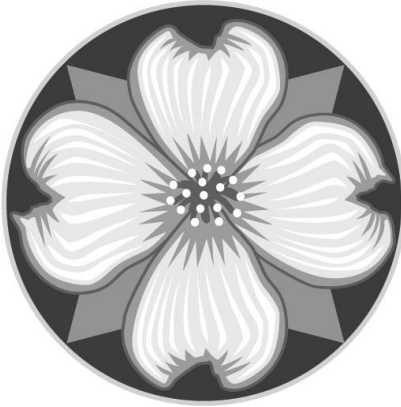




Study Session

SS

Milwaukie City Council

COUNCIL STUDY SESSION

Public Safety Building (PSB) Community Room
3200 SE Harrison Street
www.milwaukieoregon.gov

AGENDA

JANUARY 8, 2019

Note: times are estimates and are provided to help those attending meetings know when an agenda item will be discussed. Times are subject to change based on Council discussion. **Page #**

- 1. Board, Commission, and Committee (BCC) Leadership Summit (5:15 p.m.)** **6**
Staff: Kelly Brooks, Assistant City Manager, and
Scott Stauffer, City Recorder
- 2. Adjourn (6:30 p.m.)**

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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.



COUNCIL STUDY SESSION

Public Safety Building (PSB) Community Room
3200 SE Harrison Street
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MINUTES

JANUARY 8, 2019

Mayor Mark Gamba called the Council meeting to order at 5:16 p.m.

Present: Council President Lisa Batey; Councilors Angel Falconer, Wilda Parks, Kathy Hyzy

Board, Commission, and Committee Chairs Present: A. Adams, Arts Committee; Jon Stoll, Budget Committee; Vince Alvarez, Citizens Utility Advisory Board (CUAB); Lauren Loosveldt, Design and Landmarks Committee (DLC); Jason Price, Library Board; Lisa Gunion-Rinker, Park and Recreation Board (PARB); Regis Niggemann, Public Safety Advisory Committee (PSAC); Kim Travis, Planning Commission; Andrew Taylor, Tree Board

Staff:	Assistant City Manager Kelly Brooks	Finance Director Bonnie Dennis
	City Manager Ann Ober	Library Director Katie Newell
	City Recorder Scott Stauffer	Planning Director Denny Egner
	Community Programs Coordinator Jason Wachs	Public Works Director Peter Passarelli

1. Board, Commission, and Committee (BCC) Leadership Summit

Ms. Brooks provided an overview of the topics to be discussed, including ongoing City projects, and BCC diversity and inclusion. She explained the City Project List and life cycle of a project. **Ms. Ober** remarked on how the project list had been developed.

Councilor Falconer asked why some Capital Improvement Plan (CIP) projects did not list the Public Safety Advisory Committee (PSAC) as the primary BCC. **Ms. Brooks** noted that Safe Access for Everyone (SAFE) projects should have PSAC and the relevant neighborhood district associations (NDAs) listed as primaries. The group observed that the 42nd Avenue SAFE project should have PSAC listed.

Mr. Alvarez and **Ms. Ober** discussed the recent removal of trees on the grass strip between International Way and the Hwy 224 on-ramp. **Ms. Ober** said she had not received notice about the trees being cut. The group noted that the removal work would have been done by the property owner, the Oregon Department of Transportation (ODOT). **Mr. Alvarez** commented that the City wanted to increase its tree canopy and it was counter-productive to have healthy trees taken out. **Ms. Ober** and **Mr. Taylor** noted the Tree Board had been working on updating the City's tree code.

Ms. Gunion-Rinker was pleased to see the City Project List. She noted which BCCs should be involved on certain projects in addition to the primary BCC. **Ms. Ober** explained that in the past City staff had been asked to attend multiple BCC meetings for one project and the primary BCC listing was meant to designate a single place to have a centralized discussion about a project. The group agreed that a centralized approach to BCC project work made sense.

Mayor Gamba asked what "CIP" meant on the project list. **Ms. Ober** explained that "CIP" was meant for staff to know it was a construction or infrastructure project.

Council President Batey asked how the City could make sure that all groups who were interested in a project are noticed in time to provide feedback. **Ms. Brooks** discussed the importance of public engagement beyond a project being having a designated BCC. **Council President Batey** and **Ms. Ober** discussed how staff could create project triggers to make sure to inform certain groups and the public on a project.

Councilor Hyzy observed that the Project List was wonderful but complex and asked about staffing capacity. **Ms. Ober** commented on staff limitations. **Ms. Gunion-Rinker** noted that if a BCC was chosen as a primary on a project, they should be thinking about other groups to involve from the very beginning and reach out. **Ms. Ober** said that was a great suggestion and encouraged that type of interaction.

Mr. Taylor observed that the Earth and Arbor Day events in the past had been run by the Park and Recreation Board (PARB). He suggested that the Tree Board be the primary for the Arbor Day event. **Ms. Gunion-Rinker** agreed and noted the events should really be separate. **Ms. Ober** noted that the City was limited on the number of events it could put on, due to cost and staff time-commitment. **Ms. Brooks** remarked on why the PARB was the primary BCC for those events and the importance of both boards collaborating. **Mayor Gamba** agreed that Arbor Day should be separate and held in a month that is more conducive to planting trees. **Ms. Ober** noted the number and types of events could be discussed, but reiterated the limited staff capacity for more and larger events. She suggested Council could discuss event staffing further.

Ms. Gunion-Rinker asked about Sunday Parkways. **Ms. Ober** noted it was incorrectly on the list as "Open Streets" when it should say "Carefree Sunday." She explained the City created a task force for the event, which would help put on the event.

Mr. Stoll commented that the Project List was a good public involvement tool that should lead to more efficient deliberations.

Ms. Brooks asked for input on how Council's goals align with the BCC's work. **Ms. Ober** believed Council's 2018 goals had been communicated clearly and the BCCs were able to integrate their work well. She wanted to make sure that was indeed the case, since Council was about to set their 2019 goals.

Ms. Adams believed the Arts Committee had felt engaged and had applied their skill-set to Council's goals. She noted that more dialogue was welcome.

Ms. Ober noted that once Council set their 2019 goals, staff will send out examples of how BCCs could connect and engage with those goals.

Council President Batey noted that Council goals aren't the only items that Council works on. She remarked that just because a BCC's work may not relate to a goal, their work is still valued. **Ms. Ober** agreed and noted that a large part of her workload was related to past and present Council goals.

Ms. Loosveldt noted the scheduling of work plans for some BCCs, such as the Design and Landmarks Committee (DLC), which typically occurs in the fourth quarter of the year, while Council sets goals in the first quarter. **Ms. Brooks** noted the imperfect timing but explained the importance of at least knowing what the goals are.

Councilor Hyzy wondered if at the time of Council goals staff could also announce the other projects and programs that are still important.

Ms. Brooks commented on the importance of diversity and inclusion and noted that they were goals in Milwaukie's Community Vision. She asked for BCC input on how diversify the BCCs and make them more inclusive. **Ms. Ober** noted her desire for staff and the community to be representative of, and engage with, all of Milwaukie.

Mr. Alvarez remarked on personal experience with recent City job openings where residents were not given interviews or chosen for the job. He noted the disconnect with how highly community volunteers are appreciated but that those same qualified

individuals were not given interviews or paying jobs with the City. **Ms. Ober** discussed Human Resources processes. She noted that the City had recently hired several City residents and she would be happy to discuss the City's hiring practices with Mr. Alvarez.

Ms. Loosveldt asked about diversity information collected through the BCC application form. The group noted that the BCC application did not include a diversity question.

Mayor Gamba remarked that Council had been told that including diversity questions on the Visioning Advisory Committee (VAC) application would be illegal. **Ms. Ober** clarified that certain questions could not be required on an application or used as a basis for a hire. She noted that she wanted to work on this and asked BCC members to think on it and let her know of any ideas of how to reach out to certain populations.

Councilor Hyzy did not think the barrier to serving on BCCs was a lack of awareness of opportunities to engage, but were barriers invisible to people of privilege. She suggested asking an open-ended question on the application about which types of barriers are there to the applicant in serving. She noted how the City of Portland had paid people to come to the table and share their experiences during their Climate Action Plan process. **Ms. Ober** appreciated the ideas and noted diversity and inclusion was not a current Council goal and that there was no funding available.

Ms. Travis explained that the Comprehensive Plan's Goal 1 was related to public involvement. She noted that the Comprehensive Plan Advisory Committee (CPAC) had put forward ideas about inclusion which could be used for how BCCs and NDAs reach out to the community. She observed that many BCC meetings were not attended by a diverse audience, and it was important to look at strategies to get more people to show up. **Ms. Ober** agreed and noted staff had been working on engagement strategies.

Ms. Ober noted that about half of the BCC Code of Conduct sheets had been signed, and encouraged the Chairs to reach out to members to get the forms turned in.

2. Adjourn

Mayor Gamba adjourned the Study Session at 6:12 p.m.

Respectfully submitted,



Amy Aschenbrenner, Administrative Specialist II

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Memorandum

To: City Council
From: Alma Flores, Community Development Director
CC: Ann Ober, City Manager
Date: December 31, 2018
Re: Community Development Department Projects - City Council Update for January 2, 2019 Council meeting

Community Development/Housing/Economic Development ▪ Milwaukie Housing Affordability Strategy: 2018-2023 ▪ Housing Authority of Clackamas County: Hillside Manor rehabilitation and Hillside Master Plan ▪ Cottage Cluster Feasibility Study ▪ Downtown Wayfinding ▪ Business Support During Construction ▪ Coho Point at Kellogg Creek	Building ▪ December in review to come
Planning ▪ Comprehensive Plan ▪ Land Use/Development Review: • City Council • Planning Commission ▪ Design and Landmarks Committee	Engineering ▪ Traffic Control ▪ Engineering Projects

Community Development/Economic Development/Housing

Milwaukie Housing Affordability Strategy (MHAS): 2018-2023

- City staff updated council on December 18 on the progress of implementing the MHAS and held a discussion on the city of Portland's Tenant Relocation ordinance for council to understand the case study and evaluate the outcomes and potential relevance to Milwaukie.
- In addition to a new Housing Affordability Website (<https://www.milwaukieoregon.gov/housingaffordability/>), the Community Development department has launched an interactive mapping website (<https://bit.ly/2EjVyrC>) that displays various housing related maps that support the three main goals of the MHAS.

Housing Authority of Clackamas County (HACC): Hillside Manor Rehabilitation and Hillside Master Plan

- On December 20th, Hillside consultants held the third Stakeholder Committee meeting, in which participants took part of an internal design workshop for the site. This was the second internal design workshop before hosting a public open house for the community in early Spring. February 21st has been identified as a tentative date for this event, but City is currently waiting for confirmation from the consultants. This open house will help develop and refine design concepts from a community perspective. Staff continues to dedicate time to bi-weekly Health Impact Assessment (HIA) team meetings, monthly stakeholder meetings and planning committee meetings with the County and consultants. Visit the county's website periodically for updated information at <https://clackamas.us/housingauthority/hillsidemasterplan.html>

Cottage Cluster Feasibility Study

- The next Stakeholder Advisory Group (SAG) meeting has been scheduled for Friday February 1st, 2019. Please visit the website for additional information on the project—<https://www.milwaukieoregon.gov/communitydevelopment/cottage-cluster-feasibility-study>

Downtown Wayfinding

- Installation of the first phase of downtown wayfinding signs is nearly complete. The informational kiosk at the top of Adams Street Connector, a vehicular sign at Washington St and 21st Ave, and several pedestrian signs have been installed. All of the Phase 1 signs not affected by downtown construction have been installed. Please visit the website for additional information: <https://www.milwaukieoregon.gov/communitydevelopment/downtown-wayfinding-systems-plan>

Business Support During Construction

- Working with the Downtown Milwaukie Business Association (DMBA) and other downtown business to install temporary signs throughout the downtown to alert people to the construction and that businesses are open during construction. Signs will be posted the week of January 2nd, 2019. Construction on City projects will commence on January 7th beginning with the underpass. Staff conducted door to door outreach the week of December 17th to all businesses in the immediate area. Notifications via email, the City's Facebook and the South Downtown subscriber list, NDA's specifically Historic Milwaukie and the DMBA, have been sent weekly for the last three weeks. Postcards have also been sent to all impacted parties per the City's construction notification policy. Visit the South Downtown website for up-to-date information: <https://www.milwaukieoregon.gov/southdowntown>

Coho Point at Kellogg Creek

- Negotiations on Coho Point will be picking up speed as the new year commences. The Developer has authorized Schematic Design to begin. Preliminary schedule for the project is being developed. Initiation of the project application to FEMA for a Conditional Letter of Map Revision (CLOMAR) will also commence the first of the year. Staff will be providing Council with a full update on February 19th.

Planning

Comprehensive Plan Update

- The City Council, Planning Commission, Comprehensive Plan Advisory Committee (CPAC), and Design and Landmarks Committee held a joint meeting on December 18 to debrief on the December 6 Housing Forum and discuss the scope of the update to the Comprehensive Plan's Housing Chapter.
- The next CPAC meeting is scheduled for Monday, January 7 and will focus on finalizing the Block 2 policies and beginning the discussion of the Housing Chapter.
- The City Council is scheduled to adopt a resolution "pinning down" the Block 2 policies at their January 15 regular meeting.

Land Use/Development Review¹

- City Council
 - ZA-2018-004 – The City Council opened a public hearing on December 18 to begin the review of a set of amendments intended to clarify and correct various development-related code sections. A key issue being addressed is the green building requirement associated with four- and five-story buildings in the downtown. The public hearing was immediately continued in two parts to February 5 for all code amendments except for language related to the green building code and March 5 for green building code language.
- Planning Commission
 - CU-2018-003 (master file) – An application for a 170-unit senior housing development at 13333 SE Rusk Rd, including independent living, assisted living, and memory care units. The application package includes conditional use and community service use review for the housing, natural resource review, a variance request for height (to 4 stories), a parking determination, transportation facilities review, and boundary adjustments. The application is in completeness review.
 - NR-2018-005 (master file) – An application for a 12-unit natural resources cluster development at 12205/12225 SE 19th Ave has been deemed incomplete.
 - CU-2018-004 – An application for a vacation rental at 3316 SE Washington St has been deemed complete. Referrals have been sent out, and a public hearing before the Planning Commission has been tentatively scheduled for February 12.
 - CSU-2018-018 – On January 8, 2019, the Planning Commission will hold a public hearing to consider the North Clackamas School District's Transportation Demand Management Plan (TDMP) for the Milwaukie High School's Lake Rd Sports Fields Facility. The TDMP was a requirement of the previous approval for renovation of the sports fields (files CSU-2018-001 and AP-2018-002).

Design and Landmarks Committee (DLC)

- The DLC's next meeting is January 7, 2019, when they will continue their work to update the Downtown Design Review process.

Building **December 2018 in review to come**

Engineering

Traffic Control:

- A Linwood and Monroe safety improvements pre-installation meeting was held on 12/19 with Clackamas County. A general understanding was reached regarding maintenance of

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

the interim striping, signing, plastic curbs, and delineators. Installation is slated for the first striping permissible weather day. Public outreach continues. The future Monroe Greenway Project will redevelop the intersection with new maintenance needs. The pedestrian crossing funded by PCC Structural across Johnson Creek is proceeding. PCC is contacting firms and the traffic regulation is being finalized with the report submitted by DKS engineering.

Projects:

South Downtown Improvements:

- The preliminary Construction schedule submitted by the Contractor includes tentative mobilization to occur on the week of January 1. Northern section of Dogwood Park will be the primary staging area is officially closed. Mobilization is expected to commence first of the year. Main Street at the Light/Heavy rail undercrossing will completely close to two-way traffic shortly after the New Year for the contractor to begin heavy Construction. Project is anticipated to commence on January 7th. In the interim between mobilization and Main street closure, construction activities will include staging equipment and materials, setting up erosion control measures, and cutting down small caliper trees. One of the small dogwood trees will be removed for replanting if possible.

Ardenwald SAFE Project:

- Preconstruction meeting scheduled for January 31, 2018. Construction to begin March 1, 2018.

Sellwood / 30th / Madison SAFE Project:

- Preconstruction meeting was held December 18, 2018. Construction is scheduled to begin the week of January 7, 2019.

Asphalt Pavement Overlay:

- This project is complete except for a few punch list items.

Public Works Standards update:

- The 30-day review period was complete on December 28, 2018. Based on initial review, additional sections were added to the Public Works Standards for Low Volume Street Design and Small Cell / Distributed Antenna Systems. This were added and are currently under 30-day review period that will be complete on January 21, 2019.

Kellogg Creek Bridge:

- The project is complete with two punch list items remaining which include railing around the manhole under the bridge and irrigation controller fix for NCPRD.

Riverfront Park Bank Repair:

- The project is complete with a couple of punch list items. Please stop by and take a walk down the stone stairs.

Milwaukie Bay Park Pedestrian Bridge A Repair:

- The Project is complete final walkway pour was on Monday Dec 10th. The bridge is open for pedestrian use. Contractor is cleaning up the site and stating to demobilize. Maintenance crews should wait 28 days before driving over the bridge for concrete to be fully cured.

Kronberg Park Multi-Use Walkway:

- ODOT has received final submittal for review and the City is anticipating any comments from ODOT in the next two weeks. Building permits have been submitted. The City is splitting the contract into two, in order to have tree removal complete by March 1, 2019.

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Dec. 26, 2018

From: Kelly Brooks, Assistant City Manager, and
Scott Stauffer, City Recorder

Subject: Boards, Commissions, and Committees (BCC) Leadership Summit

ACTION REQUESTED

Council is asked to participate in a discussion with the chairs of the City's BCCs.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

As of December 2018, the City had 11 standing BCCs and several ad hoc advisory committees and task forces with various charges and duties.

[October 9, 2018](#) - Staff presented information on active boards, commissions, and task forces. In the report, staff highlighted the issues of overlapping project jurisdiction, establishing a code of conduct, and the role that BCCs and neighborhood associations (NDA) play in community engagement. Council unanimously agreed to have BCC members sign an official code of conduct and to a process by which committee bylaws are updated / standardized. Regarding role clarity, staff proposed asking BCCs and NDAs to answer a set of common questions as part of the annual update to help foster a conversation between BCCs and Council about priorities and coordination of work plans. Instead of this incremental approach, Council offered to host a meeting with all the BCC chairs to discuss these issues and determine which entities are primary for various capital projects underway within the City.

ANALYSIS

In response to the direction Council provided on October 9, 2018, staff identified three areas of focus for the January 8 conversation with BCC chairs.

Code of Conduct Update

In Fall 2018, Council, with the support of BCC chairs, directed that the City's BCC Code of Conduct be updated to include language related to the removal of BCC members and requiring each BCC member to acknowledge the Code of Conduct by signing a certificate to be kept on file by the City. Since this direction, staff has worked to distribute the Code of Conduct to all BCC members and to collect signed certificates. As of this staff report, 38 signed certificates have been received. Staff will continue to work with BCC chairs to collect certificates from all BCC members.

Project Coordination Between BCCs

The recent increase in development projects has prompted a conversation about overlapping areas of jurisdiction between various BCCs. Currently, it's unclear to staff and BCC members which BCC who is supposed to review what project and during what part of the project life cycle.

To alleviate these issues, staff has worked to identify a list of projects that identify which BCC will have primary oversight. Our intention is to review the attached list with BCC chairs to ensure we've established the correct primary committee or task force.

The Role of BCCs in Community Engagement

BCCs play an important role in engaging the community.. As such, it's important to begin a conversation about how we make BCC membership inclusive and representative of the City at large. What ideas or suggestions do BCC chairs have regarding recruitment, meeting times and locations, goal setting, etc., to engage a broad cross section of the City in their work?

BUDGET IMPACTS

None.

WORKLOAD IMPACTS

None.

COORDINATION, CONCURRENCE, OR DISSENT

Staff discussed the role and coordination of BCCs with BCC chairs and staff liaisons. The project list (Attachment 1) was developed by staff and has not been reviewed by the BCCs as part of this staff report.

STAFF RECOMMENDATION

Staff recommends that Council discuss the issues noted in this staff report with the BCC chairs and provide follow-up direction to staff as necessary.

ALTERNATIVES

Not applicable.

ATTACHMENTS

1. Project List with Assigned BCCs
2. Project Life Cycle Graphic (to be distributed at the meeting)

Project	Primary City Department	CIP/Policy/Event Process	BCC/NDA Engagement
Housing Affordability			
Hillside Manor Master Plan	Community Development	CIP	Ardenwald NDA/County Committee
TriMet Remnant Lot Purchase	Community Development	CIP	Island Station NDA
ADU study	Planning/Com. Development	Policy	Planning Commission/NDAs
Comprehensive Plan: Housing policy	Planning/Com. Development	Policy	Comprehensive Plan Committee
Urban Renewal Programming	Community Development	Policy	Urban Renewal Committee
Cottage Cluster Feasibility Study	Planning/Com. Development	Policy	Cottage Cluster Committee
Milwaukie Bay Park			
Design	City Manager's Office	CIP	PARB
Climate Action			
Tree Ordinance	Public Works	Policy	Tree Board
Commercial and residential building energy score program based on Portland's programs	Public Works	Policy	All NDAs
Partner with Metro and TriMet to increase transit service, particularly to underserved employment areas	City Manager's Office	Policy	Industrial Areas/NDAs
Implement parking strategy/pricing in downtown	Community Development	Policy	DMBA
Provide education and outreach to avoid edible food waste	Public Works	Policy	NDAs
Develop a tree planting program focused on shielding low income neighborhoods from heat	Public Works	Policy	Tree Board and Comprehensive Plan Committee
Adjust code to require on-site storm water storage and water filtration before release that meets future conditions	Engineering	Policy	Planning Commission
Increase Tree Canopy to 40% from 26%	Public Works	Policy	Tree Board
EV Chargers	Public Works	CIP	Planning Commission
Downtown LED Streetlight Conversion	Public Works	CIP	Planning Commission
PGE Smart Neighborhood – Demand Response Test Bed	Public Works	Policy	NDAs for participating neighborhoods

City Projects List with Assigned BCCs

Project	Primary City Department	CIP/Policy/Event Process	BCC/NDA Engagement
General Projects			
Comprehensive Plan	Planning	Policy	Comprehensive Plan Committee
Housekeeping Part 2	Planning	Policy	Planning Commission/NDAs
Audit RFP	Finance	Policy	Audit Committee
Open Streets	City Manager's Office	Event	Open Streets Task Force
Earth and Arbor Day	City Manager's Office	Event	PARB
Water and Waste Water Utility Cost of Service and Rate Studies	Public Works	Policy	CUAB
Monroe/Railroad Grants	City Manager's Office	CIP	PSAC, Linwood NDA
Scott Park Master Plan	NCPRD	Policy	PARB
Wichita Park	NCPRD	CIP	PARB
Kronberg Path	Engineering	CIP	PARB
Library Construction	Community Development	CIP	Library Task Force
Downtown Design Guidelines	Planning	Policy	DLC
Kellogg Dam Removal	City Manager's Office	Policy	NDA/PARB
McBrod Ave. Improvements	Engineering	CIP	NDA
43rd Avenue Improvements	Engineering	CIP	NDA
Linwood Avenue SRTS	Engineering	CIP	PSAC, Linwood NDA
22nd Ave. Improvements	Engineering	CIP	PSAC, Island Station NDA
River Road Improvements	Engineering	CIP	PSAC / NDA
Ardenwald SAFE	Engineering	CIP	PSAC / Ardenwald / School
Sellwood SAFE	Engineering	CIP	PSAC/NDA
42nd Ave	Engineering	CIP	NDA
PCC Rapid Flashing Beacon	Engineering	CIP	PCC / PSAC
SSMP Projects	Engineering	CIP	NDAs
Stormwater Projects	Engineering	CIP	NDAs

OVERVIEW

- I. Projects – Discussion and List Review
- II. Big Picture – Heading into 2019
- III. Diversity and Inclusion in BCC Membership



PROJECTS AND ASSIGNED BCCs

- Review Handout
- Discuss



PROJECT LIFECYCLE



BIG PICTURE

- How did the process of aligning Council's works plans with Boards and Commissions go for the past two years?
- What is the best way to align these goals with BCC work plans in the future?



DIVERSITY AND INCLUSION

- “Milwaukie is an inclusive community of diverse people from a variety of backgrounds that honors our differences and shared similarities where we can celebrate our interests and passions.”

2017 Community Vision –People Goal #1

