



**Regular Session**

**RS**

**Milwaukie City Council**

**COUNCIL REGULAR SESSION**

City Hall Council Chambers, 10501 SE Main Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

**REVISED AGENDA**

**MARCH 4, 2025**

(Revised February 28, 2025)

**Council will hold this meeting in-person and by video conference.** The public may come to City Hall, join the Zoom webinar, or watch on the [city's YouTube channel](#) or Comcast Cable channel 30 in city limits. For Zoom login visit <https://www.milwaukieoregon.gov/citycouncil/city-council-regular-session-2>.  
Written comments may be delivered to City Hall or emailed to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov).

**Note:** agenda item times are estimates and are subject to change.

**Page #**

- 1. **CALL TO ORDER** (6:30 p.m.)
  - A. **Pledge of Allegiance**
  - B. **Native Lands Acknowledgment**
  
- 2. **ANNOUNCEMENTS** (6:31 p.m.) **3**
  
- 3. **PROCLAMATIONS AND AWARDS**
  - A. **Women's History Month – Proclamation** (6:35 p.m.) **6**  
 Presenter: Milwaukie Historical Society
  
- 4. **SPECIAL REPORTS**
  - A. **Volunteer of the Year 2024 Selection** (6:40 p.m.) **8**  
 Staff: Jason Wachs, Community Engagement Coordinator
  
- 5. **COMMUNITY COMMENTS** (7:00 p.m.)  
 To speak to Council, please submit a comment card to staff. Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed at the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov)), or in person to city staff.**
  
- 6. **CONSENT AGENDA** (7:05 p.m.)  
 Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.
  - A. **Approval of Council Meeting Minutes of:** **11**
    - 1. **January 31, 2025, Council retreat,**
    - 2. **February 1, 2025, Council retreat,**
    - 3. **February 4, 2025, work session, and**
    - 4. **February 4, 2025, regular session.** (removed from the agenda)
  - B. **Adoption of Update Citizens Utility Advisory Board Bylaws – Resolution** **15**
  - C. **Appointments to the Planning Commission – Resolution** **23**
  - D. **Adoption of the 2025 Council Committee Assignments – Motion** **26**

- 7. **BUSINESS ITEMS**
  - A. **None Scheduled.**
- 8. **PUBLIC HEARINGS**
  - A. **Quarterly Budget Review and Adjustment – Resolution (7:10 p.m.)** **31**  
 Staff: Emma Sagor, City Manager, and  
 Michael Osborne, Finance Director
- 9. **COUNCIL REPORTS** **37**
  - A. **Legislative and Regional Issues – Discussion (7:40 p.m.)**  
 Staff: Scott Stauffer, City Recorder
- 10. **ADJOURNMENT (7:55 p.m.)**

**Milwaukie Redevelopment Commission (MRC) Meeting.** After the regular session, Council will meet as the MRC. For information about the MRC meeting visit <https://www.milwaukieoregon.gov/bc-rc/redevelopment-commission-1>.

**Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice**

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or phone at 503-786-7502. To request Spanish language translation services email [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city’s YouTube channel](#) and Comcast Channel 30 in city limits.

**Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)**

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

**Executive Sessions**

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



**RS Agenda Item**

**2**

# **Announcements**

## Native Lands Acknowledgment

*The City of Milwaukie respectfully acknowledges that our community is located on the ancestral homeland of the Clackamas people. In 1855, the surviving members of the Clackamas signed the Willamette Valley Treaty also known as the Kalapuya etc. Treaty with the federal government in good faith. We offer our respect and gratitude to the indigenous people of this land.*



# Grand Opening!

## Mayor's Announcements – March 4, 2025

- **Annual Board and Committee Recruitment – Application Deadline April 1**
  - Online form to apply is at [onboard.milwaukieoregon.gov](https://onboard.milwaukieoregon.gov)
  - Questions, send an email to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or call 503-786-7502
- **Grand Opening Celebrations for Three New Parks – Sat., Mar. 8 (12-3:30 PM)**
  - Save the date for these events. More details to come.
    - Balfour Park (3103 SE Balfour St.), 12 - 2 PM
    - Bowman-Brae Park (4267 SE Bowman St.), 12:30 – 2:30 PM
    - Scott Park (10660 SE 21<sup>st</sup> Ave.), 1:30 – 3:30 PM (Formal remarks at 2 PM)
- **Minthorn Springs Volunteer Restoration Event – Sat., Mar. 8 (9:30 AM – 12 PM)**
  - Join the Wetland's Conservancy at monthly cleanups.
  - Tools, snacks, and gloves provided.
  - Check the city calendar at the link below to learn more and RSVP.
- **Weekly Outreach at Ledding Library – Next one is Tue., Mar. 11 (10 AM to 12 PM)**
  - Anyone can stop by for assistance with basic needs (housing, utilities, employment, food access, etc.), referrals, and resources.
  - Ledding Library is located at 10660 SE 21<sup>st</sup> Ave. in downtown Milwaukie.
- **Elk Rock Island Volunteer Restoration Event – Sat., Mar. 15 (9:30 AM – 12 PM)**
  - Volunteer to help remove ivy and other invasive plants while picking up litter.
  - Wear your mud gear, bring a water bottle, gloves and your favorite digging or clipping tools.
  - Event organizers have snacks, trash bags, and trash pickers.
  - Meet at SE 19<sup>th</sup> Ave. and SE Sparrow St. at 9:30 a.m. to get started.
- **Repair Fair – Sat., Mar. 15 (10 AM – 1 PM)**
  - A free community event that brings volunteers with fixing skills and people with broken items together.
  - Questions about what can be repaired can be emailed to [sustainability@clackamas.us](mailto:sustainability@clackamas.us).
  - Ledding Library (10660 SE 21<sup>st</sup> Ave.)
- **LEARN MORE AT [WWW.MILWAUKIEOREGON.GOV](http://WWW.MILWAUKIEOREGON.GOV) OR CALL 503-786-7555**



# Let Your Community Spirit Soar!

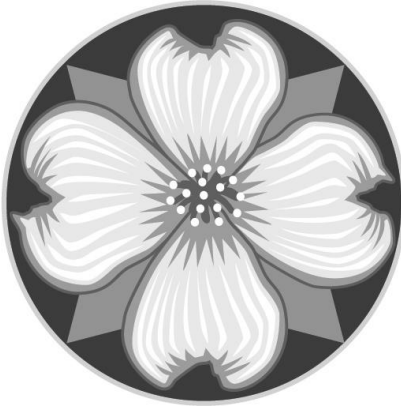
Join a  
**BOARD** or  
**COMMITTEE**

[milwaukieoregon.gov/bc](http://milwaukieoregon.gov/bc)

All I want is peace  
But yet all I see, madness  
Until the truth comes

-Anonymous-

Share your Milwaukie Haiku!  
Email yours to [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)



**RS Agenda Item**

**3**

# **Proclamations & Awards**



## PROCLAMATION

**WHEREAS** each year, since 1987, the United States observes Woman’s History Month, a month-long celebration every March to acknowledge the struggles and contributions of women of every race, class, and ethnic background, and

**WHEREAS** women have played and continue to play critical economic, cultural, and social roles in every sphere of society by constituting a significant portion of the labor force and unpaid labor working inside and outside the home, and

**WHEREAS** women courageously make up a majority of our essential workforce in several occupations, including health care, education, agriculture, social and administrative services, and

**WHEREAS** Milwaukie women have played a unique role throughout the history of the city by providing most of the volunteer labor force of the city, serving our country in the national and state armed forces, and the establishment of early charitable, philanthropic, and cultural institutions, and

**WHEREAS** women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the industrial labor movement, the civil rights movements, and especially the peace movement, and

**WHEREAS** despite these contributions, the role of women in Milwaukie, Oregon, and our national histories, has been overlooked and undervalued.

**NOW, THEREFORE**, I, Lisa M. Batey, Mayor of the City of Milwaukie, a municipal corporation in the County of Clackamas, in the State of Oregon, and with the full support and sponsorship of the Milwaukie Historical Society, do hereby proclaim **MARCH 2025** to be **WOMEN’S HISTORY MONTH** in Milwaukie and do recommend its observance with appropriate programs, ceremonies, and activities.

**IN WITNESS WHEREOF**, and with the consent of the City Council of the City of Milwaukie, I have hereunto set my hand on this 4<sup>th</sup> day of **March 2025**.

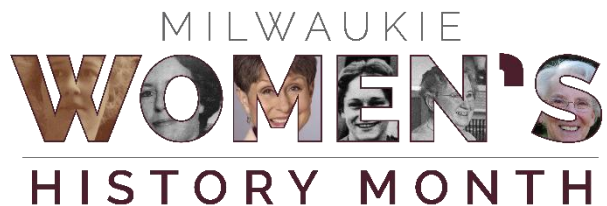
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Lisa M. Batey, Mayor

ATTEST:

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Scott Stauffer, City Recorder





**RS Agenda Item**

**4**

## **Special Reports**

## COUNCIL STAFF REPORT

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Jordan Imlah, Communication Program Manager

**From:** Jason Wachs, Community Engagement Coordinator

**Subject:** **2024 Volunteer of the Year Award Nominations**

**Date Written:** Feb. 18, 2025

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### ACTION REQUESTED

Council is asked to review nomination forms and select a winner to receive the 2024 Volunteer of the Year award.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

The nomination process began November 27, 2024, and closed February 12, 2025.

The following community members were nominated for the award. Nominees are listed in alphabetical order by last name. Staff provided Council with the nomination forms under separate cover February 21.

- David Aschenbrenner (2015 Volunteer of the Year)
- Jamie Berry
- Pam Denham
- Amy Erdt
- Joshua Freeman
- Darlene Fritsche
- Terri Geier-Brindell
- Terri Geier-Brindell and Pam Denham (both nominated as individuals and as a team)
- Virginia Pai
- Colleen Rockwell
- Rebecca Stayner

Nominees could include anyone who resides in Milwaukie or are members of a non-profit organization/business that serves the Milwaukie community. The winner is chosen according to the following criteria:

- Longevity of service to the community.
- Volunteer service during calendar year 2024 within the nominee's total volunteer efforts.
- Service within Milwaukie city limits.

The volunteer service for which the person(s) is nominated does not have to be specifically in a city volunteer capacity (i.e., board, commission, committee, neighborhood district association (NDA), etc.). However, some contribution to a city-related activity within the nominee's total effort is preferred.

The 2024 Volunteer of the Year will be recognized and thanked at the 2025 Volunteer Appreciation Dinner. The winner is also featured in The Pilot newsletter and on the city's social media accounts.

### **BUDGET AND WORKLOAD IMPACTS**

The 2025 Volunteer Appreciation Dinner will cost approximately \$8,000. The winner receives an engraved award at a minimal cost. The other budgetary impact is primarily staff time to obtain nominations and organize the event.

### **CLIMATE IMPACT**

The climate impact of choosing a volunteer of the year is negligible. The volunteer appreciation dinner includes a catered dinner at North Clackamas Park, which results in some waste, but it is minimized as much as possible by using reusable and/or compostable products, if possible. Most attendees travel to the event by car, but carpooling and using other forms of transportation is encouraged.

### **EQUITY IMPACT**

The volunteer of the year process works to obtain as many nominations as possible each year from a diverse range of community members. This includes those who volunteer directly with the city, but also those who volunteer for local non-profits and other community groups. Staff work to ensure that anyone interested in submitting a nomination can do so, whether or not they have the tools to do so through Engage Milwaukie. While these are stated goals each year for the nomination process, staff also recognize that more can be done to ensure a more diverse group of community members is nominated.

### **COORDINATION, CONCURRENCE, OR DISSENT**

City manager's office staff reviewed award nominations for accuracy, completeness, and compliance with program requirements.

### **STAFF RECOMMENDATION**

Staff recommends that city council select a recipient for the 2024 volunteer of the year award.

### **ALTERNATIVES**

Council can decline to name a recipient for the 2024 volunteer of the year award.

### **ATTACHMENTS**

1. Nomination forms provided under separate cover.



**RS Agenda Item**

**6**

# **Consent Agenda**

**COUNCIL RETREAT – DAY 1**

Chapel Theater, 4107 SE Harrison Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

**MINUTES****JANUARY 31, 2025**

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

**Staff Present:** Joseph Briglio, Assistant City Manager  
Ryan Burdick, Police Chief  
Justin Gericke, City Attorney  
Katherine Hopkins, Human Resources Director  
Brent Husher, Library Director  
Michael Osborne, Finance Director  
Peter Passarelli, Public Works Director  
Emma Sagor, City Manager  
Scott Stauffer, City Recorder

**Mayor Batey** called the meeting to order at 1:13 p.m.

**1. Review of Feedback and Data Related to Council Goal Ideas**

**Sagor** reported on the feedback received from the public during the January 7, 2025, goal setting town hall and through the Engage Milwaukie online survey. The group discussed the public input on goal ideas.

**2. Council Goal Discussion, Prioritization, and Selection**

Council and staff participated in a goal setting process. It was Council consensus to identify economic development, parks and greenspace, and affordability as goal ideas to be further developed during the second day of the retreat.

**Other Timely Topics**

Council discussed the League of Oregon Cities (LOC) Cities Day at the Capitol event and how the city should respond to recent federal administration orders.

The group concluded the retreat discussions at 5:43 p.m.

**3. Social Dinner**

Beginning at 6:45 p.m. Council, Sagor, and Briglio participated in a social dinner at Papa Haydn, 5829 SE Milwaukie Avenue, Portland. No city business was discussed.

The dinner concluded at 9:15 p.m.

Respectfully submitted,

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Scott Stauffer, City Recorder

## COUNCIL RETREAT – DAY 2

Chapel Theater, 4107 SE Harrison Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

## MINUTES

FEBRUARY 1, 2025

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

**Staff Present:** Joseph Briglio, Assistant City Manager  
Ryan Burdick, Police Chief  
Katherine Hopkins, Human Resources Director  
Brent Husher, Library Director  
Michael Osborne, Finance Director  
Peter Passarelli, Public Works Director  
Emma Sagor, City Manager  
Scott Stauffer, City Recorder

**Mayor Batey** called the meeting to order at 9:05 a.m.

### **1. Council Goal Action Planning**

The group reviewed the goal setting discussion during day one of the retreat (January 31, 2025) and participated in a brainstorming charette for the three identified goals: economic development, parks and green space, and affordability.

### **Other Timely Topics (continued from January 31, 2025)**

Council continued to discuss a statement to be read by Council at the February 4, 2025, regular session addressing recent federal administration orders.

The group took a lunch break from 11:45 a.m. to 1:02 p.m.

### **2. Performance Measurement and Storytelling**

The group discussed each of the three identified goals, articulating what each goal would mean for Council and staff and how to measure the success of each goal.

It was the unanimous Council consensus that staff should prepare a resolution for Council to adopt the following three goals for the 2025-2027 biennium.

- Economic Development: Support Milwaukie's Business Districts and invest in Neighborhood Hubs
- Parks and Greenspace: Deliver Milwaukie Bay Park and expand equitable access to greenspace, including the future restored Kellogg Creek Natural Area
- Affordability: Identify opportunities to provide utility relief and support more affordable housing in Milwaukie

### **3. Council Norms and Processes Discussion**

This topic was addressed during the Other Timely Topics agenda during the retreat.

The retreat adjourned at 4:08 p.m.

Respectfully submitted,

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Scott Stauffer, City Recorder

## COUNCIL WORK SESSION

City Hall Council Chambers, 10501 SE Main Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

## MINUTES

FEBRUARY 4, 2025

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

**Staff Present:** Tanya Battye, Civil Engineer  
Joseph Briglio, Assistant City Manager  
Jennifer Garbely, City Engineer  
Justin Gericke, City Attorney  
Emma Sagor, City Manager  
Scott Stauffer, City Recorder

**Mayor Batey** called the meeting to order at 4:08 p.m.

### **1. Safe Access for Everyone (SAFE) and Street Surface Maintenance Program (SSMP) – Annual Report**

**Garbely** presented the combined annual report for the SAFE and SSMP programs by outlining the original goals for the programs. **Mayor Batey** and **Garbely** discussed how the program had originally prioritized those streets, and how the city had recognized the need to address residential streets as well. The discussion included an overview of funding sources, including bonds, and the need for future funding in the next budget.

**Battye** discussed the pavement condition index (PCI) and noted that while arterial and collector streets were continuing to decline, residential streets had shown improvement due to focused efforts. The last PCI assessment was conducted in 2019, and a new evaluation was planned for the spring to ensure accurate data for future planning. The group discussed the PCI assessment process and how future technology would improve how staff approaches remediation of deteriorating streets.

**Garbely** provided updates on the nine-year SAFE project list, which included noting that the city was unsuccessful in obtaining a Safe Routes to School (SRTS) grant, but staff planned to resubmit a grant application in the next funding cycle. The group discussed the scoring process for grants and potential improvements for future submissions, and funding challenges, particularly in addressing street and sidewalk improvements beyond the current bond allocations.

**Garbely** and **Battye** provided updates on the Washington Street improvements and Ardenwald North improvements projects. **Garbely** and **Councilor Stavenjord** discussed the installation of a rapid flashing beacon at 42nd and Roswell. **Mayor Batey** noted past community feedback requesting additional street lighting in some areas and emphasized the importance of evaluating lighting needs in future projects.

**Garbely** provided an update on the Harvey Street improvements, explaining that the project will go out to bid in March 2025 and that utility work would begin first, as a major water pipeline replacement was needed to address outdated and undersized infrastructure. **Garbely** presented the improvements for King Road and noted that the project will likely come in under budget.

**Garbely** provided an update on the 2025 SSMP project, noting that design is underway and will include a slurry seal and grind-and-inlay work, with bidding expected soon. **Garbely** and **Battye** discussed the progress of the Washington Monroe Greenway, the eastern segment is at 60% design, and the city was awarded an additional \$1.5 million in funding to restore previously removed elements. The central segment recently



completed waterline work, with railroad crossing designs in progress and a request for qualifications (RFQ) forthcoming. The Oregon Department of Transportation (ODOT) is handling the Highway 224 section, while Clackamas County's portion east of Linwood Avenue is set to begin construction in the coming weeks.

**Garbely** presented the Stanley Avenue Improvements, noting that the SRTS grant had been denied. The group discussed alternative approaches to move the project forward despite the grant denial. **Garbely** provided a summary of engineering's plans for all projects moving forward and the group discussed funding and possible adjustments to the SAFE fee structure to address funding gaps, it was emphasized that future funding strategies should be carefully planned, and there was a need to balance long-term funding sustainability with project prioritization.

The discussion concluded with an overview of ongoing and completed projects, the importance of sharing progress updates with both Council and the public, and recognition that the Linwood Avenue project had won an award.

## **2. Council Committee Assignments – Discussion**

**Briglio** introduced the discussion on Council committee assignments, and **Mayor Batey** and **Council President Anderson** extended the discussion into a broader conversation on Council's role in goal implementation and advocacy.

Council reviewed the effectiveness of the previous "swim lanes" approach and debated whether to shift toward a model that prioritizes goal-focused leadership. The group discussed various options, including having designated Council members serve as point persons for specific goals and the potential risks of serial meetings under Oregon's public meetings law. Concerns were raised about unnecessary bureaucracy, with an emphasis on Council maintaining a policy-focused role while staff handled implementation. While the previous "swim lane" approach had some successes, it was noted there were also challenges in execution and accountability.

It was suggested that Council align its committee assignments more directly with Council's goals. The group considered assigning two Council members per goal to ensure accountability and structured updates. **Councilor Stavenjord** wanted to ensure that committee assignments were allowing Council members to continue engaging with external groups based on individual interests. The group discussed using Council meetings for updates on goal progress and committee work.

Council agreed to refine the committee assignments and clarify which groups required formal city representation. The group also discussed the need to clearly differentiate between personal participation in external organizations and official city representation.

**Sagor** summarized that Council was moving away from "swim lanes", and noted that structured, periodic updates on goals had already been added to Council agendas.

## **3. Adjourn**

**Mayor Batey** announced that would meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**Mayor Batey** adjourned the meeting at 5:46 p.m.

Respectfully submitted,

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Nicole Madigan, Deputy City Recorder

**COUNCIL STAFF REPORT**

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Date Written:** Feb. 20, 2025

**Reviewed:** Michael Osborne, Finance Director, and  
Nicole Madigan, Deputy City Recorder

**From:** Scott Stauffer, City Recorder

**Subject:** **Revised Citizens Utility Advisory Board (CUAB) Bylaws Adoption**

**ACTION REQUESTED**

Council is asked to approve a resolution adopting revised Citizens Utility Advisory Board (CUAB) bylaws.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

[November 4, 2025](#): The CUAB completed its final discussion about its bylaws and asked staff to present the revised bylaws to Council for approval.

**ANALYSIS**

Over the last several years, the CUAB has reviewed its bylaws to incorporate several changes and the city's new board and committee bylaw template. Most of the changes, which were not tracked given the multi-year duration of the board's discussion, were housekeeping in nature to align the board's bylaws to the city's boards and committees bylaws template, which Council adopted in 2021.

The most prominent proposed change is a name change. More than six years ago, during one of the board's annual reports to Council, Council directed the CUAB to consider changing its name to replace the word "citizen" with "community." The CUAB agreed with that change and have been waiting to complete a full bylaw review before making the name change official. The proposed bylaws include a name change, in keeping with the previous Council direction, to be the "Community Utility Advisory Committee" or CUAC.

Another significant change includes the Board's membership. In 2023, Council appointed the five non-Council members of the city's Budget Committee to serve as the CUAB, in an effort to more efficiently manage the fiscal-oriented aspects of the Board's duties. The proposed bylaws reflect this membership change.

Should Council approve the proposed updated CUAB Bylaws, staff would draft an ordinance to update the Milwaukee Municipal Code (MMC) to replace references to a "Citizens Utility Board" with "Community Utility Advisory Committee."

**BUDGET, CLIMATE, EQUITY, & WORKLOAD IMPACTS**

None.

**COORDINATION, CONCURRENCE, OR DISSENT & STAFF RECOMMENDATION**

Not applicable.

**ALTERNATIVES**

Council could request that the CUAB make further additions and/or changes to the bylaws.

**ATTACHMENTS**

1. Resolution
2. Revised Bylaws

**COUNCIL RESOLUTION No.****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
AMENDING THE CITIZENS UTILITY ADVISORY BOARD (CUAB) BYLAWS.**

**WHEREAS** the Citizens Utility Advisory Board (CUAB) annually reviews its bylaws and proposes updates to the City Council as appropriate; and

**WHEREAS** between 2023 and 2024 the CUAB reviewed its bylaws and agreed to propose changes to the Board’s bylaws to address a Council-directed name change to “Community Utility Advisory Committee” or “CUAC” and to adopt the new bylaws template for city boards and committees; and

**WHEREAS** the Committee is pleased to submit the attached updated bylaws (Exhibit A) for City Council approval.

**Now, Therefore, be it Resolved** by the City Council of the City of Milwaukie, Oregon, that the Citizens Utility Advisory Board Bylaws are amended as outlined in Exhibit A, and that the committee will now be known as the Community Utility Advisory Committee.

Introduced and adopted by the City Council on **March 4, 2025**.

This resolution is effective immediately.

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Lisa M. Batey, Mayor

ATTEST:

APPROVED AS TO FORM:

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Scott S. Stauffer, City Recorder

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Justin D. Gericke, City Attorney



**EXHIBIT A**

**Community Utility Advisory Committee**

[www.milwaukieoregon.gov/bc-cuab](http://www.milwaukieoregon.gov/bc-cuab)

**BYLAWS**

Adopted xx/xx/xxxx

By Resolution

**ARTICLE I – NAME**

The name of the Committee is the Community Utility Advisory Committee (CUAC), which is a standing subcommittee of the city’s Budget Committee.

**ARTICLE II – PURPOSE & AUTHORITY**

**A. Purpose.** The purpose of the Committee is to provide information and recommend actions to the Budget Committee for inclusion in the biennial budget as it related to the city’s utility rates and capital improvement programs through the following activities.

- a. Reviewing existing rate structures and capital improvement programs.
- b. Advise the City Council on matters relating to utility rate structures and capital improvement programs.
- c. Promoting public knowledge and understanding of the city's utility programs; and
- d. Such other activities as the City Council may assign.

**B. Authority.** The Committee is authorized by Milwaukie Municipal Code (MMC) Chapter 2.11. Citizens Utility Board.

**ARTICLE III – MEMBERSHIP**

**A. Membership.** The Committee members are the five citizen members of the Budget Committee. No member may be an officer, agent or employee of the City of Milwaukie.

**B. Appointment.** As outlined in the MMC, the mayor appoints Committee members with the consent of the City Council. The citizen members of the Budget Committee are appointed to serve as a duty of Budget Committee membership. As outlined in MMC 2.10.040 and in the city’s Code of Conduct for Board and Committee Members, Committee members serve at the pleasure of the City Council.

**C. Term of Office.** Committee member terms are the same as the Budget Committee membership terms. Committee members may serve no more than two consecutive full terms, unless there is an interval of at least one term before reappointment. Current Committee members may be reappointed to the Committee if they do not exceed the established term limits for the Committee.

**D. Vacancies.** Vacancies on the CUAC will be filled as they relate to changes in membership of the citizen members of the Budget Committee. A CUAC position will become vacant when the respective Budget Committee position is vacated, either through completion of an appointed term or through resignation. Reappointments will occur as relate to Budget Committee membership. 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 Committee members comply with Oregon’s public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Committee members are expected to review, sign, understand, and abide by the Code of Conduct.

## **ARTICLE IV – MEETINGS**

- A. Open Meetings.** All Committee meetings are public meetings as set forth by Oregon’s Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.
- B. Meeting Conduct.** Committee 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 Committee will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The Committee’s regular schedule will be to meet quarterly in advance of the quarterly Budget Committee meeting to facilitate timely review and recommendation of CUAC business to the committee. The annual meeting calendar will be posted to the city website’s calendar.
- 1. Special Meetings.** Special meetings may be called at the request of the chair or a majority of the Committee. 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 Committee members and staff, and the meeting location.
  - 2. Closed Sessions.** The Committee may meet in closed, or executive, session as allowed by ORS 192.660(2) and consistent with MMC 2.04.090.
- D. Attendance & Absences.** Members are expected to attend all meetings, events, and activities of the CUAC. The City Council may decide to replace a CUAC member with a non-Budget Committee member if the member regularly fails to attend such events or requests such action related to workload issues. Such action could consist of appointing an alternate community member or replacing the community member on the Budget Committee which would result in removal from CUAC. The City Council may choose another alternative to fill a vacancy.
- 1. Absences.** If a Committee 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 Committee business, including holding official meetings, a quorum consists of a majority of the committee members.
- 1. Lack of Quorum.** If there is no quorum of Committee 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 Committee members before the meeting about the cancelation.
  - 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. The agenda will note which items require formal action. 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. Board Member Reports
7. Adjournment

**G. Adjournment Time.** Committee meetings are expected to last no more than two hours. The meeting can be extended if necessary to complete the business listed on the agenda or moved to a subsequent meeting, either upon affirmative vote of the CUAC or by decision of the chair and the staff liaison.

**H. Voting.** All Committee 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 Committee present shall be required to determine any matter before the Committee. 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 chair will call the vote. In an instance in which the vote is not unanimous, the “ayes” and “nays” will be recorded by name. The chair will vote last.

**I. Motions & Related Matters.** Any Committee member may make a motion. A motion needs a second to be considered, otherwise it fails.

**1. Reconsideration of Actions Taken.** A Committee 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 Committee.

**J. Minutes & Related Matters.** The written and approved meeting minutes are the official record of the meeting.

**1. Preparing the Minutes.** As the CUAC is a subcommittee of the Budget Committee, city staff 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 Committee 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.
- g. Documents discussed will be included as attachments to the adopted minutes.

**2. Recordings.** As allowed by state law, all public meetings may be recorded by the city, Committee, 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 Committee 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 Committee will consist of a chair and a vice chair.

1. **Election of Officers.** Members will elect the officers annually during the first meeting of the first quarter of the current biennium. Any member may nominate another member as an officer. Officers may be re-elected. If an officer is unable to complete their term, the Committee 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 Committee meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing Committee 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 Board Members.** The role of a Committee member is to participate in the Committee'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, Committee members must behave in an appropriate manner when performing their duties as Committee members in-person and in written or digital communications.
  1. **Meeting Preparation.** Committee 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 Committee meetings, members are encouraged to visit sites that are subjects for design review actions. If a Committee 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.** Committee 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 Committee may not participate in any Committee proceeding in which any of the following persons or businesses have a direct or substantial financial interest:
    - i. The Committee member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the Committee member.
    - ii. Any business in which the Committee member is then serving or has served within the previous two years; or
    - iii. Any business with which the Committee 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 Committee where the action is being taken.
- E. **Duties of City Staff.** The city will assign a staff liaison to the Committee, who will ensure the city staff take minutes and make other administrative support available as needed. Staff liaisons will act as the Committee's primary point of contact for the members, city staff, and the public. Staff will ensure that the meetings are held in accordance with state public meeting laws and will support the Committee's activities.
  1. **Orientation of New Members.** When new Committee 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 the new members.



2. **Board Manual.** For the efficient documentation of the operations, city staff may compile and maintain a Committee manual.
- F. **Subcommittees & Other Committees.** The Committee may find it necessary to form subcommittees to investigate areas relevant to the Committee's purpose. The Committee 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 Committee may select members to serve as a representative on another committee.

## **ARTICLE VI – GOALS & AMENDMENTS**

- A. **Goals.** The Committee will annually establish project and outcome goals that align with the goals of the City Council and the city. The Committee will establish an annual workplan to document its progress towards achieving its goals.
- B. **Amending the Bylaws.** The Committee 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 Committee will meet annually with the City Council to review the Committee's goals, workplan, and any proposed bylaw amendments.

**COUNCIL STAFF REPORT**

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Laura Weigel, Planning Manager, and  
Scott Stauffer, City Recorder

**From:** Nicole Madigan, Deputy City Recorder

**Subject:** **Planning Commission Appointments**

**Date Written:** Feb. 20, 2025

**ACTION REQUESTED**

As outlined in the Milwaukie Municipal Code (MMC), Council is asked to approve a resolution making appointments to the Planning Commission.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

November 2024: Commissioner Carpenter and Commissioner Mulhern resigned, creating two vacant positions on the Planning Commission.

December 20, 2024: The city began accepting applications for the Planning Commission.

January 2025: Staff received notification that Commissioner Fuenmayor intended to resign once a replacement commissioner had been found. With the two previous vacancies, and a third pending vacancy, staff and Mayor Lisa Batey agreed it was necessary to undertake a special recruitment process for the Commission, outside of the annual boards and committees (BC) recruitment process in the spring.

February 3: A panel comprised of members of Council, the Commission, and staff reviewed applications for the Commission and decided who to extend interviews to.

February 19: The panel held interviews and identified qualified candidates for the vacant Commission positions and have recommended that Council approve the appointment of the nominated individuals.

**ANALYSIS**

Authority to fill city board and committee (BC) vacancies is granted to the Mayor and Council by Section 26 of the City Charter. To fill vacant positions, members of Council along with appropriate staff liaisons and committee chairs recruit volunteers and usually conduct interviews from applications received by the city, however interviews are not required by the MMC. For these vacancies, application review and interviews were conducted by Mayor Batey, Councilor Massey, Planning Commission Chair Jacob Sherman, and the Commission's staff liaison, Laura Weigel. In total, 11 applications were received, and 6 candidates were interviewed.

Appointed individuals serve for a term length determined by the MMC. Upon the completion of a term, if the individual is eligible, they may be reappointed by Council to serve another term. Committee appointments are made when a term expires or when a position is vacated. All BC terms expire on June 30. Most BC positions are term-limited, meaning there is a limit to the number of times that members can be re-appointed. The nominated individuals would be

appointed to complete terms that have already started, and they would all be eligible for reappointment to future terms.

The individuals nominated for appointment were identified as candidates for the Planning Commission based on their applications, resumes when available, and their interviews. All applicants are aware of the time commitment and level of work required to fulfill the duties of participating on the Commission. The interview panel reached consensus on which applicants to propose for appointment.

### **BUDGET IMPACT**

The proposed BC appointments have no financial impact, however certain BCs have authority to make fiscal decisions recommendations.

### **CLIMATE IMPACT**

Appointing different community members to the Planning Commission ensures that the city hears many voices when shaping and meeting Milwaukie’s climate goals.

### **EQUITY IMPACT**

Staff strive to make participation with the city’s BCs as accessible as possible by holding hybrid meetings and offering BC applications translated in Spanish.

### **WORKLOAD IMPACT**

None.

### **COORDINATION, CONCURRENCE, OR DISSENT**

The office of the city recorder (OCR) worked with the planning department’s staff liaison, city manager, Commission Chair Jacob Sherman, Councilor Robert Massey, and Mayor Batey to confirm that the individuals listed below are qualified and eligible to serve on the Commission.

### **STAFF RECOMMENDATION**

Staff recommend making the following appointments:

**Planning Commission:** four-year terms, limit of two consecutive terms.

<b>Position</b>	<b>Name</b>	<b>Term Start Date</b>	<b>Term End Date</b>
1	Nicholas Hess	3/4/2025	6/30/2027
4	Juli Garvey	3/4/2025	6/30/2025
5	Ryan Lowther	3/4/2025	6/30/2027

### **ALTERNATIVES**

Council could decline to make the recommended appointments, which would result in continued vacancies on the Commission.

### **ATTACHMENTS**

1. Resolution

**COUNCIL RESOLUTION No.****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
MAKING APPOINTMENTS TO THE PLANNING COMMISSION.**

**WHEREAS** Milwaukie Charter Section 26 authorizes the mayor, with the consent of the Council, to make appointments to boards and committees (BCs), and

**WHEREAS** vacancies exist on the Planning Commission; and

**WHEREAS** the individuals nominated for appointment have submitted applications and been interviewed by a panel of Council members, a Planning Commissioner, and staff liaison; and

**WHEREAS** the interview panel recommend that the following individuals be appointed to fill the Commission vacancies:

**Planning Commission**

<b>Position</b>	<b>Name</b>	<b>Term Start Date</b>	<b>Term End Date</b>
1	Nicholas Hess	3/4/2025	6/30/2027
4	Juli Garvey	3/4/2025	6/30/2025
5	Ryan Lowther	3/4/2025	6/30/2027

**Now, Therefore, be it Resolved** by the City Council of the City of Milwaukie, Oregon, that the individuals named in this resolution are appointed to the Planning Commission for the term dates noted.

Introduced and adopted by the City Council on **March 4, 2025**.

This resolution is effective immediately.

ATTEST:

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Lisa M. Batey, Mayor

APPROVED AS TO FORM:

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Scott S. Stauffer, City Recorder

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Justin D. Gericke, City Attorney

## COUNCIL STAFF REPORT

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Scott Stauffer, City Recorder

**From:** Joseph Briglio, Assistant City Manager

**Subject:** **2025 Council Committee Assignments**

**Date Written:** Feb. 6, 2025

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### ACTION REQUESTED

Council is asked to finalize the 2025 Council committee assignments matrix.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Every January, Council updates the matrix noting which of its members serve on various intergovernmental and regional advisory bodies.

[February 4, 2025](#): Council discussed its committee assignments.

[February 18, 2025](#): staff received additional changes to the assignments from Council.

### ANALYSIS

Council discussed committee assignments in the summer of 2024 following the May special election. At the February 4 work session, Council reviewed the committee assignments and discussed if any changes were needed. No changes were identified. The assignments are shown in the attached matrix. On February 18, staff received additional changes to the matrix, which have been added to the attached document.

The committee assignments matrix may be updated throughout the year as committee information changes.

### ATTACHMENTS

1. 2025 Council Committee Assignments Matrix

LAST UPDATED: 18-Feb-25

Committee	Focus	Governing Authority	2024 Appointee	Staff Resources	Elected Rep Required	Meeting Schedule (subject to change)	Policy areas
<b>Audit Committee</b>	The City of Milwaukie created an Audit Committee of the Milwaukie City Council to ensure that audits of the City's financial statements are completed annually in accordance with Oregon state law, to share oversight responsibility of the City's independent auditors with management, and to assist City management in the review and selection of the City's independent auditor (Res. No. 56-2012).	The Audit Committee is to consist of one member of the City Council and one member of the City Budget Committee each appointed by the Council for two-year staggered terms and two citizen members with an interest in City government financial operations, with preference first given to a Certified Public Accountant residing within City limits and second to a Certified Public Accountant with City affiliation, also for a two year term.	<u>Robert Massey</u>	Michael Osborne	Yes	Meetings are held at least twice annually	Finance
<b>Boards, Committees, and Commissions (BCC) Selection Committee</b>	Purpose is to interview citizens who have applied to serve on citywide Boards, Committees, and Commissions.	Comprised of the Mayor, rotating Councilor, and Staff Liaison.	<u>Lisa Batey</u>	Scott Stauffer	Yes	Interviews are held as needed.	Public engagement
<b>Budget Committee</b>	The Budget Committee is established in accordance with the provisions of ORS 294.336 to review the annual city budget document as prepared by the city budget officer and to recommend an approved budget to the City Council for adoption.	The Committee includes five City Councilors plus an equal number of City residents who are registered voters. The Council appoints the citizen members for four-year terms. The Budget Committee meets as directed by City Council. Typically, the budget preparation meetings are held in the early spring, with additional meetings scheduled as needed and to review revenue and expenditure reports.	<u>Mayor and Council</u>	Emma Sagor, Michael Osborne	Yes	Meetings are held quarterly	Finance
<b>Clackamas Cities Association (CCA)</b>	12 cities in Clackamas County get together for dinner and speaker events to share ideas and to network.	City of Lake Oswego provides general coordination for cities.	<u>Mayor and Council</u>	Emma Sagor, Scott Stauffer	No	Dinners are held monthly. Typically, dinners are held on the third Thursday of the month.	Intergovernmental Affairs
<b>Clackamas County Coordinating Committee (C-4)</b>	C-4 was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs). C-4 provides Councilors with an opportunity to network and work on building consensus on regional issues.	Voting membership shall consist of one elected representative and an elected alternate appointed by the City Council	<u>William Anderson</u>	Emma Sagor	Yes	Meetings are held on the first Thursday of the month starting at 6:45 p.m. online.	Land use and development, Transportation, Intergovernmental Affairs
<b>Clackamas County Coordinating Committee (C-4) – Metro Sub- Committee</b>	C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee to discuss JPACT and MPAC issues. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: JPACT, MPAC, TPAC, MTAC, respectively.	Nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.	<u>William Anderson</u>	Emma Sagor, Joseph Briglio	Yes	Meetings are held on the third Wednesday of the month at 7:30 p.m. online.	Transportation, Land use and development
<b>Clackamas County Fire District #1 District Board Subcommittee</b>	Purpose is to discuss collaborative opportunities, long-term facility needs, emergency preparedness, impacts of compression, and other challenges facing communities being served.	Subcommittee consists of two Fire Board members and two Council Members appointed by respective jurisdiction.	<u>Adam Khosroabadi</u> <u>Yacant</u>		Yes	Meetings are usually held at city facilities.	Public safety
<b>Clackamas County Library District Advisory Committee</b>	Purpose is to advise the Clackamas County Library Service District (Board of County Commissioners) to support two county libraries and ten city libraries.	Committee involves 10 members that are typically appointed by respective library board. The advisory committee was created after the 2008 District creation.	<u>No Council Rep Needed</u>	Brent Husher	No	Meetings are held as needed.	Libraries
<b>Clackamas County Childcare for All Task Force</b>	A group convened by Clackamas County and Clackamas Education Service District on ways to provide greater access to affordable childcare options.		<u>Adam Khosroabadi</u>			Meeting schedule under development.	Housing and human services
<b>Clackamas County Mayors and Chairs</b>	Broad topics that fall outside the scope of C4.	Ad hoc group – no formal appointment process.	<u>Lisa Batey</u>	Emma Sagor	No	Since 2022 this group has met online.	Intergovernmental Affairs
<b>Community Action Board</b>	Members are appointed by the Clackamas County Board of County Commissioners. The group advocates both locally and at the state level on issues related to people and households with low-incomes.	Board is run by Clackamas County. 8 members and one alternate.	<u>Adam Khosroabadi</u>		No	Meetings are the first Wednesday of each month, 7:30 a.m. to 9 a.m.	Housing and human services
<b>Homeless Solutions Coalition of Clackamas County (HSCC)</b>	HSCCC's purpose is to bring together citizens, agencies, governments, churches, businesses, and schools in the Oregon City region to create partnerships that reduce homelessness.	Steering committee made up of co-founders and representatives of agencies, governments, churches, businesses, and schools.	<u>Rebecca Stavenjord - Board Member</u> <u>Adam Khosroabadi - attends regional "together" groups</u> <u>Robert Massey - attends provider committee (currently on hiatus)</u>		No		Housing and human services

Committee	Focus	Governing Authority	2024 Appointee	Staff Resources	Elected Rep Required	Meeting Schedule (subject to change)	Policy areas
League of Oregon Cities	Legislative Committees (any councilor can participate)	LOC Energy Policy Committee Community Development Committee	<u>Any Councilor can participate in legislative committees</u>	Emma Sagor	Yes		Intergovernmental Affairs
Local Contract Review Board	Purpose is to review and adopt public contracting rules and findings as to amendments of professional services	Established via Resolution by Council.	<u>City Council</u>	Kelli Tucker	Yes	Meetings are held as needed.	Finance
Metro Mayor's Consortium	Advocate at Metro and State on issues that affect all metro cities.	Membership limited to 20 local mayors of the Portland Metro Region.	<u>Lisa Batey</u>	Emma Sagor	Yes	Meetings are held monthly on Wednesdays during lunchtime.	Intergovernmental Affairs
Milwaukie Redevelopment Commission	Facilitate and support urban renewal efforts in targeted areas of the City of Milwaukie	MRC	<u>City Council</u>		Yes	Meet as needed during Council work, study, and regular sessions	Land use and development
Milwaukie Redevelopment Commission Community Advisory Committee	Advise MRC on investment opportunities within the tax increment financing district.	MRC	<u>Rebecca Stavenjord</u>		Yes	Meets as needed to develop recommendations for MRC.	Land use and development
Milwaukie Parks and Recreation Board (PARB)	Advises City Council on parks related issues.	Comprised of 8 members appointed by City Council.	<u>Robert Massey</u>	Peter Passarelli	Yes	Meetings are held on the 4th Wednesday of every month at 4:30 at the Ledding Library.	Parks
North Clackamas Chamber of Commerce and Public Policy Team	Purpose is to discuss policy issues in front of the Chamber for position consideration.	Representatives appointed by the Chamber Board.	<u>Adam Khosroabadi</u>	Vera Koliass Emma Sagor	No	Meetings are held on the first Monday of the month from 12 p.m. to 1:15 p.m. at the Chamber Offices.	Economic development
North Clackamas Parks and Recreation District Advisory Board (DAC)	Purpose is to make recommendations to the District Board of Directors on the design, planning and development of parks and the provision of recreational programs in the district.	Section E(2) of the May 1, 1990 Agreement between Clackamas County and the City provide for representation to the DAC. City Council appoints the DAC member.	<u>Lisa Batey</u>	Peter Passarelli	No	DAB meets monthly on the second Wednesday of every month from 5:00 to 7:00 PM	Natural Resources and Parks
North Clackamas Watershed Council	The North Clackamas Watershed Council's purpose is to advocate for the protection and enhancement of the watersheds' fish and wildlife habitat and improve water quality through partnership with public and private entities, habitat restoration projects, community education and outreach, and strategic planning.	The number of Council Representatives may vary between a minimum of four (4) and a maximum of thirty (30). A minimum of one position will be reserved for each of the following watersheds and sub-basin areas; Upper Kellogg, Lower Kellogg, Lower Mt Scott, Dean, Middle Mt Scott/Cedar, Phillips, Upper Mt Scott, Minthorn Spring, Boardman Creek, River Forest, and Rinearson Creek. The term of office for Council Representatives shall be three years.	<u>Robert Massey</u>	Peter Passarelli	No	Meetings are held on the third Wednesday of the month from 6:00 p.m. to 8:00 p.m. online.	Natural Resources and Parks
Oregon Mayors Association (OMA), Portland Metro Region Team	Purpose is to create a forum for discussing a wide variety of issues, and, most importantly, a unified voice in Salem. Established in 1972, the Oregon Mayors Association is a voluntary association of persons who hold the office of mayor. OMA is recognized as an affiliate organization in cooperation with the League of Oregon Cities. Over two-thirds of Oregon mayors are active members of OMA.	The leadership of the OMA is vested in a Board of ten directors which include a President, President-elect, Secretary-Treasurer, Immediate Past President and six members at-large. The Immediate Past President and the Secretary-Treasurer serve as ex-officio-Directors. The Secretary-Treasurer position is a nonvoting position held by the Executive Director of the League of Oregon Cities Board members are elected at the annual meeting of the OMA, held at the League of Oregon Cities' Annual Conference. The OMA constitution requires that consideration be given to geographic and size diversity on the Board.	<u>Lisa Batey</u>	Emma Sagor	Yes	Meetings are held as needed either by way of teleconference or at League of Oregon Cities' Meetings.	Intergovernmental Affairs
WES Advisory Committee	On Sept. 14, 2017, the Board of County Commissioners of Clackamas County (BCC) acting as the governing body of WES, created a standing advisory committee consisting of customers, stakeholders and city representatives referred to as the Water Environment Services Advisory Committee.	Clackamas County	<u>Adam Khosroabadi</u>	Peter Passarelli	Yes		Natural Resources and Parks, Public Utilities
Regional Water Providers Consortium	The Regional Water Providers Consortium serves as a collaborative and coordinating organization to improve the planning and management of municipal water supplies in the greater Portland, Oregon metropolitan region. Primary focus is conservation and planning interties of water systems to address emergency needs.	Formed in 1997, the Consortium serves the Multnomah, Clackamas, and Washington counties and is made up of 21 water providers and the regional government Metro. Together, these entities provide about 95 percent of the Portland metropolitan area's drinking water. Members of the Consortium are cities, water districts and a people's utility district throughout the Portland, Oregon metropolitan area. The regional government Metro is also a member. Participation in the Consortium is voluntary and is funded through membership dues.	<u>Robert Massey</u>	Peter Passarelli	No	Meetings are held three times per year. Typically, from 6:00 p.m. to 8:30 p.m. at Metro. Usually in the Metro Chambers.	Natural Resources and Parks, Public Utilities

Committee	Focus	Governing Authority	2024 Appointee	Staff Resources	Elected Rep Required	Meeting Schedule (subject to change)	Policy areas
Transportation System Plan Advisory Committee	Community based committee that will advise on the update of the TSP.	Committee is appointed by City Council.	William Anderson	Laura Weigel	Yes, as determined by City Council	Approx. 12/16 meetings over 12-18 months. Meeting time TBD. Likely on Thursday evenings from 6:00- 8:00.	Transportation





**RS Agenda Item**

**8**

# **Public Hearings**

**COUNCIL STAFF REPORT**

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Matthew Deeds, Assistant Finance Director

**From:** Michael Osborne, Finance Director

**Subject:** **FY 2025 Budget Adjustment #2**

**Date Written:** Feb. 24, 2025

**ACTION REQUESTED**

Council is asked to approve a resolution authorizing a fiscal year (FY) 2025 proposed budget adjustment.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

[June 4, 2024](#): Council adopted the 2025-2026 biennium budget via [Resolution 30-2024](#).

[August 26, 2024](#): The first proposed FY25 budget adjustments were presented to the Budget Committee.

October 15, 2024: Council adopted the first FY25 budget adjustment.

[Nov 19, 2024](#): Council approved a collective bargaining agreement (CBA) with the American Federation of State, County, and Municipal Employees (AFSCME).

[February 10, 2025](#): The Budget Committee discussed the second proposed FY25 budget adjustment.

**ANALYSIS**

Oregon Revised Statute (ORS) 294 allows for budget adjustments when a condition arises that was not known at the time the budget was adopted. Since the biennium budget was adopted, certain conditions and situations have arisen that necessitate changes in financial planning. These adjustments and a summary of the conditions are outlined below.

In the FY25-26 budget development process, staff committed to presenting any needed budget adjustments on a quarterly basis, in alignment with the quarterly schedule of the Budget Committee. Because this budget adjustment can be accounted for in previously budgeted contingency (and the amount transferred from contingency represents less than 15% of total appropriations in any of the impacted funds), or the budget adjustment can be accounted for by transferring appropriation authority between funds, it is referred to as a *transfer of appropriation authority*; a full supplemental budget is not required. This budget adjustment was reviewed by the Budget Committee at their February 3 meeting. No concerns were noted.

Since the FY25-26 biennial budget was adopted in June 2024, the city concluded contract negotiations with AFSCME 350-5, one of two unions that represent city staff. The new contract with ASFCME was adopted in November 2024 and includes a cost-of-living adjustment (COLA) increases of 6% starting July 1, 2024, 2% starting July 1, 2025, and 2% starting January 1, 2026, that were not known at the time of the budget adoption. The proposed budget adjustment

would move resources from contingency to the department budget line items within the General, Water, Wastewater, Stormwater, and Transportation funds to cover the projected increases in salaries as called for in the updated AFSCME collective bargaining agreement. As is standard practice at the city, the same COLAs were also applied to management and non-represented employees.

In addition to these COLA-related adjustments, the proposed budget adjustment accounts for operational realities not known at the time of budget adoption. For example, this adjustment reduces the personnel services budget for the community development department. In fall 2024 the community development director was appointed assistant city manager and moved into the city manager department. The city does not plan to fill the vacant community development position in FY25, which allows budget savings to be reallocated to support increased budget needs in other General Fund departments.

This adjustment also reflects reallocation of American Recovery Plan Act (ARPA) dollars that had originally been appropriated to the Water and Wastewater funds for the Ardenwald North capital project, which came in under budget. Staff were able to reallocate these funds to cover General Fund expenditures that meet the requirements of ARPA, including expenses related to emergency management and public safety, while still completing our original ARPA obligations.

Finally, this budget adjustment also adds one full-time employee (FTE) for an emergency management coordinator (EMC) and .75 FTE to extend the parks development coordinator position within the public works administration department personnel services budget. The EMC FTE will be funded in the FY 2025-2026 budget using reallocated ARPA dollars as well as funding from each utility fund, given the infrastructure resilience focus of this role. The extension of the parks development coordinator will be funded by a combination of General Fund, Milwaukie Redevelopment Commission (MRC), and Stormwater fund resources given the nature of the projects it will support.

### **BUDGET IMPACT**

As described in the report, the budget adjustment reduces the General Fund contingency by \$500,000, the Water Fund contingency by \$16,250 the Wastewater Fund contingency by \$34,000, the Stormwater Fund contingency by \$45,000, and the Transportation Fund contingency by \$16,250, moving those dollars into the personnel lines of departmental budgets. The remaining \$554,350 in this adjustment reflects the reprogramming of remaining ARPA dollars to cover General Fund expenses.

### **CLIMATE IMPACT**

The EMC position that will be created by this budget adjustment will play a significant role in improving the city's resilience to climate change-related risks and emergencies. The extension of the parks development coordinator will also help support work related to Council's parks and greenspace goal.

### **EQUITY IMPACT**

The COLAs reflected in this budget respond to significant inflation, which has a disproportionate impact on the city's lowest-earning employees. The positions funded by this budget adjustment will also ensure the city can advance its parks and emergency management work in a thoughtful, equity-centered way.

**WORKLOAD IMPACT**

These adjustments are critical for ensuring the work undertaken by the city is appropriately resourced and staffed.

**COORDINATION, CONCURRENCE, OR DISSENT**

The city manager and appropriate department directors concur with this staff report.

**STAFF RECOMMENDATION**

Council is asked to adopt the proposed budget adjustment through adoption of a budget adjustment and transfer resolution.

**ALTERNATIVES**

Council could decide to not recommend or recommend only in part, the proposed budget adjustment.

**ATTACHMENTS**

1. Resolution

**COUNCIL RESOLUTION No.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING BUDGET SUPPLEMENTAL FOR THE 2025-2026 BIENNIUM.**

**WHEREAS** the city’s budget for the 2025-2026 biennium was adopted by the City Council on June 5, 2024; and

**WHEREAS** certain conditions and situations have arisen since the initial adoption of the 2025-2026 biennium budget that necessitate changes in financial planning as allowed by Oregon Revised Statute (ORS) 294.338(3)(b); and

**WHEREAS** with the adoption of a new collective bargaining agreement (CBA) with the American Federation of State, County, and Municipal Employees (AFSCME) Local 350-5 union in November 2024, it is necessary to transfer resources from contingency to various departments personnel services budgets to account for wage increases in the new CBA as outlined in Exhibit A.; and

**WHEREAS** the city was able to reappropriate funds received through the American Recovery Plan Act (ARPA) to other eligible uses because of unexpected costs savings; and

**WHEREAS** additional staffing is needed in the biennium to advance priority emergency preparedness and parks and greenspace work, and funding has been identified to support these positions.

**Now, Therefore, be it Resolved** by the City Council of the City of Milwaukie, Oregon, that the transfer of appropriation authority shown in Exhibit A is hereby adopted.

Introduced and adopted by the City Council on **March 4<sup>th</sup>, 2025.**

This resolution is effective immediately.

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Lisa M. Batey, Mayor

ATTEST:

APPROVED AS TO FORM:

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Scott S. Stauffer, City Recorder

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Justin D. Gericke, City Attorney

# Exhibit A

## Resolution - Budget Adjustment (Biennium FY2025-FY2026)

	Adopted	Revised	Increase / (Decrease)
<b><u>General Fund</u></b>			
Resources:			
Intergovernmental (Federal Funds - ARPA)	\$ -	\$ 554,350	\$ 554,350
			<u>\$ 554,350</u>
Requirements:			
City Manager	\$ 2,992,000	\$ 3,124,000	\$ 132,000
City Attorney	747,000	771,000	24,000
Community Development	1,274,000	1,099,000	(175,000)
Public Works Admin	3,899,000	4,099,000	200,000
Finance	3,129,000	3,192,000	63,000
Fleet Services	1,386,000	1,468,000	82,000
Human Resources	1,024,000	1,074,000	50,000
Information Technology	3,275,000	3,305,000	30,000
Planning	1,837,000	1,911,000	74,000
Code Enforcement	841,000	862,000	21,000
Office of the City Recorder	1,481,000	1,487,000	6,000
Library	4,718,000	4,924,000	206,000
Police	17,966,000	18,307,350	341,350
Contingency	1,737,000	1,237,000	(500,000)
			<u>\$ 554,350</u>
<b><u>Water Fund</u></b>			
Resources:			
Intergovernmental Revenue	\$ 3,695,000	\$ 3,418,000	\$ (277,000)
Requirements:			
Water Department	18,103,000	17,842,250	(260,750)
Contingency	56,000	39,750	(16,250)
			<u>\$ (277,000)</u>
<b><u>Wastewater Fund</u></b>			
Resources:			
Intergovernmental Revenue	\$ 2,479,000	\$ 2,201,650	\$ (277,350)
Requirements:			
WasteWater Department	23,137,000	22,893,650	(243,350)
Contingency	34,000	-	(34,000)
			<u>\$ (277,350)</u>
<b><u>Stormwater Fund</u></b>			
Requirements:			
Stormwater Department	\$ 16,332,000	\$ 16,377,000	\$ 45,000
Contingency	45,000	-	(45,000)
			<u>\$ -</u>
<b><u>Transportation Fund</u></b>			
Requirements:			
SSMP	\$ 9,320,000	\$ 9,336,250	\$ 16,250
Contingency	135,000	118,750	(16,250)
			<u>\$ -</u>



**RS Agenda Item**

**9**

## **Council Reports**

**RS 9. 3/4/25  
Exhibits  
(Mayor Batey)**

**From:** [Lisa Batey](#)  
**To:** [City Council](#); [Peter Passarelli](#)  
**Subject:** packet for next week's NCPRD Board meeting  
**Date:** Thursday, February 20, 2025 9:30:14 AM

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Scott: Please include in the next Council packet.

All: [Please do not reply all]

The County Commissioners will be holding their first quarterly meeting as the Board of NCPRD next Wednesday at the Aquatic Center. The packet is here: [2025.02.26-NCPRD-BOD-Agenda-Packet.pdf](#)

There are three main pieces of business:

They will get a briefing on the financial forecast -- there are a lot of financial projections and budget documents in this package.

They will also be asked to approve the naming policy, which is also in the packet.

They are also being asked to approve an IGA with Sunrise Water Authority for placement of a small structure on the land of Sieben Park to support a well, in exchange for which they will get a bench and water fountain installed in the park, and the water authority will pay something over \$2,000 annually to cover maintenance costs.

Kia will give her Director's Report at the end, which is not included in the packet. I would expect an update on Concord and the Jennings Lodge park projects to be part of that.

**Lisa M. Batey, Mayor (she/her)**  
City of Milwaukie  
E-mail: [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)  
Message line: 503-786-7512



**From:** [Lisa Batey](#)  
**To:** [City Council](#); [Michael Osborne](#); [Peter Passarelli](#)  
**Subject:** Oregon March 2025 Revenue Forecast and report from Salem visit  
**Date:** Wednesday, February 26, 2025 10:09:31 AM

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Scott: Please include this in the packet for next week.

All: Please do not reply.

See revenue forecast info below. I was in Salem yesterday with other Mayors from the MMC and met with a number of legislators. I'll give a little more detail orally next week, but here are some key takeaways:

- We are still probably a few weeks, maybe more, from seeing a Transportation Bill. It was noted that the first hearing on the 2017 Transportation package happened in early May, so this is not an unusual timeline. It sounds like various scenarios are still in play, but it is likely to be a modest package that may not resolve everything. It appears that all are on board for maintaining the 50/30/20 split, although there is some pressure to not apply that split to new revenue sources.
- There are various proposals, including one from Rep. Gamba, about allocating the kicker to various priorities, including wildfire response. It sounds like any major change to the kicker is unlikely, even though everyone recognizes the state is in a tough position with likely cuts of federal funding. Mayor Beaty of Beaverton was very eloquent about how her residents don't understand why the city is laying off police officers and unable to fix streets when the state is sending everyone big refunds year after year. That conversation about the lack of general public understanding of how different levels of government are funded also related to the awareness of the need for starting a public discussion (work group, etc.) of the problems of Measures 5/50.
- There's a hearing this afternoon on HB 3031, the bill to establish an infrastructure funding fund to facilitate housing development, on which Mayor Beaty is going to testify on behalf of MMC. There will likely be a lot of activity around that, the Governor's housing bill (amendment apparently forthcoming), Senator Meek's condo bill (still no bill number that I can find), in the next couple of weeks and there may be things to talk about next Tuesday.

Thanks,  
Lisa



## **No Major Changes in March Economic Forecast Amid Federal Uncertainty**

*February 26, 2025*

The Oregon Legislature will have \$2.5 billion in unspent General Funds at the end of the 2023-25 biennium, according to the state economist. The [March forecast](#), released today, shows minimal changes from the December forecast for the General Fund in both the current and next biennia. A slight adjustment in the calculation for lottery revenues will reduce lottery bond resources by \$65 million, or less than one percent. A personal income tax kicker of \$1.7 billion is projected for the 2025 tax year.

For the 2025-27 biennium, the revenue forecast is \$35.9 billion in General Fund revenue for legislators to budget with – a slight increase from the December forecast. The Governor’s Recommended Budget (GRB) assumed \$37.4 billion, but the Ways and Means Co-chairs have not released their budget framework, which usually makes adjustments to the GRB based on available funds and the legislature’s policy priorities. The framework is expected in mid-March, and the close-of-session forecast in May is what the legislature will rely on to make final budget decisions for the next fiscal biennium.

Lottery resources are reduced by \$19.8 million for the current biennium and \$65.6 million in the coming biennium, leaving at most \$1.8 billion for lottery bonding for 2025-27. The legislature uses lottery bonds to fund capital projects that are not owned by the state. The pot for General Obligation bonding is much larger, but we don’t have a final number yet.

Budget writers face a unique dilemma while crafting the 2025-27 budget. Currently, federal funds make up 30 percent of Oregon’s total expenditures – General Fund is 26 percent – and there are no clear signs about which, if any, funding sources the Trump administration could cut. Legislators will need to decide how much money they want to squirrel away for a budget crisis and given the modest increase in funds forecast by state economists, they will likely make small budget cuts now to avoid a fiscal cliff caused by the feds later.

Because Oregon’s economy is sensitive to traded sector shifts, Oregon’s GDP growth is slowing to as low as 0.5 percent, compared with the national growth of two percent. During the first trade wars in 2018, Oregon’s GDP slowed more dramatically than the nation’s. Federal tariff turmoil may affect the state in the same way this time around.

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