



Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

City Hall Council Chambers, 10722 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

AGENDA

SEPTEMBER 19, 2023

Council will hold this meeting in-person and through video conference. The public may attend the meeting by coming to City Hall or joining the Zoom webinar, or watch the meeting on the [city's YouTube channel](#) or Comcast Cable channel 30 in city limits. For Zoom login visit <https://www.milwaukieoregon.gov/citycouncil/city-council-work-session-333>.

To participate in this meeting by phone dial 1-253-215-8782 and enter Webinar ID 847 1299 8920 and Passcode: 331507. To raise hand by phone dial *9.

Written comments may be delivered to City Hall or emailed to ocr@milwaukieoregon.gov. Council may take limited verbal comments.

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

Page #

- | | |
|---|-----------|
| 1. Quarterly Capital Improvement Plan (CIP) – Update (4:00 p.m.)
Staff: Jennifer Garbely, City Engineer | 11 |
| 2. Citizens Utility Advisory Board (CUAB) Changes – Report (4:30 p.m.)
Staff: Toby LaFrance, Finance Director, and
Peter Passarelli, Public Works Director | 16 |
| 3. Milwaukie Leadership Academy – Annual Report (5:00 p.m.)
Staff: Jason Wachs, Community Engagement Coordinator | 19 |
| 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

City Hall Council Chambers, 10722 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

MINUTES

SEPTEMBER 19, 2023

Council Present: Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Desi Nicodemus, and Mayor Lisa Batey

Staff Present: Joseph Briglio, Assistant City Manager Ann Ober, City Manager
Jennifer Garbely, City Engineer Emma Sagor, Assistant City Manager
Justin Gericke, City Attorney Scott Stauffer, City Recorder
Toby LaFrance, Finance Director Jason Wachs, Community Engagement Coordinator

Mayor Batey called the meeting to order at 4:03 p.m.

1. Quarterly Capital Improvement Plan (CIP) – Update

Garbely provided an update on the Monroe Street Greenway project. **Garbely** and **Mayor Batey** discussed public engagement for the project, which agency oversaw which portions of the project, and project-related traffic pattern changes at Highway 224.

Garbely and **Councilors Khosroabadi and Stavenjord** discussed funding for the greenway. **Stavenjord** asked about the timeline for working with Union Pacific Railroad (UPRR) in relation to the greenway's project timeline. **Garbely** advised that the rail order was already in process.

Garbely provided an update on the Meek Street project's north phase, the Washington Street Area Improvements, and Ardenwald North Improvements. **Mayor Batey** and **Garbely** discussed how street users would be notified that the road would be shared.

Garbely shared how the improvements for King Road were coming along. **Councilor Stavenjord** and **Garbely** discussed coordination with the Lewelling Neighborhood District Association (NDA). **Mayor Batey** and **Garbely** commented on concerns around traffic changes that may occur once the King Road improvements had been completed.

Garbely reviewed the Harvey Street Improvements timeline and noted that next steps included deciding which side of the street the sidewalk would be placed on. **Garbely** shared that wastewater system improvements had been completed, and commented on the status of grind and inlay projects that are part of the 2023 Street Surface Maintenance Program (SSMP). **Mayor Batey** and **Garbely** discussed the total mileage of the grind and inlay projects and slurry seal projects.

Garbely informed Council of a traffic pattern change at 42nd Avenue and King Road and the group discussed why the change was made and how it might affect surrounding streets.

Garbely reviewed what projects were next on the CIP list. The group discussed the plans and funding for water service upgrades.

2. Citizens Utility Advisory Board (CUAB) Changes – Report

LaFrance explained CUAB's purpose and reported that finding new members had been difficult and as such staff suggested that CUAB become a subcommittee of the Budget Committee. **LaFrance** noted the crossover between the CUAB and the Budget

Committee, what the current membership requirements were for CUAB, and provided a timeline for training and the workplan for the subcommittee. **LaFrance** reviewed the next steps needed to make the suggested changes and asked Council for their input.

The group discussed whether enough perspectives had been included in preparing for the change.

Council President Nicodemus, LaFrance, and Mayor Batey discussed the workload change for the Budget Committee.

Councilor Khosroabadi and LaFrance commented on who from the Budget Committee would be included on the subcommittee and whether a formal appointment needed to occur.

Mayor Batey commented on the history of the CUAB's membership.

LaFrance confirmed that Council was interested in moving forward with staff's recommendation.

The group discussed board and committee recruitment and **Stauffer** noted that staff would return to discuss recruitment efforts.

3. Milwaukie Leadership Academy (MLA) – Annual Report

Wachs reported that the MLA had completed its fourth year and explained its purpose, what the 2023 program covered, how classes occurred, and noted the program was limited to 25 participants. **Wachs** listed recruitment efforts for the program, and shared results of the participant survey and statics of who participated in the program. **Wachs** shared upcoming plans for the MLA.

Ober expressed gratitude for Lashbrook and noted the MLA's origins.

Stephan Lashbrook, MLA co-facilitator, shared thoughts on the importance of a program like the MLA and how to better funnel interested MLA participants into board and committee positions. **Lashbrook** shared what perspective Lashbrook brought to the MLA classes.

The group discussed program participation over the last four years including the participation of youth community members.

Lashbrook encouraged Council members to participate in MLA classes. **Councilor Massey, Wachs, and Lashbrook** discussed the value of networking with other program participants.

4. Adjourn

Mayor Batey adjourned the meeting at 5:36 p.m.

Respectfully submitted,



Nicole Madigan, Deputy City Recorder



CITY OF MILWAUKIE

Memorandum

To: City Council
From: Joseph Briglio, Community Development Director
CC: Ann Ober, City Manager
Date: September 19, 2023
Re: Community Development Department Update

Community Development, Economic Development, & Housing	Planning	Building	Engineering
▪ City Hall ▪ Economic Development ▪ Affordable Housing	▪ Comprehensive Plan Implementation ▪ Planning Commission ▪ Design and Landmarks Committee ▪ Land Use/ Development Review	▪ August Review	▪ CIP ▪ Traffic/Parking Projects ▪ Right-of-Way Permits ▪ PIP ▪ Document Administration

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/HOUSING

City Hall Projects

Historic City Hall

- City staff and representatives from Henry Point Development have officially executed the disposition and development agreement (DDA). The DDA serves as the roadmap for preparing city hall for its next intended use and ensuring that conditions such as maintaining the historic façade, among others, are compulsory with the property transfer.
- Henry Point Development has conducted several site and building inspections to further understand the costs associated with purchasing and rehabilitating city hall. These have so far included a phase I environmental assessment, topographical survey, mechanical, electrical, and structural inspections, exploratory demolition, and historic preservation consultations.
- During the initial site inspections, two underground storage tanks were located at the rear of city hall. Both tanks have been decommissioned by an environmental contractor per the DEQ standards. The city is still waiting for official DEQ clearance, which can take a few months.

- Staff and Henry Point Development agreed on an MOU this month that will help ensure that the city and the new ownership continue to partner in events, improvements, and other complementary operations.
- Henry Point Development received land use approval from the Planning Commission on June 27 for modifications to the site. They intend to submit their building permit package near the end of August in order to be able to immediately initiate construction once the property officially transfers in November.

New City Hall

- The city has transitioned its JCB and Historic City Hall Operations to New City Hall as of September 15.
- All tenant improvements are nearly complete. The contractor still has a few punch list items to fulfill (i.e. paint touch ups, finishes, etc.), and city facilities has several maintenance related projects that will occur over the coming weeks/months.

Economic Development

- *Downtown:* Staff worked closely with the owner of Spoke and Word, an independent bookstore, to find a location on Main Street. They will be taking over the old Elle Cree storefront at 10863 SE Main Street and plan to open in August. Their website is here: <https://www.spokeandwordbooks.com/>
- *Milwaukie Marketplace:* Planet Fitness is open, and Luna's Ice Cream will be opening in the coming months. Construction has stalled for the New Seasons space, which was originally planned to open in the Fall of 2023; however, New Seasons notified the city that they will be pushing out the opening date to early 2024 due to supply and material delays. Finally, the building division received an application for Ace Hardware, which will be occupying the old Tuesday Morning space.
- *Milwaukie Station:* In order to address new state wastewater requirements for food cart pods, staff worked on improving the site with sewer and grease interceptor traps. Without these upgrades, the food carts would no longer be allowed to operate at Milwaukie Station. The project is now 100% complete and operating well. The pod also recently participated in Milwaukie Porchfest and intends to continue providing more entertainment options.
- *Enterprise Zone:* Staff recently met with two businesses relocating to Milwaukie's north innovation area and taking advantage of the North Clackamas Enterprise Zone tax incentives. The two businesses are Swagelock and Overland Van Project. The Overland Van Project was recently approved for the incentive. Additionally, City and County staff recently met with Alpine Foods who are interested in applying in order to help offset their current expansion costs.

Affordable Housing

- *Sparrow Site:* The city purchased the parcel ("main property") at the northeast corner of SE Sparrow Street and the Trolley Trail from TriMet for the purpose of land banking to support affordable housing several years ago. More recently, staff received a Metro Brownfields grant to support due diligence for the acquisition of 12302 SE 26th Avenue ("auxiliary

property") from TriMet in order to help rectify access constraints to the main property. The city closed on the 12302 SE 26th Ave ("auxiliary") property and is considering next steps.

- *Coho Point*: The Developer presented an update to the city council during its February 21 work session and requested a 12-month extension of the Disposition and Development Agreement (DDA) due diligence period because of extenuating circumstances involving supply chain and subcontractor timing issues related to the COVID-19 pandemic. The due diligence period was officially extended to March 31, 2024. City Staff recently signed off on the Developer's conditional letter of map revision (CLOMR) submittal to FEMA so that they can begin the approval process for building within the flood plain. Staff were notified on May 10, 2023, that Black Rock had submitted the CLOMR to FEMA. The review process typically takes several months, and FEMA recently (September) requested additional information from the applicant.
- *Construction Excise Tax (CET) Program*: The CET Program was established by the city council in 2017 and codified within chapter 3.60 (Affordable Housing Construction Excise Tax) of the municipal code. The CET levy's a one percent tax on any development over \$100,000 in construction value. In example, a property owner who is building an addition that has an assessed construction value of \$100,000 would have to pay \$1,000 in CET to the city. As development continues throughout the city, the CET fund increases in proportionality.

The city released its inaugural competitive bid process for CET funds through a formal Request for Proposals (RFP). The RFP prioritized both workforce and affordable housing with a preference for the greatest number of income-restricted units for the longest duration. It further prioritized projects that offered deeply affordable (30% AMI) units designed to transition people out of homelessness, provide supportive services on-site, prevent displacement, involve community land trusts, provide first-time homebuyer education, serve historically underserved communities (i.e. BIPOC), and serve other high priority special needs populations as outlined in the Milwaukie Housing Affordability Strategy (MHAS). Lastly, since the city lacks the resources to manage income-restricted units and qualify tenants on an on-going basis, it was imperative that each proposal guaranteed continuing income-verification administration and unit restriction management for at least a 30-year term.

The selection committee scored the Hillside Park Phase I project highest; however, it also felt that the Milwaukie Courtyard Housing Project warranted some award amount due to its unique land trust model and ownership niche. Therefore, Hillside Park Phase I was awarded \$1.7M (requested \$2M) and the Milwaukie Courtyard Housing Project with \$300K (requested \$600K).

On March 7, 2023, the city council authorized the city manager to execute the necessary grant agreements in the amounts listed above. The grants agreements for both projects have been signed and executed, and initial funding disbursements have occurred. Staff will now work with the applicants to ensure that their projects meet the conditions for funding.

PLANNING

Comprehensive Plan Implementation

- Planning and community development staff continue to meet regularly with the consultant team to work on the Neighborhood Hubs implementation project. The code audit is underway which will transition into code concepts.

A Hubs refinement and prioritization process is underway, which will result in:

- New typologies/categories applied each of the identified hubs from the 2020 report
- Development of prioritization criteria to evaluate each hub for short- and long-term efforts
 - Criteria will be both placemaking and community building
- Identification of needs for each hub, such as:
 - Zoning
 - Economic development assistance
 - Infrastructure improvements

The consultant team has submitted a draft Economic Development toolkit for staff review. Finally, staff is planning the fall public involvement event, which will include in-person and virtual participation opportunities. The public workshop(s) will take place in October at a few different locations.

- Planning and Engineering staff selected a consultant for the Transportation Systems Plan (TSP) in May of 2022. The Council appointed the TSP Advisory Committee (TSPAC) on February 6 comprised of members with geographic representation within the city and community members that historically have been excluded from transportation planning processes. Community engagement will officially kick-off with the first TSPAC in October.

Planning Commission

- ZA-2023-002: A Type V application for a package of more substantive code amendments. The original goal of this package was to review recent Type III variances in an effort to streamline the code and reduce barriers for residents. The package includes amendments to access spacing standards modification process in Title 12, allowing attached cottages in cottage clusters in the R-MD zone, allow encroachments for back decks into the rear yard setback, and revise the minimum lot size for townhouse corner lots, among other proposed amendments. The Planning Commission held a work session on February 28th to discuss the amendments. The public hearing was held on April 25, where the Commission voted 4-1 in favor of a motion to recommend approval to City Council. A Council work session to discuss the amendments was held on June 20. The public hearing with the Council has been scheduled for October 3.
- ZA-2022-005: A Type V code amendment application related to Climate Friendly Equitable Communities rulemaking. The Planning Commission held a public hearing on February 14th and voted 6-0 to recommend approval of the code amendments. The City Council discussed the amendments during the regular session on March 7th. These code amendments are currently on hold while the rulemaking process continues through the fall of 2023. The city requested and received an alternative date to implement required CFEC code changes until rulemaking is complete.
- ZA-2023-004: A Type V code amendment application to update the bicycle parking quantity

and development standards for new and redevelopment projects. The Planning Commission held a work session on the proposed amendments on July 25th. The amendments are now on pause while the rulemaking process continues through the fall of 2023 due to some indication that the bicycle parking requirements for residential development (which are now 1:1) may change.

- ZA-2023-005: A Type V code amendment application to retire the Design and Landmarks Committee, based on a June 6 discussion with City Council. The Planning Commission held a public hearing on July 25th and voted 4-1 to recommend denial of the proposed code amendments. City Council held a public hearing on August 15 and voted 3-2 to retire the DLC. A second reading of the ordinance is scheduled for a City Council vote on September 19.
- WG-2023-001: A Type III application proposing a 13-unit multi-unit development at 1600 SE Lava Dr. The site is in the Willamette Greenway, so the proposal is subject to Willamette Greenway review, in addition to development review and a lot consolidation. The application has been deemed complete and the public hearing with the Planning Commission has been scheduled for September 26. The public hearing notices to properties within 300 ft was sent on September 6.
- CSU-2023-004: A Type III application to remove the ongoing condition that Milwaukie High School maintain shared parking agreements with two nearby churches as part of its off-street parking portfolio. The newly adopted statewide rules for Climate Friendly & Equitable Communities mean the City can no longer require minimum off-street parking facilities; but since the school is a community service use that was approved with a condition related to parking, Planning Commission review is required to determine whether any new impacts might result that need mitigation. The application has been deemed complete, with a hearing scheduled for October 10.

Design and Landmarks Committee

- The DLC remains on hiatus unless needed for land use review (see note above on file #ZA-2023-005).

Land Use/Development Review

- VR-2023-006: Type II application to reduce rear yard setback at 3607 SE King Rd from the required 20 ft to 16.4 ft to accommodate an addition to the primary dwelling. On September 5th, a referral was issued, and the public notice was mailed. To date, no comments have been received.
- CSU-2023-002 & -003: Type III applications for community service use approval to develop Balfour and Bowman-Brae Parks, respectively. Referrals were sent the week of July 10, and a public hearing was held with the Planning Commission on August 22. The Planning Commission approved the applications unanimously. (The application to develop Scott Park has also been submitted but is being handled with the standard development review process because parks are permitted outright in the underlying Open Space and Downtown Mixed-Use zones.)

¹ Only land use applications requiring public notice are listed.

BUILDING

Permit data for	August	FY to Date:
New single-family houses:	9	9
New ADU's	0	0
New Solar	11	20
Res. additions/alterations	8	12
Commercial new	0	0
Commercial Alterations	4	7
Demo's	2	2

Total Number of Permits issued: 274
(includes fire, electrical, mechanical, plumbing, and other structural)

Total Number of Inspections: 430

Total Number of active permits: 948

ENGINEERING

Capital Improvement Projects (CIP): _

CIP 2018-A13 Washington Street Area Improvements

Summary: This project combines elements of the SAFE, SSMP, Water, Stormwater, and Wastewater programs. SAFE improvements include upgrading and adding ADA compliant facilities along 27th Ave, Washington St, and Edison St. Street Surface Maintenance Program improvements are planned for Washington Street, 27th Avenue, and Edison Street. The Spring Creek culvert under Washington Street at 27th Avenue will be removed, and a new structure added. The water system along Washington Street will be upsized from a 6" mainline to an 8" mainline. The stormwater system along Washington Street will be upsized from 18" to 24" storm lines. The project is being designed by AKS Engineering and Forestry.

Update: Landis and Landis received the highest points for the Best Value Construction alternative bid process. Once the contract is approved, notice to proceed will be issued and a pre-construction conference will be schedule. Construction could begin as early as October.

CIP 2016-Y11 Meek Street Storm Improvements

Summary: Project was identified in the 2014 Stormwater Master Plan to reduce flooding within this water basin. The project was split into a South Phase and a North Phase due to complications in working with UPRR.

Update: Staff received approval from Council on March 21st for property purchase and pipeline easements. Land use application is moving through the process. Staff put the project out to bid for construction in mid-May, with a bid opening in mid-June. A project authorization for the construction contract with Tapani Inc. was approved by council on July 18. Staff is coordinating with Tapani to execute the construction contract.

CIP 2020-A12 SAFE & SSMP FY 2021 Improvements (Home Ave & Wood Ave)

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

Project is mostly completed; a few items remain that needed to be done during warm weather.

Update: Staff is working on closing out the Project. Final payment has been submitted to finance. Contractor has been largely un-responsive for the past 3+ months.

CIP 2022-W56 Harvey Street Improvements

Summary: The project includes water improvements and stormwater improvements on Harvey Street from 32nd Avenue to the east end, on 42nd Avenue from Harvey Street to Johnson Creek Boulevard, 33rd Avenue north of Harvey Street, 36th Avenue north of Harvey Street, Sherry Street west of 36th Avenue, 41st Street north of Wake Court, and Wake Court. Sanitary sewer work will be done on 40th Avenue between Harvey Street to Drake Street. The project also includes the installation of an ADA compliant sidewalk on Harvey Street from 32nd Avenue to 42nd Avenue and 42nd Avenue from Harvey Street to Howe Street. Roadway paving will be done throughout the project area.

Update: Century West Engineering was contracted for the design in July 2023. Survey work is in progress.

CIP 2021-X39 FY 2021 Wastewater Improvements

Summary: Project includes replacement of old, high maintenance sanitary sewer mainlines at Kent Street, 37th Avenue, and Washington Street. Project also includes the installment of new sanitary connections for the trucks at the Milwaukie Station Food Carts and lining existing sanitary mains at Home Street and Harrison Street.

Update: Construction complete. This project is being closed out.

CIP 2021-W61 Ardenwald North Improvements

Summary: Project includes street repair on Van Water Street and Roswell Street with a shared street design for bicycles, pedestrians, and vehicles. Stormwater catch basins in the project boundary will be upgraded, the water system will be upsized on 29th Avenue, 30th Avenue, and 31st Avenue, and there will be wastewater improvements on 28th Avenue, 29th Avenue, and 31st Avenue to address multiple bellies and root intrusion to reduce debris buildup.

Update: Work is progressing on 100% design. Staff anticipates bidding the project this fall.

CIP 2022-A15 King Road Improvements

Summary: King Road (43rd Avenue to city limits near Linwood Avenue) SAFE/SSMP Improvements will replace existing sidewalk and bike lane with a multi-use path, improve stormwater system, replace water pipe, and reconstruct roadway surface.

Update: 30% conceptual design is scheduled to be completed by the end of September and available for city staff review.

Milwaukie Bay Park

Update: County Commission has pulled funding for the project, placing it on hold.

Waverly Heights Sewer Reconfiguration

Summary: Waverly Heights Wastewater project was identified in the 2010 Wastewater System Master Plan. The project may replace approximately 2,500 feet of existing clay and concrete pipe.

Update: Staff advertised a RFQ in mid-May, and a consultant (Stantec Consulting Services) was selected early July. Authorization for the design contract with Stantec was approved by council on August 1. Staff is now coordinating with Stantec to execute the contract.

Monroe Street Greenway

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

Update:

East Monroe Greenway (37th to Linwood): Presently, staff has come to an agreement with ODOT and CONSOR on a scope of work and design cost. This will be installed using RFFA and City Funds over Fiscal years 2025 and 2026.

Monroe Street & 37th Avenue (34th to 37th): This segment is complete. It was constructed as part of the private development of the Seven Acres Apartments under the review and inspections of the Engineering Department.

Central Monroe Greenway (29th to 34th): The city is working with ODOT to prepare an IGA that will transfer \$1.55 M in STIP funding to the city to manage this segment of the Monroe Street Greenway. City staff plans to prepare a direct appoint contract to have the railroad crossings designed and approved in anticipation of delays caused by the railroad right-of-way. City UR and Transportation Funds will also be used for the design and construction of this segment during Fiscal Years 2025 and 2026.

Monroe Street & Highway-224 Intersection: This project has now been combined with a larger project which will mill and overlay Highway-224 from Rusk Road to 17th Avenue. Staff have begun regular meetings with the ODOT team managing the Highway-224 mill & overlay project. This project will also include permanently closing several crosswalks, however, none of the proposed closures are currently striped, or being used. Construction is anticipated in Fiscal Year 2025.

West Monroe Greenway (Milwaukie Bay Park to 29th Avenue): This segment is currently unfunded.

Kellogg Creek Restoration and Community Enhancement Project

Summary: Project to remove the Kellogg Creek dam, replace the McLoughlin Blvd. bridge, improve fish passage, and restore the wetland and riparian area. City of Milwaukie staff are part of the project Leadership Team, Core Technical Team, and the Technical Advisory Committee. The Leadership Team and Core Technical Team both meet monthly. In addition to city staff, these groups include staff from North Clackamas Watershed Council (NCWC), Oregon Department of Transportation (ODOT), and American Rivers. The Technical Advisory Committee (TAC) for the Kellogg Creek Restoration & Community Enhancement Project involves all collaborative partners that include the Confederated Tribes of the Warm Springs Indian Reservation of Oregon, the Confederated Tribes of Grand Ronde, Clackamas Water Environment Services, Metro, North Clackamas Parks and Recreation District, Oregon Department of Environmental Quality, Oregon Department of Fish and Wildlife, Oregon Division of State Lands, the Native Fish Society, and the Natural Resources Office of Governor.

Update: Project scoping by ODOT is continuing and on schedule to post the design Request for Proposal (RFP) by the end of this year.

Traffic / Parking Projects, Issues

None.

Right-Of-Way (ROW) Permits (includes tree, use, construction, encroachment)

Downtown Trees and Sidewalks

Update: Staff has a contract with AKS; working on what type of design works best now and in the future with both the trees and sidewalks & curbs.

Private Development – Public Improvement Projects (PIPS)

Seven Acres Apartments (formerly Monroe Apartments) – 234 units

Update: We anticipate completion of all ROW improvements in summer 2023; Contractor is working on installing the main driveway on 37th Ave. (opposite from Washington Street) and ADA ramps on both sides of 37th Ave. at Washington Street. The developer has received a TCO for two buildings.

Henley Place (Kellogg Bowl redevelopment)- 175 units

Update: A Right-of-Way permit has been issued; construction of improvements is underway.

Walnut Addition Subdivision – 9 lot subdivision at Roswell St. & 33rd Ave.

Update: Most of the street work has been completed; construction is in the project correction phase.

Elk Rock Estates – 5 lot subdivision at 19th Ave & Sparrow St.

Update: Most of the street work has been completed; construction is in the project correction phase.

Shah & Tripp Estates – 8-lot subdivision at Harrison Street and Home Ave.

Update: Design plans are under review.

Jackson / 52nd – 5-unit development.

Update: Design plans are under review. Staff and developer have agreed on a development agreement to have the developer pave Jackson Street from Home to 52nd Ave. and be reimbursed for areas outside of their responsibility. Pre-construction meeting has been scheduled. Construction is anticipated to start this summer.

Document Administration

Master Plans

Summary: WSC is preparing the Stormwater System Plan.

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Joseph Briglio, Community Development Director

From: Jennifer Garbely, City Engineer

Subject: **Engineering Projects Update**

Date Written: Sept. 9, 2023

ACTION REQUESTED

This presentation is for informational purposes. No Council action is requested.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Staff has provided Council with quarterly updates on capital projects .

ANALYSIS

The engineering department is working on the design and/or solicitation/bid process for the following projects that are primarily or partially funded through the Street Surface Maintenance Program (SSMP), Safe Access for Everyone (SAFE) program, and utility funds:

- **42nd Avenue, King Road & Harrison Street Intersections**
This project will evaluate design alternatives for two intersections on 42nd Avenue, one at King Road and one at Harrison Street. The project includes a traffic study in the 42nd Avenue vicinity, and evaluation of intersection configurations, potentially including traffic signals and roundabouts. Results of the evaluation will be used to develop portions of the upcoming Logus Road, 40th Avenue and 42nd Avenue project. A temporary design to improve safety at the King Road intersection is also included in the project. The city contracted with Burgess & Niple through a direct appointment process earlier this year to provide the traffic study and alternatives evaluation. The project is anticipated to be complete by the end of the year. The temporary design at King Road has been completed and will be installed by public works in the fall of this year. Civil Engineer Jeff Tolentino is the project manager for this project.
- **Meek Street Pipe Installation, North Phase:**
This project will construct a new detention pond and install approximately 4,000 linear feet of stormwater pipeline along the Union Pacific Railroad property between Harrison Street and the Roswell Detention Pond. The design was completed in late spring by AKS Engineering and Forestry (AKS). Tapani Inc. was selected through a competitive bid process earlier this summer to construct the project. Staff are currently preparing for the construction phase, which is anticipated to begin this fall. Construction is expected to be complete by November of 2024. Civil Engineer Jeff Tolentino is the project manager for this project.
- **2023 SSMP Improvements (Citywide Grind and Inlay)**
The project will start construction work on September 18,. The scope of work includes grind and inlay for the following streets: 40th Avenue, 41st Avenue, 43rd Avenue, 44th

Avenue, 58th Avenue, Jackson Street, Harrison Street, and Llewellyn Street. Associate Engineer Hector Gomez-Barrios is the city project manager.

- **Monroe Street Greenway**

Staff is working with the Oregon Department of Transportation (ODOT) to move forward with this project. ODOT has contracted with CONSOR for design work funded by Metro for the greenway between 37th Avenue and Linwood Avenue. Staff have received costs for design and right-of-way acquisition from the consultant. Additionally, staff has requested that ODOT transfer approximately \$1.55 million to the city from the budgeted improvements at the Monroe Street and Highway 224 intersection. These state funds should cover the construction of improvements needed on the greenway between 29th Avenue and 34th Avenue. Lastly, in anticipation of beginning design of the greenway from 29th Avenue to 34th Avenue, staff have begun drafting a direct appoint contract with 3J Consulting to design the railroad crossings. Civil Engineer Brandon Boutros is the city project manager.

- **2021 Wastewater Improvements**

The project includes replacement of old or high maintenance sanitary sewer mainlines at Kent Street, 37th Avenue, and Washington Street, cure-in-place-pipe lining at Home Avenue and Harrison Street and installing dump stations and a grease interceptor for the trucks at the Milwaukie Station Food Cart Pod to the sanitary sewer system. Civil Engineer Brandon Boutros is the city designer and project manager. This project is complete pending final payment.

- **Washington Street Area Improvements**

The project scope includes sidewalk improvements; street pavement improvements; repair to the existing stormwater, sanitary sewer, and water systems; and replacement of the Spring Creek Culvert under Washington Street. The project went out for Best Value Qualification-based bid and will be awarded to Landis and Landis Construction upon Council approval. Construction will begin this fall. Civil Engineer/Landscape Architect Tessie Prentice is the city project manager.

- **Harvey Street Improvements**

This project includes the update and repair of existing sanitary, storm, and water system improvements, and installation of Americans with Disabilities Act (ADA) compliant sidewalk on Harvey Street from 32nd Avenue to 42nd Avenue and on 42nd Avenue to Howe Street. Due to additional work that will need to take place in approximately five years, the street will only be resurfaced, not reconstructed. Design has been contracted to Century West Engineering Corporation. Civil Engineer Brandon Boutros is the city project manager.

- **Ardenwald North Improvements**

This project includes sidewalk improvements, street pavement improvements, and repair to the existing stormwater, sanitary sewer, and water systems west of 32nd Avenue along Van Water Street, Roswell Street, 28th Avenue, 29th Avenue, 30th Avenue, and 31st Avenue. The Ardenwald North Improvements 90% design was reviewed by public works and engineering staff. Civil Engineer/Landscape Architect Tessie Prentice is the city project manager and designer.

- **Waverly Heights Sewer Reconfiguration**

This project will rehabilitate a deteriorated wastewater collection system in the Waverly Heights area. The collection system facilities are primarily located on private, residential property, with limited information on existing maintenance easements. The design phase of the project will develop rehabilitation strategies for the collection system, with a focus on minimizing impacts to residents, (i.e., using cured-in-place-pipe, pipe bursting, or other low impact rehabilitation methods). The design phase will also include detailed easement research and, if needed, easement acquisitions. Public outreach will also be conducted during design to inform residents and address public concerns. A Request for Qualifications for design was advertised earlier this summer and Stantec Consulting Services was selected as the preferred consultant. The design phase is expected to begin in fall of this year and continue into fall of next year. Construction is anticipated to occur in summer of 2025. Civil Engineer Jeff Tolentino is the project manager for this project.

- **26th Avenue Improvements**

This project is currently under design. The scope of work includes sidewalk improvements and street pavement improvements via a 2-inch grind and inlay for the length of 26th Avenue. Associate Engineer Hector Gomez-Barrios is the city project manager.

- **ADA Ramp Improvements**

This project is currently awaiting county signature, which is anticipated for 9/14. Once signed, this project will go through the federal bid process. The scope of work includes renovating 29 ADA ramps to be ADA complaint and sidewalk work in front of the city's public works building. Associate Engineer Hector Gomez-Barrios is the city project manager.

- **Main Street Sidewalk & Storm**

This project is currently under design by AKS. The scope of work includes stormwater improvements and sidewalk improvements. This project is designed with stormwater infiltration in mind by using porous concrete and Soil Cells. Associate Engineer Hector Gomez-Barrios is the city project manager.

- **King Road Improvements**

The King Road Improvements will replace existing sidewalk and bike lane with a multi-use path, improve stormwater system, replace water pipe, and reconstruct roadway surface. The project is currently under design by Kittelson and Associates. Civil Engineer/ Landscape Architect Tessie Prentice is the city project manager.

- **Kellogg Creek Restoration and Community Enhancement Project**

The Kellogg Creek Restoration and Community Enhancement Project is a multi-agency project to remove the Kellogg Creek dam, replace the McLoughlin Boulevard bridge, improve fish passage, and restore the wetland and riparian area. Project scoping by ODOT is being completed and on schedule to post a Request for Proposal for design by the end of this year. Civil Engineer/ Landscape Architect Tessie Prentice is the city project manager and working with other project managers within the project's Leadership Team.

- **Water Project Engineering Services**

The city's public works and engineering departments are setting up an on-call water project engineering services contract. Due to the aging water infrastructure at our treatment plants, pump station, reservoirs, and well sites, we are looking to hire consultants to design and help construct. City Engineer Jennifer Garbely is the city project manager.

- **Upcoming Projects**

- Logus Road, 40th Avenue & 42nd Avenue – Staff has begun initial work preparing the project scope.
- Wavery South – Staff has begun initial work preparing the project scope.

BUDGET IMPACTS

The first round of bond funds has been spent or obligated, so to proceed with Washington Street Area Improvements, Ardenwald North Improvements, Harvey Street Improvements, and King Road Improvements an additional bond will be required. Without additional bond funding, the program will need to slow down.

CLIMATE IMPACTS

Staff maintains pavement across the city in accordance with the goals outlined, and the funds collected, by the SSMP. The materials and equipment used in the construction of infrastructure contain embedded carbon and generate greenhouse gas emissions. To the extent possible, staff work with contractors to use more sustainable materials and methods such as warm mix asphalt and concrete with a percentage of the cement replaced by fly ash or ground slag. For streets that need to be fully rebuilt, full-depth reclamation will be used instead of complete removal and replacement. This change will save a significant amount of energy otherwise expended by trucking material to and from the construction site, with the added benefit of reducing landfill disposal and the amount of new rock required for a project. Through improved regular maintenance of city streets, the lifespan of city streets will be extended, which will reduce the need for larger and more resource intense repair projects that have greater climate impacts.

While some trees must be removed to provide the required area to construct a project, the goal is to always install more trees than are removed. When feasible, stormwater projects will now start to include the more natural, low-impact development facilities. These are smaller facilities spread more throughout a project that allow better retention, cleansing, and infiltration of stormwater runoff. Where feasible on sidewalk and pathway projects, more pervious asphalt and concrete surfaces will be installed to reduce stormwater runoff. With Capital Improvement Plan projects, language in the project specifications that limits idling time of construction vehicles will be included.

WORKLOAD IMPACTS

Currently, the engineering department is not fully staffed, and the city is recruiting for an additional engineer to join the team. Due to this staffing shortage, the department may need to seek outside assistance to keep projects moving forward

COORDINATION, CONCURRENCE, OR DISSENT

Engineering staff coordinated with public works, community development, finance, and the city manager's office on these projects through our capital projects chartering process to ensure interdepartmental coordination.

STAFF RECOMMENDATION

This report is informational only.

ALTERNATIVES

Not applicable.

ATTACHMENTS

None.



CITY OF MILWAUKIE

CIP Project Updates

September 19, 2023



Jennifer Garbely

**Central Monroe Greenway: transitions from intersection;
\$1.55 M thru IGA with ODOT, plus City UR and city
transportation funds - 2025/26**

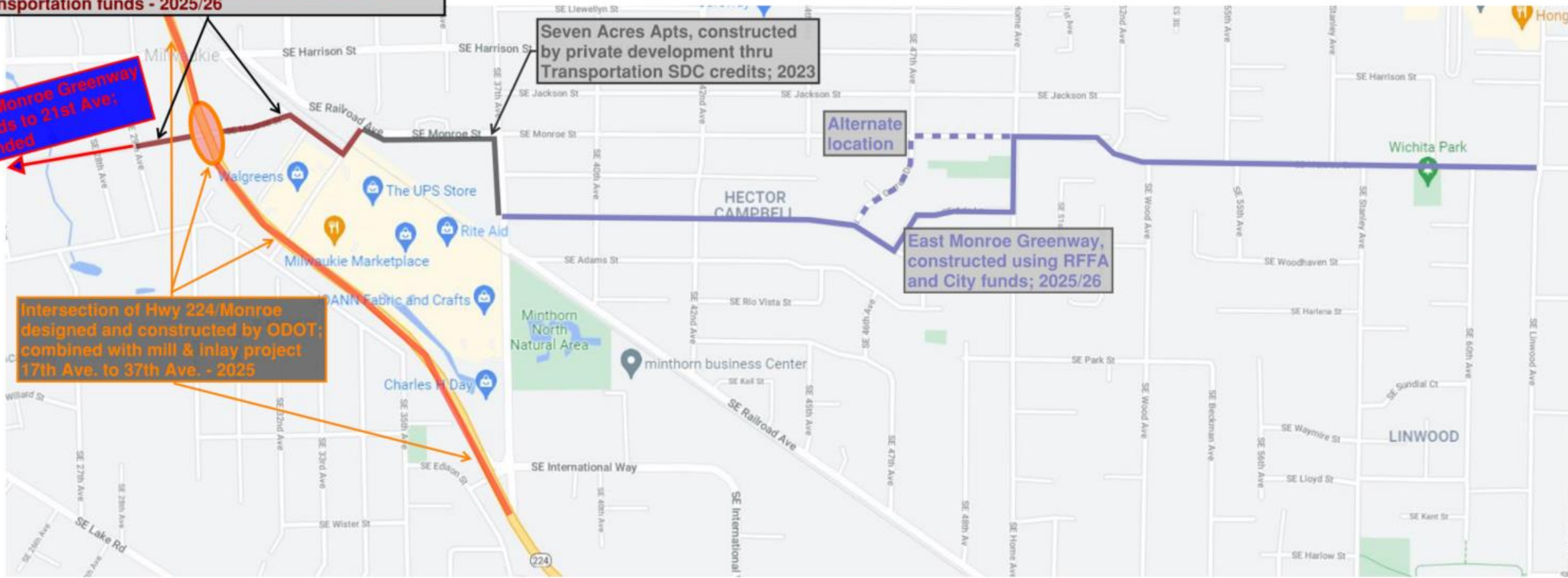
**Seven Acres Apts, constructed
by private development thru
Transportation SDC credits; 2023**

**Alternate
location**

**East Monroe Greenway,
constructed using RFFA
and City funds; 2025/26**

**Intersection of Hwy 224/Monroe
designed and constructed by ODOT;
combined with mill & inlay project
17th Ave. to 37th Ave. - 2025**

**West Monroe Greenway
extends to 21st Ave;
unfunded**



Monroe Greenway

East Monroe Greenway – Selected Consor as the design consultant & anticipate starting in late fall

Central Monroe Greenway – IGA is in ODOT hands, working on a contract for a rail order

West Monroe Greenway – currently unfunded

Meek North Phase



Stormwater pipeline and waterline easements are in place



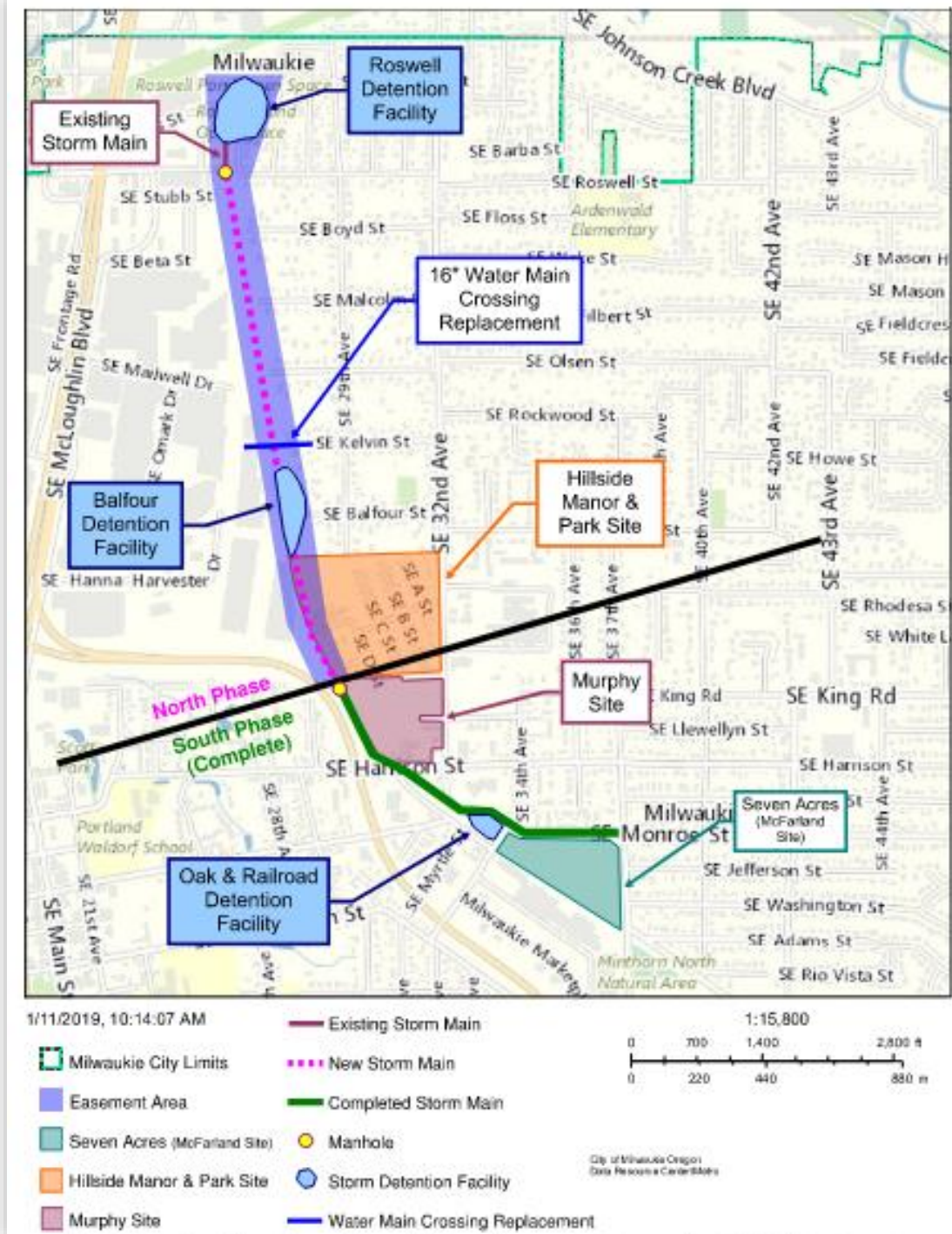
Contractor is onboard Tapani with an executed contract



Working on closing for the Balfour property



Construction to start late fall 2023



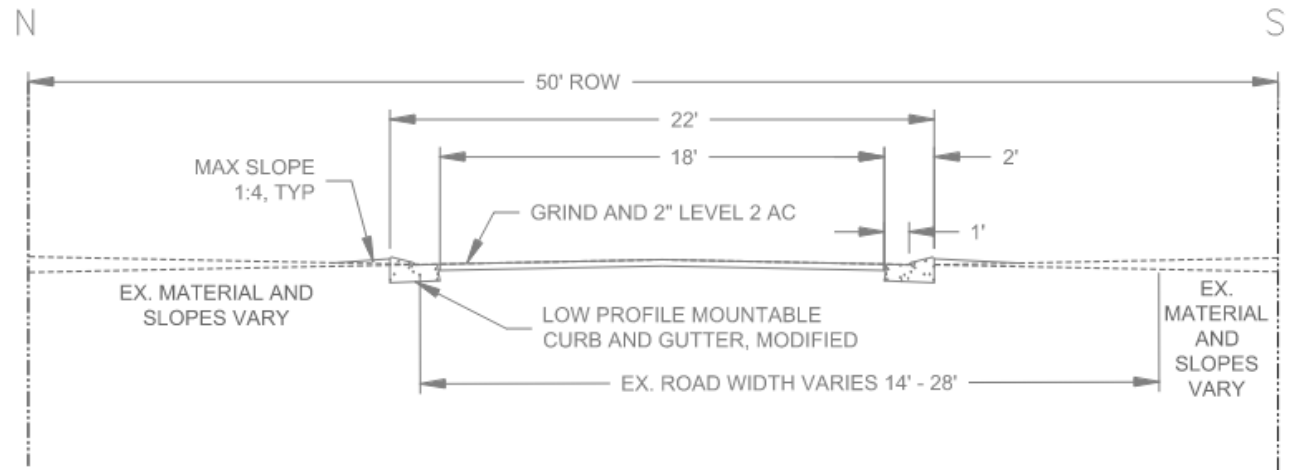
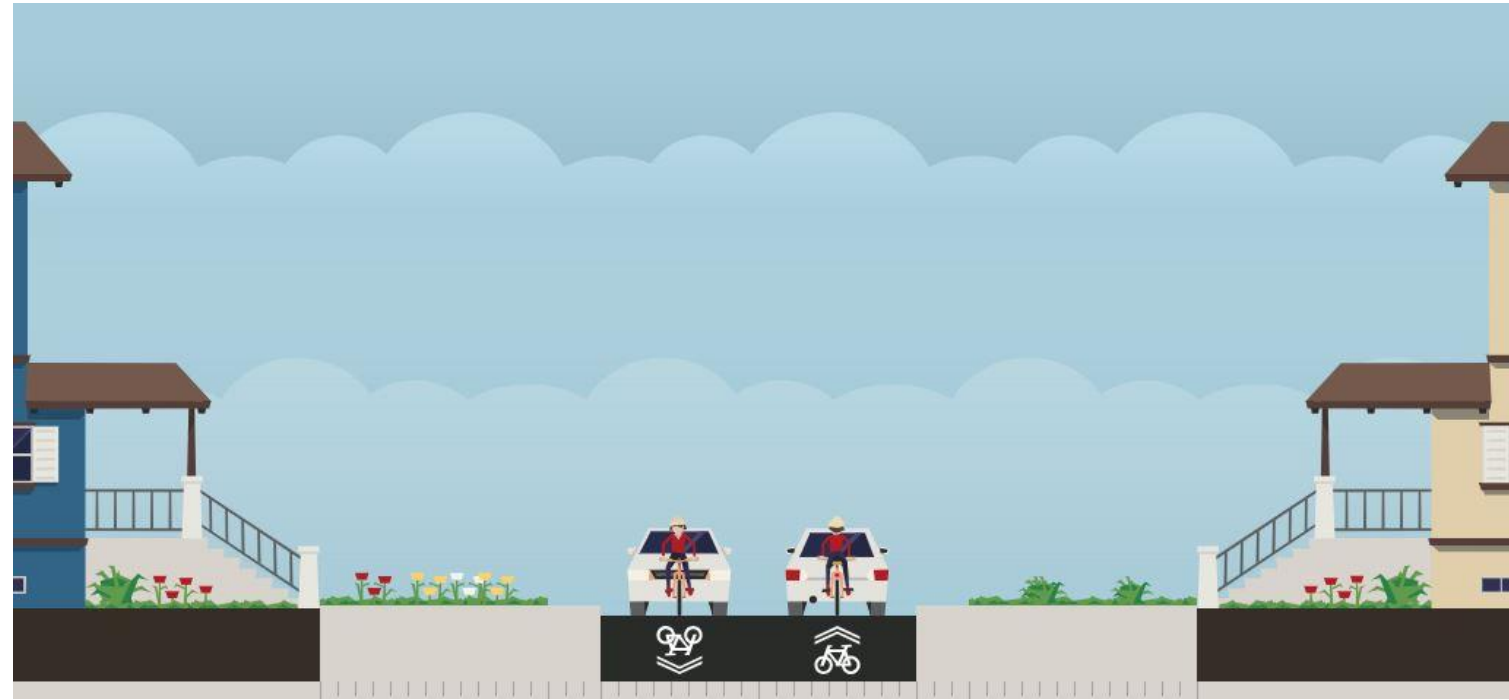
Washington Area Improvements



- Best Value Process selected Landis and Landis Construction
- Construction to start in October 2023

Ardenwald North Improvements

- Preparing bid documents
- Shared roadway concept



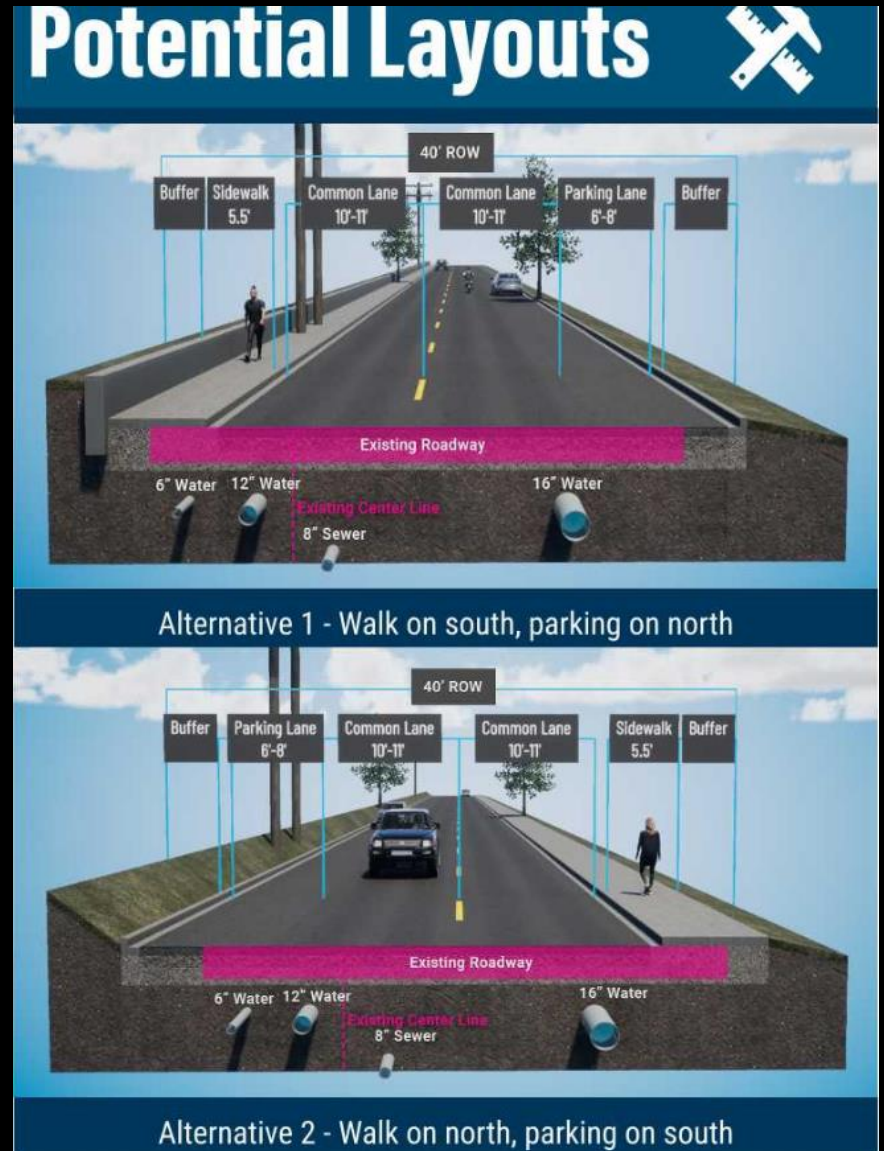


King Road Improvements

Survey complete
Approaching 30% design
Open House planning for early November 2023

Harvey Street Improvements

- Selected Century West as the design consultant
- Additional survey work to be completed by the end of September 2023
- During a survey, the community majority stated they wanted a sidewalk on one side with allowing parking on one side





Wastewater System Improvements

Included:

Open trench

Lining

Food Cart Station

Bid under Engineers Estimate

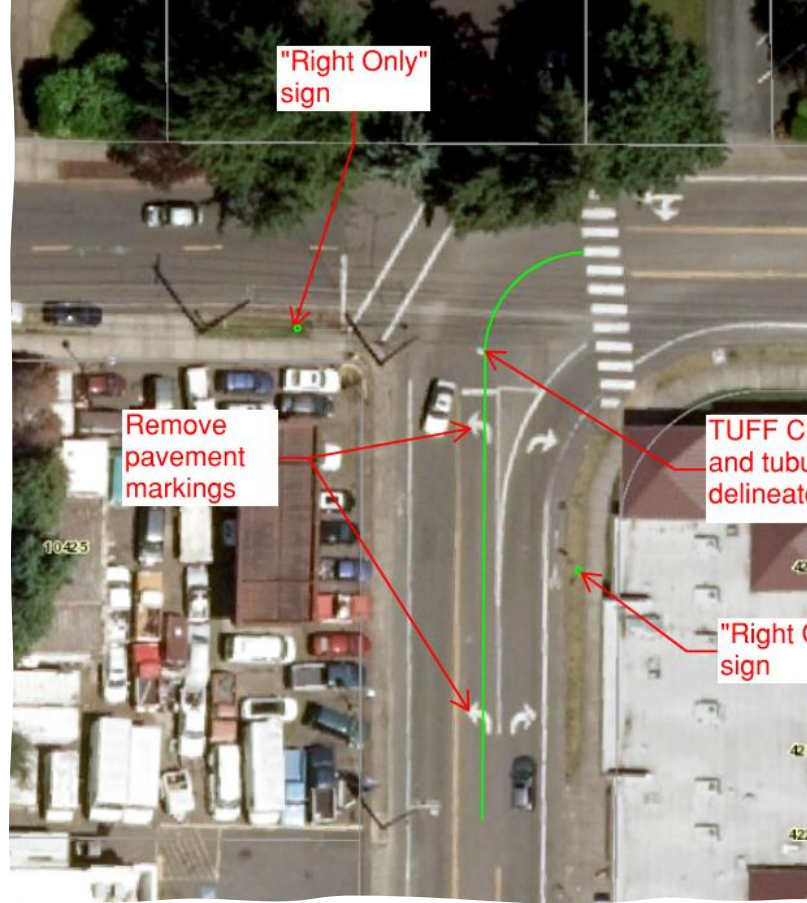
Completed

Grind and Inlay 2023 SSMP

- 40th Avenue, from Johnson Creek Blvd to Roswell Street.
- 41st Avenue, from Johnson Creek Blvd to Roswell Street.
- 43rd Avenue, from Johnson Creek Blvd to Roswell Street.
- 44th Avenue, from Harrison Street to Monroe Street.
- 58th Avenue, from Johnson Creek Blvd to Dead End.
- Jackson Street, from 44th Avenue to Home Avenue.
- Harrison Street, from 44th Avenue to Home Avenue.
- Llewellyn Street, from 44th Avenue to Home Avenue.

*Bid under engineer's estimate





42nd & King Road

- Installing Tuff curb and signage October 2023
- New traffic pattern
- Permanent installation will be designed in the Logus, 40th and 42nd Ave Project

Up Coming CIP Projects

Waverly Heights Sewer Improvements

- Selected Stantec

Waverly South Improvements

- Kicking off design in house

Logus, 40th and 42nd Project

- RFQ this winter

Water Services RFQ

- Due September 21, 2023

Public Works Standard Update

- December 2023

Questions



Jennifer Garbely

City Engineer

503-786-7534

GarbelyJ@milwaukieoregon.gov

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Sept. 8, 2023

Reviewed: Michael Osborne, Assistant Finance Director

From: Toby LaFrance, Finance Director, and
Peter Passarelli, Public Works Director

Subject: **Discussion on Proposed CUAB Changes**

ACTION REQUESTED

Council is asked to provide direction to staff on how they would like to fill the vacant Citizens Utility Advisory Board (CUAB) vacancies and if there are any needed changes to the language in the municipal code regarding the CUAB.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

August 14, 2023: The CUAB was discussed at the quarterly Budget Committee meeting.

ANALYSIS

Recent experience with the CUAB demonstrates that it has been difficult to fill board positions with volunteers and that meeting attendance has been variable and difficult to achieve a quorum. Both the CUAB and the Budget Committee have duties around the capital improvement programs. This overlap makes the resident members of the Budget Committee a natural fit for the CUAB. Since state law requires the resident members of the Budget Committee to live in Milwaukie, they also meet the membership qualifications of the CUAB that require board members to be “Milwaukie residents.” Because of this, no change to MMC 2.11 would be necessary.

At the August 14 Budget Committee meeting the subject of designating the resident members of the Budget Committee as the members of the CUAB was discussed. In general, the subcommittee would review the city’s utility CIP program, provide feedback to staff on utility system plan updates (every 8 to 10 years), review and advise on proposed updates to utility rates, and updates to system development charge methodology (SDCs). In addition this subcommittee would also review and advise on community or staff proposals for WES’s Good Neighbor (Kellogg) Funds during the budgeting process.

That discussion resulted in a desire to see what the transitional workplan for the CUAB would look like, including educating the Budget Committee members on the duties of the CUAB should they assume the duties of the CUAB. The following is a draft transitional workplan that is consistent with, and would require no change to MMC 2.11:

1. December 2023 – Orientation for Budget Committee members taking on CUAB duties, including how utility services are provided in Milwaukie, and high-level utility funding discussion.
2. January 2024 – Capital Improvement Plan (CIP) review and initial revenue projections.

3. Early February 2024 – Orientation to utility rate structures and FY 2025 & FY 2026 utility rate recommendations.
4. February 12, 2024 – Budget Committee meeting to include FY 2025 & FY 2026 utility rate recommendations.
5. April/May 2024 – Budget Committee meetings to approve FY 2025 & FY 2026 budget.
6. August 2024 – Storm System Plan discussions.
7. November 2024 – CIP Update and Storm System Plan discussions.

For reference, the Milwaukie Municipal Code (MMC) Section 2.11 establishes the purpose and membership qualifications of the CUAB. It reads as follows:

2.11.010 ESTABLISHED – PURPOSE

The Citizens Utility Advisory Board is established for the purpose of advising the City Council on the methods and manner in which City utility rates and capital improvements are scheduled and carried out. The Board shall be responsible for, but is not limited to, the following activities:

- A. Reviewing existing rate structures and capital improvement programs for the various City sewer, water, and surface water utilities;
- B. Acting in an advisory capacity to the City Council in review and enactment of future utility rate structures and capital improvement programs;
- C. Promoting public knowledge, understanding, acceptance, and support of official utility programs proposed or instigated by the City; and
- D. Such other activities as the Council may assign. (Ord. 1798 § 1, 1996)

2.11.020 MEMBERSHIP – QUALIFICATIONS

The Board shall consist of five (5) members appointed at large by the Mayor with consent of the Council, all of whom must be either Milwaukie residents, own a business within the city limits, or reside outside city limits but is a ratepayer served by a Milwaukie utility (water or wastewater) throughout their term. (Ord. 2056 § 1, 2013; Ord. 1875 § 1, 2000; Ord. 1798 § 1, 1996)

BUDGET IMPACT

None.

WORKLOAD IMPACT

This will shift some workload for coordination of the CUAB from the public works department to the finance department. This change would also result in a noticeable increase in the workload the city is asking of the resident members of the Budget Committee.

CLIMATE IMPACT

None.

COORDINATION, CONCURRENCE, OR DISSENT

Coordination with the Budget Committee occurred on August 14, 2023.

STAFF RECOMMENDATION

Staff is scheduled to bring a resolution to Council on November 7 regarding appointments to the CUAB. Staff is recommending that the resident members of the Budget Committee be appointed. Further, staff is not recommending any changes to MMC 2.11.

ALTERNATIVES

Council can instruct staff to find an alternate solution for appointments to the CUAB.

ATTACHMENTS

None.

Proposed CUAB Changes

CUAB as a Sub-
Committee of the
Budget Committee

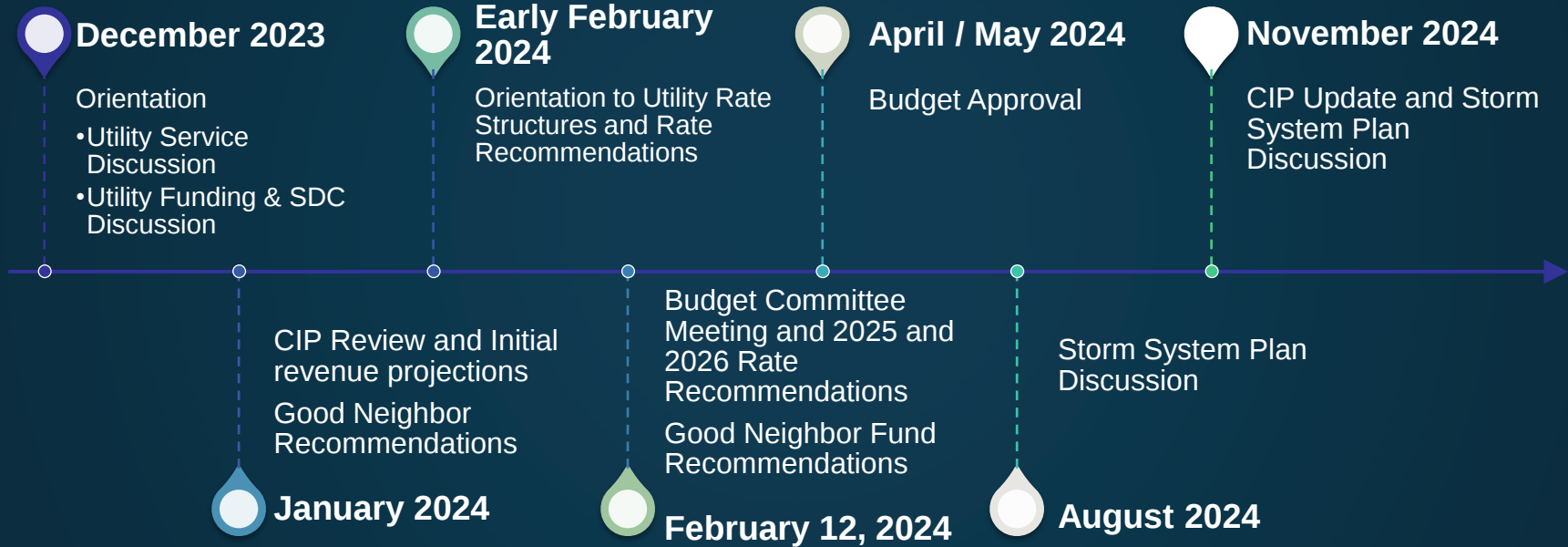


Sub-Committee Purpose & Membership

- Purpose: Advise the Budget Committee on city utility rates and capital improvement programs through the following activities:
 - Review the city's utility CIP program
 - Provide feedback to staff on utility system plan updates (every 8 to 10 years)
 - Review and advise on proposed updates to utility rates
 - Review and advise on updates to system development charge methodology (SDCs)
 - Review and advise on community or staff proposals for WES's Good Neighbor (Kellogg) Funds during the budgeting process
 - Promoting public knowledge and understanding of the City's utility programs
 - Other activities as the council/budget committee may assign.
- Membership: Resident, Business Owner in Milwaukie, or Utility Customer Outside of Milwaukie



Training & Workplan



Staff Recommendation

- Resolution to appoint resident members of the Budget Committee as Citizen Utility Advisory Board members on November 7th agenda.
- No changes to Milwaukie Municipal Code 2.11 is necessary.



Questions



Contact Us

Peter Passarelli

Public Works Director

passarellip@milwaukieoregon.gov

Toby LaFrance

Finance Director

lafrancet@milwaukieoregon.gov



COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Sept. 7, 2023

Reviewed: Emma Sagor, Assistant City Manager, and
Jordan Imlah, Communication Program Manager

From: Jason Wachs, Community Engagement Coordinator

Subject: **2023 Milwaukie Leadership Academy (MLA) Debrief**

ACTION REQUESTED

Council is asked to participate in a debrief on the completion of the 2023 Milwaukie Leadership Academy (MLA).

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[July 12, 2022](#): Dan Harris, events and emergency management coordinator, provided a review of the 2021-2022 MLA, including the results of the end of course survey, and received Council feedback.

ANALYSIS

The purpose of the MLA is to provide an opportunity for community members to learn from city staff about how the city works. Those who complete the academy can use their knowledge to be more effective and engaging community members. The academy provides a great foundation for anyone considering leadership positions within the city including boards, committees, commissions, and neighborhood district associations (NDA). One of the primary goals of the program is to get more people actively involved in these leadership positions.

The fourth year of the MLA ended on June 1, 2023. Sessions were held during the evening (6-8 p.m.) on the first Thursday of each month from January 2023 through June 2023 for a total of six sessions. All sessions were coordinated by Jason Wachs, community engagement coordinator, and co-facilitated with Stephan Lashbrook, a longtime city volunteer with decades of experience in local government.

Class sessions included:

1. History and Form of Government
2. Finance and Engineering
3. Communications, Engagement, and Boards and Committees
4. Public Safety (Police and Fire)
5. Community Development and Planning
6. Public Works and Climate Action

Participation was open to anyone with an interest in the Milwaukie community and was not limited to city residents. After a few years of primarily holding the sessions online due to COVID-19, the 2023 sessions were held in-person except for the first session. Due to space limitations and the goal of creating an effective learning environment, the class size was limited to 25 students, which was reached on December 5, 2022. Twenty-three participants completed

most of the sessions. Four participants have applied to be on a city boards, committees, or commissions.

Recruitment

Outreach efforts to find participants included articles in the November and December 2022 Pilot newsletters, social media posts, the city website, information shared with the Clackamas Community College (CCC) Community Education online database, emails shared with members of the North Clackamas Chamber of Commerce, a digital flier shared with parents/guardians of students at North Clackamas School District schools using their digital flyer distribution tool called PeachJar, along with other efforts.

Final Evaluation

An evaluation was shared with participants at the conclusion of the sessions. Eight responses were submitted. All eight respondents chose yes when asked if the academy met their expectations. All eight respondents rated their knowledge of city services and operations after the program as either high (4) or very high (5) out of a scale of 1 (very low) to 5 (very high). All eight respondents said yes when asked if they would consider becoming more involved with the city at the conclusion of the program. Lastly, all eight respondents said yes when asked if they would recommend the program to others.

Demographics of Participants

The evaluation also included some demographic questions, and all eight respondents answered them. The city strives to diversify the participants and this year's cohort began to move that goal forward, but finding ways to continue to better diversify participation will remain a goal.

Of the eight respondents, seven identified their racial or ethnic identity as only White, one responded as White and Asian or Asian American, and one person identified as White and Middle Eastern.

For gender, four of the eight respondents identified as women, two identified as men, and two identified as non-binary, genderqueer, or third gender.

The annual household income of the respondents varied including one earning \$20,000 to \$29,999, two earning \$40,000 to \$49,999, two earning \$50,000 to \$74,999, and three earning \$150,000 or more.

All eight respondents identified English as the language used most at home. Six of the eight respondents identified their sexual orientation as heterosexual or straight, one identified as bisexual, and one as pan sexual.

The final question asked about the respondent's neighborhood or where their business/organization was located. Three chose Ardenwald-Johnson Creek, two chose Lewelling, one chose Island Station, one chose Hector Campbell, and one chose unincorporated Clackamas County. The program attracted people from all around Milwaukie and just outside the city limits.

BUDGET IMPACT

The total budget for the 2023 MLA was approximately \$2,000, which included food and refreshments for the five in-person sessions, some miscellaneous office supplies, and material for certificates of completion.

WORKLOAD IMPACT

Much of the workload impacts the city's community engagement coordinator who led the effort. That included marketing, recruiting, coordinating each session with both participants and staff, and co-facilitating each session. Session topics were each led by one or two staff members who are the experts on each topic area. Each session included at least a PowerPoint presentation, and some sessions included tours of facilities. Staff giving the presentations spend time preparing their presentations and delivering them to the class.

CLIMATE IMPACT

The return of in-person sessions does result in participants having to travel to the various locations that the sessions are held and most of that travel is by single-occupant vehicles. Other than that, there is no significant impact to the climate.

COORDINATION, CONCURRENCE, OR DISSENT

Each of the session topics were led by the most applicable departments.

STAFF RECOMMENDATION

Develop a 2024 MLA like the one held in 2023, which will include recruitment efforts from October through November 2023, with sessions scheduled to run in-person from January through June 2024.

ALTERNATIVES

Council could recommend that staff take a different approach to future MLAs or discontinue the program.

ATTACHMENTS

None.



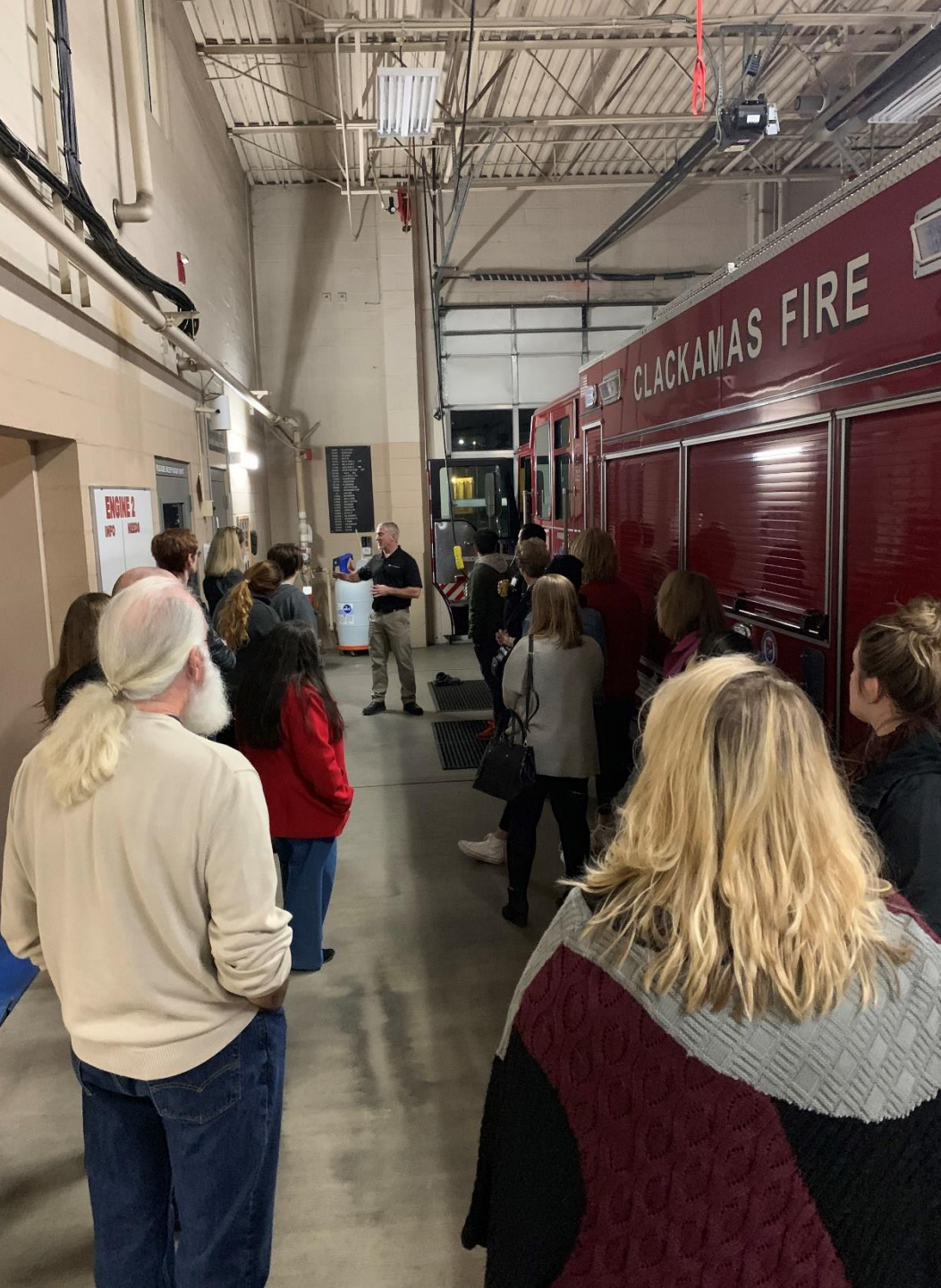
MILWAUKIE
Leadership
ACADEMY

2023 Debrief

OVERVIEW

- Background
- Purpose
- Description of 2023 class
- Recruitment of class participants
- Final evaluation
- Demographics of participants
- Future of program





Background & Purpose

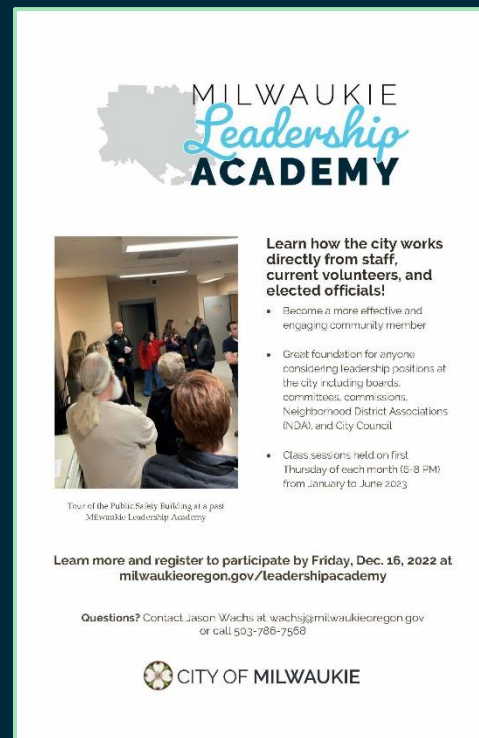
- Fourth year of program
- Learn about how the city works directly from staff
- Opportunity to become a more effective and engaging community member
- Foundation for leadership positions including boards, committees, commission, and Neighborhood District Associations (NDAs)

2023 Class

- January through June 2023 (Six sessions)
 - History and Form of Government
 - Finance and Engineering
 - Communications, Engagement, and Boards and Committees
 - Public Safety (Police and Fire)
 - Community Development and Planning
 - Public Works and Climate Action
- Class co-facilitated by staff and Stephan Lashbrook, longtime city volunteer
- All held in-person except for one
- Class size limited to 25 students
- Four class participants applied for a board or committee

Recruitment

- Pilot Newsletter
- Social media
- City website
- Clackamas Community College Community Education online database
- NCSD digital flier
- North Clackamas Chamber of Commerce



MILWAUKIE Leadership ACADEMY

Learn how the city works directly from staff, current volunteers, and elected officials!

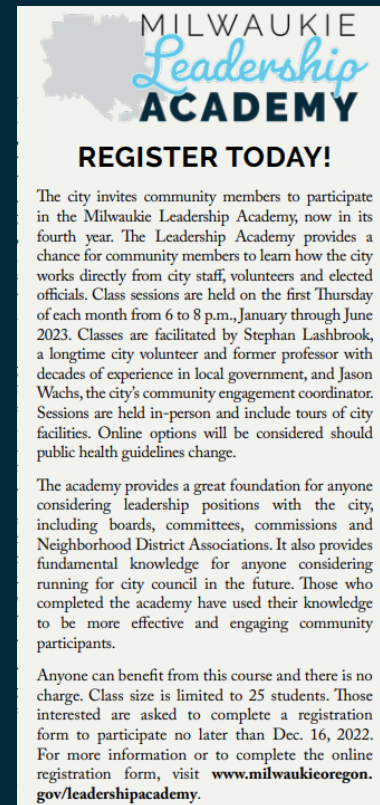
- Become a more effective and engaging community member
- Great foundation for anyone considering leadership positions at the city including boards, committees, commissions, Neighborhood District Associations (NDAs), and City Council
- Class sessions held on first Thursday of each month (6-8 PM) from January to June 2023

Tour of the Public Safety Building at a past Milwaukie Leadership Academy

Learn more and register to participate by Friday, Dec. 16, 2022 at milwaukieoregon.gov/leadershipacademy

Questions? Contact Jason Wachs at wachs@milwaukieoregon.gov or call 503-786-7588

 **CITY OF MILWAUKIE**



MILWAUKIE Leadership ACADEMY

REGISTER TODAY!

The city invites community members to participate in the Milwaukie Leadership Academy, now in its fourth year. The Leadership Academy provides a chance for community members to learn how the city works directly from city staff, volunteers and elected officials. Class sessions are held on the first Thursday of each month from 6 to 8 p.m., January through June 2023. Classes are facilitated by Stephan Lashbrook, a longtime city volunteer and former professor with decades of experience in local government, and Jason Wachs, the city's community engagement coordinator. Sessions are held in-person and include tours of city facilities. Online options will be considered should public health guidelines change.

The academy provides a great foundation for anyone considering leadership positions with the city, including boards, committees, commissions and Neighborhood District Associations. It also provides fundamental knowledge for anyone considering running for city council in the future. Those who completed the academy have used their knowledge to be more effective and engaging community participants.

Anyone can benefit from this course and there is no charge. Class size is limited to 25 students. Those interested are asked to complete a registration form to participate no later than Dec. 16, 2022. For more information or to complete the online registration form, visit www.milwaukieoregon.gov/leadershipacademy.

COMMUNITY EDUCATION THROUGH CCC

Community Education has something for everyone. CCC joins with local partners to offer a variety of fun, enriching classes at schools and community centers near you. These low-cost classes range from aqua aerobics and basic computers to ukulele and yoga. Taking part in one of these lifelong learning opportunities is a great way to follow your passions; and thanks to a commitment from many community partners around the county, these non-credit classes are offered around your busy schedule.

REGISTER: Contact the community partner directly.

Find a community education class near you

Contact our community education partners (see "Where would you like to take a class?" section below) for more information on classes and availability.

[EXPAND ALL](#)

WHERE WOULD YOU LIKE TO TAKE A CLASS?

Clackamas	+
Gladstone	+
Milwaukie	+
Oregon City	+

Final Evaluation

“The program was great. I left with a much better understanding of the values that drive the city, as well as how it functions.”

“This was one of the very best classes I have taken in my adult life. (I can’t believe it was free.) The information imparted was fascinating and I have already recommended this program to a few people.”

- 8 responses received out of 23
 - Met expectations
 - Knowledge of city services increased
 - Would consider becoming more involved with city after participating
 - Would recommend program to others

Who Participated?

- 8 responses received out of 23
- **Race/Ethnicity** – Six only White, one White and Asian or Asian American, one White and Middle Eastern
- **Gender** – Four Women, two Men, two non-binary, genderqueer, or third gender
- **Household Income** – Varied, but trended high overall
 - One earning \$20,000 - \$29,999
 - Two earning \$40,000 - \$49,999
 - Two earning \$50,000 - \$74,999
 - Three earning \$150,000 or more
- **Language Used Most at Home** – All eight identified English
- **Neighborhood or Business/Organization Location**
 - 3 – Ardenwald-Johnson Creek
 - 2 – Lewelling
 - 1 – Island Station
 - 1 – Hector Campbell
 - 1 – Unincorporated Clackamas County



Future of MLA



- Continue a similar program in 2024 (Dates TBD)
 - Continue with goal to diversify class during recruitment efforts
- Potential opportunity to create concurrent class for a staff cohort

**QUESTIONS OR
COMMENTS?**

