

ISSUES & OPTIONS PAPER: COMMUNITY GRANTS

ISSUES:

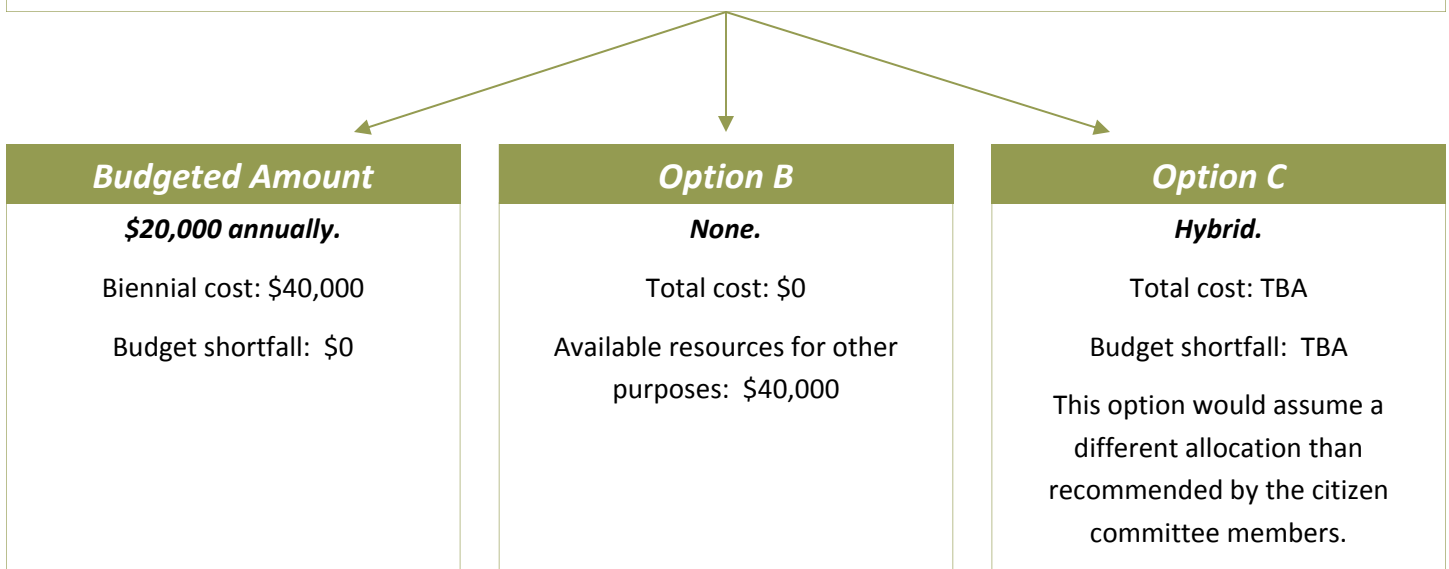
- The City of West Linn has a very limited amount of funding available to award as community grants.
- Historically, the citizen members of the Citizens' Budget Committee have reviewed the grant requests and made a recommendation to the full committee on grant allocations.
- This biennium, the citizen members developed a grant methodology that was used during the grant application process and was reflected in the grant application document.
- At this point in budget hearings, the allocation of grant funding should be subject to committee discussion.

OPTIONS:

- The City can allocate grant funding as recommended by the citizen members.
- Or, the City can reallocate based on discussion.
- Or, the City can decide to not allocate community grant funds and reallocate funds to another City program.

DECISION TREE:

How should community grant funds be allocated?



City of West Linn

Community Grant Requests for the first fiscal year (FY 2014) of the 2014-2015 Biennial Budget

COMMUNITY GRANT REQUESTS		FY 2014 REQUESTED AMOUNT		RECOMMENDED BY CITIZEN MEMBERS OF CITIZENS' BUDGET COMMITTEE		ADOPTED BY THE WEST LINN CITY COUNCIL	
Requesting Entity	Prior Year -1 FY 2013		Requested Amount for FY 2014	Approved	Condition	Comments	Adopted
	Requested	Approved					
1 AWOL Dance Collective	\$ 1,000	\$ 750	\$ 3,500	\$ 750	subject to getting permit subject to running program Not funding	For dance event in West Linn	
2 West Linn Community Chorus	7,700	1,000	2,900	1,000		For weekly rehearsals and new music for chorus events	
3 West Linn Lions Club Foundation	1,854	1,854	1,435	1,435		For health screening at two events	
4 West Linn Community Task Force	1,700	1,200	1,800	1,200		For Text-a-Tip and other anti-drug programs	
5 Friends of Maddax Woods	400	400	2,000	1,000		For materials to build a pole barn	
6 Friends of the Robinwood Station	4,400	2,200	2,400	2,200		For musician stipends for 12 local artist performance series	
7 Willamette Falls Heritage Foundation	1,000	1,000	1,000	1,000		For shuttle and canopy at Lock Fest event	
8 Willamette Living History Committee	1,100	1,100	1,500	1,100		For costumes and other expenses at Tour event	
9 Clackamas Women's Services	3,000	2,000	3,000	2,000		For 1739 bus tickets and 40 gas cards	
10 Happy Trails Riding Center	1,500	1,500	1,500	1,500		For classes and camps serving disabled customers	
11 July 4th Fireworks Event	2,000	1,500	2,000	1,500		For fireworks and expenses for 4th event	
12 MOMS Club of West Linn	2,000	500	2,500	500		For Santa Bruch fund-raising expenses	
13 NEW: Sachi Wellness Center	-	-	750	-		For Halloween Haunt along Willamette Falls Drive	
Total	\$ 57,699	\$ 21,004	\$ 26,285	\$ 15,185			
Total amount available to fund			\$ 20,000	20,000			
Unallocated amount undesignated			\$ 20,000	\$ 4,815		Leave for Council/Parks during the year - or carryover to next FY	

ISSUES & OPTIONS PAPER: NEWSLETTER FREQUENCY

ISSUES:

- The City currently publishes a monthly two-page newsletter (front-to-back) at an annual cost of \$31,000.
- This cost includes staff time, and materials costs, which is accounted for in the General Fund.
- The newsletter is mailed in the utility billing envelope, so the postage cost is covered by the utility funds.
- The newsletter is referenced on community surveys as a reliable source of information about City affairs.
- Interactivity and recall from newsletter stories is difficult to gauge and so the City has begun using free online social media sites (e.g. Facebook, Twitter, MailChimp, SurveyMonkey, WestLinnIdeas, etc.) to communicate.

OPTIONS:

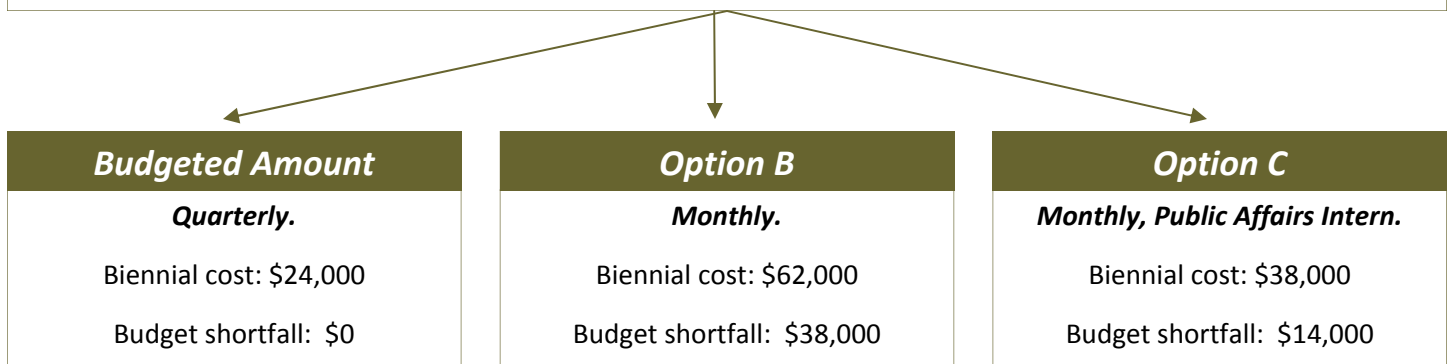
- The City can transition publication to quarterly, and produce a four-page (front-to-back) newsletter at an annual cost of \$12,000. This cost includes staff time and materials costs, accounted for in the General Fund.
- Postage would continue to be covered by the utility funds. The increased newsletter size would not affect postage.
- If the City transitioned to a quarterly paper newsletter, online and social media communications would continue.
- If the City continued with a monthly paper newsletter, online and social media communications would continue.

OTHER CONSIDERATIONS:

- There is a sustainability impact to the monthly printing of a color newsletter.
- When needed on a more urgent basis, 1/3-page inserts can be printed for \$500 and included in utility bills.
- West Linn residents were queried about the change in newsletter publication and were asked to respond with any comments or concerns about a potential change to quarterly publications. The City received no feedback.
- If the City wishes to continue monthly newsletter publication, the public affairs/economic development intern position could be tasked with this responsibility to decrease costs slightly (to approximately \$19,000/year).
- Relying on an intern for newsletter production may affect the quality of the document, but would also provide a valuable learning opportunity for a graduate student.

DECISION TREE:

How frequently should the City communicate using a paper newsletter enclosed in utility bills?



ISSUES & OPTIONS PAPER: STREET MAINTENANCE FEES

ISSUES:

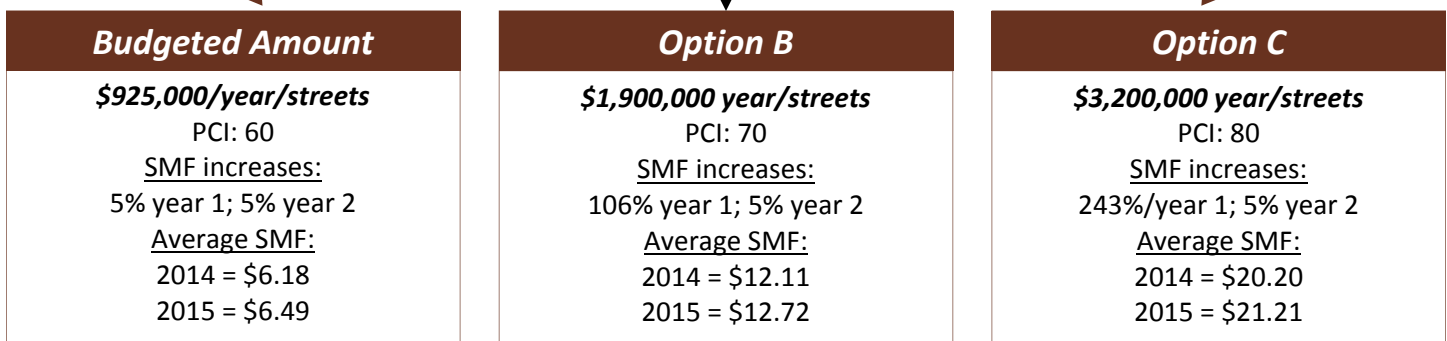
- The 2011 Summary Report prepared by Capitol Asset & Pavement Services graded West Linn's streets with a Pavement Condition Index (PCI) of 61 on a scale of 1 to 100.
- A score of 1 is a completely failed pavement. A score of 100 is a newly constructed street. A score of 80 or better is considered very good or optimal, while a score of 70 or better is very good or satisfactory. A score of 50 or better is considered fair or drivable. Scores below 50 are generally considered poor.
- Currently, the average household pays a \$5.89/month SMF. The Lake Oswego SMF is \$7.81/month.
- The proposed budget includes five percent Street Maintenance Fee (SMF) increases effective January 2014 and January 2015. These increases are consistent with prior year increases since the inception of the SMF.
- This results in a capital maintenance budget of \$925,000 per year, with SMFs of \$6.18 and \$6.49, respectively.
- The five percent increase would result in the 61 PCI over the six year capital improvement cycle.
- In addition, the proposed budget includes \$50,000 per year for sidewalk repair/improvement.
- To generate additional funds for sidewalk repair/improvement, an increase of \$0.32/month/resident would be required to budget an additional \$50,000 per year (\$100,000 total per year).

OPTIONS:

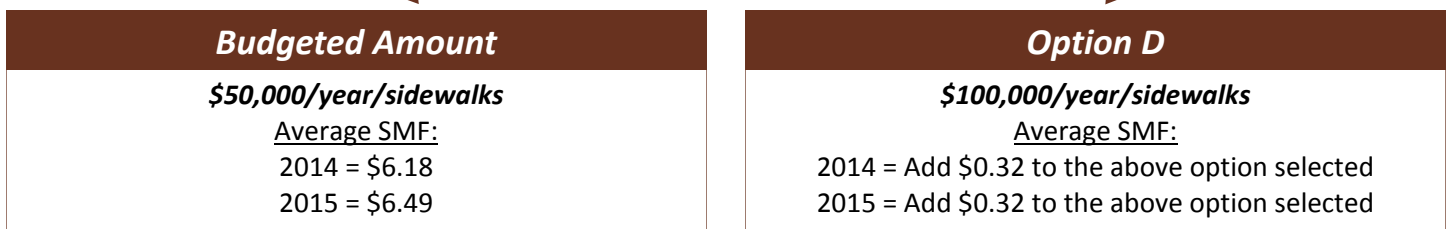
- To repair and improve sidewalks, an additional \$50,000 per year is required; or \$0.32/month/resident.
- To upgrade the PCI to 70, the annual capital budget for streets needs \$1.9 million/year; or \$12.11/month/resident.
- To upgrade the PCI to 80, the annual capital budget for streets needs \$3.2 million/year; or \$20.20/month/resident.

DECISION TREE:

How much should the City invest in street maintenance and improvements?



Should the City raise additional funds dedicated to sidewalk repair and improvements?



Issues & Options Paper: Environmental Services Fees

Issues:

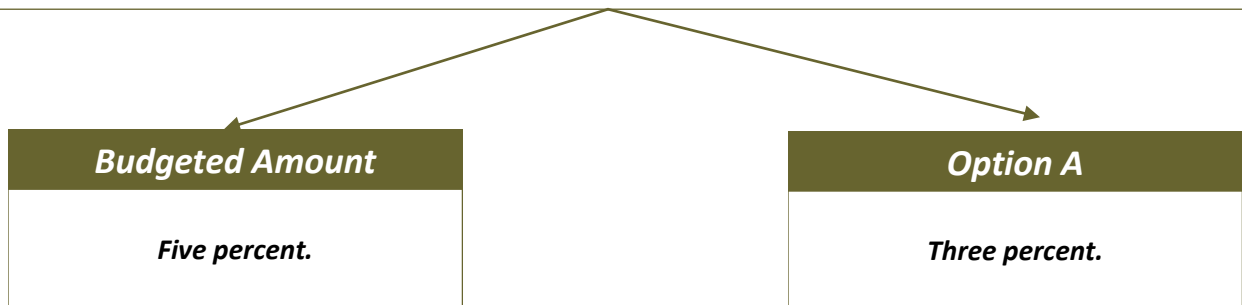
- The Proposed 2014-2015 Biennial Budget includes rate increases in the Environmental Services (ESD) Fund of five percent per year. The ESD Fund includes both wastewater and surface water revenues and expenditures.
- The Utility Advisory Board (UAB) approved recommending a three percent rate increase in the ESD Fund for each year of the next budget, which varies from the staff recommendation.
- UAB members barely had a quorum at the meeting in which this recommendation vote was made.
- The members in attendance had a lot of discussion on the fact that they felt they did not have a lot of detailed knowledge of the capital and operational needs of the Environmental Fund as a majority of the recent past has been focused on the Water Fund.
- Capital projects for the Wastewater Master Plan are included in Section 9:
- <http://westlinnoregon.gov/publicworks/sanitary-sewer-master-plan>
- Wastewater projects completed to date include projects #CIP-1, 2, 13, 14, 15, & 16 from Table 9-2 along with Sewer Replacement (actually Cured in Place Pipe lining, CIPP) projects CMP-21, 24, and 27 from Table 9-4.
- Capital projects for the Surface Water Master Plan are included in Section 7:
- <http://westlinnoregon.gov/publicworks/surface-water-master-plan>
- Surface water projects completed include projects #2 & #3 from Table 7.2.
- As is evident from review of the master plans, Capital Improvement Plan (CIP) projects have lagged behind planned expenditures for a number of reasons and a backlog of projects currently exist that need to be completed which will result in a drawdown of existing fund balances over time, even with the planned five percent rate increases.

Options:

- Despite the UAB's recommendation, staff developed the Proposed Budget with the five percent rate increase.
- As evidenced by the CIP, there are a backlog of wastewater and surface water projects that must be completed.
- A financial scenario using the three percent rate is included on page two of this document for comparison to page 145 of the proposed budget document.

Decision Tree:

What percentage rate increase shall the City included in the 2014-2015 biennial budget?



City of West Linn

Environmental Services Fund

(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5
	FY08	FY09	FY10	FY11	FY12	FY13	PROJECTED				
							FY14	FY15	FY16	FY17	FY18
Resources											
Beginning fund balance	\$2,061	\$2,009	\$2,376	\$2,765	\$3,054	\$3,365	\$3,349	\$2,508	\$1,893	\$1,320	\$811
Wastewater charges - base	1,341	1,686	1,551	1,632	1,849	1,935	2,032	2,093	2,156	2,264	2,377
Wastewater charges - rate incre:	71	89	82	82	86	97	61	63	108	113	119
Surface water - base	485	534	563	597	636	667	700	721	743	780	819
Surface water - rate increases	26	28	30	30	31	33	21	22	37	39	41
Interest	84	104	6	3	-	-	-	-	-	-	-
Miscellaneous	65	67	80	105	107	79	81	83	85	87	89
Intergovernmental	6	-	-	-	-	-	-	-	-	-	-
Licenses and permits	26	48	56	54	76	52	53	54	55	56	57
Total revenues	2,104	2,556	2,368	2,503	2,785	2,863	2,948	3,036	3,184	3,339	3,502
Total Resources	\$4,165	\$4,565	\$4,744	\$5,268	\$5,839	\$6,228	\$6,297	\$5,544	\$5,077	\$4,659	\$4,313
Requirements											
Personal services	\$718	\$638	\$463	\$476	\$525	\$524	\$744	\$774	\$809	\$845	\$883
Materials & services	315	343	248	229	290	314	375	377	396	416	437
Debt service	-	-	-	-	-	-	-	-	-	-	-
Transfers to other funds	1,019	932	1,051	1,119	1,070	1,117	1,094	1,118	1,152	1,187	1,223
Capital outlay											
Sewer capital projects	36	151	98	303	488	537	800	1,050	900	900	900
Surface water capital projects	28	125	119	87	101	132	445	250	300	300	300
Equipment and vehicle	40	-	-	-	-	255	331	82	200	200	200
Total expenditures	2,156	2,189	1,979	2,214	2,474	2,879	3,789	3,651	3,757	3,848	3,943
Ending Fund Balance											
Policy requirement (15%)	155	147	107	106	122	126	168	173	181	189	198
Over (under) Policy	1,854	2,229	2,658	2,948	3,243	3,223	2,340	1,720	1,139	622	172
Total ending fund balance	2,009	2,376	2,765	3,054	3,365	3,349	2,508	1,893	1,320	811	370
Total Requirements	\$4,165	\$4,565	\$4,744	\$5,268	\$5,839	\$6,228	\$6,297	\$5,544	\$5,077	\$4,659	\$4,313
Utility Rate Information:											
% sewer rate increases	5%	5%	5%	5%	5%	5%	3%	3%	5%	5%	5%
Sewer portion of average bill	\$ 23	\$ 24	\$ 25	\$ 26	\$ 27	\$ 29	\$ 30	\$ 31	\$ 32	\$ 34	\$ 36
% surface rate increases	5%	5%	5%	5%	5%	5%	3%	3%	5%	5%	5%
Surface portion of average bill	\$ 4	\$ 4	\$ 4	\$ 4	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 6	\$ 6
Total average utility bill	\$ 42	\$ 57	\$ 60	\$ 63	\$ 66	\$ 69	\$ 73	\$ 76	\$ 80	\$ 84	\$ 88