



CITY OF MILWAUKIE

Citizens Utility Advisory Board AGENDA

April 1, 2024 at 5:30 p.m.

Dogwood Community Room – 1st Floor of City Hall

Video Meeting: The CUAB will hold this meeting through Zoom video meetings. The public is invited to watch live by joining the Zoom webinar

(<https://us02web.zoom.us/j/84030872657?pwd=UTlobVg2bIBlckVaY2IKbHJ1QlpUQT09>) for details. **This meeting will not be broadcast or recorded.**

Written comments may be submitted by email to finance@milwaukieoregon.gov.

1. Introductions – All
2. Community comments
3. Review and approval of February 5, 2024, minutes
4. Utility rate design – Peter Passarelli
5. Five-year revenue forecast – Michael Osborne
6. CUAB by-laws - All
7. Adjourn

Future Meeting Dates:

August 5, 2024

November 4, 2024

CITIZENS UTILITY ADVISORY BOARD

In-person and Video Meeting
www.milwaukeeoregon.gov

MINUTES

February 5, 2024

Present: David Chitsazan, William Johnson, Mary Rowe, Leslie Schockner, Sofie Sherman-Burton

Absent: None

Guest(s): None

Staff: City Engineer Jennifer Garbely
Assistant Finance Director Michael Osborne
Public Works Director Peter Passarelli
Accountant Judy Serio

CALL TO ORDER

Passarelli started the meeting at 5:36 pm.

1. INTRODUCTIONS**2. COMMUNITY COMMENTS**

None

3. REVIEW AND APPROVAL OF JANUARY 8, 2024, MINUTES

Rowe made a motion to approve the minutes as written. **Chitsazan** seconded the motion.

Motion passed with the following vote: Chitsazan, Johnson, Rowe, Schockner, Sherman-Burton voting “aye.” (5:0)

4. CIP REVIEW

Garbely presented the projects discussed at the January meeting with the addition of each project’s cost.

- Washington Street area improvements will cross over budget years; the projected cost is \$7.9 million.
- The East Monroe Street greenway project will receive money from Metro to assist in funding the project; the projected cost is \$5.7 million.
- The central Monroe Street greenway project will receive money from ODOT and urban renewal funds; the projected cost is \$3.1 million.

- Harvey Street improvements scope added wastewater project and paving of surrounding dead-end streets; the projected cost is \$5 million.
- Ardenwald north improvements added paving of additional streets; this is the next project to go out for construction. American Rescue Plan Act (ARPA) funds will be used for this project; the projected cost is \$4 million.
- King Road improvements include additional water and stormwater improvements, for failing drywells and addressing double lines that will need to be fixed prior to paving the street. The street will remain open during construction since this is a bus route but will have a reduced speed posted; the projected cost is \$8.2 million.
- Stanley improvements is a new project and an inter-governmental agreement with the county is being drafted. A grant will be funding part of this project; the projected cost is \$6 million.
- Waverly Heights sewer reconfiguration has been in the CIP for a long time. Water Environment Services (WES) is paying for 33% of this project that is in the middle of residential properties, in which the city has obtained easements. There has been quite a bit of root intrusion in the lines; lining the pipes would be a cost savings but this ultimately depends on the project design. The projected cost is \$3.4 million.
- Water projects
 - Well 8 bring back online; projected cost is \$300 thousand.
 - Water treatment plant improvements include conditioning assessment, update electrical; projected cost \$775 thousand.
 - Concrete tank improvements will add a new liner and have seismic upgrades; projected cost \$850 thousand.
 - The new reservoir includes finding a location, evaluating pressure zones, and design.

Garbely stated that Logus Road planning will work on the design piece to provide a good estimate of cost. Currently there is no funding for this project.

5. GOOD NEIGHBOR PROGRAM

Passarelli provided members with background of the program. The program alleviates the impacts to the surrounding neighborhoods. The \$1 per EDU collected totals approximately \$140 thousand a year which can be used for landscaping, odor control studies, treatment, and debt service payment of the Full Faith and Credit bonds for Milwaukie Bay Park improvements. Water Environment Services (WES) and the city have a new agreement that was signed in 2023 to make improvements to the area. The Kellogg Good Neighbor Committee was dissolved by the City Council.

Schockner asked what the funds could be used for.

Passarelli responded it can include improvement of recreational opportunities, fish and wildlife habitat, purposes that both the city and WES agree on, or education of WW treatment and outreach. Both parties want community engagement, and this is the reason

it will be included in the CUAB responsibilities. The budget does have a line item for the good neighbor program. Committee and community input for potential projects is welcome, some potential projects that could be funded with KGN money includes Roswell detention restoration, Elk Rock Island support, Spring Creek daylighting analysis, Riparian restoration efforts (International Way), watershed council support, and enhancements near the Kellog treatment facility. Future meetings will have more discussion, this was meant as an introduction to the program.

Schockner asked if there is the possibility for the city to partner with Portland on future projects.

Passarelli responded given the change to the geographical area, the city would be responsible for finding the contractor and administering the funds.

6. RATE SETTING DISCUSSION

Passarelli presented staff rate recommendations to members: proposed 3% increase for each year of the biennium in water; no increase for wastewater and stormwater; SAFE and SSMP have automatic increases of 5.64% for each fee. By the end of the next biennium, 2025-2026, all bond proceeds should be expended. A cost-of-service study should be done for the 2027-2028 budget period to make sure future rate recommendations are in line with infrastructure needs.

Chitsazan asked about the climate fee which was proposed a year ago at a City Council meeting. Would the city consider a tiered rate structure for water increases.

Passarelli responded that it is how the rate increase is designed; in the previous budget, the larger customers saw an increase while residential customers experienced a 1% increase; the 3% is overall, not 3% for an individual customer.

Rowe stated Milwaukie water rates are favorable compared to other agencies in the area.

Passarelli added that the utility assistance program is available and those customers who use 3 units or less of water during a billing period, received a reduced rate.

Discussion ensued among members about the percentage increases being experienced across all types of utilities and rate study consultants will be a considerable expense that will cost more than the 3% revenue increase collected by the city.

Passarelli shared the assumptions used to determine the recommended rate increases. The growth in customers has been in multi-family, with no large new water customers, no change in customer usage. Expenses have seen an increase in electricity and material costs. The upcoming budget proposes the addition of 1 new FTE in water; with utilities spending 75% of CIP. Handouts provided illustrated the policy reserves required for each utility fund; reserves are the amount of funds each utility must have in reserve to cover operating costs, emergencies, and other expenses. A rate study would assist in developing a better financing plan for projects. For SAFE and SSMP there will need to be systemic fixes to make sure there will be enough money for the possibility of future debt.

Members discussed the water rate recommendation and what it might mean for future years.

Rowe made a motion to approve the proposed rate increases: 3% in water, 0% in wastewater and stormwater, and 5.64% in SSMP and SAFE. **Schockner** seconded the motion.

Motion passed with the following vote: Chitsazan, Johnson, Rowe, Schockner, Sherman-Burton voting “aye.” (5:0)

Chitsazan requested more concrete information of the rate design be provided at the April meeting.

7. CUAB BYLAWS

Members discussed the redlines provided in a draft document of the bylaws. Numerous questions arose from the discussion:

- Committee title should include subcommittee instead of board.
- Change committee name to Community Utility Advisory Committee
- Do all budget committee members need to be appointed to the CUAB? Or if a BC member wanted to decline, could they be replaced with another community member? Could this be stated in the bylaws?
- How would a leave of absence be treated? What do other boards do if a member wanted to recuse themselves for an amount of time?
- The board did not want to be responsible for taking minutes and volunteered Finance staff member.
- The board wanted a summary of the guidelines for emails and what makes a meeting. Like being able to email prior to a meeting to discuss matters. The question of the “Adelphia Project” was acceptable to pass along.
- Can the chair position rotate at each meeting to other members to opportunity to run the meeting?
- Can the quorum be a majority of the active members?

Osborne commented that the questions raised will be discussed with the City Recorder for answers.

8.ADJOURN

Chitsazan made a motion to adjourn the meeting. **Rowe** seconded the motion. Motion passed with the following vote: Chitsazan, Johnson, Rowe, Schockner voting “aye” (4:0). Sherman-Burton left early.

The meeting adjourned at 7:11 pm.

Respectfully submitted,

Judy Serio, Secretary / Accountant



CITY OF MILWAUKIE

Citizens Utility Advisory Board Rate Design



April 1, 2024

Staff Rate Recommendations



- Water – 3%, 3%
- WW – 0%, 0%
- Storm – 0%, 0%
- Transportation
 - SAFE – 5.64 % - Seattle CCI 5 yr Average
 - SSMP – 5.64%

Rate Design Considerations



- Water

- Maintain a dual tiered Rate structure
- increase commercial fixed customer charges to bring fee closer to cost of service.
- 3% revenue increase in FY 2025 through FY 2026 based on current projections.
- Maintain current low income program
 - No fixed customer charge

- Wastewater

- Maintain the current 50% low-income discount on the monthly charge and on treatment equivalent dwelling unit (EDU) charge
- Adjustments to commercial fixed charges to bring fee closer to cost of service
- Revenue neutral

Water



Water	Fiscal Year 2023 Fee	Fiscal Year 2024 Fee
Water Volume Charge (per CCF of consumption)		
0-3 Units (residential only)	\$4.14	\$4.24
4 or more units (residential or all multi-family/commercial)	\$4.27	\$4.38
Low Use Discount		
Single Family Residential low use discount (3 or less CCF per month)	\$(5.00)	\$(5.00)

Residential & Commercial Meters – Fixed Charge ²		
Meter Size	Fiscal Year 2023 Fee	Fiscal Year 2024 Fee
5/8" – 3/4"	\$9.08	\$9.25
1"	\$12.85	\$13.27
1 1/2"	\$20.71	\$21.40
2"	\$32.18	\$33.24
3"	\$79.33	\$81.95
4"	\$136.38	\$140.88
6"	\$201.20	\$207.84

Water	Fiscal Year 2025 Fee	Fiscal Year 2026 Fee
Water Volume Charge (per CCF of consumption)		
0-3 Units (residential only)	\$4.34	\$4.44
4 or more units (residential or all multi-family/commercial)	\$4.50	\$4.64
Low Use Discount		
Single Family Residential low use discount (3 or less CCF per month)	\$(5.00)	\$(5.00)

Residential & Commercial Meters – Fixed Charge ²		
Meter Size	Fiscal Year 2025 Fee	Fiscal Year 2026 Fee
5/8" – 3/4"	\$9.35	\$9.53
1"	\$14.60	\$16.06
1 1/2"	\$24.07	\$27.08
2"	\$38.23	\$43.96
3"	\$94.25	\$108.38
4"	\$162.01	\$186.31
6"	\$239.01	\$274.86

Wastewater and Storm



- Revenue Neutral adjustment
- Reduced Residential fixed charge (from \$4.97)
- Increased commercial charges to bring closer to cost of service

Fiscal Year 2025 and 2026 Fees			
Account Type	Treatment (per EDU)	Billing and Administration (per account)	Volume ¹ (per CCF of water consumption)
Residential	\$34.36	\$4.35	\$3.99
Low Income	\$17.18	\$2.18	\$1.99
Multi-family/Commercial – 3/4” ²	\$34.36/\$74.68	\$10.23	\$3.99
Multi-family/Commercial – 1”	\$34.36/\$74.68	\$18.74	\$3.99
Multi-family/Commercial – 1 1/2”	\$34.36/\$74.68	\$25.64	\$3.99
Multi-family/Commercial – 2”	\$34.36/\$74.68	\$32.54	\$3.99
Multi-family/Commercial – 3”	\$34.36/\$74.68	\$46.34	\$3.99
Multi-family/Commercial – 4”	\$34.36/\$74.68	\$60.14	\$3.99
Multi-family/Commercial – 6”	\$34.36/\$74.68	\$87.75	\$3.99

Stormwater

Fiscal Year 2025 Fee			
Account Type	Single Family Residential	Low Income	Commercial (per 2,706 sq. ft. of impervious area)
Stormwater	\$29.47	\$14.73	\$29.47
Fiscal Year 2026 Fee			
Account Type	Single Family Residential ³	Low Income	Commercial (per 2,706 sq. ft. of impervious area)
Stormwater	\$29.47	\$14.73	\$29.47

No Change

SAFE and SSMP

- 5.64% Increase

Transportation - Street Maintenance & SAFE Rates for All Categories

Account Type	Fiscal Year 2023 Fees SSMP	Fiscal Year 2024 Fees SSMP
Single Family Residential	\$5.49	\$5.74
Low Income	Exempt	
Commercial per daily trip generated ^{1,2}	\$0.56	\$0.59
Multi-Family Residential (per unit)	\$4.53	\$4.74
Elderly Housing/Mobile Homes (per unit)	\$2.26	\$2.36
Congregate Care (per unit)	\$1.13	\$1.18

Account Type	Fiscal Year 2023 Fees SAFE	Fiscal Year 2024 Fees SAFE
Single Family Residential	\$6.11	\$6.39
Low Income	Exempt	
Commercial per daily trip generated ^{1,2}	\$0.61	\$0.63
Multi-Family Residential (per unit)	\$4.90	\$5.12
Elderly Housing/Mobile Homes (per unit)	\$2.45	\$2.56
Congregate Care (per unit)	\$1.18	\$1.24

Transportation - Street Maintenance & SAFE Rates for All Categories

Account Type	Fiscal Year 2025 Fees SSMP	Fiscal Year 2026 Fees SSMP
Single Family Residential	\$6.06	\$6.40
Low Income	Exempt	
Commercial per daily trip generated ^{1,2}	\$0.62	\$0.66
Multi-Family Residential (per unit)	\$5.01	\$5.29
Elderly Housing/Mobile Homes (per unit)	\$2.49	\$2.63
Congregate Care (per unit)	\$1.25	\$1.32

Account Type	Fiscal Year 2025 Fees SAFE	Fiscal Year 2026 Fees SAFE
Single Family Residential	\$6.75	\$7.11
Low Income	Exempt	
Commercial per daily trip generated ^{1,2}	\$0.66	\$0.70
Multi-Family Residential (per unit)	\$5.41	\$5.71
Elderly Housing/Mobile Homes (per unit)	\$2.70	\$2.85
Congregate Care (per unit)	\$1.35	\$1.43

Rate Impacts - Residential

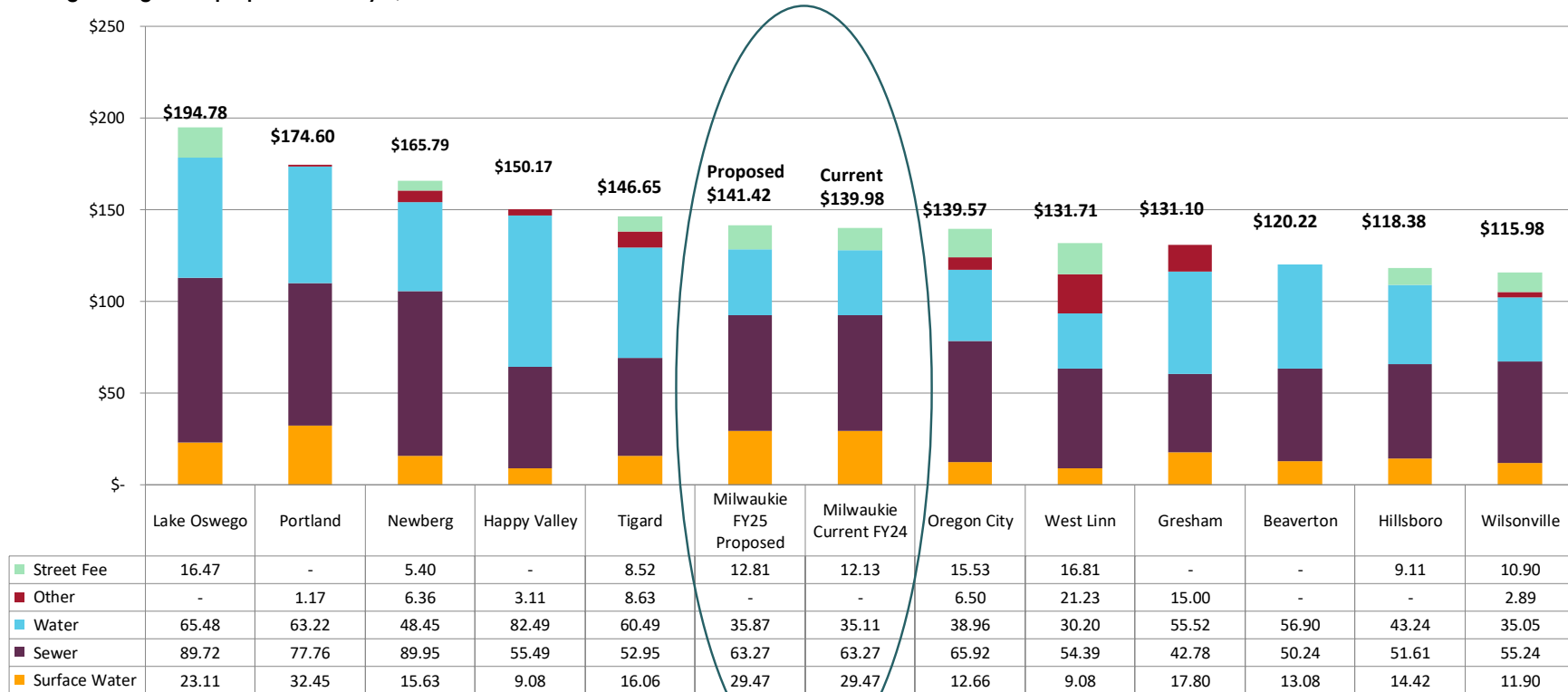


	July 1 2023			July 1 2024			July 1 2025		
	Increased		avg. bill	Increased		avg. bill	Increased		avg. bill
Water Service Fee									
Base	1.87%	0.17	\$ 9.25	1.08%	0.10	\$ 9.35	1.93%	0.18	\$ 9.53
Plus per 6ccf	2.50%	0.63	25.86	2.55%	0.66	26.52	2.71%	0.72	27.24
<i>Avg water per house (6ccfs)</i>			<u>35.11</u>			<u>35.87</u>			<u>36.77</u>
Sewer Service Fee									
Base fee	2.51%	0.84	34.36	0.00%	-	34.36	0.00%	-	34.36
Plus per 6ccf	2.23%	0.63	28.91	-2.14%	(0.62)	28.29	0.00%	-	28.29
<i>Avg sewer per house</i>			<u>63.27</u>			<u>62.65</u>			<u>62.65</u>
Storm Water Management Fee	0.00%	-	29.47	0.00%	-	29.47	0.00%	-	29.47
Street Maintenance Fee									
SSMP	4.55%	0.25	5.74	5.57%	0.32	6.06	5.61%	0.34	6.40
SAFE	4.58%	0.28	6.39	5.63%	0.36	6.75	5.63%	0.38	7.13
<i>Avg street per house</i>			<u>12.13</u>			<u>12.81</u>			<u>13.53</u>
<i>Average bill per residence</i>	2.04%	\$ 2.80	\$ 139.98	0.59%	\$ 0.82	\$ 140.80	1.15%	\$ 1.62	\$ 142.42
Maximum SSMP	0.046	16.48	374.68	0.0564	21.13	395.81	0.0564	22.32	418.14
Maximum SAFE	0.046	21.66	492.43	0.0564	27.77	520.21	0.0564	29.34	549.54

Utility Rate Comparison



Comparison Graph of Average Utility Bills of Neighboring Cities (on a monthly basis)
Neighboring Cities proposed for July 1, 2024

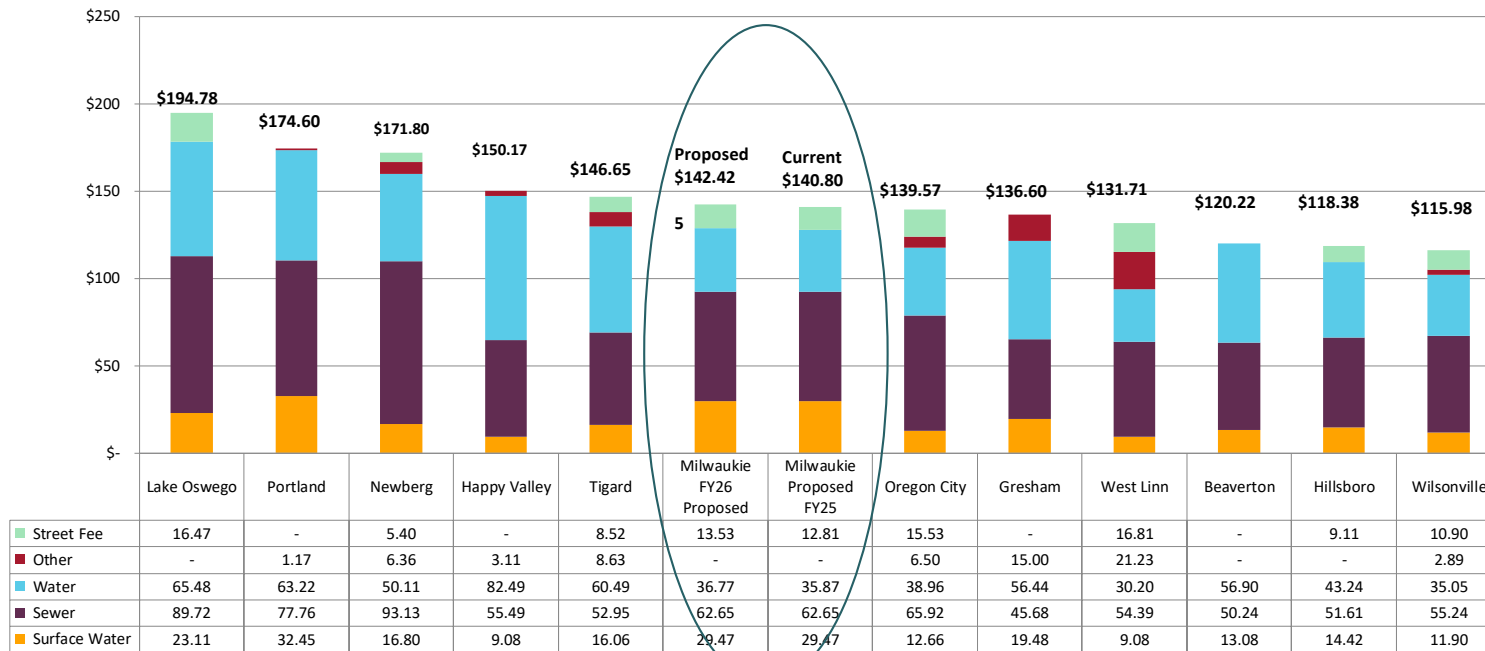


This graph compares the average utility bills for the neighboring cities surrounding Milwaukie. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to average monthly amounts so they are comparable to Milwaukie. Also, cities increase different rates at different times during they year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different average water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 6ccfs of water used per month to be comparable to Milwaukie's overall average. Below are Milwaukie's calculations:

2026 Utility Rate Comparison



Comparison Graph of Average Utility Bills of Neighboring Cities (on a monthly basis)
Neighboring Cities proposed for July 1, 2025



Thank you!

Questions?

Peter Passarelli

Public Works Director

503-786-7614

Passarellip@milwaukieoregon.gov





Fee Schedule and Forecast Update

April 1, 2024

BN 25-26 Budget "North Stars"

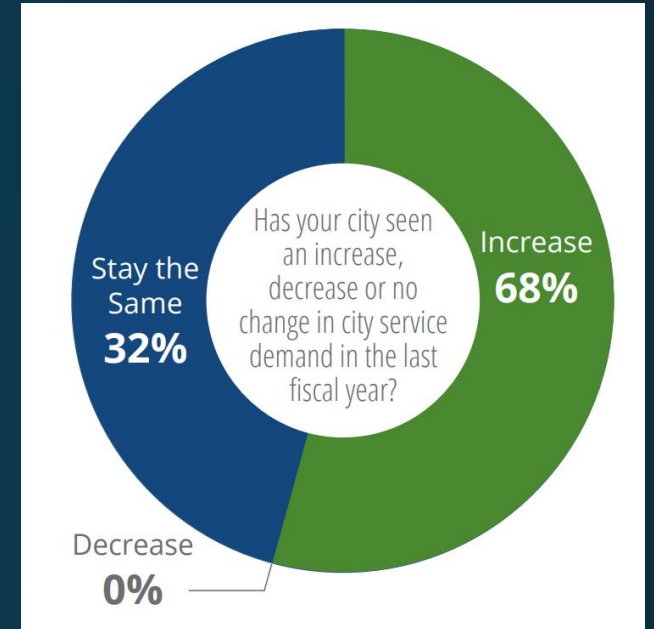
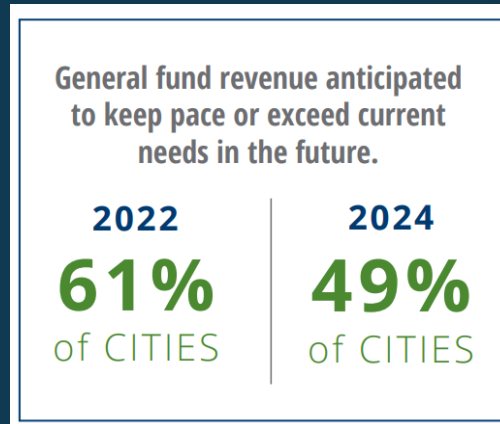
- **Stability** – Now and into the future
- **Fiscal responsibility** – Tighten wherever possible and plan realistically
- **Vision** – Advance adopted goals and strategic plan priorities



Milwaukie – like most Oregon cities – is feeling the squeeze

- Inflation and rising costs
- Property tax limits
- Pandemic recovery
- New and increasing demands

Snapshots from the League of Oregon Cities “2024 State of the Cities” report



2024 STATE OF THE CITIES

“The addition of ARPA dollars to the city’s general fund reserve balance has helped keep the city afloat. However, as these get spent, the city will once again be scraping by, and we will have to return to looking for other sources of revenue for the General Fund.” – *City of Canby*



Our five-year forecast shows challenges ahead

(Amounts in Thousands: \$100 = \$100,000)

	FY19	FY20	FY21	Current Fiscal Year Estimated FY22	Current Budget +1 FY23	+2 FY24	+3 FY25	Forecast +4 FY26	+5 FY27
REQUIREMENTS									
EXPENDITURES									
Personnel Services	14,354	15,041	15,325	15,685	17,951	18,895	20,216	21,024	21,864
Materials & Services	4,920	4,535	4,445	4,800	6,060	6,184	6,379	6,580	6,788
Debt Service	422	448	461	484	504	526	546	569	594
Capital Outlay	6,143	4,468	478	680	4,190	3,230	745	300	290
Transfers to Other Funds	-	1,332	364	-	1,528	228	-	-	-
Contingency	-	-	-	-	-	2,050	1,330	1,380	1,433
TOTAL EXPENDITURES	25,839	25,824	21,073	21,649	30,233	31,112	29,216	29,854	30,969
FUND BALANCE									
Policy Requirement (25%)	4,201	4,566	4,387	2,474	4,719	6,552	6,650	6,900	7,160
RESERVES									
ARPA Parks	-	-	-	2,055	1,124	-	-	-	-
Debt Service	422	448	461	461	504	526	546	569	594
Forfeiture	17	36	17	17	17	17	17	17	17
PEG	179	177	169	114	-	10	10	10	10
Undesignated	13,652	11,096	12,182	13,504	8,538	4,673	2,199	(31)	(2,555)
OVER (UNDER) POLICY	9,451	6,530	7,795	11,030	3,819	171	(3,121)	(5,551)	(8,283)
TOTAL ENDING FUND BALANCE	14,270	11,757	12,829	16,151	10,097	5,141	2,772	565	(1,934)
TOTAL REQUIREMENTS	\$ 40,109	\$ 37,581	\$ 33,902	\$ 37,800	\$ 40,330	\$ 36,254	\$ 31,988	\$ 30,419	\$ 29,035

Without new general fund revenues, we will have to cut services starting in FY 2027

Why?

- Future costs are going up faster than revenues are increasing
- Expending 90+% of M&S—more than historic trends



Without new revenues, we will see cuts to service

- Public safety
- Progress on goals (climate, equity, parks, economic development, future planning)
- Response and turn-around times
- Facilities maintenance, repair, and accessibility
- Community engagement, events, and programming



We crafted a responsible, realistic budget to help us prepare for those challenges



- Departments “held the line” or cut materials and services wherever possible
- No net FTE increases
- Capital Improvement Plan reflects our capacity to deliver



We can help stabilize with action in this biennium

Staff recommendation:
Increase right-of-way fee
on energy providers to 8%

- Helps limit cuts to police, facilities, and other general fund funded departments in next biennium
- Provides ongoing funding to help institutionalize climate and equity coordinators/programs



With this revenue increase, we help stabilize our forecast

- Current projections indicate implementing the ROW fee in this biennium **keeps us in the black longer into the five-year forecast**
- This strategy also **helps capture some costs of increased service demands of new development**



Projected impacts on average consumers

Right of Way Fee Impact - Residential Customer				
Electric				
Monthly Avg KWh	Current Fee	Adjusted Fee	Monthly Impact	
400	\$1.22	\$3.67	\$2.45	
500	\$1.47	\$4.42	\$2.95	
600	\$1.72	\$5.17	\$3.45	
700	\$1.97	\$5.92	\$3.95	
800	\$2.22	\$6.67	\$4.45	Average Residential Utility Customer
900	\$2.47	\$7.42	\$4.95	
1000	\$2.72	\$8.17	\$5.45	
1100	\$2.97	\$8.92	\$5.95	
1200	\$3.22	\$9.67	\$6.45	
Natural Gas				
Therms per month	Current Fee	Adjusted Fee	Monthly Impact	
30	\$1.33	\$3.31	\$1.98	
40	\$1.58	\$3.96	\$2.38	
50	\$1.84	\$4.61	\$2.77	Average Residential Utility Customer
60	\$2.10	\$5.26	\$3.15	
70	\$2.36	\$5.91	\$3.54	
80	\$2.62	\$6.55	\$3.93	
90	\$2.88	\$7.20	\$4.32	
100	\$3.14	\$7.85	\$4.71	



What this budget delivers

- Help preserve financial stability over the 5-year forecast
- Institutionalize our progress on climate and equity
- Set a foundation for future goal work



Contact Us

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Finance Director

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Citizen's Utility Advisory Board

www.milwaukieoregon.gov/bc-cuab

BYLAWS

Adopted 1/1/2021

By Resolution 21-2021

ARTICLE I – NAME

The name of this Board is the Citizens Utility Advisory Board (CUAB).

ARTICLE II – PURPOSE & AUTHORITY

- A. Purpose.** The purpose of the Board is to advise the City Council on matters relating to city utility rates and capital improvement programs through the following activities:
- Reviewing existing rate structures and capital improvement programs;
 - Advise the City Council on matters relating to utility rate structures and capital improvement programs;
 - Promoting public knowledge and understanding of the City's utility programs; and
 - Such other activities as the council may assign. (Ord. 1798 § 1 (part), 1996)].
- B. Authority.** The Board is authorized by Milwaukie Municipal Code (MMC) Chapter 2.11. Citizens Utility Board.

ARTICLE III – MEMBERSHIP

- A. Membership.** The Board consists of 5 members, all of whom must either live in the city, own a business in the city, or pay for city administered utilities (water or wastewater). No member may be an officer, agent, or employee of the City of Milwaukie.
- B. Appointment.** As outlined in the MMC, the mayor appoints Board members with the consent of the City Council. The citizen members of the Budget Committee are appointed to serve on the CUAB. As outlined in MMC 2.10.040 and in the city's Code of Conduct for Board and Committee Members, Board members serve at the pleasure of the City Council.
- C. Term of Office.** Board member terms are for a period of 4 years. Board members may serve no more than 2 consecutive full terms, unless there is an interval of at least one term before reappointment. Current Board members may be reappointed to the Board if they do not exceed the established term limits for the Board.
- D. Vacancies.** If a Board member resigns or otherwise vacates their position, the City Council will fill the vacancy in the same manner as the original appointment. Member resignations should be submitted in writing to the chair and staff liaison.
- E. Code of Conduct.** To ensure the city's boards and committees operate in an efficient, consistent, and orderly manner, and that Board members comply with Oregon's public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Board members are expected to review, sign, understand, and abide by the Code of Conduct.

ARTICLE IV – MEETINGS

- A. Open Meetings.** All Board meetings are public meetings as set forth by Oregon's Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.

- B. Meeting Conduct.** Board meetings will be conducted efficiently and transparently as outlined in these bylaws, the MMC, relevant state and federal laws, and by the city's Code of Conduct for Board and Committee Members. Where these bylaws or other city guides do not provide direction, the most recent edition of Robert's Rules of Order will be followed.
- C. Regular Schedule.** The Board will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The Board's regular schedule will be to meet **quarterly, 5:30 pm on the first Monday at the Milwaukie City Hall Community Room.**
- 1. Special Meetings.** Special meetings may be called at the request of the chair or a majority of the Board. If a special meeting is called, the chair and staff liaison will set a date and time taking into consideration such factors as the availability of the Board members and staff, and a meeting location.
 - 2. Closed Sessions.** The Board may meet in closed, or executive, session as allowed by ORS 192.660(2) and consistent with MMC 2.04.090.
- D. Attendance & Absences.** Board members are expected to attend all meetings, events, and activities of the Board. As outlined in the MMC and Code of Conduct, if a member fails to regularly attend meetings, the member may be removed from the Board through the process outlined in the Code of Conduct.
- 1. Absences.** If a Board member is unable to attend a meeting, it is the member's responsibility to inform the chair and staff liaison before the meeting.
- E. Quorum & Related Matters.** For the purposes of conducting Board business, including holding official meetings, a majority, or quorum, is **3** of the voting membership of the Board.
- 1. Lack of Quorum.** If there is no quorum of Board members within 15 minutes following the scheduled start time of a meeting, the meeting is cancelled. If the chair or staff liaison knows that a quorum will not be present at the meeting, they will notify the Board members before the meeting about the cancellation.
 - 2. Rescheduling Agenda Items.** If a meeting is canceled due to a lack of a quorum, all agenda items that were scheduled for the cancelled meeting will automatically be placed on the next regularly scheduled meeting agenda unless the chair or staff liaison determines that a special meeting is needed to address the items. The staff liaison will ensure that the required public meeting notices will be posted for the next meeting.
- F. Agenda Order.** The chair and the staff liaison will coordinate and arrange the meeting items as necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:
1. Call to Order
 2. Announcements
 3. Approval of Minutes
 4. Community Comments
 5. Business Items
 6. Public Hearings [for Planning Commission only]
 7. Board Member Reports
 8. Adjournment
- G. Adjournment Time.** Board meetings will end no later than insert time. However, by majority vote of the members present the adjournment time may be extended.
- H. Voting.** All Board members who are present at a meeting, including the chair and officers, are allotted one vote each on all motions. The concurrence of a majority of the whole **board** present shall be required to determine any matter before the **board**. In the case of a tie vote,

the matter fails. When a vote is taken all members must vote unless a member abstains from voting and cites the reason for abstaining for the record. The Board secretary or staff liaison will call the roll, altering the order of members called. The chair will vote last.

- I. **Motions & Related Matters.** Any Board member may make a motion. A motion needs a second to be considered, otherwise it fails.
 1. **Reconsideration of Actions Taken.** A Board member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration may be made without unanimous consent of the Board.
- J. **Minutes & Related Matters.** The written and approved meeting minutes are the official record of the meeting.
 1. **Preparing the Minutes.** The Board secretary or city staff will be present at each meeting and will provide written minutes. Written minutes should not be a verbatim transcript but should give a true reflection of the matters discussed at the meeting and the views of the participants. The written minutes must include at least the following information:
 - a. The date, time, location of the meeting;
 - b. Names of the Board members present;
 - c. All motions and proposals;
 - d. The results of all votes;
 - e. The substance of any discussion on any matters; and,
 - f. A reference to any document discussed at the meeting.
 2. **Recordings.** As allowed by state law, all public meetings may be recorded by the city, Board, or the public. It will be at the discretion of city staff if an official audio, video, or digital recording of the meeting is created, and if the meeting video is broadcast or streamed live.
 3. **Posting & Approval.** The staff liaison will make the draft written meeting minutes available to the public within a reasonable time after the meeting. The Board will review and vote upon the minutes at its next meeting after the minutes have been written. Approved minutes will be posted on the city's website and retain permanently as required by Oregon Administrative Rule (OAR) 166-200-0235(5)(a).

ARTICLE V – OFFICERS & ASSIGNED DUTIES

- A. **Officers.** The officers of the Board will consist of a chair, vice chair and secretary.
 1. **Election of Officers.** Members will elect the officers annually during the first meeting in August? Any member may nominate another member as an officer. Officers may be re-elected. If an officer is unable to complete their term, the Board will hold a special election to fill the vacant officer position.
- B. **Duties of the Chair.** The chair will preside and preserve the order of Board meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing Board actions. The chair will set reasonable time limits for community comments and testimony.
- C. **Duties of the Vice Chair.** If the chair is absent or otherwise disqualified from serving, the vice chair will perform all duties and be subject to all the responsibilities of the chair. If both the

chair and vice chair are absent from a meeting, the remaining members present will elect an acting chair for that meeting.

D. Duties of Other Officers.

[The Secretary will take minutes of the meeting.]

E. Duties of Board Members. The role of a Board member is to participate in the Board's work and activities as assigned by the City Council by attending meetings and events and participating in discussions and decisions. As outlined in the city's Code of Conduct, Board members must behave in an appropriate manner when performing their duties as Board members in-person and in written or digital communications.

1. **Meeting Preparation.** Board members must prepare for participation at a meeting by fully reviewing the staff report and any materials provided by city staff.
2. **Site Visits.** Before Board meetings, members are encouraged to visit sites that are subjects for design review actions. If a Board member visits a site, the member will report on the record any information gained from the site visit that is not consistent with the information included in the application or staff report.
3. **Compensation.** Board members will receive no compensation for their service. However, the city may reimburse a member for an authorized expense.
4. **Conflicts of Interest.** In accordance with ORS 244.120, a member of the Board may not participate in any Board proceeding in which any of the following persons or businesses have a direct or substantial financial interest:
 - i. The Board member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the Board member;
 - ii. Any business in which the Board member is then serving or has served within the previous two years; or
 - iii. Any business with which the Board member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
 - iv. A member must disclose any actual or potential interest at the meeting of the Board where the action is being taken.
- ~~5. **Statement of Economic Interest.** Commissioners are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Ethics Commission (OGE). [Planning Commission only]~~

F. Duties of City Staff. The city will assign a staff liaison to the Board and, as appropriate and available, will assign administrative staff to support the Board. Staff liaisons will act as the Board's primary point of contact for Board members, city staff, and the general public. Staff will ensure that the Board's meetings are held in accordance with state public meeting laws and will support the Board's activities.

1. **Orientation of New Members.** When new Board members are appointed, the staff liaison and chair will provide an orientation to the new members as necessary. In addition, city staff may provide other training opportunities to Board members.
2. **Board Manual.** For the efficient documentation of the Board's operations, city staff may compile and maintain a Board manual.

G. Subcommittees & Other Committees. The Board may find it necessary to form subcommittees to investigate areas relevant to the Board's purpose. The Board may identify members to serve on select subcommittees. A majority of the members will need to consent

to the formation and membership of a subcommittee. When requested by the City Council, city staff, or other city boards and committees, the Board may select members to serve as a Board representative on another committee.

ARTICLE VI – GOALS & AMENDMENTS

- A. Goals.** The Board will annually establish project and outcome goals that align with the goals of the City Council and the city. The Board will establish an annual workplan to document its progress towards achieving its goals.
- B. Amending the Bylaws.** The Board will review its bylaws annually or as necessary and will prepare and propose appropriate bylaw amendments to the City Council. The City Council retains all authority to amend these bylaws as outlined in MMC 2.10.050.
- C. Annual Review.** The Board will meet annually with the City Council to review the Board's goals, workplan, and any proposed bylaw amendments.

From: [Michael Osborne](#)
To: [Judith Serio](#)
Subject: FW: Questions from CUAB
Date: Friday, March 22, 2024 1:51:19 PM
Attachments: [BC Code of Conduct 2023.pdf](#)
[BC Public Records & Meetings Overview.pdf](#)

Michael Osborne • Finance Director
o: 503.786.7533

From: Scott Stauffer <StaufferS@milwaukieoregon.gov>
Sent: Thursday, February 8, 2024 5:05 PM
To: Michael Osborne <OsborneM@milwaukieoregon.gov>; Emma Sagor <SagorE@milwaukieoregon.gov>
Cc: Peter Passarelli <PassarelliP@milwaukieoregon.gov>; Judith Serio <SerioJ@milwaukieoregon.gov>; Scott Stauffer <StaufferS@milwaukieoregon.gov>
Subject: RE: Questions from CUAB

OK – sorry for the delay; here are my thoughts. Let me know if you have any questions and if I can provide any further information.

SCOTT STAUFFER

City Recorder
he • him • his
City of Milwaukie
p: 503.786.7502

From: Michael Osborne <OsborneM@milwaukieoregon.gov>
Sent: Monday, February 5, 2024 7:36 PM
To: Scott Stauffer <StaufferS@milwaukieoregon.gov>; Emma Sagor <SagorE@milwaukieoregon.gov>
Cc: Peter Passarelli <PassarelliP@milwaukieoregon.gov>; Judith Serio <SerioJ@milwaukieoregon.gov>
Subject: Questions from CUAB

Hey Scott,

CUAB had a very good meeting tonight and appreciate your suggestion of sending around the tracking document for the Bylaws. A couple questions that came up:

- Naming: Leslie thinks the title should include Subcommittee instead of a Board. Since this is a subcommittee of the Budget Committee. Is this required. One possible name suggested was CUAC (pronounced Quack). Community Utililty Advisory Committee. **It's not required, and I am not aware of any legal requirement as to what the CUAB's name must be. Making the CUAB a subcommittee of the Budget Committee is a new development and it's important to remember that so far, no code change has been made to the CUAB so for any of the changes**

being considered, if there is Council approval to make the change we'll need to pass an ordinance (CUAB in code is here:

https://library.qcode.us/lib/milwaukie_or/pub/municipal_code/item/title_2-chapter_2_11).

So, the board is free to recommend to the Budget Committee and then City Council a name change... officially it is still the **Citizens** UAB, but Council wanted to change its name to **Community** UAB a few years ago but because of the bylaws change that was supposed to be happening (and was talked about last in December) the name has not officially been changed yet. I think there is interest in changing the CUAB's name and proposing that it be the Community Utility Advisory Subcommittee (or Committee) would be fine – but ultimately it is up to Council to approve. I can help with that name change process when you're ready.

- Do all Budget Committee members need to be appointed to the CUAB? Or if a BC member wanted to decline the invitation could they and be replaced with another community member? Could this be stated in the Bylaws? **Good questions!**
 - As to appointing... to date the CUAB members, who are of course Budget Committee members, were separately appointed to the CUAB. But it's up to Council how that process works. It could be that an appointment to the BC also states in the resolution it is also an appointment to the CUAB; but we should put some thought into that process and definitely it should be documented in the bylaws of the CUAB and maybe the Budget Committee too.
 - And, if a BC member didn't want to be appointed to the CUAB, I think it would be up to the Council as to what happens... they could:
 - a) require the Budget member to be on the CUAB too,
 - b) remove the Budget member to replace them with someone who wants to be on the CUAB too,
 - c) find someone else to appoint to the CUAB while letting the person remain on the Budget Committee, or
 - d) Council could leave the CUAB position vacant while letting the person remain on the Budget Committee.
- Leave of Absence: How would a leave of absence be treated and what do other boards do if a member wanted to recuse themselves for a amount of time? **In short, we generally take leaves of absence on a case-by-case basis. We've had members inform the city about a need for a leave and Council was happy to oblige; the most recent example was when Mary Rowe filled in as HR director before Brandi and she took a 6-month leave from the Budget Committee. So, it's totally feasible, the city just asks for communication from the member, so everyone knows why they are absent. Also, it's important to keep Council informed and get their acknowledgement – its really their call whether an absence from a committee requires someone be removed/replaced. But, if Council understands what's going on and the staff liaison and committee know too, it would probably fine.**
- Note taking, the board did not want to be responsible for the note taking and volunteered Judy to take notes. (Sorry Judy). We should develop a alternative note taker for times when Judy is out. **The general guidance to most boards and committees is for a member to take the minutes, however it is often the case that staff end up being the best person to take it; and there have been boards and committees that ask staff to do it. So, it's best if the CUAB does it, but the point is also well taken that in this case the CUAB is already doubling up on**

committee work, so having staff do it makes sense. As to a back-up for Judy, I would defer to finance/public works staff for who an alternate note take is. And, keep in mind too that minutes do not have to be very detailed – they can be action minutes and fairly succinct... assuming the board agrees with that approach.

- The board wanted a summary of the guidelines for emails and what makes a meeting. They liked being able to email prior to the meeting and discuss matters. I said I was not an expert, but I feel that the discussions and thought process needed to be in a official meeting and that emails of all members are discouraged. The question of a “Adelphia project” (basically a game of telephone) was acceptable to pass along. I am not familiar with the “Adelphia project” but serial meetings via email or phone for public bodies (and the city considers the CUAB and all boards/committees to be public bodies) are prohibited by state law. I would direct the CUAB to refer to the second page of the attached BC Public Records and Meetings Overview which outlines that electronic (email) meetings are not allowed per state public meeting laws. If a quorum of the board is on the email and they start talking about board business, they are having an illegal meeting and need to stop. Email communications must be informational only – board members should never ‘reply all’ with comments that constitute a discussion. For further reading CUAB members can also refer to the Oregon Attorney General’s Public Records and Meeting Manual: <https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/>.
- Rotating chair: A question was brought up if we could rotate a chair at each meeting to give other members the opportunity to run the meeting. Again, im not a expert but thought that we should only elect chairs for a year or two year period to make it less confusing, but suggested the idea of rotating the meeting duties to others so it doesn’t all fall on the chair. Thoughts? The board is free to recommend whatever leadership structure they would like, just have them keep in mind that the final say on the structure is the Council – who will approve the structure by adopting the CUAB’s bylaws. I agree with you that picking a new chair every time can be confusing and cause logistical issues, I would advise that they pick a new chair every year. The Planning Commission did that for a while, with a similar goal of giving everyone a chance to lead meetings, and I think it worked for the PC.

This was all the questions that came up. We were done at 7!

MICHAEL OSBORNE

Assistant Finance Director

o: 503.786.7533

City of Milwaukie

10501 SE Main St. • Milwaukie, OR 97222

Thank you for serving on a city board, commission, or committee (BC). Your participation is a critical part of our government's decision-making process. This document is designed to provide a framework to guide BC members in their actions. If you have questions about BCs contact the Office of the City Recorder at ocr@milwaukieoregon.gov or at 503-786-7515.

ETHICS

As a BC member you are a public official as defined in Oregon Revised Statute (ORS) 244.020(14). This code of conduct is a supplement to existing statutes governing conduct of public officials including Oregon's ethics law; see the state's [Guide for Public Officials](#). Adherence to ethics rules includes rejecting gifts, services, or other special considerations that are only offered to you because of your service as a public official. Ethics rules may also require you to excuse yourself from participating in decisions when the financial interests of a member of your immediate family or household, or your own, may be affected by your BC's action.

CARRYING OUT BOARD DUTIES

It is important to remember that you represent the city and are held to a higher standard while performing your BC responsibilities. You may be faced with difficult decisions and situations. BC members are expected to be civil and diplomatic, and in general:

- All BC meetings are public meetings subject to the state's public meeting laws.
- You should always review materials provided in advance.
- You should always do your part to maintain the organization's transparency. Avoid even the appearance of a conflict of interest by declaring publicly if a potential or actual conflict of interest arises and take appropriate steps.
- Be aware of the public nature of written messages and e-mail. All materials created in your official capacity are subject to the state's public records laws.

Keep the following in mind when dealing with other BC members, city staff, and the public:

BC Member Conduct with One Another During Meetings

- Difficult or contentious discussions may arise. Encourage civil and constructive discourse and refrain from belligerent language, personal attacks, slanderous, threatening, abusive or disparaging comments.
- Be honest with everyone. As a BC member you are a public official and have a responsibility to conduct the BC's public business in a transparent and open manner.
- Give credit to others' contributions to the process.
- Strive to make independent, objective, fair and impartial judgments.

BC Member Conduct Outside Public Meetings

- Be respectful even in private. The same level of respect for differing points of view used in public discussions should be maintained in private conversations.
- Private conversations can become public. As public officials, BC members should be aware that they can be the focus of public attention. Even casual conversation about city business, other public officials, or staff may draw attention and be repeated.
- Understand proper political involvement. BC members, as private community members, may support political candidates or issues but such activities must be done separate from their role as a BC member.

BC Member Conduct with the Public

- Be welcoming and respectful to speakers. For many community members, speaking in front of a BC is a new experience. BC members should listen and make comments or ask questions appropriately, respectfully, and professionally.
- Make no promises on behalf of the BC in unofficial settings. BC members may be asked to explain an action or to give their opinion about an issue. It is appropriate to give a brief overview, but overt or implicit promises of specific actions are to be avoided. In the case of quasi-judicial land use matters, additional prohibitions on communications apply, on which the Planning Commission receives further guidance.
- Be mindful of what you say. Anything said in a public meeting may end up in print. In discussions about city business with the press or through social media, be careful to not represent a personal opinion as if it were the city or BC position. In general, be careful what you post online – remember the old adage: if you don't want to see it on the front page of the newspaper don't type it or say it.

BC Member Conduct with City Staff

- Respect city staff and their role in the process. BC members should not disrupt staff from carrying out administrative duties, attending meetings, or implementing policy. BC members should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about staff.

MEETING ATTENDANCE

Members are expected to attend all BC meetings; however, the community understands that conflicts may prevent a member from attending up to 25% of the meetings a year. For these purposes, “year” refers to the twelve-month period beginning from the start date of the member’s BC term. For instance, many terms start on April 1 while others begin July 1.

MILWAUKIE MUNICIPAL CODE (MMC) AND BOARD BYLAWS

Most of the city’s BCs were established by the City Council as authorized by the MMC and some were established by Council resolution. Each BC also has its own set of bylaws for members to follow; see the city website or contact the BC’s staff liaison for a copy of the bylaws.

DISCIPLINARY ACTION AND REMOVAL

Pursuant to MMC Chapter 2.10, BC members may be removed at any time by the City Council for misconduct, nonperformance of duty, or failure to obey the federal, state, or local laws. If a BC member violates this code of conduct or any applicable laws the Council may choose to take the following steps:

- 1) The BC chair, or other appropriate officer if the issue involves the chair, will meet with the member in violation.
- 2) If the issue continues, the member in violation will meet with a City Council member to discuss the issue and an email about the issue will be sent to the entire Council.
- 3) If steps 1 and 2 do not resolve the issue, Council will take necessary actions to remove the member in violation from the BC as authorized by MMC Chapter 2.10.040.

IMPLEMENTATION

All BC members will review this code of conduct and affirm in writing that they understand its provisions and pledge to conduct themselves by the guidelines listed. A periodic review by Council of this document will be conducted to ensure that it is an effective and useful tool.

CODE OF CONDUCT CERTIFICATION

As a member of a city board, commission, or committee (BC), I affirm that:

- ✓ I have read and understand the Milwaukie Code of Conduct for Boards, Commissions and Committees, and its application to my role and responsibilities while serving on a city BC.
- ✓ I have read and understand the Milwaukie Public Records Overview (available online at <https://www.milwaukieoregon.gov/bc> under “Supporting Documents”) for members of BCs and how my actions on behalf of the city are governed by the applicable laws of the State of Oregon.
- ✓ I pledge to conduct myself by the code of conduct.
- ✓ I understand that I may be removed from my position if my conduct falls below these standards.

Print Name:

Signature:

Date:

Board/Committee:



Oregon's open government laws promote democracy by ensuring that government conducts its business in a transparent manner. Oregon residents have a right to know how their government is spending their tax dollars and exercising the powers granted by the people. The following information is for members of city boards, committees, and commissions so they are aware of these legal requirements and how they apply to their service to Milwaukie.

PUBLIC RECORDS

WHAT IS A PUBLIC RECORD?

A public record includes any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics. Public records can be in many formats, including a document, book, paper, photograph, file, or sound recording. It is important for members to be aware that **any message, including emails that relate to city business are public records that belong to the public**, regardless of whether they were sent or received on a public or private email system.

PUBLIC RECORDS LAW

Oregon's Public Records law is divided into two parts. The first part dictates how long a public record must be kept (retention) and requirements for its disposition. Retention is determined by the content of the record. For example, an email notification about a meeting date/time/location can be deleted after it is read; however, minutes from that meeting must be retained permanently. The second part of the law establishes every person's right to inspect any non-exempt public record of a public body. Very few records in Oregon are exempt from disclosure.

WHO IS SUBJECT TO PUBLIC RECORDS LAWS?

The law applies to every "governing" and "public" body. In Milwaukie, this includes city staff, the City Council, and members of all advisory boards, commissions, and task forces.

USE OF PERSONAL EMAIL / PERSONAL DIGITAL DEVICES

Members may use privately-owned e-mail accounts or personal digital devices (PDDs) for sending and receiving messages related to city business; however, members should forward these communications to city staff, so they are retained. Members must also realize that when private accounts and PDDs are used for city business, those accounts or devices may be subject to public disclosure. Whenever city business is done on a PDD there is no expectation of privacy.

WHAT DOES THIS MEAN FOR MEMBERS?

Public records generated as part of business related to a city advisory board, committee, or commission are maintained by the city staff liaison assigned to that body. In other words, the city is charged with the responsibility for maintaining public records in accordance with the law. If you generate a public record or receive a public record from a third party, you must send it to the city staff liaison or appropriate city department staff so it may be included in the record file. For example, if your neighbor knows you are on the Planning Commission and they send you an email with information that relates to city business, simply forward a copy of that email communication to staff in the Planning Department so it may be appropriately filed and retained. Similarly, if someone provides you with a hard-copy letter addressed to the Planning Commission, please be sure to forward it to city staff.

PUBLIC MEETINGS

WHAT IS A PUBLIC MEETING?

A public meeting is the convening of any governing body (in person, via email, via telephone, via online chat) for which a quorum (majority) is required in order to make a decision or to deliberate toward a decision *on any matter*. Reasonable notice must be provided to inform the public and all interested parties about the time, place, and agenda of public meetings. The city is committed to providing equal access to all public meetings and information per the requirements of the Americans with Disabilities Act (ADA) and Oregon Revised Statutes (ORS); accordingly, the city strives to be as accommodating as possible to ensure that all public meetings are as accessible as possible for persons with disabilities.

Governing bodies also must comply with these requirements when their members use electronic communication in lieu of face-to-face official meetings. For example, communications between a quorum of members of a governing body convening electronically are subject to the Public Meetings Law. If the communications constitute a decision or deliberation toward a decision for which a quorum is required the meeting would be subject to the Public Meetings Law. Given these requirements, the use of email and other online communication to conduct public business creates the risk of violating Oregon's open meeting laws and should be avoided.

A gathering of less than a quorum of a committee or other body is not a "meeting" under the Public Meetings Law. While a gathering of less than a quorum is not a "meeting," members should not gather (or communicate) as a group to discuss city business outside a public meeting. Such a gathering could create a "serial" quorum, may give the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law which supports keeping the public informed of the deliberations of governing bodies. Discussions and decisions need to be conducted at meetings, even though it is not always convenient.

WHAT DOES THIS MEAN FOR MEMBERS?

It is important to understand what constitutes a public meeting so members do not inadvertently violate the law. Meetings scheduled by city staff will be appropriately noticed; however, online discussions by a quorum of members violate public meetings law and should not occur.

FOR MORE INFORMATION

For further reading on Oregon's public records and meetings laws, please see the Attorney General's Public Records and Meetings Manual (link below).

http://www.doj.state.or.us/public_records/manual/pages/index.aspx

If you have questions about any of the above material contact the Office of the City Recorder at ocr@milwaukieoregon.gov or at 503-786-7502.

From: [Michael Osborne](#)
To: [Judith Serio](#)
Subject: FW: Time as gotten away from me so this email is about CUAB/Budget stuff
Date: Monday, April 1, 2024 8:20:03 AM

Michael Osborne • Finance Director
o: 503.786.7533

From: Leslie Schockner <leslieschockner@gmail.com>
Sent: Sunday, March 24, 2024 9:45 AM
To: Emma Sagor <SagorE@milwaukieoregon.gov>; Michael Osborne <OsborneM@milwaukieoregon.gov>; Scott Stauffer <StaufferS@milwaukieoregon.gov>; Peter Passarelli <PassarelliP@milwaukieoregon.gov>
Cc: Ann Ober <OberA@milwaukieoregon.gov>
Subject: Time as gotten away from me so this email is about CUAB/Budget stuff

This Message originated outside your organization.

I wanted to comment on the CUAB request to Scott for clarification about communication protocols among members. We asked Michael to convey that we would appreciate training and guidance wrt to how to communicate in between official meetings, that would include the rationale for those guidelines, which at least for me, would allow me to evaluate how and when and who I can send a message to. In the course of that discussion I believe all of the members offered the opinion that it was helpful to read and think about others' ideas wrt to the issue being discussed, eg, at that time, the bylaws. I and others are looking for guidance as to how to have those communications without violating any of the City's guidelines.

I mentioned whether we could have some sort of Adelphi process whereby each person comments on an issue and then sends it to the next, who comments and sends it on. My experience from the olden days is that that was an effective way of sharing ideas and coming to consensus. That may be too time intensive. It also occurred to me that we might have a process where each member individually sends comments to designated staff who would compile all comments before a set deadline, and then send them out for everyone to review in order to then discuss and decide on an issue at the meeting. I don't know the answer because I, like everyone else, don't know the communication guidelines. But the issue that I think needs to be solved is how to give folks the opportunity and TIME to share ideas before being called upon to make a decision of one sort or another.

So I am hoping we can have a fulsome discussion about this on Monday as the follow-up to our last meeting. Take care - see you Monday.

--

Stand like a mountain. Move like a river. Grow like a redwood.