

Memorandum

Date: February 21, 2014

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

From: Chris Jordan, City Manager *CJ*

Subject: Miscellaneous Items

Work in Wilderness Park

In the very near future, we expect Northwest Natural Gas to do some work in Wilderness Park. This work will be done in an existing NW natural utility easement and will be for regular inspection and maintenance of NW natural's facility.

Oregon City Franchise Fee

In the past several months, the City of Oregon City has adopted an ordinance requiring all utilities using Oregon City public right-of-way to have a franchisee agreement with the City or comply with the franchise ordinance.

West Linn has a water transmission line in Oregon City. We also are served by the South Fork Water Board (water) and Tri City Service District (wastewater treatment) which utilize Oregon City right-of-way. From what we can determine, here are the franchise fees that may be assessed by Oregon City:

- 1) The franchise fee to South Fork is approximately \$85,000/year – representing 6% of revenues generated within Oregon City. The SFWB plan is to assume this fee as a cost of doing business which would mean that West Linn would pay about half the fee, or approximately \$42,000 annually.
- 2) Tri City (TCSD) will also be charged a franchise fee based on 6% of revenues generated in Oregon City. Total estimated fee: \$190,000/year. Clackamas County, which is the governing body for TCSD, has not determined the allocation of the franchise fee. If it were to be determined that the fee would be assessed to all rate payers, West Linn's share would likely be approximately \$70,000 annually.
- 3) West Linn owns a water line in Oregon City. Because no revenues are generated in Oregon City by this water line, we will be charged a flat fee of \$5,000/year.

Based on these three utilities, the charge to West Linn ratepayers –again, depending upon the allocation decisions made by the County – could be about \$117,000 annually – beginning immediately. The portion from TCSD would be assumed in TCSD rate increases. The SFWB and City water line fees would need to come out of our 5% annual rate increase.

The revenues collected by Oregon City will be considered general revenues to that city and will be used at the discretion of Oregon City.

I've stated my concerns about this to the City Manager of Oregon City, the General Manager of the SFWB and to Clackamas County staff involved with TCSD.

I would suggest that the Council discuss this item in a work session and provide guidance



Memorandum

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

From: Chris Jordan, City Manager *CJ*

Subject: Work Session

The City Council will be holding a Special Meeting on February 24 at 6:00 p.m. in the Council Chambers. Prior to the meeting, an executive session will be held at 5:45 p.m.

The Special Meeting includes a few decisional items for the City Council's consideration. The meeting also includes the following work session items:

- DHM Survey Findings Presentation – DHM will present the data from the December community survey regarding community engagement.
- Ordinance 1619, Regulation of Door-to-Door Solicitation and Business Licenses. Members of the City Council asked to review our current “No Solicitation” ordinance to make sure that it still met the needs of the community. One Councilor has provided some input to Assistant City Attorney Megan Thornton who has prepared the draft ordinance for Council discussion. Following this discussion, staff will place this item on an upcoming Council agenda for consideration and a Council vote.
- Update on Transportation Plan (TSP) outreach Efforts. Staff wants to briefly update the Council on the status of our efforts to engage community members on the development of the updated TSP.
- Citizen Engagement 2020 Focus: Staff is looking for guidance from the Council on steps to be taken to fulfill the Council's citizen engagement goal.
- Discussion on Commission for Citizen Involvement (CCI). The Council has assumed the responsibility for the CCI. Members of the Council have asked to discuss steps for proceeding with this responsibility. Staff has prepared the attached chart indicating how other local cities comply with this responsibility.
- Advisory Board Work Plans. Attached are draft work plans for each of the advisory boards. Staff is requesting Council approval to send these to each of the advisory boards.

Please let us know if you have any questions or need additional information.

Attachment

City	CCI	How Often Meet?	Purpose
Lake Oswego	Planning Commission http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/12293/revised_cig_adopted_04-07-09.pdf	Reserves time on every PC agenda. Annual meeting to review program.	Advise Council on citizen participation in land use planning. Develop, implement, evaluate a program for effective citizen involvement.
Tualatin	Planning Commission http://www.tualatinoregon.gov/developmentcode/tdc-chapter-02-introduction Citizen Involvement Organization (CIO) http://www.tualatinoregon.gov/administration/citizen-involvement-organization-program	Evaluate the effectiveness of the citizen involvement in March & October.	Encourage more citizens to become involved in issues that affect the city.
Tigard	Planning Commission http://www.tigard-or.gov/city_hall/boards_committees/planning_commission/docs/bylaws.pdf	Annually with Council to evaluate the effectiveness of the citizen engagement process.	CCI for land use related matters.
Oregon City	Citizen Involvement Council (CIC) Two NA reps from each neighborhood, 18+ years http://www.orcity.org/community/citizen-involvement-council-cic	Monthly	Promote, coordinate, implement community involvement through citizen participation.
Milwaukie	Comprehensive Planning Steering Committee – 1 rep from each NA (5) http://www.qcode.us/codes/milwaukie/ Citizen Involvement Program		Ensure citizen involvement in City's planning process. Ensure adequate funding in budget to support program. Evaluate process & make recommendations.
Wilsonville	Planning Commission http://www.ci.wilsonville.or.us/Index.aspx?page=312	When needed	Encourage exchange of ideas & opinions. Evaluate proposals and special projects related to land use and civic issues when requested.
Canby	None		



MEMORANDUM

Date: February XX, 2014
To: Citizens Budget Committee
From: John Kovash, Mayor
Subject: 2014 Goals and Work Plan

The City Council asked me to write to each of our citizen advisory groups and share with you the Council goals for 2014 and a brief work plan for each of the groups.

Last year, the City Council determined that greater communication with our citizen advisory boards was necessary to ensure that limited City resources remained focused on the primary goals of the Council and delivering quality municipal services. We believe that the work plans that we sent to each advisory board was a positive step in this direction and we hope that you found it helpful in your efforts to participate in creating policy for the City.

We want to take this time to also emphasize two critical priorities of the Council which will influence much of what we do this year:

- 1) Over the past year, the City Council has made a concerted effort to remain focused on our most pressing needs and not to spend unnecessary time holding or extending Council meetings or work sessions. We have also found that our citizens greatly appreciate a concise, focused Council meeting that allows them to participate at a reasonable hour.
- 2) One of the Council's this year is "Citizen Engagement 2020". In the past, the City tended to engage our community in very traditional ways – notices in the newspaper or by mail and community discussions always taking place in very formal meetings and hearings. IN 2013, we completed a community survey which clearly indicates that our citizens, while very satisfied with the information they receive from the City, do not want to spend time going to public meetings. Therefore, in 2014 the Council intends to review alternative methods for engaging our community that will allow citizens to participate in a variety of ways with the hope that this will provide for a more positive community engagement process.

We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Citizens Budget Committee to focus attention on the following areas this year:

- 1) Mid-biennium budget meeting to receive a mid-biennium update; and
- 2) To review Community Grant Applications and submit recommendations to Council

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.



MEMORANDUM

Date: February XX, 2014

To: West Linn Economic Development Committee

From: John Kovash, Mayor

Subject: 2014 Goals and Work Plan

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Economic Development Committee to focus attention on the following areas this year:

- 1) Positively engage and provide advice to the Council as we master plan the Arch Bridge/Bolton Town Center area.

- 2) Continue to assist in our efforts to streamline the community development code to reduce barriers to economic development
- 3) Assist the staff in supporting efforts to create a funding mechanism for improvements to the Willamette Main Street area

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.



MEMORANDUM

Date: February XX, 2014
To: Historic Review Board
From: John Kovash, Mayor
Subject: 2014 Goals and Work Plan

The City Council asked me to write to each of our citizen advisory groups and share with you the Council goals for 2014 and a brief work plan for each of the groups.

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Historic Review Board to focus attention on the following areas this year:

- 1) Community outreach, including providing information about the HRB and historic resources; and
- 2) Actively participate in the master planning of the Arch Bridge/Bolton Town Center area so that historic preservation is appropriately considered in the development of that plan.

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.



MEMORANDUM

Date: February XX, 2014
To: Library Advisory Board
From: John Kovash, Mayor
Subject: 2014 Goals and Work Plan

The City Council asked me to write to each of our citizen advisory groups and share with you the Council goals for 2014 and a brief work plan for each of the groups.

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Library Advisory Board to focus attention on the following areas this year:

- 1) Continue to support the Library Foundation efforts with their next project – remodeling and renovating the Teen area.

- 2) Attempt to connect with Gramor and the business owners of Central Village to emphasize the importance of the Library with a goal of working toward a parking solution.
- 3) Engage citizens through library services and programs, such as the library mural, birthday celebrations and Summer Reading Program

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

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MEMORANDUM

Date: February XX, 2014
To: Planning Commission
From: John Kovash, Mayor
Subject: 2014 Goals and Work Plan

The City Council asked me to write to each of our citizen advisory groups and share with you the Council goals for 2014 and a brief work plan for each of the groups.

Last year, the City Council determined that greater communication with our citizen advisory boards was necessary to ensure that limited City resources remained focused on the primary goals of the Council and delivering quality municipal services. We believe that the work plans that we sent to each advisory board was a positive step in this direction and we hope that you found it helpful in your efforts to participate in creating policy for the City.

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Planning Commission to focus attention on the following areas this year:

- 1) Assist the Arch Bridge/Bolton Town Center Advisory Committee, City staff and the hired consultant on developing and reviewing the Master Plan for this area;

- 2) Expediently review Comprehensive Plan and/or Community Development Code amendments that assist in the implementation of an approved master plan for the Arch Bridge/Bolton Town Center area; and
- 3) Work with the City staff and the Council to implement an audit of all or part of the Community Development Code

The Council will modify the official legislative docket to include these items so that they are included into the Staff's work plan for the year as well. If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.



MEMORANDUM

Date: February XX, 2014

To: Parks and Recreation Advisory Board

From: John Kovash, Mayor

Subject: 2014 Goals and Work Plan

The City Council asked me to write to each of our citizen advisory groups and share with you the Council goals for 2014 and a brief work plan for each of the groups.

Last year, the City Council determined that greater communication with our citizen advisory boards was necessary to ensure that limited City resources remained focused on the primary goals of the Council and delivering quality municipal services. We believe that the work plans that we sent to each advisory board was a positive step in this direction and we hope that you found it helpful in your efforts to participate in creating policy for the City.

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Parks and Recreation Advisory Board to focus attention on the following areas this year:

- 1) Continue efforts to recruit and engage community volunteers and promote restoration projects.
- 2) Develop a plan for implementing the Master Trails Plan projects located in and around our park system.

3) Advise the City Council and Citizens Budget Committee on the long community facility needs.

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.



MEMORANDUM

Date: February XX, 2014

To: Sustainability Advisory Board

From: John Kovash, Mayor

Subject: 2014 Goals and Work Plan

The City Council asked me to write to each of our citizen advisory groups and share with you the Council goals for 2014 and a brief work plan for each of the groups.

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Sustainability Advisory Board to focus attention on the following areas this year:

- 1) Complete the updated Sustainable West Linn Plan

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.



MEMORANDUM

Date: February XX, 2014

To: Transportation Advisory Committee

From: John Kovash, Mayor

Subject: 2014 Goals and Work Plan

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We hope that you will embrace both of these priorities and work with us and the City staff to encourage these efforts.

Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Transportation Advisory Board to focus attention on the following areas this year:

- 1) By May, 2014, recommend to the City Council a Capital Improvement Plan to implement the recently adopted Master Trails Plan.

- 2) Work with city staff and a consultant to engage the community on the development of a Transportation System Plan that will comply with regional requirements and create economic development opportunities

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

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MEMORANDUM

Date: February XX, 2014
To: Utility Advisory Board
From: John Kovash, Mayor
Subject: 2014 Goals and Work Plan

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Based on the annual reports we received from each committee, and in addition to, or in furtherance of, the Council's Adopted Goals (attached), the Council would like the Utility Advisory Board to focus attention on the following areas this year:

- 1) Continue efforts to engage the West Linn community regarding the need for additional resources to adequately maintain the City's water system.

- 2) By May, 2014 recommend to the City Council a five year water rate plan to support the City's efforts to maintain the City's water system

If something arises during the year that you believe necessitates a change to this work plan, please forward your concerns to the Council for our consideration and we will provide you with feedback.

As always, thank you for your dedicated service to West Linn.