



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

# **WEST LINN CITY COUNCIL MEETING NOTES June 14, 2021**

## **[Swearing-in Ceremony \[6:00 pm/5 min\]](#)**

### **Councilor Todd Jones**

#### **Oath**

Judge Rhett Bernstein conducted the swearing-in ceremony of Councilor Todd Jones to the City Council of West Linn.

## **[Call to Order \[6:05 pm/5 min\]](#)**

### **Council Present:**

Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.

### **Staff Present:**

City Manager Jerry Gabrielatos, City Recorder Kathy Mollusky, Acting Police Chief Peter Mahuna, Finance Director Lauren Breithaupt, Public Works Director Lance Calvert, and City Attorney Tim Ramis.

### [Approval of Agenda \[6:10 pm/5 min\]](#)

Council President Bill Relyea moved to approve the posted agenda for the June 14, 2021 West Linn City Council Meeting. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

### [Public Comments \[6:15 pm/10 min\]](#)

Dale Blanchard, West Linn, reminded that Oppenlander Field needed to remain an open space for public use. He said he has seen hundreds of fields and acres destroyed and replaced by big, expensive houses. He encouraged Council to support the people who lived in the city instead of the builders by buying Oppenlander Field for a park.

Jeffrey Bernasconi, West Linn, stated that the issue at Skyline Ridge Park was one of the right of solace in one's home versus the privilege of playing a game that could be played at other locations. The court in the park was unsuitable for pickleball and should never have been changed. The small group of neighbors abutting the park were subjected to nuisance noise and harassment. He further detailed the problems, and asked that another location be found for the pickleball courts, as directed by Council to the Parks and Recreation Director last year. If nothing was done, he would consider legal action.

John Busch, West Linn, spoke to the noise nuisance of pickleball and the right of peaceful enjoyment of one's property. Combining the number of survey comments from those who wanted noise remediation with the number of those who wanted the tennis courts returned, resulted in a majority. Pickleball did not belong in any neighborhood parks intended to be for peaceful play, and other locations for pickleball existed in the city. He suggested the American Pickleball Association (APA) raise funds for a new court.

Ann Busch, West Linn, said one house was located between hers and the Skyline Ridge Park tennis courts. The normal noises from tennis and children playing had not bothered her in the 27 years she had lived there. The cohesiveness of the neighborhood had changed since the installation of the pickleball courts last year, and she feared retaliation. Other locations were available for pickleball within a five or 10 minutes' drive from the neighborhood. The constant high-pitched noise from the game could be heard inside and affected the livability of her home; it was not normal park noise and could affect one's health and psychological well-being. She had a work-related brain injury which was aggravated by the noise. The solutions offered so far to limit or stop pickleball at the park had not been successful, and other problems such as lack of parking were also present, and the sound mitigation material purchased by the City had not been installed.

Jane Forbes, West Linn, listed the problems with the Skyline Ridge Park pickleball courts, noting that they had been provided to Council last year and again recently. The noise situation was increasingly unbearable and the tension in the neighborhood was detrimental. The nuisance noise rendered their home uninhabitable and violated their rights as homeowners. She was concerned about the repetitive noise damaging her children's hearing. She implored Council to follow through with their decision made in October 2020 to remove the pickleball courts.

Giulio Ferruzzi, West Linn, stated his home was 60 ft away from the pickleball courts in Skyline Ridge. The noise had deteriorated his family's ability to use their property. The Council had voted that pickleball be removed from the park and the courts returned to tennis, but that had not been done. He asked Council to stand by last year's decision so the neighborhood could heal and move on. The opinions of those living closest to the park should carry more weight than those of people living farther away. He read a letter of testimony on the subject from his wife into the record.

Dean Suhr, West Linn, noted that approximately 100 people attended a rally yesterday at City Hall to respectfully demand Council accept the School District's offer of Oppenlander Field and to put the issue of using a bond for the purchase to a vote. The field would serve as a community resource for recreational and athletic use by people of all ages, and it comprised just under 25 percent of the city's current full-size baseball and soccer capacity. He noted some members of Council campaigned expressing strong support for parks in West Linn, and he asked them to honor the voters' expectations. The Friends of Oppenlander Field would offer its help to Council in the bond and purchase process.

Mark Liang, West Linn, stated his home was adjacent to Skyline Ridge Park and was about 50 ft from the pickleball court fence. He noted the Parks Master Plan indicated sports such as pickleball should be located in multi-use parks. He asked if Council was aware of Parks and Recreation Director Warner's compromise proposal of a sound-barrier wall only on the south side of the fence. He was unaware of any product on the market that would eliminate all noise. He believed he was being treated as a second-class citizen without proper consideration given to his property rights from the City. He encouraged Council to follow the Parks Master Plan to solve the noise issue and bring peace back to his neighborhood.

Mayor Walters noted Council had decided last week to gather more information about the pickleball courts. The public could testify to Council at any time, but Council would be posting information when the pickleball topic was added to a future agenda.

Lane Kadel, West Linn, spoke on behalf of the West Linn Baseball Association (WLBA), stating its support of the purchase of Oppenlander Field. The purchase would preserve the athletic and recreational sports in a field the WLBA utilized extensively. The WLBA had invested roughly \$350,000 into turf fields there. They were concerned about the difficulty of relocating a 90-ft baseball diamond in the community. Losing Oppenlander Field would be very difficult on WLBA's program.

Council President Relyea, recommended that Council not wait for further information or data at Skyline Ridge Park because it had been notified of pending litigation regarding pickleball there. Council had requested the scheduling of an executive session as soon as possible.

Councilor Baumgardner stated she agreed with Council President Relyea to expedite the decision.

Councilor Bialostosky said he would like a memo from the City Attorney before Council's executive session was held detailing the potential claims regarding the nuisance law based on what was heard tonight. City Attorney Ramis stated he would be happy to provide a high-level description of the potential issues in litigation regarding the nuisance law for discussion in an executive session. The meeting notice would need revision if the topic was added to the upcoming executive session.

### **[Announcements, Proclamations, and Recognitions \[6:25 pm/20 min\]](#)**

#### **[If I Were Mayor Contest Winners](#)**

##### **[Contest Winners](#)**

Mayor Walters announced that Hallie Jones and Sadie Jones were both local winners of the If I Were Mayor Contest and would receive Certificates of Recognition from the Oregon Mayor's Association. Hallie Jones also placed second in the entire state for middle schoolers and would receive a \$300 cash reward. Members of Council expressed their thanks and appreciation to both winners.

#### **[Old Time Ambassadors Proclamation](#)**

##### **[Proclamations](#)**

Councilor Baumgardner read the Proclamations honoring and congratulating Beatrice Gilroy, Lily Walsh, Olive Trone, and Olivia Hart for their successful competition and appointments as 2021 Old Time Fair Ambassadors in the City of West Linn.

#### **[2021 Pollinator Week Proclamation](#)**

##### **[Proclamation](#)**

Councilor Bialostosky read the Proclamation, declaring June 21-27, 2021 as National Pollinator Week in the City of West Linn, and recognized that West Linn was an affiliate of Bee City USA.

### **[Consent Agenda \[6:45 min/5 min\]](#)**

#### **[Agenda Bill 2021-06-14-01: Approval of Meeting Notes for May 10 and 17, 2021](#)**

##### **[Draft Notes Information](#)**

**Agenda Bill 2021-06-14-02: RESOLUTION 2021-03, CERTIFYING THE RESULTS FOR THE MAY 18, 2021 SPECIAL ELECTION**

[RES 2021-03 Information](#)

Council President Bill Relyea moved to approve the Consent Agenda for the June 14, 2021 West Linn City Council Meeting. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

[Business Meeting \[6:50 min/120 min\]](#)

**Agenda Bill 2021-06-07-01: Lake Oswego Communications (LOCOM) Intergovernmental Agreement \*This item was added at the June 7 Meeting\***

[LOCOM IGA Information](#)

Acting Police Chief Mahuna noted the Councilors had received information via email from Cheryl Bledsoe, the Director of C-COM, Clackamas County's 911 service, as well as answers to the questions raised by Councilor Baumgardner and Council President Relyea at the June 7<sup>th</sup> Council meeting.

Council President Relyea asked how the baseline for the number of calls for service was determined as it was used along with a percentage ratio for an increase in costs. The information provided merely referred to a 15 percent increase from the previous year, but the baseline could change yearly. The costs would be unknown unless the baseline number was known.

Sue Scobert, Director of LOCOM, responded that the contract spoke to calls for service which, from a dispatch perspective, were calls that come from people in the community requesting a police response, as opposed to incidents which are calls for service and officer initiated activity. West Linn's calls for service were consistently around 8,000 a year. The 15 percent increase would be on the calls for service and not on the activity generated by West Linn's police officers which fluctuated much more. She further clarified that the clause was initially added to the contracts in 2011 when the City of West Linn was considering annexing the Stafford triangle, because such action would have drastically impacted the dispatch service area. The baseline could be set arbitrarily at 8,500 calls as suggested by Council President Relyea.

Councilor Baumgardner stated her continuing concern about racially-motivated calls for service, whether they were made consciously or subconsciously, and asked what could be done on the dispatch side or by whoever responded to the call. She further asked if a change had been made or training given about racially-motivated calls that have been made in the last

few years.

Ms. Scobert replied that as much information as possible was solicited from a complainant's call, and often the caller was questioned repetitively about exactly what the suspicious person was doing that motivated the call. If the caller was persistent about the behavior of someone who was perhaps a different race but could not articulate further about the person's actions, LOCOM would create a call for service, then notify a supervisor. The supervisor often had information unavailable to a dispatcher and could make a determination on the response. Applicable training started about four years ago. Last year, three or four of the 15 working dispatchers took short online video classes that addressed implicit or regular bias or a combination of both. The attendee would write an article afterward to be distributed in a monthly newsletter.

Acting Police Chief Mahuna clarified that an officer would often call a complainant to verify the information or to dig deeper. Frequently, the call could be cleared and no physical response would take place. Regarding training, the West Linn Police Department (WLPD) had taken bias training and perspective training to understand how interaction with police officers, or even just their presence, affected community members, especially of those of color.

Councilor Bialostosky stated a constituent had called him recently concerned about the delay between when a fire call came into LOCOM and when the call was dispatched to Tualatin Valley Fire & Rescue (TVF&R), and asked for further information.

Ms. Scobert responded that LOCOM and TV&R shared a computer system and LOCOM could dispatch TVF&R's fire apparatus. TVF&R used a different protocol for medical calls than the City of Lake Oswego, so the calls were transferred to Washington County for triage in compliance with their protocol. For calls like CPR, LOCOM would often get the call started and TVF&R would then take the call in progress.

Acting Police Chief Mahuna added that CPR calls were often dispatched to the WLPD who were often the first to arrive to start CPR.

Council agreed to Mayor Walters' suggestion that City Manager Gabrielatos, Lake Oswego's City Manager, and Council President Relyea discuss the matter of determining the number of baseline calls.

City Manager Gabrielatos pointed out that a 15 percent increase to an 8,000-call baseline would be about 1,200 calls, a substantial increase given that the number of actual calls had been consistent at around 8,000.

Council President Bill Relyea moved to approve the LOCOM Intergovernmental Agreement and authorize the Mayor to sign it. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Agenda Bill 2021-06-14-03: PUBLIC HEARING: 2022-2023 Budget Adoption](#)**

**[Budget Information](#)**

**[RESOLUTION 2021-04, DECLARING THE CITY OF WEST LINN'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS \(GENERAL FUNDS OF THE STATE\) IN THE 2021-2022 BIENNIUM](#)**

Mayor Walters opened the public hearing on Resolution 2021-04 and called for the staff report.

Finance Director Breithaupt explained this declaration to receive state revenue sharing funds was required annually by the state in order to receive the funds. The City was estimated to receive \$325,000 in both FY 2022 and 2023, and the amount was budgeted to be used in the Planning Fund.

Mayor Walters confirmed there was no public testimony and closed the public hearing.

Council President Bill Relyea moved to adopt Resolution 2021-04 declaring the City of West Linn's election to receive state revenue sharing funds (general funds of the state) in the 2022-2023 biennium. Councilor Mary Baumgardner seconded the motion.

Finance Director Breithaupt acknowledged the correct biennium should be 2022-2023.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[RESOLUTION 2021-05, CERTIFYING THE CITY OF WEST LINN IS ELIGIBLE IN THE 2021-2022 BIENNIUM TO RECEIVE STATE SHARED REVENUES \(CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES\) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES](#)**

Finance Director Breithaupt stated Resolution 2021-05 was necessary to continue to receive the state shared revenues collected on cigarettes, liquor, 911, and the highway gas tax. The City was eligible to receive the funds because it provided a number of municipal services, and it used the revenue to support the Public Safety Fund and Street Funds.

Mayor Walters opened the public hearing, confirmed there was no public testimony, and closed the public hearing.

Council President Bill Relyea moved to adopt Resolution 2021-05 certifying the City of West Linn as eligible in the 2021-2022 biennium to receive state shared revenues (cigarettes, liquor, 911, and highway gas taxes) because it provides four or more municipal services. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[RESOLUTION 2021-06, REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN](#)**

Finance Director Breithaupt stated Resolution 2021-06 was the annual update to the City's Master Fees and Charges document with an effective date of July 1, 2021. Several changes had been made to the document to balance the budget. Council had given a tentative approval during the budget process along with some minor changes which she detailed. The City was recently notified of a change to the West Linn-Wilsonville School District Construction Excise Tax amount, but it was a pass-through rate over which the City had no control.

Mayor Walters opened the public hearing, confirmed there was no public testimony, and closed the public hearing.

Council President Relyea noted Councilor Jones had commented in the pre-meeting about a concern that had been raised that the fees would not cover the expected shortfall. He asked whether the issue should be resolved before the Resolution was passed.

Finance Director Breithaupt confirmed it was somewhat correct that the fees needed to be raised to keep up with the demand on City services. The Charter did not allow more than a 5 percent increase per year to the water, sewer, and storm drain fees, and that increase was being done with this update. The Utilities Advisory Board (UAB) had been discussing water specifically for quite some time in consideration of the 20-year forecast, and the expectation was to see some holes in the forecast in the next few years. The issue would likely be coming to Council with a request for an increase higher than 5 percent, and such an increase would require a vote of the citizens.

Councilor Jones clarified that the comment he made in the pre-meeting was simply to relay a concern voiced at the UAB meeting on June 8<sup>th</sup>. He did not bring up the issue with any intention to impact Council's discussion tonight on the budget.

Councilor Bialostosky stated his interest in having a conversation about the water situation and water funding due to his concern on the issue. He suggested a Council work session on the topic sometime this year. He had done some research on the history of the Charter cap which he would share with Council.

Finance Director Breithaupt believed the water issue would be discussed over the next few months. She had been working with Public Works Director Calvert on how to finance the waterline movement under the Abernathy Bridge. After that information was gathered and the 20-year forecast was completed, UAB could likely have recommendations for Council to discuss during a couple of work sessions in the next few months.

Council President Bill Relyea moved to adopt Resolution 2021-06 revising fees and charges as shown in Attachment A and updating the Master Fees and Charges Document of the City of West Linn. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[RESOLUTION 2021-07, ADOPTING THE CITY OF WEST LINN BUDGET AND CAPITAL IMPROVEMENT PLAN FOR THE BIENNIUM COMMENCING JULY 1, 2021 \(2021-2022 BIENNIUM\), MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CLASSIFYING THE LEVY PURSUANT TO SECTION 11B, ARTICLE XI OF THE OREGON CONSTITUTION.](#)**

Finance Director Breithaupt stated this Resolution would adopt the City of West Linn Budget and Capital Improvement Plan for the 2022-2023 biennium, and detailed the changes to the proposed budget. Staff respectfully requested the adoption of the budget with the appropriations along with a levy property tax rate of \$2.12 per \$1,000 for each fiscal year of the biennium. The bonded debt levy was \$1,734,000 for FY 21-22 and \$1,745,000 for FY 22-23.

Mayor Walters opened the public hearing, confirmed there was no public testimony, and closed the public hearing.

Council President Bill Relyea moved to adopt Resolution 2021-07 adopting the City of West Linn's Budget and Capital Improvement Plan for the biennium commencing July 1, 2021 for the 2022-2023 biennium, making appropriations, levying ad valorem taxes, and classifying the levy pursuant to Section 11B, Article XI of the Oregon Constitution. Councilor Mary Baumgardner seconded the motion.

Councilor Baumgardner spoke to not being able to fulfill the Sustainability Advisory Board's (SAB) request for an FTE on staff, but assured that the current City staff members, especially City Manager Gabrielatos, were very committed to the work for sustainability.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Agenda Bill 2021-06-14-04: PUBLIC HEARING: RESOLUTION 2021-08, ADJUSTING THE BUDGET FOR THE 2019-2020 BIENNIUM BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS AND BONDED DEBT PROPERTY TAX LEVY](#)**

**[Supplemental Budget Information](#)**

Finance Director Breithaupt noted the biennium should in the Resolution should state 2020-2021. The supplemental budget was for the biennium ending in the next few weeks, and such budgets were used for unforeseen circumstances. A few areas were on track to be overspent, but a majority of this supplemental budget was due to the change in the accounting for the City's lease standard, which she explained in detail. She went on to discuss the anticipated expenses to be incurred, noting some were offset by coronavirus aid relief and the CARES Act. She clarified that street maintenance fees were not increased to cover the storm cleanup, but rather were absorbed by additional revenues that were not anticipated when the budget was prepared two years ago.

Mayor Walters opened the public hearing, confirmed there was no public testimony, and closed the public hearing.

Council President Bill Relyea moved to adopt Resolution 2021-08 adjusting the budget for the 2020-2021 biennium by adopting this supplemental budget and revising appropriations and bonded debt property tax levy. Councilor Mary Baumgardner seconded the motion.

Finance Director Breithaupt offered clarification in response to Councilor Jones' question about the Streets Fund, noting its expenditures needed increasing by only \$136,000. Other areas in the Streets Fund might have been underspent and thereby absorbed a portion of the storm cleanup as it exceeded \$136,000.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Agenda Bill 2021-06-14-05: Willamette Falls Drive Ballot Measures for Road, Sidewalk, and Bike Improvements in Parks and/or Open Space](#)**

**[Willamette Falls Drive Information](#)**

Public Works Director Calvert presented the Agenda Bill, noting two parks could be impacted by the proposed improvements to Willamette Falls Drive. The Concept Plan was currently underway and provided detail about the road, sidewalk, and bike improvements and their potential impacts to the edges of West Bridge Park and Fields Bridge Park. The Charter required a public vote for any park land impacts, and early action helped to prepare for

construction and provided the ability to look for other sources of funding for improvements. The project page for the Willamette Falls Drive Concept Plan showed the locations of the two parks. Fields Bridge Park was located on Willamette Falls Drive adjacent to the Tualatin River and West Bridge Park was adjacent to I-205 and the Abernathy Bridge. He confirmed the final draft of the Concept Plan would likely come to Council in July.

**RESOLUTION 2021-09, TO SUBMIT A MEASURE TO VOTERS TO AUTHORIZE SIDEWALK, BIKE, AND ROAD IMPROVEMENTS TO WILLAMETTE FALLS DRIVE, HIGHWAY 43, AND THE I-205 INTERCHANGE ALONG WEST BRIDGE PARK**

Council President Bill Relyea moved to adopt Resolution 2021-09 to submit a measure to voters to authorize sidewalk, bike, and road improvements to Willamette Falls Drive, Highway 43, and the I-205 interchange along West Bridge Park and direct staff to take all necessary actions to place the measure on the November 2, 2021 General Election ballot. Councilor Mary Baumgardner seconded the motion.

Council President Relyea noted this Resolution was before Council now to allow for enough time to place a measure on the November ballot; however, the timing could have been better. As the liaison to the Planning Commission, he was privy to information the Council was perhaps not aware of, and it was requesting the public to vote on a matter for which it did not have complete knowledge. He would vote in favor, but believed these issues should come to Council sooner.

Mayor Walters pointed out the information on the Resolution was available in the staff report for Council to read.

Councilor Bialostosky stated he had not had a chance to review the Willamette Falls Drive Concept Plan, and asked if placing the issue on the ballot now was mandating approval of the Plan. He shared Council President Relyea's concerns, but was willing to vote yes as he believed it to be more of a procedural matter rather than an affirmation of the Concept Plan.

City Manager Gabrielatos said Council's concerns were duly noted and staff would try to get information to Council in a timely manner.

Councilor Jones stated he had assumed that if something needed to be on the November ballot, the process had to start now. He further assumed that if Council did not approve of the Concept Plan, the decisions made tonight could be changed.

Public Works Director Calvert replied the Willamette Falls Drive Concept Plan work had begun in 2019, and had not substantially changed except near the Arch Bridge as a result of the waterfront planning efforts. COVID-19 had impacted and delayed the project and public outreach had been very difficult during the pandemic. Council still had plenty of opportunity to review, amend, and approve the Concept Plan, and he believed Council could pull the measure from the ballot if necessary.

Mayor Walters noted a lot of feedback was being received about the streetscape redesign of Willamette Falls Drive in the Historic District Overlay Zone. She assured that what was before Council tonight dealt with a different location, and that Council was paying attention to the public when decisions were made.

City Attorney Ramis stated that even if the voters approved these measures, it did not mean they were mandating the improvements be done. Rather, this Resolution authorized the use of park land for the improvements should the City decide to go ahead with that action. The Concept Plan could be changed, and this decision would not bind the City to a particular set of improvements.

Council President Relyea pointed out that Public Works Director Calvert had informed him that the Parks and Recreation Advisory Board (PRAB) was not involved with any plans or subcommittees associated with Public Works and Engineering. He suggested something be done to keep the PRAB abreast of the type and number of projects underway.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[RESOLUTION 2021-10, TO SUBMIT A MEASURE TO VOTERS TO AUTHORIZE SIDEWALK, BIKE, AND ROAD IMPROVEMENTS TO WILLAMETTE FALLS DRIVE ALONG FIELDS BRIDGE PARK](#)**

Council President Bill Relyea moved to adopt Resolution 2021-10 to submit a measure to voters to authorize sidewalk, bike, and road improvements to Willamette Falls Drive along Fields Bridge Park and direct staff to take all necessary actions to place the measure on the November 2, 2021 General Election ballot. Councilor Mary Baumgardner seconded the motion.

City Attorney Ramis clarified some legal costs would be incurred in working with staff on the ballot measure, but he did not know the exact cost. Not having to call a special election would provide substantial savings.

Council President Relyea noted the good opportunity to partner with the Parks Department on the bond measure regarding the trail system along the Tualatin River in order to discuss accessibility similar to the paths from the roadway to the waterfront seen along the Pacific Coast Highway.

Public Works Director Calvert indicated that could be done and, after the initial stage, assuming the voters approved the measure, the plan would move on to a more detailed design and collaboration on the improvements. He clarified the items to be placed on the ballot did

not have any association to funding and the process was just procedural. Decisions about funding and allocation would be done in the future by Council.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Agenda Bill 2021-06-14-07: RESOLUTION 2021-11, DECLARING CITY-OWNED PROPERTY AT 3955 CEDAROAK DRIVE SURPLUS REAL PROPERTY AND INITIATING A SALES PROCESS FOR THE PROPERTY](#)**

**[Cedaroak Drive Information](#)**

Public Works Director Calvert presented the Agenda Bill, noting that the City acquired the property at 3955 Cedaroak Drive in 2008 through the Environmental Services Fund. A small creek ran along the edge of the lot. The City had not utilized the property and had no plans for its use. The lot was large enough to accommodate an R-10 zoned residential home. Staff recommended that Council declare the property surplus and allow it to return to private use. A map in the meeting materials showed the property's location.

Council President Bill Relyea moved to adopt Resolution 2021-11 declaring City-owned property at 3955 Cedaroak Drive surplus real property and initiating a sales process for the property and authorizing the City Manager to initiate a process to sell the property. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Agenda Bill 2021-06-14-08: Award of 2021 Road Program](#)**

**[2021 Road Program Information](#)**

Public Works Director Calvert presented the Agenda Bill regarding the award of the City's 2021 Road Program. He listed the roadways for improvement, noting they were all located in the Marylhurst, Robinwood, and Bolton neighborhoods, and would require a full-depth revitalization process. Five bids were received during the bid opening on May 7<sup>th</sup>. S-2 Contractors was the lowest bidder at \$1,040,933.30. The City had worked with S-2 Contractors on other projects and found them to be a qualified, reputable contractor. Public outreach would take place in the impacted neighborhoods. He explained the process for selecting the streets needing improvement, noting staff would review the recommendations in the Pavement Condition Index (PCI) Report in reference to the budget and any other competing

interests or needs, such as waterlines. He further detailed the process and the resulting cost savings.

Council President Bill Relyea moved to authorize the City Manager to sign a contract with S2 Contractors, Inc., in the amount of \$1,040,933.30 for the 2021 Road Program. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

#### **[Mayor and Council Reports \[8:50 pm/30 min\]](#)**

Councilor Baumgardner thanked those who testified earlier about pickleball at Skyline Ridge Park and assured that Council heard them. She hoped the issue could be resolved soon.

Councilor Jones reported he had met with the West Linn Chamber of Commerce on June 8<sup>th</sup> where a member had emphasized their enthusiasm for the Police Station and the Public Library being close to a particular standard of sustainability certification. The member encouraged continuing to do what was necessary to reach those certifications because it could be a boon for the City to appear on certain sustainability lists. Also on June 8<sup>th</sup> he had met with the UAB whose members expressed concern about waterline replacement projects that were being deferred because of lack of funds in the Water Fund. UAB looked forward to meeting with Council and staff about the potential increase in water fees to improve the infrastructure.

Mayor Walters congratulated the graduates of West Linn-Wilsonville and Arts & Technology High Schools, and recognized the staff and teachers' work during a difficult 18 months.

Councilor Jones reported that the total enrollment in the three classes he taught was 86 students, and 85 of them were in attendance today, participating and engaged. He expressed appreciation to their families for their care and dedication and to the kids who were very tired, but cared about their education.

#### **[City Manager Report \[9:20 pm/5 min\]](#)**

##### **[City of West Linn Response to COVID-19 Public Health Emergency](#)**

City Manager Gabrielatos noted last week was the first week for which City Hall was opened again to the public. Regarding in-person meetings, staff was awaiting guidance from the Governor's Office based on reaching the 70 percent vaccination threshold. Hybrid meetings were also being explored due to the convenience for the public of calling into meetings through Webex.

### Diversity, Equity, and Inclusion Update

City Manager Gabrielatos reported he had met with Monique Claiborne of The Kenley Group last week and shared the idea of the potential creation of a permanent committee to advise Council and staff on how to reach some of the goals identified in the DEI report.

### Storm Recovery Update

City Manager Gabrielatos reported he had received a detailed email from Public Works Director Calvert about creative ideas on how to remove some storm debris. He would summarize the suggestions in an email to Council later in the week.

- He was aware that Council members had interacted with the owners and patrons of businesses along Willamette Falls Drive and informed Council that the City had issued a statement Friday stating the matter was being looked into further. Tripping had been a concern, and staff was considering a temporary installation of candlestick bollards along the curb, and possibly painting the curb to permanently delineate the area.
- A request had been made from business owners to keep tables and chairs in the bike lane for a longer period and would need consideration. Clackamas County had gone to a low level of COVID-19 risk in the past week, so indoor capacity should be increasing and some of the area in the bike lane might need to be restricted.

Councilor Jones deferred to City Attorney Ramis any legal issues regarding tables in the bike lane and on the sidewalks. He lived in the neighborhood and walked the streets often and believed the neighborhood was accustomed to them. Given the struggles of some of the businesses on Willamette Falls Drive and Main St over the past 18 months, he suggested the manner in which the sidewalks were being used be allowed through Labor Day. He knew the business owners would appreciate that to accommodate more people who wanted to be in the fresh air and sunshine. He did not want to inconvenience cyclists or pedestrians and did not advocate for it permanently or seasonally.

Councilor Baumgardner referred to an email members of Council had received regarding the Cedaroak property that addressed the environmental impacts of the nearby creek. She was very concerned by the additional information and wanted to make sure it was explored further.

Councilor Bialostosky reported he had conversed with some of the business owners who were utilizing the bike lanes and sidewalks, and they had asked to keep the tables there at least through the summer. He supported their request due to the difficulties of the past 18 months, as long as it did not violate any laws. He pointed out a bike lane was located on the other side of the road and was still clear, and signage could refer cyclists and pedestrians there.

City Manager Gabrielatos described the design and potential usage of candlestick bollards, noting they could not be tipped over easily.

Council President Relyea suggested revisiting the entire layout of the street. When the streetscape was being developed, a request was made to have the median strip in the center of the street to accommodate the back-in parking. The City had since transitioned to front-in parking. He had initially requested to have the bike lane in the center of the street, and pointed out that would have resulted in the sidewalk areas becoming permanently available to the business owners for seating. He did not believe any legal issues would arise regarding the layout of the streets, so long as bicycling was accommodated, noting such use was part of the appropriation of the federal and state funding for which the City had qualified.

Councilor Baumgardner recalled from her time on the Transportation Advisory Board (TAB) a concern about having a bike lane that was usable for all levels of riders. She believed children would have a hard time navigating a bike lane in the roadway and would perhaps present a higher safety risk.

### [City Attorney Report \[9:25 pm/5 min\]](#)

#### **Legal Tracking Log**

#### [Project List](#)

City Attorney Ramis stated direction would be given by Council to its representatives regarding the direction to take on the acquisition of Oppenlander Field. He expected that to be followed by communication between Council's representatives and the School District's representatives about the details of the process. Currently, an option agreement was being worked on, with the hope to determine all of its terms. The option agreement would then return to the respective principles at the District and the City for final approval. If such an agreement was made, the next step would be to draft the documents necessary to put the matter on the ballot.

City Attorney Ramis noted the meeting packet contained a copy of the City Attorney Project Report, and the project list was also available online to inform the public and to show the breadth of issues being worked on.

The City Administration had authorized moving ahead with the update of the City's contract templates and purchasing rules which would allow streamlining of the City's processes. When completed, the documents would come to Council.

Councilor Bialostosky requested more information in advance regarding the process of the City Manager's evaluation taking place next week.

Mayor Walters replied that she had emailed members of Council the ICMA Guide with two sample documents to choose from. She preferred to have the documents to be filled out and returned by the end of the week and also shared with City Manager Gabrielatos for review before the evaluation. She recommended any questions be directed to City Attorney Ramis.

City Attorney Ramis stated the forms were equally good and that he endorsed Mayor Walters'

suggestion on directing questions to him.

Councilor Jones referred to Mayor Walters' email, noting that he must have misunderstood her request to mean she was asking for suggestions and not for a specific action on the forms provided in the attachment.

Mayor Walters clarified she wanted feedback on which form the members of Council preferred, reiterating that the forms were very similar. She believed it would be helpful to have everyone using the same form and standardized method. She recommended the Councilors send their thoughts to City Attorney Ramis including their individual choice of form.

City Manager Gabrielatos said that his intent had been to complete the self-evaluation form marked No. 3 this week because the form did not identify goals as the first form did. Council had not yet met to review the goals it had for him. It would be best to build on the document marked No. 3.

Council confirmed they agreed on the use of sample self-evaluation form No. 3.

City Attorney Ramis clarified he attempted to update the tracking log he shared tonight on a daily basis. It was also reviewed in a group meeting once a week. He would check on how often the tracking log was updated online for the public.

[Adjourn \[9:30 pm\]](#)

Notes approved 8-2-21.



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

## CITY COUNCIL AGENDA

Monday, June 14, 2021

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5:00 p.m. – Pre-Meeting Work Session – Webex\*

6:00 p.m. – Business Meeting – Webex\*

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- |                                                                                                                                                                                                                                      |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Swearing-in Ceremony                                                                                                                                                                                                              | [6:00 pm/5 min]    |
| a. Councilor Todd Jones                                                                                                                                                                                                              |                    |
| 2. Call to Order                                                                                                                                                                                                                     | [6:05 pm/5 min]    |
| 3. Approval of Agenda                                                                                                                                                                                                                | [6:10 pm/5 min]    |
| 4. Public Comments                                                                                                                                                                                                                   | [6:15 pm/10 min]   |
| 5. Announcements, Proclamations, and Recognitions                                                                                                                                                                                    | [6:25 pm/20 min]   |
| a. If I Were Mayor Contest Winners                                                                                                                                                                                                   |                    |
| b. Old Time Ambassadors Proclamation                                                                                                                                                                                                 |                    |
| c. 2021 Pollinator Week Proclamation                                                                                                                                                                                                 |                    |
| 6. Consent Agenda                                                                                                                                                                                                                    | [6:45 min/5 min]   |
| a. <u>Agenda Bill 2021-06-14-01</u> : Approval of Meeting Notes for May 10 and 17, 2021                                                                                                                                              |                    |
| b. <u>Agenda Bill 2021-06-14-02</u> : RESOLUTION 2021-03, CERTIFYING THE RESULTS FOR THE MAY 18, 2021 SPECIAL ELECTION                                                                                                               |                    |
| 7. Business Meeting                                                                                                                                                                                                                  | [6:50 min/120 min] |
| a. <u>Agenda Bill 2021-06-14-03</u> : <b>PUBLIC HEARING</b> : 2022-2023 Budget Adoption                                                                                                                                              |                    |
| I. RESOLUTION 2021-04, DECLARING THE CITY OF WEST LINN'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS (GENERAL FUNDS OF THE STATE) IN THE 2021-2022 BIENNIUM                                                                      |                    |
| II. RESOLUTION 2021-05, CERTIFYING THE CITY OF WEST LINN IS ELIGIBLE IN THE 2021-2022 BIENNIUM TO RECEIVE STATE SHARED REVENUES (CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES |                    |

III. RESOLUTION 2021-06, REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN

IV. RESOLUTION 2021-07, ADOPTING THE CITY OF WEST LINN BUDGET AND CAPITAL IMPROVEMENT PLAN FOR THE BIENNIUM COMMENCING JULY 1, 2021 (2021-2022 BIENNIUM), MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CLASSIFYING THE LEVY PURSUANT TO SECTION 11B, ARTICLE XI OF THE OREGON CONSTITUTION.

b. Agenda Bill 2021-06-14-04: **PUBLIC HEARING**: RESOLUTION 2021-08, ADJUSTING THE BUDGET FOR THE 2019-2020 BIENNIUM BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS AND BONDED DEBT PROPERTY TAX LEVY

c. Agenda Bill 2021-06-14-05: Willamette Falls Drive Ballot Measures for Road, Sidewalk, and Bike Improvements in Parks and/or Open Space

I. RESOLUTION 2021-09, TO SUBMIT A MEASURE TO VOTERS TO AUTHORIZE SIDEWALK, BIKE, AND ROAD IMPROVEMENTS TO WILLAMETTE FALLS DRIVE, HIGHWAY 43, AND THE I-205 INTERCHANGE ALONG WEST BRIDGE PARK

II. RESOLUTION 2021-10, TO SUBMIT A MEASURE TO VOTERS TO AUTHORIZE SIDEWALK, BIKE, AND ROAD IMPROVEMENTS TO WILLAMETTE FALLS DRIVE ALONG FIELDS BRIDGE PARK

d. Agenda Bill 2021-06-14-07: RESOLUTION 2021-11, DECLARING CITY-OWNED PROPERTY AT 3955 CEDAROAK DRIVE SURPLUS REAL PROPERTY AND INITIATING A SALES PROCESS FOR THE PROPERTY

e. Agenda Bill 2021-06-14-08: Award of 2021 Road Program

8. Mayor and Council Reports [8:50 pm/30 min]

a. Post Office Update

9. City Manager Report [9:20 pm/5 min]

a. City of West Linn Response to COVID-19 Public Health Emergency

b. Diversity, Equity, and Inclusion Update

c. Storm Recovery Update

10. City Attorney Report [9:25 pm/5 min]

a. Legal Tracking Log

11. Adjourn [9:30 pm]

**CITY OF WEST LINN, OREGON**  
**OATH OF OFFICE**

**I,**  
**TODD JONES**

affirm I will support  
the Constitution and Laws of the United States,  
the Constitution and Laws of the State of Oregon,  
the Charter and Ordinances of the City of West Linn,  
and  
perform the duties of the office of

**CITY COUNCILOR**

to the best of my abilities

---

Todd Jones

Affirmed and sworn before me  
This 14th day of June, 2021

---

The Honorable Rhett L. Bernstein  
West Linn Municipal Court Judge

Hallie Jones



If I were mayor, I would make sure of these eight things.

One, I would help with Coronavirus. I would make sure everyone in West Linn is vaccinated so that we can try to make things a little bit normal but everyone would still be wearing masks and keeping a distance. When they make a vaccine for kids. I would also make sure that all of them get vaccinated.

Second, that all citizens feel respected, especially black people. I would support "Black Lives Matter" by allowing Black citizens to make speeches about what they have gone through. I would make sure that protests would not be violent but instead peaceful. Making sure every citizen feels safe and happy is very important to me.

The third thing I would do is to make sure that we have a clean and healthy community. I would do this by encouraging people not to litter and to pick up trash. I want West Linn to be known as a beautiful place not gross and ugly.

Fourth, I would make sure every citizen is comfortable with their home and living conditions. I would want everyone to have clean water and enough food. To do this I would have toy drives, canned food drives, and special fundraisers to make money. I would want every kid to go to school so they can have the experience of learning.

Fifth, I would make sure we have good schools. To do this I would raise money for school supplies and check in often. I would make

sure everyone is kind to one another, the teachers are kind to students, and that there is enough social interaction. I would encourage schools to not bully and be mean to kids who learn differently or have special needs. Although school is a place of learning it should also be fun and a place every kid wants to be.

Sixth, I would set up summer camps for kids because some parents work in the summer. So it would be good for the kids to go somewhere other than just stay home all summer. The camps would be for lots of activities such as, sports, baking and cooking, or just fun things to do.

Seventh, I would open up more shops and places to buy things. Such as restaurants, clothing stores, and more. I would do this because there isn't much of this in West Linn and it would be better for people to just go a short distance than all the way to Bridgeport or Oregon City.

Eighth, I would ban smoking. Smoking, in my opinion, is terrible for you and for the people around you. It can make you very sick. To do this I would have people start therapy to help them. I would get rid of all the cigarettes or smoking tools from stores.

In conclusion, if I were mayor these eight things would be most important to me. If I were Mayor I would want to make sure West Linn is a happy, safe, and beautiful community.

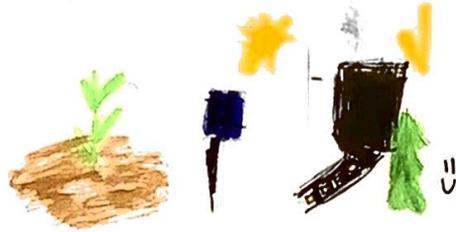
# If I Were Mayor...

By: Sadie Jones

First 

If I were Mayor the first thing I would do is start a composting community. I would collect all sorts of scraps and materials that can be used for composting. And use community gardens to make healthy soil and plants. Composting is very healthy for nature, animals, the ecosystem, and the whole Earth. And if I were Mayor I would start a composting community.

West Linn

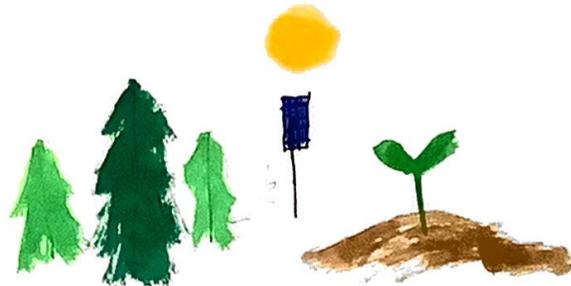


If I were Mayor the third thing I would do is make sure our community is clean and healthy and safe. I would do this by picking up trash, grow more trees (and don't cut down so many). I would respect animal habitats, and I would make sure every building, road, sidewalk, and house are safe. This would also help pollution problems. If I were Mayor that is what I would do.



Second 

If I were Mayor the second thing I would do is increase the use of solar panels. Solar panels are a very great way to get power. Since the sun produces so much energy, solar panels will decrease pollution and the air is better for the Earth and the sun will not run out of energy anytime soon. If I were Mayor I would increase the use of solar panels in West Linn.



## **PROCLAMATION**

**WHEREAS**, the City of West Linn has a policy of recognizing excellence in achievement; and

**WHEREAS**, a *West Linn Old Time Fair Ambassador* must distinguish themselves by their service to the community, their skill to communicate before an audience, and their commitment to promoting the tradition of the Old Time Fair, and

**WHEREAS**, an Ambassador serves as a leader and role model for their peers, exemplifying the finest of West Linn's youth and the next generation of leaders.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST LINN ON BEHALF OF THE COMMUNITY WISH TO HONOR AND CONGRATULATE**

***Queen Beatrice Gilroy***

For her successful competition and appointment as a 2021 West Linn Old Time Fair Ambassador.

Dated this 14th day of June, 2021

---

JULES WALTERS, MAYOR

---

KATHY MOLLUSKY, CITY RECORDER

## **PROCLAMATION**

**WHEREAS**, the City of West Linn has a policy of recognizing excellence in achievement; and

**WHEREAS**, a *West Linn Old Time Fair Ambassador* must distinguish themselves by their service to the community, their skill to communicate before an audience, and their commitment to promoting the tradition of the Old Time Fair, and

**WHEREAS**, an Ambassador serves as a leader and role model for their peers, exemplifying the finest of West Linn's youth and the next generation of leaders.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST LINN ON BEHALF OF THE COMMUNITY WISH TO HONOR AND CONGRATULATE**

### ***Princess Lily Walsh***

For her successful competition and appointment as a 2021 West Linn Old Time Fair Ambassador.

Dated this 14th day of June, 2021

---

JULES WALTERS, MAYOR

---

KATHY MOLLUSKY, CITY RECORDER

## **PROCLAMATION**

**WHEREAS**, the City of West Linn has a policy of recognizing excellence in achievement; and

**WHEREAS**, a *West Linn Old Time Fair Ambassador* must distinguish themselves by their service to the community, their skill to communicate before an audience, and their commitment to promoting the tradition of the Old Time Fair, and

**WHEREAS**, an Ambassador serves as a leader and role model for their peers, exemplifying the finest of West Linn's youth and the next generation of leaders.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST LINN ON BEHALF OF THE COMMUNITY WISH TO HONOR AND CONGRATULATE**

### ***Princess Olive Trone***

For her successful competition and appointment as a 2021 West Linn Old Time Fair Ambassador.

Dated this 14th day of June, 2021

---

JULES WALTERS, MAYOR

---

KATHY MOLLUSKY, CITY RECORDER

## **PROCLAMATION**

**WHEREAS**, the City of West Linn has a policy of recognizing excellence in achievement; and

**WHEREAS**, a *West Linn Old Time Fair Ambassador* must distinguish themselves by their service to the community, their skill to communicate before an audience, and their commitment to promoting the tradition of the Old Time Fair, and

**WHEREAS**, an Ambassador serves as a leader and role model for their peers, exemplifying the finest of West Linn's youth and the next generation of leaders.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST LINN ON BEHALF OF THE COMMUNITY WISH TO HONOR AND CONGRATULATE**

***Princess Olivia Hart***

For her successful competition and appointment as a 2021 West Linn Old Time Fair Ambassador.

Dated this 14th day of June, 2021

---

JULES WALTERS, MAYOR

---

KATHY MOLLUSKY, CITY RECORDER

# PROCLAMATION

West Linn, Oregon

**WHEREAS**, pollinator species such as thousands of species of bees are essential partners in producing much of our food supply; and

**WHEREAS**, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, biodiverse urban and suburban ecosystems; and

**WHEREAS**, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

**WHEREAS**, for decades the City of West Linn has managed urban landscapes and public lands that include many municipal parks and greenways, as well as wildlife habitats; and

**WHEREAS**, the City of West Linn provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF WEST LINN**, that the week of June 21 through 27 is

## NATIONAL POLLINATOR WEEK

The City of West Linn is an affiliate of

**Bee City USA®**

And we urge all citizens to recognize this observance.

DATED THIS 14TH DAY OF JUNE, 2021

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MAYOR JULES WALTERS

ATTEST:

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KATHY MOLLUSKY, CITY RECORDER

**Agenda Bill 2021-06-14-01**

Date: May 26, 2021

To: Jules Walters, Mayor  
Members, West Linn City Council

From: Kathy Mollusky, City Recorder *KM*

Through: Jerry Gabrielatos, City Manager *JG*

Subject: Draft Meeting Notes

---

**Purpose:** Approval of City Council Meeting Notes.

**Question(s) for Council:**

Does Council wish to approve the attached City Council Meeting Notes?

**Public Hearing Required:**

None required.

**Background & Discussion:**

The attached City Council Meeting Notes are ready for Council approval.

**Budget Impact:**

N/A

**Sustainability Impact:**

Council continues to present its meeting notes online, reducing paper waste.

**Council Goal/Priority:**

Guiding Principle #0: Core Services of West Linn City Government. Continue to record and document the proceedings of the West Linn City Council. Guiding Principle #3: Sustainability. Incorporate environmentally sustainable practices in City activities and decision making, including reducing waste generation and energy consumption.

**Council Options:**

1. Approve the Council Meeting Notes.
2. Revise and approve the Council Meeting Notes.

**Staff Recommendation:**

Approve Council Meeting Notes.

**Potential Motions:**

Approving the Consent Agenda will approve these notes.

**Attachments:**

1. May 10, 2021 Council Meeting Notes
2. May 17, 2021 Council Meeting Notes



CITY OF  
**West Linn**

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

**WEST LINN  
CITY COUNCIL MEETING  
NOTES  
May 10, 2021**

**[Pre-Meeting](#)**

**[Call to Order \[6:00 pm/5 min\]](#)**

**Council Present:**

Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones,.

**Staff Present:**

City Manager Jerry Gabrielatos, City Recorder Kathy Mollusky, Parks and Recreation Director Ken Warner, and City Attorney Tim Ramis.

**[Approval of Agenda \[6:05 pm/5 min\]](#)**

Council President Bill Relyea moved to approve the revised May 10, 2021 West Linn City Council Meeting Agenda as shown on the City's website. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Public Comments \[6:10 pm/10 min\]](#)**

There were not any public comments.

**[Announcements, Proclamations, and Recognitions\\* \[6:20 pm/10 min\]](#)**

**[Chauvin Trial Council Statement](#)**

**[Council Statement](#)**

Councilor Bialostosky read the statement.

**[Asian-Pacific American Heritage Month Proclamation](#)**

**[Proclamation](#)**

Councilor Baumgardner read the Proclamation, declaring May as Asian American and Native Hawaiian/Pacific Islander Heritage Month in the City of West Linn.

Mayor Walters had posted links on her Facebook page for more information and events related to Asian American and Native Hawaiian/Pacific Islander Month.

**[Gun Violence Awareness Day Proclamation](#)**

**[Proclamation](#)**

Councilor Jones read the Proclamation, declaring June 4, 2021 as Gun Violence Awareness Day in the City of West Linn.

**[Consent Agenda \[6:30 min/5 min\]](#)**

**[Agenda Bill 2021-05-10-01: Approval of Meeting Notes for April 12, 2021](#)**

**[Draft Notes Information](#)**

**[Agenda Bill 2021-05-10-02: RESOLUTION 2021-02, APPROVING TUALATIN VALLEY FIRE & RESCUE'S FIRE CODE](#)**

**[RES 2021-02 TVF&R Information](#)**

Council President Bill Relyea moved to approve the Consent Agenda as posted. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

[Business Meeting \[6:35 min/60 min\]](#)

[Agenda Bill 2021-05-10-03: RESOLUTION 2021-01, ADOPTING THE AMENDED SUSTAINABILITY STRATEGIC PLAN](#)

[RES 2021-01 SAB Plan](#)

[SAB 2021 Goals & Staff Position](#)

Terence Shumaker, Chair, Sustainability Advisory Board (SAB), gave a presentation on this Agenda Bill, explaining that Appendix C was a condensation of climate action goals and strategies included in the Sustainable Strategic Plan, which was the guiding document to achieving a high level of sustainability and environmental stewardship in West Linn by 2040. The Climate Action Plan items in Appendix C needed to be addressed by Council and should emphasize the need for hiring a staff member to guide the City toward a greater level of sustainability. He detailed the areas that required action and how to best address them, listing the organizations the City could join to inexpensively enlist professional assistance and resources to begin the transition to future cost savings and efficiency.

City Manager Gabrielatos confirmed that it would not likely be possible for budgetary reasons to hire a full-time staff member to guide sustainability. Sustainability was a priority, but he believed the top priority for hiring during this budget cycle was for an Emergency Manager, given the events of the past year. Once that person was on-board and addressed the immediate needs, some of the work identified in the SAB's plan were items the Emergency Manager could take on. Many emergencies had been related to climate, and the Emergency Manager would have the authority to make changes related to procurement and other matters important to accomplishing the goals of the SAB. City Manager Gabrielatos would personally take on some of the items mentioned in the SAB's plan because sustainability was also a passion of his and was something he had worked for previously in other locations. One thing that drew him to West Linn was a constituency that was so open to and wanting to take on climate change. He would continue to work with the SAB to accomplish the items in Appendix C. He confirmed it would be possible to have a contractor work on some of the smaller, specific projects if the budget allowed.

Mr. Shumaker clarified that Goal 2 of the Sustainable Strategic Plan was not included in Appendix C because it did not directly apply to climate action. It was possible that the document would have other gaps because the SAB could not make changes to the plan, so it pulled out and condensed the applicable items.

Council President Bill Relyea moved to approve Resolution 2021-01, Adopting the Amended Sustainability Strategic Plan Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

**[Agenda Bill 2021-05-10-04: Parks General Obligation Bond White Oak Savanna Funding](#)**

**[Parks GO Bond Information](#)**

**[Public Comment - Ed & Roberta Schwarz](#)**

Parks and Recreation Director Warner presented the Agenda Bill for this item. He began with a brief history of the White Oak Savanna Nature Playscape & Parking project to date, noting it was initially a six-year Capital Improvement Plan budgeted with Systems Development Charges (SDCs) in 2020, but the anticipated revenue did not come in to adequately fund the project. The current estimated cost for the project was \$427,988. At the end of 2020, Council voted to move the project from SDC-funded to the 2018 General Obligation (GO) Bond Project funds to allow it to be completed sooner. The GO Bond funds had been already allocated to three other park projects, all located on the river, and such projects have always rated highly in all citizen surveys. The Parks and Recreation Advisory Board (PRAB) had considered the White Oak Savanna project again in April and recommended the reversal of the prior Council's November 2020 decision.

**Public Comment**

Ed Schwarz, President of Savanna Oaks Neighborhood Association (SONA) and a West Linn resident, requested that Council fund the White Oak Savanna project with GO Bond funds instead of SDCs. He noted that 86 percent of the respondents to a recent City survey favored the scaled-down version of the Nature Playscape project. He also addressed transparency of Council processes, noting the PRAB had not been aware that Council would vote at its November 9, 2020 meeting to use GO Bond funds for the project. He inquired if it had been legal for Council to take such a vote without proper noticing on the agenda. Council's April 9, 2021 work session agenda also did not mention that Council would consider putting a hold on the project. He asked if it was also legal for the current Council to vote in a work session to overturn a vote by a previous Council at a regularly scheduled and noticed meeting. Finally, West Linn collected many thousands of dollars annually via SDCs, but the numbers given by Parks Director Warner and by the former parks director varied greatly. More transparency was needed in how much SDC funds were collected and expended. Children had been waiting four years for the Nature Playscape, and he asked Council to go forward with the project as outlined in the GO Bond list of projects and complete it this year.

Council President Relyea asked how closely the PRAB worked with the Planning Department and other City departments in order to gain a comprehensive understanding of current significant projects so it could make informed decisions. Parks Director Warner had mentioned significant environmental hurdles with the riverfront trail system at the April 9<sup>th</sup> work session of which Council President Relyea would like further information, including the costs.

Parks Director Warner responded that the PRAB did not work with the Planning Department in any way, and worked only on Parks and Recreation projects. The PRAB members were updated

monthly on GO Bond projects and other current or future Parks projects. The riverfront trail project was complex because the City did not own any of the property. Potential environmental issues, surveys, and designs would need to be considered in conjunction with the future trail's topography. No specific information was available yet because the exact location of the trail was unknown. He responded to further clarifying questions from Council as follows:

- Phase 1 of the trail that left Burnett Landing, Project BD1818, was about  $\frac{1}{4}$  mile long and cost about \$250,000. That portion of trail was being used as a gauge for Phase 2, keeping in mind that costs rose about 5 percent a year. He clarified that he did not know the total mileage of the Willamette Greenway Trail, but it would connect to Lake Oswego. Phase 2 was anticipated to be between  $\frac{1}{2}$  and  $\frac{3}{4}$  of a mile long depending upon multiple factors, but it was hoped it would reach the power station.
- BD1816 had two pre-applications in the Planning Department to help move Parks through land use and permitting. A consulting firm had written scopes of work, which were almost ready for signature.
- BD1817 was a trail and catwalk located below Historic City Hall, which had \$100,000 invested in it. The catwalk was aging and the concept was to improve and move it closer to the river to make it safer and accessible to more people. The project was on hold and not anticipated to start until other decisions were made in that area. He confirmed the City did not own the property.
- BD1818 included Riverfront Park and the Willamette Greenway Trail. With Council authorization, property owners would be approached to move into property actions with leases, surveys, etc., in the near future. Waterfront Park was more complex because some of the property used to be in public ownership and was now private. Informal conversations were being held with the Planning Department on that property. If a decision was made to partner with them, funds would be needed.
- In response to whether the BD1816 project and the White Oak Savanna project could be completed sooner, he stated BD1816 was already moving forward as quickly as possible. If Council decided to keep the White Oak Savanna project under GO Bond funding, it could move forward, but other projects might be delayed because it would put Parks over budget by \$427,000.
- Out of the options presented for the Nature Playscape, Council had chosen Option 3, which was a compromise between the very large, four-station project and a two-or three-station project. That option would cost a little over \$600,000 and had received 86 percent approval from the community via a Parks & Rec website survey, but it was not the project that was approved in December. The plan Council approved in November and December for \$427,000 was the one submitted by SONA.
- The \$427,000 expense for the White Oak Savanna project was due in part to the access point being located on Taylor Drive, which had about a 25 percent grade. The project also had to meet Americans with Disabilities Act (ADA) requirements, including a parking place. The parking and pathway for the project came to about half of the project cost at \$220,000.

City Attorney Ramis clarified that public meeting law did not require an agenda or noticing to identify that a vote would be taken, but did require that the agenda provide notice of the topic to be discussed. A city council could not vote at a work session to reverse an earlier, formal vote of a city council taken in a regular meeting.

Mayor Walters noted the overwhelming support from the community for the waterfront projects as indicated by the GO Bond survey, and that the GO Bond was a ballot measure voted for by the community. It was very important to her that the vote was respected when this much money would be spent. Switching the funds around at the last minute was inappropriate, in her personal opinion. She hoped that decision could be corrected tonight.

Regarding the impacts on the White Oak Savanna project of significantly changing the funding, Parks Director Warner further clarified that the SDC fund had about \$310,000 as of last Friday, and the projected biennium budget was lean. It was hard to predict when builders would be able to finance their SDCs and thereby for the City to know when SDC funds would be available. He clarified that the White Oak Savanna project was not large, just expensive. The cost could be divided if the project was phased and the parking and pathway to the playground were done first, though it might cost a little more in the long run.

Council President Bill Relyea moved to approve keeping the funding source for the White Oak Savanna Nature Playscape and Parking Project in the 2018 GO Bond parks project funding in its current allocation. Councilor Mary Baumgardner seconded the motion.

Council President Relyea noted that, as a liaison to the Planning Commission, he was privy to information that perhaps some members of Council were not aware of regarding planning and the multitude of near- and long-term projects in the pipeline. He believed Council needed briefing on those projects before making a decision to fund BD1817, which was why he inquired earlier about any exchange of information between the PRAB and the Planning Department. The Waterfront area was currently packed with projects, and he believed it was premature for Council to make a decision on the matter until it has had an opportunity to be fully briefed so, as an oversight group, it understood all the associated issues. Council also needed to understand the long-term maintenance issues associated with the trail system being advocated for by PRAB, such as flooding and subsequent environmental concerns the City might be liable for cleaning up. He did not have a clear enough understanding of all of the issues in order to make a decision on this matter.

Councilor Baumgardner stated her appreciation of the community's interest in water access, and she was looking forward to project BD1816. She appreciated the other two projects as well, but believed more needed to be known about them. She was also aware of the interest in the White Oak Savanna project and hoped it could be scheduled soon, which was why she was concerned about changing its funding again.

Councilor Bialostosky believed that by moving the funding for the White Oak Savanna project

back to SDCs and by moving the Willamette Park projects forward, Council would be returning to the status quo. He did not believe that the past Council, with certain Councilor terms expiring, was justified to advance the White Oak Savanna project to the GO Bond category. Willamette Park was heavily utilized and, during a hot day last month, the parking lots were full. Due to the community support for projects BD1816, BD1817, and BD1818 based on the survey and his general feeling of the community, he believed the Willamette Park projects deserved the funding from the GO Bond. He also supported doing due diligence on the other park projects in the near future.

Councilor Jones thanked Mr. and Mrs. Schwarz and their supporters for their work in the White Oak Savanna. It was a marvelous space that he enjoyed on a regular basis. He would vote against the motion, not because he was opposed to the Nature Playscape, but because he was in favor of the other projects the community had been requesting for a long time, as shown by various surveys. The City was over budget on the allocation for these projects. Funding totaling \$3.5 million was accounted for and identified for projects years ago, until a previous Council six months ago acted to add another project. He was in favor of putting the White Oak Savanna project back on SDC funds.

**Ayes: Council President Bill Relyea and Councilor Mary Baumgardner.**

**Nays: Mayor Jules Walters, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**The motion failed 2 - 3**

Councilor Todd Jones moved to change the funding source for the White Oak Savanna Nature Playscape and Parking Project from 2018 GO Bond parks project funding to the original funding source of SDCs in keeping with the recommendation of the Parks and Recreation Advisory Board. Councilor Rory Bialostosky seconded the motion.

Council President Relyea stated he would not vote in favor of the motion because, while he supported the waterfront improvements, Council had not been fully briefed on the projects and insufficient information was available to make an informed decision. He did not believe a master trail system should be located along the river in favor of access paths to it, similar to those on Pacific Coast Highway. Then, individual capital improvements could be made in those areas as appropriate. Council had not been given the opportunity to consider the best options for the use of the funds because those discussions had never unfolded.

**Ayes: Mayor Jules Walters, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: Council President Bill Relyea and Councilor Mary Baumgardner.**

**The motion carried 3 – 2**

## Mayor and Council Reports [7:35 pm/15 min]

### Citizen Advisory Group Appointments

Mayor Walters noted that the Sustainability Advisory Board (SAB) and the Committee for Citizen Involvement (CCI) each had one open position, and the Utility Advisory Board (UAB) had two open positions.

Council President Relyea shared that CCI has had significant issues with meeting on a regular basis and moving forward with the various responsibilities given to it. The CCI had been tasked by Council with addressing the opportunity for the community to view and comment on plans that were fully developed but had not yet been released for construction; however, because CCI had not had either a quorum nor the leadership, that had not happened. He had discussed with Community Development Director Williams and City Manager Gabrielatos moving the CCI back under the Planning Commission, so the public would have the opportunity to be fully informed and have the ability to make comments in an open meeting.

Council decided to put on a future agenda the discussion on moving the CCI back under the Planning Commission. The Councilors then briefly discussed their recommendations for appointments to the SAB and UAB.

Council President Bill Relyea moved to recommend the appointment of Janice Olsen to the Sustainability Advisory Board. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

Councilor Todd Jones moved to recommend the appointment of John Miller to the Utility Advisory Board. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

Councilor Jones stated he was very grateful to Mr. Still for applying for the UAB position, and strongly encouraged him to apply for other positions. Mr. Gates had many years in service to the City and would bring some immediate knowledge of City utilities.

Councilor Todd Jones moved to recommend the appointment of Mike Gates to the Utility Advisory Board. Councilor Rory Bialostosky seconded the motion.

Councilor Baumgardner clarified all of the candidates had excellent qualifications, but she was interested in hearing fresh perspectives and voices and to welcome new people into City service, which was why she recommended Mr. Still. She confirmed that she had no objections to the other applicants.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: Councilor Mary Baumgardner.**

**The motion carried 4 - 1**

Mayor Walters thanked everyone who volunteered on behalf of the City.

#### **[Extend Emergency Declaration](#)**

#### **[Emergency Declaration Information](#)**

Council President Bill Relyea moved to extend the State of Emergency enacted at the March 19, 2020 Council meeting, and extended at the April 20, May 18, July 6, September 14, November 9, 2020, and January 11 and March 8, 2021 to July 12, 2021. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

#### **[Post Office Update](#)**

No updates were given.

#### **[2021 Council Goals\\*](#)**

#### **[Council Goals](#)**

City Manager Gabrielatos noted the intent to finalize the Council Goals and to update them on a quarterly basis. The Goals would somewhat replace the Council Tracking Log, so that staff and Council were informed on and working toward the same objectives. A draft version of the Council Goals was currently in the budget.

Mayor Walters assured that Council would work on the gaps identified during the Diversity, Equity, and Inclusion (DEI) audit and to implement the measures to make improvements. The items still in progress were high priority and were actively being worked on. They included to

reform hiring and training policies and oversight of the Police Department, implementing the OIR Group recommendations, and implementing recommendations from the Police Oversight Task Force.

Council President Bill Relyea moved to adopt the 2021 Council Goals for the City of West Linn. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

#### [City Manager Report \[7:50 pm/5 min\]](#)

#### [City of West Linn Response to COVID-19 Public Health Emergency](#)

No updates were given.

#### [Diversity, Equity, and Inclusion Update](#)

Regarding the DEI Audit, City Manager Gabrielatos said he had sent to Council an email over the weekend stating that the DEI audit report had been released. Staff expected to meet with Monique Claiborne of the Kenley Group on Wednesday to review the report. Library Director Doug Erickson, Human Resources Director Elissa Preston, Community Relations Coordinator Alicia Shroyer, and City Manager Gabrielatos had been on the internal team working on the DEI audit.

#### [Storm Recovery Update](#)

City Manager Gabrielatos noted that tomorrow was the closing day for the request for proposals (RFP) to remove the debris from Mary S. Young Park. The debris at Wilderness Park was tentatively planned to be removed the same day. He would keep Council informed if those plans changed.

Councilor Jones stated that one person had contacted him about debris piles in Wilderness Park and had expressed concern about them being a potential fire hazard in dry conditions. He was pleased to hear plans were in progress to remove the debris.

City Manager Gabrielatos believed the debris removal cost was reimbursable by the Federal Emergency Management Agency (FEMA), but was not entirely certain. He reported that the federal government today released an interim rule with guidance on how funding from the American Rescue Plan could be spent by the City. He then provided an overview of the Police Union negotiations, stating that the City Recorder had sent an email to the Mayor today about scheduling another public work session to consider items related to the negotiations. They

included items such as the complaint process, discipline, more training, and the issues that were discussed by the Task Force. He did not believe another date for negotiations had been set yet, but May 18<sup>th</sup> was under consideration.

Mayor Walters stated she also wanted to review the Task Force and OIR Group recommendations to come to a consensus on a structure for the Oversight entity.

Regarding street tree issues, City Manager Gabrielatos reported that about 1,600 downed trees were attributed to the storm, and that the sidewalks that had been dislodged by trees numbered somewhere in the teens. Staff was discussing a comprehensive sidewalk repair rather than just spot repairs, but he did not have further information currently.

Councilor Jones noted that the Councilors had received numerous emails today from individuals in close proximity to the Skyline Ridge Park who wanted a pickleball court established there. He would like Council to revisit the decision on a future agenda.

City Manager Gabrielatos reported that the first budget meeting was held today with Perrin Lim from the Budget Committee. The meetings would be conducted throughout the week with Council and with the Budget Committee.

#### [City Attorney Report \[7:55 pm/5 min\]](#)

City Attorney Ramis updated on Council's discussion about the draft lease for the Robinwood Station property. Members of Council and Friends of Robinwood Station (FORS) had raised a number of very good questions to which he would respond via a memo. Also, language was developed for Council's consideration that would implement some of the ideas that were discussed, and would be sent to Council shortly. His conversation with City Manager Gabrielatos on Friday was productive, and he appreciated his openness to new ideas and approaches.

#### [Adjourn \[8:00 pm\]](#)

Draft Notes.

**\*Agenda Items added at the May 3 Council Work Session\***



CITY OF  
**West Linn**

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

**WEST LINN  
CITY COUNCIL SPECIAL MEETING  
NOTES  
May 17, 2021**

Call to Order Special Meeting

**Council Present:**

Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.

**Citizens' Budget Committee Present:**

Abby Farber, Ann Frazier, Perrin Lim, Ed Schwarz, and Sheila Waldron

**Staff Present:**

City Manager Jerry Gabrielatos, City Recorder Kathy Mollusky, Public Works Director Lance Calvert, and City Attorney Tim Ramis.

**Approval of Agenda**

Council President Bill Relyea moved to approve the agenda for the Monday, May 17, 2021 City Council Special Meeting and Citizens' Budget Committee Meeting with the addition of a report by the IT Department. Councilor Rory Bialostosky seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, Councilor Todd Jones, Abby Farber, Ann Frazier, Perrin Lim, Ed Schwarz, and Sheila Waldron.**

**Nays: None.**

**The motion carried 10 - 0**

### **Wood Chips Removal Contract Approval**

Public Works Director Calvert stated the goal for tonight was to move ahead with Council's award of the wood chip removal contract. After the ice storm, an emergency was declared and the City hired multiple contractors to assist in removing the debris from the City's right-of-way. The public works facilities are not capable of handling that volume of debris so it was stored at Mary S. Young Park and Wilderness Park. The contract before you was to dispose of the wood chips, previously shredded and chipped, at Mary S. Young Park. Not all of the material has been shredded because there is not enough storage space for that operation until the existing wood chips are removed.

Following Clackamas County's recommendation, the City went out to solicit a general contractor to do the removal following FEMA Contract Guidelines that the City has to follow to get reimbursed. Certain activities the City conducts that meet FEMA approval are eligible for reimbursement; wood chip removal is one of those projects that are eligible for up to 75 percent reimbursement. The City still has to pay for a minimum of 25 percent of those costs.

The City received two bids. The lowest bid was \$640,000; the other bid was over \$1 million. The City estimated around \$160,000 for the debris removal. The bids received were exceedingly high. We believe there are better ways to remove that material and there is a lot of competition right now and a lack of interest in this kind of work so we are looking at alternative means to remove those materials.

Council has the bids for formal review. Staff is recommending, due to the high cost of the removals and the cost relative to the cost estimate, that Council reject all the bids that were submitted and to direct staff to find alternate means for cost effective removal.

Mayor Walters thanked Director Calvert for all the City's work to clear all the debris. It is urgent to get that debris removed, she appreciates how swiftly the City has been working to get that done, and is cognizant of how high the bids are.

Council President Relyea heard the costs of the proposals the City received were too high and that they were going to go back out to bid on this. He asked Director Calvert what it is he is asking Council to do.

Director Calvert stated following the City's purchasing rules and policies, anything of this magnitude needs to go before Council and it is up to Council to reward or reject the bids. In this case, because of the high cost estimate, staff recommendation and the potential motion

could be to reject all the submitted bids for the debris removal contract and direct staff to research alternative means for cost effective debris removal.

The City has been working with the Oregon Department of Transportation (ODOT) and the County to identify other alternatives as well as contacting some local vendors and will continue to work in that regard to find more cost effective means to either utilize or remove the material.

Council President Relyea moved to direct staff to reject the bids and look for alternative solutions and allow debris removal to be considered in a more equitable and cost effective manner. Councilor Mary Baumgardner seconded the motion.

**Ayes: Mayor Jules Walters, Council President Bill Relyea, Councilor Mary Baumgardner, Councilor Rory Bialostosky, and Councilor Todd Jones.**

**Nays: None.**

**The motion carried 5 - 0**

Director Calvert stated hopefully they will have a future work session to give an update on where the City is currently at in response to this and on other things people have been asking about.

**Adjourn**

**Agenda Bill 2021-06-14-02**

Date: May 27, 2021

To: Jules Walters, Mayor  
Members, West Linn City Council

From: Kathy Mollusky, City Recorder KM

Through: Jerry Gabrielatos, City Manager JG

Subject: Consent Agenda – Certification of the May 15, 2021 Special Election Results

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**Purpose**

Certifying the results of the May 15, 2021 Special Election.

**Question(s) for Council:**

Does Council wish to certify the election results of the May 15, 2021 Special Election?

**Public Hearing Required:** None required.

**Background & Discussion:**

- The City is required to certify election results. Council certifies the election results by adopting a resolution.
- The election included:
  - One Councilor position

**Budget Impact:** N/A

**Sustainability Impact:** N/A

**Council Options:**

1. Certify the election results.

**Staff Recommendation:**

Adopt the resolution certifying the election results.

**Potential Motions:**

Approval of the Consent Agenda will adopt the resolution certifying the election results.

**Attachments:**

1. Resolution 2021-03, Certified Election Results.

**RESOLUTION NO. 2021-03  
WEST LINN, OREGON**

**A RESOLUTION OF THE WEST LINN CITY COUNCIL CERTIFYING THE RESULTS OF THE  
MAY 15, 2021 SPECIAL ELECTION**

**WHEREAS**, at the Special Election held on May 15, 2021, in and for the City of West Linn, Clackamas County, Oregon; the Candidates for City Councilor were submitted to the voters; and

**WHEREAS**, the election was conducted by mail in ballot by the Clackamas County Elections Department, which established polling places, precincts, and election boards for the election; and

**WHEREAS**, the precincts for said election constituted all of the territory included within the corporate limits of the City of West Linn; and

**WHEREAS**, the City is required to certify the election results.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:**

**SECTION 1.** The abstract of votes certified by the Office of the Clackamas County Clerk are attached as Exhibit A. The City certifies and declares Exhibit A to be the total from the abstracts of the votes on the City of West Linn ballot for the May 15, 2021, Special Election from Clackamas County.

**SECTION 2.** Todd Jones was elected as City Councilor for the unexpired term through December 31, 2022.

This resolution was PASSED and ADOPTED this 14th day of June 2021, and takes effect upon passage.

\_\_\_\_\_  
JULES WALTERS, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

Canvass Results Report

Run Time 2:42 PM  
Run Date 06/03/2021

Clackamas County

May 18, 2021 Special District Election

5/18/2021

Page 1

Official Results

Registered Voters  
85275 of 305158 = 27.94%

Precincts Reporting  
117 of 117 = 100.00%

City of West Linn City Councilor - Vote for One Unexpired Term

Precinct	Kim Bria	Todd Jones	Write-in	Cast Votes	Undervotes	Overvotes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
131	255	1,797	18	2,070	489	0	2,559	2,559	6,941	36.87%
132	213	1,563	11	1,787	343	0	2,130	2,130	5,061	42.09%
133	95	555	9	659	157	0	816	816	2,191	37.24%
134	0	8	0	8	9	0	17	17	78	21.79%
135	220	1,683	17	1,920	507	0	2,427	2,427	5,743	42.26%
<b>Totals</b>	<b>783</b>	<b>5,606</b>	<b>55</b>	<b>6,444</b>	<b>1,505</b>	<b>0</b>	<b>7,949</b>	<b>7,949</b>	<b>20,014</b>	<b>39.72%</b>



CERTIFIED COPY OF THE ORIGINAL  
SHERRY HALL, COUNTY CLERK

BY: Sherry Hall



**Agenda Bill 2021-06-07-01**

Date Prepared: May 11, 2021

For Meeting Date: June 14, 2021

To: Jules Walters, Mayor  
West Linn City Council

From: Acting Chief Peter Mahuna

Through: Jerry Gabrielatos, City Manager JG

Subject: Lake Oswego Communications Center (LOCOM) Intergovernmental Agreement (IGA)

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**Purpose**

Approve the IGA with Lake Oswego for law enforcement dispatching services for the next five years.

**Question(s) for Council:**

Is continuing to contract with LOCOM for emergency dispatch services in the best interests of the City of West Linn?

**Public Hearing Required:**

None required.

**Background & Discussion:**

The City has had an agreement with the City of Lake Oswego to provide public safety dispatching services for West Linn's Police Department since 1987.

The current IGA with LOCOM expires July 1, 2021. The proposed IGA with LOCOM will continue to provide dispatch services for another four years.

**Budget Impact:**

Year 1, 2021-2022 - \$575,400.00

Year 2, 2022-2023 - \$604,000.00

Year 3, 2023-2024 - \$622,000.00

Year 4, 2024-2025 - \$640,500.00

**Sustainability Impact:**

N/A

**Council Goal/Priority:**

Guiding Principle #2: Land Use and Quality of Life

**Council Options:**

1. Authorize the Mayor to sign the IGA.
2. Do not authorize the Mayor to sign the IGA and direct staff on how to proceed.

**Staff Recommendation:**

Authorize the Mayor to sign the IGA.

**Potential Motion:**

I move to approve this Intergovernmental Agreement and authorize the Mayor to sign it.

**Attachments:**

1. Intergovernmental Cooperative Agreement Public Safety Communications Services, for fiscal years 2021-2025

**INTERGOVERNMENTAL COOPERATIVE AGREEMENT  
PUBLIC SAFETY COMMUNICATIONS SERVICES**

THIS AGREEMENT is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the CITY OF LAKE OSWEGO, an Oregon municipal corporation (hereinafter "Lake Oswego") and the CITY OF WEST LINN, an Oregon municipal corporation (hereinafter "West Linn").

**RECITALS**

**A.** Lake Oswego operates through its Police Department, Communications Division, a public safety dispatching facility (hereinafter "LOCOM Center") to provide public safety dispatching services to fire and police departments of Lake Oswego and, by this Agreement, West Linn.

**B.** The parties acknowledge that they have authority to execute this Intergovernmental Cooperative Agreement pursuant to the terms of their respective municipal charters and pursuant to ORS 190.010.

**NOW THEREFORE**, the parties agree as follows:

**1. Description of Services to be Provided.** Lake Oswego, through LOCOM Center, shall provide public safety dispatching services for West Linn's Police Department for the period of July 1, 2021, through June 30, 2025, unless this Agreement is terminated earlier as provided in Section 11, below. The dispatching services include:

**A.** 24-hour-per-day answering of emergency telephone lines (including 9-1-1 calls) for fire, police, and emergency medical service requests;

**B.** Radio communications with police personnel regarding emergency and routine police matters; and

**C.** Dispatching and other services for law enforcement purposes as set forth in Exhibit "A."

**2. Control.** The manner of LOCOM Center's performance of dispatch services, including but not limited to the establishment of standards of personnel performance, the hiring, supervision and discipline of LOCOM Center employees, and all other matters incident to LOCOM Center's performance of such services shall be under the exclusive authority of Lake Oswego.

**3. Obligation of Lake Oswego to Provide Labor and Equipment.** Lake Oswego shall supply all necessary labor, supervision, equipment and supplies necessary to maintain the services to be rendered under this agreement.

**4. Obligation of West Linn for MSAG and GIS.** West Linn shall continue to provide Master Street Address Guide ("MSAG") and GIS information for West Linn's street system to Clackamas County.

**5. Consideration.**

**A. Annual Contract Amount.** On or before January 1 of each fiscal year, West Linn shall pay to Lake Oswego the Base Annual Contract Amount set forth below for that fiscal year, less a sum equal to West Linn's total 9-1-1 tax distribution from the State for the previous fiscal year ("Previous Year Tax Receipts"). Each fiscal year shall begin on July 1 and end on June 30.

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		Base Annual Contract Amount for Fiscal Year <sup>1</sup>
Year 1	2021-2022	\$575,400.00
Year 2	2022-2023	\$604,000.00
Year 3	2023-2024	\$622,000.00
Year 4	2024-2025	\$640,500.00

The amount paid to Lake Oswego directly by West Linn each fiscal year pursuant to this Section 5(A) shall be further adjusted as described in Section 5(C) below to ensure that it is ultimately reduced by a sum equaling West Linn's actual 9-1-1 tax distribution from the State for that fiscal year ("Actual Current Year Tax Receipts"), which have been assigned to Lake Oswego pursuant to Section 5(B) below.

**B. Assignment of 9-1-1 Tax Receipts.** West Linn assigns its 9-1-1 tax disbursements directly to Lake Oswego for the duration of this Agreement, and shall direct the State 9-1-1 Office to pay all of West Linn's 9-1-1 tax disbursements directly to Lake Oswego for the duration of this Agreement.

**C. Payment of Difference of Previous versus Current 9-1-1 Tax Receipts.** Not later than thirty (30) days following payment by the State to Lake Oswego of the final installment of West Linn's 9-1-1 tax receipts for each fiscal year:

i. West Linn shall pay Lake Oswego a sum equaling the amount, if any, by which the Previous Year Tax Receipts exceed the Actual Current Year Tax Receipts for that fiscal year;

ii. Lake Oswego shall pay West Linn a sum equaling the amount, if any, by which the Actual Current Year Tax Receipts for that fiscal year exceed the Previous Year Tax Receipts.

**D. Cost Sharing of Clackamas County Emergency Notification System.** Within 30 days following written notice from Lake Oswego each year, West Linn will reimburse Lake Oswego a portion of the amount Lake Oswego pays each year to Clackamas County under the Intergovernmental Agreement between Clackamas County and City of Lake Oswego that provides for sharing the costs for the Clackamas County Emergency Notification System. The West Linn reimbursement amount shall be the percentage of the Lake Oswego annual payment to Clackamas County that equals the percentage of the total population of the LOCOM Center's 9-1-1 service area that consists of the population of the City of West Linn.

**6. Adjustment of Base Annual Contract Amount.** The Base Annual Contract Amount in Section 5(A) shall be increased if West Linn's calls for service in any fiscal year exceed 15% over the previous fiscal year or this Agreement is amended pursuant to Section 13. In the event West Linn's calls for service in any fiscal year exceed 15% over the previous fiscal year, Lake Oswego shall notify West Linn in writing within thirty (30) days following the expiration of that fiscal year, or, at Lake Oswego's option, such earlier time as it appears to Lake Oswego likely that the calls for service for that fiscal year will exceed 15% from the prior fiscal year.

Within fifteen (15) days following notification under this section, the parties shall meet in good faith to discuss the financial impact to Lake Oswego to respond to the anticipated additional calls for service for the next fiscal year (the fiscal year after the fiscal year in which the calls for service exceeded 15%). The parties shall endeavor to reach agreement upon an adjustment amount to the Base Annual Contract Amount in Section 5(A) above for that next fiscal year (the fiscal year after the fiscal year in which the calls for service exceeded 15%), and the listed subsequent fiscal years, to provide fair compensation to Lake Oswego for the additional costs incurred in responding to the calls for service and dispatch.

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<sup>1</sup> The Base Annual Contract Amount includes funding to assist with improvements in technology and replacement of dispatch equipment.

If the parties are unable to agree upon an adjustment to the Base Annual Contract Amount within thirty (30) days following the notification described above, either:

**A.** The parties may mutually agree to arbitration, in such manner as they agree, to establish the amounts of adjustment; or

**B.** Either party may unilaterally terminate this Agreement effective 180 days following written notice of the decision to terminate. If either party elects this option, the amounts due for the applicable year pursuant to Section 5 above shall be paid, pro rata, to the termination date.

**7. Use of Compatible Equipment.** For the duration of this Agreement:

**A.** West Linn shall operate on the Clackamas 800 MHz radio system.

**B.** Lake Oswego shall provide the information technology support services identified in Exhibit B.

**C.** West Linn shall be responsible for its own purchases of mobile data computer (MDC) approved hardware, installation, and ongoing data connection costs.

**D.** West Linn shall work with Lake Oswego IT prior to adding any additional software or hardware to their MDC to ensure compatibility with the MDC interface and software.

**8. LOCOM Center User Board.** For the duration of this Agreement, West Linn shall participate as a member of the LOCOM Center User Board.

**9. Limitation of Liability.** Subject to the limitations of the Oregon Tort Claims Act ORS 30.260 et. seq., and the Oregon Constitution, Lake Oswego agrees to hold West Linn and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against West Linn, its officers, agents, or employees as a result of the duties to be performed by Lake Oswego by the terms of this Agreement. By so doing, Lake Oswego, its officers and employees, shall not be deemed to have assumed any liability for acts of West Linn or of any of its officers, agents, or employees, and West Linn agrees to hold Lake Oswego its officers and employees harmless from all claims whatsoever that might arise against Lake Oswego, its officers or employees, by reason of any act of West Linn, its agents, officers, and employees. For this purpose, employees of the LOCOM Center shall be deemed to be employees of Lake Oswego not as agents or employees of West Linn.

**10. Provision of Information.** West Linn shall provide the LOCOM Center with, and will update as necessary, maps of West Linn with addresses, a 24-hour emergency telephone number list for on-call city personnel, known residential and business emergency contact numbers, current building and development site information, a copy of the City of West Linn's City ordinances, emergency information for emergency operations center (EOC) personnel and any other pertinent information deemed necessary by Lake Oswego to effectively perform dispatching duties.

**11. Termination of Agreement.** Lake Oswego may terminate this Agreement at any time for non-payment of any sum when due as required by Section 5 of this Agreement. Otherwise, either party may terminate this Agreement effective July 1 of any fiscal year, provided the terminating party gives at least 180 days' written notice to the other party.

**12. Non-appropriation.** Either party may terminate this Agreement, in whole or in part, upon thirty (30) days' written notice to the other party, in the event that the party providing notice fails to receive funding, appropriations or other expenditure authority at levels sufficient to comply with the terms set forth in this Agreement.

**13. Amendment Provisions.** The terms of this Agreement may be amended by mutual agreement of the parties. Any amendment shall be in writing, shall refer specifically to this Agreement, and shall be executed by the parties.

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//

**14. Notice.** Any notice under this Agreement shall be in writing and shall be effective when actually delivered or when deposited in the mail, registered or certified, addressed to the parties as follows:

Lake Oswego:      City Manager  
                            City of Lake Oswego  
                            PO Box 369  
                            Lake Oswego, Oregon 97034

West Linn:            City Manager  
                            City of West Linn  
                            22500 Salamo Road  
                            West Linn, Oregon 97068

INTENDING TO BE BOUND, the parties executed this Agreement on the date written above.

**CITY OF WEST LINN**, an Oregon municipal corporation

By: \_\_\_\_\_  
      Jules Walters , Mayor

**CITY OF LAKE OSWEGO**, an Oregon municipal corporation

By: \_\_\_\_\_  
      Martha Bennett, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
West Linn City Attorney

APPROVED AS TO FORM:

\_\_\_\_\_  
Evan Boone, Lake Oswego City Attorney Pro Tem

## **EXHIBIT A**

### **LAW ENFORCEMENT DISPATCH ACTIVITIES**

LOCOM Center provides for each member department an emergency communication center call answering and dispatching service by dual certified dispatchers who:

1. Answer, screen, transfer, and call take 9-1-1 calls.
2. Answer police department non-emergency telephone calls 24 hours a day.
3. Screen telephone calls to determine: the nature of the call, location of the incident, pertinent information.
4. Provide dispatching of appropriate resources.
5. Provide dispatching of additional cover units and other needed resources for field units.
6. Keep the officer status and document all officer activities. Monitor officer safety by checking their status, using department directed pre-set time guidelines.
7. Provide on-site department access to all activities and documentation maintained on the computer-aided dispatch system.
8. Generate and direct computer-aided dispatch briefing bulletins up to three (3) times in each 24 hour period to each agency at shift change.
9. Provide all authorized field units direct availability into Mark 43, Clackamas County, state, and national computer systems (Mark 43, LEDS, DMV, NCIC, and CCH.)
10. Verify and confirm all warrants, stolen and other "hits" by telephone and teletype.
11. Compose and send all time critical teletype messages using the state and national computerized files.
12. Make telephone calls for field units as required.
13. Act as an interface between field units and other public safety agencies.
14. Maintain after hours numbers for emergencies and other call outs for agency employees.
15. Provide dispatching for community service officers and other support functions.
16. Maintain the warrant file for municipal court service.
17. Provide dispatching for animal control officers if requested.
18. Provide dispatching for Public Works employees after hours as needed.

**EXHIBIT B**  
**INFORMATION TECHNOLOGY SUPPORT SERVICES**

1. Lake Oswego shall provide CAD/MDC interface and MDT software design.
2. Lake Oswego will provide configuration for all mobile data devices connected to the Lake Oswego CAD system.
3. Lake Oswego will provide technical troubleshooting for system-wide connectivity issues.
4. Lake Oswego IT staff will generally troubleshoot individual devices during business hours only.
5. Lake Oswego will provide CJIS compliant and LEADS certified staff.
6. Lake Oswego will provide a list of approved mobile devices. An equipment refresh rate of five (5) years is suggested.
7. Lake Oswego will assist with hardware repairs on a limited bases if requested by West Linn. Out of warranty hardware costs are a responsibility of West Linn.

## Mollusky, Kathy

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**From:** Mahuna, Peter  
**Sent:** Friday, June 11, 2021 7:50 AM  
**To:** City Council  
**Cc:** Gabrielatos, Jerry  
**Subject:** FW: CCOM Questions

Council,

FYI. Here is the response from CCOM regarding cost and the additional questions regarding dispatching of CSO and Public Works.

Thank you,  
Peter

---

**From:** Bledsoe, Cheryl <CBledsoe@clackamas.us>  
**Sent:** Thursday, June 10, 2021 8:22 AM  
**To:** Mahuna, Peter <PMahuna@westlinnoregon.gov>; Bialostosky, Rory <RBialostosky@westlinnoregon.gov>  
**Subject:** RE: CCOM Questions

Good Morning, Chief Mahuna and Councilor Bialostosky ~

Thank you for your outreach & questions about CCOM Service Delivery. Transitioning to a new 911 operations center is a technically and operationally complex decision which cannot be fully reflected in a simple cost quote for services.

The workload implications, in adding an agency of size, causes us to also need to evaluate whether we have adequate staffing to accommodate the workload increase, consider how our operational schedule would need to change, and forecast the service delivery impacts to our existing user agencies.

From a fiscal perspective, we operate in the following manner:

- Each of the cities direct their incoming 911 funds from the State of Oregon to CCOM.
- CCOM formulates our overall budget and applies the 911 funding first.
- The remainder of the expenses are split between Law Enforcement (65%) and Fire (35%).
- Fire Services uses a formula that splits their 35% by their departments percentage of overall 3-years of fire call volume.
- Law Enforcement uses a formula that splits the remaining 65% by their population served. For West Linn, rough calculation of simply adding you to the formula results in about \$300K annually for dispatch services.
- This formula does NOT include costs for C800 radio services which are billed separately.

From an on-boarding perspective, there are several other issues to be aware of:

- As a result of a recent Feasibility Study, CCOM is currently undergoing some charter edits that will result in the request for new agencies to participate in an "on-boarding assessment". This would be funded by the requesting agency with a report written for the requesting agency & CCOM to evaluate these primary issues:
  - Existing technical capabilities of the requesting agency,
  - Identify gaps in operational expectations and development of plans to mediate those gaps by the requesting agency,
  - Impacts to CCOM (from staffing, schedule, facility perspectives)
  - Financial Quote from CCOM
  - Financial Quote from C800

CCOM will be setting up an RFI for these assessments so that we will have a contractor list that can provide our Member Board with a solid 3<sup>rd</sup> party perspective of the complexities involved.

- If the assessment report concludes that CCOM service delivery is feasible, the requesting agency may initiate a request to join the CCOM Member Board. Upon receipt of that request, our Member Board will invite WLPD to a meeting to discuss the transition request. A vote will then be taken by the Member Board to onboard the requesting agency & a timeline will be set (usually July 1<sup>st</sup> of the following year to allow for 6 months to a year of transition time).
- If on-boarding is approved, the requesting agency will provide 50% of their contract fees to cover the technical transition year and CCOM's Management Team will begin planning out the transition with the requesting agency.
- CCOM will not be capable of on-boarding West Linn in 2021. I realize that your quote request is rushed for a decision coming up this next week, but even if you decided to explore a contractual relationship with CCOM, I would estimate that the earliest possible on-boarding date might be July 1, 2023, presuming you were ready to commit to the onboarding assessment in the FY21-22 year.

As for your other questions:

- Currently, our cities have their own code enforcement & public works dispatch processes established which are outside of our dispatch center. Typically, these processes involve a resident calling City Hall and code enforcement officers as paged or notified through internal processes set up by each city.
- As a partner with LOCOM, we know that the level of service that you receive from their center would be challenging to replicate at CCOM due to our call volume and current staffing levels. While we have been making great strides at improving CCOM staffing, we are still 7 positions short of our 2019 staffing study for our existing population & call volume.
- Our calls are answered directly, without a holding queue as you might experience in Washington or Multnomah counties. We do, however, use a cell phone filter, due to the high number of pocket dial calls we receive, which requires a cell caller to say something or push a button to get through to a call-taker. The current presence of this filter does affect our call response times as it add 7-12 seconds to our incoming cell calls. We are hoping to eliminate this filter in FY 21-22 to improve our response times.

We currently look at both "Answer Time" (which evaluates from the time the call is started by the caller) and "Ring Time" (which starts the timer from the time the call is presented to the call-taker, after going through the filter). Our Ring Time Reports are consistently within the 10 second national standard, but our Answer Time Reports are currently longer, due to the presence of the cell filter.

I hope this information helps you on your quest to evaluate your existing services with LOCOM. If there is any additional information I can provide you, I'm happy to help.

Sincerely,  
Cheryl Bledsoe



**Cheryl Bledsoe**

Clackamas 911 Director

Pronouns: she/her/hers

Work

(971) 284-3091 Cell/Txt

[cbledsoe@clackamas.us](mailto:cbledsoe@clackamas.us)

2200 Kaen Road,

Oregon City, OR 97045

[www.clackamas.us/911](http://www.clackamas.us/911)



## Agenda Report 2021-06-14-03

Date: June 15, 2021

To: Jules Walters, Mayor  
Members, West Linn City Council

From: Lauren Breithaupt, Finance Director LB

Through: Jerry Gabrielatos, City Manager JG

Subject: Adopting the Four Annual 2022-2023 Budget Resolutions

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### Purpose

To adopt the four annual 2022-2023 budget resolutions, making appropriations and levying ad valorem taxes.

### Question(s) for Council:

Should the City Council adopt the budget and CIP as approved by the Citizens' Budget Committee?

**Public Hearing Required: Yes**

### Background & Discussion:

The City of West Linn Budget Committee held public meetings on May 17, May 19, May 24 and May 26, 2021. At these meetings, the committee received and discussed the City Manager's 2022-2023 Proposed Budget. On Wednesday, May 26, 2021, the Citizens' Budget Committee approved the budget with certain changes identified as "Budget Committee Approved" changes as shown in the attachments to this report.

### Budget Impact:

- \$137,285,000 Biennium Budget

### Summary:

1. Hold a public hearing to consider proposed uses of State Revenue Sharing funds (i.e., general funds of the State) for the 2022-2023 biennium.
2. Consider a resolution to certify that the City of West Linn is eligible to receive State Shared Revenues (i.e., liquor, cigarette, 911, and gas taxes) because the City provides four or more of the municipal services required.
3. Consider a resolution that modifies the Master Fees & Charges schedule to reflect the updates in the 2022-2023 biennium budget.
4. Hold a public hearing to consider a resolution that adopts the 2022-2023 budget and capital improvement plan, makes appropriations, levies the tax rate and bonded debt levies.

**Council Options:**

1. Approve the four resolutions as proposed;
2. Approve the resolutions, but with certain stated changes; or
3. Do not approve the resolution and provide direction to balance the budget otherwise.

**Staff Recommendation:** Staff recommends approval of the attached four resolutions.

**Potential Motions (4):**

Proposed Motion #1

- *I move to approve Resolution 2021-04 declaring that the City continues its election to receive State Revenue Sharing funds for the 2022-2023 budget biennium.*

Proposed Motion #2

- *I move to approve Resolution 2021-05 certifying that the City is eligible to receive State Shared Revenues because it offers four or more required municipal services.*

Proposed Motion #3

- *I move to approve Resolution 2021-06 revising fees and charges as shown revised Master Fees and Charges document.*

Proposed Motion #4

- *I move to approve Resolution 2021-07 adopting the City's budget and CIP, making appropriations and levying a property tax for the 2022-2023 biennium. The permanent tax rate is \$2.1200 per \$1,000 for each fiscal year of the biennium. The bonded debt levy is \$1,734,000 and \$1,745,000 for fiscal years 2022 and 2023 respectively.*

**Attachments:** Approved Budget (changed pages only) and four related budget resolutions

**RESOLUTION NO. 2021-04**

**A RESOLUTION OF THE CITY OF WEST LINN DECLARING THE CITY OF WEST LINN'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS (GENERAL FUNDS OF THE STATE) IN THE 2022-2023 BIENNIUM**

**WHEREAS**, the Legislature of the State of Oregon has provided for the apportionment of certain revenues to the cities of the State of Oregon; and

**WHEREAS**, such legislation provides that a city, in order to participate in the sharing of those certain revenues, must express an election to receive such funds, which election must be made prior to July 31 of the fiscal year; and

**WHEREAS**, the City of West Linn desires to receive a portion of such funds.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:** Pursuant to ORS 221.770, the City of West Linn does hereby elect to receive its proportionate share of the revenues to be apportioned to the cities by the State of Oregon for the 2022-2023 biennium, and the City Manager of the City of West Linn is directed to take such steps as are necessary to carry out the intent of this resolution.

This resolution was PASSED and ADOPTED this 14th day of June, 2021, and takes effect upon passage.

\_\_\_\_\_  
JULES WALTERS, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY MOLLUSKY, CITY RECORDER

I, Jerry Gabrielatos, City Manager, certify that a public hearing before the Citizens' Budget Committee was held on May 19, 2021 and a public hearing before the City Council on June 14, 2021, giving citizens the opportunity to comment on the use state revenue sharing funds.

\_\_\_\_\_  
JERRY GABRIELATOS, CITY MANAGER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**RESOLUTION NO. 2021-05**

**A RESOLUTION CERTIFYING THE CITY OF WEST LINN IS ELIGIBLE IN THE 2022-2023 BIENNIUM TO RECEIVE STATE SHARED REVENUES (CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES.**

**WHEREAS**, ORS 221.760 provides as follows:

Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services: police protection; fire protection; street construction, maintenance, and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; one or more utility services.

**WHEREAS**, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:** The City of West Linn hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewer
4. Storm sewer
5. Planning, zoning, and subdivision control
6. Water utility service

This resolution was PASSED and ADOPTED this 14<sup>th</sup> day of June, 2021 and takes effect upon passage.

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JULES WALTERS, MAYOR

ATTEST:

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KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

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CITY ATTORNEY

**RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LINN REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN**

**WHEREAS**, it is the policy of the City of West Linn to require the discernment and recovery of certain City costs from fees and charges levied in providing City services, products and regulations; and

**WHEREAS**, the City Manager shall periodically cause a review of City fees and charges to recover the percentage of City costs in providing City services, products and regulations and recommend adjustments to the City Council; and

**WHEREAS**, West Linn advisory boards, commission, and committees periodically provide recommended adjustments to the fees and charges levied in providing City services, products and regulations; and

**WHEREAS**, the City Manager has caused a review of all City fees and charges, has received guidance from advisory boards, commissions, and committees, and has determined the cost for such fees and charges.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:** The City of West Linn "Master Fees and Charges" document, included as Attachment A to this resolution, is hereby adopted.

This resolution was PASSED and ADOPTED this 14<sup>th</sup> day of June, 2021 and takes effect upon passage.

\_\_\_\_\_  
JULES WALTERS, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



## **Master Fees and Charges Document**

**Adopted: June \_\_, 2021**

**Effective: July 1, 2021**

*(Unless otherwise noted)*

***Attachment A***

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# 1. General Information

## 1.1. Overview

The City of West Linn provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, parks and recreational activities, and community library services. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: <http://westlinnoregon.gov/finance>.

## 1.2. Fee Variance & Waiver Statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less). Establishment of a new fee, not yet authorized in this schedule, shall be approved by City Council and included and specified during the next update to this document.

## 1.3. Statement of Hourly Rates

Unless otherwise specified, the City employee hourly rate shall be calculated as three times the employee's hourly pay rate, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, parks, and police services. The use of a multiplier of three is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated three times hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

## 2. Utility and City Services Fees

Increased 5.00%

	Effective January 1, 2020		Effective January 1, 2021		Effective January 1, 2022	
	First 700 Cubic Feet	Over 700 Cubic Feet; Per 100 Cubic Feet	First 700 Cubic Feet	Over 700 Cubic Feet; Per 100 Cubic Feet	First 700 Cubic Feet	Over 700 Cubic Feet; Per 100 Cubic Feet
<b>2.1. Water Rates</b>						
5/8" x 3/4" meter	\$ 24.85	\$ 2.86	\$ 26.09	\$ 3.00	\$ 27.39	\$ 3.15
3/4" meter	24.85	2.86	26.09	3.00	27.39	3.15
1" meter	29.49	2.86	30.96	3.00	32.51	3.15
Multi-family rate per dwelling	24.85	2.86	26.09	3.00	27.39	3.15
1-1/4" to 1-1/2" meter	33.74	2.86	35.43	3.00	37.20	3.15
2" meter	43.21	2.86	45.37	3.00	47.64	3.15
3" meter	54.24	2.86	56.95	3.00	59.80	3.15
6" meter	108.53	2.86	113.96	3.00	119.66	3.15

Note: for water users outside of City limits, a factor of 1.5 is applied to applicable utility rates.

### 2.2. Water Service Shut Off

	<u>Fee</u>	
Shut off fee for non-payment	\$ 30	Pursuant to Code 4.235 (2)
Shut off fees pursuant to request from customer:		
Shut off fee for a period of less than 15 days	\$ 20	Pursuant to Code 4.185 (2)
Shut off fee for a period of not less than 15 days	\$ -	Pursuant to Code 4.185 (1)

Note: a onetime fee of \$30 will be charged for shut off due to non-payment. Water shall not be returned to service until the customer pays their account balance in full and the \$30 fee. A onetime fee of \$20 will be charged to a water customer that wishes to have their service discontinued for a period of less than 15 days. Water shall not be returned to service until the customer pays their account balance in full and the \$20 fee. No shut off fee will be charged for having service discontinued for a period of not less than 15 days. Please also refer to the section below as "turn on" fees may or may not apply as well.

### 2.3. Water Service Turn On

	<u>Fee</u>
Turn on fee when service is performed after regular working hours	\$ 100
Turn on fee when service is performed during regular working hours:	
Turn on for a period of less than 15 days	\$ 20
Turn on for a period of not less than 15 days	\$ -

Note: a onetime fee of \$100, in addition to shut off fees, will be charged to turn on water service after hours. A onetime fee of \$20 dollars will be charged to turn on water and set up an active billing account for less than 15 days. No fee will be charged for turn on of water service for a period of not less than 15 days.

### 2.4. Delinquent Services Bill Accounts

	<u>Fee</u>
Interest: monthly interest rate on delinquent balances due	1.00%
Ten-day Notice fee (sent out for 3 months past due and over \$200)	\$ 7.50
Door Hanger Shut-off fee (received at least 2 days prior to shut-off)	\$ 10.00
Door Hanger Shut-off fee- repeat occurrence (i.e. each additional door hanger after one is received for the year)	\$ 20.00

Increased 5.00%

<b>2.5. Bulk Water Rates (per 1,000 gallons)</b>	<u>eff. 1/1/20</u>	<u>eff. 1/1/21</u>	<u>eff. 1/1/22</u>
5/8" x 3/4" meter	\$ 4.76	\$ 5.00	\$ 5.25

A special bulk water charge shall be charged to bulk users, such as commercial cleaning services, commercial spraying businesses, contractors and other commercial bulk users of water recognized by the city. Each bulk user shall obtain a permit from the public works department, which shall be free of charge, and the user may be required to pay a refundable cash deposit of one hundred dollars or more before the permit is granted.

**2.6. Reduced Utility Bill Rates for Qualifying Low-income Households**

Increased 5.00%

	<u>Effective</u> <u>January 1, 2020</u>		<u>Effective</u> <u>January 1, 2021</u>		<u>Effective</u> <u>January 1, 2022</u>	
	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet
5/8" x 3/4" meter	\$ 12.43	\$ 2.86	\$ 13.05	\$ 3.00	\$ 13.70	\$ 3.15
3/4" meter	12.43	2.86	13.05	3.00	13.70	3.15

Monthly water service charges to the principal residence of low income citizens as defined in this section shall be as follows: for 5/8-inch or 3/4-inch water meter; the first 700 cubic feet of water use shall be charged at one-half the regular consumption rate; water used in excess of the first seven hundred cubic feet of water used shall be charged at the regular consumption rate. There shall be no reduced water service charge for meters in excess of those described above.

Only principal residences occupied by a person(s) having an annual income(s) that does not exceed 185% of the federal poverty low income guidelines (as established for both single and multiple person households, by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced utility bill rates renewable July 1st of every fiscal year.

Increased 5.00%

	<u>Effective</u> <u>January 1, 2020</u>		<u>Effective</u> <u>January 1, 2021</u>		<u>Effective</u> <u>January 1, 2022</u>	
	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service
<b>2.7. Water Meter Installation Services</b>						
5/8" x 3/4" meter	\$ 3,029	\$ 406	\$ 3,180	\$ 427	\$ 3,339	\$ 448
3/4" meter	3,103	480	3,258	504	3,421	529
1" meter	3,177	554	3,335	582	3,502	611
1" to 1-1/2" meter	5,319	850	5,585	892	5,864	937
2" meter	5,614	1,404	5,895	1,474	6,190	1,547

All other connection and installation charges for water meters in excess of two-inches shall be determined after the City has performed the work and the actual cost has been determined. Such cost shall include labor, materials and services, equipment and indirect overhead costs. An advance cash deposit shall be required at the time that a building permit is issued for water meters in excess of 2-inches: for each three-inch meter, \$10,000; four-inch meter, \$10,000; six-inch meter, \$15,000; and eight-inch meter \$15,000.

When the amount of the cash deposit exceeds the City's actual cost, the difference shall be refunded. When the City's actual cost exceeds the cash deposit, the difference shall be due immediately; if the difference is not paid within 30 days of the billing date, interest and finance charges shall accrue at the rates stated in Section 2.4. The price structure has been calculated to recover costs associated with dig-in service piping installations up to and including 40 linear feet.

Any service installation requiring piping extensions ranging from 40 linear feet up to 125 linear feet will be charged an additional \$50 per linear foot, in addition to the charge listed above. Service installations requiring piping extensions longer than 125 linear feet shall be negotiated. The West Linn Public Works Department will provide a written estimate detailing the work to be performed, and the applicant shall agree and make a cash deposit prior to the commencement of work. Final billings for this work shall be consistent with this fee schedule.

Service Definitions:

Dig-in Service: Condition where the City or its agent must physically tap into a main water line to extend water service to the property.

Drop-in Service: An existing condition where a developer of a residential subdivision or commercial complex has installed water services to each serviceable and buildable lot in accordance with City specifications.

2.8. Sanitary Sewer Collection Rates	Effective January 1, 2020		Effective January 1, 2021		Effective January 1, 2022	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
	City of West Linn	\$ 21.80	\$ 21.80 plus \$2.10 per CCF over 10 per month	\$ 22.89	\$ 22.89 plus \$2.21 per CCF over 10 per month	\$ 24.03

Tri-City Service District	Effective July 1, 2019		Effective July 1, 2020		Effective July 1, 2021	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
	Tri-City Service District	\$ 23.75	\$ 23.75 plus \$2.38 per CCF over 10 per month	\$ 24.94	\$ 24.94 plus \$ 2.50 per CCF over 10 per month	\$ 25.30

Tri-City Service District is the separate entity that treats City of West Linn sewage and accordingly, the City passes through their charges to West Linn citizens. These pass-through charges are not determined by the City, but rather by the Tri-City Service District and historically have changed every July 1st, as opposed to January 1st when the City's charges have historically changed.

The above sewer rates for Tri-City Service District are actually stated on a per "Equivalent Dwelling Unit (EDU) basis, which should be based on water consumption". So in converting their EDU rates over to CCFs which are used for billing commercial properties in West Linn, if for residential units, every residence is deemed to have 1 EDU and therefore 1 base fee charge applies, then for commercial property, West Linn has historically (since at least 1999) determined that since 1 EDU = 1 residence = which is also about 10 CCFs. Therefore, for commercial billing purposes in West Linn, bill one of Tri-City's base fee which would include 10 CCFs, as a minimum charge for all commercial properties, and then one-tenth of the same base rate per CCF for water consumption used over 10 CCFs per month.

2.9. Surface Water Management Rates	Effective	Effective	Effective
	January 1, 2020	January 1, 2021	January 1, 2022
	Equivalent Service Units (ESUs)	Equivalent Service Units (ESUs)	Equivalent Service Units (ESUs)
Monthly charge per ESU	\$ 7.48	\$ 7.85	\$ 8.24
Single family residential	1 ESU	1 ESU	1 ESU
Apartments (per unit)	\$ 7.48	\$ 7.85	\$ 8.24
Duplex	2 ESU	2 ESU	2 ESU
Triplex	3 ESU	3 ESU	3 ESU

Increased 5.00%

Total equivalent service units are based on measured impervious area. The rate for “All Other Improved Premises” shall be computed by dividing the total measured impervious area by 2,914 square feet. The quotient is rounded to the nearest whole number and multiplied by the base equivalent service unit rate.

The City Council determines that the fees imposed upon by this resolution are not taxes subject to the property tax limitations of Article XI, section 11 of the Constitution.

2.10. Street Permit Fee	Permit Fee
Permit per project or contract	\$ 50

Street permit fees are charged on a per project or per contract basis.

2.11. Roadway Maintenance Fee (or commonly referred to as Street Maintenance Fee)	Effective	Effective	Effective
	July 1, 2019	July 1, 2020	July 1, 2021
	Charge per Month	Charge per Month	Charge per Month
<b>Residential:</b>			
Single family residence	\$ 13.83 per month	\$ 14.52 per month	\$ 15.25 per month
Multi-family residence	13.10 per month	13.76 per month	14.45 per month
<b>Commercial, Public Properties:</b>			
Home-based businesses	\$ 7.51 per month	\$ 7.89 per month	\$ 8.28 per month
0 to 50 trips	7.51 per month	7.89 per month	8.28 per month
51 to 250 trips	0.84 per trip	0.88 per trip	0.92 per trip
251 to 500 trips	1.01 per trip	1.06 per trip	1.11 per trip
501+ trips	1.16 per trip	1.22 per trip	1.28 per trip
<b>Maximums and Caps:</b>			
Commercial maximum	\$1,035	\$1,066	\$1,098
Commercial yearly increase max	3%	3%	3%
Public institution maximum	\$300	\$300	\$300

Increased 5.00%

A residence is defined by the presence of any size water meter, for the roadway maintenance fee. The system and structure of fees for roadway maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the roadway maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the city-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Per trip calculation for business establishments shall be calculated using trip generation rates for various types of development as provided in the Trip Generation Manual of the Institute of Traffic Engineers. Business establishments shall have the opportunity to review and modify data used in the trip calculation formula.

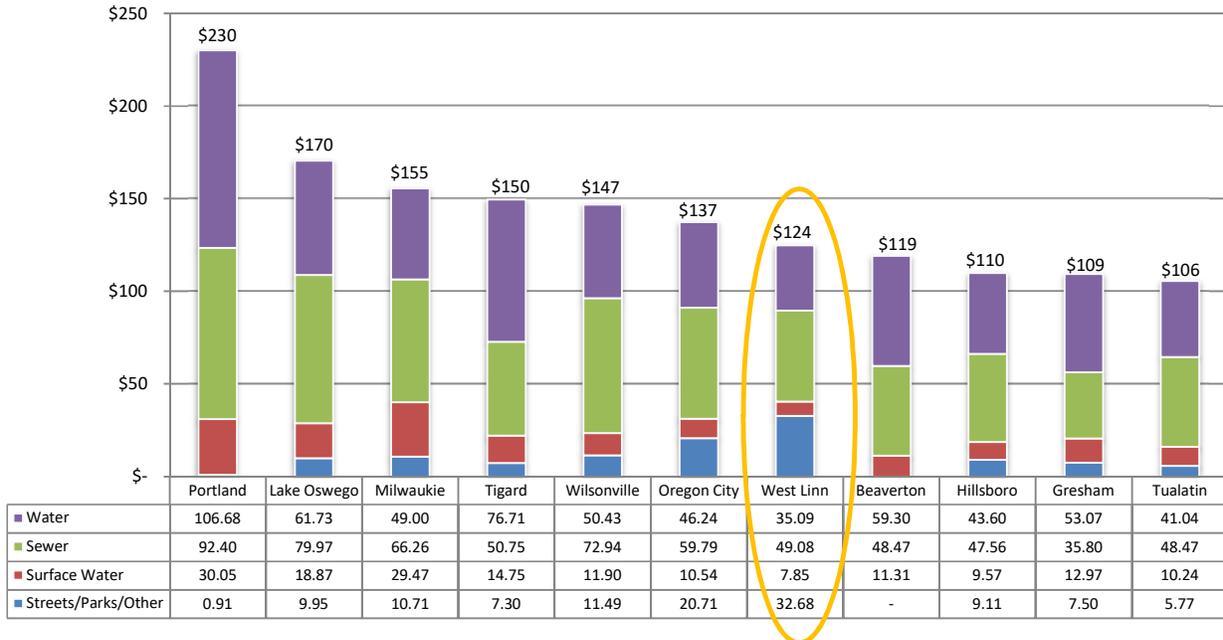
Monthly roadway maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced roadway maintenance fees.

**2.12. Park Maintenance Fee**

*[refer to Section 6.10 of the Parks Fee and Charges]*

**2.13. Fees for Utility Services**

**Comparing Fees on Monthly Utility Bills**  
(Based on a recent survey of typical single-family homes)



This above graph compares the typical (i.e. median) utility bill for the neighboring cities surrounding West Linn. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to typical monthly amounts so they are comparable to West Linn. Also, cities increase different rates at different times during the year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different typical water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average **8 10ccfs** of water used per month so as to be most comparable.

Typical City Services Bill (residential)	eff. January 1, 2021		eff. July 1, 2021		eff. January 1, 2022	
	increased	median	increased	median	proposed	median
<b>Water Service Fee</b>						
Base (includes up to 7ccf)	5%	1.24 \$ 26.09		\$ 26.09	5%	1.30 \$ 27.39
<b>Sewer Service Fee</b>						
Base fee to West Linn	5%	1.09 22.89		22.89	5%	1.14 24.03
Tri-City portion of sewer fee (est.)		24.94	1%	0.35 25.30 est.		25.30
Avg sewer per house		47.84		48.19		49.33
<b>Surface Water Management Fee</b>	5%	0.37 7.85		7.85	5%	0.39 8.24
<b>Fees for Utility Services</b>		81.78		82.13		84.96
<b>Fees for Other City Services</b>						
Street Maintenance Fee		14.52	5%	0.73 15.25		15.25
Parks Maintenance Fee		16.60	16%	2.66 19.26		19.26
<b>Total City Services</b>		\$ 2.70 \$ 112.90		\$ 3.74 \$ 116.64		\$ 2.83 \$ 119.47
<b>Usage rate per 1ccf over 7ccf</b>	5%	3.00		3.00	5%	0.14 3.15

### 3. Administrative Fees

#### 3.1. City Facility Deposits

Deposits for the use of City facilities may be made via check/credit card to be cashed/charged immediately with any potential refund returned later at the applicable time.

If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in the section above will be ascertained and subtracted from the deposit. If the deposit exceeds the costs, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

#### 3.2. Special Events (permit)

	<u>Fee</u>
Filing fee	\$ 100

Deposit [see Section 3.1. above for deposit policy]

All special events must file for a special event permit. Barricade rental will be a pass through from the Public Works Department. City personnel costs will be charged based on services required using the methodology described in Section 1.3.

#### 3.3. Overstreet Banner (permit)

	<u>Fee</u>
Filing fee	\$ 50

Note: all applicants must file for an Overstreet Banner permit and only City sponsored events may be advertised on a overstreet banner.

#### 3.4. Business License Fee

1 to 2 employees  
3 to 5 employees  
6 to 10 employees  
over 10 employees

Business License Fees			Plus Home Occupation Fees	
	Annual fee [inside City]	Annual Fee (outside City)		
	\$ 56	\$ 74	Initial annual fee	\$120
	74	101	Annual renewal fee	25
	92	135		
	106	158		

Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of Sections 7.00 to 7.08 shall pay a business license fee.

Note: Non-profit organizations are required to obtain a license, but are exempt from the fees.

For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of \$87 per year shall be assessed, and an additional amount of \$2.00 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

#### **Metro Business License versus City Business License or Both?:**

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. Exception: if your principal place of business is inside the City of West Linn, the business is required to apply for a City of West Linn Business License in addition to the Metro License. For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

The City Council finds that certain trades, shops, businesses or callings are carried on in the City by persons from regular places of business and by persons from vehicles who have not regular places of business within the City; that persons with regular places of business in the City pay City ad valorem property taxes upon real and personal property which is used in and belongs to their business and that persons who do not have regular places of business in the City escape such ad valorem taxation.

Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the City. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the City, such businesses not operating from regular places of business in the City shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the City.

Maximum annual business license fee

Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200).

Adult Businesses

The application fee for a permit to own, maintain, operate or conduct an adult business (Section 7.115(1) of the West Linn Municipal Code), shall be five hundred dollars (\$500) and non-refundable.

The application fee for a permit to entertain in, or be employed by any adult business (Section 7.115 (2) of the West Linn Municipal Code), shall be fifty dollars (\$50) and non-refundable.

	<b>Application Fee</b>
<b>3.5. Liquor License</b>	
Original application	\$ 100
Change in ownership or management	75
Renewal or temporary application	35
<i>[These fees apply for applications of a liquor license per Section 7.715 of the WL Municipal Code.]</i>	

**3.6. Dog License**

Ordinance 1595 transfers dog licensing and fee collection over to Clackamas County effective 7/14/2010.

**3.7. Public Record Requests**

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review will be disassembled by city staff. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive. Please note, the City will not create a new document in response to a records request.

1. Please use the following form to submit your request to the City Recorder via e-mail at [cwl\\_records@westlinnoregon.gov](mailto:cwl_records@westlinnoregon.gov), by fax at 503-650-9041, mail, or bring to 22500 Salamo Rd., West Linn, Oregon, 97068: <https://westlinnoregon.gov/citymanager/public-records-request-online-form>

2. For Police record requests, please contact the Police Department directly at <http://westlinnoregon.gov/police/police-report-request>.

3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days or, if more time is needed for a full response, within seven (7) business days.

4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for up to two persons to inspect records per request.

5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is \$35 or more, the City shall require a deposit for 50% of the estimate before fulfilling the request. The balance will be due when documents are received. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

**Public Record Request services:**

Photocopying records service - first page up to 10 pages  
 Photocopying records service - over 10 pages  
 Records research fee:  
  
 CD Duplication (per event/meeting, and or documents)  
 City Budget, City Audit, or City CIP document

**Fee**  
 Free  
 See per page photocopying fees below  
 \$20/hr. (first 30 minutes free)  
 \$100/hr. for incurred legal research costs  
 \$20 and \$15 for each additional  
 Available on City's Finance Page & Printed  
 Copies available for review at ACC,  
 Library, & City Hall

**3.8. Photocopying, Printing, Scanning and Faxing Fees**

8.5" x 11" (per page charge)	<b><u>Per page fee</u></b>
8.5" x 14" (per page charge)	\$ 0.25
11" x 17" (per page charge)	0.30
	0.35

**3.9. Non-sufficient Funds (NSF) Charge**

Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)	<b><u>Fee</u></b>
	\$ 25

**3.10. Finance Charges**

[refer interest rates and applicable fees under Section 2.4. Delinquent Utility Bill Accounts]

**3.11. Municipal Court Fees and Charges**

	<u>Fee</u>
Fee for Setting Aside Records of Conviction / Arrest	\$ 265
Civil Compromise Fee	200
Bench Probation / Probation Violation Fee	100
Violation Compliance Citation ("Fix-It ticket")	35
Local DUII Conviction Fee	45
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15
Deferral Fees:	
Criminal Deferred Sentence	\$ 200
Seat-Belt Deferral Fee	Range \$75 to \$115
Safe Driving Deferral Fee (Students)	Range \$75 to \$440
Safe Driving Deferral Fee (Adults)	Range \$75 to \$440

**Parking Fines** Range \$30 to \$440 (Includes disabled parking)

Fine schedule relating to infractions See separate conviction schedule of fines maintained by the Municipal Court Judge as summarized below pursuant to ORS 153:

Penalty class	Presumptive		Special		
	Fine		Zone	Minimum	Maximum
			Fine	Fine	Fine
Class A	\$ 440	\$	875	\$ 225	\$ 2,000
Class B	265		525	135	1,000
Class C	165		325	85	500
Class D	115		225	65	250
<b>Class E</b>	<b>100</b>			<b>100</b>	<b>100</b>

Note: Special Zones include highway work, school, and safety

**3.12 Administrative Appeal Fee**

	<u>Fee</u>
Appeal to Hearings Officer pursuant to WLMC 1.400 for all municipal code appeals without a designated appeal fee	\$ 400

**3.13 Sidewalk Café Permit (Annual)**

Annual permit for operation of outdoor café service within the City's ROW	\$ 100
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## 4. GIS/Mapping Fees

<b>4.1. Map Printouts</b>	<u>Per Copy</u>
First five laser copies - 8.5" x 11", full color (A Size Letter)	\$ 0.25
Each laser copy thereafter - 8.5" x 11", full color (A Size Letter)	0.25
Up to 11"x17", full color or black and white (B Size Tabloid)	0.35
Over 11"x17", up to 24"x36", full color or black and white (C & D Sizes)	15.00
Over 24"x36" up to 36"x48", full color or black and white (E Size)	20.00
Over 36"x48" up to 50"x60" (two map sheets), full color or b&w (Oversized)	30.00

**4.2. City Atlas**                      **Available on City website in digital format at no cost**

<i>Road Maps:</i>	<u>Per Copy</u>
11x17 black & white OR color	\$ 0.35

**4.3. Custom Request Maps**  
Approved hourly billing rate per Section 1.3. plus map printout fees, limited to staff availability

<b>4.4. Large Format Copies</b>	<u>Black &amp; White</u>	<u>Color</u>
Wide Format Scan and print (36" maximum width)	\$ 15	\$ 25
Plus approved hourly billing rate per section 1.3		

<b>4.5. Digital Data</b>	<u>Per Section</u>	<u>Full City (15 sections)</u>
1999 Ortho-rectified Aerial Photography, Color or Black and White, 1-foot pixels	\$ 50	\$ 500

- Digital data may not be redistributed or resold.
- Other years of photography are not available for public distribution. Contact Metro DRC to purchase.
- Available in ESRI format.
- DXF conversion or non-standard requests: data cost plus staff time
- Some data layers are not available for public distribution due to licensing constraints and must be obtained through Metro's Data Resource Center or Clackamas County.
- All GIS digital data requests must go through the West Linn GIS Coordinator.
- A Release of Information Form must be filled out and signed prior to transfer of data.

<b>4.6. GIS Digital Layers</b>	<u>Per Layer</u>	<u>All City Layers</u>
GIS Digital Data Layers	\$ 25	\$ 250
Approved hourly billing rate per section 1.3 plus layer fees, limited to staff availability		

## 5. Library Fees

<b>5.1. Overdue items</b>	<b><u>Per Day</u></b>	<b><u>Maximum</u></b>
Adult items	\$ 0.25	\$ 5.00
Children's items	\$ 0.15	\$ 3.00
Children's AV materials	\$ 0.25	\$ 3.00
Library of Things items	\$ 5.00	Cost of item
Physical Cultural Pass	\$ 5.00	Cost of pass
<b>5.2. Media Storage</b>	<b><u>Per Item</u></b>	
USB	\$3.00	
<b>5.3. Community Room</b>	<b><u>Per Hour</u></b>	
Deposit	\$30.00	
<b>5.4. Replacement Library Card fee</b>	<b><u>Per Card</u></b>	
Fee	\$ 1.00	
<b>5.5. Lost &amp; Damaged</b>	<b><u>Per Item</u></b>	
Item	Retail cost of item	
Miscellaneous missing part	\$ 1.00	
<b>5.6. Photocopying, Printing, Scanning and Faxing Fees</b>		
Black and White copying/printing		\$0.10 per page
Color copying		\$0.50 per page
Color printing		\$0.25 per page
Faxing		\$0.25 per page
Scanning		No charge
3D copying/printing		\$3.00 per project

## 6. Parks, Recreation, and Facility Fees

### 6.1. Picnic Facility Fees - Residents

Size of Group	Shelter/Stage	Shelter/Stage
1-49	\$50	<del>\$40</del>
50-99	85	<del>\$70</del>
100-199	150	<del>\$140</del>
200-300	300	<del>\$260</del>

Groups of 300+ must utilize a Special Event permit.

### 6.2. Picnic Facility Fees - Nonresidents

Size of Group	Shelter/Stage	Shelter/Stage
1-49	\$115	<del>\$100</del>
50-99	175	<del>\$160</del>
100-199	350	<del>\$320</del>
200-300	500	<del>\$450</del>

Groups of 300+ must utilize a Special Event permit.

**Special Event fees** for the use of infrastructure facilities, right of ways, streets, open space, trails, or groups areas necessary for event. Current fees for reservation of specific shelters and fields would still apply

Application Fee \$ 100 (also located under Section 3.2)

Size of Event	Non Profit	Commercial/Private
Event Size 1-199	\$ 100	\$ 150
Event Size 200-499	\$ 150	\$ 250
Event Size 500-999	\$ 250	\$ 400
Event Size 1000 - 1999	\$ 400	\$ 700
Event Size 2000-4999	\$ 750	\$ 1,000
Event Size over 5000	\$ 900	\$ 1,500

\* City personnel costs will be charged based on services required using the methodology described in Section 1.3.

### 6.3. Athletic Field Permits

	With Picnic Permit	Field Permit Only
Hourly fee	\$ 10	\$ 15
Daily fee	\$ 60	\$ 75
Field set-up	\$50/hour	\$50/hour
	<del>50</del>	<del>65</del>

### 6.4. Tournament & Camp Fees

#### Adult & Youth Sports Camp Fee

West Linn Resident or Non-Profit	\$10 hour per field
Non-Resident or For Profit	\$15 hour per field
Field Set up	<del>\$50</del> per hour

#### Adult & Youth Sports Tournament Fees

Fee to offset incurred costs for hosting tournaments (utilities, supplies and materials, and staff time)

1 - 5 teams in tournament	\$200	<del>\$100</del>
6 - 10 teams in tournament	\$400	<del>\$250</del>
11 - 20 teams in tournament	\$500	<del>\$350</del>
20+ teams in tournament	\$750	<del>\$500</del>

### 6.5. Adult Community Center Fees

	Non Profit Meeting Application fees	Charges per hour					
		Non-profits Events	Residents	Non-Residents	Non-profits Events	Residents	Non-Residents
Facility Rental (All rooms except kitchen)	NA	175	\$225	275	<del>\$150</del>	<del>\$200</del>	<del>\$250</del>
Grand Fir	\$90	75	100	115	<del>\$60</del>	<del>\$90</del>	<del>\$100</del>
Cedar Room (Dining Room)	\$48	50	60	70	<del>\$30</del>	<del>\$54</del>	<del>\$66</del>
Cedar Room (Dining Room) w/ Kitchen	\$72	60	75	\$90	<del>\$48</del>	<del>\$72</del>	<del>\$90</del>
Oak Room (back left)	\$42	30	40	45	<del>\$24</del>	<del>\$30</del>	<del>\$36</del>
Pine (back right)	\$42	30	40	45	<del>\$24</del>	<del>\$30</del>	<del>\$36</del>
Hermlock Room (front classroom)	\$36	25	30	35	<del>\$18</del>	<del>\$24</del>	<del>\$30</del>
Maple Room (back classroom)	\$36	25	30	35	<del>\$18</del>	<del>\$24</del>	<del>\$30</del>
Alcohol Fee	75 - Flat	75 - Flat	75 - Flat	75 - Flat			

**6.6. McLean House Fees**

	Weekend Rates		Week-day rates (Monday–Thursday)		
	Saturday	Friday & Sunday	Level A	Level B	Level C
Refundable security deposit	\$250-		\$100 (1-20) \$250 (21+)	\$250-	\$250-
Cleaning fee (cleaning service provided)	included		included		
Required – alcohol fee (if served)	\$75-				
Use fee – high season (May–Sept.)	\$3,150 for 8 hours	\$1,575 for 4 hours	\$130 for 3 hours (30 people or less); Add'l. hours are \$30/hr.	\$575 for 3 hours (31–60 people); Add'l. hours are \$160/hr.	\$1,525 for 4 hours (61–100 people); Add'l. hours are \$320/hr.
Use fee – low season (Oct–April)	\$840 for 4 hours	\$840 for 4 hours	\$130 for 3 hours (30 people or less)	\$265 for 3 hours (21-40 people)	\$630 for 3 hours (41-60 people)

Pre event visits: first half hour, no charge; additional time \$10 per half hour.  
 The Friends of McLean Park and House (or Parks and Recreation Director) reserve the right to reduce or waive fees in regards to service-to-service trade, civic groups and non-profit groups.  
 Included in base rental rates: Premium quality chair rental, set-up service, and tear-down service.  
 Active military discount on use fees 15%

	Group A			Group B			Group C		
	1-20	40 max.	100 max.	1-40	75 max.	100 max.	1-12	40 max.	100 max.
Alcohol Fee	N/A	N/A	N/A	\$75	\$75	\$75	\$75	\$75	\$75
Use fee - high season (May-Sept.)	\$50/hr	\$75/hr	\$150/hr	\$450 - 4 hrs	\$700 - 4 hrs	\$900 - 4 hrs	\$300 - 3 hrs	\$1200 - 4 hrs	\$3300 - 8 hrs
Use fee - low season (Oct–April)	\$50/hr	\$75/hr	\$150/hr	\$300 - 4 hrs	N/A	N/A	\$300 - 3 hrs	\$750 - 4 hrs	N/A

Group A - Meetings, Seminars, Classes, Photos sessions. No/Minimal use of kitchen. No Alcohol.  
 Group B: Social Gatherings such as Birthday & Anniversary parties, Celebrations of Life, Baby/Wedding showers  
 Group C: Weddings and Receptions  
 Special rates may apply under certain circumstances for civic groups and/or non-profit groups.  
 Military Discount 15%

**6.7. Sunset Fire Hall Community Room Fees**

Standardized fee structure in line with Adult Community Center

Allow Alcohol with fee	Charges per hour							
	Non Profit Meeting fees	Non Profit Events	Residents	Non-Residents	<del>Non-Profit Meeting fees</del>	<del>Non-Profit Events</del>	<del>Residents</del>	<del>Non-Residents</del>
Civic Groups								
Up to 49 people	\$30	\$35	\$50	\$65	<del>\$20</del>	<del>\$20</del>	<del>\$40</del>	<del>\$60</del>
50 to 99 people	50	50	\$75	\$90	<del>\$35</del>	<del>\$40</del>		
Required - Alcohol Fee (if served)	75 - Flat	75 - Flat	75 - Flat	75 - Flat				

Maximum number of attendees must be kept under 100.  
 No amplified music allowed.  
~~Non profit fees established to assist with offsetting operational costs of facility (janitorial services, supplies, materials and utilities)~~  
 [See also Section 3.1 for facility deposit information.]

**6.8. Robinwood Station Room Fees**

	Charges per hour
For West Linn based private businesses and private parties	\$20
For all other individual users outside West Linn	\$40
For institutional and corporate users*	\$60
Special facility rates apply on Saturdays from noon to closing:	
For West Linn civic, non-profit, and youth groups	\$20
For all other individual users	\$40
Additional facility fees:	Single Charge
AV System Fee	\$20
Stage Lighting Fee	\$20
Alcohol fee	\$75

\*Special facility rate on Saturday afternoons do not apply to institutional / corporate users.

**6.9. Street Trees**

*New Subdivisions:*

Option #1 - The developer shall pay the cost of street trees at the time public improvements are bonded, prior to final plat approval. The fee shall be based on the number of trees required multiplied by ~~\$300~~ ~~\$250~~ (the cost per tree) unless the developer chooses Option 2. This fee includes the purchase cost of the tree, labor and equipment for original placement, regular maintenance following the City's schedule for two years, and a two-year replacement warranty.

Option #2 - At the developer's option, the street tree plan may be executed privately. In this case, a fee of \$75 per tree shall be charged prior to issuance of a final plat approval. If this option is exercised, trees shall be planted prior to an occupancy permit. This fee shall include permit and inspection fees, two-year maintenance fee, and a two-year replacement warranty.

All trees planted by the developer shall conform to types, grade, size, and planting specifications as specified by the City's street tree plan.

In special cases, a developer may choose to plant a larger tree than standard, or plant outside the normal planting periods, in which instance an additional fee may be agreed upon with the City to cover the costs of special order trees.

*Existing Subdivisions/Older established Areas:*

Landowners in existing subdivisions or other established areas might choose to initiate a beautification or replacement project by planting street trees. In which case, fees will be as listed above in option #1 or based on all or any combination of: permit and inspection fees, the actual cost of the tree, the actual cost of original placement, the projected cost of maintenance, and replacement warranty.

These fees shall be set and agreed upon prior to a permit being issued.

**6.10. Park Maintenance Fee**

Increased  
16.00%

	Effective July 1, 2019		Effective July 1, 2020		Effective July 1, 2021	
	Charge per month		Charge per month		Charge per month	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Single family residence	\$ 15.81	n/a	\$ 16.60	n/a	\$ 19.26	n/a
Multi-family residence	15.02	n/a	15.77	n/a	18.29	n/a

For the park maintenance fee, a residence is defined by the presence of any size water meter. The system and structure of fees for parks maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the park maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building with that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the City-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Monthly park maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced park maintenance fees.

**6.11. Commercial Filming**

Film/video one day fee - no park closure	\$50
Film/video one day fee - Park Closure	\$ 1000 or more depending on park/area to be utilized or closed.
Still Photography per day	\$25

**Tree Removal Permit Fee**

Requires a change to Municipal Code prior to being enacted.

	<u>Fee</u>		
Tier 1	\$50	\$25	When Permit approval processed in office
Tier 2	\$100	\$65	When Permit approval requires site visit to address
Tier 3	\$175	\$185	When Permit approval requires site visit to address and mailing of notifications
Appeal Fee	\$400		Applies to Administrative appeals pursuant to WLMC 1.400 (ties to Section 3.12 under Administration section)

**6.12. Grubbing**

	<b>Fee</b>	
Fee	\$155	<del>\$ 125</del>

**6.13. Tree Review**

	<b>Fee</b>	
Fee	\$116	<del>\$ 101</del>
Associated with residential permit - \$116 flat fee		<del>101</del>

# 7. Police Fees

7.1. **Police Public Record Request Services:** See Section 3.7 Public Records Requests, for more information.

<b>7.2. Photocopying, Printing, Scanning and Faxing Fees</b>	<b>Per page fee</b>
8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

<b>7.3. Release of Impounded Vehicles</b>	<b>Per Vehicle</b>
Administrative Cost on tows resulting from violations, hazards/community care taking	\$ 200

Whereas, state law and West Linn municipal codes authorize police officers to impound an abandoned vehicle or a vehicle that is disabled, abandoned, parked or left standing unattended on a road or highway right of way and creates a hazard or obstruction to traffic or is unlawfully parked; and whereas, ORS 809.716 and 809.720 were adopted by the state legislature in 1997 to promote public safety and financial responsibility by authorizing police officers to impound vehicles, without prior notice for the following offenses; Driving an uninsured vehicle in violation of ORS 806.010, Driving while suspended or revoked in violation of ORS 811.175 or 811.182, Driving while under the influence of intoxicants in violation of ORS 813.010; Operating without driving privileges or in violation of license restriction in violation of ORS 807.010; and whereas, such state statutes allow payment to a police agency of an administrative fee determined by the agency to be sufficient to recover its actual administrative cost for the impoundment.

Criminal vehicle impound fees apply to DUII, attempts to elude police, reckless driving, driving while felony suspended, hit and run felony.

<b>7.4. Security Alarm Permits</b>	<b>Fee</b>
Annual fee for users permit	\$ 40
Fee for first revoked users permit	40
Fee for second revoked users permit	100
Fee for third and additional revoked users permit(s)	180
Failure to obtain a permit or delinquent renewal	25

<b>7.5. False Alarm System Fees</b>	<b>Fee</b>
First false alarm	no charge
Second false alarm	no charge
Third false alarm	\$ 50
Fourth false alarm	75
Fifth false alarm	125
Sixth and additional false alarm(s)	150

Any alarm system, as defined in WLMC 7.230(3) and WLMC 7.230(5), that has false alarm(s) within any permit year are subject to fees or actions.

<b>7.6. Violation Compliance Citation ("Fix-it Ticket")</b>	<b>Per Citation</b>
<del>Administrative Fee</del>	<del>\$ 35</del>

**This fee has been moved. See 3.11. - Municipal Court Fees and Charges**

This would apply to citations such as: minor registration/licensing violations; equipment violations. This does not apply to moving violations.

**7.7. Fingerprinting Services**

Per service fee amount

<b>Fee</b>	
\$	15

**7.8. Parking Citation Fines**

~~\$ 30~~ For each parking violation

**This fee has been moved. See 3.11. - Municipal Court Fees and Charges**

~~Fines for handicapped parking and parking in a firelane violations fall under the ORS related to speeding tickets and are much higher. Outstanding or unpaid parking citations will double if not paid within 30 days and, on the 45th day outstanding, unpaid parking citation fines may be turned over to a collection agency. Vehicles with four outstanding parking citations may be impounded at the owners expense and will be subject to the Release fee for Impounded Vehicles referenced above.~~

## 8. Public Works Fees

<b>8.1. Public Works Construction Permit</b>	<u>Fee/Deposit</u>
Flat permit fee	\$ 90
Construction services deposit	500 Pursuant to City Code Section 3.255
Required deposit if street is cut	\$500 plus \$50 per lineal foot of street cut

<b>8.2. Public Improvement Permit</b>	<u>Fee/Deposit</u>
Flat permit fee	\$ 90
Construction services deposit	6% of estimated construction costs
Pursuant to City Code Section 3.255 and West Linn Community Development Code 91.010(2)	

<b>8.3. Blasting Permits</b>	<u>Fee</u>
Blasting permit fee	\$ 1,500 Pursuant to City Code Section 5.785 Plus \$2.00 per cubic yard of material

<b>8.4. Erosion Control</b>	<u>Fee</u>
Erosion Control Permit Application and Inspection Fees - under 1/2 Acre (\$150 - Application and \$300 - first year annual fee)	\$ 450
Erosion Control Application Fees - over 1/2 Acre but under 1 acre (\$375 - Application and \$500 - first year annual fee)	875
Erosion Control Application Fees - over 1 acre (Over 5 acres - DEQ 1200C also is required) (\$770 - Application and \$865 - first year annual fee. Every 1 acre or portion there of over 5 acres inspection fees increase \$75)	1,635
One charge per plan review/inspection; additional charge for each inspection. Pursuant to Chapter 31 of the West Linn Community Development Code	

<b>8.5. Building Site Cleanup Deposits</b>	<u>Deposit</u>
Building site cleanup deposit	\$ 350 Pursuant to City Code Section 8.110

<b>8.6. Vacations</b>	<u>Fee</u>
Easement	\$ 1,500

<b>8.7. Building Relocation Through Public Right-Of-Way (ROW )</b>	<u>Fee</u>
Flat permit fee	\$ 1,500
Pursuant to Section 8.255 of the West Linn Municipal Code	

<b>8.8. Asbuilts</b>	<u>Fee</u>
Reconciliation of development project asbuilts if not provided in ESRI file format	Hourly billing rate per Section 1.3

<b>8.9. Right-of-Way Use Permits</b>	<u>Fee</u>
Flat permit fee	\$ 90.00

<b>8.10. Third party development review services</b>	<u>Fee</u>
Pass through charge from third party to developer	Third party fees plus 10% to cover City administrative costs

Reconciliation of development project asbuilts per approved hourly billing rate in Section 1.3 if not provided

**8.11. Grading Plan Review Fee**

Cubic Yards (CY):	Fee for first		Plus fee for each additional CY over 10,000 Cubic Yards
	10,000 Cubic Yards		
0 to 50	No fee, no permit required		n/a
51 to 100	\$ 41	<del>36</del>	n/a
101 to 1,000	67 (for 1st 100 CY)	<del>58</del>	n/a
1,001 to 10,000	89 (for 1st 1,000 CY)	<del>77</del>	n/a
10,001 to 100,000	89 (for 1st 10,000 CY)	<del>77</del>	\$44 (each additional 10,000 CY) <del>\$38 (each additional 10,000 CY)</del>
100,001 to 200,000	480 (for 1st 100,000 CY)	<del>417</del>	23 (each additional 10,000 CY) <del>20 (each additional 10,000 CY)</del>
Over 200,000	718 (for 1st 200,000 CY)	<del>624</del>	13 (each additional 10,000 CY) <del>11 (each additional 10,000 CY)</del>

**8.12. Grading Permit Fee**

Cubic Yards (CY):	Fee for first		Plus fee for each additional CY over 1,000 (or fraction thereof)
	1,000 of Cubic Yards		
0 to 50	No fee, no permit required		n/a
51 to 100	\$ 67	<del>58</del>	n/a
101 to 1,000	67 (for 1st 100 CY)	<del>58</del>	\$31 (each additional 100 CY) <del>\$27 (each additional 100 CY)</del>
1,001 to 10,000	347 (for 1st 1,000 CY)	<del>302</del>	26 (each additional 1,000 CY) <del>23 (each additional 1,000 CY)</del>
10,001 to 100,000	581 (for 1st 10,000 CY)	<del>505</del>	118 (each additional 10,000 CY) <del>103 (each additional 10,000 CY)</del>
Over 100,000	1,641 (for 1st 100,000 CY)	<del>1,427</del>	66 (each additional 10,000 CY) <del>57 (each additional 10,000 CY)</del>

**8.13. Public Works Review and Inspection**

	Fee
General review associated with residential permit	\$ 473
All others, see Public Works Department fee schedule.	
Stormwater Management Facility Review and Inspection	203

**8.14. Dye Test**

	Fee
Residential	\$ 71 <del>\$62</del>
Commercial	Charged an hourly rate (see Section 1.3. for hourly rate information).

**8.15. Utility License Fees**

	Fee
Utility License Application Fee	\$ 50
<hr/>	
<u>Utility Service</u>	<u>Annual Right of Way Usage Fee</u>
Electric	3.5% of gross revenue
Natural Gas	5% of gross revenue
Cable	5% of gross revenue
Communications	7% of gross revenue
Water	\$0
Stormwater	\$0
Wastewater	\$0
Other utilities that do not earn gross revenue within the City	\$0

## 9. Planning Fees

<b>9.1. Annexation</b>	<b>Fee</b>
(excludes election costs)	\$8,000 base fee + \$1,000 per acre above 1.0 acre
<b>9.2. Appeal</b>	<b>Fee</b>
Planning Director decision	\$ 400
Expedite partition/subdivision to Hearing Officer	400
Planning Commission decision	400
Appeal fee through Neighborhood Association	no charge
<b>9.3. Code Interpretation</b>	<b>Fee</b>
	\$ 850
<b>9.4. Conditional Use Permit</b>	<b>Deposit/Fee</b>
Deposit	\$ 4,500
Inspection Fee	200
<b>9.5. Design Review</b>	<b>Fee</b>
Class I	\$ 2,100
	<b>Deposit /Fee</b>
Class II Based on Construction Value (CV):	
Less than \$100,000 of CV	4% of CV (\$2,000 minimum deposit)
\$100,000 < \$500,000 of CV	4% of CV (\$8,000 maximum deposit)
\$500,000+ of CV	\$4,000 plus 4% of CV (\$20,000 maximum deposit)
Inspection Fee	\$ 300
<b>9.6. Enlarge/Alter Non-conforming Use/ Structure</b>	<b>Fee</b>
Single family residence	\$ 1,000
Other	\$ 3,000
<b>9.7. Environmental Overlay Zones</b>	<b>Fee</b>
Drainage /Wetland Protection Single Dwelling	\$ 2,600
Re-vegetation Plan/Inspection	\$ 250
Other Drainage/Wetland Protection determined by the Planning Director and	<b>Deposit</b>
Less than \$5,000 in value	\$ 1,000
In excess of \$5,000 in value	1,850
Flood Plain	1,050
Tualatin River	1,700
Willamette River Greenway	1,700

<b>9.8. Historic Review</b>	<b><u>Fee</u></b>
Minor alterations and maintenance (subject to Section 25.100 or 26.060B)	no charge
Residential minor/major remodel or alteration (subject to Section 25.070 or 26.060C)	100
Residential new construction	1,500
Commercial minor alteration	250
Commercial major alteration	500
Commercial new construction	see design review fees
Demolition (less than 500 sq. ft.)	250
Demolition (greater than 500 sq. ft.)	600
Landmark or District Designation	no charge
<b>9.9. Land Division</b>	<b><u>Deposit /Fee</u></b>
Lot Line Adjustment	\$ 800 <b>Fee</b>
Final Plats Lot Line Adjustment	200 <b>Fee</b>
Partition (includes expedited review)	\$2,800 deposit
Subdivision	\$4,200 plus \$200 per lot
Inspection	500 <b>Fee</b>
Expedited Subdivision	\$4,000 plus \$300 per lot plus referee costs
Modification to approval	50% original deposit
Planned Unit Development (PUD)	\$4,200 plus \$400 AC deposit
Inspection	500 <b>Fee</b>
<b>9.10. Pre-Application Conference</b>	<b><u>Fee</u></b>
Level I (Planning review only)	\$ 350
Level II (City-wide departmental review)	1,000
Historic Review	no charge
<b>9.11. Sign Review</b>	<b><u>Fee</u></b>
Face change	\$ 50
Temporary	50
Permanent	250
<b>9.12. Street Name Change</b>	<b><u>Fee</u></b>
Deposit	\$ 940
<b>9.13. Temporary Use Permit</b>	<b><u>Fee</u></b>
Administrative	\$ 280
Commission/Council	3,500

<b>9.14. Vacations</b>	<b>Fee</b>
Street	\$ 6,000
Tree Easement	1,000

<b>9.15. Variance</b>	<b>Fee</b>
Class I	\$ 825
Class II	2,900

After the initial charge for the first variance, subsequent variances will be charged one-half the fee when processed as one application.

<b>9.16. Zone Change</b>	<b>Deposit</b>
Plan Map Amendment	\$ 3,000

<b>9.17. Land Use Declaration</b>	<b>Fee</b>
Responding to land use information requests	\$ 100

<b>9.18. Development Agreement</b>	<b>Deposit</b>
	\$ 2,500

<b>9.19. Final Plats</b>	<b>Fee</b>
Final Plats Partition	\$ 1,500
Final Plats Subdivision	2,000
Pursuant to Section 89.080 of the West Linn Community Development Code	

<b>9.20. Addressing</b>	<b>Fee</b>
Change of existing address	\$ 200
Assign single-family	\$50 + \$10 per lot
Assign multi-family less than 50 units	\$50 + \$10 per unit
Assign multi-family with 50+ units	\$50 + \$5 per unit
Non-Residential (suite assignment)	\$50 for address + \$25 per suite

## 10. Building Fees

<b>10.1.</b>	<b>Building and Solar Permit Fees</b>	<table border="0"> <tr> <td style="text-align: right;">Minimum</td> <td style="text-align: center;">Minimum</td> <td style="text-align: center;">Plus each</td> <td style="text-align: center;">Plus each</td> </tr> <tr> <td style="text-align: right;">base fee</td> <td style="text-align: center;">base fee</td> <td style="text-align: center;">additional</td> <td style="text-align: center;">additional</td> </tr> <tr> <td style="text-align: right;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$1K of BV</td> <td style="text-align: center;">\$1K of BV</td> </tr> </table>	Minimum	Minimum	Plus each	Plus each	base fee	base fee	additional	additional	\$	\$	\$1K of BV	\$1K of BV
Minimum	Minimum	Plus each	Plus each											
base fee	base fee	additional	additional											
\$	\$	\$1K of BV	\$1K of BV											
	Building Valuation (BV):													
	\$0 up to \$2,000	\$ 155	\$ -											
	\$2,001 up to \$25,000	155	22											
	\$25,001 up to \$50,000	661	17											
	\$50,001 up to \$100,000	1,086	10											
	Over \$100,000	1,586	8											
	<del>These fees are based on building valuation (BV) and set by the State Building Codes Division.</del>													
	These fees are based on building valuation (BV) and the methodology is determined by Oregon State Building Codes. When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0000.													
<b>10.2.</b>	<b>Plan Reviews</b>	<table border="0"> <tr> <td style="text-align: right;">Fee</td> <td style="text-align: center;">Fee</td> </tr> </table>	Fee	Fee										
Fee	Fee													
	Structural	65% of permit fee												
	Fire, Life, and Safety	45% of permit fee (Commercial only/when applicable)												
	Hourly Plan Review Rate	\$ 155	\$135/hr											
	Commercial Mechanical Plan Review	40% of permit fee	(Hourly review rate is the same for all disciplines)											
	Commercial Plumbing Plan Review	40% of permit fee												
	Residential Plumbing or Mechanical Review	\$155/hour												
	Seismic Surcharge	1% of permit fee	(Plan Review on Essential Structures)											
<b>10.3.</b>	<b>Deferred Submittals Plan Review</b>													
	<del>\$250 for the first deferred item and \$125 for each additional item; or 10 percent of the of the —permit fee for the value of the deferred work, whichever is greater.</del>													
	<del>The fee methodology is mandated by Oregon Administrative Rules.</del>													
	65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum													
<b>10.4.</b>	<b>Phased Permits Plan Review</b>													
	<del>\$338 for the first phase and \$169 for each addition phase, plus 10 percent of the building fee.</del>													
	<del>Maximum \$2,025 per phase added to the building permit fee.</del>													
	<del>Additional inspections after permitted standard number of permissions—\$135/inspection</del>													
	<del>Reinspection fee—\$135</del>													
	\$388 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase													
<b>10.5.</b>	<b>Master Plans and Architect/Engineer Approved Plan Review</b>	<table border="0"> <tr> <td style="text-align: right;">Fee</td> </tr> </table>	Fee											
Fee														
	Hourly rate—normal work hours	[Refer to Section 1.3. for hourly rate information.]												
	Evening and weekend hourly rate	[Refer to Section 1.3. for hourly rate information.]												
<b>10.5.</b>	<b>Permit Reinstatement Fee</b>	\$ 155												
<b>10.6.</b>	<b>Permit Refund Processing Fees</b>	<table border="0"> <tr> <td style="text-align: right;">Fee</td> </tr> </table>	Fee											
Fee														
	Permit retention fees	\$ 75	varies dependent on work completed											
<b>10.7.</b>	<b>Investigation Fee</b>	<table border="0"> <tr> <td style="text-align: right;">Fee</td> </tr> </table>	Fee											
Fee														
	Hourly Rate	\$ 155												
	Minimum two hours													

<b>10.8.</b>	<b>Inspection Fees - All Disciplines</b>	<b>Fee</b>
	Reinspection Fee	\$155/each
	Inspection outside normal business hours (Minimum two hours)	\$233/hour
	Inspection for which no fee is indicated	\$155/hour
	Additional inspection, above allowable	\$155/each

<b>10.9.</b>	<b><del>10.6.</del> Demolition</b>	<b>Fee</b>
	Residential	\$ 155 <del>\$ 81</del>
	Commercial	Based on valuation. Apply contract price to building permit table.

<b>10.7.</b>	<b><del>Dye Test</del></b>	<b>Fee</b>
	Residential	<del>\$ 62</del>
	Commercial	Charged an hourly rate (see Section 1.3. for hourly rate information).

<b>10.10.</b>	<b><del>10.8.</del> Consultation</b>	<b>Fee</b>
	Fee	\$155/hour Charged an hourly rate (see Section 1.3. for hourly rate information).

<b>10.9.</b>	<b><del>Grubbing</del></b>	<b>Fee</b>
	Fee	<del>\$ 135</del>

<b>10.10.</b>	<b><del>Tree Review</del></b>	<b>Fee</b>
	Fee	<del>\$ 101</del>
	Associated with residential permit <del>\$101 flat fee</del>	

<b>10.11.</b>	<b><del>Administrative Civil Penalties Appeal</del></b>	<b>Fee</b>
	Appeal to the City Manager, the amount of the penalty the Building Official assessed for violating the Specialty Codes	<del>\$ 540</del>

<b>10.12.</b>	<b><del>Grading Plan Review Fee</del></b>	<b>Fee for first 10,000 Cubic Yards</b>	<b>Plus fee for each additional CY over 10,000 Cubic Yards</b>
	Cubic Yards (CY):		
	0 to 50	No fee, no permit required	n/a
	51 to 100	\$36	n/a
	101 to 1,000	58 (for 1st 100 CY)	n/a
	1,001 to 10,000	77 (for 1st 1,000 CY)	n/a
	10,001 to 100,000	77 (for 1st 10,000 CY)	\$38 (each additional 10,000 CY)
	100,001 to 200,000	417 (for 1st 100,000 CY)	-20 (each additional 10,000 CY)
	Over 200,000	624 (for 1st 200,000 CY)	-11 (each additional 10,000 CY)

<b>10.13.</b>	<b><del>Grading Permit Fee</del></b>	<b>Fee for first 1,000 of Cubic Yards</b>	<b>Plus fee for each additional CY over 1,000 (or fraction thereof)</b>
	Cubic Yards (CY):		
	0 to 50	No fee, no permit required	n/a
	51 to 100	\$58	n/a
	101 to 1,000	<del>58</del> (for 1st 100 CY)	\$27 (each additional 100 CY)
	1,001 to 10,000	<del>302</del> (for 1st 1,000 CY)	-23 (each additional 1,000 CY)
	10,001 to 100,000	<del>505</del> (for 1st 10,000 CY)	103 (each additional 10,000 CY)
	Over 100,000	1,427 (for 1st 100,000 CY)	-57 (each additional 10,000 CY)

<b>10.11.</b>	<del>10.14.</del>	<b>Fire Suppression Fee</b>	<u>Fee</u>	
		<b>Standalone and Continuous loop/Multipurpose fire</b>		
		Residential House square footage:		
		Square Footage of Area to be Covered: Includes plan review		
		0 to 2,000	155	<del>\$135 (one hour)</del>
		2,001 to 3,600	194	<del>\$169 (1.25 hours)</del>
		3,601 to 7,200	233	<del>\$203 (1.50 hours)</del>
		Over 7,200	310	<del>\$270 (two hours)</del>
		Commercial Fire Suppression <del>All other sprinklers</del>		Based on the valuation of the work, applied to the Structural Permit Fee schedule 10.1 <del>—Building Permit Fee schedule</del>
<b>10.15.</b>		<b>Fire Sprinkler Plan Review</b>	<u>Fee</u>	
		Fee		25% of permit fee
<b>10.12.</b>	<del>10.16.</del>	<b>Medical Gas</b>		
		Based on the valuation of the work, applied to the Building Permit Fee schedule.		
<b>10.17.</b>		<del>Public Works Review and Inspection</del>		<u>Fee</u>
		<del>General review associated with residential permit</del>		<del>\$ 473</del>
		<del>All others, see Public Works Department fee schedule.</del>		
		<del>Stormwater Management Facility Review and Inspection</del>		<del>203</del>
<b>10.18.</b>		<b>Partial Permit</b>	<u>Fee</u>	
		Residential	<del>\$ 101</del>	
		Commercial	<del>338</del>	
<b>10.13.</b>	<del>10.19.</del>	<b>Occupancy Certificate</b>	<u>Fee</u>	
		Commercial only	<del>\$ 405</del>	(Temporary certificate of occupancy)
		Commercial	\$ 466	(Temporary certificate of occupancy)
		Residential	\$ 466	(Temporary certificate of occupancy)
<b>10.14.</b>	<del>10.20.</del>	<b>Plumbing Permit Fees</b>	<u>Fee</u>	
		<del>New One and Two family dwellings only (includes 100 feet</del>		
		<del>— for each utility connection)</del>		
		New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.		
		<b>Half bath counted as whole</b>		
		SFR (1) Bath	608	<del>\$ 529</del>
		SFR (2) Bath	806	<del>701</del>
		SFR (3) Bath	983	<del>855</del>
		Each additional ½ bath/kitchen	106	<del>92</del>
<b>10.15.</b>	<del>10.21.</del>	<b>Site Utility Fees - Commercial and Residential</b>	<u>Fee</u>	
		Catch basin/area drain	\$ 28	<del>\$ 24</del>
		Trench drain	28	
		<del>Drywells/leach line/trench drain</del>	<del>24</del>	
		<del>Footing drain (Per 100' or fraction)</del>	<del>103</del>	
		<del>Manufactured home utilities</del>	<del>103</del>	
		Manholes	28	<del>24</del>
		<del>Rain drain connector</del>	<del>24</del>	
		Sanitary sewer (Per 100' or fraction)	118	<del>103</del>
		Storm sewer (Per 100' or fraction)	118	<del>103</del>
		Water services (Per 100' or fraction)	118	<del>103</del>

**10.16. ~~10.22.~~ Fixture or Item - Commercial and Residential**

Absorption valve	\$ 28	<del>\$ 24</del>
Back flow preventer (irrigation)	28	<del>24</del>
Backwater valve	28	<del>24</del>
Basins/lavatory	28	<del>24</del>
Clothes washer	28	<del>24</del>
Dishwasher	28	<del>24</del>
Drinking fountain(s)	28	<del>24</del>
Ejectors/sump	28	<del>24</del>
Expansion tank	28	<del>24</del>
Fixture/sewer cap	28	<del>24</del>
Floor drains/floor sinks/hub	28	<del>24</del>
Garbage disposal	28	<del>24</del>
Hose bib	28	<del>24</del>
Ice maker	28	<del>24</del>
Interceptor/grease trap	28	<del>24</del>
Primer(s)	28	<del>24</del>
Roof drain (commercial)	28	<del>24</del>
Sink(s), basin(s), lav(s)	28	<del>24</del>
Swimming Pool Piping	28	
<del>Sump</del>		<del>24</del>
Tubs/shower/shower pan	28	<del>24</del>
Urinal	28	<del>24</del>
Water closet	28	<del>24</del>
Water heater	28	<del>24</del>
Other Plumbing Fixture	28	
Minimum	155	<del>135</del>

**Fee**

**10.17. ~~10.23.~~ Mechanical Permit Fees - Residential**

Duct Work - no appliance/ fixture	\$ 30	<del>\$ 26</del>
Air Conditioning	39	<del>34</del>
<del>Alteration of Existing-</del>		<del>26</del>
<del>Boiler-</del>		<del>34</del>
Air handling unit of up to 10,000 cfm	39	
Air handling unit 10,001 cfm and over	39	
Attic/ crawl space fans	30	
Chimney/ liner/ flue/ vent	30	
Evaporative cooler other than portable	30	
Floor furnace, including vent	48	
Furnace - greater than 100,000 BTU	48	<del>42</del>
Furnace - up to 100,000 BTU	48	
Furnace/burner including duct work/vent/liner	48	
Flue vent for water heater or gas fireplace	30	
Hood served by mechanical exhaust, including ducts for hood	30	
Mini split system	39	
Heat Pumps	39	<del>34</del>
Suspended heater, recessed wall heater, or floor mounted unit heater	39	
<del>Heaters Wall Mounted-</del>		<del>34</del>
Appliance Vent	30	<del>26</del>
Dryer Vent	30	<del>26</del>
Kit. Hood	30	<del>26</del>
Ventilation fan connected to single duct	21	
<del>Exhaust Vent-</del>		<del>18</del>

<b>10.17. <del>10.23.</del> Mechanical Permit Fees - Residential (continued)</b>		
Fuel Piping (4 outlets)	14	<del>12</del>
Fuel Piping (each above 4)	3	
Pool or spa heater	30	
Decorative Fireplace (manufactured)	48	<del>42</del>
<del>Insert</del>		<del>42</del>
Gas or wood fireplace/ Insert	48	
Wood Stove/ Pellet Stove	48	<del>42</del>
Hydronic hot water system	48	<del>42</del>
<del>Log lighter</del>		<del>26</del>
<del>Barbecue</del>		<del>26</del>
Gas clothes dryer	30	<del>26</del>
Other fuel appliance	30	
Other environment exhaust/ ventilation	30	
Other heating/cooling	30	
Ventilation system not a portion of heating or air-conditioning system authorized by permit	30	
Appliance vent installation, relocation or replacement not included in an appliance permit	30	
Minimum permit fee	155	
Commercial Mechanical Fees	See section 10.1	
<del>Other</del>		<del>26</del>
<del>Minimum</del>		<del>135</del>

<b>10.18. <del>10.24.</del> Solar Permit Fee</b>	<b>Fee</b>	
Prescriptive installation (includes Plan Review)	\$ 230	<del>\$ 200</del>
Non-prescriptive installation	<b>See section 10.1</b>	

<b>10.25. Investigation Fee</b>	<b>Fee</b>
Hourly Rate	<del>\$135/hr</del>

<b>10.19. <del>10.26.</del> Manufacture Dwelling Placement Fee *</b>	<b>Fee</b>	
State (Cabana) Fee	\$ 457	<del>\$ 397</del>
	\$ 30	

*\* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits (see site utility fees above). All decks, carports, garages, porches, and patios are based on valuation and may also require separate permits.*

**10.20. Manufactured Dwelling/RV parks - Area Development Permit (ADP)**  
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

<b>10.27. Permit Reinstatement Fee</b>	<del>\$ 135</del>
----------------------------------------	-------------------

<b>10.28. Permit Refund Retention Fees</b>	<b>Fee</b>
	50% of building permit fee

## 11. Solid Waste - West Linn Refuse and Recycling

### Rates as of July 1, 2020 - Charged Directly by WL Refuse and Recycling

#### 11.1 Residential Service (recycling and yard debris included in rate):

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>	
21-gallon cart weekly curbside	\$ 25.32	Residential	<del>\$ 22.60</del>
21-gallon cart weekly w/in 50' of road	\$ 29.65	Residential	<del>\$ 26.46</del>
35-gallon cart weekly curbside	\$ 30.18	Residential	<del>\$ 26.94</del>
35-gallon cart weekly w/in 50' of road	\$ 35.34	Residential	<del>\$ 31.54</del>
35-gallon cart monthly curbside	\$ 15.11	Residential	<del>\$ 13.49</del>
35-gallon cart monthly w/in 50' of road	\$ 17.69	Residential	<del>\$ 15.79</del>
65-gallon cart weekly curbside	\$ 48.34	Residential	<del>\$ 43.14</del>
65-gallon cart weekly w/in 50' of road	\$ 56.55	Residential	<del>\$ 50.46</del>
95-gallon cart weekly curbside	\$ 53.15	Residential	<del>\$ 47.44</del>
95-gallon cart weekly w/in 50' of road	\$ 62.18	Residential	<del>\$ 55.50</del>

#### 11.2 Commercial Service:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>	
35-gallon cart weekly curbside	\$ 30.18	Commercial	<del>\$ 26.94</del>
35-gallon cart weekly w/in 50' of road	\$ 35.34	Commercial	<del>\$ 31.54</del>
65-gallon cart weekly curbside	\$ 48.34	Commercial	<del>\$ 43.14</del>
65-gallon cart weekly w/in 50' of road	\$ 56.55	Commercial	<del>\$ 50.46</del>
95-gallon cart weekly curbside	\$ 53.15	Commercial	<del>\$ 47.44</del>
95-gallon cart weekly w/in 50' of road	\$ 62.18	Commercial	<del>\$ 55.50</del>

#### 11.3 Extra Hauling:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>	
35-gallon cart worth	\$ 10.06	Residential	<del>\$ 8.98</del>

#### 11.4 Mobile Home Courts and Apartments (yard debris service is not included in this rate):

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>	
21-gallon cart weekly curbside	\$ 18.74	Residential	<del>\$ 16.73</del>
21-gallon cart weekly w/in 50' of road	\$ 21.41	Residential	<del>\$ 19.11</del>
35-gallon cart weekly curbside	\$ 22.34	Residential	<del>\$ 19.94</del>
35-gallon cart weekly w/in 50' of road	\$ 26.15	Residential	<del>\$ 23.34</del>
65-gallon cart weekly curbside	\$ 35.75	Residential	<del>\$ 31.91</del>
65-gallon cart weekly w/in 50' of road	\$ 41.83	Residential	<del>\$ 37.33</del>
95-gallon cart weekly curbside	\$ 39.35	Residential	<del>\$ 35.12</del>
95-gallon cart weekly w/in 50' of road	\$ 46.00	Residential	<del>\$ 41.06</del>

### 11.5 Container Service - Loose:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>	
1-yard picked up 1x/week	\$ 119.21	Commercial	<del>\$ 106.40</del>
Additional 1-yard picked up 1x/week	\$ 131.11	Commercial	<del>\$ 117.02</del>
1.5-yard picked up 1x/week	\$ 182.08	Commercial	<del>\$ 162.51</del>
1.5-yard 2x/week	\$ 382.37	Commercial	
1.5-yard 3x/week	\$ 582.66	Commercial	
1.5-yard 4x/week	\$ 782.92	Commercial	
1.5-yard 5x/week	\$ 983.21	Commercial	
Additional 1.5-yard picked up 1x/week	\$ 200.28	Commercial	<del>\$ 178.75</del>
2-yard picked up 1x/week	\$ 218.49	Commercial	<del>\$ 195.01</del>
2-yard 2x/week	\$ 458.84	Commercial	
2-yard 3x/week	\$ 699.17	Commercial	
2-yard 4x/week	\$ 939.52	Commercial	
2-yard 5x/week	\$ 1,179.89	Commercial	
Additional 2-yard picked up 1x/week	\$ 240.37	Commercial	<del>\$ 214.53</del>
3-yard picked up 1x/week	\$ 327.73	Commercial	<del>\$ 292.50</del>
3-yard 2x/week	\$ 688.24	Commercial	
3-yard 3x/week	\$ 1,048.75	Commercial	
3-yard 4x/week	\$ 1,409.25	Commercial	
3-yard 5x/week	\$ 1,769.77	Commercial	
Additional 3-yard picked up 1x/week	\$ 360.53	Commercial	<del>\$ 321.78</del>
4-yard picked up 1x/week	\$ 436.99	Commercial	<del>\$ 390.02</del>
4-yard 2x/week	\$ 917.63	Commercial	
4-yard 3x/week	\$ 1,398.33	Commercial	
4-yard 4x/week	\$ 1,879.00	Commercial	
4-yard 5x/week	\$ 2,359.70	Commercial	
Additional 4-yard picked up 1x/week	\$ 480.70	Commercial	<del>\$ 429.03</del>
Additional 4-yard picked up 2x/week	\$ 1,009.43	Commercial	
Additional 4-yard picked up 3x/week	\$ 1,487.74	Commercial	
6-yard picked up 1x/week	\$ 721.04	Commercial	<del>\$ 643.54</del>
Additional 6-yard picked up 1x/week	\$ 793.11	Commercial	<del>\$ 707.86</del>

\*Note: Compacted container rates shall be 2.5 times the loose rate

Source Separated Food Waste: ~~95% of Commercial Rates~~

### 11.6 Cleanup Containers:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>	
3-yard container	\$ 107.44	Commercial	<del>\$ 95.89</del>
4-yard container	\$ 134.77	Commercial	<del>\$ 120.28</del>

\*Note: Price is per dump

### Monthly Collection Rate Adjustment Methodology

The monthly Collection Rate shall be adjusted upward or downward to reflect eighty percent (80%) of the change in the All Items in WEST - Size Class B/C, all urban; Consumer Price Index All Consumers; Series ID CUURN400SA0 for the most recent twelve (12) month period ending December 31, as published by the U.S. Department of Labor, Bureau of Labor Statistics.

\* See West Linn Refuse & Recycling Franchise Agreement (Section 7.3) for additional information.

**12. Solid Waste - Keller Drop Box dba Allied Waste Services/Republic Services**  
**Rates as of July 1, 2020 - Charged Directly by Allied Waste Services/Republic Services**

**12.1 Drop Box Services**

<u>Size</u>	<u>Commodity</u>	<u>Delivery</u>	<u>Haul</u>	<u>Scale Fee</u>	<u>Rent</u>
10 yd	Concrete	\$ 34.41	\$ 152.89	\$ -	\$87.92/month \$8.80/day
10 yd	Concrete w/ Rebar	\$ 34.41	\$ 152.89	\$ -	\$87.92/month \$8.80/day
10 yd	Dirt	\$ 34.41	\$ 152.89	\$ -	\$87.92/month \$8.80/day
10 yd	Sod	\$ 34.41	\$ 152.89	\$ -	\$87.92/month \$8.80/day
20 yd	Yard Debris	\$ 34.41	\$ 152.89	\$ -	\$87.92/month \$8.80/day
30 yd	Yard Debris	\$ 34.41	\$ 175.83	\$ -	\$87.92/month \$8.80/day
40 yd	Yard Debris	\$ 34.41	\$ 200.05	\$ -	\$87.92/month \$8.80/day
20 yd	Wood	\$ 34.41	\$ 152.89	\$ -	\$87.92/month \$8.80/day
30 yd	Wood	\$ 34.41	\$ 175.83	\$ -	\$87.92/month \$8.80/day
40 yd	Wood	\$ 34.41	\$ 200.05	\$ -	\$87.92/month \$8.80/day
20 yd	Trash/Mixed/C&D	\$ 34.41	\$ 152.89	\$ 3.10	\$87.92/month \$8.80/day
30 yd	Trash/Mixed/C&D	\$ 34.41	\$ 175.83	\$ 3.10	\$87.92/month \$8.80/day
40 yd	Trash/Mixed/C&D	\$ 34.41	\$ 200.05	\$ 3.10	\$87.92/month \$8.80/day
10 yd	Concrete	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
10 yd	Concrete w/ Rebar	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
10 yd	Dirt	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
10 yd	Sod	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
20 yd	Yard Debris	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
30 yd	Yard Debris	<del>\$ 33.34</del>	<del>\$ 170.39</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
40 yd	Yard Debris	<del>\$ 33.34</del>	<del>\$ 193.86</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
20 yd	Wood	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
30 yd	Wood	<del>\$ 33.34</del>	<del>\$ 170.39</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
40 yd	Wood	<del>\$ 33.34</del>	<del>\$ 193.86</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
20 yd	Trash/Mixed/C&D	<del>\$ 33.34</del>	<del>\$ 148.16</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
30 yd	Trash/Mixed/C&D	<del>\$ 33.34</del>	<del>\$ 170.39</del>	\$ -	<del>\$85.20/month \$8.52/day</del>
40 yd	Trash/Mixed/C&D	<del>\$ 33.34</del>	<del>\$ 193.86</del>	\$ -	<del>\$85.20/month \$8.52/day</del>

**12.2 Compactor Services**

<u>Compactor</u>	<u>Haul</u>
<19 Yard	\$ 173.59 <del>\$ 168.22</del>
20 Yard	\$ 173.59 <del>\$ 168.22</del>
30 Yard	\$ 235.05 <del>\$ 227.78</del>
40 Yard	\$ 265.28 <del>\$ 257.07</del>

**Monthly Collection Rate Adjustment Methodology**

*The monthly Collection Rate shall be adjusted in alignment with the most recently concluded calendar year of the U.S Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services in U.S City Average (CUSR000SEHG).*

\* See Keller Drop Box dba Allied Waste Services/Republic Services Franchise Agreement (Section 7.3) for additional information.

### 13. Systems Development Charges (SDCs)

City SDCs Increased  
for ENR CCI Index at 6.01%

#### 13.1. General SDC Information

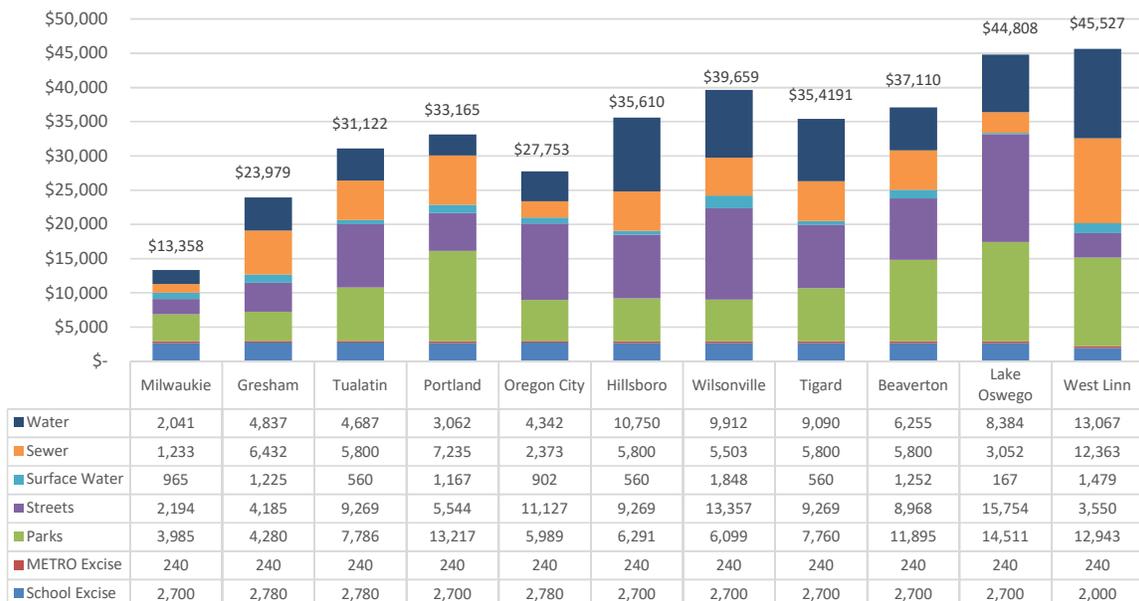
West Linn SDC fees shall be indexed for inflation annually using the Engineering News – Record Construction Cost Index (~~Seattle 20-city average~~) for the most recent 12-month period per Code Section 4.415(3).

Below is a summary table of all SDC charges for a Single Family Dwelling (effective July 1, 2021):

Per Single Family Dwelling:	Reimbursement	Improvement	Administrative	Total
Street SDC	\$ 1,673	\$ 177	\$ 113	\$ 1,964
	<del>\$ 1,579</del>	<del>\$ 167</del>	<del>\$ 107</del>	<del>\$ 1,853</del>
Bike/Ped SDC	1,566	20	-	1,586
	<del>1,477</del>	<del>19</del>		<del>1,496</del>
Water SDC	799	9,510	267	10,576
	<del>753</del>	<del>8,970</del>	<del>253</del>	<del>9,976</del>
Surface Water SDC	1,082	325	72	1,479
	<del>1,021</del>	<del>307</del>	<del>67</del>	<del>1,395</del>
Parks SDC	-	12,601	342	12,943
		<del>11,885</del>	<del>307</del>	<del>12,192</del>
Sewer SDC	834	3,254	155	4,243
	<del>787</del>	<del>3,069</del>	<del>146</del>	<del>4,002</del>
Sub-total, SDCs to City	\$ 5,954	\$ 25,887	\$ 949	\$ 32,791
Plus Water SDC collected for South Fork Water Board (updated effective January 1, 2021)				2,491
				<del>2,350</del>
Plus Sewer SDC collected for Tri-City Service District				8,120
				<del>8,005</del>
Plus Excise Tax collected for Metro on valuations over \$100,000				240
Plus Excise Tax collected for School District on new construction or additions				2,000
Total SDCs due for Single Family Dwelling				<u>\$ 45,642</u>

#### Comparison of Neighboring Cities' New Single-Family SDC Fees

Based on a 2,000sqft home with 500sqft garage, \$200,000 value



**13.2. Street SDC**

Effective July 1, 2021 [see updated 7/1/2021 table attached]

**13.3. Bike/Ped SDC**

Effective July 1, 2021 [see updated 7/1/2021 table attached]

**13.4. Water SDC**

Note: see also the additional SDC collected on behalf of South Fork Water Board  
 [SFWB Water SDC for 5/8" meter is currently = \$2,350 for 2020 and \$2,238 for 2019]

Effective July 1, 2020 [ENR CCI increase 5.84%]

Size of Meter	Meter Equivalency		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$753	\$8,970	\$253	\$9,976
5/8"	1		\$753	\$8,970	\$253	\$9,976
3/4"	1.5		\$1,130	\$13,455	\$379	\$14,964
1"	2.5		\$1,883	\$22,425	\$632	\$24,940
1.5"	5		\$3,765	\$44,850	\$1,265	\$49,880
2"	8		\$6,024	\$71,760	\$2,024	\$79,808
3"	16		\$12,048	\$143,520	\$4,048	\$159,616
4"	25		\$18,825	\$224,250	\$6,325	\$249,400
6"	50		\$37,650	\$448,500	\$12,650	\$498,800
8"	80		\$60,240	\$717,600	\$20,240	\$798,080
10"	125		\$94,125	\$1,121,250	\$31,625	\$1,247,000

Effective July 1, 2021 [ENR CCI increase 6.01%]

Size of Meter	Meter Equivalency		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$799	\$9,510	\$267	\$10,576
5/8"	1		\$799	\$9,510	\$267	\$10,576
3/4"	1.5		\$1,199	\$14,265	\$400	\$15,864
1"	2.5		\$1,998	\$23,775	\$667	\$26,440
1.5"	5		\$3,995	\$47,550	\$1,335	\$52,880
2"	8		\$6,392	\$76,080	\$2,136	\$84,608
3"	16		\$12,784	\$152,160	\$4,272	\$169,216
4"	25		\$19,975	\$237,750	\$6,675	\$264,400
6"	50		\$39,950	\$475,500	\$13,350	\$528,800
8"	80		\$63,920	\$760,800	\$21,360	\$846,080
10"	125		\$99,875	\$1,188,750	\$33,375	\$1,322,000

**13.5. Surface Water SDC**

Based on impervious area, City surface water per ESU (2,914ft<sup>2</sup>)

Effective July 1, 2020 [ENR CCI increase 5.84%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$1,021	\$307	\$67	\$1,395
Single family	1.00	\$1,021	\$307	\$67	\$1,395

Effective July 1, 2021 [ENR CCI increase 6.01%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$1,082	\$325	\$72	\$1,479
Single family	1.00	\$1,082	\$325	\$72	\$1,479

**13.6. Park SDC**

Effective July 1, 2020 [ENR CCI increase 5.84%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$4,485	\$122	\$4,607
Single family	2.65	\$0	\$11,885	\$307	\$12,192
Multi-family	1.874	\$0	\$8,403	\$229	\$8,632

Effective July 1, 2021 [ENR CCI increase 6.01%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$4,755	\$129	\$4,884
Single family	2.65	\$0	\$12,601	\$342	\$12,943
Multi-family	1.874	\$0	\$8,909	\$242	\$9,151

**13.7. Sewer SDC**

Note: see also the additional SDC collected on behalf of Tri-City Service District  
 [Tri-City Service District Sewer SDC is currently 1 EDU = \$7,850]

Effective July 1, 2020 [ENR CCI increase 5.84%]

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$787	\$3,069	\$146	\$4,002
Single family	-	-	\$787	\$3,069	\$146	\$4,002
Multi-family	-	-	\$438	\$1,709	\$82	\$2,229
Commercial	5/8"	1	\$787	\$3,069	\$146	\$4,002
Commercial	3/4"	1.5	\$1,181	\$4,604	\$218	\$6,003
Commercial	1"	2.5	\$1,968	\$7,673	\$364	\$10,005
Commercial	1.5"	5	\$3,935	\$15,345	\$730	\$20,010
Commercial	2"	8	\$6,296	\$24,552	\$1,168	\$32,016
Commercial	3"	16	\$12,592	\$49,104	\$2,336	\$64,032
Commercial	4"	25	\$19,675	\$76,725	\$3,650	\$100,050
Commercial	6"	50	\$39,350	\$153,450	\$7,300	\$200,100
Commercial	8"	80	\$62,960	\$245,520	\$11,680	\$320,160
Commercial	10"	125	\$98,375	\$383,625	\$18,250	\$500,250

Effective July 1, 2021 [ENR CCI increase 6.01%]

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$834	\$3,254	\$155	\$4,243
Single family	-	-	\$834	\$3,254	\$155	\$4,243
Multi-family	-	-	\$465	\$1,812	\$86	\$2,363
Commercial	5/8"	1	\$834	\$3,254	\$155	\$4,243
Commercial	3/4"	1.5	\$1,251	\$4,881	\$233	\$6,365
Commercial	1"	2.5	\$2,085	\$8,135	\$388	\$10,608
Commercial	1.5"	5	\$4,170	\$16,270	\$775	\$21,215
Commercial	2"	8	\$6,672	\$26,032	\$1,240	\$33,944
Commercial	3"	16	\$13,344	\$52,064	\$2,480	\$67,888
Commercial	4"	25	\$20,850	\$81,350	\$3,875	\$106,075
Commercial	6"	50	\$41,700	\$162,700	\$7,750	\$212,150
Commercial	8"	80	\$66,720	\$260,320	\$12,400	\$339,440
Commercial	10"	125	\$104,250	\$406,750	\$19,375	\$530,375

New Methodology and Fees Adopted Effective July 1, 2015  
[ENR CCI increased all SDC Fees by 6.01% 5-8% Effective July 1, 2021 20]

	ITE	Number of Person Trips <sup>1</sup>	% Primary Trips	New Person Trip Ends	Effective July 1, 2020					
					Improvement Cost		Reimbursement Cost		Admin	
					Bike/Ped	Street	Bike/Ped	Street		
21 Commercial Airport	CFD	123.1	206.8	100%	206.8					
30 Intermodal Truck Terminal	Acre	62.5	105.0	100%	105.0					
110 General Light Industrial	1,000 SFGFA	5.3	8.8	100%	8.8					
130 Industrial Park	1,000 SFGFA	5.3	9.0	100%	9.0					
140 Manufacturing	1,000 SFGFA	3.0	5.1	100%	5.1					
151 Mini-Warehouse	1,000 SFGFA	2.4	4.0	100%	4.0					
160 Data Center	1,000 SFGFA	1.0	1.7	100%	1.7					
210 Single-Family Detached Housing	Dwelling unit	9.4	15.7	100%	15.7					
220 Apartment	Dwelling unit	6.5	10.9	100%	10.9					
230 Residential Condominium/Townhouse	Dwelling unit	5.7	9.5	100%	9.5					
240 Mobile Home Park	ODU	4.9	8.2	100%	8.2					
254 Assisted Living	Bed	2.6	4.3	100%	4.3					
310 Hotel	Room	7.9	13.2	100%	13.2					
320 Motel	Room	5.6	9.5	100%	9.5					
411 City Park	Acre	6.1	10.3	100%	10.3					
417 Regional Park	Acre	5.0	8.4	100%	8.4					
430 Golf Course	Acre	5.3	8.9	100%	8.9					
444 Movie Theater with Matinee	Movie screen	387.0	650.2	100%	650.2					
492 Health/Fitness Club	1,000 SFGFA	30.3	50.9	100%	50.9					
495 Recreational Community Center	1,000 SFGFA	27.4	46.0	100%	46.0					
520 Elementary School	1,000 SFGFA	7.1	12.0	59%	7.1					
522 Middle School/Junior High School	1,000 SFGFA	6.4	10.7	59%	6.3					
530 High School	1,000 SFGFA	6.0	10.0	59%	5.9					
540 Junior/Community College	1,000 SFGFA	21.4	36.0	100%	36.0					
560 Church	1,000 SFGFA	13.2	22.2	100%	22.2					
565 Day Care Center	1,000 SFGFA	18.0	30.3	33%	10.0					
590 Library	1,000 SFGFA	50.5	84.8	100%	84.8					
610 Hospital	1,000 SFGFA	12.2	20.4	100%	20.4					
620 Nursing Home	1,000 SFGFA	7.2	12.1	100%	12.1					
710 General Office Building	1,000 SFGFA	8.4	14.1	100%	14.1					
720 Medical-Dental Office Building	1,000 SFGFA	27.3	45.9	100%	45.9					
731 State Motor Vehicles Department	1,000 SFGFA	120.9	203.1	100%	203.1					
732 United States Post Office	1,000 SFGFA	88.4	148.4	100%	148.4					
750 Office Park	1,000 SFGFA	8.5	14.3	100%	14.3					
760 Research and Development Center	1,000 SFGFA	6.2	10.5	100%	10.5					
770 Business Park	1,000 SFGFA	9.4	15.9	100%	15.9					
812 Building Materials and Lumber Store	1,000 SFGFA	43.1	72.5	100%	72.5					
813 Free-Standing Discount Superstore	1,000 SFGFA	38.5	64.6	72%	46.5					
814 Variety Store	1,000 SFGFA	30.6	51.4	48%	24.5					
815 Free-Standing Discount Store	1,000 SFGFA	28.2	47.4	48%	22.6					
816 Hardware/Paint Store	1,000 SFGFA	25.9	43.5	45%	19.4					
817 Nursery (Garden Center)	1,000 SFGFA	82.9	139.2	100%	139.2					
820 Shopping Center	1,000 SFGLA	20.7	34.7	50%	17.4					
826 Specialty Retail Center	1,000 SFGLA	40.6	68.2	100%	68.2					
841 Automobile Sales	1,000 SFGFA	29.3	49.2	100%	49.2					
843 Automobile Parts Sales	1,000 SFGFA	27.2	45.8	44%	20.1					
848 Tire Store	1,000 SFGFA	17.1	28.7	69%	19.7					
850 Supermarket	1,000 SFGFA	47.3	79.5	39%	30.8					
851 Convenience Market (Open 24 Hours)	1,000 SFGFA	246.8	414.6	33%	134.9					
857 Discount Club	1,000 SFGFA	42.3	71.1	100%	71.1					
862 Home Improvement Superstore	1,000 SFGFA	16.7	28.1	44%	12.4					
880 Pharmacy/Drugstore without Drive-Thru	1,000 SFGFA	38.1	64.1	42%	27.1					
881 Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	36.8	61.9	38%	23.5					
890 Furniture Store	1,000 SFGFA	1.8	3.1	37%	1.1					
911 Walk-in Bank	1,000 SFGFA	121.3	203.8	100%	203.8					
912 Drive-in Bank	1,000 SFGFA	33.5	56.3	27%	15.4					
925 Drinking Place	1,000 SFGFA	154.9	260.2	100%	260.2					
931 Quality Restaurant	1,000 SFGFA	37.4	62.9	43%	26.7					
932 High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	52.6	88.3	40%	35.1					
933 Fast-Food Restaurant without Drive-Thru	1,000 SFGFA	208.3	349.9	40%	139.1					
934 Fast-Food Restaurant with Drive-Through	1,000 SFGFA	219.1	368.0	41%	150.7					
936 Coffee/Donut Shop without Drive-Thru	1,000 SFGFA	102.6	172.4	40%	68.5					
937 Coffee/Donut Shop with Drive-Through	1,000 SFGFA	335.2	563.1	41%	230.5					
938 Coffee/Donut Kiosk	1,000 SFGFA	306.0	514.1	17%	87.4					
944 Gasoline/Service Station	VFP	59.0	99.1	35%	34.7					
945 Gasoline/Service Station with Convenie VFP		20.8	34.9	13%	4.5					
946 Gasoline/Service Station with Car Wash VFP		36.5	61.3	24%	14.7					
*** Other (median)		27.2	45.8	100%	45.8					
*** Other (average)		54.0	90.7	76%	68.8					
					\$99.73	\$106.59	\$1.29	\$11.29	\$7.22	
					<del>\$94.07</del>	<del>\$100.54</del>	<del>\$1.21</del>	<del>\$10.65</del>	<del>\$6.81</del>	

Source: ITE Trip Generation Manual, 9th Edition, compiled by FCS GROUP  
1.68 <sup>1</sup>Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings  
Abbreviations  
CFD - commercial flights per day  
ODU - occupied dwelling unit  
SFGFA - square feet of gross floor area  
SFGLA - square feet of gross leasable area  
VFP - vehicle fueling position

## **Attachments**

1. Fees of other entities that the City of West Linn is required to pass through
  - 1.1. METRO - Construction Excise Tax
  - 1.2. WLWSD - Construction Excise Tax
  - 1.3. LOSD - Construction Excise Tax
  - 1.4. Water SDC - South Fork Water Board water SDC charges
  - 1.5. Sewer SDC - Tri-City Service District sewer SDC charges
2. Copy of Resolution adopting Master Fees and Charges booklet
3. Copies of the three Construction Excise Tax agreements and provisions

## Attachments

### 1. Construction Excise Tax agreement with other entities

#### 1.1. METRO - Construction Excise Tax

	<u>Fee</u>	
Tax percentage to be assessed on value of construction	0.12%	of construction
City's administrative fee retained to cover collection costs	5%	of tax amount
Maximum amount of tax assessed	\$ 12,000	
Exempt construction projects that are under this value	\$ 100,000	
<del>Expiration date (extended in June 2014)</del>	<del>Dec. 2020</del>	
Date the tax first went into effect	July 1, 2006	
<a href="http://www.metro-region.org/index.cfm/go/by.web/id=18459">http://www.metro-region.org/index.cfm/go/by.web/id=18459</a>		

#### 1.2. WLWSD - Construction Excise Tax

Residential - tax amount on value of construction	\$ 1.39	per square foot
Nonresidential - tax amount on value of construction	\$ 0.69	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	June 17, 2017	

#### 1.3. LOSD - Construction Excise Tax [increased for CCI eff. 10/01/2010]

Residential - tax amount on value of construction	\$ 1.05	per square foot
Nonresidential - tax amount on value of construction	\$ 0.53	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	April 1, 2010	

#### 1.4. South Fork Water Board - Water SDC Fee

Meter Size	Equivalent Meter Factor (EMF)	Water SDC Fee (eff. 1/1/19)	Water SDC Fee (eff. 1/1/20)	Water SDC Fee (eff. 1/1/21)
5/8" x 3/4"	1	\$ 2,238	\$ 2,350	\$ 2,491
3/4"	1.5	\$ 3,357	\$ 3,524	\$ 3,736
1"	2.5	\$ 5,596	\$ 5,874	\$ 6,227
1.5"	5	\$ 11,191	\$ 11,748	\$ 12,455
2"	8	\$ 17,906	\$ 18,797	\$ 19,928
3"	16	\$ 35,812	\$ 37,593	\$ 39,855
4"	25	\$ 55,956	\$ 58,740	\$ 62,274
6"	50	\$ 111,911	\$ 117,479	\$ 124,547
8"	80	\$ 179,058	\$ 187,967	\$ 199,276
10"	115	\$ 257,396	\$ 270,202	\$ 286,459

#### 1.5. Tri-City Service District - Sewer SDC Fee

[see next page for table, details, and information]

**1.5. Tri-City Service District Sewer SDC Fee**

**1 EDU = \$8,120 ~~\$8,005~~ proposed**

Class of Service	System Development Charge	Sewer Use Charge
<b>Residential</b>		
01. Single Family Dwelling	1 EDU	1 EDU
02. Duplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
03. Triplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
04. Multi-Family (Four Plex and Up)	0.8 EDU per dwelling unit	1 EDU per dwelling unit
05. Trailer/Mobile Home Parks	0.8 EDU per dwelling unit	1 EDU per rental space provided sewer service
06. Adult Foster Care Homes <sup>1</sup>	1 EDU	1 EDU per five occupants

<b>Institutional</b>		
10. High Schools	1 EDU per 29 students (ADA) <sup>2</sup>	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
11. Junior High Schools	1 EDU per 29 students (ADA) <sup>2</sup>	Same as 10. (above)
12. Elementary and Pre Schools	1 EDU per 65 students (ADA) <sup>2</sup>	Same as 10. (above)
13. Community Colleges	1 EDU per 29 students (ADA) <sup>2</sup>	Same as 10. (above)
14. Churches	1 EDU per 180 seats (ADA) <sup>3</sup>	Same as 10. (above)
-if parsonage	1 EDU per 29 students (ADA) <sup>2</sup>	Same as 10. (above)
-if weekday child care or church school	1 EDU per 65 additional students	Same as 10. (above)
-if full time business officer	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
-if evening programs conducted three night or more per week	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
15. Hospitals - General	1 EDU per bed	Same as 10. (above)
16. Convalescent/Rest Homes	1 EDU per two beds	Same as 10. (above)
17. Adult Foster Care Homes <sup>4</sup>	1 EDU per two beds	Same as 10. (above)

<b>Commercial</b>		
20. Hotels, Motels	1 EDU per two rooms	1 EDU per two rooms <sup>5</sup>
-if quality restaurant	1 EDU per 10 seats, 1 EDU per 10 additional seats	1 EDU per 10 seats <sup>5</sup>
21. Restaurants	1 EDU per 11 seats	1 EDU per 11 seats <sup>5</sup>
22. Fast Food	1 EDU per 18 seats	1 EDU per 18 seats <sup>5</sup>
23. Tavern/Lounge	1 EDU per 18 seats	1 EDU per 18 seats <sup>5</sup>
24. Service Stations (without car wash)	1.7 EDU	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
25. Car Wash	1 EDUs per stall	Same as 24. (above)
26. Rollover (with service station)	5.6 EDUs	Same as 24. (above)
27. Tunnel (with service station)	16 EDUs	Same as 24. (above)
28. Laundromats	1 EDU per machine	Same as 24. (above)
29. Other Commercial (shall include all classes not otherwise included in this table)	The lesser of 1 EDU per 1,900 sq. ft. or less of floor space or 1 EDU per quarter acre or fraction thereof of land acre but not less than 50 percent of maximum charge resulting from the two options.	Same as 24. (above)

<b>Industrial</b>		
30. Light Industrial Waste <sup>6</sup>	Same as 29. (above)	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption and actual cost to District for removal of SS and BOD per pound for amount resulting from sewage strength in excess of domestic sewage strength. Based on District cost per pound for removal off BOD and SS and cost per gallon for processing sewage flow.
31. Heavy Industrial Waste <sup>7</sup>	Based on actual cost to District but not less than 16. (above)	

<b>Public Authorities</b>		
40. Cities	See applicable agreements	See applicable agreements

**Note: For the purpose of equivalent dwelling units for connection charge purposes, the quotient will be carried to two decimal places.**

- 1 Adult foster care homes having an occupancy capacity of five or fewer persons for whom the owner/operator of the facility receives remuneration of any kind shall be charged for one EDU.
- 2 ADA = Average Daily Attendance
- 3 Where seating is on benches or pews, the number of seats shall be computer on the basis of one seat for each 18 inches of bench or pews length.
- 4 Adult foster care homes having an occupancy capacity in excess of five persons for whom the owner/operator of the facility receives remuneration of any kind.
- 5 First year of service is based on seating capacity as shown. Subsequent service based on one EDU per 1,000 cubic feet or fraction thereof of metered water consumption.
- 6 With 30 pounds to 200 pounds of SS per day; 30 pounds to 200 pounds of BOD per day; and less than 10,000 gallons per day
- 7 With more than 200 pounds of SS per day; 200 pounds of BOD per day; and 10,000 gallons or more per day

**RESOLUTION NO. 2021-07**

**A RESOLUTION ADOPTING THE CITY OF WEST LINN BUDGET AND CAPITAL IMPROVEMENT PLAN FOR THE BIENNIUM COMMENCING JULY 1, 2021 (2022-2023 BIENNIUM), MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CLASSIFYING THE LEVY PURSUANT TO SECTION 11b, ARTICLE XI OF THE OREGON CONSTITUTION.**

**BE IT RESOLVED** by the City Council of the City of West Linn that:

**Section 1.** The City Council hereby adopts the budget and capital improvement plan approved by the Citizens Budget Committee for the 2022-2023 Biennium in the sum of \$137,285,000 now on file at West Linn City Hall (Finance Department) 22500 Salamo Road, West Linn, Oregon 97068.

**Section 2.** The amounts listed below are hereby appropriated for the biennium beginning July 1, 2021 for the purposes stated.

**GENERAL FUND**

City Council Department	\$ 1,148,000
City Management Department	2,716,000
Economic Development Department	354,000
Human Resources Department	1,192,000
Finance Department	1,643,000
Information Technology Department	2,798,000
City Facilities Department	1,344,000
Municipal Court Department	1,107,000
Public Works Support Services Department	3,626,000
Vehicle & Equipment Maintenance Department	847,000
Nondepartmental Materials & Services	5,900,000
Nondepartmental Debt Service	290,000
Transfers	945,000
Contingency	1,007,000
Total Appropriations	<u>\$ 24,917,000</u>

**PUBLIC SAFETY FUND**

Public Safety	\$ 13,218,000
Transfers to Other Funds	4,058,000
Contingency	803,000
Total Appropriations	<u>\$ 18,079,000</u>

**LIBRARY FUND**

Library	\$ 3,974,000
Transfers to Other Funds	2,012,000
Contingency	571,000
Total Appropriations	<u>\$ 6,557,000</u>

**PARKS & RECREATION FUND**

Parks & Recreation	\$ 6,807,000
Debt Service	180,000
Transfers to Other Funds	2,135,000
Contingency	805,000
Total Appropriations	<u>\$ 9,927,000</u>

**BUILDING INSPECTIONS FUND**

Building Inspections	\$ 1,468,000
Debt Service	28,000
Transfers to Other Funds	563,000
Contingency	67,000
Total Appropriations	<u>\$ 2,126,000</u>

**PLANNING FUND**

Planning	\$ 1,690,000
Transfers to Other Funds	616,000
Contingency	86,000
Total Appropriations	<u>\$ 2,392,000</u>

**STREETS FUND**

Streets	\$ 11,369,000
Debt Service	283,000
Transfers to Other Funds	1,923,000
Contingency	3,407,000
Total Appropriations	<u>\$ 16,982,000</u>

**WATER FUND**

Water	\$ 15,110,000
Debt Service	913,000
Transfers to Other Funds	2,250,000
Contingency	1,678,000
Total Appropriations	<u>\$ 19,951,000</u>

**ENVIRONMENTAL SERVICES FUND**

Environmental Services	\$ 9,027,000
Debt Service	86,000
Transfers to Other Funds	3,051,000
Contingency	1,981,000
Total Appropriations	<u>\$ 14,145,000</u>

**SYSTEMS DEVELOPMENT CHARGES FUND**

System Development Charges	\$ 3,555,000
Contingency	\$ 1,820,000
Total Appropriations	<u>\$ 5,375,000</u>

**CITY FACILITIES, PARKS, & TRANSPORTATION BOND FUND**

City Facilities, Parks, & Transportation	\$ 11,154,000
Contingency	0
Total Appropriations	<u>\$ 11,154,000</u>

**DEBT SERVICE FUND**

Debt Service	\$ 3,190,000
Total Appropriations	<u>\$ 3,190,000</u>

**Summary Totals for All Funds**

Appropriated Expenditures	\$ 122,570,000
Appropriated Contingency	12,225,000
Total Appropriations	134,795,000
Total Unappropriated	<u>2,490,000</u>
<i>TOTAL ADOPTED BUDGET for 2022-23</i>	<u>\$ 137,285,000</u>

**Section 3.** BE IT RESOLVED that the City Council of the City of West Linn hereby imposes the taxes provided for in the adopted budget at the rate of, for FY 2021-22, \$2.1200 per \$1,000 of assessed value for operations and in the amount of \$1,734,000 for bonds, and for FY 2022-23, \$2.1200 per \$1,000 of assessed value for operations and in the amount of \$1,745,000 for bonds, and that taxes are hereby imposed for FY 2021-22 and FY 2022-23 tax years upon the assessed value of all taxable property; and classified pursuant to the categories and subject to the limits of section 11b, Article XI of the Oregon Constitution as follows:

	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Subject to the General Government Limitation:		
Permanent Rate Tax per \$1,000 Taxable Assessed Value	\$2.1200	\$2.1200
Excluded from Limitation:		
General Obligation Bonded Debt Service	\$ 1,734,000	\$ 1,745,000

**Section 4.** The City Manager or his designee shall certify, file with and give notice to the County Assessors of Clackamas County and the Department of Revenue information as required by the Oregon Revised Statutes.

This resolution was PASSED and ADOPTED this 14th day of June, 2021, and takes effect upon passage.

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JULES WALTERS, MAYOR

ATTEST:

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KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

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CITY ATTORNEY

BUDGET SUMMARY

**BUDGET AT A GLANCE: TOTAL OF ALL FUNDS**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021		BN 2021	FY 2022	FY 2023	Total
<b>Resources</b>									
Beginning Fund Balance	\$ 14,892	\$ 16,025	\$ 39,558	\$ 39,136	\$ 39,558	\$ 17,735	\$ 38,892	\$ 25,922	\$ 38,892
Property Taxes	8,956	9,506	9,629	9,811	19,440	19,510	10,128	10,392	20,520
Fees & Charges	15,762	16,575	16,034	16,515	32,549	33,718	17,629	18,039	35,668
Intergovernmental	5,798	4,586	4,900	8,475	13,375	9,779	9,780	7,147	16,927
Fines & Forfeitures	484	429	350	272	622	1,000	317	347	664
Interest	31	610	618	154	772	42	100	85	185
Miscellaneous	424	590	377	250	627	773	272	276	548
Proceeds from Bond Issues	-	20,246	-	-	-	16,857	6,000	-	6,000
Proceeds from Leases	-	-	235	461	696	-	184	144	328
Transfers from Other Funds	8,777	7,864	8,377	8,466	16,843	17,107	8,807	8,746	17,553
<b>Total Resources</b>	<b>\$ 55,124</b>	<b>\$ 76,431</b>	<b>\$ 80,078</b>	<b>\$ 83,540</b>	<b>\$ 124,482</b>	<b>\$ 116,521</b>	<b>\$ 92,109</b>	<b>\$ 71,098</b>	<b>\$ 137,285</b>
<b>Requirements</b>									
Personnel Services	\$ 14,783	\$ 14,733	\$ 15,352	\$ 16,452	\$ 31,804	\$ 34,268	\$ 18,438	\$ 18,996	\$ 37,434
Materials & Services	7,499	7,589	6,864	9,968	16,832	16,087	13,435	10,568	24,003
Debt Service - Lease Obligations	-	-	38	95	133	-	109	136	245
Debt Service	2,308	2,505	2,428	2,719	5,147	5,131	2,029	2,698	4,727
Operations before other items	24,590	24,827	24,682	29,234	53,916	55,486	34,011	32,398	66,409
Transfers to Other Funds	8,777	7,865	8,377	8,466	16,843	17,107	8,807	8,746	17,553
Capital Outlay	5,732	4,181	7,883	6,948	14,831	32,098	23,369	15,239	38,608
Operations, Transfers and Capital	39,099	36,873	40,942	44,648	85,590	104,691	66,187	56,383	122,570
<b>Reserves:</b>									
Contingency	-	-	108	-	-	9,967	15,708	12,068	12,068
Contingency - Restricted	260	267	157	2,857	2,857	157	1,557	157	157
Unappropriated Ending Fund Balance	15,765	39,291	38,871	36,035	36,035	1,706	8,657	2,490	2,490
Total Reserves	16,025	39,558	39,136	38,892	38,892	11,830	25,922	14,715	14,715
<b>Total Requirements</b>	<b>\$ 55,124</b>	<b>\$ 76,431</b>	<b>\$ 80,078</b>	<b>\$ 83,540</b>	<b>\$ 124,482</b>	<b>\$ 116,521</b>	<b>\$ 92,109</b>	<b>\$ 71,098</b>	<b>\$ 137,285</b>
Budgeted Positions (in FTEs)	128.38	128.38	128.28	129.98	130.98	129.58	134.06	134.06	134.06
Monthly Operating Costs per Capita	\$80	\$80	\$79	\$93	\$86	\$89	\$108	\$106	\$105

BUDGET SUMMARY

**BUDGET AT A GLANCE - SUMMARY OF ALL FUNDS**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget BN 2021	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021			FY 2022	FY 2023	Total*
<b>Total Resources by Fund:</b>									
General Fund	\$ 10,876	\$ 10,172	\$ 11,170	\$ 14,377	\$ 22,570	\$ 18,903	\$ 16,598	\$ 12,169	\$ 25,418
Public Safety Fund	8,997	9,213	9,788	10,098	17,660	17,358	10,243	9,865	18,404
Library Fund	3,020	3,199	3,343	3,570	6,190	6,036	3,674	3,715	6,659
Parks Fund	4,184	4,346	4,944	5,092	8,908	9,388	5,421	5,561	10,093
Building Fund	852	846	1,148	1,386	2,133	1,878	1,593	937	2,153
Planning Fund	1,217	1,275	1,326	1,413	2,454	2,426	1,368	1,250	2,434
Streets Fund	5,598	5,761	7,156	8,790	11,565	10,566	10,265	10,276	17,062
Water Fund	7,251	7,140	7,642	8,434	12,857	13,034	14,485	8,278	20,119
Environmental Services Fund	5,844	6,226	7,273	8,445	11,299	10,937	9,877	8,017	14,212
System Development Charges Funds:									
Parks	1,024	729	304	381	492	483	435	419	570
Streets	1,182	1,201	1,241	1,054	1,288	1,085	912	154	954
Bike/Pedestrian Paths	595	573	577	365	606	564	275	69	305
Water	301	601	809	1,061	1,074	889	1,226	824	1,426
Sewer	1,715	1,772	1,774	1,827	1,836	1,815	1,857	1,290	1,892
Surface Water	801	763	714	709	720	660	710	511	714
Parks Bond Fund	-	-	-	-	-	-	-	-	-
City Facilities, Parks, & Trans. Bond Fund	-	20,663	19,019	14,458	19,190	16,857	11,294	5,815	11,354
Debt Service Fund	1,667	1,951	1,850	2,080	3,640	3,642	1,876	1,948	3,516
<b>Total Resources</b>	<b>\$ 55,124</b>	<b>\$ 76,431</b>	<b>\$ 80,078</b>	<b>\$ 83,540</b>	<b>\$ 124,482</b>	<b>\$ 116,521</b>	<b>\$ 92,109</b>	<b>\$ 71,098</b>	<b>\$ 137,285</b>
<b>Total Requirements by Fund:</b>									
General Fund	\$ 10,876	\$ 10,172	\$ 11,170	\$ 14,377	\$ 22,570	\$ 18,903	\$ 16,598	\$ 12,169	\$ 25,418
Public Safety Fund	8,997	9,213	9,788	10,098	17,660	17,358	10,243	9,865	18,404
Library Fund	3,020	3,199	3,343	3,570	6,190	6,036	3,674	3,715	6,659
Parks Fund	4,184	4,346	4,944	5,092	8,908	9,388	5,421	5,561	10,093
Building Fund	852	846	1,148	1,386	2,133	1,878	1,593	937	2,153
Planning Fund	1,217	1,275	1,326	1,413	2,454	2,426	1,368	1,250	2,434
Streets Fund	5,598	5,761	7,156	8,790	11,565	10,566	10,265	10,276	17,062
Water Fund	7,251	7,140	7,642	8,434	12,857	13,034	14,485	8,278	20,119
Environmental Services Fund	5,844	6,226	7,273	8,445	11,299	10,937	9,877	8,017	14,212
System Development Charges Funds:									
Parks	1,024	729	304	381	492	483	435	419	570
Streets	1,182	1,201	1,241	1,054	1,288	1,085	912	154	954
Bike/Pedestrian Paths	595	573	577	365	606	564	275	69	305
Water	301	601	809	1,061	1,074	889	1,226	824	1,426
Sewer	1,715	1,772	1,774	1,827	1,836	1,815	1,857	1,290	1,892
Surface Water	801	763	714	709	720	660	710	511	714
Parks Bond Fund	-	-	-	-	-	-	-	-	-
City Facilities, Parks, & Trans. Bond Fund	-	20,663	19,019	14,458	19,190	16,857	11,294	5,815	11,354
Debt Service Fund	1,667	1,951	1,850	2,080	3,640	3,642	1,876	1,948	3,516
<b>Total Requirements</b>	<b>\$ 55,124</b>	<b>\$ 76,431</b>	<b>\$ 80,078</b>	<b>\$ 83,540</b>	<b>\$ 124,482</b>	<b>\$ 116,521</b>	<b>\$ 92,109</b>	<b>\$ 71,098</b>	<b>\$ 137,285</b>

GENERAL FUND AND DEPARTMENTS WITHIN

**General Fund**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021		BN 2021	FY 2022	FY 2023	Total
<b>Resources</b>									
Beginning Fund Balance	\$ 2,983	\$ 2,173	\$ 3,192	\$ 2,977	\$ 3,192	\$ 2,947	\$ 4,980	\$ 3,349	\$ 4,980
Intergovernmental	-	57	190	3,495	3,685	-	2,700	-	2,700
Franchise Fees	-	-	-	-	-	-	-	-	-
Fees & Charges	240	185	206	188	394	500	181	184	365
Fines & Forfeitures	429	377	308	265	573	900	300	310	610
Interest	18	45	48	22	70	40	20	15	35
Miscellaneous	74	56	114	31	145	145	10	10	20
Transfers from Other Funds	7,132	7,279	7,112	7,259	14,371	14,371	8,337	8,271	16,608
Lease proceeds	-	-	-	140	140	-	70	30	100
Proceeds from Bond Refunding	-	-	-	-	-	-	-	-	-
<b>Total Resources</b>	<b>\$ 10,876</b>	<b>\$ 10,172</b>	<b>\$ 11,170</b>	<b>\$ 14,377</b>	<b>\$ 22,570</b>	<b>\$ 18,903</b>	<b>\$ 16,598</b>	<b>\$ 12,169</b>	<b>\$ 25,418</b>
<b>Requirements</b>									
Personnel Services	\$ 3,955	\$ 3,872	\$ 4,137	\$ 4,519	\$ 8,656	\$ 9,021	\$ 5,376	\$ 5,598	\$ 10,974
Materials & Services	2,649	2,235	2,318	3,292	5,610	5,269	7,187	4,412	11,599
Debt Service	404	403	413	428	841	815	146	146	292
Transfers to Other Funds	1,645	425	1,258	978	2,236	2,500	470	475	945
Capital Outlay	50	45	67	180	247	95	70	30	100
	8,703	6,980	8,193	9,397	17,590	17,700	13,249	10,661	23,910
Reserves:									
Contingency	-	-	-	-	-	840	1,321	1,007	1,007
Reserve for ARP	-	-	-	2,700	-	-	1,400	-	-
Unappropriated Ending Fund Balance	2,173	3,192	2,977	2,280	4,980	363	628	501	501
	2,173	3,192	2,977	4,980	4,980	1,203	3,349	1,508	1,508
<b>Total Requirements</b>	<b>\$ 10,876</b>	<b>\$ 10,172</b>	<b>\$ 11,170</b>	<b>\$ 14,377</b>	<b>\$ 22,570</b>	<b>\$ 18,903</b>	<b>\$ 16,598</b>	<b>\$ 12,169</b>	<b>\$ 25,418</b>
Budgeted Positions (in FTEs)	32.1	32.1	29.9	31.1	32.1	31.1	34.6	34.6	34.6
Monthly Operating Costs per Capita	\$29	\$23	\$27	\$30	\$28	\$29	\$43	\$35	\$39

GENERAL FUND AND DEPARTMENTS WITHIN

**General Fund - City Council**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021			FY 2022	FY 2023	Total
<b>Personnel Services</b>									
FTE Positions	-	-	-	-	-	-	-	-	-
Council Stipends	\$ 27	\$ 27	\$ 28	\$ 30	\$ 58	\$ 59	\$ 31	\$ 32	\$ 63
Stipend Benefits	3	3	3	4	7	6	4	4	8
<b>Total Personnel Services</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>34</b>	<b>65</b>	<b>65</b>	<b>35</b>	<b>36</b>	<b>71</b>
<b>Materials &amp; Services</b>									
Personnel Related Expense	12	8	9	7	16	24	12	12	24
General Office Supplies	1	1	-	2	2	2	2	2	4
Professional & Technical Services	25	4	4	142	146	50	91	25	116
Other - City Attorney services	176	235	426	492	918	707	400	400	800
Other - Community Outreach	1	6	-	-	-	6	2	2	4
Other - Contract Lobbyist	20	48	41	42	83	46	44	45	89
Other - Travel and Training	17	11	9	3	12	40	20	20	40
<b>Total Materials &amp; Services</b>	<b>252</b>	<b>313</b>	<b>489</b>	<b>688</b>	<b>1,177</b>	<b>875</b>	<b>571</b>	<b>506</b>	<b>1,077</b>
<b>City Council Total</b>	<b>\$ 282</b>	<b>\$ 343</b>	<b>\$ 520</b>	<b>\$ 722</b>	<b>\$ 1,242</b>	<b>\$ 940</b>	<b>\$ 606</b>	<b>\$ 542</b>	<b>\$ 1,148</b>

GENERAL FUND AND DEPARTMENTS WITHIN

**General Fund - City Management**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget BN 2021	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021			FY 2022	FY 2023	Total
<b>Personnel Services</b>									
FTE Positions	6.0	6.0	5.0	5.0	6.0	5.0	6.0	6.0	6.0
Salaries & Wages	\$ 607	\$ 470	\$ 454	\$ 445	\$ 899	\$ 887	\$ 740	\$ 760	\$ 1,500
Employee Benefits	305	238	257	240	497	523	397	423	820
<b>Total Personnel Services</b>	<b>912</b>	<b>708</b>	<b>711</b>	<b>685</b>	<b>1,396</b>	<b>1,410</b>	<b>1,137</b>	<b>1,183</b>	<b>2,320</b>
<b>Materials &amp; Services</b>									
Personnel Related Expense	12	13	10	8	18	41	33	34	67
General Office Supplies	6	6	8	11	19	16	11	12	23
Professional & Technical Services	134	73	42	40	82	170	75	75	150
Other - City Prosecutor Services	61	65	60	65	125	127	65	65	130
Other - Newsletter Publication	7	3	2	2	4	16	5	5	10
Other - Website Upgrades	-	-	-	-	-	-	-	-	-
Other - Promotion and Outreach	5	4	1	7	8	15	8	8	16
Other - TRIM Archiving Project	-	-	-	-	-	-	-	-	-
Other - West Linn Leadership Academy	-	-	-	-	-	-	-	-	-
Other	-	7	1	-	1	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>225</b>	<b>171</b>	<b>124</b>	<b>133</b>	<b>257</b>	<b>385</b>	<b>197</b>	<b>199</b>	<b>396</b>
<b>City Management Total</b>	<b>\$ 1,137</b>	<b>\$ 879</b>	<b>\$ 835</b>	<b>\$ 818</b>	<b>\$ 1,653</b>	<b>\$ 1,795</b>	<b>\$ 1,334</b>	<b>\$ 1,382</b>	<b>\$ 2,716</b>

GENERAL FUND AND DEPARTMENTS WITHIN

**General Fund - Economic Development**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	<i>Adopted Biennial Budget</i>		
	FY 2018	FY 2019	FY 2020	FY 2021		BN 2021	FY 2022	FY 2023	Total
<b>Personnel Services</b>									
FTE Positions	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Salaries & Wages	\$ 136	\$ 143	\$ 158	\$ 160	\$ 318	\$ 304	\$ 65	\$ 65	\$ 130
Employee Benefits	65	70	81	89	170	162	55	55	110
<b>Total Personnel Services</b>	<b>201</b>	<b>213</b>	<b>239</b>	<b>249</b>	<b>488</b>	<b>466</b>	<b>120</b>	<b>120</b>	<b>240</b>
<b>Materials &amp; Services</b>									
Personnel Related Expense	9	12	2	8	10	26	-	-	-
General Office Supplies	1	-	-	1	1	4	2	2	4
Professional & Technical Services	62	52	60	230	290	52	80	30	110
Other - Master Plan (grant funded)	-	-	-	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>72</b>	<b>64</b>	<b>62</b>	<b>239</b>	<b>301</b>	<b>82</b>	<b>82</b>	<b>32</b>	<b>114</b>
<b>Economic Development Total</b>	<b>\$ 273</b>	<b>\$ 277</b>	<b>\$ 301</b>	<b>\$ 488</b>	<b>\$ 789</b>	<b>\$ 548</b>	<b>\$ 202</b>	<b>\$ 152</b>	<b>\$ 354</b>

GENERAL FUND AND DEPARTMENTS WITHIN

**General Fund - Finance**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget BN 2021	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021			FY 2022	FY 2023	Total
<b>Personnel Services</b>									
FTE Positions	4.8	4.8	4.6	4.8	4.8	4.8	4.8	4.8	4.8
Salaries & Wages	\$ 348	\$ 381	\$ 392	\$ 450	\$ 842	\$ 762	\$ 435	\$ 450	\$ 885
Employee Benefits	153	165	185	212	397	488	230	239	469
<b>Total Personnel Services</b>	<b>501</b>	<b>546</b>	<b>577</b>	<b>662</b>	<b>1,239</b>	<b>1,250</b>	<b>665</b>	<b>689</b>	<b>1,354</b>
<b>Materials &amp; Services</b>									
Personnel Related Expense	10	4	8	7	15	22	12	12	24
General Office Supplies	23	15	17	27	44	43	30	34	64
Professional & Technical Services	47	32	17	30	47	107	39	39	78
Other - Auditing/Accounting Services	52	48	55	58	113	102	61	62	123
Other - Economic Development	-	-	-	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>132</b>	<b>99</b>	<b>97</b>	<b>122</b>	<b>219</b>	<b>274</b>	<b>142</b>	<b>147</b>	<b>289</b>
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Finance Total</b>	<b>\$ 633</b>	<b>\$ 645</b>	<b>\$ 674</b>	<b>\$ 784</b>	<b>\$ 1,458</b>	<b>\$ 1,524</b>	<b>\$ 807</b>	<b>\$ 836</b>	<b>\$ 1,643</b>

GENERAL FUND AND DEPARTMENTS WITHIN

**General Fund - Non-Departmental**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget BN 2021	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021			FY 2022	FY 2023	Total
<b>Materials &amp; Services</b>									
General Office Supplies/League dues	31	22	21	23	44	52	26	28	54
Professional & Technical Services	-	-	-	-	-	-	-	-	-
Other - Neighborhood Associations	10	10	12	14	26	29	15	15	30
Other - Risk Management Claims	75	3	24	90	114	208	113	118	231
Other - Emergency Utility Assistance	-	3	1	6	7	12	6	6	12
Other - Miscellaneous	-	31	15	15	30	6	16	10	26
Other - WF Heritage Area Coalition	15	15	15	15	30	30	15	15	30
Other - Community Grants	23	24	28	23	51	50	25	25	50
Other - Grant to Main Street	20	20	20	20	40	40	26	26	52
Other - American Rescue Plan	-	-	-	-	-	-	4,000	1,400	5,400
Other - Robinwood Station Design/App	-	-	-	-	-	-	-	-	-
Other - Bolton Fire Station Planning	-	-	-	-	-	-	-	-	-
Other - Willamette Falls Locks Task Force	-	-	-	-	-	30	-	-	-
Other - Backyard Habitat Certification	-	-	7	8	15	15	7	8	15
<b>Total Materials &amp; Services</b>	<b>174</b>	<b>128</b>	<b>143</b>	<b>214</b>	<b>357</b>	<b>472</b>	<b>4,249</b>	<b>1,651</b>	<b>5,900</b>
<b>Debt Service</b>									
Principal - Series 2015 FF&C (Parker Rd)	73	75	79	81	160	160	83	85	168
Interest - Series 2015 FF&C (Parker Rd)	33	30	28	26	54	54	24	22	46
Principal - Series 2010 FF&C (City Hall)	265	275	285	295	580	580	-	-	-
Interest - Series 2010 FF&C (City Hall)	33	23	14	6	20	21	-	-	-
Lease Principal	-	-	6	10	16	-	33	33	66
Lease Interest	-	-	1	2	3	-	5	5	10
<b>Total Debt Service</b>	<b>404</b>	<b>403</b>	<b>413</b>	<b>420</b>	<b>833</b>	<b>815</b>	<b>145</b>	<b>145</b>	<b>290</b>
<b>Transfers to Other Funds</b>	<b>1,645</b>	<b>425</b>	<b>1,258</b>	<b>978</b>	<b>2,236</b>	<b>2,500</b>	<b>470</b>	<b>475</b>	<b>945</b>
<b>Non-Departmental Total</b>	<b>2,223</b>	<b>956</b>	<b>1,814</b>	<b>1,612</b>	<b>3,426</b>	<b>3,787</b>	<b>4,864</b>	<b>2,271</b>	<b>7,135</b>
Reserves - General Fund:									
Contingency	-	-	-	-	-	841	1,321	1,007	1,007
Unappropriated Ending Fund Balance	2,173	3,192	2,977	367	367	363	628	501	501
	<b>2,173</b>	<b>3,192</b>	<b>2,977</b>	<b>367</b>	<b>367</b>	<b>1,204</b>	<b>1,949</b>	<b>1,508</b>	<b>1,508</b>
<b>Total Requirements</b>	<b>\$ 4,396</b>	<b>\$ 4,148</b>	<b>\$ 4,791</b>	<b>\$ 1,979</b>	<b>\$ 3,793</b>	<b>\$ 4,991</b>	<b>\$ 6,813</b>	<b>\$ 3,779</b>	<b>\$ 8,643</b>

OTHER FUNDS

**Public Safety Fund Summary**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021		BN 2021	FY 2022	FY 2023	Total
<b>Resources</b>									
Beginning Fund Balance	\$ 486	\$ 1,679	\$ 1,781	\$ 2,226	\$ 1,781	\$ 1,624	\$ 2,277	\$ 1,704	\$ 2,277
Property Taxes	5,149	5,419	5,511	5,590	11,101	11,092	5,858	6,030	11,888
Intergovernmental	688	647	693	627	1,320	1,195	625	645	1,270
Intergovernmental (TriMet Officer)	123	-	-	-	-	-	-	-	-
Franchise Fees	1,381	1,381	1,450	1,612	3,062	2,790	1,450	1,450	2,900
Licenses & Permits	22	37	29	22	51	63	21	24	45
Fines & Forfeitures	12	13	16	7	23	20	7	7	14
Interest	-	24	19	-	19	-	-	-	-
Miscellaneous	16	13	11	14	25	32	5	5	10
Transfers from General Fund	1,120	-	278	-	278	542	-	-	-
<b>Total Resources</b>	<b>\$ 8,997</b>	<b>\$ 9,213</b>	<b>\$ 9,788</b>	<b>\$ 10,098</b>	<b>\$ 17,660</b>	<b>\$ 17,358</b>	<b>\$ 10,243</b>	<b>\$ 9,865</b>	<b>\$ 18,404</b>
<b>Requirements</b>									
Personnel Services	\$ 4,783	\$ 4,670	\$ 4,978	\$ 5,140	\$ 10,118	\$ 10,822	\$ 5,333	\$ 5,510	\$ 10,843
Materials & Services	707	709	710	745	1,455	1,735	1,006	999	2,005
Transfers to Other Funds	1,735	1,867	1,726	1,791	3,517	3,517	2,015	2,043	4,058
Capital Outlay - Equipment Replacement	93	186	148	145	293	300	185	185	370
	7,318	7,432	7,562	7,821	15,383	16,374	8,539	8,737	17,276
Reserves:									
Contingency	-	-	-	-	-	663	1,387	803	803
Unappropriated Ending Fund Balance	1,679	1,781	2,226	2,277	2,277	321	317	325	325
	1,679	1,781	2,226	2,277	2,277	984	1,704	1,128	1,128
<b>Total Requirements</b>	<b>\$ 8,997</b>	<b>\$ 9,213</b>	<b>\$ 9,788</b>	<b>\$ 10,098</b>	<b>\$ 17,660</b>	<b>\$ 17,358</b>	<b>\$ 10,243</b>	<b>\$ 9,865</b>	<b>\$ 18,404</b>
Budgeted Positions (in FTEs)	34.5	34.5	34.5	34.5	34.5	34.5	33.5	33.5	33.5
Monthly Operating Costs per Capita	\$24	\$24	\$24	\$25	\$25	\$26	\$27	\$28	\$27

OTHER FUNDS

**Parks Fund Summary**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021			BN 2021	FY 2022	FY 2023
<b>Resources</b>									
Beginning Fund Balance	\$ (511)	\$ 358	\$ 619	\$ 1,128	\$ 619	\$ 294	\$ 1,201	\$ 889	\$ 1,201
Property Taxes	1,328	1,446	1,533	1,575	3,108	3,162	1,522	1,570	3,092
Intergovernmental	14	-	89	-	89	-	-	-	-
Intergovernmental - Grants	900	-	-	10	10	595	-	-	-
Fees & Charges - Rec Program Fees	739	688	486	146	632	1,195	366	671	1,037
Fees & Charges - Park Maint Fee	1,712	1,819	1,911	2,006	3,917	3,870	2,302	2,401	4,703
Interest	-	7	7	-	7	-	-	-	-
Proceeds from Leases	-	-	126	120	246	-	30	30	60
Miscellaneous	2	28	16	2	18	10	-	-	-
Transfers from General Fund	-	-	157	105	262	262	-	-	-
<b>Total Resources</b>	<b>\$ 4,184</b>	<b>\$ 4,346</b>	<b>\$ 4,944</b>	<b>\$ 5,092</b>	<b>\$ 8,908</b>	<b>\$ 9,388</b>	<b>\$ 5,421</b>	<b>\$ 5,561</b>	<b>\$ 10,093</b>
<b>Requirements</b>									
Personnel Services	\$ 1,699	\$ 1,796	\$ 1,765	\$ 1,807	\$ 3,572	\$ 3,842	\$ 2,097	\$ 2,156	\$ 4,253
Materials & Services	997	1,014	770	934	1,704	2,106	1,116	1,168	2,284
Debt Service - Series 2015	36	35	36	36	72	72	36	37	73
Debt Service - Lease Obligations	-	-	29	45	74	-	51	56	107
Transfers to Other Funds	819	869	951	929	1,880	1,880	1,082	1,053	2,135
Capital Outlay - Equipment Replacement	43	13	140	120	260	212	110	45	155
Capital Outlay - Park Projects	3	-	13	10	23	480	40	75	115
Capital Outlay - Grant Projects	229	-	112	10	122	250	-	-	-
	<u>3,826</u>	<u>3,727</u>	<u>3,816</u>	<u>3,891</u>	<u>7,707</u>	<u>8,842</u>	<u>4,532</u>	<u>4,590</u>	<u>9,122</u>
Reserves:									
Contingency	-	-	-	-	-	398	728	805	805
Unappropriated Ending Fund Balance	358	619	1,128	1,201	1,201	148	161	166	166
	<u>358</u>	<u>619</u>	<u>1,128</u>	<u>1,201</u>	<u>1,201</u>	<u>546</u>	<u>889</u>	<u>971</u>	<u>971</u>
<b>Total Requirements</b>	<b>\$ 4,184</b>	<b>\$ 4,346</b>	<b>\$ 4,944</b>	<b>\$ 5,092</b>	<b>\$ 8,908</b>	<b>\$ 9,388</b>	<b>\$ 5,421</b>	<b>\$ 5,561</b>	<b>\$ 10,093</b>
Budgeted Positions (in FTEs)	21.65	21.65	21.25	21.25	21.25	21.25	23.75	23.75	23.75
Monthly Operating Costs per Capita	\$12	\$12	\$12	\$12	\$12	\$13	\$14	\$14	\$14

OTHER FUNDS

**Building Fund Summary**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021		BN 2021	FY 2022	FY 2023	Total
<b>Resources</b>									
Beginning Fund Balance	\$ (2)	\$ 114	\$ 68	\$ 401	\$ 68	\$ (128)	\$ 543	\$ 377	\$ 543
Fees & Charges	554	531	512	550	1,062	1,135	1,050	560	1,610
Proceeds from Leases	-	-	55	75	130	-	-	-	-
Miscellaneous	-	1	-	4	4	2	-	-	-
Transfers from Other Funds	300	200	513	356	869	869	-	-	-
<b>Total Resources</b>	<b>\$ 852</b>	<b>\$ 846</b>	<b>\$ 1,148</b>	<b>\$ 1,386</b>	<b>\$ 2,133</b>	<b>\$ 1,878</b>	<b>\$ 1,593</b>	<b>\$ 937</b>	<b>\$ 2,153</b>
<b>Requirements</b>									
Personnel Services	\$ 395	\$ 438	\$ 363	\$ 431	\$ 794	\$ 1,043	\$ 616	\$ 495	\$ 1,111
Materials & Services	35	19	30	22	52	103	307	50	357
Debt Service - Lease Obligations	-	-	5	14	19	-	14	14	28
Transfers to Other Funds	308	321	294	301	595	595	279	284	563
Capital Outlay	-	-	55	75	130	29	-	-	-
	738	778	747	843	1,590	1,770	1,216	843	2,059
Reserves:									
Contingency	-	-	-	-	-	79	331	67	67
Unappropriated Ending Fund Balance	114	68	401	543	543	29	46	27	27
	114	68	401	543	543	108	377	94	94
<b>Total Requirements</b>	<b>\$ 852</b>	<b>\$ 846</b>	<b>\$ 1,148</b>	<b>\$ 1,386</b>	<b>\$ 2,133</b>	<b>\$ 1,878</b>	<b>\$ 1,593</b>	<b>\$ 937</b>	<b>\$ 2,153</b>
Budgeted Positions (in FTEs)	3.5	3.5	4.0	4.1	4.1	4.1	3.5	3.5	3.5
Monthly Operating Costs per Capita	\$2	\$3	\$2	\$2	\$2	\$3	\$4	\$3	\$3

OTHER FUNDS

**Planning Fund Summary**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021		BN 2021	FY 2022	FY 2023	Total
<b>Resources</b>									
Beginning Fund Balance	\$ 331	\$ 356	\$ 448	\$ 285	\$ 448	\$ 314	\$ 308	\$ 184	\$ 308
Intergovernmental	292	298	319	340	659	615	325	325	650
Intergovernmental - Grant	-	-	-	-	-	-	-	-	-
Franchise Fees	199	214	176	172	348	385	172	173	345
Fees & Charges	164	173	71	85	156	280	90	90	180
Miscellaneous	6	9	2	15	17	6	3	3	6
Transfers from Other Funds:									
Transfers from Building Inspections Fund	-	-	-	-	-	-	-	-	-
Transfers from General Fund	225	225	310	516	826	826	470	475	945
Transfers from SDC-Street for TSP Update	-	-	-	-	-	-	-	-	-
<b>Total Resources</b>	<b>\$ 1,217</b>	<b>\$ 1,275</b>	<b>\$ 1,326</b>	<b>\$ 1,413</b>	<b>\$ 2,454</b>	<b>\$ 2,426</b>	<b>\$ 1,368</b>	<b>\$ 1,250</b>	<b>\$ 2,434</b>
<b>Requirements</b>									
Personnel Services	\$ 548	\$ 500	\$ 654	\$ 647	\$ 1,301	\$ 1,418	\$ 714	\$ 737	\$ 1,451
Materials & Services	10	11	11	90	101	126	143	96	239
Transfers to Other Funds	303	316	376	368	744	744	327	289	616
	861	827	1,041	1,105	2,146	2,288	1,184	1,122	2,306
Reserves:									
Contingency	-	-	-	-	-	99	141	86	86
Unappropriated Ending Fund Balance	356	448	285	308	308	39	43	42	42
	356	448	285	308	308	138	184	128	128
<b>Total Requirements</b>	<b>\$ 1,217</b>	<b>\$ 1,275</b>	<b>\$ 1,326</b>	<b>\$ 1,413</b>	<b>\$ 2,454</b>	<b>\$ 2,426</b>	<b>\$ 1,368</b>	<b>\$ 1,250</b>	<b>\$ 2,434</b>
Budgeted Positions (in FTEs)	4.5	4.5	4.5	4.9	4.9	4.5	4.5	4.5	4.5
Monthly Operating Costs per Capita	\$3	\$3	\$3	\$4	\$4	\$4	\$4	\$4	\$4

OTHER FUNDS

**Streets Fund Summary**

(Amounts in Thousands: \$87 = \$87,000)

			BN 2021				BN 2023		
	Actual	Actual	Actual	Estimate		Budget	Adopted Biennial Budget		
	FY 2018	FY 2019	FY 2020	FY 2021	Total	BN 2021	FY 2022	FY 2023	Total
<b>Resources</b>									
Beginning Fund Balance	\$ 1,443	\$ 1,755	\$ 3,031	\$ 4,381	\$ 3,031	\$ 2,302	\$ 3,579	\$ 3,479	\$ 3,579
Intergovernmental - Gas Tax	2,186	1,890	1,770	1,782	3,552	3,994	1,969	1,982	3,951
Intergovernmental - Vehicle Reg.	-	-	132	402	534	-	400	400	800
Intergovernmental	-	-	-	-	-	-	2,000	2,000	4,000
Fees & Charges - Street Maint Fee	1,791	1,898	1,992	2,084	4,076	3,940	2,177	2,275	4,452
Franchise Fees	125	129	127	130	257	250	130	130	260
Interest	-	19	31	5	36	-	-	-	-
Miscellaneous	53	70	73	6	79	80	10	10	20
Debt Proceeds	-	-	-	-	-	-	-	-	-
<b>Total Resources</b>	<b>\$ 5,598</b>	<b>\$ 5,761</b>	<b>\$ 7,156</b>	<b>\$ 8,790</b>	<b>\$ 11,565</b>	<b>\$ 10,566</b>	<b>\$ 10,265</b>	<b>\$ 10,276</b>	<b>\$ 17,062</b>
<b>Requirements</b>									
Personnel Services	\$ 576	\$ 595	\$ 580	\$ 726	\$ 1,306	\$ 1,427	\$ 868	\$ 914	\$ 1,782
Materials & Services	520	511	476	1,910	2,386	1,174	631	680	1,311
Debt Service - Series 2015	142	140	142	143	285	285	141	142	283
Transfers to Other Funds	892	851	814	822	1,636	1,636	940	983	1,923
Capital Outlay - Street Projects	1,646	570	676	1,425	2,101	3,292	4,075	3,950	8,025
Capital Outlay - Equipment Replacement	67	63	87	185	272	185	131	120	251
	3,843	2,730	2,775	5,211	7,986	7,999	6,786	6,789	13,575
Reserves:									
Contingency	-	-	-	-	-	2,501	3,404	3,407	3,407
Unappropriated Ending Fund Balance	1,755	3,031	4,381	3,579	3,579	66	75	80	80
	1,755	3,031	4,381	3,579	3,579	2,567	3,479	3,487	3,487
<b>Total Requirements</b>	<b>\$ 5,598</b>	<b>\$ 5,761</b>	<b>\$ 7,156</b>	<b>\$ 8,790</b>	<b>\$ 11,565</b>	<b>\$ 10,566</b>	<b>\$ 10,265</b>	<b>\$ 10,276</b>	<b>\$ 17,062</b>
Budgeted Positions (in FTEs)	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Monthly Operating Costs per Capita	\$7	\$7	\$7	\$12	\$9	\$7	\$8	\$9	\$9

**Q: Where does the Street Maintenance Fee revenue go?**

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	6 YEAR TOTAL
Beginning balance relating to SMF	\$1,039	\$808	\$1,740	\$2,662	\$2,148	(\$222)	\$1,039
SMF revenue collected per year	1,791	1,898	1,992	2,084	2,177	2,275	12,217
% of SMF to State Gas Tax	45%	50%	53%	54%	53%	53%	
SMF spent on:							
Materials & Services	(234)	(256)	(252)	(1,030)	(331)	(363)	(2,466)
Debt service payments	(142)	(140)	(142)	(143)	(141)	(142)	(850)
Street capital projects	(1,646)	(570)	(676)	(1,425)	(4,075)	(3,950)	(12,342)
Total SMF expenditures	(2,022)	(966)	(1,070)	(2,598)	(4,547)	(4,455)	(15,658)
Ending SMF balance carried forward	\$808	\$1,740	\$2,662	\$2,148	(\$222)	(\$2,402)	(\$2,402)



## Agenda Bill 2021-06-14-04

Date: June 14, 2021

To: Jules Walters, Mayor  
Members, West Linn City Council

From: Lauren Breithaupt, Finance Director LB

Through: Jerry Gabrielatos, City Manager JG

Subject: Supplemental Budget Adjustment for the 2020-2021 Biennium

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### Purpose

The purpose of this report is to request the approval of Resolution 2021-08, adjusting the budget for the 2020-2021 biennium by adopting this supplemental budget.

### Question(s) for Council:

Should the City Council approve the changes to the current budget as noted herein?

### Public Hearing Required:

Yes.

### Background & Discussion:

ORS 294 allows for supplemental budget adjustments when conditions arise which were not known at the time the budget was adopted. It requires a public hearing which is scheduled at the June 14, 2021 Council meeting.

In June 2019, the City Council adopted the 2020-2021 biennial budget in the amount of \$116,521,000. With the impending close of the fiscal year, it is necessary to make the following adjustments to ensure budgetary compliance at the end of the biennium.

### Budget Adjustments:

The attached resolution reflects the requested budget changes by functional area. Below is a summary of these adjustments:

- We expect to incur approximately \$320,000 of additional legal and investigation costs in the City Council Department. These expenditures were offset by a decrease in Transfers to Other Funds for the Parks and Recreation Fund and Public Safety Fund.
- We expect to incur approximately an additional \$277,000 in the Economic Development fund due to emergency business grants. Information Technology and the Facilities Departments are expected to incur an additional \$421,000 and \$36,000, respectively, for COVID related expenditures. These additional expenditures are offset by the Coronavirus Aid, Relief, and Economic Securities (CARES) Act revenue.
- Due to the implementation of Governmental Accounting Standards Board (GASB) #87, there were changes to lease accounting. GASB 87 requires us to account for new leases at the full cost as Debt Issuance (Revenue) and Capital Outlay (Expenditure) at the beginning of the lease. Each year, the amount of the lease payments and interest is now recorded as Debt Service. This

supplemental budget adjusts for the GASB 87 implementation in the General Fund, Parks and Recreation Fund, Building Fund, Water Fund, and Environmental Services Fund.

- Increase in Streets Fund Expenditures for ice storm related cleanup is offset with increase in Streets Maintenance Fees over what was expected.

**Budget Impact:**

The attached resolution 2021-08 reflects the budget change to increase the overall budget by \$1,577,000.

**Sustainability Impact:**

Not applicable.

**Council Options:**

1. Approve the proposed resolution.
2. Reject the proposed resolution.
3. Request additional information or revisions.

**Staff Recommendation:**

Staff recommends the approval of the proposed resolution.

**Potential Motion:**

Move to approve resolution 2021-08 adjusting the budget for the 2020-2021 biennium by adopting this supplemental budget and revising appropriations and bonded debt property tax levy.

**Attachments:**

Resolution 2021-08, adjusting the budget for the 2020-2021 biennium by adopting this supplemental budget and revising appropriations and bonded debt property tax levy.

**RESOLUTION NO. 2021-08**

**A RESOLUTION ADJUSTING THE BUDGET FOR THE 2020-2021 BIENNIUM BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS AND BONDED DEBT PROPERTY TAX LEVY.**

**WHEREAS**, certain conditions and situations have arisen since the initial preparation of the 2020-2021 biennium budget and necessitate changes in financial planning; and

**WHEREAS**, a public hearing discussing the supplemental budget adjustments was held before the City Council on June 14, 2021.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council adjusts the budget for the 2020-2021 biennium as detailed in Section 2 below.

**SECTION 2.** The City Council authorizes adjusting the budget for the 2020-2021 biennium as follows:

- A) The appropriation of the resources and requirements listed in Attachment A;
- and
- B) The transfers of funds and transfers of fund appropriations listed in Attachment A.

**SECTION 3.** The City Manager or his designee shall certify, file with, and give notice to the County Clerks and County Assessors of Clackamas County, Oregon and the Oregon Department of Revenue, information as required by ORS 294.458.

**SECTION 4.** Effective Date. This Resolution shall take effect upon passage.

This resolution was PASSED and ADOPTED this 14th day of June, 2021, and takes effect upon passage.

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JULES WALTERS, MAYOR

ATTEST:

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KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

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CITY ATTORNEY

City of West Linn  
 Supplemental Budget (ALTERNATIVE FORMAT)  
 Adopted: June \_\_, 2021

	Adopted Appropriated Budget Line	Revised Appropriated Budget Line	Increase (decrease) to Budget Resources
<b>1 General Fund</b>			
Resources:			
Intergovernmental	\$ -	\$ 836,000	\$836,000
Debt Issuance - Vehicle Leases	-	140,000	140,000
			<u>\$ 976,000</u>
Requirements:			
City Council	\$ 940,000	\$ 1,260,000	\$ 320,000
Economic Development	548,000	825,000	277,000
Information Technology	2,139,000	2,560,000	421,000
Facilities	1,194,000	1,230,000	36,000
Nondepartmental - Debt Service	815,000	860,000	45,000
Transfers to other funds	2,500,000	2,131,000	(369,000)
Contingency	840,000	1,086,000	246,000
			<u>\$ 976,000</u>

REASON: Increase City Council budget due to overage in legal costs.  
 Increase Economic Development due to emergency business grants.  
 Increase Information Technology due to overages related to COVID-19 Pandemic and reimbursed through CARES act.  
 Increase Facility Services and Non-Departmental due to overages related to new lease accounting.  
 Reduce Transfers to other funds for FY21 Public Safety Fund Transfers. Balance Contingency.

<b>2 Parks &amp; Recreation Fund</b>			
Resources:			
Proceeds from Leases	\$ -	\$ 260,000	\$260,000
Transfers from General Fund	\$ 262,000	\$ 157,000	(105,000)
			<u>\$ 155,000</u>
Requirements:			
Debt service	\$ 72,000	\$ 227,000	\$ 155,000
			<u>\$ 155,000</u>

REASON: Reduce Transfers from General Fund due to increase in Fund Balance.  
 Increase Proceeds from Leases and Debt Service for new lease accounting.

<b>3 Public Safety Fund</b>			
Resources:			
Transfers from General Fund	\$ 542,000	\$ 278,000	(\$264,000)
			<u>\$ (264,000)</u>
Requirements:			
Public Safety	\$ 12,857,000	\$ 12,593,000	\$ (264,000)
			<u>\$ (264,000)</u>

REASON: Reduce Transfers from General Fund to help balance funds. Offset in Personnel Services.

4	<u>Building Fund</u>						
	Resources:						
	Proceeds from Leases	\$	-	\$	130,000	\$130,000	
						<u>\$</u>	<u>130,000</u>
	Requirements:						
	Debt service	\$	-	\$	130,000	\$	130,000
						<u>\$</u>	<u>130,000</u>
	REASON: Increase Proceeds from Leases and Debt Service for new lease accounting.						
5	<u>Streets Funds</u>						
	Resources:						
	Street Maintenance Fees	\$	3,940,000	\$	4,076,000	\$	136,000
						<u>\$</u>	<u>136,000</u>
	Requirements:						
	Streets	\$	6,078,000	\$	6,214,000	\$	136,000
						<u>\$</u>	<u>136,000</u>
	REASON: Increase Streets fund budget for storm related cleanup. Offset by increase to Streets Maintenance Fees.						
6	<u>Water Fund</u>						
	Resources:						
	Proceeds from Leases	\$	-	\$	74,000	\$74,000	
						<u>\$</u>	<u>74,000</u>
	Requirements:						
	Debt service	\$	563,000	\$	637,000	\$	74,000
						<u>\$</u>	<u>74,000</u>
	REASON: Increase Proceeds from Leases and Debt Service for new lease accounting.						
7	<u>Environmental Services</u>						
	Resources:						
	Proceeds from Leases	\$	-	\$	106,000	\$106,000	
						<u>\$</u>	<u>106,000</u>
	Requirements:						
	Debt service	\$	-	\$	106,000	\$	106,000
						<u>\$</u>	<u>106,000</u>
	REASON: Increase Proceeds from Leases and Debt Service for new lease accounting.						
Total Supplemental Budget   Total Increases (Decrease) to Biennium Budget						\$	<u>1,577,000</u>
ORIGINAL: Total Biennium Budget as Adopted						\$	<u>116,521,000</u>
REVISED: Total Biennium Budget as Revised						\$	<u><u>118,098,000</u></u>



## **Agenda Bill 2021-06-14-05**

Date Prepared: May 26, 2021

For Meeting Date: June 14, 2021

To: Jules Walters, Mayor  
West Linn City Council

From: Morgan Coffie, Public Works Management Analyst

Through: Lance Calvert, PE, Public Works Director/City Engineer *LEC*  
Jerry Gabrielatos, City Manager (initials)

Subject: Willamette Falls Drive Ballot Measures for road, sidewalk, and bike improvements in parks and/or open space

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### **Purpose**

The previously adopted City Transportation System Plan (TSP) and the pending Willamette Falls Drive Conceptual Design Plan (“WFD Concept Plan”) includes road improvements, sidewalks, and separated bike lanes along Willamette Falls Drive. These future improvements may require the use of portions of city-owned park and/or open space along the corridor.

### **Question(s) for Council:**

Does the Council want to place the attached ballot measures on the November 2021 election to allow citizens to consider whether park and open spaces next to Willamette Falls Drive should be utilized to provide road, sidewalk and bike improvements for the corridor?

### **Public Hearing Required:**

None required.

### **Background & Discussion:**

The 2016 Council adopted and Plan Commission approved TSP and the pending WFD Concept Plan demonstrate the need for better road, sidewalk, and bike facilities along Willamette Falls Drive so that residents, including youth and those with disabilities, can travel safely along the corridor. The TSP found that there is limited pedestrian connectivity with significant gaps in the sidewalk network that results in residential areas along the corridor not being consistently connected to commercial centers, bus routes, schools, or other pedestrian destinations. The TSP identifies sidewalks and separated bike lanes along Willamette Falls Drive as safety improvement priorities.

Constructing road, sidewalk, and bike improvements along Willamette Falls Drive poses some challenges because additional space is necessary in some areas to accommodate the needed improvements including temporary/permanent grading along city owned property including unimproved areas along city parks. There are two city-owned open spaces/parks along Willamette Falls Drive, as well as

commercial and residential properties. The City will need to utilize some frontage areas along the two parks to properly grade and construct planned road, sidewalk and bike facilities.

To comply with Chapter XI, Section 46, of the West Linn City Charter there must be a public vote to determine if these park lands should be used to construct these adjacent road improvements. The City must adopt resolutions referring these matters to the ballot by August 14, 2021, for the General Election on November 2, 2021.

The City is proposing ballot measures for two properties along Willamette Falls Drive in accordance with the City Charter requirements:

1. West Bridge Park, and
2. Fields Bridge Park

If the ballot measures for any one of these properties do not pass, the City may not be able to construct some of the road, sidewalk, or bike improvements along Willamette Falls Drive in front of those locations thus leaving gaps in connectivity. However, it is important to note that the WFD Concept Plan is not a final design; so, the exact locations of the road improvements in these areas have not yet been exactly determined. As indicated in the pending WFD Concept Plan, the intent of the planned improvements is to minimize impact to these locations while providing safe and efficient facilities. The detailed design of impacts will be vetted through the general public and City Council following city and state standard processes prior to construction.

State law requires that ballot titles for local measures are “a concise and impartial statement” that summarizes the measure.<sup>1</sup> Ballot titles cannot be insufficient, unfair, misleading, or urge a yes or no vote. In addition, all of the statements and facts in the ballot title must be accurate, and it should be factually balanced.<sup>2</sup> Draft ballot titles were prepared to meet the statutory requirements; the two drafts are attached. This ballot information follows the format use by the City Council on prior similar actions along Highway 43 (Willamette Drive). A map of Willamette Falls Drive is attached that shows Fields Bridge Community Park and West Bridge Park.

**Budget Impact:**

Placing this item on the ballot is included in the budget as a minor expense. The future cost of improvements along the corridor and at these parks will be determined at the time of final design and construction.

**Sustainability Impact:**

The significant outcome of the planned improvements is increased bike and pedestrian access and connectivity thus reducing reliance on the automobile as the sole safe and efficient option for transportation in the corridor.

**Council Goal/Priority:**

This action relates to Guiding Principal #0: Core Services of West Linn City Government.

This action relates to Guiding Principal #2: Land Use and Quality of Life.

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<sup>1</sup> ORS 250.035(1)(c).

<sup>2</sup> *Dunagan v. Thornton*, 237 Or. 379 (1964); *Restrictions on Political Campaigning by Public Employees – ORS 260.432*, Secretary of State, Elections Division (Jan. 2016); ORS 260.532(1).

**Council Options:**

1. Direct staff to take all necessary actions to place the two attached ballot measures on the November 2021 General Election.
2. Direct staff not to pursue ballot measures for park space properties along Willamette Falls Drive.

**Staff Recommendation:**

Staff recommends that the Council direct staff to take all necessary actions to place the two ballot measures on the November 2, 2021, General Election.

**Potential Motion:**

I move to direct staff to take all necessary actions to place the two ballot measures on the November 2, 2021, General Election.

**Attachments:**

1. Resolution 2021-09
2. Resolution 2021-10
3. Map of project boundaries

**RESOLUTION NO. 2021-09**

**A RESOLUTION TO SUBMIT A MEASURE TO VOTERS TO AUTHORIZE SIDEWALK, BIKE, AND ROAD IMPROVEMENTS TO WILLAMETTE FALLS DRIVE AND HIGHWAY 43 NEAR THE I-205 INTERCHANGE ALONG WEST BRIDGE PARK**

**WHEREAS**, West Bridge Park is city-owned park space located on Highway 43 near Willamette Falls Drive; and

**WHEREAS**, the 2016 West Linn Transportation System Plan (“TSP”) found that there is limited pedestrian and bicycle connectivity with significant gaps in the sidewalk and bike network that results in residential areas not being consistently connected to commercial centers, bus routes, schools, or other pedestrian destinations (TSP Figures 5, and 9); and

**WHEREAS**, there is a current need for designated bike, pedestrian routes, and crossing improvements in key bicycle and pedestrian corridors that connect to parks, schools, and retail centers to accommodate the many trips that occur on local streets (TSP Figure 5; TSP 26; TSP Figure 9; TSP 44); and

**WHEREAS**, the proposed sidewalk, bike, and road improvements along the perimeter of West Bridge Park would require use of city-owned park space; and

**WHEREAS**, the West Linn City Charter requires a vote to approve a non-authorized use of city-owned park space, which includes any facilities that are not directly necessary for the park space’s use; and

**WHEREAS**, the planned improvements along Highway 43 and Willamette Falls Drive near the I-205 interchange would require use of the frontage at West Bridge Park to efficiently provide sidewalk, bike, and road improvements proposed in the Willamette Falls Drive 2021 Conceptual Design Plan.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:**

**SECTION 1. Referral.** The ballot title attached in Exhibit A shall be referred to the legal voters of the City of West Linn, Clackamas County, Oregon at the election on Tuesday, November 2, 2021.

**SECTION 2.** Tuesday, November 2, 2021, is designated as the date for holding the election for the purpose of voting on the measure. The precinct for the election shall be all of the territory within the corporate limits of the City of West Linn, and the election will be conducted by the Clackamas County Elections Department by mail.

**SECTION 3.** The City Elections Officer is directed to publish notice of receipt of the ballot title in the West Linn Tidings or The Oregonian in compliance with ORS 250.275(5).

**SECTION 4.** The City Elections Officer shall file the ballot title with the county clerk as required by ORS 254.095 and include the proposed measure in the statement of city measures to be voted on.

**SECTION 5.** City staff is directed to prepare an Explanatory Statement for the measure and submit it for inclusion in the voters' pamphlet as provided in ORS 251.345.

**SECTION 6.** If a majority of eligible voters vote "yes" on the measure, the City can provide sidewalks, separated bike lanes (cycle tracks), and road improvements in a portion of the park space at West Bridge Park.

This resolution was PASSED and ADOPTED this 14th day of June, 2021, and takes effect upon passage.

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JULES WATERS, CITY OF WEST LINN MAYOR

ATTEST:

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KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

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CITY ATTORNEY

EXHIBIT A  
(FINAL VERSION WILL BE IN ATTACHED FORM SEL 802)

CAPTION – 10 words

Willamette Falls Drive road improvements in West Bridge Park. (9 words)

QUESTION – 20 words

Shall the City impact portions of West Bridge Park to construct road improvements to Willamette Falls Drive and Highway 43? (20 words)

SUMMARY – 175 words

If approved, this measure would allow the frontage of West Bridge Park to be used for road improvements, including required grading to install sidewalks and separated bike lanes along Willamette Falls Drive/Highway 43/I-205 Interchange. Willamette Falls Drive/Highway 43/I-205 Interchange road improvements are proposed in this area to provide improved facilities that are safer for pedestrians, cyclists, and motorists.

The 2016 West Linn Transportation System Plan (“TSP”) identified a need for bike and pedestrian routes that connect parks, schools, and retail. The City is putting this measure on the ballot because Section 46 of the City Charter requires West Linn voters to approve any use of City owned open space for a “non-authorized use,” including “construction of facilities that are not directly required for the use of the park or open space.” If this measure passes, the City can impact a portion of West Bridge Park along Willamette Falls Drive/Highway 43/I-205 Interchange to provide sidewalks, separated bike lanes, and road improvements. (160 words)

EXPLANATORY STATEMENT – 500 words

**About this Measure**

If approved, this measure would allow a portion of West Bride Park (“Park”) located within the Willamette Falls Drive/Highway 43/I-205 Interchange area (“WFD/I205”) to be used to complete improvements such as sidewalks and separated bike lanes (cycle tracks). Pedestrian and bike access is proposed in this area to provide safer facilities for pedestrians, cyclists, and motorists. The City is placing this measure on the ballot because the WFD 2021 Conceptual Design Plan (“WFD Concept Plan”) would modify the TSP and result in the construction of transportation improvements that impact this location and, to comply with the West Linn Charter, voter approval is needed.

**This is not a Funding Measure**

This is not a funding measure for road, sidewalk and bike improvements within the WFD/I205 area. Chapter XI, Section 46 of the West Linn Charter states that “[o]nly facilities directly necessary for the use of Park shall be considered authorized.” Therefore, to comply with the Charter there must be a public vote to determine if the

Park should be used to construct transportation improvements. The WFD Concept Plan has been produced, but the final design is not complete; so, the exact location of the road improvements has not been determined.

**Why this Measure is Proposed**

The WFD/I205 interchange area is a primary travel corridor within the City. Currently, the area lacks complete bike and pedestrian facilities. The goal of the planned improvements is to better connect commercial areas to the rest of the community and provide safer transportation facilities for all users, while improving access to City parks and open space in accordance with the TSP.

To construct road, sidewalk and bike improvements along WFD/I205 would take additional limited city-owned park space. If this measure passes, the City will use a portion of the Park to grade and construct these improvements.

**Research & Background**

The 2016 West Linn TSP and WFD Concept Plan resulted in a conceptual design that provides pedestrian and bike access within the WFD/I205 area so residents can safely travel by foot, bike, or vehicle. The TSP found that there is limited pedestrian and bike connectivity with significant gaps in the sidewalk network that results in residential areas that are not consistently connected to commercial centers, bus routes, or other pedestrian destinations.

**If This Measure is Approved**

This measure is not a bond measure to fund road improvements. However, if this measure passes, road, sidewalk and bike facilities would be allowed along the frontage of West Bridge Park. More information on the WFD Concept Plan and the proposed locations of road, sidewalk and bike facilities are available online at: [www.WestLinnOregon.gov/elections](http://www.WestLinnOregon.gov/elections). (419 words)

**RESOLUTION NO. 2021-10**

**A RESOLUTION TO SUBMIT A MEASURE TO VOTERS TO AUTHORIZE SIDEWALK, BIKE, AND ROAD IMPROVEMENTS TO WILLAMETTE FALLS DRIVE ALONG FIELDS BRIDGE PARK**

**WHEREAS**, Fields Bridge Park is city-owned park space located on Willamette Falls Drive; and

**WHEREAS**, the 2016 West Linn Transportation System Plan (“TSP”) found that there is limited pedestrian and bicycle connectivity with significant gaps in the sidewalk network that results in residential areas not being consistently connected to commercial centers, bus routes, schools, or other pedestrian destinations (TSP Figures 5, 7, and 9); and

**WHEREAS**, there is a current need for designated bike and pedestrian routes in key bicycle and pedestrian corridors that connect to parks, schools, and retail centers to accommodate the many trips that occur on local streets (TSP Figure 5; TSP 26; TSP 42; TSP Figure 9); and

**WHEREAS**, the TSP identifies the need for sidewalks and separated bike lanes (cycle tracks) along Willamette Falls Drive as a high priority (TSP Table 4; TSP Table 6); and

**WHEREAS**, the proposed sidewalk, bike, and road improvements along the perimeter of Fields Bridge Park would require use of city-owned park space; and

**WHEREAS**, the West Linn City Charter requires a vote to approve a non-authorized use of city-owned park space, which includes any facilities that are not directly necessary for the park space’s use; and

**WHEREAS**, the Willamette Falls Drive project would require use of the frontage at Fields Bridge Park to efficiently provide sidewalk, bike, and road improvements proposed in the Willamette Falls Drive 2021 Conceptual Design Plan.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:**

**SECTION 1. Referral.** The ballot title attached in Exhibit A shall be referred to the legal voters of the City of West Linn, Clackamas County, Oregon at the election on Tuesday, November 2, 2021.

**SECTION 2.** Tuesday, November 2, 2021, is designated as the date for holding the election for the purpose of voting on the measure. The precinct for the election shall be all of the territory within the corporate limits of the City of West Linn, and the election will be conducted by the Clackamas County Elections Department by mail.

**SECTION 3.** The City Elections Officer is directed to publish notice of receipt of the ballot title in the West Linn Tidings or The Oregonian in compliance with ORS 250.275(5).

**SECTION 4.** The City Elections Officer shall file the ballot title with the county clerk as required by ORS 254.095 and include the proposed measure in the statement of city measures to be voted on.

**SECTION 5.** City staff is directed to prepare an Explanatory Statement for the measure and submit it for inclusion in the voters' pamphlet as provided in ORS 251.345.

**SECTION 6.** If a majority of eligible voters vote "yes" on the measure, the City can provide sidewalks, separated bike lanes (cycle tracks), and road improvements in a portion of the park space at Fields Bridge Park.

This resolution was PASSED and ADOPTED this 14th day of June, 2021, and takes effect upon passage.

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JULES WATERS, CITY OF WEST LINN MAYOR

ATTEST:

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KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

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CITY ATTORNEY

EXHIBIT A  
(FINAL VERSION WILL BE IN ATTACHED FORM SEL 802)

CAPTION – 10 words

Willamette Falls Drive road improvements in Fields Bridge Park. (9 words)

QUESTION – 20 words

Shall the City use a portion of Fields Bridge Park to construct road improvements to Willamette Falls Drive? (18 words)

SUMMARY – 175 words

If approved, this measure would allow the frontage of Fields Bridge Park to be used for road improvements, including required grading to install sidewalks and separated bike lanes along Willamette Falls Drive. Willamette Falls Drive road improvements are proposed in this area to provide improved facilities that are safer for pedestrians, cyclists, and motorists.

The 2016 West Linn Transportation System Plan (“TSP”) identified a need for bike and pedestrian routes that connect parks, schools, and retail. The TSP includes bicycle and pedestrian facilities along Willamette Falls Drive as high priorities. The City is putting this measure on the ballot because Section 46 of the City Charter requires West Linn voters to approve any use of City owned open space for a “non-authorized use,” including “construction of facilities that are not directly required for the use of the park or open space.” If this measure passes, the City can impact a portion of Fields Bridge Park along Willamette Falls Drive to provide sidewalks, separated bike lanes, and road improvements. (168 words)

EXPLANATORY STATEMENT – 500 words

**About this Measure**

If approved, this measure would allow a portion of Fields Bride Park (“Park”) along Willamette Falls Drive (“WFD”) to be used to complete improvements to WFD, such as sidewalks and separated bike lanes (cycle tracks). Pedestrian and bike access is proposed in this area to provide safer facilities for pedestrians, cyclists, and motorists along WFD. The City is placing this measure on the ballot because the WFD 2021 Conceptual Design Plan (“WFD Concept Plan”) would modify the TSP and result in the construction of transportation improvements that impact this location and, to comply with the West Linn Charter, voter approval is needed.

**This is not a Funding Measure**

This is not a funding measure for road, sidewalk and bike improvements along WFD. Chapter XI, Section 46 of the West Linn Charter states that “[o]nly facilities directly necessary for the use of Park shall be considered authorized.” Therefore, to comply with the Charter there must be a public vote to determine if the Park should be used to

construct transportation improvements along WFD. The WFD Concept Plan has been produced, but the final design is not complete; so, the exact location of the road improvements has not been determined.

#### **Why this Measure is Proposed**

WFD is a road running through West Linn, connecting Highway 43 and West Linn City limits near the Tualatin River. Currently, there are sidewalks and bike lanes along parts of WFD, but many areas lack these facilities. Crossing opportunities are also limited. The goal of the WFD project is to add improvements along WFD in accordance with the Transportation System Plan (TSP) and concept plans to better connect commercial areas to the rest of the community and provide safer transportation facilities for all users, while improving access to City parks and open space.

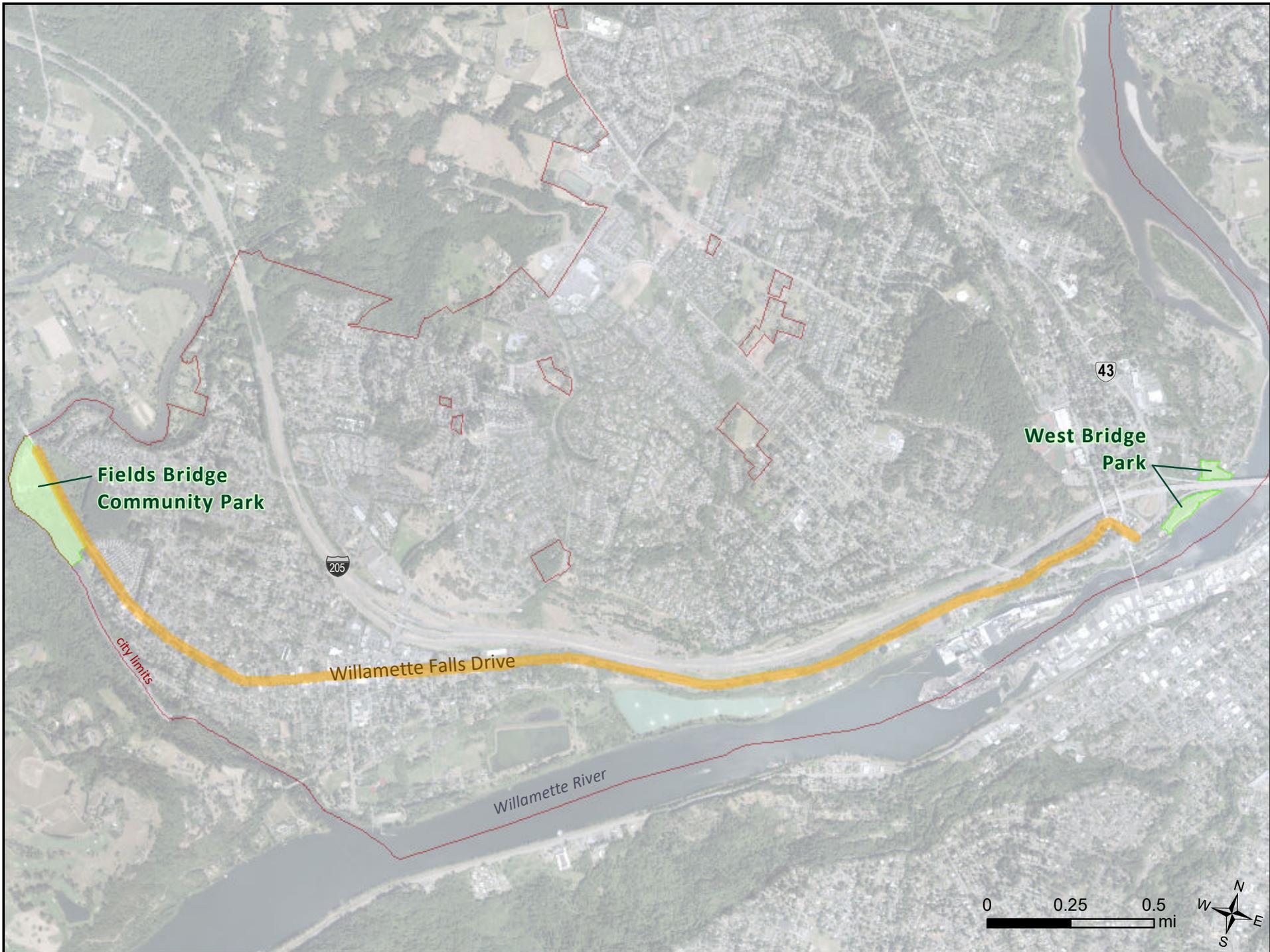
To construct road, sidewalk and bike improvements along WFD would take additional limited city-owned park space. If this measure passes, the City will use a portion of the Park to grade and construct these improvements.

#### **Research & Background**

The 2016 West Linn TSP and WFD Concept Plan resulted in a conceptual design that provides pedestrian and bike access along WFD so residents can safely travel by foot, bike, or vehicle. The TSP found that there is limited pedestrian and bike connectivity with significant gaps in the sidewalk network that results in residential areas that are not consistently connected to commercial centers, bus routes, or other pedestrian destinations. The TSP identifies sidewalks and bike lanes along WFD as a high priority.

#### **If This Measure is Approved**

This measure is not a bond measure to fund road improvements. However, if this measure passes, road, sidewalk and bike facilities would be allowed along the frontage of Fields Bridge Park. More information on the WFD Concept Plan and the proposed locations of road, sidewalk and bike facilities are available online at: [www.WestLinnOregon.gov/elections](http://www.WestLinnOregon.gov/elections). (460 words)



**Agenda Bill 2021-06-14-07**

Date Prepared: May 26, 2021

For Meeting Date: June 14, 2021

To: Jules Walters, Mayor  
West Linn City Council

From: Morgan Coffie, Public Works Management Analyst

Through: Lance Calvert, PE, Public Works Director/City Engineer *LEC*  
Jerry Gabrielatos, City Manager JG

Subject: Deceleration of Surplus Property at 3955 Cedaroak Drive

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**Purpose**

Public Works requests Council designation of 3955 Cedaroak Drive as real surplus property.

**Question(s) for Council:**

Does Council wish to designate the referenced property as surplus?

**Public Hearing Required:**

None required.

**Background & Discussion:**

- The City acquired the referenced property in 2008 utilizing the Environmental Services funds and was deeded through a Special Warranty Deed recorded with the Clackamas County Recorder's office on September 5, 2008.
- The property was designated as City owned property through Resolution 08-48.
- Since acquisition of this property, the City has not utilized the property for any public use and does not anticipate any future use per our storm and sewer recently adopted master plans.
- The property located at 3955 Cedaroak Drive is large enough to accommodate a R-10 zoned residential home.

**Budget Impact:**

Market value of the property will be applied as revenue to the Environmental Services Fund where the original purchase/expense was reported in accordance with city and ORS requirements.

**Sustainability Impact:**

None.

**Council Goal/Priority:**

This action relates to Guiding Principal #0: Core Services of West Linn City Government.

**Council Options:**

1. Declare 3955 Cedaroak Drive as surplus property.

2. Retain 3955 Cedaroak Drive as City property and establish a use for the property.

**Staff Recommendation:**

Declare the properties as surplus in order to eliminate any liability and maintenance associated with the unused property and return any revenue proceeds back to the Environmental Services Fund for planned capital needs.

**Potential Motion:**

Move to approve Resolution 2021-11, “A Resolution of the West Linn City Council declaring City-owned property at 3955 Cedaroak Drive as surplus, and authorizing the City Manager to initiate a process to sell the property.”

**Attachments:**

1. Resolution 2021-11
2. Map of Property

**RESOLUTION NO. 2021-11**

**A RESOLUTION DECLARING CITY-OWNED PROPERTY AT 3955 CEDAROAK DRIVE  
SURPLUS REAL PROPERTY AND INITIATING A SALES PROCESS FOR THE  
PROPERTY**

**WHEREAS**, in September 2008, the City of West Linn purchased 3955 Cedaroak Drive, West Linn, Oregon (Property); and

**WHEREAS**, Resolution 08-48, Section 4, designated the Property as city-owned property; and

**WHEREAS**, the Property has remained unutilized since its acquisition in 2008; and

**WHEREAS**, the City has determined there is no future public use of the property; and

**WHEREAS**, Environmental Services Funds were used to purchase the Property; and

**WHEREAS**, any proceeds received shall be deposited into the Environmental Services Funds.

**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:**

**SECTION 1. Surplus Property.** The City declares the city-owned Property surplus and authorizes the City Manager to undertake any actions necessary to facilitate the sale of the property in accordance with WLMC 2.875(4).

**SECTION 2. Depositing of Funds.** Any proceeds received from the sale of the Property shall be deposited into the Environmental Services Fund.

This resolution was PASSED and ADOPTED this 14th day of June, 2021, and takes effect upon passage.

\_\_\_\_\_  
JULES WATERS, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



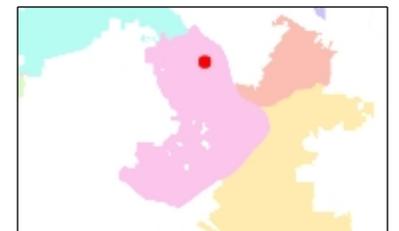
**Legend**

 Potential Tax Lots

0 0.01 0.03 Miles



1: 1,128



**Notes**

This map was automatically generated using Geocortex Essentials.



**Agenda Bill 2020-06-14-07**

Date Prepared: 05/28/2021

For Meeting Date: 06/14/2021

To: Jules Walters, Mayor  
West Linn City Council

From: Daniel'le DeVoss, Public Works Associate Engineer

Through: Lance Calvert, P.E. – Public Works Director/City Engineer *LEC*  
Jerry Gabrielatos – City Manager *JG*

Subject: 2021 Road Program (PW-20-09)

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**Purpose**

Request Council approval of the 2021 Road Program.

**Question(s) for Council:**

Should Council spend capital funds on street maintenance and improvements included in this roadway project?

**Public Hearing Required:**

None required.

**Background & Discussion:**

Each year the city traditionally completes a streets maintenance and improvement project using funds earmarked for this purpose. This year, the street maintenance project will target several failed pavement locations and rebuild the roadways using primarily full depth reclamation with cement treated base with approximately 3,000 Tons of asphalt pavement to be replaced. Improvements are planned for Hillcrest Drive, Marylhurst Circle, Elmran Drive, Calaroga Circle, Calaroga Drive, Randall Street, Atkinson Street, Buck Street, and Barclay Street.

The project was advertised and bid in accordance with the West Linn Local Contracting Rules. A bid opening was held on May 27th, 2021 at 2:00 P.M. with a total of five bids received as indicated on the attached bid results form. S-2 Contractors, Inc. was the lowest, responsive and responsible bidder with a bid of \$1,040,933.30. The City has reviewed the bidder's work and has had positive previous experience with them and has determined that they are a qualified contractor. A project webpage has been created for the project which includes details about the project including contract specifications and detailed engineering plans.

**Budget Impact:**

\$976,308.30 to the Streets Fund and \$64,625.00 to the Storm Fund in road and drainage improvements. The bid is within the anticipated project budget.

**Sustainability Impact:**

All bid solicitations encourage bidders to use recycled and environmentally sustainable materials as appropriate and available. This project recycles material back into the existing roadway.

**Council Goal/Priority:**

Guiding Principal #0 (Core Services of West Linn City Government) as well as Guiding Principle #3 (Fiscal Sustainability).

**Council Options:**

1. Award the contract to the lowest, responsive and responsible bidder, S-2 Contractors, Inc., or
2. Not award the project and defer planned pavement maintenance.

**Staff Recommendation:**

Approve the contract with S-2 Contractors, Inc. to ensure continuous maintenance and improvement to the City's road system.

**Potential Motion:**

I move to authorize the City Manager to sign a contract with S-2 Contractors, Inc. in the amount of \$1,040,933.30 for the 2021 Road Program.

**Attachments:**

1. 2021 Road Program Bid Results Form
2. <https://westlinnoregon.gov/publicworks/2021-road-program-0>

### BID RESULTS

**Owner:** City of West Linn  
**Project Name:**  
**Project No.:**  
**Bid Opening Date:**  
**Bid Opening Time:**  
**Engineer's Estimate:** \$

City of West Linn  
 2021 Road Program  
 PW-20-09  
 27-May-21  
 2:00 PM  
 \$1,014,936.00

	Name of Bidder	Pre-Bid Meeting Attendance	Notice of Invitation for Bid (with CCB#)	Bid Form	Bid Guaranty/Bond	Addenda Acknowledgment(s)	Non-Collusion Affidavit	Three Year Experience	First Tier Subcontractor Disclosure (by 4pm)	Affidavit of Compliance with Tax Laws	Project Total	Notes
1	Benchmark Contracting	N/A	x	x	x	x	x	x	x	x	\$1,367,908.00	
2	Knife River Corporation	N/A	x	x	x	x	x	x		x	\$1,376,240.00	
3	Lee Contractors, LLC	N/A	x	x	x	x	x	x	x	x	\$1,265,000.00	
4	Pacific Excavation, Inc.	N/A	x	x	x	x	x	x	x	x	\$1,374,000.00	
5	S-2 Contractors, Inc.	N/A	x	x	x	x	x	x	x	x	\$1,040,933.30	

**West Linn Project Tracking List**  
**6/10/2021**

	A	B	C	D	E	G	H
1	Date	Project/Department	Description of Task	Deadline	Assigned to	Contact	Notes
2	<b>Immediate Priority</b>						
3	4/3/2019 36808	19145 View Drive	Negotiate driveway contract, draft contract for Matton Excavation, negotiate deposit/estimate.		Tim Ramis	Morgan Coffie, Lance Calvert	Tim to prepare letter to their attorney.
4	12/19/2019 36841	Facility Use Agreements	Discuss facility use agreements and decision on funding for the buildings.		Tim Ramis/Bill Monahan/Matthew Kahl	John Williams, Ken Warner, Dylan Digby	Last update 3/8/2021 (same as FORS) (move to long term or ongoing)
5	1/22/2019 36845	Cedar Island Dredging Cedar Oak Boat Ramp	Map review and memorandum of understanding.		Tim Ramis/Matthew Kahl	Ken Warner	Last update 11/12/2020
6	2/26/2020 39479	Alarm Permit Ordinance & Master Fee Schedule	Can the city add verbiage to fee schedule that sets penalty for not paying false alarm charge on time?		Tim Ramis/Matthew Kahl	Shane Boyle	Last update 3/10/2021
7	3/2/2020 36842	Amendments to Historic City Hall Letter of Commitment	Review, amend or create new LOC. Specifically section 2 & 3. 7/16/2020 request for parking lease agreement template to go with LOC.		Tim Ramis/Bill Monahan/Matthew Kahl	John Williams	Last update 4/16/2021
8	4/6/2020 36844	Zoning Violation 1435 Rosemont Road	Resident violating zoning code, discuss options including revoking permit.		Tim Ramis/Matthew Kahl	Chris Myers, Lindsay Barney, John Millar	Last update 4/9/2021
9	4/10/2020 36839	Closure Youth Music Project Driveway	Review YMP's concerns and try to find solutions to mitigate negative impacts on YMP's property.		Tim Ramis/Matthew Kahl	Lance Calvert	Last update 11/9/2020
10	6/4/2020 36845 36838	Dangerous Alder Tree	Citizen notification of dangerous tree, what are necessary steps in situation? HOA owns tree in green space.		Tim Ramis/Kelly Burgess	Dylan Digby Ken Warner	Last update 4/15/2021
11	6/11/2020 36845	Release of Liability/Waiver	Create document to be utilized by outside groups that wish to use city facilities (fields, picnic shelters, rooms etc.)		Tim Ramis/Matthew Kahl	Ken Warner	Last update 7/31/2020
12	7/10/2020 36839	2196 Tannler Drive	Discuss memo regarding amendment to approval.		Tim Ramis	Jennifer Arnold Amy Pepper	Last update 8/27/2020
13	7/14/2020 36839	SUB 20-01 Street Alternative	Review email from Peter Watts and assist with response.		Tim Ramis	Jennifer Arnold	Email received 7/14/2020
14	8/17/2020 36845	ACTIVE Network Contract	Assist with preparing redline and edits to contract for renewal.		Tim Ramis/Bill Monahan	Ken Warner Shane Boyle	Last update 6/7/2021
15	10/8/2020 36842	Agreement for Event Funding	Prepare memorandum of agreement for city funding of events by an outside organization.		Tim Ramis/Matthew Kahl	Jerry Gabrielatos	Last update 10/9/2020
16	10/21/2020 36837	Renewed Harassment Complaint	Tom Meier email complaint.		Tim Ramis	Elissa Preston Jerry Gabrielatos	Last update 10/22/2020
17	12/7/2020 36808	Procurement Legal Review Lightship Master Services Agreement	Review agreement and subscription addendum for procurement of GIS based asset management system.		Tim Ramis/Matthew Kahl	Morgan Coffie	Last update 1/6/2021
18	12/21/2020 36838	ORS 30.275 Attachment	Tom Meier BOLI complaint/tort notice.		Tim Ramis/Kelly Burgess	Elissa Preston	Last update 12/23/2020
19	1/4/2021 36844	Police misconduct lawsuit	Complaint regarding police use of force and violation of the 4th amendment. Complainant has been trying to get accountability for almost a year.		Tim Ramis	Chief Mahuna, Elissa Preston, Jerry Gabrielatos	Last update 1/6/2021
20	01/06/2021 36845?	Questions on Behavior Policy	Library Advisory Board reviewing policy and looking to make adjustments based on recommendations.		Bill Monahan	Doug Erickson	Last update 4/16/2021

**West Linn Project Tracking List**  
**6/10/2021**

	A	B	C	D	E	G	H
1	Date	Project/Department	Description of Task	Deadline	Assigned to	Contact	Notes
21	01/29/2021 36845	Robinwood Station Renovation	Questions regarding next steps.		Tim Ramis/Bill Monahan	Ken Warner	Last update 01/29/2021
22	2/5/2021 36842	Freedom of Information Act Request	Public Records Request to USPS to review records regarding Post Office in City closing, possibly permanently or relocating.		Tim Ramis/Chris Dolan	City Council	Last update 4/26/2021
23	2/16/2021 36808	ACWA Legal Committee Bond Concurrence	Follow Oregon City LUBA case for West Linn regarding the City's adoption of a new Stormwater Master Plan and Design Standards		Tim Ramis/Ed Trompke	Amy Pepper	Last update 2/17/2021
24	3/5/2021 36808 36841?	FEMA Contract Compliance for Disaster Relief Funding	Joshua will be sending emails as they prepare to request federal relief funding. Current drafts of contracts are lacking clauses and need to be reviewed from a legal perspective to ensure the proposed language is appropriate.		Tim Ramis/Bill Monahan/Matthew Kahl	Joshua Kam Morgan Coffie	Last update 3/9/2021
25	03/19/2021 36808	WES Proposed Rules/ Standards Updates	Review the rules and standards updates proposed by WES.	30 days	Tim Ramis/Bill Monahan	Lance Calvert Amy Pepper	Last update 4/16/2021 Complete?
26	3/19/2021 36839	22150 Willamette Drive Questions	Legal assistance requested, two main components: regulating access to properties and altering established conservation easement. All to develop new roadway access options for commercial properties. Questions in email from JW.		Tim Ramis	John Williams Lance Calvert	Last update 4/6/2021
27	4/29/2021 36808	WAP-20-04/WRG-20-02/MIS-20-08 Completeness Letter	Review code section relied on to see if adopted after client's application was filed.		Tim Ramis	Amy Pepper	Last update 5/3/2021
28	5/4/2021 36845	Robinwood Station Correction	Questions forwarded from the FORS group.		Tim Ramis	Ken Warner	Last update 5/10/2021 Complete?
29	5/5/2021 36839	Ridwell Recycling Company Operation	Review WLRR franchise regarding for profit company's request to operate in West Linn.		Tim Ramis/Matthew Kahl/Bill Monahan	Dylan Digby	Last update 5/12/2021
30	05/08/2021 36838	Liability Concerns RE Willamette Falls Drive	Does the city have liability issues regarding raised curb, separated cycle track? Citizens have been complaining via social media they've fallen and been injured.		Tim Ramis/Kelly Burgess	City Council	Last update 5/24/2021
31	5/24/2021 36838	Mouktabis Summons - Complaint	Summons - Clackamas County, West Linn and Oregon City - alleging false imprisonment and malicious prosecution. <b>(note: this is the same person as 5/1/2020 possible Tort Claim line 55)</b>		Tim Ramis	Chief Mahuna, City Council	Last update 5/25/2021
32	5/28/2021 36808	WFD Ballot Measures	Assist with creating two ballot measures for November election to request voter approval to impact city-owned parks for road/bike improvements along Willamette Falls Drive and the I-205 Interchange area.	6/13/2021	Tim Ramis/Matthew Kahl	Morgan Coffie	Last update 6/3/2021 Complete?
33	5/28/2021 36842	Oppenlander Next Steps	Meet to discuss next steps following City Council hearing.		Tim Ramis	John Williams	Last update 5/28/2021
34	6/1/2021 36841	CIS Insurance Renewal	Review contract with Brown and Brown for assistance with CIS insurance renewal.	6/29/2021	Tim Ramis/Matthew Kahl	Lauren Breithaupt	Last update 6/3/2021
35	6/4/2021 36842	Municipal Advisor Agreement	Review and approve contract for city manager to sign.		Tim Ramis/Matthew Kahl	Lauren Breithaupt	Last update 6/10/2021
36							
37	<b>Ongoing / Specified Due Date</b>						
38	2/14/2019 36842	Bialostosky Public Records Litigation	Executive Session		Tim Ramis, Chris Dolan	John Williams	Appealed to Court of Appeals.
39	4/4/2019 36842	Gramor / Post Office Property	Legal analysis of post office procedural responsibilities.		Tim Ramis	John Williams	Last update 5/25/2021
40	9/9/2019 36839	I-205 Regulatory Framework	Develop process for permitting, etc.		Tim Ramis	John Williams, Lance Calvert	
41	10/14/2019 36841	Negotiate NW Natural Franchise	Pull NW Natural franchise out of ROW to renew and renegotiate.		Tim Ramis, Bill Monahan	Lance Calvert	Last update 10/28/19

**West Linn Project Tracking List**  
6/10/2021

	A	B	C	D	E	G	H
1	Date	Project/Department	Description of Task	Deadline	Assigned to	Contact	Notes
42	?36845	Community Center Management Agreement	Revise agreement between City and Friends of Robinwood Station (FORS).		Tim Ramis/Matthew Kahl	Ken Warner	Last update 7/31/2020
43	9/22/2020 36844	Task Force	Assist with developing policies and reform.		Tim Ramis/Shannon Lee Erskine/Matthew Kahl/Kelly Burgess	Jerry Gabrielatos	Last update 10/1/2020
44	12/4/2020 36842	New Councilors	Request to schedule full debrief of all litigation and legal issues the City is currently involved in to bring new Council up to speed.		Tim Ramis/Chris Dolan/Kelly Burgess	City Council Jerry Gabrielatos	Updated 4/26/2021
45							
46	<b>Longterm</b>						
47	3/8/2019 36839	Code Changes Chapters 98 & 100, possibly 105	Review code, CDC, plan changes to confirm if on track.		Tim Ramis, Matthew Kahl	Darren Wyss	Last update 4/26/2021
48							
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51	<b>Consider Revised Schedule</b>						
52							
53							
54	<b>Potential or Pending Litigation</b>						
55	36842	Gossack Litigation	Collections, judgement issued		Tim Ramis, Chris Dolan	City Council	Per CKD need to follow up in a few months. Last update 11/21/19
56	5/1/2020 36844	Possible Tort Claim	Demand letter to WLPD regarding stolen legal document.		Tim Ramis	Peter Mahuna	Last update 5/5/2020
57	7/28/2020 36838	Philip Meier Tort Claim	Tort Claim regarding use of Roundup.		Tim Ramis/Kelly Burgess	Lauren Breithaupt	Last update 04/26/2021
58	10/5/2020 36838	Tort Claim Notice - Tony Reeves	Tort claim notice and preservation letter received.		Tim Ramis/Kelly Burgess	Jerry Gabrielatos	Last update 10/6/2020
59	10/22/2020 36837	Ethics Complaint	Tom Meier ethics complaint to Metro and City via online submittals. Complaints are against Ken Warner, Mayor Axelrod and Councilor Walters, alleging discrimination against his religious and political beliefs.		Tim Ramis	Elissa Preston Jerry Gabrielatos	Last update 10/30/2020
60	12/21/2020 36838	ORS 30.275 Attachment	Tom Meier BOLI complaint/tort notice		Tim Ramis/Kelly Burgess	Elissa Preston	Last update 12/23/2020
61	01/04/2021 36844	Police misconduct lawsuit	Complaint regarding police use of force and violation of the 4th amendment. Complainant has been trying to get accountability for almost a year.		Tim Ramis/Kelly Burgess	Chief Mahuna, Elissa Preston, Jerry Gabrielatos	Last update 1/6/2021