



Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

Zoom Video Conference
www.milwaukieoregon.gov

AGENDA

JUNE 1, 2021

Video Meeting: Council will hold this meeting through video conference. The public may watch live on the [city's YouTube channel](#), Comcast Cable channel 30 in city limits, or by joining the Zoom webinar. **Written comments** may be submitted by email to ocr@milwaukieoregon.gov. Council may take limited verbal comments. **For Zoom webinar login information** visit <https://www.milwaukieoregon.gov/citycouncil/city-council-work-session-278>.

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

Page #

1. **Downtown Milwaukie Business Association (DMBA) - Update (4:00 p.m.)**
Staff: Alison Wicks, Development Project Manager
2. **Neighborhood District Association (NDA) Grant Program - Discussion (4:30 p.m.)** 8
Staff: Jason Wachs, Community Engagement Coordinator
3. **Board and Committee (BC) Bylaws Template Review - Discussion (5:00 p.m.)** 42
Staff: Scott Stauffer, City Recorder
4. **Adjourn (5:30 p.m.)**

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

JUNE 1, 2021

Council Present: Councilors Lisa Batey, Angel Falconer, Desi Nicodemus,
Council President Kathy Hyzy, and Mayor Mark Gamba

Staff Present: Ann Ober, City Manager
Bonnie Dennis, Finance Director
Justin Gericke, City Attorney
Scott Stauffer, City Recorder
Kelly Brooks, Interim Community Development Director
Jason Wachs, Community Engagement Coordinator
Alison Wicks, Development Project Manager
Jordan Imlah, Communication Program Manager

Mayor Mark Gamba called the meeting to order at 4:00 p.m.

1. Downtown Milwaukie Business Association (DMBA) - Update

Wicks informed Council that the city had recently approved twelve outdoor seating areas for local restaurants.

Rory Dunnaback, DMBA President, reported that DMBA members were eager to see events, including First Friday, begin again as state COVID-19 public health restrictions were easing. **Dunnaback** provided examples of events DMBA would like to see.

The group discussed the city staff and financial support that would be necessary to bring downtown community events to fruition.

2. Neighborhood District Association (NDA) Grant Program - Discussion

Wachs gave a presentation on the history of the NDA grant program and presented a draft NDA code of conduct.

The group discussed Wachs' presentation topics and the future of the NDA grant program. **Alicia Hamilton**, Arts Committee member, remarked on the Arts Committee's experience in lobbying for project funding through the NDAs.

3. Board and Committee (BC) Bylaws Template Review – Discussion

Stauffer reviewed the progress on the standardized BC bylaws template with Council.

Council had only one minor revision to the template, related to when BCs hold officer elections, and Council otherwise approved of using the bylaws.

Stauffer noted that the BCs would work to incorporate their current bylaws into the template and present their new bylaws for Council approval over the next two years.

4. Adjourn

Mayor Gamba adjourned the meeting at 5:06 p.m.

Respectfully submitted,

Dan Harris, Administrative Specialist II

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CITY OF MILWAUKIE

Memorandum

To: City Council
From: Kelly Brooks, Interim Community Development Director
CC: Ann Ober, City Manager
Date: May 27, 2021
Re: Community Development Department Projects – City Council Update for June 1, 2021 Council meeting

Community Development/Economic Development/Housing	Planning	Building
<ul style="list-style-type: none">▪ Covid-19-Related Business Relief▪ ADU SDC Waiver▪ Housing Update▪ Rent Relief▪ City Hall Blue Ribbon Committee▪ Milwaukie Redevelopment Commission Community Advisory Committee	<ul style="list-style-type: none">▪ Comprehensive Plan Implementation▪ Planning Commission▪ Design and Landmarks Committee▪ Land Use/Development Review	<ul style="list-style-type: none">▪ April 2021 review

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/HOUSING

COVID-19 Related Business Relief

- Staff recently shared updates with Milwaukie businesses for the Restaurant Revitalization Fund through the Small Business Administration (SBA). Funds will first be awarded to priority groups through May 24 and then to applicants until fund exhaustion. This fund, provided by the American Rescue Plan, will direct \$28.6 billion for restaurants and other hard hit food establishments that have experienced economic distress and significant operational losses due to the COVID-19 pandemic. The most updated information can be found at the [SBA website here](#).
- Staff have emailed all registered businesses, excluding home rentals, announcing the Milwaukie Outdoor Seating Grants to provide grants to businesses to set up new or improve existing outdoor seating areas for summer 2021. Phone calls were also made during the second week of the grant application cycle for affirmative outreach. The purpose of the grants is to support businesses as they adapt to the ongoing COVID-19 pandemic and continued restrictions on business operations. The City has awarded grant to 12 businesses totaling \$11,700. Applications closed on May 7.

ADU SDC Waiver

- To date 10 applicants have completed waiver forms and are in line for the program that is

scheduled to end on June 30, 2020. For anyone interested in potential future funding or other ADU development news or resources they can email econdev@milwaukieoregon.gov or contact 503.786.7624 to receive updates.

Housing Update

- Staff will return June 1 with a resolution declaring an ongoing housing crisis and an ordinance making renter protections, permanent.
- Staff met with City Council on May 18 with an update on the site access study and zoning. City council plans to approve goals for the project at its June 1 meeting. The city purchased the site from TriMet for the purpose of land banking to support affordable housing. Staff plan to release an RFQ in alignment with the Comprehensive Plan Implementation zoning code update, to select a development partner for site design and remedial action plan work to begin this fall. Staff continue to reach out to nearby property owners, TriMet, and the Island Station NDA to share information.
- The city has contracted with two consultants to prepare program documentation for affordable housing development incentives utilizing construction excise tax funding. Staff are finalizing the program compliance protocol manual for income and rent restriction. Staff will meet with City Council on June 15 to provide an update on the CET for affordable housing program implementation phase.

Rent Relief

- The city and NHA finalized an agreement for Round 2 of \$25,000 in rent assistance to be disbursed to City of Milwaukie residents by May 31. NHA is receiving referrals of households in need from the Clackamas County Coordinate Housing Access (CHA) hotline to provide this emergency assistance.

City Hall Blue Ribbon Committee

- The city is hosting a second open house on Engage Milwaukie to ask the Milwaukie community for feedback on the draft goals. You can access the open house by visiting <https://engage.milwaukieoregon.gov/city-hall-open-house>.

Milwaukie Redevelopment Commission – Community Advisory Committee

- The Community Advisory Committee held its first meeting on April 22 via Zoom. Members were introduced to each other, and an overview of the committee purpose was discussed. The second meeting will be held on June 17 via a Zoom webinar. The public is welcome to join and public comments will be accepted. Dates, agendas and minutes for those meetings will be noticed on the Milwaukie meetings page at www.milwaukieoregon.gov/meetings.

PLANNING

Comprehensive Plan Implementation

- CPIC met on May 20. The meeting included discussions about:
 - Results of the open house and online survey
 - Code adoption process over the next few months
 - Discussion about a collection of proposed code amendments
 - Flag lot standards
 - Proposed zoning map changes and related standards
 - Open discussion

- Next steps:
 - Prepare for June CPIC mtg
 - Work session with Planning Commission on May 25
 - Final synthesis report of recommended code concepts and draft code language
 - Proposed Tree Code.
 - Submit draft code to DLCD to close out the grant process
 - Finalize code adoption process through December 2021.

City Council

- A-2021-001: The property at 5800 SE Morris St has applied for an expedited annexation in order to connect to the City sewer (non-emergency). The required hearing with Council is scheduled for June 15, 2021.
- A-2021-003: The property at 9310 SE Wichita Ave has applied for an expedited annexation in order to connect to the City sewer (non-emergency). The required hearing with Council is scheduled for June 15, 2021.
- A-2021-004: An unaddressed vacant lot on Front Street (tax lot 2800, adjacent to 5728 SE Front St) has applied for an expedited annexation in order to obtain a building permit for new residential construction. The required hearing with Council is scheduled for June 15, 2021.

Planning Commission

- DR-2021-001 (master file): The Type III application for redevelopment of the City-owned Coho Point site at 11103 SE Main St (ground-floor mixed use with 195 dwelling units) remains incomplete while the applicant team prepares a revised submittal.
- VR-2021-002: A Type III application has been submitted for a sign adjustment to allow an electronic readerboard sign at Milwaukie High School. The application went to Planning Commission on April 13. A 20-day public notice was sent out on Wednesday March 24. Planning Commission continued the hearing to May 11, 2021. At the May 11 Planning Commission hearing, six PC members attended the hearing and the vote was 3-3. Because resolution of the tie was unlikely given the nature of the issues presented, the PC recommended denial of the application. The appeal period ends on June 1, 2021.
- DR-2021-003 (master file): The Type III application for redevelopment of the Kellogg Bowl site at 10306 SE Main St (178 multifamily units) remains incomplete while the applicant team prepares a revised submittal.
- VR-2021-006: A Type III building height variance, transition measures setback variance, and building step back variance for the proposed 5-story mixed use building on the vacant lot on the corner of Llewellyn and 34th Ave. The proposed building will have medical/clinic space and the additional floors will be affordable housing residential for seniors. This proposal is by Providence Supportive Housing. The application went before Planning Commission on May 11, 2021. A 20-day public notice was sent on April 21, 2021. At the May 11th hearing Planning Commission continued the hearing to May 25th.
- VR-2021-007: A Type III application has been submitted for a variance to allow the spacing between an accessory structure and the primary dwelling to be less than the required minimum 5 ft. The application has been deemed complete; referrals went out on April 26. A public hearing with the Planning Commission has been scheduled for June 8. The 20-day public notice was mailed on May 19.

- VR-2021-008: A Type III application has been submitted for a variance to build a 42' x 40' shop/RV storage with a ¾ bath. The application has been deemed complete; referrals went out on April 26th. A public hearing with the Planning Commission has been tentatively scheduled for June 8. The 20-day public notice will be mailed on May 19.

Design and Landmarks Committee

- The DLC's next regular meeting is tentatively scheduled for June 7, 2021 but will likely be rescheduled pending the readiness of the Coho Point and/or Kellogg Bowl projects for design review.

Land Use/Development Review¹

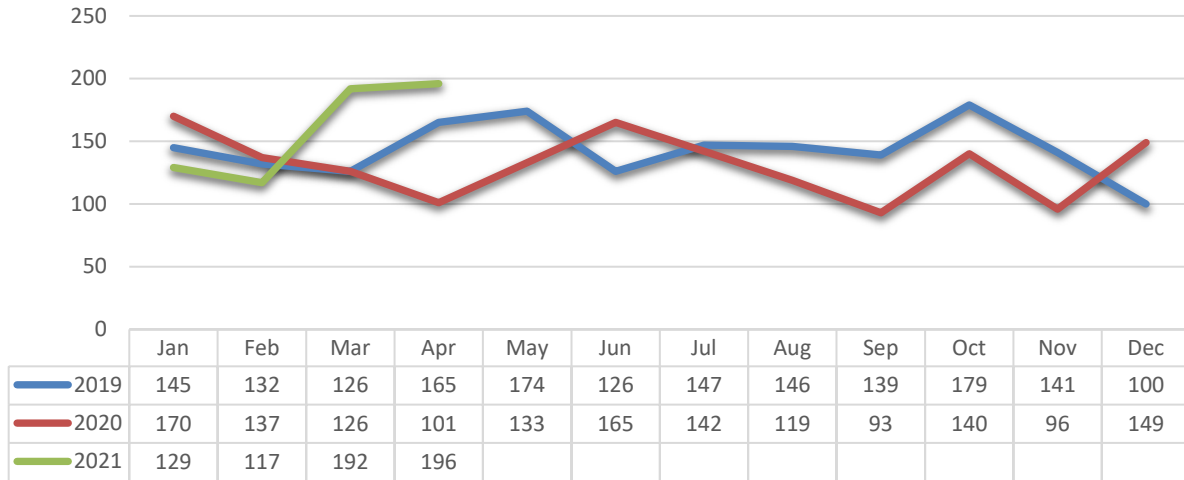
¹ Only land use applications requiring public notice are listed

BUILDING

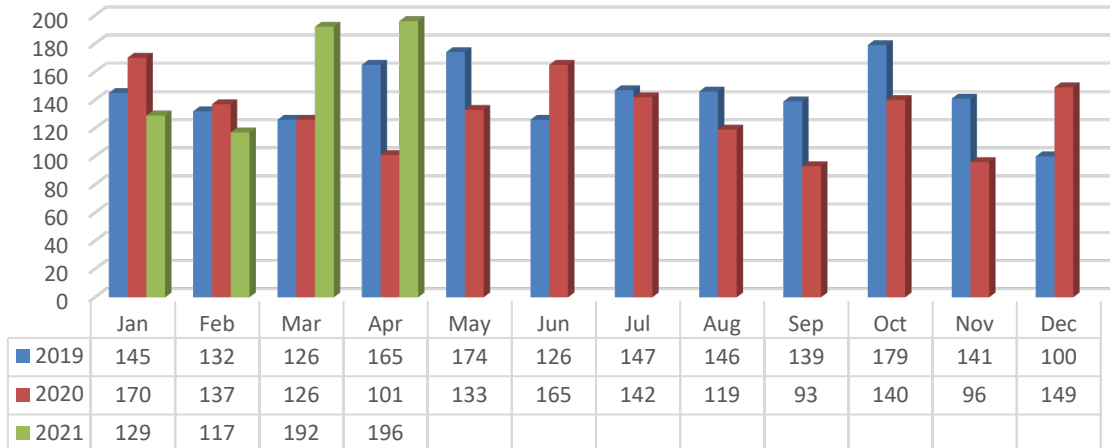
April 2021 in review

Permit data for April		FY to Date:
New single family houses:	6	28
New ADU's	0	7
New Solars	5	37
Res additions/alterations	4	52
Commercial new	0	1
Commercial Alterations	15	53
Demo's	1	2
Total Number of Permits issued:		169
Total Number of Inspections performed:		378
Total Number of active permits:		1408

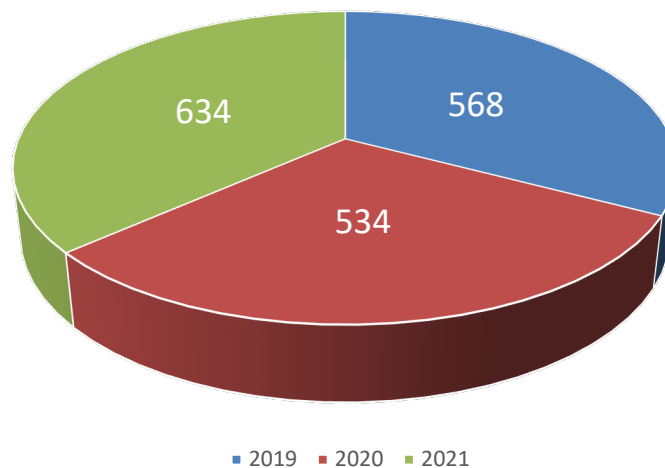
Permit Activity by Month (Issue Date)



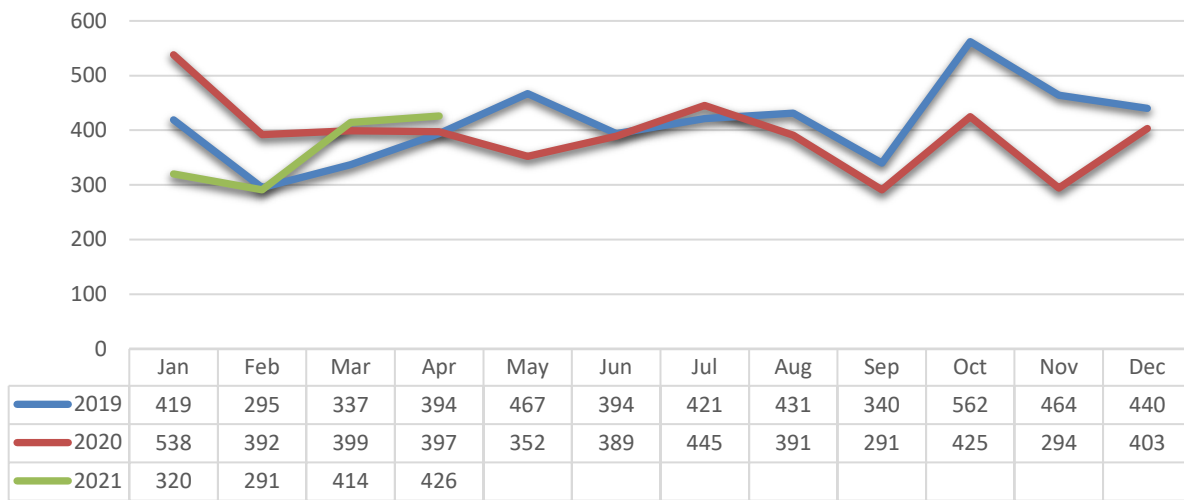
Permit Activity by Month (Issue Date)



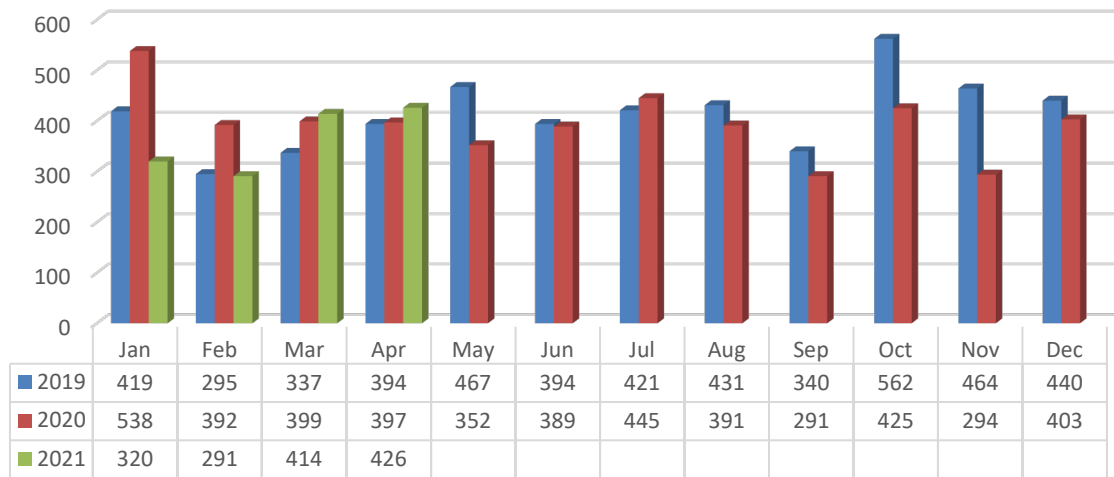
Permit Issuance Comparison By Year



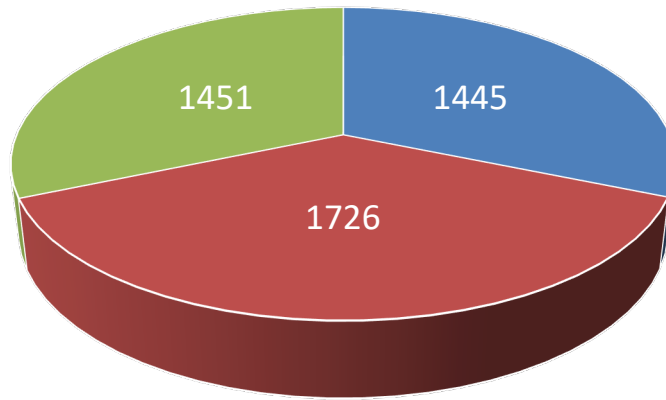
Inspection Activity by Month



Inspection Activity by Month



Inspection Comparison By Year



■ 2019 ■ 2020 ■ 2021

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Scott Stauffer, City Recorder, and
Jordan Imlah, Communication Program Manager

From: Jason Wachs, Community Engagement Coordinator

Subject: **NDA Grant Program Update and Discussion**

Date Written: April 28, 2021

ACTION REQUESTED

Council is asked to learn about the history of the neighborhood district association (NDA) grant program, discuss the processes and guidelines currently in place, and review a draft NDA Code of Conduct.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS ANALYSIS

At the March 2, 2021 Council regular session, a community member, who also serves on the city's Arts Committee, provided public comment describing recent experiences at an NDA meeting. The community member had applied for funding to support a citywide Arts Committee event and while presenting an overview of the request during the meeting, were met with hostility from the NDA's officers. The hostility stemmed from a disagreement about how NDA grant funds should be used and if they should support the work of the city's boards and committees (BCs).

This recent experience raised concerns among city staff and committee members about the NDA grant program, including the current guidelines and policies, the program's approval process, and whether or not NDA officers are asked to abide by a code of conduct as required of the city's BC members.

History of the NDA Grant Program

The NDA grant program has functioned since 1998 in two different variations described below. To effectively discuss the program's current guidelines and policies, it is important to know the origin of the program and how it evolved over time.

Matching Grant Program (1998-2010)

Resolution 9-1998 established the Neighborhood Matching Grant Program. Under the program, annual funding was made available for each NDA. NDAs could access the funding only after completing an application for a proposed project. The application process required each grant to include a matching contribution of equal or greater value than the amount requested. The match could come from volunteer labor, cash, cash equivalent in the form of donated supplies, equipment, event space, or professional services, or any combination of each.

At the conclusion of each project, NDAs were required to provide a report that detailed an accounting of each match along with its actual value, and the information was then entered into

a database. At the end of each year, the city would compile a final report to illustrate how a small amount of funding could result in significant value for the community.

Key points about the original version of the program included:

- Guidelines were primarily contained within the resolution.
- Grant applications were initially reviewed and approved, approved with conditions, or denied by a committee of community members. This process eventually transitioned to city staff reviewing and approving the applications.
- At first, unused funds did not carry over from year to year, but that changed within a few years to allow for carryover.
- All funding was kept by the city and only distributed once a project was approved through the application process.
- Only NDAs could apply for the funding, but they were encouraged to partner with community partners on projects.

NDA Grant Program (2010 – present)

In 2010, the program was revised to what is currently in place. Under the revised program, each NDA is given a lump sum of \$4,000, which is deposited into the NDA bank accounts on an annual basis after completing a report of the previous year's funding activities. The criteria and guidelines for how this money may be spent has not changed from the original resolution that established the program in 1998, but NDAs are no longer required to apply for the funding on a project-by-project basis and matching funds are no longer required. The program was revised in this manner to reduce the amount of staff time required to administer the program, while also allowing NDAs easier access to funding. The current NDA grant program is administered using the attached guidelines, which are updated annually.

Key points about the current version of the program include:

- Guidelines and policies include the original resolution, but also include the attached NDA Grants Policy, which was created to clarify some of the questions and concerns that have been raised over the years. The policy is updated annually.
- The NDAs review and approve, approve with conditions, or deny all grant applications from community partners. The NDAs may also develop and use the funding for their own projects, events, and activities.
- Funding is kept in individual NDA bank accounts, which are maintained by the NDAs themselves. The city does not have access to the NDA accounts.

Annual NDA Grant Report (examples attached)

Each NDA is required to submit an annual report in April/May, prior to the issuance of the next funding allocation in July of the same year. Elements requested to complete the report include:

- An **account overview** showing all expenditures and revenues during the prior fiscal year (e.g., the 2021 report is for July 1, 2020 to June 30, 2021 and is due on May 31, 2021).
- The **most recent bank statement** at the time that the report is submitted.
- A **description of the goals and long-term plans for any "carryover" grant amounts** exceeding one year's worth of grant funding, which is currently \$4,000.
- Each signer on the bank account must complete an **NDA Bank Account Access Contract** each year.

- Lastly, supplemental materials are requested, but not required. Supplemental materials can include photos, thank you letters, emails, cards, testimonials, etc. The purpose of supplemental material is to use the success of the program to attract more people to get involved in their NDA. It also helps with the creation of the Annual Citywide NDA Grant Program Report that is shared with the community on the city website (See attached report for 2019-20).

Draft Code of Conduct

A draft code of conduct was created and distributed to NDA leaders for review. It is based on the code of conduct currently used for the city's BC members. It was first discussed during the Feb. 25, 2021 NDA leadership meeting and those in attendance were supportive of the idea. It was then emailed to all NDA officers for comment. The vast majority of comments received were supportive of the idea. Here are some examples:

- "I've reviewed the Code of Conduct and I think it looks good. I appreciate the details about the state's laws surrounding public officials and public meetings, and I've reviewed those as well. Good info."
- "The code of conduct looks good to me. Do we need any language in there about grants, even if it's just a reference?"

Only one NDA officer expressed concern about signing such a document stating, "by removing the choice of a person to speak in whatever tone they choose, using whatever words they choose, in whatever manor they choose their right to free expression is being restrained."

Since the Code of Conduct was distributed, language was added for "NDA Officer Conduct with City Provided Funding Through the NDA Grant Program." This language is meant to ensure that NDA members or community members who have ideas for how to utilize the funding or have applied for funding are welcomed and treated with respect at all NDA meetings.

Questions remain, however, about the city's ability to enforce a code of conduct at the NDA level. Unlike BC members, NDA leaders are not appointed by Council and, therefore, no process for removal is in place should someone violate the code of conduct. Violation of the NDA Grants Policy can result in an NDA losing access to future grant funding and there is language contained within the policy in regards to that process. The only negative consequence for not following the code of conduct would potentially be a change in leadership during the annual NDA elections.

BUDGET & CLIMATE IMPACTS

None.

WORKLOAD IMPACT

Staff time is required to begin the dissemination and collection of the code of conduct for all NDA officers (currently 70 people), including board members and land use committee members, once it has been finalized. Additional staff time may be required should Council recommend changes to the current grant program or proposed code of conduct.

COORDINATION, CONCURRENCE, OR DISSENT

No other departments are impacted by this discussion.

STAFF RECOMMENDATION

Staff is recommending that all NDA officers, including board members and land use committee members, review, agree to, and sign the attached NDA Code of Conduct. As new officers are elected, it will then become part of the onboarding process for all NDAs.

ALTERNATIVES

No alternatives are being put forth at this time.

ATTACHMENTS

1. Resolution 9-1998
2. NDA Grants Policy (2020-21)
3. NDA Grant Application
4. Annual Citywide NDA Grant Report (2019-20)
5. Annual NDA Grant Reporting Form (FY 2020-21)
6. NDA Bank Account Access Contract
7. Draft NDA Code of Conduct

RESOLUTION NO. 9-1998

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, Adopting a Neighborhood Grant Program, including criteria for approval, review committee composition and reporting requirements.

WHEREAS, the Milwaukie City Council recognizes the importance of neighborhood-based activities that improve neighborhoods by developing neighborhood leadership, supporting activities and improvements of public benefit to the neighborhood, expanding citizen involvement in neighborhoods, fostering neighborhood pride; and

WHEREAS, the Milwaukie City Council supports the continued development of its neighborhood associations and their efforts to enhance, improve or preserve the quality of life for the residents of Milwaukie; and

WHEREAS, the Milwaukie City Council supports collaborative partnerships between its officially recognized neighborhoods and other community organizations in the spirit of improving the City of Milwaukie, through the granting of project-specific matching funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Milwaukie, Oregon, to adopt the attached Neighborhood Grant Program Criteria, Review Committee Specifications and Reporting Requirements for implementation in the 1997/98 fiscal year.

Introduced and adopted by the City Council of the City of Milwaukie, Oregon, on March 17th, 1998.

By

Carolyn Torner
Mayor

ATTEST:

Pat DuVal
Pat DuVal, City Recorder

APPROVED AS TO FORM

Justin V. Kerns
O'Donnell, Ramis, Crew, Corrigan & Bachrach, LLP

Milwaukie Neighborhood Grant Program

Purpose: To support neighborhood-based activities that improve neighborhoods by developing neighborhood leadership, supporting activities of public benefit to the neighborhood, expanding citizen involvement in neighborhoods, encouraging collaboration among community organizations and neighborhoods, fostering neighborhood pride and generally promoting livability in the community.

Eligibility: Grants may be disbursed to those Neighborhood District Associations that are officially recognized by the City Council and that are enabled by and operating in accordance with Neighborhood Association By-laws. Other community organizations are encouraged to partner with neighborhood associations for projects of mutual interest. Funds must be used for projects that provide a direct public benefit within the Neighborhood District Association's boundaries.

Fund Availability: Funds must be made equally available to each of Milwaukie's officially recognized neighborhoods. Currently there were 7 officially recognized neighborhoods in Milwaukie: Historic Milwaukie, Island Station, Lake Road, Linwood, Hector Campbell, Lewelling and Ardenwald. As funds are currently allocated, there is a total of \$35,000 and each neighborhood association has access to \$5,000 per fiscal year. In the event that other neighborhood associations become officially recognized, funds would continue to be equitably allocated. Neighborhood Improvement Funds do not carry over from year to year. The allocation is reviewed as part of the annual budget adoption process and may or may not be re-allocated.

Project Criteria: Neighborhood Associations wishing to apply for a Neighborhood Improvement Grant must meet the following project-specific criteria for matching and applicability:

Matching Contribution

The Neighborhood District Association must match the grant with a contribution of equal or greater value. Matching contributions can be in the form of:

- Volunteer Labor - At least 25% of a neighborhood match must be in the form of volunteer hours from participating neighborhood residents (valued at \$10 per hour).
- Cash
- Cash Value of donated supplies, equipment, space or professional services.

Matching contributions must be outlined in the initial grant application for approval. A detailed report of the matching contribution must be provided for fund disbursement. Partnerships with local community groups, educational institutions, businesses, other government agencies or faith-based organizations are encouraged and resources donated by these entities will count toward the neighborhood's matching contribution.

Applicability (funds can be used for projects that fall into the following categories):

Neighborhood Organizing/Organizational Development: Activities, services and materials that generate new neighborhood membership, grow the organization or educate neighborhood leadership toward the organization's development and continued operation.

Neighborhood Physical Improvements: materials and services to be used toward playgrounds, minor park improvements, community gardens or other facilities, neighborhood markers, identity signs, banners, trash cans, benches, etc.

Neighborhood Preservation: materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood's aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.

Neighborhood Cultural, Social and Recreational Initiatives: materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

ALL PROJECTS MUST COMPLY WITH APPLICABLE CITY, COUNTY AND STATE CODES.

Milwaukie Neighborhood Grant Review

Review of grant applications: applications will be reviewed quarterly by a committee appointed by the City Council. Applications will be reviewed in the order they are received. Applications that are received in a fiscal year after the funds for the fiscal year have been depleted will have to be resubmitted for review in the following fiscal year.

Applications will be approved, approved conditionally or denied on the basis of their meeting the grant criteria, the application requirements, and fund availability. Application instructions and requirements will be provided with the grant applications by the Office of Neighborhoods

Milwaukie Neighborhood Grant Reporting

Reporting of Grant Activity: quarterly reports of grant program activity and grant project status will be provided to the Grant Review Committee, the Council and the general public by the Office of Neighborhoods.



**City of Milwaukie Administrative Policy
NEIGHBORHOOD DISTRICT ASSOCIATION GRANTS POLICY
2020-21**

1. Purpose

- The City of Milwaukie provides grant funding to the Neighborhood District Associations (NDAs) operating in conformance with Resolution 9-1998. These funds are to support and enhance the quality of life within the Milwaukie NDAs and the city.

2. What is Funded

- NDAs are eligible for grants from the City of Milwaukie during each fiscal year, subject to the annual appropriation of funds.
- Grant funding may be spent on a variety of neighborhood activities, events, or projects that conform with the intended purposes of the program adopted in 1998 (Resolution 9-1998). Examples of eligible activities should fit within the following categories.
- NDAs considering proposals for grant funding shall discuss the proposal at a regularly scheduled monthly NDA meeting and then vote on the proposal at the next regularly scheduled monthly NDA meeting. The only exception to this would be if a grant proposal is being considered and the vote on the proposal at the next regularly scheduled monthly meeting would occur after the funding is needed.

When in doubt please call!

Should there be any doubt that an expenditure fits within these categories and is a proper use of NDA Grant funds, before discussing the expenditure at an NDA meeting or expending any funds, please contact the City Manager's Office and ask if the idea or proposal is an appropriate use of the funds.

A. Neighborhood Organizing/Organizational Development:

Activities, services and materials that generate new neighborhood membership, grow the organization to educate neighborhood leadership toward the organization's development and continued operation.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- Administrative expenses for meetings such as the purchase of paper and writing instruments, printing, copying, etc.
- Marketing and outreach costs that generate new membership and grow the organization including the creation and printing of mailers, fliers, and posters about the NDA and its events, development and maintenance of an NDA maintained web site, etc.
- Food and refreshments for monthly NDA meetings
- Neighborhood welcome baskets/bags for new residents
- Door prizes for NDA meetings
- Facility use expenses/donations for NDA meetings
- Neighborhood picnics (Food & refreshments, postcards & postage to advertise picnic, games and entertainment, prize raffles, portable toilets, etc.)
- Concerts in the park (Fees for bands, sound equipment rental, stages, tents, prizes for raffles, portable toilets, etc.)
- Adopt-A-Road event support (Refreshments for volunteers)

B. Neighborhood Physical Improvements:

Materials and services to be used toward playgrounds, minor park improvements, community gardens and other facilities, neighborhood markers, identity signs, banners, trash cans, benches etc.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- NDA street sign toppers
- Neighborhood entrance/welcome signs
- Community gardens
- Park improvements and maintenance (Native plants, material for fences, benches, play structures, etc.)

C. Neighborhood Preservation:

Materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- Cleanup and beautification events (Garbage and recycling disposal, garbage bags, gloves, trees, plants, flowers, refreshments for volunteers, etc.)

- Intersection paintings as approved by the city (Paint, paint brushes, refreshments for volunteers, etc.)
- Support of Milwaukie CERT events and activities

D. Neighborhood Cultural, Social and Recreational Initiatives:

Materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- Donations to local non-profits, city boards, commissions, or committees, or other community-based groups developing events, programs, or services open to the general public. Examples have included:
 - Friends of the Ledding Library
 - First Friday
 - Milwaukie Arts Committee
 - Milwaukie Parks & Recreation Board (PARB) – Sustainability Tour
 - Milwaukie Public Safety Foundation (Milwaukie Police Officer of the Year Dinner, 9K for K9 event, etc.)
 - Milwaukie Historical Society and Museum
 - Milwaukie CERT
 - Milwaukie Junior Baseball
 - North Clackamas Education Foundation's After School Programs
 - North Clackamas School District (High School Grad Party, Rowe Middle School Food for Success Program, etc.)
 - Parent Teacher Associations (PTA) for North Clackamas School District schools
 - Annie Ross House
 - Wichita Center
- Donations to events organized by the City of Milwaukie or other public agencies including NCPRD
 - Vietnam Memorial Moving Wall
 - Earth Day Cleanups
 - Movies in the Park
- Concerts in the Park (fees for bands, sound equipment rental, stages, tents, prizes for raffles, portable toilets, etc.)
- Little free libraries along neighborhood streets
- American Red Cross Blood Drive and support

3. What is not Funded

- Each NDA shall receive the full grant amount as appropriated through the city's budget process at the beginning of each fiscal year as an automatic deposit into their bank account.
- Eligible officers of each NDA may access the applicable NDA bank account only after submission to the city of the following:
 - Proof of the NDA's intent to grant access to the individual officer (generally proof consists of signed meeting minutes), and
 - Completion of the Neighborhood District Association Grant Access Application.
- In no case shall grant funds be used for the following groups, project ideas, or expenses:
 - Project not open to the public;
 - Personal use or benefit;
 - Alcoholic beverages, marijuana, or tobacco products;
 - Political donations or advocacy, election campaign activities, or any related items;
 - Religious organizations, activities or services (This does not apply to the rental of space for public meetings, events, or other activities open to the general public and sponsored by an NDA.);
 - Debt reduction or legal settlements;
 - Cash withdrawals or "cash back" using debit cards;
 - Purchase of land or buildings for NDA ownership;
 - Private travel expenses, lodging, or hotel expenses;
 - Private transportation expenses including mileage, gas, insurance, car rentals, etc.;
 - Projects that do not have property owner permission for proposed improvements;
 - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- At any time, the City of Milwaukie can request, and NDAs must provide, the latest NDA account bank statement, actual receipts for any transactions, and/or online bank account access.
- Any equipment, materials, or services purchased shall remain the property of the NDA and shall not be converted to personal use or benefit.
- The NDA shall provide the city with an annual report on the use of grant funds every April/May and an update on NDA goals. The report will be provided using the grant reporting form accompanied by supplementary materials such as photos, thank you cards, etc.

- Any “carryover” grant amounts (amounts from prior fiscal year(s)) exceeding one year’s worth of NDA grant funding shall be accounted for and explained in detail. If the NDA is saving for a project or has goals for the funds, please identify the goals and long-term plan.

Please take note about the improper use of neighborhood grant funding:

- Any NDA that is determined by the City Manager to be in violation of this policy will not be eligible for future funding until the city has adequately determined that the NDA has both come into compliance with this policy and has demonstrated the ability to manage the funding properly moving forward. It is the city’s sole discretion whether or not an NDA continues to receive grant funding after a violation has occurred.
- Any NDA designee(s) found to be using grant funds in violation of this policy will be subject to investigation and will forfeit their right to access the funds.
- The City of Milwaukie reserves its right to pursue any and all available remedies, including legal action, to secure the return of improperly used funds.



**Neighborhood District Association (NDA)
Grant Program Application**

I. Applicant Information

Project/Program Name: _____

Project/Program Contact Person: _____

Phone: _____ Email: _____

Website Address (if any): _____

Mailing Address: _____

City/State: _____

Amount Being Requested: \$ _____ Date: _____

Partnering Organizations (if any): _____

II. Project or Program Details

Note: Please attach additional pages as necessary to fully describe the proposed project or program.

Describe the goal and the need for the proposed project or program.

Who will be involved in the project or program and how has support evolved in the neighborhood/s?

Project Time Frame: Beginning Date _____ End Date _____

Please describe how the grant money, if approved, would be used:



III. Proposal Criteria

Project meets at least one of the following applicability criteria for value to the neighborhood. Check the appropriate boxes:

☐

(1) Neighborhood Organizing/ Organization Development

activities, services and materials that generate new neighborhood membership, grow the organization or educate neighborhood leadership toward the organization's development and continued operation.

☐

(2) Neighborhood Physical Improvements

materials and services to be used toward playgrounds, minor park improvements, community gardens or other facilities, neighborhood markers, identity signs, banners, trash cans, benches, etc.

☐

(3) Neighborhood Preservation

materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood's aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.

☐

(4) Neighborhood Cultural, Social or Recreational Initiatives

materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

____ To the best of my knowledge, the project complies with all city, county and state codes.

Please provide any additional comments and information that you would like to share with the NDA/s about this proposal.

Applicant's Signature: _____

Title (if any): _____

Date: _____



For NDA Use Only

Each NDA that has approved this proposal shall have the chair or their designee sign and date below.

____ Ardenwald/JC _____ Date _____

____ Hector Campbell _____ Date _____

____ Historic Milwaukie _____ Date _____

____ Island Station _____ Date _____

____ Lake Road _____ Date _____

____ Lewelling _____ Date _____

____ Linwood _____ Date _____

____ Report received. Date _____

**NEIGHBORHOOD DISTRICT ASSOCIATION (NDA)
ANNUAL GRANT PROGRAM REPORT**

FISCAL YEAR 2019-20 (July 1, 2019 through June 30, 2020)

Purpose of this annual report:

The City of Milwaukie provides grant funding to its seven Neighborhood District Associations (NDAs) annually operating in conformance with Resolution 9-1998. These funds are to support community building events and activities and help each NDA function and prosper. Each neighborhood is granted \$4,000 per fiscal year after providing an annual report and abiding by the rules and regulations that govern the program which are described in the Neighborhood District Association Grants Policy.

This annual report provides a fiscal year overview of each NDA's grant expenditures to provide information to the community about a public resource that is available to anyone that would like to get involved in their NDA.

To learn more about the city's NDA Grant Program visit:

www.milwaukieoregon.gov/citymanager/neighborhood-grant-program

Contents:

- **Highlights of Grant Expenditures for each NDA** (July 1, 2019 through June 30, 2020) – Pages 2-8

Please read before continuing! These highlights do not include all of the expenditures for each NDA in Fiscal Year 2019-20. This information is meant to highlight each NDA's grant expenditures for the year to inform and inspire the community to get more involved in their NDA and use the grant funding to do great things for the community.

- Ardenwald-Johnson Creek – Page 2
 - Hector Campbell – Page 3
 - Historic Milwaukie – Page 4
 - Island Station – Page 5
 - Lake Road – Page 6
 - Lewelling – Page 7
 - Linwood – Page 8
- **Overview of Total Expenditures and Income for 2019-2020 Fiscal Year** (July 1, 2019 through June 30, 2020) – Page 9

Ardenwald-Johnson Creek (AJC):

AJC's signature grant expenditure annually goes to Concerts in the Park weekly in August at Ardenwald Park. The NDA typically pays each band and hires a company to do the sound at each concert. The events are very well attended and have become an annual tradition. In 2019 the neighborhood used \$3,632 of their grant funding to support these very popular events. Another significant expenditure for the year (\$443.61) is used to pay for the NDA's own website, which is highly used in the neighborhood and kept up to date by volunteers.

In addition, Ardenwald-Johnson Creek approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Rowe Middle School	Food for Success Program	\$175
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$250
Total		\$425



Hector Campbell:

Hector Campbell has a few primary goals annually that they expend grant dollars on including the Campbell Community Garden and their annual neighborhood wide picnic. During the spring of 2020 they also organized a project to respond to the Covid-19 pandemic called the Victory Garden Project. The goal of that project was to provide seeds to neighbors to help them grow their own food and be more food secure during a time when obtaining fresh food was difficult.

The community garden received enough income from garden fees (\$676) to offset the costs associated with the garden that totaled \$698.47. Only \$22.47 of grant funding was used to keep the garden going in FY 2019-20. The 2019 picnic expenditures that included a mailing to get the word out, food, raffle prizes, and entertainment totaled \$1,393.04. Lastly, the Victory Garden Project ended up having fourteen families participate at a cost of \$310.11. Seeds were also left over to do the project again in the spring of 2021.

In addition, Hector Campbell approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie Public Safety Foundation	Police Officer of the Year Dinner	\$250
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$250
Milwaukie High School	2020 Graduation Party	\$500
Milwaukie Museum & Historical Society	Annual membership	\$100
Total		\$1,100



Hector Campbell's annual summer picnic.

Historic Milwaukie:

Historic Milwaukie has put aside \$5,000 for Phase II of the development of Kronberg Park, but that funding was not expended in FY 2019-20. They also voted to designate \$733.75 for downtown landscaping, but had not expended it during FY 2019-20.

In addition, Historic Milwaukie approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Ledding Library	Donor Wall grant	\$1,000
Milwaukie Public Safety Foundation	Police Officer of the Year Dinner	\$250
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$250
Milwaukie Arts Committee	Winter performances	\$600
Milwaukie High School	2020 Graduation Party	\$500
Milwaukie Museum & Historical Society	Annual membership & donation	\$200
Milwaukie Environmental Stewards Group	Styrofoam collection	\$400
Total		\$3,200



Island Station:

Island Station holds a picnic annually for the neighborhood that includes free food and beverages, games, and live music. The picnic was held in 2019 on Sat., Sep. 7. The neighborhood expended \$1,318.56 on the picnic, which included a postcard to advertise the event, portable restrooms, food, entertainment (Johnson Creek Brass Band & face painting), and other needed supplies. The picnic was very well attended and the neighborhood intends to continue this tradition in future years. The other large expenditure during FY 2019-20 was the purchase of equipment and supplies for the Milwaukie Community Emergency Response Team (CERT) in the amount of \$1,250. CERT is a National program designed to prepare Clackamas Fire District #1 residents to help themselves, their families and neighbors, in the event of a disaster and Milwaukie has its own team that many of Milwaukie's neighborhoods support. Lastly, the neighborhood annually donates funding to the Milwaukie Grange Hall, which is where the neighborhood holds its monthly meetings most of the time. In FY 2019-20 the NDA donated \$125 to help the hall pay for the costs associated with keeping the building available for public use.

In addition, Island Station approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie Historical Society & Museum	Membership & donation	\$500
Milwaukie Arts Committee	Winter performances	\$600
Milwaukie Environmental Stewards Group	Styrofoam collection	\$400
Total		\$1,500



Island Station's annual summer picnic featuring the Johnson Creek Brass Band.

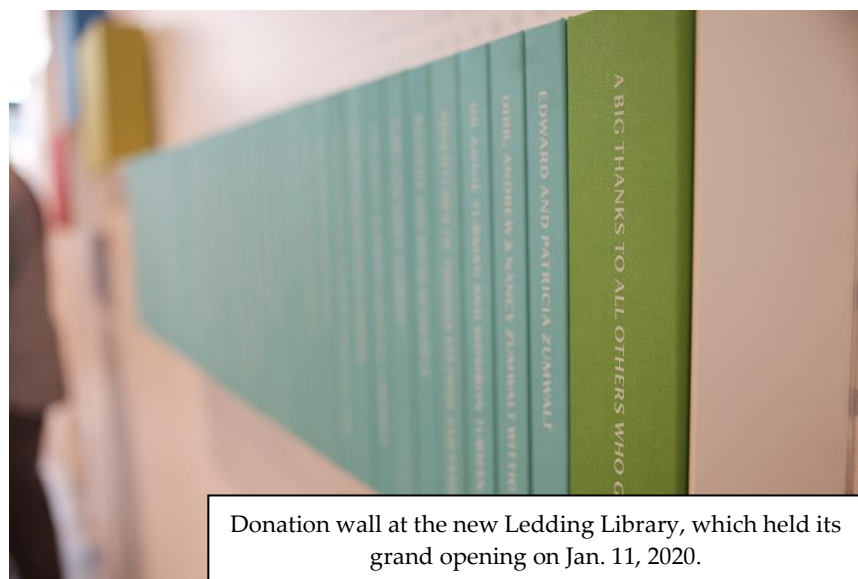
Lake Road:

Lake Road's largest expenditure for FY 2019-20 was a donation to the new Ledding Library in the amount of \$1,000. The NDA is now listed on the donation wall that will part of the library's history for decades to come. Also, to help with attendance and create a welcoming environment at all Lake Road NDA meetings, the NDA purchased meeting refreshments for monthly meetings (\$356.01 in FY 2019-20). Other expenditures were expected to take place during the year, but the arrival of Covid-19 caused cancellations to several events and the NDA did not meet for several months to review and approve several grants from other organizations.

The NDA also did some fundraising (\$276.25) on their own during the fiscal year, which was selling freshly popped popcorn at the 2019 Winter Solstice event at Milwaukie Bay Park. This addition to the event was very well received and the popcorn sold out before the event ended.

Lastly, Lake Road did approve several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie Environmental Stewards Group	Styrofoam collection	\$500
Milwaukie Public Safety Foundation	Police Officer of the Year Dinner	\$250
Milwaukie High School	2020 Graduation Party	\$500
Milwaukie Historical Society & Museum	Membership & donation	\$100
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$250
Total		\$1,600



Donation wall at the new Ledding Library, which held its grand opening on Jan. 11, 2020.

Lewelling:

Lewelling, like Ardenwald-Johnson Creek, annually sponsors concerts in a local park in August. The concerts are held weekly at Ball-Michel Park and for the past few years also included a food truck and beer garden. A large majority of their grant funding goes to support these concerts including paying the bands, providing professional sound at each concert, and other expenses as needed. The concerts have become a local tradition and are attended by hundreds of people each year. In Fiscal Year 2019-20 the NDA spent \$4,970 on the concert series and received a grant from Celebrate Milwaukie Inc. of \$1,000 in support of the concerts.

Lewelling also annually partners with the city to fundraise for their concerts and other programs, activities and events by vending at the annual Winter Solstice and Christmas Ships Viewing event at Milwaukie Bay Park each December. At the 2019 Winter Solstice event Lewelling's expenses for that event totaled \$1,941.82 and the revenue from the event totaled \$3,342.49 leaving the NDA with \$1,400.67 in profit. This event continues to grow and has become a tradition for Milwaukie's community.

In addition, Lewelling approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie Environmental Stewards	Assist with Styrofoam recycling program	\$400
Milwaukie Arts Committee	Winter performances	\$600
Milwaukie Public Safety Foundation	Police Officer of the Year Dinner	\$250
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$250
Total		\$1,500



Lewelling prepares to sell food at the 2019 Winter Solstice event to fundraise for their summer concerts.

Linwood:

Linwood supported the city's first Carefree Sunday event that was held on Sun., Aug. 4, 2019 by supporting activities that took place at Wichita Park. The NDA funded and built a mister to keep event participants cool that was a very popular stop on what turned out to be a very hot day. Supplies to build the mister totaled \$150.21. In addition, the NDA partnered with Scrap Creative Reuse at the park to operate a bicycle decorating station using recycled products, which was also a very popular stop along the route. To help support Scrap PDX the NDA donated \$350 to the organization whose mission is to further Creative Reuse, which is when the addition of creativity to an already manufactured item brings a new function. Creative Reuse is also sometimes called upcycling or repurposing. Linwood also led litter pickups in partnership with Milwaukie's Adopt-A-Road program along Linwood Ave. quarterly. Supplies were purchased to support the cleanups including refreshments and the NDA expended \$104.82 during the FY on those events. Lastly, the NDA purchased snacks for each NDA meeting to support a welcoming environment and expended \$254.33 during FY 2019-20.

In addition, Linwood approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie Museum and Historical Society	Program support and membership	\$100
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$500
Milwaukie Public Safety Foundation	Police Officer of the Year Dinner	\$250
Milwaukie Environmental Stewards	Assist with Styrofoam recycling program	\$400
Total		\$1,250

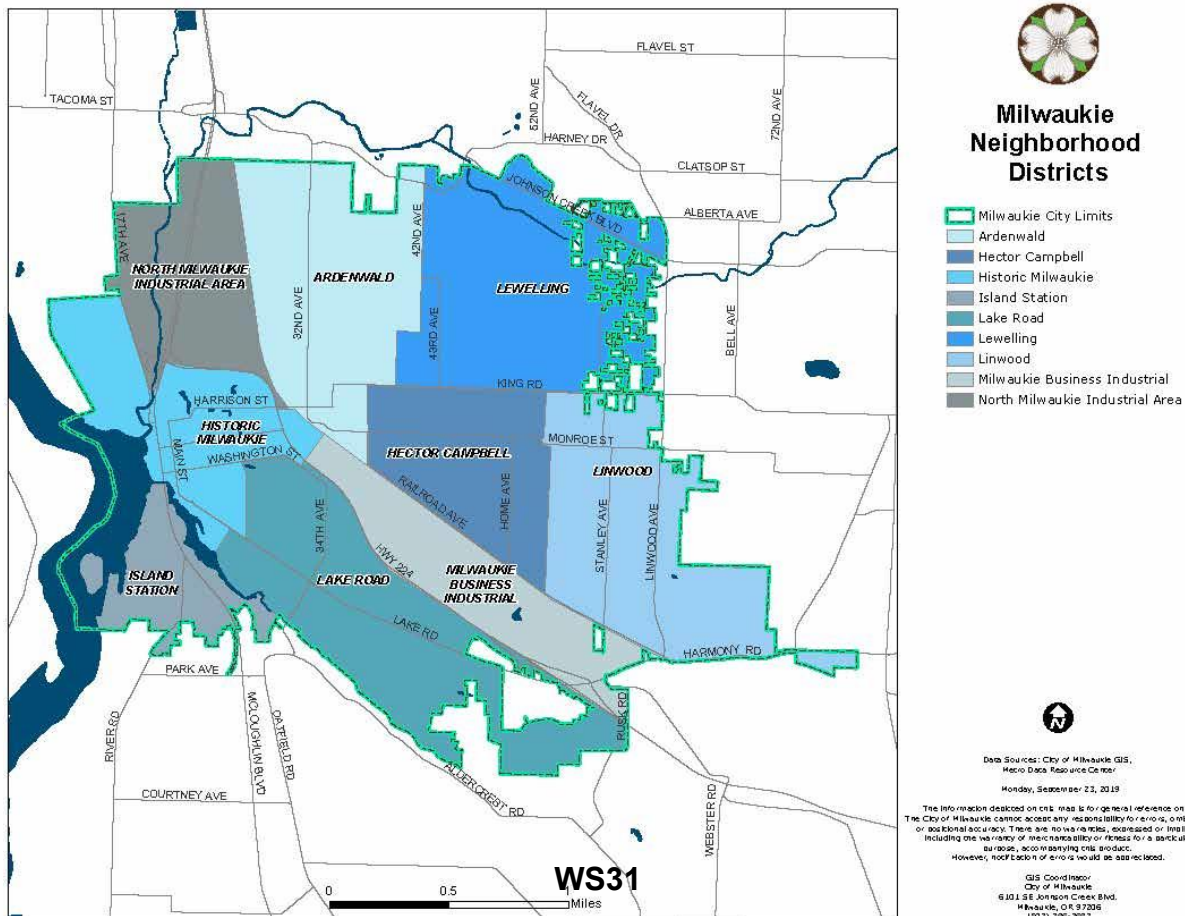


Linwood partnered with Scrap Creative Reuse at the 2019 Carefree Sunday event to provide a bicycle decorating station at Wichita Park.

Overview of Total Expenditures and Income for 2019-2020 Fiscal Year
(July 1, 2019 through June 30, 2020)

NDA	Balance at Beginning of FY (July 1, 2019)	Total Income for FY from Own Fundraising (In addition to the \$4,000 that each NDA receives each year)	Total Amount Available at end of FY (June 30, 2020)	Balance After 2020-21 Grant Allocation of \$4,000
Ardenwald-Johnson Creek*	\$508.78	\$2,471.00	\$2,474.17	\$6,474.17
Hector Campbell*	\$2,452.65	\$180	\$4,589.34	\$8,459.34
Historic Milwaukie	\$6,801.34	\$0	\$7,317.79	\$11,317.79
Island Station	\$15,051.99	\$0	\$14,858.33	\$18,858.33
Lake Road*	\$9,284.65	\$276.25	\$10,593.40	\$14,593.40
Lewelling*	\$6,117.66	\$3,960	\$4,632.37	\$7,342.61
Linwood	\$7,470.98	\$0	\$9,362.02	\$13,362.02
Total	\$47,688.05	\$6,887.25	\$53,827.42	\$80,407.66

*NDA does additional fundraising outside of the annual \$4,000 from the city resulting in increases to their overall balances each year.





CITY OF MILWAUKIE

NDA Annual Grant Report – Fiscal Year 2020-21 Due: Friday, May 28, 2021

NDA: _____ Date: _____

Treasurer (Or authorized designee): _____

Email: _____

Telephone: _____

The City of Milwaukie provides grants to the Neighborhood District Associations (NDAs), operating in conformance with Resolution 9-1998, to support and enhance the quality of life within the Milwaukie NDAs and the city. NDAs are eligible for grants from the city during each fiscal year, subject to the annual appropriation of funds. Grant funding may be spent on a variety of neighborhood activities, events, or projects that conform with the intended purpose of the Grants program as adopted with the establishment of the grants program in 1998 (Resolution 9-1998). Funds expended by the NDA shall meet one or more of the following program goals:

- Neighborhood Organizing/Organizational Development: Activities, services and materials that generate new neighborhood membership, grow the organization to educate neighborhood leadership toward the organization's development and continued operation.
- Neighborhood Physical Improvements: Materials and services to be used toward playgrounds, minor park improvements, community gardens and other facilities, neighborhood markers, identity signs, banners, trash cans, benches etc.
- Neighborhood Preservation: Materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.
- Neighborhood Cultural, Social and Recreational Initiatives: Materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

Current balance of NDA bank account as of the date written at the top of the previous page when the report was submitted: _____

Total revenue for fiscal year from NDA's own fundraising (This doesn't include the \$4,000 in grant funding provided by the city. Not all NDAs do their own fundraising so the answer to this may be \$0): _____

Note: As stated in the NDA Grants Policy, any “carryover” grant amounts (amounts from prior fiscal year/s exceeding one year’s worth of NDA grant funding, which is currently \$4,000, shall be accounted for and explained in detail.) If your NDA is saving for a project or has goals for the funds, please identify the goals and long-term plan below or on additional sheets attached to this report.

[illegible]**WS33**

Itemized Expenditures – Attach Most Recent Bank Statement

Note: Please attach the NDA's most recent bank statement when submitting this grant report. You can use the spreadsheet below to provide the itemized expenditure list or attach your own spreadsheet.

[illegible]

Itemized Revenue – Attach Most Recent Bank Statement

Note: Please attach the NDA’s most recent bank statement when submitting this grant report. You can use the spreadsheet below to provide the itemized revenue list or attach your own spreadsheet.

[illegible]

[illegible]

- Providing supplemental material to this report is always encouraged and is a welcome addition to illustrate the successes of your NDA over the past year. That includes photos (Please email these to wachsj@milwaukieoregon.gov as attachments), thank you letters, emails, cards, testimonials, etc. Please consider sending that information along. It is very useful for the Annual NDA Grant Program report described below, NDA webpages, and can be used in a variety of other ways to get the word out about your NDA hopefully leading to more people getting involved.

- An annual NDA Grant Report is now developed at the end of each fiscal year, shared with the community, and posted on the NDA Grant Program webpage located at www.milwaukieoregon.gov/citymanager/neighborhood-grant-program. You can currently see the past fiscal year report (2020-21) on that page if you would like to know what is included.
- The supplemental material mentioned will help to ensure that your NDA's successes are well reflected in the report. The ultimate goal of the report is to provide information to the community about the grant program, which is a public resource available to anyone that would like to get involved with their NDA.

WS36



CITY OF MILWAUKIE

Neighborhood District Association Bank Account Access Contract

Note: Please submit this form to the city with Annual NDA Grant Report by Friday, May 28, 2021 for each authorized signer on the NDA's bank account.

Name of NDA: _____

Name of Bank where NDA has account: _____

Name of NDA Officer: _____

As the elected _____ of the _____ Neighborhood District Association
(officer title) (NDA Name)

(NDA), I indicate that I will use Neighborhood District Association grant funds in accordance with the following guidelines as included in the City of Milwaukie NDA Grants Policy found online at www.milwaukieoregon.gov/citymanager/neighborhood-grant-program.

- In no case shall grant funds be used for the following groups, project ideas, or expenses:
 - Project not open to the public;
 - Personal use or benefit;
 - Alcoholic beverages, marijuana, or tobacco products;
 - Political donations or advocacy, election campaign activities, or any related items;
 - Religious organizations, activities or services (This does not apply to the rental of space for public meetings, events, or other activities open to the general public and sponsored by an NDA.);
 - Debt reduction or legal settlements;
 - Cash withdrawals or "cash back" using debit cards;
 - Purchase of land or buildings for NDA ownership;
 - Private travel expenses, lodging, or hotel expenses;
 - Private transportation expenses including mileage, gas, insurance, car rentals, etc.;
 - Projects that do not have property owner permission for proposed improvements;
 - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- At any time, the City of Milwaukie can request, and NDAs must provide, the latest NDA account bank statement, actual receipts for any transactions, and/or online bank account access.
- Any equipment, materials, or services purchased shall remain the property of the NDA and shall not be converted to personal use or benefit.
- The NDA shall provide the city with an annual report on the use of grant funds every April/May and an update on NDA goals. The report will be provided using the grant reporting form accompanied by supplementary materials such as photos, thank you cards, etc.



CITY OF MILWAUKIE

Neighborhood District Association Bank Account Access Contract

- Any "carryover" grant amounts (amounts from prior fiscal year(s)) exceeding one year's worth of NDA grant funding shall be accounted for and explained in detail. If the NDA is saving for a project or has goals for the funds, please identify the goals and long-term plan.

Please take note about the improper use of neighborhood grant funding:

- Any NDA that is determined by the City Manager to be in violation of this policy will not be eligible for future funding until the city has adequately determined that the NDA has both come into compliance with this policy and has demonstrated the ability to manage the funding properly moving forward. It is the city's sole discretion whether or not an NDA continues to receive grant funding after a violation has occurred.
- Any NDA designee(s) found to be using grant funds in violation of this policy will be subject to investigation and will forfeit their right to access the funds.
- The City of Milwaukie reserves its right to pursue any and all available remedies, including legal action, to secure the return of improperly used funds.

When in doubt please call!

Should there ever be any doubt that an expenditure is a proper use of NDA Grant funds, before discussing the expenditure at an NDA meeting or expending any funds, please contact the City Manager's Office at 503-786-7568 and ask if the idea or proposal is an appropriate use of the funds.

(Signature)

(Date)

(Print Name)

(Telephone Number)

Please list all other signers on the account (Your NDA must have at least two signers. Keep in mind that each signer must individually complete and sign a copy of this access contract annually. Adding someone's name below does not exclude them from needing to complete and sign a copy of this contract as well.)

1. _____
2. _____
3. _____
4. _____
5. _____



Thank you for your active involvement in your Neighborhood District Association (NDA). Your participation is a critical part of our government's decision-making process. This document is designed to provide a framework to guide NDA officers in their actions. If you have questions about NDAs contact the City Manager's Office at engage@milwaukieoregon.gov or at 503-786-7568.

ETHICS

As an officer of your NDA, you are a public official as defined in Oregon Revised Statute (ORS) 244.020(14). This Code of Conduct is a supplement to existing statutes governing conduct of public officials including Oregon's ethics law; see the State's [Guide for Public Officials](#). Adherence to ethics rules includes rejecting gifts, services, or other special considerations that are only offered to you because of your service as a public official. Ethics rules may also require you to excuse yourself from participating in decisions when the financial interests of a member of your immediate family or household, or your own, may be affected by your NDA's action.

CARRYING OUT ASSOCIATION DUTIES

It is important to remember that you represent your neighborhood and are held to a higher standard while performing your NDA responsibilities. You may be faced with difficult decisions and situations. NDA officers are expected to be civil and diplomatic, and in general:

- All NDA meetings are public meetings subject to the State's public meeting laws.
- You should always review materials provided in advance.
- You should always do your part to maintain the organization's transparency. Avoid even the appearance of a conflict of interest by declaring publicly if a potential or actual conflict of interest arises and take appropriate steps.
- Be aware of the public nature of written messages and e-mail. All materials created in your official capacity are subject to the State's public records laws.

Keep the following in mind when dealing with other NDA members, city staff, and the public:

NDA Officer Conduct with One Another During Meetings

- Be civil and professional. Difficult discussions are a legitimate part of democratic governance. However, this does not mean NDA members should make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Be honest with everyone.
- Give credit to others' contributions to the process.
- Strive to make independent, objective, fair and impartial judgments.

NDA Officer Conduct Outside Public Meetings

- Be respectful even in private. The same level of respect for differing points of view used in public discussions should be maintained in private conversations.
- Private conversations can become public. As public officials, NDA officers should be aware that they can be the focus of public attention. Even casual conversation about city business, other public officials, or staff may draw attention and be repeated.

- Understand proper political involvement. NDA officers, as private citizens, may support political candidates or issues but such activities must be done separate from their role as an NDA officer.

NDA Officer Conduct with the Public

- Be welcoming and respectful to speakers. For many community members, speaking in front of an NDA is a new experience. NDA officers should listen and make comments or ask questions appropriately, respectfully, and professionally.
- Make no promises on behalf of the NDA in unofficial settings. NDA officers may be asked to explain an action or to give their opinion about an issue. It is appropriate to give a brief overview, but overt or implicit promises of specific actions are to be avoided.
- Be mindful of what you say. Anything said in a public meeting may end up in print. In discussions about city business with the press or through social media, be careful to not represent a personal opinion as if it were the NDA's position.

NDA Officer Conduct with City Staff

- Respect city staff and their role in the process. NDA officers should not disrupt staff from carrying out administrative duties, attending meetings, or implementing policy. NDA members should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about staff.

NDA Officer Conduct with City Provided Funding Through the NDA Grant Program

- Respect and welcome fellow NDA members or other community members who have ideas for how to utilize the funding or have applied for funding. NDA officers should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about community members interested in bringing ideas forward or applying for funding through the program.
- NDA officers also agree to expend NDA grant funding in conformance with the intended purposes of the program adopted in 1998 (Resolution 9-1998) and in compliance with the most recent version of the Neighborhood District Association Grants Policy. A copy of the latest policy is available at www.milwaukieoregon.gov/citymanager/neighborhood-grant-program.

MILWAUKIE MUNICIPAL CODE (MMC) AND NDA BYLAWS

The city's NDA boundaries were established in April 1994 by Resolution 6-1994. After the boundaries were created, the city requested that NDAs determine founding officers and apply for official recognition. The seven NDAs filed for recognition separately between 1994-1996 and were each recognized formally by City Council Resolution. Currently, all seven NDAs essentially operate with identical bylaws with only a few exceptions, which were first created in 1998 and updated in 2005. Linwood has language in their bylaws about membership that differs, but the requirements are the same. The Ardenwald-Johnson Creek NDA operates under Milwaukie bylaws and Portland bylaws since the NDA overlaps both jurisdictions. The bylaws for each NDA can be found on each NDA webpage on the city's website at

www.milwaukieoregon.gov/citymanager/get-involved-your-neighborhood or call 503-786-7568 to receive a copy.

IMPLEMENTATION

All NDA officers will review this Code of Conduct and affirm in writing that they understand its provisions and pledge to conduct themselves by the guidelines listed.

CODE OF CONDUCT CERTIFICATION

As an officer of an NDA I affirm that:

- ✓ I have read and understand the Milwaukie Code of Conduct for Neighborhood District Associations, and its application to my role and responsibilities while serving on a city NDA.
- ✓ I pledge to conduct myself by the Code of Conduct.

Print Name:

Signature:

Date:

NDA:

NDA Grant Program Discussion

- Concerns and questions raised about program due to recent public comment
- Origin of program and how it has evolved
- Requirements of annual NDA Grant Report
- Draft NDA Code of Conduct
- Other issues, concerns, or questions that council would like to discuss



Concerns & Questions Raised About NDA Grant Program

- Public comment from March 2, 2021 identified several questions and concerns about program that will be discussed today including:
 1. Current guidelines and policies
 2. Program's approval process for grant applications from community partners
 3. Are NDA officers asked to abide by a Code of Conduct similar to members of the city's boards, committees, and commissions?

Matching Grant Program (1998-2010)

- Resolution 9-1998 established program
- Categories of projects available for funding included the following, which still applies today:
 - Neighborhood Organizing/Organizational Development
 - Neighborhood Physical Improvements
 - Neighborhood Preservation
 - Neighborhood Cultural, Social, or Recreational Initiatives
- Application process required for each grant including a matching contribution of equal or greater value than the amount requested. Match could come from:
 - Volunteer Labor (At least 25%)
 - Cash
 - Cash value of donated supplies, equipment, space, or professional services





Matching Grant Program (1998-2010)

- At conclusion of each project NDAs required to provide a report accounting for expenses and matching contributions
 - Could illustrate how a small amount of funding resulted in significant value for the community
- **Key points about original version:**
 - Applications reviewed and approved, approved with conditions or denied by a committee of community members at first, but ended up being reviewed by staff
 - Funding kept by city and only distributed once a project was approved
 - Only NDAs could apply for funding, but were encouraged to work with community partners

NDA Grant Program (2010-present)

- Program revised for two reasons:
 - Reduce amount of staff time to administer
 - Allow NDAs easier access to funds
- NDAs now given a lump sum of \$4,000 annually after completion of an Annual NDA Grant Report.
- **Key points about current version:**
 - Categories of projects eligible same as original
 - NDA Grants Policy updated annually
 - NDAs develop, approve, and use the funding for their own projects
- Community partners can apply directly to NDAs for funding
 - NDAs review and approve, approve with conditions, or deny all grant applications from community partners.
- Funding is kept in individual NDA bank accounts. The city does not have access to accounts.



Annual NDA Grant Program Report

- Account overview showing all expenditures and revenues for year
- Most recent bank statement
- Description of goals and long-term plans for carryover funding
- Each signer on account must sign Bank Account Access Contract
- Supplementary materials requested for Annual Citywide NDA Grant Program Report

Linwood:

Linwood supported the city's first Carefree Sunday event that was held on Sun., Aug. 4, 2019 by supporting activities that took place at Wichita Park. The NDA funded and built a mister to keep event participants cool that was a very popular stop on what turned out to be a very hot day. Supplies to build the mister totaled \$150.21. In addition, the NDA partnered with Scrap Creative Reuse at the park to operate a bicycle decorating station using recycled products, which was also a very popular stop along the route. To help support Scrap PDX the NDA donated \$350 to the organization whose mission is to further Creative Reuse, which is when the addition of creativity to an already manufactured item brings a new function. Creative Reuse is also sometimes called upcycling or repurposing. Linwood also led litter pickups in partnership with Milwaukie's Adopt-A-Road program along Linwood Ave. quarterly. Supplies were purchased to support the cleanups including refreshments and the NDA expended \$104.82 during the FY on those events. Lastly, the NDA purchased snacks for each NDA meeting to support a welcoming environment and expended \$254.33 during FY 2019-20.

In addition, Linwood approved several grants to other organizations during the fiscal year including:

Organization	Purpose	Amount
Milwaukie Museum and Historical Society	Program support and membership	\$100
Milwaukie Public Safety Foundation	Milwaukie CERT Program	\$500
Milwaukie Public Safety Foundation	Police Officer of the Year Dinner	\$250
Milwaukie Environmental Stewards	Assist with Styrofoam recycling program	\$400
Total		\$1,250



Linwood partnered with Scrap Creative Reuse at the 2019 Carefree Sunday event to provide a bicycle decorating station at Wichita Park.

Proposed NDA Code of Conduct

- The city does not currently require NDAs to read, agree to, and sign a Code of Conduct.
- The NDA Grant Program Policy does address how funding should and should not be spent and has language for what can occur if an NDA doesn't abide by the policy, but the overall conduct of NDA officers is not addressed.
- NDA Standard Bylaws also do not address the conduct of NDA Officers, only their duties
- Staff recommends that the city begin to have all NDA officers, including Land Use Committees, read, agree to, and sign a code of conduct
- Language is included in the current draft to address the treatment of community members who request NDA Grant Funding

Proposed NDA Code of Conduct

- Questions do remain about enforcement of Code of Conduct:
 - NDA officers not appointed by City Council
 - Violation of NDA Grants Policy can result in NDAs losing access to future grant funding
 - Only negative consequence of not following code of conduct would potentially be a change in leadership during annual elections



**Further Questions
or Comments**



Scott Stauffer

From: alicia hamilton <aliham10@hotmail.com>
Sent: Friday, May 28, 2021 4:53 PM
To: OCR
Subject: Milwaukie Arts Committee - City Council Session Meeting

This Message originated outside your organization.

Hi Scott,

I am formally letting you know that there will be 3 Milwaukie Arts Committee Members "attending" the City Council Work Session on Tuesday, June 1st. One of us plans to present a budget request to the city. Attendees will be myself, Samantha Swindler and Bailey Stokes. Jordan Imlah has given us the guidelines for speaking, however, please let us know what the process is so we can be as efficient and prepared as possible.

Please let me know if you have any questions.

Many thanks,
Alicia Hamilton
Milwaukie Arts Committee

Scott Stauffer

From: Hamilton, Alicia <Alicia.Hamilton@nike.com>
Sent: Tuesday, June 1, 2021 12:56 PM
To: OCR
Cc: Jordan Imlah
Subject: Milwaukie Arts Committee Supporting Document
Attachments: We sent you safe versions of your files; MILWAUKIE ARTS COMMITTEE FUNDING PROPOSAL.docx
Importance: High

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This Message originated outside your organization.

KLWfrwy#

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MILWAUKIE ARTS COMMITTEE FUNDING PROPOSAL | JUNE 1, 2021

FY2021 ACCOMPLISHMENTS:

- Monthly Artist Series (suspended in March due to Covid)
- Joe Riso Mural on Chan's Steakery Building
- Jeremy Okai Davis Mural on Water Tower Building
- Partnered with NCPRD for Chalk Art in Parks event
- Partnered with City of Milwaukie – Curation of Sculpture Garden
- Inaugural Porchfest Event in Fall 2020
- Holiday Lights Contest
- Judged the City of Milwaukie Mini-Umbrella Contest
- Second Porchfest Event in Spring 2021

FY2022 GOALS:

- Chapel Theater Mural (artist: Daniela Myers-Guzmán)
- Monthly Virtual Artist Series/City Hall Artist Series (Virtual until City Hall is fully opened)
- Porchfest (Fall + Spring)
- Additional Murals throughout the city (we have an approved artist list)
- Partner with the City of Milwaukie to create art event during Carefree Sundays
- Bing Cherry Drop (New Year's Eve)
- Participate in Winter Lights Festival
- Maximum Music Hour at Food Carts
- Scott Park Performance Events (Music, Spoken Art, Performance Art)
- Continue partnership with the City of Milwaukie – Curation of Sculpture Garden
- Apply for Placemaking Metro Grant in Fall
- Apply for additional grants throughout the year

Our goals this year continue to center around cultivating as many opportunities as we can for the community to engage with and create art. In an effort to establish Milwaukie as a center for arts and culture we are looking to the City of Milwaukie to provide a reliable funding source. We are asking for the following for FY2022:

Mural Program - \$25,000
Events Funding - \$20,000

Relying on grant opportunities, NDA grants and approaching the same business and community partners that the City of Milwaukie relies upon, has unpredictable results and hinders the Milwaukie Arts Committee's ability to curate art opportunities for the city. We hope that the City Council will consider the Milwaukie Arts Committee's proven track record and support our FY2022 goals by showing that Milwaukie truly values art, equity and community.

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Amy Aschenbrenner, Administrative Specialist II

From: Scott Stauffer, City Recorder

Subject: **City Board and Committee (BC) Bylaws Template Review**

Date Written: Apr. 12, 2021

ACTION REQUESTED

Council is asked to review and provide feedback on a draft BC bylaws template.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[February 11, 2020](#): Council held the second annual BC leadership summit and discussed the need to standardize BC bylaws.

September 2020 to February 2021: staff analyzed existing bylaws and drafted a template.

ANALYSIS

The city is served by 12 regular standing committees that play an invaluable advisory role to Council on topics including the arts, city finances, the library, parks, land use development, and climate action. The oldest BC in operation is the Budget Committee, created in September 1921. Others are more recent, like the Tree Board that was established in 2017. Because BCs were established at different times, by different Councils and staff, their bylaws vary in structure and detail. It can be confusing for staff, Council, and the public to navigate the different rules spelled out in the existing bylaws.

Bylaws are important because they lay the ground rules for how a BC will operate. Bylaws memorialize the purpose of the body, who a member is and how long they may serve, if there are officers and when they are elected, when and where meetings are held, and the rules of order that are used. Milwaukie Municipal Code (MMC) 2.10.050(B) requires BCs to have Council-approved bylaws.

The need to streamline the city's BC bylaws has been discussed by Council and staff in recent years. In 2011 and 2018 city staff created bylaw templates as part of the development of bylaws for city BCs. In 2018, Council adopted a code of conduct for new BC members to review and sign (Attachment 1). This covers topics including meeting behavior, staff and member expectations, and a disciplinary process for violations of the code of conduct, bylaws, MMC, or state law. While the code of conduct has been a great addition, it was noted at the time of adoption that it was a supplement to, and not a replacement for, the bylaws. The draft bylaws template includes a reference to the code of conduct.

In February 2020, Council, BC chairs, and staff noted the disparity in bylaws and Council directed staff to draft a bylaws template that each BC could use to update its bylaws. While acknowledging that not all BCs operate in the same way, Council's direction was meant to ensure that each BC was operating generally by the same rules and that members of the public could easily know what to expect from any city BC in terms of meeting logistics and structure.

Per Council's direction, staff formed a subcommittee of staff liaisons to develop a bylaws template. Library Director Newell, Associate Planner Kelter, and City Recorder Stauffer, met in summer/fall 2020 to compare each BC's bylaws to see which sections were included. Staff used the bylaw templates created in 2011 and 2018 to create an updated template. Attachment 2 shows the updated template compared to all current BC bylaws and notes which sections each BC includes. The sections currently in place vary from the basic – name, purpose, membership – to sections only relevant to specific BCs such as the Public Safety Advisory Committee's (PSAC's) detailed focus on email communications.

With the side-by-side comparison in hand, staff drafted an updated bylaws template, see Attachment 3. The goal of the template is to provide a general structure that each BC can use to be consistent with other BCs while leaving room for each BC to include unique clauses. Inevitably each BC will make its bylaws different than the rest – but if all use the same structure it will be easier for new members and the public to find the information and it will be easier for future bylaw changes to remain consistent across all BCs.

The draft bylaw template was presented to and reviewed by all the city's BC staff liaisons and administrative staff. The staff liaisons group made no significant changes to the template.

With this report, staff is asking for general Council feedback on the draft bylaw template. Is Council comfortable with the BCs proceeding to use this template to update their bylaws?

Once the template is approved by Council, staff expects about a year before each BC's bylaws are updated, given the need for each BC to work the project into their existing workplans. Ultimately, each BC will need to present an updated bylaw document to Council for approval.

BUDGET & CLIMATE IMPACT

None.

WORKLOAD IMPACT

Once Council has approved the draft bylaws template, staff will work with each BC to incorporate existing bylaws into the new template. This work is expected to take most BCs a year to do and will have a modest impact on BC staff liaison's workload, as well as the work of each BC.

COORDINATION, CONCURRENCE, OR DISSENT

The office of the city recorder (OCR) consulted all city staff BC liaisons to analyze the existing BC bylaws and draft a template.

STAFF RECOMMENDATION

Staff asks Council to provide feedback on the proposed BC bylaws template and confirm the directive to work with each BC to update its bylaws.

ALTERNATIVES

Council could decline to provide comment on the draft bylaws and/or direct staff to cease working on updating the BC bylaws.

ATTACHMENTS

1. Code of Conduct
2. Bylaws Audit Spreadsheet
3. Draft BC Bylaws Template



Thank you for serving on a city board, commission, or committee (BC). Your participation is a critical part of our government's decision-making process. This document is designed to provide a framework to guide BC members in their actions. If you have questions about BCs contact the Office of the City Recorder at ocr@milwaukieoregon.gov or at 503-786-7515.

ETHICS

As a BC member you are a public official as defined in Oregon Revised Statute (ORS) 244.020(14). This code of conduct is a supplement to existing statutes governing conduct of public officials including Oregon's ethics law; see the state's [Guide for Public Officials](#). Adherence to ethics rules includes rejecting gifts, services, or other special considerations that are only offered to you because of your service as a public official. Ethics rules may also require you to excuse yourself from participating in decisions when the financial interests of a member of your immediate family or household, or your own, may be affected by your BC's action.

CARRYING OUT BOARD DUTIES

It is important to remember that you represent the city and are held to a higher standard while performing your BC responsibilities. You may be faced with difficult decisions and situations. BC members are expected to be civil and diplomatic, and in general:

- All BC meetings are public meetings subject to the state's public meeting laws.
- You should always review materials provided in advance.
- You should always do your part to maintain the organization's transparency. Avoid even the appearance of a conflict of interest by declaring publicly if a potential or actual conflict of interest arises and take appropriate steps.
- Be aware of the public nature of written messages and e-mail. All materials created in your official capacity are subject to the state's public records laws.

Keep the following in mind when dealing with other BC members, city staff, and the public:

BC Member Conduct with One Another During Meetings

- Be civil and professional. Difficult discussions are a legitimate part of democratic governance. However, this does not mean BC members should make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Be honest with everyone.
- Give credit to others' contributions to the process.
- Strive to make independent, objective, fair and impartial judgments.

BC Member Conduct Outside Public Meetings

- Be respectful even in private. The same level of respect for differing points of view used in public discussions should be maintained in private conversations.
- Private conversations can become public. As public officials, BC members should be aware that they can be the focus of public attention. Even casual conversation about city business, other public officials, or staff may draw attention and be repeated.
- Understand proper political involvement. BC members, as private citizens, may support political candidates or issues but such activities must be done separate from their role as a BC member.

BC Member Conduct with the Public

- Be welcoming and respectful to speakers. For many citizens, speaking in front of a BC is a new experience. BC members should listen and make comments or ask questions appropriately, respectfully, and professionally.
- Make no promises on behalf of the BC in unofficial settings. BC members may be asked to explain an action or to give their opinion about an issue. It is appropriate to give a brief overview, but overt or implicit promises of specific actions are to be avoided. In the case of quasi-judicial land use matters, additional prohibitions on communications apply, on which the Planning Commission receives further guidance.
- Be mindful of what you say. Anything said in a public meeting may end up in print. In discussions about city business with the press or through social media, be careful to not represent a personal opinion as if it were the city's or BC's position.

BC Member Conduct with City Staff

- Respect city staff and their role in the process. BC members should not disrupt staff from carrying out administrative duties, attending meetings, or implementing policy. BC members should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about staff.

MEETING ATTENDANCE

Members are expected to attend all BC meetings; however, the community understands that conflicts may prevent a member from attending up to 25% of the meetings a year. For these purposes, "year" refers to the twelve-month period beginning from the start date of the member's BC term. For instance, many terms start on April 1 while others begin July 1.

MILWAUKIE MUNICIPAL CODE (MMC) AND BOARD BYLAWS

Most of the city's BCs were established by the City Council as authorized by the MMC and some were established by Council resolution. Each BC also has its own set of bylaws for members to follow; see the city website or contact the BC's staff liaison for a copy of the bylaws.

DISCIPLINARY ACTION AND REMOVAL

Pursuant to MMC Chapter 2.10, BC members may be removed at any time by the City Council for misconduct, nonperformance of duty, or failure to obey the federal, state, or local laws. If a BC member violates this code of conduct or any applicable laws the Council may choose to take the following steps:

- 1) The BC chair, or other appropriate officer if the issue involves the chair, will meet with the member in violation.
- 2) If the issue continues, the member in violation will meet with a City Council member to discuss the issue and an email about the issue will be sent to the entire Council.
- 3) If steps 1 and 2 do not resolve the issue, Council will take necessary actions to remove the member in violation from the BC as authorized by MMC Chapter 2.10.040.

IMPLEMENTATION

All BC members will review this code of conduct and affirm in writing that they understand its provisions and pledge to conduct themselves by the guidelines listed. A periodic review by Council of this document will be conducted to ensure that it is an effective and useful tool.

CODE OF CONDUCT CERTIFICATION

As a member of a city board, commission, or committee (BC), I affirm that:

- ✓ I have read and understand the Milwaukie Code of Conduct for Boards, Commissions and Committees, and its application to my role and responsibilities while serving on a city BC.
- ✓ I have read and understand the Milwaukie Public Records Overview (available online at <https://www.milwaukieoregon.gov/bc> under "Supporting Documents") for members of BCs and how my actions on behalf of the city are governed by the applicable laws of the State of Oregon.
- ✓ I pledge to conduct myself by the code of conduct.
- ✓ I understand that I may be removed from my position if my conduct falls below these standards.

Print Name:

Signature:

Date:

BCC:

Article - Clause (template)	2020 Template Articles	ARTS	AUDIT	BUDGET	CUAB	DLC	KGNC	LIBRARY	PARB	PLANNING	PSAC	TREE	
Last Updated	2020	2011	2013	2012	2017	2014	2017	2017	2011	2017	2018	2017	
Resolution or Ordinance #	TBD	R93-2011	R10-2013	OR2047	R81-2017	R77-2014	R99-2017	R84-2017	R65-2011	R37-2017	R29-2018	R98-2017	
Format of Bylaws Document	Bylaws	Bylaws	Resolution	Code	Bylaws	Bylaws	Bylaws	Bylaws	Bylaws	Bylaws	Bylaws	Bylaws	
MMC Section	Various	2.17	Council Subcommittee	2.14	2.11	2.18	Established by IGA	2.28	2.12	2.16	2.24	16.32.015	
1 - Name	I					I		I		I			
2 Purpose, Name and Objective													
2 A - Purpose	II-A	Purpose & Mission	Whereas	2.14.010	2.11.010	II-A	IV-2	II-A	2.12.010	II-A		I-1	
2 B - Authority	II-B	Purpose & Mission	Now, Therefore	2.14.010		II-B	I-A	II-B	I	II-B			
2 C - Objective/Mission	II-A	Purpose & Mission	Whereas	2.14.010		II-C	IV-2	II-C		II-C		I-2	
2 D - Open Meetings	IV-A	Committee & City Staff Procedures	4	2.14.040		II-D				II-D	V-0	VII-3-4-5, IX-5	
3 Membership													
3 A Appointment	III-B	Membership	1	2.14.020		III-A	I-2	III-A		III-A	I-1		
3 B Term of Office	III-C	Terms of Office	1	2.14.020		III-B	I-2	III-A		III-B	I-2	IV-1	
3 C Membership	III-A	Membership	1	2.14.020	I-1	III-C	I-1	III-B	II-1	III-C	I-1	III-1-2	
3 D Vacancies and Removal	III-D	Rules & Procedures			I-2	III-D	I-3	III-C	II-2, IV-3	III-D	I-3	III-3, IV-2	
3 E Attendance	IV-D	Rules & Procedures			I-3	III-E	I-3	III-D	II-2	III-E	I-3	III-3, V-2	
3 F Compensation	V-E-3					III-F		III-E		III-F		VII-9	
Diverse Representation	n/a - really a Council task since BCs can't appoint themselves							III-F					
Code of Conduct Reference/Acceptance	III-E											II-2	
Statement of Economic Interest	V-E-5									V-I			
4 Organizational Procedures													
4 A Meetings	IV-C	Committee & City Staff Procedures		2.14.040	III-1	V-A	III-1	V-A	II-2, V-1	V-A	III-0, V-1	VII-3-4-5, IX-1	
Special Meetings	IV-C-1				III-5		III-5		V-2		III-4	IX-2-3	
Executive Sessions	IV-C-2				III-6		III-6				III-5		
4 B Quorum	IV-E	Rules & Procedures			I-4	V-B	I-4	V-B	II-3	V-B	I-3	IX-6	
4 C Lack of Quorum; Consequences	IV-E-1-2	Rules & Procedures				V-B		V-B					
4 D Majority Necessary for a Matter	IV-E	Rules & Procedures				V-B		V-B				IX-7	
4 E Order of Business / Agenda Mgmt	IV-F				III-4	V-C	III-4		III-2, III-6	V-C	III-3	VI-3, VI-5-6, IX-11	
4 F Voting	IV-H	Rules & Procedures			I-5	V-D	I-5			V-D	I-4	IX-7-8-9	
4 G Motions	IV-I				I-6	V-D	I-6	V-C			I-5		
4 H Reconsideration of Actions Taken	IV-I-1					V-E				V-E			

Article - Clause (template)	2020 Template Articles	ARTS	AUDIT	BUDGET	CUAB	DLC	KGNC	LIBRARY	PARB	PLANNING	PSAC	TREE	
4 I Minutes	IV-J	Rules & Procedures			III-3	V-F	III-3	IV-D	III-5, III-7	V-F	III-2	VI-4	
Preparing the Minutes	IV-J-1												
Recordings	IV-J-2												
Posting & Approval.	IV-J-3												
4 J Meeting Conduct	IV-B					V-H		V-E		V-H			
Withholding Certain Information (???)	not necessary - see code of conduct/BCC records										V-2		
Communication without Email Access	not necessary - see code of conduct/BCC records										V-3		
Email Decorum	not necessary - see code of conduct/BCC records										V-4		
Email Retention	not necessary - see code of conduct/BCC records										V-5		
Unsolicited Emails	not necessary - see code of conduct/BCC records										V-6		
Forwarding Internal Emails	not necessary - see code of conduct/BCC records										V-7		
Public Information Requests	not necessary - see code of conduct/BCC records										V-8		
Public Notice	V-5										V-9		
Emergency Communication	not necessary - see code of conduct/BCC records										V-10		
Members Personal Information	not necessary - see code of conduct/BCC records										V-11		
City Resources Available	not necessary?											VII-2	
Email Communication as Primary	not necessary - see code of conduct/BCC records											VII-6	
Fiscal and admin policies of the city	not necessary?											VII-7	
Speaking for the Board	not necessary - see code of conduct/BCC records											VII-8	
Robert's Rules	IV-B											IX-10	
Subcommittees	V-G											X-1-2-3-4	
Adjournment Time	IV-G												
5 Duties of the B&C Members													
5 A Duty of B&C Member	V-E	Responsibilities	2, 4, 5, 6, 7			VII-A		V-F		VII-A	V-1		
5 B Members' Absence from a Meeting	IV-D-1	Rules & Procedures				VII-B				VII-B			
5 C Site Visits	V-E-2					VII-C				VII-C			

Article - Clause (template)	2020 Template Articles	ARTS	AUDIT	BUDGET	CUAB	DLC	KGNC	LIBRARY	PARB	PLANNING	PSAC	TREE	
5 D Method of Handling Conflicts of Members	V-E-3	Rules & Procedures				VII-D				VII-D			
5 E Meeting Preparation	V-E-1					VII-E				VII-E			
5 F Duties Assigned by Council	V-E	Purpose & Mission		2.14.010		VII-F		II-C		VII-F		II-4	
Reference/Operating Manual	V-F-2						IV-1			IV-1-2-3-4			
Conflict of Interest	V-E-3											XI-1	
6 Officers and Staffing													
6 A Officers	V-A-1	Rules & Procedures		2.14.030	II-1	IV-A; VI-A	II-1	IV-A	III-1	IV-A		VI-1	
6 B Election and Services of Officers	V-A-2	Rules & Procedures		2.14.030	II-1, II-2	IV-A	II-2	IV-A	IV-1		II-1	VIII-1	
6 C Staff	V-F	Committee & City Staff Procedures	7			IV-D		IV-D		IV-D		VII-1-2-3	
7 Duties of Officers													
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Board/Committee Name

www.milwaukieoregon.gov/bc insert BC specific link

BYLAWS

Adopted 1/1/2021

By Resolution 21-2021

ARTICLE I – NAME

The name of this board/committee is the Board/Committee (acronym if appropriate).

ARTICLE II – PURPOSE & AUTHORITY

- A. **Purpose.** The purpose of the Board/Committee is to advise the City Council on matters relating to [insert purpose; PC will note its independent authority].
- B. **Authority.** The Board/Committee is authorized by Milwaukie Municipal Code (MMC) Chapter 2... [insert authorizing body/document].

ARTICLE III – MEMBERSHIP

- A. **Membership.** The Board/Committee consists of # members. [Insert BC-specific membership clauses]. No member may be an officer, agent, or employee of the City of Milwaukie.
- B. **Appointment.** As outlined in the MMC, the mayor appoints Board/Committee members with the consent of the City Council. [Insert BC-specific appointment clauses]. As outlined in MMC 2.10.040 and in the city's Code of Conduct for Board and Committee Members, Board/Committee members serve at the pleasure of the City Council.
- C. **Term of Office.** Board/Committee member terms are for a period of # years. Board/Committee members may serve no more than # consecutive full terms, unless there is an interval of at least one term before reappointment. Current board/committee members may be reappointed to the board/committee if they do not exceed the established term limits for the board/committee.
- D. **Vacancies.** If a Board/Committee member resigns or otherwise vacates their position, the City Council will fill the vacancy in the same manner as the original appointment. Member resignations should be submitted in writing to the chair and staff liaison.
- E. **Code of Conduct.** To ensure the city's boards and committees operate in an efficient, consistent, and orderly manner, and that board/committee members comply with Oregon's public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Board/committee members are expected to review, sign, understand, and abide by the Code of Conduct.

ARTICLE IV – MEETINGS

- A. **Open Meetings.** All Board/Committee meetings are public meetings as set forth by Oregon's Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.
- B. **Meeting Conduct.** Board/Committee meetings will be conducted efficiently and transparently as outlined in these bylaws, the MMC, relevant state and federal laws, and by the city's Code of Conduct for Board and Committee Members. Where these bylaws or other city guides do not provide direction, the most recent edition of Robert's Rules of Order will be followed.

- C. **Regular Schedule.** The Board/Committee will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The board/committee's regular schedule will be to meet [insert frequency, time and day of week] at [location].
1. **Special Meetings.** Special meetings may be called at the request of the chair or a majority of the board/committee. If a special meeting is called, the chair and staff liaison will set a date and time taking into consideration such factors as the availability of the board/committee members and staff, and a meeting location.
 2. **Closed Sessions.** The board/committee may meet in closed, or executive, session as allowed by ORS 192.660(2) and consistent with MMC 2.04.090.
- D. **Attendance & Absences.** Board/Committee members are expected to attend all meetings, events, and activities of the board/committee. As outlined in the MMC and Code of Conduct, if a member fails to regularly attend meetings, the member may be removed from the board/committee through the process outlined in the Code of Conduct.
1. **Absences.** If a board/committee member is unable to attend a meeting, it is the member's responsibility to inform the chair and staff liaison before the meeting.
- E. **Quorum & Related Matters.** For the purposes of conducting board/committee business, including holding official meetings, a majority, or quorum, is # of the voting membership of the Board/Committee.
1. **Lack of Quorum.** If there is no quorum of board/committee members within 15 minutes following the scheduled start time of a meeting, the meeting is cancelled. If the chair or staff liaison knows that a quorum will not be present at the meeting, they will notify the board/committee members before the meeting about the cancelation.
 2. **Rescheduling Agenda Items.** If a meeting is canceled due to a lack of a quorum, all agenda items that were scheduled for the cancelled meeting will automatically be placed on the next regularly scheduled meeting agenda unless the chair or staff liaison determines that a special meeting is needed to address the items. The staff liaison will ensure that the required public meeting notices will be posted for the next meeting.
- F. **Agenda Order.** The chair and the staff liaison will coordinate and arrange the meeting items as necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:
1. Call to Order
 2. Announcements
 3. Approval of Minutes
 4. Community Comments
 5. Business Items
 6. Public Hearings [for Planning Commission only]
 7. Board/Committee Member Reports
 8. Adjournment
- G. **Adjournment Time.** Board/Committee meetings will end no later than insert time. However, by majority vote of the members present the adjournment time may be extended.
- H. **Voting.** All Board/Committee members who are present at a meeting, including the chair and officers, are allotted one vote each on all motions. In the case of a tie vote, the matter fails. When a vote is taken all members must vote unless a member abstains from voting and cites the reason for abstaining for the record. The board/committee secretary or staff liaison will call the roll, altering the order of members called. The chair will vote last.

- I. **Motions & Related Matters.** Any Board/Committee member may make a motion. A motion needs a second to be considered, otherwise it fails.
1. **Reconsideration of Actions Taken.** A board/committee member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration may be made without unanimous consent of the Board/Committee.
- J. **Minutes & Related Matters.** The written and approved meeting minutes are the official record of the meeting.
1. **Preparing the Minutes.** The board/committee secretary or city staff will be present at each meeting and will provide written minutes. Written minutes should not be a verbatim transcript but should give a true reflection of the matters discussed at the meeting and the views of the participants. The written minutes must include at least the following information:
- a. The date, time, location of the meeting;
 - b. Names of the Board/Committee members present;
 - c. All motions and proposals;
 - d. The results of all votes;
 - e. The substance of any discussion on any matters; and,
 - f. A reference to any document discussed at the meeting.
2. **Recordings.** As allowed by state law, all public meetings may be recorded by the city, board/committee, or the public. It will be at the discretion of city staff if an official audio, video, or digital recording of the meeting is created, and if the meeting video is broadcast or streamed live.
3. **Posting & Approval.** The staff liaison will make the draft written meeting minutes available to the public within a reasonable time after the meeting. The Board/Committee will review and vote upon the minutes at its next meeting after the minutes have been written. Approved minutes will be posted on the city's website and retain permanently as required by Oregon Administrative Rule (OAR) 166-200-0235(5)(a).

ARTICLE V – OFFICERS & ASSIGNED DUTIES

- A. **Officers.** The officers of the Board/Committee will consist of a chair, vice chair, secretary, [... inert other officers].
1. **Election of Officers.** Members will elect the officers annually during the first meeting of the calendar year. Any member may nominate another member as an officer. Officers may be re-elected. If an officer is unable to complete their term, the board/committee will hold a special election to fill the vacant officer position.
- B. **Duties of the Chair.** The chair will preside and preserve the order of Board/Committee meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing board/committee actions. The chair will set reasonable time limits for community comments and testimony.
- C. **Duties of the Vice Chair.** If the chair is absent or otherwise disqualified from serving, the vice chair will perform all duties and be subject to all the responsibilities of the chair. If both the chair and vice chair are absent from a meeting, the remaining members present will elect an acting chair for that meeting.

D. Duties of Other Officers.

[insert here as appropriate for each Board/Committee]

E. Duties of Board/Committee Members. The role of a board/committee member is to participate in the Board/Committee's work and activities as assigned by the City Council by attending meetings and events and participating in discussions and decisions. As outlined in the city's Code of Conduct, board/committee members must behave in an appropriate manner when performing their duties as board/committee members in-person and in written or digital communications.

- 1. Meeting Preparation.** Board/committee members must prepare for participation at a meeting by fully reviewing the staff report and any materials provided by city staff.
- 2. Site Visits.** Before board/committee meetings, members are encouraged to visit sites that are subjects for design review actions. If a board/committee member visits a site, the member will report on the record any information gained from the site visit that is not consistent with the information included in the application or staff report.
- 3. Compensation.** Board/committee members will receive no compensation for their service. However, the city may reimburse a member for an authorized expense.
- 4. Conflicts of Interest.** In accordance with ORS 244.120, a member of the Board/Committee may not participate in any board/committee proceeding in which any of the following persons or businesses have a direct or substantial financial interest:
 - i. The board/committee member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the board/committee member;
 - ii. Any business in which the board/committee member is then serving or has served within the previous two years; or
 - iii. Any business with which the board/committee member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
 - iv. A member must disclose any actual or potential interest at the meeting of the board/committee where the action is being taken.
- 5. Statement of Economic Interest.** Commissioners are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Ethics Commission (OGE). [Planning Commission only]

F. Duties of City Staff. The city will assign a staff liaison to the Board/Committee and, as appropriate and available, will assign administrative staff to support the board/committee. Staff liaisons will act as the Board/Committee's primary point of contact for board/committee members, city staff, and the general public. Staff will ensure that the board/committee's meetings are held in accordance with state public meeting laws and will support the board/committee's activities.

- 1. Orientation of New Members.** When new board/committee members are appointed, the staff liaison and chair will provide an orientation to the new members as necessary. In addition, city staff may provide other training opportunities to board/committee members.
- 2. Board/Committee Manual.** For the efficient documentation of the board/committee's operations, city staff may compile and maintain a board/committee manual.

G. Subcommittees & Other Committees. The board/committee may find it necessary to form subcommittees to investigate areas relevant to the board/committee's purpose. The board/committee may identify members to serve on select subcommittees. A majority of the members will need to consent to the formation and membership of a subcommittee. When

requested by the City Council, city staff, or other city boards and committees, the Board/Committee may select members to serve as a Board/Committee representative on another committee.

ARTICLE VI – GOALS & AMENDMENTS

- A. **Goals.** The board/committee will annually establish project and outcome goals that align with the goals of the City Council and the city. The board/committee will establish an annual workplan to document its progress towards achieving its goals.
- B. **Amending the Bylaws.** The board/committee will review its bylaws annually or as necessary and will prepare and propose appropriate bylaw amendments to the City Council. The City Council retains all authority to amend these bylaws as outlined in MMC 2.10.050.
- C. **Annual Review.** The board/committee will meet annually with the City Council to review the board/committee's goals, workplan, and any proposed bylaw amendments.