

MILWAUKIE NEIGHBORHOOD DISTRICT ASSOCIATION (NDA) TRAINING MANUAL



Ardenwald Concerts in the Park



Lewelling Park Dedication



Hector Campbell Community Garden



Lake Road Parade Float

Milwaukie Neighborhoods Program
Office of the City Manager



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Thank you for your interest in Milwaukie's Neighborhood District Associations!
For more information see the City's website at www.MilwaukieOregon.gov



Directory of Contacts

City Departments

CITY HALL--10722 SE Main St.

Main Office	503 786-7555
Public Information & Newsletter	503 786-7503
Neighborhoods, Arts & Volunteer Programs	503 786-7568
Garbage/Recycling	503 786-7508
Sewer Hookup	503 786-7600
Utility Billing	503 786-7525

LEDDING LIBRARY--10660 SE 21st Ave.

Main Desk	503 786-7580
Reference Department	503 786-7546
Renew Library Materials	503 659-8634

PUBLIC SAFETY--3200 SE Harrison St.

Emergency:	9-1-1
Police non-emergency	503 786-7500
Code Compliance	503 785-7564

PUBLIC WORKS, BUILDING, PLANNING, ENGINEERING

6101 SE Johnson Creek Blvd.

Main Office	503 786-7600
Building Permits	503 786-7613
Planner of the Day	503 786-7630
Engineer of the Day	503 786-7606
Streets, Water, Stormwater	503 786-7628

County Departments

CLACKAMAS COUNTY

Board of County Commissioners	503 655-8581
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NORTH CLACKAMAS PARKS & RECREATION

Main Office	503 742-4348
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MILWAUKIE SENIOR CENTER

Main Office	503 653-8100
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NORTH CLACKAMAS FIRE DISTRICT

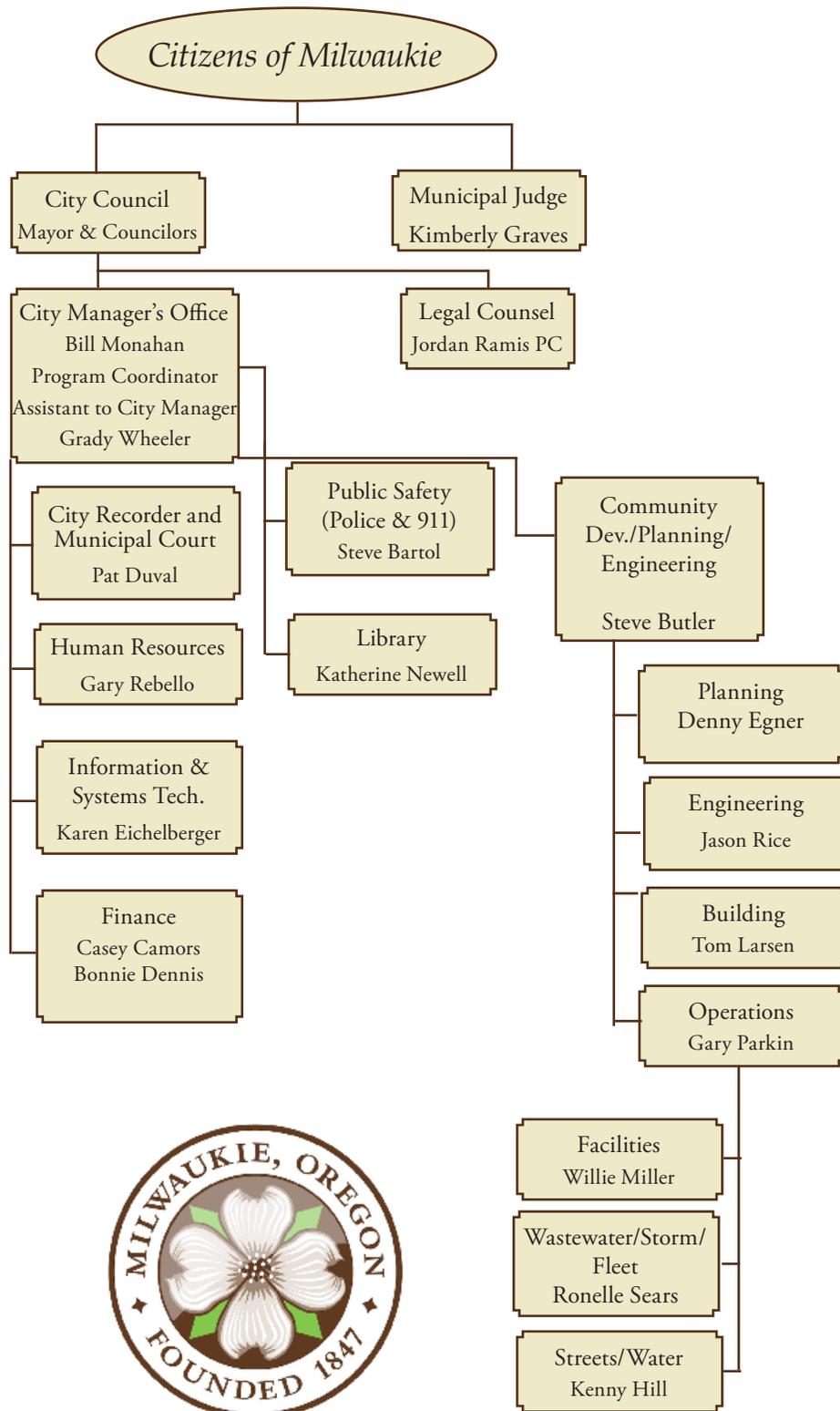
Emergency	9-1-1
Fire non-emergency	503 742-2600

CLACKAMAS COUNTY ARTS ALLIANCE

Staff Voicemail	503-655-0525
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City Organizational Chart



Milwaukie Leadership

Milwaukie operates under a Council-Manager form of government. The Mayor and City Councilors are responsible for establishing policy and providing direction to the City Manager. The Mayor and City Councilors are elected at-large and serve staggered four-year terms. The Mayor presides at official meetings and work sessions.

Milwaukie lies within Clackamas County, which is headed by five commissioners and based in Oregon City. Milwaukie is also part of Metro, the tri-county urban services district based in Portland.



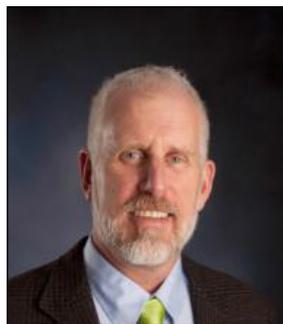
Mayor Jeremy Ferguson



Council President Dave Hedges



Councilor Scott Churchill



Councilor Mark Gamba



Councilor Mike Miller

Elected Officials

- Jeremy Ferguson, Mayor - term expires December 31, 2014
- Dave Hedges, Council President - term expires December 31, 2014
- Scott Churchill, Councilor - term expires December 31, 2016
- Mark Gabma, Councilor - term expires December 31, 2016
- Mike Miller, Councilor - term expires December 31, 2014

Appointed Officials

- Bill Monahan, City Manager
- Jordan Ramis PC, City Attorney (Contracted Law Firm)
- Kimberly Graves, Municipal Court Judge

www.MilwaukieOregon.gov/CityCouncil

About Milwaukie

The City of Milwaukie is located along the southern border of Portland and offers a small town feel with easy access to downtown Portland and other regional activities and services. The City's estimated population is 20,435.

Known as the "Dogwood City of the West," Milwaukie's economy is linked with that of the entire Portland Metropolitan area. The downtown area of Milwaukie is undergoing a revival with new multi-use and retail spaces. Milwaukie's Riverfront Park--phase I Klein Point--was completed in 2012 and Phase II-- boat ramp facilities will be complete by the spring of 2015.

Milwaukie provides easy access to public transportation, large lots and affordable housing stock, and many cultural opportunities. The Sunday Farmers' Market (May-October), First Friday art walks (May-October), the City Hall Sculpture Garden and the on-going poetry series are just a few of the many cultural offerings in the City. Nearby recreational excitement includes whitewater kayaking on the Clackamas River, fishing, hiking or mountain biking.

The City's administration is committed to professionalism, efficiency, and customer service. The City operates its own police department, municipal court, water, wastewater, and stormwater utilities; and provides street operations, planning, building inspections, engineering, community development and library services.

Clackamas County Fire District #1 provides fire and emergency services and North Clackamas Parks and Recreation District provides parks and recreation services to the community.

Milwaukie is part of the tri-county region which is governed by Metro. Metro is an elected regional government that oversees Clackamas, Multnomah and Washington counties and the 25 cities in the Portland region.

FY 2013 Fact	Figure
City Property Tax Rate:	\$4.0718/\$1,000 TAV
City Bonded Debt Tax Rate:	\$0/\$1,000 TAV
Total Property Tax Rate:	\$19.4385/\$1,000 TAV
City Share of Total:	21%
Total Annual Budget:	\$53.3 million
Population:	20,930
Employees:	138 FTE
Outstanding Debt:	\$10.2 million
Bond Rating:	AA-/Aa3
City Maintained Roads:	215 lane miles
Building Permits:	550
Sewer Mains:	78
Water Lines Maintained:	100
Number of Traffic Citations:	14, 959
Avg. Library Circulation/Capita:	33.70

Metro focuses on urban growth boundary management, regional transportation planning, waste disposal planning and management, and operating the area.



City Hall Sculpture Garden



North Clackamas Park

NDA History and Bylaws

What is a Neighborhood District Association?

Neighborhood District Associations (NDAs) are one of the officially recognized channels for citizen participation in Milwaukie. Seven formally recognized neighborhood associations offer an opportunity for citizens to participate in decision-making in the geographic area in which they live. These volunteer organizations bring neighbors together to improve the livability of our neighborhoods. Participation in a neighborhood association is voluntary and open to all citizens who live, own property or a business within its boundary.

Most NDAs are concerned with issues that affect the quality of life in the community. NDAs often discuss and make recommendations on zoning regulations, land-use referrals, traffic improvements, and public facilities and services. NDAs also sponsor social events that strengthen neighborhoods. Sponsoring work parties, cleanup activities, neighborhood festivals, block parties, crime prevention activities and upgrading neighborhood parks are all important projects for NDAs.

The Purpose of NDAs in Milwaukie

Neighborhood District Associations are advisory groups chartered by the City to act on issues affecting neighborhoods. Milwaukie chartered neighborhood district associations in the belief that it is desirable for citizens to be involved in the decisions that affect the health and quality of their neighborhoods.

History of Milwaukie's NDA Boundary Establishment

- Boundaries were established in April 1994 by Resolution 6-1994 and based on the school district catchment zones.*
- Nine zones were established— seven neighborhood zones and two industrial

business zones. (See attachment A.)

- The NDA boundaries no longer align with the school boundaries since the North Clackamas School District has changed the school boundaries several times since 1994. This has created some confusion over the years for Milwaukie residents.
- After the NDA boundaries were created in 1994, the City requested that NDAs determine founding officers and apply for official recognition. The seven NDAs filed for recognition separately between 1994-1996 and were each recognized formally by Resolution.

Bylaws

Currently, all seven NDAs in Milwaukie operate with essentially identical bylaws. The bylaws were first created in 1998 and updated in 2005. (Linwood NDA worded language about membership differently but the requirements are the same in effect.) The Ardenwald-Johnson Creek NDA currently operates under Milwaukie bylaws and Portland bylaws--since the neighborhood overlaps both jurisdictions.

The NDA Bylaws were adopted by City Council in June of 1994 by Resolution 16-1994. The Bylaws were developed by staff after reviewing and incorporating elements of bylaws from multiple jurisdictions in the area.

The NDA Bylaws outline the purpose of the NDAs, the requirements for recognition, voting privileges and procedures, duties of officers, officer elections and terms, duties of the land-use committee, ad-hoc committees, finance rules, open public meeting and notification requirements and the process for changing the bylaws. *See Appendix for full bylaws.*

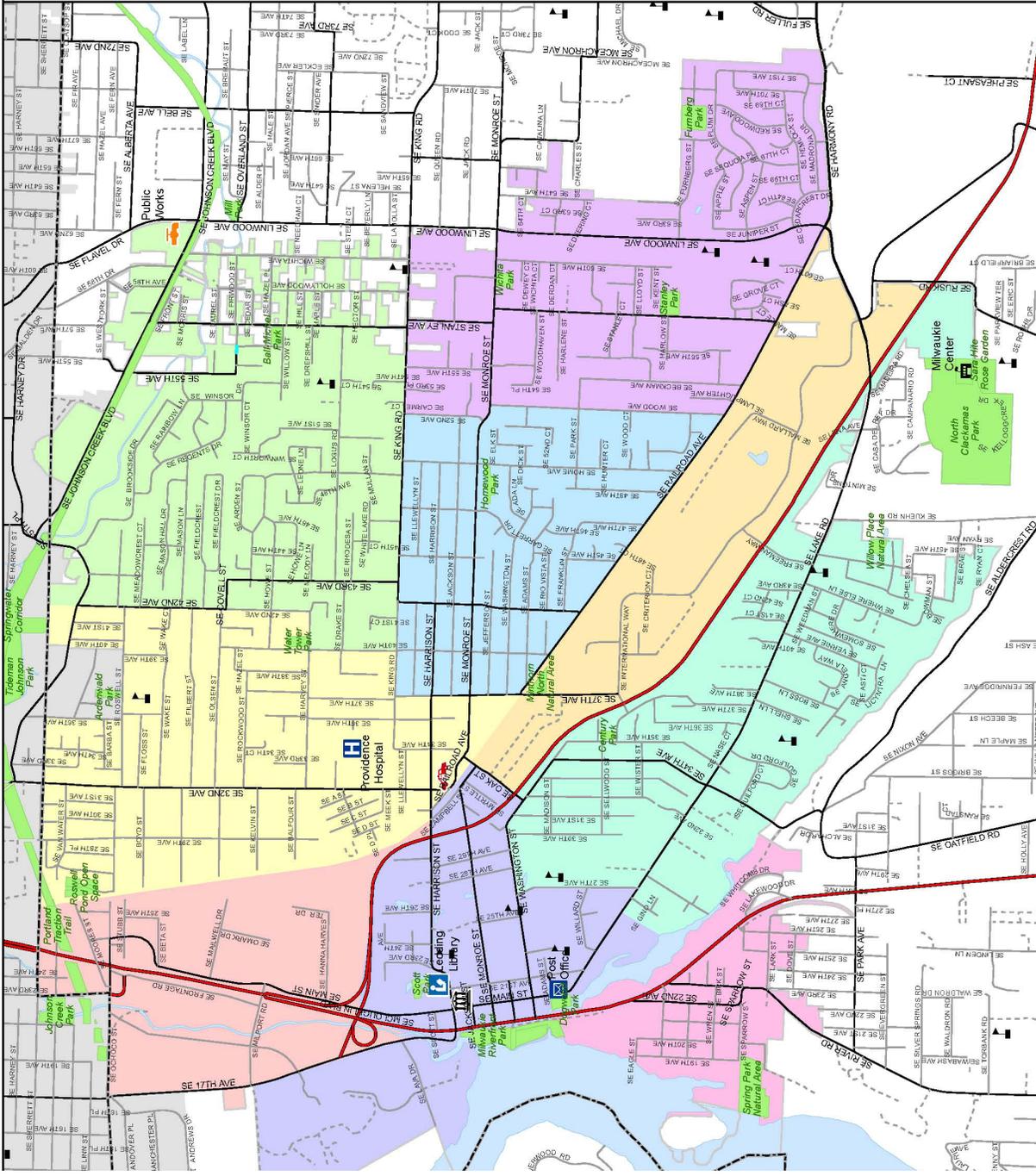
*Ardenwald-Johnson Creek boundaries were established previously (probably the 1950s) prior to Milwaukie annexing the area. The Ardenwald-JC NDA boundary overlaps both the City of Portland and the City of Milwaukie.



NDA Boundary Map



- Ardenwald
- Hector Campbell
- Historic Milwaukie
- Island Station
- Lake Road
- Lewelling
- Linwood
- McLoughlin Industrial
- Milwaukie Business-Industrial



Data Sources: Milwaukie GIS
Clatsop County GIS
Metro Data Resource Center

Last Updated: 2/27/2013

The information provided on this map is for general reference only. The City of Milwaukie can accept no responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product. However, notification of errors would be appreciated.

GIS Coordinator
City of Milwaukie
10000 SE McLoughlin Blvd
Milwaukie, OR 97128
(503) 786-7488



NDA Bylaws and Grants

Tax ID and Insurance Information

Milwaukie's NDAs operate under the City's tax ID number. The City may issue donation receipts on behalf of the NDA for donations made to the NDA, upon request. Donations to Milwaukie's NDAs are tax deductible.

The City purchases liability insurance for the NDAs annually. Liability insurance is designed to offer specific protection against third party insurance claims, i.e., payment is not typically made to the insured, but rather to someone suffering loss who is not a party to the insurance contract. In general, damage caused intentionally as well as contractual liability are not covered under liability insurance policies. Coverage limits are:

GENERAL AGGREGATE \$2,000,000.00
CLAIMS-MADE X OCCUR PERSONAL & ADV INJURY \$1,000,000.00
EACH OCCURRENCE \$1,000,000.00
FIRE DAMAGE (Any one fire) \$300,000.00
GEN'L AGGREGATE LIMIT APPLIES PER: MED EXP (Any one person) \$5,000.00

For details on your NDA policy check with the City's Program Coordinator.

Changing Bylaws

Per Article XI of the bylaws, changes to bylaws may be developed by the NDA. A 2/3 vote of the membership present at a meeting must approve of the proposed changes. The proposed changes will then be reviewed by City Council and any approved changes adopted by Resolution.

NDA Grant Program

- Established in 1998 by Resolution 9-1998
- Four goal areas:
 - Neighborhood Organizing/Organization Development

- Neighborhood Physical Improvements
- Neighborhood Preservation
- Neighborhood Cultural, Social and Recreational Initiatives

- NDAs originally received \$5,000 annually. For a few years it went up to \$8,000 then down to \$4,000. Has been at \$4,000 since around 2003-2004.
- The City also pays for NDA liability insurance every year.
- NDAs are allowed to carry over funds from year to year. Some NDAs have carried over funds from year to year, resulting in variations between NDAs in fund balances at times.

Grant Reporting

Up until 2010, NDA Treasurers were asked to submit grant requests quarterly for each project their NDA wished to fund. They were also asked to submit quarterly reports and receipts showing how funds were spent. The paperwork and time required to review the grant requests and receipts was cumbersome and inefficient for both staff and the NDAs. As such, a new yearly reporting system was established in fiscal year 2010-11 as follows.

The City now makes the \$4,000 in grant funds available for each NDA on the first week in July.



Spring Park--paid in part by NDA grant funds

NDA Responsibilities

Meeting Tuesday!
6:30 PM @ Ardenwald Elementary

**Ardenwald-
Johnson Creek**

**NEIGHBORHOOD
ASSOCIATION**

Find us on
facebook

www.ardenwald.org

Ardenwald-JC NDA lawn sign--displayed in yards and landscaping strips about a week prior to each meeting

other committees you may want to create:

- Parks Committees
- Transportation Committee
- Arts Committee
- Issue related committee--such as Baseball, Light Rail, Tacoma Area Station etc.

NDA Agendas and Meeting Minutes

Agendas and minutes for NDAs are public records. NDAs shall send agendas and minutes to the City for posting. NDAs should send agendas to be posted at least 5 business days prior to the NDA meeting and should send NDA minutes within 3 business days after the date of the meeting at which the minutes were approved.

Draft minutes may be sent sooner, and in some cases, draft minutes may be required by the City if the City needs documentation of a vote or policy recommendation from the NDA.

Minutes serve as the official record of neighborhood association meetings, creating a common record and institutional memory that

everyone can access. The secretary's role is not to create a verbatim transcript of each word spoken at the meeting, but to summarize discussions and actions (i.e. votes relating to the association's position on City issues, or notes related to who will work on different projects).

It is advised to have draft minutes available to your NDA officers for review prior to the next meeting. Encourage board members and others to submit changes to the minutes several days before the meeting via e-mail. Allow time for review and ask for any edits/additions prior to calling for a motion to approve the minutes.

NDAs shall have a sign-in sheet and capture attendance at each meeting. Accurate records of majority and minority opinions shall be captured in the NDA minutes as well as outcomes from voting. The number of people that support, oppose or abstain from a vote shall be accurately recorded in the minutes.

Annual Elections

Per Article V of the NDA bylaws, elections



NDA Responsibilities

of officers and non-appointed committee positions shall be held yearly during the month of May. The City and Neighborhood District Association shall coordinate with each other to effectively publicize elections.

Publicity activities will be planned for implementation before April 1st of each year. Should an officer need to resign from his or her position at any time a special election may be held to fill that position until the next election.

Public Meeting Law

In order for NDAs to comply with public meeting law, the City advertises the meetings on the City website and in the City newsletter, *The Pilot*.

Neighborhoods may choose to advertise in additional ways such as displaying lawn signs, advertising on local reader boards, sending out postcards, developing their own newsletters, or distributing fliers door to door.

NDA leaders must welcome the viewpoints of all residents in their meetings. Accurate records of majority and minority opinions shall be captured in the NDA minutes as well as outcomes from voting. The number of people that support, oppose or abstain from a vote shall be accurately recorded in the minutes.

Meetings shall be held in accessible spaces and meeting location changes must be adequately posted.

The State of Oregon reviews and updates the Oregon Public Meeting Law every two years and provides a free manual on Oregon Public Meeting Law on their website here: http://www.doj.state.or.us/public_records/index.shtml

NDA Leadership Meetings

For many years, NDA Officers from all

seven NDAs have been convening regularly to discuss common concerns and interests. These meetings have been called “Leadership Meetings.”

The public meeting law imposes notice and openness requirements on groups that have “authority to make recommendations to a public body [such as the City Council] on policy or administration.” ORS 192.610(3).

Since the NDA Leadership group elected to be informal in the fall of 2011, the group does not have to comply with public meeting law. The NDA Leadership meetings are self-organized and the purpose of the NDA Leadership meetings is to meet and discuss common concerns and share resources among NDA Officers. The purpose is not to be advisory to City Council or make recommendations regarding city policy or administration. The group may request or host presentations from staff, but staff will not ask the group to take a vote or to form official recommendations during the meeting.

NDA meetings are public meetings and must comply with Oregon public meeting law and, as such, are the appropriate venue to make or vote on final and/or formal recommendations. Only each respective NDA shall take formal votes and make final or formal recommendations during their NDA meetings with respect to city policy or administration.

Developing an Annual Work Plan

Work plans allow NDAs to review past successes, develop a shared set of values, plan activities for the upcoming year, and discuss ways to improve any challenges the group may be facing. Achieving goals, planning events and recruiting volunteers will be easier if you take some time to outline your expectations and objectives in advance, and establish a plan to accomplish them. A little planning can go a long way to help your NDA stay strong and successful!



Setting NDA Goals

If you recently elected new officers, this is also a good time to discuss everyone's interests in serving on the team. Start with discussing general interests:

- Why did you become an NDA Officer?
- What have been the association's biggest successes? What are the biggest challenges?
- What could be done to improve the association and overcome these challenges?

Then discuss your overall mission:

- What is the neighborhood's purpose, role and obligation to the neighborhood?
- What are the core projects and activities the association would like to pursue this year?
- For each project or activity, answer the following questions:
 - What is the purpose of this activity?
 - Is there a need for it in the community?
 - What are the tasks involved?
 - How much time is needed to plan and accomplish the tasks?
 - Is money is required?
 - What resources are available to help the association accomplish the tasks?
 - Are enough volunteers available and willing to do the work?

Once you have your final list of activities or goals, look at the calendar and note the key dates for each item. This should include your general membership and board meetings, and the draft meeting topics and decisions for each.

Sample NDA Annual Work Plan

Association Goals for 2014:

1. Recruit 3 new members
2. Hold one neighborhood social event
3. Hold one work party or clean up event
4. Create a Good Neighbor Guide to distribute to all neighbors
5. Provide public comment for key City decisions on behalf of the association
6. Make lawn signs for placement in the neighborhood a week before meetings

7. Create and distribute NDA outreach fliers in the fall and spring inviting people to the meeting--canvas the neighborhood
8. Create "Welcome" packets for new people that visit meetings
9. Conduct a simple survey asking neighbors what they want and need from the association--post online (Survey Monkey) or distribute paper copies door to door

Activities:

Hold two special topic meetings

- Finalize meeting agenda
- Invite City Councilor to come speak on timely topic (do any Councilors live in the neighborhood? They might be interested in speaking. Otherwise, contact the City's Program Coordinator with the topics you'd like discussed and they'll help to find someone to attend)
- Start drafting meeting notice
- Get meeting notice to neighborhood planner for review
- Determine who will label and/or stuff the notice for mailing
- Coordinate refreshments and handouts/visuals

Hold an ice cream social, clock party, or neighborhood picnic:

- Invite police officers and/or other staff to attend.
- Make publicity plan (Clackamas Review, web site, hand delivered flyers, etc.)



Recruiting & Retaining Members



meeting room, making people feel confused and unwelcome. It's a good idea to have a sign on the door where people would be entering the building to let them know they're in the right place and a sign or two in the hallways directing people to the appropriate room.

It's also a nice touch to have a sign on the door outside of the meeting room. For example, "Old Town Neighborhood Association Meeting Here! Welcome Neighbors!" This will make members feel welcome right away.

✓ ***Have a Greeter***

Seek volunteers from your board who will make a point of introducing themselves to new members, provide them with some brochures about your group and check in to answer any questions about the discussion at the meeting.

✓ ***Provide Welcome Packets or Neighborhood Info Sheets***

These are a great way to instantly make a new person feel welcome when they walk in the door. These can equip new members with all the basic information about your neighborhood association's meetings, board members, committees and upcoming events. This is especially handy at meetings when you may not have the time to spend sharing all this information. Packets can be tailored to the needs of your association to offer a combination of information and warmth to members. This will not only save a lot of time for both you and the new member but also increase the chances of helping them become an involved member for the long run!

✓ ***Do Introductions at EVERY Meeting***

Welcome new members at the beginning of each meeting. Make introductions a standard agenda item at the beginning of the meeting so that everyone will be more comfortable.

✓ ***Be Considerate of New Members***

Don't assume that everyone in the room knows how the meeting will run. Go over



Recruiting and Retaining Members

For better or worse, neighborhood associations have meetings, sometimes lots of them! As many of you know meetings can sometimes be rigid and boring. Good news! There are several easy ways that you can make your meetings more appealing to members.

Here are a few simple tips:

✓ ***Provide Signage at the Meeting Site***

Neighborhood associations often forget to provide signs directing members to their

Meeting Tips

the agenda, explain ground rules and allow time for questions to ensure that everyone understands the process. Be sure to give background information to bring members up to speed on pertinent issues.

✓ **Allow Social Time**

Provide 10-15 minutes in the beginning of the meeting or halfway through the agenda to allow an opportunity for members to network and get to know one another. Encourage those attending to greet the person sitting next to them. Getting everyone to know your neighborhood members is the key to working smoothly and with respect.

✓ **Provide Refreshments**

Have board members provide potluck snacks or get donations from local coffee shops or restaurants for your meetings.

✓ **Follow-up with New Members**

Use the information gathered in the sign-in sheet to call or e-mail new members. Check in to see how their first meeting experience went, find out particular issues or interests of new members and potentially generate involvement in the board, committees or an upcoming event. Ask if they have any questions about the welcome packet they received!

✓ **Relocate Meetings**

Change your meeting location permanently or during the summer to reach new members. Have meetings in coffee shops, restaurants or neighborhood parks to change up the atmosphere and make your meetings more welcoming!

✓ **Make Meetings Accessible to ALL Members**

Meetings must comply with Oregon Public Meeting Law, and can not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sexual orientation, gender

identity, age, disability, legal citizenship, national origin, income, or political affiliation. More information on the public meetings law can be found in Appendix B of the Lake Oswego Citizen Involvement Guidelines (locations in the appendix of this resource binder).

✓ **Meeting Facilitation**

The key to meeting facilitation is keeping people on time, on task and onboard as a group. Meeting facilitation takes time and practice in order to find your best leadership style. Don't worry if you have little experience facilitating meetings. Your fellow board members are there to help. Ask for feedback and suggestions on ways to improve your meetings. Ultimately, running on-time and effective meetings will help your neighborhood association make decisions and also show that you respect the time and energy of your volunteers.

✓ **Room Set Up**

Set up the room in a circle or semi-circle so participants feel equal and part of the group. A "lecture" format with the facilitator at front creates a less inviting and less participatory environment.

✓ **Name Tags**

Provide name tags so participants can easily learn each other's names.



Conducting Outreach

Your NDA may choose to send out mailed postcards (addresses can be provided by the City), conduct an NDA Survey to determine neighborhood interests, and/or develop special topics for meetings to attract new members.

The **Historic Milwaukie Neighborhood District Association** invites you to our upcoming meetings for informative, fun and important topics!



Historic Milwaukie NDA Meetings
Second Mondays every month
6:30pm at the Library Pond House
2215 SE 21st Avenue

- **April 9**.....Create your Emergency Preparedness Kit
- **May 14**.....Non-toxic spring cleaning tips
- **June 11**.....Simple vegetable garden ideas
- **July 9**.....Significant Trees of Milwaukie
- **Aug 13**.....Food preservation—canning and drying
- **September**.....NDA picnic (details TBA)

For more information please contact Chair [Chantelle Camba](mailto:chantelle.Camba@cityofmilwaukie.org) at chantelle.Camba@cityofmilwaukie.org or 503-461-6799. Follow us on Facebook: facebook.com/pages/Historic-Milwaukie-NDA

HCNDA Survey, Fall 2010
 1. Please Help your neighborhood leadership by taking this short survey.
 The survey should take about 5 minutes to complete, however there are lots of opportunities to add comments, so if you really want to share your thoughts, plan to spend a little longer on it. This is an anonymous survey; we won't ask for your name or contact info.
 After completing the survey you will have a chance to sign up to be on our neighborhood email list or to contact us with additional comments.

2. Neighborhood Projects
 We want to know about what projects should be a priority in our NEIGHBORHOOD (not citywide, just close to home)

1. What neighborhood projects would you like be considered for future implementation?
 Please rank them by importance:

	First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice
> Left and right lane lanes from Howe Avenue to King Road	<input type="radio"/>				
> Pedestrian safety improvements at the intersection in the middle of the curve at King and King St.	<input type="radio"/>				
> A walking path on the east side of Howe Avenue from Milwaukie Circle Park Junction	<input type="radio"/>				
> Flowering Trees at Campbell Elementary School	<input type="radio"/>				
> Sidewalks on Franklin Street from 2nd to 4th (for HC Elementary School)	<input type="radio"/>				
Other Project that you would like to be considered	<input type="text"/>				

3. Neighborhood Livability Concerns
 1. What are your biggest concerns about neighborhood livability?
 Please rank them by importance:

	Strongly Concerned	Concerned	Neutral	Not concerned	Not
> Lack of activities in the neighborhood for young children	<input type="radio"/>				
> Other, Please comment in the box below	<input type="text"/>				
> Dogs unleashed, tracking, waste, tracking, noise	<input type="radio"/>				
> Suspended electrical wires near your home	<input type="radio"/>				

Please comment on your specific concerns

The Hector Campbell NDA conducted a neighborhood survey in 2010. See the appendix for a copy of the survey.



Meeting Facilitation Tips

Tips to Make Facilitating a Meeting Easier

- Be Prepared
Plan out your agenda and make sure notice has gone out at least one week prior to your meeting. Contact presenters to make sure they will be in attendance. Be prepared to discuss any items that were tabled from last month's meeting.
- Introduce Yourself
Introduce yourself at the beginning of each meeting. Don't assume people know who you are. Also, be sure to have everyone at the meeting introduce themselves to build a sense of trust among the group. Also, consider incorporating icebreakers or appreciations of volunteers as part of their opening activity.
- Review the Agenda and Ground Rules
Get buy-in from the group on both items and make sure everyone understands the way the meeting will be run.
- Be Organized and Stay on Time
It is often helpful to assign the role of timekeeper to another board member so that time will be better monitored and conversation can be ended more easily. Respect everyone's time and end the meeting at the time planned.
- Direct the Discussion and Keep People on Topic
Remind the group that there will be time for new business at the end of the meeting. If people are being repetitive, recap information for the group. If a decision needs to be made, call for a motion from the group.
- Facilitate Voting and Decision-Making
Never assume an agreement has been reached without a vote. Encourage all members to participate and minimize long-winded conversations.
- Always Maintain your Role as Chair
Facilitate the group's discussion, making sure all are being heard. Do not monopolize the floor.
- Mediate Arguments
Give each side the chance to state their point of view. Remain impartial and fair.
- Wrap-up at the End of the Meeting
Review all discussions, decisions to be made and tasks to be assigned. Make sure there is clarity by the end of the meeting.
- Follow Up After the Meeting
Offer help to other board members as needed and contact new members.
- Basics of Robert's Rules for Small Group Meetings
In meetings of 12 people or less, only four motions are typically used. One person moves to (introduce, adopt, etc) a motion, and another person seconds that motion before the meeting chair calls for a vote. Basic motions are:
 - To Introduce (a motion)
 - To Change a Motion (amend)
 - To Adopt (accept a report without discussion)
 - To Adjourn (end the meeting)

Ways to Make Sure Everyone Feels Heard and Participates

- Minimize cross talk and consider the needs of different personalities and cultures in your meetings.
- Have discussions that mix large and small groups when appropriate.
- Be flexible and allow time for questions to ensure understanding.
- Control the flow of discussion and guide your



Meeting Facilitation Tips

group to making decisions and reaching consensus.

- Summarize the discussion, so far, so that others have a sense of conclusion, i.e. *“So far, what I’ve heard you say is...? Is that accurate?”*
- Don’t allow others to take over the meeting through intimidation, anger or outrageous behavior.
- Set boundaries, but validate participants’ contributions and feelings. *“I see that you are frustrated that this issue is not on the agenda and that it is important to you. Perhaps a few of us would be willing to stay after the meeting and set a good time for having this discussion.”*
- Offer solutions and ask the group for support.

Plan Ahead

- Always have an agenda for each meeting with topics and time limits. This will help to keep the meeting focused and on track.
- Have ground rules posted and refer to them both at the beginning of each meeting and as needed throughout meetings.
- Anticipate possible challenging situations. Plan ahead for how you will handle them. Practice how you would react to particular situations. Arrange for support from fellow officers.

Control Your Reaction to Conflict

- People display challenging behavior because of who they are personally, not because of you.
- Really listen to the person speaking.
- Agree when possible and ask questions to help you to understand their perspective.
- Think about what you are going to say first, before speaking.
- Speak slowly and evenly, without raising your voice.
- Address the person by name, if possible and look them in the eye.

- Express your perspective firmly, but not confrontationally.
- Confront the issue at hand, not the person.
- Stay on topic and remember not to lose your temper.
- Be patient--democracy is a process!

Decision by Consensus

- Work towards consensus when unanimity is essential and can be achieved.
- Understand that this is an iterative process that must continue until all agree (see 5 finger tool below for assistance).
- Consensus may take a long time to reach decision, or agreement may not be possible.

Decision by Consent

- Unanimity should be sought but not at the expense of timely and relevant decision-making.
- Every member must manage some individual disappointment to achieve a robust and mutually supportable outcome.
- Members are expected to suggest well-reasoned alternatives to support the objectives of the decision.
- Key questions are: “What alternatives can you propose?” and “Can you live with this?”

Voting by Majority

- This approach uses a simple majority voting model.
- The advantage is in quickly reaching a decision.
- A disadvantage is ending up with winners and losers.



Consensus Building

Meeting Ground Rules

Every person has experiences at meetings and in work settings that create expectations about “the ways things should be done.” In order to create a more successful meeting environment and productive group in general, it’s helpful to create a set of guidelines or ground rules. Ground rules have proven a successful tool in many group settings, including neighborhood association meetings.

It’s important for the entire leadership, not just the chair who facilitates the meeting, to develop the ground rules. Once the list of ground rules is developed and there is full acceptance by the leadership, write the list up on a large piece of display board paper. Post the ground rules at every neighborhood association meeting and read the list out loud so that everyone in attendance knows that they will be held accountable to the group’s rules.

It’s important to establish ground rules before a conflict arises. Be proactive and develop ground rules as a tool to ensure that the group functions in a healthy and effective manner.

Active Listening Techniques

When facilitating a meeting, the following techniques can go a long way toward encouraging a positive and productive discussion. You may want to keep this chart in front of you during meetings for easy reference.

Sample Ground Rules

Here’s a list of suggested ground rules to build upon. Rules will have the most impact and buy-in when they are developed out of a group process.

- Treat everyone with courtesy and respect.
- Listen actively – respect others when they are talking.
- Listen to others with an open mind.
- No side conversations and no cross talk - one person speaks at a time.
- Be aware of your own and other’s participation – step up and step back!
- Share your own experiences and opinions with “I” statements, rather than generalizing with “We” or “They” comments.
- Respectfully challenge an idea, not a person.
- Speak to the topic at hand.
- Respect the groups’ time and keep comments brief and to the point.



Consensus Building



The Five Finger Consensus Tool

The following tool can be used to gauge the level of support amongst your neighborhood members. If you are working to reach consensus, you can take an interim poll to assess how your decision is progressing, and then continue discussion as needed. Your association can decide what level of support is necessary to move forward.

- 1 finger:** I can say an unqualified yes to the decision. I am satisfied that the decision is an expression of the wisdom of the group.
- 2 fingers:** I find the decision perfectly acceptable.
- 3 fingers:** I can live with the decision even though I'm not especially enthusiastic about it.
- 4 fingers:** I do not fully agree with the decision and need to register my view about why. More discussion is needed.
- 5 fingers:** I do not agree with the decision and feel the need to stand in the way of this decision being accepted.

Guidelines

Trust each other. This is not a competition; everyone must not be afraid to express their ideas and opinions.

Make sure everyone understands the topic/problem. While building a consensus make sure everyone is following, listening to, and understanding each other.

All members should contribute their ideas and knowledge related to the subject.

Stay on the task. Reference the time management guide for tips.

You may disagree, that is OK and healthy. However, you must be flexible and willing to give something up to reach an agreement.

Separate the issue from the personalities. This is not a time to disagree just because you don't like someone.

Spend some time on this process. Being quick is not a sign of quality. The thought process needs to be drawn out some.

Procedure

Agree on your objectives for the task/project, expectations, and rules (see guidelines above).

Define the problem or decision to be reached by consensus.

Figure out what must be done to reach a solution.

Brainstorm possible solutions (see Brainstorming Guide).

Discuss pros and cons of the narrowed down list of ideas/solutions.

Adjust, compromise, and fine tune the agreed upon idea/solution so all group members are satisfied with the result.

Make your decision. If a consensus isn't reached, review and/or repeat steps one through six.

Developing Leadership

Once the decision has been made, act upon what you decided.

Assessing Your Leadership Team's Health

This questionnaire was developed to help you analyze how your board/leadership team operates and potentially find areas for improvement. Answer the questions below, truthfully.

1. Who attends your neighborhood association meetings?
 New people each month
 The same group of people each month
2. Do you feel comfortable offering ideas to the board for discussion and consideration?
 Yes
 No
3. When an event or project is suggested, do people:
 Volunteer enthusiastically
 Only agree to help out of a sense of obligation
4. Do you think people would describe your neighborhood association as:
 Open and friendly
 Cliquish and cold
5. Your board has defined:
 Shared values
 Goals & strategies
 Both
 Neither
6. Is there a forum for dialogue outside of meetings to engage community members?
 Yes
 No
7. Do members get together and celebrate accomplishments outside of meetings?
 Yes
 No
8. Do board members work well together and communicate in a respectful manner?
 Yes
 No
9. Remember your first experiences with the neighborhood association, did you feel welcomed by the group?
 Yes
 No
10. During your initial interactions with the board, were you given information about the neighborhood association's purpose, core values and goals?
 Yes
 No
11. Did someone engage you at the meeting or follow up to see if you had any questions or concerns?
 Yes
 No
12. Did you feel comfortable sharing ideas and input with the group?
 Yes
 No

Ways to Improve Team Dynamics

Celebrate Successes and Recognize Accomplishments

- When you get a victory – be thankful and give thanks where they are due. And if you don't win – still acknowledge that the work was done with the best intentions and that no effort is without honor. It's important that board members support one another on a regular basis. Mix it up! People like to be recognized in different ways. Vary your efforts to ensure that recognition is meaningful for your members.



Developing Leadership

Different Ways to Recognize Members

- Personal recognition: Verbal thank you's or personal notes.
- Formal or organizational recognition: A card signed by each NDA member, an article in the Pilot newsletter, or awards presented at meetings.
- Hold your own volunteer recognition event for your NDA and recognize multiple volunteers together.



Social Time Outside of Meetings

- Coffee, drinks or snacks before or after a meeting can be a great way to get to know one another. A better understanding of one another is what usually comes out of the social time spent away from meetings. Bottom line-- just because you are working for the neighborhood doesn't mean you can't HAVE FUN!



Hector Campbell Garden Volunteers



Lewelling NDA delivers safety boxes to Lewelling Elementary School

Land-Use Basics

What is Land-Use Planning?

Land-use planning is essentially what the name implies: It is the decision-making process for how we use land. Good planning meets a community's needs for the short term without compromising its well-being in the long term.

Land-use planning is also the term used for a branch of public policy encompassing various disciplines which seek to order and regulate land-use in an efficient and ethical way, thus preventing land-use conflicts (e.g. incompatible uses.) Governments use land-use planning to manage the development of land within their jurisdictions through a systematic assessment of land and water potential, alternatives for land-use, and economic and social conditions. Zoning is the most common form of regulatory control for development.

Guided by the Comprehensive Plan, the Milwaukie Planning Department's primary function is to plan for the future of Milwaukie. To plan for the future, the Planning Department maintains and implements the Comprehensive Plan and other planning documents and implements the community's development standards through the Zoning, Land Division, and Sign Ordinances.

What is Zoning?

Zoning was created for the primary purpose of ensuring public safety and health. In 1926, the Supreme Court ruled that zoning was a legal exercise of public police power – private property rights may be required to yield when public welfare is at stake.

The city's comprehensive plan is implemented through zoning regulations. The land-use and development review process is where we apply the zoning rules to specific proposals.

MILWAUKIE COMPREHENSIVE PLAN

CHAPTER 1 — CITIZEN INVOLVEMENT

CHAPTER 2 — PLAN REVIEW AND AMENDMENT PROCESS

CHAPTER 3 — ENVIRONMENTAL & NATURAL RESOURCES

CHAPTER 4 — LAND-USE

CHAPTER 5 — TRANSPORTATION, PUBLIC FACILITIES & ENERGY CONSERVATION

CHAPTER 6 — CITY GROWTH & GOVERNMENTAL RELATIONSHIPS

APPENDIX 1 — HISTORIC RESOURCES PROPERTY LIST

APPENDIX 2 — NATURAL RESOURCES PROPERTY LIST

Key Zoning Concepts

- Permitted Uses describe allowed and prohibited activities.
- Development and design standards govern the scale and appearance of development.
- Variances allow for some deviation from the standards.

Land-use planning in Oregon

According to the State of Oregon Department of Land and Development :

 Since 1973, Oregon has maintained a strong statewide program for land-use planning. The foundation of that program is a set of 19 Statewide Planning Goals.

 The goals express the state's policies on land-use and related topics, such as citizen involvement, housing, and natural resources.

 Most of the goals are accompanied by *guidelines*, which are suggestions about how a goal may be applied. As noted in Goal 2, guidelines are not mandatory.

Land-Use Basics

 Oregon's statewide goals are achieved through local comprehensive planning. State law requires each city and county to adopt a comprehensive plan and the zoning and land-division ordinances needed to put the plan into effect.

 The local comprehensive plans must be consistent with the Statewide Planning Goals. Plans are reviewed for such consistency by the state's Land Conservation and Development Commission (LCDC). When LCDC officially approves a local government's plan, the plan is said to be *acknowledged*. It then becomes the controlling document for land-use in the area covered by that plan.

 Oregon's planning laws apply not only to local governments but also to special districts and state agencies. The laws strongly emphasize coordination -- keeping plans and programs consistent with each other, with the goals, and with acknowledged local plans.

Oregon's 19 Statewide planning goals can be found in a booklet available on their website here: <http://www.oregon.gov/LCD/pages/goals.aspx>

Milwaukie's Obligations Under Oregon Law

Because of Oregon's land-use laws, land-use decisions must be made within some strict boundaries, including:

120-day Clock:

- City must make a decision within 120 days, or the project is approved.

Public involvement

- #1 State Planning Goal makes public involvement an important part of the process.

Criteria

- Decision must apply adopted criteria.

Public Hearings Laws

- Hearings must be carried out according to strict rules to ensure fairness and disclosure.

Conditions

- If a proposal can be "conditioned" to meet the criteria, it must be.

Land-Use Decisions

- Must be based on criteria and standards.
- Identify relevant approval criteria and make findings of fact.
- May include Conditions of Approval.
- Are all subject to appeal.

NDA Land-Use Referrals

Part of the NDA's role is to advise the City regarding land-use decisions within or impacting the neighborhood.

There are many different levels of land-use decisions, and an NDA's opportunity to respond varies accordingly. All land-use decisions are made based on the criteria outline in the City Code and Comprehensive Plan.

The City's code requires NDA referral and notification for certain types of land-use applications. These requirements were added in a 2010 update to the city's rules for development review. Since staff must comply with the "120 day clock," NDA response to land-use referrals is often needed within a two week turn-around time.

The following section explains what types of land-use decisions will be referred to NDAs for input.



Land-Use Hearings

Milwaukie's Land Use Referral Process

Building permits: No NDA referral. Staff has in some unusual circumstances let the NDA know that we have plans on file that they can look at.

Type I (low level administrative decisions): No NDA referral. If staff anticipates it will be a decision the NDA might care about, they may be copied on the notice of decision for the application. This has not been done for a Type I application in the last couple of years.

Type II (administrative review with public notice): Referral of the application materials and of the public notice to the NDA Chair and LUC. Any comments by the NDA Chair and LUC are, at a minimum, summarized in the decision. Comments that directly affect approval criteria or standards may be incorporated into the findings and conditions of approval for the proposal.

Type III (Planning Commission review) and Type IV (Major quasi-judicial – changes to the zoning and/or comprehensive plan map, heard by PC and CC): Referral of the application materials and of the public notice to the NDA Chair and LUC. Comments from the Chair and LUC are summarized in the findings and staff report and are forwarded to the Planning Commission as attachments to the staff report. As with Type II applications, staff includes comments that relate to standards and approval criteria in the recommended findings and conditions of approval.

Legislative Applications (changes to the text of the comp plan and/or zoning, sign, or land division code): Legislative proposals do not have prescribed procedures for NDA involvement but do require that the public, including NDAs, have a meaningful opportunity to review and comment on legislative actions. These will typically include, individual NDA meetings, public workshops, etc.

Providing Testimony at Land-use Hearings

✓ *Make it clear if you are speaking as an individual or if you represent a group.* If you are representing your NDA, make sure you have developed a consensus (e.g. a formal vote at an NDA meeting or a letter signed by the NDA members) among your NDA members before representing yourself as speaking for the NDA.

NOTE: If you are speaking on behalf of the NDA, you will only have standing to appeal a decision if you declare that you are representing the NDA in the initial hearing.



✓ *If possible, send in your written testimony BEFORE the hearing.* This generally means at least 10 days before the hearing, because the Planning Commission members are mailed a briefing packet the week prior to the hearing.

✓ *Keep the applicant and staff for the project in the loop.* It's discourteous to present new arguments at a hearing without warning the applicant, plus it tends to throw them into defensive mode. Asking "what if we asked for?" beforehand gives the applicant a chance to scope a compromise ("that might not work, but this might get to the same goal"), and/or gives you a chance to think of counter-arguments to their counter-arguments.

✓ *Make sure your information is accurate to the best of your knowledge.* If you're unsure of

Land-Use Hearings

something, it may be better to omit mentioning it rather than let someone else focus on a mistake. Don't invent or exaggerate.

✓ *Concede points when necessary, and quickly correct any mistakes you make.* Defending an untenable position will hurt you now and in the future.

✓ *In some hearings, you will have a limited, set amount of time to speak.* Prepare to make your points concise.

✓ *You'll need to state your name and address before you start.* Giving your address can start to set the context for your testimony... *for instance, you could add "in the neighborhood" or "two blocks from this proposal".*

✓ *Cut to the chase.* Don't waste the first minute in generalities. If you're speaking for a group,

name it and say you're authorized to do so. That said, remember that the important part of your testimony is the opinion on the topic being reviewed. Spend most of your time on that.

✓ *Remind the decision-makers if you sent in written testimony beforehand.* They may want to find and refer to your letter as you speak.

✓ *At the end, offer to answer questions, and/or remain seated until the Council/Commission indicates there are none.* Don't be too quick to get up... let the panel think about what you've said and give them time to ask questions.

PUBLIC HEARING NOTICE

Milwaukie Planning Commission

August 28, 2012

**City Hall, 10722 SE Main Street
Council Chambers, 2nd floor
Starting at 6:30 p.m.**

Proposal:

**Expand existing parking area, requiring
disturbance of natural resource areas**

Land Use File:

File #NR-12-05, Natural Resource Review

For the property located at:

4909 SE International Way

**For more information or to submit
comments, contact Brett Kelter,
Associate Planner, at 503-786-7657
or kelterb@ci.milwaukie.or.us.**



Outreach with Digital Tools

Digital Tools

The “digital divide” talked about in recent decades has largely disappeared thanks to cheaper technology and smart phone technology. US Census data and multiple studies show that most people of all ages have entered the “digital age”--and many actually prefer communications electronically.

There are many ways to reach neighborhood members using these tools--from email, to Facebook, to a blog or website. There are many free or cheap pre-set templates now that make creating these things easy to do.

At the very least, managing your email list is a must. Email is the “low hanging fruit.” Most people--even the elderly and poor--have an email account these days.

Email Lists

- Set up an account separate from your personal account. Use an address with your NDA name in it.
- Use an email management tool such as Mail Chimp or My Emma to create a template and various lists. These tools also come with automatic subscribe or unsubscribe functions so you don't have to manage that.
- Segment your lists: Have separate lists based on interests. People are more likely to read emails for topics they know they are particularly interested in.
- Don't send more than one email a week--make exception only for emergencies or last minute changes.
- Send email in a digest format.

US Internet Users Who Currently Maintain a Social Networking Site Profile, by Generation, 2007-2009 (% of respondents)

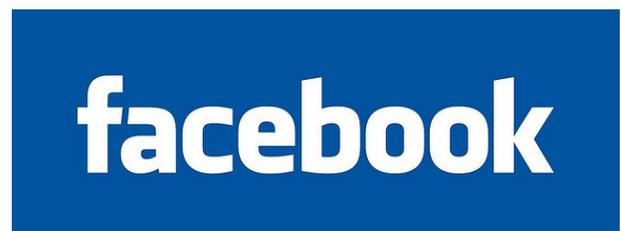
	2007	2008	2009
Millennials (14-26)	71%	76%	77%
Generation X (27-43)	51%	57%	61%
Boomers (44-62)	30%	31%	46%
Matures (63-75)	10%	14%	36%
Total (14-75)	45%	48%	57%

Source: Deloitte, "State of the Media Democracy Fourth Edition: Select U.S. Highlights," provided to eMarketer, December 15, 2009

- Subject lines matter! Your subject line will make people either open your email or not.
- Keep general emails to the neighborhood professional and courteous.

Social Media

- Facebook and Twitter are free and easy to use. Why not explore setting up an account for one or both?
- Facebook and Twitter have different audiences (Twitter tends to be younger and Facebook users tend to be older.)
- Not using social media might mean that you miss an important segment of your neighborhood demographic.
- Use social media to engage your neighbors--ask questions, post polls etc.
- Use photos liberally. Not only is this interesting and fun for people, it makes the post more likely to show in the news feed.



Digital Tools

Blogs and Websites

- A blog is very similar to a website and is easy to set up with Blogger.
- A website can be set up using a WordPress template. This will require a bit more knowledge than setting up a blog--but once set up--the maintenance is pretty easy.
- Make sure you are posting fresh content regularly so folks will keep coming back.
- Promote your blog and website stories on social media.

Feeling nervous about all these digital tools? Don't be! Find someone who can show you the ropes or recruit an NDA Member to help!



WORDPRESS





Ardenwald NDA Concert



Ardenwald Walk & Bike to School Day



Lewelling NDA Concert

Appendix

1. NDA Bylaws
2. Grants Policy
3. Grant Reporting Form
4. Roberts Rules of Order tips
5. NDA Flier
6. NDA Survey Example



**CITY OF MILWAUKIE
(NEIGHBORHOOD NAME) NEIGHBORHOOD DISTRICT ASSOCIATION
STANDARD BYLAWS**

ARTICLE I: PURPOSES OF THE (NEIGHBORHOOD NAME) NEIGHBORHOOD DISTRICT ASSOCIATION

- A. To provide a channel for two-way communication between City government and (NEIGHBORHOOD NAME) Neighborhood District Association residents.
- B. To bring together citizens in the (NEIGHBORHOOD NAME) Neighborhood District who have an interest in shaping and maintaining the quality of life in their neighborhoods.
- C. To provide (NEIGHBORHOOD NAME) neighborhood district residents with meaningful opportunity for review and commentary of City policies and programs.

ARTICLE II: REQUIREMENTS FOR RECOGNITION BY THE CITY COUNCIL FOR THE (NEIGHBORHOOD NAME) NEIGHBORHOOD DISTRICT ASSOCIATION

- A. The (NEIGHBORHOOD NAME) Neighborhood District Association shall represent District # (Enter correct district #) as described in Chapter 1 of Milwaukie's Comprehensive Plan.
- B. The (NEIGHBORHOOD NAME) Neighborhood District Association shall adopt and abide by the City of Milwaukie Neighborhood District Association Standard Bylaws.
- C. The (NEIGHBORHOOD NAME) Neighborhood District Association shall maintain a separate Land Use District Review Committee comprised of members and/or officers of the Association.
- D. The (NEIGHBORHOOD NAME) Neighborhood District Association shall actively seek and encourage membership that represents a broad cross-section of its district.
- E. To retain recognition, the (NEIGHBORHOOD NAME) Neighborhood District Association shall hold a minimum of four regular meetings each year where agenda items are addressed.

ARTICLE III: MEMBERSHIP REQUIREMENTS

- A. Anyone of voting age or older is a member of the (NEIGHBORHOOD NAME) Neighborhood District Association who is:
 - 1. A resident within the neighborhood district; or
 - 2. A property owner whose property is located within the neighborhood district; or
 - 3. A business owner whose business is located within the neighborhood district; or
 - 4. A designated representative of a business, corporation, or trust located within the neighborhood district; or
 - 5. A designated representative of a non-profit business or group located within a neighborhood district.
- B. All rights, privileges, and responsibilities of membership including the right to vote on Association business shall accrue to members.
- C. Only Neighborhood District Association members as defined above and who live, work, own property, and/or own a business for at least 6 months in the City of Milwaukie may be elected or appointed to officer or committee positions.
- D. In compliance with applicable State and local civil rights statues membership in the (NEIGHBORHOOD NAME) Neighborhood District Association shall be open to everyone who meets the requirements of Article III, Section A, above.

ARTICLE IV: REPRESENTATION OF DISTRICTS AND DUTIES OF OFFICERS:

- A. The officers of the Neighborhood District Association shall comprise the Board of the Association and shall represent the Neighborhood Association. Neighborhood District Associations shall elect at least three officers: Chair, Vice Chair and Secretary/Treasurer.
- B. The duties of the Neighborhood District Association Officers shall include the following:
 - 1. The Chair's responsibilities shall include management and leadership of all Neighborhood District Association activities. The Chair shall also be responsible for ensuring that the Neighborhood

District Association complies with the requirements of the Neighborhood District Association Standard Bylaws and other applicable guidelines.

2. The Vice Chair's responsibilities shall include assisting the Chair in performing the defined duties and assuming the Chair's duties in the Chair's absence.
3. The Secretary/Treasurer's duties may be separated if a separate Treasurer position is designated by the Neighborhood District Association (see C below). Otherwise, the Secretary/Treasurer's duties shall include:
 - a) Ensuring that accurate minutes of all Association meetings are kept; ensuring that attendance registration is kept at all Association meetings; ensuring that attendance reports and minutes are maintained and that they are available for review by anyone who asks; ensuring that minutes and registration lists of all meetings are forwarded to the City of Milwaukie; ensuring that meeting notification and agendas are transmitted to the City and to members in a timely manner; ensuring that current and updated lists of officers and Land Use Review Committee members are provided to the City.
 - b) The safekeeping and accounting of all Neighborhood District Association funds and the proper disbursement of those funds in accordance with City and Neighborhood District Association guidelines. The Secretary/Treasurer shall also maintain records of incoming donations, funds and contributors and shall make those records available to all who ask.
 - c) Other Officer positions may be created and defined by Neighborhood District Associations. Additional Officer Positions may be appointed by the Board of Directors or elected by the Neighborhood District Association membership for specific duties or elected at large, with duties defined by the Board. Any additional officer positions elected shall be subject to the same membership and election requirements as the required officers.

ARTICLE V: ELECTIONS OF OFFICERS AND TERMS OF OFFICE

Elections of officers and non-appointed committee positions shall be held yearly during the month of May. The City and (Neighborhood Name) Neighborhood District Association shall coordinate with each other to effectively publicize elections. Publicity activities will be planned for implementation before April 1st of each year. Should an officer need to resign from his or her position at any time a special election may be held to fill that position until the next election.

ARTICLE VI: LAND USE DISTRICT REVIEW COMMITTEES

- A. The Land Use District Review Committee will represent the Neighborhood District for the purpose of review and commentary on land use issues of interest to the neighborhood district.
- B. The Land Use District Review Committee shall have the authority to speak on behalf of the Neighborhood District Association.
- C. Action by the Land Use District Review Committee shall be by majority vote of the members of the Land Use District Review Committee present at official meetings of the Committee.
- D. Membership in the Land Use District Review Committee shall be open to all interested members and officers of the (NEIGHBORHOOD NAME) Neighborhood District Association. The Land Use District Review Committee shall elect a committee chair and vice chair from among themselves, by a majority vote of the Land Use District Review Committee. The elected officers shall direct the efforts of the Land Use District Review Committee.
- E. The Land Use District Review Committee shall keep accurate minutes of their proceedings and shall make those minutes available for review by anyone who asks.
- F. The Land Use District Review Committee shall conduct a minimum of two meetings per year where District membership or the public may bring agenda items.

ARTICLE VII: COMMITTEES

The Board of Directors of the Neighborhood District Association may establish additional standing and ad hoc committees that do not address land use issues. Committees shall not have the power to act but shall be advisory in nature unless authorized by the membership of the (NEIGHBORHOOD NAME) Neighborhood District Association by a majority vote.

ARTICLE VIII: FINANCE

The Neighborhood District Association may not impose dues or other charges on its membership. The Neighborhood District Association may solicit and accept donations from any source. The Neighborhood District Association may also pursue other fundraising activities not precluded by law.

ARTICLE IX: OPEN MEETING AND NOTICE REQUIREMENTS

- A. All meetings of Neighborhood District Associations and Land Use Review Committees, including regular, special and Board meetings shall be unqualified, open meetings where anyone may attend and propose agenda items for consideration or offer comment on agenda items before the Association. All Associations shall make reasonable accommodations to persons with disabilities at all association meetings and events, per the 1990 Americans with Disabilities Act.
- B. All meetings of Neighborhood District Associations including regular, special and Board meetings shall be reasonably publicized to active members and to the public. Agendas for publicized meetings should be submitted with meeting notifications.
- C. Notice activities must include notification to the City for inclusion in regular City publicity channels. In addition, Neighborhood District Association Memberships shall receive notice from the Association. Membership notification may include, but is not limited to: Telephone trees; Door hangers; Newsletters; and newspaper releases.
- D. Where applicable, open meeting and notice policy shall comply with the requirements of Oregon public meeting laws, or other statutes and administrative guidelines.

ARTICLE X: ACTION BY NEIGHBORHOOD DISTRICT ASSOCIATIONS

- A. Except as noted above in Article VII, Section C, action by Neighborhood District Associations shall be conducted by majority vote of the membership present.
- B. Meetings shall be conducted in a businesslike manner consistent with Robert's Rules of Order.
- C. Members shall have the right to introduce agenda items for consideration at all regular and special meetings in writing or by motion from the floor.
- D. Additional operating rules and procedures:

Neighborhood District Associations may adopt or modify additional rules and procedures that do not conflict with the Neighborhood District Association Standard Bylaws by a 2/3 vote of the Association membership present at a regular or special meeting.

ARTICLE XI: STANDARD BY-LAW CHANGES

- A. The City Council, at a regular meeting, may revise or suspend any section of the Neighborhood District Association Standard Bylaws as they pertain to individual districts.
- B. Proposals from the (NEIGHBORHOOD NAME) Neighborhood District Association requesting the City Council to revise or suspend section(s) of the Neighborhood District Association Standard Bylaws shall be approved by a 2/3 vote of the Association membership present at a regular or special meeting.
- C. Proposals for revision or suspension of Standard Bylaw articles under Article XI, Section B, above shall be well publicized through regular channels, at least one meeting prior to the scheduled vote, to both the (NEIGHBORHOOD NAME) Neighborhood District Association membership and to the public.

City of Milwaukie Administrative Policy

NEIGHBORHOOD DISTRICT ASSOCIATION GRANTS POLICY

June 2012

1. PURPOSE

- The City of Milwaukie provides grants to the Neighborhood District Associations (NDAs), operating in conformance Resolution 9-1998, to support and enhance the quality of life within the Milwaukie NDAs and the City.

2. POLICY

- NDAs are eligible for grants from the City of Milwaukie during each fiscal year, subject to the annual appropriation of funds.
- Grant funding may be spent on a variety of neighborhood activities, events, or projects that conform with the intended purpose of the Grants program as adopted with the establishment of the grants program in 1998 (Resolution 9-1998). Examples of eligible activities should fit within the following categories:
 - Neighborhood Organizing/Organizational Development: Activities, services and materials that generate new neighborhood membership, grow the organization to educate neighborhood leadership toward the organization's development and continued operation.
 - Neighborhood Physical Improvements: Materials and services to be used toward playgrounds, minor park improvements, community gardens and other facilities, neighborhood markers, identity signs, banners, trash cans, benches etc.
 - Neighborhood Preservation: Materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.
 - Neighborhood Cultural, Social and Recreational Initiatives: Materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

3. PROCEDURE

- Each NDA shall receive the full grant amount as appropriated through the City's budget process at the beginning of each fiscal year as an automatic deposit into their bank account.
- Eligible officers of each NDA may access the applicable NDA bank account only after submission to the City of the following:

- Proof of the NDA's intent to grant access to the individual officer (generally proof consists of signed meeting minutes), and
 - Completion of the Neighborhood District Association Grant Access Application.
- All purchases made from the bank account will be subject to online account tracking privileges, which will be granted to the City of Milwaukie and to the specific, individual Neighborhood Association designee applicants.
- In no case shall the debit card be used for the following purposes:
 - Cash withdrawals or "cash back;"
 - Alcoholic beverages or tobacco products;
 - Political donations or advocacy, election campaign activities, or any related items;
 - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- At any time, the City of Milwaukie can request and NDAs must provide actual receipts for any transactions.
- Any equipment or materials purchased with the City debit card shall remain the property of the NDA and shall not be converted to personal use or benefit.
- The NDA shall provide the City with an annual report on the use of grant funds every April and an update on NDA goals. Preferably, the report will be provided using the grant reporting form and be accompanied by supplementary materials such as photos, thank you cards, etc.
- Any "carryover" grant amounts (amounts from prior fiscal year(s)) exceeding one year's worth of NDA grant funding shall be accounted for and explained in detail. If the NDA is saving for a project or has goals for the money please identify the goals and long term plan.
- Any NDA designee(s) found to be using the debit cards in violation of this policy will be subject to investigation and will forfeit their right to use a City debit card.



NDA Annual Grant Report

Treasurer: _____

NDA: _____ Date: _____

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

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

Balance at beginning of fiscal year: _____

Current balance: _____

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT THE SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting	I move that we adjourn	No	Yes	No	Majority
Recess Meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair Decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	No	No	Majority

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT THE SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Reconsider something already disposed of*	I move we reconsider or action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule *	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the chairs decision	Yes	Yes	Yes	Majority

Get Involved with Your Neighborhood!



Ardenwald Concerts in the Park



Lewelling Park Dedication



Hector Campbell Community Garden



Lake Road Parade Float

Every neighborhood in Milwaukie meets monthly.

Attend a meeting and you will:

- Find out what is going on in your neighborhood.
- Hear from Police about safety and crime.
- Meet your neighbors and City Councilor(s).
- Learn about fun local events and activities!

Children are welcome!

“These are amazing people who do so much to make Milwaukie better.”

Ann Forster, Linwood

“We have a real say in City decisions.”

Chris Davis, Ardenwald

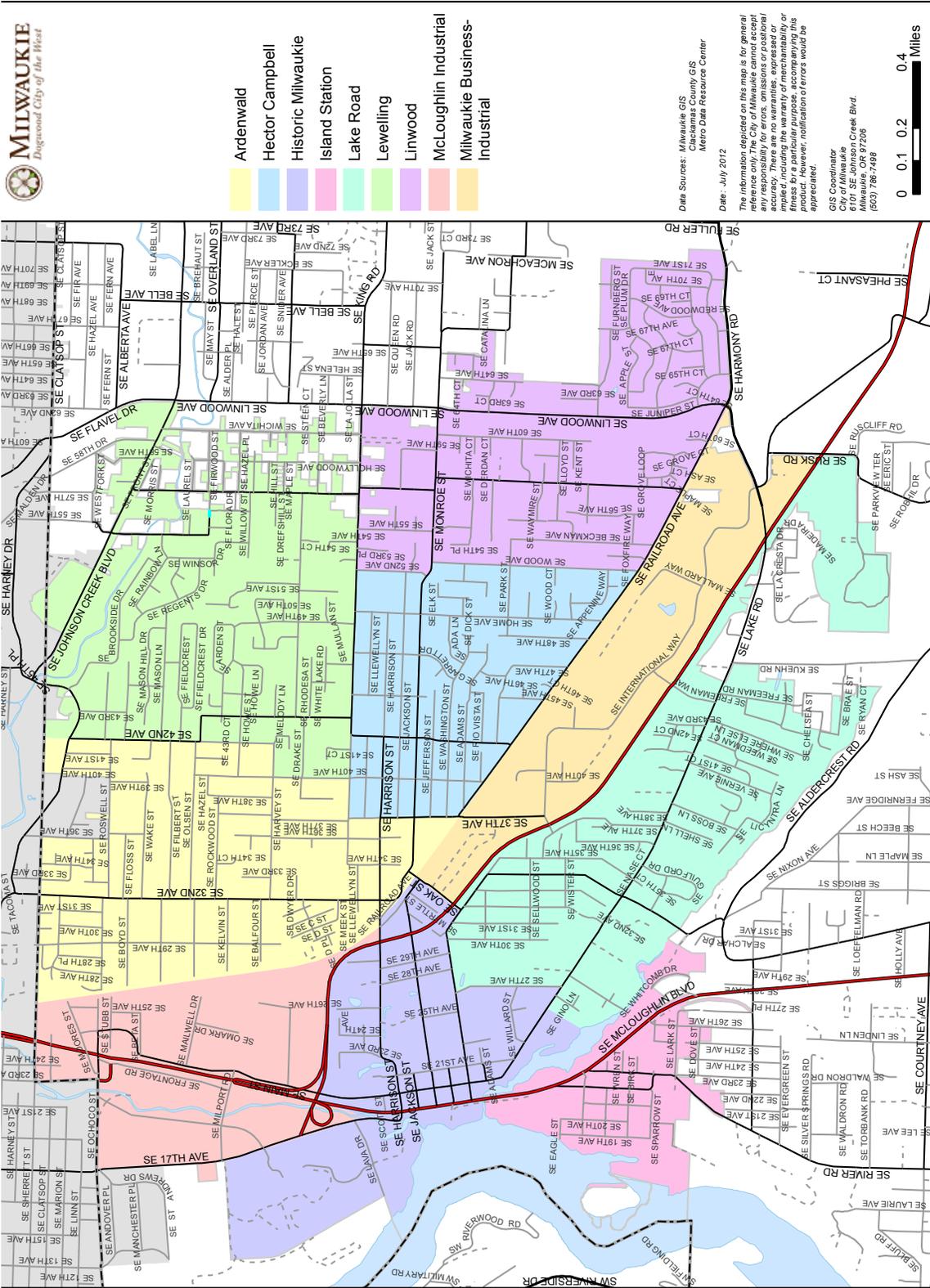
“I love to find out about fun things happening in our area!”

Debby Patten, Lake Road



www.MilwaukieNeighborhoods.com

Milwaukie's Neighborhoods



For more info or to find out which Neighborhood meeting to attend, contact Milwaukie's Program Coordinator at (503) 786-7568. www.MilwaukieNeighborhoods.com

Neighborhood	Meeting Times, Dates, Locations
Ardenwald/J.C.	6:30 pm ~ Fourth Monday @ Milwaukie Grind, 9401 SE 32nd Ave.
Hector Campbell	6:30 pm ~ Second Monday @ Public Safety Building, 3200 SE Harrison St.
Historic Milwaukie	6:30 pm ~ Second Monday @ Pond House, 2100 SE Harrison St.
Island Station	6:30 pm ~ Third Wednesday @ Milwaukie Grange, 12018 SE 21st.
Lake Road	6:30 pm ~ Second Wednesday @ Rowe Middle School, 3606 SE Lake Rd.
Lewelling	7:00 pm ~ Second Wednesday @ Lewelling Elementary, 5325 SE Logus St.
Linwood	7:00 pm ~ Second Thursday @ Linwood Elementary, 11909 SE Linwood Ave.

HCNDA Survey, Fall 2010

1. Please Help your neighborhood leadership by taking this short survey.

The survey should take about 5 minutes to complete, however there are lots of opportunities to add comments, so if you really want to share your thoughts, plan to spend a little longer on it. This is an anonymous survey; we won't ask for your name or contact info.

After completing the survey you will have a chance to sign up to be on our neighborhood email list or to contact us with additional comments.

2. Neighborhood Projects

We want to know about what projects should be a priority in our NEIGHBORHOOD (not city-wide, just close to home)

1. What neighborhood projects would you like be considered for future implementation?

Please rank them by importance:

	First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice
> Left and right turn lanes from Home Avenue to King Road	jn	jn	jn	jn	jn
> Pedestrian safety improvements at the crosswalk in the middle of the curve at 42nd and King Rd	jn	jn	jn	jn	jn
> A walking path on the east side of Home Avenue from Wilma Ct to Park Avenue	jn	jn	jn	jn	jn
> Running Track at Campbell Elementary School	jn	jn	jn	jn	jn
> Sidewalks on Franklin Street from 42nd to 45th (for HC Elementary School)	jn	jn	jn	jn	jn

Other Project that you would like to be considered

3. Neighborhood Livability Concerns

1. What are your biggest concerns about neighborhood livability?

Please rank them by importance:

	Strongly Concerned	Concerned	Neutral	Not concerned	N/A
> Lack of activities in the neighborhood for young adults/teens	jn	jn	jn	jn	jn
> Other, Please coment in the box below	jn	jn	jn	jn	jn
> Dogs unleashed, barking, and/or running loose	jn	jn	jn	jn	jn
> Suspected criminal activity near your home	jn	jn	jn	jn	jn

Please comment on your specific concerns

4. Neighborhood Traffic Concerns

HCNDA Survey, Fall 2010

1. What are your biggest traffic concerns in our neighborhood?

Please rank them (you will be given a chance to note specific streets and intersection in the next question):

	Most Concerning	Concerning	Neutral	Not Concerned
> Unsafe bicycling areas	jn	jn	jn	jn
> School Zones near Hector Campbell School	jn	jn	jn	jn
> Frequent speeding	jn	jn	jn	jn
> Unsafe walking areas	jn	jn	jn	jn
> Poor road conditions	jn	jn	jn	jn

2. Please list specific streets or intersection where you have traffic concerns. If the problem occurs at a particular time of day, please list that as well:

Poor Road Conditions	<input type="text"/>
Unsafe Walking Areas	<input type="text"/>
School Zones	<input type="text"/>
Unsafe Bicycling Areas	<input type="text"/>
Speeding Traffic	<input type="text"/>
Crosswalks	<input type="text"/>

5. Walking and Bicycling in the neighborhood

1. I or members of my family regularly walk or bike in the neighborhood

Yes

No

2. We walk or bike

- For recreation or exercise
- To commute to work or school
- To shop in the neighborhood

Other (please specify)

3. I would walk more if:

- if there were more crosswalks or pedestrian signals
- if street lighting were brighter/more frequent
- if the roads had bike and walking lanes/felt safer from traffic

Other (please specify)

6. Neighborhood involvement

Our neighborhood has monthly meetings (the second Monday of every month in the Public safety Building at 7pm), volunteer opportunities, and hosts a summer picnic at Homewood Park. We would like to get more neighbors involved in activities and decision making.

*** 1. How often have you attended a Neighborhood Meeting in the past year?**

- 5 or more
- 2 to 4
- 1
- 0
- Didn't know about the meetings before this survey

2. I would attend more monthly neighborhood meetings if:

- light refreshments were served
- the meeting time was earlier
- there were more pertinent issues discussed

Other (please specify)

3. For the past two years the neighborhood leadership organized a summer picnic at Homewood Park, did you attend?

- No
- Yes

Please share your comments on how we can improve the picnic for next year

7. Survey Participant Info

We want to know a little bit about who is taking our survey. This survey is anonymous and will just be used to help us know what segments of our NDA took the survey.

*** 1. What street do you live on or what intersection do you live nearest to?**

2. What are the ages of the people living in your home, please enter the number in each age group

Younger than school age	<input type="text"/>
Kidergarten through gradeschool	<input type="text"/>
High School to 19	<input type="text"/>
20 to 30	<input type="text"/>
31 to 55	<input type="text"/>
56+	<input type="text"/>
MYOB	<input type="text"/>

3. What schools do members of your household attend:

Pre-School	<input type="text"/>
Elementary	<input type="text"/>
Middle	<input type="text"/>
High School	<input type="text"/>
College	<input type="text"/>