

Memorandum

Date: September 2, 2011

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

From: Chris Jordan, City Manager 

Subject: System Development Charges

Members of City Staff (and perhaps members of the Council) have recently had discussions with members of the local development industry regarding the City's method of assessing System Development Charges (SDC's) on new development. Beyond the usual gripes about the amount of West Linn SDC's, two issues have been identified that may merit consideration of code amendments:

Alternative Analysis. Our current code does not include a provision for alternative analysis. An alternative analysis allows a developer to conduct a traffic study (for example) that analyzes the impacts of a specific development. If City Staff agrees with the analysis, transportation SDC's may be adjusted accordingly. The City Attorney agrees that the option for an alternative analysis should be included in our code.

Financing of SDC's. The City's code currently allows for the City to provide financing of SDC's, in accordance with state law. When the City approves an application for installment payments for an SDC, the City places a lien on the property. The code then states that this lien "shall be superior to all other liens" (WLMC 4.445(4)). Because ours must be superior to other liens, developers will never utilize this payment option. To the best of our knowledge, other agencies do not include this provision in their payment plans.

Staff will continue to research these issues, and may propose changes to the municipal code in these areas.



Memorandum

Date: September 1, 2011

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

From: Chris Jordan, City Manager *ef*

Subject: Emergency Operations Planning

With the recent concerns on the east coast about Hurricane Irene, I believe this is a good time to provide an update on the City's emergency operations plan. Currently we are in the process of updating our plan and our planning, under the direction of Police Captain Ron Schwartz. Captain Schwartz provides the following update:

- Nora Yotsov, a resident of West Linn, has volunteered to assist the City of West Linn in bringing the updating the City's Emergency Operations Plans and Emergency Operations Center. Ms. Yotsov currently works in the Clackamas County Emergency Operations center and has taken on this task as a project needed for her final Oregon Emergency Management Certification. We have worked this out with her supervisors so there will be no conflict of interest or interference.
- On August 15, 2011 we were notified we are now N.I.M.S. (National Incident Management System) compliant and thus eligible for Federal and State assistance and grants. One of the major benefits of NIMS is to manage appropriate City personnel to complete N.I.M.S. related training certification courses.
- For most personnel, this will include completing brief online courses including IS700 NIMS Orientation and IS800 NRP Orientation. For emergency response personnel, completion of more involved ICS100 & ICS200 courses will be necessary. For personnel with significant emergency response duties, completion of advanced field instruction will be necessary, including ICS300 and ICS400 courses.
- We have gone through city employee rosters and identified key personnel to manage the operation of the Emergency Operations Center. Ms. Yotsov will be presenting training requirements for key personnel at a Department Head Staff meeting in the near future.
- We are in the beginning stages of updating/ revising the 2000 Emergency Operations Plan (EOP). We are working with an organization contracted through the State of Oregon, funded by a grant. We have completed a basic needs assessment for the city and are going through a comprehensive checklist before publishing a 'draft' of the EOP.

During this time we will be working on the operation and equipping of the Emergency Operations Center. I am hoping to have this all completed by the end of the year so that we can begin to participate in regional/countywide table top exercises.

Memorandum

Date: September 2, 2011

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

From: Chris Jordan, City Manager 

Subject: September 6 Special Meeting and Work Session Agenda

The Council is scheduled to meet on Tuesday, September 6. The agenda for that evening includes an executive session to discuss both real property transactions and potential litigation. Following that, the Council will hold a work session with the following agenda items:

Commercial composting program. This is a follow-up to the Council work session of May 16 that discussed curbside composting. West Linn refuse is suggesting a voluntary organics composting program for commercial enterprises (restaurants, grocery stores, etc.) and food service institutions (schools, hospitals, etc.). Attached to this memorandum is a copy of the West Linn Refuse presentation for the work session. For some additional background on this topic, Councilors may wish to read the editorial in today's Oregonian which touches in this subject.

Council Goals Update. Attached is a memorandum from Assistant City Manager Kirsten Wyatt and an update on the status of the Council's 2011 Goals.

Review of September 12 Agenda. One item on the agenda for this evening is the Art Selection Policy. This project was initiated by the Council at your January 2011 goal setting retreat. In July, the Council requested that staff meet with the Clackamas County Arts Alliance in an effort to identify opportunities to utilize the expertise of that organization as part of our selection process. The Council will note that the new draft selection process allows for the delegation of certain responsibilities to an outside organization such as the Arts Alliance. I have also attached to his memorandum information that was previously distributed for the Council's information in early July.

Attachment

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	Cedar oak Boat Ramp	X	X				N	X	28,853		(28,853)					X 1.5% =			
FY07	Williamette Shelter	X	X				N	Y	11,410	(11,410)						X 1.5% =			
FY07	Mary S Young Restroom	X	X				Y	Y	5,272			(5,272)				X 1.5% =			
FY07	Midhill Park (SDC 225)	X	X				Y	X	681,148		(681,148)					X 1.5% =			
FY07	Fields Bridge (SDC 225)	X	X				Y	X	92,438		(92,438)					X 1.5% =			
FY07	Maryhurst park (SDC 225)	X	X				X	X	12,468		(12,468)					X 1.5% =			
FY08	Mary S Young Restroom	X	X				Y	Y	302,485		(293,653)	(6,832)				X 1.5% =			
FY08	Cedar oak 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				Y	X	76,451		(76,451)					X 1.5% =			
FY09	Cedar oak 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				Y		371,196		(371,196)					X 1.5% =			
FY09	Fountain at Hammerle (Fund 125)	X	X				Y		150,000		(150,000)					X 1.5% =	(150,000)		
FY10	Rosemont Trail	X					X		25,000		(25,000)					X 1.5% =			
FY10	Fields Bridge Restrooms	X					Y		224,348						224,348	X 1.5% =	3,365		3,365
FY10	Douglas Park	X	X				N		23,992		(23,992)					X 1.5% =			
FY10	MIG Master Plan (225 SDC)	X	X				N		40,971		(40,971)					X 1.5% =			
FY10	Cedar oak Boat Ramp	X	X				N		32,755		(32,755)					X 1.5% =			
FY11	Maryhurst Park Part 1 (28,265 SDC)	X	X				Y		504,489		(504,489)					X 1.5% =			
FY11	Catwalk	X					X		58,352		(58,352)					X 1.5% =			
FY11	Robinwood/Midhill Restrooms	X	X				Y		328,254		(328,254)					X 1.5% =			
FY11	Douglas Park	X	X				Y		26,154		(26,154)					X 1.5% =			
FY11	MIG Master Plan	X	X				N		20,995		(20,995)					X 1.5% =			
FY11	Savanna Oaks Property purchase	X	X				X	X	1,076,509		(1,076,509)					X 1.5% =			
FY11	Parker Road purchase	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.)	X	X				N	X	246,000		tbd					X 1.5% =			
FY12	Police Station land & construction (est.)	X	X				X	X	8,900,000		tbd				8,900,000	X 1.5% =	133,500		133,500
																X 1.5% =			
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																X 1.5% =			



Memorandum

Date: September 1, 2011
To: Chris Jordan, City Manager
From: Kirsten Wyatt, Assistant City Manager
Subject: Second Quarter Council Priorities Update

Per your request, attached please find a draft of the second quarter City Council priorities update. This document contains each of the unanimously-adopted priorities and interest areas, and an update on the progress on each item since they were reported out in May 2011.

I anticipate that the City Council will provide feedback on this document at the September 6, 2011 work session, and I will incorporate that feedback into a final version of this document. Once the final version is complete, I will make multiple copies for each member of the City Council to distribute at their meetings with citizens, and will post this information online and will share with the press.

I also anticipate that this document will be updated quarterly and shared in a similar fashion so the City Council can continue to keep citizens apprised of their progress on their identified Council priorities.

Thank you.