



Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

City Hall Council Chambers
10722 SE Main Street
www.milwaukieoregon.gov

AGENDA

OCTOBER 1, 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. Tree Code Update – Discussion (4:00 p.m.)** **4**
Staff: Peter Passarelli, Public Works Director
- 2. Library Board Annual Update – Discussion (5:00 p.m.)** **9**
Staff: Katie Newell, Library Director
- 3. Adjourn (5:30 p.m.)**

Americans with Disabilities Act (ADA) Notice

The City of Milwaukie is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). Milwaukie City Hall is wheelchair accessible and equipped with Assisted Listening Devices; if you require any service that furthers inclusivity please contact the Office of the City Recorder at least 48 hours prior to the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502 or 503-786-7555. Most Council meetings are streamed live on the City's website and cable-cast on Comcast Channel 30 within Milwaukie City Limits.

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 WORK SESSION

City Hall Council Chambers
10722 SE Main Street
www.milwaukieoregon.gov

MINUTES

OCTOBER 1, 2019

Mayor Mark Gamba called the Council meeting to order at 4:03 p.m.

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

Staff: Assistant City Manager Kelly Brooks Climate Action and Sustainability Coordinator Natalie Rogers
City Attorney Justin Gericke Library Director Katie Newell
City Manager Ann Ober Public Works Director Peter Passarelli
City Recorder Scott Stauffer

1. Tree Code Update – Discussion

Mr. Passarelli introduced Gina Dake, Tree Board Vice Chair. He explained that the Tree Board wished to update the tree code to better align it with the city's vision, Climate Action Plan (CAP), and Urban Forest Management Plan (UFMP).

Mr. Passarelli explained the anticipated timeline for updating the tree code. **Mayor Gamba** noted that Council had previously asked the Park and Recreation Board (PARB) to work on a tree code. **Councilor Batey** said that tree code updates had been in progress since at least 2015. **Mr. Passarelli** explained why the Tree Board began with developing the UFMP.

Mr. Passarelli explained how staff and the Tree Board were drafting the tree code. **Mayor Gamba** asked if the tree code would inform other pieces of the Milwaukie Municipal Code (MMC) related to design standards that promote successful tree plantings. **Mr. Passarelli** agreed that it would relate to those MMC sections. He noted that the city's public works standards also listed types of trees that could be planted and where.

Mr. Passarelli reported that MMC 16.32 was titled Tree Cutting and noted the desire to change the title to better reflect the preservation of trees. He discussed updates to the chapter, including better defining the Tree Board's role, establishing language for a tree fund, determining administrative responsibilities, and updating the permitting process. He explained that the first update phase would focus on updates to public and street trees.

Mr. Passarelli noted the importance of the community engagement process in helping to develop a strong, equitable, and flexible tree code.

Councilor Batey asked if staff had updated the street tree lists. **Mr. Passarelli** said the city had made updates to the list via the public works standards update process. He believed it was currently online for public comment. He reported that staff had made changes to include information on which trees should be planted in the future as the climate changes. He also noted that staff and the Tree Board were working on a suggested yard tree list. **Council President Falconer** noted that the City of Portland's tree list highlighted the different types of landscape conditions that exist, such as when a road is improved or has planting strips. She wanted Milwaukie's tree code to also consider those type of landscape items when building public guidance documents. She

noted the variety of conditions that exist around Milwaukie, such as different right-of-way (ROW) widths and the existence of curbs. **Mr. Passarelli** believed the list noted unimproved roads without sidewalks.

Councilor Hyzy believed that the ROW piece would be the most challenging section of the code re-write. She observed that the Tree Board and staff were working to find healthy trees to plant in the right places while also understanding neighbors' needs and wants. She discussed the importance of celebrating trees to build community engagement with the urban forest canopy and help homeowners with trees feel appreciated. **Mr. Passarelli** noted that the Arbor Day celebration was on October 19 at 10 a.m. and included a ceremonial tree planting at the city's public works campus.

Ms. Dake reported that one of the Tree Board's subcommittees was focused on updating the street tree list. She asked if Council had ideas for other possible Tree Board subcommittees.

Mayor Gamba asked if the Tree Board had a specific tree planting goal for the year. **Mr. Passarelli** said they did not have a specific number goal. He believed that by the end of 2019 there would be over 500 new trees planted throughout the community.

Mr. Passarelli explained that the city had been working with Dr. Vivek Shandas at Portland State University (PSU) to develop a tree canopy analytics tool known as "Branch Out." He noted that the tool would help the city develop a larger planning strategy that is equitable and strategic.

Mayor Gamba asked where the city was headed with the tree code for new development. **Mr. Passarelli** noted that in general the city wanted to make sure that mature trees on properties are preserved, trees on development sites that do not interfere with the layout of a new property are protected during development, and that the city's future tree canopy goals are met after a property is developed. **Mayor Gamba** observed that the city was not trying to have developments fit around the trees, but rather was allowing development to do whatever it wants while trying to preserve as much as possible. He suggested that an example of having the property meet the trees could be a requirement that the maximum a developer could reduce a tree canopy on any given property was 50%, which would result in adjustments to the site plan to preserve the trees. **Council President Falconer** noted that **Mr. Passarelli** had discussed creating a flexible tree code regarding required canopy coverage. She asked if there was an opportunity for flexibility in the standards that **Mayor Gamba** mentioned.

Mayor Gamba said the Comprehensive Plan Advisory Committee (CPAC) had asked that the city write codes so that there's enough flexibility in other parts of the code that tree preservation can be maximized. He wanted a specific backstop in the code and **Mr. Passarelli** discussed the possibility of a backstop related to tree diameter. **Ms. Dake** explained the Tree Board's thought process in finding a good fit for the city's tree code. She noted that trees and development are both needs for the community and that there would be tough discussions and points to be balanced. **Mayor Gamba** worried that if there were no hard stop protections then there would be no incentive to care for trees. He noted that tree diameters should differ depending on the tree species. **Mr. Passarelli** agreed and noted that the Tree Board had discussed cultural keystone species that the city wants to provide extra protection for. **Mayor Gamba** noted that any violations of the code should carry significant financial penalties. He remarked that major developments could easily pay smaller fines to cut down trees.

Councilor Batey was curious about other cities' codes and noted that large trees were being taken down in Lake Oswego. **Mayor Gamba** said if the goal was to preserve trees, maybe there should be hard requirements to preserve a specific percentage of the tree canopy and violations would carry significant penalties. **Council President Falconer** noted that there could not be a price put on trees. She liked the option of encouraging developers to do the right thing and preserve trees. **Councilor Batey** noted elements that could be added to the code which could include a reduction in stormwater system development charged (SDCs) if a percentage of the canopy was preserved. **Mr. Passarelli** noted that had also been brought up during Tree Board discussions. The group commented on the value of trees. **Ms. Dake** noted the danger of creating a complicated process that makes developers not want to go through the city. She noted the possibility of developers or others going rogue and trees being taken down anyway. The group discussed code enforcement.

Mr. Passarelli summarized how the preservation of trees related to Council's affordable housing goal. He noted the importance of understanding tradeoffs between trees and development.

Council President Falconer noted the existence of invasive species and asked if there were plans for additional enforcement and educational work surrounding those types of plants. The group discussed invasive species.

Ms. Rogers provided background on the tree canopy analytics tool "Branch Out". She noted it would soon be publicly available on the city's urban forest website pages. She demonstrated the map's features and walked through the various tools. The map included data like tree canopy cover, urban heat index, air pollution index, and median household income. She discussed additional socioeconomic data included in the map. She demonstrated how individual parcels could be looked at related to homeownership and unimproved roads. She clarified that the focus was on residential properties and the tool could not currently pull out industrial or business properties. She explained how the data could be exported and compared for more in-depth analysis by city staff.

Mayor Gamba remarked that properties with developable land would be a useful data point to have. He and **Ms. Rogers** discussed how data could be compared over time. **Mr. Passarelli** believed a tool could be added to allow the map to be filtered by parcel size. **Mayor Gamba** and **Ms. Rogers** discussed geographic information system (GIS) data capabilities. **Mr. Passarelli** reported that the analytics tool would be on the city's website soon.

2. Library Board Annual Update – Discussion

Ms. Newell introduced Library Board Chair Jason Price. She noted members of the various library boards, including the Library Building Task Force and the Library District Advisory Committee (LDAC).

Mr. Price reported that the new library building was close to completion. He noted changes in service and programming with the new temporary library. He and **Ms. Newell** reported that there had been lower usage rates for WIFI, a decrease in adult programs, the addition of services offered via mobile apps, the streamlining of the library collection, and the addition of the Library of Things. **Mr. Price** noted that the Library Board was prepared to accept youth members per recent Council discussions.

Council President Falconer said she had heard about an increase in requests to Oregon libraries to have books removed. She asked if the Ledding Library had received an increase in those requests. **Ms. Newell** reported that there had been no requests to remove books. She observed that the community was very open to all types of books and information.

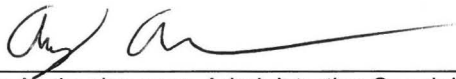
Councilor Hyzy observed that the children's programs had moved to the Wichita Center. She was curious to know how the move had worked and if it reached a different set of community members. **Mr. Price** said that the year before the children's programs had been held at Ardenwald Elementary School and had been very successful. He noted it was helpful to have larger spaces for events.

Ms. Newell said that an opening date for the new library was not yet set, but it would be announced soon.

3. Adjourn

Mayor Gamba adjourned the Work Session at 5:21 p.m.

Respectfully submitted,



Amy Aschenbrenner, Administrative Specialist II



CITY OF MILWAUKIE

Memorandum

To: City Council
From: Community Development Director Leila Aman
CC: City Manager Ann Ober
Date: Friday, September 27, 2019
Re: Community Development and Engineering Department Projects - City Council Update for October 1, 2019 Council meeting

Community Development/Housing/Economic Development Housing Authority of Clackamas County: Hillside Manor Rehabilitation and Hillside Master Plan	Building July 2019 in review
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

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

- HACC has delayed presenting their final master plan for Hillside to the Board of County Commissioners (BCC) to Thursday, October 3rd. This is not an application to build at Hillside. Instead it will give the BCC a chance to review and approve the plan as it currently stands. Clackamas County will still be required to submit a land use application to the City of Milwaukie before moving forward with any new development at Hillside Park. Information from the County meeting will be posted on the County's website: <https://www.clackamas.us/meetings/bcc/business>. Learn more about the Master Plan process: <https://www.clackamas.us/housingauthority/hillsidemasterplan.html>
- The City Council and the Clackamas County Board of Commissioners will be holding a housing discussion at a joint work session to be held on October 8th at 5:15 PM at the Milwaukie Center, South Wing, 5440 SE Kellogg Creek Drive.

Comprehensive Plan Update

- Members of the Planning Commission and Comprehensive Plan Advisory Committee (CPAC) will be attending NDA meetings in October to discuss work completed to date on the Comprehensive Plan as well as the upcoming project schedule. Meeting dates and locations can be found on the [project website](#).
- Public hearings to consider adoption of the updated Comprehensive Plan policies have been tentatively scheduled for December 10 (Planning Commission) and January 7 (City Council).
- The next [CPAC meeting](#) is scheduled for Thursday, October 17.
- The City is hosting an [Open House](#) on October 23 to discuss the Comprehensive Plan Update and allow people to review the “pinned down” policies.

Land Use/Development Review

City Council

- A-2019-003 – On September 3, the City Council annexed a single-family residential property at 5912 SE Firwood St.
- A-2019-005 and A-2019-006 – On October 1, the Council is scheduled to consider the expedited annexations of the single-family residential properties at 10119 SE Stanley Ave and 9514 SE Stanley Ave. The sites are within the NESE area and the owners have made emergency connections to the public sewer system.

Planning Commission

- NR-2018-005 – At a continued public hearing on September 10, the Planning Commission voted 5-1 in a preliminary decision to deny an application for a 12-unit natural resources cluster development located at 12205-12225 SE 19th Ave. The Commission directed staff to return on October 8 with a revised set of findings for denial which, upon adoption, will represent the Commission's final decision.
- VR-2019-009 – The application for a Type III variance to allow a driveway apron for a single-family home at 8949 SE 32nd Ave to be less than 7.5 ft from the side property line was deemed complete on September 18. Referrals were sent out on September 18 and the notice to abutters will be sent on October 2. A public hearing has been tentatively scheduled for October 22.
- MLP-2019-002 – The application for a 2-lot partition of the R-5-zoned property at 5084 SE King Rd has been scheduled for a public hearing on October 22. The proposal includes a request for variances to lot area and lot depth for one of the parcels and to the rear yard setback for the other parcel. Public notice to nearby properties will be mailed out on October 2.

Type II Review

- DEV-2019-009 – The application for a 234-unit multifamily development on the site located at 37th Ave and Monroe St was deemed incomplete on August 23. No revised application materials have been submitted at this time. Application materials, a process information sheet, and DEQ information about the site have been posted on the application webpage: <https://www.milwaukieoregon.gov/planning/dev-2019-009>.

DLC

- The next meeting is October 7, 2019, when the group will continue its work to update the Downtown Design Review process.

BUILDING

July 2019 in review:

	Valuation of permits issued:
New Single Family – 3	\$967,393
New ADU issued – 0	\$0
Solar 0 Issued	\$0
Residential Alterations/Additions –8 issued	\$333,250
Commercial new - 0 issued	\$0
Commercial Alterations –6 issued	\$788,528
Demo's –0 issued	

Total number of permits issued (Structural, Mechanical, Plumbing, Electrical)
114

Total number of Inspections performed (Structural, Mechanical, Plumbing, Electrical)
430

ENGINEERING

CIP Projects

2019 Street Surface Maintenance Program (SSMP):

- Eagle-Elsner, Inc began construction in September and are scheduled to be completed by the end of October. The roads that will be reconstructed are Omark Drive, Wake Street, and 39th Avenue.

Street Network Visual Assessment:

- Shannon & Wilson has drafted the report of the findings for City review and updated the road PCI information for the entire city street network into StreetSaver. The draft findings showed that the average overall PCI was 60, which is the middle of the "Good" condition category. The final report information should be completed by the end of September.

McBrod Avenue

- A public meeting to discuss construction impacts during summer 2020 will be held at Northwest Flex Space the evening of October 3. Please see the McBrod webpage for more details.

22nd Avenue and River Road:

- 60% drawings were received for the water design portion of the project. The City and Consultant will meet to review the designs. The water work involved a comprehensive operational inspection of the system and redesign of the pressure zones based on the inspection.

Linwood Avenue SAFE:

- The 30% design plans are underway, and the first public meeting is scheduled for Tuesday October 8, 2019 at Linwood Elementary School.

42nd Avenue SAFE:

- 30% design drawings will be available for public review in mid October.

43rd Avenue SAFE:

- City Council approved budget authorization for engineering services by Century West Engineering.

Traffic Control

- No new updates

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Sep 16, 2019

Reviewed: Blanca Marston (as to form), Administrative Specialist;

From: Peter Passarelli, Public Works Director, and
Tree Board

Subject: **Tree Board – Tree Code Update**

ACTION REQUESTED

None. Informational only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[February 13, 2018:](#) Tree Board presented and discussed the 2018 work plan and policy goals with City Council.

[October 2, 2018:](#) City Council adopted the Milwaukie Climate Action Plan (CAP) that included two relevant city led urban forest strategies.

[January 15, 2019:](#) Tree Board chair and public works director presented the draft Urban Forest Management Plan (UFMP) to City Council to obtain feedback in preparation for adoption.

[February 12, 2019:](#) Public works director discussed and provided an update on revisions to the UFMP to Council during the Tree Board annual update.

[March 19, 2019:](#) City Council adopted the UFMP.

ANALYSIS

In February 2018, the Tree Board identified three priority areas to focus its efforts:

- 1) create and adopt an UFMP (completed)
- 2) conduct public outreach (continuous), and
- 3) work on updating the Tree Code.

Since the adoption of the UFMP in March, the Tree Board has focused its efforts on developing proposed amendments to the Tree Code and have worked to weave goals from the UFMP into the Comprehensive Plan update.

Beyond the Comprehensive Plan integration, the Tree Board has found that it is necessary to propose amendments to the current city Tree Code to further the community's urban forestry goals as set out by the UFMP and the CAP. When adopting the CAP, Council adopted a natural resource climate action to increase urban canopy cover to 40% by 2040. The carbon sequestration performed by trees as well as the additional ecosystem services such as water and air filtration, soil stabilization, and public health improvements will be essential as the community faces higher temperatures, increased flooding, and other natural hazards related to climate change. Increased tree canopy also provides additional energy efficiency benefits to buildings, allowing reductions in community energy usage and bringing Milwaukie closer to

achieving the net-zero carbon energy goals established in the CAP. In addition, research into urban heat island effect and the disproportional heating of developed and urbanized areas shows usage of green infrastructure such as trees to shade and cool cities in a warming and increasingly developed environment.

An updated Tree Code is an important tool for the community as the city strives to attain a healthy, vigorous, and well-managed community forest. The Tree Code will provide the authorization and standards for management activities outlined in the UFMP. Alignment of the code with the UFMP will allow effective code that is suited for our community's specific needs and canopy goals. The Tree Board has taken this larger comprehensive approach in updating the tree code to ensure that the code is consistent with sound community forest management. Without this integration, management will be haphazard, inefficient, ineffective, and the community forest will suffer.

The Tree Board is developing two or three packages of proposed code amendments. The initial focus by the Tree Board has been on public trees and the other proposed package(s) will focus on trees in relationship to development and private property. To ensure consistency, proper style and integration with other parts of the Milwaukie Municipal Code, the Tree Board and public works staff intend to introduce these proposed amendments along with the larger code amendments related to the Comprehensive Plan update. This process will also allow for a more robust community engagement process.

As the Tree Board drafts proposed amendments to the Tree Code, it has evaluated the code to see if meets the following criteria:

1. Goals should be clearly stated, and the provisions should address stated goals.
2. Responsibility should be designated, and authority granted commensurate with responsibility.
3. Basic performance standards should be set.
4. Flexibility should be designed into the ordinance.
5. Enforcement methods should be specified.
6. The code updates should be developed as part of a comprehensive management strategy.
7. The code updates should be developed with community support.

The first five criteria are key features of the Tree Code itself. The last two criteria reflect the context in which the Tree Code is being updated.

As an example, the table below provides a description of the types of changes that the Tree Board is considering in the proposed amendments to the public focused Tree Code.

Chapter	Section	Disposition	Changes
16.32	Tree Cutting	Amend	Change to title to better reflect focus on tree care
16.32.005	Purpose	Amend	Include language that better recognizes

			the benefits and importance of trees in the community
16.32.010	Definitions	Amend	Adding relevant definitions that help clarify technical language
16.32.014	Administration	Add	Assign responsibility and authority for implementation and enforcement of the Code
16.32.015	Creation And Establishment Of A City Tree Board	Amend	Adjust role of Tree Board to more of an advisory role since the city has an arborist on staff
16.32.016	Creation Of A City Tree Fund	Add	Establish a dedicated funding source for tree related programs
16.32.017	Tree Planting	Amend	Better incorporation of Public Works Standards (PWS)
16.32.018	Public Tree Care	Amend	Style edits
16.323.019	Tree Topping	Amend	Style edits
16.32.020	Pruning, Corner Clearance	Amend	Style edits
16.32.021	Dead Or Diseased Tree Removal On Private Property	Amend	Style edits
16.32.022	Removal Of Stumps	Amend	Style edits
16.32.023	Interference With City Tree Board	Amend	Inclusion of Natural Resources Coordinator
16.32.024	Arborists License And Bond	Amend	Minor edits

16.32.026	Permit For Major Pruning Or Removal Of Street Trees Or Trees In Public Right-Of-Way And Other Public Land	Amend	Amend language for Natural Resources Coordinator to administer permitting program style and minor edits
-----------	---	-------	---

Next Steps

As the Tree Board and staff draft code proposals, the team will work with planning staff as they develop code amendments related to the Comprehensive Plan. Staff will use this process to engage with the community to gain feedback on proposed updates to the Tree Code, including understanding public considerations, concerns, and barriers. Staff will conduct several development case studies to determine the benefits and consequences of the draft Tree Code. Critical to these next steps is the development of a community engagement plan focused on Tree Code that includes objectives, messaging tools, schedule, goals and benchmarks. Community engagement should include:

- 1) utilizing community feedback to help develop a strong tree ordinance that incentivizes tree protection, has equitable tree replacement standards, and provides flexibility;
- 2) engaging a diverse cross-section of the Milwaukie community;
- 3) raising awareness of trade-offs; and
- 4) informing the community about why an updated Tree Code and general urban forest health is important.

This process will continue to involve close coordination with community development, planning, and engineering staff. The Tree Code updates are noted on the planning director's code update schedule. Tree Code updates that affect land use will be discussed with the Planning Commission and City Council.

BUDGET IMPACTS

The plan calls for the establishment of a dedicated tree fund into which fees (permit fees, mitigation fees, etc.) associated with the Tree Code would be directed to assist in funding urban forest activities in future budget years. It is anticipated that a newly established tree fund and the transfer of current tree related fee revenue will have minimal impact on the general fund. Historically, the city takes in approximately 20 - 30 tree related permits a year at \$50 per permit resulting in revenue of \$1,000 - \$1,500. As the urban forest program grows, future revenue generated from permits and mitigation will generate additional dedicated revenue for urban forest programs.

WORKLOAD IMPACTS

The Tree Board's work in drafting the proposed amendments to the Tree Code will be primarily facilitated by public works staff and the tree board, but will require assistance and coordination with the city attorney, community development, planning, and engineering departments.

COORDINATION, CONCURRENCE, OR DISSENT

The development of the Tree Code amendments will include extensive coordination with the community development, planning, and engineering departments. It is recognized that there are potential challenges involving trees, development, and infrastructure. Successful tree preservation and protection requires commitment, coordination, and involvement.

STAFF RECOMMENDATION

N/A

ALTERNATIVES

N/A

ATTACHMENTS

None



CITY OF MILWAUKIE

Tree Code Update

Oct 2, 2019



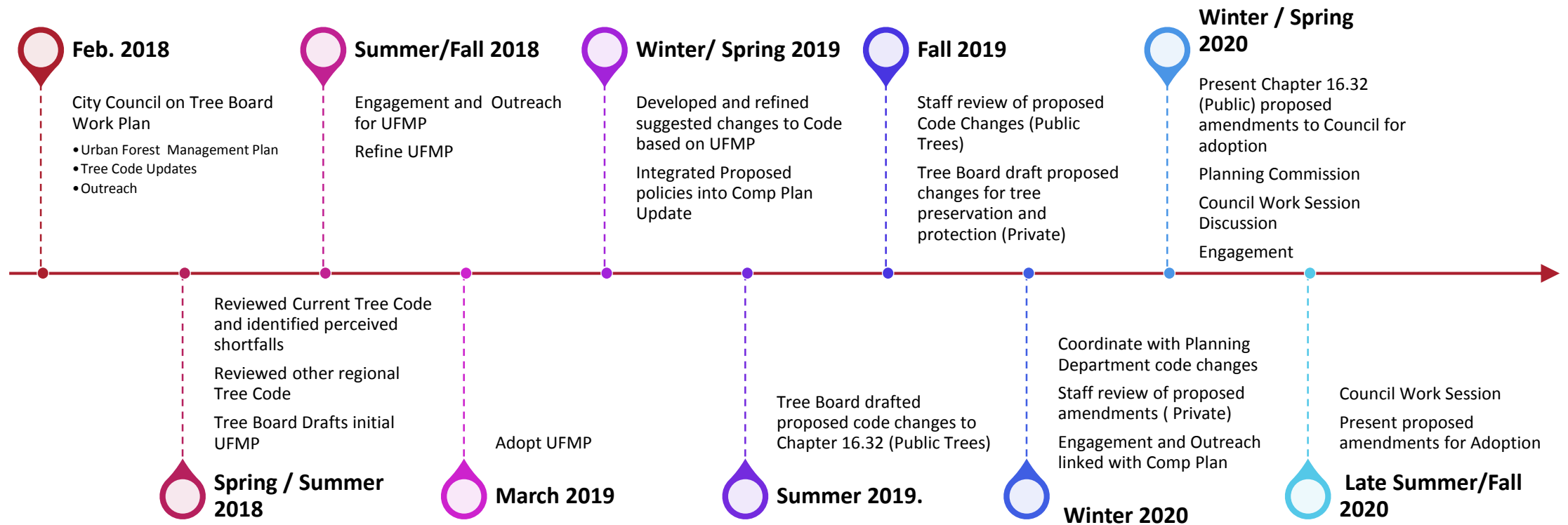


Purpose

Alignment with Vision, Climate Action and UFMP Goals

“Milwaukie nurtures a verdant canopy of beneficial trees, promotes sustainable development, and is a net-zero energy city. The Willamette River, Johnson Creek, and Kellogg Creek are free flowing, and accessible. Their ecosystems are protected by a robust stormwater treatment system and enhanced by appropriate riparian vegetation. Milwaukie is a resilient community, adaptive to the realities of a changing climate, and prepared for emergencies, such as the Cascadia Event.” – Milwaukie 2040 Community Vision

Tree Code Update Timeline



Drafting Tree Code

- Goals should be clearly stated, and the provisions should address stated goals.
- Responsibility should be designated, and authority granted commensurate with responsibility.
- Basic performance standards should be set.
- Flexibility should be designed into the ordinance.
- Enforcement methods should be specified.
- The code updates should be developed as part of a comprehensive management strategy.
- The code updates should be developed with community support.





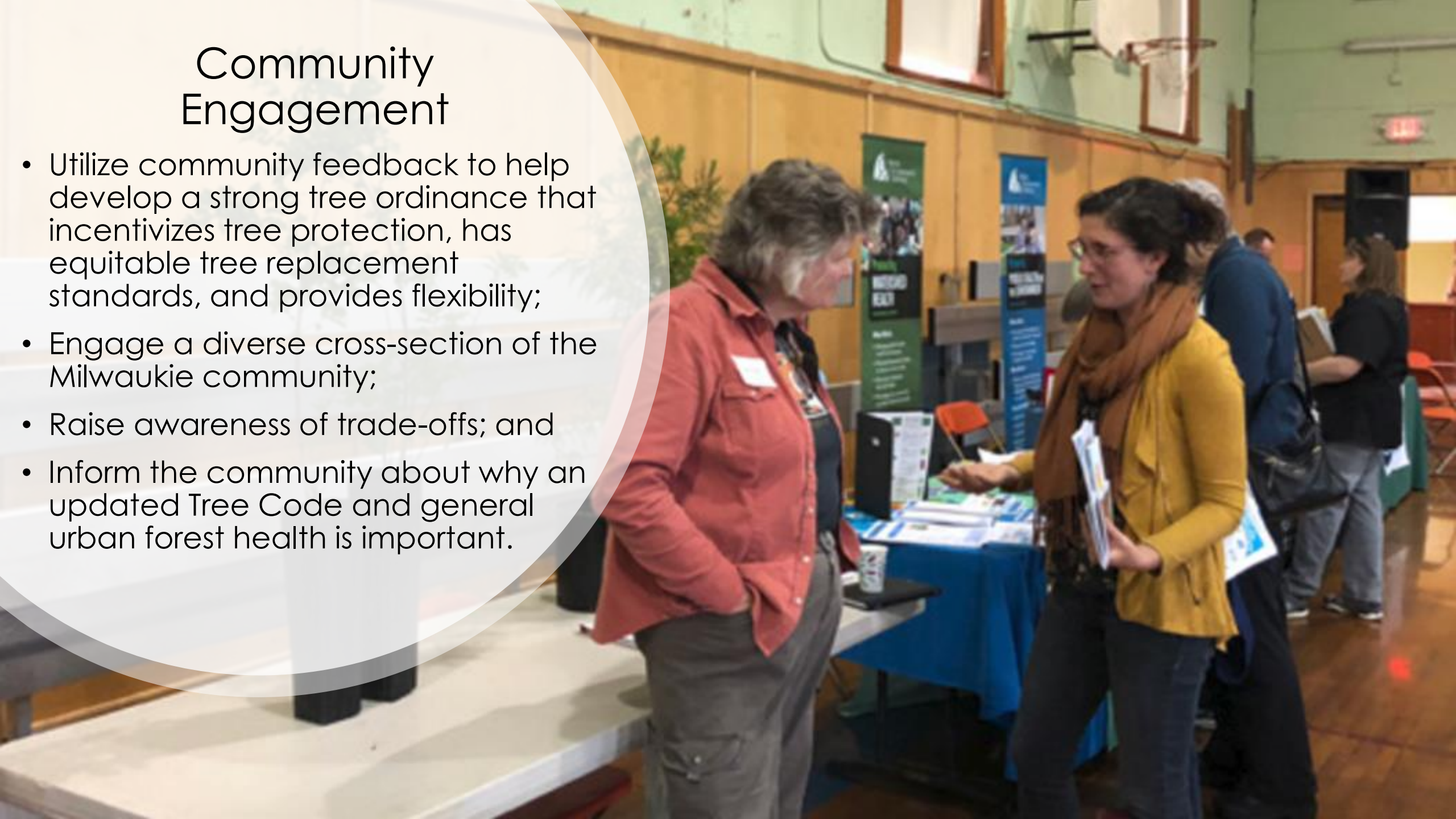
Updates - Chapter 16.32



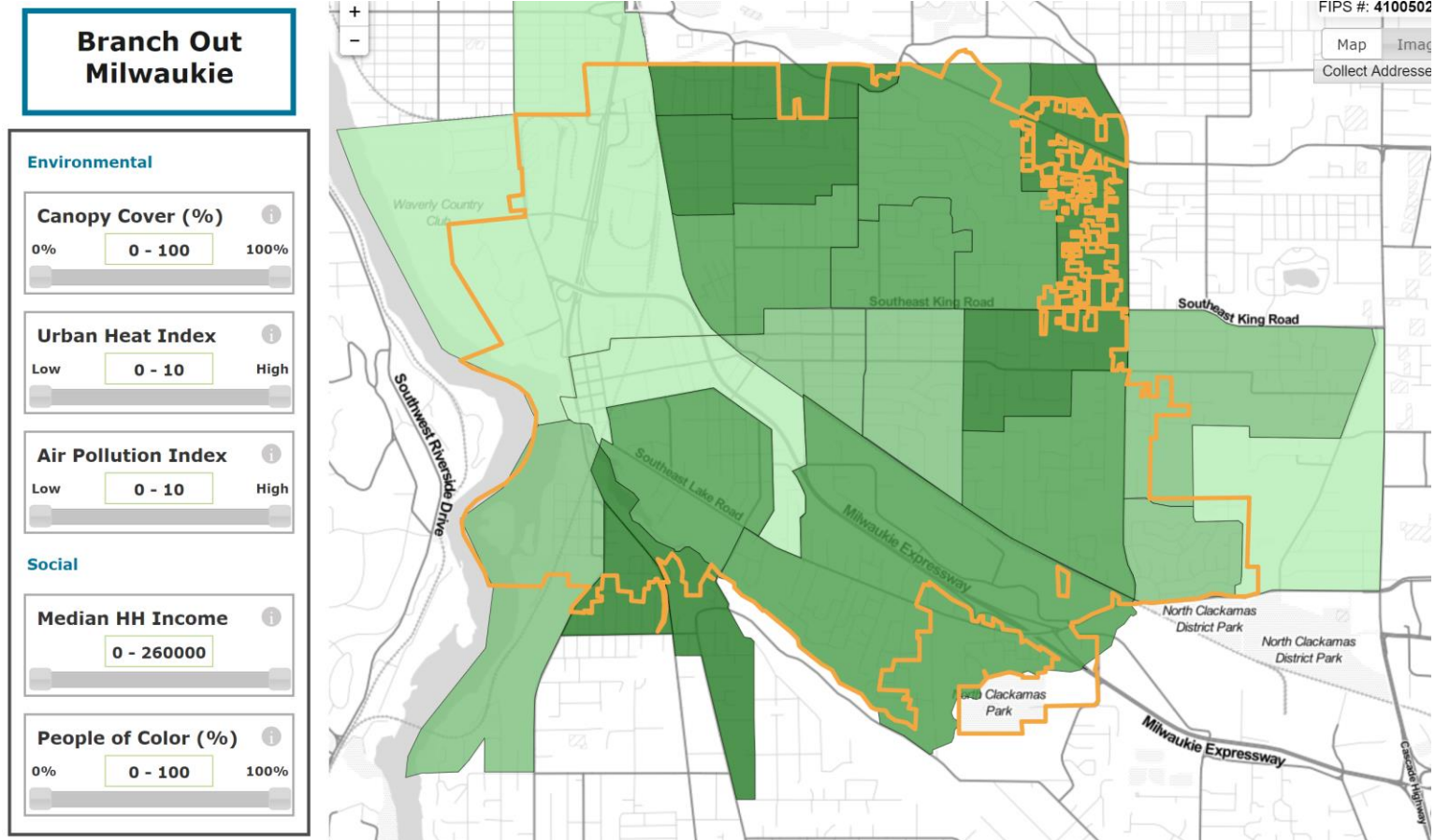
- 1st phase focuses on updates to Public and Street Trees
- Meant to improve alignment with vision and goals
- Establish definitions
- Tree Board future roles and responsibilities
- Establish language for a Tree Fund
- Determine administrative responsibilities
 - Natural Resources Coordinator
- Provide updates to permitting process
- Style changes

Community Engagement

- Utilize community feedback to help develop a strong tree ordinance that incentivizes tree protection, has equitable tree replacement standards, and provides flexibility;
- Engage a diverse cross-section of the Milwaukie community;
- Raise awareness of trade-offs; and
- Inform the community about why an updated Tree Code and general urban forest health is important.



Tree Canopy Analytics Tool



- Developed by Dr. Vivek Shandas and team
- First step in planting strategy that is
 - Equitable
 - Strategic
- Creates baseline metric for goal assessment
 - 40% by 2040
- Public outreach tool



Questions

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Jana Hoffman, Supervising Librarian
Kim Olson, Circulation Supervisor

From: Jason Price, Library Board Chair, and
Katie Newell, Library Director

Subject: **Library Board Annual Report FY 2019**

Date: Sep. 16, 2019

ACTION REQUESTED

Review and discuss the Library Board's annual report for 2018-2019.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Library Board reports are presented to Council on an annual basis. The board's duties, under the general direction of Council, include, among other things, 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, and commenting on sites for public library buildings or for location of library facilities. 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 helps the library be responsive to community needs now and in the future.

Highlights of 2018-2019

- Library Board members: Robin Chedister, Krista Downs, Ryan Healy, Erin Lee, Karol Miller, Jason Price, and Jess Stetson.
- Library Board members Robin Chedister, Karol Miller, Jason Price, and Jess Stetson renewed their terms for another two years beginning March 31, 2019. For the coming year, 2019-2020, Jason Price was re-elected Chair, and Erin Lee was re-elected Vice Chair.
- The number one priority was the library's building project.
 - The board supported expansion of the Ledding Library to better serve the library's community.
 - One board member serves on the library construction task force. Ryan Healy was appointed as the board's liaison throughout the project.
 - The library closed September 24, 2018, to move into a temporary site located at 9600 SE Main St.
 - A library ground-breaking event was held on October 16, 2018.
 - The library reopened at the temporary site on October 22, 2018.
- The second priority of the board was the continued supportive relationship with the library district, known as Libraries in Clackamas County (LINCC).
 - The board 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. Krista Downs

took over for Karol Miller as the board's representative on January 15, 2019.
Karon Miller continues as the alternate.

- The library is part of LINCC's pilot program for Library of Things.
- The library introduced a mobile phone application (app) for LINCC, available in app stores as *LINCC Mobile*.
- Supported the library staff's ideas for limited programs and outreach at the temporary location.
- Supported and assisted the Friends of the Ledding Library (FOLL) including the annual plant sale, book sale, and Milwaukie Sunday Farmers Market book sale.
- Voted to participate in the city's boards and committee youth members pilot program once it is adopted by Council. The board will change its by-laws as needed as the pilot program develops.

Web and Social Media Stats for Fiscal Year 2018-2019:

Facebook:

- 1,826 likes
- 18% ages 25-34; 37% ages 35-44; 19% ages 45-64
- 81% female and 17% male

Pinterest:

- 59 followers
- 33 boards

Instagram:

- 330 followers
- 82 posts

Website:

- 27,856 users of the library's website, representing 18% of the city's total website users
- 76,532 unique pageviews, representing 13% of the city's unique page views

Most popular webpages viewed were:

1. Library homepage
2. Directions and hours
3. Library Improvements
4. Storytime
5. Library move and closure info
6. Using the library
7. *Clackamas Review* newspaper index subject Police and Crime
8. *Clackamas Review* Obit index
9. Cultural Passes
10. Book donations
11. Friends of the library
12. *Clackamas Review* newspaper index subject newspapers
13. Contacts page
14. Poetry Series
15. Kids programming

BUDGET IMPACTS

None, as this is a review of the past year of the library and the library board.

WORKLOAD IMPACTS

The staff liaison to the board, the library director, will attend all board meetings as well as take and distribute meeting minutes.

COORDINATION, CONCURRENCE, OR DISSENT

The library board and the library director have reviewed and concur with this report.

STAFF RECOMMENDATION

The library director recommends the acceptance of this report and asks that Council thank the board members who are volunteers.

ATTACHMENTS

1. Program Highlights: Milwaukie Poetry Series, Adult and Children's Programs
2. Budget
3. Library Value Calculator, Fiscal Year 2019

Attachment #1 – Program Highlights

Milwaukie Poetry Series – Twelfth Season

September 12, 2018 – Paul Merchant
October 10, 2018 – Samiya Bashir
November 14, 2018 – George Venn
December 12, 2018 – Andrea Hollander
January 9, 2019 – Kristin Berger
February 13, 2019 – Tim Whitsel
March 13, 2019 – Carolyn Martin
April 10, 2019 – Joseph A. Soldati
May 8, 2019 – Vince Wixon
June 12, 2019 – Shaindel Beers

Adult Programs

Adult Volunteers (year-round)
Bilingual Poetry Reading – Al-Mutanabbi Street Starts Here! (annually)
Crafty Writers' Group (monthly)
Daylight Book Group (monthly)
First Friday Poetry (5)
Food for Fines (annually in April)
Foreign and Indie Film Night (2) *
Knit Night (weekly)
Ledding Book Club (monthly)
Ledding Cultural Forum *
Ledding Seed Swap (2/year)
Library2Go clinics (by appointment)
Meditation (2)
Milwaukie Poetry Series (10/year) – 12th Season
Milwaukie/Sellwood Book Club (monthly)
Poeming Pigeon Book Launch (2/year)
Poetry Book Discussion (2/year)
Poetry Open Mic (3/year)
Poetry Tribute to Gail Barker
Poetry Workshop (2/year)
Pulp Stage – short plays (2 - end of summer and holiday parody of Dickens' *A Christmas Carol*)
SciFi Book Club (monthly)
William Stafford Celebration (annually)
Summer Reading *Libraries Rock* (teens, 2018)
Summer Reading *A Universe of Stories!* (teens, 2019)
Summer Reading *Book Bingo* (adult, 2018)
Summer Reading *Dewey Decimal Challenge* (adult, 2019)
\$ for \$ fine waiving week (annually in November)

* Foreign & Indie Film Night, Ledding Cultural Forum, and most adult programs went on hiatus until moving back to new library

Children's & Teen Programs

Ages 0-5

Baby sign & sing workshops (2-3/year)
Baby storytime (weekly)
Preschool drop-in crafts (weekly)
Toddler & preschool music/dance classes (4/year)
Toddler play dates (2-3/year)
Toddler storytimes (twice weekly)

All ages

Family storytime (weekly)
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
Homeschool Programs (6)
LEGO Club (monthly)
No School Days – drop-in crafts (all day program – 2/year)
Read to the dog (weekly)
Saturday crafts (monthly)

Young Teens/Teen Programs

Crafternoons (2/summer)
Talk back to books – book group for ages 10 & up (monthly)
Teen Blind Date with a book (1-2/year)
Teen volunteers (year-round)

Summer programs

Summer Reading Program – a free book and prizes from sponsors for reading all summer.
Summer Reading Performers & Programs (8 at Wichita Center and 7 at the library)
Free summer lunch following weekly performers at the Wichita Center

Special programs

Halloween Party/Scavenger Hunt
Spring Break Program
Big Truck Day – with Milwaukie Police, Public Works, & Clackamas Fire District

Parenting Workshops (2-3/year)

Homeschooling in Oregon Workshop
Early Literacy/Sharing books with children

Outreach

Free Summer Lunch Site visits - free books and summer reading sign-up
Wichita Head Start – storytimes and parent talk during Literacy Night
Jump Start Kindergarten visits (6 schools)
Ready, Set, Go! Kindergarten Readiness Program (monthly storytimes)
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)
Milwaukie Elementary/El Puente – monthly book talks and schoolwide summer reading sign-ups
Rowe Middle School – summer reading sign-ups
Metro PDX Young Parents' Resource Fair
N. Clackamas Summer School for K-3 - free books and summer reading sign-ups
N. Clackamas Summer CARE program - free books and summer reading sign-ups
YMCA Child Care Center – storytimes and summer reading sign-ups

Attachment #2 – Budget

Library Budget

FY 2019

Income

District Funds	\$1,781,913 - \$43,100 over estimate from District
City Contribution	\$ 806,002 - \$27,998 under budget
Other	<u>\$ 46,247 - \$23,753 under budget</u>
Total	\$2,634,162 - \$8,838 under budget

Expense

Personnel	\$1,647,179 - \$ 7,821 under budget
Materials, services, programs	\$ 164,380 - \$30,920 under budget
Transfers back to City	<u>\$ 664,000</u>
Total	\$2,475,559 - \$38,741 under budget

FY 2020

Income

District Funds	\$1,772,385 – estimate from District
City Contribution	\$ 830,000
Other	<u>\$ 71,000</u>
Total	\$2,673,385

Expense

Personnel	\$1,787,000
Materials, services, programs	\$ 205,000
Transfers back to City	<u>\$ 701,000</u>
Total	\$2,693,000

Attachment #3 – Library Value Calculator

Library Value Calculator

How valuable is your local library? Use this handy Library Value Calculator, created by the Massachusetts Library Association (<http://www.masslib.org/>).

Value of Your Library Use

Input Your Use	Library Materials & Services	Value of Your Use
268540	Adult Books Borrowed	\$5370800.0
13591	YA Books Borrowed	\$231047.00
194361	Childrens Books Borrowed	\$2332332.0
	Audiobooks Borrowed	\$0.00
285055	Interlibrary Loan Requests	\$6841320.0
35995	eBooks Downloaded	\$359950.00
	Magazines Read	\$0.00
	Newspapers Read	\$0.00
135817	Movies Borrowed	\$1222353.0
	CDs Borrowed	\$0.00
	Music Downloaded	\$0.00
	Meeting Room Use (per hour)	\$0.00
1717	Adult Program Attended	\$25755.00
	Young Adult Program Attended	\$0.00

12275	Childrens Program Attended	\$85925.00
897	Museum Passes Borrowed	\$26910.00
29721	Computer Use (per hour)	\$624141.00
	Database Searches	\$0.00
25177	Reference Assistance	\$428009.00

Calculate The Value of Your Library Use

\$17548542.

Clear Form

This worksheet has been adapted from the Massachusetts Library Association (<http://www.masslib.org>) and Chelmsford Library (<http://www.chelmsfordlibrary.org>). How the values were calculated.