



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

CITY COUNCIL AGENDA

Monday, July 7, 2025

1:00 p.m. – Work Session – Council Chambers & Virtual*

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|-----------------------|------------------|
| 1. Call to Order | [1:00 pm/5 min] |
| 2. Approval of Agenda | [1:05 pm/5 min] |
| 3. Public Comments | [1:10 pm/10 min] |

The purpose of Public Comment is to allow the community to present information or raise an issue regarding items that do not include a public hearing. All remarks should be addressed to the Council as a body. This is a time for Council to listen, they will not typically engage in discussion on topics not on the agenda. Time limit for each participant is three minutes, unless the Mayor decides to allocate more or less time. Designated representatives of Neighborhood Associations and Community Advisory Groups are granted five minutes.

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|---|------------------|
| 4. Mayor and Council Reports | [1:20 pm/10 min] |
| a. Reports from Community Advisory Groups | |
| 5. Proclamations | [1:30 pm/10 min] |
| a. Disability Pride Month | |
| b. Parks and Recreation Month | |
| c. Willamette Summer Market | |
| 6. Long-Range City Budget Needs and Opportunities | [1:40 pm/60 min] |
| 7. City Manager Report | [2:40 pm/30 min] |
| 8. Adjourn | [3:10pm] |

**City Council meetings will be conducted in a hybrid format with some Councilors, staff, presenters, and members of the public attending virtually and others attending in person. The public can watch all meetings online via <https://westlinnoregon.gov/meetings> or on Cable Channel 30.*

Submit written comments by email to City Council at citycouncil@westlinnoregon.gov. We ask that written comments be provided before noon on the day of the meeting to allow City Council members time to review your comments.

If you cannot attend the meeting in person and would like to speak live at a public meeting by videoconferencing software or by phone, please complete the form located at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 12:00 pm the day of the meeting to be input into our system. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting. If you miss the deadline and would like to speak at the meeting, please fill out the form and staff will send you a link as time allows.

The City abides by Public Meetings law. If you believe a violation has occurred, please [click here](#) to inform the staff of your concern.

To request an interpreter or other communication aid, please contact Kathy Mollusky at 503-742-6013 or kmollusky@westlinnoregon.gov.

When needed, the Council will meet in Executive Session pursuant to ORS 192.660(2).

PROCLAMATION

West Linn, Oregon

WHEREAS, Disability Pride Month is observed every July to celebrate the diversity, culture, and rights of people with disabilities; and

WHEREAS, it is a time to promote visibility, challenge outdated stereotypes, and honor the achievements and contributions of the disability community; and

WHEREAS, more than just awareness, Disability Pride Month is a call to action for inclusion, accessibility, and equality; and

WHEREAS, Disability Pride Month is a month-long celebration that recognizes the identities and experiences of disabled individuals; and

WHEREAS, it promotes disability as a natural and valuable part of human diversity, not something to be hidden or fixed; and

WHEREAS, this month encourages people to take pride in who they are and aims to create a more inclusive and understanding society.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF WEST LINN, that JULY 2025 is:

DISABILITY PRIDE MONTH

DATED THIS 7TH DAY OF JULY, 2025

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

PROCLAMATION

West Linn, Oregon

WHEREAS, parks and recreation are essential to the well-being of our community, enriching the quality of life for residents of all ages in the City of West Linn; and

WHEREAS, these spaces promote active lifestyles, support physical and mental health, and offer inclusive programs that strengthen community connection and resilience; and

WHEREAS, parks and recreation contribute to local prosperity by providing safe, welcoming spaces that enhance property values, attract businesses, draw visitors, and foster a sense of community; and

WHEREAS, nestled among hills, forests, and rivers, West Linn's parks reflect the natural beauty of our region and connect people to the land, water, and wildlife that define our community's unique character; and

WHEREAS, our natural areas protect air and water quality, preserve wildlife habitats, and provide opportunities to experience the outdoors, fostering environmental stewardship and a lifelong appreciation for nature; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month, celebrating the vital contributions of parks nationwide;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST LINN proudly recognizes July as Parks and Recreation Month and encourages all residents to enjoy, support, and celebrate the parks and recreation services that make our city vibrant, healthy, and connected.

Parks and Recreation Month

DATED THIS 7TH DAY OF JULY, 2025

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER



BUILD
TOGETHER 
Play
TOGETHER

City of
West Linn
PARKS & RECREATION
celebrating
NRPA'S
PARK AND RECREATION
MONTH





























PROCLAMATION

West Linn, Oregon

WHEREAS, farmer's markets are an integral part of Oregon's food system and agricultural economy; and

WHEREAS, the farmer's markets in Oregon are important sales outlets for farmers and food business owners, generating revenue that supports the sustainability of family farms and the revitalization of rural communities; and

WHEREAS, farmer's markets provide citizens of all income levels with access to healthful, locally produced foods through Oregon markets that accept supplemental nutritional assistance program benefits and other critical food access programs; and

WHEREAS, the Power of Produce program offered by the Wednesdays in Willamette Summer Street Market offers children the opportunity to engage in the local food system through conversations directly with farmers and have exposure to new fruits and vegetables; and

WHEREAS, the Wednesdays in Willamette Summer Street Market is a cornerstone of our community, well-loved by customers, neighbors, and vendors alike; and

WHEREAS, the City Council recognizes the importance of expanding agricultural marketing opportunities that assist and encourage the next generation of farmers and ranchers; generate farm income to help stimulate business development and job creation; build community connections through rural and urban linkages; provide access to fresh healthy food for all of Oregon's citizens; and more.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF WEST LINN, that August 3 to 9, 2025 is National Farmers Market Week in conjunction with Wednesdays in Willamette Summer Street Market Week.

DATED THIS 7TH DAY OF JULY 2025

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

Work Session Agenda Report

Date Prepared: July 2, 2025
For Meeting Date: July 7, 2025
To: Mayor Rory Bialostosky and West Linn City Council
From: John Williams, City Manager *JRW*
Subject: City Budget Needs and Opportunities – General Fund

Purpose

As requested by Council, this report presents a listing of General Fund staffing and project needs not met in the recently adopted 2026-2027 Biennial Budget.

Question(s) for Council:

Does the Council wish to take actions to stabilize the City's General Fund and potentially increase service levels?

Background & Discussion:

The City's Budget Committee held two meetings in May and June to recommend approval of the City's [2026-2027 biennial budget](#). The budget was adopted by the City Council on June 23, 2025. While the budget is balanced, as required by law, future years are a concern (see the Budget Message in the adopted document for more details).

During the budget committee meetings, structural issues with the City's General Fund budget were discussed. Most of the City's revenues are flat or limited in growth, including our relatively low tax rate, but almost every basic supply, material, and contract has gotten more expensive in recent years. Following the budget process, the Council requested a report and work session discussion on General Fund needs that are unmet in the adopted budget, and what level of stabilization is needed to preserve existing functions.

This is not a new discussion; Council requested similar information after the adoption of the previous biennial budget. In fact, the [staff report](#) prepared for the October 17, 2023 Budget Committee meeting has a useful summary of potential revenue sources that complements the information contained in today's memo.

Per Council's request, we have prepared a list of priority staffing positions and projects (attachment 1) that have been requested by the community or are needed based on our professional opinion. The list includes a rationale and projected cost for each position and project. The project list was primarily pulled from the City's CIP with a focus on unfunded General Fund items. The lists are meant to be a starting point for discussion and have not been reviewed by any advisory committee or by community members. Council and the community may have alternative or additional items for consideration. Needs are significant – the staffing list totals \$2,891,000/year and the projects listed are expected to cost over \$3,500,000.

While expanding services desired by the community would be wonderful, our more fundamental concern is potential funding shortfalls projected at existing service levels. The Mayor, Council, and

Budget Committee have expressed similar concerns. Our adopted 2026-2027 Biennial Budget shows that the General Fund could be \$9 Million short in four years. This level of deficit would occur if worst-case revenue forecasts and cost increases occur, and if we spend all budgeted funds. All these things aren't likely to happen at the same time, but it's a recurring problem that must be considered for the City's long-term financial stability. Added revenue of at least \$1,250,000/year would provide a much higher level of confidence that programming cuts will not be needed in the future. This number is based on our historic pattern of closing future deficits but nothing is certain considering current financial volatility.

Council has requested rough revenue calculations for property tax measures in West Linn. In Oregon base property taxes cannot legally be amended, but it is possible to adopt a local option tax levy to provide five years of funding. These must be approved by voters and subsequently re-approved every five years. As such, they are precarious ways to stabilize general services but are still used by many agencies (including the West Linn-Wilsonville School District and Tualatin Valley Fire & Rescue) since Oregon law provides few other options. For sense of scale, a City of West Linn local option levy of \$0.50 per \$1,000 assessed value would generate approximately \$2,300,000 per year, based on the current average assessed value of \$430,000. This represents an average per household cost of \$387.

A final note: this memo only addresses the General Fund Departments. Departments outside the General Fund (primarily the Building Department and Utility Funds) have needs as well but funding options are primarily linked to fees and dedicated taxes, so are not covered here.

Council Options/Staff Recommendation:

Staff recommends that steps be taken to address at a minimum the potential financial shortfalls illustrated in the recently adopted budget. The information in this report is only meant to be the start of a Council and community conversation about the City's long-range financial needs and concerns. The report does not contain cost-cutting options (which would primarily be programs/staffing) since that was not the Council's request.

Attachment:

1. List of priority unfunded staffing positions and projects – General Fund only

City of West Linn General Fund Needs and Opportunities

*All annual costs are for FY 2027 and represent total of salary + benefits. Positions may require additional costs (for example, vehicles and training) not represented here.

Police Department

1. **Additional Community Services Officer (CSO) (current budget has 1.0)**
 - **Funding:** \$180,000
 - **Justification:** The CSO provides enforcement of municipal code issues such as parking, noise, noxious weeds, light pollution, littering, and much more. Additionally, CSOs provide a variety of support for other police matters. Current community demand for CSO services far outstrips our ability to respond or to move to a more proactive approach. We received 1,232 calls for CSO service in FY 2024, including 538 parking/abandoned vehicles calls. Our CSO wrote 285 reports, up from 153 in FY 2023 and 132 in FY 2022. Currently our CSO also provides code enforcement for community development code issues, such as illegal construction, erosion control violations, signs, and much more; see discussion of Code Enforcement position below.
2. **Additional School Resource Officer (current budget has 1.0)**
 - **Funding:** \$225,000
 - **Justification:** Our current SRO is jointly funded by the School District and City and provides critical proactive and reactive safety functions in our schools (primarily West Linn High School) and at school events. Additional staffing would allow this service to extend into the Middle and Elementary schools and provide backup for the current officer. The School District has stated in the past that it would not be interested in splitting the cost of an additional officer, but perhaps this could be explored again.
3. **Additional Traffic Officer (current budget has 1.0)**
 - **Funding:** \$225,000
 - **Justification:** One of our most frequent community complaints is speeding and other traffic violations. We have one motorcycle officer currently who cannot possibly address all problem areas of our 130 miles of streets in 40 hours a week. Other police officers cannot consistently enforce traffic issues due to all the other public safety concerns they are working on. An additional officer would allow more proactive and widespread traffic enforcement city-wide. The existing traffic officer wrote 916 citations and warning in 2024, while the rest of the department wrote 740, illustrating the capability of dedicated traffic staff.
4. **Three additional Police Officers (current budget has 20.0)**
 - **Funding:** \$225,000 each
 - **Justification:** West Linn is the lowest staffed police department per capita in the metro region. Comparisons with neighboring cities:

West Linn	1.05/1000 residents	29 sworn/27,568 population
Lake Oswego	1.19/1000 residents	49 sworn/41,129 population
Oregon City	1.21/1000 residents	46 sworn/38,029 population
Tualatin	1.51/1000 residents	41 sworn/27,216 population
Milwaukie	1.59/1000 residents	34 sworn/21,408 population

Our officers must respond to approximately 12,000 service calls per year. Our response

time to priority 1 & 2 calls was 8 minutes, 48 seconds in FY24. That is up from 6:32 in 2020.

This staffing level is not adequate to provide the level of service this community expects.

5. Additional Captain (current budget has 1.0)

- **Funding:** \$290,000
- **Justification:** West Linn also lags our peer cities in management structure. We had two captains as recently as 2020, but have not been able to fund the position since then. The Police Department currently operates with a single Captain responsible for overseeing both the Operations Division—including patrol, traffic, field training, and critical incident response—and the Administrative/Investigative Division, which includes detectives, internal affairs, budgeting, purchasing, and all non-sworn personnel. This structure places a significant burden on one individual to manage all field operations, internal investigations, personnel oversight, and administrative functions, often requiring the Captain to divide focus between immediate operational demands and long-term strategic planning. As the department and community needs grow, the workload and scope of responsibility have reached an unsustainable level for a single position. Adding a second Captain would allow for a more balanced distribution of command responsibilities, ensuring greater accountability, improved supervision, increased operational efficiency, and enhanced public safety outcomes. This adjustment aligns with best practices in similar sized agencies and supports the department's ability to provide consistent, high-quality service to the community.

Parks & Recreation, Facilities

1. Additional Building Maintenance Worker (current budget has 1.0)

- **Funding:** \$190,000, but General Fund impact could be less as this could be funded across all departments.
- **Justification:** Currently we have one employee caring for over 110,000 square feet of city facilities. It's not nearly enough to even conduct needed routine maintenance let alone conduct all needed proactive maintenance/improvements. When the employee is ill or on vacation, we have no personnel dedicated to this function. With the future addition of the new Operations Building and the new use of Historic City Hall there is a great need for additional help.

2. New Natural Area Parks Program Manager (current budget has no position)

- **Funding:** \$170,000
- **Justification:** Natural areas are not currently being cared for by current parks staff due to capacity. Concerns of long-term invasive pressures (plant & insects) and trail maintenance risk management is greatly needed. This position would oversee trails, invasive species management, replanting, hazard tree monitoring, volunteer coordination, and create a Natural Areas maintenance program.

3. Additional Recreation Coordinator II – Adult Community Center (current budget has 1.0)

- **Funding:** \$130,000
- **Justification:** Provide administration, marketing, and programming support for the full department. Provide front desk support and ACC volunteer management. Current ACC staff is at capacity with programming; additional staff would help with data collection for grants and enhance safety measures. Would create efficiencies with other recreation

program staff. Supports expanded adult programming during under-utilized evening hours, generating more offerings and revenue.

4. New Parks Ranger (current budget has 0.25)

- **Funding:** \$135,000
- **Justification:** Work evenings and weekends to educate on park rules and coordinate with Police Department on enforcement, assist park patrons & sports groups, clean restrooms, manage trash, and support events when needed. Could also support environmental education and off-season upkeep work in parks and natural areas.

Other General Fund positions

1. Additional Communications staff (current budget has 1.0 in General Fund)

- **Funding:** \$189,000
- **Justification:** Excellent community outreach and communications is a priority for the City. With one current employee covering all General Fund functions, we are stretched very thin and have no backup when the existing staffer is out of the office. An additional position would provide backup, allow for enhanced multimedia and in-person outreach, and allow us to have a dedicated position to assisting Neighborhood Associations and Community Advisory Groups.

2. New Assistant Planner (current budget has no position)

- **Funding:** \$160,000
- **Justification:** This is another area that West Linn is significantly understaffed in compared to our peer cities. Additional staff capacity in the Planning Department would speed up timelines, provide boosted counter support, allow for enhanced communication and outreach, expand our ability to keep the development code updated, and provide additional coordination with other departments.

3. New Code Enforcement (current budget has no position)

- **Funding:** \$159,000
- **Justification:** As noted above, we struggle to respond to community demand for code compliance. An additional position embedded in Planning/Building/Engineering (as many cities have) would allow excellent response to complaints and issues focused on the Community Development Code/Public Works Standards. This can be technical and time-consuming work, and a dedicated position would develop the knowledge to respond quickly and efficiently, off-loading many responsibilities from our Community Services Officer.

4. Additional Outreach Librarian (current budget has 1.0)

- **Funding:** \$163,000
- **Justification:** The demand for outreach services has steadily increased over the years and continues to grow—particularly in light of the proposed reductions to Teacher Librarian positions within the WLWV School District. Currently, our Outreach Librarian primarily serves grades K–5, and there are fewer dedicated staff available to support outreach for older students and other community members. In addition, our team of librarians collectively manages outreach to the West Linn Food Pantry, the Farmer’s Market, local assisted living centers, homebound patrons, and various City events. A dedicated Outreach Librarian could help absorb and coordinate these responsibilities,

while also identifying new and meaningful ways to connect with the broader community.

Projects

Costs are very preliminary estimates to illustrate sense of scale. There are many additional projects which could be included. List does not include pedestrian/traffic safety projects or utility system needs.

1. Library – Interior Painting

- **Funding:** \$50,000
- **Justification:** Repainting the interior of the West Linn Public Library is a necessary capital project that reflects the building's significance as the most heavily used public facility in the city. Most of the interior has not been painted in over 20 years—some areas dating back to the original 1989 construction and 2002 expansion—resulting in visible wear and aging. Updating the interior will help preserve the facility's integrity, maintain a clean and welcoming environment for patrons and staff, and demonstrate the City's ongoing commitment to providing safe, well-maintained, and inviting public spaces for the entire community.

2. Library – Bookmobile/Multi-use Vehicle

- **Funding:** \$200,000
- **Justification:** The development of a Library Book Mobile presents a transformative opportunity to expand West Linn's outreach, accessibility, and emergency preparedness. This multi-use vehicle would allow the library to deliver services directly to neighborhoods, schools, the Farmers Market, Food Pantry, assisted living facilities, and community events such as Terrific Tuesdays at Willamette Park. Beyond its role in lending materials and supporting library programs, the vehicle would be designed for cross-functional use—as a Mobile Emergency Operations Center (EOC) equipped with a portable power bank, emergency radio, and mobile data terminals to maintain communication and services during crises. It would also serve as a flexible platform for Parks and Recreation programming. This adaptable, community-centered vehicle would enhance equity in service delivery, strengthen citywide resilience, and promote access, learning, and connection for all West Linn residents.

3. Library – HVAC

- **Funding:** \$325,000
- **Justification:** Design and replacement of aging HVAC system including controls.

4. City Hall – Roof and carpet replacement

- **Funding:** \$450,000
- **Justification:** Design and replacement of 25-year-old roofing and carpets.

5. Sunset Fire Hall – Capital Repairs

- **Funding:** \$200,000+
- **Justification:** Various projects including ADA restroom accessibility, roof repairs, HVAC, plumbing, flooring.

6. Adult Community Center – Painting, Flooring

- **Funding:** \$100,000
 - **Justification:** Flooring replacement from original build, exterior painting.
7. **Adult Community Center - generator**
- **Funding:** \$230,000
 - **Justification:** Back-up generator would allow emergency use of building as community safe space during power outage cold/heat events or more serious emergencies.
8. **Facilities – Master Plan**
- **Funding:** \$250,000
 - **Justification:** The City has no comprehensive maintenance and replacement master plan for City buildings; creation of such a plan by professionals would help greatly with long-range project and financial planning.
9. **Parks – accessibility improvements and playground upgrades**
- **Funding:** \$250,000+
 - **Justification:** A variety of parks facilities would benefit from upgrades and replacements. Many projects were completed thanks to the 2018 General Obligation Bond, but many more remain.
10. **Parks – Willamette River Non-Motorized Boat Launch**
- **Funding:** \$500,000+
 - **Justification:** The city continues to work through permitting and design considerations for a safe boat launch at Willamette Park, separated from the motorized launch. We are searching for grants, but matching funds and significant City financial participation would be extremely helpful.
11. **Parks – Parker Road Property First Phase**
- **Funding:** \$1,000,000?
 - **Justification:** Since the cost estimates for a complete community/recreation center have been too high to move forward with, there has been some interest in a much simpler initial phase, perhaps including a flexible indoor/outdoor event/class space with parking that could be encompassed in a future facility should the full project ever move forward. Initial funding could be used on design and construction, including comprehensive community/neighborhood review.

West linn Budget options

\$ Million	
Staffing list	2.89
Project list	2.30
Stability fund	1.25
Sum	6.44
Worst Case deficit	9.00

		Mean		Collect	
	\$/K	Homes	Assessed	Factor	Collected \$
Current levy/ \$K	2.12	10490	372	0.95	7,859,192
New levy	0.5	10490	372	0.95	1,853,583

Personel		\$K
Police	CSO	180
Police	School RO	225
Police	Traffic	225
Police	PO(3)	675
Police	PO Captain	290
Park/Rec	Bldg Maint	190
Park/Rec	Nature Area	170
Park/Rec	Rec Coord	130
Park/Rec	Park Ranger	135
General	Communications	189
General	Asst Planner	160
General	Code Enforcemen	159
General	Outreach Librarian	163
Sum		2891

Projects		
Library	Inter Painting	50
Library	Bookmobile	200
Library	HVAC	325
City Hall	Roof/Carpet	450
Sunset		
Fire Hall	Repairs	200
ACC	Paint/Flooring	100
ACC	Generator	230
Facilities	Master Plan	250
	Access/	
Parks	playgrounds	250
Parks	Will. Boat Launch	500
	Parker Rd 1st	
Parks	Phase	1000
Sum		3555