



CITY OF

West Linn

2013 CITY COUNCIL
PRIORITIES & DEPARTMENT
UPDATES

WEST LINN CITY COUNCIL

JUNE 2013 UPDATE



WEST LINN CITY COUNCIL

Mayor and Councilors

Mayor John Kovash

Council President Mike Jones

Councilor Jody Carson

Councilor Thomas Frank



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.

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..

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.

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.

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 colors and years.
- ◆ 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.

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)
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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.

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.

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.

Economic Development

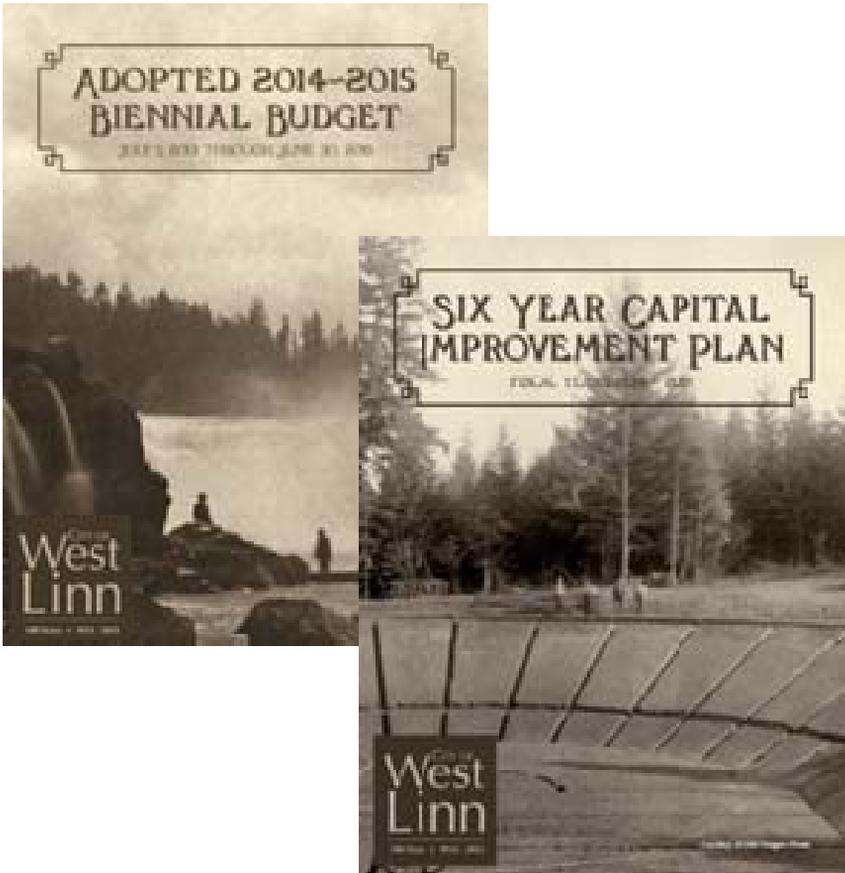
- ◆ Acted as the administrator over the review and distribution of \$20,000 in grants for local tourism projects as part of the County's CPP program.
- ◆ Initiated and acquired a \$5,000 design/development grant for local property owner (Youth Music Project) as part of business expansion effort.
- ◆ 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"



Met with "Miffy's Muffins" with Councilor Jenni Tan to learn more about home based businesses and their economic development needs.

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



The financial documents published this biennium will have a historic look and feel using old West Linn photos on the covers.

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.

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.



Kids, teens, and adults can sign up for the Library’s Summer Reading Program—specialized programs for each age group are available.

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.



Marylhurst Heights Park solar panels.



City of West Linn entry in the Rose Festival Starlight Parade.



Fun in the sun at Marylhurst Heights Park spray pad.

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.

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. (See photos).



Police (continued)

- ◆ On March 10th 2103 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.

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.







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