



CITY OF  
**West  
Linn**

***Citizens' Budget Committee Meeting Agenda***

*May 6 & 7, 2009*

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1. Call to Order (6:00 p.m.)
2. Election of Chair and Vice Chair
3. Public Comment
4. Public Hearing – State Revenue Sharing
  - a. Staff Presentation on Projected Amounts and Proposed Uses – please see page 110 of budget
  - b. Public Testimony
5. Budget Presentation by Fund
  - a. Budget Overview
  - b. Administrative Services
    - i. General Fund
  - c. Public Safety
    - i. Public Safety Fund
  - d. Culture
    - i. Library Fund
    - ii. Parks & Recreation Fund
    - iii. SDC Fund – Parks
    - iv. Parks Bond Fund
  - e. Community Development
    - i. Building Inspections Fund
    - ii. Planning Fund
  - f. Communications
    - i. Communications Fund
  - g. Public Works
    - i. Streets Fund
    - ii. SDC Fund – Streets
    - iii. Water Fund
    - iv. SDC Fund – Water
    - v. Environmental Services
    - vi. SDC Fund – Sewer
    - vii. SDC Fund – Surface Water
  - h. Debt
    - i. Debt Service Fund
6. Public Comment
7. Final Budget Committee Vote – please see page 108 of the budget
  - a. Approve Budget
  - b. Approve Taxes
    - i. General Operating Tax Rate: \$2.12/\$1,000 TAV
    - ii. Bond Levy Amount: \$912,000 in FY 2010 and \$952,000 in FY 2011
8. Adjourn



**CITY OF WEST LINN  
CITIZENS' BUDGET COMMITTEE MINUTES  
MAY 6, 2009**

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

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

**Committee Present:** Lewis McCoy, Chairman; Thomas Frank, Vice Chairman; Thomas Griffith, Ralph Ezagui, Karen Hensley (via telephone)

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

Call to Order/Pledge of Allegiance

Mayor Galle called the meeting to order at 6:12 p.m. on May 6, 2009, in the community meeting room at the City Library, 1595 Burns Street

**Councilor Burgess moved to nominate Lewis McCoy as the Citizens Budget Committee Chairman. Councilor Carson seconded the motion.**

**Ayes: Burgess, Kovash, Galle, Cummings, Ezagui, Frank, Griffith, Carson and Hensley.**

**Nays: None**

**The motion to nominate Lewis McCoy as the Citizens Budget Committee Chairman carried 9-0.**

**Mayor Galle moved to nominate Thomas Frank as the Citizens Budget Committee Vice Chairman. Councilor Burgess seconded the motion.**

**Ayes: Burgess, Kovash, Galle, Cummings, Ezagui, Griffith, Carson and Hensley.**

**Nays: None**

**The motion to nominate Thomas Frank as the Citizens Budget Committee Vice Chairman carried 9-0.**

## Community Comments

Dennis Richey, 2311 Jolly Point Road, spoke on behalf of the Public Safety Committee. Mr. Richey does not believe that anyone is currently responsible for the disaster plan since the departure of John Atkins. The Public Safety Committee would like a small budget for public relations and to cover road closures and other hazards (making information available to the public - \$5,000).

Alice Richmond, 3939 Parker Road, would like extra proposed budget documents for the public to review during meetings.

Tina Decker, 18602 Upper Midhill Drive, handed out information to the committee. Ms. Decker appreciates the budget and the lack of cutting (personnel, increased taxes, etc.) though she has concerns about the Library Board. On pg 77 of the budget document (budget highlights) there was a 29% increase for investment in the library collections and programs. Ms. Decker could not locate the Summer Reading Program in the line item detail. She spoke to Christine Siegel, Former Library Director, to discuss this and Ms. Siegel said that her concerns were taken into consideration. Ms. Decker would like more transparency in the budget (i.e. line item detail for the Summer Reading Program). She believes that the 29% increase for Materials & Services for collections and programs is an inaccurate statement since they are attributable to insurance and database acquisition. Ms. Decker also requests that the Library budget be increased by \$17,500.

## Business from the Citizens Budget Committee:

Mr. Seals stated that we are required to hold a public hearing to approve the adoption of the resolution declaring the City of West Linn's election to receive state revenue sharing funds in the 2010-2011 Biennium. Draft resolution is located on page 111 of the Proposed Budget. Funds are approximately \$200,000 and are to be used in the Planning Fund for operations.

Public hearing opened by Chairman McCoy.

No public comment.

Public hearing closed by Chairman McCoy.

Mr. Seals, City Finance Director, presented the budget document overview.

Monthly Costs per Capita were added to the budget document to assist citizens in equating the City budget to their personal budget.

Total budget is \$74 Million for the Biennium (FY 2010 \$45.1 million and FY 2011 \$38.9 million).

No increases in taxes are in the budget but there is an increase in some fees.

The Library District of Clackamas County is new.

Mr. Seals presented a tax and fee comparison graph showing that the utility service charges are the lowest in the area.

The average person pays \$130 per month between their property taxes and their utility billing.

Comments on fiscal policies, capital outlay threshold increased from \$5,000 to \$10,000.

Reserve policy will be met by this budget.

Mr. Jordan presented the Legislative Initiatives.

He stated that the budget is priority as it is also a policy and council goals document.

Rate increases on all utility fees (5%), rate increases on maintenance fees (5%) are suggested.

He also suggests that discussions with Willamette Falls Television occur to negotiate a fee for service rate scenario.

The maintenance of current service levels (police staffing, library hours, etc.) is crucial and this proposed budget does this.

Mr. Seals discussed two new programs included in the budget.

The first is the Risk Management Claims Program (\$45,000 for managing risk and exposure issues) to increase the City's deductible and self insure for smaller claims.

The second new program is the Emergency Utility Assistance Program which provides \$5,000 for assistance with utility bill emergencies for West Linn households. Both programs are in the General Fund.

Mayor Galle asked about the West Linn food bank and the preference from moving money from that program to the Emergency Utility Assistance Program.

Ms. Ezagui stated that the organization that runs the food bank is not registered as a nonprofit and has no historical information, whereas the Emergency Utility Assistance program is run by the City.

Mr. Seals reported that staffing overall is down .5 FTE. There are 139.13 FTE's in the budget including a City Attorney, Paralegal, Special Projects Coordinator and a new Associate Planner. An Administrative Assistant position in Public Works and the Building Official position in the

Building Department are planned reductions, and the Environmental Services Fund had a vacant position that will not be refunded. One customer service position will be transferred from Finance to the City Manager's Office.

Councilor Cummings questioned if the movement of the customer service position would address Mr. Richey's concerns. Mr. Seals responded that it may but this position has not been completely defined yet.

#### Budget Document Review:

Mr. Seals presented the Budget Document Review.

The General Fund includes two new programs (described earlier) and overall monthly operating costs per capita \$21 per person. Ten departments are in the general fund including:

- City Council
  - Council stipends are included in the Personnel Services area as apposed to Materials and Services.
- City Administration with 6.6 FTE
  - Budget includes a new City Attorney, Paralegal, and Special Projects Coordinator.
- Human Resources with 2.5 FTE
  - Budget includes 360 reviews and personnel customer service training.
- Finance with 6.5 FTE
  - Budget includes funding for additional internal audits as requested by the audit committee.
- Information Technology
  - Budget includes software conversion.
- City Facilities
  - Budget includes capital focused on sustainability.
- Municipal Court with 3.5 FTE's
- Public Works Support Services with 12.1 FTE's in 2010 and 11.6 in 2011
- Vehicle & Equipment Maintenance with 2 FTE's
- Non-departmental with 0 FTE's
  - Debt Service on the 2000 series is paid from this area and the Building Fund subsidization comes from this area.

Community Grants consist of \$25,000. The committee reduced the funding from requests in the amount of \$32,350. \$5,000 is undesignated for later allocation by the City Council.

Mayor Galle requested that next year we acquire more history from the grant applicants to have a better gauge as to who to fund.

Committee Member Hensley left the meeting (via telephone) due to a poor connection.

Mr. Seals continued to present the Budget Document Review:

- Public Safety Fund includes 37 FTE's
  - Capital projects \$1.5 million for the police station land acquisition funds and \$100,000 for vehicle replacements.
  - Priority One call's have a goal of a 4 minute response.
  - New Debt Service (\$113,000) for the bond sale to purchase land to locate a new police station.
  
- Library with 17.63 FTE's
  - Library District of Clackamas County passed.
  - Materials and Services increased 29% for investment in collections and programs.
  - The West Linn Library Foundation was created that has a proposed match for Library donations (\$.5 per every \$1).
  - Capital Projects - \$1 million for County Inter-Governmental Agreement for facilities improvement.
  
- Parks & Recreation with 22.8 FTE's
  - Over 750 programs.
  - New Debt Service requirements in the budget (\$40,000) from wading pools & restrooms for Willamette and Hammerle parks.
  - Farmers Market from 2010 forward is included in the budget.
  - Capital Project upgrades.
  
- Parks SDC fund
  - Include capital projects for the Savanna Oaks property. To fund property acquisition - \$330,000 from the state, \$330,000 from Metro to match with the City of West Linn's \$330,000.
  
- Parks Bond Fund
  - Aquatic center property acquisition funds remain being carried forward.
  
- Building Inspections Fund
  - Revenue has dropped considerably causing concern.
  - FTE's have dropped from 5 to 2.75 in 2010 and then 2.5 FTE in 2011.
  - There is a large deficit for current year but the transfer of \$214,000 from the General Fund will bring this fund into a balanced position.
  
- Planning Fund has 6.5 FTE
  - This includes an additional FTE for an Associate Planner.
  - The Planning Director position is still open.

- Communications Fund handles public communications.
  - In regards to the television shows, the hope is to change to a fee for service situation (i.e. like Wilsonville).

Mayor Galle asked about us broadcasting our television shows and handling this in-house. She questioned if we have done any analysis on handling this in-house.

Ms. Wyatt responded that not all options have yet been pursued. The City has a year to analyze options and make a decision.

At the request of Councilor Carson, Mr. Jordan clarified PEG funds, Public Education Grants, for capital in providing public education in government. PEG funds would not be earmarked for program services, but are limited to use for capital improvements.

Councilor Cummings commented that students are able to use the WFTV cable facility for education.

Councilor Burgess commented that community access television is open to West Linn citizens and inquired as to how this would change. A fee for service arrangement should have an overhead charge to cover citizen usage. He noted that the allocated revenue to this fund decreases from \$260,000 in FY 2010 to \$59,000 in FY 2011.

Mr. Jordan responded that WFTV may need to review their arrangements with other governments as well as with West Linn to ensure that they are properly funded and that their overhead is covered.

Mr. Seals responded that the spike of \$260,000 would be from capital money with a corresponding expense of \$100,000. \$59,000 will go to the Planning Fund in the subsequent year. This is in anticipation of the fee for service arrangement.

Melody Ashford, representing Willamette Falls Television (WFTV), stated that the City should have a better vision of what WFTV offers its customers and she will provide that information in the future.

Mr. Ezagui commented the WFTV submitted a grant request for \$15,000 for the Willamette Falls studio which would come from the \$100,000 council chambers improvements budget.

Ms. Wyatt clarified that this would be for capital purchases, cameras, microphones, etc.

Mr. Seals continued to present the Budget Document Review:

- Street Fund with 5 FTE
  - Budget includes capital projects (street improvements) with \$900,000 in stimulus money.

- Budget Includes Blankenship Sidewalk Project with a \$300,000 grant.
- \$2 million from bond sale received for improvements.
- \$15,000 in bus shelters to encourage bus use and sustainability.
  
- Streets SDC Fund
  - Capital Outlay based on available SDC Revenue. Mainly the Santa Anita Street widening project funding.
  
- Water Fund with 6 FTE
  - The City's water rate study is in progress and the Utility Advisory Board has been studying various rate scenarios that sufficiently meet the City's infrastructure needs in the future. For the proposed budget, 5% increases in utility charges per year are reflected as allowed. Increasing charges above 5% requires voter approval.
  - \$680,000 for water line capital improvements, \$150,000 for the recoating and cathodic protection for Bland Reservoir, \$350,000 for water line replacement, and \$60,000 for scheduled vehicle replacement.
  
- Environmental Services Fund with 5 FTE's
  - 5% fee increases as allowed.
  - Budget includes sewer line improvements of \$2.16 million.
  
- Surface Water SDC Fund
  - \$1.1 million budgeted for sewer SDC eligible projects.

Councilor Burgess commented that sewer projects are not publicized enough. He prefers that the City be more public about the sewer projects (where, what, when) so that the public knows what is being done.

Councilor Cummings questioned if water testing is required to be performed.

Mr. Jordan responded that yes, water testing is required and is included in the budget.

- Debt Service Fund
  - This fund determines bonded debt portion of the property tax rate and pays off previously issued General Obligation bonds.
  - Currently the City has 3 bond series outstanding (1998, 1999 & 2000). Both the 1998 and 1999 Series have been refunded reducing their interest rates to about 3.5%. \$436,000 was saved due to the refunding.
  - Tax rate reduced by \$.05 for 2010 and 2011 due to the refunding.

Mayor Galle commented on redevelopment and inquired if there were funds in the budget for consulting related to this.



Mr. Seals responded that yes, there are funds in the budget geared toward redevelopment.

Future discussion items (tomorrow)

- Sustainability
- City attorney
  - Costs, benefits, services.

Community Comments:

Alice Richmond, 3939 Parker Road, inquired as to how needy residents will be informed about the new Emergency Utility Assistance Program. How much does the City receive in tourist funds? Alice is also concerned that FTE's have been cut in necessary areas.

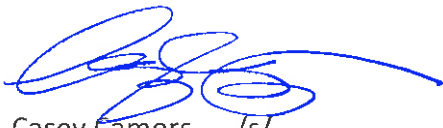
Ms. Wyatt responded that \$23,100 is received in tourism funds.

Tina Decker, 18602 Upper Midhill Drive, commented that she likes the budget policies and goals and likes the customer service position as well as the Council and Budget Committee allowing more public comment.

It was announced that the next budget meeting will be held on May 7, 2009 in the Council Chambers of City Hall at 6:00pm on May 7, 2009.

Public meeting adjourned 8:57 pm.

Respectfully submitted,



Casey Camors /s/

Casey Camors  
Accounting Manager

*PENDING APPROVAL BY THE CITIZENS' BUDGET COMMITTEE:*

on 5/19/10