



CITY OF  
**West  
Linn**

## **West Linn Budget**

Fiscal Year 2009  
Adopted by the West Linn City Council  
June 23, 2008

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# **City of West Linn Budget Committee**

Fiscal Year 2009

## **Council Members:**

Mayor Norm King

Council President Michele Eberle

Scott Burgess

Jody Carson

Mike Gates

## **Citizen Members:**

Committee Chair Jerry Switzer

Committee Vice Chair Aalok Shah

Ralph Ezagui

Karen Hensley

Lewis McCoy

## **City Staff:**

Chris Jordan, City Manager

Andy Parks, Finance Director

Kirsten Wyatt, Assistant to the City Manager

## **Budget Committee Meetings:**

March 20, 2008, 6:00 p.m. (City Hall)

April 28, 2008, 6:30 p.m. (City Hall)

April 29, 2008, 6:00 p.m. (Library)

April 30, 2008, 6:00 p.m. (Adult Community Center)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation  
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Oregon**

For the Fiscal Year Beginning

**July 1, 2007**

*Charles S. Cox*

President

*Jeffrey R. Emer*

Executive Director



CITY OF  
**West**  
**Linn**

# Budget Message

**April 28, 2008**

The Honorable Mayor King  
Members of the West Linn City Council  
Jerry Switzer, Chair  
Citizen Members of the Budget Committee

***Dear Mayor King, Members of the City Council, Chair Switzer and Citizen Members of the Budget Committee:***

*“Puff, puff, chug, chug, went the Little Blue Engine. ‘I think I can - I think I can - I think I can - I think I can - I think I can - I think I can - I think I can - I think I can.’ Up, up, up. Faster and faster and faster and faster the little engine climbed, until at last they reached the top of the mountain.”*

-- The Little Engine That Could by Watty Piper

The Little Engine that Could is a tale that focuses on the power of positive thinking, which in turn leads to positive actions. We make sure our children read this story so that they understand the importance of maintaining a positive attitude even when the odds are stacked against you.

You will recall that several larger, more powerful, engines passed on the opportunity to pull the train up the mountain. Why? Because they feared hard work and possible failure. But the little engine had no such fears. Naïve? Perhaps. But if one doesn't make the attempt, one never knows what heights one may be able to climb.

## ***FY 2008 Budget – A Recap***

You will recall that one year ago the City was facing drastic reductions in services due to the expiration of a police levy that provided almost \$2 million in revenues to the City. As the budget team was developing the FY 2008 Budget, we remarked how much easier it would be to simply make drastic reductions in services than to take the bold step of identifying new revenue sources. Service reductions would also punish the community for not supporting the police levy by voting in the March and May 2007 elections. But, as we said at the time, would that be the right decision?

Staff recommended that such reductions would not be in the community's best interests, and instead proposed a cutting edge solution of imposing two fees – one for parks maintenance and one for roadway maintenance – to help fund these services. The Budget Committee supported this move by approving the FY 2008 Budget with these fees and the Council demonstrated political courage by adopting the fees later in the fiscal year.

A looming financial crisis was averted thanks to the positive, optimistic thinking and actions of the Budget Committee and City Council. A city that could have a library that is only open 4 or 5 days a week instead of seven; significant reductions in maintenance of our parks system; a street system that would continue to suffer without any significant maintenance, and a police department that would not be able to respond to numerous lower priority crimes, is now in a position to determine its own future with self-sustaining revenue sources.

What a difference a year makes...

### ***Financial Status – the Good News***

Since 2006 (and perhaps before that) there has been much discussion about this agency being in a “financial crisis”. If this were true in the past, it is no longer a valid statement. Here are some reasons for optimism:

- ◆ Audits. At one time, this agency was three years behind on completing audits. At the time of this writing, we are now only a few months behind with the FY 2007 audit expected to be complete in the next couple of months which will bring us back into compliance with state law, and provide decision makers and the community confidence in the financial information they receive.
- ◆ Reserves. Budgeted reserves continue to increase to the point where 12 of 15 major Funds now exceed the minimums required by our financial policies.
- ◆ Service Levels. The FY 2009 Budget does not anticipate any reduction in service levels and all staff positions are fully funded. This is in contrast to past years when we anticipated vacancies that would need to be left unfilled for months at a time to balance the budget.
- ◆ Projects. We are beginning to move forward with several capital projects that will improve our long neglected infrastructure such as parks, roads and sewer system.

### ***Financial Status – Areas of Concern***

Streets. In summer 2007 the City conducted a study of our street system and determined that just to maintain the system in its current state would require an investment of \$1.2 million annually for capital maintenance projects. This past year, with the Budget Committee's support, the Council instituted a roadway maintenance fee to provide additional funding. However, this fee still leaves the City \$500,000 short of the \$1.2 million needed. The street maintenance levy currently pending on the May ballot will fully fund our needs for the next five years. But should it fail, the City will continue to lose ground in our effort to adequately maintain this critical infrastructure.

Library. Approximately 32% of library revenues are received from the Clackamas County General Fund. (This is down from 36% just two years ago.) Due to pending revenue reductions for that agency, the County Commissioners have decided to phase out library funding beginning in FY 2010. For West Linn, this means a reduction of approximately \$100,000 annually for five years. The County has proposed a solution to this problem – the formation of a County Library District that will provide a consistent and permanent revenue stream for libraries throughout the County. Passage of this measure has long-term financial benefits to the West Linn Public Library and will also make a significant positive financial difference to many other city programs. Failure of this measure on the November ballot could have the opposite impact.

Franchise Fees. Because of a major West Linn industry's decision to no longer purchase power through Portland General Electric, we have suddenly found our revenues from that franchise fee to have decreased by approximately \$350,000 annually. This marks a reduction of approximately 4% in our discretionary revenues and will bear watching in the future. This loss of revenue also precludes any discussion of funding construction of a new police facility without the seeking a new revenue source.

### ***FY 2008 Budget Initiatives***

Since most of the current City Council came into office in 2005, the City's focus, for well documented reasons, has been almost entirely on our internal operations. At its retreat earlier this year, the Council discussed its desire to look outward and initiate projects that would enhance the livability of the community. This Budget provides funding for some small steps in that direction:

- ◆ Street Maintenance – The Budget includes a proposal for \$2 million in revenue bonds funded by the roadway maintenance fee for critical investments in our street system.
- ◆ Park Maintenance – The Budget includes \$700,000 (\$500,000 from a loan) to pay for necessary improvements to two wading pools and bathrooms.
- ◆ Public Safety – It is no secret that the City's need for a new police station is becoming more critical each year. The Budget includes land acquisition and initiating the design of a new station. The cost for this is estimated at \$1.5 million that will be funded with debt proceeds to be reimbursed in coming years through a general obligation bond or other means.
- ◆ Communications – Funds are included to complete the City's website project which will improve one of our critical means of citizen communication and improve our e-government opportunities.
- ◆ Planning -- Funds are included for consultants to assist on such projects as the urban growth management review currently being conducted by Metro and Clackamas County, and for improvements to the City's Comprehensive Plan.
- ◆ Redevelopment -- \$10,000 is provided to fund a preliminary discussion and analysis of potential redevelopment opportunities.
- ◆ Signage -- \$10,000 is included to initiate a program for developing consistent signage throughout the City that would direct citizens and visitors to major public facilities such as the Adult Community Center, Library, and parks.



### ***Personnel --- Maintaining the Status Quo***

The FY 2009 Budget does not add any new positions. Total full-time equivalent positions remains at 138. This year, unlike the past, the Budget fully funds each of these positions as we anticipate that all departments will be at full staffing levels (even the Police Department!) for the entire fiscal year. For the first time in years, the community will receive all the services that it should expect from this public agency. However, there are several areas where additional staff would be tremendously beneficial if resources were available. Examples include:

- ◆ Neighborhood Planner
- ◆ Long Range Planner
- ◆ Sustainability Coordinator
- ◆ Information Technician
- ◆ Purchasing Coordinator

In some cases, we attempt to provide assistance in some of these areas with short-term interns or consultants, but we will not be able to provide the long-term, cohesive assistance that is desired.

### ***Fund Summaries***

As part of our efforts to continuously improve our work products, we have made a few changes to our fund structure. Those changes and a brief highlight of the City's major funds follow below.

#### ***The General Fund***

Over the past two years, we've been moving in the direction of re-defining the General Fund as an internal services unit that utilizes internal transfers and reimbursements as its sole funding source. Along with city administration, facility maintenance and municipal court operations, the FY 2009 Budget takes another step in this direction by consolidating support of Public Works and vehicle maintenance in the General Fund. The Public Works Support Services Fund and the Vehicle Equipment and Maintenance Fund were also internal service funds in the FY 2008 Budget, but in this budget they are eliminated. The Budget provides clear detail as to the amount and purpose for each transfer.

The General Fund is balanced at approximately \$6.4 million. Administration is reduced by .4 FTE to reflect the completed implementation of the new financial software, anticipated by January 2009. This fund also includes \$10,000 to initiate the scanning of city resolutions and ordinances so that these critical City documents may be easily posted to the City's website, and \$10,000 for sustainability initiatives at our city facilities.

#### ***Planning Fund***

Growth management continues to be a topic of great interest to the community, as evidenced by the January 2008 community survey. In FY 2006, the City's Planning Department consisted of 4 staff. Just two years later, the Planning Department has 5.5 FTE, plus access to our staff attorney. In real terms, our planning function now has approximately 50% more resources than it did just two years ago. Knowing the community's interest in this issue, we believe this is a sound investment.

There is still much to accomplish in this area and more staff resources would be of tremendous assistance. Given our limited resources, however, we have decided to budget \$100,000 for consultants to assist in growth management issues including review of the Comprehensive Plan and assisting with developing and advocating for a community-wide position on the Stafford area.

#### *Communications Fund*

The FY 2009 Budget renames the Cable Access Fund to the Communications Fund. The source of revenues for this fund comes from the cable franchise agreement the City has with Comcast. Thirty-two percent of the proceeds from the cable television portion of the franchise revenues are dedicated to the operations and maintenance of Willamette Falls Television. The remaining cable franchise proceeds are general revenues to the city. The FY 2009 Budget proposes to utilize these funds to improve all forms of the City's communications as outlined in the City's Communications Plan. This includes the City's newsletter, broadcast of Council and Planning Commission meetings, the City's website and other initiatives.

#### *Parks and Recreation Fund*

The Budget Committee and City Council's approval last year of creating the Parks maintenance fee has allowed the City to continue to maintain our park system at a level that the community expects. However, there are significant deferred maintenance projects that need to be funded and constructed soon. The highest priority project at this time is improvements to the wading pools at Sunset, Hammerle and Willamette Parks. Without new filter systems, all of these wading pools will need to be closed.

The Budget recommends the City incur debt to complete the wading pools and bathrooms at Hammerle and Willamette Parks. (Because the School District has discussed making changes to Sunset School that could impact Sunset Park, we are not recommending improvements to that facility at this time.) We are estimating that these two projects will cost a total of \$700,000 -- \$500,000 from a loan and \$200,000 from grants. If grant funds are not available, we will need to identify another source of funds, or incur additional debt to complete these two projects. The park maintenance fee would be the resource used for paying the debt.

The Parks and Recreation Fund is also where funding is available for recreation programs and community events. Included in the FY 2009 Budget is \$20,000 for a Centennial celebration, \$35,000 for the Old Time Fair, and \$15,000 for other community events.

#### *Library Fund*

For FY 2008, we re-proposing a status quo budget for the Library that fully funds current operations. This year's budget for personal services is slightly higher than last year because it includes fully funding the Library Director position.

With Clackamas County proposing the creation of a Library District which will likely appear on the

November ballot, funding for library services will be changing in the future. If the measure passes, our library should be in a position to improve service levels while spending less of the City's general revenues. Failure of the Library District would likely result in some reductions in library services and a review of alternative revenue sources. It is likely that failure could result in some of these changes occurring during FY 2009.

### *Police Fund*

In FY 2009, the Public Safety Fund fully funds all approved police officer positions for the entire year! It has been years since the West Linn Police Department could claim to be at full staffing levels, but we are expecting our police department will be able to maintain that level for the entire fiscal year, which will provide stability and consistency to law enforcement for the community.

In addition, we have proposed one additional police officer position that will be paid for entirely by Tri- Met and will be assigned to that agency. Negotiations toward an appropriate agreement are continuing; if these are not successful, then we will not add the extra officer.

In almost every respect, our police department is better positioned to serve the community than it has been in years, with one glaring exception – the police station. Our Police Department continues to be housed in the antiquated City Hall building that is expensive to maintain and does not provide a work environment that is a positive reflection on our department or community. As mentioned in the Initiatives section, the Proposed Budget includes the first step in the process of land acquisition and the design and development of a new police station by appropriating \$1,500,000 for these purposes.

### *Utilities*

The City's utilities (water, sanitary sewer and storm water) have been woefully neglected during this decade. Much of the reason for this was the lack of rate increases for several years early in the decade that resulted in a lack of funding to invest in our critical infrastructure. Fortunately, we are now in the financial position to begin to re-invest in these systems.

The City's Water, Sanitary Sewer and Storm Water Master Plans recommend, in total, that the City fund approximately \$1.5 million for capital maintenance projects each year. However, over the six-year period from FY 2003 – 2008, the City invested only \$3.6 million in capital maintenance projects in total in these utilities, deferring approximately \$4 million in maintenance over this short period of time. The FY 2009 Budget includes \$500,000 for capital projects in the Water Fund, and \$980,000 for capital in Environmental Services. Funding for these projects is, in part, dependent on a rate increase of 5% for each of these utilities effective January 2009.

We have also included in the Water Fund a renewable energy pilot project to convert hydro power into electricity. The hydro electric project would require \$11,000 from the City, but the power that is harnessed would be transferred to the grid and sold with payback to the City by 2016. City staff has been collaborating with the Energy Trust on this project, which will also assist in funding.

### *Street Fund*

As mentioned earlier, street maintenance is both a program for optimism and for concern. In January the Council approved the roadway maintenance fee that provides resources dedicated to maintaining our street infrastructure. The Council has also placed a levy on the May ballot, which, if approved, would provide \$1.2 million for this purpose. If it is approved, the City would discontinue charging the roadway maintenance fee.

Because resources from the roadway maintenance fee are not adequate for maintaining the streets to the level the Council and the community would like, we are proposing using the revenues from this fee to sell revenue bonds. The proceeds from the sale of the bonds would then be used to fund roadway maintenance for the next one to two years. This would mark the largest influx of money dedicated to this function in years.

### *System Development Charges*

The proposed budget separates the System Development Charge Fund into five individual funds for each type of SDC collected: Transportation, Surface Water, Sanitary Sewer, Water and Parks. This step will enhance transparency and decision-making.

Due to two factors – the economic slow down and that a significant amount of SDC credits have been issued over the past decade for contributed capital – we are expecting less SDC revenues in FY 2009 than we have seen in the past. However, in past years, we were not collecting any street SDC's, but in FY 2008 we have actually begun collecting some revenues in this area and now have over \$300,000 available for projects. As soon as adequate funds are available, the extension of 8<sup>th</sup> Court is a likely project to pursue.

Park SDC revenues will be significantly reduced this year as credits have been provided to assist in the acquisition of park land in the Tanner Basin Neighborhood.

### ***Status of Financial Policies***

As has been in the case since I arrived in October 2005, City staff continues to focus extraordinary attention on this agency's financial operations. A status report on our finances follows:

### *Capital Improvement Plan*

Master Plans for Parks and Recreation facilities and for Storm Water have been completed. The Transportation System Plan and Water Master Plan are well into development and will be reviewed by the Council later this year. With the completion of those plans, a city-wide capital improvement program for all of our functions/programs will be developed.

### *Bond Rating*

The city's bond rating was removed due to its failure to timely complete audits dating to fiscal year 2004. A bond rating will be requested once audits are brought current through fiscal year 2007.

### *Audit Status*

The city retained the services of Talbot, Karvola and Warwick LLP, to complete the fiscal year 2004, 2005, 2006 and 2007 audits. In the past year, we have completed three of these audits, and the fourth is underway. To summarize, in twelve months we have advanced from being 30 months behind on audits, to being just four months behind. By the end of 2008, the City will be back on the statutorily-mandated schedule.

### *Reserves*

In 2006, we established new policy standards for fund reserves. Each year since then we have attempted to close the gap between our policy goals and our fiscal reality. A year ago, six of the 12 major funds failed to meet the policy requirements in the FY 2008 Budget; however, overall the Budget exceeded policy minimums by about \$1.2 million.

As the chart below shows, we have made significant strides in the past year. The FY 2009 Budget exceeds the policy minimum in 12 of the 15 major Funds. But, perhaps more importantly, the overall reserves have increased by over 70% to \$6.9 million!

### **Policy Analysis - Reserves by Fund (FY 2009 Proposed)**

<b>Fund</b>	<b>Proposed Budget Reserves Amount</b>	<b>Policy Reserves Amount<sup>1</sup></b>	<b>Proposed Budget Over/ (Under) Policy</b>	<b>Meets Policy?</b>
General	636,935	592,994	43,941	Yes
Planning	98,578	89,160	9,418	Yes
Communications	185,500	22,100	163,400	Yes
Parks & Recreation	231,823	711,380	(479,557)	No
Park SDC	118,497	7,500	110,997	Yes
Library	189,195	329,780	(140,585)	No
Police	978,542	1,096,720	(118,178)	No
Building Inspections	71,424	70,890	534	Yes
Water	773,652	360,007	413,645	Yes
Water SDC	750,204	46,500	703,704	Yes
Streets	274,636	166,910	107,726	Yes
Street SDC	297,598	1,950	295,648	Yes
Environmental Services	1,539,269	284,470	1,254,799	Yes
Stormwater SDC	506,350	15,000	491,350	Yes
Sewer SDC	347,620	74,500	273,120	Yes
<b>Total</b>	<b>6,999,823</b>	<b>3,869,861</b>	<b>3,129,962</b>	
<i>FY 2008 Budget</i>	<i>3,635,120</i>	<i>2,454,000</i>	<i>1,181,120</i>	

<sup>1</sup> Policy reserve amount is total expenditures minus debt-funded capital outlay multiplied by reserve requirement percentage.

## **Conclusion**

*“And the Little Blue Engine smiled and seemed to say as she puffed steadily down the mountain, ‘I thought I could. I thought I could. I thought I could. I thought I could. I thought I could. I thought I could.’”*

-- The Little Engine That Could by Watty Piper

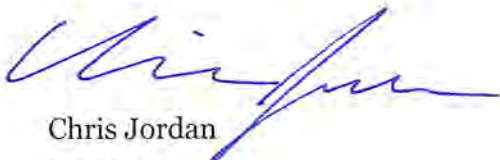
For over three years, the focus of the City has been on its internal operations. The staff continues to be committed to improving our operations and is diligent in ensuring that the ugly history of mismanagement is behind us permanently. We have chugged up that mountain; lessons have been learned, changes have been made. The FY 2009 Proposed Budget draws that chapter of this agency’s history to a close.

Our objective now is to look outward and place our attention on not just maintaining the quality of life in West Linn, but improving it. Key projects such as roadway maintenance, park improvements and the design of a new police station are all planned to improve the community, and provide better service to our citizens.

The FY 2008 Budget received the highest honor bestowed in Municipal budgeting – the Government Finance Officers Association Award for Distinguished Budget Presentation. The FY 2009 Proposed Budget continues our effort to ensure that this critical policy document provides comprehensive information for our policy officials as well as for our citizens, in an understandable, user-friendly style.

In closing, I’d like to offer a special thank you to the Budget Team of Andy Parks, Finance Director, and Kirsten Wyatt, Assistant to the City Manager, who developed the Budget with the input of numerous, dedicated members of our City staff who all continue to bring credibility and recognition to this organization.

Respectfully submitted on this 28th day of April 2008,



Chris Jordan  
City Manager



CITY OF  
**West**  
**Linn**

# City Overview

## ***West Linn, Oregon***

The City of West Linn is a community where citizens, civic organizations, businesses and city government work together to ensure that the community retains its hometown identity, high quality of life and its natural beauty. The estimated population is 24,180.

West Linn is close to the region's business core and urban amenities, with Portland approximately twenty miles to the north. At the same time, the city provides a small-town atmosphere and distinct neighborhoods that range from the historic Willamette district with its pioneer-era dwellings, to the contemporary architecture of newer homes. West Linn is approximately twenty miles to the Portland International Airport.

West Linn's special assets include dedicated parks and open spaces, panoramic views of the Willamette and Tualatin rivers, with Mount Hood, Mount Adams, Mount St. Helens and the Cascades as a backdrop.

## ***West Linn Government***

The City of West Linn is a full-service municipality that operates under a council/manager form of government. The elected city council sets policies for city government, enacts ordinances and hires, directs and evaluates the city manager. In turn, the city manager is the city's chief executive officer, responsible for overall management and administration.

The West Linn City Council meets the second and fourth Monday of each month at City Hall. Council meetings are televised live on West Linn TV (cable channel 30), and are replayed at various times during the week. The city also cablecasts and replays meetings of the West Linn Planning Commission and other public meetings and events. City residents have many opportunities to affect city policies and priorities by serving on citizen advisory committees such as the budget committee, and through participation in their neighborhood associations.

The City Council consists of the Mayor and four Councilors who act as the board of directors of the City of West Linn municipal corporation. The Council sets policies for the city government, enacts ordinances and hires, directs, and evaluates the city manager. Municipal services are provided by City employees and headed by the City Manager. The city operates its own police department, a municipal court, water, wastewater and storm water utilities, street operations, planning, engineering, fleet management, library and an extensive year-round parks and recreation program.

The Tualatin Valley Fire and Rescue District provides fire and emergency services to the community. West Linn lies within Clackamas County, which is headed by a board of commissioners and based in neighboring Oregon City. West Linn is also part of METRO, the tri-county urban services district based in Portland.



## **History**

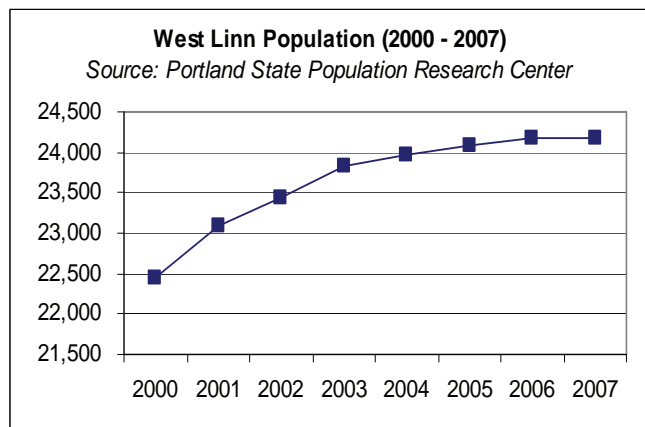
Settlers first occupied the pioneer settlement now known as West Linn in the early 1840's when Robert Moore purchased 1,000 acres of land from the "Wallamut" (Willamette) Indians. He built his cabin high on a slope overlooking the Willamette Falls and set about building a town, calling it "Robin's Nest." The town was situated on property now occupied by the West Linn Paper Company.

By 1846, Moore had built four flour and lumber mills, along with dwellings for the mill workers. He also operated a ferry to Oregon City. In 1845, Moore renamed the tiny town "Linn City" in honor of his friend, well-known free-state advocate Dr. Lewis F. Linn, a U.S. Senator from Missouri and sponsor of the Donation Land Claim Bill. Moore became Linn City's first postmaster in 1850, and purchased *The Spectator*, an Oregon City newspaper, in 1852. By then, his Linn City enterprises included a gristmill, sawmill, warehouse, wharves, and a breakwater to create a basin for boats to load and unload cargo. Moore died in 1857. Not long after Moore's death, a fire destroyed the sawmill, gristmill, wharves, and a docked steamer ship. Local businessmen began to rebuild, only to see their hard work washed away in floods later that same year. In 1868, Linn City was revived when the Willamette Transportation Locks Co. began providing passage to shipping over the Willamette Falls. The locks remain in continuous operation to this day.

In 1913, the City of West Linn was incorporated, encompassing West Oregon City, Bolton, Sunset and Willamette Heights. The incorporation allowed the settlements to obtain needed services, utilities, and improvements without annexing to Oregon City. After considerable debate on a name, the city founders decided to honor the pioneer town that Moore had established.

## **Population**

The city's population historically grew steadily, but in recent years has leveled off. The 1860 census listed 225 residents. By 1920, the number had grown to 1,628. The 1960 census set the population at 2,923, and by 1970, West Linn had grown to more than 7,000. The city's population has continued to grow each year. Currently, the city's population is 24,180. The Portland State Population Research Center estimated zero population growth in West Linn between 2006 and 2007.



*The Portland State  
Population Research Center  
estimated zero population  
growth in West Linn between  
2006 and 2007.*

## ***West Linn Facts & Statistics***

- Date of Incorporation: August 8, 1913
- Form of Government: Council/Manager
- Population: 24,180
- Number of registered voters: 13,886
- Percent male: 48.1%
- Percent female: 51.9%
- Average household size: 2.72
- Median age: 38.1
- Motto: *“City of Hills, Trees, and Rivers”*
- Area in Square Miles: 7.5
- Median family income: \$83,252
- Workforce in professional sector: 49.7%
- Major Employers:
  - ◆ West Linn-Wilsonville School District
  - ◆ West Linn Paper Company
- Highest Tax Due Accounts in Clackamas Co.:
  - ◆ Fred Meyer
  - ◆ General Growth Properties Inc.
  - ◆ PCC Structural
  - ◆ Shorenstein Properties LLC
  - ◆ Xerox Corporation
  - ◆ Safeway Stores
  - ◆ Mentor Graphics
  - ◆ Warn Industries
  - ◆ Kaiser Foundation Hospitals
  - ◆ United Western Grocers
- Total Housing Units\*\*: 9,968
- Occupied Housing Units\*\*: 9,350
- Percent owner occupied: 79 percent
- Percent renter occupied: 21 percent
- Median property value\*\*\*: \$405,000

\*Demographic data from the West Linn Chamber of Commerce.

\*\*Housing unit data estimated by the West Linn Planning Dept.

\*\*\*Median property value estimated from RMLS.

## ***Images of West Linn***



Springtime in West Linn



View of Mt. Hood from City Hall



City Hall Building



West Linn Police Station



Historic Willamette Neighbor-

## Map



### ***Distance from West Linn To...***

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Portland: 20 miles</li> <li>• Seaside: 90 miles</li> <li>• Bend: 155 miles</li> <li>• Medford: 270 miles</li> <li>• Ontario: 385 miles</li> </ul> | <ul style="list-style-type: none"> <li>• Seattle: 190 miles</li> <li>• Vancouver BC: 330 miles</li> <li>• Spokane: 360 miles</li> <li>• San Francisco: 630 miles</li> <li>• Las Vegas: 1,020 miles</li> </ul> |
|--|---|

# Budget Process

## ***Budgeting in the City of West Linn***

The City of West Linn prepares and adopts a budget in accordance with its city charter and ORS 294.305 through 294.565. The budget is presented in fund and department categories. Over-expenditures in any category are prohibited and unexpended budget appropriations lapse at the fiscal year's end.

Under the city's expenditure limitation, total expenditures cannot exceed the final appropriation once the budget is adopted. The budget can only be amended during the fiscal year through adoption of a supplemental budget. Supplemental budgets are adopted through the same process used for the regular budget, including the use of public hearings, and shall not extend beyond the end of the fiscal year during which they are submitted.

Supplemental budgets cannot be used to authorize a tax levy. Typically, the city has enough flexibility to carry out the programs prescribed in its adopted budget. During times when an adopted budget has no authority to make certain expenditures or when revenues are received for which the city had no prior knowledge, it is possible to use a supplemental budget to authorize expenditures and/or appropriate additional revenues in the current fiscal year.

## ***Fiscal Year 2009 Budget Committee***

The West Linn Budget Committee consists of the governing body plus an equal number of legal voters (citizen members of the budget committee) appointed by the city council. West Linn has ten budget committee members, and the votes of all members are equal. State law (ORS 294.336) mandates a budget committee for all Oregon local governments. The Budget Committee meets periodically during the year to review budget and financial information. The first review of the fiscal year 2009 budget occurred when the budget was presented to the committee; at that time, the budget was publicly available, and the budget committee began their review of the proposed budget presented by the city manager. The committee may approve the proposed budget intact, or change part or all of it prior to final approval. After notices and publications are filed according to law, the budget is forwarded to the council for formal adoption prior to June 30.

## ***Short Term Initiatives Guiding Budget Development***

The Budget Committee met four times in preparation for the fiscal year 2009 budget. The first meeting was informational; the second meeting presented the City Manager's Proposed Budget to the committee, and the third and fourth meetings were the formal deliberations for the committee. At the informational meeting, the Budget Committee elected officers. City staff also updated the committee members on year-to-date financial information.

## ***Budgeting in the State of Oregon***


Chapter 294.311, paragraph 5 of Oregon State Law, Oregon Revised Statutes (ORS), defines a budget as:

*“A plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.”*

Local budget law for local governments is set out in ORS 294.305 to 294.565. Chapter 294.321 defines the six major purposes of local budget law:

- ◆ To establish standard procedures for the preparation, presentation, administration and appraisal of budgets of municipal corporations;
- ◆ To provide for a brief description of the programs of a municipal corporation and the fiscal policy which is to accomplish these programs;
- ◆ To provide for estimation of revenues, expenditures and proposed taxes;
- ◆ To provide specific methods for obtaining public views in the preparation of fiscal policy;
- ◆ To provide for the control of revenues and expenditures for the promotion of efficiency and economy in the expenditure of public funds;
- ◆ To enable the public, taxpayers and investors to be apprised of the financial policies and administration of the municipal corporation in which they are interested.

Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities with regards to the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given tax rate and amount of property taxes.



*Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30.*

## ***Basis of Accounting***

All funds are budgeted and accounted for using the modified accrual basis of accounting in accordance with budgetary accounting practices. Subsection 24 of ORS Chapter 294.311 defines the modified accrual basis of accounting as:

*“...Under this basis of accounting, revenues and other financial resource increments, such as bond proceeds, are recognized when they become susceptible to accrual, that is, when they become both measurable and available to finance expenditures in the current period.*

*(b) As used in this subsection, “available” means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Under this basis of accounting, expenditures are recognized when the fund liability is incurred except for:*

*Inventories of material and supplies that may be considered expenditures either when purchased or when used; and Prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed.”*

This means that revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period, or soon enough after the end of the current period to pay off liabilities of the current period.

Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes, franchise fees, and assessment lien installments received within approximately 60 days of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for interest on general long-term obligations which is recorded when due.

### ***Budget Process Overview***

**January:** City Council sets its goals for the coming year. City departments use these goals in their budget preparation, and their departmental work plans. These goals are the foundation for budget requests and planned work in the coming year.

**Goal:** Goal setting; planning for the future.

**February:** Department staff prepares their estimates of current year revenues and expenditures. These estimates are updated monthly through the end of the fiscal year.

- ◆ **Goal:** Accuracy in current year estimates; prudent financial forecasting.

**March and April:** Department staff prepares their requested budgets. Staff finalizes their analyses and reviews the requests with the City Manager. The City Manager makes decisions on the requests, which then becomes the proposed budget.

- ◆ **Goal:** Thorough analyses; preparation of clear and concise budget document

**April:** The City Manager presents the Proposed Budget to the Budget Committee. All budget meetings are open to the public and are advertised in the West Linn Tidings newspaper. The City Manager presents the proposed budget at a City Council meeting. Then, the Budget Committee meets and includes time for public comment and input. After input and discussion, the Budget Committee approves the budget with any changes.

- ◆ **Goal:** Transparent budget process; encourage public participation.


**June:** The City Council holds another public hearing. After the public hearing, the Approved Budget is adopted by City Council resolution. The Adopted Budget takes effect on July 1.

- ◆ **Goal:** Adoption of fiscally responsible budget for upcoming fiscal year.

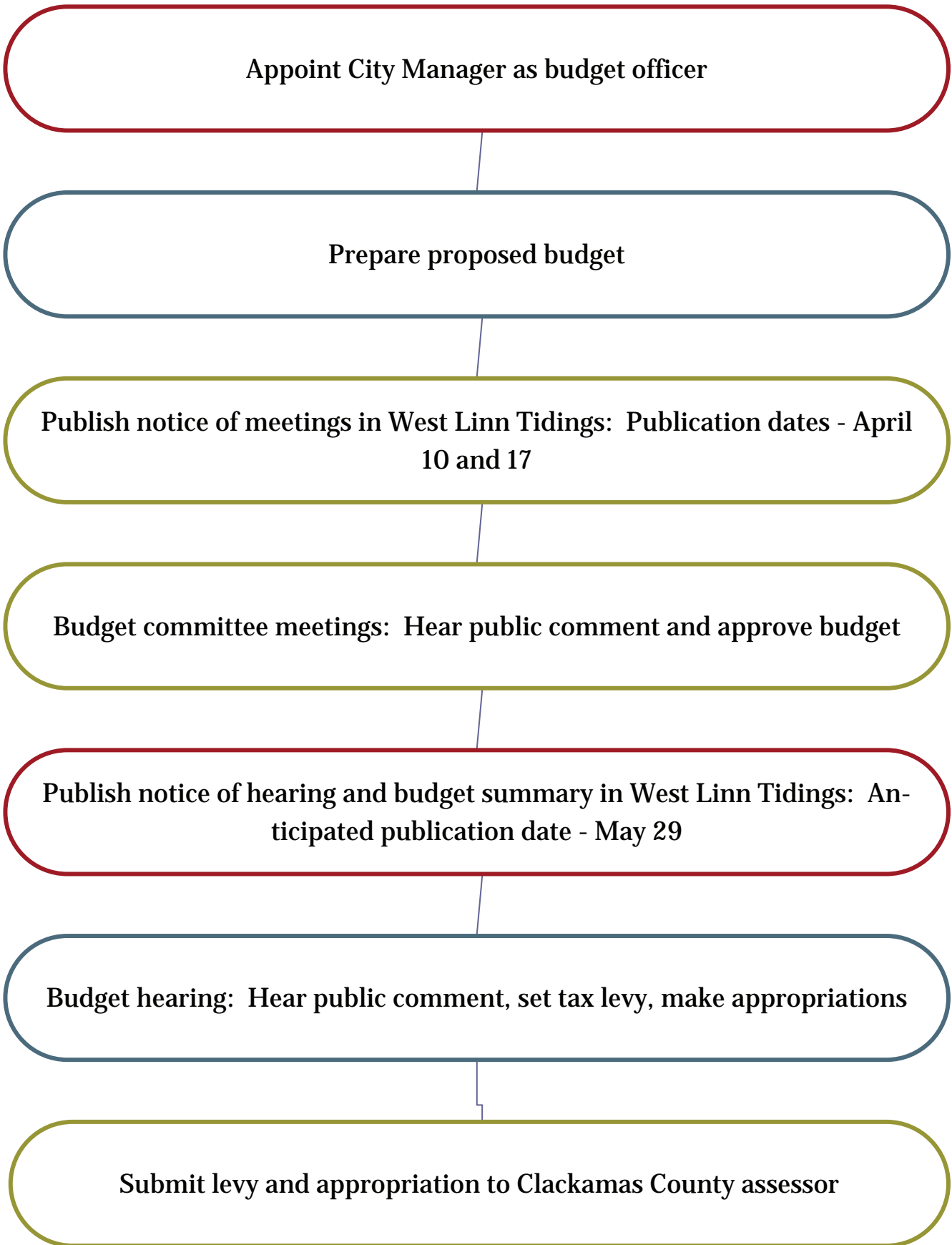


### **Budget Process Goals:**

*Goal Setting*  
*Planning for the Future*  
*Accuracy*  
*Prudent Forecasting*  
*Thorough Analyses*  
*Transparency*  
*Public Participation*  
*Fiscal Responsibility*



***Budget Process Overview Graphic***



# West Linn Goals

## ***Community Vision***

The City of West Linn is a vibrant and safe community in which to live, work, and play – now and into the future.

## ***Community Goals***

- ◆ Promote trust and open communication between our citizens and City government.
- ◆ Enhance the quality of life for West Linn's citizens by providing the highest quality City services efficiently and economically.
- ◆ Protect and enhance the integrity, stability and beauty of the natural environment.
- ◆ Provide sound and prudent fiscal management.
- ◆ Foster strategic relationships with other jurisdictions, agencies and organizations.
- ◆ Sustain and strengthen West Linn's cultural and historic resources.
- ◆ Support a vibrant business climate consistent with citizens' values, interests and needs .
- ◆ Celebrate our sense of community.

## ***City Council Priorities***

Each year, the West Linn City Council identifies a set of priorities that help establish the budget and guide city projects and initiatives. This year, the City Council identified two areas of focus for their goal lists: Items for Council Focus and Attention; and Items for Staff Focus and Attention. Throughout this budget document, the following items from the list of goals will be highlighted for readers' attention:

## ***Items for Council Focus and Attention***

### **Stafford Basin**

- **Goal:** Work with regional partners (for example: Lake Oswego, Tualatin, Clackamas County, the Stafford Hamlet, Metro) and West Linn citizens to develop a West Linn community-supported strategy for the Stafford Basin
- **Process:** Convene a community summit to discuss the current status of urban growth planning in the region and its possible effect on the Stafford area. The discussion should ultimately focus on the appropriate position and role for the City of West Linn in this process. Summit will include presentations from regional stakeholders (Metro, Clackamas County, other cities and the Stafford Hamlet) to assist in education and informing the summit participants and the community. A consultant may be hired to assist in both the summit and any possible role for West Linn in this process.
- **Schedule:** Spring 2008

### **Community Facilities**

- **Goal:** Acquire or option property for the purpose of future location of an aquatic center, community center and/or police station.
- **Schedule:** By Fall 2008



### **Neighborhood Plans**

- **Goal:** Continue neighborhood planning process for those neighborhoods currently in process. Ensure that plans comply with the City's Comprehensive Plan and Community Development Code.
- **Schedule:** Two plans to be reviewed by Council by Spring. One more plan is in the process of being drafted and will be reviewed by Council later in 2008.

### **Communications Strategy**

- **Goal:** Continue to implement communications plan as drafted. To ensure that information flows to and from the community to the City Council, councilors will plan to attend neighborhood association and City advisory board/committee meetings.
- **Schedule:** Staff to update schedule by early March. Council will continue this project throughout the year.

### **Imagine West Linn**

- **Goal:** Update Imagine West Linn as needed to accurately reflect the community's current vision. Amend the Comprehensive Plan and Community Development Code as necessary to ensure consistency of all three documents.
- **Process:** Staff/consultant will review comments received in 2007 regarding possible changes to Imagine West Linn and will make recommendations to the Council. Staff/consultant will then review the Comprehensive Plan and the CDC for possible necessary amendments.
- **Schedule:** Imagine West Linn updates in Spring 2008 with Comprehensive Plan and CDC changes to follow.

### **Redevelopment**

- **Goal:** Review possible vehicles for enhancing

development in specific areas of the community (for example the Willamette business district or Willamette Falls area).

- **Process:** Staff will provide a briefing to the Council describing methods for City participation in enhancement projects.
- **Schedule:** Summer/Fall 2008.

### **Library District**

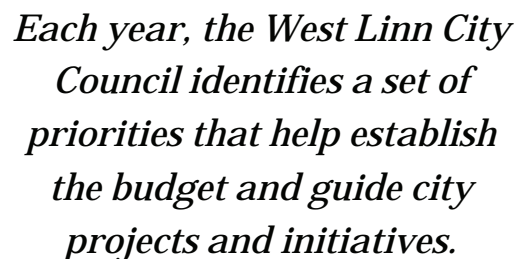
- **Goal:** Support the formation of a Clackamas County library district.
- **Schedule:** Resolution approved in February. District formation to be on the November 2008 ballot.

### **Goal 5**

- **Monthly Update** – create a simple matrix or chart to show each legislative component of Goal 5, then update progress monthly
- **Easy to access web status reports**
- **Prepare upland wildlife inventory for adoption** – no code language may be necessary

### **Water Master Plan**

- **Goal:** Adopt a new Water Master Plan
- **Schedule:** Council work session regarding status scheduled for March 17. Review by Utility Advisory Board and Planning Commission in Spring-Summer 2008. Final adoption by Council scheduled for Summer-Fall 2008.



*Each year, the West Linn City Council identifies a set of priorities that help establish the budget and guide city projects and initiatives.*

### **Transportation System Plan**

- **Goal:** Adopt a new Transportation System Plan as part of the City's Comprehensive Plan.
- **Schedule:** Final Open House to be held in Spring 2008. Planning Commission approval expected by late Spring. Council adoption in Summer 2008.

### ***Items for Staff Focus and Attention***

#### **Financial Reporting**

- Monthly summary reports
- Quarterly reports
- Reports by fund including project status
- Monthly audit updates

#### **Communication Strategy**

- Continue with current plan

#### **Library Funding – Plan B**

- Recognizing the possibility that the library district may not be approved in November, staff will undertake a review of both a short term strategy (FY 2009 and FY 2010), and a longer term sustainable financial plan.

#### **Wastewater**

- Staff will continue to work with our regional partners on both the interim diversion agreement and the long term consolidation strategy currently being discussed in Clackamas County.

#### **Willamette Centennial**

- City should take an active role in ensuring the success of this event

### **Implement Sustainability Plan**

- Form a staff committee to implement sustainable practices throughout city facilities

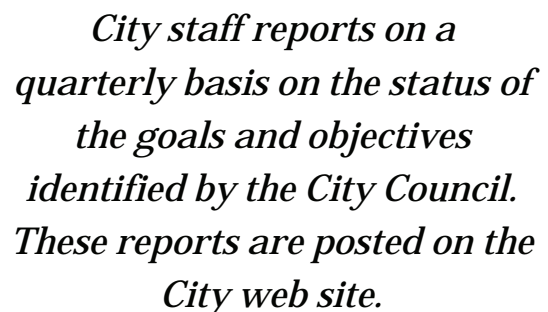
### ***Continuing Staff Projects***

#### **Neighborhood Ordinance**

- Do not pursue changes to neighborhood associations at this time
- Staff should send a letter to neighborhood association chairs reminding them of the code language providing that all members have the right to vote.
- Prepare simple guidelines for neighborhood associations, including a process for requesting amendments to neighborhood association boundaries

#### **Neighborhood Plans**

- Continue with those in progress
- Ensure that all provisions comply with the Comprehensive Plan and City Code



*City staff reports on a quarterly basis on the status of the goals and objectives identified by the City Council. These reports are posted on the City web site.*

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## **Goals Checklist - FY 2009**

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- ✓ **Stafford Basin**
- ✓ **Community Facilities**
- ✓ **Neighborhood Plans**
- ✓ **Communications Strategy**
- ✓ **Imagine West Linn**
- ✓ **Redevelopment**
- ✓ **Library District**
- ✓ **Goal 5**
- ✓ **Water Master Plan**
- ✓ **Transportation System Plan**
- ✓ **Financial Reporting**
- ✓ **Library Funding - Plan B**
- ✓ **Wastewater**
- ✓ **Willamette Centennial**
- ✓ **Implement Sustainability Plan**
- ✓ **Neighborhood Ordinance**
- ✓ **Neighborhood Plan**

# Financial Policies

## ***Financial Goals***

The City of West Linn's financial goals seek to:

- ◆ Ensure the financial integrity of the City
- ◆ Improve financial information for decision makers at all levels:
  - \* Policy makers as they contemplate long-term City decisions
  - \* Managers as they implement policy on a day-to-day basis
- ◆ Restore the City's bond rating
- ◆ Restore accountability into the financial operation of the City

## ***Financial Objectives***

West Linn's fiscal policies address the following major areas:

### ◆ **Revenue policy**

Addresses property taxes, user charges and other sources to adequately fund desired services

### ◆ **Operating budget policy**

Relating to budgeting guidelines.

### ◆ **Capital improvement policy**

Relating to capital improvement planning and implementation.

### ◆ **Accounting policy**

Relating to reporting financial transactions and preparing financial reports.

### ◆ **Debt policy**

Dealing with long-term financing of the city's capital needs and its bond rating.

### ◆ **Reserve policy**

For establishing reserves and contingency funding as needed for the various activities of the City.

### ◆ **Management of finance policy**

Dealing with approval, recommendation, review and implementation of policies – including monitoring compliance.

## ***Long-Term Financial Policies***

West Linn's long-term financial policies are as follows:

### **1. Revenue Policy**

1.1. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm, water, sewer, and parks and recreation facilities.

1.2. The City will maximize the use of service users' charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.

1.2.1 Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements.

1.2.2 User charges shall fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees.

1.2.3 Park recreation programs shall be funded by a users' charge. Annual revenues raised by participant fees shall cover at least 100% of the program's cost with no assessment made for administration. No one shall be denied access to park recreation programs due to their lack of ability to pay for the full participant fee.

1.2.4 Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.

1.2.5 Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated.

1.3 The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

## **2. Operating Budget Policy**

2.1 The City shall prepare, present, adopt and amend its annual operating budget(s) in accordance with Oregon Budget Law.

2.1.1 The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year.

2.2 The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. Current operating resources will be sufficient to support current operating expenditures, reimbursement transfers, reserves, unappropriated balances and contingencies.

2.3 Annual recurring revenues (including inter-fund reimbursement charges) of the General and Enterprise Funds' shall not be less than annual recurring operating expenditures (total annual budget, minus capital outlay, equity transfers, reserves, appropriated balances and contingencies).

2.4 Unless otherwise authorized by City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.

2.5 Long-term debt or bond financing shall only be used for the acquisition of capital facilities or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.

### **3. Capital Improvement Policy**

3.1. Annually, the City shall adopt a 5-year Capital Improvement Plan (CIP). Prior to adopting a Capital Improvement Plan, the City shall hold public meetings and a public hearing on the contents of the CIP document. The document shall provide details on each capital project plan: its estimated costs, sources of financing and a full description, including a detailed statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is approved and implemented.

3.2. Operating expenditures shall be programmed into each capital project plan, including the cost of implementing the plan and all continuing labor, operating and capital outlay costs.

### **4. Accounting Policy**

4.1. The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

4.2. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.

4.3. Full disclosure shall be provided in the financial statements and bond representations.

4.4. Quarterly budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

### **5. Debt Policy**

5.1. Capital projects financed through the issuance of bonds shall not be financed for a period which (a) exceeds the expected useful life of the project and (b) is less than 30% of the expected useful life of the improvements.

5.2. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements.

5.3. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

### **6. Reserve Policy**

6.1. The City shall maintain an unappropriated working capital reserve in all Funds, that is at least 5% of their operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfer reimbursement revenues).

6.2. The City shall establish an operating contingency budget to provide for unanticipated expenditures of a nonrecurring nature to meet unexpected increases in service delivery costs. This budget shall be at least 10% of a fund's revenue estimate for the fiscal year for the Street and all enterprise funds. For Funds relying primarily on property tax revenues as a resource, a contingency of not less than 20% shall be maintained. This policy does not apply to debt service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.

## **7. Management of Fiscal Policy**

7.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution at a public hearing.

7.1.1 The City Manager shall recommend fiscal policy and changes in policy to the City Council. The City Manager shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.

7.1.2 The City Council's Finance Committee shall conduct an annual review of the City's fiscal policies.

7.2.2 The City Manager shall implement fiscal policies and monitor compliance.

7.2.2.1 If the City Manager discovers a material deviation from policy, he/she shall report it in writing to the City Council within thirty days.

7.2.2.2 As a part of the City's annual budget document, the City Manager's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.

# Personnel

## ***City of West Linn Staffing Levels***

From fiscal year 2008 to fiscal year 2009, City staff levels will remain constant, with a net 0.22 increase in City staffing. A summary of the changes by department is described below.

## ***Full Time Equivalency***

City of West Linn staff are employed on a full-time equivalency (FTE) basis. FTE is calculated from a base number of hours (2,080). This assumes 52 weeks of work per year, 40 hours of work per week, 8 hours of work per day:

- \* 8 hours x 5 days/week = 40 hours/week
- \* 40 hours x 52 weeks = 2,080 hours/year

If an employee's FTE status is less than 1.0, the FTE factor is multiplied by 2,080 to determine the number of hours worked per year:

- \* 0.75 FTE x 2,808 = 1,560 hours/year
- \* 0.50 FTE x 2,808 = 1,040 hours/year

## ***Salary Increases***

As per the two-year contracts with the American Federation of State, County and Municipal Employees (AFSCME) and the California Correctional Peace Officers Association (CCPOA) unions, salary increases for member employees are based on the Consumer Price Index for the Portland Metropolitan Area, calculating using CPI-W. AFSCME employees receive a CPI increase of 3.8%; CCPOA employees receive a CPI increase of 3.8% plus an additional 1.0%. All other employees are budgeted to receive a 3.8% increase, unless otherwise negotiated in contract.

## ***FTE Changes by Fund***

***Human Resources*** - The proposed budget includes the reclassification of an existing "Administrative Staff Assistant" position into two distinct positions - "Human Resources Generalist," and "Office Assistant."

***Finance*** - The proposed budget reflects staffing changes approved earlier in FY 2008, and also reduces the "Finance/Business Analyst" position to 0.5 FTE.

***Library*** - The proposed budget reflects general increases in the number of hours budgeted for "Library Aide" and "Library Page" positions. By increasing all hours to 0.475 FTE, the Library Director can maximize staffing opportunities.

***Public Safety*** - The FY 2009 proposed budget includes one additional sergeant position, and the omission of one police officer position. This staffing change was made in mid-FY 2008 and results in a net zero change in police staff. Also included: one Tri-Met police officer position, which is fully funded by Tri-Met grant funds.



**Positions - Prior Years and Budget Year**

*By Functional Area*

*Excludes Extra & Temporary Help*

**Monthly FY09  
Salary Range**

Function/Department	FY 2006	FY 2007	FY 2008	FY 2009	Low	High
<b>Administration</b>						
<b>City Manager's Office</b>						
City Manager	1.00	1.00	1.00	1.00	\$9,425	\$9,425
Staff Attorney	-	1.00	1.00	1.00	\$5,156	\$7,394
Community Services Coordinator	1.00	1.00	1.00	-	\$5,459	\$7,824
Assistant to the City Manager	-	-	-	1.00	\$4,434	\$5,655
Records Manager	1.00	1.00	1.00	1.00	\$4,434	\$5,655
Events Coordinator	1.00	1.00	-	-	\$3,529	\$4,581
<i>Total, City Manager's Office</i>	<i>4.00</i>	<i>5.00</i>	<i>4.00</i>	<i>4.00</i>		
<b>Human Resources</b>						
Human Resources Director	1.00	1.00	1.00	1.00	\$5,459	\$7,824
Assistant to the Human Resources Director	1.00	1.00	-	-	\$4,119	\$5,254
Human Resources Generalist	-	-	-	0.60	\$3,950	\$4,989
Administrative Staff Assistant	1.00	1.00	1.00	-	\$3,234	\$4,204
Office Assistant	1.00	1.00	-	0.50	\$2,362	\$3,067
<i>Total, Human Resources</i>	<i>4.00</i>	<i>4.00</i>	<i>2.00</i>	<i>2.10</i>		
<b>Information Systems</b>						
Chief Technology Officer	-	1.00	1.00	1.00	\$5,156	\$7,394
Information Technology Coordinator	1.00	1.00	1.00	1.00	\$3,819	\$4,964
IT Technician	1.00	1.00	1.00	1.00	\$3,234	\$4,204
<i>Total, Information Systems</i>	<i>2.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>		
<b>General Facilities</b>						
Building Maintenance Worker	1.00	1.00	1.00	1.00	\$3,529	\$4,581
<i>Total, General Facilities</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>		
<b>Finance</b>						
Finance Director	1.00	-	-	-		
Accounting Manager	1.00	-	-	1.00	\$4,434	\$5,655
Accountant	1.00	1.00	1.00	-	\$4,434	\$5,655
Finance/Business Analyst	-	1.00	1.00	0.50	\$4,434	\$5,655
Senior Accounting Clerk	2.00	2.00	2.00	3.00	\$3,529	\$4,581
Accounting Clerk II	2.00	2.00	2.00	1.00	\$3,234	\$4,204
Office Assistant	-	-	1.00	-	\$2,362	\$3,067
Administrative Staff Assistant	-	-	-	1.00	\$3,234	\$4,204
<i>Total, Finance</i>	<i>7.00</i>	<i>6.00</i>	<i>7.00</i>	<i>6.50</i>		
<b>Planning</b>						
Planning Director	1.00	1.00	1.00	1.00	\$5,810	\$8,328
Senior Planner	1.00	1.00	1.00	1.00	\$4,633	\$6,646
Associate Planner	2.00	2.00	2.00	2.00	\$3,819	\$4,964
Administrative Assistant	1.00	1.00	1.50	1.50	\$3,529	\$4,581
<i>Total, Planning</i>	<i>5.00</i>	<i>5.00</i>	<i>5.50</i>	<i>5.50</i>		
<b>Total, Administration</b>	<b>23.00</b>	<b>24.00</b>	<b>22.50</b>	<b>22.10</b>		

**Positions - Prior Years and Budget Year**

*By Functional Area*

*Excludes Extra & Temporary Help*

**Monthly FY09  
Salary Range**

Function/Department	FY 2006	FY 2007	FY 2008	FY 2009	Low	High
<i>Culture</i>						
<i>Library</i>						
Library Director	1.00	1.00	1.00	1.00	\$5,156	\$7,394
Senior Librarian	2.80	2.80	2.80	2.80	\$4,119	\$5,254
Librarian	5.05	5.05	5.05	4.55	\$3,234	\$4,204
Staff Assistant II	1.00	1.00	1.00	1.00	\$2,651	\$3,446
Library Assistant	3.80	3.80	2.80	2.48	\$2,378	\$3,849
Library Aide	2.25	2.25	2.25	3.90	\$2,067	\$2,688
Library Page	1.50	1.50	1.50	1.90	\$1,349	\$4,498
<i>Total, Library</i>	<i>17.40</i>	<i>17.40</i>	<i>16.40</i>	<i>17.63</i>		
<i>Parks &amp; Recreation</i>						
Parks & Recreation Director	1.00	1.00	1.00	1.00	\$5,459	\$7,824
Recreation Director	1.00	1.00	1.00	1.00	\$4,434	\$5,655
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$3,950	\$5,040
Events Coordinator	-	-	1.00	1.00	\$3,529	\$4,581
Arborist	1.00	1.00	1.00	1.00	\$3,529	\$4,581
Administrative Staff Assistant	1.00	1.00	1.00	-	\$3,234	\$4,204
Recreation Coordinator	2.00	2.00	2.00	3.00	\$2,942	\$3,823
Park Maintenance Worker	7.00	7.00	7.00	7.00	\$2,669	\$4,232
Seasonal Help	7.00	7.00	7.00	7.00	\$1,349	\$4,498
Meals Coordinator	0.40	0.40	0.40	0.40	\$1,349	\$4,498
Park Ranger	-	-	0.40	0.40	\$1,349	\$4,498
<i>Total, Parks &amp; Recreation</i>	<i>21.40</i>	<i>21.40</i>	<i>22.80</i>	<i>22.80</i>		
<i>Total, Culture</i>	<i>38.80</i>	<i>38.80</i>	<i>39.20</i>	<i>40.43</i>		

**Positions - Prior Years and Budget Year**

*By Functional Area*

*Excludes Extra & Temporary Help*

**Monthly FY09  
Salary Range**

Function/Department	FY 2006	FY 2007	FY 2008	FY 2009	Low	High
<b>Public Safety</b>						
<b>Inspections</b>						
Building Official	1.00	1.00	1.00	1.00	\$4,404	\$6,319
Building Inspector	2.00	2.00	2.00	2.00	\$3,256	\$4,612
Permit Coordinator	1.00	1.00	1.00	1.00	\$3,234	\$4,204
Permit Technician	1.00	1.00	1.00	1.00	\$2,942	\$3,823
<i>Total, Inspections</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>		
<b>Municipal Court</b>						
Municipal Court Judge	1.00	1.00	1.00	1.00	\$3,060	\$3,060
Court Administrator	1.00	1.00	1.00	0.90	\$3,950	\$5,040
Office Assistant	1.00	1.00	1.00	1.00	\$2,362	\$3,067
Office Clerk	0.60	0.60	0.60	0.60	\$2,362	\$3,067
<i>Total, Municipal Court</i>	<i>3.60</i>	<i>3.60</i>	<i>3.60</i>	<i>3.50</i>		
<b>Public Safety</b>						
Chief of Police	1.00	1.00	1.00	1.00	\$5,810	\$8,328
Captain	2.00	2.00	2.00	2.00	\$5,176	\$7,423
Sergeant	6.00	6.00	6.00	7.00	\$4,681	\$5,974
Police Officer <sup>1</sup>	21.00	21.00	21.00	21.00	\$3,831	\$4,986
Community Service Officer	3.00	3.00	3.00	3.00	\$2,880	\$3,745
Administrative Assistant	1.00	1.00	1.00	1.00	\$3,529	\$4,581
Records Clerk	2.00	2.00	2.00	2.00	\$2,821	\$3,668
<i>Total, Police</i>	<i>36.00</i>	<i>36.00</i>	<i>36.00</i>	<i>37.00</i>		
<sup>1</sup> Addition of one police officer in FY 2009 funded in full by Tri-Met.						
<b>Total, Public Safety</b>	<b>44.60</b>	<b>44.60</b>	<b>44.60</b>	<b>45.50</b>		

**Positions - Prior Years and Budget Year**

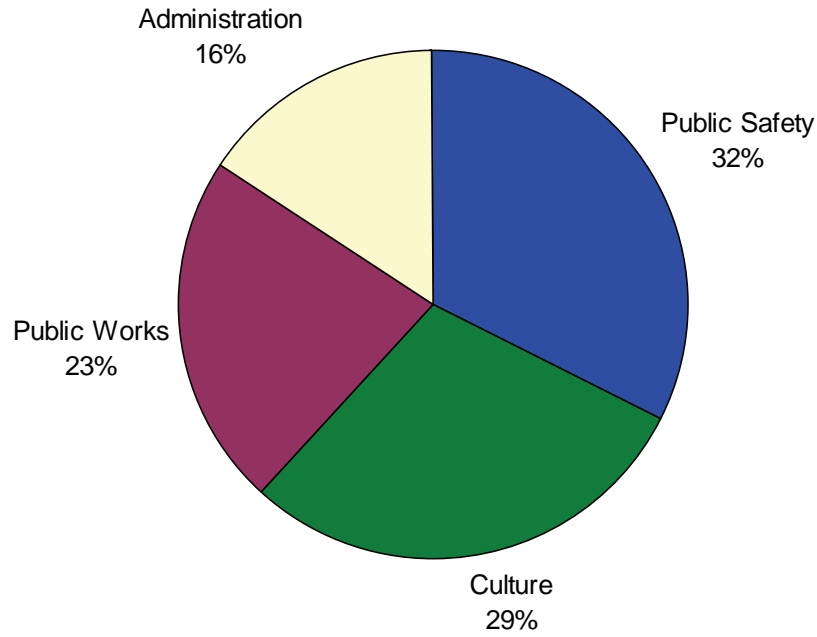
*By Functional Area*

*Excludes Extra & Temporary Help*

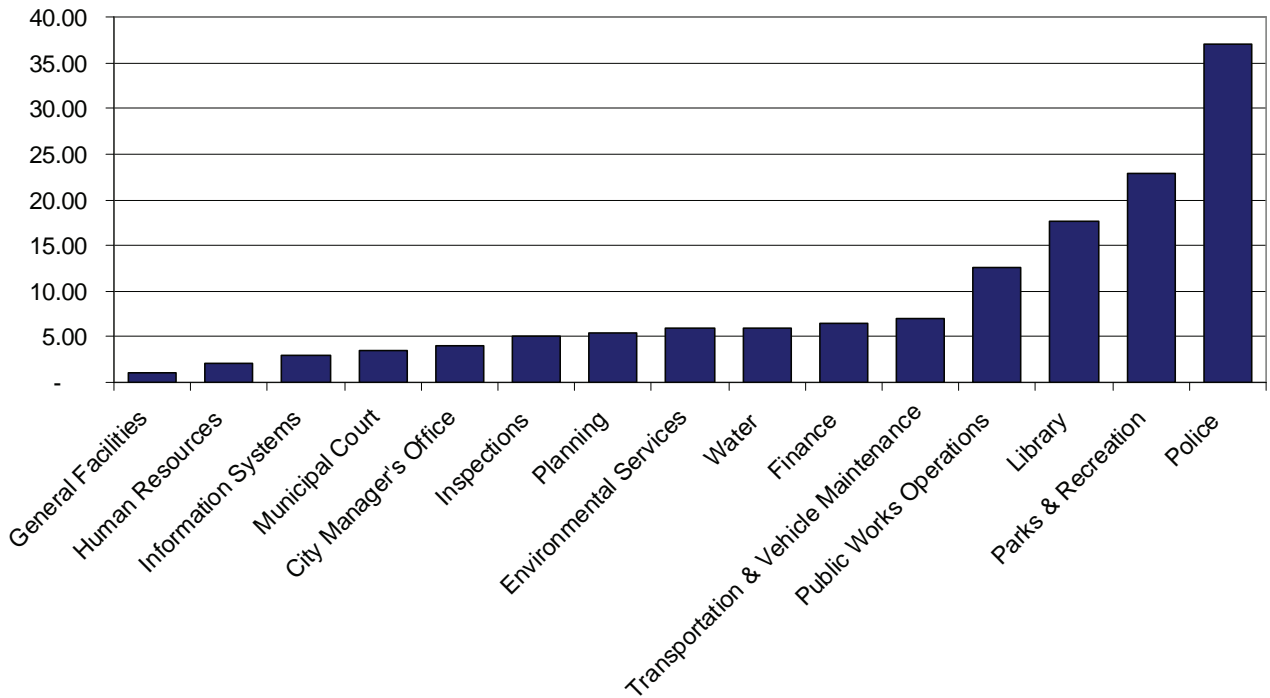
**Monthly FY09  
Salary Range**

Function/Department	FY 2006	FY 2007	FY 2008	FY 2009	Low	High
<b>Public Works</b>						
<b>Public Works Operations</b>						
Administrative Assistant	2.00	2.00	2.00	2.60	\$3,529	\$4,581
Office Assistant	-	-	0.50	1.00	\$2,362	\$3,067
Office Specialist	0.60	0.60	0.60	-	\$2,669	\$4,232
Public Works Director	1.00	1.00	1.00	1.00	\$5,810	\$8,328
Engineering Manager	1.00	1.00	1.00	1.00	\$4,885	\$7,002
Civil Engineer	1.00	1.00	2.00	2.00	\$4,403	\$5,699
Associate Engineer	1.00	1.00	1.00	1.00	\$4,433	\$5,655
Engineering Technician	2.00	2.00	2.00	2.00	\$3,529	\$4,581
GIS Coordinator	1.00	1.00	1.00	1.00	\$4,403	\$5,699
GIS Specialist	1.00	1.00	1.00	1.00	\$3,819	\$4,964
<i>Total, Public Works Operations</i>	<i>10.60</i>	<i>10.60</i>	<i>12.10</i>	<i>12.60</i>		
<b>Environmental Services</b>						
Operations Supervisor	1.00	1.00	1.00	1.00	\$3,950	\$5,040
Utility Worker	6.00	6.00	6.00	5.00	\$2,669	\$4,612
<i>Total, Environmental Services</i>	<i>7.00</i>	<i>7.00</i>	<i>7.00</i>	<i>6.00</i>		
<b>Transportation &amp; Vehicle Maintenance</b>						
Operations Supervisor	1.00	1.00	1.00	1.00	\$3,950	\$5,040
Utility Worker	4.00	4.00	4.00	4.00	\$2,669	\$4,612
Lead Mechanic	1.00	1.00	1.00	1.00	\$3,529	\$4,581
Vehicle & Equipment Mechanic	1.00	1.00	1.00	1.00	\$3,234	\$4,204
<i>Total, Transportation &amp; Vehicle Maintenance</i>	<i>7.00</i>	<i>7.00</i>	<i>7.00</i>	<i>7.00</i>		
<b>Water</b>						
Operations Supervisor	1.00	1.00	1.00	1.00	\$3,950	\$5,040
Utility Worker	6.00	6.00	5.00	5.00	\$2,669	\$4,612
<i>Total, Water</i>	<i>7.00</i>	<i>7.00</i>	<i>6.00</i>	<i>6.00</i>		
<b>Total, Public Works</b>	<b>31.60</b>	<b>31.60</b>	<b>32.10</b>	<b>31.60</b>		
<b>TOTAL, City of West Linn</b>	<b>138.00</b>	<b>139.00</b>	<b>138.40</b>	<b>139.63</b>		

**West Linn FTEs by Functional Area (FY 2009)**



**West Linn FTEs by Department (FY 2009)**



# Summary & Trends

## ***Consolidated Budget Tables***

Consolidated budget tables show current year estimates and proposed budget information in summary format. Data is summarized by beginning fund balance, current year resources and requirements, and ending fund balance and additional reserves:

### Consolidated FY 2008 (Current Year) Estimate

Fund	Beginning Fund Balance	Current Year Resources	Total Resources	Current Year Requirements	Ending Fund Balance	Additional Reserves
General	864,232	4,295,941	5,160,173	4,418,300	741,873	-
Planning	23,778	870,400	894,178	837,500	56,678	-
Communications	418,100	110,700	528,800	236,800	292,000	-
Parks & Recreation	273,823	2,739,500	3,013,323	2,908,600	104,723	-
Park SDC	189,497	450,000	639,497	590,000	49,497	-
Library	299,695	1,530,400	1,830,095	1,561,400	111,397	157,298
Police	958,252	5,127,300	6,085,552	5,300,210	785,342	-
Building Inspections	188,764	803,600	992,364	922,040	70,324	-
Park Bond	976,797	40,000	1,016,797	45,000	971,797	-
Debt Service	205,255	755,000	960,255	940,968	19,287	-
Water	873,672	3,023,500	3,897,172	2,750,450	995,622	151,100
Water SDC	806,504	305,000	1,111,504	134,300	977,204	-
Streets	262,536	1,391,600	1,654,136	1,582,400	71,736	-
Street SDC	272,098	117,000	389,098	80,000	309,098	-
Environmental Svcs.	1,780,369	2,396,900	4,177,269	2,250,300	1,926,969	-
Stormwater SDC	342,850	294,500	637,350	14,000	623,350	-
Sewer SDC	853,620	165,000	1,018,620	45,000	973,620	-
<b>Total</b>	<b>9,589,842</b>	<b>24,416,341</b>	<b>34,006,183</b>	<b>24,617,268</b>	<b>9,080,517</b>	<b>308,398</b>
<b>Total (Excluding Park Bond)</b>	<b>8,613,045</b>	<b>24,376,341</b>	<b>32,989,386</b>	<b>24,572,268</b>	<b>8,108,720</b>	<b>308,398</b>

## Consolidated FY 2009 (Budget Year) Estimate

Fund	Beginning Fund Balance	Current Year Resources	Total Resources	Current Year Requirements	Reserves	Additional Reserves
General	741,873	5,825,000	6,566,873	5,929,938	636,935	-
Planning	56,678	933,500	990,178	891,600	98,578	-
Communications	292,000	114,500	406,500	221,000	185,500	-
Parks & Recreation	104,723	4,184,000	4,288,723	4,056,900	231,823	-
Park SDC	49,497	144,000	193,497	75,000	118,497	-
Library	268,695	1,569,400	1,838,095	1,648,900	31,895	157,300
Police	785,342	7,176,800	7,962,142	6,983,600	978,542	-
Building Inspections	70,324	710,000	780,324	708,900	71,424	-
Park Bond	971,797	40,000	1,011,797	1,011,797	-	-
Debt Service	19,287	929,079	948,366	948,366	-	-
Water	1,146,722	3,227,000	4,373,722	3,600,070	622,552	151,100
Water SDC	977,204	238,000	1,215,204	465,000	750,204	-
Streets	71,736	3,872,000	3,943,736	3,669,100	274,636	-
Street SDC	309,098	8,000	317,098	19,500	297,598	-
Environmental Svcs.	1,926,969	2,457,000	4,383,969	2,844,700	1,539,269	-
Stormwater SDC	623,350	33,000	656,350	150,000	506,350	-
Sewer SDC	973,620	119,000	1,092,620	745,000	347,620	-
<b>Total</b>	<b>9,388,915</b>	<b>31,580,279</b>	<b>40,969,194</b>	<b>33,969,371</b>	<b>6,691,423</b>	<b>308,400</b>
<b>Total (Excluding Park Bond)</b>	<b>8,417,118</b>	<b>31,540,279</b>	<b>39,957,397</b>	<b>32,957,574</b>	<b>6,691,423</b>	<b>308,400</b>

## Policy Analysis - Reserves by Fund (FY 2009 Proposed)

Fund	Proposed Budget Reserves Amount	Policy Reserves Amount <sup>1</sup>	Proposed Budget Over/ (Under) Policy	Meets Policy?
General	636,935	592,994	43,941	Yes
Planning	98,578	89,160	9,418	Yes
Communications	185,500	22,100	163,400	Yes
Parks & Recreation	231,823	711,380	(479,557)	No
Park SDC	118,497	7,500	110,997	Yes
Library	189,195	329,780	(140,585)	No
Police	978,542	1,096,720	(118,178)	No
Building Inspections	71,424	70,890	534	Yes
Water	773,652	360,007	413,645	Yes
Water SDC	750,204	46,500	703,704	Yes
Streets	274,636	166,910	107,726	Yes
Street SDC	297,598	1,950	295,648	Yes
Environmental Services	1,539,269	284,470	1,254,799	Yes
Stormwater SDC	506,350	15,000	491,350	Yes
Sewer SDC	347,620	74,500	273,120	Yes
<b>Total</b>	<b>6,999,823</b>	<b>3,869,861</b>	<b>3,129,962</b>	
<i>FY 2008 Budget</i>	<i>3,635,120</i>	<i>2,454,000</i>	<i>1,181,120</i>	

<sup>1</sup> Policy reserve amount is total expenditures minus debt-funded capital outlay multiplied by reserve requirement percentage.

## Total FY 2009 Balanced Budget by Fund

Fund	Total Resources	Total Requirements (Including Reserves)	Variance
General	6,566,873	6,566,873	-
Planning	990,178	990,178	-
Communications	406,500	406,500	-
Parks & Recreation	4,288,723	4,288,723	-
Park SDC	193,497	193,497	-
Library	1,838,095	1,838,095	-
Police	7,962,142	7,962,142	-
Building Inspections	780,324	780,324	-
Park Bond	1,011,797	1,011,797	-
Debt Service	948,366	948,366	-
Water	4,373,722	4,373,722	-
Water SDC	1,215,204	1,215,204	-
Streets	3,943,736	3,943,736	-
Street SDC	317,098	317,098	-
Environmental Services	4,383,969	4,383,969	-
Stormwater SDC	656,350	656,350	-
Sewer SDC	1,092,620	1,092,620	-
<b>Total</b>	<b>40,969,194</b>	<b>40,969,194</b>	<b>-</b>



# Revenues Overview

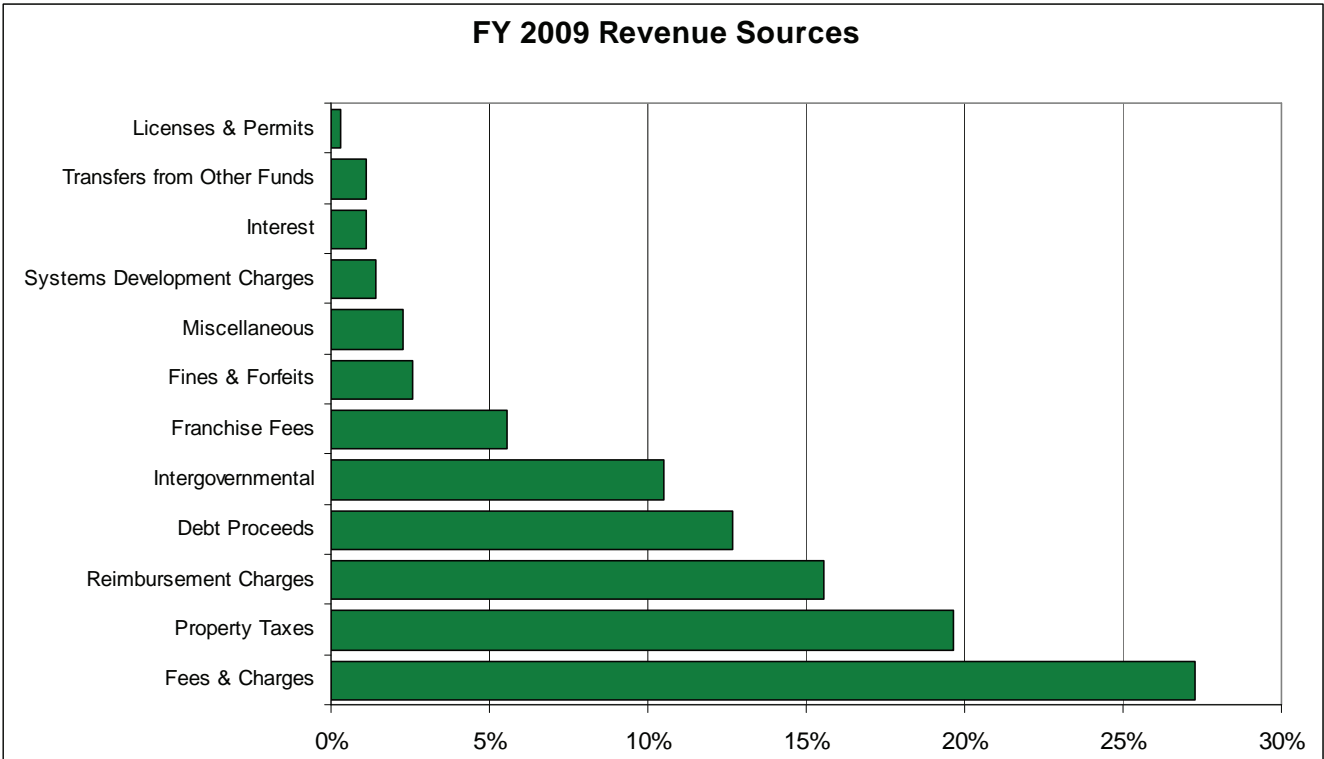
**Major Revenue Sources**

The City of West Linn budget includes 12 different revenue sources:

- ◆ Debt Proceeds
- ◆ Fees & Charges
- ◆ Fines & Forfeits
- ◆ Franchise Fees
- ◆ Interest
- ◆ Intergovernmental
- ◆ Licenses & Permits
- ◆ Loan Repayment
- ◆ Miscellaneous
- ◆ Property Taxes
- ◆ Reimbursement Charges
- ◆ Systems Development Charges

Eighty-six percent of total revenues are represented by the following five revenue sources. These revenue sources are described in greater detail in the subsequent pages:

- ◆ Intergovernmental (11%)
- ◆ Debt Proceeds (13%)
- ◆ Reimbursement Charges (16%)
- ◆ Property Taxes (20%)
- ◆ Fees & Charges (27%)



### ***Intergovernmental (11%)***

State revenues are distributed to cities based on state statute, which defines formulas incorporating population and per capita income. The League of Oregon Cities provides the source data for State Revenue Sharing projections. Pursuant to ORS 221.770, the City of West Linn must elect to receive its proportionate share of the revenues to be apportioned to the cities by the State of Oregon for the fiscal year. Further, ORS 221.760 provides that cities located in a county having more than 100,000 inhabitants according to the most recent federal decennial census, can disburse state shared revenue funds only if the city provides four or more of the following services: police protection; fire protection; street construction, maintenance, and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; one or more utility services.

### ***Debt Proceeds (13%)***

Debt proceeds account for \$4 million in revenues in the FY 2009 proposed budget. \$2,000,000 is proposed in the Street Fund for street maintenance projects. \$500,000 is proposed in the Parks & Recreation fund for the construction of wading pools and restrooms at Hammerle and Willamette Parks. \$1.5 million is proposed in the Police Fund for land acquisition, design, and architectural costs for a new police station. Debt service in each fund would be reflected in projected FY 2010 fund requirements.

### ***Reimbursement Charges (16%)***

Reimbursement charges occur when revenues are transferred between funds; revenue is received by a fund providing an internal service from a fund receiving the service, where the cost of the service is shown as an expense. Beginning in FY 2009, all City services receive reimbursement charge revenue are consolidated into the General Fund. These services include: City Council, Administra-

tion, Finance, Human Resources, Information Systems, Facility Services, Public Works Support Services, and Vehicle & Equipment Maintenance. The amount that other funds are charged for the reimbursement costs is based on individual metrics identified for each City service. This is described in greater detail in subsequent pages.

### ***Property Taxes (20%)***

West Linn's permanent tax rate of \$2.12 per thousand is applied to the projected taxable assessed value of property to generate revenues to support City of West Linn operations. The City assumes a 92 percent collection rate for property tax revenue, so the budgeted total amount of property taxes is approximately 92 percent of the total calculated property tax revenue. The City of West Linn has a general obligation bond tax levy to fund debt service on general obligation bonds approved by the voters in 1998, 1999, and 2000 for parks and recreation and library services. The special option levy to fund police services expired in fiscal year 2007. There is a potential local option levy to fund street maintenance on the May 20, 2008 ballot. If this measure passes, then it will replace the street maintenance fees proposed in this budget document.

### ***Fees & Charges (27%)***

Charges for water, sewer, storm drainage, parks maintenance and street maintenance are charged to all users in the City of West Linn. The fees for sewer, stormwater, parks maintenance, and street maintenance are established through the city fees and charges resolution; this resolution is updated each year. The City Council approves water, wastewater, and stormwater rates based on agreements with outside water users, and within City Charter limitations.

## State Shared Revenues

Projected for Fiscal Year 2009 Based on West Linn Population Projections

Source: <http://www.orcities.org/Portals/17/A-Z/2008SharedRevEst.pdf>

Fiscal Year	June 30 Population	Liquor Tax	Liquor Tax Revenue	Cigarette Tax	Cigarette Tax Revenue	911 Tax	911 Tax Revenue	Gas Tax	Gas Tax Revenue	TOTAL
2006	24,075	\$9.79	\$235,694	\$1.67	\$40,205	\$4.96	\$119,412	\$49.91	\$1,201,583	\$1,596,895
2007	24,180	\$10.46	\$252,923	\$1.76	\$42,557	\$4.61	\$111,470	\$46.43	\$1,122,677	\$1,529,627
2008	24,180	\$11.98	\$289,676	\$1.71	\$41,348	\$5.24	\$126,703	\$43.58	\$1,053,764	\$1,511,492
2009	24,216	\$12.29	\$297,618	\$1.63	\$39,473	\$5.32	\$128,831	\$43.75	\$1,059,462	\$1,525,383

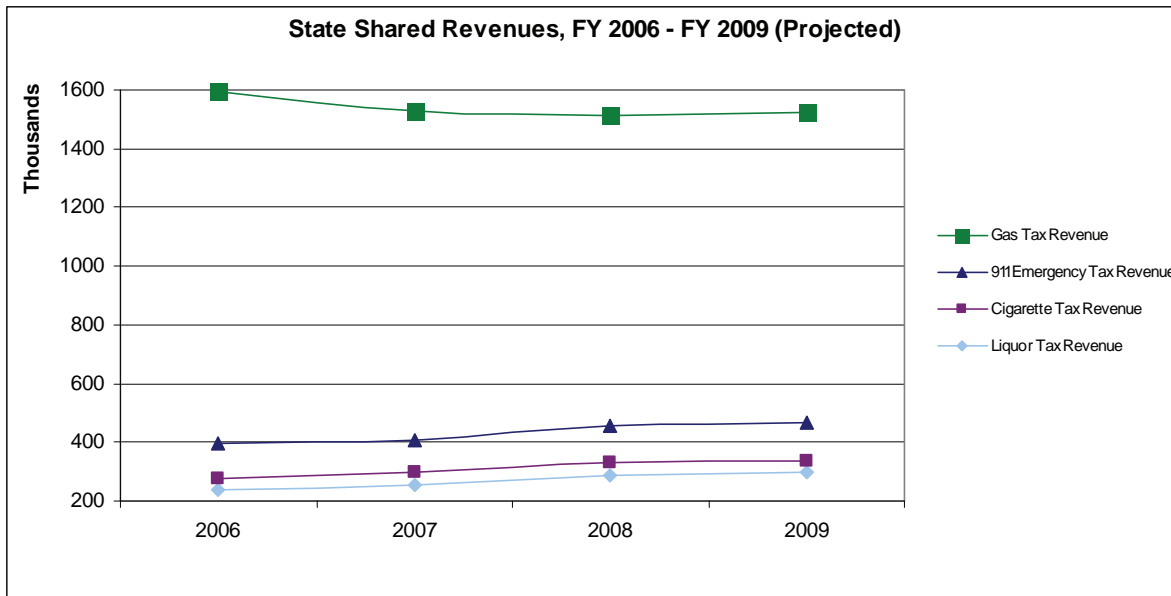
FY 2009 Proposed Budget :  
Fund Receiving the Revenue:

100% to Public Safety

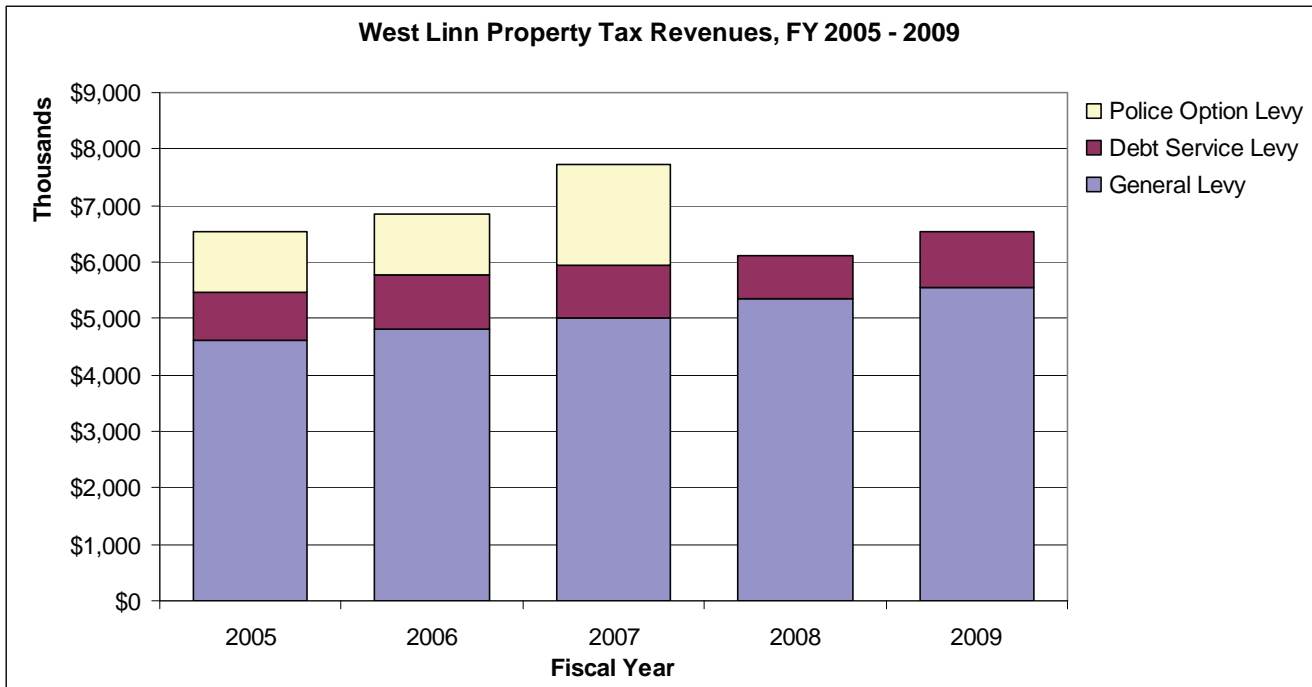
100% to Public Safety

100% to Public Safety

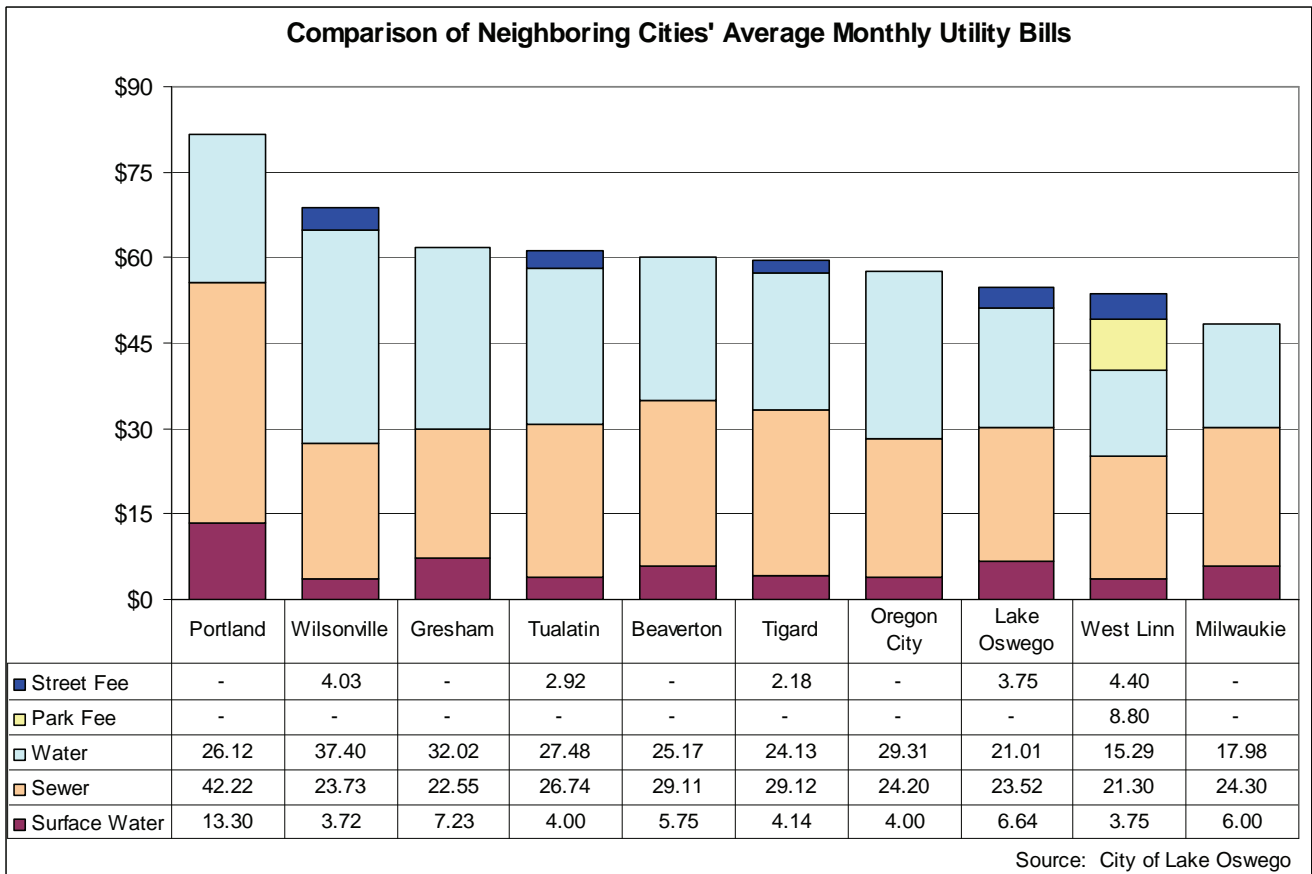
100% to Streets



## Property Taxes



## Fees & Charges



# Requirements Overview

## Major Requirements

The City of West Linn budget includes 6 different requirement categories:

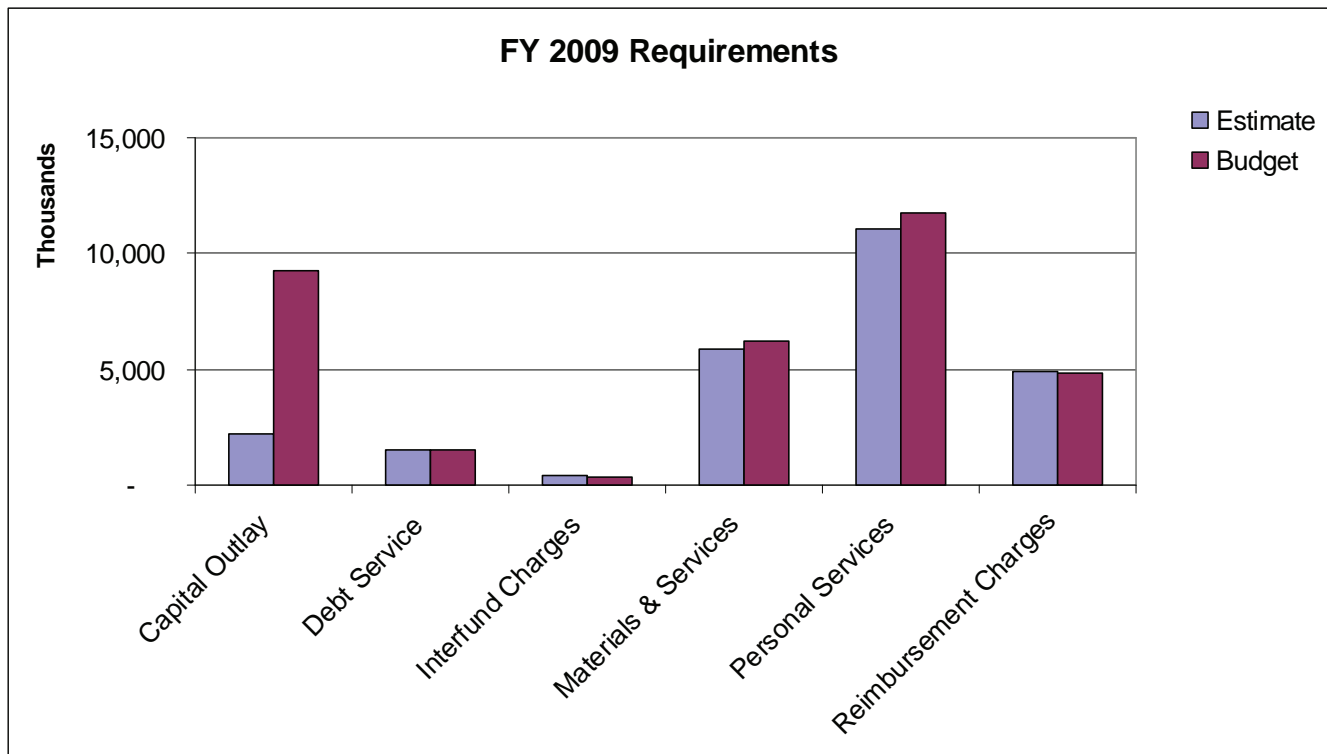
- ◆ Personal Services
- ◆ Materials & Services
- ◆ Capital Outlay
- ◆ Reimbursement Charges
- ◆ Interfund Charges
- ◆ Debt Service

Sixty-three percent of total requirements are represented by the following two requirement categories; almost two-thirds of requirements relate to capital projects and the people who provide City services:

- ◆ Personal Services (36%)
- ◆ Capital Outlay (27%)

Citywide, Personal Services, Materials & Services, and Capital Outlay budgeted requirements are expected to increase from current year estimates. The increase in Capital Outlay is directly attributable to the planned capital projects in the Streets, Parks & Recreation, and Police Funds. Increases in Personal Services costs are due to negotiated salary increases based on the Portland CPI-W index. Increases in Materials & Services costs also reflect inflationary increases.

Citywide, Debt Service, Interfund Charges, and Reimbursement Charges are expected to decrease from current year estimates.



# Fund Detail

The City of West Linn presents budgeted financial information in budget detail tables by fund. Each budget detail table includes six columns:

◆ **Column 1 - Description**

Resources are grouped by thirteen different revenue types; requirements are grouped by five different expenditure types (described in the “Financial Trends” section of this document).

◆ **Columns 2 & 3 - Prior year actual data**

Revenues and expenditures for the prior two fiscal years are shown in the second and third columns of the budget detail for each fund.

◆ **Column 4 - Current year budgeted data**

Revenues and expenditures for the current fiscal year are shown on a budgeted basis in the fourth column of the budget detail for each fund.

◆ **Column 5 - Current year estimated data**

Revenues and expenditures for the current fiscal year are shown on an estimated basis in the fifth column of the budget detail for each fund. The estimates are as of the date of publication of the budget document.

◆ **Column 6 - Budget year proposed data**

Revenues and expenditures for the upcoming fiscal year are shown on a proposed basis in the sixth column of the budget detail for each fund.

Once the budget committee has approved the budget document, an additional column detailing revenues and expenditures for the upcoming fiscal year on an approved basis is added to the budget document. Similarly, once the budget has been adopted by the City Council, a final column detailing the adopted budget is added to the budget document.

In addition to the budget detail tables for each fund, information about each fund and the services provided by each department are shown including additional detail on:

- ◆ Types of revenues and expenditures;
- ◆ Number of FTEs;
- ◆ Detail on scheduled capital expenditures;
- ◆ Description of services provided;
- ◆ A listing of accomplishments and an overview of goals and objectives; and
- ◆ Workload and efficiency measurement data related to city services (currently under review and will be finalized for the final version of the FY 2009 adopted budget).

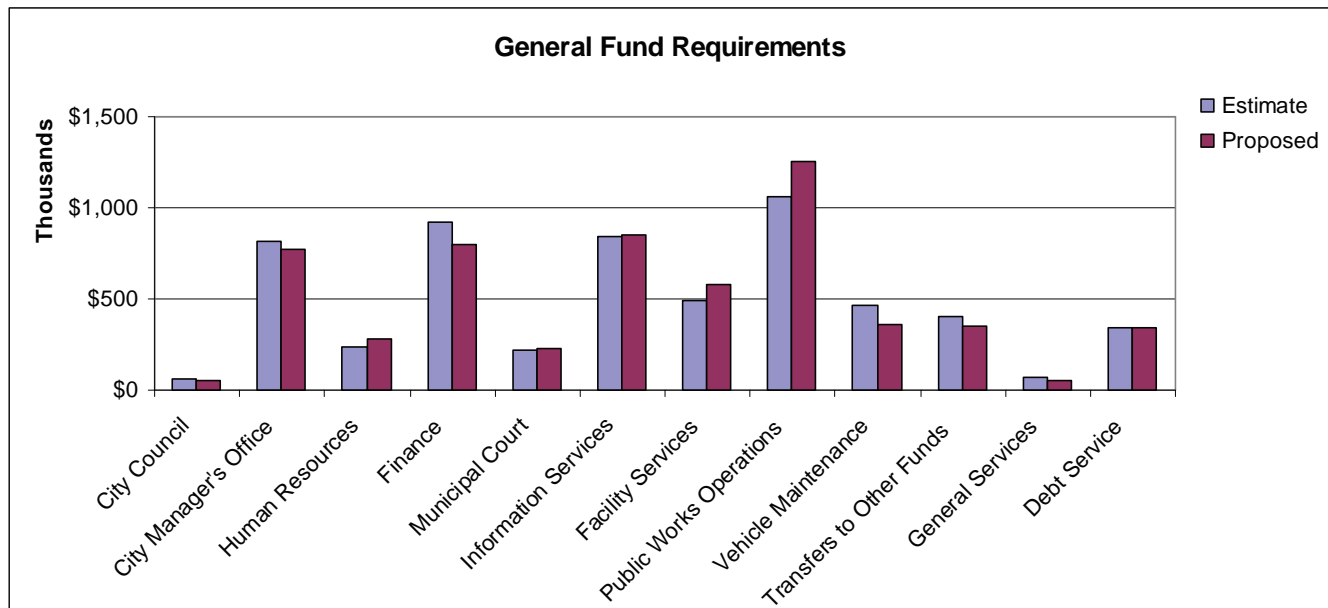
# General Fund

## General Fund Overview:

The General Fund is a governmental fund used to account for the city's administrative, financial, general facilities, public works operations, vehicle maintenance, and municipal court operations. City administrative functions include the city council, city manager and recorder, human resources, information technology, and community services operations. City financial functions include financial accounting and reporting, budget preparation, and billings and collections. General facilities functions include performing maintenance to city hall, the public works facility, library, and police facilities. Municipal court operations include the administration of the municipal court and jury trials. Public works operations include administration, engineering, and GIS. Vehicle maintenance operations include all fleet maintenance.

## General Fund Budget Notes:

- ◆ Beginning in FY 2009, the General Fund includes Public Works Operations and Vehicle & Equipment Maintenance.
- ◆ Responsibility for the Old Time Fair is now included in the Parks & Recreation budget.
- ◆ Specific departmental budget information for General Fund departments is included in the subsequent pages.
- ◆ The General Fund's primary revenue source is reimbursement charges to other funds.



<b>General</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$439,342</b>	<b>\$1,232,659</b>	<b>\$709,203</b>	<b>\$864,232</b>	<b>\$741,873</b>
<b>Current Year Resources</b>					
Property Taxes	4,641,720	-	-	-	-
Intergovernmental	358,183	2,789	-	-	-
Franchise Fees	1,299,088	-	-	-	-
Licenses & Permits	291,987	50,933	-	-	-
Fees & Charges	-	-	132,100	128,100	132,000
Fines & Forfeits	513,503	476,606	450,000	465,000	479,000
Interest	2,478	22,024	40,000	45,000	44,000
Miscellaneous	99,207	217,020	487,400	185,250	500,000
Reimbursement Charges	2,874,539	2,734,940	3,473,070	3,411,570	4,670,000
Transfers from Other Funds	-	-	-	61,021	-
<b>Total Current Year Resources</b>	<b>10,080,705</b>	<b>3,504,312</b>	<b>4,582,570</b>	<b>4,295,941</b>	<b>5,825,000</b>
<b>Total Resources</b>	<b>10,520,047</b>	<b>4,736,971</b>	<b>5,291,773</b>	<b>5,160,173</b>	<b>6,566,873</b>
<b>Requirements</b>					
City Council	54,547	71,430	50,800	65,500	50,000
City Manager's Office	264,136	525,827	863,429	817,500	770,300
Human Resources	311,150	387,131	281,755	238,700	281,100
Community Services	378,843	416,201	-	-	-
Library	1,182,146	-	-	-	-
Police	2,396,475	-	-	-	-
Planning	629,654	-	-	-	-
Parks	1,476,302	-	-	-	-
Finance	801,323	827,516	875,806	924,600	801,900
Municipal Court	240,932	257,711	233,879	221,200	227,200
Information Services	186,346	370,265	985,842	842,500	854,500
Facility Services	266,668	349,139	546,689	493,700	580,300
Public Works Operations	<i>963,386</i>	<i>810,747</i>	<i>1,090,979</i>	<i>1,059,600</i>	1,261,500
Vehicle Maintenance	<i>466,382</i>	<i>421,130</i>	<i>456,440</i>	<i>467,600</i>	361,800
Non-Departmental					
Transfers to Other Funds	260,598	300,000	400,000	400,000	350,000
General Services	494,833	26,519	71,800	71,400	51,500
Debt Service					
Principal: 2000 FFCO	160,000	165,000	175,000	175,000	180,000
Interest: 2000 FFCO	183,435	176,000	168,200	168,200	159,838
Reserves	-	-	638,573	-	636,935
<b>Total Requirements</b>	<b>9,287,388</b>	<b>3,872,739</b>	<b>5,291,773</b>	<b>4,418,300</b>	<b>6,566,873</b>
<b>Ending Fund Balance</b>	<b>\$1,232,659</b>	<b>\$864,232</b>	<b>\$0</b>	<b>\$741,873</b>	<b>\$0</b>

Note: Prior and budget year information for Public Works Operations and Vehicle Maintenance shown for informational purposes only - not included in totals until FY 2009.



# City Council

City Council	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Materials & Services	54,547	71,430	50,800	65,500	50,000
<b>Total Requirements</b>	<b>54,547</b>	<b>71,430</b>	<b>50,800</b>	<b>65,500</b>	<b>50,000</b>

***City Council:***

The City of West Linn City Councilors and the Mayor are elected by citizens of West Linn to perform the legislative functions of city government, establish goals, priorities and policies, adopt ordinances and resolutions, hire the City Manager and evaluate the manager’s performance, adopt the budget, exercise the rights and powers set forth in the West Linn Charter, and exercise all powers of a municipal governing body pursuant to state laws and the home rule provisions of the Oregon Constitution.

***City Council Budget Notes:***

- ◆ The City Council budget includes the City Council stipends of \$1,600 per quarter for the Mayor and \$1,000 per quarter for the City Councilors.

# City Manager's Office

City Manager's Office	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	206,264	308,178	556,729	485,800	541,800
Materials & Services	52,572	215,340	264,500	292,000	228,500
Capital Outlay	-	-	25,000	22,500	-
Reimbursement Charges	5,300	2,309	17,200	17,200	-
<b>Total Requirements</b>	<b>264,136</b>	<b>525,827</b>	<b>863,429</b>	<b>817,500</b>	<b>770,300</b>

*Note: In FY 2008, the former "Community Services" budget was consolidated into the City Manager's budget.*

### **City Manager's Office:**

The City Manager works for, and at the pleasure of, the Mayor and City Council. The City Manager directs and oversees all city operations to ensure that they are carried out in an effective, efficient, fiscally prudent and fair manner. The Manager supports and assists the mayor and councilors in their roles as policy makers by providing accurate and timely information and appropriate policy alternatives. The City Manager's Office staff also includes the Staff Attorney position. The City of West Linn contracts for legal services involving all civil legal matters. The Staff Attorney provides in-house legal advice to City staff, the Council, and boards and commissions. The City Manager's Office manages communications and records.

### **City Manager's Budget Notes:**

- ◆ Beginning in FY 2009, Neighborhood Association grants are moved from the City Manager's budget to the General Fund Non-Departmental budget.
- ◆ The budget for communications materials is consolidated in the Communications Fund.
- ◆ The budget includes \$10,000 for professional services related to redevelopment efforts, and \$10,000 for the scanning and organization of all West Linn ordinances and resolutions into an electronic, searchable database.

### **FY 2008 Accomplishments:**

- ◆ Initiated a new communications strategy designed to provide more complete information in easily accessible formats such as the City's website and newsletter.
- ◆ Completed the recruitment of the City's executive management team.
- ◆ Provided management support to the City Council as it accomplished many of its two year priorities including additional protections for natural resources and creating a more sustainable financial future for the City.

### **FY 2009 Goals & Objectives:**

- ◆ Assist the Council in the accomplishment of its goals and priorities.
- ◆ Direct all city operations to ensure that they are carried out in an effective, efficient, fiscally prudent and fair manner
- ◆ Ensure that city laws, polices, and procedures are up-to-date, known and followed, and that city records are accurate, safe and retrievable.
- ◆ Rewrite the Community Development Code and review the land use review process
- ◆ Provide staff attorney services to the Planning Commission
- ◆ Fully implement the Citywide communications plan including webpage enhancement

# Human Resources

Human Resources	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	283,060	286,067	186,555	170,100	211,100
Materials & Services	28,090	101,064	95,200	68,600	70,000
<b>Total Requirements</b>	<b>311,150</b>	<b>387,131</b>	<b>281,755</b>	<b>238,700</b>	<b>281,100</b>

### **Human Resources:**

The Human Resources department provides centralized personnel services and responsive customer service in support of the city manager, department heads, and employees. The department is responsible for a full range of comprehensive human resources services and programs to enhance the efficiency and effectiveness of the organization including: recruitment and selection, benefit administration, new employee orientation, labor relations, training, personnel policy development and administration, personnel record management, and employee relations and recognition.

### **Human Resources Budget Notes:**

- ◆ The FY 2009 Human Resources budget includes a the reclassification of a 1.0 FTE “Administrative Staff Assistant” position to two positions: a 0.5 FTE “Office Assistant, ” and a 0.6 FTE “Human Resource Generalist.”

### **FY 2008 Accomplishments:**

- ◆ Successful recruitment of 28 excellent staff
- ◆ Initiated informal meetings with City’s union labor groups to foster stronger relations
- ◆ Employee recognition – safety picnic, retiree celebration, holiday breakfast
- ◆ Oversight of early attrition program and revised early return to work policy
- ◆ Provided telephone training for key staff
- ◆ 100 percent employee participation in Anti-Harassment training

### **FY 2009 Goals & Objectives:**

- ◆ Successful implementation of HR software
- ◆ Provide employee recognition opportunities:
- ◆ Identify and provide training opportunities for employees
- ◆ Provide and implement measures to ensure a safe work environment for all employees
- ◆ Reinstitute safety walk-through program;
- ◆ Identify and address ergonomic issues
- ◆ Work collaboratively with the Benefits Review committee and benefit’s insurance broker to evaluate and and determine best value.
- ◆ Develop an organizational succession plan

# Finance

Finance	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	501,802	438,056	543,006	487,800	526,300
Materials & Services	298,318	389,460	332,800	436,800	275,600
Reimbursement Charges	1,203	-	-	-	-
<b>Total Requirements</b>	<b>800,120</b>	<b>827,516</b>	<b>875,806</b>	<b>924,600</b>	<b>801,900</b>

### **Finance Budget Notes:**

- ◆ The FY 2009 Finance budget allocates insurance and finance charge costs back to the individual departments responsible for the cost.
- ◆ The “Business/Finance Analyst” position is reduced to 0.5 FTE.
- ◆ Funding is included for one audit in FY 2009.

### **Finance:**

The Finance Department provides professional financial services to City departments and the citizens of West Linn by efficiently operating the financial information systems to provide timely, useful and accurate financial information. The objective of the Finance Department is to promote fiscal stability and integrity. In addition to providing traditional financial and accounting services, Finance also provides strategic advice and counsel for the preparation of the annual budget document, five-year financial forecasts, and capital improvement plans.

### **FY 2008 Accomplishments:**

- ◆ Prepared GFOA award winning budget
- ◆ Prepared 2006 and 2007 audit reports
- ◆ Provided oversight and review to the preparation of five-year financial forecasts
- ◆ Selected and in process of implementing entity wide financial systems
- ◆ Recruited an accounts receivable lead
- ◆ Implemented changes to accounting processes throughout the department to increase efficiency, accuracy and timeliness

### **FY 2009 Goals & Objectives:**

- ◆ Prepare and complete fiscal year 2008 financial report by October 31, 2008
- ◆ Prepare monthly financial summary report by 10th business day of following month; prepare quarterly financial reports by 15th day of following month
- ◆ Assist departments with development and implementation of key performance measures
- ◆ Complete implementation of new software and best business practices
- ◆ Submit 2008 financial report for consideration for CAFR award
- ◆ Secure new Comcast franchise agreement
- ◆ Complete audit by December 31, 2008

# Municipal Court

Municipal Court	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	183,596	191,217	200,079	189,100	189,200
Materials & Services	57,336	66,494	33,800	32,100	38,000
<b>Total Requirements</b>	<b>240,932</b>	<b>257,711</b>	<b>233,879</b>	<b>221,200</b>	<b>227,200</b>

### ***Municipal Court:***

The Municipal Court adjudicates violations of the West Linn Municipal Code, the Oregon Motor Vehicle Code, and all misdemeanor charges, both traffic and non-traffic, including driving under the influence of intoxicants (DUII's) and domestic violence cases. Responsibilities of the Municipal Court include filing all cases referred to the court, maintaining court dockets, conducting court appearances, collecting and reporting fines and assessments, monitoring payment agreements, bench probations and diversions, impaneling juries, and conducting court and jury trials.

### ***Municipal Court Budget Notes:***

- ◆ As in FY 2008, the FY 2009 budget transfers \$200,000 of revenue generated by the Municipal Court to the Police Fund.

### ***FY 2008 Accomplishments:***

- ◆ Initiated process to become a recognized court of record
- ◆ Ability to adjudicate DUII and domestic violence cases
- ◆ Reduced court office hours
- ◆ Implemented standard bail schedule

### ***FY 2009 Goals & Objectives:***

- ◆ Implement full court of record services
- ◆ Maintain or improve resolution time requirement for all cases
- ◆ Continue to address succession planning
- ◆ Training and cross training of all staff
- ◆ Increase work outputs and hold the line on administrative cost totals

# Information Services

Information Services	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	92,496	183,554	286,567	285,000	312,000
Materials & Services	93,850	175,821	393,275	388,000	430,000
Capital Outlay	-	10,890	306,000	169,500	112,500
<b>Total Requirements</b>	<b>186,346</b>	<b>370,265</b>	<b>985,842</b>	<b>842,500</b>	<b>854,500</b>

### ***FY 2008 Accomplishments:***

- ◆ Selected and implemented new ERP Financial System software.
- ◆ Upgraded all City PCs.
- ◆ Upgraded the projection system in the Council Chamber at City Hall.
- ◆ Replaced all thin-client machines used in the computer labs at the Library with PCs.
- ◆ Assisted the Library and County with the roll-out of new software to manage PC reservations and printing.

### ***FY 2009 Goals & Objectives:***

- ◆ Finish the implementation of the City's new ERP system.
- ◆ Assist the Library and County with rollout of new software for online cataloging.
- ◆ Continue to ensure that the City's future technology needs and Information Services are planned, strategically aligned, and prioritized according to city needs and objectives.
- ◆ Continue to provide services that are customer focused, adds value to the organization, and maintains a competitive advantage with private sector solutions.

### ***Information Systems:***

The Information Services department manages and maintains the city's computer and telecommunication systems, including the purchase and installation of desktop, server, network, and telephone hardware and software; administrating network application and services, and providing timely response to user problems. Department objectives are to forecast, plan and implement actions required to ensure uninterrupted network capability and capacity to maintain staff productivity, accomplish city goals and missions, and provide excellent customer service.

### ***Information Systems Budget Notes:***

- ◆ The FY 2009 Information Systems budget includes anticipated capital expenses for the completion of the implementation of the new software system.

# Facility Services

Facility Services	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	68,860	77,324	78,489	79,300	83,300
Materials & Services	195,708	254,366	465,600	411,800	407,000
Capital Outlay	-	15,896	-	-	90,000
Reimbursement Charges	2,100	1,553	2,600	2,600	-
<b>Total Requirements</b>	<b>266,668</b>	<b>349,139</b>	<b>546,689</b>	<b>493,700</b>	<b>580,300</b>

***Facility Services:***

The Facility Services staff provides general facility services, including planning and performing maintenance to City Hall, the Public Works Facility, Library, Adult Community Center, Sunset Fire Hall community space, McLean House, Cedar oak station and Police Department. Additionally, utilities, janitorial and other contracted maintenance services e.g. HVAC systems, elevators etc. are managed through this program.

***Facility Services:***

- ◆ The FY 2009 budget includes a \$75,000 capital expense for a generator for the West Linn Public Library. The generator would adhere to the Unified Building Code, which requires a system to provide safe emergency exit lighting and the ability for staff to continue working or for adequate resource protection to take place in the event of a power failure. This generator is sized in a fashion to provide both of the above. The current system is not functional at this time.
- ◆ Funding for this much-needed capital improvement would be considered an advance that would be paid back over time from the Library fund.

***FY 2008 Accomplishments:***

- ◆ Facilitated various office space changes in City to meet changing staff needs.
- ◆ Oversaw remodel projects at City Hall

***FY 2009 Goals & Objectives:***

- ◆ Provide attractive, clean, safe, and well maintained facilities for the public and city staff
- ◆ Manage the program so the use of these facilities is uninterrupted.
- ◆ Manage the janitorial services, window cleaning and other building maintenance services contracts for value and excellent service.
- ◆ Meeting setups and teardowns for Council meetings, municipal court, and public events
- ◆ Provide a safe facility environment for the public and staff within OSHA and other standards
- ◆ Maintain contacts with staff and managers to resolve building maintenance issues.
- ◆ Facilitate location changes or planned improvements within City buildings
- ◆ Facilitate the back up generator installation for the Library building.



# Issues & Options

## Purchasing Clean Wind Power

General Services

FY 2009 Budget

### **Issue:**

Portland General Electric offers a program for both residential and commercial/industrial customers to purchase clean wind power rather power developed through conventional means, such as utilizing fossil fuels. According to PGE, “buying cleaner, renewable energy is one of the most important steps you can take” in building a sustainable energy future in Oregon. In total, the City of West Linn currently uses almost 3.7 million Kilowatt hours annually from PGE at a cost of more than \$460,000. The City has an opportunity to utilize clean wind power at some of our facilities accounting for about half of the total amount of energy the city purchases. The facilities (schedule 83 accounts, according to PGE’s billing methodology) include the Library, City Hall, Adult Community Center, Public Works and many water pump stations and reservoirs. The additional cost of using clean wind power is approximately 12 percent.

### **Option #1:**

#### **Use Wind Power at Some Facilities**

Agree using clean wind power at some of the City’s major facilities, specifically City Hall, Library, Adult Community Center and Public Works. The additional cost for clean wind power for these facilities would be approximately \$7,300 annually for 750,000 kilowatt hours, and would be spread between those four accounts. The City should be listed as a “Silver” award winner in PGE promotional materials.

### **Option #2:**

#### **Use Wind Power at All Facilities**

Agree to use clean wind power at all schedule 83 facilities. The additional cost is estimated at approximately \$22,200 annually for two million kilowatt hours, and would be spread across many accounts. PGE would recognize the City of West Linn by providing us with its “Gold” award level and we would be included in PGE’s clean wind power promotional materials.

### **Option #3:**

#### **Do Not Purchase Any Clean Wind Power**

This option assumes the status quo power purchasing arrangement will continue in FY 2009.



City Manager’s Recommendation:  
*Included in Proposed Budget*



# Public Works Operations - Administration

Public Works Operations	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	588,553	523,871	688,393	677,900	1,191,500
Materials & Services	88,109	118,251	79,285	57,900	70,000
Capital Outlay	35,178	29,825	25,000	25,400	-
Reimbursement Charges	251,546	139,000	298,301	298,400	-
<b>Total Requirements</b>	<b>963,386</b>	<b>810,947</b>	<b>1,090,979</b>	<b>1,059,600</b>	<b>1,261,500</b>

## **Public Works Operations - Fund Change:**

- ◆ Beginning in FY 2009, Public Works Operations are accounted for in the General Fund.
- ◆ There are three distinct components of “Public Works Operations” including Public Works Administration, Engineering, and GIS.
- ◆ Previously, services were accounted for in another fund, “Public Works Support Services.”
- ◆ This change was made because all services provided by Public Works Operations are funded through reimbursement charges, similar to other General Fund services.
- ◆ The full cost of salaries for Administration, Engineering, and GIS is included in this department, and then billed to the utilities for which service is provided.

## **Public Works Operations Budget Notes:**

- ◆ The FY 2009 budget includes \$10,000 to facilitate updated signage and gateways throughout West Linn.
- ◆ In prior years, some salary costs for Public Works departments were blended with Water, Environmental Services, and Streets personal services costs. In FY 2009, all salary costs are fully accounted for in these departments, and then billed to the utilities for which service is provided.

## **Public Works Administration:**

The Public Works Administration provides administrative support to city utilities. Administrative assistance is also provided to other city departments. The division is funded by the supported utilities. The division facilitates the distinct external and internal revenue sources for the public improvement and GIS programs.

## **Fiscal Year 2008 Accomplishments:**

- ◆ Updated the Public Works Design and Construction Standards
- ◆ Collected and managed developer deposits for Public Works services
- ◆ Provided procurement and budget support to Public Works
- ◆ Managed responses to customer inquiries and complaints
- ◆ Completed organization/filing of Engineering maps and drawings archive

## **Fiscal Year 2009 Goals & Objectives:**

- ◆ Organize file room
- ◆ Work with Finance to bring deposit/refunds current and learn new software system

# Public Works Operations - Engineering & GIS

## ***Engineering:***

The Engineering division provides engineering and engineering management services for West Linn utilities. The division provides project design, management and inspection, construction inspection, and development review services in support of city utilities. Technical assistance is provided to other city departments for infrastructure planning, operation, and maintenance. The division is funded by the supported utilities, and the division facilitates the distinct external and internal revenue sources for the public improvement program.

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Worked closely with Finance, City Council, and citizen committees in presenting options for street maintenance funding
- ◆ Updated Stormwater SDC
- ◆ Contracted for design of replacement for deficient sanitary sewer line along Willamette Falls Drive
- ◆ Collaborated with Planning for orderly development conforming to City standards
- ◆ Managed Water Master Plan
- ◆ Managed Transportation Master Plan
- ◆ Hired Public Improvements/Development Engineer

## ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Complete Water Master Plan and update Water SDC
- ◆ Complete Transportation System Plan and update Street SDC
- ◆ Implement adopted 2009 Capital Improvement Project list

## ***GIS:***

The GIS division provides GIS application and project support to Public Works, Planning, Parks, Police, Finance, and Administration departments and provides GIS maps to the public on the City's GIS web page.

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Produced new City Atlases. Additionally, new road map and West Linn's first GIS bike map were produced.
- ◆ Updated GIS utility systems in several large subdivisions and other areas of the city. Scanned over 200 as-built maps, over 11,000 scanned images are available for staff to reference on the City's computer network.
- ◆ Completed over 120 special GIS project requests from staff.
- ◆ Assisted with Council focus projects by producing maps for Stafford Basin, Neighborhood Planning, and Goal 5. Provided GIS data and maps to consultants working on Council focus projects including master plans.

## ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Continue support, update, automate, and enhance in-house GIS applications: SnapMap, mobile-SnapMap, SnapNotify (for public notification), GoMap and public access to GIS: Map-It web based application, Construction Activity/Land Use Applications, and updates to published/printable maps on the City's website.
- ◆ Continue to fill ad-hoc GIS requests from city departments to support departmental project needs and Council goals.

# Vehicle Maintenance

Vehicle Maintenance	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	203,428	160,859	188,390	186,200	196,800
Materials & Services	201,509	172,804	161,350	174,700	165,000
Capital Outlay	-	7,467	-	-	-
Reimbursement Charges	61,445	80,000	106,700	106,700	-
<b>Total Requirements</b>	<b>466,382</b>	<b>421,130</b>	<b>456,440</b>	<b>467,600</b>	<b>361,800</b>

### ***Vehicle Maintenance - Fund Change:***

- ◆ Beginning in FY 2009, Vehicle Maintenance operations are accounted for in the General Fund.
- ◆ Previously, these services were accounted for in a separate fund, "Vehicle Maintenance."
- ◆ This change was made because all services provided by Vehicle Maintenance are funded through reimbursement charges, similar to other General Fund services.

### ***Vehicle Maintenance:***

The Vehicle Maintenance department supports the City's fleet of vehicles. This fund monitors vehicle usage and other vehicle indicators, and accomplishes all vehicle preventative maintenance and repairs. When needed, the fund provides for major vehicle repair and replacement. Responsibilities include ensuring that Oregon Department of Environmental Quality (DEQ) certification is up-to-date and provide for after-hours emergency response and service. The City's inventory currently consists of 340 pieces of "equipment and rolling stock" ranging in size from leaf blowers to the 80,000 pound Vactor truck used by Environmental Services Operations.

### ***Fiscal Year 2008 Accomplishments:***

- ◆ Completed setups on four patrol cars and three unmarked cars for Police
- ◆ Completed 28 DEQ certifications
- ◆ Replaced hydraulic press and hydraulic hose press with updated one
- ◆ Updated CFA (Computerized Fleet Analysis) with new software and training
- ◆ Staff completed all ASE certifications for cars and light trucks
- ◆ Received training on hybrid vehicles
- ◆ Purchase truck scanner

### ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Setup four patrol cars
- ◆ Investigate cost and feasibility of a bar code system
- ◆ Replace diagnostic software
- ◆ Continue seeking best vendor and parts pricing while maintaining quality

# Non-Departmental

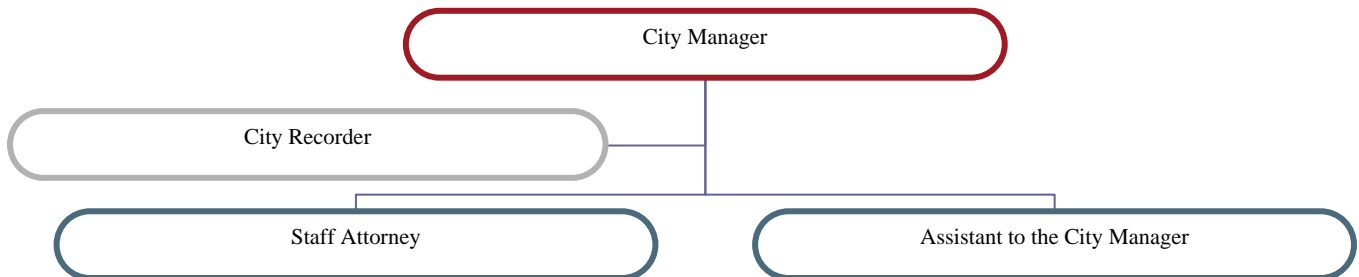
Non-Departmental	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Requirements</b>					
Personal Services	-	6,510			
Materials & Services	494,833	20,009	71,800	71,400	51,500
Debt Service	343,435	341,000	343,200	343,200	339,838
Interfund Charges	260,598	300,000	400,000	400,000	350,000
<b>Total Requirements</b>	<b>1,098,866</b>	<b>661,009</b>	<b>815,000</b>	<b>814,600</b>	<b>741,338</b>

***Non-Departmental Budget Notes:***

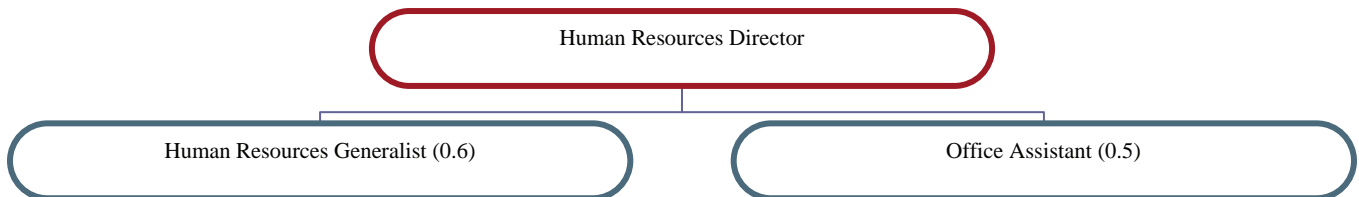
- ◆ Beginning in FY 2009, the \$1,500 Neighborhood Association grants are accounted for in the Non-Departmental budget; total funding is \$16,500.
  
- ◆ Also included in this budget is a total of \$25,000 for Community Grants, to be allocated by a sub-committee of the West Linn Budget Committee.
  
- ◆ Debt service for the 2000 Full Faith and Credit Obligation for the City Hall building is also included in this budget; this cost is reimbursed via reimbursement charges to all other departments housed in City Hall.
  
- ◆ Transfers to other funds include:
  - \* \$200,000 to the Police Fund
  - \* \$150,000 to the Planning Fund

# Organization Charts

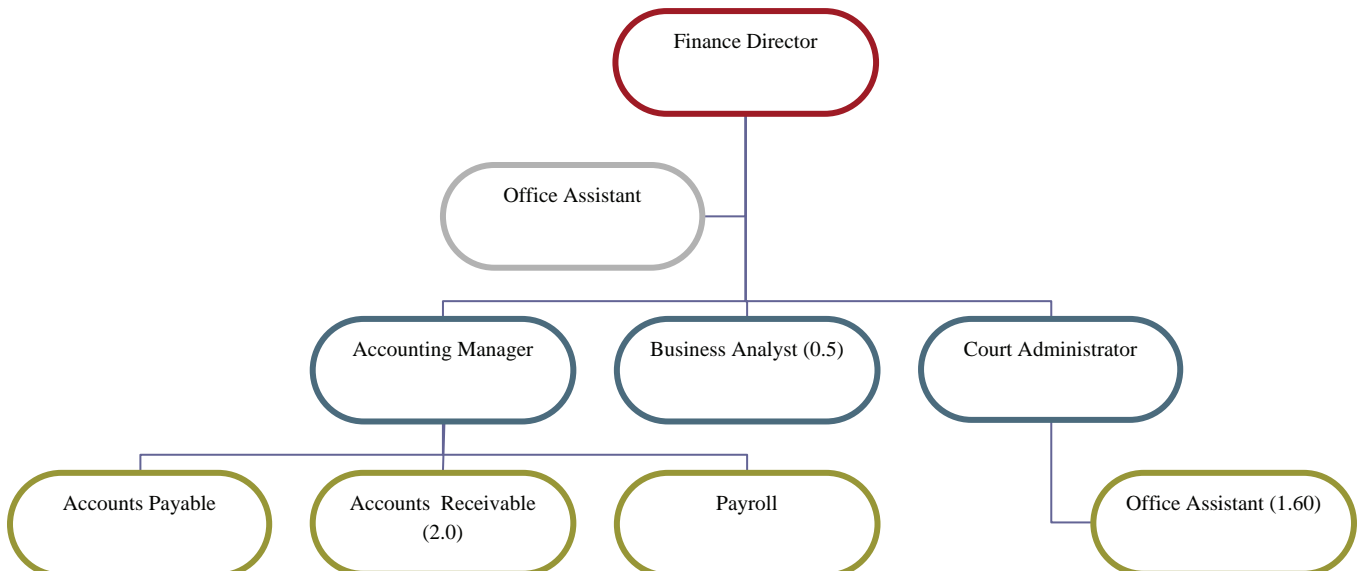
## City Manager's Office



## Human Resources

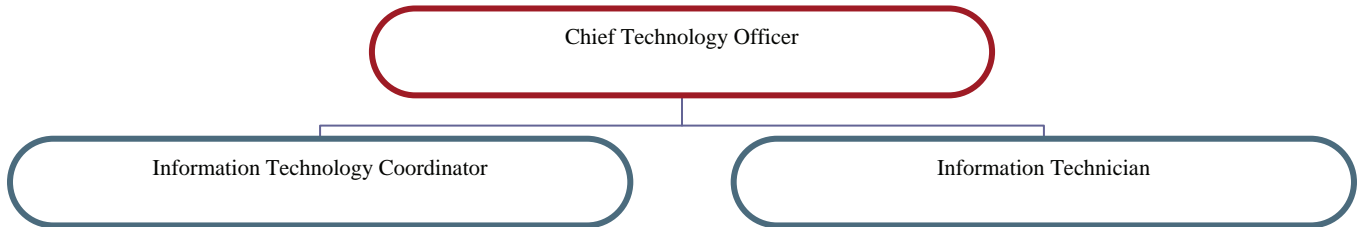


## Finance

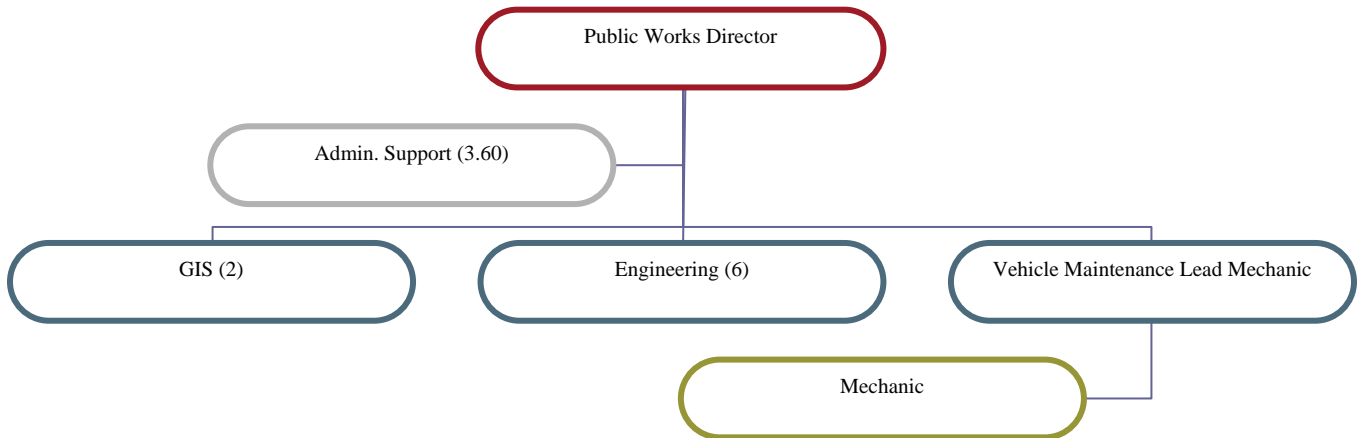


# Organization Charts

## *Information Systems*



## *Public Works & Vehicle Maintenance*



# Performance Measures

	Actual FY 2005	Actual FY 2006	Actual FY 2007	Estimate FY 2008	Budget FY 2009
<b>Human Resources Department</b>					
Number of internal/external job postings	22	20	23	20	35
Number of job applications received and processed	n/a	276	593	450	600
Number of candidates hired	n/a	n/a	28	24	30
Number of candidates interviewed	n/a	n/a	102	75	120
Met worker comp 48 hour notice requirement for reporting claims	n/a	61%	46%	60%	75%
Number of FMLA claims processed	11	16	19	15	15
Percent of positions filled within 90 days of department request	n/a	n/a	64%	75%	85%
External/Internal "customer service calls"	n/a	n/a	750	900	1,200
<b>Finance Department</b>					
Receive CAFR award from the Government Finance Officers' Association	No	No	No	No	Yes
Receive Distinguished Budget Award from the Government Finance Officers' Association	No	No	No	Yes	Yes
Receive an Award for Excellence in Government Finance from the Government Finance Officers' Association	No	No	No	No	Yes
Percentage of payroll checks processed without error	100%	100%	100%	100%	100%
Percentage of employees using direct deposit for payroll	57%	73%	74%	85%	99%
Percentage of customers using ACH	n/a	n/a	n/a	n/a	20%
Percentage of vendors using direct deposit	n/a	n/a	n/a	n/a	15%
Percentage of accounts receivable billed timely and accurately	n/a	n/a	n/a	n/a	100%
Utility bill collection rate	n/a	n/a	n/a	99%	99.5%
<b>Information Services</b>					
Percent of calls for service responded to within two hour window	n/a	n/a	n/a	95%	98%
Percent of calls completed within a two hour window	n/a	n/a	n/a	90%	95%
Percent of calls completed within a 24 hour window	n/a	n/a	n/a	98%	100%
Percentage of calls completed during first response	n/a	n/a	n/a	90%	95%

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CITY OF  
West  
Linn



# Planning

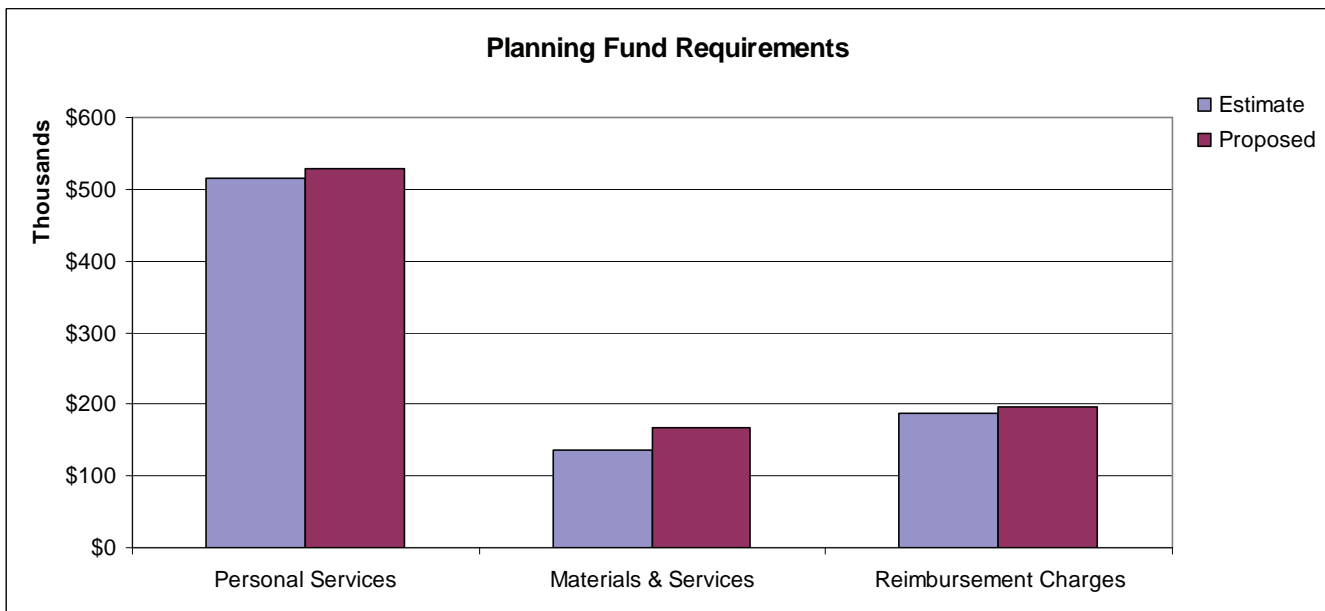
## **Planning:**

The Planning Fund is a special revenue fund. It is used to account for West Linn's planning related activities.

Principal sources of revenue for the Planning Fund include intergovernmental funds; state shared revenue; a portion of telephone franchise fees; charges for services to developers and builders; transfers from other funds for planning and administration services for infrastructure systems; transfers from other funds for the building inspection program; transfers from other funds for planning related services for infrastructure systems; and a transfer from the General Fund.

## **Planning Budget Notes:**

- ◆ The Planning Fund receives interfund transfers from other funds, and these amounts are expected to continue on a decreasing basis until the Planning Fund is self-sufficient.
- ◆ In FY 2008, the Planning Department implemented hours tracking for all projects to ensure that charges to developers and builders are effectively tracked; and that time spent on non-revenue generating (legislative) projects is also monitored. Hours tracking is expected to continue on an enhanced basis in future years.



<b>Planning</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,750</b>	<b>\$23,778</b>	<b>\$56,678</b>
<b>Current Year Resources</b>					
Intergovernmental	-	153,025	170,300	215,000	216,000
Franchise Fees	-	129,510	130,000	114,000	119,000
Fees & Charges	-	101,420	248,400	183,400	244,000
Interest	-	-	-	1,000	3,000
Miscellaneous	-	1,939	34,600	7,000	15,000
Reimbursement Charges	-	-	150,000	150,000	186,500
Transfers from Other Funds	-	413,600	200,000	200,000	150,000
<b>Total Current Year Resources</b>	<b>-</b>	<b>799,494</b>	<b>933,300</b>	<b>870,400</b>	<b>933,500</b>
<b>Total Resources</b>	<b>-</b>	<b>799,494</b>	<b>1,004,050</b>	<b>894,178</b>	<b>990,178</b>
<b>Requirements</b>					
Personal Services	-	484,533	539,077	515,000	527,600
Materials & Services	-	98,183	172,700	135,300	167,000
Reimbursement Charges	-	193,000	187,200	187,200	197,000
Reserves	-	-	105,073	-	98,578
<b>Total Requirements</b>	<b>-</b>	<b>775,716</b>	<b>1,004,050</b>	<b>837,500</b>	<b>990,178</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$23,778</b>	<b>\$0</b>	<b>\$56,678</b>	<b>\$0</b>

*Note: Planning Fund opened in FY 2007.*

# Planning

## ***Planning:***

The major functional program areas within the Planning Division are long-range planning, current planning/development review, and code enforcement. These responsibilities are shared among all staff and managed from a single cost center budget fund. The Planning Division works with the West Linn community to identify its long-range vision and goals for the community's future. The division is responsible for the preparation and implementation of the City's land use policies and regulations, including the Comprehensive Plan, the Community Development Code, and other implementing land use related plans, regulations, and program documents. In addition, the Planning Division assures conformance with State and regional land use planning system requirements, and manages code enforcement matters related to the community development code.

Planning Division staff facilitates public participation in the preparation of community plans, and in the development review process. Through its application review and permitting processes, the division ensures that development is consistent with adopted City policies and land use regulations in order to achieve the community's long-range goals. The staff works with applicants, other city staff, and citizens to interpret the City's complex land use codes and to facilitate understanding and compliance with the permitting process. This work includes responding to requests for information, coordinating pre-application conferences, review of applications for completeness, preparation of findings for review, final decision notices, resolutions, legislative plan and code amendment ordinances.

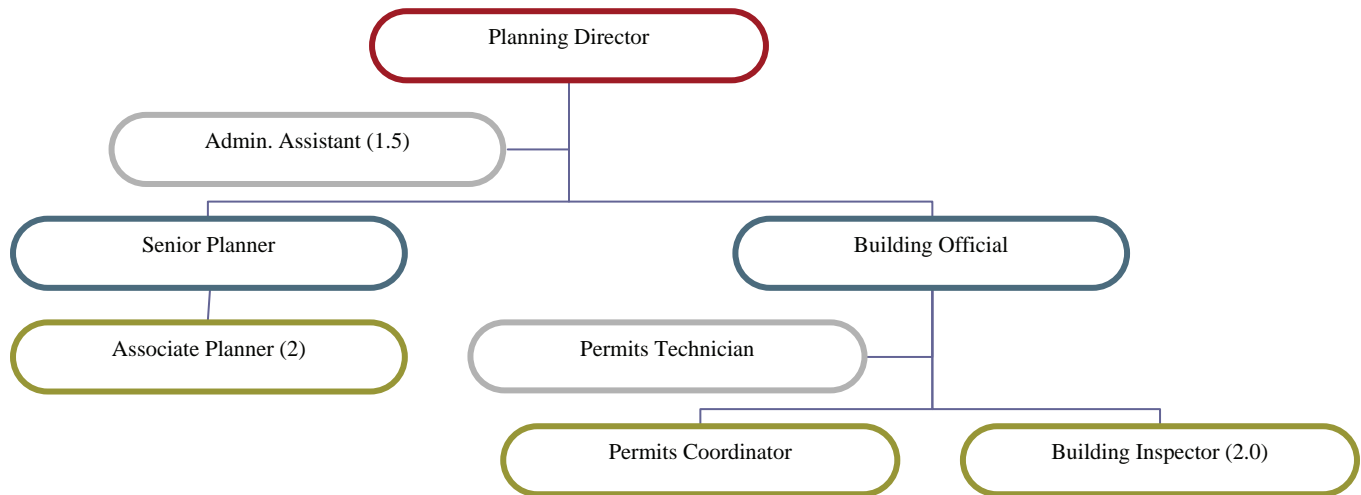
## ***Fiscal Year 2008 Accomplishments:***

- ◆ Adopted four neighborhood plans
- ◆ Administered a CLG grant for FY08 for Historic Resource Inventory & nomination application for the Willamette National Register Historic District
- ◆ Secured a CLG grant for FY09
- ◆ Approved a CDC regulatory code package
- ◆ Adopted Goal 5 Water Resource Protection CDC Amendment and Open Space Inventory
- ◆ Adopted Chapter 99 (Quasi-judicial Procedures) CDC Amendments
- ◆ Adopted new FEMA's digital floodplain maps and ordinance revisions
- ◆ Adopted the Hwy. 43 Conceptual Design Plan as part of the TSP
- ◆ Adopted the West Linn Natural Hazards Mitigation Plan Addendum
- ◆ Secured consultant and began coordination of Sunset Neighborhood planning process
- ◆ Updated the Imagine West Linn Document
- ◆ Participated in submitting local street projects in Metro RTP process

## ***Fiscal Year 2009 Goals & Objective:***

- ◆ Further community visioning, needed plan development, and economic opportunities
- ◆ Improve the land use review process, recovery of planning costs to review applications, and measures that guide development, protect residential neighborhoods and natural resources
- ◆ Improve internal operations and promote open communication and information exchange with citizens.

# Performance Measures & Organization Chart



Planning Department	Actual FY 2005	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Budget FY 2009
Total number of land use applications	125	134	174	102	84
Types of applications:					
<i>Tier One (High Review Time/Level of Difficulty)</i>					
Appeal	3	5	15	5	4
Annexation	8	2	0	6	6
Community Development Code	11	6	5	6	6
Conditional Use Permit	1	2	4	3	2
Design Review	16	14	19	6	6
Comprehensive Plan	2	3	5	8	3
Planned Unit Development	3	1	3	1	3
Subdivision	4	8	10	4	3
Zone Change	4	9	7	1	1
<i>Tier Two (Moderate Review Time/Level of Difficulty)</i>					
Flood Management/Wetlands	4	5	4	1	1
Minor Partition	8	2	12	6	6
Miscellaneous	11	15	18	10	8
Natural Drainageway Permit	13	11	7	8	6
Variance	9	8	13	5	4
Willamette River Greenway	5	7	2	2	1
<i>Tier Three (Low Review Time/Level of Difficulty)</i>					
Lot Line Adjustments	6	9	4	5	5
Sign	17	27	46	25	19
Pre-application conferences	51	70	50	42	32
Home occupation reviews	95	99	107	70	80
Temporary Signs				25	25
Total number of planners	2	2	2.5	3	3
Average review time for administrative file decisions	60 days	33 days	29 days	29 days	29 days
# of administrative file decisions reviewed in excess of 60 days	1	1	1	1	0
Average number of land use applications reviewed per planner	63	67	58	48	28

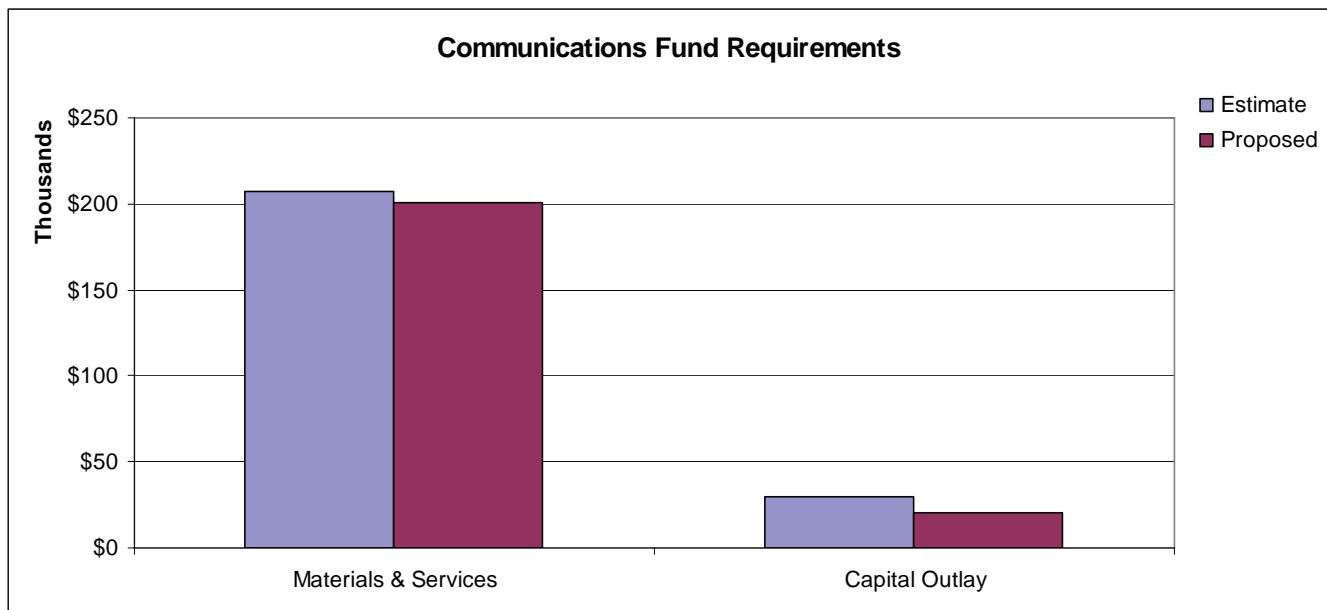
# Communications

## **Communications:**

The Communications Fund is a special revenue fund used to account for the city's external communications, including print, web, and government access cable television channels on which council and city committee meetings and events are televised. The primary source of revenue include a portion of the city's cable television franchise fee, which is directly passed through to the Willamette Falls Television Studio.

## **Communications Budget Notes:**

- ◆ Beginning in FY 2009, the Communications Fund includes expenses for print and web-based communications.
- ◆ Anticipated expenses from this fund include \$100,000 in pass-through franchise fees to the Willamette Falls Television Studio.
- ◆ In addition, a \$20,000 capital funds grant is included to the studio for capital purchases.



<b>Communications</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>(\$10,517)</b>	<b>\$317,384</b>	<b>\$435,740</b>	<b>\$418,100</b>	<b>\$292,000</b>
<b>Current Year Resources</b>					
Franchise Fees	98,818	231,674	95,000	97,200	101,000
Interest	303	7,369	10,000	13,500	13,500
Reimbursement Charges	310,046	-	-	-	-
<b>Total Current Year Resources</b>	<b>409,167</b>	<b>239,043</b>	<b>105,000</b>	<b>110,700</b>	<b>114,500</b>
<b>Total Resources</b>	<b>398,650</b>	<b>556,427</b>	<b>540,740</b>	<b>528,800</b>	<b>406,500</b>
<b>Requirements</b>					
Materials & Services	78,437	107,648	201,400	206,800	201,000
Capital Outlay	-	27,679	23,000	30,000	20,000
Reimbursement Charges	2,829	3,000	61,500	-	-
Reserves	-	-	254,840	-	185,500
<b>Total Requirements</b>	<b>81,266</b>	<b>138,327</b>	<b>540,740</b>	<b>236,800</b>	<b>406,500</b>
<b>Ending Fund Balance</b>	<b>\$317,384</b>	<b>\$418,100</b>	<b>\$0</b>	<b>\$292,000</b>	<b>\$0</b>

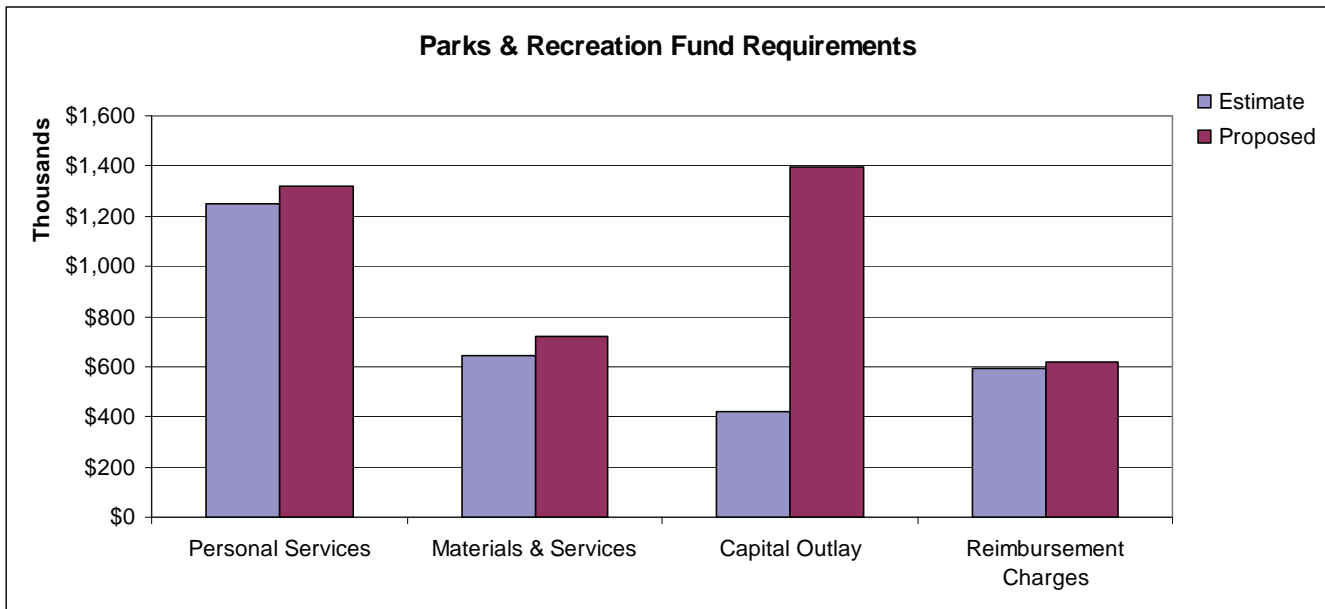
# Parks & Recreation

**Parks & Recreation:**

The Parks and Recreation Fund is a special revenue fund used to account for the maintenance and operation of the city’s parks and open space, and recreation activities. Principal sources of revenue include an allocation of the city’s permanent property tax rate, a monthly maintenance fee charged to all residents, and program fees. In FY 2009, it is proposed that debt be issued to pay for two parks projects.

**Parks & Recreation Budget Notes:**

- ◆ Beginning in FY 2009, the Parks & Recreation department takes responsibility for the Old Time Fair.
- ◆ The proposed budget includes \$500,000 in debt issued to pay for the remodel of wading pools and bathrooms at Hammerle and Willamette parks. Grant funds would be obtained for the remaining \$200,000 in anticipated costs. In addition, \$10,000 is included to pay for debt issuance costs.
- ◆ A five percent increase in the monthly residential park maintenance fee effective July 1, 2009 is assumed in the proposed revenue projection.
- ◆ The Parks & Recreation fund budget also includes \$20,000 for Willamette Centennial activities, and \$15,000 for other special community events in FY 2009.



<b>Parks &amp; Recreation</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,655</b>	<b>\$273,823</b>	<b>\$104,723</b>
<b>Current Year Resources</b>					
Property Taxes	-	2,130,000	1,272,000	1,276,000	1,325,000
Intergovernmental	-	40,000	1,044,000	334,000	897,000
Fees & Charges	-	394,945	1,330,000	1,117,500	1,427,000
Interest	-	16,636	10,000	11,000	10,000
Miscellaneous	-	2,450	-	1,000	25,000
Debt Proceeds	-	-	-	-	500,000
<b>Total Current Year Resources</b>	<b>-</b>	<b>2,584,031</b>	<b>3,656,000</b>	<b>2,739,500</b>	<b>4,184,000</b>
<b>Total Resources</b>	<b>-</b>	<b>2,584,031</b>	<b>3,895,655</b>	<b>3,013,323</b>	<b>4,288,723</b>
<b>Requirements</b>					
Personal Services	-	1,128,023	1,310,859	1,249,300	1,320,900
Materials & Services	-	607,664	649,500	643,800	722,000
Capital Outlay	-	118,621	1,122,000	422,900	1,397,000
Reimbursement Charges	-	455,900	592,600	592,600	617,000
Debt Service	-	-	-	-	-
Reserves	-	-	220,696	-	231,823
<b>Total Requirements</b>	<b>-</b>	<b>2,310,208</b>	<b>3,895,655</b>	<b>2,908,600</b>	<b>4,288,723</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$273,823</b>	<b>\$0</b>	<b>\$104,723</b>	<b>\$0</b>



# Parks & Recreation

## ***Parks & Recreation:***

The Parks and Recreation Department provides safe, attractive, and well-maintained parks, facilities and open spaces, as well as creative and challenging programs and opportunities for the leisure-time enjoyment of West Linn citizens of all ages. The Parks and Recreation Department has three programs: park maintenance, planning and administration, and recreation. Functions and activities performed by the department include the maintenance and programming of all city-owned parks, buildings, trails, open spaces, and athletic fields. Most of the department's construction activities are funded through systems development charges.

Other important functions of the department are the administration of the City's tree ordinances, and maintenance to all other city buildings, and staff and program support to the West Linn Adult Community Center. The Parks and Recreation Department partners with the community to design, plan, coordinate, perform the acquisition, and construction of new facilities. The use of city-owned recreation facilities, as well as some of those owned by the West Linn/Wilsonville School District is coordinated and scheduled through the Parks and Recreation Department. The city also has a cooperative maintenance agreement with neighboring areas, and works closely with the Oregon State Parks Department for grant funding opportunities.

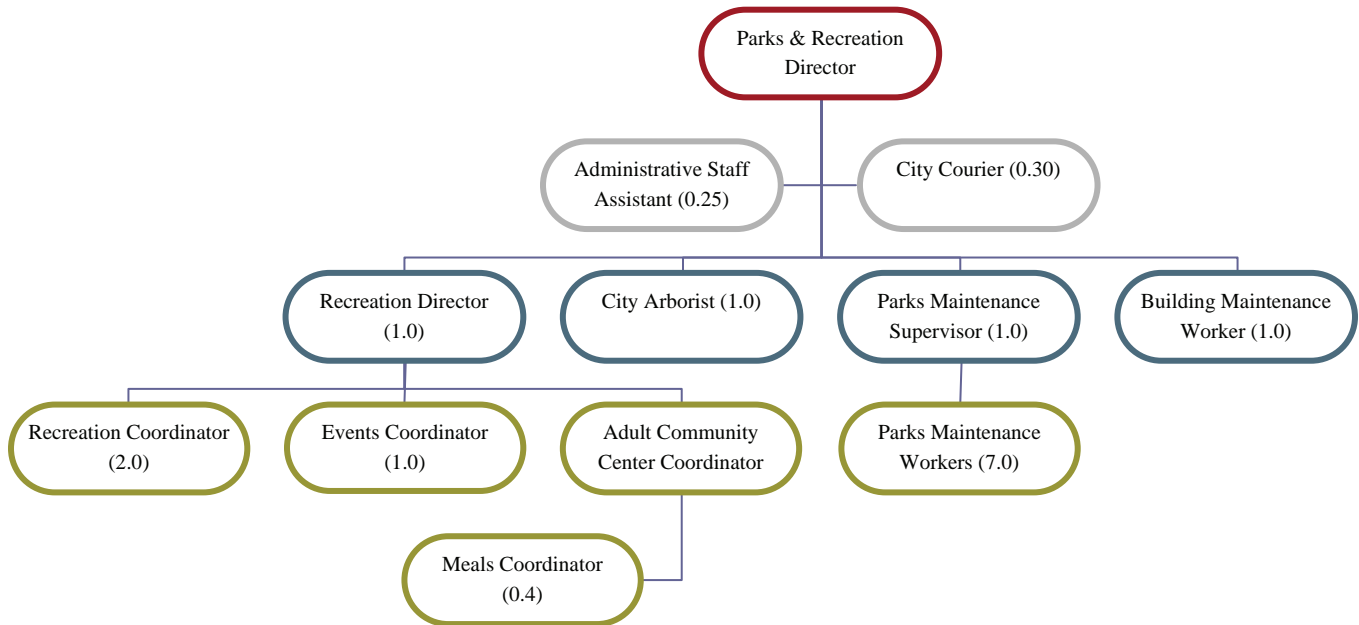
## ***Fiscal Year 2008 Accomplishments:***

- ◆ Completed construction of Midhill Park.
- ◆ Constructed the new restroom /concession stand at Mary S. Young Park.
- ◆ Worked with West Linn Youth Baseball to secure funding and permits and construct baseball dugouts at Fields Bridge Park.
- ◆ Worked volunteers to restore nearly two miles of trails and remove ivy from several acres in Mary S. Park

## ***Fiscal Year 2009 Goals & Objective:***

- ◆ Support and maintain parks, recreation land, and natural areas; and provide public facilities and programs to enhance the quality of life for residents.
- ◆ Support and look for opportunities to enhance community events.
- ◆ Complete construction of Fields Bridge Park, Robinwood Park and Marylhurst Park.
- ◆ Develop plan to renovate restrooms and wading pools at Hammerle and Willamette parks.
- ◆ Develop Douglas Park master plan. Work with neighbors of the park to establish design parameters and components.
- ◆ Develop comprehensive Trails and Pathways master plan. Work with City residents to establish locations; connections; design parameters and components etc. for the City-wide trails and pathway system.
- ◆ Develop West Bridge Park master plan. Work with neighbors of the park to establish design parameters and components.

# Performance Measures & Organization Chart



	Actual FY 2005	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Budget FY 2009
<b>Parks &amp; Recreation</b>					
Number of developed park acres	113.4	113.4	127.4	140.4	140
Number of turf acres requiring mowing	58	58	72	74	74
Number of park restrooms to clean daily	16	16	16	20	20
Number of yearly picnic reservations	190	200	215	215	225
Number of park maintenance workers	7	7	7	8	8
Number of recreation programs offered	555	629	721	858	900
Number of reservable park shelters/picnic areas	7	7	9	9	9
Number of recreation staff (administrative/office)	2	2	2	3	3
Average number of picnics per shelter/picnic area	27	28	23	24	25
Recreation programs offered per recreation department FTE	278	315	370	286	300
Average number of developed acres maintained per maintenance worker	16.2	16.2	18.2	17.6	17.5
Developed park acres per 1,000 in population	5	5	5	6	6
Turf acres per 1,000 in population	2	2	3	3	3



# Issues & Options

## Wading Pools & Restrooms

Culture

FY 2009 Budget

### ***Issue:***

State of Oregon Health Department rules for public pools have rendered the current West Linn wading pools at Hammerle, Willamette, and Sunset Parks obsolete. Public wading pools now are required to either have continuously running and draining water, or the water needs to be chlorinated, filtered, and re-circulated. If City of West Linn wading pools are not brought up to these standards, they must be closed until they meet the standards. Each wading pool location also has an associated restroom. Each restroom is approximately 75 years old, and each building does not meet ADA standards. Plumbing service beneath the restroom slabs are so costly to repair that it is far less expensive to let water leak than to fix the plumbing problems.



The Hammerle Park wading pool requires hourly draining and refilling.



The Hammerle Park restroom is 75 years old.



The Willamette Park wading pool is a cement slab that holds water for wading.



It is cheaper to let the Willamette Park bathrooms leak than to fix the plumbing.

**Option #1:**

**Issue \$500,000 in Debt and Fix Hammerle and Sunset Wading Pools & Restrooms**

Total revenues:	\$500,000 (debt)
	\$200,000 (grants)
Total expenses:	\$700,000

The City Manager's Proposed Budget proposes fixing the Hammerle and Sunset wading pools and restrooms, and waiting until more information is available about the Sunset Park property. The proposed budget includes debt financing for two projects that would retrofit the wading pools in a project coordinated with the bathrooms. The pools would be converted to a re-circulating spray pad with a pump and chlorination housed in the restroom building. Once completed, it is anticipated that maintenance costs will be less because daily efforts to drain, clean, and refill the pools will no longer take place, requiring less labor, water, and chemicals. This retrofit will also solve the problem of leaking water at the bathrooms. It is anticipated that yearly debt service can be paid with revenues from the park maintenance fee. Anticipated project completion would be in time to swim in Summer 2010. The Parks & Recreation department would manage this project.



**Option #2:**

**Put Estimated Wading Pool & Bathroom Costs on November 2008 Ballot**

Another option for Budget Committee consideration is to propose to voters on the November 2008 ballot General Obligation debt or a local option levy to pay for wading pool and bathroom upgrades. This option would ask for voter approval for these projects, and will increase the average property tax bill, either as a local option levy amount, or as an added GO debt obligation. If this option is sought, then the Budget Committee should direct staff on the AMOUNT of debt or tax to levy, and the NUMBER and TYPE of projects to pursue.

**Option #3:**

**Do Nothing; Leave Pools & Restrooms in Current Condition**

This option would remove the \$500,000 debt revenue and \$200,000 grant revenue, and the full cost (\$700,000) of this project from the approved revenues and expenditures for fiscal year 2009. The wading pools would not be retrofitted, and they would likely be closed by the Department of Health by 2010. The bathrooms could remain open, but would continue to leak and would remain in their current condition.

# Parks SDC

## ***Parks SDC:***

The Parks Systems Development Charges (SDC) Fund accounts for the city's collection and expenditure of park system development charges. A system development charge is a one-time fee imposed on new development and some types of redevelopment. The fee is intended to recover a fair share of the costs of existing and planned park infrastructure that provide capacity to serve new growth.

Park SDC	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>\$1,127,844</b>	<b>\$666,467</b>	<b>\$2,427</b>	<b>\$189,497</b>	<b>\$49,497</b>
<b>Current Year Resources</b>					
Interest	21,423	9,937	-	-	-
Systems Development Charges	561,685	435,614	525,000	450,000	144,000
<b>Total Current Year Resources</b>	<b>583,108</b>	<b>445,551</b>	<b>525,000</b>	<b>450,000</b>	<b>144,000</b>
<b>Total Resources</b>	<b>1,710,952</b>	<b>1,112,018</b>	<b>527,427</b>	<b>639,497</b>	<b>193,497</b>
<b>Requirements</b>					
Materials & Services	14,693	10,565	25,000	15,000	-
Capital Outlay	994,792	884,456	500,000	575,000	75,000
Reimbursement Charges	35,000	27,500	-	-	-
Reserves	-	-	2,427	-	118,497
<b>Total Requirements</b>	<b>1,044,485</b>	<b>922,521</b>	<b>527,427</b>	<b>590,000</b>	<b>193,497</b>
<b>Ending Fund Balance</b>	<b>\$666,467</b>	<b>\$189,497</b>	<b>\$0</b>	<b>\$49,497</b>	<b>\$0</b>

# Parks Bond

## ***Parks Bond:***

The Park Bond Fund accounts for voter approved general obligation bond funds for the acquisition of land and construction of park facilities. Park Bond funds will be used to acquire suitable property, and plan for construction that is consistent with the bond approval.

Park Bond	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
Beginning Fund Balance	\$935,404	\$955,327	\$1,018,708	\$976,797	\$971,797
<b>Current Year Resources</b>					
Interest	22,806	21,470	25,000	40,000	40,000
<b>Total Current Year Resources</b>	<b>22,806</b>	<b>21,470</b>	<b>25,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Total Resources</b>	<b>958,210</b>	<b>976,797</b>	<b>1,043,708</b>	<b>1,016,797</b>	<b>1,011,797</b>
<b>Requirements</b>					
Capital Outlay	2,883	-	1,043,708	45,000	1,011,797
<b>Total Requirements</b>	<b>2,883</b>	<b>-</b>	<b>1,043,708</b>	<b>45,000</b>	<b>1,011,797</b>
<b>Ending Fund Balance</b>	<b>\$955,327</b>	<b>\$976,797</b>	<b>\$0</b>	<b>\$971,797</b>	<b>\$0</b>

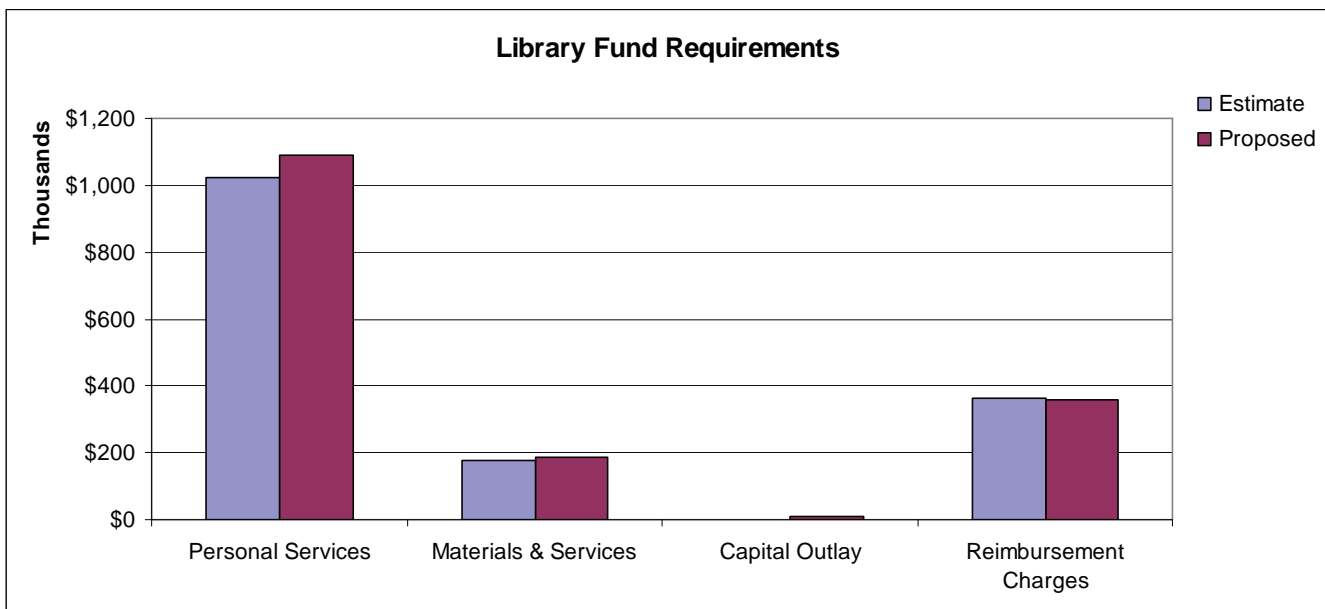
# Library

**Library:**

The Library Fund is a special revenue fund used to account for the operation of the West Linn Public Library and library activities. Principal sources of revenue include an allocation of the city’s permanent property tax rate, intergovernmental revenue consisting of funding from Clackamas County, and program fines. The Library Fund also earns interest income from a trust from which principal balance is reserved.

**Library Budget Notes:**

- ◆ The FY 2009 proposed budget includes a \$10,000 capital expense for an in-door book and DVD return box for patron use. The current drop box requires staff time to empty and sort; this new drop box will provide a secure drop location that will not required staff over-time on holidays.
- ◆ Funding from Clackamas County (shown as intergovernmental revenue) is anticipated to decrease from FY 2008 to FY 2009. Based on the outcome of the Library district vote in November 2008, intergovernmental revenue could increase to as much as \$1.2 million in FY 2010 if the district passes, or could decrease to \$0 by FY 2013 if the district fails.



<b>Library</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$220,685</b>	<b>\$309,505</b>	<b>\$299,695</b>	<b>\$268,695</b>
<b>Current Year Resources</b>					
Property Taxes	-	850,000	905,000	933,000	968,000
Intergovernmental	525,429	514,826	510,000	505,000	501,000
Fines & Forfeits	-	64,611	70,000	66,000	80,000
Interest	5,885	7,876	15,500	16,100	8,000
Miscellaneous	-	5,922	10,000	10,300	12,400
Reimbursement Charges	196,523	-	-	-	-
<b>Total Current Year Resources</b>	<b>727,837</b>	<b>1,443,235</b>	<b>1,510,500</b>	<b>1,530,400</b>	<b>1,569,400</b>
<b>Total Resources</b>	<b>727,837</b>	<b>1,663,920</b>	<b>1,820,005</b>	<b>1,830,095</b>	<b>1,838,095</b>
<b>Requirements</b>					
Personal Services	-	915,613	971,951	1,023,400	1,091,900
Materials & Services	-	206,512	174,800	174,700	188,000
Capital Outlay	-	-	-	-	10,000
Reimbursement Charges	507,152	242,100	363,300	363,300	359,000
Reserves	-	-	152,656	-	31,895
<b>Total Requirements</b>	<b>507,152</b>	<b>1,364,225</b>	<b>1,662,707</b>	<b>1,561,400</b>	<b>1,680,795</b>
<b>Reserve for Caufield Trust</b>	<b>-</b>	<b>154,000</b>	<b>157,298</b>	<b>157,298</b>	<b>157,300</b>
<b>Ending Fund Balance</b>	<b>\$220,685</b>	<b>\$145,695</b>	<b>\$0</b>	<b>\$111,397</b>	<b>\$0</b>

*Note: Ending fund balance excludes reserves; beginning fund balance includes reserves. In FY 2007, all library activity previously accounted for in the General Fund was consolidated into the Library Fund.*



# Library

## **Library:**

The West Linn Public Library is committed to the provision of free and open access to a wide variety of materials and programs to all people in the community. Emphasis is placed on meeting the informational, educational, recreational, and cultural needs of citizens through a balanced collection of print, visual and electronic resources as well as special events and programs. By providing a high level of service, a growing collection, and an inviting environment, the library will carry out its role as a vital community asset. The West Linn Public Library is a member of the Library Information Network of Clackamas County (LINCC), which is a network of eleven libraries that share materials through a shared computer catalog. LINCC is governed by Clackamas County's Board of Commissioners, who is in turn advised on public library service by the Library Network Intergovernmental Board (LNIB) and by the Public Library Council (PLC). LNIB is Comprised of the city managers (or designee) of all jurisdictions which operate public libraries; PLC is comprised of the directors of all member public libraries.

## **Fiscal Year 2008 Accomplishments:**

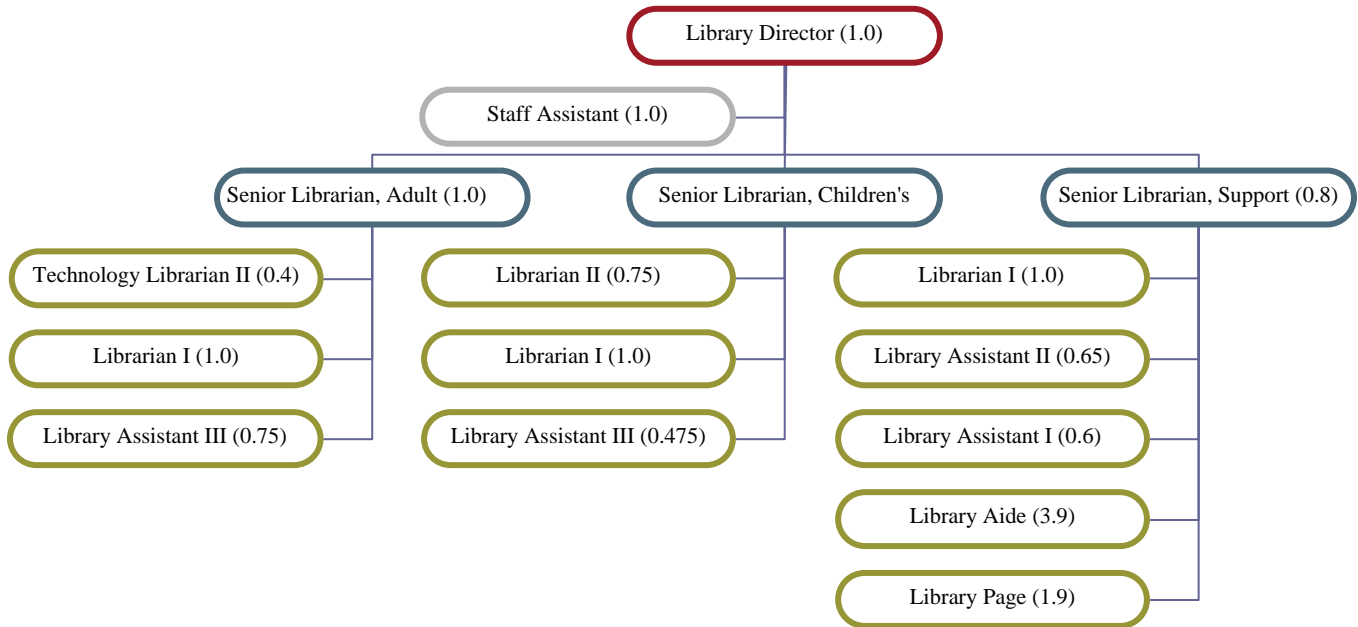
- ◆ Ranked fourth in Oregon libraries on the HAPLR Index
- ◆ Increased circulation of materials by 3.2% percent over fiscal year 2007
- ◆ Hired Library Director
- ◆ Doubled adult computer lab from six to twelve Internet accessible computers with full Microsoft Office product suite
- ◆ Created youth services computer lab with ten Internet accessible computers with full Microsoft Office product suite

- ◆ Installed Envisionware PC Management and PC Reservation software with print-vend management system realizing a 36 % increase in computer use and a 40% increase in library cards issued in February 2008 over February 2007
- ◆ Participated in Clackamas County "Big Read" initiative during the month of February
- ◆ Increased library circulation by 2.7% in February 2008 over February 2007 during the Big Read
- ◆ Increased visibility of Teen Advisory Board (TAB) including TAB members interviewed on WFTV
- ◆ Initiated successful volunteer partnership with Starbucks resulting in two "Parent's Morning Out" programs and establishing sponsorship for Big Read and other library programs
- ◆ Registered 1,881 youth in Summer Reading with 2,187 attendees at twenty-eight Summer Reading programs.
- ◆ Improved efficiencies through increased use of vendor preprocessing of library materials

## **Fiscal Year 2009 Goals & Objectives:**

- ◆ Identify and pursue long term revenue sources for sustainable library funding
- ◆ Increase use of library facilities and services
- ◆ Successfully migrate to an enhanced integrated library upgrade to *Symphony*
- ◆ Continue to develop and maintain library collections and programming that meet the diverse needs of West Linn residents
- ◆ Increase public awareness of library services

# Performance Measures & Organization Chart



West Linn Public Library	Actual FY 2005	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Budget FY 2009
Total library materials circulation	614,878	632,573	659,818	662,817	678,073
Number of registered borrowers	16,364	15,728	16,011	16,491	16,986
Number of people requesting reference assistance	28,045	24,998	21,690	24,940	24,178
Number of library programs offered	371	425	n/a	353	357
Adult programs offered*	n/a	n/a	56	82	85
Adult program attendance*	n/a	n/a	913	994	1,069
Kids' & Teens' Programs*	n/a	n/a	273	295	291
Kids' & Teens' program attendance*	n/a	n/a	12,356	12,548	12,668
School outreach visits*	n/a	n/a	102	103	147
School outreach attendance*	n/a	n/a	2,472	2,481	3,597
Number of annual visitors to the library	297,331	308,609	317,426	349,169	384,085
Total open service hours	2,970	2,707	2,731	2,660	2663
Number of equivalent circulation desk hours	3	2	2	2	2
Number of equivalent reference desk hours	2	2	2	2	2
Number of reference transactions per equivalent reference desk hours	5	5	4	5	5
Average number of library visitors using public access computers per library hour	17	20	8	9	11
Number of library visitors using public access computers**	n/a	n/a	20,486	24,784	30,113
Average self-check out per library hour	n/a	19	25	37	38
Circulation per capita	24	24	27	27	28
Registered borrowers as a percent of population	64%	61%	66%	67%	69%
Materials expenditures/capita	5	4	5	4	5
Total units/capita	4	4	4	5	5

\*The library excels in school outreach and programming for youth and teens, which is in high demand in the West Linn community. Activity is best represented as a separate measure from adult programs.

\*\*The library doubled the number of public access computers available and added software to manage access. Therefore, the total number of users is a more relevant figure than users/hour.

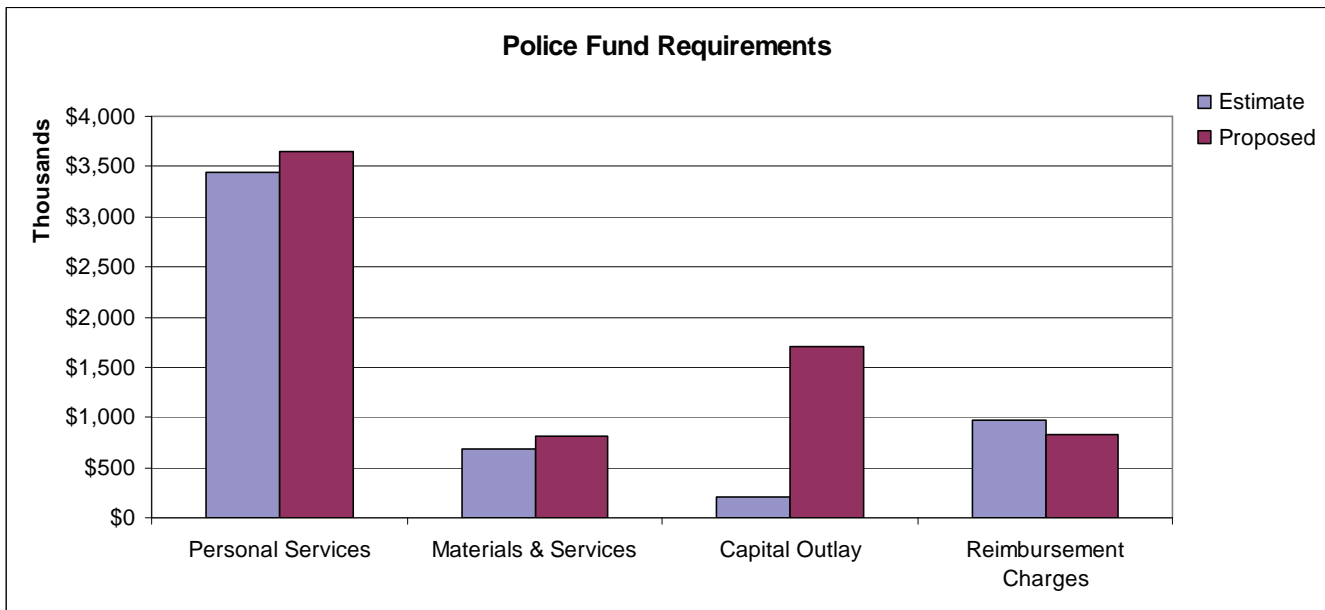
# Police

**Police:**

The Public Safety Fund is a special revenue fund used to account for the city’s police department, including payment for dispatching services provided by the city of Lake Oswego. Principal sources of revenue for this fund are property taxes; including a special levy and an allocation of the city’s permanent tax rate, intergovernmental revenues including cigarette taxes, liquor taxes, franchise fees including PGE, Northwest Natural Gas, and Cable, 911 phone taxes, and licenses and permits. The mission of the West Linn Police Department is to enhance the quality of life of residents and visitors through effective crime reduction, preservation of the peace, and responsiveness to social changes in the community, accomplished through a police community partnership focusing on proactive policing and crime prevention.

**Police Budget Notes:**

- ◆ The FY 2009 proposed budget includes \$1.5 million for new police station land acquisition, architectural fees, and design costs.
- ◆ Debt will be issued to cover this \$1.5 million expense, and will begin the first phase of an estimated \$5 million police station redesign and construction.
- ◆ The personal services budget includes one additional police officer; salary, benefits, and incentive pay for this officer is paid in full by Tri-Met.
- ◆ The West Linn Police Department is fully staffed at this time, and full staffing is anticipated for the fiscal year.



<b>Police</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>(\$191,476)</b>	<b>\$565,483</b>	<b>\$934,563</b>	<b>\$958,252</b>	<b>\$785,342</b>
<b>Current Year Resources</b>					
Property Taxes	9,447	3,619,000	2,892,000	2,885,000	2,989,000
Intergovernmental	137,701	473,282	442,000	449,500	630,800
Franchise Fees	-	1,186,248	1,714,000	1,402,700	1,459,000
Licenses & Permits	-	55,946	67,600	58,000	59,000
Fines & Forfeits	-	-	227,000	30,000	250,000
Interest	551	49,613	35,000	46,000	37,000
Miscellaneous	-	60,512	64,500	56,100	52,000
Transfers from Other Funds	841,260	-	200,000	200,000	200,000
Debt Proceeds	-	-	-	-	1,500,000
<b>Total Current Year Resources</b>	<b>988,959</b>	<b>5,444,601</b>	<b>5,642,100</b>	<b>5,127,300</b>	<b>7,176,800</b>
<b>Total Resources</b>	<b>797,483</b>	<b>6,010,084</b>	<b>6,576,663</b>	<b>6,085,552</b>	<b>7,962,142</b>
<b>Requirements</b>					
Personal Services	-	3,226,114	3,641,608	3,436,600	3,645,600
Materials & Services	232,000	900,662	917,300	690,100	809,000
Capital Outlay	-	135,856	205,400	205,200	1,700,000
Reimbursement Charges	-	789,200	968,310	968,310	829,000
Debt Service	-	-	-	-	-
Reserves	-	-	844,045	-	978,542
<b>Total Requirements</b>	<b>232,000</b>	<b>5,051,832</b>	<b>6,576,663</b>	<b>5,300,210</b>	<b>7,962,142</b>
<b>Ending Fund Balance</b>	<b>\$565,483</b>	<b>\$958,252</b>	<b>\$0</b>	<b>\$785,342</b>	<b>\$0</b>

*Note: In FY 2007, all police activity previously accounted for in the General Fund was consolidated into the Police Fund.*

# Police - Management & Patrol

## ***Management:***

The Management Services Division manages and directs the activities of the Police Department to accomplish the mission and goals of the Department, ensuring the Department resources are used in the most efficient and effective manner. The Division is responsible for coordinating Police Department efforts with other City Departments, with other criminal justice agencies, and with the community. The Division also works with regional, state and national organizations to enhance the ability of the Police Department to insure the safety of all persons in the community.

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Continued LEXIPOL policy process
- ◆ Implemented Officer In Charge program, assigning and training qualified employees to this function
- ◆ Completed an annual report on Crimes and Calls for Service in West Linn.
- ◆ Filled all vacant FTE positions
- ◆ Completed site study on seven sites for a police facility and delivered study to council

## ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Implement Photo Red Light at key accident prone intersections in the city
- ◆ Complete process for LEXIPOL standards
- ◆ Continue process to bring department up to NIIMS standards
- ◆ Fully implement ICS training and standards throughout the department
- ◆ Obtain land and preliminary plans for a new police building; work with the Council and City Manager in developing facility plans

## ***Patrol:***

The Patrol Services Division provides police services within the city 24 hours a day, seven days a week. Patrol officers respond to calls for service from people in the community. They respond to emergencies and investigate violations of criminal and traffic laws, taking enforcement action when violations occur. They provide advice and information to people and maintain the peace. In addition to call response they spend their time providing crime prevention talks and conducting proactive police patrol functions. They work with and build partnerships with citizens in their districts

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Replaced three patrol vehicles
- ◆ Enhanced use of the K-9 program
- ◆ Reassigned training coordinator position to a Sergeant
- ◆ Increased traffic enforcement activities and citations issued

## ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Assign directed patrol activities such as traffic and problem areas
- ◆ Respond to all Priority One calls in five minutes or less
- ◆ Deploy adequate staff to meet response time
- ◆ Reassign non-priority functions, Priority Four calls, to Community Service Officers
- ◆ Implement Reserve Officer Program
- ◆ Conduct staff/deployment study to increase effectiveness

# Police - Investigations & Records

## ***Investigations:***

The City of West Linn Police Department Investigation Services division completes follow-up investigations on major criminal cases and long-term criminal investigations. The Investigation Services division targets major offenders and crime trends. It processes crime scenes and collects evidence, and is responsible for computer forensic investigations. The investigation unit is also responsible for identifying, targeting, and arresting drug offenders and dealers.

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Increased computer forensic examinations
- ◆ Twenty-five percent suspension rate for 2008 suspended cases lack investigative leads and cannot be continued without more information; a low suspension rate is preferred.

## ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Increase clearance rate for investigations
- ◆ Decrease suspension rate
- ◆ Reduce suspension of cases to below ten percent
- ◆ Reduce risk of injury and liability to city when conducting search warrants
- ◆ Equip and train six members of the Department in tactical entries
- ◆ Reduce drug incidents in West Linn
- ◆ Increase drug investigations to 50 per year
- ◆ Increase detectives experience by partnering with larger agencies with a high frequency rate of major crimes

## ***Records:***

The City of West Linn Police Department Records division processes all written reports and other documents generated by the Police Department and received from outside agencies. The Records division answers and routes all incoming non-emergency telephone calls and greets and assists all walk-in counter traffic.

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Development and testing of electronic CLASS (Clackamas Law enforcement Automated Support System) report form
- ◆ Researched transitioning back to CLASS records management system
- ◆ Received approval of City Council to end contract with Portland PB, complete talks with Clackamas County CLASS personnel, began data entry in 2007.
- ◆ Complete installation of CAD onto computers

## ***Fiscal Year 2009 Goals & Objectives :***

- ◆ Complete transition to CLASS records management system to include implementation of report writer program
- ◆ Continue purging of older records per State Archives; complete 100 percent of 1996 cases by end of 2009.
- ◆ Update addition of press releases and information important to citizens with one day of obtaining information.

# Police - Code Enforcement & Evidence

## ***Code Enforcement:***

The Code Enforcement officer is responsible for the enforcement of various city ordinances including abandoned or inoperable vehicles, parking district violations, and sign violations.

## ***Fiscal Year 2008 Accomplishments:***

- ◆ Cross train code enforcement and animal control functions
- ◆ Reassign Code Enforcement and Animal control to Community Services functions incorporating both functions
- ◆ Increase capabilities of Community Services to handle non-priority calls for service within the police department, reducing priority four calls for service by Police Officer by 25 percent
- ◆ Changed uniforms of CSO's to distinct and identifiable uniform
- ◆ Added a hybrid vehicle to fleet

## ***Fiscal Year 2009 Goals & Objectives:***

- ◆ Increase visibility and activity of code enforcement
- ◆ Utilize CSO's in crime prevention activities

## ***Evidence:***

The Evidence officer is responsible for the processing, tracking, maintenance, and destruction of all items of evidence turned over to the police department. Currently, there are more than 4,000 items in evidence with the police department.

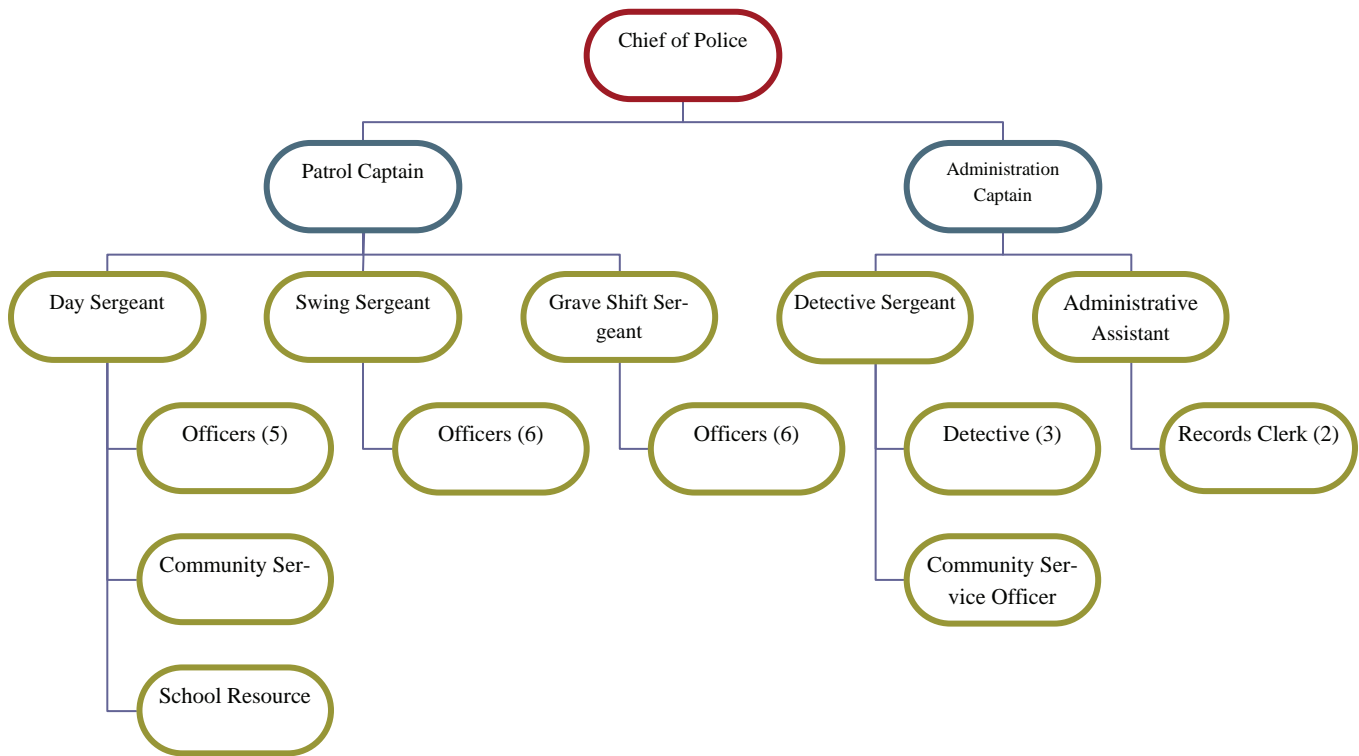
## ***Fiscal Year 2008 Accomplishments:***

- ◆ Completed inventory of evidence vault
- ◆ Completed four destruction and auction transfers of adjudicated cases
- ◆ Completed purging of cases through 2002
- ◆ Completed external audit of evidence room
- ◆ Implemented recommended changes to security and supervision of property room as a result of the external audit
- ◆ Increased utilization of Evidence Technician in Major Crimes and execution of Search Warrants

## ***Fiscal Year 2009 Goals & Objectives :***

- ◆ Bring case review and purging up to date
- ◆ Complete 100 percent of case review to 2004 and purging by end of fiscal year 2009
- ◆ Continue to coordinate information and training meetings between local departments related to evidence and property.
- ◆ Conduct six meetings/training sessions during fiscal year 2009

# Performance Measures & Organization Chart



West Linn Police Department	Actual FY 2005	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Budget FY 2009
Number of sworn and authorized police officers	30	30	30	30	30
Number of police contacts made	18,521	18,559	16,933	18,500	18,500
Number of Priority One calls*	836	912	969	900	900
Number of Priority Two calls**	1,963	2,095	2,099	2,000	2,000
Number of animal control, ordinance violation, or nuisance calls	2,453	2,645	2,416	2,500	3,000
Number of alarm calls (Includes home & business security alarms)	728	694	597	600	600
Number of traffic stops	6,700	6,357	6,932	6,500	7,000
Number of traffic citations	1,306	1,228	2,394	2,500	2,800
Number of Department of Human Services referrals	82	108	111	100	120
Number of narcotics investigations	16	30	7	30	50
Number of sworn and authorized police officers per 1,000 people	1	1	1	1	1.22
Average number of daily police contacts	51	51	46	51	51
Average response time, Priority One calls	5:00	4:49	6:38	5:00	5:00
Percent of traffic stops resulting in traffic citations	19%	19%	35%	38%	40%
*Priority One calls are life safety calls. They are calls that have the greatest risk of serious injury or death.)					
**Priority Two calls are crimes that have just occurred or have the potential of escalating to life safety calls.)					



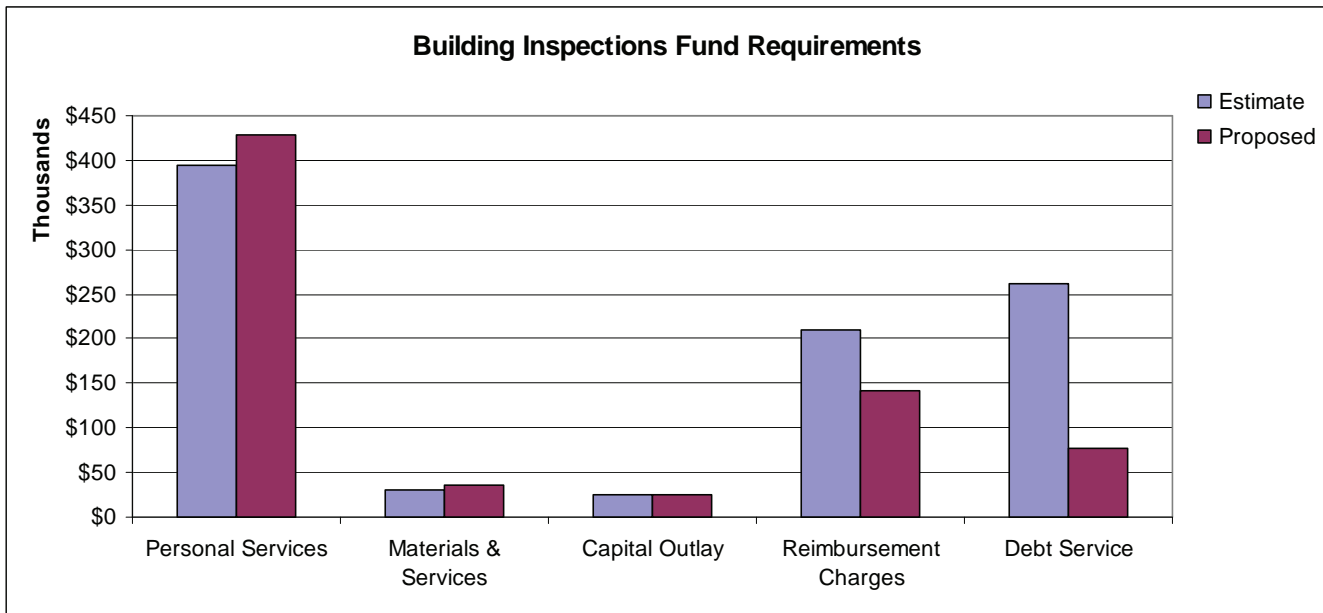
# Inspections

## ***Inspections:***

The Building Inspection Fund is a special revenue fund used to account for West Linn's building inspection program. The fund was created to specifically account for all building inspection responsibilities from a single cost center budget fund. The principal sources of revenue include building permit fees and plan review charges. The Building Inspections division is completely self-supported through the collection of permit fees and seeks to build an appropriate reserve capable of supporting the division for a period of six to twelve months in the event of a prolonged slow development period.

## ***Inspections Budget Notes:***

- ◆ The current year estimate assumes a \$250,000 repayment of interfund borrowing to the Stormwater SDC fund. Fund were borrowed in FY 2007 to provide working capital, and must be paid back within the year. Therefore \$175,000 is borrowed from an outside lender to continue to provide working capital, but without the one-year repayment requirement.
- ◆ There are increased "Miscellaneous" revenues in FY 2009 due to the full administrative SDC revenue directed to the Inspections fund because Inspections staff largely manages the tracking of SDC charges and credits.



<b>Building Inspections</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>(\$85,931)</b>	<b>\$49,575</b>	<b>\$86,058</b>	<b>\$188,764</b>	<b>\$70,324</b>
<b>Current Year Resources</b>					
Intergovernmental	-	11,685	-	-	-
Fees & Charges	378,143	696,473	631,800	622,000	678,000
Interest	2,075	1,448	1,500	4,500	2,000
Miscellaneous	715	133	500	2,100	30,000
Debt Proceeds	250,000	-	-	175,000	-
<b>Total Current Year Resources</b>	<b>630,933</b>	<b>709,739</b>	<b>633,800</b>	<b>803,600</b>	<b>710,000</b>
<b>Total Resources</b>	<b>545,002</b>	<b>759,314</b>	<b>719,858</b>	<b>992,364</b>	<b>780,324</b>
<b>Requirements</b>					
Personal Services	374,859	378,377	392,312	394,900	428,400
Materials & Services	22,701	38,500	28,300	29,800	36,000
Capital Outlay	-	-	25,000	25,400	25,500
Reimbursement Charges	97,867	141,173	209,440	209,440	142,000
Debt Service					
<i>Principal: 2007 Interfund Loan</i>	-	-	-	250,000	-
<i>Interest: 2007 Interfund Loan</i>	-	12,500	12,500	12,500	-
<i>Principal: 2008 Note Payable</i>				-	70,000
<i>Interest: 2008 Note Payable</i>				-	7,000
Reserves	-	-	52,306	-	71,424
<b>Total Requirements</b>	<b>495,427</b>	<b>570,550</b>	<b>719,858</b>	<b>922,040</b>	<b>780,324</b>
<b>Ending Fund Balance</b>	<b>\$49,575</b>	<b>\$188,764</b>	<b>\$0</b>	<b>\$70,324</b>	<b>\$0</b>

# Inspections

## ***Inspections:***

The City of West Linn building inspections division issues permits and provides inspections and plan reviews on all structures for compliance with applicable Federal, State and local codes and ordinances. The primary focus of the building inspections division is in the structural, mechanical, and plumbing codes, as well as assisting the planning division, engineering division, and parks department in enforcing codes as they relate to construction and site design (i.e., site layout, setbacks, maximum building heights, erosion control, sidewalks, tree preservation, etc.). The building inspections division issues a "Certificate of Occupancy" when the project is complete and ready for occupancy. The division provides consultation services at the front counter and by phone or email for citizens who wish to construct their own projects. The building inspections division staff also meets with architects and engineers on larger projects to ensure understanding of all procedures and processes for successfully completing projects.

## ***Fiscal Year 2008 Accomplishments:***

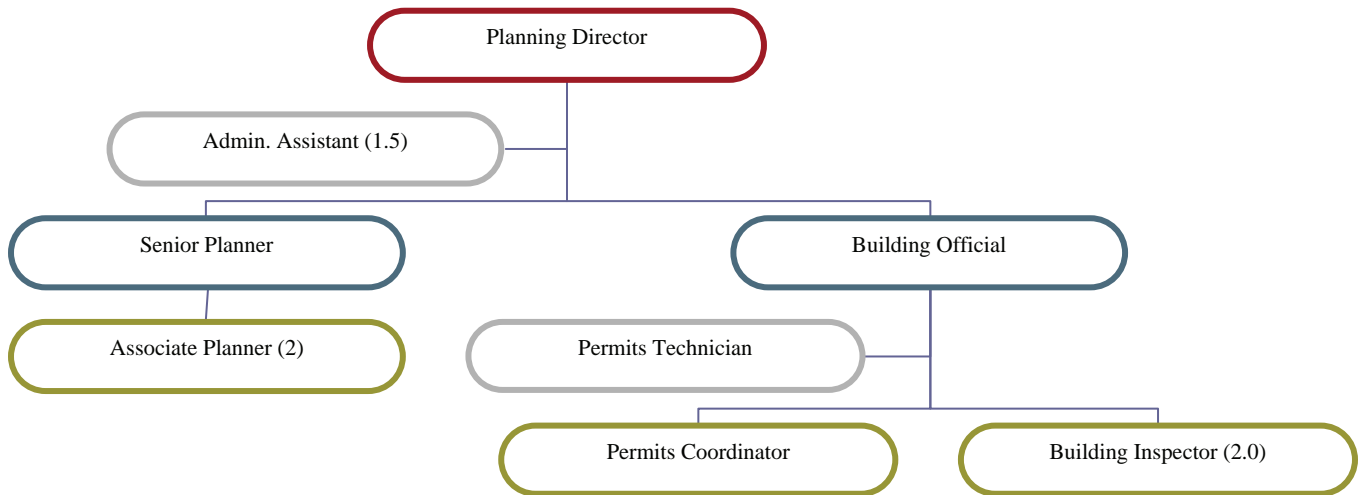
- ◆ Met all objectives related to plan review for residential, complex commercial, and commercial construction at least 98% of the time.
- ◆ Met all objectives related to residential and commercial plumbing and mechanical permits at least 98% of the time.
- ◆ Same day inspection for request received by 7 a.m. accomplished 98% of the time.
- ◆ Provided consultations with citizens within 24 hours of request 100% of the time.
- ◆ Adopted statewide 2007 Oregon Fire Specialty Code, 2008 Plumbing Specialty Code and 2008 Oregon Residential Specialty Code.

- ◆ Staff completed code change training for the 2008 Oregon Residential Specialty Code and the 2008 Oregon Plumbing Specialty Code. Staff completed several other training courses that ensure that our staff can provide the best inspection, plan review and customer services possible.

## **Fiscal Year 2009 Goals & Objectives:**

- ◆ Provide inspections and plan reviews on all structures in West Linn for compliance with applicable codes and ordinances.
- ◆ Review new, additions, and remodeling plans for residential construction within two weeks from the date of submittal.
- ◆ Review new, additions, and remodeling plans for complex commercial construction within five weeks from date of submittal.
- ◆ Review simple commercial plans, including tenant improvements, within two-weeks from the date of submittal.
- ◆ Issue permits in a timely manner to designate adherence to structural, mechanical, and plumbing codes.
- ◆ Issue residential plumbing and mechanical permits over the counter; issue commercial plumbing and mechanical permits within three business days.
- ◆ Assist in the development of a building module for the Agresso software solutions. Ensure that the end product will enhance customer service, increase staff efficiencies and will integrate with the City's financial module.

# Performance Measures & Organization Chart



	Actual	Actual	Actual	Estimated	Budget
<b>Building Inspections</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Average number of inspections per month	225	294	374	319	300
Number of building permits issued	803	898	1204	1000	900
Number of new homes built	50	73	71	75	72
Number of residential remodels and additions	154	202	247	208	190
Number of commercial building permits	35	82	158	113	85
Number of miscellaneous permits (plumbing, mechanical, grading, demolition, etc.)	564	541	728	604	575

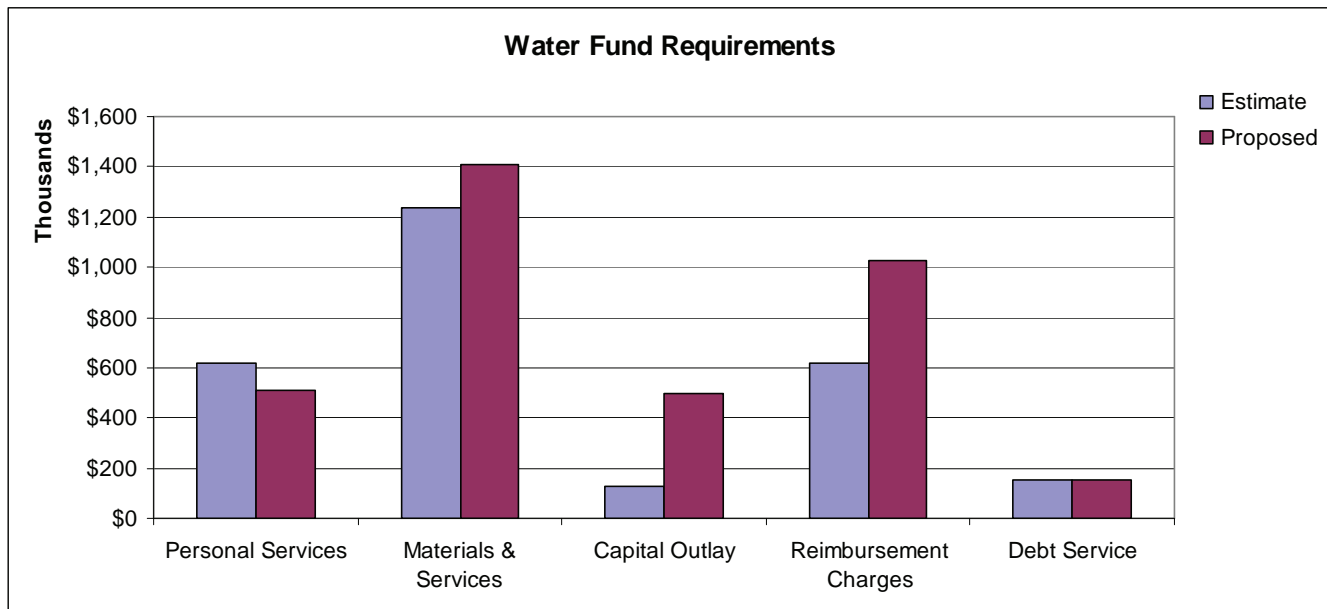
# Water

**Water:**

The Water Fund is an enterprise fund used to account for the maintenance and operation of the city water utility. All water related revenue and expenditures, including capital replacement, are included in this fund. Capital expansion projects are accounted for in the SDC fund.

**Water Budget Notes:**

- ◆ The FY 2009 proposed budget includes increased capital funding from FY 2008 for capital projects. These projects will address pressing needs, and into the future, capital projects will be determined based on the Water Master Plan, anticipated for completion in FY 2009.
- ◆ \$25,000 is included for a water rate study, to be completed in the upcoming fiscal year.
- ◆ \$20,000 is also included for the micro-hydropower project in conjunction with Energy Trust of Oregon.



<b>Water</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$592,030</b>	<b>\$655,018</b>	<b>\$421,096</b>	<b>\$873,672</b>	<b>\$1,146,722</b>
<b>Current Year Resources</b>					
Fees & Charges	2,474,673	2,716,545	2,889,500	2,950,000	3,113,000
Interest	14,080	8,289	15,000	40,000	40,000
Reimbursement Charges	148,964	89,880	11,640	8,000	4,000
Miscellaneous	23,485	31,955	60,800	25,500	70,000
<b>Total Current Year Resources</b>	<b>2,661,202</b>	<b>2,846,669</b>	<b>2,976,940</b>	<b>3,023,500</b>	<b>3,227,000</b>
<b>Total Resources</b>	<b>3,253,232</b>	<b>3,501,687</b>	<b>3,398,036</b>	<b>3,897,172</b>	<b>4,373,722</b>
<b>Requirements</b>					
Personal Services	580,531	585,370	679,836	617,900	511,400
Materials & Services	1,195,916	1,287,277	1,434,900	1,236,100	1,408,200
Capital Outlay	178,080	43,760	51,500	126,500	500,000
Reimbursement Charges	490,505	560,505	617,510	617,510	1,027,000
Debt Service					
<i>Principal: 2000 Revenue</i>	65,000	65,000	70,000	70,000	75,000
<i>Interest: 2000 Revenue</i>	88,182	86,103	82,440	82,440	78,470
Reserves	-	-	310,750	-	622,552
<b>Total Requirements</b>	<b>2,598,214</b>	<b>2,628,015</b>	<b>3,246,936</b>	<b>2,750,450</b>	<b>4,222,622</b>
<b>Reserve for Debt Service</b>	<b>151,103</b>	<b>151,103</b>	<b>151,100</b>	<b>151,100</b>	<b>151,100</b>
<b>Ending Fund Balance</b>	<b>\$503,915</b>	<b>\$722,569</b>	<b>\$0</b>	<b>\$995,622</b>	<b>\$0</b>

*Note: Ending fund balance excludes reserves; beginning fund balance includes reserves.*

# Water

## **Water:**

The City of West Linn, in partnership with the South Fork Water Board, provides safe, high-quality drinking water that complies with all federal and state regulations for residential, commercial, industrial, and fire-suppression purposes. The City of West Linn purchases bulk rate water from the South Fork Water Board (SFWB), which is jointly owned by the cities of Oregon City and West Linn. The City also has an emergency intertie with the City of Lake Oswego. The City's water storage and distribution system consists of various infrastructure components, including: six water reservoirs with total capacity of 5.5 million gallons; five pump stations; and 117 miles of City-owned and maintained waterline.

Responsibilities of the water fund include operating, maintaining, and repairing water infrastructure, as well as water quality, water delivery, customer service, and administration and support services. Section 44 of the city charter provides that utility rate increases may not increase by more than five percent (including any increase by SFWB) in any calendar year without voter approval. Should the city increase the rates in the Water Fund by the maximum amount and funds are not sufficient to pay both debt service on the Series 2000 bonds and for the purchase of water, the City would be obligated to make payments on the Series 2000 Bonds first and to use other available resources to satisfy their obligation to South Fork, as necessary.

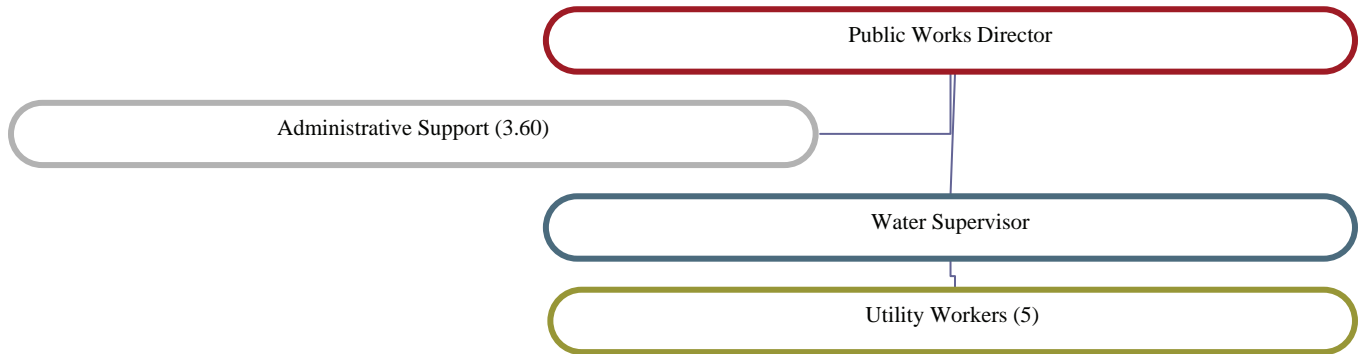
## **Fiscal Year 2008 Accomplishments:**

- ◆ Replaced portion of Buck St. water line
- ◆ Filled water crew vacancies
- ◆ Drained, repaired, and cleaned Bolton reservoir floating cover
- ◆ Installed telemetry control at the Division St. pump station

## **Fiscal Year 2009 Goals & Objectives:**

- ◆ Complete Water Master Plan
- ◆ Repair I-205 (Abernethy Bridge) water transmission main
- ◆ Possible hydro project at Willamette Falls Drive altitude valve
- ◆ Replace altitude valves

# Performance Measures & Organization Chart



Water	Actual	Actual	Estimated	Budget
	FY 2006	FY 2007	FY 2008	FY 2009
Miles of distribution piping maintained	n/a	117	118	119
Number of water main breaks and repairs	n/a	17	12	12
Number of service orders received	n/a	2759	2800	2900
Number of water quality complaints	n/a	19	10	15
Number of fire hydrants maintained or repaired	n/a	0	165	175
Percentage of water samples taken that meet federal and state water quality standards	100%	100%	100%	100%
Average number of service orders completed per month	n/a	229.92	233.33	242.00





# Issues & Options

## Micro-Hydro Project

Public Works

FY 2009 Budget

### Issue:

In conjunction with Energy Trust of Oregon and Evergreen NRG consulting group, the City of West Linn has identified a water pressure reduction station alongside Willamette Falls Drive (near the West Linn Recycling Center) that can produce green power. If this project is funded in the fiscal year 2009 budget, turbine generators would be installed at this location. As water flows through the turbines, power is generated. This power can be sold back to PGE at wholesale prices, thus creating a new revenue stream for the Water Fund.



### Option #1:

#### Install Turbines in the Water System

Total revenues:	\$44,000 (grants)
	\$11,000 (West Linn)
Total expenses:	\$55,000

The City Manager's budget includes this micro-hydro project. West Linn would be the first municipality in Oregon to operate a micro-hydro turbine. The installation of turbines would have an upfront FY 2009 cost of approximately \$60,000. A grant from the Energy Trust of Oregon, and Oregon Department of Energy Business Energy Tax Credit (BETC) pass through funding would account for \$40,000 of this cost. The City estimated FY 2009 cost is \$20,000. The anticipated ongoing yearly operating expense is less than \$1,000. No new FTEs are required; it is anticipated that employees could monitor the turbine while conducting routine line maintenance. Based on projected PGE power costs, City wholesaler revenues are approximately \$2,364 per fiscal year.



City Manager's Recommendation:  
Included in Proposed Budget

### Option #2:

#### Do Not Fund This Project

If this project is not funded, \$20,000 will become available for other Water Fund projects. A turbine will not be installed in the West Linn Water System, and the research conducted by Energy Trust of Oregon and Evergreen NRG will not be used. Water Fund employees would not be responsible for monitoring the turbine.

# Water SDC

## **Water SDC:**

The Water Systems Development Charges (SDC) Fund accounts for the city's collection and expenditure of water system development charges. A system development charge is a one-time fee imposed on new development and some types of redevelopment. The fee is intended to recover the full share of the costs of existing and planned water infrastructure that provide capacity to serve new growth.

Water SDC	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>\$1,206,376</b>	<b>\$576,959</b>	<b>\$567,194</b>	<b>\$806,504</b>	<b>\$977,204</b>
<b>Current Year Resources</b>					
Interest	19,713	11,084	25,000	30,000	32,000
Systems Development Charges	330,072	325,030	200,000	275,000	206,000
Miscellaneous	218,505	-	-	-	-
<b>Total Current Year Resources</b>	<b>568,290</b>	<b>336,114</b>	<b>225,000</b>	<b>305,000</b>	<b>238,000</b>
<b>Total Resources</b>	<b>1,774,666</b>	<b>913,073</b>	<b>792,194</b>	<b>1,111,504</b>	<b>1,215,204</b>
<b>Requirements</b>					
Materials & Services	3,606	-	-	-	-
Capital Outlay	1,096,674	12,069	128,300	124,300	450,000
Reimbursement Charges	97,427	94,500	10,000	10,000	15,000
Reserves	-	-	653,894	-	750,204
<b>Total Requirements</b>	<b>1,197,707</b>	<b>106,569</b>	<b>792,194</b>	<b>134,300</b>	<b>1,215,204</b>
<b>Ending Fund Balance</b>	<b>\$576,959</b>	<b>\$806,504</b>	<b>\$0</b>	<b>\$977,204</b>	<b>\$0</b>

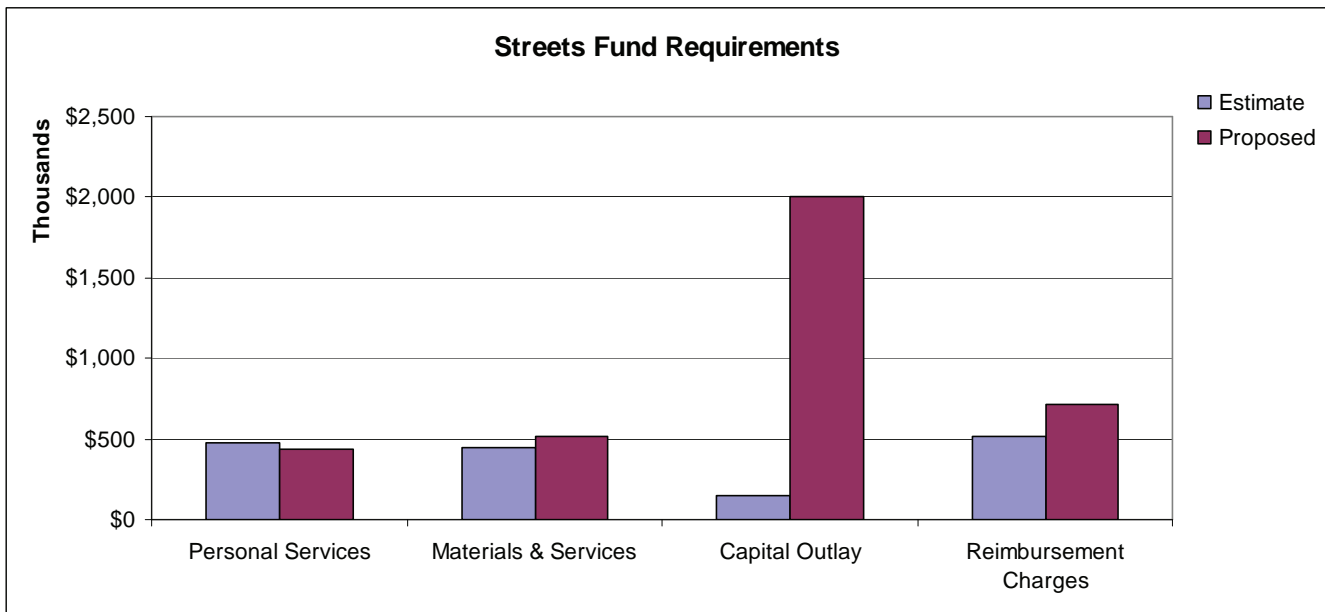
# Streets

**Streets:**

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 Budget Notes:**

- ◆ The FY 2009 proposed budget includes \$2 million in revenue bonds to finance \$2 million in capital projects.
- ◆ It also assumes a 10% increase in the residential street maintenance fee and a 3% increase in the commercial cap, effective January 1, 2009.



<b>Streets</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$95,011</b>	<b>\$146,722</b>	<b>\$169,965</b>	<b>\$262,536</b>	<b>\$71,736</b>
<b>Current Year Resources</b>					
Intergovernmental	1,166,253	1,129,618	1,115,000	1,075,000	1,075,000
Franchise Fees	-	550,503	65,000	64,000	68,000
Fees & Charges	-	-	500,000	213,100	714,000
Interest	1,032	2,616	5,000	6,000	6,000
Miscellaneous	37,655	20,584	9,000	30,000	7,000
Reimbursement Charges	380,909	-	15,800	3,500	2,000
Debt Proceeds	-	-	-	-	2,000,000
<b>Total Current Year Resources</b>	<b>1,585,849</b>	<b>1,703,321</b>	<b>1,709,800</b>	<b>1,391,600</b>	<b>3,872,000</b>
<b>Total Resources</b>	<b>1,680,860</b>	<b>1,850,043</b>	<b>1,879,765</b>	<b>1,654,136</b>	<b>3,943,736</b>
<b>Requirements</b>					
Personal Services	366,293	440,807	492,787	473,000	434,100
Materials & Services	818,671	545,989	488,700	450,000	516,000
Capital Outlay	-	142,711	285,000	145,000	2,000,000
Reimbursement Charges	349,174	458,000	514,430	514,400	719,000
Reserves	-	-	98,848	-	274,636
<b>Total Requirements</b>	<b>1,534,138</b>	<b>1,587,507</b>	<b>1,879,765</b>	<b>1,582,400</b>	<b>3,943,736</b>
<b>Ending Fund Balance</b>	<b>\$146,722</b>	<b>\$262,536</b>	<b>\$0</b>	<b>\$71,736</b>	<b>\$0</b>

# Streets

## ***Streets:***

The city maintains and repairs more than 106 miles of city street infrastructure, as well as City sidewalks, signs, medians, and rights-of-way. Primary responsibilities include street monitoring, maintenance and repair. Other responsibilities are the clearing of rights-of-ways, including the removal of fallen trees, clearing of snow, and placement of sand and gravel for traction during winter storms as required. In addition, the Street Fund is also used to account for the maintenance all roadway signs, fund street lighting utilities, maintenance and repair, and investigate traffic safety concerns and implement corrective actions. The Street Fund's main revenue source has historically been the state gas tax allocation but in the last half of FY2008, the City instituted a street maintenance fee which will be a consistent source of funding for pavement maintenance and repair.

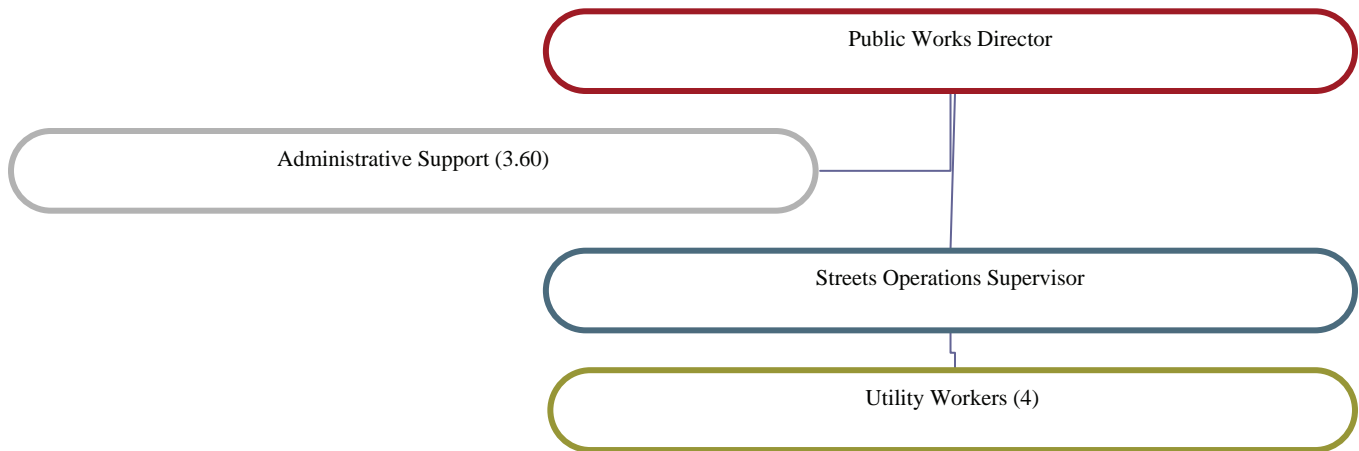
## **Fiscal Year 2008 Accomplishments:**

- ◆ Completed street sign inventory and data entry into Carte-Graph program and integrated the sign inventory into the GIS system.
- ◆ Improved pedestrian crosswalk at Salamo Road and Bland Circle with pedestrian activated LED flashing lights and installed a street light at the intersection.
- ◆ Trimmed 50% of City street trees to obtain street sweeper clearance and shape trees for proper canopy height.
- ◆ Constructed 160 feet of sidewalk infill on Artemis Drive and 75 feet sidewalk infill on Bland Circle at Taylor Drive.
- ◆ Completely re-landscaped two street medians in Willamette between 12<sup>th</sup> and 14<sup>th</sup> streets as a joint project with Parks Department.

## **Fiscal Year 2009 Goals & Objectives:**

- ◆ Construct new pedestrian ramp and crosswalk on Hidden Springs Road at Santa Anita Drive.
- ◆ Construct pedestrian path on Parker Road to connect Tanner Creek Park to old Parker Road pathway.
- ◆ Continue street surface treatments of in-house crack sealing and repairs as budget supports
- ◆ Forecast contracted street surface maintenance as budget supports
- ◆ Continue updating STOP signs and sign posts, replacing old signs to maintain MUTCD retro-reflective compliance.

# Performance Measures & Organization Chart



	Actual FY 2005	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Budget FY 2009
<b>Streets Division</b>					
Hours of Street Maintenance activity:	8,659	8,508	8,551	8,453	8,900
Chuck hole repair	116	118	140	180	275
Street surface repair	763	1,323	1,310	800	1,400
Brushing	614	805	1,000	1,000	1,000
Ditching	55	159	100	90	100
Mowing	825	812	700	600	650
Spraying	246	258	200	200	225
Shouldering	130	312	100	150	200
Traffic Control	1,621	1,699	1,600	1,400	1,600
Total Hours - Street Maintenance	4,370	5,486	5,150	4,965	5,450
Median maintenance	509	283	280	400	350
Sidewalks	1,578	227	130	120	150
Snow/ice removal	114	212	375	200	200
Support services	199	421	600	400	500
Equipment/Yard maintenance	75	211	325	500	500
Leaf Pickup	18	18	27	-	-
Total Hours - Community Maintenance	2,493	1,372	1,737	1,850	1,700
Record keeping	21	15	-	10	20
Customer response	65	11	35	25	30
Training	61	73	79	150	150
Office time	1,649	1,551	1,550	1,530	1,550
Total Hours - Administration	1,796	1,650	1,664	1,638	1,750



# Issues & Options

## Street Maintenance

Public Works

FY 2009 Budget

### **Issue:**

During the course of FY 2008, the City Council received much information about the current condition of the City of West Linn street network. After considerable discussion and debate, the City Council determined that obtaining a Pavement Condition Index (PCI) of 70 in the short term, and 75 in the long term was most desirable. To reach this desired PCI, an influx of money is required to do widespread network maintenance, and ongoing maintenance costs need to be addressed. In FY 2008, a street maintenance fee was implemented. The presented options portray different ways to providing funding for the West Linn streets network, with varying anticipated PCI results.

### **Option #1:**

#### **Issue \$2 Million in Debt for Street Maintenance Projects in All Neighborhoods & Increase Maintenance Fee by 10% on Jan. 1**

This option would issue revenue bonds for street maintenance and would direct all revenues to capital outlay for maintenance projects. It is anticipated that debt service costs would be covered with street maintenance fee revenues in future years. The Streets fund would manage all maintenance projects.



City Manager's Recommendation:  
*Included in Proposed Budget*

### **Option #2:**

#### **Assume Passage of May 2008 Local Option Levy and Rely on Property Tax Funds**

If the local option levy is passed by the voters in May 2008, the measure's explanatory statement explains that the street maintenance fee would not be charged, and the local option levy would replace it. Option #2 assumes \$1.2 million in revenue from the local option levy, and does not charge a monthly maintenance fee. This option would also issue revenue bonds for street maintenance, with expected repayment within five years (length of the levy). Accordingly, the amount of funding available for capital projects increases (because levy revenue is greater than the anticipated fee revenue shown in Option #1).



City Manager's Recommendation

### **Option #3:**

#### **Keep Street Maintenance Fee at Current Amount; Direct Revenues to Maintenance**

This option assumes that the current street maintenance fee and cap are kept the same in FY 2009. Correspondingly, the amount of revenue available in the Street Fund for street maintenance is adjusted.

Streets	<u>Option #1</u> CM's Budget	<u>Option #2</u> Levy Passes	<u>Option #3</u> Fee Stays the Same
<b>Beginning Fund Balance</b>	<b>\$71,736</b>	<b>\$71,736</b>	<b>\$71,736</b>
<b>Current Year Resources</b>			
Property Taxes	-	1,177,000	-
Intergovernmental	1,075,000	1,075,000	1,075,000
Franchise Fees	68,000	68,000	68,000
Fees & Charges	714,000	-	714,000
Interest	6,000	6,000	6,000
Miscellaneous	7,000	7,000	7,000
Transfers & Reimbursements	2,000	2,000	2,000
Debt Proceeds	2,000,000	2,000,000	-
<b>Total Current Year Resources</b>	<b>3,872,000</b>	<b>4,335,000</b>	<b>1,872,000</b>
<b>Total Resources</b>	<b>3,943,736</b>	<b>4,406,736</b>	<b>1,943,736</b>
<b>Requirements</b>			
Personal Services	434,100	434,100	434,100
Materials & Services	516,000	516,000	516,000
Capital Outlay	2,000,000	2,000,000	200,000
Reimbursement Charges	719,000	719,000	719,000
Reserves	274,636	737,636	74,636
<b>Total Requirements</b>	<b>3,943,736</b>	<b>4,406,736</b>	<b>1,943,736</b>
<b>Ending Fund Balance</b>	-	-	-
<b>Reserve Requirement Per Fiscal Policies</b>			
Fund Balance Requirement (10% w/out levy, 20% with levy)	366,910	733,820	186,910
<b>Over/(Under) Requirement</b>	<b>(\$92,274)</b>	<b>\$3,816</b>	<b>(\$112,274)</b>



# Streets SDC

## ***Streets SDC:***

The Streets Systems Development Charges (SDC) Fund accounts for the city's collection and expenditure of streets system development charges. A system development charge is a one-time fee imposed on new development and some types of redevelopment. The fee is intended to recover the full share of the costs of existing and planned streets infrastructure that provide capacity to serve new growth.

Street SDC	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>\$13,493</b>	<b>\$15,986</b>	<b>\$241,627</b>	<b>\$272,098</b>	<b>\$309,098</b>
<b>Current Year Resources</b>					
Interest	838	1,737	-	12,000	8,000
Systems Development Charges	25,414	254,375	-	105,000	-
<b>Total Current Year Resources</b>	<b>26,252</b>	<b>256,112</b>	<b>-</b>	<b>117,000</b>	<b>8,000</b>
<b>Total Resources</b>	<b>39,745</b>	<b>272,098</b>	<b>241,627</b>	<b>389,098</b>	<b>317,098</b>
<b>Requirements</b>					
Capital Outlay	-	-	240,259	80,000	-
Interfund Charges	23,759	-	-	-	19,500
Reserves	-	-	1,368	-	297,598
<b>Total Requirements</b>	<b>23,759</b>	<b>-</b>	<b>241,627</b>	<b>80,000</b>	<b>317,098</b>
<b>Ending Fund Balance</b>	<b>\$15,986</b>	<b>\$272,098</b>	<b>\$0</b>	<b>\$309,098</b>	<b>\$0</b>

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CITY OF  
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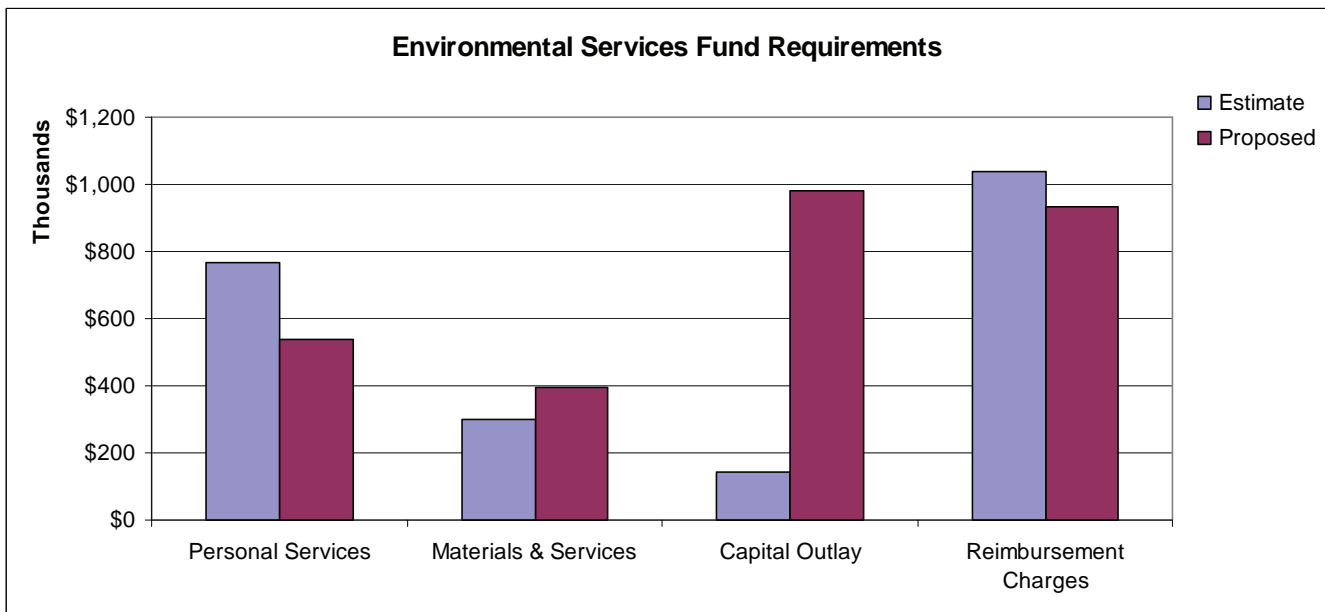
# Environmental Svcs.

## ***Environmental Services:***

The Environmental Services Fund is an enterprise fund used to account for the maintenance and operation of the city's wastewater and storm water utilities. All wastewater and storm water related revenue and expenditures, including capital replacement, are included in this fund. Capital expansion projects are accounted for in the SDC Fund.

## ***Environmental Services Budget Notes:***

- ◆ The FY 2009 proposed budget includes \$980,000 in capital projects.



<b>Environmental Services</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Budget FY 2008</b>	<b>Estimate FY 2008</b>	<b>Proposed FY 2009</b>
<b>Beginning Fund Balance</b>	<b>\$1,053,995</b>	<b>\$1,719,421</b>	<b>\$1,705,885</b>	<b>\$1,780,369</b>	<b>\$1,926,969</b>
<b>Current Year Resources</b>					
Licenses & Permits	-	35,576	42,000	51,900	30,000
Fees & Charges	1,818,759	1,925,968	2,089,500	2,190,000	2,311,000
Interest	28,503	37,833	62,500	75,000	60,000
Reimbursement Charges	665,506	149,536	66,500	33,000	56,000
Miscellaneous	80,601	17,825	67,200	47,000	-
<b>Total Current Year Resources</b>	<b>2,593,369</b>	<b>2,166,738</b>	<b>2,327,700</b>	<b>2,396,900</b>	<b>2,457,000</b>
<b>Total Resources</b>	<b>3,647,364</b>	<b>3,886,159</b>	<b>4,033,585</b>	<b>4,177,269</b>	<b>4,383,969</b>
<b>Requirements</b>					
Personal Services	736,492	785,780	844,124	768,800	538,800
Materials & Services	254,800	265,703	317,450	300,700	393,900
Capital Outlay	171,777	278,971	877,500	145,000	980,000
Reimbursement Charges	764,874	775,336	1,035,800	1,035,800	932,000
Reserves	-	-	958,711	-	1,539,269
<b>Total Requirements</b>	<b>1,927,943</b>	<b>2,105,790</b>	<b>4,033,585</b>	<b>2,250,300</b>	<b>4,383,969</b>
<b>Ending Fund Balance</b>	<b>\$1,719,421</b>	<b>\$1,780,369</b>	<b>\$0</b>	<b>\$1,926,969</b>	<b>\$0</b>

# Environmental Services

## ***Environmental Services:***

The Environmental Services Fund supports sanitary sewer and surface water operations. The environmental services operation consists of operating and maintaining the sanitary sewer and surface water infrastructure, including line cleaning, line repairs, drainage way maintenance, pump station maintenance, clearing of debris, street cleaning, stream testing, environmental compliance, customer service, and administration and support services. The City of West Linn operates a “two pipe” system of separate collection, piping, and treatment systems for sanitary sewer and surface water streams. The two utilities are operated and maintained by the same personnel and share the same equipment.

The sanitary sewer collection and transportation system consists of the following infrastructure components: seven pump stations; and 115 miles of city-owned and maintained sanitary sewer pipeline. The surface water collection, treatment, detention, and transport systems consist of the following infrastructure components: 135 pollution control manholes; 2,500 catch basins; 71 miles of city-owned and maintained storm drainage pipeline; and 35 detention ponds.

The primary objective of sanitary sewer operations is to provide continuous and economic transmission of sewage while providing protection from health hazards, flooding, property damage, environmental damage and meeting requirements of the discharge permit and Tri-City Service District. The City purchases sewage treatment services from Tri-City Service District, a branch of the Clackamas County Water and Environmental Services department. The primary ob-

jective of surface water operations is National Pollution Discharge Elimination System (NPDES) permitting, and compliance with permits issued by Oregon Department of Environmental Quality (DEQ).

Stringent runoff criteria are in effect for the Tualatin River basin, and similar guidelines are currently under preparation for the Willamette River basin.

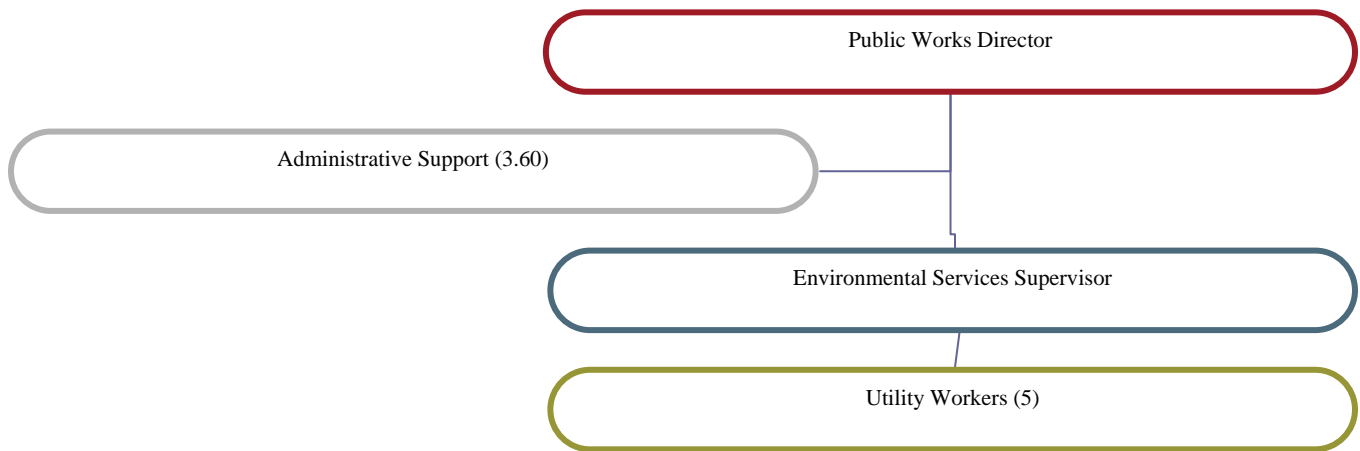
## **Fiscal Year 2008 Accomplishments:**

- ◆ The City hired a new sweeper contractor to help us comply with our NPDES permit.
- ◆ Completed new wash rack constructed by public works employees. This facility has over 50 yards of concrete and will help to keep our storm and sanitary systems cleaner by settling out solids before they can enter the systems.
- ◆ Started work on organizing the Public Works yard to better utilize space and capture runoff for treatment and detention.

## **Fiscal Year 2009 Goals & Objectives:**

- ◆ Complete design and construction of sanitary sewer line from 12-inch to 15-inch along Willamette Falls Drive.
- ◆ Complete design of Calaroga bottomless culvert project
- ◆ Started work on organizing the Public Works yard to better utilize space and capture runoff for treatment and detention.

# Performance Measures & Organization Chart



	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Budget FY 2009
<b>West Linn Environmental Services Division</b>				
Lineal feet of sanitary sewer main installed	700	800	250	3000
Miles of sanitary sewer line cleaned	53	48	48	50
Lineal feet of storm line cleaned	3,162	750	1,000	1000
Number of catch basins cleaned	654	735	700	700
Number of street miles cleaned by street sweeper	2,725	2,650	2,800	2,800
Number of sanitary sewer blockages	2	1	1	-

# Stormwater SDC

## ***Stormwater SDC:***

The Stormwater Systems Development Charges (SDC) Fund accounts for the city's collection and expenditure of stormwater system development charges. A system development charge is a one-time fee imposed on new development and some types of redevelopment. The fee is intended to recover the full share of the costs of existing and planned stormwater infrastructure that provide capacity to serve new growth.

Stormwater SDC	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>\$710,410</b>	<b>\$401,290</b>	<b>\$304,042</b>	<b>\$342,850</b>	<b>\$623,350</b>
<b>Current Year Resources</b>					
Interest	16,699	24,120	17,000	24,500	24,000
Systems Development Charges	47,201	36,494	50,300	20,000	9,000
Loan Repayment	-	-	-	250,000	-
<b>Total Current Year Resources</b>	<b>63,900</b>	<b>60,614</b>	<b>67,300</b>	<b>294,500</b>	<b>33,000</b>
<b>Total Resources</b>	<b>774,310</b>	<b>461,904</b>	<b>371,342</b>	<b>637,350</b>	<b>656,350</b>
<b>Requirements</b>					
Capital Outlay	94,442	10,054	-	9,000	150,000
Reimbursement Charges	28,578	109,000	5,000	5,000	-
Loans to Other Funds	250,000	-	-	-	-
Reserves	-	-	366,342	-	506,350
<b>Total Requirements</b>	<b>373,020</b>	<b>119,054</b>	<b>371,342</b>	<b>14,000</b>	<b>656,350</b>
<b>Ending Fund Balance</b>	<b>\$401,290</b>	<b>\$342,850</b>	<b>\$0</b>	<b>\$623,350</b>	<b>\$0</b>

# Sewer SDC

## ***Sewer SDC:***

The Sewer Systems Development Charges (SDC) Fund accounts for the city's collection and expenditure of sewer system development charges. A system development charge is a one-time fee imposed on new development and some types of redevelopment. The fee is intended to recover the full share of the costs of existing and planned sewer infrastructure that provide capacity to serve new growth.

Sewer SDC	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>\$1,021,469</b>	<b>\$691,403</b>	<b>\$751,506</b>	<b>\$853,620</b>	<b>\$973,620</b>
<b>Current Year Resources</b>					
Interest	28,862	14,941	40,000	35,000	24,000
Systems Development Charges	190,645	154,276	238,000	130,000	95,000
<b>Total Current Year Resources</b>	<b>219,507</b>	<b>169,217</b>	<b>278,000</b>	<b>165,000</b>	<b>119,000</b>
<b>Total Resources</b>	<b>1,240,976</b>	<b>860,620</b>	<b>1,029,506</b>	<b>1,018,620</b>	<b>1,092,620</b>
<b>Requirements</b>					
Capital Outlay	-	-	74,000	40,000	745,000
Reimbursement Charges	0	7,000	5,000	5,000	-
Transfer to Other Funds	549,573	-	-	-	-
Reserves	-	-	950,506	-	347,620
<b>Total Requirements</b>	<b>549,573</b>	<b>7,000</b>	<b>1,029,506</b>	<b>45,000</b>	<b>1,092,620</b>
<b>Ending Fund Balance</b>	<b>\$691,403</b>	<b>\$853,620</b>	<b>\$0</b>	<b>\$973,620</b>	<b>\$0</b>



# Debt Service

## ***Debt Service***

The Debt Service fund is a debt service fund type. The fund accounts for the repayment of voter approved general obligation bonds issued for parks land acquisition and improvements, and library improvements. The principal source of repayment is property tax revenue that is exempt from limitation. The Debt Service fund accounts for the accumulation of resources and for the payment of general long-term debt principal and interest that are not enterprise service funds. Debt service consists of interest and principal payments on outstanding bonds due and payable during the fiscal year.

Debt Service	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>\$285,478</b>	<b>\$251,455</b>	<b>\$288,540</b>	<b>\$205,255</b>	<b>\$19,287</b>
<b>Current Year Resources</b>					
Property Taxes	869,353	871,000	746,928	745,000	928,079
Interest	12,545	9,626	15,500	10,000	1,000
<b>Total Current Year Resources</b>	<b>881,898</b>	<b>880,626</b>	<b>762,428</b>	<b>755,000</b>	<b>929,079</b>
<b>Total Resources</b>	<b>1,167,376</b>	<b>1,132,081</b>	<b>1,050,968</b>	<b>960,255</b>	<b>948,366</b>
<b>Requirements</b>					
Debt Service					
Principal					
1998 GO Parks	200,000	210,000	220,000	220,000	230,000
1999 GO Parks	150,000	155,000	165,000	165,000	170,000
2000 GO Library	80,000	95,000	110,000	110,000	125,000
Interest					
1998 GO Parks	149,478	141,478	132,973	132,973	123,953
1999 GO Parks	150,460	143,365	135,763	135,763	127,680
2000 GO Library	185,983	181,983	177,232	177,232	171,733
Reserves	-	-	110,000	-	-
<b>Total Requirements</b>	<b>915,921</b>	<b>926,826</b>	<b>1,050,968</b>	<b>940,968</b>	<b>948,366</b>
<b>Ending Fund Balance</b>	<b>\$251,455</b>	<b>\$205,255</b>	<b>\$0</b>	<b>\$19,287</b>	<b>\$0</b>

<b>Closed Fund</b> <b>Public Works Support Services</b>	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>(\$68,307)</b>	<b>\$21,552</b>	<b>\$78,889</b>	<b>\$89,877</b>	
<b>Current Year Resources</b>					
Licenses & Permits	1,894	11,115	141,300	48,400	
Reimbursement Charges	1,048,862	864,100	962,600	962,600	
Interest	-	2,842	3,000	4,500	
Miscellaneous	2,489	1,015	1,000	9,000	
<b>Total Current Year Resources</b>	<b>1,053,245</b>	<b>879,072</b>	<b>1,107,900</b>	<b>1,024,500</b>	
<b>Total Resources</b>	<b>984,938</b>	<b>900,624</b>	<b>1,186,789</b>	<b>1,114,377</b>	<b>Closed</b>
<b>Requirements</b>					
Personal Services	588,553	523,671	688,393	677,900	
Materials & Services	88,109	118,251	79,285	57,900	
Capital Outlay	35,178	29,825	25,000	25,400	
Reimbursement Charges	251,546	139,000	298,301	298,400	
Transfers to Other Funds	-	-	-	54,777	
Reserves	-	-	95,810	-	
<b>Total Requirements</b>	<b>963,386</b>	<b>810,747</b>	<b>1,186,789</b>	<b>1,114,377</b>	
<b>Ending Fund Balance</b>	<b>\$21,552</b>	<b>\$89,877</b>	<b>\$0</b>	<b>\$0</b>	

<b>Closed Fund</b> <b>Vehicle Maintenance</b>	Actual FY 2006	Actual FY 2007	Budget FY 2008	Estimate FY 2008	Proposed FY 2009
<b>Beginning Fund Balance</b>	<b>(\$100,145)</b>	<b>\$37,650</b>	<b>\$38,899</b>	<b>\$18,644</b>	
<b>Current Year Resources</b>					
Reimbursement Charges	599,234	401,388	458,100	388,200	
Interest	4,943	480	1,000	-	
Miscellaneous	-	256	-	67,000	
<b>Total Current Year Resources</b>	<b>604,177</b>	<b>402,124</b>	<b>459,100</b>	<b>455,200</b>	
<b>Total Resources</b>	<b>504,032</b>	<b>439,774</b>	<b>497,999</b>	<b>473,844</b>	<b>Closed</b>
<b>Requirements</b>					
Personal Services	203,428	160,859	188,390	186,200	
Materials & Services	201,509	172,804	161,350	174,700	
Capital Outlay	-	7,467	-	-	
Reimbursement Charges	61,445	80,000	106,700	106,700	
Transfers to Other Funds	-	-	-	6,244	
Reserves	-	-	41,559	-	
<b>Total Requirements</b>	<b>466,382</b>	<b>421,130</b>	<b>497,999</b>	<b>473,844</b>	
<b>Ending Fund Balance</b>	<b>\$37,650</b>	<b>\$18,644</b>	<b>\$0</b>	<b>\$0</b>	

Resolution No. 08-27  
West Linn, Oregon

**A RESOLUTION ADOPTING THE CITY OF WEST LINN, OREGON  
BUDGET FOR THE 2008-2009 FISCAL YEAR, MAKING  
APPROPRIATIONS, AND LEVYING A PROPERTY TAX**

WHEREAS, the City Council adopts the budget for the City of West Linn for the fiscal year beginning July 1, 2008, and ending June 30, 2009, as approved by the Budget Committee in the aggregate amount of \$40,974,194.

BE IT RESOLVED THAT appropriations for the fiscal year beginning July 1, 2008, and ending June 30, 2009, in the amount of \$40,974,194 are for the purposes and amounts as follows:

<b>General Fund</b>	
City Council	\$50,000
City Manager's Office	770,300
Human Resources	281,100
Finance	801,900
Municipal Court	207,200
Information Services	854,500
Facility Services	580,300
Public Works Operations	1,261,500
Vehicle Maintenance	361,800
Non-Departmental	
Transfers to Other Funds	350,000
General Services	51,500
Debt Service	339,838
Contingency	636,935
<b>Total Requirements</b>	<b>\$6,566,873</b>
<b>Planning</b>	
Personal Services	\$527,600
Materials & Services	167,000
Reimbursement Charges	197,000
Contingency	98,578
<b>Total Requirements</b>	<b>\$990,178</b>
<b>Communications</b>	
Materials & Services	\$216,000
Capital Outlay	45,000
Contingency	145,500
<b>Total Requirements</b>	<b>\$406,500</b>

**Parks & Recreation**

Personal Services	\$1,320,900
Materials & Services	722,000
Capital Outlay	1,397,000
Reimbursement Charges	617,000
Contingency	231,823
<b>Total Requirements</b>	<b>\$4,288,723</b>

**Parks SDC**

Capital Outlay	\$75,000
Contingency	118,497
<b>Total Requirements</b>	<b>\$193,497</b>

**Park Bond**

Capital Outlay	\$1,011,797
<b>Total Requirements</b>	<b>\$1,011,797</b>

**Library**

Personal Services	\$1,091,900
Materials & Services	188,000
Capital Outlay	10,000
Reimbursement Charges	359,000
Reserves	157,300
Contingency	31,895
<b>Total Requirements</b>	<b>\$1,838,095</b>

**Police**

Personal Services	\$3,645,600
Materials & Services	809,000
Capital Outlay	1,700,000
Reimbursement Charges	829,000
Contingency	978,542
<b>Total Requirements</b>	<b>\$7,962,142</b>

**Building Inspections**

Personal Services	\$428,400
Materials & Services	36,000
Capital Outlay	25,500
Reimbursement Charges	142,000
Debt Service	77,000
Contingency	71,424
<b>Total Requirements</b>	<b>\$780,324</b>

**Water**

Personal Services	\$511,400
Materials & Services	1,408,200
Capital Outlay	500,000
Reimbursement Charges	1,027,000
Debt Service	153,470
Reserves	151,100
Contingency	622,552
<b>Total Requirements</b>	<b>\$4,373,722</b>

**Water SDC**

Capital Outlay	\$450,000
Reimbursement Charges	15,000
Contingency	750,204
<b>Total Requirements</b>	<b>\$1,215,204</b>

**Streets**

Personal Services	\$434,100
Materials & Services	516,000
Capital Outlay	2,000,000
Reimbursement Charges	719,000
Contingency	274,636
<b>Total Requirements</b>	<b>\$3,943,736</b>

**Streets SDC**

Interfund Charges	\$19,500
Contingency	297,598
<b>Total Requirements</b>	<b>\$317,098</b>

**Environmental Services**

Personal Services	\$538,800
Materials & Services	393,900
Capital Outlay	980,000
Reimbursement Charges	932,000
Contingency	1,539,269
<b>Total Requirements</b>	<b>\$4,383,969</b>

**Stormwater SDC**

Capital Outlay	\$150,000
Contingency	506,350
<b>Total Requirements</b>	<b>\$656,350</b>

<b>Sewer SDC</b>	
Capital Outlay	\$745,000
Contingency	347,620
<b>Total Requirements</b>	<b>\$1,092,620</b>

<b>Debt Service</b>	
Principal	\$525,000
Interest	423,366
<b>Total Requirements</b>	<b>\$948,366</b>

<b>Total FY 2009 Requirements</b>	<b>\$40,974,194</b>
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### IMPOSING THE TAX

BE IT RESOLVED THAT the City Council of the City of West Linn imposes the taxes provided for in the adopted budget at a rate of \$2.12 per \$1,000 of assessed value for general operating purposes, and \$1,005,065 for Debt Service as approved by the City Budget Committee;

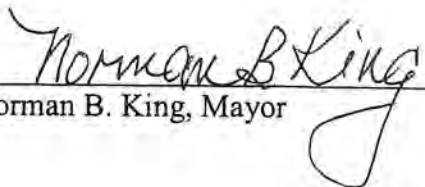
And, that these taxes are hereby imposed and categorized for the tax year 2008-2009 upon the assessed value of all taxable property within the City as follows:

### CATEGORIZING THE TAX

	General Government Limitation	Excluded from the Limitation
General Operations: Permanent Rate	\$2.12 per \$1,000 AV	
Debt Service		\$1,005,065

The Finance Director is authorized and directed to certify the levy with the Clackamas County Assessor and Clackamas County Clerk.

This resolution shall be deemed effective upon adoption. This resolution adopted by the West Linn City Council this 23<sup>rd</sup> day of June 2008.

  
 Norman B. King, Mayor

Attest:  
