

CITY OF MILWAUKIE
CITY COUNCIL MEETING
FEBRUARY 20, 2001

3082

Call to Order

The 1856th meeting of the Milwaukie City Council was called to order by Council President King at 6:00 p.m. in the City Hall Council Chambers. The following Councilors were present:

Larry Lancaster
Brian Newman

Jeff Marshall

Staff present:

Mike Swanson,
City Manager Pro Tem
Tim Ramis,
City Attorney
Martha Bennett,
Assistant City Manager

Paul Roeger,
Civil Engineer
Jay Saatkamp,
Operations Supervisor, Water

PLEDGE OF ALLEGIANCE

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS

Congressman Earl Blumenauer discussed support of river resource protection efforts and thanked Milwaukie for its steadfast interest through the Johnson Creek Watershed Council. He is also working hard to support transit agencies including the Oregon Department of Transportation (ODOT) and Tri-Met. He personally wants to work toward livable communities and ensure the federal government follows its own regulations particularly in the areas of energy and clean water.

Councilor Newman was honored to have the Congressman at the meeting. The lease for the downtown Milwaukie post office expires in 2004, and he asked Congressman Blumenauer if he could help keep this anchor in the downtown area.

Congressman Blumenauer said he would be happy to collaborate with the city and the postal service to create a facility that reflects well on the community.

Councilor Lancaster was concerned about unfunded mandates and increasing local control. He specifically mentioned the current power shortage, the Bonneville Power Administration (BPA), and salmon listing.

Congressman Blumenauer said it is important to defend northwest resources as well as develop a national energy policy. He suggested the country be more reasonable with its energy consumption.

Councilor Marshall discussed community needs for road and infrastructure improvements.

Congressman Blumenauer, although supportive, was concerned Oregonians had not increased the state gas tax for ten years, and, as a result, Oregon may not be able to match federal funds.

Council President King asked the Congressman if he could facilitate removal of the Kellogg Treatment Plant to help create a viable downtown project in Milwaukie.

Congressman Blumenauer commended the Council on its plan and vision.

Congressman Blumenauer is supporting environmental enhancement funds with low or no interest loans which becomes a subsidy over the life of the project.

Councilor Newman encouraged the Congressman to join the community celebration, Festival Daze, in June.

Council President King asked if there would be funding to make mass transit more available without causing disruptions to neighborhoods.

Congressman Blumenauer was committed to a balanced system of freight, neighborhood streets, and transit.

CONSENT AGENDA

Council President King read the items in the consent agenda. It was moved by **Councilor Newman** and seconded by **Councilor Lancaster** to adopt the Consent Agenda consisting of:

- A. **City Council Minutes of February 5 & 6, 2001;**
- B. **Brookside Pump Station Project, Final Acceptance;**
- C. **Resolution 8-2001: A Resolution to Adopt the LINAS Agreement for the Library Information Network of Clackamas County (LINCC) ;**
- D. **Resolution 9-2001: A Resolution for Inclusion under the State of Oregon Compensation Plan**

Motion passed unanimously.

AUDIENCE PARTICIPATION

Gary Michael, 11907 SE 19th Avenue, Milwaukie. He discussed comments made at the last Council meeting about Transit Oriented Development (TOD) Selection Committee appointments. He discussed the process including the staff's recommendation appointees bring a certain level of expertise to the group. The Mayor made appointments with Council consensus, and regulations do not prohibit Council spouses from serving on short-term, ad hoc committees. Trotter served on the Planning Commission for 14 years before serving on the City Council. Strauss, who served on the Planning Commission and City Council, is the current Milwaukie Downtown

Development Association (MDDA) president and downtown property owner. Although Peck and Weisenberg operate a successful downtown business, they did not apply for the Committee when applicants were sought. He felt Crites, who is not a Milwaukie resident and has not served on a Milwaukie appointed advisory committee, made rude and uninformed comments. Trotter, Strauss, and he are committed to doing their best on the TOD Committee.

Council President King followed up by saying the Council is open to listening to comments on policies and procedures, but personal attacks and name calling do not serve a good purpose.

Councilor Marshall agreed and encouraged people to bring forward their observations and suggestions leading to a positive solution.

Councilor Lancaster asked people to remember the Council is a group of average citizens who volunteer their time.

Councilor Newman agreed with these comments.

PUBLIC HEARING

Water System Master Plan Adoption

Council President King called the public hearing on the proposed Water System Master Plan to order at 6:35 p.m.

The purpose of the hearing was to consider public comment on the Plan's adoption. Council President King reviewed the conduct of the hearing.

Staff Report: **Roeger** provided the staff report. The Water Supply Master Plan will guide capital improvement projects as well as provide data in future rate reviews. The Plan meets the Oregon Health Division's drinking water regulations as well as partially fulfilling state land use Goal 11 -- Public Facilities and Services requirements.

Lisa Obermeyer, Montgomery Watson project manager, discussed the scope of work and review process. The Citizens Utility Advisory Board (CUAB) worked with the consultant and staff this past summer and unanimously voted to recommend the City Council adopts the proposed Plan. Since the December Council work session, more emphasis was placed on conservation as an important element of the strategy. The Oregon Health Division approved the Plan.

Correspondence: None.

Audience Testimony: None.

Questions of Clarification: **Councilor Lancaster** noted the Plan assumes steady growth to buildout. He asked if the projects were prioritized and if a funding strategy as developed.

Obermeyer replied projects are scheduled through 2015. The consultant was not charged with identifying a funding mechanism, but the data can be used in rate and system development charge (SDC) studies.

Councilor Newman felt the comments on water conservation were important and asked if there was a short term plan for states of emergency.

Obermeyer said Milwaukie is involved with other water providers, including the City of Portland, who prepare and disseminate relevant materials.

Councilor Newman suggested a reminder in *The Pilot* to water customers about preparing to conserve this summer.

Councilor Lancaster thought it would be important to let the public know how much these projects will cost over the life of the Plan.

Councilor Marshall believed the CUAB is an excellent example of an appointed advisory board working with a consultant and freeing up Council time to do other things.

Council President King appreciated the CUAB's comments on the value of water as a precious resource and the need to actively promote voluntary conservation.

Close Public Testimony: **Council President King** closed the public testimony portion of the hearing at 6:45 p.m.

Discussion and Decision: **It was moved by Councilor Newman and seconded by Councilor Lancaster to read the ordinance adopting the Water System Master Plan for the first time by title only. Motion passed unanimously. The ordinance was read for the first time by title only.**

It was moved by Councilor Lancaster and seconded by Councilor Marshall to read the ordinance adopting the Water System Master Plan for the second time by title only. Motion passed unanimously. The ordinance was read for the second time by title only.

It was moved by Councilor Marshall and seconded by Councilor Lancaster to adopt the ordinance adopting the Water System Master Plan. Motion passed unanimously.

ORDINANCE NO. 1883:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING THE WATER SYSTEM MASTER PLAN.

OTHER BUSINESS

City Manager Pro Tem Contract

It was moved by Councilor Marshall and seconded by Councilor Newman to extend the City Manager Pro Tem Contract through May 30, 2001. Motion passed unanimously.

There will be an agenda item at the next meeting on the number of hours worked.

ADJOURNMENT

It was moved by Councilor Marshall and seconded by Councilor Lancaster to adjourn the meeting. Motion passed unanimously.

Council President King adjourned the meeting at 6:50 p.m.



Pat DuVal, Recorder

**CITY OF MILWAUKIE
CITY COUNCIL AGENDA
FEBRUARY 20, 2001**

MILWAUKIE CITY HALL
10722 SE Main Street

1856th MEETING

REGULAR SESSION - 6:00 p.m.

- I. CALL TO ORDER**
Pledge of Allegiance

- II. PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS**

- 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 February 5 & 6, 2001**
 - B. Brookside Pump Station Project Acceptance**
 - C. Library Information Network Automated System (LINAS) -- Resolution**
 - D. Establishing Additional Deferred Compensation Program -- Resolution (Swanson)**

- 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.)*
Water System Master Plan Adoption -- Ordinance (P. Roeger)

- 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.)*

- VII. INFORMATION**
Library Board Minutes, January 22, 2001

- VIII. ADJOURNMENT**

EXECUTIVE SESSION -- *At the end of the regular meeting, 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.

**MILWAUKIE CITY COUNCIL
WORK SESSION
FEBRUARY 5, 2001**

The work session came to order at 6:00 p.m. in the City Hall Conference Room.

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

City staff present: City Manager Pro Tem Swanson; Assistant City Manager M. Bennett; Planning Director Rouyer; Neighborhood Services Manager Gregory; Program Specialist Wachs; and Information Specialist Wheeler.

Information Sharing

The group discussed the proposed Metro Greenspaces levy and project funding. **Councilor Newman** felt funds should be dedicated to capital projects determined by the local jurisdictions and not used for operations. **Councilor Marshall** supported a Greenspaces levy.

Art Ball asked Council to consider funding the Stanley/Willow Park master plan in the Lewelling neighborhood in order to move the property from its current land bank mode. The Plan, which will cost between \$8,000 and \$10,000, is the first step in starting some of the improvements. The estimate total completion cost of the park project is \$130,000. Bringing water to site for plantings will cost about \$5,000.

Swanson said there are certain property acquisition issues which may affect this request.

Johnson Creek Watershed Presentation

Council President King introduced **Maggie Skenderian**, City of Portland, Bureau of Environmental Services and **Jeff Eubel**, US Forest Service and Johnson Creek Watershed Council President.

Eubel gave an overview of the *Johnson Creek Restoration Plan*. The section of this 26-mile creek within Milwaukie are important to fish spawning and provides a refuge area during times of poor water quality in the Willamette. The major emphasis of the Plan is to restore the floodplain as well as provide over-wintering areas for the fish. In addition, there are numerous opportunities to replant the riparian areas. He showed a video tracing Johnson Creek's history.

Skederian noted the work started in 1991, and, in 1995, the *Johnson Creek Resource Management Plan*, describing resources in a comprehensive manner, was adopted. Restoration activities are voluntary, and the Watershed Council works to coordinate the various jurisdictions and seeks grants.

Councilor Lancaster was concerned jurisdictions upstream from Milwaukie were similarly committed to the restoration project.

Councilor King said, as an executive board member, she has seen this multi-jurisdictional project grow and gather support from Rep. Blumenauer and FEMA. There is a greater possibility of funding if all of the jurisdictions work together. Both she and R. Bennett are active with coordinating activities.

Eubel added Johnson Creek in Milwaukie is an important site because it is near the Willamette and is fed by cool spring water.

Citizen and Youth Involvement Projects

Wachs discussed three programs, Citizen Involvement Board, government education series, and youth development, and outlined possible implementation strategies.

Councilor Newman suggested contacting Southeast Uplift and Portland State University regarding classes on citizen involvement.

Councilor Lancaster asked if any curriculum credits were offered to students involved with youth councils.

Wachs understood there could be a link with next year's senior project requirement. He spoke with the Milwaukie High School student leadership, and members were receptive.

Councilor Newman felt there could also be a collaborative effort with the Parks District.

The group discussed other youth involvement programs implemented by cities in the region and the amount of staff time required to get projects started.

Councilor Lancaster asked to what extent parents would be involved. If parents acted in a supporting role, two segments of the community could be reached through one effort.

Wachs believed youth should be given ownership and responsibility for success and not directed too much.

Councilor Marshall was supportive of education series followed by the Citizen Involvement Board then youth development.

Councilor Newman suggested continuing citizen involvement efforts through the Neighborhood District Associations (NDA) and leadership meeting rather than creating a new advisory board.

Councilor Marshall suggested a Citizen Involvement Committee could alleviate some staff workloads.

Councilor Lancaster was interested in forming project groups with defined goals to be completed within a specified amount of time but not increasing the number of appointed advisory boards.

Councilor King felt educating citizens should be a priority.

Councilor Marshall agreed training is essential. He wanted citizens to be more involved and make more decisions so Council could work more on the state and county levels.

Councilor Newman saw youth involvement and training going hand-in-hand. The NDAs are already a good apparatus for citizen involvement.

The group discussed the aspects of Martin County, Florida's Citizens Academy and Resource Education Series (CARES) and the applicability to Milwaukie. All agreed educating the public was critical, and the process of laying out the functions of each department could help in the class/comp study, transforming, and budgeting projects.

Swanson saw this as building trust, educating, developing citizen capacity, and increasing youth involvement in the training program. Local chambers of commerce frequently sponsor training programs.

Direction: Prepare an education series proposal for Council review in one month that includes a youth track.

Tree Committee Charge

Rouyer recommended a clear statement of the Committee's charge and work program. She suggested the group meet four times to prepare findings and conclusions within a four-week time period. She further suggested the Committee review the draft Urban Forestry ordinance sections relating to regulation of tree cutting on public property, protection of tree resources on private property including the possibility of incentive programs, and protecting significant, historical trees. The desired outcome might be findings and conclusions from which to prepare an ordinance for Council adoption.

The group felt there should be some flexibility in the number of times the Committee would meet within the given time period. Some work could be done by subgroups without a staff person attending.

Councilor Marshall suggested the Committee charge include consideration of tree maintenance/pruning codes.

III. A. 4

The group discussed the member selection process and the general consensus was a 5 to 7 person committee.

Other

The group discussed a recent action by the Clackamas County Board of Commissioners that placed the Sunrise Corridor Project in front of the Harmony/Linwood intersection improvements for funding.

Councilor Marshall urged the community to speak up on this issue. The Sunrise Corridor project puts further stress on an already inadequate intersection.

Bennett suggested joining with the other Clackamas Cities to develop a strategy for working with the County. There are negative consequences for communities like Milwaukie when construction takes place on the outskirts. Rhode is the current Clackamas Cities representative to Joint Policy Advisory Committee on Transportation (JPACT), and Councilor Newman is the alternate. Linwood/Harmony is a county intersection, so the Commissioners consider it a trade.

Swanson recommended taking two actions: Council makes direct contact with the County to say this is not a supportable substitution, and Clackamas Cities JPACT representatives gathering support for the cities' positions.

Councilor Lancaster saw the trade as irresponsible and was concerned the County had no dialogue with the City.

The group discussed the importance of preliminary engineering in further project funding.

Direction: Bennett will prepare a letter to the Clackamas County Board of Commissioners for the Council President's signature.

Swanson further suggested Clackamas Cities discuss the issue and develop an urban position on something that affects a lot of jurisdictions.

Swanson announced the Council would meet in executive session pursuant to ORS 192.660 to discuss potential litigation.

Adjournment

The work session ended at 7:55 p.m.

Pat DuVal, Recorder

**CITY OF MILWAUKIE
CITY COUNCIL MEETING
FEBRUARY 6, 2001**

Call to Order

The 1855th meeting of the Milwaukie City Council was called to order by Council President King at 6:00 p.m. in the City Hall Council Chambers. The following Councilors were present:

Brian Newman

Larry Lancaster

Staff present:

Mike Swanson,
City Manager Pro Tem
Tim Ramis,
City Attorney
Martha Bennett,
Assistant City Manager

Alice Rouyer,
Planning Director
Jack Perry,
Operations Supervisor

PLEDGE OF ALLEGIANCE**PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS****Scouting Anniversary Week**

Council President King read a proclamation naming the week of February 4, 2001, as *Scouting Anniversary Week*. Scouts from Packs 153 and 513 introduced themselves.

CONSENT AGENDA

It was moved by **Councilor Newman** and seconded by **Councilor Lancaster** to adopt the Consent Agenda consisting of:

- A. **City Council Minutes of January 16 & 23, 2001;**
 - B. **Roswell Sidewalk/Storm Project, Final Acceptance;**
 - C. **Les Schwab Tires Purchase Order Amendment;**
 - D. **McLoughlin Boulevard State Transportation and Growth Management (TGM) Grant Intergovernmental Agreement;**
 - E. **Resolution 6-2001: A Resolution of the City Council of the City of Milwaukie, Oregon, Creating a Temporary Business fee for People and Institutions Conducting Business for Less than Two Consecutive Months in One Calendar year within the City of Milwaukie and Repealing Resolution No. 3-2001; and**
 - F. **Park and Recreation Board Facility Naming Recommendation**
- Motion passed unanimously among the members present.**

III. A. 6

AUDIENCE PARTICIPATION

Michael Davis, Masonic Lodge, 10636 SE Main Street. He requested time at the next Council work session to discuss concerns with the Transit Center and planned development. Concerns included parking for the Lodge, Library, and nearby businesses, increased noise and air pollution, and safety. He was concerned the busses might compromise the structural integrity of the Lodge. The current underage drinking and drug problems may move from Scott Park to the alley he understood would be between the Lodge and the transit oriented development. He has attended the Transit Oriented Development Committee meetings but does not feel he has been heard.

Davis and the Council agreed to discuss these concerns at the February 26 work session.

Ed Zumwalt, 10888 SE 29th Avenue. He understood there might not be any documentation for the \$90,000 Safeway property lease and asked on behalf of the community for answers to his questions. Speaking for himself, he expressed concern with noise, vibration, fumes, and security and asked how these problems would be mitigated. He questioned the appropriateness of possibly sacrificing the Masonic Lodge, Ledding Library, and neighboring downtown businesses for the transit oriented development. Could the federal funds go to a different site? He urged the Transit Oriented Development (TOD) Selection Committee meetings be held in the evening so more people could attend.

Councilor Lancaster encouraged neighborhood input and added each concern needed to be addressed before moving toward completion of the project. The project is key to downtown redevelopment, and the questions need to be answered satisfactorily.

Rosemary Crites, 4917 SE Aldercrest Road. She read correspondence into the record which expressed her feelings about city government deal making and citizens' feelings of impotence and apathy. Crites feels nepotism runs rampant at city hall. She questioned the appointments former Mayor Tomei made to the TOD Committee that included her husband Gary Michael, recalled city councilor Don Trotter, an absentee landlord, 4 governmental representatives, and only one concerned citizen. A majority of the Committee members are promoting their political and financial ambitions. Meetings should be scheduled in the evening when more people can attend rather than in the afternoon. She recommended disbanding the current TOD Selection Committee and appointing all new members.

Councilor Newman was supportive of expanding the Committee but considered both Trotter and Michael as good men. Trotter was recalled because of differences of opinion, not malfeasance. He suggested broadening the pool of members but not pointing fingers at the current members.

Councilor Lancaster agreed but at the same time found comments about lack of service and under-the-table dealings disconcerting. It is critical for the new Council to demonstrate this is not the way business is being done. It is important to make citizens feel a part of the process, so the issues need to be handled.

Crites said the community was closed out of the Committee. She herself applied but was not appointed. Peck and Weisenberg of Windhorse Café, one of the most viable downtown businesses, were not appointed, but the out-of-town landlord, Dave Strauss was selected. Trotter was recalled because people do not want him serving the community.

Patty and Julie Wisner, 3325 SE Wister, Milwaukie. They asked the Council to work with the School District to delay the demolition of a house located at 2336 SE Washington Street where the District plans to construct a parking lot for Milwaukie High School. They hoped the house, a good example of Arts and Crafts architecture, could be moved to a suitable lot rather than being destroyed. The cost of the building would be nominal, and Mike Burns, Historic Preservation League of Oregon, would be available to move it after the Frank Lloyd Wright House project. Moving the house 1 mile will cost about \$10,000, and the building is suitable for either office or residential.

Councilor Newman said he had been looking at the house for himself and would continue to do so. He wanted to make it clear he would excuse himself from any Council discussion or decision on this request to avoid a conflict of interest.

The group discussed deadlines on the property, and **J. Wisner** understood the current tenants had to be out of the building by the end of March.

PUBLIC HEARING

None scheduled.

OTHER BUSINESS

Juvenile Crime Diversion Program Intergovernmental Agreement -- Resolution

Kanzler presented the staff report in which the City Council was requested to adopt a resolution authorizing the Council President to sign an intergovernmental agreement (IGA) between the City and Clackamas County to implement a Juvenile Crime Diversion Program. The City will receive a \$32,198 grant to implement and administer the Program until June 30, 2001.

III. A. 8

It was moved by Councilor Newman and seconded by Councilor Lancaster to adopt the resolution. Motion passed unanimously among the members present.

RESOLUTION NO. 5-2001:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH CLACKAMAS COUNTY FOR A GRANT TO INITIATE A JUVENILE CRIME DIVERSION PROGRAM.

Board Appointment

Council President King, with Council consensus, appointed Bogdan Garbar to the ex officio Milwaukie High Student position on the Traffic Safety Board.

Other Items and Announcements

1. Council directed staff to ensure all Council members receive copies of advisory board applications.
2. Festival Daze Planning Committee meeting on February 7 at Pietro's.
3. Councilor Lancaster asked for clarification of a comment in the TOD Committee meeting notes to the effect there was no way to get around an ongoing subsidy situation. Bennett responded projects such as this are eligible for many types of funding including federal housing and sidewalk grants. The TOD Committee will make recommendations for Council's final decision.
4. Council President King added the TOD Committee members are honorable people and believed they would do their best for the City.
5. Council was pleased to see trucks were no longer parking along Railroad Avenue and thanked all those involved.

ADJOURNMENT

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

Council President King adjourned the meeting at 7:10 p.m.

Pat DuVal, Recorder



III. B. 1

TO: Mayor and City Council

THROUGH: Mike Swanson, City Manager Pro Tem
Martha Bennett, Assistant City Manager - Community Development
Jerry Baker, City Engineer Pro Tem *JS*

FROM: Ali Safayi, Associate Engineer *(A.S.)*

RE: Brookside Sewage Pump Station Reconstruction Project Acceptance

DATE: February 9, 2001, for February 20, 2001, City Council Meeting

ACTION REQUESTED

Council accept Brookside Sewage Pump Station Reconstruction Project.

BACKGROUND

1. On May 4, 1999, the City Council authorized Brookside Sewage Pump Station Reconstruction Project and awarded the contract to 4 Rivers Construction LLC at a cost of \$174,500.
2. The initial scope of the project included installation of a 108-inch diameter wetwell; a packaged sewage pump station with two 950 gpm pumps; approximately 15 feet of 8-inch diameter ductile iron sewage force main and connection to an existing 8-inch diameter force main; an electromagnetic flowmeter and concrete vault; approximately 27 feet of 12-inch diameter ductile iron gravity sewer pipeline; connection to 2 existing sanitary sewer manholes; modifying an existing manhole to an overflow manhole; a 1-inch diameter water service with a backflow device; and associated electrical and telemetry improvements.
3. Notice to Proceed was issued on June 3, 1999 with 150 calendar days completion requirement. Construction began on June 20, 1999.

DISCUSSION:

1. In a letter dated June 17, 1999, Craig Sandblast of 4 Rivers Construction LLC notified the staff that his company had not included the cost of telemetry system priced at \$15,360. In this letter he indicates that they were under the impression that the telemetry system would be included in the pump station package. Staff reviewed the claim and concluded that it is in the best interest of all parties involved to

III. B. 2

recommend that the City Council authorize an increase so staff can negotiate with the contractor to pay for a portion of the costs of the telemetry system.

2. The new pump station was installed on September 13, 1999. After the pump station and enclosure were installed, it became apparent that there was insufficient space to perform routine maintenance on the pumps. As a result, a larger space that allows the sewer maintenance crew to regularly monitor the pumps and to work on the various parts became necessary. A decision was made to solve this problem by construction of a building around the pumps at a cost of \$26,300.
3. On December 20, 1999, the City Council authorized the increase in the bid award amount by \$35,360 to pay for the construction of the building and a portion of the cost of the telemetry system.
4. The project was substantially completed on September 5, 2000. All punch list items were completed on February 7, 2001.
5. The project cost, including the field and change orders, totaled \$209,860.
6. In addition to \$726.00 for the final invoice, retainage in the amount of \$10,456.70 is being held pending final approval of the project by the Milwaukie City Council. At the time of acceptance, the Contractor will be informed that the one-year warranty period has begun.

FISCAL IMPACT

\$209,860 from the sewer capital improvements budget line.

**BROOKSIDE SEWAGE PUMP STATION RECONSTRUCTION
(SE-99-3)**

Final Payment

No.	ITEM	UNIT	UNIT PRICE	QUANTITY	AMOUNT	COMPLETED		RETAIN 5%	PAYMENT
						%	AMOUNT		
1	Mobilization	LS			\$15,000.00	100%	\$15,000.00		
2	Traffic Control	LS			\$1,000.00	100%	\$1,000.00		
3	Packaged Pump Station	LS			\$60,000.00	100%	\$60,000.00		
4	108" diameter Wetwell	LS			\$45,000.00	100%	\$45,000.00		
5	12" DIP Gravity Sewer & Valves	LF	\$100.00	27	\$2,700.00	100%	\$2,700.00		
6	8" DIP Force Main & Valves	LF	\$50.00	24	\$1,200.00	100%	\$1,200.00		
7	Flow Meter & Vault	LS			\$6,800.00	100%	\$6,800.00		
8	Connect & Reconstruct Manhole	LS	\$1,500.00	2	\$3,000.00	100%	\$3,000.00		
9	Overflow Manhole	LS			\$2,000.00	100%	\$2,000.00		
10	Pigging Force Main	LS			\$2,000.00	100%	\$2,000.00		
11	1" Water Line	LS			\$800.00	100%	\$800.00		
12	Backflow Assembly & Vault	LS			\$2,500.00	100%	\$2,500.00		
13	Fence and Gate	LF	\$30.00	140	\$4,200.00	100%	\$4,200.00		
14	Gravel Surfacing	LS			\$800.00	100%	\$800.00		
15	Guardrail & Terminal Sections	LS			\$2,100.00	100%	\$2,100.00		
16	Telemetry	LS			\$15,400.00	100%	\$15,400.00		
17	Electrical Improvements	LS			\$10,000.00	100%	\$10,000.00		
18	Pump Station Building	LS			\$26,300.00	100%	\$26,300.00		
19	Additional compensation for the telemetry system	LS			\$9,060.00	100%	\$9,060.00		
TOTAL CONTRACT AMOUNT					\$209,860.00				
TOTAL TO DATE							\$209,134.00	\$10,456.70	\$198,677.30
PROGRESS PAYMENT # 1							\$40,905.00	\$2,045.25	\$38,859.75
PROGRESS PAYMENT # 2							\$93,895.00	\$4,694.75	\$89,200.25
PROGRESS PAYMENT # 3							\$10,472.00	\$523.60	\$9,948.40
PROGRESS PAYMENT # 4							\$14,205.00	\$710.25	\$13,494.75
PROGRESS PAYMENT # 5							\$26,393.00	\$1,319.65	\$25,073.35
PROGRESS PAYMENT # 6							\$23,264.00	\$1,163.20	\$22,100.80
BILLING THIS MONTH (#7)							\$726.00	\$0.00	\$726.00
Final Payment Due (Includes \$10,456.70 held as retainage)									\$11,182.70

III. B. 3

Authorized by: _____

Date _____



To: Mayor and City Council

Through: Mike Swanson, City Manager Pro Tem

From: Cynthia Sturgis, Senior Librarian

Subject: Approval of the Library Information Network Automated System (LINAS) Memorandum of Agreement which defines the mutual responsibilities of Library Network of Clackamas County (LINCC) members who use the library automated system and the services provided by the Library Network.

Date: February 15, 2001

Action Requested

Authorize the adoption and signing of the Library Information Network Automated System (LINAS) agreement with the Library Information Network of Clackamas County (LINCC).

Background

Ledding Library has been a member of the Library Network since its inception in the mid-1970s. A major benefit of this membership includes use of the automated system which provides circulation of materials, public access to the library catalog, convenient interlibrary loan service for patrons, an acquisitions module for ordering materials, and on-line reference sources for public and staff use. City libraries also receive a financial distribution each year for providing free service to all residents of Clackamas County. The estimated distribution to Ledding Library for fiscal year 2001-02 will be \$655,000.

The Library Information Network Automated System (LINAS) agreement defines responsibilities for both members and the network concerning the use of the automated system and requirements for admitting new member libraries or adding branches.

III. C. 2

Council Staff Report -- Library Information Network Automated System (LINAS) Agreement
February 15, 2001
Page 2

Concurrence

The LINAS agreement has been reviewed and approved by the Public Library Council and the Library Network Intergovernmental Board both of which have representation from the City of Milwaukie. The Information Systems and Technology Manger and the City Attorney have also reviewed and approved this agreement.

Fiscal Impact

Membership in the Library Network is contingent upon the signing of this agreement. By withdrawing from the Network, the immediate impact would be loss of the annual reimbursement, estimated at \$655,000 for 2001-02, and discontinued use of the automated system which is instrumental for daily operation of the library.

Alternatives

Alternatives to membership in the Library Network would be costly to the City of Milwaukie and would add greatly to staff workload. A new automated system would be needed to provide the functions of the present one, and service to citizens would be affected because of the loss of interlibrary loan services, free access to other libraries, and reduced informational sources now available through a large system.

**Library Information Network
of Clackamas County**



TO: City Manager, City of Milwaukie

FROM: Joanna Rood, Library Network Manager

Joanna Rood

RE: Enclosed LINAS agreement

January 5, 2001

As you may know, at the November 2000 meeting of the Library Network Intergovernmental Board (LNIB), an agreement was approved that establishes parameters and guidelines for the use of LINAS, our shared library computer system. Public libraries in Clackamas County have been sharing a library computer system since the early 1980's, but this is the first time that we have spelled out the rights and responsibilities of the public libraries (as users of the computer), and the rights and responsibilities of Clackamas County (as owner of the LINAS system and manager of the Library Network Office staff).

The LINAS agreement is an adjunct to and not a replacement for the LINCC charter that was signed in 1990 by the County and by the 10 cities in Clackamas County who operate public libraries. The LINCC charter established the LNIB as an advisory board to the County and the cities on countywide library issues and outlined the major responsibilities of the Library Network Manager.

In this packet I have enclosed two originals of the LINAS agreement and a model resolution which you may use if you wish when submitting this agreement to your council for approval. After the agreement is approved and signed, please send one signed original back to me at the Library Network Office.

If you have any questions, please contact your Library Director, your LNIB representative or me. I will be copying this packet to all Library Directors and LNIB representatives.

I am available to attend your City Council Meeting as a resource person when this agreement appears on the agenda. Let me know and I will reserve the date.

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Resolution No. _____

A RESOLUTION TO ADOPT THE LINAS AGREEMENT FOR THE LIBRARY INFORMATION NETWORK OF CLACKAMAS COUNTY (LINCC)

WHEREAS in 1990 the cities of Canby, Estacada, Gladstone, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, Wilsonville and Clackamas County signed a charter that established the Library Information Network of Clackamas County (LINCC Network) and the Library Network Intergovernmental Board (LNIB); and

WHEREAS one of the responsibilities of LNIB under the terms of the LINCC charter is to promote communication, resource and information sharing and database management among all libraries in Clackamas County; and

WHEREAS Clackamas County, on behalf of the LINCC Network, has purchased and installed an automated integrated library system (LINAS) and is desirous to make this system available for use by public libraries in Clackamas County under terms and conditions mutually agreeable to all LINAS users; and

WHEREAS Clackamas County, through its Department of Public and Government Relations, manages the Library Network Office which administers the LINAS shared automated system; and

WHEREAS the LINAS Agreement has been developed and approved by LNIB to define the mutual responsibilities of LINCC members who wish to use LINAS and to specify the services provided by the Library Network Office to LINAS users, and since the city of Milwaukie is a LINCC Member and the Ledding Library of Milwaukie is a LINAS user;

NOW, THEREFORE be it resolved by the Milwaukie City Council that the city of Milwaukie agrees to adopt and sign the LINAS agreement, a copy of which is attached and incorporated as part of this resolution.

Introduced and adopted by the City Council of the city of Milwaukie, Oregon, on _____, 2001.

LIBRARY INFORMATION NETWORK AUTOMATED SYSTEM (LINAS)
MEMORANDUM OF AGREEMENT

November 28, 2000

This agreement is made among the parties that operate public libraries in Clackamas County, namely: Clackamas County, and the cities of Canby, Estacada, Gladstone, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn and Wilsonville.

WHEREAS in 1990 the above parties signed a charter that established the LINCC Network and the Library Network Intergovernmental Board (LNIB); and

WHEREAS one of the responsibilities of LNIB under the terms of the LINCC charter is to promote communication, resource and information sharing and database management among all libraries in Clackamas County; and

WHEREAS Clackamas County, on behalf of the LINCC Network, has purchased and installed an automated integrated library system (LINAS) and is desirous to make this system available for use by public libraries in Clackamas County under terms and conditions mutually agreeable to all LINAS users; and

WHEREAS, Clackamas County, through its Department of Public and Government Relations, manages the Library Network Office which administers the LINAS shared automated system;

Therefore the following agreement has been developed and approved by LNIB to define the mutual responsibilities of LINCC members who wish to use LINAS and services provided to those users by the Library Network Office.

A. **Definitions.** The following definitions shall be used in construing the following phrases, terms and abbreviations in this Memorandum of Agreement:

1. **LINCC Network** - cooperative organization of public libraries in Clackamas County.
2. **LINCC Members** - public libraries in Clackamas County that use the LINAS shared automated system and whose appointed representatives serve on LNIB.
3. **LINAS, Library Information Network Automated System** - an integrated, automated library system offering on-line circulation, public access catalog, cataloging and acquisitions and which includes other software, hardware and associated peripherals.

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4. Library Network Office - a division of the department of Public and Government Relations, Clackamas County which division is the administrative agency for countywide library services.
5. PLC, Public Library Council (successor to the Automation Users Board named in the LINCC Charter)- an advisory board consisting of the directors of the public libraries that are LINCC Members. The PLC advises LNIB and the Library Network on the operation of the automated library system both through its committees and directly.
6. Library Network Intergovernmental Board (LNIB) - as defined in the LINCC charter, the recognized advisory board to the County and city governments in the county on county-wide library issues, and the decision-making body relating to Library Network Office programs, operational policies and service levels. Each LINCC member's governing body appoints one representative to LNIB.

B. Library Network Office responsibilities as managers of the LINAS system

With the advice of the PLC and LNIB, and as specified in the LNIB charter, the Library Network Office will:

- Manage the LINAS library automated system, including: central site hardware and software installation and maintenance; pooling of peripheral equipment spares; evaluation and improvement of system performance; monitoring system use; monitoring system security; other duties as mutually agreed upon by the Library Network Office and the member libraries.
- Coordinate and maintain the manual of guidelines and procedures ("LINCC Policies, Guidelines and Services") adopted by the PLC for orderly and efficient use of the system
- Train library staff in effective procedures for using all aspects of the LINAS system.
- Provide daily back-up of LINAS data and software, storing a weekly copy of files off-site.
- Arrange for installation of all telecommunications circuits and equipment necessary for connection to LINAS; monitor and upgrade circuits/equipment as necessary; and serve as the sole point of contact with circuit/equipment providers and their agents.
- Serve as the central point for creating/acquiring MARC-format bibliographic records for inclusion in the shared LINAS database according to PLC-approved standards.

C. Responsibility of LINCC members as users of the LINAS system

LINCC Member Libraries will:

- Recognize that the shared patron database on the LINAS automated system allows all LINCC member library staff access to confidential information about library customers throughout the county, and agree to preserve library customers' right to confidentiality as defined by the American Library Association and Oregon State Law ORS 192.502(22).
- Agree that the confidential and full access to the LINAS system enjoyed by LINCC library staff members will not be used to violate patron confidentiality or any ethical standards as set forth in the manual called "LINCC Policies, Guidelines and Services."
- Designate contact persons to serve on the PLC and Automation advisory committees (required) and other PLC Committees if at all possible.

- Provide site preparation, access and space as determined by Library Network Office for all on-site equipment, including furniture, data cabling and electrical wiring.
- Agree that if they use bandwidth supplied by the Library Network Office to provide patron access to the Internet at their library, they will develop an Internet access policy, obtain approval by their local governing body and/or Library Board, and file a copy of this policy with the LINCC Network Office.
- Advise Library Network Office before purchasing and attaching to LINAS any peripheral equipment not purchased through the Library Network to ensure its compatibility..
- Request permission to connect new workstations with sufficient lead time so that Library Network Office can review overall demands on the shared pool of allocated ports and purchase additional capacity as needed or make other internal adjustments to accommodate additional capacity.
- Adhere to specific procedures developed by PLC committees regarding LINAS inputting standards for the item, patron, and bibliographic record databases and ILL protocols.
- Agree to review the LINCC "Policies Guidelines and Services" Manual and its summary of agreed-upon LINCC policies and allowable local options when developing local policies concerning use of the shared automation system.
- Prohibit the use of the LINAS system for any illegal activity.
- Agree that if any LINCC member fails to adhere to the above listed responsibilities, sanctions may be imposed at the discretion of LNB. Such sanctions may include, but are not limited to, recovery of costs, fines, reduction of LINAS services and disconnection from the LINAS system.

D. Fiscal Responsibility of LINCC membership

LINCC Members recognize that substantial capital investment has been made by Library Network Office in acquiring the necessary central-site system hardware, software, and telecommunications equipment. LINCC Members further recognize these acquisitions and their associated on-going maintenance agreements have been contracted for in the contemplation that all Members remain participating and integral users of LINAS for the entire five year term of this agreement. In contemplation of the hardship which will be incurred by LINCC and LINCC Member libraries if a LINCC Member terminates or breaches this agreement, except as a LINCC Member may opt out under Section I "LINCC Member Withdrawal," it is agreed by the parties that the LINCC Members shall remain responsible for payment of any share of Library Network Office costs for the duration of any fiscal year in which that member withdraws from LINAS participation and /or LINCC membership, so long as notice of intent to withdraw is received by December 31. If notice is received after that date, the LINCC Member shall be responsible for their share of Library Network office cost for the succeeding fiscal year also.

E. Ownership and Management of LINAS.

It is understood that Library Network Office shall have full ownership of all central site system hardware/software, and the central site portion of the telecommunications hardware and software network. All LINAS automated system terminals, PCs and other peripherals and

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equipment (including telecommunications equipment) located on-site at each library are owned by the LINCC Member. Library Network Office will arrange for maintenance contracts on all equipment connected with the automated system that is deemed by the PLC and LNIB to require full maintenance and will maintain a pool of spares for selected types of equipment so that in case of failure, a library may borrow a Library Network Office spare unit while they purchase a replacement or have the unit repaired.

The Clackamas County Board of Commissioners, as the governing body of the Library Network, (a division of the County's Public and Government Relations Department) retains final authority for decision-making related to LINAS and its operation. The Board of County Commissioners will consult with the Public Library Council and Library Network Intergovernmental Board before making decisions that will impact the LINAS system and its users in any significant way.

F. Service Availability

LINAS will be available for use by LINCC Members for circulation and other transactions from 7:00 am-9:00 PM Monday through Friday, 8:00 am-6:00 PM Saturday and 11:00 AM-5:00 PM Sunday except when maintenance or software upgrades/changes make the system unavailable. The LINAS DIALPAC module and any Web-based products designed for accessing the LINAS catalog from home by citizens will be available at all times except when maintenance or software upgrades/changes make the entire system unavailable. Library Network Office staff will be available in the Library Network Office to service LINAS and support member libraries on the best possible schedule given available funding. This schedule will be periodically reviewed and approved by the PLC and LNIB. Unless funding does not allow, telephone and pager service for emergency computer support is available during all additional hours the libraries are open when the Library Network Office is closed.

LINCC or the Library Network Office shall assume no liability, however, if LINAS experiences downtime. The parties recognize that on occasion it may be necessary to temporarily suspend LINAS availability because of operational or maintenance requirements. Library Network Office agrees to provide LINCC Members with prior notice of LINAS unavailability (except for unavoidable downtime due to LINAS failure) if it will affect library operations and/or business hours, and further agrees to make every effort to schedule maintenance when all or most libraries are not open to the public. LINCC Members shall not deem such temporary suspension of LINAS availability an unreasonable prevention or postponement of system use.

G. New LINCC Members or branch libraries of existing members

LINCC Members recognize that the addition of new LINCC Members or new branch libraries means increased demand on the automated system and that an orderly implementation of new computer users is critical to system stability. LINCC Members agree that jurisdictions that have not previously operated a public library must develop a plan for public library service and apply officially to LNIB for LINCC membership and access to LINAS. Libraries that are currently LINCC members may decide to open a branch library. A set of definitions for qualifying sizes

and configurations of branches or new member libraries is attached as Appendix A. Guidelines and policies that define what level of service a branch or new member library may anticipate are from the Library Network Office is available in the LINCC Policies and Guidelines Manual.

The Library Network Office needs lead time to order install, and test whatever hardware and software enhancements may become necessary when growth in the LINCC network occurs. This might happen if a LINCC Member library re-locates to a new larger site, if a new branch library is added, or if a new LINCC member is approved and added to LINAS. Therefore, notification of PLC and LNIB is required by December 31 of intent to add a branch or expand and/or re-locate a facility by more than 25% in the following fiscal year. If a jurisdiction or other entity intends to apply for new member status in LINCC for the following fiscal year, notification of PLC and LNIB by December 31 is required.

H. Liability.

Neither LINCC nor Library Network Office shall be held responsible for any incidental or consequential damages of whatever nature resulting from the LINCC Member's use or operation of any remote site equipment or from force majeure, including but not limited to, acts of God, war, labor problems including strikes and work slowdowns or stoppage, civil strife, fire, water damage, smoke damage, power fluctuations, or air pollution.

I. LINCC Member Withdrawal. Any LINCC Member may withdraw from this Agreement as of July 1 of any year, providing that at least six (6) months written notice has been conveyed to the Library Network Office and LNIB. Any Member who withdraws according to the terms and conditions set forth in this Agreement shall receive, upon request, a copy of its patron, bibliographic and item records for the cost of the tape or disc output. The format of this bibliographic and patron record tape or disc output will be whatever standard output the automated system can create and is not guaranteed to be in any specific format.

Any LINCC Member who withdraws shall not be entitled to reimbursement for any portion of its initial investment or subsequent payments and will be subject to the financial obligations and notification deadlines stipulated in Section D above. If the County voluntarily withdraws from the agreement, the County will additionally be bound by the stipulations in Section J, "LINCC Network dissolution; library property tax reduction or elimination."

J. LINCC Network dissolution; library property tax reduction or elimination

In the event of significant reduction or elimination of property tax revenue allocated to library operations, the PLC and LNIB will work together to prioritize Library Network Office services and to determine which programs and staff are essential. LNIB will then make a recommendation about level of Library Network Offices services deemed necessary and also a recommendation for a cost allocation formula to the Board of County Commissioners. This cost allocation formula would distribute the expenses of Library Network Office operations to LINCC members on a cost recovery basis.

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In the event of significant reduction or elimination of property tax revenue, PLC and LNIB will make their recommendations on essential Network programs and services to the County within one hundred and twenty (120) days of notification of revenue problems. They will also, as part of this process, identify those LINCC members that intend to continue to use the LINAS automated system on a cost recovery basis. LNIB will make its best efforts to make the new formula cost allocation determination as part of the annual budgeting process in December of each year and to notify libraries of their cost allocation for the following year by December 31.

If sufficient LINCC members agree to contribute funds, Clackamas County agrees to continue to house and operate the Library Network Office and its essential services on a billed basis for at least one (1) complete fiscal year after the date of non-appropriation. At the end of that year, if funding support continues, Clackamas County could opt to continue to house and operate the Library Network Office, or offer to sell or transfer to a LINCC Member the central site computer and telecommunications network equipment, office and courier equipment.

If it is determined that no LINCC Members wish to continue to use the LINAS system on a cost recovery basis and the LINCC Network is dissolved, the County shall, within ninety (90) days of the final dissolution of the LINCC Network, dispose of the central site computer and telecommunications network equipment, office and courier equipment.

K. Debt Limitation

This Agreement is subject to all applicable public-contracting laws of the State of Oregon and is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and any debt limitations applicable to cities or other users. Any provisions herein that would conflict with law are deemed inoperative to that extent and shall not affect the remainder of this agreement.

L. Term of the agreement

The term of this Agreement will be five years from date of signing.

M. Amendment

This Memorandum of Agreement may only be amended in writing and with the agreement of all parties.

Appendix A - Basic requirements for branch libraries and new LINCC members

Jurisdiction _____

Name _____

Title _____

Date _____

Appendix A : Basic requirements for branch libraries and new LINCC members

Branch Libraries

A. Requirements	
Establishment	Must be a branch of a legally established library in Clackamas County, pursuant to ORS 357.
Hours open	Minimum of 10 per week, including some evening and weekend hours
Staffing	One paid staff person on-site all open hours; responsible for supervising any use of the computer system by volunteers.
Collection	Collection size must adhere to the "threshold" standard as specified in the document " <u>Standards for Oregon Libraries: 2000</u> " for the proposed population served. Rotating collections will qualify so long as the rotation schedule and quality provides the equivalent number of titles to the population served on an annual basis. Collection must be classified, current and useful to the population served. Items added must consist of an appropriate balance between adult/juvenile materials, fiction/nonfiction, reference, and print/non-print formats.
B. Responsibilities	
Siting of branch location	Each library service provider agrees to participate, through LNIB, in the regional planning process and further agrees to consider, in local service decisions, the recommendation and advice of LNIB on matters affecting local service delivery, facility planning and siting. Each participating member reserves the right to implement its own short and longer term planning decisions affecting the delivery of library services within its jurisdictional boundaries. A new branch library may be sited outside jurisdictional boundaries only by prior contractual arrangement with the other jurisdiction.
<i>As LINCC members and LINAS users</i>	Will fulfill responsibilities and follow policies as specified in the LNIB charter, LINAS Agreement and LINCC Policies, Guidelines and Services Manual

Standalone Library - New LINCC Member

A. Requirements	
Establishment	Must meet all requirements for a legally established library, pursuant to ORS 357. Must apply to LNIB for membership and be approved. A potential new LINCC member may enter into contractual arrangement with an existing LINCC member and begin service to the public as a branch until they are large enough to qualify as a stand-alone. Policies describing the application process, start-up costs, the formulas for distribution of library operating funds and the services available from the library Network Office to LINCC member libraries are contained in the LINCC Policies and Guidelines Manual.
Hours open	30+ hours per week, including some evening and weekend hours
Staffing	One paid staff person on-site all open hours; responsible for supervising any use of the computer system by volunteers. Recommend ALA-MLS or equivalent combination of training and experience, two years of which must be in a public library.
Collection	Size: Collection size must adhere to the "threshold" standard as specified in the document <u>"Standards for Oregon Libraries: 2000"</u> for the proposed population served. Collection must be classified, current and useful to the population served. Items added must consist of an appropriate balance between adult/juvenile materials, fiction/nonfiction, reference, and print/non-print formats.
Policies	If public Internet access is allowed, a written Internet use policy must be submitted to the LINCC Network Office. LINCC also strongly recommends a written collection development policy be in place and a long-range library development plan.
B. Responsibilities	
Siting of library location	Each library service provider agrees to participate, through LNIB, in the regional planning process and further agrees to consider, in local service decisions, the recommendation and advice of LNIB on matters affecting local service delivery, facility planning and siting. Each participating member reserves the right to implement its own short and longer term planning decisions affecting the delivery of library services within its jurisdictional boundaries. A new library may be sited outside jurisdictional boundaries only by prior contractual arrangement with the other jurisdiction.
As LINCC members and LINAS users	Will fulfill responsibilities and adhere to policies as specified in the LNIB charter, LINAS Agreement and LINCC Policies, Guidelines and Services Manual



To: Council President and City Council
Through: Mike Swanson, City Manager Pro Tem
From: February 2, 2001
Subject: Establishing Additional Deferred Compensation Program

Action Requested

Adopt the accompanying RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN, 457 DEFERRED COMPENSATION PLAN-TRUST DECLARATION, and 457 DEFERRED COMPENSATION PROGRAM ADMINISTRATIVE SERVICES AGREEMENT authorizing City employees the opportunity to participate in the Oregon Savings Growth Plan.

Background

Currently the City offers two deferred compensation plans to City employees. They are the ICMA Deferred Compensation Program and the Nationwide Retirement Solutions, Inc. Section 457 Deferred Compensation Program (originally PEBSCO Section 457 Deferred Compensation Program).

Participation in the Oregon Savings Growth Plan, a deferred compensation program administered by the Oregon Public Employees' Retirement System, was originally limited to State employees. ORS 243.474 now authorizes the State to offer the 457 deferred compensation program to all Oregon public employers.

If this new program is approved, we would continue to offer the two existing programs. The City's data processing and payroll systems can accommodate the addition of a third program.

Fiscal Impact

The only cost to the City for offering this program is the time administering the contract and processing the forms and payroll deductions. Participation in this and the other two plans is at the election of each employee.

A RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN.

The City Council of the City of Milwaukie, Oregon, pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474 which provides in part that:

“A local government that establishes a deferred compensation plan may invest all or part of the plan’s assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421.”

Hereby determines to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and regulated by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel.

BE IT FURTHER RESOLVED that the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to 243.478 (1) of the Oregon Revised Statutes, and

BE IT FURTHER RESOLVED that Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the “Plan Document” as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustees of its Plan, pursuant to Section 457 (g) (2) of the Internal Revenue Code (IRC). The Employer certifies it has received a copy of the Plan Document and TPA Services.

BE IT FURTHER RESOLVED that Employer shall submit a certified copy of this resolution and “Notification Memo” to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator.

BE IT FURTHER RESOLVED that the Governing Body recognizing the PERS Board’s responsibility for maintaining the integrity of the Plan, the Governing Body and Employer hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS in processing requests for withdrawal in case of an unforeseeable emergency as defined in Sec. 457 (b) (5) and Sec. 1.457-2(h) (4) and (5) of the Internal Revenue Code.

DESIGNATION OF AGENT

The person in the following position is hereby designated as the agent in matters pertaining to the State of Oregon Deferred Compensation Investment Program.

Title: _____

Agent: _____

Address: 10722 SE Main Street, Milwaukie, Oregon 97222

Phone Number: _____

E-mail address: _____

Office Hours: M - F 8:00 a.m. - 5:00 p.m.

Alternate Agent: _____

Phone Number: _____

Fax Number: (503) 652-4433

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the City Council of Milwaukie in Clackamas County on the 20th day of February, 2001, and that this resolution has not been repealed or amended, and is now in full force and effect.

Dated this 20th day of February, 2001.

Governing Body Authorized Signature

Title

Mary King

Council President

Mailing Address: 10722 SE Main Street
Milwaukie, Oregon 97222

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NOTIFICATION MEMO

Employer Name: City of Milwaukie Phone Number: (503) 786-7555
Address: 10722 SE Main Street County: Clackamas
City, State, Zip: Milwaukie, Oregon 97222 Federal I.D. _____

Number of Employees: _____
Employer Representative (Name): _____

PAYROLL DATA

1. Deferral will be submitted by: _____ Check _____ Wire _____
2. Normal payday (i.e., every Thursday, every other Friday, etc): 15th and the last day of the month.

- a) Attach payday schedule for a calendar year
- b) Number of employees on this pay mode: _____

3. Participants are able to indicate on the Plan and Agreement upon enrollment whether deferral amount shall be indicated in dollar amount or as percentage of salary per pay period. Please indicate your preference:

_____ We will accept deferral indicated in dollars or percentage of salary.
_____ We will accept deferral indicated in dollars only.

4. The initial and amended payroll reduction authorization, forms and Letters of Transmittal should be sent to:
Name: _____ Title: _____

5. Payroll Reduction Listing that will be sent prior to each pay day should be sent to:
Name: _____ Title: _____

OPTIONAL INFORMATION

Copy of your existing Organizational Chart

Information submitted by: _____ Phone Number: _____



To: Mayor and City Council

Through: Mike Swanson, City Manager Pro Tem
Martha Bennett, Assistant City Manager, CD
Jerry Baker, City Engineer Pro Tem *JB*

From: Paul Roeger, Civil Engineer *PR*

Subject: Water System Master Plan Adoption

Date: February 9, 2001, for February 20, 2001 City Council Meeting

Action Requested

Hold a public hearing to adopt the Water System Master Plan so the City is in compliance with the Oregon Health Division (OHD) requirements as identified in Oregon Administrative Rule 333-61-060(5).

Background

After reviewing qualifications of engineering firms to prepare a Water System Master Plan, the City selected Montgomery Watson and awarded a \$70,000 contract for the work. The consultant began work in August 1999.

The results of the efforts by the consultant and City staff are presented in the attached Executive Summary. The purpose of the Executive Summary is to briefly discuss the major points from each section of the Master Plan.

The consultant will make a presentation at the Public Hearing and, along with staff, will be available to answer any questions about the Master Plan.

Concurrence

The City's Citizens Utility Advisory Board (CUAB) has spent many meetings discussing issues related to the City's water system. This past summer, three CUAB meetings were dedicated to the Master Plan, including a tour of the City's water

facilities, a presentation from the consultant that resulted in requests for additional information, and a policy-level discussion of water system options.

At CUAB's August 2, 2000, meeting, a motion was made to "recommend the adoption of the Water System Master Plan prepared by Montgomery Watson". The CUAB listened to the presentation by the consultant, asked questions regarding the assumptions, and concurred with the recommendations made in the findings of the draft report. The Board agrees that finding alternate water supply options would be good for the City to enhance system reliability. The CUAB also supports purchasing storage at a Clackamas River Water (CRW) reservoir site and recommends developing a strategy for negotiation with CRW on storage and source." The motion passed unanimously.

At this same meeting, CUAB indicated that they wanted the City Council to know their recommendations related to water conservation, as follows: "As part of the Water System Master Plan, we realize that water is a precious resource. It is something to protect and enhance our environment as well as having the ability to save Milwaukie user's money by reducing their usage. It is an important ethic, it's good for the environment, it's good for the people, and the City should maintain an active presence in promoting voluntary conservation."

Council discussed this Water System Master Plan at the December 4, 2000 Work Session and gave staff direction on how the Master Plan should address water storage and future supply. This final draft was submitted to the Oregon Health Division for their review and approval. Approval was received on February 9, 2001.

Policy Decisions

Two policy topics became apparent during the preparation of the Master Plan and discussions with the CUAB. The issues relate to: (1) future water supply sources; and (2) the storage of treated water. These topics are discussed in more detail in the Executive Summary section "Key Findings of the System Evaluation" (pages ES-7 to ES-9). CUAB supports the consultant's recommendations in the Executive Summary for future water supply and reservoir storage.

Fiscal Impact

The Water System Master Plan will guide future CIP projects and will be used as a basis for the future review of the water system development charges and user rates scheduled to occur next fiscal year.

This Water System Master Plan, along with the City having staff qualified to effectively plan, design and supervise the water improvement projects being done, qualifies the City for exemption from sending all water construction and installation plans to OHD for plan review and approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING THE WATER SYSTEM MASTER PLAN.

WHEREAS, Oregon Administrative Rules (OAR) 333-061-0060 (5) (a) requires community water systems with 300 or more service connections to maintain a current master plan that is reviewed and approved by the Oregon Health Division; and

WHEREAS, the City of Milwaukie desires to be in compliance with the Oregon Administrative Rules (OARs); and

WHEREAS, the City of Milwaukie selected Montgomery Watson, a consulting engineering firm, to prepare a Water System Master Plan to meet the requirements of the Oregon Administrative Rules ; and

WHEREAS, the Oregon Health Division has reviewed and approved the Water System Master Plan; and

WHEREAS, the City Council held a duly advertised Public Hearing on February 20, 2001.

NOW, THEREFORE, THE CITY OF MILWAUKIE DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The Master Plan evaluates the needs of the City's water system for at least a fifteen year period and includes the following elements:

A. A summary of the overall plan that includes the water quality and service goals, identified present and future water system deficiencies, the engineer's recommended alternative for achieving the goals and correcting the deficiencies, and the recommended implementation schedule and financing program for constructing improvements.

B. A description of the existing water system which includes the service area, sources of supply, status of water rights, current status of drinking water quality and compliance with regulatory standards, maps or schematics of the water system showing size and location of facilities, estimates of water use, and operation and maintenance requirements.

C. A description of water quality and level of service goals for the water system, considering, as appropriate, existing and future regulatory requirements, nonregulatory water quality needs of water users, flow and pressure requirements, and capacity needs related to water use and fire flow needs.

D. An estimate of the projected growth of the water system during the master plan period and the impacts on the service area boundaries, water supply sources and availability, and customer water use.

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E. An engineering evaluation of the ability of the existing water system facilities to meet the water quality and level of service goals, identification of any existing water system deficiencies, and deficiencies likely to develop within the master plan period. The evaluation shall include the water supply source, water treatment, storage, distribution facilities, and operation and maintenance requirements. The evaluation also included a description of the water rights with a determination of additional water availability, and the impacts of present and probable future drinking water quality regulations.

F. Identification of alternative engineering solutions, environmental impacts, and associated capital and operation and maintenance costs, to correct water system deficiencies and achieve system expansion to meet anticipated growth, including identification of available options for cooperative or coordinated water system improvements with other local water suppliers.

H. A recommended water system improvement program including the recommended engineering alternative and associated costs, maps or schematics showing size and location of proposed facilities, the recommended financing alternative, and a recommended schedule for water system design and construction..

Section 2. Adoption. The City of Milwaukie "Water System Master Plan" dated January 2001 and authored by Montgomery Watson is hereby adopted .

Read the first time on February 20, 2001, and moved to second reading by unanimous vote of the City Council.

Read the second time and adopted by the City Council on February 20, 2001.

Signed by the Council President on February 20, 2001.

Mary King, Council President

ATTEST:

APPROVED AS TO FORM:
Ramis, Crew, Corrigan & Bachrach, LLP

Pat DuVal, City Recorder

City Attorney



City of Milwaukie

Water System Master Plan
Executive Summary

January, 2001





City of Milwaukie

Water System Master Plan
Executive Summary

January, 2001



EXECUTIVE SUMMARY

Introduction

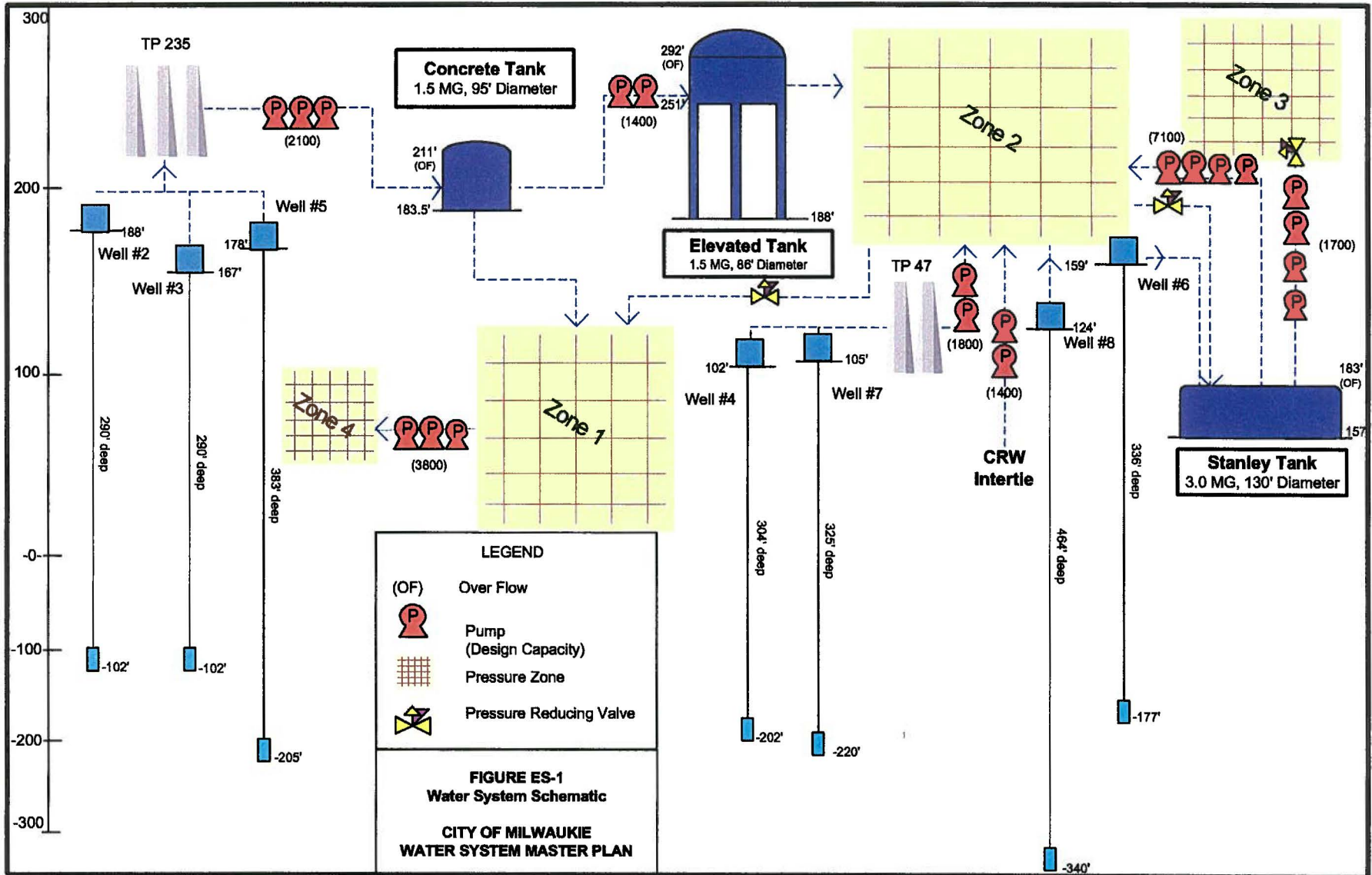
The City of Milwaukie provides about 5.8 million gallons a day (mgd) of water supply through a system of groundwater wells tapping the Troutdale Aquifer. Since August 1998, the City has supplemented its groundwater supply by purchase of approximately 0.5 mgd of surface water from Clackamas River Water (CRW). The City's water system includes approximately 100 miles of distribution and transmission pipelines, three reservoirs totaling 6.0 million gallons in storage, a pumping station, pressure reducing valves, and other facilities. A schematic of the City's water system is shown in Figure ES-1.

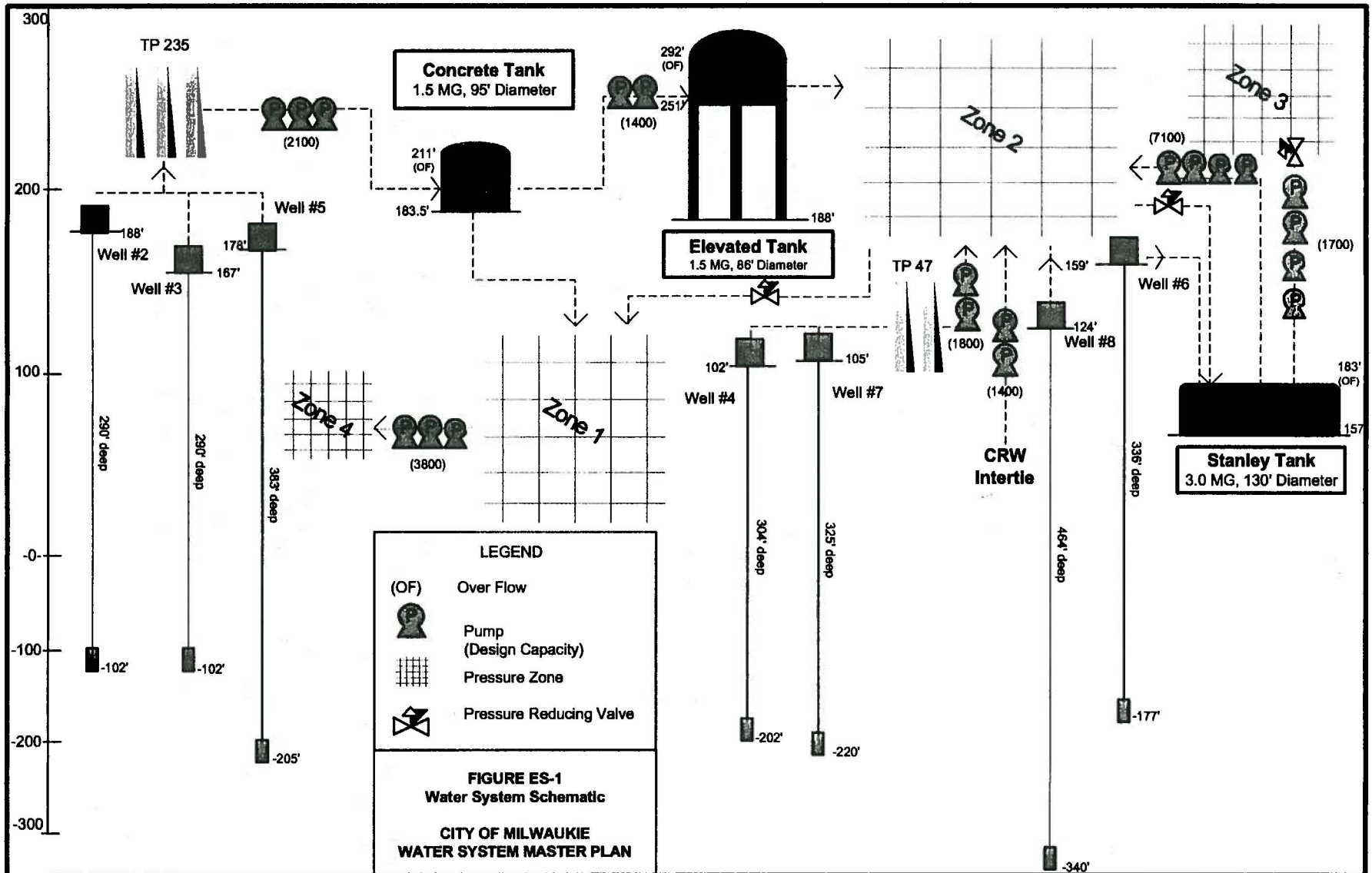
This Master Plan has been prepared to meet the requirements of the Oregon Health Division's (OHD) drinking water regulations and in partial fulfillment of the requirements of Goal 11, Public Facilities and Services, of the State of Oregon land use program. This Goal requires the City "to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development".

The major elements of the scope of work for this Water System Master Plan were to:

- Review and develop new forecasts of population and water demands,
- Develop planning criteria to be used in evaluating the existing system and future system expansions,
- Evaluate the existing system for deficiencies compared to the planning criteria,
- Develop a source of supply strategy;
- Identify the system improvements needed to support anticipated growth and development and provide means to anticipate system improvements before growth is constrained, and
- Prepare a Capital Improvement Program based on the evaluation of existing and future facilities,

Determining water system rates or financing mechanisms was not a part of the Scope of Work for this Master Plan.

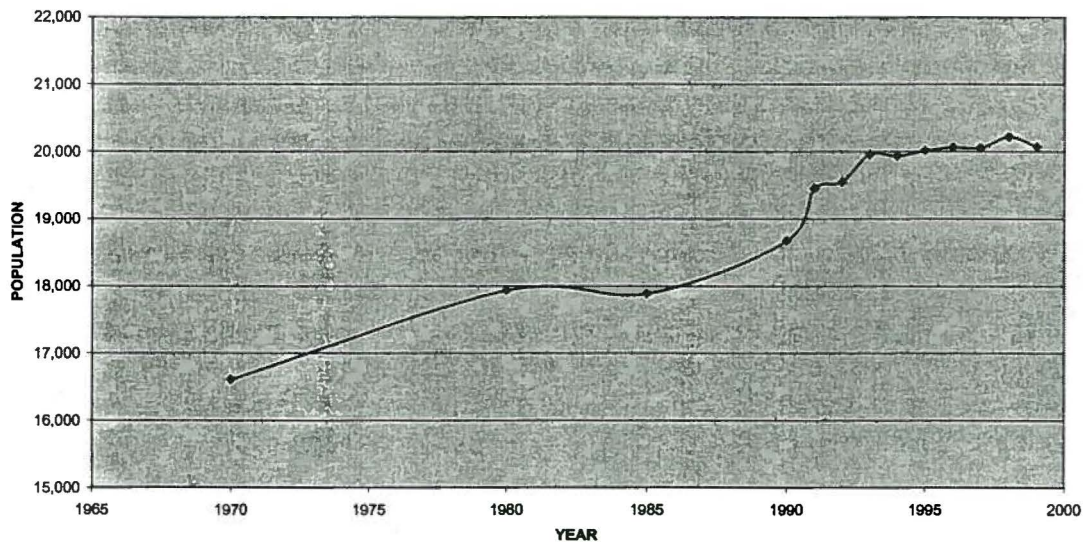




Population Forecast

Water demand forecasts require the estimation of two key parameters - the population that is to be served and the amount of water that population is likely to consume. Population trends over the decades since 1970 are illustrated in Figure ES-2. Population growth slowed significantly in Milwaukie in the early 1980's, in response to the state recession. Growth increased rapidly in the early 1990's and the City has been growing by an average of 0.8 percent per year since that time.

**FIGURE ES-2
MILWAUKIE HISTORICAL POPULATION ESTIMATES**



A number of potential sources and methodologies for forecasting the future population growth for the City are available. These include previous studies, figures from METRO, projections based on historical rates of growth, and the City's own Comprehensive Plan forecast that was adopted in 1999. These estimates are all fairly comparable.

Because the City's Comprehensive Plan forecast incorporates the most rigorous analysis of future development within the City that is currently available, it was used as the basis for population growth for this Master Plan. Based on this forecast, **the assumed total population served at build out will be 27,950 people.** It is also assumed that build out will occur by the year 2015. This number assumes that the City will fully annex Dual Interest Areas A and B, which are unincorporated areas contiguous to the current City boundaries.

Water Demand Forecast

Water demand refers to all the water requirements of a water system including domestic, commercial, municipal, irrigation, institutional and industrial as well as unbilled, unmetered and unaccounted-for water. Demands are discussed in terms of gallons per unit of time such as million gallons per day (mgd). Demands are also related to per capita use in gallons per capita per day (gpcd).

Water demand projections in a Master Plan must be large enough so that the facilities that are being planned will be adequate to cover future water needs in the community. At the same time, the demand forecast must not be too large, as then the planned facilities will also be too large and unnecessarily expensive. The balance between these two concerns must be found. It is important to understand that water demand projections are for planning purposes only. The final sizing and capacity of the recommended facilities should be evaluated and reviewed during individual project predesign to determine their appropriate sizing and other design criteria.

Predicting future water use has several inherent uncertainties. Per capita consumption in a community is influenced by many factors and can vary widely even between adjacent neighborhoods. Table ES-1 illustrates this fact for the City of Milwaukie. It shows historical water production figures for the years 1991 to 1998. Annual, maximum monthly and maximum daily production data and per capita consumption are shown in this Table. These figures include demand exerted by large portions of Area A, even though most of this area has not yet been annexed into the City. Some demand is also being exerted by Area B, although much of this area is currently being served by Clackamas River Water (CRW).

**TABLE ES-1
HISTORICAL WATER DEMANDS WITHIN MILWAUKIE CITY LIMITS**

YEAR	POPULATION	ANNUAL AVE DEMAND, MGD	MAX MONTHLY DEMAND, MGD	MAX DAILY DEMAND, MGD	RATIO OF MAX TO AVE ANNUAL DEMAND		PER CAPITA DEMAND		
					MAX MONTHLY	MAX DAILY	AVERAGE ANNUAL, gpcd	MAX MONTHLY, gpcd	MAX DAILY, gpcd
1991	19,450	2.65	4.1	5.27	1.5	2.0	136	211	271
1992	19,550	2.68	3.96	5.74	1.5	2.1	137	202	294
1993	19,955	2.56	3.14	4.61	1.2	1.8	128	157	231
1994	19,930	2.67	4.23	5.41	1.6	2.0	134	212	271
1995	20,015	2.59	3.53	4.00	1.4	1.5	129	176	200
1996	20,065	2.75	3.91	4.89	1.4	1.8	137	195	244
1997	20,055	2.54	3.97	4.92	1.6	1.9	127	198	245
1998	20,220	2.47	3.87	5.14	1.6	2.1	122	191	254
1999	20,075	2.52	3.45	4.50	1.4	1.8	126	172	224

note: original data was not provided for years 1991, 1992. Figures taken from 1993 Water Source/Demand Study

As can be seen in Table ES-1, the peak day per capita consumption in Milwaukie varies considerably over this period, from a low of 200 gpcd to a high of almost 300 gpcd. This large a variation in peak demand over an eight year period of record is not uncommon in most communities. For comparison purposes, the peak day per capita consumption over the same period for Oregon City varied from 285 to 381 gpcd, and for the City of West Linn it ranged between 249 to 335 gpcd.

As can be seen by comparing Milwaukie with its neighboring cities, Milwaukie's per capita consumption was at the low end of the range observed in surrounding small cities. This low per capita usage reflects Milwaukie's character as an older, fully developed community. In newer, more rapidly growing communities, residential construction, development and irrigation are major water users. Milwaukie's per capita consumption figure is consistent with an established city, and is more similar to that observed in the City of Portland.

While the peak day per capita consumption can vary significantly from year to year due to the weather, there tends to be an upper limit in a community to the per capita consumption. Based on the distribution of the citywide values, it would not be unreasonable to expect peak day per capita consumption values up to approximately 5% higher than shown in Table ES-1 under extreme weather conditions. Thus, the citywide peak day per capita consumption could reach 300 gpcd in an extremely hot year.

For the purposes of this plan, it is recommended that 280 gpcd be used for peak day consumption for the year 2015 demand projection. This figure is at the high end of historically observed per capita consumption, and provides some system reliability to accommodate hot and dry weather. It also reflects Milwaukie's status as a stable, developed community that will grow mostly by redevelopment and infill over the next 15 years. **It is also recommended that the future average daily per capita demand be assumed to be 140 gpcd.** The peaking factor, defined as the ratio of average to peak daily demand then becomes 2.0, which is a reasonable and commonly used peaking factor, and is consistent with historical records for the City of Milwaukie.

The future water demand forecast is obtained by multiplying the recommended per capita usage rate by the recommended population forecast. The results of this calculation are shown in Table ES-2. It must be recognized that these estimates are predictions based on the best information available at this time, and should be subject to continuous updating and adjustment based on the actual water demand that the City experiences over time.

**TABLE ES-2
CITY OF MILWAUKIE
SUMMARY OF PROJECTED WATER DEMANDS**

YEAR	2015/Buildout
POPULATION	27,950
PEAK DAY PER CAPITA CONSUMPTION (GPCD)	280
AVERAGE DAY PER CAPITA CONSUMPTION (GPCD)	140
AVERAGE DAILY DEMAND (MGD)	3.91
PEAD DAY DEMAND (MGD)	7.83

Planning Criteria

Development of recommendations in this Water System Master Plan depend upon establishment of planning and analysis criteria which are used to evaluate the existing facilities and plan for new facilities. It must be recognized that these planning criteria are not hard and fast rules that must be exactly adhered to in order to provide a reliable water system. They are simply standards by which the system can be judged for the purposes of planning capital improvement and capital maintenance projects under most circumstances. The criteria that have been used in this Master Plan include:

Planning Period. This Water System Master Plan covers a 15-year period to the year 2015. This corresponds to the year of projected ultimate buildout for the City.

Planning Area. The planning area for the Master Plan is the limit of the current City of Milwaukie water system, plus Dual Interest Areas A and B. It is assumed that these areas will be annexed and fully developed by the year 2015, and that the City of Milwaukie will provide water service to these areas.

Service Pressure. The minimum pressure that must be maintained in the system per State of Oregon Health Division standards is 20 pounds per square inch (psi). This pressure must be maintained even during a fire flow event on a peak demand day. The typical operating pressures that are currently obtained from the existing tanks and reservoirs of between 45 psi and 170 psi should be maintained.

Source. The main source of supply should be capable of providing the projected peak day demand. It should meet this demand with firm capacity - that is, with the largest pump, filter or other component of the system out of service. The City should also have an emergency source of supply that is capable of providing the average day demand for the length of time that the primary source of supply is out of service, such period lasting up to a week. This emergency source could be provided through an intertie, storage, a secondary source, or other methods.

Transmission Pipelines. Transmission pipelines are considered as those greater than or equal to 10-inches in diameter. Pipeline flow velocities in transmission pipelines should be less than 5 feet per second. All water transmission pipelines greater than or equal to 18-inches in diameter should be capable of providing peak day demands. All other transmission pipelines should be capable of supplying peak hour demands.

Distribution Pipelines. Distribution pipelines should be sized to serve peak hour demands and fire flow requirements. Flow velocities for a distribution system pipeline should be below 10 fps and headloss in the pipeline should be below 10 ft per 1000 ft of pipeline. Minimum pipeline diameter for new distribution pipes will be 6-inches in diameter. Any pipeline below 6-inches should be upgraded before being equipped with a fire hydrant. A 6-inch line with a fire hydrant should be part of a looped system or be no more than 500 feet in length.

Pump Stations. Pump stations should be sized for a firm capacity equal to the peak day demand. For reliability, power supplies to pump stations should have either two sources of primary power feed, or one main source and standby or emergency power. The secondary power supply should be sized so that available pumping capacity is equal to average day demand, or fire flow, whichever is greater.

Storage. Storage facilities in water systems are generally provided for four purposes - equalization storage, operational storage, fire storage, and emergency storage. The total storage required in any tank or reservoir is the sum of these four components plus the dead storage (the volume of the tank that is unavailable to use due to physical constraints).

Equalization storage is needed in a water system to meet water system demands in excess of the transmission/pumping delivery capacity from the supply source to the reservoir. A value of 25 percent of peak day demand is recommended for equalization storage. Operational storage may be needed if the supply source does not continuously deliver

supply. The City of Milwaukie, however, does not operate its distribution system in a manner that requires additional operational storage beyond equalization storage, and thus, no additional operational component of storage is recommended in this Master Plan.

Fire storage is provided to meet the single most severe fire flow demand within the system or pressure zone served by the storage facility. The fire storage volume required is determined by multiplying the fire flow rate by the duration of that flow.

Residential fire flows are 1000 gpm for 2 hours and can be applied at any fire hydrant in the pressure zone. Commercial, industrial, and multi-family fire flows can be applied at any fire hydrant within areas that have appropriate land use zoning and may be specific to the zoning and actual facilities in place. A fire flow of 5,000 gpm for 10 hours is a conservative upper limit on storage requirements for zones with commercial, industrial and multi-family uses.

Emergency storage is provided to supply water from storage during emergencies such as power outages, equipment failures, pipelines failures or natural disasters. The amount of emergency storage provided can be highly variable and is dependent upon an assessment of risk and the desired degree of system reliability. An emergency supply equal to one day of average demand within a pressure zone is considered typical for most distribution systems and is appropriate for the City of Milwaukie's system.

It is also desirable, although not required, that storage be provided from at least two separate storage reservoirs or is available through pumping or gravity from a secondary reservoir at a different elevation. This provides for continuous operations during maintenance, repairs or reconstruction or modifications to any single reservoir.

Based on the above criteria, the total recommended required storage in each pressure zone will consist of 25% of projected peak day demand for equalization plus the fire flow demand plus one average day demand for emergencies. This is comparable to the storage requirements set forth in previous studies that the City has conducted.

Key Findings of the System Evaluation

The City's existing water system was evaluated in several ways in this Master Plan. These methodologies were field inspection of key facilities; a comparison of key facilities to the planning criteria; the development of a hydraulic model of the system; and a review of other data, information, and records in the City's files.

The Need for Additional Supply. As indicated in the planning criteria, the water system should be able to meet peak day demand with the largest single component of the supply out of service. The total current capacity of the City's groundwater source is 5.8 mgd and the current capacity of its surface supply from CRW is 0.5 mgd. This provides a total production of 6.3 mgd. The largest component of the supply system is Well No. 7, at 1.4

mgd. If this component is out of service, the resultant firm supply capacity is 4.9 mgd. This firm capacity is well below the projected peak day demand in 2015 of 7.8 mgd. Using a straight-line projection, projected peak day water demands will outstrip firm capacity by 2002, and will surpass ultimate production capacity by the year 2008. Therefore, it is recommended that 3 mgd of additional firm source capacity be acquired.

The Source of New Supply. The City has two basic alternatives to develop additional supply – to increase its groundwater production by the development of new wells, or to increase its purchase of surface supply from surrounding water providers. In the latter case, potential water providers are the City of Portland, Clackamas River Water (CRW) and the Oak Lodge Water District. The Oak Lodge Water District was eliminated from consideration after preliminary discussions with them indicated that it is not an option for the time period of this Master Plan. The remaining three alternatives were evaluated in more detail. The evaluation considered qualitative criteria and relative comparisons of costs. The qualitative criteria that were considered were:

- Certainty of Supply.
- Water Quality.
- Reliability.
- Ease of Implementation.
- Consistency with local and regional planning.
- Compatibility with existing facilities.
- Ownership and Agreements.

Cost considered capital, operating and maintenance costs.

The CRW and groundwater options were similar in cost, at about \$3.4 million over the life of the Master Plan. The City of Portland option was \$5.2 over the same period. The qualitative evaluation favored the CRW option. It ranked high on all the qualitative criteria and its use diversifies the City's sources and strengthens its emergency interconnections.

Water conservation was considered in this Master Plan as a method of delaying the need for additional water supply. It is important to note that current water demands in the City of Milwaukie already reflect conservation which has occurred in the region since the 1992 drought. The Portland Water Bureau estimates that a reduction in demand of 10 to 15 percent has occurred throughout the region in response to actions taken by water providers in 1992 and subsequent years. Milwaukie experienced a high per capita demand in the drought year of 1992 of 294 gpcd. Although there was a small spike upward in 1994 (another drought year), per capita consumption has so far not climbed back up to 1992 levels. In 1998/1999, per capita consumption was still 85 percent of the 1992 consumption rate. This suggests that conservation messages and practices continue to have an effect on consumption. By 2015, peak day demand is projected to reach 7.3 million gallons per day. This is a 50 percent increase over 1998/1999 peak day demands,

and will be fueled by population growth. Water conservation cannot replace the need for additional supply at these levels, but it may be able to affect the timing of necessary improvements. Conservation is therefore an important element of the City's overall water supply strategy.

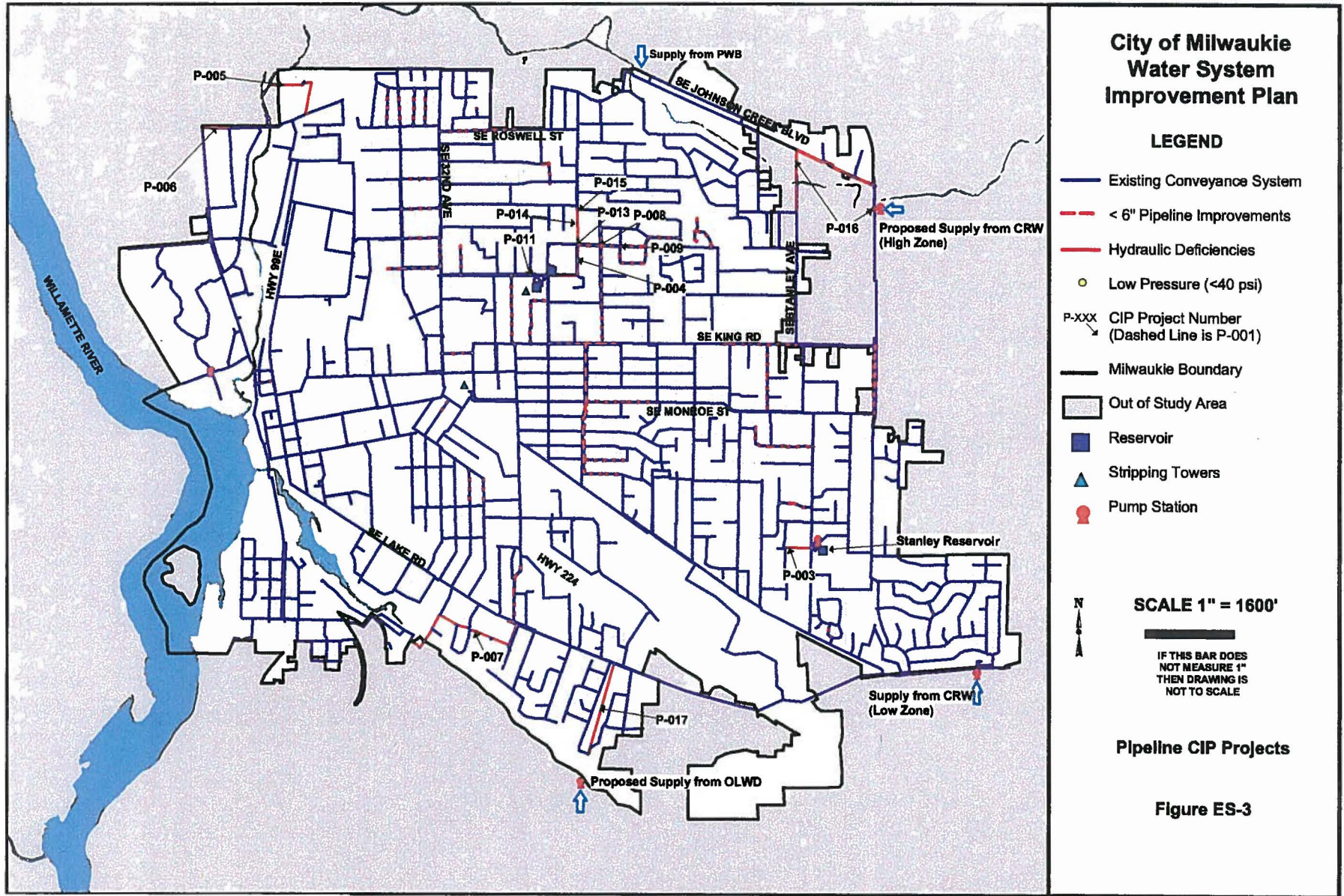
To further strengthen emergency water supply, it is recommended that the City develop emergency interties and emergency supply agreements with its other neighboring water providers, the City of Portland and the Oak Lodge Water District. The City of Portland intertie is already under development. A previous intertie with the Oak Lodge Water District that is now inoperable should be reactivated.

New Storage. The City currently maintains 6 million gallons (MG) of storage in three reservoirs. Based upon the planning criteria for storage, the City needs an additional 1.5 MG of storage to serve its current population. This storage deficit will grow to 2.5 MG at buildout. Ideally, storage for each pressure zone would be provided from a reservoir that feeds that zone via gravity. However, the topography and location of reservoir sites in the City of Milwaukie has required that much of the City's existing storage be provided through pumping from lower elevations.

Several options for new storage were investigated in this Master Plan. The most economically favorable option to the City is joint storage with CRW at the site of their existing Otty Road Reservoir complex. CRW currently has excess storage capacity available at that site and can build more storage over time to accommodate growth for Milwaukie and CRW. Water stored at that site is of an elevation that allows for its use by gravity. Use of this site for storage also integrates with the recommendation for a new source of supply from CRW at this location. The Master Plan recommends pursuing joint storage with CRW. The planning-level cost for new storage at the Otty Road site would be about \$1.8 million. The City should explore cost sharing options with CRW based on current available storage and future needs of both the City and CRW.

Pipeline Improvements. Hydraulic modeling identified the need for approximately \$700,000 in pipeline improvements throughout the City. These improvements are needed to provide water to meet existing peak hour flows in some areas, to provide adequate flows to fight fires in other areas, and to meet the anticipated needs for water from growth and new development. Figure ES-3 illustrates the recommended pipeline improvement projects.

Small Diameter Pipelines. The City's current distribution system includes about 14 miles of 4-inch diameter pipeline or smaller. These pipelines cannot adequately deliver fire flows. The City is already aggressively pursuing a program of abandonment of these small diameter lines. It is recommended that the remaining pipelines be replaced over time as part of an ongoing long-term Capital Maintenance Program with a total replacement cost of approximately \$1.3 million.

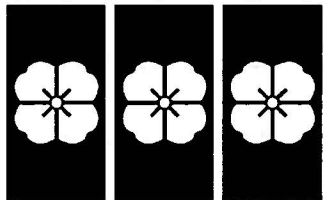


V. 16

Summary

This Master Plan is intended to be a recommended plan and long-term guide for the development of the City's water system. Recommendations in this Master Plan result in a Capital Improvement Program totaling \$2.8 million over the next five years. Total capital needs from the current year (2001/2002) through buildout at 2015 are about \$4.5 million. While projects are listed in this Master Plan as being scheduled for construction in a given year, this is intended only to provide a general guideline of priorities, relationships between projects, and ties to levels of growth. Each year the City should review the Master Plan and adopt a specific Capital Improvement and Capital Maintenance Program which incorporates the general guidelines of the Master Plan into the specific activities for that year. The Master Plan should also be reviewed and updated every five years to account for changing circumstances and new information.

CITY OF



MILWAUKIE

Ledding Library Board January minutes

1/22/01
6:30 PM
Ledding Library

Meeting called by: Sue Trotter

Attendees: Attendees: Pat Healy, Tom Hogan, Arlene Miller, Anna O'Guinn, Shannon Scott, Sue Trotter, Ed Zumwalt
Staff: Martha Bennett, Assist. City Manager; Sharon Bradshaw, Joe Sandfort, and Cynthia Sturgis

Agenda topics

Approval of minutes

December minutes approved as written.

Transit Center

Martha Bennett presented a report about the current status of the transit center plans and addressed the concerns of the Board as listed in the June 5, 2000 memo to Alice Rouyer. She also gave out a draft of proposed strategies to address downtown parking issues. After a lengthy discussion with Board, staff and members of the audience, Sue agreed to send Martha a memo confirming the Board's concerns, including current City/Trimet plans to address some of those concerns. (See attached)

Librarian's report

Cynthia reported that Chief Kanzler has a committee working on proposed ordinances addressing joint policing authority between MPD and Trimet Police. He plans to present them to the Council within the next 3 months.

A copy of a letter from library staff to the City Manager stating their concerns about the transit center was given to Sue Trotter who read it to the Board.

No progress has been made on the budget for next year. Budget packets for departments have not been distributed by the Finance Department.

Long Range Plan

Cynthia gave out copies of the first draft of the Long Range Plan. The Board decided to reconvene the planning committee after the February 26th Board meeting. Cynthia will try to book the meeting room at the Public Safety Building.

Budget 2001-02

Budget items that the Board supports are:

- reference coverage for both adult and children's services for all public hours
- seismic bracing for book shelving
- carpet repair or replacement
- continuing education and training for the professional staff
- increased funding for maintenance and repair (understanding that this is part of the building maintenance budget, not the library's)

January 26, 2001

To: Martha Bennett
Assistant City Manager
City of Milwaukie

From: Ledding Library Board

Subject: Proposed Transit Center

This memo is to confirm our discussion of January 22, 2001 regarding plans to mitigate the environmental impacts of the proposed transit center on Ledding Library. The library board identified concerns following meetings regarding the proposed transit center with TriMet and city representatives in a memo dated June 5, 2000, to Alice Rouyer. That memo provides the framework for this follow-up memo.

1. **SAFETY** of children, adults, staff and volunteers during daylight and darkness.
 - a. safe access to the library from car, bike, bus and walking
 - b. safe from attack, threatening behavior and drugs
 - c. safe from health hazards caused by exposure to diesel fuel

Alignment of walkways through the transit center area and to and from the library will occur. Proposed changes to ordinances, allowing for improved law enforcement in the transit area, is on schedule and will be finalized prior to the opening of the transit center. There will be an evaluation of the heating and cooling system to determine ways to prevent diesel fumes from entering the building.

Not addressed: street crossing at Harrison and 21st Ave; specific plan to prevent diesel fumes from penetrating the building.

2. **ADEQUATE PARKING** for library users and staff.

A parking plan is being developed. Library staff will be given permit spaces at the city owned parking lot across from city hall and will not be charged for parking. Twenty-four parking spaces will be available for shared use with Scott Park and others visiting the downtown area. Handicapped parking and access will be part of the final plan.

Not addressed: parking and access to the library during construction including handicapped access; access to the 24 parking spaces near the library as well as an additional 20 spaces during peak library use.

VII.

4

3. **VISIBILITY (EXPOSURE)** of the library.
The proposed restroom and break room for TriMet drivers has been relocated from the front of the library entrance.
Not addressed: height of the proposed building in front of the library, landscaping materials, fences and art work.
4. **APPEARANCE and MAINTENANCE** of the transit area.
The city has adopted design standards that should address appearance.
Not addressed: proposed transit design is not yet available for comment; maintenance plan is needed.
5. **TRANSIT CENTER AMENITIES**, specifically shelter from the weather and restrooms for bus drivers and passengers.
There is a plan for restrooms for bus drivers and there will be a plan for restrooms for bus passengers. We ask that a restroom inside the library be dedicated for children's use only.
Not addressed: shelter from the weather.
6. **NOISE** limited so as not disrupt library activities.
There will be some additional insulation for the library building in the form of new windows on the west side of the building and new doors.
Not addressed: specific plans for reducing noise including landscaping materials.
7. **SPACE FOR FUTURE EXPANSION** of the library.
The library could expand on existing space.
Not addressed: restrictions on the existing property that might affect expansion.

Copies of TriMet's environmental impact reports were not available to us. We would appreciate the opportunity to comment on any current and future reports.

Thank you for meeting with us. We look forward to a continuing opportunity to be involved in the proposed transit center.

Cc: Mike Swanson, Acting City Manager
Milwaukie City Councilors

Date Feb. 20, 2001

I wish to address City Council on Agenda Item # IV

Name Gary Michael

Organization _____

Address 11907 SE 19th

Phone 503-659-9110

Speaking in Support

Speaking in Opposition

Raising Questions

Providing Information

Comments _____
