

West Linn Public Safety Advisory Board

Goals and Accomplishments 2011-2012

2011 Goal 1:

Continue to work toward a new public safety building. The building levy has passed, with several members serving on both the city selected task force and the citizen PAC. All members contributed toward the effort to get the levy passed. Two of our recommendations, however, were ignored by the Council when they cut \$400,000 off the amount suggested by the Task Force. This took the inclusion of the court room and the emergency disaster coordination center out of the plans. But with architectural planning the latter could still be included.

Goal 2:

Encourage and support more public relations with police and fire departments. Our members have helped staff the Emergency Preparedness Fair, and Drug Take Back Day. Because of the time spent on the police station levy, not much time was left for other pursuits. We have initiated a successful the Map Your Neighborhood effort. (See goal 4.)

Goal 3:

Encourage committee members to o “ride alongs” with patrol officers. This is a goal not achieved because of time spent on planning and achieving the passage of the police station levy and goal 4.

Goal 4:

Map Your Neighborhood. This effort has paid off with over 40 packs of materials distributed by Grant Oakes, and over 3 dozen groups following through with the basic planning.

Goal 5:

Feedback from City Hall. The appointment of a city councilor as direct liaison has helped greatly. Members have met informally with several councilors and have had direct contact with the city manager.

Goal 6:

Make the web page reflect the activities of the board. Unfortunately, this needs improvement. Many times our meetings were misdated on the site, and contact was difficult. Direct meetings will pay dividends with the new personnel.

2012 Goal 1:

Continue to follow the planning and construction of the new police facility. With 2 members on the city appointed Oversight Committee, we will be well represented in the planning and construction process. We will look foreword to keeping the public informed.

Goal 2:

Continue to work on public relations with police and fire. An Emergency Preparedness Fair, Drug Take Back Day, and the new building process will continue, as well as presence at the West Linn Fair and other activities. We will continue to make "visits" to the senior center and neighborhood associations for informal reports.

Goal 3:

Disaster planning will continue with "Map Your Neighborhood", and hopefully other offerings this year. This mostly depends on being able to coordinate with TVFR and the city.

Goal 4: We hope to update the web page. Meeting with the person who will be in control of the page will establish better direct contact, and get more accurate info on it.

Sincerely submitted,

Dennis Richey,
West Linn Public Safety Advisory Board Chair.

Please select your citizen advisory group:
Sustainability Advisory Board

Chair/President:
Michelle Wittenbrink

Vice Chair/Vice President:

(For Neighborhood Associations) Other officers & titles:

When and where does your group meet?
Third Tuesdays at 6:00 at City Hall

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

The Sustainability Advisory Board (SAB) is pleased to submit the following progress report on its goals and accomplishments.

Goal 1: Provide Update to Sustainability Strategic Plan. Before updating the plan, we embarked on a strategy to compile information on (a) assessing the City's implementation of the existing 2006 Sustainability Strategic Plan, and (b) identifying an effective format for the updated plan. We are continuing in evaluating what previous goals and accomplishments have already been completed and identifying new goals. We have benchmarked plan formats with other jurisdictions. After several discussions with City staff, we have decided to format the updated strategic plan to align with the City's Comprehensive Plan so action items and goals can be easily interpreted by staff. Goal 1 is a large undertaking and we plan to dedicate a portion of each monthly meeting for board interaction on a section by section basis during 2012.

Goal 2: Integrate Sustainability Practices within the City. This goal was one of the City Council's 2011 Goals. The ability to integrate sustainability practices within the City is dependent on city actions, staff and advisory board knowledge of sustainability, and procedures in place that "institutionalize" sustainability. The SAB looked critically at the City's procedures and policies for areas that can easily help the City become more sustainable. These items included a) procurement, b) council actions, and c) waste management of city events, as described below.

- a) The SAB has developed a Green Procurement "Umbrella" Policy which is ready for adoption by the City. Due to other budgetary concerns with the City, the SAB opted to delay until 2012 further discussions with staff on implementing this item. This action item is part of our 2012 goals and should be a major impact on implementing sustainability for City operations.
- b) A key procedure that can help implement sustainability for the City is requiring a sustainability assessment of all major decisions considered by City Council. This past year examined the success rate of the existing Sustainably Assessment Form (developed and implemented in 2009). We determined this form is not adequately being used by staff when required for backup documentation for all Council Agenda Bill items. We conducted a staff survey and learned that the Sustainably Assessment Form was seldom used, was difficult to understand, and was viewed as not applicable to most projects. The SAB has redesigned the form so that it will be easier to understand and implement as part of our 2012 goals.
- c) The SAB has coordinated/assisted with volunteers and the Parks Department in promoting

more sustainable waste practices at City Events (Music In the Park) through education and organization (strategic placement of labeled recycling/trash stations). The event was successful only with the help from numerous volunteer hours (over 100 volunteer hours) from Master Recycles and from Clackamas County.

Goal 3: Support Training and Education. The SAB sponsored NW Earth Institute Brown Bag Sessions which have been a success with staff interest and attendance (1 event, 1 field trip, 10 participates). Additionally, the SAB worked with the Clackamas County Natural Step Group in developing a specific Planning/Sustainability training course for City Planners and Planning Commissioners in a dual update of the City's comprehensive plan and sustainability plan. This work was in cohort with other Cities in identifying a more applicable format for the sustainability plan for better integration. Because 'Sustainability' oversees all activities of a City, it would be beneficial to implement it in the same format/level as the comprehensive plan. (The City of Lake Oswego is proceeding with integrating their sustainability plan with the City's Comprehensive Plan so that there are no separate documents and an easy to implement format for sustainability.- I can provide a quick PowerPoint on this concept for Council –if requested). The City was unable to participate in this training during 2011.

Goal 4: Continue Stakeholder Outreach-The SAB has moved forward with three strategies for stakeholder outreach.

(a) The 2011 Sustainability Lecture Series was a partnership with the Library to produce a total of five (5) evening lectures on topics including: an overview of sustainability, edible landscapes, rainwater harvesting, green renovation, and community solar. These lectures were well attended with an average of 40 attendees at each session.

(b) We have mapped out new pages for a more robust Sustainability web site and are working with City staff to upload content. This portal will become a timely vehicle for providing education, resources, community "interaction" and acknowledging the efforts of the City, businesses, and residents involved in making life in West Linn more sustainable.

(c) The SAB has developed a draft design of a Green Business Awards program. This program will help encourage local businesses in implementing sustainability practice.

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

In addition to the items mentioned with the 2011 Goals, SAB members volunteered on other committees, organized or sponsored other events, and proceeded with activities/tasks that the SAB has taken on. The following is a list of some of those activities:

Volunteer Participation with Other Advisory Boards and Community Groups: Trails Master Plan Committee, Police Station Committee, Aquatic Center Committee, Advisory Board Council Committee, and Clackamas County Natural Step Group.

Events: Shred Day, West Linn Wilsonville School District Sustainability Showcase, Music in the Park, and the Sustainability Lecture Series.

Current activities include: developing a green business certification/award for West Linn businesses; evaluating the existing sustainability assessment form; responding to Council/citizen queries; developing a sustainability website, planning the 2012 Sustainability Lecture Series, and creating a comprehensive list of 'sustainable sites' that are located within the City.

Other accomplishments include: completion of a waste audit to establish a baseline measurement of solid waste disposal and diversion practices at City Hall and completion of an energy star energy usage of city facilities

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

The biggest challenges include: limited resources (staff time, board member time, limited budget), understanding and support of our goals with City Council, Staff, and other advisory boards; and lack of procedures/policies that promote sustainability as a priority in City policy-making decisions, City operations, and City business practices.

To cope with limited resources, the SAB has actively implemented work plan tactics in coordination with City staff. Since the City does not have a dedicated staff person focusing exclusively on sustainability, the SAB not only provides "advice but individuals/volunteers who can complete our goals. Examples of this activism include: the organization of the Sustainability Lecture Series, developing the waste reduction/recycling efforts, providing articles and information to be posted on the web page or newspaper, providing recycling tours at our local MRF (Material Recovery Facility), etc.

The SAB had placed an emphasis in strengthening the policies or procedures within the City that may help institutionalize Sustainability. Areas already mentioned in the above goals include the Green Procurement "Umbrella" Policy, Improve the Sustainability Assessment Form, and Update Sustainability Strategic Plan. Additional areas include measures to perform on an annual basis energy, waste, water audits; annual updates to the sustainability plan; and web site updates and maintenance.

The SAB is exploring ways to involve younger members on our board through the possibility of a "Teen Advisory." We have found the youth will provide a much needed energy in accomplishing some of our goals and a passion for sustainability and have begun discussions with West Linn High School regarding student involvement. The SAB anticipates future discussions with Staff and Council regarding this type of involvement.

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

Note: The items noted with '***' are considered a higher priority goal. The SAB will dedicate its resources to accomplishing these items.

Goal 1 – Update Sustainability Strategic Plan**

Goal 2 – Integrate Sustainability Practices

- Improve Sustainability Assessment Form **
- Implement Green procurement umbrella policy **
- Actively Communicate/Coordinate with Council, other advisory boards, and City Staff regarding sustainability**
- Implement Recycling Procedures/Opportunities at most City Events
- Pilot Zero Waste for one event

Goal 3- Support Training and Education

- NEWI discussion courses (3 total for year)
- Training for Sustainability Assessment Form

Goal 4 – Continue Stakeholder outreach

- Green Business Award
- Sustainably Lecture Series**
- Sponsor Northwest Earth Institute Brown Bag Session for public (1 event)
- Website- continue to improve
- Promote Sustainability at Events

Goal 5 – Promote Sustainable Development

- LEED Silver (or better) Police Station
- Encourage sustainability for Walmart's new facility

What do you anticipate as your greatest challenges or obstacles?

See above for challenges/obstacles encountered last year.

Within the last year, there has been a considerable rise in interest by residents and community organizations on what the City of West Linn has been doing for sustainability. The Sustainability 'Zeitgeist' seems to be occurring. Individuals have asked for further information, participated in our meetings, inquired about potential policies (residential food composting, recycling, solar, green development, etc). Groups have approached our board inquiring in how they can either assist us in implementing our goals and how we can assist them in creating a more 'sustainability West Linn'. Group examples include WL High School, WL-WV School Board, World Center, Solarize WL-LO, Clackamas County, etc.

We need to develop a way to capture this interest and enthusiasm, as potentially a resource, share point, or volunteer source so the West Linn Community can develop towards a Sustainable West Linn.

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

- Open and effective communication between the SAB and City Council, all other City Boards, and City Staff. We are currently exploring and open to ideas to enhance communication including board liaisons, monthly summary memos/reports, more frequent discussions with council, etc.
- Additional dedicated staff time including potential for intern
- Support from Council for Sustainability as a priority

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

Working with the Planning Commission and or the Planning Department in the revision of the Sustainability Strategic Plan may be helpful.

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?

Thank you for providing the board liaison Zach Pelz. He has been great.

Keep Sustainability in mind when developing Council Goals.

Understand the difficulty our board is finding in 'integrating sustainability'. We need Council direction/support in the creation/implementation of sustainability policies, actions, or recommendations. We have identified the update of the Sustainability Strategic Plan, implementation of Green Procurement 'Umbrella' Policy, and a revision of the Sustainability

Assessment Form as key steps in integrating sustainability.
Consider Council goals that promote open and effective communication between other advisory boards, staff, and Council for the integration of Sustainability.

Please select your citizen advisory group:

Transportation Advisory Board

Chair/President:

David Rittenhouse

Vice Chair/Vice President:

Eric Gakstatter

(For Neighborhood Associations) Other officers & titles:

When and where does your group meet?

City Hall 4th Wednesday 6PM

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

Bus shelters, Street trees code improvement still in process, safe routes to school still working towards final goal. Inventory of street trees (pear) for River Heights completed. Study of traffic circle at Willamette and Tenth Street. Snow event program improved. Fields Bridge parking improved. Timing of West Linn bus routes researched.

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

None

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

None except for a more of a clear set of goals from the council on transportation issues.

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

More interactions with other city boards. Public outreach for transportation issues. Street trees code improved, safe routes to school and a serious look at street maintenance and repair as major Council goals for 2012.

What do you anticipate as your greatest challenges or obstacles?

Increased funding of road improvements and maintenance needed to retain status quo or costs will spiral to the point that the city cannot catch up.

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

To have safe routes to schools and a serious look at street repair as major Council goals for 2012.

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

We will need training for the road maintenance plan to be able to determine needs and priorities of West Linn's roads and to find a funding model.

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



TO: Mayor John Kovash and City Councilors

Cc: Chris Jordan, City Manager
Ken Worcester, Interim Public Works Director
Richard Seals, Chief Financial Officer
Jim Whynot, Water Operations Supervisor
Utility Advisory Board Members

FROM: Utility Advisory Board

SUBJECT: RECOMMENDATIONS REGARDING WATER SYSTEM PROJECTS

The Utility Advisory Board (UAB) of the City of West Linn reviewed the capital needs of the City's water system and studied various funding mechanisms. Therefore, at the UAB meeting of February 7, 2012, the board members voted in favor of the following recommendations to the Mayor and City Councilors:

Bolton Reservoir

The Utility Advisory Board recommends the City Council consider the Bolton Water Reservoir as the #1 Public Works Project the City faces for health and safety of the West Linn Citizens.

Line Replacement

Since there is a recent shortfall in water revenues, and at the same time more maintenance is required on the City's aging water system, the Utility Advisory Board recommends a rate increase that would exceed the maximum allowable increase of five percent without approval by West Linn voters. The additional revenues from the rate increase would allow the City to bring its maintenance and repair of water lines into compliance with recommendations set forth in the City's Water Master Plan and Six Year Capital Improvement Plan. The Financial and Engineer Departments can identify the actual rate increase needed and present that to the Utility Advisory Board for its consideration.

Funding Options

The UAB voted on the best means to fund the replacement of the Bolton Reservoir and replacement of water lines in West Linn's water system. The members of the UAB could not reach consensus at this time on a common financing strategy for the replacement of the Bolton Reservoir.

Three members of the UAB voted to recommend that the replacement of the Bolton reservoir should be financed with long-term general obligation bonds in an amount of approximately \$8 million to \$9 million and the replacement of water lines should be financed with revenue bonds. The city council and staff should determine the amount and timing of the financing for the revenue bonds.

Another three members of the UAB voted to recommend that the replacement of the Bolton reservoir and water lines should be financed with revenue bonds. The City should structure voter approval of the financing of the two projects with two separate bond measures. Two separate measures would enable the voters who support one project but not the other to make that distinction. The amount of financing for the replacement of the Bolton Reservoir should be approximately \$8 million to \$9 million. The amount of financing of the water line replacement projects should be determined by staff.

Two of the members who had voted for financing both projects with revenue bonds also voted for financing the two projects with one revenue bond measure, which would allow voters only a single vote to approve or disapprove the financing of both projects. These UAB members favored a single revenue bond measure make the vote simpler and, hopefully, to reduce voter confusion about the bond measure.

Although the UAB members differ on the means for the City to finance the replacement of Bolton reservoir at this time, they all agree that the financing of the replacement of the water lines should be done with revenue bonds. Additionally, they all agree that replacement of the Bolton reservoir should be given the highest priority for the City Council to protect the health, safety, and welfare of West Linn residents. The UAB members will continue to try during the next few months to reach consensus on a common recommendation for the financing of the Bolton Reservoir replacement.