

Memorandum

Date: February 22, 2013

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager 

Subject: Council Goals, Work Plans and Schedule

Draft Council Goals

On March 4, the Council is scheduled to review the draft goals that it discussed last weekend. We have drafted the attached list based on the conversation at the retreat. (Although you won't be discussing these in a work session until March 4, I wanted to send them to you as soon as possible while the discussion was still fresh for everyone). I'd like to point out a few things:

- 1) We have added a purpose statement at the top of the goals. (The 2012 Goals included a purpose statement also). The statement that we crafted was based on many of the statements that we heard from Councilors throughout the retreat. There does not need to be such a statement included, but we thought you might find it beneficial.
- 2) We have taken the stated goals and attempted to include process steps and timelines for accomplishing each. These schedules may need to be fluid pending other matters that may come forward, but it helps staff to have these in place when setting our work plan for the year.
- 3) Do you want to consider elevating the Centennial to a Council Goal? If so, I would rephrase that item to be "Celebrating Community" and include two sub-items: the August centennial celebration and creating a citizen awards program.
- 4) One big topic that we did not have the time to discuss during the retreat is Stafford. Depending on the decision of the Court of Appeals, this topic could consume a considerable amount of staff and Council time this year. If you would like to include as a Goal or as an "Area of Interest", I would suggest a statement such as: "Work with our partner cities to determine a strategy for the Stafford area based on the Court of Appeals decision."

Draft Advisory Board Work Plans

During the Council retreat, I commented that I thought it would be very helpful to the City's advisory boards and committees if the Council were to provide some input on the priorities and work plans for each of the committees. The Council seemed to agree with this approach so I have taken the liberty to draft some priorities for several of the committees which is attached. Please note that I prepared this draft just as a starting point for discussion and some of the

committees have less items than others as I am not sure of the Council's thoughts on the plans provided by that committee.

I would suggest that this document also be discussed on March 4.

Council Schedule

Now that the Council has held its retreat and in anticipation of the adoption of the Council goals, we are moving quickly to fill the Council meeting schedule. I would like to note two items of interest on your schedule:

- 1) On February 25 we will not be holding a Council meeting. Instead, we will be conducting our biennial training session for committees, boards and neighborhood association officers. The Mayor will be making an introduction and the rest of the training agenda is attached. Councilors are certainly not required to be there, but are welcome to attend and provide input.
- 2) We did have a joint meeting with the Planning Commission scheduled for March 4. We had planned that session believing that the Council goals would be approved by then. We have decided to postpone that joint meeting until later in Spring so that we can address the goals and work plan for the Planning Commission. Instead, we will dig deeper into the economic development goal and work plan for the coming year to ensure that the Council and staff are all in agreement as to how we will be moving forward.

Please let me know if you have any questions.

Attachment

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Council Goals – 2013

The following priorities for 2013 have been identified by the Council as essential to lead our City into the future. They build off the successful works of the past and responsibly address the most pressing issues currently facing our City in a fiscally sustainable manner. Our overarching goal as a Council is to keep West Linn on the path to becoming the finest community in the State to live, work and play both for ourselves and future generations.

Transportation System Maintenance and Improvements – The City Council will enhance pedestrian safety and bike/pedestrian opportunities.

- Adopt and Initiate Implementation of the Master Trails Plan
 - a. PRAB and TAB solicit public input and make recommendation to Planning Commission (April 2013)
 - b. PRAB and TAB develop prioritized list of pedestrian/bike projects
 - c. Planning Commission will make a recommendation to Council (June 2013)
 - d. Council reviews/adopts plan (July 2013)
- Specifically address concerns on Willamette Falls Drive (crosswalks) and Salamo Road (intersection improvements)
- Initiate Required Modifications to the Transportation System Plan
 - a. Apply for Transportation Growth Management grant

Aquatic Center – The City Council will support 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 will make a decision regarding the recommendation by August 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 and Task Force (Spring 2013)
- Continue communication/education efforts

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

Economic Development – The City Council will initiate the development of a concept plan for the Arch Bridge area.

- Secure grant funding, if available
- Support efforts for State Heritage Area designation
- Support efforts for National Heritage Area Designation
- Remove or reduce regulatory and financial barriers to encourage positive community economic efforts
 - a. Conduct audit of regulatory and financial concerns that might create a hindrance to positive development by soliciting input from affected parties (City staff, public and private developers, etc.) (March 2013)
 - b. The Economic Development Committee will hold a hearing to solicit public input on possible revisions to the Community Development Code and make recommendations to the Planning Commission (April 2013)
 - c. The Planning Commission will make recommendations to the Council (June 2013)
 - d. Council will adopt any changes it deems necessary to accomplish the stated objective (July 2013)

Other Areas of Interest

- 1) Initiate the construction of the new Police Station
- 2) The City's long-term financial sustainability
- 3) Neighborhood Association Presidents Group
- 4) Centennial Celebration – Celebrating Community
- 5) Supporting Small Businesses
- 6) City Hall Security
- 7) City Council Road Show – hold at least two meetings outside of City Hall

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Advisory Board Work Plans

Citizens Budget Committee

- 1) Review and approve a biennial budget that focuses attention on the long term financial sustainability of the City

Economic Development Committee

- 1) Provide advice to the Council regarding the City's efforts to develop a plan for the Arch Bridge area
- 2) Solicit public input on proposed efforts to streamline regulatory processes and review the City's fee structure in support of the Council's effort to reduce or remove barriers to positive community economic efforts

Historic Review Board

- 1) Complete the community development code revisions for the historic district
- 2) Review quasi-judicial design review, as necessary
- 3) Develop and sell signage for district residences

Library Advisory Board

- 1) If requested by the City Manager, assist with the recruitment of a new Library Director
- 2) Assist the new director to help accomplish a smooth transition
- 3) Assist in defining the appropriate roles of the LAB, Friends and the Foundation

Parks and Recreation Advisory Board

- 1) Work with staff and the Transportation Advisory Board to ensure adoption of the Master Trails Plan.
- 2) Following adoption, collaborate with the Transportation Advisory Board to develop a prioritized list of trails, pathways and sidewalks for future development
- 3) Work with the Aquatic center task Force to develop a recommended aquatic center proposal for Council consideration

Planning Commission

- 1) Review and recommend CDC changes that will streamline processes that will encourage positive economic efforts and reduce staff expenses associated with the land use application review process.
- 2) Move forward on the PUD amendments.

- 3) Provide the Council with amendments to Chapter 32 that will differentiate between temporary and permanent disturbance and will encourage positive community economic efforts.
- 4) Review Planning Commission processes to reduce meeting time in an effort to create a more citizen-friendly and less resource-intensive process

Public Safety Advisory Board

- 1) Assist and advocate for the completion of the new police station.

Sustainability Advisory Board

- 1) Initiate review of the City's energy usage as a means to help achieving urban sustainability.

Transportation Advisory Board

- 1) Review and make recommendations regarding the Master Trails Plan
- 2) Assist in adoption of Master Trails Plan
- 3) Following adoption of Trails plan, work with PRAB to develop a prioritized list of trails, pathways and sidewalks for future development
- 4) Act as the citizen advisory committee on amending the TSP to comply with the RTP

Utility Advisory Board

- 1) Given the change in circumstances for the City's water fund, review the water fund projections and report to the Council in 2014 on any necessary rate increases over and above the 5%.



22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

CITIZEN ADVISORY GROUP TRAINING

Monday, February 25, 2013

6:00 p.m. – Council Chambers

A light dinner will be served for pre-registered participants.

Register online at <http://WestLinnOregon.gov>

Meeting materials and videos will be available after February 25 online.

6:00

Welcome & Introductions – Mayor John Kovash

6:10

Roles & Responsibilities: Being An Effective Volunteer – City Manager Chris Jordan

6:30

Legal Issues of Importance – City Attorney Tim Ramis

7:00

Financial Update – Chief Financial Officer Richard Seals

7:30

Questions & Answers

8:00

Adjourn