

MIKE'S FRIDAY MEMO

July 3, 2008

1. In observance of Independence Day, Milwaukie facilities, including the Milwaukie Ledding Library, will be closed Friday July 4. Have a safe and relaxing holiday.
2. Changes are taking place in the Milwaukie Police Department this month. Chief Larry Kanzler is retiring after 9 years with the City, and Bob Jordan, sworn in this Tuesday, is assuming the Chief of Police duties. Bob writes, "As many of you may be aware, I was sworn in as the Chief of the Milwaukie Police Department at the City Council hearing at City Hall on July 1, 2008. In addition to the Oath of Office administered by the Judge, I took an Oath of Ethical Conduct administered by Chief Kanzler. By way of introduction and at great risk of repeating myself, I am extremely pleased to take on this responsibility. Chief Kanzler has been at the helm for approximately nine years and has left me a highly functional and well-respected team of law enforcement professionals, for which I am grateful. As I mentioned at the swearing in ceremony, despite the high threshold created by Chief Kanzler, my goal is to be the best Chief you have ever worked with and/or for.

I have come to this position with about 35 years of law enforcement experience, to include three years as a uniformed police officer in a Municipal Department in New Jersey, roughly the same size as the Milwaukie Police Department. In that sense, becoming the Chief here is not only coming full circle for me, but much like coming home. In the middle of these two police assignments I have been an Assistant District Attorney in the City of Philadelphia, Pennsylvania and an FBI Special Agent for almost 28 years. I have served in the Boston, San Diego, Los Angeles and Newark Field Offices of the FBI and have served two tours of duty at FBIHQ, one as an Assistant Director over the FBI's Internal Affairs function. I retired as the Special Agent in Charge of the Portland Office of the FBI in July 2007.

I am very happy to be appointed to the position of Chief of Police here in Milwaukie and continuing my law enforcement career in Oregon."

On a related note, Chief Jordan advised that Sergeant Scott Guy has been selected to serve as the sergeant assigned to TriMet. The details of this assignment are being developed at this time.

3. Thanks to a lot of volunteers and community support, the Friends of the Ledding Library cleared over \$9,000 in its recent book sale. Continue to stock up on summer reading bargains at the Friends' bookstall every Sunday this summer at the Farmers' Market. Proceeds from this and other fundraising events support many Library programs and projects throughout the year. Visit <http://www.milwaukie.lib.or.us/adultwebsite/Friends92003.htm> to find out how to get involved with the Friends group.
4. Looking for some inexpensive summer activities? Then check out the Family Cultural Passes available through the Countywide library program. Patrons 18 and over can reserve passes, check them out, and treat the family to a

free adventure. Passes can be reserved for a specific date by visiting or calling any library in Clackamas County including the Milwaukie Ledding Library. Venues include the Portland Art Museum, the Portland Children's Museum, Pittock Mansion, and the Oregon Sports Hall of Fame. For a complete list of venues and the ground rules, visit <http://www.lincc.org/cp/index.html> or call the Ledding Library at 503.786.7580.

5. The Historic Milwaukie Neighborhood Association's 2008 Summer Concert Series is underway every Wednesday in July and August. Next week on July 9 listen to Ellyn Whyte sing her distinctive style of blues in the Ledding Library Amphitheatre at noon. Pizza by the slice is available from Papa Murphy's, and The Friends of the Ledding Library will be selling drinks and snacks.
6. On July 11 Milwaukie Council and staff are hosting a 70th Birthday Celebration to honor City Hall's 1938 dedication. Join us between 11:30 a.m. and 1:30 p.m. for free hotdogs, lemonade, and cake. Madalaine Bohl, Milwaukie Museum Curator, will be on hand to talk about City Hall and the City's other historical resources. Long-time residents who have any memorabilia from the dedication back in 1938 or have memories of the event are strongly encouraged to attend and share. Local artist Christopher Bibby will unveil his watercolor of City Hall, and commemorative lapel pins and postcards will be given out.
7. Mark your calendars for Milwaukie Daze on Saturday, July 26. There will be a parade down Main Street starting at 10:30 a.m. from Southgate followed by family games and food vendors at the Portland Waldorf School from noon to 2 p.m. The First Annual Ledding Library Poetry Picnic will take place in the Scott Park Amphitheatre on the Library grounds from 12:30 p.m. to 3 p.m. Poets of all persuasions are invited to read for the audience, and others are welcome to come and listen. Live music will begin at 6 p.m. in Riverfront Park followed by a fireworks display at dusk.
8. The Milwaukie Sunday Farmers' Market, home of 50 quality vendors, is open rain or shine every Sunday through October. Visitors will find the best in local produce, artisan cheeses and breads, plants, cut flowers, crafts, and live music along with some great food vendors. The Market is 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 between Main Street and McLoughlin Boulevard in downtown Milwaukie. Stop by the community booth to learn about current local projects. For additional information on the Market visit <http://www.milwaukiefarmersmarket.com/>.
9. Two Council positions -- #1 currently held by Greg Chaimov and #3 currently held by Joe Loomis -- will be on the November 4, 2008 General Election ballot. Each position is a 4-year term beginning January 2009 and expiring at the end of 2012. Filing papers will be accepted beginning July 25 and ending August 26. For more information see attachment #1 of this memo.
10. The City is currently recruiting for three positions: Mechanic, Police Officer and Utility Worker I. Job Announcements and application materials can be found on the website at www.cityofmilwaukie.org

11. The Community Services Director is meeting with garbage haulers this week to discuss potential garbage rate increases to cover increased fuel and disposal costs. A staff report will be forwarded to Council for the August 5 meeting.
12. The City received a grant award from Clackamas County Tourism and Cultural Affairs for \$30,000. Projects to be completed with these funds include installation of a new entrance sign along a City street, support for a sesquicentennial dinner theater being developed by the New Century Players, and flower baskets in the downtown area.
13. As of July 1, the North Clackamas Parks District will maintain all parks owned by the City of Milwaukie. All City building grounds, wells, median strips and detention ponds will be maintained by either City staff, corrections crews or a City contractor. Parks issues can be relayed to JoAnn Herrigel at 503-786-7508. All other facility inquiries should be forwarded to Paul Shirey at 503-786-7614.
14. City staff is working with a fencing contractor to enhance the entrance to the Town Center parking lot at Harrison Street near McLoughlin Boulevard. Existing barriers will be replaced with bollards and chain.
15. Council will hold 2 evenings of public hearings on July 14 and 15 to gather public comment on the Portland-Milwaukie Light Rail alignment in Milwaukie. The hearings will be held in the City Hall Council Chambers, 10722 SE Main Street, beginning at 7 p.m. Council is scheduled to formulate its recommendation on the locally preferred alternative (LPA) on July 15. Written comments may be submitted to the Council at 10722 SE Main Street, Milwaukie, OR 97222 or via e-mail to communitysvcs@ci.milwaukie.or.us

Council meetings are broadcast live on Channel 30 and are replayed at various times throughout the week, so check *The Pilot* for the schedule. For information on current Council meetings plus an 11-year archive, visit <http://www.ci.milwaukie.or.us/council/councilagendaindex.html>. Contact the City Recorder's Office at 503.786.7502 or email duvalp@ci.milwaukie.or.us if you have questions about the agendas. Council meetings are the first and third Tuesdays of each month at City Hall, 10722 SE Main Street.

Attachments:

1. Prospective Council Candidate Information
2. Community Services Department Matrix for the week of June 30
3. City Event Calendar, July 7 - 13



June 16, 2008

TO: PROSPECTIVE CANDIDATES FOR MILWAUKIE CITY COUNCIL

Thank you for your interest in running for the Milwaukie City Council in 2008. There will be two City Council positions – 1 and 3 – on the ballot at the November 4, 2008 General Election. Each position is a four-year term beginning January 2009 and expiring at the end of 2012.

This guide is intended to provide an overview of the local election process. In addition to understanding Milwaukie's regulations, candidates also need to be aware of State requirements so plan to reference the publications listed below for complete instructions and forms.

- *2008 City Elections Manual*
- *2008 Campaign Finance Manual*
- *2008 Election Law Summary*

Each of these are available in hard copy at Milwaukie City Hall, 10722 SE Main Street, Milwaukie and the Clackamas County Elections Office, 1710 Red Soils Court, Suite 100, Oregon City, Oregon 97045. All necessary publications and fillable pdf forms can be downloaded from the State website at www.sos.state.or.us/elections or the County website at <http://www.co.clackamas.or.us/elections/forms.htm>.

As your City elections officer, I am here as a resource to you, so please do not hesitate to contact me at 503.786.7502 with any questions. You may also contact the Secretary of State's Office at 503.986.1518.

Sincerely,

Pat DuVal
City Recorder

Important Dates

If you decide you are interested in running for office, these are some critical dates for your calendar:

- **May 4, 2008.** Any person running for City office must have been a City resident by this date.
- **July 25, 2008.** First day to file for nomination papers comprising a petition with the City Elections Officer.
- **August 26, 2008.** Last day to file nomination papers comprising a petition with the City Elections Officer.
- **August 29, 2008.** Last day to withdraw from candidacy or nomination.
- **September 8, 2008.** Last day to file material with the County Elections Office for the voters' pamphlet.
- **October 14, 2006.** Last day to register to vote. Ballots delivered to post office
- **January 6, 2009.** Oath of office administered and first Council meeting of the year.

Qualifications for Candidacy

- Must be a City of Milwaukie resident during the six (6) months immediately preceding the election.
- Must be a qualified elector in the State Oregon.

About the City Council

- The City Council is composed of a mayor and four councilors.
- Each council position is numbered one (1) through four (4).
- Each prospective candidate declares the position # for which he/she is running.
- A candidate may run for only one position.
- All councilors are elected at large.
- Terms are four (4) years unless one is filling an unexpired term.
- No person shall serve more than two full consecutive terms.
- Councilors must take an oath of office before commencing their duties.
- Councilors must file a "*Statement of Economic Interest*" with the Ethics Commission.

How to File for Candidacy -- Candidates Filing by Petition

The City Elections Officer will provide copies of approved candidate filing forms, or you may download them from the State Elections Division website at <http://www.sos.state.or.us/elections/publications/>:

Step 1 **Register your campaign committee**

Prospective candidates must file a Candidate's Statement of Organization (SEL 220) and Campaign Account Information (SEL 223) with the Secretary of State's Office within three (3) business days of receiving the first contribution or making an initial expenditure.

Step 2 **File your prospective petition**

Complete the three (3) forms listed below and file them with the City Elections Officer:

- SEL 120 Filing of Candidacy for Nonpartisan Nomination
- SEL 121 Petition for Nonpartisan Nomination
- SEL 300 Statement of Paid or Unpaid

According to City Charter, all nomination papers comprising a petition shall be assembled and filed with the City Elections Officer as one instrument not earlier than 100 nor later than 70 days before the election. For the 2008 General Election, the filing window is July 25 through August 26.

The candidate must sign the first line on the signature sheet of the prospective petition. All signature sheets must be approved, in writing, before circulating. Failure to do so will result in the rejection of those signature sheets. Each prospective candidate must determine in advance which position he or she plans to run for.

Step 3 **File your completed petition**

Circulate the approved petition (SEL 121) for signatures (do not sign the petition at the bottom until you are done getting signatures). City Charter requires that petitions be signed by no fewer than 20 City of Milwaukie electors to place a name on the ballot. Although people may have a Milwaukie mailing address, they may not be residents. It is always a good idea to get more than the required 20 signatures. Completed signature sheets may be submitted to the City Elections Officer for verification with County Elections. Once verified, the City Elections Officer will certify the names as they are to appear on the ballot. Petitions with an insufficient number of signatures will be returned to the prospective candidate who may seek additional signers within the allotted time period.

Step 4 **Sign Acceptance Form**

Candidates will be notified by the City Elections Officer of their nomination and must sign an acceptance form within five (5) days of receiving the notice. By signing this form the candidate agrees to serve if elected.

Step 5 Follow Campaign Finance Reporting Requirements

Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines outlined at <http://www.sos.state.or.us/elections/publications/candidatequickguide.html>. All finance reports are submitted to the Secretary of State's Office. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$300 during the calendar year.

Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination for (SEL 150) with the city elections officer. This form must be filed no later than 5:00 p.m. on August 29, 2008.

The County Voters' Pamphlet

Each candidate is responsible for his/her own voters pamphlet submission, which generally includes a current photograph, brief biography, and statement on issues. Milwaukie City Council positions are considered paid positions, so Clackamas County does charge a fee to the candidate. This fee is considered an expense so must be included on the contribution and expenditure reports.

Political Signs and Printed Material

What kinds of signs are allowed?

Political signs are permitted in all zones of the City of Milwaukie. No permits are necessary if the signs meet these criteria:

“Temporary signs which are non-illuminated, have an overall face area not exceeding sixteen square feet, are not permanently installed, and are intended to be located on property for short duration of time. Such signs may include, but are not limited to, real estate lease and sales, political signs, construction signs, garage sale, open house, special event and similar signs. Such signs shall only be posted for the duration of the activity.”
(Milwaukie Municipal Code Section 14.12.010(B))

Where can political signs be displayed?

Signs must be placed on private property with the owner's permission. They must not be placed on public property or in the public right-of-way (i.e., streets, sidewalks, utility poles, parks, school grounds, etc.). Generally, the public right-of-way is all the property on the street side of utility poles, sidewalks, and fence lines. All signs found posted in the public right-of-way or affixed to power, utility, or traffic control poles must be removed, or they will be confiscated.

Be aware, too, the Oregon Department of Transportation (ODOT) has some stringent regulations. If you are considering posting political signs along Hwy. 224 or 99E (McLoughlin Boulevard), contact ODOT before doing so.

How long can the political signs be displayed?

The City of Milwaukie requests the signs be removed within ten (10) days after the election.

Identification on Political Material

The State does not enforce identification requirements. The Elections Division does, however, strongly recommend that identification be voluntarily included so the public knows who is authorizing the publication.

Miscellaneous

All forms for City elections that are filed with and maintained by the City Elections Officer and are a matter of public record.

As the City Elections Officer for the City of Milwaukie, the City Recorder is available as a resource during your candidacy. Please call Pat DuVal at 503.786.7502 if you have any questions on the election process or contact her by e-mail at duvalp@ci.milwaukie.or.us. Other sources of election information are the Secretary of State Election Division 503.986.1518; and Clackamas County Elections Office, 503.656.8510.

Resources on the Internet

Milwaukie Charter and Municipal Code

<http://www.qcode.us/codes/milwaukie/>

Clackamas County Elections Division

<http://www.co.clackamas.or.us/elections/>

State of Oregon Elections Division

<http://www.sos.state.or.us/elections/elechp.htm>

A Weekly Update of What Community Services Staff is Working On
for the week of June 30, 2008

STAFF	TOPIC	LAST UPDATE	INFORMATION	NEW UPDATE	INFORMATION	
Community Services Director	Riverfront Park	3/11/08	Planning Commission approved three land use applications for the Riverfront Park on March 11. Two more applications (Willamette Greenway and Water Quality Resource Zone) will be submitted to Plan Comm by mid-March	7/1/08	Staff submitted a grant application to Oregon Parks and Recreation dept for \$450,000 for Phase I of Milwaukie Riverfront Park. Phase I will include relocation of a water line and power poles, grading of the upland area in the northeastern portion of the site and installation of an entrance plaza near McLKoughlin/17 th and Harrison St. Decisions on the grant awards will be announced July17.	
	Ardenwald Park Acquisition	2/6/08	Closing on 3039 and 3103 SE Balfour occurred on January 11, 2008	3/11/08	Staff working with NDA and contractors to improve erosion control on site.	
	Lake Rd Park Acquisition	2/6/08	Two properties identified by Lake Rd NDA. Letters sent to owners regarding city/NDA interest.	3/11/08	No update	
	North Clack Park District IGA negotiation	3/11/08	Draft IGA to be reviewed by Park Board at March 25 meeting. Memorandum of Understanding signed by City and District assigning maintenance of new parks to district pending IGA approval.	7/1/08	District Advisory Board provided staff with input at their June 12 meeting and recommended that it be forwarded to City Council. Legal Council is reviewing revisions and staff report will be submitted to Council for August 5 meeting.	
	Sternwheeler Rose	2/6/08	City Manager letter to Sternwheeler regarding City plans to demo Cash Spot due to disrepair and liability issues. Staff working on lease for parking lot.	3/11/08	No update	
	Code Compliance	Cases			7/2/08	132 Active cases

STAFF	TOPIC	LAST UPDATE	INFORMATION	NEW UPDATE	INFORMATION
Downtown Parking Enforcement	Parking tool purchase	5/30/08 6/3/08	RFP closed Proposals opened, review process has begun	6/11/08 7/2/08	RFP awarded to T2 Systems Inc. Contract negotiations complete
	Ordinance Changes	4/7/08	City of Vancouver gave report of the effectiveness of Move to Evade in the their city	7/1/08	Staff Report corrections from planning complete, next - report will have to be updated to reflect new parking tool purchase and new staff report rules
	Signage Changes / Parking Lot Maintenance	4/08 5/13/08	City Employee signage complete in City Hall permit lot Corrections crew clean-up Cash Spot ½ way and west side planter strips	5/21/08 5/27/08	Bids to paint the lines in permit parking lots and fix potholes in chop sticks lot complete, waiting decision from operations Corrections crew finishes Cash Spot clean-up and completes Railroad permit lot vegetation trimming
	Permit System	6/3/08	RFP respondents asked to submit bids minus permitting (due to no FTE to run program in-house) – will begin to get quotes to out-source permit program ASAP	7/2/08	Two quotes in, waiting for third to come in.
	Parking Update	5/08 6/23/08	Parking position did not make the budget Meeting scheduled to discuss plan B	6/24/08	Plan B = Code Compliance assistant will no longer will perform parking manager duties, position will use 4 hours per day to complete parking rounds and field general questions and refer on to other departments
STAFF	TOPIC	LAST UPDATE	INFORMATION	NEW UPDATE	INFORMATION
Information Coordinator	Milwaukie Light Rail Outreach	5/1	Completed third batch of questions sent to project partners for their review. Developed outreach materials for upcoming public meetings.	7/1	Published fourth and final edition of the Light Rail Question and Response resource. Assisted in the preparation of the LPA recommendation.

			Prepared materials for the April 28 th meeting. Continuing coordination for the schools and light rail conversation.		
	Logo Update	4/25	Approved design, designer beginning work on letterhead and other collateral design.	7/1	Rolled out the new logo for implementation through all-staff memorandum.
	ELVIS Guide Update	2/6/08	Updating information and exploring publication options.	7/1	First draft published and it is now being shared with staff for refinement before making it available to all staff and the public.
	Water Quality Report			7/1	Designed and published the Water Quality Report and oversaw its distribution.
	City Hall Celebration			7/1	Assisting in the planning for the July 11 th event. Designed and ordered commemorative lapel pins.
Community Services Program Coordinator	Arts Committee	4/24/08	Council decided to appoint all 10 applicants. The modified ordinance will go to Council on May 6 th . The committee will start meeting in June.	7/3/08	Committee had first meeting. They will be meeting the third Weds of the month. They are working on setting up a website and will be setting goals with the help of the Clackamas Arts Action Alliance on July 16 th .
	Spring Park Design completion and construction	4/24/08	Waiting on final drawings from Pat Lando and approval of alternative paving materials from Engineering.	7/3/08	Received final plans this week. Will be starting the RFP the second week of July.
	Les Wilkins Park			7/3/08	Dirt being dropped off. Contract will be signed with contractor to fill and grade the site. Grading should be finished in July.
	Bicycle Fleet Policy	4/24/08	Working with risk management and HR on finalizing the insurance and liability policy.	7/3/08	Final bike policy was sent out July 1, 2008. Bike fleet should be ready within a couple weeks. The first City bike training will be scheduled for late July or early August.
	Temporary Event Permits	4/24/08	Numerous event permits have been processed recently: Annie Ross plant sale and Milwaukie Days Parade.	7/3/08	Processing many event permits—concert series parks, school parades etc.
	Down to Earth Day Clean Up	4/24/08	Event is scheduled for June 14 th , 2008 and will be at the	7/3/08	Event went well. Meeting with staff from JCB to follow up on what went well and what to

			former Southgate Theater lot (9600 SE Main) at at 64 th and JCB at Crosswhite Industrial Park.		change for next year.
	Milwaukie Daze Parade	6/1/08	Parade is set for July 26 th . Working with volunteers to plan the event. PD will help with various aspects. Waiting to hear final word on fireworks.	7/3/08	Meeting with parade organizers this week. Should have final schedule of events out within the next week or two.



MILWAUKIE
Dogwood City of the West

City and Public Interest Meetings Week of July 7-13

<u>Date</u>	<u>Group</u>	<u>Time</u>	<u>Location</u>	<u>Contact</u>
<u>Tuesday 8</u>	Planning Commission	6:30 p.m.	City Hall Council Chambers	Katie Mangle 503-786-7652
<u>Wednesday 9</u>	Historic Milwaukie NDA Concert in the Park	Noon	Scott Park	Ed Zumwalt 503-654-2493
<u>Friday 11</u>	Milwaukie Center/ Community Advisory Board City Hall Birthday	9:30 a.m. 11:30 a.m.- 1:30 p.m.	Milwaukie Center Salal Room City Hall	Joan Young 503-653-8100 Grady Wheeler 503-786-7503
<u>Sunday 13</u>	Farmers' Market	9:30 a.m.- 2:00 p.m.	Across from City Hall	Brendan Eisworth 503-407-0956

*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.*