



Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

Zoom Video Conference
www.milwaukieoregon.gov

REVISED AGENDA

NOVEMBER 16, 2021

(Revised November 12, 2021)

Council will hold this meeting through video conference. The public may attend the meeting by watching live on the [city's YouTube channel](#) or 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-289>.

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

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- 1. Building Permits & Planning Projects – Update** (4:00 p.m.) **1**
Staff: Samantha Vandagriff, Building Official, and
Laura Weigel, Planning Manager
- 2. Library Board – Annual Update** (4:30 p.m.) **15**
Staff: Katie Newell, Library Director
- 3. City Hall Project – Update** (5:00 p.m.) (added to the agenda)
Staff: Kelly Brooks, Assistant City Manager, and
Joe Briglio, Community Development Director
- 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

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MINUTES

NOVEMBER 16, 2021

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

Staff Present: Joseph Briglio, Community Development Director
Kelly Brooks, Assistant City Manager
Justin Gericke, City Attorney
Katie Newell, Library Director

Peter Passarelli, Acting City Manager
Scott Stauffer, City Recorder
Samantha Vandagriff, Building Official
Laura Weigel, Planning Manager

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

1. Building Permits & Planning Projects – Update

Weigel provided an update on planning department projects, including land use applications, staff support for planning-related board, committee, and commission meetings, the Monroe Apartments development, the central Milwaukie bikeways concept plan, and the Comprehensive Plan implementation.

Weigel reviewed upcoming work the department would focus on, including the Henley Place (Kellogg Bowl site), Coho Point at Kellogg Creek, and Hillside Master Plan projects, an update to the city's Transportation System Plan (TSP) and housing needs and production strategy. **Councilor Batey** and **Weigel** noted the Comprehensive Plan update had been approved by Council in 2020.

Vandagriff reported on building inspections and permits issued for new single-family residences, accessory dwelling units, multi-family units, and solar panel installations.

Councilor Batey, **Vandagriff**, and **Weigel** remarked on the number of units planned for the Birnam Oaks development. They noted that the Providence senior living development had been put on hold due to a lack of funding and commented on the plans known about the proposed Dogwood Station development.

Council President Hyzy thanked staff for the updates and data.

2. Library Board – Annual Update

Newell introduced Ledding Library Board Chair Jessica Stetson. **Stetson** commented on the board's dedication to the library and noted recent board membership changes. **Newell** and **Stetson** noted the board's liaison roles to the countywide library district.

Stetson reviewed the board's work during the COVID-19 pandemic which focused on promoting the library's e-book service, free lunch and activity programs, and the physical re-opening of the library building. **Newell** commented on the library staff's library operations and community engagement work during the pandemic, and the library's current COVID protocols.

Stetson discussed the board's priorities for the coming year, which included supporting the library's physical reopening and the county library district and updating the board bylaws. **Newell** explained how the board had reviewed its bylaws to standardized them to match the city's new bylaws template.

Newell discussed the library's circulation, patron visits, Wi-Fi usage, volunteer, and activity participation statistics for the last year, noting the impact of the pandemic and the library's value to the community.

Newell reported that the new library building had been featured on the cover of the November issue of Library Journal magazine and had received several local and regional architectural awards. The group commented on the years of work that had gone into getting the new library built and the photo selected for the magazine cover.

Council thanked the board and Newell for their work and **Stauffer** noted the board was the first to standardize its bylaws using the new template.

3. City Hall Project – Update

Briglio provided an update on the project to determine the next use of the current city hall building, explaining that due to the park related deed restriction on the site the city would be seeking to replat the block so that the building part would be free from the park restriction which would remain on the non-building part of the block.

Briglio and **Mayor Gamba** noted the project's updated timeline for when the city would issue a request for proposals (RFP) to solicit building use concepts.

Councilor Batey and **Briglio** noted that by separating the building and park parts of the block the city would continue to maintain the park areas while the building would be sold or leased. **Council President Hyzy** and **Briglio** observed that the parking lot, which would be part of the park property, could be leased to the new building owner or user.

Council President Hyzy expressed support for the city's replat plan.

4. Adjourn and Regular Session Agenda Note

Mayor Gamba and **Passarelli** noted that regular session agenda item 7. A. Floating Code Adoption would be rescheduled to a future meeting.

Mayor Gamba adjourned the meeting at 5:07 p.m.

Respectfully submitted,



Scott Stauffer, City Recorder

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Kelly Brooks, Assistant City Manager

From: Samantha Vandagriff, Building Official

Subject: **Building Department update**

Date Written: Oct. 14, 2021

ACTION REQUESTED

No action is requested. Council is asked to receive information from the building division.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Council has previously been provided with periodic status updates from the building division.

ANALYSIS

This is a brief update on permit data for the building division. The information provided in the presentation includes data of permit activity since fiscal year 2010.

BUDGET IMPACT

Staff time for the indicated workload is covered under the normal budget.

WORKLOAD IMPACT

Staff time to prepare this presentation was allocated within current staff capacity.

CLIMATE IMPACT

Climate is impacted by any new construction, but by following code requirements for energy conservation, is being mitigated to the best of our ability.

COORDINATION, CONCURRENCE, OR DISSENT

None.

STAFF RECOMMENDATION

None.

ALTERNATIVES

None

ATTACHMENTS

1. Power point presentation of permit numbers by fiscal year.

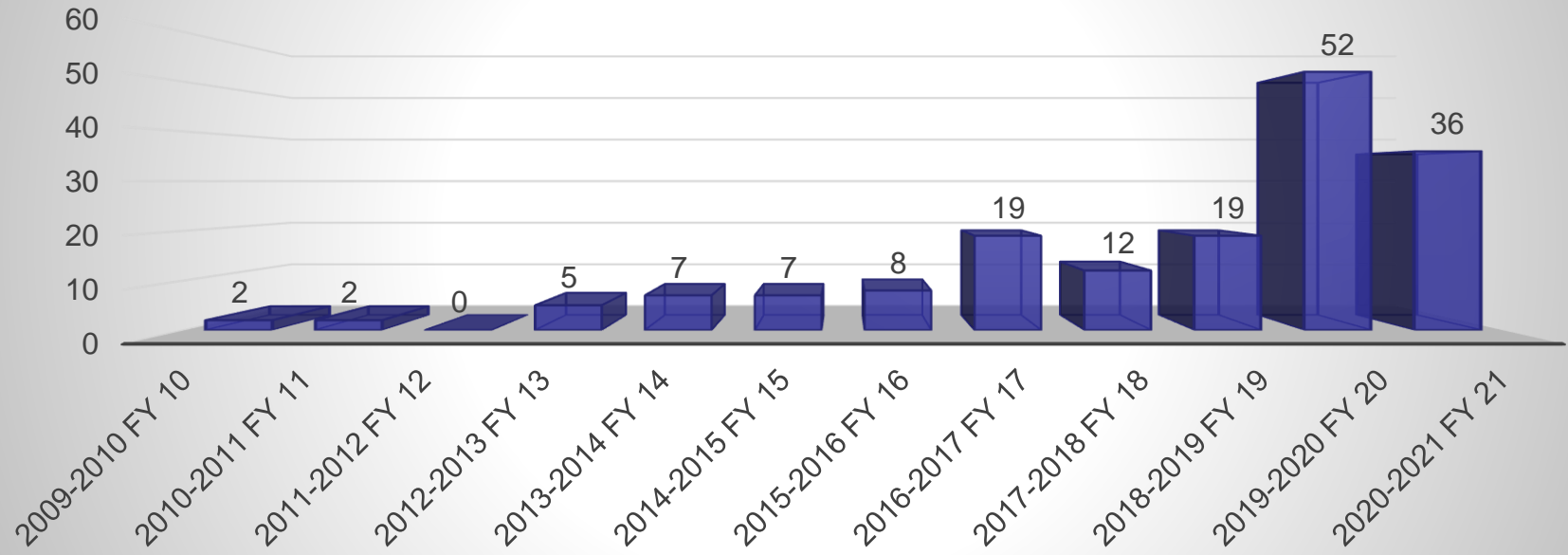
BUILDING PERMIT ACTIVITY BY FISCAL YEAR

From FY 2010 to FY
2021



NEW SINGLE FAMILY RESIDENCES

New Single Family Residences (NSFR)

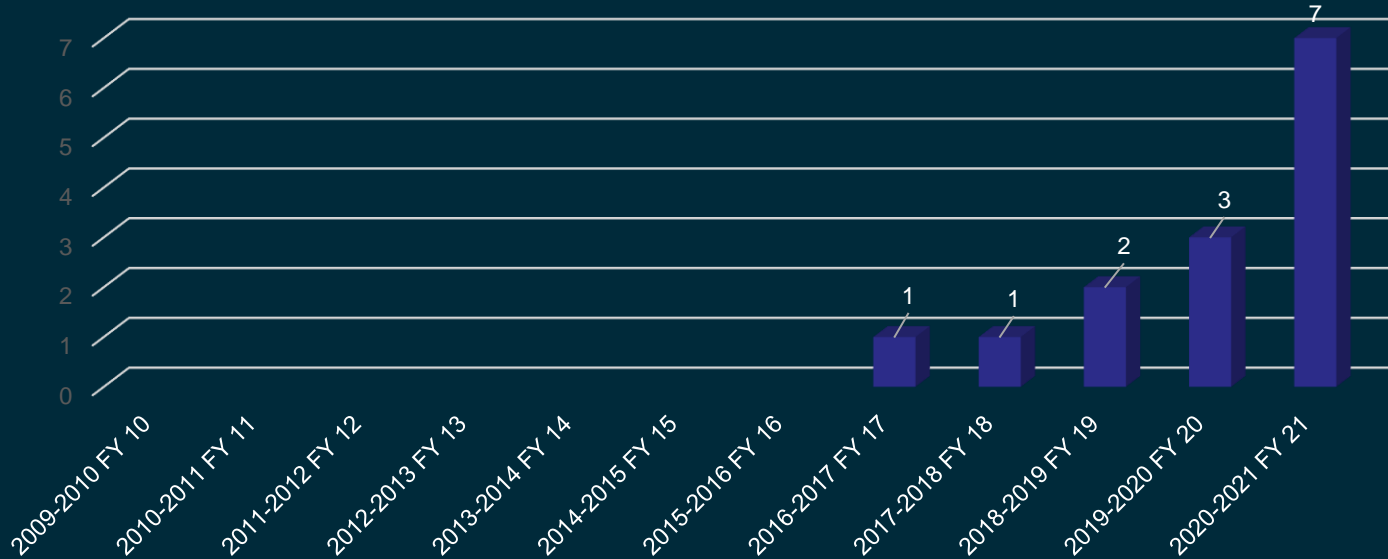


- Single family residences have continued to build throughout the pandemic, but as we are nearing completion of the big subdivision we annexed in, this number will drop drastically in the coming years.



ACCESSORY DWELLING UNITS (ADU)

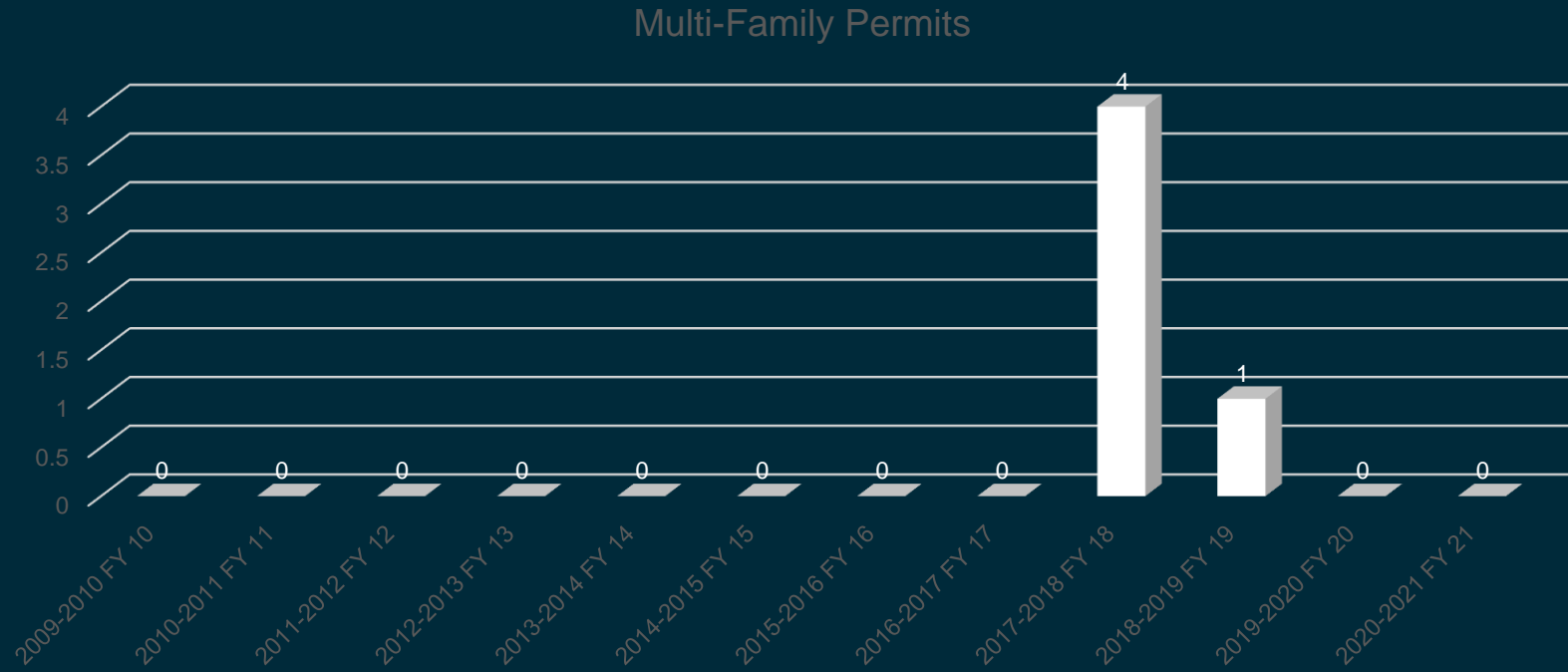
Accessory Dwelling Units (ADUs)



- The first official permits for ADU's in the City's permitting system showed up in 2015. The building division fee structure has a reduction in permit fees as an incentive for any dwelling unit under 1500 sq ft which all of the current ADU's qualify for and receive.



MULTIFAMILY PERMITS



MULTI-FAMILY DATA

- This data only reflects new multifamily projects. The two projects showing up on the slide are the Northwest Housing Alternative rebuild and Axletree. While the permit total only shows 5 permits, those 5 permits accounted for 146 units.



MULTI FAMILY SINCE JULY 2021

Issued work has started:

Monroe apartments, 5 buildings, 234 units (Bldgs 3,4,5 still ready to issue)

Harmony road Apartments, 1 building, 15 units

Foundation permit issued, main permit in review:

Birnam Oaks, 1 building, 32 units (possible future buildings)

Ready to issue:

Patricia Estates, 1 building, 18 units

Bonaventure, 1 building, senior housing, 170 Units



MULTI-FAMILY ON THE HORIZON

In the review queue:

Henley Estates, 1 building, 178 units

Applied or approved with planning, not submitted for permits yet:

Coho, 1 building, 195 units

Dogwood Station, 1 building, 55 units



MULTI-FAMILY RECAP

Under construction: 281 Units

Ready to issue: 188 Units

In the queue: 178 Units

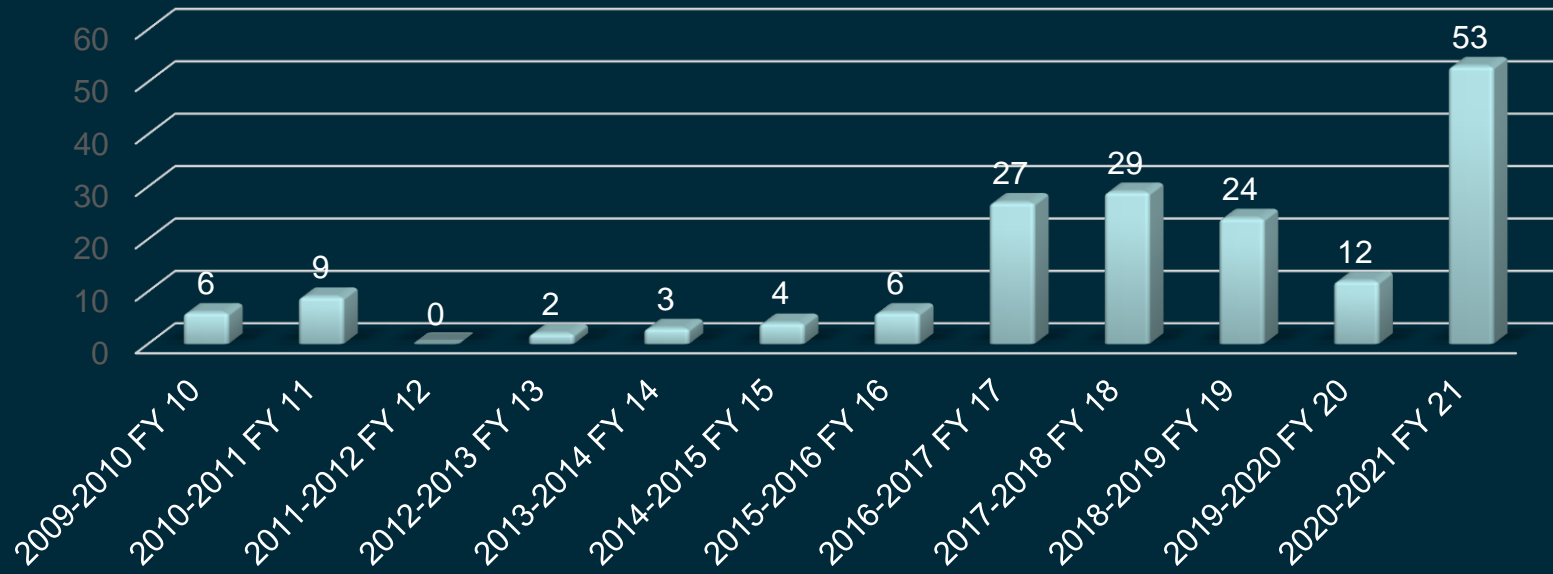
On the horizon: 250 Units

Total: 897 Units



SOLAR PERMITS

Solar Permits



- The solar permit activity was not tracked as a separate category prior to fiscal year 2017. The data shown prior to that is what staff could find searching through individual records.



BUILDING SNAP SHOT JULY 1ST TO OCT 31ST

- 1976 Inspections, average of 22 inspections a day
- 682 Issued permits – average of 7-8 a day
- Average of 75 emails a day to the building inbox (all responded to within 24-48 hours!)
- Average of 45 plans in the review queue at any given time.



WS 1. 11/16/21
Presentation

PLANNING ACTIVITY UPDATE

Laura Weigel,
Planning Manager



PLANNING SNAPSHOT

	2017	2018	2019	2020	2021
LAND USE APPLICATIONS/ACTIVITY					
Final Plats	7	4	4	8	4
Type 1 (Planning Director)	42	41	27	21	20
Type II (Planning Director)	12	15	22	13	11
Type III (Planning Commission)	29	20	15	10	22
Type IV or V applications (PC & CC)	7	6	1	3	2
Annexations (City Council)	7	1	7	3	5
Pre-application conferences (including meetings)	52	32	35	30	28
	156	119	111	88	92



PLANNING SNAPSHOT

	2017	2018	2019	2020	2021
MEETING/BRIEFING/ADVISORY COMMITTEE, ETC..					
DLC or PC meetings staffed	32	35	36	27	22
Project briefings - DLC, PC, CC or advisory group	30	28	42	8	23
Intergovernmental coordination meetings attended	20	20	20	20	40
Project open houses, workshops and public involvement meetings/presentations	22	15	18	1	13
Design review (DLC recommendation)	1	1	0	0	2
	105	99	116	56	100



2020 PLANNING HIGHLIGHTS



LONG RANGE HIGHLIGHTS

Comprehensive Plan Adoption



CURRENT PLANNING HIGHLIGHTS

Monroe Apartments

- 234 units
- Monroe Greenway/multiuse path
- Green building construction
- Estimated construction: Now thru Spring 2023



2020 GRANTS AWARDED

Central Milwaukie Bikeways Concept Plan

ODOT = \$63,650

Comp Plan Implementation – Phase 1

DLCD = \$92,500



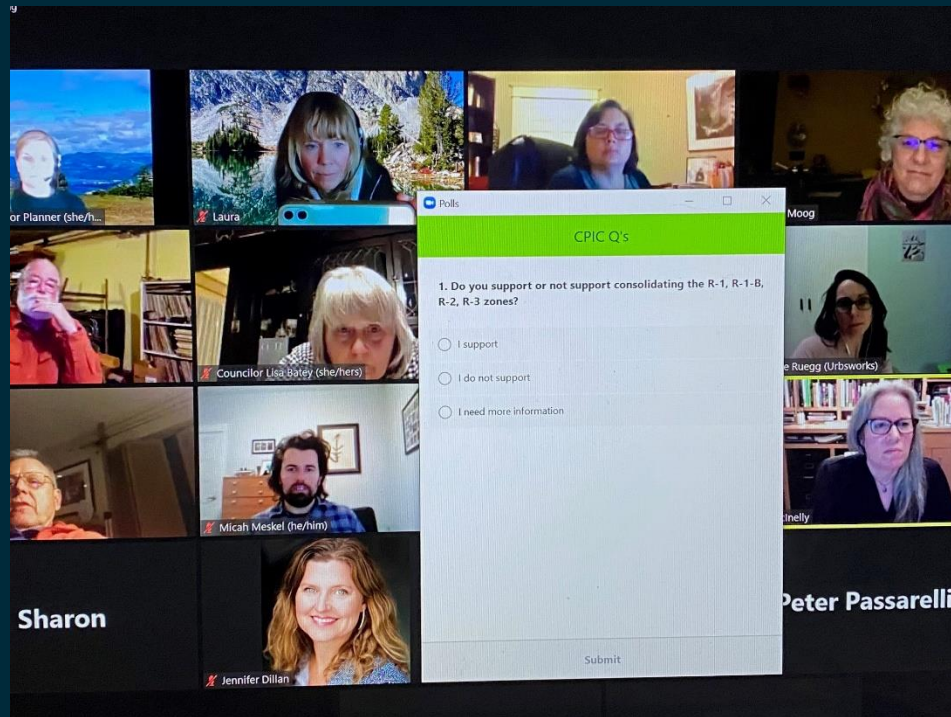
2021 PLANNING HIGHLIGHTS



LONG RANGE HIGHLIGHTS

Comprehensive Plan Implementation Phase 1

*Housing, parking and
trees*



CURRENT PLANNING HIGHLIGHTS

Henley Place (Kellogg Bowl site)

- 178 units
- Two live/work units on ground floor
- Structured and surface parking (1:1 ratio)
- Green building construction



CURRENT PLANNING HIGHLIGHTS

Coho Point

- 195 units
- 7,000 sq ft of ground-floor retail space
- Public-access walkway from Main St to McLoughlin Blvd
- Improvements to public plaza in Dogwood Park
- Green building construction



CURRENT PLANNING HIGHLIGHTS

Hillside Master Plan

- 600 units
- Mixed income (30% - 80% AMI)
- 41% open space
- 29% tree canopy
- Green building construction



2021 GRANTS AWARDED

- Transportation System Plan Update
ODOT = \$250,000
- Housing Needs & Production Strategy
DLCD = \$127,000



WHAT'S NEXT

- Comp Plan Code Amendments – Phase 1
- Tree Code
- Transportation System Plan
- Housing Needs/Production Strategy
- Monitor Climate Friendly & Equitable Community Rulemaking
- Neighborhood Hubs
- Development Review



COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Nov. 2, 2021

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

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

Subject: **Library Board Annual Report FY 2021**

ACTION REQUESTED

Council is asked to review and discuss the Library Board's annual report for 2020-2021.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Library Board reports are presented to Council on an annual basis. The board's duties, under the general direction of Council, include, among other things, reviewing and commenting on rules and policies for the operation of the library, on the acceptance or rejection of donations of real or personal property or funds donated to the library, and on sites for public library buildings or for location of library facilities. The board also works to obtain adequate financial support for the library, although the board has no responsibility for the budget or for any financial transactions. The board assists the library in being responsive to current and future community needs.

Highlights of 2020-2021

- Library Board Members, 4/1/20-3/31/2021: Karla Branson, Robin Chedister, Reece Healy, Ann Heiliger, Erin Lee, Karol Miller, Jason Price, Jenna Stein, Jess Stetson.
- Reece Healy and Jenna Stein were appointed to serve on the library board for the youth member pilot program, 11/17/2020-6/30/2022.
- Library Board Members Karol Miller and Jason Price termed out 3/31/2021 after serving since 4/1/2015; Robin Chedister and Jess Stetson renewed their terms for another two years beginning April 1, 2021; Jason Tanamor and Krystina Thomas were appointed to fill the vacant positions.
- Library Board Members, 4/1/2021-3/31/2022: Karla Branson, Robin Chedister, Reece Healy, Ann Heiliger, Erin Lee, Jenna Stein, Jess Stetson, Jason Tanamor, Krystina Thomas.
- For the coming year, 2021-2022, Jess Stetson was elected chair, Robin Chedister elected vice chair, Ann Heiliger elected secretary.
- The board met monthly throughout the year via Zoom meetings.
- Jess Stetson volunteered with the Poetry Series.
- Jess Stetson and Erin Lee volunteered for the Clackamas County Library District Task Force.

- Robin Chedister served on the Library District Advisory Committee (LDAC).
- Robin Chedister served on the Library's Foundation Board.
- The number one priority was the library providing service to the community during the pandemic.
 - Increase of online offerings
 - Outreach to give free books and free sack lunches to families
 - In-person pickup of library items, first curbside, then lobby opened
 - Patrons allowed inside library to browse and use computers June 22, 2021, with daytime hours, Monday-Saturday
 - July 1, 2021, library added evening and Sunday hours
- The second priority of the board was the continued supportive relationship with the library district, Libraries in Clackamas County (LINCC), during COVID-19.
 - The board participates in the LDAC, which advises the Clackamas County Board of Commissioners on the formulation of policy regarding the funding of the library district. Robin Chedister has represented the Ledding Library at the LDAC meetings since her appointment was affirmed by council May 19, 2020. LDAC is continuing its meetings via Zoom.
- Supporting the library staff during the COVID-19 pandemic.
- Priorities for the coming year:
 - Safely reopen the library to full capacity.
 - Create a strategic plan for the library.
 - Update bylaws to conform to new boards and committees (BCs) standard.

BUDGET IMPACTS

None.

WORKLOAD IMPACTS

The staff liaison to the board, the library director, will attend all board meetings as well as post meeting agendas and minutes on the library's website.

COORDINATION, CONCURRENCE, OR DISSENT

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

STAFF RECOMMENDATION

The library director recommends that Council accept this report and thank the board members, all of whom are volunteers.

ATTACHMENTS

1. Bylaws Revised
2. Statistics
3. Budget



Board of the Ledding Library

BYLAWS

www.milwaukieoregon.gov/bc-lb

Adopted By Resolution

ARTICLE I – NAME

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

ARTICLE II – PURPOSE & AUTHORITY

- A. **Purpose.** The purpose of the Board is to advise the City Council on matters relating to library patrons' needs and to be representative of the diverse population that makes up Milwaukie and the Ledding Library service area.
- B. **Authority.** The Board/Committee is authorized by Milwaukie Municipal Code (MMC) Chapter 2.28 in accordance with ORS 357.400 to 357.621.

ARTICLE III – MEMBERSHIP

- A. **Membership.** The Board consists of seven members. Non-City residents residing within the Ledding Library service area are eligible for board membership. 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 members with the consent of the City Council. As outlined in MMC 2.10.040 and in the city's Code of Conduct for Board and Committee Members, Board members serve at the pleasure of the City Council.
- C. **Term of Office.** Board member terms are for a period of two years. Board members may serve no more than three consecutive full terms unless there is an interval of at least one term before reappointment. Current board members may be reappointed to the board/committee if they do not exceed the established term limits for the board.
- D. **Vacancies.** If a Board 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 members comply with Oregon's public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Board members are expected to review, sign, understand, and abide by the Code of Conduct.

ARTICLE IV – MEETINGS

- A. **Open Meetings.** All Board meetings are public meetings as set forth by Oregon's Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.

- B. Meeting Conduct.** Board 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 will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The board's regular schedule will be to meet 5:30 pm on the third Monday of every month in the Conference Room of the Ledding Library.
- 1. Special Meetings.** Special meetings may be called at the request of the chair or a majority of the board. 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 members and staff, and a meeting location.
 - 2. Closed Sessions.** The board 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 members are expected to attend all meetings, events, and activities of the board. 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 through the process outlined in the Code of Conduct.
- 1. Absences.** If a board 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 business, including holding official meetings, a majority, or quorum, is fifty-one percent of the voting membership of the Board.
- 1. Lack of Quorum.** If there is no quorum of board 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 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. Board Member Reports
 7. Adjournment
- G. Adjournment Time.** Board meetings will end no later than 6:30pm. However, by majority vote of the members present, the adjournment time may be extended.
- H. Voting.** All Board members who are present at a meeting, including the chair and officers, are allotted one vote each on all motions. The concurrence of a majority of the whole board present shall be required to determine any matter before the board. 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 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 member may make a motion. A motion needs a second to be considered, otherwise it fails.
 - 1. **Reconsideration of Actions Taken.** A board 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.
- J. **Minutes & Related Matters.** The written and approved meeting minutes are the official record of the meeting.
 - 1. **Preparing the Minutes.** The board 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 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, 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 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 will consist of a chair, vice chair, secretary.
 - 1. **Election of Officers.** Members will elect the officers annually during the first meeting in April. 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 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 meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing board 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 Secretary.** The secretary shall take minutes at all Board meetings, distribute them to members to review, submit to the library director for posting on the city's website once reviewed and approved.
- E. **Duties of Board Members.** The role of a board member is to participate in the Board'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 members must behave in an appropriate manner when performing their duties as board members in-person and in written or digital communications.
1. **Meeting Preparation.** Board 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 meetings, members are encouraged to visit sites that are subjects for design review actions. If a board 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 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 may not participate in any board proceeding in which any of the following persons or businesses have a direct or substantial financial interest:
 - i. The board member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the board member;
 - ii. Any business in which the board member is then serving or has served within the previous two years; or
 - iii. Any business with which the board 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 where the action is being taken.
- F. **Duties of City Staff.** The city will assign a staff liaison to the Board and, as appropriate and available, will assign administrative staff to support the board. Staff liaisons will act as the Board primary point of contact for board members, city staff, and the general public. Staff will ensure that the board's meetings are held in accordance with state public meeting laws and will support the board's activities.
1. **Orientation of New Members.** When new board 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 members.
 2. **Board Manual.** For the efficient documentation of the board's operations, city staff may compile and maintain a board manual.
- G. **Subcommittees & Other Committees.** The board may find it necessary to form subcommittees to investigate areas relevant to the board's purpose. The board 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 may select members to serve as a Board representative on another committee.

ARTICLE VI – GOALS & AMENDMENTS

- A. Goals.** The board will annually establish project and outcome goals that align with the goals of the City Council and the city. The board will establish an annual workplan to document its progress towards achieving its goals.
- B. Amending the Bylaws.** The board 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 will meet annually with the City Council to review the board's goals, workplan, and any proposed bylaw amendments.

Attachment #2 – Statistics

Ledding Library Statistics - FY 2021

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Checkouts FY21	19,461	22,515	22,378	25,456	26,412	25,731	28,211	24,766	31,873	30,979	30,794	36,310	324,886
FY20	45,033	45,262	43,277	44,630	42,294	15,211	51,832	54,184	33,211	5,400	6,179	11,064	397,577
FY19	54,844	55,129	36,757	22,761	39,197	40,875	43,105	43,247	46,254	43,354	42,682	44,282	512,487
FY18	56,290	56,598	52,408	54,208	53,130	53,356	55,119	51,212	54,889	49,217	48,718	50,283	635,428
Computer/wifi sessions FY21	102	84	53	42	42	59	54	49	68	41	68	154	816
Computer/wifi sessions FY20	1,659	1,488	1,440	1,642	1,447	397	3,146	3,600	1,887	-	-	-	16,706
Computer/wifi sessions FY19	6,018	5,934	4,340	494	1,316	1,308	1,578	1,562	1,703	1,850	1,733	1,621	29,457
Computer/wifi session FY18	4,221	8,364	5,246	7,242	6,481	5,350	6,429	5,622	5,903	5,088	5,895	5,748	71,589
Patron visits FY21 *	2,834	3,254	2,210	3,131	3,107	3,448	3,602	2,831	3,847	6,160	6,150	7,293	47,867
FY20	12,491	11,898	10,452	11,737	10,812	2,505	21,648	22,086	10,226	-	-	-	113,855
FY19	21,801	21,383	14,010	4,316	10,014	9,794	11,154	18,082	12,388	12,207	11,141	11,737	158,027
FY18	22,993	24,625	19,557	21,135	20,788	18,566	22,406	18,631	21,402	17,859	20,961	22,547	251,470
Volunteer Numbers FY21	20	19	15	20	20	24	24	27	41	34	36	19	299
FY20	85	71	69	90	60	56	83	103	91	17	18	13	756
FY19	89	101	62	18	54	62	80	72	96	97	95	111	937
FY18	104	112	146	152	100	100	99	111	101	110	115	136	1,386
Hours worked FY21	78	79	71	67	66	79	127.5	104	281	331.5	397	185	1,866
FY20	477	261	543	525	309	148	451	371	253	59	147	77	3,621
FY19	517	532	454	355	423	394	449	442	503	643	562	861	6,135
FY18	517	503	686	885	418	392	564	565	604	741	857	966	7,698
Programs FY21	20	13	16	26	25	10	25	28	31	23	26	21	264
FY20	44	41	27	56	44	11	27	55	26	15	13	20	379
FY19	40	46	25	10	42	38	31	47	57	57	36	42	471
FY18	62	68	28	67	64	52	34	59	67	49	29	44	623
# Attending FY21	1,175	682	537	1,020	1,103	381	1,042	1,397	1,226	797	1,295	1,234	11,889
FY20	1,310	1,190	579	1,274	986	220	984	2,006	622	1,802	607	1,163	12,743
FY19	1,625	1,829	847	284	746	654	664	790	1,426	1,142	1,643	2,342	13,992
FY18	2,316	3,095	542	1,761	1,695	1,243	1,000	1,587	1,842	1,331	1,228	2,194	19,834

* barcodes used Jul-Mar; actual patron counts Apr-Jun

Attachment #3 – Budget

Library Budget, BN 2021-2022

FY 2021

Income

District Funds	\$1,874,093 – \$41,063 over-estimate from District
City Contribution	\$ 963,000
Other	<u>\$ 12,160 – \$33,840 under budget</u>
Total	\$2,849,253 – \$7,223 over budget

Expense

Personnel	\$1,667,912 – \$141,088 under budget
Materials, services, programs	\$ 185,375 – \$22,265 under budget
Transfers back to City	<u>\$ 780,000</u>
Total	\$2,633,287 – \$163,713 under budget

FY 2022

Income

District Funds	\$1,863,889 – estimate from District
City Contribution	\$ 933,000
Other	<u>\$ 46,000</u>
Total	\$2,842,889

Expense

Personnel	\$1,930,000
Materials, services, programs	\$ 209,000
Transfers back to City	<u>\$ 800,000</u>
Total	\$2,939,000