



Study Session

SS

Milwaukie City Council



MILWAUKIE CITY COUNCIL STUDY SESSION

City Hall Conference Room
10722 SE Main Street
www.milwaukieoregon.gov

AGENDA NOVEMBER 10, 2016

- A light dinner will be served. **Page #**
1. **6:00 p.m. Neighborhood District Association (NDA) Update** **1**
Staff: Mitch Nieman, Assistant to the City Manager
 2. **7:00 p.m. Bulky Waste Event Debrief**
Staff: Mitch Nieman, Assistant to the City Manager
 3. **7:30 p.m. Community Vision Status Update** **8**
Staff: David Levitan, Senior Planner, and
Denny Egner, Planning Director
 4. **8:00 p.m. Adjourn**

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Meeting Information

Times listed for each Agenda Item are approximate; actual times for each item may vary. Council may not take formal action in Study or Work Sessions. Please silence mobile devices during the meeting.



MILWAUKIE CITY COUNCIL
STAFF REPORT

Agenda Item: **SS 1.**
Meeting Date: **11/10/16**

To: Mayor and City Council

Through: Mitch Nieman, Assistant to City Manager

Subject: **Neighborhood District Association (NDA) Update**

From: Jason Wachs, Community Programs Coordinator

Date: November 10, 2016

ACTION REQUESTED

No action is required. The goal of this update is to provide Council with an overview of accomplishments and to discuss current and future challenges.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Staff provided an engagement and outreach update to City Council on July 28, 2016. The discussion included a very brief update on the NDA Program, which Council asked to bring before them as a standalone item for a future session.

BACKGROUND

Staff requested that each NDA provide two or three accomplishments in 2016, and two or three challenges for the future.

Following is a program summary, which is meant to provide a snapshot of each NDA, and the program as a whole, to illustrate what constitutes a successful NDA. As such, our NDAs define success in a variety of ways typically through the lens of promoting public involvement in the community by:

- Providing a consistent forum for each of Milwaukie's neighborhoods to discuss and work to address issues, concerns, and opportunities important to each neighborhood.
- Providing free, family friendly entertainment to the community such as the wildly popular concerts in the park.
- Fostering partnerships with non-profits, schools, and other groups including the provision of small grants to help others succeed.
- Creating unique experiences for respective neighbors and for the community at large.

SUMMARY OF THE NDA PROGRAM

- Seven NDA's currently have 44 volunteers in leadership positions, including Chair, Vice-Chair, Secretary, Treasurer, Land Use Committee members, and PSAC.
- In a typical year there are 76 total NDA meetings.
- City deposits \$4,000 annually into each NDA bank account. Each NDA provides a financial report at the end of each fiscal year.

- City purchases insurance for each NDA annually for their meetings, events, and other activities. The average premium is about \$500.
- City provides an NDA supply trailer for NDA events and activities that is stocked, delivered, and picked up by the Facilities Department.
- Other city support includes:
 - Websites for each NDA hosted on the city website.
 - Posting of meeting minutes and agendas on the city website
 - Assistance with marketing and communications including:
 - Weekly email update to all NDA leaders to keep them informed and able to lead effectively.
 - Reserved space in the Pilot every month.
 - Assistance as needed with print material.
 - Assistance with event marketing.
 - Assistance with branding and identity.
 - Social media presence on the city's pages.
 - Quarterly leadership meetings to discuss current topics and find opportunities to work collaboratively (Next meeting in Dec 2016).
 - Ongoing assistance with questions or concerns as they arise.
- The signature event or activity of each NDA that occurs at least annually includes:
 - Ardenwald-Johnson Creek – Weekly concerts in August at Ardenwald Park.
 - Hector Campbell – Campbell Community Garden
 - Historic Milwaukie – Summer picnic
 - Island Station – Summer picnic
 - Lake Road – Partnership with Historic Milwaukie in 2016 to provide a Movie in the Park at Milwaukie/El Puente Elementary.
 - Lewelling – Weekly concerts in August at Ball-Michel Park and Winter Solstice in partnership with the City.
 - Linwood – Community Day each summer at a local park.

Ardenwald – Johnson Creek Snapshot

- **Current Leadership Team:** Jeff Davis (Chair), Matt Rinker (Vice-Chair), Bryan Dorr (Secretary/Webmaster), Chris Davis (Treasurer/Membership Chair/Arts Committee), Marianne Colgrove (SE Uplift Rep.), Russ Stoll (Member at large), Betty Fulmore (Member at large), Angel Falconer (Transportation Chair), Catherine Goode (TriMet CAC Rep.), Kim Travis (PSAC Rep.), Kelly Williams (Ardenwald PTO Rep.), Lisa Gunion-Rinker (Land Use Chair)
- **Current Budget** - \$4,304.26 (As of Oct. 25, 2016)
- **Some accomplishments so far in 2016:**
 - Repainted the street mural on SE Sherrett St.
 - Joined regular work parties at Tideman-Johnson Park and in Johnson Creek.
 - Held concerts at Ardenwald Park each week in August for hundreds of neighbors.

Hector Campbell Snapshot

- **Current Leadership Team:** David Aschenbrenner (Chair/Land Use Cmte), Vacant (Vice-Chair/Land Use Chair), Linda Hedges (Secretary/Treasurer/Land Use Cmte), Sarah Smith (Director of Parks & Gardens), Vacant (PSAC Rep.)
- **Current Budget – \$8,867.77** (As of Oct. 17, 2016)
- **Some accomplishments so far in 2016:**
 - Continue to oversee the very successful and popular Campbell Community Garden.
 - Held a well-attended community picnic in August.
 - Have seen an increase in new community members attending meetings.

Historic Milwaukie Snapshot

- **Current Leadership Team –** Ray Bryan (Chair/Land Use Cmte/PSAC Rep.), Tom Madden (Vice-Chair), Shirley Blalock (Secretary), Christi Cawood (Treasurer), Gary Klein (Land Use Cmte/KGNC Rep.), Ed Zumwalt (Land Use Cmte), Michael Park (KGNC Rep.)
- **Current Budget - \$10,089.93** (As of Oct. 17, 2016)
- **Some accomplishments so far in 2016:**
 - NDA has worked to track volunteer time on their own. In seven months (Dec. 2015 through June 2016), 578 hours of volunteer time was contributed including First Fridays, Scott Park Concerts, Litter Art Project, Earth Day, and NDA related tasks. Members of NDA serve on artMOB!, PSAC, KGNC, and the Riverfront Task Force.
 - NDA held some great events and activities so far this year including an outdoor movie at El Puente Elementary in partnership with the Lake Rd. NDA, weekly concerts at Scott Park, and a well-attended picnic in September.
 - Historic Milwaukie has very dependable officers and regular attendees. Since monthly meetings are now held at Libbie's there has been a noticeable increase in new attendees.

Island Station Snapshot

- **Current Leadership Team** (Chair stepped down in October so the leadership team is in transition.): Vacant (Chair), Vacant (Treasurer), Milo Denham (Vice-Chair), Charles Bird (Secretary/KGNC Rep.), Pam Denham (PSAC Rep./Land Use Cmte), Ellen Chaimov (Land Use Cmte), Gary Michael (Land Use Cmte), Paul Rasmussen (Land Use Cmte), Carolyn Tomei (KGNC Rep.)
- **Current Budget - \$15,803.31** (As of July 31, 2016)
- **Some accomplishments so far in 2016:**
 - Worked with the City to help develop two new street designs that were approved by City Council. (i.e. the “woonerf” on SE 19th Ave. and one sidewalk on Sparrow St.)
 - Helped to fund the Spring Park Natural Area's realigned path and the enhanced fish habitat. Provided volunteers and food for the planting of hundreds of native plants.

- Increased attendance at monthly meetings with the purchase of signs to announce upcoming meetings.

Lake Road Snapshot

- **Current Leadership Team:** Vince Alvarez (Chair/Treasurer), Vacant (Vice-Chair), Gwenn Laubauch-Alvarez (Secretary), Ben Rousseau (PSAC Rep.), Paul Hawkins (Land Use Chair)
- **Current Budget** – \$8,299.05 (As of Oct. 19, 2016)
- **Some accomplishments so far in 2016:**
 - Ongoing discussions are facilitated at NDA about Lake Road traffic speeds and volumes, which neighborhood residents are consistently concerned about.
 - Partnered with the Historic Milwaukie NDA to hold a movie in the park this past summer at El Puente Elementary.

Lewelling Snapshot

- **Current Leadership Team:** Bryan Trotter (Chair), Paul Klein (Vice-Chair/Land Use Cmte), Howie Oakes (Treasurer), Vacant (Secretary), Tam Guy (PSAC Rep.)
- **Current Budget** – \$2,761.40 (As of Oct. 26, 2016)
- **Some accomplishments so far in 2016:**
 - Completed another year of their very popular concerts at Ball-Michel Park in August.
 - Continued to cleanup Linwood Ave. and Stanley Ave. as part of the Milwaukie Adopt-A-Road program.
 - Began to work with the city to plan the Annual Winter Solstice event at Riverfront Park.
 - Chair's employer (Microsoft) provides unrestricted cash payments to the NDA to match in-kind volunteer efforts.

Linwood Snapshot

- **Current Leadership Team:** Zac Perry (Chair), Greg Hemer (Vice-Chair), Ann Forster (Secretary), Dolly Macken-Hambright (Treasurer), Robin Tremblay (Member at large – Hospitality Specialist), Regis Niggemann (PSAC Rep.)
- **Current Budget** – \$18,316.77 (As of Sep. 8, 2016)
- **Some accomplishments so far in 2016:**
 - Held a great Community Day on August 13 when neighbors came together at Wichita Park to learn about the development of the park, enjoy some great food, and participate in family friendly activities.
 - Continued to periodically cleanup Linwood Ave. from Harmony Rd. to King Rd. as part of Milwaukie's Adopt-A-Road Program.

Following are some challenges—identified primarily by NDA Chairs—that each NDA faces moving forward (*challenges submitted have been summarized and combined where possible*).

- **Attendance at monthly meetings**

- Attendance at meetings is always a challenge, especially when nothing controversial is being discussed.
- Keeping monthly meetings interesting, informative, and relevant is difficult for volunteers who don't have a lot of time month after month.

- **Leadership development, retention, and training**

- Attracting and keeping volunteers to hold leadership positions, especially the Chair position. Most NDAs have the same leaders that they have had for many years with no succession plan in place.
- Ensuring that leaders aren't asked to do too much. NDA leaders want to keep commitments, but they should be limited so that they remain fun and rewarding and not feel like an obligation.
- Making sure that NDA leaders have the skills and tools that they need to be successful.

- **Keeping up with current topics**

- Volunteer NDA leaders having enough time to become educated about what is happening in the neighborhood and city, including meeting with city staff and interpreting what the City Code or Development Code means.

- **Communication – Keeping up with current trends**

- Maintaining an active website and social media presence. Each NDA has a webpage on the city's website maintained by staff. Here is a breakdown of each NDA's web and social media presence maintained by the NDAs themselves:
 - Ardenwald-Johnson Creek
 - NDA maintained website – www.ardenwald.org
 - Facebook - www.facebook.com/ArdenwaldJCNDNA
 - Twitter - https://twitter.com/Ardenwald_JC_NA
 - RSS - www.ardenwald.org/feed
 - Hector Campbell
 - NDA maintained website - www.hectorcampbellnda.org/
 - Historic Milwaukie
 - City maintained webpage.
 - Island Station
 - Facebook - www.facebook.com/milwaukieisnda
 - Lake Road
 - City maintained webpage.

- Lewelling
 - City maintained webpage.
- Linwood
 - Facebook - www.facebook.com/Linwood-Neighborhood-Association
- Some of the NDAs also use Nextdoor, which are private online social networks. While some NDAs find Nextdoor useful for a variety of reasons, it can also be quite confusing for residents of Milwaukie since the boundaries of each of the Nextdoor neighborhoods don't follow established boundaries including NDA, city, county, etc. While Milwaukie recognizes seven neighborhoods, Nextdoor includes approximately 15 neighborhoods that have at least portions of them in city limits. City staff does not engage on Nextdoor due to these conditions.
- **Seeing tangible results as a result of NDA participation**
 - The NDAs encourage members who attend meetings to identify and articulate concerns and issues in the neighborhood, which are then passed along to the City or other agencies for a response. Some NDAs feel as though not enough action is taken at times to address some of these issues or concerns.

RECOMMENDATIONS

As the city continues to appropriate resources to nurture and grow the NDA program, staff recommends that Council work with NDA leaders, city boards, commissions, and committees, and city staff to define expectations so that the NDA, the community, and staff can highlight successes and measure performance.

It's common for staff, elected officials, and neighborhood association members of most cities, including Milwaukie, to have a difficult time defining what success looks like for their neighborhood associations. A good starting point for this discussion could begin with implementation of the following nine best practices that are indicators of a successful NDA. While this doesn't need to happen today, it certainly would mark a plausible step forward for planning sustainability in the future.

Indicators of success may include the following, which have not been ranked:

1. All elected officer positions are filled with a succession plan for new leaders over time who work alongside a dedicated group of active members.
2. Agendas for monthly meetings are set under a sustainable and equitable lens and meetings are effective.
3. Topics and guest speakers are interesting and relevant.
4. Opportunities are available for all NDA members to provide input.
5. Goals are identified annually and the grant money is used to accomplish them.
6. Successes are annually highlighted and celebrated.
7. A single issue doesn't dominate the conversation for extended periods of time.
8. The neighborhood's demographic diversity is represented.
9. Information is regularly shared with internal stakeholders such as City Council.

CONCURRENCE

2016 accomplishments and future challenges moving forward for each NDA were provided by respective Chairs for development of this report.

FISCAL IMPACTS

There is no fiscal impact to the city to receive this update.

WORK LOAD IMPACTS

Other than staff time to prepare this update, the city staffs the NDA program with one FTE and appropriates \$56,000 of the biennium to distribute to NDAs.

ATTACHMENTS

No attachments.



MILWAUKIE CITY COUNCIL
STAFF REPORT

Agenda Item: **SS 3.**
Meeting Date: **11/10/16**

To: Mayor and City Council
Through: Ann Ober, City Manager
Alma Flores, Community Development Director

Subject: **Community Vision Status Update**

From: David Levitan, Senior Planner
Denny Egner, Planning Director

Date: November 3, for November 10, 2016 Study Session

ACTION REQUESTED

No action required. Receive an update on the November 2 Vision Town Hall and learn about the next steps in the visioning process.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

October 20, 2016: Staff updated the Council on the status of the Community Conversations and other public outreach efforts, and discussed the November 2 Vision Town Hall.

August 16, 2016: Staff and its consultants provided an update on community outreach efforts in August, including stakeholder interviews and summer outreach, and briefed the Council on incorporating a quadruple bottom line approach to sustainability (People, Places, Planet, and Prosperity). The Council also appointed a 16th member to the Vision Advisory Committee (VAC).

July 19, 2016: The Council appointed 15 members to the Visioning Advisory Committee (VAC).

July 5, 2016: The Council heard the Steering Committee's recommendation for 14 members for the VAC and provided input on a potential 15th member.

June 23, 2016: Staff provided an update on the status of the Visioning Advisory Committee recruitment process.

May 3, 2016: The Council heard an update on the status of the Community Vision and Action Plan, including staff's proposal for a Visioning Advisory Committee.

February 18, 2016: Visioning consultant Steven Ames gave a presentation on community visioning, including recent visioning projects that he had worked on and the basic tenets of the "Oregon Model" for visioning. Council provided feedback on the potential scope of the visioning process, which Mr. Ames summarized in a March 11 memo.

January 19, 2016: Council asked staff to explore a visioning process that would include an action plan component to address issues that may not fit into the Comprehensive Plan and to include a more robust outreach element.

December 15, 2015: Council directed staff to initiate a 2 ½ to 3-year effort to update the City's Comprehensive Plan, including a 6-month long community visioning process.

BACKGROUND

The City of Milwaukie is entering the second of three phases in the process to develop a Community Vision and Action Plan. Phase I (Inquiry) sought to gather input from the Milwaukie community that will be used to create an updated Vision Statement (Phase II) and Action Plan (Phase III). Staff has met with the Council several times over the past year to update the Council and seek their direction on the process for creating the Vision, with the last update occurring on October 20.

DISCUSSION

Phase I of the Community Vision culminated with the November 2 Town Hall at the Waldorf School, which was attended by approximately 140 people. The program began with speeches from Mayor Gamba, City Manager Ann Ober, Planning Commissioner Greg Hemer and the featured speaker Brian Scott. These were followed by short presentations from members of the Vision Advisory Committee (VAC) and Youth Vision Action Team. Following the presentations, attendees broke out into a series of group discussions that were based on the quadruple bottom framework of People, Place, Planet and Prosperity. Discussion during the break-out sessions was passionate and aspirational, and resulted in several recommendations on how to improve the draft Vision language developed by the VAC.

Initial feedback from the Town Hall has been overwhelmingly positive, with the Milwaukie community appreciating the opportunity to help shape the future of their city. Over the course of the next three months, City staff and its consultants will be working with the Vision Advisory Committee and Steering Committee to develop a final Vision Statement that incorporates the input from the November 2nd Town Hall. The public will have several opportunities (including online surveys and Council updates) to review the Vision Statement before it is finalized and presented at the second Town Hall meeting, which is tentatively scheduled for February 15. Initial development of the Action Plan (Phase III) will be done concurrently with development of the final Vision Statement, and the focus will shift entirely to the Action Plan in late winter and early spring 2017.

During the study session, staff would appreciate feedback from the Council on what they observed at the November 2nd Town Hall, what they have heard from the community, and how we might improve future events such as the second Town Hall on February 15.

CONCURRENCE

No other departments have reviewed this report.

FISCAL IMPACTS

N/A

WORK LOAD IMPACTS

N/A

ATTACHMENTS

None