

**CITY OF MILWAUKIE
CITY COUNCIL MEETING
AUGUST 19, 1997**

The one thousand seven hundred and seventy-third meeting of the Milwaukie City Council was called to order by Mayor Lomnicki at 7:05 p.m. in the Milwaukie City Hall Council Chambers. The following Councilors were present:

Mayor Lomnicki, Mayor	Jean Schreiber
Carolyn Tomei	Rob Kappa
	Don Trotter

Also present:

Dan Bartlett, City Manager	Angus Anderson, Finance Director
Charlene Richards, Assistant City Manager	Tim Ramis, City Attorney

CONSENT AGENDA

It was moved by Councilmember Kappa and seconded by Councilmember Tomei to adopt the Consent Agenda which consisted of the City Council minutes of August 5, 1997. Motion passed unanimously.

AUDIENCE PARTICIPATION

David Murray, 4055 SE Washington, address the City Council regarding the City's sign ordinance and complained City crews had removed his real estate signs and put them in a dumpster. He felt the municipal code should be formulated to meet the needs of the citizens and expressed concern with severe and erratic enforcement of the sign ordinance.

Mayor Lomnicki explained the sign ordinance was a City law. He suggested Murray attend the work session immediately following adjournment of the regular session at which time the City Council would discuss issues relating to the sign ordinance.

Murray felt a person conducting business should be allowed to post a sign for a period of time. In some areas, it is difficult and sometimes confusing to post a real estate sign on private property. He felt the Public Works Department should be responsible for notifying people when their signs are removed. He stated he did not believe the sign ordinance met people's needs.

Art Lewellan, LOTI, 3205 SE 8th, Portland. He requested the City Council review a proposed south/north light rail alignment he had developed for the City of Milwaukie. His recommendation included reducing expenses with smaller-scale light rail vehicles and using the savings to extend the line. He felt citizens should have an opportunity to review his plan. Lewellan provided a review copy for Council.

Analise Somers, 2802 SE Monroe, addressed the City Council regarding traffic on Monroe. She has recently noticed higher vehicle speeds and volumes and a greater number of trucks. She has contacted Milwaukie Lumber regarding the problem many times. She believed the sign on Hwy. 224 pointing to the City Center should be removed. She was told staff would look into "no thru trucks" signs, but nothing has been done.

Consider Lease/Option Agreement – Resolution

Mayor Lomnicki said he would step down from this decision because his wife was an employee of the company, and he owned some stock. Council President Trotter took over as presiding officer.

Bartlett presented the staff report. This was the topic at an earlier executive session with final determination in open session. Funds have been budgeted for leasing this piece of vacant, downtown commercial property. The City has come to terms with the property owners, and the level one environmental assessment was completed. The lease agreement included an option to purchase. The property being considered was the vacant Safeway lot and building.

Councilmember Schreiber asked for a brief discussion of the potential uses of the property. **Bartlett** said, according to the lease, it cannot be used for a competing use. He discussed the Regional Center Plan design to increase the number of downtown blocks. An immediate use being considered was a permit park and ride lot. The City may use part of the building and sublease a percentage of it. The property, adjacent to the Ledding Library, fits well with the library's activities.

Councilmember Tomei asked if the City would receive revenue from a park and ride lot. **Bartlett** said the City would see revenues and discussed "smart lots" that used credit cards. The City currently contracts with Ashforth Pacific to manage its other permit parking lots.

Councilmember Kappa was concerned that the park and ride lot might compete with library activities. **Bartlett** said lot utilization would be managed.

Council President Trotter pointed out Council was considering signing the lease, and the property's use would be discussed at length in the future.

Bartlett added the City could not lease more than 60% of the property without owner approval, and business community input would be sought. He discussed the City's parking standards.

Councilmember Schreiber noted this property would provide a base for the long-range Regional Center Plan.

Bartlett said the City is working on a full utilization plan, and the property will be part of the downtown redevelopment.

It was moved by Councilmember Kappa and seconded by Councilmember Tomei to adopt the resolution authorizing the City Manager to sign the lease agreement with purchase option. Motion passed 4 - 0 with the following vote: Councilmember Tomei, Councilmember Schreiber, Councilmember Kappa, and Council President Trotter aye and no nays.

RESOLUTION NO. 28-1997:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT WITH PURCHASE OPTION.

Problem Solving Partnership Grant – Resolution

Anderson presented the staff report in which the City Council was requested to adopt a resolution accepting grant funds and appropriating expenditures. The Police Department was awarded a Problem Solving Partnership (PSP) Grant in the amount of \$147,888. The proposed resolution appropriated funds for this specific purpose grant.

Councilmember Kappa asked why a Police Department representative was not present. **Anderson** said the action before Council was a financial one to appropriate expenditure funds. **Bartlett** added Chief Collier was on vacation, and Police Department representatives would be scheduled to make their presentations after the re-programming had taken place.

Councilmember Schreiber noted most of the funds were targeted for a program coordinator and equipment and technology. **Bartlett** said that was correct. Current programs will be updated and laptops will be purchased; the City should own the equipment at the end of the grant period.

It was moved by Councilmember Kappa and seconded by Councilmember Schreiber to adopt the resolution accepting the \$147,888 Problem Solving Partnerships (PSP) Grant Award and appropriate expenditures.

Councilmember Schreiber asked the amount of the City's match. Anderson said there are in kind contributions but no City match.

Motion passed unanimously.

RESOLUTION NO. 29-1997:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ACCEPTING PROBLEM SOLVING PARTNERSHIP (PSP) GRANT AND APPROPRIATING EXPENDITURES OF FUNDS.

Consider Intergovernmental Agreement for Fire Chief Coverage

Bartlett presented the staff report. The agreement allowed Oak Lodge Chief Cannici to administer Milwaukie's forces in the event Chief Bruegman was out of town or incapacitated. There would be no additional costs to the City.

Councilmember Trotter referred to the last sentence of Agreement item 1 – *Functions to Be Performed*. It was not obvious who made appointments when both chiefs were absent. Bartlett said Bruegman or Cannici would select one of the assistant chiefs to fill the role.

Councilmember Schreiber said this agreement would allow the Oak Lodge Chief to directly supervise the Milwaukie Fire Department in Bruegman's absence. Bartlett said that was correct. He referred to chain of command and standard operating procedures as discussed in the work session.

Mayor Lomnicki asked if Oak Lodge and Clackamas were functionally merged. Bruegman said the departments were primarily in the same interagency agreement for fire chief services. In the three-party agreement, Cannici would assume the chief's responsibilities in his absence.

Mayor Lomnicki said this agreement informs the City of Milwaukie Cannici would be in charge during Bruegman's absence and that Bruegman will still have the ultimate authority.

Councilmember Tomei asked if additional funds would be required. Bartlett said there was no financial impact with this agreement.

It was moved by Councilmember Schreiber and seconded by Councilmember Tomei to enter into the Intergovernmental Agreement between the three jurisdictions. Motion passed unanimously.

Results of City Manager Evaluation

Mayor Lomnicki said the City Council met in executive session on August 12 to review the City Manager's performance. After talking to the City Manager, the City Council rated Bartlett's management of the City as "good" to "good plus" in performance areas. Areas of improvement included tighter oversight of the Regional Center planning effort and scheduling additional Citywide customer service training. Council also recognized Bartlett for his sound fiscal planning and strong intergovernmental relationships with Metro and the fire districts.

It was moved by Mayor Lomnicki and seconded by Councilmember Tomei to grant the City manager a 3.5% increase, equivalent to that given the management and non-represented employees, retroactive to July 1, 1997, and to extend his contract.

Councilmember Tomei noted she was impressed with staff's current level of customer service and perhaps the improvement should refer to continued training. She added that Bartlett had done an exemplary job of putting together a City staff.

Councilmember Kappa agreed that Bartlett had put the City of Milwaukie in a very good financial position.

Motion passed unanimously.

INFORMATION

1. **Councilmember Tomei** discussed a recent letter regarding rottweilers running loose in a City neighborhood. She asked if it was feasible for the City to develop its own ordinance.

Mayor Lomnicki said the City's Animal Control Officer position was cut from the budget about eight years ago. Since that time, Milwaukie has relied on Clackamas County laws and enforcement personnel.

Bartlett said it is very expensive to operate a dual licensing system, and, in the past, Milwaukie put a lot of effort into controlling animals from outside the City limits. The Clackamas County ordinance has a rural focus, and he recommended evaluating the Multnomah County ordinance. He also suggested lobbying the Clackamas County Commissioners to consider a Multnomah County type of animal control ordinance.

City Council directed staff to express the City's concern with the existing animal control ordinance to the Clackamas County Board of Commissioners and urge them to offer more protection to people living the densely populated urban settings.

2. **Councilmember Tomei** recognized the Planning Commission and Community Development staff for their work on Zoning Ordinance Review of Obstacles Study (ZORO).
3. **Councilmember Tomei** thanked staff for providing Neighborhood Services Team meeting notes and asked for an overview of Milwaukie University. **Richards** said a curriculum was developed for employees based on key competencies identified in the World Class Management process. The training program includes customer service, computer skills, leader effectiveness, and drug awareness.
4. The group briefly discussed the upcoming City Council, Board and Commission, and Neighborhood District Association Fall Retreat.
5. Bartlett announced the Sister City delegation visit on September 4th and 5th.

ADJOURNMENT

Mayor Lomnicki adjourned the regular session at 8:05 p.m. He announced the work session would resume in the conference room.

Pat DuVal

Pat DuVal, Recorder/Secretary

CITY OF MILWAUKIE
CITY COUNCIL AGENDA
AUGUST 19, 1997

MILWAUKIE CITY HALL

10722 SE Main Street

1773rd MEETING

WORK SESSION

- 4:00 - Council Information Sharing
- 4:30 - Fire Service Report
- 5:30 - Enterprise Zone - Pat Allen OEDD
- 6:00 - Bike Grant Application (Roswell)

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EXECUTIVE SESSION

- 6:30 - Property Acquisition pursuant to ORS 192.660(1)e

REGULAR SESSION

7:00 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.)*

City Council Minutes of August 5, 1997

IV. AUDIENCE PARTICIPATION *(The Mayor will call for statements from citizens regarding issues relating to the City. It is the intention that this portion of the agenda shall be limited to items of City business which are properly the object of Council consideration. Persons wishing to speak shall be allowed to do so only after registering on the comment card provided. The Council may limit the time allowed for presentation.)*

V. PUBLIC HEARING *(Public Comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.)*

None scheduled.

VI. OTHER BUSINESS *(These items will be presented individually by staff or other appropriate individuals. A synopsis of each item together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*

- A. Consider Lease/Option Agreement - Resolution (Dan Bartlett)**
- B. Problem Solving Partnership Grant – Resolution (Angus Anderson)**
- C. Consider Intergovernmental Agreement for Fire Chief Coverage -- (Dan Bartlett)**
- D. Results of City Manager Evaluation (Mayor Lomnicki)**

VII. INFORMATION

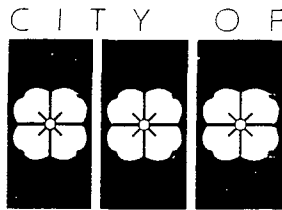
- A. Planning Commission Minutes of July 22, 1997 (draft)**
- B. Correspondence from MDDA to Milwaukie**
- C. Collections Activity – Annual Report**
- D. Departmental Quarterly Report – Human Resources & Community Services**

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.



MILWAUKIE Memorandum

To: Mayor Lomnicki and Milwaukie City Council
 Through: Dan Bartlett, City Manager *Dan*

From: Brent W. Collier, Chief of Police

Date: August 7, 1997

Subject: Consider Resolution to Accept Problem Solving Partnerships Federal Grant Award in the amount of \$147,888 and appropriate expenditures.

Action Requested:

Approval of Resolution accepting \$147,888 Problem Solving Partnerships (PSP) Grant Award and appropriate expenditures.

Background:

On September 6, 1996, City Council was advised (memo attached) of the PSP Grant application.

On May 22, 1997, we received notification of the PSP Award, Verification of Project Design and Reprogramming Guidelines (letters attached).

On June 10, 1997, we received a congratulatory letter (attached) from the United States Attorney reference the PSP Grant Award.

On July 2, 1997, a Reprogrammed Budget Detail Worksheet was submitted to the United States Department of Justice. The Budget Components of the PSP are as follows:

Original:	\$	Reprogrammed: (Bold indicates change)	\$
Project Coordinator & Intern	40,870	Project Coordinator & Intern	40,870
Training & Travel	4,531	Training & Travel	4,531
Equipment & Technology (9 lap-top computers, X-Imaging, network access, computer upgrades)	80,388	Equipment & Technology (9 lap-top computers, 20 P.C's, printer, plotter, portable printer, scanner, software, upgrades)	79,002
Supplies	1,200	Supplies	1,200
Evaluation by Portland State	14,000	Evaluation by Portland State	17,000
Outreach, printed materials	6,899	Outreach, Internet access, Website, Tailor-made responses.	5,285
Total	\$147,888	Total	\$147,888

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Memorandum

To: Mayor Lomnicki and Milwaukie City Council
Through: Dan Bartlett, City Manager
From: Brent W. Collier, Chief of Police
Date: August 7, 1997
Subject: "Problem-Solving Partnerships" COPS Grant Application Executive Summary

Action Requested:

Information Only

Background:

As you are aware, the City of Milwaukie has participated in the Federal Crime Bill COPS grant application process since 1994. We have received grant awards under the following programs:

COPS FAST, COPS MORE, and the Universal Hiring Program, a supplement to the COPS FAST grant.

In the later part of July, we received information on a continuation of the Federal Crime Bill COPS program, "Problem-Solving Partnerships" grant application process. The COPS grant program will provide policing agencies and community-based entities with a unique opportunity to work together to address persistent crime and disorder problems. This innovative community policing (ICOP) program is one of several initiatives offered by the U.S. Department of Justice under the 1994 Crime Act to support innovative community policing and to complement the COPS officer hiring initiatives, one of which being the Universal Hiring Program recently awarded to The City of Milwaukie.

As this grant asks applicants to focus on one specific crime or disorder problem, we researched the grant application and determined that the **persistent problem** to address under this grant would be **public disorder in our downtown business district**. The grant amount requested is **\$147,888.00**, with **\$80,000.00** of that amount to be used for equipment and technology that will allow the partners and stakeholders to better address long-term solutions to the identified problem, and allow public safety to continue in developing long-term solutions to future community crime problems. Personnel, community-police training, and an evaluation by Portland State University are part of the grant program. **This grant does not require a local match, although in-kind resources are encouraged**. About \$1,000.00 of in-kind resources were allowed in the application.

The "partners" for this program are the Milwaukie Police Department and the City of Milwaukie, Office of Neighborhoods. Also, stakeholders that share in this particular problem were identified and their support received.

As you know, any grant application requires dedicated research and development time. **The deadline was August 15, 1996**, and we had to begin the process in order to take advantage of this opportunity. On July 22nd, the plan was discussed with acting City Manager Charlene Richards and on July 25th, police department volunteer Dodie Linder was hired to work on a temporary basis to complete this grant application. The completed grant application was reviewed by City Manager Dan Bartlett and received his signature on August 14th, the same day the application was sent out to meet the deadline.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ACCEPTING PROBLEM SOLVING PARTNERSHIP (PSP) GRANT AND APPROPRIATING EXPENDITURE OF FUNDS

WHEREAS, on June 10, 1997, the City of Milwaukie received notice from the United States Attorney that a 1997-98 Problem Solving Partnership (PSP) specific purpose grant in the amount of \$147,888 had been awarded to the City, and

WHEREAS, Oregon Revised Statutes section 294.326(2) states that Expenditures in the year of receipt of grants transferred in trust for a specific purpose may be made after enactment of a resolution or ordinance authorizing the expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Milwaukie, Oregon.

SECTION 1: The City of Milwaukie hereby accepts a \$147,888 Problem Solving Partnership grant issued through the United States Department of Justice.

SECTION 2: The City Council determines that the grant is a specific purpose grant.

SECTION 3: In accordance with ORS 294.326(2) the awarded grant funds are appropriated as follows:

FUND 29-Public Safety Services Fund	
Police Services	\$147,888

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

Craig Lomnicki, Mayor

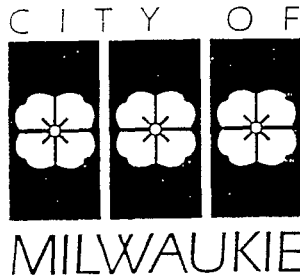
ATTEST:

APPROVED AS TO FORM

Pat DuVal, City Recorder

O'DONNELL, RAMIS, CREW, CORRIGAN & BACHRACH

City Attorney



Date: September 2, 1997

To: Mayor and City Council
Through City Manager Dan Bartlett *DM*

From: Randy R. Bruegman, Fire Chief *RB*

Subject: Intergovernmental Agreement For Fire Chief Coverage

In June, the Board of Directors for Clackamas County Fire District No. 1 requested Chief Cannici and I to develop an operational administrative chain of command, in the event that the fire chief of either District No. 1 or Oak Lodge were out of town or otherwise unavailable. Chief Cannici and I met to discuss the issue and then requested our legal council to draft such an agreement. City Manager Dan Bartlett and I concur that it would be appropriate to include the City of Milwaukie as part of this agreement. Adding Milwaukie to this IGA allows Chief Cannici to administer Milwaukie's forces, in the event that I am out of town or incapacitated. It does not substantially alter the wisdom behind the previously executed intergovernmental agreement. The agreement in your packet tonight, considers a transfer of command for all three agencies, in the event that either myself or Chief Cannici are unavailable. I believe that this addresses the concerns of continuity and chain of command in regard to the existing IGA between the City of Milwaukie, Clackamas County Fire District No. 1, and Oak Lodge Fire District.

Recommendation: Request for approval of the Intergovernmental Agreement for Fire Chief coverage with Clackamas County Fire District No. 1, and the Oak Lodge Fire District.

INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into pursuant to the authority granted in Chapter 190 of the Oregon Revised Statutes, by and among Clackamas Fire District No. 1, hereinafter called "Clackamas," Oak Lodge Fire District No. 51, hereinafter called "Oak Lodge," both being rural fire protection districts organized and existing under the Constitution of the State of Oregon and established pursuant to the Oregon Revised Statute Chapter 478; and the City of Milwaukie, hereinafter call "Milwaukie Fire;" organized and existing under the Constitution of the State of Oregon.

Whereas, Clackamas, Oak Lodge, and Milwaukie Fire recognize a common purpose in ensuring continuity of leadership of each fire agency during the absence or incapacity of its fire chief.

This Agreement provides for the fire chiefs of Clackamas, Oak Lodge, and Milwaukie Fire to transfer command responsibilities to another when one fire chief is absent from his home district or otherwise incapacitated from performing his duties as fire chief.

1. FUNCTIONS TO BE PERFORMED

During the term of this Agreement, the fire chiefs of Clackamas, Oak Lodge, and Milwaukie Fire are authorized to transfer to each other the authority to act as fire chief of the transferring district when the transferring fire chief will be absent from his district or otherwise unable to perform his responsibilities as fire chief. Actions taken by a fire chief under a transfer of command pursuant to this Agreement will be treated as the actions of the fire chief for that fire agency. In the absence of all fire chiefs a designate will be appointed.

2. ALLOCATION OF COSTS

Oak Lodge, Clackamas, and Milwaukie Fire will each continue to be responsible for all salary and benefits associated with the employment of that agency's fire chief. There will be no transfer of funds between the agencies as a result of this Agreement.

3. TERM OF AGREEMENT

This Agreement shall be in effect on a month-to-month basis unless amended or until either party gives written notice to the other party to terminate this Agreement.

4. LIABILITY

Each party agrees to be solely liable for and hold the other harmless from any claims, actions, or suits arising from its acts or those of its employees, officers, directors, agents, or volunteers in carrying out the purposes of this Agreement. Each party to this Agreement agrees to maintain liability insurance for risks arising out of this Agreement, which covers the other parties as additionally insured or, if self-insured, to provide coverage those risks previously carried under the liability insurance policy of the parties.

5. AMENDMENT

This Agreement may be amended only in writing upon the mutual consent of all parties.

Subscribed this 28 day of July, 1997

OAK LODGE FIRE DISTRICT NO. 51
By Charles J. Peterson
Charles J. Peterson, Board President

By James E. Cannici
James E. Cannici, Fire Chief

Subscribed this 21 day of July, 1997

CLACKAMAS COUNTY FIRE DISTRICT NO. 1
By David Mansfield
David Mansfield, Board President


By Randy R. Bruegman
Randy R. Bruegman, Fire Chief

Subscribed this _____ day of _____, 1997

CITY OF MILWAUKIE, OREGON
By _____
Craig Lomnicki, Mayor

By _____
Dan R. Bartlett, City Manager

**Clackamas Co. Fire Dist. #1 / Oak Lodge Fire Dist. #51
Milwaukie Fire & Rescue**

Date: July 22, 1997
To: Jim Cannici
From: Randy R. Bruegman 
Subject: Fire Chief Agreement

Memorandum

Attached is the memorandum and a copy of the signed agreement that our board approved at the July 21, 1997 board meeting. I will present this agreement to the City of Milwaukie on August 19, 1997 and I forward it to you, so that you may do the same with your board at the next meeting. If you have questions, please give me a call.

Clackamas Fire District No. 1 Memorandum

DATE: July 17, 1997
TO: Board Of Directors
FROM: Randy R. Bruegman
RE: Fire Chief Agreement

At the last Board of Directors meeting, the board discussed the operational and administrative chain of command in the event that the fire chief of either District No. 1 or Oak Lodge were out of town or otherwise unavailable. At the closure of that discussion, the board requested that the chief prepare an agreement allowing transfer of the chain of command when necessary.

Chief Cannici and I met to discuss the issue and requested that legal counsel draw up an agreement for board review. After doing so, I asked the Milwaukie City Manager if they wished to be included in the agreement. Adding Milwaukie allows Chief Cannici to administer Milwaukie forces in the event that I am out of town or incapacitated, and does not substantively alter the wisdom behind the agreement.

The intergovernmental agreement in your board packet therefore considers a transfer of command for all three agencies in the event that one or more of the chiefs are unavailable. I believe that it meets the concerns addressed by the board at the last meeting.

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INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into pursuant to the authority granted in Chapter 190 of the Oregon Revised Statutes, by and among Clackamas Fire District No. 1, hereinafter called "Clackamas," Oak Lodge Fire District No. 51, hereinafter called "Oak Lodge," both being rural fire protection districts organized and existing under the Constitution of the State of Oregon and established pursuant to the Oregon Revised Statute Chapter 478; and the City of Milwaukie, hereinafter call "Milwaukie Fire;" organized and existing under the Constitution of the State of Oregon.

Whereas, Clackamas, Oak Lodge, and Milwaukie Fire recognize a common purpose in ensuring continuity of leadership of each fire agency during the absence or incapacity of its fire chief.

This Agreement provides for the fire chiefs of Clackamas, Oak Lodge, and Milwaukie Fire to transfer command responsibilities to another when one fire chief is absent from his home district or otherwise incapacitated from performing his duties as fire chief.

1. FUNCTIONS TO BE PERFORMED

During the term of this Agreement, the fire chiefs of Clackamas, Oak Lodge, and Milwaukie Fire are authorized to transfer to each other the authority to act as fire chief of the transferring district when the transferring fire chief will be absent from his district or otherwise unable to perform his responsibilities as fire chief. Actions taken by a fire chief under a transfer of command pursuant to this Agreement will be treated as the actions of the fire chief for that fire agency. In the absence of all fire chiefs a designate will be appointed.

2. ALLOCATION OF COSTS

Oak Lodge, Clackamas, and Milwaukie Fire will each continue to be responsible for all salary and benefits associated with the employment of that agency's fire chief. There will be no transfer of funds between the agencies as a result of this Agreement.

3. TERM OF AGREEMENT

This Agreement shall be in effect on a month-to-month basis unless amended or until either party gives written notice to the other party to terminate this Agreement.

4. LIABILITY

Each party agrees to be solely liable for and hold the other harmless from any claims, actions, or suits arising from its acts or those of its employees, officers, directors, agents, or volunteers in carrying out the purposes of this Agreement. Each party to this Agreement agrees to maintain liability insurance for risks arising out of this Agreement, which covers the other parties as additionally insured or, if self-insured, to provide coverage those risks previously carried under the liability insurance policy of the parties.

5. AMENDMENT

This Agreement may be amended only in writing upon the mutual consent of all parties.

Subscribed this _____ day of _____, 1997

OAK LODGE FIRE DISTRICT NO. 51

By _____
Charles J. Peterson, Board President

By _____
James E. Cannici, Fire Chief

Subscribed this _____ day of _____, 1997

CLACKAMAS COUNTY FIRE DISTRICT NO. 1

By _____
David Mansfield, Board President

By _____
Randy R. Bruegman, Fire Chief

Subscribed this _____ day of _____, 1997

CITY OF MILWAUKIE, OREGON

By _____
Craig Lomnicki, Mayor

By _____
Dan R. Bartlett, City Manager

CITY OF MILWAUKIE
PLANNING COMMISSION MINUTES
TUESDAY, JULY 22, 1997

COMMISSIONERS PRESENT

Michael Smith, Chair
Bryan Cosgrove
Pat Lent
Charles Stoudt

STAFF PRESENT

Maggie Collins,
Com. Dev. Dir
Stacy Lawson,
Assistant Planner
Shirley Richardson,
Hearings Reporter

COMMISSIONERS ABSENT

Tim Havel
Terry LaRocque

1.0 CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2.0 PROCEDURAL QUESTIONS -- None.

3.0 INFORMATION ITEMS -- None.

4.0 PLANNING COMMISSION MINUTES -- July 08, 1997

Bryan Cosgrove moved to approve the minutes of July 08, 1997, as corrected.
Pat Lent seconded. MOTION CARRIED 4-0.

5.0 PUBLIC COMMENT -- None.

6.0 PUBLIC HEARINGS -- None

7.0 WORKSESSIONS

7.1 Zoning Ordinance Review of Obstacles Study (ZORO)

Maggie Collins referred to the draft Removal of Code Obstacles to Smart Development Report in the packet. She then reviewed what work has been done leading up to this Transportation and Growth Management (TGM) product. Case

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of July 22, 1997

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studies have been reviewed and discussed. Consultants have reviewed Milwaukie's Zoning Ordinance and have made general and specific recommendations targeting regulatory obstacles to smart development. Changes to the ordinances are identified and these changes address both commercial and residential development.

Maggie Collins explained that Staff is requesting that the Commissioners review the report and make comments, voice concerns and give opinions as to its contents. She asked that the Commissioners evaluate the ZORO concepts to determine if they are in line with what was previously discussed at worksessions and if the Commission is willing to accept these changes as a framework for changing the City's Zoning Ordinances. The ZORO concepts/planning principles include:

Commercial

1. Buildings front on streets, retail below, residential above or behind.
2. Parking on-street or behind commercial development.
3. Pedestrian and bicycle friendly streetscapes include:
 - Street Trees
 - Sidewalks
 - Landscape Planters
 - Awnings
 - Benches
 - Access from rear parking

Residential

1. Buildings brought forward consistent with existing setbacks.
2. Garages located behind front face of structures.
3. Duplexes and other attached housing units allowed in all residential zones subject to compatibility standards (no conditional use permit)

Maggie Collins introduced Eric Hovee. **Mr. Hovee** stated that his firm had been contracted to evaluate the subareas (downtown and Providence Hospital area) of the Regional Center. Alternative development standards are being reviewed for future consistency with the Regional Center Master Plan for retail and office development. He stated that his study covered existing conditions of the downtown area, what businesses are in the downtown area, and what alternative development strategies for the future would be consistent with the Regional Center Master Plan. This evaluation was also done for the hospital area.

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of July 22, 1997

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There is some relationship to residential development, in that part of the success of a downtown area depends on higher density (duplexes being allowed, more active pedestrian environment, more pedestrian activity). **Mr. Hovee** stated that the existing downtown area has a "tired" appearance; it is not pedestrian friendly. Some of the things identified in the Removal of Code Obstacles to Smart Development report are useful in turning this situation around. The Milwaukie Downtown Development Association will review his study at a meeting tomorrow morning.

Chair Smith asked if part of that report addressed incentives for drawing businesses to downtown Milwaukie? **Mr. Hovee** stated that the main focus of the study was targeting types of businesses for improvement and to see whether there are financial or other types of incentives for the implementation of the Regional Center concept.

Charles Stoudt noted that the urban renewal concept (tax increment financing) has been successful for the City of Portland, the Oregon Convention Center, redevelopment of sites, and financing for redevelopment. Property tax abatement could be made available to support higher residential density.

Maggie Collins stated that collectively Milwaukie has let the downtown area drift a little longer than it should have. There is real need to bring back development into this area. Business recruitment and commercial tools are the groundwork for successful implementation.

As the Commissioners reviewed the ZORO report, the following comments and suggestions were made:

- Other attached units (four-plexes, etc.) could be considered. Any structure could be considered as long as its impact on the streetscape is desirable and the structure is subject to neighborhood compatibility.
- Compatibility standards. Principles that support the notion that there will be better neighborhoods over time if there is more variety.
- Neighbors not only expect development to offer attractive streetscapes, they expect privacy and security too. This should not be overlooked.
- Setbacks also have a lot to do with privacy and security.

Commercial Issues

- Village Commercial language is good.

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of July 22, 1997

Page 4

- Amendments (3)...”Allow a 20% reduction in the parking requirements...”
What is the 20% number and where did it come from? Good Neighbor Plans can be broader than frequency of maintenance; they can include traffic patterns produced as a product of development, traffic monitoring, traffic flows, etc. This could apply to housing projects located in areas where there is limited resource for getting in and out. Good neighbor agreements would have to deal with travel times, businesses and residential.
- Awnings -- canvas or acrylic. This is too strict. Other types of materials would be more aesthetically pleasing.
- A concern was voiced about covered walkways (awnings). These walkways become filled with product and services and the walkway is not passable. Can a condition be imposed that the walkway must provide room to walk.
- Duplicate language from the Transportation Planning Rule on bicycles and add the provision to this report.
- Adding a Shopping Center Bicycle Rack Plan to transit requirements.

Neighborhood Commercial

- Review what kinds of uses would fit in with neighborhood commercial. Pedestrian oriented is a good way to define uses. Which uses do you want to keep out of the neighborhoods (auto repair cited as an example elsewhere).
- Take a look at some of the zones and uses that have proved to be successful and connect them to a pedestrian orientation. This would give the public an idea of what is feasible.
- Neighborhood Commercial hard is to define. These areas need an assured market with density and scope. Suggested uses: Ben and Jerry shop, coffee houses, Cat’s Meow, little theaters, bookstores, etc. These specialty uses, if they were outright uses, would attract pedestrians. One or two uses could start attracting other uses.
- The 50%-80% mix is more appropriate or dependent upon area. If surrounded by parking, 80% is preferable; if surrounded by landscaping, 50% is desirable. Shouldn’t be forced or limited. How do you distinguish between appropriateness of 50-80%?
- If big box construction is preferred, how will it look? Will it be to overbearing...too solid with 50% mix? Most of this type of construction has one entrance and one exit. Streetscape will have to help with aesthetics.
- Woodstock and 32nd (Safeway) good example of how to deal with big box construction. New construction across an interior street can be the beginning of creating street visible commercial development.

Residential

- Secondary Dwellings -- Does the 1200 sq.ft. include the garage? How does it fit in? Are the setbacks the same? How is it calculated?
- Detached dwelling units - are the setbacks the same? If the unit is detached, then setbacks need to be addressed. Calculation should be proportionate to existing building. A proportion of square footage or size of lot should determine size of granny flat. The square footage of the dwelling must have a relationship to the existing lot or structure. These structures must include a bathroom and kitchen.
- Good criteria is going to be necessary so that there is not unplanned infill. Accessory unit must be well defined with specific setbacks from other rear yards.
- Good standards to differentiate from attached dwellings, detached dwellings, and partitions for infill. Is the City making it too easy for people to create infill in a unplanned manner?
- The 20-foot alleyway could be used as a tool for planned infill. The alleyway prepares the back of long lots for development.
- Standards developed that define and prepare for planned development.

32nd Development Case Studies

- There is commercial zoning on one side of the street only. Commercial zoning should extend to both sides of the street.

Obstacles -- Residential Access -- Amendments -- flag lots

- Pavement width has been decreased from 24 to 20 feet. In the proposal, only the six-plex dwellings meet the fire department requirements. This needs to be reviewed and language added to address the issue.
- Private drives -- "Where a private road serves six or more dwellings, sidewalks, storm drains, street lights, and street trees may shall be required." This should apply to four-dwelling units also. This language needs to be reviewed and restated. Maybe a public access in exchange for not requiring private drives.
- Concern about not requiring side yards. What about fire, life and safety? Need to delete this language. This language may be here for the purpose of putting two houses close together and then maybe the next house 10 feet away. The Gresham Downtown Development material has language to deal with these issues that could be used in this report.
- Parking as outlined in on the last page of obstacles is unclear. "Parking areas shall not occupy more than 25%...." Need to have clarification.
- Is a joint garage possible? Can there be language to address this?

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of July 22, 1997

Page 6

- There is no language in this draft to address the requirement for one covered and one uncovered parking space for each residence. Most of these garages are not used for parking. The City appears to be encouraging on-street parking and this is in direct conflict with parking requirements. Need to look at the language to see how it can be changed.
- The building facade restriction of 40 feet is too limited. The scale and size of a structure should be in proportion to the lot and the existing surroundings.
- Commercial standards for plantings are recommended for both those allowed and those not allowed. This gives the developers guidelines to follow.
- Can commercial landscaping be increased from 15% to 20%? This will keep a balance between parking and building. This gives two choices: comply with the requirements; or consider shared parking or fewer parking spaces.
- Landscaping standards are very lenient.

Maggie Collins stated that these comments will be submitted to the consultants for their review and redraft. The consultants will come back with a final draft. Hopefully it will be available as part of the packet for the Regional Center Steering Committee meeting on August 21st.

If the Steering Committee is satisfied with the recommendations, the Staff will start drafting proposed amendments based on this material, the mixed use perimeters were developed earlier this year, and recommendations from the Regional Center Report as a first working draft approach to code changes. The proposed code changes will ultimately be taken out to the neighborhoods for input.

Charles Stoudt noted that as an incentive for decreasing the number of trips to a work site by employees, the DEQ is allowing commute options for businesses. They allow exchange credits on the pollution tax for creative ways of spreading out the trips to a site, thus reducing the traffic volumes at certain times of the day/night. Maybe this type of exchange credits can be applied to parking issues (shared parking).

8.0 DISCUSSION ITEMS

Vacant Planning Commission Position. **Pat Lent** asked if there had been any activity on the vacant Planning Commission position. **Maggie Collins** replied there has been no activity.

Oregonian Article On Substandard Housing. **Charles Stoudt** brought in an article from the July 13th Oregonian regarding substandard housing. Milwaukie is mentioned as one of the places where there is blighted housing may exist. **Maggie Collins** stated that she would take the article and make copies available to the all the Commissioners for their review.

Maggie Collins stated that affordable housing is okay issue. She could make arrangements for Metro to make a presentation addressing this issue. This will be good groundwork for when the Commission starts working on inclusionary zoning. The Commission agreed to this approach.

9.0 OLD BUSINESS

- 9.1 Light Rail Study Update -- No Report
- 9.2 2040 Study Update -- No Report

10.0 OTHER BUSINESS

- 10.1 Historic Resource Commission Report -- None.
- 10.2 Town Center Area Task Force Report -- None.
- 10.3 Community Development Report -- None.

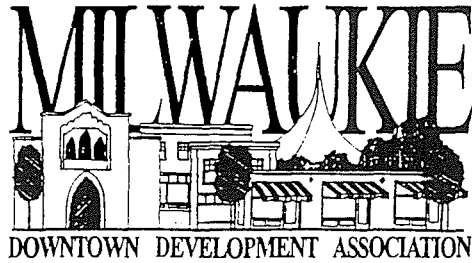
10.0 Next Meeting -- August 12, 1997

- 10.1 CSO-97-05/TPR-97-02 -- NW Housing Authority
- 10.2 NR-97-02 -- Clackamas Parks and Recreation District
- 10.3 S-97-02/VR-97-04 -- Harvey
- 10.4 SP-97-01 -- Clackamas Christian Center

Charles Stoudt moved to adjourn the meeting of July 22, 1997. **Bryan Cosgrove** seconded. MOTION PASSED UNANIMOUSLY. The meeting adjourned at 8:48 p.m.

Michael Smith, Chair

Shirley Richardson, Hearings Reporter



10952 Southeast 21st Avenue, Suite 5 • Milwaukie, Oregon 97222 • (503) 653-0378

Mr. Michael Smith, Chair
Planning Commission
City of Milwaukie
10722 SE Main Street
Milwaukie, OR 97222

July 1, 1997

97 JUL 1 PM 3 21
MILWAUKIE

Dear Mayor Lomnicki:

First of all, I would like to take this opportunity to thank you and your staff for their efforts in arriving at the Draft Regional City Center document that will give us a plan for future growth.

Our staff Karen O'Dowd, and Board of Directors have reviewed the draft plan and are pleased with the following aspects of the plan:

- 1) The plan increases density providing a greater market for retail, professional and service sector growth in the historic downtown commercial district.
- 2) The proposed Junior High site rezoning provides for mixed uses, including retail, and the text compliments that plan. We all recognize that downtown Milwaukie currently lacks a strong retail base, and the Junior High site represents a prime area for development. It is also a large parcel, making it perhaps one of the only in the downtown that provides strong economic opportunity for a developer.

The plan does not, however, state as specifically as we would like, the existing lack of retail in downtown Milwaukie and the related need to plan for that critical portion of a strong viable downtown commercial core. To achieve that objective, and one we believe that the City shares, we have drafted the attached changes to the plan that we believe, if incorporated into the final plan, would provide a clearer picture on how that important balance can be achieved.

We would appreciate your thoughtful consideration of the proposed changes attached and will look forward to your, and the Council's comments regarding them.

Sincerely,

Jan Morrison, Board Member &
Co-Chair, Planning Committee, MDDA

cc: Paul Graham, Co-Chair Steering Committee, Mayor & City Council

Manager: Karen O'Dowd

Board: President, Dodie Linder, Grant Finders Service Vice President, David Mealey, Milwaukie Family Chiropractic Treasurer, Pamela Reynolds, Statements Plus
Dan Bartlett, City Manager (ex-officio); Roxanne Bross, Milwaukie Travel; Paul Graham, Graham's Book & Stationery; Kim Haines, Dark Horse Comics;
Joyce Henstrand, Milwaukie High School; Gary McClain, Mundorf, McClain & Kovac; Jan Morrison, Pacific One Bank; Doug Naef, Doug Naef Insurance Agency;
Judy Ohl, Key Bank; Ray Peck, Coffee Resort; Don Trotter, City Council; Darlene Weil, ESP Commercial Real Estate

Proposed Changes (note pages inserted by staff, not shown on copy provided):

Land Use - Page 16 - Community Character- Conclusions and Future Actions

Suggest additions as follows:

5. Develop specific code language to assure that the historic downtown commercial core area provides for diversity of retail business, particularly providing for zoning that requires retail or restaurant uses on ground floor properties on Main Street, as these become vacant.
6. Provide zoning that encourages community friendly cultural activities in undeveloped or underdeveloped sites within the historic downtown district.
7. Take action to zone properties to encourage development. Zoning in undeveloped sites within the historic downtown should include a stated minimum square footage ratio of ground floor retail.

Transportation - Page 25

Conclusions and Future Actions

4. Currently states: "Support light rail station development that connects well with commercial and residential areas." Should be revised to state:

Support light rail station development in the historic downtown district that includes retail business (with a minimum ratio of retail), as well as providing good access to commercial and residential areas. Development of multi-family housing (in addition to retail uses), is encouraged and will decrease dependence on the automobile.

Urban Design page 30.

5. A balanced downtown commercial area requires a mass of retail uses to maintain its vitality. New developments should encourage the pedestrian to stop and pause to view goods contained within the retail spaces. Extensive use of windows on ground floor and window bays for displays enhance the urban design appeal of a downtown district.
6. Public spaces should be inviting and include places to sit and appreciate well designed landscaping.

New Development & Redevelopment Subareas - page 35

Subarea #1 - change from "The Working Groups and City expect there will be additional study to develop overlays for the Junior High site and transit station. " to The Working Groups recommends that the City shall undertake additional study to develop overlays for the Junior High site and transit station. and add..... Both sites must include a strong ratio of retail.


New Development and Redevelopment Subareas - page 36 Subarea #2 - fourth sentence should be changed from:

"This subarea would be designated to allow mixed uses along 32nd Street similar to what would be for downtown," to:

This subarea would be designated to allow small scale mixed uses along 32nd Street to accommodate neighborhood needs and decrease reliance on the automobile.

C I T Y O F

MILWAUKIE
MEMORANDUM

TO: Mayor and City Council
THROUGH: Dan R. Bartlett, City Manager
FROM: Angus M. Anderson, Finance Director 
DATE: August 8, 1997
RE: Annual Report: Collections Activity

RECOMMENDATION:

None. Information Only.

BACKGROUND INFORMATION:

The designated private collection agency for the City of Milwaukie is Metro Area Collection Services, Inc. The City has utilized the services of METRO Collections for the past three years and is very satisfied with the services received. Following is a current status report.

	<u>Submitted (\$)</u>	<u>Submitted (#)</u>	<u>Payments Received</u>	<u>Cancellation/ Adjustments</u>	<u>Balance</u>
<i>Muni Court</i>	\$ 1,990,700.84	8,018	\$ 307,996.79	\$ 24,911.52	\$ 1,657,792.53
<i>Utility Billing</i>	\$ 6,987.73	80	\$ 860.40	\$ 860.40	\$ 6,152.32
<i>NSF/Other</i>	\$ 866.18	14	\$ 123.00	\$ 123.00	\$ 738.18
TOTALS	\$ 1,998,554.75	8,112	\$ 308,980.19	\$ 25,894.92	\$ 1,664,683.03

The current balance is further delineated as follows:

<u>CATEGORY</u>	<u>BALANCE</u>
Active Accounts (currently paying)	\$ 1,335,867.48
Bankruptcy	\$ 14,442.49
Deceased	\$ 6,586.91
Disputed Account	\$ 1,678.22
Incarcerated	\$ 9,796.63
Judgement	\$ 14,289.03
Skip (no-locate)	\$ 281,599.27
Welfare	\$ 423.00
TOTAL	\$ 1,664,683.03

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



Date: August 8, 1997
To: Honorable Mayor and City Council
Through: Dan Bartlett, City Manager *DB*
From: Charlene Richards, Assistant City Manager *CR*
Subject: Quarterly Report – 4th Quarter FY1996/97
Human Resources & Community Services

What follows is the Quarterly Report (April, May, and June 1997) for Human Resources and Community Services. If you have any questions, please speak with me. My telephone number is 786-7506.

HUMAN RESOURCE SERVICES

General Administration

- Purchased and installed the HRVantage system to automate the human resources function. Began data conversion.

Anticipated 1st Quarter 1997-98

- Complete initial data conversion for HRVantage program.

Employee Committees and Teams

- The Teamwork and Quality Customer Service Steering Committee met twice. The Employees' List of Valuable Information and Services (ELVIS) brochure, a product of the Customer Response Team recommendations, was finalized and distributed to all employees. The Code Evaluation Team, authorized to recommend a plan to decrease the length of time it takes to clear code enforcement complaints and recommend revisions to the municipal code, was put on hiatus until the new Code Compliance Specialist and Neighborhood Services Coordinator employees are on board. The education and training implementation plan was initiated, including setting up a Milwaukie University fall program and resource materials repository for each facility. The Development Review Team presented a progress report.
- The Employer Commute Options (ECO) Team began finalizing an educational program.
- The Fitness/Wellness Team sponsored the first "Milwaukie Mile" competitive run and walk race and fun run/walk preceding the Festival Daze Parade on June 28, 1997. There were 26 participants.
- The safety committees completed emergency plans for each facility. The plans were distributed to all employees at the fire extinguisher training. A practice evacuation occurred at the Library.

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Anticipated 1st Quarter 1997-98

- Roll out ECO education program to all employees through brochures, displays, and employee meetings.
- Practice evacuation drills will occur at each of the remaining facilities.

Training

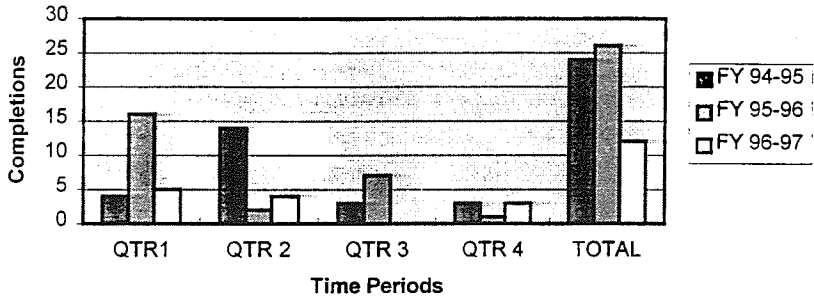
- Developing a computer training program for all employees. Employee surveys were distributed.

Anticipated 1st Quarter 1997-98

- Based on survey results, provide two computer classes in the fall through the Milwaukie University program. Clackamas Community College is providing the training at the Harmony Center.
- Present Forecast 97/98 to all employees in September. This will include presentation of Council Goals, operational and financial expectations for the upcoming year, results of the employee satisfaction survey, and a question and answer period.
- Produce and distribute to all employees a Milwaukie University Fall Class Schedule and Registration packet.

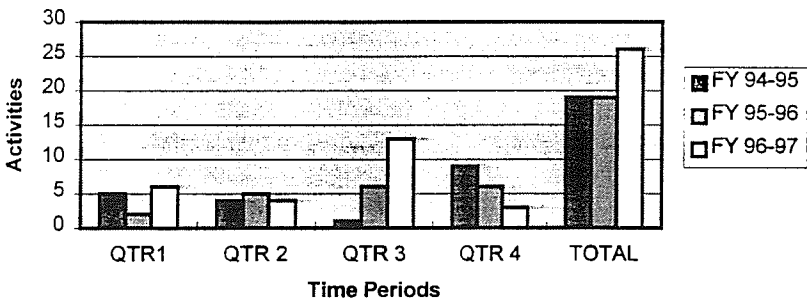
Employment Activities

NEW HIRES -- Regular



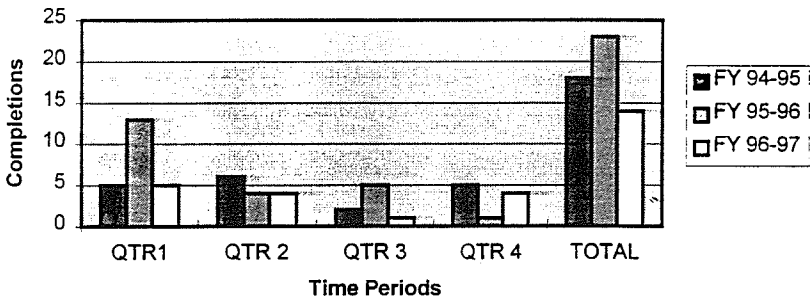
- Hired 3 employees into regular positions and 13 seasonal, temporary, provisional employees.

SEPARATIONS



- Separated 3 regular employees. Separated 13 seasonal, temporary, provisional employees.

RECRUITMENTS



- Completed 4 recruitments and have 1 recruitment remaining in progress.

COMMUNITY SERVICES

LIBRARY

New Hours/Staff

- Rehiring four library aide Is to help staff Sunday hours. We will reopen on Sundays starting August 3.

Circulation

- Reduced hours continued to take its toll in circulation. Overall circulation dropped by 7.34% in April, almost 22% in May, and over 15% in June.

Remodeling Projects

- Moved the circulation desk on May 18 to its temporary location during remodeling. Construction began at the end of May. Staff has done a wonderful job in implementing changes, and they should be congratulated for taking all these changes in stride. The projected completion date is now the middle of September.

Children's Services

- Completed plans and schedules for the "Celebrate Reading" summer reading program.
- Expended our Ready to Read Grant for 1996-97. A bibliography of available homeschool resources has been completed, and a parents' guide for Head Start will be updated and printed this summer.
- Children's Librarian and Senior Librarian were invited by Concord Elementary School to read to classes as part of their Reading Celebration Week. The Senior Librarian was invited by Milwaukie Elementary School to present a talk on Ledding Library's contribution to the Community. This was part of the school's TAG project on community studies.
- Received Fred Meyer contribution of a \$25 gift certificate for craft supplies to be used for programming. Other sources are being investigated for similar gifts or contributions. The state-funded Ready to Read Grant has been approved by the legislature increasing last year's available funding by 50%. Applications for the next grant cycle are due September 1.

Reference

- Making The Oregonian available on-line by the end of summer. This added service will be made available through a statewide program for all public libraries with dial-up services or compatible on-line systems.
- Completed two book lists. One deals with the library's genealogical resources and another with recommended science fiction.

Friends of the Library

- Held the annual brunch in honor of library volunteers on June 4.
- Held the library book sale in conjunction with Milwaukie Festival Daze. It was a great success this year. After expenses, the sale netted over \$1300. Library staff would like to thank the Friends for their successful efforts this quarter and throughout the year.

Anticipated 1st Quarter 1997-98

- Complete of the library remodel project.

- Install the Portland Oregonian and database on the library's public access terminals.
- Re-instate Sunday hours.
- Install the acquisitions module.

NEIGHBORHOOD SERVICES

- Attended regional National Night Out Meetings.
- Coordinated Code Compliance Specialist interviews and candidate selection.
- Organized and facilitated Neighborhood Officer's meeting on financial management.
- Participated in Neighborhood Services Coordinator assessment center.
- Coordinated production and purchase of Slow Down banner.
- Worked with Fire District 1 to finalize banner installation process.
- Acted as liaison for Lewelling NDA.
- Coordinated NDA booth for Festival Daze.

Anticipated 1st Quarter 1997-98

- Attend at least one of each Neighborhood District Association's regular meetings with or in lieu of department liaisons.
- Research and report on various neighborhood service delivery models for Neighborhood Board Officer's Meeting toward refinement of Milwaukie's Neighborhood Service Delivery.
- Coordinate Council Vision Summit for September.
- Revive Code Enforcement Team and develop a detailed code revision plan.
- Work with Police Chief on initializing Problem Solving Partnerships Program.
- Develop proposal for Neighborhood Grants Program as part of Neighborhood Services Program.
- Begin neighborhood visioning process and lay groundwork subsequent neighborhood plan development by identifying one or two neighborhoods who are ready and willing to do a vision/plan.

Public Information

- Update Citizen Handbook and Elvis.
- Attend 3CMA conference.
- Work with Engineering Dept. to develop TSMP brochure.
- Cover PR for other upcoming events/projects.
- Generate two positive newspaper articles about city services.
- Produce Monthly Pilots and quarterly Co-Pilot.
- Enhance IVBB information updates.

ENVIRONMENTAL/TELECOMMUNICATION SERVICES

Solid waste and Recycling

- Met with purchasing people from each City building to discuss buying recycled content materials.
- Advertised compost bin distribution.
- Coordinated Earth Day Fair at Ardenwald Elementary (April 22).
- Coordinated Down To Earth Day (May 3).

- Met with Clackamas County and hauler representative regarding rates for 1997-98.

Anticipated 1st Quarter 1997-98

- Submit annual report for 1996-97 to Metro.
- Submit Year 8 Waste Reduction Plan for 1997-98.
- Get Council approval of Year 8 plan and approval of IGA with Metro for Challenge Grant Funds.
- Reinvigorate Commercial recycling evaluation program.

Resource Conservation Project

- Completed the one year pilot project funded by a Metro Peer Grant to incorporate energy, water and material resource conservation strategies into the city's regular operations and maintenance. Resource conservation education for management and staff were a major focus for the project. Conservation opportunities were identified and implemented. Have begun tracking savings.
- Conducted assessments and made recommendations at 7 businesses, totaling 2.2 million square feet.
- Have included recycled content products in the remodel projects at Ledding Library and PSB including carpet, countertops, paint, concrete, and mats.
- Gave presentation about program at Association of Oregon Recyclers (AOR) Spring Conference (approx. 150 attendees).

Anticipated 1st Quarter 1997-98

- Begin reporting savings at city facilities resulting from implementing resource conservation recommendations.
- Give presentations about program to DEQ managers, AOR Fall Conference, MDDA, and North Clackamas County Chamber of Commerce.
- Continue to track and report savings for all participants.
- Conduct additional assessments by request.

Cable Renewal & Other Telecommunications Issues

- Reviewed draft of new franchise and met with TCI to discuss schedule for negotiations.
- Met with Council to discuss issues for new franchise.
- Reviewed Telecommunications master ordinance.

Anticipated 1st Quarter 1997-98

- Coordinate negotiation meetings.
- Meet with Council to discuss issues arising from negotiations.
- Work with County and other Cities to assure quality coverage of Milwaukie and region.

PARKS AND RECREATION

Parks and Recreation Board (PARB)

- Began work on PARB annual work plan.
- Developed a land acquisition process and presented to neighborhoods including a request form.

North Clackamas Parks and Recreation District (NCPRD)

- Held three meetings, two to brainstorm ideas for park use and one to present three concept drawings for the Water Tower Park master plan.
- Began work on Phase I construction of the Rose Garden at the North Clackamas Park. Phase I includes demolition, grading, and storm drainage work.

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