



CITY OF

West Linn

OREGON

# Library Capital Improvement Plan

Fiscal Years 2011 - 2015

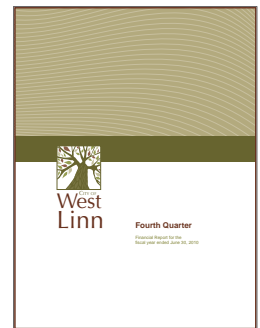
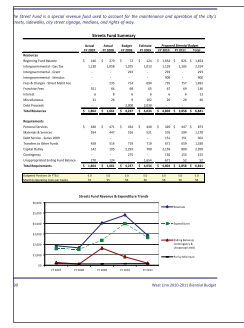
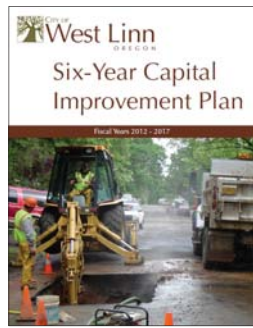




# Multi-Document Transparency

The City of West Linn recognizes that the projects included in the Library's Capital Improvement Plan represent a significant amount of public monies and it is the City's intention to present this information across several documents to ensure that projects are clearly understood and accounted for in financial forecasts, budgets, capital improvement plans, and master plans<sup>1</sup>.

Multi-document transparency means that a capital project necessitated by a master plan will be included in the CIP document, and then planned for in the forecast document. Funding for the project will then be included in the budget document, and the expense will be recorded in quarterly and annual financial reports.



## Financial Reporting

"Capital Outlay" is reported in financial forecasts, budget, quarterly reports and annual reports. This line item corresponds with the annual totals shown in this Six Year Capital Improvement Plan.

The adoption of this CIP document provides the baseline for the "Capital Outlay" that will be included in future budget documents for the Citizens' Budget Committee to review, consider and approve, and for the City Council to formally adopt.

**Streets Fund**

*The Street Fund is a special revenue fund used to account for the maintenance and operation of the city's streets, sidewalks, city street signage, medians, and rights-of-way.*

**Streets Fund Summary**

	Actual	Actual	Budget	Estimate	Proposed Biennial Budget		
	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	Total
<b>Resources</b>							
Beginning Fund Balance	\$ 146	\$ 270	\$ 72	\$ 124	\$ 1,654	\$ 821	\$ 1,654
Intergovernmental - Gas Tax	1,130	1,058	1,075	1,013	1,129	1,185	2,314
Intergovernmental - Grant	-	-	293	-	293	-	293
Intergovernmental - Stimulus	-	-	-	-	900	-	900
Fees & Charges - Street Maint Fee	-	235	714	694	735	757	1,492
Franchise Fees	551	64	68	65	67	69	136
Interest	6	8	6	6	6	6	12
Miscellaneous	31	26	9	102	20	20	40
Debt Proceeds	-	-	2,000	2,030	-	-	-
<b>Total Resources</b>	<b>\$ 1,864</b>	<b>\$ 1,661</b>	<b>\$ 4,237</b>	<b>\$ 4,034</b>	<b>\$ 4,804</b>	<b>\$ 2,858</b>	<b>\$ 6,841</b>
<b>Requirements</b>							
Personal Services	\$ 440	\$ 471	\$ 434	\$ 440	\$ 426	\$ 447	\$ 873
Materials & Services	554	447	516	521	576	594	1,170
Debt Service - Series 2009	-	-	-	-	151	151	302
Transfers to Other Funds	150	94	143	143	872	303	2,095
<b>Capital Outlay</b>	<b>142</b>	<b>105</b>	<b>2,293</b>	<b>700</b>	<b>2,159</b>	<b>800</b>	<b>2,959</b>
Contingency	-	-	273	-	150	153	303
Unappropriated Ending Fund Balance	270	124	-	1,654	671	52	52
<b>Total Requirements</b>	<b>\$ 1,864</b>	<b>\$ 1,661</b>	<b>\$ 4,237</b>	<b>\$ 4,034</b>	<b>\$ 4,804</b>	<b>\$ 2,858</b>	<b>\$ 6,841</b>
<b>Budgeted Positions (in FTEs)</b>							
	5.0	5.0	5.0	5.0	5.0	5.0	5.0
<b>Monthly Operating Costs per Capita</b>							
	\$5	\$5	\$6	\$6	\$6	\$6	\$6

<sup>1</sup> The project estimates contained in this document are from the various master plans and have not been inflated to current market values.

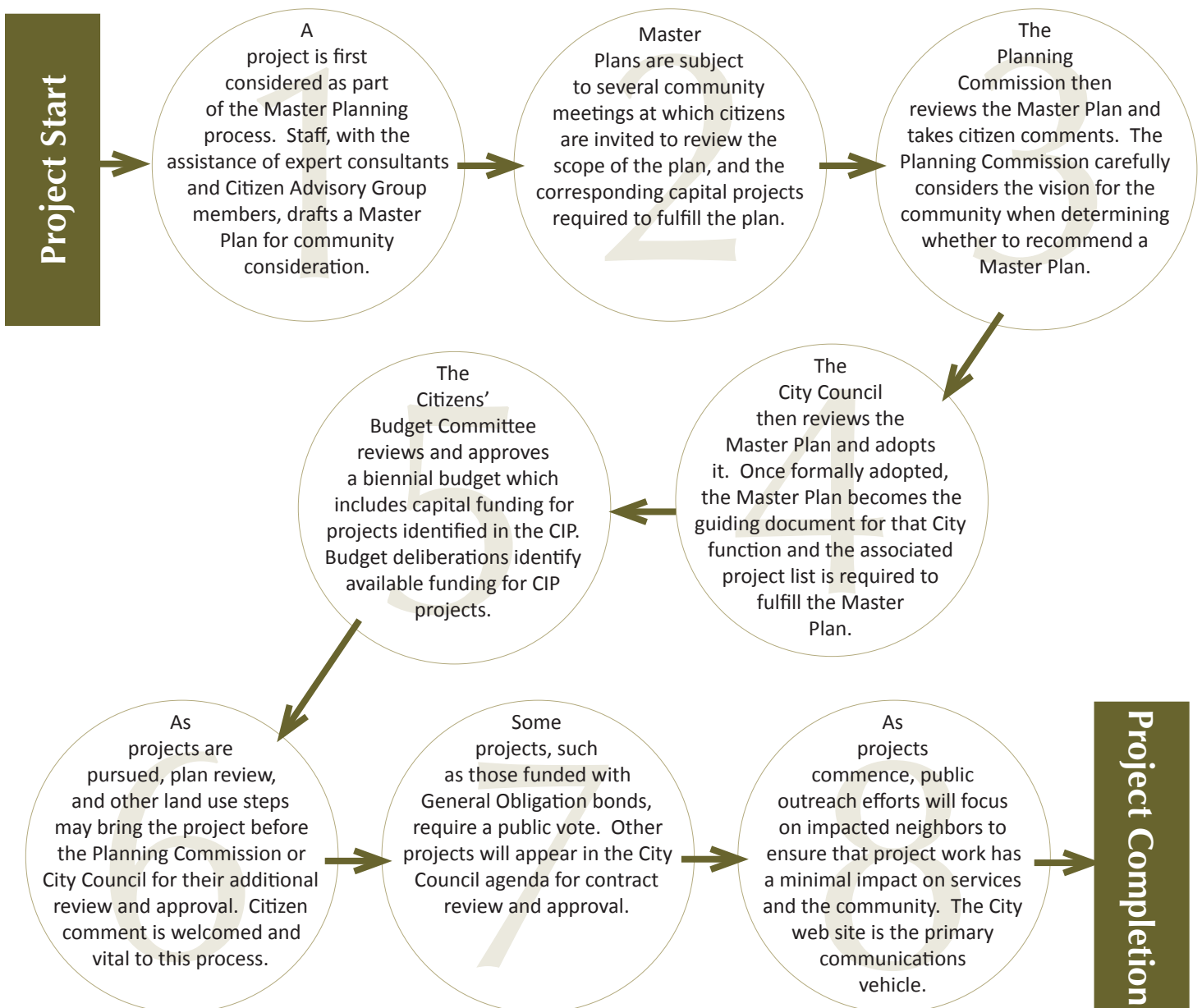
# The Process of a CIP Project

## Question:

How does a project get placed on the Capital Improvement Plan?

## Answer:

Citizen involvement is the cornerstone of the Capital Improvement Plan. Projects are vetted through a multi-step process (see below) that includes public comment at several stages to ensure that projects meet the community's needs, as well as expert analyses during plan development. Funding is not available for projects to begin until it is approved and adopted during the City's biennial budget process, which includes the guidance of the Citizens' Budget Committee, comprised of the City Council and five appointed citizens.







# Capital Projects

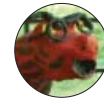


## 5750 Hood Street

This property is adjacent to the entrance of the Kid's Room and it is anticipated to tie the parking lot to the Kid's Room for easy access. The proposal is to construct a parking lot on the 12,612 square foot property. It is anticipated additional parking spots will reduce congestion and provide safe access to the Library. Funds were allocated from the Library District Capital Fund and were received August 8, 2011 to purchase the property.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$203,000	\$-	\$-	\$-	\$-

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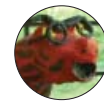


## Library Roof Repairs

The Library was built in 1989 and an expansion in 2002. It has become evident the roof is in need of repair. We need to protect our valued collection, art and precious equipment within the Library. The roof system is failing causing leakage in the flat roof area. The warranty has expired and therefore the Library will be required to pay the costs.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$-	175,000	\$-	\$-	\$-

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# Capital Projects



## Generator

The Library is preparing to be a back up to City Hall in the case of an emergency. A generator will enable us in a case of a power outage to remain open. The building will continue to operate with no interruption of service. The Library can become a location for residents to come for Internet access, heating and lighting in a case of emergency.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$-	\$-	\$90,000	\$-	\$-

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## Parking Lot Construction

The current library parking is comprised of 32 spaces including three ADA spaces. The popularity of the library has challenged the existing parking facilities. The proposal is to construct a 12 space parking lot for the library on an adjacent 12,612 square foot property accessed off Hood Street. The development of the property will create partners to potentially expand parking options. The survey demonstrated the highest priority of the library is to provide additional public parking. This project responds to the survey results.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$-	\$-	\$250,000	\$-	\$-

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# Capital Projects



## Public Art

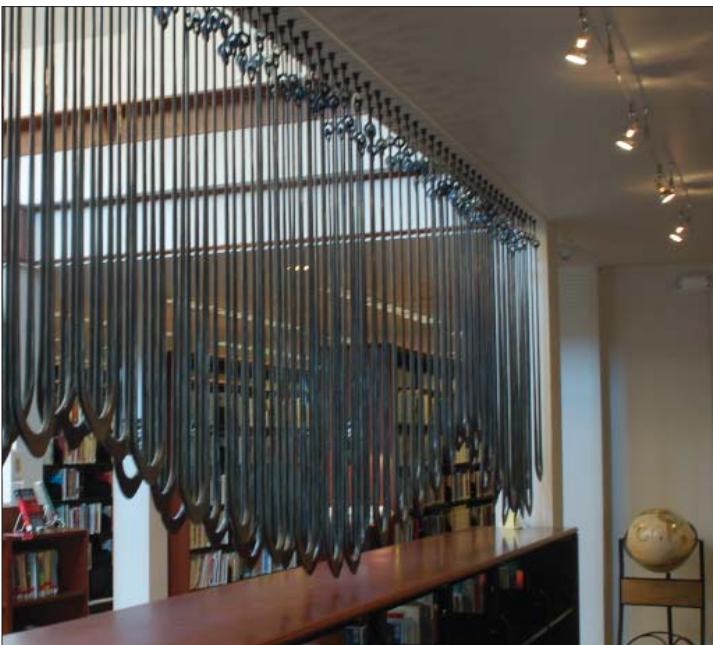
The City of West Linn requires construction projects to put aside 1.5 percent for the Percent for Art program. The library has an extensive collection of art on display inside and outside the library. The art will be part of the discussion at a Community Forum during the development of the parking lot.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$-	\$-	\$6,500	\$-	\$-

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## Building & Materials Security

Libraries provide free access to a variety of material types. To be good stewards of the materials budget, it is important to install security gates and place security strips in the books and media. There is potential to add Radio Frequency Identification Devices to the material for quicker check out and check in, streamlining workflow. It improves inventory capabilities and finding lost items on the shelf.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$-	\$-	\$-	\$260,000	\$-

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# Capital Projects



## Technology Lab

The strategic plan includes the planning, designing and development of a technology lab. The survey from the library expressed high interest in improving technology initiatives at the library. This project will provide a secured environment to store equipment. Staff will check out equipment and provide training on the many uses of the devices made available at the library. There has been an increase in the attendance of computer classes and an interest to expand the types of classes currently provided. The technology lab will add value to library programs and services.

Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Grant	\$-	\$-	\$-	\$-	\$15,500

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## Summary Spreadsheet

Project	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
5750 Hood Street	\$203,000	\$-	\$-	\$-	\$-
Library Roof Repairs	\$-	\$175,000	\$-	\$-	\$-
Generator	\$-	\$90,000	\$-	\$-	\$-
Parking Lot Construction	\$-	\$-	\$250,000	\$-	\$-
Public Art	\$-	\$-	\$6,500	\$-	\$-
Building & Materials Security	\$-	\$-	\$-	\$260,000	\$-
Technology Lab	\$-	\$-	\$-	\$-	\$15,500
<b>TOTAL</b>	<b>\$203,000</b>	<b>\$265,000</b>	<b>\$256,500</b>	<b>\$260,000</b>	<b>\$15,500</b>



<http://westlinnoregon.gov>

**West Linn Finance Department Mission:**

*Being good stewards of the taxpayers' monies is the Finance Department's main focus, but that alone is not enough. We strive to develop healthy partnerships with the community; we strive to be transparent with the City finances; and we always look for cost efficiencies in all City operations.*

## Contact Us

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Your West Linn Capital Project Managers:

Chief Financial Officer

Richard Seals, [rseals@westlinnoregon.gov](mailto:rseals@westlinnoregon.gov)

*Contact Richard with general questions about City finances, forecasts, budgets, taxes, and debt.*

•  
Library Director

Diane Satchwell, [dsatchwell@westlinnoregon.gov](mailto:dsatchwell@westlinnoregon.gov)

*Contact Diane with questions about the City's planned library projects.*

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Management Analyst

Elissa Preston, [epreston@westlinnoregon.gov](mailto:epreston@westlinnoregon.gov)

*Contact Elissa with questions about the City's capital planning and reporting.*

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