



Citizens' Budget Committee Meeting Agenda
May 7, 2009

1. Call to Order (6:00 p.m.)
2. Public Comment
3. Questions from May 6 Meeting
4. Discussion Areas
 - a. Sustainability
 - b. City Attorney
 - c. Others...
5. Public Comment
6. Final Budget Committee Vote – please see page 108 of the budget
 - a. Approve Budget
 - b. Approve Taxes
 - i. General Operating Tax Rate: \$2.12/\$1,000 TAV
 - ii. Bond Levy Amount: \$912,000 in FY 2010 and \$952,000 in FY 2011
7. Adjourn



**CITY OF WEST LINN
CITIZENS' BUDGET COMMITTEE MINUTES
MAY 7, 2009**

**Budget for the 2010-2011 Biennium
(Budget Deliberations)**

Council Present: Mayor Patti Galle, Council President Jody Carson (via telephone), Councilor Teri Cummings, Councilor Scott Burgess, Councilor John Kovash

Committee Present: Lewis McCoy, Chairman; Thomas Frank, Vice Chairman; Thomas Griffith, Ralph Ezagui

Committee Absent: Karen Hensley

Staff Present: Christopher Jordan, City Manager; Kirsten Wyatt, Assistant to the City Manager; Richard Seals, Finance Director

Call to Order:

Lewis McCoy, Citizens Budget Committee Chairman, called the meeting to order at 6:10 p.m, in the Council Chambers at City Hall, 22500 Salamo Road.

Public Comments:

Alice Richmond, 3939 Parker Road, commented that she is impressed with the budget document but believes that it could be smaller and more simplified.

Melody Ashford, Manager of Willamette Falls Television, to discuss service areas (6) covered by WFTV. She stated that the City of West Linn has been with WFTV since the beginning and is very important to the organization. WFTV is looking forward to working with the City and to assessing contracts.

Tina Decker, 18602 Upper Midhill Drive, announced that she had previously delivered information to the Councilors for their review.

Business from the Citizens Budget Committee:

Outstanding Questions/Comments from May 6 Meeting:

Councilor Burgess commented on stagnation and inquired as to the City's plan for growth and the potential local option levy. He wants to ensure that the City communicates with citizens as to what may be coming so that a 20% rate increase is not imposed to deal with issues. He questioned the computation of Council stipends. After receiving clarification from Mr. Seals, Mr. Burgess suggested that we review IRS guidelines and the City Charter to ensure that the term "stipend" was the correct terminology and the disbursements were properly made. He suggested that there were format issue with Library programs and thought that requirements for historical budget/actual data from the State may not be fulfilled. Councilor Burgess expressed that "Number of turf acres mowing every 5-7 days" chart on pg 79 of the budget could be better worded. Councilor Burgess also expressed that community comparisons might be useful for the Five Year Financial Forecasts section of the Budget (pg 126), i.e. funds in the bank.

Mr. Seals responded that pages 126 and 127 address reserves/ending fund balance in the form of future needs. He stated that there is unspent money from prior years that is still scheduled to be spent in future years.

Mr. Jordan clarified that this money has been dedicated for capital improvements and is to be spent in line with those planned acquisitions and improvements.

Councilor Burgess questioned if City Council was actually spending \$7,000 a year for office supplies (pg 54).

Ms. Wyatt and Mr. Seals responded that this General Office Supplies line item included equipment for Council Chambers and upgrades as well as office furniture, outgoing Council frames, etc.

Teri Cumming questioned the City Council portion of the budget. She inquired what professional services line item was comprised of. Mr. Seals responded that this line item may or may not be used.

Sustainability:

Kirsten Wyatt, Assistant to the City Manager, presents issues and options from the budget on sustainability. Guiding documents include Council Goals, the Sustainable West Linn Strategic Plan and the Franchise Agreement with West Linn Refuse. The budget addresses these documents with four major points including: \$25,000 for facility work including lighting and completion of audit recommendations, \$25,000 for bus shelters, general training funding for staff education on sustainable business practices, and general communications funding for a kiosk education project with the Sustainability Advisory Board.

Mr. Kovash commented that as additional recommendations are made by the Sustainability Advisory Board, the Council may adopt resolutions to amend the budget to perform such recommendations.

City Attorney:

Christopher Jordan, City Manager, presented Cost of Legal Services charts. Mr. Jordan stated that the City is able to get more hours from an in-house City Attorney for the same cost as using contracted City Attorney services where costs greatly vary depending on hours concentrated on the City. Attorneys actively involved in City business tend to provide a higher level of proactive service. Contract City Attorney services generally provide a wider breadth of specific legal areas such as franchise fee negotiation. Mr. Jordan suggested that the City initiate a recruitment for an in-house City Attorney to see what kind of candidates apply and then to reanalyze those candidates to identify if the City wants to use an in-house or contract City Attorney.

Mayor Galle agreed and stated that she believed that it would be a good plan to move forward with the recruitment of a Paralegal and an in-house City Attorney.

Lewis McCoy stated that there is no need to make any decisions regarding the hiring of an in-house City Attorney as the funds are already set aside in the Budget for either an in-house or contract City Attorney.

Other Discussion Items:

Mayor Galle requested an amendment to the community grants. She would like to give at least \$1,500 to the Arts Festival from the \$4,000 remaining unassigned for Community Grants.

Mr. Ezagui indicated that the West Linn Arts Festival Community Grant request jumped by \$3,500 over the prior year.

Mr. McCoy indicated that Community Grants are generally geared toward startup organizations in need of City support to fund their operation whereas the West Linn Arts Festival is more of an established group.

Councilor Burgess indicated that it would be useful to have financial information regarding the West Linn Arts Festival and that the City may already be providing space for the Festival. He also didn't think that the West Linn Arts Festival had low attendance.

Ms. Wyatt stated that in the prior year the West Linn Arts Festival and Lock Fest applied jointly and were given \$400 for transport but conflicts arose between the Festival and the Lock Fest and therefore, the Festival applied for a Community Grant independently this year.

Mayor Galle moved to amend the budget for Community Grants to include the West Linn Arts Festival in the amount of \$1,500. Councilor Cummings seconded the motion.

Ayes: Burgess, Kovash, Galle, Cummings, Ezagui, Frank, and Griffith

Nays: None

The motion to amend the budget for Community Grants to include the West Linn Arts Festival in the amount of \$1,500 carried 7-0.

Mayor Galle questioned the methodology of allocating Community Grant money to programs such as the Street Dance when this is a program that is already supported by the City via the Parks and Recreation Department.

Ms. Wyatt expressed that these organizations are performing the leg work of these functions. The Community Grant funds are provided to give these organizations autonomy and a sense of ownership; they then perform the work to get the community to the function.

Mayor Galle questioned \$1,000 grant for Raving Dove Incorporated to support a State wide racism essay contest. She believes that Community Grant funds should be spent in the City, not state wide.

Mr. Ezagui, expressed that since the City would benefit (i.e. City high school students would participate), the thought was that making this grant would be rewarded. Also, since the City still has funds to allocated, there wouldn't necessarily be a drawback.

Mayor Galle moved to amend the budget for Community Grants to deny the application for funding of \$1,000 from Raving Dove Incorporated. Member Ezagui seconded the motion.

Councilor Burgess spoke in favor of continuing with the budgeted allocation to Raving Dove Incorporated as the City of West Linn and Oregon itself has struggled with Racism and this is a worth while cause.

Ayes: Kovash, Galle, Ezagui, Frank, and Griffith

Nays: Burgess, Cummings

The motion to amend the budget for Community Grants to deny the application for funding of \$1,000 from Raving Dove Incorporated carried 5-2.

Councilor Burgess asked why it appeared that AWOL and the Arts Festival in the Forest were being funded twice, some for an event and some for advertising.

Mr. McCoy responded that there is no requirement to spend the funds in a certain way.

Mayor Galle brought up the discussion regarding the Old Time Fair. She has heard many complaints about the Fair and is concerned that we are spending too much money on the Fair (\$40,000).

Councilor Cummings agreed that it is a large figure and brought up the question of taking \$10,000 from the Old Time Fair and allocating the funds to the Farmers Market.

Ms. Wyatt commented that although the expense of the Old Time Fair is around \$40,000, it does bring in revenue of about \$30,000. Also, the Fair has been reorganized and strides are being made to making it a break even event.

Communications:

Willamette Falls Television discussion for capital of \$15,000 for improvements and equipment:

Mr. Jordan directed the meeting toward page 88 of the proposed budget document and stated that a \$33,000 request has come through recently that was not included in the FY 2009 Estimated column. This request will come through the City Council.

Mayor Galle suggested that both requests from Willamette Falls Television be tabled until a future Council discussion.

Ms. Wyatt clarified that as part of the Intergovernmental Agreement with WFTV, we have a set percentage amount that is paid to WFTV at 32% of any Comcast cable franchise revenue that the City receives (approx. \$100,000 PY). In addition, WFTV requests funds for capital improvement from Public Education and Government (PEG) funds. The City is obligated to provide the set percentage amount but any capital improvement requests from PEG funds is additional.

Mayor Galle requested that staff acquire a capital asset listing of the items that WFTV wants to be reimbursed for, to be discussed at a future Council meeting.

Public Comment:

Tina Decker, 18602 Upper Midhill Drive, thanked the Council for the opportunity to give further public comment. She would like more funds added to the Library programs and collections. She would like an amendment for the 2010 budget to go from \$230,000 to \$245,000 for materials and services, then for the FY 2011 budget to go from \$233,000 to \$248,000 for materials and service.

Alice Richmond, 3939 Parker Road, questioned the use of funds on non-necessary functions when money could be spent on necessary items. She also questions the expectation that property tax money will come in with the current economy.

Mayor Galle brought up discussion about the Library proposed amendment submitted by Ms. Decker.

Mr. Jordan stated that the City relies upon library professionals who assist to develop much of the Library budget based on collections and programs. He believes that it is best to consult

these professionals regarding any changes to the Library budget. He also stated that between FY 2008 and FY 2010, the Library budget for materials and services has increased by \$61,000.

Councilor Burgess asked about the Caufield Trust.

Mr. Seals reported that the Caufield Trust principle is in the Unappropriated Ending Fund Balance in the Library Fund (pg 76) and it is intact and not to be used.

Councilor Burgess moved to approve the Proposed City of West Linn Budget for the Biennium Commencing July 1, 2009 (2010-2011 Biennium). Seconded by Councilor Kovash.

Ayes: Burgess, Kovash, Galle, Cummings, Ezagui, Frank, and Griffith

Nays: None

Motion to approve the Proposed City of West Linn Budget for the Biennium Commencing July 1, 2009 (2010-2011 Biennium) carried 7-0.

Councilor Burgess moved to approve the General Operating Tax Rate of \$2.1200 per \$1,000 of assessed value. Seconded by Councilor Kovash.

Ayes: Burgess, Kovash, Galle, Cummings, Ezagui, Frank, and Griffith

Nays: None

Motion to approve the General Operating Tax Rate of \$2.1200 per \$1,000 of assessed value carried 7-0.

Councilor Burgess moved to approve the Bond Levy Amount exempt from limitations of taxation in the amount of \$912,000 in Fiscal Year 2010, and \$952,000 in Fiscal Year 2011. Seconded by Mr. Ezagui.

Ayes: Burgess, Kovash, Galle, Cummings, Ezagui, Frank, and Griffith

Nays: None

Motion to approve the Bond Levy Amount exempt from limitations of taxation in the amount of \$912,000 in Fiscal Year 2010, and \$952,000 in Fiscal Year 2011 carried 7-0.

Mr. Lewis and Mayor Galle thanked City Staff and the City Council for their efforts in preparing and approving the budget.

Meeting adjourned by Mr. Lewis at 8:03 p.m.

Respectfully submitted,



Casey Camors /s/

Casey Camors

Accounting Manager

PENDING APPROVAL BY THE CITIZENS' BUDGET COMMITTEE:

on 5/19/10