



Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

Zoom Video Conference
www.milwaukieoregon.gov

AGENDA

SEPTEMBER 1, 2020

Video Meeting: due to the governor's "Stay Home, Stay Healthy" order, the City Council will hold this meeting through Zoom video meetings. The public is invited to watch live on the [city's YouTube channel](#), Comcast Cable channel 30 in city limits, or by joining the Zoom webinar (visit <https://www.milwaukieoregon.gov/citycouncil/city-council-work-session-261> for details).

Written comments may be submitted by email to ocr@milwaukieoregon.gov. Council may take limited verbal comments. **To speak during the meeting**, see the Zoom webinar login information (see meeting page link above).

Note: agenda item times are estimates and are subject to change.

Page #

1. Municipal Court Update - Discussion (4:00 p.m.)

Staff: Kimberly Graves, Municipal Court Judge, and
Carla Bantz, Court Operations Supervisor

2. Library Board - Annual Report (4:30 p.m.)

Staff: Katie Newell, Library Director

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3. Adjourn (5:00 p.m.)

Executive Session

After the work session, Council will meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502. To request Spanish language translation services email espanol@milwaukieoregon.gov at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's YouTube channel](#) and Comcast Channel 30 in city limits.

Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a ocr@milwaukieoregon.gov o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a espanol@milwaukieoregon.gov al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

Executive Sessions

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



COUNCIL WORK SESSION

Zoom Video Conference
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MINUTES

SEPTEMBER 1, 2020

Present by Video: Council President Angel Falconer; Councilors Lisa Batey, Wilda Parks, Kathy Hyzy, Mayor Mark Gamba

Staff Present by Video: City Attorney Justin Gericke
City Manager Ann Ober
City Recorder Scott Stauffer
Court Operations Supervisor Carla Bantz

Finance Director Bonnie Dennis
Municipal Court Judge Kimberly Graves
Supervising Librarian Jana Hoffman

Mayor Gamba called the meeting to order at 4:01 p.m.

1. Municipal Court Update – Discussion

Judge Graves explained how court operations had changed since the coronavirus (COVID-19) pandemic began. She reported that the city had recently switched to an online deferred sentencing program.

Council President Falconer asked about an instance where a woman had been asked to be seen last by the judge because she had children with her. **Judge Graves** confirmed that the incident had occurred before the pandemic. She remarked on her flexibility with children and dogs in the courtroom and commented on past instances. She preferred cases with children go first.

Councilor Batey asked about the deferred sentencing program. **Judge Graves** reported that the city historically had two deferred sentencing programs: one for first time violators or those who had not had a violation in the past five years; and one for people still in high school who received their first ticket. She explained the differences between the two programs and the types of cases that go through the process.

Mayor Gamba asked about the number of cases the judge saw related to non-trailer vehicles parking at Milwaukie Bay Park. **Judge Graves** and **Ms. Bantz** confirmed the number of tickets for non-trailer parking violations at the park had increased. **Ms. Ober** noted that the new parking signs had been posted recently. **Mayor Gamba** reported that he continued to hear from people who had received tickets at the park. He wondered if more signs could be posted. The group discussed the no parking signs and spaces in the park and in downtown.

Judge Graves reported on two bills the Oregon State Legislature had recently passed that affected municipal courts.

Judge Graves reported there had been one attendance court session in the last school year. She explained that the attendance court contract with the North Clackamas School District (NCSd) had been for one year, and because the district was interested in continuing the program the contract had been renewed. She and **Councilor Batey** remarked on the impact of the pandemic on attendance court and the generally declining interest in attendance court programs across Clackamas County.

Judge Graves and **Ms. Bantz** reported on the court's amnesty program that ran from July 1 to August 31. They noted how many people had paid off tickets and received

their licenses back. **Ms. Dennis** observed that since the program recently ended, staff would provide a more in-depth analysis at a future meeting.

2. Library Board – Annual Report

Ledding Library Board Chair Jessica Stetson provided highlights from the board's work over the past year, including the addition of two new members. She reported that the board's priorities had been to support the move to the new library building and other libraries in the county. She noted the Library District of Clackamas County committees that she and other board members served on. She explained that the board's upcoming priorities were to help the Ledding Library reopen, support library staff, and create a library strategic plan.

Ms. Stetson noted that the library board had recently updated its bylaws to create a secretary position, which was now held by board member Ann Heiliger. She reported that February had been the biggest month ever for the library. She commented on library staffing and expressed the board's concern that there would not be enough staff to cover circulation when the library reopens.

Ms. Hoffman reported that while the library was closed to the public, there were scheduled curbside appointments available for the public to pick up books. She noted curbside appointments were available six days a week and that staff was scheduling about 100 appointments a day, with two people every ten minutes.

Ms. Hoffman reported that for eight weeks during the summer on Thursdays the library offered free sack lunches, grab-and-go activity bags, and free books for children. NCSD provided the meals and library staff added books and craft projects. She noted that over 600 free lunches, books, and craft bags were given away and that library staff had also visited other free lunch sites in Milwaukie to give away books. She reported that the library was facilitating online book groups, activities, and story times. She noted that because the grab-and-go bag program had been so popular staff would continue it in September. She added that staff had added content databases for adults and kids that provided online arts and crafts tutorials and classes.

Ms. Hoffman provided Ledding Library usage statistics from the past fiscal year and reported that eBooks had grown in popularity. She reported that when the new library opened earlier in the year patron visits had dramatically increased, peaking in February. She commented that staff had felt stretched thin as more patrons walked through the doors.

Councilor Hyzy noted the new Council goal around equity and inclusion. She asked if the library had done online book groups to help the community engage in equity discussions. **Ms. Hoffman** commented on adult book groups and Oregon Humanities Project programs that the library had supported which included conversations on difficult topics. She reported on how recording children's programs had been more equitable for families to watch at their leisure.

Ms. Ober noted past Council discussions about the feasibility of organizing book groups and leading discussions covering the topics of equity and inclusion. **Councilor Batey** commented on the difference between autonomous book groups and library staff-led book groups with facilitated discussions. **Councilor Hyzy** commented that there were community members interested in helping lead these types of discussions. She and

Council President Falconer believed it would be impactful to have the library be a resource to help facilitate and/or promote these types of discussions.

Ms. Ober reported that many area libraries had laid off staff when the pandemic started. She reported that Milwaukie had not laid off staff and had worked to create ways for staff to continue to serve the community. She also observed that the library was not at full capacity for hours of service and would not be able to be for a while.

Ms. Ober explained that because the city had added 50% more capacity to the new library building and then shut down to the public, the city did not yet know the service level needed to provide for the community. This made it difficult to make budget assumptions and she explained her desire to see what a return to normal would look like before figuring out library hours and resources. She observed this was why creating a strategic plan would be helpful and that staffing conversations would continue.

Ms. Ober summarized that the new building added more space and library staffing was down 1.5 full time employees (FTE) from the staffing at the old building. **Councilor Batey** noted that the new building was designed with staffing levels in mind. **Ms. Ober** agreed and remarked that while staffing would not need to increase drastically, more programming had been added and staffing levels should fit the programs offered.

Ms. Hoffman reported that the library's new study rooms and the community room had been popular before the shutdown. She observed that managing the new room reservation system felt like it could be a full-time job. **Ms. Ober** observed that the city wanted to provide more community spaces, such as the downtown plaza, and that the city would need to continue to look at how to manage additional spaces and services.

3. Adjourn

Mayor Gamba announced that after the work session, Council would meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

Mayor Gamba adjourned the meeting at 4:55 p.m.

Respectfully submitted,


Amy Aschenbrenner, Administrative Specialist II

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CITY OF MILWAUKIE

Memorandum

To: City Council
From: Leila Aman, Community Development Director
CC: Ann Ober, City Manager
Date: August 30, 2020
Re: Community Development Department Projects – City Council Update for September 1, 2020 Council meeting

Community Development/Economic Development/Housing	Planning	Building
<ul style="list-style-type: none">▪ Business Relief Fund▪ ADU SDC Waiver▪ Rent Relief▪ City Hall Blue Ribbon Committee	<ul style="list-style-type: none">▪ Comprehensive Plan Update▪ Comprehensive Plan Implementation▪ Planning Commission▪ Design and Landmarks Committee▪ Land Use/Development Review	<ul style="list-style-type: none">▪

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/HOUSING

Business Relief Fund

- Awards from Round 2 are in the verification process. Staff notified Businesses of awards the week of August 17th. Staff are processing grant agreements for 15 businesses.
- The City was awarded an additional \$97,000 in State of Oregon Emergency Business Assistance Matching funds from Business Oregon. This award combined with the \$35,000 already received results in a 100% match from the state for the funds allocated by City Council for the BRF. For the \$132,000 original investment by the city will result in \$264,000 of funds for our local businesses. The timeline for Round 3 will be set once staff have completed the awards for Round 2.
- Staff is exploring partnering with Micro Enterprise Services of Oregon (MESO) to administer the final round of grants. MESO “was formed as a grassroots initiative in 2005 under the umbrella of The Black United Fund of Oregon to assist small businesses that were experiencing challenges in the wake of gentrification, new development, and increased rents in North/Northeast Portland. MESO is a designated SBA microlender, an IDA fiduciary, a USDA RMAP (Rural Micro-entrepreneur Assistance Program) lender, and a Community

Development Financial Institution (CDFI)." Clackamas county utilized MESO for administration of their grant program and with great success. Working with MESO will significantly reduce staff time needed to administer these important resources to the community. An added benefit is that it will also connect our businesses to their services and resources as well.

ADU SDC Waiver

- Staff have created procedures to administer the program and have created a landing page on the City's website that can be found here: <https://www.milwaukieoregon.gov/housingaffordability/adu-waiver-pilot-program>. Staff have processed and approved one application for the ADU program. Two additional applications has been submitted for review and several applicants are inquiring about eligibility and working on completing land use applications to secure places in line.

Rent Relief

- There are currently 8 Milwaukie households that have received rental assistance or are in process of receiving a rental assistance grant from the City. These 8 awards accounts for approximately \$10,000 of the \$25,000 allocated by Milwaukie's City Council to assist families impacted financially by COVID 19. Northwest Housing Alternatives partnered with the City to administer these grants on the City's behalf.

City Hall Blue Ribbon Committee

- The City Hall Blue Ribbon Committee had its first meeting on July 29. The agenda included introductions, a virtual tour of City Hall, review of the project charter, schedule, and community engagement. A second meeting will be held in September, where the committee will vote on the project charter, review the draft community engagement plan, and review guidelines from the State Historic Preservation Office (SHPO).

PLANNING

Comprehensive Plan Update

- On August 18th, the City Council adopted the updated Comprehensive Plan. Adoption represents the culmination of 2 ½ years of work to update plan policies and is the result of countless volunteer hours by members of community, the Comprehensive Plan Advisory Committee, the Planning Commission, and the City Council.

Comprehensive Plan Implementation

- Staff has worked with Urbsworks, the project lead consultant, on a schedule of Project Management Team meetings, a calendar of meetings for the CPIC, and rough timeframes for each of the public events. Staff sent an email to CPIC with the list of meeting dates so that the committee members can get them on their calendars. The first CPIC meeting is scheduled for September 17 from 6-8 p.m. The topic for discussion will be the public engagement plan for the project, an general introduction to the planning concepts applicable to the project, and a round of introductions of the team to the committee. The meeting will be held over Zoom and packets will be sent out 2 weeks before the meeting.

Planning Commission

- PD-2020-001 – An application for a Planned Development at Waverly Woods was submitted on August 4. The proposal is for the phased development of four apartment buildings, a community center with a swimming pool, and a community room totaling 100 dwelling

units. The application is being reviewed for completeness.

Design Landmarks Commission

- The DLC will continue its review of the latest version of proposed amendments to the downtown design review process at a meeting on September 14, to be held virtually using Zoom.

Land Use/Development Review¹

- DEV-2020-005; TFR-2020-004: On August 25, an application was submitted for Type I development review and a Type II transportation facilities review for a proposed 3-story mixed-use building at 9391 SE 32nd Ave. The application is being reviewed for completeness.
- DEV-2020-004 – On August 25 the Planning Director issued a Notice of Decision to approve with conditions an application for Type II development review for an addition at the Milwaukie Chiropractic Center, a Type II parking modification to exceed the maximum, and a Type II variance to allow an 8-ft side yard setback rather than the minimum 10-ft setback. The appeal period expires on September 9.
- EXT-2020-002 – On August 17, an application was submitted for a Type II extension to an expiring approval requesting a 12-month extension to the timeframe for approval of a final plat (FP-2019-004). The extension is for completion of the required public improvements, which were delayed due to the Covid-19 pandemic. The final plat is for a 2-lot partition on vacant land located at off 49th Ave at Mullan St. The application was deemed complete on August 18. Public notices and referrals were sent on August 20; comments are due on September 3.
- EXT-2020-001 – On July 20, an application was submitted for a Type II extension to an expiring approval, requesting a 1-year extension to the validity of the 2018 approval of a 15-unit apartment building (master file #VR-2018-005). Various delays have made it difficult to ensure that construction can start prior to the original approval's expiration on October 11, 2020. The application was deemed complete on August 17; public notices and referrals were sent on August 18; comments are due on September 1.

BUILDING

- Update will be provided next issue.

¹ Only land use applications requiring public notice are listed.



CITY OF MILWAUKIE

Memorandum

To: City Council
From: Steve Adams, City Engineer
Through: Kelly Brooks, Assistant City Manager
Date: August 28, 2020
Re: Engineering Dept. Projects – City Council Update for Sept. 1, 2020

CAPITAL IMPROVEMENT PROJECTS:

Yellow Truncated ADA Domes

Summary: Engineering is building a ton of ADA ramps with our new SAFE program, so want to rethink about what is being installed. Black truncated domes do meet ADA requirements, but Engineering feels we can do better. Yellow stands out and is a warning to be cautious for kids, pedestrians, bikers, and drivers. Importantly the bright yellow captures your attention and provides additional safety.

Update: The engineering department is updating the public works standards to switch to yellow truncated ADA domes throughout the City moving forward.

McBrod Avenue Improvements

Summary: The city is improving pedestrian safety by building a sidewalk on the east side of McBrod Avenue, from 17th Avenue to Ochoco Street. The project also addresses much-needed repairs and upgrades to the water and stormwater systems, as well as the roadway pavement condition.

Update: The contractor, Interlaken Inc., is installing concrete sidewalks. Full depth reconstruction of the roadway will start in September. Businesses located along McBrod Avenue receive monthly email updates regarding construction activities.

22nd Avenue & River Road SAFE Improvements

Summary: The 22nd Avenue and River Road improvements include constructing sidewalks and ADA accessible curb ramps, adding new crosswalk markings and pedestrian refuge islands, remarking bike symbols in bike lanes, repaving both streets for a smoother surface, relocating a water pressure control valve, and adding a new storm line and catch basins. JLA has been involved with community engagement, including a project open house, community survey, and responding to emails from citizens regarding the project.

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

Update: Additional stormwater work was added to the AKS contract and Public Works will do the construction improvements at the intersection of River Road / Lark Street/ 23rd Avenue. Pre-construction meeting is scheduled for mid-September with a construction schedule to follow.

42nd Avenue & 43rd Avenue SAFE Improvements

Summary: The combined 42nd and 43rd Avenues SAFE project will install measures to increase safety for bikes and pedestrians in the corridors. Some utility work is included in the scope.

42nd SAFE: Reconstruct portions of the sidewalk and many sidewalk ramps for ADA Accessibility. Install curb islands and other improvements to slow vehicle speeds and increase pedestrian and bicyclist safety. Water system improvements include transferring existing services from the 4" main to the existing 12" main. Sewer pipe replacement between Fieldcrest Avenue and Olsen Street.

43rd SAFE: Install a combination of sidewalks and shared bike/pedestrian paths along 43rd Avenue from King Road to Howe Street. Install sidewalks and shared bike/travel lane markings along Howe Street from 43rd Avenue to 42nd Avenue. Replace a problematic sanitary sewer line along 43rd Avenue from Rockwood Street to Covell Street.

Update:

42nd SAFE: 60% design is in review.

43rd SAFE: 60% design is in review. Project updates for resident feedback is scheduled was posted on the project webpage August 20.

Lake Road Improvements

Summary: The Lake Road Improvements Project includes full depth reconstruction of the roadway from 23rd Avenue to Guilford Drive. The road will also be widened to accommodate the existing lane configuration and provide bike lanes in each direction for the full length. This project will install pervious pavement, stormwater planters, traffic signal upgrades at Lake Road and Oatfield Drive, and school zone flasher upgrades. Twelve curb ramps will be upgraded as part of this project. A 50% design open house occurred on February 27. In May, staff notified the public via the city website, project stakeholder email about the delayed construction start date. The news was also be shared in the June Pilot.

Update: Lake Road Improvements are working towards a 90% design level and bid advertisement is set for late summer 2020. The construction season will be from bid acceptance to fall 2021. Most utility poles have been relocated and wired services have been moved onto the new poles.

Linwood Avenue SAFE Improvements

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

Summary: Shared bike/ped path on both sides of Linwood Avenue from just north of Harmony Road to Monroe Street. Permanent improvements will be made to the temporary diverter at the Monroe/Linwood intersection. Two well-attended open houses have been held. Extensive outreach with impacted property owners has been ongoing.

Update: The 90% design was submitted, undergoing final review. Project is anticipated to bid beginning of Sept 2020, with construction soon following and project completion in fall 2021.

Meek Street Storm Improvements

Summary: Project was identified in the 2014 Stormwater Master Plan to reduce flooding within this water basin. The project was split into a South Phase and a North Phase due to complications in working with UPRR. Construction started April 20, 2020 on the South Phase with anticipating completion by June 30, 2020, which is 6 months ahead of schedule.

Update: All stormwater pipeline is installed, currently working on testing and punch list to wrap up the project. North Phase will be the next focus. Staff will be coming to City Council in September or early October for the purchase of property and easements.

SAFE & SSMP FY 2021 Improvements (Home Ave, Edison St, Wood Ave)

Summary: Project includes the Home Avenue and Edison Street SAFE/SSMP improvements and the Wood Avenue SSMP improvements.

Home Avenue: Construct sidewalk on one side of Home Avenue from King Road to Railroad Avenue. Repave Home Avenue from King Road to Railroad Avenue. Replace sewer pipe to improve lift station capacity on Harrison Street from 47th Avenue to Home Avenue, and on Home Avenue from Harrison Street to Monroe Street)

Edison Street: Construct sidewalk on the north side of Edison Street from 35th to 37th Avenue. Repave Edison Street from 35th Avenue to 37th Avenue and install stormwater treatment systems.

Wood Avenue: Repave Wood Avenue from Railroad Avenue to Monroe Street and install stormwater treatment systems.

Update: The topographic survey is complete. 30% design by Fall 2020. Construction in 2021.

Home Avenue: An online public meeting was facilitated by JLA on June 22. An online survey is open until the end of July.

Harvey Street: Topographic surveyor's contract has been signed and the survey will be completed in September.

FY 2021 Wastewater Improvements

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

Summary: Project includes replacement of old or high maintenance sanitary sewer mainline at 4 locations: Kent Street, 37th Avenue, Washington Street, and Rio Vista Street.

Update: In-house design to begin this summer for bid advertisement in fall 2020.

Milwaukie Bay Park

Summary: Provided grant support letters for two state grants. Worked with NCPRD to contract for the dock to be removed and repaired.

Update: Preparing as-builts for CORE and monitoring plan. Need to vacate old Harlow ROW for purposes of the recently awarded OPRD grant.

Wavery Heights Sewer Reconfiguration

Summary: Waverly Heights Wastewater System Reconfiguration was identified in our 2010 Wastewater System Master Plan. The existing sewer collection system is in a residential neighborhood within the City of Milwaukie; some 3,700 feet of pipe may need replacing.

Update: Project delayed until FY 2023.

Monroe Street Greenway

Summary: The Monroe Street Greenway will create a nearly four-mile, continuous, low-stress bikeway from downtown Milwaukie to the I-205 Multi-Use path. Once complete, it will serve as the spine of Milwaukie's active transportation network connecting users to the Max Orange Line, Max Green Line, Trolley Trail, 17th Avenue Bike Path, I-205 path, neighborhoods, schools and parks. Funding grants through ODOT and Metro will allow the city to complete the 2.2 miles of our section of the Monroe Greenway from the Trolley Trail to Linwood Ave in the next five years.

Update: The city has signed a contract with WSP, Inc. to prepare environmental prospectus documents required by ODOT and the Federal Highway Administration. The consultant will be developing costs associated with right-of-way and temporary construction easements which will determine the level of environmental documentation requirements in the project. Project kick-off will begin the first week of September.

Kellogg Creek Dam Removal

Summary: Project to remove the Kellogg Creek dam, replace the bridge, and improve fish passage.

Update: The City met with the Governor's Regional Solution Team about the project on August 20, 2020. North Clackamas Watershed Council is fundraising to advance additional study.

SSMP 2019 Improvements

Summary: Full depth road reconstruction on Wake Street and 39th Avenue.

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

Update: A property owner contacted the PW Department to complain about extra asphalt on their driveway approach. The message was forwarded to Engineering. Engineering worked with the construction contractor and the issue was resolved to the property owner's satisfaction.

TRAFFIC / PARKING PROJECTS, ISSUES

Library Parking

Summary: After the library opened, patrons and staff reported challenges with the layout of the parking lot. Engineering worked with Public Works and Library staff to reconfigure the spaces in the lot to allow for more room to turn around. The ultimate solution was to convert the north nine full spaces into compact spaces and create an 18-ft wide turn-around area.

Update: Project complete. Public Works reconfigured and restriped the lot.

RIGHT-OF-WAY (ROW) PERMITS (includes tree, use, construction, encroachment)

Downtown Trees and Sidewalks

Summary: A downtown business owner applied for a permit to remove 5 trees at 10909 SE Main Street. Peter and Steve met with the applicant to propose retaining the trees by allowing for larger tree wells and raising the sidewalk to allow more space for roots under them. The city has offered to demolish and reinstall the curb; but the property owner will be responsible for replacement of the sidewalk and all future maintenance of sidewalks. Owner expressed concerns that any changes with sidewalk elevation may allow storm runoff to shed towards the front doors of the businesses.

Update: City contracted to have the sidewalk surveyed to help respond to stormwater concerns. Survey data should be available in June.

PRIVATE DEVELOPMENT – PUBLIC IMPROVEMENT PROJECTS (PIPS)

Ardenwald Elementary Driveway Improvements

Summary: North Clackamas School District (NCSD) is doing driveway improvements at Ardenwald Elementary. Improvements are to facilitate a new bussing schedule and include adding a turn lane to Roswell and widening their driveway entrances to accept busses on Wake.

Update: The work on Wake is nearing completion for the project. Landscaping is the last item for the contractor to complete on Wake. Excavation and demolition are ongoing on Roswell with curb and sidewalk already complete. The contractor is finishing concrete work for the driveway this week and has begun excavation on the water filtration swale. Conclusion of project is currently set to take place the first week of September.

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

Monroe Apartments

staff continues to work with applicant in creating a development agreement.
Project is under design.

DOCUMENT ADMINISTRATION

Master Plans

Summary: Water and Wastewater System Master Plans are under contract and are being managed by Peter Passarelli.

Update: Review draft chapters in the master plans.

Document Updates

Summary: Engineering has several items that are reviewed and updated. These include the Public Works Standards, Construction Notes, Special Provisions, Charter Template, databases such as StreetSaver and maps files in ArcGIS.

Update: StreetSaver has been updated to include all new streets from Public Improvement Projects. Engineering staff is meeting to review updates to the construction notes and construction Special Provisions. Engineering staff is meeting to review bond requirements.

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

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

From: Jess Stetson, Library Board Chair, and
Katie Newell, Library Director

Subject: **Library Board Annual Report**

Date: Aug. 11, 2020

ACTION REQUESTED

Council is asked to review and discuss the Library Board's annual report for 2019-2020.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Highlights of 2019-2020

- Board members, April 1, 2019 through March 31, 2020: Robin Chedister, Krista Downs, Ryan Healy, Erin Lee – vice chair, Karol Miller, Jason Price – chair, and Jess Stetson.
- Board members Krista Downs and Ryan Healy were termed out after serving since 2014; Erin Lee renewed her term for another two years beginning April 1, 2020.
- Board members, April 1, 2020, through March 31, 2021: Karla Branson, Robin Chedister, Ann Heiliger, Erin Lee, Karol Miller, Jason Price, Jess Stetson.
- For the coming year, 2020-2021, Jess Stetson was elected chair, Robin Chedister elected vice chair, Ann Heiliger elected secretary.
- The top priority for this year was the completion of construction and relocation to the new library.
 - The board supported expansion of the library to better serve the community.
 - One board member served on the library construction task force. Ryan Healy was the board's liaison throughout the project.
 - December 9, 2019, the library closed the temporary library site.
 - January 7, 2020, the library had a soft opening at the new site.
 - January 11, 2020, the new library officially opened to the public.
- Continued relationship with the library district, Libraries in Clackamas County (LINCC).
 - The board participates 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 served as the library's LDAC representative from January 15, 2019 to March 31, 2020. Newly appointed library board member Robin Chedister is the board's current LDAC representative. Karol Miller is the alternate.
- Participation in the Clackamas County Library District Task Force. Board members Jess Stetson and Robin Chedister, city resident Shane Abma, City Manager Ann Ober, and Library Director Katie Newell are serving on the task force, which will identify challenges facing the library district, focusing on library services, library funding, and governance.

The task force will conduct the first in-depth examination of the library district since its formation in November 2008. The task force is currently on hold.

- Provide support for the library staff during the COVID-19 pandemic.
- Priorities for the upcoming year:
 - Creating a strategic plan for the library.
 - Safely reopening the library.

BUDGET IMPACTS

None.

WORKLOAD IMPACTS

The library director will post meeting agendas and minutes on the library's website and will attend all board meetings.

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, all of whom are volunteers.

ATTACHMENTS

1. Bylaws
2. Stats
3. Budget

Attachment #1 – Bylaws

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 Ledding Library of Milwaukie service area. 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 Board be representative of the diverse population that makes up Milwaukie and the Ledding Library of Milwaukie service area.

Article IV. Officers and Staffing

- A. Officers. The officers consist of a chair, a vice chair and a secretary who shall be selected by the board membership and who shall serve at the pleasure of the

board 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. Secretary. The secretary shall take minutes at all Board meetings, distribute them to members for review, submit to the library director for posting on the city's website once approved.
- E. 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.

Attachment #2 – Stats

Ledding Library Statistics - FY 2020													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Check outs FY20	45,033	45,262	43,277	44,630	42,294	15,211	51,832	54,184	33,211	5,400	6,179	11,064	397,577
FY19	54,844	55,129	36,757	22,761	39,197	40,875	43,105	43,247	46,254	43,354	42,682	44,282	512,487
FY18	56,290	56,598	52,408	54,208	53,130	53,356	55,119	51,212	54,889	49,217	48,718	50,283	635,428
FY17	59,940	59,709	54,062	59,213	55,718	53,116	53,181	49,900	57,711	53,350	51,772	52,766	660,438
Patron visits FY20	12,491	11,898	10,452	11,737	10,812	2,505	21,648	22,086	10,226	-	-	-	113,855
FY19	21,801	21,383	14,010	4,316	10,014	9,794	11,154	18,082	12,388	12,207	11,141	11,737	158,027
FY18	22,993	24,625	19,557	21,135	20,788	18,566	22,406	18,631	21,402	17,859	20,961	22,547	251,470
FY17	24,891	24,880	20,363	21,727	25,610	18,288	17,622	18,489	22,944	20,427	21,086	22,958	259,285
Volunteer Number	85	71	69	90	60	56	83	103	91	17	17	17	759
FY19	89	101	62	18	54	62	80	72	96	97	95	111	937
FY18	104	112	146	152	100	100	99	111	101	110	115	136	1,386
FY17	154	139	128	103	101	92	109	96	112	118	158	160	1,470
Hours worked FY2	477	261	543	525	309	148	451	371	253	59	147	77	3,621
FY19	517	532	454	355	423	394	449	442	503	643	562	861	6,135
FY18	517	503	686	885	418	392	564	565	604	741	857	966	7,698
FY17	861	843	612	637	524	427	394	465	746	769	908	1,460	8,646
Programs FY20	44	41	27	56	44	11	27	55	26	15	13	20	379
FY19	40	46	25	10	42	38	31	47	57	57	36	42	471
FY18	62	68	28	67	64	52	34	59	67	49	29	44	623
FY17	58	67	22	58	61	39	27	55	67	61	34	66	615
# Attending FY20	1,310	1,190	579	1,274	986	220	984	2,006	622	1,802	607	1,163	12,743
FY19	1,625	1,829	847	284	746	654	664	790	1,426	1,142	1,643	2,342	13,992
FY18	2,316	3,095	542	1,761	1,695	1,243	1,000	1,587	1,842	1,331	1,228	2,194	19,834
FY17	2,172	2,749	516	1,850	1,825	1,018	522	1,294	2,173	1,875	1,650	2,869	20,513

Attachment #3 – Budget

Library Budget

FY 2020

Income

District Funds	\$1,793,946 – \$21,561 over estimate from District
City Contribution	\$ 819,153 – \$10,847 under budget
Other	<u>\$ 41,000 – \$308 over budget</u>
Total	\$2,654,407 – \$18,978 under budget

Expense

Personnel	\$1,653,160 – \$133,840 under budget
Materials, services, programs	\$ 190,513 – \$14,487 under budget
Transfers back to City	<u>\$ 701,004 – \$4 over budget</u>
Total	\$2,544,677 – \$148,323 under budget

FY 2021

Income

District Funds	\$1,833,030 – estimate from District
City Contribution	\$ 963,000
Other	<u>\$ 46,000</u>
Total	\$2,842,030

Expense

Personnel	\$1,809,000
Materials, services, programs	\$ 208,000
Transfers back to City	<u>\$ 780,000</u>
Total	\$2,797,000