

STUDY SESSION

**MILWAUKIE CITY COUNCIL
STUDY SESSION
MAY 31, 2011**

MILWAUKIE CITY HALL

Conference Room
10722 SE Main Street

WORK SESSION – 5:00 p.m.

A light dinner will be served

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:00 p.m.	Communication Strategy	JoAnn Herrigel	1
2.	5:30 p.m.	Code Enforcement	Tim Salyers and Sarah Lander	2
3.	6:00 p.m.	Municipal Court Matters	Judge Gray and Carla Bantz	
4.	7:00 p.m.	Light rail planning, permitting and construction issues	Kenny Asher	
5.	7:45 p.m.	Urban Growth Management Area	Bill Monahan	
6.	8:00 p.m.	Adjourn		

Information

Executive Session: The City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@ci.milwaukie.or.us at least 48 hours prior to the meeting.



1.

To: Mayor and City Council

Through: Bill Monahan, City Manager
JoAnn Herrigel, Community Services Director

From: Grady Wheeler, Information Coordinator

Date: May 24, 2011

Subject: Communications Strategies

ACTION REQUESTED

No action requested. Council input and guidance only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

February, 2011: Community Services Director JoAnn Herrigel and Information Coordinator Grady Wheeler met with City Council during its study session of Feb. 23, 2011 outlining various issues related to communicating with Milwaukie's citizenry. The two primary topics of that conversation were the City's newsletter and the potential staff restructuring to address shifting communication objectives.

BACKGROUND

When we last met we noted that there are many communications challenges facing the City of Milwaukie. Among them were: the growing prevalence of social media, potential for shifting the Pilot to an electronic version and maybe enclosing the newsletter with the water bills, and an ever increasing need to standardize the way we deliver information both in written form and through staff presentations.

In an effort to move forward on these various fronts in a concerted and far-reaching way – the Information Coordinator and the City Manager have developed a new communications position that coordinate these many efforts. A more detailed description of this position will be shared with you at the study session.

In addition, staff will share with Council ideas and tools we propose to use to survey the public on how they get their information, what information they want, and how they'd prefer to receive it, with the ultimate goal of building greater familiarity between our organization, and the work we do, with our citizens.



2.

To: Mayor and City Council

Through: Bill Monahan, City Manager
JoAnn Herrigel, Community Services Director

From: Tim Salyers, Code Compliance Coordinator

Date: May 24, 2011

Subject: Code Compliance Operations

STUDY SESSION ON MAY 31, 2011

Code Compliance Staff will be attending next week's study session to discuss current code compliance operations and engage in a conversation with City Council about potential changes to the current system. The attachments provided describe current operations and code statistics for the past several years.

ATTACHMENTS

1. Code Compliance General Procedures
2. Code Compliance Fiscal Year Statistics – FY 04-05 to present

Attachment 1

Code Enforcement Procedures

FILING A COMPLAINT:

A code complaint may be submitted by calling the Code Enforcement Division and speaking to one of the officers or by email. An additional option is to complete and e-mail the complaint form, which can be found on the City's website. Code Enforcement will review the information and investigate to determine if there is a violation of the Municipal Ordinance.

INVESTIGATING A COMPLAINT:

Once a complaint is received, Code Enforcement staff will make a site visit to determine if a violation exists. If there is a violation, Code Enforcement will determine who the responsible party/property owner is. Once that is established, the appropriate parties will be notified of the violation(s). This notification may either be in person or by correspondence.

NOTIFICATIONS:

Once it has been determined who the responsible party is, Code Enforcement staff will notify them of the violation(s). This notification may take the form of personal contact, a warning left in the form of a door hanger or by letter. In certain situations, such as health or safety matters, or repeat violations, there may be no notification and a citation may be issued. No matter what form of notification is given; there will be a due date by which the corrections must be completed to avoid further enforcement action. If, after the first notice, there is no correction of the violation by the due date, staff may issue a second notice. This notice will be in written form and will also have a due date by which the violations must be corrected. In certain instances there may be no second notice and Code Enforcement staff may issue a citation to appear in court. If after the final notice the violation is not corrected, the violator may be issued a citation to appear in municipal court.

CITATION:

If a code violation case gets to the point of citation, the responsible party/property owner may be issued an Oregon Uniform Citation and Complaint. Once this citation is issued, the person receiving the citation is required to appear in court on the date given on the citation. If after judicial proceedings a defendant is found to be guilty of violating the municipal ordinance, the judge may impose a civil penalty, similar to a fine.

ABATEMENT:

If after citation the situation is not corrected, the City may post the property with Notice to Abate. At the end of the ten (10) day period, the City may enter the property, with judicial approval, to remove, or abate, the violations. Once the abatement is completed, the property owner will be billed for the associated costs. If after 30 days of billing the abatement costs are not paid, the City may place a lien on the property to recover the cost of abatement.

Attachment 2

	Actual	Actual	Actual	Actual	Actual	Actual	YTD
	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11
Cases	220	348	519	665	740	604	604
Code Citations	98	103	156	138	77	53	84
Parking Citations	910	266	1334	878	844	212	243
Parking Permits Purchased				1758	1756	1221	612 JUL-APR

Types of Code Cases	04-05	05-06	06-07	07-08	08-09	09-10	10-11
Compliance w/ Zoning	12	24	19	17	23	27	24
Debris on Private Property	51	53	103	155	105	89	99
Harborage for Rats	3	8	10	1	2	2	1
No Business License	16	41	28	39	25	81	88
Noise- Barking Dogs	2	19	15	25	24	28	19
Overhanging Shrubs & Trees	24	26	79	77	257	57	59
Rec. Vehicle	11	27	35	50	31	32	20
Storage in Front Yard	8	19	33	34	20	22	25
Traffic Control Device Obstruction	0	0	0	0	3	27	56
Vision Obstruction	4	10	55	42	20	28	26
Weeds & Noxious Growth	63	61	78	115	137	121	92
Other Cases	24	55	64	108	90	90	95