



## 2019 City Council Goals Update

*Adopted April 8, 2019*

**GUIDING PRINCIPLE #1: SENSE OF COMMUNITY**

**Citizen Engagement**

**June 2019 Update**

**October 2019 Update**

**January 2020 Update**

1)	Engage Citizen Advisory Groups, Neighborhood Associations, and the community to create and implement a robust disaster preparedness program for West Linn.	Natural Hazard Mitigation plan presented at Council Worksession and scheduled for July 8th adoption. WLPD and Administration staff attend regular emergency planning meetings held by WLWV School District (5/23 most recent). City Manager has been in communication with TVFR Chief Allen Kennedy on this disaster preparedness goal and is scheduled to attend regular preparedness coordination meetings with City management staff. Map Your Neighborhood improvement is a regular topic at PSAB meetings (4/22, 5/20 and 6/24 recently) and a priority of some NAs. Have promoted Map Your Neighborhood in newsletter (5/29 most recently) and on City main page in May. Staff FEMA National Incident Management System (NIMS) training is ongoing for new staff, however a wholesale refresh of the NIMS training program is underway so it will not be a priority until this process is complete.	Updated Natural Hazards Mitigation Plan adopted unanimously on 7/8/19. Council made a National Preparedness Month Proclamation on 9/9/19 to encourage the community to prepare. We had an educational awareness campaign throughout September on all City platforms and in print flyers to promote Emergency Preparedness Month. Map Your Neighborhood was highlighted several times in September and is being regularly promoted on the website main page, social media and newsletters throughout the year. Wild fire safety messaging was put out multiple times on City platforms and Parks is beginning work with TVFR on a comprehensive fire management plan for City's wooded areas. TVFR staff now attend City Leadership Team meetings on a monthly basis to coordinate on issues of mutual importance. City staff continue to attend WLWV School District First Responder events to coordinate emergency planning and training.	Fire hazard mitigation planning efforts commenced in October with TVFR meetings. Fire hazard mapping substantially complete and additional meetings including state agencies being scheduled. Quarterly emergency planning events with first responders, City staff, and WLWV District staff continue, October's theme included table top exercises on school lock out scenarios. Joint PSAB/Council meeting on 12/2 with discussion on emergency preparedness and Incident Command System (ICS) training. Staff and Council working on completing ICS training. Staff performed Emergency Operation Center training in November 2019.
2)	Build collaborative relationships with Citizen Advisory Group members by recognizing their skills and expertise and empower them to advise the Council and help carry out the goals of the City.	Tracking of past and future joint meetings between citizen advisory groups (CAG) and the Council has been added to the Council's tentative schedule.	Scheduling of joint meetings with CAGs continues, with tracking of past and future meeting dates shown on the Council's Meeting Agenda Calendar document.	Council completed joint meetings with all advisory groups and the WLWV School Board in 2019, with the exception of CCI due to quorum issues and LAB, which is scheduled for February 2020.
3)	Investigate and implement ways to engage a broader swath of citizens in the business of the City. Make it easier for citizens to effectively participate in the business of the City.	Council held a Town Hall on 6/25/19, following the Post Office status meeting. Multiple Open Houses were recently held for Waterfront Planning and the Main Street/10th St./Blankenship Streetscape projects. We have been providing Facebook live coverage of special events, including the State of the City, to increase digital engagement with high viewership results. We have been posting to multiple social media channels on upcoming Council meeting topics, including to our revitalized Nextdoor account. Efforts have been made to highlight the ability to provide written comment electronically (via webform, email, etc.) in our newsletters/social media posts/website for those unable to attend in person.	Town Hall meetings continue, next one planned for October 29. Continued use of multiple forms of media (emails, Twitter, Facebook, Instagram, Nextdoor, website, etc.) to reach as many people possible about City issues, in addition to hosting open houses and going into the field to speak directly with affected citizens about the best way to connect with them (e.g. all Main St. Businesses, other construction projects). Willamette Falls Drive/Highway 43 Open House design plans were posted on social media and included in the City's newsletter for those that couldn't attend. Project webpages (GO Bond and regular capital projects) remain a primary way for residents to get information about projects of interest to them. Resolution and packet materials for Council-requested change to CCI bylaws was provided for 5/13/19 meeting with Council direction to wait for CCI recommendation, currently scheduled for 10/15/19.	Increased electronic promotion of public meetings and special events continued throughout 2019, with positive effects on citizen engagement. Facebook and Twitter metrics saw significant spikes, with 295 new FB likes and 131 new followers and 25,600 average monthly impressions on Twitter. A revitalized Nextdoor City presence has created a more engaged audience there as well. Facebook Live streaming of important City events (e.g. State of the City, Waterfront Open Houses, Post Office Town Hall, Council Town Hall) was well received with combined views approaching 3,000. Highlighted ability to provide written comments electronically (e.g. via webform for Post Office meeting or Council email) in our newsletters/social media/website for those unable to attend meetings. In-person open houses and field visits to speak directly with citizens and learn how best to connect with them on Main Street and other construction projects rounded out our efforts. Resolution and packet materials remain ready for Council requested change to CCI bylaws, awaiting CCI recommendation.
4)	Implement codes of conduct and ethical standards for City Council members.	Guidelines for Civil Discourse are posted, provided, and encouraged at every meeting. Legal is waiting for conclusion of harassment policies at the state level before developing City policies.	Legal is researching outcome of legislative session and working on an ordinance that is tentatively scheduled for the 11/12/19 Council meeting. A Council Code of Ethics for incorporation into Council Rules needs to be discussed by Council with direction to legal for drafting.	Council passed Ordinance 1704 on 12/9/19, creating a clear policy for reporting and investigation of workplace harassment that applies to elected officials, board members, and volunteers. Harassment training was provided at the 1/29/20 Citizen Advisory Group training. Processes for training and documented acknowledgement by all volunteers/board members/electeds are in place. Council's Guidelines for Civil Discourse have been posted and widely distributed.
5)	Finalize restoration of Citizen Vision Goals to the Comprehensive Plan.	CCI will take up this item at next meetings; several meetings have been cancelled primarily due to quorum issues.	Updating of Citizen Vision Goals was discussed at the June CCI meeting, with the desire for the NAP and NAs to do further review. At their 9/19 meeting, the NAP discussed the 2003 and October 2018 versions of the Citizen Vision Goals, with directions for each NA to discuss the Goals with their membership and report directly to Council. To staff knowledge only SONA and WNA have reported back to Council to date.	Neighborhood Associations provided input on the Citizen Vision Goals in 2019. Awaiting establishment of an active CCI in 2020 to finalize and provide a recommendation to Council.

**GUIDING PRINCIPLE #2: LAND USE AND  
Planning and Community & Economic**

6)	Create a process that considers community input during construction plan review, before plans are released for construction.	Awaiting further discussion and direction from CCI/Council.	Awaiting further discussion and direction from CCI/Council.	Planning Commission and Engineering Staff have begun dialog on understanding Engineering Standards and procedures. It is a 2020 goal of the Planning Commission to continue this conversation. Item to be scheduled in 2020, further Council discussion and direction (possibly to CCI) required.
7)	Continue West Linn's Waterfront Planning Project with community and stakeholder engagement.	Well attended Open House events were livestreamed and held by PGE and the City on May 30 and June 20. Robust public comment was received by PGE both in person and through their online survey. The Historic City Hall lease agreement was approved and a coalition of non-profits is moving forward to receive grants and redevelop the space as an anchor to the Waterfront area. Waterfront update to Council is planned for July 15.	Council Waterfront update planned for 10/7/19. Two Waterfront open houses being planned for November. Non-profits continue pursuit of grants for updating Historic City Hall, with City and other agencies support. Willamette Falls Locks Commission meetings continue at City Hall, most recently on 9/11/19, and are working on Locks-related legislation and lobbying for the 2020 session. Recent Locks tours have included legislators, the Mayor, and Commission members.	Two well-attended Waterfront Open Houses held in December. Staff working with the State Historic Preservation Office (SHPO) to apply for Historic City Hall National Historic Register designation. Community Development Block Grant application for \$80K in ADA improvements at Historic City Hall submitted to Clackamas County. Willamette Falls Lock Commission meetings continue at City Hall with legislation to create a new Willamette Falls Locks Authority to upgrade and maintain the Locks, designated as House Bill 4150, being lobbied through the short session.
8)	Actively pursue opportunities and funding options to create safe indoor spaces for active recreation, entertainment, and community gathering places consistent with the approved Parks and Open Space Master Plan.	City facilities were discussed by Council on June 17. Plans for Robinwood and Bolton continue to be refined, direction approved on providing funds to McLean for building improvements; shelter project is included within Parks GO Bond funds.	Robinwood Station estimates from Group Mackenzie completed and design plans are being done by Iselin Architects. Topographic survey completed for design of storm water and parking lot improvements. Ongoing consultations with FORS, along with more detailed plans coming from Iselin Architects will help to refine cost estimates further. Proposed plans for Old Bolton Station were discussed at the 9/23/19 Council meeting, further action pending Highway 43 design progress. Council desire to work towards a long term City Facilities Master plan was discussed at the 9/23/29 meeting.	City facilities project scopes, cost estimates, and data discussed extensively by Council at multiple meetings over 2019 as part of GO Bond project allocations, funding allocation decisions planned for 2/10/20 Council meeting.

**Transportation**

9)	Actively pursue opportunities and funding options to create an intra-city shuttle system.	At the April 15 joint meeting Council requested the EDC perform research and a survey on transportation needs and options, including focus on the Willamette Main Street Shuttle and potential for local transit serving the entire community. Councilor Cummings reported at 6/17 Council meeting about regional meeting discussion on intracity transit connectivity with Clackamas County.	TriMet announced its largest service expansion in history and have been contacted to attend an upcoming Council meeting to discuss their service changes and the possibility of enhancing service in West Linn, including the option of an intra-city shuttle. SAB did an intra-city shuttle bus survey and is sending results to staff for compilation. Staff investigating some potential funding sources for local shuttle service.	Transportation Town Hall at Adult Community Center held 11/12/19. Tri-Met representative at this meeting highlighted improvements to service in Clackamas County and noted they are exploring additional frequency and the possibility of a Salamo line in West Linn.
10)	Implement high priority transportation/safety measures identified in the Transportation System Plan (TSP) and supported by GO Bond funds to create safe routes to schools and enhance pedestrian safety.	Phase 1 of the Highway 43 construction design project continues to move forward with ODOT. A RFFA grant application was submitted by Public Works to Metro in late June for Phase 2 of Highway 43 construction.	Council was presented results of Safe Routes to School Evaluation and Planning project on 4/15/19 with Council direction to have additional public involvement. Extensive outreach to NAs, PTAs, and the community through numerous meetings and an open house created a prioritization list of projects that was finalized and unanimously approved by TAB at their 7/24 meeting. The City continues to collaborate with the School District on the Safe Routes Program and City staff have been regularly participating in Walk/Bike to School Day events, most recently on 10/2/19. Hwy 43 ODOT surveying and plan design is ongoing for both construction (Arbor Dr. to Hidden Springs Dr.) and design phases (for remainder of Hwy 43 to I-205). Open house held for the Willamette Falls Dr./Hwy 43 design project (excluding Main St.) on 8/8/19. West A St. has had enhanced patrols around the school area, especially during the first weeks of school, for speeding, parking violations and other infractions.	Significant progress on GO Bond Transportation projects has been made, with frequent check-ins and oversight from Council. Construction on the Historic Willamette Main Streetscape is well underway. Design of the 10th Street/Salamo Project is ongoing through the winter. Highway 43 construction plan design for Arbor Drive to Hidden Springs continues by ODOT. In May 2019, Council awarded the contract for design of the remainder of the Highway 43 corridor from Hidden Springs to I-205 and Willamette Falls Drive from Highway 43 to the Tualatin River. Following extensive community outreach and creation of a prioritized list of projects by TAB over the summer, the Safe Routes to School project was temporarily suspended due to staffing turnover, but restarted in January.

**GUIDING PRINCIPLE #3: SUSTAINABILITY**

**Fiscal Sustainability**

11)	Establish and implement acceptable levels of service and/or additional revenues sources to create a balanced budget for Biennium 2020/21.	Council unanimously approved a 2020-2021 Biennial Budget on June 24th!	Ongoing budget monitoring, planning and forecasting. Following completion of the audit process currently underway, Finance staff will be gathering data to present on projected deficits in the next biennium and options for revenue generation at an upcoming Council meeting.	On January 13, our auditors, Merina and Company presented the CAFR for the 2019 FY and reported a clean audit opinion. The City also received the Certificate of Achievement for Excellence in Financial Reporting for our FY2018 CAFR. We expect to receive this award for our FY2019 CAFR. Staff is pursuing possible improvements to right-of-way management and tax increment financing for the Waterfront area to help control costs and generate revenue. Updates to Planning fees are scheduled to come to Council in March. Finance planning to bring a mid-biennium forecast to Council in Q1.
12)	Expand the role of the citizen members of the Budget Committee to assist with oversight and reporting on 2018 General Obligation Bond project status and funding expenditures.	Now that budget process is complete, the Citizen Budget Committee can turn their attention to bond status.	Reporting on GO Bond Project status and financial details has been continuing on the City's bond website with frequent Council status updates and oversight. The City is currently undergoing a financial statements audit of all City funds, including GO Bond expenditures, to ensure funds are being spent properly in accordance with best practices, financial policies, and law.	City Council has provided thorough GO Bond project spending oversight, in addition to daily project and financial dashboard updates provided on the City's bond website. The City's financial audit was completed with a clean audit opinion presented to Council in January 2020.
13)	Define the City's legal services structure with the goal of optimizing quality and costs.	Council approved all legal services to be contracted to an outside firm at their June 6 meeting. Council is working on a new contract with Jordan Ramis for discussion at the July 15 and August 5 meetings.	Jordan Ramis continues to report to Council and oversee all legal services. Measure 3-552, the Charter amendment to provide City Council authority over legal advisors, is on the November 2019 election.	Jordan Ramis works in close coordination with Council and staff and continues to oversee a busy docket of all legal services. Measure 3-552 was not passed in November 2019.

**Environmental Sustainability**

14)	Incorporate environmentally sustainable practices in City activities and decision making, including reducing waste generation and energy consumption.	Council met with the SAB on May 20 and discussed sustainability Council goals, the SAB recapped these and discussed next steps on June 20. Council allocated \$15,000 biennially for green PGE power and \$4000 for facility energy upgrades during the budget process. PGE and Public Works completed the latest LED street lighting retrofit project in West Linn of 546 fixtures, reducing energy consumption by more than half; over 60% of the City's street lights have now been converted to LED. HR recently developed an online application process to eliminate the need for printed materials during recruitment and is working on an iPad process during the interview process to reduce paper waste further.	Staff pursuing grant opportunity with PGE for electric vehicle charging stations in the Historic Willamette Area. The City was successful in its bid to be part of PGE's competitive Green Futures Program and executed a formal agreement, ensuring direct support of a local clean solar power facility in Oregon, and affordable clean power for City facilities. The Library has been encouraging patrons to go paperless with Library transactions, reducing paper use and mailings. SAB ran a booth at the Old Time Fair related to sustainability and helped coordinate electric bike demos as part of the Fair, including Mayor Axelrod and Councilor Cummings riding them in the parade! SAB also held community sustainability events and has started discussion on a Climate Action Plan. State legislature passed HB2509, banning single use checkout bags effective January 2020, and SB90, banning single use plastic straws except upon request.	2019 brought numerous environmentally sustainable improvements to the City, including 546 low-energy LED streetlights, online application processes in Human Resources, increased electronic transactions by Library patrons, reduction of paper use across the City through increased electronic processes, and successful participation in PGE's Green Futures Program. The Sustainability Advisory Board held community sustainability events, started research on a Climate Action Plan, and held electric bike demos at the Old Time Fair. The single-use checkout bag ban has gone into effect. Environmental sustainability considerations remain a part of daily business at the City.
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**Utilities**

15)	Continue to engage Clackamas County Water & Environmental Services (WES), and partner cities to address governance framework and to protect West Linn ratepayer interests for wastewater services.	The IGA between Oregon Consensus (PSU) and WES was approved and a tentative schedule has been produced for parties to meet and work on the WES governance issue. The City received notice the week of June 13th of a proposed fee increase scheduled for approval by the WES Board of Directors on June 27 to the wholesale sanitary sewer service monthly fee and SDC.	City and WES staff planning to meet in early November prior to WES's presentation to Council on 11/19/19.	Oregon Solutions continues to facilitate governance discussions with WES and our partner cities in our new regional wastewater treatment partnership. A draft intergovernmental agreement that improves the partner cities' interests in future wastewater operations is currently under review, but expected to be approved in the first quarter of 2020.
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**GUIDING PRINCIPLE #4: COMMUNITY**

**Community Institutions**

16)	Strengthen and support relationships with local community groups and regional, state, national, and global groups and organizations and include this valuable input in Council decision making.	Staff and Council continue to build relationships locally and regionally. We are currently collaborating on a multi-city equity summit in addition to ongoing multijurisdictional coordination as a part of regular business (ODOT, Metro, Clackamas County, other cities, West Linn's non-profits, Historic Main Street, TVFR, etc.) or through special partnerships we have such as the Library's partnership with the WLWV School District.	The City participated in the WLWV Internship Pathways Program that launched this summer through intern positions in our Parks and Recreation Department; the program connects WLWV high school students to career based learning opportunities in the local community. A joint WLWV Board/City Council meeting is scheduled for February. Council has held several joint meetings with CAGs, with more scheduled into the future. Staff are making an extra effort to promote NA involvement citywide through social media and the City newsletters. Ongoing Library community events and partnerships with all our schools (Kindergarten Carnival, Harry Potter Night, after school programs, school book drops, class visits, educator library cards, teacher assistance with resource gathering, etc.). Police held a positive and successful Back to School Supply Drive with community partners, in addition to raising \$5,000 for children with cancer diagnoses to attend camp. Police are active in the schools daily, have assisted in Lockdown drills and attend regular community events such as 9/11 Remembrance, the Willamette Living History tour Coffee with a Cop. Staff and Council continue to work across jurisdictions and agencies as a part of regular business.	The City enjoyed another great year of partnerships, both regionally and locally. West Linn participates in multiple committees at the County, Metro, and League of Oregon Cities, in addition to lobbying at the State legislature to ensure West Linn's interests are heard. We work positively with the WLWV School district daily through Library partnership programs, police school resource officers, project coordination, emergency planning, and special events. Council has had a great year by meeting jointly with nearly every citizen advisory group, the WLWV School District, numerous neighborhood associations, countless citizens, and various community organizations. Police, Library, and Parks hold regular community engagement events and fundraisers (e.g. Back to School Supply Drive, Dolly Parton Imagination Library, Women's Services Drive, etc.) that are well-loved by the public. The Multi-City Equity Summit was a highlight of the year and follow up meetings with the School District and partners ensure diversity and equity issues continue to be addressed constructively into 2020.
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**GUIDING PRINCIPLE #5: CULTURAL**

**Cultural Diversity, Education, and the Arts**

17)	Facilitate startup of new Arts and Culture Commission and explore ways to engage with citizens in developing an aesthetic identity, sense of culture, and artistic place for West Linn.	The Arts & Culture Commission has formed, elected officers, and started work. There is a tentatively scheduled joint Council meeting with the Arts & Culture Commission on July 15.	The Arts & Culture Commission presented proposed changes to the Municipal Code on the Percentage for the Arts Program at the 9/3/19 Council Meeting. Additional work is being done on these Code changes as requested and will return for Council approval soon.	The Arts & Culture Commission had a productive first year. Council approved their mission statement and they continue to work hard on policies, projects, bylaws, and an ordinance to change the percentage for the arts policy in the Municipal Code (scheduled for Council in February 2020).
18)	Promote Equity and Inclusion in City policies and procedures.	Staff and Council are working with surrounding cities on an annual multi city equity summit, Council allocated \$5000 at their June 24 meeting in support of this event. Some staff recently took part in an ICMA training on inclusive communities. At the April 15 joint meeting the Council requested the EDC create an outreach effort to encourage disadvantaged business enterprise firms to bid on upcoming bond projects.	The City is participating in the Multi-City Equity Summit being held on October 19 and has been preparing information and performing outreach. Latricia Brand, VP for Equity and Inclusion for all PCC campuses held trainings for City Library Staff, Directors, and Mid-Managers and will be holding a training on inclusion, equity, and implicit bias for the upcoming County Library Employees all staff training day.	Participated in the inaugural regional Multi-City Equity Summit event that supported diversity, equity and inclusion in our surrounding communities. WLWV School District and City of West Linn representatives continue to meet to extend the message and lessons learned. Staff completed management training on diversity, equity, and inclusion, including implicit bias awareness. The West Linn Public Library was pleased to host Pride Northwest's Youth Holiday Celebration in partnership with The Living Room for LGBTQ Youth in Clackamas County. The West Linn Alliance for Inclusive Community (WLAIC) collaborated with West Linn Library to raise awareness of the wonderful collection of books available to children with diversity and inclusion themes. The Library also held and promoted WLAIC events such as the "Conversation Project: Power, Privilege, and Racial Diversity in Oregon" and "White Allyship in Close-knit Communities."