



CITY OF

West Linn

2013 CITY COUNCIL
PRIORITIES &
DEPARTMENT UPDATES

WEST LINN CITY COUNCIL

DECEMBER 2013 UPDATE



WEST LINN CITY COUNCIL

Mayor and Councilors

Mayor John Kovash

Council President Mike Jones

Councilor Jody Carson

Councilor Thomas Frank

Councilor Jenni Tan



Left to right: Mike, Jody, John, Jenni, Thomas

There are five members of the West Linn City Council. Each member serves four-year terms, and are elected at-large by West Linn voters. Email the entire City Council at cwl_council@westlinnoregon.gov.



Mayor John Kovash

jkovash@westlinnoregon.gov

Term expires: 12-31-16



Council President Mike Jones

mjones@westlinnoregon.gov

Term expires: 12-31-14



Councilor Jody Carson

jcarson@westlinnoregon.gov

Term expires: 12-31-14



Councilor Thomas Frank

tfrank@westlinnoregon.gov

Term expires: 12-31-16



Councilor Jenni Tan

jtan@westlinnoregon.gov

Term expires: 12-31-16

Transportation System Maintenance & Improvements

The City Council will enhance pedestrian safety and bike/pedestrian opportunities.

- ◆ Adopt and initiate implementation of the Master Trails Plan
- ◆ PRAB and TAB solicit public input and make recommendation to Planning Commission (April 2013)
- ◆ PRAB and TAB develop prioritized list of pedestrian/bike projects for the Capital Improvement Plan
- ◆ Planning Commission will make a recommendation to Council (June 2013)
- ◆ Council reviews/adopts plan (July 2013)
- ◆ Specifically address concerns on Willamette Falls Drive (crosswalks and lighting) and Salamo Road (intersection improvements)

The City Council will initiate required modifications to the Transportation System Plan.

- ◆ Apply for Transportation Growth Management grant

June 2013 Update:

- ◆ *The Parks & Recreation Advisory Board and the Transportation Advisory Board have read the book “Walkable City.”*
- ◆ *Staff has met with both boards and received input on the book and edits to the Trails Master Plan (TMP), and is incorporating edits into the plan.*
- ◆ *Planning Commission will next receive the “Walkable City” book.*
- ◆ *Next steps are a re-launch of a new draft TMP:*
 - * *Early July an “Open House” style presentation of the new draft TMP sponsored by the two advisory boards highlighting proposed changes and solutions to the “pinch points,” followed by a joint hearing/public comment period.*
 - * *Incorporate any final comments and changes into a final draft.*
 - * *August 7, 2013 present final draft to the Planning Commission.*
 - * *Prepare final recommendation for Council adoption in September.*
- ◆ *The list of ped/bike projects has not yet been discussed by the PRAB or TAB, but is on their radar.*
- ◆ *Willamette Falls Drive crosswalks and lighting are being incorporated into the Police Station plans and will be completed during construction.*
- ◆ *Design on the Salamo Rd./Santa Anita Dr. intersection improvement will begin this summer as budgeted in the new fiscal year, construction is planned for spring 2014.*
- ◆ *The Planning Department is preparing a TGM grant application to update the TSP. The submission deadline for the grant is June 14, 2013.*

August 2013 Update:

- ◆ *The Planning Department submitted a TGM grant application to update the Transportation System Plan.*
- ◆ *Willamette Falls Drive crosswalks and lighting are being incorporated into the Police Station plans and will be completed during construction.*
- ◆ *Design on the Salamo Rd./Santa Anita Dr. intersection improvement will begin this summer as budgeted in the new fiscal year, construction is planned for spring 2014.*
- ◆ *Re-launch of a new draft Trails Master Plan (TMP) included an “Open House” style presentation of the new draft TMP sponsored by the two advisory boards highlighting proposed changes and solutions to the “pinch points”, followed by a joint hearing/public comment period.*
- ◆ *Plan to incorporate any final comments and changes into a final draft for Planning Commission review and recommendation in September.*

Year-End Goal Wrap-Up:

- ◆ Parks and Recreation Advisory Board, Transportation Advisory Board, Planning Commission, and City Council all approved the West Linn Trails Master Plan.
- ◆ Now, the Trails Plan will be referred to the Transportation Advisory Board to develop criteria and prioritize the trails as funds are available.
- ◆ The City Council, with the support of the Citizens Budget Committee approved a significant increase the street maintenance fee this year. That increase should allow us to have adequate street maintenance resources for the foreseeable future.
- ◆ Summer 2014 will be our first opportunity to begin to utilize these additional resources.
- ◆ The City received a Transportation Growth Management grant and recently learned that we received \$140,000 for developing a new Transportation System Plan. The Council was briefed on this on November 4 and we will follow the schedule anticipated by the grant.
- ◆ Willamette Falls Drive crosswalks and lighting have been incorporated into the Police Station plans and will be completed during construction.
- ◆ Signal and intersection design at Salamo and Rosemont Roads to commence shortly thereafter, improvement construction is planned for summer 2014.

Aquatic Center

The City Council will accept a recommendation by the Aquatic Center Task Force.

- ◆ Support survey efforts of the Task Force, with survey results to be received by May 1, 2013
- ◆ Request a recommendation from the Task Force by June 1, 2013
- ◆ Council to make decision regarding recommendation by August 1, 2013

June 2013 Update:

- ◆ *The task force conducted a survey of options including an indoor and an outdoor facility.*
- ◆ *The task force provided a recommendation to the City Council on May 20.*
- ◆ *The Council will consider a ballot measure resolution on July 1, 2013.*

August 2013 Update:

- ◆ *The City Council unanimously approved a ballot measure resolution on July 1, 2013 to place this on the November 2013 ballot.*
- ◆ *This item now moves to the political process; City staff cannot advocate for or against this measure and instead relies on political action committees to educate the community on this issue.*

Year-End Goal Wrap-Up:

- ◆ Ballot measure was not approved by the voters in November 2013.

Blue Heron Property

The City Council will create a Master Plan for the former Blue Heron Property.

- ◆ Hold a work session with the Council, Task Force, and WES (Spring 2013)
- ◆ Continue communication/education efforts with stakeholders

June 2013 Update:

- ◆ *On April 22, 2013 a representative of the Blue Heron Redevelopment Task Force and staff briefed the Council on the status of the project.*
- ◆ *Staff is currently working with WES and consultants to determine what type and extent of development is viable at the site.*

August 2013 Update:

- ◆ *Staff is currently working with WES and consultants to determine what type and extent of development is viable at the site. We expect the consultant's analysis in September.*
- ◆ *WES will be sending out a letter to the nearby homeowners about the potential for work in the area. The equipment (aerators, etc.) was sold to NRI and will likely be removed by the end of the month.*

Year-End Goal Wrap-Up:

- ◆ This project has been on hold for most of 2013.
- ◆ County staff indicated that DEQ permits for the outfall are tied-up in federal litigation and DEQ will not issue new permits until that matter is resolved.
- ◆ City staff met with County staff who have indicated that the cost of remediation makes it likely that the pond can be transformed into a passive park.
- ◆ City staff intends to meet with the Task Force in early 2014 to relay this message and discuss next steps.

Water Infrastructure

The City Council will have a long term strategy in place for addressing the City's maintenance and storage needs by the end of 2013.

- ◆ Continue to educate the public on water infrastructure needs

June 2013 Update:

- ◆ *City staff continues to participate in speaking requests, student outreach requests, and other public opportunities to discuss the water system.*
- ◆ *Mayor Kovash penned a May 6, 2013 op-ed in the West Linn Tidings about the need for emergency infrastructure and secure water lines.*

August 2013 Update:

- ◆ *Public Works and Parks staff constructed a reusable water bottle filling station to educate and promote West Linn water.*

Year-End Goal Wrap-Up:

- ◆ On November 18, the Council approved the franchise agreement that will provide West Linn with \$5 million from LOT.
- ◆ The Council designated those funds for the Bolton reservoir project which will result in the City having secured approximately 75% of the resources necessary to complete that project.
- ◆ Staff is updating the Water Fund projections and will request a recommendation from the Utility Advisory Board regarding future water rates.
- ◆ Public Works Staff continues to take part in community water education outreach including participation in a recent field trip to City Hall by Trillium Creek Primary School students.
- ◆ Staff is issuing an RFQ to develop a list of qualified design consultants for the new Bolton Reservoir.

2013 Centennial Celebration

The City Council will support City and volunteer activities to create a successful Centennial event and coordinate a City birthday mid-August that incorporates the entire community.

June 2013 Update:

- ◆ *The Centennial Committee presented the West Linn City Council with the 100-square centennial quilt at a Council meeting in May.*
- ◆ *The City updated its web site and stationary to reflect the centennial.*
- ◆ *A dedicated section of the City newsletter features historic photos and centennial events each month.*
- ◆ *Work continues on the August celebrations for the centennial weekend.*

August 2013 Update:

- ◆ *The Parks Department-managed events on the Centennial weekend included a Music in the Park concert; fireworks; 100 Years of Music at Hammerle Park; a full day of activities at Mary S. Young Park; and overnight campout.*
- ◆ *Here's a note the City received after the Centennial weekend, which nicely sums up the community's response to Centennial events:*
 - ◆ *I wanted to take this opportunity to express my appreciation to you and your team for a job very well done. My wife [and I] have lived in West Linn since 1990. Lately, the number and quality of city-sponsored events have escalated greatly. Last night's concert and fireworks exhibit is a perfect example. The band was great; the fireworks show was wonderful. [We] have become a fan of these events and try not to miss them when they occur. Your team has provided a frequent and significant source of family-friendly, community-based entertainment. We feel lucky to live here, and this is in part due to the efforts of your team.*

Year-End Goal Wrap-Up:

- ◆ *The Centennial events were well received and, particularly the Music in the Park concerts in August, were very well attended.*
- ◆ *The final part of the centennial celebration is the redesign of the City seal which is now well underway.*
- ◆ *We also awarded the first Robert Moore Award to Alex Kachirisky—a notable way to provide citizen recognition in our Centennial year.*

Economic Development

The City Council will initiate the development of a Master Plan and Implementation Strategy for the Arch Bridge/Bolton area.

- ◆ Secure grant funding, if available
- ◆ Staff present the alternative means for supporting efforts for National and State Heritage Area designation

The City Council will modify codes and processes to remove regulatory and financial barriers and to incentivize positive community economic efforts.

- ◆ Conduct audit of City codes, fees and processes to address stated goal. (March 2013)
- ◆ The Economic Development Director, Assistant City Attorney, and Economic Development Committee will solicit input from affected parties (public and private developers, etc.) on possible revisions and present report with recommendations to the City Council. (May 2013)

The Planning Commission will make recommendations on proposed revisions to the Comprehensive Plan and CDC for the City Council .

- ◆ City Council hearings on proposed amendments (August 2013)

June 2013 Update:

- ◆ *The City Council adopted Resolution 2013-03 supporting CET planning grant for a Master Plan and Implementation strategy for subject area. Staff completed the grant application and submitted it for to Metro on April 18. Comments on the application are expected in June/July.*
- ◆ *The City authorized \$7,000 from the County's CPP program for the WFHAC to support their 2013 Falls Festival.*
- ◆ *At their April 1st joint work session, the City Council and CCI approved the work program and public involvement plan for the code audit project ("Cut the Red Tape"). It was formally initiated on April 30th.*
- ◆ *The EDC formed a working group to spearhead the project and code amendments are currently being drafted by Staff.*

August 2013 Update:

- ◆ *On August 15, the Metro Council approved awarding the \$220,000 CET grant for Arch Bridge area master planning efforts; next steps include preparation of Work Plan, drafting IGA for Council authorization, and preparation of RFP for professional consultants.*

August 2013 Update (continued):

Cut the Red Tape (CTRT) Project:

- ◆ Staff presented a report to the City Council and Planning Commission with recommended proposed amendments for the CTRT project.
- ◆ The Council modified and finalized the list which Staff presented to the Planning Commission for work sessions and public hearings in August and September.

Year-End Goal Wrap-Up:

Retention and recruitment of businesses.

- ◆ Through our efforts, the Youth Music Project received a grant for redeveloping its building at Willamette Falls Drive and 10th.
- ◆ With the help of Councilors, we have shared with the community information about various local businesses through articles in the Tidings.
- ◆ In a few weeks we will be meeting with the developers of a proposed project at Tannler and Blankenship to see if that project would meet with our economic development goals.

Arch Bridge Master Plan.

- ◆ City staff applied for, and we received, the CET grant from Metro for \$220,000.
- ◆ We have received the proposals from the consultants and the Council approved a contract with LMN Architects on Monday, December 16, 2013.

Regulatory and financial barriers to incentivize positive economic efforts.

- ◆ The EDC provided a recommendation to the City Council to support the Regulatory Streamlining project to incentivize economic development.
- ◆ The Planning Commission provided a set of amendments to the Regulatory Streamlining project code amendments.
- ◆ The City Council will review and discuss the various proposed changes.



City of West Linn Department Updates

City Council & City Management

- ◆ *Developed, approved, and adopted a biennial budget.*
- ◆ *Staff is in the process of working through a re-bid process for the West Linn Police Station project; initial bids came in high, but with some project adjustments we believe we can get a second round of bids that are within our budget and results in a high quality police station.*
- ◆ *TRIM (electronic records management system) progress continues steadily; staff is currently working on inputting all ordinances and resolutions into the system; destroying obsolete records; and streamlining records management processes.*
- ◆ *City Council members continue on their outreach in the community, including op-eds, email newsletters, community outreach activities, school visits, Council goals updates, and more.*
- ◆ *Staff initiated planning of the 2014 Leadership Academy.*
- ◆ *Staff initiated planning of the Robert Moore Award program.*
- ◆ *Updated the City website to reflect the Centennial colors and dates.*

August:

- ◆ *City Council members approved a one-time residential street maintenance fee increase to develop a more robust and successful street maintenance program across the City.*
- ◆ *The Council awarded the police station construction bid to Todd Construction; groundbreaking is tentatively scheduled for early September 2013.*
- ◆ *The Council also awarded the contract for the West Linn Public Library parking lot project; construction has begun and will be completed in early Fall 2013.*
- ◆ *City Council members continue their outreach in the community, including attendance at recent METRO grant award meeting, summer events and activities, Council goals updates, email newsletters, coffee dates and happy hours, and more.*
- ◆ *Staff continues work on the 2014 Leadership Academy, with applications available in late September for community members.*
- ◆ *Staff continues work on the Robert Moore Award program, with applications available in late September for nominees.*

Year-End Wrap-Up:

- ◆ **Construction of the New Police Station:** Under construction. Completion in less than 12 months.
- ◆ **Long term Financial Sustainability:** With some PERS reforms reducing expenses and property tax receipt increases, the City is in slightly better financial position than anticipated by the biennial budget.
- ◆ **City Hall Security:** The City Hall security system has changed; for Council meetings and court we have employed the services of a security officer and are using a metal detector.

Human Resources

- ◆ *RFP for Agent of Record (benefits broker) resulted in a new contract with BP&A, LLC. The new contract reflects a change to their compensation structure from a percentage of the employees premium, to a flat fee, per employee, per month. This resulted in a savings to the City, and to the employees.*
- ◆ *Successfully recruited and internally promoted over twenty positions, including a new Library Director, Assistant City Engineer, Payroll and Benefits Administrator, Municipal Court Clerk, many parks staff and library staff, and police force.*
- ◆ *Agreement with AFSCME for a contract extension without going to full negotiations, saving the City approx. \$122,000 over 3 years. The contract was approved by AFSCME membership and will be voted on by City Council on June 17, 2013.*
- ◆ *A voluntary Early Attrition Program was offered to qualified employees, to assist the City in a reduction of workforce and subsequent BN15 budget savings.*
- ◆ *Restructuring of the Human Resources Department, allows for a .50 FTE reduction and a savings to the City's BN15 budget.*
- ◆ *Continued positive employee relations through benefit enrollments and advocacy, employee recognition program, mid-manager training, active safety training, and ergonomic evaluations.*

August:

- ◆ *Many successful new recruitments as a result of several retirements of long-time employees.*
- ◆ *Signed AFSCME contract for 2013-2016.*
- ◆ *Employee Benefits Fair in June, and continued first-rate benefits service to employees.*
- ◆ *Employee Recognition Dinner in July, to show appreciation, and promote excellence and hard work.*

Year-End Wrap-Up:

- ◆ *In partnership with Information Services, the Human Resources Department now manages a proximity access badge system for City Hall and Public Works. The access badges serve as a picture ID as well as grant secure access to the buildings locked doors. This new technology provides employees with an added sense of security.*

Economic Development

- ◆ *Acted as the administrator over the review and distribution of \$20,000 in grants for local tourism projects as part of the County's CPP program.*
- ◆ *Initiated and acquired a \$5,000 design/development grant for local property owner (Youth Music Project) as part of business expansion effort.*
- ◆ *Completed economic assessment "Community Economic Preparedness" (CEP) identifying Ec. Dev. strengths and weaknesses in the City*
- ◆ *Established streamlined "universal" film and media permit process to make the City more attractive venue in this field.*
- ◆ *Contributed to the CDC amendment package under review to include sidewalk seating and blade sign revisions that will reduce regulations on local businesses.*
- ◆ *Worked with Staff to ensure that the LOTWP project included protections for businesses community and provided businesses in the Robinwood Business District a fact and information sheet on the project.*
- ◆ *Surveyed over 50 businesses with online survey to identify ways to be more business friendly*
- ◆ *Met one-on-one with over 20 businesses to solicit feedback on how to improve business climate in the City.*
- ◆ *Established a new LinkedIn group targeted to the West Linn Business community, "West Linn Business Exchange"*

August:

- ◆ *Created and kicked-off new LinkedIn group for the West Linn business community: "West Linn Business Exchange"*
- ◆ *Continued one-on-one meetings with local businesses; including The Kids Dentist and Allium Restaurant.*
- ◆ *Partnered with the Clackamas County Business & Economic Development Team to create a streamlined, uniform permit for film and media productions in the City.*

Year-End Wrap-Up:

- ◆ *Hired a new economic development intern, Ben Kittelson, to assist with economic development work.*
- ◆ *Street Maintenance Fee (SMF) proposals reviewed with the EDC; EDC recommended a commercial cap increase of 75%.*
- ◆ *Started "Business Community Updates," a targeted email newsletter.*
- ◆ *Developed a site search mechanism for companies looking to expand or relocate to West Linn.*
- ◆ *The EDC provided a recommendation to the City Council to support the Regulatory Streamlining project to incentivize economic development.*
- ◆ *Worked with GPI and County on Strategic Employment and Industrial Lands Inventory to identify potential sites and obstacles to development.*
- ◆ *Held 25 one/ one business to business interviews to solicit feedback and provide assistance to local businesses.*

Finance, Risk Management, & Municipal Court

- ◆ *Recruiting for vacated citizen CPA member of Audit Committee*
- ◆ *Completed proposed, approved, and adopted budget and CIP documents*
- ◆ *Implemented process improvements including arranging for Brinks to pickup deposits instead of employees transmitting them to bank, automating upload of 9,000 utility bill payments monthly into the finance software system, and developed matrix of documented payroll processes to aid in transition to new Payroll & Benefits Administrator employee.*
- ◆ *Updating covered properties listing and working with agent to renew policy for risk management.*
- ◆ *Preparing for Judge re-appointment and interviewing for Court Clerk retirement*

August:

- ◆ *Completed year-end work papers reconciling all accounts for the twelve Funds (different restricted sources of revenues) and started drafting the CAFR audit document for fiscal year ended June 30, 2013.*
- ◆ *Worked with auditors during their interim field work: testing and documenting internal controls, responding to auditing inquiries, reviewing account reconciliations, and responding to IT review inquiries.*
- ◆ *Two new citizens were appointed to the Citizens' Budget Committee: Mike Lindner and Erik Simshauser – special thanks to outgoing members, Abigail Wojcik and Jon Monson for their multiple years of volunteer service on the Citizens' Budget Committee.*
- ◆ *Secured insurance policy renewal for FY 2013-14 to include liability, property, vehicle and equipment, and storage tank coverages.*
- ◆ *Completed reorganization to include transitioning retired Court Administrator, a new Municipal Court Judge, and promotion of Lauren DeLorenzo, Accounting Manager to Assistant Finance Director to aid in filling the void of Casey Camors who accepted Milwaukie's full-time Finance Director position.*

Year-End Wrap-Up:

Finance:

- ◆ *Completed year-end work papers reconciling all accounts for the twelve Funds (different restricted sources of revenues) and started drafting the CAFR audit document for fiscal year ended June 30, 2013*
- ◆ *Worked with auditors during their interim field work: testing and documenting internal controls, responding to auditing inquiries, reviewing account reconciliations, and responding to IT review inquiries*
- ◆ *Two new citizens were appointed to the Citizens' Budget Committee: Mike Lindner and Erik Simshauser – special thanks to outgoing members, Abigail Wojcik and Jon Monson for their multiple years of volunteer service on the Citizens' Budget Committee*
- ◆ *The Nilson Report estimates that check fraud losses amount to about \$20 billion annually. This quarter, Finance replaced it's check stock with high security "SAFECheck" stock (see photo). Along with utilizing PositivePay and PositivePayee, high security check stock is the City's first line of*

defense in check fraud prevention.

- ◆ completed the audit document for fiscal year ended June 30, 2013. Just waiting for Oregon City to issue their audit of SFWB so that our auditors can issue their opinion. Reminder that Audit Committee meeting is 4:30 Monday, December 16th.
- ◆ International award received from GFOA for 2014-2015 budget document.
- ◆ Quarterly report for Sept 2013 was issued and posted online

Court

- ◆ Installed a walk-through metal detector (see photo) outside of Court to increase the security of the Council Chambers. It has leading edge technology and features a high flow rate of people with minimum number of nuisance alarms. Personal effects such as coins, keys and belt buckles can pass through the magnetic field without causing an alarm.

Court/Finance Reorganizations

- ◆ Completed reorganization to include transitioning retired Court Administrator, a new Municipal Court Judge, and promotion of Lauren DeLorenzo, Accounting Manager to Assistant Finance Director to aid in filling the void of Casey Camors who accepted Milwaukie's full-time Finance Director position

Risk Management

- ◆ Secured insurance policy renewal for FY 2013-14 to include liability, property, vehicle and equipment, and storage tank coverage.



Information Technology

- ◆ *West Linn IT signed an IGA with City of Milwaukie for Network services.*
- ◆ *West Linn staff is currently Project Managing/Project Implementation for Milwaukie, including converting its external web presences to MilwaukieOregon.gov, which impacts Website access for citizens, impacts E-mail delivery and routing for staff.*
- ◆ *In West Linn, staff is engaged with a new desktop computer replacement rollout, which is the result of key IT software upgrades that have been installed and configured allowing for staff to single handedly deploy all of our new PC's over the next fiscal years in weeks instead of months.*
- ◆ *The City is receiving an office 2010 upgrade to support the new desktop computing hardware standardizing both staff office suite, library patron office, and adult community center office suite. 40% of staff is now in process receiving new desktop computers with a 5 year life expectancy.*
- ◆ *Library patron machines and self check out machines will be receiving improved good used machines improving the public use of equipment.*
- ◆ *Adult Community Center patron machines will be receiving improved good used machines improving the public use of equipment.*
- ◆ *The Police cars are in process of receiving new Windows 7 computers with integrated bio-metric technology that allows the police department to be in compliance ahead of the 2014 FBI mandate for advanced authentication in police cruisers.*
- ◆ *Our Financial software is in process of being upgraded to the latest software version and moving to a secure hosted cloud based data center.*
- ◆ *We are adding a Human Resources management module to our Financial software allowing for HR to move away from multiple Excel spreadsheets to manage employee benefits.*
- ◆ *The City's first smart phone application for citizen engagement is currently in development and should ready for use in August.*

August:

- ◆ *Completed IGA with the City of Milwaukie for shared Network services.*
- ◆ *Completed desktop computer deployment as we move into a five year replacement cycle with 20% per year targeted.*
- ◆ *HTE/Sungard financial software upgrade is in full swing; making preparations to shift all of our check printing (AP/Payroll/W2) to laser printer based from green bar with robo signing of checks*
- ◆ *The City's first smart phone application for citizen engagement is currently in development and should be out for use in August. This software will allow us to integrate our new fuel station at Public Works so that project costing and fuel reporting becomes available quicker.*
- ◆ *City Hall Council chamber adjustments include researching alternative microphones and hearing impaired hardware; repaired two system components & researching equipment replacements for equipment.*
- ◆ *Configuration testing and preparations set to open up to the public our new Maptoptix GIS maps in Aug. Project was stalled in 2012 and with IT assistance was re-energized and now it is nearly completed.*

Year-End Wrap-Up:

- ◆ Email server upgrade from Exchange 2007 to Exchange 2010
- ◆ New desktop computer replacement starting
- ◆ New police car laptops currently being installed
- ◆ Piloting ruggedized tablet for motorcycle officer
- ◆ LOCOM approval on a pilot program in which Police Laptops would gain secure access to West Linn Documents, Templates, Reports and other City Specific resources in the police cars.
- ◆ Cartegraph upgrade go live activities underway
- ◆ Public Works going live on Cartegraph work order system moving off of CSC for work order management
- ◆ Smartphone application completely setup and running in a test environment
- ◆ Fleet management data migrated into Cartegraph with fleet management user interface design in process
- ◆ IT infrastructure installation to support Library circulation and self checkout desk installation
- ◆ IT infrastructure installation at the Library to support new “Tween” section downstairs
- ◆ Patron station hardware upgrade, replacing really old patron stations with newer used stations
- ◆ Patron Station Software upgrade windows XP to Windows 7, Office 2007 to Office 2010
- ◆ Paperless material distribution hardware deployed for Planning Commission and working on improvements from commissioner feedback
- ◆ Public Works security upgrades completed including installation and live rollout of four access control doors in the public works main administration building
- ◆ Citizen access to West Linn GIS mapping resources

Library

- ◆ **Statistics:** In the third quarter of FY12-13 (Jan 1 – Mar 31), the West Linn Public Library welcomed 51,734 visitors, circulated 169,803 items (includes patron checkins and checkouts, incoming and outgoing transits, and staff renewals), provided 5,116 public computer sessions, and hosted programs and events for 2479 attendees
- ◆ **Programming:** Preparations are underway for summer reading programs with reading incentives and weekly events for all ages. To promote the program, the Youth Services staff will visit every primary school in West Linn and promote the children's summer reading program to every K-5th grade student.
- ◆ **Building:** The construction of an additional parking lot was approved, which will provide much needed parking for the numerous visitors to the library.
- ◆ **Technology:** All existing self-checkout terminals have been converted to touchscreens and plans to update Public Internet Computers have been finalized.
- ◆ **Personnel:** The appointment of permanent Library Director, Holly Mercer, has stabilized library management, and created an avenue for the library to work on new and innovative projects.

August:

- ◆ **Hours:** The increase of library hours has been well received by the community and use of library services during the 10-11 hour on Mondays, Tuesdays, and Wednesdays has been steadily increasing since the change.
- ◆ **Programming:** Registrations for the Summer Reading Program have exceeded 2012 numbers, with nearly 2500 kids, teens, and adults participating in this year's reading incentives and summer programming. In September, the library will introduce Family programming, library events specifically designed to engage, connect, and inspire family members of all ages.
- ◆ **Special Event:** The Library Advisory Board, Library Foundation, and Friends of the West Linn Library are cooperatively hosting a library reception on August 20th to welcome the new director and celebrate the many recent enhancements to the library.
- ◆ **Building:** Construction of the new library parking lot will begin in August with a completion date of Mid October. In conjunction with the new parking lot, plans are underway to remodel the children's area to create an aesthetically inspiring environment for children.
- ◆ **Personnel:** The library will close on October 14, 2013 (Columbus Day) to the public for a Library Staff In-Service Day to ensure staff has the skills and knowledge necessary to provide excellent library services.

Year-End Wrap-Up:

- ◆ **Summer Reading Program:** 2,562 individuals participated in the Summer Reading Program, with a total of 69,600 minutes of reading completed by children and teens.
- ◆ **Expanded hours:** In July, the library expanded hours to 56 hours per week. Since the hours increase, the library has seen a 5% increase in visitors.
- ◆ **Building:** Construction of the new library parking was completed Mid October. Through the support of the West Linn Library Foundation, a remodel of the Youth Services area will also be completed in October.

- ◆ **Grants:** The library was awarded a Ready to Read Grant through the Oregon State Library. This grant will provide funding for a new early childhood literacy program, “1000 Books Before Kindergarten”.
- ◆ **Partnerships:** Striving to strengthen relationships with community groups, the library has supported and been involved with several events including, the Old Time Fair Parade, Chamber of Commerce Business After Hours, West Linn Garden Club Flower Show, West Linn/Wilsonville School District back to school activities.
- ◆ **Foundation support:** Thanks to the support of the Library Foundation, the children’s area was remodeled and revamped in October. The changes included: a new reading area by the stairs, dedicated space for children’s story times, a fresh progressive design for all ages, new dedicated technology spaces for each age group, an addition of collaborative play spaces, a new Young Teen area, and a dedicated information/assistance (YS desk).
- ◆ **Administrative Structure:** A new position of Assistant Library Director was established to fulfill organizational administrative needs. With this position, there will be two administrative staff positions: Library Director, and Assistant Library Director. This will create a management structure that can adapt and respond quickly to the needs and expectations of the community.
- ◆ **Trainings:** The library was closed October 14, 2013 (Columbus Day) to the public for a Library Staff In-Service Day. This gave staff an opportunity to grow professionally.
- ◆ **Technology:** A transition to a new online catalog took place in October, modernizing the method for online searching and access of library accounts.
- ◆ **Birthday celebrations:** Special programs and events are being planned for March of 2014, when the library will celebrate its 75th year of providing library services in West Linn.



Parks & Recreation

- ◆ *Completed second phase of Marylhurst Heights Park, including: restroom; spray pad, two picnic shelters; City owned solar power plant to offset the power needs and costs of the spray pad pumps and building lights.*
- ◆ *Launching seasonal recreation programs including an entrance into the Rose Festival Starlight Parade and new Middle School Recreation Basketball League (almost 100 kids participated).*
- ◆ *Creation of three days of Centennial Celebration (August 15, 16 & 17)*
- ◆ *Take Care of West Linn Day – Another success with 200+ volunteers for the 5th straight year.*
- ◆ *Planning grand opening to celebrate completion of the Rosemont Trail.*

August:

- ◆ *Received \$660,000 Grant from the Oregon State Marine Board to redevelop the Cedaroak Boat Ramp*
- ◆ *Coordinated West Linn Street Dance.*
- ◆ *Coordinated the Old Time Fair.*
- ◆ *Creation of three days of Centennial Celebration (August 15, 16 & 17)*
- ◆ *Summer Recreation Programs are in full swing.*
- ◆ *Music in the Park has started Thursday nights Tanner Creek Park.*
- ◆ *Movies in the Park has started Fridays, (different locations).*

Year-End Wrap-Up:

- ◆ *Received \$660,000 Grant from the Oregon State Marine Board to redevelop the Cedaroak Boat Ramp.*
- ◆ *Coordinated winter holiday events.*
- ◆ *Seeking proposals for new parking lot project at Fields Bridge Park which includes removal and mitigation of the old farm house.*



Planning & Building

- ◆ **CDC amendments.** Ten CDC amendments are scheduled for a City Council public hearing on June 17, 2013.
- ◆ **Historic code.** Proposed historic code amendments that merge and refine CDC chapters 25 (Historic District) and 26 (Historic Landmarks) have been completed. Council will be briefed on the proposed amendments recommended by the Planning Commission and Historic Resources Board in July. A public hearing will be scheduled soon thereafter.
- ◆ **Water Resource Area (WRA) regulations.** The Planning Commission held a work session on June 5 to review the draft WRA regulations. The draft regulations will be released for public review in late June. They will be refined based on the public comments obtained this summer. A Planning Commission public hearing is expected early next fall.
- ◆ **PUD/infill regulations.** Staff has resumed work on the PUD /infill regulations. A Planning Commission public hearing is expected in late summer.
- ◆ **Parking study.** Staff has initiated a parking study for the Willamette commercial area (which the City agreed to do in exchange for a ODOT funded roundabout feasibility study). The results will be presented to Council in August.

August:

- ◆ **Unrelated CDC amendments.** On June 17, 2013, the City Council adopted ten unrelated CDC amendments.
- ◆ **Historic code.** On July 15, 2013, the Council adopted historic code amendments that merge and refine CDC chapters 25 (Historic District) and 26 (Historic Landmarks).
- ◆ **Water Resource Area (WRA) regulations.** The Planning Commission released the draft WRA regulations for public and agency review (<http://westlinnoregon.gov/planning/proposed-water-resource-area-code-changes>). In early September, they will evaluate the draft regulations in light of the comments they receive. A Planning Commission public hearing on the refined draft is expected in October.
- ◆ **PUD/infill regulations.** Staff has resumed work on the PUD /infill regulations (which had been on hold due to the loss of staff and to enable staff to address other Council goals). The Planning Commission will conduct a work session on the draft regulations in September. A public hearing will follow soon thereafter.
- ◆ **Parking study.** Staff has initiated a parking study for the Willamette commercial area (which the Council agreed to do in exchange for an ODOT funded roundabout feasibility study). The results will be submitted to Council in late September.

Year-End Wrap-Up:

- ◆ Mailed Measure 56 notices for Water Resource Area code amendments.
- ◆ The City Council approved an IGA with Metro for CET grant project in Arch Bridge area.
- ◆ City Council adopted the Trails Master Plan on December 9, 2013.
- ◆ Community outreach started for the TSP update.
- ◆ Community survey launched on communications and engagement.
- ◆ Seven quasi-judicial public hearings completed, including design review for the new police station.

Police

- ◆ *On February 27th 2013 Officers Ables and Plaza worked together to solve the theft of over a 100 DVD's from the West Linn Library. Two adult males, admitted drug users, were identified and confessed to the thefts. Both were charged with felony theft and pending trial. Most of the DVD's that were stolen/pawned were recovered and returned to the library so they can be once again checked out by the public.*
- ◆ *On March 9th 2013 Officer Redler took several reports on thefts from vehicles. Through his efforts and investigative talents he was able to identify multiple suspects that were responsible for multiple thefts in West Linn. With the assistance of Detective Boyd, Dolan and Detective Sergeant Tonkin a search warrant was served in Oregon City. Hundreds of stolen items were recovered that were taken in over 50 burglaries/thefts from vehicles in the greater Clackamas County area. Several suspects will be facing felony charges once the investigation is complete.*
- ◆ *On March 10th 2013 Officer Neil responded to the report of a vehicle fire inside a garage. He arrived ahead of the fire department and saw smoke pouring out of the garage but did not see any visible flames. A short time later he saw flames coming from under the car and he quickly assessed the situation. Officer Neil determined that it was safe to make entry and he did so armed with a fire extinguisher. Officer Neil was able to put the fire out just as the fire department was arriving and they took additional measures to make certain the fire was indeed out. TVF&R Lieutenant Weaver said that Officer Neil's actions could have prevented the fire from spreading to the structure and causing extensive damage.*
- ◆ *On March 12, 2013 Detective Dolan was the lead investigator of a reported attempted homicide. Officer Dolan quickly developed a suspect and learned that several shots had been fired at the victim, but thankfully he was not hit. During the course of the investigation probable cause was developed and a search warrant was served in Salem where the gun and ammunition used was recovered. The case was presented to the Clackamas County Grand Jury and the suspect was indicted on multiple felonies and is currently pending trial.*

August:

- ◆ *Officer Larry Redler and Detective Mike Boyd led an investigation that resulted in the seizure of hundreds of stolen articles and shut down a criminal organization that were victimizing the citizens of West Linn.*
- ◆ *Officer Mike Stradley was sworn in as Sergeant and his badge was pinned on by Officer Paul Meyer from the Portland Police Bureau.*
- ◆ *West Linn Police assisted with the Special Olympics Torch Run.*
- ◆ *Members of the police department worked diligently with Group Mackenzie to prepare a new bid document for the new police station..*
- ◆ *The WLPD did several community outreach programs including and outstanding display at the Old Time Fair, and taking several Japanese exchange students on a tour of the police station.*

Year-End Wrap-Up:

- ◆ *Conducted a significant drug bust involving 12 pounds of marijuana; \$18,000; and a firearm. Arrested four individuals associated with a drug deal ring that may involve West Linn High School students.*
- ◆ *Assisted with response needs and the memorial service for Oregon City after the death of Officer Libke.*

Public Works

Public Works Support Services (Engineering/GIS)

- ◆ 2013 Road Improvement Program designed and currently out for bid (FY2014 funding). Project estimated at \$1M and includes grinding, paving, slurry sealing, crack sealing, thermoplastic pavement marking, and storm system installation.
- ◆ 2013 Water Main Replacement Project is in the final phase of construction (FY2013 funding). Projects at Cherokee Ct., Shady Hollow Wy., Rosemont Rd./Summit St. are substantially complete. Construction on the 8th Ave. and 13th St. portion of the project is currently underway.
- ◆ 2014-2019 Capital Improvement Plan recently completed and projects throughout the Public Works Divisions are being designed and implemented in preparation for the new fiscal year.
- ◆ Construction plans for the Police Station and Lake Oswego Water Treatment Projects are presently under review, plans for the Library Parking Lot and Bland Pump Station and Intertie are being finalized.

Environmental Services

- ◆ Annual maintenance and emergency training at all sewer pump stations, this includes electrical testing, oil changes, valve maintenance, landscaping, generator testing, and removal of accumulated grease.
- ◆ Compiling data and annual report in compliance with West Linn's National Pollution Discharge Elimination (NPDES) permit.
- ◆ Continued compliance with our NPDES permit through systematic cleaning of City streets and surface water systems, including cleaning of catch basins and pollution control manholes and clearing of invasive plant species from open spaces and water quality ponds.

Water

- ◆ Major maintenance at the Willamette Pump Station on Salamo Rd. Removed and rebuilt a water pump and motor, both of which had to be moved through the ceiling by crane. The two remaining pumps and motors will be rebuilt in the winter.
- ◆ Routine water system maintenance, including water quality testing/flushing, repair of service/main breaks, and meter maintenance, in addition to pump station and telemetry operation.

Streets/Vehicle Maintenance

- ◆ Installation of new Operations Yard fuel tank and cardlock system is complete. Release of employee ID cards with proximity chips for gate and fuel access to be done simultaneously with fuel safety training.
- ◆ PGE crews are currently converting over 900 traditional high-pressure sodium (HPS) streetlights with new energy efficient light-emitting diode (LED) models. The Street Fund is expected to realize \$20,000 per year in savings as a result.
- ◆ Upgrading existing stop and street name signage to comply with recent changes to the Federal Manual on Uniform Traffic Control Devices.

August:

Public Works Support Services (Engineering/GIS)

- ◆ 2013 Road Improvement Program is under construction. Subgrade repair, storm water piping, and asphalt paving portions of the project have been completed. Crack sealing is currently underway and slurry sealing is scheduled for late August.
- ◆ 2013 Water Main Replacement Project is fully complete. Residents will be enjoying higher quality water service in the Cherokee Ct., Shady Hollow Wy., Rosemont Rd., Summit St., 8th Ave., and 13th St. areas.

- ◆ *Construction plans for the Lake Oswego Water Treatment Plant are under final review, in-house design for the replacement of the City's waterline on Mapleton Dr. has begun.*
- ◆ *The Library Parking Lot project was successfully bid and a contract awarded at \$196,845, well below the Engineer's Estimate. Parking lot construction is scheduled to begin August 5.*

Environmental Services

- ◆ *Performing sewer line television inspections and necessary repairs in preparation for our upcoming cured-in-place-pipe (CIPP) sewer main lining capital project.*
- ◆ *Surveying older areas of the City for surface water issues and upgrading catchbasins to improve water quality. Cleaning of catch basins, pollution control manholes, and clearing invasive plant species from open spaces and water quality ponds.*
- ◆ *Recruited a half-time staff Street-Sweeper and anticipating delivery of a new street-sweeping machine at the end of August as part of our strategy to reduce sweeping costs by \$40,000 each year. In addition, hired an Environmental Technician to ensure compliance with state and federal water quality requirements, including data collection and reporting for our National Pollution Discharge Elimination (NPDES) Permit.*
- ◆ *Preparatory work and design for improvements to Operations Yard.*

Water

- ◆ *In coordination with the Parks Department, constructed a water bottle filling station to promote West Linn water at summer events.*
- ◆ *Performed water shut downs, customer service switchovers, and water quality flushing and sampling for 2013 Water Main Replacement Project.*
- ◆ *Assisted with completion of the 2013 Road Improvement Program by performing pre-project valve box upgrades, during-project damaged line repairs, and post-project resolution of buried valves.*
- ◆ *Routine inspections and exercising of pump station facilities exposed a faulty circuit board at the Bolton Pump Station Generator, which was immediately repaired due to high-season use.*
- ◆ *Ongoing routine water system maintenance, including water quality testing/flushing, repair of service breaks, and meter maintenance, in addition to pump station and telemetry operation.*

Streets/Vehicle Maintenance

- ◆ *Completed installation of new Operations Yard fuel tank and cardlock system. Working on new Operations Building security system which will operate with employee ID cards that contain proximity chips for integrated gate, building, and fuel access.*
- ◆ *Performing numerous tasks in support of the 2013 Road Program, including subgrade repairs, shoulder rock installation, and thermoplastic pavement marking.*
- ◆ *Rebuilt pathway on Parker Rd. adjacent to Tanner Creek Park. Installed crosswalks for Rosemont Rd. trail.*
- ◆ *Busy season for right-of-way mowing and spraying for vegetation control.*
- ◆ *Ongoing routine maintenance activities, including sign repairs, sign installations, pot hole patching, vehicle/equipment repairs, new vehicle/equipment configurations, and pavement marking.*

Year-End Wrap-Up:

Public Works Support Services (Engineering/GIS)

- ◆ 2013 Road Improvement Program is substantially complete. Pavement crack and slurry sealing took place in August in neighborhoods throughout the City. Pavement markings were recently completed.
- ◆ Library Parking Lot construction is fully underway, the majority of onsite retaining walls and concrete curbing are complete. Pervious pavers are currently being installed to complete the parking lot and walkway surfaces. Construction is on schedule for completion in October.
- ◆ Design for relocation of the City's waterline on Mapleton Dr. is at 60% completion, bid documentation and advertisement are scheduled for October.
- ◆ Construction plans and bid documents for the Bland Pump Station and Intertie will be finalized in early October; bidding and construction of the pump station to begin this winter.
- ◆ 2013 Road Improvement Program is fully complete. Library Parking Lot construction is complete and the parking lot is in full use; construction was completed on schedule with the exception of parking lot lighting which is on back order.
- ◆ Design for the Mapleton Waterline Replacement project is complete and contractor bids have been received. The project is scheduled for Council approval in December. Construction is programmed to start January 2014 and be completed in March 2014.
- ◆ In coordination with PGE, the City of West Linn received \$42,830 in Energy Trust incentives for our recent upgrade to energy-efficient LED lighting for approximately 900 streetlights.
- ◆ Construction plans for the Bland Pump Station/Water Intertie and the 2014 Cured-in-Place-Pipe (CIPP) Sewer Main Lining projects are in final review; bidding and construction are scheduled to begin this winter.
- ◆ Finalizing software development and training on a major upgrade of the City's asset and operations management software, *Cartegraph*, which is scheduled to go live this December.
- ◆ Completed development and deployment of a new version of MapOptix, the City's GIS/mapping system which provides over 30 enhancements along with significantly increased map detail and more than doubling the number of map layers available to the general public on the City's web site. In addition, the new version allows City Staff to access MapOptix from outside the City network with the same robust GIS tools as the internal version. Replacement of the public notice mailing list application is also in process.
- ◆ The City's GIS presentation, "A Small City Approach to Mapping" was chosen to appear in the international 2014 *ESRI Map Book*, which

showcases important and innovative accomplishments of GIS users from around the world. West Linn's GIS maps and the MapOptix application will be included in the printed book and highlighted on the ESRI website in July 2014.

Environmental Services

- ◆ Received delivery of new street sweeper, completed required training, and commenced in-house sweeping operations as part of plan to reduce sweeping costs by \$40,000 annually.
- ◆ Continuing sewer line television inspections and necessary repairs in preparation for our upcoming cured-in-place-pipe (CIPP) sewer main lining capital project, including locating and excavating buried manholes and utility structures.
- ◆ Completed final seasonal major maintenance of water quality ponds and swales by trimming of grass and brush, removing invasive species, performing vector control, and ensuring proper operation of storm system hardware.
- ◆ Performed major maintenance at all storm water pipe headwalls in preparation for winter rains, including clearing brush and excavating accumulated sediment.
- ◆ Completed major emergency repair on one of the City's largest trunk sewer lines due to a pipe collapse. This was one of the largest sewer repairs in City history and was completed by Public Works Staff without any service disruption.
- ◆ Video inspections and needed repairs have been completed for our upcoming cured-in-place-pipe (CIPP) sewer main lining capital project.
- ◆ Winterized all sewer pump stations and completed winter storm training and preparation with new employees.
- ◆ Additional street sweeping and catch basin cleaning routes are taking place to keep up with leaves and winter debris.

Water

- ◆ Performed emergency water system repairs at five separate locations in four of the City's neighborhoods: Sunset, Bolton, Willamette, and Rosemont Summit.
- ◆ Established a completely paperless system for utility locates. Locators now seamlessly receive, track, and closeout locates in the field on a tablet device in real-time. Inspection and routine maintenance of the City's finished water transmission main on the I-205 Abernathy Bridge.
- ◆ Installation of new water services in addition to repair and maintenance of existing meters.
- ◆ Continuing water quality testing and main flushing to sustain sparkling clean, safe, and high-clarity water. Fire hydrant inspection, testing,

flushing, and maintenance to ensure sufficient flow and integrity for firefighting. Ongoing pump station and telemetry monitoring and operation.

- ◆ Performed emergency water system repairs at seven separate locations in the past two months.
- ◆ Removed pump at Willamette Pump Station for motor overhaul and reconstruction.
- ◆ Rebuilt water pressure-sensitive pilot system on the Willamette Falls Drive altitude valve.
- ◆ Abandoned problematic cross-country water main between Summit St. and Poseidon Ct. for improved system reliability.

Streets/Vehicle Maintenance

- ◆ Surveying of recent wind and rain storm damage and prompt clean-up and removal of downed trees, branches, and debris.
- ◆ Preparatory work completed in advance of the 2013 Road Improvement Program, including herbicide application, grinding off existing striping, traffic control signage, and trimming of trees and brush to allow full access for large street improvement equipment.
- ◆ Installing new pavement markings for all recently completed slurry seal and paving projects in addition to repair and installation of pavement markings throughout the City.
- ◆ Ongoing routine maintenance activities, including tree trimming, roadside mowing and cleanup, median maintenance, banner installations, street surface repair and maintenance, sign repairs/installations, vehicle/equipment repairs, new vehicle/equipment configurations, and operation of radar signs to assist in traffic calming.
- ◆ Median island restoration project is in progress along Hidden Springs Rd. and Santa Anita Dr. Existing landscaping has been removed, soil has been newly amended, and trees are planted. Additional landscaping will be completed in December.
- ◆ Annual street tree trimming program in coordination with the Parks Department is underway to promote safety and accessibility in addition to tree health.
- ◆ Completing traffic studies as requested to address concerns from the Traffic Safety Committee.

The City of West Linn provides frequent updates on adopted City Council goals:

March 2013

Goals adopted

June 2013

Update #1

August 2013

Update #2

December 2013

Summarization of progress on Council goals



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West Linn