



2009 Council Goals Update

May 2009

The West Linn City Council met on March 6 and 7, 2009 to develop City Council goals for 2009. Goals should be accomplished by December 31, 2009. In some cases, goals will continue through 2010. The City Council also identified priority areas that will be addressed by staff during 2009.

This is a monthly update on progress on the Council goals, as well as other items of interest and direction from the City Council. This updates will be made available to the public on the City's web site.

Updates on Council Goals as of May 2009 are marked with the terminology "May 2009 Update" and are highlighted in **blue bold italics**. When possible, specific dates of specific actions are included for additional clarity.

Council goals that have been completed are marked with the terminology "Completed" and are highlighted in **red bold italics**.

The final section added to this document includes a *draft* format of the requested City Council tracking of Council items of interest. Items are included in this version as samples of the content to be expected on future versions. This section will change from month to month as items are added to this list. City Council input on this tracking system is welcomed. Staff will maintain this list and will add items as requested.

Council Goal: Community Facilities

Police Station

- Secure an option on suitable land for a police station
- Obtain a conceptual design plan and cost to build a police station on identified land
- *2010 Goal:* Refer to voters and if approved, begin building the facility

- ***May 2009 Update: With City Council direction, staff has begun research and negotiations on appropriate locations for site acquisition for a police station.***

Aquatic Center

- Secure an option on suitable land for an aquatic center
- Obtain a conceptual design plan and cost to build and operate an aquatic center on identified land
- *2010 Goal:* Refer to voters and if approved, begin building the facility

- ***May 2009 Update: With City Council direction, staff has begun research and negotiations on appropriate locations for site acquisition for an aquatic center.***

COMPLETED: Parks & Recreation Capital Plan

- Approve a five-year capital plan that is consistent with the Parks Master Plan and complete the first two years of the plan

- ***May 4, 2009 Work Session: The City Council reviewed and approved a five-year capital plan for Parks that is consistent with the Parks Master Plan.***

- ***May 7, 2009 Budget Committee Meeting: The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget, thus directing the completion of the first two years of the capital plan.***

Council Goal: Planning & Sustainability

Stafford Area

- Advocate effectively on behalf of the City of West Linn: engage the public and speak with one voice on the City's position

- ***March 23, 2009 City Council Meeting: The City Council unanimously approved Resolution 09-05 "reaffirming the City's longstanding opposition to the urbanization of the Stafford area and its opposition to the designation of the area for urban reserves."***

- ***April 16, 2009 Joint Meeting With Neighboring Cities: West Linn hosted a meeting with the staff and elected officials from Tualatin, Lake Oswego, Clackamas County, and the Stafford Hamlet, at which the group reached consensus about the need for the Stafford area to retain a "rural reserve" designation.***

- **May 2009 Update: The City Council and staff continue to be actively engaged at regional meetings. Staff will be scheduling a follow-up to the April 16 meeting in the next 60 days.**

Comprehensive Plan & Community Development Code

- Develop staff and Planning Commission priorities for updating/improving both documents for review by the City Council
- Prioritization by City Council of Comprehensive Plan and Community Development Code improvements
- **April 6, 2009 Joint Work Session With Planning Commission: The City Council and Planning Commission met to discuss prioritization of Comprehensive Plan and Community Development Code improvements.**
- **May 2009 Update: A City Council Work Session is scheduled for June to provide City Council feedback to the Planning Commission regarding legislative priorities.**

Sustainability

- Consider inclusion of sustainability concepts in all City policy documents
- Direct the Sustainability Advisory Board, with assistance from the Parks & Recreation Advisory Board, to recommend a community education outreach plan drawing on existing community partners and resources
- Create and implement a model sustainability plan in one City department (and possible implementation in other departments)
- **May 2009 Update: Tamara Gilbert is the Sustainability Advisory Board designee to spearhead the community education outreach plan in conjunction with other Citizen Advisory Groups. The other Citizen Advisory Groups have been tasked with designating a “sustainability liaison” to assist with education and outreach.**
- **May 2009 Update: The City Facilities department is the identified department for implementation of a model sustainability plan. First projects include completion of energy audit findings (HVAC project) and the beta-testing of a lighting system that utilizes natural light and room occupancy to conserve energy.**
- **May 2009 Update: Staff continues to work with the Oregon Department of Transportation (ODOT) on the Solar Highway Project proposal. A decision will not be made on whether West Linn is the selected location for the largest solar panel project in the world until mid-June.**
- **May 6, 2009 Staff and Advisory Board Training: Provision of “The Natural Step Framework Training.” This training provided principles of sustainability, provision of guidance for individuals and organizations interested in moving toward sustainability.**
- **May 14, 2009 Staff Training: West Linn resident and Sustainability Advisory Board member Elaine Aye of Green Building Services presented the most up-to-date information on green materials, resources, sustainable operations, and maintenance.**

Council Goal: Economic Development

Creation of an Economic Development Toolkit

- Support the Main Street Program
- Support the Economic Development Task Force and act on its recommendations

- ***May 2009 Update: The June 2009 “West Linn Update” features a call-to-action to support a Marketek Inc. survey on local shopping and business patterns to identify for the Main Street Program the needs of the West Linn community. The survey is hosted on the City’s web site.***

- ***May 2009 Update: Staff has secured a Tourism Action Plan (TAP) grant to fund “shop local,” “eat local,” and “play local” campaigns encouraging residents and tourists to utilize West Linn businesses and resources. This is in partnership with the Chamber of Commerce and the Clackamas County Tourism Council.***

- ***May 2009 Update: Also, staff has secured additional TAP funding for City “welcome” signs and directional signage at major West Linn parks that host special events, sports tournaments, etc. to ensure that tourists to West Linn recognize City boundaries and park attributes.***

- ***May 2009 Update: Applications for the Economic Development Task Force have been received and are pending City Council action.***

Council Priority: Administrative Professionalism

Finance

- Maintain City’s economic viability while preserving the integrity of services
- Continue optimal performance while addressing issues as identified in audits

- ***May 7, 2009 Citizens Budget Committee: The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget. Biennial budgeting is favored by credit rating agencies as a long-range financial planning tool that promotes transparency and financial forecasting, which can benefit local agencies during the credit rating process.***

- ***May 2009 Update: The City’s audit firm, TKW, will be retained for two special audits related to utility billing and a yet-to-be-determined topic, in addition to the FY 2009 audit.***

Community Development

- Ensure the effectiveness of the Community Development function through implementation of a continuous improvement program

- ***May 2009 Update: Nationwide recruitment for a Planning Director began on May 1, 2009 and will continue through June 15, 2009.***

- ***May 7, 2009 Citizens Budget Committee: The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget, which included funding for an additional Associate Planner position. Recruitment for this position will begin in July 2009.***

Utilities

- Create a financial plan for the future of the water system
- **May 2009 Update:** *The rate study on utility rates will commence in Summer 2009.*

Council Priority: Community Relations

Customer Service

- Provide training opportunities to staff to ensure optimal customer service
- Hire and retain talented employees who perform good work
- **June 2, 10, 23, 2009 Staff Training:** *The City of West Linn has contracted with Portland Community College to provide front-line office personnel and field personnel customer service training. Each training session is scheduled for three hours and will be held in the Council Chambers.*
- **May 7, 2009 Citizens Budget Committee:** *The Citizens Budget Committee unanimously approved the 2010-2011 biennial budget, which included the transfer of an administrative assistant in the Finance Department to Administration to focus solely on customer service. This position changeover will occur in July 2009.*

Outreach

- **COMPLETED** - City Council members to visit all Neighborhood Association and Citizen Advisory Group meetings on a rotating schedule
- **April 1, 2009:** *City Council members received an agreed-upon rotating schedule of all Neighborhood Association and Citizen Advisory Group meetings.*
- City Council to provide assistance and coordination to Neighborhood Associations and Citizen Advisory Groups to ensure that all groups understand their roles, responsibilities, and expectations
- **March 12, 2009:** *Staff provided a three-hour training session to all Neighborhood Association and Citizen Advisory Groups on public meetings, finance, communications, and roles and responsibilities.*
- **May 2009 Update:** *Staff will organize a work session with the City Council and Neighborhood Association presidents to discuss issues of importance in June 2009.*
- City Council members to proactively write letters and commentary for the local newspaper
- **May 2009 Update:** *Jody Carson's op-ed on historic preservation will run in a June 2009 edition of the West Linn Tidings.*

- City staff to contribute letters and information as needed for the local newspaper and other communications tools
- ***May 2009 Update: In addition to regular communications outreach to the local paper, the City of West Linn will begin providing “Neighborhood Association Profiles” monthly to the West Linn Tidings. Profiles will include pictures, interviews, descriptions, and maps of Neighborhood Associations to increase understanding and awareness.***
- Adopt a clear City Council statement of the purposes and expectations of Neighborhood Associations
- Support a facilitated process for Neighborhood Associations to agree on recommended bylaws, rules, and/or guidelines consistent with the Council’s purposes and expectations statement.

City of West Linn

Council Initiatives Status Report

May 15, 2009

| Project Description | Initiated By | Date Initiated | Referred To | Status |
|---|--|----------------|------------------------|--|
| Bookshelf in Council Chambers with Community Development Code, Comprehensive Plan, Municipal Code, etc. | S. Burgess | Summer 2008 | City Recorder | Completed in February 2009 |
| Correspondence note cards | P. Galle | December 2008 | Communications | Completed in January 2009 |
| Adult Community Center door adjustment | P. Galle | December 2008 | Parks | Completed in April 2009 |
| Corner signage and markers on Marylhurst Drive corner | P. Galle | January 2009 | Public Works - Streets | Completed in February 2009 |
| Dog waste bags and garbage cans at additional City parks | P. Galle | April 2009 | Parks | Completed in May 2009 |
| Stafford Basin maps | T. Cummings | April 2009 | Public Works - GIS | Completed in April 2009 |
| Marylhurst NA publicity assistance | T. Cummings | April 2009 | Communications | Completed in April 2009 |
| Walking trail around off-leash area at Mary S. Young Park | P. Galle | April 2009 | Parks | Currently in progress; supplies provided by Parks Department; labor provided by MSY volunteers |
| Op-ed on historic preservation | J. Carson | May 2009 | Communications | A draft will be provided to Councilor Carson the week of May 18, 2009 for her edits and review |
| Citizen request for additional inquiry into sign holding and waving | Community Comments request (David Gilliam) | April 2009 | Planning | Staff is reviewing this citizen complaint/information request |