

Memorandum

Date: July 1, 2011

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

From: Chris Jordan, City Manager 

Subject: July 5 Work Session

The Council is scheduled to meet in a work session on July 5 at 6:00. Agenda items include:

- **Robinwood Committee Request.** At the Council's June 27 meeting, a group of citizens from the Robinwood neighborhood requested that the City provide planning assistance to educate this group regarding planning standards for the Lake Oswego water treatment plant expansion project. To assist this conversation, I would suggest the Council consider the following:
 - The group's request should come to the City Council through the recognized neighborhood association. Neighborhood Associations were created, in part, as a means to formalize communications between the City and neighborhoods. This is an opportunity to utilize the recognized Neighborhood Association as an advisory group to the Council by having this request be submitted first to the Association, and then, if approved, submitted to the Council for consideration. Therefore, any direction from the Council should be predicated on receiving a request for this type of assistance from the Robinwood Neighborhood Association.
 - If the Council agrees that this type of educational assistance is justified, I would suggest the Council direct me to designate a planner to assist in this capacity. I would also suggest that we put a very clear limit on the use of this planner, perhaps a maximum of 10 hours of the planner's time. In addition, as suggested by the requesting group, the planner should only be used to assist in educating the group, not for actual negotiations with the project applicant.
- **Communications Update.** Assistant City Manager Kirsten Wyatt will provide a very brief status report on the communications plan. This will include a description of the community input process that staff has been developing over the past few months.
- **Police Station Bond Measure Resolution.** Staff will discuss with the Council the timeline for placing this item on the ballot and a list of Frequently Asked Questions that staff has developed to help educate the community on this topic.
- **Review of the July 11 Agenda.** The Council review the agenda for your next regular meeting, including the following:

- Art selection policy. This item was on the Council's June 27 agenda but was postponed by the Council. This issue was initially discussed at the Council retreat in January and staff has developed a new process designed to streamline the selection of art for smaller projects. The Council has also heard a citizen ask about the use of money for art. Attached to this memorandum is a brief report from Chief Financial Officer Richard Seals regarding the status of funds for public art.

Future Schedule

I wanted to note one change in the future Council meeting schedule: we anticipate moving the August 1 Council work session to August 2 to accommodate the City Commission of Oregon City. That meeting would include a discussion of Public, Education and Government television services.

Please let us know if you have any questions.

City of West Linn

Tracking and Analysis of Public Art Trust Fund

Below are some excerpts from the Ordinance as it relates to the Finance provisions.

1. Ordinance No. 1543 was passed January 22, 2007 creating a "Fund or Account" for Public Art.

CITY OF WEST LINN ORDINANCE NO. 1543

AN ORDINANCE ESTABLISHING A PERCENT FOR THE ARTS PROGRAM AND THE WEST LINN PUBLIC ART TRUST FUND

2. An account (#102-0000-319.31-02) titled Public Art Trust Fund to track any monetary contributions and any project allocations designated for this purpose.

Public Art Trust Fund means a City fund or account into which all moneys derived pursuant to this Chapter shall be deposited. Monetary contributions for public art shall also be deposited into the Public Art Trust Fund. Funds within the Public Art Trust Fund shall be solely be utilized for the purposes outline in this Chapter.

3. for any capital project over \$25,000 ...
 - to purchase, construct, rehabilitate or remodel ...
 - any building,
 - decorative or commemorative structure,
 - park, and/or
 - parking facility

City Project means any capital project in an amount over \$25,000 paid for wholly or in part by the City of West Linn to purchase, construct, rehabilitate or remodel any building, decorative or commemorative structure, park, parking facility or any portion thereof within the limits of the City of West Linn. "Project" does not include street, pathway or utility construction, emergency work, minor alterations, ordinary repair or maintenance necessary to preserve a facility.

4. Excludes projects where funding is subject to legal restrictions.
 - (1.) **Restricted funds:** If funding for a particular City project is subject to legal restrictions that preclude public art as an object for expenditure, the portion of the City project that is funded with the restricted funds shall be exempt from the requirements of this Chapter.

5. Excludes soft costs such as design, engineering, admin, permits, indirect, etc..

Total cost means the entire amount of the City's contribution toward the price for construction of a project. "Total cost" does not include costs for design and engineering, administration, fees and permits, building demolition, relocation of tenants, contingency funds, change order costs, environmental testing or indirect costs, such as interest during construction, advertising and legal fees.

**City of West Linn
Tracking and Analysis of Public Art Trust Fund**

Fiscal Year	Project Description	Restricted?	Grant Funded?	SDC Funded?	Bond Funded?	Metro Funded?	Capital? Over \$25,000?	Total Project Cost	Less under \$25,000	Less Projects funded with Restricted Funds	Less soft costs such as design, eng, admin, indirect	Less ineligible projects (not park, parking facility)	Less Street, Utility and ordinary maint projects	Net qualified project costs	Times by 1.5%	Available for Public Art	Spent on Public Art	Remaining and unspent (deficit) Public Art monies
FY07	Cedaroad Boat Ramp	X	X			N	X	28,853	-	(28,853)	-	-	-	-	X 1.5% =	-	-	-
FY07	Williamette Shelter	X	X			Y		11,410	(11,410)	-	-	-	-	-	X 1.5% =	-	-	-
FY07	Mary S Young Restroom	X	X			Y		5,272	-	-	(5,272)	-	-	-	X 1.5% =	-	-	-
FY07	Midhill Park (SDC 225)	X	X	X		Y	X	681,148	-	(681,148)	-	-	-	-	X 1.5% =	-	-	-
FY07	Fields Bridge (SDC 225)	X	X	X		Y	X	92,438	-	(92,438)	-	-	-	-	X 1.5% =	-	-	-
FY07	Manyhurst park (SDC 225)	X	X	X			X	12,468	-	(12,468)	-	-	-	-	X 1.5% =	-	-	-
FY08	Mary S Young Restroom	X	X			Y		302,485	-	(293,653)	(8,832)	-	-	-	X 1.5% =	-	-	-
FY08	Cedaroad Boat Ramp	X	X			N		52,899	-	(52,899)	-	-	-	-	X 1.5% =	-	-	-
FY08	Burnside Park Bridge	X	X			Y		19,547	(19,547)	-	-	-	-	-	X 1.5% =	-	-	-
FY08	Midhill Park (225 SDC Fund)	X	X	X		Y	X	76,451	-	(76,451)	-	-	-	-	X 1.5% =	-	-	-
FY09	Cedaroad Boat Ramp	X	X			N		13,555	-	(13,555)	-	-	-	-	X 1.5% =	-	-	-
FY09	Williamette Hammerle Restrooms (Fund 102)	X	X	X				170,804	-	(170,804)	-	-	-	-	X 1.5% =	-	-	-
FY09	Williamette Hammerle Restrooms (Fund 125)	X	X	X		Y		371,196	-	(371,196)	-	-	-	-	X 1.5% =	-	-	-
FY09	Fountain at Hammerle (Fund 125)	X	X	X		Y		150,000	-	(150,000)	-	-	-	-	X 1.5% =	(150,000)	(150,000)	
FY10	Rosemont Trail	X	X			X		25,000	-	(25,000)	-	-	-	-	X 1.5% =	-	-	-
FY10	Fields Bridge Restrooms	X	X			Y		224,348	-	-	-	-	-	224,348	X 1.5% =	3,365	3,365	
FY10	Douglas Park	X	X	X		Y		23,992	-	(23,992)	-	-	-	-	X 1.5% =	-	-	-
FY10	MIG Master Plan (225 SDC)	X	X	X		N		40,971	-	(40,971)	-	-	-	-	X 1.5% =	-	-	-
FY10	Cedaroad Boat Ramp	X	X			N		32,755	-	(32,755)	-	-	-	-	X 1.5% =	-	-	-
FY11	Maryhurst Park Part 1 (28,265 SDC)	X	X	X		Y		504,489	-	(504,489)	-	-	-	-	X 1.5% =	-	-	-
FY11	Catwalk	X	X	X		Y		58,352	-	(58,352)	-	-	-	-	X 1.5% =	-	-	-
FY11	Robinwood/Midhill Restrooms	X	X	X		Y		328,254	-	(328,254)	-	-	-	-	X 1.5% =	-	-	-
FY11	Douglas Park	X	X	X		Y		26,154	-	(26,154)	-	-	-	-	X 1.5% =	-	-	-
FY11	MIG Master Plan	X	X	X		N		20,995	-	(20,995)	-	-	-	-	X 1.5% =	-	-	-
FY11	Savanna Oaks Property purchase	X	X	X		X	X	1,076,509	-	(1,076,509)	-	-	-	-	X 1.5% =	-	-	-
FY11	Parker Road purchase	X	X	X		X	X	2,100,000	-	(2,100,000)	-	-	-	-	X 1.5% =	-	-	-
								6,450,345	(30,957)	(6,180,936)	(14,104)	-	-	224,348		3,365	(150,000)	(146,635)

PROJECTED PROJECTS FOR FY12 so far

FY12	Library parking property purchase (est.)							246,000	-	tbd	-	-	-	-	X 1.5% =	-	-	-
FY12	Police Station land & construction (est.)							8,900,000	-	tbd	-	-	-	8,900,000	X 1.5% =	133,500	133,500	-
								-	-	-	-	-	-	-	X 1.5% =	-	-	-
								-	-	-	-	-	-	-	X 1.5% =	-	-	-
								-	-	-	-	-	-	-	X 1.5% =	-	-	-
								-	-	-	-	-	-	-	X 1.5% =	-	-	-
								-	-	-	-	-	-	-	X 1.5% =	-	-	-