

MINUTES

MILWAUKIE CITY COUNCIL MARCH 16, 2004

CALL TO ORDER

Mayor Bernard called the 1930th meeting of the Milwaukie City Council to order at 6:30 p.m. in the City Hall Council Chambers. The following Councilors were present:

Council President Lancaster
Councilor Deborah Barnes

Councilor Susan Stone

Staff present:

Mike Swanson,
City Manager
Gary Firestone,
City Attorney
Alice Rouyer,
Community Development/Public
Works Director

Larry Kanzler,
Police Chief
Mary Rowe,
Human Resources Director

PLEDGE OF ALLEGIANCE

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS

Outstanding Milwaukie High School Student Recognition

Councilor Barnes announced the new program in which the City Council recognizes a Milwaukie High School student each month for his/her outstanding commitment to the community and school. By doing this, the City Council hopes to encourage more young citizens to take action in making their neighborhoods and schools better places and to enhance the City's relationship with its high school.

At this meeting, Council recognized Emily Klain who was recommended by her principal, Aeylin Summers. Emily is an honor student in advanced placement classes, a member of the National Honor Society, Students against Destructive Decisions (SADD) and Oregon Student Safety on the Move (OSSUM). She is a youth advisor at her synagogue and studied in Israel for a year during which time she maintained a 4.0 GPA.

Councilor Barnes expressed Council appreciation to Emily's parents and Dr. Summers for their support.

CONSENT AGENDA

It was moved by Councilor Barnes and seconded by Councilor Stone to approve the Consent Agenda that consisted of:

- A. City Council minutes of March 2, 2004; and
- B. OLCC Application for the Harrison Street Arco & Mini Mart, 4140 SE Harrison Street, Change of Ownership.

Motion passed unanimously among the members present.

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS**Ledding Library Facility Plan**

Pat Healey, Facility Planning Committee Co-Chair, and Tom Hogan, Ledding Library Board Chair, updated the City Council on the Plan. The Ledding Library Board, staff, and community members presented a long-range plan for library services to the City Council in spring 2001. One of the recommendations was to address expansion or relocation needs to meet Oregon Library Association minimum space requirements for public libraries.

The Library Facility Plan Committee convened in January 2002 with the assistance of a consultant hired with the approval of the City Council. Dallas Young Shaffer, consultant, worked with the group for several months and provided a space needs report to the year 2025 with an estimated population of 28,000. A functional analysis was prepared which provided a clearer idea of what specific features would be needed in an expanded library. City staff indicated the present building could be expanded north, south, and west.

Through the entire process, the Committee worked with June Mikkelson, Renovations Manager for the Multnomah County Library System. Architect Rob Dortignacq, who has extensive experience in library design and cost estimating, considered the space needs and design goals and developed a master plan. Keeping adequate parking at the site plus adding 26,000 square feet to the current building were high priorities. The approximate construction cost for the proposed expansion is \$2.8 million. The design phase will cost about \$50,000.

The Committee has decided not to begin fundraising at this time because of the weak economy, but a foundation is being setup to facilitate fundraising at the appropriate time. Articles of incorporation and bylaws have been prepared, and the group is currently seeking legal advice on the process.

Mayor Bernard asked if the Friends of the Library were a 501C3 organization.

Healy said fundraising on this level was found to be beyond the Friend's scope, and that it was best to form a foundation.

Councilor Barnes noted there were a lot of foundations forming and suggested pulling them together rather than reinventing the wheel.

Mayor Bernard commented foundations are typically very focused.

Hogan underlined Healy's comments and was happy to be at the meeting. The purpose of this presentation was to update the City Council and answer any questions.

Councilor Stone understood the proposed estimate for the remodel was \$2.8 million in today's dollars although the study was done a few years ago.

Healy explained Dortignacq had done the cost estimate recently.

Councilor Stone asked the costs involved with hiring the consultant Dallas Shaffer and seeking advice from Mikkelson.

Healy said Mikkelson provided advice at no charge. He did not have the figures on Shaffer, but he knew her fees were reasonable for what she provided. She came to Milwaukie 2 or 3 times.

Mayor Bernard said when he was involved they were looking at construction of a new library and interviewed a number of people to get a cost estimate.

AUDIENCE PARTICIPATION -- None

PUBLIC HEARING -- None

OTHER BUSINESS

City Manager Performance Review and Compensation

Human Resources Director Mary Rowe said there have been a number of Council discussions in executive session regarding the city manager's performance review and contract renewal. A copy of the proposed employment agreement was attached to the staff report available at this meeting.

Input was gathered Council and staff that resulted in an outstanding performance review by the City Council. It was noted the City has employed Swanson for two and one-half years. At each of his annual performance reviews, Swanson received an outstanding rating, but due to budget situations he has not received a merit increase during that time. As a result there was a recommendation for a 3% cost of living adjustment to be put in place immediately and is actually a make up to a cost of living increase received by other employees in July 2002. There was also a lump sum merit increase of \$4,500

CITY COUNCIL REGULAR SESSION – MARCH 16, 2004

APPROVED MINUTES

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renewable annually at the time the mutually accepted contract renewal based on Swanson's performance. Administrative leave hours are proposed to be increased to 96 hours annually.

Councilor Stone had a question regarding the \$4,500 lump sum merit bonus. She did not understand it would be automatically renewed every year. She also did not understand it would be done in February. She thought his contract was in line with the fiscal year.

Rowe understood, and confirmed with Firestone and Councilor Lancaster as the Council's designee for negotiating with Swanson, that the wording developed was that the lump sum was renewable at the time of contract renewal contingent upon successful performance by Swanson. It is not automatic in that sense. It is up for renewal at Council's discretion at the time of the contract. The contract was originally signed in September and would have expired this coming September. There was also some discussion of changing the renewal date of the contract to February to more closely align it with the time of Swanson's actual performance review.

Councilor Barnes also understood the \$4,500 was a bonus for this year and would be renegotiated with each contract.

Councilor Lancaster added it also serves as a maximum cap for any performance bonus dependent upon performance.

Mayor Bernard said there seems to be a question about the wording.

Councilor Stone said there is nothing mentioned about being contingent upon performance.

Councilor Lancaster said the bonus would be subject to performance review.

Councilor Stone would feel better about adding that clause. She does not think bonuses are automatically given. In terms of how she thinks about a bonus, one does not always expect one annually. One would expect a bonus to be based on fiscal performance of the company. There are a lot of things that enter into giving someone a bonus. She would definitely like to have the wording change to being "contingent upon performance and the City's fiscal ability to do so."

Councilor Barnes agreed the City's financial standing should be taken into account.

Rowe suggested language referring to performance and business necessity.

Councilor Lancaster understood but hesitated because the language implies the need to somehow define what economic viability of the City is.

Councilor Barnes said it is the same for the City as a company. It makes the decision based on the employee and availability of funds to give bonuses.

Firestone suggested language in Section 4 that reads, "and shall pay an additional bonus not to exceed \$4,500 subject to performance review and budget considerations."

Swanson assumed the bonus was performance based, and this language clarifies it.

Councilor Stone asked if the amount could be changed.

Firestone said the contract could always be amended.

It was moved by Mayor Bernard and seconded by Councilor Barnes to approve the terms as stated in the draft contract subject to the amendments recommended by the City Council. Motion passed unanimously among the members present.

Authorization for City Manager to Designate Leave Allowances

Rowe presented the staff report in which the City Council was requested to authorize the city manager to set administrative leave allowances for management employees per his discretion as to what is appropriate and commensurate with their work. The City Council indicated it wished to delegate the authority to the city manager.

It was moved by Councilor Barnes and seconded by Councilor Stone to authorize the city manager to set administrative leave allowances for management employees per his discretion as to what is appropriate and commensurate with their work. Motion passed unanimously among the members present.

Budget Committee Appointment

Mayor Bernard with the consent of Council appointed Leslie Schockner to vacant position #2 of Budget Committee.

Mayor Bernard announced the City Council would recess to go into executive session under the authority of Oregon Revised Statutes 192.660(1)(c) -- Performance Evaluations of Public Officers Employees and 192.660(1)(d) -- Labor Negotiator Consultations.

The City Council recessed the regular session at 6:55 p.m. and reconvened at 8:12 p.m.

ADJOURNMENT

It was moved by Councilor Stone and seconded by Councilor Barnes to adjourn the meeting. Motion passed unanimously among the members present.

5017

Mayor Bernard adjourned the regular session at 8:15 p.m.

Pat DuVal
Pat DuVal, Recorder

AGENDA

MILWAUKIE CITY COUNCIL MARCH 16, 2004

MILWAUKIE CITY HALL
10722 SE Main Street

1930th MEETING

REGULAR SESSION - 6:30 p.m.

- I. **CALL TO ORDER**
Pledge of Allegiance
- II. **PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS**
 - A. **Outstanding Milwaukie High School Student Recognition**
 - B. **Ledding Library Facility Plan (Cynthia Sturgis)**
- III. **CONSENT AGENDA** *(These items are considered to be routine, and therefore, will not be allotted Council discussion time on the agenda. The items may be passed by the Council in one blanket motion. Any Council member may remove an item from the "Consent" portion of the agenda for discussion or questions by requesting such action prior to consideration of that portion of the agenda.)*
 - A. **City Council Minutes of March 2, 2004**
 - B. **OLCC Application – Harrison Street Arco & Mini Mart, 4140 SE Harrison Street, Change of Ownership**
- IV. **AUDIENCE PARTICIPATION** *(The Mayor will call for statements from citizens regarding issues relating to the City. It is the intention that this portion of the agenda shall be limited to items of City business which are properly the object of Council consideration. Persons wishing to speak shall be allowed to do so only after registering on the comment card provided. The Council may limit the time allowed for presentation.)*
- V. **PUBLIC HEARING** *(Public Comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.)*

None scheduled
- VI. **OTHER BUSINESS** *(These items will be presented individually by staff or other appropriate individuals. A synopsis of each item together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*
 - A. **City Manager Performance Review and Compensation (Mary Rowe)**
 - B. **Authorization for City Manager to Designate Leave Allowances (Mary Rowe)**

VII. INFORMATION

- A. Housing Resources Information (Jeff King)**
- B. Park and Recreation Board Minutes of December 23, 2003**

VIII. ADJOURNMENT

Public Information

- Executive Session: The Milwaukie City Council will go into Executive Session immediately following adjournment of the regular session pursuant to ORS 192.660(1)(c) – performance evaluation of public officers and employees and 192.660(1)(d) – labor negotiator consultations.

All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

- For assistance/service per the Americans with Disabilities Act (ADA), please dial TDD 503.786.7555
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.



To: Mayor and City Council
Through: Mike Swanson, City Manager
From: Ledding Library Board
Subject: Ledding Library Facility Plan
Date: March 6, 2004

Action Requested

Information only.

Background

In the spring of 2001, the Ledding Library Board, staff, and representatives from the community presented to the City Council a long-range plan for library service to the Milwaukie community (Ledding Library: Planning for the Future). One of the recommendations of that document was to address the need to expand or relocate the present building to meet Oregon Library Association Standards for Oregon Public Libraries minimum space requirements.

The Council approved hiring a library consultant to work with a Facility Planning Committee to evaluate the present building and services and recommend space needs for future growth. This committee convened on January 31, 2002. Consultant Dallas Young Shaffer worked with the group for several months, providing a space needs report. Once we determined our space needs to the year 2025 serving an estimated population of 28,000, we had other tasks to complete. One of these was to do a functional analysis of our library. Dallas Shaffer was most helpful in this area also. This gave us a clearer idea of what specific features would be needed in an expanded library. This led us to our design goals.

Another question was whether the present site would be suitable for additional building. Surveys were undertaken and John Gessner and Kelly Somers determined that we had the ability to expand north, south, and west of the present building.

One of the people we have continued to see for advice is June Mikkelson, Renovations Manager for the Multnomah County library system. She referred us to architect Rob Dortignacq, someone with extensive experience in library design and cost estimating.

We presented Rob with our space needs requirements and design goals, many of them conflicting with each other. Keeping adequate parking at the site plus gaining needed space to get us to 26,000 sq. ft. were both high priorities. We were still not sure at this point if it was possible to include everything we needed at the present site.

He listened carefully to what we had to say during a series of meetings with staff and facilities committee members. Rob embraced the challenge, and after considerable effort and creative planning he presented us with the Ledding Library Master Plan and Site Plan, which you have. We were amazed and pleased that he was able to include so much in the plans so efficiently. Our letter of thanks to Rob from the Library Board Chair expresses some of our delight with his excellent work on our behalf.

The approximate construction cost for the proposed expansion is \$2.8 million, a figure we found to be quite modest. The design phase is the next step going forward and is expected to cost in the range of \$50,000.

Because of the recent weak economy we have decided not to begin fundraising efforts at this time. However, we are busy setting up a foundation for Ledding Library to facilitate fundraising at the appropriate time. We have articles of incorporation and bylaws and are seeking legal advice about next steps in the process. One of these steps will be to secure foundation officers.

It's been an exciting time for us to be involved in making this goal a reality. We're looking forward to meeting the ongoing needs of the citizens of Milwaukie with the best library services possible. We thank the members of the City Council for your past support of the library. We'll keep you posted as we move ahead with our plans.

LEDDING LIBRARY MASTER PLAN

DECEMBER, 2003

Design Goals

The Ledding Library Master Plan is primarily a graphic document that summarizes the anticipated program to the year 2025. The Master Plan indicates the library's manner of growth to achieve this new program. The following are key design goals.

- Library Size of 26,000 square feet
- Accommodate New Programs and Departments
- Keep Current Location, Building, and Expand
- Increase Visibility of Library
- Provide 'Patron Friendly' Arrangement
- Provide Space Layout to be Staff Efficient
- Enhance Control by Staff
- Relieve Congested Areas
- Provide Flexibility for Future
- Maintain and Enhance Natural Views
- Expansion of Departments per Program
- New Dedicated Young Adult Department
- Enclosed Children's Story Room
- Increased Reading Room Seating
- New Public Meeting and Training Rooms
- Increase Support and Ancillary Space
- Better Utilization of Exterior Space and Landscaping
- Additional Parking

Design Strategies

Building Expansion

- Expand Current Building on Main and Lower Levels
- Expand South toward Harrison Street to Improve Visibility
- Expand Westward Sufficiently to Allow Workable Space Plan
- Expand Northward to Accommodate Amount of Program
- Remove Existing House to Allow Increase Internal Flexibility

The southward expansion allows the existing building to better 'meet the street' while preserving a natural ambiance. Expansion in this direction creates new view windows with seating area on the main level and also provides a day lit lower level space with grade level access. The Master Plan defines a two level scheme that is efficient for staff and convenient for patrons. The existing house portion is removed to allow more interior flexibility with the two level expansion to the north. The two levels are expanded to the west as far as possible to spatially balance the north-south expansion. No expansion occurs to the east since there are natural area constraints. The configuration of the expansion allows achieving the final master plan configuration through various methods including phased construction or by a single project while still allowing the library to remain functioning.

Internal Configuration

- Maintain General Location of Main Entry
- Rearrange and Zone Main Level Departments
- Rational Arrangement of Departments
- Flexible Interior Spaces
- Increased Seating and Window Area
- Interior Visibility of Natural & Landscape Areas
- Exterior Visibility of Library Function
- Dedicated Meeting, Training and Story Rooms
- Staff Work that is Efficient & Adjacent to Related Department
- Dedicated Storage and Support Areas

The existing main entry location provides a good entry point that serves patrons from both the parking lot to the north and those arriving from the south. The entry and the expansions are located in such a manner that there is good visual control and access to various departments. The location also allows separation of staff and service areas. The main level is zoned in a north south direction. Along the west edge are functions that receive frequent short visit traffic. These areas are displayed with storefront glazing along the west wall to highlight the library and to invite patrons inside. The fiction department and computers are at the interior. Non-fiction is located long the east side of the library that has additional projecting reading bays. Existing exterior walls on the south and west are retained, but opened up to allow

better access through departments. The circulation department is moved northward to relieve check out congestion but yet maintain control over departments and the entry. Most of the staff area is consolidated in this area which facilitates work and minimizes book movement.

The south expansion at the lower level provides space for a new young adult department within view of the relocated staff area. The children's department is reconfigured. The non fiction and older kids' area is on the south with fiction, easy readers to the north near the new enclosed story room. This allows less disruption and helps define the young adult area. Control doors separate the children's library from the north and west halls to allow simultaneous use of meeting rooms by the general public. It would also be possible to use those rooms for library programs. A new south entry gives grade level access to the meeting rooms. Support facilities include new dedicated storage for materials and furniture, expanded restroom facilities, vending and staff accommodations. The current boiler based heating system is replaced. Electrical panels and service are retained and upgraded. A new data and communications room is established to house future data and control equipment.

Site Utilization

- Raise Site Grades from Harrison Street to the Main Entry
- Enhance Pedestrian Access
- Adjacent Convenient Parking
- Restructured Parking Lot with New North Access way
- Provide Compact & Innovative Parking to Increase Number of Spaces

By raising the grade sooner along the entry access road, 'Library Way', the amount of steps necessary to access the main level of the library is reduced by half. This also facilitates access from the main parking lot to the north. The handicap access ramp is oriented from the south to best allow access from public transit and to serve as an exterior access to the lower level. The sidewalk along the west side provides a continuous pedestrian (or bicycle) way from Harrison Street to the library and Scott Park without crossing additional vehicular traffic. Existing parallel parking is replaced with short term angled and 90 degree parking spaces to efficiently accommodate vehicles near both the library and meeting room entries. While most parking is behind the library to the north, this limited amount of street parking provides a visual cue of the library activity. In conjunction with the long building canopy, there is a good all weather entry plaza. The parking lot entry is moved to the north to allow better utilization of the site, to allow gentle grading to be maintained to the main entry, and to separate vehicle traffic from patron access. In addition, it assists in separating park traffic. A tandem arrangement is utilized for staff parking to supplement the total amount of available spaces since only 80% of the required need is able to be provided. The tandem arrangement also assists in parking longer vans that

are used by groups visiting the park or library. Additional parking at the expense of building program and library function, however, is not desired.

- Preserve & Enhance Important Site Features
- Provide Mix of Hardscape and Green Areas
- Bicycle Parking Area
- Enclosed Recycle and Trash Area

The park area south of the current building is reconfigured for the expansion. The ancient oak tree is preserved as a significant local landmark and natural edifice. Ancillary planting at this area is low and park-like to enhance the library experience. To the east the natural area is maintained as a buffer to Scott Pond. Some thinning of the under story is recommended for security and maintenance reasons. To the west plantings are minimized and contained within walks and plazas for a more urban experience in relation to the new Main Street development. The existing amphitheater and its adjacent features and paths are generally retained. The lawn to the west of the amphitheater is changed to a plaza for all weather use to supplement its activities. The main bicycle parking area is under the canopy cover north of the main entry. The trash and recycle area is contained and located near the library building in conjunction with dedicated library loading.

Cost Estimate

Direct Building & Site Development Costs

- New Two Story Building Portion of 15,000 square feet
- Remodeled Existing Two Story Portion of 11,000 square feet
- New Moveable Furnishings Throughout
- Revised Site Planting and Paving area of 28,000 square feet
- Relocated - Revised Utilities, and Mechanical and Electrical Systems

Sitework	\$180,000
Building Remodel and Construction	\$1,860,000
Furnishings	\$380,000
Moving Costs	\$30,000
Contingency (15%)	\$350,000
Total	<u>\$2,800,000</u>

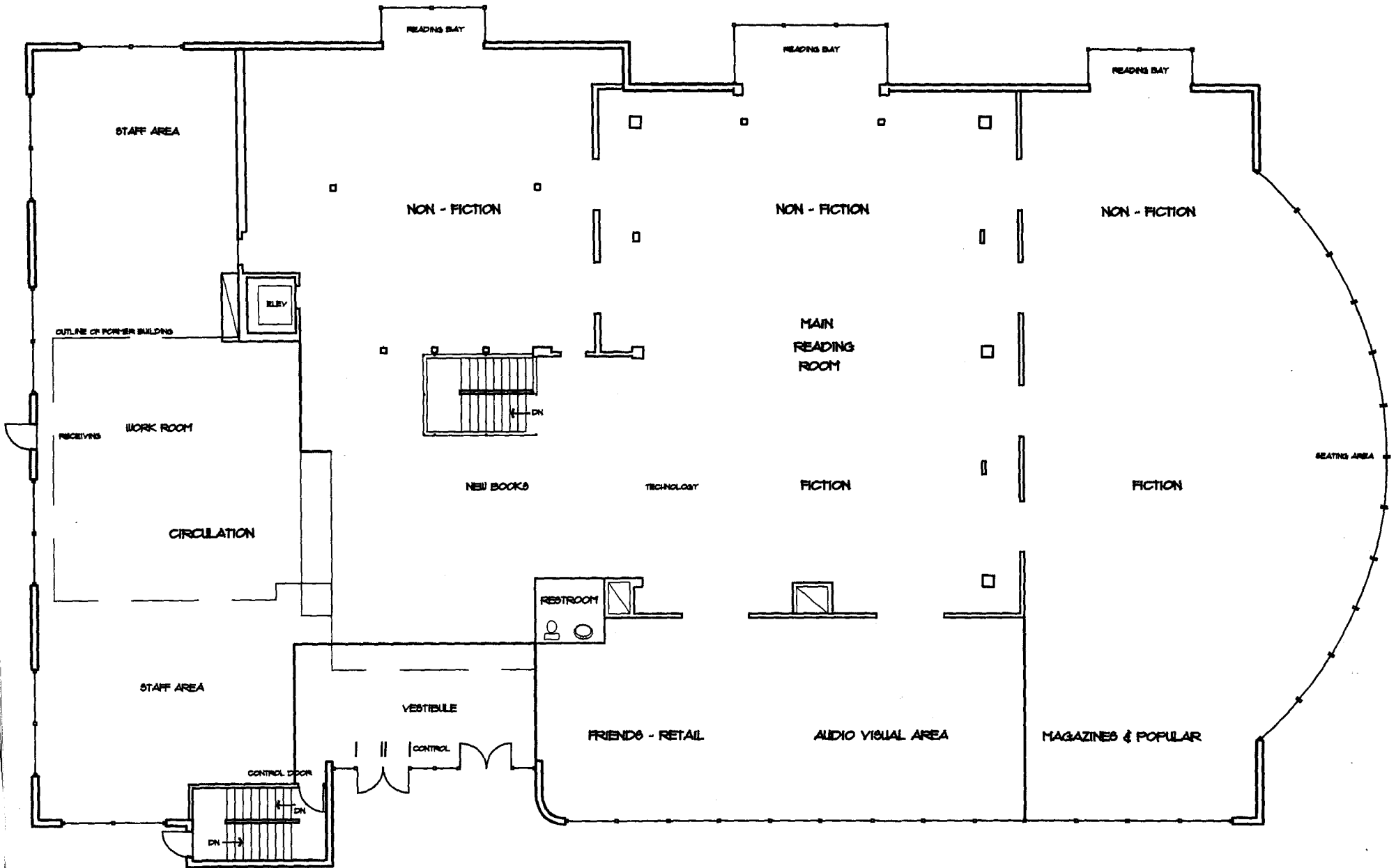
MEMORANDUM

FILE: Ledding Library 02-06
DATE: March 6, 2004
REPORT BY: Robert Dortignacq
TO: Cynthia Sturgis, Kelly Somers

RE: Design Fees For Ledding Library Expansion

Based on an approximate construction project cost of 2.8 million dollars, we estimate that the design phase would be in the range of \$45,000 to \$50,000. This would include time to study a couple design options in the direction expressed by the master plan we just completed. During this phase it is necessary to verify all of the major underlying planning and construction assumptions to avoid costly surprises later. The design would be further delineated, and the building form would be developed. Preliminary interior space planning would be developed to assure accommodation of the program. Design phase work would also include preliminary mechanical, electrical, and structural engineering. This also includes fees for cost estimating, outline specifications, code review, and renderings. A typical amount of public reviews and meetings is also included.

The above fee range could vary some, up or down, depending on the agreed scope of services desired. I have credited some of the time typically necessary for program development and existing building data. The above costs do not include other costs such as promotional – marketing materials.

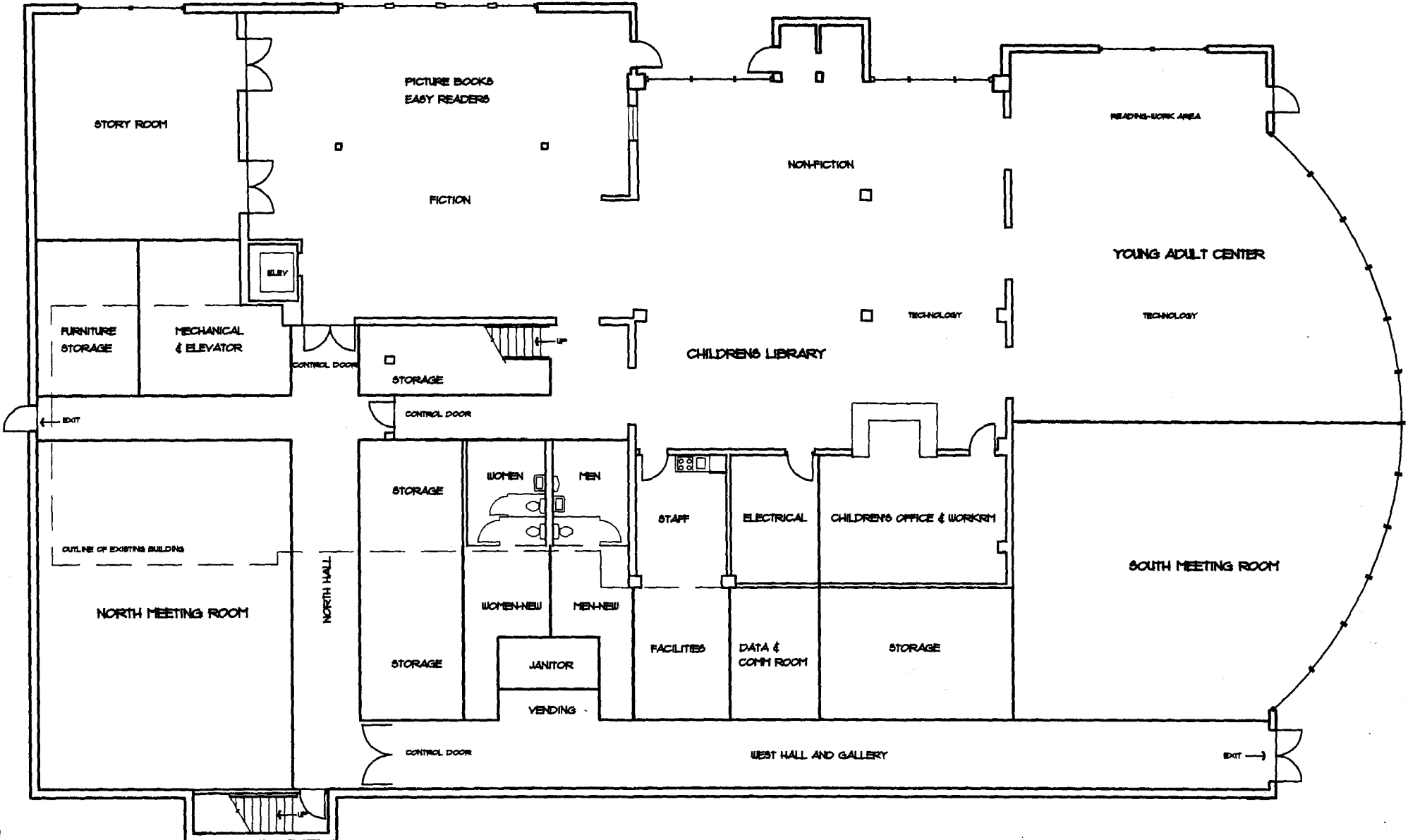


NEW MAIN LEVEL
LEDING PUBLIC LIBRARY

DORTIGNACQ & ASSOCIATES ARCHITECTS
 1915 NW 26th AVE. PORTLAND, OREGON
 503-228-5154 503-228-1585 FAX

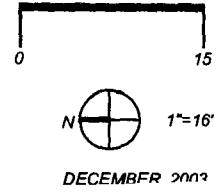


DECEMBER 2007



NEW BASEMENT LEVEL
LEDING PUBLIC LIBRARY

DORTIGNACQ & ASSOCIATES ARCHITECTS
 1915 NW 26th AVE. PORTLAND, OREGON
 503-228-5154 503-228-1585 FAX



Ledding Library of Milwaukie
Guidelines and Needs

Table 1

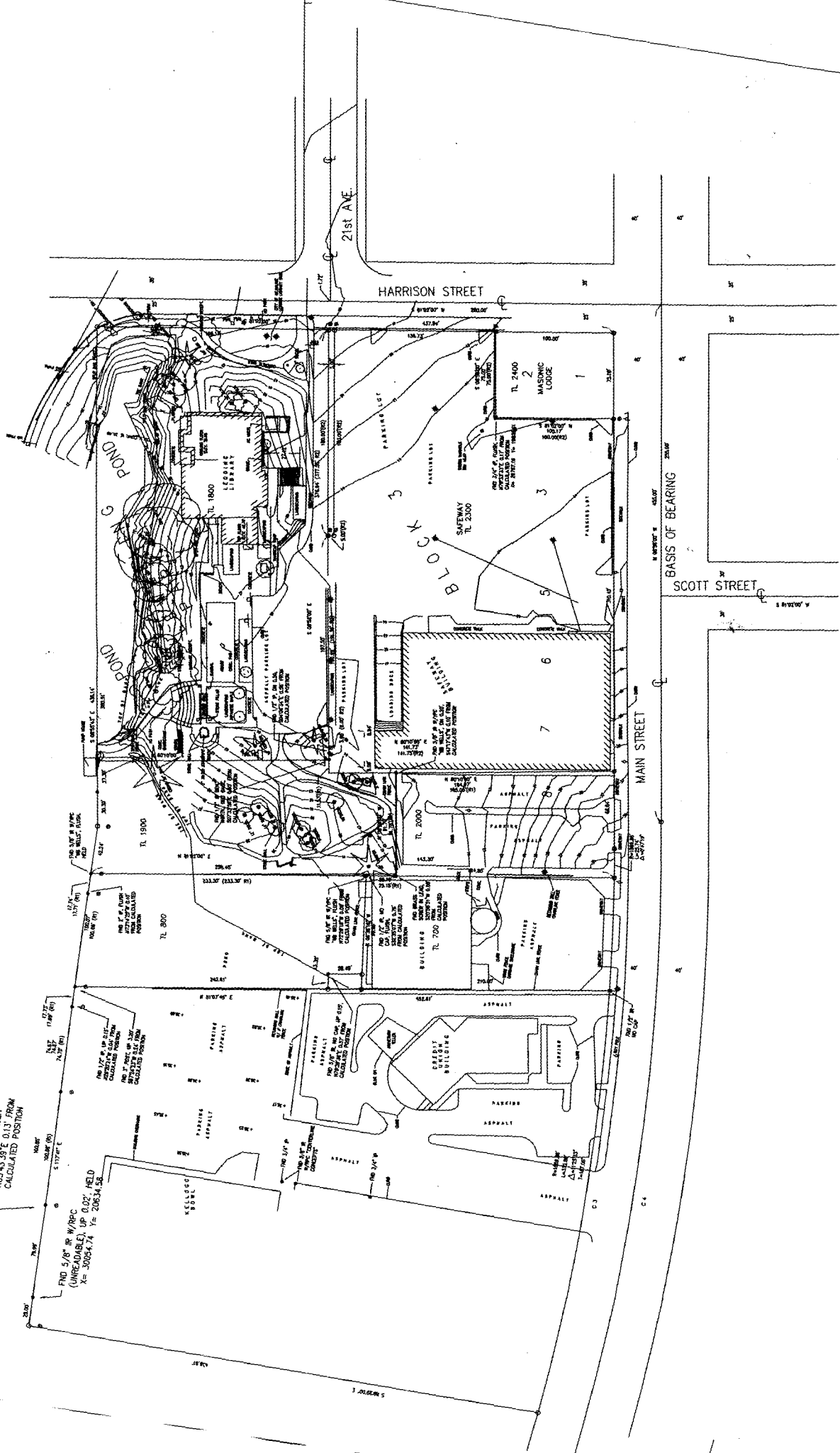
Column 1	Column 2	Column 3	Column 4	Column 5
	Service Guidelines	Have in 2002	Need in 2002	Need in 2025
Population		20,490	20,490	28,000
Public Service Hours - OLA Adequate Standard	60 hours per week	51	60	unknown
Collection				
Books - OLA Excellent Standard	4.0 volumes/capita	89,000	82,000	112,000
Media - videos, audios, CD's, etc.- current Ledding practice	16% of books	13,800	12,300	18,000
Total Collection		102,800	94,300	130,000
Magazine and newspaper subscriptions - Ledding decision		229		230
Seating - current best practice				
General Seating (80% table/20% lounge)	5 seats/1,000 pop	86	103	140
Group Study/Homework/Conference Rooms	8 - 12 seats	0	8	12
Tutoring/Study Rooms - Seats	4 seats	0	4	4
Total Seating		86	115	156
Public Technology Stations				
General Access - current best practice	1 station/1,000 pop	17	20	28
Technology Training - current best practice	8-12 stations/facility	0	8	12
Total Public Technology Stations		17	28	40
Informal Storytelling/Open Space in Chidlren's Area				400 sq ft
Meeting Room Seats	60-100 seats	0	100	100
Coffee Bar		0		150 sq ft
Friends Store/Office		0		250 sq ft
Total Square Feet - Current		12,250		
Total Square Feet - OLA Minimum Standard	.76 sq ft per capita		15,572	21,280
Recommended Total Square Feet	.92 sq ft per capita			25,928
Parking - City Regulations	3/1,000 facility sq ft	31	41	78

Ledding Library of Milwaukie
Collections
Table 2

Collection Assumptions												
1. Book collection will be 112,000 in 2025, equal to 4/capita												
2. Media collection will be 18,000 in 2025, equal to 16% of book collection												
3. Book collection will be 58% adult, 5% young adult, 37% juvenile in 2025												
4. Media collection will be 74% adult/young adult, 26% juvenile in 2025												
Items			Current Collection Size	Collection Size in 2025	Percent in Circulation	Volumes to be Shelved	Shelving Type	Items per 3' Shelf	Number Shelves/ 3' Section	Items per Shelving Section	Number Of Sections	Square Feet Needed
Adult Books			53,527	60,000	15	51,000	90" high	25	6	150	340	4,080
Adult Books				5,000	15	4,250	66" high	25	5	125	34	408
Adult Media			10,162	13,300	40	7,980	66" high	35	5	175	46	684
Young Adult Books			836	5,600	35	3,640	90" high	25	6	150	24	291
Young Adult Media with Adult												
Children's Picture Books & Easy Readers			7,814	9,100	25	6,825	42" high	50	3	150	46	546
Children's Fiction and Non-Fiction			27,050	32,300	20	25,840	66" high	35	5	175	148	1,772
Children's Media			3,593	4,700	45	2,585	66" high	35	4	140	18	222
Totals			102,982	130,000		102,120						8,003
Magazine and Newspaper Subscriptions			229	230		230						
Adult Display				180	na	180	84" sloped	3	5	15	12	144
Adult Backfiles				pamboxes	na	180	84" high	8	6	48	4	48
Young Adult Display				20	na	20	84" sloped	3	5	15	1	12
Young Adult Backfiles				pamboxes	na	20	84" high	8	6	48	1	12
Children's Display				30	na	30	66" sloped	4	4	16	2	24
Children's Backfiles				pamboxes	na	30	66" high	8	4	32	1	12
Total												252

Ledding Library of Milwaukie
2025 Space Needs Summary
Table 3

Items	Square Feet per Item	Number of Items	Square Feet Needed
Adult Books on 90" shelving			4,080
Adult Books on 66" shelving			408
Adult Media			684
Adult Magazines and Newspapers			192
Adult Table Seats	25	68	1,700
Adult Lounge Seats	35	18	630
Adult Technology Stations	30	14	420
			8,114
Young Adult Books			291
Young Adult Media with Adult			
Young Adult Magazines			24
Young Adult Table Seats	25	16	400
Young Adult Lounge Seats	35	4	140
Young Adult Technology Stations - 2 person	40	4	160
			1,015
Childrens Picture Books and Easy Readers			546
Childrens Fiction and Non-Fiction			1,772
Childrens Media			222
Children's Magazines			36
Children's Table Seats (1/2 @ 20 sq ft - 1/2 @ 25 sq ft)	22.5	28	630
Children's Parent/Child Lounge Seats	35	6	210
Children's Technology Stations - 2 person	40	10	400
Storytelling/Open Space			400
			4,216
Group Study/Homework/Conference Rooms - Seats	25	12	300
Tutoring/Study Rooms - Seats	25	4	100
Technology Training Stations/Rooms	30	12	360
Meeting Room Seats	15	100	1,500
Coffee Bar			150
Friends Store/Office			250
			2,660
Subtotal			16,005
Service Desks, etc. @ 15% of Subtotal			2,401
Staff Workspaces & Storage @ 20% of Subtotal			3,201
Total Assigned Space			21,607
Unassigned Space @ 20% of Assigned Space			4,321
Grand Total Square Feet			25,928



21ST AVE.

HARRISON STREET

SCOTT STREET

MAIN STREET

BLOCK B

TL 2400
MASONIC LODGE

TL 1800
LEADING LIBRARY

TL 2000
BANK BUILDING

TL 7000
CREDIT UNION BUILDING

TL 800

TL 1900

PLD 5/8" IR W/IRC
CENTERLINE CONCEPTS
FLUSH, HELD

PLD 3/4" IR FLUSH
NBS 43'39" S 0.13' FROM
CALCULATED POSITION

PLD 5/8" IR W/IRC
(UNREADABLE), UP 0.02' HELD
X= 30854.74 Y= 20834.58

BASIS OF BEARING

	Service Level Guidelines	Have in 2002
Population*		20,490
Public Service Hours - OLA Adequate Standard	60 hours per week	51
Collection		
Books - OLA Adequate Standard	3.0 volumes/capita	99,187**
Books - OLA Excellent Standard	4.0 volumes/capita	
Media - videos, audios, CD's, software, etc.- current best practice	15% of books	
Magazine and newspaper subscriptions - OLA Standard	5/1,000 population	229
Total Seating		
Seating - current best practice		
General Seating (80% table/20% lounge)	5 seats/1,000 pop	
Group Study/Homework/Conference Rooms	8 - 12 seats	
Tutoring/Study Rooms - Seats	4 seats	
Total Seating		
Public Technology Stations		4
Internet Access Workstations - OLA Standard	1 station/2,500 pop	
General Access - current best practice	1 station/1,000 pop	
Technology Training - current best practice	8-12 stations/facility	
Total Public Technology Stations		
Informal Storytelling Space	25 seats	
Meeting Room Seats	60-100 seats	
Coffee Bar		
Friends Store/Office		
Other?		
Total Square Feet - OLA Minimum Standard	.76 sq.ft. per capita	12,250
Total Square Feet Needed		
Parking	City Requirements	

*Source for population figure: 2002 - Census 2000 figure for City of Milwaukee.

**Figure for total units from Oregon State Library 2000-2001 statistics

Rob Dortignacq
Dortignacq and Associates Architects
1915 N. W. 26th Ave.
Portland, Oregon 97210

Dear Rob,

The Board of Directors of the Ledding Library would like to express our gratitude and delight with your work for us as shown in the Ledding library Master Plan and accompanying site plan. We are all much impressed by what you were able to accomplish.

Along with the Facilities Planning Committee, we realized we were giving you a tall order in asking you to meet a multitude of design goals on a site and facility with definite limits and restrictions. In fact, we weren't sure it could be done. But through the process of working with you we soon realized that you listened carefully to the concerns of staff and committee. Your efficient use of limited space while preserving valuable parking were crucial in meeting the sometimes-conflicting requirements of the library's expansion goals.

We are very appreciative of your creative and thoughtful solutions to the problems presented. It has been our good fortune to have your skills and personal interest at this critical stage of the project. Many thanks for all your efforts.

Sincerely,

Tom Hogan
Ledding Library Board Chair



To: Mayor Bernard and Milwaukie City Council
Through: Mike Swanson, City Manager
From: Larry R. Kanzler, Chief of Police
Date: March 3, 2004
Subject: **O.L.C.C. Application – Harrison Street Arco & Mini Mart – 4140 S.E. Harrison Street**

Action Requested:

It is respectfully requested the Council approve the O.L.C.C. Application To Obtain A Liquor License from Harrison Street Arco & Mini Mart – 4140 S.E. Harrison Street.

Background:

We have conducted a background investigation and find no reason to deny the request for liquor license.

MINUTES

MILWAUKIE CITY COUNCIL MARCH 2, 2004

CALL TO ORDER

Council President Lancaster called the 1929th meeting of the Milwaukie City Council to order at 6:40 p.m. in the City Hall Council Chambers. The following Councilors were present:

Councilor Deborah Barnes
Councilor Joe Loomis

Councilor Susan Stone

Staff present:

Mike Swanson,
City Manager
Gary Firestone,
City Attorney
Alice Rouyer,
Community Development/Public
Works Director
Larry Kanzler,
Police Chief

Mary Rowe,
Human Resources Director
Paul Shirey,
Engineering Director
Brion Barnett,
Civil Engineer

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

It was moved by Councilor Barnes and seconded by Councilor Stone to approve the Consent Agenda that consisted of the City Council minutes of February 17, 2004. Motion passed unanimously among the members present.

Councilor Barnes announced that Mayor Bernard was in Washington, D.C. with an Oregon contingent seeking federal funding for local transportation projects.

AUDIENCE PARTICIPATION -- None

PUBLIC HEARING

Appeal of Variance Granted by the Public Safety Advisory Committee

Council President Lancaster announced the opening of the hearing continued from February 3, 2004 at 6:45 p.m.

The purpose of the hearing was to consider public testimony on the appeal of the Public Safety Advisory Committee's vision obstruction variance decision for the property located at 9925 SE 37th Avenue.

Staff Report: **Civil Engineer Brion Barnett** presented the staff report on the vision obstruction at the intersection of 37th Avenue and Harvey Street. He confirmed that all interested parties including the appellant Juli Howard, property owner Perry Nordby, and members of the Public Safety Advisory Committee (PSAC) were notified of this hearing.

A resident filed a complaint about a vision obstruction at the above mention intersection. Staff confirmed there was a vision obstruction and gave the property owner a period of time in which to correct it. The problem was not corrected within the allotted time period, and a citation was issued. That citation was appealed to the PSAC, and that Committee granted a variance with conditions. A local resident appealed that variance for a Council determination on the appropriate height of the hedge at that intersection to provide for public safety.

Barnett provided photos of the site that showed the hedge after being trimmed. Staff's recommendation is to further trim the hedge to 36" from the top of the curb, and an orange tape in the photograph indicated that height. Next, Barnett showed a drawing of the intersection.

He reviewed the key points. Clear vision is the amount of area a driver needs at an intersection to make a decision on whether or not it is safe to pull out. There are code requirements, stopping site distance, intersection site distance, and methods for calculating these. The Milwaukie Municipal Code (MMC) states nothing over 30" in height referenced from the top of the curb can be within the 20-foot radius of an intersection. The code also allows the director of public works to modify this requirement in the interest of safety based on engineering judgment. Barnett indicated these areas on a transparency. The PSAC variance allowed the hedge to be 40 – 50 inches in height referenced from the ground. The horizontal limit would extend a total of 28 feet from the existing west curb line on 37th Avenue. The Committee variance is less restrictive than the MMC.

Barnett discussed safe stopping distance, which is essentially how long it takes a car traveling with some initial speed to come to a stop. For example, a car traveling 25 mph would need about 155 feet to stop. At 30 mph, the stopping distance is about 200 feet. There are two components in this: the distance traveled during perception and reaction time, plus the distance traveled while braking. The sight distance at this intersection is 280 feet because it assumes the driver on Harvey Street and the driver on 37th Avenue do not have to do anything abruptly. The driver on 37th Avenue looking to the west only has about 85 – 100 feet of clear vision. This indicated there was not enough time to stop without potentially hitting a car proceeding into the intersection because of the reduced reaction time. This is a stop-controlled intersection with vehicles on Harvey

CITY COUNCIL REGULAR SESSION – FEBRUARY 3, 2004

APPROVED MINUTES

Page 2 of 11

Street having the right-of-way. The traffic volume last year was about 2,500 vehicles per day and included TriMet and School District busses. The speeds were about 29 – 30 mph with an existing clear vision of 85 feet. Staff decided to apply a higher standard because of the likelihood of hitting someone in the intersection.

Staff recommended that the driver on 37th Avenue have at least 200 feet of clear vision to the west. If the hedge were cut to 36” from the top of the curb on both ends, there would be about 210 feet of clear vision available. He outlined the alternatives before City Council: overturn the variance and apply staff recommendation of not more than 36” from the top of the curb; overturn the variance and apply the 20-foot radius standard under existing code provisions; uphold the variance; or grant a different variance.

Councilor Stone asked where the hedge was positioned on the property. Would the homeowner have the option of moving the hedge back versus trimming it more? Does it meet City codes in terms of where it is planted right now?

Barnett responded the existing shrubs are on private property. The owner could replant the shrubs; however, from his perspective it would probably be difficult. Staff’s main concern is having adequate vision.

Councilor Stone has driven this street many times and did so recently to see if the current trimmed height made a difference. She asked the current height of the hedge.

Barnett said the shrubs are currently 4 to 4-1/2 feet from the top of the curb. This is important because the roadway slopes. For drivers on 37th Avenue looking west, the hedge is actually higher. Staff’s recommendation of 36” assumes that the average driver can actually see over the top of the hedge. The recommendation is based on having a sight line over the shrubs.

Councilor Stone commented a lot probably depends on the type of car a person is driving. She has an SUV, so she sits higher. She noted better vision since the hedge was trimmed, but she imagined with a smaller car there would still be a problem. She asked if the orange tape in the photo was the height staff was recommending.

Barnett explained it is 36” at the tape. The rod held by a person in the photo shows that about another foot needs to be trimmed from the east end of the hedge and more than that at the west end because of the slope. Stone was correct in saying that vehicle height impacts the sight distance. The 36” eye height is targeted for the average passenger vehicle.

Councilor Stone asked if the neighbor’s fence was an issue.

Barnett said the fence is not an issue.

Councilor Lancaster asked Barnett if he felt the property owner had a full understanding of the issue.

Barnett said staff has communicated by phone and in person with the property owner. The purpose of staff's going to the site and putting up the tape was to provide a visual reference for Nordby. The tape was put up after the first trimming.

Shirey spoke with Nordby the previous evening at the site after making repeated attempts to reach him by phone. Nordby indicated he intended to trim the hedges to that height and said he had mis-measured the first time. Further trimming has not been done.

Councilor Stone understood Nordby wanted to be in compliance with the staff recommendation.

Councilor Lancaster asked how many bushes would have to be trimmed if the 20-foot radius option were enforced.

Barnett said probably 2 or 3 bushes would have to be trimmed within that 20-foot radius. It is important to note the City's code indicates 30 inches in height from the top of the curb. The flagging in the photo is 36 inches. In his view, this is all right for general intersections safety, but one must look at all the particulars of an intersection. Studies assume drivers at a 4-way stop or an uncontrolled intersection approach and make their decisions differently. Intersections are looked at on a case-by-case basis. Other local governments including Oregon City and Clackamas County have a 20-foot radius standard and also allow for higher standards based on engineering judgment. Clackamas County uses AASHTO and applies it on a case-by-case basis.

Council President Lancaster asked how long the field of vision would be if the 20-foot radius were applied?

Barnett said it would be 85 – 100 feet. In staff's opinion, the 20-foot radius is not adequate for safety.

Councilor Stone asked what the clear vision distance was right now.

Barnett said a driver could see 85 – 100 feet right now.

Councilor Stone understood it would not make a difference as far a clear vision goes if the first two or three bushes were trimmed down to 30 inches.

Barnett said that was correct. It is all based on the height of a normal passenger car driver's eye.

Councilor Stone understood it would not change the stopping distance and the distance staff is recommending for safety.

Councilor Lancaster asked if the picture taken looking west on Harvey Street was at the legal stop line.

Barnett said the photo was taken 10 feet back from the intersection. Based on studies, it is assumed most passenger vehicles have about 7 – 8 feet from the front of the vehicle to the driver's eye. When a driver creeps out into the intersection to see, the front end of the vehicle should not be into the travel way.

Councilor Stone knows when she tries to go west onto Harvey Street from 37th Avenue she barely needs to turn. The lane seems small because cars are allowed to park on the north side, so that lane is a little wider than the south lane. Could anything be done to adjust that? Drivers can see if they pull out farther, but even so she barely needs to turn her steering wheel before she is in the lane. How wide is that lane?

Barnett said the existing roadway is about 30 feet. There is a parking area on the north side that is about 7 – 8 feet with two lanes that total about 22 feet. There is no bike lane. Parking could be moved to the other side of the road, but the problem would still be there.

Councilor Stone asked what the effect would be if parking were moved to the south side and designated the sight distance of 200 feet to be “no parking”, so parked cars would not obstruct vision.

Barnett did not believe there would be a net gain. In that scenario, the driver on 37th Avenue would have to see beyond that car. Staff's recommendation is based on how far someone has to be able to see to stop. Drivers still need 200 feet to see.

Councilor Stone suggested a speed bump to slow traffic.

Correspondence: There was no additional correspondence on the matter that was not included with the staff report.

Testimony of Entity Making Decision: **Karen Martin**, Public Safety Advisory Committee Chair, and **Larry Kanzler**, Milwaukie Police Chief and PSAC staff liaison provided the report. Martin summarized the history of the Committee's action based on the information it received. Originally Mr. Nordby came to the Committee looking for a variance. He had to appear in municipal court in 72 hours, so the timeframe was very short. The Committee went to the site on the same night Nordby came to the Committee meeting, and Committee members made some initial thoughts. Steve Campbell and some others marked the street per the City's code so the Committee could determine the right amount of vision. When Committee members returned to the site on the second night, they pulled up to the stop bar and looked down the road. They felt the hedge was a little high and needed to come down to be fully safe. The Committee was working with the idea that they needed to measure from the base of the shrub rather than the top of the curb. The variance PSAC granted was within inches of being to the City's code. Had the Committee known the measurement was from the

curb, it probably would have met the code standards. That information, however, was not clear to the group. The variance was within 8 inches of being within that 20-foot radius. The Committee looked at the site several times, and now new standards, like AASHTO, are being applied to this hedge. When one looks throughout the City using AASHTO standards, this hedge is certainly not the only problem. Nordby has shown he wants to comply and do what is in the best interest of safety. He has cut the hedge lower than what was granted in the variance. Now he needs to do more work, which he says he will do. She does not know what the variance is anymore. Nordby is willing to trim the hedge down to the AASHTO standards but needs to be given time.

Kanzler believed the Public Safety Advisory Committee did diligence to its duties and responsibilities based on the limited amount of information available. The Committee certainly did not have the plethora of information that has been developed since the deadline for the court appearance. If looking at this AASHTO standard, which he brought up to staff, any car parked along that 280-foot stretch is a potential vision obstruction. Based on that standard, there would be no parking in the downtown area. It may be a point of reference for highway access or some unrestricted access to a fast moving freeway. However, for an urban, primarily residential area, he believes some common sense needs to be used in making decisions. We cannot expect to bring a street built 50 – 100 years ago up to a standard that is physically impossible to accomplish. Reasonableness can be applied if situations are looked at individually, and PSAC, he believed, did a good job of that.

Councilor Barnes did not realize the City had committees that had the authority to grant variances, so this came as news to her.

Swanson said this was an unusual situation. He provided background information with approximate dates. In 1994, the City created the Traffic Safety Commission. The code defines a commission as a body that has the power to make decisions, apply facts to standards, and render a decision. For example, the Planning Commission makes decisions. One decision granted the Transportation Safety Commission was the clear vision ordinance. In 1997, the City Council replaced the Traffic Safety Commission with the Traffic Safety Board. The code defines a board as an advisory body that is different from a commission. The action the City Council took in 1997 in creating the Traffic Safety Board repealed all sections of the code dealing with the Traffic Safety Commission with the exception of two. One was basketball hoops in the streets and the other was the clear vision ordinance. What remained in the code was a clear vision ordinance variance process that was heard by the Traffic Safety Commission eliminated in 1997. When the Public Safety Advisory Committee was created, nothing was said about the clear vision ordinance because a search on the Traffic Safety Board did not show up because the clear vision ordinance variance was the responsibility of the Traffic Safety Commission. The opinion was that PSAC basically inherited the line of responsibilities. Once the issue before Council at this meeting is determined, Swanson will clear up that history. Part of the confusion is the fact that things changed in 1997, but not completely.

Councilor Barnes appreciated the fact this is a committee of people who are trying to make things better. Her other concern is why the Committee came up with the least restrictive, lowest degree of safety, according to this report, out of all of the standards. The Public Safety Advisory Committee chose the least.

Martin said the group chose a variance based on the information available at the time. They did not have a choice of three scenarios. The Committee had what it believed was a height requirement from the base of the plant, not the curb. The group was also told 85 – 100 feet sight distance was the current City standard. The Committee went to the site with that information and did what it felt was completely safe. She can drive to that intersection and does not feel unsafe turning on to Harvey Street. PSAC would not choose the lowest degree of safety or put anyone at risk as she feels is being implied, and the group takes offense at that. The Committee did not intentionally do anything that provided the lowest degree of safety.

Councilor Barnes asked Martin if the Committee thought about contacting the engineering department.

Martin responded that Campbell and an engineer marked the street according to code. If the Committee had known it should have measured from the curb, it would have been within code standards.

Kanzler said the Committee acted on the information it had at the time and was expected to make a timely decision.

Councilor Loomis appreciated what Martin had done, and, as Kanzler said, the Committee was under a timeframe and used the information available. Council's decision will not be a reflection of the Committee's efforts. He appreciated the Committee's taking the issue seriously.

Councilor Stone asked why the timeframe was so short.

Kanzler said Campbell issued a citation to the person owning the hedge, and his court appearance was within three days.

Councilor Stone understood the citation was issued in response to a complaint.

Kanzler confirmed the citation was issued in response to a clear vision complaint. The turnaround to either grant or deny a variance had to be done prior to the court appearance date that was in three days. All the PSAC action was done to meet the deadline established by the court summons.

Councilor Stone was confused about the timeline. She understood the complaint went through Campbell.

Kanzler said that was correct. Campbell wrote a citation for Nordby to appear in court.

Councilor Stone asked if the summons to appear in court was 72 hours after the citation was written.

Kanzler said there was a longer period of time.

Councilor Stone understood that Nordby waited until the last minute.

Kanzler was not sure Nordby knew the process. Once he found out he could request a variance, he appeared at the PSAC meeting. He asked for help so he would not have to cut the hedge.

Councilor Barnes understood from the material provided, Nordby was given the notification May 1, 2003. He was also provided with a phone number in the event he needed assistance. The last correspondence sent by certified mail from Campbell to appear in court was in October. Nordby had about six months to respond.

Kanzler said the Committee did not have that information. It was not really relevant to PSAC's taking action based on the established City deadline.

Appellant Testimony: **Juli Howard**, 9705 SE 37th Avenue, Milwaukie. She expressed her appreciation for all the staff time and effort that went into this issue. She realized it was a huge effort that took a lot of time. She filed a complaint about the subject hedge because she feels it is a dangerous corner, and the hedge obstructs the view of Harvey Street traffic. She did not take filing this appeal lightly because it does affect a homeowner in her neighborhood. She does feel her safety, her family's safety, and everyone's safety that uses this corner is more important than a hedge. She did not feel PSAC had the authority based on current code language to have granted the variance in the first place, nor did she feel the Committee did adequate research or had the proper education by consulting the engineering department to make this sort of decision. If one looks at the code chapter 12.24.050, when granting a variance, it says that pedestrian and vehicle safety shall be a primary factor and that aesthetics is not relevant. PSAC granted the variance because of the good faith effort to maintain aesthetic appearance, which totally goes against the code. She felt PSAC disregarded her complaint because her safety is at risk when she uses that corner. She understood the Committee did a site investigation, and they spoke with the homeowner; however, she never had any contact with the group. She urged City Council to support staff's recommendation and apply the standards to that intersection.

Councilor Loomis said in Howard's letter she indicated her experiences on her daily drive home.

Howard uses Harvey Street or 37th Avenue on a daily basis. She drives east, and the road is actually narrower. When she pulls up to where she can see a safe distance, she is actually pulling into oncoming traffic. She then makes a quick left turn onto her street. She does drive a Honda, so it is lower. Her husband drives a 4-wheel drive pickup, and

she cannot see over the hedge driving that vehicle. She provided photos, and since the hedges were trimmed she could see a TriMet bus, for example. The photo showed her car that was actually out in the street where she has to pull out to see.

Councilor Loomis was familiar with the intersection and understood there was a problem. He asked why she goes home that way?

Howard said she would have the same problem if traveling on Harvey Street because cars still pull out from 37th Avenue to see. She does not feel she should have to make a detour. That corner is unsafe for a lot of people. She thinks since the PSAC granted the variance, the City could be liable if there were an accident.

Councilor Stone asked Howard if she spoke with Nordby before talking to Campbell in code enforcement. Did she know Nordby?

Howard said she did not know Nordby and did not feel comfortable speaking directly to him.

Property Owner Testimony: Nordby was not present.

Audience Testimony: No further testimony.

Appellant Rebuttal: None.

Property Owner Rebuttal: None.

Additional Staff Comments: None.

Questions of Clarification: None.

Close Public Hearing: **Council President Lancaster** closed the public testimony portion of the hearing at 7:30 p.m.

Discussion among Councilmembers: **Councilor Loomis** agreed the intersection is unsafe and supported the staff recommendation. In his mind this raises other questions related to the Safeway development on 42nd Avenue. There will be more traffic on 36th and 37th Avenues, and he asked if it would be feasible to make some of these streets dead end. There are already 2,500 cars on Harvey Street with related noise and detriment to livability. It is a safety issue. He recently filled out some requests to look at putting stop signs at 37th Avenue and King Road. He noted the traffic situation at 32nd Avenue and Harrison Street. There is a lot of speeding on King Road. He is concerned about more cut through traffic because of development and the possibility of accidents. He does not see any improvements to Harvey Street in the near future. Even with the hedge gone, drivers are right at the curb. He is concerned about neighborhood livability

and would like information on dead ending some of the streets and right-turn-only onto 37th Avenue from Harvey Street to make a dead end coming north. He does not see an impact on traffic flow and feels the action would improve livability. Nordby could grow the hedge higher as a sound buffer. Currently, the hedge is definitely a safety hazard, and he appreciated Howard's bringing the issue to Council's attention.

Councilor Barnes felt with something this major there should have been time in the six-month period from when Nordby got the citation to when he was supposed to appear in court for him to have done something. The homeowner waited five months but did not take the responsibility to talk to the appropriate people. By then, the Committee did not have time to check with the engineering department.

Councilor Loomis did not think it was fair to say Nordby waited five months without his being at this hearing. It may have taken that long for him to find out PSAC could grant the variance.

Councilor Stone appreciated Howard's request. She has felt for a long time this was a problematic intersection. She also appreciated Nordby's attempts to screen his property. The evidence before her indicates the need to err on the side of safety. This is clearly a safety issue, and drivers need a certain distance to stop particularly when the pavement is wet. She will vote to overturn the variance in the hopes of looking at safety first.

Councilor Lancaster believed staff made a well-reasoned recommendation that was supported by the appellant.

Councilor Stone added it seems like Nordby is willing to comply and has a clear understanding that safety is the overriding factor.

Decision: It was moved by Councilor Loomis and seconded by Councilor Barnes to support the appeal with the staff recommended standard. Motion passed unanimously among the members present.

OTHER BUSINESS

Councilor Loomis attended the Planning Commission hearing on the transit center and expressed his appreciation to Chair Donald Hammang for the manner in which he conducted the meeting.

Council President Lancaster announced the City Council would meet in executive session immediately following adjournment under the authority of Oregon Revised Statutes 192.660(1)(c) -- Performance Evaluations of Public Officers Employees; 192.660(1)(f) -- Exempt Public Records; 192.660(1)(g) -- Legal Counsel; and 192.660(1)(h) -- Real Property Transactions.

ADJOURNMENT

It was moved by Councilor Stone and seconded by Councilor Barnes to adjourn the meeting. Motion passed unanimously among the members present.

Council President Lancaster adjourned the regular session at 7:40 p.m.

Pat DuVal, Recorder



To: Mayor and City Council

Through: Mike Swanson, City Manager

From: Mary Rowe, HR Director

Subject: Authorization for City Manager to designate leave allowances

Date: March 4, 2004

Action Requested

Authorize the City Manager to set administrative leave allowances for management employees per his discretion as to what is appropriate and commensurate with their work.

Background

During the performance management review process for the City Manager, administrative leave accrual levels were discussed and increases approved for the City Manager. In executive session several Council members indicated that they wanted to give the City Manager authority to set the administrative leave levels for the management employees. Since no decision may be reached in Executive session, the Council has to take formal action in a public meeting if it wants to delegate such authority to the City Manager.

Concurrence

Human Resources, the City Manager and the City Attorney have reviewed and agree with delegating to the City Manager the authority to adjust administrative leave balances as he determines to be in the best interests of the City.

Fiscal Impact

There would be no out of pocket cost to the City.

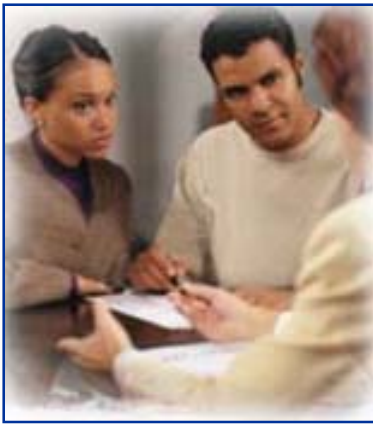
Work Load Impacts

None

Alternatives

Leave the authority to grant additional administrative leave hours to the City Council.

Get the Housing Help You Need!



**Housing assistance programs
for homeowners, homebuyers,
renters, landlords, and
those who need housing
in the Milwaukie area**



Information provided as a community service by:



Community Development Department
and Code Compliance Division

www.cityofmilwaukie.org

Single-Family and Multifamily Programs

Program/Agency/Address	Program Information
<p>Clackamas County Housing Rehabilitation Program Clackamas County Community Development 112 11th St Oregon City OR 97045 503-655-8591 www.co.clackamas.or.us/cd</p>	<p>Eligibility: Low- to moderate-income homeowners. Income up to 80% of area median. Terms: 0% interest deferred-payment loans. No monthly payments. Loans: Up to \$35,000. Uses: All standard repair needs. Manufactured homes in parks do not qualify.</p>
<p>Clackamas County Rental Rehab Loans Clackamas County Community Development 112 11th St Oregon City OR 97045 503-655-8591 www.co.clackamas.or.us/cd</p>	<p>Eligibility: Landlords who own rental property occupied by low- to moderate-income tenants. Terms: 3% interest rate amortized over 20 years. Must remain affordable for low- to moderate-income tenants for 10 years. Loans: Up to \$35,000. Uses: All standard repair needs.</p>
<p>Moderate Rehabilitation Program (Project Based) Section 8 Housing Authority of Clackamas County 13930 S Gain St Oregon City OR 97045-0510 503-655-8267 www.co.clackamas.or.us/hacc</p>	<p>Eligibility: Landlords/owners of rental units who rent to income-qualified tenants. Grants: Depends on renovations needed to bring up to quality standards. HACC provides guaranteed rent for 15 years through a contract rent agreement. Uses: All standard repairs and renovations. Other: Tenant household income must be 50% or less of area median income. Tenant pays up to 30% of their income for rent and utilities. HACC pays any difference.</p>
<p>Home Access Grant Clackamas County Community Development 112 11th St Oregon City OR 97045 503-655-8591 www.co.clackamas.or.us/cd</p>	<p>Eligibility: Low- to moderate-income households with physical disabilities. Renters and property owners are eligible. Terms: Grant. Grants: Up to \$2,500. Uses: Wheelchair ramps, handrails, widened doorways, and bathroom and kitchen accessibility improvements.</p>
<p>Low-Income Weatherization Assistance Clackamas County Weatherization 902 SE Abernethy Rd Oregon City OR 97045 503-650-3338</p>	<p>Eligibility: Households at or below 60% of Oregon statewide median income. Priority given to seniors, disabled, and households with children under six years old. Service: No-cost weatherization improvements. Amount depends on energy audit. Uses: Furnace repair/replacement, insulation, heating duct improvements, etc.</p>
<p>Homebuyer Residential Loan "Oregon Bond" Program Oregon Housing and Community Services PO Box 14508 Salem OR 97309-0409 503-986-2015 www.hcs.state.or.us</p>	<p>Eligibility: First-time homebuyers or those who haven't owned and occupied a home for the last three years. Household income limit of \$65,800. Terms: 15 to 30 years, 4.5% interest rate and discount fee of 1.75% of loan. Loans: Up to 80% loan to value. Purchase price limits: \$166,746-\$210,570.</p>
<p>Home Purchase Assistance Program Oregon Housing and Community Services PO Box 14508 Salem OR 97309-0409 503-986-2015 www.hcs.state.or.us</p>	<p>Eligibility: First-time homebuyers or those who haven't owned and occupied a home for the last three years. Household income limit of 80% of county area median. Terms: 0% interest second mortgage loan, deferred until home sold. Loans: Up to \$1,500. Uses: Down payment and/or closing costs. Purchase price limits: \$166,746-\$210,570.</p>

Homeless, Low-Income, and Special Needs Services

Program/Agency/Address	Program Information
<p>Emergency Shelter Program Clackamas County Social Services Community Action Agency 18600 SE McLoughlin Blvd Milwaukie OR 97267 503-794-8008, 503-794-5750 www.co.clackamas.or.us/socialservices/cap/main.htm</p>	<p>Eligibility: Persons that qualify as homeless. Service: Provides information and referral to emergency shelters in the Tri-County area. Also screens homeless families with children for the Annie Ross House.</p>
<p>Rent Assistance Program Clackamas County Social Services Community Action Agency 18600 SE McLoughlin Blvd Milwaukie OR 97267 503-794-8008, 503-794-5750 www.co.clackamas.or.us/socialservices/cap/main.htm</p>	<p>Eligibility: Persons that are threatened with homelessness and have been served with an eviction notice. Limited low-income families with children, disabled adults, and adults 45+ who are at risk. Service: Limited rental assistance funds to prevent evictions. Program also works with landlords concerning the eviction process and prevention.</p>
<p>Transitional Housing Program Housing Authority of Clackamas County 13930 S Gain St Oregon City OR 97045-0510 503-655-8267 www.co.clackamas.or.us/hacc</p>	<p>Eligibility: Families that are homeless and willing to work towards self-sufficiency. Service: Provides housing in 2-bedroom units and assistance from a case manager. Other: Total of nine 2-bedroom units in an apartment complex.</p>
<p>Special Needs Housing Housing Authority of Clackamas County 13930 S Gain St Oregon City OR 97045-0510 503-655-8267 www.co.clackamas.or.us/hacc</p>	<p>Eligibility: Persons with developmental or psychiatric disabilities with low or no income. Service: Low- or no-rent housing in an individual unit or group home within a structured environment. Other: HACC maintains 27 units and 14 group homes in this program.</p>
<p>Low Rent Public Housing Housing Authority of Clackamas County 13930 S Gain St Oregon City OR 97045-0510 503-655-8267 www.co.clackamas.or.us/hacc</p>	<p>Eligibility: Families, singles, elderly and persons with disabilities with incomes 80% or less than area median. Service: Provides 1- to 4-bedroom public housing units at low rents. Other: Waiting list for one of 568 units is 12-24 months.</p>
<p>Housing Choice Section 8 Voucher Program Housing Authority of Clackamas County 13930 S Gain St Oregon City OR 97045-0510 503-655-8267 www.co.clackamas.or.us/hacc</p>	<p>Eligibility: Families with incomes 50% or less than area median. Service: Provides housing vouchers to families that rent units in the private rental housing market. Tenants pay a maximum of 30-40% of their adjusted gross income for rent and utilities. Other: Waiting list for one of 1,453 vouchers is 12-24 months.</p>
<p>Affordable Housing Preservation Program Housing Authority of Clackamas County 13930 S Gain St Oregon City OR 97045-0510 503-655-8267 www.co.clackamas.or.us/hacc</p>	<p>Eligibility: Families, singles, elderly, and persons with disabilities with incomes 80% or less than area median. Service: Provides 1- to 4-bedroom public housing units at rents that are 10-20% below market rate. Other: HACC maintains 449 rental units in this program.</p>
<p>Affordable Housing Programs Northwest Housing Alternatives Inc 2316 SE Willard St Milwaukie OR 97222-7740 503-654-1007 www.nwhouse.org</p>	<p>Eligibility: Individuals, families, seniors, and persons with disabilities who are low- to moderate-income. Service: A range of affordable housing alternatives, from homeless shelters and group homes to permanent rental units and home ownership.</p>