt which brought 600 people to the Savanna at one time
- SONA achieved excellent participation by neighbors on issues of local concern (especially development)

2015 Challenges

- It has been difficult for SONA and its members to provide meaningful input on development applications. This is primarily because when the application is presented to the NA it is in a very preliminary stage and there is not enough detail available for members to fully understand the scope of the project

2016 Goals

- Continue outreach to our members to further increase meeting attendance
- Continue to provide meaningful input to the Planning Commission and City Council on development applications
- Increase attendance at meetings where development applications are not being heard

Any additional feedback to share with the City Council?

- Our members are frustrated by the Planning Departments seeming disregard for the citizens' input. Despite overwhelming opposition to certain development applications, the Planning Department continued to recommend approval of development applications to the Planning

Commission. This occurred even when the Planning Commission ultimately unanimously rejected the application. Better communication between citizens and the Planning staff is needed.

- Please reread what we said under challenges. How can we get access and provide input to development applications at a time when they are far enough along to let members fully understand the scope of the project but not so far along that members input is too late to influence the project?



CITY OF

West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Skyline Ridge Neighborhood Association

Did not submit a report



CITY OF

West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Sunset Neighborhood Association

Did not submit a report



CITY OF

West Linn

2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Sustainability Advisory Board

Group Leadership

Glen Friedman – Chair
Clare Bean – Vice Chair
Nicole Alexander
Cecil Denny
Tamara Gilbert
Alex Mihm
Sara Weilhann

Meeting Times, Dates & Location

6pm – 7:30 pm. 3rd Thursday of the month. West Linn City Hall

2015 Accomplishments

Reorganized, revised and completed the two year update to the 70 page West Linn Sustainability Strategic Plan. (pending City Council approval) Held many recycling events include a City wide Shred Day and recycling of electronics . Replaced two outgoing board members with two new individuals to the board.

2015 Challenges

Because of the magnitude of the revisions and the commitment of our board many of the board members used outside time to finish their sections of the plan. This was also true for the review of the draft documents.

Two members of the board resigned during the middle of the process. One for health reasons and the other was moving to a different state. Filling those vacancies in a timely matter also contributed to slowing down the process. In the end one new member was able to help out but the other new member joined the board after all the final edits were completed.

One other challenge was the resignation of our staff liaison. This led to some confusion about where the SAB was in completion of the Sustainability Strategy Plan and some delay in presenting a resolution of approval to City Council.

2016 Goals

To have a successful, wonderful year implementing the following items from the Sustainability Strategic Plan:

Sustainability Audit

Strategy 1: Establish annual sustainability audits for all City facilities and operations in order to locate possible capital improvements and promote improved efficiency of operational practices.

For example: The sustainability audit should include energy and water use, waste, toxics, purchasing, etc.

Step 1: Establish a baseline and process for continually tracking sustainability metrics.

Community Education: A series of talks based on the Strategic Plan and the Civic Ecology workshops, such as a local Fruit gathering group and a Tool Library

Str. 3 - Step 4: Encourage community sharing opportunities such as a tool library, a kitchen library, Swap and Play, and makerspace.com.

Str. 2 - Step 5: Publicize a community organizing fruit-gathering group to harvest the often-unused edibles growing around West Linn. Distribute food to food pantries, senior centers, and schools.

Green Purchasing Policy

Step 1: Conduct an audit of City purchasing and recommend areas for improvement.

Step 2: Write and adopt a City environmentally preferable purchasing policy.

Reduce Greenhouse Gas Emissions

Step 1: Inventory existing vehicle characteristics and replacement schedule.

Any additional feedback to share with the City Council?

During the course of this year it would be good to have additional staff time and budget to support our efforts conducting a Sustainability audit for the City. Also as we roll out a public education effort it would be good to have staff time and a small budget to produce outreach materials. An estimated budget for these items is listed:

Sustainability Audit (join STAR* for support) = \$3,000 (joining free & annual fee)

Public Education (2 -4 events: 500/event) = \$2,000 (this is for poster, flyers and local advertising)

Total = \$5,000

The advantage of the STAR Community Rating System is that it gives the City a nationally established and recognized rating system, much like LEED. The STAR system will provide the City with a framework for a local Sustainability audit and support for the audit.

* (STAR stands for: Sustainability Tools for Assessing & Rating communities.)

A more precise budget will be determined once the City Council annual priorities are established.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Transportation Advisory Board

Group Leadership:
Joyce Jackson

Meeting Times, Dates & Location:

Standard: 4th Wednesday of the month at 6:00pm in the Bolton Conference Room. While acting as Citizen Advisory Committee (CAC) to the TSP Update the schedule varied to accommodate the consultant.

2015 Accomplishments:

Acting as CAC to the TSP update which included attending regular meetings with City staff and consultant (Kittelson) to provide review and feedback on documents. TSP is in final draft stage.

2015 Challenges:

- Varying schedule to accommodate consultant
- Not being part of design review/feedback for Skyline sidewalk (lumped with Bolton Reservoir Project). Coordination with other committees was lacking (UAB led charge for Bolton Reservoir and therefore Skyline sidewalk), committee would like to review plans.
- Three different staff members serving as liaison throughout the year (Zach and John during CAC/TSP process, Lance during regular TAB meetings).

2016 Goals:

- Better coordination with other committees and Council with common projects/goals.
- Adoption of the Hwy 43 plan refinement
- Regional influence for transportation funding

Any additional feedback to share with the City Council?

- Will Council provide 2016 goals as it has done the last two years?



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Utility Advisory Board

Group Leadership:
Ray Kindley - Chair

Meeting Times, Dates & Location:

6:00pm on the second Tuesday of the month. UAB meetings are held at West Linn City Hall in the Bolton Conference Room.

2015 Accomplishments:

- Continued review of research and development of updated water rate increase recommendation.
- Provided opportunities for new members to learn more about our water system by touring the South Fork Water Board and WES plants.
- Met with NA's and answer residents questions on an informal basis about the water and utility systems.

2015 Challenges:

- Determining a reasonable water rate increase recommendation that will meet the needs of maintaining and improving the water system. Weather trends and increases in water revenue has made it difficult to forecast future revenues.
- Educating the residents about utility needs
- Defining role of UAB vs. other advisory boards.

2016 Goals:

- Provide educational information about system and rate needs to residents.
- Provide the Council with a rate increase recommendation as necessary including how much of an increase and when.

Any additional feedback to share with the City Council?

- Prepared to assist with Storm and Sewer Master Plan updates.



2015 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association
Willamette Neighborhood Association

Group Leadership

Gail Holmes, President
Julia Simpson, Vice President
Elizabeth Rocchia, Treasurer
Kathie Halicki, Secretary
Michael Savaggio, Past President

Meeting Times, Dates & Location

2nd Wednesday of each month, 7:00pm, Pacific West Bank and West Linn Police Dept. community room.

2015 Accomplishments

Restoring benches on Willamette Falls Drive in Willamette shopping district. Actively engaging citizens and business's in Willamette by having increased attendance at our monthly meeting. Being fair to our Land Use Applicants as they share with WNA their possible development plans.

2015 Challenges

Serious transportation issues, such as I-205 traffic on a daily basis. Needing a pedestrian refuge eastside of Fields Bridge Park, it is very dangerous crossing Willamette Falls Drive. Turning left onto Blankenship Road from Tannler Drive, this has become very dangerous with the increased traffic. Turning left from Dollar Street onto Willamette Falls Drive due to the increased traffic on Willamette Falls Drive.

2016 Goals

We are working on a tri-fold pamphlet to give out to residents and business's to explain what a Neighborhood Association does and how to get involved. Purchasing more Neighborhood signs, we have several Gateways into WNA. Working with the Main Street Manager to assist in the success of the historical shopping district. Continue in encouraging citizen involvement in the Willamette Neighborhood Association.

Any additional feedback to share with the City Council?

Thank You for supporting our Main Street Program, this is a great Economic Development Plan. Please help us make our pedestrians safe, we need additional road crossings and stop signs. We need more information on how to be an effective leader in a NA, also I think it would be helpful to have a common set of rules and procedures, such as an operations manual for any new NA President.

Robinwood Neighborhood Association of the City of West Linn

2015 Annual Report

The Robinwood Neighborhood Association (RNA) met all 12 months with an average attendance of 36 and a peak attendance of 56 in August. A website is maintained at <http://www.robinwoodnhd.org> to share relevant documents.

Guest Speakers in 2015 included:

West Linn Assistant City Engineer Erich Lais and Gail Holmes in January,
West Linn Mayor John Kovash in February,
West Linn City Manager Chris Jordan in March,
West Linn Mayoral Candidates Russ Axelrod and Thomas Frank in April,
Angela Dreher on Arched Bridge and Rich Fiala on Stafford Hamlet in May, West Linn Mayor Elect Russ Axelrod, West Linn CFO Richard Seals speaking on the Public Works Budget and Ethan Krow of Better Oregon Coalition in June,
Greg Swanson of HumaniNet on Emergency Preparedness in July,
Andrew Tull of 3J Consulting on 18000 Upper Midhill Development in August,
City Council Candidates Bob Martin and Mike Selvaggio in September,
West Linn Interim City Manager Don Otterman in October and
West Linn City Councillor Elect Dr. Bob Martin in November.

Every Robinwood Neighborhood Association monthly meeting included:

Acceptance of the agenda,
Introduction of new attendees and guests,
Approval of the previous monthly minutes,
Acceptance of the treasurers report,
Announcements of community meetings and events,
Updates on Robinwood Station and the Robinwood Community Garden and
Reports from the Parks, Public Works, Community Development and Emergency Preparedness Committees.

Additional Robinwood Neighborhood Association monthly activities:

RNA approved creating an Emergency Preparedness Committee in January.

President Kazi Ahmed presented a Robinwood Neighborhood Annual Report and proposed a new RNA Business Committee in February.

Jan Castle, Chair of South Shore NA in LO spoke on Emergency Preparedness with Christine Steele of the RNA Emergency Preparedness Committee and Dennis Richey of the West Linn Public Safety Advisory Commission in March.

The RNA Emergency Preparedness Committee secured a large map of the neighborhood from the city GIS department for Map Your Neighborhood and funds were approved for mounting and laminating in April.

A future Robinwood Street Event and a neighborhood Employment and Job Networking Opportunity Network was proposed in May.

The Boil Water Notice and city communication was discussed and the Neighborhood Picnic Committee was appointed in June.

A letter to the city expressing concern about the negative impacts of the ongoing Shady Hollow construction project was authorized in July.

A motion was approved opposing planning approval of the proposed apartment project at Tannler and Blankenship in August.

The annual Robinwood Neighborhood Picnic on August 22nd drew over 100 attendees despite smoky conditions due to wildfires in eastern Oregon.

The Robinwood Neighborhood Association Nominating Committee presented the slate of volunteers for Board positions in October.

Robinwood Neighborhood Association approved new officers in November.

Co-Sponsored Halloween Pumpkin Carving contest in the neighborhood, Tools for Troops event and a Happy Thanks Giving potluck dinner in the community.