



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

CITY COUNCIL AGENDA

Wednesday, October 8, 2025

8:30 a.m. – Work Session – Council Chambers & Virtual*

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| 1. Call to Order | [8:30 am/5 min] |
| 2. Approval of Agenda | [8:35 am/5 min] |
| 3. Public Comments | [8:40 am/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. City Budget Needs and Opportunities Discussion | [8:50 am/3 hours] |
| 5. Adjourn | [11:50 am] |



Work Session Agenda Report

Date Prepared: September 30, 2025
For Meeting Date: October 8, 2025
To: Mayor Rory Bialostosky and West Linn City Council
From: John Williams, City Manager *JRW*
Subject: Work Session on City Budget Needs and Opportunities

During the adoption of the City's biennial budget in June 2025, Council requested further discussion of possible budget stabilization and enhancement measures to meet community expectations and needs. For the July 7, 2025 meeting staff prepared a list of priority unfunded staffing positions, projects, and stabilization measures that have been proposed by the community, Council, and staff. Please see the [July 7, 2025 Council Work Session](#) staff report and meeting video for complete background on this conversation.

Council is considering a diverse range of needs in the General Fund and in dedicated enterprise funds, ranging from Police Department staffing to drinking water infrastructure. At the September 2, 2025 meeting Council requested a longer Work Session dedicated to sorting through all of these issues and developing a strategic plan to respond. The purpose of the October 8 Work Session is to get as far as possible on the work to establish a priority list of issues, a preferred funding approach for each (if new revenues are desired), action timelines, and community outreach strategies.

The meeting will begin at 8:30 AM and will be led by a professional facilitator/strategic planner. Public comment will be welcomed at the beginning of the meeting, then the bulk of time will be for Councilors to work together to develop a shared prioritization of the items listed above. Our department head team will be present and participating, and we all look forward to this conversation.

As always, please contact me or any of the team with questions, information needs, or suggestions in advance.



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CITY OF West Linn City Council – Financial Priorities Workshop

DATE: Wednesday, October 8, 2025
TIME: 8:30 am – 12:00 pm
LOCATION: West Linn City Hall, 22500 Salamo Road, West Linn, Oregon 97068

RETREAT GOALS

1. **Establish Shared Financial Priorities** – Build a common understanding of challenges and align on which opportunities to prioritize and in what order.
2. **Explore and Evaluate Revenue Options** – Consider funding tools and strategies to ensure long-term financial sustainability while balancing staff capacity.
3. **Align on Communication Strategy** – Develop a shared approach for engaging the community and building support for addressing difficult financial decisions.

AGENDA

- 8:00 AM** **Arrival + Refreshments**
- 8:30 AM** **Welcome + Agenda Overview**
- Call to Order, Agenda Approval, Public Comment
 - Review Workshop Goals + Guidelines for Success
 - Team Visioning Warm-up Discussion
- 9:00 AM** **SPOT Analysis Exercise**
- Review + Discuss Strengths, Problems, Opportunities, and Threats
 - Strengths: Internal advantages or things we want to preserve that give the City a solid foundation to build from.
 - Problems: Internal challenges or barriers that limit effectiveness.
 - Opportunities: External factors or future trends the City could leverage to improve outcomes.
 - Threats: External risks or pressures that could undermine success.
- 10:00 AM** **Break**
- 10:10 AM** **Prioritizing Opportunities + Discussing Funding Options**
- Building on the SPOT exercise, Council will discuss and prioritize the opportunities identified
 - Review funding options and select potential options that could support the top priorities
- 11:00AM** **Communications Strategy**
- Communication Goals
 - Stakeholders + Tools
 - Council's Role in Engagement



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11:50 AM **Wrap-up + Next Steps**

12:00 PM **Adjourn**

This provides an overview of commonly used revenue tools in Oregon cities. For a comprehensive list of options with examples and process considerations, consult the League of Oregon Cities [Local Revenue Tools Guidebook](#) (published 12/2024).

1. Local Option Levies

Purpose: Supplement property tax revenue beyond the permanent rate limit (operations: up to 5 years; capital: up to 10 years).

Authority: Article XI, Section 11 (Measure 50), Oregon Constitution

Key Procedures & Timeline:

- **6–12 Months Prior:** Identify funding need, prepare estimates (based on County data), and conduct community outreach.
- **90–120 Days Prior to Election:** Council adopts resolution referring the levy to voters.
- **Election Filing:** Submit SEL 802 (ballot title) and explanatory statement to County Elections per calendar.
- **Public Notice:** Provide budget impact notice under ORS 294.305–565.
- **Election Timing:** May or November only (ORS 280.070).
- **Voter Approval:** Majority vote required; double majority rule applies in non-general elections (measure in Oregon can only pass if at least 50 percent of registered voters participate *and* a majority of those voting approve the measure). General elections are the November elections in even-numbered years.

2. General Obligation (GO) Bonds

Purpose: Fund major capital projects such as buildings, parks, and infrastructure.

Authority: Article XI, Sections 10 and 11, Oregon Constitution

Key Procedures & Timeline:

- **6–12+ Months Prior:** Conduct needs assessment and financial planning. Prepare estimates based on County data and rate calculations determined by Municipal Advisors.
- **Council Action:** Adopt resolution referring bond to voters. Engage bond counsel and municipal advisors.
- **Election Filing:** File measure at least 80 days before election (ORS 280.070).
- **Election:** May or November; voter approval required (no double majority rule).
- **Post-Approval:** Bonds issued within 6–12 months. Involves rating agencies and full disclosure documents.
- **Levy Deadline:** Debt service levy must be submitted to Clackamas County by July 15.
- **Measure 5:** Levy is outside Measure 5 compression limits.

3. Full Faith and Credit Obligations (FFCOs)

Purpose: Finance capital projects without voter approval (paid from existing revenues).

Key Procedures & Timeline:

- **2–6 Months Prior:** Determine project cost and repayment source (e.g., General Fund, utilities).
- **Council Action:** Adopt ordinance or resolution authorizing issuance.
- **Financial Process:** Prepare official statement; involve bond counsel, underwriters, and rating agencies.
- **Closing:** Bonds typically sold and closed within 1–3 months after approval.
- **Repayment:** Funded from existing revenues (subject to Measure 5 limits).

4. Revenue Bonds

Purpose: Fund revenue-generating infrastructure (e.g., utilities).

Key Procedures & Timeline:

- **3–6 Months Prior:** Conduct feasibility study; confirm revenue sufficiency (e.g., rate adequacy).
- **Rate Adjustments:** May require rate increases (voter approval if increase exceeds 5%).
- **Council Action:** Adopt resolution or ordinance authorizing bonds.
- **Issuance Timeline:** 2–4 months after decision. Includes legal review, ratings, and bond sale.
- **Voter Approval:** Not required unless charter mandates or rates exceed threshold.
- **Measure 5:** Not applicable (no property taxes involved).

6. Fees and Service Charges (*Typically Adopted in June for July 1 Implementation*)

Purpose: Fund services via utility rates, licenses, permits, franchise fees, etc. Some cities in Oregon charge fees on utility bills not charged by West Linn; examples include fees for general city services fee, public safety, urban forestry, and streetlights.

Key Procedures & Timeline:

- **1–3 Months Prior:** Conduct needs assessment and, if necessary, consultant-led rate study.
- **Public Notice:** Required 30 days prior to adoption (ORS 294.160). Additional outreach may be desired.
- **Council Action:** Adopt resolution or ordinance.
- **Implementation:** Takes effect 30–60 days after adoption.
- **Voter Approval:** Not required by WL Charter except for sanitary sewer, storm sewer, and water systems increases exceeding 5%.

7. Grants and Intergovernmental Transfers

Purpose: Supplement local funding, primarily for capital or special programs.

Key Procedures & Timeline:

- **Variable Timeline:** Based on grant cycles. Federal/state programs often have annual or biennial deadlines.
- **Application:** Staff research and write proposals. Match requirements may apply.
- **Council Authorization:** Required to accept grant funds or obligate local match.
- **Ongoing:** Regular reporting, compliance, and audits as required.

8. Local Gas Taxes / Transient Lodging Taxes

Local Gas Tax

- **Voter Approval Required:** ORS 319.950; May or November election.
- **Timeline:** 90+ days before election for resolution, notice, and filing.
- **Use:** Road maintenance and improvements.

Transient Lodging Tax (TLT) *(Already in Place)*

- **Council Action Only:** Adopt or amend by ordinance.
- **Notice & Hearing:** 30-day public notice recommended.
- **Restrictions:** 70% of revenue must support tourism-related uses (ORS 320.350).

9. Other Financing Mechanisms

Bank Loans

- **Timeline:** 1–3 months from decision to disbursement.
- **Council Action:** Adopt resolution or ordinance.
- **Use:** Small-scale or bridge financing; no voter approval required.

System Development Charges (SDCs)

- **3–6 Months Prior:** Conduct rate methodology study per ORS 223.297–314.
- **Notice:** At least 90 days before adoption. Hold public hearing.
- **Council Action:** Adopt by ordinance or resolution.
- **Implementation:** New rates typically effective 30–90 days after adoption.

Tax Increment Financing (TIF)

- **Description:** captures new tax from increased property values within a specified boundary.
- **Timeline:** 12+ months to conduct feasibility study, public review, adoption.
- **Council Action:** Adopt ordinance.
- **Use:** Fund capital projects related to economic development and housing.

ELECTIONS CALENDAR FOR 2026:

 Measures	March 11	May 20	August 26	November 4
Last Day for County, City or District Governing Body to File with Local Elections Official				
→ ballot title for publication of notice	December 20	February 28	June 6	August 15
or				
→ referral text for drafting of ballot title				
Last Day for Local Governing Body to File with County Elections Official				
→ Form SEL 801 Notice of Measure Election - County	January 9	March 20	June 26	September 4
 Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 802 Notice of Measure Election - City	January 9	March 20	June 26	September 4
 Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 803 Notice of Measure Election – District	January 9	March 20	June 26	September 4
 Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.				
Last Day to File with County Elections Official				
→ arguments for inclusion in county voters' pamphlet	January 13	March 24	June 30	September 8