



CITY OF  
**West Linn**

22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

## **CITIZENS' BUDGET COMMITTEE MEETING**

May 4, 2015 - 6:00 p.m. – City Hall, Council Chambers

May 6, 2015 - 6:00 p.m. – Library

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1. Call to Order Citizens' Budget Committee Meeting
2. Introductions
3. Election of Chair and Vice Chair
4. Public Comment
5. Budget Presentation by Fund
  - a. Budget Overview
  - b. Tab-by-Tab Overview of Materials in Budget Binders
- [The following Public Hearing is noticed for the May 4, 2015 Meeting]*
6. **Public Hearing** – State Revenue Sharing
  - a. Staff Presentation on Projected Amounts and Proposed Uses
  - b. Public Testimony
7. Discussion of Issues and Options - Discretionary Monies Available for Projects
- [The following Public Hearing is noticed for the May 6, 2015 Meeting]*
8. **Public Hearing** – Review and Approval of Six Year Capital Improvement Plan (CIP)
  - a. Committee Review and Discussion of CIP projects for FY 2016 through FY 2021
  - b. Public Testimony
9. Public Comment
10. Group Discussion

11. Final Budget Committee Vote

- a. Approve Budget
- b. Approve Taxes
  - i. General Operating Tax Rate: \$2.12/\$1,000 TAV
  - ii. Bond Levy Amount: \$1,419,000 in FY 2016 and \$1,469,000 in FY 2017

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*Sample Language for Motions:*

*"I move to recommend the budget as proposed ..." OR*

*"I move to recommend the proposed budget with the following changes ..."*

*"I move to approve the general operating tax rate of \$2.12/\$1,000 of taxable assessed value"*

*"I move to approve the bond levy amount exempt from the limitations of taxation in the amount of \$1,419,000 in fiscal year 2016 and \$1,469,000 in fiscal year 2017"*

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12. Announcement of date, time and location of next meeting, if needed

13. Adjourn

**Meeting Notes:**

*The Council Chambers is equipped with an induction loop and a limited number of neck loops for the hearing impaired. Please let the City know if you require any special assistance under the Americans with Disabilities Act, please call City Hall 48 hours prior to the meeting date, 503-657-0331.*

*Community Comments provide an opportunity for statements from citizens regarding issues related to City government, properly the subject of Council/Commission consideration and not issues on the agenda. Persons wishing to speak shall be allowed to do so only after completing forms provided in the foyer in advance of Community Comments. All remarks should be addressed to the governing body. The City Council/Planning Commission will not engage in discussion with those making comments. The time limit for each participant is three (3) minutes or will be set by the Mayor or Chair.*

*Consent Agenda items are routine and will not be allotted individual hearing time. The items may be passed in one blanket motion. Any member may remove an item for discussion or questions by requesting such action prior to consideration.*

*Persons wishing to speak on agenda items shall be allowed to do so only after completing the forms provided in the foyer and returning them to the Clerk prior to the item being called for discussion. A separate slip must be turned in for each item. The time limit for each participant is three (3) minutes, unless the Mayor decides prior to the item to allocate more or less time.*

*When needed, the Council will meet in Executive Session pursuant to ORS 192.660.*

*Please help us to accommodate citizens who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and/or similar products.*

**Issues & Options**

*Discretionary Monies Available for Major Projects - FY 2016 & FY 2017*

*In Round 1 of this exercise, all Citizens' Budget Committee members will share the items/projects they fund to get to \$2.5 million or less. Those projects will be compiled into a second list for Round 2.  
In Round 2 of this exercise, all Citizens' Budget Committee members will share the items/projects they fund to get to \$1 million or less. Those projects will be discussed as part of CBC approval.*

GOAL:		\$ 7,831,000	\$ 1,000,000	\$ 1,000,000											\$ 1,000,000	\$ -				
	Source	Cross-reference page numbers with more details	Estimated Cost	CM Proposed	Average funding amounts of Round 1 selections	Brenda Perry Proposed (Round 2)	Todd Jones Proposed (Round 2)	Russ Axelrod Proposed (Round 2)	Thomas Frank Proposed (Round 2)	Jenni Tan Proposed (Round 2)	Karen Hensley Proposed (Round 2)	Ann Frazier Proposed (Round 2)	Riad Alharithi Proposed (Round 2)	Bill Hill Proposed (Round 2)	Number of members who selected this line to fund in some manner	Percentage of members who selected this line to fund in some manner	Average funding amounts of Round 2 selections	CBC Approved	Council Adopted	
(1)	Additional carryover for a sustainable financial future	Oregon Supreme Court	TAB 2 - Page 76 of Budget	\$ 500,000	\$ 500,000	\$ 554,444	\$ 500,000	\$ 500,000	\$ 500,000	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 350,000	\$ 500,000	9	100%	\$ 472,222	\$ 485,000	
(2)	Additional City Properties																			
(3)	Bolton Station Rehabilitation	Bolton NA	TAB 3 - Page 29 of CIP	\$ 998,000	\$ -	\$ 40,000		\$ 20,000								1	11%	\$ 20,000		
(4)	Robinwood Station Rehabilitation	Robinwood NA	TAB 3 - Page 31 of CIP	\$ 725,000	\$ -	\$ 303,000		\$ 70,000	\$ 70,000							2	22%	\$ 70,000		
(5)	Robinwood Station Design & Application <sup>3</sup>	City Council Discussion on 4/20	Last night Council mtg	\$ 40,000	\$ -	\$ 38,333	\$ 40,000	\$ 30,000	\$ 30,000	\$ 40,000	\$ 40,000	\$ 40,000				6	67%	\$ 36,667	\$ 40,000	
(6)	Old Police Station Rehabilitation	WFHAC	TAB 3 - Page 30 of CIP	\$ 1,388,000	\$ -	\$ 40,000														
(7)	City Hall Security/Access	Staff proposal	TAB 3 - Page 29 of CIP	\$ 250,000	\$ -	\$ 150,000														
(8)	Deferred Facilities Costs	Staff proposal	TAB 3 - Page 30 of CIP	\$ 100,000	\$ -	\$ 66,667														
(9)	CedarOak Boat Ramp Extra Dock	Adjacent neighbors	TAB 3 - Page 13/14 of CIP	\$ 300,000	\$ -	\$ 206,667														
(10)	Parks Equipment Replacement	Parks & Recreation	TAB 2 - Page 127 of Budget	\$ 260,000	\$ -	\$ 196,250	\$ 10,000	\$ 50,000	\$ 10,000				\$ 130,000			4	44%	\$ 50,000		
(11)	Acquisition of Two Acres Dividing Marylhurst Park	Parks Master Plan	TAB 3 - Page 16 of CIP	\$ 400,000	\$ -	\$ 400,000														
(12)	Sustainability Initiatives	Past practice		\$ 55,000	\$ -	\$ 52,000		\$ 20,000								1	11%	\$ 20,000		
(13)	Trails System Projects <sup>2</sup>	Adopted Council Goal	TAB 3 - Page 15/20 of CIP	\$ 1,000,000	\$ 100,000	\$ 261,250			\$ 50,000					\$ 40,000		2	22%	\$ 45,000		
(14)	Bike, Ped, Sidewalk Projects/Safe Routes to Schools <sup>2</sup>	Adopted Council Goal	TAB 3 - Page 471 of CIP																	
(19)	[to include Skyline Sidewalk Project]	November 4, 2014 vote		\$ 1,250,000	\$ 165,000	\$ 690,556	\$ 250,000	\$ 250,000	\$ 160,000	\$ 275,000	\$ 250,000	\$ 500,000	\$ 300,000	\$ 400,000	\$ 300,000	9	100%	\$ 298,333	\$ 300,000	
(15)	Skyline Park Bathroom	Skyline Ridge NA	TAB 3 - Page 20 of CIP	\$ 75,000	\$ -	\$ 75,000														
(16)	Neighborhood Association Funding	Past practice	TAB 2 - Page 76 of Budget	\$ 20,000	\$ 20,000	\$ 21,250	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 20,000		\$ 20,000		7	78%	\$ 20,000	\$ 20,000	
(17)	Heritage Area Coalition	Past practice	TAB 2 - Page 76 of Budget	\$ 55,000	\$ 55,000	\$ 55,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 55,000	\$ 55,000			\$ 55,000		6	67%	\$ 50,833	\$ 55,000	
(18)	Sidewalk Maintenance Incentive Program	Staff proposal	TAB 3 - Page 31 of CIP	\$ 50,000	\$ 50,000	\$ 46,429			\$ 20,000			\$ 20,000	\$ 35,000			3	33%	\$ 25,000		
(20)	Economic Development																			
(21)	Community Grants	Council Goal Discussion		\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ 30,000		\$ 40,000	\$ 20,000		6	67%	\$ 35,000	\$ 40,000	
(22)	Tourism Grants	Matching funds to County		\$ 40,000	\$ -															
(23)	Rent Subsidies	Council Goal Discussion		\$ 50,000	\$ -															
(24)	Fee Waivers	Council Goal Discussion		\$ 50,000	\$ -	\$ 50,000														
(25)	Business Recruitment Service	Council Goal Discussion		\$ 50,000	\$ -	\$ 53,000		\$ 20,000								1	11%	\$ 20,000		
(26)	Grants to Business Districts	Adopted Council Goal	TAB 2 - Page 76 of Budget	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ 30,000	\$ 20,000	\$ 35,000		\$ 30,000	\$ 40,000	\$ 20,000	7	78%	\$ 30,714	\$ 20,000	
(27)	Farmer's Market (Grant/stipend)	Adopted Council Goal	TAB 2 - Page 88 of Budget	\$ 50,000	\$ 50,000	\$ 46,250	\$ 30,000	\$ 40,000	\$ 20,000	\$ 30,000	\$ 50,000		\$ 30,000	\$ 25,000	\$ 25,000	8	89%	\$ 31,250	\$ 20,000	
(28)	Municipal Fiber Consultant	Adopted Council Goal	TAB 2 - Page 76 of Budget	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 20,000	\$ 20,000	\$ 20,000		8	89%	\$ 20,000	\$ 20,000	
(29)	Chamber of Commerce	Request from Chamber		\$ 25,000	\$ -															
<b>TOTAL:</b>				\$ 7,831,000	\$ 1,000,000	\$ 2,398,889	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000			\$ 1,396,717	\$ 1,000,000	\$ -	

<sup>1</sup> Offset by earned Farmer's Market revenue of \$25,000 per year (second year only).  
<sup>2</sup> Total project cost is estimated from master plan documents.  
<sup>3</sup> This item brought up on 4/20, after the City Manager's Budget was proposed.



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# WEST LINN CITIZENS' BUDGET COMMITTEE MEETING NOTES May 4, 2015

## [Call to Order Citizens' Budget Committee Meeting](#)

### **Citizens' Budget Committee Members Present:**

Council President Thomas Frank, Councilor Russ Axelrod, Councilor Brenda Perry, Councilor Jenni Tan, Ann Frazier, Bill Hill, Riad Alharithi, Todd Jones, and Karen Hensley.

### **Staff Present:**

City Manager Chris Jordan, City Recorder Kathy Mollusky, Parks & Recreation Director Ken Worcester, and Public Works Director Lance Calvert.

## [Introductions](#)

### [Election of Chair and Vice Chair](#)

Budget Chair Hill asked for nominations for the new Budget Chair.

Ann Frazier moved to nominate Karen Hensley as Chair of the Budget Committee. Council President Thomas Frank seconded the motion.

Councilor Brenda Perry moved to nominate Riad Alharithi as Chair of the Budget Committee.

Councilor Russ Axelrod seconded the motion.

Councilor Tan stated both Ms. Hensley and Mr. Alharithi are qualified. She leans towards Ms. Hensley because she is experienced and this is first time Mr. Alharithi is on the Budget Committee.

Councilor Perry would like to see change, she is very much for new ideas. Ms. Hensley has done an excellent job in the past, but would like to see a little change and give the opportunity to someone else.

Todd Jones abstained, this is only his second budget meeting and he does not know the candidates.

Vote for Karen Hensley as Chair: Council President Thomas Frank, Councilor Jenni Tan, Ann Frazier, and Bill Hill.

Vote for Riad Alharithi as Chair: Councilor Russ Axelrod and Councilor Brenda Perry.

Karen Hensley elected Chair of the Citizens' Budget Committee.

Councilor Jenni Tan moved to nominate Riad Alharithi as Vice Chair of the Budget Committee. Council President Thomas Frank seconded the motion.

Riad Alharithi elected Vice Chair of the Citizens' Budget Committee by voice vote.

### **Public Comment**

Shannon Knight, Farmer's Market, stated Main Street would like to hire a part-time manager to get more grants for items such as electricity and to improve the crosswalks. There are not enough volunteers to fundraise or get grants. The Farmer's Market requests a part-time manger.

The Budget Committee discussed the Farmer's Market and Main Street.

City Manager Jordan indicated that staff would be supportive of the committee providing a grant of \$20,000 annually so that Main Street could operate without City involvement for the next two years.

### **Budget Presentation by Fund**

#### **Budget Overview**

Chief Financial Officer Seals staff report.

### **Tab-by-Tab Overview of Materials in Budget Binders**

## Public Hearing - State Revenue Sharing

### Staff Presentation on Projected Amounts and Proposed Uses

Chief Financial Officer Seals staff report.

### Public Testimony

Budget Chair Hensley Opened the Public Hearing.

Alice Richmond asked Chief Financial Officer Seals to explain where the revenue comes from.

Chief Financial Officer Seals and City Manager Jordan explained how the city receives revenue and answered Ms. Richmond's questions.

Budget Chair Hensley closed the public hearing.

### Discussion of Issues and Options - Discretionary Monies Available for Projects

The Citizens' Budget Committee discussed the Skyline Sidewalk, Bolton Reservoir, and Safe Routes to Schools projects along with what parts of these projects may be included in the System Development Charges, Water Fund, and Street Fund.

The Committee discussed the Public Employees Retirement System (PERS) decision and how much money to allocate to reserves.

Budget Chair Hensley polled the committee to verify all were in agreement to allocate \$500,000 to reserves. Approved by a voice vote.

The Budget Committee continued to discuss bike/pedestrian paths, sidewalks and safe routes to school.

Budget Chair Hensley inquired if the committee would like to combine (14) Bike, Pedestrian, Sidewalk Projects and Safe Routes to School with (19) the Skyline Sidewalk Project. Approved by voice vote.

Budget Chair Hensley asked each member to discuss their high priorities items.

Committee Member Hill stated if there are adopted Council goals, they are automatically funded.

Councilor Perry does not want to let things deteriorate; the City needs to maintain its assets. She would like to keep Neighborhood Association funding.

Committee Member Frazier would like to see progress on Robinwood Station, Neighborhood

Association funding, community grants, and the Farmer's Market.

Councilor Axelrod would like to invest in community centers: Police Station, Robinwood Station, and Bolton Station. He would like to invest in properties, parks and trails, Neighborhood Association funding, increase community grants to bring in businesses, Farmer's Market, and the Main Street Manager who also handles the Farmer's Market.

Council President Frank inquired if Councilor Axelrod meant \$25,000 for farmer's market.

Councilor Axelrod clarified \$10,000 for the Farmer's Market and \$15,000 for business.

Budget Vice Chair Alharithi would like to invest in assets like trees, sidewalks and trails maintenance, infrastructure, and business.

Councilor Tan would like to give the Chamber of Commerce \$25,000 since one of the Council goals is Economic Development; Robinwood Station \$40,000 to hire experts, trails, bikes and pedestrian paths, Neighborhood Association funding, Heritage Area Coalition, and community grants. A Council Goal is to give grants to business districts and the Farmer's Market.

Committee Member Jones would like to give grants to business districts and the Farmer's Market (\$90,000 combined - could be \$40,000 with other grants) with the caveat that the City support and gauge if the citizens are running the market effectively. The City needs to set specific goals on how to take advantage of funding. He also supports community grants and Skyline sidewalk.

Council President Frank supports the Council goals, sidewalks and safe routes to school (Skyline), Heritage Association, Neighborhood Associations, sustainability, and Robinwood Station at \$310,000. Some community grants are good, some citizens expect the grant. He has not seen how community grants are expended. Give non-profits a different method. Waive the fee and let them use our parks so they can keep 100 percent of the proceeds. Then they are not accountable to the City and the City is not accountable back to taxpayers.

Budget Chair Hensley would like to invest in playground equipment, sidewalks and safe routes to school with Skyline being a priority. Her largest concern of rehabilitation city properties is then the City must do something for each neighborhood and not pit neighborhoods against each other. The manpower to follow up grants costs more than grants themselves.

The Budget Committee discussed city properties, Main Street, the Farmer's Market, business districts, the community grants process, Robinwood Station, municipal fiber and the old police station.

City Manager Jordan explained the community grants were originally designed to assist social service organizations that were giving back to this community, for instance, the food bank and



women's services. It has morphed into small grants that take a lot of staff time, budget committee time, and the citizens' time for a small amount of money.

Budget Member Frazier volunteers to run a workshop to make the process less burdensome to city staff.

**Announcement of date, time and location of next meeting - May 6, 2015, 6:00 p.m. Library**

**[Adjourn](#)**



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# **WEST LINN CITIZENS' BUDGET COMMITTEE MEETING NOTES May 6, 2015**

## **[Call to Order Citizens' Budget Committee Meeting](#)**

### **Citizens' Budget Committee Members Present:**

Council President Thomas Frank, Councilor Russ Axelrod, Councilor Brenda Perry, Councilor Jenni Tan, Chair Karen Hensley, Vice Chair Riad Alharithi, Ann Frazier, Bill Hill, and Todd Jones.

### **Staff Present:**

City Manager Chris Jordan, Assistant City Manager Kirsten Wyatt, Assistant Finance Director Lauren Breithaupt, Public Works Director Lance Calvert, and Parks & Recreation Director Ken Worcester.

## **[Public Hearing - Review and Approval of Six Year Capital Improvement Plan \(CIP\)](#)**

### **Committee Review and Discussion of CIP projects for FY 2016 through FY 2021**

Public Works Director Calvert staff presentation.

## **[Public Testimony](#)**

Citizens who testified: Peggy Kirkendahl and Alice Richmond

## **Public Comment**

## **[Group Discussion](#)**

Chair Hensley made a motion to take all average funding at level six or above at \$995,000. Todd Jones seconded.

Councilor Perry amended the motion to add \$5,000 towards park equipment. No second, the motion was lost.

Todd Jones rescinded his second to the motion. Chair Hensley withdrew her first motion.

Councilor Perry made a motion to adopt the nine projects. Chair Hensley seconded. No vote was taken on this motion.

Todd Jones proposed to carryover \$485,000 reserves. Passed by a voice vote.

Councilor Perry, Todd Jones, and Councilor Axelrod proposed funding the sidewalk project at \$250,000.

Council President Frank, Ann Frazier, Councilor Tan, Chair Hensley, Co-Chair Alharithi, and Bill Hill proposed \$300,000.

\$250,000 for the sidewalk and \$50,000 for the bike/pedestrian project passed 6 to 3.

Council President Frank proposed combining items 26 (Business Districts) and 27 (Farmer's Market). Bill Hill seconded. Proposal failed 6 to 3 (hand count).

Councilor Perry moved to fund the Farmer's Market at \$20,000. Councilor Axelrod seconded. Passed by a voice vote.

Councilor Perry proposed \$20,000 for the fiber consultant. Council President Frank seconded. Passed by a voice vote.

Council President Frank proposed funding Neighborhood Associations at \$20,000. Councilor Tan seconded. Passed by a voice vote.

Councilor Perry proposed \$10,000 funding for the business districts. Council President Frank seconded. Passed by a voice vote.

Councilor Perry proposed \$40,000 for Robinwood Station. Council President Frank seconded. Passed by a voice vote.

Council President Frank proposed \$55,000 for the Heritage Area. Councilor Tan seconded. Passed by a voice vote.

Councilor Perry proposed \$40,000 for community grants. Ann Frazier seconded. Passed by a voice vote.

Todd Jones proposed increasing business district grants an additional \$10,000. Bill Hill seconded. Passed 5 to 4 (hand count). Audio was lost.

## **Final Budget Committee Vote**

### **Approve Budget**

Council President Thomas Frank moved to approve the budget with the amendments proposed tonight. Councilor Jenni Tan seconded the motion.

**Ayes: Council President Thomas Frank, Councilor Russ Axelrod, Councilor Brenda Perry, Councilor Jenni Tan, Chair Karen Hensley, Vice Chair Riad Alharithi, Ann Frazier, Bill Hill, and Todd Jones.**

**Nays: None.**

**The motion carried 9 - 0**

### **Approve Taxes**

#### **General Operating Tax Rate: \$2.12/\$1,000 TAV**

Council President Thomas Frank moved to approve the general operating tax rate of \$2.12/\$1,000 of taxable assessed value. Councilor Jenni Tan seconded the motion.

**Ayes: Council President Thomas Frank, Councilor Russ Axelrod, Councilor Brenda Perry, Councilor Jenni Tan, Chair Karen Hensley, Vice Chair Riad Alharithi, Ann Frazier, Bill Hill, and Todd Jones.**

**Nays: None.**

**The motion carried 9 - 0**

#### **Bond Levy Amount: \$1,419,000 in FY 2016 and \$1,469,000 in FY 2017**

Council President Thomas Frank moved to approve the bond levy amount exempt from the limitations of taxation in the amount of \$1,419,000 in Fiscal Year 2016 and \$1,469,000 in Fiscal Year 2017. Bill Hill seconded the motion.

**Ayes: Council President Thomas Frank, Councilor Russ Axelrod, Councilor Brenda Perry, Councilor Jenni Tan, Chair Karen Hensley, Vice Chair Riad Alharithi, Ann Frazier, Bill Hill, and Todd Jones.**

**Nays: None.**

**The motion carried 9 - 0**

### **Announcement of date, time and location of next meeting, if needed**

### **Adjourn**

Meeting was adjourned at 9:16 p.m.