

MILWAUKIE CITY COUNCIL
WORK SESSION
FEBRUARY 4, 2002

The work session came to order at 5:30 p.m. in the City Hall Conference Room.

City Council present: Mayor Bernard and Councilors King, Lancaster, and Newman.

Staff present: City Manager Swanson, Interim Community Development Director Rouyer, IST Manager Gartner, Information Specialist Wheeler, and Program Specialists Carter and Herrigel.

Information Sharing

1. **Mayor Bernard** discussed the board and commission interview process. The Council agreed to interview incumbents to gather information on their experiences and hear any suggestions for future projects.
2. **Councilor Newman** discussed joining a regional transportation funding delegation going to Washington, D.C. in March. It was agreed Newman would combine this with an existing Denver business trip, and the City will pay those expenses incurred between Denver and Washington, D.C. only.
3. The group discussed citizen commendations and volunteer recognition. **Councilor Newman** suggested partnering with the Rotary for a recognition luncheon, and **Councilor Lancaster** suggested recognizing events as they happen. The group agreed on a combination of immediate recognition as well as hosting an annual event.
4. **Councilor Lancaster** referred to an article from Gregory on packaging cities and urged developing a Milwaukie identity.
5. **Councilor Lancaster** will be out of town for the next City Council meeting.
6. The group discussed the Waldorf School application and the North Main Street Redevelopment Plan.

Board and Commission Interviews

The City Council interviewed Pat Morgan, Deborah Barnes, and Sharon Phillips for the Cable Access Studio Ad Hoc Committee and Madalaine Bohl, Kathy Buss, Wilda Parks, and Susan Bradley-Frye for the Centennial Committee

Kellogg Lake Dam Removal Study

Herrigel presented the staff report and asked the City Council to authorize the City Manager to sign a letter requesting that the Corps of Engineers conduct a feasibility study of Kellogg Lake Dam removal at no cost to the City of Milwaukie.

She discussed the history of the project that involved several jurisdictions: the City of Milwaukie, Clackamas County, Oregon Department of Transportation and Development (ODOT), Oregon Department of Fish and Wildlife (ODFW), Army Corps of Engineers (Corps), U.S. Fish and Wildlife, and National Marine Fisheries Service (NMFS). After completing the limiting factors analysis of Kellogg and Mt. Scott Creeks, it became apparent a comprehensive feasibility study and financial analysis would be needed to continue. The Corps will fully fund the study, and Milwaukie, at no cost to the City, will be the sponsoring jurisdiction. Scheduled completion of the study will be fall 2003.

Herrigel explained discussions would begin with property owners around Kellogg Lake. She believes ODOT owns the bridge and dam, and it would have to agree with any future actions. The City owns some lake front property which could be considered the City's contribution to future development. Opportunities for partnering will also be considered. The McLoughlin Boulevard Improvement Project is north of the site but will need to be coordinated.

The City Council authorized the City Manager to sign the proposed sponsor letter to the U.S. Army Corps of Engineers.

Endangered Species Act

Carter and **Ela Whelan**, Surface Water Manager, Clackamas County Water Environment Services (WES), provided an update on the county-wide efforts to protect endangered fish.

The City Council authorized the City Manager to sign a letter of intent to partner with Clackamas County on Endangered Species Act (ESA) issues in June 2000. **Carter** reviewed the elements of Clackamas County's Integrated Vegetation Management Plan and identified those to which Milwaukie is conforming. The City has completed its inventory of structures, such as culverts, which might act as fish barriers and included related projects in its current Capital Improvement Plan (CIP). The City is also working on implementing Metro Title 3 relating to floodplain management, water quality, and fish and wildlife habitat.

Whelan reported Clackamas County's 4d application, submitted at the end of 2000, was rejected by NMFS, so options are still being evaluated. She discussed ESA issues as they relate to the Complete Communities and Concurrency projects underway in the County. County staff will seek further direction from the Board of Commissioners in April 2002. NMFS is essentially offering to help local agencies protect themselves if sued over land use issues.

Carter discussed the City's policy of using herbicides only when needed and by licensed contractors who document their work.

City Web Page

Gartner and **Wheeler** reviewed the options for improving the current City website. The current arrangement with the Milwaukie High School Tech Cadre makes it difficult to sustain a dynamic web page. **Wheeler** outlined long- and short-term goals and possible solutions.

City Council supported staff's proposal to purchase and install a server at the High School. This action would give City staff direct access to the web page. The cost of the server is about \$1,200.

City Property Inventory

Rouyer and **Somers** provided a list of all city-owned properties and a map showing their exact locations. The Heckmann property in the Island Station Neighborhood is probably the only disposable parcel not currently in use.

The group noted earlier discussions about developing the publicly-owned Main Street parking lot. **Swanson** indicated no one had approached him about its development.

Council discussed the perception that the City owns a lot of property that is going to waste. The inventory and map show most of the property is currently under some kind of public use.

Councilor King participated in a recent riparian planting on Johnson Creek and urged citizens to visit these publicly-owned areas to see what an asset they really are.

The group discussed the Kellogg Lake property and its potential use as a future park.

Adjournment

Mayor Bernard adjourned the work session at 7:50 p.m.



Pat DuVal, Recorder



TO: Mayor and City Council
FROM: Mike Swanson, City Manager
DATE: January 28, 2002
RE: City Council FYI Update

TIME AND LOCATION REMINDER FOR MEETINGS

During the week of January 28, the following meetings will be of interest:

- Monday, January 28, 2002 at 6:00 P.M. at City Council Hearing Room-Community Meeting with North Main Street Redevelopment Project (Old Safeway Store) Marketing Consultant
- Tuesday, January 29, 2002 at 6:00 P.M. at Mary King's-MDDA Annual Goal Setting Retreat
- Thursday, January 31, 2001 at 7:00 P.M. at Clackamas County Sunnybrook Office Auditorium-Wastewater Treatment Study Presentation

During the week of February 4, 2002 the following meetings will be of interest:

- Monday, February 4, 2002 at 5:30 P.M. at City Council Meeting Room-Council Work Session
- Tuesday, February 5, 2002 at 6:00 P.M. at City Council Hearing Room-Council Regular Meeting

FEBRUARY 4, 2002 COUNCIL WORK SESSION AGENDA

- (1) **Board and Commission Interviews:** Several applicants are scheduled to be interviewed for positions on the Centennial Planning Committee and Cable Access Ad Hoc Committee.
- (2) **Endangered Species Act (ESA):** In July 2000 Council authorized a partnership with Clackamas County to address ESA issues after the National Marine Fisheries Service listed the Chinook and steelhead as "threatened" in several Willamette River tributaries. Ela Whelan, Clackamas County Water Environment Services Department Surface Water Manager, will provide an update on the County-wide efforts to protect endangered fish populations in the region.
- (3) **Kellogg Lake Dam Removal Study:** Staff will present a proposal whereby the Corps of Engineers will conduct a study to determine the feasibility of a major restoration project. The feasibility study will be conducted at no cost to the City.

- (4) **City Web Page:** Staff will present a report on the options available to upgrade the City web site. \$20,000 has been budgeted during FY 2001-02. (Please be aware that we are reviewing the budget and will be proposing changes to effect a brake on spending.)
- (5) **City Property Inventory:** Staff will present an inventory of City-owned property. This has been an item that has been requested by Council for some time in anticipation that disposable property might provide an income stream. The list is categorized according to use. Staff will also have a map of the properties at the work session. This item is being presented at this time in conjunction with the proposed ordinance for the disposition of property on the February 5, 2002 agenda.

February 5, 2002 Council Regular Meeting

- (1) **Compensation for Those Called to Active Military Duty:** As a result of the September 11, 2001 events, those in the National Guard are being called to active duty for extended periods of time. This can cause a hardship for the employee and their family when the military pay does not equal the regular rate of their City pay. The City has two employees in the Guard. One has been called to active duty to provide security for the Olympics. The policy before Council will enable this employee to receive the difference in pay between that provided by the military and that provided by the City. The policy is in effect for one year and is intended to provide relief only to those called to active duty as a result of the September 11, 2001 events.
- (2) **Real Property/Property Sale Ordinance:** In December 2001 Council requested that Staff draft an ordinance outlining a process for the sale and acquisition of City-owned real estate. This was in response to the discovery that there was no procedure to govern the recent sale of the old Police Department building.

Additional Items of Interest

- (1) **Harmony Road Draft Schedule:** The attached project schedule was provided to me by County Staff for presentation to the Linwood Neighborhood Association. It is included here for your information.
- (2) **Budget Adjustment E-mail:** I have attached an e-mail I recently sent to Council regarding potential budget issues. At present we are attacking it at the staff level and will provide more information at the Council work session.
- (3) **Draft Budget Schedule:** I have attached a draft budget schedule for your review and input. We are proposing to use the same procedure as last year. That is, we will begin with Budget Committee work shops at which time we will hear each Department's budget request. That will be followed by my budget message and proposed budget. At that time there will be public hearings to consider the proposal.

- (4) **Community Development Director Recruitment:** We received 29 applications for the position. Of those, 13 were selected for phone interviews. The candidate pool has been narrowed to 6, who will be invited for an interview on February 8. There is one internal candidate. We anticipate making a decision shortly after the February 8 process.
- (5) **Flag Lot Regulations:** The Planning Commission reviewed the staff proposal as its January 22, 2002 work session and gave its approval to proceed. The Commission also gave direction to proceed on changes that will limit oversized accessory structures on residential property, design standards for new houses, and minor amendments to the Zoning Ordinance. A March work session on these matters is planned. In addition to the above, Code projects underway include cell tower and Title 3 water quality regulations.
- (6) **North Industrial Area Grant:** The grant was approved and consultant selection will commence in a short time.
- (7) **Downtown Sign Ordinance Standards:** The Design and Landmarks Commission is reviewing amendments to the Sign Ordinance in order to promulgate standards that are consistent with the Draft Downtown Design Standards. The Commission will hold a public hearing in February/March to make a final recommendation on the Downtown design guidelines, a design review process, and the new sign code, with a Planning Commission hearing planned for March/April. It is anticipated that the matter will be coming before the Council in May/June.
- (8) **Waldorf School Land Use Application:** A Planning Commission hearing on the application is anticipated for March 2002.
- (9) **Homewood Park Master Plan:** The application has been submitted and is scheduled for a March 12 Planning Commission hearing.
- (10) **Johnson Creek Watershed Council Cleanup:** This volunteer opportunity is scheduled for February 2, 2002 at 9:00 A.M. at the mouth of Johnson Creek.
- (11) **Work Session Protocols:** There has been some problem with the audio portion of work sessions. Please make sure that you speak directly into the microphones. Staff will be discussing further recommendations.

Harmony Road - 82nd Avenue to Highway-224 (Milwaukie Expressway)

PROJECT DESCRIPTION

The proposed project is to construct an overcrossing over the UP railroad line, widen Harmony Road to five lanes and add bike lanes and sidewalks. The County has federal funding for the environmental assessment that will start winter/spring 2002. It is expected that this environmental phase will take at least 2 years to complete. Upon completion, the goal is to start final design in 2004 for construction in 2006

PROJECT NEED

Currently, Harmony Road is operating at an unacceptable level of service during peak traffic hours. Existing traffic on Harmony road is about 17,000 average daily trips (ADT). It is expected that the traffic will increase by at least 75% to about 30,000 ADT by year 2020. Adding to the congestion problem is the fact that Harmony Road crosses the main UP rail line at grade near this intersection. Major issues include

- Potential conflicts at the existing at grade rail crossing and the adjacent Harmony/Linwood/Lake intersection,
- traffic congestion
- Access control and management
- Impact to Mt Scott Creek
- noise

PROJECT BENEFIT

The Harmony Road project is within the County's Transportation System Plan (TSP) that was adopted spring 2000 and City of Milwaukie's TSP (adopted July 1997). In addition, these improvements are incorporated into the Region Transportation System Plan (RTP) that was adopted last fall (2000) as part of the Financially Constrained System. All of these plans had a public process that included open houses, citizen advisory committees, and public hearings as part of the adoption process. Also, the County at the same time adopted the Clackamas Regional Center Plan that identified the need to improve Harmony Road.

These plans reconfirmed the need, mode and function of the Harmony Road Improvements to serve a variety of trip types and purposes. The main goals are

- Reduce congestion and improve safety within a corridor that currently experience unacceptable congestion and delay. The improvement would bring this major arterial up to an acceptable level of service to handle the existing and expected increase in traffic into the future.
- This project will remove the potential conflicts between the railroad and other transportation modes.
- Improvements at the Harmony/Linwood/Railroad intersection will facilitate future high-speed rail and freight (rail) mobility.
- It will substantially improve transit, automobile and bike/ped access from downtown Portland and the Milwaukie Town Center to the Clackamas Regional Center.

This activity is the first phase of a construction project. This phase determines the preferred alternative, completes the environmental documentation (if needed), and gets approval of the recommended alternative. Staff works with the community, interested agencies (for example ODOT, NMFS, and FHWA) and adjacent jurisdictions in determining an alternative. Once an alternative is determined and approved, the project is then sent to engineering for final design and acquiring right of way. Construction would occur after final design is completed.

es for Harmony Road Project

Harmony Road preliminary draft schedule

Each line represents a quarter year.

Harmony Road Project	
2002 Fall	Begin Project
2003 Winter	Select and Contract with Consultant
Spring	Data Collection Phase
Summer	
Fall	Alternative Development Phase
2004 Winter	
Spring	
Summer	EA Preparation
Fall	
2005 Winter	Public Hearing
Spring	Select Preferred Alternative
Summer	Prepare Revised EA
Fall	
2006 Winter	Approval of Revised EA
Spring	
Summer	Project Final Design Phase
Fall	
2007 Winter	
Spring	
Summer	Right-of-Way Phase
Fall	
2008 Winter	Begin Construction
Spring	
Summer	Construction Phase
Fall	
2009 Winter	
Spring	Finish Construction
Summer	

* Milestones with dates adapted from Metro's webpage on South Corridor. (Subject to revision)
Harmony Road Project milestones are similar to Sunnyside Road Project but compressed by 9 months.

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2004 Winter	
Spring	
Summer	EA Preparation
Fall	
2005 Winter	Public Hearing
Spring	Select Preferred Alternative
Summer	Prepare Revised EA
Fall	
2006 Winter	Approval of Revised EA
Spring	
Summer	Project Final Design Phase
Fall	
2007 Winter	
Spring	
Summer	Right-of-Way Phase
Fall	
2008 Winter	Begin Construction
Spring	
Summer	Construction Phase
Fall	
2009 Winter	
Spring	Finish Construction
Summer	

* Milestones with dates adapted from Metro's webpage on South Corridor. (Subject to revision)
 Harmony Road Project milestones are similar to Sunnyside Road Project but compressed by 9 months.

Swanson, Mike

From: Swanson, Mike
Sent: Wednesday, January 23, 2002 3:38 PM
To: City Council
Cc: Smith, Steve
Subject: Budget Projections

Now that we have the December reports we can make a better stab at our future. As we suspected, it is not great. Our fund balance in the General Fund--projected at just over \$2 million for the current fiscal year--will be about \$1,095,000 next year if we make no changes in budgets or spending. In order to reach some semblance of stability, we need to shoot for a \$2 million balance again. Thus, today I requested that the department managers revisit their FY 2001-2002 budgets in order to propose a 10% saving overall. That 10% would have to be achieved in the last half of this fiscal year. The amount we are shooting for is \$900,000. That should give us the ability to begin next year with the hoped for \$2 million fund balance. They are to bring their proposals to my individual meetings with them next Wednesday. Steve and I will review the results and decide how to proceed after that.

I also requested that they conduct their review without placing undue stress on either staff or advisory boards. In other words, this is a business exercise that should be conducted in a professional manner by managers. Any changes ultimately will be reviewed with staff and advisory committees, but I do not think it necessary to commence the inevitable lobbying yet.

At last evening's session you will remember that the auditor cited a declining fund balance as a sign of an entity's decreasing ability to fund services. In the budgets I have seen that are in trouble, the critical sign was the erosion of that fund balance. Of course, this exercise represents a one year fix--it buys some time to implement a **short-term** solution. I have a couple of ideas that we will be discussing in the near future. Of course, the **long-term** solution is to "develop" our way out of the problem. The Riverfront, Downtown, North Industrial Area, and the possibility of annexation are some of the ways in which we can do this.

My goal at this point is to develop a spending pattern that sets us up for success in FY 2002-03 without undue anxiety or disruption.

Mike

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11 Forms ready on S drive with Jan. numbers	12	13	14	15 1 st Draft due to Finance Director	16
17	18	19	20	21	22	23
24	25	26	27	28		

2002

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11 Dept. Managers meet with City Manager	12 Dept. Managers meet with City Manager	13	14	15	16
17	18 Dept. Managers meet with City Manager	19 Dept. Managers meet with City Manager	20	21	22	23
24	25	26	27	28	29	30
31						

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8 Budget request to Budget Committee	9	10	11 Publish Budget Committee workshop	12	13
14	15	16	17	18	19	20
21	22 Dept. Manager presentation to Budget Committee	23 Dept. Manager presentation to Budget Committee	24	25	26	27
28	29	30				

2002

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Publish Budget Committee mtg & public comment	3	4
5	6	7	8 Budget Message/Propo sed Budget to Budget Comm.	9 Publish Budget Committee mtg & public comment	10	11
12	13	14 Public comment & Res adopting FY 2003 Budget & CIP	15	16	17	18
19	20	21	22	23 Last day for Budget Committee to adopt	24	25
26	27	28	29	30	31	

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6 Deliver Forms to Clackamas Review for publication	7	8
9	10	11	12	13 Publish Budget & forms	14	15
16	17	18 City Council Adopt Budget & CIP	19	20	21	22
23	24	25	26	27	28	29
30						

2002

FY 2002-03 BUDGET NARRATIVE

FUND:

DEPARTMENT:

PRIMARY FUNCTION(S) OF THE DEPARTMENT:

FY 2002-03 DEPARTMENTAL GOALS:

EXPENSES

PERSONAL SERVICES

FY 2002-03 STAFFING REQUEST:

Budgeted Positions	2000	2001	2002	2003	Requested
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JUSTIFICATION FOR NEW POSITION(S):

IMPACT IF NEW POSITION(S) NOT FUNDED:

MATERIALS AND SERVICES

JUSTIFICATION FOR DIFFERENCES FROM FY 2001-02:

CAPITAL

EXPLANATION OF CAPITAL REQUEST(S):

IMPACT IF CAPITAL REQUEST(S) NOT FUNDED:

REVENUE

EXPLANATION OF SIGNIFICANT REVENUE SOURCES:

PRIORITY "CUTS"

ASSUMING A 10% REDUCTION FROM THE FY 2001-02 BUDGET, LIST IN ORDER OF PRIORITY THE CUTS YOU WOULD MAKE IN THE FY 2002-03 REQUESTED BUDGET AND THE REASON(S) FOR YOUR CHOICE(S):

Reduction:

Reasoning:

Financial Summary:

	FY 2000	FY 2001	Projected FY 2002	Requested FY 2003	Proposed FY 2003	Approved FY 2003	Adopted FY 2003
Personnel	2,174,491	2,286,943					
Materials and Services	946,625	1,103,601		105,773	105,773	105,773	105,773
Capital Contingency		155,559					
Totals	3,121,117	3,546,103		105,773	105,773	105,773	105,773

DETAIL INFORMATION

2,000 Actual	2,001 Actual	2002 Budget	2002 Projected	Description	FTE	2,003 Requested	2003 Proposed	2003 Approved	2003 Adopted
				Personnel					
1,346,165	1,441,146	1,390,796		SALARIES - UNCLASSIFIED	32				
168,762	175,392	182,000		OVERTIME - REGULAR					
13,070	27,147			EDUCATION INCENTIVE					
	499			Watch Commander Pay					
		64,105		Holiday Pay					
1,092	2,471	5,400		CLOTHING ALLOWANCE					
56,464	55,227	76,935		INCENTIVE PAY					
120,749	129,197	106,396		SOCIAL SECURITY (FICA)					
1,566	1,332	1,391		UNEMPLOYMENT					
9,688	10,825	8,623		TRI-MET					
44,070	6,138	83,448		WORKERS COMPENSATION					
				PERS PICK-UP					
273,970	293,769	244,143		PERS					
14,025	13,001	15,500		DEFERRED COMP - CITY					
1,433	2,053	1,789		LIFE INSURANCE					
3,907	3,644	4,654		LONG TERM DISABILITY					
		2,000		EMPLOYEE ASSISTANCE					
103,958	108,567	150,060		MEDICAL BENEFITS					
15,573	16,535	20,683		DENTAL BENEFITS					
2,174,491	2,286,943	2,357,923		Subtotal Personnel					
				Material & Services					
21,316	9,174	15,000		PROFESSIONAL SERVICE					
35,019	25,451	18,000		CONTRACTUAL SERVICE					
		1,500		COURT BAILIFF COVE					
				REP & MAINT FACILITIES					
1,451	1,797			REP & MAINT - VEHICLE					
3,747	1,720	6,000		REP & MAINT - OPER					
471	556	1,500		REP & MAINT OFF EQUIP					
				POLICE GRANT					
23,396	16,302	25,500		OFFICE SUPPLIES EXPENSES					
2,248				DARE SUPPLIES					
4,630	1,217	8,000		ADVERTISING & PUBL					
2,479	2,639			TELEPHONE					
36,476	40,044	57,132		800 MHz Operating					
767	688	1,500		DUES & SUBSCRIPTION					
15,440	12,840	22,500		TRAVEL, FOOD & LODGING					
8,753	12,169	22,500		EDUCATION & TRAINING					
56,980	65,725	75,000		PUBLIC SAFETY SUPP					
115	232	500		FEES & LICENSES					
164		9,600		RENTS & LEASES					
550	694			LOSSES NOT COVERED					
202,084	195,593	950,610		GENERAL ADMIN SERV					
105,841	100,334	105,773		FACILITY OCCUPANCY		105,773	105,773	105,773	105,773
252,263	373,865	602,688		E-911 DISPATCH SER					
3,973	8,247	6,240		PHOTOCOPIER CHARGE					
168,462	234,314	264,600		VEHICLE USE/RENT/F					
		125,000		VEHICLE REPLACEMENT					
		11,383		Transfer					
946,625	1,103,601	2,330,526		Subtotal Materials & Services		105,773	105,773	105,773	105,773
		30170		Capital					
	155,559			OPERATING EQUIPMEN					
	155,559	30170		VEHICLES					
				Subtotal Capital					

FUND 110
 DEPT GENERAL FUND

Financial Summary:

	FY 2000	FY 2001	Projected FY 2002	Requested FY 2003	Proposed FY 2003	Approved FY 2003	Adopted FY 2003
Revenue	10,612,166	11,566,720					

DETAIL INFORMATION

2000 Actual	2,001 Actual	2,002 Budget	2,002 Projected	Description	2,003 Requested	2,003 Proposed	2003 Approved	2003 Adopted
1,081,299	1,998,624	2,086,003		FUND BALANCE AVAILABLE				
6,803,853	6,104,996	7,246,000		CURRENT YEAR PROPERTY TAXES				
227,861	1,049,286	300,000		PRIOR YEAR PROPERTY TAXES				
40,496	42,461	40,750		CIGARETTE TAX				
154,041	182,250	165,500		LIQUOR TAX				
108,409	113,458	102,000		STATE SHARED REVENUES				
				911 TAX REVENUES				
534,827	535,691	535,690		ELECTRIC				
4,509	7,029	3,000		FRANCHISE-ELECTRIC LIGHTWAVE				
124,129	152,810	125,000		GAS				
200,563	90,941	105,000		TELEPHONE				
104,674	207,788	100,000		CABLE				
15,741		102,000		PEG Access Fee				
142,162	99,449	114,000		GARBAGE FRANCHISE FEES				
	13,009			FEDERAL GRANTS				
	540	5,000		STATE GRANTS				
3,720	3,240	2,000		ODOT TRAFFIC SFTY (SEAT BELT)				
	1,000			COUNTY GRANTS				
				METRO GRANT - RECYCLE - CLN-UP				
2,019	1,253	1,116		METRO GRANTS - CLEAN-UP				
9,002	20,176	10,000		METRO GRANTS - CHALLENGE				
7,203	10,992			METRO-South Corridor Transport				
	(10,000)	12,000		Metro Grants-South Corridor				
	1,917			Safety Inspection Program				
95,041	75,029	96,000		TRI-MET GRANT-POLICE OFFER				
14,033				METRO LIGHT RAIL TRANSIT GRANT				
2,003	3,045			TSS IMPAIRED DRIVER (DUI) GRNT				
				GRANT-RECYCLING (DEQ)				
				TRI-MET OFFICER RIEMBURSEMENT				
28,920	28,088	36,000		ALARM PERMITS				
				BUILDING PERMITS				
1,700	392			HEARING NOTICES				
				MECHANICAL PERMITS				
12				PER-APPLICATION CONFERENCES				
93,656	97,006	85,000		BUSINESS LICENSE				
19,499	15,505	18,000		BUSINESS LICENSE SURCHARGE				
	35			Telecom Registration Fee				
245	49			COMM DEV MATERIALS FEES				
7,503	7,609	10,000		LIEN SEARCH FEES				
1,955	1,668	2,000		LIQUOR PERMIT				
24,560	30,764	25,000		MISC FEES & CHARGES				
51,681	4,047	5,000		RECOVERED EXPENDITURES				
721				ODOT - POLICE				
	3,041			INTRAGOV CHARGES				
133,694	165,820	130,000		TRAFFIC FINES				
73,740	124,555	75,000		TRAFFIC FINES FROM METRO				
(1,676)	509			PARKING FINES				
7,508				PARKING FINES FROM METRO				
23,371	27,346	23,000		OTHER COURT FINE				
	50			Juvenile Smoking				
12,659	16,129	10,000		OTHER COURT FINES FM METRO				
1,436	2,276	3,000		CITY CLEAN UP ABATEMENT ASSESM				
150	300			CLEAN UP ABATEMENT ASSES METRO				
14,666	12,942	15,000		DISTRICT COURT REVENUE				
204,061	111,284	150,000		INTEREST - INVESTMENTS				
6,947	21,019	5,000		INTEREST - OTHER SOURCES				
210	70			RENTAL - OTHER				
724	6,546			YOUTH CENTER DONATIONS				
	730			BAD DEBT RECOVERIES				
141,128	80,127			SALE OF ASSETS				
(167)	10			CASH SHORT OR (OVER)				
	24,373	18,000		ASSMT PRIN COLL-EID				
				ASSMT PRIN COLL - ROLL 116				
3,430	5,092	360		ASSMT PRIN COLL - ROLL 117				
685	674	312		ASSMT PRIN COLL - ROLL 124				
				SPECIAL ASSESSMENT LIEN PMNTS				
		4,125		ASSMT INT COLL-EID				
				ASSMT INT COLL - ROLL				
2,054	6,910			ASSMT INT COLL - ROLL 117				
122	66			ASSMT INT COLL - ROLL 124				
22,431	24,477			OTHER REVENUES				
2,145		11,383		TRANSFERS FROM FUND 290				
		362,208		TRANSFERS FROM FUND 400				
				TRANSFERS FROM FUND 810				
56,812	42,228	40,000		COMM DEV APPLICATION FEES				
10,612,166	11,566,720	12,179,447		Total Revenue				

**CITY OF MILWAUKIE
CITY COUNCIL WORK SESSION AGENDA
FEBRUARY 4, 2002**

MILWAUKIE CITY HALL
Second Floor Conference Room
10722 SE Main Street

WORK SESSION – 5:30 p.m.

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>
1.	5:30 p.m.	Dinner and Information Sharing	Group
2.	5:50 p.m.	Board and Commission Interviews	Group
3.	7:00 p.m.	Endangered Species Act	Carter/Whelan
4.	7:30 p.m.	Kellogg Lake Dam Removal Study	Herrigel/Carter
5.	8:00 p.m.	City Web Page	Gregory/Wheeler
6.	8:30 p.m.	City Property Inventory	Rouyer/Somers
7.	9:00 p.m.	Adjourn	

The Council may vote in work session on non-legislative issues.

The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the preceding items.

At the end of the work session, the Council may hold an Executive Session under the authority of Oregon Revised Statutes 192.660 as needed.

*For assistance/service per the Americans with Disabilities Act (ADA)
dial TDD 786-7555.*

The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.

ADVISORY BOARD INTERVIEWS**Monday, February 4, 2002**

<u>Time</u>	<u>Applicant</u>	<u>Area of Interest</u>
6:00 p.m.	Pat Morgan	Cable Access Committee
6:10 p.m.	Deborah Barnes	Cable Access Committee
6:20 p.m.	Sharon Phillips	Cable Access Committee
6:30 p.m.	Madalaine Bohl	Centennial Committee
6:40 p.m.	Kathy Buss	Centennial Committee
6:50 p.m.	Wilda Parks	Centennial Committee
7:00 p.m.	Susan Bradley-Frye	Centennial Committee

2/4/02 7:00pm

will show up
in 10:50 in
base things and

CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION

WS. 2 2

Name: Susan Bradley-Frye Date: 01/24/2002

Street address: 16256 SE Lillian Court, Milwaukie, OR 972065

Business Phone: n/a Home Phone: 503.652.2045

How long have you been a Milwaukie resident? (10/1989-01/1999 & 11/2001-present) 10 years

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. No

Are you a registered voter in Milwaukie? Yes

How did you hear about the position? An article in the Oregonian's Community insert.

Occupation: Mother (two daughters), Wife, Student Employer: n/a

Employer's Address: _____ Phone: _____

Please list any prior civic or professional activities.

I am an active member of the Jr. League International, being a member of the Portland chapter. I have been involved in various fund raising projects of the Jr. League which support woman, children, and the community in general. I have been on committees that planned, implemented training of volunteers. I am a member of the Parent Teacher Association and have been involved with various committees including commications, fundraising. I have also been a member of a fundraising foundation whose monies went directly to schools supporting educational programs in school classrooms k-12.

Why have you applied for this position?

I believe that the vitality of a community is directly impacted by the involvement of its residents; it is a duty. Also, it is not every year that a community celebrates thier centennial anniversary!

What special training, skills, or experience have you had that would be pertinent to this application? All of my civic experience directly relates to the planning and implementing of the Centennial Celebration.

Board(s) or Commission(s) in which you are interested.

Centennial Celebration Committee

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

-

Received by City _____	Information Sent _____
Interviewed _____	Appointed _____
Commission _____	Term Expires _____

CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION

Name: PATRICK GA Date: 12-20-01
Street address: 11300 SE 23RD Ave
Business Phone: 503-253-5852 Home Phone: 503-786-9341

How long have you been a Milwaukie resident? never

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. no

Are you a registered voter in Milwaukie? no

How did you hear about the position?
Richard Beck

Occupation: Technology Spec Employer: North Clackamas Schools
Employer's Address: 4444 SE Lake Road Phone: 503-653-3600

Please list any prior civic or professional activities. Board of Directors
Cor of Catholic Youth Cong. Council

Why have you applied for this position? For the betterment of
Public Access in Milwaukie

What special training, skills, or experience have you had that would be pertinent to this application? from student in video operation including
Camera Use, editing and video mixing

Board(s) or Commission(s) in which you are interested. _____

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

Received by City _____ Information Sent _____
Interviewed _____ Appointed _____
Commission _____ Term Expires _____

CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION

Name: DEBORAH BARNES Date: 1/7/02
Street address: 6330 SE FURNBERG ST, MILWAUKIE 97222
Business Phone: 653-3700 Home Phone: 654-9091

How long have you been a Milwaukie resident? 1965

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. NO

Are you a registered voter in Milwaukie? YES

How did you hear about the position?
Mary King

Occupation: high school teacher / PT ^{radio} news anchor Employer: NCSD ; KPAM Radio
Employer's Address: 14211 SE Johnson Rd Phone: 653-3700
Milwaukie, 97267

Please list any prior civic or professional activities. NC Chamber Leadership
Cadre, active in political campaigns, worked
w/ Rep. Jane Lukan on a bill that became law,
member Milwaukie EKS, President of A.P. Broadcasters

Why have you applied for this position? Assist in public access
programming; production. Former TV Anchor

What special training, skills, or experience have you had that would be pertinent to this application? 14 years of broadcasting
Degree in broadcast journalism
RUN educational access channel for NCSD

Board(s) or Commission(s) in which you are interested. Ad Hoc Public Access Board

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

Received by City _____ Information Sent _____
Interviewed _____ Appointed _____
Commission _____ Term Expires _____

CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION

Name: Sharon Phillips Date: 1/9/02
Street address: 11028 SE 28th Ave Milw OR 97222
Business Phone: _____ Home Phone: 503-653-8926

How long have you been a Milwaukie resident? 17 yrs

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. me - Senior Center Advisory Board

Are you a registered voter in Milwaukie? Yes

How did you hear about the position?
To Ann

Occupation: _____ Employer: _____

Employer's Address: _____ Phone: _____

Please list any prior civic or professional activities. _____
Neighborhood officers thru the years
C/Chair Milw Festival Daze

Why have you applied for this position? I involved in Milwaukie
Yesterday hosted by Caroline Tomasi & me
Producers not have had alot of concerns

What special training, skills, or experience have you had that would be pertinent to this application? None
Richard let me run camera during
taping

Board(s) or Commission(s) in which you are interested. Ad Hoc Public Access Board

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

Received by City _____ Information Sent _____
Interviewed _____ Appointed _____
Commission _____ Term Expires _____

CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION

Name: Nadalaine Bohl Date: 1-18-02

Street address: 2416 SE Monroe St.

Business Phone: _____ Home Phone: 503-659-5267

How long have you been a Milwaukie resident? 34 yrs

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. no

Are you a registered voter in Milwaukie? yes

How did you hear about the position?
read about it in a letter sent to museum.

Occupation: Curator Employer: Milwaukie Museum

Employer's Address: 3737 SE Adams Phone: 503-659-5780

Please list any prior civic or professional activities. master Food Preserver,
Church Librarian, milwaukie Historical Society
assorted offices.

Why have you applied for this position? Interest in retaining the
History of milwaukie within the celebration.

What special training, skills, or experience have you had that would be pertinent to this application? Being curator etc. with the milw. Museum.

Board(s) or Commission(s) in which you are interested. Centennial Committee

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

Received by City _____
Interviewed _____
Commission _____

Information Sent _____
Appointed _____
Term Expires _____

CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION

Name: KATHY BLISS Date: 1-18-02

Street address: 2868 SE LAKE RD #26

Business Phone: 503-598-4167 Home Phone: 503-786-5148

EMAIL: KATHYB@FIRSTCORP.COM

How long have you been a Milwaukie resident? 4 yrs + 9 yrs in unincorp.

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. PARKS + REC BOARD, (SELF)

Are you a registered voter in Milwaukie? YES

How did you hear about the position?
PILOT, FLYERS, CABLE CHANNEL

Occupation: Payroll / BENEFITS Admin Employer: FIRST CORP

Employer's Address: 7145 SW VARS Phone: 503-684-3417
PORTLAND, OR 97223

Please list any prior civic or professional activities. SECRETARY FOR ISLAND STATION NDA
PARKS + REC BOARD

Why have you applied for this position? A DESIRE TO MAKE THIS CELEBRATION
A FUN, LONG-LASTING, RESPECTABLE, ENJOYABLE, DIGNIFIED
EVENT. SOMETHING THAT WILL BE REMEMBERED!

What special training, skills, or experience have you had that would be pertinent to this application? HELPED WITH 1ST HISTORICAL WALK
ACTIVE PARTICIPATION WITH SOUTH CORRIDOR STUDY TOWNMTAS
Good at brainstorming ideas; organizing

Board(s) or Commission(s) in which you are interested. CENTENNIAL COMMITTEE

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

Received by City _____
Interviewed _____
Commission _____

Information Sent _____
Appointed _____
Term Expires _____

WS. 2 9

FAX NO. : 5035980433

Jan. 22 2002 08:48AM P1

Pat,

Please accept this application for the Centennial Committee. I will be at City Hall this evening should you wish to speak with me. Feel free to call me at work @503-598-4167.

Kathy Bus

**CITY OF MILWAUKIE
APPOINTED ADVISORY BOARD APPLICATION**

Name: Wilda Parks Date: 1/15/2002

Street address: 7740 SE Harmony Road

Business Phone: 503-654-7777 Home Phone: 503-957-9093

How long have you been a Milwaukie resident? 3 1/2 years

Are any members of your household currently serving on a City of Milwaukie Advisory Board or Commission? If so, which one. no

Are you a registered voter in Milwaukie? yes

How did you hear about the position? city communication

Occupation: Executive Director/CEO Employer: North Clackamas County Chamber

Employer's Address: 7740 SE Harmony Road Phone: 503-654-7777

Please list any prior civic or professional activities. **NCP&R Master Plan Advisory Council; CCI Board of Directors, Milwaukie Rotary club (and Board of Directors; announcer for Milwaukie Festival Days Parades; team member D.A.'s Overland Park Crime Prevention Task force**

Why have you applied for this position? **As both a citizen and the leader of the community's business organization I would like to assist in the planning and implementation of such a significant event**

What special training, skills, or experience have you had that would be pertinent to this application? **Planning festivals and special events for Chambers of Commerce for 18 years; assisting with a variety of community groups both here and in California to assist in the fulfillment of their plans.**

Board(s) or Commission(s) in which you are interested. **Centennial Committee.**

Please complete this form fully so City Council can evaluate your application. Thank you for the extra time and effort. Please return to City Recorder's Office, 10722 SE Main Street, Milwaukie, OR 97222, or fax to 653-2444. If you need additional information, please call 786-7502.

Received by City _____
Interviewed _____
Commission _____

Information Sent _____
Appointed _____
Term Expires _____



To: Mayor and City Council

Through: Mike Swanson, City Manager
Alice Rouyer, Interim Community Development Director

From: Roosevelt Carter, Program Development Coordinator

Subject: Endangered Species Act Update

Date: February 4, 2002

Action Requested

Information only. Ela Whelan, P.E., Surface Water Manager for Clackamas County's Water Environment Services will provide an update on the county-wide efforts to address protection of endangered fish populations in the region.

Background

On June 6, 2000, the Milwaukie City Council authorized the City Manager to sign Letters of Intent to partner with Clackamas County in addressing Endangered Species Act (ESA) issues, addressing the listing of chinook and steelhead in several Willamette River tributaries. The City Manager requested that the City of Milwaukie be named a partner with Clackamas County in response to certain ESA requirements in July 2000. Specifically, the City pledged to adopt:

1. *The Clackamas County Integrated Vegetation Management Program;* and
2. *The Guide to Prioritizing Culvert Maintenance Projects for Fish Passage in Clackamas County, Oregon.*

The following represents a summary of the City's efforts in implementing these tasks to date.

The City has followed through and adopted all elements of "Clackamas County's Integrated Vegetation Management Plan" which calls for:

- Use of herbicides that have a low toxicity to salmon and steelhead based on research by Oregon State University;
- Application of herbicides by licensed applicators only, who must complete a reporting form for each application;
- Hand (not broadcast) application of herbicides within 50 feet of a stream, river, or wetland; and
- No application of herbicides during windy or rainy weather conditions.

The City also uses the Oregon Department of Transportation's (ODOT) July 1999 "Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices" consistent with Clackamas County. As a partner with the County, the City must certify, *in writing*, to apply management practices that:

- *Result in protections equivalent to or better than those provided by the ODOT Guide;*
- *Detail how it will assure adequate training, tracking, and reporting of management practices; and*
- *Describe, in detail, any dust abatement practices it requests to be covered.*

As further commitment to assisting in restoration of Oregon and the Pacific Northwest's native fish populations, the City has endeavored to eliminate barriers to fish passage by:

- Conducting an inventory of all stream crossings (culverts and bridges) within its boundaries;
- Identifying those culverts or other manmade obstacles to fish passage through consultation with qualified fish biologists;
- Developing a "fish barrier relief plan" that identifies relief or stream restoration opportunities within the City's Capital Improvement and Downtown and Riverfront Land Use Framework Plans.

The City does not own or maintain any structures considered as fish barriers on the major waterways, i.e., the Willamette River, Johnson Creek, Kellogg Creek, or Mt. Scott Creek within or adjacent to Milwaukie. (The Oregon Department of Transportation owns and operates the dam and fish ladder at the mouth of Kellogg Creek.) The City has worked to complete an inventory of culverts and other structures within its jurisdiction that are possible fish barriers. The City's Capital Improvement Plan (Storm/Sewer division) includes removal of barriers to fish passage in Spring Creek from Johnson Creek (Highway 224 overpass at McLoughlin Blvd.) to the pond at 26th Avenue and Harrison Street. (This project is currently unfunded.)

Ela Whelan, Surface Water Manager for Clackamas County will discuss broader, county wide ESA compliance issues shortly.

The City has also committed to implementing Metro's "Stream and Floodplain Protection Plan" as described in Metro's "Urban Growth Management Functional Plan Title 3." The goal of this plan is to address issues associated with floodplain management, water quality and fish and wildlife habitat. Implementing this plan will address Milwaukie's pledge to address the National Marine Fisheries Service "Municipal, Residential, Commercial & Industrial (MRCI)" Development Redevelopment Ordinances & Regulations. These requirements help ensure that zoning ordinances and regulations assist in the establishment, restoration, and protection of the components of "properly functioning habitat conditions." The City will complete the erosion control aspect of Title 3 requirements by May 2002 and the floodplain management aspect by September of this year.

Clackamas County staff will be available on February 4, 2002, to provide more information about the countywide ESA efforts.

Concurrence

The following departments have contributed to these efforts:

- Engineering
- Storm/Sewer
- Streets
- Fleet/Facilities
- Planning

Fiscal Impact

- The estimated cost of the Spring Creek Fish Barrier Removal is \$300,000. This project is currently unfunded.
- Other cost impacts are generally related to staff time required to attend and coordinate ESA related meetings and required activities.

Work Load Impacts

- Staff time of one Program Development Coordinator
- Coordination time of other staff in the above departments as necessary to ensure compliance.



To: Mayor and City Council

Through: Mike Swanson, City Manager Pro Tem

From: JoAnn Herrigel, Program Services Coordinator JH

Subject: Kellogg Lake Feasibility Study

Date: January 22, 2002

Action Requested

Authorize the City Manager to sign a letter requesting that the Corps of Engineers conduct a feasibility study of Kellogg Lake Dam removal at no cost to the City of Milwaukie.

Background

In 1999 Clackamas County's Water Environment Services (WES) put together a multi-agency advisory team to explore the adequacy of Kellogg Creek basin to help restore coho salmon, steelhead, and coastal cutthroat trout populations. The team included representatives from the City of Milwaukie, Oregon Department of Transportation (ODOT), Oregon Department of Fish & Wildlife (ODFW), Clackamas County Department of Transportation, Army Corps of Engineers (Corps), U.S. Fish & Wildlife Service, and National Marine Fisheries Service.

In order to assess the Kellogg Creek basin limitations, the advisory team decided to conduct a Limiting Factors Analysis of the Kellogg and Mount Scott Creeks. Harza Engineering was hired to assess the current habitat conditions, evaluate potential barriers to fish passage in the Kellogg Creek basin, and develop recommendations for restoration/enhancement alternatives. This analysis, completed in November 2001, was based on existing literature and data and contains both reach specific and basin-wide recommendations. The Harza report also contains a pre-feasibility level engineering assessment of the Highway 99 bridge and culvert and a review of appropriate and available funding sources.

The next step in the Kellogg Creek assessment is for a sponsoring agency

Staff Report – (Kellogg Lake Feasibility Study)

Page 2

to step forward to complete a more detailed field study (**feasibility study**) resulting in a restoration plan for Kellogg Creek. The two major components of such a study would include an engineering assessment of the Kellogg Lake dam at the Highway 99 bridge and restoration alternatives for the Kellogg Creek stream channel upon removal of Kellogg Lake. Since the property surrounding the bridge and the dam and the northern portion of the Lake are owned by the City of Milwaukie, the City is a natural candidate for sponsorship of such a study.

Through our participation in the Harza report update meetings, City staff has been informed that the Corps of Engineers is interested in pursuing the next step in the Kellogg Creek assessment. In fact, as part of their Aquatic Ecosystem Restoration program (Section 206 of the Water Resources development Act of 1996) the Corps has stated that they would fund 100% of the feasibility study at the City's request. The attached letter, signed by the City Manager, is all that is required by the Corps in order for the Corps to commence this study.

Once the feasibility study has been completed and a financial analysis of all options is produced, the City will need to determine whether it wants to move forward with an actual **restoration project**. Participation in the feasibility study does not obligate the city (financially or otherwise) to implement the restoration project. If Council does decide to work with the Corps to implement restoration actions, the City would be obligated to fund 35% of the project cost. Such a financial obligation would need to be made by the Council.

Staff is currently developing a plan for public notification and input to insure all abutting property owners and interested parties are aware of the City's actions regarding Kellogg Lake and Creek.

Concurrence

City staff and all Kellogg Creek Basin advisory team members agree that a feasibility study is necessary and all are supportive of the City taking the sponsorship role.

Fiscal Impact

The feasibility study would not cost the City any money. The Corps of Engineers would fund the study.

Work Load Impacts

JoAnn Herrigel and Roosevelt Carter would act as liaisons with the Corps during the feasibility study phase. The work impact should be minimal except for the occasional provision of data and review of report drafts.

Alternatives

Deny authorization for the City Manager to request that the Corps embark on this study.



WS. 4 3

District Engineer
U.S. Army Corps of Engineers
Portland District
ATTN: Planning Branch
P.O. Box 2946
Portland, OR 97208-2946

Dear Sirs:

This letter is in reference to the U.S. Army Corps of Engineers' Aquatic Ecosystem Restoration Program. We understand that the provisions of Section 206 of the Water Resources Development Act of 1996, as amended, provides authority for the Corps of Engineers to assist in preparation of comprehensive plans for development, utilization and conservation of water and related land resources.

The City of Milwaukie requests planning assistance in the form of a feasibility study analyzing options for restoring the stream channel and approximately 12 acres of associated riparian and wetland habitats in the lower 0.75 miles of Kellogg Creek to a more natural state.

Please contact JoAnn Herrigel at 503-786-7508 or Roosevelt Carter at 503-786-7609 to arrange further discussion of this inquiry.

Sincerely,

Mike Swanson
City Manager

MILWAUKIE CITY HALL
10722 SE MAIN STREET
MILWAUKIE, OREGON 97222
PHONE: (503) 786-7555 • FAX: (503) 652-4433



To: Mayor and City Council

Through: Mike Swanson, City Manager

From: Grady Wheeler, Information Specialist; Michelle Gregory,
Neighborhood Services Manager; Esther Gartner, IST Manager;
Pat DuVal, City Recorder

Subject: City Web Site Redevelopment

Date: January 22, 2002

Action Requested

Review options for improving the website and provide direction as to how staff should proceed with this effort.

Background

In April of 2000 the City launched its website. Staff worked with members of Milwaukie High School's Tech Cadre in building the design and content of the site. Since the site's launch, staff has been working with various members of the Cadre to maintain the site.

For a variety of reasons, the current relationship makes it difficult to provide a consistent, accurate, and dynamic presence on the web. The quality of information has fallen below the City's standards for public information, and we are unable to improve the site with additional features.

Staff has been researching several different scenarios that will help the City build a better website. With feedback from City departments, people who visit the site, and with the consideration of our web page strategic plan, the following goals have been identified:

Shorter Term Goals:

- Reestablish an improved web presence relatively soon.
- Gain more direct access to the page so information can be added quickly and existing information can be kept current.
- Establish a layout that's more consistent, is of higher quality, and is easier to navigate.
- Build a site that meets the primary needs of both staff and the community.

Longer Term Goals:

- Create a site that isn't overwhelming for any one department to maintain, but is easy for departments to contribute to.
- Create controls for development and maintenance that are aligned with budgetary constraints.
- Provide a greater depth of content.
- Create a site that enables us to conduct more city business on-line and attracts more visitors.
 - Such features City departments have expressed an interest in providing include: the ability to process payments on-line, to download maps, codes and job applications or to access permit forms, complaint forms and surveys.

Concurrence

Improving the website requires a team effort that draws on the skills of staff from the Neighborhood Services and Information Services departments. In addition, the City Recorder's office and all of the City's department heads have reviewed the options presented herein.

A needs assessment at the staff level has resulted in the above set of goals and improvements for our website. A similar needs assessment has not yet been conducted within in the community. This report is intended to gather Council feedback on improvements to the site.

Fiscal Impact

Improving the web site is not without its costs. At the lower cost end, we can do a "facelift" of the site that improves its layout, its "look and feel", and to some degree, the accuracy of information on the site.

On the higher cost end, we could proceed with a plan to migrate our web site over to a professional web hosting service. We could budget in future years to add functional improvements that bring the City closer to providing some of the more interactive functions suggested by staff – i.e. paying utility bills and submitting permits on line.

The Information Systems and Technology Department has \$20,000 in this year's budget dedicated for web improvements. The IST department has also developed a strategic plan for improving our web site and our Intranet site in the coming years. This funding would cover some of the short-term goals, but would not allow for a complete overhaul to a more dynamic, professional and user-friendly website. Additional money would need to be allocated in future budgets to realize the long-term objectives.

Work Load Impacts

Improving the City's website will unquestionably impact staff and the organization. If the site is to be truly dynamic and useful, it becomes a living, breathing representation of the City, and this requires on-going maintenance of the information and the system that houses the information. Several cities we studied employ a person who dedicates all of their time to web page content and/or system maintenance. Others had a staff person dedicating about half their time towards web responsibilities. This appears to vary with the size of the city, the skills of the staff, and the degree to which the city has a "web-oriented" community.

There are two primary areas of responsibility: content management and technical management.

Content Management

Staff responsibility for the information on web pages varied dramatically throughout the cities we have researched. In some communities content management occurs within every department through the oversight of a content manager. In other places there is a person solely responsible for coordinating all of the content.

Given on-going budgetary challenges, one of the primary concerns in creating a strategy to improve the web has been to make sure the approach we take does not overwhelm any one department since staff resources are not available unless we take them from some other function. A decentralized approach to site management that is augmented by special content management software could spread content responsibility throughout the organization and reduce staff time needed for this task by automating some aspects of it.

Technical Management

Responsibility for the nuts and bolts of hosting, securing, programming and improving the web page has also varied from one place to another. Some cities contract with a web hosting service or a web developer for these activities. Others have the resources within their own Information Technology departments.

And still others have created a position and recruited for a combination of talent that can do both content and technical work.

Alternatives

There are a variety of alternatives to meet our short-range and long-range objectives. Some are quite staff intensive and others would cost more money. Either way, there is a budgetary impact. Here are solutions for the two basic issues at hand:

Website Hosting

1. The City would contract with a hosting facility that would allot disk space to house the City's Internet website. The costs would also cover backing up the site, troubleshooting technical issues with the performance of the site, providing essential security and web server upgrade services, providing scripting services (for the automation of tasks such as e-mailing results to an e-mail account or running a program to collect customer service requests) and providing significant bandwidth to accommodate a large amount of web "hits" to the City's site.
2. The City would host the Internet website internally. This would require the City to purchase a separate server for web services, install a separate T-1 line for adequate bandwidth or access to the site by the public, install a firewall solution between the web server and the rest of the internal City network to prevent hacking and other attacks, backup the entire system and maintain the security of the web server software. (This tends to be more costly than utilizing a hosting facility.)

Website Development

1. Hire an Internet and Intranet Manager. This would necessitate the funding of a new position.
2. Contract the services of a designer to perform an overhaul, and then maintain the content internally. This would require an initial investment in a contractor's services, possibly the purchase of special software, training for staff and then the subsequent staff time to keep the site current.
3. Develop and maintain the site in house, and then either pay someone to host the site or host the site internally. The City currently does not have the staff resources to accomplish this expediently. A staff person(s) would need to undergo the necessary training to learn how to build a web site and act as the site's content manager. A result of this action is that that person's existing responsibilities would need to be filled once they shifted to fulfilling the web functions.

4. Purchasing a custom product designed for government web pages. The principle of this solution is to make it as easy as possible for a city to maintain a highly professional and functional web presence without expending a lot of staff resources. Staff has contacted a handful of cities who use a product called "Project A", and all were exceedingly satisfied with the product. These cities invested between \$60,000 and \$150,000 in their packages.
 - "Project A" offers license to two different based packages: one that costs approx. \$15,000 and one that costs approx. \$30,000. The higher-end package sets up a number of automated content routing functions that trains and enables someone within the organization to act as a content manager, while other staff with relatively little training can post updates to the information in their section. The lower-end solution does not have these automated functions, and would require greater staff time for coordination of the information and making sure the site is providing cohesive and accurate content.
 - This product can also be built upon in future years, so that additional features can be added to the site. This would necessitate an ongoing contract with the product vendor for additional software development services.
 - Cities using Project A include Medford, OR; Ashland, OR; Colorado Springs, CO; and Mercer Island, WA.

Therefore, staff recommends the following two actions be taken to move the City closer to its vision of an E-Government solution, a solution that allows for improved customer service in the delivery of government services and information through the use of technology.

First, it is recommended the City take immediate action to restore credibility and reliability to the City's Internet website. Given the limited budget dollars available staff recommends that an interim solution be taken to achieve the short-term goals outlined above. The IST Department has \$20,000 budgeted this fiscal year, which could easily accomplish all the short-term goals listed. Staff recommends a small server be purchased and housed with the Tech Cadre at Milwaukie High School, which will allow City staff to have remote access and publishing capabilities to the website. Staff further suggests a consultant be hired to 1) redesign and reorganize the website, 2) develop a new "look and feel" to the site, 3) create a web page template staff can use to publish out subsequent web pages, 4) train key staff to create and publish web pages to the new site, and 5) investigate additional solutions that staff can implement within the allotted budget and staff resources. A redesigned and reorganized website can be developed fairly quickly and within the current fiscal year's budget.

Second, staff recommends porting or moving the entire website to a commercially hosted site where additional software and/or toolsets can be added to provide staff with the ability to manage content more easily and allow for greater publishing capabilities among city departments. Additional emphasis will be on providing interactive applications between customers and the City, such as on-line payments, applications, problem reporting, and GIS-related information, greater depth of information and the use of new technologies to bring more government to the people, such as streaming video and audio presentations. Adequate privacy and security issues would also be handled by people who specialize in web hosting services. Also, many of the vendors currently being considered under the City's Management Information Systems (MIS) Software Replacement project have web-enabled products or are developing products that could easily be incorporated into the City's Internet website. This would allow an easier exchange of data amongst staff and between staff and customers.

However, this solution would require substantially more than the \$20,000 budgeted for this fiscal year. In most of the cases staff has studied, initial start-up costs ran between \$20,000 and \$60,000. These costs covered assessment surveys, planning the site, developing a logical structure and "look and feel" of the site, related artwork or image work, application development, software licensing and web hosting fees. In addition to start-up costs monies would need to be allocated yearly on an on-going basis to sustain the site and make additional improvements. This is estimated to cost somewhere between \$10,000 and \$30,000 per year. Staff will conduct needs assessments in the near future with internal staff, Council and the public, which should help Council make the final decision on the strategic direction of the City's Internet website and the amount of funding it wants to allocate to this project.



WS. 6 1

TO: Mayor and City Council

THRU: Mike Swanson, City Manager

FROM: Alice Rouyer, Interim Community Development Director
Kelly Somers, Fleet & Facilities Manager

DATE: January 25, 2002 for the February 4, 2002 meeting

RE: City Property Inventory

Action Requested

Review and comment.

Background

In December, City Council requested to review an inventory of all city-owned land. The inventory is attached for Council review. It is categorized according to use. Staff will have a 24" x 36" map of the properties at the February 4 work session and be available to answer questions.

An ordinance outlining a process for the sale and acquisition of City-owned real estate will be considered by the Council at the February 5, 2002 meeting.

January 25, 2002

CITY OWNED PROPERTY LIST

	Buildings	Name	Addresses	Usage	Size Of Parcel-In Sq. Footage
1		City Hall	10722 SE Main St	City Administration	42,000
2		PSB	3200 SE Harrison	Police & Fire	130,304
3		JCB	6101 SE JCB	C.D./Planning/Public Works	307,200
4		Library	10660 SE 21st St	Library	74,100
5		Museum	3737 SE Adams	Museum	9,925
6		N. Clackamas Parks Office	11022 SE 37th	N.C. P. Office	17,406
7		N. Clackamas Parks Maint.	9989 SE 40th	N.C. P. Maintenance	90,000
8		Milwaukie Sr. Center	5695 Kellogg Crk Rd	Milwaukie Senior Ctr.	1,776,250
9		Old PW Shop	3806 SE Harvey	Old P.W. Shop/Storage	Same as N. Clack. Prk. Maint.
10		Water Shop 40th & Harvey	9951 SE 40th Ave	Water Shop	Same as N. Clack. Prk. Maint.
11		Former Safeway	10554 SE Main	Future Development/Parking Lot	86,490
12		Heckman-Seized Property	12125 SE 21st Ave	Seized Property	14,225
	Well /Water Sites				
13		Well 1	9890 SE 40th	Well	10,000
14		Well 2	9951 SE 40th St	Well	Same as N. Clack. Prk. Maint.
15		Well 3/Pack Towers 2,3, &5	3800 SE Harvey	Well/Pack Towers	Same as N. Clack. Prk. Maint.
16		Well 4	3329 SE Railroad	Well	20,100
17		Well 5	9790 SE 40th Ave	Well	32,103
18		Well 6	11800 SE Stanley Ave	Well	85,595
19		Well 7	11000SE 37th Ave	Well	Same as N. Clack. Prk. Office
20		Well 8	5393 SE Lake Rd	Well	15,910
21		Pack Tower 4 & 7	3333 SE Railroad	Pack Towers	Same as Well #4
22		Concrete Reservoir/Res. 1	3800 SE Harvey	Water Reservoir	Same as N. Clack. Prk. Maint.
23		Elevated Water Tank Reservoir/Res. 2	9790 SE 40th Ave	Water Reservoir	Same as Well #5
24		Stanley Reservoir/Res. 3	11800 SE Stanley Ave	Water Reservoir	Same as Well #5
25		Booster Station	1601 SE Lava Dr	Pump Station	Easement
	Lift Stations				
26		Island Station	11999 SE 19th Ave	Lift Station	Public Road Right of Way
27		Home & Monroe	5000 SE Home Ave	Lift Station	Public Road Right of Way
28		Brookside & JCB	4444 SE Brookside Dr	Lift Station	1,250
29		59th & Harrison	10600 SE 59th Ave	Lift Station	Public Road Right of Way
30		JCB Lift Station	5807 SE JCB	Lift Station	Public Road Right of Way
	Detention Ponds				
31		Willow Detention Pond	9600 SE Winsor Dr	Detention Pond	12,820
32		Roswell Detention Pond	8801 SE Rockvorst St	Detention Pond	36,000
33		Main St. Detention Pond	8901 SE Main St.	Detention Pond	Public Right of Way
34		Ochoco Detention Pond	2088 SE Ochoco	Detention Pond	9,847
35		Pennywood Detention Pond	4589 SE Pennywood Dr	Detention Pond	39,000
	Cemetery				
36		Pioneer Cemetery	9501 SE 17th Ave	Cemetery	78,750

CITY OWNED PROPERTY LIST-Cont

	Buildings	Name	Addresses	Usage	Size Of Parcel-In Sq. Footage
	Parks				
37		Ardenwald Park	3663 SE Roswell	Park	34,176
38		Century Park	11500 SE 35th Ave	Park	21,680
39		Dogwood Park	11299 SE Main St	Park	34,556
40		Spring Park	1900 SE Sparrow St	Future Park	252,230
41		Furnberg Park	6850 SE Furnberg St	Park	114,905
42		Homewood Park	10821 SE Home Ave	Future Park	53,245
43		Kellogg Lake Property	McLoughlin Blvd /Bordering W. Side Kellogg Lk.	Future Park	213,880
44		N. Clackamas Park	5440 SE Kellogg Cr. Dr.	Park	Same as Milwaukie Sr. Ctr.
45		Scott Park	10660 SE 21st	Park	Same as Library
46		Stanley Park	11800 SE Stanley	Park	Same as Well #6
47		Water Tower Park	9790 SE 40th Ave	Park	Same as Well #5
48		Wichita Park	5908 SE Monroe St	Future Park	41,730
49		Lewelling Community Park	9781 SE Stanley Ave	Future Park	40,598
50		Webber Park/Clackamas Water Intertie	7001 SE Harmony Rd	Future Park	28,750
	Water Front Prop				
51		State Hwy Prop	10707 SE McLoughlin	Future Water Front Development	15,400
52		Eastman	10799 SE McLoughlin	Future Water Front Development	21,484
53		Britton	10877 SE McLoughlin	Future Water Front Development	11,007
54		Lowery	10937 SE McLoughlin	Future Water Front Development	6,318
55		Cobb Prop. Boat Works	1855 SE Jefferson	Future Water Front Development	61,855
56		Lanphere Boat Rental	10993 SE McLoughlin	Future Water Front Development	4,124
57		Log Boom Area-Caffal Bros.	11211 SE McLoughlin	Future Water Front Development	43,124
58		Jefferson St Boat Ramp	1850 SE Jefferson St	Boat Ramp	93,654
	Other				
59		Freeway Interchange Prop #1	NW Corner of Hwy 224 & McLoughlin	Left Over From Interchange Dvlpmt.	28,750
60		Freeway Strip #2	S. Side of Hwy 224 @ N. End of 23rd & 24th Ave	Left Over From Interchange Dvlpmt.	41,382
61		37th & Monroe Corner	37th & Monroe	Former McFarland Creosote Pole Yd	1,800
62		Logus Easement	53rd Place N. of Logus Rd.	Future Street	1,984
63		Licynta Ln Easement	W. End of Licynta Ln.	Easement for Utilities	1,700
64		North Minthom Wetlands	11150 SE 37th Ave	Wetlands	44,006
	Parking Lots				
65		Chevron	10808 SE McLoughlin	Parking Lot	16,726
66		City Hall-Paid	10721 SE Main St	Parking Lot	21,008