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**CITY OF MILWAUKIE  
CITY COUNCIL MEETING  
DECEMBER 8, 1998**

The one thousand eight hundred and fifth meeting of the Milwaukie City Council was called to order by Mayor Tomei at 6:00 p.m. in the Ardenwald Elementary School Library, 8950 SE 36<sup>th</sup> Avenue. The following Councilors were present:

Larry Lancaster  
Mary King

Rob Kappa

**Also Present:**

Dan Bartlett,  
City Manager  
Charlene Richards,  
Assistant City Manager

Pam Beery,  
City Attorney  
JoAnn Herrigel,  
Program Services Coordinator

**CONSENT AGENDA**

It was moved by Councilor Lancaster and seconded by Councilor King approve the consent agenda which consisted of an O.L.C.C. Application from the River Road House. Motion passed unanimously among the members present.

**AUDIENCE PARTICIPATION**

**Dale Potts**, 12177 SE Grove Loop, commented on the defeat of light rail funding at the November election.

**Councilor Kappa** said Tri-Met and Metro would be conducting work shops to determine what type of transportation voters would support in lieu of light rail.

**Potts** felt it was a mistake to focus on only one mode of transportation. He was doubtful that Tri-Met and Metro understood how to listen to the public or the meaning of the word "no."

**Don Sellwood**, 3624 SE Rockwood. He discussed a transportation system right-of-way between Portland and Oregon City, stability of the ground under the Milwaukie MarketPlace, and a water system at 30<sup>th</sup> and Washington.

**Mayor Tomei** noted the Council was meeting at Ardenwald School which had been built in 1924 and encouraged residents unfamiliar with the school to come by and get acquainted.

**AT&T/TCI Merger -- Resolution**

**Herrigel** provided the staff report in which the City Council was requested to adopt a resolution consenting to the change of control of Tele-Communications, Inc., (TCI) to AT&T, Inc. In September, the City was notified that it had 120 days to approve or disapprove of the proposed merger. She reviewed the assurance letter prepared by staff addressing the City's concerns with the current agreement and franchise renewal negotiations. The resolution makes it clear that the City's consent depends on receipt of the signed assurance document from AT&T.

**Councilor Lancaster** said it appeared the expectations had been well qualified and asked if the assurance letter confirmed the provisions.

**Herrigel** responded that, based on her judgment and that of legal counsel, it did. The letter had been selected because AT&T felt the assurance document was too broad.

**Gloria Crayton**, 3500 SW Bond, Portland, Oregon 97201. The primary reason for substituting the assurance letter was because the requirements were to AT&T while TCI was actually operating the system. The letter would assure compliance.

**Councilor Lancaster** asked Crayton if a restructuring was anticipated.

**Crayton** understood there would be no changes in management or operations, and franchise agreement negotiations would continue. The renewal process should be completed by early 1999. AT&T will act as the parent company to the local franchisees and will adhere to the obligations of those agreements.

**Councilor Lancaster** asked if the merger and capitalization would facilitate implementation of fiber optics.

**Crayton** said Milwaukie's system upgrade should begin in about two years, and, hopefully, AT&T will enhance and expedite improvements.

**It was moved by Councilor King and seconded by Councilor Lancaster to adopt the resolution consenting to the change of control with amendments. Motion passed unanimously among the members present.**

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**RESOLUTION NO. 36-1998:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, CONSENTING TO THE CHANGE OF CONTROL OF TELE-COMMUNICATIONS, INC., THE PARENT COMPANY OF THE CURRENT CABLE SERVICES FRANCHISE HOLDER, TCI CABLEVISION OF GEORGIA INC., TO AT&T, INC., A NEW YORK CORPORATION.**

**Revised Classification -- Code Compliance Specialist**

**Richards** presented the staff report in which the City Council was requested to authorize the City Manager to amend the MEA/AFSCME agreement to revise the Code Compliance Specialist classification from salary Range 6 to 8 effective January 1, 1999.

She discussed the exit interview process and the supervisor's evaluation of the position in relationship to the City's needs. This processes indicated there was a greater need for mediation skills and discretion in decision making than called for in the original job description. The proposed range is comparable with other similar positions in the City and in the region. MEA/AFSCME had not yet responded to the proposal.

**Councilor King** said she now understood the complexity of the position and the need for a highly-qualified person. She asked if high school graduation or GED equivalent was the standard education level.

**Richards** said people become skilled in many ways. There is no technical degree related to a code compliance specialist position.

**Councilor Lancaster** commended Richards and Gregory for redefining the role of this position to better serve the community.

**It was moved by Councilor Kappa and seconded by Councilor Lancaster to authorize the City Manager to amend the MEA/AFSCME agreement to revise the Code Compliance Specialist classification from salary Range 6 to Range 8 effective January 1, 1999. Motion passed unanimously among the members present.**

**INFORMATION**

1. **Mayor Tomei** announced that the City Council and Riverfront Board had interviewed four consultant firms for the project.
2. The group agreed that **Councilor Kappa** should provide brief oral reports from the meetings he attends with Regional Water Purveyors and Local Public Safety Coordinating Committee.
3. The group agreed to direct staff to schedule a work session on youth issues for January or February.
4. **Councilor Kappa** and **Councilor King** attended the Problem Solving Partnership meeting. The Milwaukie Downtown Development Agency (MDDA) will take the initiative to set a date for a Business Forum in January. Councilor Kappa suggested the Riverfront consultant be invited to attend and listen to the downtown business and property owners' concerns.
5. **Councilor King** announced that the Johnson Creek Watershed Policy Committee would seek federal funding to support community education on water quality issues.
6. **Bartlett** reported he would be signing a waiver that would allow a member of the City Attorney's firm to represent Lanphere since there was no claim in the condemnation proceedings.

**ADJOURNMENT**

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

Mayor Tomei adjourned the meeting at 6:50 p.m.

*Pat DuVal*

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Pat DuVal, Recorder



December 3, 1998

Oregon Tourism Commission  
775 Summer Street, NE  
Salem, Oregon 97310

Commission Members:

I would like to take this opportunity to support the North Clackamas Chamber of Commerce's grant application. The Chamber plays a very important tourism role in our area. They are the primary source to which city staff direct tourism questions.

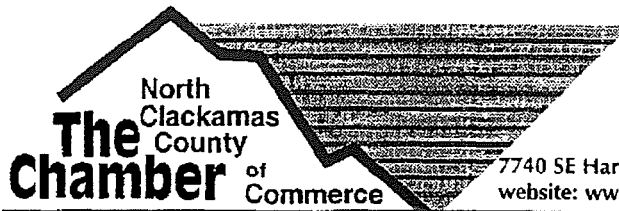
It is important that tourists directed to their offices can easily find their location. City staff use maps to get tourists to the general area but signage is important to help get people to the information they need.

Sincerely,

A handwritten signature in cursive script that reads "Dan R. Bartlett".

Dan R. Bartlett  
City Manager

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



*Mission Statement*  
To provide innovative leadership  
to ensure a successful business climate  
and promote the quality of life in Clackamas County.

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E-mail: [nccofc@yourchamber.com](mailto:nccofc@yourchamber.com)

*Serving the needs of Business and the Community in; Milwaukie, Gladstone, Happy Valley, Johnson City, Clackamas, Sunnyside, Oak Grove, Damascus, Barton & Boring*

To: Dan Bartlett/City of Milwaukie

From: Kay

Wilda is in LCC all day today, and left me a note asking me to contact you and see if you could generate a brief letter directed to the Oregon Tourism Commission, stating the value of our services as a Tourism Information Center and Chamber of Commerce. We're applying for a grant to help pay for the highway, directional, and parking lot signs. We need this letter ASAP. The grant has to be completed by Thursday afternoon, 11/3/98.

Please let us know when it is ready and someone from our office can come down and pick it up.

Call if any questions.

P.S. I believe you are aware that we are moving our offices to the south side of the OIT building. We will be just to the right of the OIT Conference Center in the wing that had not been remodeled when OIT moved into this facility 5 years ago. We will be moving the middle of this month, and we will be having to put up new signage to direct people to the south side entrance.

775 Summer Street, NE  
Salem OR 97316

# PUSI

CITY OF MILWAUKIE  
CITY COUNCIL AGENDA  
DECEMBER 8, 1998

ARDENWALD ELEMENTARY SCHOOL

8950 SE 36<sup>th</sup> Avenue

1805<sup>th</sup> MEETING

REGULAR SESSION - 6:00 p.m.

**I. CALL TO ORDER**

Pledge of Allegiance

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

**III. CONSENT AGENDA** *(These items are considered to be routine, and therefore, will not be allotted Council discussion time on the agenda. The items may be passed by the Council in one blanket motion. Any Council member may remove an item from the "Consent" portion of the agenda for discussion or questions by requesting such action prior to consideration of that portion of the agenda.)*

**O.L.C.C. Application – River Road House, 11921 SE 22<sup>nd</sup> Avenue  
(Change in Ownership)**

**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. AT&T/TCI Merger – Resolution (Herrigel)**

**B. Revised Classification – Code Compliance Specialist (Richards)**

**VII. INFORMATION**


**VIII. ADJOURNMENT**

**EXECUTIVE SESSION**

*At the end of the regular meeting, the Council may hold an Executive Session under the authority of Oregon Revised Statutes 192.660 as needed.  
For assistance/service per the Americans with Disabilities Act (ADA), dial TDD 786-7555.*

# POST



**To:** Mayor Tomei and Milwaukie City Council  
**Through:** Dan Bartlett, City Manager  
**From:** Brent W. Collier, Chief of Police   
**Date:** November 25, 1998  
**Subject:** O.L.C.C. Application – River Road House/11921 S.E. 22<sup>nd</sup> Avenue

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**Action Requested:**

It is respectfully requested the Council approve the O.L.C.C. Application To Obtain A Liquor License from River Road House - 11921 S.E. 22<sup>nd</sup> Avenue.

**Background:**

We have conducted a background investigation and can find no reason to deny the request for a liquor license.



To: Mayor and City Council  
Through: Charlene Richards, Assistant City Manager *CR*  
Dan Bartlett, City Manager *DB*  
From: JoAnn Herrigel, Program Services Coordinator *JH*  
Subject: AT&T/TCI Merger  
Date: November 24, 1998

Action Requested

Adopt a resolution consenting to the change of control of Tele-Communications, Inc. the parent company of the current cable services franchise holder, TCI Cablevision of Georgia inc., to AT&T Inc., a New York corporation.

Background

In September 1998, TCI, the City's cable operator, notified the City of Milwaukie of the impending merger of TCI and AT&T. Under the terms of the merger agreement, AT&T will become the parent company of TCI. TCI will continue to exist as a corporation and a wholly owned subsidiary of AT&T.

Under FCC rules, the City has 120 days from the date we received the notification to review and act upon TCI's request for the City's consent to the merger. If the City chooses not to take any action within the 120 days, under federal law our consent will be deemed granted.

Staff has developed the attached assurance document for completion and signature by AT&T representatives. This document spells out the City's concerns regarding our current franchise agreement with TCI and the on-going negotiations to renew that franchise. The resolution makes clear that the consent provided in the resolution is dependent on the receipt of the assurance document signed by AT&T representatives.

RESOLUTION NO. \_\_\_\_\_  
CITY OF MILWAUKIE, OREGON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON CONSENTING TO THE CHANGE OF CONTROL OF TELE-COMMUNICATIONS, INC., THE PARENT COMPANY OF THE CURRENT CABLE SERVICES FRANCHISE HOLDER, TCI CABLEVISION OF GEORGIA INC., TO AT&T, INC., A NEW YORK CORPORATION.

**WHEREAS**, in 1997, the City approved the transfer of the cable television franchise from Jones Intercable Inc. (hereinafter Jones), and authorized Jones' assignment of the franchise operation to TCI Cablevision of Georgia Inc.(hereinafter TCIG); and

**WHEREAS**, AT&T Inc. a New York Corporation (hereinafter AT&T) and TCI have agreed to merge their companies whereby TCI will become a wholly owned subsidiary of AT&T, and TCIG has requested the consent of the City for a change of control of TCIG's parent company TCI, by filing a Federal Communications Commission (hereinafter FCC) Form 394 with the City; and,

**WHEREAS**, federal law establishes a procedure for local franchise authorities to review requests for changes of control of the cable services franchise and to assess the legal, technical, and financial ability of the new controlling entity to own and operate the franchise under the terms and conditions of the Franchise Agreement; and,

**WHEREAS**, City staff and legal counsel, have reviewed the Form 394 from TCIG and have requested certain additional information of AT&T to assess its legal, technical and financial qualifications; and,

**NOW THEREFORE BE IT RESOLVED BY CITY COUNCIL OF MILWAUKIE OREGON THAT:**

- A. The City, based upon the evidence presented and its own research and investigation, is of the opinion that AT&T has the legal, technical, and financial qualifications to own and operate the cable services franchise under the terms and conditions of the Franchise Agreement.
- B. Upon completion of the attached Assurance document the City will feel assured that AT&T is fully aware of the terms and conditions of the Franchise Agreement and that TCIG will operate the system in compliance with those terms and conditions .
- C. Upon receipt of the completed assurance document from AT&T the City will consent to the request to change the control of TCI, the parent of the current franchise holder TCIG, to AT&T.

Introduced and adopted by the City Council of the City of Milwaukie, Oregon, on December 8, 1998.

\_\_\_\_\_  
Carolyn Tomei, Mayor

ATTEST:

\_\_\_\_\_  
Pat DuVal, City Recorder

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

\_\_\_\_\_  
City Attorney

THE CITY OF MILWAUKIE

TCI/AT&T "CHANGE OF CONTROL" REQUEST  
CITY OF MILWAUKIE REQUEST FOR INFORMATION  
AT&T AGREEMENT TO ABIDE BY TERMS AND CONDITIONS  
OF THE MILWAUKIE/TCI FRANCHISE AGREEMENT

AT&T Inc. (hereinafter AT&T) provides the following assurances to the City Council of the City of Milwaukee (hereinafter the City) in regard to its proposed merger of AT&T with Tele-Communications Inc. (hereinafter TCI). -- Please note any exceptions.

**Assurances to Milwaukee made by AT&T:**

1. AT&T assures the City that it has the legal, technical and financial qualifications to own and operate the cable communications system for which it seeks this "change of control."  
**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

2. AT&T agrees to perform all terms and conditions of the TCI (also known as TCI of Georgia) Franchise Agreement (hereinafter Agreement.) Applicant further agrees that it is presently able to perform all terms and conditions thereof and agrees that no law, regulation, or judicial determination now in force or effect precludes the enforcement of the Agreement by the City with the following exceptions.  
**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

3. AT&T agrees to adhere to and abide by the conditions set forth in any other agreements and/or memorandums of understanding between the City and TCI (including those made by previous franchise-holders) or applicable City resolutions.  
**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

4. AT&T understands that TCI (or its affiliates) provided the City certain guarantees of performance in the Agreement. AT&T assures the City that any and all such guarantees provided by TCI are supported by AT&T.  
**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

VI. A. 4

5. AT&T is aware that the City and TCI are currently negotiating a franchise renewal to replace the current agreement between TCI and the City. The City TCI expect that new franchise will be in force by early 1999. AT&T recognizes the context of these franchise renewal negotiations and agrees to accept, as if their own, all the terms and conditions of any final agreement negotiated and approved by both TCI and the City.

**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

6. AT&T recognizes that customer service is an important requirement of the Agreement between the City and TCI. AT&T supports that position.

**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

7. AT&T recognizes that Milwaukie's institutional network service provided to local governments, schools, and nonprofits by TCI, is an important requirement of the cable communications system operated by TCI.

**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

8. AT&T recognizes that the Public, Education and Government Access provisions in the Agreement are an important requirement of the cable communications system operated by TCI.

**Applicant to identify exceptions.**

If there are no exceptions, the Applicant should so indicate here.

NO EXCEPTIONS \_\_\_\_\_

End of Assurances.

**AFFIDAVIT AND ATTESTMENT OF AT&T**

The attached information provided by AT&T is submitted by the undersigned who has been duly authorized to make the representations contained within and certifies the representations are true and correct.

AT&T recognizes that all representations are binding on it and that material misrepresentations or omissions, or failure to adhere to any representations may result in revocation of any franchise whose "control is changed" as a consequence of this information.

Consent is hereby given to the City and their representatives to make inquiry into the legal, financial, technical and financial qualifications of AT&T as appropriate to determine its eligibility to own and operate the cable communications systems operated by TCI in the City of Milwaukie.

AT&T recognizes that information submitted is open to public inspection and subject to the Oregon Public Records Law. AT&T must specifically identify any information it considers to be proprietary. In the event the City receives a request from another party to disclose any information which AT&T has deemed proprietary, the City will tender to AT&T the defense of any denied or partially denied request to complete disclosure. AT&T agrees to defend and hold harmless the City from any claim for disclosure including but not limited to any expenses including out of pocket costs and attorney's fees, as well as any judgment entered against the City for the attorney fees of the party requesting disclosure.

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Print Your Name \_\_\_\_\_

Official Title \_\_\_\_\_

Affiant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTARIZATION:**

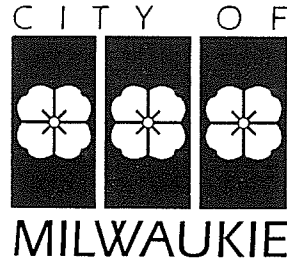
State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 1998.

\_\_\_\_\_  
MY Commission expires: \_\_\_\_\_

(Signature of notarial officer)

Notary Seal (if any)



## MEMORANDUM

Date: May 21, 1998  
 To: Honorable Mayor and City Council  
 Through: Dan Bartlett, City Manager *[Signature]*  
 From: Charlene Richards, Assistant City Manager *[Signature]*  
 Subject: Revised Classification – Code Compliance Specialist

**RECOMMENDATION:**

Authorize the City Manager to amend the MEA/AFSCME agreement to revise the Code Compliance Specialist classification from salary Range 6 to Range 8, effective January 1, 1999.

**BACKGROUND:**

When employees leave the City, several steps occur prior to developing a recruitment process to fill the vacancy. One is to conduct an exit interview with the employee and another is to have the supervisor and Human Resources review the existing classification to ensure it meets the current needs of the City.

The classification description was revised to reflect the independent nature of the job allowing for self-direction and the need to use creativity in the use of interpersonal skills to match the approach to the situation. Additionally, the complexity of the communications was reflected in the revision. See attached job description sections 4, Communications, and 5, Cognitive Functions. The MEA/AFSCME representative is reviewing the proposed salary range.

The current and proposed salary ranges are as follows:

Job Classifications	Range	Step A	Step B	Step C	Step D	Step E	Step F
<b>Proposed:</b> Mechanic, Accounting Technician, Court Clerk, Permit Specialist	8	\$2,330	\$2,447	\$2,569	\$2,697	\$2,832	\$2,974
<b>Current:</b> Utility Worker I, Staff Assistant, Library Aide II, Assistant Mechanic/Facilities Maintenance, Program Specialist	6	\$2,113	\$2,219	\$2,330	\$2,447	\$2,569	\$2,697

Comparable cities reflect a salary range of from a starting salary of \$2,158 to a maximum salary of \$2,959, with an average minimum of \$2,245 and a maximum of \$2,897 and a median minimum of \$2,220 and maximum of \$2,913. Comparable cities with positions include Lake Oswego, Hillsboro, Oregon City and West Linn.

Staff believes the salary is competitive in the market and placed accurately within the City's existing salary structure.

Enc. 1

## CITY OF MILWAUKIE

### **CLASSIFICATION: Code Compliance Specialist**

**Description:** Performs a variety of routine and complex work in the interpretation, explanation and enforcement of adopted codes and related rules and regulations, including parking enforcement and property maintenance, nuisance abatement and other areas as assigned. Works with citizens to educate, encourage, and assist property owners in their compliance with City codes and related rules and regulations. Works with other City staff toward collaborative problem resolution. Works with neighborhood leadership and other agencies to support neighborhood preservation efforts.

### **Duties and Responsibilities:**

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Periodically patrols or inspects an assigned area to monitor for violations of City codes including daily parking violation monitoring.
2. Responds to complaints of potential code violations relating to assigned areas of enforcement which may include signing, nuisances, hazardous side walks or conditions, housing conditions, land use, zoning, animals, (per the code this is a police enforcement responsibility), dumping, clearing, grading, filling, polluting, or other code related matters.
3. Conducts field investigations of potential violations; gathers evidence, questions complainants, witnesses, and suspects; compares facts to code requirements; makes findings; and issues warnings, and citations. Also, keeps complainant informed.
4. Meets with owners, tenants, businesses, neighborhood groups, etc. to review and explain code requirements and violations or potential violations; secures code compliance, seeks voluntary compliance, may provide assistance with compliance through the Community Services Program.
5. Writes and distributes a variety of correspondence, memoranda, notices, flyers, brochures, and reports relating to code enforcement issues and actions.
6. Provides information to persons who request information or assistance in code enforcement related matters.
7. Maintains documentation related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
8. Coordinates and, as assigned, leads team efforts with the police, planning, building, public works and related departments, the prosecuting attorney, and other staff or agencies, as needed.
9. Reviews and contributes to cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution.
10. Periodically prepares detailed reports of activities and investigations made; consults with prosecutor and prepares case report for court action; testifies in court.
11. Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
12. May require some night and weekend work.

### PERIPHERAL DUTIES

1. Serves as a member of various employee committees.
2. May provide assistance to other City functions as assigned.

**Job Specifications:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:** Graduation from a high school or GED equivalent;
2. **Prior Work Experience:** Three years experience related to inspection, code enforcement, building inspection, land use, public administration or a related field. Background in mediation helpful but not required.
  - (A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
  - (B) Skill in operating the listed tools and equipment;
  - (C) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

**SPECIAL REQUIREMENTS**

- (A) Must possess a valid State driver's license or have the ability to obtain one prior to employment.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and database, and land management software; motor vehicle; phone; mobile or portable radio, copy and fax machine.

3. **Supervision:** This is a non-supervisory classification.
4. **Communication:** This classification has extensive interactions with others, the majority of which are face to face rather than over the telephone. Most communications are with the public and generally routine with some degree of complexity.
5. **Cognitive Functions:** Positions in this classification are moderately supervised with occasional monitoring and assistance with more complex, unique, and sensitive situations. Specific and definite directions and instructions are provided through policies and procedures. Some latitude is needed to handle more unique situations. Problems encountered are moderately, repetitive in nature. Moderately difficult problems arise in the course of work where there is little precedent available for decision making. Creativity is needed to handle the more complex and sensitive situations.
6. **Physical Conditions:**

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in field settings. Considerable outdoor work is required in parking enforcement and the inspection of various code compliance and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; talk or hear; and use hands to finger, handle, feel or operate objects, tools, or. The employee is occasionally required to reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl.

## VI. B. 4

Code Compliance Specialist

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The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate. Employees in this classification also occasionally enter private property (with permission) and may have contact with peoples' pets or other animals.

- 7. Resource Accountability:** Positions in this classification have no resource accountability. An incumbent could recommend abatement proceedings be undertaken, but has no impact or influence on the abatement fund.

drafted: 3/96  
adopted: 7/96  
revised: 3/97  
revised: 11/98

**COUNCIL REGIONAL COMMITTEE ASSIGNMENTS** [Each Councilor representing the City on these assignments is responsible for reporting significant issues and highlighting important points during Council Information Sharing. These Regional Committee assignments are designated by the Milwaukie City Council.]

<b>Committee</b>	<b>Meeting Date</b>	<b>Councilor</b>	<b>Alternate</b>	<b>Staff</b>
<b>North Clackamas Regional Parks</b>	2 <sup>nd</sup> Thursday 7:00 - 9:00 p.m.	Jeff Marshall	Rob Kappa	Charlene
<b>Storm Water Steering Committee</b>	As needed	Larry Lancaster		Dan Bartlett
<b>Oak Lodge Sanitary District Coordination</b>	As needed	Carolyn Tomei	Larry Lancaster	
<b>UGMA Coordination Committee</b>	1 <sup>st</sup> Tuesday 7:00 a.m.	Larry Lancaster	Mary King	.
<b>Fire Chief and Battalion Chief Oversight - South Metro Quarterly</b>	Monthly  TBA	Carolyn Tomei	Rob Kappa	Dan Bartlett
<b>Clackamas Community Action Board</b>	4 <sup>th</sup> Monday 7:00 p.m.	Mary King		
<b>South/North Project Steering Committee</b>	As called by Metro	Carolyn Tomei	Jeff Marshall	Dan Bartlett
<b>Johnson Creek Watershed Commission</b>	3 <sup>rd</sup> Tuesday 7:00 - 9:30 p.m.	Mary King		
<b>Regional Water Consortium</b>	TBA	Rob Kappa		Alan Fletcher Clackamas River Water
<b>Clackamas Water Providers</b>	TBA	Rob Kappa		Mike Swanson Dan Bartlett

**COUNCIL REGIONAL COMMITTEE ASSIGNMENTS** [These Regional Committee assignments are not dependent of City Council designation. They are included for informational purposes.]

<b>Committee</b>	<b>Meeting Date</b>	<b>Councilor</b>	<b>Alternate</b>	<b>Staff</b>
<b>JPACT for Clackamas Cities</b>	2 <sup>nd</sup> Thursday 7:30 a.m.	Govt: Ed Linquist (655-8581) City: Karl Rohde (Lake Oswego 635-0270)	Gov: Judy Hammerstad (655-8581) City: Michael Schaufler (Happy Valley 760-3325)	
<b>MDDA Board</b>	2 <sup>nd</sup> Wednesday 7:30 a.m.	Carloyn Tomei	Jeff Marshall	Dan Bartlett
<b>Chamber Economic Development</b>		Rob Kappa	Carolyn Tomei, Mary King, Jef Marshall, Larry Lancaster	
<b>MPAC for Clackamas Cities</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday 5p.m.	Govt: Judy Hammerstad (655-8581) Citizen: Scott Leading (655- 1711)	Govt: Bill Kennemer (655-8581) Citizen: Ed Groke (656- 6546)	Martha Bennett
<b>Clackamas Cities</b>	4 <sup>th</sup> Thursday 6:30 p.m.	All		
<b>Clackamas River Basin Council</b>		Bill Strawn (Estacada)		
<b>Milwaukie Together</b>		Rob Kappa		Brent Collier
<b>League of Oregon Cities</b>				
<b>Transportation Issues Committee</b>				David Barenberg
<b>Water/Wastewater Standing Committee</b>		Rob Kappa		Joni Low
<b>Community Developmt Standing Cmtee</b>		Carolyn Tomei & Jeff Marshall		Phillip Fell
<b>General Government Standing Cmtee</b>				Sarah Hackett
<b>Finance &amp; Taxation Standing Cmtee</b>				Carol Samules