

**Citizen Advisory Group
Annual Report
2011**

Please select your citizen advisory group:

Citizens' Budget Committee

Chair/President:

Karen Hensley

Vice Chair/Vice President:

Thomas Frank

(For Neighborhood Associations) Other officers & titles:

When and where does your group meet?

Ad-hoc at City Hall - Council Chambers

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

Completed and approved the 2013-2014 biennium budget.

Allocated community grant monies for 2013.

Reviewed quarterly variance analysis reports.

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

Budget Related: Cost cutting programs for the city news mailers, removed the electric car funds. Pushed for even greater transparency in numbers and reports provided to residents.

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

The greatest challenge the budget committee had was making the budget documents accessible and transparent for the average non-finance savvy resident.

Please describe your group's goals and plans for next year:

Continued quarterly reports and other finance documents that are accessible and transparent.

What do you anticipate as your greatest challenges or obstacles?

Cost containment during these difficult financial times when residents that want more services for less taxes.

What will your group require to attain your goals next year?

More detail around costs and potential areas to save money with options. Continued effort by City CFO, Richard Seals, to deliver timely, accurate, easy to read financial reports.

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

No

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

No

From: Danny [danny@sbmco.biz]

Sent: Tuesday, February 07, 2012 8:35 AM

To: Jones, Michael; Kovash, John

Cc: 'Ann Chay'; Sherland, Chris; Holmes, Gail; Tan, Jennifer; Jim Edwards; Kirk, Monica; Neace, Linda; Boes, Thomas; Tragesser, Tim

Subject: EDC Recommendations for the City Council

Hi Mike and John,

Here are the West Linn Economic Development Committee's recommendations for the City Council:

- Robinwood Business District: This is the number one priority for the City of West Linn. This is a primary gateway to West Linn from the city of Lake Oswego and, at present, presents a very poor image. The city needs to work on an overlay with the Robinwood Business District and the Robinwood Neighborhood Association so everyone knows what should be happening and everyone knows what businesses are needed.
- Police Building: The city needs to figure out how to preserve and best use this historic building.
- Hotel: The city needs to support local efforts to build a hotel, which is badly needed for a variety of reasons, including increased revenues and meeting spaces.

Please let me know if you have any questions or would like additional information. Thank you so much!

Danny

Please select your citizen advisory group:

Historic Review Board

Chair/President:

Jon McLoughlin

Vice Chair/Vice President:

Jim Mattis

(For Neighborhood Associations) Other officers & titles:

When and where does your group meet?

Third Tuesdays at 7:00 p.m. at City Hall

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

Establish the Historic Review Board. Hold quasi-judicial hearings for design review projects. Training for the Historic Review Board. Increase visibility of historic preservation in the community.

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

Held 6 quasi-judicial public hearings and 7 pre-application conferences. Were awarded a Certified Local Government grant for \$14,500 with funding for a rehabilitation grant program, historic resources survey, and code updates. Developed Historic Resources Rehabilitation Grant program utilizing CLG grant money. Funded four grant projects for a total of \$6,000, \$3,000 from the City, with the improvements totaling \$23,786. Began a Reconnaissance Level Survey of 250 properties in the Willamette Neighborhood and supplemental survey of the Willamette Historic District. Started "Phase II" code amendments to address issues and concerns with the existing code.

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

Awarding the grants was challenging since there were more applicants than funding. Challenging to work with the outdated code.

Please describe your group's goals and plans for next year:

Continue quasi-judicial project review. Complete the 2011-2012 CLG grant legislative code amendments, rehabilitation grant, and Reconnaissance Level Survey. Planning a National Historic Preservation Month activity. Work with other boards, prioritizing the Sustainability Advisory Board.

What do you anticipate as your greatest challenges or obstacles?

Would like to continue to fund grant projects. Funding is difficult to find.

What will your group require to attain your goals next year?

Continued planning staff time. Limited communications assistance. Continued and additional community involvement.

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

Continue to fund training as needed.

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

Continue to support the Willamette Falls Heritage Area Coalition and National Heritage Area designation for the area around the falls.

Kerr, Chris

From: Jim Mattis [mattisj@comcast.net]
Sent: Wednesday, November 09, 2011 1:26 PM
To: Kerr, Chris
Subject: RE: 2011 Accomplishments and 2012 Goals

Chris - I think the HRB will be having this as a discussion item for a Bd. response. But I will take this opportunity to attempt to drive home the importance for the council to incorporate the promotion of having the Willamette falls area given a national heritage designation. While we have heard many responses as to what makes Wet Linn unique, in my opinion, the only thing that is truly unique to us is the Willamette Falls which we share with Oregon City. I would urge the council to incorporate into its existing Goal #3 (Comp. Plan/Community vision) the goal of getting the Falls designated as a national heritage area. The Willamette Falls Heritage Area Coalition (a non - profit with the two cities, county, tribe and numerous non profits at the table) is working hard toward obtaining that designation. There is a great deal of heritage in our area from tribal gatherings at the Falls; first settlement of the northwest, first govt. of the territory; end of one of the biggest migrations ever (Oregon trail); first electric transmission; Hudson Bay/McLaughlin connection; Lewis & Clark connection; Historic Willamette district; 137 year old locks; to name only a few, but all things which have a connection to the Falls. Many of our own residents have little knowledge of all this. A national designation along with the prospects of Metro getting the Blue Heron will make the Falls area a once in a life time opportunity to put Oregon's City & West Linn on the state and national map for the benefit of locals as well as visitors. The possibility for obtaining access to the Falls, to highlighting the many heritage gems in the area, further restoration of historic buildings would all contribute greatly to economic development (jobs & increased business activity). Further, if the county sewer districts get the West Linn portion of the Blue Heron property, the city and the Council will be intensely involved with a piece of the the Falls area any way. If this resonates with folk, it would probably mean separating the Hy 43 piece out form the Willamette Falls drive piece as currently articulated in the Council's goal # 3 .

My two cents - or maybe it's two bits worth!. Jim

From: Kerr, Chris [mailto:ckerr@westlinnoregon.gov]
Sent: Friday, October 28, 2011 1:55 PM
To: Citizen's Advisory Boards; Neighborhood Association Presidents
Cc: Management Staff; City Council
Subject: 2011 Accomplishments and 2012 Goals

Neighborhood presidents and COWL Advisory Boards:

Please find attached a memorandum from the City Manager with a form to be completed addressing accomplishments from the past year and your objectives for 2012. Your responses will be provided to the Council for their consideration as part of the goal setting process for next year.

Reponses can be provided online as well: <http://westlinnoregon.gov/citycouncil/2011-annual-report> .

Thank you for your help with this important topic. Call me with any questions.

Chris Kerr

GROUP DETAILS

Please select your citizen advisory group:

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

Chair/President:

Doug Erickson

Vice Chair/Vice President:

Jim Milne

When and where does your group meet?

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

Fourth Wednesdays at 5:45 at the Library.

CURRENT YEAR GOALS & ACCOMPLISHMENTS

Please describe your group's current year (2011) goals and accomplishments:

1. Complete a strategic plan for the Library
2. Provide recommendations for parking solutions

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

1. Completed a five year strategic plan for the Library
2. Supported purchase of Hood Street property for parking

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

1. Staffing is limited. Board provided support and resources during strategic planning process.

FUTURE YEAR GOALS & PLANS

Please describe your group's goals and plans for 2012.

1. Review and evaluate progress of 5 year strategic plan
2. Develop a plan to increase volunteer awareness
3. Increase understanding of WLPL capabilities/limitations through presentations by staff
4. Determine what support is needed by Foundation and how best to provide
5. Actively advocate for the library through associations, schools, neighborhood councils
6. Participate in updating of library procedural manuals.

What do you anticipate as your greatest challenges or obstacles?

Funding and staffing to implement projects laid out in strategic plan.

TOOLS FOR SUCCESS

What will your group require to attain your goals in 2012?

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

Adequate funding and staffing to implement projects, services and programs.

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

Not at this time.

ADDITIONAL INFORMATION

Is there anything else you'd like the City Council to be aware of as they review this information and formulate their Council goals for 2012?



Citizen Advisory Group Annual Report – 2011

GROUP DETAILS

Please select your citizen advisory group:

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | BHT Neighborhood Association |
| <input type="checkbox"/> | Bolton Neighborhood Association |
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| <input type="checkbox"/> | Parker Crest Neighborhood Association |
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| <input type="checkbox"/> | Skyline Ridge Neighborhood Association |
| <input type="checkbox"/> | Sunset Neighborhood Association |
| <input type="checkbox"/> | Sustainability Advisory Board |
| <input type="checkbox"/> | Transportation Advisory Board |
| <input type="checkbox"/> | Utility Advisory Board |
| <input type="checkbox"/> | Willamette Neighborhood Association |

Chair/President:

- Roger Shepherd

Vice Chair/Vice President:

- John Linman

(For Neighborhood Associations) Other officers & titles:

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When and where does your group meet?

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

- Fourth Thursday at 7:00 pm at City Hall

CURRENT YEAR GOALS & ACCOMPLISHMENTS

Please describe your group's current year (2011) goals and accomplishments:

- **Goal: To help to establish ways to help volunteer recruitment efforts to increase the number of volunteers in park improvement projects.**
 - A workshop scheduled twice this year was cancelled due to insufficient participation
 - Take care of West Linn Day
 - Coordinating Boy Scout and Cub Scout family involvement
 - Over 4000 volunteer hours at the Savannah Oaks site
 - Monthly Trail Discovery Walks
 - Monthly ivy management program
 - McLean House volunteer program
- **Goal: To review and recommend adoption of a Comprehensive Master Trails Plan**
 - Members participated and listened to community comments in the three area workshops
 - Several members participated on the Technical Working Group to work with the consultants to refine the plan
 - Members followed the Planning Commission hearings and have responded to the community input
 - Several members have participated in a citizen's committee to draft recommendations for the Willamette River, Tualatin River and I-205 trail plans
- **Goal: To develop an implementation plan for trail projects in accordance with an adopted Comprehensive Master Trails Plan**
 - Waiting for adoption of the Master Plan
- **Goal: To review and recommend adoption of a Community Center and Aquatic Conceptual Design and Operations Plan**
 - Several members participated in both the Citizens for a West Linn Aquatic Community Center and the West Linn Recreation Center Task Force that resulted in a recommendation made to the City Council in April, 2011
- **Goal: To help develop a plan of when to get a Community and Aquatic Center bond measure on a ballot and a plan to sell it to the community**
 - With passage of the November, 2011 Public Safety Facility bond measure, discussion is now beginning on this discussion
- **Goal: To advocate and help plan for the establishment of a West Linn Parks Foundation**
 - The Board is discussing alternatives to the formation of the Foundation
- **Goal: To assist with the continuance of Take Care of West Linn Day**
 - Several members participated in Take Care of West Linn Day projects on May 14, 2011
- **Goal: To have joint meeting with the Sustainability Advisory Board to discuss possible joint projects**
 - Several attempts to schedule a meeting have been pre-empted by other priorities

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

- In addition to the issues, programs, events and activities discussed in the 2011 Goals and Accomplishments above, the Parks and Recreation Advisory Board continues to offer advice and support the many positive accomplishments of the West Linn Parks and Recreation Department, including:
 - Development of Douglas and Marylhurst Parks
 - New restroom facilities and other improvements in Midhill and Robinwood Parks

- Development of Robinwood Station as a neighborhood community center
- Recycling efforts at the Concert in Parks
- Supporting the many volunteer efforts, including activities at Mary S. Young Park, the Oak Savanna and the High School Green Team
- Teen Advisory
- Supporting WL Parks and Rec staff in coordinating community events which create a sense of inclusion and citizen engagement: Street Dance, Music in the Park, WL Old Time Fair and Parade, etc.
- The Parks and Recreation Advisory Board is discussing the possible acquisition and use of the Blue Heron property

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

- The Parks and Recreation Advisory Board is making an extra effort to respond positively to the community input offered at the Planning Commission's hearings of the Comprehensive Trails Master Plan by listening to citizen's concerns and develop strategies to work with the citizens to create an acceptable and achievable plan.

FUTURE YEAR GOALS & PLANS

Parks and Recreation Department Goals:

1. Provide diverse year-round recreational activities for all ages.
2. Preserve and maintain safe parks, facilities and natural spaces.
3. Engage citizens input on future direction, volunteerism and stewardship of our community.
4. Promote wellness in our community.
5. Demonstrate ethical and effective asset management and financial responsibility.
6. Protect our natural environment and demonstrate green management practices.

Parks and Rec Board 2012 Goals and Plans

NOT IN ORDER OF PRIORITY

GOAL ONE: To help establish ways to help volunteer recruitment efforts to increase volunteerism

1. Continue to build community engagement through involvement with
 - a. Take Care of West Linn Day
 - b. West Linn Centennial
 - c. Music in the Park

- d. Street Dance
- e. West Linn Old Time Fair and Parade
2. Increase volunteer recruitment and program structure.
 - a. Volunteer tracking
 - b. Projects
 - c. Schools
 - d. Scouts
 - e. Neighborhood Associations
3. Promote restoration projects
4. Enhance Volunteer project planner to the website
5. Develop a tool lending library for projects.

GOAL TWO: Complete the Master Trails plan and take it to City Council for adoption

GOAL THREE: To develop an implementation plan for trail projects in accordance with and adopted Comprehensive Master Trails Plan

6. Complete and or plan specific trails:
 - a. Willamette Greenway Trail: Willamette Park to the Falls and onto McLean House
 - b. Rosemont Road Trail – Carriage to Luscher Farm
7. Continue and expand our recreation program: teen oriented, indoor, additional use in parks, water safety, etc.

GOAL FOUR: Support the development and funding for the West Linn Recreation Aquatic Center.

GOAL FIVE: Support staff in executing operational efforts

8. Recycling programs at events and in parks management
9. Consider City Resources or new resources for visionary use:
 - a. Bolton Fire Hall
 - b. Old police station
 - c. Riverfront property at the house at Fields Bridge Park
 - d. Blue Heron Property Park and Reserve
10. Complete parks or resources in progress:
 - a. Marylhurst Park
 - b. West Bridge Park Master Plan
 - c. Explore the possibility of a Disc Golf Course

- d. Kayak launch on the Willamette
11. Continue to seek innovative funding

GOAL SIX: Continue to build an effective PRAB

12. PRAB administration groundrules
- a. Collaborative teamwork
 - b. Innovative thinking and problem solving
 - c. Respectful of each other and all citizens
 - d. Model listening to all stakeholders
 - e. Distribute minutes and read minutes from other boards
13. Partner with other boards

What do you anticipate as your greatest challenges or obstacles?

- Adoption of the Comprehensive Trails Master Plan will continue to face resistance from certain residents
- An implementation plan for trail projects will be compromised by a lack of available funds

TOOLS FOR SUCCESS

What will your group require to attain your goals in 2012?

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

- The Parks and Recreation Advisory Board anticipates the need to work collaboratively with other Boards to develop the WL Recreation Center operations plan.
- Marketing and website support to increase awareness and volunteerism, community engagement and community events.

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

- Board members can take advantage of training offered as being members of the Oregon Parks and Recreation Association
- Board members welcome any City offered training for effective board meetings and operations

ADDITIONAL INFORMATION

Is there anything else you'd like the City Council to be aware of as they review this information and formulate their Council goals for 2012?

- As the city nears completion of parks projects identified in the 2007 Parks and Recreation Master Plan, an emphasis on trail and pathway projects is the next logical step for parks funding
- Many potential future pathway projects identified in the Comprehensive Trails Master Plan need to be included in the Transportation System Plan update
- Passage of the West Linn Recreation Center bond measure should be a top priority in 2012



City Council Biennial Priorities

The West Linn City Council will work together on the following five priorities and related outcome statements in the upcoming biennium:

Public Safety Facility

- *In the next 30 days, the City Council will facilitate the formation and leadership of a political action committee (PAC) in support of a ballot measure on this topic.*
- *In the next 60 days, City staff will prepare a report to the City Council with an analysis of potential public safety facility sites.*
- *By November 2011, the City Council will be prepared to pass a ballot measure funding a public safety facility.*

Stafford Strategy

- *The City of West Linn will continue to support the preservation of the rural nature of the Stafford area as a buffer between surrounding cities.*
- *The City of West Linn will work on this issue with surrounding cities and regional partners.*
- *Litigation will be successful, and the Stafford area will be designated as a rural reserve.*

Comprehensive Plan/Community Vision

Highway 43/Willamette Falls Drive

- *City staff will develop an action plan and initiate the citizen visioning process for a targeted Comprehensive Plan change affecting Highway 43 and Willamette Falls Drive.*
- *The City Council and staff will actively communicate this process with the community so there is understanding about the vision and involvement in the process.*
- *The City will work with regional governments to achieve a satisfactory ownership and maintenance agreement for transportation corridors.*

Political Advocacy & Citizen Engagement

- *2011 will yield a communications and outreach strategy that engages residents, leading to knowledge, trust and involvement by a diverse group of informed citizens.*
- *This plan will result in a knowledgeable, trusting, and diverse representation of our citizens who are poised to become dynamic future leaders of West Linn.*

- *Civic engagement is measured by more than attendance at public meetings and now includes technology, social media, and other opportunities that promote involvement with city affairs.*

Water Infrastructure Maintenance

- *The Utility Advisory Board will recommend a plan to the City Council for maintaining, upgrading and sustaining the West Linn water system.*

The West Linn City Council also identifies the following four emerging community issues, and provides direction to the community and staff on these issues:

Aquatic Community Center

- *A ballot measure regarding the aquatic community center will be on a future ballot pending the successful outcome of the public safety facility measure.*
- *The City Council designates Councilors Tan and Cummings to converse with potential partners, the Parks & Recreation Advisory Board and the Aquatic Community Center Taskforce on this issue.*

Public Art Process:

- *The Parks & Recreation Advisory Board will suggest a new process regarding public art for City Council consideration.*

2013 Centennial Celebration:

- *City staff will assist with the long-range planning process for this event and work closely with the volunteer planning committee.*

Sustainability

- *Sustainability should be incorporated into all City processes moving forward; sustainability is integral to the West Linn culture. Sustainability is how we do business.*