

Memorandum

Date: June 24, 2011

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

From: Chris Jordan, City Manager 

Subject: Miscellaneous Items

Library Director Presentation at the American Library Association National Conference

Diane Satchwell, Library Director, was invited to present at the American Library Association Conference in New Orleans June 25th. The Los Angeles County Union, SEIU 721, created a panel of experts to discuss *Privatization of Libraries: What's at Stake for Your Profession and Community*. Diane represents the Director's position, the importance of advocacy, Oregon Library Association's position on privatization, and how to engage stakeholders. Included on the panel are a professor whose doctoral thesis was on privatization, a member of a Friends' group and one member from the Union. A new book is being released by ALA at their session to provide a checklist for public libraries and keeping them public. There is no expense to the City of West Linn for Diane's trip.

Council Stipends

In accordance with Section 11 of the City Charter, stipends for the Mayor and City Councilors will be adjusted effective July 1 based on an increase in the Consumer Price Index (CPI-W) for Portland. The increase, which is 1.81%, will increase the Mayor's quarterly stipend to \$1,685, and Councilors' to \$1,054.

Summer Schedule for the City Council

As we have done in the past, we anticipate that the City Council will meet for just one work session and one regular meeting in August. The work session would be August 1 and the Regular Meeting August 8. We will let the Council know if this changes.



Memorandum

Date: June 24, 2011

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

From: Chris Jordan, City Manager *CJ*

Subject: Council Meeting Agenda for June 27, 2011

The Council is scheduled to meet on June 27 at 6:30 with a pre-meeting work session at 6:00. The agenda has been revised based on Council direction to remove the public art policy. The pre-meeting work session will include an Executive Session under ORS 192.660(2)(h), potential litigation.

Also, I have attached to this memorandum a proposed amendment to the Master Fee Schedule for fees paid for use of the McLean House. The rationale for the fee change, as provided by Mike Watters of the Friends of McLean House, is:

1. Fees have not been raised for 3 years.
2. Fees for wedding events were well below the market compared to other wedding venues.
3. The proposed fees are in line with other city properties.
4. The Friends are offering week-day discounts for non-profits, civic groups, and West Linn residents.
5. The Friends have worked with the community and offered assistance and community centered events.
6. The Friends manager offers more services and oversight to the events, which has enhanced the overall conduct of the events. This has also reduced the damage to interior and exterior, equipment and supplies throughout the house.

Parks and Recreation Director Ken Worcester reviewed these suggested changes and supports them.

Attachment

Proposed McLean House fees versus current fees

	Weekend Rates		Week-day rates (Monday - Thursday)		
	Saturday	Friday & Sunday	Nonprofit and civic groups	Residents	Non-residents
Refundable security deposit	\$125 \$250	\$125 \$250	\$75 \$100	\$75 \$100	\$75 \$100
Refundable cleaning fee (cleaning service provided)	\$125 \$150	\$125 \$150	\$75	\$75	\$75
Required - alcohol fee (if served)	\$60	\$60	\$60	\$60	\$60
Use fee - high season (May - Sept.)	\$900 \$1,200 - 8 hours	\$700 \$950 - 8 hours / \$475 minimum	\$20 \$43 per hr	\$30 /hr daytime, \$75 /hr evening \$60 per hr	\$30 /hr daytime, \$75 /hr evening \$85 per hr
Use fee - low season (Oct - April)	\$600 \$950 - 8 hours	\$600 \$750 - 8 hours / \$375 minimum	\$30 /hr daytime, \$20 /hr evening \$43 per hr	\$30 /hr daytime, \$75 /hr evening \$60 per hr	\$30 /hr daytime, \$75 /hr evening \$85 per hr

~~Pre-event usage for entire house, kitchen, and park rental (half hour minimum): A \$20 per hour fee, minimum of \$10, will be charged any time the house is opened other than the scheduled event time (e.g. pre-event planning visits).~~

Pre-event visits: first half-hour, no charge; additional time \$10 per half-hour.

The Friends of McLean Park and House (or Parks and Recreation Director) reserve the right to ~~negotiate~~ reduce or waive fees for service-to-service trade, civic groups and non-profit groups.

~~Chairs are also available for rent.~~

Available options: Premium quality chair rental, set up service, and tear-down service.

Active military discount on use fees 30%.

Current McLean House fee schedule

6.6. McLean House Fees - Weekend Rates

[Friday, Saturday, and Sunday]

	Saturday	Friday & Sunday
Refundable deposits collected in form of cash or check to the Friends of the McLean House	\$125 Security \$125 Cleaning	\$125 Security \$125 Cleaning
Required - Alcohol Fee (if served)	\$60	\$60
High Season (May – Sept.)	\$900 for entire house (8 hours)	\$700 for entire house (8 hours)
Off Season (October – April)	\$75 per hour with a 4 hour minimum	\$75 per hour with a 4 hour minimum

6.7. McLean House Fees - Weekday Rates

[Monday through Thursday]

	8am to 5pm	5pm to 10pm	
	All Users	Nonprofits and Community Groups	All Other Users
Refundable deposits collected in form of cash or check to the Friends of the McLean House	\$75 Security \$75 Cleaning	\$75 Security \$75 Cleaning	\$75 Security \$75 Cleaning
Required - Alcohol Fee (if served)	\$60	\$60	\$60
Entire house, kitchen, and park rental (per hour rate)	\$30 per hour	\$20 per hour	\$75 per hour

Pre-event usage for entire house, kitchen, and park rental (half-hour minimum): A \$20 per hour fee, minimum of \$10, will be charged any time the house is opened other than the scheduled event time (e.g. pre-event planning visits).

The Friends of McLean Park and House (or Parks and Recreation Director) reserve the right to negotiate or waive fees in regards to service-to-service trade, civic groups and non-profit groups.

Chairs are also available for rent.