

MILWAUKIE CITY COUNCIL
WORK SESSION
April 1, 2002

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

City Council present: Council President Lancaster and Councilors Marshall and Newman.

Staff present: City Attorney Firestone and Program Specialist Herrigel.

Information Sharing

The group discussed registering for the Transforming Local Government Conference in May and decided it would be more beneficial for the City Council to go to Washington, D.C. as a group next year. They believe working with the congressional delegation on funding issues will have longer term benefits.

Council discussed board and commission interviews. **Councilor Marshall** felt the only reasons to interview those seeking re-appointment would be in the cases of competition for a seat or performance issues. **Council President Lancaster** believes it is beneficial to extend terms of quality members with established records.

Jack Elder announced the 3rd Rotary/Milwaukie Downtown Development Association waterfront cleanup day on April 6 at 9:00 a.m.

Board and Commission Interviews

The City Council interviewed 4 applicants for advisory board re-appointments: Mike Miller, Planning Commission; Linda Montgomery and Julie Wisner, Traffic Safety Board; and Patty Wisner, Design and Landmarks Commission.

Local Contract Review Board Rules

Firestone gave a brief overview of the resolution adopting Local Contract Review Board Rules being considered by the City Council at the regular session. The City Council acts as Milwaukie's Local Contract Review Board, and the proposed rules offer flexibility in carrying out these duties while being consistent with state statute. The last review of the rules was in 1994.

Councilor Lancaster asked if there was any benefit in the City's not adopting its own rules.

Firestone responded the City would be consistent with other jurisdictions which have adopted the Attorney General's Model Contracting Rules rather than developing their own rules.

Council President Lancaster announced an executive session pursuant to ORS 192.660 to discuss potential litigation and consult with legal counsel. He adjourned the work session at 6:40 p.m.

Pat DuVal

Pat DuVal, Recorder



TO: Mayor and City Council
FROM: Mike Swanson, City Manager
DATE: March 25, 2002
RE: City Council FYI Update/March 25, 2002-April 5, 2002

TIME AND LOCATION REMINDER OF MEETINGS

During the week of March 25, 2002, the following meetings will be of interest:

- Thursday, March 28, 2002 at 6:30 P.M. at Amadeus—Monthly Clackamas County Cities' Association Dinner Meeting hosted by the City of Milwaukie, guest speaker is Sheriff Pat Detloff

During the week of April 1, 2002, the following meetings will be of interest:

- Monday, April 1, 2002 at 5:30 P.M. at the Council Conference Room—Council Work Session
- Tuesday, April 2, 2002 at 6:00 P.M. at the Council Hearing Room—Council Regular Meeting

APRIL 1, 2002 COUNCIL WORK SESSION AGENDA

(1)Local Contract Review Board: City Attorney Gary Firestone will explain the changes being proposed to the local contracting rules at the April 2, 2002 regular business session. The last iteration of the rules was adopted in 1994. Since that time there have been numerous procedural changes that need to be incorporated into the City's processes. We will follow up adoption of the rules with a training schedule, and adherence to the rules will be more closely monitored.

(2)Executive Session -- Garbage Hauler Franchise: JoAnn Herrigel will discuss the franchise agreements that will expire October 2004. She is seeking input on the future review and negotiations as they relate to 2002 - 2003 budget decisions.

(3)Executive Session—Potential Litigation and Attorney-Client Discussion: City Attorney Gary Firestone will be present to follow up on potential litigation that we have previously discussed. He will be seeking authorization to proceed.

APRIL 2, 2002 COUNCIL REGULAR SESSION

(1)Centennial Planning Update: This report provides a Council review of the Centennial Committee charge and goals and describes the Committee's efforts to date. It explains the general direction the Committee is taking, revisits the project timeline, and solicits Council feedback. A preview copy of the draft plan will be available after the Committee's April 4, 2002 meeting. A presentation of the plan will be scheduled during the FY 2002-03 budget process.

(2)Neighborhood District Association Park Land Use Fee Waivers: The resolution extends fee waivers to all City recognized NDA sponsored park land use applications. If the NDAs use their grant funds to apply for land use approvals, it will leave them with significantly less funding for park development. Grant funds are budgeted in the City's General Fund, and if the NDAs were charged a land use application fee, the revenues would be credited to the City's General Fund, thus making a complete process without a real revenue gain.

(3)South Corridor Intergovernmental Agreement: This is a renewal of the project IGA. The South Corridor Project is presently in the analytical phase. Metro staff is currently developing the Supplemental Environmental Impact Study (SEIS), a process that will continue through the summer. Public review of the study will most likely occur in the late fall/early winter of 2002-03. The project began in the winter of 2000, and the City's participation has been governed by previous IGAs. The last IGA expired on June 30, 2001, and the new one has been slow to emerge due to project delays and the difficulty of coming to contract terms. This new IGA will cover the time period from July 1, 2001 through June 30, 2003. The IGA provides for reimbursement to the City for staff time spent working on the project.

(4)Local Contract Review Board Rules: The City Council serves as the Local Contract Review Board (LCRB) for all City public contracts. The previous LCRB rules were adopted in 1994, and the City Attorney advised staff to prepare an update. The resolution before Council adopts revised rules based on ORS Chapter 279—Public Contracts and Purchasing. The benefit of adopting our own rules, though based on state statutes, is that the Council has more flexibility in its public contracting process.

ADDITIONAL ITEMS OF INTEREST

(1)I will not be at the March 28, 2002 Cities' Association dinner as it is the second night of Passover, and I have a family commitment. In addition, I am taking the week of April 1, 2002 off as it is my daughter's spring break.

(2)FYI, future Planning Commission hearings of interest are as follows:

- April 9, 2002: Centex Homes subdivision on Lake Road and Tri-Met 39 car Park & Ride at the Northridge Church on Harrison
- May 14, 2002: Waldorf School

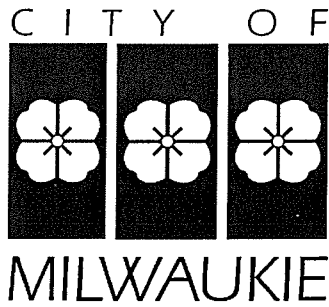
(3)FYI, the City and MPEA (Police Union) have reached impasse over the last two years of the three year contract. The City's offer was a flat 3% for each of the

two years (same as AFSCME), and MPEA is requesting a range. You will recall that we signed a three year agreement, but wages were set for only the first year. At the present time, we are planning to go to arbitration.

(4)The City has implemented a new performance management/appraisal process. The purpose is to establish a system that creates some uniformity throughout the City and to encourage a dialogue with employees over performance expectations and employee realization of those expectations. The form that is being used is attached. It sets criteria expected of all employees in the area of public service, teamwork/internal service, technical skills, safety, and judgment. The remainder of the form takes a proactive approach to performance, requiring that the employee and supervisor set goals for the ensuing evaluation period. Training has been conducted for employees and supervisors.

(5)We have received notice from AT&T that they plan to combine their cable system with Comcast Corporation to form AT&T Comcast Corporation. The City's franchise requires that AT&T seek Council approval of the proposed transaction. We have 120 days within which to conduct a review. JoAnn Herrigel is working with our cable franchise administrators to review the technical, legal, and customer service aspects of the merger.

(6)AT&T has proposed to allow the City to broadcast the County Government Channel on Channel 29, thus allowing all City cable customers to view Clackamas County government programming. **The City's government channel will remain Channel 30.**



EMPLOYEE PERFORMANCE PLAN

SECTION 1:

Name: _____

Position: _____

Department: _____

Supervisor (Reviewer): _____

Type of Review: _____ Probationary _____ Annual _____ Quarterly update

Rating Period: From: _____ To: _____

Attach a current job description for the position to the evaluation prior to discussing the evaluation with the employee.

The Performance Planning process is an ongoing dialogue between the supervisor and the employee. The purpose of the Performance Planning process is for the employee and the supervisor to come to a shared understanding of the standards of performance expected of the employee and how well the employee is doing in meeting those standards. This process begins at the start of the appraisal period with setting the goals and desired outcomes for performance for the upcoming evaluation period. It includes the ongoing monitoring and feedback on performance throughout the appraisal period. The final phase is the formal evaluation that occurs at the end of the appraisal period.

This **Employee Performance Plan** is a tool to facilitate the dialogue between the supervisor and the employee by providing the topics that should be covered in the discussion. At least annually the supervisor and the employee should complete the Employee Performance Plan. This includes noting comments and ratings for the Performance Measurement Criteria in Section II, noting if objectives from the previous appraisal period were met in Section III and setting goals and desired outcome for the employee's performance for the upcoming year in Section IV. This should include a discussion of these areas in addition to documenting specifics about performance on this form. If at any time during the evaluation period either the supervisor or employee is aware of a situation outside of the employee's control that would prevent the employee from meeting a goal, either party should initiate a discussion to amend that goal.

SECTION II: PERFORMANCE MEASUREMENT CRITERIA

The supervisor, with input from the employee, provides narrative comments regarding the employee's performance during the rating period.

CRITERIA	COMMENTS (Attach additional pages if necessary)
<p align="center">Public Service</p> <p>Awareness, foresight, commitment to service of the public. Employee recognizes and respects the value of public service and presents a positive image of the City. This commitment is demonstrated by the quality of service. Listens openly by asking questions to clarify customer concerns. Takes initiative to resolve problems and accomplish duties. Can be relied upon to follow through on assignments and meet deadlines.</p>	<p>Exceeds:___ Fully Effective:___ Developing:___ Needs Improvement:___</p>
<p align="center">Teamwork/Internal Service</p> <p>Builds collaborative trust with team members. Openly communicates with others regarding work. Treats co-workers with respect. If there is a concern with a co-worker or community partner, addresses that concern directly with the person or supervisor. Is punctual in attendance. Efficient in managing City resources. Is accountable for actions.</p>	<p>Exceeds:___ Fully Effective:___ Developing:___ Needs Improvement:___</p>
<p align="center">Judgement</p> <p>Thinks logically and utilizes independent thought to make sound decisions on routine and complex problems. Knows when to make decision and when to refer an issue to supervisor. Ability to handle confidential information.</p>	<p>Exceeds:___ Fully Effective:___ Developing:___ Needs Improvement:___</p>
<p align="center">Safety</p> <p>Performs and/or delegates tasks in accordance with established safety procedures and by keeping up-to-date with changes in safety policies and procedures. Reports unsafe working conditions immediately to a supervisor.</p>	<p>Exceeds:___ Fully Effective:___ Developing:___ Needs Improvement:___</p>
<p align="center">Job Knowledge</p> <p>Strives to learn all aspects of position. Has thorough understanding of duties and demonstrates that knowledge in the performance of job duties and service of the customers. Keeps updated on new information regarding position. Constructively applies knowledge gained from prior work experience. Follows standards of practice in respective field.</p>	<p>Exceeds:___ Fully Effective:___ Developing:___ Needs Improvement:___</p>
<p align="center">Optional</p>	<p>Exceeds:___ Fully Effective:___ Developing:___ Needs Improvement:___</p>

SECTION III: PERFORMANCE ON PREVIOUSLY ESTABLISHED GOALS

The supervisor, with input from the employee, provides narrative comments regarding the employee's performance on the Goals & Outcomes previously established for the rating period currently being evaluated. Provide a brief description of previously established goals and give narrative examples of work performance illustrating rating.

Goal and Desired Outcome:
Give examples of employee's performance as related to the goal:
Rating: Exceeds Goal _____ Meets Goal: _____ Does Not Meet Goal: _____

Goal and Desired Outcome:
Give examples of employee's performance as related to the goal:
Rating: Exceeds Goal _____ Meets Goal: _____ Does Not Meet Goal: _____

Goal and Desired Outcome:
Give examples of employee's performance as related to the goal:
Rating: Exceeds Goal _____ Meets Goal: _____ Does Not Meet Goal: _____

Goal and Desired Outcome:
Give examples of employee's performance as related to the goal:
Rating: Exceeds Goal _____ Meets Goal: _____ Does Not Meet Goal: _____

Goal and Desired Outcome:
Give examples of employee's performance as related to the goal:
Rating: Exceeds goal _____ Meets Goal: _____ Does Not Meet Goal: _____

SECTION IV: ESTABLISHMENT OF GOALS & OUTCOMES FOR UPCOMING RATING PERIOD

Outline the **goal** for the upcoming period and the desired outcome. The **individual's goal** should be related to the Department/City goal and/or the essential functions of the job as described on the classification specification. The individual goal may include a new project or may include a goal that is an ongoing fundamental portion of the employee's position. The **desired outcome** is the standard against which the employee's performance will be measured. These should be specific and measurable including timeframes. **Resources needed** should include any additional resources (if any) that the supervisor and employee determine will need to be provided to the employee to be successful in accomplishing the individual goal. These may include training, additional assistance from other employees, equipment, budget etc.

Dept./City Goal	
Individual Goal:	This goal is: ongoing _____ or project oriented _____
Desired Outcome:	
Additional Resources Needed:	

Dept./City Goal	
Individual Goal:	This goal is: ongoing ___ or project oriented ___
Desired Outcome:	
Additional Resources Needed:	

Dept./City Goal	
Individual Goal:	This goal is: ongoing ___ or project oriented ___
Desired Outcome:	
Additional Resources Needed:	

Dept./City Goal	
Individual Goal:	This goal is: ongoing ___ or project oriented ___
Desired Outcome:	
Additional Resources Needed:	

Dept./City Goal	
Individual Goal:	This goal is: ongoing ___ or project oriented ___
Desired Outcome:	
Additional Resources Needed:	

SECTION V: INDIVIDUAL EMPLOYEE DEVELOPMENT PLAN

Identify any training and development goals for employee and how they will be achieved (This will include both employee's personal work related interests, as well as observable development needs of the employee which would improve work performance). Note training outlined must be processed through normal approval channels for the department.

SECTION VI: SUPERVISOR'S SUMMARY COMMENTS

SECTION VII: OPPORTUNITY FOR EMPLOYEE COMMENT/MANAGEMENT RESPONSE

Employee Comments

This is an opportunity for individual employee input and comment.

I would like to discuss this review with
Dept. head if that is other than immediate
Supervisor

Yes _____ No _____

I would like to discuss this review with
HR Director.

Yes _____ No _____

Management Response (required):

SECTION VIII: OVERALL PERFORMANCE MANAGEMENT RATING

The following is an overall performance rating for the employee, recommended action by the supervisor, and sign-off by all. The employee's signature does not necessarily mean that the employee agrees with the rating, only that the evaluation process has taken place.

Overall Rating (check one):

- Exceeds: Exceeds expectations in all or majority of categories _____
- Fully Effective: Meets expectations in all categories (may exceed in some) _____
- Developing: Does not meet expectations in one or more category _____
- Needs Improvement: Does not meet expectations in a majority of categories _____

Recommended Action by Supervisor:

I recommend a merit/step increase. Yes _____ No _____

I recommend the employee moves from probation to
Regular status. Yes _____ No _____ NA _____

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Department Director's Initials: _____ Date: _____

HR Reviewer's Initials: _____ Date: _____

**CITY OF MILWAUKIE
CITY COUNCIL WORK SESSION AGENDA
APRIL 1, 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.	6:00 p.m.	Board and Commission Interviews	Group
3.	6:30 p.m.	Local Contract Review Board Rules	Firestone
4.	6:45 p.m.	Adjourn	

EXECUTIVE SESSION -- 6:45 p.m.

The City Council will meet in executive session pursuant to ORS 192.660 to consult with legal counsel and to discuss potential litigation.

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.