



Work Session

WS

Milwaukie City Council



CITY OF MILWAUKIE
COUNCIL WORK SESSION

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

AGENDA

JULY 18, 2017

			Page #
1.	4:00 p.m.	Library Board Annual Update Staff: Katie Newell, Library Director	1
2.	4:30 p.m.	Library Construction Project Update Staff: Katie Newell, Library Director, and Alma Flores, Community Development Director	9
3.	5:30 p.m.	Adjourn	

Americans with Disabilities Act (ADA) Notice

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Executive Sessions

The City Council may meet in Executive Session pursuant to ORS 192.660(2); all discussions are confidential and may not be disclosed; news media representatives may attend but may not disclose any information discussed. Executive Sessions may not be held for the purpose of taking final actions or making final decisions and are closed to the public.

Meeting Information

Times listed for each Agenda Item are approximate; actual times for each item may vary. Council may not take formal action in Study or Work Sessions. Please silence mobile devices during the meeting.



CITY OF MILWAUKIE
COUNCIL WORK SESSION

City Hall Conference Room
 10722 SE Main Street
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MINUTES

JULY 18, 2017

Council President Lisa Batey called the Council meeting to order at 4:00 p.m.

Present: Councilors Angel Falconer, Wilda Parks

Excused: Mayor Mark Gamba, Councilor Shane Abma

Staff: City Manager Ann Ober
 City Recorder Scott Stauffer
 City Attorney Tim Ramis

Finance Director Haley Fish
 Library Director Katie Newell

The group noted the absence of Mayor Gamba and Councilor Abma and that the Community Development memo was available in the Council Packet.

Library Board Annual Update

Ms. Newell introduced Jason Price, Library Board Chair. The group talked about changes to the Library Board bylaws and agreed on changes to board member residency requirements.

Mr. Price discussed radio frequency identification (RFID) technology that the Library would be implementing in July 2017. **Ms. Newell** explained that RFID technology had been used in many libraries.

Ms. Newell discussed library program attendance, support from the Friends of the Ledding Library (FOLL), and library volunteers. **Mr. Price** reviewed the Library's new Seed Swap, gardening, and other programs. **Ms. Newell** provided Ledding Library statistics, including circulation, volunteers, programs, and more.

Library Construction Project Update

Ms. Fish introduced Amy Winterowd, Principal at Plan B Consultancy. She noted that the City had recently hired Plan B Consultancy to serve as project managers for the Library Construction project.

Ms. Winterowd discussed the library project and the work her team has done so far. She discussed the state of the library, including seismic and code compliance concerns.

The group discussed the option to relocate the library or keep the library on site during construction. **Ms. Fish** and **Ms. Winterowd** explained that the recommendation from staff and the Library Construction Task Force (LCTF) was to move the library to a temporary location during construction. The group noted that a temporary location had yet to be found and discussed possible sites.

Council President Batey summarized that it was the consensus of the Council members present to temporarily relocate the library during construction.

Ms. Winterowd reviewed next steps and suggested the new library would be open by Summer 2019.

Council President Batey adjourned the Work Session at 4:48 p.m.

Respectfully submitted,

Amy Aschenbrenner, Administrative Specialist II

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MILWAUKIE

Dogwood City of the West

Memorandum

To: City Council

From: Alma Flores, Community Development Director

CC: Ann Ober, City Manager

Date: July 13, 2017

Re: Community Development Department Projects - City Council Update for July 18, 2017

Community Development/Economic Development

- North Milwaukie Industrial Area Plan
- Milwaukie Station Food Cart Pod
- Coho Point at Kellogg Creek RFQ Process
- Vertical Housing Development Zone
- Development Project Manager
- Parking and Construction Projects-- Community Outreach
- Downtown Wayfinding Implementation
- Construction Excise Tax discussions

Engineering

- Private Development
- Permitting and Inspections
- Traffic Control Requests
- 42nd Avenue SSMP and ADA Ramps
- Washington Street Storm and Main Street Water Quality
- 2016 Sidewalk and ADA Ramp Enhancement
- 99E Hwy / McLoughlin Blvd Utility Relocation
- Kellogg Creek Bridge Replacement
- Kronberg Park Multi-Use Trail

Planning

- Visioning
- Comprehensive Plan Update: Advisory Committee
- Land Use and Development Review
- Design and Landmarks Committee

Building

- June in review.

Community Development/Economic Development

North Milwaukie Industrial Area Plan

- A [draft Framework Plan and Implementation Strategy](#) is available on the website. The next public hearing is scheduled before City Council on July 18, 2017 with a follow up meeting on August 1, 2017 to consider adoption of the NMIA Plan. Please visit www.northmilwaukie.com for project documents and updates.

Milwaukie Station Food Cart Pod

- Construction is now complete at the Milwaukie Station Food Cart Pod at 11301 SE 21st Ave! Carts have begun moving on to the site for a soft opening and will be open for business with limited hours. The Grand Opening is set for Friday, August 4th. Additional information about Milwaukie Station and remaining available spaces can be found at www.milwaukieoregon.gov/foodcarts.

Coho Point at Kellogg Creek RFQ

- The Request for Qualifications for the Coho Point at Kellogg Creek opportunity site was released and closed on May 25, 2017. The City received 9 proposals for consideration.
- City Council to discuss disposition of the property based on recommendation of the RFQ Review Committee in an executive session held on July 11, 2017.

Vertical Housing Development Zone (VHDZ)

- The City is pursuing designation of its downtown, central Milwaukie, and Tacoma Station area for a VHDZ which would provide a tax incentive for vertical development in zones that allow for mixed use development near transit.

Development Project Manager Hired

- A new staff member will join the Community Development team on July 31. This new staff member will assist the community development director with development opportunity sites downtown, private development projects, main street revitalization, urban renewal programming, and other projects in the city.

Parking and Construction Projects Outreach

- Staff is working on a policy memo that would outline the city's community outreach and engagement process for city and private construction projects in the downtown. The outreach approach could be tailored to address outreach in the neighborhoods outside of downtown, but given the pipeline of construction projects coming online in downtown, a proactive approach is being developed for the downtown.

Downtown Wayfinding – Implementation

- Staff is reviewing the contract agreement with Metro for use of grant funds for the implementation of Phase 1 of the Downtown Wayfinding Plan. Staff is also drafting an RFQ seeking a firm to fabricate the Phase 1 signage.

Construction Excise Tax

- Senate Bill 1533 was passed in 2016 that allows city's and county's to charge an additional tax on residential and commercial/industrial development in order to fund affordable housing development initiatives. City council will be reviewing how this tax could be implemented in the city and determine the program parameters.

Engineering

Private Development

Public Improvement Projects

- Mission Park Subdivision - 14 lot subdivision near 52nd on the South side of

King Rd. Construction plans are currently being reviewed.

- Eagle & 21st development – Eagle street is being extended east to provide access to 3 new houses fronting Eagle Street and 21st Avenue. Construction plans are currently being reviewed.
- Front Street development – Front street is being extended east from Stanley avenue to provide access to 2 new houses fronting Front Street. Construction plans are currently being reviewed.
- 21st & Washington Development – Traffic impact analysis phase. Application will be submitted soon.
- Improvements have begun for 5445 SE King Road partition.

Permitting and Inspections – Fiscal Year 2017

Right-of-Way Permits Issued: 96

Right-of-Way Inspections Completed: 277

Franchise Permits Issued: 169

Traffic Control Requests

Received: 30

Completed: 11

Under Review: 19

Project Updates

42nd Avenue SSMP and ADA ramps.

- The project is now out to bid with a closing date of July 27, 2017. Construction scheduled to commence during the early fall of 2017.

2016 Sidewalk and ADA Ramp Enhancement

- The project is now 100% complete.

Washington Street Storm and Main Street Water Quality

- Authorization to enter into a personal services contract with ESA for engineering services will be presented to Council at their July 18th session.

99E HWY / McLoughlin Blvd Utility Relocation

- The project is now 100% complete.

Kellogg Creek Bridge Replacement

- The City is proceeding with the proposed new alignment of the bridge which is to the west of the existing bridge.
- Contractor is now finalizing the 60% design.
- Construction is expected to commence on October 2017.

Kronberg Multi-Use Trail

- Signed Personal Services Agreement has been received from OTAK. Contract is currently being reviewed by City of Milwaukie finance department.

Planning

Visioning

- The City Council will review the final draft of the Vision Statement and Action Plan at their August 1st meeting. Adoption is scheduled for the September 5th Council meeting.

Comprehensive Plan Update

- On July 11th, the Council discussed the makeup of a plan advisory committee

for the Comprehensive Plan update. A worksession on the plan update process is tentatively scheduled for the August 1st meeting.

Land Use and Development Review¹

- City Council Review
 - S-2017-002 (master file) – The Planning Commission approved a 19-lot subdivision at 4217-4219 SE Railroad Ave on June 13th. The associated zone change from Residential R-7 to R-5 and removal of the property from the Historic Resources inventory list are scheduled for a hearing and decision by City Council on July 18th (sub-files CPA-2017-001 and ZA-2017-002).
- Planning Commission Review
 - S-2016-002 (master file) – The application for a 4-lot subdivision at 4543 SE Logus Rd is scheduled for public hearing by the Planning Commission on July 25th.
 - PD-2017-001 (master file) – The continued public hearing for a 92-unit Planned Development subdivision on the Turning Point Church site at 13333 SE Rusk Rd is scheduled for July 25th.
 - CSU-2017-004 – The application is for a new Community Service Use (school) to be located in the existing Church of God facility located at 10670 SE 52nd Ave. This is a Type III application and has been deemed complete. Referrals will be sent out by July 14. The application is tentatively scheduled for public hearing by the Planning Commission on August 22nd.
 - WG-2017-003; NR-2017-002 – The application is for the Kellogg Bridge Replacement project and associated bank improvements and repair in Riverfront Park. The application requires a Type III Willamette Greenway review and a Type III Natural Resources review. The applications have been deemed complete; referrals will be sent out by July 14. The applications are tentatively scheduled for public hearing by the Planning Commission on August 22nd.
- Planning Director Review:
 - ADU-2017-003 – This is a Type II ADU application for 4327 SE Mason Ln. Referrals and public notice were sent on July 12th.
 - VR-2017-008 – The application is for a variance to the rear yard setback for an addition to the existing house. The application is Type II and asking for a 15 ft rear yard setback versus a 20 ft setback. Referrals and public notice were sent on June 23rd.
 - VR-2017-009 – The application is for a Type II variance to allow a fence in the front yard that varies between 66" – 72" in height, which exceeds the allowed 42". The application is in completeness review.

¹ Only those land use applications requiring public notice are listed here.

Design and Landmarks Committee

- The Design and Landmarks Committee met on July 10 and continued their review of design guidelines. The Committee will be reviewing the proposed mixed use development project proposed for the Bernard Garage site in downtown Milwaukie on August 7th. They are charged with making a recommendation to the Planning Commission.

Building

June 2017 in review:

	Valuation of permits issued
New Single Family – 0 issued	\$0
Residential Alterations/Additions – 9 issued	\$95,500
Commercial new - 0 issued	\$0
Commercial Alterations – 5 issued	\$462,317

Total number of permits issued (Structural, Mechanical, Plumbing, Electrical) 141

Total number of Inspections performed (Structural, Mechanical, Plumbing, Electrical)
287

To: Mayor and City Council
Through: Ann Ober, City Manager
Reviewed: Jana Hoffman, Supervising Librarian
From: Jason Price, Library Board Chair, and
Katie Newell, Library Director

Date: July 5, 2017

Subject: **Library Board Annual Report FY 2017**

ACTION REQUESTED

Review and discuss the Library Board's Annual Report for 2016-2017

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Previous Library Board Reports have been presented to the City Council on an annual basis. The Board's duties, under the general direction of the City Council, include reviewing and commenting on rules and policies for the operation of the library; commenting on the acceptance or rejection of donations of real or personal property or funds donated to the library; commenting on sites for public library buildings or for location of library facilities and other such activities. The Board also works toward adequate financial support for the library, although the Board has no responsibility for the budget or for any financial transactions. The Board also helps the library be responsive to community needs now and in the future.

Highlights of 2016-2017

- Library Board members: Krista Downs, Chair; Erin Lee, Vice Chair; Ryan Healy; Karol Miller; Jason Price; Kathi Schroeder; Anna Van Tyne. Krista Downs voted in as the Chair, Erin Lee voted in as the Vice Chair.
 - The number one priority was and continues to be supporting and encouraging continued progress on an expansion plan.
 - The Board supported expansion of the Ledding Library to better serve the Library's community.
 - One Board member served on the Library Construction Task Force. Ryan Healy was appointed as the Board's liaison throughout the project.
 - Number two priority was the continued supportive relationship with the Library District, including installation of Radio-Frequency Identification (RFID). RFID should be going live by the end of the summer.
 - Supported the Library director and staff regarding library operations and policies.
 - Continued to support the Library staff's ideas for new programs and outreach.
 - Supported and assisted the Friends in all their endeavors, including the annual plant sale, book sale, concerts, the Sunday Market book sale, First Friday book sale.
 - Participated in the Library District Advisory Committee (LDAC), which advises the Clackamas County Board of Commissioners on the formulation of policy regarding the funding of the Library District. Karol Miller served as the Library Board's representative.
 - Continued to support the growing number of children and adult programs.
 - Supported promotion of Library programs through the use of flyers, newsletters, and other media outlets, such as The Pilot, the City of Milwaukie's website, the Library's website, Facebook page and Pinterest account.
- Facebook:

- 1,334 likes
- 21% ages 25-34; 36% ages 35-44; 29% ages 45-64

Pinterest:

- 48 followers
- 33 boards

Website:

- 35,765 users of the Library's website, representing 21.33% of the City of Milwaukie's total website users
- 91,006 unique pageviews, representing 14.87% of the City of Milwaukie's unique page views
- 62,615 website sessions, representing 20% of the City of Milwaukie's total website sessions

Most popular webpages viewed were:

1. Library homepage
 2. Directions and hours
 3. Storytime
 4. Clackamas Review Obits index
 5. Using the Library (hours, contact info, checkout info, fines and renewal info)
 6. Contacts page
 7. Cultural Passes
 8. Children's programs
 9. Clackamas Review newspaper index
 10. Summer concerts
 11. How to get a library card
 12. Poetry series
- New Library Board members added in April 2017 as Kathi Schroeder and Anna Van Tyne finished their terms March 31, 2017. New members Robin Chedister and Jess Stetson joined Krista Downs, Ryan Healy, Erin Lee, Karon Miller and Jason Price. For the coming year, 2017-2018, Jason Price was elected Chair, Erin Lee was elected Vice Chair.

BUDGET IMPACTS

None, as this is a review of the past year and anticipated work program for the coming year that does not require any special funding not already in the budget.

WORKLOAD IMPACTS

The Library Staff will support the Board's work to accomplish the priorities listed below. The staff liaison to the Board, the Library Director, will attend all meetings, take and distribute meeting minutes and work on all duties associated with the work program's priorities.

COORDINATION, CONCURRENCE, OR DISSENT

The Library Board and the Library Director have reviewed and concur with this report.

STAFF RECOMMENDATION

Library Director recommends the acceptance of this report and giving these volunteers a huge thank you for their continued support.

ATTACHMENTS

1. Revised By-Laws
2. Program Highlights: Ledding Cultural Forum, Milwaukie Poetry Series, Adult and Children's
3. Budget

Attachment #1 – Revised By-Laws

BYLAWS -- LIBRARY BOARD

Article I. Name

The name of this Board is the Board of the Ledding Library.

Article II. Purpose, Authority, and Duties

- A. The purpose of this Board is to advise the Milwaukie City Council and the Ledding staff on library patrons' needs.
- B. The Board is authorized by Milwaukie Municipal Code Chapter 2.28 in accordance with ORS 357.400 to 357.621.
- C. The Board's duties, under the general direction of the Council, include reviewing and commenting on rules and policies for the operation of the library; commenting on the acceptance or rejection of donations of real or personal property or funds donated to the library; commenting on sites for public library buildings or for location of library facilities; and other such activities. The Board also works toward adequate financial support for the library, although the Board has no responsibility for the budget or for any financial transactions. ***The Board also helps the library be responsive to community needs now and in the future.***

Article III. Membership

- A. Each Board member shall be appointed by the Mayor with the consent of Council, and those members shall serve at the pleasure of the Council. Terms are for a period of two years. Board members shall serve no more than three consecutive full terms. The Council may waive this limitation if it is in the public interest to do so.
- B. The Board consists of seven members. Those non-City residents eligible for board membership shall reside within the service area of North Clackamas School District #12. No member may be a City of Milwaukie officer, agent, or employee.
- C. Vacancies are filled in the same manner as the original appointments.
- D. Upon failure of any member to attend three consecutive meetings, the Board may recommend termination of that appointment to the Council, and the Council may remove an incumbent from the Board and declare the position vacant to be filled in the manner of a regular appointment.
- E. All members shall serve without compensation.
- F. ***Efforts will be made to have the library board be representative of the diverse population that makes up Milwaukie.***

Article IV. Officers and Staffing

- A. Officers. The officers consist of a chair and a vice chair who shall be

selected by the membership and who shall serve at the pleasure of the membership for one year. Nominations and election of officers shall be taken from the floor at the Board's June meeting of each year. Officers may be re-elected.

- B. Chair. The chair shall have general supervisory and directional powers over the Board. The chair shall preside at all Board meetings and review the Board agendas with the staff liaison. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Board unless the responsibility is delegated in writing.
- C. Vice Chair. The vice chair shall execute all powers of the chair in the absence of the chair.
- D. Staff. The City of Milwaukie will provide staff support to the Board for meeting notification, word processing, minutes preparation, copying, and information gathering to the extent the budget permits.

Article V. Organizational Procedures

- A. The Board shall hold meetings as necessary at a time and place designated by staff consistent with Oregon Public Meetings Law.
- B. Fifty-one percent of the voting membership of the Board shall constitute a quorum. The concurrence of a majority of the Board members present shall be required to decide any matter. If a quorum is not attained in fifteen minutes following the scheduled call to order, the meeting shall be canceled.
- C. All members who are present at Board meetings, including the Chair and Vice Chair, are allotted one vote each on all motions.
- D. These bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote of the Milwaukie City Council on its own initiative, or upon a recommendation from the Board.
- E. The parliamentary authority for this Board is *Robert's Rules of Order Revised* except where superseded by these bylaws or local, state, or federal law.
- F. Individuals being considered must be willing to dedicate, at a minimum, one meeting per month to the Board.

Highlighted areas are proposed changes to the by-laws.

Attachment #2 – Program Highlights

Ledding Cultural Forum - 2017

February 2, 2017 – Peter Franc, principal dancer, Oregon Ballet Theatre
March 2, 2017 – Joe Kurmaskie, author, *Metal Cowboy*
April 6, 2017 – Robert Bresky, author, *The Papermakers: More than Run of the Mill*
May 4, 2017 – Rosie McGee, author, *Dancing with the Dead*
June 1, 2017 – Carrie Atkinson, founder, Sock It To Me
July 20, 2017 – Matt Haynes, Pulp Stage performances, 10 minute plays
September 7, 2017 – Lidia Yuknavitch, author, *The Book of Joan*
October 5, 2017 – Diana Abu-Jaber, author, *Life Without a Recipe*
November 2, 2017 – Wendy Wagner, author, *An Oath of Dogs*

The program was supported by the Friends of Ledding Library, Jill Younce of Painted Lady Coffee House and Spring Creek Coffee House.

Milwaukie Poetry Series – Tenth Season

September 14, 2016 – Donna Prinzmetal
October 12, 2016 – Darlene Pagan
November 9, 2016 – Dan Raphael
December 14, 2016 – Henry Hughes
January 11, 2017 – Carl Adamshick (rescheduled to June 29, 2017, due to snow cancellation)
February 8, 2017 – Zachary Schomburg
March 8, 2017 – Jennifer Richter
April 12, 2017 – Lois Rosen
May 10, 2017 – Penelope Scambly Schott
June 14, 2017 – Joe Wilkins

Adult Programs

Adult Coloring (monthly)
Artist receptions at the Pond House (3-4/year)
Bilingual Poetry Reading – Al-Mutanabbi Street Starts Here! (yearly)
Daylight Book Group (monthly)
First Saturday Music Concerts (7/year)
Foreign and Indie Film Night (9/year)
Game Nights (YA Program **4-8/year**)
Knit Night (monthly)
Ledding Book Club (monthly)
Ledding Cultural Forum (9/year) – **4th Season**
Library2Go clinics (by appointment)
Milwaukie Poetry Series (10/year) – **10th Season**
Milwaukie/Sellwood Book Club (monthly)
Poeming Pigeon Book Launch (2/year)
Poetry Book Discussion (3/year)
Poetry Open Mic (12/year)
Poetry Writing Workshop (2/year)
Timberline Review Poetry Reading (1-2/year)
William Stafford Celebration (yearly)
Writers' Group (monthly)
Xbox One Gaming (YA, monthly)

Special Programs

The ABCs of Pressure Canning class by OSU Extension Services
Adult Blind Date with a Book
Adult Seasonal Storytelling by Will Hornyak
Astronomy programs and solar eclipse glass giveaway -Here Comes the Sun, but Why is it Getting Dark?
Solar Eclipses and What's Up... and How Do I See it? Astronomy
Bees: Keeping and Supporting Them presentation
Electronics Recycling
Growing the Best Tomatoes class
Landscape Design 101 class
Ledding Seed Swap
Managing Slugs & Snails class
Meditation (2 programs given)
Oregon Humanities Conversation Project programs
Pesticide-Free Pest Control
Planning for Spring – Preparing Your Garden in the Fall
Poetry in the Park (annual event)
Portland Bridges: A Storytelling Slide Show by Sharon Wood Wortman
Read a Banned Book
Seed Saving class
Soil and the Winter Garden class
Soils, Nutrients and Composting
Summer Reading (teens and adults, June-August)
Summer Reading Passport (adults, June-August)
Summer Weekly Concerts (June-August)
Ukalaliens Workshop (adults learn how to play ukulele)
World Wide Knit in Public Day
Worm Composting class

Red = New in FY16-17

Children's & Teen Programs

Ages 0-5

Baby sign & sing workshops (2-3/year)

Baby storytime (weekly)

Preschool drop-in crafts (weekly)

Preschool storytimes (twice weekly)

Toddler & preschool music/dance classes (4/year)

Toddler dance parties (2/year)

Toddler play dates (2-3/year)

Toddler storytimes (twice weekly)

All ages

Family storytime (weekly)

Oregon Symphony Storytimes (annual)

Scavenger hunts (8-10/year)

Spanish storytime (monthly)

School-age

Book Buddies – book group for ages 7-9 (monthly)

Class visits from Milwaukie-area schools (8-10/year)

Homeschool Programs (6/Fall + 6/Spring)

LEGO Club (monthly)

Minecraft Night (quarterly)

No School Days – drop-in crafts (all day program – 2/year)

Read to the dog (weekly)

Saturday crafts (3/month)

Young Teens/Teen Programs

Crafternoons (3/summer)

Game Night (monthly)

Talk back to books – book group for ages 10 & up (monthly)

Teen Blind Date with a book (1-2/year)

Teen Lock-In (after hours) with N. Clackamas Parks & Rec (annual)

Special programs

Free Preschool Vision Screenings with Elks Children's Eye Clinic/OHSU (2/year)

Free summer snack site (weekly in 2016; twice a week this summer)

Halloween Party

N. Clackamas Parks Recmobile/Activity Van at the library (weekly this summer)

Spring Break Programs

Summer Reading Performers & Programs (2 per week)

Summer Reading Program – a free book and prizes from sponsors for reading all summer.

Parenting Workshops (2-3/year)

Homeschooling in Oregon Workshop

Kindergarten Readiness

Outreach

Free Summer Lunch Site visits

Head Start – monthly storytimes and annual parent night talks at River Road & Wichita Head Starts

Jump Start Kindergarten visits

Ready, Set, Go! Program for Spanish-speaking families at Wichita Center (monthly visits to the Library)

School Literacy Nights/Open Houses (7-8/year)

TC Courtyard - Central City Concern-funded housing for families in recovery – (every other month)

Teen Parents at PACE Program/Sabin Skills Center (2 visits per year, including storytime)

Attachment #3 – Budget

Library Budget

FY 2017

Income

District Funds	\$1,600,486 – received \$1,610,721
City Contribution	\$ 839,000
Other	<u>\$ 73,000</u>
Total	\$2,512,486

Expense

Personnel	\$1,614,000
Materials, services, programs	\$ 206,000
Transfers back to City	<u>\$ 720,000</u>
Total	\$2,540,000

FY 2018

Income

District Funds	\$1,651,698 – estimate from District
City Contribution	\$ 864,000
Other	<u>\$ 79,000</u>
Total	\$2,594,698

Expense

Personnel	\$1,725,000
Materials, services programs	\$ 209,000
Transfers back to City	<u>\$ 740,000</u>
Total	\$2,674,000

CHILDREN'S



Campfire Storytime



Harry Potter Party

PROGRAMS

Friends of the Ledding Library



Plant Sale



Book Sale



Volunteer Brunch



Seed Swap



Celebrating Cultural Arts



Joe "Metal Cowboy" Kurmaskie
March 2, 2017 at 7pm
Author, Cyclist



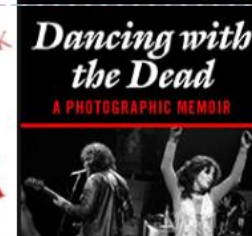
LEDDING CULTURAL

All events are free and will be held at the
Ledding Library Pond House
2215 SE Harrison, Milwaukie, OR



<http://www.milwaukieoregon.gov/library/ledding>
Milwaukie Ledding Library 503-786-7580
This Project is supported by the Friends of Ledding Library, Painted Lady Coffee House & Spring Creek Coffee House

Celebrating Cultural Arts



The Grateful Dead: Before, During and After the 'Summer of Love'
May 4, 2017 at 7pm



events are free and will be held at the
Ledding Library Pond House
2215 SE Harrison, Milwaukie, Oregon

www.milwaukieoregon.gov/library/ledding-cultural-forum
Milwaukie Ledding Library 503-786-7580

This Project is supported by the Friends of Ledding Library, Painted Lady Coffee House & Spring Creek Coffee House

Celebrating Cultural Arts



Carrie Atkinson
June 1, 2017 at 7pm
Founder of Sock It to Me



LEDDING CULTURAL FORUM

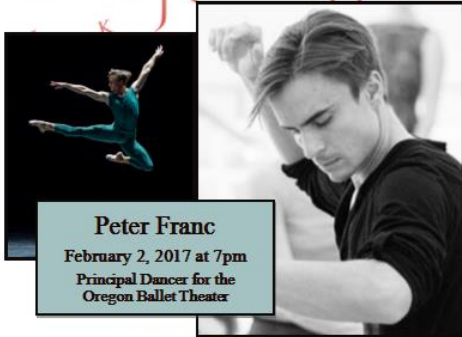
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Celebrating Cultural Arts



Peter Franc
February 2, 2017 at 7pm
Principal Dancer for the Oregon Ballet Theater



LEDDING CULTURAL FORUM

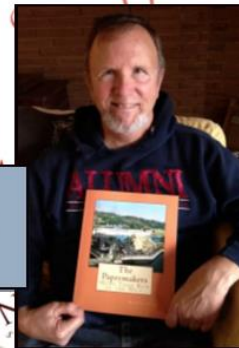
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Celebrating Cultural Arts



Robert Bresky
April 6, 2017 at 7pm
Author



LEDDING CULTURAL FORUM

All events are free and will be held at the
Ledding Library Pond House
2215 SE Harrison, Milwaukie, Oregon 97222

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Summary of Ledding Library Statistics									
FY2000-FY2017									
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		Collected							
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FY 2008	585,857	\$58,546	1,356	7,592	30,752	299	8,356	109,922	
FY 2009	651,764	\$58,756	894	6,992	32,511	305	9,902	122,320	
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FY 2012	709,614	\$57,346	1,507	8,679	31,490	505	12,619	200,749	88,444*
FY2013	720,951	\$61,533	1,561	9,591	29,120	539	15,580	193,783	263,136
FY2014	725,861	\$63,757	1,473	9,004	27,193	611	17,310	179,113	256,762
FY2015	711,150	\$62,377	1,646	10,299	30,869	663	19,565	174,703	256,971
FY2016	685,157	\$53,240	1,546	9,907	27,756	627	20,079	154,489	261,680
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	*Beginning 3/1/2012								

Library Value Calculator

Library Materials & Services		Value of your use
340,693	Adult Books Borrowed	\$ 5,791,781.00
16,186	YA Books Borrowed	\$ 194,232.00
257,715	Children's Books Borrowed	\$ 4,381,155.00
172,565	Interlibrary Loan Requests	\$ 4,314,125.00
22,922	eBooks Downloaded	\$ 343,830.00
198,731	Movies Borrowed	\$ 794,924.00
200	Meeting Room Use (per usage)	\$ 5,000.00
3,501	Adult Program Attended	\$ 52,515.00
17,012	Children's Program Attended	\$ 119,084.00
672	Museum Passes Borrowed	\$ 13,440.00
24,354	Computer Use	\$ 292,248.00
30,034	Reference Assistance	\$ 210,238.00
Total Value		\$ 16,512,572.00

ALA Citation Generator. ALA Citation Generator

"Library Value Calculator", American Library Association, January 14, 2009.

http://www.ala.org/advocacy/advleg/advocacyuniversity/toolkit/makingthecase/library_calculator (Accessed July 17, 2017)

Library Board



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To: Mayor and City Council
Through: Ann Ober, City Manager
Reviewed: Amy Winterowd of Plan B Consultancy, Alma Flores, Community Development Director
From: Haley Fish, Finance Director and Katie Newell, Library Director
Subject: **Library Construction Project Update**

ACTION REQUESTED

Listen to a presentation from the Library Director and Finance Director on the status of the library bond project and provide direction on whether to temporarily relocate the library or have phased construction occur around staff and library functions..

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[May 17, 2016](#) Library Bond passed for the construction of improvements to the library.

[December 20, 2016](#) Council adopted Resolution 125-2016 approving contract with Hacker as the architect of the library.

[January 17, 2017](#) Council adopted Resolution 16-2017 approving contract with Swinerton Builders as the CM/GC of the library project.

[January 17, 2017](#) Library Construction Task Force members approved by Council; first meeting held January 31, 2017.

ANALYSIS

The project management team (PMT), consisting of Haley Fish, Alma Flores, Jana Hoffman, Katie Newell, Nancy Wittig, Amy Winterowd of PlanB Consultancy, Jordan Henderson of PlanB Consultancy, Will Dann of Hacker Architecture, Laura Klinger of Hacker Architecture, Tyler Nishitani of Hacker Architecture, and William Silva of Swinerton, have been meeting regularly to discuss the steps needed to move this project forward. One such step was to bring PlanB Consultancy on-board to work with the PMT through the design process - keeping on schedule, and monitoring costs - to ensure an on-budget library bond project. In order to have a more efficient design and construction of the library, it has been recommended by the PMT to consider relocating the library functions off-site temporarily during construction. The PMT brought this decision point to the Library Construction Task Force on June 27, 2017 and other important project updates. The Chair presented to the task force the option of phased construction versus temporary relocation of the library during construction and the task force unanimously voted in favor of temporarily relocating the library functions during construction. The main reasons mentioned were the public health of the staff and patrons, safety of the staff and patrons, noise levels, the need for staging on the existing parking spaces (therefore removing parking on site for patrons), design efficiency, and reducing the construction schedule timeline by a conservative estimate of at least 2 months. The PMT has also been exploring options for the temporary relocation of the library in such venues as churches, church parking lots, vacant retail spaces in shopping centers, park and ride lots, industrial spaces, and city-owned sites. Relocation sites need to easily accessible by transit and have the parking necessary to accommodate the staff and patrons.

BUDGET IMPACTS

If the Council agrees with the recommendation of the PMT and the Task Force to temporarily relocate the library, the conservative construction cost savings for two months would be \$140,000 which would then translate over to either a modular rental on a vacant lot or a lease in a shopping

center or other type of commercial or industrial space. It is unknown what the actual budget implication would entail as it is dependent on the selected relocation option. Staff is confident, however, that the project has sufficient funds to cover this expense.

WORKLOAD IMPACTS

Library staff will need to move twice rather than thrice.

COORDINATION, CONCURRENCE, OR DISSENT

Library Construction Task Force and the PMT concur with the recommendation to temporarily relocate.

STAFF RECOMMENDATION

The Library, Finance, and Community Development Directors recommend that the library temporarily relocate.

ALTERNATIVES

Phased construction of the library with staff and patrons navigating the construction site relocation of staff and library functions. The staff and library functions will need to

ATTACHMENTS

1. Library Construction Task Force minutes.



Library Building Task Force #3 Minutes

June 27, 2017, 5:30 PM
Pond House

Meeting called by: Angel Falconer, Chair

Task Force members: Rebecca Banyas; Angel Falconer; Ernestina Fuenmayor; Ryan Healy; Paul Klein; Julie Lund; Ervin Miller; Melissa Perkins; Nancy Tice

Task Force members absent: Mayor Mark Gamba; Ann Ober, City Manager; Haley Fish, Finance Director

City Staff: Alma Flores, Community Development Director; Katie Newell, Library Director

PlanB Consultancy (PlanB): Amy Winterowd; Jordan Henderson

Hacker Architects (Hacker): Will Dann

Call to order: Angel Falconer called the meeting to order at 5:32 p.m.

Discussion items

1. Approval of minutes. The April 25, 2017 meeting minutes were approved as written.
2. Building Assessment Report. Amy Winterowd provided additional details to each line item in the 2-page executive summary of the 47-page Building Assessment report dated May 2017 authored by Hacker. Please see the memo dated June 27, 2017 from PlanB Consultancy.
 - As part of the Project Team's due diligence, an understanding of the condition of the current Ledding Library was warranted; representatives of the design team from Hacker, their structural engineer and the mechanical/electrical/plumbing engineers along with the CM/GC, Swinerton went on site for one day.
 - The on-site inspection was conducted as visual review of the systems; additional information was gathered through interviews with library staff and review of historical documents to understand the systems which were put into place and could not be visually verified.
 - Due to the building's different ages, building codes and building materials varied, and code is in conflict with today's best practices.

- The bulk of the systems at the existing Ledding Library have come to the end of their useful life span with exception of the security system which is only two years old.
- Structural reinforcements are needed since the current state of structures would not withstand the force of a major earthquake. Structural updates could be made; however, the systems for bracing would greatly affect the quality of the volumes of space.
- The building is currently not fully in compliance with ADA requirements – access to the second floor is not adequate. The elevator is made for the general public and the cab is not large enough to handle a gurney. The elevator is also difficult to find.
- The building envelope – those systems that envelope the interior (walls, windows, roof) – is not very efficient. A lack of vapor barriers and insulation are contributing to the high cost of energy because the heating and cooling can easily escape. Windows are varied in condition with some in good condition and others benefitting greatly from replacement.
- There are three different Heating, Ventilation, Air Conditioning (HVAC) systems and most are out of code compliance.
- Likewise, the control system is out of date. Better functionality could be gained from one cohesive new Digital Direct Control system.
- The exhaust system is in good condition and could be reused.
- Domestic water, storm drains and the sanitary sewer system are in fair condition. The water system is large enough to handle capacity for up to a 25,000 square foot building.
- There is currently no fire protection system. A building in excess of 12,000 square feet will require installation of an automatic sprinkler system.
- Due to the age, size and voltage of the electrical service distribution system, a full replacement is recommended.
- There is currently no on-site generator for emergency power and the egress lighting is not fully compliant.
- The existing grounding and bonding systems were not visible in the field and could not be found in existing documentation.
- Additional power plugs should be provided for general use.
- Interior lighting controls is currently out of compliance, but it is an opportunity to switch out with more energy efficient lighting sources and systems. Exterior light should be upgraded with more energy efficient lighting and put on timers.
- The telecommunications rack is currently out in the open. It really should have its own space as it is a large risk for facility downtime should readily accessible items be inadvertently removed.
- The current fire alarm system does not comply with Oregon fire code standards.
- The security system is in good working order, but is limited in its coverage inside the building and does not cover the outside.

Task force member asked if we are going to tear it down. Amy replied that it would be discussed in the next portion of the agenda.

Task member asked if the security system is comprehensive. Katie answered that it is only for the interior not the exterior. The Library only has live video since it is connected to the existing City system; there is no on-site server

Task member asked if asbestos was present. Will Dann answered that testing was not conducted, but it is suspected that asbestos is in the building.

3. Phased Construction versus Temporary Relocation. Angel went over the impacts to factor in when thinking about the discussion point to relocate or for phased construction:
- The public health and safety to mitigate/abate the issues with patrons and staff in the building
 - Assigning a value to the patron experience in each scenario
 - What is the value of a more efficient finished product.

Task member asked if there were viable properties to rent. Katie answered that tours of opportunity sites have been conducted. She furthered informed the Task Force that pods (construction trailers) are being explored as well as partnering with other organizations for programming.

Task member asked if library stayed on its current site during construction, if the building would be renovated. The project team stated that renovation would be difficult given factors such as the structural complexity.

Task member asked how much space construction staging would take. Katie replied that the bulk of parking would be needed for construction staging; this might compromise patrons experience coming to the site. Construction staging for a phased occupied construction project would also add cost and inefficiencies.

A task member felt that modulars would not be a problem. Many schools are using modular over other potential facilities because they are actually nicer. It was referenced that the one from the Sellwood project was probably available.

A task member added that she did not feel familiarity of the existing site was a potential positive as the occupied construction experience would actually make the facility unfamiliar considering factors such as location of materials, restrooms, etc will be in flux.

A task member offered that from a contractor's perspective, it is not ideal to have people coming through a construction site. And that further, from professional experience, it is costly to have phased construction.

The consensus from the group was that RELOCATION MAKES THE MOST SENSE.

The value of the patron experience is PRICELESS; NOT MONETARY.

A task member asked if city owned properties had been explored. Katie and Alma went over the city owned properties which have been explored:

- Harrison and Main has the farmer's market
- Jefferson parking lot—has permitted parking on it
- Coho Point site—is undergoing a public-private partnership for disposition and egress would be an issue

Katie and Alma also reported that churches and schools were evaluated for partnership opportunities; the TRIMET site is being explored; Kellogg Bowl.

It was asked about the McFarland site and the Mill End store property. Alma said she would contact both.

A task member thought the Waldorf School would be a good potential option. Alma and Amy reported that the Waldorf School has been contacted and we have not heard back from them.

Alma further reported that the Haggens parking lot has a request in too; school districts and the new NCPRD purchased site are being explored; and the retail space at the King Road Shopping place is also a possibility.

4. Homework--Library Program. An Executive Summary of the 47-page Library Program was handed out
 - Task Force members were asked to review the program for completeness
 - Review feedback is due July 11, 2017.

Follow up from last meeting notes: There were no comments to the follow up items.

Public comment: There was so public comment.

Adjournment: Angel adjourned the meeting at 6:41 p.m.

 CITY OF MILWAUKIE
COUNCIL STAFF REPORT



To: Mayor and City Council
Through: Ann Ober, City Manager
Reviewed: Amy Winterowd of PlanB Consultancy, Alma Flores, Community Development Director
From: Haley Fish, Finance Director and Katie Newell, Library Director
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STAFF RECOMMENDATION

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ALTERNATIVES

Phased construction of the library with staff and patrons navigating the construction site, as well as relocation of staff and library functions multiple times.

ATTACHMENTS

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