

**CITY OF MILWAUKIE
CITY COUNCIL MEETING
MAY 7, 1996**

The one thousand seven hundred and forty-second meeting of the Milwaukie City Council was called to order by Mayor Lomnicki at 7:00 p.m. in the Council Chambers at Milwaukie City Hall. The following Councilors were present:

Craig Lomnicki,
Mayor
Rick Farley

Jean Schreiber
Rob Kappa
Don Trotter

Also present:

Dan Bartlett,
City Manager
Ted Baird,
City Attorney
Charlene Richards,
Assistant to the
City Manager
Angus Anderson,
Finance Director

Greg Drechsler,
City Engineer
JoAnn Herrigel,
Program Services Coordinator
Craig Stensrud,
Police Officer
Jill Young,
Staff Assistant

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS

Mayor Lomnicki read the following proclamations:

1. Milwaukie Public Safety Recognition Week -- May 12 - 19, 1996;
2. Public Service Recognition Week -- May 6 - 12, 1996; and
3. Municipal Clerks Week -- May 5 - 11, 1996

CONSENT AGENDA

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to approve the following consent agenda items:

1. **City Council Minutes of April 16, 1996; and**
2. **Appoint City Manager to the North Clackamas Watershed Management Commission**

Motion passed unanimously.

AUDIENCE PARTICIPATION

None.

PUBLIC HEARING -- none scheduled**OTHER BUSINESS**

Mayor Lomnicki announced item C -- *Regional Transportation Plan Update Comments* was postponed until the next regular session.

Supplemental Budget for Fiscal Year 1995 - 1996 -- Resolution

Anderson presented the staff report in which the City Council was requested to adopt a resolution indicating some appropriation category increases and decreases from the 1995 - 1996 adopted budget. The supplemental budget is a refinement of internal procedures to assure none of the appropriations would exceed the levels set by the City Council. These changes resulted from events occurring during the year that were not anticipated.

General Fund changes included: increasing Police Service Appropriation level by \$150,000 for training and material and supply costs for new officers and foot and bike patrols in the downtown area; and increasing Finance Appropriation level by \$90,000 with corresponding increase of "Collections on Delinquent Court Accounts" revenues. Changes to the Public Safety Fund resulted from the COPSMORE grant application. The City budgeted for \$210,750 but was actually awarded \$78,500. The Public Works Water Division accomplished more projects than anticipated, so \$125,000 was transferred from Water Fund contingency to Water Fund -- Public Works to fund the improvements.

Councilmember Kappa asked if the money in the Water Fund transfer was already in the CIP. **Anderson** responded these were mostly small upsizing projects that were not in the CIP.

Councilmember Kappa asked if the City has received COPSMORE funds yet. **Anderson** said it is on a reimbursement basis, so the City has not received the revenue yet.

Councilmember Kappa asked if the increased appropriations for police services were due to overtime. **Anderson** said some of it could be attributed to necessary field officer training for new employees. The balance of the expenditures is for public safety supplies such as firearms and uniforms.

Councilmember Kappa asked if more police patrols in the downtown area contributed to the appropriation increases. **Anderson** said most of those expenses are eligible for COPSMORE funding.

Councilmember Schreiber said it appeared these transfers in no way depleted the total departmental budget. **Anderson** said this was correct. The Public Safety fund was reduced because it did not receive anticipated grant funds.

Councilmember Farley asked how the program was impacted by the decreased grant amount. **Anderson** replied some important items were funded by the general fund or absorbed by other areas of the overall budget. Additionally, some positions were not filled.

Councilmember Schreiber confirmed the Budget Committee did not know how much grant money would be received when the budget was developed. All the City has done was to follow the normal pattern of providing services and making use of the small grant we received.

Councilmember Kappa was encouraged by the amount the City received for the COPSMORE grant and felt it was a credit to the program.

Mayor Lomnicki added this funding goes to increased patrols, particularly in the downtown area.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to adopt the Resolution adopting a supplemental budget and amend appropriations for fiscal year 1995 - 1996. Motion passed unanimously.

RESOLUTION 18-1996:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, TO ADOPT A SUPPLEMENTAL BUDGET AND AMEND APPROPRIATIONS FOR FISCAL YEAR 1995 - 1996.

Metro Conservation Project Grant -- Resolution

Herrigel presented the staff report in which the City Council was requested to adopt a resolution authorizing the City Manager to sign an Intergovernmental Agreement (IGA) with Metro. The agreement will provide the City with \$40,000 for a one-year pilot project to incorporate energy, water, and other material resource conservation strategies into the regular operation and maintenance of City facilities.

The grant would provide a staff person to work on the one-year project which includes: increase energy and water efficiency; inventory waste and target materials for reduction and/or recycling; provide educational materials to staff; and develop training materials for commercial businesses in Milwaukie and throughout the region. The City will be working closely with the Chamber of Commerce and the Downtown Development Association. This project should draw positive attention to Milwaukie as a model City.

Councilmember Kappa asked for more information on the Model Cities program. **Herrigel** responded DEQ started this program several years ago in Corvallis to conserve materials, water, and energy and to focus on teaching public and private entities to conserve.

Councilmember Kappa asked how this program would work into the City's recycling efforts. **Herrigel** anticipated development of good educational materials which would integrate a message of not generating the materials in the first place.

Councilmember Schreiber asked if the program would address materials going to the sewage treatment plant. **Herrigel** indicated she would like the chemicals and pesticides going to the treatment plant to be a part of the program.

Councilmember Schreiber asked if people from other areas would be invited to Milwaukie to look at the program. **Herrigel** said she believed DEQ would want to show others what can be done.

Councilmember Kappa agreed the issue of household chemicals should be addressed. He asked if schools would be involved. **Herrigel** said schools are an area she would like to target, and some of them have expressed interest.

Councilmember Schreiber asked if the grant money would be used for materials or to hire staff. **Herrigel** said the grant funds would primarily go to staff with about \$10,000 going toward purchasing materials. She added there would be in-kind services from Metro and DEQ.

It was moved by Councilmember Kappa and seconded by Councilmember Schreiber to adopt the Resolution authorizing the City Manager to sign an Intergovernmental Agreement (IGA) with Metro to undertake a one-year resource conservation project. Motion passed unanimously.

RESOLUTION 19-1996:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING THE CITY MANAGER TO SIGN AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF MILWAUKIE AND METRO TO UNDERTAKE A ONE YEAR PILOT PROJECT TO INCORPORATE ENERGY, WATER AND OTHER MATERIAL RESOURCE CONSERVATION STRATEGIES INTO THE REGULAR OPERATION AND MAINTENANCE OF CITY FACILITIES.

Tri-Met Transit Center Project 1996

Drechsler presented the staff report in which the City Council was requested to authorize the City Manager to execute a contract for the Tri-Met Transit Center Project. In October, the City Manager was authorized to sign an agreement to work on improvements to the facility. At that time cost estimates were about \$39,000; however, the bids that came in were considerably lower. A relatively minor administrative error was discovered in the low bidder's documentation, so the unit price will be the prevailing figure. The City Council is the body that may waive this type of minor informality. Staff would also like to go to the contractor with a change order extending the reconstruction from 167 feet to 215 feet. The change order would be \$5,485.82 but would still be under the original estimated cost.

Staff is requesting City Council to authorize the City Manager to sign a contract with Bighaus P & E in the amount of \$22,431.67 and authorize a change order in the amount of \$5,485.82. The additional reconstruction is still in the same location.

Councilmember Kappa asked if there was any recognized damage to the curbs or infrastructure. **Drechsler** said there may be some curb work at the southern end of the project, and the City would be 100% responsible for that. **Councilmember Kappa** asked if staff felt the City's needs were being sufficiently addressed, and **Drechsler** was confident they would be.

Councilmember Trotter said in the line item listing, the estimate for traffic control was significantly higher than any of the bids. He asked if the documents were clear and if the project would have sufficient traffic control. **Drechsler** said he believed the traffic control provided would meet the project needs.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to authorize the City Manager to sign a contract with Bighaus P & E in an amount not to exceed \$27,923.49 and waive the minor informality for the Tri-Met Transit Center Project.

Councilmember Farley felt the City's share was too high because the damage was caused by the Tri-Met buses.

Motion passed 4 - 1 with the following vote: Mayor Lomnicki, Councilmember Schreiber, Councilmember Kappa, and Councilmember Trotter aye; Councilmember Farley nay; no abstentions.

Remodel Proposals for Public Safety Building Lobby

Bartlett presented the staff report in which the City Council was requested to authorize staff to work with architects to implement option #1, with possible minor modifications, to remodel the Public Safety Building Lobby area and move records, crime analysis/DARE office for a total project cost not to exceed \$43,670.

With the completion of current projects, the year ending balance is anticipated to be \$140,638, and the remaining significant projects are estimated to cost \$150,802. These significant projects include communications treatment, the remodel project, and, as the last priority, the CAD system. He added the cost of the CAD system may come down if, through CREG, there is the possibility of the City providing emergency dispatch to the County.

He discussed the proposed changes to the existing reception area that would address safety and work flow issues. The proposal would also flip the records area and the DARE/Community Policing office and expand the Police Chief's office. Looking at building efficiency and arriving at these options has been a very lengthy process.

Councilmember Farley referred to page seven of the packet and asked if the reception area was going to be glass enclosed. **Bartlett** said callout six was a counter extension. Staff did not believe the suggestion of bullet-proof glass was in keeping with the City's customer service commitment.

Councilmember Farley asked how the "soft interview" room was used. **Bartlett** said this was an area for victims, and the "hard interview" room was in the police area.

Councilmember Kappa asked why this was not a Consent Agenda item, since Council has seen it before. **Bartlett** said he was authorized to engage an architect, and this is a spending proposal for the remaining funds.

Councilmember Trotter commented it is not unusual for a building that has been in use for a couple of years to need some minor changes. It is unusual, however, to have money left to take care of these changes.

Councilmember Schreiber asked if there would be money to do anything with the parking area. **Bartlett** said removing a tree, relocating a light standard and re-stripping the street addressed the vision issue.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to authorize staff to begin work with architects to implement option #1 to remodel the Public Safety Building Lobby area and move records, crime analysis/DARE office for a total project cost not to exceed \$43,670. Motion passed unanimously.

Public Safety Building Radio/Cellular Phone/Pager Extender

Stensrud presented the staff report in which the City Council was requested to authorize an expenditure of \$64,127 for the completion of the radiax Radio Extender System at the Public Safety Building. This is an internal antenna system. The building, which is constructed of concrete, steel, and aluminum, traps radio signals causing numerous problems. The City contracted with Schema Systems, Inc., to help design the system and solve the technical problems. He reviewed the bid process, the two responding firms, and the equipment recommended.

Councilmember Farley asked for an explanation of a radiax cable. **Stensrud** said this is basically a leaky coaxial cable that will allow radios to work inside the building.

Councilmember Schreiber asked what this would do to the City's ability to be confidential. **Stensrud** said the 800 MHz system would provide the confidentiality. Conversations will be on one of 96 possible frequencies that is changed each time someone talks.

It was moved by Councilmember Kappa and seconded by Councilmember Farley to award a contract for the radiax Radio Extender System to Clackamas Communications, Inc., in the amount of \$64,127. Motion passed unanimously.

Personal Services Agreement with World Class Management, Inc.

Bartlett presented the staff report in which the City Council was requested to authorize the City Manager to enter into a personal services contract with World Class Management, Inc., for an amount not to exceed \$5,000 per month over a twelve-month period.

He reviewed past team building and customer service training efforts and the Teamwork and Quality Customer Service Program goals. He pointed out this request is about change -- City staff has gone to one level and wants to go on to the next. Staff proposed a 12-month contract with World Class Management, Inc., to act as a private partner in developing teams and working with staff to deliver better service to the public. The total annual commitment is \$60,000.

Councilmember Kappa said he was very impressed with the program as a way to redevelop service delivery but he was also concerned about the role of City Council.

Bartlett said the City Council is always the quality control body and will help define the focus. He discussed the imaging project in Ukiah and how processes were redefined to improve workflow. City Council will be asked at certain checkpoints if it feels service has been improved and if the training has been productive.

Councilmember Trotter asked for confirmation as to whether there was money in the budget. **Bartlett** said it is part of the imaging project budget and responded to employee comments about the need for training during project implementation.

Councilmember Schreiber said she read in the proposal that each book costs \$100. **Bartlett** said the books will be paid for out of each departmental budget.

Councilmember Schreiber said this made excellent sense to coordinate activities into a comprehensive system. She asked how much money was being spent to update equipment. **Bartlett** said the City is spending about \$100,000 a year to maintain data processing equipment. This year's investment is upgrading the network between City buildings.

Councilmember Kappa said he felt this was an excellent program and asked if there was a tracking mechanism and cost projection. **Bartlett** said Strategy 1 includes identifying the critical processes and designing a measuring system, and Strategy 4 discusses establishing an oversight process.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to authorize the City Manager to enter into a personal services contract with World Class Management, Inc., for an amount not to exceed \$5,000 per month.

Councilmember Trotter suggested a personal services contract not to exceed \$60,000 over a 12-month period since training probably will not be equally distributed each month. **Bartlett** agreed this would be a good idea.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to amend the motion to \$60,000 over a 12-month period.

Councilmember Trotter said he felt this was a good example of an open-ended contract that would benefit the City by potential cost savings. Training is essential to an organization.

Motion passed 5 - 0.

Councilmember Schreiber wanted assurance the City Council would be involved. **Bartlett** said this could be an element of the oversight process.

Mayor Lomnicki commented he felt this was an internal administrative process.

City Council returned to the main motion. It was moved by Councilmember Kappa and seconded by Councilmember Trotter to authorize the City Manager to enter into a personal services contract with World Class Management, Inc., for an amount not to exceed \$60,000 in a 12-month period. Motion passed unanimously.

Acquisition of Real Property

Bartlett presented the staff report in which the City Council was requested to adopt a resolution declaring the need to acquire the Cobb property for riverfront improvements. This resolution will begin the process on four parcels of waterfront property. He also pointed out the legal description lists four parcels, and lot 4700A1 is a corner of the larger lot 4700. The appraisal is not complete, so he was unable to comment on some of the property owner's remarks.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to adopt the resolution declaring the need to acquire property for the purpose of assembling lots for riverfront improvements. Motion passed unanimously.

RESOLUTION NO. 20-1996:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, DECLARING THE NEED TO ACQUIRE PROPERTY FOR THE PURPOSE OF ASSEMBLING LOTS FOR RIVERFRONT IMPROVEMENTS.

Councilmember Kappa commented the City Council is aware of the need to acquire riverfront property but also pointed out the Neighborhood Districts' interest in park and open space property.

Councilmember Trotter said there is a budget item next year for park land acquisition. The City Council may choose to purchase land that is not on the riverfront. He agreed there should be a needs assessment and direction from the Park and Recreation Board. He did not feel it would be appropriate to assign a dollar amount at this time.

Mayor Lomnicki said we have started a process which will run its course. The fund has been designated, and decisions can be made later.

INFORMATION

Councilmember Kappa asked for a status report on the Tree Ordinance. **Bartlett** said he did not believe it was scheduled at this time.

Councilmember Trotter said the Planning Commission chair met with Community Development, and staff is making revisions based on City Council comments. He added the subcommittee is still working on it with a consultant.

Councilmember Trotter asked for an update on his requests for the Planning Commission to review the variance criteria. **Bartlett** said he believed the comments were in the City Council reading file. **Baird** said the item was pulled from the April 23 Commission agenda, and the City Attorney's office is remaining involved.

Councilmember Trotter discussed the North Clackamas Service Area Master Plan.

Councilmember Schreiber updated City Council on the Furnberg Master Plan project.

Bartlett said plans were underway for the 1996 Japanese exchange student program, and several more host families were needed.

Mayor Lomnicki announced the City Council would meet in executive session pursuant to ORS 192.660 to discuss labor negotiations and property acquisition.

Mayor Lomnicki adjourned the meeting at 9:09 p.m.



Pat DuVal, Recorder/Secretary

EXECUTIVE SESSION

Council met with City Manager Bartlett in executive session to discuss property acquisitions. Bartlett reviewed the status of various transactions. He discussed an appraisal and timing of one acquisition. He answered Council questions regarding appraisals.

Assistant to the City Manager Charlene Richards presented information for labor negotiations to the Council. Council made suggestions for options in negotiations.

The meeting was adjourned at 10:15 p.m.



Dan Bartlett, City Manager

CITY OF MILWAUKIE
CITY COUNCIL AGENDA
MAY 7, 1996

MILWAUKIE CITY HALL
10722 SE Main Street

1742nd MEETING

WORK SESSION

- 5:00 - Council Information Sharing
- 5:30 - Metro 2040 Report (Mike Burton, John Fregonese and Maggie Collins)
- 6:15 - Regional Transportation Plan (Debbie Bischoff)

REGULAR SESSION

7:00 p.m.

- I. **CALL TO ORDER**
Pledge of Allegiance
- II. **PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS**
 - A. **Milwaukie Public Safety Recognition Week -- Proclamation**
 - B. **Public Service Recognition Week -- Proclamation**
 - C. **Municipal Clerks Week -- Proclamation**
- 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 April 16, 1996**
 - B. **Appoint City Manager to the North Clackamas Watershed Management Commission (Dan Bartlett)**
- 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. **Supplemental Budget for Fiscal Year 1995 - 1996 -- Resolution**
(Angus Anderson)
- B. **Metro Conservation Project Grant -- Resolution** (JoAnn Herrigel)
- C. **Regional Transportation Plan Update Comments** (Debbie Bischoff)
- D. **Tri-Met Transit Center Project** (Greg Drechsler)
- E. **Remodel Proposals for Public Safety Building Lobby** (Dan Bartlett)
- F. **Public Safety Building Radio/Cellular Phone/Pager Extender System** (Brent Collier)
- G. **Personal Services Agreement with World Class Management, Inc.**
(Dan Bartlett)
- H. **Acquisition of Real Property -- Resolutions** (Dan Bartlett)

VII. **INFORMATION**

- A. **Minutes and Information: Neighborhood Associations**
 - 1. **Ardenwald Neighborhood Association Minutes, 3/12 & 4/9/96**
 - 2. **Lewelling Neighborhood News, May 1996**
 - 3. **Linwood Neighborhood Public Safety Committee Minutes, 3/19/96**
- B. **Minutes: NCPRD Advisory Board 3/14/96**
- C. **Monthly Financial Reports**
- D. **Quarterly Departmental Reports**
- E. **Transportation System Plan Information**
 - 1. **Open House Minutes, 2/22/96**
 - 2. **Schedule, revised 4/25/96**
- F. **Minutes and Information: Appointed Advisory Boards & Commissions**
 - 1. **Planning Commission, 4/9/96 (draft)**
 - 2. **Community Development Report, 4/23/96**

VIII. **ADJOURNMENT**

EXECUTIVE SESSION

At the end of the regular meeting, the Council will hold an Executive Session under the authority of Oregon Revised Statutes 192.660 to discuss labor negotiations.

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



Memorandum

To: Mayor Lomnicki and Milwaukie City Council
Through: Dan Bartlett, City Manager *DB*
From: Brent W. Collier, Chief of Police *BWC*
Mike Swanson, Fire Administrator *MS*
Date: April 9, 1996
Subject: Milwaukie Public Safety Recognition Week (May 12 - 19, 1996)

Summary:

The week of May 12 - 19, 1996 is recognized as National Law Enforcement Memorial Week. This week is recognized as a time to honor law enforcement officers who have died in the line of duty.

Law enforcement would like to expand this recognition to include Firefighters. Clackamas County Law Enforcement agencies and Clackamas County Fire agencies have planned the first multi-discipline, multi-agency community event that will honor fallen *police officers and firefighters* killed in the line of duty. This event will also honor *Public Safety Professionals who continue to risk their lives for our protection*. The recognition ceremony will be held May 19, 1996 at 6:00 p.m. at the First Baptist Church at 42nd and Monroe in Milwaukie.

Action Requested:

Adoption of the attached proclamation declaring May 12- 19, 1996 as "Milwaukie Public Safety Recognition Week". This proclamation will be displayed with other Clackamas County Public Safety agency proclamations.

PROCLAMATION NO. _____

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON ADOPTING "MILWAUKIE PUBLIC SAFETY RECOGNITION WEEK", MAY 12 - 19, 1996.

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Peace Officers Memorial Week, and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of all their Public Safety Professionals, and to take time to honor those who serve and protect our community and who continue to risk their lives for our protection, and

WHEREAS, those who have fallen in the line of duty deserve our greatest appreciation and devotion for giving all they could, by giving of their lives, we set aside this special week in Memorial and Recognition.

THEREFORE, the City Council of the City of Milwaukie, in gratitude for the dedicated public service and sacrifice, issues the following proclamation:

IT IS HEREBY PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF MILWAUKIE THAT May 12 - 19, 1996 shall be designated as:

"MILWAUKIE PUBLIC SAFETY RECOGNITION WEEK"

Introduced and adopted by the City Council on _____, 1996.

Craig Lomnicki, Mayor

ATTEST:

Pat DuVal, City Recorder

APPROVED AS TO FORM:

O'Donnell, Ramis, Crew, Corrigan & Bachrach

RESOLUTION NO. _____

PROCLAMATION

WHEREAS, public employees provide services in our community and are an integral part of our citizens' everyday lives; and

WHEREAS, public employees are working to maintain Milwaukie as a good place to live and work, which is clean, safe, responsive and provides quality services, in accordance with the City's Vision and Mission;

NOW, THEREFORE, I, Craig J. Lomnicki, Mayor of the City of Milwaukie, Oregon, do hereby proclaim the week of May 6 - 12, 1996, as

PUBLIC SERVICE RECOGNITION WEEK

in the City of Milwaukie, and I urge all citizens to join with me in expressing our sincere appreciation to public employees who are making your City work for you.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of May 1996.

ATTEST:

Pat DuVal
City Recorder

Craig Lomnicki, Mayor
City of Milwaukie

PROCLAMATION

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, The Municipal Clerk has pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, The Municipal Clerk continually strives to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, Craig J. Lomnicki, Mayor of the City of Milwaukie, Oregon, do recognize the week of May 5 through May 11, 1996, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, *Patricia A. DuVal*, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of May 1996.

Craig J. Lomnicki, Mayor

ATTEST:

**CITY OF MILWAUKIE
CITY COUNCIL WORK SESSION
APRIL 16, 1996**

Mayor Lomnicki opened the information sharing portion of the work session at 5:05 p.m.

Present were Milwaukie Councilors Rick Farley, Jean Schreiber, Rob Kappa, and Don Trotter; and City Manager Dan Bartlett.

Information Sharing

Public Safety Coordinating Council

Councilmember Kappa discussed the Public Safety Coordinating Council activities and the availability of grant funds for future programs. He felt this would be a good opportunity for the City to help develop criteria for program funding. He asked the other Councilmembers for their opinion about the project and how much time should be put into it.

Councilmember Schreiber suggested asking the City Manager to alert staff about the grant program.

Bartlett said the City would probably not respond before plans were more complete.

The group supported Clackamas County staff's developing a data base by surveying jurisdictions on their existing programs. If it appeared the City needed a new program, the Council would evaluate that need and how it would impact current Police Department programs if implemented.

Councilmember Kappa said he wanted to be sure Milwaukie would be eligible for some of the funding.

Mayor Lomnicki added it was important to do what is in the best interest of the jurisdictions involved.

Televising Work Sessions

Councilmember Trotter asked the status of television coverage for City Council work sessions. **Bartlett** said the camera will probably be installed by the end of May, but he was not sure when live coverage would take place.

Councilmember Schreiber said she was somewhat uncomfortable with casual work session discussions being documented on television.

Councilmember Trotter assumed it was already decided to televise these sessions. He recommended starting the coverage after dinner and information sharing was done.

Councilmember Schreiber said the suggestion was made about one year ago. She pointed out the final form of an issue sometimes changes significantly from what is discussed in work session. She used the proposed revision to the McLoughlin Blvd. and River Road intersection as an example of how much a discussion item might change.

Councilmember Trotter felt the regular sessions do not provide enough information to the public since significant discussion takes place in work sessions.

Councilmember Schreiber indicated she would rather explore a more informal way to provide the community with information.

Councilmember Trotter suggested this be a work session item.

Councilmember Kappa said he has heard two opinions about televising the work sessions: (1) viewers may think decisions are actually being made rather than a discussion taking place, and (2) television is an excellent way to disseminate information to citizens. He suggested a disclaimer for work sessions, if they are televised, so the public will know they are for discussion and information only.

Councilmember Trotter agreed this type of disclaimer would be appropriate.

Councilmember Farley said some people feel "deals are being cut" during work sessions. Televising the work sessions would give the public better information.

Councilmember Schreiber still had concerns about confusing the public rather than providing them with information.

Councilmember Kappa felt this should be discussed in a work session.

Councilmember Trotter said it added to his confusion that the third camera was in the contract, but it is not being used for work sessions.

Bartlett said the camera will have multiple uses. He agreed the City Council needed a work session to discuss this issue.

League of Oregon Cities (LOC) Land Use Workshops

Mayor Lomnicki asked if these sessions would be valuable for the Neighborhood District Association (NDA) members and the Land Use Chairs.

Bartlett said the LOC is offering basic land use planning. **Collins'** enhanced program probably benefits Milwaukie residents more.

Councilmember Kappa commented most of the LOC agendas have a very broad base and suggested the League regionalize some of its training workshops.

Metro Mailing List

The group discussed the Metro mailing list and how information is distributed to the Councilmembers.

Milwaukie Museum Lease

Mayor Lomnicki discussed the lease with the Milwaukie Historical Society for the Museum. **Bartlett** said Council voted to authorize the Mayor's signing the lease with the addition of a takings clause.

Continuation of Joint Meeting between Clackamas County, Happy Valley City Council and Planning Commission, and the Milwaukie City Council and Planning Commission to Discuss Clackamas Regional Center Plan

The work session on this topic began at 5:30 p.m. In addition to the Milwaukie City Council and City Manager, attendees were:

Happy Valley

Randy Nicolay, Mayor	Jim Olsen, Councilor
Barbara Smith, Councilor	Allen Mackey, Planning Commissioner
Verne Scholz, Councilor	Bill Brandon, City Manager
Jim Robnett, Councilor	Jim Crumley, City Planner

Clackamas County

Stefanie Slyman, Project Manager	Ron Skidmore, Transportation
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Milwaukie

Carolyn Tomei, Planning Commission Chair	Maggie Collins, Community Development Director
Debi Linn, Planning Commissioner	Dave Wheaton, Public Works Director
Mike Smith, Planning Commissioner	

Slyman presented the staff report in which she gave an update on the action plans, the subcommittee activities, and the overall timeline. A new work schedule element was added to help bridge the gap between the vision document and the actual planning work. OTAK will conduct a focused design workshop to compile all of the working ideas in a conceptual plan for the entire area. County staff provided a grid indicating the action plans and subcommittee timelines. The work schedule is expected to be complete by November 1997.

Skidmore discussed the transportation portion of the Plan. The transportation action plan process for transportation will begin April 25, 1996. The purpose of the kick-off is to give the land use and transportation subcommittees in-depth information on the existing modes of transportation. The briefing papers will indicate current levels and look at probable conditions existing in 2015. The purpose of the multi-modal model is to suggest how to proceed from what we currently have to what future populations will need. Land use will provide a framework for discussing expanding populations and increased transportation system facilities. The subcommittee will also look at policies such as the Regional Transportation Plan (RTP) that set up regional goals and objectives.

Skidmore discussed the 82nd Avenue Corridor Study and the significance of access management. Other elements included: Transportation Demand Management with a strategy for employees commuting to work; shuttle service; improved circulation on collector and local streets; and funding strategies. It is important to fold the development district into a Transportation Systems Plan (TSP) for the entire County.

Slyman discussed components of the project: land use; urban design and public amenities (civic spaces, open spaces, parks and corridors, landmarks, and gateways); and design standards to ensure appropriate development. Other action plans include: housing (inventory the existing housing and look at trends and regulations, and work to establish a job and housing balance); and public facilities to support the regional center and anticipated growth.

Slyman reviewed the makeup of the various subcommittees. The goal is to attract a diverse group of participants. Work groups will be pulled together for specific issues.

Councilmember Kappa was concerned surface water management did not seem to be addressed. Development near the creeks could make a serious impact. **Slyman** responded the land use plan will take development into account, and public facilities will address surface water management specifically.

Mackey asked about the relationship of the action plan to the Sunrise Corridor. **Skidmore** said the facilities east of I-205 provide adequate capacity out to 2040. The situation west of I-205 is not so fortunate because traffic is being diverted to many places. **Slyman** added all the information will be integrated into the transportation model.

Councilmember Schreiber said there was discussion of studying sites outside the target areas. She asked several questions about following the Metro vision and managing traffic if there were growth on Johnson Creek Boulevard.

Skidmore responded the ability to handle automobiles and other modes of transportation would be considered during the TSP process. County staff will work to coordinate with each jurisdiction's TSP. The information will be packaged for the Clackamas County Board of Commissioners and Planning Commission with input from the Cities of Happy Valley and Milwaukie. Involvement by all the stakeholders is foremost in the planning effort.

Councilmember Farley asked how the study boundary was determined. **Slyman** said the entire area includes 2,300 acres. The northern edge stops at a single-family neighborhood on Johnson Creek Boulevard. The regional center includes higher densities which are appropriate to include. She discussed the 82nd Avenue area that includes commercial development, mobile home parks, and the area critical for light rail alignment. The proposed Sunnybrook overpass

south of the Clackamas Promenade is potentially a good location for office development. New Hope Church and commercial and office development are included east of I-205. She discussed the possibility of including the golf course for future development.

Robnett asked if there was funding for the Sunnybrook overpass. **Slyman** responded 99% of the funding was available.

Nicolay said the radio tower site would seem to play a critical development role in the area. **Skidmore** said staff sees that use continuing indefinitely. **Nicolay** discussed the detention pond.

Councilmember Farley asked what the density of the northeast portion of the area would be. **Slyman** said she did not think it would be as dense as thirty units per acre. She added the golf course may be looked at for development.

Councilmember Kappa commented on the golf course and the need for open spaces to accommodate all types of uses.

Mackey asked how flexible the boundary might be. **Slyman** indicated Metro is comfortable with the boundary at this time. It will become fixed after zoning designations are established to meet regional goals.

Mackey asked if the regional center would be a separate entity similar to a city. **Mayor Lomnicki** said it would not be a separate jurisdiction. **Slyman** added the governance issue is not being addressed in this element. McKeever Morris is working with the Clackamas County Board of Commissioners on this issue.

Smith recommended that people serve on the subcommittees to learn about the Plan and its impacts.

Slyman discussed the Design Workshop Exercise. The groups were asked about how the following elements would fit into the area: jobs, housing units, open spaces, light rail, and transportation.

Three of the four groups considering the Sunnyside area selected a northern light rail alignment. Group 4 chose a southern alignment to serve new job development in the Kaiser Permanente and Sunnybrook areas. Group 2 believed the "big box" retail design did not belong in the regional center. Group 3 recommended keeping a nine-hole golf course and develop some housing and two-story commercial sites. Group 3 also saw a potential to tie in the Springwater Corridor with residential development.

Group 5 worked on the Northern 82nd Avenue Area and identified restaurant and civic uses. It also saw a potential for locating a park or open space north of Johnson Creek Boulevard and adjacent to the Springwater Corridor. It also felt "big box" designs should be on northern 82nd Avenue.

Robnett asked who was paying for the study. **Slyman** replied urban renewal funds were paying for the study. **Robnett** asked how low-income housing would be replaced. **Slyman** said the housing element of the plan will look at what will be lost, and a certain number of low-income units may be required in future development.

Councilmember Farley asked how many parks were planned. **Slyman** responded that is not known at this time, but most areas have a difficulty of meeting the ideal amount of park land and open space for the density.

The next meeting will be in Happy Valley on June 17, 1996, at 6:00 p.m. Milwaukie will host the August 20, 1996, work session.

The first work session was adjourned at 6:40 p.m.

Board and Commission Review Project

Mayor Lomnicki called the second work session to order at 8:35 p.m. in the second floor conference room in City Hall.

Present were Councilmembers Farley, Schreiber, Kappa, and Trotter; Center/Community Advisory Board member Mitch Wall; and Traffic Safety Commissioners Susan Stone and Julie Wisner; City Manager Dan Bartlett; City Attorney Pam Beery; and Assistant to the City Manager Charlene Richards.

Bartlett reviewed the material that included draft ordinances and the ICMA Management Information Service (MIS) Report, "Establishing Effective Citizens' Advisory Committees." He provided a memo containing a grid of board and commission comments on the proposed ordinances.

Three groups commented on the general ordinance: the Citizens Utility Advisory Commission (CUAC) recommended deleting or making the removal section (2.10.040) more positive; the Center/Community Advisory Board (C/CAB) was concerned about conformance with its bylaws; and the Traffic Safety Commission was concerned with the Removal section (2.10.040) and sections 2.10.050 A & B regarding organization and duties of the officers. The rest of the comments related to the specific ordinances, and **Bartlett** recommended those be addressed as Council discusses them individually.

Bartlett discussed bylaw development and the recommendations contained in the MIS Report.

Mayor Lomnicki suggested going through the general ordinance first. He commented the MIS Report recommends using a phrase that board and commission members "serve at the pleasure" of the governing body.

Councilmember Trotter said the catch phrase seems to be "just cause." **Beery** said there are a number of items in the removal section dealing with cause, and usually a board or commission wishes to deal with its own cause before going to the City Council. She supported using the phrase "serving at the pleasure of the Council" and deleting reference to cause.

Councilmember Trotter said Council tried to define what cause for removal might be, and some people felt it gave a negative connotation. The MIS article gave him a new perspective that made more sense. He said he would address the attendance situation later.

Councilmember Kappa commented this suggestion made the section of the ordinance very liberal. He questioned if the proposed change would meet the needs of the City Council.

Councilmember Schreiber said she had always been concerned that cause would have to be described and made a public issue in order to remove a board or commission member.

Councilmember Kappa agreed to deleting section 2.10.040.

Councilmember Trotter said the one other thing that really struck him in reading the MIS Report was the potential liability for removal for cause. **Beery** said this was a policy issue. From her perspective, citizens are volunteering, and the City Council wants to send them a message they are being trusted. She felt by not having the removal section in the ordinance, the City Council could be more flexible.

Councilmember Trotter said he felt the attendance issue was one of procedure rather than policy and should be in the bylaws. He suggested a standard set of bylaws similar to those adopted by the NDAs. If a board or commission feels there needs to be a revision, it can request one from Council.

Councilmember Kappa said the boards and commissions should give input if the Council is going to develop the standard bylaws.

Councilmember Schreiber suggested each board and commission appoint one of its members to a task group to help develop standard bylaws.

Councilmember Trotter said the bylaws could be developed after the general ordinance is adopted. Other sections of 2.10.050 may also be part of the bylaws. **Beery** commented certain subsections of 2.10.050 deal with policy.

Councilmember Trotter expressed concern about the timeframe. **Bartlett** indicated staff could reduce the general ordinance to policy issues and include the procedural issues in draft standard bylaws for a public hearing by the end of May.

Mayor Lomnicki felt Council should expect a certain amount of uniformity in the bylaws. **Beery** said Council could specify a standard form, and boards and commissions could review it and request Council to consider any changes they considered necessary.

Councilmember Kappa felt the bylaws should reflect a uniformity throughout and be compatible with the way Council operates.

Mayor Lomnicki summarized the discussion: staff is directed to delete from the general ordinance those procedural items Council has discussed; staff is further directed to develop from these procedural items a standard set of bylaws that can be given to the boards and commissions for review.

Bartlett also recommended 2.10.030 A-C be deleted, and 2.10.030.D be moved to the bylaws. Sections A-C refer to trying to attain balance within an advisory body and D to dedicating time for monthly meetings.

Mayor Lomnicki commented this would eliminate a policy of trying to balance appointments.

Councilmember Trotter pointed out some of the individual ordinances have criteria, and other appointments are bound by state statute. Council may have to weigh the practical versus the possible when making appointments.

Mayor Lomnicki expressed concern, in theory, of a future Council making biased nominations from a particular interest group.

Stone commented on item 2.10.030 K. She felt four years was a long time for a volunteer to give his or her time and suggested two-year terms. She added it might be difficult to get people to commit to four-year terms.

Councilmember Kappa responded it almost makes sense to have each member serve a four-year term because of the projects in which the boards and commissions are involved. There is a lot of background information needed to get new members up to speed.

Mayor Lomnicki added, with two-year terms, half of the board and commission membership will always be new.

Councilmember Trotter said Council agreed in an earlier work session on four-year terms, and the issue was not addressed by any board or commission in its comments.

Councilmember Kappa agreed the term lengths had been discussed and agreed upon. Only the Budget Committee terms are mandated by state statute. He felt board and commission work was very important to the City, and four-year terms allow time to finish projects.

Center/Community Advisory Board Ordinance

Councilmember Schreiber said this board has evolved over time and does not fit the model. She recommended it not be treated like the standard board or commission.

Councilmember Trotter recommended language similar to that of the Historic Review Commission ordinance. It could read "in accordance with the IGA between the City of Milwaukie and the NCPRD." The ordinance recognizes the IGA, rather than the general ordinance, as the guiding document.

Mayor Lomnicki said he thought the Council was looking at changing past practices. Council says there is a special population at the Milwaukie Center, and that portion of the population should have input to the City Council in such matters as transportation.

Councilmember Schreiber said if Council establishes a relationship to the Milwaukie Center programs that serve a special, though small, portion of the population, then Council needs to determine how to get those needs met.

Councilmember Trotter said one of the needs pointed out by the group was it did not feel it was being utilized correctly. He felt the Council should find a mechanism to work with the board through City staff. Talk to the board and find out on what it feels it should be advising the Council. One of the first questions the C/CAB asked was if the proposed ordinance would conflict with the portion of the board appointed by the Parks District. He proposed finding an alternate way of treating the C/CAB as unique while still giving the Council the opportunity to recruit for positions. He added all members of the C/CAB should be oriented at the same time.

Councilmember Schreiber said what the Board would like is for the City to be more responsive to Center needs.

Councilmember Kappa said both points were valid. He felt the IGA should address some of the issues. There needs to be input on how the C/CAB and City Council can help each other.

Councilmember Trotter read from page five of the IGA in which it stated, "this Board will also continue its present role as primary policy advisory with regards to the activities and operations of the Milwaukie Center." He felt the C/CAB ordinance should be developed similarly to the other ordinances to improve communications and work toward a common goal.

Mayor Lomnicki felt the intent of the draft ordinance and the IGA were the same.

Councilmember Trotter said he did not feel the City was acknowledging the C/CAB as a dual-jurisdictional committee. The IGA should be referred to as the governing document.

Mayor Lomnicki said the IGA only identifies the purpose of advising the City Council on Milwaukie Center operation. City Council needs to determine if it wants to be advised on other issues outside the realm of Center operations.

Councilmember Trotter said the dialogue can begin after the committee is in the system.

Bartlett suggested inserting IGA item #4 in the purpose statement and basically using Section III of the C/CAB comments compiled by Joan Young.

Wall said the bylaws currently in existence were done in 1985 - 1986. The 1994 bylaws referred to in the comments were not actually adopted.

Councilmember Trotter suggested either he or Councilmember Schreiber take the draft ordinance to the Parks Advisory Board to make sure there is concurrence. The IGA should be listed as the governing document.

Wall said he felt the City Council had a grasp of the types of problems facing a group such as the C/CAB.

Councilmember Schreiber felt it should be clear that any board or commission can give the City Council as much advice as it wished.

Mayor Lomnicki felt it was important for board and commission members to recognize their responsibility for giving a certain amount of input to the City Council.

Bartlett said the ordinance section on membership will acknowledge the three-year term length designated in the IGA.

Traffic Safety Commission

Bartlett said the first change recommended by the Traffic Safety Commission was to amend section 2.24.010.D to read "Identifying traffic problems and researching and investigating solutions." The next suggestion was to amend section 2.24.010.E to read "Cooperating with the public and private school systems in the promotion of traffic safety to those schools and their adjacent communities within the City."

The group agreed to the changes to 2.24.010.D and to delete the word “adjacent” and replace “communities” with “neighborhoods” in Section 2.24.010.E.

Bartlett said the next change recommended by the Traffic Safety Commission was to amend the 2.24.010 general statement to read “advising and making recommendations toward implementation to the City Council ...”

Councilmember Schreiber pointed out the policy-making frequently must consider input from many sources, and it may never decide to implement a recommendation.

Councilmember Kappa said he did not perceive this as trying to influence policy, since the City Council may or may not take action.

Councilmember Schreiber added the policy makers need a broad spectrum of information. Influencing policy may be the goal of the body giving the information, but it may not be the goal of the body receiving it.

Mayor Lomnicki pointed out the wording was consistent throughout the draft ordinances, and he felt it should remain that way.

Councilmember Trotter pointed out the new duties related to transportation planning and implementation of the TSP. He discussed the various groups that would provide input on TSP issues and the possible disagreements which might result.

Mayor Lomnicki said he did not hear consensus on adding “toward implementation” in the section 2.24.010 general statement.

Councilmember Trotter commented the City Council was looking to provide the boards and commissions with equal footing, and this change would not add to a clear, concise definition.

Bartlett pointed out the next recommendation which was to add Section 2.24.020.I to read “Work cooperatively with other jurisdictions to research, develop, and make recommendation toward implementing coordinated traffic safety programs which meet citizen needs.”

Mayor Lomnicki commented this was more in the realm of an IGA.

Councilmember Schreiber agreed this could appear in the board’s work plan.

Bartlett said the TSP is an extra-city plan in which the City will need to work with the Clackamas Transportation body.

Councilmember Schreiber cautioned against putting the Traffic Safety Commission in a position similar to the one the Park and Recreation Commission has had with the Parks District.

Mayor Lomnicki said the TSP is the framework in which we are to work cooperatively.

Bartlett pointed out the weakness of not having enough City Councilmembers to participate in all of the regional subcommittees. Participation by board and commission members can be part of the charge, or it can be in the work plan.

Councilmember Trotter said this could be an assigned responsibility.

Wisner commented the basis of this statement was the value of exchanging information and refining ideas by working cooperatively with other jurisdictions.

Councilmember Schreiber said this can be part of the work plan element instead of the ordinance. The work plan is a map of how the board will use its energy and time.

Bartlett said the next Traffic Safety Commission recommendation was regarding keeping the number of nonresident members at two instead of the proposed three.

Councilmember Kappa said if the proposed ordinance is approved with seven members, the City Council may have a problem getting enough Milwaukee residents. He added the section says "may be nonresidents" not "must."

Mayor Lomnicki said this language would allow an opportunity for a member from within the urban growth boundary.

Bartlett said the Traffic Safety Commission recommended retaining its current name or name it Traffic Safety and Transportation Board.

Councilmember Trotter said the proposed purpose statement broadens the scope of responsibilities to transportation planning and traffic safety as the primary focus of the board.

Councilmember Kappa said this implied implementation to him.

Councilmember Trotter said Council is asking the board to develop strategies and policies to implement the TSP, and the title should reflect the function of the group.

Wisner commented, on the national level, the Transportation Safety Board investigates air crashes. She felt the Traffic Safety Commission has established a presence in the community and should retain its identity. ACTS-Oregon members are all commissions or committees. She added the group is aware it is a board and does not have commission status.

Councilmember Trotter said he had no objection to the name Traffic Safety and Transportation Board as suggested by the Traffic Safety Commission.

Mayor Lomnicki pointed out the City of Milwaukie is in the middle of a metropolitan area, and it is dealing with many transportation issues. He felt the name Traffic Safety and Transportation Board would be consistent with the responsibilities. Good transportation planning will enhance traffic safety.

Councilmember Kappa said he felt Council had settled the "board" or "commission" definition issue. It is time to go beyond that and get on with the work.

Councilmember Schreiber said she did not attend the Traffic Safety Commission meetings and asked if the City Council was only assuming the Traffic Safety Commission wanted to take on additional responsibilities.

Wisner said the board is very interested in being part of the TSP.

Stone said she preferred the name "Traffic Safety Board." The TSP is part of the work the group will do. In terms of the ordinance, to be consistent with the Park and Recreation Board, she recommended adding "Whereas, it was determined through the review that the group functioned as a "board"" be added.

The group agreed on the Traffic Safety and Transportation Board designation.

Citizen Utility Advisory Board

Bartlett reviewed the changes recommended by the CUAC. These included: not changing the designation from "commission" to "board"; make all appointments at-large; strengthen the role in utility issues; and not assume all boards and commissions support the City Vision and Council Goals.

The group agreed on the following: the name should be the Citizens Utility Advisory Board; all members should be appointed at-large; and the comments about the role in utility issues should be in the work plan.

Historic Review Commission

Bartlett reviewed the changes recommended by the Historic Review Commission which were: changing the name of the group to Historic Resources Commission and amend the Zoning Ordinance to allow membership from outside the City.

Mayor Lomnicki discussed how some of the decisions made by this group could have a financial impact on City residents.

Bartlett said staff could amend the general ordinance, and City Council could direct staff to look at amending the Zoning Ordinance.

Councilmember Trotter said, when recruiting for applicants, staff will have to make sure it reads "residency not required." The word "five" should be deleted from Section 2.18.020 and simply refer to the Zoning Ordinance.

Budget Committee, Library Board, Park and Recreation Board, Planning Commission, and Board of Construction Appeals

These board and commission members did not recommend any changes to the general and draft ordinances.

The City Council directed staff to prepare the following: amended ordinances based on these work session discussions and prepare standard bylaws based on the information from the MIS Report.

The second work session was adjourned at 9:50 p.m.

Pat DuVal, Recorder/Secretary

EXECUTIVE SESSION

Mayor Lomnicki called the executive session for the purpose of personnel evaluation to order at 10:00 p.m. Attendance included City Manager Dan Bartlett, Pam Beery from the City Attorney's Office, and City Council.

Staff reviewed election laws and the need to avoid placing City employees in a position of possibly violating these laws. Specific situations were discussed. The City Manager noted that employees could be disciplined for violation of laws.

The executive session adjourned at 10:20 p.m.

Dan Bartlett, City Manager

**CITY OF MILWAUKIE
CITY COUNCIL MEETING
APRIL 16, 1996**

The one thousand seven hundred and forty-first meeting of the Milwaukie City Council was called to order by Mayor Lomnicki at 7:03 p.m. in the Council Chambers at Milwaukie City Hall. The following Councilors were present:

Craig Lomnicki, Mayor	Jean Schreiber
Rick Farley	Rob Kappa
	Don Trotter

Also present:

Dan Bartlett, City Manager	David Wheaton, Public Works Director
Pam Beery, City Attorney	Maggie Collins, Community Development Director
Charlene Richards, Assistant to the City Manager	Greg Drechsler, City Engineer
Angus Anderson, Finance Director	JoAnn Herrigel, Program Specialist
	Kristi Lloyd, Intern

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS

Johnson Creek Boulevard Improvements Project

Collins updated the Council on the Phase I improvements to Johnson Creek Boulevard. Both the Milwaukie and Portland City Councils endorsed the project design about one year ago, and a contractor is beginning staging for Phase I. A street tree component has been added to help maintain the residential land use character adjacent to the right-of-way. Preliminary engineering for the entire project has been completed, and City of Portland staff will be meeting with Ardenwald and Lewelling Neighborhood District Associations (NDA) in April to discuss traffic re-routing. Preliminary construction should begin about May 1st.

Councilmember Farley said he understood the lanes are 11-feet wide and asked how this would be wide enough for busses. **Collins** indicated Tri-Met had reviewed and signed off on the plans.

Councilmember Kappa discussed the street tree planting project and Milwaukie's Tree Committee and ordinance. He suggested Johnson talk to the Milwaukie Planning Commission to show continuity throughout the project. He expressed concern about how construction would impact the 32nd Avenue Corridor. Collins said Johnson has information on closures and diversions through August of this year. The jurisdictions have worked hard to put together a road closure program that will be acceptable to the neighborhoods. She added Johnson would attend both Ardenwald and Lewelling NDA meetings to discuss any closures and possible impacts.

Mayor Lomnicki asked if Clackamas County should be responsible for funding the portion within Milwaukie city limits since the road was under county jurisdiction. **Collins** said the City is working with Clackamas County and the City of Portland on regional funding options.

Mayor Lomnicki said he understood Clackamas County was planning to make improvements to Johnson Creek Boulevard from 45th Avenue to 82nd Avenue. He suggested asking the county to extend its project to include Johnson Creek Boulevard between 39th Avenue and 45th Avenue. He also recommended the City of Milwaukie take over jurisdiction from the County after the improvements are made, similar to the action taken when Railroad Avenue was improved.

Councilmember Kappa asked if Milwaukie would still have input on the design if the county took over the funding. **Collins** said the City of Portland has completed the design and now the project is in preliminary engineering. She cautioned, however, that she did not know where these projects were in the county funding cycle.

Johnson said he was available to respond to any Council questions. Milwaukie and Portland have been working with Clackamas County on both funding and road design issues, so the county is aware of what is taking place. He discussed the Springwater Corridor pedestrian crossing improvements and the sewer work scheduled for the Brookside development. Traffic will be impacted during construction, but the City of Portland will be working closely with Milwaukie Public Works to make needed adjustments on traffic barricades.

Councilmember Farley asked about the use of retaining walls. **Johnson** responded the sites were being closely monitored, and the geotechnical work has indicated no problems.

Councilmember Schreiber commented she attended a Lewelling NDA meeting when Johnson presented information on the improvements. She felt the information was very complete.

Milwaukie Downtown Development Association (MDDA) Quarterly Report

Paul Graham, MDDA President, presented the quarterly report. The Association is working on developing a vision for the downtown area and focusing on achieving results. He discussed upcoming cooperative promotions with other groups in the community: the Challenge Center Main Street Run on May 18; the Parks District concerts in Scott Park; St. John's Episcopal Health Fair; and the Sixth Annual Share the Lights Festival.

The MDDA is working to create a vital downtown. One element of this is "how the place looks." Banners and flower baskets will be installed on Main Street, and the Facade Program continues. The MDDA is advocating for improved transportation; recruiting for new businesses; and working with Tri-Met, Milwaukie Police, and Milwaukie High School to find ways to make people feel the downtown is a safe place to be.

Graham described the downtown as part of the larger community. The MDDA Business Recruitment Committee developed a survey to find out what types of businesses people would like to see and use in their downtown. The committee also prepared a draft vision statement for the downtown area to coincide with the City's Vision and City Council Goals. MDDA members attended a meeting for six of the NDAs to seek input on the vision and to distribute the business survey. The preliminary analysis of the survey helps MDDA determine whom to talk to if there is a vacant storefront. The goal is to identify gaps in the types of services and to complement those existing businesses in the downtown.

MDDA continues to work on organization and communication. The Association Board is working to improve internal communications and develop a relationship with the Waverly/Downtown NDA of which it is a part. MDDA is looking forward to working closely with the City on the Expanded City Center plans in the next quarter.

Councilmember Kappa said he was glad to hear MDDA was being active in the NDA, and he asked how the other members responded to the Association's participation. **Graham** said he felt the other members of the NDA were generally positive. He added not a lot of time was spent on downtown business recruitment at the NDA meeting.

CONSENT AGENDA

Councilmember Kappa asked to remove item III.B from the "Consent" portion for discussion, and Councilmember Farley asked to remove III.A.

It was moved by Councilmember Kappa and seconded by Councilmember Farley to approve the consent agenda which consisted of the following:

Resolution 14-1996: A resolution of the City Council of the City of Milwaukie, Oregon, authorizing the City Manager to sign an intergovernmental agreement among the following parties: the City of Milwaukie and City of Gladstone; South Fork Water Board; Damascus Water District; the City of Lake Oswego, Tualatin Valley Water District; Oak Lodge Water District; Mt. Scott Water District; Clackamas River Water; and Portland Water Bureau for a planning study for water supply treatment and transmission facilities.

Motion passed unanimously.

AUDIENCE PARTICIPATION -- None.

PUBLIC HEARING

None scheduled.

OTHER BUSINESS

City Council Minutes of April 2, 1996

Councilmember Farley said page three of the April 2, 1996, regular session minutes should be corrected to attribute the comments about the Clackamas County Networking program to him instead of Councilmember Kappa.

It was moved by Councilmember Kappa and seconded by Councilmember Farley to approve the City Council minutes of April 2, 1996, with this amendment. Motion passed unanimously.

Cable Consultant Contract

Herrigel discussed the public information gathering and bid processes. The City issued a Request for Proposal in November 1995 and received three proposals. Two consultants were interviewed, and the third firm decided not to continue the process. She reviewed the bid amounts, scope of work, and in-state background of the two consultants. Staff recommended awarding the bid to MuniCom in the amount not to exceed \$25,000.

Councilmember Kappa asked if any of the tasks in the scope of work had been done on the cable franchise in the past. **Herrigel** responded there has been no work on any of these elements during the 12-year franchise with Jones Intercable.

Councilmember Kappa asked if the reason for going through the process was based on recent changes at the federal level. **Herrigel** said the consultant is needed to assist the City with changes resulting from federal laws. Jones Intercable will be the focus of the entire review that will include analyzing the current franchise contract and possible future technical upgrades.

Councilmember Farley asked if MuniCom had worked with other cable companies in the area. **Herrigel** said she believed MuniCom had worked with Paragon and TCI.

It was moved by Councilmember Kappa and seconded by Councilmember Trotter to award the bid for a cable consultant to MuniCom for assisting the City in the cable franchise renewal process in an amount not to exceed \$25,000.00. Motion passed unanimously.

Declare the Entire Amount of Certain Delinquent Accounts Immediately Due and Payable -- Resolution

Anderson presented the staff report in which the City Council was requested to adopt a resolution authorizing the City to declare the entire balance of certain delinquent Special Assessment Liens to be immediately due and payable pursuant to the Bancroft Bonding Act. Two executive sessions were held during the past six months on this issue, and the proposed resolution reflects Council direction.

Lloyd briefly discussed the status of the past due accounts and reviewed the procedure that would begin if the City Council adopts the proposed resolution. Foreclosure on those past due accounts contained in the resolution will be on June 17, 1996, at Milwaukie City Hall.

Councilmember Kappa asked how many properties were involved. **Lloyd** said there are four properties and three property owners.

Councilmember Farley asked the time period for foreclosure. **Lloyd** said there is a 60-day time period.

Councilmember Schreiber commented there were 21 properties at the beginning of the process.

Anderson added one of these property owners has never made a payment on the LID, and another had not made a payment for ten years.

It was moved by Councilmember Schreiber and seconded by Councilmember Farley to adopt the Resolution authorizing the City to declare the entire balance of certain delinquent Special Assessment Liens to be immediately due and payable pursuant to the Bancroft Bonding Act. Motion passed unanimously.

RESOLUTION 15-1996:

**A RESOLUTION OF THE MILWAUKIE CITY COUNCIL DECLARING
THE ENTIRE BALANCE OF DELINQUENT ACCOUNTS IMMEDIATELY
DUE AND PAYABLE PURSUANT TO THE BANCROFT BONDING ACT.**

**Storm/Surface Water Master Plan Intergovernmental Agreement with Happy
Valley and Clackamas County -- Resolution**

Wheaton presented the staff report in which the City Council was requested to adopt a resolution authorizing the City Manager to sign an Intergovernmental Agreement (IGA) with Clackamas County Service District No. 1 and the City of Happy Valley to develop a Storm/Surface Water Master Plan for Kellogg/Mt. Scott Creek and Johnson Creek drainage basins.

The planning area includes Mt. Scott and Kellogg Creek drainages. This is a cooperative effort to look at issues primarily concerned with growth impacts. The study does not deal with funding or policy issues.

Wheaton referred to Section 7 of the agreement. The City of Happy Valley changed the word "costs" in the third line to "caused." He added Milwaukie's cost for the Master Plan is 22% of the overall project and shall not exceed \$77,484.00.

Councilmember Kappa asked how the percentage of the cost was determined. **Drechsler** said the distribution of costs for the cities was based on the physical area of the drainage basin, and the remainder is unincorporated Clackamas County.

Councilmember Kappa said he did not see significant mention of Johnson Creek in the process. **Wheaton** said those portions related to specific basins discharging into Johnson Creek will be included in the study.

It was moved by Councilmember Trotter and seconded by Councilmember Kappa to adopt the resolution authorizing the City Manager to sign an Intergovernmental Agreement (IGA) with Clackamas County Service District No. 1 and the City of Happy Valley to develop a Storm/Surface Water Master Plan for Kellogg/Mt. Scott Creek and Johnson Creek drainage basins; the word "costs" changed to "caused" in Section 7 of the agreement; and Milwaukie's share not to exceed \$77,484.00. Motion passed unanimously.

RESOLUTION 16-1996:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING THE CITY MANAGER TO SIGN AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF MILWAUKIE, THE CITY OF HAPPY VALLEY, AND CLACKAMAS COUNTY SERVICE DISTRICT NO. 1 TO DEVELOP A SURFACE WATER MASTER PLAN FOR KELLOGG/MT. SCOTT CREEK AND JOHNSON CREEK DRAINAGE BASINS.

Inspection of Public Records -- Resolution

Bartlett presented the staff report in which the City Council was requested to adopt a resolution establishing a policy for the inspection of public records. The Oregon Attorney General recommends that cities adopt a reasonable procedure for the public and city staff to follow when a records inspection request is made. The last review of the guidelines and forms for City of Milwaukie records inspection was in 1986. The proposed resolution and supporting documents were prepared by the City Recorder and reviewed by the City departmental records officers, department heads, and city attorney. The packet material also contained guidelines for staff and the public on how requests can be made and the procedures to follow. He discussed exempt records and fee waivers.

Councilmember Farley asked what constitutes an exempt document. **Bartlett** said exempt records include, but are not limited to, certain internal communications, real estate appraisal information, and personnel-related records. *The Attorney General's Public Records Manual* gives a complete listing of exempt records.

Councilmember Kappa said he understood the necessity of protecting public documents, but why should the City take this extra step if there are state laws. **Bartlett** said the Attorney General recommends that cities establish a form for local procedures.

Councilmember Kappa asked why this process could not be outlined in a City administrative procedure. **Bartlett** said he felt it was best if the City Council concurred with the procedures and policies.

Councilmember Kappa asked how specific a records request needed to be. **Bartlett** said staff needs enough information to know when the event took place and where to reasonably begin a records search.

Councilmember Kappa felt the fee waiver information was confusing. He asked why the City should care if a person could demonstrate the ability to disseminate the information to the public. **Bartlett** said sometimes public records are used for personal gains, and it needs to be determined if there is a legitimate need or if the person is looking for personal gains.

Councilmember Kappa asked if some police reports are public knowledge. **Bartlett** said some police reports are public records, and there is a fee for those reports. These requests are usually made by an insurance company or an individual wishing to look at all of his or her own reports.

Mayor Lomnicki pointed out a typographical error in Section 4. Staff agreed it should read *"The City shall respond to all public document requests within seven days..."*

It was moved by Mayor Lomnicki and seconded by Councilmember Trotter to adopt the Resolution establishing a policy for the inspection of public records with the correction in Section 4. Motion passed 3 - 2 with the following vote: Mayor Lomnicki, Councilmember Schreiber, and Councilmember Trotter aye; Councilmember Farley and Councilmember Kappa nay; no abstentions.

RESOLUTION 17-1996:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING REASONABLE MEASURES TO ENSURE THE INTEGRITY OF ITS RECORDS AND EFFECTIVENESS OF ITS OFFICE OPERATIONS.

Information

Councilmember Farley said he requested a list of Public Works vehicles two months ago, and he has not received it. **Mayor Lomnicki** asked the purpose of this request. Councilmember Farley indicated he simply wanted to know what equipment was on hand and in what condition it was.

Bartlett said he would have this information to all Councilmembers by the next meeting.

Councilmember Kappa commented he noticed the first School Trip Safety sign near Milwaukie Elementary School. **Drechsler** added there are now two banners available, and they can be requested by any school or NDA.

Mayor Lomnicki announced there would be an executive session pursuant to ORS 192.660 to discuss performance evaluation immediately following the work session on the Board and Commission Review Project.

Mayor Lomnicki adjourned the meeting at 8:23 p.m.

Pat DuVal, Recorder/Secretary



*** M E M O R A N D U M ***
April 29, 1996

To: Mayor and City Council
From: Dan Bartlett, City Manager
Re: North Clackamas Watershed Management Commission

Action Requested

Appoint the City Manager to the North Clackamas Watershed Management Commission.

Background

Since 1990, the City has worked with Clackamas County Service District #1; Clackamas County Department of Utilities; the cities of Gladstone, Happy Valley, and Johnson City; and the Oak Lodge Sanitary District to address surface water management issues. This work has been done to respond to Department of Environmental Quality and federal Environmental Protection Agency regulations that require specific measures for reducing pollutants conveyed to creeks and streams through stormwater runoff. The group has determined that there are cost efficiencies gained by cooperative efforts.

In 1992, the group began work on an ORS 190 agreement which would form a Surface Water Watershed Management Commission to undertake a coordinated program of managing surface water within the North Clackamas area. The Commission was determined to be the best solution for addressing surface water concerns, since most of the streams in the watershed flow through several jurisdictions.

Milwaukie has designated Councilor Trotter and Dan Bartlett as our representatives on the North Clackamas Surface Water Steering Committee. At the March 28, 1995, meeting the group set the end of fiscal year 1994-1995 as the target date for getting the intergovernmental agreement adopted by all participants.

The agreement (Attachment A) has been signed by all participants except Gladstone. Section 1.01 (page 2) of the agreement calls for each member to appoint the "city manager, general manager, or other staff person" to the Commission. I respectfully request that the Council appoint me to this position for the start-up phase of this group. At a later date, I may suggest that another staff person take this assignment. For now, I feel that it is important for the City to be represented by myself.

cc: File
cm974/hd

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

AGREEMENT

THIS AGREEMENT, made and entered into this 28 day of March, 1996, between Clackamas County Service District No. 1 (CCSD #1), a county service district acting by and through the Clackamas County Department of Utilities (County), the City of Gladstone, Oregon, a municipal corporation of the State of Oregon (Gladstone), the City of Milwaukie, Oregon, a municipal corporation of the State of Oregon (Milwaukie), the City of Happy Valley, Oregon, a municipal corporation of the State of Oregon (Happy Valley), the City of Johnson City, Oregon, a municipal corporation of the State of Oregon (Johnson City), and the Oak Lodge Sanitary District, a sanitary district organized under ORS Chapter 450 (Oak Lodge).

RECITALS

The parties agree upon the following recitals:

1. The parties hereto have been designated as medium-sized systems or jurisdictions under the Federal Storm Water Regulations found in 40 CFR Parts 122, 123, and 124, and have made joint application for NPDES Storm Water Permits Parts 1 and 2 to DEQ, the delegated state agency, for administration of the program.

2. The parties believe it is in the best interest of all to create an entity, hereinafter the "North Clackamas Watershed Management Commission", under ORS Chapter 190 to develop and implement a coordinated, comprehensive watershed management approach to storm and surface water program to meet regulatory

requirements, now or hereafter adopted, and maximize use of resources for the area within the Urban Growth Boundary for the North Clackamas area.

3. The parties recognize that each have equal responsibility for surface water management responsibilities within their respective boundaries. The parties further believe that the entity created pursuant to the provisions of ORS Chapter 190 should allow for each member to allocate, between the Commission and other individual entities, or retain, those portions and functions of the program it wishes to perform. To the extent not so performed by any individual entity, those functions shall be performed by the Commission or by contract with an individual entity.

4. The parties have the authority to enter into this Agreement pursuant to their respective charters, principal acts, and Oregon Revised Statutes Sections 190.003 and 190.030.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

SECTION 1. SURFACE WATER WATERSHED MANAGEMENT COMMISSION

1.01 The Commission. There is hereby created the North Clackamas Watershed Management Commission ("the Commission"). The members of the Commission shall number six (6). The governing body of each party shall appoint one (1) member, who shall be the city manager, general manager, or other staff person. Members of the Commission shall serve at the pleasure of their respective

appointing bodies. The name of the Commission shall be North Clackamas Watershed Management Commission. The addition of new members shall require the consent of each party.

1.02 General Powers and Duties. The Commission shall have the following powers:

- (a) As permitted by law, to issue, sell, or otherwise dispose of revenue bonds, securities, or other forms of indebtedness for the purpose of carrying out any of the matters permitted by these powers;
- (b) To adopt such bylaws, rules, regulations, and policies as it deems necessary in furtherance of the purposes of this Agreement;
- (c) To retain such officers and employees as it deems necessary and to acquire, by contract or other means, property and services;
- (d) To perform, pursuant to the charters or principal act of the parties or by Section 190.003 through 190.250 of the Oregon Revised Statutes, all powers pursuant to applicable charter, ordinance, or state or federal law which are necessary or desirable to efficiently operate, maintain, and expand a surface and storm water program to meet federal and state statutory and regulatory requirements or the needs or desires of the served public and any and all powers necessary incidental to the execution of these duties.

(e) The parties acknowledge that the Commission shall be the lead agency and contact point between the members hereto and the Department of Environmental Quality and the Environmental Protection Agency with respect to watershed management issues. The Commission shall coordinate and, by agreement, implement the surface and storm water programs within the entire boundaries of each entity that is party hereto in order to:

- (1) Provide best management practices for the program.
- (2) Provide a public education/information program.
- (3) Provide master planning to implement a coordinated functional and comprehensive surface and storm water management system.
- (4) Provide watershed planning similar to § 208 type planning for inter-jurisdictional projects.
- (5) Provide rules and regulations or ordinances to be adopted by each entity that will set the minimum standards for all users and common development standards within the combined boundaries of the parties hereto with enforcement strategies, mechanisms, and penalties. Nothing herein shall prevent the individual entity from providing more

stringent requirements. By agreement of the parties hereto, the Commission will have authority to enforce compliance within the boundaries of the individual entity if that entity fails or refuses to do so;

- (6) Provide mutual assistance in development of policies and plans, coordination of data and information gathering and access, staff training, and formation of technical work groups and committees as necessary to further commission purposes.
- (7) Obtain joint funding or grants and the like for programs of common interest and develop financial strategies to achieve watershed management plans. Joint obligations for specific project funding shall be negotiated on a case by case basis.
- (8) Develop and implement a reasonable system of fees and charges to fully fund and share the costs to perform the functions to be provided by the Commission. Nothing herein shall prevent the individual entity from imposing any additional amount it deems necessary to fund its local programs.

(9) Any one or more of the foregoing powers may be delegated to the individual entity by separate agreement.

1.03 Duration. Subject to Section 3 of this Agreement dealing with termination or withdrawal, the duration of this Agreement shall be five (5) years from the date hereof. This Agreement shall be renewed for additional five-year periods without further action of the parties unless one (1) year prior to expiration, the majority of parties elects to terminate. A majority of the parties is defined as fifty percent (50%) of the participating entities plus one (1).

1.04 Meetings; Manner of Acting. Meetings of the Commission shall be conducted in accordance with the provisions of the Oregon Public Meeting Law, Oregon Revised Statutes Section 192.610 et seq. Four (4) members of the Commission shall constitute a quorum for the transaction of business and if only a quorum is present, the concurrence of all four (4) present shall be necessary to decide any issue before the Commission. For all matters, a majority shall be the concurrence of four (4) members, except that a decision of the Commission to provide financing and or issuance of bonds, securities, or other forms of indebtedness shall require an affirmative vote of all of the governmental entities constituting the Commission.

1.05 Officers. At its first meeting in January of each year, the Commission shall elect from its membership a Chair and Vice-Chair who shall be officers of the Commission who shall serve a term of one (1) year. The Commission shall also appoint a Secretary who need not be a member of the Commission who shall be responsible for the Commission's records and shall keep a record of all Commission proceedings. The Commission may create offices and appoint staff to those positions as may be deemed necessary. These offices, except Chair and Vice-Chair, shall be for the purpose of staff functions and without power to bind the Commission. Officers shall serve at the pleasure of the Commission or until their successors shall be appointed and take office.

1.06 Manager. A manager may be appointed by the Commission. If appointed, the manager shall, subject to the control and direction of the Commission, be responsible for the control and supervision of all activities of employees of the Commission and shall (1) be the chief budget and fiscal officer; (2) be the chief purchasing and business agent; (3) prepare and submit to the Commission financial activity reports of the Commission not less than once monthly and prepare such other reports and information as the Commission may require; and (4) otherwise conduct the day-to-day affairs of the Commission and shall exercise the best professional judgment in all matters.

1.07 Budgeting, Accounting, Audits. It is anticipated that each party shall budget its own staff and funds for costs or provisions of in-kind services to achieve the watershed management program. To the extent required, the Commission shall annually prepare and adopt an anticipated estimate of costs for its separate operations for the next fiscal year and distribute the same to each party not later than one hundred fifty (150) days prior to commencement of the next fiscal year.

Each party's apportioned share of the expenses of operation and maintenance of the watershed management system or program (together with any reserves for repairs and replacements approved by the Commission) shall be estimated by the Commission, and set forth in the Commission's annual estimate of costs, and the amounts so estimated shall be budgeted and appropriated by each party. The Commission shall maintain an independent cost control procedure and provide financial reports at least monthly to each of the parties not later than fifteen (15) days after the end of each calendar month. This report shall show expenditures and receipts by category item for each transaction through the last working day of the preceding calendar month.

If a party fails to budget the amount required or to pay the amounts required of it for Commission activities, the Commission or any other member entity shall have all remedies available at law or in equity to collect the amount due.

If a budget is required, the Commission shall cause an independent audit to be performed by a certified public accountant licensed and certified to do municipal auditing in the State of Oregon. The audit shall be performed in accordance with the provisions of the Oregon Municipal Audit Law, Oregon Revised Statutes Sections 297.405 et seq, and shall be completed annually within six (6) months following the end of each fiscal year.

1.08 Fiscal Year. The fiscal year of the Commission shall begin on July 1 and end on June 30 of each year.

SECTION 2. INDIVIDUAL ENTITY OBLIGATION.

2.01 Delegation of Powers. It is the intent and purpose of this Agreement to allow the individual entities to manage and implement as much of the surface and storm water management program within their boundaries as they desire and as set forth by an agreement between the entity and the Commission. The agreement shall specifically set forth the services to be provided by each, but that upon breach or failure the Commission shall be empowered to undertake all action necessary to implement and enforce the watershed management program within the boundaries of the entity for the purpose of minimization of adverse impact on other parties.

2.02 Responsibilities. It is anticipated that by separate agreement with the Commission, the individual entity, within its boundaries, shall:

- (a) acknowledge its status as a co-permittee;

- (b) adopt user fees and charges to provide the entity's portion of the planning and implementation of the surface water management program within its own jurisdictional boundaries and the watershed management program, and to bill and collect the total user fees and charges and remit to the Commission its agreed upon portion for administrative purposes;
- (c) apply consistent permitting and management of new development;
- (d) conduct monitoring and reporting and data sharing;
- (e) conduct operation, maintenance, and replacement of facilities;
- (f) implement a public education program;
- (g) adopt consistent rules and regulations or ordinances and enforcement thereof; and
- (h) provide ongoing compliance with federal and state statutes and regulations.

SECTION 3. TERMINATION.

3.01 Notice of Election; Right to Purchase. Any party may elect to terminate this Agreement and withdraw from the Commission by giving written notice of its desire to the Commission and other member parties. Withdrawal shall only be effective on June 30 of any year and the withdrawing party shall give notice of intent to withdraw not less than one hundred eighty (180) days prior to June 30. Upon the effective date of notice of withdrawal, unless

otherwise agreed by the withdrawing party and Commission, all responsibilities for surface water management shall become the sole and exclusive responsibility of the withdrawing party and that party shall immediately cease membership on the Commission. The withdrawing entity shall continue to pay its share of any jointly incurred debt and shall hold harmless the remaining members for all financial responsibilities and obligations attributable to the withdrawing entity.

Upon the effective date of withdrawal, the assets or rights contributed by the withdrawing party or jointly built for Commission purposes, but not conveyed to the Commission shall be retained by the withdrawing party except that the withdrawing party's interest in any facility that was contributed by the withdrawing party or jointly built that is necessary for the Commission to carry out its obligations to the remaining parties may be purchased by the Commission, and the parties shall agree upon the terms for the Commission to reimburse the withdrawing party for all or a portion of the cost or its interests in that facility. Assets or rights conveyed to the Commission or financed by the Commission shall be retained by the Commission and the withdrawing party shall be paid nothing therefor. In circumstances where the Commission desires to purchase, the Commission shall notify the withdrawing party in writing of its desire to meet for the purpose of setting a price for the interest or asset to be acquired. Such notice shall be given within ninety

(90) days of receipt of the notice of withdrawal. The parties shall meet thereafter to attempt to arrive at a mutually agreeable price.

If the parties are unable to agree upon a price within one hundred eighty (180) days following receipt of notice of withdrawal, then the withdrawing party and the Commission shall each choose an independent appraiser familiar with surface and storm water facilities and the two so chosen shall choose a third, all of whom shall comprise a board of arbitration. The board of arbitration shall by majority vote agree upon a price for the withdrawing party's interest not more than sixty (60) days following its appointment. Costs of the arbitration and appraisal shall be borne one-half (1/2) by the withdrawing party and one-half (1/2) by the Commission. The Commission shall then purchase the facility at the price established.

3.02 Determination of Price. The price of the portion of the facility to be purchased shall be determined by the board of arbitration based upon the original facility cost paid by the withdrawing party (without benefit of depreciation or appreciation) plus the cost of interest, discount, premium, and offering expenses actually incurred (or amortized) on money borrowed to finance such portion, to the date of payment.

3.03 Payment. The price to be paid, whether determined by mutual agreement or arbitration, shall be paid to the withdrawing party in full within eighteen (18) months following the effective date of withdrawal. If the other party fails to pay the purchase

price within eighteen (18) months of the effective date of withdrawal, and if the parties are unable to agree upon a mutually acceptable payment schedule, then the withdrawing party shall have the right to sell its portion of the facility to any other entity approved by a majority of the Commissioners from the remaining parties or the rights of the Commission shall lapse and the facility, or portion thereof originally provided by the withdrawing entity, shall be solely owned by the withdrawing entity.

3.04 Termination of Commission. If the parties elect to terminate the Commission, the assets shall be distributed to the original contributing party and any cash or other proceeds shall be distributed proportionately. Debt shall be distributed based upon a formula proportionate to each entity's land area and population in relation to the entire land area and population of the Commission, unless there is a written agreement otherwise. The written agreement regarding debt distribution may be by separate agreement or addendum signed by all parties.

3.05 Jurisdiction of Circuit Court. If the parties agree, any dispute or claim shall be settled by arbitration under the jurisdiction of the Circuit Court of the State of Oregon for Clackamas County pursuant to ORS Chapter 36. In the absence of such an agreement, that same court shall have jurisdiction.

SECTION 4. EASEMENTS, INSTRUMENTS OF FURTHER ASSURANCE.

4.01 Granting Easements. To the extent authorized by law, charter, or ordinance, each party shall grant and convey to the

Commission permanent easements to lay, replace, maintain, and use facilities as may be necessary in order for the Commission to implement the watershed management plan within the limits of each, however, that the location of facilities shall be determined by the party having jurisdiction over the location and the work to be done in providing and maintaining such facilities shall not unreasonably interfere with the use of streets and alleys. The Commission, when laying and maintaining such facilities, shall place the area disturbed in as good a condition as it was before the work was performed and shall be responsible for the reasonable maintenance of the surface condition for a period of one (1) year from date of completion.

4.02 Bonding. If the Commission finds it necessary to go upon the private property or property of a party, the party having jurisdiction of the property may require good and sufficient bond or undertaking to insure the faithful performance of those provisions indemnifying against any damages or liabilities caused by the actions of the Commission or contractor.

4.03 Instruments of Further Assurance. From time to time, at the request of the Commission, each party shall, without further consideration, execute and deliver such additional instruments, and shall take such further action, as may be reasonably required to fully effectuate the purposes of this Agreement.

SECTION 5. AMENDMENT.

This Agreement may be amended by mutual written agreement of the parties, signed by all of the parties.

SECTION 6. GENERAL PROVISIONS.

6.01 Merger Clause. This Agreement embodies the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof.

6.02 Assignment. No party shall have the right to assign its interest in this Agreement (or any portion thereof) without the prior written consent of all other parties, except that consolidation, merger or other change of organization, including formation of an authority under ORS Chapter 450, shall not require consent.

6.03 Severability. In case any one or more of the provisions contained in this Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

6.04 Notices. Any notice herein required or permitted to be given shall be given in writing, shall be effective when actually received, and may be given by hand delivery or by United States mail, first class postage prepaid, addressed to the parties as follows:

If to CCSD #1:

Director
Clackamas County Department
of Utilities
902 Abernethy Road
Oregon City, OR 97045

If to Gladstone:

City Manager
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027

If to Milwaukie: City Manager
 City of Milwaukie
 10722 SE Main Street
 Milwaukie, OR 97222

If to Happy Valley: City Administrator
 City of Happy Valley
 12915 SE King Road
 Portland, OR 97222

If to Johnson City: City Recorder
 City of Johnson City
 8021 SE Posey Street
 Johnson City, OR 97267

If to Oak Lodge
 Sanitary District: Manager
 Oak Lodge Sanitary District
 14611 S.E. River Road
 Milwaukie, OR 97267-1198

6.05 Meetings. Regular meetings of the Commission shall be conducted at such times as the Commission may designate but shall be no less than quarterly. The chairman, upon his own motion, may, or at the request of two (2) members of the Commission, shall by giving notice to members of the Commission call a previously unannounced special meeting of the Commission for a time not earlier than twenty-four (24) hours after the notice is given, unless an emergency exists. In cases of an emergency, notice reasonable under the circumstances shall be given. Four (4) members of the Commission shall constitute a quorum. No action will be taken by the Commission unless a majority of the Commission present votes to support the action proposed, unless a greater number of votes is required.

6.06 Rate Study and Covenant. The parties hereto agree that at least every three (3) years, each party, individually or through

the Commission, shall conduct a study of all surface water activities with a purpose to determine the rate to be charged each party for provision of services by the Commission. Each party shall have the option of joining with the Commission's rate study to achieve uniformity of methodology and economy of scale. Rates for the ensuing fiscal year shall be adjusted based upon actual costs and the CPI index for the Portland Metropolitan Area on an annual basis until the next rate study occurs. Each party hereto agrees to charge its customers a rate that will be sufficient to meet the requirements of the Commission, as well as the individual party's operations.

6.07 Functions of the Parties. It is intended that the Commission shall act in the role of assuring that the entire watershed management program is designed and implemented and will take those steps necessary to operate, maintain, replace, and repair the facilities described above, unless specifically retained by the individual entity pursuant to an Agreement between the commission and the entity. Each party shall operate, maintain, repair, and replace its own local facilities and shall handle customer relations, billing, and collection as well as emergency responses within its territorial limits unless otherwise agreed to by written agreement. The party shall remit to the Commission that portion of the rate charges which are attributable to Commission operations or part of the monthly payment.

6.08 Advisory Board; Technical Committee. The Commission may appoint an advisory board made up of one (1) appointee from each party hereto. The Commission may also appoint a technical committee which shall consist of a technical representative designated by each party. The advisory board shall meet as needed and shall review and make recommendations to the Commission on such matters as the Commission so assigns. The technical committee shall meet not less than quarterly to develop methods of coordination and functioning between the Commission and the entities.

6.09 Attorney Fees. If a dispute should arise between the parties regarding any term or portion of this Agreement, the prevailing party shall be entitled to such reasonable attorney fees as a trial court or arbitrator may award and on any appeal therefrom.

6.10 Counterparts. This Agreement may be executed in any number of counterparts and by the parties on separate counterparts, any one of which shall constitute an agreement between and among the parties.

6.11 Joint and Several Obligations. For approved Commission activities, the parties shall be jointly and severally liable for payment of debts and costs incurred. No party to the Commission shall be liable for damages, debts or claims caused solely by the negligent act or omission by the Commission or other members. The individual entity causing damage by its sole negligence or wrongful act shall be individually liable.

IN WITNESS WHEREOF, the parties have, pursuant to official action of their respective governing bodies, duly authorizing the same, caused their respective officers to execute this instrument on their behalf.

CLACKAMAS COUNTY SERVICE DISTRICT NO. 1, a county Service District

by: *Darlene Hooley*
Chair

CITY OF JOHNSON CITY
a municipal corporation

by: *Bob Paul*
Chair

OAK LODGE SANITARY DISTRICT
a sanitary district

by: *Charles Peterson*
Chairman

by: *K. Jensen*
Manager

CITY OF GLADSTONE,
a municipal corporation

by: *N/A*
Mayor

by: _____
City Manager

CITY OF MILWAUKIE
a municipal corporation

by: *Craig J. Lomnicki*
Mayor

by: *Don L. Ballitt*
City Manager

CITY OF HAPPY VALLEY
a municipal corporation

by: *R. Nicodemus*
Mayor

by: *Will [Signature]*
City Administrator



MEMORANDUM

TO: Mayor and City Council
THROUGH: Dan R. Bartlett, City Manager *DB*
FROM: Angus M. Anderson, Finance Director *AA*
DATE: April 22, 1996
RE: SUPPLEMENTAL BUDGET for FY 1995-96

RECOMMENDATION:

Consider the attached Supplemental Budget Resolution amending appropriation levels for FY 1995-96.

BACKGROUND INFORMATION:

The Fiscal Year 1995-96 Budget was adopted by City Council on June 20, 1995. Since that time there have been some appropriation categories that have developed expenditure requirements in excess of the amount appropriated or less than that appropriated. In addition, the City budgeted for the receipt of the COPSMORE Grant in the amount of \$210,750. The amount actually awarded was \$78,500. For these reasons, the adopted budget requires amendment to show some appropriation categories increased and others decreased.

The attached Resolution presents all appropriation categories showing amendments where recommended. In addition, accompanying the Resolution is a table titled "FY 1995-96 SUPPLEMENTAL BUDGET: BUDGET ADJUSTMENTS" which presents the actual budget line items where adjustments will be made if the recommended Resolution is approved. The column titled "DESCRIPTION" in this table states the purpose or reason for the adjustment. In addition to those stated, there are several adjustments above \$100,000. Those adjustments, and the reasons are:

GENERAL FUND

- 1) Increase Police Services Appropriation level by \$150,000- The Police Department incurred expenses greater than anticipated this year. Causing this unanticipated increase were expenses incurred in training new officers, in placing officers on the street in foot and bike patrol, increased costs of materials and supplies to support the new officers and increased vehicle maintenance costs.
- 2) Increase Finance Appropriation level by \$90,000- Although not \$100,000, this increase is somewhat unique. Reference to the Revenue changes will show an increase in "Collections on Delinquent Court Accounts" of a like amount. This increase in Revenue and the matching increase in Appropriation is caused by a change in accounting procedures. Previously, when an account was sent to the designated collection agency for enhanced collection efforts, any realized revenue was posted net of the collection percentage to "Recovery of Bad Debts". This did not give us a realistic

method of monitoring the collection success or the amount of fee (percentage of collection) being retained by the collection agency. Therefore, the change made was to show the gross revenue and then charge the collection fee as an expense. In that way we can more accurately monitor activity. The amounts shown are estimates for the entire years activity and are shown as matching revenue and expenditure. In reality the revenue should exceed the expenditures and the residue will carry over as fund balance.

- 3) Decrease Contingency by \$287,500- This is the net difference between the revenue increases and appropriation increases.

PUBLIC SAFETY FUND

- 4) Decrease Resources by \$132,250- The City applied for a COPSMORE grant in the amount of \$210,750. The amount actually awarded was \$78,500. The resources were reduced to this amount in the proposed Supplemental Budget.
- 5) Reduce COSMORE Police Field Services and Police Support Services by \$230,199- This is the total amount budgeted in the Public Safety Fund for the staff additions covered by the requested \$210,750 COPSMORE grant. The difference in the amounts is the City match for employee benefits, including the employee benefits on the \$78,500 that was awarded for police overtime.
- 6) Decrease Contingency by \$97,949- This is the net difference between the amount of reduced expenditures and revenues.

WATER FUND

- 7) Increase Public Works appropriation by \$125,000- Increases in work accomplished by the Water Division over that originally anticipated in the budget process results in this appropriation increase request. The amount is more than covered by existing fund balance.
- 8) Decrease Contingency by \$125,000- To record the transfer to increased appropriations in the Public Works Appropriation category.

In addition, Council will recall establishing the Code Enforcement Abatement Fund in the 1994-95 Fiscal Year, with initial funding in the form of an operating transfer from the General Fund. Unfortunately although all enabling actions had been accomplished, the accounting part of the transfer was not accomplished prior to the end of the 1994-95 fiscal year. Therefore included in this supplemental budget is an increase in transfers of \$60,000 from the General Fund. Since the appropriation level in the Code Enforcement Abatement Fund was established at \$60,000, there is no amendment required.

As the amount of the adjustment within each fund is less than ten percent of the budgeted total within that fund (less operating transfers), the simplified method of supplemental budget approval is utilized. That method requires only that the governing body adopt the supplemental budget at a regularly scheduled board meeting after notice of the meeting is published not less than seven days prior to the meeting date. In addition, if Council chooses to approve the Resolution a press release will be issued concerning the effect of the appropriation adjustments.

MILWAUKIE, CLACKAMAS COUNTY, OREGON

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON TO ADOPT A SUPPLEMENTAL BUDGET AND AMEND APPROPRIATIONS FOR FISCAL YEAR 1995-96,

WHEREAS, On June 20, 1995, the City Council of The City of Milwaukie met and approved Resolution 23-1995 which adopted the Fiscal Year 1995-96 Budget and made appropriations, and

WHEREAS, The City subsequently approved Resolution 29-1995 which amended Resolution 23-1995, and

WHEREAS, The City of Milwaukie finds that requirements are greater than some existing appropriation amounts and less than others.

NOW, THEREFORE, BE IT RESOLVED by the City Council of The City of Milwaukie, Clackamas County, Oregon that

• **section 1.** On May 7, 1996, the budget of the City of Milwaukie is hereby amended for fiscal year 1995-96 to reflect a total sum of \$28,252,625.

• **section 2.** For the 1995-96 fiscal year, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

FUND	<u>APPROPRIATION CATEGORY</u>	<u>CURRENT APPROPRIATION</u>	<u>APPROPRIATION ADJUSTMENT</u>	<u>REVISED APPROPRIATION</u>
GENERAL FUND				
	Administration/Community Service	176,105	1,500	177,605
	Police Services	3,026,855	150,000	3,176,855
	Community Development	642,631	0	642,631
	Public Works	293,406	0	293,406
	Finance	118,930	90,000	208,930
	Transfers	2,608,520	60,000	2,668,520
	Contingency	896,457	(287,500)	608,957
	TOTAL GENERAL FUND	\$7,762,904	\$14,000	\$7,776,904
STATE GAS TAX/ST REPAIR FND				
	Public Works	1,444,365	0	1,444,365
	Contingency	3,458	0	3,458
	TOTAL STATE GAS TAX FUND	\$1,447,823	\$0	\$1,447,823
BIKE PATH FUND				
	Public Works	116,444	0	116,444
	Contingency	39,517	0	39,517
	TOTAL BIKE PATH FUND	\$155,961	\$0	\$155,961

STORM SEWER SDC FUND

Public Works	1,788	500	2,288
Contingency	29,942	(500)	29,442
TOTAL STORM SEWER SDC FND	\$31,730	\$0	\$31,730

WATER SDC FUND

Public Works	5,014	500	5,514
Contingency	206,326	(500)	205,826
TOTAL WATER SDC FND	\$211,340	\$0	\$211,340

SEWER SDC FUND

Public Works	5,854	500	6,354
Contingency	625,389	(500)	624,889
TOTAL SEWER SDC FUND	\$631,243	\$0	\$631,243

PARKS & REC DISTRICT FUND

Administration/Community Service	\$445,835	\$0	\$445,835
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LIBRARY SERVICES FUND

Administration/Community Service	1,217,112	0	1,217,112
Contingency	132,699	0	132,699
TOTAL LIBRARY SRVCS FUND	\$1,349,811	\$0	\$1,349,811

PUBLIC SAFETY FUND

Police Services	328,402	(230,199)	98,203
Fire-Rescue Services	2,757,476	0	2,757,476
Emergency Radio	390,000	0	390,000
Communications			
Contingency	250,000	97,949	347,949
TOTAL PUBLIC SAFETY FUND	\$3,725,878	(\$132,250)	\$3,593,628

WATER FUND

Public Works	1,918,802	125,000	2,043,802
Debt Service	146,227	0	146,227
Reserves	74,411	0	74,411
Contingency	1,119,053	(125,000)	994,053
TOTAL WATER FUND	\$3,258,493	\$0	\$3,258,493

SEWER FUND

Public Works	2,337,727	0	2,337,727
Contingency	345,104	0	345,104
TOTAL SEWER FUND	\$2,682,831	\$0	\$2,682,831

STORM SEWER FUND

Public Works	876,025	0	876,025
Contingency	293,003	0	293,003
TOTAL STORM SEWER FUND	\$1,169,028	\$0	\$1,169,028

IMPROVEMENT BOND SINKING FUND

Debt Service	14,222	0	14,222
Reserves	1,062,706	0	1,062,706
TOTAL IMPRVMT BOND FND	\$1,076,928	\$0	\$1,076,928

PUBLIC SAFETY FACILITY DEBT SERVICE FUND

Debt Service	454,240	500	454,740
Reserves	455,681	(500)	455,181
TOTAL PUBLIC SAFETY FAC DEBT SRV	\$909,921	\$0	\$909,921

CAPITAL PROJECTS

Capital outlay	\$233,373	\$0	\$233,373
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FLEET SERVICES

Public Works	\$369,702	\$0	\$369,702
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FACILITIES MANAGEMENT

Public Works	\$466,704	\$0	\$466,704
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ADMINISTRATIVE SERVICES

Legislative	29,150	0	29,150
Administration/Community Service	740,986	0	740,986
Public Works	717,616	0	717,616
Finance	848,243	0	848,243
TOTAL ADMIN SERVICES FUND	\$2,335,995	\$0	\$2,335,995

KNUTSON CEMETARY TRUST

Public Works	\$39,375	\$0	\$39,375
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FORFEITURE TRUST

Transfers	\$5,000	\$0	\$5,000
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TOTALS	\$28,370,875	(\$118,250)	\$28,252,625
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Introduced and adopted by the City Council of the City of Milwaukie, Oregon on May 7, 1996.

Craig Lomnicki, Mayor

ATTEST:

APPROVED AS TO FORM

Pat DuVal, City Recorder

O'DONNELL, RAMIS, CREW, CORRIGAN & BACHRACH

City Attorney

FY 1995-96 SUPPLEMENTAL BUDGET BUDGET ADJUSTMENTS

FUND	CATEGORY	DESCRIPTION	FUND	DEPT	OBJECT	SUB-OBJECT	CURRENT			REVISED
							BUDGET	ADD	REDUCE	BUDGET
GENERAL FUND										
	REVENUE	Collections on Delinquent Court Accounts	11	000	4310	6021	\$0	\$80,000		\$80,000
		Collections on Delinquent Court Accounts	11	000	4312	6021	\$0	\$10,000		\$10,000
		Eliminate SRO revenue from CCSD	11	000	4110	0000	\$38,000		\$38,000	\$0
		Eliminate SRO revenue from CCSD	11	000	4111	0000	\$38,000		\$38,000	\$0
TOTAL RESOURCES							\$7,762,904	\$90,000	\$76,000	\$7,776,904
	EXPENDITURES	Admin/Comm Service-Neighborhoods: Supplies	11	214	6210	0000	\$1,500	\$1,500		\$3,000
		Police Field Services: Public Safety Supplies	11	312	6220	0000	\$75,000	\$150,000		\$225,000
		Collection Fee to Metro Area Collections	11	721	6021	0000	\$0	\$80,000		\$80,000
		Collection Fee to Metro Area Collections	11	721	6312	0000	\$0	\$10,000		\$10,000
		Transfer to Code Enforcement Abatement	11	999	8121	0000	\$0	\$60,000		\$60,000
		Transfer of Contingency to Other Line Items	11	999	9510	0000	\$896,457		\$287,500	\$608,957
TOTAL EXPENDITURES							\$7,762,904	\$301,500	\$287,500	\$7,776,904
STORM SEWER SDC FUND										
	EXPENDITURES	Public Works-General Administrative Chgs	24	000	6030	0000	\$1,788	\$500		\$2,288
		Transfer of Contingency to Other Line Items	24	000	9510	0000	\$29,942		\$500	\$29,442
TOTAL EXPENDITURES							\$31,730	\$500	\$500	\$31,730
WATER SDC FUND										
	EXPENDITURES	Public Works-General Administrative Chgs	25	000	6030	0000	\$5,014	\$500		\$5,514
		Transfer of Contingency to Other Line Items	25	000	9510	0000	\$206,326		\$500	\$205,826
TOTAL EXPENDITURES							\$211,340	\$500	\$500	\$211,340
SEWER SDC FUND										
	EXPENDITURES	Public Works-General Administrative Chgs	26	000	6030	0000	\$5,854	\$500		\$6,354
		Transfer of Contingency to Other Line Items	26	000	9510	0000	\$625,389		\$500	\$624,889
TOTAL EXPENDITURES							\$631,243	\$500	\$500	\$631,243
PUBLIC SAFETY FUND										
	REVENUE	COPSMORE Grant	29	000	4116	0000	\$210,750		\$132,250	\$78,500
TOTAL RESOURCES							\$3,725,878	\$0	\$132,250	\$3,593,628
	EXPENDITURES	Reduce COPSMORE Police Field Services	29	312	5110	0000	\$105,122	\$105,122		\$0
			29	312	5210	0000	\$78,750	\$0		\$78,750
			29	312	5310	0000	\$4,284	\$4,284		\$0
			29	312	5319	0000	\$4,852	\$4,852		\$0
			29	312	5510	0000	\$8,741	\$3,231		\$5,510
			29	312	5520	0000	\$457	\$142		\$315
			29	312	5525	0000	\$706	\$220		\$486
			29	312	5530	0000	\$4,998	\$1,590		\$3,408
			29	312	5805	0000	\$6,855	\$2,130		\$4,725
			29	312	5810	0000	\$7,267	\$2,258		\$5,009
			29	312	5820	0000	\$1,500	\$1,500		\$0
			29	312	5850	0000	\$169	\$169		\$0
			29	312	5860	0000	\$358	\$358		\$0
			29	312	5865	0000	\$76	\$76		\$0
			29	312	5870	0000	\$13,049	\$13,049		\$0
			29	312	5880	0000	\$2,201	\$2,201		\$0
			29	312	5886	0000	\$300	\$300		\$0
			29	312	7140	0000	\$56,868	\$56,868		\$0
		Reduce COPSMORE Police Support Services	29	313	5110	0000	\$21,604	\$21,604		\$0
			29	313	5510	0000	\$1,653	\$1,653		\$0
			29	313	5520	0000	\$86	\$86		\$0
			29	313	5525	0000	\$133	\$133		\$0
			29	313	5530	0000	\$112	\$112		\$0
			29	313	5605	0000	\$1,296	\$1,296		\$0
			29	313	5610	0000	\$1,374	\$1,374		\$0
			29	313	5620	0000	\$500	\$500		\$0
			29	313	5650	0000	\$48	\$48		\$0
			29	313	5660	0000	\$119	\$119		\$0
			29	313	5665	0000	\$25	\$25		\$0
			29	313	5670	0000	\$4,267	\$4,267		\$0
			29	313	5680	0000	\$734	\$734		\$0
			29	313	5686	0000	\$100	\$100		\$0
		Transfer to Contingency from Other Line Items	29	411	9510	0000	\$250,000	\$97,949	\$0	\$347,949
TOTAL EXPENDITURES							\$3,725,878	\$97,949	\$230,199	\$3,593,628
WATER FUND										
	EXPENDITURES	Public Works-Repair of Facilities	31	000	6100	0000	\$68,000	\$125,000		\$193,000
		Transfer of Contingency to Other Line Items	31	000	9510	0000	\$1,119,053		\$125,000	\$994,053
TOTAL EXPENDITURES							\$3,258,493	\$125,000	\$125,000	\$3,258,493
PUBLIC SAFETY FACILITY DEBT SERVICE										
	EXPENDITURES	Debt Service	52	000	6445	0000	\$279,240	\$500		\$279,740
		Reserves for Debt Service	52	000	9510	0000	\$455,681		\$500	\$455,181
TOTAL EXPENDITURES							\$909,921	\$500	\$500	\$909,921
SUMMARY RECAP OF BUDGET ADJUSTMENTS										NET
							TOTAL RESOURCES	\$90,000	\$208,250	(\$118,250)
							TOTAL EXPENDITURES	\$526,449	\$644,699	(\$118,250)
							NET	(\$436,449)	(\$436,449)	\$0



GROVE, MUELLER, HALL & SWANK
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

April 22, 1996

Angus M. Anderson
Finance Director
City of Milwaukie
10722 S.E. Main
Milwaukie, Oregon 97222

Subject: Improvement Bond Sinking Fund

You asked me to comment on the accounting treatment for the closing of the Improvement Bond Sinking Fund. As of June 30, 1995 there were \$70,000 in Bancroft bonds outstanding. The Improvement Bond Sinking Fund had a fund balance of \$1,039,880 at the same date. Furthermore it is your intention to call the bonds in October 1996.

If the requirement for the fund has ceased to exist, and all legal requirements have been complied with, including any restrictions on the remaining balance that may have been in the resolution setting up the fund, then under ORS 294.475 the governing body can declare by ordinance or other order (resolution) to transfer such balance to the General Fund.

The can be accomplished in accordance with the above reference at such date as determined to meet the requirements of the ordinance and the needs of the City.

Sincerely,

Charles A. Swank



May 7, 1996

TO: Mayor and City Council

THROUGH: Charlene Richards, Assistant to the City Manager *[Signature]*
Dan Bartlett, City Manager *[Signature]*

FROM: JoAnn Herrigel, Program Services Coordinator *JH.*

SUBJECT: Metro Grant for Conservation project

Action Requested/Recommended

By Council resolution authorize the City Manager to sign an Intergovernmental Agreement (IGA) with Metro. The IGA will grant the city \$40,000 to undertake a one year pilot project to incorporate energy, water and other material resource conservation strategies into the regular operation and maintenance of City Hall, the Public Safety Building, the Johnson Creek facility and Ledding Library.

Background

In February of 1996, Milwaukie submitted an application to the Metro Peer Grant program for \$40,000 for a water, energy and other material resource conservation project. Milwaukie's project was selected for funding along with two others.

This pilot project will focus the attention of city department heads and employees on resource conservation. Using the \$40,000 grant, the city will hire a staff person to work with JoAnn Herrigel to do a one year pilot project which will:

- Increase energy and water efficiency at all of the four Milwaukie City facilities.
- Inventory waste generated by each facility and target materials for waste reduction and/or recycling.
- Design and produce educational and training materials for city staff which describe the city's recycled content procurement policy and waste reduction strategies.
- Develop educational and training materials for conservation programs that can be replicated by commercial businesses in Milwaukie and throughout the region.

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

Resource audits will be conducted at the four city facilities. Based on the audit data, staff will develop for each facility : a prioritized list of recommended resource conservation practices; educational and training materials for employees; proposed policies for waste reduction and buying recycled; and recommendations for purchase of recycled content materials for one large construction project per facility.

Future Action

It is anticipated that the city will receive an additional \$40,000 grant from DEQ within the next few months in order to expand this conservation project to several of Milwaukie's private businesses as well as the Parks District, the Aquatics Center and the Senior Center. The DEQ grant program would designate Milwaukie as a "Model City" and would further provide the city with free educational materials and technical assistance. The city will need to sign an IGA with DEQ for that project as well.

This conservation project is intended to be very high profile. The city will be working closely with the North Clackamas Chamber of Commerce and the Downtown Development Association. Staff will return to Council for periodic updates or to request Council support for various aspects of the project.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING THE CITY MANAGER TO SIGN AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF MILWAUKIE AND METRO TO UNDERTAKE A ONE YEAR PILOT PROJECT TO INCORPORATE ENERGY, WATER AND OTHER MATERIAL RESOURCE CONSERVATION STRATEGIES INTO THE REGULAR OPERATION AND MAINTENANCE OF CITY FACILITIES.

WHEREAS, the city and Metro are committed to conservation of water, energy and other material resources; and

WHEREAS, the city and Metro share the goal of educating city employees, residents and commercial businesses regarding conservation strategies;

NOW THEREFORE, BE IT RESOLVED that the City of Milwaukie authorize the City Manager to sign an intergovernmental Agreement (IGA) with Metro to undertake a one year pilot project to incorporate energy, water and other material resource conservation strategies into the regular operation and maintenance of the city facilities.

Introduced and adopted by the City Council of the City of Milwaukie, Oregon, on May 7, 1996.

Craig J. Lomnicki, Mayor

ATTEST:

Pat DuVal, City Recorder

APPROVED AS TO FORM:
O'DONNELL, RAMIS, CREW & CORRIGAN

City Attorney

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Metro Contract No. 904995

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT, entered into under the provisions of ORS Chapter 190, is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and the City of Milwaukie, located at 10722 SE Main Street, Milwaukie, Oregon 97222, "Contractor."

In exchange for the promises and other valuable consideration set forth below, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish the responsibilities of the parties in providing a one year pilot project to incorporate energy, water and other material resource conservation strategies into the City's regular operations and maintenance.
2. Term. This Agreement shall be effective on May 1, 1996, and shall remain in effect through June 30, 1997, unless earlier terminated in conformance with this Agreement.
3. Service Provided. Contractor shall perform the services described in the attached Scope of Work, which is made part of this Agreement by reference, and otherwise fully comply with the provisions in the attached Scope of Work.
4. Payment for Services. Contractor shall invoice Metro for services provided under this Agreement, as specified in the attached Scope of Work, and otherwise fully comply with the provisions in the attached Scope of Work.
5. Insurance. Contractor agrees to maintain insurance levels, or self-insurance in accordance with ORS 30 282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30 270. Contractor also agrees to maintain for the duration of this Agreement, Workers' Compensation insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.
6. Indemnification. To the maximum extent permitted by law, Contractor shall hold harmless Metro, its officers and employees from any claims or damages to property or injury to persons or for any penalties or fines, which may be occasioned in whole or in part by Contractor's performance of this Agreement.
7. Termination. This Agreement may be terminated by either party without cause upon giving 30 days written notice of intent to terminate. This Agreement may be terminated with less than 30 days notice if a party is in default of the terms of this Agreement. In the case of a default, the party alleging the default shall give the other party written notice that the agreement will be terminated if the default is not cured within a period of not less than 20 days.
8. State Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279, and to the extent those provisions apply, they are incorporated into this Agreement by reference. Specifically, it is a condition of this Contract that all employers working under this Agreement are subject employers that will comply with ORS 656.017.

9. Notices. Legal notice provided under this Agreement shall be delivered personally or by certified mail to the following individuals:

For: City of Milwaukie

For Metro:

City of Milwaukie
10722 SE Main Street
Milwaukie, Oregon 97222

Office of General Counsel
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

Informal coordination of this Agreement will be conducted by the following designated Project Managers.

For: City of Milwaukie

For Metro

JoAnn Herrigel
City of Milwaukie
10722 SE Main Street
Milwaukie, Oregon 97222

Genya Arnold
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

10. Attorney Fees In the event of any litigation concerning this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs, including fees and costs on appeal to an appellate court.

11. Assignment This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any condition, be assigned or transferred by either party without prior written approval by the other party

12. Integration This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties

13. Severability If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken

This Agreement is dated as of the last signature date below.

CITY OF MILWAUKIE

METRO

Signature

Signature

Print name and title

Print name and title

Date

Date

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Metro Contract No. 904995

**SCOPE OF WORK
CITY OF MILWAUKIE
RESOURCE CONSERVATION PROJECT**

Summary: The City of Milwaukie will undertake a one year pilot project to incorporate energy, water and other material resource conservation strategies into the City's regular operations and maintenance. Resource conservation education for City management and staff will be a major focus for the project.

The following resource efficient activities will be implemented:

- Increase energy and water efficiency at all of the four Milwaukie City facilities.
- Inventory waste generated by each facility and target materials for waste reduction and/or recycling
- Design and produce educational and training materials for city staff which describe the city's recycled content procurement policy and waste reduction strategies
- Develop educational and training materials for conservation programs that can be replicated by local governments, commercial businesses in Milwaukie and through out the region

Contract Amount: \$40,000

Contract Term: May 1, 1996 through June 30, 1997

Milwaukie Resource Conservation Project Manager: JoAnn Herrigel

Terms and Conditions of Agreement

A. Consultant Services

1. The Contractor will include the Metro grant manager on the selection committee for the project consultant

B. Facility Resource Conservation Audits and Plans

1. The Contractor and the Facility Maintenance Supervisor will research electricity and water bills for each facility to establish baseline data for use in the project (June 1996). The Contractor will use the audit results to develop a resource plan (August 1996) for each of the four participating facilities. The plans will include specific actions that will reduce and prevent waste within all areas of each facility operation. The plans will serve as a working document for the duration of the grant. The facility resource plans will include timelines for accomplishing each resource conservation component as well as identify the staff/consultant who will be involved in each task from implementation to completion, including their hours and costs (grant/in kind) incurred.

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2. The Contractor will research available resources (June 1996) both inside and outside the city for conducting energy and water audits. The Contractor will obtain copies of the DEQ Model Cities project to determine how activities can benefit or be integrated into the Milwaukie project. The Contractor will be prepared to address this DEQ program integration, audit findings and proposed resource plans at a (May 1996) meeting with the Metro grant manager referenced in point (3).
3. The Contractor will meet with City Department Heads (May 1996) to discuss the project and to encourage their support. The Contractor will schedule a meeting with the Metro grants manager to provide the facility audit results and the developed facility resource plans. These resource conservation plans will serve as a working document for the duration of the grant and will provide specific resource conservation actions that will be implemented during the grant award. Staff will be identified for each activity as well as the cost for each task both grant and in kind funding.
4. The Contractor will complete tasks according to the schedule in Attachment A. If mutually agreed upon, the schedule can be revised.
5. The Contractor and the Facility Maintenance Supervisor will work with haulers and employees at each city facility to gather baseline data on waste generation and recycling rates (June 1996). The Contractor, Consultant and City Facilities Maintenance Supervisor will conduct onsite audits in August 1996 for the following city facilities: City Hall, the Library, the Public Safety Building, and the Johnson Creek Facility.

C. Facility Resource Conservation Plan Components

1. **Water Conservation** Contractor will provide Metro with a list of proposed water efficient equipment to be purchased and installed at specific facilities. The City of Milwaukie proposal included the following water saving equipment for research and purchase:

- › Low-flow toilets and faucets
- › water saving irrigation systems

The Contractor, after product research, can provide Metro with an alternative product purchase list if more suitable recycled content products options are available.

2. **Energy Conservation.** Contractor will research and purchase, where feasible, low energy lighting fixtures and motion-sensitive lighting for designated conference rooms at each facility.
3. **Earth-Wise Construction.** Contractor will identify one construction project for each of the four facilities that will use recycled content products. The following products, if applicable to the specific facility, will be given priority for incorporation in the project: recycled content carpet, drywall, paint, art, and toilet partitions. The Contractor has the latitude to recommend to Metro alternative specific recycled content products for each site

Grant funds will be used to cover any expense incurred over the 5 percent price preference for recycled products over non-recycled products required by state law and the City of Milwaukie Ordinance

4. **Waste Reduction.** Contractor will implement waste prevention activities specific to the facility operation. The Contractor will implement waste prevention activities specific to each facility's

operations. These activities will be listed in the facility resource conservation plan. The following waste prevention activities are examples of the types of actions that could be incorporated into the facility's resource plan:

- Library: Computer system to log current and new acquisitions: books, tapes, etc. Double sided copies for all documents
- City Hall: Circulate a single document to staff rather than make multiple copies. Reduce multiple subscriptions for a periodical and route to staff. Update circulation lists to reduce undeliverable.
Reduce packaging by working with vendors to meet packaging specifications that minimize package size and density, reduce the number of composite packaging materials. use recycled content in packaging construction and use materials that can be recycled in the Portland metropolitan area.

- 5 **Recycling.** The Contractor will implement or expand recycling, based upon facility audit findings. Education training will be provided, as needed, for each facility. The project goal is to have one hundred percent employee participation in recycling. The hauler/recycling vendor(s) will be required to provide quarterly recycling level reports by material.
- 6 **Recycled Product Education and Procurement** The Contractor will provide recycled product training for City staff responsible for purchasing. Specifications favoring recycled product procurement will be integrated into City policies and bid documents to facilitate recycled product use in remodels, new construction, paper purchases, etc.

D Education/Promotion Programs

1. The Contractor will conduct a resource conservation training work shop at each of the four participating facilities. Staff impacted by any program component should have clear direction and the delegated level of authority to integrate changes within their areas of expertise.
2. Contractor will develop and integrate a new employee resource conservation orientation into current orientation activities. They will identify who will be providing this function during and after contract expiration.
3. Contractor will create and distribute resource conservation packets to employees at each of the four facilities, allocating an ample supply for future new employees. The packet will include:
 - a permanent travel mug
 - Relevant waste prevention education pieces that will be identified within the work plan for each facility
4. Contractor will develop and print employee resource conservation educational brochures (using recycled paper with post consumer content) that includes an endorsement from the City manager and/or council. They will distribute this piece at a kick-off event, training session or another appropriate event that will maximize the brochure's distribution.
5. Contractor will create posters for display in public areas to reach a greater audience and gain exposure for the City's resource conservation program.

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6. Contractor will write and publish articles for internal publication and community papers about the facility audits and the ongoing project in the Milwaukee pilot project.
7. Contractor shall acknowledge Metro's Peer Grant award and support on all printed materials promoting the City Resource Conservation project. All media releases, flyers, and articles shall be reviewed and approved by Metro prior to printing and distribution.

E. Institutionalize Resource Conservation Practices.

1. Contractor will prepare an Executive Order (May 1996) endorsed by the City Manager and Council to ensure top down support and sustainability for the project.

The Contractor should provide department heads with every opportunity to participate in the ongoing project.

2. The Contractor will modify city manuals, computer templates and policies to include text in Request for Proposals, Request for Bids, and other procurement bids/policies to ensure that all employees have the ability to apply policy, make decisions and utilize the changes that will occur as a result of this project.

Metro Written Reports and Meetings

1. Contractor will prepare monthly written project status reports and schedule monthly meetings with the Metro grant manager to discuss the report and fine tune the project as needed. The reports will include the following information:
 - › **Major Accomplishments.** Identify tasks and include staff participants/budgeting requirements from Metro, in kind and matching funds perspective.
 - › **Problems Encountered,** if any. Identify planned tasks not addressed for that month, briefly indicate reason for the delay.
 - › **Summary of Plans for Next Month and Designated staff Roles**
2. Develop cases studies for each of the sites. Each case study should include measurable results

What is recyclable?

How to prepare recycling

How to prepare and what not to recycle

Show how to prepare recyclables

Where to take other materials not accepted at complex

Space for locations of bins in complex

Pictures - What cannot be put in recycling

Be sure to clarify which materials in a category are recyclable and which are not :glass

bottles vs glass light bulb

Emphasize milk jugs, how to prepare cardboard, other recyclables



May 2, 1996

To: City Council

Fr: JoAnn Herrigel *JH*

Re: Council Packet Error

The materials I submitted to you for the Metro Conservation Project Grant resolution (Item B, under Other Business for the May 7 meeting) were a bit garbled at the end. Please replace pages circle 9 and 10 for item B with the attached pages 9 and 10.

Sorry for the mix up.

cc - Charlene Richards
Dan Bartlett
Pat DuVal ✓

9

- 6. Contractor will write and publish articles for internal publication and community papers about the facility audits and the ongoing project in the Milwaukie pilot project.
- 7. Contractor shall acknowledge Metro's Peer Grant award and support on all printed materials promoting the City Resource Conservation project. All media releases, flyers, and articles shall be reviewed and approved by Metro prior to printing and distribution.

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 - **Major Accomplishments.** Identify tasks and include staff participants/budgeting requirements from Metro, in kind and matching funds perspective.
 - **Problems Encountered, if any.** Identify planned tasks not addressed for that month, briefly indicate reason for the delay.
 - **Summary of Plans for Next Month and Designated staff Roles**
- 2. Develop cases studies for each of the sites. Each case study should include measurable results (i.e., changes in water and energy usage, reduction in waste collected for recycling or disposal) and accomplishments as well as a section on project transferability (i.e., how project activities can be implemented by other businesses and local governments).
- 3. Prepare a final report that includes the following project areas and attachments:
 - **Project Areas**
 - a) Introduction & Purpose
 - b) Project Participants
 - c) Project History and Methodology
 - Phase One. Site Implementation: City Hall, Library, Public Safety Building, Johnson Creek Facility
 - Phase Two. Promotion/education, media outreach & other promotional activities

- d) Project Results & Findings
- e) Recommendations for project transferability

• **Attachments**

- a) Four facility case studies
- b) Employee educational brochures, posters
- c) Sample employee resource conservation kit
- d) Newsletter articles, etc.
- e) Copies of project related policies such as recycled product procurement ordinances, etc.

Payment, Billing and Term.

Contractor shall provide services for a maximum price not to exceed FORTY THOUSAND, DOLLARS (\$40,000).

In the event Metro wishes for Contractor to provide services or materials after the maximum contract price has been reached, Contractor shall provide such services or materials pursuant to amendment at the same unit prices that Contractor utilized as of the date of this Agreement, and which Contractor utilizes to submit requests for payment pursuant to this Scope of Work Metro may, in its sole discretion and upon written notice to Contractor, extend the term of this contract for a period not to exceed 12 months. During such extended term all terms and conditions of this contract shall continue in full force and effect

Contractor shall receive TWENTY THOUSAND DOLLARS (\$20,000) in start-up funds upon execution of the agreement and submittal of an invoice. The remaining TWENTY THOUSAND DOLLARS (\$20,000) shall be paid in two equal payments of TEN THOUSAND DOLLARS (\$10,000) in December of 1996, and upon Metro approval of the final report. The maximum price includes all fees, costs and expenses of whatever nature. Contractor's billing statements will include an itemized statement of work done and expenses incurred during the billing period, and will be sent to Metro, Attention Regional Environmental Management Department. Metro will pay Contractor within 30 days of receipt of an approved billing statement.

GNA:hey
S:\SHARE\ARNONGAMILWK.IGA



MEMORANDUM

COMMUNITY DEVELOPMENT DEPARTMENT

May 7, 1996

To: Mayor and City Council

Through: Dan Bartlett, City Manager *Dan*

From: *MC* Maggie Collins, Community Development Director
DB Debbie Bischoff, Senior Transportation Planner

Subject: REGIONAL TRANSPORTATION PLAN UPDATE

Action Requested

It is requested that the City Council endorse the attached letter that will be sent to Metro. The letter provides the City of Milwaukie's comments on Chapter One of the Regional Transportation Plan update.

Background

On May 23, 1996, the Metro Council will hold a public hearing to entertain public testimony on Chapter One of the Regional Transportation Plan (RTP) Update. This chapter represents revised guiding principles and policy language for the RTP. Metro Council will consider adoption of this chapter on May 30th.

The Regional Transportation Plan is updated every three years. Phase I of the RTP update focused on bringing the plan into compliance with federal transportation, air quality, and disabilities Acts. This phase was completed in July 1995 with Metro Council adoption of an Interim Regional Transportation Plan. Phase II of the RTP which is underway, includes the revised Chapter One. It focuses on meeting state level transportation requirements and implementation of the 2040 Growth Concept.

Regional Transportation Plan Update

May 7, 1996

Page Two

Discussion

Milwaukie staff has been active with Phases I and II of the RTP update. Community Development staff is on two technical work teams: Bicycle and Street Design. In addition, the Community Development Director has provided continual input on the RTP update through participation on the Metro Transportation Policy Advisory Committee (TPAC).

Overall, staff finds that the revised Chapter One of the RTP to be well-written and comprehensive. The guiding principles and policy language contained in the April 19th draft, demonstrate the thoughtful attempt at creating a more balanced regional transportation system that implements State Transportation Planning Rule requirements and the 2040 Growth Concept.

In the attached letter to Metro, you can note that the City's comments are very minor in nature. We found that Chapter One principles and policies are consistent with Milwaukie's Draft Transportation System Plan (TSP). Also attached for your information, is the letter sent from Metro to the City commenting on our draft TSP. Metro staff acknowledged our plan's consistency with the RTP. And so, their comments on our draft TSP were also minor in nature.

attachments



DRAFT

May 7, 1996

Mr. Andy Cotugno
Metro Transportation Director
600 NE Grand Avenue
Portland, OR 97232

SUBJECT: REGIONAL TRANSPORTATION PLAN UPDATE - APRIL 19, 1996 DRAFT

Dear Mr. Cotugno:

The City of Milwaukie is pleased to submit the attached comments on the subject document. You and your staff are to be congratulated for an excellent update of the Regional Transportation Plan (RTP), Chapter One. This draft demonstrates a thoughtful and comprehensive attempt at implementing the State Transportation Planning Rule and the 2040 Growth Concept. The principles and policies contained in Chapter One should further a balanced regional transportation system that is better integrated with future land use development within the Urban Growth Boundary. We support the overall framework and guiding principles and policies of the first chapter.

Our attached comments are minor in nature and are meant to clarify specific text.

We appreciate the opportunity to review the Regional Transportation Plan, and look forward to working with your staff and reviewing the remainder of the plan update.

Should you have any questions on the City's comments, please contact Maggie Collins, Community Development Director, at 786-7651.

Sincerely,

Craig Lomnicki
Mayor

cc: City Council
Dan Bartlett
Maggie Collins

DB:rtpchltr.doc

**City of Milwaukie Comments on the
Regional Transportation Plan Update (4/19/96)**

1. In the forward section entitled "A new direction for Transportation", references to the Pedestrian and Bicycle systems should be re-evaluated in light of the terminology used adopted Oregon Bicycle and Pedestrian Plan: Replace "Pedestrian System" with "Walkway System" and "~~Bicycle~~ System" with "Bikeway System".
2. Page 1-9, System Goal 4, Objective 3: "Promote ~~alternative~~ non-automotive modes of travel that help meet air quality standards."
3. Page 1-11, Goal 1, Objective 2, second bullet: "be consistent with the regional motor vehicle, transit, freight, ~~bicycle~~ bikeway and ~~pedestrian~~ walkway system maps in Chapter 4 of this plan; and"
4. Page 1-13, Highways, last sentence: "Improved pedestrian crossings are located on overpasses and at same-grade intersections." Why is there not an option for grade level pedestrian crossings with the highway undergrade for separation? We think this option should be included.
5. Page 1-15, Urban Roads, second sentence: "Urban roads serve industrial areas, intermodal facilities and employment centers where buildings are rarely oriented toward the street." This statement should be reviewed and revised if necessary, based on the most recent changes to the Transportation Planning Rule. For employment centers and industrial areas located along major transit stops, building orientation may be required by local jurisdictions.
6. Page 1-17 - 1-19, Regional Street System Management: Transportation Demand Management should be included in this section as it is a means to Transportation System Management (TSM). See Glossary in this draft for definition of the TSM term. It includes TDM techniques as an approach to managing existing transportation facilities rather than expanding existing or building new roadways. A new objective should be created that includes TDM techniques as an approach to implementing TSM.
7. Page 1-22, Minor Arterials, second to last sentence in paragraph: "Minor arterials can serve as freight routes, providing both access and mobility." We recommend not assuming freight routes on all minor arterial streets, especially when minor arterials are located in residential areas.
8. Page 1-23, Collectors, second to last sentence in paragraph: "Some collectors are appropriate to ~~should~~ serve as freight access routes, providing local connections to the arterial network." Text change suggested for the same reason as 7. above.

**City of Milwaukie Comments on the
Regional Transportation Plan Update (4/19/96)**

9. Page 1-24, last sentence of second paragraph: “The overarching goal of the public transportation system within the context of the 2040 Growth Concept is to provide an appropriate level of access to regional activities ~~to~~ for everyone residing within the Urban Growth Boundary (UGB).” Why is mobility not an important factor as it relates to regional public transportation. The frequency and schedule of public transportation to regional activities is important if public transportation is to be encouraged and better utilized to these destinations.

10. Page 1-26, second sentence under Park-and-Ride: “Bicyclist and pedestrian ~~Bike and walk~~ access as well as ~~bike accommodations for~~ parking and storage accommodations for bicyclists are considered in the siting process of new park-and-ride facilities.”

11. Pages 1-27 - 1-28, Regional Public Transportation System Goals and Objectives: Consider adding the word services after the word “public transportation” for the objectives that relate to a full range or primary and/or secondary public transportation.

12. Page 1-28, Goal 4, Objective 2: “Continue to work with local jurisdictions to make public transportation stops and walkway approaches within one-quarter mile of stops accessible.”

13. Page 1-29, add Goal 7 with objectives that address encouraging use of public transportation.

14. Page 1-30, Regional Freight System Goals and Objectives, Goal 1, Objective 2: “Include the movement of freight when conducting multimodal transportation studies, when appropriate.” Multimodal transportation studies may occur in residential areas, for example, the City’s current Lake Road Area Multimodal Connections Plan, where freight routes do not exist. Therefore, freight movements may not be appropriate to be included in all multimodal studies.

15. Page 1-30, Goal 2, Objective 1: “Provide high-quality access between freight transportation corridors and the region’s intermodal facilities and industrial sanctuaries.” Please define what “high quality access” means.

16. Page 1-31, Goal 3, Objective 3: “Encourage efforts to provide flexible public funding for freight mobility investments.” Please define “flexible public funding”.

17. Page 1-32, title: Regional ~~Bicycle~~ Bikeways System

18. Page 1-32, Goal 2, Objective 4: “Develop travel-demand forecasting for bicycles use and integrate with regional transportation planning.”

**City of Milwaukee Comments on the
Regional Transportation Plan Update (4/19/96)**

19. Page 1-33, Goal 4, Objective 3: “Reduce the number of bicycle-related accidents in the region.”
20. Page 1-33, Goal 4, Objective 4: “Identify and improve high-frequency bicycle-related accident locations, as appropriate.”
21. Page 1-33, title: “Regional Pedestrian Program”, why is this a program and not a plan or system?
22. Page 1-33, first line of first paragraph and last sentence of second paragraph: Replace pedestrian with walkway. Again, see adopted Oregon Bicycle and Pedestrian Plan for terminology.
23. Page 1-34, Goal 1, Objective 2: “Improve pedestrian walkway networks serving those transit centers, stations and stops with high frequency transit service.”
24. Page 1-36, Goal 1: “Enhance mobility and support the use of alternative non-automotive transportation modes by improving regional accessibility to transit, carpooling, telecommuting, bicycling, and pedestrian walking options.”
25. Page 1-36, Goal 1, Objective 2: “Develop and encourage local access to Tri-Met’s regional carpool matching database.”
26. Page 1-36, Goal 2, Objective 2: “Support efforts to provide maximum allowable tax benefits and subsidies to users of alternative non-automotive modes of transportation.”
27. Page 1-37, Goal 4, Objective 2: “Provide TDM materials that outline available regional programs and services to the public and to all local jurisdictions in the region.”
28. Page 1-37, Goal 5: “Implement TDM support programs to make it more convenient for people to use alternative non-automotive modes for all trips throughout the region.”
29. Enhance Chapter 1 Glossary with appropriate terms from Oregon Bicycle and Pedestrian Plan.

Community Development Department
April 26, 1996



METRO

RECEIVED
MAR 28 1996
CITY OF MILWAUKIE
PLANNING DEPARTMENT

March 27, 1996

Debbie Bischoff
Senior Transportation Planner
City of Milwaukie
6101 SE Johnson Creek Boulevard
Milwaukie, OR 97206-0641

**Subject: Metro Transportation Department Staff Comments on November 30, 1995
Draft Milwaukie Transportation System Plan (TSP)**

Dear Debbie:

Thank you for the opportunity to comment on the draft Milwaukie Transportation System Plan. As you know, Metro is in the process of updating the Regional Transportation Plan (RTP). When this update process is completed, Metro will adopt new performance measures, refined policies and revised system elements. Milwaukie will need to refine its Transportation System Plan to be consistent with the updated RTP. Metro Transportation staff offer the following comments on the draft Milwaukie Transportation System Plan.

Overall, the draft Milwaukie Transportation System Plan (TSP) is consistent with the Regional Transportation Plan (existing and policies under development) and does an excellent job of identifying and defining improvements needed to the transportation system to serve the future needs of the city's residents and employees. The draft TSP describes needs, policies, and implementation strategies which integrate transportation and land use issues and seek to develop a balanced transportation system and reduce reliance on any one mode. We feel the chapters on walking and bicycling are particularly comprehensive in nature and go a long way toward meeting the goals of Oregon's Transportation Planning Rule.

On a general note, we recommend that the city look at how the document could be reorganized to make it less repetitive. In its current format, we found it somewhat hard to follow. For example, the walkways map seems to be reprinted in four or five different places, and the recommendation for removing dagmires (bumps separating motor vehicle traffic from bicycle/pedestrian traffic) on Linwood Avenue is mentioned in several different places. We also recommend prefacing the identification of each set of strategies by stating that the strategies are not necessarily mutually exclusive, i.e., that the city could implement a combination of them, as resources allow.

Debbie Bischoff
 Metro Transportation Department Staff Comments on Draft Milwaukie TSP
 March 27, 1996
 Page 2

Following are specific comments on the draft TSP. Again, congratulations on your hard work and a job well done. Metro transportation staff look forward to continuing to work with the City of Milwaukie on transportation and growth issues in the future.

CHAPTER 2: EXISTING CONDITIONS

Milwaukie's Transportation Plans, Policies and Standards (p. 3)

- Add a description of the city's street standards and how the TSP policies relate to or influence street standards.

Regional Plans (p. 5-)

Recommend modifying the first paragraph to read as follows:

"The City of Milwaukie is part of the Portland metropolitan region and is a jurisdictional member of the ~~Metropolitan Services District, known as Metro,~~ the regional government. Metro is responsible for the regional aspects of land use and transportation planning, among other programs. ~~In 1995, Metro has an approved adopted the Interim Federal Regional Transportation Plan (Federal RTP) adopted in June 1995 to meet federal requirements.~~ Metro ~~will begin~~ has begun a major RTP update designed to ~~view regional needs~~ implement the Region 2040 Growth Concept and to fully comply with state and federal requirements ~~beginning in the fall of 1995.~~"

Beginning with the second paragraph, add the year "1992" when referring to the RTP (i.e., 1992 RTP instead of RTP) so that it is clear that this is the version being discussed. Also, the planning horizon for the 1992 RTP was the year 2005, not 2015.

CHAPTER 3: WALKING

The emphasis on safety and access to schools in this chapter is excellent, as are the priority of access to transit and commercial areas. Will there be a pedestrian program contact who will handle citizen complaints about locations needing improvement (such as a traffic signal which does not allow a slower pedestrian sufficient time to cross a wide street)? How does the city plan to provide curb ramps (on existing sidewalks) to meet the standards of the Americans with Disabilities Act (ADA)?

State that the term "walking" should be interpreted to include those on foot as well as pedestrians using mobility aids, such as wheelchairs.

Debbie Bischoff
Metro Transportation Department Staff Comments on Draft Milwaukie TSP
March 27, 1996
Page 3

Walkway Network (p.1-)

Add downtown Milwaukie pedestrian district to the list of key walkway corridors in the table and text.

Criteria (p. 2)

Goal 2 - Add the words "and enhance" after "Maintain". Better and *more attractive* pedestrian facilities will encourage more frequent and longer walk trips. Pedestrians experience their environment very directly because they are close to it and move relatively slowly.

Strategies (p.2-)

See the comment under Criteria above. We suggest adding some discussion of the desired design (e.g., well-landscaped, with benches and appropriate lighting) of the pedestrian environment.

Pedestrian Facilities Maintenance (p. 9-)

The last two paragraphs under Strategies ("The City should also ensure that City-owned public places [such as?] provide proper pedestrian related facilities...") are not maintenance oriented and should be moved to the Action element.

Pedestrian Safety and Security (p. 11-)

Speeding by motorists is both an actual and a perceived threat to pedestrian safety, especially at street crossings. It should be mentioned here and in the bicycling section. The Pedestrian Safety section of the 1995 Oregon Bicycle and Pedestrian Plan has a good discussion of the consequences to pedestrians of speeding motorists. Engineering (e.g., traffic calming, lane narrowing), education and enforcement are potential strategies to encourage motorists to obey speed limits.

CHAPTER 4: BICYCLING

This chapter is very good and complements the goals of the Regional Bicycle Plan, including the emphasis on bicyclist safety. Are bicycle boulevards and shared roadway/wide outside lanes an option under "bikeways" and will there be city design and engineering guidelines?

Strategy 2: "Fill in Gaps Where Some Bikeways Exist" - Implementation (p. 3)

We think the first paragraph in the implementation section is mixing the language in ORS 366.514 (commonly referred to as the "Bicycle Bill") with the Transportation Planning Rule. Refer to the 1995 Oregon Bicycle and Pedestrian Plan for the specific text and ODOT's interpretation of these two state requirements.

Debbie Bischoff

Metro Transportation Department Staff Comments on Draft Milwaukie TSP

March 27, 1996

Page 4

Bicyclist Safety and Security (p. 11-)

Under second paragraph, suggest adding riding on wrong side of street or riding at night with no light to the list of examples of violations.

CHAPTER 6: AUTOMOBILES

In Table 6.1, add access control to the list of characteristics under adjacent land use. This could mean consolidation of driveways to reduce curb cuts, etc.

Metro and local jurisdictions will be evaluating the multi-modal transportation and land use functions of the regional street network as part of the process to update the Regional Transportation Plan. As a result of this process, Metro may recommend changes to the designs of highways and some arterial streets in the Milwaukie area in order to balance the transportation needs of multiple modes and implement the 2040 Growth Concept. The street system criteria on page 26 closely complement RTP policies currently being developed.

Transportation Demand Management (p. 30-)

The Transportation Planning Rule requires the Portland metropolitan area (not necessarily each city and county) to reduce per capita vehicle miles of travel and per capita parking spaces by ten percent over the next twenty years. The Regional Transportation Plan will identify the contribution each local jurisdiction or area will need to make towards the regional requirement, and each local jurisdiction, in its local TSP, should identify the local strategies it will employ to achieve that share. This language should also be reflected in the second paragraph and TDM and parking sections of Chapter 8.

CHAPTER 8: GOALS, OBJECTIVES AND POLICIES

Walking - Goal 1, Objective #2 (p. 2)

Suggest modifying policy #1 to give priority to pedestrian improvements which improve access to the frequent destinations of young children, including schools, parks, community centers and libraries.

In policy #4, add parks and multi-use trails to the list of pedestrian destinations.

Transit - Goal 1 (p. 12)

Suggest modifying goal 1 to read: "Work with Tri-Met to provide ~~Ensure that Tri-Met provides~~ local citizens with a convenient..."

Goal 1, Objective #1 (p. 12)

Suggested modifications to policies:

Debbie Bischoff
Metro Transportation Department Staff Comments on Draft Milwaukie TSP
March 27, 1996
Page 5

1. The city will continue to require that new development along transit routes provide transit and passenger related amenities through the Transportation Planning Review process.
3. The city will coordinate with Tri-Met to provide benches, bus shelters, bicycle parking, and other passenger amenities at transit facilities..."
4. The city will work participate with Tri-Met and Clackamas County to implement the provisions of ADA ~~assist relevant public agencies with the provisions of special needs transportation.~~

Streets - Goal #, Objective #1 (p. 16)

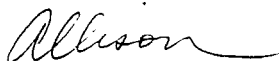
The goal and objective statements refer to multi-modal streets, but the policy 1 text does not cover pedestrian and bicycle movement.

CHAPTER 9: PLAN IMPLEMENTATION

The criteria in Table 9.8 are very good and complement the policies under development in the Regional Transportation Plan. The reference to vehicle miles of travel reduction should include the words "per capita".

Again, thank you for the opportunity to comment on Milwaukie's draft TSP.

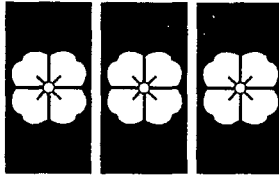
Sincerely,



Allison Dobbins
Associate Transportation Planner

cc: Mike Hoglund
Tom Kloster

CITY OF



MILWAUKIE

27,923.49

MEMORANDUM

TO: Mayor and City Council

THRU: Dan Bartlett, City Manager *Dan*
Dave Wheaton, Public Works Director *Dave*
Greg Drechsler, City Engineer *Greg*

FROM: Ruthanne Bennett, Civil Engineering Assistant

RE: Tri-Met Transit Center Project 1996

DATE: April 26, 1996

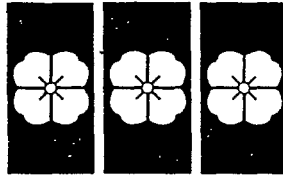
RECOMMENDATION/ACTION REQUESTED

At the May 7th Council meeting we will be requesting that Council authorize the City Manager to sign a contract with the lowest qualified responsive bidder for the Tri-Met Transit Center Project of 1996.

BACKGROUND

The City Council authorized the City Manager to sign a modification to Intergovernmental Agreement No. 84-717 with Tri-County Metropolitan Transportation District of Oregon (Tri-Met) for pavement repair along S.E. 21st Avenue between S.E. Jackson and Monroe Streets. A copy of the memo from that City Council meeting is attached and provides additional information on the project. Advertising was done as required. Five bids were received on April 11, 1996 for opening at 2:00pm at the Johnson Creek Facility. The bid summary of all bids including the engineer's estimate is attached. Public Works has verified the bidders extensions. The City will provide 30% of the construction cost and Tri-Met will provide 70% of the cost.

CITY OF



MILWAUKIE

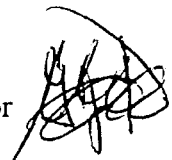
MEMORANDUM

October 27, 1995

COPY

TO: Mayor and City Council

THRU: Dan R. Bartlett, City Manager

FROM: Gregory J. Drechsler, Acting Public Works Director 

SUBJECT: Modification to Intergovernmental Agreement No. 84-717 with Tri-Met

Recommendation/Action Requested

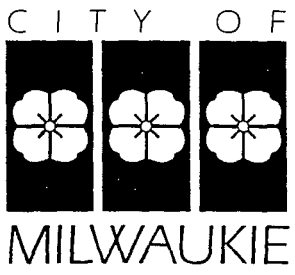
Authorize the City Manager to sign a modification to Intergovernmental Agreement (IGA) No. 84-717 with Tri-County Metropolitan Transportation District of Oregon (Tri-Met) for pavement repair along SE 21st Avenue between SE Jackson and SE Monroe.

Background/Discussion

The City and Tri-Met have identified a serious pavement failure on 21st Ave between SE Jackson and SE Monroe and have been negotiating a cooperative solution for the repairs. Tri-Met has developed a set of specification for the necessary repairs and submitted them to the City for review. Tri-Met has estimated the cost of the repairs to be approximately \$39,000. A sliding scale was developed to share the cost of repairs between Tri-Met and the City. The City will provide 30% of the construction cost not to exceed \$12,000 and Tri-Met will provide 70% of the cost not to exceed \$27,000. If the bids price exceeds the estimated \$39,000 Tri-Met and the City will share the cost as defined in the proposed agreement modification. See attached DRAFT for more details.

The City will provide all contracting and construction management services for the project. A joint final inspection will be held with Tri-Met and the City.

TRIMET TRANSIT CENTER PROJECT 1996															
Contractor:		Engineer's Estimate				Bighaus P & E Inc.		Gelco Construction Co.		All Concrete Specialties		Lanter Brothers Inc.		Berning Construction	
Item #	Item of Work	Estimated Quantity	Unit	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	Mobilization	1	LS	\$5,000.00	\$5,000.00	\$750.00	\$750.00	\$2,400.00	\$2,400.00	\$2,370.00	\$2,370.00	\$3,000.00	\$3,000.00	\$4,700.00	\$4,700.00
2	Traffic Control	1	LS	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,700.00	\$1,700.00	\$1,040.00	\$1,040.00	\$1,000.00	\$1,000.00	\$1,940.00	\$1,940.00
3	Excavation	120	CY	\$65.00	\$7,800.00	\$22.00	\$2,640.00	\$32.00	\$3,840.00	\$26.65	\$3,198.00	\$20.00	\$2,400.00	\$30.00	\$3,600.00
4	Subgrade Geotextile	277	SY	\$2.00	\$554.00	\$1.81	\$500.00	\$1.50	\$415.50	\$1.20	\$332.40	\$3.00	\$831.00	\$4.00	\$1,108.00
5	Sawcutting	190	LF	\$2.50	\$475.00	\$6.21	\$1,180.00	\$2.00	\$380.00	\$1.90	\$361.00	\$4.00	\$760.00	\$2.00	\$380.00
6	PCC Concrete Pavement - 9"	213	SY	\$45.00	\$9,585.00	\$43.90	\$9,350.00	\$45.50	\$9,691.50	\$56.00	\$11,928.00	\$65.72	\$13,998.36	\$62.00	\$13,206.00
7	PCC Transition Slab	64	SY	\$35.00	\$2,240.00	\$39.84	\$2,550.00	\$21.00	\$1,344.00	\$56.00	\$3,584.00	\$65.72	\$4,206.08	\$36.00	\$2,304.00
8	3/4"-0" Aggregate Base - 6" Depth	277	SY	\$10.00	\$2,770.00	\$7.22	\$2,000.00	\$9.00	\$2,493.00	\$6.50	\$1,800.50	\$3.10	\$858.70	\$7.00	\$1,939.00
9	Erosion	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$130.00	\$130.00	\$300.00	\$300.00	\$600.00	\$600.00	\$300.00	\$300.00
10	AC Pavement - Class C	64	SY	\$20.00	\$1,280.00	\$20.00	\$1,280.00	\$22.00	\$1,408.00	\$28.00	\$1,792.00	\$13.00	\$832.00	\$21.00	\$1,344.00
TOTAL					\$35,204.00		\$22,750.00		\$23,802.00		\$26,705.90		\$28,486.14		\$30,821.00



*** M E M O R A N D U M ***
April 29, 1996

To: Mayor and City Council
 From: Dan Bartlett, City Manager *Dan*
 Re: Public Safety Building Remodel

Action Requested

Authorize staff to work with architects to implement option #1, with possible minor modifications, to remodel the Public Safety Building Lobby area and move records, crime analysis/DARE office for a total project cost not to exceed \$43,670.

Background

The Public Safety Building, Capital Projects Fund has a current balance of \$165,107. Current projects are expected to take \$24,469, leaving a year-ending balance of \$140,638. Three significant projects remain to be completed. These are: the communications treatment for \$64,127; the CAD system agreement for about \$43,005; and the remodel project for \$43,670. These projects are for a total \$150,802. The difference of \$10,164 will need to be made up from savings within each project or from the operating budgets of police and fire.

Since July 1995, staff have been reviewing security and room utilization of the Public Safety Building. Chief Olsen had worked with building staff and the architects to develop several proposals to improve space utilization in the building. Based on this, document managers met on November 30, 1995, to provide direction to the architects on further defining the options and developing a total package for close-out of the Capital Projects Fund. These three projects were determined to be the most important issues to address (see summary memo).

Considering the architect's analysis, I recommend that staff be authorized to bid a project involving item 1 on the attached April 18, 1996, memo from Chief Collier and Ella Gossett, Dispatch Supervisor. I have estimated the project cost based on the two cost sheets totaling \$35,700, architect's fees at \$4,000, and a contingency of \$3,970.

cc: File
cm975/hd

2



Memorandum

To: Dan Bartlett, City Manager
Through: Brent Collier, Chief of Police *BC*
From: *EG* Ella Gossett, Dispatch Supervisor
Date: April 18, 1996
Subject: PSB Lobby Remodel

Listed below are three price quotes for the Public Safety Building Lobby remodel. Price quote amounts have been rounded off and do not include architect fees.

1. \$35,700 See map and price quote sheet attached. This amount includes moving receptionist desk, moving records and crime analysis/DARE officer, extending Chief of Police office, moving delivery clerk to new location, moving Jill to new office and making Jill's old office the new photocopy/mail room.
2. \$31,700 All of the above less extending Chief of Police office and moving Jill/photocopy room.
3. \$12,500 Securing/moving (enlarging/enclosing) receptionist desk only. Not moving records/crime analysis/DARE officer.

Let me know if there is anything else you need or if you have any questions.

MACKENZIE/SAITO & ASSOCIATES, P.C.

Architecture Planning Interior Design

503/224-9570 FAX 503/228-1285

3

MACKENZIE ENGINEERING INCORPORATED

Civil Structural Transportation

503/224-9560 503/228-1285

0690 S.W. Bancroft Street

P.O. Box 69039

Portland, Oregon 97201-0039

FAX COVER SHEET

Date: March 13, 1996

Project Number: 295591

Please deliver the following pages immediately to:

Company: **City of Milwaukie Police Department**

Attention: **Ella Gossett**

FAX: 786-7426

Project Name: **MPSB Lobby Remodel**

From: **Jeff Welch**

As we discussed, the attached pages are the cost estimate for the current plan. They are slightly generous but should cover the work anticipated at a quality level matching the original construction.

If you have any question, please call.

Handwritten note in a box:
Jeff Welch
from 3-29-96
4-8-96

Total Number of Pages (including this cover sheet): ³

If you did not receive all pages, please call our Records Department.

ORIGINAL WILL /WILL NOT FOLLOW BY MAIL.

CONFIDENTIALITY NOTICE: The information contained in this facsimile transmission is confidential and is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, this serves as notification that any reading, disclosure, copying, distribution, or the taking of any action in reliance on the contents of this communication is strictly prohibited. If this transmission was received in error, immediately notify us at 503/224-9570 to arrange for return of the original facsimile.

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Sender

WP Department

4

Milwaukee Public Safety Building

Old Records Area Remodel Cost Estimate

Description	Quantity	Unit	Cost	Unit	Subtotal
Demolition					
Desk	0	EA	\$500	EA	\$0
Walls	0	LF	\$15	LF	\$0
Ceiling	0	SF	\$2	SF	\$0
Doors	0	EA	\$100	EA	\$0
Door Opening	0	EA	\$1,000	EA	\$0
Misc.	1	EA	\$400	EA	\$400
Demolition Subtotal					\$400
New Construction					
Walls	10	LF	\$40	LF	\$400
Ceiling	0	SF	\$4	SF	\$0
Flooring	0	SY	\$30	SY	\$0
Doors	1	EA	\$500	EA	\$500
Casework	0	LF	\$150	LF	\$0
Counter (finish like existing)	0	LF	\$100	LF	\$0
Electrical / Lighting	1	EA	\$500	EA	\$500
Controls	0	EA	\$600	EA	\$0
Patch and Paint	1	EA	\$250	EA	\$250
Wall Guard	8	LF	\$30	LF	\$240
Paneling	0	LF	\$50	LF	\$0
Telephone	0	EA	\$250	EA	\$0
New Construction Subtotal					\$1,890
Subtotal					\$2,290
Safety					
BP Glass @ Vestibule	0	SF	\$80	SF	\$0
BP Liner at Casework - Lobby Side	0	EA	\$1,811	EA	\$0
BP Liner at Casework - Exterior Side	0	EA	\$2,835	EA	\$0
BP Liner at Casework - Vestibule Side	0	EA	\$1,418	EA	\$0
BP Liner at Veneer Plaster Wall in Lobby	0	EA	\$810	EA	\$0
Safety Subtotal					\$0
Total					\$2,290
Contractor's Overhead and Profit @ 10%					\$229
Bond @ 1%					\$23
Design and estimating contingency @ 15%					\$344
Grand Total					\$2,885

92,885

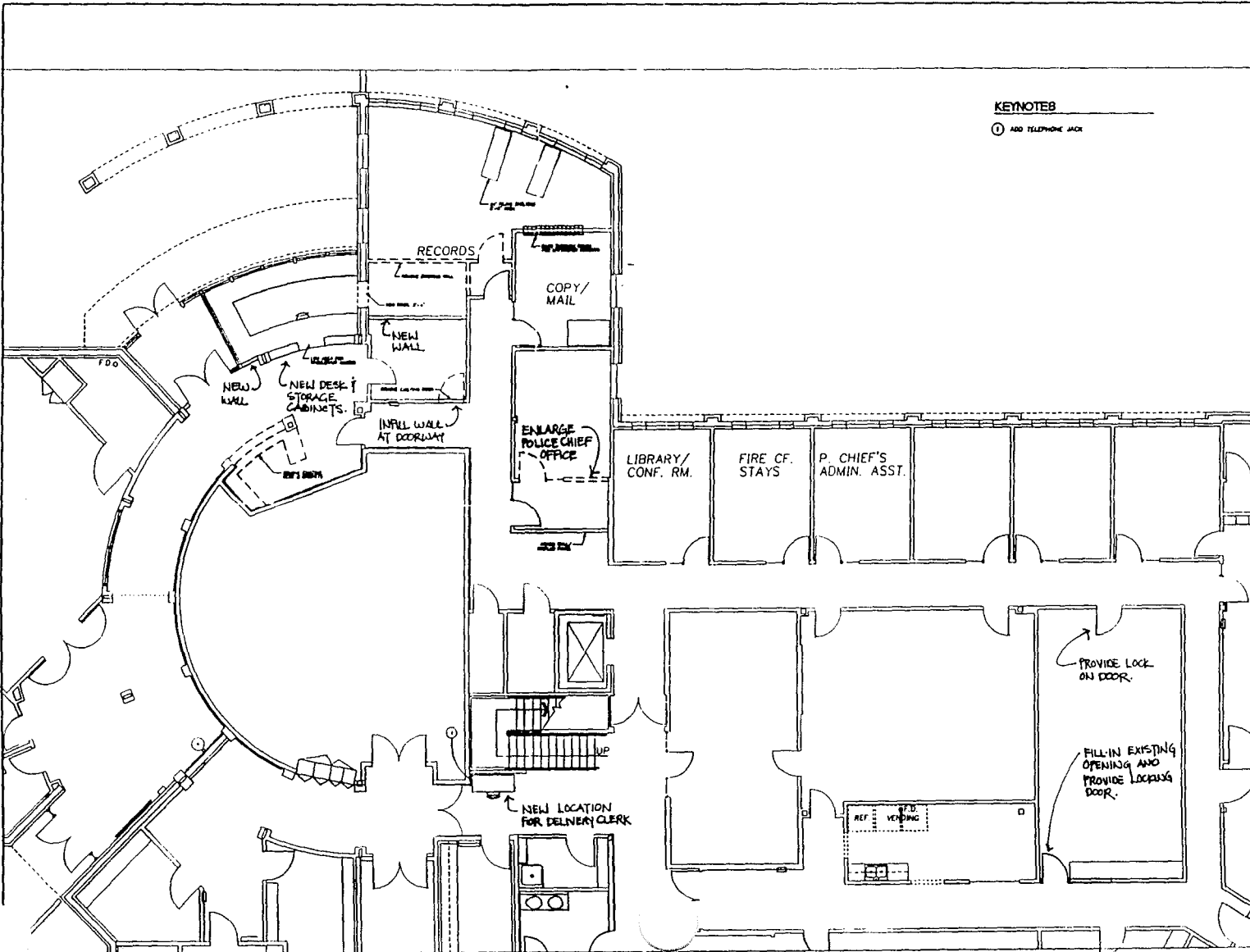
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Milwaukee Public Safety Building

Entry Lobby Remodel Cost Estimate

	Quantity	Unit	Cost	Unit	Subtotal
Demolition					
Desk	1	EA	\$500	EA	\$500
Walls	28	LF	\$15	LF	\$420
Ceiling	692	SF	\$2	SF	\$1,384
Doors	3	EA	\$100	EA	\$300
Door Opening	1	EA	\$1,000	EA	\$1,000
Misc.	1	EA	\$400	EA	\$400
Demolition Subtotal					\$4,004
New Construction					
Walls	54	LF	\$40	LF	\$2,160
Ceiling	692	SF	\$4	SF	\$2,768
Flooring	97	SY	\$30	GY	\$2,907
Doors	4	EA	\$500	EA	\$2,000
Casework	40	LF	\$150	LF	\$6,000
Counter (finish like existing)	12	LF	\$100	LF	\$1,200
Electrical / Lighting	1	EA	\$2,500	EA	\$2,500
Controls	1	EA	\$800	EA	\$800
Patch and Paint	1	EA	\$1,000	EA	\$1,000
Wall Guard	0	LF	\$30	LF	\$0
Paneling	18	LF	\$50	LF	\$900
Telephone	5	EA	\$250	EA	\$1,250
New Construction Subtotal					\$22,935
Subtotal					\$26,939
Safety					
BP Glass @ Vestibule	0	SF	\$80	SF	\$0
BP Liner at Casework - Lobby Side	0	EA	\$1,811	EA	\$0
BP Liner at Casework - Exterior Side	0	EA	\$2,835	EA	\$0
BP Liner at Casework - Vestibule Side	0	EA	\$1,418	EA	\$0
BP Liner at Veneer Plaster Wall in Lobby	0	EA	\$810	EA	\$0
Safety Subtotal					\$0
Total					\$26,939
Contractor's Overhead and Profit @ 10%					\$2,804
Bond @ 1%					\$280
Design and estimating contingency @ 15%					\$3,906
Grand Total					\$32,809

32,809



KEYNOTES

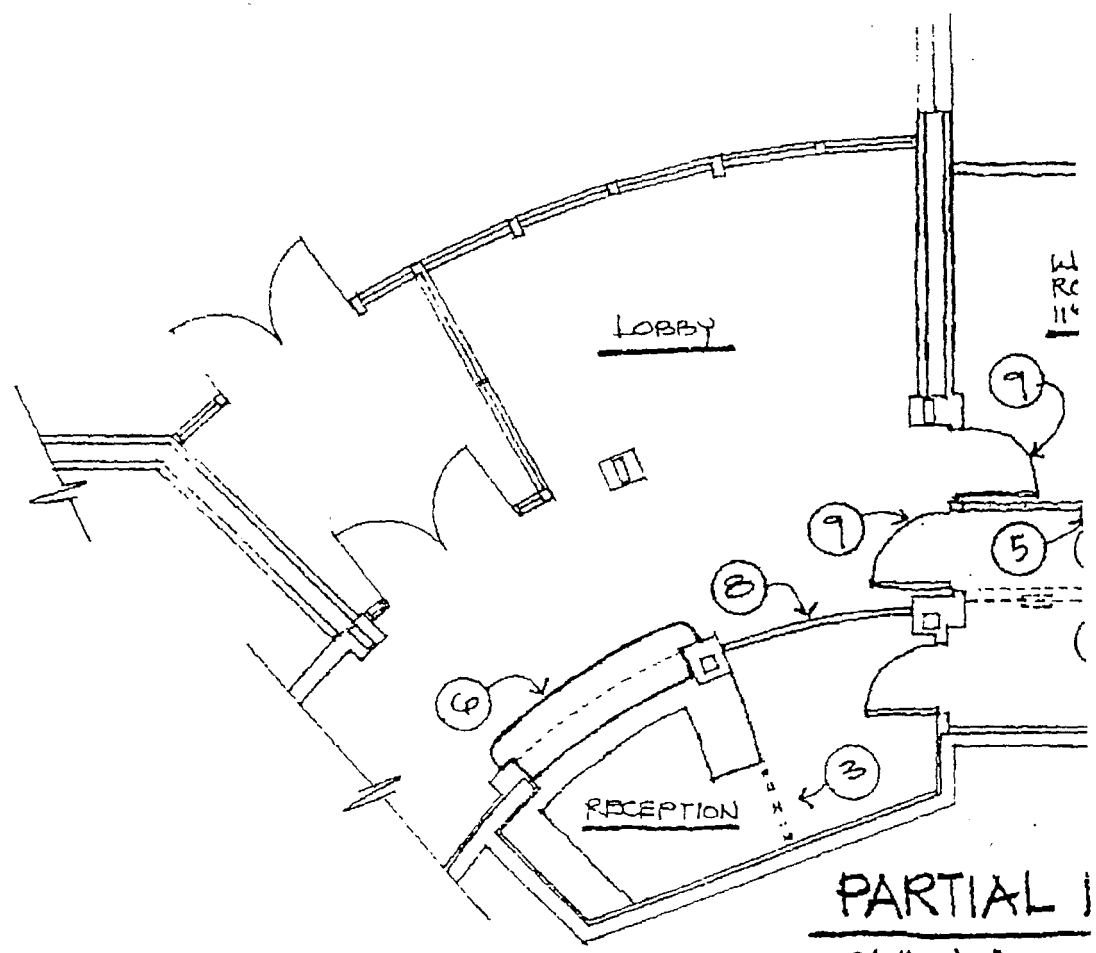
- ① ADD TELEPHONE JACK

MACKENZIE/SATO & ASSOCIATES, P.C.
 3000 W. Wisconsin Ave., 7th Floor
 Milwaukee, WI 53233-1112
 Phone: (414) 371-1112 Fax: (414) 371-1112

MILWAUKEE PUBLIC SAFETY BUILDING ALTERATIONS TO LOBBY & RECORDS

DATE: 10/15/98
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT NO: 98-001

7



MACKENZIE/SAITO & ASSOCIATES, P.C.
OREGON (503) 254-9570 WASHINGTON (206) 451-1005
MACKENZIE ENGINEERING INCORPORATED
CALIFORNIA (916) 211-9900 WASHINGTON (206) 501-1531



Memorandum

To: Dan B.
 From: *Ella* Ella
 Date: November 30, 1995
 Subject: Notes from Meeting on PSB Room Utilization Project

VISION

1. Customer Service
2. Imaging/Wireless Communications
3. "ONE-STOP SHOPPING"
4. Changing the Way We Do Business

ISSUES

1. Safety
2. Contingency Money (list of items)
3. Costs (ESTIMATES)
 - 45,000 Building Treatment
 - 30,000 Redesign for PSB
 - 75,000 CAD
 - 8,500 Projection System - CMR
 - Dispatch Service Expansion

CITY COUNCIL

1. Wants total package (CMO to go to council with a package/receive necessary authorization to proceed)
2. When will PSB be done?

ARCHITECT (Set up a meeting with Jeff - Dan Olsen will advise when and where)

1. Professional looking entryway (not fortress like)
2. How do we keep a soft interview room?
3. Fairly open (2 - 3 people visible)
4. Open office type look
5. Have architect open a file

OTHER

1. What is our objective?
2. Customer friendly
3. Solve long-range problems
4. Apply COPS goals
5. Doors (instead of chain link pull down thing in hallway)

CC: Brent Collier, Dan Olsen

*Dan B - 11-30-95
 Our mtg. today
 was great -
 Thanks to you!
 I know you don't
 hear it often -
 but you were
 appreciated.
 E/2
 Thank you for your support*

See Summary 9
of 11/30 meeting
from Ella

*** MEMORANDUM ***

TO: Dan R. Bartlett, City Manager
FR: Dan Olsen, Fire Chief
DT: 14 August, 1995
CC: Brent Collier, Police Chief
Ella Gossett, Dispatch/Records Supervisor
RE: PSB "Punch List"
Operational Issues Group
Item F-8 "Room Utilization"
Meeting with Architects

PUBLIC SAFETY BUILDING

ROOM UTILIZATION

(Areas Impacted)

RECEPTION/LOBBY

"SOFT" INTERVIEW ROOM

POLICE CHIEF ADMINISTRATIVE ASSISTANT AREA

RECORDS AREA

CRIME PREVENTION OFFICE

QUESTION

Should the Records Area and Crime Prevention Office be flip-flopped in order to provide better work flow and improved work area for the members of the Police Department records/clerical staff?

FACTORS TO CONSIDER

- *CUSTOMER SERVICE*
- *IMAGE OF LOBBY AREA TO CITIZENS*
- *WORK FLOW FOR OFFICE STAFF*
- *SAFETY/SECURITY*
- *CUSTOMER ACCESS TO RECORDS*
- *POLICE OFFICER INTERVIEW AREA FOR CITIZENS/VICTIMS*

**MEETING WITH ARCHITECTS
07 AUGUST, 1995
JEFF REEVES, JEFF WELCH and DAN OLSEN**

Six ideas were presented to the Architects for discussion:

(Ideas are attached for the purpose of clarification)

- Idea "A": utilize "soft" interview room for records area; open area between interview room and crime prevention.
- Idea "B": extend counter at reception area; add wall between reception desk and door into secured area.
- Idea "C": realign reception area; open waiting area into office space.
- Idea "D": realign reception area; similar to "C" with different counter area.
- Idea "E": extend counter at reception area; add glass door for entry into waiting area.
- Idea "F": totally remove all walls of "soft" interview room and open area for records.

Architects discussed ideas and future impacts:

- Removal of Police Captain Officer in order to gain square footage for the records storage/office staff work area; future space needs if the position is filled. Copy/mail room could be relocated to existing records area. Need to consider where wall in existing records area would be constructed to allow for future space needs if relocation occurred.
- Need for the "soft" interview room.
- Improved level of safety and security for receptionist without changing the professional and customer service-oriented image of lobby area.
- Police Chief Administrative Assistant work (outside of Police Chief Office) area and function.
- Need for modifications in moving crime prevention into old records area.
- Traffic flow from Patrol area (Squad Room) to Records area.
- Modifications to walls, doorway and ceiling grid.
- Cost estimates based on square footage involved would be in the \$20,000 to \$25,000 plus range.

Architects to provide preliminary drawing and cost estimate for best solution considering all the factors. Drawing and cost estimate to be provided to City Manager and Police Chief for discussion. City Manager to evaluate and make presentation to City Council with recommendation.

COMMENTS

I offer these comments for your consideration and discussion.

This particular issue of room utilization appears to involve four separate components:

- 1. Receptionist Area
- 2. Police Chief Administrative Assistant Work Area
- 3. "Soft" Interview Room
- 4. Records-Crime Prevention Relocation

1. Receptionist Area

The Receptionist area has become more a work area/customer service point of contact as opposed to a reception/telephone switchboard area. Given the volume of clients which come into the PSB, record/confidential material open on the work space, computer screen with sensitive information, future cash register to be installed and the separation from the rest of the staff, it would seem prudent to take passive and non-obstrusive measures to improve the level of safety to the receptionist.

Two measures which could be taken without changing the image of the lobby area would be:

- a. extending the receptionist counter outward 12"-24" which would provide a slightly increased separation distance which would prevent persons from leaning over into the receptionist's work area and beyond arm's reach;
- b. providing a wall which would prevent persons from coming around into the receptionist work area from behind. This could also allow the area to be better utilized for work organization including the relocating the copy machine (from the "soft" interview room) into this area and keeping the cash register out of normal sight from the public area.

I would recommend these modifications be considered for implementation.

2. Police Chief Administrative Assistant Work Area

Currently, this space is a "gathering" spot and "clutter collector". The architects pointed out that if this area were enclosed with walls, it would provide a better

utilization of space and allow the Administrative Assistant to have a private work space without interruptions from the normal office traffic pattern.

I would recommend this modification be considered for implementation.

3. "Soft" Interview Room

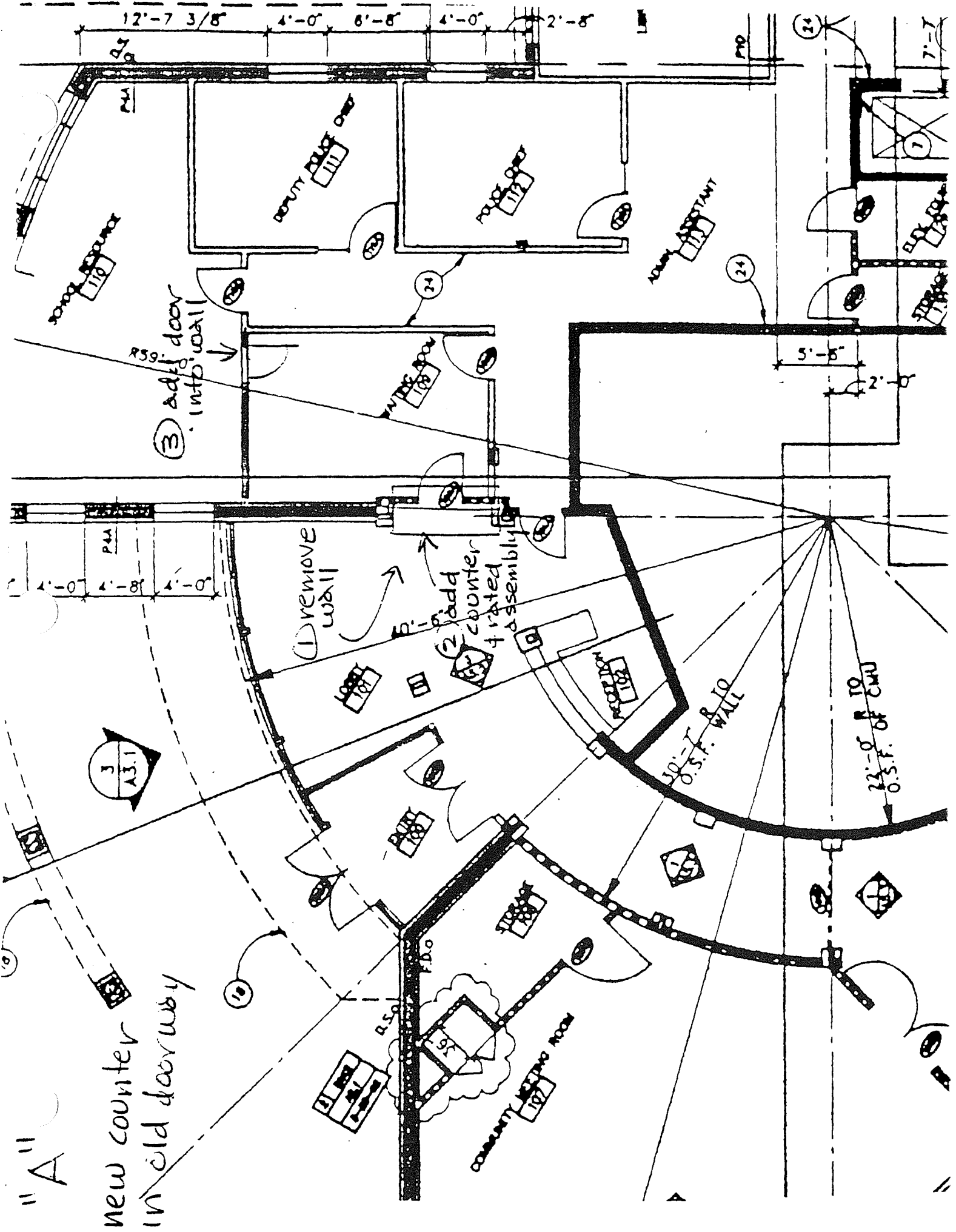
The "Soft" Interview Room has a variety of uses. It does seem that the room is larger that is actually needed. Further, if eliminated, where would police officers then take individuals in the building to conduct these interview? In conjunction with Comment "1, the architects pointed out that the interview room could be retained (and slightly smaller) and still allow for an entry door to the interview room and a separate entry door to the "secured area" and hallway (as it is now) by easily moving one wall.

I would recommend this modification be considered for implementation.

4. Records-Crime Prevention Relocation

All factors considered, I question how the work flow could be significantly improved by flip-flopping records and crime prevention. In addition, there are addition impacts which could arise in the future.

I strongly recommend that this relocation not be considered for implementation. I would be happy to discuss my recommendation in more detail if anyone wishes to do so.



"A"

new counter
in old doorway

1 remove wall

2 add counter & rated assembly

3 Add door into wall

3 A3.1

30'-7" O.S.F. WALL

24'-0" O.S.F. WALL

12'-7 3/8" 4'-0" 6'-8" 4'-0" 2'-8"

24

7'-7"

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F.D.O.

R.S.O.

56

COMMUNITY CENTER ROOM

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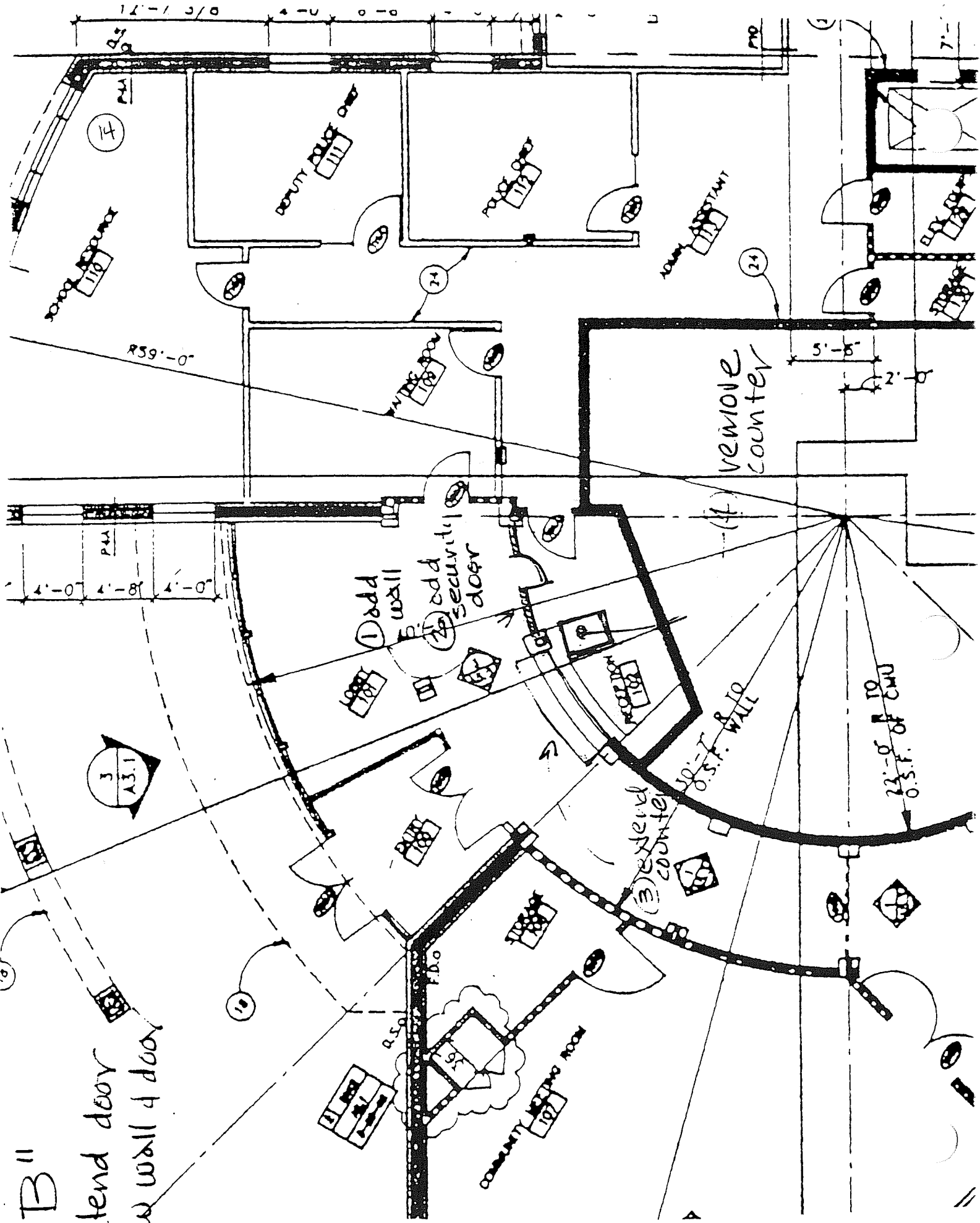
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"B"

extend door

new wall & door

REMOVE COUNTER

extend counter

1 add wall

2 add security door

22'-0" O.S.F. of CMU

30'-7" O.S.F. WALL

R59'-0"

3 A3.1

4'-0" 4'-8" 4'-0"

COMMUNITY MEETING ROOM

F.D.O.

R.50

5'-5"

2'-0"

(4)

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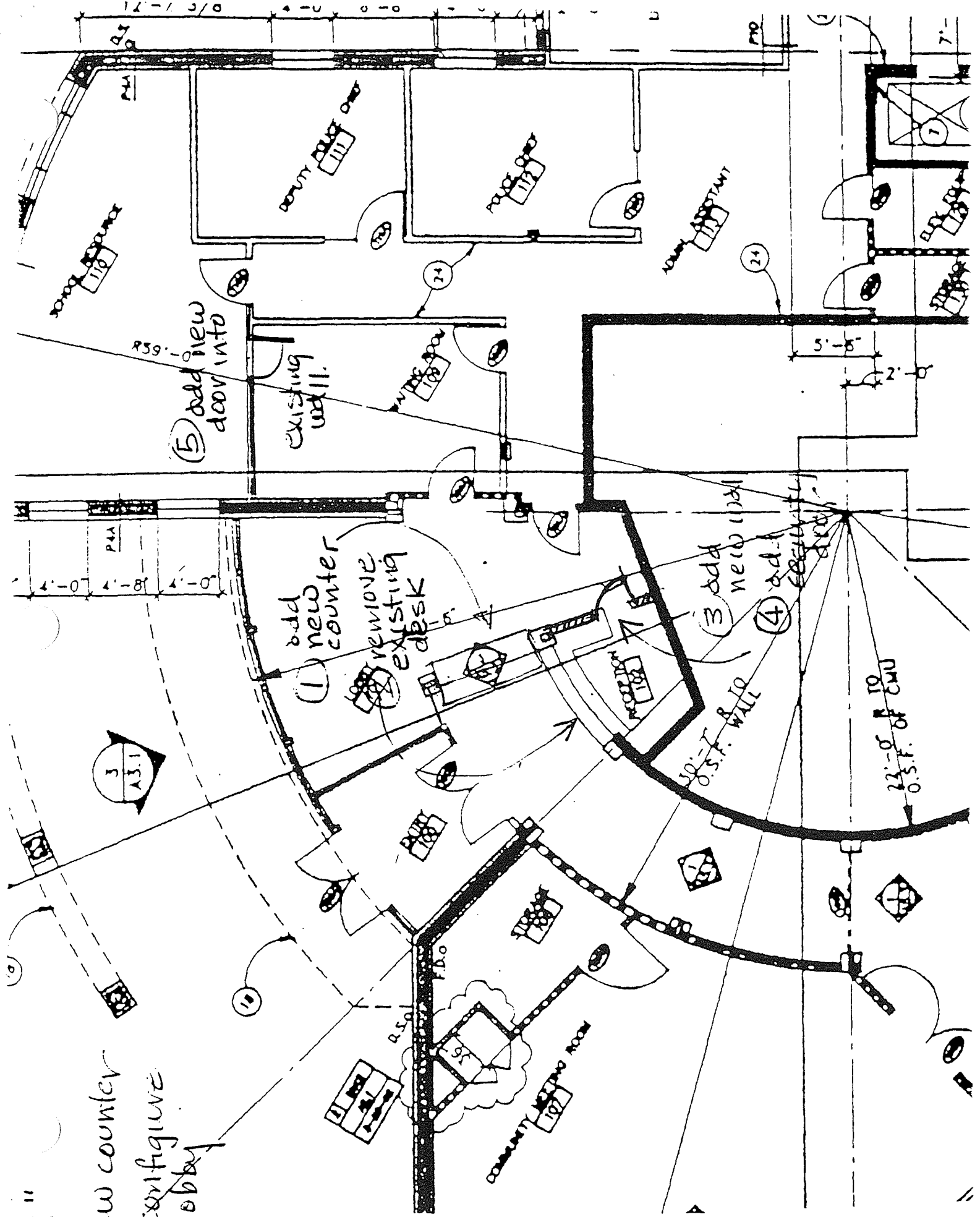
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new counter
reconfigure
lobby

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AS.1

(5) add new door into existing wall.

(1) add new counter
(2) remove existing desk

(3) add new wall
(4) add security

23'-0" O.S.F. of CHU

30'-0" O.S.F. WALL

R59'

P44

12'-1 3/8

(24)

5'-6"

2'-0"

7'-0"

R50'

9'-0"

COMMUNITY MEETING ROOM

RESTROOM

DUTY FREE

DUTY FREE

DUTY ASSISTANT

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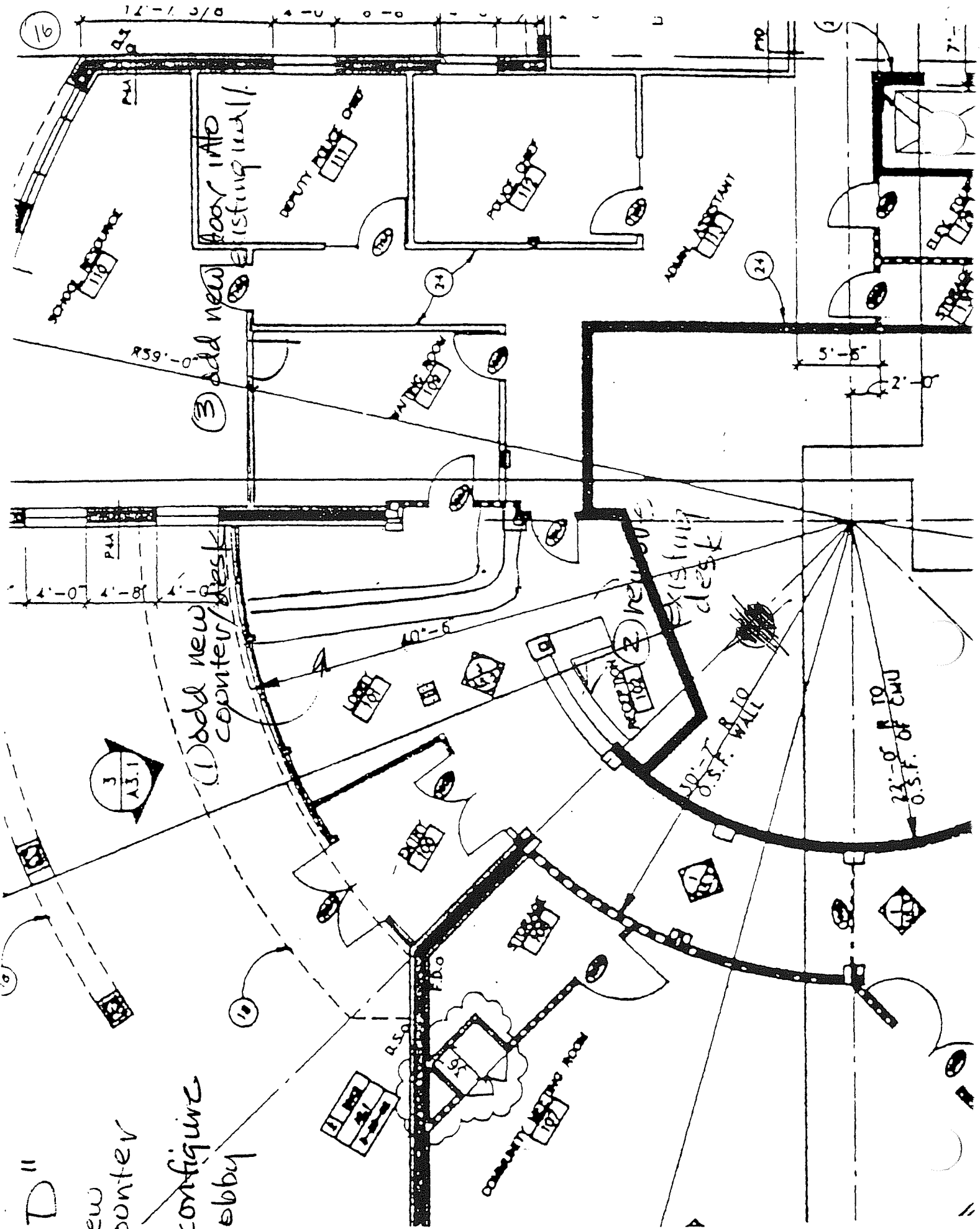
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"D"

new counter

reconfigure lobby



(1) add new counter/desk

(3) add new door into existing wall

(2) remove existing desk

AS.11

COMMUNITY MEETING ROOM

COMMUNITY MEETING ROOM

30'-0" O.S.F. R. TO EXIST. WALL

22'-0" O.S.F. OF CMU

R59'-0"

5'-5"

2'-0"

16

1

7

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10

R50

F.D.O.

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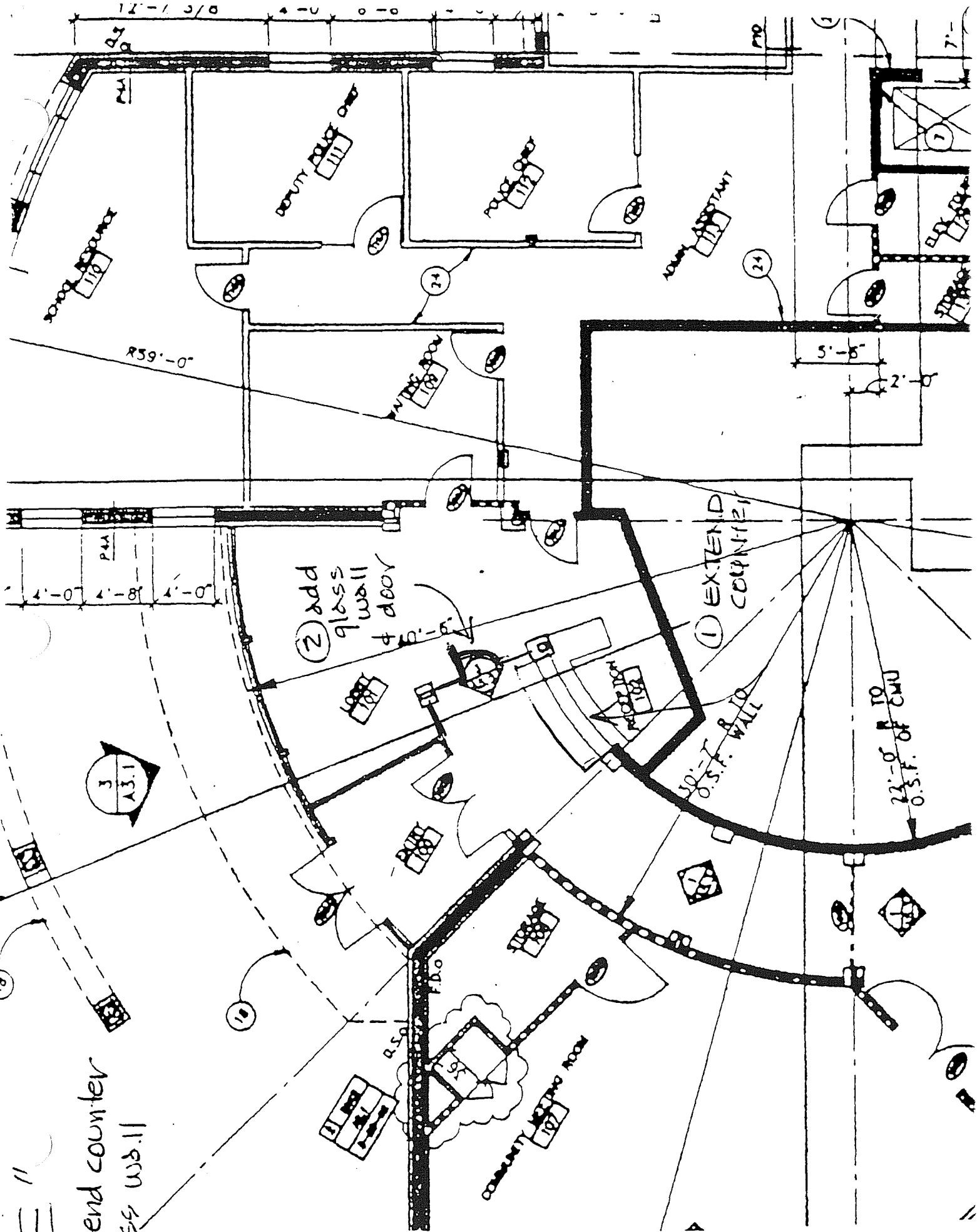
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1" = 11'
 extend counter
 glass wall

2 add
 glass
 wall
 & door

1 EXTEND
 COUNTER

10'-7"
 O.S.F. WALL

23'-0"
 O.S.F. TO
 CMU

R39'-0"

12'-1 3/8

DEPUTY DEPUTY
 111

POLICE
 112

NON-ASSISTANT
 113

DEPUTY
 114

DEPUTY
 115

DEPUTY
 116

DEPUTY
 117

DEPUTY
 118

COMMUNITY MEETING ROOM
 119

95

R50'

3
 A3.1

10

24

24

DEPUTY
 118

5'-6"

2'-0"

4'-0" 4'-8" 4'-0"

P44

7'-"

7

DEPUTY
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DEPUTY
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DEPUTY
 134

PUBLIC SAFETY BUILDING

18 July 1995

Room Utilization

<i>Records Area Utilization</i>	<i>Multi-Discipline Solving</i>
<i>Improved location/access to Lobby area</i>	<i>Team</i>
<i>Archive Capacity/location/load distribution</i>	<i>(Ella, Jill, Susan, Pat Duval</i>
<i>Improve security for receptionist</i>	<i>Steve, Craig)</i>

Factors To Consider

- *Work areas separated (files/reception)*
Disrupts work flow
Removes one person from others
- *Provide improved access to documents/records*
- *Provide more secure access to computer(rollaway table)/confidential information*
- *Provide improved customer access (from lobby area) to records/clerk*
- *Provide improved safety for receptionist*
- *Hi-Security proposal no longer an option for discussion*

Budget

- *Cost of providing opening in masonry wall*
- *Cost of counter/work station/raised floor*
- *Cost of relocating interior wall*
- *Cost of moving files*
- *Cost of relocating computers/phones*
- *Cost of walls/doors*

Options

- *A. Status quo - no change*
- *B. Move Records and Crime Prevention (Flip flop)*
- *If B C. Provide window counter in lobby area*
- *If B D. Provide door and desk/counter area*
- *E. Electronic Kiosk with linkage to City Hall and JCB*

Recommendation

- *Option B & D*



MEMORANDUM
April 25, 1996

To: Mayor Lomnicki and Milwaukie City Council
Through: Dan Bartlett, City Manager *[Signature]*
From: Brent W. Collier, Chief of Police

Subject: PSB Radio/Cellular Phone/Pager Extender System

Recommended Action:

It is requested that the Milwaukie City Council authorize an expenditure of \$64,127 for the completion of the radiax Radio Extender System at the Public Safety Building.

Background:

The PSB design incorporates materials such as metal, which inhibit the reception of radio, cellular phone and pager signals. It is imperative that all communication systems operate efficiently at the Public Safety Building (PSB).

This issue can be resolved through Radio Extender System technology. Bid proposals were submitted for the Radio Extender System from (1) Clackamas Communications and (2) ATT Wireless. Clackamas Communications submitted a proposal for both the cellular and 800/900 MHz (radio and pager) systems. ATT Wireless submitted a proposal for only the cellular system. They did not bid the 800/900 MHz system.

We contracted with Schema Systems Inc. to review the bid proposals. You may recall that Schema Systems Inc. is the firm that is currently working with CREG for the County-wide radio system project. I have attached a copy of the Schema Systems Inc. bid proposal review for your information.

The proposal by Clackamas Communications Inc. will resolve PSB radio, cellular and pager systems issues. The proposal by ATT Wireless will only resolve the cellular system issue. Schema Systems Inc. recommends that the City proceed with an award to Clackamas Communications Inc. for the radiax Radio Extender System, as proposed under Option 2. We support this recommendation.

2

MEMORANDUM

TO: Dan Bartlett, City Manager

THRU: Dave Wheaton, Public Works Director *DW*

FROM: Kelly Somers, Fleet/Facility Manager *Kelly*

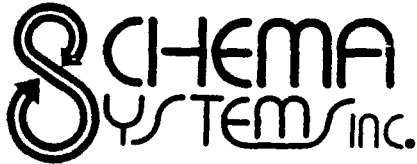
DATE: March 21, 1996

RE: PSB radio and cell phone extender system bid results

Please find attached the letter of recommendation for the bid award of the Radio Extender System Project from our consultant Jerry Campbell of System Systems, Inc. We had only one bidder on part one of the bid for the 800 mhz radio trunking and 900 mhz paging system and two bids on Part two of the bid for the cellular phone extender system.

Please let me know if I can get any additional information that would aid in your decision in making the award.

*Council memo to Council
Kelly of Brent
Dehena report
- Why buying
- what we did for competitive bid
- reason -*



Offices in:
Los Angeles
Hawaii
Boston

March 15, 1996

Kelly Somers
Public Works Department
City of Milwaukie
6101 SE Johnson Creek Blvd
Milwaukie, OR 97206

RECEIVED

MAR 19 1996

PUBLIC WORKS

Dear Kelly:

I have reviewed the bid proposals for the extender systems from (1) Clackamas Communications and (2) ATT Wireless and have the following comments.

Technical Proposals

Clackamas Communications submitted a proposal for both the cellular and 800/900 MHZ systems. In their proposal, they provided two price quotes. One for a heliax tapped antenna system and the second for an alternate system using radiax (radiating or leaky) cable. The alternate or optional proposal was permissible under Section 1.1, paragraph number 6.

ATT Wireless submitted a proposal for only the cellular system using the heliax tapped antenna arrangement. They did not bid the 800/900 MHZ system.

Both bidders met the basic intent of the technical specifications for the extender units with Clackamas proposing the specified TX/RX bi-directional amplifier (BDA) for the 800 MHZ two-way radio system, the PageThru uni-directional amplifier (UDA) for the 900 MHZ paging system and an Andrews ACE BDA for the cellular system. ATT Wireless, bidding only the cellular system, proposed a Prism Plus BDA.

While there was some slight variations in types or models offered, both bidders met the technical intent of appurtenances and hardware, including cable, splitters, connectors, antennas, etc.

However, ATT Wireless did not propose any type of backup power system for the cellular BDA stating that the Prism Plus operated only from an AC power source. Yet, their included specifications sheet on the Prism Plus list optional power requirements of 115 VAC, 230 VAC, and 24 VDC. The specifications called for either A/C or 24 DC. They could or should have proposed either an AC unit with UPS backup or a 24 DC unit with a battery/charging system. Instead, they suggested that the BDA could be plugged into any existing UPS.

ATT Wireless also did not include the installation of the exterior pickup antenna, as called for in the specifications, but instead, assumed that it would be provided by ATT but mounted by the City in a location of its choosing that would provide an obstructed path toward the donor cell site.

Conversely, Clackamas Communications did propose a backup system for all units - a DC battery backup system for the 800 MHZ BDA and the 900 MHZ UDA and UPS backup for the cellular system. They also proposed full installation of all equipment and appurtenances.

Cost Proposals (See attached spreadsheet)

The Clackamas Communications proposal included costs for two options, as shown on the spread sheet. One was for a heliax tapped antenna cable system and the second for a radiax cable system. In checking the prices quotes for each system under each option, the totals did not add up to the final bid price. The actual total for option 1 came to \$73,353.00, wherein the quoted total was \$69,013.00 for a difference of \$4,340.00. The actual total for option 2 amounted to \$68,557.00 and the quoted amount was 64,127.00, for a difference of \$4,430.00.

A telephone call to Mr. Paul Gittins, Assistant Zone Manager, clarified the differences in the amounts. Mr. Gittins indicated that the quoted bid prices were discounted prices based on a combined award of both the 800/900 MHZ and cellular systems to Clackamas Communications, rather than the two systems being split between bidders. Section 1, paragraph 5, indicates the desire of the City to have a single contractor furnish and install all extender systems as a single turnkey project.

ATT Wireless submitted a bid price of \$30,993.75 for the cellular system and did not bid the 800/900 MHZ system.

Summary

It would appear from the Clackamas Communications discounted price for Option 1 that their actual cellular cost would be less than that quoted by ATT Wireless. Assume that the \$4,340.00 discount in Option 1 is divided between the 800/900 MHZ and the cellular systems. This would amount to \$ 2,170 for each system. Subtracting the 2,170.00 from the Option 1 cellular quote of \$32,237.00 would make the discounted cost \$30,076.00, which is less than the ATT Wireless quote of \$30,993.75.

Clearly, the Clackamas Communications quote for the cellular system in Option 2 radiax system is less than the ATT Wireless bid, even before the discount.

Handwritten notes: 23 d 92110, 10 PC, 2 CC, 923-11659

Recommendation

Clackamas Communications stated in their proposal that the alternative bid for the radiax cable system would result in a net savings of approximately \$5,000.00 (actual \$4,796.00) over the heliax system. This is apparently due to the differences in cost between the heliax and radiax plenum rated cable, the latter being about one-half the cost.

Both the heliax tapped antenna and the radiax systems have been effectively used in numerous locations throughout the country and we have no objection to the use of radiax cable for the Public Safety Building.

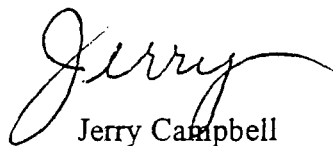
Therefore, if the city budget permits, it is recommended that Clackamas Communications be awarded a contract to furnish and install both the 800/900 MHZ and the cellular extender systems proposed in Option 2 of their proposal as a single project.

However, telephone conversations with you and Craig Stensrud indicate that the total bid price may exceed the allocated amount for the extender systems. If such is the case, it is recommended that the cellular system extender system be excluded for now and that the City proceed with an award to Clackamas Communications for the 800/900 MHZ radiax extender system, as proposed under Option 2.

However, if the City elects to install only the 800/900 MHZ system, the discount price in the Clackamas Communications proposal may not apply for the single system in Option 2, since the total bid price was based on an award for both systems. (i.e., pulling the cable for both systems at the same time, etc.) However, a telephone conversation with Mr. Gittins indicates a possibility of working out some cost reductions on a single system award. I suggest you contact him regarding this subject.

I will be in Boston on business from March 18 through 20. If you have questions or need to contact me, call 909/795-1855 and leave a message and I will return your call as quickly as possible.

Sincerely,


Jerry Campbell

BJC:ec

cc: Glen Marin, President
System Systems, Inc.

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EXTENDER SYSTEM BID COST COMPARISON

CLACKAMAS COMMUNICATIONS				
Option 1		Option 2		Difference
Heliax Tapped Antenna System		Radiax (Radiating) Cable System		Option 1 & 2
Cellular System	\$ 32,237.00	Cellular System	\$ 29,704.00	\$ (2,533.00)
800/900 MHz System	\$ 41,116.00	800/900 Mhz System	\$ 38,853.00	\$ (2,263.00)
Actual Total - Both Systems	\$ 73,353.00	Actual Total - Both Systems	\$ 68,557.00	\$ (4,796.00)
Award Both Discount	\$ (4,340.00)	Award Both Discount	\$ (4,430.00)	
Bid Price Submitted	\$ 69,013.00	Bid Price Submitted	\$ 64,127.00	\$ (4,886.00)
ATT WIRELESS				
Cellular System, Heliax tapped antenna system				
Bid Price Submitted	\$ 30,993.75	No Bid		

**Clackamas
Communications
Inc.**

4700 SE International Way
Milwaukie, Oregon
97222

February 29, 1996

City of Milwaukie, RADIO EXTENDER SYSTEMS PROJECT

Dear Sirs:

Enclosed you will find our bid package for the Milwaukie Radio Extender Systems Project. In this bid we have specified all components to either meet or exceed those recommended in the request for bid form. We would also like to offer some possible options which may prove to be more cost effective.

Specifically we would like to suggest the use of Radiax radiating cable instead of the tapped antenna approach mentioned in the bid request. The reason we suggest the Radiax cable is because we find that the Radiax cable can be obtained for about 1/2 the price of the Heliacx cable. Our numbers show that this can result in a net savings to the City of approximately \$5000.00.

There are other technical difference between the Heliacx system and the Radiax system, however we believe that either type of system will serve the City very well. For this reason our bid includes figures for either option. We have included the costs for systems based on either type of system and each system as a stand alone project as well.

Those figures are again outlined in this letter.

Cellular Enhancement system	800 Mhz / 900 paging	Combined System
Heliacx System \$32,237.00	\$41,116.00	\$69,013.00
Radiacx System \$29,704.00	\$38,853.00	\$64,127.00

We have presented these figures as an option. We are ready and willing to provide and install whichever type of system the city prefers.

Sincerely,

Paul D. Gittins,
Assistant Zone Manager

Dennis Greenwell,
Zone Manager

BID SHEET

NOTE: Bidders may bid on one or both systems. The bidder must include a complete model number and a technical specification brochure (including pictures and/or other documentation which fully describe the item) for any and all items which are bid or be subject to rejection. The bidder shall also provide in this bid the basic system calculations in a form same or similar to those preliminary calculations contained in this RFB.

- 1. Bid for the 800 MHZ trunking /
900 MHZ paging system complete. Lump Sum Bid \$ 41,116.00
 - 2. Bid for the cellular telephone
service system complete. Lump Sum Bid \$ 32,237.00
- Total bid \$ 69,013.00

The undersigned agrees, if awarded the Contract, they will comply with the provisions of the Contract Documents.

NAME OF FIRM Clackamas Communications, Inc.

ADDRESS 4700 S.E. International Way
Milwaukie, OR 97222

TELEPHONE # (503) 659-1240

BY * _____

If Corporation, Attest *Andrew L. Day*
~~Secretary of Corporation~~
President

(SEAL)

* If bid is by partnership, one of the partners must sign

**City of Milwaukie
Public Works**

**Attn.: Kelly Somers
RE: RADIO EXTENDER SYSTEMS PROJECT**

Dear Mr. Somers;

I would like to clarify a portion of a bid proposal I recently submitted. Apparently I caused some confusion in the method in which I added the combined system proposals together. As you have no doubt noticed, the figures do not add up. The reason this is so is because I factored a combined installation discount into the total bid price.

The prices of \$32,237 plus \$41,116 add up to a total of \$73,353 on the Heliac system and the Radiac system adds \$29,704 and \$38,853 for a total of \$68,557. The Heliac system installation combined price reflects a discount of \$4,340 and the Radiac system combined installation has a built in discount of \$4,430. I found that by doing both installations at the same time I could reduce the overall labor cost for both the cable installation and the system optimization. It is for this reason the lower than expected combined system prices are shown. The discounted prices for the combined systems are based on the premise that we do the entire system at the same time.

I apologize for any misunderstanding I may have caused. It would have been more prudent for me to include a brief note to this effect in the original bid proposal and thus avoid any possible confusion. My intent however was to provide a high quality system for the City and at the same time save money where possible.

Thank you for your time and understanding,

**Paul Gittins
Clackamas Communications
Milwaukie, Oregon
(503)-659-1240
(503)-659-8625 (fax)**



*** MEMORANDUM ***

April 30, 1996

To: Mayor and City Council
From: Dan Bartlett, City Manager *Dan*
Re: A Whole New Way of Being Government

Action Requested

Authorize the City Manager to enter into a personal services contract with World Class Management, Inc., to pursue Teamwork and Quality Customer Service Goals for an amount not to exceed \$5,000 per month over a twelve-month period.

Background

This memo is about change. It is about pulling together several separate City initiatives into an organized project that helps Milwaukie define: "A Whole New Way of Being Government." It is about taking the next step to improving our ability to meet the City Vision and Mission:

"to maintain Milwaukie as a good place to live and work, which is clean, safe, responsive and provides quality services."

The Arrangement Letter (attachment #1) describes a "breakthrough planning" process and implementation plan to "support putting in place the leadership, systems, processes and structures to achieve the City Council's major objectives." World Class was chosen based upon a request for qualifications process. Four consultants were provided the proposal package. Responses were received from: Axis Performance Advisors, Inc.; Kent Layden Solutions; Boyle and Associates; and World Class. Interviews were conducted with those consultants who had not previously worked with the City. All responses were compared to the City's needs for the Teamwork and Quality Customer Service Project. World Class was determined to be the firm which would best leverage the City's prior organizational development efforts and tie that in with the technology projects in the 1996-1998 two-year budget proposal. Staff met with World Class representatives who then prepared the Arrangement Letter. If approved, we will convert this letter into a standard personal service contract.

World Class will help many city employees tie together:

- past training efforts (attachment #2, City of Milwaukie, Training);
- the Teamwork and Quality Customer Service Action Plan (attachment #2);
- the Imaging Project (attachment #3, Effective Use of Imaging); and
- result in Milwaukie moving toward "A Whole New Way of Being Government" (attachment #4, The City of Mercer Island: Organizational Change).

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

2

Memo: A Whole New Way of Being Government
Page 2

These efforts are expected to help us become more responsive to our citizens' needs and solve many of the problems identified at the Neighborhood Leaders Summit (attachment #5, Kent Layden, April 11, 1996, Memo).

This effort will help us address the comment in the Effective Use of Imaging: "government managers are realizing that imaging is much more than a high-tech filing cabinet. Used strategically, it helps tame the paper chase, freeing government agencies to better serve their constituents." Tied together these projects will help Milwaukie employees improve their service to our neighborhoods.

cc: File
cm976/hd

WORLD CLASS MANAGEMENT, INC.

March 13, 1996

Mr. Dan R. Bartlett
City Manager
CITY OF MILWAUKIE
City Hall
10722 S.E. Main Street
Milwaukie, Oregon 97222

Re: Arrangement Letter

Dan:

We very much enjoyed our meeting with you and Charlene last Wednesday. As we said, we are impressed with what you have accomplished. We see a clear and exciting match between where the City is and our capability. We look forward to much shared success.

This arrangement recommends a general course of action, which of course, may be altered from slightly to significantly along the way by mutual consent. Because we are in this early stage, there is still much to be learned on both sides. As a result, specific, detailed solutions seem inappropriate and presumptuous. Some things do, however, seem quite clear.

We are very willing to negotiate any of the direction set forth in this arrangement letter.

SCOPE

This agreement covers working together to support the City, its leadership, the steering team and its improvement teams in pursuit of its Teamwork and Quality Customer Service goals. We will work together to create a detailed plan to ensure achievement of your critical objectives.

TIME FRAME

This arrangement covers 12 months, from April 1996 through March of 1997.

PROCESS

We intend to follow the course of action described on the attached Hoshin plan. The timelines defined are intended to be approximate.

In addition to providing methods and tools, we will provide facilitation, coaching and consulting to support achievement of the overall objective.

INVESTMENT

Our retainer will be \$5,000 per month. Retainers are billed at the beginning of each month. Basic materials and services are provided within the retainer. When breakthrough and functional teams are formed, each team member is required to have a **World Class Teams: A Guide to High Performance** book, unless they have already been trained in some other methodology. These are billed at \$99 each. We offer attractive quantity discounts.

It is possible that the scope of plans developed by your team may require support from us that exceeds our anticipated level of support. Should this happen, we respectfully reserve the right to sit down with you and re-negotiate our fee. What is hard for us to anticipate at this point (we simply do not have enough data yet) is the quantity of teams and the amount of support each needs. We have some clients on similar plans where a monthly retainer of \$7,500 to \$10,000 is needed to meet the required support. It is much easier to predict the amount of effort it will take to work with the steering team.

VALUE ADDED

- Consensus among the steering team on the organizations' direction and what it must be good at to achieve it.
- Development of a Management System Map and Measurement System that ensures the right things are being worked on, and gains are being achieved and managed.
- Clear system for prioritizing the use of resources based on goals.
- Initial steps taken to clearly shift the management system to one that is focused on the customer, clearly understood and causes sharp focus and disciplined processes.
- Agreement on a set of Team Covenants to strengthen the steering team.
- Completion of breakthrough teams that successfully solve a significant city problem or achieve success in the pursuit of a major opportunity.
- Launch, coaching and support of functional teams.
- Development of team leadership and facilitation skills.
- Coordination of other trainers or consultants used within the scope of the work we are doing.

CUSTOMER SATISFACTION

World Class Management, Inc. is totally committed to value-added Customer Satisfaction. This means we stand behind what we do and, if at any time you believe you have received value less than our fee, we would not want you to pay us — and we put that commitment in writing on every one of our invoices. This proposal is a working agreement, not a contract — meaning that if for some reason this process does not meet your or our needs, we are both free to cancel it.

The nature of this stage of implementation is that the actual amount of focus on any particular area may vary significantly from our original intent by mutual consent. This

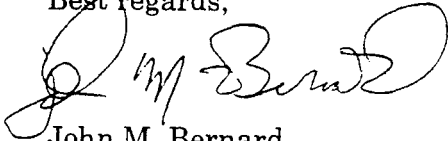
5

plan describes an anticipated plan of action. As we proceed with the Hoshin Planning process, we will be working together to plan how best to accomplish this work.

Assuming this arrangement aligns with your expectations, please sign below, return one original to us, and keep the other for your records. The next step is scheduling our work together. If you have any other questions, changes, ideas or issues before we proceed, please give me a call and we'll get together to address them.

We are strongly committed to the success of your efforts. The team at World Class Management looks forward to working with you, Charlene and the City's team.

Best regards,



John M. Bernard
Executive Vice President

ACKNOWLEDGED & ACCEPTED	
_____	_____
Dan R. Bartlett City of Milwaukee	Date

**City of Milwaukee
BREAKTHROUGH PLANNING TABLE**

Prepared By: World Class Management, Inc.	Date: March 14, 1996	Fiscal Year: 1996-97	Entity: City of Milwaukee	Location/Department: Office of the City Manager
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Situation:
The City of Milwaukee has been on a journey of growth and development for the past six years. It has conducted considerable training in areas including Problem Solving, Customer Service, Communication Skills, Coaching, Performance Expectations and Management, Leadership Effectiveness, Supervisory Training and other topics. Numerous initiatives within the city, including such things as improvement teams and a formal customer service feedback system, have been successful in creating a climate of cooperation and increasing trust. The City Manager has a vision of moving people's identity further and further away from the task (i.e. "I am a sewer worker") and closer to the Customer (i.e. "I serve the citizens of Milwaukee"). The City has used some outside consulting help and developed internal capability to support the teams -- although the limited amount of internal capability is viewed as an obstacle to expanded efforts. It has formed a steering committee to guide improvement efforts. The steering team needs a framework under which to guide the City's improvement efforts. It has clear direction from the City Council in terms of what needs to get done. City Council has created a set of values to guide behavior, although the values have not yet been specifically deployed. The City's leadership focus today is the improvement of Teamwork at all levels and a strong commitment to Quality Customer Service. What it needs is a clear means of providing context, direction and feedback to gain the greatest advantage from their efforts to best serve the citizens of Milwaukee.

Objective	No.	Strategy (Owner)	Performance Measure
Support putting in place the leadership, systems, processes and structures to achieve City Council's major objectives.	1.0	Drive development and installation of the organization's management systems.	Performance to agreed-upon dates; Performance of new systems against targeted levels.
Target/Goal			
Achievement of major agreed-upon plan milestones to within +/- 30 days; Overall customer satisfaction ≥ 4 on a 5-point scale.	2.0 3.0 4.0	Support development of the organization's most critical processes through breakthrough and functional teams. Develop the City's leadership and facilitation capabilities and capacities. Coordinate related consulting.	Satisfaction with quality and quantity of support to the teams. Leadership performance against baseline 360 degree feedback. Satisfaction with coordination efforts.

**IMPLEMENTATION
PLAN: Management System**

Prepared By:		World Class Management, Inc.	Date:	3/14/96	Fiscal Year:	1996-97	Entity:	City of Milwaukie	Location/Dept:		Office of the City Manager					
Strategy	No.	Implementation Item	Resp. Person	FY '96			FY '97					Remarks				
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov		Dec	Jan	Feb	Mar
1.0 Drive development and installation of the organization's management system.	1.1	Ensure alignment around mission, vision and values.														
	1.2	Agree upon three-year overarching goals.														
	1.3	Identify the critical processes.														
	1.4	Design a disciplined business planning system.														
	1.5	Develop the steering team's planning skills and discipline.														
	1.6	Create a living plan and plan review process.														
	1.7	Design the business measurement system.														
	1.8	Define the measures.														
	1.9	Install the measures.														
	1.10	Develop a Review Process.														

**IMPLEMENTATION
PLAN: CriticalProcesses**

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Prepared By: World Class Management, Inc.		Date: 3/14/96	Fiscal Year: 1996-97	Entity: City of Milwaukie			Location/Dept: Office of the City Manager									
Strategy	No.	Implementation Item	Resp. Person	FY '96			FY '97			Remarks						
				Apr	May	Jun	Jul	Aug	Sep		Oct	Nov	Dec	Jan	Feb	Mar
2.0 Support development of the organization's most critical processes through breakthrough and functional teams.	2.1	Prioritize critical processes.														
	2.2	Assign owners.														
	2.3	Divide critical processes into continuous and breakthrough improvements.														
	2.4	Charter, launch and complete breakthrough teams.														
	2.5	Launch continuous improvement teams.														
	2.6	Conduct post mortem for all breakthrough efforts; improve processes to increase success of next round of teams.														

**IMPLEMENTATION
PLAN: Leadership Facilitation**

Prepared By: World Class Management, Inc.		Date: 3/14/96	Fiscal Year: 1996-97		Entity: City of Milwaukie			Location/Dept: Office of the City Manager								
Strategy	No.	Implementation Item	Resp. Person	FY '96					FY '97					Remarks		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
3.0 Develop the City's leadership and facilitation capabilities and capacities.	3.1	Identify key leaders and facilitators.														
	3.2	Develop plans to grow their capabilities.														
	3.3	Coach team leaders and facilitators														
	3.4	Conduct leader/facilitator workshop.														
	3.5	Certify defined number of leaders and facilitators.														

**IMPLEMENTATION
PLAN: Consulting Coordination**

10

Prepared By:		World Class Management, Inc.	Date:	3/14/96	Fiscal Year:	1996-97	Entity:	City of Milwaukie	Location/Dept:	Office of the City Manager					
Strategy	No.	Implementation Item	Resp. Person	FY '96						FY '97			Remarks		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Jan	Feb
4.0 Coordinate related consulting.	4.1	Identify who we need to coordinate with.													
	4.2	Establish oversight process.													
	4.3	Agree to working covenants for any consultants where are work needs to be closely aligned.													
	4.4	Hold regular coordintation team meetings.													

CITY OF MILWAUKIE

VALUE STATEMENTS

Milwaukie employees are competent, confident, and contribute to the success of the organization.

Customer Service: Each employee is approachable and willing to listen to all sides. Looks for a variety of solutions using creative means to improve customer service and productivity. Goes to the customer for assessment of what the customer wants and understands the customer's definition of service level, and how it is provided, the quality and the quantity.

A Milwaukie employee exhibits:

Teamwork, a means for improved quality services and products, through collaborative team efforts and by assisting within each employees area of expertise or if needed, by referring to the appropriate source for response.

Quality by consistently showing a high degree of accuracy, neatness, completeness, thoroughness, and excellent products and services.

Reliability by ensuring that every request receives a response. Additionally, each employee keeps the commitments made to external and internal customers, including fellow team members and supervisors. Time frames and processes (no surprises) are communicated and timelines for job assignments are met. All telephone calls are returned no later than next work day.

Integrity by doing the right thing even when no one is looking, being honest in actions and words, and remaining aware of each employee's impact on the perceptions of others.

Respect by acknowledging the rights and values of each individual. Employees treat customers with dignity and respect through verbal and non-verbal communication.

Safety by performing tasks in accordance with established safety procedures and by keeping up-to-date with changes in safety policies and procedures. Employees are willing to let someone know when there is a safety issue.

TRAINING

1. Develop a technology skills assessment and training program for current employees	Merlin	1995-1996
2. Develop "Milwaukie University", a new employee orientation program, that includes <ul style="list-style-type: none"> a. customer service training b. testing employees for their understanding of City values c. a way to show employees an overview of the whole City system d. basic technology training 	Charlene (team: Linda, Dan O., Stacy, and Ulrike)	10/95
3. Develop a "job shadow" program so that all employees can learn what others do	Charlene	10/96

PILOT TEAMS

1. Create and support the following teams: <ul style="list-style-type: none"> • Finance: form and train team • Storm Sewer: form and train team • Johnson Creek: formalize this group as a team; plan future actions, facilitate discussion of options • Library: form and train team • Communications: Linda, CD, Police • Neighborhood Service Delivery: cross-functional 	Human Resources Angus Jack Maggie and Greg Charlene Linda Linda, Greg	start 2/96
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INFORMATION SHARING

1. Hold quarterly meetings to review goals	Dan B.	1/96
2. Implement program of random group meetings to solicit input from employees	Dan B.	1/96
3. Publicize, internally and externally, the exact values and establish long term communication strategies	Linda (EGOR)	1995-1996

City of Milwaukie

Action Plan to Implement the Values of Teamwork, Customer Service, and Quality

TOPIC

Action Item	Lead Person	Due Date/s
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HUMAN RESOURCE PROCESS

1. Add values to City-wide employee review process; keep values before us (daily); keep messages consistent	Charlene	1995-1996
2. Incorporate values in employee selection, recruitment, and advancement processes	Charlene	1995-1996

CITIZEN, CUSTOMER FEEDBACK ACTIONS

1. Evaluate Village of Carol Stream and City of Los Alamos citizen feedback mechanisms	Dan B.	Evaluate 10/95
2. Based on these systems, develop and implement a citizen feedback system for the City of Milwaukie	Dan B. Dan B.	Modify 2/96 Implement 5/96

RECOGNITION

1. Build the next employee recognition activity around the restated values	Pat D.	2/96
2. After 2/96, develop a revitalized program that reflects the values	Pat D.	2/97

(over)

TRAINING	WHO	WHEN
Setting Expectations		
Session #2 ⁷ Opinions about Performance Appraisals, Setting Standards	Supervisors two sessions	11/16/94 or 11/17/94 1-3:30 PM
Coaching and Counseling		
	Dept. Heads	11/30 8:30-12:30
	Supervisors two sessions	12/14 or 12/15 8AM-11 AM
		1995
Dealing with Substandard Performance		
Session #1 ⁸ Overview -- Prevention of Employee Misconduct, Frontline Leadership Basic Principles Taking Initial Corrective Action: When & How -- Determining Performance Problems, SEAT	Dept. Heads	1/25 8:30 -11 AM
	Supervisors two sessions	2/8 or 2/9 1-3:30 PM
Session #2 ⁹ Discipline: What & How Categories of Disciplinary Action Elements of Due Process Elements of a Good Internal Investigation Procedures for Discipline	Dept. Heads	2/1 8:30 - 11 AM
	Supervisors two sessions	2/15 or 2/16 1-3:30 PM

c:\quality\95-96\trngd.doc

⁷ Videos used included: GSTN. Training Track, August and September 1994.

⁸ Reference materials included: Performance Management Workbook, E. James Brennan, Prentice Hall, 1989, Coach, Counsel & Discipline, Willard & Associates, 1992, Frontline Leadership, Zenger-Miller, 1986, & Dr. Thomas Gordon's Leader Effectiveness Training Manual, and Employee Assistance Program, Supervisor Manual, Cascade Centers, Inc.

⁹ Reference materials included: Dealing with Marginal Performer's Trainer's Workshop, AMA, Sept.-Oct. 1993 and Administering Employee Discipline, A Guide for Managers, Human Resources, City Manager's Office, City of Milwaukie, Oregon, 1995.

TRAINING	WHO	WHEN
<p>Working -- Zenger-Miller</p> <ul style="list-style-type: none"> Introduction The Basic Principles Listening to Understand Clearly Giving Feedback to Help Others 	<p>16 attendees</p> <p>Open to All employees -- two sessions</p> <p>24 attendees</p>	<p>10/31, 11/7, 11/14, & 11/21</p> <p>8 -10 AM or 3 - 5 PM</p>
<p>Leader Effectiveness Training</p> <ul style="list-style-type: none"> Assessing Behavior Problems (problem ownership) The Helping Relationship (recognizing communication roadblocks, accurate & helpful listening) Constructive Confrontation (confronting to gain cooperation, avoiding predictable, negative responses, handling and reducing resistance) Conflict Resolution (conflicts & the use of power, step by step to win/win, dealing with value collisions) Leadership in Organizations (earning leadership, participative leadership & group problem solving, performance goal setting with employees) 	<p>Dept. Heads & Top Level Supervisors</p> <p>25 attendees</p>	<p>1993</p> <p>10/19, 10/20 & 10/27, 11/3</p> <p>8:30 AM to 4:30 PM</p>
<p>Supervisory Training</p> <p>Meeting Management</p> <p>Necessity, kinds, purposes, preparation, room organization, agenda, leadership behaviors, participation, post meeting, evaluation</p>	<p>Supervisors</p> <p>two sessions</p>	<p>5/13 or 5/27</p> <p>9AM-1PM</p>
<p>Setting Expectations</p> <p>Session #1⁶</p> <ul style="list-style-type: none"> Benefits of Performance Appraisals Coaching not Judging 	<p>Dept. Heads</p> <p>Supervisors</p> <p>two sessions</p>	<p>10/26</p> <p>8:30AM-12:30</p> <p>11/9 or 11/10</p> <p>1-3:30 PM</p>

⁶ Videos used included: GSTN, Training Track. June and July 1994.

City of Milwaukie

TRAINING	WHO	WHEN
		1990
<u>Survey of Organizational Excellence</u> -- Tom Peters Survey for Public Sector	Supervisors	5/24
<u>Customer Service Training</u> ¹		
Session #1	PW ² /CD ³	5/24
Moments of Truth	Admin. ⁴ /CS ⁵	6/4
Cycles of Service	Public Safety	6/14
Session #2		
Cycles of Service	PW/CD	5/29
Knowing the Customer	Admin./CS	7/7
Service Strategy	Public Safety	7/15
Session #3		
Service Strategy	PW/CD	6/11
Identification of Problems	Admin./CS	7/26
Resolve Problems Identified	Public Safety	7/23
Develop Customer Service Statement	City-Wide	8-9
		1991
<u>Frontline Leadership</u> -- Zenger-Miller	Dept. Heads	10/2, 10/9, &
Your Role and The Basic Principles	8 attendees	10/16 & 12/4
Giving Constructive Feedback		& 12/11
Getting Good Information From Others	First Line	10/2, 10/9, &
Establishing Performance Expectations	Supervisors --	10/31, 12/4 &
Coaching for Optimal Performance	two sessions	12/11

¹ Videos used included: Ron Zenke -- Service Excellence. Competing Through Customer Service. Managing Frontline Service, and Tom Peters -- Excellence in the Public Sector.

² PW=Public Works includes Building, Engineering, and Operations -- water, sewer, streets, storm, facilities, and fleet.

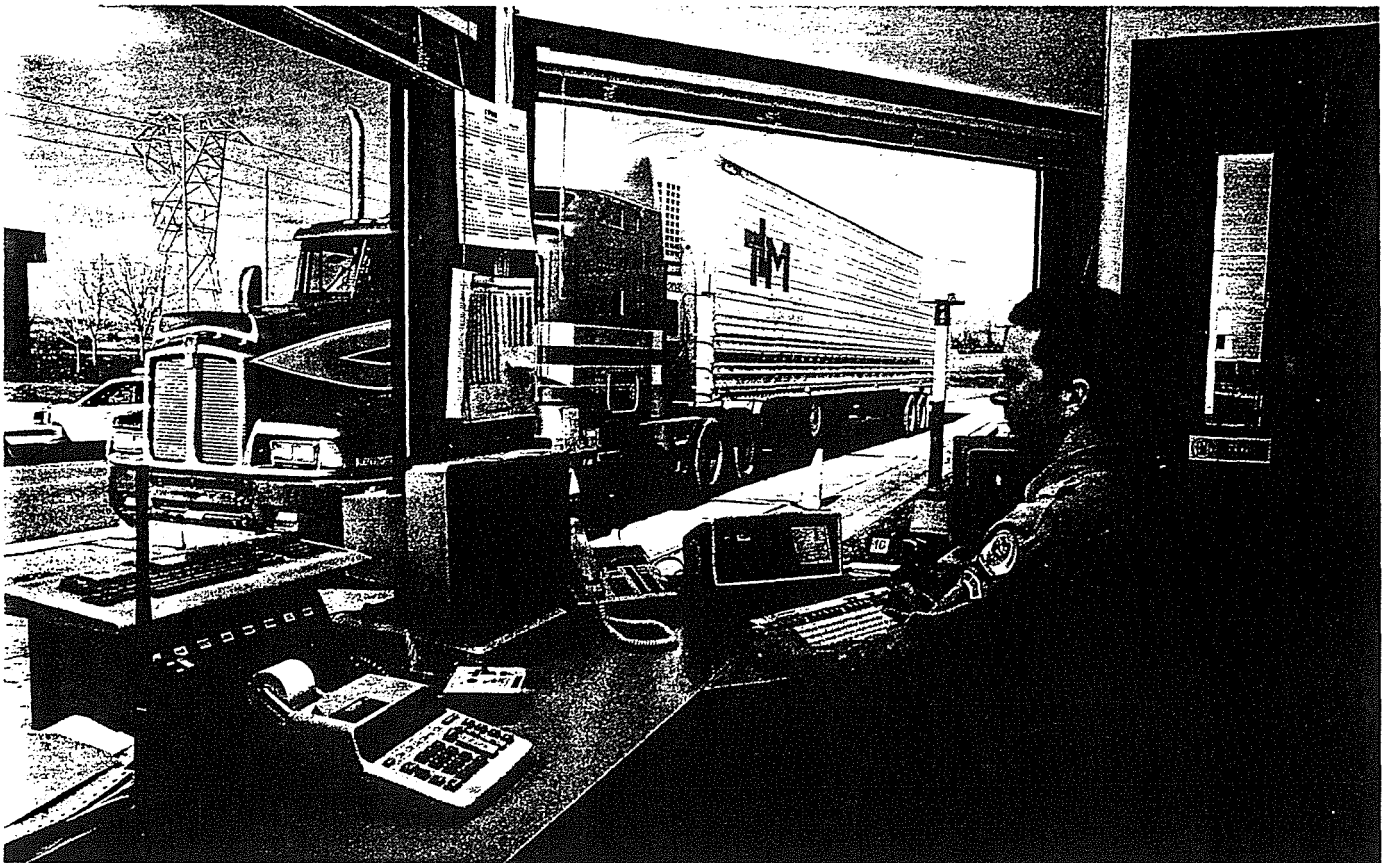
³ CD=Community Development

⁴ Admin.=City Manager's Office, Data Processing, Human Resources, Neighborhoods, Records, etc.

⁵ CS=Community Services includes Library, Recycling, and until July 1992 included Parks & Recreation and the Milwaukie Center

A GUIDE TO

Effective Use Of Imaging



Imaging keeps the trucks rolling at Oregon's seven ports of entry by providing speedy access to motor carrier records.

When the first wave of state and local governments implemented imaging systems, they tackled their bulging archives. Small wonder. Imaging is a paper-busting technology that scans a document and converts it into a digital format that can be read by a computer. These images may be stored on disks, retrieved within seconds, shared simultaneously with everyone in the office and transmitted to co-workers at remote sites. And more in one sense is less in another: The contents of an entire file cabinet, when imaged, can be stored on a single disk, dramatically reducing the need for file cabinets and warehouses.

BY ANN LALLANDE

But today, government managers are realizing that imaging is much more than a high-tech filing cabinet. Used strategically, it helps tame the paper chase, freeing government agencies to better serve their constituents. "In 1996, the most important trend in the application of imaging by government agencies," says Scott C. McCready, an industry analyst at International Data Corp. in Framingham, Massachusetts, "will be the pursuit of imaging to automate very distinct business processes."

"Imaging," declares John M. Kost, chief information officer for the state of

Michigan, "has tremendous potential." And for some state and local governments, the payoff has already been significant. Imaging is credited with saving taxpayers millions of dollars, stabilizing staff levels and improving services. A 1995 study by the Association for Information and Image Management found that 45 percent of the country's state and local governments have implemented imaging systems and another 45 percent are evaluating imaging applications.

Clearly, interest in imaging is widespread, although usage is not as entrenched as the percentages imply. State information technology officials do not yet consider imaging part of the tech-

nological mainstream of their management information systems. In Oregon, where five different agencies have installed imaging applications and another five are considering implementations, Curt Pederson, the state's chief information officer, says that imaging "is still an emerging technology."

A number of factors have slowed wide-scale adoption of imaging. For starters, it can be expensive. The cost of an installation ranges from a low of \$150,000 up into the millions of dollars. But that is not the only cost. Imaging challenges the status quo and that can be painful. No longer a stand-alone, back-office system, imaging can have a radical effect on the operations of an agency. "If it is applied well, government needs to fundamentally change itself," says Kost.

As the cost of the technology comes down and government agencies are expected to deliver more services at current resource levels, state officials fully expect imaging to become a standard feature. "I am beginning to see a trend," observes Scott E. Smith, Oregon's information systems coordinator, "in which each new major application development project has an imaging component."

THE VALUE OF ACCESS

A key development in the use of imaging has been the technology's migration from the back rooms of the office to the front desk. At many agencies, as soon as business documents cross the threshold, they are prepared, scanned and indexed for immediate retrieval. "One of the things we're seeing," Smith says, "is that the value of access far outweighs the value of simply storing documents."

Poor access generally translates into poor service. Before the Workers' Safety and Compensation Division of Wyoming's Department of Employment implemented its imaging system in 1993, its inability to locate records was crippling. The division's 60 staffers, who serve 200,000 workers throughout the state, were overwhelmed by the onslaught of thousands of documents a day. Records tended to get buried. At times it was necessary for managers to shout for everyone to stop what they were doing and search their spaces to find a critical document.

Fortunately, those days are gone. After the imaging system scans incoming claims and associated paperwork—a total of 8,000 pages a day—documents are indexed by type. Then a transaction pro-

cessing server functions as a traffic cop, routing documents electronically to the appropriate individuals. Now a document on the system can be accessed in just four seconds. Getting a grip on its document flow has allowed the division to cut its payment cycle down from 90 to 15 days.

Managers at Washington State's Department of Labor and Industries workers' compensation program have found that prompt access to claims documents improves service and saves money.

Washington's workers' compensation program represents 1.4 million employees, accepts 160,000 claims annually, and pays more than \$850 million in benefits a year. The claims generate 35,000 documents a day. To keep their heads above the paper, program managers had set up a 24-hour-a-day operation to sort mail, forward it to the micrographics department to be filmed, cut and filed, then delivered to somebody's in-box. Still, it took an average of two weeks before a claim made its way to an adjudicator. In October 1994, to the tune of \$19 million, management implemented an imaging system called WISE (With Imaging Service Excellence). These days, documents arriving in the morning can be accessed on a PC that afternoon. Sara L. Spiering, imaging system user lead at the department, says that eliminating the two-week information lag "allows claims managers to make better informed and more timely decisions."

In the manual environment, for example, a person whose health had improved enough to be referred by a physician for vocational rehabilitation might end up sitting around several weeks waiting to be contacted by a vocational counselor. In the meantime, while the documentation crawled its way through the system, the state paid loss-of-wage benefits.

**A key development
in the use of imaging
has been its migration
from the back rooms
of the office to the
front desk.**

So, how much of a difference can two weeks make? Well, by eliminating that delay, the new system results in a 2 percent reduction in payments for lost-wage and medical-aid benefits, realizing an annual cost avoidance of \$10 million.

THE QUALITY OF SERVICE

In an image-enabled environment, document access is not limited to the main office or, for that matter, to the implementing agency. Availability is a policy issue, constrained, perhaps, by cost but not by technology.

Thanks to imaging, the Oregon Department of Transportation can continue to provide service to its seven ports of entry, and the truckers who use them, even after it closes its headquarters offices for the day or the weekend. The motor carrier imaging project was implemented by the Oregon Public Utility Commission in the spring of 1994, but as of January 1, 1996, the commission's transportation functions were transferred to the department. As a result, ODOT now regulates 260,000 commercial motor vehicles a year, processing 2,000 documents a day. These documents include authority to operate, lease permits, proof of insurance and weight-mile tax reports.

Prior to automation, if a port-of-entry official noticed an irregularity in a trucker's account and the trucker did not have documentation in hand to resolve the issue, a call would be placed to the commission's main office in Salem. Clerks there would conduct a manual records check, an exercise that took at least 10 minutes. If it was after hours, on a weekend or a holiday, the driver was out of luck. He would have to stay put until someone from the trucking company located the appropriate document or the Salem office reopened. Since the implementation of imaging, however, port-of-entry officials have on-line access to motor carrier records. They can retrieve data within five to 30 seconds and drivers can resume their hauls without major delay.

The Public Utility Commission invested \$2 million in the imaging implementation. Management expected the project to break even in 30 months and achieve a savings within in five years. Those timetables have slipped, but they are not the standard against which the program's success is measured. "The best payoff and the primary reason for the implementation," says Pete Mason, an

applications development manager with the department's information systems branch and former information systems administrator for the commission. "is improved customer service and access to motor carrier records."

DIGITIZED ID

Innovative applications of imaging introduce a whole new slant to the concept of access. The Connecticut Department of Social Services, for example, is employing imaging technology to give public assistance clients access to benefits. Or, more specifically, to limit benefits to authorized welfare recipients.

In January, the state began using a biometric identification system, which is an ID card bearing the cardholder's digital picture, digitized signature and a bar code representing digitized fingerprint minutiae. The social services agency expects to enroll 85,000 people in the program by June 30. The ID, explains David S. Mintie, coordinator for the digital imaging project, "is first and foremost an anti-fraud device." The digitized data allows on-line verification of the cardholder's identity. As a result, Connecticut, which is investing \$5.1 million in the system over three years, is anticipating a \$7.5 million cost avoidance in its first full year of operation.

At the Kansas Department of Corrections, imaging is used to take digital pictures for inmate identification badges. Kansas operates an incentives program and the magnetic strips on the badges access and maintain the inmate's commissary account, as well as time and attendance records. Later this year, the department plans to have the badges double as clearance documents, controlling where inmates may go in a prison facility.

IMAGING AND REENGINEERING

Clearly, a lot more is involved in today's integrated imaging solutions than just scanning. "Imaging will reengineer your work," Michigan's Kost explains. "You usually have to reassess and reengineer the way you do business before you implement it." Mason of the Oregon Department of Transportation agrees that imaging "is not a quick and dirty technology that you just plug in and go." At ODOT, he says, "we learned that you don't always get reengineering right the first time, it's a nurturing process that you have to stay with."

The big issue is introducing change

Imaging and the Internet

Oregon's Water Resources Department wants to let realtors, drillers and scientists anywhere in the state reach into its files through the World Wide Web—the graphical interface and hypertext that links sites on the Internet. The department's files describe all the water wells in Oregon, what kind of rock formations surround them and how deep drillers had to go to find water. The files have always been available to the public, but the desire of business users to call up files on their office PCs led to the implementation of the department's imaging system this past December.

Now, anyone can access a file through a dial-in modem or via the Internet. To query the database requires that users install a dedicated database-access software program on their PCs. The next phase of the department's imaging roll-out is a Web site. Most home pages are static, but the Water Resources Department's home page would allow for interactive querying. Users would complete a query-criteria form. The department's Web server would search the agency's databases, pull the data and format it.

The Water Resources Department has significant mapping capabilities that it plans to make available. Users could bring up a map of the state, box out an area and then let the map build their query on a geographical interface. "Much of our information is geographically oriented," says Information Services Manager Bob J. DeVyldere, "so we really want to pursue a map-oriented interface."

The beauty of capitalizing on the Web, explains DeVyldere, is that it bypasses the need to acquire dedicated software. Instead, customers will be able to fire up their browsers, through which they can access any site on the Web. In other words, they will be able to use an existing, all-purpose tool and the Water Resources Department page will become just another address on their list.

into the organization. "You have to convince people that they can do their job without paper on their desk," says Carl Frappaolo, executive vice president at Delphi Consulting Group in Boston, Massachusetts. "There's a cultural resistance to reengineering the process."

Data processing changes as well. Many state and local governments work in mainframe environments. But virtually no vendor implements imaging in anything but a client/server architecture, explains Gregory P. Morgan, a partner at

Andersen Consulting in Portland, Oregon. As a result, Morgan observes, "imaging is often the wedge that drives client/server technology into an organization." To make the transition a smooth one requires a lot of planning and preparation, a skeptical attitude and considerable salesmanship.

Imaging project managers at the Wyoming Division of Workers' Safety and Compensation imparted a sense of staff ownership by incorporating everyone in some phase of the project design and implementation.

Automation threatens the labor force. The first thing people worry about is losing their jobs. This was the case at the Washington Department of Labor and Industries. The department worked very closely with the unions, including union representatives in the feasibility studies and on the work teams.

To ensure good lines of communication, says Douglas L. Connell, manager of claims administration, "we spent quite a bit of time in labor and management meetings, identifying concerns and issues." Specifically, the union was concerned with what would happen to the

Imaging challenges the status quo and that can be painful. Imaging can have a radical effect on an office's operations.

Imaging: The Detective's Matchmaker

The greatest invention for law enforcement officers since the two-way radio." That's how one enthusiastic state attorney general describes AFIS, the Automated Fingerprint Identification System that enables police departments across the country to do a better job of identifying fingerprints, nabbing suspects and making their case. AFIS is one of the oldest and most widespread applications of imaging in state and local government. Once AFIS captures and stores fingerprints, it supports high-speed searches through mil-

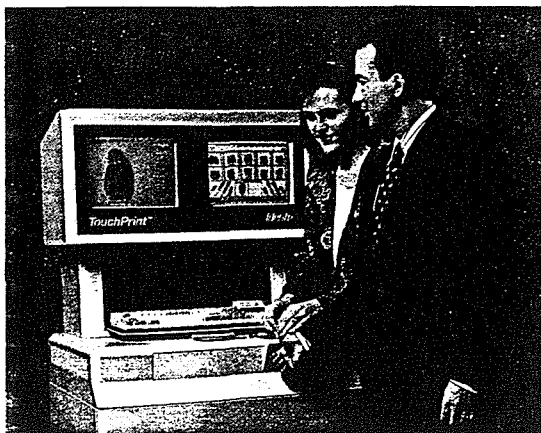
lions of files, comparing prints and selecting possible matches. And AFIS has acted as a catalyst for new imaging applications. Now, police are imaging mug shots, bullets and cartridge cases, and revolutionizing the fingerprint process with an inkless technology called live scan.

Digitizing rap sheets and other tools of the trade makes it easier for police to share information up and down the chain of command as well as across agency, county, state and regional boundaries. Out west, Alaska, California, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming are linked through the Western Identification Network, an AFIS program headquartered in Roseville, California.

The ability to search latent prints—partial or complete prints recovered at a crime scene—against a database of millions of fingerprints without a suspect is one of the key advantages of AFIS over a manual environment. Since it was established in 1989, the Western Identification Network is credited with identifying 4,026 latent prints. Some of the matches solved crimes that were 10 to 25 years old.

In addition, AFIS tends to foster cooperation between different enforcement agencies, an occurrence that used to be quite rare, observes William G. Donohue, a Syracuse police officer and the AFIS remote site manager for New York's mid-state region. Recently, in Onondaga County, where Syracuse is located, cooperation between several agencies led to the arrest of an individual who had committed 15 burglaries throughout the county's cities and towns. One agency recovered latent prints at the scene of a burglary, another developed the prints and a third ran the search against the AFIS database. Four hours after the crime had been committed, a suspect was identified. He was arrested the next day.

AFIS technology has not stood still. Live-scan bypasses the ink in fingerprinting by rolling a finger on a platen, scanning it, capturing an optical image and converting it into a digital format. A screen gives operators instant feedback on the quality of the image being captured. The FBI approved the first live-scan system for capturing fingerprints in 1991, but because live scan is a \$50,000 system replacing a \$25 ink



Imaging makes inkless fingerprinting possible.

pad, it took several years for law-enforcement agencies to warm to the concept. Now, there are an estimated 800 live-scan installations around the country, including ones serving Los Angeles, Chicago and the state of Nevada.

Galvanized by the success of AFIS, police agencies are applying the same technologies to other investigative tools. In Onondaga County, the sheriff's office created the Onondaga Narcotics Identification System, an automated photo imaging system. ONIS maintains a database of 120,000 mug shots. ONIS

color images are instantly retrievable. In the manual environment, it was at least a week before pictures were available.

Individual police departments across the country are acquiring automated mug-shot systems on an ad hoc basis. Next, police are turning their attention to the use of imaging to analyze and compare markings on spent cartridge cases and bullets. These markings are to guns what fingerprints are to people—individual and unique.

In 1993, Forensic Technology Inc., which is now based in Rockville, Maryland, installed its first Integrated Ballistics Identification System. IBIS employs robotics to take digitized video images of striations and markings on bullet and cartridge case surfaces. It enhances pertinent features of the images to produce an "electronic signature." Then it correlates and compares the signature with others in a database, choosing possible matches for final verification by an examiner. Now, there are 13 installations in the United States, including ones in Atlanta, Boston, Oakland, and Detroit.

In Boston, the police department began building an IBIS database in March of last year. The system, which contains 1,300 images, has already made an unprecedented 53 matches. Normally, if the department is lucky and gets a few leads, it might make 10 matches a year. In one case this year, a Boston officer stopped someone for a traffic violation, arrested the offender and recovered a firearm. The gun was tested and linked to several different crimes involving a total of three homicides—one, a double murder—and two shootings.

In a manual environment, the more signatures a department collects the harder it is for an examiner to link two separate crimes committed with the same firearm. The task of examining one set of markings against a million others, would take an examiner 20 years. With IBIS such a search would take 10 to 15 days.

An IBIS installation costs \$500,000. "It's not cheap," notes Sergeant Detective Robert M. Scobie, commanding officer of the Boston police department's ballistics unit. But "it's well worth every penny," he adds. "IBIS does in one month what a firearms examiner does in an entire career."

A GUIDE TO IMAGING

Individuals in the micrographics department, which was scheduled for a 60 percent reduction. The department promised that no one would lose a job. Instead, most of the workers were retrained and reassigned to the scanning and indexing functions of the imaging system.

Retraining takes time. "Imaging was our first exposure to client/server, open/systems technology and the learning curve was tremendous," Mason says of the Public Utility Commission implementation. The commission allowed nearly six months for its 160 users to learn Windows. In the records section, the department's eight staffers were scheduled for about two weeks training for the new procedures and control phase, another two weeks for data capture and several days for back-file conversion. It was not enough. More time had to be set aside for training and for revisiting procedures.

Listening to the squeaky wheels in the organization may help the transition. During the training sessions in Wyoming, there was one auditor who would not complain enough about the new imaging system, insisting that there was no way she would be able to process more than 60 transactions a day. Kevin G. Fuller, MIS coordinator for the division and his team were worried that they were blowing all this capital on a program that would only deliver so-so results. But, Fuller adds, "we learned more from her about what we needed to do." One sequence in the program, for example, went through a series of seven fields, requiring the user to click on each field. Programmers rewrote the sequence, streamlining it down to a two-click process. As for the auditor, she now processes 250 to 300 transactions a day.

IMAGING OUTSOURCED

New York State's Department of Taxation and Finance has decided imaging ought to be someone else's headache. It outsourced the front-end processing of half the state's 10 million 1994 personal income tax returns to Fleet Financial Group, based in Boston, Massachusetts. Eventually, Fleet will handle the front-end processing for all the state's personal returns. The \$200 million, 10-year contract is expected to save the state \$75 million and cut back from 1,400 to 300 the number of part-time employees the department hires during tax season.

Outsourcing, however, can be a touchy

issue. States investigating the viability of outsourcing have found they must proceed with caution. Indiana, for example, does outsource, on a limited basis, new technology applications developments and various data processing services in its operations. But efforts to develop a comprehensive outsourcing plan have been put on hold, until the legislature has the opportunity to study it fully.

COUNTING THE COST

Imaging, however it is done and whoever does it, comes at a price. And for some agencies the price is too steep. One administrator said he is not interested in the technology until it is an off-the-shelf commodity. Actually, that is starting to happen. James E. Breuer, senior vice president of marketing at AITM, describes the current integrated imaging solutions as a classic progression of how "today's hot technology becomes tomorrow's feature." Installations are not so much imaging systems, but image-enabled systems, with imaging being just one application running on networks of PCs that support a variety of other functions and capabilities.

Perhaps even more significant, custom imaging components are now being embedded in operating systems. Last spring, Microsoft Corporation and Wang Laboratories announced that Wang's desktop imaging and object controls would be incorporated as standard features in its Microsoft's Windows 95 and Windows NT programs.

Holding out for imaging at a bargain has its price as well. "Waiting is not free," insists IDC's McCready. "It costs you money." The cost may be subtle, such as deteriorating public service, or overt in the form of increased facility requirements and labor costs. Jeff S. Lewis,

information resource manager at the Kansas Department of Corrections in Topeka, believes agencies have to move ahead with imaging. The demand for service continues to increase, but many states restrict expenditures and new hires. "There are not a whole lot of options, you have to increase your efficiency somehow," says Lewis.

That's precisely the dilemma facing many states who are about to assume new responsibilities in a variety of areas, including the environment. Preparing to comply with the new reporting requirements of the 1990 Clean Air Act Amendments, the Air Quality Bureau of the Iowa Department of Natural Resources contracted in January for the installation of a \$1.48 million imaging project. The new federal regulations issued by the Environmental Protection Agency require that facilities emitting large quantities of contaminants to the air file for operating permits. State environmental agencies are responsible for reviewing them.

Iowa's Air Quality Bureau expects the regulations would generate 3 million pieces of paper. Well, that was bad news. The filing capacity for the entire Department of Natural Resources is only 4 million pages.

The effective date for the regulations was New Year's Day and already the bureau is overwhelmed. Filings are stacked in the offices and along the hallways. The bureau has had to rent space in a building four blocks away. "If we need a file, someone has to drive down to access it," says bureau chief Peter R. Hamlin. "It's crazy."

Its cost-benefit analysis found that the bureau would break even on the imaging system within 1.3 years because it will not have to hire an additional 14 employees just to handle and key in the data. But Hamlin figures it will be miles ahead. He envisions companies submitting, revising and updating permit applications electronically; inspectors carrying laptops to write up and transmit annual compliance reports; the bureau electronically delivering permits to the EPA for review; and it delivering the applications to the general public for comment over a fiber-optic network with workstations in state schools and libraries.

Maybe the really radical thing about imaging is its potential to expand the capacity of state and local governments without enlarging their payrolls. It seems, at least, to be a step in that direction. **□**

Many governments work in mainframe environments, but most vendors implement imaging in client/server architecture.

The City of Mercer Island: Organizational Change

In 1990, the City of Mercer Island discovered an important opportunity for change that would greatly enhance customer service and improve efficiencies within the organization. To achieve those ends, the City quickly embarked on a five-year voyage that would alter the way we did business. This is the story of one city's quest to become "A Whole New Way of Being Government."

The Development Services Story...

In the late 1980's and early 1990, the City of Mercer Island was becoming frustrated with its ability to effectively meet the needs of its customers in the building, planning, and engineering arenas. Permit processing time was lengthy and un-userfriendly. Decisions took too long to be made where separate functional departments existed, and projects were taking significant time to complete. Customer as well as employee frustration was high--something needed to change.

In 1990, City Council members and officials had decided that an overhaul of our development review system was in order, and established the effort as a corporate priority. The City Manager, Paul Lanspery, decided to tackle the problems facing employees and customers by hiring a communications consulting team (Glaser & Company) to help the City look at the issues and make recommendations for change. The employees of the Building, Planning, and Engineering departments were all included in the change process. They were asked to define and describe issues that made work frustrating and ineffective.

What the team (comprised of employees, managers, and consultants) discovered was that the traditional structure of the departments around functional areas was not conducive to the changing environment and customer needs on Mercer Island. (See page 8--"Why is this happening") Information traveled from one department to another, sometimes getting lost and sometimes just frustrating customers who simply wanted a building permit and were told to talk to five different people.

The team conducted site visits of other jurisdictions where the permit process ran more smoothly. They collected information about other community development departments that they thought would help create better service in their own department. The study phase took 8 months (January - August 1990). After the information was gathered, the team designed its new organizational charter that included stakeholder expectations, a new mission statement, and expected results. The organizational charter included the following:

Values

In DSG, we are committed to:

- Having a friendly, open, "can do" attitude toward our customers.
- Listening to our customers and finding out what they want.
- Changing regulations that don't make sense.
- Consistent decision-making.
- Always making a decision.
- Recognizing that mistakes can be made but always working to correct them.

Mission

Mercer Island Development Services is committed to:

- Preserving the unique island environment.
- Encouraging sensitive quality development to meet changing needs.
- Providing high quality customer service by:
 - ⇒ forming a partnership with customers;
 - ⇒ guiding customers through the development process;
 - ⇒ having clear policies and standards;
 - ⇒ achieving a balance between customer service and compliance;
 - ⇒ and balancing the needs of all customers, including developers & neighbors.

Following the charter, the team designed a department structure with processes that would greatly improve customer service. In the fall of 1990, the entire package was presented to the City Council-- and with their approval, the Development Services Group was born.

The new team was implemented in 1991. Existing employees were told throughout the process three things: 1) No one would lose their job as a result of the reorganization; 2) No one's pay would be reduced; and 3) your work **WILL CHANGE**. These guarantees were adhered to throughout the implementation phase. Employees were asked to apply for the new positions created in the new structure and individuals were placed in their new roles based on their skills and abilities and the organization's needs.

The DSG was reorganized into product teams designed to be comprised of knowledgeable, competent individuals who work together to deliver a particular product to customers. For example, the single family remodel team handled all construction permits, fees, inspections, and code enforcement for those kinds of projects. Teams were generally comprised of 3-4 people. The entire department had 24 people organized into 8 teams at this time. (See page 9 & 10-- "Former organization chart" and "the solution.")

The change was a success. In the first year the City recognized demonstrated improvements in customer satisfaction, public relations, and productivity (morale). In addition, the new organization led to:

- improved record keeping through combined department files and the initial development of a geographical information system,
- reductions in labor cost on a product by product basis due to reduced head count and rework necessary on projects,
- reduced overhead costs,
- and consistency in decision making resulting in increased political acceptance of the production effort.

Since 1992, the teams have changed many times to meet customer needs. In 1995, the department has three primary teams: Private (responsible for all private development), Public (responsible for all public property development), and Information Services (responsible for the City's GIS system and other DSG information). These teams each have a team leader and approximately 5 team members who work closely together to deliver services to the City's customers.

One unique feature of the department is the Development Decision Team (DDT). The team leaders of each of the aforementioned teams serve on the DDT along with two elected staff members and the Development Services Manager. This team meets every other week to make decisions about departmental resource allocation, training needs, and to handle personnel issues that can not be resolved within the home teams. The department is managed by the Development Services Manager who provides leadership, vision, and feedback to staff to continue improving the services provided. She has bottom-line authority and responsibility for the department and is accountable to the City Manager.

The work these teams have begun has never stopped since 1990. They have worked hard, removed road blocks, and continuously improved the work they started over five years ago. This group of employees set the example for what it takes to become a whole new way of being government--and other departments have begun to follow their lead.

A Brief History of Maintenance...

In 1991, the line (AFSCME union) employees of the City's Maintenance Department were disenchanted with the management structure in their division, as was the City Manager. The maintenance staff felt something needed to change, and the City Manager approved a reorganization effort on the heels of the DSG process.

The change process that was approved was designed to: obtain broad employee input to the change process; reenergize a latent Labor Management Committee to serve as the review body; make use of site visits to "benchmark" other organizational models; create an employee code of ethics; and tap the knowledge base from employees in the newly formed DSG. The three guarantees were again made to the Maintenance staff:

1. no one would lose their job as a result of the reorganization;
2. no one's pay would be reduced; and
3. your work WILL CHANGE!

Capitalizing on the work already done in DSG, the employees were able to design a new department in 6-7 months. The employees wrote new job descriptions, developed a product team structure with four team leaders replacing the traditional department director role, and they instituted a modified skill-based pay system that allowed employees to be recognized and rewarded for more skills. The teams analyzed the work they did and the products they delivered in order to define work roles and budgetary needs.

In the old structure, there were at least five levels of hierarchy between the line staff and the City Manager. In the new organization, there is only one Team Leader between the line person and the City Manager. (See pages 11 & 12 -- "MI Maintenance before change" and "MI Maintenance after change.") This flatter organization has created much more flexibility in the department and has reduced decision-making time considerably. In addition, line staff employees are now more intimately involved in the budgeting process and are responsible for ensuring the team accomplishes its work within resource limits.

To implement the newly defined structure, the union and management negotiated a labor compact which included:

- joint mission
- employee bill of rights
- employee code of ethics
- issue resolution process
- all other wages, hours, and working conditions language

In 1992, the existing Maintenance employees applied for and were placed in the new positions available in the department. The department went from having 14 different job titles to 5: Team Leader, Team Generalist, Team Technician, Team Member, and Associate Team Member. The four teams which exist in the department in 1995 include:

- the **Environmental Team** (responsible for park, open space, and flower bed maintenance)
- the **Mechanical Team** (responsible for water and sewer system maintenance)
- the **Construction Team** (responsible for maintenance of roads, sidewalks, public right of ways, etc.)
- the **Support Services Team** (responsible for providing information to the other teams so they can stay in the field and do the work.)

One unique feature of the Maintenance Department is the Customer Response Team. This team has representatives from the Environmental, Mechanical, and Construction teams that work together to handle "urgent" maintenance calls. Their primary responsibility is to follow through with customer requests and collect data so their home teams can stay in the field and do preventative maintenance work.

Since the reorganization process began, labor-management relations have improved and employee grievances have diminished. Employees feel responsible for their work on their teams, and the work is getting done with 7 fewer positions lost through attrition since 1992. The next phase in the change process is to review leadership roles in the department and identify ways to improve communication between DSG and Maintenance to enhance customer service on a city-wide basis.

The Customer Response Team...

Part of the reason Maintenance was reorganized was to enhance direct customer service while not interfering with regularly scheduled maintenance. While the product teams were able to handle the routine maintenance more efficiently in the new structure, a system needed to be implemented that would take the 'firefighting' out of the scheduled work--hence the Customer Response Team (CRT) was created.

Early in the team's development, one team member spent a year at a work station near the main City switchboard while the other two members remained in the field where they could be contacted with customer requests.. All of the members of the team were expected to be able to respond to a variety of calls in the field as well as answer questions over the phone. It was imperative that they have a broad knowledge of all of the maintenance functions in order to handle the calls they received. The team member in City Hall took all phone calls that were to be routed to the Maintenance department and

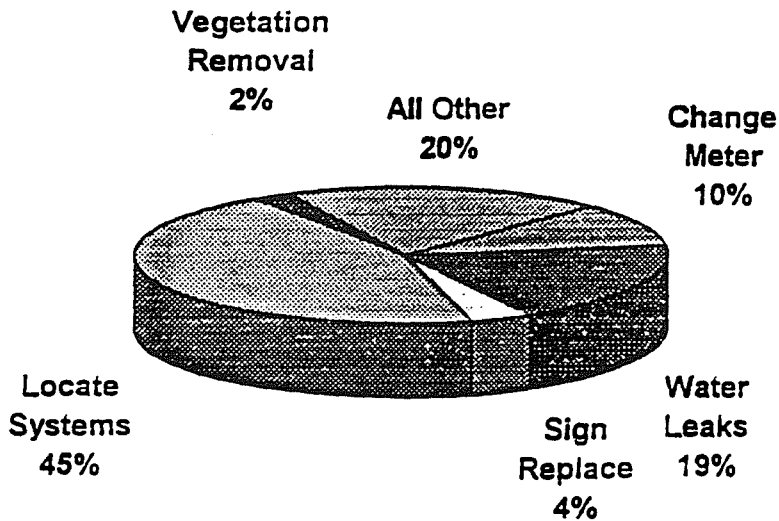
tracked the type of calls and service requests in one central location. The other two team members responded to customer requests and forwarded data back to the other member for tracking. This effort led to a better understanding of the kind of work going into the Maintenance department and allowed the team an opportunity to develop itself to meet the growing need for non-routine customer requests.

This team worked very hard to develop new processes and forms that would keep the urgent work out of their home teams' daily schedules. They began to train other departments to use their forms and route information to the team so they could become the focal point for all information coming to the Maintenance department.

They created a slogan: "One person, one truck, one hour." This is the standard by which all CRT calls are handled. If a CRT employee can handle a customer's request using this standard, they will assist the customer. If he/she can not meet the standard, they will take responsibility to ensure that the customer's request is added to the routine maintenance schedule of the appropriate home team, and follow-up to ensure the work is completed for the customer.

All of the calls and work that is completed by the team is tracked and recorded in a maintenance management system. From this data collection, teams can see how long it is taking to handle customer requests, how many requests come in for what kinds of calls, and who was responsible for following up on a call. This data has been useful to the department in budgeting and discovering new ways to improve customer service. (See page 13 for a detailed flow chart of CRT processes).

In 1995, the CRT is housed in the Maintenance department and is provided leadership by the Support Services Team Leader. The team responds to approximately 2000 calls per year and has greatly changed the City's customer perceptions of the Maintenance department. The pie chart indicates what kinds of calls the team responds to in a year. The work accomplished by CRT represents thousands of hours saved that allow other teams to accomplish their scheduled work. CRT has also improved the internal communication between team members and improved customer relations-- customers are actually surprised when someone arrives from the City in the same day they called. Furthermore, the data CRT collects is being used in many ways to enhance customer service and change ineffective systems and processes in the department.



Lessons Learned

Throughout the change on Mercer Island we have made several attempts to learn from our successes and misfortunes and plan future changes accordingly. Not everything we changed worked perfectly. Not everything was a disaster either. The list below represents some positive and negative things we learned throughout the change process that may help others to learn from our experience.

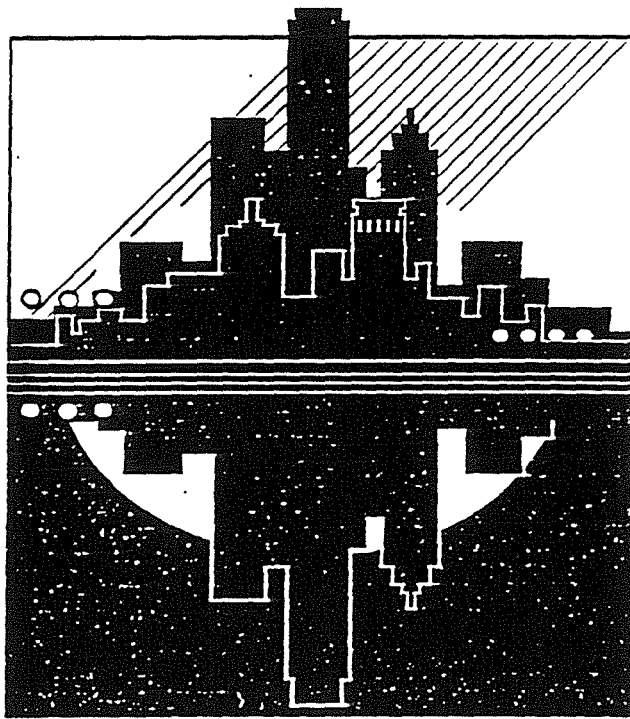
- Changing everything at once (pulling the rug out and shaking it) is not the easiest way to do things. Some of the things we did well prior to reorganization were lost due to the blanket change approach.
- Understanding the present situation clearly was imperative to implementing change. Knowing what we were doing that made us ineffective led us to decide what could be done to make us more effective.
- When putting people in teams, it is important to make sure they are qualified to do the job. If employees are not qualified or lack some skills, get them appropriate training before letting them go to work in an area where they are missing key knowledge or skills. Unproductive time can be very costly and detrimental to customer service.
- Don't give pay increases as an incentive to learn a new job. Expect to give pay changes as a reward for learning the new job or taking on more responsibility. Consider using competency or skill-based pay systems that identify skills you need in the department prior to putting staff in jobs.
- Teamwork does enhance communication between internal employees and customers. Although teams take time to develop, their overall effectiveness can be rewarding.
- Begin with the end in mind. Have a vision of what you want the new operation to become and create a map to get there. Our departments did a lot of work to identify the work they did and why it wasn't working before they developed a vision of the future. They then made themselves a road map to get to their vision. One thing we learned here is that the road map needs to last longer than 2-3 years. The change process is ongoing, and it's easy for teams to stall when they get to the end of their map.
- Expect a lot from employees and they will rise to the occasion. Hold them accountable for specific performance behaviors, and be prepared to coach, counsel, and work with individuals to help them through change.
- Leadership is an important element of the change process. Having good leaders who understand where the team is going, know how to coach and develop team members, and who truly believe in the change process can be the most important elements in making change happen.
- Don't expect change to happen overnight. Don't expect all employees to embrace the notion of empowerment. Some people still like to be led or directed. Some employees will run with their new found responsibilities. The organization may need to provide structure in 'old ways' for some people while they slowly move into the new organization. On the other hand, taking too much time to assimilate everyone into the new environment may be more detrimental to overall customer service in the long run.

Next Steps

DSG, Maintenance and CRT are still developing and changing. Their next steps include becoming more interdependent to deliver even better customer service. These three teams work with many of the same customers on similar projects. Maintenance and DSG need to coordinate their efforts more effectively, and are working to have CRT be the liaison between them.

CRT is working diligently to enhance its tracking system in order to provide more data to the teams it supports. They have also begun to work on quality improvement teams with other City staff to address significant calls and reduce their numbers. Currently they are addressing the number of calls they receive for water leak checks in order to determine ways to minimize the number of calls they get and improve overall customer satisfaction.

DSG is working to improve its permit process to enable the department to deliver all permits in 30 days. They are developing five-year training plans for all staff members and are continuing to develop the GIS and information systems that will support the teams.



For more information, please contact the City of Mercer Island at (206) 236-5300.

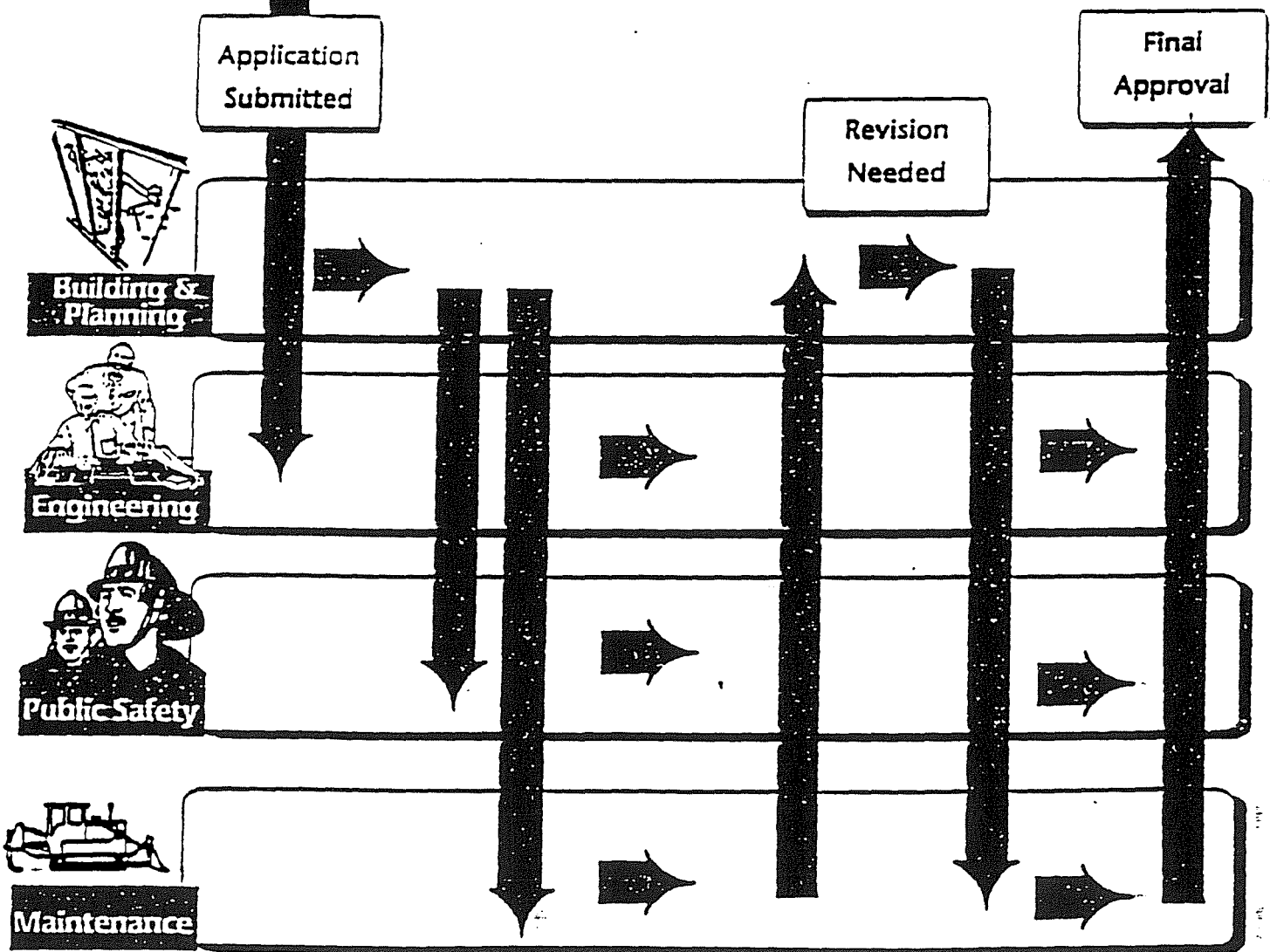
Why Is This Happening?

Departments Driven by Function Instead of Need



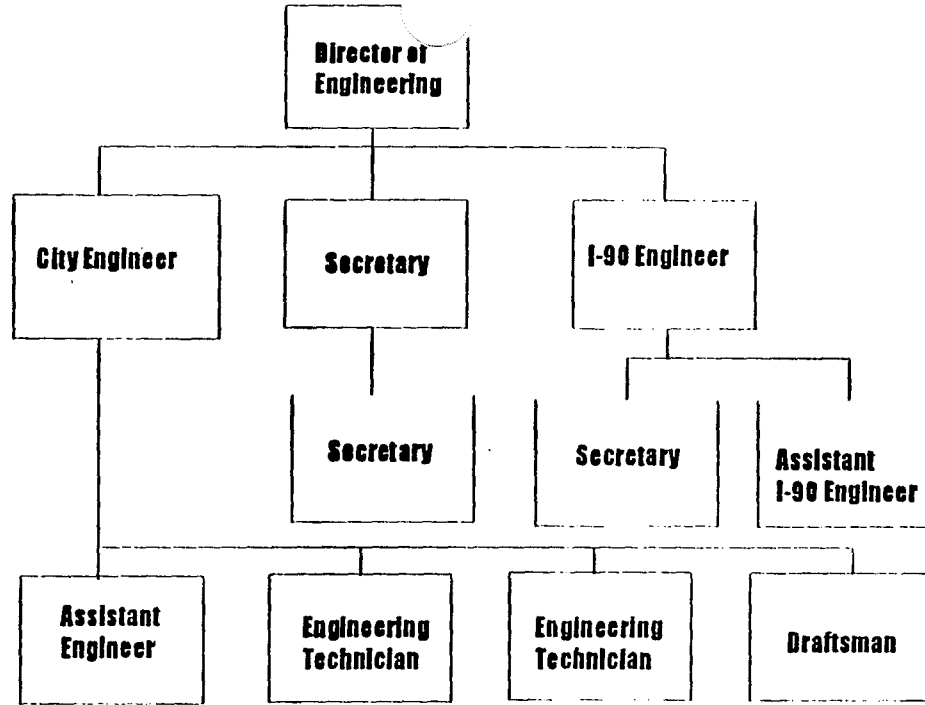
Example of the Process for a Home Remodel Job

The residents apply for a permit. They deal with a variety of departments, trying to keep their project on track as they and their paperwork are sent from department to department. Paperwork may be lost. Inspections may be missed and the whole project is vulnerable because incomplete or inaccurate information at one point may mean costly rework and delays down the road.

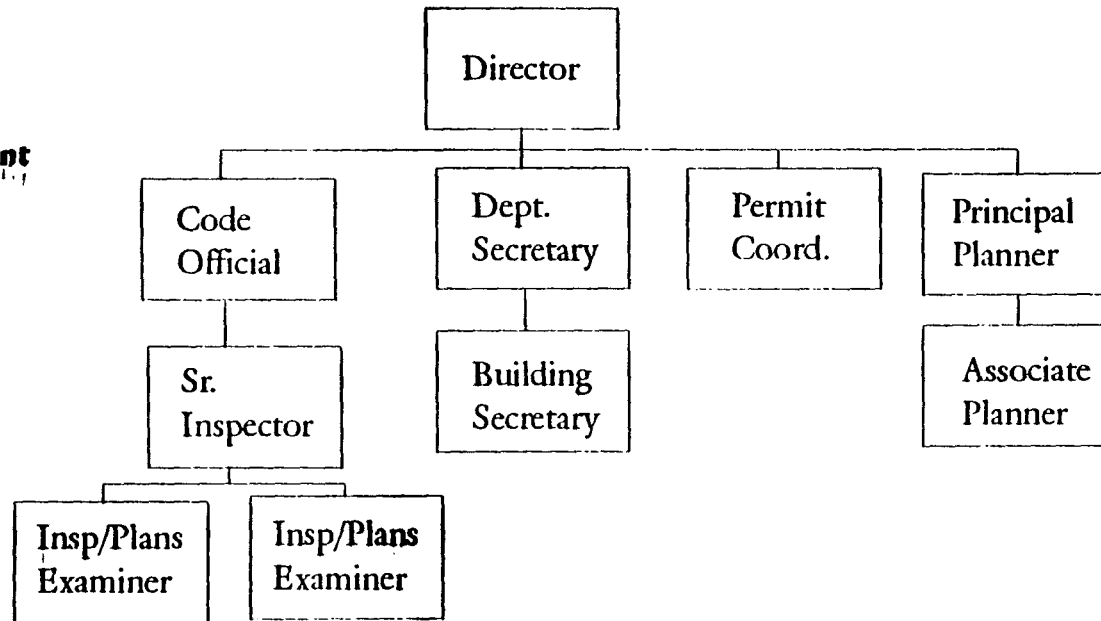


Engineering Department

DSG BEFORE



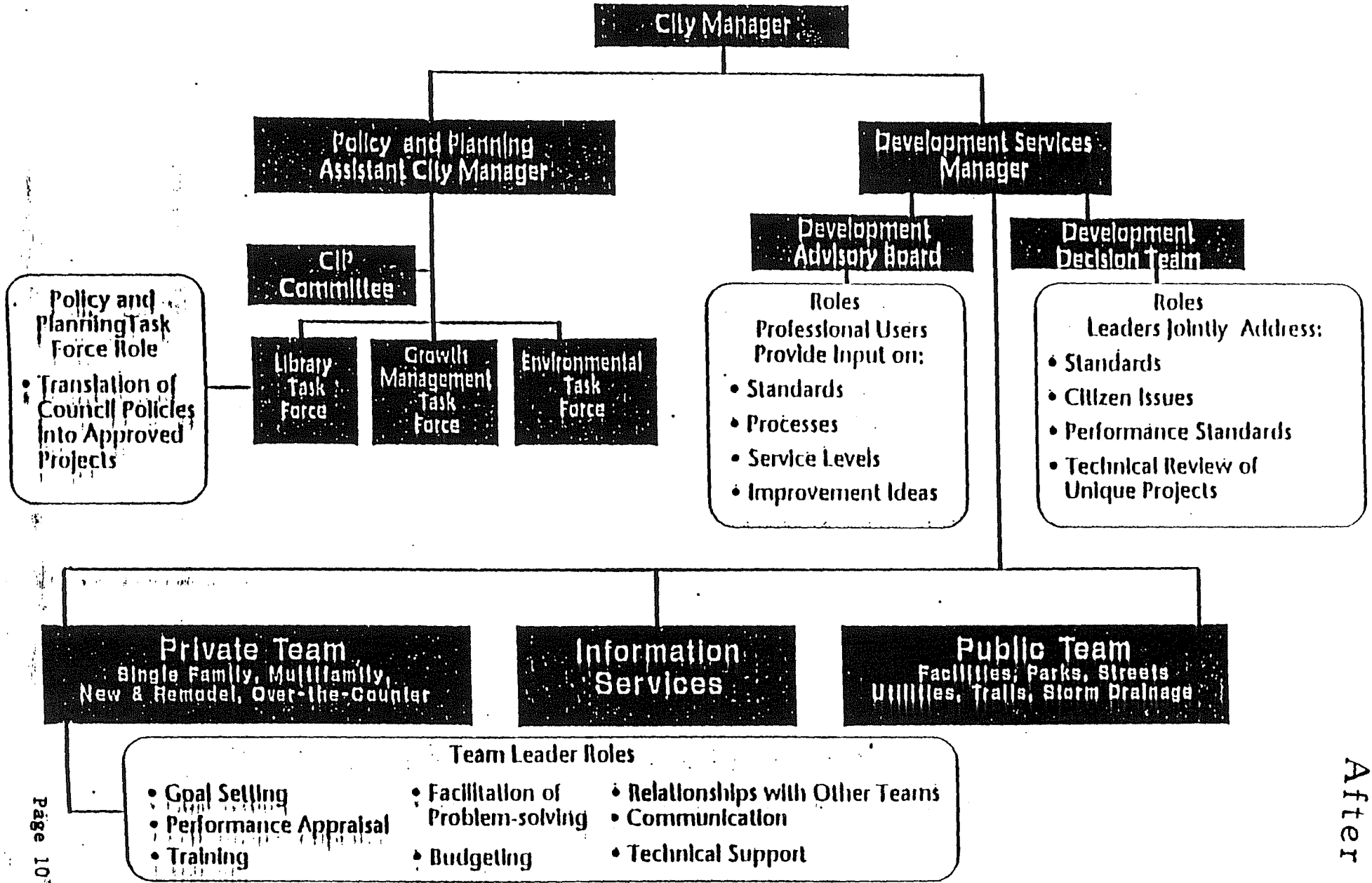
Community Development



The Solution

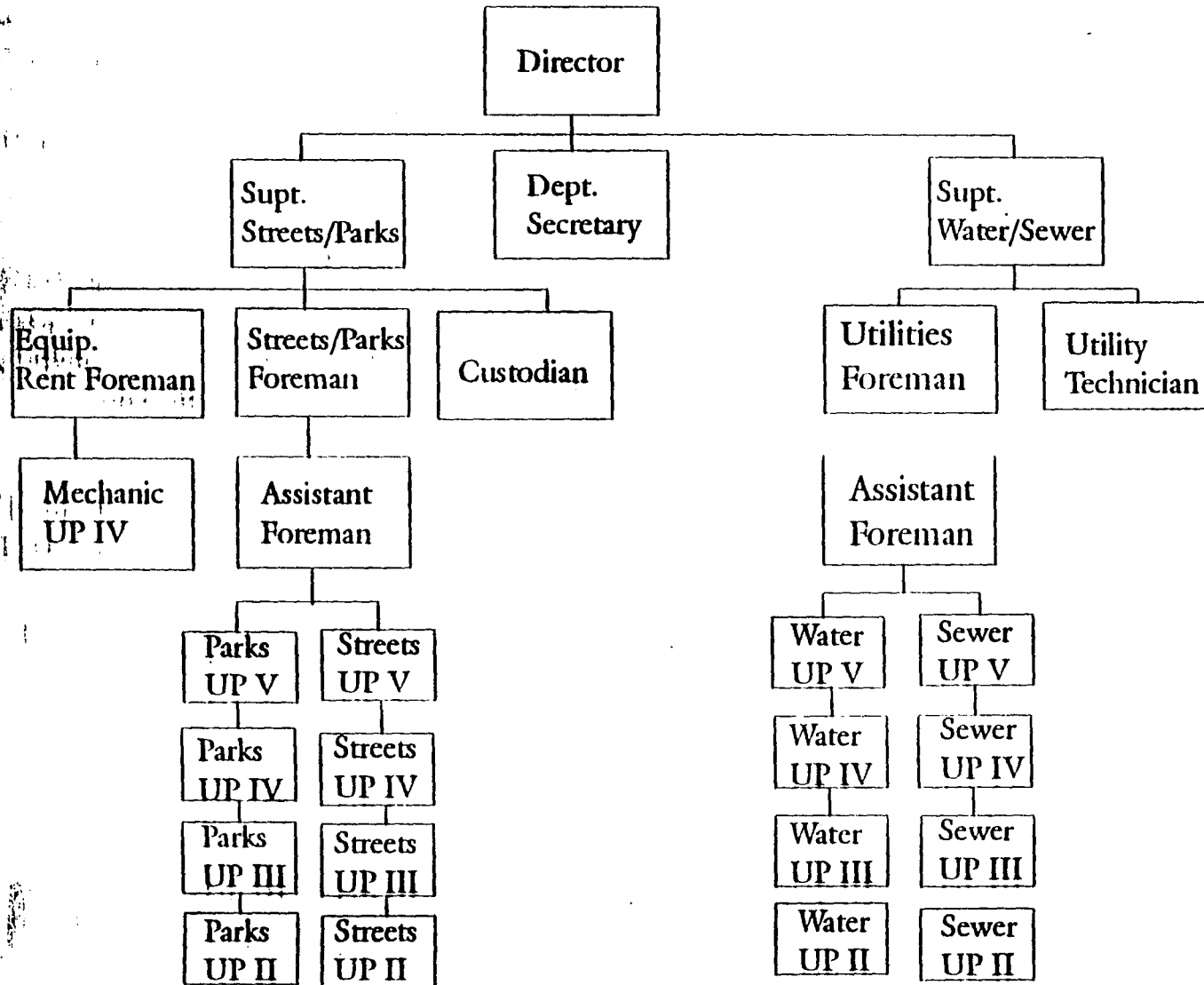
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New Roles and Responsibilities

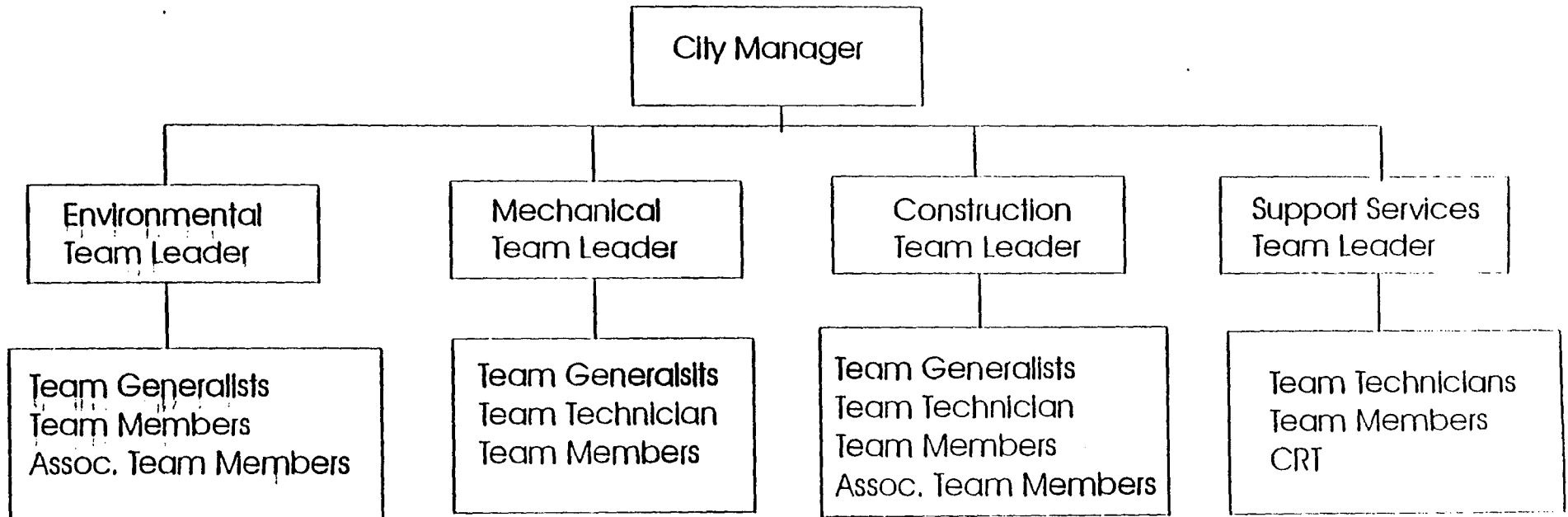


After

City of Mercer Island Maintenance Department Before Change



City of Mercer Island Maintenance Department After Change



Responsible for:
 Parks
 Landscaped areas
 Medians
 Planter Beds
 Trails

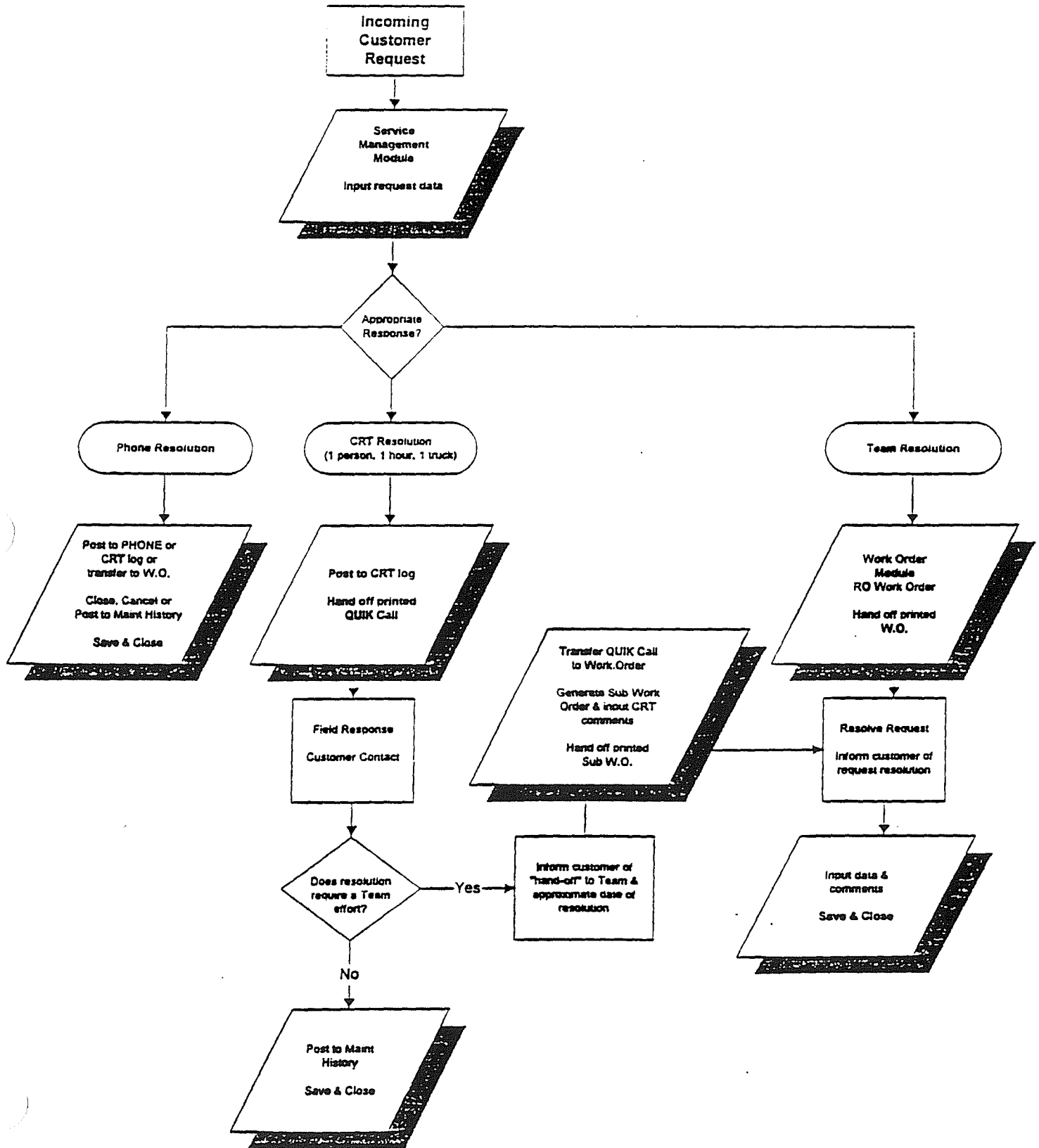
Responsible for:
 Water system
 Sewer system

Responsible for:
 Street repair
 Sidewalk maintenance
 Street lights
 Right of way repair
 Signs

Responsible for:
 Data collection
 Reporting
 Fleet maintenance
 Building maintenance
 Warehouse Inventory

Maintenance Department

1995





MEMORANDUM

TO: Neighborhood Strategic Planners
FROM: Kent Layden *KL*
RE: Process Recommendations
DATE: April 11, 1996

This memo is to share some specific recommendations for your office in continuing to improve Neighborhood Services to the Neighborhood District Associations. These observations are based on interviews with neighborhood leaders, the two planning sessions, and our conversations over the project.

The Communications Plan

The Communications Plan is an *excellent* document. It reflects careful thought and preparation and should be implemented immediately. I was particularly impressed with your analysis of both the internal and external environments. Accurate. The primary goal relating to neighbors is: Every project has a communications element. Adopt and implement this goal now with sufficient budget allocation to make the goal tangible.

Reference Center

As we discussed, one addition to consider in The Communications Plan is establishing a project reference center to serve people with technical or professional interests in the details of proposed projects. A reference center can help build early cooperation instead of later opposition. Library placement can make materials available at a greater range of hours than might otherwise be possible and can assist citizens to assume greater responsibility for becoming informed.

Every Communication Gets a Timely Response

It was clear in working with neighborhood leaders that many had regular communication with City Staff — not always positive. One positive contact may generate as many as three positive comments from the party involved to other citizens. A conservative estimate is that a negative interaction may generate 10 times as many comments to other citizens! A cost effective way to reduce negative interactions, even where the content is not to the citizen's liking, is to handle each inquiry in timely, fair, and professional manner.

Resources for Neighbors

Beyond communication, there has to be "real" stuff for Neighborhood District Association meetings to do. One issue groups will form and die, but neighbors continue. Getting them involved is never easy when there isn't a "burning issue." Your suggestion that each NDA sponsor a speaker, social, or event and open that up to neighbors city-wide is excellent. If your office can develop a list of possible resources and make them available to NDA leaders, it can help make for a more vibrant neighborhood life that will enhance participation throughout the City.



MEMORANDUM

TO: Neighborhood Strategic Planners
FROM: Kent Layden *KL*
RE: Process Recommendations
DATE: April 10, 1996

Process Observations

One key planning concept is that "you have to go slow to go fast." As we saw over the course of a month, it takes time to build trust. The spirit of the group seemed to "gel" over the two planning sessions. Even "newbies" on the second Saturday were welcomed to the group and participated fully.

Yes, it is just a beginning. Yes, the proof will take time to test. It's a start. And a good one at that. Open, candid discussion. People voiced concerns and hopes. Neighbors, elected officials, and staff — all — worked together as a team. We recognized that we share common issues and concerns. Communication is an issue, getting involvement is an issue. We have good ideas, and people listened to and learned from one another. The group seemed committed to continuing to work together periodically. We can expand the net. Bring more people in. Get them involved.

I think that the Neighborhood District Associations are on the way to developing themselves and an overall organizational structure that can be a most positive force in City life.

So, what does this mean? It means that more constructive action can take place with less time devoted to making sure that you are "being heard." It means when there are disagreements, solutions can be found more easily. And where solutions that meet everyone's interests can not be found, all parties will have a fuller appreciation of why as well as a better understanding of how to proceed the next time.

Content Observations

1. Work first among yourselves. Build your local base within your NDA. Provide reasons to meet. Do constructive things. Work to accomplish the visions you have for your area.
2. Share tips with one another. Often someone else has walked this road before. Usually they will share. Linda is here to help as well. Use her to "work the system." Work through her.
3. Know your NDA will last, will face many issues (not just this one), and that more progress will come from steady effort rather than bursts of frantic activity.
4. Have fun. It helps stave off burnout!
5. Meet quarterly as NDA leaders to keep the spirit moving.

O'DONNELL RAMIS CREW
CORRIGAN & BACHRACH

JEFF H. BACHRACH
BODORE W. BAIRD
AMELIA J. BEERY
MARK L. BUSCH
DOMINIC G. COLLETTA**
CHARLES E. CORRIGAN*
STEPHEN F. CREW
PAUL C. ELSNER
GARY F. FIRESTONE*
WILLIAM E. GAAR
G. FRANK HAMMOND*
KENNETH D. HELM
DENISE L. JARRARD
MALCOLM JOHNSON*
MARK P. O'DONNELL
TIMOTHY V. RAMIS
WILLIAM J. STALNAKER

ATTORNEYS AT LAW
1727 N.W. Hoyt Street
Portland, Oregon 97209

TELEPHONE: (503) 222-4402
FAX: (503) 243-2944

PLEASE REPLY TO PORTLAND OFFICE

April 29, 1996

CLACKAMAS COUNTY OFFICE
181 N. Grant, Suite 202
Canby, Oregon 97013
TELEPHONE: (503) 266-1149

VANCOUVER, WASHINGTON OFFICE
First Independent Place
1220 Main Street, Suite 570
Vancouver, Washington 98660-2964
TELEPHONE: (360) 699-7287
FAX: (360) 699-7221

JAMES M. COLEMAN
SUSAN J. WIDDER
SPECIAL COUNSEL

* ALSO ADMITTED TO PRACTICE IN WASHINGTON
** ALSO ADMITTED TO PRACTICE IN CALIFORNIA

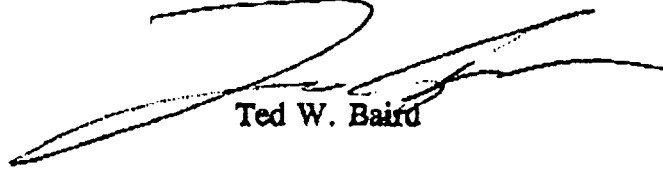
Dan Bartlett
City Manager
City of Milwaukie
10722 SE Main Street
Milwaukie, OR 97222-0009

Re: Cobb Property Acquisition

Dear Dan:

Enclosed please find the resolution of necessity which must be adopted by the City Council in order to initiate condemnation proceedings if they become necessary. Please call if you have any questions or concerns.

Sincerely,



Ted W. Baird

TWB/acm
Enclosure
twb/acm/65021/cobbacq.11

RESOLUTION NO. _____
MILWAUKIE, OREGON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON
DECLARING THE NEED TO ACQUIRE PROPERTY FOR THE PURPOSE OF
ASSEMBLING LOTS FOR RIVERFRONT IMPROVEMENTS.

WHEREAS, the Milwaukie City Charter grants the City authority to acquire land for public purposes; and

WHEREAS, the City of Milwaukie is authorized by ORS 226.320 to purchase, acquire, take, use, enter upon and appropriate land and property within or without its corporate limits for the purpose of establishing or enlarging public recreation and accommodation facilities including parks, public squares, playgrounds, or comfort stations; and

WHEREAS, for the public purposes of improving the riverfront area within the City of Milwaukie for the health, safety, benefit and general welfare of the public, the City Council has deemed necessary the acquisition of certain properties;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILWAUKIE THAT:

1. The City of Milwaukie City Council does hereby find and declare that there is needed and required for construction, operation, maintenance, repair and improvement of the riverfront area, property located in the City of Milwaukie, Clackamas County, Oregon as described in Exhibit "A" attached hereto and incorporated herein by this reference; and
2. The improvement of the riverfront area for which the real property and interest are described herein is required and is being taken as necessary in the public interest and the improvements to said property will be planned, designed, located and will be constructed in a manner that will be most compatible with the greatest public benefit and the least private injury or damage; and
3. The Milwaukie City Manager and the City's attorneys are authorized to attempt to agree with the owners and other persons in interest in the real property described herein as to the compensation to be paid for the appropriation of the property, and in the event that no satisfactory agreement can be reached, then the attorneys for the City of Milwaukie be and the same hereby are directed and authorized to commence and prosecute to final determination such proceedings as may be necessary to acquire the real property and interest therein and that upon the filing of such proceeding, possession of the real property and interest therein may be taken immediately; and

Resolution No. _____

Page 1

- 4. In any negotiations regarding the acquisition of the real property and interest therein as described above, the City Manager is authorized to attempt to agree with the property owners on compensation for the property, such compensation not to exceed the value established by the City's authorized appraisal of the property and interest therein.

Introduced and adopted by the City Council of the City of Milwaukie, Oregon on this _____ day of _____, 1996.

Craig Lomnicki, Mayor

ATTEST:

APPROVED AS TO FORM

Pat DuVal, City Recorder

City Attorney

twblacm\45021\cebbacqu.rel(4/29/96)



LEGAL DESCRIPTION

PARCEL 1: Beginning at an iron pipe driven at a point North 10° West 88.93 feet distant from a point in the Westerly projection of the center line of Jefferson Street, in the City of Milwaukie, County of Clackamas and State of Oregon, South 80° West 430 feet distant from a stone monument set at the intersection of the center line of Main and Jefferson Streets in said Milwaukie, according to the duly recorded plat thereof on record in the office of the Recorder of Conveyances of said county; running thence North 10° West parallel to the Westerly line of Front Street and 110 feet distant therefrom and measured at right angles thereto, 100 feet to an iron pipe; thence South 89° West 135.88 feet to a point on the meander line of the right bank of the Willamette River at low water stage, from which an iron pipe driven in the bank bears North 89° East 46.73 feet distant; thence tracing the meanders of said river at low water stage upstream South 11° West 28.63 feet to an iron rod; thence along said meander line at low water stage South 41° West 95.23 feet to an iron pipe driven in the red rock; thence leaving said meander line North 89° East 221.19 feet to the place of beginning.

PARCEL 2: A part of the Donation Land Claim of Lot Whitcomb and wife in Township 1 South, Range 1 East of the Willamette Meridian, in the City of Milwaukie, County of Clackamas and State of Oregon, bounded and described as follows, to-wit:

Beginning at an iron pipe driven at the Northeast corner of that certain tract of land conveyed to Lydia A. Harlow by deed recorded in Book 159, Page 367, Records of Deeds of Clackamas County, which point is 111.48 feet North and 456.07 feet West of the City Monument at the intersection of the center lines of Jefferson and Main Street in the town of Milwaukie, Oregon; running thence South 89° 00' West tracing the North line of the Lydia A. Harlow tract 135.88 feet to an iron pipe in the meander line of the right bank of the Willamette River at low water stage; thence North 11° 00' East tracing the meanders of the right bank of the Willamette River at low water stage 51.12 feet to a point; thence North 89° East parallel to the North boundary of the Lydia A. Harlow tract 50 feet distant therefrom measured at right angles thereto a distance of 117.25 feet to a point; thence South 10° 00" East 50.62 feet to the place of beginning.

PARCEL 3: Being a part of the Lot Whitcomb Donation Land Claim in Township 1 South, Range 1 East, of the Willamette Meridian, in the City of Milwaukie, County of Clackamas and State of Oregon, bounded and described as follows, to-wit:

Beginning at an iron rod driven at the Northeast corner of that certain tract of land conveyed to Inge A. and Elva Jones by deed recorded in Book 220, Page 162, Deed Records, which point is North 9° 20' West 38.10 feet distant and South 80° 40' West, 80.00 feet distant and South 89° 42' West 101.22 feet distant and North 9° 20' West 150.62 feet distant from the Southwest corner of Block 28, Milwaukie, Oregon, according to the duly recorded plat thereof, situated in the Lot Whitcomb Donation Land Claim No. 38, Township 1 South, Range 1 East, of the Willamette Meridian; running thence South 89° 40' West tracing the Northerly boundary of the said Jones tract 117.25 feet to a point on the meander line of the right bank of the Willamette Riveer at low water stage; thence tracing the meander line of the right bank of said river down stream at low water stage North 11° 40' East 66.10 feet to an iron rod; thence tracing the meander line of the right bank of said river down stream at low water stage North 22° 20' West 189.75 feet to the Southwest corner of a tract of land described in the Will of Isaac Gratton, Probate No. 28213, Multnomah County, Oregon, as set off to

Exhibit "A" pp. 2

Report No. C645897

TICOR TITLE INSURANCE

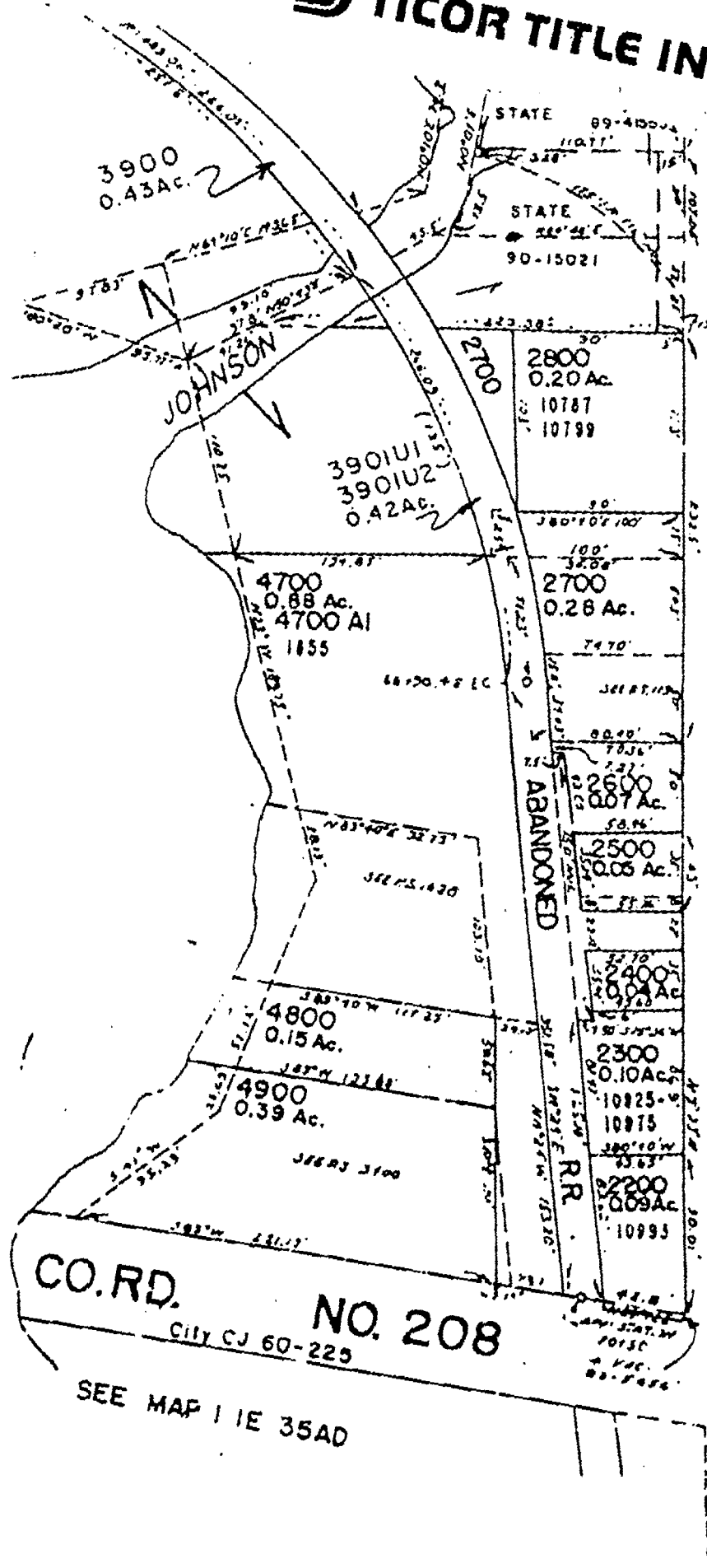
Paul J. Gratton, from which point a Ford Axle driven in the ground bears North 80° 40' East 16.55 feet distant; thence tracing the Southerly boundary of the Paul J. Gratton tract North 80° 40' East 139.77 feet to a point in the center of the Portland Railway Light and Power Company Easement, from which point an iron pipe driven on the Westerly side line of said easement bears South 80° 40' West 10.27 feet distant; thence Southerly tracing the center of said easement on an 11° 30' curve to the right a distance of 71.23 feet to a point of tangent; thence tracing the center of said railway easement South 14° 24' East 200.94 feet to an iron pipe; thence South 89° 40' West 34.40 feet to the place of beginning.

SAVE AND EXCEPTING from the execution of the deed to Inge A. and Elva Jones, a strip of land 10 feet wide extending along the Easterly boundary of the above described tract being a part of the easement heretofore granted to the Portland Railway, Light and Power Company.

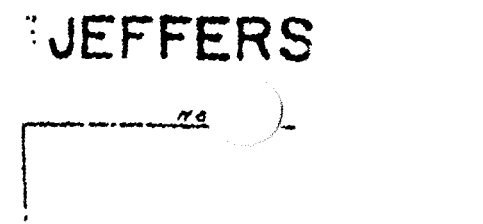
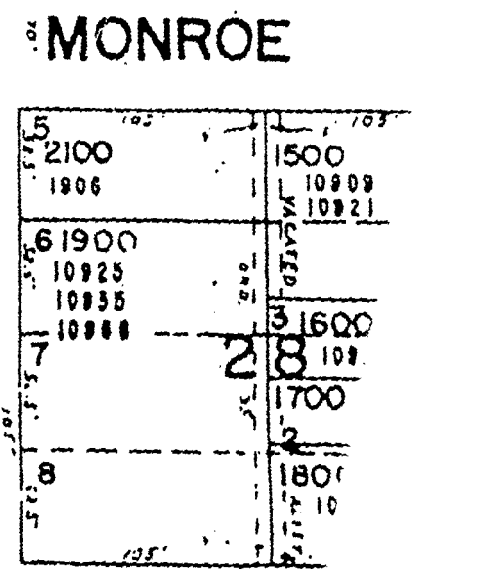
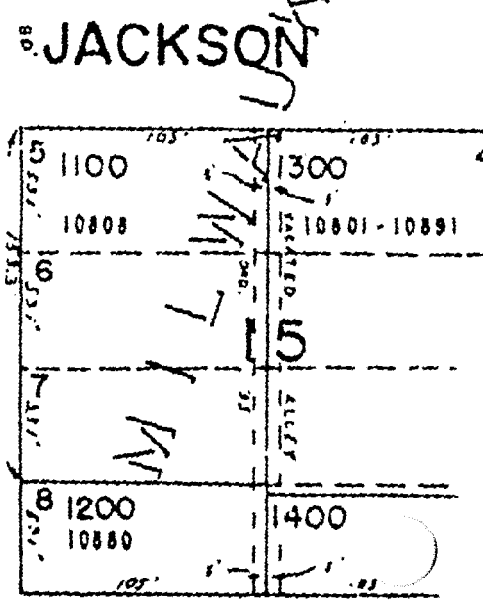
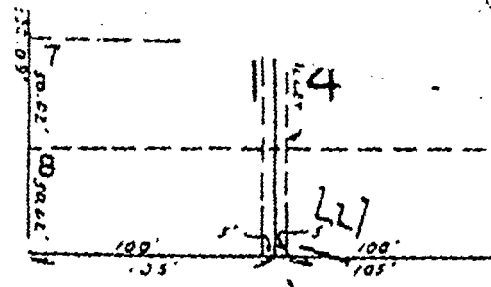
PARCEL 4: Beginning at an iron pipe driven at a point which is North 9° 20' West 38.10 feet distant and South 80° 40' West 80.00 feet distant and South 89° 42' West 101.22 feet distant from the Southwest corner of Block 28, Milwaukie, Oregon, according to the duly recorded plat thereof, situated in the Lot Whitcomb Donation Land Claim No. 38, in Township 1 South, Range 1 East, of the Willamette Meridian, in the City of Milwaukie, County of Clackamas and State of Oregon; running thence North 9° 20' West 150.62 feet to an iron rod driven at the Northeast corner of that certain tract of land conveyed to Inge A. and Elva Jones by deed recorded in Book 220, Page 162, Deed Records; thence North 89° 40' East 24.10 feet to an iron pipe driven in the Westerly boundary of a right of way easement heretofore granted to the Portland Railway, Light and Power Company; thence tracing the Westerly boundary of said right of way easement South 14° 24' East 153.36 feet; thence South 89° 40' West 37.80 feet to the place of beginning.

... DONNELL, RAMIS
 The company assumes no liability for variations, if any, in dimensions and location
 ascertained by actual survey.

TICOR TITLE INSURANCE



99E
 (MCCLOUGHLIN BLVD)



Ardenwald Neighborhood Association

3-12-96

1. Introductions, reading and approval of minutes
22 members attended tonights meeting
2. Treasurer's report: \$633.93 Savings account (Key Bank)
\$349.00 Checking account (1st Interstate)
3. Guest Roxanne Ross, from the downtown Milwaukie business association, handed out surveys for members to fill out. Questions to respond to centered around our vision of downtown in the next few years, such as what type of businesses, etc
4. Kellogg Treatment Plant: update by member Michael Kay. Planning for the future, when the plant will no longer be sufficient for the current area it serves (1-2 years.) A citizen's committee task force is being re-organized to address the upcoming need for changes and growth. The choices appear to be a) expand Kellogg Creek, with an eventual building of a site at Camp Withicomb (site k) or b) expand Oak Grove, build site k and close down Kellogg.

It is hoped that the current Vancouver site be explored, as they have been very creative with their use of their treatment plant, combined with the Civic Building and activities built on top of the plant.

5. The River Front Committee has been formed. Sherrie Campbell has selected to be on this committee. 1st meeting is 3-14-96; update next meeting.
6. Budget Committee: Time to ask for assistance for the neighborhood associations, and representation of such in the budget. Next meeting is April 10, 1996.

Lily Moore was voted by the Association members to have official standing on the budget committee. A letter will be drafted by AJC stating this.

7. Strategic Planning meeting: next meeting is 3-30-96. Sharrie Campbell attended the first meeting, and felt very positive about the interactions between the citizens and the city. This has been set up to look at the Neighborhood Associations, and what directions they wish to go.
8. Nominating Committee needed: Sharrie and Roger Haas have volunteered, and the members voted their agreement.

9. Lisac's letter: The city has responded to the letter sent by AJC regarding possible code violations at the Lisac's business. Lisac's have 30 days to clear out some of the clutter, which would be 3-15-96.
10. Next Board meeting is 3-28-96, at 7:30, at Harry's house.

Minutes completed by: Darlene Walsh, Secretary
Ardenwald Neighborhood Association



ARDENWALD-JOHNSON CREEK NEIGHBORHOOD ASSOCIATION
MEETING APRIL 9, 1996

MEETING CALLED TO ORDER BY MICHELLE GREELY-ROBERTS AT 7:30PM

TREASURE REPORT BY MICHAEL KAY WAS \$ 637.49 IN SAVINGS \$ 300.00 IN CHECKING.

MICHELLE APPOINTED A COMMITTEE FOR TRAFFIC SAFETY WITH NINA RONEAU AS THE CHAIR.

NO MINUTES WERE READ- DARLENE WALSH HAD TO GO OUT OF TOWN

NINA WOULD LIKE A LETTER OF SUPPORT OF ZERO TOLERANCE AND JOHN BUGSBY WILL GIVE SAFE DRIVER AWARDS. MOTION MADE BY MICHAEL KAY SECONDED BY ROGER HAAS IN SUPPORT OF LETTER.

SLATE OF OFFICERS MADE BY THE NOMINATING COMMITTEE WAS VOTED IN UNANIMOUSLY. THEY STAND AS IS: CHAIR- SHARON VAN HORN, VICE CHAIR- HARRY RICHARDS- SECRETARY- DARLENE WALSH, TREASURER- JEAN JOHNSON MEMBERS AT LARGE: SHERRIE CAMPBELL AND ROGER HAAS. MAY WILL BE INSTALLATION MONTH.

ROGER SPOKE ON THE ONGOING CITIZEN REQUEST HE MADE REGARDING LISAC'S AND HARVEY LUNNING. THERE STILL SEEMS TO BE HEAVY EQUIPMENT AND GARBAGE STILL NOT CLEANED UP YET, SO ROGER WOULD LIKE THE ASSOCIATION TO SUPPORT HIM IN TAKING IT BEFORE THE PLANNING COMMISSION TO REINFORCE THE LETTER SENT TO HARVEY LUNNING.

MULVEY JOHNSON GAVE AN UPDATE ON THE WORK AND STREET CLOSURES ON JOHNSON CREEK BLVD.

MEETING ADJOURNED 9:00PM

SHARON VAN HORN FOR DARLENE WALSH

Lewelling Neighborhood News

May 1996

ATTEND MEETINGS AND BE INFORMED

Guest Speaker at May Meeting

The Lewelling Neighborhood Association has invited Ron Marshall, M.S.W., L.C.S.W., a registered clinical social worker, to speak at our May 2nd meeting at 7:00 P.M. He will give a broad based talk on *Community Health in the 90's*, including "liveability" and how to work within the bureaucratic structure. This will be an interactive presentation and take direction from group questions. This will be an opportunity for social interaction with our neighbors and friends. Please invite a friend to join our meeting which will be in the Lewelling gym. All Milwaukie neighborhood associations are cordially invited to attend.



Minutes of April 4th meeting

The Lewelling Neighborhood meeting was held April 4th. Attendance was low because we didn't get a newsletter out this month. There were nine neighbors, city councilor Jean Schreiber, and guest, Mulvey Johnson, project manager with City of Portland Transportation Bureau. Mulvey told them about the Johnson Creek Blvd. construction plans. The group was especially interested in the storm line that will run from Brookside, as drainage was a big discussion item at the Land Use Committee meeting. I handed out samples of the customer service feedback card for the fire department and asked

(Continued on back)

Help a City Grow

METRO (Portland Metropolitan Area) is the major growth mode for our area into the twenty-first century. Milwaukie's designation is "Towncenter" and in the thick of the growth debate. Even though we are a developed city, we have many areas with large lots and small pockets of undeveloped and underdeveloped lands. Its growth boundary extends past Clackamas Town Center. Citizen input is necessary to give direction and provide prioritization to how our city will look in the future. Density, light rail, roads and water system infrastructure maintenance, river front and downtown development, addition of sidewalks and bike lanes and acquisition of public open spaces are all being considered. The beauty of living in a democracy is that each of us can make a difference and have a say in what happens around us. It does take time and some of us seem to have too little left after all the other activities. For a small investment of time, your neighborhood association can provide you an avenue

(Continued on back)

Mark your calendars

Our June meeting will be in the school library at 7:00 PM on June 6th.

2
Help a City
Grow continued

for input and an awareness of what is developing in your community. Come to a meeting once a month so that our input to the city council will be a true reflection of what the people living in the Lewelling neighborhood think. You can also call our association officers or Jeff Marshall, our Land Use Chairman, at 654-5143 or 704-1007.

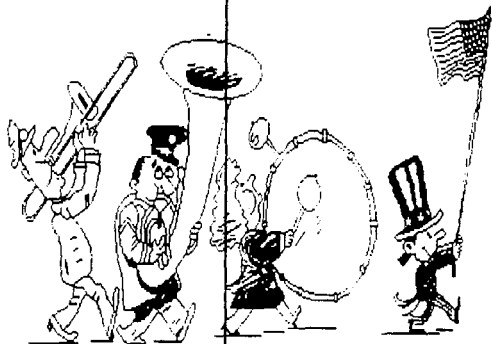
BUSINESS CORNER
~~~~~  
**Papa's "Good News" Gang**  
Clowning, Miming & Puppetry  
**659-4076 or 659-5152**  
~~~~~  
Improve or learn to play golf
Ted Westling, teaching PGA
Professional **775-6835**
East Moreland Golf Course, ask
for Ted - Private and group
lessons available.
~~~~~  
Do you have a product or a  
service you would like listed  
in the next newsletter?  
Call Gayle Street 659-1044

**Lewelling Neighborhood News**

**Lewelling**  
**Winners**

Selection of the Seth Lewelling area winners in the Young Milwaukian Contest was held on April 8th in the Lewelling Library. Each school selects six students based on their written essays explaining what it means to live in Milwaukie and their responses to the question why they would like to be in the parade. First place winners will ride on a float in the Milwaukie Festival Daze Parade, meet the City Council, win \$50.00, be photographed with the other winners, and have their essays published in a booklet. Justin Newville and Lacey Lazoff are the first place winners. All winners win cash prizes, a T-shirt, carry their school banner in the parade, and are invited to a swim party at the Aquatic Center. The other Lewelling winners were Amber Rhoades, Michelle Lundy, Athena Willis and Michelle Lackey.

**Congratulations**  
**We'll see you in the**  
**parade!!**



**Minutes of April 4th**

Continued

them to fill it out as part of the pre-testing. Jeff Marshall gave an overview of the strategic planning session and announced that next month's meeting will feature Ron Marshall (Jeff's dad) who is a clinical social worker, and will talk about the link between healthy communities, healthy neighborhoods and healthy people. Lewelling will be inviting all other neighborhoods to this activity. Liz Gill, school principal, gave a brief overview of the survey they just did about pedestrian safety. She has not done the official tallying of responses, but said most parents are concerned about Logus Road and Stanley Avenue. Jeff asked people for input about what they want to see at the waterfront. Responses included: deal with the sewer plant, put in more boat ramps, it's okay to put in commercial activity, maintain some open views of the water and make sure there is some park use including fishing and boating. Meeting ended at 8:28 PM.

Linda Mullen, acting as secretary

**LEWELLING NEIGHBORHOOD**  
**ASSN. For information call:**  
Gayle Street **659-1044**  
Cindy O'Reilly **654-8487**  
City of Milwaukie,  
Office of Neighborhoods  
Linda Mullen **786-7545**

# **Building a Healthy Community in the 90's**

**A special presentation by the Lewelling Neighborhood**

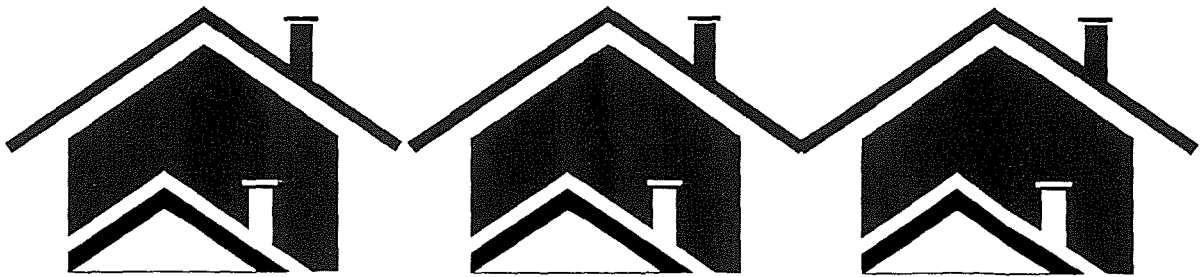
**7 pm, Thursday, May 2, 1996  
Lewelling School Gym**

The Lewelling Neighborhood Association is hosting a guest speaker at its next meeting, Thursday, May 2nd, 7 pm at Lewelling Elementary School, 5651 SE Logus Rd. Ron Marshall, MSW, will lead a broad-based talk on "Community Health in the 90's," about the link between healthy communities, healthy neighborhoods and healthy individuals. Strategies will focus on creating a sense of community and improving livability through individual actions and working with the bureaucracy. The talk will be interactive, with the opportunity for audience members to ask questions.

Because this is a special topic of community-wide interest, the Lewelling Neighborhood Association is inviting people from all of Milwaukee's neighborhoods to attend.

The speaker, Ron Marshall, has spent 30 years in the development and management of programs for children and families. He has worked at the county, state and federal levels, and currently operates a private practice in counseling and psychotherapy.

For more information about his talk, contact Jeff Marshall at 704-1007.



INWOOD NEIGHBORHOOD ASSOCIATION, Public Safety Committee --

Sorry it has taken so long to get these minutes to you, but we had some logistical problems:

OUR NEXT MEETING will be April 17, 1996, 7:00 PM, featuring Sgt. Jim Colt, Milwaukie Police Dept. He will give us an overview of youth gangs and what they may mean to us. The Meeting will be at the Linwood Elementary School Library.

Minutes from meeting held March 19, 1996, at 12258 SE Grove Lp., Milwaukie -

The following were in attendance for our first, formative meeting:

Dave Belmonte, Mgr. Sentry Mkt., King Road  
Lt. Neal Butler, Clackamas Cty. Sheriff's Ofc.  
Irene Cohrt, Mgr. Sunnyside Pk. Apts.  
Chief Brent Collier, Milwaukie Police Dept.  
Tracy Cook, Pres. Linwood Nbrhd. Assoc.  
Karen Lauckman, Pricpal, Linwood Elem. Schl.  
Luella Lippold, Mgr. Crestview Apts.  
Dolly Macken-Hambright, D.I. Macken-Hambright Prop. Mgmt.  
Kathy Neubauer, Pres. Grove Homeowner's Assoc.

1. The purpose of this committee is to bring together concerned parties, under the auspices of the Linwood Neighborhood Assoc., in order to provide a problem-solving network to help provide public safety and hopefully, help reduce criminal activity, in our immediate area. As such, attendees will be indentifying and airing any such problems that come to their attention as we move forward. Problems and situations may be solved just by simply finding the correct resource person with whom to connect for the City, County or Private Bus., or this committee may have to pursue a solution in more depth.

Once a problem has been identified as needing the committee's attention, the committee will attempt to find viable solutions, present these solutions, either to the Neighborhood Assoc. or the County, for support and resolution. Some situations may require research, a united effort on the committee's part, and the diligence to follow through to achieve a desired result.

2. The ultimate goal of the committee is to make criminal and undersirable activity so uncomfortable that folks wishing to pursue same will move on. We hope to achieve this by presenting a united front with local Law Enforcement and a strong Citizen backing.

3. Karen Lauckman brought up the need to have clearly marked crossings for children going to and from school on both Linwood and Stanley. The school is currently providing staff support at the most vulnerable locations near the school but safety is an on-going problem and she would like flashing amber lights on sign boards. Brent Collier advised her to contact Dave Wheaten, City of Milwaukie, to see what could be done along this line.

4. Rental houses that become unsightly, have bad tenants and are mismanaged were discussed. Brent Collier advised that within the City, homeowners with this sort of neighborhood problem should call Rich Atchenson, City Code Inspector (786-7623) since the City has an Ordinance that rentals need a business license and inspections are routine part of that. Neal Butler advised that the County does not have a similar ordinance but to call County Dept. of Transpertation and Developement for Code Enforcement issues along the same line. Code Enforcement may also come into play with owner-occupied residences but will also take longer to resolve. It was agreed that when neighborhoods begin to appear rundown, undersirables tend to move in and make the situation worse, so diligent code enforcement will make our neighborhoods cleaner and safer.

5. With regard to multi-family housing, from duplexes to complexes, most in this area are at least kept up so as not to be unsightly. Residents can be fully screened and ultimately evicted, should their performance prove necessary, however, some managers expressed concerns over non-tenants visiting AND not being kept informed when Law Enforcement is called upon to deal with tenants or visitors. In general, both Brent and Neal advised that information regarding LE visitations is available from the Departments upon request and when officers know that managers want to be kept apprised they will make an effort to do so. Also, managers can follow up with either the City or County Depts. to check on LE visits after the fact.

Non-residents to apartment complexes can be removed only by both the City and County adopting an "Exclusion Policy" similar to that of the City of Gresham. Since Gresham's policy has been court-tested, any exclusion policy will have to have 100% tenant buy-in (with an addendum to the rental agreement or in the rental agreement for new tenants) with a designated "person in charge" clause, posted exclusion rules, an exclusion form for the "excluded" and follow-up as necessary with LE officials. Currently, the only places with any sort of exclusion policy in the City are shopping areas such as Witchita Town Ctr. The County is working on a set of standards currently.

This topic will be one which this committee will follow closely and provide input to both City and County as programs develop.

6. Graffiti was a hot topic, not only because of its youth gang implications, but because of the cost and annoyance of cleaning up the unsightly problem. Linwood Elem. has experienced quite a problem and requested that surrounding apartment managers take pictures of any that shows up on their premises to compare with the school's pictures and possibly the perpetrator(s) can be caught. Both Brent and Neal expressed the desire to have pics available to help them, not only to track down offenders, but also to help keep tabs on possible influx of gangs into our area. City, County and State all have youth gang investigators, and all agreed that graffiti must be removed quickly to help send a message that gang activity is not OK here.

7. Brent shared the City Police Dept's. Community Oriented Police Services (COPS) plan with attendees. If you did not receive a copy and want one, contact Craig Stensrud (786-7401). It would appear that this committee fits right into this plan as the mission statement, in part, says, "...seeks the support of and enlists actively-involved citizens in all of the Department's proactive programs..."

8. By default, Dolly Macken-Hambright will continue to chair this committee until we are fully organized and elect a chair. Any volunteers?????

9. The next meeting will be April 17, 1996, 7:00PM, at the Linwood Elementary School Library. Please plan to attend.

Dolly  
659-7582

**North Clackamas Parks & Recreation District  
Advisory Board Minutes**

**Meeting #59, March 14, 1996**

**BOARD MEMBERS PRESENT:**

Gary Barth, Oak Lodge representative  
Bill Brod, at-large member  
Jim Ellis, Southgate/Town Center representative  
Sarah Eraker, Sunnyside representative  
Champ Husted, at-large member (arrived at 8:25 p.m.)  
Daisa Lawson, Oatfield representative  
Don Trotter, Milwaukie representative  
Mitch Wall, Chairman and Milwaukie Center representative

**BOARD MEMBERS ABSENT:**

Lynn Sharp, at-large member

**STAFF PRESENT:**

Roger Brown, Director  
Diane Campbell, Administrative Analyst  
Thom Kaffun, Park Services Manager  
Don Robertson, Program Services Manager  
June Southworth, Administrative Assistant  
Joan Young, Milwaukie Center Director

**STAFF ABSENT:**

None

**GUESTS:**

Jim Clark, Budget Committee Member  
Nancy Egge, Budget Committee Member

**Minutes**

The meeting was called to order by Chairman Mitch Wall at 6:06 p.m. in the Salal Room of the Milwaukie Center.

**1. Neighborhood Updates:**

Gary Barth stated that a public hearing was held the previous Tuesday night regarding Risley Park. The meeting was very positive and valuable input was given by those attending.

Sarah Eraker asked when work on the Southern Lites park would resume. Diane Campbell responded that the ground needs to dry out more before construction could start again. Campbell then provided an update on the status of several other parks in the District.

2. **Approval of Minutes of February 8, 1996 meeting:**

Sarah Eraker questioned the wording of item #8, **Use of Alternates to District Boards**. The Board discussed this item and decided to change the wording of the second sentence to read, "He requested that the alternates become regular members of the Neighborhood Boards."

*Bill Brod moved to approved the minutes of the February 8, 1996, as amended. Sarah Eraker seconded the motion. Minutes approved as amended.*

3. **Acceptance of Orchard Summit Subdivision Property:**

*Bill Brod moved to accept the donation of the Orchard Summit Subdivision property. Jim Ellis seconded the motion. APPROVED.*

4. **Report on Light Rail Meetings:**

Chairman Wall asked Jim Ellis to give an update on the light rail meetings. Ellis stated that over the last 2-1/2 weeks several meetings had been attended by himself, Ed Lindquist, Mitch Wall, Roger Brown, Ron Sandoz, and representatives of Oregon Institute of Technology and Clackamas Community College. District representatives made it clear that NCPRD did not appreciate the fact they were not kept informed of the light rail issue. Ellis pointed out several proposed routes in the vicinity of the Aquatic Park. It was noted that the southern route was the one favored by Tri-Met.

The Director pointed out that a meeting 1-1/2 weeks after the first had Tom VanderZanden presenting an alternative route, running north of the Harmony Road alignment. An agreement was reached to bring the southern route to the study (the one favored by Dept. of Transportation.) The basic procedure is to make public our feelings and comment when the time comes. Discussion was held regarding the process and how it relates to OIT, Clackamas Community College, and the Park District. The Chairman noted that the District has been asked to take no action and questioned if this was the same with the County. It was decided that when it comes time for public comment, the District Advisory Board would provide their input.

Board members discussed the potential for rezoning along the proposed routes. Mitch Wall asked Jim Ellis to clarify the crossing of light rail near the neighborhood park.

The Chairman then asked for a consensus. Barth stated he would like to know when the first public hearing is. Wall noted that the DAB needs to

give Tri-Met a decision on this immediately. Don Trotter complimented Jim Ellis on the excellent job he had done at the meetings.

*The consensus is that the DAB will take a public position on the entire matter at the first available opportunity for public comment. It was decided that a letter would be written by the Chairman and reviewed by Jim Ellis. GENERAL CONSENSUS RECEIVED.*

*Chairman Wall added that the District had a wonderful advocate on this issue in Jim Ellis.*

5. **Cedar Creek Park Site:**

The Director asked to insert an item that came to light after the agenda was prepared. He asked Thom Kaffun to provide background on the property that is located at the Cedar Creek park site that we recently purchased. He noted that there is a new well site being drilled on this property (in the Neo-traditional area near Sunnyside Village). Kaffun pointed out the property and the proposed well site. He then explained the irrigation systems that were being considered as part of a trade-off for this well site.

**It was decided that staff will come back before the DAB in the near future with a final report on this property. There was a consensus to allow a test drill done on the site.**

6. **Fiscal Year 1996-97 Budget Work Session:**

The Director noted that staff would like to provide a varied presentation on our budget for the upcoming fiscal year. Brown noted that Board members were being provided a workbook and the final document will come before the Board at the April meeting.

A video was shown by Don Robertson showing District facilities and current programs being offered.

Joan Young presented the budget information for the Milwaukie Center.

Thom Kaffun then made his presentation on the Park Services portion of the budget. He commented that the District is short of funds from the Systems Development Charges. Staff is being pressured to purchase land for parks in the Sunnyside Village area, but we do not have enough funds to do so due to escalating land prices. Brown added that since we are faced with the issue of the shortage of funds, we cannot purchase any land until after the beginning of the next fiscal year. Therefore, we intentionally did not budget any SDC dollars this year.

Don Robertson presented the Program Services budget information.

Brown stated that there is a lot of information being put before Board members at this meeting. However, there are a few more items that need to be addressed tonight.

Diane Campbell provided an overview of recent contact with the Federal Emergency Management Association regarding flood damage at Riverville Park and Mill Park. She noted that a report has been submitted to FEMA and we are waiting for their response. Also, she is working with FEMA on the issue of the Jefferson Street Boat Ramp. FEMA will advise the District as to who is responsible for filing for damage to the boat ramp: NCPRD or the City of Milwaukie. An estimate of the repair cost has been completed and staff is now awaiting an opinion from County Counsel. Campbell noted that she will submit documents to FEMA for this repair as soon as the feedback is provided by County Counsel.

The Director asked Don Robertson to provide a brief update on school properties and Norma Street. Robertson stated that several meetings have been held recently with the School District. He added that at the next neighborhood board meetings, discussion will center on projects submitted by the schools.

Chairman Wall commented that another budget meeting should be scheduled to go over the budget books that were being distributed by the Director. It was decided that this meeting would be scheduled for Monday, March 18, at 7:00 a.m., at the North Clackamas Aquatic Park.

Brown went over the contents of the budget workbooks he had distributed.

**7. Speakers from the Floor:**

None.

**8. Board Members' Comments:**

Sarah Eraker had talked to David Posse at the county about the Mt. Scott Golf Course. It is his understanding that this is zoned open space. She commented that this is different from what everyone understood. Staff agreed to research this issue and provide an answer at the meeting scheduled for March 18.

The Chairman asked about the status of the Mt. Talbert property. Brown answered that plans are to arrange a meeting to go on Mt. Talbert and

take appropriate people with them. He added that the Trust for Public Lands, at our request, is looking at making some contacts on this property.

9. **Director's Comments:**

Brown commented that tickets were available for *Charlotte's Web* and offered them to any board members who were interested. He added that Steve Rhodes has been appointed as the County Administrator. Brown then requested Executive Session to discuss a personnel issue.

10. **Adjournment:**

*The meeting adjourned at 10:05 p.m.*



**TO:** CITY COUNCIL and BUDGET COMMITTEE,  
CITY OF MILWAUKIE, OREGON

**THRU:** Dan R. Bartlett, City Manager *DB*

**FROM:** Angus M. Anderson, Finance Director *AA*

**DATE:** April 17, 1996

**RE:** Monthly Financial Reports

This report is the financial report for March 31, 1996, covering the period July 1, 1995 through March 31, 1996. The results presented are for the first nine months, which constitute three quarters, of the fiscal year.

As previously stated, the budget presentation was changed this year to include PROGRAM format presentation instead of only a FUND/FUNCTION format. Because of that change, the financial reports that are presented have been changed to reflect the new format. In addition, the new reports are trying to provide a more "high level" management type of presentation. The included reports are:

- A) PROGRAM SUMMARY:** This report is presented in exactly the same format as was used in the Budget Document. This provides a view of the adopted budget, year to date results (through March), budget balance and full year projections for each program that is budgeted. It shows an aggregate level of expenditures \$8,006,769 less than the total amount budgeted.
- B) APPROPRIATION REPORT:** This report presents all FUNDS and APPROPRIATION CATEGORIES as adopted by City Council. Presented are figures for adopted budget, year to date results (through March), budget balance and full year projections for each fund and appropriation category. This report also shows an aggregate level of expenditures that is \$8,006,769 less than the total amount of appropriations.
- C) REVENUE REPORT:** This report presents all FUNDS and all major resource classification in each fund. It also presents the adopted budget, year to date results (through March), budget balance and full year projections for each classification and fund. This report projects total resources (which includes beginning fund balances) of \$28,507,889 which is \$137,014 in excess of the total amount budgeted.
- D) FUND BALANCE REPORT:** This report is a true "snapshot" of the fund balances as of one day in time, in this case March 31, 1996. The results presented are Total Revenues, Total Expenditures and Fund Balance (always resulting in a zero for budget presentation). These classifications are shown as adopted budget, year to date results, budget balance and full year projections. As this is a snapshot that changes monthly, there isn't much emphasis placed on this report until nearing the end of the fiscal year. Until that time the report is considered to contain very preliminary data. This report shows projected ending fund balances that aggregate \$8,110,032. This amount is the sum of expenditures less than budget (\$8,006,769) plus resources greater than budget (\$137,014).

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

PROGRAM STATUS REPORT  
WITH FYE PROJECTIONS

| PROGRAM                                  | FY 1995-96   | YTD          | PROJECTION   |              | OVER/       |
|------------------------------------------|--------------|--------------|--------------|--------------|-------------|
|                                          | budget       | 2/29/96      | balance      | 6/30/96      | UNDER       |
| <b>LEGISLATIVE</b>                       |              |              |              |              |             |
| Total Expenditures                       | \$29,150     | \$22,121     | \$7,029      | \$28,235     | \$915       |
| <b>ADMINISTRATION/COMMUNITY SERVICES</b> |              |              |              |              |             |
| City Manager                             | 106,611      | 89,680       | 16,931       | 117,898      | (11,287)    |
| City Records                             | 137,124      | 72,817       | 64,307       | 98,650       | 38,474      |
| Data Processing                          | 204,427      | 74,904       | 129,523      | 128,750      | 75,677      |
| Neighborhood Services                    | 93,709       | 71,801       | 21,908       | 96,700       | (2,991)     |
| City Attorney                            | 109,100      | 63,127       | 45,973       | 90,073       | 19,027      |
| Human Resources                          | 183,724      | 129,747      | 53,977       | 196,800      | (13,076)    |
| Recycling Programs                       | 82,396       | 49,127       | 33,269       | 78,800       | 3,596       |
| Parks Land Acquisition                   | 445,835      | 272,311      | 173,524      | 275,000      | 170,835     |
| Ledding Library                          | 1,349,811    | 711,555      | 638,256      | 1,063,825    | 285,986     |
| Public Safety Bldg Const                 | 233,373      | 91,572       | 141,801      | 119,046      | 114,327     |
| Total Expenditures                       | \$2,946,110  | \$1,626,640  | \$1,319,470  | \$2,265,542  | \$680,568   |
| <b>PUBLIC SAFETY</b>                     |              |              |              |              |             |
| Police Administration                    | 220,192      | 156,889      | 63,303       | 213,940      | 6,252       |
| Police Field Services                    | 2,575,857    | 1,797,934    | 777,923      | 2,521,000    | 54,857      |
| Police Support Services                  | 192,248      | 108,344      | 83,904       | 145,000      | 47,248      |
| Emergency Dispatch                       | 366,960      | 254,241      | 112,719      | 349,000      | 17,960      |
| Fire Administration                      | 463,776      | 160,291      | 303,485      | 192,000      | 271,776     |
| Fire Operations                          | 2,385,135    | 1,553,048    | 832,087      | 2,119,000    | 266,135     |
| Fire Prevention                          | 158,565      | 98,117       | 60,448       | 141,500      | 17,065      |
| Emergency Radio Comm                     | 390,000      | 264,027      | 125,973      | 390,000      | 0           |
| Total Expenditures                       | \$6,752,733  | \$4,392,892  | \$2,359,841  | \$6,071,440  | \$681,293   |
| <b>COMMUNITY DEVELOPMENT</b>             |              |              |              |              |             |
| Total Expenditures                       | \$642,631    | \$419,579    | \$642,631    | \$581,500    | \$81,131    |
| <b>PUBLIC WORKS</b>                      |              |              |              |              |             |
| Public Works Administration              | 316,672      | 239,198      | 77,474       | 319,000      | (2,328)     |
| Public Works Engineering                 | 400,944      | 269,570      | 131,374      | 363,000      | 37,944      |
| Building                                 | 293,406      | 186,801      | 106,605      | 244,650      | 48,756      |
| Code Enforcement Abatement               | 61,000       | 8            | 60,992       | 100          | 60,900      |
| State Gas Tax/Street Repair              | 1,447,823    | 967,962      | 479,861      | 1,399,499    | 48,324      |
| Bike Path                                | 155,961      | 1,833        | 154,128      | 2,500        | 153,461     |
| Water                                    | 3,258,493    | 1,392,647    | 1,865,846    | 2,030,000    | 1,228,493   |
| Water SDC                                | 211,340      | 3,760        | 207,580      | 5,250        | 206,090     |
| Sewer                                    | 2,682,831    | 1,038,185    | 1,644,646    | 1,580,000    | 1,102,831   |
| Sewer SDC                                | 631,243      | 4,390        | 626,853      | 5,900        | 625,343     |
| Storm Sewer                              | 1,169,028    | 484,476      | 684,552      | 708,875      | 460,153     |
| Storm Sewer SDC                          | 31,730       | 1,341        | 30,389       | 1,800        | 29,930      |
| Fleet Services                           | 369,702      | 276,406      | 93,296       | 366,579      | 3,123       |
| Facilities Maintenance                   | 446,433      | 248,097      | 198,336      | 344,657      | 101,776     |
| Public Parking Facilities                | 20,271       | 16,213       | 4,058        | 19,498       | 773         |
| Total Expenditures                       | \$11,496,877 | \$5,130,889  | \$6,365,988  | \$7,391,308  | \$4,105,569 |
| <b>FINANCE</b>                           |              |              |              |              |             |
| Finance Administration                   | 178,331      | 141,289      | 37,042       | 171,583      | 6,748       |
| General Government                       | 249,700      | 198,413      | 51,287       | 208,865      | 40,835      |
| Municipal Court                          | 118,930      | 133,932      | -15,002      | 203,633      | (84,703)    |
| Accounting                               | 237,261      | 142,975      | 94,286       | 193,627      | 43,634      |
| Intergovernmental/Interfund              | 3,504,977    | 1,949,064    | 1,555,913    | 2,672,770    | 832,207     |
| Improvement Bond Sinking                 | 1,076,928    | 14,175       | 1,062,753    | 14,222       | 1,062,706   |
| PSB Debt Service                         | 909,921      | 139,620      | 770,301      | 454,250      | 455,671     |
| Photocopier                              | 47,000       | 33,229       | 13,771       | 45,000       | 2,000       |
| Telephone                                | 135,951      | 59,689       | 76,262       | 82,131       | 53,820      |
| Knutson Cemetary Trust                   | 39,375       | 0            | 39,375       | 0            | 39,375      |
| Forfeiture Trust                         | 5,000        | 0            | 5,000        | 0            | 5,000       |
| Total Expenditures                       | \$6,503,374  | \$2,812,385  | \$3,690,989  | \$4,046,081  | \$2,457,293 |
| <b>TOTAL ALL PROGRAMS</b>                |              |              |              |              |             |
| Total Expenditures                       | \$28,370,875 | \$14,404,506 | \$14,385,948 | \$20,364,106 | \$8,006,769 |

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APPROPRIATION REPORT  
WITH FYE PROJECTIONS

| FUND                                   | APPROPRIATION CATEGORY           | FY 1995-96<br>APPROPRIATION | YTD<br>2/29/96     | balance            | PROJECTION<br>6/30/96 | OVER/<br>(UNDER)   |
|----------------------------------------|----------------------------------|-----------------------------|--------------------|--------------------|-----------------------|--------------------|
| <b>GENERAL FUND</b>                    |                                  |                             |                    |                    |                       |                    |
|                                        | Administration/Community Service | 176,105                     | 120,928            | 55,177             | 175,500               | (605)              |
|                                        | Police Services                  | 3,026,855                   | 2,291,428          | 735,427            | 3,158,940             | 132,085            |
|                                        | Community Development            | 642,631                     | 419,579            | 223,052            | 561,500               | (81,131)           |
|                                        | Public Works                     | 293,406                     | 186,801            | 106,605            | 244,650               | (48,756)           |
|                                        | Finance                          | 118,930                     | 133,932            | (15,002)           | 203,633               | 84,703             |
|                                        | Transfers                        | 2,608,520                   | 1,949,064          | 659,456            | 2,672,770             | 64,250             |
|                                        | Contingency                      | 896,457                     |                    | 896,457            | 0                     | (896,457)          |
|                                        | <b>TOTAL GENERAL FUND</b>        | <b>\$7,762,904</b>          | <b>\$5,101,731</b> | <b>\$2,661,173</b> | <b>\$7,016,993</b>    | <b>(\$745,911)</b> |
| <b>CODE ENFORCEMENT ABATEMENT FUND</b> |                                  |                             |                    |                    |                       |                    |
|                                        | Public Works                     | 56,000                      | 8                  | 55,992             | 100                   | (55,900)           |
|                                        | Contingency                      | 5,000                       |                    | 5,000              | 0                     | (5,000)            |
|                                        | <b>CODE ENFORCMT ABATMNT</b>     | <b>\$61,000</b>             | <b>\$8</b>         | <b>\$60,992</b>    | <b>\$100</b>          | <b>(\$60,900)</b>  |
| <b>STATE GAS TAX/ST REPAIR FND</b>     |                                  |                             |                    |                    |                       |                    |
|                                        | Public Works                     | 1,444,365                   | 967,962            | 476,403            | 1,399,499             | (44,866)           |
|                                        | Contingency                      | 3,458                       |                    | 3,458              | 0                     | (3,458)            |
|                                        | <b>TOTAL STATE GAS TAX FUND</b>  | <b>\$1,447,823</b>          | <b>\$967,962</b>   | <b>\$479,861</b>   | <b>\$1,399,499</b>    | <b>(\$48,324)</b>  |
| <b>BIKE PATH FUND</b>                  |                                  |                             |                    |                    |                       |                    |
|                                        | Public Works                     | 116,444                     | 1,833              | 114,611            | 2,500                 | (113,944)          |
|                                        | Contingency                      | 39,517                      |                    | 39,517             | 0                     | (39,517)           |
|                                        | <b>TOTAL BIKE PATH FUND</b>      | <b>\$155,961</b>            | <b>\$1,833</b>     | <b>\$154,128</b>   | <b>\$2,500</b>        | <b>(\$153,461)</b> |
| <b>STORM SEWER SDC FUND</b>            |                                  |                             |                    |                    |                       |                    |
|                                        | Public Works                     | 1,788                       | 1,341              | 447                | 1,800                 | 12                 |
|                                        | Contingency                      | 29,942                      |                    | 29,942             | 0                     | (29,942)           |
|                                        | <b>TOTAL STORM SEWER SDC FND</b> | <b>\$31,730</b>             | <b>\$1,341</b>     | <b>\$30,389</b>    | <b>\$1,800</b>        | <b>(\$29,930)</b>  |
| <b>WATER SDC FUND</b>                  |                                  |                             |                    |                    |                       |                    |
|                                        | Public Works                     | 5,014                       | 3,760              | 1,254              | 5,250                 | 236                |
|                                        | Contingency                      | 206,326                     |                    | 206,326            | 0                     | (206,326)          |
|                                        | <b>TOTAL WATER SDC FND</b>       | <b>\$211,340</b>            | <b>\$3,760</b>     | <b>\$207,580</b>   | <b>\$5,250</b>        | <b>(\$206,090)</b> |
| <b>SEWER SDC FUND</b>                  |                                  |                             |                    |                    |                       |                    |
|                                        | Public Works                     | 5,854                       | 4,390              | 1,464              | 5,900                 | 46                 |
|                                        | Contingency                      | 625,389                     |                    | 625,389            | 0                     | (625,389)          |
|                                        | <b>TOTAL SEWER SDC FUND</b>      | <b>\$631,243</b>            | <b>\$4,390</b>     | <b>\$626,853</b>   | <b>\$5,900</b>        | <b>(\$625,343)</b> |
| <b>PARKS &amp; REC DISTRICT FUND</b>   |                                  |                             |                    |                    |                       |                    |
|                                        | Administration/Community Service | \$445,835                   | \$272,311          | \$173,524          | \$275,000             | (\$170,835)        |
| <b>LIBRARY SERVICES FUND</b>           |                                  |                             |                    |                    |                       |                    |
|                                        | Administration/Community Service | 1,217,112                   | 711,555            | 505,557            | 1,063,825             | (153,287)          |
|                                        | Contingency                      | 132,699                     |                    | 132,699            | 0                     | (132,699)          |
|                                        | <b>TOTAL LIBRARY SRVCS FUND</b>  | <b>\$1,349,811</b>          | <b>\$711,555</b>   | <b>\$638,256</b>   | <b>\$1,063,825</b>    | <b>(\$285,986)</b> |
| <b>PUBLIC SAFETY FUND</b>              |                                  |                             |                    |                    |                       |                    |
|                                        | Police Services                  | 328,402                     | 25,981             | 302,421            | 70,000                | (258,402)          |
|                                        | Fire-Rescue Services             | 2,757,476                   | 1,811,457          | 946,019            | 2,452,500             | (304,976)          |
|                                        | Emergency Radio Communications   | 390,000                     | 264,027            | 125,973            | 390,000               | 0                  |
|                                        | Contingency                      | 250,000                     |                    | 250,000            | 0                     | (250,000)          |
|                                        | <b>TOTAL PUBLIC SAFETY FUND</b>  | <b>\$3,725,878</b>          | <b>\$2,101,464</b> | <b>\$1,624,414</b> | <b>\$2,912,500</b>    | <b>(\$813,378)</b> |

APPROPRIATION REPORT  
WITH FYE PROJECTIONS

|                                                 |                     |                     |                     |                     |                      |
|-------------------------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>WATER FUND</b>                               |                     |                     |                     |                     |                      |
| Public Works                                    | 1,918,802           | 1,392,647           | 526,155             | 2,030,000           | 111,198              |
| Debt Service                                    | 146,227             | 0                   | 146,227             |                     | (146,227)            |
| Reserves                                        | 74,411              | 0                   | 74,411              |                     | (74,411)             |
| Contingency                                     | 1,119,053           |                     | 1,119,053           | 0                   | (1,119,053)          |
| <b>TOTAL WATER FUND</b>                         | <b>\$3,258,493</b>  | <b>\$1,392,647</b>  | <b>\$1,865,846</b>  | <b>\$2,030,000</b>  | <b>(\$1,228,493)</b> |
| <b>SEWER FUND</b>                               |                     |                     |                     |                     |                      |
| Public Works                                    | 2,337,727           | 1,038,185           | 1,299,542           | 1,580,000           | (757,727)            |
| Contingency                                     | 345,104             |                     | 345,104             | 0                   | (345,104)            |
| <b>TOTAL SEWER FUND</b>                         | <b>\$2,682,831</b>  | <b>\$1,038,185</b>  | <b>\$1,644,646</b>  | <b>\$1,580,000</b>  | <b>(\$1,102,831)</b> |
| <b>STORM SEWER FUND</b>                         |                     |                     |                     |                     |                      |
| Public Works                                    | 876,025             | 484,476             | 391,549             | 708,875             | (167,150)            |
| Contingency                                     | 293,003             |                     | 293,003             | 0                   | (293,003)            |
| <b>TOTAL STORM SEWER FUND</b>                   | <b>\$1,169,028</b>  | <b>\$484,476</b>    | <b>\$684,552</b>    | <b>\$708,875</b>    | <b>(\$460,153)</b>   |
| <b>IMPROVEMENT BOND SINKING FUND</b>            |                     |                     |                     |                     |                      |
| Debt Service                                    | 14,222              | 14,175              | 47                  | 14,222              | 0                    |
| Reserves                                        | 1,062,706           |                     | 1,062,706           | 0                   | (1,062,706)          |
| <b>TOTAL IMPRVMT BOND FND</b>                   | <b>\$1,076,928</b>  | <b>\$14,175</b>     | <b>\$1,062,753</b>  | <b>\$14,222</b>     | <b>(\$1,062,706)</b> |
| <b>PUBLIC SAFETY FACILITY DEBT SERVICE FUND</b> |                     |                     |                     |                     |                      |
| Debt Service                                    | 454,240             | 139,620             | 314,620             | 454,250             | 10                   |
| Reserves                                        | 455,681             |                     | 455,681             | 0                   | (455,681)            |
| <b>TOTAL PUBLIC SAFETY FAC DEBT SRV</b>         | <b>\$909,921</b>    | <b>\$139,620</b>    | <b>\$770,301</b>    | <b>\$454,250</b>    | <b>(\$455,671)</b>   |
| <b>CAPITAL PROJECTS</b>                         |                     |                     |                     |                     |                      |
| Capital outlay                                  | \$233,373           | \$91,572            | \$141,801           | \$119,046           | (\$114,327)          |
| <b>FLEET SERVICES</b>                           |                     |                     |                     |                     |                      |
| Public Works                                    | \$369,702           | \$276,406           | \$93,296            | \$366,579           | (\$3,123)            |
| <b>FACILITIES MANAGEMENT</b>                    |                     |                     |                     |                     |                      |
| Public Works                                    | \$466,704           | \$264,310           | \$202,394           | \$364,155           | (\$102,549)          |
| <b>ADMINISTRATIVE SERVICES</b>                  |                     |                     |                     |                     |                      |
| Legislative                                     | 29,150              | 22,121              | 7,029               | 28,235              | (915)                |
| Administration/Community Service                | 740,986             | 430,274             | 310,712             | 632,171             | (108,815)            |
| Public Works                                    | 717,616             | 508,769             | 208,847             | 682,000             | (35,616)             |
| Finance                                         | 848,243             | 575,595             | 272,648             | 701,206             | (147,037)            |
| <b>TOTAL ADMIN SERVICES FUND</b>                | <b>\$2,335,995</b>  | <b>\$1,536,759</b>  | <b>\$799,236</b>    | <b>\$2,043,612</b>  | <b>(\$292,383)</b>   |
| <b>KNUTSON CEMETARY TRUST</b>                   |                     |                     |                     |                     |                      |
| Public Works                                    | \$39,375            | \$0                 | \$39,375            | \$0                 | (\$39,375)           |
| <b>FORFEITURE TRUST</b>                         |                     |                     |                     |                     |                      |
| Transfers                                       | \$5,000             | \$0                 | \$5,000             | \$0                 | (\$5,000)            |
| <b>TOTALS</b>                                   | <b>\$28,370,875</b> | <b>\$14,404,506</b> | <b>\$13,966,369</b> | <b>\$20,364,106</b> | <b>(\$8,006,769)</b> |

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REVENUE REPORT  
WITH FYE PROJECTIONS

| <u>FUND</u>                            | <u>CATEGORY</u>                         | FY 1995-96<br><u>budget</u> | YTD<br><u>2/29/96</u> | <u>balance</u>    | PROJECTION<br><u>6/30/96</u> | OVER/<br><u>(UNDER)</u> |
|----------------------------------------|-----------------------------------------|-----------------------------|-----------------------|-------------------|------------------------------|-------------------------|
| <b>GENERAL FUND</b>                    |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 1,139,993                   | 1,215,981             | -75,988           | 1,215,981                    | 75,988                  |
|                                        | Property Taxes                          | 4,653,650                   | 4,575,771             | 77,879            | 4,650,000                    | (3,650)                 |
|                                        | Intergovernmental Revenue               | 569,261                     | 252,909               | 316,352           | 410,231                      | (159,030)               |
|                                        | Licenses, Permits & Charges for Service | 284,000                     | 251,615               | 32,385            | 309,442                      | 25,442                  |
|                                        | Fines & Forfeitures                     | 140,000                     | 158,277               | -18,277           | 204,383                      | 64,383                  |
|                                        | Franchise Fees                          | 861,000                     | 779,717               | 81,283            | 864,650                      | 3,650                   |
|                                        | Other Financing Sources                 | 115,000                     | 82,004                | 32,996            | 102,612                      | (12,388)                |
|                                        | <b>TOTAL GENERAL FUND</b>               | <b>\$7,762,904</b>          | <b>\$7,316,273</b>    | <b>\$446,631</b>  | <b>\$7,767,299</b>           | <b>(\$6,066)</b>        |
| <b>CODE ENFORCEMENT ABATEMENT FUND</b> |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 60,000                      | 643                   | 59,357            | 60,000                       | 0                       |
|                                        | Fines & Forfeitures                     | 1,000                       | 0                     | 1,000             | 1,000                        | 0                       |
|                                        | Other Financing Sources                 | 0                           | 26                    | -26               | 0                            | 0                       |
|                                        | <b>CODE ENFORCMNT ABATMNT</b>           | <b>\$61,000</b>             | <b>\$669</b>          | <b>\$60,331</b>   | <b>\$61,000</b>              | <b>\$0</b>              |
| <b>STATE GAS TAX/ST REPAIR FND</b>     |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 250,445                     | 560,978               | -310,533          | 560,978                      | 310,533                 |
|                                        | Intergovernmental Revenue               | 901,218                     | 584,997               | 316,221           | 800,000                      | (101,218)               |
|                                        | Licenses, Permits & Charges for Service | 5,000                       | 14,913                | -9,913            | 16,500                       | 11,500                  |
|                                        | Franchise Fees                          | 275,160                     | 215,883               | 59,277            | 275,000                      | (160)                   |
|                                        | Other Financing Sources                 | 16,000                      | 17,470                | -1,470            | 18,000                       | 2,000                   |
|                                        | <b>TOTAL STATE GAS TAX FUND</b>         | <b>\$1,447,823</b>          | <b>\$1,394,240</b>    | <b>\$53,583</b>   | <b>\$1,670,478</b>           | <b>\$222,655</b>        |
| <b>BIKE PATH FUND</b>                  |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 53,908                      | 56,895                | -2,987            | 56,895                       | 2,987                   |
|                                        | Intergovernmental Revenue               | 100,303                     | 5,909                 | 94,394            | 8,000                        | (92,303)                |
|                                        | Other Financing Sources                 | 1,750                       | 2,311                 | -561              | 3,000                        | 1,250                   |
|                                        | <b>TOTAL BIKE PATH FUND</b>             | <b>\$155,961</b>            | <b>\$65,115</b>       | <b>\$90,846</b>   | <b>\$67,895</b>              | <b>(\$88,066)</b>       |
| <b>STORM SEWER SDC FUND</b>            |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 4,730                       | 17,911                | -13,181           | 17,911                       | 13,181                  |
|                                        | Licenses, Permits & Charges for Service | 26,000                      | 35,948                | -9,948            | 40,000                       | 14,000                  |
|                                        | Other Financing Sources                 | 1,000                       | 1,094                 | -94               | 1,500                        | 500                     |
|                                        | <b>TOTAL STORM SEWER SDC FND</b>        | <b>\$31,730</b>             | <b>\$54,953</b>       | <b>(\$23,223)</b> | <b>\$69,411</b>              | <b>\$27,681</b>         |
| <b>WATER SDC FUND</b>                  |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 180,340                     | 196,584               | -16,244           | 196,584                      | 16,244                  |
|                                        | Licenses, Permits & Charges for Service | 26,000                      | 31,752                | -5,752            | 40,000                       | 14,000                  |
|                                        | Other Financing Sources                 | 5,000                       | 8,236                 | -3,236            | 11,000                       | 6,000                   |
|                                        | <b>TOTAL WATER SDC FND</b>              | <b>\$211,340</b>            | <b>\$236,572</b>      | <b>(\$25,232)</b> | <b>\$247,584</b>             | <b>\$36,244</b>         |
| <b>SEWER SDC FUND</b>                  |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 572,243                     | 616,423               | -44,180           | 616,423                      | 44,180                  |
|                                        | Licenses, Permits & Charges for Service | 49,000                      | 55,458                | -6,458            | 73,000                       | 24,000                  |
|                                        | Other Financing Sources                 | 10,000                      | 25,386                | -15,386           | 34,000                       | 24,000                  |
|                                        | <b>TOTAL SEWER SDC FUND</b>             | <b>\$631,243</b>            | <b>\$697,267</b>      | <b>(\$66,024)</b> | <b>\$723,423</b>             | <b>\$92,180</b>         |
| <b>PARKS &amp; REC DISTRICT FUND</b>   |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 445,835                     | 433,565               | 12,270            | 443,565                      | (2,270)                 |
|                                        | Other Financing Sources                 | 0                           | 8,084                 | -8,084            | 10,000                       | 10,000                  |
|                                        | Interfund Transfers                     | 0                           | 0                     | 0                 | 0                            | 0                       |
|                                        | <b>TOTAL PARKS &amp; REC FUND</b>       | <b>\$445,835</b>            | <b>\$441,649</b>      | <b>\$4,186</b>    | <b>\$463,565</b>             | <b>\$7,730</b>          |
| <b>LIBRARY SERVICES FUND</b>           |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 305,649                     | 334,484               | -28,835           | 334,484                      | 28,835                  |
|                                        | Property Taxes                          | 186,500                     | 184,395               | 2,105             | 190,000                      | 3,500                   |
|                                        | Intergovernmental Revenue               | 526,872                     | 453,887               | 72,985            | 510,000                      | (16,872)                |
|                                        | Fines & Forfeitures                     | 21,000                      | 23,139                | -2,139            | 32,000                       | 11,000                  |
|                                        | Other Financing Sources                 | 3,500                       | 14,114                | -10,614           | 18,000                       | 14,500                  |
|                                        | Interfund Transfers                     | 306,290                     | 229,718               | 76,572            | 306,290                      | 0                       |
|                                        | <b>TOTAL LIBRARY SRVCS FUND</b>         | <b>\$1,349,811</b>          | <b>\$1,239,737</b>    | <b>\$110,074</b>  | <b>\$1,390,774</b>           | <b>\$40,963</b>         |
| <b>PUBLIC SAFETY FUND</b>              |                                         |                             |                       |                   |                              |                         |
|                                        | Fund Balance Available                  | 463,369                     | 492,886               | -29,517           | 492,886                      | 29,517                  |
|                                        | Property Taxes                          | 787,200                     | 780,385               | 6,815             | 790,000                      | 2,800                   |
|                                        | Intergovernmental Revenue               | 235,750                     | 5,363                 | 230,388           | 10,000                       | (225,750)               |
|                                        | Licenses, Permits & Charges for Service | 2,000                       | 3,737                 | -1,737            | 4,000                        | 2,000                   |
|                                        | Other Financing Sources                 | 9,500                       | 33,687                | -24,187           | 47,500                       | 38,000                  |
|                                        | Interfund Transfers                     | 2,228,059                   | 1,660,169             | 567,890           | 2,213,558                    | (14,501)                |
|                                        | <b>TOTAL PUBLIC SAFETY FUND</b>         | <b>\$3,725,878</b>          | <b>\$2,976,227</b>    | <b>\$749,651</b>  | <b>\$3,657,944</b>           | <b>(\$167,934)</b>      |

REVENUE REPORT  
WITH FYE PROJECTIONS

|                                                 |                     |                     |                    |                     |                    |
|-------------------------------------------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| <b>WATER FUND</b>                               |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 1,582,755           | 1,546,674           | 36,081             | 1,546,674           | (36,081)           |
| Licenses, Permits & Charges for Service         | 1,640,797           | 1,401,771           | 239,026            | 1,900,000           | 259,203            |
| Other Financing Sources                         | 34,941              | 53,684              | -18,743            | 70,000              | 35,059             |
| <b>TOTAL WATER FUND</b>                         | <b>\$3,268,493</b>  | <b>\$3,002,129</b>  | <b>\$256,364</b>   | <b>\$3,516,674</b>  | <b>\$258,181</b>   |
| <b>SEWER FUND</b>                               |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 527,007             | 390,256             | 136,751            | 390,256             | (136,751)          |
| Licenses, Permits & Charges for Service         | 2,143,824           | 1,482,583           | 661,241            | 1,950,000           | (193,824)          |
| Other Financing Sources                         | 12,000              | 17,200              | -5,200             | 25,000              | 13,000             |
| Special Assessment Debt Payments                | 0                   | 12,013              | -12,013            | 16,000              | 16,000             |
| <b>TOTAL SEWER FUND</b>                         | <b>\$2,682,831</b>  | <b>\$1,902,052</b>  | <b>\$780,779</b>   | <b>\$2,381,256</b>  | <b>(\$301,575)</b> |
| <b>STORM SEWER FUND</b>                         |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 523,213             | 514,880             | 8,333              | 514,880             | (8,333)            |
| Licenses, Permits & Charges for Service         | 645,315             | 478,644             | 166,671            | 635,000             | (10,315)           |
| Other Financing Sources                         | 500                 | 16,378              | -15,878            | 20,000              | 19,500             |
| <b>TOTAL STORM SEWER FUND</b>                   | <b>\$1,169,028</b>  | <b>\$1,009,902</b>  | <b>\$159,126</b>   | <b>\$1,169,880</b>  | <b>\$852</b>       |
| <b>IMPROVEMENT BOND SINKING FUND</b>            |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 993,928             | 1,039,880           | -45,952            | 1,039,879           | 45,951             |
| Other Financing Sources                         | 33,000              | 39,372              | -6,372             | 40,000              | 7,000              |
| Special Assessment Debt Payments                | 50,000              | 46,754              | 3,246              | 50,000              | 0                  |
| <b>TOTAL IMPRVMT BOND FND</b>                   | <b>\$1,076,928</b>  | <b>\$1,126,006</b>  | <b>(\$49,078)</b>  | <b>\$1,129,879</b>  | <b>\$52,951</b>    |
| <b>PUBLIC SAFETY FACILITY DEBT SERVICE FUND</b> |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 460,143             | 502,392             | -42,249            | 502,392             | 42,249             |
| Property Taxes                                  | 442,278             | 454,849             | -12,571            | 465,000             | 22,722             |
| Other Financing Sources                         | 7,500               | 24,471              | -16,971            | 27,024              | 19,524             |
| <b>TOTAL PUBLIC SAFETY FAC DEBT SRV</b>         | <b>\$909,921</b>    | <b>\$981,712</b>    | <b>(\$71,791)</b>  | <b>\$994,416</b>    | <b>\$84,495</b>    |
| <b>CAPITAL PROJECTS</b>                         |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 233,373             | 248,184             | -14,811            | 248,184             | 14,811             |
| Other Financing Sources                         | 0                   | 8,495               | -8,495             | 11,500              | 11,500             |
| <b>TOTAL CAPITAL PROJECTS</b>                   | <b>\$233,373</b>    | <b>\$256,679</b>    | <b>(\$23,306)</b>  | <b>\$259,684</b>    | <b>\$26,311</b>    |
| <b>FLEET SERVICES</b>                           |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 0                   | 8,980               | -8,980             | 8,980               | 8,980              |
| Licenses, Permits & Charges for Service         | 297,106             | 223,535             | 73,572             | 315,000             | 17,894             |
| Other Financing Sources                         | 7,000               | -782                | 7,782              | -1,000              | (8,000)            |
| Interfund Transfers                             | 65,596              | 33,751              | 31,845             | 33,751              | (31,845)           |
| <b>TOTAL FLEET SERVICES</b>                     | <b>\$369,702</b>    | <b>\$265,483</b>    | <b>\$104,219</b>   | <b>\$356,731</b>    | <b>(\$12,971)</b>  |
| <b>FACILITIES MANAGEMENT</b>                    |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 0                   | 0                   | 0                  | 0                   | 0                  |
| Licenses, Permits & Charges for Service         | 454,433             | 318,417             | 136,016            | 415,800             | (38,633)           |
| Fines & Forfeitures                             | 10,271              | 4,569               | 5,702              | 5,000               | (5,271)            |
| Other Financing Sources                         | 2,000               | 1,506               | 494                | 1,750               | (250)              |
| <b>TOTAL FACILITIES MANAGEMENT</b>              | <b>\$466,704</b>    | <b>\$324,492</b>    | <b>\$142,212</b>   | <b>\$422,550</b>    | <b>(\$44,154)</b>  |
| <b>ADMINISTRATIVE SERVICES</b>                  |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 0                   | -559                | 559                | -559                | (559)              |
| Licenses, Permits & Charges for Service         | 2,333,416           | 1,678,968           | 654,448            | 2,245,492           | (87,924)           |
| Other Financing Sources                         | 2,579               | 2,603               | -24                | 2,800               | 221                |
| <b>TOTAL ADMIN SERVICES FUND</b>                | <b>\$2,335,995</b>  | <b>\$1,681,011</b>  | <b>\$654,984</b>   | <b>\$2,247,733</b>  | <b>(\$88,262)</b>  |
| <b>KNUTSON CEMETARY TRUST</b>                   |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 37,500              | 37,714              | -214               | 37,714              | 214                |
| Other Financing Sources                         | 1,875               | 1,508               | 367                | 2,000               | 125                |
| <b>TOTAL KNUTSON CEMETARY TRUST</b>             | <b>\$39,375</b>     | <b>\$39,222</b>     | <b>\$153</b>       | <b>\$39,714</b>     | <b>\$339</b>       |
| <b>FORFEITURE TRUST</b>                         |                     |                     |                    |                     |                    |
| Fund Balance Available                          | 0                   | 0                   | 0                  | 0                   | 0                  |
| Fines & Forfeitures                             | 5,000               | 0                   | 5,000              | 0                   | (5,000)            |
| <b>TOTAL FORFEITURE TRUST</b>                   | <b>\$5,000</b>      | <b>\$0</b>          | <b>\$5,000</b>     | <b>\$0</b>          | <b>(\$5,000)</b>   |
| <b>TOTALS</b>                                   | <b>\$28,370,875</b> | <b>\$25,011,390</b> | <b>\$3,359,485</b> | <b>\$28,507,889</b> | <b>\$137,014</b>   |

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FUND BALANCE REPORT  
WITH FYE PROJECTIONS

| <u>FUND</u>                            | <u>CATEGORY</u>                   | FY 1995-96<br><u>budget</u> | YTD<br><u>2/29/96</u> | <u>balance</u>       | PROJECTION<br><u>6/30/96</u> |
|----------------------------------------|-----------------------------------|-----------------------------|-----------------------|----------------------|------------------------------|
| <b>GENERAL FUND</b>                    |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 7,762,904                   | 7,316,273             | 446,631              | 7,757,299                    |
|                                        | Total Expenditures                | 7,762,904                   | 5,101,731             | 2,661,173            | 7,016,993                    |
|                                        | <b>TOTAL GENERAL FUND</b>         | <b>\$0</b>                  | <b>\$2,214,542</b>    | <b>(\$2,214,542)</b> | <b>\$740,306</b>             |
| <b>CODE ENFORCEMENT ABATEMENT FUND</b> |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 61,000                      | 669                   | 60,331               | 61,000                       |
|                                        | Total Expenditures                | 61,000                      | 8                     | 60,992               | 100                          |
|                                        | <b>CODE ENFORCMNT ABATMNT</b>     | <b>\$0</b>                  | <b>\$661</b>          | <b>(\$661)</b>       | <b>\$60,900</b>              |
| <b>STATE GAS TAX/ST REPAIR FND</b>     |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 1,447,823                   | 1,394,240             | 53,583               | 1,670,478                    |
|                                        | Total Expenditures                | 1,447,823                   | 967,962               | 479,861              | 1,399,499                    |
|                                        | <b>TOTAL STATE GAS TAX FUND</b>   | <b>\$0</b>                  | <b>\$426,278</b>      | <b>(\$426,278)</b>   | <b>\$270,979</b>             |
| <b>BIKE PATH FUND</b>                  |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 155,961                     | 65,115                | 90,846               | 67,895                       |
|                                        | Total Expenditures                | 155,961                     | 1,833                 | 154,128              | 2,500                        |
|                                        | <b>TOTAL BIKE PATH FUND</b>       | <b>\$0</b>                  | <b>\$63,282</b>       | <b>(\$63,282)</b>    | <b>\$65,395</b>              |
| <b>STORM SEWER SDC FUND</b>            |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 31,730                      | 54,953                | -23,223              | 59,411                       |
|                                        | Total Expenditures                | 31,730                      | 1,341                 | 30,389               | 1,800                        |
|                                        | <b>TOTAL STORM SEWER SDC FND</b>  | <b>\$0</b>                  | <b>\$53,612</b>       | <b>(\$53,612)</b>    | <b>\$57,611</b>              |
| <b>WATER SDC FUND</b>                  |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 211,340                     | 236,572               | -25,232              | 247,584                      |
|                                        | Total Expenditures                | 211,340                     | 3,760                 | 207,580              | 5,250                        |
|                                        | <b>TOTAL WATER SDC FND</b>        | <b>\$0</b>                  | <b>\$232,811</b>      | <b>(\$232,811)</b>   | <b>\$242,334</b>             |
| <b>SEWER SDC FUND</b>                  |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 631,243                     | 697,267               | -66,024              | 723,423                      |
|                                        | Total Expenditures                | 631,243                     | 4,390                 | 626,853              | 5,900                        |
|                                        | <b>TOTAL SEWER SDC FUND</b>       | <b>\$0</b>                  | <b>\$692,877</b>      | <b>(\$692,877)</b>   | <b>\$717,523</b>             |
| <b>PARKS &amp; REC DISTRICT FUND</b>   |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 445,835                     | 441,649               | 4,186                | 453,565                      |
|                                        | Total Expenditures                | 445,835                     | 272,311               | 173,524              | 275,000                      |
|                                        | <b>TOTAL PARKS &amp; REC FUND</b> | <b>\$0</b>                  | <b>\$169,339</b>      | <b>(\$169,339)</b>   | <b>\$178,565</b>             |
| <b>LIBRARY SERVICES FUND</b>           |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 1,349,811                   | 1,239,737             | 110,074              | 1,390,774                    |
|                                        | Total Expenditures                | 1,349,811                   | 711,555               | 638,256              | 1,063,825                    |
|                                        | <b>TOTAL LIBRARY SRVCS FUND</b>   | <b>\$0</b>                  | <b>\$528,182</b>      | <b>(\$528,182)</b>   | <b>\$326,949</b>             |
| <b>PUBLIC SAFETY FUND</b>              |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 3,725,878                   | 2,976,227             | 749,651              | 3,557,944                    |
|                                        | Total Expenditures                | 3,725,878                   | 2,101,464             | 1,624,414            | 2,912,500                    |
|                                        | <b>TOTAL PUBLIC SAFETY FUND</b>   | <b>\$0</b>                  | <b>\$874,763</b>      | <b>(\$874,763)</b>   | <b>\$645,444</b>             |
| <b>WATER FUND</b>                      |                                   |                             |                       |                      |                              |
|                                        | Total Revenues                    | 3,258,493                   | 3,002,129             | 256,364              | 3,516,674                    |
|                                        | Total Expenditures                | 3,258,493                   | 1,392,647             | 1,865,846            | 2,030,000                    |
|                                        | <b>TOTAL WATER FUND</b>           | <b>\$0</b>                  | <b>\$1,609,482</b>    | <b>(\$1,609,482)</b> | <b>\$1,486,674</b>           |

FUND BALANCE REPORT  
WITH FYE PROJECTIONS

|                                                 |            |                    |                      |                    |
|-------------------------------------------------|------------|--------------------|----------------------|--------------------|
| <b>SEWER FUND</b>                               |            |                    |                      |                    |
| Total Revenues                                  | 2,682,831  | 1,902,052          | 780,779              | 2,381,256          |
| Total Expenditures                              | 2,682,831  | 1,038,185          | 1,644,646            | 1,580,000          |
| <b>TOTAL SEWER FUND</b>                         | <b>\$0</b> | <b>\$863,867</b>   | <b>(\$863,867)</b>   | <b>\$801,256</b>   |
| <b>STORM SEWER FUND</b>                         |            |                    |                      |                    |
| Total Revenues                                  | 1,169,028  | 1,009,902          | 159,126              | 1,169,880          |
| Total Expenditures                              | 1,169,028  | 484,476            | 684,552              | 708,875            |
| <b>TOTAL STORM SEWER FUND</b>                   | <b>\$0</b> | <b>\$525,426</b>   | <b>(\$525,426)</b>   | <b>\$461,005</b>   |
| <b>IMPROVEMENT BOND SINKING FUND</b>            |            |                    |                      |                    |
| Total Revenues                                  | 1,076,928  | 1,126,006          | -49,078              | 1,129,879          |
| Total Expenditures                              | 1,076,928  | 14,175             | 1,062,753            | 14,222             |
| <b>TOTAL IMPRVMNT BOND FND</b>                  | <b>\$0</b> | <b>\$1,111,831</b> | <b>(\$1,111,831)</b> | <b>\$1,115,657</b> |
| <b>PUBLIC SAFETY FACILITY DEBT SERVICE FUND</b> |            |                    |                      |                    |
| Total Revenues                                  | 909,921    | 981,712            | -71,791              | 994,416            |
| Total Expenditures                              | 909,921    | 139,620            | 770,301              | 454,250            |
| <b>TOTAL PUBLIC SAFETY FAC DEBT SRV</b>         | <b>\$0</b> | <b>\$842,092</b>   | <b>(\$842,092)</b>   | <b>\$540,166</b>   |
| <b>CAPITAL PROJECTS</b>                         |            |                    |                      |                    |
| Total Revenues                                  | 233,373    | 256,679            | -23,306              | 259,684            |
| Total Expenditures                              | 233,373    | 91,572             | 141,801              | 119,046            |
| <b>TOTAL CAPITAL PROJECTS</b>                   | <b>\$0</b> | <b>\$165,107</b>   | <b>(\$165,107)</b>   | <b>\$140,638</b>   |
| <b>FLEET SERVICES</b>                           |            |                    |                      |                    |
| Total Revenues                                  | 369,702    | 265,483            | 104,219              | 322,980            |
| Total Expenditures                              | 369,702    | 276,406            | 93,296               | 366,579            |
| <b>TOTAL FLEET SERVICES</b>                     | <b>\$0</b> | <b>(\$10,923)</b>  | <b>\$10,923</b>      | <b>(\$43,599)</b>  |
| <b>FACILITIES MANAGEMENT</b>                    |            |                    |                      |                    |
| Total Revenues                                  | 466,704    | 324,492            | 142,212              | 422,550            |
| Total Expenditures                              | 466,704    | 264,310            | 202,394              | 364,155            |
| <b>TOTAL FACILITIES MANAGEMENT</b>              | <b>\$0</b> | <b>\$60,182</b>    | <b>(\$60,182)</b>    | <b>\$58,395</b>    |
| <b>ADMINISTRATIVE SERVICES</b>                  |            |                    |                      |                    |
| Total Revenues                                  | 2,335,995  | 1,681,011          | 654,984              | 2,247,733          |
| Total Expenditures                              | 2,335,995  | 1,536,759          | 799,236              | 2,043,612          |
| <b>TOTAL ADMIN SERVICES FUND</b>                | <b>\$0</b> | <b>\$144,252</b>   | <b>(\$144,252)</b>   | <b>\$204,121</b>   |
| <b>KNUTSON CEMETARY TRUST</b>                   |            |                    |                      |                    |
| Total Revenues                                  | 39,375     | 39,222             | 153                  | 39,714             |
| Total Expenditures                              | 39,375     | 0                  | 39,375               | 0                  |
| <b>TOTAL KNUTSON CEMETARY TRUST</b>             | <b>\$0</b> | <b>\$39,222</b>    | <b>(\$39,222)</b>    | <b>\$39,714</b>    |
| <b>FORFEITURE TRUST</b>                         |            |                    |                      |                    |
| Total Revenues                                  | 5,000      | 0                  | 5,000                | 0                  |
| Total Expenditures                              | 5,000      | 0                  | 5,000                | 0                  |
| <b>TOTAL FORFEITURE TRUST</b>                   | <b>\$0</b> | <b>\$0</b>         | <b>\$0</b>           | <b>\$0</b>         |
| <b>TOTALS</b>                                   | <b>\$0</b> | <b>\$0</b>         | <b>\$0</b>           | <b>\$8,110,032</b> |



**To:** Dan Bartlett, City Manager  
**From:** Brent W. Collier, Chief of Police  
**Date:** April 22, 1996  
**Subject:** 1996 Quarterly Report

Two handwritten signatures are present. The first signature is written over the name "Dan Bartlett" and the second signature is written over the name "Brent W. Collier".

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**Milwaukie City Council 95-97 Goals:**

*Implement Community Oriented Police Services (COPS) Plan, with emphasis on drug-related crimes, bias crimes and vehicle speeding.*

**Summary:**

All programs were specifically tailored to address the Milwaukie City Council 95-97 goals. The goals and the police department action plan to address these goals, have either been completed, or are in progress. Several new programs are anticipated and will be detailed in this report.

**Completed Programs:**

***Uniform Patrol Division***

- Transition to 3 Ten Hour Shifts
- Increased minimum staffing levels to 4 officers 8PM-2AM to meet increased calls for service and to provide additional operational support.
- Trained all sworn officers in narcotics detection and intervention. Patrol officers also trained in search warrant application procedures.
- All sworn officers trained in Bias Crimes and Gang enforcement techniques. Regular liaison with metro area gang units.
- Uniform Sgt. assigned to supervise graffiti detection, identification and removal.
- Uniform Sgt. assigned to Gang Network. Advanced Gang enforcement training received.
- Uniform Sgt. assigned to COPS More overtime grant.
- Bike & Foot Patrol in downtown core area.
- One officer trained as Public Information Officer (PIO).

***Detective Division***

- Total "Change-out" of Detective Division. All new personnel.

- Selected and trained new Detective Sergeant.
- Selected and trained three new detectives. Increased Detective Division staff from 2 to 4 sworn personnel. One detective assigned directly to Clackamas Interagency Special Investigations Unit (narcotics).
- Increased participation in local, county, metro, and state-wide law enforcement task forces (homicide teams, major crimes teams, gang enforcement, fraud, narcotics, etc.).

#### ***Volunteers***

- 20 Reserve Officers recruited, trained and sworn.
- 10 explorers recruited, trained and sworn.

#### ***Traffic Division***

- Uniform Sgt. assigned to supervise Traffic Team.
- Two Motorcycle Officers trained, equipped and program implemented. Overlapping shifts and days off. Coverage from 6AM-7PM. Officers are assigned directly to traffic education/enforcement and are not a part of minimum staffing.

#### ***Support Programs***

- COP Camp expanded to include female "at risk" youth. COP Camp expanded to include other Clackamas County agencies.
- Neighborhood Foot Patrol training conducted.
- Participation in School Trip Safety program.
- Participation in Neighborhood Speed Watch program.
- Continuation of D.A.R.E. program.
- Continuation of Neighborhood Watch program.
- Continuation of Block Home program.

#### **Future Program Changes:**

As of May 15, 1996, a motorcycle officer and a patrol officer will receive highly specialized training in drug recognition. The officers will be certified as Drug Recognition Experts (DRE's). Once these officers are certified, the patrol officer will be assigned to the Traffic Division. This DRE trained officer will be assigned to a traffic car and will work the 4PM-2AM shift. This officers primary focus will be detection of impaired drivers, with a secondary focus on neighborhood traffic enforcement and accident investigation. This traffic program change will add additional resources and expertise to the traffic team. It will also expand the hours of the team to include coverage from 6AM-2AM, Monday through Saturday.

We are in the planning stages for a new program to assist lost or disoriented seniors and handicapped persons. We will report on the "Wanderers Alert" program in future reports.



## MEMORANDUM

**TO:** Mayor and City Council  
**THROUGH:** Dan R. Bartlett, City Manager *Dan*  
**FROM:** Angus M. Anderson, Finance Director *A*  
**DATE:** April 6, 1995  
**RE:** Finance Department Quarterly Report

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**RECOMMENDATION:**

None; information only.

**BACKGROUND INFORMATION:**

During the third quarter of FY 1995-96 activities within the finance department have primarily been involved with "getting the job done". We have "done the job", and done it very well. However, there were many projects or events underway that had a detrimental impact on that primary activity of "getting the job done".

**Personnel Actions:** With the retirement of Virginia Kopp in Municipal Court, the resultant promotion of Sandy Rivers and the resignation of Pat Walsh in Utility Billing, the department had a turnover rate in one month of 38%. Utility billing is a full-time position that requires extensive and continual citizen contact. The Finance Director is the designated "back-up" for utility billing. When the normal time requirement of utility billing is coupled with the glitches that develop when one not normally assigned a task is placed in the position of performing the task, the demands on existing resources are extensive. Budget development and Utility Billing took all of the time and energy of the Finance Director. Were it not for the incredible support of the Finance Department staff throughout the four month interim period, the situation could have been untenable.

Nevertheless, the hiring process is complete and a most able individual, Carla Atwood, has assumed the responsibility for utility billing.

**Interdepartmental Support:** The Finance Department has begun a process of evaluating all actions in the City that “pass through” finance. The purpose of this evaluation is to assure proper accounting and cash handling controls are in place and to provide any technical assistance that may make the work of staff within other departments more productive. To date this process has included payroll data input for fire department, cash receipting at the Public Safety Building and the Johnson Creek Facility as well as internal functions within the Finance Department.

**Budget Development:** As is the case every year during the winter months, it is budget development season. This budget development season has been considerably easier, and shorter, than last since we are in the second budget year of our two serial levies. A Council Goal this year was to develop a “long range financial plan”. This process was started in FY 1993-94. That first step was refined in 1994-95 and 1995-96. Beginning with the 1996-97 budget, however, the individual line items were each individually extended for five years. This has produced a five-year budget projection that is getting us much closer to truly completing a long range financial plan. The budget committee hearings are now at the point of approving a two-year budget for the City.

**Special Assessment Lien Collections:** With the assistance of an intern in the Finance Department, the process of initiating collection efforts on delinquent special assessment liens is well underway. The process began in October, 1995 and has now progressed to the point that Council approved a Resolution accelerating the debt on three debtors (four parcels of land). That process will culminate in foreclosure if payment is not received prior to July 1, 1996. In addition to those accelerated, others were referred to the designated collection agent for the City and one will be jointly foreclosed with Clackamas County in August.

INTEROFFICE MEMORANDUM

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Date: April 29, 1996  
To: Mayor and City Council  
Thru: Dan Bartlett, City Manager  
From: David B. Wheaton, Public Works Director *DBW*  
Subject: Public Works Quarterly Report

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Action Requested

None. Information only.

Discussion

The following report provides information on the activities of the Public Works Department for the last quarter. It also provides information on the expected activities for the next quarter.

Fleet

The new Gasboy Fuel Management System installation has been completed. The system is a card-activated microprocessor-based fuel control and data acquisition system. It tracks all fuel used by employee, and vehicle, recording the gallons used and mileage of the vehicle. This information is linked with Qqest, our Fleet Maintenance Management program to keep track of each vehicle's mileage, which in turn will automatically schedule all required services and scheduled maintenance.

A new vehicle pre-trip inspection form has been developed for the vehicles requiring a CDL licensed driver. The forms are located in the shop and all personnel that drive the larger trucks have been encouraged to use the form.

The vehicle light check has been set up in the wash bay area. All employees driving City owned vehicles are encouraged to check their vehicle before leaving the yard.

Fleet service personnel are receiving training from Ford on the new police vehicles, and Dean and Earnie have completed the air brake update training.

Next Quarter Activities - Fleet

Fleet is expecting the three new Ford police cars next week. All the special equipment has been received and is ready to install. (Special equipment includes dividers, rear seats, light bars, and bumper guards.)

## INTEROFFICE MEMORANDUM

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The new 5yd dump truck has been delivered to Truckstell to have the dump body installed, staff expects to pick up the truck on Friday of this week.

The new service truck and body for the storm division has been ordered, delivery is expected by the end of May.

### Facility Maintenance

Other Library maintenance has been routine with some minor repairs. The new system of locking the public rest rooms, and giving out the key on request has greatly decreased the graffiti problems in the rest rooms.

The Public Service Building roof has several small leaks that are being addressed by investigating any warranty that may remain. A plan of attack is being put together to do the repair this summer.

City Hall has had several minor repairs but nothing major. We had some water damage during the flooding in the basement area, and in the Finance Director's office. The cause is still unknown, staff is looking for the source. The new roof for City Hall has been moved to the following budget year to allow staff time to look into options for a new HVAC system that will require roof modification and means of financing the improvements.

The Public Safety Building has had very minor repair problems. The only major exception is the block walls that surround the police cars enclosure, and the block wall on the East property line. The elastomeric waterproof coating is failing. The problem of bubbling and peeling is very visible in many areas and can be found on most areas of the walls. Staff is working with the contractor to solve the problem so repairs can be made.

The Radio extender System project bids have been received, and will be presented to Council for approval on May 7, 1996. The purpose of this project is to install equipment and wire that will allow the 800 mhz radios, cell phones, and pagers to work inside the building as back up communication.

The old police station has sustained some water damage during the winter. The doors have been barricaded to keep vandals out and staff does not go into the building very often to check on its condition.

During the flood a large cottonwood tree fell across Johnson Creek causing a large log jam. The log jam has been removed from the creek and piled on the Klein Property. As soon as dry weather is here staff will remove and dispose of the debris.

### Next Quarter Activities - Facility Maintenance

The seismic report for City Hall will be completed

## INTEROFFICE MEMORANDUM

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Replacement chairs will be installed in the Council Chambers and the old chairs retired.

The outside walls of the PSB will be repainted by the contractor. The coating has a five year warranty from date of building acceptance in November, 1993. If the contractor fails to meet their obligation, legal alternatives may have to be utilized.

The Library Handicap Accessibility Improvement and remodel project is in design. The firm of McMath Dortignacq Architects have been selected to design and manage the construction of the project. The scope of the project includes the following: Installation of automatic entry doors; revamp of entry area and circulation desk to be more user friendly; improve the HVAC system; remove all asbestos containing ceiling tile and replacing with new ACM free tile; interior upgrade, including paint, carpet, and wall treatment. Timelines for the project call for going to bid in June, and having the construction start in late July, with completion in November.

The Eastman property will be hydra seeded sometime in May, with a grass and wild flower mix. This will make it presentable until the area is developed.

### Parking

The three paid parking lots are 54% utilized for this quarter. Monthly income from the lots runs between \$475.00 to \$500.00. The asphalt surface of all three lots are in good condition. This summer the lots will be re-stripped and the attached landscaped areas will be cleaned and weeded as needed.

### Street Division

The street division has performed a number of routine activities this past quarter, these include:

sweeping, cold patching pot holes, sign replacements, shoulder repairs, and patching for the City of Happy Valley.

Also during this quarter the division spent five days sanding and then sand retrieval related to snow and ice conditions. There were eleven days spent in preparation of and cleaning up from the flood of "96". Both of these events were staffed by personnel of a 24 hour schedule seven days a week.

### Next Quarter Activities - Streets

The activities anticipated for the following quarter include: continuing the sweeping schedule, hot patching holes in streets, installing pavement markings, attending training on the "Hansen" software modules to further the goal of

## INTEROFFICE MEMORANDUM

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implementing the pavement management system. In addition, this division will also respond to requests from Happy Valley for services.

### Sewer and Storm Water Divisions

This past quarter these divisions assisted with the storm clean up and flooding activities. This work included the re-building of a flooded lift station at Island Station. Other work included the cleaning and televising of 5,000 feet of sewer lines and 1,000 feet of storm lines. The division handled 39 customer service requests mostly related to storm water ponding on lots. As a result several dry wells were refurbished or installed.

### Next Quarter Activities - Sewer and Storm Water

This division will coordinate with the City of Portland regarding the conversion of the Brookside lift station. This conversion will eliminate the need for the lift station by diverting its flow to the Portland sewer system. In addition, this division will continue its routing cleaning and inspection services.

### Water Division

The reservoir at SE Stanley was put back into service after a complete cleaning and painting. The concrete reservoir at 40th and Harvey was also taken out of service and a new liner was installed to stop several leaks. Safety improvements were also made the reservoir by replacing the ladder inside and replacing the safety rail on the outside and top.

The Hansen Infrastructure Management System (IMS) program was installed on the network and data is being collected for input to the program. To this end, an inventory of water system fire hydrants was completed. This included the mapping and locating of 631 fire hydrants.

As part of the public works field crew this division helped clean up after the wind storm, five days of ice and snow, and then staffed a 24 hour schedule for the flood event. Additionally, the crew installed 22 new water services, repaired 6 fire hydrants, and responded to 50 citizen requests. The division provided 295 utility locates and replaced a well motor at well #7.

### Next Quarter Activities - Water

The water quality section of this division will continue working with the Milwaukie High School and the Junior High in an educational program to teach the students about the Milwaukie water system and how water is treated.

## INTEROFFICE MEMORANDUM

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Work will continue on a hydraulic study of the water system. A consultant is performing this service in order to identify deficient distribution areas.

A request for proposals will be prepared to update the telemetry system for the water and sewer divisions. In addition, we will continue to input the water utility data into the IMS software system and continue to change water meters.

### Engineering and Administration Divisions

Perhaps the most significant aspect of work in this past quarter was the hiring of a new director for this department. Since that date, the director has been given an orientation overview from each of the field supervisors and introduced to regional participants in water, storm, and sewer activities.

Other work matters includes providing budget reviews with division supervisor, and making budget adjustments. This division has also been meeting regularly with the Island Station Neighborhood association and participated in the strategic planning sessions. Staff has served as the facilitator between the Oregon Department of Transportation and the Island Station Neighborhood Association. Several meetings were held to discuss the possible redesign of the intersection on McLaughlin Boulevard and its subsequent impacts on 22nd and River Road as well as other interior streets.

We continue to staff the Traffic Safety Board and the pedestrian safety task force. In addition to other regional planning efforts. Two of these include the Clackamas Basin Water Treatment and Supply options study and the Kellogg / Mt. Scott drainage plan.

During this past quarter this division took the leadership role in providing oversight management to storm activities and established an emergency operations center. Post-flood activities have allowed the division to concentrate on code enforcement within city right-of-ways. Finally, the department has implemented the conversion of the computer server to the windows NT system which will allow greater flexibility for user access and data sharing.

### Next Quarter Activities - Engineering and Administration

This division will continue to meet with the partners about the regional water system. Staff will also be providing an update to this plan and discussing the possible impacts of the plan on the City of Milwaukie.

INTEROFFICE MEMORANDUM

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The departments of Public Works and Community Development will be investigating possible changes in our respective processes to improve service to customers desiring various permits and shortening the time it takes to acquire them.

The department will be bidding and constructing a number of public works projects in the next quarter. These include waterline upgrades, street overlay projects, and a bus pad on 21st Street.

As part of the working relationship with Happy Valley the engineering division will provide construction inspection of sub-divisions in that city as well as in Milwaukie.

DBW

\*\*\*MEMORANDUM\*\*\*

COMMUNITY DEVELOPMENT DEPARTMENT  
April 29, 1996

To: Mayor and City Council  
Thru: Dan Bartlett, City Manager *DB*  
From: *MC* Maggie Collins, Community Development Director  
Re: Activity Report - 3rd Quarter, FY 95-96; and Anticipated  
Activities - 4th Quarter, FY 95-96

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Third Quarter Activity Summary

- Provided materials for slide show of Milwaukie Vision presented by Mayor at Rotary Lunch
- Initiated meetings of Land Use Committee Chairs (ongoing)
- Presented draft Transportation System Plan to NDA's and to Working Groups
- Initiated Riverfront Steering Committee
- Initiated Riverfront Planning Committee
- Participated as staff for Joint Clackamas County/Happy Valley/Milwaukie at two meeting on the Clackamas Regional Center Area Plan
- Completed a second series of Land Use Training Sessions for NDA Land Use Committee Chairs
- Completed consultant selection for Lake Road Multi-modal Connections Plan
- Served as staff for regularly-scheduled Historic Review Commission meetings
- Completed selection of consultants for Regional Center Master Plan
- Presented the Milwaukie Regional Center Arterial/Street Improvement program in concept to Council
- Provided Light Rail Study information at Neighborhood District Association meetings (ongoing)
- Participated as staff at the Neighborhood District Association strategic planning meetings held in March
- Served as staff for Planning Commission Tree Committee (ongoing)
- Served as staff for regularly-scheduled Planning Commission meetings
- Submitted comments to Clackamas County on the proposed Price-Costco relocation in the Milwaukie Urban Growth Management Boundary Area
- Continued involvement and review of Light Rail Study DEIS items and activities
- Processed planning applications and reviewed building permits

Fourth Quarter Activities

- Continue Master Plan activities with Land Use Committee Chairs
- Review Draft Transportation Master Plan, make revisions as needed
- Continue Riverfront Master Plan process
- Begin Regional Center Master Plan process
- Provide information and evaluation of Metro Regional Framework Plan, Phase One
- Continue role as participant in the Light Rail Study
- Begin Lake Road Multi-modal Connections Plan process

cc: C.D. staff



Date: April 29, 1996  
To: Honorable Mayor and City Council  
Through: Dan Bartlett, City Manager *Da*  
From: Charlene Richards, Assistant to the City  
Manager *CR*  
Subject: Quarterly Report -- 3rd Quarter FY1995/96  
Human Resources & Community Services

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What follows is the Quarterly Report (January, February, and March 1996) and projections for next quarter for Human Resources and Community Services. If you have any questions, please speak with me. My telephone number is 786-7506.

## HUMAN RESOURCE SERVICES

### Drug and Alcohol Testing

- Began random alcohol and drug testing under the federal rules regarding testing for safety sensitive positions, those positions requiring a Commercial Drivers License (CDL). New testing for CDL positions includes post-accident and random testing.
- Trained all supervisors and employees in positions needing a CDL in January 1996.

### Employee Committees and Teams

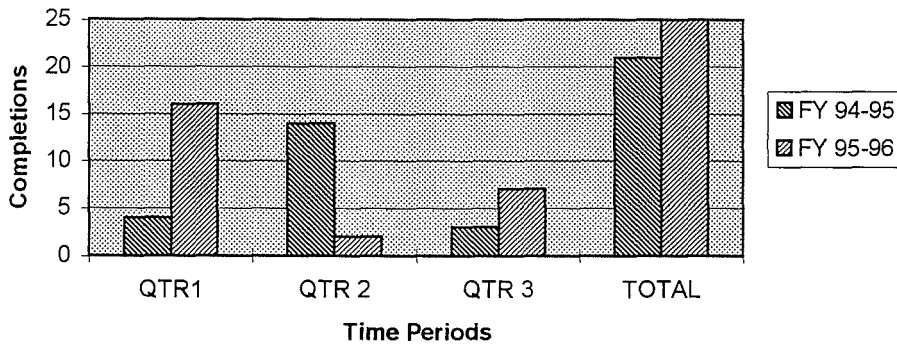
- Interviewed consultants for services relating to implementation of the Teamwork and Quality Customer Service Action Plan in fiscal year 1996/97.
- The Performance Evaluation Review Team (PERT) recommended a new form and process for employee reviews to the City Manager. They reevaluated their review of the subordinate appraisal of supervisors resulted in recommending only minor changes.
- The Employee Orientation Team recommended a draft new employee orientation process to the City Manager.

### Mutual Gains Bargaining

- Continued to make progress with negotiations with the three bargaining units.
- The metro area Public Employees Group Survey (PEGS) program provided up to date salary information for the City's market study.

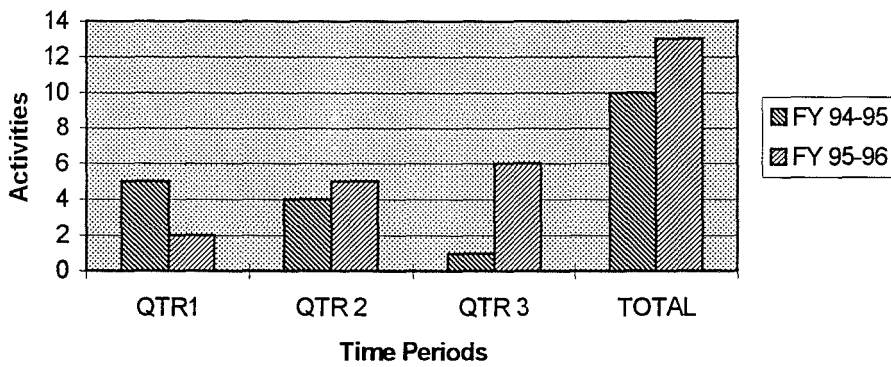
**Employment Activities**

**NEW HIRES**



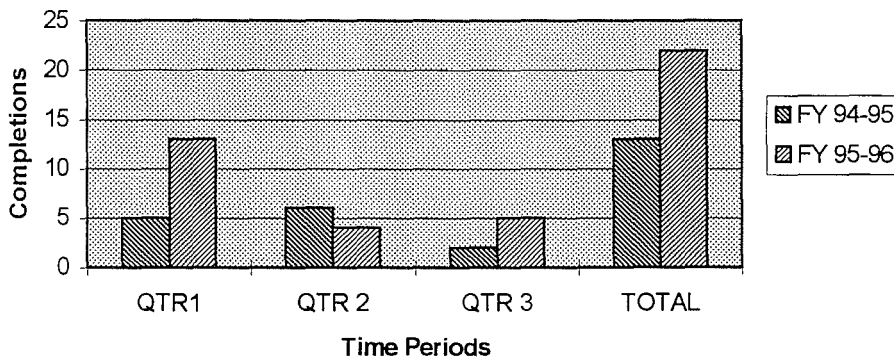
Hiring activities included 7 full-time and part-time new hires, 0 seasonal and temporary hires, and 0 internal promotions.

**SEPARATIONS**



Six full-time employees left City employmen along with 1 seasonal employee.

**RECRUITMENTS**



Recruitment activity included 6 in progress and 5 completions.

## **COMMUNITY SERVICES**

### **CABLE TELEVISION**

- Coordinated an open meeting for public input in early January. Met with individuals from the Milwaukie senior center to get input on existing and future cable services.
- Wrote and mailed in January an RFP for a cable consultant. Reviewed three proposals in February and conducted interviews with two cable consultants. Met with cable administrators from around the region to discuss franchise fee policy.

### **LIBRARY**

#### **Children's Services**

- Attracted approximately 85 members to the winter reading program. Will continue in future years due to the program's level of success.
- Almost completed schedule of events for the summer reading program.

#### **Circulation**

- January was the busiest month in the history of the library.
- Circulation increased by 17% over the previous February.
- March 1996 was the busiest month in the history of the library.

#### **Facility**

- Selected an architect for the remodeling project. McMath-Dortignacq have an extensive background in library remodeling and restoration.
- Clackamas County prepared and signed contract for the architect and forwarded to him for his signature.
- Repaired the ceiling and lights above the display case.

#### **Staff**

- Interviewed applicants for a Library Aide I position in March. Established a new eligibility list since our old list had expired.
- Hired Jackie Blyn to work in the Cataloging/Acquisitions Department. She will also help out at the circulation desk.

#### **Library Collection**

- The Library Network is currently in the process of selecting a magazine index and database that will be available on our public-access terminals. This new service is expected to be available by this summer.
- Compiled a brochure on collectibles and working on lists to make the genre fiction more accessible to the public.
- Robert Lanxon, assistant reference librarian, has been instrumental in establishing outreach service to the area Boy Scouts.

### **Computers**

- Attached printers to several of the library's public-access terminals. This new service is popular with patrons.
- Included the library in a city-wide CD-ROM network. Planning sessions are being held to determine the direction of this project.

### **Conference**

- Several staff members attended the Public Library Association's national meeting in Portland. Given opportunity to meet with others from around the country and to have access to hundreds of exhibitors.

### **Network**

- The County Library opened its new branch at Clackamas Corner in March. It is the about the same size as the Oak Lodge branch.

### **Surveys**

- Clement Ahasi of the City's Administrative Department worked with library staff to develop a patron survey of library services. Distributing this survey in the library.
- Kelly Whalen, Library Aide II, conducted a survey of our patrons' feelings concerning the periodicals collection. As a result of this survey, adding forty-one periodicals to the collection.

## **SOLID WASTE AND RECYCLING**

### **Commercial Program**

- Met with Community Development staff and the department head to discuss Metro programs for recycling demolition and construction debris. Attended a Milwaukie permit center meeting to discuss various educational materials with all permit staff. As a result of these two meetings, developed a packet of educational materials for distribution to builders and remodellers who use the permit center.
- Conducted waste audits for several companies along Mailwell Dr., at Northwest Primary Care, and at a new company called IDL. In addition, worked with a consultant to perform audits at three health clinics near Milwaukie Providence Hospital. Will complete case studies for each clinic after several months of monitoring waste and recycling levels at these clinics.

### **Schools**

- Conducted presentations on milk carton recycling for three lunch periods at St. John the Baptist School. Established a very successful milk carton recycling program at the school.

Attended a meeting of all elementary school principals to discuss the Earth Day Fair and to encourage school participation. Met with Karen Lachman of Linwood School to finalize plans for the fair. Designed and distributed fliers to all Milwaukie elementary schools inviting 4-6 grade classes to attend the fair. In addition, encouraged all city departments to develop displays for the fair.

### **Metro**

- Participated in reviewing an RFP for an organics pilot project being developed by Metro. Participated in a review and interview panel for all proposals submitted.
- Applied for a grant from Metro in February and was awarded \$40,000 to complete a conservation pilot project at the four city facilities. Met with DEQ to discuss their Model Cities program. DEQ agreed to provide the city with an additional \$ 40,000 to expand the conservation project into the commercial businesses in Milwaukie.
- Met with MDDA and the North Clackamas Chamber of Commerce to discuss their participation in the Model Cities project.

### **Flood Clean-Up**

- Participated in development of a flood clean-up plan. Coordinated a two day clean-up event for Island Station residents on February 16 and 17.

## **PARKS AND RECREATION**

### **Parks and Recreation Commission (PARC)**

- Reviewed and recommended to the City Council projects for the Fiscal Year 1996/97 Budget for the North Clackamas Parks and Recreation District Milwaukie Neighborhood.
- Brought the Century Park rehabilitation project to the Lake Road Neighborhood Association for comment prior to Council review.
- Reviewed and commented on the draft boards and commissions ordinance and Park and Recreation Board ordinance.

**Next Quarter:**

**HUMAN RESOURCES**

- Conduct three sessions of Forecast 96/97 in June.
- Reach tentative agreement with the three bargaining unit for July 1, 1996, implementation.
- Provide the new Employee Performance Plan instructions on form to all facilities.
- Begin incremental implementation of the New Employee Orientation Program.

**COMMUNITY SERVICES**

**LIBRARY**

- Continue planning meetings on the remodel project. Preliminary drawings to be reviewed by the staff.
- Remove asbestos in early May.
- Offer summer reading program to limited enrollment workshops for children in addition to our usual repertoire. Offer a four-week puppeteering workshop, and plan a five-week program working with beginning readers.
- Hold annual volunteer brunch on Saturday, May 1.
- Conduct, for the Network, a survey to determine where library users live.

**CABLE**

- Finalize ascertainment process for cable renewal process.
- Provide background inf. to cable consultant and begin financial and technical review.
- Meet with consultant and cable operator to review schedule.

**SOLID WASTE & RECYCLING**

- Coordinate Earth Day Fair for over 300 students on April 22.
- Coordinate Down To Earth Day on May 4.
- Develop job description and complete hiring process for staff person to do conservation project.
- Complete application process for DEQ model city program.
- Collate and distribute garbage rate and ordinance change information to Council  
(Meet with Council in June).

**PARKS AND RECREATION**

- Begin development of work plan for 1996/97, including needs assessment.



**MEMORANDUM**

TO: Honorable Mayor and City Councilors

FROM: Linda Mullen, Neighborhood Services Coordinator *Linda*

THROUGH: Dan Bartlett, City Manager *Dan*

DATE: April 24, 1996

RE: Third Quarter Report

**ACTION REQUESTED/RECOMMENDATION:**

None. For information only.

**BACKGROUND:**

During the third fiscal quarter, the Office of Neighborhoods accomplished the following tasks:

- Completed recognition process for Waverly/Downtown neighborhood.
- Completed school pedestrian safety studies for Milwaukie, Hector Campbell, and Linwood Elementary schools.
- Continued work on Lewelling Elementary school pedestrian study.
- Facilitated meetings for Downtown Safety Committee.
- Conducted neighborhood strategic planning program.
- Initiated Neighborhood Liaison Program.
- Continued work with intern on customer service feedback cards for each department, and an overall city survey.
- Completed the city's annual report to citizens.
- Distributed annual report to Board and Commission members, neighborhood associations, and others on request.
- Convened the Public Information Officers Team, (PIO Team) to begin improved coordination of city information services.
- With members of PIO Team, created first draft of city-wide communications plan.

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

- Produced three issues of the Pilot.
- Produced and the Co-Pilot, neighborhoods newsletter.
- Supervised volunteers for mailing the Pilot and Co-pilot.
- Continued work on 1996-1997 budget.
- Met with Regional Neighborhood Coordinators' Network, to organize regional conference for neighborhood leaders.

#### Goals for Fourth Quarter

Begin work to determine role of commercial neighborhood organizations.

Convene neighborhood service delivery team.

Complete brochure on downtown parking program.

Complete customer service feedback cards; conduct staff training on program.

Complete preparations for city-wide survey to be conducted in July.

Follow up to issues raised in strategic planning process.

**TRANSPORTATION SYSTEM PLAN OPEN HOUSE  
MINUTES  
FEBRUARY 22, 1996  
PUBLIC SAFETY BUILDING COMMUNITY ROOM  
7:00 PM**

**Meeting Attendees**

Ralph Rigdon  
Eleanor Johnson  
Terry Flink  
Tom Alford  
Gary Michael  
Bud Boyer  
Leah Nagely (Tri-Met)  
Dan Layden (ODOT)  
Tracy Lester (ODOT)  
Debbie Bischoff (Staff)  
Maggie Collins (Staff)

**Debbie Bischoff** opened the meeting. She gave a brief overview of the project. She explained that the purpose was to plan for multi-modal transportation system needs in the City of Milwaukie, and to be in compliance with Oregon Department of Transportation (ODOT) requirements.

**Debbie** explained that the project had been a long involved process including meetings with working groups. The following are the steps taken in the process:

- Identified existing and projected future multi-modal needs identified.
- Modal networks were developed
- A revised classification system with future design needs was developed
- Developed a secondary motor freight routes system
- Expanded goals, objectives and policies section for the City Comprehensive Plan Transportation Element are identified.
- Implementation Chapter is still in progress, with \$30 million of \$90 million budget projected as going to local street projects
- Storm water study now being undertaken interfaces with this Plan.

Comments from the draft Plan review are being passed out tonight. The handout includes citizen review comments and agency comments.

**Gary** asked about the action plan dollar amounts, what are the assumptions? He was particularly interested in the amount designated for McLoughlin Blvd.

**TSP Open House Minutes**  
**February 22, 1996**  
**Page 2**

**Debbie** explained that the amounts given were extremely preliminary estimates and will be refined through further studies. The idea was to highlight some areas.

**Gary** noted that the link from Lake Road to McLoughlin Blvd on the map looks like it crossed Kellogg Lake.

**Debbie** explained that the map is only illustrative of the need to study this possibility if there is a way and a need for this type of linkage for transportation in the greater area.

**Brad** said that Fuller Road is pretty patchy and haphazard as it exists. He asked what the chances were of getting bike lanes and having it re-paved?

**Debbie** told him that this is a County road and said that she would check with the County for their plans.

**Milt** said that vehicle increases can be managed a lot better than has been done. He noted that continuous turn lanes are not approved of by ODOT.

**Dan** said the Milwaukie TSP draft was an excellent example of a transportation system plan. He said there were few concerns and ODOT is supportive of further studies of McLoughlin Blvd and ORE 224.

**Tom** pointed out that Monroe Street goes through where it shouldn't on the maps.

**Debbie** said she will check the graphics.

**Tom** said that an arterial should have a 60 foot rights-of-way and that has been increased.

**Debbie** said the drawings will be revised to show a range of acceptable designs for existing widths.

**Brad** said Johnson Creek Blvd needs improvement and is in need of major repairs.

**Debbie** indicated that there were several projects proposed for Johnson Creek Blvd. They are: 32nd to 36th, which is being done; 36th to 45th, which is designed, but not funded yet; the remainder of JCB is being addressed by Clackamas County.

**Brad** said that 42nd Street is in poor condition and needs attention.

**Debbie** affirmed that yes, it is a local street, and needs improvements; unfortunately the City does not have the monetary resources to improve the street.

**Brad** mentioned the Portland Traction Company (PTC) line in downtown, he felt it would make a good path off McLoughlin Blvd to serve bike/ped needs. He said McLoughlin Blvd needs to be more bicycle friendly. He thought the City should acquire additional PTC land south of Milwaukie for use as additional bike/ped usage.

**Debbie** said that ODOT will build bike/ped facilities on any new highway projects such as McLoughlin Blvd.

**Gary** said the Walkways Network Master Plan was a good plan for sidewalks. He indicated that there is much more need for sidewalks on more heavily traveled streets in other areas in Milwaukie. He asked if the railroad trestle could ever be used for pedestrian travel?

**Debbie** said that someone could approach the railroad about building a parallel pedestrian bridge.

**Ralph** concurred that bicycles along McLoughlin Blvd were a safety problem.

**Debbie** responded that bicycles have a right to use public rights-of-way. The Plan calls for safety education for both motorists and bicyclists.

**Tom** said that a walkway on the trestle was proposed in the 1950's, but the railroad did not want the liability. A walkway does exist under the trestle. The boards were removed because no wanted to assume responsibility for maintenance.

**Brad** said that Lake Road needs bike lanes and storm drainage. He indicated that bicyclists find Lake Road to be dangerous to ride along.

Tom and Ralph both indicated that they thought bicyclists should be licensed.

**Brad** asked about 82nd Drive and I-205 to Harmony, and wanted to know where the bike element was?

**Debbie** explained the new map was different from the draft copy.

**Brad** asked is the proposed 82nd Avenue bikeway going south allows for a left hand turn?

**Eleanor** said she thought we need off-street biking facilities.

**Milt** said that we need to consider the different (travel) behavior of a bicyclist when designing the facility.

**Gary** said that the goal that we should strive for is to get people out of their cars and use their legs and bikes for transit to get around.

**TSP Open House Minutes**

**February 22, 1996**

**Page 4**

**Debbie** said that 90-95% of the Plan projects deal with the "neglected" modes of travel - sidewalks, bike lanes, better transit amenities, etc.

**Brad** thought that light rail needs a service road along it that is bike-friendly, like they have in Gresham.

**Milt** said that bicyclists need to feel psychologically safe, in terms of walls, and structures adjacent to the bike lane or bike path. He thought that designs need to accommodate amateur and experienced bicyclists needs. A good exercise would be to see how the jughandle curve near the Texaco could be designed.

**Tom** asked about the McLoughlin neighborhood, and how we could design the return for trucks (on Harrison)?

**Gary** said that the signal timing in Milwaukie is very poor from Harrison south.

**Dan** said that there is a need for the timing problem to be addressed on McLoughlin Blvd and on ORE 224.

**Milt** said that the jughandle design addressed the vibration of the bridge by breaking the velocity of travel.

**Debbie** reviewed the adoption process and revised and passed out that information. She indicated that we are ahead of the region as a local jurisdiction, Metro is developing its transportation system plan right now. She indicated that the comments received would be utilized for the final draft, scheduled to go to Planning Commission for review on April 23, 1996.



Maggie Collins, Note Taker

MC:DB:jpg



April 25, 1996

Dear Interested Person:

We want to bring you up-to-date on Milwaukie's Transportation System Plan (TSP) project. Community Development Department staff is in the process of completing a final draft of this long-range comprehensive transportation plan for the City. A revised schedule dated April 15, 1996 is attached and highlights key public review dates that lead to plan adoption by the Milwaukie City Council.

A lot of valuable input on the November 1995 Draft TSP was received from three Citizen Working Groups, the Milwaukie City Council, the Milwaukie Planning Commission, the Milwaukie Traffic Safety Commission, interested agencies and organizations and the general public.

We are now editing and making revisions to the draft TSP. Once the final draft TSP is completed, it will be sent to the above-mentioned entities, local Neighborhood District Associations, along with any citizens who request a copy. Final draft copies will also be available for public review at Milwaukie City Hall, the Ledding Library and our office.

We want to ensure that interested citizens, organizations, and agencies have adequate time to review and comment on the final draft TSP prior to adoption. We also want to ensure that the Milwaukie TSP is consistent with Metro's Regional Transportation Plan (RTP) that is currently under development. Therefore, the timeframe for review and adoption will extend into November 1996.

Please call me if you have any questions or comments regarding the TSP Public Review and Adoption Schedule.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Bischoff".

Debbie Bischoff  
Senior Transportation Planner

attachment

cc: Maggie Collins, Community Development Director  
Dan Bartlett, City Manager  
tspscdlt.doc

COMMUNITY DEVELOPMENT • PUBLIC WORKS  
6101 SE JOHNSON CREEK BLVD.  
MILWAUKIE, OREGON 97206  
PHONE: (503) 786-7600 • FAX: (503) 774-8236

**MILWAUKIE TRANSPORTATION SYSTEM PLAN (TSP)  
SCHEDULE**

**Revised April 15, 1996**

|                         |                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------|
| April - June, 1996      | Revisions to November 1995 Draft<br>TSP based on public input                               |
|                         | Revisions to November 1995 Draft<br>TSP based on Draft RTP (Regional<br>Transportation Plan |
| July, 1996              | Final Draft out to public and Neighborhood<br>District Associations for review              |
| August - September 1996 | Meet with Neighborhood District<br>Associations on Final TSP Draft                          |
|                         | Meet with Traffic Safety Commission on<br>Final TSP Draft                                   |
| September 10, 1996      | Planning Commission worksession                                                             |
| September 17, 1996      | City Council worksession                                                                    |
| September 23, 1996      | Open House on Final TSP Draft                                                               |
| October 8, 1996         | Planning Commission public hearing                                                          |
| November 5, 1996        | City Council public hearing                                                                 |

Info

**DRAFT**

PLANNING COMMISSION MINUTES  
TUESDAY, APRIL 9, 1996

**COMMISSIONERS PRESENT**

Carolyn Tomei, Chair  
Scott McClure  
Bill Johnson  
Gordon Jones  
Debi Linn  
Calvin Walter

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

Michael Smith

1.0 CALL TO ORDER

**Chair Tomei** called the meeting to order at 6:36 p.m.

2.0 PROCEDURAL QUESTIONS -- None.

3.0 CONSENT AGENDA

3.1 Planning Commission Minutes - March 26, 1996

**Calvin Walter** moved to approve the minutes of March 26, 1996, as corrected. **Scott McClure** seconded. MOTION CARRIED 3-0 with three abstentions. Gordon Jones, Bill Johnson, and Debi Linn were not at that meeting.

**Chair Tomei** explained that Agenda Item #7.1, Density Variance and Comprehensive Plan Policies, would not be addressed this evening. It will be discussed at the next meeting.

4.0 PUBLIC COMMENT -- None.

5.0 PUBLIC HEARINGS

5.1 Applicant: East County Recycling (ECR)  
Property Owner: Murphy Company  
Location: 10505 SE 31st Street

Proposal: Request for approval of a Transition Area Permit (TR-95-01) and a Transportation Plan Review (TPR-95-06) to locate a recycling collection center adjacent to an R-3 residential zoning district.

**Chair Tomei** opened the public hearing on East County Recycling Applications TR 95-01 and TPR 95-06 to allow a recycling collection center on property located at 10505 SE 31st Street. The Applicant has the burden of proving that the Application is consistent with the City of Milwaukie's Zoning Ordinance and Comprehensive Plan. The Criteria to be addressed are found in Sections 313, 314, 413.1 and 1400 of the Zoning Ordinance.

**Chair Tomei** explained the hearing format. She asked the Commissioners if there were any ex-parte contacts, challenges to an ex-parte contact, or conflicts of interest to declare. There were none. She asked if any of the Commissioners visited the site. All of the Commissioners indicated that they had seen the site. None of the Commissioners who visited the site spoke to anyone or noticed anything different from what has been indicated in the Staff Report for the Application. No one in the audience challenged the impartiality or participation of any Commission member or the jurisdiction of the Planning Commission to hear this matter.

**Stacy Lawson** explained that the last hearing was held on East County Recycling Application on October 10, 1995, and at that time the hearing was continued to allow the Applicant time to submit additional information on the potential impacts of this proposal. Almost six months have passed, and Staff has received no additional material from the Applicant. In belief that six months is adequate time to respond with additional materials, Staff asked the Planning Commission to deny these applications without prejudice, allowing the Applicant to reapply at any time. A letter was sent to East County Recycling informing them of the decision to schedule this application for action. Staff was contacted by phone by the Applicant and he stated that ECR concurs with the decision to close the file at this time and reapply at a later date. A letter of withdrawal was received April 3, 1996.

Staff noted that there were some telephone calls and letters recently received in opposition to the Application. Staff recommends that the Planning Commission move to deny TR 95-01 and TPR 95-06 without prejudice.

**Chair Tomei** closed the public portion of the hearing and opened discussion among the Commissioners.

**Calvin Walter** moved to deny the Transition Area Permit (TR-95-01) and the Transportation Plan Review (TPR-95-06) for East County Recycling without prejudice. **Debi Linn** seconded. MOTION CARRIED 6-0.

**Chair Tomei** then took comments from the audience.

Speaking: Sharon VanHorn, 3011 SE Balfour, Milwaukie

**Ms. VanHorn** stated that the Ardenwald Johnson Creek Neighborhood District Association Land Use Committee believes that even though ECR has met the Zoning Ordinance requirements, it cannot be mitigated for noise, dust, buffering adjustment, and traffic. The Land Use Committee recommends that the Murphy site be rezoned to a mixed or a general commercial use. With the population growth occurring, this area can be developed into a residential complex, retail store, coffee shops, offices, or a small pocket park which could be used to generate revenue for the City to comply with regional infill requirements. The Land Use Committee would like to work with staff, the Planning Commission, the Murphy's, the hospital, and the Gilberts' to find a solution that would fit everyone's needs.

**Ms. VanHorn** stated that she had a rezoning application, and asked how she should proceed. **Chair Tomei** stated that the Community Development Department would assist her with the rezoning application.

- 5.2 Applicant: Starland Construction, Inc.  
Property Owner: Starland Construction, Inc.  
Location: 2125 SE Sparrow  
Proposal: Divide two properties into three separate lots (MLP-96-01) and obtain a front yard variance from 20 feet, current requirements, to 10 feet (existing condition) for existing house (VR-96-02).

**Chair Tomei** opened the public hearing on Starland Construction's request for a division of property into two separate lots. This action will allow three lots to be created out of the two lots located at 2111 and 2125 SE Sparrow. The Applicant has the burden of proving that the Application is consistent with the City of Milwaukie's Zoning Ordinance and Comprehensive Plan. The Criteria to be addressed are found in Sections 17.16, 17.28, 17.32, 17.40, and 17.44 of the Subdivision Ordinance and 300.500 and 701.1 of the Zoning Ordinance.

**Chair Tomei** explained the hearing format. She asked the Commissioners if there were any ex-parte contacts, challenges to an ex-parte contact, or conflicts of interest to declare. There were none. She asked if any of the Commissioners

visited the site. Two of the Commissioners indicated that they had seen the site. None of the Commissioners who visited the site spoke to anyone or noticed anything different from what has been indicated in the Staff Report for the Application. No one in the audience voiced rebuttal or challenged the impartiality or participation of any Commission member or the jurisdiction of the Planning Commission to hear this matter.

**Stacy Lawson** explained that the Applicant owns three properties located on Sparrow Street. The three lots were originally one parcel. In 1967 proposed parcel #1 (existing parcel) was created and proposed parcel 2 and proposed parcel 3 remained as a single lot and that is the situation today.

The Applicant has obtained a building permit on parcel 1 and is currently constructing a home on that parcel. The Applicant proposes to divide the remaining parcel into two properties and move the western lot line 5 feet to the west in order to create the necessary five-foot setback from the home on parcel 2. The Applicant is also requesting a variance to allow the existing home to remain within 10 feet of the front property line on Parcel 2.

Each of the properties meet the requirements of the R-5 Zone in which they are located, with the exception of the 10-foot setback on Sparrow Street which is required to be 20 feet in the R-5 Zone.

The Applicant is arguing that the prior structure is beyond their control and will require a variance. This is an unusual condition of the property and the applicants have no control over it. They also argue that there are no feasible alternatives to the variance and it is the minimum necessary. Staff has requested that the existing shrubbery on the property will be maintained by the Applicant.

No written comments have been received related to this proposal. The Neighborhood District Association Land Use Committee has not expressed concern about the application. Some people called or came into the office to discuss the application. Staff recommends approval of the Minor Land Partition (MLP-96-01) and Variance request (VR-96-02) based on the findings and conditions of the Staff Report

#### QUESTIONS FROM THE COMMISSIONERS

**Bill Johnson** asked if the house would be built around the trees on the property. **Stacy** explained that there is a relatively large building area shown on the site plan which does not reflect the size of the house.

**Gordon Jones** said that the Staff Report implies that the City has the right to require shrubbery to remain as a condition of the variance for the existing home to remain 10 feet from the street. **Maggie Collins** stated that if there are any adverse impacts, it is mitigated by the fact that the shrubbery is there to protect the single-family residence. **Stacy Lawson** stated that since the Applicant is asking to partition off another building lot, the front yard of the existing home must be reoriented to face Sparrow and becomes in violation.

#### APPLICANT'S PRESENTATION

Speaking: Darrell Foushee, General Manager, Starland Construction 2403  
SE Monroe, Milwaukie

**Mr. Foushee** stated that he has been building homes in the Milwaukie area for 20 years. His first feeling was that a variance was not needed to allow the 10-foot setback. The previous way to get to the existing house was from Sparrow and the address was from Sparrow.

The visual aesthetics of the house will not change. The original driveway comes in and around to the back of the house. This drive will be closed off and a carport will be added on the property.

**Mr. Foushee** has talked with one neighbor who voiced concern about run-off. When the final grade is done, the slope will be 2-1. When the sewer taps are closed off, this will help with the run-off. **Paul Roeger**, City of Milwaukie, Civil Engineer, has suggested that the Applicant participate with three adjoining lots for storm drainage. This is a \$4,000 project. There will be 1,200 square feet of new house and rain will be directed into the gutters, into the street, and into the new storm system. Drainage impacts will be reduced. He feels that the proposed houses will be good for the neighborhood.

#### QUESTIONS FROM THE COMMISSIONERS

**Chair Tomei** asked who is responsible for the sidewalks, curbs, and gutters and how it is financed. **Stacy Lawson** explained that Applicant pays for it as a part of the improvement. **Maggie Collins** stated that some of the improvements that are required can be deferred to a development agreement with the new property owner. The buyer is aware of this; developer's agreements run with the land. This requirement for improvements also includes the owner of the existing lot.

**Chair Tomei** voiced concern about the hedge. **Mr. Foushee** stated that he did not cut the hedge. He was not aware it was cut and didn't know who cut it.

**Mr. Foushee** stated that they are in compliance with the City Comprehensive Plan. The project is consistent with the Zoning . The variance is needed only for a small portion of the house. By approving the minor land partition, the distance between the property and the existing home will be increased to meet the setback requirements. The retaining wall will still be located on Parcel 1.

TESTIMONY IN FAVOR OF THE APPLICATION -- None.

QUESTIONS OR COMMENTS ON THE APPLICATION

Speaking: Bill Hardden, 2021 SE Sparrow, Milwaukie

**Mr. Hardden** stated that he believes Mr. Foushee did not cut the shrubbery, but the bank that held the property prior to Mr. Foushee's purchase, hired someone to come in and spruce up the property. Since the building of the new house, he is experiencing run-off that he didn't have before. Water is crossing the street and causing erosion on his property. **Stacy Lawson** stated that the installation of a storm line to get the stormwater off the east side of Sparrow and 21st is a planned improvement for this area as a part of this project. Any questions about the run-off should be addressed to Paul Roeger.

Speaking: Louise Packard, 12222 SE 22nd, Milwaukie

**Ms. Packard** that she is directly across the street from the subject property across on 22nd Avenue. She asked how far from 22nd would the new property line be placed. Also, she asked if there will be any additional landscaping to mitigate visual effects. **Stacy Lawson** stated that the exact location of the house has not been determined, but it will be a minimum of 15 feet from the edge of the property line. At this point, there is no requirement for additional landscaping.

Speaking: Jessica Schaffer, 12218 SE 21st, Milwaukie

**Ms. Schaffer** asked about the existing trees in parcel 3. She asked if they were going to be cut down or will they be notified so they can defend saving the trees. **Stacy Lawson** stated that if the Applicant wished to amend the condition of approval, they would have to return to the Planning Commission. If the property is sold, the condition will go with the property to the building permit stage.

**Ms. Schaffer** stated that most of the vegetation has been removed on Parcel 1. She asked about erosion and how it will affect her. **Stacy Lawson** stated that the property is under construction. Proper drainage and storm run-off facilities are incorporated into the design of the project.

TESTIMONY IN OPPOSITION TO THE APPLICATION

Speaking: Bruce Cunningham, 12223 SE 22nd, Milwaukie

**Mr. Cunningham** stated that he is on the north side of parcels 2 and 3. When West One acquired the property, he tried to buy the 50x100 lot in the front. West One said it was a reasonable offer, but they did not want to ruin the aesthetics of the home. He voiced concern about the smallness of the front yard with the proposed partition.

**Mr. Cunningham** voiced concern of trees falling on his home because of the disturbance of the soil for construction. Fir trees have surface roots; a good wind will blow them down. He asked what would be his recourse should these trees fall on his house.

**Mr. Cunningham** asked if parcel 2 will have a retaining wall? He had to put a retaining wall in and wondered if the Applicant has to add to his retaining wall. **Maggie Collins** stated that the developer is responsible for following the conditions for erosion control and soil removal. The recourse would be to call the Public Works Department and report that dirt is eroding onto your property.

**Mr. Cunningham** asked if the roof drainage would go to drywalls. **Stacy Lawson** stated that part of this proposal is for drainage, and some of the run-off problem should be alleviated.

APPLICANT'S CLOSING COMMENTS

Speaking: Darrell Foushee, General Manager, Starland Construction, 2403 SE Monroe, Milwaukie

**Mr. Foushee** explained that the area on the map was the building area, not the house print. He will have to build forward on the property to avoid the trees. Milwaukie's minimum front yard minimum is 20 feet. He will work with the City to comply with all the requirements of erosion control. A retaining wall will be put up on parcel 2 if it is needed. Trees blowing down is a concern, but they are 10-15 feet from the roof line; there shouldn't be a problem. When the project is complete, there will be less run-off than before.

DELIBERATION AMONG THE COMMISSIONERS

**Chair Tomei** closed the public hearing portion of the meeting and opened discussion among the Commissioners.

**Scott McClure** stated that he is in support of the Application. He voiced concern that the trees may fall. He would like to establish the flexibility to adjust the building area toward Sparrow Street by five feet if necessary to accommodate tree preservation efforts.

**Calvin Walter** asked who would be responsible for the trees that blow over if the Planning Commission made them a Condition of Approval. **Stacy Lawson** explained that Staff believes the trees are in good shape at this time. It could be conditioned that an Arborist go out and make a decision on the trees.

**Gordon Jones** suggested changing the language in Condition #10 to read: "That a certified Arborist will give a written evaluation as to the health of the trees and as to the measures necessary to preserve their health. The Applicant shall be encouraged to apply for a variance if a minor relocation of the building area would preserve the trees. If trees designated to be preserved are damaged during construction, appropriate mitigation, as determined by the Community Development Director shall be required prior to issuance of an occupancy permit.

**Scott McClure** noted that Condition #6 and #9 were redundant. It was decided that Condition #6 be eliminated.

**Debi Linn** moved to approve the Variance Request (VR-96-02) for Starland Construction with the findings and conditions as stated on Pages 9 through 12, deleting Condition #6 and using the language for Condition #10 as rewritten tonight. **Scott McClure** seconded. MOTION CARRIED 5-0. **Bill Johnson** abstained from voting.

**Debi Linn** moved to approve the Minor Land Partition (MLP-96-01) for Starland Construction with the findings and conditions on Pages 8 through 11 with the changes and deletions as indicated tonight. **Scott McClure** seconded. MOTION CARRIED 6-0.

Recess was taken at 8:14 p.m. and the meeting reconvened at 8:26 p.m.

5.3    Applicant:            Beaverton Neon  
      Property Owner:    Cheyenne Properties/Nautilus Plus  
      Location:            4330 SE International Way  
      Proposal:            Placing signs on north, east, and west sides of the Nautilus Plus building.

**Chair Tomei** opened the public hearing on Beaverton Neon's request for placing three signs measuring 288.75 square feet, to the Nautilus Plus building at 4330 SE International Way. The purpose of this hearing is to consider Application CI-96-

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01. The action would allow three on-site signs to be located on the east, north, and west faces of the structure. The Applicant has the burden of proving that the Application is consistent with the City of Milwaukie's Zoning Ordinance and Comprehensive Plan. The Criteria to be addressed are found in Sections 324, 1408, 090, and 14.16.050 of the Sign Ordinance.

**Chair Tomei** explained the hearing format. She asked the Commissioners if there were any ex-parte contacts, challenges to an ex-parte contact, or conflicts of interest to declare. There were none. She asked if any of the Commissioners visited the site. Four of the Commissioners indicated that they had seen the site. None of the Commissioners who visited the site spoke to anyone or noticed anything different from what has been indicated in the Staff Report for the Application. No one in the audience voiced rebuttal or challenged the impartiality or participation of any Commission member or the jurisdiction of the Planning Commission to hear this matter.

**Stacy Lawson** explained that the Nautilus Plus proposal was approved for a Conditional Use Permit to allow an athletic facility to be located in the Business Industrial (Light Industrial, Manufacturing Park) Zone. Because this is a retail-exercise type of facility, it was not technically appropriate for a Business-Industrial Classification. When an Application and Conditional Use Permit comes in including the signs, the Planning Commission considers the whole package and takes action on the signs as well. If not, Section 14.08.090 of the Milwaukie Sign Ordinance requires that the Applicant either be restricted to a sign 16 square feet in size with a daily display sign of 12 square feet, or come back to the Planning Commission in order to ask for additional square footage. The Applicant has requested additional square footage.

The Applicant is requesting three signs on the Nautilus building. The signs are all proposed to be 38-1/2 feet long and 2-1/2 feet high. The signs are to be red plexi-glass base with red neon behind it. The building background is gray; light gray on the top and darker gray at the base and a maroon stripe around the very top of the structure. Plans have been included in the Staff Report. Slides were shown of the subject property and other signs in the area.

Staff is concerned that the proposal is not in keeping with the intent of the BI Zoning district or the existing character of signs in the zone. The Applicant is requesting 288.75 square feet of signage for a single conditional use. Another concern is the color of the proposed signage. Few signs within the BI Zone are red in color. Staff proposes that the location of three large signs for this conditional, commercial use is excessive given the requirement that a majority of the users of the facility would be recruited from existing businesses in the BI Zone.

Staff recommends that one sign be located in the front of the structure as proposed by the Applicant, and that another smaller sign with large address letters to be located on the east and west faces of the structure, but that the two large signs facing Highway 224 be denied. The size of the signage recommended for the east and west sides is 20 feet long and 2.5 feet high for the addresses, and 2 feet high for the lettering. The intent is to reduce the size as seen from Highway 224, focus in on the addresses and identifier, but also have the name so people can identify the use.

Staff recommends approval of CI-96-01, as amended, and subject to the four conditions listed in the Staff Report. Staff also recommends that a fifth condition be added. "That the Applicant shall comply with Section 14.16.040(I) of the Sign Ordinance which covers a certain number of amperes required for neon signs." **Chair Tomei** read Section 14.16.040(I) out loud.

#### QUESTIONS FROM THE COMMISSIONERS

**Chair Tomei** asked if there were other buildings with conditional uses that have signs as large as Staff is recommending. **Stacy Lawson** stated that this is the only conditional use of this type in the park. There are not a lot of businesses in the park that have signs as large as this; even as large as the one recommended for the east and west sides.

**Chair Tomei** asked why the Staff is recommending signs that are so large. **Stacy Lawson** stated that the sign is in proportion to the structure. Because of the location of the sign, it will not be as intrusive. On the signs for the east and west, Staff was looking for reduction in size, particularly in the size of the Nautilus Plus signature.

**Gordon Jones** asked if signage was discussed with the Applicant during the pre-application meeting. **Stacy Lawson** stated she did not know if signage was discussed. The planner who processed the Nautilus Application was not available to respond to the question.

#### APPLICANT'S PRESENTATION

Speaking: Jack Garrison. Owner, Nautilus Plus, 9403 SW Nimbus Avenue, Beaverton

**Mr. Garrison** introduced Roger Weigle and Gregg Williams. He stated that they were here tonight to answer any questions regarding the signage. He apologized for the confusion. This is his 12th Nautilus facility. He has gone through several

jurisdictional hearings before. He stated that he did not know about the Sign Ordinance.

**Mr. Garrison** stated that exposure is very critical for his business. He feels the signage proposed is reasonable. Six out of nine of their athletic clubs are in corporate parks. The same type of signage is used throughout. Red is a part of their identification and has been in their logo for the past 15 years. He stated that he feels the signs proposed are professional, classy, and not intrusive. Signs at his other facilities are in front of the building and in back of the building to get maximum exposure.

**Mr. Garrison** noted page two of the Staff Report. He showed several examples of signs in the neighborhood that are large or use red and rust colors. He stated that he should be allowed to do the same.

**Mr. Garrison** stated that he is trying to comply with all of the City requirements, but feels the sign restriction will affect his business drastically. He asked that the Planning Commission approve his proposed signage.

#### QUESTIONS FROM THE COMMISSIONERS

**Chair Tomei** referred to page two of the Staff Report, stating that there was no mention that only a third of the members would be from the corporate offices. Discussion followed on the signs and where the membership will be drawn from to participate in this Nautilus Plus facility. **Debi Linn** asked if there would be only three signs. **Mr. Garrison** stated that he would like to have the three signs as proposed, but would accept an alternative of two signs, one each on the north and south sides.

TESTIMONY IN FAVOR OF THE APPLICATION -- None.

QUESTIONS OR COMMENTS ON THE APPLICATION -- None.

TESTIMONY IN OPPOSITION OF THE APPLICATION -- None.

**Maggie Collins** noted that there were several discussions at the Applicant's last hearing about the facilities reliance on membership from the surrounding business park. She did not remember a discussion about signage in the original application. This limited business use in an Industrial Zone was approved by the Commission.

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## DELIBERATION AMONG THE COMMISSIONERS

**Chair Tomei** closed the public testimony portion of the hearing and opened discussion among the Commissioners.

**Gordon Jones** voiced concern that the City did not discuss signage with the Applicant. Also, he is surprised that Mr. Garrison had not addressed signage. **Gordon Jones** stated that he is in favor of a conditional use permit to allow for the proposed signs. He has only one suggestion, that the signs be reduced to 24 inches in height. He stated that he feels the sign is nice and will look good on the building.

**Debi Linn** stated that she, too, is in favor of the Application as proposed.

**Chair Tomei** voiced concern about the number and size of the signs. She feels it is inappropriate. A sign on Highway 224 is advertising for those outside the park to come into the park. This constitutes commercial use; and a non-conforming use in the Business-Industrial Zone. Commercial advertising is not encouraged in this zone. She feels the signs should be even smaller than Staff's recommendation. She will vote in opposition to this Application.

**Scott McClure** stated that he was undecided. **Calvin Walter** stated that he, too, was undecided.

**Bill Johnson** stated that red is his favorite color. He has no concerns with the signs as proposed. He likes the way the sign is placed and how it compliments the building.

**Gordon Jones** suggested an additional Recommendation, "The Applicant shall meet the addressing requirements of the South Metro Fire Prevention District."

**Chair Tomei** asked why Staff recommends a 38-1/2 foot by 2-1/2 foot sign on the north side (front) of the structure. **Stacy Lawson** explained that because of Staff's interpretation of the requirements for this conditional use, it was appropriate to have a large sign facing the business park on International Way.

The Commission discussed the signs and determined that all the signs should be a maximum of 20 feet in length and 2 feet high. The Commissioners agreed that Condition #1 should be revised to read, "Reduce the size of the signs to be located on the north, east, and west sides of the structure." Conditions #2, and #3, are eliminated. Condition #4 shall remain.

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Two conditions shall be added: (1) "That the Applicant shall meet the addressing requirements of the South Metro Fire Protection District;" and (2) "The sign shall be internally illuminated, channelume letters, conforming to Section 14.16.040(I) of the Sign Ordinance."

**Scott McClure** moved to approve **CI-96-01** with the revised conditions on page four and including the findings listed as Exhibit #1. **Bill Johnson** seconded. MOTION CARRIED 5-1. **Chair Tomei** voted in opposition.

6.0 Worksessions -- None

7.0 Discussion Items

**Chair Tomei** noted that the laminated criteria on the wall was too small. She asked if they could be made larger. **Stacy Lawson** stated that she will make sure that any subsequent signs are larger.

**Chair Tomei** asked if Thomason's sign on McLoughlin Blvd. was approved. Staff will review the file and update the Commissioners.

7.1 Density Variance and Comprehensive Plan Policies -- Continued to April 23, 1996, meeting.

8.0 Old Business

8.1 Light Rail Study Update -- Continued.

8.2 2040 Study Update -- Continued.

9.0 Other Business

9.1 Historical Resources Commission Report -- No Report

9.2 Town Center Area Task Force Report

**Maggie Collins** reminded the Commissioners of a worksession scheduled for Tuesday April 16, at 5:30 p.m.

9.3 Tree Committee Report -- No Report

9.4 Community Development Report -- No Report

**Chair Tomei** stated that she really appreciated that Bill Johnson and Gordon Jones have agreed to stay on the Commission until new Commissioners can be selected.

**Scott McClure** announced that he has accepted a job in northern Colorado. He will be at the next Planning Commission meeting, but will be moving to Colorado a week after that meeting. Everyone expressed their congratulations and best wishes.

- 10.0 Next Meeting -- April 23, 1996
- 10.1 Regional Center/Riverfront Steering Committee
- 10.2 Milwaukie Urban Design Preferences
- 10.3 "Mixed Use" Zone Terms and Principles
- 10.4 NDA Service Delivery Program
- 10.5 Regional Center Master Plan Update (TGM Grant)
- 10.6 Regional "Mainstreets" Concepts
- 10.7 Citywide Pedestrian Access system
- 10.8 Lake Road Sub-area Connections Plan Update
- 10.9 Transportation System Plan (TSP.) Worksession
- 10.10 Community Development Report

Calvin Walter moved to adjourn the meeting of April 9, 1996. **Bill Johnson** seconded. MOTION PASSED UNANIMOUSLY. The meeting adjourned at 10:15 p.m.

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Carolyn Tomei, Chair

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Shirley Richardson, Hearings Reporter

## FOR 4/23/96 PC CD REPORT

Lake Road Subarea Multimodal Connections Plan Grant Project Update - A consultant selection team made up of city staff and two neighborhood association chairs, selected the firm of DKS Associates, as the consultant to assist the City with this plan. As you know, DKS Associates, helped the City with development of its draft Transportation System Plan. This study will identify improvements to increase safety, accessibility and connectivity for all travel modes in an area north and south of Lake Road within Milwaukie city limits.

A public kickoff meeting for this project is scheduled for Thursday, May 23, 1996, at 7:00 PM at Milwaukie Lutheran Church on Lake Road. The meeting will explain project objectives and process, begin soliciting public comments on problems and needs, and establish a citizen participation plan. Some 1200 property owners and residents in the study area will be notified in advance of the meeting through a mailed notice from city staff.

Regional Center Master Plan Grant Project Update - An Intergovernmental Agreement between the State, Milwaukie and Metro has been executed. A consultant selection team comprised of city, Metro and ODOT staff, and MDDA and neighborhood association representatives met twice to discuss and interview potential consultant teams for this important regional center implementation project. The consultant selection team is in the final stages of decision-making about the consultant team. A decision should be made the week of April 15th. (Due to the federal source of grant monies, precise procedures are in place regarding how consultants are selected.) City and ODOT staff will enter into negotiations with the selected firm to finalize the consultant team responsibilities in the project.

The Regional Center Master Plan study will look at density and intensity increases, redevelopment potentials, and transportation circulation and parking needs, in establishing a framework for Zoning Ordinance and Comprehensive Plan amendments that permit and encourage higher density and intensity mixed use development in Milwaukie's Expanded City Center. The project will incorporate previous and current planning activities such as the Riverfront Master Plan and the Milwaukie Vision Statement.

CITY OF MILWAUKIE  
COUNCIL AGENDA ITEM SUMMARY

Agenda of: ~~5/21/96~~ 5/7/96

Order of Business:  Work Session  
 Time needed for work session item  
 Executive Session  
 Proclamations, commendations,  
special reports and awards  
 Public Hearing  
 Other Business  
 Consent Agenda  
 Information

Title of Item: Regional Transportation Plan (RTP)  
Report

Staff Report by: Debbie Bischoff

Department Head OK: me

City Attorney OK: \_\_\_\_\_

Comments:

Submitted by: J. Garst

Date: 4/29/96

Do you wish to have this form returned as confirmation? yes

Please submit this form to the City Manager's Office so item will be included in proper agenda.

One item per sheet, please.

CITY OF MILWAUKIE  
COUNCIL AGENDA ITEM SUMMARY

Agenda of: Start 5/7/96

Order of Business:  Work Session  
 Time needed for work session item  
 Executive Session  
 Proclamations, commendations,  
special reports and awards  
 Public Hearing  
 Other Business  
 Consent Agenda  
 Information

Title of Item: 2040 Report

Staff Report by: Maggie Collins

Department Head OK: MC

City Attorney OK: \_\_\_\_\_

Comments:

Submitted by: J. Garst

Date: 4/24/96

Do you wish to have this form returned as confirmation? yes

Please submit this form to the City Manager's Office so item will be included in proper agenda.

One item per sheet, please.

PAT DUVAL

CITY OF MILWAUKIE  
COUNCIL AGENDA ITEM SUMMARY

Agenda of: MAY 7, 1996

Order of Business:  Work Session  
 Time needed for work session item  
 Executive Session  
 Proclamations, commendations,  
special reports and awards  
 Public Hearing  
 Other Business  
 Consent Agenda  
 Information

Title of Item: TRI-MET TRANSIT CENTER PROJECT  
(CONCRETE PAD AT 21st & JACKSON)

Staff Report by: DRECHSLER

Department Head OK: DW

City Attorney OK: \_\_\_\_\_

Comments:

WE WILL BE REQUESTING AUTHORITY FOR THE  
CITY MANAGER TO SIGN A CONTRACT FOR CONSTRUCTION  
OF A CONCRETE PARKING PAD AT 21st & JACKSON.

Submitted by: DRECHSLER

Date: 3/13/96

Do you wish to have this form returned as confirmation? No

Please submit this form to the City Manager's Office so item will be included in proper agenda.

One item per sheet, please.