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West Linn

## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
BHT Neighborhood Association

Group Leadership  
No Report Received

Meeting Times, Dates & Location

2016 Accomplishments

2016 Challenges

2017 Goals

Any additional feedback to share with the City Council?



## 2016 Advisory Group & Neighborhood Association Annual Reports

**Advisory Group/Neighborhood Association**  
Bolton Neighborhood Association

### **Group Leadership**

Steve Miesen, President  
Alan Smith, Vice President  
Kenji Sasaki, Secretary

### **Meeting Times, Dates & Location**

7:00 p.m.  
Third Tuesday of the Month  
Mostly at the TVFR Station 58 meeting room Sometimes at the City of West Linn Library meeting room

### **2016 Accomplishments**

Please see attached document that was sent via email on December 21 to Courtney, Eileen, Russ, and forwarded to Kathy on December 23.

### **2016 Challenges**

Please see attached document that was sent via email on December 21 to Courtney, Eileen, Russ, and forwarded to Kathy on December 23.

### **2017 Goals**

Please see attached document that was sent via email on December 21 to Courtney, Eileen, Russ, and forwarded to Kathy on December 23.

### **Any additional feedback to share with the City Council?**

Please see attached document that was sent via email on December 21 to Courtney, Eileen, Russ, and forwarded to Kathy on December 23.

December 21, 2016

***Via email***

Dear City Council,

We finished listing our goals and accomplishments just last night. Bolton Neighborhood Association proudly presents to you our accomplishments for 2016, and our goals for 2017. The goals are in order of importance to us, and are to be included in your material for your retreat in January 2017.

Thank you.

#### ACCOMPLISHMENTS 2016

1. Linear Park acquisition.
2. Poppert Property added to Burnside Park.
3. New BNA signs purchased.
4. Off-Leash petitioners confronted.
5. Three BNA neighbors on Advisory Boards.

#### GOALS 2017

1. Advocate for old Bolton Firehouse to become a public community center.
2. Act on West A speed reduction.
3. Early BNA participation in waterfront planning.
4. Linear park – tear down house so we can begin our work parties.
5. Create Burns Sidewalks.
6. Upgrade aging storm drains to reduce flooding.
7. Include Geer St., Holmes St., and ½ of Randall St city right of ways in Burnside Park.

We look forward to continuing our partnership in 2017. Thank you for your work, financial support, and encouragement.

Sincerely,

Bolton Neighborhood Association



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Citizens Budget Committee

### Group Leadership

Chair - Karen Hensley (Karen resigned in November 2016) Vice Chair - Riad Alharithi  
Citizen members: Todd Jones, Jay Henry, Ann Frazier

### Meeting Times, Dates & Location

- February 8, 5:00 pm – meeting to discuss Community Grants Evaluation. City Hall
- April 11 – May 23, 2016 Extensive e-mail discussion about Community Grant Applications
- May, 2016 -- Citizens Budget Advisory Committee made recommendations to the City Council regarding Community Grants funding

### 2016 Accomplishments

- Reviewed quarterly actual versus budget performance for 2016
- Reviewed, deliberated, and proposed Community Grants funding
- Two members of the Committee will attend the Budget Training Workshop offered in Salem on December 14th.

### 2016 Challenges

The committee's main challenge was to evaluate the Community Grants applications and recommend funding. The total amount requested in the applications was \$56,419 and the funding available was \$20,000. Some applications could not be funded and most were funded below the requested amount.

### 2017 Goals

1. Budget Committee meet in 2017 to review and discuss:
  - Actual versus budget performance for fiscal year 2016-2017
  - Community grants purpose, priorities, and process. Provide recommendations to council.
  - Participate in the development of the City budget for the new Biennium (2017-19) including incorporating the current PERS requirements.
2. Continue to provide transparency and accessibility of city's financial performance to residents.
  - Online drillable dashboards detailing cities expenses.
3. Monitor City bond rating for lowest interest rates on refinancing or future bonds, saving West Linn residents financing expense.

### Any additional feedback to share with the City Council?

Due to Karen Hensley's resignation, City Council will need to appoint an additional Citizens' Budget Committee member, and a new chair will need to be elected for 2017.



## 2016 Advisory Group & Neighborhood Association Annual Reports

**Advisory Group/Neighborhood Association**  
Committee for Citizen Involvement

**Group Leadership**  
Thomas Tucker: Chair  
Kari Oakes: Vice Chair

**Meeting Times, Dates & Location**  
First and Third Tuesday of the month at 5:30 p.m. at City Hall

### 2016 Accomplishments

Updated Committee By-laws;

- Recommended Municipal Code updates, which were approved by the Council;
- Recommended Community Development Code Changes to the Planning Commission, which focus on increased citizen involvement in the planning process;
- Opened discussions about updating the Comprehensive Plan to reflect community values/vision.

### 2016 Challenges

The CCI has struggled to have a quorum on multiple occasions.

### 2017 Goals

Draw more feedback from citizens regarding the planning process, in part by creating an educational feedback loop;

- Thoroughly examine the planning process;
- Provide feedback on engagement guidelines for large City projects (Waterfront Project, Parks and Rec Master Plan);
- Assist in increasing education and participation in Neighborhood Associations.

**Any additional feedback to share with the City Council?**

None



## 2016 Advisory Group & Neighborhood Association Annual Reports

**Advisory Group/Neighborhood Association**  
Economic Development Committee

### **Group Leadership**

Troy Wolfe, Chair

Gail Holmes, Vice-Chair

### **Meeting Times, Dates & Location**

6:00 to 8:00, 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month

Bolton Room – City Hall

### **2016 Accomplishments**

- Expanded meeting time from one to four hours a month thereby increasing capacity to effectively deal with economic development issues
- Developed Economic Strategy which was approved by the Council and which guides all of EDC's work
- Prepared and conducted a citizen survey on economic issues and preferences
- Prepared and currently conducting a survey of businesses on economic issues and preferences
- Received a briefing on the City's Broadband project and placed members on the Broadband committee
- Reviewed and participated in discussions on the initial phases of new work on the Waterfront project
- Received a briefing on the Willamette Falls Heritage Project on the Oregon City side of the river, and developed a positive working relationship with the Oregon city project staff
- Developed a business database

### **2016 Challenges**

Finding adequate staff or volunteer resources to carry out all identified Action Plan items

### **2017 Goals**

- Develop more active business retention and development program using results from business survey to inform that process
- Monitor the Highway 43 Improvement Plan and support a Willamette Fall District Economic Plan to find ways to help economic development activities in these business districts
- Develop regulatory framework reform to encourage businesses
- Develop a tourism plan in concert with regional efforts
- Develop a new plan and program for development in the Waterfront area

### **Any additional feedback to share with the City Council?**

The EDC acknowledges that West Linn is a city of neighborhoods and therefore the neighborhoods are the city's economic engine.



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Hidden Springs Neighborhood Association

Group Leadership  
No Report Received.

Meeting Times, Dates & Location

2016 Accomplishments

Any additional feedback to share with the City Council?





## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Historic Review Board

### Group Leadership

James Manning - Chair

Christine Lewis - Vice-Chair

### Meeting Times, Dates & Location

Third Tuesdays at 7:00pm at City Hall

### 2016 Accomplishments

- Closed-out the Certified Local Government grant funds from the State
- Reviewed two quasi-judicial design review projects
- Successfully recruited four new members
- Reviewed Willamette Neighborhood Association signs
- Reviewed citizen comment regarding potential parking permit program in Historic District

### 2016 Challenges

- Maintaining momentum when meetings are cancelled
- Implementing the Willamette Falls Commercial Design District Standards as they need a fresh look and potentially amended

### 2017 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 next round of CLG 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 West Linn Waterfront Project
- Support the maintenance and preservation of public facilities that contribute to the historic district and help distribute information about their importance
- Review the Willamette Falls Drive Commercial Design District Standards
- Coordinate with the Parks Board on interpretive signs along the waterfront trail

- Meet monthly for training opportunities
- Seek SHPO funding for intensive level survey around the mill properties and promote the effort

**Any additional feedback to share with the City Council?**

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



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Library Advisory Board

### Group Leadership

- Mary Jo Steele, Chair
- Rebecca Cassidy, Vice Chair
- Janet Dalgaard, Advisory Board Member
- Tom Miller, Advisory Board Member
- Pam North, Advisory Board Member
- Kathy Graef, Advisory Board Member
- Sterling James, Advisory Board Member

### Meeting Times, Dates & Location

The Library Advisory Board meets on the Third Wednesday of each month at 5:45pm. The meetings are held at the West Linn Library in the Community Room. The Library Advisory Board held 5 meetings in 2016.

### 2016 Accomplishments

- 114 adult programs in the 2015-2016 fiscal year!
- Our self-check statistics continue to be the highest in the County at 61.1% of all of our check outs being done at our self-check machines.
- 85 active volunteers that contributed 1,759 total hours • 235 programs for young children that were attended by over 10,000 children and parents/caregivers. Additionally, we offer a 1000 Books Before Kindergarten program to encourage parents and caregivers to create a regular routine of sharing books with young children that had 185 participants.
- The Teen Advisory Board (TAB). TAB currently consists of 22 teens, representing 5 high schools, West Linn's 2 middle schools, Three Rivers Charter School, and home-schoolers.
- Summer Reading 2016--our program completion rate was 48.9%, compared to the Clackamas County average of 13%. Across the board we improved in various measures:
  - The number of individuals registered for the children's program increased 13.5% from the previous year.
  - The number of individuals registered for the teen program increased 13% from the previous year.
  - The number of individuals registered for the adult program increased 56.2% from the previous year.
  - We offered 40% more programs and saw an increase of attendance of 30% at our programs from the previous year.

We added a Mobile Technology Lab, Makers Space, Dark Fiber Network, and had outstanding music in the stack, comedy shows, book clubs, a seed library, and a very successful Summer Reading Program.

## **2016 Challenges**

While we have invested heavily into parking for this library, based on our numbers at programs, library activities, and regular library patronage, we are consistently without adequate parking for our citizen/patrons. We are working with times, alternative transportation ideas, and community partnerships to help with this issue. It is a good issue to have as it indicates we are a well-used city service.

## **2017 Goals**

Creating a secure place where the art of discovery can happen for all who engage the offerings of all that a Library has to offer, well, it is a challenging goal. One though that we must seek, spend or time working towards, and always looking to accomplish.

This is our mindset when we put on programs, work on collection development, engage with our patrons, and look to traditional bibliographic research and technology to help us find and explore a world of multi-dimensional texts, graphics, forms, art, literature, and culture.

## **Any additional feedback to share with the City Council?**

We try and build community by these activities, promoting information & visual literacy, critical thinking skills and a path to cultural engagement and inclusion.



## 2016 Advisory Group & Neighborhood Association Annual Reports

**Advisory Group/Neighborhood Association**  
Marylhurst Neighborhood Association

### **Group Leadership**

Karie Oakes, President  
Teri Cummings VP/Secretary  
Cathy Boucher, Treasurer

### **Meeting Times, Dates & Location**

Fourth Tuesday of Month, 7:00 pm at WL Adult Community Center

### **2016 Accomplishments**

MNA continued its effort to improve transportation safety on Valley View DR and Suncrest DR. related to substandard road conditions, misuse of Valley View as a collector street for cut-through traffic and vehicular compliance with traffic laws. The city conducted two traffic studies in the area and the city engineer presented plans for upcoming improvements. The police department provided some traffic enforcement and discussed suggestions and solutions it could support. The city parks director presented his ideas for street and parking improvements along Valley View DR for Marylhurst Heights Park.

MNA finally accomplished its longtime goal to reinstall the "Marylhurst Heights" sign demarking the neighborhood. The sign was restored by a member and the city cooperated in siting and installing it, after which members planted plants for beautification.

MNA organized two work parties to maintain the labyrinth in the park (one in association with "Take Care of West Linn Day"), which were supported by the Parks Department with plants and debris pickup.

MNA had its annual ice cream social at the park. A postcard advertising it and also the coming election of officers was mailed to every resident with the help of the city citizen engagement coordinator.

MHNA met ten times this year. Members always have the opportunity to add items to the agenda and in so doing, MHNA was able to help answer various questions and address concerns related to the city.

### **2016 Challenges**

Our greatest challenge is to grow and strengthen MHNA. Member participation ebbs and flows, but is at its highest when MHNA and the city collaborate to address MHNA goals and concerns. Better two way communication and follow-up to action items on the part of both the city and MHNA would help to overcome this challenge.

**2017 Goals**

MHNA will set 2017 goals at its January meeting. It is anticipated that previous 2016 goals to improve the safety of transportation through recommendations made by MHNA and to participate in planning for street and parking improvements for the park are retained until they are attained.

**Any additional feedback to share with the City Council?**

None.



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## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Parker Crest Neighborhood Association

**Group Leadership**  
No Report Received.

**Meeting Times, Dates & Location**

**2016 Accomplishments**

**2016 Challenges**

**2017 Goals**



## 2016 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  
Parks Tour with Board – June 25

### 2016 Accomplishments

#### **Volunteerism and Engagement:**

1. Volunteerism has significantly increased
2. Partnerships with trails
3. Skyline ridge volunteer group
4. Partnership with WLHS and Wilderness Park
5. White Oak Savannah Outreach Workshop to design
6. Ongoing relationships and volunteer projects with National Charity League, Girls Scouts and Boy Scouts
7. Whole classroom volunteer projects
8. Haunted Trail had close to 100 volunteers
9. Rosemont Ridge actively bringing in students to work on projects
10. Over 100 volunteer coaches in youth basketball
11. Partnerships for extended recreation programs and facility upkeep including fences, artificial turf and other improvements
12. An additional 50 volunteer at the Adult Community Center
13. Efficiency with resources to continue to deliver expanded community events with smaller staff
14. Increased exposure of agenda for community engagement in our meetings
15. Successful outcome to the dogs on leash issue in the parks

#### **Trails**

16. Dedication of historical art project and completion of Phase One with Willamette Trail
17. Willamette Trail Phase 2
18. Mill partnership to use the property for extended Willamette Trail
19. Library trail segments as well as many others

#### **Parks:**

20. Instated the no camping ordinance in our parks
21. Extension parks tour for the PRAB and city leaders



TO BE CONTINUED

Wayfinding signs as a pilot in MSY.

### 2016 Challenges

1. Leveraging volunteer opportunities with limited staff resources and no dedicated volunteer coordinator.
2. Limited in our recreation programs and events by limited staff resources and facilities.
3. Limited in parks maintenance by limited staff.

### 2017 Goals

Goals	Objectives	Initiatives
1. Increase volunteer recruitment and promote restoration projects	<ul style="list-style-type: none"> <li>• Promote and leverage volunteerism</li> <li>• Transparency</li> <li>• Increase ownership of our parks</li> </ul>	<ol style="list-style-type: none"> <li>a. Continue to lead large scale projects</li> <li>b. Preplan and set aside specific projects for volunteers / data bank of projects by age group and scope</li> <li>c. Leverage our sources for native plants</li> <li>d. Continue partnership efforts and inclusion (organizations, non-profits, schools, other community Boards)</li> <li>e. Work with City Community Outreach Coordinator</li> <li>f. Better utilize surveys and data</li> </ol>
2. Continue to build an effective Parks and Recreation Advisory Board	<ul style="list-style-type: none"> <li>• Transparency</li> <li>• Engagement in decision making</li> <li>• Respectful committee meetings where everyone can be heard</li> </ul>	<ol style="list-style-type: none"> <li>a. Publish rules of conduct and community input in alignment with City Council and other community boards.</li> <li>b. Work with consulting and guide the Parks and Rec Master Plan with clear communication input points assuring citizens are heard.</li> <li>c. Staff survey</li> <li>d. Continue to be able to address the Board through written comments funneled through staff and attending our meetings or directly to Board members</li> </ol>
3. Represent the community to advise direction for parks, open spaces and trails amenities and function	<ul style="list-style-type: none"> <li>• Ensure parks and trails continue to meet the needs of our citizens and the environment.</li> <li>• Plan for the future of parks and align resources to execute plans.</li> <li>• Increase volunteerism.</li> <li>• Plan for safe environments</li> </ul>	<ol style="list-style-type: none"> <li>a. Riverfront trail on Willamette</li> <li>b. New Master Plan</li> <li>c. Cedar Oak Boat Launch replacement</li> <li>d. Spring/Summer informal face to face survey by PRAB</li> <li>e. Completion of Marylhurst Heights &amp; Maddax Woods</li> <li>f. Complete Nature Based Playground at The White Oak Savanna</li> </ol>
4. Represent the community to advise direction for recreation	<ul style="list-style-type: none"> <li>• Ensure continuation of rec programs and events that bring our community together.</li> </ul>	<ol style="list-style-type: none"> <li>a. New Master Plan</li> <li>b. Request a data report on recreation programming</li> <li>c. PRAB event attendance</li> <li>d. Community Recreation Needs Assessment</li> </ol>

programming and facilities and events	<ul style="list-style-type: none"><li>• Plan for future recreation programming and opportunities.</li></ul>	
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## 2016 Advisory Group & Neighborhood Association Annual Reports

**Advisory Group/Neighborhood Association**  
Planning Commission

### **Group Leadership**

Gary Walvatne, Chair

Election of a Vice Chair will be held in January 2017.

### **Meeting Times, Dates & Location**

1st and 3rd Wednesdays of each month at City Hall.

### **2016 Accomplishments**

See attached list.

### **2016 Challenges**

See attached list.

### **2017 Goals**

Goal 1: The Planning Commission proposes taking the following actions to update the CDC in 2017:

- a) Consider rule changes that support housing choice and affordability.
- b) Encourage linkages to promote para-transit opportunities.
- c) Promote greater pedestrian access (e.g., sidewalks) in all areas.
- d) Propose a "Public Use" zone.
- e) Encourage Council to assess the impact of the "Cut the Red Tape" program on design review under the CDC.

Goal 2: The Planning Commission proposes to work with other local/regional planning commissioners to discuss current planning issues.

### **Any additional feedback to share with the City Council?**

The Planning Commission is looking forward to a productive 2017.

## PLANNING COMMISSION ACTIVITIES

Transportation System Plan MISC 12-03 January 20, 2016

Continued from November 18<sup>th</sup> and the hearing was continued again to February 17, 2016

Work session February 3, 2016

Hearing February 17, 2016

Community Development Code

Work session March 2, 2016

Staff Update May 18, 2016 – Misc. CDC Changes, CDC-16-01 (*Staff: John Boyd*)

Public Hearing: June 1, 2016 Miscellaneous Community Development Code Amendments, CDC-16-01

Hearing Continued: June 15, 2016 Miscellaneous CDC Amendments, CDC-16-01

Hearing Continued: July 6, 2016: Miscellaneous CDC Amendments, CDC-16-01

Public Hearing: March 16, 2016 Conditional Use Permit, Class II Design Review and three variances to replace Sunset Primary School, CUP-15-03/DR-15-17/VAR-15-01/VAR-15-02/VAR-15-03

(*Staff: Darren Wyss*)

Hearing Continued April 6, 2016 for Sunset Primary School

Hearing Continued April 13, 2016 for Sunset Primary School

Public Hearing: 34-lot Subdivision and Water Resource Area Permit at 18000 Upper Midhill Drive, SUB-15-03/WAP-16-03 (*Staff: Peter Spir*)

Hearing Continued May 4, 2016 for 34-lot Subdivision and Water Resource Area Permit at 18000 Upper Midhill Drive, SUB-15-03/WAP-16-03

Work Session May 18, 2016 – Highway 43 Plan, PLN-15-03 (*Staff: Darren Wyss*)

Work Session: June 1, 2016 - Highway 43 Plan, PLN-15-03 (*Staff: Darren Wyss*)

Public Hearing July 20, 2016 – Class II Design Review to Construct a New 2-Story Mixed-Use Building, DR-16-01 (*Staff: Darren Wyss*)

Election of Officers July 20, 2016

Public Hearing August 3, 2016 – West Linn OR 43, 2016 Conceptual Design Plan, PLN-15-03 (*Staff: Darren Wyss*)

Public Hearings August 17, 2016

Zoning Map Amendment from R-10 to R-7 at 1943 and 1983 13th Street, ZC-16-01 (*Staff: Darren Wyss*)

Four Story Self-Storage Facility at 2400-2450 Willamette Falls Drive, CUP-16-01, DR-16-02, VAR-16-02/03, WAP-16-06, WRG-16-02 (*Staff: Peter Spir*)

Public Hearing September 7, 2016 – Continued from August 17 - Four Story Self-Storage Facility at 2400-2450 Willamette Falls Drive, CUP-16-01, DR-16-02, VAR-16-02/03, WAP-16-06, WRG-16-02

Public Hearing September 21, 2016 – 50-lot Planned Unit Development (PUD) at 1270 Rosemont Road, PUD-16-01/SUB-16-01/WAP-16-05/VAR-16-01/VAR-16-02/WRG-16-01 (Staff: Peter Spir)

Public Hearing October 5, 2016 – Continued from the August 17 meeting – Four Story Self-Storage Facility at 2400-2450 Willamette Falls Drive, CUP-16-01, DR-16-02, VAR-16-02/03, WAP-16-06, WRG-16-02

Work Session November 2, 2016 – CCI (Commission for Citizen Involvement) Development Code Amendments, Chapters 35, 60, 98 and 99, CDC-16-03 (Staff: Darren Wyss)

Public Hearing – November 16, 2016 CCI (Commission for Citizen Involvement) Development Code Amendments, Chapters 2, 18, 19, 21, 22, 35, 59, 60, 98 and 99, CDC-16-03 (Staff: Darren Wyss)

Public Hearing December 7, 2016 – New Tualatin Valley Fire & Rescue Station #55, CUP-16-02/DR-16-03 (Staff: Jennifer Arnold)  
Election of officers



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Public Safety Advisory Board

### Group Leadership

Christine Steel, Chair

Tom Freedland, Vice Chair

### Meeting Times, Dates & Location

The group typically meets the fourth Monday of each month at 6:00 pm in the John Satter Room at the West Linn Police Department building.

### 2016 Accomplishments

- Held several community outreach events to raise awareness and provide education materials on disaster preparedness and teen driving safety at the 2016 Music in the Park Concert Series.
- Assisted approximately 12 citizens with Map Your Neighborhood preparedness meetings in their homes.
- Awarded approximately 12 “readiness starter” buckets to citizens hosting MYN meetings, as well as awarded buckets to City Council members and promoted MYN program at City Council meeting.
- Secured funding in the amount of \$300 to offer 4 scholarships to a future Tire Rack Street Survival event to give selected teen drivers a chance to learn more about safe driving techniques and practice them with qualified instructors at Portland International Raceway.
- Coordinated with Lt. Stradley to obtain 3 vinyl banners designed and printed to make it easier for the community to identify the group and what core issues we are working on when deployed at a public event. (Banners promote “PSAB,” “Teen Driver Safety,” and “Neighborhood Emergency Preparedness.”).
- We recently developed a digitized record (database) of inquiries about the MYN program and of people who have attended training sessions.
- TVF&R PIO Stefan Myers helped develop a social media calendar that can be used by Courtney Flynn to promote messages on disaster preparedness twice a month for 6 months on City managed digital communication assets.

### 2016 Challenges

- Dennis Richey’s departure led to a drop in Map Your Neighborhood (MYN) informational sessions that he traditionally organized and conducted at the library, police station, and homes in the community.
- “Map Your Neighborhood” is a title that does not smoothly convey what the program is all about and results in confusion with citizens. The program also requires a 90 minute plus time commitment which makes it difficult for some members in the community to attend-we

generally attract citizens who are already interested in disaster preparedness and are struggling to gain traction in the larger community.

- The PSAB had difficulty generating interest with teen drivers for the Tire Rack Street Survival event and was unable to timely reserve seats with the organizer.
- The PSAB had difficulty: 1) making summary notes of meetings (listening to meeting audiotape is inefficient) and 2) inputting and maintaining data related to MYN outreach and meetings.

## 2017 Goals

- Continue to build and implement a tracking plan (i.e. database) and tools for MYN and associated training that can be utilized to follow up, encourage, and support neighborhood meetings. The tools may also help the city to quickly and accurately assess community disaster readiness.
- Work with the Neighborhood Associations to improve the disaster readiness of a minimum of 25 homes in each of their respective boundaries.
- Continue to have a presence at the Music in the Park Concert Series to promote and provide education on disaster preparedness and teen driving safety. "PSAB" name badges would be nice. A first aid kit might also be considered.
- Collaborate with TVF&R PIO Stefan Myers to extend the social media calendar and preparedness content to be used by Courtney Flynn to promote messages on disaster preparedness twice a month for an additional 6 months on City managed digital communication assets.
- Organize and promote a teen driving safety booth in coordination with WLPD at the Old Time Fair.
- Award scholarships and reserve seats for the 2017 Tire Rack Street Survival event.
- Integrate and coordinate with the Youth Advisory Council to work on advancing outreach and education efforts on teen driving safety and other areas of mutual interest.
- Coordinate with the Youth Advisory Council to organize and promote a prescription drug takeback event in coordination with the West Linn Police Department to reduce the availability of medications that have shown to lead to harmful addiction.
- Look into staging a SKIP program (Stop Kids from Intoxicated Driving).

## Any additional feedback to share with the City Council?

- It is important that all four expiring positions for the advisory board are appointed promptly at the beginning of year.
- We suggest that the City Council should set at least one goal related to the work of each advisory board at their annual goal-setting session.
- The PSAB would like a dedicated budget for outreach events such as Music in the Park concerts and the Old Time Fair to fund safety and preparedness-related banners, flyers, keychains, etc.



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## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association

Robinwood Neighborhood Association

Group Leadership

No Report Received

Meeting Times, Dates & Location

2016 Accomplishments

2016 Challenges

2017 Goals

Any additional feedback to share with the City Council?





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# West Linn

## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Rosemont Summit Neighborhood Association

Group Leadership  
No Report Received.

Meeting Times, Dates & Location

2016 Accomplishments

2016 Challenges

2017 Goals

Any additional feedback to share with the City Council?



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Savanna Oaks Neighborhood Association

### Group Leadership

Ed Schwarz - President  
Ken Pryor - Vice President  
Patrick Maguire - Treasurer  
Roberta Schwarz - Secretary

### Meeting Times, Dates & Location

First Tuesday of every month. 7:00 pm, Willamette Fire Station, 1860 Willamette Falls Drive.

### 2016 Accomplishments

The Annual Ice Cream Social was a success. Many people attended and everyone seemed to enjoy talking with their neighbors and playing with their kids while enjoying their ice cream.

Savanna Oaks NA had its elections recently. All four officers were re-elected.

Ken Worcester, West Linn Parks Director, made a presentation this year about the Natural Play Area which will be installed in the lower 6 acres of the Savanna by next summer.

Another Guest Speaker this year was the new City Manager, Eileen Stein.

SONA also held discussions about speakers that the neighbors would like to hear presentations from in the coming months. A Master Recycler is scheduled for the December 2016 meeting and a Firewise Community expert will be planning to present at a SONA meeting early in 2017.

There have been many fundraisers in 2016 for the White Oak Savanna.

Two more fundraisers are scheduled for the next two months:

Burgerville in West Linn will have a partnership night from 5 to 8 pm on December 14th with 10% of all of the proceeds going to the Savanna.

McMenamins in West Linn will have a Friends and Family Night on Monday January 23rd from 5 pm until closing with 50% of the proceeds being donated to the Savanna.

### 2016 Challenges

SONA is still a neighborhood in flux as there are a large number of new homes under construction in the NA. This has led to considerable turnover in our membership and makes it difficult to contact the new members of our community to inform them about city events, etc.

## **2017 Goals**

SONA will continue to engage with the community to broaden our reach to the most members possible.

We will also disseminate city information pertinent to our members in a timely manner.

In the summer of 2017 we will have the grand opening of the lower 6 acres of the Savanna. We have worked hard for over 12 years to accomplish this huge goal of acquiring all 20 acres of the White Oak Savanna as a public natural park and significant wildlife habitat. We have worked as a NA and as a community with our many partners. These include: Neighbors for a Livable West Linn, the Trust for Public Land, the City of West Linn, the West Linn Parks Department, Metro, Oregon State Parks and Recreation, and hundreds of private donors and thousands of volunteers. Concurrently with the grand opening, we will have a ribbon cutting for the Natural Play Area which will be funded by West Linn Park SDCs.

We are planning to become a certified Firewise Community in 2017 -- joining our neighboring NA, Barrington Heights.

A West Linn Police Officer speaker who could address traffic and other general safety issues is a request made for the 2017 meeting calendar.

Also requested for next year is a speaker on Earthquake Awareness and a West Linn City Planner.

Next year we will have a SONA Potluck at a covered park area instead of the Ice Cream Social. This was suggested as a way to attract new families.

### **Any additional feedback to share with the City Council?**

We think that Courtney Flynn is doing an excellent job as the Community Engagement Coordinator!



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Skyline Ridge Neighborhood Association

Group Leadership  
No Report Received.

Meeting Times, Dates & Location

2016 Accomplishments

2016 Challenges

2017 Goals

Any additional feedback to share with the City Council?



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# West Linn

## 2016 Advisory Group & Neighborhood Association Annual Reports

**Advisory Group/Neighborhood Association**  
Sunset Neighborhood Association

### **Group Leadership**

Randal Jahnsen – President

Doreen Vokes – Secretary/Treasurer

### **Meeting Times, Dates & Location**

7 pm, Quarterly (Jan, Feb, Apr, Sept) at Sunset Primary School

### **2016 Accomplishments**

- Activated the Adopt-a-Street program. We chose Sunset Ave. from Cornwall down to I-205.
- Continued support for the Save Our Sunset Park Committee via a special meeting on February 9<sup>th</sup>.
- Guest Rick Givens - planning consultant for proposed development at intersection of Landis and Cornwall.
- Participated in Take Care of WL day - May 14<sup>th</sup>.
- Sponsored annual SNA picnic - June 26<sup>th</sup> at Sunset Park.
- Began plans to encourage/educate neighbors regarding earthquake disaster preparedness. Will use the Map Your Neighborhood program. More to come.
- Elected new officers: President - Patrick Noe; VP - Jerrod Galyon; Sec/Treas - Leslie Bowlin

### **2016 Challenges**

- Meeting participation
- Working with the city in locating lost meeting minutes from SNA web page

### **2017 Goals**

- Facilitate communication between Sunset School officials and residents regarding school construction.
- Sponsor annual picnic.
- Continue work with disaster preparedness program.
- Continue to participate in Take Care of WL Day.
- Continue to work on Adopt-a-Street program.

**Any additional feedback to share with the City Council?**

None



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Sustainability Advisory Board

### Group Leadership

Chair: Alex Mihm

Vice Chair: Clare Bean

### Meeting Times, Dates & Location

Third Thursday of every month, at 6 PM, at City Hall; met 11 times in 2016 (January-November)

### 2016 Accomplishments

With the adoption of the West Linn Sustainability Strategic Plan Update on December 14, 2015, the Sustainability Advisory Board's work in 2016 primarily focused on advancing specific goals in that Strategic Plan. This Plan-specific work was split among five work groups, each comprised of two to three Sustainability Advisory Board members. Additional topics were addressed during the year in response to new opportunities and issues that arose. Some of the accomplishments achieved by the Sustainability Advisory Board in 2016 include:

1. Wrote a successful recommendation to City Council for the City to participate in PGE's Clean Wind Program. (The City is participating at the bronze level.)
2. Gathered information on the City's energy and water use to provide a baseline for an ongoing review of the City's and the community's sustainability-related practices.
3. Participated in an ongoing work group researching the current use of herbicides and pesticides by the City and residents; gathered information on available resources and alternatives to common toxic products.
4. Engaged residents and gathered feedback about the potential for a curbside composting collection program; met with West Linn Refuse & Recycle to discuss service and pricing options; presented to City Council on the topic.
5. Collected documents and resources on existing green purchasing policies for research into West Linn's own green purchasing policy.
6. Hosted a community presentation on fruit gleaning, with a presentation from Portland Fruit Tree Project.
7. Developed a work plan for community outreach efforts.
8. Reviewed the City's vehicle fleet to identify vehicles up for replacement in the next budget cycle that could be replaced with fuel-efficient models.
9. This year's EcoChallenge team was our largest yet, and was the first one made open to both residents and City staff.

## 2016 Challenges

West Linn currently has no staff whose duties specifically focus on developing, implementing, and monitoring the City's sustainability practices. Consequently, responsibilities that would ideally be handled by City staff (and are handled by sustainability staff in other jurisdictions) instead fall to this Advisory Board. Furthermore, budget constraints have curtailed some sustainability projects, even those with modest budget needs. The outlook seems to be that while sustainability practices are considered nice to accomplish, they are not viewed as an essential part of City decision-making to meet the demands of the future. Therefore, sustainability practices and initiatives simply do not receive the necessary financial support they need for implementation.

The City's policy to not promote or support some resident-organized events that clearly benefit the community, e.g., repair fairs, also presents an unnecessary challenge to resident volunteers. Those who volunteer on behalf of West Linn should at least be able to expect the City to promote such events through its communication channels such as the City website, social media, Nextdoor.com, etc. Both this and the lack of budget support can lead to frustration and eventual apathy among dedicated residents whose skills and commitment could greatly (and inexpensively) enhance the City's services.

Finally, we had four different City staff liaisons between January and May of 2016, which made continuity, communication, and information gathering difficult during that time. While Mayor Axelrod was able to provide valuable suggestions about how to find information, not having a steady staff liaison – or sometimes not even knowing who the liaison was – nonetheless presented challenges. (Darren Wyss became our permanent staff liaison in May and has been of great help.)

## 2017 Goals

### Policy Goals:

1. Increase the City's participation in PGE's Clean Wind Program from the bronze level (10% of power usage at City facilities) to the silver or gold level (25% or 50% of City power usage, respectively). [See this memo, submitted on August 26, 2016.]
2. Finalize a revised green purchasing policy that includes guidelines for the City fleet, construction materials, and purchases of supplies.
3. Continue to work with staff and residents to update the City's pest management plan; develop a community outreach program to educate homeowners about alternatives to common toxic herbicides and pesticides; and promote the Audubon Society's Backyard Certification Program (available in West Linn beginning March 2017).
4. Make a recommendation for the City to hire an intern whose sole focus is on sustainability projects.
5. Conduct a cost-benefit analysis for the City hiring a sustainability staff person.
6. Implement a pilot for a fruit-gleaning project.

### Efficiencies Goals:

1. Establish further community-wide baseline sustainability indicators as part of an ongoing sustainability review.
2. Research and outline a community solar project that would generate enough power to equal the cumulative energy used by City parks.
3. Certify two City buildings/departments through Clackamas County's free Leaders in Sustainability certification program.

## Outreach and Community Goals:

1. Implement the first annual West Linn Earth Fair, to be held at Mary S. Young Park on Saturday, April 22.
2. Solicit resident feedback on a curbside compost collection program through West Linn Refuse & Recycling; research and promote such a program's feasibility as a means to reduce both solid waste and greenhouse gas emissions.
3. Research and promote available existing resources for backyard composting
4. Continue to connect with City staff and other City advisory boards to identify opportunities for collaboration in sustainability efforts.
5. Present information on the West Linn Sustainability Strategic Plan at a City Departmental Directors meeting.
6. Increase public communications regarding West Linn's sustainability efforts.

## Any additional feedback to share with the City Council?

The Sustainability Advisory Board is excited to continue our work with the City Council in 2017. Mayor Axelrod's dedication and input as our Council liaison have been tremendous assets to the Board, and we are hopeful that this strong relationship will continue to enhance the work of both the City Council and the Board. It is important to note that, given the political climate at the federal level for at least the next four years, local governments must step up as leaders on a number of critical issues, not least of which is sustainability. We can – and must – improve West Linn's commitment to sustainability in tangible ways if we are to contribute to necessary global changes.

The Sustainability Advisory Board's goals for 2017 represent a range of issues that are all integral to a thriving, vibrant West Linn, demonstrating the multifaceted nature of sustainability. They also demonstrate great opportunities for our community, our operating efficiencies, and our natural environment, today as well as for future generations of West Linn residents. While most of these goals will simply take time and effort to achieve, some cannot happen without commitments in budget and staff time by the City. Such goals include:

1. West Linn Earth Fair: \$1,000-\$2,000.
2. PGE Clean Wind Program increase: Approximately either \$2,750 per year for the silver level or \$5,500 per year for the gold level, up from \$1,100 per year at the bronze level.
3. Sustainability review, using STAR Communities: \$2,000 (\$1,000 per year for 2 years).
4. Sustainability intern: \$4,000-\$7,000, depending on the rate of pay and the duration approved by the City.
5. Audubon Society Backyard Habitat Certification Program: \$10,000-\$30,000. This program is partially funded by participating cities. The more funds the City can provide, the greater the number of residents' certifications that can be processed.





## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Transportation Advisory Board

### Group Leadership:

Chair: Craig S. Bell

Vice Chair: Kim Bria

### Meeting Times, Dates & Location:

Bi-monthly on the 4th Wednesday of the month at 6:00 PM Default location: Bolton Room - West Linn City Hall

Other 2016 locations (neighborhood outreach): Robinwood Station, West Linn Public Library

### 2016 Accomplishments:

Transportation System Plan Update adopted

Received staff reports on capital projects and other safety improvements

Solicited and received citizen comment on OR-43 concept plan update in Robinwood and Bolton neighborhoods, also at City Hall

Sent letter of recommendation to City Council regarding OR-43 Concept Plan Update

OR-43 Concept Plan Update adopted

### 2016 Challenges:

Meeting attendance - Lack of quorum at June and October meetings. Some board members rarely attend (on the order of once a year).

### 2017 Goals:

Cycle track - responsibility?

Electric car charging regulations

High school - Parking alternatives

Transit system - bus service gap - Jitney service

Tri-Met park-and-ride spaces - impact of OR-43 plan

Funding for OR-43 plan, continued

Traffic safety group - interfaces to TAB

Need for dedicated funding for traffic calming / sidewalks.

**Any additional feedback to share with the City Council?**

The Transportation Advisory Board always welcomes - and greatly appreciates - public comment. In 2016 we received citizen input at scheduled TAB meetings in January (Robinwood), February (Library), April, and August (City Hall) - also October, and presumably December.

I have posted event reminders about TAB meetings on Nextdoor, which I understand has resulted in additional members of the public attending meetings.

While every citizen advisory board is assigned a Council liaison, ours has not attended a board meeting in 2015 or 2016. I have personally encouraged our liaison to attend a meeting.

This is of note, as this board's Council liaison has recently publicly expressed a lack of awareness over public involvement regarding matters which have repeatedly come before this board through 2016 (since late 2015, in fact).

Let the record reflect that the 2016 Transportation Advisory Board has unequivocally fulfilled its duty to seek comment from citizens. Attendees are free to talk at length about any agenda item, or introduce whatever transportation-related topics that interest them.



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Utility Advisory Board

### Group Leadership:

Chair: Bill Frazier

Vice Chair: Alice Richmond

### Meeting Times, Dates & Location:

6:00 PM on the second Tuesday of alternate months; more frequently as needed. UAB meetings are held at West Linn City Hall in the Bolton Conference Room.

Meetings were held in January, July, September and November of 2016.

### 2016 Accomplishments:

Continued review of income from water sales versus cash flow for pipe upgrades and/or replacements. Based on this data the UAB made recommendations to City Council that no special rate increases were necessary beyond the allowed 5% each year.

Considered rate implications of capital improvements at the Tri City waste water treatment facility. Tracked the construction progress of the Bolton reservoir in relation to the completion of the LOT project.

Secured an agreement with the West Linn Council staff to have the UAB mission statement taken from Section 45 of the City Charter appear on the agenda for each meeting of the UAB.

### 2016 Challenges:

Determining a reasonable water rate increase recommendation that will meet the needs of maintaining and improving the water storage and distribution systems.

Understand the implication of water use variations due to weather or conservation efforts.

Educate residents about utility needs for safety and failure prevention.

### 2017 Goals:

We should start a plan as to be ready for any up-coming increases to rates to cover these capital improvements needed (in preparation). As a member of WES budget and other related groups we see the need for UAB to be informed of issues.

\*Have newer UAB members tour the South Fork treatment facility, the Tri City Waste water treatment facility, and tour the water shed that provides West Linn water. The watershed tour is an all day trip annually on the 1st Saturday of October.

Continue to provide educational information about system and rate needs to residents.

Provide the Council with a rate increase recommendation as necessary including how much of and increase and when.

**Any additional feedback to share with the City Council?**

Determine the UAB role in discussions related to waste water and surface treatment and management.

Determine if the UAB should be involved in the selection and operation of a fiber optic cable system. In Alice Richmond's opinion this is a branch unit of electronic technology communication - not necessarily domestic use of utilities for UAB to shoulder this issue.



## 2016 Advisory Group & Neighborhood Association Annual Reports

Advisory Group/Neighborhood Association  
Willamette Neighborhood Association

### Group Leadership

Gail Holmes, President

Julia Simpson, Vice President

Kathie Halicki, Secretary

Elizabeth Rocchia, Treasurer

### Meeting Times, Dates & Location

7:00pm, 2nd Wednesday of every month (except for December), West Linn Police Station in the Community Room.

### 2016 Accomplishments

- Partnered with Historic Willamette Main Street Program to buy solar lights for Trees on Willamette Falls Drive 10th Street-14th.
- Worked with Public Works to remodel our NA sign.
- Held three land use meetings to discuss new Commercial buildings to be built in Willamette.
- Assisted a resident save their 30 year old tree by working with Public Works to create a plan that all could be proud of with new street improvements.
- Worked with the owner of The Willamette General Store (Historical Building) to solve the outdated Commercial Code in Willamette.

### 2016 Challenges

- Willamette Neighborhood Wood signs had the term "Historic", which Assistant City Manager Kristin Wyatt approved and when we contacted Public Works to install the signs, WNA executive committee were told they can only be placed in the Historic District. So after meeting with the Historic Review Board and talking with Public Works Director Lance Calvert, the signs were sent back to the vendor to change this. Last week the signs were scheduled to be installed.
- Out of date commercial codes to support new micro-business models.
- Traffic on Willamette Falls Drive is very impacted due to I-205 heavy traffic. We need a light system to help our community to cross Willamette Falls Drive to enter Fields Bridge Park. Also, Dollar Street and Willamette Falls Drive is very dangerous and we need a three-way stop, even the Police Department thinks this is needed.

### 2017 Goals

- Our Strategic Plan is about 10 years old and we have formed a committee to review this and see how we can make this a plan that supports community and encourage a positive economic climate to support our business community.
- Cleaning up the old Trolley Steps and putting in local plants.

- Also, creating an outdoors community bulletin board.

**Any additional feedback to share with the City Council?**

Many of our Transportation issues were not addressed in the TSP, so we are looking for ways to improve our community safety issues and if City Council has any ideas how we can raise funds to resolve these issues this would be very helpful. Public Works has told us we have to clear it with ODOT before we move forward, so we need some assistance with this process.

lobbied for & received TRS MET bus route

## A History of The Willamette NA Community Particip

1. Active since 1990  
activated by Ruth Offer
2. Benches along WF Dr.  
interest generated by WNA  
8 purchased through local families & business  
about 2004 +/- @ \$500 each  
refinished, stained, weatherized, repaired  
2013-2014 \$1950  
\$1000 Community Grant from city  
\$950 from WNA, local businesses  
Shaune Blanton did the refinishing
3. bike racks, mailings, donations to Halloween pr.
4. "designer" garbage containers for WF Dr. 3?
5. grant to Centennial committee for  
WI calendar 2007 \$500 + \$ for snacks
6. handled finances for Living History Tour
7. " " " " Willamette Walking brochure
8. flower beds - WNA generated project  
2007-2010 pd. designer & plants for beds  
1995-2005 volunteered & purchased plants  
average \$700 a year!  
currently - still maintained by volunteers
9. In the past -  
we raised operating funds by selling  
T-shirts and bottled water  
pd \$242 rental to library for meetings



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# 2017 Goal Setting



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# Administration



## 2016 Accomplishments

- Hiring of new City Manager
- Establishing tone in support of broad citizen engagement efforts
- Retaining new intergovernmental relations representative to help secure Hwy 43 funding
- Convened the inaugural Youth Advisory Council
- Held a successful election, putting the marijuana dispensaries question on the ballot
- Held a mayoral race and two council positions on the ballot
- Received and approved two initiatives for a future election
- Created Council Outreach posters and scheduled outreach events
- Recruited for Citizen Advisory Group vacancies
- Revamped the website to make it more user friendly
- Revised West Linn Municipal Code Chapter 6, Vehicles and Traffic
- Revised WLMC to prohibit camping and provide for exclusion to city parks
- Community Development Code Amendments – 3 acre PUD; WRA exemption; easements; temporary use permits; and Chapter 98.
- Finalized Sloop easements

- Completed negotiations for prosecutorial services extension
- Obtained Order dismissing Gossack Trespass Claim in Clackamas County Circuit Court
- Reviewed records for Sunset School and Upper Midhill Subdivision Land Use Board of Appeals cases
- Total of 19K Facebook post reactions (like, love, angry, etc.)
- Started a City SnapChat for marketing purposes (geotagging, filters, etc.)
- Continue to manage records as they are produced by the City employees, eliminating wasting time to “go backwards” and allowing for pertinent information to be available to staff and citizens in immediately
- Additional and ongoing training and education to staff and citizens on records management
- Average one-two day turn a around on public records request, many at no charge
- Assist Building Department in entry of 15,000 + records into the Electronic Records Management System (ERMS) - close to being able to jettison a failing and obsolete building permit system DOS - Alpha
- Continue to enter legacy records into the ERMS as time allows
- Increased records in ERMS from 20,000 in 2015 to 48,767 in 2016
- Increased records in Webdrawer from 6,346 records in 2015 to 7,043 in 2016
- About 1/6 of the Basement Record Storage has been entered and shredded or recycled (building files).

**On a daily basis, the City Manager’s Office serves the citizens of West Linn in the following ways:**

- Oversees and coordinates the provision of city services
- Oversees and coordinates in implementing the annual goals of the City Council
- Responds to service requests received by City Council and community members
- Coordinates with regional, state and federal organizations and officials to meet the needs of and pursue opportunities for the city
- Respond to questions and requests for information via phone, email, and citizens who come into City Hall.
- Meet with citizens who have questions, concerns, or just want to learn more about City services.
- Show citizens how to find things on the website (i.e., Charter, Codes, Applications, etc.) and how to use reporting tools (i.e., YourGov).
- Posts daily updates related to city operations, events, and related news
- Aides in updating the City website and promoting content

- Facebook: 3,531 Likes (followers); increase of 329 from Jan. 1, 2016
- Twitter: 3,330 followers
- Creates and executes communication tactics to streamline City messages
- Training citizens on use of Webdrawer.
- Responding to records requests. 2014 - 67 record request, 2015 - 115 record request, 2016 - 168 record request (not counting PD).

**Throughout the year, the City Manager's Office also serves the citizens of West Linn in the following ways:**

- Supports special projects and initiatives of the Mayor and City Council
- Responds to critical service needs needing management support, coordination, analysis and problem solving
- Produces the Biennial Budget for consideration by the Budget Committee and City Council
- Posted 40 agendas and prepared packets for Council Meetings including Citizen Advisory Group Trainings, Executive Sessions, and State of the City
- Prepared 14 Ordinances, 12 Ordinances passed (the two are scheduled for 2017)
- Prepared 22 Resolutions, 16 Resolutions passed (three are scheduled for 2017)
- Prepared 8 Proclamations, all 8 were read.
- Elementary schools civics day tours and demonstrations
- Middle school career day
- High school planning projects
- Boy & Girl Scout tours and information sessions
- Shred Day
- Neighbors Helping Neighbors
- Providing general legal training to Citizen Advisory Group members
- Providing legal training specific to land use for Planning Commission and Historic Review Board members
- Providing in-house legal advice to all departments, staff, and boards, which greatly reduces the cost of the City's legal services
- Assisting outside counsel by completing research, drafting, and editing of documents to and compiling documents to decrease the City's costs for associated services
- Aides Neighborhood Associations and all Advisory Board with outreach efforts
- Staff the Committee for Citizen Engagement and Youth Advisory Council
- Works with media sources to ensure information reported on the City is accurate

- Create and disseminate a weekly e-newsletter (~11,500 citizens) and a quarterly newsletter
- Write, administer and analyze City surveys
  - West Linn Business Survey: 119 respondents (still open)
  - 2017 Council Goals: 180 respondents
  - West Linn Economic Development: 595 respondents
  - City Hall Operations: 356 respondents

**Throughout the year, the City Manager’s Office serves the City and its departments in the following ways:**

- Providing staff with legal training on a variety of topics including public contracting, political advocacy, BOLI compliance and ethics.
- Providing legal advice to City staff and Citizen Advisory Groups on municipal related matters.
- Negotiating and settling legal claims.
- Negotiating and drafting contracts for goods and services, intergovernmental agreements, real property conveyances, and easements.
- Monitoring and assisting the City’s insurer with tort claims and providing risk management services.
- Providing legal advice and reviewing thousands of public records for discovery in litigation matters. Drafting ordinances and resolutions, and revisions or amendments to existing city codes and laws that comply with general policies and goals established by the City Council.
- Providing legal advice and representation for litigation and contested cases from hearing to appeal.

**The City Manager’s Office also has a number of regional and/or contractual obligations or commitments such as:**

- Supporting the Mayor and Council on regional initiatives, including:
  - Willamette Falls Heritage Project and Locks Re-opening Working Group
  - Clackamas Cities Coordinating Council (C4)
  - Metro Committees: JPACT and MPAC
  - Clackamas County Coordination: Regional Wastewater
- Prosecutorial Services Contract, expires April 2020 if all extensions are exercised. Annual obligation is \$60,000.
- Lobbyist
- Community Development Services – John Morgan
- Council Goal setting - Jensen Strategies
- Intergovernmental agreements with various agencies

- Attend monthly Oregon Records Management System (ORMS) meetings which includes everyone in the state of Oregon who is using the ORMS system
- Attend monthly Oregon Association of Municipal Recordors (OAMR) records management committee meetings which provides training and updates records management and retention schedules for the state of Oregon

**The City Manager's Office tracks and supports the following Citizen Advisory Groups:**

- Planning Commission – attend meetings and provide legal advice.
- Committee for Citizen Involvement – attend meetings and draft or review Community Development Code changes and Comprehensive Plan changes
- Historic Review Board – attend meetings and provide legal advice at the request of city staff
- Neighborhood Association Presidents
- Youth Advisory Council

**These are the issues facing the City Manager's Office operations, needs for citizen service and professional obligations in the coming year:**

- Balancing city service needs with fiscal realities over the coming several biennia given the impact of PERS funding on local governments
- Participating in national or regional forums and initiatives with limited funding and/or financial constraints
- Goal to enter all stored paper records into the ERMS and clear Administration Files and the Administration Files in basement
- Establish an updated Communications Plan and Social Media Policy
- Consolidate information on the website and improving content
- Cut down on "lost" records
- Reduce operating cost, safeguarding records, ensuring compliance, improving efficiency and productivity
- Clean up department drive and transferring records to the ERMS and destroying per OAR's and deleting the rest
- Better education to Directors and Supervisors on the benefits to all employees utilizing the ERMS and having that top down support to get all department staff on board

- Staff willingness to learn and required expectation of staff to manage records as they are produced allowing emailing reference of documents to other staff rather than attaching files and sending to others
- Department processes need to be established and a responsible record holder identified.
- Naming conventions of records, including e-mail subject lines, need to be followed
- Have all departments managing appropriate public records through the ERMS, creating more time and opportunities for staff to have all the available resources at their fingertips to do the best job and make the best decisions possible. Example: Building, Planning, Engineering, Code Enforcement can type in an address and have a well-rounded picture of what has/is going on with a property and any considerations they may need to take
- Create deeper trust between citizens and City Hall with transparency of records available either via Webdrawer or records request in an expedited manner at no charge (when possible)
- Delete duplicate records
- Having staff maintain their records so it does not have to be attended to after employees have left the city
- Need help getting legacy records in, not just for administration but planning department as well; can't be just anybody as the documents need to be accurate, highest quality possible and named correctly.

# Community Development Department

## 2016 Accomplishments

- **Planning**
  - Planning Commission held 24 meetings
    - Two CDC code changes
    - Transportation System Plan adoption
    - Hwy 43 Corridor Plan update
    - Land use actions of note:
      - Sunset School CUP/DR/Three Variances
      - Four story self-storage CUP/DR/WAP/WRG/VAR
      - Two story mixed use Class II DR, Historic Review
      - 34 Lot Subdivision on Upper Midhill,
      - 50 lot PUD Subdivision on Rosemont,
      - Temporary Use for Bolton Reservoir,
      - TVFR Station CUP, Class II DR (no appeal filed) and
      - Zone Change to R-7 on 13<sup>th</sup> Street
  - Over the past 18 months, Planning staff prepared for:
    - 85 land use actions
    - 3 appeals
    - Prepared two files for LUBA reviews
  - Over the past year, Planning Staff completed 29 pre-application conferences.
  - The Historic Review Board held 7 meetings
  - The Sustainability Advisory Board held 11 meetings
  - The Economic Development Committee held 15 meetings
- **Building**
  - Residential – 44 new housing starts, 1 manufactured home and 155 residential additions or remodels
  - Commercial – 1 new commercial (school) and 44 commercial remodels
  - Appointed new building official and hired new building inspector
    - Long-term building inspector certified as building official
    - New building inspector working to obtain building official certification (is two thirds of the way toward completion). He also completed Residential Plumbing, Residential Structural, Mechanical –A Level, Structural Inspector –A Level, Plans Examiner A-Level and OR Inspector Certification.
  - Records archiving approximately one third completed.



- **Economic Development**
  - Economic Opportunity Analysis adopted
  - Economic Development Committee
    - Economic Development Strategy developed and approved by Council
    - Citizen Survey completed
    - Business Survey underway
  - West Linn Waterfront Project
    - Project Assessment completed and accepted by Council
    - Scope of project and work for new planning program approved
    - Property owner contacts and conversations completed and on-going
    - Discussion with CCI and NA President groups on effective citizen involvement program

**On a daily basis, the Community Development Department serves the citizens of West Linn in the following ways:**

- On average, the Planning Section receives 6 planning contacts a day
  - Two thirds are phone calls, and a third are walk-in contacts
  - This does not account for those direct emails or phone calls to planners evaluating pre-application conferences or processing land use decisions
- On average, the Building Section receives 15 building contacts a day
  - Two thirds are phone calls and a third are walk in contacts
  - This does not account for those direct emails or phone calls to building inspectors reviewing permits or addressing site inspections.

**Throughout the year, the Community Development Department also serves the citizens of West Linn in the following ways:**

- Staffs Planning Commission meetings, completes reports, notices and site visits
- Building inspections, code compliance and follow up coordination.
- Processes code enforcement questions, completing site visits, staff meetings and follow up research or coordination.

**The Community Development Department also has a number of regional and/or contractual obligations or commitments such as:**

- The Planning Section coordinates with DLCD and METRO on land use issues.
- The City of West Linn is a certified local government under the State Historic Program has established the Historic Review Board which follows the CDC in reviewing historic property land use actions and supports this program with annual grants for historic preservation efforts.
- The Building Section works under the laws and regulation governed by the State of Oregon Building Code Division.

**The Community Development Department tracks and supports the following Citizen Advisory Groups:**

- Planning Commission
- Historic Review Board
- Economic Development Committee
- Sustainability Advisory Board
- Committee for Citizen Involvement

**These are the issues facing the Community Development Department's operations, needs for citizen service and professional obligations in the coming year:**

- In addition to maintaining the high level of service described above, a variety of complex and high profile planning projects have been identified by the Council and community, or will require department staff resources, such as the Waterfront planning work, Willamette Locks, Urban and Rural Reserves/ Stafford, Community Development Code Review and Update, development of a Planning Commission docket.
- An additional FTE in Planning to support long-range planning projects, committee work and other projects as assigned is recommended. Resources are also recommended for consultant support and staff training to address project needs.
- The Building Department is down ½ FTE Inspector and an additional ½ FTE would provide a full FTE Inspector to address current workload, support succession planning and maintain an ongoing effort to streamline and simplify the development process. Building staff also needs continued support for training and certification.

# Finance and Courts

## 2016 Accomplishments

- Earned a credit rating upgrade to AA+ from Standard's & Poor
- Refinanced outstanding bond issues reducing interest rates and saving future interest
- Implemented public-facing financial dashboard with drill-down capability
- Received "clean" audit opinion for June 30, 2016 audit
- Received all 3 national GFOA awards for the audit, budget and annual report

## On a daily basis, the Finance/Court Department serves the citizens of West Linn in the following ways:

- Managing 9,000 monthly utility bills and matching with 9,000 monthly utility payments
- Processing and paying approximately 8,100 vendor invoices
- Managing municipal court proceedings every Thursday by processing traffic and other violations, city ordinance violations and criminal misdemeanors
- Serve as the City's central receptionist, answering citizen questions, and directing calls
- Manage Neighborhood Association credit cards
- Receive and route water leak requests; schedule through Cartegraph for Public Works to check on request and then inform Finance
- Maintain procedure for leak adjustments through the Utility Billing clerk
- Work with Western Collection Bureau on past due, uncollectable utility bills
- Business and Liquor Licensing, registration and compliance working with the Planning Department and payments of business licenses
- Manage Bank of America purchase cards for Directors and staff as well as Council and Mayor on monthly basis to include monitoring of fraud by outside sources
- Finance department is usually the first contact a new resident has with the City, or the "Director of First Impressions" when registering customers for service
- Help direct new citizen with a "Welcome to West Linn" spiel as to the various departments
- Gives direction to assist customer in setting up other non-city utilities.
- Collecting all payments from permits issued through the Building, Planning, and Engineering departments
- Help accommodate citizens that are having trouble paying their utility bill by setting up payment plans
- Finance department processes the incoming mail and distributes to the appropriate departments or city worker

- Manage the city's Low-Income Utility Assistance Program and the Emergency Utility Assistance Program

**Throughout the year, the Finance/Court Department also serves the citizens of West Linn in the following ways:**

- Transparent with the city finances, budgets, audits and quarterly reports
- Process business licenses, home occupations and Oregon liquor licenses
- Welcome new homeowners and transition utility account move-ins and move-outs
- Low Income Assistance Program and renewal of those qualified yearly
- Issuing Emergency Assistance as needed for citizens in need of a little help at a crucial time in their life.
- Work to track down and refund customers who have over paid their bills
- Report to the Oregon Department of State Lands the overpaid bills that were unsuccessfully refunded
- Process claims for unclaimed money that is owed to the City of West Linn through the Oregon Department of State Lands

**The Finance/Court Department also has a number of regional and/or contractual obligations or commitments such as:**

- Contractual obligations to make semi-annual debt service payments to bond holders
- Commitment to citizens to produce balanced budgets every two years
- Obligation to citizens to complete financial audits every year
- Commitment to citizens to hold court, hear their side of the case and issue ruling

**The Finance/Court Department tracks and supports the following Citizen Advisory Groups:**

- Citizens' Budget Committee
- Audit Committee
- Utility Advisory Board

**These are the issues facing the Finance/Court Department's operations, needs for citizen service and professional obligations in the coming year:**

- Balancing the budget for the next biennium BN 2019 (FY 2018 and FY 2019)
- Replacing business license software as vendor will no longer support after Dec 2017
- Support Economic Development with Tax Increment Financing models
- One vacancy on the Citizens' Budget Committee needs to be filled

# Human Resources



## 2016 Accomplishments

- Successfully negotiated a three-year collective bargaining agreement with the police officers' union, CCPOA.
- Negotiated a record-low rate increase to employee benefit plans, with an overall increase of only 1.2%, resulting in approximately \$400,000 savings to the budget in FY17.
- Recruitment, selection, and retention of personnel:
  - 685 applications
  - 25 recruitments
  - 62 new hires
  - Recruitment of key vacancies: City Manager, Citizen Engagement Coordinator, and Community Development Director
- Employee recognition efforts through industry related recognition (i.e. National Library Day, National PW Week, and National Police Week) & declaration of Public Service Recognition week in May.
- 2016 was a year of transition for the City of West Linn. HR played a critical role in facilitating the change, supporting employees who may have a difficult time with the changes, and equipping them for a successful transition.

**On a daily basis, the HR Department serves the citizens of West Linn in the following ways:**

- Supporting workplace health and wellbeing benefits the City, the employee and their family, while also helping to lower health care costs and insurance claims. A healthy workforce results in reduced downtime due to illness, improved morale, increased productivity and higher employee retention.
- Developing and maintaining employee motivation and morale through wellness programs, incentives, training, employee recognition, and building good relationships.
- HR handles all policies and procedures, complaints, grievances, terminations and employment relationship guidance for management and employees.
- In support of a safe work environment, the HR Department heads a Safety Committee, provides annual safety training and supervisor training, and has a Return to Work program to bring injured workers back to work on modified/light duty.
  - 5 accidents reported in FY16
  - 3 were non-disabling
  - 2 brought back to work on light duty
  - Workers Comp dividend check \$27,000 (money back to the City)
- Payroll is processed in-house within Human Resources, with Finance oversight and checks and balances.

**Throughout the year, the HR Department also serves the citizens of West Linn in the following ways:**

- Mitigating costly risk to the City and taxpayers, as an employer
  - Strategic
  - Legal Compliance
  - Operational
  - Financial

**The HR Department also has a number of regional and/or contractual obligations or commitments such as:**

- Collective Bargaining Agreements (CBAs) with the police union, Clackamas County Peace Officers Association (CCPOA) and general unit, American Federation of State, County and Municipal Employees (AFSCME). Collective bargaining is a process of negotiation between an employer and a group of employees aimed to regulate wages, hours, and working conditions. The City is legally obligated to negotiate these terms, and bargain any changes, in good faith. A new CBA can take 9 months to a year to negotiate.
- We have an employment law firm, Peck, Rubanoff & Hatfield, which we have a long-standing relationship with, who represents us on employment issues outside of the day-to-day operations: Labor law, employment law, arbitration, lawsuits, etc.
- As an employer, the HR department is responsible for administration and maintenance of employee benefits. The City of West Linn's benefit offerings include medical, dental, life insurance, disability, health reimbursement accounts, deferred compensation accounts, PERS, and an employee assistance program. All of these benefits require contract and account administration. HR uses an agent to achieve competitive renewal rates.

**These are the issues facing the HR Department's operations, needs for citizen service and professional obligations in the coming year:**

- Complete negotiations with AFSCME
- Professional and leadership development of management staff
- Evaluate current HR internal processes and adjust accordingly
- Review effectiveness of the HR Information System built into the Financial software
- Assess options for paperless interviews and onboarding (new hire paperwork)

# Information and Technology

## 2016 Major Accomplishments

- Implemented new virtual server infrastructure at Police Station
- Implemented new organization wide security permission model
- Implemented new e-mail server with data migration and account/group reconciliation
- Deployed a new distributed print server model improving all staff printing speed
- Deployed High Speed Dark Fiber Internet to 4/5 of City Facilities
- Deployed new High Speed Server and Data Disaster Recovery & Business Continuity Platform
- Migrated the City's website to a Redundant Fault Tolerant Cloud Based Server Farm
- Implemented an expansion of guest wireless internet services in 6 City Parks throughout West Linn
- Completed Audio/Visual Technology Implementation in the Adult Center Expanded Facility
- Implemented High Precision Infrared People Counters at Library Main Entrances
- Re-Organized the Library Patron Adult Lab Physical Layout to reduce inappropriate web surfing
- Redesigned and deployed a complete technology replacement in the Police Emergency Operations Facility
- Completed rollout of Mobile Device Management Infrastructure enabling management of smartphones and tablets
- Completed installation of Library Mobile Training Lab consisting of 16 Windows & 12 Mac training laptops
- Completed Installation of Expanded Audio/Visual Services in Library Community Room

## **On a daily basis, the I.T. Department serves the citizens of West Linn in the following ways:**

- Maintain the server infrastructure that enables YourGov citizen issue reporting over web and smartphone application. 2,167 citizen issues communicated and completed via YourGov infrastructure.
- Maintain Networking Infrastructure that supports internal staff access and citizen public access to public record service portal
- Complete e-mail public records requests supporting citizen access to city records not contained within the city records management system; there have been 15 requests completed involving E-mail records



- Provide support to all city councilors digital access to materials
- Provide City Council & Planning Commission Meeting furniture and technology setup for 48 meetings annually
- Provide Networking Support for citizen complimentary WIFI at 6 public parks. There have been 17,106 citizen sessions and 1.16 Terabytes of data downloaded by citizens.
- Provide comprehensive help desk support to all city staff members. There have 982 requests for server completed for city staff
- Deliver consistent and stable document printing and document reproduction infrastructure

**Throughout the year, the I.T. Department also serves the citizens of West Linn in the following ways:**

- Support all departments in conversion of board and commission meeting recordings into files supported for post to city website
- Support boards and commissions with technology use assistance at city facilities
- Support parks and recreation programs with technology use and configuration support
- Support the Library and Administration department with State of the City technology setup
- Support City Council with technology and furniture setup for annual goal setting retreat
- Maintain available and reliable staff to citizen communication infrastructure (Telephone/Voicemail/E-mail)

**The I.T. Department also has a number of regional and/or contractual obligations or commitments such as:**

- We are in an MOU engagement with the Oregon City Police Department to provide technology support and I.T. Management leadership when requested by Oregon City Police Management

**The I.T. Department tracks and supports the following Citizen Advisory Groups:**

- Municipal Fiber Task Force
- All other citizen advisory groups utilize some portion of the IT infrastructure
  - E-mail system for outbound communication
  - Public website for document posting
  - Conference room computing resources
  - Document printing and reproduction

**These are the issues facing the I.T. Department's operations, needs for citizen service and professional obligations in the coming year:**

- Citizen engagement infrastructure is in need of a replacement and/or upgrade (YourGov/Cartegraph).
- Police evidence management and interview room recording infrastructure is in need of replacement and upgrade
- Software improvements to GIS data infrastructure that allow more staff self-service access to city data
- Software improvements to the financial system enabling Human Resources Integration
- Hardware improvements to council chambers enabling court arraignments to take place digitally saving police and court staff time with prisoner transport
- Replacement business licensing software, billing and reporting.
- Tree permitting process including tracking and record management improvements
- Digital sprinkler management systems reduce staff time and reduce water waste
- New telephone system deployment and continuous system improvement
- Citizen WIFI installation at Mary S. Young Park
- Continuous improvement of processes involving hardware and software technology in use by all departments

# Library



## 2016 Accomplishments

- Opening of the Makers Space
- Mobile Technology LAB and Multimedia capabilities in the Community Room
- Early Learning Programs

**On a daily basis, the Library Department serves the citizens of West Linn in the following ways:**

- Patrons with Library Cards- 16,989
- 291,750 items Circulated
- 85 Volunteers with 1,759 Volunteer Service Hours

**Throughout the year, the Library Department also serves the citizens of West Linn in the following ways:**

- Offers the Summer Reading Program, which has a 48.9% completion rate
- Serves 223,178 patrons who visit the library
- The Library hosted 114 Adult and 235 Children's Programs in 2016

**The Library Department also has a number of regional and/or contractual obligations or commitments such as:**

- LINCC- Libraries In Clackamas County
- LDAC- Library District Advisory Committee
- Oregon State Library

**The Library Department tracks and supports the following Citizen Advisory Groups:**

- Library Advisory Board
- Library Foundation Board
- The Friends of the West Linn Library

**These are the issues facing the Library Department's operations, needs for citizen service and professional obligations in the coming year:**

- Radio Frequency Identification tagging on all items in the LINCC system
- Insufficient parking
- Space needs



# Parks and Recreation Department



## 2016 Accomplishments

- Completed comprehensive tree health surveys at Hammerle and Sunset Parks.
- Relocated and utilized 10 garden plots at Fields Bridge Park.
- Designed and constructed the Adult Community Center patio retaining wall.
- Installed the Grindstone Artwork and Plaza as the Trail Head for the Upper Willamette Greenway Trail.
- Developed a master planting plan and began clearing and planting for the same trail section as an “edible trail”.
- Installed the new bridge extension from Mary S. Young Park to Cedar Island, which completed all the park improvements paid from the LOT Project.
- Successfully wrote, presented and acquired six separate grants for a total of \$2,408,000 in outside grant funding for two projects.
- Initiated the re-construction of Cedaroak Boat Ramp – construction oversight and management.



- Held a community design workshop to develop the preliminary park and playground design for the White Oak Savanna Park and Nature Based Playground.
- Acquired five acres of critical habitat corridor property completing a connection of the Hidden Springs Open Space.
- Held 14 Successful Community Special Events.

**On a daily basis, the Parks and Recreation Department serves the citizens of West Linn in the following ways:**

- **Adult Community Center**

○ Attendance	Avg. 40/day	Approx. 9,800 per year
○ Educational Presentations	10	150 attendees
○ Senior Classes	15 per week	750 classes annually
○ Senior Activities	23 per week	1,150 activities annually
○ Meals (3 per week)	146 dates	Avg. 30/meal = 4,380 meals
○ Trips	19	211 participants
○ Meals (3 per week)	146 dates	Avg. 30 per meal = 4,380 meals served
○ Rental Events (dates)	114	
○ Recreation Programs	161	over 800 classes onsite
- **General Duties/Citizen Support**
  - Telephones
  - Walk In Patrons
  - General Questions
  - Registrations
  - Resident Concerns
  - General Staff Support
  - Budget Monitoring/Accounts Payable
- **Permitting/Reservations**
  - Scholarship Applications 50
  - Picnic Permits 310 at 6 parks with 10 sites
  - Field Permits 32
  - Youth League Field Permits 7 seasons and tournaments
  - Sunset Firehall 182
  - Special Event Permits 27
  - Film Permits 10
- **Park Maintenance**
  - Number of separate sites 61
  - Total Acres 480
  - Develop Acres 152
  - Athletic Fields 13 Includes set-up

- Restrooms 15
- Playground inspections 16 locations
- Mowing acreages - Large – 55 acres, Mid – 2.50 acres, Hand – 1.65 acres, open space – 14 acres
- Spray pads – 5 seasonally 7 days per week 19 weeks
- Trash pickup  
  - \*\*This list is not all inclusive*
- **Tree Ordinance and Tree issues**
  - Tree Permits Submitted 350 Avg. 1 hour per permit
  - Citizen Tree Calls - Many concerns about residential or City owned trees
  - Tree Care Coordination 25-50
  - High tree work or large removals on City property
  - Street Tree Program 50-100 Trees coordinated and planted each year
  - Street Tree Replacement Program
  - Development Review Assistance 2-4 hours weekly
- **Recreation Programs**
  - 814 total classes 4,117 participants
  - Summer Camps (In house)
    - Fun in Sun (age 6-12) 19 camps 487 participants
    - Mini & Shorty (age 4-6) 17 camps 293 Participants
  - Skyhawk’s Youth Sports Camps 38 camps 606 participants in summer 2016
  - Youth Basketball Program 68 teams 730 participants
  - Safety Town 2 sessions 120 participants
  - Special Needs Dances 3 150 attendees
  - Red Cross Blood Drives 2 60 units collected
  - Drivers Education (teens) 4 classes 120 participants



Throughout the year, the Parks and Recreation Department also serves the citizens of West Linn in the following ways:

- **City Building/Facility Maintenance**
  - Adult Community Center – 9,000 square feet - Facility and grounds
  - City Hall - 26,941 square feet - Facility and grounds
  - Library 27,434 square feet - Facility and grounds
  - Mclean House and Park 84,157 square feet - Facility and grounds
  - Police Station - 21,959 square feet - Facility and grounds
  - Public Works Building – 5,400 square feet - Facility and grounds
  - Sunset Fire Hall –7,500 Facility and grounds
  - Robinwood Station – 38,525 square feet Facility and grounds
- **Park Maintenance**
  - Pressure Washing – 21 locations as needed
  - Play Equipment Monitored, Inspected Monthly. Repaired as needed – 16
  - Irrigation Systems Monitored and operated seasonally 30
  - Picnic Shelters 10 - Monitored, cleaned and set up seasonally 310 picnics
  - Boat Ramps 2 - Monitored and inspected continuously, repairs as needed
  - Skate Park 1 - Opened, monitored, cleaned and closed daily
  - Cedaroak Bridge 1 - Installed, monitored and removed (April – October use)
  - Beautification Areas 1.5 acres
  - Medians maintained
  - Trails and Pathways 7.3 miles - Paved maintained, 13.5 miles - Unpaved trails
  - Bridges and Boardwalks 30 - Monitored and repaired as necessary
  - Tennis courts - 4
  - Sidewalks/hard surfaces – 21 locations
  - Leaf blowing and removal
  - Picnic table repair/renovation
  - Memorial benches install/repair/renovation
  - Turf maintenance – aeration, fertilization, irrigation, topdressing etc.



**Park Maintenance staff also provide major support for the events listed below**

- **Special Events**

- Summer Photo Challenge                      1 project 6 categories with 114 entries

**Special Events**

**14 events covering**

- Take Care of West Linn day                      250 participants
- Daddy Daughter Dance                      125 Participants
- Street Dance                      3,000 attendees
- Old Time Fair (3 days)                      14,000 attendees
- Movies in the Park (6)                      1,200 attendees
- Music in the Park (6)                      9,000 attendees
- Great WL Outdoor Adventure                      200 attendees
- Haunted & Enchanted Trail                      2,800 attendees
- Holiday Bazaar                      250 attendees and 35 vendors
- Community Tree Lighting                      400 attendees
- Holiday Parade                      500 attendees & 485 participants
- Ugly Sweater Holiday Dash                      300 participants
- Annual Plant Sale                      100 participants
- Open House & Ribbon Cutting                      1
- Volunteer Appreciation Event                      80 attendees

**\* Special Event Community Sponsors contributed \$32,100 cash plus in-kind services**

**The Parks and Recreation Department also has a number of regional and/or contractual obligations, commitments and/or partnerships such as:**

- **Contracts**

- Pioneer Community Center for “Shut In” and Senior Services e.g. Meals on Wheels and Transportation.
  - 43 Unduplicated Clients
  - Annual Home Delivered Meals                      5,090
  - Registered Riders                      251
  - Annual Total Rides                      1,268
- Contract with Clackamas County Corrections for Corrections Crews
- Contract With Clackamas County Juvenile Services – Project Payback (youth offender crews)
- MIG – Park Master Plan Update
- Various Design and/or Construction Contracts

- Many Various Vendor Contracts – Gutter Maintenance, HVAC, Janitorial, Window Cleaning etc.

Many Various Independent Contract Instructor Contracts – Recreation Classes and Programs

- **Commitment for Support**

- Friends of the Adult Community Center
- Friends of Maddax Woods
- Friends of the Mclean House
- Friends of Robinwood Station
- Mary S. Young Park Volunteers
- Northwest Youth Corps
- Various Neighborhood Associations and Volunteer Groups
- West Linn Baseball Association
- West Linn Boy Scouts – Several Troops
- West Linn Community Gardens
- West Linn Girl Scouts – Several Troops
- West Linn Football
- West Linn Lacrosse Club
- West Linn Select Basketball
- West Linn Softball Association
- Wilderness International
- Willamette United Soccer Association

- **Obligations**

- Clackamas County – Rosemont Trail Maintenance
- Columbia Land Trust – Rosemont Trail Maintenance
- METRO – Maddax Woods, Marylhurst Park, Mary S. Young Park, Midhill Park, Robinwood Park, Rosemont Trail, Willamette River Catwalk
- Oregon Department of Fish and Wildlife – Cedaroak Boat Ramp, Willamette River Catwalk
- Oregon State Marine Board – Bernert Landing and Cedaroak Boat Ramp Operations
- Oregon Parks and Recreation Department – Mary S. Young Park Operations
- Oregon Parks and Recreation Department – Nature Based Playground. White Oak Savanna Park
- Oregon State Office of Historic Preservation – Mitigation for House Demolition, Fields Bridge Park and West A Street Property

### Partnerships

- Arbor Day Foundation
- Audubon Society of Portland
- Clackamas County Parks
- Clackamas Community College
- Clackamas Community Band
- Creatures of the Night
- Greater Portland Soccer District
- Intertwine
- Metro
- Nature Conservancy
- Neighbors for a Livable West Linn
- Oak Prairie Work Group
- Oregon Department of Agriculture
- Oregon Drivers Training Institute
- Oregon Department of Forestry
- Oregon Recreation & Park Association
- Oregon Wildlife Heritage Foundation
- National Charity League
- Neighbors Helping Neighbors
- Solve
- Tualatin Riverkeeper
- Tualatin, Sherwood & Wilsonville Basketball League
- Tualatin Valley Fire & Rescue
- West Linn/Wilsonville School District
- West Linn Chamber of Commerce
- West Linn Historical Society
- West Linn Lions; West Linn Riverview Lions
- West Linn Rotary
- West Linn Garden Club
- West Linn Tidings
- Wetland Conservancy
- Willamette Christian Church
- Willamette Falls Heritage Committee
- West Linn Methodist Church

**The Parks and Recreation Department utilizes the above partnerships and invests time to nurture other relationships which allows us to receive thousands of hours of volunteer support annually for many of our events, facilities and programs such as:**

- Take Care of West Linn Day 750 hours
- Mary S. Young Park
  - Mon/Wed Work Group 1,440 hours (weekly work groups)
  - Solve Events Hosted 240 hours (3 dates)
  - School groups 160 hours (2 dates)
- Burnside Park 900 hours (12 dates)
- Marylhurst Heights Park 60 hours Labyrinth
- Willamette Planters 900 hours (12 dates)

- Adult Community Center
 

Front Desk	1,500 hours	5 days a week
Meals	1,022 hours	146 meals
Program leading	300 hours	
- Eagle Scout Projects                      700 hours      7 completed
- Old Time Fair Court                      500 hours      Queen & Princess's (4) 100 hours each
- Special Events Committee              402 hours      Planning 170 hours & 232 event hours  
     Creatures of the Night – Haunted Trail
 

Planning & pre-event	400 hours
Event (40 volunteers)	320 hours
- National Charity League
 

Special Events	897.50 Hours
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- Community Garden Volunteers              240 hours

**The Parks and Recreation Department tracks and supports the following Citizen Advisory Groups:**

- City Council - As Needed
- Parks and Recreation Advisory Board - Monthly
- Planning Commission - As Needed
- Neighborhood Associations - As Needed
- Sustainability Advisory Board - As Needed

**These are the issues facing the Parks and Recreation Department's operations, needs for citizen service and professional obligations in the coming year:**

- **Reduced Funding for Non SDC Eligible Park Improvement Projects –**  
 As our Park System ages, there is a growing need for Capitol Maintenance Projects such as tennis court re-surfacing, parking lot overlays, playground replacements, facility upgrades etc. that are not eligible for SDC funds. One of the most important of such projects will be the re-design and construction of Sunset Park. Preliminary estimates put this project in the range of \$400,000 to \$500,000, none of which is eligible for SDC. While we do well in the procurement of grants, these types of projects are more difficult to qualify for most of the grant programs we work with. Hopefully a funding strategy for these projects will be identified and adopted with the update of the Parks, Recreation and Open Space Master Plan now in progress.

- **Reduced Staffing Levels** – At 13.75 permanent FTE, we currently reside just below the same permanent FTE staffing level we had in FY2003-04 of 14 FTE and currently 2.05 permanent FTE below what we had in FY2011-12. In that time span, we have added 3,000 square feet to the Adult Community Center while cutting the permanent FTE at the ACC by ½. Since FY2003-04, we have added all 14 of the Special Events along with an additional 354 recreation classes/programs which in turn has more than doubled our revenues in that program area. In the area of park maintenance, since FY2003-04, we have Douglas Park, Fields Bridge Park, improvements to Maddax Woods Park, Mary S. Young Park, Marylhurst Heights Park, Midhill Park, several miles of trails such as the Rosemont and Willamette River Greenway Trail, Tanner Creek Park and the White Oak Savanna. These new Park improvements alone have increased our maintenance levels 35% from a reasonably acceptable (based on customer satisfaction surveys) standard of 12-14 developed park acres per full time maintenance employee to now, 21.4 acres per maintenance worker. All of the above has been accomplished even with a reduction of another 1.55 permanent FTEs, but we are essentially at the limits of what we can accomplish with our existing staff.
- **Space Needs** – Similar to our deficiencies in funding and staffing, our spaces both external to the community needs and internal to our departmental needs, have risen to the level of necessity. Externally, we have pretty much reached the limit of our ability to provide any more activities, classes and programs that we can offer, due to lack of places to hold them. Even though we utilize existing City and School District facilities, not all of these types of programs can function well in remote or satellite facilities that are either too small, or cannot be monitored or supervised by staff. Internally, we are consistently getting squeezed out of space at the Public Works facility that we dearly need for housing and storing our maintenance equipment, materials, tools, vehicles and even staff. The same situation occurs at City Hall, as other Departments have either grown or otherwise spilled into vacant areas of the building. Most people do not realize that seasonally, the Parks and Recreation Department is the largest department within the City of West Linn.

# Police Department



## 2016 Accomplishments

- Monthly roll-call training on current events in law enforcement around the country. Some of the training included OIS (Officer Involved Shooting) incidents, pursuits, use-of-force situations, the use of stop sticks to end or prevent vehicle pursuits, tourniquets and other first aid tools, DNA collection, legal updates, policy refreshers, and other headline making police incidents captured in the news.
- Quarterly handgun and rifle qualification, weapons safety, handling and tactics training.
- Department wide training and updates on the West Linn Police Policy manual from Lexipol. The West Linn Police Department uses the company “Lexipol” to help write and update the department’s policy manual. The Lexipol policy manual is written by legal and public safety professionals who constantly monitor major court decisions, legislation and emerging trends affecting law enforcement. Lexipol provides regular updates in response to legislative mandates, case law and the evolution of best law enforcement practices, to better protect the City, Department, and personnel. Lexipol issues a recommended policy, then the West Linn Police Department’s Command Staff review and adjust the policy to best fit our department.

Every month, Lexipol issues Daily Training Bulletins (DTBs) to the West Linn Police DTBs describes a real life scenario regarding a policy in the department's policy manual. These DTBs range from policies; such as, Use of Force, to Employee Speech, Expression and Social Networking (a broad topic, which includes policy guidelines for employees posting on Facebook). There are about 400 pages in the WLPD policy manual, so the DTBs help officers better understand policies by seeing the policies played out in the DTBs realistic scenarios. The most important policies where there are officer safety and legal vulnerabilities (such as, Use of Force, Pursuits, Custodies/Searching, Domesticity, etc.) are covered every month, so officers have repetition.

- Scenario-based training for officers on different subjects occurred in 2016. The purpose of this training is to subject the officers to a high level of stress and force them to employ their learned tactics and skills to overcome a critical incident. Over the past year, we conducted scenarios involving armed subjects, high-risk traffic stops, mentally ill individuals, and combative suspects. At the conclusion of each training scenario, the instructors would debrief with the participating officers, offering constructive feedback, praise for exemplary execution and techniques for improvement.
- In-house training: MILO (video simulator training), death investigations, human trafficking, terrorism, IED (improvised explosive device), traffic stops, taser, child abuse investigations, less lethal shotgun, alarm response, active shooter (simulations).
- All Sergeants attended Public Information Officer (PIO) training.
- Seven Officers are now trained to be Commercial Truck Inspectors. The goal for this trained team of officers is to increase highway safety since I-205 cuts through our city and is the metro-area bypass for Interstate 5 for hazardous material transportation.
- Officer Hoesly implemented an Inter-governmental Agreement with ODOT – Motor Carrier Safety Assistance Program - for receiving reimbursements for officers to conduct Commercial Truck Inspections in an overtime capacity.
- Community Outreach Projects –
  - Participated with Clackamas County Police Benevolent Associations' "Shop with a Cop."
  - West Linn Police hosted its own version of "Shop with a Cop," "Christmas in West Linn," where we partnered with local business and anonymous donors to raise \$2,700 which

- allowed us to take 12 children from less than fortunate circumstances on a shopping spree.
- Conducted our first shoe drive during holiday season and collected 96 pairs of shoes for children impacted by domestic violence in Clackamas County.
  - Sixteen of our members participated in a reading of the Night Before Christmas which was released on our social media networks. Within two days, the video was seen over 5,300 times and community response was incredibly supportive.
  - Partnered with the library for a fun day of activities for children that included book readings by our officers, tours and craft time in the community room.
  - We hosted another very popular tent at the Old Fashioned Fair. This year we partnered with several business, and our focus was on health and physical fitness.
- Investigation of “warrant scam” – Three West Linn victims of a fraud determined to be coming from Georgia corrections facilities. Assisted Sandy PD, OCPD and Deschutes County who also had victims.
  - Investigation and search warrants for suspects who stole cell phones from West Linn and pursuit into Lake Oswego.
  - Investigation of “sweetheart scam” West Linn victim lost \$1500. Investigation identified at least 52 other victims.
  - Two subjects from Florida using cloned credit cards of West Linn victims. Identified 28 West Linn victims and loss of \$18,468 in Clackamas, Washington, Multnomah and Clark Counties. Point of compromise identified as skimmers placed on gas pumps of the West Linn Chevron.





**On a daily basis, the Police Department serves the citizens of West Linn in the following ways:**

**PATROL**

- Responding to calls for service; assaults, crashes, burglary, theft, driving complaints
- Patrolling neighborhoods to be a presence and detour crime
- Interacting with citizens informally around town
- Community outreach with social media to keep the public informed

**CODE ENFORCEMENT**

- Responding to calls for service and numerous phone calls for code compliance issues
- Parking enforcement

**DETECTIVE DIVISION**

- Investigates sex and sexual exploitation cases
- Investigates narcotics cases
- Investigates fraud and theft cases
- Investigates Elder abuse cases – physical, financial and neglect
- Death investigations – Suicide, accidental overdose, natural

**PROPERTY/EVIDENCE**

- Process evidence submitted by officers
- Schedules appointments with citizens for property returns
- Submits evidence to crime lab for processing
- Participates on the Major Crimes Team for Clackamas County

**RECORDS DIVISION**

- Phone receptionist for police non-emergency phone calls
- Processing Police Cases in the Regional Records Database (RegJIN)
- Alarm permit processing and enforcement
- Coordinating Residential Parking District with code enforcement
- Process public record requests for citizens, insurances, and attorney offices for police

- Process requests from other police and government agencies for copies of police reports
- Fix-It Tickets processing and receipting
- Releasing of impounded vehicles
- Background checks on citizens from government agencies for employment
- Letters of Good Conduct for West Linn citizens

**Throughout the year, the Police Department also serves the citizens of West Linn in the following ways:**

### **PATROL**

- Responding to calls for service; assaults, crashes, burglary, theft, driving complaints - November 30, 2015 - November 30, 2016 activity from calls for service:

Custodies	1017
Subject Stops	2094
Open Door/Window	295
Reports Written	2351
Traffic Stops	11432
Tickets	4365*

\*This number is not from our monthly stats but rather from Brazos (ticket writing software), so it does not include warnings. It would also not reflect paper tickets.

- Vacation house checks
- Reading to children at elementary schools
- Citizen Ride-A-Longs – approximately 48 processed in 2016
- Shop with a Cop
- Tours of the Police Department
- Community outreach with social media to keep the public informed. In 2016, we saw a significant increase in community outreach from the West Linn Police Department. The police department utilizes various outlets for community engagement. FlashAlert is still the primary outreach for press releases. We have also developed a significant outreach through social media channels which has become our number one outlet to discuss what we do in the community. Our social media reach crosses 4 platforms; Facebook, Twitter, YouTube, and Instagram.
  - Twitter – In 2016, we increased our follower base by 980 people bringing our total followers to 3,343. In 2016, we put out 188 tweets resulting in 319,000 impressions. An

impression means that a tweet was delivered to the twitter stream of a particular account. This does not mean it was read, only that it had the potential to be read. This is a directional metric and for an agency of our size is a positive move. Our follower base on Twitter has an average age of 31, is 54% male and 50% college graduates. Of note, we have Twitter followers internationally representing some 20 countries.

- Facebook – In 2016, Our Facebook presence increased as we added approximately 200 new Facebook followers. In some instances, Facebook became a route for traditional news media to pick up stories about the police department. Our page currently has 1849 likes (Followers) of which 834 identify as West Linn residents. (A user may identify as living in the broader Portland area or not provide that information at all.) Our Facebook followers mainly consist of women between 35-54 years of age. Here again, we have an international presence with followers from 12 countries.
- YouTube - The department primarily uses YouTube as a means to link videos to our other social media outlets. It is a goal to create more creative and engaging videos for those we serve. However, Facebook and Twitter have advanced their video capability making them a more convenient tool for delivery of department messaging.
- Instagram - Instagram is a new outreach tool that has not seen maximum deployment, but this is expected to change in the coming year.
- WLPD News - In December of this year, we launched the beta version of our news site, WLPD News. This will be a site dedicated to human interest stories about the police department, our officers, and the work and outreach we do. Currently we have an article posted written by former Oregonian reporter, Rick Bella, who will be producing future stories for us as well.

### **DETECTIVE DIVISION**

- Conducted an Internal investigations for Sandy PD and OCPD
- Responded to assist with seven Major Crime Team Homicide investigations, including three Officer Involved Shootings.

**CODE ENFORCEMENT**

- Code enforcement and code compliance.

<b>Activity 2016</b>	
Citizen Complaints/Contact	279
Dispatched and Self-Initiated Calls	881
Follow-up to calls	400
Misc. Assignments	100
Parking District	21
Door Hangers/Business Cards/Tow Notices	238
Sign Disposal/Storage	29
Tows	4
Vacation House Checks	46
<b>Warnings</b>	
Code	70
Trailer/Vehicle	118
Dogs	63
<b>Phone Calls</b>	
Animal	367
Code	446
Misc.	186
Parking	123
<b>Correspondence</b>	
E-mails	533
Citizens	62
Fax	1
Letters	180
Citations	254
Business Licenses	6

## PROPERTY/EVIDENCE

- Processes evidence submitted to the property room by officers – Approximately 1,800 items submitted in 2016.
- Transfers evidence to crime labs. In 2016, there were 90 items transferred to the Oregon State Police Crime Lab and 5 items to NMS Lab.
- Disposes Evidence – Average time frame to research in order to dispose a case is about a minimum of 30 minutes per case research. In 2016, there were 1,600 items Destroyed; 85 items transferred; 75 items donated; 225 items auctioned; and 115 items release.
- Maintains and disposes medications dropped off in the Drug Drop Box in the lobby of the police department. In 2016, over 1,100 pounds of medication was disposed of from our Drug Drop Box.

## RECORDS DIVISION

- Processing Police Cases in the Regional Records Database (RegJIN) – 1,920 cases processed and distributed in 2016
- Alarm Permits – Over 1,000 alarm permits issued to residences and businesses for 2016
- Residential Parking District - 177 parking decals for residents and 190 guest hangers issued in 2016
- Police Public Records Request – Over 370 public records requests processed
- Fix-It Tickets – Over 370 processed at the Records counter in 2016
- Vehicle Releases – 74 vehicle releases processed at Records counter in 2016
- Letters of Good Conduct – 9
- Background Checks – 306

**The Police Department also has a number of regional and/or contractual obligations or commitments; such as:**

- DUII grant
- Seatbelt grant
- Commercial Truck inspector Intergovernmental Agreement
- Clackamas County Major Crimes Team (CC MCT)
  - Commitment–Monthly training meeting, on call callouts
  - Obligation – be available when called out. Perform a variety of investigative duties including but not limited to Lead investigator, interviewing, canvassing, preparing search warrants, collecting evidence, completing subpoenas, etc.
- Clackamas County Child Abuse Multi-Disciplinary Team (CC MDT)
  - Commitment – Monthly meeting
  - Obligation – review MDT protocols, participate in training, Quarterly Child Fatality Review

**The Police Department tracks and supports the following Citizen Advisory Groups:**

- City of West Linn’s Public Safety Advisory Board

**These are the issues facing the Police Department’s operations, needs for citizen service and professional obligations in the coming year:**

- Inadequate staffing levels due to increasing call load.
- Increasing staffing levels will reduce overtime budget. However, without increased staffing levels, current overtime budget is not adequate.
- Develop incentives to attract and retain highly-qualified police officers.
- Cell Phone Forensic Examination capability – Detectives have completed over 10 search warrants for cell phone forensic exams, and at least as many consent searches. These examinations have been related to crimes ranging from death investigations, sex and sexual exploitation crimes, narcotics investigations and fraud crimes. We have had to rely on outside agencies to perform these examinations for us.

# Public Works Department

## 2016 Accomplishments

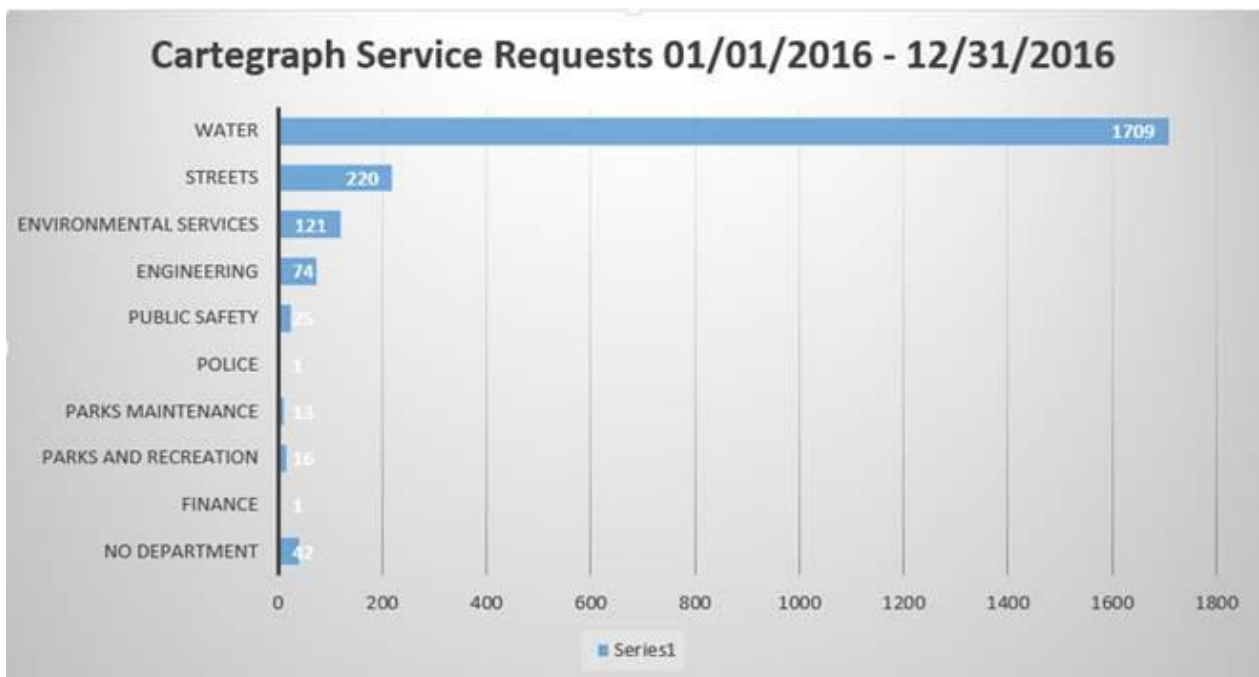
- Major construction progress with limited issues at the new Bolton Reservoir
- Sidewalk and street improvements to Skyline Drive
- Approved a new Transportation Systems Plan
- Approved an updated Highway 43 Conceptual Design Plan, with significant cost savings from internal mapping and document work
- Completed pavement reconstruction on 10 streets and repairs/crack sealing on over 40 other streets
- Performed sewer main lining and rehab on approximately 25,000 linear feet of pipe primarily in the Willamette area
- Performed wastewater flow monitoring and began the process of updating our Sanitary and Surface Water Master Plans
- Completed major safety, security, and maintenance upgrades, including exterior and interior painting at the Rosemont Reservoir
- Enhanced median landscaping on Salamo, Santa Anita, and Hidden Springs
- Improvements and addition of a 4<sup>th</sup> pump at the Lake Oswego-West Linn Emergency Water Intertie Pump Station
- Water main improvements on Weatherhill Road and Kenthorpe Way
- Major maintenance and upgrade to the regional detention pond at Bland Circle and Salamo Road
- Purchased a small excavator and upgraded a vehicle maintenance truck for improved repair and maintenance response.
- Developed new fast GIS-lite mobile map applications for Public Works and Police field work. Smartphone and tablet-ready mobile map apps are also available to the public
- Major upgrade to MapOptix system servers and software
- Modernized street sign shop equipment and software
- STIP and RFFA grant funding applications and support. Received tentative approval of \$1.1M in STIP funding and in good position for RFFA funding.
- Substantial progress towards American Public Works Association Accreditation, including comprehensive review and documentation of over 440 (and counting) individual policies and procedures.
- Completed a citywide street tree inventory, documenting species, size, and GPS location for over 5,000 trees. Data integrated into MapOptix and map recognized nationally in ESRI publication.

**On a daily basis, the Public Works Department serves the citizens of West Linn in the following ways:**

- Promptly and courteously responds to citizen requests and issues related to infrastructure systems (water/street/storm/sewer), mapping, property information, or anything else within the public right of way or easements.
- Personally assist residents via phone, email, Cartegraph/YourGov, at City Hall, on the streets, or at their home.
- Administration of the City's only work management and tracking system, including ongoing technical support and training. Responded to 2,124 maintenance and citizen requests through YourGov and Cartegraph software.
- Environmental Services: Ongoing maintenance of surface water and sewer pipes, open spaces, ponds, rain gardens, swales, and storm water facilities to ensure continued environmental and NPDES compliance. Continuing street sweeping, sewer pump station inspections/maintenance/repair, and storm water pollution control manhole, detention tank, and catch basin cleaning. Responsible for 115 miles of sewer main, 3110 sewer manholes, 7 sewer pump stations, 81 miles of storm pipe, 1558 storm manholes, 2857 public catch basins, 44 miles of creeks and open ditches, and an ever-increasing number of water quality facilities.
- Water: Ongoing routine tasks to provide quality drinking and fire suppression water including water quality sampling, utility locates, water service installs/repairs, meter repairs/re-reads, water reservoir/pump station/pressure reducing systems/hydrant/air relief and 24 hour/365 day telemetry system inspection, maintenance, and repair. Responsible for 119 miles of water main, 6 reservoirs, 978 hydrants, 2258 mainline valves, and 31 pressure reducing stations.
- Streets: Ongoing routine maintenance activities for a safe transportation environment, including sign repairs/cleaning, sign installations, pothole patching, guardrail inspections/repair, vehicle/equipment repairs, striping (streets, crosswalks, stop bars, etc.), new vehicle/equipment configurations, right-of-way mowing and vegetation control, street tree trimming, and street lighting. Responsible for 215 lane miles of street, 120 miles of sidewalk, 4000+ signs, and approximately 700 acres of right-of-way area.
- Public Works Support Services: Complete planning, design, management and administration of all capital improvement projects serving basic public health, safety, environmental, and transportation functions. Oversee all permitting and construction activities in public rights-of-way and easements for anything from utility and sidewalk repair to new homes and complete subdivision/commercial developments to ensure protection of the public and our infrastructure, and to cause minimal impact to the



community. Plan and plat review, approval, project management, and civil construction inspection. Public procurement, contracting, bonding, intergovernmental agreements, franchise coordination, grant funding, APWA Accreditation, and master planning. Erosion control inspections and program. GIS mapping systems administration. Property research, subdivision platting, right-of-way acquisition, easement acquisition/vacation. Budgeting for all Public Works Divisions (Water, Environmental Services, Streets, Public Works Support Services (includes GIS and Engineering)).



\*\* Disclaimer: The water department numbers include monthly maintenance requests initiated by the City's contracted meter reader (e.g. 79 meters were requested for maintenance in December).

**Throughout the year, the Public Works Department also serves the citizens of West Linn in the following ways:**

- Provide essential utility and transportation services to the community in a responsive, reliable, and efficient manner that emphasizes safety, customer satisfaction, and continuous stewardship of city infrastructure.
- Emergency response (including on-call/after-hours) for utilities and transportation (e.g. snow/ice events, water main breaks, storm drainage, storm debris cleanup).
- Provide utility information to homeowners, their contractors, and engineers for projects through maintenance and access of permanent infrastructure plans and documents.
- Pursue grant funding to expand project possibilities with limited funding.
- Prudent fiscal management and project cost negotiation to stay within budgeted funding.
- System administration and support for publicly-available GIS mapping applications and software used extensively by staff, citizens, consultants, engineers, and other agencies. Includes constant data collection, over 100 utility/asset layers (zoning, environmental, boundaries, etc.), over 3,000 plans and resource documents, and 20 years of aerial photos. MapOptix software alone received approximately 6,500 internal and 20,000 public hits in 2016.
- Processed 150 special GIS requests to support City projects and programs, boards, and citizens.
- City event support, including the Old Fashioned Fair, Street Dance, and Holiday Parade (snow blowing!).
- Ensured ongoing compliance with federal and state drinking water and surface water testing, reporting, laws and regulations. Includes state daily/monthly DHS drinking water quality testing and reporting in addition to management of the federally-required NPDES permit for environmental compliance, storm water quality testing, and management of water quality facilities (private and public storm water facilities treat 103,268 sf of drainage area within the City).
- Assisted in community and student infrastructure education and outreach campaigns.
- City fleet upgrading and vehicle maintenance to ensure cost-effective, prompt, and ceaseless citizen response.

**The Public Works Department also has a number of regional and/or contractual obligations or commitments such as:**

- Franchise agreements with utilities including PGE, Comcast, Qwest, NW Natural, Clackamas County Fiber, AT&T, Sprint, T-Mobile, Wave Broadband, Verizon, etc.
- Franchise agreements with solid waste service providers including Recology (Dan Davis Recycle Center), Keller Drop Box/Allied Waste, and West Linn Refuse and Recycling.
- Metro solid waste IGA (currently updating to licensing requiring a complete application process).
- South Fork Water Board, Tri-City Service District, Water Environmental Services.
- Clackamas County Transportation IGA for striping, signal operations, etc.
- Clackamas County Service District 1 for stormwater NPDES lab testing.
- West Linn-Wilsonville School District school signals.
- Emergency IGAs (Clackamas County Debris Management, Oregon Public Works Cooperative Assistance Agreement, MORE IGA, etc.).
- Providing current authoritative address and property information for 911 call centers (LOCOM IGA), regional use, USPS, and public notifications for construction projects, land use cases, tree permitting, utility billing, etc.
- Coordinating GIS data exports/transfers for City consultants and regional data sharing agreements (25 per year).
- Lake Oswego-Tigard Cooperative Agreement for Joint Funding of Water System Improvements.
- USGS River Water Monitoring
- Surveying, Engineering services.
- Extensive public procurement and numerous contracts and agreements for professional, development, and capital improvement services.
- Regional data reporting to and coordination of West Linn's interests through Metro, ODOT, C4, TPAC, JPACT, CTAC, etc.

**The Public Works Department tracks and supports the following Citizen Advisory Groups:**

- Transportation Advisory Board
- Utility Advisory Board
- Traffic Safety Committee
- City Property Task Force (in cooperation with the Parks and Recreation Department)

**These are the issues facing the Public Works Department's operations, needs for citizen service and professional obligations in the coming year:**

- Staffing FTE levels to provide expected service levels and meet ever-expanding laws, infrastructure systems, and citizen needs
- Maintaining positive staff morale
- Consistent internal communication
- Funding levels to keep up with maintenance and master plan needs

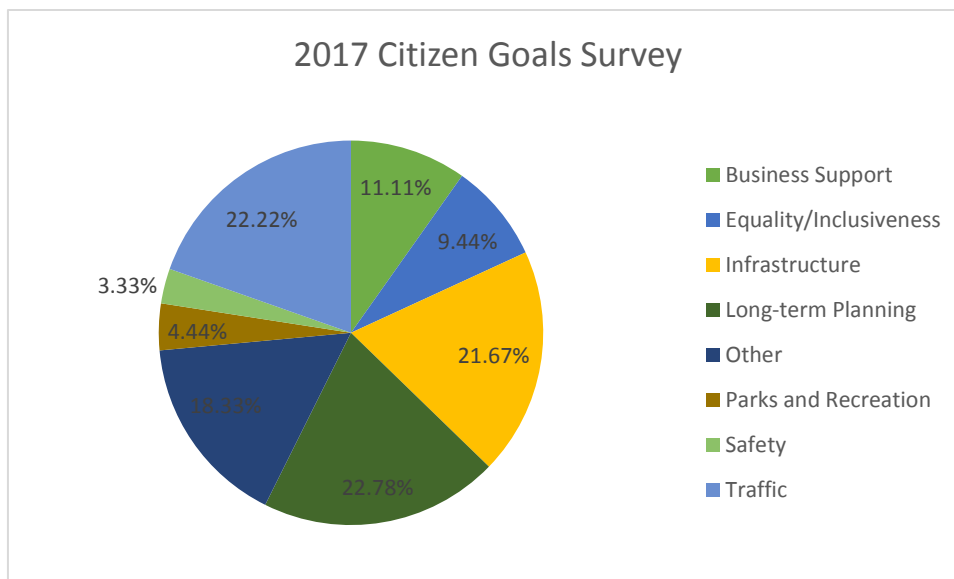


## 2017 City Council Goals: Citizen Input

On Dec. 28, 2016 the citizens of West Linn were asked to provide their input on what they thought the single most important issue West Linn’s City Council needs to address for 2017. The survey was open for two weeks and advertised via the City e-newsletter and social media. There were 180 total responses, all of which have been categorized into one or more of the eight following themes (citizen responses dictated these themes):

- Business Support
- Equality/Inclusiveness
- Infrastructure
- Long-term Planning
- Other
- Parks and Recreation
- Safety
- Traffic

Overall, addressing traffic and infrastructure in the City were the predominant themes (about 45% of responses were in relation to one or both of these issues). One rising theme in the community is that of inclusiveness and equality. About 10 percent of respondents noted this as the main issue they would like addressed in 2017. A community movement around this has been growing with grassroots meetings and an organized demonstration at the high school.



**Q1 What is the single most important issue  
West Linn's city council needs to address  
over the next year?**

Answered: 180 Skipped: 0

Code Public Works **Unity** Low Income Infrastructure  
Equity **School** Racism **Hwy 43** Disaster  
**Community** Arch Bridge Area  
**West Linn** Area Plan **Traffic** Access  
**Development** Environmental  
**Businesses** Budget **Parks** Stafford **Grocery**  
Affordable Housing **Willamette Area** Service **Snow**

## 2017 Council Goals

**What is the single most important issue West Linn's city council needs to address over the next year?**

**Response Count**

180

Response Text	Categories
The City is not in compliance with our city charter with regards to the City Attorney being the chief legal officer, appointed and removed by the Council. Currently the staff attorney, hired and fired by the city manager, operates under the pretense of being assistant to the City Attorney and provides the city with 97% of its legal advice, thus thwarting the intent of the charter for the city to receive independent legal advice.	Other(Budget, Comm, Etc.)
Helping west Linn small business survive high rent low turnout	Business Support
Attracting businesses to lease empty offices and bring in needed services and revenue.	Business Support
Recruit and retain more retailers in the vacated businesses at 10th and Blankenship; specifically, a grocery retailer and a casual/fast food restaurant to replace those that are now gone.	Business Support
Bring in more business. More restaurants and another grocery store. I think west linn should replace and add updated city of west linn signs. Lake Oswego did a great job replacing signs throughout the city (the new lucsher farms sign is an example). West linn signs look shabby and old. There is not a sign when entering west linn from rosemont.	Business Support
Bringing businesses into the city that will fill the empty business buildings such as the old Albertsons, the service station in Willamette and the old hardware store in Willamette. This should be the focus of one if not both of the cities economic development managers. Which begs the question of why the city has two people in this position. It also seems that the city is wasting more public funds on repeating the process of doing an analysis of the Arch Bridge / Bolton area development when this has already been done. The city also has several buildings and/or land that it should be either considering selling, renting or using instead of just letting these sit empty and deteriorating.	Business Support
A must needed grocery store in the old Albertson's building. The Willamette Neighborhood needs something more convenient than Safeway or Market of Choice. Also, bringing business to Old Town. We should have a walkable and thriving downtown with a community that can afford to support local businesses rather than going to LO or OC for dining, etc.	Business Support
We need a grocery store in Willamette	Business Support
Business growth. Too many vacancies around. The Willamette area with it's vacant grocery is the biggest example.	Business Support
How to better support businesses and make it a friendly place to do business here.	Business Support
Making historic Willamette shopping area more vibrant, attracting new merchants (Renew Juice and Fairytale Jubilee are great new businesses), and adding more foot traffic.	Business Support
Revitalizing the old Albertsons and jack in the box. Having such a large abandoned space has made it an attractive place to buy and use drugs. In the open air hallway with the stairs from Blankenship and behind the building there is evidence of drug use and drinking. They have left behind needles, empty bottles, cans, used condoms and really poorly done graffiti. So not only is the Willamette area without a grocery store we now have an eyesore and a big shady area.	Business Support

Replacing Haggens grocery with another, every day type grocery store (Albertsons, QFC, Wal Mart Grocery, etc.).	
ALSO, GETTING RID OF THE UNNECESSARY STOP SIGNS AT OSTMAN ROAD AND WILLAMETTE FALLS DRIVE - THESE CAUSE FREQUENT, UNNECESSARY TRAFFIC BACK-UPS. THIS CHANGE WAS MADE WITHOUT NOTICE TO THE NEARBY NEIGHBORHOODS AND EVERYBODY HATES THEM.	Business Support
Although this seems silly in the big picture but we desperately need another grocery store to replace Albertsons that closed. Our community is big even to support another store.	Business Support
attracting viable businesses that benefit the community and city revenue	Business Support
unity and inclusion for all	Equality/Inclusive
Build unity and trust between each other, the staff and the community. Let go of past disagreements that cannot be changed. Build consensus for the future and the fundamental beliefs about what WL should be. Look for areas of agreement and build on them.	Equality/Inclusive
Unity, inclusiveness, and safety for all in our city: we need to stand strong for unity and against any crimes, harassment, or governmental policies that single out any person or group by ethnicity, religion, gender, or sexual orientation.	Equality/Inclusive
Equity and anti-discrimination	Equality/Inclusive
Community	Equality/Inclusive
I believe it is very important that the city be pro-active in confronting bigotry, racism, and exclusionary attitudes in West Linn. Some of these attitudes seem deep seated.	Equality/Inclusive
Unity and inclusiveness -- attention to and amelioration of statements and actions of bias within the community -- welcoming attitude to all	Equality/Inclusive
Understanding and accepting diversity in our community and schools.	Equality/Inclusive
racism in police department	Equality/Inclusive
Creating a safe & inclusive city that is welcoming to people of all races, ethnicities, religions and genders. This includes proactive steps to address racism, bias, intolerance, and other forms of hate--steps to foster unity not division.	Equality/Inclusive
Unity	Equality/Inclusive
Examine the state of diversity, equity and inclusion throughout West Linn city policies and programming, and ensure that we are a space where families and communities can support and respect one another.	Equality/Inclusive
I know there are a good number of big issues and projects ahead. However, we have a great looming concern. When the incoming president speaks or tweets, he often incites anger, hatred, intolerance. We have already heard of abuses against minorities in the country and a swastika in West Linn. Please stay alert and proactive to minimize hate crimes here. I look to you to speak up and encourage respect for all people, as well as to dampen any deleterious effects coming out of this U.S. presidential term. Thank you!	Equality/Inclusive
Equity.... people who complain about others ought to be scrutinized to find out if their complaints are real or false.	Equality/Inclusive
Work with schools on safety, including unity/prevention of bullying and hatred, substance abuse prevention, etc.	Equality/Inclusive
People need to appreciate diversity in our city's population and let it be known that racism, bias, or bigotry will not be tolerated in any form.	Equality/Inclusive
Road maintenance	Infrastructure
Infrastructure maintenance	Infrastructure
Provide faster and better snow clearing time. Trucks and speeding cars down on Sunset Ave is a disaster awaiting to happen; better monitoring is needed. We need a public swimming pool for the community. It's a shame West Linn doesn't have one. Thank you.	Infrastructure
The danger of a catastrophic earthquake from the Cascadia Subduction Zone.	Infrastructure



-Emergency preparedness. Based on the presentation I attended last year at the WL library, as a community we are completely unprepared for a major earthquake. -Also public transportation. The Willamette area has one bus every 2 hours or so, which is not enough.	Infrastructure
emergency preparedness, street improvements	Infrastructure
Water quality. West Linn water is awful! Don't know why, but I love traveling to other places. I've never had water so bad.	Infrastructure
make highway 43 more connected to the neighborhoods it goes through, improve the condition of sidewalks and walkability of the area.	Infrastructure
Walkability near schools.	Infrastructure
The lack of infrastructure for the growth we are experiencing.	Infrastructure
At this point, it seems unlikely that West Linn is going to be a part of a Fibre rollout from any of the telecoms in the area ( CenturyLink / Comcast / Google / Verizon ). I think the City Council should seriously consider providing their own fibre infrastructure and then selling access to that infrastructure to network providers. It would provide citizens with choice of who they want to use as a provider, promote competition and ensure that West Linn is a leader in network utilities as our nation moves more and more to work-from-home offices.	Infrastructure
City WiFi as a public utility.	Infrastructure
Servicing the roads when there's snow and ice.	Infrastructure
Street resurfacing on Dollar and Ostman	Infrastructure
Street repair on Hwy 43.	Infrastructure
Roads	Infrastructure
Maintenance and upgrades to city infrastructure, especially water system.	Infrastructure
Infrastructure!	Infrastructure
Infrastructure. Make sure our roads, housing, schools, traffic, water, and utilities are in harmony for growth and future planning. Don't get greedy, envision the future. Be responsible. We don't need anymore stop signs, we need a traffic reduction plan and solution.	Infrastructure
Keeping our roads safe during winter weather. More actions need to be taken to ensure our safety during icy and snow conditions. Other regions are properly prepared and tax paying homeowners shouldn't be stuck in their house for such a little amount of snow.	Infrastructure
I'd love to see sidewalks continued specifically on Ostman rd and Willamette Falls Dr. so many people walk/run and bike with small children on this route everyday and there are so many spots where the sidewalk ends making it unsafe especially as of late with the new stop signs seeming to send more traffic down Ostman to Blankenship.	Infrastructure
Forgive me for offering two -- water infrastructure and safe transportation routes. A riverside path from Willamette to Bolton for pedestrians and cyclists will protect people from the dangers of Willamette Falls Boulevard. Thank you!	Infrastructure
#1 for city council: Maintaining access on secondary streets after winter storms. 2" of snow shouldn't cripple our city for the next 5 days. Our street is rated as "secondary", yet we were stranded by ice from the Dec 14 snowfall until Dec. 20. Our shady, sloped street was too treacherous to walk on. Finally at noon on the 20th (when the rest of the region was back to work) we chopped out 100 feet of ice from the hill on our "secondary" street to get out. There are few things more important for the city's attention than road safety and access to homes. We need a better winter weather plan and more resources for our public works to get snow and ice treated and removed. That means more personnel trained to remove snow and ice and more equipment (snow plows, ice-melt chemicals, etc.) to keep up with the weather. The shady, hilly streets of West Linn are going to be the last in the region to open up if our policy continues to be "just let it melt." Failure to plan properly for icy storms will diminish West Linn's reputation for liveability and quality of life.	Infrastructure
Adding and improving sidewalks in willamette neighborhood	Infrastructure
Sidewalk repair in Willamette! Particularly old Willamette falls drive.	Infrastructure
Lack of safe lighting on Salami Rd. Dangerous, dark curves, trees blocking any moonlight.	Infrastructure
Lit crosswalks (2-3) to cross 43 near the entrance to Mary S Young	Infrastructure

1-Road repair, getting ODOT to repave the rest of Hwy 43 2-Need to address lack of parking at Hammerle Park, really effects the neighborhood during the summer.	Infrastructure
Please!!!! Sidewalks to school!!!! Sunset is a major problem -- walking to Sunset is a death trap currently.	Infrastructure
Taking care of the community and getting things back up and running after a small snowfall (sidewalks, roads, trash) or a business closes down (Albertson's/Haggen and Jack in the Box).	Infrastructure,Other(Budget, Comm, Etc.)
environmental pollution in our streams and river	Infrastructure,Other(Budget, Comm, Etc.)
Street safety: adding sidewalks, crosswalks, and bike lanes; enforcing speed zones; fixing potholes; enforcing parking laws.	Infrastructure,Safety
Road safety. There should be more traffic lights. People should stop driving over the city limit. Also we need to stop putting the safety of the trees over the people who have to live under them.	Infrastructure,Safety
Revision of the Community Development Codes to clarify and eliminate conflicts.	Long-term Planning
Stafford Compromise	Long-term Planning
Keep West Linn from becoming a high density community-protect the environment!	Long-term Planning
The first item should be to meet with Lake Oswego to look at the Upper Midhill development proposal and try to work out a solution to stop what I consider and illegal project.	Long-term Planning
Please consider meeting with the City of Lake Oswego Parks and Rec regarding a joint purchase of the land at the end of Upper Midhill Drive. We'd like the land to remain undeveloped, to help preserve the safety of our neighborhood.	Long-term Planning
The proposed development of vacant land on Upper Midhill Dr which has been rejected but keeps coming back in appeals is potentially very disruptive to the existing neighborhood. The land might be better used as a park, possibly in cooperation with Lake Oswego parks.	Long-term Planning
Appropriate in-fill development	Long-term Planning
Slow down population/apartment growth. Protect the urban growth boundary. Protect open spaces; every piece of land does not need a house on it. Fill the vacant buildings before building new. Make Developers pay the full cost of adding more housing and people. Okay, more than one, but those are top of mind. Thank you!	Long-term Planning
Put a stop to developments that do not match the surrounding neighborhoods. A prime example of this is the proposed development at 18000 Upper Midhill. The proposed density does not match the existing neighborhood and with the current state of the nearby infrastructure, it would be a disaster.  Please try to keep West Linn a "medium density" town without trying to match Portland's high density infrastructure. Thanks!	Long-term Planning
Our family strongly feels that the threat to our quiet neighborhood by the proposed high density development at 18000 Upper Midhill should be addressed this year. The property is incorrectly zoned, and due to this fact, our neighborhood is in danger. Please consider a joint purchase with Lake Oswego, and failing that, a rezoning to match the surrounding density. Thank you!	Long-term Planning
Make progress on the Bolton area plan. We need to make sure we don't let NIMBYism ruin the possibilities for this area.	Long-term Planning
Affordable housing/risk of homelessness	Long-term Planning
Managing growth, development, and a sustainable future	Long-term Planning

Prevent urbanization. Keep a lid on high density housing. Don't turn Stafford into a shopping mall. Keep us quaint. A better question might be, what should we not do. Seems like governing bodies are too hungry for expansion.	Long-term Planning
Complete the Arch Bridge (Waterfront) Area Plan	Long-term Planning
Growth	Long-term Planning
Develop a comprehensive 10 year city plan regarding housing, commercial and light industrial areas, streets, parks, walking paths/trails and standard architecture for commercial and light industrial areas. This plan should be updated annually.	Long-term Planning
Arch bridge area	Long-term Planning
Controlling the growth of the city	Long-term Planning
Controlled housing growth. Limiting the number of "pop up" housing developments. Take a look at Happy Valley to see how this has destroyed that community.	Long-term Planning
Overdevelopment and the direct and indirect issues related to it. The City needs to take a hard look at school overcrowding, traffic congestion and general issues related to the boom in population growth throughout the region. While I understand the City wants to grow revenue, who is really benefiting? Is our community less important than making more money?	Long-term Planning
Development planning, and permitting of new developments.	Long-term Planning
Density and low income housing	Long-term Planning
Balancing development with the natural country environment of west linn. I favor not building houses or commercial buildings that remove open natural areas	Long-term Planning
Effective development of the Arch Bridge area. Let's get away from the "no growth" path and do something outside the box. Go big or go home.	Long-term Planning,Business Support
Get moving on the stalled design for the Bolton Town Center concept. Really sad to see this tabled after so much citizen input over concepts. We need to be positioned when the Willamette Falls area in OC gets its vision.	Long-term Planning,Business Support
Bring in a New Seasons Market to our community- like to the old haggens store on Blankenship, or in one of the shopping centers on 43. Also, new business like bakery, interesting bars, music in the open spaces near Market of Choice. Thank you!	Long-term Planning,Business Support
The empty blighted shopping center on Blankenship and 10th. My property value would increase by at least \$10,000 instantly if there was a store in that shopping center. Pleas contact Trader Joe's, WinCo, or someone to put in a grocery store.	Long-term Planning,Business Support
Vacancies in commercial and retail spaces - choosing to fill them with the right kind of businesses for WL, which should be informed by a strategic vision for the town that is well communicated to the residents.	Long-term Planning,Business Support
Address the food desert issue in the Willamette area following the closure of Albertsons. We need a grocery store in this part of town.	Long-term Planning,Business Support,Equality/Incusive
Keeping WL livable. Our roads don't seem to even support our current WL population, let alone increased development !	Long-term Planning,Infrastructure
Stop housing growth. Schools and roads are already overcrowded.	Long-term Planning,Infrastructure

West Linn livability and Senior housing affordability	
West Linn has a lovely Senior Center adjacent to Rosemont Middle School. The location of this center does not easily allow for walk or transit accessibility. I have an idea I would like considered...	
Rosemont Ridge Middle School is bursting at the seams with growing enrollment and not enough classrooms.	
West Linn does not have a community center with a gym, pool and meeting rooms. A people centered community needs a community center.	
What if West Linn conceived of a public/private partnership that could address three concerns at one time.	
Add on to Rosemont Middle School site additional classrooms, a second gymnasium, an indoor swimming/lap pool. The addition could be a shared use facility with the school district, senior center and parks department. Include an elevator up to the Senior Center. Develop the property adjacent to the middle school ballfield and track with 55+ high density condos, cottages, and apartments (a portion of which would be low income). Add crosswalk traffic light from the church to Cascade Summit Safeway, encouraging walkability.	
Research has shown that designing a community which allows people to age in place, giving folks a reasonable ability to live where they can shop, socialize, go to church without jumping in a car, walkability improves happiness.	Long-term Planning,Infrastructure
Environmental/sustainability. Encourage public transportation usage through design, create Backyard Habitats certification in West Linn (Multnomah & Lake Oswego currently offer this), and address pesticide usage especially as it affects waterways	Long-term Planning,Infrastructure
Stay within budget without raising rates.	Long-term Planning,Infrastructure,Other(Budget, Comm, Etc.)
Ensuring that West Linn remains a wonderful, family-friendly city with a small-town feel by avoiding over-building and over-crowding. Preserving natural spaces. Thanks for all that you do!	Long-term Planning,Other(Budget, Comm, Etc.)
Please focus on getting the owner of the decrepit abandoned gas station on Will Falls Dr. to get the soil tested for contaminates. The DEQ shows it's a LUST site. "Leaking underground storage tanks". I researched this site years ago and gave all my information to the West Linn Tidings, who has done 2 stories on it since then. Is this site up to your standards as a reflection of Willamette/West Linn? Why hasn't the owner been cited, at the very least for the weeds, boarded windows?	Long-term Planning,Other(Budget, Comm, Etc.)
Land use and preservation of open space.	Long-term Planning,Parks and Rec
Hwy 43	Long-term Planning,Traffic
Traffic at 43 and 205, affordable housing	Long-term Planning,Traffic
I would like to see effort put in to urban planning, specifically along 43. The traffic has become too heavy and left turns without lights are increasingly dangerous. I would like to see sidewalks, nicer looking shopping centers and an effort to beautify the area (hanging planters, landscaping).	Long-term Planning,Traffic
Communication to and from citizens	Other(Budget, Comm, Etc.)
Not selling out to big developers and having backdoor deals. Listen to the people that live here.	Other(Budget, Comm, Etc.)

Get rid of the Citizen Circumvention Initiative	Other(Budget, Comm, Etc.)
Disaster preparedness	Other(Budget, Comm, Etc.)
Getting more full time Public Works workers. This city lacks people to cover all the work.	Other(Budget, Comm, Etc.)
Floride	Other(Budget, Comm, Etc.)
Not necessarily the SINGLE important but one for sure, consistency in regulations for property owners. It seems some rules are enforced and others are just "look the other way". So many are refusing to go by the rules and know the building committee won't do anything about it....	Other(Budget, Comm, Etc.)
School redistricting fiasco.	Other(Budget, Comm, Etc.)
Robinwood Station	Other(Budget, Comm, Etc.)
Supporting public education	Other(Budget, Comm, Etc.)
We need a cell tower on the hill for better cell service. It's best for everyone's safety as more people decide against regular phone service in their homes and more children are out and about. We need a reliable way to communicate.	Other(Budget, Comm, Etc.)
Making your code enforcement officer enforce codes. We should not have to give exact address, exact description. General description & address on obvious violations should be good enough. Then in problem areas, go re-check on a regular basis.	Other(Budget, Comm, Etc.)
Medical cannabis access.	Other(Budget, Comm, Etc.)
I would like West Linn water to be fluoridated. It would be a major public health initiative that would further our reputation as a great place to raise a family. Thank you for considering this request.	Other(Budget, Comm, Etc.)
Committing to doing more for the environment.	Other(Budget, Comm, Etc.)
can't somebody stop the inexorable 3% rise in property taxes every year? It's pricing fixed income owners and renters out of Portland.	Other(Budget, Comm, Etc.)
Food composting	Other(Budget, Comm, Etc.)
New to community, not sure yet. Retiring from Washington to be near kids.	Other(Budget, Comm, Etc.)
Lack of high-speed internet access	Other(Budget, Comm, Etc.)
Green and environmental issues, as we have many areas that residents value that need protection including waterways.	Other(Budget, Comm, Etc.)
Get more full time employees.	Other(Budget, Comm, Etc.)
Comcast's monopoly. They have data caps now, too. Let's be the next Sandy, and not the next Ashland.	Other(Budget, Comm, Etc.)
Manage budget responsibly! Please be vigilant about pinching pennies and cut the waste, extra, superfluous spending. Respect the dollars that come in for the city that aren't directly earned by the city based on performance. Run the city budget tightly and efficiently.	Other(Budget, Comm, Etc.)
Disbanding the CCI as it now operates	Other(Budget, Comm, Etc.)
More proactive and consistent enforcement of the nuisance provisions of the Municipal Code (5.400 - 5.535)	Other(Budget, Comm, Etc.)
High School lack of parking, and a rec center.	Other(Budget, Comm, Etc.)

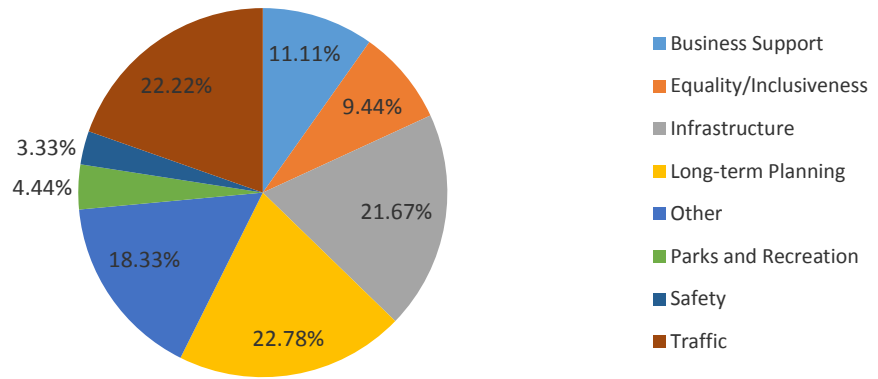
Getting code revisions done	Other(Budget, Comm, Etc.)
Increased resources, activities and opportunities for families with both parents working full-time. For example, the parks and recreation offerings for young children tend to take place during weekday mornings or early afternoons, when many parents are at work. Similarly, there are no summer camp offerings with full day care available, which limits the ability of working parents to provide enrichment opportunities for children here in the West Linn community. West Linn is an amazing place to raise children, because of the fantastic schools and safety of the community. However, there is still work to be done in fully rounding out the opportunities available for children to engage in fun and enriching activities. Thank you for your consideration of this issue.	Parks and Rec
I would really like to see a centrally located off-leash dog park. (even if it was a fee based park)	Parks and Rec
We need a community pool please	Parks and Rec
More off leash dog areas please.	Parks and Rec
Traffic	Parks and Rec
Parks and Recreation budget: Enough money to fund the new and current projects as well as the upkeep of all the parks West Linn.	Parks and Rec
Find land and build a basic swimming pool without all of the extras previously asked for by some citizens so those of us who want to swim for exercise can do so and the high school swim team have a convenient and close place to swim. We've tried to get this for years now.	Parks and Rec
Public safety: police , fire, emergency and disaster prep.	Safety
Concerns about increase in crime.	Safety
Security That we are getting more robberies than ever The streets are in bad shape and sunset that is a getaway has not been properly taken care this winter	Safety
PEDESTRIAN SAFETY IN THE NEIGHBORHOOD OF FIELDS BRIDGE PARK, BASEBALL TOURNAMENT PLAY SHOULD BE PROHIBITED AT FIELDS BRIDGE PARK. DANGEROUS TRAFFIC AND TERRIBLE PARKING ON NEARLY EVERY SPRING, SUMMER AND EARLY FALL WEEKEND. FIELDS BRIDGE PARK IS AN ENVIRONMENTAL MESS. A COMMITTEE SHOULD BE FORMED TO TO ADDRESS THE SERIOUS IMPACT OF ORGANIZED SPORTS ACTIVITIES ON WHAT'S LEFT OF THE PARK'S NATURAL WETLAND ENVIRONMENT.	Safety
A solutions for child's road and SW stafford road. I have seen many accident and close calls and think this road crossing has to be addressed immediately. During the time of rush hour traffic gets backed up, and if you add cars going 40 miles per hour, either direction trying to merge onto a narrow road is difficult.	Traffic
Traffic Congestion from 205	Traffic
Traffic issues along H 43, and I205 on/off ramps.	Traffic
Traffic congestions on Rt. 43.	Traffic
Traffic, particularly on 43	Traffic
Traffic issues, bad intersections, NOT diversity, bullying, LGBTQ, global warming and other "feel good" issues.	Traffic
Traffic flow & street repair	Traffic
Traffic flow on Hwy 43 and Tenth Street	Traffic
traffic. Getting really bad on Rosemont and Hidden Springs	Traffic
The traffic knot where Willamette Falls Drive, Hwy 43 and the OC bridge all intersect. That's an accident waiting for someone, and I don't want it to be anyone!	Traffic
Traffic	Traffic
Traffic through and around the City.	Traffic
Traffic problem on highway 43. There has been so much growth and the increase in traffic is affecting quality of life in west linn.	Traffic
Hwy 43 traffic	Traffic

widen hwy 43 from Lake Oswego to 205. That means 4 (FOUR) lanes. Stop with the bullshit bike lanes and other nonsense...this isn't Portland.	Traffic
Traffic congestion on Willamette Drive. More lanes are needed as rush hours are terrible.	Traffic
Traffic on 43	Traffic
Traffic! I've lived in West Linn for almost 9 years and can't believe how the quality of life has diminished due to traffic. I see new housing everywhere, yet I see no work being done to accommodate the increase in cars. It makes we wonder if other infrastructure issues are being addressed. The intersection of Willamette Falls Drive and Hwy 43 is a disgrace...something needs to be done immediately.	Traffic
Traffic, not enough traffic lights	Traffic
Traffic jam at willamette falls and hwy 43	Traffic
Traffic	Traffic
Traffic congestion by arch bridge	Traffic
Traffic congestion on Willamette Falls Dr. Consider reopening 8th to through traffic and changing the traffic pattern to include one way on 8th and one way on Willamette Falls. Additionally, create policies that encourage businesses to take up so on Willamette Falls Dr. (Parking, rent control incentives, etc.)	Traffic
I'm seeing so many near misses at some of our intersections. I would love to see more stop signs to protect all of us.	Traffic
Traffic congestion Hwy. 43 & Willamette Falls.	Traffic
Traffic congestion, including bike and pedestrian safety. I know the main arterials are managed by the state and county, but the city needs to push on this issue.	Traffic
Traffic patterns. We are planning on moving in the next year because of traffic on Willamette Falls drive. The stop sign by Arbor Cove has really mucked it up bad for residents.	Traffic
Traffic coordination with ODOT on Hwy 43 through West Linn. Commute traffic is dangerous.	Traffic
Traffic backups on Willamette Falls Drive. You could put in a three-way stop at WFD and 43 for now, until you find a more permanent solution. And you need to pressure the state to reduce highway noise in the Willamette neighborhood. They could build sound blocking walls or quieter pavement on both 205 and 99.	Traffic
Traffic	Traffic
Vehicle traffic (not more bike lanes, not more scenic hiking paths, not redevelopment of the bridge area)	Traffic
Traffic	Traffic
Traffic issues at Willamette Falls Drive/Hey 43.	Traffic
Hwy 43 at Arbor Dr. needs a turn lane put in before someone gets seriously hurt or dies due to cars using the bike lane to fly around vehicles waiting to onto Arbor Dr.	Traffic
The traffic congestion! Please don't allow mega developments without working with ODOT to deal with our congestion problems.	Traffic
Traffic on Sunset Ave. it is unsafe on many levels. Let a city employee walk on sunset with a go pro and see what it feels like.	Traffic
Rosemont Hiddensprings Intersection, requesting a 3 way stop light at intersection. Driver's come down the hill on Rosemont going east approaching Hidden Srings Road, all driving over the speed limit during pm coming home after work during rush hour traffic. It's now extremely dangerous turning left from Hiddensprings Rd onto Rosemont.	Traffic,Infrastructure

Business Support	11.11%
Equality/Inclusiveness	9.44%
Infrastructure	21.67%
Long-term Planning	22.78%
Other	18.33%
Parks and Recreation	4.44%
Safety	3.33%
Traffic	22.22%



### 2017 Citizen Goals Survey



Citizens Advisory Boards – Staff & Council Liaisons

**Meets**

Audit Committee - (2 yr. staggered terms) Councilors Jenni Tan (exp. 12/16) Brenda Perry (exp. 12/17) Citizen (4 year term) Nathan Reagan (exp. 12/17)	As needed (typically 2 times/yr)
Citizens' Budget Committee – Richard Seals (All 5 Councilor Members)	As needed odd yrs (typically 4 times/yr)
Committee for Citizen Involvement (CCI) – Mayor Russ Axelrod & Councilor Bob Martin	1 <sup>st</sup> & 3 <sup>rd</sup> Tues/5:30 pm Bolton Room
Economic Development Committee – John Morgan – Councilor Brenda Perry (Councilor Thomas Frank alt.)	2 <sup>nd</sup> & 4 <sup>th</sup> Tues/6:00 pm Bolton Room
Historic Review Board – Jennifer Arnold – Councilor Jenni Tan	3 <sup>rd</sup> Tues/7:00 pm Bolton Room
Library Board – Doug Erickson – Councilor Jenni Tan	3 <sup>rd</sup> Wed/5:45 pm Library
Parks & Recreation Board– Ken Worcester – Mayor Russ Axelrod	2 <sup>nd</sup> Thurs/7:00 pm Bolton Room
Planning Commission – John Boyd – Councilor Bob Martin	1 <sup>st</sup> & 3 <sup>rd</sup> Wed/6:00 pm Council Chambers
Public Safety Advisory Board – Lt. Mike Stradley – Councilor Brenda Perry (Councilor Bob Martin alt.) (No meetings July, Aug, or Dec)	4 <sup>th</sup> Mon/6:00 pm Police Station
Sustainability Advisory Board – Darren Wyss – Mayor Russ Axelrod	3 <sup>rd</sup> Thurs/6:00 pm Willamette Room
Transportation Advisory Board – Lance Calvert – Councilor Thomas Frank (Councilor Bob Martin alt.) (Feb, Apr, Jun, Aug, Oct, Dec 7or 14)	4 <sup>th</sup> Wed/6:00 pm Bolton Room
Utility Advisory Board – Lance Calvert – Councilor Brenda Perry (every other month - Jan, Mar, May, July, Sept, Nov)	2 <sup>nd</sup> Tues/6:00 pm Bolton Room
Clackamas County Coordinating Committee (C4) Clackamas County Dev Svcs Bldg Main Floor Auditorium, Room 115, 150 Beaver creek Rd, Oregon City Councilor Tan (apt. 1/15), Councilor Frank (alt) (apt. 1/15)	1 <sup>st</sup> Thurs/6:00 pm
C4 Metro Subcommittee Clackamas County Dev Svcs Bldg Room 118, 150 Beaver creek Rd, Oregon City, Councilor Perry (Councilor Tan alt)	1 <sup>st</sup> Thurs/7:30 am
Clackamas County Urban Forest Committee – Ron Waibel (apt. 1/16), Councilor Frank	
Joint Policy Advisory Committee on Transportation (JPACT) - (Submit Name, No WL apt 2015) (2 yr term) One member/one alternate rep. cities of Clackamas	3 <sup>rd</sup> Thurs/7:30 am
League of Oregon Cities Board of Directors - Councilor Frank	
Library District Advisory Council (LDAC) – Pam North (LAB Member, apt 1/16)	Quarterly

Metropolitan Area Communications Commission (MACC) - indefinite term Jon Miller (apt 2/15), Shane Boyle (alt. apt. 1/16)	2 <sup>nd</sup> & 4 <sup>th</sup> Wed/5:00 pm
Metro Policy Advisory Committee (MPAC) – (Submit Name) Councilor Perry (alt. apt. 2/15) Indefinite term	4 <sup>th</sup> Wed/5:00 pm
Metro Technical Advisory Committee (MTAC) – (Submit name, No WL apt) - indefinite term	1 <sup>st</sup> & 3 <sup>rd</sup> Wed/10:00 am
National League of Cities, National Policy Board - Councilors Tan and Frank	March & November
Neighborhood Association Presidents – Mayor Axelrod & Councilor Perry	4 <sup>th</sup> Thursday/7:00 pm
Regional Wastewater Treatment Advisory Committee – indefinite term Councilor Perry (apt. 4/13) Councilor Martin (alt. apt. 1/16)	
South Fork Water Board – Mayor Axelrod (indefinite term), Councilors Frank and Tan (apt. 1/15) (2 yr. term) Citizen (3 yr term) Ed Keonjian (apt. 1/11)	2 <sup>nd</sup> Thurs/6:00 pm
South Fork Water Board Citizen Budget Committee – Lewis McCoy (apt. 1/14)	
Stafford Facilitated Discussion – Mayor Axelrod and Councilor Frank (apt. 9/15)	
Tri City Service District Budget Citizen (3 yr term) – Bill Frazier (apt. 4/15)	May/June (1 or 2 mtgs/yr)
WL Chamber of Commerce – Councilors Frank and Perry	3 <sup>rd</sup> Tues/3:30 pm
Willamette Falls Heritage Coalition - Mayor Axelrod and Councilor Tan (alt.)	2 <sup>rd</sup> Wed & 3 <sup>rd</sup> Thurs/8:00 am Bolton Room
Willamette Falls Locks Task Force – Mayor Axelrod (rep) and Councilor Frank (alt.) (apt. 9/15)	
Willamette Falls Locks Working Group - Mayor Axelrod and Councilor Frank (alt.) Public Services Bldg, 4 <sup>th</sup> Floor, 2051 Kaen Rd, Oregon City	3 <sup>rd</sup> Wed/4:00 pm
Youth Council – - Courtney Flynn -Councilor Tan	Two times/month

**City of West Linn**

**Total of 12 Funds**  
*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5	% of Total
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	
<b>RESOURCES</b>												
Beginning Fund Balances	\$12,882	\$23,673	\$23,212	\$26,061	\$20,516	\$19,250	\$14,254	\$11,297	\$9,620	\$8,174	\$6,782	14%
Revenues	40,303	31,448	38,425	33,973	41,971	39,243	38,779	39,684	40,133	41,529	42,511	86%
<b>Total Resources</b>	<b>\$53,185</b>	<b>\$55,121</b>	<b>\$61,637</b>	<b>\$60,034</b>	<b>\$62,487</b>	<b>\$58,493</b>	<b>\$53,033</b>	<b>\$50,981</b>	<b>\$49,753</b>	<b>\$49,702</b>	<b>\$49,293</b>	<b>100%</b>
<b>REQUIREMENTS</b>												
Expenditures	\$29,512	\$31,909	\$35,576	\$39,518	\$43,237	\$44,239	\$41,736	\$41,361	\$41,579	\$42,920	\$43,312	88%
Ending Fund Balances	23,673	23,212	26,061	20,516	19,250	14,254	11,297	9,620	8,174	6,782	5,981	12%
<b>Total Requirements</b>	<b>\$53,185</b>	<b>\$55,121</b>	<b>\$61,637</b>	<b>\$60,034</b>	<b>\$62,487</b>	<b>\$58,493</b>	<b>\$53,033</b>	<b>\$50,981</b>	<b>\$49,753</b>	<b>\$49,702</b>	<b>\$49,293</b>	<b>100%</b>

**City of West Linn**

**Total of 12 Funds**

(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5	% of Total
	FY12	FY13	FY14	FY15	FY16	FY17	PROJECTED		FY20	FY21	FY22	
							FY18	FY19				
<b>Resources</b>												
Beginning fund balance	\$12,882	\$23,673	\$23,212	\$26,061	\$20,516	\$19,250	\$14,254	\$11,297	\$9,620	\$8,174	\$6,782	% of rev
Taxes	6,958	7,497	7,875	8,115	8,365	8,668	8,957	8,952	8,955	9,326	9,262	22%
Fees and Charges	13,269	13,048	13,823	13,693	15,416	15,346	15,849	16,392	17,014	17,662	18,337	43%
Intergovernmental	4,785	3,913	9,144	3,958	3,877	6,493	3,945	4,013	4,082	4,155	4,229	10%
Transfers from other funds	5,647	5,995	6,351	7,024	7,138	7,490	8,801	9,069	8,792	9,064	9,328	22%
Debt proceeds	8,603	-	-	-	5,649	-	-	-	-	-	-	0%
Other	1,041	995	1,232	1,183	1,526	1,246	1,227	1,258	1,290	1,322	1,355	3%
<b>Total revenues</b>	<b>40,303</b>	<b>31,448</b>	<b>38,425</b>	<b>33,973</b>	<b>41,971</b>	<b>39,243</b>	<b>38,779</b>	<b>39,684</b>	<b>40,133</b>	<b>41,529</b>	<b>42,511</b>	<b>100%</b>
<b>Total Resources</b>	<b>\$53,185</b>	<b>\$55,121</b>	<b>\$61,637</b>	<b>\$60,034</b>	<b>\$62,487</b>	<b>\$58,493</b>	<b>\$53,033</b>	<b>\$50,981</b>	<b>\$49,753</b>	<b>\$49,702</b>	<b>\$49,293</b>	
<b>Requirements</b>												% of Total
Personnel services	\$13,073	\$13,528	\$12,384	\$13,452	\$14,664	\$15,222	\$16,319	\$16,855	\$17,547	\$18,243	\$18,968	44%
Materials & services	5,743	6,261	6,280	6,555	6,852	7,283	7,519	7,613	7,854	8,130	8,412	19%
Debt service	1,640	2,048	2,073	2,111	5,631	2,291	2,314	2,003	1,751	1,792	962	2%
Transfers to other funds	5,647	5,995	6,351	7,024	7,138	7,490	8,801	9,069	8,792	9,064	9,328	22%
Capital outlay	3,409	4,077	8,488	10,376	8,952	11,953	6,783	5,821	5,635	5,691	5,642	13%
<b>Total expenditures</b>	<b>29,512</b>	<b>31,909</b>	<b>35,576</b>	<b>39,518</b>	<b>43,237</b>	<b>44,239</b>	<b>41,736</b>	<b>41,361</b>	<b>41,579</b>	<b>42,920</b>	<b>43,312</b>	<b>100%</b>
Ending Fund Balance	23,673	23,212	26,061	20,516	19,250	14,254	11,297	9,620	8,174	6,782	5,981	
<b>Total Requirements</b>	<b>\$53,185</b>	<b>\$55,121</b>	<b>\$61,637</b>	<b>\$60,034</b>	<b>\$62,487</b>	<b>\$58,493</b>	<b>\$53,033</b>	<b>\$50,981</b>	<b>\$49,753</b>	<b>\$49,702</b>	<b>\$49,293</b>	

**City of West Linn**

**Total of 12 Funds**  
*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5	% of Total
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	
							PROJECTED					
<b>Resources</b>												
Beginning fund balance	\$12,882	\$23,673	\$23,212	\$26,061	\$20,516	\$19,250	\$14,254	\$11,297	\$9,620	\$8,174	\$6,782	
<b>Taxes</b>												
Taxes - General	6,124	6,188	6,468	6,720	6,998	7,258	7,527	7,809	8,102	8,406	8,721	21%
Taxes - Bonded Debt	834	1,309	1,407	1,395	1,367	1,410	1,430	1,143	853	920	541	1%
	6,958	7,497	7,875	8,115	8,365	8,668	8,957	8,952	8,955	9,326	9,262	22%
<b>Fees and Charges</b>												
Fees and charges - Water	3,152	3,485	3,592	4,065	4,114	4,179	4,346	4,520	4,701	4,889	5,084	12%
Fees and charges - Sewer	1,935	1,970	2,041	2,067	2,275	2,366	2,460	2,558	2,660	2,766	2,876	7%
Fees and charges - Surface	667	696	744	775	830	864	898	934	972	1,011	1,052	2%
Fees and charges - Parks	1,289	1,329	1,404	1,437	1,565	1,615	1,696	1,781	1,870	1,964	2,062	5%
Fees and charges - Streets	870	904	1,351	1,522	1,659	1,600	1,679	1,708	1,776	1,847	1,921	5%
Fees and charges - SDCs	1,765	1,367	1,277	647	1,417	1,214	1,248	1,284	1,322	1,361	1,402	3%
Fees and charges - Other	1,031	967	991	890	1,089	1,022	978	1,004	1,049	1,096	1,145	3%
Franchise fees	1,749	1,662	1,682	1,723	1,693	1,718	1,740	1,762	1,784	1,807	1,831	4%
Licenses and permits	811	668	741	567	774	768	804	841	880	921	964	2%
	13,269	13,048	13,823	13,693	15,416	15,346	15,849	16,392	17,014	17,662	18,337	43%
<b>Intergovernmental</b>												
Fines and forfeitures	4,785	3,913	9,144	3,958	3,877	6,493	3,945	4,013	4,082	4,155	4,229	10%
Interest	403	434	477	483	627	635	653	673	694	715	737	2%
Miscellaneous	18	10	7	15	16	10	10	10	10	10	10	0%
Debt proceeds	620	551	748	685	883	601	564	575	586	597	608	1%
Transfers from other funds	8,603	-	-	-	5,649	-	-	-	-	-	-	0%
	5,647	5,995	6,351	7,024	7,138	7,490	8,801	9,069	8,792	9,064	9,328	22%
<b>Total revenues</b>	40,303	31,448	38,425	33,973	41,971	39,243	38,779	39,684	40,133	41,529	42,511	100%
<b>Total Resources</b>	\$53,185	\$55,121	\$61,637	\$60,034	\$62,487	\$58,493	\$53,033	\$50,981	\$49,753	\$49,702	\$49,293	
<b>Requirements</b>												
Personnel services	\$13,073	\$13,528	\$12,384	\$13,452	\$14,664	\$15,222	\$16,319	\$16,855	\$17,547	\$18,243	\$18,968	44%
Materials & services	5,743	6,261	6,280	6,555	6,852	7,283	7,519	7,613	7,854	8,130	8,412	19%
Debt service	1,640	2,048	2,073	2,111	5,631	2,291	2,314	2,003	1,751	1,792	962	2%
Transfers to other funds	5,647	5,995	6,351	7,024	7,138	7,490	8,801	9,069	8,792	9,064	9,328	22%
Capital outlay	3,409	4,077	8,488	10,376	8,952	11,953	6,783	5,821	5,635	5,691	5,642	13%
<b>Total expenditures</b>	29,512	31,909	35,576	39,518	43,237	44,239	41,736	41,361	41,579	42,920	43,312	100%
<b>Ending Fund Balance</b>												
Policy requirements	2,937	3,108	2,904	3,119	3,386	3,678	3,927	4,050	4,210	4,378	4,551	
Reserves for debt service	220	232	315	355	319	153	135	135	100	100	100	
Reserves for capital projects	5,460	5,970	18,714	15,029	8,758	2,795	2,078	1,589	1,288	1,026	805	
Over (under) policy/reserves	15,056	13,902	4,128	2,013	6,787	7,628	5,157	3,846	2,576	1,278	525	
<b>Total ending fund balance</b>	23,673	23,212	26,061	20,516	19,250	14,254	11,297	9,620	8,174	6,782	5,981	
<b>Total Requirements</b>	\$53,185	\$55,121	\$61,637	\$60,034	\$62,487	\$58,493	\$53,033	\$50,981	\$49,753	\$49,702	\$49,293	

**City of West Linn**

**General Fund**  
*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$1,203	\$1,490	\$1,470	\$2,083	\$1,541	2,184	\$2,832	\$1,894	\$1,079	\$725	\$288
Transfer from other funds	5,436	5,714	6,025	6,229	6,880	7,100	7,111	7,379	7,600	7,829	8,063
Fines and forfeitures	333	350	397	384	550	550	567	584	602	620	639
Fees and charges	284	225	259	236	266	262	270	278	286	295	304
Interest	18	9	7	15	16	10	10	10	10	10	10
Miscellaneous	190	78	70	68	145	108	110	112	114	116	118
Franchise fees	94	151	-	-	-	-	-	-	-	-	-
Intergovernmental	112	140	74	119	89	-	-	-	-	-	-
Debt proceeds	-	-	-	-	1,070	-	-	-	-	-	-
Total revenues	6,467	6,667	6,832	7,051	9,016	8,030	8,068	8,363	8,612	8,870	9,134
<b>Total Resources</b>	<b>\$7,670</b>	<b>\$8,157</b>	<b>\$8,302</b>	<b>\$9,134</b>	<b>\$10,557</b>	<b>10,214</b>	<b>\$10,900</b>	<b>\$10,257</b>	<b>\$9,691</b>	<b>\$9,595</b>	<b>\$9,422</b>
<b>Requirements</b>											
Personnel services	\$3,755	\$3,835	\$3,162	\$3,881	\$4,136	\$4,107	\$4,500	\$4,648	\$4,856	\$5,050	\$5,252
Materials & services	1,873	2,198	2,429	2,291	2,289	2,233	2,384	2,411	2,486	2,589	2,694
Debt service	413	412	410	413	1,448	407	407	404	407	408	106
Transfers to other funds	123	191	199	615	233	390	1,690	1,690	1,192	1,235	1,265
Capital outlay	16	51	19	393	267	245	25	25	25	25	25
Total expenditures	6,180	6,687	6,219	7,593	8,373	7,382	9,006	9,178	8,966	9,307	9,342
Ending Fund Balance											
Policy requirement (15%)	844	905	839	926	964	951	1,033	1,059	1,101	1,146	1,192
Over (under) Policy	646	565	1,244	615	1,220	1,881	861	20	(376)	(858)	(1,112)
Total ending fund balance	1,490	1,470	2,083	1,541	2,184	2,832	1,894	1,079	725	288	80
<b>Total Requirements</b>	<b>\$7,670</b>	<b>\$8,157</b>	<b>\$8,302</b>	<b>\$9,134</b>	<b>\$10,557</b>	<b>\$10,214</b>	<b>\$10,900</b>	<b>\$10,257</b>	<b>\$9,691</b>	<b>\$9,595</b>	<b>\$9,422</b>

**City of West Linn**

**General Fund**  
*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	PROJECTED		FY20	FY21	FY22
							FY18	FY19			
<b>Expenditures - by Department</b>											
City Council	\$247	\$234	\$151	\$144	\$199	\$209	\$223	\$230	\$239	\$249	\$259
City Management	819	1,151	950	1,033	1,238	1,030	1,191	1,239	1,289	1,341	1,395
Economic Development	-	-	173	318	240	248	270	281	292	304	316
Human Resources	336	418	425	435	456	485	524	545	567	590	614
Finance	1,018	1,049	777	1,221	921	746	779	797	829	862	896
Information Technology	757	978	1,004	1,009	1,212	1,279	1,117	1,162	1,208	1,256	1,306
Facility Services	454	465	472	545	511	503	523	544	566	589	613
Municipal Court	284	295	286	364	344	390	438	456	474	493	513
Public Works Support Services	1,156	1,037	906	1,049	1,046	1,135	1,218	1,267	1,318	1,371	1,426
Vehicle & Equipment Maint	355	364	304	312	306	326	349	357	371	386	401
<b>Non-Departmental</b>											
General	218	93	162	135	219	234	277	206	214	223	232
Debt service	413	412	410	413	1,448	407	407	404	407	408	106
Transfers to other funds	123	191	199	615	233	390	1,690	1,690	1,192	1,235	1,265
	<b>\$6,180</b>	<b>\$6,687</b>	<b>\$6,219</b>	<b>\$7,593</b>	<b>\$8,373</b>	<b>\$7,382</b>	<b>\$9,006</b>	<b>\$9,178</b>	<b>\$8,966</b>	<b>\$9,307</b>	<b>\$9,342</b>



City of West Linn

Public Safety Fund

(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	PROJECTED				
							FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$895	\$8,287	\$7,275	\$2,352	\$937	478	\$210	\$652	\$1,247	\$1,296	\$1,342
Fines and forfeitures	4	16	13	38	20	25	26	27	28	29	30
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	9	59	18	9	34	50	51	52	53	54	55
Taxes	4,129	4,114	4,172	4,436	5,023	5,128	5,026	5,403	5,603	5,840	6,087
Franchise fees	1,486	1,314	1,368	1,404	1,374	1,400	1,414	1,428	1,442	1,456	1,471
Intergovernmental	596	524	457	462	451	500	510	520	530	541	552
Intergovernmental (TriMet)	124	124	-	-	124	124	124	124	124	124	124
Licenses and permits	20	18	21	22	24	37	38	39	40	41	42
Debt proceeds	8,603	-	-	-	-	-	-	-	-	-	-
Transfers from other funds	-	-	-	365	-	75	1,215	1,215	725	750	775
Total revenues	14,971	6,169	6,049	6,736	7,050	7,339	8,404	8,808	8,545	8,835	9,136
<b>Total Resources</b>	<b>\$15,866</b>	<b>\$14,456</b>	<b>\$13,324</b>	<b>\$9,088</b>	<b>\$7,987</b>	<b>\$7,817</b>	<b>\$8,614</b>	<b>\$9,460</b>	<b>\$9,792</b>	<b>\$10,130</b>	<b>\$10,478</b>
<b>Requirements</b>											
Personnel services	\$4,281	\$4,478	4,193	4,483	4,970	\$5,000	5,263	5,400	\$5,603	\$5,813	\$6,031
Less savings from vacancies	(167)	(36)	(85)	(175)	-	-	-	-	-	-	-
Materials & services	778	725	642	707	742	775	798	822	847	872	898
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	1,116	1,175	1,410	1,452	1,674	1,682	1,751	1,841	1,896	1,953	2,012
Capital outlay - Police Station	1,515	768	4,730	1,487	-	-	-	-	-	-	-
Capital outlay - vehicles	56	71	82	197	123	150	150	150	150	150	150
Total expenditures	7,579	7,181	10,972	8,151	7,509	7,607	7,962	8,213	8,496	8,788	9,091
Ending Fund Balance											
Policy requirement (20%)	978	1,033	950	1,003	1,142	1,155	1,212	1,244	1,290	1,337	1,386
Over (under) Policy	7,309	6,242	1,402	(66)	(664)	(945)	(560)	3	6	5	1
Total ending fund balance	8,287	7,275	2,352	937	478	210	652	1,247	1,296	1,342	1,387
<b>Total Requirements</b>	<b>\$15,866</b>	<b>\$14,456</b>	<b>\$13,324</b>	<b>\$9,088</b>	<b>7,987</b>	<b>\$7,817</b>	<b>\$8,614</b>	<b>\$9,460</b>	<b>\$9,792</b>	<b>\$10,130</b>	<b>\$10,478</b>

**City of West Linn**

**Library Fund**  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	PROJECTED		FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$219	\$1,045	\$774	\$686	\$700	\$506	\$345	\$367	\$380	\$396	\$413
Fines and forfeitures	66	68	67	61	57	60	60	62	64	66	68
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	14	8	30	18	9	14	16	16	16	16	16
Taxes	796	763	922	697	720	840	1,180	1,080	1,140	1,200	1,264
Intergovernmental - current	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental - new district	1,305	1,314	1,360	1,459	1,481	1,514	1,559	1,606	1,654	1,704	1,755
Intergovernmental - new capital	1,000	-	-	-	-	-	-	-	-	-	-
Total revenues	3,181	2,153	2,379	2,235	2,267	2,428	2,815	2,764	2,874	2,986	3,103
<b>Total Resources</b>	<b>\$3,400</b>	<b>\$3,198</b>	<b>\$3,153</b>	<b>\$2,921</b>	<b>\$2,967</b>	<b>\$2,934</b>	<b>\$3,160</b>	<b>\$3,131</b>	<b>\$3,254</b>	<b>\$3,382</b>	<b>\$3,516</b>
<b>Requirements</b>											
Personnel services	\$1,184	\$1,272	\$1,169	\$1,192	\$1,331	\$1,460	\$1,576	\$1,647	\$1,721	\$1,798	\$1,879
Materials & services	230	199	171	210	225	233	240	247	254	262	270
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	738	769	774	804	816	896	823	857	883	909	936
Capital outlay	203	184	353	15	89	-	154	-	-	-	-
Total expenditures	2,355	2,424	2,467	2,221	2,461	2,589	2,793	2,751	2,858	2,969	3,085
Ending Fund Balance											
Policy requirement (20%)	126	137	111	123	154	182	206	222	238	255	273
Reserve for Caufield (inc.)	157	157	157	157	157	157	157	157	157	157	157
Over (under) Policy	762	480	418	420	195	6	4	1	1	1	1
Total ending fund balance	1,045	774	686	700	506	345	367	380	396	413	431
<b>Total Requirements</b>	<b>\$3,400</b>	<b>\$3,198</b>	<b>\$3,153</b>	<b>\$2,921</b>	<b>\$2,967</b>	<b>\$2,934</b>	<b>\$3,160</b>	<b>\$3,131</b>	<b>\$3,254</b>	<b>\$3,382</b>	<b>\$3,516</b>

**City of West Linn**

**Parks and Recreation Fund**

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$489	\$447	\$358	\$865	\$970	\$476	\$504	\$527	\$541	\$561	\$582
Fees - Rec Program Fees	549	514	535	558	592	600	540	550	578	607	637
Fees - Park Maintenance Fee	1,289	1,329	1,404	1,437	1,565	1,615	1,696	1,781	1,870	1,964	2,062
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	9	58	202	99	3	31	32	33	34	35	36
Taxes	1,199	1,311	1,374	1,587	1,255	1,290	1,321	1,326	1,359	1,366	1,370
Intergovernmental	13	184	93	-	-	1,400	-	-	-	-	-
Proceeds from debt issues	-	-	-	-	357	-	-	-	-	-	-
<b>Total revenues</b>	<b>3,059</b>	<b>3,396</b>	<b>3,608</b>	<b>3,681</b>	<b>3,772</b>	<b>4,936</b>	<b>3,589</b>	<b>3,690</b>	<b>3,841</b>	<b>3,972</b>	<b>4,105</b>
<b>Total Resources</b>	<b>\$3,548</b>	<b>\$3,843</b>	<b>\$3,966</b>	<b>\$4,546</b>	<b>\$4,742</b>	<b>\$5,412</b>	<b>\$4,093</b>	<b>\$4,217</b>	<b>\$4,382</b>	<b>\$4,533</b>	<b>\$4,687</b>
<b>Requirements</b>											
Personnel services	\$1,476	\$1,592	\$1,389	\$1,479	\$1,572	\$1,664	\$1,756	\$1,801	\$1,873	\$1,948	\$2,026
Materials & services	724	745	745	812	855	845	870	896	923	951	980
Debt service	36	37	38	38	425	36	36	36	36	36	36
Transfers to other funds	830	865	901	941	853	924	824	863	889	916	943
Capital outlay:											
Senior Center				59	431	2	-	-	-	-	-
Cedar Oak Boat Ramp				78	46	1,266	-	-	-	-	-
Willamette Trail Improv.				-	-	32	-	-	-	-	-
MSY LOT Improvements				75	17	-	-	-	-	-	-
Vehicles/Equipment				84	41	39	-	-	-	-	-
Fields Bridge Pk Improv.				10	-	-	-	-	-	-	-
Willamette Park Artwork				-	26	-	-	-	-	-	-
Other capital outlay	35	246	28	-	-	100	80	80	100	100	100
<b>Total capital outlay</b>	<b>35</b>	<b>246</b>	<b>28</b>	<b>306</b>	<b>561</b>	<b>1,439</b>	<b>80</b>	<b>80</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total expenditures</b>	<b>3,101</b>	<b>3,485</b>	<b>3,101</b>	<b>3,576</b>	<b>4,266</b>	<b>4,908</b>	<b>3,566</b>	<b>3,676</b>	<b>3,821</b>	<b>3,951</b>	<b>4,085</b>
Ending Fund Balance											
Policy requirement (20%)	440	467	427	458	485	502	525	539	559	580	601
Over (under) Policy	7	(109)	438	512	(9)	2	2	2	2	2	1
<b>Total ending fund balance</b>	<b>447</b>	<b>358</b>	<b>865</b>	<b>970</b>	<b>476</b>	<b>504</b>	<b>527</b>	<b>541</b>	<b>561</b>	<b>582</b>	<b>602</b>
<b>Total Requirements</b>	<b>\$3,548</b>	<b>\$3,843</b>	<b>\$3,966</b>	<b>\$4,546</b>	<b>\$4,742</b>	<b>\$5,412</b>	<b>\$4,093</b>	<b>\$4,217</b>	<b>\$4,382</b>	<b>\$4,533</b>	<b>\$4,687</b>

**City of West Linn**

**Building Inspections Fund**

(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	PROJECTED				
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$244	\$255	\$134	\$71	(\$175)	(\$76)	(\$146)	(\$30)	\$85	\$86	\$91
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-
Licenses and permits	715	578	629	472	673	675	709	744	781	820	861
Debt proceeds	-	-	-	-	-	-	-	-	-	-	-
Transfers from other funds	-	-	-	-	133	90	250	250	127	120	105
Total revenues	715	578	629	472	806	765	959	994	908	940	966
<b>Total Resources</b>	<b>\$959</b>	<b>\$833</b>	<b>\$763</b>	<b>\$543</b>	<b>\$631</b>	<b>\$689</b>	<b>\$813</b>	<b>\$964</b>	<b>\$993</b>	<b>\$1,026</b>	<b>\$1,057</b>
<b>Requirements</b>											
Personnel services	\$415	\$394	\$372	\$387	\$375	\$460	\$496	\$513	\$530	\$547	\$565
Materials & services	11	10	16	16	28	30	40	45	46	47	48
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	278	295	304	315	304	322	307	321	331	341	351
Capital outlay	-	-	-	-	-	23	-	-	-	-	-
Total expenditures	704	699	692	718	707	835	843	879	907	935	964
Ending Fund Balance											
Policy requirement (15%)	64	61	58	60	60	74	80	84	86	89	92
Over (under) Policy	191	73	13	(235)	(136)	(220)	(110)	1	-	2	1
Total ending fund balance	255	134	71	(175)	(76)	(146)	(30)	85	86	91	93
<b>Total Requirements</b>	<b>\$959</b>	<b>\$833</b>	<b>\$763</b>	<b>\$543</b>	<b>\$631</b>	<b>\$689</b>	<b>\$813</b>	<b>\$964</b>	<b>\$993</b>	<b>\$1,026</b>	<b>\$1,057</b>

**City of West Linn**

**Planning Fund**  
*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
							PROJECTED				
<b>Resources</b>											
Beginning fund balance	\$263	\$67	(\$64)	\$25	\$353	\$322	\$268	\$197	\$102	\$103	\$109
Fees and charges	198	228	197	96	231	160	168	176	185	194	204
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	6	3	12	5	7	51	3	3	3	3	3
Franchise fees	56	84	198	197	206	203	205	207	209	211	213
Intergovernmental	263	242	280	446	252	260	265	270	275	281	287
Transfers from Building Fund	77	79	86	88	-	-	-	-	-	-	-
Transfers for TSP Planning	11	11	41	92	25	-	-	-	-	-	-
Transfers from General Fund	123	191	199	250	100	225	225	225	340	365	385
Total revenues	734	838	1,013	1,174	821	899	866	881	1,012	1,054	1,092
<b>Total Resources</b>	\$997	\$905	\$949	\$1,199	\$1,174	\$1,221	\$1,134	\$1,078	\$1,114	\$1,157	\$1,201
<b>Requirements</b>											
Personnel services	\$591	\$594	\$508	\$461	\$458	\$531	\$577	\$605	\$629	\$654	\$680
Materials & services	44	37	151	111	36	54	56	58	60	62	64
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	295	338	265	274	358	368	304	313	322	332	342
Capital outlay	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	930	969	924	846	852	953	937	976	1,011	1,048	1,086
Ending Fund Balance											
Policy requirement (15%)	95	95	99	86	74	88	95	99	103	107	112
Over (under) Policy	(28)	(159)	(74)	267	248	180	102	3	-	2	3
Total ending fund balance	67	(64)	25	353	322	268	197	102	103	109	115
<b>Total Requirements</b>	\$997	\$905	\$949	\$1,199	\$1,174	\$1,221	\$1,134	\$1,078	\$1,114	\$1,157	\$1,201

**City of West Linn**

**Street Fund**  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$1,291	\$1,797	\$2,215	\$2,507	\$1,944	\$1,647	\$1,083	\$817	\$579	\$601	\$587
Fees - street maintenance fees (1)	870	904	1,351	1,522	1,659	1,600	1,679	1,708	1,776	1,847	1,921
Intergovernmental - gas tax (2)	1,372	1,385	1,451	1,472	1,480	1,474	1,487	1,493	1,499	1,505	1,511
SDC Reimbursement	157	135	104	100	262	110	112	114	116	118	120
Franchise fees	113	113	116	122	113	115	121	127	133	140	147
Miscellaneous	14	28	94	12	222	50	51	52	53	54	55
Interest	-	-	-	-	-	-	-	-	-	-	-
Debt proceeds	-	-	-	-	1,427	-	-	-	-	-	-
Total revenues	2,526	2,565	3,116	3,228	5,163	3,349	3,450	3,494	3,577	3,664	3,754
<b>Total Resources</b>	<b>\$3,817</b>	<b>\$4,362</b>	<b>\$5,331</b>	<b>\$5,735</b>	<b>\$7,107</b>	<b>\$4,996</b>	<b>\$4,533</b>	<b>\$4,311</b>	<b>\$4,156</b>	<b>\$4,265</b>	<b>\$4,341</b>
<b>Requirements</b>											
Personnel services	\$490	\$514	\$519	\$539	\$554	\$575	\$620	\$645	\$671	\$698	\$726
Materials & services	433	527	439	473	494	500	592	604	622	641	660
Debt service	152	152	151	151	1,514	143	143	141	143	142	141
Transfers to other funds	529	550	660	683	772	845	861	892	919	947	975
Capital outlay											
Street capital projects	382	237	1,008	1,852	2,101	1,850	1,500	1,400	1,200	1,200	1,200
Equipment and vehicle	34	167	47	93	25	-	-	50	-	50	-
Total expenditures	2,020	2,147	2,824	3,791	5,460	3,913	3,716	3,732	3,555	3,678	3,702
Ending Fund Balance											
Policy requirement (15%)	138	156	144	152	157	161	182	187	194	201	208
Over (under) Policy	1,659	2,059	2,363	1,792	1,490	922	635	392	407	386	431
Total ending fund balance	1,797	2,215	2,507	1,944	1,647	1,083	817	579	601	587	639
<b>Total Requirements</b>	<b>\$3,817</b>	<b>\$4,362</b>	<b>\$5,331</b>	<b>\$5,735</b>	<b>\$7,107</b>	<b>\$4,996</b>	<b>\$4,533</b>	<b>\$4,311</b>	<b>\$4,156</b>	<b>\$4,265</b>	<b>\$4,341</b>

- (1) For FY14, 75% increase in Residential SMF and 0% increase in Commercial SMF. Increase of 5% for both Residential and Commercial for FY15 forward.
- (2) No Local Gas Tax. State Gas Tax rate is fixed at .30 cents per gallon. Projected 1% increase annually.

**Q: Where does the Street Maintenance Fee revenue go?**

(amounts in thousands)

	ACTUALS										10 Year
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	Total
Beginning balance relating to SMF	\$1,039	\$1,589	\$1,735	\$1,715	\$994	\$140	(\$513)	(\$791)	(\$946)	(\$872)	\$1,039
SMF revenue collected per year	870	904	1,351	1,522	1,659	1,600	1,679	1,708	1,776	1,847	14,916
% of SMF to State Gas Tax	39%	39%	48%	51%	53%	52%	53%	53%	54%	55%	
SMF spent on:											
Materials & Services	(168)	(208)	(212)	(240)	(261)	(260)	(314)	(322)	(337)	(353)	(2,675)
Debt service payments	(152)	(152)	(151)	(151)	(151)	(143)	(143)	(141)	(143)	(142)	(1,469)
Street capital projects	-	(398)	(1,008)	(1,852)	(2,101)	(1,850)	(1,500)	(1,400)	(1,222)	(1,237)	(12,568)
Total SMF expenditures	(320)	(758)	(1,371)	(2,243)	(2,513)	(2,253)	(1,957)	(1,863)	(1,702)	(1,732)	(16,712)
Ending SMF balance carried forward	\$1,589	\$1,735	\$1,715	\$994	\$140	(\$513)	(\$791)	(\$946)	(\$872)	(\$757)	(\$757)

**City of West Linn**

**Water Fund**  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$695	\$1,256	\$1,431	\$7,008	\$6,108	\$5,761	\$3,243	\$2,105	\$1,713	\$1,189	\$722
Water charges - base	3,007	3,327	3,418	3,885	3,927	3,973	4,137	4,303	4,475	4,654	4,840
Water charges - rate increases	145	158	174	180	187	206	209	217	226	235	244
Miscellaneous	114	106	99	336	140	100	100	102	104	106	108
Intergovernmental	-	-	5,429	-	-	124	-	-	-	-	-
Proceeds from sale of bonds	-	-	-	-	2,795	-	-	-	-	-	-
Total revenues	3,266	3,591	9,120	4,401	7,049	4,403	4,446	4,622	4,805	4,995	5,192
<b>Total Resources</b>	<b>\$3,961</b>	<b>\$4,847</b>	<b>\$10,551</b>	<b>\$11,409</b>	<b>\$13,157</b>	<b>\$10,164</b>	<b>\$7,689</b>	<b>\$6,727</b>	<b>\$6,518</b>	<b>\$6,184</b>	<b>\$5,914</b>
<b>Requirements</b>											
Personnel services	\$523	\$457	\$521	\$546	\$593	\$675	\$732	\$761	\$791	\$823	\$856
Materials & services	1,348	1,525	1,436	1,606	1,775	1,850	1,906	1,963	2,022	2,083	2,145
Debt service	149	150	150	154	841	280	280	279	277	286	138
Transfers to other funds	657	684	703	730	986	869	972	980	1,009	1,039	1,070
Capital outlay											
Water capital projects	28	558	636	2,261	3,201	3,153	1,664	1,000	1,200	1,200	1,200
Equipment and vehicle	-	42	97	4	-	94	30	31	30	31	32
Total expenditures	2,705	3,416	3,543	5,301	7,396	6,921	5,584	5,014	5,329	5,462	5,441
Ending Fund Balance											
Policy requirement (15%)	130	146	143	172	204	379	396	409	422	436	450
Reserve for debt service (inc.)	151	151	151	151	151	-	-	-	-	-	-
Reserve for capital project	-	-	5,000	3,999	2,823	-	-	-	-	-	-
Over (under) Policy	975	1,134	1,714	1,786	2,583	2,864	1,709	1,304	767	286	23
Total ending fund balance	1,256	1,431	7,008	6,108	5,761	3,243	2,105	1,713	1,189	722	473
<b>Total Requirements</b>	<b>\$3,961</b>	<b>\$4,847</b>	<b>\$10,551</b>	<b>\$11,409</b>	<b>\$13,157</b>	<b>\$10,164</b>	<b>\$7,689</b>	<b>\$6,727</b>	<b>\$6,518</b>	<b>\$6,184</b>	<b>\$5,914</b>

<b>Utility Rate Information:</b>											
% water rate increases	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water portion of average bill	\$ 17	\$ 18	\$ 19	\$ 19	\$ 20	\$ 21	\$ 22	\$ 23	\$ 24	\$ 26	\$ 27
Total average utility bill	\$ 63	\$ 66	\$ 80	\$ 83	\$ 87	\$ 92	\$ 97	\$ 101	\$ 107	\$ 112	\$ 117
<b>Bond Covenant Information:</b>											
Coverage Ratio (130% min)	256%	291%	496%	617%	688%	700%	299%	329%	355%	367%	812%
Reserves (Max Annual DS)	\$ 151	\$ 151	\$ 151	\$ 151	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of West Linn**

**Environmental Services Fund**

(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	PROJECTED				
							FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$3,054	\$3,365	\$3,442	\$3,455	\$3,030	\$3,336	\$2,967	\$2,555	\$2,170	\$1,829	\$1,522
Wastewater charges - base	1,849	1,873	1,942	1,965	2,169	2,252	2,342	2,435	2,532	2,633	2,738
Wastewater charges - rate increa	86	97	99	102	106	114	118	123	128	133	138
Surface water - base	636	663	709	742	795	822	855	889	925	962	1,001
Surface water - rate increases	31	33	35	33	35	42	43	45	47	49	51
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	107	76	119	38	61	87	89	91	93	95	97
Licenses and permits	76	72	91	73	77	56	57	58	59	60	61
<b>Total revenues</b>	<b>2,785</b>	<b>2,814</b>	<b>2,995</b>	<b>2,953</b>	<b>3,243</b>	<b>3,373</b>	<b>3,504</b>	<b>3,641</b>	<b>3,784</b>	<b>3,932</b>	<b>4,086</b>
<b>Total Resources</b>	<b>\$5,839</b>	<b>\$6,179</b>	<b>\$6,437</b>	<b>\$6,408</b>	<b>\$6,273</b>	<b>\$6,709</b>	<b>\$6,471</b>	<b>\$6,196</b>	<b>\$5,954</b>	<b>\$5,761</b>	<b>\$5,608</b>
<b>Requirements</b>											
Personnel services	\$525	\$428	\$636	\$659	\$675	\$750	799	835	\$873	\$912	\$953
Materials & services	290	292	250	270	300	493	518	544	571	600	630
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	1,070	1,117	1,094	1,118	1,117	1,194	1,269	1,312	1,351	1,392	1,434
Capital outlay											
Sewer capital projects	488	505	607	1,028	415	900	945	950	945	950	950
Surface water capital projects	101	126	96	244	430	300	350	350	350	350	350
Equipment and vehicle	-	269	299	59	-	105	35	35	35	35	35
<b>Total expenditures</b>	<b>2,474</b>	<b>2,737</b>	<b>2,982</b>	<b>3,378</b>	<b>2,937</b>	<b>3,742</b>	<b>3,916</b>	<b>4,026</b>	<b>4,125</b>	<b>4,239</b>	<b>4,352</b>
Ending Fund Balance											
Policy requirement (15%)	122	108	133	139	146	186	198	207	217	227	237
Over (under) Policy	3,243	3,334	3,322	2,891	3,190	2,781	2,357	1,963	1,612	1,295	1,019
<b>Total ending fund balance</b>	<b>3,365</b>	<b>3,442</b>	<b>3,455</b>	<b>3,030</b>	<b>3,336</b>	<b>2,967</b>	<b>2,555</b>	<b>2,170</b>	<b>1,829</b>	<b>1,522</b>	<b>1,256</b>
<b>Total Requirements</b>	<b>\$5,839</b>	<b>\$6,179</b>	<b>\$6,437</b>	<b>\$6,408</b>	<b>\$6,273</b>	<b>\$6,709</b>	<b>\$6,471</b>	<b>\$6,196</b>	<b>\$5,954</b>	<b>\$5,761</b>	<b>\$5,608</b>

Utility Rate Information:											
% sewer rate increases	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Sewer portion of average bill	\$ 27	\$ 30	\$ 33	\$ 35	\$ 37	\$ 39	\$ 41	\$ 43	\$ 45	\$ 47	\$ 50
% surface rate increases	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Surface portion of average bill	\$ 4	\$ 5	\$ 5	\$ 6	\$ 6	\$ 6	\$ 7	\$ 7	\$ 8	\$ 8	\$ 9
<b>Total average utility bill</b>	<b>\$ 63</b>	<b>\$ 66</b>	<b>\$ 80</b>	<b>\$ 83</b>	<b>\$ 87</b>	<b>\$ 92</b>	<b>\$ 97</b>	<b>\$ 101</b>	<b>\$ 107</b>	<b>\$ 112</b>	<b>\$ 117</b>



**City of West Linn**

**Debt Service Fund**

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$125	\$69	\$81	\$164	\$204	\$168	\$153	\$135	\$135	\$100	\$100
Interest	-	-	-	-	-	-	-	-	-	-	-
Taxes	834	1,309	1,407	1,395	1,367	1,410	1,430	1,143	853	920	541
Total revenues	834	1,309	1,407	1,395	1,367	1,410	1,430	1,143	853	920	541
<b>Total Resources</b>	<b>\$959</b>	<b>\$1,378</b>	<b>\$1,488</b>	<b>\$1,559</b>	<b>\$1,571</b>	<b>\$1,578</b>	<b>\$1,583</b>	<b>\$1,278</b>	<b>\$988</b>	<b>\$1,020</b>	<b>\$641</b>
<b>Requirements</b>											
Debt service:											
Series 2009 Refunded Parks	\$622	\$621	\$616	\$621	\$625	\$622	\$622	\$286	\$0	\$0	\$0
Series 2010 Refunded Library	268	285	299	305	324	334	348	360	377	397	-
Series 2012 Police Station	-	391	409	429	454	469	478	497	511	523	541
Total expenditures	890	1,297	1,324	1,355	1,403	1,425	1,448	1,143	888	920	541
Ending Fund Balance											
Policy requirement (0%)	-	-	-	-	-	-	-	-	-	-	-
Reserve for debt service	69	81	164	204	168	153	135	135	100	100	100
Over (under) Policy	-	-	-	-	-	-	-	-	-	-	-
Total ending fund balance	69	81	164	204	168	153	135	135	100	100	100
<b>Total Requirements</b>	<b>959</b>	<b>\$1,378</b>	<b>\$1,488</b>	<b>\$1,559</b>	<b>\$1,571</b>	<b>\$1,578</b>	<b>\$1,583</b>	<b>\$1,278</b>	<b>\$988</b>	<b>\$1,020</b>	<b>\$641</b>



**City of West Linn**

**SDC Fund**  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$4,269	\$5,460	\$5,970	\$6,729	\$4,813	\$4,448	\$2,795	\$2,078	\$1,589	\$1,288	\$1,026
SDC improvement fees	1,765	1,367	1,277	647	1,417	1,214	1,248	1,284	1,322	1,361	1,402
Interest	-	1	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	1,097	-	-	-	-	-
Transfers from other funds	-	-	-	-	-	-	-	-	-	-	-
Total revenues	1,765	1,368	1,277	647	1,417	2,311	1,248	1,284	1,322	1,361	1,402
<b>Total Resources</b>	<b>\$6,034</b>	<b>\$6,828</b>	<b>\$7,247</b>	<b>\$7,376</b>	<b>\$6,230</b>	<b>\$6,759</b>	<b>\$4,043</b>	<b>\$3,362</b>	<b>\$2,911</b>	<b>\$2,649</b>	<b>\$2,428</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	12	3	1	59	108	270	115	23	23	23	23
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	11	11	41	92	25	-	-	-	-	-	-
Capital outlay	551	844	476	2,412	1,649	3,694	1,850	1,750	1,600	1,600	1,600
Total expenditures	574	858	518	2,563	1,782	3,964	1,965	1,773	1,623	1,623	1,623
Ending Fund Balance	5,460	5,970	6,729	4,813	4,448	2,795	2,078	1,589	1,288	1,026	805
<b>Total Requirements</b>	<b>\$6,034</b>	<b>\$6,828</b>	<b>\$7,247</b>	<b>\$7,376</b>	<b>\$6,230</b>	<b>\$6,759</b>	<b>\$4,043</b>	<b>\$3,362</b>	<b>\$2,911</b>	<b>\$2,649</b>	<b>\$2,428</b>

**City of West Linn**

**SDC Department - Parks**

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$17	\$484	\$556	\$797	\$950	\$934	\$417	\$274	\$195	\$129	\$76
SDC improvement fees	694	503	432	213	525	400	412	424	437	450	464
Interest	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	1,097	-	-	-	-	-
Total revenues	694	503	432	213	525	1,497	412	424	437	450	464
<b>Total Resources</b>	<b>\$711</b>	<b>\$987</b>	<b>\$988</b>	<b>\$1,010</b>	<b>\$1,475</b>	<b>\$2,431</b>	<b>\$829</b>	<b>\$698</b>	<b>\$632</b>	<b>\$579</b>	<b>\$540</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	1	-	-	1	3	5	55	3	3	3	3
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-
Capital outlay:											
Senior Center				-	320	-	-	-	-	-	-
Marylhurst Park Improv.				-	-	300	-	-	-	-	-
Willamette Trail Improv.				-	157	359	-	-	-	-	-
Bolton/ Skyline Project				-	44	24	-	-	-	-	-
Oak Savanna				-	11	1,206	-	-	-	-	-
Fields Bridge Pk Improv.				59	6	35	-	-	-	-	-
Tanner Creek Pk Improv.				-	-	50	-	-	-	-	-
Other capital outlay	226	431	191	-	-	35	500	500	500	500	500
Total capital outlay	226	431	191	59	538	2,009	500	500	500	500	500
Total expenditures	227	431	191	60	541	2,014	555	503	503	503	503
Ending Fund Balance	484	556	797	950	934	417	274	195	129	76	37
<b>Total Requirements</b>	<b>\$711</b>	<b>\$987</b>	<b>\$988</b>	<b>\$1,010</b>	<b>\$1,475</b>	<b>\$2,431</b>	<b>\$829</b>	<b>\$698</b>	<b>\$632</b>	<b>\$579</b>	<b>\$540</b>

City of West Linn

SDC Department - Street

(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$811	\$945	\$1,213	\$1,292	\$465	\$707	\$306	\$93	\$28	\$22	\$25
SDC improvement fees	263	279	240	122	341	274	282	290	299	308	317
Interest	-	1	-	-	-	-	-	-	-	-	-
Total revenues	263	280	240	122	341	274	282	290	299	308	317
<b>Total Resources</b>	<b>\$1,074</b>	<b>\$1,225</b>	<b>\$1,453</b>	<b>\$1,414</b>	<b>\$806</b>	<b>\$981</b>	<b>\$588</b>	<b>\$383</b>	<b>\$327</b>	<b>\$330</b>	<b>\$342</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	2	1	1	55	74	90	45	5	5	5	5
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	11	11	41	92	25	-	-	-	-	-	-
Capital outlay	116	-	119	802	-	585	450	350	300	300	300
Total expenditures	129	12	161	949	99	675	495	355	305	305	305
Ending Fund Balance	945	1,213	1,292	465	707	306	93	28	22	25	37
<b>Total Requirements</b>	<b>\$1,074</b>	<b>\$1,225</b>	<b>\$1,453</b>	<b>\$1,414</b>	<b>\$806</b>	<b>\$981</b>	<b>\$588</b>	<b>\$383</b>	<b>\$327</b>	<b>\$330</b>	<b>\$342</b>

City of West Linn

SDC Department - Water  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$1,576	\$1,941	\$1,883	\$2,119	\$712	(\$14)	\$36	\$42	\$59	\$37	\$26
SDC improvement fees	501	356	402	132	347	350	361	372	383	394	406
Interest	-	-	-	-	-	-	-	-	-	-	-
Total revenues	501	356	402	132	347	350	361	372	383	394	406
<b>Total Resources</b>	<b>\$2,077</b>	<b>\$2,297</b>	<b>\$2,285</b>	<b>\$2,251</b>	<b>\$1,059</b>	<b>\$336</b>	<b>\$397</b>	<b>\$414</b>	<b>\$442</b>	<b>\$431</b>	<b>\$432</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	6	1	-	1	2	-	5	5	5	5	5
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-
Capital outlay	130	413	166	1,538	1,071	300	350	350	400	400	400
Total expenditures	136	414	166	1,539	1,073	300	355	355	405	405	405
Ending Fund Balance	1,941	1,883	2,119	712	(14)	36	42	59	37	26	27
<b>Total Requirements</b>	<b>\$2,077</b>	<b>\$2,297</b>	<b>\$2,285</b>	<b>\$2,251</b>	<b>\$1,059</b>	<b>\$336</b>	<b>\$397</b>	<b>\$414</b>	<b>\$442</b>	<b>\$431</b>	<b>\$432</b>

**City of West Linn**

**SDC Department - Wastewater**

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
						PROJECTED					
<b>Resources</b>											
Beginning fund balance	\$951	\$1,108	\$1,243	\$1,364	\$1,430	\$1,513	\$947	\$854	\$764	\$677	\$594
SDC improvement fees	199	136	121	67	111	109	112	115	118	122	126
Interest	-	-	-	-	-	-	-	-	-	-	-
Total revenues	199	136	121	67	111	109	112	115	118	122	126
<b>Total Resources</b>	<b>\$1,150</b>	<b>\$1,244</b>	<b>\$1,364</b>	<b>\$1,431</b>	<b>\$1,541</b>	<b>\$1,622</b>	<b>\$1,059</b>	<b>\$969</b>	<b>\$882</b>	<b>\$799</b>	<b>\$720</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	2	1	-	1	28	75	5	5	5	5	5
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-
Capital outlay	40	-	-	-	-	600	200	200	200	200	200
Total expenditures	42	1	-	1	28	675	205	205	205	205	205
Ending Fund Balance	1,108	1,243	1,364	1,430	1,513	947	854	764	677	594	515
<b>Total Requirements</b>	<b>\$1,150</b>	<b>\$1,244</b>	<b>\$1,364</b>	<b>\$1,431</b>	<b>\$1,541</b>	<b>\$1,622</b>	<b>\$1,059</b>	<b>\$969</b>	<b>\$882</b>	<b>\$799</b>	<b>\$720</b>

**City of West Linn**

**SDC Department - Surface Water**

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$695	\$666	\$678	\$688	\$778	\$787	\$548	\$404	\$260	\$216	\$172
SDC improvement fees	11	12	10	91	10	11	11	11	11	11	11
Interest	-	-	-	-	-	-	-	-	-	-	-
Total revenues	11	12	10	91	10	11	11	11	11	11	11
<b>Total Resources</b>	<b>\$706</b>	<b>\$678</b>	<b>\$688</b>	<b>\$779</b>	<b>\$788</b>	<b>\$798</b>	<b>\$559</b>	<b>\$415</b>	<b>\$271</b>	<b>\$227</b>	<b>\$183</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	1	-	-	1	1	100	5	5	5	5	5
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-
Capital outlay	39	-	-	-	-	150	150	150	50	50	50
Total expenditures	40	-	-	1	1	250	155	155	55	55	55
Ending Fund Balance	666	678	688	778	787	548	404	260	216	172	128
<b>Total Requirements</b>	<b>\$706</b>	<b>\$678</b>	<b>\$688</b>	<b>\$779</b>	<b>\$788</b>	<b>\$798</b>	<b>\$559</b>	<b>\$415</b>	<b>\$271</b>	<b>\$227</b>	<b>\$183</b>



City of West Linn

SDC Department - Bike/Ped  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Resources</b>											
Beginning fund balance	\$219	\$316	\$397	\$469	\$478	\$521	\$541	\$411	\$283	\$207	\$133
SDC improvement fees	97	81	72	22	83	70	70	72	74	76	78
Interest	-	-	-	-	-	-	-	-	-	-	-
Total revenues	97	81	72	22	83	70	70	72	74	76	78
<b>Total Resources</b>	<b>\$316</b>	<b>\$397</b>	<b>\$469</b>	<b>\$491</b>	<b>\$561</b>	<b>\$591</b>	<b>\$611</b>	<b>\$483</b>	<b>\$357</b>	<b>\$283</b>	<b>\$211</b>
<b>Requirements</b>											
Personnel services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & services	-	-	-	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	13	40	50	200	200	150	150	150
Total expenditures	-	-	-	13	40	50	200	200	150	150	150
Ending Fund Balance	316	397	469	478	521	541	411	283	207	133	61
<b>Total Requirements</b>	<b>\$316</b>	<b>\$397</b>	<b>\$469</b>	<b>\$491</b>	<b>\$561</b>	<b>\$591</b>	<b>\$611</b>	<b>\$483</b>	<b>\$357</b>	<b>\$283</b>	<b>\$211</b>



West Linn City Council  
**Goals Update**  
Fourth Quarter 2016



# Administration

## Hire a New City Manager

Work with Prothman to implement the best manager search process and timeline. Involve citizens in the search and interview process so it includes community values. Provide frequent status updates to the community until announcement of hiring.

---

### General Timeframe:

- June 2016

### Responsibility:

- City Council, City Staff, Consultant

### First Quarter Update:

- Council approved Prothman's contract in December.
- The City Manager Profile was approved in January 2016.
- The City Manager Recruitment Process was approved in February 2016.
- Twelve candidates were selected for a semifinal interview in March 2016.
- A meet & greet was held for the five candidates in March 2016.

### Second Quarter Update:

- The five candidates were interviewed by Council, Directors and Citizens on April 1.
- City Manager Eileen Stein's contract was ratified on April 20.
- City Manager Eileen Stein's start date is June 1.
- Complete

# Planning

## Refine Arch Bridge Area Master Planning & Assess Potential Property Acquisitions

Reengage contract to hold property owner meetings, community engagement, NA outreach, & town hall meetings to prepare potential development alternatives, examine zoning options & other potential measures to preserve property values & meet long-term planning goals.

---

### General Timeframe:

- Ongoing

### Responsibility:

- City Council and City Staff

### First Quarter Update:

- None.

### Second Quarter Update:

- Council directed staff to set up meetings with property owners.
- Council directed staff to verify the City does not have to pay back Metro Grant if they terminate the Cogan, Owens, Greene (COG) contract.
- Council terminated the COG contract.

### Third Quarter Update:

- Project approach presented to Council, PC & CCI.
- Council and property owner meetings are scheduled for October.

### Fourth Quarter Update:

- City Councilors and staff met with almost all the property owners. Discussions focused on needs, aspirations, and intents. More detailed discussions were held between staff and PGE and representatives of West Linn Paper.
- Other public efforts for development and redevelopment of land around the Willamette Falls were researched and integrated into the project work. Presentations were made to several of committees working on these projects.
- A joint meeting with CCI and the Neighborhood Association Presidents was held to brainstorm how to best engage the public in the planning process.

# Planning

## Refine Arch Bridge Area Master Planning & Assess Potential Property Acquisitions

Use the alternatives to determine the cost related to property acquisition & master plan financing options.

---

### General Timeframe:

- December 2016

### Responsibility:

- City Staff, City Council, Consultant

### First Quarter Update:

- None.

### Second Quarter Update:

- Leland Consulting engaged to conduct economic analysis of plan options.

### Third Quarter Update:

- Leland Consulting conducted interviews with property owners.
- Staff and Leland Consulting completed the initial economic analysis on property acquisition and master plan financing.
- Leland findings presented to City Council.

### Fourth Quarter Update:

- Detailed strategies for moving ahead with specific planning for the project site were development and presented to the City Council for concurrence.

# Utilities

## Research the Feasibility of a West Linn Fiber Network

Retain a consultant to evaluate the current and potential future state of the broadband market in West Linn, and report back to the City Council with pros and cons of potential network implementation. Engage the community and adopt a strategic approach that works best for West Linn.

---

### General Timeframe:

- August 2016

### Responsibility:

- City Staff, Task Force, Consultant

### First Quarter Update:

- Drafted RFP to hire a consultant.

### Second Quarter Update:

- RFP advertised July 1. Proposals due August 15.
- Task Force appointed in July.

### Third Quarter Update:

- Task Force reviewed proposals; identified shortlist to interview.
- Council direction sought based on proposal costs vs. project budget.
- Consultant interviews scheduled for mid-November.

### Fourth Quarter Update:

- Consultant interviews conducted and firms rated.
- Task Force Quorum Issues Preventing Recommendation Development.
- IT Manager Recommendation in development.

# Transportation

## Become an Active Regional Partner on Transportation Issues

Participate in all regional transportation committees & opportunities. Show up, build trust, build relationships & share information. Pursue funding for critical transportation projects that affect West Linn, including Hwy 43, I205 & other projects.

---

### General Timeframe:

- Ongoing

### Responsibility:

- City Council, City Staff, Consultant

### First Quarter Update:

- Council Attends JPACT, C4, ACT, OR Transportation forum, etc. regarding transportation issues.

### Second Quarter Update:

- Council continued to attend meetings regarding transportation.
- STIP allocation of \$1.1 million approved by Metro Area Commission on Transportation for Design Development.

### Third Quarter Update:

- Staff participated in technical review of Regional Flexible Funds (RFF) Grant Award criteria.
- RFF public testimony taken by Metro Council with West Linn residents testifying.

### Fourth Quarter Update:

- Continue to monitor and participate in discussions of the Willamette Falls Task force on re-opening of the WF locks.
- Participate in regional meetings and groups, including C4, JPACT, MPACT, etc. with other community and regional leaders
- Stay in regular contact with transportation agencies, including ODOT Region 1, MPACT, Clackamas County, etc.
- Coordinate with our neighboring jurisdictions, including Oregon City, Lake Oswego, Clackamas County, etc.
- Participate in state activities and exploration of transportation solutions at a state wide level
- Work with the League of Oregon Cities transportation staff and officials on a regular basis

# Transportation

## Become an Active Regional Partner on Transportation Issues

Pursue funding for critical transportation projects that affect West Linn, including Hwy 43, I-205 & other projects.

---

### General Timeframe:

- Ongoing

### Responsibility:

- City Council, City Staff, Consultant

### First Quarter Update:

- STIP grant application made first cut.
- Council supporting ODOT's grant for I-205.
- Secured funding for Willamette Falls Locks.

### Second Quarter Update:

- STIP grant application recommended for funding.

### Third Quarter Update:

- Regional Flexible Funds (Metro) grant submitted (\$3.2 million) for construction funding.
- Oregon Transportation Commission approval scheduled for December 2016.

### Fourth Quarter Update:

- Participate in regional meetings and groups, including C4, JPACT, MPACT, etc. with other community and regional leaders
- Work with other agencies, including TriMet on transit issues.



# City Code

## Address Community Development Code and Comprehensive Plan Changes

Work with the Planning Commission to identify code and plan refinements to address and resolve in sensible packages. Work with staff to edit and make minor changes, and with special interest task forces, if necessary, for more complex code changes.

---

### General Timeframe:

- April 2016

### Responsibility:

- City Staff, CCI, PC

### First Quarter Update:

- Discussed at Council Meeting April 2016.

### Second Quarter Update:

- Proposed changes coming before Council in August.

### Third Quarter Update:

- Council adopted ordinance relating to definitions, office business center, mixed uses, planned unit development applicability, WRA exemptions & elimination of conservation easements amending CDC 2, 21, 24, 32, 55, and 85.

### Fourth Quarter Update:

- Planning Commission held worksession and public hearing in November relating to eating and drinking establishments, temporary uses, conditional uses, legislative procedures for decision making, and quasi-judicial approval authorities; and recommended approval of Ordinance 1655.
- Council adopted Ordinance 1655 following a public hearing in December.

# Existing City Properties

## Resolve and Define the Best Uses for Underutilized City Properties

Convene a public process to take action on the Robinwood Station, including discussions on land use and ownership.

---

### General Timeframe:

- December 2016

### Responsibility:

- City Council

### First Quarter Update:

- None.

### Second Quarter Update:

- New City Manager briefed on Robinwood Station issues.

### Third Quarter Update:

- Project broken down into subcommittees to study individual properties.
- Task Force met to consolidate recommendations to Council.
- Council is discussing at the November 7 Work Session.

### Fourth Quarter Update:

- Council removed from the task force list.

# Existing City Properties

## Resolve and Define the Best Uses for Underutilized City Properties

Convene the City Property Task Force to use the draft goals and objectives to evaluate five city-owned properties: Old Police Station, Willamette Drive/West A property, Parker Road, Pete's Mountain Parcel, and Bolton Fire Station.

---

### General Timeframe:

- December 2016

### Responsibility:

- City Staff, City Property Task Force

### First Quarter Update:

- Convened the task force in February.
- Recommended to turn West A property into a pocket park.

### Second Quarter Update:

- Recommend disposal of Pete's Mountain property for future utility use. Task Force concurs.
- Task force exploring use options for other properties.

### Third Quarter Update:

- Staff recommends keeping Pete's Mountain property.
- Task Force recommends keeping the Parker Road property.
- Task Force supports putting out Requests for Information for the old City Hall and Bolton Fire Station properties.

### Fourth Quarter Update:

- RFI has been released and is due back February 16, 2017.

# Citizen Engagement

## Prioritize Community Outreach & Communications

Reengage the Commission on Citizen Involvement (CCI) to address a range of public involvement issues, including land use engagement, town hall meetings, web site functionality, Neighborhood Association engagement, and other related topics.

---

### General Timeframe:

- January 2016

### Responsibility:

- City Staff

### First Quarter Update:

- Council approved the CCI formation in January 2016.

### Second Quarter Update:

- First meeting held in April 2016.
- CCI Bylaws updated.
- Initiated review of Community Development Code (CDC) Chapter 98.

### Third Quarter Update:

- Completed review of CDC Chapter 98 and forwarded changes to the Planning Commission.
- Completed review of Municipal Code changes.
- Evaluating Comprehensive Plan Changes.

### Fourth Quarter Update:

- Established regularly meeting dates (1<sup>st</sup> and 3<sup>rd</sup>).
- Informal discussions on enhancing NA participation.

# Citizen Engagement

## Prioritize Community Outreach & Communications

Prioritize youth engagement by initiating a high school youth council in fall 2016 and a middle school engagement activity in winter 2016/17.

---

### General Timeframe:

- April 2016

### Responsibility:

- City Staff

### First Quarter Update:

- Students have been interviewed and selected to serve.
- First meeting held in April

### Second Quarter Update:

- Students are on summer break. Will meet again in September.

### Third Quarter Update:

- First Youth Advisory Council meeting held on September 7; group continues to meet monthly to discuss city operations and outreach opportunities.
- Council discussed funding options for Youth Advisory Council activities.

### Fourth Quarter Update:

- Established working groups for service projects (Prescription Drug Take Back Day, Distracted Driving Campaign).
- Planning for a Mental Health Awareness Day began.

# Citizen Engagement

## Prioritize Community Outreach & Communications

Modify the City Council rules to address and encourage citizen engagement opportunities.

---

### General Timeframe:

- March 2016

### Responsibility:

- City Council

### First Quarter Update:

- Rule changes made in February.
- Complete.

# West Linn Council Guidelines

---

- Divided we fall: The success of the group is more important than the success of any individual.
- Respect others as you expect others to respect you.
- Focus on the future, not the past.
- No surprises.
- Assume the best of your fellow councilors.
- Focus on the issues, not the people.
- Communicate openly, honestly, and positively.
- Be a better listener.
- Be kind.
- We all have strengths and weaknesses. Forgive the weaknesses of others and help them overcome those weaknesses.
- When you feel stress, take a deep breath.
- When an issue is decided, move on. Don't hold grudges.
- Be supportive of staff in public settings.
- Use email thoughtfully and sparingly.