

CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL MEETING, Tuesday, November 13, 2012, 7:00 PM, CITY HALL

Purpose: The City Council meets twice a month to conduct city business, make decisions and set policy and direction for the city organization and community.

- 1. Call to Order/Pledge of Allegiance/Roll Call.**
- 2. Additions or amendments to the Agenda.** (The Mayor or Presiding Officer may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged).
- 3. Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. Approval of Minutes of October 22, 2012 Council Meeting.**
 - b. Approval of Minutes of October 26 and 27, 2012 Special Council Meetings.**
 - c. Ratification of the Bills in the Amount of \$166,488.91.**
 - d. Approval of MCEDD IGA for Ongoing Membership.**
 - e. Approve Perpetual Easement with Cindilee Baseman for Public Storm Runoff.**
- 4. Public Hearings.** None.
- 5. Action Items:**
 - a. Approve Proposal with American Legal Publishing for Ordinance Codification.**
 - b. Approve Application of ODOT Enhance It Grant.**
 - c. Decision on Permanent Employees for Positions in Fire Department.**
- 6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed)
- 7. Reports and Presentations.**
 - a. City Committees.**
 - b. Deputy John Harvey.**
 - c. Review of Budget Expenditures for the Tourism Program.**
 - d. Quarterly Financial Report.**
 - e. Recognize Sheldon Price, Public Works Dept. Field Supervisor for Completing Certification as Water Distribution 1.**
 - f. Review RFQ Responses for CATV/Broadband Services.**
 - g. ICA Koch Report (handout).**
- 8. Mayor and City Council Comments.**
- 9. Other matters.**

(continued)

- 10. Executive Session per ORS 192.660 (2)(e) Real Property Transactions and ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents.**
- 11. Possible Action Regarding Real Property Transaction.**
- 12. Possible Action Regarding Decision on City Administrator.**
- 13. Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the meeting to order at 7:02 PM. CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, Cramblett and Mayor Masters were present. Also present were Deputy City Recorder Megan Webb, Bruce Fitzpatrick, Holly Howell, Martha Lamont, Chris Williams, Don Sullenger, City Attorney Reuben Cleaveland, ICA Paul Koch and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda:** ICA Koch asked for item 5a to be removed from the agenda as well as postpone the quarterly financial report until FO Bump was able to attend.
3. **Adoption of Consent Agenda:**
 - a. **Approval of Minutes of October 2, 2012 Joint Council Meeting.**
 - b. **Approval of Minutes of October 8, 2012 Council Meeting.**
 - c. **Ratification of the Bills in the Amount of \$ 78,846.86.**
 - d. **Approval of the Partial Payment to BKI for Service and Rate Analysis Study in the Amount of \$11,187.50.**

Mayor Masters read the list of items on the Consent Agenda. **Motion:** CM Holmstrom moved, seconded by CM Lorang, to approve the Consent Agenda. The motion was passed unanimously.

4. **Public Hearings:** None

5. **Action Items:**

a. **Approve Perpetual Easement with Cindilee Baseman for Public Storm Runoff.** This item was removed from the agenda.

b. **Approve the Contract and Scope of Work with Tenneson Engineering for the Water System Master Plan.** ICA Koch gave his staff report. He said this is a budgeted item not to exceed \$30,000. He said this will help the City to meet state standards by having an updated Master Plan. **Motion:** CM Storm moved, seconded by CM Helfrich, to approve the contract and scope of work with Tenneson Engineering for the update of the Water System Master Plan in an amount not to exceed \$30,000 and authorize the Mayor to sign the contract. Mayor Masters asked if this would address a plan if the City were to run out of water. ICA Koch said the City is required by state law to have a water conservation element included in the master plan that would address the priority of service during drought conditions. He said this work will dovetail with the current hydrology study that is currently being done. The motion was passed unanimously.

c. **Approve IGA Between the City and the Port for the Museum.** ICA Koch gave his staff report. He said this IGA will address the operation of the museum. He said there is currently no money in the City's budget for the operation cost of the museum. He said the agreement was initially to begin as of July 1 but has been moved through negotiations to begin September 1 and will run through June 30, 2013. He said the City will be absorbing the cost of \$3453.00 for July and August operation cost. **Motion:** CM Helfrich moved, seconded by CM Lorang, to approve the IGA with the Port of Cascade Locks dealing with the Museum and authorize the Mayor to sign the contract. CM Lewis asked who made the decision to spend the money on the Museum when there was no money in the budget. ICA Koch said himself and FO Bump felt it was important to keep the Museum open. CM Lewis asked when the Museum is open. ICA Koch said it is open during the months of May through September. CM Lewis asked how the Museum would be able to operate during June through August. ICA Koch said the Museum plans to acquire grants as well as tuck the Museum into the Downtown Association 501(c)3 group. He said that would allow them to operate on grant money as well as their donations they receive through the year. CM Lewis said he would rather see the agreement reflect the business calendar months rather than a fiscal calendar so that all operating months would be covered in the contract.

CM Lorang asked if there was money in this years budget that can be transferred to cover July and August of the current year. ICA Koch said he and FO Bump will bring those recommendations to the Council sometime in

December or January. Mayor Masters said he also would have liked to see the agreement to cover the operation expenses for all operational months. The motion was passed by CM's Helfrich, Holmstrom, Lorang, Storm, Cramblett and Mayor Masters. CM Lewis opposed.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our

Community: Martha Lamont spoke about the FISH Food Bank. She said they are currently serving over 100 families between Cascade Locks and Hood River. She said they have received a lot of extra produce the last few months. She said that is possible because Mayor Masters and CM Storm have been bringing those back with them from The Dalles. She said all of the FISH Volunteers really appreciate their efforts. She said they would also like to thank Choi for his donation of 40 loaves of bread every month. She said this month they will be receiving a large donation of personal products from the Lions. Mrs. Lamont said the sign up for County Christmas food baskets will be at City Hall during the November hand out. She said they have noticed that more people are feeling comfortable using the food bank and that they are always looking for more volunteers. She said they are always looking for donations of household and personal items as well as pet food. CM Holmstrom asked if people could donate open and partially used bags of pet food. Mrs. Lamont said yes, they would divide them up into smaller portions to be able to hand them out to more than one family.

7. Reports and Presentations:

a. City Committees. none

b. Financial Quarterly Report. This report is postponed until FO Bump is able to attend.

c. ICA Koch Report. ICA Koch gave his report. He reminded everyone that on October 26th the City will be holding a community meet and greet with the four candidates for City Administrator. He said the next day will consist of three interview panels. He said the day will end with the Council hearing the ideas, perceptions and comments about the four finalists from all who sat on the interview panels.

ICA Koch said there has been two temporary assignments fulfilling the Station Captain and Paramedic positions. He said the cut off date to turn in applications for the fulltime position was last Friday at 5 pm. He said the City received 10 applications and he will be sitting down with IFC Wells to review those. He said he plans to be in front of Council by November 12 to discuss their recommendations.

ICA Koch said ODOT will be at the upcoming JWGED meeting to discuss the possibility of the City taking over the ownership, maintenance and operation of WaNaPa St. He said he has put together a series of conditions that the City will present to ODOT.

ICA Koch said he is working on setting up a meeting to speak with the Governor. He said he included a list of things he would like to speak with the Governor about in his packet.

ICA Koch said the consultants from the electrical rate study will be here next Monday night at 5pm for any citizens who would like to share their concerns and questions. He said next month he is hoping to bring the consultants in front of Council to give an update on the study.

ICA Koch said he will be meeting with the CA of North Bonneville and Stevenson sometime next week to start putting together the "white paper" that will begin to identify plans and concerns to take to the Gorge Commission.

Mayor Masters asked if notice has been made for the CA candidate meetings. ICA Koch said there will be an agenda made and posted. Mayor Masters asked if a third meeting had been scheduled to make a final decision. ICA Koch said a decision could be made at the next Council meeting.

CM Lewis asked what the hours of the temporary station captain and paramedic positions were. ICA Koch said right now they are 8-5 Monday through Friday. Mayor Masters said he would like to have Captain Matheny look

at possible changes to their schedules to reflect the previous schedule. He said he would like to see weekends covered and hours during peak call times covered.

Mayor Masters said he thinks it is important for the Council to see more information about taking ownership of WaNaPa St before the City gets too far into discussions. He said he would really like to know what the long term commitments will be. He asked for possible examples from other Cities who have done this same thing. ICA Koch said ODOT will be presenting their annualized cost for WaNaPa at the JWGED on Thursday.

8. Mayor and City Council Comments: CM Helfrich wanted to recognize the loss of a community member last week. He said he wanted everyone to remember what is really important at the end of the day.

CM Holmstrom encouraged everyone to attend the JWGED. He said he attended a Nestle meeting last week and encouraged others to attend a meeting or ask Nestle to come speak to a group. He said they are great meetings and they are very informative.

CM Lorang said he attended the last Nestle meeting. He said they were very thorough and still very committed to the community.

Mayor Masters said it is very encouraging that we have reached a milestone with the return of staffing in the Emergency Services department. He said he is proud to say we have ALS staffing once again. Mayor Masters said he would like to thank the Lions club for hosting the candidates night. He said he would also like to thank Martha Lamont and the other volunteers of the FISH Food Bank. He said he is very grateful to be able to provide this service to the Community. He said he attended the Gorge Commission meeting that was held here in Cascade Locks last week.

9. Other matters:

a. Possible rescheduling of the November 12 Council Meeting due to Veteran's Day Holiday.

The group consensus was to reschedule the meeting for November 13, 2012 at 7pm.

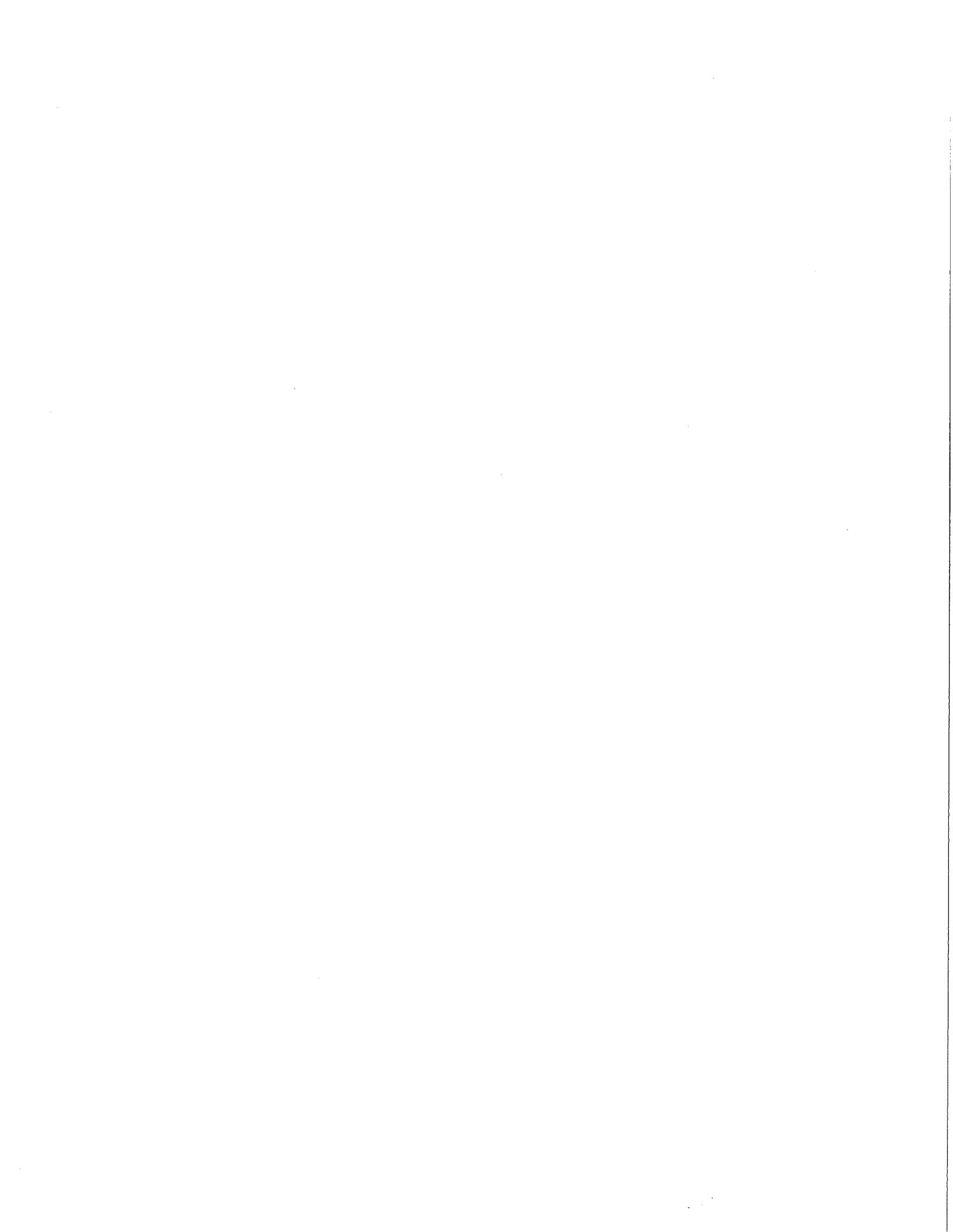
10. Executive Session as may be required: per ORS 192.660(2)(e) Real Property Transactions. Mayor Masters entered into Executive Session at 7:58pm under the ORS 192.660(2)(e). CM's Helfrich, Holmstrom, Lorang, Lewis, Storm, Cramblett and Mayor Masters were present. Also present were ICA Koch, DCR Webb, CA Cleaveland, and Chris Williams.

11. Adjournment: Motion: CM Helfrich moved, seconded by CM Holmstrom, to adjourn. The motion was passed unanimously. The meeting was adjourned at 8:51 PM.

Prepared by
Megan Webb, Deputy City Recorder

APPROVED:

Lance Masters, Mayor

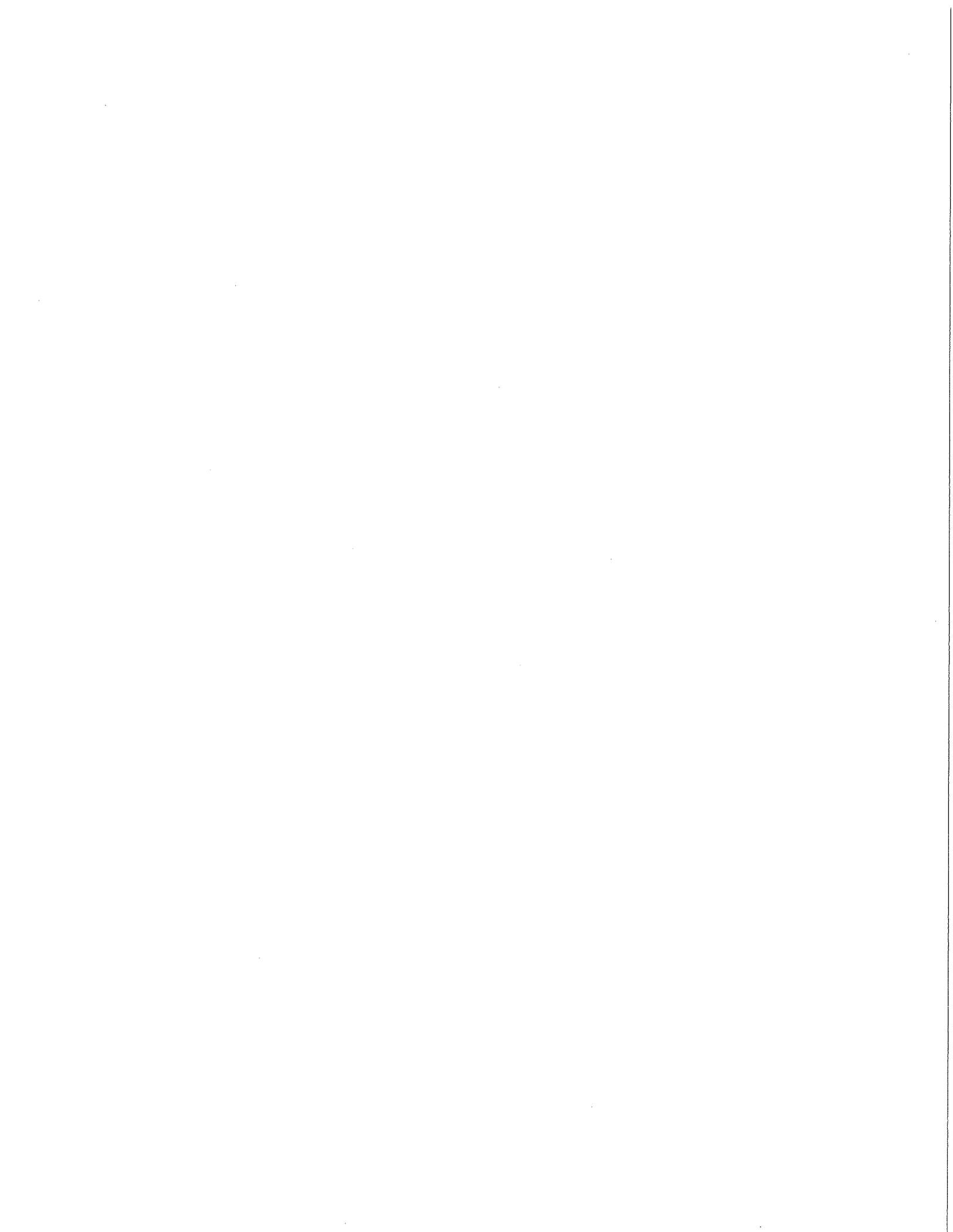


1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the meeting to order at 8:08 PM. CM's Cramblett, Holmstrom, Helfrich, Lorang, Storm, and Mayor Masters were present. CM Lewis was absent. Also present were ICA Koch, City Recorder Kathy Woosley, Gyda Haight, Bruce Fitzpatrick, Cody Steelman, and Camera Operator Betty Rush.
2. **Amendments to the Agenda:** None.
3. **Citizen Comments Regarding City Administrator Finalists:** Citizens Cody Steelman, Bruce Fitzpatrick, Mayor, Councilors, and staff gave their comments regarding each applicant.
4. **Adjournment:** CM Helfrich moved, seconded by CM Holmstrom, to adjourn. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lorang, Storm, and Mayor Masters. The meeting was adjourned at 9:02 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor



1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters opened the meeting at 1:30 PM. CM's Holmstrom, Helfrich, Lorang, Storm, and Mayor Masters were present. CM's Cramblett and Lewis were not in attendance. Also present were ICA Koch, City Recorder Kathy Woosley, Deputy Recorder Megan Webb, City of Hood River Manager Bob Francis, Hood River County Manager Dave Meriwether, Virginia Fitzpatrick, and Rob Brostoff.
2. **Amendments to the Agenda:** None.
3. **Panelists Comments Regarding City Administrator Finalists:** Each panel gave their comments regarding the City Administrator Finalists. Consensus of the group was to move forward with the process with Gordon Zimmerman and Gene Green as the top two finalists.
4. **Adjournment:** CM Helfrich moved, seconded by CM Storm, to adjourn. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lorang, Storm, and Mayor Masters. The meeting was adjourned at 1:49 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor



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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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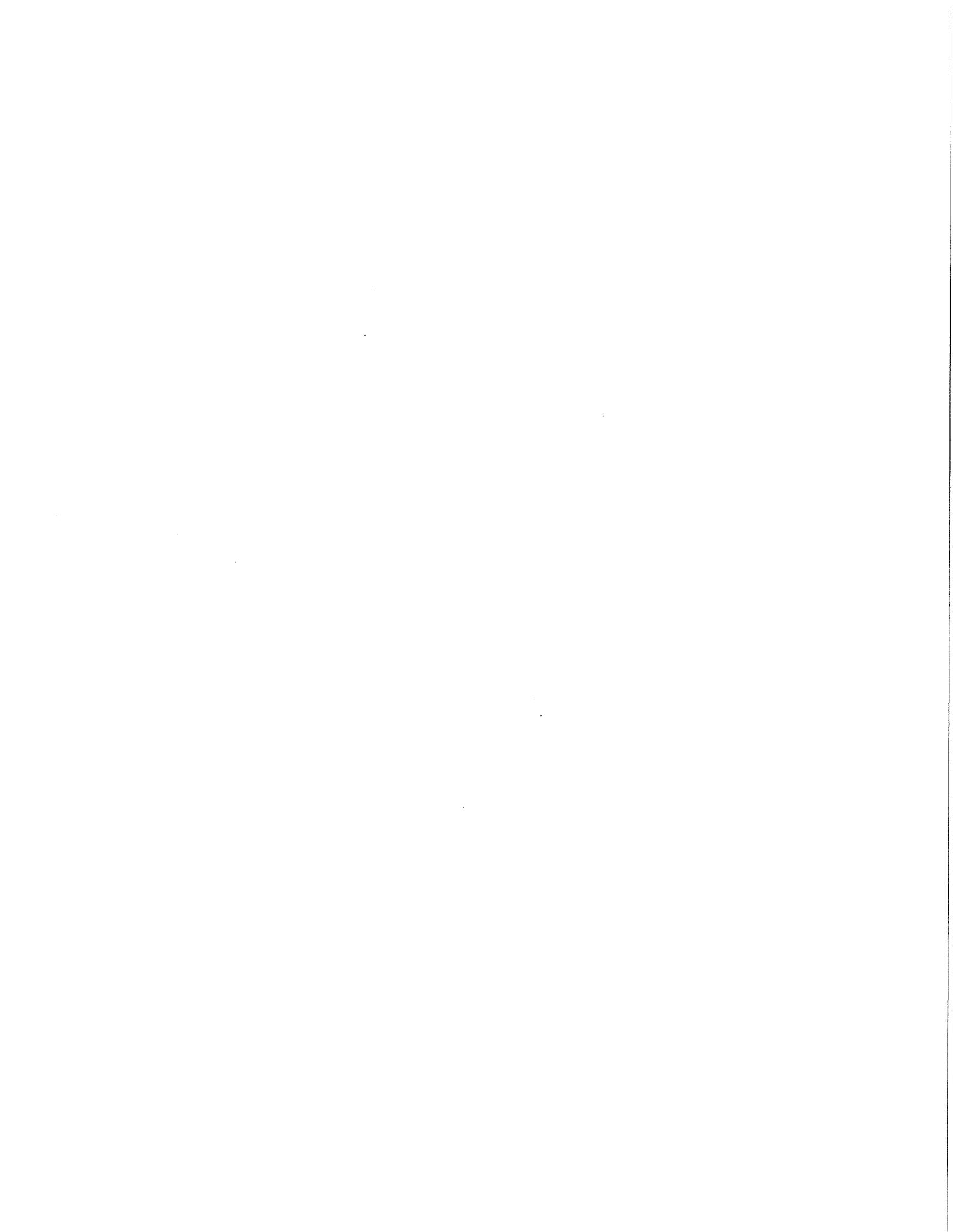
DATE:	DESCRIPTION:	AMOUNT:
10/31/2012	End of Month AP Check Run	\$ 121,309.53
11/2/2012	Gross Payroll	\$ 45,179.38

GRAND TOTAL	\$ 166,488.91
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APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2897	10/12	10/15/2012	20	15821	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 2897:								
2898	10/12	10/15/2012	180	093012	ASIFLEX	Admin Fees	5140562110	3.75
Total 2898:								
2899	10/12	10/15/2012	430	9579	BONNEY ELECTRIC	Check plug, repair	0140462110	79.00
Total 2899:								
2900	10/12	10/15/2012	4910	100041905D	Bryon& Afton Murphy	Refund Deposit	5121130	219.07
Total 2900:								
2901	10/12	10/15/2012	580	101512	CARR, SHIRLEY	Brochure Delivery	0840562101	1,000.00
Total 2901:								
2902	10/12	10/15/2012	610	578438	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	335.00
Total 2902:								
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140162551	70.06
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2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	585.17
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0840562071	28.80
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	2,033.31
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	87.10
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	2,047.54
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	4142162071	135.56
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
2903	10/12	10/15/2012	670	10/12 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	130.65
2903	10/12	10/15/2012	670	SSS 10/12	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	204.30

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2903:								
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	0140162082	129.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	0340562082	32.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	0540562082	27.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	2140562082	231.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	3140562082	205.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	4140562082	59.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	4140662082	32.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	5140562082	404.00
2904	10/12	10/15/2012	740	45054	CASELLE, INC.	November Support	5140662082	66.00
Total 2904: 1,185.00								
2905	10/12	10/15/2012	1120	A18473	COLUMBIA HARDWARE, LLC	PVC and Coupling	4140562560	16.27
2905	10/12	10/15/2012	1120	A19323	COLUMBIA HARDWARE, LLC	Keys	0140462520	11.94
2905	10/12	10/15/2012	1120	A19744	COLUMBIA HARDWARE, LLC	Readymix	1740562519	34.23
2905	10/12	10/15/2012	1120	A20082	COLUMBIA HARDWARE, LLC	Liner, roller cover, containers	0140462520	15.61
2905	10/12	10/15/2012	1120	B22412	COLUMBIA HARDWARE, LLC	PVC	2140562560	41.75
2905	10/12	10/15/2012	1120	B22412	COLUMBIA HARDWARE, LLC	PVC	3140562560	41.74
2905	10/12	10/15/2012	1120	B24078	COLUMBIA HARDWARE, LLC	Shelving Material	0140462520	12.28
2905	10/12	10/15/2012	1120	B24254	COLUMBIA HARDWARE, LLC	Bolt, Readymix	1740562519	9.68
Total 2905: 183.50								
2906	10/12	10/15/2012	6763	S616009.001	Consolidated Supply Co.	Repair cpfg	2140562560	177.00
Total 2906: 177.00								
2907	10/12	10/15/2012	1260	2013	COSTCO WHOLESALE MEMBER	Membership renewal	0121010	275.00
Total 2907: 275.00								
2908	10/12	10/15/2012	1620	1900	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 2908: 750.00								
2909	10/12	10/15/2012	2420	092712	HOOD RIVER CO. - FINANCE	Dog License	0121011	14.00
2909	10/12	10/15/2012	2420	092712	HOOD RIVER CO. - FINANCE	Dog License	0130143280	1.00-

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2909	10/12	10/15/2012	2420	101112	HOOD RIVER CO. - FINANCE	Dog License	0121011	25.00
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2909	10/12	10/15/2012	2420	29118	HOOD RIVER CO. - FINANCE	Hassalo Vacation	0340562110	157.00
2909	10/12	10/15/2012	2420	6396	HOOD RIVER CO. - FINANCE	Sept Deputy Service	0141962250	7,261.00
Total 2909:								7,455.50
2910	10/12	10/15/2012	2570	0009121029	HOOD RIVER NEWS	LU12-003 Notice	0140262030	100.00
2910	10/12	10/15/2012	2570	091912	HOOD RIVER NEWS	Surplus Sale Ad	0140162030	11.00
2910	10/12	10/15/2012	2570	091912	HOOD RIVER NEWS	Surplus Sale Ad	0140262030	10.00
2910	10/12	10/15/2012	2570	091912	HOOD RIVER NEWS	Surplus Sale Ad	2142162030	3.00
2910	10/12	10/15/2012	2570	091912	HOOD RIVER NEWS	Surplus Sale Ad	3142162030	2.00
2910	10/12	10/15/2012	2570	091912	HOOD RIVER NEWS	Surplus Sale Ad	4142162030	1.00
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2911	10/12	10/15/2012	2970	100612	Koch Consulting, INC.	Interim CA Services	0140262093	27.50
2911	10/12	10/15/2012	2970	100612	Koch Consulting, INC.	Interim CA Services	0340562093	27.50
2911	10/12	10/15/2012	2970	100612	Koch Consulting, INC.	Interim CA Services	0542162093	25.85
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2911	10/12	10/15/2012	2970	100612	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
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2912	10/12	10/15/2012	3160	101112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140962024	5.00
2912	10/12	10/15/2012	3160	101112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162055	8.77
2912	10/12	10/15/2012	3160	101112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5640563941	43.24

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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2913	10/12	10/15/2012	3490	96-01-01 10/	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,187.19
2913	10/12	10/15/2012	3490	96-01-01 10/	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	331.48
2913	10/12	10/15/2012	3490	96-01-02 10/	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	960.12
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2914	10/12	10/15/2012	4070	2090326	ONE CALL CONCEPTS, INC.	locate services	5140562110	11.55
Total 2914:								
2915	10/12	10/15/2012	5160	69919	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 2915:								
2916	10/12	10/15/2012	5190	163531	SEA WESTERN	Name Plates	0540562350	210.99
Total 2916:								
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2917	10/12	10/15/2012	5460	083012	Sosnkowski & Cleaveland P. C.	Attorney Fees	0542162100	12.00
2917	10/12	10/15/2012	5460	083012	Sosnkowski & Cleaveland P. C.	Attorney Fees	2142162100	132.00
2917	10/12	10/15/2012	5460	083012	Sosnkowski & Cleaveland P. C.	Attorney Fees	3142162100	222.00
2917	10/12	10/15/2012	5460	083012	Sosnkowski & Cleaveland P. C.	Attorney Fees	4142162100	32.00
2917	10/12	10/15/2012	5460	083012	Sosnkowski & Cleaveland P. C.	Attorney Fees	5142162100	646.50
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140162100	340.00
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140262100	82.00
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	0542162100	10.00
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	2142162100	112.00
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	3142162100	188.00
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	4142162100	27.00
2917	10/12	10/15/2012	5460	093012	Sosnkowski & Cleaveland P. C.	Attorney Fees	5142162100	548.90
Total 2917:								
2918	10/12	10/15/2012	4910	100042611D	Tori Knebel	Refund Deposit	5121130	34.67
Total 2918:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2918:								34.67
2919	10/12	10/15/2012	6070	825121	TWGW, INC NAPA AUTO PARTS	Hyd Filters	5140662201	137.44
2919	10/12	10/15/2012	6070	825156	TWGW, INC NAPA AUTO PARTS	Rubber	5140562201	3.99
2919	10/12	10/15/2012	6070	825342	TWGW, INC NAPA AUTO PARTS	Screws, wrench	5140562201	18.55
2919	10/12	10/15/2012	6070	826134	TWGW, INC NAPA AUTO PARTS	Pliers	5140563690	12.59
Total 2919:								172.57
2920	10/12	10/15/2012	6320	0020789-IN	VIVID LEARNING SYSTEMS	Online Seats	5140562020	537.60
2920	10/12	10/15/2012	6320	0020789-IN	VIVID LEARNING SYSTEMS	Online Seats	5140662020	358.40
Total 2920:								896.00
2921	10/12	10/15/2012	6730	920121980	ZCORUM INC.	Internet	4140662730	950.50
Total 2921:								950.50
2934	10/12	10/31/2012	40	9904945733	AIRGAS	Cylinder Rental	0540562361	15.24
Total 2934:								15.24
2935	10/12	10/31/2012	6798	17053	Aspect Consulting	Groundwater Source Study	2140562110	179.14
Total 2935:								179.14
2936	10/12	10/31/2012	190	33102	ASSOCIATE PARTNERS	Renew Cascadelocksfire.com 3 yr	0540562110	51.00
Total 2936:								51.00
2937	10/12	10/31/2012	6802	2030-2-9462	Belfor Environmental	Transformer Spill Clean Up	5141562110	11,032.02
Total 2937:								11,032.02
2938	10/12	10/31/2012	310	452-1041	Belo Management Services Inc.	Programming	4140562740	78.40
Total 2938:								78.40
2939	10/12	10/31/2012	330	1043669	BENNETT PAPER & SUPPLY CO	Sanitary Supplies	0140462540	270.21

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2939:								
2940	10/12	10/31/2012	340	3370	BEST WESTERN	CA Candidates Stay	0140862020	83.16
2940	10/12	10/31/2012	340	3371	BEST WESTERN	CA Candidates Stay	0140862020	166.32
Total 2940: 249.48								
Total 2941:								
2941	10/12	10/31/2012	460	4586	BROWN & KYSAR, INC	General Consulting	5140562190	156.25
2941	10/12	10/31/2012	460	4598	BROWN & KYSAR, INC	911 Antenna Structure	5140562190	1,120.00
2941	10/12	10/31/2012	460	4600	BROWN & KYSAR, INC	General Consulting	5140562190	507.50
2941	10/12	10/31/2012	460	4600	BROWN & KYSAR, INC	General Consulting	5140562190	507.50
2941	10/12	10/31/2012	460	4611	BROWN & KYSAR, INC	Rate Study Services thru 9/20/12	5140562190	11,187.50
Total 2941: 13,478.75								
Total 2942:								
2942	10/12	10/31/2012	540	093012	C.L. HISTORICAL MUSEUM	Reimburse for Donations	0130143660	831.13
Total 2942: 831.13								
Total 2943:								
2943	10/12	10/31/2012	560	10238	C.M. & W.O. SHEPPARD	Chain Saw/Chain	0540562350	1,209.44
Total 2943: 1,209.44								
Total 2944:								
2944	10/12	10/31/2012	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	121.63
2944	10/12	10/31/2012	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	122.99
2944	10/12	10/31/2012	790	313470082 1	CENTURYLINK	City Hall Phones	2142162050	164.36
2944	10/12	10/31/2012	790	313470082 1	CENTURYLINK	City Hall Phones	3142162050	90.34
2944	10/12	10/31/2012	790	313470082 1	CENTURYLINK	City Hall Phones	4142162050	65.86
2944	10/12	10/31/2012	790	313470082 1	CENTURYLINK	City Hall Phones	5142162050	139.30
2944	10/12	10/31/2012	790	313785538 1	CENTURYLINK	Sewer	2140562050	230.29
2944	10/12	10/31/2012	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	39.53
2944	10/12	10/31/2012	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	26.36
2944	10/12	10/31/2012	790	314228414 1	CENTURYLINK	Lift Station	3140562050	36.17
Total 2944: 1,036.83								
2945	10/12	10/31/2012	800	320163997 1	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	6.75

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2945:								6.75
2946	10/12	10/31/2012	1290	17664	CRUISE MASTER PRISMS, INC	Names/Tags/Plates	0540562350	143.90
Total 2946:								143.90
2947	10/12	10/31/2012	6801	103012	Donna Troutman	Refund Modern/Connect Fee	4140562870	25.00
2947	10/12	10/31/2012	6801	103012	Donna Troutman	Refund Modern/Connect Fee	4140562870	50.00
Total 2947:								75.00
2948	10/12	10/31/2012	1660	1500515	EMERGENCY MEDICAL PRODUCTS, I	Meds/Ambulance Supplies	0540562351	712.49
2948	10/12	10/31/2012	1660	1500516	EMERGENCY MEDICAL PRODUCTS, I	Meds/Ambulance Supplies	0540562351	554.38
2948	10/12	10/31/2012	1660	1500554	EMERGENCY MEDICAL PRODUCTS, I	Meds/Ambulance Supplies	0540562351	203.89
2948	10/12	10/31/2012	1660	1501549	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562351	189.30
2948	10/12	10/31/2012	1660	1502888	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562351	422.36
2948	10/12	10/31/2012	1660	1503645	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562351	56.49
2948	10/12	10/31/2012	1660	1505110	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562351	51.60
Total 2948:								2,190.51
2949	10/12	10/31/2012	1760	ORHOD2941	FASTENAL	Sweepcomp	5140562900	59.81
Total 2949:								59.81
2950	10/12	10/31/2012	1930	1073-1016	FISHER COMMUNICATIONS INC	Programming	4140562740	153.40
Total 2950:								153.40
2951	10/12	10/31/2012	2020	1172958	GENERAL PACIFIC INC.	Grip Supports	5140562770	240.90
2951	10/12	10/31/2012	2020	1172958	GENERAL PACIFIC INC.	Materials	5140563922	431.42
Total 2951:								672.32
2952	10/12	10/31/2012	2080	1-4200917	GLOBALSTAR	Sat Phone	0540562050	59.03
2952	10/12	10/31/2012	2080	1-4278222	GLOBALSTAR	Sat Phone	0540562050	12.52
Total 2952:								71.55

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2953	10/12	10/31/2012	2380	INV29405	HJ ARNETT INDUSTRIES, LLC	Glove Testing	5140562110	53.52
Total 2953:								53.52
2954	10/12	10/31/2012	2570	101012	HOOD RIVER NEWS	Classified FD	0540562030	210.00
Total 2954:								210.00
2955	10/12	10/31/2012	2680	101112CR	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	86.86
Total 2955:								86.86
2956	10/12	10/31/2012	6800	3167	Jack Rawlings	Wipers	5140562770	97.63
Total 2956:								97.63
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	0140282093	125.00
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2957	10/12	10/31/2012	2970	103112	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2957:								2,500.00
2958	10/12	10/31/2012	3070	1500041824	LES SCHWAB TIRE CENTER	Dismount/Mount/Balance	5140562201	70.75
2958	10/12	10/31/2012	3070	1500041824	LES SCHWAB TIRE CENTER	Dismount/Mount/Balance	5140562201	70.75
Total 2958:								141.50
2959	10/12	10/31/2012	3100	8416332	LIFETIME	226 Subs	4140562740	135.60
Total 2959:								135.60
2960	10/12	10/31/2012	3160	102712	MARIANNE BUWP/PETTY CASH	Reimburse Petty Cash	0140862020	31.94
2960	10/12	10/31/2012	3160	102712	MARIANNE BUWP/PETTY CASH	Reimburse Petty Cash	0140962024	15.46
2960	10/12	10/31/2012	3160	102912	MARIANNE BUWP/PETTY CASH	Reimburse Petty Cash	0140462642	33.76

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2960:								
2961	10/12	10/31/2012	3820	10344876	Norco, INC	oxygen	0540562351	38.76
Total 2961:								
Total 2962:								
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	0140162020	3.15
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	0140462530	89.32
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	0340562530	126.21
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	0540562420	234.29
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	2140562530	116.61
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	2142162020	.92
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	3142162020	.65
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	4142162020	.09
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	5140562200	297.86
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	5140662200	297.87
2962	10/12	10/31/2012	4020	ME109671	ODOT-FUEL SALES	Fuel	5142162020	2.70
Total 2962:								
Total 2963:								
2963	10/12	10/31/2012	4040	020146071	OLDCASTLE PRECAST INC.	44 e" Riser	5140662770	205.00
2963	10/12	10/31/2012	4040	020146072	OLDCASTLE PRECAST INC.	Transpad	5141562009	528.00
2963	10/12	10/31/2012	4040	020146073	OLDCASTLE PRECAST INC.	Vaults w/lids	5140563921	1,188.00
2963	10/12	10/31/2012	4040	020146074	OLDCASTLE PRECAST INC.	Vaults w/lids	5140563921	1,288.00
Total 2963:								
2964	10/12	10/31/2012	4090	54562-2	OPERATIONS MANAGEMENT INTERN	Retro Increase for Aug 2012	3140562700	150.33
Total 2964:								
Total 2965:								
2965	10/12	10/31/2012	4500	10026743-74	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140562110	89.85
2965	10/12	10/31/2012	4500	10026743-74	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140662110	89.85
Total 2965:								
2966	10/12	10/31/2012	6780	15604412	Ricoh Americas Corporation	Lease	0140162120	52.62
2966	10/12	10/31/2012	6780	15604412	Ricoh Americas Corporation	Lease	0540562120	31.33
2966	10/12	10/31/2012	6780	15604412	Ricoh Americas Corporation	Lease	2142162120	31.33

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2966	10/12	10/31/2012	6780	15604412	Ricoh Americas Corporation	Lease	3142162120	25.05
2966	10/12	10/31/2012	6780	15604412	Ricoh Americas Corporation	Lease	4142162121	27.56
2966	10/12	10/31/2012	6780	15604412	Ricoh Americas Corporation	Lease	5142162121	68.91
Total 2966: 236.80								
2967	10/12	10/31/2012	5040	148	ROCKRANCH ENTERPRISES	Contract PW Super	0140562080	6.20
2967	10/12	10/31/2012	5040	148	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	80.60
2967	10/12	10/31/2012	5040	148	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	142.60
2967	10/12	10/31/2012	5040	148	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	229.40
2967	10/12	10/31/2012	5040	148	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	161.20
Total 2967: 620.00								
2968	10/12	10/31/2012	4910	100036001D	Ryderwood Forest Products	Refund Deposit	5121130	268.26
Total 2968: 268.26								
2969	10/12	10/31/2012	5190	163860	SEA WESTERN	Battery	0540562350	399.99
2969	10/12	10/31/2012	5190	163931	SEA WESTERN	Shipping	0540562350	9.99
2969	10/12	10/31/2012	5190	164097	SEA WESTERN	Credit on Batt less restock fee	0540562350	292.50
Total 2969: 117.48								
2970	10/12	10/31/2012	6110	10/2012 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	3.00
2970	10/12	10/31/2012	6110	10/2012 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	25.00
2970	10/12	10/31/2012	6110	10/2012 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	41.00
2970	10/12	10/31/2012	6110	10/2012 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	15.00
2970	10/12	10/31/2012	6110	10/2012 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	170.40
Total 2970: 254.40								
2971	10/12	10/31/2012	6799	58290	Vidacare	Ambulance Supplies	0540562351	336.27
Total 2971: 336.27								
2972	10/12	10/31/2012	6660	101812	WINNETT, LAWRENCE EDWARD	Best Western	4141562009	100.00
Total 2972: 100.00								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2973	10/12	10/31/2012	6767	63080434	Zep Sales and Service	Sweeping Compound	5140562900	253.45
Total 2973:								253.45
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	0140162010	5.73 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	0140162010	11.42 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	OMFOA Dues	0140162030	30.29 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	0140262010	.81 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	0140262010	1.61 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	OMFOA Dues	0140262030	28.29 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	FD Data Plan	0540562050	30.00 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	FD Computer Equip	0540562082	419.30 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	KVM Switch FD	0540562082	39.25 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	locks	0540562440	13.48 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Misc Supplies	0540562440	125.42 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	0542162010	.11 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	0542162010	.22 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Rivet Buster	2140562560	564.98 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	2142162010	2.30 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	2142162010	4.58 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	OMFOA Dues	2142162030	8.13 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Rivet Buster	3140562560	564.97 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	3142162010	2.28 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	3142162010	4.54 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	OMFOA Dues	3142162030	7.08 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	4142162010	.68 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	4142162010	1.35 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	OMFOA Dues	4142162030	3.04 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Misc Parts	5140662770	174.86 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Timer	5142162010	9.99 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Battery	5142162010	19.89 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	OMFOA Dues	5142162030	23.17 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Microphones	5640563941	766.47 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Cameras	5640563941	256.00 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Channel Mixer	5640563941	44.99 M
10151201	10/12	10/15/2012	6090	9/12	U S BANK CC	Cameras	5640563941	428.07 M
Total 10151201:								3,593.30
10151202	10/12	10/15/2012	3650	12090213	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,167.28 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10151202:								
10311201	10/12	10/31/2012	6080	1536020610	U S BANK	Bank Fees	0140162110	65.71 M
10311201	10/12	10/31/2012	6080	1536020610	U S BANK	Bank Fees	0542162110	3.88 M
10311201	10/12	10/31/2012	6080	1536020610	U S BANK	Bank Fees	2142162110	15.44 M
10311201	10/12	10/31/2012	6080	1536020610	U S BANK	Bank Fees	3142162110	18.04 M
10311201	10/12	10/31/2012	6080	1536020610	U S BANK	Bank Fees	4142162110	2.07 M
10311201	10/12	10/31/2012	6080	1536020610	U S BANK	Bank Fees	5142162110	135.67 M
Total 10311201:								
<hr/>								
240.81								
10311202	10/12	10/31/2012	440	SEP12-PWR	BPA	Power Bill	5140562820	28,084.00 M
10311202	10/12	10/31/2012	440	SEP12-PWR	BPA	Power Bill	5140662820	6,137.00 M
Total 10311202:								
<hr/>								
34,221.00								
10311203	10/12	10/31/2012	440	SEP12-TRNO	BPA	Transmission Bill	5140562821	6,293.00 M
10311203	10/12	10/31/2012	440	SEP12-TRNO	BPA	Transmission Bill	5140662821	1,375.00 M
Total 10311203:								
<hr/>								
7,668.00								
Grand Totals:								
<hr/>								
121,309.53								

STAFF REPORT

Date Prepared: November 5, 2012**For City Council meeting on November 13, 2012****TO:** Hon. Mayor and City Council**PREPARED BY:** Paul Koch, Interim City Administrator **APPROVED BY:** N/A**SUBJECT:** Approving the annual contract for economic development services with MCEDD

SYNOPSIS: Annually the City contracts with MCEDD (Mid-Columbia Economic Development District) for services to the Hood River County Economic Development Working Group (EDWOG). The contract is for the time period July 1, 2012 to June 30, 2013. Funds for this contract are contained in the City's annual budget in the amount of \$1,000.

OPTIONS: The following options are available to City Council at this time.

1. Take no action on this matter.
2. Approve the agreement as submitted.
3. Postpone action to a later date.
4. Take other action as desired by City Council.

RECOMMENDATION: That City Council approve the contract for economic development services with MCEDD in an amount not to exceed \$1,000 and authorize the Mayor to sign the agreement.

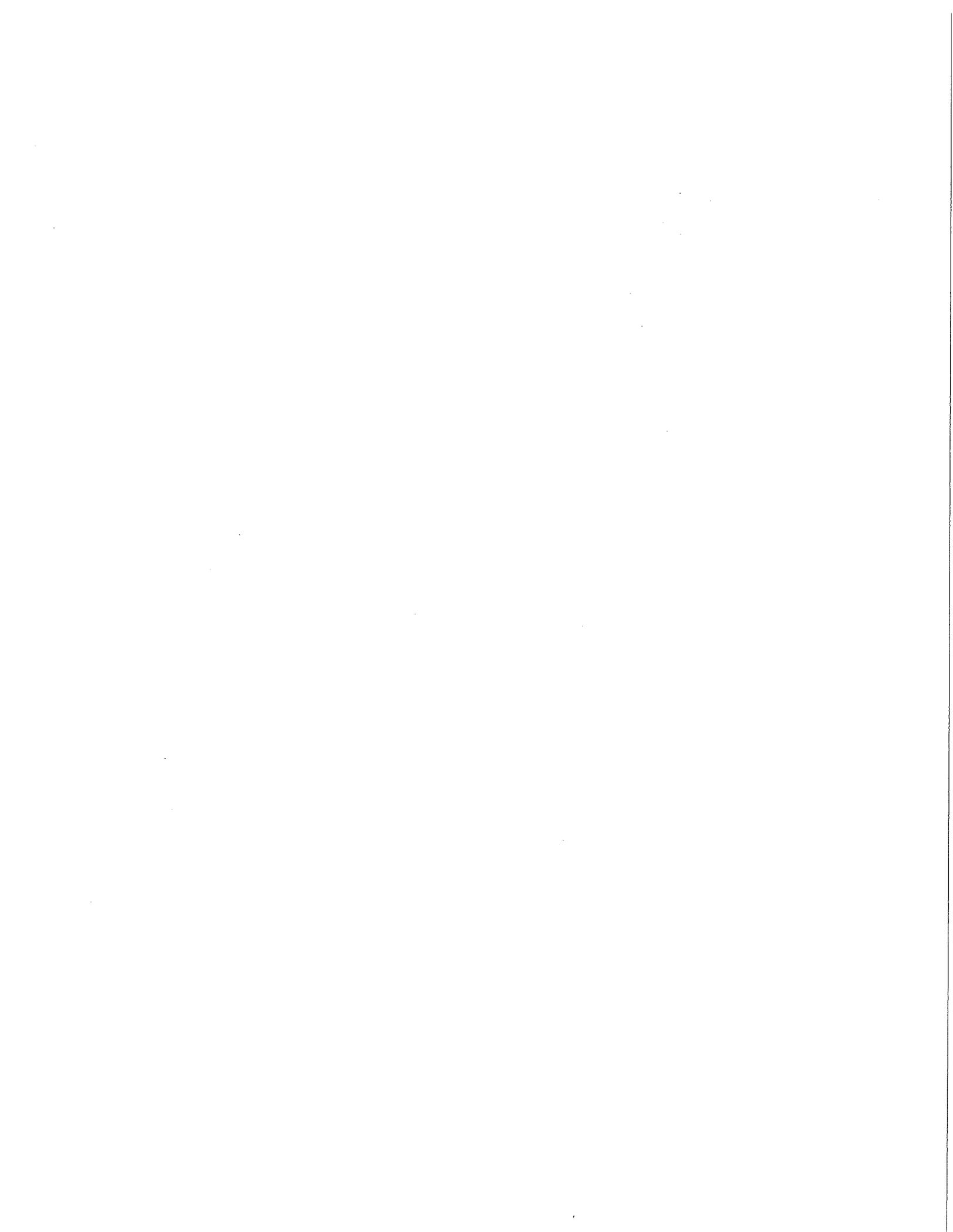
Benefits of this recommendation: By continuing this service contract, Cascade Locks gains the benefit of the MCEDD organization and full coordination of all economic development services through MCEDD to Hood River County.

Legal Review: None required. This is an annual contract.

Financial Review: Funding for this contract is in the 2012-13 budget in Contract Services Miscellaneous and spread throughout all departments as each department stands to gain for positive economic development efforts.

BACKGROUND INFORMATION:

1. A copy of the proposed contract is attached for City Council information.



STAFF REPORT

Date Prepared: October 10, 2012

For City Council meeting on November 13, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

SUBJECT: Approving perpetual easement with Cindilee Baseman for public storm runoff

SYNOPSIS: For a number of years, the City has been using a portion of the property owned by Cindilee Basemen for public storm water runoff. Lacking in the situation was evidence of an original agreement and or written understanding with Ms. Basemen that would document the arrangement. The original agreement with Ms. Basemen indicated that the City would include the driveway to her home in the snow removal program. This is complicated by the fact that Ms. Baseman is reported to have moved since the reported original agreement was stipulated. However, she still owns land over which storm water runs across on its way to a ditch.

This matter has been reviewed, worked on and talked about, but has never been resolved over the past 3-4 years. This issue comes to City Council for formal action at this time.

OPTIONS: The following options are available to City Council at this time.

1. Take no action.
2. Approve the action as recommended in the Staff Report.
3. Postpone action to a later date.
4. Take other action as desired by City Council.

RECOMMENDATION: That City Council, by motion, approve the Perpetual Easement for community storm water runoff and authorize the placement of Ms. Basemen's driveway on the annual snow removal program. Authorize the City Administrator to sign the easement.

Benefits of this recommendation: By approving this recommended action the City will finally solve this issue and gain the formal agreement that has been lacking in all of the discussions over

the past few years. The City gets an agreement over the use of private property for water runoff in exchange for removing the snow from the property owner's driveway.

Legal Review: The City of Cascade Locks Attorney has been involved in this issue and has prepared the Perpetual Easement document.

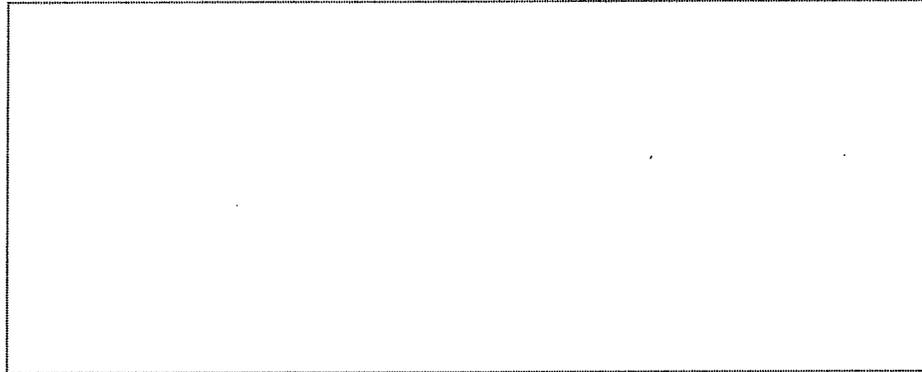
Financial Review: The cost to the City is very minimal and involves the removal of snow when it occurs.

BACKGROUND INFORMATION:

1. A copy of the proposed Perpetual Easement is attached for City Council information.
2. This issue has been around since 1998 and worked on by different people. This action brings the entire issue to a close and delivers to the City a Perpetual Easement for water runoff.

This Box For Hood River County Recording Use Only

CITY OF CASCADE LOCKS
P.O. BOX 308
CASCADE LOCKS, OR 97014



PERPETUAL EASEMENT
(Public Utility Easement)

CINDILEE E. BASEMAN (GRANTOR), grants to the City of Cascade Locks, a municipal corporation of the State of Oregon, a perpetual easement for public storm water runoff purposes on, over and under the following described real property situated in Hood River County, Oregon:

Parcel 3 of Partition Plat No. 9806 filed February 20, 1998, being a portion of Lot 5, DIVISION 1, in Sections 6 and 7, Township 2 North, Range 8 East of the Willamette Meridian, in the City of Cascade Locks, County of Hood River and State of Oregon.

The easement property shall only be used for **public storm water runoff purposes**.

EASEMENT TERMS AND CONDITIONS

1. The easement shall be fifteen (15) feet in width centered on the existing storm drainage ditch and/or pipe running across the above-described real property starting at a point approximately forty-one (41) feet South of the NorthEast corner and continuing to a point approximately twenty-eight (28) feet South of the NorthWest corner of the above described real property. The purpose of the easement is for the City of Cascade Locks to operate, inspect, maintain, repair and reconstruct facilities now and in the future related to the purposes stated above. This may include one or more pipelines, vaults, and any other appurtenances necessary for the purposes stated above.
2. The City of Cascade Locks, its employees, agents, contractors, and invitees shall have access to and the right to enter the easement property at any time for the purposes of the easement. When practicable, City of Cascade Locks will attempt to notify GRANTOR prior to entering the easement property so long as GRANTOR retains her residence at 35 NE Eva Lane, Cascade Locks, Oregon.
3. The surface of the easement property shall be restored by the City of Cascade Locks within a reasonable time after completion of any work in the easement to substantially

the same condition as the surface of the easement was prior to the work. The City of Cascade Locks is not obligated to restore uses inconsistent with Paragraph 4 or 5 of this easement. GRANTOR shall otherwise be responsible to maintain the surface of the easement property.

4. GRANTOR shall not place or allow to remain on or in the easement property trees of any size, shrubs or bushes over four feet in height, permanent structures, decorative garden or yard structures or statues unless transportable by one person, walls, irrigations systems controls or piping, or stored piles of any materials. Property line or decorative fencing, subject to land use and building permit requirements, are permitted but shall be removed by the City of Cascade Locks as necessary for the purposes of this easement with GRANTOR responsible for reinstallation. Grass, bark mulch, normal annual plantings and similar items are permitted and shall be restored by the City if disturbed in exercise of the easement privileges.
5. Unless having received the prior written consent of the City of Cascade Locks, GRANTOR shall not use or allow the easement property to be used in any manner not permitted by paragraph 4, including but not limited to the obligation to keep the easement property open, accessible and passable at all times and making grade changes in excess of one (1) foot in elevation. GRANTOR shall protect the City of Cascade Locks' facilities in such manner as reasonably specified in the written consent. GRANTOR shall notify the City of Cascade Locks at least seventy-two (72) hours prior to the commencement of any construction work within the easement property specifying the details of the work.
6. Within the easement property, GRANTOR shall not store, use, manufacture, dispose of nor allow migration onto the easement property any materials that are hazardous or constitute a public health hazard as defined by law.
7. GRANTOR warrants that 1) GRANTOR has marketable title to the easement property, 2) the City of Cascade Locks may peaceably enjoy the rights and benefits of this easement, 3) there are no other interests in the property which conflict with the City's intended use of this easement, 4) the easement property is free of encumbrances except those of which GRANTOR has notified the City of Cascade Locks, and 5) GRANTOR has the unrestricted right to grant this easement without additional consent or permission.
8. This easement shall bind and inure to the benefit of the immediate parties and their respective heirs, executors, administrators, successors, and assigns.
9. To the extent allowed by law, the City of Cascade Locks shall indemnify, hold harmless and defend GRANTOR from all claims arising out of the City's use of the easement property. To the extent allowed by law, GRANTOR shall indemnify, hold harmless and defend the City and its employees, agents, contractors and invitees from all claims not arising out of the City's use of the easement property.
10. In consideration for this easement, City of Cascade Locks agrees to place GRANTOR'S driveway accessing her residence located at 35 NE Eva Lane, Cascade Locks, Oregon on the City of Cascade Locks snowplow route. The obligation to plow shall continue for so long as GRANTOR resides at that residence and for so long as

the City of Cascade Locks maintains plowing operations within the City. This easement for City of Cascade Locks' use of the land for storm water runoff purposes is perpetual; thus, it shall survive and run with the land after the obligation to plow ends.

GRANTOR

Cindilee E. Baseman

STATE OF OREGON)
) ss.
County of Hood River)

This instrument was acknowledged before me on
_____, by CINDILEE E. BASEMAN.

Notary Public for Oregon
My Commission Expires: _____

ACCEPTED BY THE CITY OF CASCADE LOCKS

City Administrator

APPROVED AS TO FORM:

City Attorney

STAFF REPORT

Date Prepared: 9/26/12

For City Council Meeting on: November 13, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Paul Koch, ICA PK

SUBJECT: Approve proposal with American Legal Publishing Company.

SYNOPSIS: Staff searched for and asked for bids from publishing companies for codification of ordinances. The City received four proposals. Staff reviewed the four proposals evaluating cost, timeline, experience and references and is prepared to recommend a firm. This action comes before City Council for formal action at this time.

CITY COUNCIL OPTIONS:

1. Approve proposal with American Legal Publishing Company.
2. Take no action at this time.
3. Provide other direction for staff.

RECOMMENDATION: That City Council, by motion, approve proposal with American Legal Publishing Company.

Legal Review and Opinion: The City Attorney has reviewed the proposal and will be providing a personal services contract at the next meeting.

Financial review and status: The proposed budget includes a total of \$5,500.00 for FY 2012/13 and an additional \$5,500 for the next fiscal year for codification of ordinances. This funding is from the General Fund.

BACKGROUND INFORMATION:

1. A breakdown of the four proposals is attached for your review.

COMPANY	BASE PRICE	LEGAL REVIEW	ELECTRONIC PUBLISHING AND INTERNET SERVICES	BINDER COST	PER PAGE CODIFIED ORDINANCES	FUTURE SUPPLEMENT
AMERICAN LEGAL (LOC)	5400.00	1200.00	395.00 annually	40.00	19.80	
MUNI CODE	9450.00	INC	1000.00 1 st yr then 500 + annually	5 copies included in base price	18.00	18.00 per page
STERLING CODIFERS	4500.00	INC	500.00 annually	125.00	18.00	21.00 per page
QUALITY CODE	6950.00	INC	480.00 annually	80.00	15.00	18.00 per page

Sterling – Comments stated, “ Too slow.”

Quality Code Publishing – Great reviews, easy ordinance search on website.

American Legal Publishing – Great reviews, easy ordinance search on website.

American Legal Publishing Corporation
432 Walnut Street, 12th Floor
Cincinnati, Ohio 45202

City of Cascade Locks
P.O. Box 308
Cascade Locks, OR 97014

CODIFICATION AGREEMENT

May 16, 2011

WHEREAS, the City of Cascade Locks, a municipal corporation in the State of Oregon (hereinafter referred to as "Municipality"), has need of codification of its existing ordinances and resolutions, as well as other optional related services;

WHEREAS, American Legal Publishing Corporation, (hereinafter referred to as Publisher), an Ohio Corporation, desires to perform such services for Municipality.

NOW THEREFORE, in consideration of the mutual benefits to be derived from entering into and performing this Agreement and the mutual promises and covenants contained herein, the parties agree as follows:

I. THE PUBLISHER SHALL:

- (1) Examine the Municipality's Charter (if any), and prior code of ordinances or compilation (if any), and all ordinances or resolutions provided by the Municipality, select the materials to be codified, and provide the Municipality with a listing of materials to be included. The Municipality will provide clear copies of all materials necessary to perform the codification, including two clear and up to date copies of any previously published code of ordinances.
- (2) Review all materials selected for statutory conformity and conflict with existing state and federal law, as well as other ordinances and resolutions. Such conflicts will be brought to the attention of the Municipal Attorney.
- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter. All ordinances repealed by implication, or which are outmoded or antiquated, shall be disposed of in accordance with the recommendations of the Municipal Attorney.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.
- (5) Utilize its computerized storage system and staff of attorneys for research of appropriate higher law and program the entire Code of Ordinances (hereinafter referred to as "Code") into the computer memory system, with on-line storage provided on 3 ½ inch magnetic archive diskettes or CD-ROM disks, to facilitate instant retrieval for future code updating.
- (6) Prepare title, chapter, and section headings.

- (7) Prepare a legislative history of each section, citing the ordinance number and date of passage of the current ordinance, as indicated on copies of ordinances supplied to the Publisher.
 - (8) Prepare a complete and comprehensive index to the Code.
 - (9) Prepare a table of contents and sectional analysis for each chapter.
 - (10) Prepare statutory cross-references to sections of the state statutes and references to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
 - (11) Prepare Tables of Special Ordinances listing chronologically in groups those ordinances in certain subject areas that the Municipality and the Publisher mutually agree to be pertinent.
 - (12) Prepare Parallel Reference Tables showing:
 - (a) The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - (b) A listing of code sections based on state statutes (Statute to Code).
 - (c) A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
 - (13) Confer with the Municipal Attorney during the course of codification, whenever the Publisher or Municipal Attorney considers a conference necessary, to review the Publisher's work or to discuss proposed changes, additions, or deletions to existing ordinances.
 - (14) Provide the Municipality a consultation service, for:
 - (a) Updating ordinances in conflict with state and federal statutes;
 - (b) Providing model ordinances when requested.
 - (15) Deliver to the Municipality, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification, one copy of a manuscript of the Code for the Municipality's examination.
 - (16) Hold a manuscript conference to make final corrections, additions, and deletions to the Code. Any of the pages of the manuscript may be changed at this time. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code in accordance with IV(1) of this Agreement.
- When the manuscript, and any changes thereto made by the Municipality, is returned to the Publisher, such return of the manuscript shall be deemed final authorization by Municipality to publish the Code as returned.

If additional conferences are requested by the Municipality which require the travel of a member of the staff of Publisher, then the Municipality shall be advised what the additional cost, if any, for such conference will be.

- (17) Deliver to the Municipality, within 3 months of receipt of the corrected manuscript, 25 printed copies of the Code meeting the following specifications:
- (a) Type to be as shown in the attached Exhibit A or B, at the option of the Municipality;
 - (b) Margins to be justified.
 - (c) Printing to be typeset with boldface headings.
 - (d) Page size to be 8 1/2" x 11".
 - (e) Printed on high quality paper.
 - (f) All copies to be in hard cloth-covered, 3-ring or post, loose leaf binders. All binders shall have the Municipality's name stamped in gold and shall contain divider tabs.
- (18) Grant to the Municipality the right to reprint the Code of Ordinances, in whole or in part, at any time, for the purposes of the Municipality, and the right to distribute by sale, or otherwise, as the Municipality sees fit, notwithstanding any copyrighted material of the Publisher contained therein.

II. THE MUNICIPALITY SHALL:

- (1) Make available copies of all material necessary to complete the codification process.
- (2) Permit the copyright of the Code by the Publisher, as published pursuant to this Agreement, to protect the Publisher against the use of its classification, cross-references, index, and other material without its permission. This permission to copyright does not waive the Municipality's rights to all material as set out in Paragraph I (18) above.
- (3)
 - (a) Return to the Publisher a draft of an adopting ordinance and the manuscript of the Code including deletions or additions thereto within 60 days after receipt of manuscript.
 - (b) Future Ordinances Clause. The Publisher agrees to include in the final version of the Code all ordinances adopted by the Municipality up to the time the manuscript is originally due back to the Publisher under the provisions of (a) above. The Municipality agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates at the time of the inclusion of these ordinances into the code.

- (4) (a) Pay to the Publisher as a base price, the sum of \$6,600.00 for its services set out in Section I, payable as follows:

Forty percent (40%) due upon acceptance of this agreement.

Forty percent (40%) within 30 days after submission of the manuscript and invoice;

The balance within 30 days after delivery of the printed Code books and invoice.

- (b) The base price above is based upon a code of the following number of pages according to the format option of the Municipality. Should the final code number fewer or more pages than this estimate, the base price will decrease or increase accordingly at the time of final invoice:

FORMAT	NUMBER OF PAGES	DECREASE OR INCREASE
8 ½ X 11 Single column page	275	\$19.80 per page
8 ½ x 11 Double column page	225	\$24.20 per page

- (5) Pay to the Publisher the additional sum of \$10 per page for tabular pages in the Code or subsequent supplements that contain images, pictures, charts, tables or graphic designs.
- (6) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

III. DISTRIBUTION.

The Publisher shall ship by common carrier the number of codes or supplements ordered and the Municipality will be charged the Publisher's shipping and handling costs. The Municipality may direct that different portions of the shipment be made at various locations within the municipality at no additional cost.

IV. OPTIONAL SERVICES.

- (1) Five year supplemental service plan: At the option of the Municipality, as exercised in paragraph V below, for a period of five years after delivery of the Code;

- (a) The Publisher shall:

1. Examine the ordinances and resolutions as submitted by the Municipality;

2. Incorporate those materials to be included in the Code according to the subject matter in the existing Code, or where there is no existing legislation on the subject, into a logical location in the Code.
3. Make necessary changes in wording of the materials to bring about uniformity of style and to correct typographical errors;
4. Prepare a legislative history of each affected section citing the ordinance or resolution number and date of passage of the ordinance or resolution;
5. Revise or make additional entries to chapter summaries, tables of special ordinances, cross-reference tables, and general index as necessary to reflect the incorporation of additional, changed or deleted material.
6. Advise the Municipality of changes in state statutes that materially affect provisions of the Code based upon such statutes and, unless otherwise directed by the Municipality, make changes in those provisions in order to bring the Code into conformity with same.
7. Deliver to the Municipality 25 printed copies of supplemental pages including an instruction sheet to insure correct replacement of pages.

(b) The Municipality shall:

1. Provide copies of each ordinance or resolution as it is enacted;
2. Pay to the Publisher the sum according to the format option chosen by the Municipality:

FORMAT	RATE
8 ½ x 11 inch Single column page	\$19.80 per page
8 1/2 x 11 inch Double column page	\$24.20 per page

3. Update the Code of Ordinances at least once every 12 months;

(c) Term and Termination:

1. Either party has the right to terminate or alter the terms of the supplemental service plan at any time by serving written notice. This written notice shall be sent at least ninety days before the projected delivery date of the next supplement. Unless otherwise specifically agreed upon by the parties, the projected delivery date shall be the anniversary of the date the Municipality received the Code.

2. Upon completion of the five-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice.

(2) Pamphlets. At option of the Municipality, as exercised in paragraph V below:

(a) Pamphlets, sized for 8-1/2 x 11 copy, containing component parts of a Code, such as the Charter, Traffic Code or Land Use Regulation when ordered prior to commencement of printing of the Code may be obtained at the following prices:

- 1-50 copies of pamphlet - .075 per impression (printed page)
- 51-75 copies of pamphlet - .070 per impression (printed page)
- 76+ copies of pamphlet - .065 per impression (printed page)

(b) Each pamphlet can be separately indexed, however, an additional charge for separate index will be mutually agreed upon.

(c) Vinyl 3 ring binders with Title and Municipality Name stamped thereon: \$6.00 per binder.

(3) Additional Copies of Code. If ordered prior to commencement of the printing of the Code, the Municipality, at its option exercised in paragraph V below may purchase additional copies of the Code at \$40.00 per copy.

(4) Payment:

Payment for optional services shall be made by Municipality to Publisher within 30 days of delivery and invoice. Invoices remaining unpaid beyond 30 days from the invoice shall be subject to a late payment penalty of 1.5% of the unpaid balance per month, or part thereof.

V. EXERCISE OF OPTIONS. The Municipality, by the initials of the person executing the agreement on its behalf, exercises the following options:

(1) Format: (Initial one only).

(a) Single-column format as shown in Exhibit A _____
initial

(b) Double-column format as shown in Exhibit B _____
initial

(2) Five year supplemental service plan as provided in paragraph IV(1) _____
initial

(3) Pamphlets, as provided in paragraph IV(2), to cover the following subjects:

					Initial
Charter	50	75	100	YES	_____
Traffic and General Offenses Code	50	75	100	YES	_____
Zoning Code	50	75	100	YES	_____
Subdivision	50	75	100	YES	_____
Combined Land Use Regulations	50	75	100	YES	_____
Other _____	50	75	100	YES	_____
Vinyl Binders for above				YES	_____
Index Pamphlets above				YES	_____

(4) Additional copies of Code as provided in paragraph IV (3).

Number Ordered

Initial

(5) FOLIO VIEWS software (\$655.00)

(Provides a disk version of the Code of Ordinances with a search and retrieval program for use on the Municipality's computer system. \$295 for annual update.)

Initial

(6) CODE ON INTERNET (\$395 annual fee)

_____ Initial

(Places and maintains Folio Views version of the Code of Ordinances on the Publisher's Web Site with a "seamless" link to the Municipality's Web Site.)

VI. TRANSMITTAL AS OFFER:

The transmittal of this Agreement to Municipality unexecuted by Municipality is an offer by Publisher to perform the stated services at the price and upon the terms and conditions herein and shall be subject to acceptance by Publisher's receipt of the agreement executed by Municipality no later than August 31, 2011 unless such date is extended in writing by Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

IN THE PRESENCE OF:

THE MUNICIPALITY OF:

BY _____

TITLE _____

DATE _____

IN THE PRESENCE OF:

AMERICAN LEGAL PUBLISHING CORPORATION

BY _____
Stephen G. Wolf

TITLE: President _____

DATE: _____

STAFF REPORT

Date Prepared: November 6, 2012

For City Council meeting on November 13, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

SUBJECT: Request for authorization to apply for State funds for WaNaPa Street

SYNOPSIS: The City has been approached by ODOT with a request to apply for grant funding to complete improvements to WaNaPa Street and begin the process of implementing the City's approved Downtown Master Plan. There are two different grant programs the State has made available to the City.

Option One is the "Enhance It" grant where the funds would be used to make streetscape improvements. This work would include bulb-outs, street furniture, plantings/trees, some new curbing along a 3 to 4 block portion of the street. **There would be no resurfacing.**

The second approach (**Option Two**) is the grant where the street surface would undergo grinding and a 3" layer of asphalt would be put down along with striping. The work would include from the Bridge to Forest Lane. Some storm drain repairs might be included. This is the grant source where the **jurisdictional transfer** would be considered if not required.

Option 1 would cost an estimated \$750,000 to \$1 million dollars and the City would need to come up with local match in the amount of \$75,000 to \$ 1 million.

Option 2 is for streetscape improvements in an estimated costs range of \$750,000 to \$ 1 million linked with roadway improvements of about \$640,000. The work would be between the Bridge and Forest Lane. The jurisdictional transfer would be a part of this effort.

OPTIONS: The City Council has the following options available to it regarding this issue.

1. Do not authorize application of the grant.
2. Authorize the application with conditions.
3. Postpone any decision until discussions can be held with the State.
4. Other action as may be desired by the City Council.

RECOMMENDATION: That City Council, by motion, authorize the application for grant funds to complete streetscape improvements to WaNaPa Street for 3-4 blocks with no local match, calling upon the State to provide the non-federal match and expressing a willingness to hold further discussions about a jurisdictional transfer of WaNaPa Street.

BENEFITS OF THIS RECOMMENDATION: By taking this action City Council will put the City inline to receive some funding for streetscape improvements on WaNaPa Street without committing to any local funding match. This action will also position the City for further discussions with the State regarding the jurisdictional transfer of the ongoing responsibility for the street. There would be no City fund expenditure and the City would get time to discuss and consider the transfer for the street.

Legal Review: None required.

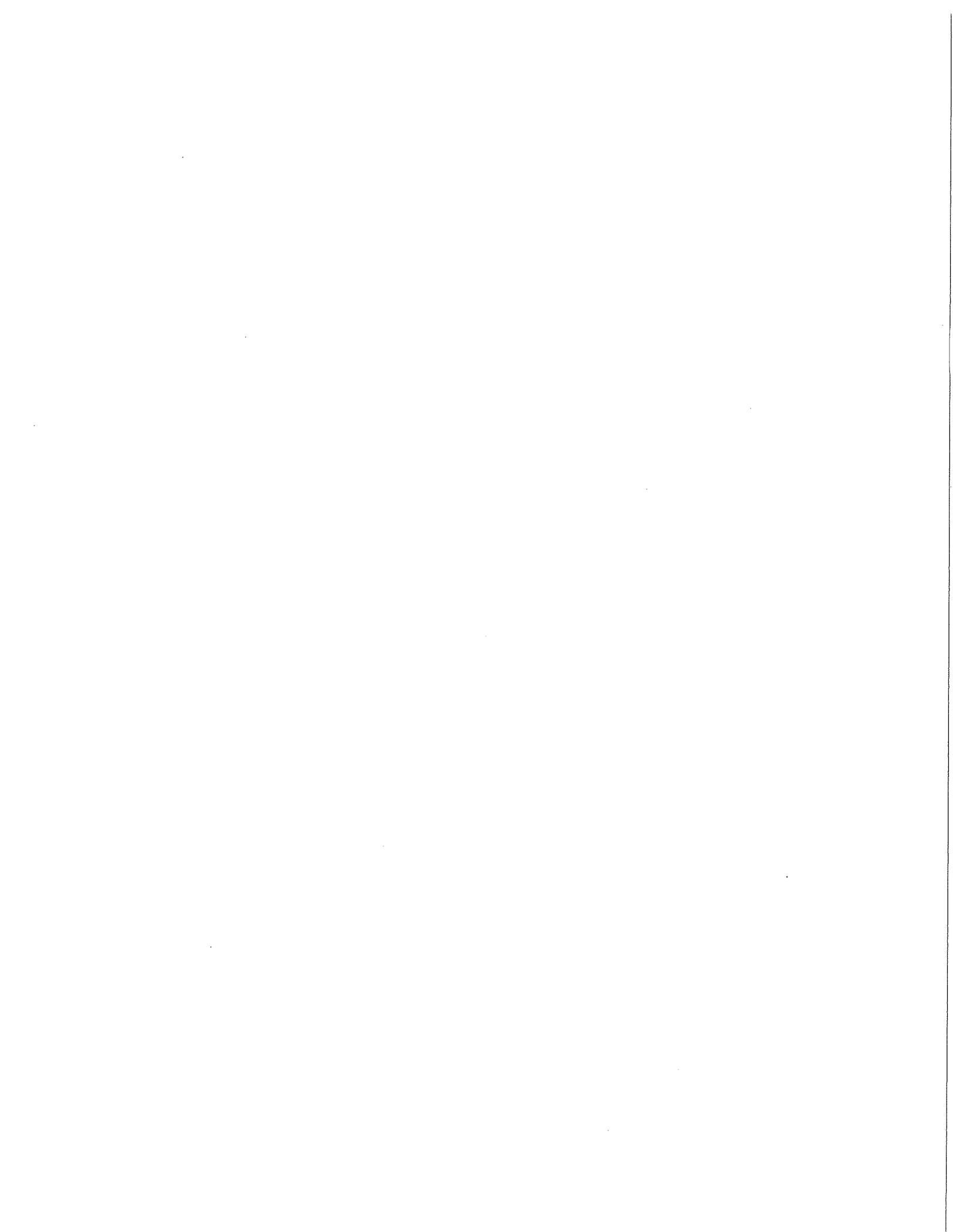
Financial Review: Not applicable.

BACKGROUND INFORMATION:

1. A copy of some of the brainstormed ideas dealing with local requirements for transfer of WaNaPa Street to the City is attached.
2. Upon an affirmative decision by City Council, the grant application will be completed and filed with the state. If the decision is to not apply, no additional work will be done on the application.
3. EDWOG has approved the highest priority for WaNaPa Street in their recommended priorities for long range state funding of local highway and street projects.

**Draft--LIST OF POSSIBLE NEGOTIATING POINTS DEALING WITH THE
TRANSFER OF WANAPA STREET.**

1. The current roadway, full length, is resurfaced and brought up to standards and re-striped. ODOT to provide all engineering, planning and management.
2. The streetscape improvements are installed (bulb-outs, trees, benches, planters, storm drain system and street lights) [This might be just the core area]
3. The “over cross” west of the old fire station is constructed.
4. New signs are installed.
5. A \$500,000 street maintenance fund is created by the State for City use to maintain and repair the street over time and purchase necessary equipment.
6. The City gets control of speed limits, ingress and egress decisions and parking alignment.
7. The weigh station property is used to provide large truck access to the industrial property.
8. New Marine Park entrance.



STAFF REPORT

Date Prepared: November 7, 2012

For City Council meeting on November 13, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

SUBJECT: Recommendation for permanent hiring in the Emergency Services Department

SYNOPSIS: The City Council has authorized the creation of two positions for the City. A Station Captain and Paramedic positions have been created by City Council. Upon authorization the City advertised first for temporary assignments to fill the position while a more intense effort to recruit and select was undertaken.

Jesse Metheny was transferred on a temporary basis from his position in the Public Works Department to the position of Station Captain. Bryce Glovatsky was temporarily appointed to the position of Paramedic.

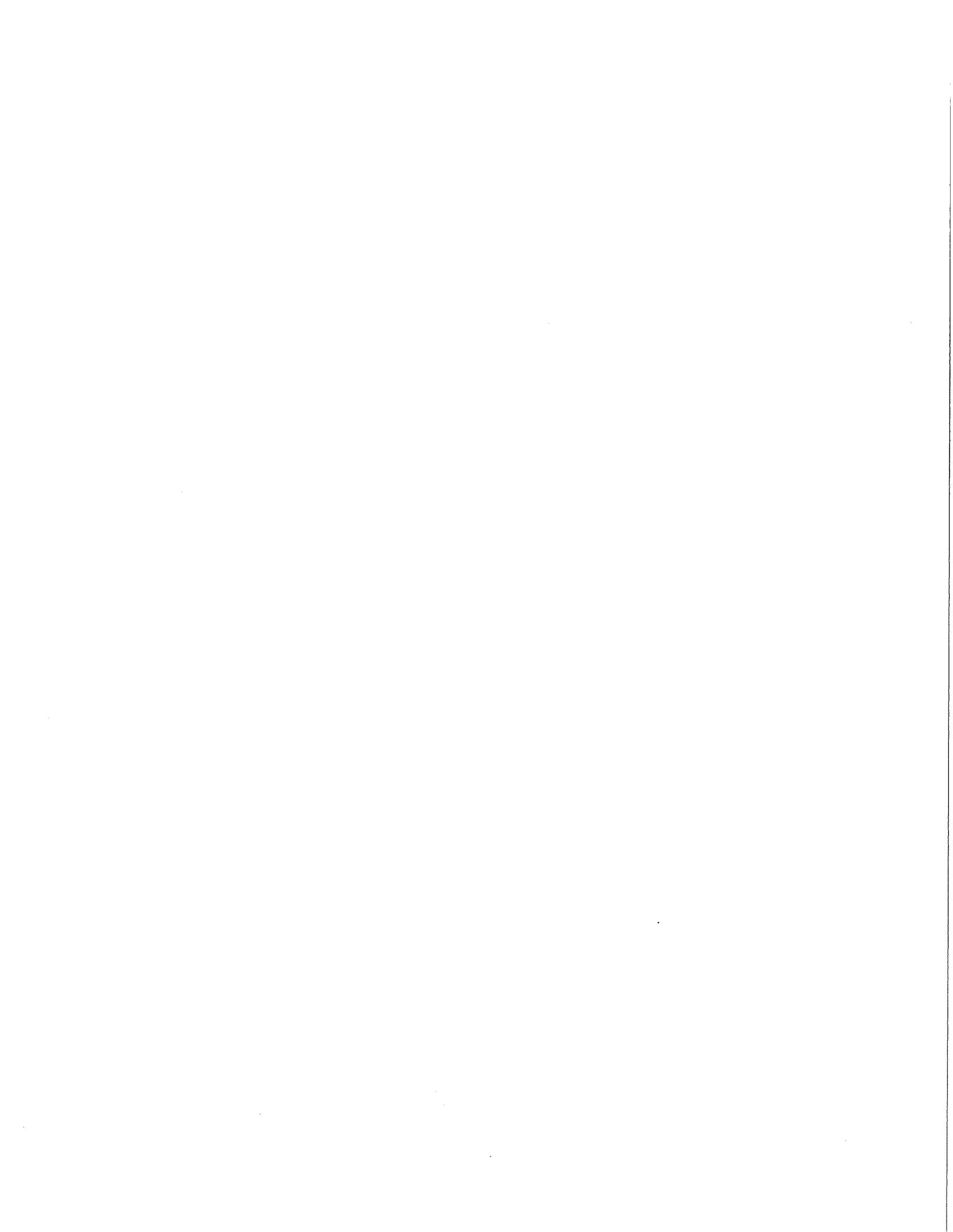
For the full time permanent positions, the City received ten applicants. Chief Wells and I reviewed all the applications, measured the qualifications against the approved job descriptions for the two positions then did some background and reference e checking for some of the applicants.

As a result of the review and telephone interview process, two applicants came out as most effective and appropriate for service to the community.

RECOMMENDATION: That the City Council, by motion, authorize the hiring of Jesse Metheny to the full time position of Station Captain in the Emergency Services Department and Bryce Glovatsky to the position of full time Paramedic effective November 15, 2012..

BACKGROUND :INFORMATION:

1. The Station Captain position pays a salary of \$38,000 to start and the Paramedic pays a salary of \$30,000 to start. Both individuals will serve a six month probationary period in the respective positions.
2. A copy of the City Council approved job descriptions is attached for City Council information.



Position Authorized Date: October 1, 2012
Exempt Position
Salary Range: \$38,000 to \$45,000 annually

STATION CAPTAIN
CASCADE LOCKS EMERGENCY SERVICES DEPARTMENT

GENERAL PURPOSE

Performs a variety of fire suppression, emergency medical services, and fire prevention to minimize the loss of life and property while supervising the daily operations of the Emergency Services Department.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator who assigns programs, goals and general policies and evaluates for effectiveness with Department policies and organizational goals. This position operates within the guidance established in City policy and procedure in all cases.

NATURE OF WORK

This is a senior-level supervisor responsible for overseeing and directing the Emergency Services Department day-to-day activities. Responds to emergencies and performs fire suppression activities, rescue, damage control and property conservation/preservation, ESD activities, fire prevention and public education activities. Supervises the activities of personnel as required or assigned. This position is expected to perform his/her duties with limited supervision, through ESD policies, Standard Operation Procedures, and established protocols and directives. The Station Captain is responsible for maintaining a state of operational readiness of facilities and equipment through scheduled inspection, testing and maintenance programs. The Station Captain promotes the health and safety of the Emergency Services Department and the community through training, education and pre-planning programs. The Station Captain prepares and manages the departmental budget and coordinates and partners with the volunteer force to ensure maximum levels of service to the community. Work is reviewed through observation, conferences and written reports for adherence to established policies and procedures. Performs related work and duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

Commands fire and ESD personnel en-route and on the scene of a fire or other emergency determining type of fire, mode of combat, source and amount of suppressant, and how and when a burning structure will be entered, and providing supervision, coordination and quality control.

Ensures equipment and apparatus is properly maintained, directs and participates in periodic equipment and

facility inspections, and directs and assists in grounds and station house maintenance.

Provide input regarding the purchase of fire suppression, rescue, ESD apparatus and equipment

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance appraisals, leave requests, purchase orders and budget requests; delegates special assignments to company level personnel. Ensures that medical billing reports are filed in a timely manner and in the correct format and that the City remains current and up to date with regard to billing.

Given a budget, monitors expenditures within budget limits.

Assigns and schedules duties for subordinates in the station; monitors radio communications.

Assisting in conducting drills and in-service training classes to help maintain high levels of performance,

Plan, schedule, assign and participate in equipment and station maintenance, company drills and training, pre-fire planning, physical fitness, and other operational and administrative functions;

Evaluates the performance and skills of subordinates, and investigates any infractions of protocol, rules and regulations.

Provides input to the appointment, promotion and suspension of subordinate personnel. Initiate disciplinary action of subordinate personnel as required.

Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports Fire Department's policies and procedures, labor laws and MOU provisions.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff regarding performance, training and personal development needs.

Provide input into and/or conduct the evaluation of personnel, including volunteers, related to areas of supervision and make appropriate recommendations with regard to assignment, transfer, discipline or reward.

Maintain physical and mental fitness required to perform the duties of the position.

Completes incident and daily drill reports and other forms.

Assisting in maintaining data and records regarding fire inspection or prevention activities and preparing a variety of reports regarding fire inspection or prevention as required.

Conducts meetings and informs subordinates ,including volunteers, of new information, regulations and procedures.

Assists in comprehensive fire prevention and public education programs.

Prepares and reviews rescue field, hazardous materials and incident reports.

Maintains liaisons with hospitals, outside agencies and other divisions in order to provide the highest quality service, as required.

Manning the station in the event of an emergency as needed.

Responding to complaints regarding fire hazards/violations, as required.

Performing the duties of command personnel as needed and fulfilling obligations during duty shifts.

Ensures timely review and issuance of fire permit requests.

Serving as a member of various employee committees.

Develop and maintain good relationships and coordination with the volunteers.

Other duties as may be assigned.

QUALIFICATIONS AND EXPERIENCE

Graduation from high school or GED, supplemented by an Associated Degree in Fire Protection or other college level courses is preferred.

Experience in a volunteer agency with supervisory and/or administrative duties or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability.

Must possess Oregon EMT-B Certification.

KNOWLEDGE SKILLS AND ABILITIES

Has considerable knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Services.

Has considerable knowledge of the development, management and practices of Fire and EMS Administration.

Has considerable knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention and investigation and the operation of a Fire Department.

Has considerable knowledge of effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use during small as well as large or complex and dangerous fires.

-
- Has thorough knowledge of all EMS protocols.
 - Has considerable knowledge of effective supervisory principles and techniques.
 - Has considerable knowledge of report and record maintenance principles and practices.
 - Is skilled in the care and safe operation of a variety of emergency service equipment.
 - Is skilled in the operation of motorized vehicles under adverse conditions.
 - Is able to understand and follow oral and written instructions.
 - Is able to analyze situations quickly and objectively.
 - Is able to determine proper courses of action within the established framework of policies and procedures.
 - Is able to maintain composure under emergency situations.
 - Is able to work effectively under stressful conditions.
 - Is able to communicate effectively, orally and in writing.
 - Is able to assist in training subordinate personnel.
 - Is able to establish effective working relationships with employees, other agencies and the general public.
 - Is able to meet special requirements listed below.

SPECIAL REQUIREMENTS

- Must be twenty-one (21) years of age or older at the time of hire.
- Must possess, or be able to obtain by the time of hire, a valid Driver's License without record of suspension or revocation in any state.
- No felony conviction or disqualifying criminal histories within the past seven (7) years.
- Ability to read and write the English language.
- Ability to meet department physical standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand or sit, walk, talk and hear, taste or smell, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day or night. Work is often performed in emergency and stressful situations. Individuals in this environment are exposed to hearing alarms and the hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, dry chemicals, liquid chemicals, solvents and oils, fall hazards, building collapses, traffic hazards, blood borne pathogens and infectious disease.

Is able to meet special requirements listed below.

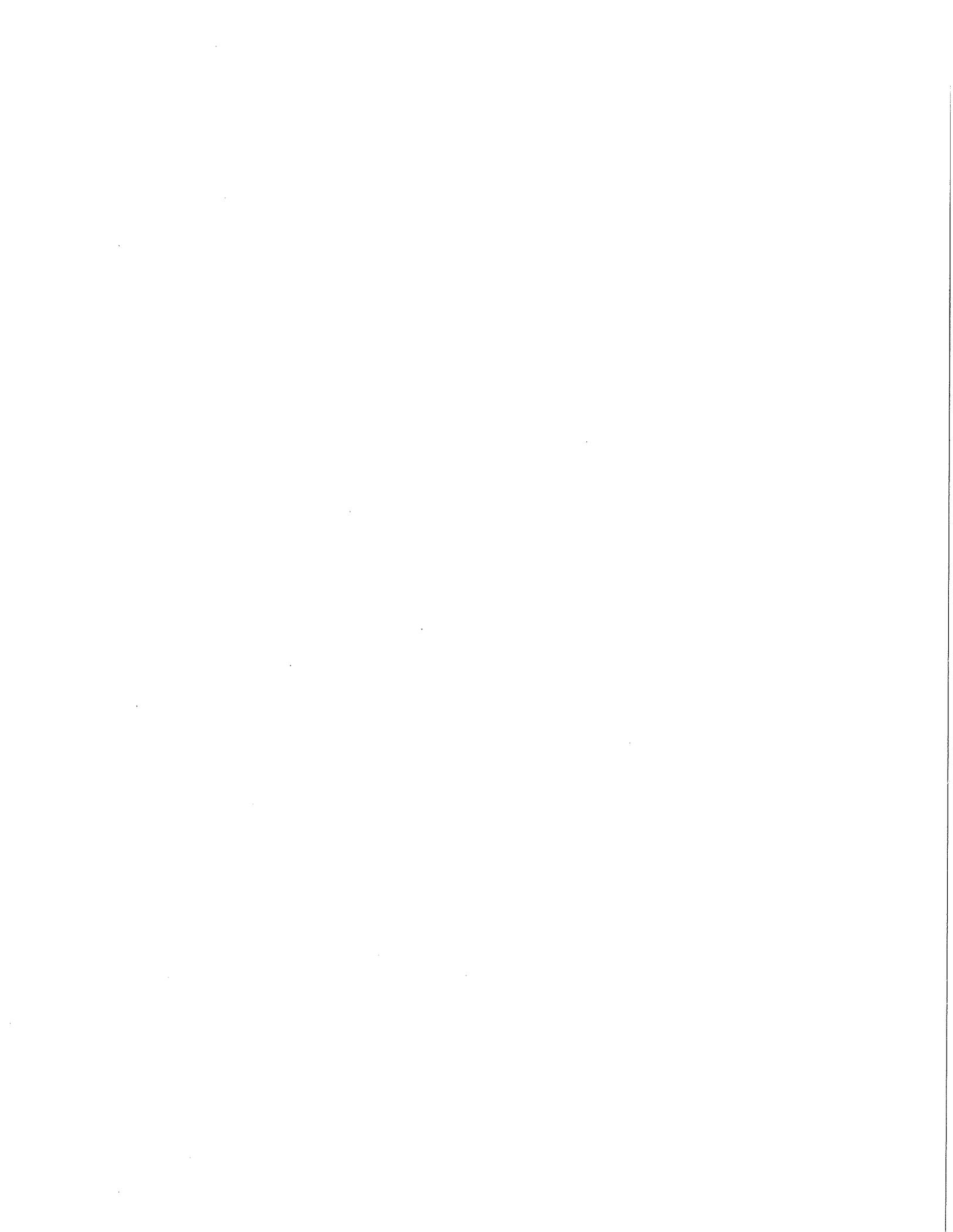
An individual in this position occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

NOTE: Appointees will be subject to completion of a six month probationary period. Successful completion of the probationary period may qualify the employee for a 5% increase in base pay.

Individuals holding this position will work 40 hours per week and must request overtime in advance. Any overtime earned will be in compliance with City Personnel Policies and Procedures.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.



POSITION AUTHORIZED DATE: OCTOBER 1, 2012
NON-EXEMPT POSITION
SALARY RANGE: \$30,000 TO \$38,000 ANNUALLY

FIREFIGHTER/PARAMEDIC

CASCADE LOCKS EMERGENCY SERVICES DEPARTMENT

GENERAL PURPOSE

Performs a variety of fire suppression, emergency medical services, and fire prevention to minimize the loss of life and property.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Station Captain.

DIRECTION EXERCISED

May assist in the instruction, and or direct the work of volunteer firefighters or other part-time department personnel, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Officers while on assigned shift in the following:

Responding to all fire emergencies and performing fire suppression activities including but not limited to driving fire apparatus, operating fire pumps, and related equipment.

Responding to all emergency medical situations and rendering aid as per Paramedic standards.

Participating in the inspection of buildings, hydrants, and other structures in pre-fire planning programs.

Assisting in maintaining, testing, and upkeep of fire equipment, apparatus, and facilities.

Maintaining compliance with state and federal regulations as they pertain to fire and emergency medical services.

Performing other related duties as required in the routine and emergency operation of the Cascade Locks Emergency Services Department. .

Ability and effectiveness in working with volunteers.

PERIPHERAL DUTIES

Assist in serving as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

High School diploma or GED equivalent.

Oregon or Washington Certification as an EMT -I or above..

A working knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques, and their application as demonstrated through State EMT certification.

Ability to act effectively in emergency and stressful situations.

Ability to follow verbal and written instructions.

Ability to communicate effectively orally and in writing.

Ability to establish effective working relationships with other employees, other agencies and the general public.

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Must be twenty-one (21) years of age or older at time of hire.

Must possess, or be able to obtain by the time of hire, a valid Driver's License without record of suspension or revocation in any state.

No felony convictions or disqualifying criminal histories within the past seven (7) years and ability to produce 3 years driving history.

Ability to read and write the English language.

Ability to meet departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid units, fire apparatus, fire pumps, hoses, and other firefighting equipment, ladders, first aid equipment, radios, pagers, personal computers, telephones.

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JOSEPH A. WAMPLER
SHERIFF

JERRY BROWN
CHIEF DEPUTY

CAPT. JAMES L. TOMSON
PATROL OPS MANAGER



MARITA HADDAN
911 COMMANDER

TERRY L. CLOUSE
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

Hello to all who are interested: I am your Cascade Locks Deputy and wanted to address the drug problem briefly by describing the drug culture in Cascade Locks, explaining how the citizens of Cascade Locks can help, and share the Sheriff's Office view of the problem.

Not everyone knows the names and faces involved in the drug culture in Cascade Locks – because it's a separate culture than the one most of you are familiar with. This culture's active time is primarily late-afternoon to early-morning. The drug culture in Cascade Locks utilizes scanners and has a texting system in place. Anytime anyone of them who is part of the texting group sees a cop or hears a cop on the scanner nearby, they send one text and it goes to all of them saying, "The cops are in town." The streets will then roll up in that culture and the activity stays behind closed doors mostly. They are afraid to tell on each other fear of retribution.

The leaders of the community of Cascade Locks can help by encouraging the community to report suspicious activity, call in with informational tips and develop neighborhood-watch types of atmospheres. If you think there is illegal activity in your neighborhood, keep track of license plate numbers and times associated with the activity. Support the youth (including the eighteen to thirty-year old age group) with interesting drug and alcohol-free activities. Encourage a culture where "ratting on crime" isn't a bad thing (I fight this mentality constantly – even among those who don't use drugs). If everyone ratted, there would be very little crime. It's our community – do we want a "rat-free" community or a "crime-free" community?

Don't be judgmental to someone who does use illegal drugs: they often don't like what they do, where they are at in life or who they've become. Sometimes these people are raised in the drug culture and it's their "normal." Others may be stuck in a rut and don't know how to get out. Sometimes they are the ones giving valuable information because of their own guilt. Yes, they need to be held accountable, but not judged as non-human (this is how they feel). Don't enable them and don't reject them.

On September 1st, we took one of the biggest drug dealers in the Columbia Gorge off of the streets – he lived in and did business out of Cascade Locks. We worked the prior eight months on this one individual and had a lot of help from the citizens in the Cascade Locks community. Some of these citizens recorded license plate numbers and times on an ongoing basis, some would call in with little bits of information that helped bring the bigger picture together. Some of these citizens were involved in the drug culture but helped us because they didn't like the crime in their community.

JOSEPH A. WAMPLER
SHERIFF

JERRY BROWN
CHIEF DEPUTY

CAPT. JAMES L. TOMSON
PATROL OPS MANAGER



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JERRY KEITH
EXECUTIVE ASSISTANT

From the time I began to patrol in Cascade Locks until now, I have worked the drug scene very hard with the support of the Sheriff's Office. It is my passion because I know that behind the burglaries, thefts and most other crimes the drugs drive all of it.

Working drugs takes a lot of time and patience. If you look at my statistics on paper for the Cascade Locks area, you will notice I don't write a lot of traffic citations. This is partly because I spend a lot of time working on the drug problem. Quite often when I could write a citation, I don't because I'm working on building bridges into the drug world: there is a lot of information people give me on a simple traffic stop.

The Sheriff's Office has completely supported me in my efforts in the Cascade Locks area, including the lack of paper (statistics) written on the streets. I may go two or three hours without being heard on the radio and I don't get pushed by the administration because they believe in and support my efforts in Cascade Locks.

September 1st was a payoff for the sacrifice in statistics and other things expected from my position. This bust hasn't hit the paper yet and some of the people in the community don't even know it happened. We know who almost all of the players are in the drug culture and I am still working drugs harder than I work anything else.

People sometimes ask why we don't just go in and clean house when we know that someone is dealing drugs. What all of us need to remember is drug dealers share the same constitutional rights as everyone else and we have to respect those rights.

The Sheriff's Office is very concerned about this problem throughout our area and is always supportive in spirit and monetarily (within budget). You have my continued dedication to working hard on this problem and thank you for reading my input.

A handwritten signature in black ink, appearing to read "John Harvey".

Deputy John Harvey

JOSEPH A. WAMPLER
SHERIFF

JERRY BROWN
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT September 2012

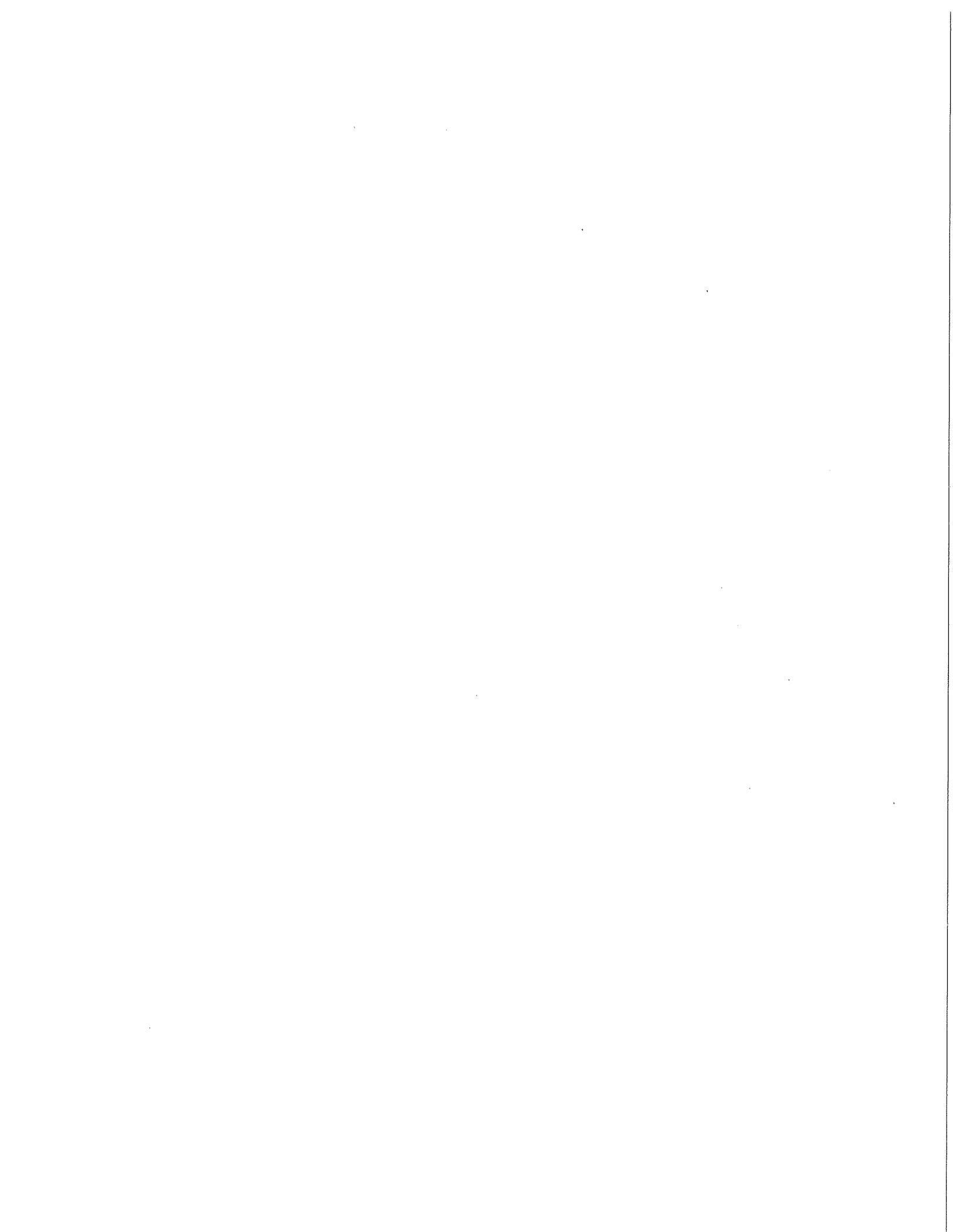
1. TOTAL CALLS FOR SERVICE: 134
2. TOTAL PRIORITY CALLS: 19
3. TOTAL NON-PRIORITY CALLS: 115
4. OFFICER INITIATED CALLS: 53
5. TOTAL CITATIONS ISSUED: 8 (3 individual cites of UTC Violation may be on each ticket)
6. TOTAL CRIMES AGAINST FAMILIES: 5
7. Total Case Numbers Issued: 20
8. Total Animal Control Calls:

Additional Investigative support (Detective English & Animal Control Officer Casey DePriest) was provided for Case numbers (S120811, S120817, S120836, S120869, S120891, S120896 and S120897).

Deputy Harvey worked 126 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 95 hours within the City of Cascade Locks (Deputy Joel Carnody, Sheriff Joe Wampler, Chief Deputy Jerry Brown, Deputy Brian Rockett, R. Deputy Mike Renault, Deputy Travis Paulsen, R. Deputy Josh Beckner, Deputy Noel Princehouse, Deputy Brian Rockett, Sgt. Ricardo Castaneda, R. Deputy Stewart Deputy Chris Guertin, Deputy Mike Anderson, Deputy Pete Hughes, Deputy Rick Princehouse Deputy Marc Smith, Sgt. John Vogel and Deputy David Stefanini).

*The information reflected above is supported by the Hood River County Sheriff's Office Monthly Report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Jerry Brown
Chief Deputy



STAFF REPORT

Date Prepared: November 6, 2012

For City Council meeting on November 13, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator 

APPROVED BY: N/A

SUBJECT: Report on status of Tourism Budget

SYNOPSIS: City Council has requested a report on the 2011-12 Tourism budget and an update on expenditures for the approved 2012-13 budget. Marianne has prepared the attached documents in response to that request and will be present at the City Council meeting to share the information with the City Council.

OPTIONS: There are no options, this report is for information only.

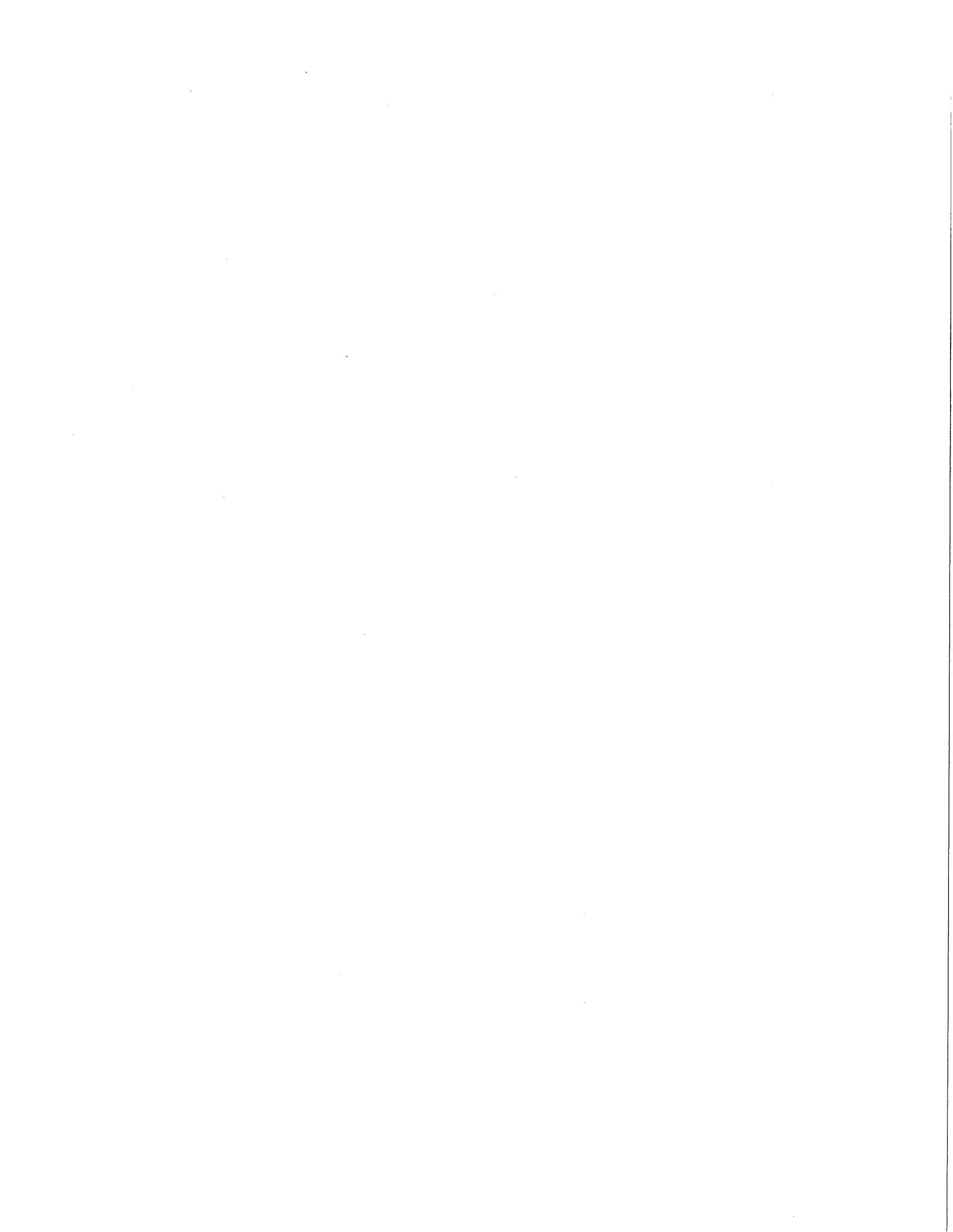
RECOMMENDATION: None, this report is for information only.

Legal Review: None required.

Financial Review: Not applicable.

BACKGROUND INFORMATION:

1. A copy of the analysis of the Tourism 2011-12 budget and the first quarter of 2012-13 is attached and will be reviewed at the meeting.
2. This report was shared with the Tourism Committee last week at their monthly meeting.
3. Staff is working with the Tourism Committee to arrive at a more effective method of handling approved expenditures and paying bills. Currently all expenditures approved by the Tourism Committee follow existing city financial procedures with recommended expenses in excess of the staff approved level of authorization coming to City Council.





City of Cascade Locks
 Tourism Financial Detail for July-September
 Estimated Revenue/Expenditure for Budget Year 2012-2013
 10/3/2012

		Revenue	Expense	Balance
	Beginning Cash Balance 7/1/2012	15,503.42		15,503.42
July	Interest Income	4.75		15,508.17
July	Utilities (Signage/Web Hosting)		28.80	15,479.37
July	Daily Journal of Commerce		13.80	15,465.57
July	Hood River News		24.00	15,441.57
July	Hood River Chamber of Commerce		240.00	15,201.57
July	Associate Partners		5.00	15,196.57
July	Shirley Carr		1,000.00	14,196.57
Aug	Interest Income	7.47		14,204.04
Aug	Utilities (Signage/Web Hosting)		28.80	14,175.24
Aug	Southeast Publications		289.00	13,886.24
Aug	Hood River Chamber		240.00	13,646.24
Sept	Interest Income	6.33		13,652.57
Sept	Utilities (Signage/Web Hosting)		28.80	13,623.77
Sept	Kinetic Media		60.00	13,563.77
Sept	CRGVA		50.00	13,513.77

Estimated Revenue/Expenditures for balance of budget year 2012-2013

Cash Balance as of 9/30/2012	13,513.77
Room Assessment Income - Estimated	39,300.00
Interest Income	56.00
City Garage Sale Revenue	200.00

Estimated Revenue **53,069.77**

Estimated Expenditures

Lighting of sign at east end of town,	259.20	
webhosting cost for ISP provider		
Contract	19,000.00	Rare Contract
Approved in Aug. minutes	995.00	1859 Magazine
Webpage maintenance	180.00	Kinetic Media
Brochure Distribution	1,500.00	
Annual Fireworks Donation	5,000.00	
Columbia Gorge Racing Assoc.	8,000.00	
Annual Audit and TRT Audit	1,828.00	
Capital Reserve	4,000.00	
Governors Conference	550.00	
Sternwheeler Days	2,000.00	
Brochures	4,000.00	
Volkswalk		
Angela Coe Rainy Day Walk/Run	1,000.00	

Estimated Expenditures **48,312.20**

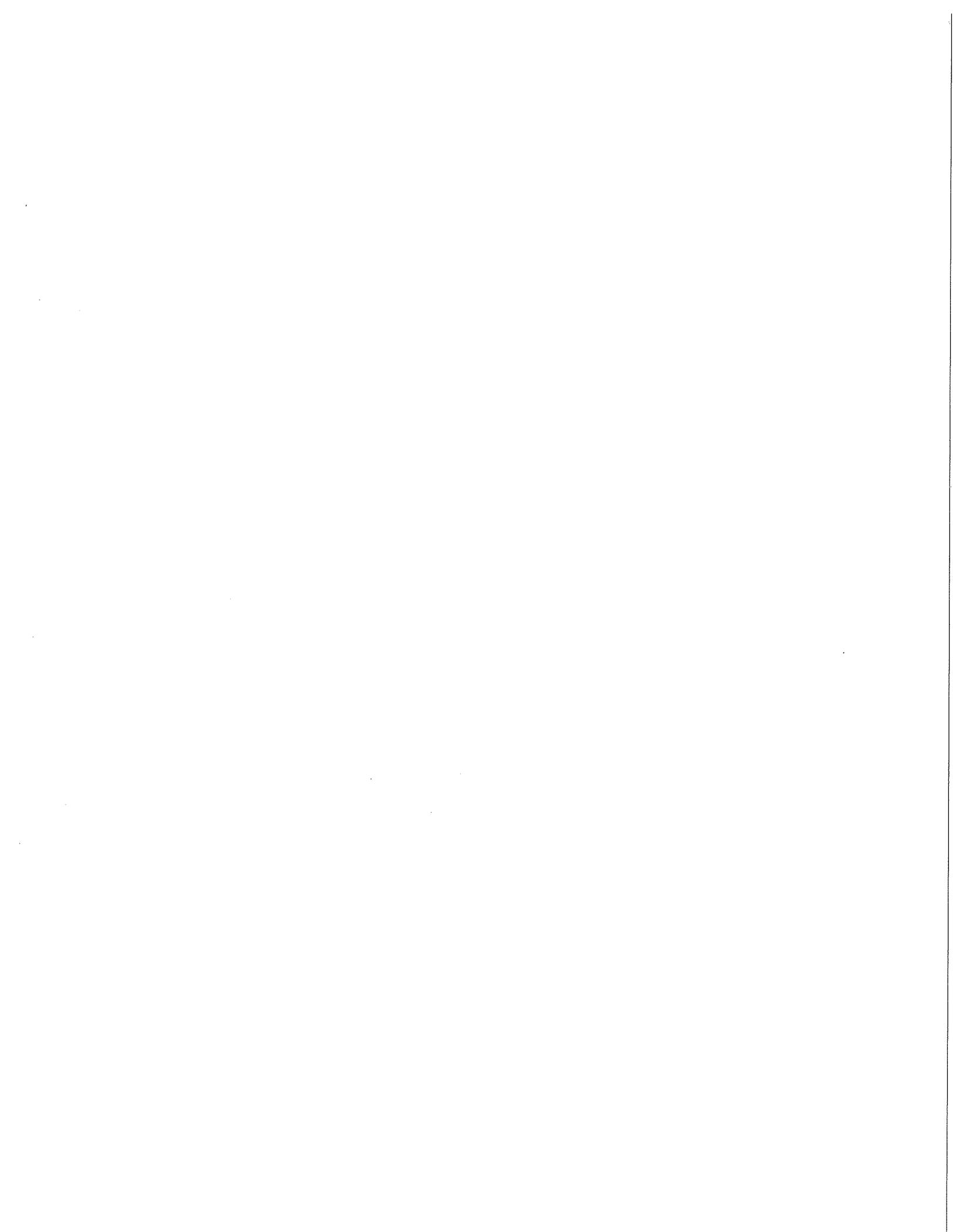
ESTIMATED TOTAL (REVENUE-EXPENSES) **4,757.57**

Tourism Promotion
Columbia Gorge Racing Association
Annual Breakdown

<u>Fiscal Year</u>	<u>Amount</u>
07-08	10,800.00
08-09	8,000.00
09-10	7,647.40
10-11	8,000.00
11-12	8,000.00

COMMITTEE EXPENDITURE POLICY

- **Committee members shall have no authority to make any expenditure on behalf of the city or obligate the city for payment of any sums of money.**
- **Committee members can make recommendations to city council regarding expenditures and/or obligations.**
- **Recommended expenditures and or obligations must be recorded on a purchase order and submitted to council for approval before any check will be issued.**



STAFF REPORT

Date Prepared: October 18, 2012

For City Council meeting on October 22, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

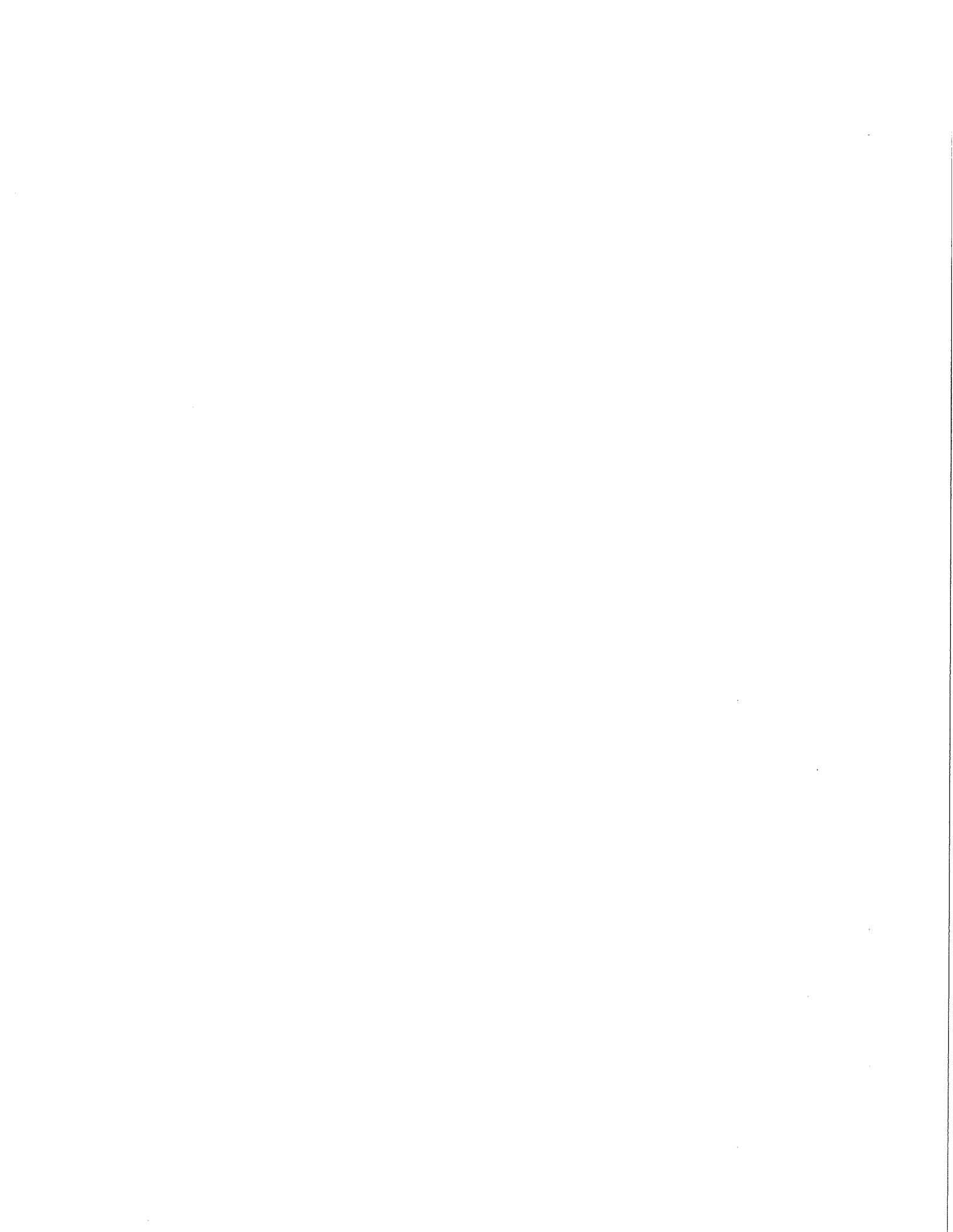
APPROVED BY: Paul Koch, ICA

SUBJECT: Quarterly financial report and projections

SYNOPSIS: Quarterly the City Council is provided with a through financial report and analysis. Attached is the first quarter financial report with a projection for the balance of the fiscal year.

Highlights of the attached financial report include:

1. Total City monetary resources total \$2,330,347. Of that \$2,149,339 is in the State Investment Pool.
2. The General Fund has taken on the museum expenses for utilities and 2 months of Personnel Services that was not anticipated and will take some of the financial resources.
3. The SDC Fund will be seeing a little revenue with the development of a Fish Market and a drive thru Coffee/Esspresso shop.
4. Due to water leak repairs the Water Department Budget is spending at an accelerated rate that will require very close scrutiny for the balance of the year. The Department continues to experience equipment failures and breakdowns that were not anticipated and that have taken both manpower and financial resources. An additional burden to this department is the \$4,000 hydrology study that will be done this fiscal year.
5. The Recreation program continues to operate providing the twice a week program for youth. More donations will be required over the balance of the year to meet the budget goal of \$10,000 in donations. Currently the program operates on the approved \$2,000 from the City General fund, \$2500 from the Nestle Donation, \$100 donation from a private citizen and \$500 from the donation made by the Lions Club.



	1ST QUARTER REPORT	QUARTERLY REPORT					10/22/2012	
	JULY-SEPTEMBER 2012							
FUND #		YTD	FORCAST OCT-JUNE 2012-2013	TOTAL	APPROVED BUDGET	BALANCE REMAINING	REMAINING %	CASH BALANCE
1	GENERAL FUND							
	REVENUES	60,480.53	430,000	490,480.53	573,416.00	82,935.47	14%	35,042.44
	EXPENSES							
	ADMINISTRATION							
	PERSONEL SERVICES	14,146.09	35,648	49,794.09	48,656.00	(1,138.09)	-2%	
	MATERIAL & SERVICES	7,526.56	30,384	37,910.56	44,480.00	6,569.44	15%	
	CAPITAL OUTLAY	-	-	-	300.00	300.00	0%	
	INTERFUND TRANSFERS	31,442.81	164,267	195,709.81	201,396.00	5,686.19	3%	
	PLANNING							
	PERSONEL SERVICES	7,789.22	32,348	40,137.22	47,396.00	7,258.78	15%	
	MATERIAL & SERVICES	3,416.27	11,195	14,611.27	32,131.00	17,519.73	55%	
	PROPERTY							
	PERSONEL SERVICES	11,042.57	58,688	69,730.57	69,731.00	0.43	0%	
	MATERIAL & SERVICES	3,808.49	16,170	19,978.49	19,979.00	0.51	0%	
	CAPITAL OUTLAY	-	-	-	1,800.00	1,800.00	0%	
	INTERFUND TRANSFERS	-	-	-	-	-	0%	
	BEAUTIFICATION							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	MUSEUM							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	GOV'T/COMMUNITY RELATIONS							
	MATERIAL & SERVICES	794.63	4,700	5,494.63	6,200.00	705.37	11%	
	RECREATION							
	PERSONEL SERVICES	1,127.42	3,973	5,100.42	7,655.00	2,554.58	33%	
	MATERIAL & SERVICES	239.20	350	589.20	4,345.00	3,755.80	86%	
	POLICE							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	14,522.00	72,611	87,133.00	87,133.00	-	0%	
	CONTINGNECY	-	-	-	2,214.00	2,214.00	100%	
	TOTAL GENERAL FUND REVENUE	60,480.53	430,000.00	490,480.53	573,416.00	82,935.47		
	TOTAL GENERAL FUND EXPENSES	95,855.26	430,334.00	526,189.26	573,416.00	47,226.74		
2	SDC FUND							
	REVENUES	120.78	8,000	8,120.78	80,150.00	72,029.22	90%	85,220.72
	EXPENSES							
	TRANSPORTATION SYSTEM DEV.							
	CAPITAL OUTLAY	-	-	-	-	-	0%	
	PARKS SYSTEM DEV.							
	CAPITAL OUTLAY	-	-	-	31,000.00	31,000.00	100%	
	WATER SYSTEM DEV.							
	CAPITAL OUTLAY	-	800	800.00	800.00	-	0%	
	INTERFUND TRANSFERS	-	-	-	-	-	0%	
	SEWER SYSTEM DEV.							
	CAPITAL OUTLAY	-	800	800.00	1,350.00	550.00	41%	
	INTERFUND TRANSFERS	-	47,000	47,000.00	47,000.00	-	0%	
	DRAINAGE/FLOOD SYSTEM DEV.							
	CAPITAL OUTLAY	-	-	-	-	-	0%	
	TOTAL SDC FUND REVENUE	120.78	8,000.00	8,120.78	80,150.00	72,029.22		
	TOTAL SDC FUND EXPENSES	-	48,600.00	48,600.00	80,150.00	31,550.00		

1ST QUARTER REPORT		QUARTERLY REPORT						10/22/2012
JULY-SEPTEMBER 2012								
FUND #		YTD	FORCAST OCT-JUNE 2012-2013	TOTAL	APPROVED BUDGET	BALANCE REMAINING	REMAINING %	CASH BALANCE
3	STREET FUND							
****	REVENUES	15,643.13	109,731	125,374.13	125,375.00	0.87	0%	98,675.17
	EXPENSES							
	PERSONEL SERVICES	2,108.45	43,496	45,604.45	45,605.00	0.55	0%	
	MATERIAL & SERVICES	4,666.55	23,152	27,818.55	27,819.00	0.45	0%	
	CAPITAL OUTLAY	-	12,500	12,500.00	12,500.00	-	0%	
	INTERFUND TRANSFERS	-	31,625	31,625.00	31,625.00	-	0%	
	CONTINGENCY	-	-	-	7,826.00	7,826.00	100%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	TOTAL STREET FUND REVENUE	15,643.13	109,731.00	125,374.13	125,375.00	0.87		
	TOTAL STREET FUND EXPENSES	6,775.00	110,773.00	117,548.00	125,375.00	7,827.00		
5	EMERGENCY SERVICES FUND							
	REVENUES	41,303.22	206,000	247,303.22	288,609.00	41,305.78	14%	12,263.77
	EXPENSES							
	PERSONEL SERVICES	13.09	79,813	79,826.09	120,009.00	40,182.91	33%	
	MATERIAL & SERVICES	31,631.15	45,384	77,015.15	92,303.00	15,287.85	17%	
	CAPITAL OUTLAY	2,423.74	2,006	4,429.74	4,430.00	0.26	0%	
	INTERFUND TRANSFERS	614.76	58,845	59,459.76	59,460.00	0.24	0%	
	CONTINGENCY	-	-	-	-	-	0%	
	ADMINISTRATION EXPENSE							
	PERSONEL SERVICES	1,479.77	7,770	9,249.77	9,829.00	579.23	6%	
	MATERIAL & SERVICES	803.39	1,774	2,577.39	2,578.00	0.61	0%	
	TOTAL EMERGENCY FUND REVENUE	41,303.22	206,000.00	247,303.22	288,609.00	41,305.78		
	TOTAL EMERGENCY FUND EXPENSES	36,965.90	195,592.00	232,557.90	288,609.00	56,051.10		
6	911 EMERGENCY TELEPHONE FUND							
	REVENUES	1,430.56	4,569	5,999.56	6,000.00	0.44	0%	
	EXPENSES							
	MATERIAL & SERVICES	-	6,000	6,000.00	6,000.00	-	0%	
	TOTAL 911 EMERGENCY TELEPHONE REV.	1,430.56	4,569.00	5,999.56	6,000.00	0.44		
	TOTAL 911 EMERGENCY TELEPHONE EXP.	-	6,000.00	6,000.00	6,000.00	-		
7	GRANT FUND							
	REVENUES	-	55,000	55,000.00	56,000.00	1,000.00	2%	9,135.58
	EXPENSES							
	MATERIAL & SERVICES	158.50	55,159	55,317.00	56,000.00	683.00	1%	
	TOTAL GRANT FUND REVENUE	-	55,000.00	55,000.00	56,000.00	1,000.00		
	TOTAL GRANT FUND EXPENSES	158.50	55,158.50	55,317.00	56,000.00	683.00		

1ST QUARTER REPORT		QUARTERLY REPORT					10/22/2012	
JULY-SEPTEMBER 2012								
FUND #		YTD	FORCAST OCT-JUNE 2012-2013	TOTAL	APPROVED BUDGET	BALANCE REMAINING	REMAINING %	CASH BALANCE
8	TOURISM FUND							
****	REVENUES	18.55	52,300	52,318.55	79,800.00	27,481.45	34%	13,513.77
	EXPENSES							
	MATERIAL & SERVICES	2,008.20	47,400	49,408.20	75,478.00	26,069.80	35%	
	INTERFUND TRANSFERS	-	4,000	4,000.00	4,000.00	-	0%	
	CONTINGENCY	-	-	-	322.00	322.00	100%	
	ADMINISTRATION EXPENSE							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	TOTAL TOURISM FUND REVENUE	18.55	52,300.00	52,318.55	79,800.00	27,481.45		
	TOTAL TOURISM FUND EXPENSES	2,008.20	51,400.00	53,408.20	79,800.00	26,391.80		
16	MUSEUM TRUST							
	REVENUES	-	-	-	-	-	0%	
	EXPENSES							
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	TOTAL MUSEUM TRUST FUND REVENUE	-	-	-	-	-		
	TOTAL MUSEUM TRUST FUND EXPENSES	-	-	-	-	-		
17	CEMETERY							
****	REVENUES	1,111.70	8,638	9,749.70	9,750.00	0.30	0%	10,064.91
	EXPENSES							
	PERSONEL SERVICES	903.32	1,806	2,709.32	2,710.00	0.68	0%	
	MATERIAL & SERVICES	63.90	2,161	2,224.90	2,225.00	0.10	0%	
	INTERFUND TRANSFERS	-	-	-	-	-	0%	
	CONTINGENCY	-	-	-	4,815.00	4,815.00	100%	
	TOTAL CEMETERY FUND REVENUE	1,111.70	8,638.00	9,749.70	9,750.00	0.30		
	TOTAL CEMETERY FUND EXPENSES	967.22	3,967.00	4,934.22	9,750.00	4,815.78		
21	WATER FUND							
****	REVENUES	60,807.88	201,592	262,399.88	262,400.00	0.12	0%	66,218.15
	EXPENSES							
	PERSONEL SERVICES	19,589.90	43,379	62,968.90	57,824.00	(5,144.90)	-9%	
	MATERIAL & SERVICES	29,496.53	83,549	113,045.53	107,446.00	(5,599.53)	-5%	
	CAPITAL OUTLAY	742.10	1,757	2,499.10	2,500.00	0.90	0%	
	INTERFUND TRANSFERS	1,723.62	34,177	35,900.62	35,901.00	0.38	0%	
	CONTINGENCY	-	-	-	-	-	0%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	ADMINISTRATION EXPENSE							
	PERSONEL SERVICES	6,759.94	24,700	31,459.94	39,840.00	8,380.06	21%	
	MATERIAL & SERVICES	4,303.36	14,000	18,303.36	18,889.00	585.64	3%	
	TOTAL WATER FUND REVENUE	60,807.88	201,592.00	262,399.88	262,400.00	0.12		
	TOTAL WATER FUND EXPENSES	62,615.45	201,562.00	264,177.45	262,400.00	(1,777.45)		

	1ST QUARTER REPORT		QUARTERLY REPORT				10/22/2012	
	JULY-SEPTEMBER 2012							
FUND #		YTD	FORCAST OCT-JUNE 2012-2013	TOTAL	APPROVED BUDGET	BALANCE REMAINING	REMAINING %	CASH BALANCE
25	CEMETERY TRUST							
	REVENUES	72.58	200	272.58	14,200.00	13,927.42	98%	14,195.15
	EXPENSES							
	INTERFUND TRANSFERS	-	-	-	-	-	0%	
	CONTINGENCY	-	-	-	14,200.00	14,200.00	100%	
	TOTAL CEMETERY TRUST FUND REVENUE	72.58	200.00	272.58	14,200.00	13,927.42		
	TOTAL CEMETERY TRUST FUND EXPENSES	-	-	-	14,200.00	14,200.00		
31	SEWER FUND							
****	REVENUES	96,480.02	364,969	461,449.02	461,450.00	0.98	0%	118,793.44
	EXPENSES							
	PERSONEL SERVICES	1,615.74	10,090	11,706.00	11,706.00	-	0%	
	MATERIAL & SERVICES	55,656.19	164,642	220,298.19	217,799.00	(2,499.19)	-1%	
	CAPITAL OUTLAY	-	17,500	17,500.00	17,500.00	-	0%	
	INTERFUND TRANSFERS	-	144,352	144,352.00	144,352.00	-	0%	
	CONTINGENCY	-	-	-	15,731.00	15,731.00	100%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	ADMINISTRATION EXPENSE							
	PERSONEL SERVICES	5,902.93	21,914	27,816.93	36,082.00	8,265.07	23%	
	MATERIAL & SERVICES	3,127.98	14,000	17,127.98	18,280.00	1,152.02	6%	
	TOTAL SEWER FUND REVENUE	96,480.02	364,969.00	461,449.02	461,450.00	0.98		
	TOTAL SEWER FUND EXPENSES	66,302.84	372,498.26	438,801.10	461,450.00	22,648.90		
40	SEWER BOND 1998							
	REVENUES	86.12	53,800	53,886.12	114,011.00	60,124.88	53%	60,763.73
	EXPENSES							
	MATERIAL & SERVICES	-	53,711	53,711.00	53,711.00	-	0%	
	CONTINGENCY	-	-	-	60,300.00	60,300.00	100%	
	TOTAL SEWER BOND REVENUE	86.12	53,800.00	53,886.12	114,011.00	60,124.88		
	TOTAL SEWER BOND EXPENSES	-	53,711.00	53,711.00	114,011.00	60,300.00		

1ST QUARTER REPORT		QUARTERLY REPORT				10/22/2012		
JULY-SEPTEMBER 2012								
FUND #		YTD	FORCAST OCT-JUNE 2012-2013	TOTAL	APPROVED BUDGET	BALANCE REMAINING	REMAINING %	CASH BALANCE
41	CATV							
	REVENUES							
	CATV	19,995.41	60,000	79,995.41	116,637.00	36,641.59	31%	9,215.12
	EXPENSES							
	PERSONEL SERVICES	679.59	3,000	3,679.59	4,539.00	859.41	19%	
	MATERIAL & SERVICES	15,649.91	45,000	60,649.91	85,268.00	24,618.09	29%	
	CAPITAL OUTLAY	-	-	-	-	-	0%	
	INTERFUND TRANSFERS	-	-	-	-	-	0%	
	CONTINGENCY	-	-	-	-	-	0%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	BROADBAND							
	REVENUES	14,508.00	42,000	56,508.00	56,600.00	92.00	0%	
	EXPENSES							
	PERSONEL SERVICES	369.34	4,100	4,469.34	4,539.00	69.66	2%	
	MATERIAL & SERVICES	6,928.69	21,000	27,928.69	29,405.00	1,476.31	5%	
	CAPITAL OUTLAY	-	450	450.00	450.00	-	0%	
	INTERFUND TRANSFERS	-	-	-	-	-	0%	
	CONTINGENCY	-	-	-	-	-	0%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	-	-	-	-	-	0%	
	MATERIAL & SERVICES	-	-	-	-	-	0%	
	ADMINISTRATION EXPENSE CATV/BROADBAND							
	PERSONEL SERVICES	6,740.76	21,000	27,740.76	39,194.00	11,453.24	29%	
	MATERIAL & SERVICES	2,294.67	6,800	9,094.67	9,842.00	747.33	8%	
	TOTAL REVENUE FOR CATV/BROADBAND FUND	34,503.41	102,000.00	136,503.41	173,237.00	36,733.59		
	TOTAL EXPENSES FOR CATV/BROADBAND FUND	32,662.96	101,350.00	134,012.96	173,237.00	39,224.04		
45	OEDD LOAN							
	REVENUES	-	91,641	91,641.00	91,641.00	-	0%	20,000.50
	EXPENSES							
	MATERIAL & SERVICES	-	91,641	91,641.00	91,641.00	-	0%	
	TOTAL REVENUE FOR OEDD LOAN FUND	-	91,641.00	91,641.00	91,641.00	-		
	TOTAL EXPENSES FOR OEDD LOAN FUND	-	91,641.00	91,641.00	91,641.00	-		
46	OIB FIRE HALL LOAN							
	REVENUES	8,352.72	25,063	33,415.72	33,416.00	0.28	0%	
	EXPENSES							
	MATERIAL & SERVICES	8,352.72	25,063	33,415.72	33,416.00	0.28	0%	
	TOTAL REVENUE FOR OIB FIRE HALL LOAN FUND	8,352.72	25,063.00	33,415.72	33,416.00	0.28		
	TOTAL EXPENSES FOR OIB FIRE HALL LOAN FUND	8,352.72	25,063.00	33,415.72	33,416.00	0.28		

	1ST QUARTER REPORT	QUARTERLY REPORT					10/22/2012	
	JULY-SEPTEMBER 2012							
FUND #		YTD	FORCAST OCT-JUNE 2012-2013	TOTAL	APPROVED BUDGET	BALANCE REMAINING	REMAINING %	CASH BALANCE
51	CITY LIGHT - CITY							
	REVENUES	260,216.59	890,000.00	1,150,216.59	2,403,400.00	1,253,183.41	52%	662,172.77
	EXPENSES							
	PERSONEL SERVICES	70,417.90	210,000	280,417.90	284,295.00	3,877.10	1%	
	MATERIAL & SERVICES	117,438.23	420,000	537,438.23	986,176.00	448,737.77	46%	
	CAPITAL OUTLAY	6,007.01	50,000	56,007.01	72,000.00	15,992.99	22%	
	INTERFUND TRANSFERS	-	79,600	79,600.00	79,600.00	-	0%	
	CONTINGENCY	-	-	-	64,098.00	64,098.00	100%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	75.35	-	75.35	50,000.00	49,924.65	100%	
	MATERIAL & SERVICES	-	-	-	450,000.00	450,000.00	100%	
	CITY LIGHT - SOUTHBANK							
	REVENUES	70,732.33	230,000	300,732.33	782,350.00	481,617.67	62%	
	EXPENSES							
	PERSONEL SERVICES	39,958.62	130,000	169,958.62	266,145.00	96,186.38	36%	
	MATERIAL & SERVICES	26,476.70	78,000	104,476.70	215,999.00	111,522.30	52%	
	CAPITAL OUTLAY	596.37	35,000	35,596.37	51,500.00	15,903.63	31%	
	CONTINGENCY	-	-	-	-	-	0%	
	CAPITAL PROJECTS							
	PERSONEL SERVICES	-	-	-	300,000.00	300,000.00	100%	
	MATERIAL & SERVICES	-	-	-	180,000.00	180,000.00	100%	
	ADMINISTRATION EXPENSE CITY/SOUTHBANK							
	PERSONEL SERVICES	20,438.36	75,318	95,756.36	120,482.00	24,725.64	21%	
	MATERIAL & SERVICES	10,973.40	48,420	59,393.40	65,455.00	6,061.60	9%	
	TOTAL REVENUE FOR LIGHT DEPARTMENT FUND	330,948.92	1,120,000.00	1,450,948.92	3,185,750.00	1,734,801.08		
	TOTAL EXPENSES FOR LIGHT DEPARTMENT FUND	292,381.94	1,126,338.00	1,418,719.94	3,185,750.00	1,767,030.06		
56	CAPITAL RESERVE FUND 2008							
	REVENUES	28,060.60	336,665	364,725.60	1,836,665.00	1,471,939.40	80%	1,113,952.33
	EXPENSES	12,188.84	315,577	327,765.84	1,836,665.00	1,508,899.16	82%	
	TOTAL REVENUE FOR CAPITAL RESERVE FUND	28,060.60	336,665.00	364,725.60	1,836,665.00	1,471,939.40		
	TOTAL EXPENSES FOR CAPITAL RESERVE FUND	12,188.84	315,577.00	327,765.84	1,836,665.00	1,508,899.16		
	NET REVENUE GRAND TOTALS	679,420.72	3,170,168.00	3,849,588.72	7,391,870.00	3,542,281.28	48%	2,329,227.55
	NET EXPENSE GRAND TOTALS	617,234.83	3,189,564.76	3,806,799.59	7,391,870.00	3,585,070.41	49%	
	NET GRAND TOTALS	62,185.89	(19,396.76)	42,789.13	-	(42,789.13)		

STAFF REPORT

Date Prepared: November 6, 2012**For City Council meeting on November 13, 2012****TO:** Hon. Mayor and City Council**PREPARED BY:** Paul Koch, Interim City Administrator**APPROVED BY:** N/A**SUBJECT:** Recognizing Sheldon Price, Field Supervisor, Public Works Department for completing certification as Water Distribution 1.

SYNOPSIS: Approved in the 2012-13 budget is the concept of phasing out the current contract public works director and training the existing Public Works Staff in required water and sewer certifications over the next 15 months. Sheldon Price, Field Supervisor has just completed and been certified in Water Distribution by the State of Oregon.

This matter comes to City Council for presentation to Sheldon of his certificate of completion.

OPTIONS: This is a presentation and there are no options.

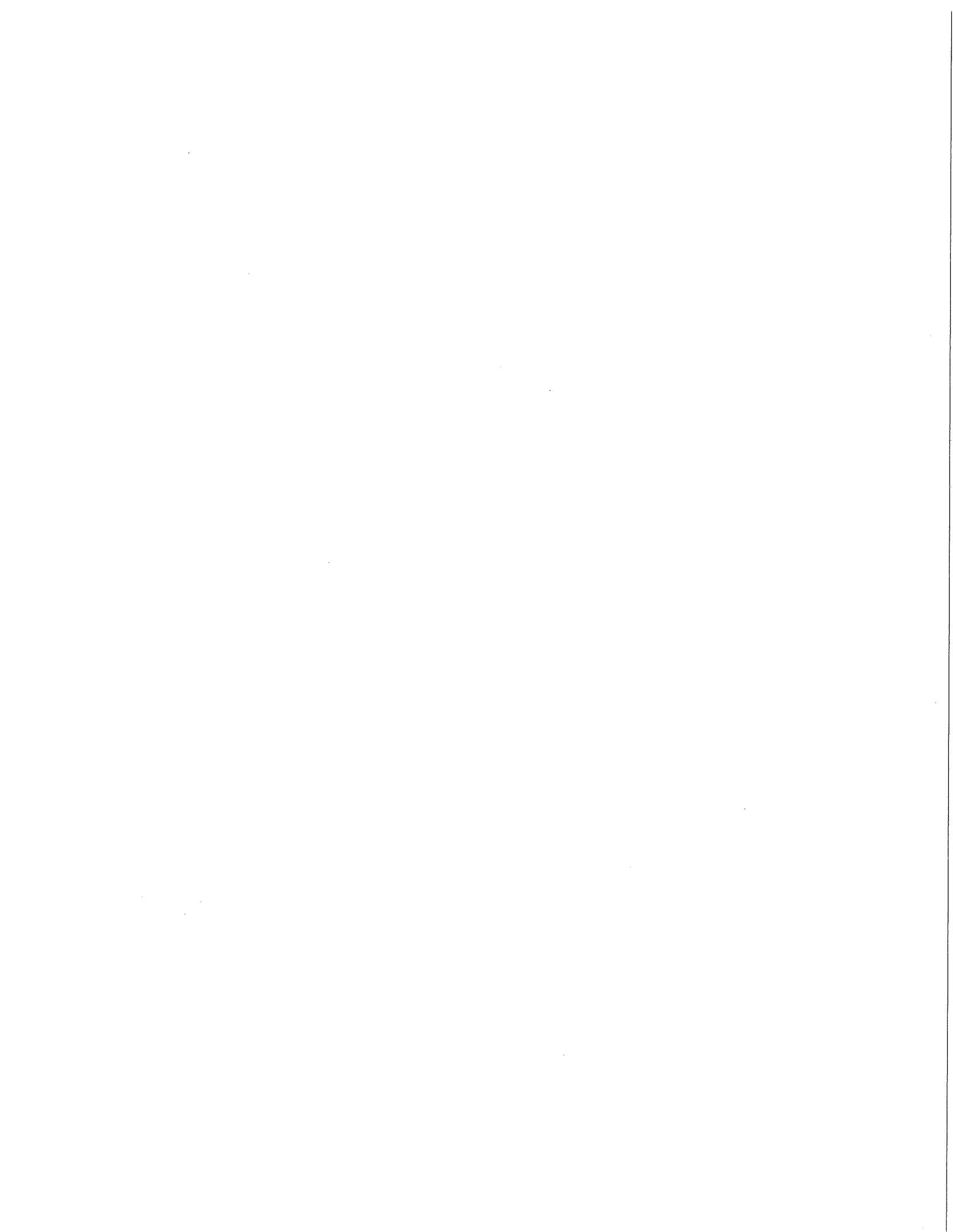
RECOMMENDATION: That the Mayor present Sheldon with his certificate of completion and that City Council recognize the accomplishment Sheldon has achieved.

Legal Review: None required.

Financial Review: Not applicable.

BACKGROUND INFORMATION:

1. Sheldon will be present at the meeting and a copy of his certificate is attached for City Council information.



State of Oregon

Certificate of Competency

This certifies that

Sheldon W. Price

has by education, experience and examination met the established qualifications
to fulfill the requirements for

Water Distribution 1

No. D-08791

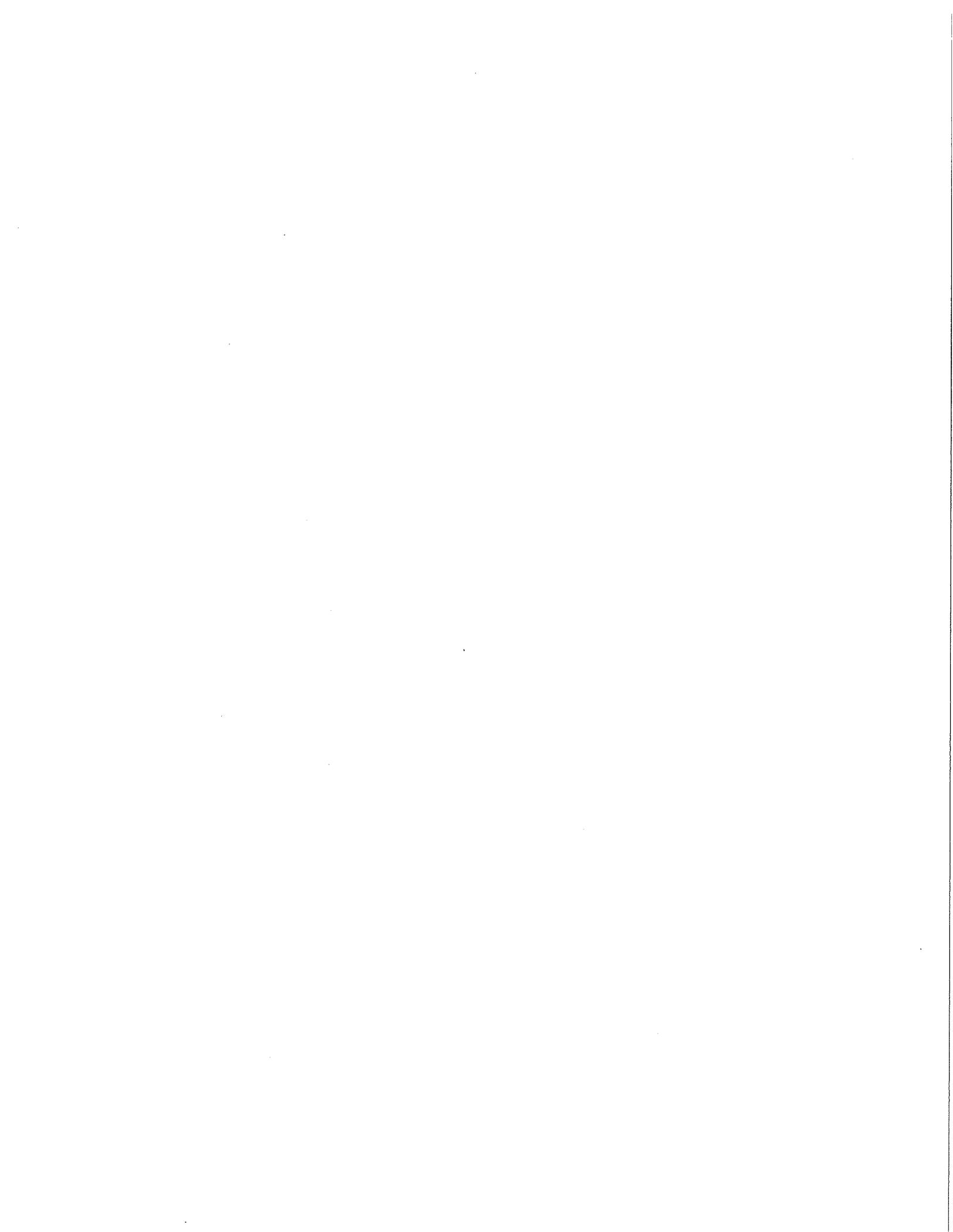
Date: 08/07/2012



Sheldon W. Price

Manager, Drinking Water Program

Certification is valid only when accompanied by a current annual renewal card



STAFF REPORT

Date Prepared: November 6, 2012**For City Council meeting on November 13, 2012****TO:** Hon. Mayor and City Council**PREPARED BY:** Paul Koch, Interim City Administrator**APPROVED BY:** N/A**SUBJECT:** RFQ for operation of cable TV, broadband and internet services

SYNOPSIS: City Council authorized the release of an RFQ for the Cable TV, broadband and internet services now being provided by the City on September 10, 2012. This action followed a special work session that was held on August 16. At the work session, a number of resources were brought in to assist Council discuss and deliberate on an strategy for dealing with this issue.

November 2, 2012 was the deadline for receipt of the RFQ responses. Three responses were received by the City. The responses were from:

1. Converge Communications of Portland, Oregon.
2. Sawtooth Technologies LLC of Stevenson, Washington
3. Gorge Net of Hood River, Oregon

This issue comes to City Council at this time for direction.

OPTIONS: City Council has the following options.

1. Take no action at this time.
2. Schedule a work session to review the three proposals then determine the next steps.
3. Reject all three proposals and continue to operate the cable system
4. Take other action as desired by City Council.

RECOMMENDATION: That City Council provide direction for the next steps in the process dealing with the City cable TV, broadband and internet system. A special City Council work session is recommended to deal with this issue and to keep moving to some sort of long term solution to the current situation.

Legal Review: None required.

Financial Review: Not applicable.

BACKGROUND INFORMATION:

1. The three responses to the RFQ are summarized below.

A. Converge Communication: Converge recommends a phased approach that begins with an assessment of the system and community needs. Then Converge would work with City Council to help determine the best possible strategy to meet the community need. Looking at regional cooperation and at other public and private service providers. This approach would not lead to any sort of short term solution but would require additional work to get to a solution that would best serve the community. The converge approach would also include a look at the current fees for service and what fees would be required to significantly enhance the service. This is primarily a consulting approach that would lead to a long term solution.

B. Sawtooth Technologies LLC (Sawnet): The Sawtooth proposal reflects a combination of private financing to enhance the current system, a public-private partnership and eventually private operation of the current system. The proposal discusses a private sector approach and enhancing fiber optic cable. This firm currently leases the cable TV system from North Bonneville and operates that service in the community.

C. Gorge Networks Inc.: This proposal is similar to the one received and discussed in the August meeting of City Council. Gorge Net proposes a public-private partnership, private sector funding of system improvements and some sort of annual "franchise" fee to the City. In this approach, the City would grant Gorge Net a long term "right to use" for exclusive access to the existing city system. The City would retain ownership and the firm would pay for system, improvements.

2. A special work session on these three options would provide City Council and the community with a complete understanding of the three options. Such a session would include all three of the firms so as to enhance the Council understanding of the proposals. Additional outside resources would be brought in to the meeting to also assist City Council.

3. A copy of the current budget analysis is provided along with data on the past years operations and a copy of Resolution 1060 from 2005.

Date	CATV	HBO	Broadband (Internet)	Channel 23 Only	Senior Rate	Total
08-09						
Average Customers	237	58	118	4	32	
Revenue	99,232.00	10,688.00	59,346.00			169,266.00
Expense	90,081.00		31,089.00			121,170.00
Admin Expense	39,942.00					39,942.00
						<u>161,112.00</u>
Interfund Transfer to Capital Reserve						4,000.00
Capital Projects						2,553.00
						<u>167,665.00</u> Total Expense
						1,601.00 Net
09-10						
Average Customers	235	57	123	5	29	
Revenue	86,623.40	10,269.00	61,913.00			158,805.40
Expense	81,474.00		34,342.00			115,816.00
Admin Expense	47,504.00					47,504.00
						<u>163,320.00</u>
Interfund Transfer to Capital Reserve						1,000.00
						<u>164,320.00</u> Total Expense
						(5,514.60) Net
10-11						
Average Customers	228	50	121	6	32	
Revenue	81,613.00	9,609.00	60,239.00			151,461.00
Expense	80,531.00		35,197.00			115,728.00
Admin Expense	49,603.00					49,603.00
						<u>165,331.00</u>
Interfund Transfer to Capital Reserve						3,000.00
						<u>168,331.00</u> Total Expense
						(16,870.00) Net
11-12						
Average Customers	229	52	117	4	33	
Revenue	82,689.00	9,549.00	57,884.00			150,122.00
Expense	76,715.00		29,096.00			105,811.00
Admin Expense	37,940.00					37,940.00
						<u>143,751.00</u>
Interfund Transfer to Capital Reserve						4,618.00
Interfund Transfer to Water Contingency						2,917.00
Capital Projects						907.67
						<u>152,193.67</u> Total Expense
						(2,071.67) Net

** Beginning Balance is not included in calculations.

Date	CATV	HBO	Broadband (Internet)	Channel 23 Only	Senior Rate	Total
12-13 Adopted Budget						
Estimated Average Cust.	229	52	117	4	33	
Revenue	78,360.00	9,700.00	56,600.00			144,660.00
Transfer from Cap.Resv.	6,577.00					6,577.00
						<u>151,237.00</u> Estimated Revenue
Expense	89,807.00		34,394.00			124,201.00
Admin Expense	49,036.00					<u>49,036.00</u>
						<u>173,237.00</u>
** Beginning Balance is not included in calculations.						<u>(22,000.00)</u> Net

Chan.	Description	Programming Cost per Customer	City Rate per Customer	Difference
3	A&E	0.3293		
4	Disney Channel	0.9300		
7	TBS	0.6100		
9	CNN	0.8520		
11	ABC Family	0.3860		
17	ESPN2	0.7770		
18	ESPN	4.6083		
19	Country Music Television	0.1610		
20	VH1 Music First	0.2560		
21	MTV	0.5800		
22	USA Network	0.9600		
27	TV Land	0.1960		
28	Nickelodeon	0.9750		
29	Home & Garden	0.2800		
30	Turner Classic Movies	0.3150		
31	History	0.3293		
33	Discovery	0.4740		
34	Syfy	0.2920		
36	Turner Network	1.3925		
2	Fischer (KATU)	0.6500		
6	New Vision (KOIN)	N/C		
8	Belo (KGW)	0.3500		
10	OPB	N/C		
12	Meridith Corp. Fox 12	0.6500		
13	Meridith Corp. PDX TV (49)	0.3000		
23	Local Channel	-		
26	Tower Dist. (WGN)	0.2300		
32	Tribune-CW Portland (KRCW)	0.2500		
35	Lifetime	0.6000		
	ACA Dues (Tax)	0.0511		
	Dish (Re-Transmission)	1.7400		
Total		<u>19.5245</u>	<u>24.00</u>	<u>4.48</u>
5	HBO	12.745	9.75	(2.995)
	HBO Bulk	3.310	4.00	0.690

Dish - Re-transmission Channels

- 2 KATU
- 6 KOIN
- 8 KGW
- 10 OPB
- 12 KATU
- 13 KPDX
- 32 KRCW

RESOLUTION NO. 1060

A RESOLUTION ESTABLISHING CHARGES FOR THE CATV SYSTEM AS PROVIDED FOR IN ORDINANCE NO. 265, AND ESTABLISHING CHARGES FOR CABLE MODEM BROADBAND SERVICES, AND ESTABLISHING CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) SERVICES, AND REPEALING RESOLUTION NO. 1036.

WHEREAS, Ordinance No. 265 establishes rules by which CATV charges may be made; and

WHEREAS, said Ordinance in Section 2 recognizes that adjustments to CATV rates need be made from time-to-time, and provides that be done by resolution of the City Council; and

WHEREAS, the City Council also recognizes that adjustments to the Cable Modem Broadband service rates need to be made from time-to-time; and

WHEREAS, the City Council wishes to prepare for the future when it is planned to offer Voice Over Internet Protocol (VOIP) phone service through the CATV/Broadband system; and

WHEREAS, the City Council wishes to set service rates for VOIP services to be offered in the near future; and

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. CATV Charges.

A. Fees for installation or connect to CATV services or Channel 23 only services.

- | | |
|---|----------|
| 1. Initial installation of Cable Service | \$ 60.00 |
| 2. Connect fee per trip | \$ 35.00 |
| 3. \$10 discount on connect fee if done at
time of power turn on | \$ 25.00 |

B. Monthly Rates.

- | | | | |
|---|----------|------------|--------|
| 1. Non-Commercial subscriber. Basic Rate | \$ 24.00 | CH 23 only | \$3.99 |
| 2. Commercial subscriber – where subscriber owns and maintains the distribution system
beyond the first connection. Basic Rate | | | |
| First Unit | \$ 24.00 | CH 23 only | \$3.99 |
| Each additional unit | \$ 5.85 | | |
| 3. Commercial subscriber – where the City owns and maintains the distribution system
beyond the first connection, or where there are multiple connections. | | | |
| Basic Rate | | | |
| First Unit | \$ 24.00 | CH 23 only | \$3.99 |
| Each additional unit | \$ 7.85 | | |

Division of the television signal beyond the ground block to the municipal system will be the responsibility of the subscriber. The City will be responsible for maintenance for all connections to its system, but will not be responsible for connections beyond the ground block at the City system, unless the City owns all or part of the distribution system beyond the first connection.

dollar 4. HBO - First Unit Cost + amount to equal next highest quarter

- Commercial each additional unit \$ 1.00 above signal cost

5. Reconnection fee \$ 35.00

6. Customer Service Rates:

a. Customer service calls requested by the subscriber which identifies that the problem is not with the City's system shall be charged to the subscriber at a minimum \$15.00 per visit, except that the first such call-out after the effective date of this resolution shall be at no charge. The City recognizes that it does not have trained television repairmen and the extent of any personal service offered will be to attempt fine tuning of the customer's set. If requested to perform that function, the City shall assume no liability for the television set's subsequent condition or performance.

b. The City shall install the requisite cable connection from the City's service site to the point of connection on the subscriber's set. The subscriber shall be liable for all damage that occurs to the cable within subscriber's premises. Damage which is caused or is allowed to occur by the subscriber will be charged to the subscriber for repair at a minimum fee of \$15.00 and for any and all actual costs over and above that amount.

7. Senior citizen discount per month. \$ 1.50

A reduction in the basic CATV service rate will be made to any customer who is age 62 or older. Reduction will go into effect on the second billing month after acceptance. Once granted, the customer will not have to re-apply unless requested by the City.

SECTION 2. Cable Modem Broadband Subscription Requirements. Customers applying for cable modem service from the City are required to complete and sign an Internet Service Application and Service Agreement, and to comply with the Internet User Policy posted on the City's website. *Cable Modem Broadband service includes CATV Channel 23, the City's character generated information channel.*

SECTION 3. Connection to Broadband Cable Modem Service. The installation fees for customers with existing CATV drops are as follows:

Residential customers with existing CATV and existing Computer drop(s) = \$ 25.00

Residential customers with existing CATV connections - first drop = \$ 50.00

Computer drops after the first will cost time + materials + 25%

New customers connecting CATV and Broadband at the same time as power will receive a discounted connect rate for both services of = 50.00
(to be posted \$15.00 to CATV and \$35.00 to Broadband)

Web Hosting Set Up Fee (option can be added to Basic service) = \$ 50.00

Static IP Set Up Fee (option can be added to Broadband connections) = 25.00

Installation fees for customers without existing CATV drops, but who are located within 100 feet of a CATV distribution line:

Residential customers requiring a new connection - first drop = \$100.00

Computer drops after the first will cost time + materials + 25%

Installation fees for customers who are located more than 100 feet from a CATV distribution line:

Materials + Labor + 25% for line extension from distribution line to destination; PLUS
Residential customers requiring a new connection - first drop = \$100.00
Computer drops after the first will cost time + materials + 25%

Installation fees for Commercial or Public Agency customers will be negotiated on a case-by-case basis, based on location and distance from distribution line, and other aspects that affect time and costs of the installation.

All Connection fees must be paid in full before connection will take place.

SECTION 4. DOCSIS 1.0 Compliant Cable Modem. Customers may choose to purchase a modem from the retail outlet of their choice or they may purchase one from the City for **\$50.00**.

SECTION 5. Broadband Cable Modem (includes Channel 23).

<u>Service</u>	<u>Charges per Month</u>
BB#1 – 256 upload / 512 download	40.00
BB#2 – 384 upload / 1.5 mg download	48.00
BB#3 – 512 upload / 3 mg download	63.00
BB#4 – 512 upload / 5 mg download	73.00

Fees for any large business, resale or commercial use of the Broadband system, such as motel/hotel rooms or 'business center' uses, will be negotiated with the City Administrator, and ratified by the City Council.

<u>Add-On Services</u>	<u>Charges per Month</u>
Additional Mailboxes (each additional mailbox added to Basic service)	\$ 5.00
Web Hosting	15.00
Registering a New Domain	5.00
DNS – translates domain names into IP addresses	5.00

SECTION 6. Bundled Services.

<u>Service</u>	<u>Charges per Month</u>
<u>CATV & Broadband:</u>	
1. CATV + BB#1 – 256 upload / 512 download	60.00
2. CATV + BB#2 – 384 upload / 1.5 mg download	65.00
3. CATV + BB#3 – 512 upload / 3 mg download	80.00
4. CATV + BB#4 – 512 upload / 5 mg download	90.00
<u>CATV & Broadband & VOIP:</u>	
5. CATV + BB#1 – 256 upload / 512 download + Basic VOIP – 500 minutes	74.99
6. CATV + BB#1 – 256 upload / 512 download + Basic2 VOIP – 800 minutes	79.99
7. CATV + BB#1 – 256 upload / 512 download + Unlimited VOIP (US & Canada)	84.99
8. CATV + BB#2 – 384 upload / 1.5 mg download + Basic VOIP – 500 minutes	79.99

- 9. CATV + BB#2 - 384 upload / 1.5 mg download + Basic2 VOIP - 800 minutes 84.99
- 10. CATV + BB#2 - 384 upload / 1.5 mg download + Unlimited VOIP (US & Canada) 89.99

Service **Charges per Month**

- 11. CATV + BB#3 - 512 upload / 3 mg download + Basic VOIP - 500 minutes 94.99
- 12. CATV + BB#3 - 512 upload / 3 mg download + Basic2 VOIP - 800 minutes 99.99
- 13. CATV + BB#3 - 512 upload / 3 mg download + Unlimited VOIP (US & Canada) 104.99
- 14. CATV + BB#4 - 512 upload / 5 mg download + Basic VOIP - 500 minutes 104.99
- 15. CATV + BB#4 - 512 upload / 5 mg download + Basic2 VOIP - 800 minutes 109.99
- 16. CATV + BB#4 - 512 upload / 5 mg download + Unlimited VOIP (US & Canada) 114.99

Broadband & VOIP (includes Channel 23):

- 17. BB#1 - 256 upload / 512 download + Basic VOIP - 500 minutes 54.99
- 18. BB#1 - 256 upload / 512 download + Basic2 VOIP - 800 minutes 59.99
- 19. BB#1 - 256 upload / 512 download + Unlimited VOIP (US & Canada) 64.99
- 20. BB#2 - 384 upload / 1.5 mg download + Basic VOIP - 500 minutes 62.99
- 21. BB#2 - 384 upload / 1.5 mg download + Basic2 VOIP - 800 minutes 67.99
- 22. BB#2 - 384 upload / 1.5 mg download + Unlimited VOIP (US & Canada) 72.99
- 23. BB#3 - 512 upload / 3 mg download + Basic VOIP - 500 minutes 77.99
- 24. BB#3 - 512 upload / 3 mg download + Basic2 VOIP - 800 minutes 82.99
- 25. BB#3 - 512 upload / 3 mg download + Unlimited VOIP (US & Canada) 87.99
- 26. BB#4 - 512 upload / 5 mg download + Basic VOIP - 500 minutes 87.99
- 27. BB#4 - 512 upload / 5 mg download + Basic2 VOIP - 800 minutes 92.99
- 28. BB#4 - 512 upload / 5 mg download + Unlimited VOIP (US & Canada) 97.99

VOIP minutes used that exceed the limits of Basic and Basic2 VOIP shall be charged at the rate of \$.45 (45 cents) per minute.

SECTION 7. Distribution of Revenues of Bundled Services. Revenues for services shall be posted as follows:

<u>Bundle Number</u>	<u>Amount</u>	<u>CATV</u>	<u>Broadband</u>	<u>VOIP</u>
1.	60.00	24.00	36.00	0
2.	65.00	24.00	41.00	0
3.	80.00	24.00	56.00	0
4.	90.00	24.00	66.00	0
5.	74.99	24.00	36.00	14.99
6.	79.99	24.00	36.00	19.99
7.	84.99	24.00	36.00	24.99
8.	79.99	24.00	41.00	14.99

9.	84.99	24.00	41.00	19.99
10.	89.99	24.00	41.00	24.99
11.	94.99	24.00	56.00	14.99
12.	99.99	24.00	56.00	19.99
<u>Bundle Number</u>	<u>Amount</u>	<u>CATV</u>	<u>Broadband</u>	<u>VOIP</u>
13.	104.99	24.00	56.00	24.99
14.	104.99	24.00	66.00	14.99
15.	109.99	24.00	66.00	19.99
16.	114.99	24.00	66.00	24.99
17.	54.99	0	40.00	14.99
18.	59.99	0	40.00	19.99
19.	64.99	0	40.00	24.99
20.	62.99	0	41.00	14.99
21.	67.99	0	41.00	19.99
22.	72.99	0	41.00	24.99
23.	77.99	0	56.00	14.99
24.	82.99	0	56.00	19.99
25.	87.99	0	56.00	24.99
26.	87.99	0	66.00	14.99
27.	92.99	0	66.00	19.99
28.	97.99	0	66.00	24.99

All Add-On Services described above will be posted to Cable Modem Revenues.
HBO charges will be posted to HBO Revenue.

SECTION 8. Authorization to Discontinue Service for Non-Payment of Fees and/or Charges. Bills for Broadband Cable Modem services and Modem payments will be mailed on the last working day of each month. Bills are due on the 15th of each month. Payment in full of all charges must be received in the City Hall offices by 5:00 PM on the last working day of each month in order to avoid disconnection of service and formal collections procedures against the customer.

SECTION 9. Repeal of Resolution No. 1036. Resolution No. 1036 is hereby repealed.

SECTION 10. Effective Date. This Resolution shall become effective upon adoption by the Council and approval by the Mayor.

ADOPTED by the City Council this 12th day of September, 2005.

APPROVED by the Mayor this 12th day of September, 2005.

Mayor

ATTEST:

City Recorder

City of Cascade, Locks

MEMORANDUM

Date: November 7, 2012

TO: Hon. Mayor and City Council

FROM: Paul Koch, ICA

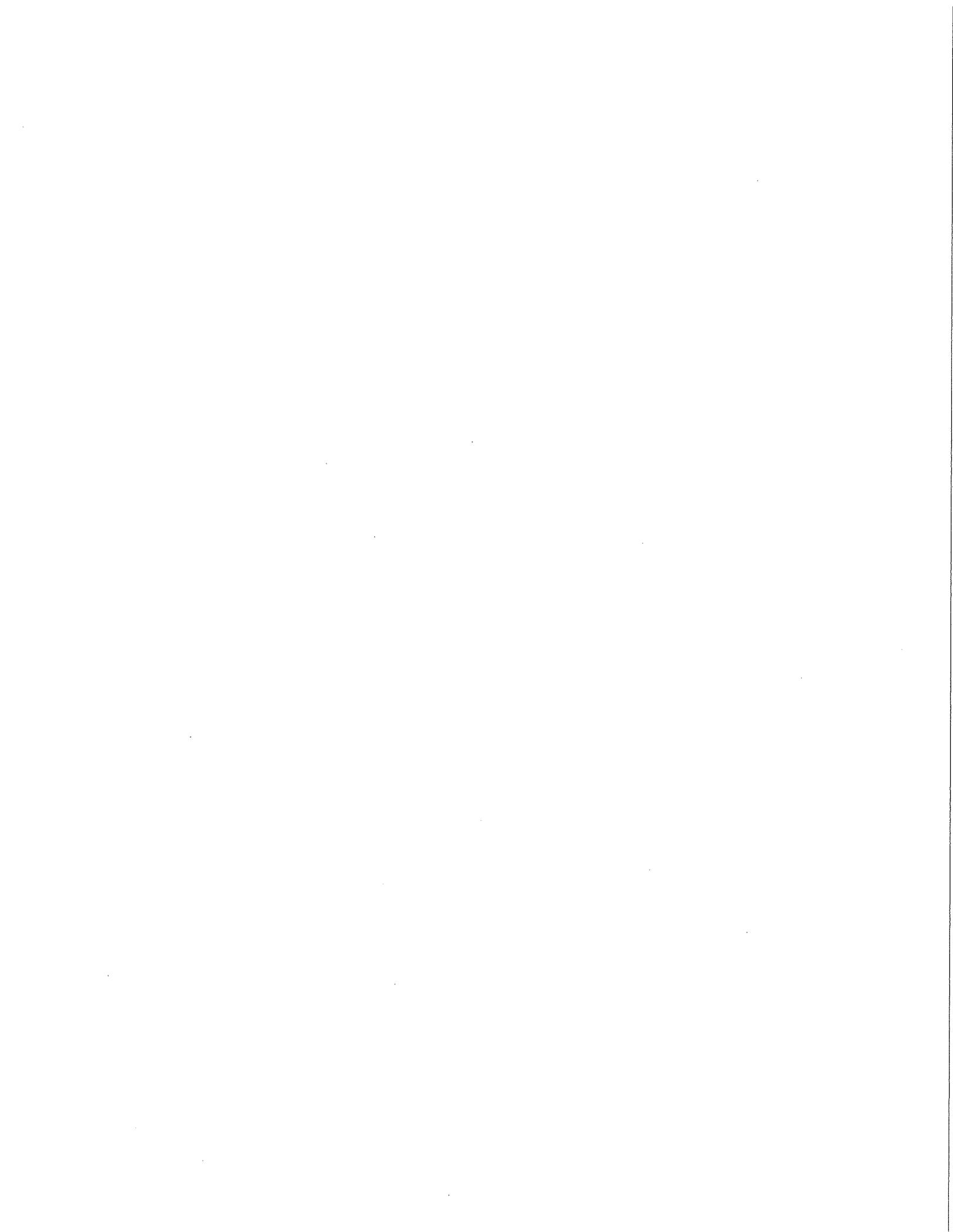


SUBJECT: **Annual Snow Plow Plan update.**

Annually at this time of the year, City Staff updates the snow plow plan and informs City Council of the plan. Attached for your information is a copy of the Snow Plow Plan in color along with a listing of all the streets in priority order.

Should you have any questions, please feel free to contact me.

Thank you.



Snow Removal and Sanding for Ice Public Works Plans.

We start removing snow when the snow level is two inches deep or as circumstances require. The streets have been broken down into three sections. # 1 Red is first priority consisting of 9 streets , #2 Yellow consists of 5 streets , and #3 Green consists of 26 streets. There are 40 Streets total that are plowed or sanded.

Red

Cascade Ave., Watts Ave., Benson Ave., School St., Oneonta St., Wasco St., Venture St., Regulator St., and Tahoma St.

Yellow

Adams Ave., Ruckel St., Wheeler Ave., Jackson Roberts St., and Shahala Subdivision.

Green

Industrial Way, Herman Creek Ln., Gravel Pit Rd., Forest Ln., Pleasant Rd., Hammond Ave., Sunset Ave., Cragmont Ave., Walnut St., Crest Dr., Clark St., Riverview Dr., Lewis Cir., Lewis St., Lakeside Dr., Hassalo St., Harvest Queen Rd., Edgewood Ave., Belle St., Bailey Gatzert St., Taylor Ave., John Quincy Ct., Moody Ave., Katani Lane, Undine St., Sadie B Ave., Mary St., and Eva Ln.

