

FRIDAY MEMO

December 10, 2004

1. Reminder: There will be a reception for retiring Council member Larry Lancaster preceding the next Council meeting on December 21, 2004 from 5:00 P.M. to 6:15 P.M.
2. Reminder: The annual Winter Solstice Celebration will be held on December 18, 2004 beginning at 5:00 P.M. at the Jefferson Street Boat Ramp.
3. Reminder: The annual employee potluck is December 16, 2004 beginning at 11:30 A.M. at PSB. Please stop by.
4. Please note that the two precincts listed in the information distributed at the Tuesday work session as being the two highest "yes" vote totals for the library funding measure are not within the City. They are listed as Milwaukie precincts because the Ledding Library serves them, but they technically are in unincorporated Clackamas County.
5. I have attached the budget calendar for preparation of the FY 2005-06 budget. We will be working with the Council and Budget Committee to set specific hearing dates. As you can see, the process is beginning shortly.
6. Also attached is the schedule of City meetings for next week.

**City of Milwaukie
Budget Calendar
FY 2005-2006**

2005-2006 Requested Budget available on Incode	Dec 1
Estimate 2004-2005 year-end balances	Jan 7
Requested Budget entered into Incode	Jan 28
Dept meetings with City Manager and Finance Director	Feb 7 – Feb 11
Budget narratives submitted to Finance	Feb 25
Preliminary meetings with Budget Committee	Mar 1 – Mar 18
Publish "Notice of Budget Committee Meeting"	Mar 8
Public "Second Notice of Budget Committee Meeting"	Mar 22
Provide Proposed Budget to Budget Committee	Mar 22
First Budget Committee meeting	Mar 29
Additional Budget Committee meetings	Apr
Budget Committee approves budget	May 10
Publish "Notice of Budget Hearing"	May 25
City Council holds budget hearing; adopts budget; levies taxes	Jun 7
Adopted Budget submitted to county assessor	July 15



City and Public Interest Meetings The Week of December 13th – 19th

<u>Date</u>	<u>Group</u>	<u>Time</u>	<u>Location</u>	<u>Topic</u>	<u>Contact</u>
<u>Monday 13th</u>	Historic Milwaukie NDA	6:30 p.m.	Milwaukie Elementary		Ed Zumwalt 503-654-2493
	Hector Campbell NDA	7:00 p.m.	Public Safety Building		David Aschenbrenner 503-654-4258
<u>Tuesday 14th</u>	Planning Commission	6:30 p.m.	City Hall Council Chambers		Lindsey Nesbitt 503-786-7658
	Ardenwald/JC NDA	6:30 p.m.	Ardenwald Elementary		Carlotta Collette 503-653-5771
<u>Wednesday 15th</u>	42 nd Ave. Improvements Project	6:00 p.m. – 8:00 p.m.	Ardenwald Elementary Cafeteria		Brion Barnett 503-786-7608
	Open House				
	Lake Road NDA	6:30 p.m.	Clackamas ESD		Bob Moore 503-794-2946
<u>Saturday 18th</u>	Winter Solstice Event	5:00 p.m.	Riverfront		JoAnn Herrigel 503-786-7508
<u>Sunday 19th</u>	Lewelling Festival of Lights	5:00 p.m.	Lewelling Elementary		Jeff Klein 503-341-3702