### Communications and Engagement Plan Updated May 3, 2018

The purpose of the Communications and Engagement Plan for the Milwaukie Climate Action Plan is to establish public involvement objectives, clarify key messages for communicating with the community, identify project stakeholders, describe the array of tools and activities best suited to inform and engage Milwaukie residents and business owners, describe communications roles and responsibilities and to establish a schedule for implementation.

#### **Communications and Community Engagement Objectives**

- ✓ Invite the community to co-create a Climate Action Plan that respects Milwaukie's identity and focuses on preserving and improving long-term livability.
- ✓ Engage a broad cross-section of people who live and work in Milwaukie.
- ✓ Facilitate, spark and foster public engagement by conveying importance of the issue, concerns and opportunity.
- ✓ Utilize this opportunity to develop relationships with new partners, including local industry.
- ✓ Ensure traditionally overlooked voices are involved throughout the process.
- ✓ Keep City Council informed throughout the process.
- ✓ Share information about what the future could look like to inspire residents to imagine, describe and create the outcomes we all want.
- ✓ Co-create a dynamic, realistic, iterative and human-centered plan with action items for residents, businesses and community partners.

#### Key messages

Key messages will be refined and augmented throughout the project as further conversations with the community occur and Council goals are defined.

# We—the Milwaukie community—have an opportunity to act on climate change and together, create a plan for our future.

- Climate change is an undesired yet real challenge facing our planet. If we as a community work together to adapt and mitigate the effects, current and future generations will benefit.
- We're already witnessing more extreme weather and climate events in our region. Together, we can identify strategies that will help preserve what is unique and special about Milwaukie.
- Acting together early ensures that we are more empowered and prepared to preserve our health and quality of life for current and future generations.

# Coming together to create a Climate Action Plan is a powerful, crucial step in preserving our future.

• The Climate Action Plan will provide a realistic and meaningful roadmap of community-led actions. As a Plan co-created by community members, this plan can include opportunities for people who live and work in Milwaukie to opt in to join the effort.

- Milwaukie will draw on known strategies as well as emerging innovative trends to develop a plan that suits our unique community. The Climate Action Plan will be developed using the best science and the best of our community's thinking.
- Each of us is a vital part of the community. Everyone has a role to play. Let's figure out what works by and for Milwaukie today and in the future.

# This Climate Action Plan reflects a priority identified by the community in our Community Vision.

- Climate Action Planning was a leading element in the Community Vision.
- City Council and City leadership care about this issue. Work with us to create a path forward, together.
- Taking on this challenge allows us to create a stronger local economy, take care of those that might be struggling and create a place that is more comfortable in which to live.
- Even though climate change may seem overwhelming, the steps we take as a community have direct impact. When we each make a change, that benefits us all.

#### You are a vital part of the Climate Action Plan. We need your thoughts and ideas.

- Public engagement and guidance is essential to developing a compelling, vibrant, practical path forward.
- This is an ongoing conversation, and we want to hear from a broad cross-section of people who live and work in Milwaukie throughout the planning process.
- Comments and questions can be submitted at any time to Peter Passarelli, Public Works Director, at passarellip@milwaukieoregon.gov.

#### **Demographics**

The City of Milwaukie covers an area of 4.85 square miles, and is located 6.8 miles south of downtown Portland in the northwest corner of Clackamas County. Approximately 20,643 people lived in the City of Milwaukie in 2016.<sup>1</sup> Estimates suggest around 12,000 people come into the city each day for work and 7,000 commute out of Milwaukie for employment. Between 2012-2016, 18 percent of the city's population was under 18 years old, while 17 percent were older than 65.

#### Race and ethnicity

According to the latest census data, around 89 percent of Milwaukie residents identify as white, while 3 percent identify as Asian or two or more races respectively, 2 percent identify as African American, and 1 percent or fewer identify as American Indian or Alaskan Native, Native Hawaiian, other Pacific Islander or as "other."<sup>2</sup> Census figures show Hispanic or Latino residents make up 8 percent of Milwaukie's population.

Data from North Clackamas School District #12 about the race and ethnicity of students in schools in the Milwaukie Feeder System differ from census information. Overall, 30 percent of Milwaukie

<sup>&</sup>lt;sup>1</sup> U.S. Census. 2012-2016 American Community Survey (5-year estimate).

<sup>&</sup>lt;sup>2</sup> Ibid.

students identify as Hispanic and 7 percent identify as multi-racial, more than census figures would suggest.<sup>3</sup>

| Race/Ethnicity                             | Milwaukie<br>(2012-2016 US Census American<br>Community Survey) | Students in Milwaukie<br>feeder school system | Oregon |
|--|---|---|--------|
| White                                      | 89%   | 56%   | 85%    |
| African American                           | 2%  | 3%  | 2%     |
| Asian                                      | 3%  | 2%  | 4%     |
| Native Hawaiian and other Pacific Islander | 0.1%  | 1%  | 0.4%   |
| American Indian or<br>Alaskan Native       | 1%  | 1%  | 1%     |
| Other race                                 | 1%  |   | 3%     |
| Two or more races                          | 3%  | 7%  | 4%     |
| Hispanic or Latino (any race)              | 8%  | 30%   | 12%    |

Figure 1: Race and Ethnicity, Milwaukie, Milwaukie students and Oregon

#### Languages spoken at home

Census data indicates that the majority of Milwaukie residents speak only English at home (90 percent), while 10 percent speak a language other than English. The most commonly spoken languages other than English in the city include Spanish (5 percent), Russian (1 percent), Chinese (1 percent) and Vietnamese (1 percent).<sup>4</sup> School district data, however, suggests much higher proportions of non-native English speakers. Around 73 percent of Milwaukie students speak English as a first language, while 21 percent speak Spanish at home, 2 percent speak Russian or Ukrainian and 1 percent speak Chuukese.<sup>5</sup> The other most commonly spoken languages among students include (in this order) Vietnamese, Amharic, Chinese and Tagalog/Filipino. Coordinating outreach with organizations that serve these communities will be important for engaging non-Native English speakers.

#### Community members with disabilities

According to American Community Survey data, 14 percent of Milwaukie residents have a disability. Around a third (38 percent) of seniors (65 years +) have a disability. Ambulatory, cognitive, hearing and independent living disabilities are the most common types in the city. Project staff will consider accessibility needs of community members with disabilities when planning public events.

<sup>&</sup>lt;sup>3</sup> Data provided by North Clackamas School District #12 (2018).

<sup>&</sup>lt;sup>4</sup> U.S. Census. 2011-2015 American Community Survey (5-year estimate). 2016 data not yet available at individual language level

<sup>&</sup>lt;sup>5</sup> Data provided by North Clackamas School District #12 (2018).



Figure 2: Disability demographics (2011-2015 American Community Survey)6



#### Income and employment

In 2016, the median household income in Milwaukie was \$55,880, which is lower than the County average (\$68,915).<sup>7</sup> Almost half of Milwaukie households (45 percent) earn less than \$50,000. Figure 3 shows the distribution of median incomes in the community. School district data indicate 56 percent of Milwaukie students experience poverty.<sup>8</sup>

Figure 3: Median income (2012-2016 American Community Survey)



The most common industries Milwaukie residents work in include educational services, health care and social assistance (22 percent); manufacturing (13 percent); retail (12 percent); arts, entertainment, recreation, accommodation and food services (11 percent); and professional, scientific, administrative and waste management services (11 percent).<sup>9</sup>

#### **Stakeholders**

Developing an implementable, realistic and impactful CAP will require the engagement of a diverse range of stakeholders and a cross-section of people who live and work in Milwaukie. The following table summarizes the key interest groups the project team will engage through the efforts set out in

<sup>&</sup>lt;sup>6</sup> Chart created by Community/Attributes at <u>https://caimaps.info/CAILIVE</u>

<sup>7</sup> U.S. Census. 2012-2016 American Community Survey (5-year estimate).

<sup>&</sup>lt;sup>8</sup> Data provided by North Clackamas School District #12 (2018).

<sup>9</sup> Ibid.

this plan. The project team will continue to identify specific organizations and groups within these interest areas as the project develops.

| Interests        | Specific Organizations/<br>Groups to Engage | Potential Engagement Method           |      |               |                                |
|------------------|---|---------------------------------------|------|---------------|--------------------------------|
|                  |   | Implementation<br>Partner<br>Workshop | CAPC | CAP<br>Summit | Briefing/<br>other<br>outreach |
| Schools          | North Clackamas School District             | Х                                     | Х    |               |                                |
| Parks            | North Clackamas Parks and                   | Х                                     | Х    |               |                                |
|                  | Recreation District                         |                                       |      |               |                                |
| Industry and     | Precision Castparts                         | Х                                     | Х    |               |                                |
| business         | Blount                                      |                                       |      |               |                                |
| (large/medium/   | Bob's Red Mill                              |                                       |      |               |                                |
| small)           | Dave's Killer Bread                         |                                       |      |               |                                |
|                  | Sock It to Me                               |                                       |      |               |                                |
|                  | Breakside Brewing                           |                                       |      |               |                                |
|                  | Dark Horse Comics                           |                                       |      |               |                                |
|                  | Anderson Pots                               |                                       |      |               |                                |
| Public safety    | Public Safety Advisory                      | Х                                     | Х    |               |                                |
|                  | Committee                                   |                                       |      |               |                                |
|                  | Milwaukie Police Department                 |                                       |      |               |                                |
|                  | Clackamas Fire Department                   |                                       |      |               |                                |
| Utilities        | PGE   | Х                                     | Х    |               |                                |
|                  | Citizens Utility Advisory Board             |                                       |      |               |                                |
|                  | NW Natural                                  |                                       |      |               |                                |
| Developers       | Guardian Real Estate Services               | Х                                     |      |               |                                |
| Health           | Providence                                  | Х                                     | Х    |               |                                |
| Tree Board       |   | Х                                     |      |               | Х                              |
| Active           | Bike community                              | Х                                     |      | Х             | Х                              |
| Transportation   | Pedestrian groups                           |                                       |      |               |                                |
| Watershed        | Johnson Creek Watershed                     | Х                                     |      |               | Х                              |
| Councils         | Council                                     |                                       |      |               |                                |
|                  | North Clackamas Watershed                   |                                       |      |               |                                |
|                  | Council                                     |                                       |      |               |                                |
| Housing/         |   | Х                                     |      | Х             | Х                              |
| homelessness     |   |                                       |      |               |                                |
| Low income       |   |                                       |      | Х             | Х                              |
| population       |   |                                       |      |               |                                |
| Community        |   |                                       | Х    | Х             | Х                              |
| members with     |   |                                       |      |               |                                |
| disabilities     |   |                                       |      |               |                                |
| Non-native       | Spanish, Russian, Vietnamese and            |                                       | Х    | Х             | Х                              |
| English speakers | Chinese speakers                            |                                       |      |               |                                |
|                  | Spanish, Russian, Vietnamese and            |                                       |      |               |                                |
|                  | Chinese community serving                   |                                       |      |               |                                |
|                  | organizations                               |                                       | L    |               |                                |
| Youth            |   |                                       | Х    | Х             | Х                              |
| Arts and culture | ArtMOB                                      |                                       |      | Х             |                                |
| Seniors          |   |                                       | Х    | Х             | Х                              |

#### Stakeholder interests and key organizations



| Neighborhood      | Liaison from the Comprehensive | Х | Х | Х |
|-------------------|--------------------------------|---|---|---|
| District          | Plan Citizens Advisory         |   |   |   |
| Association       | Committee                      |   |   |   |
| State legislators | Sen. Kathleen Taylor           |   | Х | Х |
|                   | Rep. Karin Power               |   |   |   |
| City Council      |                                | Х |   | Х |
| liaison           |                                |   |   |   |

#### Strategies and Key Engagement Opportunities

Climate Action Plan Committee

A Climate Action Plan Committee (CAPC) will be established to advise the City throughout the planning process, represent community interests and help inform the community about the effort. Committee members will provide guidance to shape public involvement for the process and review project materials. The CAPC will also provide feedback on establishing short, medium and long-term goals for the plan. The committee is expected to meet four times during the process, starting in February 2018.

The CAPC is comprised of 17 members. Recruitment for CAPC members occurred between November 28 and December 15. Members of the public were invited to apply online or via a paper application available at several locations. Nine seats on the committee were filled by community members who applied at-large, and six seats were reserved for appointed members from leadership levels of key interest groups identified by the City. In addition, two City Council liaisons sit on the committee. The draft CAPC charter is appended to this plan.

#### Implementation partner workshops

The consultant team will conduct six workshops in spring 2018 with potential implementation partners who work on the following topics:

- Building energy and efficiency
- Vehicle fleets and fuels
- Materials purchasing, use and recovery
- Land use and transportation planning
- Public health and emergency preparedness
- Natural resources

The partner agencies, businesses, NGOs and other organizations identified for involvement in these workshops will play a crucial role in implementing the CAP and its mitigation strategies. A list of proposed implementation partners is appended to this plan.

At the workshops, technical and program leaders from implementation partner organizations will provide feedback on proposed mitigation and adaptation strategies, help develop contextually-relevant versions of these strategies, identify local priorities and clarify what they can help deliver. The workshops will be structured around the following actions:

- Inform participants of local context
- Discuss identified mitigation actions to determine locally relevant versions of these strategies

- Learn what implementation partners need to start or expand efforts and discuss feasibility
- Discuss likely funding sources
- Prioritize actions
- Solicit commitment from participants

#### Climate Action Summit and online survey

A Climate Action Plan Summit will be held in May 2018 to present the draft mitigation scaling work completed to date and collect feedback on the CAP chapter topics. The summit will break out discussions corresponding to each chapter of the CAP. CAPC members and City staff will be encouraged to attend.

The summit will be advertised via the City website, by email and in local news outlets, including the *Milwaukie Pilot*. Working with the City, we will identify ways to reach non-native English-speaking communities, community members with disabilities, and low-income residents Accommodations will be made at the meeting to increase accessibility accordingly.

Comments will be accepted at the summit and through an online survey conducted over a week-long period in May. Feedback gathered through these comment opportunities will support development of the draft CAP in June.

#### Existing forums and opportunities to engage

The project team will seek opportunities to inform the community about the planning process through existing forums and ongoing efforts. These opportunities include:

- Updates to City Council at Council meetings and through written memos
- Presentations at Comprehensive Plan Citizens Advisory Committee meetings
- Other City committee and board meetings, including meetings of the Tree Board and Public Safety Advisory Committee
- Presentations at Chamber of Commerce meetings
- Meetings with Neighborhood District Associations
- Meetings with the Johnson Creek and North Clackamas watershed councils
- Meetings with non-profit organizations and other community groups, including Latino Network, NAYA, Coalition of Communities of Color

#### Framing informational materials

The following tools will be developed by the project team and shared with the public via the City of Milwaukie's website, at CAPC meetings, at implementation workshops and at the April 2018 summit:

- *Climate Action Plan planning process fact sheet*: Provides a high-level overview of the planning process, including objectives, schedule milestones, public engagement opportunities, and contact information
- *Technical memos*: Short documents developed throughout the process to summarize technical work and findings; shared with CAPC, during briefings and published online

• *PowerPoint presentation:* Slide deck summarizing technical information contained in memos for use at implementation workshops and CAPC meetings

#### **Communication Methods**

#### Project email list

City staff will maintain an email list of people who express interest in receiving updates about the project. E-notifications will be delivered prior to public engagement events and when significant new information is available on the web. Emails will be added to the list from the following sources:

- Existing contact list of individuals who have expressed interest in participating in City planning processes (maintained by David Levitan, Senior Planner)
- CAPC applicants
- People who contact the Public Works department about the project during the planning process
- People who sign up for e-updates at public events

Peter Passarelli, Public Works Director, will be the primary point of contact at the City for this project. Peter's email (<u>PassarelliP@milwaukieoregon.gov</u>) will be included on public information materials.

#### Milwaukie website

Informational materials—including technical memos, the project fact sheet, and CAPC meeting notes—will be available on the City of Milwaukie's website.

#### News releases

The City will distribute news releases about public engagement opportunities (including CAPC meetings, the Climate Action Summit and online survey) as needed.

#### Milwaukie Pilot

Project status updates and notification of upcoming public engagement opportunities will be published in the monthly Milwaukie newsletter, the *Milwaukie Pilot*. Content is due approximately two weeks before the end of each month.

#### Social media

The City will share updates about the project and notify community members of opportunities to engage via social media accounts. If budget allows, paid Facebook and Twitter ads may be used to further promote engagement opportunities (including the CAP Summit and online survey).

#### Milwaukie library

The Ledding Library is a great place to make information accessible and possibly to have an informal discussion with staff.

#### Schools

Staff and consulting team members will reach out to NC12 to identify best ways to engage with their families.

#### **Roles and Responsibilities**

The following table summarizes roles and responsibilities associated with the public engagement tasks set out in this plan. More detailed work back plans will be prepared for individual events and activities as the project develops.

| Task   | Lead                         | Support                      |
|--|------------------------------|------------------------------|
| CAPC   |                              |                              |
| CAPC recruitment                                       | City                         | EnviroIssues<br>Good Company |
| CAPC meeting logistics and scheduling                  | City                         | EnviroIssues                 |
| CAPC agenda and materials development                  | EnviroIssues                 | City<br>Good Company         |
| CAPC facilitation and notetaking                       | EnviroIssues                 |                              |
| Implementation workshops                               |                              |                              |
| Implementation workshop invitations and logistics      | City                         | Good Company                 |
| Implementation workshop facilitation                   | Good Company                 | City                         |
| April summit and online survey                         | & .                          | · ·                          |
| Summit logistics coordination and notification         | City                         | EnviroIssues                 |
| Summit staffing  | EnviroIssues                 | City                         |
|  | Good Company                 |                              |
| Online survey development                              | EnviroIssues                 | City<br>Good Company         |
| Accessibility coordination for summit                  | EnviroIssues                 | City                         |
| Publishing online survey                               | City                         |                              |
| Existing forums and other opportunities to engage      | <b>;</b>                     |                              |
| City Council briefings                                 | City                         | Good Company<br>EnviroIssues |
| Briefings/presentations at other existing forums (City | City                         | Good Company                 |
| committees, community groups, Chamber of Commerce)     |                              | EnviroIssues                 |
| Informational materials                                |                              |                              |
| Web and social media content development               | EnviroIssues                 | City                         |
|  | C'                           | Good Company                 |
| Publishing updates to web and social media             | City                         | EnviroIssues                 |
| Technical memo development                             | Good Company                 |                              |
| PowerPoint development<br>Fact sheet development       | Good Company<br>EnviroIssues | EnviroIssues                 |
|  | EnviroIssues                 | Good Company                 |
| Communications   | Citra                        |                              |
| Email list management<br>Media relations               | City                         |                              |
| iviedia relations                                      | City                         |                              |

#### **Public Engagement Schedule**

|                              | 0 0  | Dec              |       | Feb   | March       | April  | May                               | June                        | July                        | Aug |
|------------------------------|--|------------------|-------|---|-------------|--|-----------------------------------|-----------------------------|-----------------------------|-----|
| Planning<br>and<br>logistics | Refiner<br>engages<br>CAPC<br>and sel  | ment f<br>recrui | tment | Logistics coor<br>and notification<br>summit and supportunity | on of April | Public feed<br>summarized<br>inform draf       | l to                              |                             |                             |     |
| Events                       |  |                  |       | CAPC #1<br>Implementa<br>tion Partner<br>Workshops            |             | CAPC #2<br>Presentati<br>on to City<br>Council | CAP<br>Summit<br>Public<br>survey | CAPC<br>#3<br>Draft<br>plan | CAPC<br>#4<br>Final<br>plan |     |
| Ongoing                      | Public information materials developed and refreshed<br>Website updated<br>Project updates in <i>Milwaukie Pilot</i><br>Email list updates |                  |       |   |             |  |                                   |                             |                             |     |

#### Evaluation

The following table describes the key metrics and processes for evaluating progress on meeting the objectives set out in this public engagement plan. The project team will evaluate progress made toward meeting these objectives monthly throughout the duration of the project.

| Ok                    | ojective   | Metric   | <b>Evaluation Process</b>   |
|-----------------------|--|--|---|
| <b>√</b>              | Invite the community<br>to co-create a Climate<br>Action Plan that<br>respects Milwaukie's<br>identity and focuses on<br>preserving and<br>improving long-term<br>livability | <ul> <li>CAP is aligned with policies and goals identified in the City's Vision and emerging Comprehensive Plan update</li> <li>Public comment received in April suggests strategies are feasible and align with community values</li> </ul> | <ul> <li>Consistency review<br/>across policy documents<br/>throughout drafting<br/>process</li> <li>Comment summaries<br/>produced after April<br/>summit and online survey</li> </ul>                   |
| ~                     | Engage a broad cross-<br>section of people who<br>live and work in<br>Milwaukie  | • Community members from all interests identified in the stakeholder interest matrix are engaged at some point throughout the process  | • Monthly review to<br>identify which interests<br>are not being reached  |
| <ul> <li>✓</li> </ul> | Facilitate, spark and<br>foster public<br>engagement by<br>conveying importance<br>of the issue, concerns<br>and opportunity   | • Public comment and media coverage<br>convey a sense of understanding about<br>the need to plan for climate changes<br>but not panic  | <ul> <li>Monthly review of media<br/>(news and social media)<br/>and public commentary<br/>around the project</li> <li>Comment summaries<br/>produced after April<br/>summit and online survey</li> </ul> |

| ~      | Utilize this opportunity<br>to develop<br>relationships with new<br>partners, including<br>local industry   | • At least three new points of contact identified between the City and industry groups in Milwaukie   | <ul> <li>Conversations during<br/>weekly project team<br/>check ins to discuss<br/>progress</li> </ul>  |
|--------|---|---|---|
| ✓      | Ensure traditionally<br>overlooked voices are<br>involved throughout<br>the process   | <ul> <li>Project team staff engage in<br/>conversations with non-native English<br/>speaking communities, community<br/>members with disabilities, and low-<br/>income residents during the course of<br/>the project</li> <li>Specific outreach methods are utilized<br/>to reach these groups in advance of<br/>April summit</li> </ul> | <ul> <li>Equitable engagement<br/>strategy will be embedded<br/>into every meeting plan</li> <li>Monthly review to<br/>identify which groups are<br/>not being reached</li> </ul>   |
| ~      | Keep City Council<br>informed throughout<br>the process   | • Update about the CAP process<br>provided to the Council either in<br>writing or through a briefing each<br>month  | <ul> <li>Conversations during<br/>weekly project team<br/>check ins to discuss<br/>progress and briefing<br/>opportunities</li> </ul>   |
| ✓      | Share information<br>about what the future<br>could look like to<br>inspire residents to<br>imagine, describe and<br>create the outcomes we<br>all want | • Public comment reveals a high level of understanding of the issue and need for a plan; little misinformation shared   | <ul> <li>Ongoing monitoring of<br/>any comments or<br/>questions received via<br/>email</li> <li>Comment summaries<br/>produced after April<br/>summit and online survey</li> </ul> |
| ✓<br>✓ | Co-create a dynamic,<br>realistic, iterative and<br>human-centered plan<br>with action items for<br>residents, businesses<br>and community<br>partners  | • CAP includes action items and<br>strategies that are directly informed by<br>public feedback  | • Explanation in the public<br>engagement chapter of<br>the CAP of how<br>feedback was utilized to<br>develop and refine<br>mitigation strategies                                   |

## APPENDIX A: Charter of the Climate Action Plan committee May 3, 2018

This document has been prepared to articulate and guide the role and operation of the Milwaukie Climate Action Plan Committee (CAPC).

#### Purpose

The purpose of the CAPC is to advise City staff and City Council in creating a community-driven Climate Action Plan, help shape community and stakeholder engagement for the process, review project materials and recommend a final plan to City Council. Committee members will help represent community interests in planning discussions, help share information with the Milwaukie community, and encourage community participation.

#### Term

The CAPC is expected to meet four times between February 2018 and July 2018. This draft charter will be discussed and approved at the inaugural committee meeting on February 8, 2018.

#### Outcomes

The Climate Action Plan Committee will seek to achieve the following outcomes:

- The delivery of a dynamic, realistic, iterative, and human-centered Climate Action Plan cocreated with City staff and the community that respects Milwaukie's identity and focuses on preserving and improving long-term livability;
- The implementation of a stakeholder and community engagement process that reaches a broad cross-section of people who live and work in Milwaukie;
- The development of recommendations around climate priorities, actions, goals, objectives and metrics based on review of technical and scientific information. Identified measures will help the City track progress over time.

The Climate Action Plan will be developed through an iterative process based on feedback and recommendations provided by committee members, potential implementation partners, and the Milwaukie community. The Climate Action Plan Committee will review and comment on technical papers as well as the draft plan. The committee serves an advisory role. Final adoption of the Climate Action Plan will require City Council approval.

#### Membership

The CAPC is comprised of 17 members, including two City Council liaisons, six appointed representatives of regional agencies and employers, and nine community members.



Should a member need to resign their membership from the group, they should do so by informing City staff in writing. At that time, staff may decide to fill the vacancy by offering the place to a different applicant or continue with current membership.

#### Operations

#### Agenda:

The meeting agenda will be provided to CAPC members approximately one week prior to the meeting. Background materials will be shared for pre-reading and meeting preparation.

#### Meeting summary:

Consulting staff will prepare a meeting summary for each meeting. We will ask for corrections at the next meeting after which time they will be considered final. Draft and final summaries and other meeting materials will be posted on the City's website.

#### Media:

The media spokesperson for this process is Peter Passarelli, Public Works Director. While members are free to speak to the media, they should do so as an individual, not representing the view of the committee as a whole.

#### Meeting frequency and location:

The CAPC will meet three times between February 2018 and July 2018. Meeting times, dates, and locations will be determined with as much advanced notice as possible. Committee members will be notified via email by City staff as soon as dates are solidified.

#### Governance structure:

The Climate Action Plan Committee has no formal delegated powers of authority to represent the City of Milwaukie or commit to the expenditure of any funds. The committee may identify members to present recommendations to City Council on behalf of the entire committee, as needed. City Council is expected to consider and adopt a final Climate Action Plan.

#### Photography, recording and social media:

Photographs help provide a visual record of public processes. Members may choose to abstain from any photographs. If that is your desire, please let staff know.

#### Roles and responsibilities

Role of the facilitator:

Climate Action Plan Committee meetings will be guided by an independent facilitator. The facilitator will:

- Encourage open, candid, and robust dialogue
- Ensure meetings start and end on time, and the agenda is followed

- Help keep the discussion on track and within the scope of the meeting
- Help capture ideas and ensure accuracy in understanding
- Foster discussion and encourage active listening to all ideas

#### Agreements:

Member of the Climate Action Plan Committee agree to:

- Listen for a diversity of views and opinions
- Actively participate in discussions
- Focus on the purpose of the work
- Attend all meetings
- Review materials in advance
- Demonstrate respect for each other
- Respect the role of the facilitator to guide the process

#### Decision making and quorum:

The committee will operate by consensus, taking votes only where needed. Minority opinions will be included in the meeting summary.

A quorum must be present to vote on recommendations. A quorum is a simple majority of the total committee. As this is a very short process, members will not have formal alternates. The CAPC will not revisit previous decisions unless agreed to by a majority of members present.

#### Conflict of interest:

CAPC members should work to represent the interest of the community at large. Where they may personally or professionally benefit from a discussion or decision, they should disclose that for the committee. If they believe they can participate from a perspective of community benefit, they may participate in discussion. Otherwise, they may participate in discussion but should abstain from a vote.

## **APPENDIX B:** Potential Implementation Partners

| CAP Chapter    | Organizations/Groups                                   |
|----------------|--|
| Building       | Home Builders Association of Metro Portland            |
| Energy and     | City of Milwaukie Building Code Officials              |
| Efficiency     | PGE  |
| ,              | Northwest Natural                                      |
|                | Enhabit  |
|                | Energy Trust of Oregon                                 |
|                | City of Milwaukie Wastewater and Storm Water           |
|                | City of Milwaukie Planning Department                  |
|                | City of Milwaukie Community Development Department     |
|                | Oregon Opportunity Network                             |
|                | Housing Oregon   |
|                | City of Milwaukie Facilities and Fleet Department      |
|                | City of Milwaukie Public Works Department              |
|                | North Clackamas School District                        |
| Vehicle fleets | City of Milwaukie Facilities and Fleet Department      |
| and Fuels      | McLoughlin Chevrolet                                   |
|                | Gladstone Mitsubishi                                   |
|                | Sequential   |
|                | Star   |
|                | PGE  |
|                | FORTH Mobility   |
|                | Ron Tonkin   |
| Materials      | City of Milwaukie Purchasing Manager                   |
| Purchasing,    | Metro  |
| Use and        | ODEQ   |
| Recovery       | Waste Management                                       |
| 2              | Deines Brothers Sanitary                               |
|                | Mel Deines Sanitary                                    |
|                | Wichita Sanitary                                       |
|                | Oregon Food Bank                                       |
|                | McFarlane's Bark                                       |
|                | ReClaim It!  |
|                | ReBuilding Center                                      |
| Land Use and   | City of Milwaukie Planning Department                  |
| Transportation | Tri Met Social Equity                                  |
| Planning       | Clackamas County Planning Department                   |
| 0              | Oregon Department of Land Conservation and Development |
|                | Metro  |
|                | City of Milwaukie Engineering Director                 |
| Public Health  | City of Milwaukie Emergency Management                 |
| and            | Clackamas Fire District                                |
| Emergency      | Milwaukie Police Department                            |
| Preparedness   | City of Milwaukie Public Works                         |
| ·              | Providence   |
|                | CERT   |
|                | City of Milwaukie Community Development Department     |
|                | Portland Bureau of Emergency Management                |
|                | City of Milwaukie Wastewater and Storm Water           |
|                |  |



| Natural   | Johnson Creek Watershed Council               |  |  |  |  |  |
|-----------|---|--|--|--|--|--|
| Resources | North Clackamas Parks and Recreation District |  |  |  |  |  |
|           | City of Milwaukie Engineering Director        |  |  |  |  |  |
|           | Clackamas County Water Environment Services   |  |  |  |  |  |