

MIKE'S FRIDAY MEMO

April 24, 2009

1. The City of Milwaukie Budget Committee held its first meeting to consider the 2009 – 2010 budget on April 23 at 6:30 p.m. at City Hall, 10722 SE Main Street. City Manager Mike Swanson delivered the Annual Budget Message (attachment 1) and submitted a balanced budget for Committee consideration. The proposed budget is available for viewing on the City's website and at City facilities. The next Budget Committee meeting will be May 14 at 6:30 p.m. in the City Hall Council Chambers.
2. Mark your calendars for the Friends of the Ledding Library 6th Annual Plant Sale on May 9 from 9 a.m. to 4 p.m. at the Library Pond House, 2515 SE Harrison Street. There will also be a raffle for some really great prizes including hanging baskets from Ace Hardware, gift certificates for Gino's, McGrath's, Olive Garden, Pietro's, Portland City Grill, QFC, Waterlilly Facial Salon, and JL Hair Design. The sale covers everything from a wide variety of plants donated from people's yards to garden art. Any interested volunteers are invited to meet every Friday and Saturday from 9 a.m. to noon at the Pond House to drop off plant donations or work on projects for the upcoming sale. This is just one of the many fundraisers that the Friends of the Ledding Library put on throughout the year.

While you're in the area, stop by the Ledding Library and check out some books and DVDs. There are also some new styles and colors of shirts and book bags for sale by the Friends of the Ledding Library. All proceeds from these sales support the Ledding Library in one way or another. For information on how to become a member of the Friends group, visit <http://www.milwaukie.lib.or.us/adultwebsite/Friends92003.htm>

3. Sunday May 10 is opening day for the 11th season of the Milwaukie Farmers' Market. It's noted for its family-friendly atmosphere, so join your friends and neighbors from 9:30 a.m. to 2 p.m. in the City Hall parking lot in downtown Milwaukie and support local farmers, growers, and artisans. Visit the Market website at <http://www.milwaukiefarmersmarket.com/> for additional information.
4. Poet Peter Sears will read from his works on May 13 in the second season of the Milwaukie Poetry Series. Readings are scheduled at 7 p.m. the second Wednesday of each month through June at the Ledding Library Pond House. The goal of the Poetry Committee, chaired by Tom Hogan, is to make poetry more accessible to all members of the community, so we hope you will attend. For a complete season schedule see attachment 2. Guest artist for the evening will be Jan Baross.
5. Monday April 27 at Bridge City Community Church will be the first of a series of monthly updates focusing on light rail issues specific to Milwaukie. The intent is to give residents and businesses a predictable way of interacting with the project. The meeting will be from 6 p.m. to 8 p.m., and the Church is located at 2816 SE Harrison Street.

6. The Portland to Milwaukie Light Rail Project will host a pair of open houses. The Park Avenue Station and Park and Ride open house will be on May 7 from 6 p.m. to 7:30 p.m. in the William Russell Mefford Fellowship Hall in Rose Villa Manor, 13505 SE River Road in Oak Grove. The Tacoma/Springwater Station and Park and Ride discussion will take place on Monday, May 18 from 6 p.m. to 7:30 p.m. in the Ardenwald Elementary School Cafeteria, 8950 SE 36th Avenue in Milwaukie.
7. At its April 21 work session, Council had a surprise visit from Alderman Nik Kovac from the City of Milwaukee, Wisconsin. Nik was in Portland for the Green Cities Conference and decided to bike down to check out the “other” Milwaukie. We found out that cities – no matter their size – share many of the same livability concerns and are searching for reasonable solutions that best serve the community. Planning staff reported on proposed street improvement requirements for single-family residential expansions. During the regular session Council got an Urban Renewal 101 lesson from consultant Jeff Tashman and recognized Building Safety Week with a proclamation. The public hearing on the proposed code amendments related to the Kellogg Treatment Plant was continued to May 19. Council adopted ordinances that amended code related to sidewalk and street obstructions and assessment of costs incurred through nuisance abatement. Council adopted an Identity Theft Prevention Program, and Mayor Ferguson summarized City Manager Swanson’s performance annual review and compensation.
8. You can now watch City Council meetings on-demand if you have an internet connection. Meetings are streamed live from the City’s website, and archived meetings are available for viewing as well. The archived videos and action minutes are available the morning after the meeting. To access the live streaming video or watch an archived meeting, visit the City’s website at www.cityofmilwaukie.org, click on Council Agendas in the Quick Links section in the upper left-hand corner of the homepage, choose the meeting you want to watch, and use the “jump-to” drop down to watch a specific portion of the agenda.

The Council meetings continue to be broadcast live on Channel 30 and are replayed at various times throughout the week, so check *The Pilot* for the schedule. Contact the City Recorder’s Office at 503.786.7502 or email duvalp@ci.milwaukie.or.us if you have questions about the agendas. Visit <http://www.ci.milwaukie.or.us/council/councilagendas2008.html> for information on current and past Council meetings. City Council meetings are the first and third Tuesdays of each month at City Hall, 10722 SE Main Street. The next regular session is May 5.

Attachments:

1. 2009 – 2010 Budget Message
2. 2008 – 2009 Poetry Series
3. Council President Barnes’ weekly report
4. JCB Bulletin
5. Weekly Calendar of Events



TO: Budget Committee, City of Milwaukie, Oregon
FROM: Mike Swanson, Budget Officer
DATE: April 23, 2009

Annual Budget Message

"It's clearly a budget. It's got a lot of numbers in it."

President George W. Bush

"A billion here, a billion there, pretty soon it adds up to real money."

Senator Everett Dirksen

"The trouble with a budget is that it's hard to fill up one hole without digging another."

Dan Bennett

"There are things known, and there are things unknown, and in between are doors."

Jim Morrison

Pursuant to ORS 294.391 and 294.401(1), I am delivering the budget document for public question and comment and Budget Committee deliberation and action. Pursuant to ORS 294.401(8), a copy of the budget document will be filed "in the office of the governing body of the municipal corporation" by filing it with the City Recorder. It will be available for public inspection in that office and at the Ledding Library. We will also post a copy on the City's web page (www.cityofmilwaukie.org).

ORS 294.401(1) requires that the Budget Committee must hold at least one meeting for the purpose of "[r]eceiving the budget message and the budget document; and . . . [p]roviding members of the public with an opportunity to ask questions about and comment upon the budget." ORS 294.401(2) further provides that when there is more than one meeting of the Budget Committee, "the first meeting shall be the meeting at which the budget message and the budget document are received by the budget committee. The budget committee may provide members of the public with an opportunity to ask questions about and comment upon the budget document at the first meeting of the budget committee. If such opportunity is not provided at the first meeting, the budget committee shall provide the public with the opportunity to ask questions and make comments upon the budget document at subsequent meetings."

ORS 204.406(1) requires that the Budget Committee “approve the budget document as submitted by the budget officer or the budget document as revised and prepared by the budget committee.” The approved budget document “shall specify the ad valorem property tax amount or rate for all funds.”¹

ORS 294.391 requires that the budget message:

- (1) Explain the budget document;
- (2) Contain a brief description of the proposed financial policies of the municipal corporation for the ensuing year;
- (3) Describe, in connection with the financial policies of the municipal corporation, the important features of the budget document; and
- (4) Explain the major changes in financial policy.

Each of these requirements will be addressed in turn.

EXPLAIN THE BUDGET DOCUMENT

The budget document lists the Budget Officer’s recommendations under the “2009-2010 Proposed” column. The Budget Committee’s action will appear under a “2009-2010 Approved” column, and the City Council’s adopted budget will appear under a “2009-2010 Adopted” column.

As required by ORS 294.376, the “2006-2007 Actual” and “2007-2008 Actual” columns provide budget history for the two years proceeding the current fiscal year. The budget document includes budgets and/or line items that now do not propose FY 2009-10 revenues or expenditures. They remain in the budget document because of the two-year requirement.

The budget document is organized by individual funds, each of which reflects a specific or generalized purpose. Examples of the former are utility funds (e.g. Wastewater and Water) and the Streets/State Gas Tax Fund. An example of the latter is the General Fund, which includes a variety of functions (e.g. Police, Municipal Court, Planning, and Code Enforcement).

¹ This authority of the Budget Committee limits the power of the governing body to adopt a final budget. ORS 294.435 provides as follows: (1) After the public hearing provided for in ORS 294.430 (1) has been held, the governing body shall enact the proper ordinances or resolutions to adopt the budget, to make the appropriations, to determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor for either the ensuing year or each of the years of the ensuing budget period and to itemize and categorize the ad valorem property tax amount or rate as provided in ORS 310.060. Consideration shall be given to matters discussed at the public hearing. The budget estimates and proposed ad valorem property tax amount or rate as shown in the budget document may be amended prior to adoption and may also be amended by the governing body following adoption if such amendments are adopted prior to the commencement of the fiscal year or budget period to which the budget relates. However, the amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater, and the amount of estimated expenditures for each fund in a biennial budget may not be increased by more than \$10,000 or 10 percent of the estimated expenditures, whichever is greater, and the amount or rate of the total ad valorem property taxes to be certified by the municipal corporation to the assessor may not exceed the amount approved by the budget committee:

- (a) Unless the amended budget document is republished as provided by ORS 294.416 or 294.418 and 294.421 for the original budget and another public hearing is held as provided by ORS 294.430 (1); or
- (b) Except to the extent ad valorem property taxes may be increased pursuant to ORS 294.437.

Individual fund designations are not merely accounting conventions. They also serve to define the limits of your powers. This proposed budget document recommends a City budget of \$53,786,571, but you do not have the discretion to use that full amount as you deem appropriate.² For example, the major revenue in the Streets/State Gas Tax Fund is derived from the State motor vehicle fuel tax. Use of those revenues is “exclusively” limited by the Constitution of Oregon, Article IX, Section 3(a) to “construction, reconstruction, improvement, repair, maintenance, operation and use of the public highways, roads, streets and roadside rest areas in this state.” Likewise, use of the property tax levied within the Public Safety Debt Service Fund is limited to retirement of outstanding debt on the Public Safety Building. In fact, approximately only one-third of the City budget is discretionary and may be used for any lawful purpose.

One final note. Committee member Schockner has consistently requested measurable performance measures during her tenure. While I do not claim success, I do note that we have begun to include data that may be used to trend specific services in many departments. It is a beginning.

**CONTAIN A BRIEF DESCRIPTION OF THE PROPOSED
FINANCIAL POLICIES OF THE MUNICIPAL CORPORATION FOR
THE ENSUING YEAR OR ENSUING BUDGET PERIOD**

A number of principles guided development of this proposed budget; one reality controlled it.

First, let's deal with the reality of revenues. General Fund revenues showed a decline, falling from \$14,093,794 in FY 2008-09 to a projected \$13,451,871, a drop of 4.6%. The chief culprit is the Fund Balance, which declined from a projected \$2,650,000 in FY 2008-09 to a projected \$2,135,100 in FY 2009-10. This decline may be attributed to budgets that more accurately reflect departmental needs. Therefore, there are fewer unexpended funds. In addition, we experience minimal turnover, which means that the Personal Services category offers little savings from vacancies.

In addition, projected property tax revenue in the General Fund is slowed by the necessity of increasing uncollected taxes from 6% to 7.5% owing to economic realities. Over time the City will recoup those funds, but the collection rate is slower for uncollected taxes, stretching out as much as ten years. There was also a significant reduction in the PGE franchise fee from \$832,874 in FY 2007-08 to \$679,873 in FY 2008-09, leading to a lower revenue projection for FY 2009-10. Of course, interest earnings decline even further as rates fall.

On the expenditure side, three priorities I had set go unmet or have been revised. First, I wanted to increase staffing in the Police Department by two sworn officers and one half of an Evidence Technician to manage the evidence inventory. Revenues will not permit this. I will, however, continue to work to identify funds for the latter position. Second, I wished to retain the present level of General

² The proposed FY 2008-2009 budget is 3.8% more than the FY 2007-2008 budget, or an increase of \$1,609,136.

Fund reserves. I have not been able to do so, and the General Fund Contingency and the Unappropriated Fund Balance are both proposed at \$250,000, each. Finally, I had originally wanted to fund a trailer at the Johnson Creek facility to ease overcrowding. Although the budget, when taken as a whole, will not support the trailer, I am recommending \$25,000 in the Engineering budget to fund their move to the second floor of the Operations Building, thus freeing up space at Johnson Creek to alleviate the overcrowding.

With that as background, let's turn to the principles that guided preparation of the budget.

First, the proposed budget retains existing services in a manner that does not impair the ability of any one to perform at a reasonable level. Among the many reasons that cities exist is the need and desire for an organization capable of providing and managing an array of public services. Were we to eliminate many of our present functions and become a limited provider of services we would more appropriately resemble a district charged with a specific service function. One of the strengths of cities is the ability to manage a menu of disparate functions. This proposed budget is designed to fulfill that mission.

Second, my primary goal was to propose a budget that did not require layoffs. We are a service organization, and services are delivered by people. I believe that we do it with fewer people than many similarly sized organizations, and, therefore, a staffing reduction would be accompanied by a reduction in services. With one exception—the Ledding Library, which will be discussed below--this budget proposes to carry the same services and the same positions into FY 2009-10.

Third, the proposed budget continues to encourage public input and participation. Support of the City's neighborhoods and continued efforts to increase public input before decisions are finalized are imperative if Milwaukie is to move in a positive direction. The ability to present a unified community whose approach to issues is consistent and directed toward a vibrant future is essential if we are to attract new investment. Investors count on stability and consistency when they commit resources, and the City needs to meet those expectations. Like it or not, change is a fact of life in a growing region, and the City's fate is to be located in the region's geographic center. We must manage that change in a manner that maximizes the value of both the community as a whole as well as each residential property within it while retaining the small town livability that is quickly vanishing from other communities.

Fourth, the budget document is written to be easily understood. The allocation of administrative and facility charges is consistently applied; no one department is treated in a manner different from any other. Unfortunately, in order to balance the budget I have eliminated charges for the Computer Reserve Fund during FY 2009-10.

Fifth, revenues are conservatively estimated. Every effort has been made to ensure that our estimates are achievable and do not overstate our resources.

**DESCRIBE IN CONNECTION WITH THE FINANCIAL POLICIES OF
THE MUNICIPAL CORPORATION THE IMPORTANT FEATURES
OF THE BUDGET DOCUMENT**

and

**SET FORTH THE REASON FOR SALIENT CHANGES FROM THE
PREVIOUS YEAR OR BUDGET PERIOD IN APPROPRIATION
AND REVENUE ITEMS**

The above two statutory requirements contain common elements, and, therefore, they are discussed simultaneously. In addition, elements of these categories are also discussed above.

You will note that once again property tax revenue within the General Fund reflects the City's commitment that there be no increase in taxes because of the City's annexation to Clackamas Fire District No. 1. This requires a reduction in our permanent rate plus a further reduction to correct a mistake made when the annexation was approved. The City promised that annexation would not result in an increase, and because of the assumption of District bonded debt there was an increase. In order to fully meet our commitment to the voters, a further reduction of \$103,840 has been made. This is a reduction from the current fiscal year's \$111,572.³

At the 2009 General Election the electorate approved the creation of a new library district. The District is supported by its own permanent rate of .3974/\$1,000 of assessed value, and the purpose of the District is to support operations in local libraries. The result is projected revenue to the Library during FY 2009-10 of \$875,000. The City's share of countywide library funding during FY 2008-09 is \$495,000. The increase will allow the Library to hire additional staff to expand its hours, opening at 10:00 A.M. instead of noon, and to increase its collection.

³ The City's authorized permanent rate is 6.5379/\$1,000 assessed valuation. Upon annexation to the District the City committed to reduce its levy of its permanent rate by the amount of the District's permanent rate, which is 2.4012/\$1,000 valuation. There is then a further reduction to fully meet that commitment, resulting in a total levy of 4.0660/\$1,000 assessed valuation during FY 2008 - 2009. Attached to this Budget Message are a copy of Ordinance No. 1958 "AMENDING MILWAUKIE MUNICIPAL CODE TITLE 3—SUBCHAPTER 3.20 RELATING TO THE ANNUAL LEVY OF THE CITY'S PERMANENT RATE BY REQUIRING A FURTHER REDUCTION OF THE ANNUAL LEVY AND DECLARING AN EMERGENCY" and the accompanying staff memo dated February 10, 2006. These more fully explain the action taken to meet the City's commitment to the voters.

EXPLAIN THE MAJOR CHANGES IN FINANCIAL POLICY

There will be one major operational difference between past fiscal years and FY 2009-10. We budget at the major category level. That is, we adopt expenditures for Personal Services, Materials and Services, and Capital Outlay for each fund and/or department. This creates a less cumbersome adoption format, and it allows for creativity and some latitude at the department level to adjust expenditure authorization between categories. While we will again appropriate at the major category level, we will no longer permit changes between the major categories. This is not a formal spending freeze, but it moves closer to it. We have demonstrated that we can create and administer a budget that closely mirrors spending needs. However, our success in developing a realistic budget creates a challenge as we calculate a fund balance in the following year. Thus, while we continue to develop realistic budgets, we have to do something different. Everyone with spending authority will have to further refine the exercise of that authority and more vigorously examine all proposed expenditures to ensure the wisest financial decision possible. The fact that an expense is "in the budget" is not reason enough to make it; every decision to spend carries with it the option not to do so.

I place before you a balanced budget, but it is not one in that meets my expectations. Chief among my disappointments are the reserves. Our financial policies require reserves "of at least ten percent," a goal I have not achieved. Thus, we will continue to examine every avenue to increase what is an unacceptable level of reserves while retaining our present service level. I have technically satisfied my responsibility to present a balanced budget. I do not, however, believe that it is a finished product, and, therefore, the hard work is far from done. Ignacio and I will continue to review it and may well be asking you to adopt changes as you make your final decision.

In closing, the City staff has been very patient and understanding during this budget process. Given the challenges of producing a balanced budget, final information has been late, and requests from Ignacio and myself have been many. I know that I have said it often, but it bears repeating. I am blessed with the best staff anyone in my position has ever had. Thank you all.

People are our biggest investment, and that portion of the budget document requires a great deal of work. Andrea Villagrana, who served as the Acting Human Resources Director during much of the preparation of this budget, and Cynthia Trosino, who is the new Human Resources Director, have made sense of the Personal Services portions of the budget. Thank you both.

Despite the work that goes into creating the budget, its real value is in placing it in the hands of members of both the Budget Committee and the public. Normal practice is for me to hand the final copy to the staff too late to get it organized and reproduced. This time is no exception. In any event, despite my best efforts to make a mess of things, they still get the job done. Thanks to Hannah Harris, Juli Howard, Barb Kwapich, Judy Serio and Pat Duval for their extraordinary

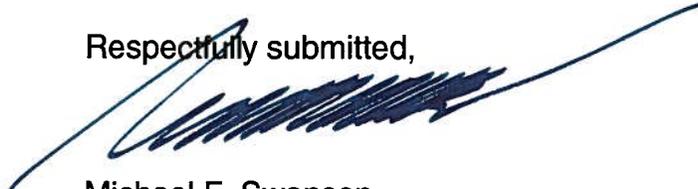
efforts to ensure you have a final proposed budget document in your hands this evening.

Finally, the City is fortunate to have Ignacio Palacios as its Finance Director. Actually, I am fortunate to have Ignacio as my Finance Director. According to the City Charter the City Manager is the Budget Officer. The real work, however, is done by the Finance Director, and any skill I may be seen possess is probably his. Thank you, Ignacio.

Finally, I want to thank the City Council and the citizen members of the Budget Committee for your patience, understanding, and support. It is an honor to work with all of you.

Coupling serious worldwide economic instability with the fact some of Milwaukee's revenue streams are growing at slower rates than forecasted while others are shrinking, we are experiencing tighter, leaner budgets. As we are in the process of adopting the FY 2009-10 budget we are already looking forward to FY 2010-11 for it will certainly prove to be even more challenging. The Council, Budget Committee members, City volunteers, staff, and management of this organization always respond with support, focus, dedication, and hard work. Thank you all.

Respectfully submitted,



Michael F. Swanson

The Milwaukie Poetry Series

~ The Second Season ~

7 p.m. ~ Ledding Library Pond House
2215 SE Harrison Street, adjacent to Ledding Library
Scheduled for the second Wednesday of each month.

September 10, 2008 ~ Joseph A. Soldati

October 8, 2008 ~ Lisa Steinman

November 12, 2008 ~ Michele Glazer

December 10, 2008 ~ Carlos Reyes

January 14, 2009 ~ David Biespiel

February 11, 2009 ~ Bill Siverly

March 11, 2009 ~ Mary Szybist

April 8, 2009 ~ Crystal Williams

May 13, 2009 ~ Peter Sears

June 10, 2009 ~ Willa Schneberg



Council President Barnes' Weekly Report

Wednesday afternoon I had the opportunity to meet with others at Milwaukie High School to hear from Superintendent Ron Naso regarding the impact state budget cuts will have on our school district. The state revenue picture will be the focus when the forecast comes out on May 15th. Needless to say, there will be some tough decisions having to be made by school budget committee members this summer.

Thursday I had the opportunity to meet the district's new Superintendent who will be taking over the reigns this summer. That evening I joined with other members of the Milwaukie Budget Committee to review our City's revenue forecast and proposals for the next year.

This Saturday I will be on hand as the Friends of the Ledding Library host their annual breakfast to thank volunteers for all their work. It is a pleasure to be a part of a great organization that works tirelessly to make sure the Library is well cared for.

I am continuing to work with the County to help them understand the importance of not expanding Sunnybrook into the 3-Creeks area and adding traffic impacts into our neighborhoods.

I am working with our City Manager and Attorney to share our concerns with our congressional delegation regarding the unequal placement of group homes into Milwaukie. Because this is a federal decision we need to continue to find ways to make sure the needs of our community are met while making sure those that need to live in group homes have access to all areas of Clackamas County.

A Weekly Update on What's Developing in the City of Milwaukie

for the week of April 24, 2009

DEPT.	TOPIC	LAST UPDATE	INFORMATION	NEW UPDATE	INFORMATION
Community Development	Texaco Site/ Milwaukie Town Center Project	4/16/09	City is seeking Metro's permission to construct two paths between the halves of the block to support the Farmers Market. Metro staff has requested a meeting to check in on future development.	4/23/09	No update.
Community Development	Milwaukie Light Rail Transit Planning	4/16/09	Permitting and staging discussions underway between City and project staff. East Segment kickoff meeting at Hatch Mott MacDonald on Friday 4/10. Scoping continues for Tacoma Station area planning. Staff looking into Ardenwald visual impacts from elevated trackway.	4/23/09	City staff meeting with Milwaukie members of the CAC. Also investigating the storm water pipe condition near Spring Creek at the Harrison crossing location. Also preparing for initial Monday Meeting on 4/27 at Bridge City Church. Go to cityofmilwaukie.org for details.
Community Development	Jackson Street Improvements	4/16/09	Design continues.	4/23/09	Staff reviewed 30 percent plan set. Design is progressing. RFP out for contractor to do environmental review.
Community Development	South Downtown Concept Plan	4/9/09	Second session complete. CES drafting Pattern Language Version 2. Ad hoc committee to discuss presenting the version 2 PL to neighborhoods, committees, etc.	4/23/09	CES updating pattern language and model. Discussions underway regarding light rail station coordination, and work plan for fiscal year 2009-10.
Community Development	Milwaukie Park and Ride (Southgate)	4/16/09	Stormwater planned proposed by OTAK. City expects to have plans to review within a few weeks.	4/23/09	City engineers have reviewed stormwater plan. Final design expected within a few weeks.
Community Development	Kellogg-for-Coho Initiative	4/16/09	Staff briefed Historic Milwaukie NDA on stimulus request. NDA members expressed concern about any delay between dam removal and restoration phases. Staff agreed to follow-up with adjacent property owners for further discussions.	4/23/09	ODOT has released an RFP for planning services for the Kellogg Lake project.
Community Development	Logus Road	4/16/09	Over-excavation of soft-spots and grinding	4/23/09	Due to additional soft spot work, paving is

	Sidewalks		taking place this week. Pave is scheduled for April 27.		delayed to late next week. But we are getting there!!!!
Community Development	Federal/ State Funding Requests	4/9/09	City Council approved IGAs for the Linwood paving and Jackson Street improvement federal stimulus projects.	4/23/09	Staff submitted High Priority Project request forms for inclusion of 3 Milwaukie projects in the upcoming federal transportation authorization bill (Monroe Bike Boulevard, Downtown Streetscape, and Kellogg Bridge replacement) to Rep. Blumenauer's office.e
Community Development	Sellwood Bridge Planning	2/12/09	The PAG reached a consensus recommendation on a preferred alternative, reconstructing the bridge primarily within the existing footprint with only two "through" lanes. See: http://sellwoodbridge.org/ .	4/23/09	No update
Community Development	Business Outreach, Support, and Recruitment	3/06/09	Recruitment meeting with Paramount Graphics.	4/23/09	No update.
Community Development	Urban Renewal Feasibility	4/16/09	Consultant has provided an outline of deliverable #1/#2 (revenue projections).	4/23/09	Staff briefed City Council on Tuesday.
Community Development	Main Street Program	4/16/09	Main Street Open House held April 16 at City Hall.	4/23/09	Open House was cancelled due to a security issue at City Hall. Meeting to be rescheduled.
Community Development Admin	Records Project	4/17/09	The group met the IST staff to discuss permissions and file structure in the Z-Drive. Another meeting is scheduled next week.	4/23/09	A records meeting is scheduled for Friday, May 24 th to continue discussion on permission and file structure on the z-drive.
Building	Permits	3/17/09	Staff is reviewing plans for remodels at Rowe, Llewelling, Campbell and Milwaukie Elementary Schools.	4/9/09	
Building	Projects	3/17/09	Rowe Middle School is nearing completion, with Linwood to follow shortly.	4/9/09	
Engineering Sewer, Water, Streets, and Storm	Capital Improvement Plan (CIP)	4/15/09	A CIP Open house was held on April 8 th . Staff provided information on all the public utilities. The CIP project managers, the staff engineers, were available to answer specific project questions. April 23 rd , the draft CIP will go to the budget committee for review.	4/23/09	The CIP will be presented tonight at the Budget Committee meeting at City Hall.

Engineering (Sewer)	NE Milwaukie Sewer Extension Project	4/17/09	Design well underway, identified easement need and prepared RFP for easement acquisition services.	4/23/09	No update.
Engineering (Sewer)	Wastewater Master Plan Update	4/17/09	Work Session moved to the May 5 th CC meeting. Adoption planned for the May 19 th meeting.	4/23/09	No update.
Engineering (Streets)	Street Surface Maintenance Program	4/17/09	27 th Ave will be paved after school gets out on June 12 th . Hoping to have street completed by June 30 th but this will depend on contract award and the weather. Project has been advertised to bid and the bid opening is on April 22 nd at 130pm. The speed humps will be replaced after paving.	4/23/09	27 th Ave paving bids were opened April 22. The apparent low bid was under the budgeted amount for this project. City Council will be asked to award the work at their May 5 th meeting.
Engineering (Streets)	Lake Rd Multimodal Project	4/17/09	Staff is reviewing options with OTAK Engineering, our consultant, to lower the project cost or shrink the project scope. The project right-of-way (ROW) phase should begin this summer.	4/23/09	A project update will be provided at May Lake Road NDA meeting (May 13 th , 6:30pm Rowe Middle School)
Engineering (Streets)	City Street Lighting	3/27/09	Engineering is working on assessing the current street light configuration plan. The goal is to reduce the \$400,000 annual street lighting bill and be more energy efficient. PGE has met with staff several times to discuss options.	4/23/09	No update
Engineering (Streets)	Crossing Safety (37th, Oak RR crossings)	4/17/09	Some asphalt repair is required on the 37 th Ave. Pathway portion of the project. Some minor corrections will be required by the contractor prior to releasing the retainage money – 5% of contract amount of \$70k or \$3500.	4/23/09	No update
Engineering	Harmony Road/ Campus Community Partnership	2/6/09	The Tsunami Crew (volunteer group working in the Three Creeks area) is holding a tour this <u>Saturday, 2/7 at 10:00am</u> . Meet at the Aquatic Park parking area.	4/23/09	Staff will attend Harmony Visioning Open House (4/23/09 at 6:00 – 8:00 OIT gym)

Engineering (Water)	Well 8 Construction	3/12/09	VFD (pump controller) will be installed next week (3/17/09). Well should be operational by April.	4/17/09	Well 8 is up and running, some minor punch list items remain.
Engineering (Water)	55th Ave (King Road to Monroe) and Carmel Court (off King Road) Water Main replacement	4/17/09	Bids were opened April 9 th , the low bid, from Harry Stanley Construction, was under the budgeted amount for the project. City Council will be asked to award the project at their April 21 st meeting.	4/23/09	CC awarded bid to Harry Stanley Construction. The pre-construction meeting will be scheduled next week.
Engineering (Sewer)	Main Street Main	4/17/09	Bids were opened April 9 th , the low bid, from Canby Excavating, was under the budgeted amount for the project. City Council will be asked to award the project at their May 5th meeting.	4/23/09	No update
Planning	Planning Projects	4/9/09	Staff held a public meeting to review the draft bikeway signage plan on April 9. The draft plan is available for review on the City's transportation web page at: http://www.ci.milwaukie.or.us/milwaukie/transportation/currentprojects.html#bikeway . Comments will continue to be accepted until April 17, 2009. Contact Brett Kolver at 503-786-7657 or kolverb@ci.milwaukie.or.us if you would like to comment.		
Planning	Planning Commission	4/9/09	Staff will brief the Commission on the NE Milwaukie Sewer Extension project and review the Commission's bylaws at its April 14 meeting.		
Planning	Design and Landmarks Committee	4/9/09	The DLC is next scheduled to meet on April 22.		
Planning	Applications: Staff -Level Review	4/9/09	Staff approved the Property Line Adjustment for the properties at 1530 Oxford and 9911 Cambridge.		
Planning	Applications: Major/Minor Quasi-Judicial	3/26/09	Portland Parks and Rec. submitted a community service use application (CSU-09-02) to expand their operation at 8545	4/9/09	No update

			<p>SE McLoughlin Blvd.</p> <p>The City of Milwaukie submitted an application to develop Riverfront Park, which requires design review and an evaluation of the park's potential impacts to the transportation system and natural resource areas along the Willamette River.</p>		
Planning	Applications: Legislative	4/9/09	<p>Staff will present the proposed code amendments to update the City's transportation regulations at a City Council work session on April 21. The hearing date for these amendments has been rescheduled to May 5, 2009.</p> <p>Staff is preparing a final draft for proposed code amendments to the City's off-street parking standards that are expected to go to public hearing in June 2009.</p> <p>Staff has begun work with a consultant, who is being paid for by State grant money, to assess key provisions of the Milwaukie Zoning Code. The assessment will include a review of residential design standards.</p>		
Planning	Building permits	3/26/09	<p>Planning staff approved the building permit for the Columbia care facility on Balfour Street.</p>	4/9/09	No update
Planning	Pre-application Conferences	4/2/09	<p>Two pre-application conferences are scheduled for April 16. One is to discuss the possibility of a rezone from R10 to R7 to allow a 3-lot partition for the property at Bowman and Brae. The other is to discuss the addition of a modular building to the North Clackamas School District site at 4444 SE Lake Rd, which would constitute a major modification of an existing community service use.</p>	4/9/09	No update

Facilities	CH- Brick Mortar Repair	4/17/09	Job has been completed.		
Facilities	Pond House	4/17/09	Work has begun on the driveway, sidewalk, and curb.		
Fleet		2/20/09	The setup of the water valve excising trailer has been finished.	4/9/09	
Street Department		4/17/09	Street crew is making paving repairs at Hill & Hollywood, 37 th & Harrison, 29 th & Roswell, and multiple repairs on Jackson. The crew also had to deliver door hangers for water shut off notification. Signs is working in Llewellyn neighborhood area replacing damaged signs, training ops staff on new reader board, maintaining visibility on existing signs, and repaired two signs that we damaged by vehicles; one on 37 th and one on Oatfield Rd.	4/24/09	Street department is starting to get into full swing with their summer maintenance program. Repairs were made on Willard by the High School, a settled trench on 32 nd by Meek St, potholes on Harrison and 40 th . Repairs around a manhole on Brae St. corrected a depression that rain water would pond in. Repairs to a school sign and light by Linwood School damaged in a traffic accident were completed and other upgrades and repairs are on going. The sweeper continues with its regular schedule.
Water Department		4/17/09	Maintenance completed their weekly hydrant PM's, utility locates, City Hall requests, upgrade 9 meters to remote reads, door hangers, water shut offs for non-payment, verified read list, and installed a new water service at 2707 SE Olsen. Production performed rounds, bacti samples, repaired backflow assemblies and retested, and prepped well 8 inside for painting.	4/24/09	Production: Electrical coordinating at well 8 with painting of the interior and exterior. Continuation of rounds and bacti samples. Maintenance continues on hydrant PM, city Hall requests, no consumption list, manual reads for billing Hansen work orders, and hydrant repairs.
Stormwater		4/17/2009	The storm water crew has been cleaning catch basins and mainlines in the Staley and Foxfire area. Repaired catch basin off of Lake by Rowe junior high. Locates and rounds. And Door Hangers	4/24/2009	The Stormwater crews have been inspecting the storm main at 25 th and Harrison, cleaning storm main and catch basins on Stanley Ave as well as completing morning rounds and locates.
Wastewater		4/17/2009	Wastewater has been busy cleaning and tving in the area of Aspen and Juniper. Cut one protruding tap. Worked with vendor on the repair of 59 th and Harrison	4/24/2009	The Wastewater crews have been cleaning and TVing in the area of Montgomery and Linwood. They also picked up the equipment to smoke test the Brookside area from the

			<p>pump station control panel. The crew has been working on the SOP for the new tv van. Also has done locates and morning rounds. And door hangers.</p>		<p>City of Portland. They have also completed morning rounds and locates.</p>
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City and Public Interest Meetings Week of April 27 – May 3

<u>Date</u>	<u>Group</u>	<u>Time</u>	<u>Location</u>	<u>Contact</u>
<u>Monday 27</u>	Light Rail Stakeholders	6:00 p.m.	Bridge City Church 2816 SE Harrison	Kenny Asher 503-786-7654
	Library Board	6:30 p.m.	Pond House	Joe Sandfort 786-7584
<u>Tuesday 28</u>	Parks & Rec. Board	7:30 a.m.	City Hall Conference Room	JoAnn Herrigel 503-786-7508
	Riverfront Board	6:00 p.m.	City Hall Conference Room	JoAnn Herrigel 503-786-7508
	Planning Commission	6:30 p.m.	City Hall Council Chambers	Katie Mangle 503-786-7652

Disclaimer: The contact person or their designee provides the meeting information on this calendar. If you need more detailed information about a meeting on this calendar, please contact them at the number listed.