

MINUTES
MILWAUKIE CITY COUNCIL WORK SESSION
SEPTEMBER 3, 2013

Mayor Ferguson called the work session to order at 5:00 p.m. in the City Hall Conference Room.

Council Present: Council President Dave Hedges and Councilors Scott Churchill, Mark Gamba, and Mike Miller

Staff Present: City Manager Bill Monahan, Assistant to the City Manager Teri Bankhead, City Recorder Pat DuVal, City Attorney Tim Ramis, Public Affairs Coordinator Grady Wheeler, Building Official Tom Larsen, Parks and Sustainability Director JoAnn Herrigel, Finance Director Casey Camors, Community Development Director Steve Butler, Engineering Director Jason Rice.

City Manager's Report

No items were pulled from the consent agenda for discussion and no audience participation follow up. There were no questions related to the Wildland's Habitat Development Agreement (HDA) and the upcoming due diligence period; therefore, no executive session was necessary. The Budget Committee would meet on October 1, 2013, to review the quarterly report.

Mr. Monahan summarized the Ed Zumwalt Volunteer of the Year Award draft criteria and nomination process. As there were no further changes, information would be posted on the City website in September and published in *The Pilot* in October.

The City Council will hear a discussion about trees and sidewalks on September 17. The working group met with arborist Terry Flanagan and sought input from downtown businesses and property owners. Some immediate decisions needed to be made regarding the Dark Horse trees.

Councilor Gamba said that Mr. Flanagan informed the working group that the trees were fast growing and had no root barriers. Even if the roots were trimmed, they would do the same damage in five years or less. In the near term, there needed to be a decision about what could be done immediately. The second issue was a master plan for downtown tree planting then followed by a code that encouraged protection of big trees in the City. It was important that big trees had adequate space. There was a suggestion to put large species in the bulbouts and smaller ones in the middle of the blocks. Preparation of the tree well was a major element of the discussion.

Councilor Miller had seen 8 – 10 trees posted in the downtown area. Standards will be important, and these kinds of problems will continue as long as volunteers are taking care of the trees.

Councilor Gamba said species must be chosen carefully for their locations. Instead of a single species, a variety might be selected to avoid a disease coming through and decimating the area.

Councilor Churchill was not enthusiastic about taking out the trees, but this was tragic. He wanted to make sure property owners knew they would be held to code standards as a condition of the allowed removal.

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Councilor Gamba added that TriMet was planning to plant 21 Sunset Maples on Monroe Street. It was important to determine if those trees were appropriate for the location. He discussed having a list of potential tree suppliers.

Mr. Rice said the code currently addresses dead or damaged trees, and efforts were made to keep the trees by pruning their roots. The City can require replacement with 4-inch caliper tree.

Community Development Department Projects

Mr. Rice reported on Engineering Department projects. The quiet zone right of entry permit from Union Pacific was expected this week, and the project was on schedule for the end of the year. The Harrison Street Waterline Project was coming to a close, and the final pipe on Harrison Street near 29th Ave will be installed this weekend under the Clay Pipe Replacement contract. He provided a copy of the Clackamas County Transportation System Plan (TSP) meetings and public input opportunities. The Tier 1 priorities included Harmony Rd / Linwood Ave / Railroad Ave improvement project likely with a grade separation.

Ms. Herrigel reminded the City Council of the September 18 Chamber After-Hours event at the Milwaukie Riverfront Park and distributed a project status update.

Mr. Butler provided the Planning Department update that included the status of the veterinary clinic that will be opening in the former Clackamas Federal Credit Union building at 10400 SE Main St; the Milwaukie TSP update; light rail permitting; and Moving Forward Milwaukie.

Ballot Measure Discussion

Mr. Wheeler reported on activities to date. He discussed the stakeholder interviews that were intended to be a qualitative tool with those familiar with City affairs and who understood the views of the larger community. This would help inform the consultants in how the community talks about projects and determine which projects might create the strongest support. The subcommittee met last week to finalize the stakeholder roster. The draft survey will go out to Council members for their input. Barney & Worth had a description of the projects and costs that included project management in 2014 dollars.

Councilor Churchill recommended using a cost accelerator that took into account sequencing.

E-Permitting Two-Year Report

Mr. Larsen reported in 2006 the State Building Codes Divisions (BCD) signed a contract with Accela permitting software and created a statewide service funded by a surcharge. In 2006, Milwaukie was one of six jurisdictions partnering with BCD to develop an online permitting system. He discussed the ease of use for the applicant and money saved with this system both in staff time and reduced paper storage.

Riverfront Park Fundraising Update

Ms. Herrigel reported the capital campaign was on hold during the grant submittal period, and there was no consultant on contract. A Capital Campaign Steering Committee was established, and a project logo, letterhead, prospectus, and printed fliers have been produced. The City has received grant awards from the Oregon Parks and Recreation Department and Oregon Marine Board. Earlier capital campaign outreach resulted in four private pledges of \$15,000 each. Riverfront Task Force

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members could be asked if they might help build on the capital consultant's groundwork along with the Steering Committee.

Mayor Ferguson hoped at some point the City might be in position to work with a capital consultant again.

Councilor Churchill felt it was more powerful to be contacted by people who had already pledged than to get a phone call from a consultant.

Councilor Gamba recalled seeing a plan with basic grading, grass, and sidewalks that left the fountain and amphitheater to a future phase.

Ms. Herrigel replied the grants will cover basic improvements that will make the area inviting.

Council President Hedges was concerned the \$83,000 paid to the consultant had been wasted. Council received a list of people he understood were interested in making donations, but it did not seem like there was any follow through.

Councilor Churchill questioned the consultant's output and wondered if the Steering Committee could help. He suggested some allotment of staff and volunteer time.

Mayor Ferguson noted that Klein Point had been completed and the Kellogg Good Neighbor Committee had helped secure funds.

Councilor Miller discussed naming areas or features of the Park after donors as an incentive to individuals and corporations.

Ms. Herrigel sensed that in house work was appropriate and added that the City still had access to the proprietary list.

Council President Hedges would like to know who on the list of potential donors was still interested.

Mr. Monahan summarized that the interested parties had been identified, and it was now time to follow through to determine if there were still interest in supplementing the grant funds. Nice campaign materials had been produced that were still usable if updated.

Council President Hedges suggested a list of what features people could donate to and what they were paying for. He recommended bringing an advertising budget into play.

Councilor Gamba was interested in knowing the break out of the \$6.5 million improvements and making that information available in the upcoming ballot measure poll.

Ms. Herrigel felt the Steering Committee and Task Force would have good input on this matter.

Mayor Ferguson remarked on upcoming events including the City Hall Diamond Jubilee, the Downtown walking tour with Congressman Kurt Schrader, the upcoming League of Oregon Cities Conference in Portland at the end of the month, and the Oregon Passenger Rail Open House at the Milwaukie Center at the end of October.

The group discussed election law training.

Mayor Ferguson announced the City Council would meet in executive session pursuant to ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

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Mayor Ferguson adjourned the work session at 6:45p.m.

Respectfully submitted,

Pat DuVal

Pat DuVal, Recorder

WORK SESSION

AGENDA

MILWAUKIE CITY COUNCIL WORK SESSION

SEPTEMBER 3, 2013

MILWAUKIE CITY HALL

10722 SE Main Street

A light dinner will be served

- | | | | | |
|----|-----------|--|----------------|----|
| 1. | 5:00 p.m. | City Manager's Report | Bill Monahan | |
| | | • Review Criteria for Ed Zumwalt Volunteer of the Year Award | | |
| 2. | 5:30 p.m. | Ballot Measure Discussion | Grady Wheeler | |
| 3. | 5:45 p.m. | E-Permitting Two-Year Report | Tom Larsen | 1 |
| 4. | 6:00 p.m. | Riverfront Park Fundraising Update | JoAnn Herrigel | 20 |
| 5. | 6:30 p.m. | Adjourn work session | | |

Executive Session – 6:30 p.m. The City Council will meet in executive session pursuant to ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

Information

Executive Session: The City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@milwaukieoregon.gov at least 48 hours prior to the meeting.



Agenda Item: WS 3.
Report on Milwaukie
e-Permitting
Meeting Date: 9-3-13
Work Session

COUNCIL AGENDA ITEM SUMMARY

Issue/Agenda Title: Milwaukie e-Permitting Two Year Report

Prepared By: Tom Larsen, CBO, Building Official

Dept. Head Approval: Steve Butler, Community Development Director

City Manager Approval: August 21, 2013

ISSUE BEFORE THE COUNCIL

A status report on the City of Milwaukie Building Department's electronic permitting solution.

STAFF RECOMMENDATION

None. Information Only

KEY FACTS & INFORMATION SUMMARY

In 2011 the Building Department partnered with the state of Oregon Building Codes Division (BCD) to implement a full service on-line permitting solution [at no cost to the City]. At the two year mark, 45% of all permits originate on-line and 100% of all permits are reviewed and issued electronically.

OTHER ALTERNATIVES CONSIDERED

NA

CITY COUNCIL GOALS

None.

ATTACHMENT LIST

PowerPoint Presentation

FISCAL NOTES

The system is funded by BCD through a 4% surcharge on all permits issued, saving the City an estimated \$200,000 in implementation costs, plus yearly maintenance fees.



Milwaukie – ePermitting



Two years running and going strong!

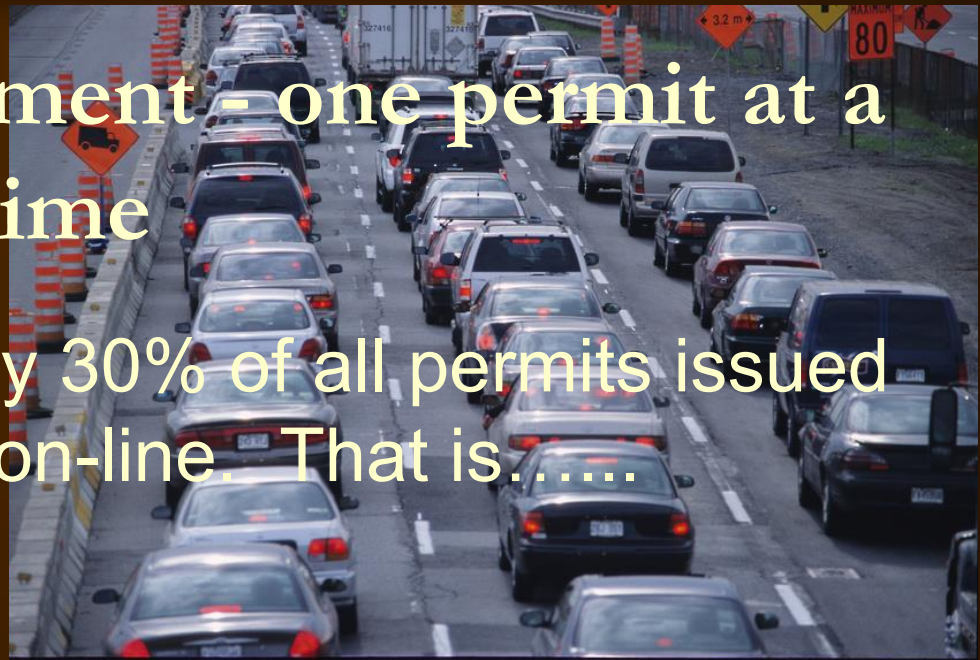
ePermitting Basic Services

In 2006, Milwaukie was one of the six jurisdictions partnering with the State Building Codes Division (BCD) to develop an on-line permitting system for simple over the counter plumbing, mechanical and electrical permits. (At no cost to the City)



Saving the environment - one permit at a time

By 2009 – approximately 30% of all permits issued by the city were issued on-line. That is.....



- ✓ 413 permits (including electrical)
- ✓ 6,200 fewer miles driven (based on 15 mile round trip)
- ✓ 280 fewer gallons of fuel consumed (based on EPA average fuel economy of 22.4 MPG)
- ✓ 2 ½ ton reduction in carbon dioxide emissions (based on EPA estimate of 374 grams per mile driven)



But there's more.....



Moving on to Phase II

- In 2011, Milwaukie again partnered with BCD to implement an on-line permitting system for all types of permits, even those requiring plan review. Milwaukie was the first in the METRO area to implement this program (again at no cost to the city).



The system increases the efficiency of the Building Department, but the big winners are the applicants!

“ePermitting has made it easier and more efficient to do business with local government” [local commercial building contractor].

“Before ePermitting, I spent a lot of time driving around paper copies of plans” [local residential contractor].

“ePermitting allows us to spend our time serving our customers, not filling out forms” [local plumbing contractor].

“ePermitting is very straightforward and easy to use. It is a definite time-saver and an improvement over the manual process” [Local homeowner].



More savings....

In 2012, 45% of all permits issued by Milwaukie were applied for on-line and 100% of all permits were processed, reviewed and issued on-line.

That is.....

- ✓ 635 permits
- ✓ 9,525 fewer miles driven
- ✓ 400 fewer gallons of fuel consumed
- ✓ 4 ton reduction in carbon dioxide emissions

More than 70% of Milwaukie electrical permits are issued on-line through Clackamas County's system.



But there's more.....



These 3 boxes
represent
approximately
140 completed
permits from
1999. About 3
cubic feet.



This box represents 140 completed permits from this year. About 1 cubic foot.



By the end of 2013 we hope to have all of our archived records scanned into the on-line system.

This represents approximately...

- ✓ 75 cubic feet of paper recycled.
- ✓ In addition to the 10 cubic feet of paper not generated this year.



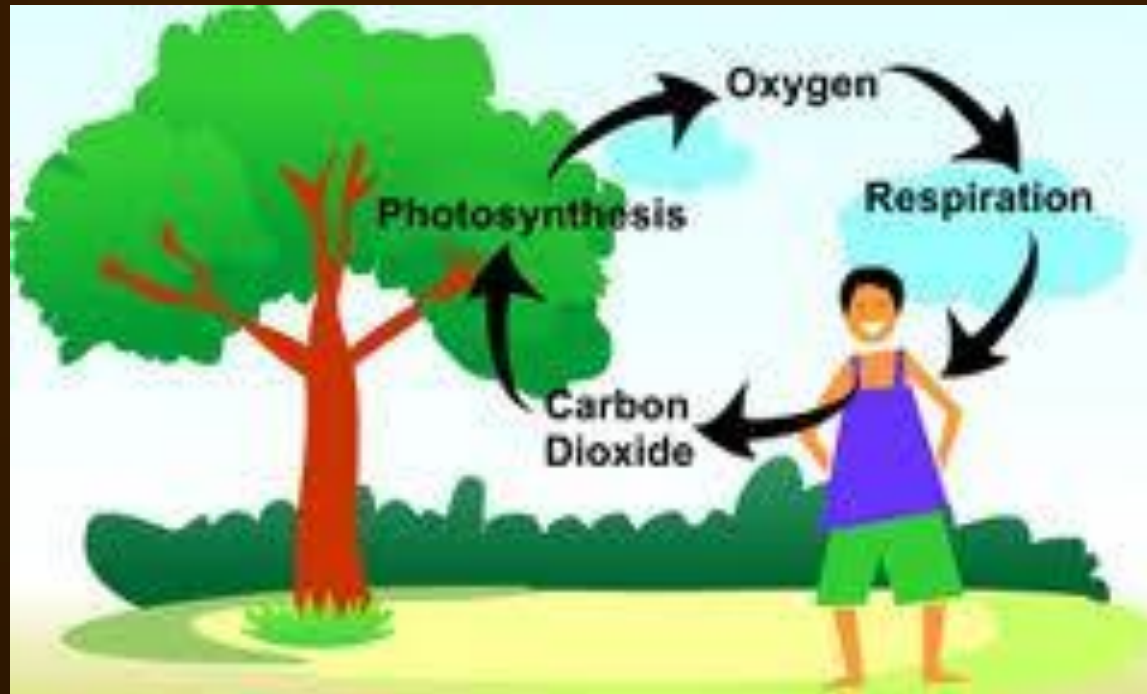
Did you know?

85 cubic feet
represents a tree
2 feet in
diameter at the
base and 50 feet
tall!



What's next?

By 2015, our goal is to have 75% on-line submittals, further reducing the amount of paper generated and cutting carbon dioxide emissions.



The Old Way



The New Way



Thank You!

Tom Larsen, CBO
Building Official

Bonnie Lanz,
ICC Certified
Permit Technician





Agenda Item: WS 4.
Park Capital Campaign
Meeting Date: 9-3-2013

COUNCIL AGENDA ITEM SUMMARY

Issue/Agenda Title: Riverfront Park Capital Campaign

Prepared By: JoAnn Herrigel, Parks and Sustainability Director

Dept. Head Approval: Steve Butler, Community Development Director

City Manager Approval:

Reviewed by City Manager:

ISSUE BEFORE THE COUNCIL

Staff is requesting Council's input on the next steps for the capital campaign for the Riverfront Park project.

STAFF RECOMMENDATION

None. Council direction is requested before next steps are taken.

KEY FACTS & INFORMATION SUMMARY

In March of 2013 City staff placed the capital campaign on hold pending the outcome of the two grant applications for Riverfront Park funding. The City has been awarded both grants and will begin construction of the next phase of Milwaukie Riverfront Park in June 2014. Staff is now looking for Council direction on next steps for the capital campaign.

OTHER ALTERNATIVES CONSIDERED

NA

CITY COUNCIL GOALS

#2 – Complete Riverfront Park

ATTACHMENT LIST

None.

FISCAL NOTES

The 2013-14 biennial budget allocated \$60,000 for the Riverfront Park capital Campaign. As of August 2013, a balance of \$40,952 remains.



To: Mayor and City Council

Through: Bill Monahan, City Manager
Steve Butler, Community Development Director

From: JoAnn Herrigel, Parks and Sustainability Director

Subject: Riverfront Park Capital Campaign

Date: September 3, 2013

ACTION REQUESTED

No action requested. Council's input requested.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

July 31, 2012 – Council study session regarding City contribution to Riverfront Park funding

January 29, 2013 – Council study session regarding status of the Riverfront Park capital campaign

March 5, 2013 – Council work session regarding next steps for the capital campaign

BACKGROUND

The City signed an agreement with C3 Strategies in June 2011 for the development of a capital campaign strategy for Milwaukie Riverfront Park. As part of that effort, the following campaign elements were established:

- A Capital Campaign Steering Committee has been established. Committee members include: Dave Green and Gary Klein from the Riverfront Task Force; Tim Kemper from Kemper Company; Mike Richardson, from Dark Horse Comics; Jonathon Nicolas from Moda (formerly ODS); and Craig Van Valkenberg, from Willamette View Retirement Community.

- Project logo, letterhead, prospectus and printed fliers have been produced.
- A Riverfront Fund has been established at the Oregon Community Foundation for receipt of donations to Milwaukie Riverfront Park. The balance of this fund, as of June 2013, was \$11,670.

In March of 2013 City staff placed the capital campaign on hold pending the outcome of two grant applications for Riverfront Park funding. Over the spring and summer months, staff maintained communication with campaign steering committee members and continued to work with potential donors on their pledge commitments.

At this point, the City has received grant awards from both the Oregon Parks and Recreation Department (for \$220,000) and the Oregon Marine Board (for \$1.2 million) for construction projects to begin in June 2014. Staff has shared this positive news with the Steering Committee members, the Riverfront Task Force and a few of the existing and prospective park donors.

Previous capital campaign outreach was focused on securing pledges of \$15,000 from a variety of public, private and non-profit entities and individuals. In addition, some effort was put into encouraging larger donations from individuals and businesses. These efforts resulted in 4 pledges of \$15,000 each and no larger donations for the project.

The City's recent success with the OMB and OPRD grants and the upcoming construction in 2014 may present the City with an opportunity to refresh the capital campaign. Potential donors have indicated that their interest in donating to the project might be higher if they saw some progress on the project and public funding being contributed toward the park construction. The City now has a positive story to tell.

Council's discussion regarding a ballot measure in May 2014 does not preclude the continuation of the capital campaign efforts. There may be public and private donors interested in naming rights for particular park elements or in commemorating a family member with a bench plaque regardless of other potential funding sources for the park.

Building on the previous campaign efforts, a scope of work for the next phase of the campaign would include:

- Meeting with local groups like the Milwaukie and Clackamas Rotary Clubs and the North Clackamas Chamber of Commerce to provide a project update.
- Reviewing the list of prospects that campaign staff has met with to date and contacting them to provide a project update.
- Expanding the list of potential donors and setting up meetings with each.
- Developing a list of pledge and sponsorship levels for prospective park donors and posting these donation opportunities on the City web site and in the Pilot as

well as distributing it at the Community Booth at the Farmers Market and other City events and buildings.

- Organizing a fundraising event.

At the September 3 work session, staff would like to get Council's input on next steps for the Riverfront Capital Campaign. Following are some of the questions that staff would like Council's input on:

- 1) Should the City move forward with a capital campaign for the Riverfront Park?
- 2) If so, should work be completed by staff or a consultant?
- 3) If a consultant is solicited, what background and experience should they possess?

CONCURRENCE

The Riverfront Task Force supports the continuation of the capital campaign for the park but looks to Council for guidance on the next steps.

FISCAL IMPACT

The 2013-14 biennial budget allocated \$60,000 for the Riverfront Park capital Campaign. As of August 2013, the balance remaining in this line item is \$40,952.

WORK LOAD IMPACTS

The Parks and Sustainability Director currently allocates a minimal amount of time to maintaining the capital campaign. Additional allocation of her time to this effort would require a shift in her existing work load.

ALTERNATIVES

- Postpone expanding capital campaign efforts until after a decision is made regarding the May ballot measure language
- Request that the Parks and Sustainability Director shift her work load to accommodate additional capital outreach efforts