



**Work Session**

**WS**

**Milwaukie City Council**



**MINUTES**  
MILWAUKIE CITY COUNCIL  
www.milwaukieoregon.gov

**WORK SESSION**  
MARCH 1, 2016  
City Hall Conference Room

**Mayor Gamba called the Work Session to order at 4:30 p.m.**

**Council Present:** Council President Lisa Batey and Councilors Scott Churchill, Wilda Parks, and Karin Power

**Staff Present:** City Manager Bill Monahan, City Recorder Pat DuVal, Assistant to the City Manager Mitch Nieman, Public Affairs Specialist Jordan Imlah, Administrative Assistant III Hannah Wells, Engineering Director Chuck Eaton, Sustainability Director Clare Fuchs, and Public Works Director Gary Parkin

**Web Refresh Update**

**Mr. Nieman** provided an outline of the web refresh project and activities accomplished to date. He explained the decision for a three-pronged team: use the City's existing website provider, aHa; work with another group to contract out the user experience piece; and use local designer Gabe Storm for the visuals. The total cost would be \$25,000 to \$30,000. He discussed the website migration and the process moving forward. **Mr. Nieman** felt the project could be completed by July 1.

**Mayor Gamba** had some concerns about using the same provider. **Mr. Nieman** understood the concerns and discussed the customization that would come with utilizing multiple vendors to create a unique and practical web presence.

**Councilor Churchill** asked what could be done if more money were budgeted, and **Mr. Nieman** discussed helpful web tools that could be implemented in the future.

The group discussed the importance of creating a website that benefits the public and those utilizing and accessing the information. **Mr. Nieman** touched on compliance related to the American with Disabilities Act (ADA).

**2015 Ed Zumwalt Volunteer of the Year Award**

**Mr. Nieman** reported that the City received 16 nominations for 11 individuals, and he discussed the process. **Council President Batey** nominated David Aschenbrenner as the 2015 Volunteer of the Year, and **Councilor Parks** seconded. **Councilor Churchill** nominated Tom Hogan. The group discussed the attributes of each. A show of hands resulted in Hogan receiving 1 vote and Aschenbrenner 4 votes. **Mr. Nieman** would inform Mr. Aschenbrenner and prepare the Proclamation for the April 5, 2016, meeting.

**Fee in Lieu of Construction (FILOC) and Public Safety Advisory Committee (PSAC) Updates**

**Mr. Eaton** explained the switch of the PSAC liaison from the Police Chief to the Engineering Director. He provided a brief overview of expansion of responsibilities from public safety to a combination of police and public safety, related to transportation issues. **Mr. Monahan** discussed the pros and cons of changing the term end date, but the group agreed to keep the current June date. **Councilor Power** thought the new broad overview of responsibilities read more positively than before. **Mr. Eaton** would return with the item on March 15, 2016, Consent Agenda.

**Mr. Eaton** discussed the correction of language, including the elimination of the word "transportation", in order to fund other utilities projects that needed to be installed which were not restricted to transportation. The City will still have to do the rough proportionality analysis to help determine the fund and required payment. In addition, **Mr. Eaton** explained the desire to remove the FILOC section from Chapter 19 Zoning and including it in Chapter 13, Public Services.

**Mr. Eaton** discussed other possible changes and explained the process of how they might be adopted in the future. One change could include criteria to allow people to apply for a program that was more logical, and give the Engineering Director more leeway. The group discussed the issues, and Council gave direction for **Mr. Eaton** to work on different wording concepts for City Council comment.

**Mr. Eaton** talked about other items related to the FILOC administrative section and Neighborhood District Association (NDA) boundaries. He explained the restriction related to the NDA boundaries and suggested the possibility of adding some distance limitation, such as 1,000 feet from development. Finally, he discussed the feasibility of eliminating that 10-year timeframe that was currently required for the use of FILOC. The group discussed funds being committed and the need for time limits.

City Council members agreed to remove item B in the FILOC Administrative section of the Code but to deal with distance from the source of funds. **Councilor Churchill** would like to see a distance within the NDA itself. Council discussed if the City should supersede the distance within the neighborhood boundary. **Mr. Eaton** said he would look at how priorities were established and review the program PSAC was putting together.

**Mr. Eaton** discussed Kronberg Park related to **Mr. Bird's** suggestion and the concern from the Oregon Department of Transportation (ODOT) about getting people to the signal. The group discussed ADA compliance on a temporary path or structure. The group discussed protection of the newly planted trees while opening the area. **Mayor Gamba** and **Councilor Power** expressed their desire to get the park and a temporary path open soon. The group also discussed the long-term raised boardwalk designed by ODOT and the effects it might have on the intersection.

#### City Manager's Follow-Up Items

**Mr. Monahan** discussed the Clackamas Fire District #1 (CFD#1) subcommittee meeting at the end of March or in early April. The group suggested a date of March 24.

**Mr. Monahan** said that starting April 5, the Downtown Milwaukie Business Association (DMBA) would begin quarterly meetings with Kelli Keehner. He also discussed the Pride Parade in June and the City's participation with Clackamas County. **Mr. Monahan** asked for direction on the Council stipend and suggested a citizen review after July 1, with regular reviews that included an electronics stipend discussion. He added that such a consideration could be brought before Council in September.

**Mayor Gamba** adjourned the Work Session at 5:57 p.m.

Respectfully submitted,



Amy Aschenbrenner, Administrative Specialist II



## Memorandum

To: City Council  
From: Alma Flores, Community Development Director  
CC: Bill Monahan, City Manager  
Date: February 26, 2016  
Re: Community Development Department Projects - City Council Update for March 1, 2016, Work Session

---

### Community Development/Economic Development

- Triangle Site RFQ for a Food Cart Pod
- City Block 14 and Cash Spot sites
- Urban Renewal Planning
- Economic Opportunities Analysis/Target Industry/ED Strategy
- Partnerships
- Grants
- Tools and Incentives/Business Workshops
- Parklets
- Wayfinding Systems Plan—Downtown

### Engineering

- Riverfront Park
- 17<sup>th</sup> Avenue Multi-Use Trail
- 17<sup>th</sup> Avenue Waterline (Phase 2)
- Meek Street Storm System Improvements
- ADA Ramp Improvements

### Planning

- Annexations
- Visioning and Comprehensive Plan Update
- Land Use and Development Review
- Monroe Street Neighborhood Greenway
- 19<sup>th</sup> Avenue & Sparrow Street Greenway
- Regional Planning Meetings

### Building

- No update

### Community Development/Economic Development

#### **Triangle Site RFQ for a Food Cart Pod**

- The interim Food Cart pod letter of interest and request for qualifications ended on January 29, 2016. We have received 2 letters of interest with qualifications. Both proposals wanted to include infrastructure on the site. A memo describing the land use process and subsequent SDCs and permits needed has been sent out to both proposers and responses solicited before a decision could be made. A food cart management contract will be sent to the selected team to consider soon after.

#### **City Block 14 and Cash Spot Site**

- The City is conducting a few due diligence items before RFPs are issued. A natural resource assessment for the Cash Spot is occurring over the next month and the Community Development department has submitted a Brownfields Redevelopment Assessment grant application under Business Oregon to fund Phase 1 and Phase 2 assessments of both sites. News of the grant is expected by next month. As for City Block 14, an updated Intergovernmental Agreement between the City and Metro is underway. The goal is to have a finalized IGA before Council in March. Soon after, Phase 1 and Phase 2 assessments will be conducted. The results of the natural resource delineation, Phase 1 and Phase 2 assessments will help inform the RFPs.

#### **Urban Renewal Planning**

- The first meeting of the Urban Renewal Advisory Group was held on Wednesday, February 17 from 4:30 to 6:30 pm at the Public Services Building. Topics included an urban renewal 101 presentation and a discussion of proposed renewal area boundaries. The second meeting is scheduled for March 30, 2016.

### **Economic Opportunities Analysis/Target Industry/Economic Development Strategy**

- The analysis work is underway with Johnson Economics. The first draft of task 1 has been received. A Technical Advisory Group (TAG) has been formed to help review the products of the plan. The TAG includes local, County, and regional economic development professionals. The first meeting of the TAG was held on Tuesday, February 2<sup>nd</sup>. As subsequent meeting is tentatively being considered for late March. The final Economic Trends and Target Industry Analysis (Phase 1) is expected to be presented to council in May.

### **Partnerships**

- Staff will be attending the monthly meetings of the Milwaukie Downtown Business Association to offer support and partnership opportunities.

### **Grants**

- The Community Development department submitted a Business Oregon grant application to the Brownfields Redevelopment Assessment grant program to fund Phase 1 and Phase 2 assessments on the Cash Spot and City Block 14 (formerly known as the Texaco site/city owned site). The application requested \$30,000 per site. We are still waiting for the final word.

### **Tools and Incentives/Business Workshops**

- The 6-week MercyCorp Business Fundamentals class started in Milwaukie on February 25 from 5-8 pm. at City Hall and the Pond House. Seventeen (17) businesses and interested entrepreneurs registered for the course; 3 are Milwaukie based residents and entrepreneurs. Help me wish them the best of luck!

### **Wayfinding Systems Plan—Downtown**

- The Wayfinding Systems Plan RFP has closed and three proposals were received. Sea Reach of Sheridan, OR was selected and will be kicking off the project in March.

## **Engineering**

### **17<sup>th</sup> Avenue Multi-Use Trail**

- Bid opening for the project occurred on February 25<sup>th</sup> with two apparent bidders. The project is scheduled to begin construction in April.

### **17<sup>th</sup> Avenue Waterline (Phase 2)**

- Weitman Excavation is finalizing the water line connection. Work is expected to be completed next week (3/4), barring any weather delays for the trench paving restoration. Project will affect traffic during construction, requiring one lane closures on 17<sup>th</sup> during daytime hours. The paving restoration is expected to take 1 or 2 days.

## **Planning**

### **Visioning and Comprehensive Plan Update**

- Mr. Ames presented to Council on the role and types of Visioning a city could undertake at the February 18 study session. Planning department staff will incorporate the desired work plan approach to start the RFP process for a Visioning Consultant team.
- Housing Needs Analysis RFP has been submitted and proposals are due February 29.

### **Land Use and Development Review**

- Planning Commission:
  - February 23:
    - Approved a 2-lot partition at 4401 SE Rockwood St, with a variance request to the lot depth standard for one of the parcels (file #MLP-2015-006).
    - Continued public hearing for #ZA-2015-003 (short-term rentals) – The Commission recommended approval of a proposal that will be discussed with Council at the March 15 worksession.
- Land Use Applications<sup>1</sup>:
  - No applications requiring a public notice have been filed since the last update.

<sup>1</sup> Only those land use applications requiring public notice are listed here.

**19th Avenue & Sparrow Street Greenway**

- Staff met with Pam and Milo Denham and Gary Michael on February 23 to discuss the concerns raised by the Denhams at the February 16 Council session. Staff sent a memo with responses to the City Manager.

**Regional Planning Meetings**

- The Metro Technical Advisory Committee is scheduled to meet on February 24.

**Building**

- No update.

EXHIBIT  
3/1/16 WS

# 2016 Website Refresh

*Vendor Pre-Selection Information*



Vendor Pre-Selection Information Sheet

<b>VENDOR NAME</b>	OMBU
<b>CURRENT BID</b>	\$80,000 - 100,000
<b>TIMELINE</b>	8 months
<b>ADVANTAGES</b>	<ul style="list-style-type: none"><li>• Drupal Platform</li><li>• Includes strong UX, extensive storyboarding phase</li><li>• Would be easily transferrable to new web developer in the future</li><li>• Local shop, face to face interaction</li><li>• Building cutting edge, usable municipal sites</li><li>• Stunning designs</li></ul>
<b>CHALLENGES</b>	<ul style="list-style-type: none"><li>• Cost</li></ul>
<b>SAMPLE SITES</b>	<p><b>The Good</b> <a href="http://www.oregonmetro.gov">www.oregonmetro.gov</a> <a href="https://www.oregoncc.org/">https://www.oregoncc.org/</a></p> <p><b>The Bad</b> none</p>

Vendor Pre-Selection Information Sheet

<b>VENDOR NAME</b>	Studio 1850/Oregonian Media Group
<b>CURRENT BID</b>	\$35,000-40,000 + \$100 monthly maintenance
<b>TIMELINE</b>	16-24 weeks
<b>PROPOSAL HIGHLIGHTS</b>	<ul style="list-style-type: none"> <li>• Includes 2 hours of training</li> </ul>
<b>ADVANTAGES</b>	<ul style="list-style-type: none"> <li>• WordPress platform</li> <li>• Focus is on testing &amp; includes strong UX</li> <li>• Would be easily transferrable to new web developer in the future</li> <li>• Local shop, face to face interaction</li> </ul>
<b>CHALLENGES</b>	<ul style="list-style-type: none"> <li>• No experience with municipal</li> <li>• Would be building very complex custom applications</li> <li>• Migration of data would be done in house</li> <li>• Training would have to be done in house or at their hourly billable rate</li> <li>• Does not include hosting</li> </ul>
<b>SAMPLE SITES</b>	<p><b>The Good</b>  <a href="http://nwnaturalappliances.com/">http://nwnaturalappliances.com/</a>  <a href="http://www.advancelocal.net/">http://www.advancelocal.net/</a></p> <p><b>The Bad</b>            none</p>

Vendor Pre-Selection Information Sheet

<b>VENDOR NAME</b>	Civic Plus
<b>CURRENT BID</b>	\$24,370 +\$4,990 annual maintenance
<b>TIMELINE</b>	16-24 weeks
<b>PROPOSAL HIGHLIGHTS</b>	•
<b>ADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Includes free basic refresh at 5 years</li> <li>• Many modules included</li> <li>• CMS looks easy to use</li> </ul>
<b>CHALLENGES</b>	<ul style="list-style-type: none"> <li>• No local presence (based in Kansas)</li> <li>• Very out of the box, not much customization</li> <li>• Weak on UX, would need to hire consultant</li> <li>• Weak on graphic design, would need to hire consultant</li> <li>• Proprietary CMS</li> <li>• Would require heavy migration/reworking of content by staff</li> </ul>
<b>SAMPLE SITES</b>	<p><b>The Good</b>  <a href="http://www.douglascountynv.gov/">http://www.douglascountynv.gov/</a>  <a href="https://www.erieco.gov/">https://www.erieco.gov/</a>  <a href="http://www.danvilleva.gov/">http://www.danvilleva.gov/</a>  <a href="http://www.shelburnevt.org/">http://www.shelburnevt.org/</a></p> <p><b>The Bad</b>  <a href="http://www.beavertonoregon.gov/">http://www.beavertonoregon.gov/</a>  <a href="http://www.ci.brea.ca.us/">http://www.ci.brea.ca.us/</a>  <a href="http://edmondok.com/">http://edmondok.com/</a>  <a href="http://www.oskaloosaiowa.org/">http://www.oskaloosaiowa.org/</a></p>

Vendor Pre-Selection Information Sheet

<b>VENDOR NAME</b>	6D Global
<b>CURRENT BID</b>	\$30,000 +450 monthly hosting etc.
<b>PROPOSAL HIGHLIGHTS</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>ADVANTAGES</b>	<ul style="list-style-type: none"><li>• Drupal 8 platform (could be a challenge since it is a recent release)</li><li>• Local presence</li></ul>
<b>CHALLENGES</b>	<ul style="list-style-type: none"><li>• No municipal experience</li><li>• Stated that our site would be their break into the public sector</li><li>• Very weak proposal, did not seem to understand the scope of the project</li><li>• Did not include support or development services</li></ul>
<b>SAMPLE SITES</b>	<p><b>The Good</b> <a href="http://www.greaterportlandinc.com/">http://www.greaterportlandinc.com/</a> <a href="https://www.consano.org/">https://www.consano.org/</a> <a href="http://zh-architects.com/">http://zh-architects.com/</a></p> <p><b>The Bad</b> none</p>

Vendor Pre-Selection Information Sheet

<b>VENDOR NAME</b>	Aha
<b>CURRENT BID</b>	\$12,000 (did not include maintenance & support in proposal, currently \$5,700/yr)
<b>TIMELINE</b>	12-16 weeks
<b>PROPOSAL HIGHLIGHTS</b>	<ul style="list-style-type: none"> <li>• 2 full days of staff training</li> </ul>
<b>ADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Short turnaround</li> <li>• Changeover and re-training would have minimal impact</li> <li>• Migration would be done by Aha</li> <li>• Upgrade of platform, not moving to new CMS</li> <li>• Bid and Business Registration sites (custom built by Aha) would also get a facelift</li> <li>• Drupal 7 platform</li> </ul>
<b>CHALLENGES</b>	<ul style="list-style-type: none"> <li>• Weak on UX, would need to hire consultant (Aha does some field testing at extra cost)</li> <li>• Weak on graphic design, would need to hire consultant</li> </ul>
<b>SAMPLE SITES</b>	<p><b>The Good</b>  <a href="http://www.fruita.org">www.fruita.org</a>  <a href="http://www.ahaconsulting.com/concepts/mcminnville1a.html">http://www.ahaconsulting.com/concepts/mcminnville1a.html</a>  <a href="http://www.city.kodiak.ak.us/">http://www.city.kodiak.ak.us/</a></p> <p><b>The Bad</b>  <a href="http://www.ci.florence.or.us/">http://www.ci.florence.or.us/</a>  <a href="https://www.co.benton.or.us/sheriff">https://www.co.benton.or.us/sheriff</a></p>

Vendor Pre-Selection Information Sheet

<b>VENDOR NAME</b>	civica
<b>CURRENT BID</b>	\$13,217 +\$3,000 annual maintenance, support, & hosting after year 1
<b>TIMELINE</b>	13-24 weeks
<b>PROPOSAL HIGHLIGHTS</b>	<ul style="list-style-type: none"> <li>• Includes 100 pages of content migration</li> <li>• 10 hours of web based training</li> </ul>
<b>ADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Seem open to building new custom features</li> <li>• Free web design refresh at end of year 4 (with 3 year commitment)</li> <li>• A Granicus company, so integration with Granicus should be easy</li> </ul>
<b>CHALLENGES</b>	<ul style="list-style-type: none"> <li>• Uses prebuilt theme (custom design is optional for \$6,500)</li> <li>• Proprietary CMS</li> <li>• Recently purchased by Granicus who was also recently purchased</li> <li>• Would require heavy migration/reworking of content by staff</li> <li>• No Oregon customer base</li> </ul>
<b>SAMPLE SITES</b>	<p>The Good  <a href="http://www.cambridge-housing.org/">http://www.cambridge-housing.org/</a>  <a href="http://www.dfwcleancities.org/">http://www.dfwcleancities.org/</a></p> <p>The Bad  <a href="http://calcupa.com/">http://calcupa.com/</a>  <a href="http://www.redondo.org/default.asp">http://www.redondo.org/default.asp</a></p>

Vendor Pre-Selection Information Sheet

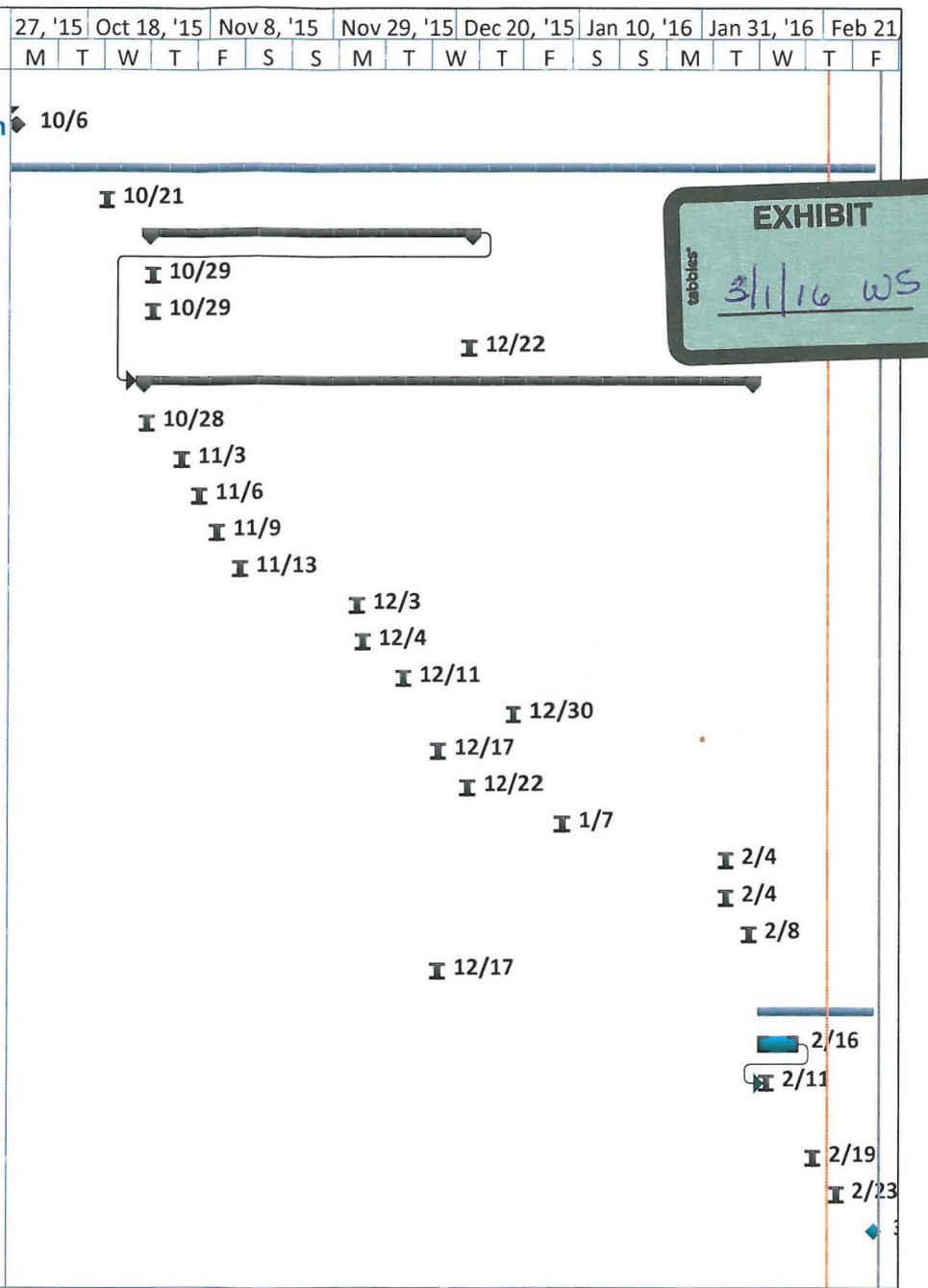
<b>VENDOR NAME</b>	Optimal Workshop - Treejack
<b>COST</b>	One full-feature survey \$149 or Unlimited \$109/mo
<b>SERVICE</b>	<ul style="list-style-type: none"><li>• Tree testing (or reverse card sorting)</li><li>• Input your tree, set tasks for participants, recruit for survey</li></ul>

<b>VENDOR NAME</b>	Optimal Workshop - Optimal Sort
<b>COST</b>	One full-feature survey \$149 or Unlimited \$109/mo
<b>SERVICE</b>	<ul style="list-style-type: none"><li>• Card sorting</li><li>• Input your content items, ask participants to sort cards into groups</li></ul>

<b>VENDOR NAME</b>	PDX Designs
<b>COST</b>	\$80-100/hr
<b>SERVICE</b>	<ul style="list-style-type: none"><li>• Graphic design</li><li>• Interface architecture for main page &amp; subpages</li></ul>

<b>VENDOR NAME</b>	Studio 1850/Oregonian Media Group
<b>COST</b>	\$7,750 (Info Architecture + Wireframes) \$2,750 (Usability Testing) \$10,500 TOTAL
<b>SERVICE</b>	<ul style="list-style-type: none"><li>• Sitemap with description of content per page type</li><li>• Layout for each type of page (up to 8 layouts)</li><li>• Usability testing with 5 individuals</li></ul>

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	27, '15	Oct 18, '15	Nov 8, '15	Nov 29, '15	Dec 20, '15	Jan 10, '16	Jan 31, '16	Feb 21				
							M	T	W	T	F	S	S	M	T	W	T	F
1		<b>Draft Project Plan</b>	<b>54 days</b>	<b>Wed 7/1/15</b>	<b>Mon 9/14/15</b>													
15		<b>Present draft project plan to City Council</b>	<b>0 days</b>	<b>Tue 10/6/15</b>	<b>Tue 10/6/15</b>	Grady Wheeler,Hannah Wells,Mitch Nieman												
16		<b>Vendor Research</b>																
17		Vendor/Jurisdiction outreach coordination	1 day	Wed 10/21/15	Wed 10/21/15	Grady Wheeler,Hannah Wells												
18		Informational meetings with other jurisdictions	<b>39 days</b>	<b>Thu 10/29/15</b>	<b>Tue 12/22/15</b>													
19		Clackamas County	1 day	Thu 10/29/15	Thu 10/29/15	Grady Wheeler,Hannah Wells												
20		Metro	1 day	Thu 10/29/15	Thu 10/29/15	Grady Wheeler,Hannah Wells												
21		Department of Agriculture	1 day	Tue 12/22/15	Tue 12/22/15	Hannah Wells,Mitch Nieman												
22		<b>Informational meeting with vendors</b>	<b>74 days</b>	<b>Wed 10/28/15</b>	<b>Mon 2/8/16</b>													
23		OMG Discovery Meeting	1 day	Wed 10/28/15	Wed 10/28/15	Grady Wheeler,Hannah Wells												
24		Civic Plus Discover Call	1 day	Tue 11/3/15	Tue 11/3/15	Grady Wheeler,Hannah Wells												
25		6D Global Discovery Call	1 day	Fri 11/6/15	Fri 11/6/15	Grady Wheeler,Hannah Wells												
26		Civic Plus Presentation	1 day	Mon 11/9/15	Mon 11/9/15	Grady Wheeler,Hannah Wells												
27		6D Global Presentation	1 day	Fri 11/13/15	Fri 11/13/15	Grady Wheeler,Hannah Wells												
28		Civic Plus Initial Proposal	1 day	Thu 12/3/15	Thu 12/3/15	Hannah Wells,Mitch Nieman												
29		6D Global Proposal	1 day	Fri 12/4/15	Fri 12/4/15	Hannah Wells,Mitch Nieman												
30		OMG Proposal	1 day	Fri 12/11/15	Fri 12/11/15	Hannah Wells,Mitch Nieman												
31		Aha!	1 day	Wed 12/30/15	Wed 12/30/15	Hannah Wells,Mitch Nieman												
32		OMBU	1 day	Thu 12/17/15	Thu 12/17/15	Hannah Wells,Mitch Nieman												
33		Civic Plus Follow Up	1 day	Tue 12/22/15	Tue 12/22/15	Hannah Wells,Mitch Nieman												
34		Civica Discovery Call	1 day	Thu 1/7/16	Thu 1/7/16	Hannah Wells,Mitch Nieman												
35		Aha Proposal	1 day	Thu 2/4/16	Thu 2/4/16	Hannah Wells,Mitch Nieman												
36		UX - OMG	1 day	Thu 2/4/16	Thu 2/4/16	Hannah Wells,Mitch Nieman												
37		Civica Proposal	1 day	Mon 2/8/16	Mon 2/8/16	Hannah Wells,Mitch Nieman												
38		Sponsor Group Meeting	1 day	Thu 12/17/15	Thu 12/17/15	Hannah Wells,Mitch Nieman,Karin Power												
39		<b>Vendor proposal review</b>																
40		Vendor Proposal Review	5 days	Wed 2/10/16	Tue 2/16/16	Hannah Wells,Jordan Imlah,Mitch Nieman												
41		Project Sponsor, Project Leader and Core Team Member recommendation on vendor	1 day	Thu 2/11/16	Thu 2/11/16	Hannah Wells,Mitch Nieman,Karin Power												
42		Selected Vendor Follow Up	1 day	Fri 2/19/16	Fri 2/19/16	Hannah Wells,Jordan Imlah,Mitch Nieman												
43		Contracting Meeting with Finance	1 day	Tue 2/23/16	Tue 2/23/16	Hannah Wells,Mitch Nieman												
44		<b>Council Presentation of preferred vendor</b>	<b>0 days</b>	<b>Tue 3/1/16</b>	<b>Tue 3/1/16</b>	<b>Hannah Wells,Jordan Imlah,Mitch Nieman</b>												
45		List of Website Features/Needs																



Project: Phase 1  
Date: Mon 2/22/16

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			



**MILWAUKIE CITY COUNCIL  
WORK SESSION**

City Hall Conference Room  
10722 SE Main Street  
www.milwaukieoregon.gov

**AGENDA  
MARCH 1, 2016**

A light dinner will be served.

**Page #**

**4:00 p.m. EXECUTIVE SESSION**

The City Council will meet in Executive Session pursuant to Oregon Revised Statute (ORS) 192.660(2)(D) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**1. 4:30 p.m. Web Refresh Update**

Staff: Mitch Nieman, Assistant to the City Manager  
Hannah Wells, Administrative Assistant III

**2. 4:45 p.m. 2015 Ed Zumwalt Volunteer of the Year Award**

Staff: Mitch Nieman, Assistant to the City Manager

**1**

**3. 5:00 p.m. Fee in Lieu of Construction (FILOC) and  
Public Safety Advisory Committee (PSAC) Updates**

Staff: Chuck Eaton, Engineering Director  
Steve Bartol, Police Chief

**2**

**4. 5:45 p.m. Adjourn**

**Meeting Information**

- The time listed for each item is approximate; the actual time each item is considered may change due to the length of time devoted to the previous item. The Council may vote in Work Session on non-legislative issues.
- Executive Sessions: The Milwaukie City Council will meet in executive session immediately following adjournment pursuant to ORS 192.660(2).
  - All Executive Session discussions are confidential and those present may disclose nothing.
  - 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.
  - Executive Sessions may not be held for the purpose of taking final actions or making final decisions.
  - Executive Sessions are closed to the public.
- For assistance/service per the Americans with Disabilities Act (ADA), please dial TDD 503-786-7555. During meetings the Council asks that all pagers and cell phones be set on silent mode or turned off.



**MILWAUKIE CITY COUNCIL  
STAFF REPORT**

Agenda Item: **WS 2.**  
Meeting Date: **March 1, 2016**

To: Mayor and City Council  
From: Mitch Nieman, Asst. to City Manager  
Through: Bill Monahan, City Manager

Subject: **2015 Volunteer of the Year Award Nominations**  
Date: **February 23, 2016**

**ACTION REQUESTED**

Review Councilors' top nominations and select a winner to receive the 2015 award.

**BACKGROUND**

Staff opened up the nomination process to the public on January 8, 2016. The nomination period closed on February 15, 2016.

16 nominations were received. 11 individuals received nominations. Staff provided Council with 16 nomination forms on February 18, 2016. On January 5, 2016, Councilmembers agreed to submit their top three candidates to Staff by February 23, 2016, for deliberation on March 1, 2016. Following is what Staff received from Council:

Councilor	Councilor	Councilor	Councilor	Councilor
David Aschenbrenner	David Aschenbrenner	Jerry Craig	Carol Kay	Lily Odegaard
Tom Hogan	No second	No second	Tom Hogan	David Aschenbrenner
Carol Kay	No third	No third	Jerry Craig	Tom Hogan

The 2015 Volunteer of the Year will be recognized formally by Council on April 5, 2016, and again at the Volunteer Recognition Event being planned for April 7, 2016.

**FISCAL AND WORK LOAD IMPACTS**

There are no financial or work load impacts other than staff time to write and process a proclamation for the 2015 Volunteer of the Year.

**ALTERNATIVES**

1. Select a winner from above nominations
2. Postpone selection of a winner to a future meeting

**ATTACHMENTS**

N/A



MILWAUKIE CITY COUNCIL  
**STAFF REPORT**

Agenda Item: **WS 3.**  
Meeting Date: **March 1, 2016**

To: Mayor and City Council  
Through: Bill Monahan, City Manager  
Subject: **PSAC/FILOC Ordinance Review**  
From: Charles Eaton  
Date: February 22, 2016

**ACTION REQUESTED**

Review, comment and provide direction on draft ordinance revisions.

**PSAC**

See attached Staff Report

**FILOC (Fee in Lieu of Construction)**

Provide direction on the longer term direction and revision to the FILOC ordinance

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

February 2, 2016 – Met with City Council to discuss the interpretation being used by staff for the administration of FILOC funds in accordance with MMC 19.706.

**BACKGROUND**

As part of the staff report for the February 2<sup>nd</sup> City Council Work Session, staff identified several concerns over the current language within the FILOC ordinance. City council instructed staff to look at the required code revisions to correct the language within the FILOC ordinance. After further review staff has identified additional concerns within the FILOC ordinance.

The FILOC ordinance (MMC 19.706) is within the zoning ordinance and subject to the requirements of the land use process. Staff is recommending that the section be moved to chapter 13 (Public Services) which is where all the other similar programs are located.

In addition, it has been noted that the FILOC program is incomplete and is written only to cover only transportation improvements when in fact utilities can and should be involved in the discussion when a fee in lieu of construction is considered.

**CONCURRENCE**

Administration and Planning departments concur

**FISCAL IMPACTS**

The city could be obligated to constructed improvements beyond the funds received under the current system if the proposed changes are not incorporated.

**WORK LOAD IMPACTS**

Staff time to prepare the necessary ordinance changes.

## **ALTERNATIVES**

1. Make the necessary changes with the current code through the land use process.
2. Make no changes to the existing FILOC program.

## **ATTACHMENTS**

1. PSAC Staff Report w/attachments
2. FILOC Proposed Ordinance Revisions.



MILWAUKIE CITY COUNCIL  
STAFF REPORT

Agenda Item: **WS 3.**  
Meeting Date: **March 1, 2016**

To: Mayor and City Council  
From: Mitch Nieman, Asst. to City Manager  
Through: Bill Monahan, City Manager

Subject: **PSAC Ordinance Amendment**

Date: **February 22, 2016**

### **ACTION REQUESTED**

Review and comment on draft Public Safety Advisory Committee (PSAC) ordinance.

### **HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

September 17, 2015 - PSAC met with City Council to discuss the Committee's changing roles and for acting as the Community Planning Advisory Council for the future ADA Transition Plan.

February 2, 2016 - Council directed the city's engineering director to liaise PSAC to help the Committee facilitate the ADA Plan and plan for other short- and -long term transportation-related safety improvement projects.

### **BACKGROUND**

The role change has created some inconsistency with language in Chapter 2.24 of the City's Municipal Code, which defines the Committee's roles and responsibilities. Therefore, staff recommends amending PSACs ordinance to be consistent with its new mission and work plans.

### **FISCAL AND WORK LOAD IMPACTS**

There are no financial or work load impacts other than staff time to write and process an ordinance amendment.

### **ALTERNATIVES**

1. Review and provide feedback on draft ordinance amendment
2. Direct staff to place draft amendment on a future agenda for first public hearing

### **ATTACHMENTS**

1. Original ordinance with staff (Bartol, Monahan, Nieman, Eaton) comments
2. Clean version ready for public hearing

**CHAPTER 2.24 PUBLIC SAFETY ADVISORY COMMITTEE**

**2.24.010 ESTABLISHED—PURPOSE**

The Public Safety Advisory Committee is established for the purpose of advising and making recommendations to the ~~Police Chief and the~~ City Council and city departments regarding public safety needs in the City and its Urban Growth Boundary. The Committee shall be responsible for, but not limited to, the following activities:

A. Review and make recommendations on community livability concerns related to ~~crime prevention and traffic safety~~ crime issues that affect public safety and neighborhood livability in Milwaukie and within its Urban Growth Boundary.

**Comment [BS1]:** Since PSAC has an interest in continuing with the Public Safety aspect, I'd leave crime prevention in. OR maybe better yet, have it read, "related to public safety issues," and eliminate both the reference to crime prevention and traffic safety, keeping it generic since both would be covered under a "Public Safety" umbrella.

B. Review and make recommendations for ~~police-city~~ police-city community partnerships to mitigate ~~the negative influence of crime and~~ traffic impacts on the community.

**Comment [BS2]:** I like removing police and replacing with City-Community partnerships. This covers both police/engineering/planning depending on the project / issue. I would then leave the reference related to the negative impact influence of crime and..

C. Promote public education and awareness of the effects of ~~crime and the fear of crime~~ traffic impacts and mobility issues ~~on~~ in the community.

D. Review and make recommendations on city infrastructure needs related to streets, sidewalks, trails, multimodal paths, traffic markers, traffic control devices, ADA and various transportation and transit related matters that affect pedestrian, cyclist, and driver safety.

**Comment [BS3]:** This is a good paragraph to keep in.

~~DE.~~ Collaborate with local, County, and State government agencies to develop strategies to mitigate negative community livability concerns by focusing partnership agency resources to reduce or eliminate specific ~~crime~~ crime, problem areas, or concerns.

**Formatted:** Tab stops: 0.69", Left

~~EF.~~ Such other activities as the Council may assign. (Ord. 1906 § 2, 2002: Ord. 1869 § 3, 2000: Ord. 1797 § 3, 1996)

**Comment [BS4]:** I agree with removing this, which keeps it generic enough to cover both aspects.

**2.24.020 MEMBERSHIP—QUALIFICATIONS**

A. The Committee shall consist of one voting member representing each of the City's neighborhood associations plus four (4) at-large members. It is desirable that Committee members have an interest in solving community public safety problems through active involvement with ~~the Police Department, the Police Chief, and various citizen/police/government workgroups. The Council shall consider the recommendation of the Police Chief in making all appointments to the Committee~~ city departments that are responsible for addressing public safety issues. Generally, the Engineering Director will act as the liaison between the Committee and the City staff, however other departments such as the police department may occasionally assist or coordinate when appropriate.

**Comment [BS5]:** This is the paragraph that made the Police Chief the liaison. Do we need to add some language spelling out that Engineering will be the primary liaison? I inserted a suggestion.

B. At-large members will be appointed to the Public Safety Advisory Committee by the City Council for two (2) year terms. Appointments will expire the last day of June. Up to two (2) additional two (2) year terms, for a total of four (4) additional years past the member's original appointment, may be approved by the City Council.

C. Neighborhood district association members shall be appointed by the Council after nomination by the neighborhood association that the person will represent. The recommendation shall be reflected in the neighborhood district association minutes and provided to the City. The Council shall have discretion whether to appoint any person nominated by a neighborhood district association. Neighborhood representatives will be appointed for two (2) year terms with no limit on the number of terms.

D. A quorum consists of one-half of assigned members to the Public Safety Advisory Committee. (Ord. 2049 § 1, 2012; Ord. 2028 § 1, 2011; Ord. 1906 § 3, 2002; Ord. 1869 § 4, 2000; Ord. 1797 § 3, 1996)

**CHAPTER 2.24 PUBLIC SAFETY ADVISORY COMMITTEE**

**2.24.010 ESTABLISHED—PURPOSE**

The Public Safety Advisory Committee is established for the purpose of advising and making recommendations to the City Council and city departments regarding public safety needs in the City and its Urban Growth Boundary. The Committee shall be responsible for, but not limited to, the following activities:

- A. Review and make recommendations on community livability concerns related to public safety issues that affect public safety and neighborhood livability in Milwaukie and within its Urban Growth Boundary.
- B. Review and make recommendations for city-community partnerships to mitigate the negative influence of crime and traffic impacts on the community.
- C. Promote public education and awareness of the effects of traffic impacts and mobility issues in the community.
- D. Review and make recommendations on city infrastructure needs related to streets, sidewalks, trails, multimodal paths, traffic markers, traffic control devices, ADA and various transportation and transit related matters that affect pedestrian, cyclist, and driver safety.
- E. Collaborate with local, County, and State government agencies to develop strategies to mitigate negative community livability concerns by focusing partnership agency resources to reduce or eliminate specific problem areas, or concerns.
- F. Such other activities as the Council may assign. (Ord. 1906 § 2, 2002; Ord. 1869 § 3, 2000; Ord. 1797 § 3, 1996)

**2.24.020 MEMBERSHIP—QUALIFICATIONS**

- A. The Committee shall consist of one voting member representing each of the City's neighborhood associations plus four (4) at-large members. It is desirable that Committee members have an interest in solving community public safety problems through active involvement with city departments that are responsible for addressing public safety issues. Generally, the Engineering Director will act as the liaison between the Committee and city staff, however other departments such as the police department may occasionally assist or coordinate when appropriate.
- B. At-large members will be appointed to the Public Safety Advisory Committee by the City Council for two (2) year terms. Appointments will expire the last day of June. Up to two (2) additional two (2) year terms, for a total of four (4) additional years past the member's original appointment, may be approved by the City Council.
- C. Neighborhood district association members shall be appointed by the Council after nomination by the neighborhood association that the person will represent. The recommendation shall be reflected in the neighborhood district association minutes and provided to the City. The Council shall have discretion whether to appoint any person nominated by a neighborhood district association. Neighborhood representatives will be appointed for two (2) year terms with no limit on the number of terms.

D. A quorum consists of one-half of assigned members to the Public Safety Advisory Committee. (Ord. 2049 § 1, 2012; Ord. 2028 § 1, 2011; Ord. 1906 § 3, 2002; Ord. 1869 § 4, 2000; Ord. 1797 § 3, 1996)

**19.706.13.32 FEE IN LIEU OF CONSTRUCTION**

**13.32.010 PURPOSE**

If ~~transportation~~ facility improvements are required and determined to be proportional, the City will require construction of the improvements at the time of development. However, the applicant may request to pay a fee in lieu of constructing the required ~~transportation~~ facility improvements. The fee in lieu of construction (FILOC) program ensures that opportunities to improve public ~~transportation~~ facilities are maximized and that the goals and requirements of ~~this chapter the City of Milwaukee~~ are met. This section provides criteria for making FILOC determinations and administering the FILOC program.

**19.706.13.32.020 FILOC Criteria**

The City may accept a fee in lieu of construction of required ~~transportation~~ facility improvements if one or more of the following conditions exist.

- A. Required improvements are not feasible due to the inability to achieve proper design standards.
- B. Required improvements would create a safety hazard.
- C. Required improvements are part of a larger approved capital improvement project that is listed as a funded project in the City's Capital Improvement Program (CIP) and is scheduled for construction within 3 years of the City's approval of the proposed development.

**19.706.213.32.030 FILOC Findings**

If the Engineering Director determines that a fee in lieu of construction satisfies one of the criteria in Subsection ~~19.706.13.32.020~~ above, the City will accept a fee upon the Engineering Director finding that deferring construction of ~~transportation~~ facility improvements will not result in any safety hazards. If the Engineering Director cannot make such a finding, then the City will not accept a fee and will require construction of the improvements.

**19.706.313.32.040 FILOC Fees**

If determined by the Engineering Director that required ~~transportation~~ facility improvements are eligible for FILOC, the applicant shall pay to the City an amount equal to the estimated cost to construct the required improvements. The amount of the fee shall be determined by the Engineering Director and shall be based on the average cost of the most recent capital improvement project itemized bid prices. All fees shall be paid to the City prior to the issuance of any development ~~and/or building~~ permits.

- A. If full ~~transportation~~ facility improvements have been assessed with previous development(s) on the development property and the proposed development has additional impacts, the City may only assess additional FILOC fees when there has been a change to the City's ~~street~~ design standards.
- B. If partial ~~transportation~~ facility improvements have been assessed with previous development(s) on the development property and the proposed development has additional impacts, the City may assess additional FILOC fees for the balance of the improvements.

**19.706.413.32.050 FILOC Administration**

Fees collected by the City may be used to construct public ~~transportation~~-facility improvements or to leverage additional grant money for larger ~~transportation~~-facility improvement projects. An accounting of fees collected and expended will be made available by the City to the public on an annual basis at the end of the fiscal year. Expenditure of fees is subject to the following:

A. Fees shall be used for construction of public ~~transportation~~-facility improvement projects that benefit the development site and that are within the same Neighborhood District Association (NDA) boundary as the development site, with the following two exceptions.

1. For development within a downtown zone, fees shall be used for construction of ~~transportation~~-facility improvements that benefit the development site and are within one or more of the downtown zones.

2. For development within the Historic Milwaukie NDA and not within a downtown zone, fees shall be used for construction of ~~transportation~~-facility improvements that benefit the development site and that are within the Historic Milwaukie NDA and not within a downtown zone. Fees collected in the Historic Milwaukie NDA may be spent in one or more of the downtown zones with the approval of the Historic Milwaukie NDA.

B. Fees shall be ~~used~~ committed within 10 years of the date on which they were collected. Fees that have not been ~~used~~ committed within 10 years of collection will be returned to the owner of the development property at the time the refund is issued. For purposes of this subsection, a fee is committed when it is spent or obligated to any budgeted project as matching funds or otherwise.

C. Staff shall identify the ~~transportation~~-facility improvement projects that meet the requirement of benefiting the development site per Subsection ~~19.706.413.32.050~~.A and that can be ~~constructed~~ committed within the 10-year time period per Subsection ~~19.706.413.32.050~~.B. Staff shall coordinate with the neighborhood district associations to prioritize the project lists for each neighborhood.