

MILWAUKIE
CITY COUNCIL MEETING
September 4, 1984
7 p.m.

COUNCIL CHAMBERS

1463rd MEETING

At 5:15 p.m. the City Council conducted interviews for positions on the Library Board. The following persons were interviewed:

Mart Hughes, 3006 Washington
Carmelita C. Sweeney, 9755 SE 36th
Sandy Van Bommel, scheduled for an interview did not appear.

At 5:45 the City Council held a work session to discuss impacts of Ballot Measure # 2 and public works street projects.

Ron Kinsella, Mayor
Mike Richmond
Don Wilson

Don Graf
Roger Hall

Also present:

Hugh Brown, City Manager
Greg Eades, City Attorney
Steve Hall, P.W. Director

Marge Post, Finance Director
Laurie Perkin, Secretary

City Manager has prepared material regarding Ballot Measure # 2 dated August 31, 1984 including an explanation prepared by the League of Oregon Cities on the impact of the measure. Marge Post, Finance Director, said the city has received the Attorney General's opinion and the initial review indicates a loss of between \$850,000 to \$1,000,000. There was extended discussion on the impacts of Measure # 2, the legislative process, and attitude of voters.

Steve Hall, Public Works Director, gave an update on McLoughlin Blvd /Johnson Creek Blvd. improvements. He said two alternative routes were being discussed and that neighborhood meetings will be taking place in October. There was extended discussion on traffic problems on Johnson Creek Blvd. The work session adjourned at 6:50.

Regular Meeting

The one thousand, four hundred and sixty third meeting of the Milwaukie City Council was held on September 4, 1984 with the following Councilors present:

Ron Kinsella, Mayor
Mike Richmond
Don Wilson

Don Graf
Roger Hall

Also present:

Hugh Brown, City Manager
Greg Eades, City Attorney
Marge Post, Finance Director

Steve Hall, P.W. Director
Laurie Perkin, Secretary

AUDIENCE PARTICIPATION

Mayor Kinsella presented certificates of appreciation to representatives of Oregon Bank, Ed's Bicycle Shop and Vic's Tavern. Certificates were prepared also for Candyland, Johnson Paint and Flooring and Pietro's Pizza Restaurant.

Public Works Director gave update on street repair and made a slide presentation on techniques used in street repair.

There was discussion on the possibility of using school district equipment for mowing lawn at North Clackamas Park.

Jim Backenstos asked that letters from Ed Lindquist and Harry Carpenter of Fire District # 1 regarding dispatch operations be entered into the official record. He expressed concern over bad public relations caused by the city's decision to transfer dispatch from Fire District # 1 to the Milwaukie Police Dept. and the possibility of increased cost to the city for dispatch.

LEGISLATION

Resolution re Non-discrimination of Handicapped

A resolution has been prepared adopting a policy of non-discrimination of the handicapped in compliance with revenue sharing handicapped regulations. It was MOVED by Graf, SECONDED by Hall, to adopt Resolution No. 19-1984 (A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON ADOPTING A POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS.) MOTION CARRIED unanimously. Bill Hupp suggested that in considering handicapped access a lift would be less expensive than an elevator.

Amendment to sign ordinance

An ordinance has been prepared providing for temporary political signs in response to a request from Mel Paulson. The Planning Commission has reviewed the request and has recommended approval of the ordinance. There was extended discussion on this issue. Bill Hupp and Al Liane spoke in opposition to amendment to sign ordinance because of unsightliness and safety factor. It was MOVED by Graf, SECONDED by Wilson to table consideration of the Ordinance. Graf WITHDREW his MOTION. It was MOVED by Hall, SECONDED by Richmond, to deny request for amendment to the sign ordinance. MOTION CARRIED with the following vote: AYES: Graf, Hall, Kinsella, Richmond. NO: Wilson.

Agreement with Clackamas Sewer District # 1

Public Works Director has prepared memo dated August 24, 1984 recommending City Council authorize Mayor to sign agreement with Clackamas Service District # 1 for processing of sewage. He said this is a two-year agreement and that some of the city's concerns have been addressed and corrected

including method of establishing the unit fee for processing sewage, percent charged to the city for administration, and representation by the city. Though the city cannot have a voting representative on the budget committee since it is not within the Service District # 1 boundary, a proposal is within the new agreement allowing the city to have an advisory member to the committee. It was MOVED by Hall, SECONDED by Richmond, to approve the agreement as recommended. MOTION CARRIED unanimously.

Payment of bills

It was MOVED by Graf, SECONDED by Wilson, that the bills listed for September 4, 1984 be approved for payment. MOTION CARRIED unanimously.

OTHER BUSINESS

Center Alcohol Use Policy

Community Services Director has prepared memo dated August 31, 1984 recommending Council reverse policy regarding alcohol use at the Senior Center to allow limited use of alcohol at the Center. Center Director Sara Hite said the question of allowing alcohol use arose as a method of increasing revenue and that the Center Advisory Board has recommended approval of the proposed amendment to the Milwaukie Senior Center Building Use and Rental Policy to allow the use of alcohol under certain conditions. It was MOVED by Wilson, SECONDED by Hall, to approve the amendment as recommended. MOTION CARRIED unanimously.

Clerical Staffing Changes

City Manager has recommended changes in clerical staffing in the administrative and finance departments as follows: change current .5 Clerk III position in legal dept. to .5 Clerk II in administration, change current .5 Clerk III position in Finance to full time Clerk II. These changes provide increased capabilities and greater efficiency. It was MOVED by Graf, SECONDED by Wilson, to approve these changes as recommended.

CONSENT

Approval of minutes - August 21, 1984
Approval of liquor license - Roswell Market
It was MOVED by Hall, SECONDED by Richmond to approve the consent agenda. MOTION CARRIED unanimously.

INFORMATION

Annual Reports

City Manger has provided annual reports for the Finance, Community Service and Public Works Depts.

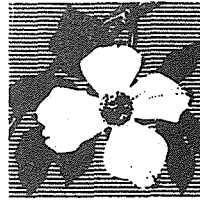
Kinsella expressed concern over citizen attitude regarding the change in fire dispatch and the apparent confusion

which has arisen regarding the difference between the enhanced 9-1-1 system and the current dispatch agreement. City Manager asked for Council direction regarding the request that letters from representatives of Fire District # 1 be recorded in the Council minutes. Council concurred that reference to the letters by date, etc. would be sufficient.

Discussion of RR/Harmony and related street improvements
Public Works Director talked about allocation of funds for street and transit improvements. He said there are only a few streets in Milwaukie eligible for federal highway funding. These are RR/Harmony, Lake Rd., Linwood, King, Harrison and 42nd Street between Harrison and King. There was extended discussion on needed transit service, routes, condition of streets caused by bus traffic. He said that Clackamas County was proceeding with improvements to RR/Harmony which are within county and has suggested that the city pursue with the county the possibility of using funding originally allocated for the RR/Harmony project for improvements to 42nd from Harmony to King Rd. and widening of King from 42nd to 44th.

It was MOVED by Hall, SECONDED by Wilson, that the meeting be adjourned. The meeting was adjourned at 9:35 p.m.

Laurie Perkin, Secretary



CITY COUNCIL MEETING
AGENDA
September 4, 1984

COUNCIL CHAMBERS

REGULAR MEETING
(1463rd)

- 5:15 p.m. - Interviews for Library Board
- 6:00 p.m. - Work Session regarding public work projects
and Ballot Measure #2
- 7:00 p.m. - Regular Meeting

- I CALL TO ORDER
- A) Call to order
 - B) Pledge of allegiance
- II AUDIENCE PARTICIPATION
- A) Award of certificates to businesses
 - B) Public Works street work presentation
- III LEGISLATION
- A) Resolution amending affirmative action to include
handicap discrimination
- RESOLUTION
- B) Amendment to sign ordinance regarding political signs
- ORDINANCE
- C) Contract with Clackamas County Sewer District #1 for
sewage treatment
 - D) Payment of bills
- IV OTHER BUSINESS
- A) Discussion of city policy regarding alcohol at the
Milwaukie Senior Center
 - B) Change in clerical staffing in Administrative
Services and Finance departments
- V CONSENT AGENDA
- A) Approval of minutes - August 21, 1984
 - B) Approval of liquor license - Roswell Market
- VI INFORMATION
- A) Department annual reports
 - B) Minutes - Center Advisory Board, July 20, 1984
- VII ADJOURNMENT

MEMORANDUM

III
A (1)

TO: CITY COUNCIL
FROM: BILL MCDONALD
SUBJECT: NON-DISCRIMINATION RESOLUTION
DATE: AUGUST 31, 1984

The city has undertaken an evaluation and planning process to comply with revenue sharing handicapped regulations. One of the requirements is a city policy which states that the City of Milwaukie does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities. The attached resolution revises our existing non-discrimination resolution to include language which accomplishes the policy goal.

III
A (2)

RESOLUTION NUMBER _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON ADOPTING A POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS.

WHEREAS, Section 51.55 of the federal Revenue Sharing Regulations prohibits discrimination in employment against qualified individuals because of their handicapped status, and

WHEREAS, the City Council desires to inform the public, city employees and job applicants that the City of Milwaukie does not discriminate on the basis of handicap status in admission or access to, or treatment or employment in, its programs and activities, therefore,

BE IT RESOLVED by the City Council of the City of Milwaukie that it is the policy of the City of Milwaukie that it does not discriminate on the basis of handicapped status, and

BE IT FURTHER RESOLVED that Resolution No. 38-1976, Section 2, is amended by "adding" a reference to handicapped status to the city equal employment opportunity policy.

BE IT FURTHER RESOLVED that the City Manager is designated as the program coordinator to implement this handicap non-discrimination policy. He is directed to give adequate notice of the policy as required by the applicable regulations.

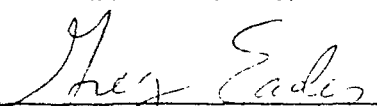
Introduced and adopted by the City Council of the City of Milwaukie on _____, 1984.

Ronald D. Kinsella, Mayor

ATTEST:

Laurie Perkin, Recorder

Approved as to form:



Greg Eades, City Attorney

MEMO

III
B(1)

TO: Hugh Brown, City Manager

FROM: Topaz Faulkner, ^{S.S.} Director of Planning & Community Services

DATE: August 31, 1984

RE: Amendment to Sign Ordinance

At a Public Hearing on August 14, 1984, the Planning Commission heard a request from Mel Paulson for an amendment to the Sign Ordinance that would allow political signs to be posted in the public right-of-way along city streets for 45 days prior to an election. The Planning Commission voted to recommend this amendment to the City Council.

ORDINANCE NUMBER _____

III
B (2)

AN ORDINANCE OF THE CITY OF MILWAUKIE, OREGON, AMENDING
ORDINANCE NO. 1441 PROVIDING FOR TEMPORARY POLITICAL SIGNS
ALONG CITY STREETS.

WHEREAS, Ordinance No. 1441 currently does not allow signs
in the public right-of-way, and

WHEREAS, the city has received a request for the amendment
of the ordinance to allow the placement of temporary political
signs along city streets, and

WHEREAS, the amendment was considered by the Planning
Commission and recommended by majority on August 14, 1984, and

WHEREAS, the Council finds that the amendment is in the
public interest and is consistent with the purposes of
Ordinance No. 1441, therefore

THE CITY OF MILWAUKIE DOES ORDAIN AS FOLLOWS:

Section 2.01.10 of Ordinance No. 1441 is amended to read:

- 10. Temporary political signs not exceeding twelve
(12) square feet, advertising candidates or
issues, may be erected on private property or
in the public right-of-way along city streets
during the campaign for a period of forty-five
(45) days prior to the election in which such
candidates or issues are to be voted upon.
Such signs shall be removed not later than the
fifteenth (15) day following such election.
Such signs are subject to the requirements of
Section 2.02.2.

Read the first time on _____, 1984 and moved to
second reading by _____ vote of the City Council.

Read the second time and adopted by the City Council on
_____, 1984.

Signed by the Mayor on _____, 1984.

Ronald D. Kinsella, Mayor

ATTEST:

Laurie Perkin, Recorder

Approved as to form:

Greg Eades

Greg Eades, City Attorney

Memo

To: Mayor & Milwaukie City Council Members
From: Mel Paulson, 12264 S.E. 36th Ave, Milwaukie; Or.
Subject: Request to amend City Sign Ordinance.

III
B(3)

Section 2.02.2 of Milwaukie Sign Ordinance # 1441 Prohibits the erection or display of any signs within the right-of-way of any street or along any driveway which is likely to be confused with any traffic control device or create a distracting or hazardous condition for motorists. It is requested that this prohibition be lifted to allow for the erection and display of temporary political signs, not exceeding twelve (12) square feet advertising candidates or issues for a period of forty-five (45) days prior to the election in which such candidates or issues are to be voted upon.

Reasons for request:

(1) Section 4.01.4 (a) of ordinance # 1441 provides that non-complying signs shall be removed or brought into compliance immediately. Experience in recent elections has shown that city officials have not enforced the ordinance. The ordinance does not provide any penalty for violation, either monetary or other. Law without enforcement & penalty encourages noncompliance. However, I am sure there is an omnibus city law, if brought forward would provide some penalty.

(2) In view of the upcoming general election which will generate a great proliferation of campaign signs, I strongly recommend that you take a stand on this issue now.

Knowing that this request requires action by the planning commission, would you take action tonite to have it referred to them for consideration at their July 24 meeting?

TO: Hugh Brown
City Manager

FROM: Steven Hall
Public Works Director *J. M. Hall*

SUBJECT: Clackamas Service District #1
New agreement

DATE: August 24, 1984

203 10:56
III
CO

ACTION REQUESTED

City Council authorize the Mayor to sign the attached "Agreement #4" with Clackamas Service District #1 for processing of sewage.

BACKGROUND

The City Council has operated under a "gentlemen's agreement" with the Clackamas Service District for several years. A brief history of agreements #1, 2 & 3 are listed within the text of the new proposed agreement.

City Council had concerns about representation by the City on the budget committee for the Service District, so that more direct involvement could be obtained. The City cannot legally have a voting representative on that budget committee, as the City of Milwaukie is not within the Service District #1 boundry. That could be modified by future annexation to the Service District. Instead, a satisfactory proposal is within the new agreement allowing the City to have an advisory member to that committee, appointed by the City.

Some major concerns of City staff have been addressed in the new agreement, and corrected. The first deals with the method of establishing the unit fee for processing sewage. Before this agreement, the actual cost per million gallons was based on the previous years flow and the current years budget, which caused inequities which sometimes favored the District and sometimes the City. The current agreement is based on current flow and current budget. A second area of concern was that of a flat ten percent charged to the City for administration. The current contract changes that to an actual cost-basis analysis, rather than a percentage of operating costs. The City should receive some benefit from that portion of the agreement. The third segment of the agreement which will reduce the City's cost substantially, is that of deducting what is termed "non-flow receivers" within the agreement. A major example is the Safeway plant located in Clackamas. Due to the extreme high strength of the sewage from that particular operation, the costs are very high and disproportionate to the normal process costs for sewage. This agreement excludes such users from the cost analysis for the City of Milwaukie's unit charge. By the previous agreement, the City was actually subsidizing a portion of the cost to industry such as Safeway, which were not even within the City. That, to say the least, was an inequity within the old contract.

Approval Recommended
Hugh H. Brown
Hugh H. Brown
City Manager

III
C 2

This is a two year agreement, and there are substantial reasons for a two rather than a long-term agreement. The District is currently unsure of Federal funding to provide for digestors and odor control within the plant. Without knowledge of that potential grant, or the percentage of that grant, capital costs cannot be accurately addressed. The District believes that they will have an answer to the potential Federal grant within the two year period, and that at that point in time a long-term agreement may be negotiated including major capital expenditures. At that point in time, the City and District will have to deal with how to finance those major improvements, and how to distribute the costs.

SUMMARY

1. The agreement between the Service District and the City has expired.
2. The old agreement is inequitable in its application to the City and the District.
3. The old contract has some difficult areas to interpret.
4. City Council has sought representation on the budget committee, and this agreement provides for representation.
5. This agreement corrects inequities in the old agreement to the benefit of the City and the District.
6. The Service District has the only treatment plant in the area, and is therefore the only option available to the City for treatment of sewage.

enclosure: Agreement

III
C (3)

AGREEMENT NO. 4

THIS AGREEMENT is made the 1st day of July, 1984 between the CITY OF MILWAUKIE, OREGON, a Municipal Corporation (herein called "Milwaukie"), and CLACKAMAS COUNTY SERVICE DISTRICT NO. 1, a County Service District (herein called "District").

RECITALS:

District accepts, treats and disposes of sewage from Milwaukie. The rights and duties of the parties are defined in three (3) agreements with this fourth as a further modification and extension:

Agreement No. 1, November 25, 1970 to terminate in ten (10) years.

Agreement No. 2, August 31, 1978, addresses annual lump sum payment provision of No. 1 Agreement.

Agreement No. 3, July 14, 1983, extends terms of Nos. 1 and 2 to June 30, 1984.

Agreement No. 4 addresses costs of Milwaukie, provides representation for Milwaukie in budgeting process, adjusts flow rates for non-metered users, adjusts budget to more properly reflect non-flow related revenues, and provides for a termination date.

Except as herein modified, Agreement Nos. 1 and 2 shall remain in effect. Agreement No. 3, being an extension of the terminal date only for Nos. 1 and 2, is unaffected hereby.

IT IS AGREED AS FOLLOWS:

III
C (4)

BUDGET COMMITTEE.

District maintains a budget committee to annually prepare and present a budget to the Board of County Commissioners, the governing authority for District. Milwaukie shall recommend an advisory member to the committee, familiar with City of Milwaukie finances.

RATES.

1. The Paragraph B., UNIT CHARGE, in Agreement No. 1 is rescinded and this paragraph, RATES, replaces it.

B. RATES. A charge to be known as a unit charge shall be made by the District to Milwaukie, based upon a rate per million gallons of sewage transmitted by Milwaukie to the District to be paid monthly by Milwaukie upon being billed therefor by the District as hereinafter set forth. The unit charge shall include actual current cost of operation and maintenance consisting of direct supervision, labor, operating materials and supplies, maintenance, repair and replacement of plant machinery and equipment, and administration. In no case shall Milwaukie's operation and maintenance charge exceed sixty five percent (65%) of the annual total operation and maintenance cost for the plant, provided Milwaukie's flow does not exceed 4.00 mgd.

The unit charge shall be paid monthly and within thirty (30) days after being billed therefor by the District.

HL(5)

For connections to the District sewage system by Milwaukie where a flow measurement facility is impractical or unwarranted ("non-metered receivers" as defined in the original Agreement), the contributing flow shall be determined by using the number of connections on the contributing line multiplied by an average sewage flow of 300 gallons per day per residential connection or upon justified other volumes of flow. Flows for commercial establishments shall be estimated using the average daily water use for the preceding year based on water meter records.

Non-flow receivers are those users of the sewerage system who discharge sewage having a greater strength than the average strength of domestic sewage, but do not increase sewage flow. These users are charged for the difference between their strength of sewage and the average strength of domestic sewage. Non-flow receivers shall be reflected in the billing process to proportionately reduce the total plant expense in relation to the share of that expense borne by the unit charge.

MISCELLANEOUS.

The final paragraph of the penultimate page of Agreement No. 1 is eliminated.

TERM.

The above identified Agreement Nos. 1 and 2 and this No. 4 shall extend to June 30, 1986, and thereafter on a month-to-month basis until such time as the parties may either renew this agreement or enter a new agreement.

III
C(6)

IN WITNESS WHEREOF, the parties have caused these presents to be executed by appropriate officers and pursuant to enabling resolutions the day and year first hereinabove set forth.

CITY OF MILWAUKIE, OREGON

By: _____
Mayor

By: _____
City Recorder

BOARD OF COUNTY COMMISSIONERS FOR
CLACKAMAS COUNTY, OREGON, acting for
and in behalf of CLACKAMAS COUNTY
SERVICE DISTRICT NO. 1

By: _____
Chairman

By: _____
Commissioner

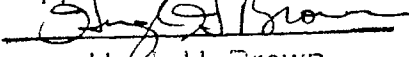
By: _____
Commissioner

CITY OF MILWAUKIE
BILLS PAYABLE SEPTEMBER 4, 1984

III
D①

1.	A & A Welder's Supply, Inc.	21.86	1-62	21.86
2.	AT&T	112.60	1-32	87.81
			1-36	16.73
			1-53	8.06
3.	Able Radiator	140.00	7-	140.00
4.	Adam, Arlie J. MS,CCC-A	231.00	1-62	231.00
5.	Administrative Rules Division	350.00	1-22	116.67
			1-23	116.67
			1-35	116.66
6.	Armstrong Buick, Inc.	88.70	7-	88.70
7.	BS Rental	56.00	4-	29.00
			30-	27.00
8.	Baker & Taylor	52.30	1-34	52.30
9.	Boise Cascade Office Products	76.77	1-23	42.37
			1-52	34.40
10.	Bound to Stay Bound	118.92	1-34	118.92
11.	Bergemann, Paul	2.40	1-32	2.40
12.	Breitenbush Publications	16.15	1-34	16.15
13.	Bureau of Governmental Research and Service	43.20	1-35	43.20
14.	Bureau of Governmental Research	5.50	1-34	5.50
15.	The Business Journal	26.00	1-21	26.00
16.	Chevron USA	2,934.90	4-	2,934.90
17.	Columbia Battery	183.32	7-	183.32
18.	Columbia Hydraulic Service, Inc.	700.00	7-	700.00
19.	Clackamas Cty Clerk	1,194.76	1-41	1,194.76
20.	" " Environmental Services	231.82	1-37	61.60
			4-	170.22
21.	Clackamas Printing	25.60	1-35	8.00
			1-93	17.60
22.	Clackamas County Review	12.00	1-34	12.00
23.	Clackamas Cty. Sports Official Assn.	923.00	1-36	923.00
24.	Duns Marketing Services	282.50	1-34	282.50
25.	Eades, Greg	20.80	1-22	20.80
26.	Eden Systems	2,000.00	12-	2,000.00
27.	Ellsworth, Merritt E.	33.00	1-32	33.00
28.	Enterprise Courier	5.65	1-35	5.65
29.	Executive Dept.	302.00	1-53	302.00
30.	Finzer Budiness Systems, Inc.	82.00	1-23	82.00
31.	Gaylord Bros, Inc.	19.15	1-34	19.15
32.	Graham's Book & Stationery	46.18	1-52	45.18
			1-62	1.00
33.	Harvard Business Review	30.00	1-23	30.00
34.	Howard-Cooper Corporation	2,414.96	4-	1,207.48
			30-	1,207.48
35.	Howard Johnsons	190.00	1-51	190.00
36.	IBM	96.00	1-32	96.00
37.	International Office Machines	20.00	1-35	20.00
38.	International Sport Publication	37.95	1-34	37.95

Approval Recommended



Hugh H. Brown
City Manager

CITY OF MILWAUKIE
BILLS PAYABLE SEPTEMBER 4, 1984

III
D (2)

39.	Keats Publishing, Inc.	68.44	1-34	68.44
40.	Kelly Services, Inc.	217.60	1-23	217.60
42.	Meyer, Lee	4.60	1-32	4.60
43.	Milwaukie Police Reserve	112.50	1-52	112.50
44.	Mobile Radio Communication Service	51.25	1-61	51.25
45.	NCR Credit Corporation	1,911.19	12-	1,911.19
46.	National Chemsearch	262.55	7-	262.55
47.	Nudelmans	190.50	1-52	190.50
48.	Oak Grove Auto Parts	629.61	7-	629.61
49.	Oregonian Subscription	15.00	1-32	15.00
50.	Oregonian Publishing Company	166.40	1-53	166.40
51.	Oregon State Library	8.95	1-34	8.95
52.	Oregon Toro Distributors	33.69	1-36	33.69
53.	PGE	24,331.72	1-37	672.55
			1-41	19,889.01
			1-61	50.84
			4-	238.90
			20-	149.40
			30-	3,331.02
54.	Pacific Northwest Bell	447.59	1-21	51.21
			1-31	65.85
			1-32	225.75
			1-36	54.13
			1-53	50.65
55.	Pacific Western Bank	218.45	1-23	218.45
56.	The Party Place	65.40	1-28	65.40
57.	Paulsen & Roles Laboratories	25.00	1-36	25.00
58.	Petty Cash	197.20	1-21	.51
			1-23	6.38
			1-28	69.37
			1-32	47.23
			1-34	36.66
			1-62	30.16
			1-92	6.50
			30-	.39
59.	Portland Observer	36.00	1-53	36.00
60.	Robertson, Richard T.	37,139.73	30-	37,139.73
61.	Rock Creek Sand and Gravel	25.00	4-	25.00
62.	Rodda Paint	82.56	1-36	82.56
63.	Rub-A-Dub Car Washes	64.20	1-52	64.20
64.	Safety-Kleen Corporation	42.25	4-	14.08
			20-	14.08
			30-	14.09
65.	Sanderson Safety Supply Co.	65.95	1-019	65.95
66.	Sweetland, G.E.	6.00	1-32	6.00
67.	Talcott, Vern	14.40	1-32	14.40
68.	U.S. Pipe and Foundry	239.62	30-	239.62
69.	U.S. Postal Service	2,000.00	1-23	2,000.00
70.	Union Oil Company	219.55	7-	219.55

CITY OF MILWAUKIE
BILLS PAYABLE SEPTEMBER 4, 1984

III
D(3)

71.	Valley Communications	90.00	1-52	90.00
72.	Vrilakas, Robert A.	7.20	1-32	7.20
73.	Wajax-Pacific Fire Equipment	87.10	1-62	87.10
74.	Westate Tractor Company, Inc.	28.88	7-	28.88
75.	Western Pacific Construction Materials	1,736.32	4-	1,736.32
76.	The Wholesale Company	81.13	1-34	81.13
77.	Woodroof, Jacqueline	21.80	1-32	21.80
78.	Zellerbach	208.80	1-36	208.80
		<u>\$84,281.12</u>		<u>\$84,281.12</u>

CHART OF ACCOUNTS
FUNDS & DEPARTMENTS

III
D (4)

- 01 General Fund
 - 10 City Council
 - 21 City Administration
 - 22 City Attorney
 - 23 Finance
 - 24 Purchasing
 - 26 Court
 - 27 Cable Franchise
 - 28 Personnel
 - 31 Community Services Administration
 - 32 Milwaukie Center
 - 34 Library
 - 35 Planning
 - 36 Parks & Recreation
 - 37 City Hall
 - 41 General Government
 - 51 Police Administration
 - 52 Field Services
 - 53 Support Services
 - 61 Fire Administration
 - 62 Fire Suppression
 - 63 Fire Prevention
 - 91 Public Works Administration
 - 92 Public Works Engineering
 - 93 Public Work Building
- 03 Equipment Reserve Fund
- 04 State Tax Street Fund
- 05 Improvement Bond Sinking Fund
- 06 Street Improvement Fund
- 07 Equipment Repair Fund
- 09 Bike Path Fund
- 10 Fixed Asset Account Group
- 12 Federal Revenue Sharing Fund
- 13 Community Development Fund
- 20 Sewer Fund
- 30 Water Fund

MEMO

TO: Hugh Brown, City Manager
FROM: Topaz Faulkner *T.F.*
Director of Planning & Community Services
DATE: August 31, 1984
RE: Center Alcohol Use Policy

IV
A (1)

AUG 31 1984
RECEIVED

Since its opening in 1980, the Senior Center has had a general policy of no alcohol. However, the City Council made exceptions on two occasions, which created the impression that alcohol would be allowed for some groups. In 1982, the City Council expressed concern about granting exceptions and asked the Center Advisory Board for a recommendation regarding whether or not alcohol should be permitted. The Board decided against alcohol use at the Senior Center. Some of the reasons, brought out in their discussion included; concerns about damage to the building, special cleaning or repair of damage that would hamper the other scheduled uses, uncertainties about security and how to limit user groups by age. No review of other Centers' policies regarding alcohol was made at this time.

At the joint meeting of the City Council and Advisory Board in 1984, the question of allowing alcohol use arose as a method of increasing revenue from the Senior Center. The Advisory Board asked Staff to ascertain whether or not alcohol use was allowed at other Centers. As indicated on the attached chart, other Centers do allow alcohol and have experienced very few problems. In some cases, the alcohol use was initiated to increase revenue and has had the desired effect, most notably in Oregon City. Based on this information, the Center Advisory Board voted unanimously to recommend a change to allow alcohol at the Senior Center with restrictions.

Having attended the Center Advisory Board meetings on both of the occasions when the decisions regarding recommendations to Council of an alcohol policy were made, I am aware of the pros and cons discussed. The latter were primarily concerns regarding building damage. In view of the experiences at other Centers, which have included no damage and only one mess left in four years, this concern appears to be unfounded. On the other hand, the need to reverse our declining revenues from the Center could be met by the initiation of a policy of allowing alcohol, with the restrictions drafted by the Center Advisory Board. I join the Board in recommending the current no alcohol policy be reversed.

Attachments: Memo from Center Advisory Board
Draft for recommended restrictions use
Chart of other Centers use of alcohol

Approval Recommended
Hugh H. Brown
Hugh H. Brown
City Manager

MEMORANDUM

TV
A (2)

TO: MILWAUKIE CITY COUNCIL
FROM: SENIOR CENTER ADVISORY BOARD
SUBJECT: CENTER ALCOHOL USE POLICY
DATE: AUGUST 17, 1984

In regular monthly session July 20, 1984, the Senior Center Advisory Board voted unanimously to ask the Milwaukie City Council to review the present policy regarding use of alcohol in the Milwaukie Senior Center. The current policy was last discussed by the Advisory Board in May, 1982, when we recommended to City Council a consistent no-alcohol rule.

At the present time, experiences of comparable Centers have shown a substantial increase in rental revenues where alcoholic beverages are permitted, and presence of none of the problems that we had presumed to occur as a result of alcohol use.

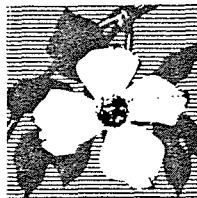
As outcomes of permitting limited alcohol use at the Center, we anticipate an increase in revenue which would make the Center more self-supporting, and an increase in the use and visibility of the Center. In the last thirty days, for example, three potential wedding receptions were withdrawn as a result of the current alcohol policy. Catering fees are also lost.

The "Special Use and Limitations" section on page 2 of the Building Use and Rental Policy would not be changed except for the sentence denying alcoholic beverages on the premises. A table of additional fees for use of alcohol (deposit and/or refundable deposit) would be added, with a statement of limitations on types of beverages allowed, or other guidelines.

The Senior Center Advisory Board asks for a reversal of policy regarding alcohol use, and has requested that Center Staff formulate the appropriate fee schedules and use-regulations in line with other comparable Centers.

Janet Witter *JW*
Secretary

Enclosure



MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: HUGH H. BROWN, CITY MANAGER
SUBJECT: CLERICAL STAFFING CHANGES
DATE: AUGUST 31, 1984

As any position vacancy occurs, I ask that staff review the position and its responsibilities to determine if changes may be desirable. This is the best time to make any change and helps insure that the city has the most effective staffing pattern within the limits of available funding.

Such an occasion arose recently with the vacancy in the Supervising Court Clerk position and the subsequent vacancy elsewhere when a current employee (Virginia Kopp) was appointed to the position. The Clerk III position vacated by Virginia was shared between two departments -- Administrative Services (City Attorney) and Finance (Municipal Court).

The following changes in clerical staffing are recommended to better meet the clerical needs of both departments:

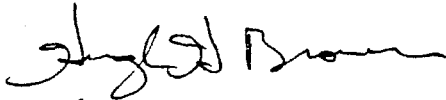
- 1) Administrative Services - Change current .5 Clerk III position to .5 Clerk II. Clerical support for the city attorney will be coordinated by the executive secretary/city recorder as is currently done for the city manager.
- 2) Finance - Change current .5 Clerk III position to full time Clerk II. This position will then assist the Municipal Court and also provide the Finance Department generally with more adequate clerical support. No additional funds are necessary due to savings from the changes in classification and other department operational savings.

MEMO RE CLERICAL STAFFING CHANGES
August 31, 1984

Page 2

TV
B (2)

City Council approval will amend the city's staffing pattern as currently reflected in the annual budget. As the changes provide increased capabilities and greater efficiency within the approved budget, I recommend their approval.



Hugh H. Brown
City Manager

HHB/le

VA ①

MILWAUKIE
CITY COUNCIL MEETING
August 21, 1984
7 p.m.

COUNCIL CHAMBERS

1462nd MEETING

AT 5:25 p.m. the City Council held an executive session under ORS 192.660 (1) (d) to discuss labor negotiations.

The executive session closed at 5:50 p.m.

At 6 p.m. the City Council held a work session to discuss salary range adjustments for certain employees. The following Councilors were present:

Mayor Ron Kinsella	Don Graf
Don Wilson	Roger Hall
Mike Richmond (arrived 6:10)	

Also present:

Hugh Brown, City Manager
Jo Durand, Personnel Director
Laurie Perkin, City Recorder

City Manager has prepared memo dated 8/17/84 regarding range adjustments within the city salary plan and has recommended range adjustments for 12 full time and two part time positions. Included in material provided to Council were survey methodology and results which included salary comparisons with other cities. City Manager recommended approval of all range adjustments and said these adjustments have been budgeted. The work session adjourned at 6:50 p.m.

An interview scheduled with Mark Burns for Cable Advisory Commission was cancelled.
Regular Meeting - 7 p.m.

The one thousand four hundred and sixty second meeting of the Milwaukie City Council was held on August 21, 1984 with the following Councilors present:

Mayor Ron Kinsella	Don Graf
Mike Richmond	Roger Hall
Don Wilson	

Also present:

Hugh Brown, City Manager	Dick Bailey, Fire Chief
Greg Eades, City Attorney	Ron Goodpaster, Police Chief
Topaz Faulkner, Comm. Serv. Dir.	Marge Post, Finance Director
	Laurie Perkin, Secretary

AUDIENCE PARTICIPATION

A certificate of appreciation to Strauss Flowers was prepared. No representative was present to accept the certificate.

Community Service Director gave background report on the Storefront Program and introduced Sheldon Edner, faculty advisor from Portland State University, who thanked Council for the training opportunity which the Storefront Program provided the students.

V A
②

Mark Clemons, member of Storefront team, gave summary of Storefront projects which included: establishment of Main Street Market, downtown improvement project, and parking study. Community Services Director introduced members of the Storefront team and Mayor Kinsella presented certificates which were prepared for the following Storefront team members:

Sheila Frugoli	Cathy Clark
Mark Clemons	Jane Altier
Tom Harry	Jerry Thelander
Larry Mason	

Jim Crawford, Information Officer for Clackamas County Fire District # 1, addressed Council regarding transfer of fire dispatch from CC Fire District # 1 to the Milwaukie Police Department. He stressed the fact that he was speaking to Council as a former Milwaukie citizen and property owner and not as a representative of CC Fire District # 1. He strongly disagreed with Council's decision to transfer dispatch operations and cited problems with air traffic control, 911 expenditures, training, emergency phone no. change and two person dispatch. Fire Chief and Police Chief responded to Crawford's concerns, citing the extensive study which has been done on this issue. Bailey said there would be more than enough money for the 9-1-1 system, that the method of training and number of dispatchers available had been worked out and that there would be two months to work out any possible problems.

Mayor Kinsella announced that item IV b - Discussion of charter change to Mayor-Council form of government would be moved up on the agenda. Councilor Don Wilson has prepared proposal dated 8/21/84 outlining proposal for Mayor-Council form of government. Included in his proposal were recommendations regarding audit of departments, study of alternative fire protection service, study of new location for police department. He has suggested a Mayor be elected for 2 years at half-time salary to begin with. After this, the Mayor would be elected for a four year term at full time salary. Wilson announced that he would not be running for a council position in November.

There was discussion on problems with a 1/2 time Mayor, comparisons with other cities which have a Mayor-Council form of government and possible advantages and disadvantages of Mayor-Council form of government. Richmond suggested appointing a committee to review charter changes. Graf suggested more information be obtained from other cities before discussing this issue further.

LEGISLATION

Resolution re Tax Base Election

City Manager has submitted memo dated August 17, 1984 stating Oregon State requirement to place a tax base measure on the ballot every two years. The recommended tax base request is equal to the current amount of property taxes levied by the city. No increase in taxes is a part of the recommendation.

VA (3)

It was MOVED by Graf, SECONDED by Hall, to pass Resolution No. 15-1984 (A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE OREGON, CALLING AN ELECTION ON NOVEMBER 6, 1984 FOR THE PURPOSE OF SUBMITTING A NEW TAX BASE TO THE VOTERS OF THE CITY). MOTION CARRIED unanimously.

LOC Resolution

Finance Director has prepared resolution regarding intergovernmental agreement of Oregon cities. It has been requested by League of Oregon Cities that cities enter into an agreement to reduce to writtin form the functions and activities of the League of Oregon Cities and to delineate said services. It was recommended by staff that City Council approve the attached resolution authorizing the Mayor and City Manager to execute the agreement. It was MOVED by Graf, SECONDED by Hall, to approve Resolution No. 16-1984 (A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER OF THE CITY OF MILWAUKIE TO EXECUTE AND ENDORSE AN AGREEMENT WITH THE LEAGUE OF OREGON CITIES GOVERNING THE LEAGUE STATUS AS A UNIT OF LOCAL GOVERNMENT, SIMILAR TO OTHER COOPERATIVE INTER-GOVERNMENTAL AGENCIES IN WHICH CITIES CREATE AND PARTICIPATE.) MOTION CARRIED unanimously.

A recess was declared at 9:25. The meeting reconvened at 9:35. Councilor Don Wilson asked to be excused from the remainder of the meeting.

Personnel Rule Change Resolution

City Manager has prepared memo dated August 17, 1984, recommending approval of resolution which would reduce the accrual limit for sick leave in order to limit the level of the city's liability. It was MOVED by Hall, SECONDED by Richmond, to adopt Resolution 17-1984 (A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE OREGON AMENDING THE CITY PERSONNEL RULES BY RECUCING THE SICK LEAVE ACCRUAL LIMIT AND EXTENDING VACATION BENEFITS TO CERTAIN PART-TIME EMPLOYEES). MOTION CARRIED unanimously by those present.

Salary Plan Changes

As was discussed in the work session prior to the meeting, City Manager has recommended range adjustments for 12 full time and 2 part-time employees. The cost would be approximately \$22,000, he said. There was extended discussion on comparisons with other cities and private sector and collective bargaining process. It was MOVED by Hall, SECONDED by Graf, to approve Resolution 18-1984 (A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE RATIFYING AND ADOPTING SALARY SCHEDULES FOR CERTAIN EMPLOYEES OF THE CITY OF MILWAUKIE FOR THE PERIOD FROM JULY 1, 1984 THROUGH JUNE 30, 1985.) MOTION CARRIED unanimously. Hall said he would like it understood that the city would attempt to improve process by which salaries are determined.

JA ④

Payment of bills

It was MOVED by Hall, SECONDED by Graf, that the bills listed for August 21, 1984 be approved for payment. MOTION CARRIED unanimously by those present.

OTHER BUSINESS

Appeal of Planning Commission Decision

City has received appeal of Planning Commission decision of July 24, 1984 C-84-4 and VR-84-5. A letter has been received from Dwyer Hospital requesting that the public hearing date be set over 60 days in order for them to prepare appeal. It was agreed to set the public hearing date for October 16, 1984.

MEA Agreement

It was MOVED by Hall, SECONDED by Richmond, to approve agreement with Milwaukie Employees Association. MOTION CARRIED unanimously by those present.

Apt. to Cable Commission

It was MOVED by Graf, SECONDED by Hall to appoint Clarence Worthington to the Cable Advisory Commission. MOTION CARRIED unanimously.

City Manager said that information from the Attorney General regarding Measure # 2 will be available by the next meeting.

Graf asked that staff contact the Railroad about rough crossings at Oak and Harrison Streets.

Craig Lomnicki, President of the Ardenwald Neighborhood Association, addressed the Council concerning improvements to McLoughlin Blvd. and Johnson Creek. He said there was division in his neighborhood regarding alternatives to the traffic problem on Johnson Creek Blvd. He said further meetings will be held on this and he would keep Council informed.

City Manger said staff would prepare a report on alternative funding for street repair for the next Council meeting.

Graf said he had received a complaint about a water leak on 33rd Street which has been apparent for 2 -3 months. City Manager said staff would look into this.

CONSENT AGENDA

Approval of minutes - July 26 and August 7, 1984.

It was MOVED by Hall, SECONDED by Graf, to approve the consent agenda. MOTION CARRIED unanimously.

The meeting was adjourned at 10:25 p.m.

M E M O R A N D U M

V B (1)

TO: Hugh Brown, City Manager
FROM: Ronald D. Goodpaster, Chief of Police
DATE: August 29, 1984
SUBJECT: LIQUOR LICENSE APPLICATION

State and local law enforcement records fail to reflect any negative information on the below-listed applicant. I therefore find no reason to deny issuance of the following license:

Seok Heon Park
Ja Hye Park
dba ROSWELL MARKET
8929 SE 42nd
Milwaukie, Oregon 97222

Ronald D. Goodpaster
Chief of Police

RDG:ck

IV
B(2)

APPLICATION

STATE OF OREGON
OREGON LIQUOR CONTROL COMMISSION

Return To:

GENERAL INFORMATION

This application form costs \$5.00. A non-refundable processing fee is assessed when you submit this completed form to the Commission (except for Druggist and Health Care Facility Licenses). The filing of this application does not commit the Commission to the granting of the license for which you are applying nor does it permit you to operate the business named below.

No. 09671

(THIS SPACE IS FOR OLCC OFFICE USE)

(THIS SPACE IS FOR CITY OR COUNTY USE)

Application is being made for:

- DISPENSER, CLASS A
 - DISPENSER, CLASS B
 - DISPENSER, CLASS C
 - PACKAGE STORE
 - RESTAURANT
 - RETAIL MALT BEVERAGE
 - SEASONAL DISPENSER
 - WHOLESALE MALT BEVERAGE & WINE
 - WINERY
 - OTHER: _____
- Add Partner
 - Additional Privilege
 - Change Location
 - Change Ownership
 - Change of Privilege
 - Greater Privilege RECEIVED
 - Lessee, Privilege CONTROL COMMISSION
 - New Outlet
 - Other

NOTICE TO CITIES AND COUNTIES. Do not consider this application unless it has been stamped and signed at the left by an OLCC representative

THE CITY COUNCIL, COUNTY COMMISSION, OR COUNTY

COURT OF _____ (Name of City or County)

RECOMMENDS THAT THIS LICENSE BE: GRANTED _____

DATE _____ DENIED _____

BY _____ (Signature)

TITLE _____

\$12.50 - Process Fee/Receipt # 6261

AUG 2 1991

LICENSE DIVISION

CAUTION: If your operation of this business depends on your receiving a liquor license, OLCC cautions you not to purchase, remodel, or start construction until your license is granted.

1. Name of Corporation, Partnership, or Individual Applicants:

- 1) SEOK HEON PARK
- 2) JA HYE PARK
- 3) _____
- 4) _____
- 5) _____
- 6) _____

(EACH PERSON LISTED ABOVE MUST FILE AN INDIVIDUAL HISTORY AND A FINANCIAL STATEMENT)

2. Present Trade Name N/A

3. New Trade Name ROSEBELL MARKET

4. Premises address 929 SE MILWAUKIE CLATSOPAS OR 97222 Year filed with Corporation Commissioner

5. Business mailing address 1724 SE CLINTON, PORTLAND, OR 97202

6. Was premises previously licensed by OLCC? Yes X No Year 8/03

7. If yes, to whom: RUDRA & SARADA SHRESTHA Type of license: PACKAGE STORE

8. Will you have a manager: Yes No X Name (Manager must fill out Individual History)

9. Will anyone else not signing this application share in the ownership or receive a percentage of profits or bonus from the business? Yes No X

10. What is the local governing body where your premises is located? MILWAUKIE, CLATSOPAS (Name of City or County)

11. OLCC representative making investigation may contact: SEOK HEON PARK (Name) 1724 SE CLINTON, PORTLAND, OR (503) 235-2604 (Address) 97202 (Tel No - home, business, message)

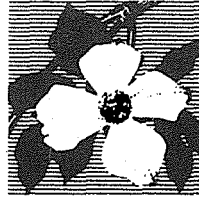
CAUTION: The Administrator of the Oregon Liquor Control Commission must be notified if you are contacted by anybody offering to influence the Commission on your behalf.

DATE 8/20/91

Applicant(s) Signature (In case of corporation, duly authorized officer thereof)

- 1) Seok Heon Park
- 2) Ja Hye Park
- 3) _____
- 4) _____
- 5) _____
- 6) _____

CITY OF MILWAUKIE



VI A ①
OFFICE OF THE CITY MANAGER
in the City Hall • phone 659-5171

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: HUGH H. BROWN, CITY MANAGER
SUBJECT: ANNUAL REPORTS
DATE: AUGUST 31, 1984

The annual reports of the city departments are being distributed to you this year half at a time. The Finance, Community Services and Public Works departments are included for this meeting, with Administrative Services, Police and Fire to follow for your next meeting.

I encourage your review of the reports as they provide an opportunity once a year to describe the major goals, activities and concerns of the departments. They help provide a measurement for the administration of services being provided to the community. I hope they may serve the same purpose for City Council. Please let me know if you have questions or comments.

Hugh H. Brown
City Manager

HHB/le

MEMORANDUM

VI A (2)

Marge Post

TO: HUGH BROWN, CITY MANAGER
FROM: MARGARET A. POST, FINANCE DIRECTOR
DATE: AUGUST 9, 1984
SUBJECT: ANNUAL REPORT.

The Finance Department consists of three budgetary units: Finance, Purchasing and Municipal Court. This report is broken down into these three areas.

Finance Finance is responsible for the receipting and disbursement of city funds. This also includes cash management, with the primary goal of maximizing interest earnings. Our largest volume of receipts are issued for water/sewer payments. However, the city receives a majority of its general fund resources from property tax, federal revenue sharing, state payments and franchise fees. The Finance Division also is responsible for payroll and special assessments. During the current year we have computerized our payroll and budgetary systems, and during the ensuing year we will be computerizing utility bills and special assessments.

Purchasing Purchasing encompasses the procurement of goods and services and the initial accounts payable function. During the current year we began work on streamlining this process and hope to have it completed during the next few months. Also included in purchasing is the printing function. Currently the city has a half-time employee dedicated to printing. In addition, photocopiers and the Clackamas County print shop are used for certain types of printing orders. This year we will continue to look at ways to provide printing and copies at less cost and better quality.

Municipal Court Our city Municipal Court currently handles minor traffic and ordinance infractions. The major cases are sent to Clackamas County for prosecution. This year we reviewed the possibility of returning the major offenses back to our Municipal Court. Further study is being done in this area.

Throughout the three divisions the department has contact with a number of our residents. It is our goal to provide the citizens with a positive, professional image of the city. At the same time we must insure proper and timely payment for services and try, to the best of our ability, to work in a harmonious atmosphere with the residents and other departments we serve.

VI
A (3)

COMMUNITY SERVICES
ANNUAL REPORT
AUGUST 10, 1984

DIVISIONS:

- Administration
- Senior Center
- Library
- Planning
- Parks and Recreation
- City Hall

Director
Topaz Faulkner

ADMINISTRATION

IV A (4)

Primary administrative responsibilities have included: personnel management of four departments with 26 employees; budget preparation and monitoring; direction in program planning and implementation; development of grant applications and supervision of the programs funded; and monitoring building maintenance.

In addition to city staff, the Director also supervised the four to six member Milwaukie Storefront staff, comprised of Masters Degree candidates from the Urban Studies Center at Portland State University. Funded for twelve months by a "Jobs Bill" grant obtained by the Director, the Storefront staff provided free consultation to downtown merchants on physical improvements to their buildings, and signs, as well as other specific aspects of revitalization. Part of the City's required in-kind match for the grant was provided by the Director spending five hours per week on the supervision and coordination of the Storefront activities.

A second Jobs Bill Grant for \$9,695. was obtained to landscape the Ledding Library and Senior Center grounds. In both cases, the improvement in appearance has been significant.

The second year of the three year Community Development Block Grant program for downtown improvement, developed by the Director, has been completed. With the assistance of the Storefront team, the involvement by the business community has increased dramatically. In fact, the funds available for building improvements have been totally committed. The small portion of the Grant that is earmarked for Street furniture has been used to purchase six very handsome benches for Main Street which are expected to arrive later this summer. Next year, the street tree program will be expanded to the North end of Main, also using the Grant funds. The flowers planted at the base of the trees will continue to be a joint effort by the Milwaukie U.S.A. Business Association, the Community Services Department Staff and Main Street Merchants.

Grants from the State Marine Board for restrooms at the Jefferson St. Boat Ramp, from the State Grant-in-Aid program for improvements at Stanley Park, and from the Land and Water Conservation fund for the Water Tower Park play structure, all required monitoring of construction and grant close outs.

The Director continued to work closely with the Milwaukie U.S.A. Business Association, serving her third year as a Board Member. She served on the Board of the Kellogg Lake Friends, Inc., and worked with them to develop a new plan for cleaning out the silt in the Lake. The Director also continued in her third year as the City's Alternate Representative on the Policy Advisory Board for the County Community Development Block Grant Program.

VI
A (5)

Plans for the next fiscal year include: a "Gifts Catalogue" to encourage volunteer assistance to the City; grant applications for improvements to the park at the Boat ramp and to North Clackamas Park; erosion control and landscaping at Scott Park Pond, with assistance from the Soil Conservation Service; painting the library and the trim on City Hall with help from Service clubs; continued efforts to clean the silt out of Kellogg Lake and improve the appearance of Main Street; work with the Parks and Recreation Commission to create a park on the city owned property at the end of Main Street.

VI
A(6)

SENIOR CENTER

Several positive changes occurred at the Senior Center during Fiscal Year 1983-84. Funding from an Area Agency on Aging Grant allowed the addition of a full time outreach worker in February. This position has greatly increased the staff's ability to work with frail elderly in their homes, providing and/or coordinating support services that maintain the independence of the elderly. Additional funds are being sought to keep this new position through the 1984-85 fiscal year.

The Friends of the Center raised \$10,000. to meet their commitment to assist the City in maintaining Senior Services. This non-profit group has set for themselves, the same goal during fiscal year 1984-85. The Friends provided the materials for a volunteer to handcarve the lettering on a sign to identify the building. Three new sidewalks and an extension of the dining room patio are currently underway using funds provided by the Friends.

Landscaping funded by a federal Jobs Bill Grant, obtained by the Community Services Department was installed by the Environmental Learning Center staff. The result is a significant improvement in appearance.

A new roof was installed, putting an end to frequent leaks throughout the building, and several efforts to solve these by patching. New carpeting in two rooms was provided by our insurance company after a frozen pipe burst on Christmas night and distributed two inches of water throughout the building.

The third annual Christmas party was held as a social event with attendance based on an item of food for the needy. The Senior Center now accepts food donations year round and delivers them to Kendal Center.

A new program emerged from discussion between Senior Center staff and Clackamas High School staff regarding the ways in which the two age groups they work with could interact on an informal basis. As a result, Clackamas High School staff and students presented a "Micro Computer Workshops" and invited Senior Center participants to attend. The students had the equipment and expertise, and the seniors had the interest, so the response was positive. The school also had a senior day called "Getting to Know You". Each older person had a student escort, with transportation, a continental breakfast, entertainment and conservation provided.

The number of volunteer hours continues to increase from 6,130 in 1981-82 to 17,114 in 1983-84. Many of these hours have been donated by professionals, such as the attorneys working on the Senior Law Project. However, even assuming the value of this time at minimum wage, the volunteer hours total \$59,899.

Senior Center - Continued
Page Two

VI
A (7)

Based on very conservative figures, the number of people using the Senior Center average 214 daily. Community use of the building is high, with 65 groups meeting there on at least 345 different occasions. Classes in a wide variety of subjects totaled 47, with 29 recreational/social events and 33 services provided.

The community's awareness of the Senior Center is increasing through efforts of the Friends. A slide show with a script have been prepared and presented to a number of local groups, a speakers bureau has been established; brochures about the Senior Center are being developed; and the Friends are working on a Cable TV program for and about Seniors.

VI
A (8)

VOLUNTEER JOBS AT SR. CENTER

JUNE 1984

FILLED

Widowhood Facilitator
Library Coordinator
Overeaters Anon Facilitator
Sign Language Facilitator
Vita Coordinator
Grocery Delivery Coorindator
Foot Clinic Coordinator
Telephone Reassurance Coordinator
Sr. Comp. Coordinator
Shiba Coordinator
Receptionist Scheduler
Bridge
Hula Dance
Wood Carvers
Stroke Cl. Facilitator
Transportation
Publicity

UNFILLED

Alzheimers Facilitator
Newsletter Coordinator
Garden Coordinator
Friendly Visitor Coordinator
Carrier Watch
Advocacy
Sr. Law Project

Volunteer Coordinator
I. & R. Volunteer

NEED MORE

Receptionist
Drivers
Clerical
Friendly Visitor

CLACKAMAS COUNTY
 SENIOR CENTER ANNUAL REPORT FY 83-84
 CENTER SYNOPSIS

VI
 A (9)

CENTER Milwaukie
 ADDRESS 5440 SE Kellogg Creek Drive Milwaukie, OR 97222
 PHONE 653-8100
 CENTER DIRECTOR Sara Hite
 SPONSORING BODY City of Milwaukie
 PRIMARY CENSUS TRACTS SERVED 208, 209, 210, 211, 212, 213, 214, 215, 216, 2/3 of 217, 218 (221 and 222 in future)
 NO. OF PERSONS 60+ IN PRIMARY CENSUS TRACTS (1980 census) 10,011
 NO. OF ACTIVE CENTER PARTICIPANTS (unduplicated) 2,220
 HOURS OF OPERATION 8:00 a.m.-5:00 p.m., M-F (plus special scheduled events
 MINIMUM AGE OF CENTER PARTICIPANTS 60 for some, none for others; priority to seniors. Small % non-senior
 AVERAGE DAILY ATTENDANCE 214 (conservative; based on guest book signatures)
 TOTAL ANNUAL OPERATING BUDGET (excluding meals program) \$124,080
 SOURCES OF OPERATING REVENUE (excluding meals program)

SOURCE	AMOUNT
<u>City of Milwaukie</u>	<u>85,513</u>
<u>Title III OAA</u>	<u>22,459</u>
<u>Building Rental Revenue</u>	<u>3,453</u>
<u>Friends of the Center</u>	<u>10,000</u>
<u>Milwaukie Loaves & Fishes (partial utilities reimbursement)</u>	<u>2,655</u>

FACILITY

OWNED BY City of Milwaukie RENTED
 AGE OF FACILITY 4½ years SQ. FOOTAGE 14,800
 SOURCE OF CONSTRUCTION FUNDS CDBG

STAFF (excluding meals program)	TITLE	F.T.E.	FUNDING SOURCE
<u>Center Director</u>		<u>1</u>	<u>City</u>
<u>Human Services Coordinator</u>		<u>1</u>	<u>City (58%), OAA (42%)</u>
<u>Outreach Worker</u>		<u>.58</u>	<u>OAA</u>
<u>Custodian</u>		<u>.75</u>	<u>City</u>
<u>Clerk Typist</u>		<u>.25</u>	<u>City</u>
<u>Program Assistant</u>		<u>.25</u>	<u>SCSEP</u>

TOTAL VOLUNTEER HOURS PER YEAR (excluding meals program) 17,114

LIBRARY

VI
A (10)

The library has also experienced a period of positive change during fiscal year 1983-84. A smoothly operating circulation system and on-line catalog has finally been attained after the initial step of converting the book collection to the automated system, training the library staff in new procedures, converting patron registrations and entering the rest of the book collection and all non-book materials onto the computer. The new system made it possible to handle a greatly increased workload with fewer staff numbers. Annual circulation increased 15% over fiscal year 1982-83. The number of new volumes added to the collection has been increased by 75% over the previous fiscal year. The library now has 14,332 patron records entered into the automated system. One of the benefits of the computerized check out is that nay patron with a fine owing is informed of the amount due at the time additional books are checked out. In additions, the county mails overdue notices to city patrons.

The library's most popular books are the best sellers rented from MacNaughtons. This program has been increased to 90 titles per month and the change was greeted very positively by the public. A new collection of cassettes in the children's library has also proven extremely popular, with many requests for additional cassettes. The Young Adult book collection has been expanded and moved upstairs where it is more accessible for teenagers; the response in greater circulation was immediate. Books on a wide range of computer topics for all age groups have been added. The selection of out-of-town telephone books and regional companies' annual reports have been dramatically increased. With support from the Library Board, a video disk program is being given a trial period.

Two computer workshops were sponsored in the library by Computer Education International. Both sessions were well attended and additional classes may be offered during the next fiscal year.

Th library grounds on the west and south side of the building have benefited from a grant obtained by Community Services for landscaping. The duck population, which had numbered in the hundreds and created a very unhealthy situation for the ducks themselves, has been reduced to a permanent population of approximately fourty. The reduction was recommended by the Fish and Wildlife Department and achieved by changing the feeding program.

Children's programming for the year included three series of pre-school programs; special holiday and school vacation programs for school-age children; and the annual summer reading club. All rental fees for films used during the Christmas, spring break and summer programs were paid for by the Friends of the Library. The annual book sale raised \$700. for the Friends.

Among the gifts received by the library were: a 16 MM film projector from the Friends; venetian blinds for the Children's section from the Board; \$600. from Dr. Lesser Kirkendall; and the Portable Stanford Library Collection from Mr. Ralph Klein.

Several changes in staff occurred, with three pages being replaced. At the Board level, Arlie Brown completed a long and illustrious stint as a member and president. Sam McKean resigned from the Board and was replaced by LeRoy Pierson. Shirley Brown was elected president of the Friends.

Plans for the next fiscal year include: Updating specific sections of the library; researching ways to improve the use of space within the library; and developing a new program of books on tape to meet frequent public requests. Building maintenance needs that must be addressed in the next fiscal year are a new roof, painting the exterior and stretching the main floor rug.

PLANNING

VII
A(12)

Projects completed by the Planning Division during the past year include: Upzoning 147 parcels of land to bring them into conformance with the Comprehensive Plan; completion of the Public facilities study (with Public Works) and amending the Comprehensive Plan to include the information; preparation of base data to create a new Riverfront Zone; drafting design guidelines for downtown improvements (with the Storefront staff); creation of a Sign Committee and work with them on amendments to the Sign Ordinance.

The Planning Secretary position became vacant in February, and the chaos that resulted from numerous temporary clerks filling in for five months has proven the importance of the secretary to the functioning of the Division. Fortunately, an excellent replacement was hired in June and the office is slowly reorganizing.

Administration of the Zoning Ordinance involved reviewing 116 Building Permits, more than 700 Business Licenses, Sign Permits, Lot Line Adjustments, Flag Lot creations and over 50 complaints of Code violations. Providing staff support for the Planning Commission included doing special studies on a variety of subjects, and writing Staff Reports on Requests for: 26 Variances; 11 Conditional Uses; 9 Minor Land Partitions; 2 Comprehensive Plan Amendments; 3 Zone Changes; 2 Nonconforming Uses; 1 Annexation; 1 Planned Unit Development and 1 Plan Review.

In addition, the 1.5 planners on City staff presented the following sections of the draft Zoning Ordinance to the Planning Commission: Public Lands Zone; Community Service Overlay; Administrative; Density Bonus; Density Transfers; Definitions; Residential Zones; and Secondary Dwelling Units. Working with a Sign Committee, composed of three downtown business people, the staff developed amendments to the Sign Ordinance.

The Divisions' primary need, as stated in last years Annual Report, is for a computer. The staff continues to work on reducing the large backlog of mandated projects. However, there is simply not enough time available to complete the required reports on land use requests; work with prospective applicants; review applications for permits; licenses, etc.; draft sections of the Ordinances that need amending and respond to the growing number of code enforcement complaints. The availability of a word processor and a geo base information system would provide significant benefits.

Projects planned for the next fiscal year include: updating all land use inventories; creation of a Zoning Atlas; completion of the hearings process on the new Zoning Ordinance; completion of all necessary Comprehensive Plan Revisions prior to the L.C.D.C. Review; completion of the Master Streets Plan (with Public Works); Micro-filming the old Planning files to create more useable space while complying with Laws regarding information retrieval; drafting a "cookbook" for first-time developers to explain the procedures; and, creating a New Riverfront Zone.

PARKS & RECREATION

VI
A (13)

The Parks and Recreation Division has undergone a year of transition, beginning in August when a temporary replacement was hired for the previous Superintendent. The position was then reclassified to Coordinator and permanently filled. The Commission faced with this change in staff, and having four new members, took the opportunity to undertake an extensive self evaluation.

Improvement projects have been completed at several parks. Construction of the childrens play structure at Watertower Park is finished and only the basketball hoops under the tower itself are needed for the final touch. The Gazebo in North Clackamas Park, purchased with funds raised by the Bank of Milwaukie, was erected by Haskell Kingsborough as an Eagle Scout project. Landscaping, funded by Jobs Bill Grants, was installed at the Ledding Library and the Senior Center. The foundation was poured for the Jefferson Street Boat Ramp restrooms. The Milwaukie J.C.'s have volunteered to construct the restrooms later this summer, with materials purchased by a grant from the State Marine Board.

Successful programs for adults in basketball and softball were operated again this year. However, fiscal year 1983-84 will be the last time these programs will be offered. Basketball has been dropped and the softball league will be operated by the players as much as possible. The Third Annual Christmas Party at the Senior Center was again co-sponsored by Parks and the Community Schools. Two new workshops were offered in Mime Theater and Cross Country Skiing. Fall Fest sponsored by Parks and the Center proved to be another success with the largest attendance yet. A summer recreation program for young people was developed but not implemented due to budget constraints.

Park maintenance has been curtailed this fiscal year due to several equipment break downs and inability to hire any park aides. Next fiscal year, the option of using growth retardants will be explored to reduce required maintenance at the cemetery.

The Division's primary need is for new mowing equipment. The Ground Master 52 has provided several years of service. However, it is no longer economically feasible to continue repairing it. A new mower with a wider cutting surface will also significantly reduce the number of hours needed to cut the grass in our 71 acres of parks, thereby allowing more efficient use of staff time.

Ongoing projects and those planned for fiscal year 1984-85 include: a post and chain fence and lawn installation at Stanley Park, paid for by a Jobs Bill Grant; clearing of blackberries at Jefferson Street Boat Ramp, and landscaping courtesy of Jeff Brunnel, Eagle Scout; completion of the Jefferson Street Boat Ramp restrooms;

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A (14)

beginning the development of a passive park at the south end of the boat ramp area; clearing of blackberries at Scott Park Pond and landscaping, courtesy of Brian Smith, Life Scout; a "Gifts Catalogue" to encourage volunteer assistance to the City; grant applications for improvements to the park at the boat ramp and to North Clackamas Park; erosion control and landscaping at Scott Park Pond, with assistance from the Soil Conservation service; painting the library and the trim on City Hall with help from Service Clubs; continued efforts to clean the silt out of Kellogg Lake and improve the appearance of Main Street; work with the Parks and Recreation Commission to create a park on the city owned property at the end of Main Street.

CITY HALL

VI
A (15)

City Hall, built in 1938, is showing the effects of minimal maintenance for the last several years. Immediate needs include; a new roof, repointing the bricks, ventilating the basement print shop area, resurfacing the stairs and walls, repairing the restrooms, installing new carpets, painting the trim and installing a flame retention burner. The Federal requirements regarding access for handicapped people mandates the development of a plan to either install an elevator or move the Council Chambers to the ground floor.

Outside, the lawns would benefit from having the nonfunctional sprinkler system replaced. Tri Met is currently completing the relandscaping of the southeast corner, using a design prepared by Community Services. A similar effort by Tri Met to improve the southwest corner is being suggested to them by the Community Services Director.

TO: Hugh Brown
City Manager

FROM: Steve Hall
Public Works Director

SUBJECT: Annual Report
1983 - 1984

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A (16)

A.M.H.

Enclosed with this memo is the fourth quarterly report and the annual report for the Public Works Department. The first page of the annual report is the summary of highlights that you requested, which can be used for a summary report.

I have also included several pages of statistics which summarize the year end status of each division, the percentage of hours spent in each division, and some interesting statistics about the water department.

It is significant that the water department improvement programs have reduced the percentage of water lost for the last two years. For several years, the average loss in the system was approximately 16%. The last two years have averaged less than 5%. The initial leak detection repair program is beginning to bear fruit. The rebuilding of the Island Station water system has contributed significantly to the reduced loss, while at the same time providing adequate fire protection for that area of the city. Normally a 10% loss in a system is considered satisfactory, and our last two year average of below 5% is unbelievable.

Another significant improvement was in the sewer system, with the location of a major problem throughout smoke testing program. Elimination of that problem reduced the volume of sewage treated 15%, with a saving for this year of \$78,000 over a period of approximately nine months. This saving has helped offset a need for a rate increase in the 1984-85 budget. As we continue the detailed investigation of two of the sewage basins in the city, we hope to further cut into those problem areas by repairing or replacing sewer lines. The results of that study will not be available until the end of the following fiscal year.

I am particularly proud of the method that the city work forces have devised for rehabilitating city streets. I believe it is becoming a highly cost effective method for rebuilding streets. It not only provides for a new surface, but also allows us to widen those very narrow oil mat streets and provide for some drainage control on the edges. The costs are still remaining at approximately \$2 a square yard and should provide a road which will last approximately five years before rework is needed. There is still a need of approximately \$340,000 per year over the next ten years for resurfacing and rebuilding of those roads which have asphalt surfaces. If additional funding sources are not made available for that, we will have to start reducing our oil and rock program and providing for overlays through contracts of critical asphalt surface streets.

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A (17)

One of our areas of concern over the past few years is stabilizing the revenues for the equipment repair department. In this year we have succeeded in working out the problems internally, and are now on a pay-as-you-go basis. Although there is still a deficit in the department, we anticipate clearing that up within the next two years.

Even with our reduced personnel, we have been able to design two water rehabilitation projects. We hope to continue this process, although an increase in construction and building activity could curtail that possibility.

Another critical need within the City of Milwaukie has been the unknown faced by city staff each time a vacant parcel of land is developed. The administration and engineering divisions of the Public Works Department have completed approximately 50% of the facilities plans for those parcels of land for future development. This involves designing of future road, storm drainage, sewer and water systems for those areas which will be compatible and provide for a natural and logical use of existing undeveloped lands. It is anticipated that this will be completed in the next fiscal year and be adopted by the Planning Commission as a resource document to the comprehensive plan.

In summary, our preventative maintenance programs established over the past four years are bearing fruit, as can be seen by the details in this report. As we continue to focus on preventative maintenance, each citizen of Milwaukie will benefit through the cost saving that are accrued.

I am very proud of the City of Milwaukie Public Works Department and the work that they do, and the willingness to try new ideas and experiment to give each citizen the best use of the dollar that they invest through their taxes in Milwaukie.

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CITY OF MILWAUKIE
PUBLIC WORKS DEPARTMENT
ANNUAL REPORT
1983-1984

This has been a successful and productive year. My personal thanks go to an energetic and devoted group of men and women who have made significant contributions to the success of the department.

HIGHLIGHTS

1. Completed water system inventory.
2. Established priority list for water line replacement.
3. Replaced Island Station water system using grant funds.
4. Replaced water system between SE 30th and 34th, Lake Road and Washington.
5. Completed preliminary testing of city sewer system (68 miles of pipe).
6. Corrected major problem in sewer system, reducing cost of treatment by \$78,000.
7. Initiated detailed study of two portions of sewer system to find potential problem areas for repair.
8. Completed street system inventory.
9. Established priority list for street resurfacing. Needs exceed budget for street repair by \$340,000 per year for next ten years!
10. Started expanded program of resurfacing oil and rock streets, completing 1.4 miles of street.
11. Began used oil recycling program at city maintenance shop.
12. Completed 50% of plans for undeveloped land; including street, storm drainage, sanitary sewers, and water mains.
13. Completed draft of standard specifications, drawings, and design criteria for public works projects.
14. Increased building activity from value of \$2,766,680.00 to \$4,502,299 in 1983-84.

SUMMARY OF WORK HOURS
MAINTENANCE DIVISIONS

VL
A (19)

OPERATION	1982-83		1983-84	
	HOURS	% TOTAL	HOURS	% TOTAL
Street Maintenance	11,769.50	40.9	14,245.50	45.9
Sanitary Sewer Maint. & Constr.	2,798.50	9.7	2,711.00	8.8
Water Construction	72.00	0.3	117.50	0.4
Water Operations	2,125.50	7.4	1,496.75*	4.8
Meter Installation	94.00	0.3	46.50	0.1
Water Maintenance	7,908.25	27.5	8,889.75*	28.7
Vehicle Maintenance	3,422.25	11.9	3,121.75	10.1
Storm Sewer Constr.	381.50	1.3	158.50	0.5
Whita Water District	-	-	108.00	0.3
Other Divisions	206.50	0.7	119.50	0.4
TOTALS	<u>27,788.00</u>	<u>100.0</u>	<u>31,014.75</u>	<u>100.0</u>

* Deletion of weekend well check and pump readings has allowed more effective use of hours on system maintenance. No significant problems have arisen as a result of this change.

PUBLIC WORKS QUARTERLY REPORT

1983 - 84
1 2 3 4

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BUILDING PERMITS					
Quarter	Building Permits	S.F.R	Total Valuation	FEES	
				Plan Check(1)	Permit
<u>1982-83</u>					
1	88	5	513,818	1,425.42	4,935.54
2	99	5	649,941	1,902.96	5,287.40
3	51	4	498,833	1,681.37	3,589.00
4	82	10	1,104,088	2,794.03	6,934.17
<u>1983-84</u>					
1	94	16	2,459,126	4,265.21	10,919.65
2	75	5	743,974	2,785.81	4,771.00
3	55	4	730,897	2,157.47	3,803.50
4	59	3	568,302	3,372.95	4,139.50

WATER PRODUCED (in million gallons) *					
Month	<u>1982-83</u>		<u>1983-84</u>		Difference (Total)
	Peak Day	Total	Peak Day	Total	
April	2.148	58.640	2.534	61.741	+ 3.101
May	3.070	68.956	3.159	63.978	- 4.978
June	3.692	68.906	3.395	67.641	- 1.265
TOTAL	---	196.502	---	193.360	- 3.142

WATER SOLD (in million gallons) *						
Month	Area	Volume		Revenue ***	Services	
		1982-83	1983-84		1982-83	1983-84
April	I	82.603	54.757	61,448.92	2599	2626
May	II	44.873	53.217	53,011.09	2642	2673
June	I	70.824	72.860	62,900.83	2697	2666
TOTAL	---	198.300	180.834	124,402.86	---	---

SANITARY SEWERAGE **					
Month	Area	Revenues	Pay to District	Net Cash	# of Customers
April	I	88,953.94	38,270.25	50,683.69	2964
May	II	60,837.87	46,738.40	14,099.47	2897
June	I	90,588.43	40,060.19	50,528.24	2998
TOTAL	---	240,380.24	125,068.84	115,311.40	---

(1) Includes Mechanical and surcharges.

* The city is divided into two zones for billing purposes. Water produced does not correlate with water sold.

** The city is divided into two zones for billing purposes. Revenues and payments to Clackamas Service District would have to be averaged over a one-year period.

*** Includes Standby Charges

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CITY OF MILWAUKIE
BUILDING PERMIT REPORT

FISCAL YEAR: JULY 1983 - JUNE 1984

	<u>No.</u>	<u>Valuation</u>
Single Fam.	28	\$1,608,235
Duplex	0	0
Multi-Fam.	0	0
Mobile Home	0	0
Com-Ind.	0	0
Res-Add	44	426,969
C.I. Add	42	1,992,824
Misc.	167	474,271
Demolish	<u>2</u>	<u>***</u>
TOTAL	283	\$4,502,299

Signed Jim Mischler
Building Inspector

*** 1 (Res.)
1 (Comm.)

MILWAUKIE SENIOR CENTER
ADVISORY BOARD
MINUTES

JULY 20, 1984

IV
B(1)

Members Present:

Maxine Hansen, Chair
Alan Brunk
Doris Burton
Helen Kappler
Sharon McCartney
Paul Schafer
Janet Witter

Members Excused:

Cathryn Boyles
Jean Higginbotham

Staff:

Sara Hite
Topaz Faulkner

Guests:

John Coursey, Friends of the Center
Doris Olsen, " " " "
Pat Coursey, Volunteer Consultant
Peggy Heller, " "

Meeting called to order at 10:00 am.

Minutes of the June meeting were approved as read. Minutes of the joint meeting of the Senior Advisory Commission and Center Advisory Board, June 13, were also read and approved.

Helen Kappler, Building Space Use Guidelines Committee, reported, and introduced Pat Coursey and Peggy Heller, volunteer consultants who are assisting in the placement of Center furnishings for the best visual impact. They are experienced interior decorators ("Advice and Consent"). Review of the committee's responsibilities was followed by discussion and suggestions for ways to transform, temporarily, signs and bulletins in daily use to wall space more appropriate to meetings or receptions held by non-daily users. A pull-down blind was suggested for screening bulletin areas. No action was taken.

Sharon McCartney reported that no Emergency Plans are final, since County site evaluation studies have not been completed.

Paul Schafer reported attending a Program Committee meeting. After discussion, the Board decided to reconsider installation of a pop-machine, a Program Committee proposal, and go ahead with it on a trial basis. There have also been requests for snack-food and soft drinks in the Center suggestion box. If spillage and damage to window-sills or table tops become problems, removal of the machine would be necessary.

Sara Hite reported that Mr. Drain, hearing-aid dealer, has affirmed that recharging hearing-aid batteries would not hurt the ear but might affect the hearing-aid itself, depending upon the type of battery used. Bill Hupp's offer of a free re-charge service through the Center was therefore accepted and will be advertised in the Center Newsletter.

Discussion of the use of alcohol in the Center resulted in a unanimous decision to ask the secretary to draft an alcohol use proposal for consideration at the August meeting. A chart of the experience of other comparable Centers showed that permission to serve wine or champagne resulted in more revenue and few problems when the agreement with the user is drafted to avoid foreseeable difficulties. If the Ad Hoc Committee and Board approve the drafted proposal, it will be sent to City Council asking for policy review of alcohol use in the Center.

~~IV~~
B(2)

Frank Clore has written a draft for a kitchen procedure manual for users. Fall Fest will be held September 22-23. Daniel Larson is Chairman, and an effort is being made to get a committee organized.

Meeting adjourned at 11:45 am.

Janet Witter
Secretary