

# 2019

## CITY COUNCIL GOAL SETTING RETREAT



CITY OF  
**West  
Linn**

Mayor Russ Axelrod  
Council President Teri Cummings  
Councilor Richard Sakelik  
Councilor Bill Relyea  
Councilor Jules Walters

# Table of Contents

*\*\*Items not hyperlinked can be found below as part of this PDF\*\**

Agenda

[Charter](#)

[Council Rules](#)

[Guidelines for Civil Discourse](#)

[Imagine West Linn](#)

Tracking Documents

Council Goals Update

Council Request Log

Planning Docket

CAG Annual Reports

Council CAG Liaison List

Department Annual Reports

Financials

[FY 2019 Quarter 1](#)

[FY 2019 Quarter 2](#)

Draft Five Year Forecast for Council Goal Setting





22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

# **CITY COUNCIL GOAL SETTING SESSION**

## **PROPOSED AGENDA**

### **January 17-18, 2019**

Police Department Community Room  
1800 8th Avenue

9:00 a.m. – 5:00 p.m. (approx.)

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#### January 17, 2019

1. Opening Remarks
2. Public Comment
3. Overview of City's Financial Condition
4. Department Accomplishments, Work Plans and Challenges for 2019
5. Citizen Advisory Group and Neighborhood Association Annual Reports from 2018
6. Council Liaison Assignments
7. Council Meeting Process/Council Rules Updating
8. Closing Comments and Plans for Day #2

#### January 18, 2019

1. Opening Remarks
2. Public Comment
3. Review of 2018 Council Goals and Direction for 2019
4. Council Goals for 2019
5. Closing Comments and Next Steps
6. Adjourn to Reception at Local Restaurant



## 2018 City Council Goals Update

*Adopted February 12, 2018*

### GUIDING PRINCIPLE #1: SENSE OF COMMUNITY

Citizen Engagement	Department	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Identify public involvement issues related to the land use process and complete the recommended CDC revision items. <sup>0</sup>	Community Development	CCI is finalizing their recommendation to Council which is expected to be complete by April.	No change. CCI still working on a draft for submittal to Council.	CCI has transmitted report to Council; Council discussion scheduled for September 17 Work Session.	CCI Report approved by City Council on 11/19. CDC revisions pending.
Restore Citizen Vision Goals to the Comprehensive Plan.	Community Development	CCI to take on this topic following their work on public involvement in the land use process.	No change.	No change.	In progress. CCI working on for submittal to Council.

### GUIDING PRINCIPLE #2: LAND USE AND QUALITY OF LIFE

#### Planning and Community & Economic Development

Complete the Three-Cities IGA process to protect the City's interest for the Stafford area.	Community Development	Meetings between the three cities' Mayors and City Managers have begun. Planning and legal staff from the three cities will support this work.	Legal staff developing a draft IGA for review by elected officials, expected in August.	Draft has been delayed but expected to be ready for review by Mayor and Council in early October.	Approved by West Linn Council 12/10 and by Lake Oswego Council. Not approved by all Tualatin, further negotiations underway.
Complete baseline inventory of significant land parcels and existing zoning to evaluate consistency with community goals. <sup>1</sup>	Community Development	Planning staff anticipate beginning this project in summer (Q3), beginning with mapping potentially developable land parcels.	No change - work to begin Q3.	Council has confirmed direction to initiate project; staff work beginning on inventory.	In progress. On Planning Docket.
Support efforts to repair and reopen the Willamette Falls Locks, including participation on the Willamette Falls Locks Commission authorized by SB 256.	Community Development	Willamette Falls locks Commission authorized by SB256 (2017) to begin meeting in April 2018.	Commission has met several times. At next meeting they will be reviewing an initial set of principles addressing potential governance and financial strategies.	Commission has met 5 times; continuing work on governance and finance options and guiding potential concepts for Oregon Legislature 2019 regular session.	Continuing progress being made.
Continue West Linn's Waterfront Planning Project with robust community engagement. <sup>2</sup>	Community Development	Waterfront open houses are planned for April 3rd to discuss traffic options and April 5th to consider land use patterns for the area.	Current work focused on coordination of traffic options with ODOT following open house; coordination of land use work with West Linn Paper Company and PGE as they get their efforts moving. Council briefing planned for July 2.	Initial stakeholder meetings with PGE and West Linn Paper Company planning firms expected in Q4. Transportation discussions ongoing with ODOT.	In progress. PGE stakeholder meeting held with COWL. PGE master planning underway.
Pursue planning opportunities for the use of the Old City Hall property. <sup>3</sup>	Parks/Community Development	Coordination of meetings between the City and several identified non-profits are planned for the second quarter of 2018 to explore possible temporary use of the space.	A brokers opinion of value has been obtained and staff is coordinating with the County on potential grant funds. Bond funding is being examined by Council and public input continues to be received on the topic. Temporary parking options are being explored with the Mill property.	Staff is reaching out to community groups to gauge their interest in continuing discussions on use of building.	In progress. Letter of Intent with Willamette Falls Area Heritage Coalition signed and due diligence process underway.

#### Transportation

Move forward Phase 1 of the Highway 43 Concept Plan project. <sup>4</sup>	Public Works	Intergovernmental agreements for maintenance and development of Phase I of improvements to Highway 43 from northern City limits to Mary S. Young Park have been executed with ODOT. ODOT is currently preparing a Request for Qualifications process to select a project design team.	Procurement advertisement for final design consultant released on June 19 with proposals due July 10.	Executed right of way agreement with ODOT. Selected consultant for design. Currently negotiating final design cost agreement before starting design.	Coordinating with ODOT and consultant on negotiating design cost. Design costs are coming in very high and need to be reduced to align with project budget.
Complete planning process to amend the 2016 Transportation System Plan to include Willamette Falls Drive Streetscape Plan.	Community Development/Public Works	Scheduled to begin process in the third quarter of 2018.	No longer applicable due to bond passage, project moving forward as part of bond.	Project moving forward as part of GO Bond.	Design consultant selected and staff has completed negotiation of design consultant costs. Design services contract approved by Council 12/10.
Implement select high priority transportation/safety measures identified in the TSP. <sup>5</sup>	Public Works	Some high priority transportation projects were identified during the bond process. This process is anticipated to advance in the third quarter of 2018.	Dependent on final bond project schedule determined by Council.	Dependent on final bond project schedule determined by Council.	Dependent on final bond project schedule determined by Council. Salamo/10th area improvements included in 12/10 design services agreement for WF Drive.
Explore improvements to 10 <sup>th</sup> Street and Salamo Drive traffic control. <sup>6</sup>	Public Works	Scheduled to begin process in the third quarter of 2018.	Preliminary design review in process.	Project moving forward as part of GO Bond.	Design contract approved on 12/10.
Explore approaches to improve transit services and infrastructure. <sup>7</sup>	Community Development/Public Works	Planned for third quarter of 2018. First activities to include learning more about Forest Grove's "Grovelink" system.	Preliminary data on Forest Grove's system has been shared by Council. Council has a trip scheduled to Forest Grove on July 24 to meet with the Deputy Director of Ride Connection and explore their transit system.	Completed joint funding application with Clackamas County through Tri-Met for proposed shuttle service between West Linn, Oregon City, and Tualatin. Council discussion with SMART Executive Director took place September 17, with follow up tour of SMART facilities planned. Forest Grove tour completed.	In progress.

**GUIDING PRINCIPLE #3: SUSTAINABILITY**

**Fiscal Sustainability**

Finalize project list for General Obligation Bond financing and refer measure to voters in May.	Finance	Project list finalization scheduled for early April. Council working on strategy and communication plans.	GO Bond approved by voters on May 5. Council has a project list and staff will be making recommendations on project amounts on June 25.	Parks detailed project list and public outreach process taken to Council for approval on September 18.	Transportation projects will be reviewed by Council as design develops. Governmental capital facilities allocations decided 12/3, need to finish allocations for facilities in the non-governmental category for 5% and 10% test.
Identify any deficits in City funds for Biennium 2020-2021 and make recommendations for expenditure reductions and/or new revenue sources. <sup>8</sup>	Finance	Finance is working on refined projections with staff to get a more accurate accounting of our expected deficit for BN20-21 and is exploring recommendations to maintain a balanced budget.	No change.	The GO Bond issuance and audit have been high priorities for the last quarter. Regional solutions such as ensuring the City gets a fair share of proposed vehicle registration taxes and transportation dollars are being pursued. We are exploring a different approach to franchise management which is expected to have a positive revenue impact for the City.	In progress. Franchise management evaluation continuing. Providing IT support to Oregon City as a contract service.
Assess the City's legal services with the goal of optimizing quality and costs. <sup>9</sup>	Council	Council direction required.	Assistant City Attorney position currently vacant. Legal services presently being contracted to Jordan Ramis with internal staff coordination and additional workload.	Legal service changes continue to be evaluated.	In progress. Evaluation of City Attorney postponed. Further discussion about structure of legal services planned.

**Environmental Sustainability**

Evaluate, prioritize, and incorporate environmentally sustainable practices in City activities and decision making. <sup>10</sup>	Council	SAB is working on milestone recommendations and is expected to discuss this during their joint meeting with the Council on May 7. "Sustainability Impact" added to Council Agenda Bills to meet another milestone.	SAB and Council discussed additional sustainable milestones on May 7 and the SAB was provided guidance to focus on in their upcoming work.	SAB is planning to initiate a community education series on sustainability topics and is exploring ways to reduce plastics use in West Linn and create a climate action plan. Staff are working on updating and improving the City's recycling and garbage website to better align with regional providers.	The SAB has been working on planning the Sustainability Education Series that will take place in 2019. Five sessions/topics will be scheduled. The Board has also found consensus on sustainability priorities it hopes to work on in 2019.
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**Utilities<sup>11</sup>**

Continue to engage the affected cities, Clackamas County, and Water & Environmental Services (WES) in governance discussions to protect West Linn ratepayer interests.	Council	The Utility Advisory Board scope includes wastewater and stormwater as provided in sections 44 and 45 of the Charter. Councilor Perry provided this clarity directly to the UAB on their scope including these systems. Councilor Perry continues to meet with the Electeds Forum and WES staff to represent West Linn in governance discussions.	Mayor Axelrod and Councilor Perry continuing meetings with WES Board to discuss governance (June 25th most recent meeting).	Mayor Axelrod and Councilor Perry continuing meetings with other affected agencies and WES Board to discuss governance.	Governance discussions being facilitated by Oregon Solutions.
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**GUIDING PRINCIPLE #4: COMMUNITY INSTITUTIONS**

**Community Institutions**

Strengthen relationship between Council, City staff and residents. <sup>12</sup>	Council/Staff	Staff continues to coordinate well-attended community events throughout the year to bring people together and expects a great turn out at the citywide Earth Day Work Day event on April 21.	Council-Manager training offered on June 21. Council code of conduct currently under review.	Council code of conduct under review.	Council code of conduct adopted 11/19.
Improve communication and collaboration with West Linn-Wilsonville School District. <sup>13</sup>	Council	The Mayor and City Manager have met recently with school administration and board members in addition to the regular contact and coordination staff has as a result of ongoing projects and joint event coordination (e.g. Library book collection in the schools, Kindergarden carnival, special Library programming during early release). School administration members recently attended a Council meeting and are following the parking district discussions. A joint meeting of the West-Linn Wilsonville School Board and City Council is planned for April 16.	Joint Council and School Board meeting occurred on April 16 with hopes for additional meetings in near future. City staff and the City Manager continue to work with the School District on ongoing issues and special projects.	City Manager and School Superintendent continue to work together on the High School Parking issue. Staff throughout the City maintain positive relationships with School district staff on a variety of projects and issues, from the Library to Public Works and Police matters.	Continuing.

**GUIDING PRINCIPLE #5: CULTURAL DIVERSITY, EDUCATION, AND THE ARTS**

**Cultural Diversity, Education, and the Arts**

Prepare to establish an Arts & Culture Commission. <sup>14</sup>	Council/Administration	Brian Wagner with the Oregon Arts Commission provided a public presentation to the Council on March 5 that was promoted through City channels and directly to the NAP and EDC. On March 19 the Municipal Code was amended to specify an Arts and Culture Commission and Councilor Cummings issued a public call for people interested in the arts to expand the list of interested parties already identified.	Staff continues to work on background steps to move the Arts and Culture Commission forward. Meetings with Clackamas County Arts Alliance have occurred and an arts and culture inventory of the City is available and will be sent to the Council. Council direction on purpose and funding of the Commission still needed.	An Arts and Culture Town Hall took place on September 20th to increase community awareness of arts in our community and to encourage volunteers for our Arts and Culture Commission. Positions for this citizen advisory group were opened up on September 20. A West Linn arts inventory was provided to the Council.	Sufficient applications received to form commission with 2019 appointments.
Explore establishing a sister city relationship. <sup>15</sup>	Council	Councilors have done some preliminary research. Further Council direction required.	Further Council direction required.	Councilor Perry had some initial conversations with other cities searching for interested sister cities.	Ongoing.

*\*Note: Superscript numbers refer to milestones developed by Council which will be referenced in status updates and can be found in a separate document.*

# Council Request Tracking

*Longer-term ongoing questions/issues involving Council to be tracked and resolved (that are not already on Goal Tracking List)*

Date initiated	Status	Department	Item	Status	Updated	Next Action Needed	Next Action by	Next Action Date
12/28/2016	Open	Parks/Facilities	Robinwood Station	Robinwood Station fees and charges incorporated into City's master fee schedule. McKenzie building assessment complete, finalizing cost estimates for seismic/code upgrades, will be presented to Council with master plan. Legal working on use/lease agreement incorporating policy direction from Council on 9/4. FORS completed an assessment on rebar/structural reinforcement 9/11, with results shared with Council 9/17. FORS sent a formal request to use the water building/garage to Council 9/17. Staff has requested a proposal for cost for assessment of the water building. Use agreement work continues with legal working out bond-related issues with bond counsel per 10/8 legal meeting. At 10/15 Council meeting the Mayor said FORS is supposed to provide list of FORS uses for water building. McKenzie building assessment received with \$1.4 million in est. improvements. Council in process of discussing allocation of GO Bond proceeds to this project.	1/10/2019	Decision needed on allocation of bond proceeds to this project. Staff meeting with FORS at Council request to discuss project costing. Management agreement negotiations pending bond discussions.	City Council	1/18/2019
8/2/2017	Open	Police/Public Works	High School Parking District	61 spaces created on I-205 overpasses on West A and Broadway. 10/1 Council Worksession discussion about postcard to residents, current usage of bridge parking, future code changes to facilitate on-site parking, and having a Council liaison to the WLWV School Board. The School District continues to explore options to expand on-site parking and will take new "4th goal" into account in preparation for a "Community Summit" in February 2019 for a possible bond measure election in November 2019. District will not furnish City with student data for City-administered parking permits based on Council-suggested merit system. Postcard to parking district residents on hold.	1/11/2019	Decisions needed on any changes to parking district, postcard distribution, and whether to put parking code changes on the Planning Docket.	City Council	1/18/2019
5/7/2018	Open	Administration	City Council Code of Conduct	Draft and discussion during 5/7, 5/21, 7/2, 9/4, 9/17 meetings. Approved Council Rules at 10/8 Council meeting with municipal code changes planned for the near future to solidify a clear process and sanctions. Council Rules amendment made. Open question about ordinance/enforcement process and provisions.	12/6/2018	Consideration of ordinance outlining complaint, investigation, and sanction process.	City Attorney/Council	2/1/2019
5/21/2018	Open	Public Works	ROW Landscape Maintenance	At 5/21 meeting clarity on ROW maintenance and mowing was discussed. Direction was given by Council to mow one specific property and for staff to gather info on ROW maintenance changes and budgetary impacts. Staff is finalizing an informational letter to affected property owners. Councilor Cummings would like to explore ways to assist low income individuals and others incapable financially or physically of maintaining their ROW, Councilor Sakelik suggested possible help from WLLD assistance group. Work session delayed until new Council seated.	1/10/2019	Scheduled for 2019.	Williams/Calvert	2/4/2019
6/18/2018	Open	Parks/Facilities	Old Bolton Station Status	Need further direction regarding use of GO Bond proceeds on this building. Council received presentation on use of Bolton Station for Recovery High School/Alternative Peer Group community center. No decision made. No status change.	12/6/2018	Council direction on allocation of bond proceeds to this facility.	Council	1/18/2019
7/16/2018	Open	Administration	NAP Stipend Policy	At 7/16 joint Council meeting with the NAP, NAP was tasked with editing and bringing stipend allocation policy back to Council. 9/20 City Manager emailed NAP asking for status. NAP in transition and appears to have not met recently. NAP met 10/18 to amend their bylaws and determined that the policy presented to Council at the 7/16 meeting is the policy the NAP would support. Still in progress, NAP met to discuss and is working on.	1/10/2019	Pulled from meeting schedule, NAP still working on a recommendation.	NAP	2/1/2019
7/18/2018	Open	IT	Media Services Comparison	Report comparing media services from Willamette Falls Media and MACC/TVCTV completed in May and noted in 5/24 City Manager Memo. Full report with additional info. also emailed to Council 7/18. WFM provided cost for local production of videos in Oregon City that was conveyed to Council through 12/20 CM memo, issue to be discussed during budgeting.	12/6/2018	Budgetary decision.	Stein/Breithaupt	5/1/2019
9/18/2018	Open	Community Dvlpmt	Old Gas Station Site in Willamette	Mayor and staff met with DEQ on 9/18 to discuss regulatory status of site. DEQ continues to pursue enforcement actions. No change.	12/6/2018	Report back from DEQ.	DEQ	3/1/2019

## CITY OF WEST LINN

### DOCKET OF POTENTIAL AMENDMENTS TO COMMUNITY DEVELOPMENT CODE, COMPREHENSIVE PLAN AND ZONING MAP

*UPDATED 1/10/2019*

West Linn Community Development Code (CDC) 98.030 requires that Comprehensive Plan, CDC and zoning map amendments to be undertaken in a given year be listed on a docket that is reviewed by the Planning Commission and approved by the City Council. Other planning and historic preservation-related plans and studies are also to be considered through the docketing process.

This list is intended to provide clarity to the West Linn community, advisory committees and staff of the Mayor and Council's project priorities and of projected timelines to initiate and accomplish the work. It also documents recently completed projects.

This list was initially developed by the City Council and Planning Commission at the beginning of 2017 through a joint work session and further Council/Commission discussion, and has been amended multiple times since then. The City Council has discretion to amend this list as appropriate to best achieve community goals.

#### **Projects completed in 2017**

- *Geotechnical and surface water code revisions.* Code amendments to ensure the CDC/Municipal Code allow appropriate review of geotechnical and surface water elements of development.
- *Robinwood Station.* Code amendments to allow Robinwood Station to operate as permitted use in residential zone.
- *White Oak Savanna.* Code amendments to allow park improvements in OBC zone.
- *De Novo appeal review.* Code amendment to remove provisions for on-the-record appeal review and restore previous provisions for "de novo" appeals, providing additional process flexibility to the City Council.

#### **Projects completed in 2018**

- *Willamette Neighborhood Mixed-Use Transitional Zone - list of permitted/conditional uses.* Amended the list of permitted and conditional uses in the mixed use zoning district. Adopted by Council July 9.
- *Minor code cleanup including Property Line Adjustment policy update and Day Care code alignment with State of Oregon regulations.* Adopted by Council July 9.

#### **Projects underway**

- *Committee for Citizen Involvement (CCI) review of community engagement in land use process.*
  - *Status: CCI worked for over 18 months to develop a recommendation that was provided to Council in August addressing education, administrative proposals, and potential code changes. Council had an initial discussion of the recommendation and agreed to discuss further at future meetings.*
  - *Staff: John Boyd*
- *West Linn Waterfront.* Per Council goal, develop an overall planning vision for the project area through a robust citizen involvement program and then further refine the vision into comprehensive plan/zoning map/development code amendments for implementation.
  - *Status: Project fully underway. Next Council update scheduled for February 4.*
  - *Staff: John Morgan (lead), Darren Wyss, Lance Calvert, John Williams*

- *Review of zoning on developable residential lands – Phase 1 inventory.* Per Council Goal, this project would “assess the appropriateness of zoning in potentially developable areas for consistency with neighborhood plans and visions.” As discussed by the Mayor, Council and Commission, this project could proceed in two phases. The first phase, smaller in scope, will be a high-level inventory of developable lands, including zoning and buildable land capacity, to identify any potential conflicts. This will be presented to Council for direction on whether any changes are desired or possible. Making changes to zoning would be the more significant body of work, requiring extensive involvement with the West Linn community and involving state and regional policy and regulatory review. It’s important to note that simply conducting a developable residential land supply study may trigger outside parties/agencies to require that remedial actions be taken, if the study’s conclusion indicates a deficiency of land in any category.
  - *Status: Phase 1 has begun and we expect to provide initial results to Council in early 2019. Staff: Darren Wyss (lead), John Williams*
  - *Timeframe estimates:*
    - *Phase 1 (developable residential lands inventory): 3-4 months*
    - *Phase 2 (IF DESIRED - zoning amendments): 18-24 months*
      - *Rough estimate of resources needed for Phase 2:*
        - Staff: 2.0 FTE for project duration comprising technical project staff, management, GIS, legal, public engagement
        - Consultants: \$50,000 - \$100,000 for demographic analysis, economic and urban planning expertise; additional if required for public engagement and outreach beyond existing staff capacity.
  
- *Rezoning of several areas currently zoned Mixed-Use Transitional (including former General Store property).* This is a follow-up to the Mixed-Use Zoning project. A rezoning recommendation was produced by the Council-appointed working group and forwarded to Planning Commission and City Council, which discussed it at a joint work session October 15 and directed staff to move forward with the adoption process. This work addresses Council’s Goal to “Review City zoning to enhance the City’s opportunities for economic development in business districts.”
  - *Status: Staff working to obtain written approval from ODOT on the minor traffic impacts of rezoning. Following this public hearings will be scheduled at Planning Commission and City Council.*
  - *Staff: Darren Wyss (lead), John Williams*
  
- *Policy work on Chapter 96, Street Improvement Construction.* Citizens and staff seek Council review/clarification of West Linn’s policy for street improvements related to infill and redevelopment. On July 9 2018 the Council provided interim direction on one specific question (street improvements will not be required for projects that simply replace one single-family home with another single-family home). However, several questions remain, including whether all neighborhoods should have the same street standards or whether some streets/areas/neighborhoods should not have street improvements, and whether fee-in-lieu payments should be accepted in certain situations.



- *Status: On 8/6/18, Council requested staff develop policy and process recommendations for this work; staff will return to Council work session in coming months.*
  - *Staff: John Williams, Lance Calvert, Amy Pepper, Darren Wyss*
- *Short-term rental regulations.* As more short-term rentals become available in West Linn via companies such as AirBnB or VRBO, there has been some community discussion about concerns and potential regulatory changes. Current regulations are summarized at <https://westlinnoregon.gov/planning/faq-short-term-rentals-west-linn>. This project would likely require significant input from property owners and neighborhoods; in other jurisdictions this has been a complex issue to resolve.
    - *Status: On 8/6/18, Council identified this as a priority project, but noted that staff resources are limited and requested a proposal from staff as to when and how this work might move forward. Staff will work on this item when time is available.*
    - *Staff: John Williams + TBD*

**Projects identified by Council/Planning Commission/public/staff but not yet prioritized by Council**

Small projects

These projects are expected to require a modest amount of staff resources, public engagement and attention from the City Council, Planning Commission and advisory committees. They are generally improvements to or refinements of existing processes or code. As directed by Council Goal to “improve the land use process and code,” these items would result in modest improvements to efficiency, customer service and outcomes in the community.

- *Wireless Ordinance update.* Changes to modernize code language and facilitate minor installations to improve wireless service in the city.
- *Minor annual CDC clean up.* Staff recommends this be done annually, or as needed when items are identified that need resolution.
- *Parking standards change for High Schools.* On 8/6/18 Council discussed changing the parking requirements for a High School; additional discussion is required prior to initiating this project.

Medium projects

These projects are expected to require a moderate amount of staff resources, public engagement and attention from the City Council, Planning Commission and advisory committees. These generally represent projects implementing the Council Goal to “Improve the land use process and code and increase citizen engagement,” as well as other goals noted below.

- *Flood plain ordinance.* The State of Oregon is working with the State of Washington to address needed updates to the Flood Plain program to address Endangered Species Act requirements. For Oregon, the Department of Land Conservation and Development will be provided a model ordinance that addresses agreed upon provisions. Implementing this ordinance in West Linn would ensure compliance with federal, state and regional standards and provide clear guidance on regulations and procedure to property owners.
- *Code consolidation.* Consolidate divergent code sections including moving procedures dispersed throughout the CDC back into Division 9 and addressing a variety of other inconsistencies; more substantive changes than a simple annual cleanup.

- *Code work to address inconsistencies and mapping questions in CDC Chapters 28 and 32.* This work would respond to inconsistencies and mapping issues noted in working with property owners and developers dealing with West Linn’s requirements in Water Resource Areas, Willamette River Greenway and Habitat Conservation Areas. This project could easily veer into the “large” category considering the state and regional policy and regulatory framework.
- *Surface water code changes.* The Planning Commission has discussed creating additional code requirements for surface water treatment facilities, beyond those currently contained in the Municipal Code/Public Works Standards. This project would require involvement from property owners, neighborhoods, and developers.
- *Public property zoning and process requirements.* Consideration of a new Comprehensive Plan designation and zone along with the appropriate zoning and process requirements for city-owned property. This project would address a significant gap in West Linn’s code, but would likely require extensive neighborhood and Advisory Committee involvement.
- *Additional follow-up projects related to Willamette Mixed-Use Zoning work.* The Mixed Use Zoning Working Group recommended several possible additional projects that arose during their meetings but did not fit within their Council-directed project scope. These include:
  - *Changes to the dimensional/design standards for Chap. 59: MU Zone to make them more flexible for potential redevelopment of properties in the future.* Some ideas for potential changes: allowing zero lot lines at front and side yards abutting a street, move from maximum building size to lot coverage standard, making maximum FAR 0.45, eliminating maximum lot size, and removing the residential style design standards.
  - *Consider evaluating how parking is managed in the Willamette Main Street area, especially the on-site parking exemptions found in CDC Chapter 58: Willamette Falls Drive Commercial Design District.* This could be a challenging project, requiring significant work with business and property owners, the main street group, historic advocates, and surrounding neighborhoods.
- *Historic Preservation Master Plan.* On 8/6/18 Council discussed the possibility of a Master Plan for all Historic Resources in West Linn. More policy discussion is necessary to identify the objectives and scope of this item.

Large projects

These projects are expected to require a significant amount of staff and financial resources, public engagement and attention from the City Council, Planning Commission and advisory committees. Projects of this size would need to be sequenced to allow appropriate focus from all of these groups.

- *Sign code update.* Review, organize, streamline and modernize the sign code. If focused simply on cleanup and organization, this would require less work. A larger review would address community concerns and Council Goal on Economic Development. As demonstrated consistently in other jurisdictions, sign code work is always time-consuming.
- *Review of commercial zone locations and text, including Highway 43.* Council Goal: “Review City zoning to enhance the City’s opportunities for economic development in the business districts.”

This would be a more significant review than that targeted at the mixed use zoning described above. State and regional review could be required.

- *Historic review code update.* Revisions to Chapters 25 and 58 discussed by the Historic Review Board. Includes a variety of changes to both the commercial and residential district codes.
- *Planned Unit Development (PUD)/Infill code work.* Review and take action on recommendations by the Planning Commission tabled by City Council in 2015. This large project could be divided into constituent parts: PUDs; flag lots; and other infill development. A comprehensive review would ensure consistency but even small tweaks could help, such as increasing allowable lot coverage for single story homes and updating Accessory Dwelling Unit standards.

# 2018



CITY OF  
**West  
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Citizen Advisory Group and  
Neighborhood Association  
Annual Reports



CITY OF

# West Linn

## 2018 Advisory Group & Neighborhood Association Annual Reports

BHT Neighborhood Association

***[ No report received for 2018 ]***



CITY OF

West Linn

2018 Advisory Group & Neighborhood Association Annual Reports

Bolton Neighborhood Association

*[ No report received 2018 (or 2017) ]*



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Budget Committee

#### Group Leadership

Budget Committee is chaired by Todd Jones. Other members include Ann Frazier and Mark Adams. Andrew Rogers and Jay Henry resigned this fall.

#### Meeting Times, Dates & Location –

Committee meets on as-needed basis. In 2018 met just once in April to review small grant requests. Committee also “met” twice in that time period virtually to consider grant requests. In years when biennial budget is prepared, committee meets several times April-May.

#### 2018 Accomplishments

The lone task in 2018 was to recommend to the City Council disbursement of city funds in the form of small grants to community organizations.

#### 2018 Challenges

None. Committee achieved its lone responsibility collaboratively and cooperatively.

#### 2019 Goals

Budget Committee’s charge in 2019 is to provide recommendations to the City Council pertaining to the draft 2020-2021 City Biennial Budget presented by the Budget Officer. Our goal is to accomplish this task in an efficient and effective manner with ample opportunity for citizens to provide input. The City Council can assist us with this in their capacity as co-members of the Budget Committee.

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

Anticipate that the 2019 Budget Committee looks forward to working with the City Council to help shape the 2020-2021 Biennial Budget for the city.



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Committee for Citizen Involvement

#### Group Leadership

Chair Oaks served from January to February, Chair Ken Pryor served from February to June, Vice Chair Ramasubramanian served from February to June, Vice Chair Walvatne - (no chair elected during this period) served as interim Chair and as Vice Chair from July to December.

#### Meeting Times, Dates and Location.

The CCI held meetings more often at the start of the year. On average the committee held three meetings per month from January to July. The Committee held no meetings in August and returned from their break with a new schedule of one meeting a month in September and October. There were no meetings held in November or December. All meetings were held in Rosemont Conference Room, second floor at 5:30 pm. The CCI held a total (in 2018) of twenty meetings.

#### 2018 Accomplishments

- Planning Process problem identification.
- Update of the “Quasi-Judicial Flowchart.”
- Use of the term “Public Comments” in agendas; provide letter for Council consideration.
- Draft recommendations to Council for CCI Bylaw Changes Resolution 2017-02
- Consideration of request for “Rules and Training for minutes.”
- Consideration of returning vision goals to the Comprehensive Plan; provide letter for Council consideration.

#### 2018 Challenges

- Member changes caused reconsideration of the planning process analysis.
- CCI membership, role, and responsibilities challenged or not understood.
- Scope of Planning Process Problem Identification project was lengthy and challenging at times. The Committee was dedicated, endured and completed the project.

#### 2019 Goals

- Seek volunteers to fill all open seats on the CCI to regain quorum status.
- Complete education components indicated in the Planning Process Problem Identification project.

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

None





## 2018 Advisory Group & Neighborhood Association Annual Reports

### Economic Development Committee

#### Group Leadership

Rachael Vidin, Chair

Russell Williams, Vice-Chair

#### Meeting Times, Dates & Location

Second Thursday of the month at 6:30 pm at City Hall. The EDC met 10 times in 2018.

#### 2018 Accomplishments

- Initiated and advocated for a review of the Mixed Use zone in the Willamette Main Street Area. EDC representatives sat on the Task Force and help guide its work to a successful conclusion.
- Initiated and advocated for the City adopting a new system for business licensing. Assisted the IT Department in setting specifications and selecting vendors. On-going communication with the Department during the implementation phase.
- Reviewed and offered input on various elements of the West Linn's Waterfront project.
- Serve as the City's review and approval body for Clackamas County Tourism's annual organizational grant process.
- Worked closely with the IT Department in critiquing the City's existing website and helping with the design of a new one, with a focus on ease of use for business entities with an interest in coming to West Linn.
- Performed strategic planning and goal setting at several meetings and a strategic retreat.

#### 2018 Challenges

- Determining strategic direction after completing major work in prior strategy and action plan, and after several changes in membership.

#### 2019 Goals

- \*Please see attached "West Linn Economic Development Committee Strategy and Action Plan – 2019-2020."
- EDC is looking to the Council to concur in the Strategy and Action Plan and to integrate it into the Council's Goals for 2019.
- Continue funding for economic development and the allocation of resources to accomplish the initiatives in the Strategy and Action Plan.

Any additional feedback to share with the City Council?

None provided

West Linn Economic Development Committee Strategy and Action Plan – 2019-2020

Initiative	Objective	Action	Responsibility	Status
<b>West Linn's Waterfront Project</b>	Assure the Waterfront Project Plan and implementing Codes and Projects leads to a successful redevelopment of the Waterfront District consistent with community needs and values	EDC regularly review status reports, proposals, and drafts as the project progresses to advise the property owners, the Planning Commission, the City Council, and city staff.		
<b>Business Retention and Development</b>	<p>Implement business inventory and use for tracking changes in the business community.</p> <p>Recommend policies and projects to the City Council.</p> <p>-Initiate and facilitate business research and development with the Chamber and other groups.</p>	Develop dynamic inventory from business license records.		
		Classify businesses by type within inventory		
		Maintain current copies of Employment Department Data		
		Update inventory quarterly with both additions and deletions		
		Track changes in businesses by type and general location		

West Linn Economic Development Committee Strategy and Action Plan – 2019-2020

Initiative	Objective	Action	Responsibility	Status
		Track commercial sign permits and commercial water accounts to help create business data and trigger exit interviews.		
		Analyze data to develop understandings of forces, trends, and implications.		
		Where possible, inventory new and closing business owners to assess reasons for their actions.		
<b>Improve the Business Climate</b>	Understand the impediments to developing land for businesses, establishing new business, and staying in business. Use this information to explore and advocate system changes to improve the climate for business success	Hold an open house with businesses to determine needs and ideas for City action to improve the business climate.		
		Develop regular working relationship with the Chamber of Commerce and Willamette Main Street finding ways to leverage each organization’s mission.		
		Work with the staff and Planning Commission to identify regulations, standards, fees, and		

West Linn Economic Development Committee Strategy and Action Plan – 2019-2020

Initiative	Objective	Action	Responsibility	Status
		processes that are seen as impediments to economic development.		
		Analyze the regulatory framework to understand the public value represented by each element and the costs and benefits of changing or eliminating the element.		
		Develop changes in regulations, standards, fees, and processes to propose to the community, Planning Commission, and City Council		
	Provide help to brokers, investors, and potential and existing businesses in being successful in West Linn	Inventory the assets, resources, and information the City can provide to help with market assessments and actual marketing.		
		Refine those systems so information is always current and readily available in an attractive and useable format.		
<b>Encourage Economic Development</b>	Understand tourism framework	Inventory existing tourism assets		

West Linn Economic Development Committee Strategy and Action Plan – 2019-2020

Initiative	Objective	Action	Responsibility	Status	
<b>Through Tourism</b>					
			Inventory and understand other regional tourism efforts		
		Understand tourism’s market potential	Work with Clackamas County Tourism to explore demand for tourist focused businesses		
			Explore demand for recreation and experiential tourist activities and programs i.e. boating, museum, etc.		
		Leverage other tourism assets	Forge working relationships with Clackamas County Economic Development, Clackamas County Tourism, Travel Oregon, Chamber of Commerce, etc.		
		Create Tourism Strategy	Develop tourism strategy for Council approval based on needs, opportunities, and assets. Tie into and leverage other tourism efforts and resources especially on the Waterfront.		
		Implement Tourism Strategy	Create needed local resources to advocate for and carry out the tourism strategy		

West Linn Economic Development Committee Strategy and Action Plan – 2019-2020

Initiative	Objective	Action	Responsibility	Status
<b>Increase EDC's impact</b>	Stimulate more active economic development activity and success.	Provide quarterly report to the City Council		
		Develop stronger working relationships with the Chamber of Commerce, Willamette Main Street, and other groups promoting business success and economic development.		
		Invite City Manager and Department Heads to future meetings to talk about activities, ideas, and collaboration.		



CITY OF

# West Linn

## 2018 Advisory Group & Neighborhood Association Annual Reports

### Hidden Springs Neighborhood Association

#### Group Leadership

Lauren Beeney, President

Eleanor Wynn, Vice President

Patti Niswanger, Secretary/Treasurer

*All officers were elected in March 2018*

#### Meeting Times, Dates & Location

We generally meet on the 3rd Tuesday of the month. In 2018, our NA met 5 times (possibly up to 7, I am unaware if there were meetings in January & February prior to my election).

#### 2018 Accomplishments

In 2018, we elected new officers, we emphasized Map Your Neighborhood and had good participation across the NA, and we have partnered with SOLV for a couple of ivy abatement events for the Palomino trail.

#### 2018 Challenges

From the perspective of being fairly new to the NA, our main challenges are getting attendance at our meetings, and getting proposals for what to do with our annual fund allocation.

#### 2019 Goals

1. Our NA doesn't have any specifically stated goals for 2019, but continuing to increase the awareness of, and participation in, Map Your Neighborhood will carry forward.
2. There is also interest in improving some of the pedestrian areas and access, though it seems that many of the concerns are being addressed by the city already (crosswalks at Pimlico and Country Club Circle and Santa Anita for example).
3. I personally would like to help educate our NA on what different city departments do, and how we can be good partners across the board.

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

The continued support of the City Council is appreciated, and we don't have any specific requests at this time.

## 2018 Advisory Group & Neighborhood Association Annual Reports

### Historic Review Board

#### Group Leadership

Christine Lewis - Chair

#### Meeting Times, Dates & Location

Third Tuesday at 7:00pm at City Hall

#### 2018 Accomplishments

- Created a new Walking Tour brochure for the City's website
- Reviewed one quasi-judicial design review project
- Revisited discussions on street improvements in the Historic District with the Public Works Director
- Staff conducted training on the Community Development Code and processes
- Made initial preliminary suggested changes to CDC Chapter 58

#### 2018 Goals\* (*see note below*)

- 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 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

#### 2019 Goals

- Review quasi-judicial design review projects as needed
- Continue reviewing Chapter 58 of the Community Development Code for potential code changes and review other chapters as needed.
- Provide recommendations to staff on projects located in the Willamette Falls Drive Commercial Design District
- Complete recruitment process to fill vacancies on the Board
- Community outreach event – such as user-friendly brochures, including providing additional information on HRB and historic resources
- Use completed surveys to identify additional historic resources for designation
- Apply for other relevant grants
- Support and participate in the next steps of planning for the Arch Bridge area



- Support the maintenance and preservation of public facilities that contribute to the historic district and help distribute information about their importance
- Identify potential properties and landmarks for preservation and seek grant funding for a new survey
- Continue to participate in discussion of road improvements within the Historic Districts
- Support the preservation and reuse of the former Police Station/City Hall as a future Heritage and Visitors Center

**What does your group need to be successful in 2019?**

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

*\* The HRB listed 2018 goals as they wanted Council to know what last year's goals were, what was accomplished of those goals and what the 2019 goals are (most have carried over from year to year). Group did not list any 2018 challenges.*

## 2018 Advisory Group & Neighborhood Association Annual Reports

### Library Advisory Board

#### Group Leadership

Janet Dalgaard, Library Advisory Board Chair

Tom Miller, Library Advisory Board Vice Chair

Members: Rebecca Cassidy, Aeric Estep, Mary Jo Steele, Martha Swanson, Melinda Robinson

#### Meeting Times, Dates & Location:

The Library Advisory meets the third Wednesday of each month at 5:45 pm in the Library Community Room. The West Linn Library Advisory Board held six meetings in 2018.

#### 2018 Accomplishments

- Moving the Bookstore from Children's area to upstairs (Bamboo Room), transitioning leadership and ownership of the Bookstore from the Friends of the West Linn Library to the West Linn Library Foundation.
- Creating "The Hollow" & "Workshop" in the old Book Cellar and Storage Area, creating a new programming and meeting area for the Children/Youth Services, and a place for storage and workshopping for staff. In all, almost 1600 square feet of space was repurposed and remodeled for the Library at a very low cost. The Hollow opened in March 2018. We have been able to expand our youth programming offerings without taking away from community events and the downstairs location, adjacent to youth collections, restrooms and the lower parking lot, is more convenient for families.
- Opened 2 residential and 6 school book drops for depositing library materials around the city, making for a total of 10 book drops in all areas of the City. This is just one example of our collaboration with the school district and listening to our patrons, and a way to ensure families are able to easily return materials (and avoid fines!) no matter where they reside in West Linn.
- Offered our Harry Potter Night in November 2017, an annual destination event that is the most elaborate and well attended of any program we offer with 453 attendees. During Harry Potter Night on November 9<sup>th</sup>, 2018 we had 764 in attendance, a 59% increase in attendance. We had visitors from as far away as Lincoln City to attend the event!
- Successfully oversaw implementation of item level RFID conversion for over 107,000 items in our current holdings.
- All Staff training on diversity & inclusion, for our Library, Staff, and Community.
- Specific on-going training for Library Management Team on Inclusivity, Diversity and Underrepresented Voices.
- Created a patron survey on the Library and its services. 266 respondents. This was a part of an on-going data collecting endeavor to look at Library Parking, Library Materials and Library Programming. A Staff survey was also done along with collecting data from parking counters for a period of a month.
- Increased number of Volunteer Teams for our Tales to Tails program from 5 dog/handler teams to 9 dog/handler teams. This allows us to continue to provide this program when scheduled teams are on vacation or unable to attend on their assigned dates.
- Our Summer Reading Program continued to grow. We had 2,839 participants sign up for our summer reading program this year, which is a 25% increase from last year. I believe the growth is due to the library's increasing collaboration with schools along with encouraging families to

sign up and read together. Our seven week series of family programs at Willamette Park, ran in collaboration with Parks & Recreation, showed a 20% increase in attendance as well.

- **Other Library Highlights:**

- Increased outreach with programs at ACC and Mary's Woods
- Completed transition to RFID for circulation and inventory management
- Revamped public computer lab with new hardware and management software
- Number of physical units added to collection in FY 17-18: 8,879
- Number of e-books & downloadable audiobooks added in FY 17-18: 11,862
- Hours open to public in FY 17-18: 2,828
- Visits in FY 17-18: 209,797
- Total circulation in FY 17-18: 1,106,182
- Number of programs in FY 17-18: 408
- Attendance at programs in FY 17-18: 14,865

## 2018 Challenges

- Increase teen involvement in Youth Department and the Makerspace.
- Increase volunteers to assist with operations of the Book Nook, pick list and shelving.
- Transition all work performed with the Book Nook to be done by volunteers- sort, select, clean and stock donated materials. Allowing library staff to focus on other important duties within the library.
- Library roof, generator, and landscaping Library capital projects.

## 2019 Goals (Ongoing and Specific)

Goals are important to have as a tool to measure success, and to serve as a roadmap and path towards successful completion. Some goals are ongoing, --things we aspire and strive for, others have concrete beginnings and endings, with measurable outcomes. This is list has both, aspirational, and measurable.

### General Ongoing Goals:

- To serve all residents of the West Linn Library Service Area Community.
- To maintain a safe place for all peoples that is inclusive, accepting, where the art of discovery can happen.
- To strive consistently to discover new methods and improvements for better service for the library's customers.
- To review regularly these goals of the West Linn Public Library and, if necessary, revise them in the light of new developments.
- Strive for quality public library services that benefit the West Linn Library Community.

### Specific Goals:

- Launch the Dolly Parton Imagination Library for all West Linn Children under the age of 5 in part to help fulfill a state/federal wide early childhood literacy initiative.
- Increase intentional Adult Programing that targets the 25-50 age demographics of our community.
- Library roof, generator, and landscaping Library capital projects.
- Continue active outreach to WLWV School District, including Programing, Partnerships, and other forms of collaboration.
- Work as Staff Liaison for the newly established Arts & Culture Commission with logistics, staff support, reporting, and other duties as assigned.



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2018 Advisory Group & Neighborhood Association Annual Reports

Marylhurst Neighborhood Association

***[ No report received for 2018 ]***



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Parker Crest Neighborhood Association

#### Group Leadership

Bill Relyea, President

Claudia Relyea, Vice President

Treasurer - Open Position

#### Meeting Times, Dates & Location

Notification of meetings took place through the Parker Crest NA Facebook page - members are invited to attend the Neighborhood Association Presidents Meetings on the 3rd Thursday of each month. They are encouraged to use the Public Comments section of the meeting to raise issues which require a formal meeting or further discussion. No formal meetings were called for in 2018.

#### 2018 Accomplishments

The major accomplishment was maintaining peace and quiet while fostering a quality of life that is centered on family values. The Tanner Creek Park continues to host the Music in the Park series during the summer months. In addition Tanner Park, the Skate Park and the Adult Community center each provide a unique setting for a diversity of public interests.

50 new homes are scheduled for development on the corner of Rosemont Road and Salamo Road. A cycle track feature was incorporated into the design of the half street improvements on Rosemont Road as part of the development process.

#### 2018 Challenges

The greatest challenge remains finding the right forum for community members to engage in discussion and make contributions to planning efforts. Greater outreach efforts by the city to assist in creating Community Watch programs and emergency response programs could be used to assist in those efforts.

#### 2019 Goals

The main goal is to continue efforts that enhance the quality of life and to increase participation in planning efforts.

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

None



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Parks and Recreation Advisory Board

#### Group Leadership

Chair: Don Kingsboro.

Members: Scott Etheredge, Stacy Epstein, Sarah Silvernail, Vicki Handy, Steve Miesen & Dave Kleinke

#### Meeting Times, Dates & Location

7:00 p.m. 2nd Thursday of the month, City Hall Bolton Room

Met all months except June, July & August. Held extra meetings on Park Master Plan Update.

#### 2018 Accomplishments

1. Analysis, surveys, public forums and citizen input leading to the creation of a Parks and Rec Master plan.
2. Successful delivery of community events: Music in the Park, Street Dance, West Linn Old Time Faire, Easter activities, Clean up West Linn, Arts Festival, etc.
3. Effective engagement of local students and families through projects, employment and activities.
4. Successful removal of ivy along some paths.
5. Comcast Cares Grant.
6. Sunset Park Master Plan.
7. West A Pocket Park Plan.
8. Urban Beaver Management study and interpretive program.
9. Scavenger Hunt was well attended.
10. Implementation of "No Smoking Ordinance."
11. Initiate "Adopt A Park" Program started in the Rosemont Neighborhood Association.
12. Initiate the process to become a "Bee City."

#### 2018 Challenges

1. The outdoor fitness area at Tanner Creek Park was delayed due to shipping errors. The City finally received the tiles for the project. Due to the error. The City was not charged.
2. Vandalism and theft.

#### 2019 Goals - Brainstorm

1. Complete the Parks and Recreation Master Plan
  - a. Ensure the Parks and Rec Master Plan is understood and supported by staff and City leaders.
  - b. Ensure the Master Plan is readily available and understandable for citizens.
2. Develop the Willamette Park waterfront project with Willamette River Trail.
  - a. Provide a highly transparent plan and process.
  - b. Involve future users of the waterfront in the planning.
  - c. Advisory Board engagement in outreach.

3. Support Parks and Recreation staff in the implementation of GO Bond projects (see list below.)
4. Increase community engagement in the outdoors.
  - a. Attain the designation of "Bee City."
  - b. Continue development of interactive outdoor activities.
  - c. Complete Urban Beaver Management Plan.
5. Celebrate and communicate successes.
  - a. Conduct a Grand Opening event for project completions.
  - b. Collaborate with Community Engagement Coordinator to improve communications.
6. Coordinate and collaborate with other advisory boards.
  - a. Coordinate work with Public Safety Advisory Board on common issues.
  - b. Coordinate work with Sustainability Advisory Board on common issues.
7. Improve waterfront from Abernathy Bridge to the falls.
8. Coordinate with ODOT for the West Bridge Park Master Plan. – not finalized until bridge funding occurs.

## Planned Projects for 2019

- **Hammerle Park**

Athletic field improvements for Hammerle Park include a new backstop on Field II and storm drainage and drinking fountain improvements behind Field I.

- **Mary S. Young Park**

The improvements to the athletic fields at Mary S. Young Park are primarily to install a new drainage system to increase seasonal playability.

- **Benski Park**

Improvements to Benski Park include a new irrigation system and an asphalt overlay on the basketball court and install permanent trash receptacles.

- **Hammerle Park**

New decking on the tot play structure, the installation of a new border to contain playground safety surfacing, remove and replace the picnic shelter and install barbecue stands and install drainage, net posts and re-surface the tennis court.

- **Maddax Woods Park**

A new viewing platform and accessible walkway are slated for Maddax Woods Park in order to improve visual access to one of the largest Great Blue Heron rookeries in the Portland Metro area.

- **Mary S. Young Park**

Work at Mary S. Young Park will include a boardwalk over the trail near the popular beaver pond, renovation of the original restroom in the park and repair to a trail and bridge washed out by the 2017 winter storms.

- **Palomino Park**

Improvement to Palomino Park include new stairs to the Palomino Loop Trail and a Playground upgrade to serve older children.

- **Sahallie Illahee Park**

Work at Sahallie Illahee Park will consist of better ADA access and a new nature based playground and the demolition and re-construction of the Horton Road basketball court.

- **Sunset Park**

The work at Sunset Park consists of re-developing the entire park including new ADA pathways, a new restroom, new playground, new and relocated picnic shelters and an interactive water feature for kids.

- **Tanner Creek Park**

Tanner Creek Park will become the home of the City's first outdoor fitness court, along with covered Pickleball Courts.

- **Willamette River Waterfront**

This project's first phase includes new decking on the fishing catwalk and a riverside trail from the Arch Bridge to the catwalk.

- **City Hall**

Using Energy Trust incentives to upgrade the HVAC systems and mechanical controls and lighting improvements for energy efficiencies.

- **Library**

Install emergency generator to provide a fully functioning facility in the event of common power failures or disaster, lighting and control upgrades for energy efficiency and sustainability and a new roofing system to replace the leaking roof over the area known as the expansion portion.

- **Old City Hall Building**

Work with a proposed partnership with several local non-profits to perform limited upgrades to enable at least a partial use of the building as a Community Resource Center.

- **Mclean House**

Restroom and other upgrades for accessibility and new exterior paint.

- **Police Station**

Install an emergency generator sized appropriately to provide full functionality in the event of both short and long term power outages.

- **Sunset Fire Hall**

Restroom renovations and the removal of lead pain and new exterior paint.

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

It is our intent to build a more collaborative and supportive relationship with City Council and other Boards.





## 2018 Advisory Group & Neighborhood Association Annual Reports

### Planning Commission

#### Group Leadership

Chair Gary Walvatne

Vice Chair Charles Mathews

#### Meeting Times, Dates & Location

1st and 3rd Wednesday. Hearing 6:00 pre meeting with 6:30 meeting. Work session 6:00 meeting

The Planning Commission met 14 times in 2018

#### 2018 Accomplishments

The Planning Commission identified two issues relating to applying the Community Development Code (CDC) to development proposals that consistently appear in proposals:

- 1) How the CDC's definition of major and minor utilities applies to water detention ponds on development sites; and,
- 2) How the CDC's street width mandates in developments require signage to implement.

Planning Department staff have discussed these issues with developers early in the proposal process and recent proposals have adequately addressed the matters to the satisfaction of the Planning Commission. Early discussion by staff with developers concerning the sense of the Planning Commission in these areas limits debate during hearings, mitigates cost to the developer, lessens the possibility of appeal, and addresses community concerns.

\*Refer also to the attached list of activities below.

#### 2018 Challenges

Applying the CDC to specific aspects of a development proposal where the CDC's requirement is not fully explained or defined; i.e.: major/minor utilities, can lead to the appearance of a subjective rather than objective decision. Articulating the objective nature of such a decision is an ongoing challenge.

#### 2019 Goals

Increasing citizen involvement in legislative and quasi-judicial hearings and Planning Commission workshops should be a top priority for both the Planning Commission and the Planning Department. Citizen input before the Planning Commission has identified important issues that have substantial impact within the community and this input should be encouraged. To this end outreach to the community, including presentations before neighborhood associations should be undertaken. In addition, recent cases have identified needed changes to the CDC definitions that should be addressed in 2019.

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

None provided

## 2018 PLANNING COMMISSION ACTIVITIES\*

### **January 10, 2018 Meeting:**

Continued from December 20, 2017: Meeting: 6-Lot Expedited Land Division at 4096 Cornwall Street, SUB-17-04 (*Staff: Jennifer Arnold*)

### **January 17, 2018 Meeting:**

Continued from January 10, 2018: Meeting: 6-Lot Expedited Land Division at 4096 Cornwall Street, SUB-17-04 (*Staff: Jennifer Arnold*)

### **March 7, 2018 Work Session:**

Discussion: Review topics for City Council/Planning Commission joint work session

### **April 4, 2018 Work Session:**

Debrief: City Council/Planning Commission joint work session

### **April 18 Work Session:**

Update: West Linn's Waterfront

Work Session: Parks Master Plan Update, PLN-18-01 (*Staff: Jennifer Arnold*)

### **May 2, 2018 Work Session:**

Work Session: Willamette Neighborhood Mixed Use Transitional Zone Changes, CDC-18-02 (*Staff: Darren Wyss*)

Work Session: CDC Maintenance, CDC-18-01 (*Staff: John Boyd*)

### **May 16, 2018 Meeting:**

Public Hearing: Parks Master Plan Update, PLN-18-01 (*Staff: Jennifer Arnold*)

### **June 6, 2018 Meeting:**

Public Hearing: Willamette Neighborhood Mixed-Use Transitional Code Recommendations, CDC-18-02 (*Staff: Darren Wyss*)

Public Hearing: Code Maintenance, CDC-18-01 (*Staff: John Boyd/Darren Wyss*)

### **September 5, 2018 Work Session:**

Work Session:

- a. General discussion of the Oregon Land Use system
- b. A discussion of achievements and potential goals, and additional miscellaneous CDC changes

### **October 3, 2018 Work Session:**

Work Session: Stormwater Discussion

Items of interest from the Planning Commission: Legislative scripts – redline versions

### **October 17, 2018 Meeting:**

Public Hearing: 4-Lot Subdivision at 19310 Suncrest Drive, SUB-18-02 (*Staff: Jennifer Arnold/John Boyd*)

**November 7, 2018 Meeting:**

Public Hearing: 8th Avenue Rezone, PLN-18-02 (*Staff: Darren Wyss*)

Public Hearing: 10-Lot Subdivision at 3350 Riverside Court, SUB-18-01 (*Staff: Darren Wyss*)

**December 5, 2018 Work Session:**

Work Session: Joint Meeting with the Transportation Advisory Board

Discussion: Annual Report to Council

## 2018 Advisory Group & Neighborhood Association Annual Reports

### Public Safety Advisory Board

#### Group Leadership

Thomas Freedland, Chairman

Open, Vice Chairman

Kris Duncan, Secretary

#### Meeting Times, Dates & Location

The Public Safety Advisory Board meets monthly on the fourth Monday at 19:00 in the John Satter Community Room at the West Linn Police Department. In 2018, the citizen advisory group met a total of 11 times; there was no meeting in December to avoid scheduling conflicts over the holidays.

#### 2018 Accomplishments

- Assisted with the organization of the September 2018 Emergency Preparedness Fair which drew about 150 people from the community.
- Judy Wiechmann, Mike Schofield, and Kris Duncan staffed a Map Your Neighborhood table the weekend of the West Linn Old Time Fair in July 2018.
- Through a donation we sent 7 teenage drivers to the Tire Rack Street Survival program, a one day, hands on driving school held at Portland International Raceway.
- Board members Judy Wiechmann and Kris Duncan facilitated over 100 households into the Map Your Neighborhood orientation/training meetings, and are continuing to promote and schedule meetings into 2019, almost 75 households so far.
- The board met with Paul Braunstein (First Net) and Shane Boyle (City of West Linn Information Technology Director) on the function and integration of the First Net broadband system to be used by the City's public safety agencies/departments.
- The Board met with WLPD Officer John Huntsman at our November 2018 meeting regarding Mental Health resources and policy/procedures utilized by field officers to deescalate and assist individuals contending with mental health issues that require a public safety response.

#### 2018 Challenges

- The PSAB did not have a dedicated liaison from WLPD assigned to work with us after Lt. Stradley retired and took a position with DPSST. This limited our ability to have the most information/status of the Police Department.
- Coordinating with scholarship winners for firm commitments to participate in the teen driving school events (Spring and Fall) at Portland International Raceway was not always forthcoming. This continued as a problem this year, in part, due to the date of the classes and semester/vacation breaks at West Linn High. At the end of 2018 we started a different selection process which we hope will correct this problem in 2019.
- Recruiting neighborhood captains to hold Map Your Neighborhood training sessions continued as a problem, but communication seems to be improving.

#### 2019 Goals

- Continue with important Board initiatives:
  - Conduct Map Your Neighborhood training sessions throughout the community.
  - Partner with the Youth Advisory Council on promoting the Street Survival Scholarship.

- Implement new application/selection process for teenage drivers to attend the Street Survival driving program.
- Community outreach with groups like Community Living Above, West Linn Alliance for Inclusive Community, and others in West Linn with an interest in public safety.
- Partner with Oregon Impact and the West Linn - Wilsonville School District to put on an event that simulates a multiple-fatality drunken driving accident in an effort to raise awareness in a community (carryover from 2018).
- Develop a more robust promotional effort to raise attendance at the 2019 Emergency Preparedness Fair
- Coordinate with WLPD to ensure every new member added to the West Linn Police Department is aware of the PSAB and its role in the community.

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

To help the Board raise funds from the community to support its public safety initiatives, it needs a mechanism to collect donations from individuals who can deduct these contributions from their taxes.

We have found a workaround for the Street Survival program as their oversight organization is an approved charity for donations to be tax deductible, but other projects needing funding, such as Map Your Neighborhood supplies remain a problem.



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Robinwood Neighborhood Association

#### Group Leadership

President - Jim O'Toole

Vice President - Kazi Ahmed

Treasurer - Christine Steel

Secretary - Jenne Henderson

Member-At-Large - Sharon Pollmann

#### Meeting Times, Dates & Location

Regular Association Meetings (November 2017 thru November 2018) were held at 7pm, on the second Tuesday of each month at the Robinwood Station. In addition, two emergency meetings were held during the year to consider development proposals within time allocations which could not be accommodated through the normal meeting schedule. RNA met a total of 14 times over this 12 month period.

#### 2018 Accomplishments

During the year the Association hosted a wide variety of guest speakers, including each member of our City Council; persons seeking positions for a variety of local and State offices via "Candidates Night", along with various Directors' of the City of West Linn Departments, and, individuals involved in projects affecting the Robinwood Neighborhood.

The Association purchased, assembled and donated a modern, up-to-date public address and sound system to the Robinwood Station. The new system, while primarily used by the Association during the conduct of meetings, will also be utilized by the Station for a wide variety of other events.

The Membership initiated, reviewed and updated a number of changes to the Association's By-Laws in order to streamline procedures, address certain job descriptions and duties of individual Board Members. In addition, the title of the "Member-at-Large" position was changed to "Ambassador" to more accurately reflect the new responsibilities incumbent with the position.

#### 2018 Challenges

Largest challenges are keeping the associations members active and meeting participation / attendance consistence. Recruiting new association members and filling the Board of Directors positions for 2019.

#### 2019 Goals

During the upcoming year the Association, in conjunction with the City, will undertake a review of the Robinwood Neighborhood Plan with specific respect to the requirement and installation of sidewalks; brought about by the City's planning process and/or other requirements. Alternatives to the installation of typical concrete structures will be entertained, and the appropriateness of such alternate proposals will be thoroughly explored.

During the upcoming year the Association will refine and update our systems of communication with our neighbors to provide updated information in a more timely and user-friendly manner. The new systems will also incorporate aspects of the Emergency Preparedness Program.



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Rosemont Summit Neighborhood Association

#### Group Leadership

President – David Baker

Vice President – Jason Knox

Secretary – Bill Ramirez

Treasurer – Abby Farber

#### Meeting Times, Dates & Location

The Rosemont Summit Neighborhood Association meets at 7 PM on the first Thursday of the month at the Adult Community Center. In 2018, the neighborhood association held 12 regular meetings and 1 special meeting.

#### 2018 Accomplishments

- Held an open house and a second special meeting to provide members with opportunities to share their input with the City of West Linn Parks & Recreation Department on the design of the planned new playground at Sahallie Illahee. The final plan reflects a great deal of this citizen involvement.
- Completion of the lower Pimlico Drive pedestrian trail that now provides residents in the Rosemont Summit and Hidden Springs neighborhoods with a safe walking route to access HWY 43.
- Successful rollout of the Adopt-A-Park partnership with the City of West Linn Parks & Recreation Department that resulted in 3 park beautification events at Sahallie Illahee.
- Continuation of “City University” programming that offers members a chance to learn more about the different departments at City Hall and our land use decision making process.

#### 2018 Challenges

- Limited participation of eligible members at our regularly scheduled meetings.

#### 2019 Goals

- Pursue outreach and engagement activities to increase citizen involvement.
- Completion of the playground at Sahallie Illahee Park.
- Continued implementation of the Map Your Neighborhood program to help neighbors prepare for a natural disaster.

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

- Staff at City Hall have been fantastic to work with. I would like to especially recognize Jeff Randall for his help on the lower Pimlico Drive pedestrian trail. In addition, I would like to recognize Ken Worcester and Ken Warner for the time they spent with us this year and openness to neighborhood interests in regards to the design of the new playground at Sahallie Illahee.



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Savanna Oaks Neighborhood Association

#### Group Leadership

President – Ed Schwarz

Secretary – Roberta Schwarz

Treasurer – Patrick McGuire

#### Meeting Times, Dates & Location

Savanna Oaks Neighborhood Association Meetings: January, March, May, July, September and November. Special meetings will be called as necessary. Meetings are held the first Tuesday of the months listed at 7 p.m. at the Willamette Fire Station, 1860 Willamette Falls Drive.

SONA met 11 times in 2018.

#### 2018 Accomplishments

We had a dozen speakers in 2018. They included representatives from the Boy Scouts, ODOT, Clackamas County Vector Control, Luscher Farms, Mason Bee Raising, TVFR, 350 Climate Change, Ken Warner of the WL Parks Department, Terry Kruger and Ron Hoesly of the WL Police Department, Assistant City Manager John Williams, and Master Recycler Terence Shumaker.

#### 2018 Challenges

We have over a dozen proposed developments in the queue and it has been difficult to work on the logistics of having representatives come to the SONA meetings and to be able to keep our members updated on the Pre-App Conferences and the information given about each proposal.

#### 2019 Goals

Our goals include the following:

1. To continue to work on the restoration of the White Oak Savanna.
2. To continue to educate the members of SONA about items that may be of interest.
3. To continue to be transparent and to research facts and to disseminate information that may be helpful to our neighbors.
4. To continue to be a valuable resource and work on issues that are of concern to the neighbors and to guide the new residents so they will know how to use City of West Linn resources to their greatest advantage.
5. To work with our fellow NAs to share information relevant to our members and theirs.

Any additional feedback to share with the City Council?

N/A





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2018 Advisory Group & Neighborhood Association Annual Reports

Skyline Ridge Neighborhood Association

***[No report received for 2018]***



CITY OF

# West Linn

## 2018 Advisory Group & Neighborhood Association Annual Reports

Sunset Neighborhood Association

***[No report received for 2018]***



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Sustainability Advisory Board

#### Group Leadership

Sara Harding Mihm, Chair

#### Meeting Times, Dates & Location

SAB met on the third Thursday of every month from 6-7:30pm, inside the City's planning office; met eleven times in 2018 (January-December, no meeting in September).

#### 2018 Accomplishments

##### \*\*Administrative\*\*

- Created a Charter for SAB
- Established ground rules for monthly SAB meetings
- Updated the City's sustainability web page to include information about the SAB (minutes, ongoing projects, etc.)
- Elected a new Chair and Vice-Chair

##### \*\*Education and Research\*\*

- Completed the community solar feasibility study in collaboration with Oregon Institute of Technology students, and presented the findings to City Council in May 2018. The presentation included information on energy audits and solar feasibility at City facilities, as well as recommendations to achieve net zero energy use. Media coverage: [pamplinmedia.com/wlt/95-news/395715-288796-for-oit-students-green-means-go-solar](http://pamplinmedia.com/wlt/95-news/395715-288796-for-oit-students-green-means-go-solar)
- Developed a proposal for a sustainability education series to take place in 2019, targeted toward residents and open to the public. Submitted to Eileen Stein for review and approval. Developed ad hoc groups to work on each of the five series topics. Media coverage: [pamplinmedia.com/sl/407494-305541-west-linn-sustainability-board-plans-lecture-series](http://pamplinmedia.com/sl/407494-305541-west-linn-sustainability-board-plans-lecture-series)
- Developed a proposal to increase participation in PGE's Clean Wind Program.
- Identified specific areas of the Comprehensive Plan that are aligned with the Sustainability Strategic Plan.
- Researched the creation of a Climate Action Plan, including reviewing Plans from neighboring jurisdictions and meeting with representatives from those agencies. Determined that updating the City's current Strategic Sustainability Plan and benchmarking would be more fitting, cost-sensitive, and time-efficient.
- Researched the feasibility of developing a plastic bag ban in West Linn, as well as current statewide bans in place. SAB members attended meetings with City of Lake Oswego, Multnomah County, City of Portland, and City of Gresham to better understand local initiatives, challenges, and successes.
- Attended a community-facing panel in Lake Oswego regarding their citywide plastic bag ban.
- Researched ways for Metro's discounted backyard compost bins could be offered closer to West Linn.
- Researched the feasibility of community agriculture in some City-owned spaces.
- Researched the feasibility of holding a Shred Event at City Hall.
- Continued research into and promoted efforts to reduce the use of toxic pesticides and herbicides.

- Remained updated on the upcoming mandatory food scraps collection policy passed by Metro that will impact food-generating businesses in West Linn in 2020.

#### **\*\*Outreach and Engagement\*\***

- Held joint work session with City Council on Monday, 5/7/18 to build relationships, share proposed milestones, and receive direction for 2018. Link to presentation: [drive.google.com/file/d/1iCaJDcEHXTVfyGqJmBcQfl7sUiSYF5ld/view?usp=sharing](https://drive.google.com/file/d/1iCaJDcEHXTVfyGqJmBcQfl7sUiSYF5ld/view?usp=sharing)
- The City continues to purchase 10% of its buildings' energy from renewable sources, and recruitment of residents and businesses to participate continues.
- SAB members, along with John Williams, served as co-captains to West Linn's EcoChallenge team. In a team challenge against Lake Oswego, the West Linn team emerged victorious. Media coverage: [pamplinmedia.com/wlt/95-news/413966-314978-shedding-pounds-of-co2](http://pamplinmedia.com/wlt/95-news/413966-314978-shedding-pounds-of-co2)
- Successfully advocated for Mayor Axelrod to sign onto the Climate Mayors coalition, and promoted this via social media. Link for reference: [climatemayors.org/about/members/](http://climatemayors.org/about/members/)
- Completed Leaders in Sustainability certification, a Clackamas County recognition program for green businesses, at Robinwood Station. Began the certification process for the West Linn Police Station and Library. Link for reference: [www.clackamas.us/recycling/work/map.html](http://www.clackamas.us/recycling/work/map.html)
- Continued to support and promote the Backyard Habitat Certification Program, with X residential sites participation. (12/9/18 asked Susie Peterson at Backyard Habitat for update)
- Continued to work with community members regarding toxics and pesticides reduction.
- Participated in the West Linn Earth Day Work Party with the Parks Department.
- Set up an education table at Marylhurst University during their Earth Week activities.
- Connected with a community group, West Linn Free and Trade, regarding future partnerships.

#### SAB members attended:

- Association of Oregon Recyclers 3-day conference in Eugene, OR, to learn about regional recycling and waste prevention challenges and opportunities.
- GoGreen Conference to learn about regional sustainability resources and programs.
- A webinar from Arbor Day Foundation about the Community Canopy Program.
- The Lake Oswego Sustainability Network annual event The Lake Oswego
- Electric Vehicle test drive event.
- The State of the City presentation.

#### **2018 Challenges**

- Some proposed milestones for 2018 were determined to be more time-intensive than a volunteer advisory board can handle.
- The lack of funds earmarked for sustainability projects, despite a budget existing in past years, has contributed to a general perception of lack of support for sustainability initiatives.
- Updating and maintaining the sustainability portion of the website to ensure accurate and timely information to the community who rely on the City's website for correct information, proved challenging.

#### **2019 Goals**

- Hold a joint work session with City Council to understand the intersection between SAB and Council's interests.
- Support City Council to identify and adopt a sustainability-specific goal for 2019.
- Increase participation in PGE's Clean Wind Program.
- Implement the Sustainability Education Series, and begin developing the staff- and Council-facing educational series.
- Implement the recommendations from the Solar Feasibility Study.
- Update the Strategic Sustainability Plan to incorporate climate-specific actions, as well as Appendix D, and submit it to Council for adoption.

- Write a proposal to recommend that the City begin benchmarking for City operations, with the ultimate goal of creating an annual report that features energy and water use, and waste and diversion rates, and can be tracked over time.

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

We look forward to continuing to support the City's sustainability efforts in 2019 and beyond. Similar to 2018, we hope to build our working relationship with City Council and play an active role in assisting decision-making. Without a City staff person whose sole focus is sustainability or a budget that is dedicated to sustainability-related projects, the SAB serves in a limited yet critical role in providing City Council, City staff, and residents with informed recommendations on policies, programs, and projects.

Mayor Axelrod and Darren Wyss have been great advocates for the SAB and make valuable contributions to our discussions.

We hope that all councilors understand that through the City taking sustainability and SAB seriously, there is a strong ripple effect; West Linn residents will see that their local government is taking climate change, the most critical issue of our time, seriously, and that the resilience of the community is regarded as a priority to their City leaders.



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Transportation Advisory Board

#### Group Leadership

Craig Bell (Chair), Andrew Mallory (vice-Chair)

#### Meeting Times, Dates & Location

Bi-monthly on the 4th Wednesday at 6pm (City Hall)

#### 2018 Accomplishments

- Review of infill development requirements and recommendation to Council on possible action steps including option to create a map identifying locations not appropriate for street improvements and/or sidewalk installation. Recommendation was made and approved unanimously and provided to Council at their July 2, 2018 Work Session.
- Board passed a motion unanimously to support #4 of the West Linn Waterfront Project Traffic Circulation options with the addition of further improvements to the two left-turns at the proposed West A St. / Willamette Falls Dr. intersection.

#### 2018 Challenges

- Communication between all advisory boards and Council with regards to board priorities throughout the year.
- Clarifying the TAB's role in comparison with other advisory boards.

#### 2019 Goals

- Approach Council regarding possible formation of a task force that would include members of relevant Advisory Boards to ensure good communication and to streamline action plans for presentations to Council.
- Review and provide input on upcoming transportation related GO Bond projects.
- Continue to provide feedback to Council and staff on transportation issues related to the Waterfront Project.

Any additional feedback to share with the City Council?

None



## 2018 Advisory Group & Neighborhood Association Annual Reports

### Utility Advisory Board

#### Group Leadership

Bill Frazier - Chair

Amit Armstrong– Vice Chair

#### 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, March, and November of 2018. As the South Fork Water District was busy with an emergency waterline repair we did not make our annual visit.

#### 2018 Accomplishments

- Continued review and discussion of water rates in conjunction with water use and system repair/replacement needs. By fiscal year 2023 an increase of rates beyond the 5% annual increase may be needed to meet system replacement needs, including earthquake resistance upgrades. Bond and/or government help may be needed.
- Became acquainted with operations of the Water Environmental Services (WES) to understand how rates may change for W.L. service users.

#### 2018 Challenges

- Increase our understanding of Water Environment Services (WES) actions and how they may affect rates particularly for surface water and wastewater management. Thanks also to Brenda Perry (city councilor) for keeping us informed with her detailed knowledge.

#### 2019 Goals

- Continue review of water rates to determine if any future increase is necessary.
- Determine the responsibilities of the UAB with respect to other water related issues.
- Work with staff regarding updates to Surface Water and Sanitary Sewer Master Plans.



## 2018 Advisory Group & Neighborhood Association Annual Reports

Willamette Neighborhood Association

**[SEE PDF – Report not provided electronically]**



## Willamette Neighborhood Association Annual Report 2018

>Neighborhood Association = Willamette Neighborhood Assoc.

>Group leadership = Jan. – Aug. = Gail Holmes, president: Julia Simpson, vice president: Elizabeth Rocchia, treasurer: Kathie Halicki, secretary. Aug. –Mid Nov. Andrew Mallory, president: Julia, Elizabeth and Kathie remain the same. Mid Nov. – Dec. Julia Simpson, president pro-tem, Elizabeth and Kathie remain the same.

> Meeting times, dates, and location: 2<sup>nd</sup> Wed. of every month (weather/Planning Commission/holidays permitting) at 7:00 pm. At the West Linn Police Department. We met 9 times.

> 2018 Accomplishments = increased attendance, promoted businesses, Touch-A-Truck, Gail and Shannon helped Cider House (Ann Chay) navigate obstacles in city code and permits, 3 board members judged in the Old Time Fair parade, promoted GO Bond, Earth Day Willamette Falls Drive clean up, garden plots along WFD, regular board meetings, got 2 gateway signs installed (one at Field's Bridge Park and one at 10<sup>th</sup> St. and WFD), Gail and Shannon on committee for zoning change/inclusion Mixed Use for 8<sup>th</sup> St. and Ct., Gail attended all NAP meeting (became the chair, established documents/policy/by-laws), attended work sessions with the city, several WNA members are active on city/county advisory boards, resolution regarding "Haggens" empty store, resolution regarding Post Office (invite and support PO moving to "Haggens" site), resolution of support of HB2017 Transportation (Steel Interstate Coalition Highway), Gail mentoring incoming president and existing secretary, we gave West Linn Food Pantry \$1000., Main St. \$2000. (Halloween candy, Christmas wreaths and solar lights, mailing, WNA operating expenses \$380.(goodies, paper, ink, binders, etc.), put aside money to support WL Food Pantry, pay for additional Gateway signs (we have 5 gateways into WNA), pay for "yard" signs with meeting information on them, put money aside for a future bench for Blankenship bus stop, held a John Morgan workshop (also invited Bolton, Sunset, Barrington Heights) on the Waterfront Project, multiple speakers (John Morgan, John Williams, Lance Calvert, Eileen Stein, new police chief, Steve Estebon, Parks Advisory Board, West Linn/ L.O. Village Project, West Linn Alliance for Inclusion, ODOT (multiple times), Transportation board, Mayor Axelrod, for information only Wolff Co. (Senior Living), Parker representatives, Bland Circle developer (boarder).

> 2018 Challenges = many pre-apps. [multiple Tannler pre-apps, Bland Circle (boarder), multiple Bruin- 8<sup>th</sup> Ct. pre-apps., Dutch Br., Killarney partition (boarder), Blankenship patrician, Bus barn, McDonalds, Johnson Road, Rose Linn Care Center (on Debok), Jody and partner garage to studio, Lark Café, Handris (Icon WFD), remodel on 12<sup>th</sup> St. and 8<sup>th</sup> St. to name but a few], "Napkin" presentations – NA's needs a 2<sup>nd</sup> meeting when project if formalized, Summer Market ( not self-sustainable and reduces attendance at WNA meetings ), Main Street (reduces

volunteers, interest, money, co-ordination, and communication), Main St. inclusion of all businesses within their boundary, Main St. construction, 8<sup>th</sup> and 10<sup>th</sup> St. construction, Historic Main Street and 10<sup>th</sup> St. interchange/streetscape improvements, upper Willamette Falls Dr. noise, trees, screening, speed, and traffic, flower beds (existing and removal of), transition of president to short term (3 mo.) president, gas station (Stein Oil) empty bus barn, recycling center closing, **multiple businesses failing due to high rents, traffic, parking**, city website, Planning Commission meetings pertaining to WNA scheduled for the one night per month that is our meeting night, West Linn Youth Baseball (parking, traffic, noise, over running of Fields Bridge Park, access for public garden limited from March – Oct. due to games/tournaments [not necessarily West Linn nor Oregon teams], Storage Unit's "pruning" of Oak (that they were to preserve and not touch) de-limbed the entire left side of the tree = safety issue [all the weight is on one side of tree] and perhaps shock plus built a cement wall at the base with the oaks drip line that will retain water thus leading to root rot, Public Works remove the Historic Trolley Stairs with no notice – many were upset and brought this to our attention.

>2019 Goals = opening of Locks, River Walk Plan, purchase and erect more WNA gateway signs, purchase "yard" signs with WNA meeting information (date, time, place), kiosk for information, bus bench on Blankenship, donate to WL Food Pantry, increase attendance at meeting, have ODOT include Rest Stop/View Point in their upgrade, increase parking, reduce traffic, work with businesses during the Main Street 10<sup>th</sup> St. 8<sup>th</sup> St. and Ct. Willamette Falls Drive construction.

>Additional feedback to share with the City Council= questionnaire needs space for speakers and city updates. Please do not schedule Council/Commission meetings that pertain to WNA on the 2<sup>nd</sup> Wed. of the month (our meeting night).

## Liaisons and Meeting Times for 2019 with Mayor Proposed Appointments

January 16, 2019 Draft

Group / Entity	Staff Liaison	2018 Council Liaison	Mayor Proposed 2019 Council Liaison	Date/Time/Place	Notes
<b>Citizen Advisory Groups</b>					
Arts & Culture Commission	Doug Erickson	Cummings	Cummings	TBD	
Audit Committee	Lauren Breithaupt	Sakelik Perry	Sakelik Relyea	As needed Typically 2 times/yr	Councilors - two year staggered terms.
Citizens' Budget Committee	Lauren Breithaupt	All Council	All Council	As needed odd years	Typically 4 times/yr. Potential for new/additional oversight role of GO Bond spending.
Committee for Citizen Involvement (CCI)	John Boyd	Axelrod Cummings	Cummings Relyea	Likely 1st or 3rd T / 5:30 pm Bolton Rm	Meeting schedule to be confirmed by group. Currently need more citizen applicants.
Economic Development Committee (EDC)	John Morgan	Sakelik	Sakelik	2nd T / 6:30 pm Willamette Rm	
Historic Review Board (HRB)	Jennifer Arnold	Cummings	Cummings	3rd T / 7 pm Bolton Rm	
Library Board	Doug Erickson	Cummings	Walters	3rd W / 5:45 pm Library	
Parks & Recreation Board (PARB)	Ken Worcester	Perry	Walters	2nd Th / 7 pm Bolton Rm	
Planning Commission (PC)	John Boyd	Martin Sakelik (alt)	Relyea Sakelik (alt)	1st & 3rd W / 6 pm Council Chambers	
Public Safety Advisory Board (PSAB)	Oddis Rollins	Sakelik	Sakelik Walters (alt)	4th M / 6 pm Police Station	Typically no mtgs July, Aug, or Dec. Potential for new task effort on emergency preparedness.
Sustainability Advisory Board (SAB)	Darren Wyss	Axelrod	Axelrod	3rd Th / 6 pm Bolton Rm	
Transportation Advisory Board (TAB)	Lance Calvert	Cummings	Relyea Cummings (alt)	4th W / 6 pm Bolton Rm	Typically every other month: Jan, Mar, May, July, Sept, and Nov.
Utility Advisory Board (UAB)	Lance Calvert	Perry	Sakelik	2nd T / 6 pm Bolton Rm	Typically every other month: Jan, Mar, May, July, Sept, and Nov.
Youth Advisory Council (YAC)	Dylan Digby	Cummings	Walters	2nd W / 4:30 pm Library	Cummings transitioned to Axelrod @mid 2018. Axelrod transition to Walters during 2019.

## Liaisons and Meeting Times for 2019 with Mayor Proposed Appointments

January 16, 2019 Draft

Group / Entity	Staff Liaison	2018 Council Liaison	Mayor Proposed 2019 Council Liaison	Date/Time/Place	Notes
<b>Other Liaison Roles</b>					
Metropolitan Area Communications Commission (MACC)	Shane Boyle	Sakelik	Sakelik	2nd & 4th W / 5 pm	Indefinite term.
Clackamas County Coordinating Committee (C4)	John Williams Lance Calvert	Perry Axelrod (alt)	Axelrod Walters (alt)	1 <sup>st</sup> Th / 6:45 - 8:30 pm Develop Svcs Bldg, Rm 115 150 Beavercreek Rd, OC	2018 push to strengthen C4 with Mayors of each Clackamas city represented.
C4 Metro Subcommittee	John Williams Lance Calvert	Perry Axelrod (alt)	Axelrod Walters (alt)	W before JPACT / 7:30 - 9 am Develop Svcs Bldg, Rm 118 150 Beavercreek Rd, OC	Advisory role only - direct relation with C4. Typically meets 3rd Wed.
Joint Policy Advisory Committee on Transportation (JPACT)	John Williams Lance Calvert	Perry (attend only) Axelrod (alt)	Axelrod (attend only) Relyea (alt)	3rd Th / 7:30 - 9 am Metro Regional Center 600 NE Grand Ave, Portland	Rep's selected by C4 for 2 yr term - submit name. One member/one alt rep. for Clackamas cities; currently Mayors Knapp and Gamba.
Metro Policy Advisory Committee (MPAC)	John Williams	Perry (alt) Axelrod (alt)	Relyea (alt) Axelrod (alt)	2 <sup>nd</sup> & 4 <sup>th</sup> W / 5 pm Metro Regional Center  600 NE Grand Ave, Portland	Rep's selected by C4 for 2 yr term - submit name. Largest city rep by LO (now Theresa Kholhoff also on EC), 2nd largest by OR City (not usually attending). All other cities rep by Mayor Gamba (WL is current alt to Gamba to this is gen attend role only).
Water Environmental Services (WES) Advisory Committee	?	Perry Axelrod (alt)	Axelrod Sakelik (alt)	Likely every other month 2019; typ 2nd Th / 6:30-8:30 pm	Submit name - WES selects for indefinite term.
WES Electeds Forum	?	Axelrod Perry	Axelrod Any members	Variable uncertain schedule	Currently assessing governance model for WES transition with OR Consensus.
WES Citizen and Electeds Budget	?	NA	NA	May/June (1 or 2 mtgs/yr)	Formerly TriCity Svc Dist. Positions selected by WES. Previous citizen rep Bill Frazier (3 yr. term ended 2018).
South Fork Water Board (SFWB)	Lance Calvert	Axelrod Martin Sakelik	Axelrod Sakelik (thru 12/19) Relyea (thru 12/20)	4th W / 6 pm SFWB Plant OR City	Mayor - required indefinite term. Councilors - 2 yr terms.
SFWB Budget	NA	NA	NA	TBD	Board appointed positions. Current WL rep's: Lander Lincoln, Ed Keonjian, 3rd to be picked 2019.
Stafford	John Williams	Axelrod Cummings	(Axelrod on call) (Cummings on call)		No/minimal work anticipated after Tualatin is assumed to approve 3-city IGA in early Feb.

## Liaisons and Meeting Times for 2019 with Mayor Proposed Appointments

January 16, 2019 Draft

Group / Entity	Staff Liaison	2018 Council Liaison	Mayor Proposed 2019 Council Liaison	Date/Time/Place	Notes
Neighborhood Association Presidents Group (NAP)	NA	Martin Perry (alt)	Axelrod Sakelik (alt)	4th Th / 7 pm	
Chamber of Commerce	John Williams	Sakelik	Sakelik	3rd T / 3:30 pm	
Willamette Falls Heritage Area Coalition (WFHAC)	NA	Axelrod	Axelrod Walters (alt)	M&O - 2nd W/8am Bolton Rm Board - 3rd Th/8am CC Tourism	Board appoints Management & Operations (M&O) executive committee members.
Willamette Falls Locks Commission	John Williams	Axelrod	Axelrod	Varies / Council Chambers	State Commission with position appointed by OR Governor.
West Linn-Wilsonville School District and Board	TBD	NA	Walters	TBD - Tracking school board meetings and other activities	This is a new role I'm proposing to support our 2018/19 council goal of improving collaboration with WLWV SD.

# 2018



CITY OF  
**West  
Linn**

DEPARTMENT  
ANNUAL REPORTS

# Table of Contents

Administration.....3

Community Development.....7

Finance & Court .....12

Human Resources.....14

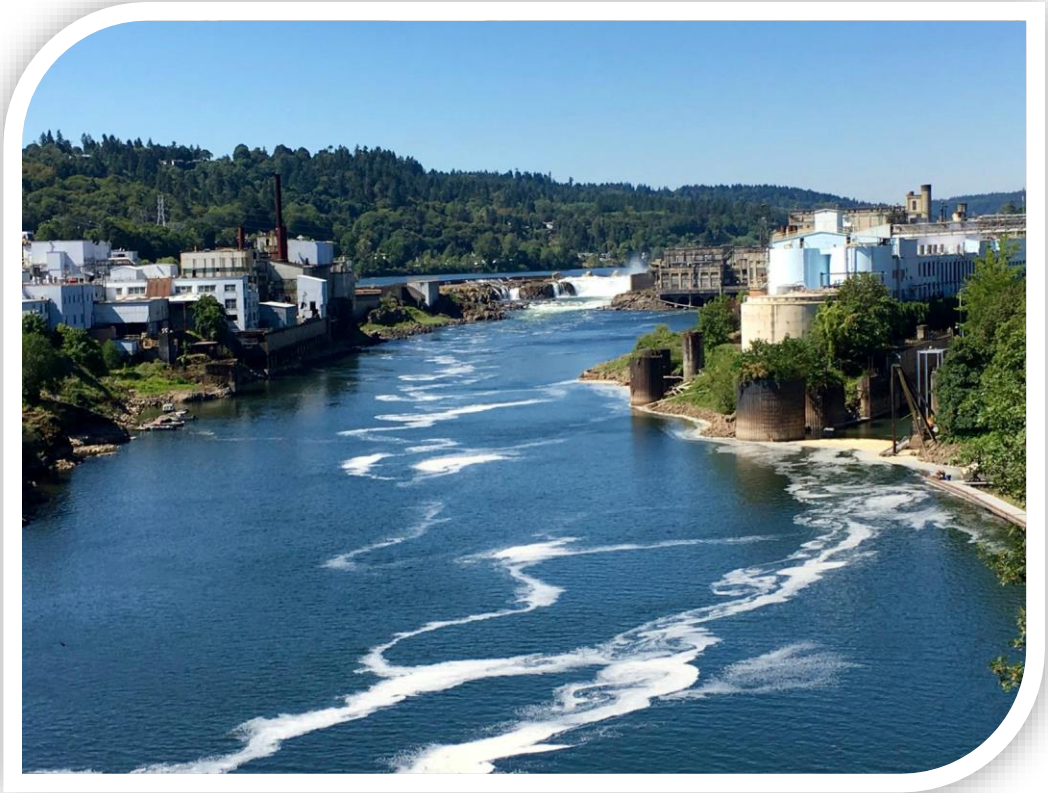
Information Technology.....16

Library.....18

Parks and Recreation .....20

Police.....26

Public Works.....28



## 2018 Administration Department Annual Report

### 2018 Accomplishments

- Completion or major progress on 2018 City Council goals.
- Elections process and voter approval of 2018 General Obligation Bond for transportation, parks, city facilities. Bond projects progress toward construction.
- Elections process and voter approval of parks impact related to I-205 Abernathy Bridge widening.
- Advocated for ODOT recognition of I-205 tolling impact on West Linn local streets.
- Developed legislative proposal for funding I-205 widening improvements.
- Engaged in state legislative affairs, drafting of position letters and providing testimony.
- Stafford three-party intergovernmental agreement progress.
- Coordination with ODOT on Highway 43 improvements.
- Coordination and support for 46 Council meetings (not including special events). Includes preparing agendas, materials, public notice, minutes, and archiving.
- Quarterly Town Hall coordination/promotion, including one on Arts and Culture
- Event coordination and planting of a peace pole at City Hall in coordination with West Linn Rotary.
- Coordination of the West Linn Emergency Preparedness Fair, State of the City, citizen advisory training, and other events.
- Weekly e-newsletter citizen education and engagement.
- Increased citizen engagement through social media:
  - Facebook: 3,690 followers, 319 new followers  
3,837 likes; 162 new likes
  - Twitter: 3,930 followers; 242 new followers
- Started website redesign with extensive cleanup of outdated material, redesign of department pages, and improvement of search features. Assisted with new GO Bond tracking website.
- Provided field trips for school children and youth groups at City Hall and engaged staff in special events at the schools.
- Hired new Police Chief and senior command staff.
- Hired new Community Relations Coordinator.
- Hired management intern to support city records, legal, communications, website maintenance, and overall city administration.
- Bi-weekly Leadership Team and Development Review meetings for interdepartmental coordination.



- Improved access to public records and reduced public records fees.
  - Average one to two day turnaround on public records requests.
  - Responded to ever increasing formal records requests: 2015 – 115, 2016 – 168, 2017 – 237, 2018--245.
- Provided training and education to staff and citizens on records management and retrieval.
- Assisted Community Development Department to store all legacy permits into the Electronic Records Management System (ERMS) and continue to enter current records in real time.
- Increased records in ERMS from 20,000 in 2015 to 48,767 in 2016 to over 61,533 in 2017, to 78,370 in 2018.
- Increased records in Webdrawer from 6,346 in 2015 to 7,043 in 2016 to over 9,006 in 2017, to 9,423 in 2018 to support goals for public access and transparency.

## 2019 Planned Projects

- Implement 2019 City Council goals.
- Prepare the City’s 2020-21 Biennial Budget.
- Oversee coordination, engagement and communication on 2018 GO Bond projects.
- Complete use agreements for Old City Hall, McLean House, and Robinwood Station.
- Support Highway 43 (Phase I) design process, citizen engagement and public outreach.
- Support Waterfront Plan citizen engagement and public outreach efforts.
- Launch redesigned City website.
- Monitor 2019 State Legislative Session and pursue ODOT/I-205 funding legislation.
- Support intergovernmental coordination for Willamette Falls Locks Commission, County vehicle registration fee, Water Environment Services (WES) governance collaboration, and Highway 43 (Phase II) funding pursuits.
- Conduct Council, CAGs and staff training on public meetings, records, and ethics laws.
- Assess City’s legal structure to support City’s policy and operational needs and control spending on legal services.
- Update City’s Communication Plan and Social Media Policy.
- Explore strategies to send the Youth Advisory Council to Washington DC and Salem.

## Challenges facing our Department’s operations, needs for citizen service and professional obligations in the coming year

- Dedicating time for Council team development, coordination and priority setting.
- Addressing an expanding list of items needing Council decision and direction.
- Navigating policy development and coordination between the various citizen advisory groups to produce recommendations for approval by City Council.

- Preparing the 2020-21 Biennial Budget with higher PERS contributions and need to potentially prioritize City services and programs.
- Making up for staffing vacancies in 2018 which have created back logs and gaps in areas related to legal support operations, risk management and loss prevention, public records requests, citizen engagement, community relations, and departmental coordination.
- Increasing cost for legal services and legal uncertainties related to litigation defense, LUBA appeals, complaint investigations and other unanticipated legal actions.
- Evaluation of sustainable funding for increasing public records requests and legal review costs.
- Improving management and timely ERMS storage of records to continue to support public access and transparency expectations.

### Department Legal Needs during Average Year

- Attend City Council meetings to advise Council, City Manager and staff on ORS, Charter, Code and policy requirements as issues surface.
- Review Council packets, associated legal documents, agenda bills, and motions.
- Provide legal advice to Council, City Manager, Department Heads, City staff, citizen advisory groups, and other authorized City representatives on all matters related to policy development and implementation, municipal operations, and capital projects.
- Provide training to Council, advisory bodies, volunteer groups and City staff on public meetings, public records, political restrictions, ethics, land use processes under state law, local land use processes, land use findings, motions and parliamentary procedure.
- Train and advise City staff on public contracting, political restrictions, ethics, BOLI compliance, code and parking enforcement practices, notice requirements, appeals processes, public contracting, and other legal elements of municipal operations.
- Review public records requests, determine and redact confidential information.
- Produce or oversee the production of evidence discovery for litigation.
- Legal analysis and processes associated with actual and potential litigation.
- Proper documentation and archiving of legal matters.
- Monitor tort claims and transmit legal claims and documentation to the City's insurer and provide legal advice to staff to minimize or prevent the risk of loss.
- Assist in contracting, monitoring and coordination of outside counsel for labor, prosecution and specialized legal services (e.g. Stafford)
- Draft ordinances, resolutions, and ballot measures to support the City's operations and policy directives to staff by the City Council.
- Negotiate and draft settlement agreements, public contracts, intergovernmental agreements, real property conveyances, easements, franchises, and other legal documents.

- Review processes, policies and forms for departments such as volunteer waivers, code violation due process, patronage and trespass policies, Lexipol policies, personnel and labor policies, email management and retention policies, right of way agreements, easements, dangerous building notices, and stop work orders.
- Answer questions and monitor processes that should be happening (i.e., sending out ex parte communication warnings, posting political advocacy signs in proper areas, etc.).
- Daily monitoring of internal activities and cross-legal coordination among departments to catch legal missteps before they occur (e.g. executive session laws). Proactive assessment and management of legal risks with upcoming work and hot topics.
- Making staff aware of new laws, risk management, and best practice changes and initiating internal process/rule changes.



## 2018 Community Development Department Annual Report

### Building Division

#### Accomplishments

##### **Staffing and Workflow Highlights**

- Two newest inspectors were certified with CAX – Residential Plans Examiner, CAS – Residential Structural Inspector, and CAM- Residential Mechanical Inspector through the State of Oregon. Also passed ICC certification for IRS Residential Building Inspection.
- Continued training to maintain existing staff certifications.
- The electronic archiving of Building Division Records is 100% complete.
- Continuing to embrace records management through TRIM program. All Completed Inspection records are added directly into TRIM by inspectors following the final inspection.
- Currently 100% paperless with the permit and inspection process.

##### **Plan Review and Inspection Overview** *(as of 12/05/18)*

- Issued 1,184 new permits
- Performed over 2,700 inspections
- Issued 759 Mechanical and Plumbing permits, with 815 inspections.
- Issued permits for 34 new homes, with 784 inspections.
- Issued 180 Commercial permits, with 384 inspections on commercial projects.
- Collected over \$2,200,000 in fees
- Handled over 3,300 citizen contacts at the front counter or by phone, not counting those directly related to existing permits.
- Major projects completed: TVF&R New Station, Bolton School, Trillium, High School, Weatherhill Subdivision.

#### **Challenges facing Building Department operations, needs for citizen service and professional obligations in the coming year**

- Considering work load and succession planning, strong need to move two newest positions (Building Inspector I) to full time (currently each 0.75).
- Continue to provide innovative ways to increase customer service.
- In 2019 we will evaluate permit fees to ensure sustainable operations; challenge is charging reasonable, competitive fees while bringing in enough revenue to make department fully self-supporting and establishing reserve fund.

- Continue to monitor and improve front counter service/permit concierge service including coordination with Planning, Engineering and Parks departments, and ensure sustainable funding for administrative services provided.
- Consideration of addition of Electrical Program (currently provided by Clackamas County).
- Need to plan/budget for additional vehicle to increase customer service capabilities.

## Planning Division

### Accomplishments

- Continued Implementation of Planning Docket. Following direction provided by Council and Planning Commission, the Community Development Director, Planning Manager and Planning staff supported the completion of several Community Development Code (CDC) and Zoning Map changes in 2018 including: Willamette Neighborhood Mixed Use Transitional Zone Changes; 8<sup>th</sup> Street rezoning; and a much-needed CDC cleanup project that also implemented several policy changes directed by Council. Additionally, work continues on the Parks Master Plan Update and West Linn Waterfront Project, and work has begun on a review of zoning on developable residential lands.
- The Planning Department tracks and supports four Citizen Advisory Groups, which together held 57 meetings in 2018. Work includes preparing agendas, materials, public notice, minutes, and archiving.
  - Planning Commission, 14 meetings and 3 joint workshops (2 with Council and 1 with Transportation Advisory Board).
  - Historic Review Board, 8 meetings.
  - Sustainability Advisory Board, 12 meetings.
  - Committee for Citizen Involvement, 20 meetings.
- In 2018 Planning Department staff handled (*as of 12/14/18*):
  - 35 Land Use actions
  - 2 appeals and preparation of 1 LUBA review file (Fishing Platform)
  - 38 pre-application conferences
  - Planning review of 177 Residential Building Permits and 31 Commercial Building Permits
  - Over 1,200 citizen contacts for basic information related to planning and development topics. Approximately 1/3<sup>rd</sup> of these citizen contacts are at the front counter and 2/3<sup>rd</sup>s by phone. This does not include the many more directly related to land use applications that go directly to individual staff.
  - Weekly interdepartmental coordination meetings (Planning, Building, Engineering) for land use applications and building permits.
- Significant land use reviews included:

- Two annexations completed and one in process
- Cornwall 6 lot Expedited Land Division (subdivision)
- 10 lot subdivision SUB 18-01 completed
- 4 lot subdivision SUB 18-02 completed
- 6 lot subdivision under review
- Committee for Citizen Involvement meetings included:
  - Completed an extensive training on the Planning Process problem identification and report provided to Council (19 meetings).
  - Completed discussion and provided letter to Council regarding the term “public comments” in meetings (2 meetings).
  - Recommended CCI bylaws changes to Council (3 meetings).
  - Considered “rules and training for minutes”
  - Considered return of Citizen Vision Goals to West Linn Comprehensive Plan
- Other highlights:
  - Part-time staff continues to make progress on electronic archiving/TRIM records project.
  - Supported IT/Finance work on new business license software and implementing updated review process.
  - Completed grant-funded project for online walking tour guide in historic district.
  - Supported Code Enforcement activities relating to citizen concerns.
  - Coordinated with DLCD and Metro on state/regional land use issues.
  - Reviewed and made recommendations on state legislation during 2018 legislative session.
  - Supported West Linn’s Waterfront planning project.
  - Continued work to update Department web site to increase customer service and ease of use.

### **Challenges facing Planning Department operations, needs for citizen service and professional obligations in the coming year**

- Continual pressure to expand public review period of applications and staff reports, while balancing staffing limitations and the legal and timeline requirements of state law.
- West Linn’s Community Development Code is increasingly less cohesive, less clear, and longer, as amendments over many years impair usability and citizen accessibility. However, a thorough overhaul would be a very difficult and time-consuming task.
- Desire for Code update projects exceeds staff and citizen capacity to accomplish.
- Complexity of land use applications continues to increase as many “more difficult” parcels become financially feasible for development.

## Economic Development

### Accomplishments

- Waterfront Project Planning
  - Worked with community, property owners, Council, ODOT and other stakeholders to identify proposed transportation alignment for Willamette Falls Drive/Hwy 43/I-205 intersections near Arch Bridge. Next steps in 2019 include formal Council consideration, detailed design work with ODOT, work to identify funding mechanisms.
  - Work with PGE, West Linn Paper Company, Clackamas County, and other property owners on variety of issues. Main land use component of project was on hold in 2018 following closure of West Linn Paper Company in late 2017. We expect to resume this work in early 2019 following PGE's in house site planning work.
  - Presented Waterfront Plan information at over a dozen neighborhood and small group meetings.
  - Extensive outreach to and cooperation with other groups and agencies working on Willamette River issues.
- Economic Development Committee
  - The EDC held 8 meetings in 2017.
  - Advised City staff work on business license software update and website updates.
  - Continued discussion of strategic action plan items including business retention strategies, business climate improvement items, and tourism development.
- Other
  - Supported December 2018 Council adoption of Letter of Intent with Willamette Falls Heritage Area Coalition to jointly conduct due diligence activities regarding potential Arts, Heritage and Tourism Cultural Center at the former City Hall building.
  - Supported Willamette Falls Locks Commission work as member of project technical team; Mayor Axelrod is chair of Commission and meetings held at West Linn City Hall.
  - Continued to support property owner of former Albertson's/Haggen site in search for new tenants
  - Responded to numerous inquiries from prospective business owners needing assistance with site selection or business development resources

## Challenges facing Economic Development operations, needs for citizen service and professional obligations in the coming year

- Closure of West Linn Paper Company presents ongoing challenges for redevelopment component of Waterfront Project. Timelines remain unclear for PGE next steps on this property.
- Continue strengthening communication between City Council and EDC with periodic joint meetings and liaison activities.
- Continued work needed to identify priority EDC action plan elements and identification of city role in priority areas.
- Very little commercial land/buildings available in West Linn; creates challenges in supporting new business/business relocation activities (for example, West Linn Post Office).

## Community Development Legal Needs during Average Year

- Legal analysis related to land use applications, code interpretations, process questions, etc. – frequent and ongoing
- Presence at Planning Commission meetings – frequent and ongoing
- Support for City Council land use processes (appeals, annexations, legislative code amendments etc.) – periodic
- Support for Committee for Citizen Involvement assessment of land use process, notice, timelines, etc. – frequent and ongoing
- Legal analysis of prospective contracts and purchasing - occasional
- Risk management assessment relative to code enforcement; code projects; building permits; fee calculations, etc. – frequent and ongoing
- Legal work to develop and review agreements with stakeholders/partners (example: Letter of Intent with Heritage Area Coalition; IGA with County on Locks financing) – periodic
- Proactive discussion of coming work; brainstorming; check-ins on hot issues
- Legal analysis and activity related to actual and potential litigation (code enforcement and permits) – frequent and ongoing
- Drafting and review of ordinances and resolutions - periodic



## 2018 Finance and Court Departments Annual Report

### 2018 Accomplishments

- Received “clean” audit opinion for June 30, 2018 audit.
- Finished the first year of the 2018-19 Biennial Budget with increased fund balance.
- Issued \$20 million in General Obligation (GO) bonds approved by voters in May 2018.
- Helped create GO Bond Tracking Financial Dashboard for public transparency.
- Replaced Business License software and seamlessly converted permittees.
- Received national Government Finance Officers Association (GFOA) awards for the audit and our budget document.
- Filled vacancy of the citizen member of the Audit Committee.
- Assisted in the implementation of new e-Ticketing system.
- Implemented Electronic Reporting to the Department of Motor Vehicles.
- Prepared quarterly financial reports.

### 2019 Planned Projects

- Prepare and balance budget for the next biennium BN 2021 (FY 2020 and FY 2021).
- Conduct audit and prepare Comprehensive Annual Financial Report for FY 2019.
- Provide ongoing tracking and reporting on 2018 GO Bond expenditures.
- Work with new Electronic Reporting system on parking citations.
- Scan old court cases into the City’s electronic records management system (ERMS).

### Challenges facing our Department’s operations, needs for citizen service and professional obligations in the coming year

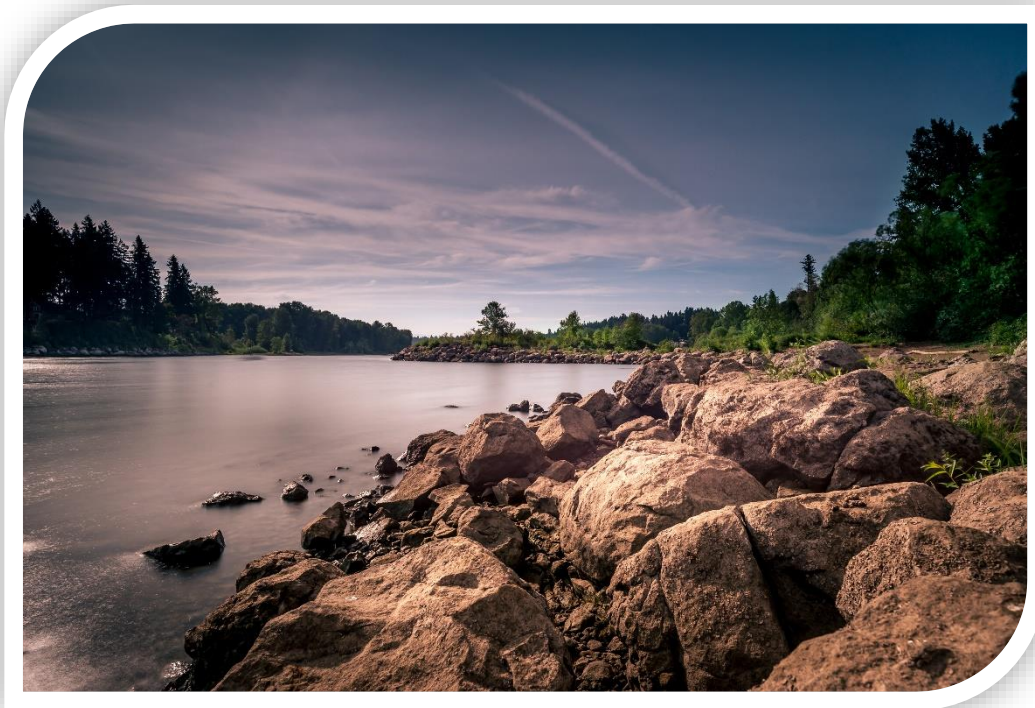
- Balancing the budget for the next biennium BN 2021 (FY 2020 and FY 2021).
- Filling vacancies of citizen members of the Budget Committee.
- Tracking bond projects and ensuring compliance with bond requirements.
- Assisting collective bargaining by providing financial analysis as issues arise.

## Department Legal Needs during Average Year

Most legal needs come up as work is done. Some examples of things that were done this year include:

- Questions about GO Bond issuance, authorization and use of proceeds.
- Bancroft financing agreement for SDC loans and questions related to it.
- Contract for Interim Finance Director services.
- Vendor bankruptcy notice questions.
- Supplemental budget and general budget law questions.
- Questions about business license renewal and implementation.
- Changes in city policy regarding financial reserves and operations, master fee schedule, preparation of ordinances and resolutions to carry out.

These are just the regular ones that come to mind. It is random from month to month and depends on what work we are doing assigned by the City Manager and/or City Council.



## 2018 Human Resources Department Annual Report

### 2018 Accomplishments

- Conducted over 30 successful recruitments, with 60+ new hires brought onboard including a new Police Chief and two Police Captains, and a Community Relations Coordinator.
- Maintained low on the job injuries through training and return-to-work program.
  - July 2017 – June 2018, (8) claims, (2) with time loss
- Conducted and completed a large transition to a new medical plan, avoiding a 21% cost increase with the existing medical carrier. Overall, costs to the City and our employees decreased 17% from the current plan, resulting in a 38% cost swing.
- Successfully negotiated a 2 year contract with the CCPOA police union.
- Streamlined police recruitment testing process utilizing the National Testing Network.
- Completed grievance arbitration with the CCPOA union re: termination of former officer Tommy Newberry. Arbitrator ruled City had just cause to terminate.
- Conducted annual employer and employee training in safety, operational, compliance:
  - Bloodborne Pathogens
  - Safety & Ergonomics
  - Respectful Workplace & Anti-Harassment (City-wide)
  - Management and supervisory
- Continuing employee engagement to improve performance and service delivery:
  - Employee challenge for donations to the West Linn Food Pantry in conjunction with the Turkey Trot contributed to a total of 2,507 lbs. of food donated
  - Employee appreciation and acknowledgement efforts sustained
  - All staff In-Service day: included training, team-building, and volunteerism

### 2019 Planned Projects

- Complete organization-wide pay equity analysis and ensured the City is in full compliance with Oregon's Pay Equity Act.
- Negotiate a fiscally responsible and fair collective bargaining agreement with the general unit AFSCME, starting in early 2019.
- Implement new onboarding software to improve new hire experience.

## Department's Legal Needs During Average Year

Most legal needs come up as work is done. Some examples are:

- Collective Bargaining Agreement negotiations.
- Guidance during high-profile employment investigations and proposed outcomes.
- Review of contemplated terminations.
- Representation on any employment action, tort, lawsuit, BOLI complaint, arbitration.
- Advice on unique employment matters: legal interpretation of state and federal employment law.
- Advice and guidance in reviewing, revising and applying personnel policies.



## 2018 Information Technology Department Annual Report

### 2018 Accomplishments

Completed the following software and system upgrades:

- City-wide Physical Security System Improvements
  - Badge System Server Software Upgrade & System Re-architecture
  - Security Camera Server Software Upgrade & System Re-architecture
  - Security Camera Installation at West Linn Public Library
  - Badge Security System Installation at West Linn Public Library
  - Badge Security System Installation at Bolton Reservoir
- Public Works Fuel Management Software System Upgrade
- Public E-mail Record Storage and Search Appliance Hardware Refresh
- Wireless Network Infrastructure Reporting and Statistics Package Deployment
- Robinwood Station Internet & Wifi Infrastructure Installation
- Police Department E-Citation Software Package Migration
- Police Department Computer Aided Dispatch Software Package Migration
- Police Department Records Management Software Package Migration
- Police Department Satter Community Room Audio/Visual Infrastructure Replacement & Re-architecture
- Finance Department Business Licensing Software Package Migration
- Library Patron Computer Lab Management Software Package Migration
- Library Virtual Reality Lab Hardware Infrastructure Deployment
- Completed Recruitment and onboarding of new IT Department Network Administrator
- City Wide Virtual Server Infrastructure Fault Tolerance Hardware Deployment

### 2019 Planned Projects

Complete the following software and system upgrades:

- City Wide GIS Mapping Tools Software
- Public Works Facility Site Server Hardware Replenishment
- City Wide Virtual Server Infrastructure Software Upgrade
- Police Department Evidence Management System Software Upgrade
- Police Department Interview Room Software System Replacement
- City Wide Mobile Device Migration to AT&T FirstNet Services
- Finance GO-Bond Expenditure Tracking Dashboard
- Municipal Court Conversion to DMV E-Conviction Reporting

- City Council Chamber Acoustical & Audio System Re-architecture
- City Wide Secure Payment Hardware Upgrade (Chip & Pin)
- Police & HR Automated E-mail Encryption Software Package
- Annual Desktop Computer Hardware Replenishment (40 desktops replaced, 20 used ones repurposed to library patron pc lab)
- City of Oregon City Supplemental IT Support Services MOU (November/December, 8K – 14K in fees earned)
- Police Department Server Room Conversion from Wet Fire Suppression System to Dry Fire Suppression System
- Security Camera System Deployment to Tanner Creek Park
- Security Camera Deployment to City Hall Parking Lot

### Challenges facing our Department’s operations, needs for citizen service and professional obligations in the coming year

- BN 2020-21 IT budget has no budget for organizational improvements, only maintaining current services in the technology infrastructure.
- Timely access to legal services and purchase contract negotiation support.
- Replace Franchise Agreement Language in Municipal Code with Right of Way Municipal Code.
- Loss of IT staff due to higher wage ranges in comparable local municipalities.
- Loss of General Fund revenues if FCC 5G Cellular Infrastructure Rules override local municipal codes.

### Department’s Legal Needs during Average Year

- Annually we average 10-15 software contract renewals or new purchases. Each new contract requires about 5 to 10 hours of legal review; contract renewals will be on the shorter side of this time range.
- We are still finding occasionally expiring or renewing contracts in other departments for software where the purchasing department just signed the contract and did not involve our legal team. This is not easily predictable. It is random and fortunately not happening as frequently, but is still an unexpected need for and use of legal resources.
- Legal consultation and review is needed each time we consider policies related to cybersecurity, video surveillance, monitoring, records production, and privacy rights.

## 2018 Library Department Annual Report

### 2018 Accomplishments

- Moved the Bookstore from Children’s area to upstairs (Bamboo Room).
- Transitioned leadership and ownership of the Bookstore from the Friends of the West Linn Library to the West Linn Library Foundation.
- Created “The Hollow” & “Workshop” in the old Book Cellar and Storage Area, creating a new programming and meeting area for the Children/Youth Services, and a place for storage and workshopping for staff. In all 1,600 square feet of space was repurposed at low cost for youth programming and safety.
- Opened 2 residential and 6 school book drops for depositing library materials around the city, making for a total of 10 book drops in all areas of the city. This is just one example of our collaboration with the West Linn-Wilsonville School District and listening to our patrons, to enable families are able to easily return materials (and avoid fines).
- Offered our Harry Potter Night which attracted 764 attendees a 59% increase in attendance. We had visitors from as far away as Lincoln City attend the event!
- Successfully implemented Radio Frequency Identification (RFID) conversion for over 107,000 items in our current holdings.
- Conducted an all-staff and community training on diversity and inclusion. Continuing to conduct staff training in these areas and in the recognition of underrepresented voices.
- Created a patron survey on the Library and its services and received 266 respondents. This was a part of an on-going data collecting endeavor to look at Library parking, materials needs and programming.
- Increased number of volunteer teams for our Tales to Tails program from 5 dog/handler teams to 9 dog/handler teams. This allows us to continue to provide this program when scheduled teams are on vacation or unable to attend on their assigned dates.
- Continued to grow our Summer Reading Program with 2,839 participants this year, a 25% increase from last year.
- Conducted a 7-week series of family programs at Willamette Park, ran in collaboration with Parks & Recreation, with a 20% increase in attendance.
- Other highlights:
  - Increased outreach with programs at ACC and Mary’s Woods
  - Revamped public computer lab with new hardware and management software
  - Number of physical units added to collection in FY 17-18: 8,879
  - Number of e-books & downloadable audiobooks added in FY 17-18: 11,862
  - Hours open to public in FY 17-18: 2,828
  - Visits in FY 17-18: 209,797
  - Total circulation in FY 17-18: 1,106,182
  - Number of programs in FY 17-18: 408
  - Attendance at programs in FY 17-18: 14,865

## 2019 Planned Projects

- Launch the Dolly Parton Imagination Library for all West Linn Children under the age of 5 in part to help fulfill a state/federal wide early childhood literacy initiative.
- Increase intentional adult programming that targets the 25-50 age demographics of our community.
- Undertake the roof, generator and landscaping projects which are funded with the 2018 GO Bond.
- Continue active outreach to WLWV School District, including programming, partnerships, and other forms of collaboration.
- Support the newly established Arts & Culture Commission with logistics, staff support, reporting, and other duties as assigned.

## Challenges facing our Department's operations, needs for citizen service and professional obligations in the coming year:

- Increase teen involvement in Youth Department and the Makerspace.
- Increase volunteers to assist with operations of the Book Nook, pick list, and shelving.
- Transition all work performed with the Book Nook to be done by volunteers - sort, select, clean and stock donated materials - allowing library staff to focus on other important duties within the library.
- Undertaking the GO Bond projects for the library while seamlessly maintaining operations.

## Department's Legal Needs during Average Year

- The Library's legal needs are sporadic and largely unplanned. We have in the past used the Assistant City Attorney for clarification and legality relating to library public policies including code of conduct, unattended children, video recording, and no smoking. Other issues have included personal liability relating to tree limbs falling on cars, slipping on snow or icy walkways, and other risk management related issues, issues relating to eyeglasses for the Eclipse, and the Friends of the West Linn Library resources and management in relation to their leaving the Library, and handing over the bookstore assets and control to the West Linn Library Foundation.
- Ongoing, we would like to have legal counsel on public policies, contracts, risk management, and other unanticipated legal issues that may arise.





- **Permitting/Reservations**
  - Scholarship Applications 62
  - Picnic Permits 327 at 6 parks with 10 sites
  - Field Permits 22
  - Youth League Field Permits 7 seasons and 17 tournaments
  - Sunset Fire hall 47 over 200 separate dates reserved
  - Special Event Permits 25
  - Major Film Permits 2
  
- **Park Maintenance**
  - Number of separate sites 61
  - Total Acres 480
  - Developed 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 maintained 5 seasonally 7 days per week 19 weeks
  
- **Tree Ordinance and Tree issues**
  - Citizen Tree Calls - Many concerns about residential or City owned trees
  - Tree Care Coordination 65-70
  - High tree work or large removals on City property
  - Street Tree Program 75-100 Trees coordinated and planted each year
  - Street Tree Replacement Program
  - Development Review Assistance 2-4 hours weekly
  
- **Recreation Programs**
  - 814 total classes 4,042 participants
  - Summer Camps (In house)
    - Fun in Sun (age 6-12) 19 camps 443 participants
    - Mini & Shorty (age 4-6) 17 camps 310 Participants
  - Skyhawk’s Youth Sports Camps 38 camps 505 participants in summer 2017
  - Youth Basketball Program 69 teams 765 participants
  - Safety Town 2 sessions 120 participants
  - Special Needs Dances 3 150 attendees
  - Red Cross Blood Drives 2 58 units collected
  - Drivers Education (teens) 4 classes 120 participants
  
- **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, etc.

- **Special Events**

Fall/Winter Photo Challenge	Ongoing
Special Events	14 events covering
Take Care of West Linn day	238 participants
Daddy Daughter Dance	141 Participants
Street Dance	3,000 attendees
Old Time Fair (3 days)	14,000 attendees
Movies in the Park (4)	1000 attendees
Music in the Park (6)	9,000 attendees
Great WL Outdoor Adventure	178 attendees
Holiday Bazaar	250 attendees, 38 vendors
Community Tree Lighting	400 attendees
Holiday Parade	500 attendees, 485 participants
Ugly Sweater Holiday Dash	300 participants
Annual Plant Sale	100 participants



## Planned Projects for 2019

- **Hammerle Park**

Athletic field improvements for Hammerle Park include a new backstop on Field II and storm drainage and drinking fountain improvements behind Field I.

- **Mary S. Young Park**

The improvements to the athletic fields at Mary S. Young Park are primarily to install a new drainage system to increase seasonal playability.

- **Benski Park**

Improvements to Benski Park include a new irrigation system and an asphalt overlay on the basketball court and install permanent trash receptacles.

- **Hammerle Park**

New decking on the tot play structure, the installation of a new border to contain playground safety surfacing, remove and replace the picnic shelter and install barbecue stands and install drainage, net posts and re-surface the tennis court.

- **Maddax Woods Park**

A new viewing platform and accessible walkway are slated for Maddax Woods Park in order to improve visual access to one of the largest Great Blue Heron rookeries in the Portland Metro area.

- **Mary S. Young Park**

Work at Mary S. Young Park will include a boardwalk over the trail near the popular beaver pond, renovation of the original restroom in the park and repair to a trail and bridge washed out by the 2017 winter storms.

- **Palomino Park**

Improvement to Palomino Park include new stairs to the Palomino Loop Trail and a Playground upgrade to serve older children.

- **Sahallie Illahee Park**

Work at Sahallie Illahee Park will consist of better ADA access and a new nature based playground and the demolition and re-construction of the Horton Road basketball court.

- **Sunset Park**

The work at Sunset Park consists of re-developing the entire park including new ADA pathways, a new restroom, new playground, new and relocated picnic shelters and an interactive water feature for kids.

- **Tanner Creek Park**

Tanner Creek Park will become the home of the City's first outdoor fitness court, along with covered Pickleball Courts.

- **Willamette River Waterfront**

This project's first phase includes new decking on the fishing catwalk and a riverside trail from the Arch Bridge to the catwalk.

- **City Hall**

Using Energy Trust incentives to upgrade the HVAC systems and mechanical controls and lighting improvements for energy efficiencies.

- **Library**

Install emergency generator to provide a fully functioning facility in the event of common power failures or disaster, lighting and control upgrades for energy efficiency and sustainability and a new roofing system to replace the leaking roof over the area known as the expansion portion.

- **Old City Hall Building**

Work with a proposed partnership with several local non-profits to perform limited upgrades to enable at least a partial use of the building as a Community Resource Center.

- **McLean House**

Restroom and other upgrades for accessibility and new exterior paint.

- **Police Station**

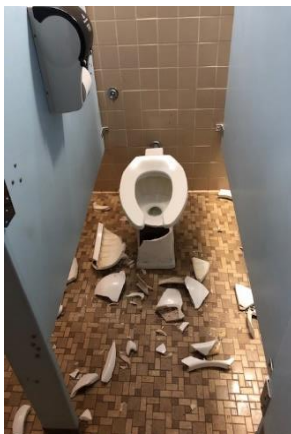
Install an emergency generator sized appropriately to provide full functionality in the event of both short and long term power outages.

- **Sunset Fire Hall**

Restroom renovations and the removal of lead pain and new exterior paint.

## Challenges facing Parks Department operations, needs for citizen service and professional obligations in the coming year.

- Limited in the number of recreation programs and events by small staff resources and lack of adequate facilities.
- Falling behind our maintenance standards due to limited number of permanent parks maintenance staff.
- Ongoing challenge to support the increased volunteerism, utilization and expectations of park users in West Linn due to lack of funding for personnel.
- The influx of the GO Bond Projects has and will continue to increase the workload of our existing staff.
- This year alone, we have suffered vandalism damages in Mary S. Young Park and Tanner Creek Park that have exceed \$20,000 in unbudgeted repair costs.



## Department's Legal Needs during Average Year

- Tort claims and lawsuits (e.g. tree incident, Cedaroak Boat Ramp)
- Procurement and contract review (huge upsurge due to the GO Bond)
- Review of proposed ordinances and resolutions
- Review of grant and intergovernmental agreements
- Real estate acquisition consultation
- Preparation of use agreements for City facilities
- Indemnification and volunteer agreements
- Videotaping policy on City property
- Drafting ballot measures for park and open space impacts required by Charter
- Sporadic parks issues such as homeless camping, trespass, park vandalism, coordination with response from Police Department



## 2018 Police Department Annual Report

### 2018 Accomplishments

- New Chief of Police appointed.
- Two new Police Captains are now in place; one was promoted from within, the other Captain was recruited regionally.
- Two new Sergeants promoted internally this year.
- Five new Police Officers have been hired; one was a lateral Police Officer from Mt. Angel Police Department.
- A new Property/Evidence Manager has been hired.
- A new Record's Specialist has been hired.
- A new Police Chaplain has been adopted and is now serving our community and Police Department.

### 2019 Planned Projects

- Establish a City Emergency Operations Manager (possibly under Public Works).
- Expand the training and role of our Property/Evidence manager for greater utilization as a force multiplier in investigations.
- Expand Police training agency wide in the area of Police legitimacy, procedural justice and implicit bias.
- Reach and maintain authorized staffing.
- Restore our Investigations Division to two full-time Detectives and increase our commitment to County-wide utilization.
- Reconstitute regular Police attendance at our neighborhood association meetings.

### Challenges facing our Department's operations, needs for citizen service and professional obligations in the coming year

- The Police Department is still below authorized staffing levels.
- Alternative funding sources will need to be explored in the next biennium if we are to expand any policing services for our community.
- Community need for an additional School Resource Officer and an additional dedicated Traffic Officer.

## Department's Legal Needs during Average Year

- Liability and Risk Control – We need legal counsel to call for immediate answers to questions involving liability and risk situations. Police work happens quickly and the potential liability is too great not to have an immediate resource, day or night.
- Inquiries re Police Operations – A recent case involved the seizure of a gun from a pawn because the person who pawned it was a convicted felon. The case is adjudicated. What should the PD do with the gun? Under what legal authority did the PD have to seize the gun from the rightful owner? The gun was not stolen and was being legally possessed by the pawn shop. The ACA would help us sort out these questions.
- Policy Advice and Guidance – A recent situation involved a complaint about hovering drones. The ACA was asked about developing an ordinance regulating drones. (This project remains open.) Similarly the ACA would advise the PD on rules about trespassing in city parks, violating park rules, violating city ordinances or committing crimes in parks, civil tenant law, vehicle towing, alarms, juvenile custody, public records disclosure, property handling, parking regulations, civil trespass, civil liability, etc.
- Code Enforcement – For questions about code enforcement, the ACA was the go-to person. The ACA helped rewrite the codes on parking enforcement and other issues and then train PD staff on the new changes and implementation. The ACA advised the PD on numerous locations where a home owner was violating code regarding cleaning up yard debris to ensure liability issues were addressed in neighborhoods.
- Contractual Guidance - The PD will enter into contracts with outside vendors/companies to assist us with departmental needs, such as recruitment, investigations, towing, intergovernmental and mutual aid agreements, etc. One example involved working with the National Testing Network (NTN) contract for hiring and recruitment. The ACA worked directly with NTN to finalize the contract and took much of the work off the PD's plate and with the knowledge and expertise needed.
- Forms. The ACA would assist us on any new 'form' that was created, providing us with legal feedback.





## 2018 Public Works Department Annual Report

### 2018 Accomplishments

#### Engineering Division (including GIS)

- Awarded National Accreditation from the American Public Works Association, the 139<sup>th</sup> agency in North America, fourth in Oregon and the first in the Portland-Metro area.
- Initiated full replacement of the City's current GIS system MapOptix to an upgraded system that will be deployed within the current biennium.
- Secured contractor to reinforce unrestrained pipe joints on the City's main water transmission line from the South Fork Water Board plant. Work is scheduled for completion by the end of the calendar year.
- Provided for the transition of operation of the Dan Davis Recycling yard from Recology to S & H Logging and Recycling.
- Processed and issued 172 Public Works permits.
- Completed ADA Ramp inventory within the City identifying over 1290 locations in need of future improvements and completed ramp improvements near Pimlico Drive.
- Installed a protected left turn from Rosemont Rd. to Salamo Rd. as part of the Tanner Ridge development street improvements.
- Upgraded traffic beacons at Trillium Creek Primary and Rosemont Ridge Middle School.
- Installed the City's first separated bike path on Rosemont Rd. as part of the Tanner Ridge development street improvements.
- Provided engineering development review for 12 land use applications.
- Provided engineering review and right-of-way and erosion control inspections for 68 active development projects with building permits.
- Ongoing coordination with ODOT for planned OR-43 multimodal improvements including design consultant selection. The Right-of-Way Services Agreement and Project Management Agreement between the city and state have been executed.
- Ongoing coordination with ODOT for the planned I-205 widening.
- Began development of a traffic concept plan for Willamette Falls Drive from Sunset to Highway 43 as part of the waterfront project in coordination with ODOT.
- 75% complete on update of Stormwater and Sanitary Sewer Master Plans.
- Added curb and sidewalk along Valley View Drive including widening of adjacent road to the north end of Marylhurst Heights Park.

## Water Division

- Continuous maintenance to ensure quality drinking and fire suppression water is provided to the citizens. Work includes but is not limited to water quality sampling, utility locates, water service installations, meter repairs, and main repairs.
- Maintained 24 hour/365 day telemetry system inspection of water system and successfully provided 24 hour/365 day response to utility emergencies.
- Coordination with Oregon City, South Fork, Clackamas River Water, and LOT during the installation of a 42" bypass transmission main near South Fork's treatment plant.
- Coordinated with engineering staff on the 24" supply main reinforcement project scheduled to be complete by the end of the year.

## Streets Division (including Vehicle Maintenance)

- Cleaned up and removed over 300 yards of debris from city right-of-way and adjacent properties during wind and ice events.
- Maintenance of 78 vehicles and 177 pieces of equipment that range in size from chain saws to large front end loader.
- Removed and replaced median at Parker Rd. and Wild Rose Dr.
- Oversaw on-site restoration and cleanup of Dan Davis Recycling yard in coordination with transfer of operator.
- Assisted Environmental Services with installing 200 feet of storm pipe on Donegal Ct.
- Restriped the West A St. overpass and added 74 parking spaces on West A St. and Broadway St. to supplement high school parking.
- Replaced 40 signs in order to update the parking district surrounding the high school.
- Added a 700 foot pedestrian trail between 2363 and 2696 Pimlico Drive.

## Environmental Services Division

- Approximately 204,000 linear feet of sewer lines were cleaned and 1,160 linear feet of sewer lines were televised/inspected.
- Over 1,000 cubic yards of debris from street sweeping were collected.

## **2019 Planned Projects**

- Road improvements at various locations in the city.
- Replacement of poor condition water mains at various locations in the city.
- Highway 43 water main replacement design and beginning of construction prior to ODOT road work from Hidden Springs to Arbor Drive.
- ODOT coordination on Highway 43 and Waterfront transportation planning
- Continued sidewalk ramp improvements focused on Pimlico Drive area.
- Design, development and implementation of GO Bond transportation projects, including Historic Willamette 10<sup>th</sup> St. Interchange project design.

- Safe routes to schools evaluation and planning (GO Bond Project) in coordination with the WLWV school district followed by beginning of design for planned improvements.
- Completion of Surface Water and Sanitary Sewer Master Plans with Council adoption.
- Acquisition of IT components and software to update City's asset management program and enhance citizen service request response.

## Challenges facing our Department's operations, needs for citizen service and professional obligations in the coming year

### Engineering Division (including GIS)

- Staffing levels to keep up with the public outreach demands on construction projects.
- Maintaining appropriate channels of communication with citizens and funding citizen driven requests on capital projects to meet Council and citizen expectations.
- Development review, specifically infill projects, taking considerable time due to complex site conditions and need for extensive public outreach.
- Interdepartmental coordination and policy direction on development relating to; code interpretations, plan review, permitting, and public improvement requirements.

### Water Division

- Meeting citizen needs/expectations while simultaneously staying within budgeted funding.
- Staffing FTE levels to provide increasing service level demands while also maintaining aging infrastructure.

### Streets Division (including Vehicle Maintenance)

- Anticipating snow and ice events and ensuring adequate supply of removal materials such as liquid deicer.
- Lack of adequate space at Public Works Operations to provide adequate materials/ supplies and room for equipment. Material costs could be reduced if more space was available for volume purchasing and storage.
- Staffing levels to provide increased service levels, while also providing routine infrastructure maintenance/improvements.
- Keeping up with work load for vehicle maintenance with limited staff.
- Out-sourcing vehicle/equipment repairs. Current shortage of qualified mechanics is leading to longer repair times and more returns for faulty repairs.

### Environmental Services Division

- Staff turnover impacted number of staff licensed and trained to operate street sweeper causing delay of sweeping in some areas; difficult to find qualified applicants due to qualified CDL driver labor shortage.

- Staffing levels remain the same while citizen and Council level of expectations have increased significantly over past few years.
- Lack of adequate space at Public Works Operations for processing of materials generated from operations activities.

## Department's Legal Needs during Average Year

- Public improvement contracts (e.g. negotiating insurance requirements, workers compensation exemptions)
- Franchise agreements
- Lease agreements
- Easement interpretations especially for historic easements that come up during new construction
- Editing of existing legal agreements, including but not limited to, public utility easements and sidewalk easements (with and without utilities)
- Right-of-way dedications and vacations
- Ongoing legal settlements related to development (e.g. View Drive, Weatherhill)
- Research and confirmation of public notice requirements related to code changes and SDC updates
- Real estate acquisition/disposal, and general procurement questions



# DRAFT

## City of West Linn

## General Fund *(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$1,470	\$2,083	\$1,541	2,184	\$2,983	2,177	1,524	\$679	(\$137)	(\$721)	(\$2,297)
Transfer from other funds	6,025	6,229	6,880	7,100	7,132	7,279	7,336	7,501	7,727	7,960	8,198
Fines and forfeitures	397	384	550	513	429	400	450	450	465	480	494
Fees and charges	259	236	266	243	240	220	286	295	305	315	324
Interest	7	15	16	15	18	20	20	20	22	24	25
Miscellaneous	70	68	145	52	74	75	75	80	83	86	88
Franchise fees	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	74	119	89	-	-	42	-	-	-	-	-
Debt proceeds	-	-	1,070	-	-	-	-	-	-	-	-
Total revenues	6,832	7,051	9,016	7,923	7,893	8,036	8,167	8,346	8,602	8,866	9,129
<b>Total Resources</b>	<b>\$8,302</b>	<b>\$9,134</b>	<b>\$10,557</b>	<b>10,107</b>	<b>\$10,876</b>	<b>10,213</b>	<b>\$9,691</b>	<b>\$9,025</b>	<b>\$8,465</b>	<b>\$8,145</b>	<b>\$6,832</b>
<b>Requirements</b>											
Personnel services	\$3,162	\$3,881	\$4,136	\$3,642	\$3,955	\$4,340	\$4,834	\$5,056	\$5,258	\$5,468	\$5,687
Materials & services	2,429	2,291	2,289	2,369	2,645	2,343	2,431	2,398	1,597	2,589	2,696
Debt service	410	413	1,448	404	404	404	407	408	106	106	108
Transfers to other funds	199	615	233	390	1,645	1,580	1,270	1,240	2,155	2,209	2,074
Capital outlay	19	393	267	319	50	22	70	60	70	70	70
Total expenditures	6,219	7,593	8,373	7,124	8,699	8,689	9,012	9,162	9,186	10,442	10,635
Ending Fund Balance											
Policy requirement (15%)	839	926	964	902	990	1,002	1,090	1,118	1,028	1,209	1,257
Over (under) Policy	1,244	615	1,220	2,081	1,187	522	(411)	(1,255)	(1,749)	(3,506)	(5,060)
Total ending fund balance	2,083	1,541	2,184	2,983	2,177	1,524	679	(137)	(721)	(2,297)	(3,803)
<b>Total Requirements</b>	<b>\$8,302</b>	<b>\$9,134</b>	<b>\$10,557</b>	<b>\$10,107</b>	<b>\$10,876</b>	<b>\$10,213</b>	<b>\$9,691</b>	<b>\$9,025</b>	<b>\$8,465</b>	<b>\$8,145</b>	<b>\$6,832</b>

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED		FY22	FY23	FY24
							FY20	FY21			
<b>Expenditures - by Department</b>											
City Council	\$151	\$144	\$199	\$213	\$282	\$289	\$323	\$324	\$337	\$350	\$364
City Management	950	1,033	1,238	945	1,137	1,020	1,205	1,251	1,301	1,353	1,407
Economic Development	173	318	240	211	273	249	268	275	286	297	309
Human Resources	425	435	456	471	521	533	588	617	642	668	695
Finance	777	1,221	921	797	633	783	786	822	855	889	925
Information Technology	1,004	1,009	1,212	1,267	1,188	1,045	1,102	1,072	1,115	1,160	1,206
Facility Services	472	545	511	549	569	545	591	598	622	647	673
Municipal Court	286	364	344	384	425	488	538	553	575	598	622
Public Works Support Services	906	1,049	1,046	1,034	1,123	1,137	1,304	1,358	1,412	1,468	1,527
Vehicle & Equipment Maint	304	312	306	303	325	381	423	429	446	464	483
<b>Non-Departmental</b>											
General	162	135	219	156	174	235	207	215	224	233	242
Debt service	410	413	1,448	404	404	404	407	408	106	106	108
Transfers to other funds	199	615	233	390	1,645	1,580	1,270	1,240	1,265	2,209	2,074
	<b>\$6,219</b>	<b>\$7,593</b>	<b>\$8,373</b>	<b>\$7,124</b>	<b>\$8,699</b>	<b>\$8,689</b>	<b>\$9,012</b>	<b>\$9,162</b>	<b>\$9,186</b>	<b>\$10,442</b>	<b>\$10,635</b>

# DRAFT

## City of West Linn

## Public Safety Fund

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$7,275	\$2,352	\$937	\$478	\$486	1,679	\$2,366	\$1,758	\$977	\$1,056	\$1,069
Fines and forfeitures	13	38	20	13	12	7	7	8	8	8	8
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	18	9	34	19	16	16	16	16	16	16	16
Taxes	4,172	4,436	5,023	5,032	5,149	5,314	5,473	5,637	5,806	5,980	6,160
Franchise fees	1,368	1,404	1,374	1,621	1,381	1,384	1,384	1,398	1,412	1,426	1,440
Intergovernmental	457	462	451	520	688	615	562	573	584	601	613
Intergovernmental (TriMet)	-	-	124	105	123	-	-	-	-	-	-
Licenses and permits	21	22	24	22	22	31	31	32	33	34	35
Debt proceeds	-	-	-	-	-	-	-	-	-	-	-
Transfers from other funds	-	365	-	75	1,120	1,155	165	165	1,125	1,159	1,194
<b>Total revenues</b>	<b>6,049</b>	<b>6,736</b>	<b>7,050</b>	<b>7,407</b>	<b>8,511</b>	<b>8,522</b>	<b>7,638</b>	<b>7,829</b>	<b>8,984</b>	<b>9,224</b>	<b>9,466</b>
<b>Total Resources</b>	<b>\$13,324</b>	<b>\$9,088</b>	<b>\$7,987</b>	<b>\$7,885</b>	<b>\$8,997</b>	<b>\$10,201</b>	<b>\$10,004</b>	<b>\$9,587</b>	<b>\$9,961</b>	<b>\$10,280</b>	<b>\$10,535</b>
<b>Requirements</b>											
Personnel services	4,193	4,483	4,970	4,834	4,783	5,000	5,350	5,600	\$5,810	\$6,028	\$6,254
Less savings from vacancies	(85)	(175)	-	-	-	-	-	-	-	-	-
Materials & services	642	707	742	749	707	818	854	879	905	932	960
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	1,410	1,452	1,674	1,682	1,735	1,867	1,892	1,981	2,040	2,101	2,164
Capital outlay - Police Station	4,730	1,487	-	-	-	-	-	-	-	-	-
Capital outlay - vehicles	82	197	123	134	93	150	150	150	150	150	150
<b>Total expenditures</b>	<b>10,972</b>	<b>8,151</b>	<b>7,509</b>	<b>7,399</b>	<b>7,318</b>	<b>7,835</b>	<b>8,246</b>	<b>8,610</b>	<b>8,905</b>	<b>9,211</b>	<b>9,528</b>
Ending Fund Balance											
Policy requirement (15%)	713	752	857	837	824	873	931	972	1,007	1,044	1,082
Over (under) Policy	1,639	185	(379)	(351)	855	1,493	827	5	49	25	(75)
<b>Total ending fund balance</b>	<b>2,352</b>	<b>937</b>	<b>478</b>	<b>486</b>	<b>1,679</b>	<b>2,366</b>	<b>1,758</b>	<b>977</b>	<b>1,056</b>	<b>1,069</b>	<b>1,007</b>
<b>Total Requirements</b>	<b>\$13,324</b>	<b>\$9,088</b>	<b>7,987</b>	<b>7,885</b>	<b>8,997</b>	<b>\$10,201</b>	<b>\$10,004</b>	<b>\$9,587</b>	<b>\$9,961</b>	<b>\$10,280</b>	<b>\$10,535</b>

# DRAFT

## City of West Linn

## Library Fund (amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$774	\$686	\$700	506	\$346	\$381	\$432	\$387	\$328	\$362	\$356
Fines and forfeitures	67	61	57	49	43	40	40	40	41	42	43
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	30	18	9	10	10	10	9	9	9	9	9
Taxes	922	697	720	852	1,026	1,058	1,090	1,123	1,157	1,191	1,227
Transfers from other funds	-	-	-	-	-	-	30	30	155	150	200
Intergovernmental - current	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental - new district	1,360	1,459	1,481	1,535	1,595	1,644	1,699	1,755	1,808	1,862	1,918
Intergovernmental - new capital	-	-	-	-	-	-	-	-	-	-	-
Total revenues	<u>2,379</u>	<u>2,235</u>	<u>2,267</u>	<u>2,446</u>	<u>2,674</u>	<u>2,752</u>	<u>2,868</u>	<u>2,957</u>	<u>3,170</u>	<u>3,254</u>	<u>3,397</u>
<b>Total Resources</b>	<u>\$3,153</u>	<u>\$2,921</u>	<u>\$2,967</u>	<u>\$2,952</u>	<u>\$3,020</u>	<u>\$3,133</u>	<u>\$3,300</u>	<u>\$3,344</u>	<u>\$3,498</u>	<u>\$3,616</u>	<u>\$3,753</u>
<b>Requirements</b>											
Personnel services	\$1,169	\$1,192	\$1,331	\$1,431	\$1,524	\$1,621	\$1,829	\$1,904	1,990	2,080	2,174
Materials & services	171	210	225	225	212	223	218	223	230	237	244
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	774	804	816	896	803	855	866	889	916	943	971
Capital outlay	353	15	89	54	100	2	-	-	-	-	-
Total expenditures	<u>2,467</u>	<u>2,221</u>	<u>2,461</u>	<u>2,606</u>	<u>2,639</u>	<u>2,701</u>	<u>2,913</u>	<u>3,016</u>	<u>3,136</u>	<u>3,260</u>	<u>3,389</u>
Ending Fund Balance											
Policy requirement (15%)	44	53	76	91	103	120	150	162	176	191	206
Reserve for Caufield (inc.)	157	157	157	157	157	157	157	157	157	157	157
Over (under) Policy	485	490	273	98	121	155	80	9	54	8	1
Total ending fund balance	<u>686</u>	<u>700</u>	<u>506</u>	<u>346</u>	<u>381</u>	<u>432</u>	<u>387</u>	<u>328</u>	<u>362</u>	<u>356</u>	<u>364</u>
<b>Total Requirements</b>	<u>\$3,153</u>	<u>\$2,921</u>	<u>\$2,967</u>	<u>\$2,952</u>	<u>\$3,020</u>	<u>\$3,133</u>	<u>\$3,300</u>	<u>\$3,344</u>	<u>\$3,498</u>	<u>\$3,616</u>	<u>\$3,753</u>











# DRAFT

## City of West Linn

## Parks and Recreation Fund

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$358	\$865	\$970	\$476	(\$511)	\$358	(\$86)	\$273	\$466	\$441	\$565
Fees - Rec Program Fees	535	558	592	738	739	743	743	743	780	819	860
Fees - Park Maintenance Fee	1,404	1,437	1,565	1,645	1,712	1,781	1,870	1,963	2,061	2,164	2,272
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	202	99	3	2	2	34	5	5	5	5	5
Taxes	1,374	1,587	1,255	1,298	1,328	1,371	1,412	1,455	1,499	1,544	1,590
Intergovernmental	93	-	-	1,313	914	63	250	200	208	216	225
Transfers from other funds	-	-	-	-	-	-	380	350	-	-	-
Proceeds from debt issues	-	-	357	-	-	-	-	-	-	-	-
Total revenues	<u>3,608</u>	<u>3,681</u>	<u>3,772</u>	<u>4,996</u>	<u>4,695</u>	<u>3,992</u>	<u>4,660</u>	<u>4,716</u>	<u>4,553</u>	<u>4,748</u>	<u>4,952</u>
<b>Total Resources</b>	<u>\$3,966</u>	<u>\$4,546</u>	<u>\$4,742</u>	<u>\$5,472</u>	<u>\$4,184</u>	<u>\$4,350</u>	<u>\$4,574</u>	<u>\$4,989</u>	<u>\$5,019</u>	<u>\$5,188</u>	<u>\$5,517</u>
<b>Requirements</b>											
Personnel services	\$1,389	\$1,479	\$1,572	\$1,572	\$1,699	\$1,850	\$1,950	\$2,050	\$2,132	\$2,217	\$2,306
Materials & services	745	812	855	843	997	931	1,067	1,039	1,070	1,102	1,135
Debt service	38	38	425	37	36	36	36	36	36	36	36
Transfers to other funds	901	941	853	924	819	869	913	913	940	968	997
Capital outlay:											
Senior Center		59	431	-	-	-	-	-	-	-	-
Cedar Oak Boat Ramp		78	46	1,918	-	-	-	-	-	-	-
Willamette Trail Improv.		-	-	28	-	-	-	-	-	-	-
MSY LOT Improvements		75	17	-	-	-	-	-	-	-	-
Vehicles/Equipment		84	41	31	43	25	25	25	-	-	-
Fields Bridge Pk Improv.		10	-	29	-	-	-	-	-	-	-
Willamette Park Artwork		-	26	-	-	-	-	-	-	-	-
Willamette Park Parking		-	-	-	-	-	-	-	-	-	-
Other capital outlay	28	-	-	601	232	725	310	460	400	300	300
Total capital outlay	<u>28</u>	<u>306</u>	<u>561</u>	<u>2,607</u>	<u>275</u>	<u>750</u>	<u>335</u>	<u>485</u>	<u>400</u>	<u>300</u>	<u>300</u>
Total expenditures	<u>3,101</u>	<u>3,576</u>	<u>4,266</u>	<u>5,983</u>	<u>3,826</u>	<u>4,436</u>	<u>4,301</u>	<u>4,523</u>	<u>4,578</u>	<u>4,623</u>	<u>4,774</u>
Ending Fund Balance											
Policy requirement (15%)	320	344	364	362	404	417	453	463	480	498	516
Over (under) Policy	545	626	112	(873)	(46)	(503)	(180)	3	(39)	67	227
Total ending fund balance	<u>865</u>	<u>970</u>	<u>476</u>	<u>(511)</u>	<u>358</u>	<u>(86)</u>	<u>273</u>	<u>466</u>	<u>441</u>	<u>565</u>	<u>743</u>
<b>Total Requirements</b>	<u>\$3,966</u>	<u>\$4,546</u>	<u>\$4,742</u>	<u>\$5,472</u>	<u>\$4,184</u>	<u>\$4,350</u>	<u>\$4,574</u>	<u>\$4,989</u>	<u>\$5,019</u>	<u>\$5,188</u>	<u>\$5,517</u>

# DRAFT

## City of West Linn

## Building Inspections Fund

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED		FY22	FY23	FY24
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$134	\$71	(\$175)	(76)	(\$2)	\$114	\$114	\$160	\$93	\$103	\$111
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	1	1	1	1	1	1
Licenses and permits	629	472	673	749	554	650	700	650	683	717	753
Debt proceeds	-	-	-	-	-	-	-	-	-	-	-
Transfers from other funds	-	-	133	90	300	200	255	255	300	325	105
Total revenues	629	472	806	839	854	851	956	906	984	1,043	859
<b>Total Resources</b>	<b>\$763</b>	<b>\$543</b>	<b>\$631</b>	<b>\$763</b>	<b>\$852</b>	<b>\$965</b>	<b>\$1,070</b>	<b>\$1,066</b>	<b>\$1,077</b>	<b>\$1,146</b>	<b>\$970</b>
<b>Requirements</b>											
Personnel services	\$372	\$387	\$375	\$379	\$395	\$480	\$527	\$549	\$567	\$585	\$604
Materials & services	16	16	28	37	35	50	52	51	53	55	57
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	304	315	304	322	308	321	331	344	354	365	376
Capital outlay	-	-	-	27	-	-	-	29	-	30	-
Total expenditures	692	718	707	765	738	851	910	973	974	1,035	1,037
Ending Fund Balance											
Policy requirement (15%)	58	60	60	62	65	80	87	90	93	96	99
Over (under) Policy	13	(235)	(136)	(64)	49	34	73	3	10	15	(166)
Total ending fund balance	71	(175)	(76)	(2)	114	114	160	93	103	111	(67)
<b>Total Requirements</b>	<b>\$763</b>	<b>\$543</b>	<b>\$631</b>	<b>\$763</b>	<b>\$852</b>	<b>\$965</b>	<b>\$1,070</b>	<b>\$1,066</b>	<b>\$1,077</b>	<b>\$1,146</b>	<b>\$970</b>

# DRAFT

## City of West Linn

## Planning Fund

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED		FY22	FY23	FY24
							FY20	FY21			
<b>Resources</b>											
Beginning fund balance	(\$64)	\$25	\$353	322	331	\$356	\$267	\$218	\$136	\$162	\$160
Fees and charges	197	96	231	146	164	140	140	135	142	149	156
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	12	5	7	2	6	3	3	3	3	3	3
Franchise fees	198	197	206	238	199	178	184	186	188	190	192
Intergovernmental	280	446	252	283	292	299	303	306	312	318	324
Transfers from Building Fund	86	88	-	-	-	-	-	-	-	-	-
Transfers for TSP Planning	41	92	25	-	-	-	-	-	-	-	-
Transfers from General Fund	199	250	100	225	225	225	440	440	575	575	575
<b>Total revenues</b>	<b>1,013</b>	<b>1,174</b>	<b>821</b>	<b>894</b>	<b>886</b>	<b>845</b>	<b>1,070</b>	<b>1,070</b>	<b>1,220</b>	<b>1,235</b>	<b>1,250</b>
<b>Total Resources</b>	<b>\$949</b>	<b>\$1,199</b>	<b>\$1,174</b>	<b>\$1,216</b>	<b>\$1,217</b>	<b>\$1,201</b>	<b>\$1,337</b>	<b>\$1,288</b>	<b>\$1,356</b>	<b>\$1,397</b>	<b>\$1,410</b>
<b>Requirements</b>											
Personnel services	\$508	\$461	\$458	\$496	\$548	\$560	\$673	\$703	\$731	\$760	\$790
Materials & services	151	111	36	21	10	58	63	63	65	67	69
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	265	274	358	368	303	316	383	386	398	410	422
Capital outlay	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>924</b>	<b>846</b>	<b>852</b>	<b>885</b>	<b>861</b>	<b>934</b>	<b>1,119</b>	<b>1,152</b>	<b>1,194</b>	<b>1,237</b>	<b>1,281</b>
Ending Fund Balance											
Policy requirement (15%)	99	86	74	78	84	93	110	115	119	124	129
Over (under) Policy	(74)	267	248	253	272	174	108	21	43	36	-
<b>Total ending fund balance</b>	<b>25</b>	<b>353</b>	<b>322</b>	<b>331</b>	<b>356</b>	<b>267</b>	<b>218</b>	<b>136</b>	<b>162</b>	<b>160</b>	<b>129</b>
<b>Total Requirements</b>	<b>\$949</b>	<b>\$1,199</b>	<b>\$1,174</b>	<b>\$1,216</b>	<b>\$1,217</b>	<b>\$1,201</b>	<b>\$1,337</b>	<b>\$1,288</b>	<b>\$1,356</b>	<b>\$1,397</b>	<b>\$1,410</b>

# DRAFT

## City of West Linn

## Street Fund *(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$2,215	\$2,507	\$1,944	1,647	1,443	\$1,755	\$2,178	\$2,624	\$2,979	\$3,355	\$3,759
Fees - street maintenance fees (1)	1,351	1,522	1,659	1,735	1,791	1,863	1,938	2,016	2,097	2,181	2,268
Intergovernmental - gas tax (2)	1,451	1,472	1,480	1,532	2,186	1,700	1,700	1,700	1,710	1,720	1,730
SDC Reimbursement	104	100	262	81	38	20	25	28	29	30	31
Franchise fees	116	122	113	132	125	125	125	125	131	138	145
Miscellaneous	94	12	222	35	15	26	16	13	13	13	13
Interest	-	-	-	-	-	-	-	-	-	-	-
Debt proceeds	-	-	1,427	-	-	-	-	-	-	-	-
<b>Total revenues</b>	<b>3,116</b>	<b>3,228</b>	<b>5,163</b>	<b>3,515</b>	<b>4,155</b>	<b>3,734</b>	<b>3,804</b>	<b>3,882</b>	<b>3,980</b>	<b>4,082</b>	<b>4,187</b>
<b>Total Resources</b>	<b>\$5,331</b>	<b>\$5,735</b>	<b>\$7,107</b>	<b>\$5,162</b>	<b>\$5,598</b>	<b>\$5,489</b>	<b>\$5,982</b>	<b>\$6,506</b>	<b>\$6,959</b>	<b>\$7,437</b>	<b>\$7,946</b>
<b>Requirements</b>											
Personnel services	\$519	\$539	\$554	\$587	\$576	\$628	\$690	\$720	\$749	\$779	\$810
Materials & services	439	473	494	530	520	510	542	547	563	580	597
Debt service	151	151	1,514	141	142	141	143	143	141	142	143
Transfers to other funds	660	683	772	845	892	851	787	826	851	877	903
Capital outlay											
Street capital projects	1,008	1,852	2,101	1,616	1,646	1,158	1,100	1,200	1,200	1,200	1,200
Equipment and vehicle	47	93	25	-	67	23	96	91	100	100	100
<b>Total expenditures</b>	<b>2,824</b>	<b>3,791</b>	<b>5,460</b>	<b>3,719</b>	<b>3,843</b>	<b>3,311</b>	<b>3,358</b>	<b>3,527</b>	<b>3,604</b>	<b>3,678</b>	<b>3,753</b>
Ending Fund Balance											
Policy requirement (15%)	144	152	157	168	164	171	185	190	197	204	211
Over (under) Policy	2,363	1,792	1,490	1,275	1,591	2,007	2,439	2,789	3,158	3,555	3,982
<b>Total ending fund balance</b>	<b>2,507</b>	<b>1,944</b>	<b>1,647</b>	<b>1,443</b>	<b>1,755</b>	<b>2,178</b>	<b>2,624</b>	<b>2,979</b>	<b>3,355</b>	<b>3,759</b>	<b>4,193</b>
<b>Total Requirements</b>	<b>\$5,331</b>	<b>\$5,735</b>	<b>\$7,107</b>	<b>\$5,162</b>	<b>\$5,598</b>	<b>\$5,489</b>	<b>\$5,982</b>	<b>\$6,506</b>	<b>\$6,959</b>	<b>\$7,437</b>	<b>\$7,946</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 .34 cents per gallon. Projected 1% increase annually.

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

*(amounts in thousands)*

	ACTUALS										10 Year
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Total
Beginning balance relating to SMF	\$1,039	\$2,027	\$2,760	\$543	\$240	\$10	\$307	\$713	\$1,089	\$1,513	\$1,039
SMF revenue collected per year	1,351	1,522	1,659	1,735	1,791	1,863	1,938	2,016	2,097	2,181	18,153
% of SMF to State Gas Tax	48%	51%	53%	53%	45%	52%	53%	54%	55%	56%	
SMF spent on:											
Materials & Services	(212)	(240)	(261)	(281)	(234)	(267)	(289)	(297)	(310)	(324)	(2,715)
Debt service payments	(151)	(151)	(1,514)	(141)	(141)	(141)	(143)	(143)	(141)	(142)	(2,808)
Street capital projects	-	(398)	(2,101)	(1,616)	(1,646)	(1,158)	(1,100)	(1,200)	(1,222)	(1,237)	(11,678)
<b>Total SMF expenditures</b>	<b>(363)</b>	<b>(789)</b>	<b>(3,876)</b>	<b>(2,038)</b>	<b>(2,021)</b>	<b>(1,566)</b>	<b>(1,532)</b>	<b>(1,640)</b>	<b>(1,673)</b>	<b>(1,703)</b>	<b>(17,201)</b>
Ending SMF balance carried forward	\$2,027	\$2,760	\$543	\$240	\$10	\$307	\$713	\$1,089	\$1,513	\$1,991	\$1,991

# DRAFT

## City of West Linn

## Water Fund (amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$1,431	\$7,008	\$6,108	5,761	2,417	\$1,824	\$2,715	\$2,890	\$2,857	\$2,756	\$2,938
Water charges - base	3,418	3,885	3,927	3,973	4,139	4,579	4,760	4,950	5,148	5,354	5,568
Water charges - rate increases	174	180	187	187	499	229	240	250	260	270	281
Miscellaneous	99	336	140	141	196	785	185	185	189	193	197
Intergovernmental	5,429	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of bonds	-	-	2,795	-	-	-	-	-	-	-	-
Total revenues	9,120	4,401	7,049	4,301	4,834	5,593	5,185	5,385	5,597	5,817	6,046
<b>Total Resources</b>	<b>\$10,551</b>	<b>\$11,409</b>	<b>\$13,157</b>	<b>\$10,062</b>	<b>\$7,251</b>	<b>\$7,417</b>	<b>\$7,900</b>	<b>\$8,275</b>	<b>\$8,454</b>	<b>\$8,573</b>	<b>\$8,984</b>
<b>Requirements</b>											
Personnel services	\$521	\$546	\$593	\$634	\$685	\$724	\$795	\$822	855	889	2,104
Materials & services	1,436	1,606	1,775	1,728	1,976	1,977	2,076	2,133	2,197	2,263	2,105
Debt service	150	154	841	280	279	279	277	286	139	142	139
Transfers to other funds	703	730	986	869	925	930	869	895	922	950	979
Capital outlay											
Water capital projects	636	2,261	3,201	4,009	1,444	792	963	1,190	1,585	1,391	2,147
Equipment and vehicle	97	4	-	125	118	-	30	92	-	-	-
Total expenditures	3,543	5,301	7,396	7,645	5,427	4,702	5,010	5,418	5,698	5,635	7,474
Ending Fund Balance											
Policy requirement (15%)	143	172	204	379	385	396	431	443	458	473	631
Reserve for debt service (inc.)	151	151	151	-	-	-	-	-	-	-	-
Reserve for capital project	5,000	3,999	2,823	-	-	-	-	-	-	-	-
Over (under) Policy	1,714	1,786	2,583	2,038	1,439	2,319	2,459	2,414	2,298	2,465	879
Total ending fund balance	7,008	6,108	5,761	2,417	1,824	2,715	2,890	2,857	2,756	2,938	1,510
<b>Total Requirements</b>	<b>\$10,551</b>	<b>\$11,409</b>	<b>\$13,157</b>	<b>\$10,062</b>	<b>\$7,251</b>	<b>\$7,417</b>	<b>\$7,900</b>	<b>\$8,275</b>	<b>\$8,454</b>	<b>\$8,573</b>	<b>\$8,984</b>

Utility Rate Information:											
% water rate increases	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water portion of average bill	\$ 19	\$ 19	\$ 20	\$ 19	\$ 20	\$ 21	\$ 22	\$ 23	\$ 24	\$ 26	\$ 27
Total average utility bill	\$ 80	\$ 83	\$ 87	\$ 83	\$ 87	\$ 100	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128

# DRAFT

## City of West Linn

## Environmental Services Fund

*(amounts in thousands)*

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY14	FY15	FY16	FY17	FY18	FY19	PROJECTED				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Resources</b>											
Beginning fund balance	\$3,442	\$3,455	\$3,030	3,336	2,281	\$2,466	\$2,655	\$1,609	\$1,852	\$1,953	\$1,812
Wastewater charges - base	1,942	1,965	2,169	2,252	2,343	2,511	2,611	2,716	2,820	2,932	3,049
Wastewater charges - rate incre:	99	102	106	131	173	126	132	132	142	148	154
Surface water - base	709	742	795	822	855	917	953	991	1,031	1,072	1,115
Surface water - rate increases	35	33	35	52	63	46	48	50	52	54	56
Interest	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	119	38	61	90	62	45	55	55	56	57	58
Licenses and permits	91	73	77	82	67	63	63	63	64	65	66
Total revenues	2,995	2,953	3,243	3,429	3,563	3,708	3,862	4,007	4,165	4,328	4,498
<b>Total Resources</b>	<b>\$6,437</b>	<b>\$6,408</b>	<b>\$6,273</b>	<b>\$6,765</b>	<b>\$5,844</b>	<b>\$6,174</b>	<b>\$6,517</b>	<b>\$5,616</b>	<b>\$6,017</b>	<b>\$6,281</b>	<b>\$6,310</b>
<b>Requirements</b>											
Personnel services	\$636	\$659	\$675	\$675	\$618	\$784	853	894	\$934	\$976	\$1,020
Materials & services	250	270	300	350	269	315	439	449	471	495	520
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	1,094	1,118	1,117	1,194	1,347	1,270	1,291	1,271	1,309	1,348	1,388
Capital outlay											
Sewer capital projects	607	1,028	415	1,771	88	500	625	500	950	950	950
Surface water capital projects	96	244	430	379	1,045	350	1,700	350	400	400	400
Equipment and vehicle	299	59	-	115	11	300	-	300	-	300	-
Total expenditures	2,982	3,378	2,937	4,484	3,378	3,519	4,908	3,764	4,064	4,469	4,278
Ending Fund Balance											
Policy requirement (15%)	133	139	146	154	228	165	194	201	211	221	231
Over (under) Policy	3,322	2,891	3,190	2,127	2,238	2,490	1,415	1,651	1,742	1,591	1,801
Total ending fund balance	3,455	3,030	3,336	2,281	2,466	2,655	1,609	1,852	1,953	1,812	2,032
<b>Total Requirements</b>	<b>\$6,437</b>	<b>\$6,408</b>	<b>\$6,273</b>	<b>\$6,765</b>	<b>\$5,844</b>	<b>\$6,174</b>	<b>\$6,517</b>	<b>\$5,616</b>	<b>\$6,017</b>	<b>\$6,281</b>	<b>\$6,310</b>

Utility Rate Information:												
% sewer rate increases			0%	0%	0%	0%	5%	5%	5%	5%	5%	5%
Sewer portion of average bill	\$	33	\$	35	\$	37	\$	39	\$	39	\$	50
% surface rate increases			0%	0%	0%	0%	0%	5%	5%	5%	5%	5%
Surface portion of average bill	\$	5	\$	6	\$	6	\$	6	\$	8	\$	9
Total average utility bill	\$	80	\$	83	\$	87	\$	83	\$	87	\$	128