

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, June 10, 2013, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor 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 May 8, 2013 Special City Council Meeting.**
 - b. **Approval of Minutes of May 13, 2013 City Council Meeting.**
 - c. **Approval of OLCC License Application for Charburger (Change of Ownership).**
 - d. **Approval of OLCC License Application for Thunder Island Brewing Company (New Outlet).**
 - e. **Ratification of the Bills in the Amount of \$ 416,451.10.**
4. **Public Hearings:** Shared Revenue Budget Hearing.
5. **Action Items:**
 - a. **Appointment to City Council/Committees.**
 - b. **Approve CH2MHill/OMI Contract.**
 - c. **City Administrator Evaluation Process.**
 - d. **Approve MCEDD Letter of Support.**
 - e. **Approve Resolution No. 1267 Ending Fire Suppression Fee.**
 - f. **Approve Resolution No. 1269 Declaring the City's Election to Receive State Revenues.**
 - g. **Approve Resolution No. 1270 Extending the City of Cascade Locks' Workers' Compensation Coverage to Volunteers of the City of Cascade Locks; and Repealing Resolution No. 1234.**
 - h. **Approve Resolution No. 1271 Extending Current Non-Contract Wages.**
 - i. **Approve Resolution No. 1272 Setting Health Insurance Premium Employee Participation Percentage.**
 - j. **Approve Resolution No. 1273 Adjusting Water Rate to Provide Additional Revenue for Water Line Repairs.**
 - k. **Approve Resolution No. 1274 to Provide \$15,000 to Fund Forensic Accountant.**
 - l. **Approve Resolution No. 1275 Adjusting EMS Revenues and Expenditures.**
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. **City Administrator Zimmerman Report.**

(CONTINUED)

8. Mayor and City Council Comments.
9. Other matters.
10. Executive Session per ORS 192.660 (2)(a) Employment of Public Officers, Employees, and Agents.
11. Adjournment.

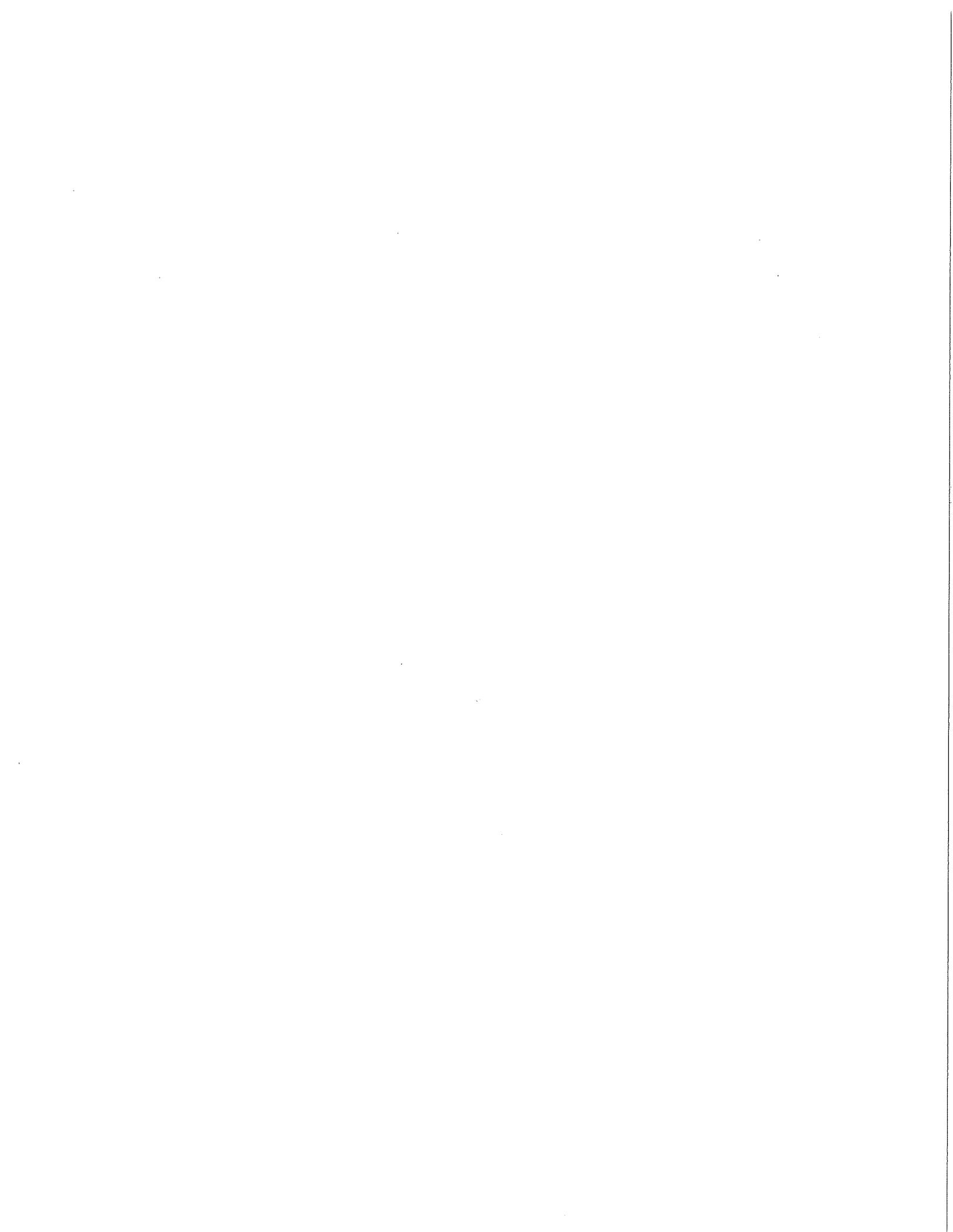
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 6:00 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Station Captain Jesse Metheny, Sandra Kelly, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Action Items:**
 - a. **Hire Forensic Accountant.** City Administrator Zimmerman stated that the Administration Finance and Operations Committee reviewed the single response received from Pauly Rogers and was recommending Council to approve the hiring of Pauly Rogers as soon as possible.
Motion: CM Walker moved, seconded by CM Groves, to approve the hiring of Pauly Rogers for a reviewing of our City's accounting procedures and administrative expenditures. The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voting in favor. CM Helfrich opposed.
Mayor Cramblett recessed regular session to enter into executive session at 6:04 PM.
4. **Executive Session per ORS 192.660 (2) (a) Employment of Public Officers, Employees and Agents.** Mayor Cramblett opened executive session at 6:05 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were City Administrator Zimmerman, City Recorder Woosley, and Station Captain Metheny.
5. **Decision on Executive Session Item.** There were no decisions made regarding topic of executive session.
6. **Adjournment.** Mayor Cramblett adjourned the meeting at 6:33 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Electric Superintendent Tracy Hupp, Station Captain Jesse Metheny, Brad Baird, Don Haight, Darlene Sullenger, Sandra Kelley, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman asked if agenda item 7.b. could take place immediately after adoption of the Consent Agenda. Council agreed.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of April 22, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 149,494.73.**
 - c. **Approve Resolution No. 1264 for CIS Grant Revenue and Expenditures.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Walker, to approve the Consent Agenda. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

Anderson/Perry – Brad Baird – Mr. Baird explained the design of the wastewater treatment plant and the hydraulic and organic capacities of the system. He said a draft copy of the study would be complete by the end of next month.

4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to City Council/Committees.** CA Zimmerman said in discussion with the leadership of the Cascade Locks Business Association he would like to recommend Sandy Place as the representative for the Cascade Locks Business Association and Tom Owen as the building trade representative for the Architectural Review Committee. There was consensus of Council to appoint Sandy Place and Tom Owen to the Architectural Review Committee.
 - b. **Second Reading and Adoption of Ordinance No. 424 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Article IV, Chapter 8-6.140, Planned Development.** Mayor Cramblett gave the second reading of Ordinance No. 424. The motion made at the last meeting was passed unanimously with CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett voting in favor.
 - c. **Approve Resolution No. 1265 for Three City Initiative.** **Motion:** CM Helfrich moved, seconded by CM Randall, to approve Resolution No. 1265 supporting a regional partnership among the cities of North Bonneville, Stevenson, and Cascade Locks and the Columbia River Gorge Commission. The motion was passed unanimously with CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett voting in favor. Consensus of Council was to appoint CM Randall as the representative from the Council to serve on the joint committee.

CA Zimmerman said there will be a regional City/County meeting on June 7th in the pavilion.
 - d. **Approve Resolution No. 1266 Establishing a Policy of Furnishing Fire Protection to Residences and Businesses Outside the Corporate City Limits of Cascade Locks, Oregon; and Repealing Resolution No. 1024.** CA Zimmerman explained that the Resolution No. 1024 required 17 applicants but with mutual aid the City would respond anyway. He said Resolution No. 1266 removes the required 17 applicants and provides for service for anyone outside of city limits. He said if they have a contract then fire will be fought based on the contract. He said if they don't have a contract they will be billed for service. **Motion:** CM Walker moved, seconded by CM Randall, to approve Resolution No. 1266 establishing a policy of furnishing fire protection outside of city limits. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

Mayor Cramblett stated this is income for the department and the priority is to protect the city first. He said this also establishes that the Station Captain will make the call to be there depending on the situation.

e. **Approve Resolution No. 1268 Establishing Rates for Fire, Ambulance and Emergency and Non-Emergency Medical Services; and Repealing Resolution No. 1237.** CA Zimmerman explained the prior resolution wasn't clear on whether to bill standby for ambulance, standby for fire, or depending on circumstance was one rate. He said this resolution will clarify one rate for the fire truck and one rate for the ambulance.

Station Captain Metheny explained that Springfield (the billing company for EMS) was unclear with some of the terminology in the prior resolution. He said it was unclear as to how to bill the patient when treated but not transported. He said the new resolution includes a non-transport patient rate and there have been some rate changes in per hour charges. He said the rate for the command vehicle and the volunteer firefighter without apparatus increased slightly.

Ms. Sullenger said these fees need to be put on the ballot the same as the fire suppression fee, the ambulance fees, and the franchise fee should have been put on the ballot for the voters to decide. She said she isn't saying anyone is against raising the fees to what the rest of the county is charging but the Council should be putting it on the ballot and have the citizens vote on this.

Ms. Kelley said if the rates are low they should indeed be raised. She said the amendment clearly states that increasing fees should go to a vote of the people. She said these increases affect local citizens who don't have insurance and how much they are going to pay. She said the amendment was intended to control costs. Ms. Kelley said raises are in order but the amendment states that increases should not be put in effect until the citizens have voted for it.

Mr. Kononen stated that he is a member of the Emergency Services Finance and Operations Committee and this resolution is clearing up what was left out of the previous resolution. He said the billing company needs clarification for billing purposes.

CM Helfrich asked if this was a fee or a rate. CA Zimmerman said historically the resolution called it a rate as it was based on a per hour charge and mileage when transporting. CM Helfrich said a rate is not included in the amendment. **Motion:** CM Helfrich moved to approve Resolution No. 1268 as presented. CM Fitzpatrick said he seconded with the caveat that this would be put on a ballot or at least discussed again. CA Zimmerman said the next election would be September 18th. He explained that this is a rate and does not require a vote of the people. He said Council has the right to interpret the Charter as they want.

Mayor Cramblett said he thought there could be an election at any time. CA Zimmerman explained that he confirmed with the County that measures have to be on the scheduled election dates. He said if the City is the only entity with election material then they would have to pay for the cost of the election.

CM Groves said the City has always had these rates. SC Metheny said this resolution clarifies language so that the City and the billing company are on the same page.

Ms. Kelley said there are citizens not on Medicare or Medicaid and it would be very difficult to pay a large ambulance bill. She acknowledged the point about rates. She said if these are considered rates she didn't think the initiative influences the ability of the Council to change rates.

CM Helfrich said CM Fitzpatrick added a caveat to the motion and he wasn't willing to change his motion. CR Woosley explained the motion stands as is unless there is an amendment to the motion and voted on.

Ms. Sullenger said there was a meeting where the Council discussed defining "rate". She said the Council can word play but asked if this is an increase in a rate or fee. She said the recommendation of the Public Safety Task Force was to increase the fees or the rate and to get a vote of the people. She said Council

needs to ask themselves if this decision is going to increase the rate or fee without a vote of the people. She said this isn't the same rate as it has been increased.

CM Groves said these charges are necessities and if the citizens don't agree then there won't be any ambulance service. She said this isn't a question for the citizens. She said the citizens don't know. She said the rates are needed to sustain this department.

Mayor Cramblett said there are going to be differences in opinion as to whether this is a fee or rate. He said it can be debated but the Council will be making the decision.

CM Randall gave his opinions on the finances of the Emergency Services Department.

CM Walker asked if this resolution is a clarification for Springfield and asked what was dependent on the rate being charged. SC Metheny responded that rates charged are dependent on services rendered. CM Walker asked who decides whether or not to charge. SC Metheny referenced verbiage in the resolution and clarified when expenses are incurred the patient would be billed.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

f. **Approve Resolution No. 1267 Ending Fire Suppression Increase Effective July 1, 2013.** Ms. Sullenger said some people may think taking away the fire suppression fee would be dismantling the fire department. She said funding would be found working through the committees and budget process.

Ms. Kelley said she appreciates Council's effort to fix this. She said that it is clear to her that the funding is adequate for the two paid employees and more. She said this fee was wrong and unnecessary.

Mr. Kononen said the fee could go away and the intention is to make up the funding. He said if everything goes right the department will be in good shape. He said without the fire suppression fee the budget will be less \$50,000 and if there is no paramedic there will be a loss in revenues. He said if the Council will delay passing this resolution it will help to ease the transition if there is a personnel problem. Mr. Kononen asked Council to delay this action until the next meeting when they have more information.

Motion: CM Fitzpatrick moved, seconded by CM Groves, to suspend and send back to the EMS Finance and Operations Committee, to determine an amount to send to the voters. Mayor Cramblett asked for clarification of the motion. CM Fitzpatrick said his motion was to approve Resolution No. 1267.

CM Helfrich said suspending this fee has a cause and effect on two positions out of the general fund. He said a debate can be given on all day long on whether this was an administrative or legislative action. He said one could say by a no vote on adding this fee to the electrical meters the citizens supported the two year sunset and support the Council finding a funding source. He said the Council will be fiscally irresponsible using three months of numbers as a basis for our decision. CM Walker said he didn't understand CM Helfrich's comment. CM Helfrich said the fire suppression increase wasn't challenged in court. He said it is a perspective.

Mayor Cramblett said he is all for getting rid of the fire suppression fee but does believe that the citizens want a presence from the emergency services department. He said numbers he had previously proved to him that the fire suppression fee wasn't needed. Mayor Cramblett said he has just discovered that the City has set the wage low for personnel. He said by setting the wage low it sets it up for the employee to leave his employment with the City. Mayor Cramblett explained that the position could not be refilled if the wage is set too low. He said without this fee in place the City will not be able to fund the position. He said the City is in a position where that could potentially happen. He said he thought there could be an election quickly but that can't happen. He said he would recommend to keep the fire suppression fee until there can be an election. He said if the vote would be to keep the fee until the sunset date then there will be more information available to figure out what is going on.

Mayor Cramblett said he still agrees with dropping the fire suppression fee but not until there can be a vote. He said one side of the issue is that it was wrong to not allow citizens to vote for it but another side is not knowing whether or not the people are in favor of it or not. He said he didn't want to create something where something can't be funded and keep the personnel in place. He said he needed more time and information. He said when the vote takes place and if citizens don't want the fee increase then the Council will have to deal with that.

CM Groves said the budget will be based on this fee if left in. CA Zimmerman explained that the budget does not include the fire suppression fee. He said there are issues but delay it to the first meeting in June to get through the budget process and see if any changes are made. He said with this information a decision can be made and still have time to implement the resolution if Council so chooses. He said this will also give Council the opportunity to speak to citizens about which way to go.

CM Randall said if the citizens vote against the increase then we are right back where we started. Mayor Cramblett said if that happens then he feels that he has done all he said he would do. He said he doesn't have a problem with the monies but a problem with not taking it to the citizens for a vote. He said he didn't want to underfund and create issues before the citizens get a chance to vote on it. CM Groves said this wasn't done properly. She said there are issues and always will be. She said this fee should be stopped and voted on in September. She said she has nothing against the people, it just wasn't done properly. She said she's been paying the fee and would pay it again. CM Groves said her issue with it was that it wasn't done properly.

Mayor Cramblett said new information to him has proven to him that the money is needed. CM Walker said he agreed that it wasn't the fee itself but how it was determined. He said we want the present staffing but the question is how to pay for it. He asked if the Council has looked at how the City's business is ran as a whole and are there things that can be cut or adjusted to shift the resources to the two positions in the emergency services department that we and the community say we really need.

Mayor Cramblett said there are other things going on and inaccuracies to what was budgeted for. He said the Council needs more time to figure some of those things out. CM Walker said he isn't convinced that the City is making good use of the resources that they have. He said having a forensic accountant reviewing things will help. He asked how many employees there were and CA Zimmerman said there were 14. CM Walker said some would not be changed. He said we have to have the electrical employees, public works employees, paramedic and fire chief. He asked if there are other positions that are not life and death.

Ms. Kelley said the Budget Committee has received a balanced budget that includes those positions and asked how he could say more money is needed. Mayor Cramblett said there are some issues. Ms. Kelley said the budget is either correct or it is not and what the money is needed for is irrelevant. Ms. Sullenger said she spoke with an EMS Committee member and was told that the revenue projected in the budget is projected below the collection rate. She said this department is fully funded. She said the Council's job is to be fiscally responsible.

Mayor Cramblett suggested a special meeting next week as there are issues that may affect how this issue is decided. CM Helfrich thanked the Mayor for reviewing this and being fiscally responsible with this issue. He said there are personnel and equipment related issues to consider. He suggested the motion be removed and table to another meeting.

CM Fitzpatrick said he didn't think he would change his mind but would remove his motion. CA Zimmerman said this issue could be tabled to the next Council meeting and there would still be time. CM Randall said the City wasn't going to cut unless forced to. CA Zimmerman said there is opportunity in the budget for those decisions and the budget proposes cuts. Mayor Cramblett said there are a lot of numbers and things keep changing and are going to continue to change.

CM Fitzpatrick said he would remove his motion and table the resolution to the June 10th Council meeting. There was consensus of the Council to table the resolution for action on the June 10th Council agenda.

g. Approve Expenditure for Electric Department Radio Upgrade. ES Hupp said radios are needed for the Electrical and Public Works Departments. He said it will be determined at a later date if a repeater is needed. CM Walker asked how communication takes place presently. ES Hupp said presently the employees use their personal cell phones. **Motion:** CM Helfrich moved, seconded by CM Walker, to accept the bid proposal from Wheeler's Communication Company for an amount not to exceed \$8,565.00 for the purchase and installation of radios in the Electric Department and Public Works vehicles. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

h. Approval of Law Enforcement Services Agreement with Hood River County. CA Zimmerman said there was an increase received from the County after the deadline in the agreement. He said the increase was not included in the budget. He said the County will include this increase plus any other increases into the agreement next year.

Ms. Sullenger asked if the Council had negotiated the agreement. She said the Budget Committee is looking at doing a lot of cuts and the City has hired a forensic auditor to go through the budget and have committees looking at the finances. She asked how many calls does this agreement pay for and how much revenue is generated by this employee. She said the Budget Committee is going to be looking at every other department, make cuts, and be efficient. She asked if there was any efficiency here.

Mayor Cramblett said there have been negotiations. CA Zimmerman said the City could pay less and get less hours of coverage. Ms. Sullenger said the City of Cascade Locks is paying for an employee that generates revenue that all goes to Hood River and Cascade Locks receives none of it. She said that an auditor told her that this should be a negotiating tool to reduce the contract. She said the City is choosing to pay what is asked for so the Budget Committee will have to reduce and scrutinize in other areas.

Motion: CM Helfrich moved, seconded by CM Fitzpatrick, to approve the law enforcement services agreement between the City of Cascade Locks and Hood River County for the 2013/2014 fiscal year minus \$867.00.

CM Helfrich clarified that the deputy was not a City employee. He said this is a bargain for what the City is getting. He said our Deputy is making a difference in town. CM Groves asked if the City isn't entitled to service. CM Helfrich said we would get service but there would be no guarantee as to how much service we would get. He said this agreement guarantees at least 24 hours of coverage. Mayor Cramblett said the City gets more than 24 hours.

CM Groves asked if the City paid extra for service during Sternwheeler Days or other events. CA Zimmerman said we did not. CR Woosley pointed out that there could be additional charges but the City has never been charged. CM Helfrich said at that time the City would have the organizer of events contract with the County for coverage.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

i. Cancel or Reschedule May 27, 2013 Council Meeting. Consensus of the Council was to cancel the May 27th Council meeting. The next meeting will be June 10th.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
None.

7. **Reports and Presentations.**

a. City Committees. Mr. Kononen, Emergency Services Finance and Operations Committee, gave an update on average revenues collected for the department in 2012. He said in 2012 \$5,137.00 per month was billed with an average payment of \$3,989.00 paid. He said Springfield explained the billing process

takes anywhere from two to six months before you will see any payment. He said if a patient doesn't have insurance then there may be small monthly payments. Mr. Kononen said the numbers are showing a higher percentage in amounts paid. He said if this trend continues as is there will be an increase of \$54,892.00 over what has been budgeted for this year. He said that will ease the loss of the fire suppression fee. He said if there is no paramedic there will be a loss of \$11,241.00 per month.

Mr. Kononen said everyone present at the meeting was interested in purchasing a second ambulance. He said there may be a possibility to obtain a used ambulance from Hood River. He said a second ambulance will allow transports from Hood River to Portland, which will bring in extra revenue. He requested Council to keep the current personnel in the EMS Department and to keep these revenue numbers in mind during budget. Mr. Kononen said the EMS Finance and Operations Committee is now looking at the expense side of the department.

CM Groves stated that she is on the EMS Finance and Operations Committee and wanted to clarify that she wasn't in favor of a second ambulance.

CM Helfrich cautioned Council against budgeting based on higher numbers. He said there could be a time when the paramedic is not available, billing and insurance issues, vacation, etc. that will play a big role in revenue collected.

Mr. Kononen said the Committee is also looking at the amount of the Multnomah County Mutual Aid Contract. He said there may be some other ways to help ease our costs if more money can't be paid for the contract.

Mayor Cramblett asked about the revenues from the billing of July through December. CA Zimmerman explained that the revenue can take two to six months to come in. He said the revenue budgeted was budgeted at 42%, which is the national average. He said if the amount received comes in higher then we'll be ahead. He said he didn't want to base the budget on three months of history.

Ms. Kelley said she has heard high numbers mentioned here tonight for the EMS Department and asked why that is not reflected in the budget. She said the amount of revenue mentioned has never been received.

b. **Anderson/Perry – Brad Baird.** This took place earlier in the meeting.

c. **City Administrator Zimmerman Report.** CA Zimmerman gave his report. He congratulated Sheldon Price for successfully passing his Wastewater Collection I Certification and stated that he is now certified in wastewater collection and water distribution meeting the requirements of the City. He also reported on Dumpster Days, the Columbia River Gorge National Scenic Area Regional Forum, the Water Bottling Economics Study done by Bruce Sorte, an update on CATV/BB, receiving a letter from the Port of Cascade Locks, and the CH2M Hill/OMI contract.

8. **Mayor and City Council Comments.** CM Helfrich reported on the MCEDD meeting that he attended. He said this is a very good organization and very supportive of Cascade Locks and our projects. CM Walker congratulated PWF Price. He commented on the progress of the Fish Market and stated he was encouraged by the Port's Newsletter and the conceptual drawing. CM Randall thanked Mr. Kononen for stepping up and volunteering on the EMS Finance and Operations Committee. CM Fitzpatrick said he appreciated Mr. Baird for presenting to Council. He said he appreciated Mr. Kononen's participation in the EMS Finance and Operations Committee.

Mayor Cramblett announced a five minute break and then would be going into Executive Session and cited the statutes.

9. **Other matters.** None.

10. **Executive Session:** per ORS 192.660 (2)(a) Employment of Public Officers, Employees, and Agents and ORS 192.660 (2)(e) Property Negotiations.

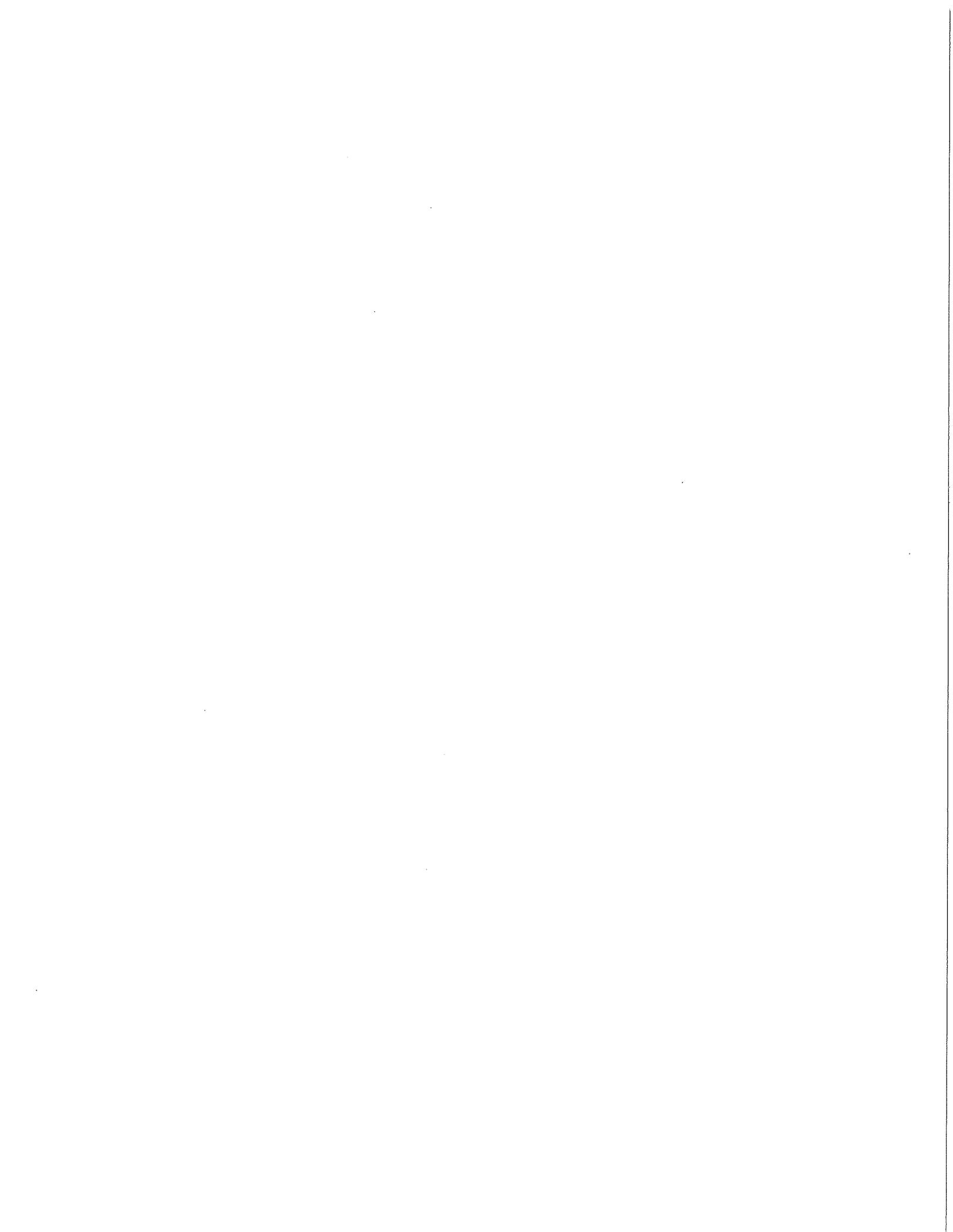
Mayor Cramblett opened Executive Session at 9:40 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were CA Zimmerman, CR Woosley, and SC Metheny.

- 11. Adjournment. Motion:** CM Walker moved, seconded by CM Helfrich, to adjourn the meeting. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett. The meeting was adjourned at 10:19 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



AGENDA ITEM NO. 30.

STAFF REPORT

Date Prepared: 5/28/13

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder *KW*

APPROVED BY: CA Zimmerman *[Signature]*

SUBJECT: Approval of OLCC Liquor License Change of Ownership Application.

SYNOPSIS: New owners of the Charburger have applied for their liquor license. OLCC requires approval by the local governing body.

CITY COUNCIL OPTIONS:

1. Approve license application for change of ownership for the Charburger.
2. Do not approve license application for the Charburger.

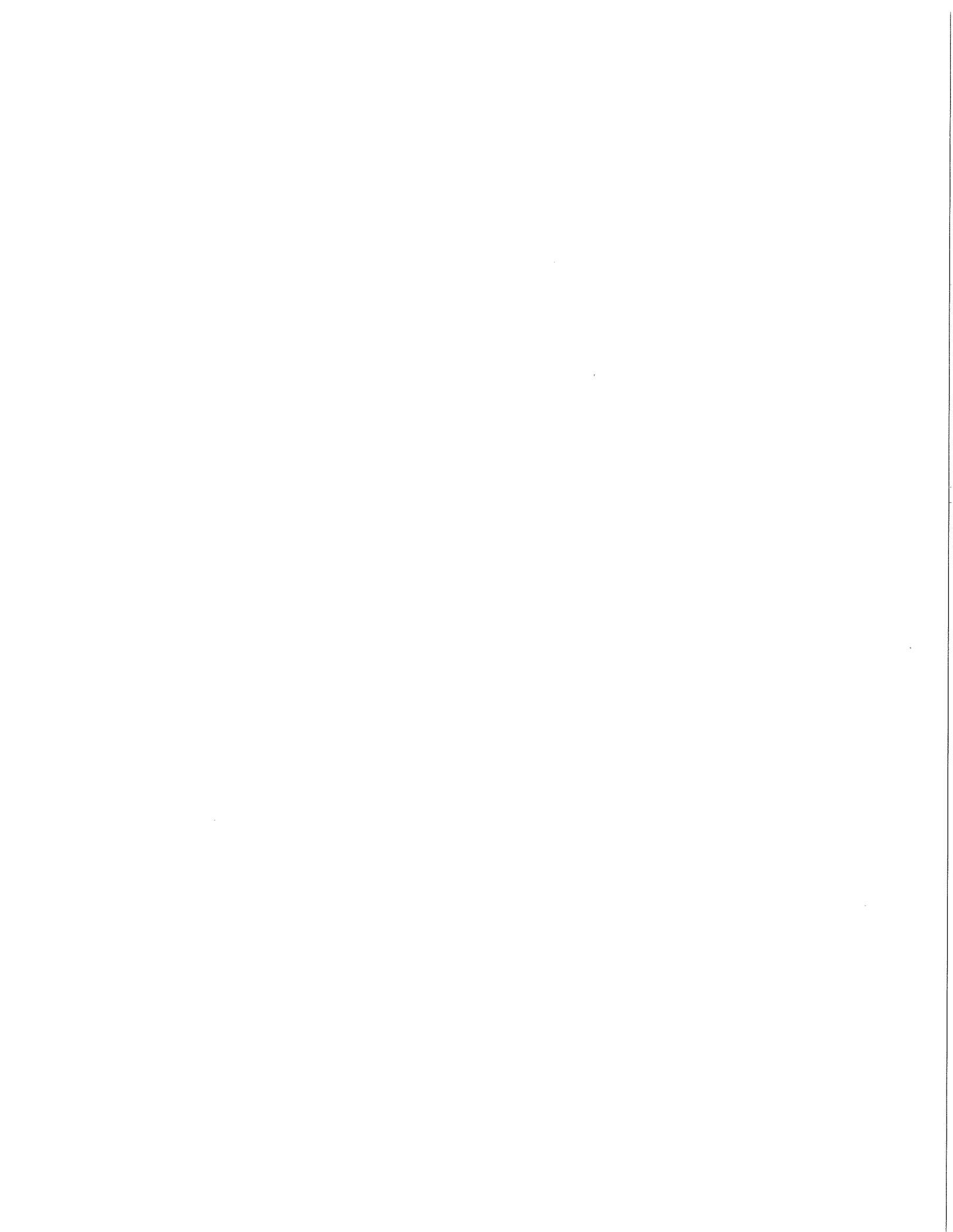
RECOMMENDATION: That City Council, by motion, approve liquor license application for the Charburger.

Legal Review and Opinion: None required for this action.

Financial review and status: None at this time.

BACKGROUND INFORMATION:

1. Sheriff English signed off on May 16th.
2. A copy of the license application is available at City Hall for review.



STAFF REPORT

Date Prepared: 6/4/13

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder *KW*

APPROVED BY: CA Zimmerman *[Signature]*

SUBJECT: Approval of OLCC Liquor License New Outlet Application.

SYNOPSIS: Thunder Island Brewery Co., LLC has applied for their liquor license. OLCC requires approval by the local governing body.

CITY COUNCIL OPTIONS:

1. Approve license application for a new outlet for Thunder Island Brewery Co., LLC.
2. Do not approve license application for Thunder Island Brewery Co., LLC.

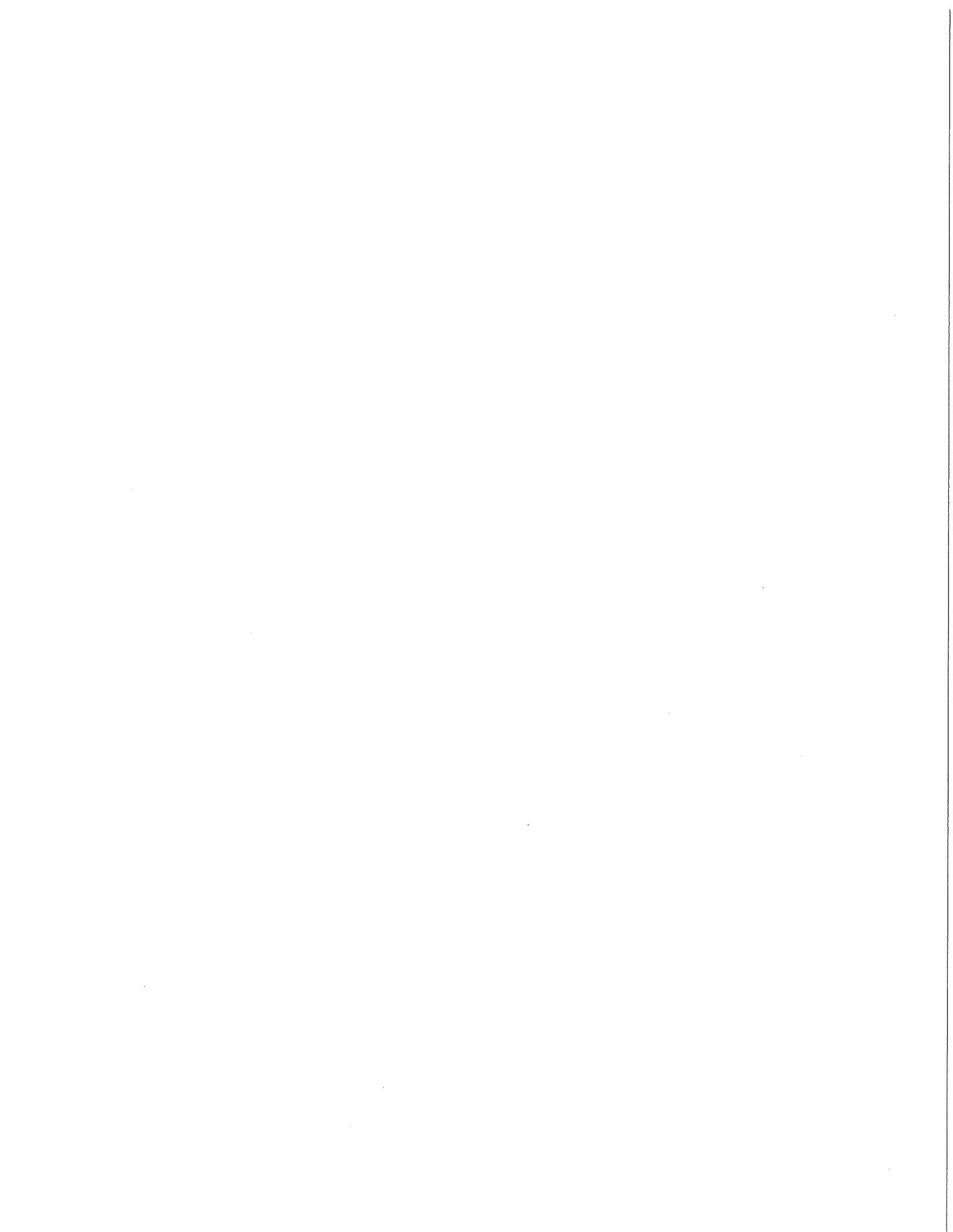
RECOMMENDATION: That City Council, by motion, approve liquor license application for Thunder Island Brewery Co., LLC.

Legal Review and Opinion: None required for this action.

Financial review and status: None at this time.

BACKGROUND INFORMATION:

1. The application was emailed to Sheriff English for review and approved on June 4th.
2. A copy of the license application is available at City Hall for review.



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PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
5/15/2013	Mid Month AP	\$ 32,990.20
5/17/2013	Gross Payroll	\$ 32,794.26
5/31/2013	End of Month AP	\$ 317,202.51
5/31/2013	Gross Payroll	\$ 33,464.13

GRAND TOTAL \$ 416,451.10

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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
3553	05/13	05/15/2013	20	16888	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 3553:								
3554	05/13	05/15/2013	40	9909297858	AIRGAS	Cylinder Rental	0540562351	17.07
Total 3554:								
3555	05/13	05/15/2013	70	5036342	ALTEC INDUSTRIES, INC.	Hydraulic Tpe Assembly	5140562201	166.31
3555	05/13	05/15/2013	70	5036342	ALTEC INDUSTRIES, INC.	Hydraulic Tpe Assembly	5140562201	166.31
Total 3555:								
3556	05/13	05/15/2013	180	043013	ASIFLEX	Admin Fees	5140562110	3.75
Total 3556:								
3557	05/13	05/15/2013	370	30922	BIO-MED TESTING SERVICE	Drug Testing	0140462063	69.00
Total 3557:								
3558	05/13	05/15/2013	4910	300164205D	Brent Gruesbeck	Refund Deposit	5121130	94.04
Total 3558:								
3559	05/13	05/15/2013	630	50989	CASCADE FIRE EQUIPMENT CO	Training Materials	0540562020	88.57
Total 3559:								
3560	05/13	05/15/2013	650	041113	CASCADE LOCKS CHEVRON (DBA)	Propane	0140462530	9.50
Total 3560:								
3561	05/13	05/15/2013	670	5/13 SSS	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	204.30
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140162551	232.01
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	665.19
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	588.23

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,137.32
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	165.96
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	2,105.61
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	4442162071	258.32
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
3561	05/13	05/15/2013	670	5/13UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	248.95
Total 3561: 5,648.49								
3562	05/13	05/15/2013	740	49262	CASELLE, INC.	Contract Support	0140162082	129.17
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		0340562082	32.00
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		0540562082	27.26
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		2140562082	231.08
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		3140562082	205.01
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		4140562082	59.25
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		4140662082	32.00
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		5140562082	404.09
3562	05/13	05/15/2013	740	49262	CASELLE, INC.		5140662082	65.14
Total 3562: 1,185.00								
3563	05/13	05/15/2013	6772	042213	Children's Cancer Association	Angela Coe Rainy Day Run Donation	0840562115	1,342.00
Total 3563: 1,342.00								
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	0140162060	2.45
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	0140462060	1.82
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	0140562060	.40
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	0340562060	2.93
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	0540562060	30.87
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	2140562060	7.44
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	3140562060	13.30
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	4140562060	1.35
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	4140662060	.40
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	5140562060	10.92
3564	05/13	05/15/2013	6837	CAS-12012-0	CIS Trust	Crime Coverage	5140662060	7.28
Total 3564: 79.16								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3565	05/13	05/15/2013	1060	51013	COLUMBIA GORGE LIONS CLUB	Full Page Ad for Sternwheeler Days	0140862022	250.00
Total 3565:								250.00
3566	05/13	05/15/2013	1530	8255290010	DISH NETWORK	Programming	4140562740	400.00
Total 3566:								400.00
3567	05/13	05/15/2013	1540	61158-04301	DMV SERVICES STATE OF OREGON	Driving Records	0140462110	1.50
Total 3567:								1.50
3568	05/13	05/15/2013	2020	1204346	GENERAL PACIFIC INC.	Ground Copper	5140662770	63.50
3568	05/13	05/15/2013	2020	1204602	GENERAL PACIFIC INC.	Enclosure	5140563921	147.00
3568	05/13	05/15/2013	2020	1204603	GENERAL PACIFIC INC.	Crossarm	5140563780	179.70
3568	05/13	05/15/2013	2020	1204603	GENERAL PACIFIC INC.	Crossarm	5140663780	179.70
3568	05/13	05/15/2013	2020	1204604	GENERAL PACIFIC INC.	Copper Connector	5140563922	57.50
3568	05/13	05/15/2013	2020	1204604	GENERAL PACIFIC INC.	Copper Connector	5140563922	57.50
3568	05/13	05/15/2013	2020	124606	GENERAL PACIFIC INC.	Crossarm	5140563780	194.68
3568	05/13	05/15/2013	2020	124606	GENERAL PACIFIC INC.	Crossarm	5140663780	194.67
Total 3568:								1,074.25
3569	05/13	05/15/2013	2080	1-4664737	GLOBALSTAR	Sat Phone	0540562050	27.25
Total 3569:								27.25
3570	05/13	05/15/2013	2130	2065	Gorge Security Shred (DBA)	Shredding	0140162110	13.65
3570	05/13	05/15/2013	2130	2065	Gorge Security Shred (DBA)	Shredding	0542162110	.81
3570	05/13	05/15/2013	2130	2065	Gorge Security Shred (DBA)	Shredding	2142162110	3.21
3570	05/13	05/15/2013	2130	2065	Gorge Security Shred (DBA)	Shredding	3142162110	3.75
3570	05/13	05/15/2013	2130	2065	Gorge Security Shred (DBA)	Shredding	4142162110	.43
3570	05/13	05/15/2013	2130	2065	Gorge Security Shred (DBA)	Shredding	5142162110	28.15
Total 3570:								50.00
3571	05/13	05/15/2013	2350	735580	HERITAGE OPERATING L.P.	Propane	0540562439	774.20
Total 3571:								774.20

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3572	05/13	05/15/2013	2420	6693	HOOD RIVER CO. - FINANCE	April Deputy Service	0141962290	7,261.00
Total 3572: 7,261.00								
3573	05/13	05/15/2013	2530	7485552	HOOD RIVER GARBAGE SVC.	Drop Box for 225 Edgewood	0140462641	327.91
Total 3573: 327.91								
3574	05/13	05/15/2013	2570	0004131039	HOOD RIVER NEWS	Budget Mng Notice	0140162030	15.00
3574	05/13	05/15/2013	2570	0004131039	HOOD RIVER NEWS	Budget Mng Notice	0140262030	14.00
3574	05/13	05/15/2013	2570	0004131039	HOOD RIVER NEWS	Budget Mng Notice	2142162030	4.00
3574	05/13	05/15/2013	2570	0004131039	HOOD RIVER NEWS	Budget Mng Notice	3142162030	3.00
3574	05/13	05/15/2013	2570	0004131039	HOOD RIVER NEWS	Budget Mng Notice	4142162030	1.00
3574	05/13	05/15/2013	2570	0004131039	HOOD RIVER NEWS	Budget Mng Notice	5142162030	11.00
3574	05/13	05/15/2013	2570	0004131040	HOOD RIVER NEWS	Public Hearing State Rev Sharing	0140162030	15.00
3574	05/13	05/15/2013	2570	0004131040	HOOD RIVER NEWS	Public Hearing State Rev Sharing	0140262030	14.00
3574	05/13	05/15/2013	2570	0004131040	HOOD RIVER NEWS	Public Hearing State Rev Sharing	2142162030	4.00
3574	05/13	05/15/2013	2570	0004131040	HOOD RIVER NEWS	Public Hearing State Rev Sharing	3142162030	3.00
3574	05/13	05/15/2013	2570	0004131040	HOOD RIVER NEWS	Public Hearing State Rev Sharing	4142162030	1.00
3574	05/13	05/15/2013	2570	0004131040	HOOD RIVER NEWS	Public Hearing State Rev Sharing	5142162030	11.00
Total 3574: 96.00								
3575	05/13	05/15/2013	6838	042913	Lin-Benton Community College	Fire Training	0540562020	40.00
Total 3575: 40.00								
3576	05/13	05/15/2013	3380	KPDX 4/13	Meredith Corporation	197 Subs	4140562740	59.10
3576	05/13	05/15/2013	3380	KPTV 4/13	Meredith Corporation	197 Subs	4140562740	147.75
Total 3576: 206.85								
3577	05/13	05/15/2013	3490	96-01-01 5/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,215.17
3577	05/13	05/15/2013	3490	96-01-01 5/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	303.51
3577	05/13	05/15/2013	3490	96-01-02 5/1	MID-COLUMBIA ECONOMIC		4640562711	982.75
3577	05/13	05/15/2013	3490	96-01-02 5/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	282.81
Total 3577: 2,784.24								
3578	05/13	05/15/2013	3770	22-201304	NET ASSETS	Title Search	0140162110	3.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3578	05/13	05/15/2013	3770	22-201304	NET ASSETS	Title Search	0542162110	.18
3578	05/13	05/15/2013	3770	22-201304	NET ASSETS	Title Search	2142162110	.71
3578	05/13	05/15/2013	3770	22-201304	NET ASSETS	Title Search	3142162110	.82
3578	05/13	05/15/2013	3770	22-201304	NET ASSETS	Title Search	4142162110	.09
3578	05/13	05/15/2013	3770	22-201304	NET ASSETS	Title Search	5142162110	6.20
Total 3578:								11.00
3579	05/13	05/15/2013	3820	11319452	Norco, INC	oxygen	0540562351	11.50
3579	05/13	05/15/2013	3820	11398675	Norco, INC	oxygen	0540562351	207.85
3579	05/13	05/15/2013	3820	11411367	Norco, INC	Cylinder Rental	0540562351	55.80
Total 3579:								275.15
3580	05/13	05/15/2013	4070	3040326	ONE CALL CONCEPTS, INC.	locate services	5140562110	17.85
Total 3580:								17.85
3581	05/13	05/15/2013	4500	10028056-57	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140562110	89.85
3581	05/13	05/15/2013	4500	10028056-57	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140562110	89.85
Total 3581:								179.70
3582	05/13	05/15/2013	6789	4-19-730	PARC Resources, LLC	PC Meeting	0140282075	198.00
3582	05/13	05/15/2013	6789	4-19-730	PARC Resources, LLC	PreApp teleconference - Port	0140282090	99.00
Total 3582:								297.00
3583	05/13	05/15/2013	4810	7232	PRINT IT	Red Door Hangers	5140562870	121.20
3583	05/13	05/15/2013	4810	7232	PRINT IT	Red Door Hangers	5140562870	80.80
Total 3583:								202.00
3584	05/13	05/15/2013	6780	16597784	Ricoh Americas Corporation	Lease	0140162120	52.62
3584	05/13	05/15/2013	6780	16597784	Ricoh Americas Corporation	Lease	0540562120	31.33
3584	05/13	05/15/2013	6780	16597784	Ricoh Americas Corporation	Lease	2142162120	31.33
3584	05/13	05/15/2013	6780	16597784	Ricoh Americas Corporation	Lease	3142162120	25.05
3584	05/13	05/15/2013	6780	16597784	Ricoh Americas Corporation	Lease	4142162121	27.56
3584	05/13	05/15/2013	6780	16597784	Ricoh Americas Corporation	Lease	5142162121	88.91
3584	05/13	05/15/2013	6780	417754201	Ricoh Americas Corporation	Copies	0140162110	34.22

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3584	05/13	05/15/2013	6780	417754201	Ricoh Americas Corporation	Copies	0542162110	2.02
3584	05/13	05/15/2013	6780	417754201	Ricoh Americas Corporation	Copies	2142162110	8.04
3584	05/13	05/15/2013	6780	417754201	Ricoh Americas Corporation	Copies	3142162110	9.39
3584	05/13	05/15/2013	6780	417754201	Ricoh Americas Corporation	Copies	4142162110	1.08
3584	05/13	05/15/2013	6780	417754201	Ricoh Americas Corporation	Copies	5142162110	70.84
Total 3584:								362.19
3585	05/13	05/15/2013	5120	711491	S.D. MYERS, INC.	CriticalPac/Service Charge	5140662780	575.00
Total 3585:								575.00
3586	05/13	05/15/2013	5160	70849	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 3586:								802.00
3587	05/13	05/15/2013	5190	168349	SEA WESTERN	Boots	0740562560	662.17
Total 3587:								662.17
3588	05/13	05/15/2013	4910	211944112D	Shayna Steelman	Refund Deposit	5121130	168.47
Total 3588:								168.47
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	309.60
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.		0140262100	75.60
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.		0542162100	9.60
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.		2142162100	103.20
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.		3142162100	172.80
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.		4142162100	25.20
3589	05/13	05/15/2013	5460	043013	Sosnkowski & Cleaveland P.C.		5142162100	504.00
Total 3589:								1,200.00
3590	05/13	05/15/2013	5650	125442	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pad Mount	5140663770	869.00
3590	05/13	05/15/2013	5650	125443	T & R ELECTRIC SUPPLY CO.	75 KVA Single Phase Pad Mount	5140663770	1,633.00
3590	05/13	05/15/2013	5650	125444	T & R ELECTRIC SUPPLY CO.	75 KVA Single Phase Pad Mount	5140663770	1,633.00
3590	05/13	05/15/2013	5650	125445	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pad Mount	5140663770	869.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3590:								
3591	05/13	05/15/2013	6210	941725	USA BLUEBOOK	Tests	2140562560	32.54
Total 3591:								
Total 3592:								
3592	05/13	05/15/2013	6690	050813CR	WOOSLEY, KATHY	Reimburse Mileage	0140162020	8.07
3592	05/13	05/15/2013	6690	050813CR	WOOSLEY, KATHY	Reimburse Mileage	0140262020	4.51
3592	05/13	05/15/2013	6690	050813CR	WOOSLEY, KATHY	Reimburse Mileage	2142162020	2.37
3592	05/13	05/15/2013	6690	050813CR	WOOSLEY, KATHY	Reimburse Mileage	3142162020	1.66
3592	05/13	05/15/2013	6690	050813CR	WOOSLEY, KATHY	Reimburse Mileage	4142162020	.24
3592	05/13	05/15/2013	6690	050813CR	WOOSLEY, KATHY	Reimburse Mileage	5142162020	6.88
Total 3592:								
3593	05/13	05/15/2013	6730	420131980	ZCORUM INC.	Internet	4140662730	852.50
Total 3593:								
3594	05/13	05/15/2013	1540	REG	DMV SERVICES STATE OF OREGON	Vehicle Registration	5140562200	117.50
Total 3594:								
Grand Totals:								32,990.20

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3599	05/13	05/31/2013	70	8122353	ALTEC INDUSTRIES, INC.	Bucket Truck	5640563941	220,898.61
Total 3599:								
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	0140162110	737.00
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	0542162110	73.00
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	0542162110	30.00-
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	2142162110	173.00
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	3142162110	202.00
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	4142162110	23.00
3600	05/13	05/31/2013	6822	92419	American Legal Publishing Corporation	Codification 2nd Billing	5142162110	1,522.00
Total 3600:								
3601	05/13	05/31/2013	6820	52192	Anderson Perry & Associates Inc.	Wastewater Facilities Plan	3140562152	2,700.00
Total 3601:								
3602	05/13	05/31/2013	310	481-1040	Belo Management Services Inc.	198 Subs	4140562740	108.90
Total 3602:								
3603	05/13	05/31/2013	6839	81081818	Bound Tree Medical, LLC	Meds	0540562351	350.72
Total 3603:								
3604	05/13	05/31/2013	460	4818	BROWN & KY SAR, INC	General Consulting	5140562190	86.40
Total 3604:								
3605	05/13	05/31/2013	490	399332A	BRYANT PIPE AND SUPPLY	Tubing	1740562520	8.82
3605	05/13	05/31/2013	490	399335A	BRYANT PIPE AND SUPPLY	Hose Barb	1740562520	1.69
Total 3605:								
3606	05/13	05/31/2013	670	CL-347	CASCADE LOCKS LIGHT CO.	201195801gar	5140562138	150.00
3606	05/13	05/31/2013	670	CL-348	CASCADE LOCKS LIGHT CO.	211944208bar	5140562138	150.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3606	05/13	05/31/2013	670	CL-349	CASCADE LOCKS LIGHT CO.	200101304jun	5140562138	150.00
3606	05/13	05/31/2013	670	CL-350	CASCADE LOCKS LIGHT CO.	600139212mad	5140562138	150.00
3606	05/13	05/31/2013	670	CL-352	CASCADE LOCKS LIGHT CO.	100742512sos	5140562138	150.00
3606	05/13	05/31/2013	670	CL-353	CASCADE LOCKS LIGHT CO.	100040300del	5140562138	150.00
3606	05/13	05/31/2013	670	CL-354	CASCADE LOCKS LIGHT CO.	200121712mcl	5140562138	150.00
3606	05/13	05/31/2013	670	CL-355	CASCADE LOCKS LIGHT CO.	301877923mor	5140562138	150.00
3606	05/13	05/31/2013	670	CL-356	CASCADE LOCKS LIGHT CO.	211901514pop	5140562138	150.00
3606	05/13	05/31/2013	670	CL-357	CASCADE LOCKS LIGHT CO.	300168500car	5140562138	150.00
3606	05/13	05/31/2013	670	CL-358	CASCADE LOCKS LIGHT CO.	600140803cha	5140562138	150.00
3606	05/13	05/31/2013	670	CL-359	CASCADE LOCKS LIGHT CO.	300164508dlc	5140562138	150.00
3606	05/13	05/31/2013	670	CL-360	CASCADE LOCKS LIGHT CO.	200102402har	5140562138	150.00
3606	05/13	05/31/2013	670	CL-361	CASCADE LOCKS LIGHT CO.	200111400hur	5140562138	150.00
3606	05/13	05/31/2013	670	CL-362	CASCADE LOCKS LIGHT CO.	211913220par	5140562138	150.00
3606	05/13	05/31/2013	670	CL-364	CASCADE LOCKS LIGHT CO.	100041906ste	5140562138	150.00
3606	05/13	05/31/2013	670	CL-365	CASCADE LOCKS LIGHT CO.	200113501hen	5140562138	150.00
3606	05/13	05/31/2013	670	CL-366	CASCADE LOCKS LIGHT CO.	301877828kul	5140562138	150.00
Total 3606:								2,700.00
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	City Hall Phones	0140162050	116.32
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	Fire Department Phones	0540562050	139.64
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	Sewer	2140562050	233.77
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	City Hall Phones	2142162050	155.46
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	WWTP	3140562050	114.83
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	Lift Station	3140562050	36.15
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	City Hall Phones	3142162050	85.45
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	City Hall Phones	4142162050	62.29
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	Emergency After Hours	5140562050	39.49
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	Emergency After Hours	5140662050	26.33
3607	05/13	05/31/2013	790	PHONES 5/1	CENTURYLINK	City Hall Phones	5142162050	131.75
Total 3607:								1,141.48
3608	05/13	05/31/2013	800	320153997 5	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	7.81
Total 3608:								7.81
3609	05/13	05/31/2013	1120	A30816	COLUMBIA HARDWARE, LLC	Gloves	5140562770	19.99
3609	05/13	05/31/2013	1120	A31666	COLUMBIA HARDWARE, LLC	6x6x8 Post	5140662750	33.09
3609	05/13	05/31/2013	1120	B37342	COLUMBIA HARDWARE, LLC	Bypass Loppers	0140462520	26.26

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3609	05/13	05/31/2013	1120	B37394	COLUMBIA HARDWARE, LLC	Mortar	5140562770	5.49
3609	05/13	05/31/2013	1120	B39104	COLUMBIA HARDWARE, LLC	PVC Conduit	5140562750	25.47
3609	05/13	05/31/2013	1120	B39253	COLUMBIA HARDWARE, LLC	Driver	5140562770	6.98
3609	05/13	05/31/2013	1120	B39372	COLUMBIA HARDWARE, LLC	key	0540562350	3.98
Total 3609:								121.25
3610	05/13	05/31/2013	1360	129589	DAVID R. CUNNINGHAM	Broadband/ch 23	4140562570	90.00
3610	05/13	05/31/2013	1360	129589	DAVID R. CUNNINGHAM	Broadband/ch 23	4140562570	60.00
Total 3610:								150.00
3611	05/13	05/31/2013	1530	8255-9217 S/	DISH NETWORK	Programming	4140562740	400.00
Total 3611:								400.00
3612	05/13	05/31/2013	1670	2013-1050	EMERGENCY REPORTING	Quarterly Invoice	0540562113	567.00
Total 3612:								567.00
3613	05/13	05/31/2013	1760	ORHOD3249	FASTENAL	Wasp and Hornet Killer	5140562770	53.65
3613	05/13	05/31/2013	1760	ORHOD3249	FASTENAL	Wasp and Hornet Killer	5140562770	53.64
Total 3613:								107.29
3614	05/13	05/31/2013	1930	11366-1015	FISHER COMMUNICATIONS INC	198 Subs	4140562740	138.60
Total 3614:								138.60
3615	05/13	05/31/2013	2020	1204781	GENERAL PACIFIC INC.	Lamps	5140562800	20.00
3615	05/13	05/31/2013	2020	1205086	GENERAL PACIFIC INC.	Silicon	5140562770	54.00
Total 3615:								74.00
3616	05/13	05/31/2013	2060	013721	GLADE COMMUNICATION	2 Way Couplet	4140562560	57.45
Total 3616:								57.45
3617	05/13	05/31/2013	2080	1-4737176	GLOBALSTAR	Sat Phone	0540562050	54.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3617:								
3618	05/13	05/31/2013	2420	5/13 DL	HOOD RIVER CO. - FINANCE	Dog License	0121011	54.50
3618	05/13	05/31/2013	2420	5/13 DL	HOOD RIVER CO. - FINANCE	Dog License	0130143280	18.00
								1.00-
Total 3618:								
3619	05/13	05/31/2013	2680	051413	HUPP JR., TRACY N.	Reimburse Mileage	5140662020	50.85
3619	05/13	05/31/2013	2680	051713	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	50.85
Total 3619:								
3620	05/13	05/31/2013	3070	1500095843	LES SCHWAB TIRE CENTER	01 Dodge 2500 Brake Work	5140562201	101.70
Total 3620:								
3621	05/13	05/31/2013	6785	1028728	LockMasters USA Inc.	Locks	0340562560	696.41
3621	05/13	05/31/2013	6785	1028728	LockMasters USA Inc.	Locks	5140562780	96.88
								369.84
Total 3621:								
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	466.72
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140262010	5.91
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	.84
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0542162010	31.78
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162010	.11
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162010	2.37
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	4142162010	2.35
3622	05/13	05/31/2013	3160	051713	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162010	.70
Total 3622:								
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	0140162020	10.30
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	0140262020	54.36
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	0140462530	7.96
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	0340562530	4.45
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	0540562420	228.60
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	2140562530	156.76
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	2142162020	324.79
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel		116.82
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel		2.34

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	3140562530	134.52
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	3142162020	1.64
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	4142162020	.23
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	5140562200	609.36
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	5140662200	609.35
3623	05/13	05/31/2013	4020	ME111328	ODOT-FUEL SALES	Fuel	5142162020	6.78
Total 3623:								2,202.60
3624	05/13	05/31/2013	4090	56657	OPERATIONS MANAGEMENT INTERN	June Services	3140562700	7,106.25
Total 3624:								7,106.25
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	0140162055	60.00
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	0140262055	19.00
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	0542162055	7.00
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	2142162055	38.00
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	3142162055	32.00
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	4142162055	5.00
3625	05/13	05/31/2013	4640	8-4223 5/13	PTNEY BOWES INC	Postage	5142162055	89.00
Total 3625:								250.00
3626	05/13	05/31/2013	4840	456	PUBLIC UTILITY DIST. #1	New Meter Installation Cascade Hatcher	5140562750	1,013.46
Total 3626:								1,013.46
3627	05/13	05/31/2013	6780	5026089127	Ricoh Americas Corporation	Copies	0140162110	27.60
3627	05/13	05/31/2013	6780	5026089127	Ricoh Americas Corporation	Copies	0542162110	1.63
3627	05/13	05/31/2013	6780	5026089127	Ricoh Americas Corporation	Copies	2142162110	6.48
3627	05/13	05/31/2013	6780	5026089127	Ricoh Americas Corporation	Copies	3142162110	7.58
3627	05/13	05/31/2013	6780	5026089127	Ricoh Americas Corporation	Copies	4142162110	.87
3627	05/13	05/31/2013	6780	5026089127	Ricoh Americas Corporation	Copies	5142162110	56.98
Total 3627:								101.14
3628	05/13	05/31/2013	5040	187	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	4.60
3628	05/13	05/31/2013	5040	187	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	59.80
3628	05/13	05/31/2013	5040	187	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	105.80
3628	05/13	05/31/2013	5040	187	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	170.20

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3628	05/13	05/31/2013	5040	187	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	119.80
Total 3628: 460.00								
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	0140162080	67.00
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	0542162080	3.00
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	0840562080	7.00
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	2142162080	19.00
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	3142162080	38.00
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	4142162080	11.00
3629	05/13	05/31/2013	5210	ARI13287	SECRETARY OF STATE	Filing Fee	5142162080	105.00
Total 3629: 250.00								
3630	05/13	05/31/2013	5220	ZA14002206	SENSUS METERING SYSTEMS	Support Renewal	2142162081	762.30
3630	05/13	05/31/2013	5220	ZA14002206	SENSUS METERING SYSTEMS	Support Renewal	5142162081	762.30
Total 3630: 1,524.60								
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	309.60
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.		0140262100	75.60
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.		0542162100	9.60
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.		2142162100	103.20
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.		3142162100	172.80
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.		4142162100	25.20
3631	05/13	05/31/2013	5460	03113	Sosnkowski & Cleaveland P.C.		5142162100	504.00
Total 3631: 1,200.00								
3632	05/13	05/31/2013	5510	8025618871	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	28.97
3632	05/13	05/31/2013	5510	8025618871	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	3.66
3632	05/13	05/31/2013	5510	8025618871	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	10.57
3632	05/13	05/31/2013	5510	8025618871	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	9.45
3632	05/13	05/31/2013	5510	8025618871	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	3.15
3632	05/13	05/31/2013	5510	8025618871	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	45.85
Total 3632: 101.65								
3633	05/13	05/31/2013	6070	848653	TWGW, INC NAPA AUTO PARTS	Bulbs/oil	0540562441	34.84
3633	05/13	05/31/2013	6070	849719	TWGW, INC NAPA AUTO PARTS	cuttubngfng	5140562770	24.99

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3633	05/13	05/31/2013	6070	850233	TWGW, INC NAPA AUTO PARTS	Oil/hydraulic fluid	5140562200	149.92
3633	05/13	05/31/2013	6070	850233	TWGW, INC NAPA AUTO PARTS	Misc Filters	5140562201	64.79
3633	05/13	05/31/2013	6070	850233	TWGW, INC NAPA AUTO PARTS	Oil/hydraulic fluid	5140562200	149.91
3633	05/13	05/31/2013	6070	850233	TWGW, INC NAPA AUTO PARTS	Misc Filters	5140562201	64.79
3633	05/13	05/31/2013	6070	850250	TWGW, INC NAPA AUTO PARTS	Fuel Filters	5140562201	7.57
3633	05/13	05/31/2013	6070	850271	TWGW, INC NAPA AUTO PARTS	Oil filter	5140562201	3.55
3633	05/13	05/31/2013	6070	850312	TWGW, INC NAPA AUTO PARTS	Credit on Oil	5140562200	28.80-
3633	05/13	05/31/2013	6070	850312	TWGW, INC NAPA AUTO PARTS	Credit on Oil	5140562200	28.80-
3633	05/13	05/31/2013	6070	850648	TWGW, INC NAPA AUTO PARTS	Misc.	5140562201	26.70
3633	05/13	05/31/2013	6070	850648	TWGW, INC NAPA AUTO PARTS	Misc.	5140562201	26.70
3633	05/13	05/31/2013	6070	851533	TWGW, INC NAPA AUTO PARTS	Parts	3140562560	6.02
3633	05/13	05/31/2013	6070	851692	TWGW, INC NAPA AUTO PARTS	lamp	5140562201	4.09
Total 3633:								506.27
3634	05/13	05/31/2013	6110	6/13 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	3.00
3634	05/13	05/31/2013	6110	6/13 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	26.00
3634	05/13	05/31/2013	6110	6/13 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	41.00
3634	05/13	05/31/2013	6110	6/13 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	15.00
Total 3634:								170.90
5311301	05/13	05/31/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	61.00
5311301	05/13	05/31/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	4.00
5311301	05/13	05/31/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	14.00
5311301	05/13	05/31/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	17.00
5311301	05/13	05/31/2013	6080	1536020610	U S BANK	Bank Fees	4142162110	2.00
Total 5311301:								126.13
5311302	05/13	05/31/2013	440	APR13-PWR	BPA	Power Bill	5140562820	50.229
5311302	05/13	05/31/2013	440	APR13-PWR	BPA	Power Bill	5140562820	9.128
Total 5311302:								59.357
5311303	05/13	05/31/2013	440	APR13-TRN	BPA	Transmission Bill	5140562821	8.343
5311303	05/13	05/31/2013	440	APR13-TRN	BPA	Transmission Bill	5140562820	1.516

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5311303:								
5311304	05/13	05/31/2013	6090	VISAS 5/13	U S BANK CC	OSP Records	0140462110	10.00 M
5311304	05/13	05/31/2013	6090	VISAS 5/13	U S BANK CC	Data Plan	0540562050	30.00 M
5311304	05/13	05/31/2013	6090	VISAS 5/13	U S BANK CC	Governor's Conference	0840562020	239.80 M
Total 5311304:								
								279.80
Grand Totals:								317,202.51

CASCADE LOCKS STAFF REPORT

Date Prepared: June 3, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve CH2MHill/OMI Contract

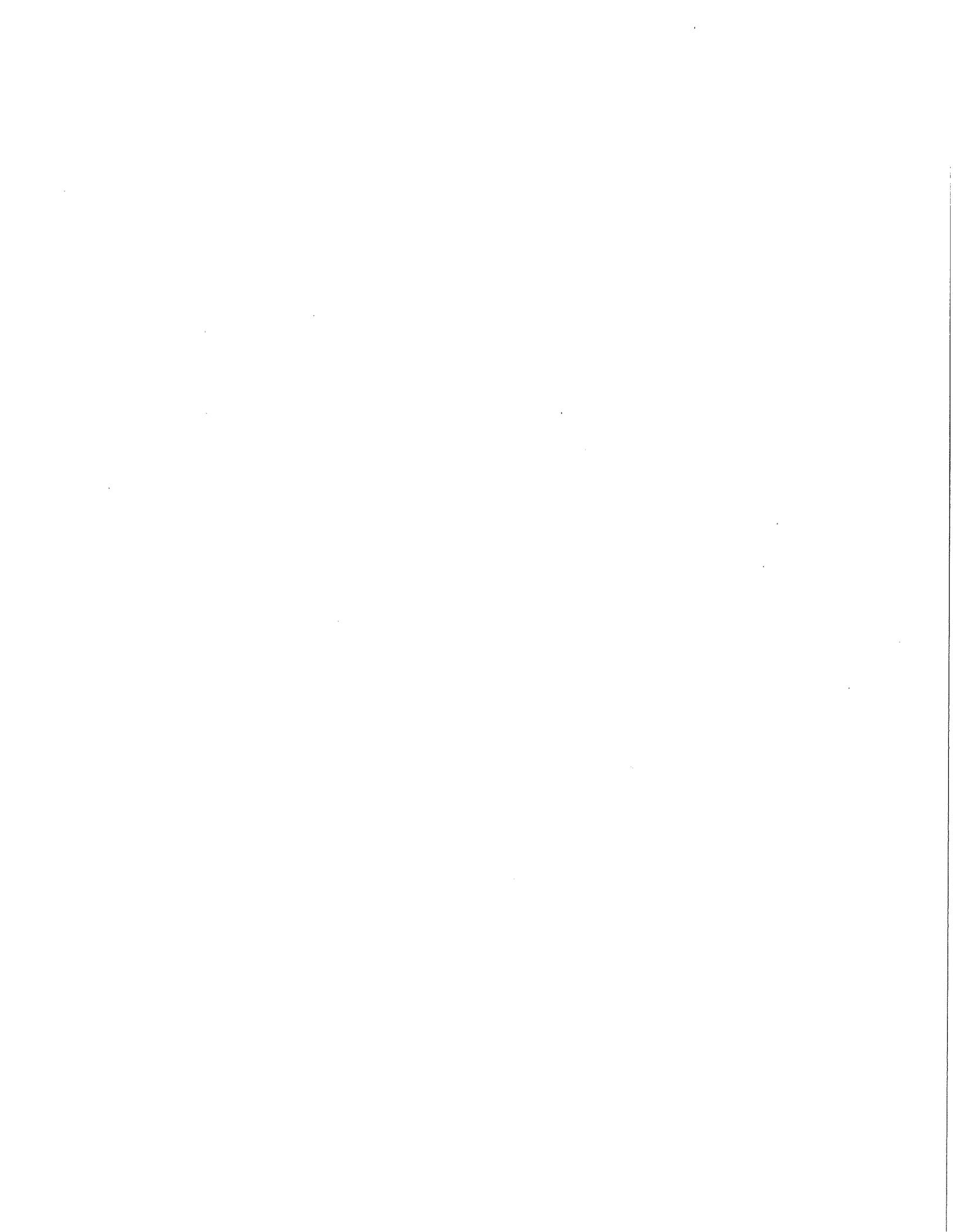
SYNOPSIS: Each year the operator of our wastewater treatment plant, CH2MHill, sends us a contract for the operation of the plant for the next year. A copy of the proposed contract is attached. It calls for an increase of \$1,725 (2%) over last year's contract. That amount has been included in the proposed budget. OMI has been successfully operating our plant since it opened.

CITY COUNCIL OPTIONS: Accept or reject the proposed contract.

RECOMMENDED MOTION: "I move to approve the proposed contract from CH2MHill of \$87,000 for the operation of the wastewater treatment plant for the fiscal year 2013-14."

Legal Review and Opinion: N/A

Financial Review and Status: The funds are included in the proposed budget for 2013-14.





CH2MHILL

CH2M HILL
818 Riverside Drive
Hood River, OR. 97031
Tel 541.386.2432
Fax 541.386.6236

May 3, 2013

Gordon Zimmerman
City Administrator
City of Cascade Locks
PO Box 308
Cascade Locks, OR 97014

Dear Mr. Zimmerman:

This letter is to advise you of the proposed fee for the contract period July 1, 2013 through June 30, 2014 for the operation and maintenance of the City of Cascade Locks' Wastewater Treatment Plant and lift stations. The proposed fee is \$87,000 which is a modest \$1,725 or 2.0% increase over the 2012-2013 contract year. CH2M HILL is sensitive to the continuing economic situation of our clients and has worked hard to hold down costs wherever possible.

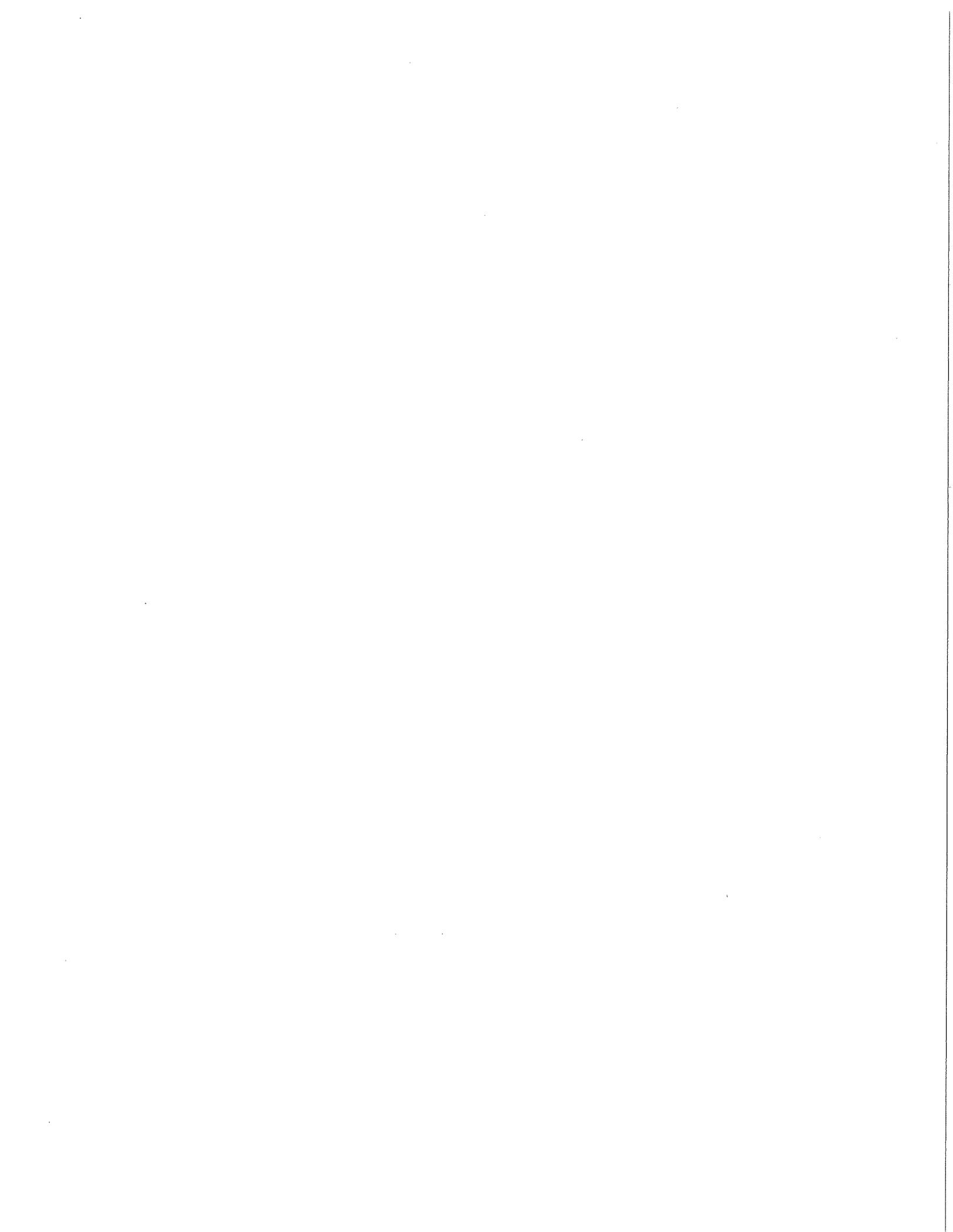
Explanations for the increased costs:

- Annual inflationary adjustments for labor, benefits and workers compensation. Labor costs are adjusted annually to keep the company competitive and reduce associate turnover. As you know the cost of health insurance continues to rise rapidly and to help hold down costs to our clients CH2M HILL associates are co-paying a 25-27.5% share of benefit costs.
- The proposed fee includes a \$500 increase to the repair budget from the current \$3,000 to \$3,500.
- A 40% increase for outside laboratory services for costs associated with increased testing requirements in the renewed NPDES permit that includes Alkalinity, Nitrate/Nitrite, TKN, Oil & Grease, Phosphorous, and Total Dissolved Solids.
- A 7% increase for the rising cost for gasoline and diesel fuel for the operator pickup and the sludge truck that hauls aerobically digested sludge to Hood River.

I would like to personally thank the City of Cascade Locks for allowing CH2M HILL the opportunity of providing full contract services since 1984 and hope our partnership continues for many years to come. Please contact me at 541.386.2432 if any further information is needed.

Respectfully,

Doug Nichols
Project Manager, CH2M HILL





CH2MHILL

CH2M HILL
818 Riverside Drive
Hood River, OR 97031
Tel 541.386.2432
Fax 541.386.6236

May 3, 2013

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

RE: Contract Amendment #7 for Operations, Maintenance, and Management Services

Dear Mr. Zimmerman:

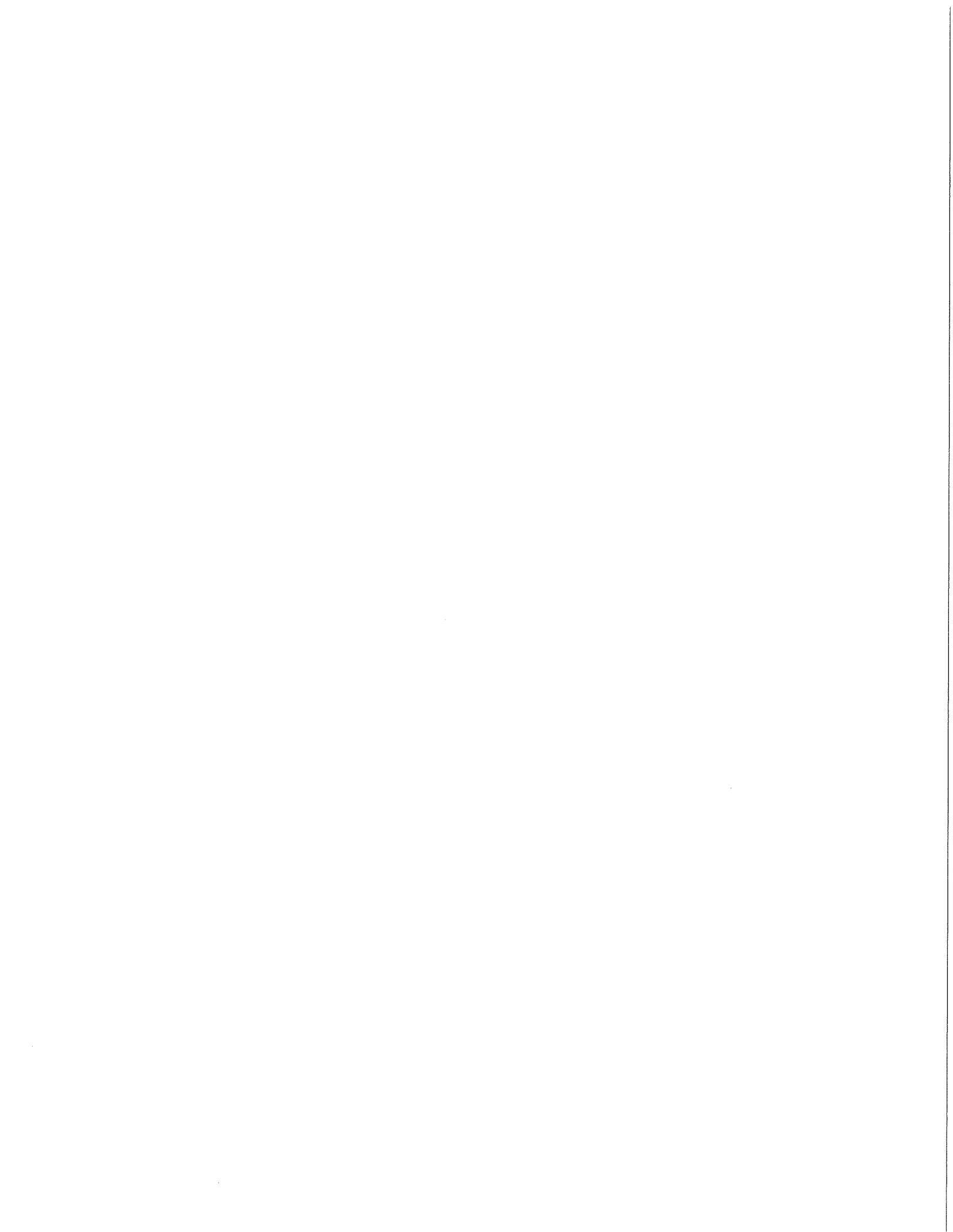
Attached are two copies of Amendment #7 to the Agreement for operations, maintenance and management of the City of Cascade Locks Wastewater Treatment Facility for the five year contract period July 1, 2011 through June 30, 2016.

Following review and approval please have Mayor Tom Cramblett sign both copies of the Amendment, retain one signed copy for City files and return one signed copy to Project Manager, Doug Nichols in Hood River.

We at CH2M HILL truly value our long standing partnership with the City of Cascade Locks since 1984 and look forward to many more years. If you have any questions please feel free to contact me at 541.386.2432.

Respectfully,

Doug Nichols
Project Manager,
CH2M HILL



AMENDMENT NO. 7
to the
AGREEMENT FOR WASTEWATER FACILITIES
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES
for the
CITY OF CASCADE LOCKS, OREGON

This Amendment No. 7 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for the City of Cascade Locks, Oregon (the "Agreement") is made and entered into this 1st day of July 2013 by and between the City of Cascade Locks, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI").

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

1. Article 4.1 is hereby deleted in its entirety and is replaced with the following:

Owner shall pay to CH2M HILL OMI as total compensation for services performed under this Agreement a Base Fee of Eighty Seven Thousand Dollars (\$87,000) for the contract year commencing July 1, 2013 and ending June 30, 2014. Subsequent years' Base Fees shall be determined as hereinafter specified. Upon each contract year negotiation, CH2M HILL OMI shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Upon written notice agreement between the parties as to the new contract year base fee, CH2M HILL OMI shall issue an invoice retroactively adjusting the previous base fee amount.

2. Article 4.2 is hereby deleted in its entirety and is replaced with the following:

Compensation for services performed is based on the following Project characteristics:

Flow	0.134	million gallons per day
TBOD ₅	245	pounds per day
TSS	377	pounds per day

3. The first sentence Article 4.3 is hereby deleted in its entirety and is replaced with the following:

"The above characteristics are the actual twelve (12) months average for the 2012 calendar year."

4. Article 4.6 is hereby deleted in its entirety and is replaced with the following:

The total amount CH2M HILL OMI shall be required to pay for Repairs to the wastewater facilities specified herein shall not exceed the annual Repairs limit of Three Thousand Five Hundred Dollars (\$3,500.00) for the contract year commencing July 1, 2013 and ending June 30, 2014 of this Agreement.

BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

This Amendment together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

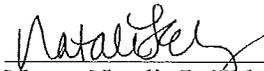
The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

CITY OF CASCADE LOCKS, OREGON

Authorized Signature:

Authorized Signature:



Name: Natalie L. Eldredge
Title: Vice President
Date: 4/24/13

Name: Tom Cramblett
Title: Mayor
Date: _____

B.S.K.
4/24/13

AGENDA ITEM NO: 5.c.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 4, 2013

For City Council Meeting on: June 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: City Administrator Evaluation Process

SYNOPSIS: Per the City Personnel Handbook, the City Administrator should be evaluated prior to the end of the probationary period (six months). Please find attached the evaluation form that we use for performance evaluations for all employees. Please complete this form and return it to Marianne Bump as soon as possible (preferably before June 17). She will forward the collected evaluations to Ruben Cleaveland, City Attorney, for compilation. He will then bring the compiled evaluation back to the City Council for review in an executive session on June 24 with the City Administrator

The evaluation allows for a number score and written comments in 7 areas: Quality of Work, Adaptability, Judgment, Job Knowledge and Skill, Attitude, Team Effort – Leadership, and Interaction with the Public.

Please understand that while the City Administrator is the focus of this evaluation, it is also an evaluation of your performance in relationship to the administrator position.

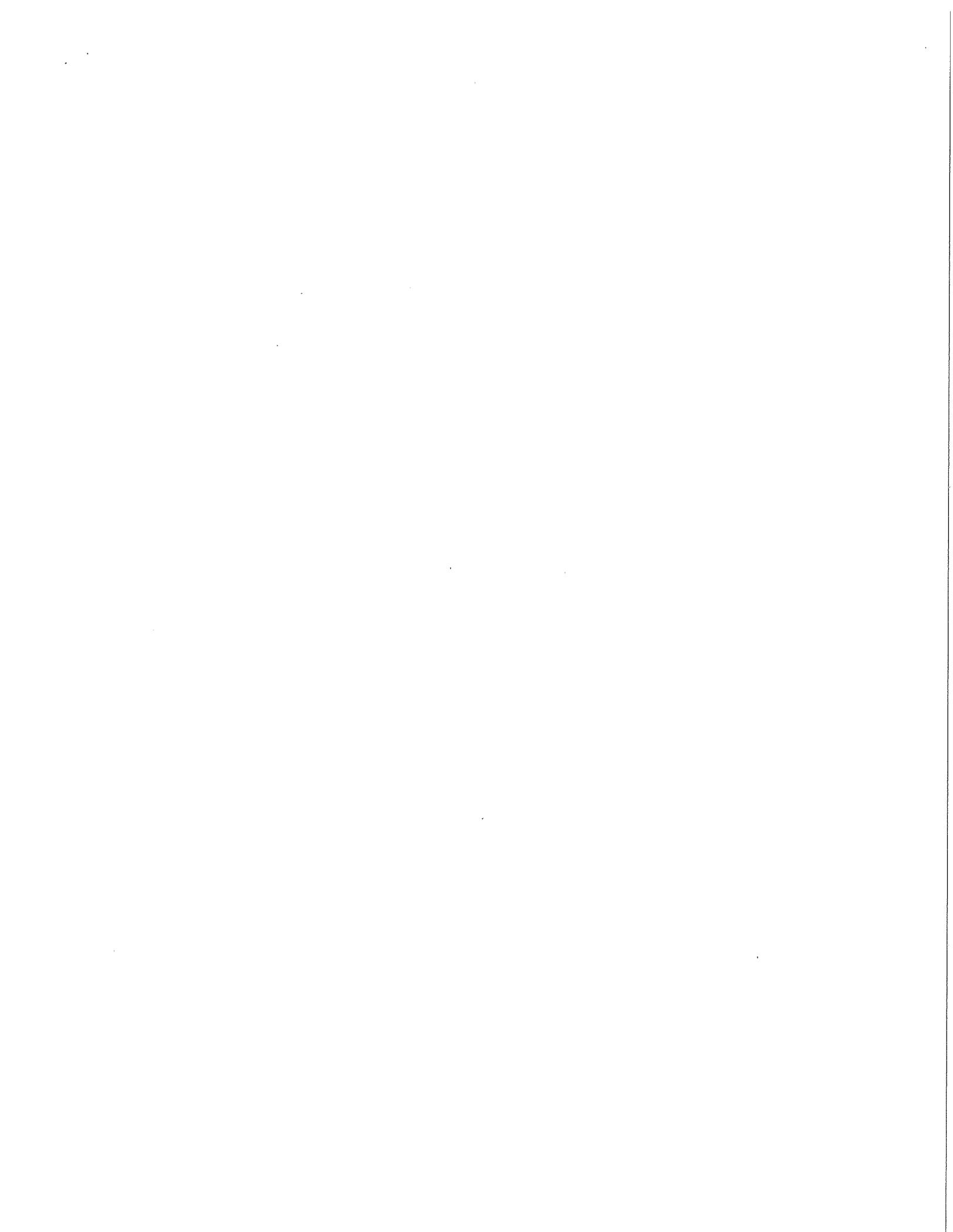
After this initial evaluation, this process will be completed each year.

CITY COUNCIL OPTIONS: The Council may use this evaluation tool or any other it may desire.

RECOMMENDED MOTION: None required.

Legal Review and Opinion: None required.

Financial Review and Status: Per the City's Personnel Manual, if the City Administrator successfully completions his probation, he will be given a 5% pay increase, which is included in the budget. If the probationary period is not successfully completed, the City Administrator will be terminated per the terms of his contract.



**CITY OF CASCADE LOCKS
PERSONNEL PERFORMANCE EVALUATION**

NAME:	DEPARTMENT:
JOB TITLE:	Evaluation Period:
LAST EVALUATION DATE:	NAME OF EVALUATOR:
MONTHS IN THIS POSITION:	MONTHS SUPERVISED THIS EMP:
REASON FOR EVALUATION: ROUTINE _____ 6 MONTH TRIAL REVIEW _____	
SPECIAL SCHEDULED: _____, BY REQUEST OF: _____,	
OTHER _____.	

Performance Scoring Scale:

(1-2) Unsatisfactory; (3-4) Needs Improvement; (5-6) Satisfactory; (7-8) Above Standard;
(9-10) Superior; (N/O) No Opinion or No Opportunity to Observe. Circle Appropriate Number

Total Score	7-14	15-28	29-42	43-56	57-70
Performance	Unsatisfactory	Needs Improvement	Satisfactory	Above Standard	Superior

I: Performance:

A. Quality of Work – Consider standard of workmanship, accuracy, neatness, skill, Thoroughness, economy of material, organization of job.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

B. Adaptability – Consider ability to meet a changing conditions and situations, ease with Which the employee learns new duties and assignments.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

C. Judgment – Consider ability to evaluate relative merit of ideas or facts and arrive at sound conclusions, ability to decide correct course of action when some choices can be made.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

D. Job Knowledge and Skill – Consider understanding of job procedures and methods, ability to acquire necessary skills, expertness in doing assigned tasks and utilization of background for job.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

E. Attitude – Consider Cooperation with supervisors and co-workers; receptiveness to suggestions and constructive criticism; attitude toward City; enthusiasm in attempts to improve performance.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

F. Team Effort – Leadership – Consider ability to inspire teamwork, enthusiasm to work towards a common objective desire to assume responsibility, ability to originate or develop ideas and get things started.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

G. Interaction with Public – Consider the ability to determine appropriate courses of action and to communicate it to the public; ability to respond appropriately to public concerns/inquiries; ability to represent the City in a positive manner.

1	2	3	4	5	6	7	8	9	10	(N/O)
Unsatisfactory		Needs Improvement		Satisfactory		Above Standard		Superior		No Opinion

Comments: _____

Total Score: _____ Average Rating _____

II: Overall Evaluation Comments

A. Specific accomplishments for the past year:

B. Improvement Areas:

C. Goals and Objective for the next year:

III. Acknowledgement:

a. Employee Comments: _____

b. Supervisors Comments:

Employee Signature (Does not necessarily indicate concurrence)

Title

Date

Evaluated By

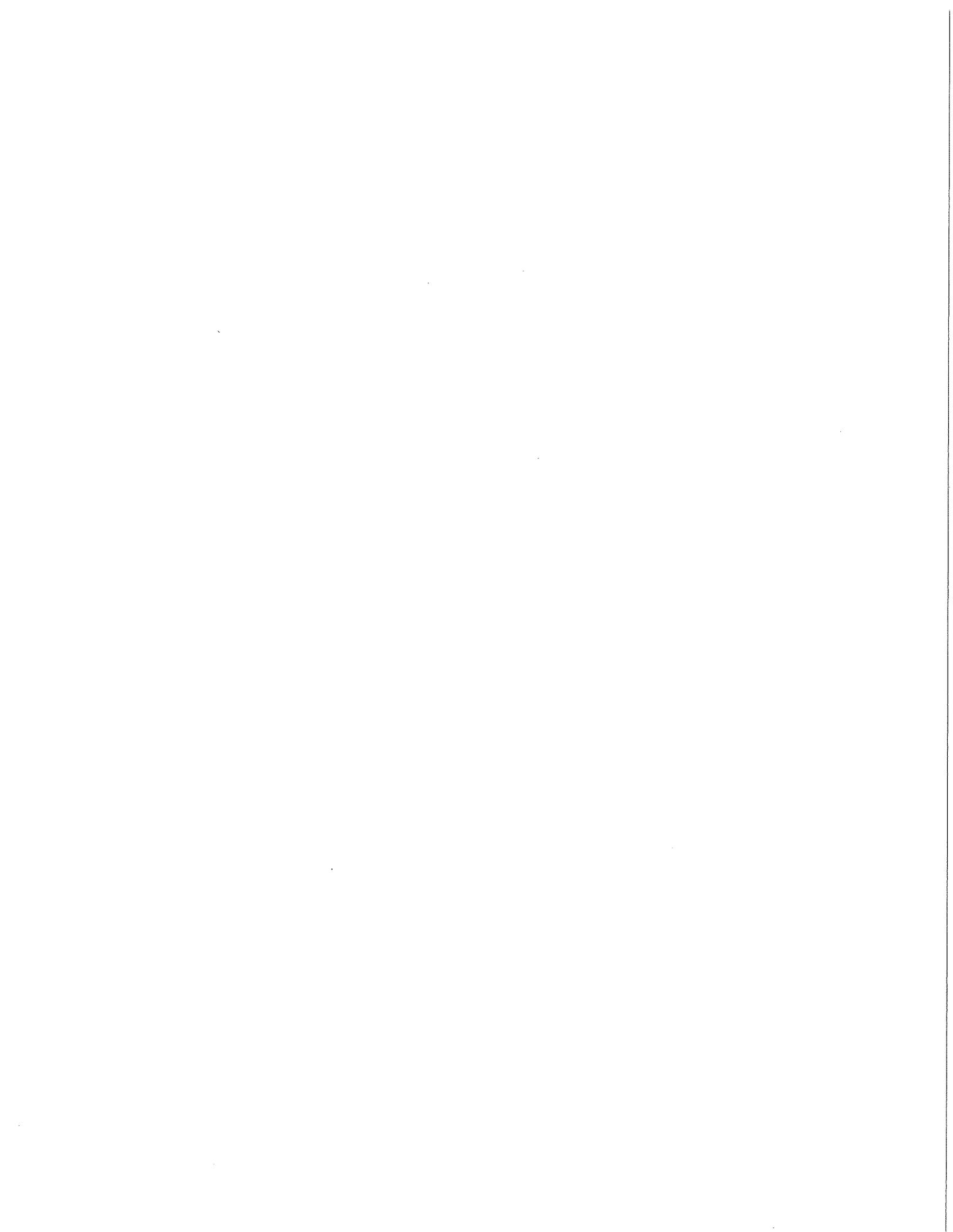
Title

Date

Approved

Title

Date



AGENDA ITEM NO: 5.d.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 5, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

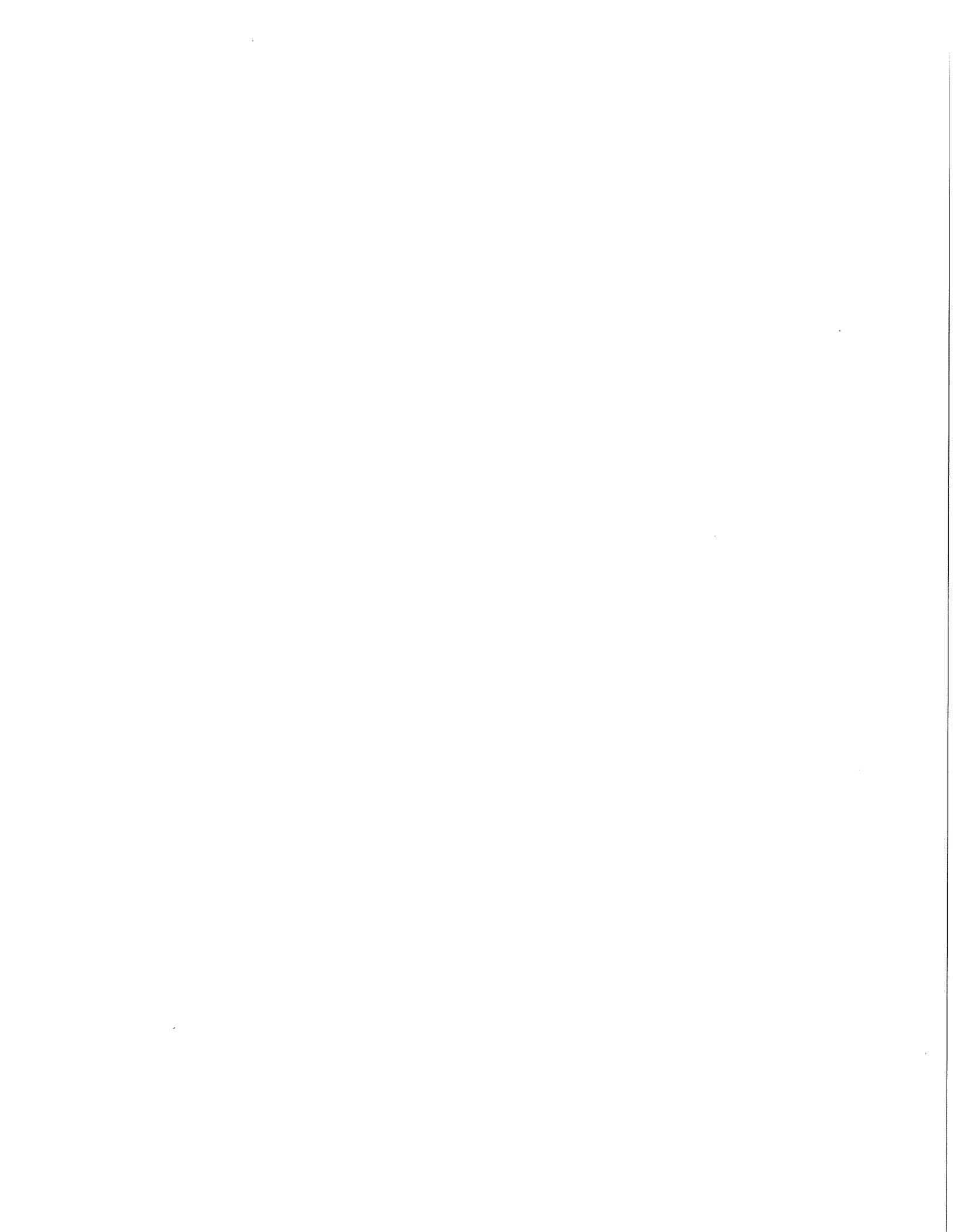
SUBJECT: Approve MCEDD Letter of Support

SYNOPSIS: The Mid-Columbia Economic Development District is partnering with companies and communities in the Gorge to develop a proposal to support the autonomous systems industry. This "Investing in Manufacturing Communities Partnership" proposal will be presented to the Economic Development Agency and the US Department of Agriculture. I have attached some information about the proposal for your information. By signing and sending the letter we are showing support for the entire Gorge community. We are not committing any resources to this effort other than MCEDD Board support through Mr. Helfrich and staff time. Because the Federal Government would like this funding submitted quickly, they have set a fast timeline for application. We need to send this letter of support before June 12.

CITY COUNCIL OPTIONS: Approve, modify, or reject the letter of support.

RECOMMENDED MOTION: "I move to authorize Mayor Cramblett to sign the letter of support for the MCEDD Investing in Manufacturing Communities Partnership."

Legal Review and Opinion: None required.





City of Cascade Locks
PO Box 308 140 SW WaNaPa St.
Cascade Locks, OR 97014

(541) 374-8484 Fax: (541) 374-8752 TTY: 711

Amanda Hoey, Executive Director
Mid-Columbia Economic Development District
515 East Second Street
The Dalles, OR 97058

June 10, 2013

RE: Mid-Columbia Investing in Manufacturing Communities Proposal

Dear Mrs. Hoey:

The City of Cascade Locks wishes to express our support for Mid-Columbia Economic Development District (MCEDD) in its application for the Investing in Manufacturing Communities Partnership to support the autonomous systems industry in the Mid-Columbia region.

The project will develop a strategy to support a detailed assessment of the autonomous industry ecosystem, identification of gaps and development of a path to further global competitiveness of the industry. The scope of work includes a focus on quality systems certification, developing relationships throughout the supply chain and identifying new market opportunities to support enhanced competitiveness for autonomous systems manufacturers. The autonomous systems industry in the Mid-Columbia is poised for growth. Areas of exploration for expanded markets will include regional forums to identify opportunities in Pacific Rim markets, composites, unmanned aircraft systems expansion and food processing.

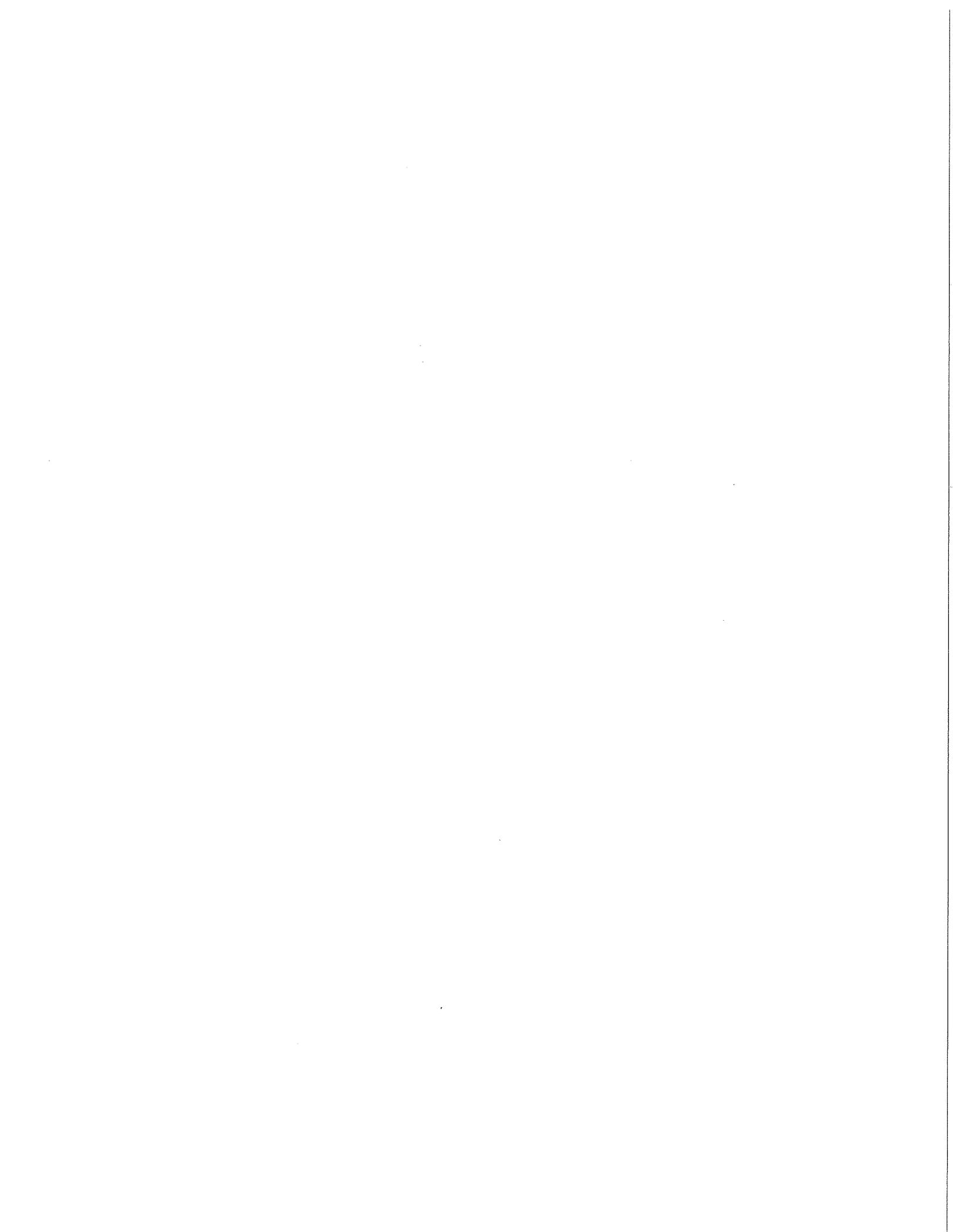
Cascade Locks intends to support the Mid-Columbia autonomous systems proposal by participating in the regional forums and other opportunities that emerge from the project.

This strategy builds up an existing industry base and cluster. I expect the strategy to accelerate the development and growth of the autonomous systems industry that already exists in the states of Washington and Oregon and our region. We look forward to continuing our partnership with MCEDD and support their application for funding through the Investing in Manufacturing Communities Partnership.

Sincerely,

Tom Cramblett, Mayor

The City of Cascade Locks is an Equal Opportunity Provider.

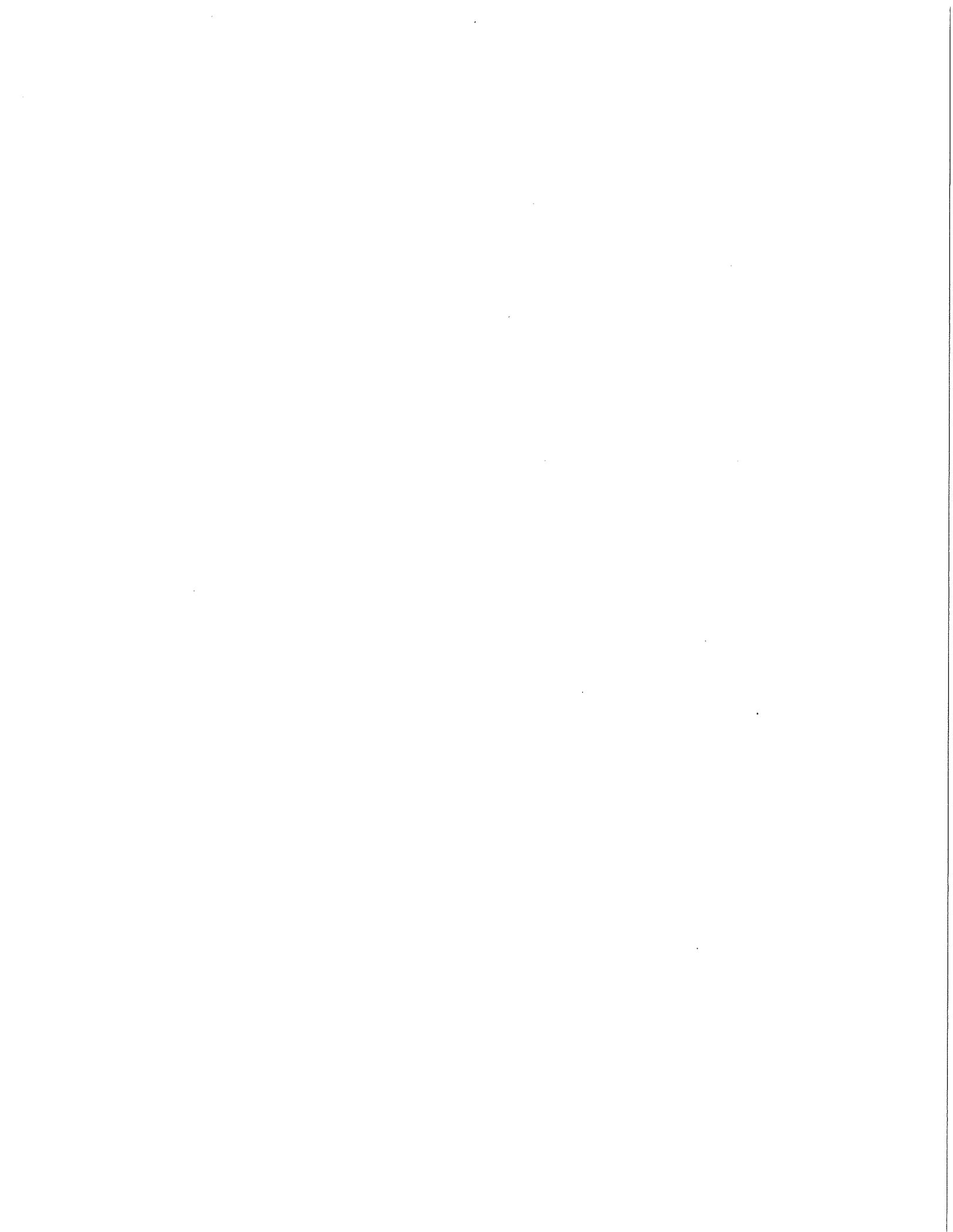


DRAFT Scope of Work

Develop and complete a bi-state strategic implementation plan to support growth of autonomous system manufacturing businesses in the Columbia River Gorge (Wasco, Sherman and Hood River counties in Oregon and Klickitat and Skamania counties in Washington). The regional strength of manufacturers in this industry cuts across sectors including composites, unmanned aircraft systems and value added food processing. These manufacturers have particular strengths in vision systems, image processing systems, composites, and control systems, with the opportunity to further leverage the region's engineering capacity and entrepreneurial culture to expand to new markets. The plan will be used as a vehicle to increase awareness of the opportunities to diversify and expand into broader markets; to promote investment in the necessary infrastructure to support this innovative industry; and to attract business investment for expansion of the region's economic base.

Specific tasks necessary to complete the regional plan will generally include the following:

1. Support regional focus on quality systems certification. A focus on quality systems impacts regional competitiveness as the manufacturing ecosystem is only as strong as the weakest link.
 - a. **Identify** quality systems appropriate to each industry.
 - b. Engage in direct **outreach** to small manufacturers to educate business owners about the value of obtaining certification.
 - c. **Provide technical assistance** to support companies seeking ISO/AS 9100 certification. Provide regional access to consulting services that will reduce the cost of services for individual companies.
2. Develop relationships throughout the manufacturing supply chain and strengthen industry associations.
 - a. **Map the supply chain.**
 - b. Coordinate **regular information sharing and networking** opportunities through established industry associations to provide a mechanism for bidding opportunities as a region. Ensure cross pollination of ideas across industry associations, hosting at least two joint meetings.
3. Identify and provide education about new market opportunities and barriers to entry. Increase competitiveness of autonomous systems manufacturers.
 - a. **Host at least four regional forums** with manufacturers and faculty/researchers/innovation assessment/tech transfer individuals to assess new market opportunities.
 - b. **Conduct research and develop databases** to expand knowledge of industry markets. Compile information using interviews and surveys. Make user-friendly results available online.
4. Align local resources and conduct assessment of permitting, infrastructure and other priority needs.
 - a. Host **regional strategy session workgroups.**
 - b. Utilize **Agora Investment Platform outreach** to support alignment of resources.
5. Establish a robust higher education network to support manufacturers and their workforce needs.
 - a. **Conduct a feasibility study** for an applied manufacturing research center



Support regional focus on quality systems certification.			
Action	Partners	Deliverable	Cost
1.a. Identify quality systems appropriate to each industry.	NWFPA, GTA	NWFPA to identify those for value added producers, GTA to support identification of those requiring ISO/AS9100 cert	
1.b. Engage in direct outreach to small manufacturers to educate business owners about the value of obtaining certification.	MCEDD, GTA, NWFPA	NWFPA and GTA to develop and distribute outreach materials and meet with manufacturers (NWFPA for value added, GTA for tech)	
1.c. Provide technical assistance to support companies seeking ISO/AS 9100 certification. Provide regional access to consulting services that will reduce the cost of services for individual companies.	Impact WA	TA provided for coalition of manufacturers	

Develop relationships throughout the manufacturing supply chain and strengthen industry associations.			
Action	Partners	Deliverable	Cost
2.a. Map the supply chain. established industry associations to provide a mechanism for bidding opportunities as a region. Ensure cross pollination of ideas across industry associations, hosting at least two joint meetings.	CGCC? MCEDD? GTA, NWFPA	Supply chain map for autonomous systems manufacturers At least two joint meetings for autonomous systems manufacturers	

Identify and provide education about new market opportunities and barriers to entry. Increase competitiveness of autonomous systems manufacturers.			
Action	Partners	Deliverable	Cost
3.a. Conduct research and develop databases to expand knowledge of industry markets. Compile information using interviews and surveys. Make user-friendly results available online.	WSU, (OSU?)	Assessment of the capacity and potential of manufacturers within the region.	
3.b. Host at least four regional forums with manufacturers and faculty/researchers/innovation assessment/tech transfer individuals to assess new market opportunities.		Four regional forums.	
Pacific Rim markets potential	WSU	Regional Forum with follow up report to identify market potential, technologies, barriers. Identification of interested manufacturers to engage in Round 2	

Energy Efficiency (incl food chain safety exploration)	WSU, NWFPA	Regional Forum with follow up report to identify market potential, technologies, barriers. Identification of interested manufacturers to engage in Round 2	
Composites (incl crop based fiber)	WSU	Regional Forum with follow up report to identify market potential, technologies, barriers. Identification of interested manufacturers to engage in Round 2	
UAS expansion opportunities	OSU?	Regional Forum with follow up report to identify market potential, technologies, barriers. Identification of interested manufacturers to engage in Round 2	
Align local resources and conduct assessment of permitting, infrastructure and other priority needs.			
Action	Partners	Deliverable	Cost
4.a. Host regional strategy session workgroups.	MCEDD, Counties, Ports	At least four regional strategy session workshops hosted with local partners	
4.b. Utilize Agora Investment Platform outreach to support alignment of resources.	MCEDD	Prioritization of infrastructure projects	
Establish a robust higher education network to support manufacturers and their workforce needs as well as R/D capacity.			
Action	Partners	Deliverable	Cost
5.a. Conduct a feasibility study for an applied manufacturing research center	???	Feasibility Study	
Administration and Compile All information above into Implementation Strategy	MCEDD	Implementation Plan	

AGENDA ITEM NO: 5.e.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 3, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Resolution 1267 ending the Fire Suppression Increase Effective July 1, 2013

SYNOPSIS: A new City Council was seated in 2013 and desires to end the Fire Suppression Fee established by a previous Council without a referral to the voters. This resolution ends the fees put in place in Resolution 1240 passed on June 4, 2012, and returns the fees to the level established by Resolution 1053 passed on June 27, 2005.

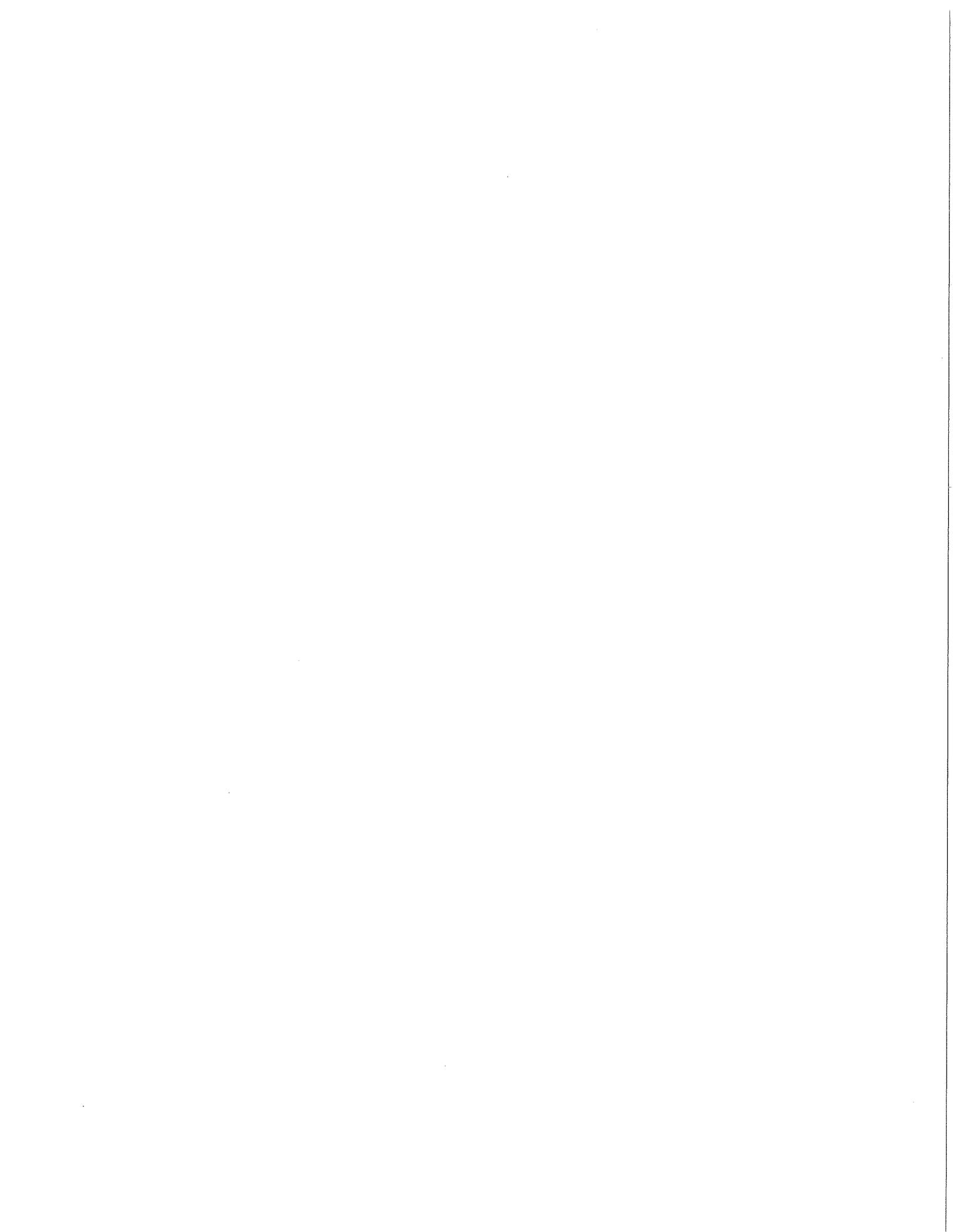
CITY COUNCIL OPTIONS:

1. Approve Resolution 1267 ending the Fire Suppression Fee on July 1, 2013.
2. Approve Resolution 1267 ending the Fire Suppression Fee on October 1, 2013, unless approved by the voters in a September 17 election. This would add \$11,250 to the EMS budget.
3. Reject Resolution 1267 ending the Fire Suppression Fee. If the fee was kept in place until the original sunset date of June 30, 2014, the EMS budget could be increased \$45,000 to help fund reserves, capital outlays potentially including a used ambulance, and provide carryover for the 2014-2015 Fiscal Year.

RECOMMENDATION: Council decision.

Legal Review and Opinion: N/R

Financial Review and Status: This will reduce the projected revenue to the Emergency Services Department during the 2013-2014 Fiscal Year by \$45,000.



RESOLUTION NO. 1267

**A RESOLUTION ENDING THE FIRE SUPPRESSION FEE INCREASE
AUTHORIZED BY RESOLUTION 1240 AND RESETTING THE RATES FOR FIRE DEPARTMENT FEES
PER ORDINANCE NO. 374 AND RESOLUTION 1053,
AND REPEALING RESOLUTIONS NO. 1053 AND 1240**

WHEREAS, Ordinance No. 374 authorizes a Fire Department Fee to support the costs associated with the City's Fire Department; and directs that said fees be initially set and periodically adjusted by resolution of the Council; and

WHEREAS, the City Council passed Resolution 1240 increasing the Fire Department fees by \$8.00 per category on June 4, 2012, in order to support the rebuilding of the Emergency Services Department for a period of two years; and

WHEREAS, the City Council now desires to end this additional fee;

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

SECTION 1. Fire Department Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be posted to Fire Department Revenue each month and used for expenses associated with the City's Fire Department.

SECTION 2. Calculations of Fire Department Fees. Beginning with the billing period beginning on July 1, 2013, each customer shall pay the following Fire Department Fee:

<u>Meter Size</u>	<u>Fire Department Fee</u>
5/8"	\$ 1.00
3/4"	1.00
1"	3.00
1 1/2"	6.00
2"	8.00
2" Turbine	10.00
3" Turbine	15.00
3" Compound	20.00
4" Compound	25.00

SECTION 3. Repeal of Preceding Resolutions. The passage of this resolution repeals Resolution 1053 which initially set the fee and Resolution 1240 which added the fire suppression fee to fund the EMS Department.

Section 4. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 4. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

ATTEST:

Mayor Tom Cramblett

City Recorder Kathy Woosley

Ayes:

Nays:

RESOLUTION NO. 1240

A RESOLUTION TO AMEND RESOLUTION NO. 1053, SECTION 2, ESTABLISHING RATES FOR FIRE DEPARTMENT FEES PER ORDINANCE NO. 374 AND ADDING A SUNSET CLAUSE AS OF JUNE 30, 2014.

WHEREAS, Resolution No. 1053 was adopted on June 27, 2005; and

WHEREAS, amendments needed to be made in order to fund recommendation made by the Public Safety Task Force to adequately fund the position of Fire Chief/Paramedic.

SECTION 2. Calculations of Fire Department Fees. Beginning with the billing period beginning on **July 20, 2012**, each customer shall pay the following Fire Department Fee:

<u>Meter Size</u>	<u>Fire Department Fee</u>
5/8"	\$ 9.00
3/4"	9.00
1"	11.00
1 1/2"	14.00
2"	16.00
2" Turbine	18.00
3" Compound	28.00
4" Compound	33.00

SECTION 3. Effective Date. This resolution shall become effective July 1, 2012 and end June 30, 2014 at which time rates will return to those set in Resolution No. 1053.

SECTION 4. Expiration. This resolution shall remain in effect until repealed by the City Council.

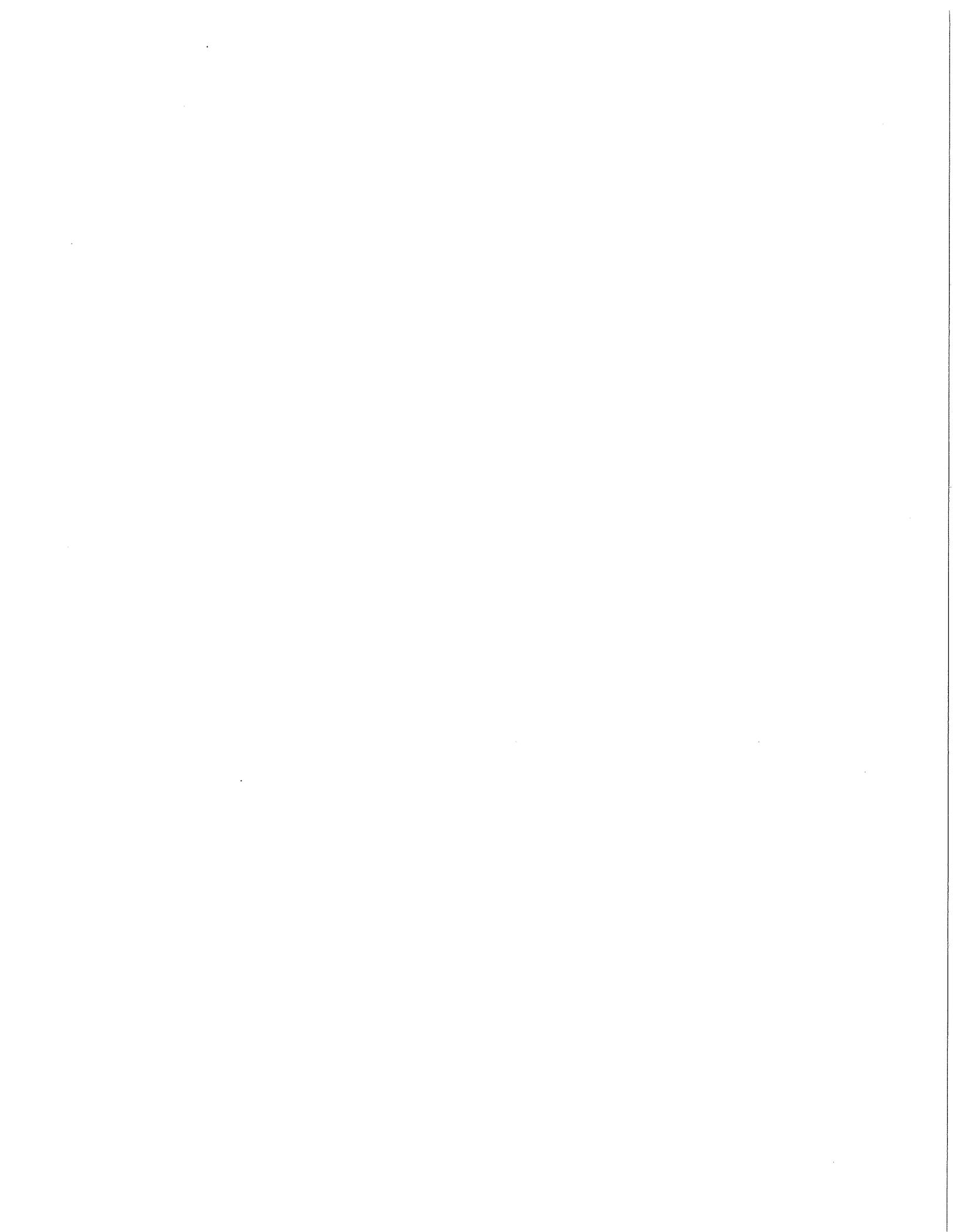
ADOPTED by the City Council this **4th** day of **June**, 2012.

APPROVED by the Mayor this **4th** day of **June**, 2012.

ATTEST:

Mayor

City Recorder



RESOLUTION NO. 1053

A RESOLUTION ESTABLISHING RATES FOR FIRE DEPARTMENT FEES PER ORDINANCE NO. 374.

WHEREAS, Ordinance No. 374 authorizes a Fire Department Fee to support the costs associated with the City's Fire Department; and directs that said fees be initially set and periodically adjusted by resolution of the Council;

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

SECTION 1. Fire Department Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be posted to Fire Department Revenue within the General Fund each month and used for expenses associated with the City's Fire Department.

SECTION 2. Calculations of Fire Department Fees. Beginning with the billing period beginning on **July 20, 2005**, each customer shall pay the following Fire Department Fee:

<u>Meter Size</u>	<u>Fire Department Fee</u>
5/8"	\$ 1.00
3/4"	1.00
1"	3.00
1 1/2"	6.00
2"	8.00
2" Turbine	10.00
3" Turbine	15.00
3" Compound	20.00
4" Compound	25.00

SECTION 3. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 4. Expiration. This resolution shall remain in effect until repealed by the City Council.

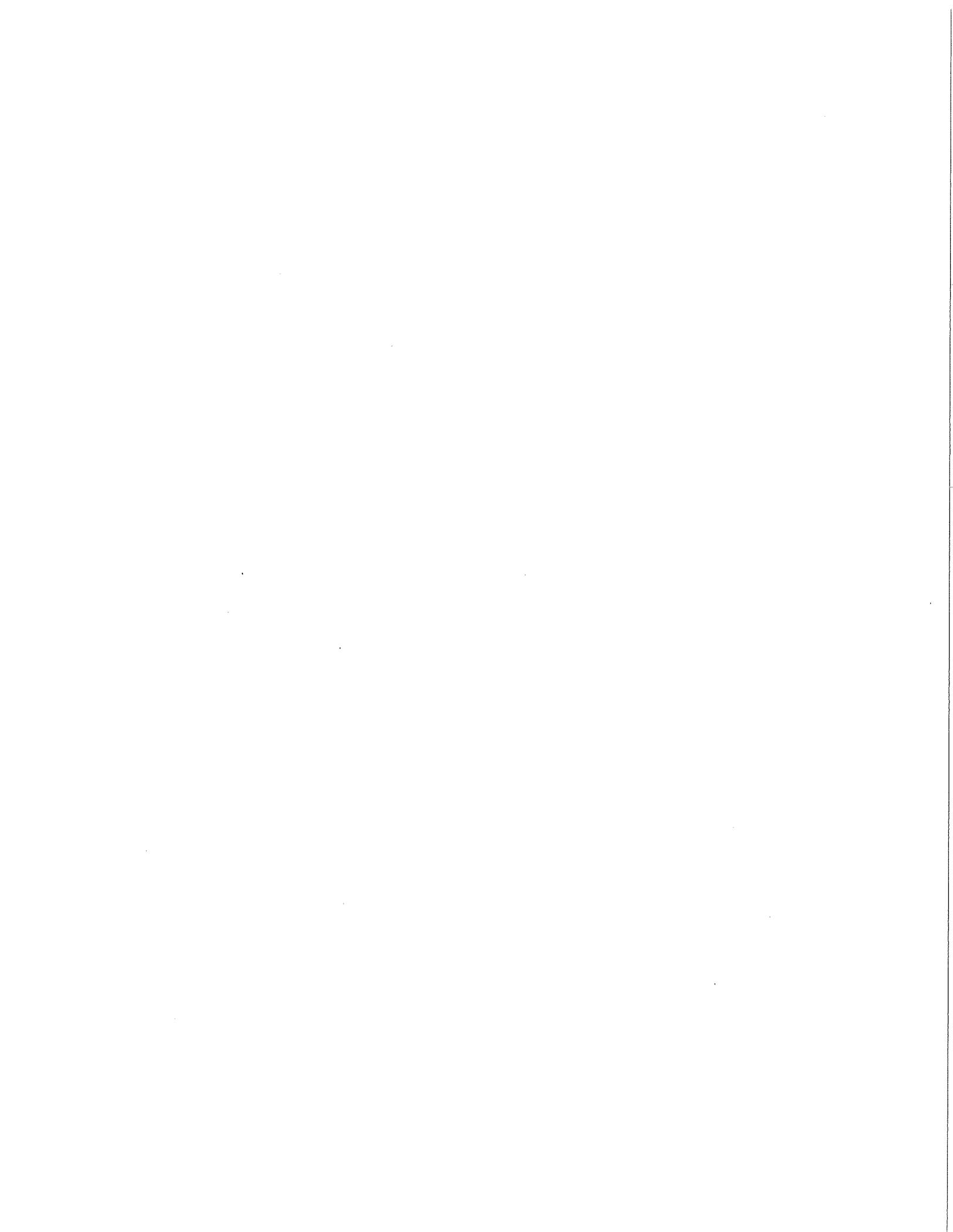
ADOPTED by the City Council this 27th day of June, 2005.

APPROVED by the Mayor this 27th day of June, 2005.

ATTEST:

Mayor

City Recorder



RESOLUTION NO. 1269

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

WHEREAS, the City offered an opportunity for its citizens to comment on the possible uses of State Revenues at a Public Hearing of the Budget Committee on May 15, 2013; and

WHEREAS, the City offered an opportunity for its citizens to comment on the proposed uses of State Revenues at a Public Hearing of the City Council on June 10, 2013;

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

SECTION 1. City's Election to Receive State Revenues. Pursuant to ORS 221.770, the City of Cascade Locks hereby elects to receive State Revenues for Fiscal Year 2013/2014.

SECTION 2. Effective Date. Upon adoption by the City Council and approval of the Mayor, this resolution shall become effective on July 1, 2013.

SECTION 3. Expiration. This Resolution shall remain in effect and shall expire on June 30, 2013.

ADOPTED by the City Council this **10th** day of **June**, 2013.

APPROVED by the Mayor this **10th** day of **June**, 2013.

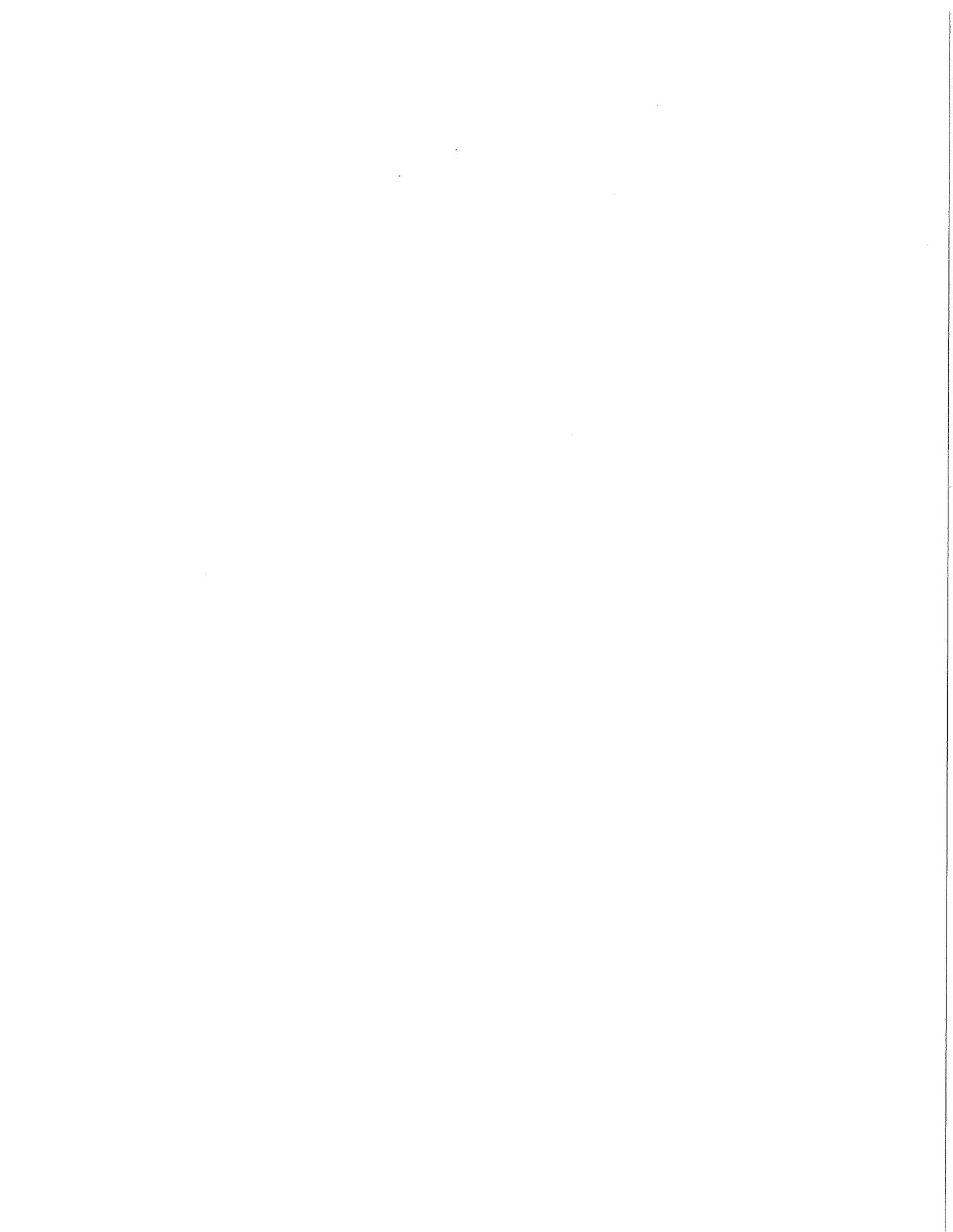
Mayor

ATTEST:

City Recorder

I certify that a public hearing before the Budget Committee was held on May 15, 2013, and a public hearing before the City Council was held on June 10, 2013, giving citizens an opportunity to comment on use of State Revenue Sharing.

Budget Officer



RESOLUTION NO. 1270

A RESOLUTION EXTENDING THE CITY OF CASCADE LOCKS' WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CASCADE LOCKS; AND REPEALING RESOLUTION NO. 1234.

WHEREAS, the City of Cascade Locks elects the following:
Pursuant to ORS 656.031, Workers' Compensation Coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Information.

1. An assumed monthly wage of \$800 will be used for public safety volunteers; and
2. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and
3. Non-public safety volunteers will keep track of their hours with the assistance of the Finance Officer and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
4. Court-mandated community service workers/inmates on work release may be covered for Workers' Compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Cascade Locks and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
5. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during the year-end audit; and
6. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Cascade Locks' coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES to provide for Workers' Compensation Insurance Coverage as indicated above. This resolution will be updated annually.

Resolution No. 1234 is hereby repealed.

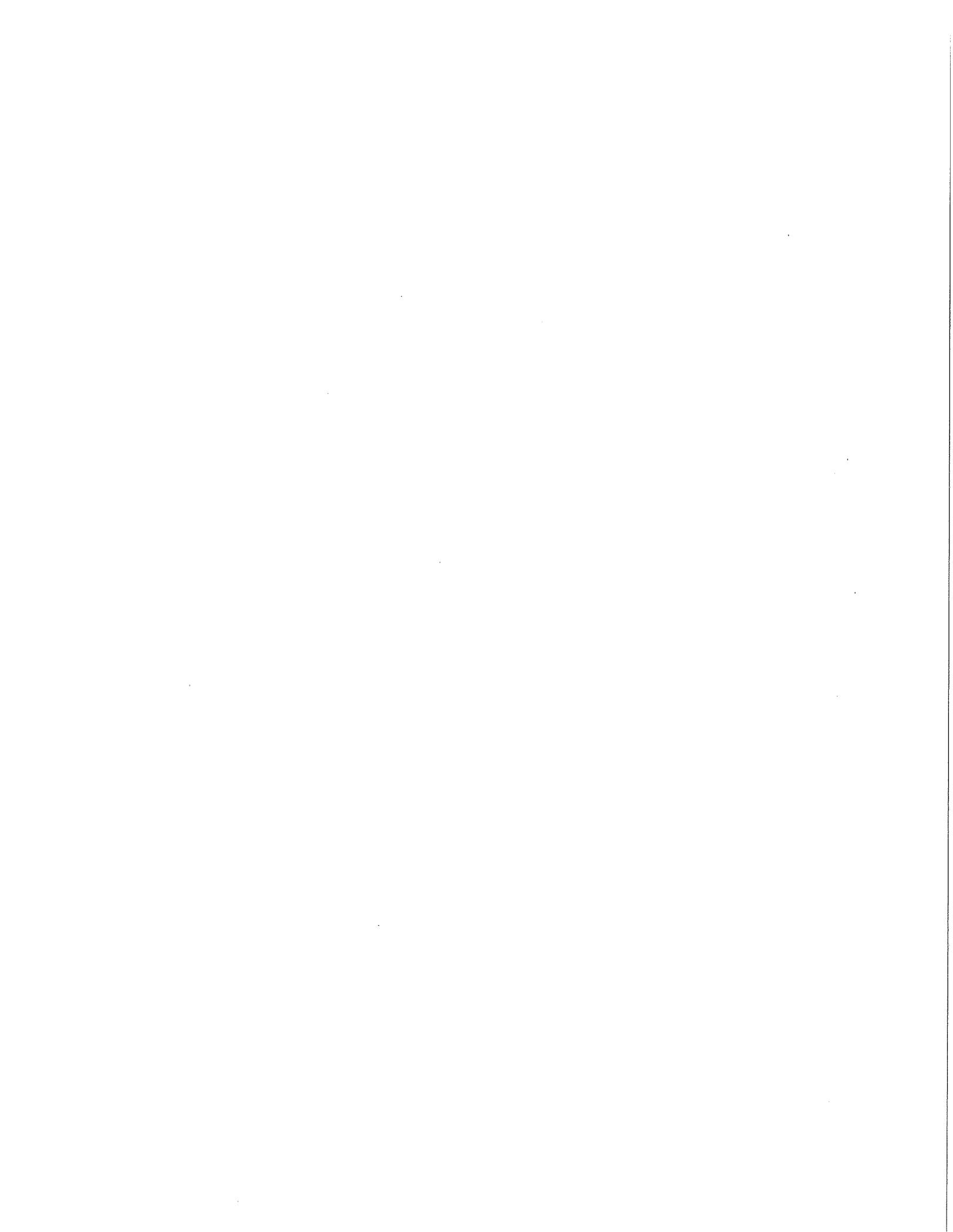
ADOPTED by the City Council this **10th** day of **June**, 2013.

APPROVED by the Mayor this **10th** day of **June**, 2013.

ATTEST:

Mayor

City Recorder





citycounty insurance services
www.cisoregon.org

VOLUNTEER ELECTION INFORMATION

Oregon Statute allows public entities to elect workers' compensation coverage for volunteer workers: ORS 656.031, 656.041, and 656.046.

Public entities that elect to cover volunteers for workers' compensation must:

- Pass a resolution designating the categories of volunteer workers, general job duties, estimated number of volunteer workers and assumed wage by classification. A sample resolution is located on the CIS website at www.cisoregon.org.
- Include elected volunteer class codes with the assumed payroll figures at renewal each year and report the actual assumed payroll figures upon audit.
- Maintain a roster of active volunteers in each category. Rosters are required by statute and are required to verify coverage, to calculate benefits and to determine premium/contribution. Rosters may be maintained electronically on CIS website or departmentally.

Monthly versus hourly reporting:

Most public safety volunteers are reported using a monthly assumed wage. Public safety volunteers are easily tracked on CIS electronic volunteer roster (found on the CIS website). You need only list the monthly volunteers by category and make additions and deletions to the roster when changes occur.

All other types of volunteers are generally reported and tracked hourly, using Oregon minimum wage. For hourly volunteers members generally use paper rosters kept departmentally for signing in/out daily.

Rosters must be available at the time of injury or audit for coverage verification and premium payment.

Claims examiners review volunteer resolutions, elections and rosters at the time of injury to determine the intent to provide coverage to a bona fide volunteer worker and to verify the assumed wage. Rosters are reviewed at audit for verification of appropriate contribution for coverage.

CIS' ability to provide broad workers' compensation coverage for volunteers is directly related to each entity's ability to manage the safety and welfare of volunteer workers and to keep verifiable records of the names and hours worked by volunteers.

(A) 1. Public Safety Volunteers (Codes 8411, 8411F, and 8411FC)

This volunteer category includes the following descriptions: ambulance drivers, ambulance technician, crime prevention unit, sheriff, emergency medical technician, explorer scout, police officer, police reserve, probation officer, search and rescue, sheriff's posse (only when used as public safety volunteers) under class code **8411** (see more on Search and Rescue volunteers in the next section). For volunteer firefighters the class code is **8411F** and for volunteer fire chief/assistant fire chief the appropriate code is **8411FC**.

Refer to your Volunteer Resolution for the appropriate amount of assumed payroll to use for this classification. The minimum assumed wage is \$800 per volunteer per month (regardless if one day or 30 are worked) for contribution payment and calculation of benefits; however your entity may have elected a higher amount on the volunteer resolution. This assumed monthly wage may be increased at the entity's discretion in increments of \$100.

You will need to estimate the number of volunteer months for each position. Some volunteers are not active every month, i.e., two volunteer firefighters may be active six months out of the year, two volunteer firefighters may be active 12 months out of the year, etc. Thus, the number of volunteer firefighter months in this scenario would be 36, and the total assumed payroll would be 36 x \$800 (or elected amount) = \$28,800 (see example chart below).

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
John	X	X	X				X	X	X			
Kim	X	X	X	X	X	X	X	X	X	X	X	X
Dale				X	X	X				X	X	X
Bret	X	X	X	X	X	X	X	X	X	X	X	X

(A) 2. Search & Rescue volunteers for counties (Code 8411S)

This payroll class code is to be used by counties in compliance with HB 3021 requiring workers' compensation coverage for volunteer search and rescue personnel. This class of volunteer must be registered with the Sheriff of the county or the Office of Emergency Management, a member of a search and rescue organization registered with the Sheriff and OEM, and acknowledged in writing by the Sheriff and OEM at the scene of a search and rescue. Separate rosters should be kept for certified search and rescue volunteers, apart from other emergency volunteers. The county may use the assumed monthly wage or Oregon's minimum wage for this class of volunteer.

(B) Public officials on unpaid boards, commissions, and councils (Code 8742V)

Workers' compensation can be provided for volunteer boards under this class code if functions performed are strictly administrative, clerical, no manual labor, reimbursed for expenses only and receive no remuneration. For **each** board, commission, and council you elect to cover, regardless of how many officials are on each board, commissions or council the annual assumed payroll amount is \$2500. An example of this would be 3 councils (city council, planning commission, budget commission) at \$2500 per board is \$7500 total.

(C) Public officials performing manual labor (Code 8742V)

You can include public officials who also perform some manual labor such as mowing lawns, landscaping, or other type of work not usual to a public officials administrative duties. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official. Example: Mayor @ 12 (months) X \$800 = \$9600. This amount is then added to the board/commissions/council amount and included as a total under class code 8742V on the online renewal estimate.

(D) Court-Mandated Community Service Workers/Inmates (Code 7720V)

If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers= compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers= Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If you are responsible for providing the workers= compensation coverage, be sure to keep monthly time records for these workers and report them **hourly using Oregon minimum wage**. CIS has designated Class Code 7720V for this type of exposure.

(E) All other volunteers (Various codes)

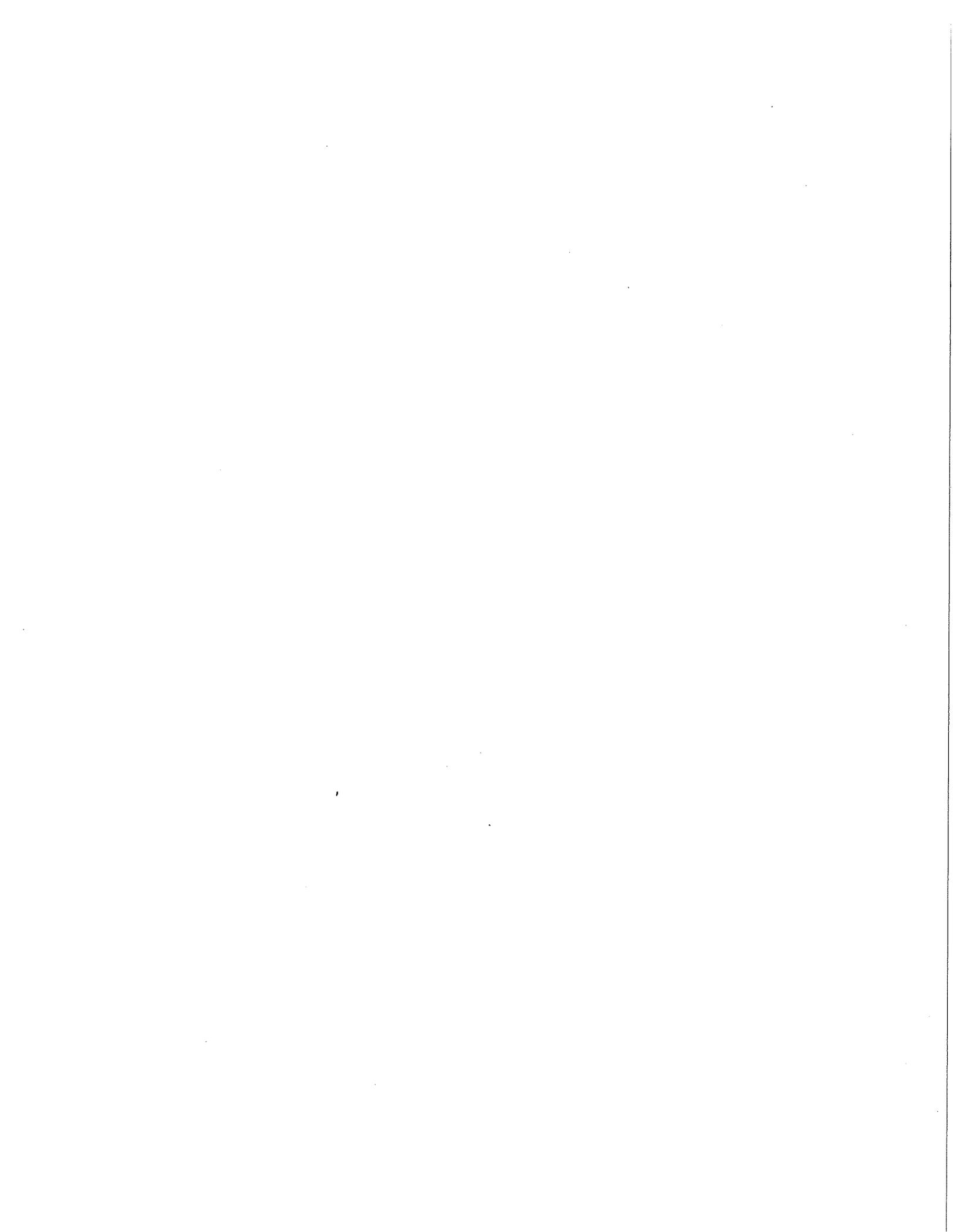
Assumed payroll for all other volunteer elections should be computed using Oregon minimum hourly wage times estimated actual hours worked and reported by classification code.

Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. Coverage of this type cannot be backdated.

Class Code	Volunteer Description
5506V	Street/Road Maintenance
7520V	Waterworks & Drivers
7580V	Sewer & Drivers
8810V	Clerical/Emergency Call Center/Interpreters/Library
9015V	Building Maint/Janitorial/RV Park Maint/Lifeguards (pools)/ Lifeguard (Beaches & Rivers)
9061V	Senior Center
9063V	Community Center/Clubs
9079V	Food Preparation Volunteers
9102V	Park Maintenance & Drivers
9402V	Sewer & Street Cleaning/Snow Removal
9403V	Garbage/Refuse Collection

For those members who do not provide workers' compensation coverage to any volunteer workers, please complete a Statement of Non-Coverage for Volunteers. A sample is provided at the CIS website at www.cisoregon.org.

Please feel free to contact CIS underwriting for questions regarding classification, assumed wages or recordkeeping for volunteer workers.



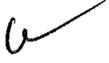
AGENDA ITEM NO: 5.h.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 3, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Resolution No. 1271 Extending Non-Contract Wages

SYNOPSIS: At the request of the Mayor, this resolution holds the wages for non-contract employees for an additional year. No wage increase will result in an estimated savings of \$9,936 in the proposed budget. Those employees covered by the collective bargaining agreement or employee contracts will be paid consistent with those agreements.

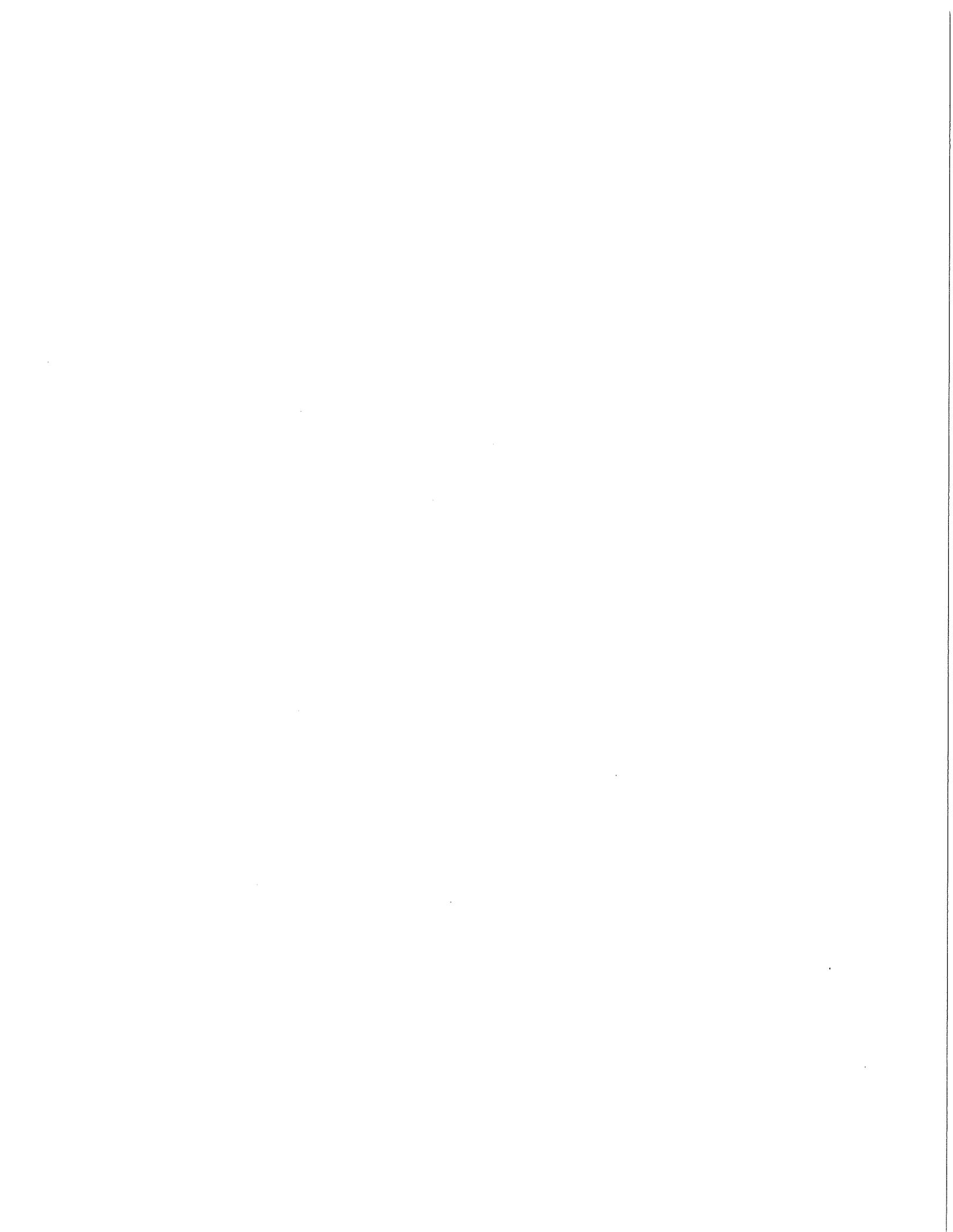
For your information, this will be the fourth year out of five that no wage increase was given the non-contract employees. These employees did receive a 2.96% increase last year. The proposed increase in this year's proposed budget was 2.36%. During that same period of time, the CBA provided the contracted employees with wage increases totaling 13.33%.

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution No. 1271.

RECOMMENDATION: Council decision.

Legal Review and Opinion: Not required.

Financial Review and Status: The proposed budget included the projected 2.36% increase amounting to \$9,936.



RESOLUTION NO. 1271

**A RESOLUTION DECLARING THAT NO WAGE INCREASES WILL OCCUR FOR THE FISCAL YEAR
2013-2014 FOR NON-CONTRACT EMPLOYEES**

WHEREAS, the proposed budget provides for a 2.36% wage increase for all employees of Cascade Locks based on the wage increase for employees covered in the IBEW collective bargaining agreement; and

WHEREAS, the City Council desires to reduce personnel expenditures;

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

SECTION 1. Wage Freeze for 1 (one) year. Wages for non-contract employees will remain the same as in the current 2012-2013 budget.

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

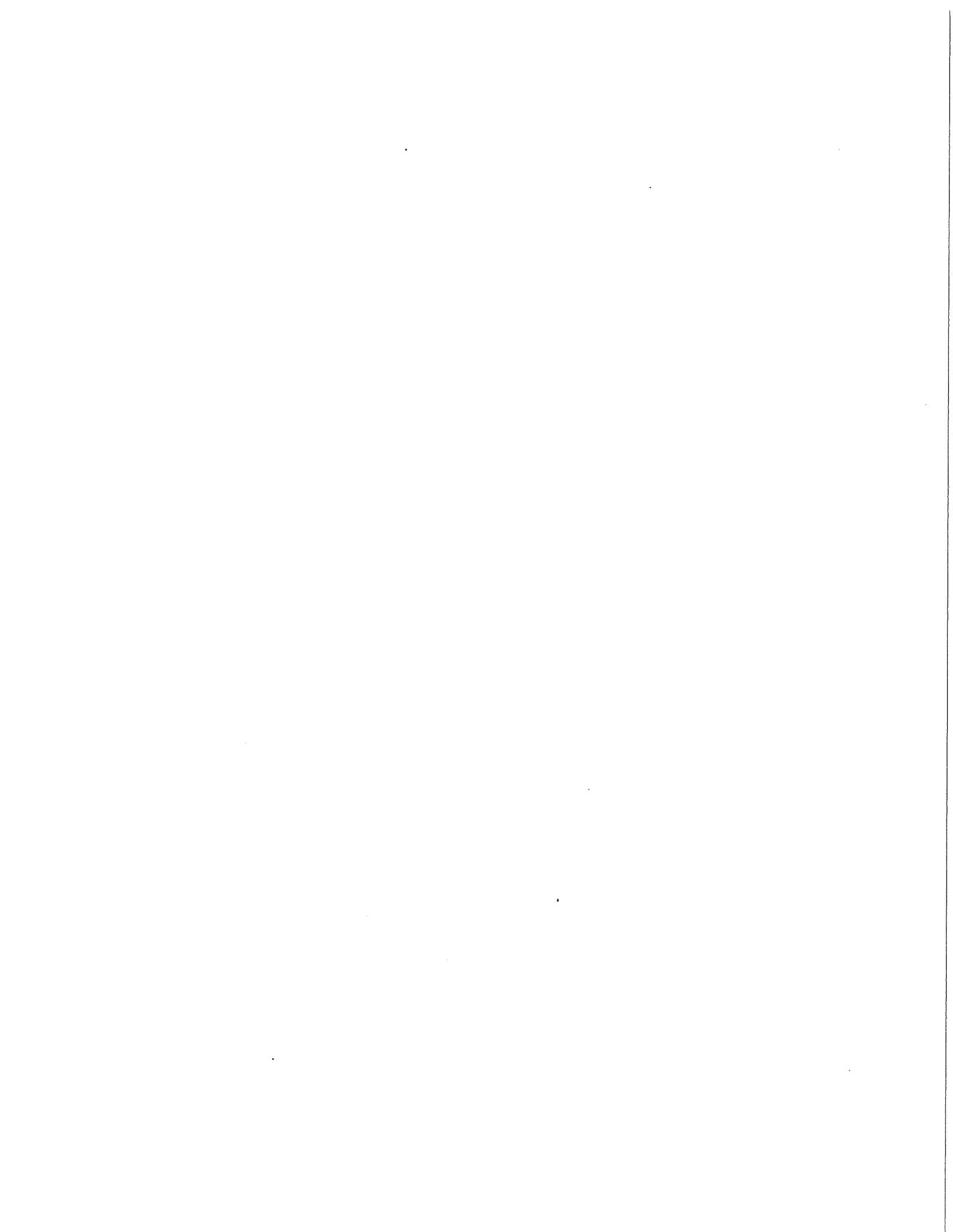
Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

Ayes:

Nays:



AGENDA ITEM NO: 5.1

CASCADE LOCKS STAFF REPORT

Date Prepared: June 3, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Resolution No. 1272 Setting Health Insurance Premium Employee Participation Percentage

SYNOPSIS: At the request of the Mayor, this resolution changes the percentage the employees will pay for the health insurance provided by the City. Again, the percentage paid will be dependent on the class of employee. Per the IBEW collective bargaining agreement, union members will pay 10% of the premium. Non-union personnel will basically pay double for their health insurance moving from 7.5% to 15%.

Per the collective bargaining agreement with IBEW, the City has to provide the union employees with CIS Health Insurance Plan V-A until the contract is completed December 31, 2015. The contract does contain language that says if CIS no longer provides that insurance program, the City must provide the next best program offered by CIS. Additional language indicates that the City may provide other insurance if it (the City) can no longer afford the premiums. Since the premiums were able to be funded in the proposed balanced budget, one could argue that the City can afford it. The union is not interested in opening the contract for negotiations concerning health insurance.

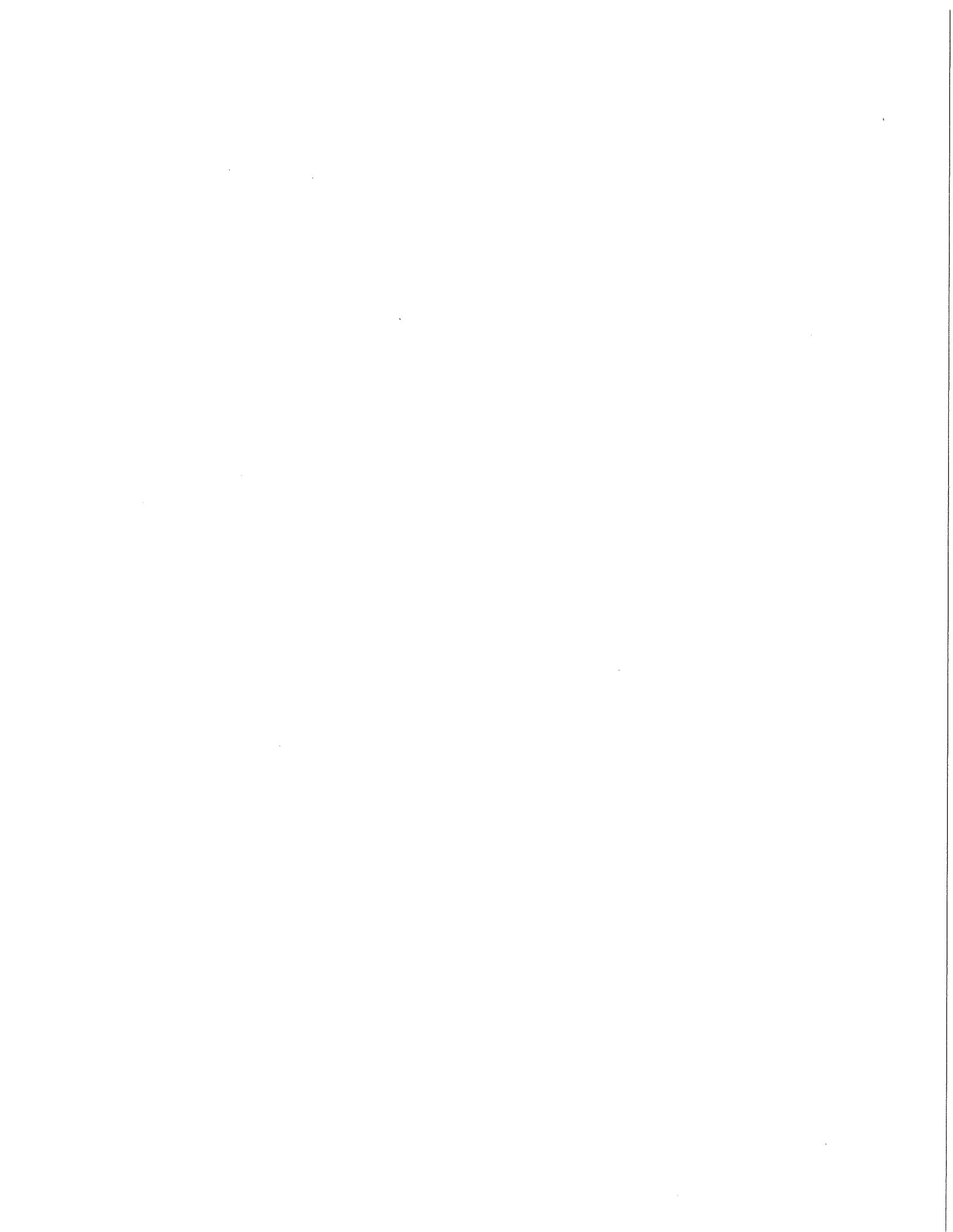
With the IBEW employees increasing their participation by 2.5% (to 10%) and the non-represented employees increasing their participation by 7.5% (to 15%), the City will save an estimated \$9,303 spread throughout the budget.

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution No. 1272

RECOMMENDED MOTION: Council decision.

Legal Review and Opinion: Not required.

Financial Review and Status: This resolution will result in a savings of \$9,303.



RESOLUTION NO. 1272

A RESOLUTION INCREASING EMPLOYEE PARTICIPATION IN HEALTH INSURANCE PREMIUMS

WHEREAS, the proposed budget for 2013-2014 provides for all employees of Cascade Locks to increase the percentage each employee pays for health insurance; and

WHEREAS, the collective bargaining agreement with the International Brotherhood of Electrical Workers allows the percentage participation to be increased to 10% (from 7.5% currently); and

WHEREAS, CIS program coverage allows for different participation rates for different employee classes within the same insurance program; and

WHEREAS, the City Council desires to reduce personnel expenditures;

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

SECTION 1. IBEW Participation. For employees working under the IBEW collective bargaining agreement with the City of Cascade Locks, health insurance premium participation will move from 7.5% in 2012-2013 to 10% beginning July 1, 2013 until the end of the agreement in December, 2015.

SECTION 2. Non-Represented Employees. For those employees not covered in the collective bargaining agreement, health insurance premium participation will move from 7.5% in 2012-2013 to 15% beginning July 1, 2013.

SECTION 3. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

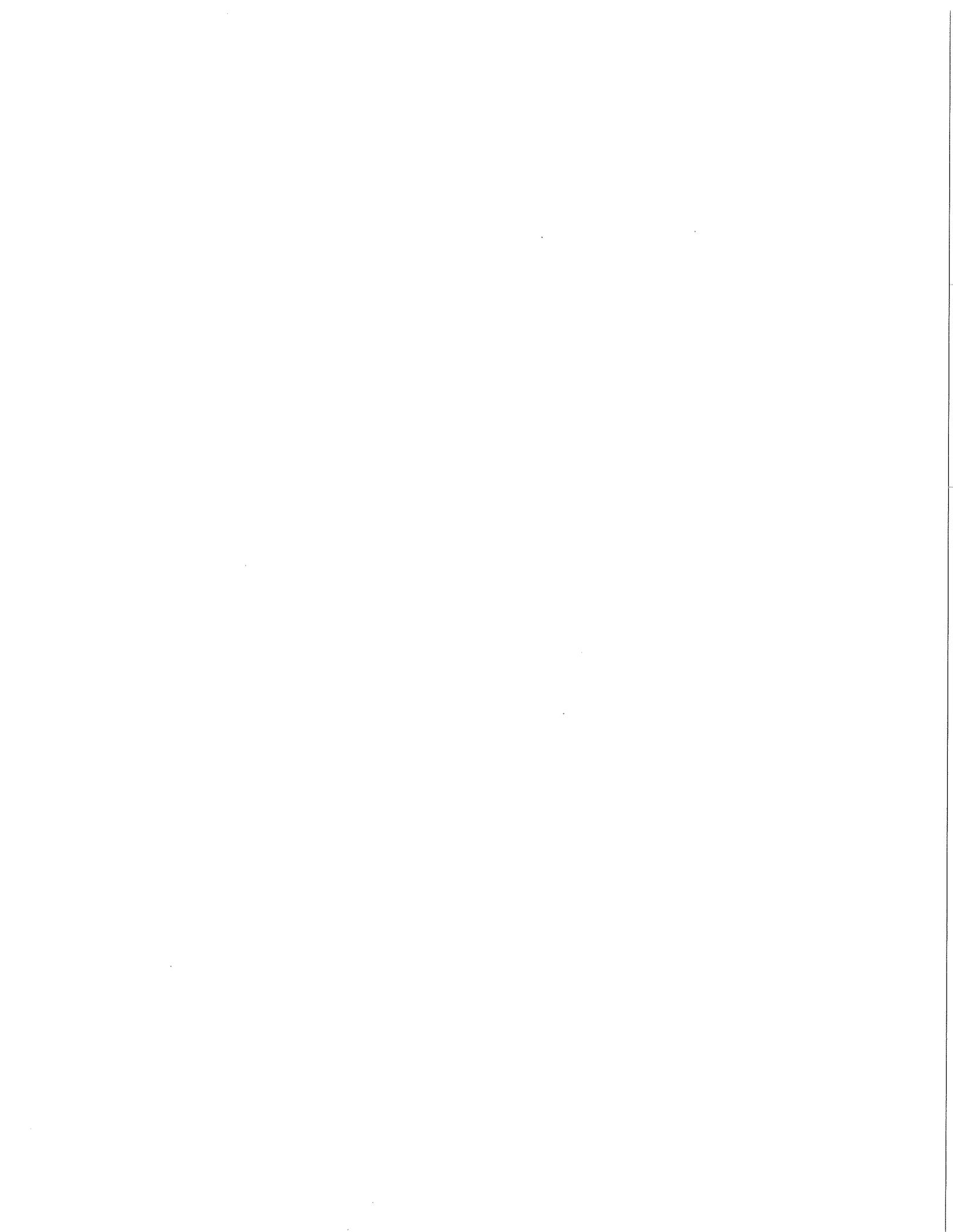
Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

Ayes:

Nays:



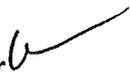
AGENDA ITEM NO: 5

CASCADE LOCKS STAFF REPORT

Date Prepared: June 3, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Resolution No. 1273 adjusting water rate to provide for additional revenue for water line repairs

SYNOPSIS: At the request of the Mayor, this resolution raises the Water Department's base rate and usage rate to increase revenue dedicated to water line repairs. Water line repairs was the number one goal prioritized by the Council in the planning sessions earlier this Spring. This adjustment would increase the monthly base rate from \$8.50 to \$9.50, an increase of \$1.00 for most residential customers with 5/8th inch meters. The base rate for other meter sizes would increase proportionally. There is no change to the meter maintenance fee. The Fire Flow Fee is added to this resolution to consolidate the fees due to the Water Department for the maintenance of hydrants and attendant water transmission lines.

The adjust also calls for an increase of \$0.25 per thousand gallons of water used per month. The average residential customer used 5,000 gallons per month. This would increase the usage bill for the typical user \$1.25 per month.

Together, the increased base and usage rates will add \$2.25 to the monthly bill. The annual revenue increase of an estimated \$20,000 would be dedicated to water line repair, more than doubling the moneys available for such repair.

If this resolution is approved, the proposed budget will be amended to reflect the increase.

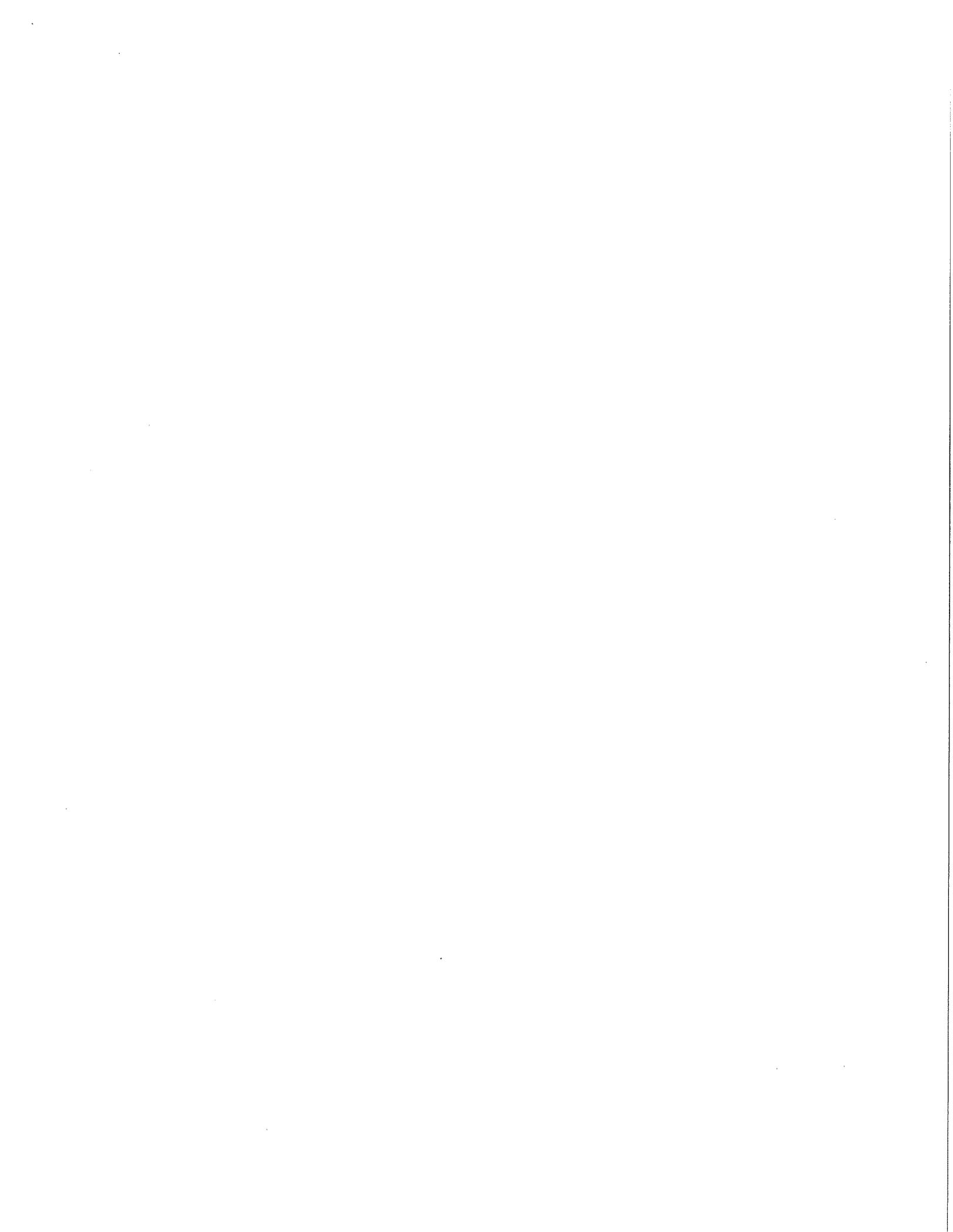
CITY COUNCIL OPTIONS:

Approve, modify, reject, or table Resolution No. 1273 adjusting the water rates for water line repair.

RECOMMENDED MOTION: Council decision.

Legal Review and Opinion: Not required

Financial Review and Status: Please see attached spreadsheet for actual rates and revenues.



City of Cascade Locks
Water Rates
31-May-13

Meter Size	Number	Current Rates			Current Monthly Revenues			Current Annual Revenues				
		Meter Maint.	Base Rate	Fire Flow	Meter Maint.	Base Rate	Fire Flow	Meter Maint.	Base Rate	Fire Flow	Total	
5/8 inch	421	\$ 0.88	\$ 8.50	1.00	\$ 370.48	\$ 3,578.50	\$ 421.00	\$ 4,369.98	\$ 4,445.76	\$ 42,942.00	\$ 5,052.00	\$ 52,439.76
3/4 inch	9	1.10	12.63	1.00	9.90	113.67	9.00	132.57	118.80	1,364.04	108.00	1,590.84
1 inch	12	1.42	20.88	3.00	17.04	250.56	36.00	303.60	204.48	3,006.72	432.00	3,643.20
1 1/2 inch	11	2.82	41.50	6.00	31.02	456.50	66.00	553.52	372.24	5,478.00	792.00	6,642.24
2 inch	11	3.96	66.25	8.00	43.56	728.75	88.00	860.31	522.72	8,745.00	1,056.00	10,323.72
2 inch turbine	1	6.04	66.25	10.00	6.04	66.25	10.00	82.29	72.48	795.00	120.00	987.48
3 inch turbine	2	7.78	144.63	15.00	15.56	289.26	30.00	334.82	186.72	3,471.12	360.00	4,017.84
3 inch compound	4	15.60	144.63	20.00	62.40	578.52	80.00	720.92	748.80	6,942.24	960.00	8,651.04
4 inch compound	-	25.20	259.88	25.00	-	-	-	-	-	-	-	-
5/8 inch (rural)	4	0.88	8.50	1.00	3.52	34.00	4.00	41.52	42.24	408.00	48.00	498.24
Total	475				\$ 559.52	\$ 6,096.01	\$ 744.00	\$ 7,399.53	\$ 6,714.24	\$ 73,152.12	\$ 8,928.00	\$ 88,794.36

Meter Size	Number	New Rates (+11.8%)			New Monthly Revenues			New Annual Revenues				
		Meter Maint.	Base Rate	Fire Flow	Meter Maint.	Base Rate	Fire Flow	Meter Maint.	Base Rate	Fire Flow	Total	
5/8 inch	421	\$ 0.88	\$ 9.50	1.00	\$ 370.48	\$ 4,000.76	\$ 421.00	\$ 4,792.24	\$ 4,445.76	\$ 48,009.16	\$ 5,052.00	\$ 57,506.92
3/4 inch	9	1.10	14.12	1.00	9.90	127.08	9.00	145.98	118.80	1,525.00	108.00	1,751.80
1 inch	12	1.42	23.34	3.00	17.04	280.13	36.00	333.17	204.48	3,361.51	432.00	3,997.99
1 1/2 inch	11	2.82	46.40	6.00	31.02	510.37	66.00	607.39	372.24	6,124.40	792.00	7,288.64
2 inch	11	3.96	74.07	8.00	43.56	814.74	88.00	946.30	522.72	9,776.91	1,056.00	11,355.63
2 inch turbine	1	6.04	74.07	10.00	6.04	74.07	10.00	90.11	72.48	888.81	120.00	1,081.29
3 inch turbine	2	7.78	161.70	15.00	15.56	323.39	30.00	368.95	186.72	3,880.71	360.00	4,427.43
3 inch compound	4	15.60	161.70	20.00	62.40	646.79	80.00	789.19	748.80	7,761.42	960.00	9,470.22
4 inch compound	-	25.20	290.55	25.00	-	-	-	-	-	-	-	-
5/8 inch (rural)	4	0.88	9.50	1.00	3.52	38.01	4.00	45.53	42.24	456.14	48.00	546.38
Total	475				\$ 559.52	\$ 6,815.34	\$ 744.00	\$ 8,118.86	\$ 6,714.24	\$ 81,784.07	\$ 8,928.00	\$ 97,426.31

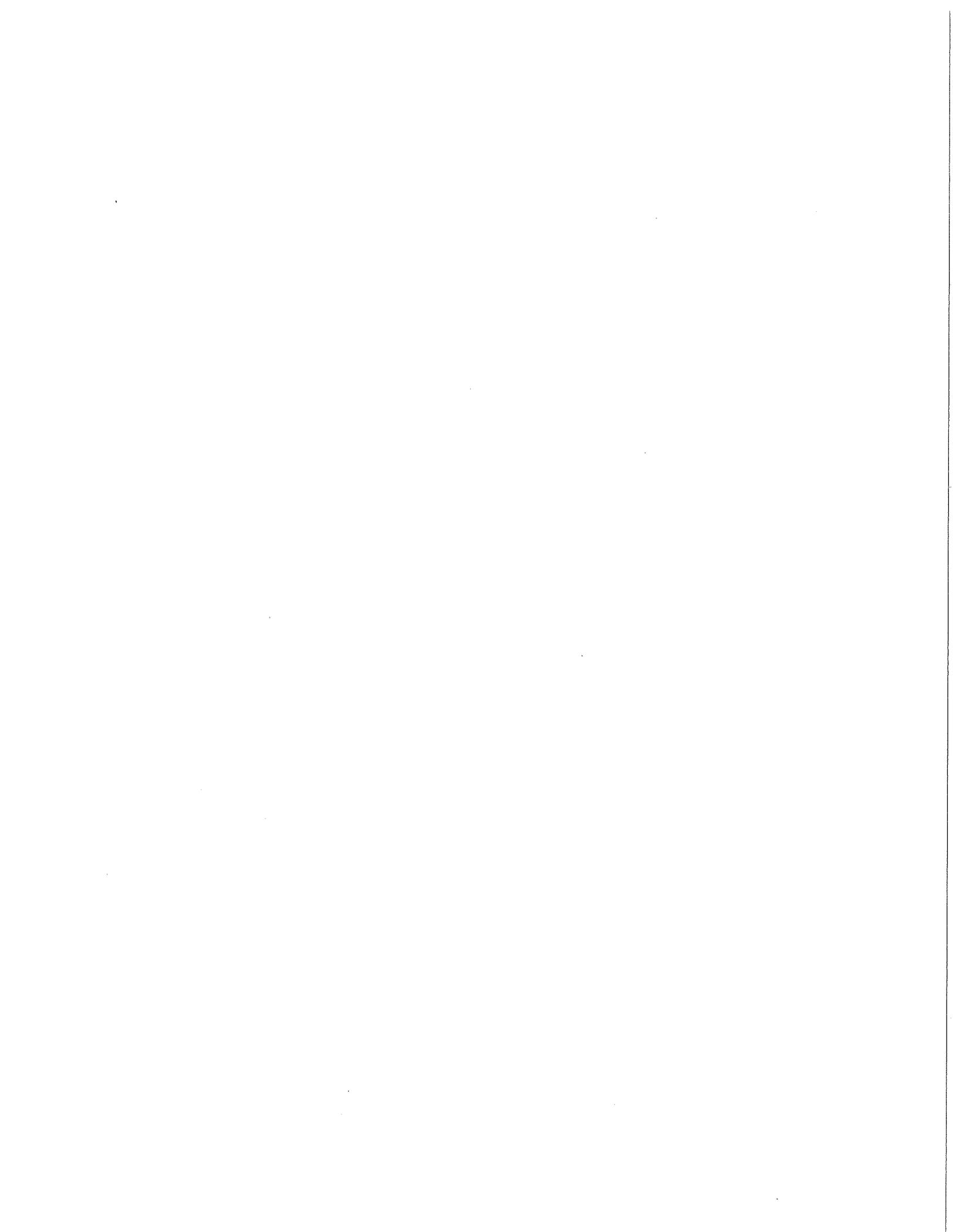
Water Sales - 2012-13	
Sales through March:	\$ 134,378.34
Annualized:	\$ 179,171.12
Base Rate Revenue:	\$ 73,152.12
2012-13 Water Sales:	\$ 106,019.00

Water Sales - 2013-14	
Total 2012-2013 Water Revenue:	\$ 194,813.36
Total 2013-2014 Water Revenue	\$ 215,107.40
Total Increase	\$ 20,294.04

	Sales	Usage	Average
49% Residential	\$ 51,949.31	23,089	5
51% Commercial/Industrial	\$ 54,069.69	24,031	40

Average Bill:	
Residential:	\$ 21.63 \$ 23.88 \$ 2.25
Commercial:	\$ 140.32 \$ 155.22 \$ 14.90

(11.8% Base Rate + 11.1% Usage Rate)



RESOLUTION NO. 1273

A RESOLUTION ESTABLISHING A FEE FOR THE MAINTENANCE, TESTING AND REPLACEMENT OF WATER METERS; ESTABLISHING WATER RATES; AND REPEALING RESOLUTION NO. 1006.

WHEREAS, it is necessary for the City to establish a fair and equitable fee for maintenance, testing, calibration and replacement of each and every water meter; and

WHEREAS, the current water system is aging and in need of repair; and

WHEREAS, the City Council recognizes the need to expend more funds to repair the aging system;

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

SECTION 1. Meter Maintenance Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be transferred to the Capital Reserve Fund each month and used for the maintenance, testing, calibration and replacement for each water meter.

SECTION 2. Fire Flow Fee. A monthly charge will be assessed to each water system customer based upon the size of the water meter for the maintenance of hydrants and attendant water transmission lines.

SECTION 2. Calculations of Meter Maintenance and Monthly Capacity Charges.

Beginning with the July 1, 2013 billing period, each customer shall pay the following water meter maintenance charge, fire flow, and monthly capacity charge:

Meter Size	Meter Maint.	Base Rate	Fire Flow	Total
5/8 inch	\$ 0.88	\$ 9.50	\$ 1.00	\$ 11.38
3/4 inch	1.10	\$ 14.12	1.00	16.22
1 inch	1.42	\$ 23.34	3.00	27.76
1 1/2 inch	2.82	\$ 46.40	6.00	55.22
2 inch	3.96	\$ 74.07	8.00	86.03
2 inch turbine	6.04	\$ 74.07	10.00	90.11
3 inch turbine	7.78	\$ 161.70	15.00	184.48
3 inch compound	15.60	\$ 161.70	20.00	197.30
4 inch compound	25.20	\$ 290.55	25.00	340.75

SECTION 3. Establishing Rate Per 1,000 Gallons. The charge for all water usage, regardless of purpose, shall be **\$2.50** per 1,000 gallons of water used.

SECTION 4. Accidental Meter Damage. If a water meter is accidentally damaged by construction equipment or for any other reason, the person, corporation, partnership or business responsible for operating the equipment which has damaged the water meter shall pay all costs associated with its replacement or repair by the City.

SECTION 5. Meter Tampering. Any person, corporation, partnership or business which attempts to alter the reading on a water meter shall be assessed a fee to recalibrate, repair or replace that or any other water meter so altered. The fee shall include all administrative, inspection, recalibration, repair, replacement or legal costs associated with any attempt to alter a water meter. The City may disconnect such service until such time as all fees are paid by the responsible person, corporation, partnership or business.

SECTION 6. Repeal of Prior Resolutions. Resolution No. 1006 is hereby repealed.

SECTION 7. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 8. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

Ayes:

Nays:

RESOLUTION NO. 1006

revised 02/07/04

A RESOLUTION ESTABLISHING A FEE FOR THE MAINTENANCE, TESTING AND REPLACEMENT OF WATER METERS; ESTABLISHING WATER BASE RATES; AND REPEALING RESOLUTION NO. 942.

WHEREAS, it is necessary for the City to establish a fair and equitable fee for maintenance, testing, calibration and replacement of each and every water meter; and

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

SECTION 1. Meter Maintenance Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be transferred to the Capital Reserve Fund each month and used for the maintenance, testing, calibration and replacement for each water meter.

SECTION 2. Calculations of Meter Maintenance and Monthly Capacity Charges.

A. Beginning with the **February 20, 2004** billing period, each customer shall pay the following water meter maintenance charge and monthly capacity charge:

Meter Size	Meter Maintenance Fee	Current Base Rates		Total per month
			Capacity Charge	
5/8"	\$ 0.88		8.25	9.13
3/4"	1.10		12.38	13.48
1"	1.42		20.63	22.05
1 1/2"	2.82		41.25	44.07
2"	3.96		66.00	69.96
2" Turbine	6.04		66.00	72.04
3" Turbine	7.78		144.38	152.16
3" Compound	15.60		144.38	159.98
4" Compound	25.20		259.88	285.08

B. Effective with the **June 20, 2004** water billing period, each customer shall pay the following meter maintenance charge and monthly capacity charge:

Meter Size	Meter Maintenance Fee	Current Base Rates		Total per month
			Capacity Charge	
5/8"	\$ 0.88		8.50	9.38
3/4"	1.10		12.63	13.73
1"	1.42		20.88	22.30
1 1/2"	2.82		41.50	44.32
2"	3.96		66.25	70.21
2" Turbine	6.04		66.25	72.29
3" Turbine	7.78		144.63	152.41
3" Compound	15.60		144.63	160.23
4" Compound	25.20		260.13	285.33

SECTION 3. Establishing Rate Per 1,000 Gallons. The charge for all water usage, regardless of purpose, shall be **\$2.25** per 1,000 gallons of water used.

SECTION 4. Water Rate Study Scheduled. Funding for a Water Rate Study shall be included in the budget for FY04/05.

SECTION 5. Accidental Meter Damage. If a water meter is accidentally damaged by construction equipment or for any other reason, the person, corporation, partnership or business responsible for operating the equipment which has damaged the water meter shall pay all costs associated with its replacement or repair by the City.

SECTION 6. Meter Tampering. Any person, corporation, partnership or business which attempts to alter the reading on a water meter shall be assessed a fee to recalibrate, repair or replace that or any other water meter so altered. The fee shall include all administrative, inspection, recalibration, repair, replacement or legal costs associated with any attempt to alter a water meter.

The City may disconnect such service until such time as all fees are paid by the responsible person, corporation, partnership or business.

SECTION 7. Repeal of Prior Resolutions. Resolution No. 942 is hereby repealed.

SECTION 8. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor, retroactive to February 20, 2004.

SECTION 9. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this **23rd** day of **February**, 2004.

APPROVED by the Mayor this **23rd** day of **February**, 2004.

Mayor

ATTEST:

City Recorder

AGENDA ITEM NO: 5.1k.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 4, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator



SUBJECT: Approve Resolution 1274 to Provide \$15,000 to Fund Forensic Accountant

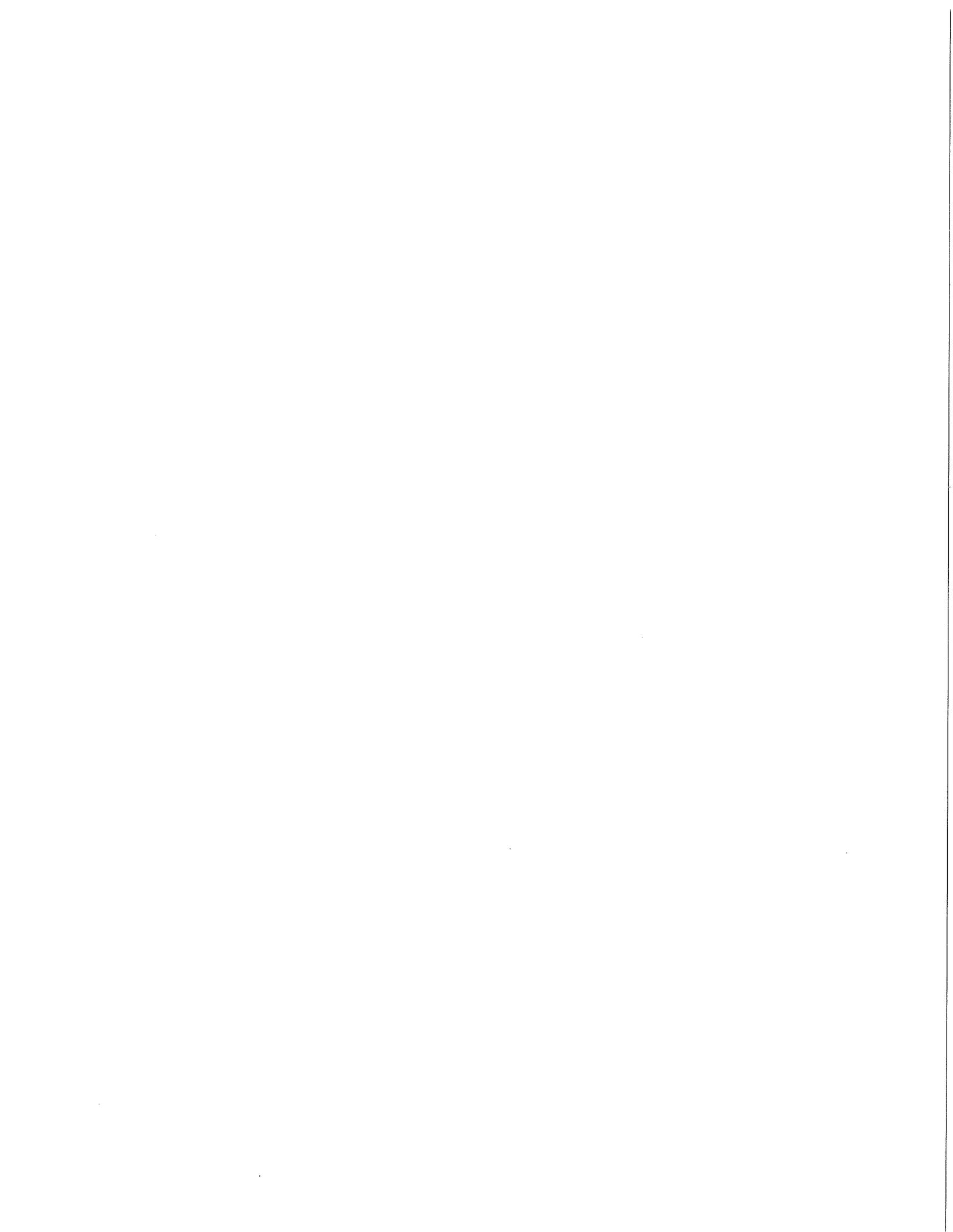
SYNOPSIS: One of the Council priorities was the hiring of a forensic auditor to help us review our processes and procedures in the operation of this city in an effort to find any effectiveness and efficiency measures. The Council has authorized some expenditures of funds this year out of the General Fund. Per the discussions in Budget Committee meetings, the Council is interested in allocating the approved funding of \$15,000 across all departments. This resolution distributes the appropriation across the identified funds based on State Shared Revenue and Total Revenues of each fund.

CITY COUNCIL OPTIONS: The Council may choose an alternative method of allocating funds.

RECOMMENDED MOTION: "I move to approve Resolution 1274 allocating appropriations across all departments for the funding of the Forensic Accountant in the 2013-14 Budget."

Legal Review and Opinion: Not required.

Financial Review and Status: This action will be included in the adopted budget.'



RESOLUTION NO. 1274

**A RESOLUTION ALLOCATING APPROPRIATIONS ACROSS ALL FUNDS
FOR THE CONTRACT WITH THE FORENSIC ACCOUNTANT**

WHEREAS, the City Council is desirous of contracting with a forensic accountant to review the City's policies, procedures, and methods of operation in order to find efficiencies within the City government; and

WHEREAS, the City Council desires to share the expenses for the forensic accountant across all operational funds; and

WHEREAS, the City Council has selected the accounting firm of Pauly Rogers to provide the forensic accountant services;

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

SECTION 1. Distribution of Forensic Accountant Costs. The costs for the forensic accountant will be spread across each operational fund proportionally as follows:

Administration:	\$ 3,000
Water:	683
Sewer:	1,183
EMS:	799
City Light:	<u>9,335</u>
Total:	\$15,000

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

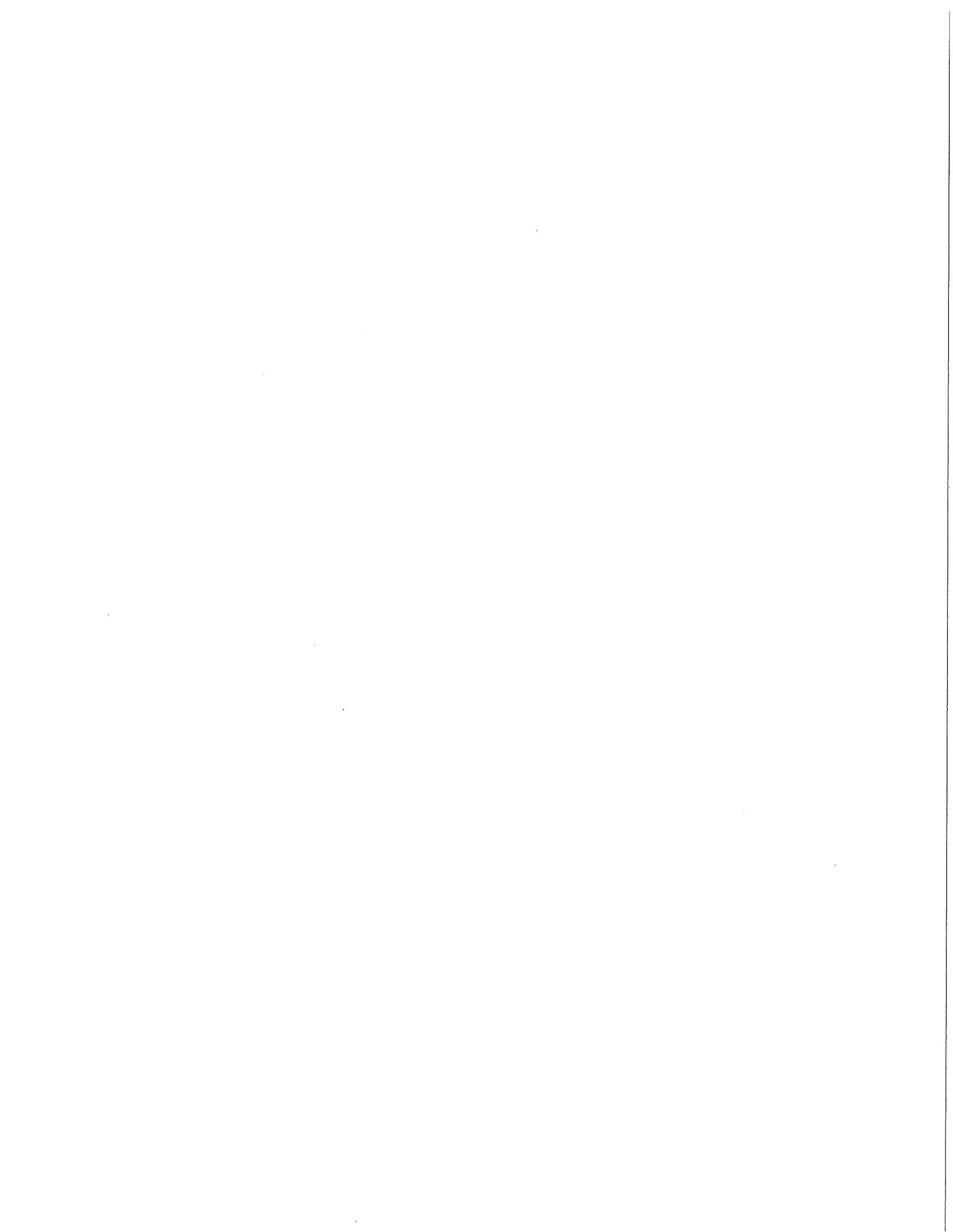
Mayor Tom Cramblett

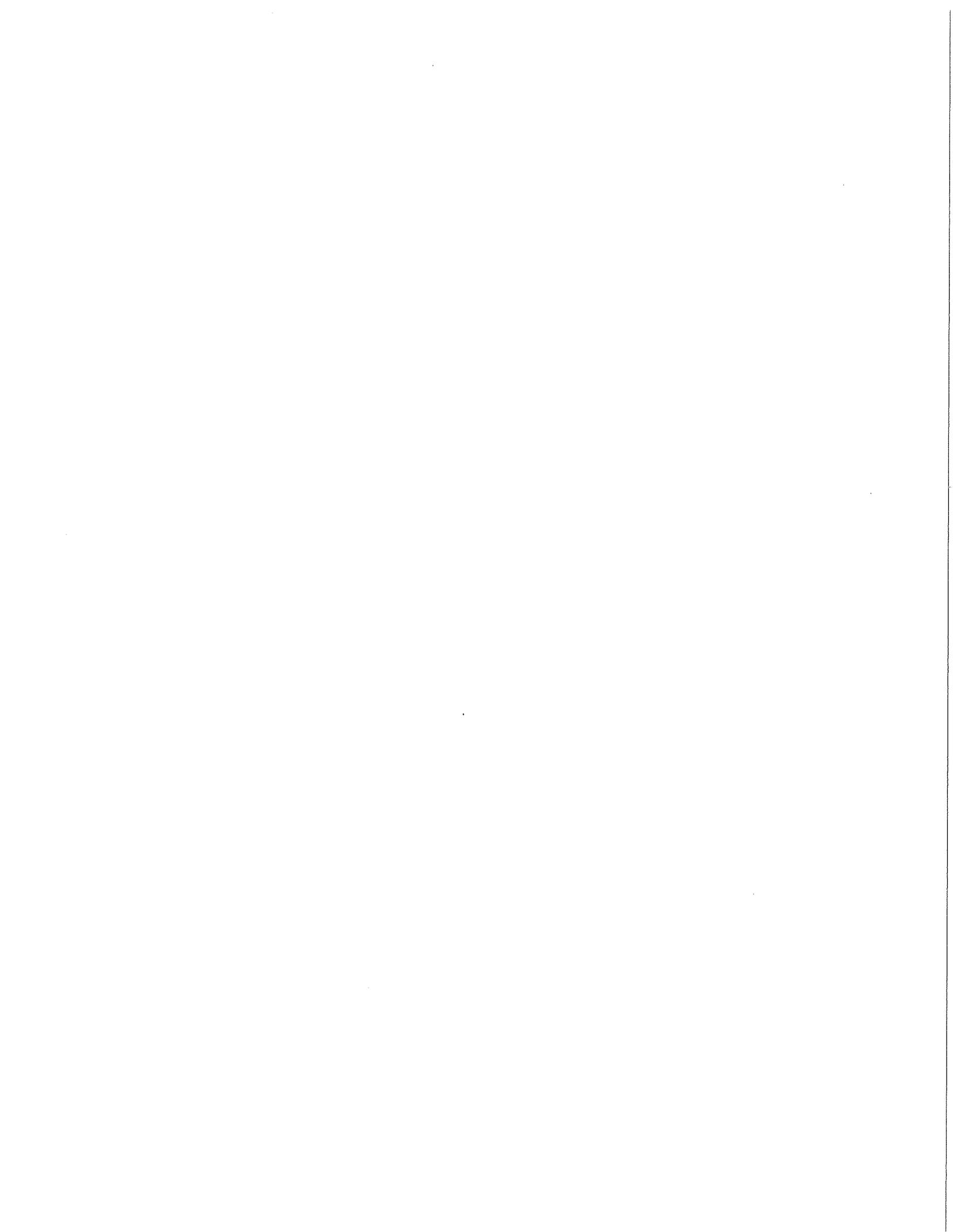
ATTEST:

City Recorder Kathy Woosley

Ayes:

Nays:





AGENDA ITEM NO: 5.6

CASCADE LOCKS STAFF REPORT

Date Prepared: June 4, 2013

For City Council Meeting on: June 10, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1275 Adjusting EMS Revenues and Expenditures

SYNOPSIS: With the recent potential personnel changes in the EMS Department, the City has become aware that the wage level for the firefighter/paramedic is inadequate to recruit and maintain competent personnel to serve our community. There have also been extensive discussions at the EMS Finance and Operations Committee about the projected revenues. This resolution, under Council direction, changes the revenue projection for the next fiscal year, adjusts the wage of the paramedic to an appropriate level, and moves the fire flow fee to the Water Department in order to maintain the hydrants in the City.

The original revenue projection was based on actual cash flow for the previous year estimated to be at \$54,000. The Administrative Staff was reluctant to raise the revenue projection beyond that amount. With a national average collection rate of 42%, the projected ambulance service billings were estimated at \$128,571. EMS staff and the Finance and Operations Committee reviewed the current billing and collection rate and determined that 60% would be a better figure to use to calculate next fiscal year revenue. 60% of \$128,571 is \$77,143, an increase of \$23,143 to the revenue projections for the City. This resolution reflects that change.

The Council has also determined through the Budget Committee process that the fire suppression fee was designed to be used to maintain fire hydrants. EMS personnel are not trained or equipped to do major repairs to hydrants. This is the duty of the Water Department. This resolution moves the whole amount of the fire flow fee (basically \$1.00 per water account per month) to the Water Department.

Please Note: The Council may decide to split the fire flow fee evenly between the Water and EMS Departments. The Council could assign major maintenance and repair to the Water Department and transfer only half of the funds (\$4,500). The remaining moneys (\$4,500) would remain in the EMS Department to support the flow testing and minor maintenance of the hydrants which work would be performed by the EMS volunteers under the guidance of the Station Caption.

This resolution highlights the major impacts to the Budget. City staff will need to input these changes and balance each individual fund because each change may require an adjustment in a corresponding line item. The final adopted budget which has all the necessary balancing corrections required because of these changes.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed resolution.

RECOMMENDED MOTION: "I move to approve Res. 1275 adjusting EMS and Water Departments proposed budgets."

Legal Review and Opinion: Not required.

Background Information:

RESOLUTION NO. 1275

A RESOLUTION ADJUSTING EMS REVENUE AND EXPENDITURES FOR THE FISCAL YEAR 2013-14

WHEREAS, the proposed budget provides EMS revenue and expenditures that do not support an appropriate wage level for a firefighter/paramedic; and

WHEREAS, the City Council desires to provide emergency medical response to our community; and

WHEREAS, the City Council believes the projected revenue forecast for 2013-14 ambulance fees collected for service will be collected at a rate higher than the national average due to the historical mix of clients for EMS services;

WHEREAS, the City Council has included a fire flow fee in the water rates to help keep fire hydrants operational; and

WHEREAS, the fire flow fee revenue has in the past been placed in the EMS budget rather than the Water Department budget which is responsible for the maintenance of fire hydrants;

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

SECTION 1. Changes in EMS Revenue and Expenditures. The following changes are directed to be included in the adopted 2013-14 budget.

Emergency Services Department:

	Proposed:	Adjustment:	Result:
Uncollected Ambulance Fees:	(\$74,571)	(\$51,428)	\$23,143
Fire Suppression Fee:	\$9,000	(\$9,000)	\$0
Firefighter/Paramedic:	\$32,234	\$11,766	\$44,000

(Other personnel costs will be adjusted because of the increase as appropriate.)

Water Department:

Fire Flow Fee:	\$0	\$9,000	\$9,000
Hydrant Maintenance:	\$0	\$9,000	\$9,000

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

Ayes:

Nays:

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, April 1, 2013, 7:00 PM, Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:02pm. TM Baseman, TM Shelley, TM Fine and TC Carron were present. TM Massey was excused. TM Kononen recently resigned, and TC Carron thanked her for her service.
2. **Amendments to the Agenda** – TM Carron added Garage Sale Days to the Unfinished Business, after Angela Coe Run/Walk.
3. **Comments by the General Public** – None.
4. **Discussion/Declaration of Potential Conflicts of Interest** – None.
5. **Approval of Past Minutes** –

Motion: TM Shelley motioned, seconded by TM Fine, to approve the minutes for the meeting on March 19, 2013. The motion passed unanimously.
6. **Approval of Bills** – TC Carron recently met with CA Zimmerman and FO Bump to review budget questions the Committee had about the itemized list of expenditures of the last fiscal year. The Tourism Committee was incorrectly charged for the DRC BBQ. The Committee will submit a letter to council for reimbursement.
7. **Budget** –

CA Zimmerman briefly summarized the changes that the budget committee made to the Tourism Committee's proposed budget. TC Carron commented about getting reimbursed for a light that hasn't worked since January. CA Zimmerman said they are working to fix the light.
8. **New Business:**
 - A. **Ad Buys** – None.
 - B. **Sternwheeler Days** – TC Carron suggested the Tourism Committee run a rubber ducky derby during Sternwheeler Days this year. She found a website that sells 48 duckies for \$6. The Committee made a consensus to go ahead with participating in the event.
6. **Planning Sessions**
 - A. **Angela Coe Run/Walk** – Shirts are designed and 144 will be printed. Eventbrite registration website is up and running.

Motion: TM Fine motioned, seconded by TM Shelley, to authorize the purchase of tshirts for the Angela Coe Rainy Day Run/Walk in the amount of \$462.00, plus up to \$100 to cover shipping. The motion passed unanimously.

Glenda Groves was present to summarize updates in her end of the planning. It was agreed that volunteers will meet the night before the event at CharBurger, on Friday April 19th at 7pm. TC Carron will arrange for local coupons and fill out sponsor paperwork.
 - B. **Garage Sale Days** – TC Carron plans to print 350 maps on legal-size paper. CA Zimmerman said that printing the maps at City Hall is OK.

C. Quilter's Club – Ann Holmstrom described the Quilt Block Trail project to the tourism members who were not present for the club's full presentation. She said the tour will be part of the Garden Tour next month in mid-May. She submitted an Application for Project/Event Funding to help pay for printing of maps/brochures.

Motion: TM Shelley motioned, seconded by TM Baseman, to reimburse 50% of the cost of the brochures, not to exceed \$500.

D. Event Criteria – Committee looked at an updated Cascade Locks Tourism Program Application for Project/Event Funding:

Motion: TM Fine motioned, seconded by TM Baseman, to accept the revised Application to become effective on July 1st 2013.

E. Tourism Symposium – The Committee agreed to schedule a workshop to do a practice-run of the Tourism Symposium. Members will bring their prepared materials to Port House 3 on April 22 at 6pm to practice and review. The employer portion of the event will be moved a week later to April 24th-26th to allow for the workshop to occur first.

F. HCRH Celebration – RARE Rebecca Sergeant announced that planning meetings are underway for this big event that will revive the highway on September 14th and 15th, and the next meeting is April 10th at 4pm at the Best Western. Funding will be needed to support some parts of the event, and the Committee agreed that they would like to provide funding to it in the future.

G. PCT Days – TM Shelley said that he is pursuing having bandanas made that will be printed with logos or ads for Cascade Locks. The purpose is to make a useful item that also serves as marketing to through-hikers of the Pacific Crest Trail.

7. RARE Work Plan – RARE Rebecca Sergeant passed out this year's pre-application matrix as an example of what needs to be submitted by April 15th to start to secure the 2013-2014 RARE position. She asked if anyone had any projects or tasks to put on the application. Nobody had any ideas. TC Carron wants to be sure that any other entities utilizing RARE time, reimburse the Tourism Committee for it. Rebecca suggested that other groups might be interested in "pitching in" up-front for a percentage of RARE time and tasks next year. CA Zimmerman said that he and Rebecca would work on the application materials together, have TC Carron review it, and then submit it to the RARE Program.

Motion: TM Fine motioned, seconded by TM Baseman, to submit a pre-application for RARE 2013-2014, pending budget approval. The motion passed unanimously.

8. DRC Report – TC Carron passed out sign-up sheet for Cascade Locks Community Pride Clean-up. She stated that she would really appreciate help, and that trash pick-up is what is most needed. Also, the DRC is now known as Cascade Locks Business Association.

9. Tourism Committee Member Reports

a. Carron – Will include her Clearwater FL presentation as part of annual report to council.

b. Fine – Counted Garage Sale yard stakes and there are approximately 20 of them. She'll ask Lorraine about extra flags, and buy more supplies if needed. She will distribute the stakes/flags on Friday before the event.

c. Baseman – Excited to be involved in all these events as part of the Tourism Committee.

d. Shelley – None

10. Adjournment – Motion: TM Fine motioned, seconded by TM Baseman, to adjourn the meeting at 8:27pm. The motion passed unanimously.

Next meeting - Monday, May 6th at 7pm at City Hall

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, April 22, 2013, 6:00 PM, Port House 3

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 6:20pm. TM Massey, TM Baseman, TM Fine, TM Shelley and TC Carron were present. The newest member, TM Ware, was excused. A thank-you card for former tourism member Lynne Kononen was passed around for signatures.
2. **Amendments to the Agenda** – TM Carron added Spring Fling to the New Business, and a report from RARE participant Rebecca Sergeant to the Unfinished Business.
3. **Comments by the General Public** – None.
4. **Discussion/Declaration of Potential Conflicts of Interest** – None.
5. **Approval of Bills** –
Motion: TM Shelley motioned, seconded by TM Baseman, for mileage reimbursement to TM Massey in the amount of 190 miles, and RARE Rebecca Sergeant in the amount of 90 miles. The motion passed unanimously.
6. **Budget** – Tabled, after this news: CA Zimmerman recommends that the 2013/2014 Tourism Committee budget be reduced by about \$20,000.00.
7. **New Business:**
 - A. **Ad Buys** – Tabled
 - B. **Travel Oregon Brochure Program** – Puts Cascade Locks brochures at all points of entry to the state of Oregon.
Motion: TM Fine motioned, seconded by TM Shelley, to spend \$500.00 on the Travel Oregon Brochure Program. The motion passed unanimously.
 - C. **Spring Fling** – CRGVA Sternwheeler cruise on May 3rd for local networking. TC Carron, TM Fine, TM Massey, and RARE Rebecca Sergeant will attend.
Motion: TM Baseman motioned, seconded by TM Fine, to purchase 4 tickets, a total of \$160.00. The motion passed unanimously.
8. **Unfinished Business:**
 - A. **Angela Coe Run/Walk Recap** –
Motion: TM Massey motioned, seconded by TM Fine, to donate all funds from the Angela Coe Run to the children's cancer charity, and transition the event out of the Tourism Committee (so that next year's organizers can apply for event funding from the Tourism Committee). The motion passed with 4 votes, TM Shelley opposed.
 - B. **Tourism Symposium** – Discussion about logistics, TC Carron presented a summary document she typed up. Mount Hood Community College may help out with the Hospitality presentation.
 - C. **RARE Rebecca Report** – Artists in town have moved to larger spaces, and will be teaching classes. The classes are a draw to overnight visitors, and it is important to maintain a supportive

relationship between the Committee and the Artists. Also, a German film crew will be visiting in July, as they are interested in Cascade Locks' fishing platforms and watersports on the Columbia River.

9. Tourism Committee Member Reports

A. Carron – Discussed the Garage Sale Days administration activities for this weekend. Will report next meeting about the Oregon Governor's Conference on Tourism.

B. Fine – Brochure distribution discussion.

C. Baseman – Learning more, meeting people, getting involved.

D. Shelley – PCT Days planning is going well. He has discussed a "hiker trash" bronze statue with Lorangs. Will ask Jason Waicunas about a booth at the event for Tourism Committee.

10. Adjournment – Motion: TM Fine motioned, seconded by TM Baseman, to adjourn the meeting at 8:45pm. The motion passed unanimously.

Next meeting - Monday, May 6th at 7pm at City Hall

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, May 6, 2013, 7:00 PM, Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:02pm. TM Massey, TM Baseman, TM Fine, TM Shelley and TC Carron were present. The newest member, TM Ware, was not present.
2. **Amendments to the Agenda** – TM Carron postponed the Budget and Ad Buys until after Unfinished Business.
3. **Comments by the General Public** – None.
4. **Discussion/Declaration of Potential Conflicts of Interest** – TM Carron declared a conflict of interest with the bill amounting \$33.81 and will abstain from motioning to reimburse herself.
5. **Approval of Bills** –

Motion: TM Massey motioned, seconded by TM Baseman, for reimbursement of event related purchases. \$39.00 to Sandy Place for Garage Sale Days flags, \$26.91 to Jason Sergeant for Garage Sale Days wood stakes, and \$33.81 to Kayla Carron for miscellaneous event planning expenses; totaling \$99.72 in reimbursements. The motion passed with 4 votes, TM Carron abstaining.
6. **Budget** – CA Zimmerman was present with a revision of the 2013/2014 Tourism Committee budget, similar to what he and TM Carron had worked out together. He let the Committee know that he had included it in Council packets, but that last minute changes could be made by presenting them at the upcoming Council meeting. TM Carron stated that she would attend budget meetings to stay on top of these details.
7. **New Business:**
 - A. **Ad Buys** –

Consensus: The Committee decided not to advertise in the Hood River/The Dalles publication by consensus.

Motion: TM Fine motioned, seconded by TM Shelley, to purchase a half-page ad in 1859 Magazine for \$1,450.00 in the 2013/2014 fiscal year. The motion passed unanimously.
 - B. **HCRH Celebration** – The involvement level of the Tourism Committee is going to be increasing leading up to this event. There are many opportunities for the Committee to set up a booth at other events this summer to advertise for the Historic Highway and for Cascade Locks.
 - C. **Sternwheeler Days** – The Lions Club has embraced the request of the Tourism Committee to host a rubber ducky derby during the Sternwheeler Days event at the end of June. TM Massey announced that she has some number of rubber duckies that could be used. The Committee will hold a planning workshop on June 17 at 7pm at City Hall to get ready.
 - D. **4th of July** – The Tourism Committee would like to fundraise during this event by selling glow-in-the-dark jewelry. TM Shelley will follow up by finding some prices on the items. The Committee will also encourage the Fire Department and the Lions Club to take advantage of the

event for fundraising, and TC Carron will get in touch with them. It was decided that a map on cascadelocks.net might be more helpful than a printed map to tourists.

8. Unfinished Business:

- A. Angela Coe Run/Walk Recap** – This was a successful event, attracting more participants and raising more for donation than last year. 62% of attendees utilized the coupons.
- B. Garage Sale Days Recap** – Unknown total attendees, but at least 32 coupons were used, more than 1/3 of which filled out the survey on the back. This is the first time a survey has been put on the coupons, and the responses were interesting. Attendees came from Portland, Newberg, Happy Valley, and Hood River Oregon; they also came from Washougal, Goldendale, Ridgefield and Walnut Grove Washington. Comments about visiting Cascade Locks were 100% positive.
- C. Tourism Symposium** – It is National Tourism Week. Will be calling it ‘Tourism Workshops.’ The format is to pull aside a few employees at a time for about 20 minutes to make an accelerated presentation about how to use the materials that the Tourism Committee provides for the businesses, and empower them to encourage their customers to spend time in Cascade Locks. Kayla will do most of the talking with support from other Committee members as they are available.

9. Tourism Committee Member Reports

- A. Carron** – This Committee “kicked ass” this year! Will make an annual report soon. One of the things we want to stress to business owners is what we learned at the Governor’s Conference on Tourism about Chinese tourists; they use Union Pay, and if businesses accept Discover card, they can get Chinese customers.
- B. Massey** – Ready to help-out!
- C. Fine** – Waiting on direction from Kayla and Shirley about brochures. Need to get together and discuss.
- D. Baseman** – Challenged, excited, happy to be here and watching the Committee enjoy the fruits of labor.
- E. Shelley** – no report.
- F. Ware** – not present.

- 10. Adjournment – Motion:** TM Baseman motioned, seconded by TM Fine, to adjourn the meeting at 9:13pm. The motion passed unanimously.

Next meeting - Monday, June 3rd at 7pm at City Hall

1. Call To Order: Mayor Cramblett called the meeting to order at 7:00 PM.
2. Welcome and Self-Introductions: Mayor Tom Cramblett, City Councilor Member Jeff Helfrich, Port Commission President Jess Groves, and Port Commissioner Brenda Cramblett were present. City Councilor Member Bruce Fitzpatrick was excused. Also present were City Administrator Gordon Zimmerman, Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Port Marketing Director Gary Raines, and Don and Gyda Haight.
3. Pledge of Allegiance.
4. Adoption of meeting minutes (from city) of March 28, 2013: **Motion**: PCP Groves moved, seconded by CM Helfrich, to approve the March 28, 2013 minutes. The motion passed unanimously.
5. Discussion concerning City/Port Intergovernmental Agreement: CA Zimmerman and PIGM Koch gave a brief overview of the IGA. PCP Groves stated this agreement is a good fit with the Multifaceted Economic Development Plan that has been adopted by both entities.

PCP Groves stated that the Port is looking at getting the necessary infrastructure to the Port's Industrial property in order to move businesses in. He said this agreement will allow the Port and the City to work together to make this happen.

Port Marketing Director Raines stated that the rates have to be competitive in order to get businesses to even consider locating in Cascade Locks. He said that he has reviewed rates in Stevenson, Hood River, The Dalles, and Moro and the rates in Cascade Locks are not competitive. CA Zimmerman, PIGM Koch, and PMD Raines will review rates in neighboring areas and come up with an industrial rate for Cascade Locks.

PMD Raines reported on an upcoming meeting with state representatives regarding bringing natural gas to Cascade Locks.

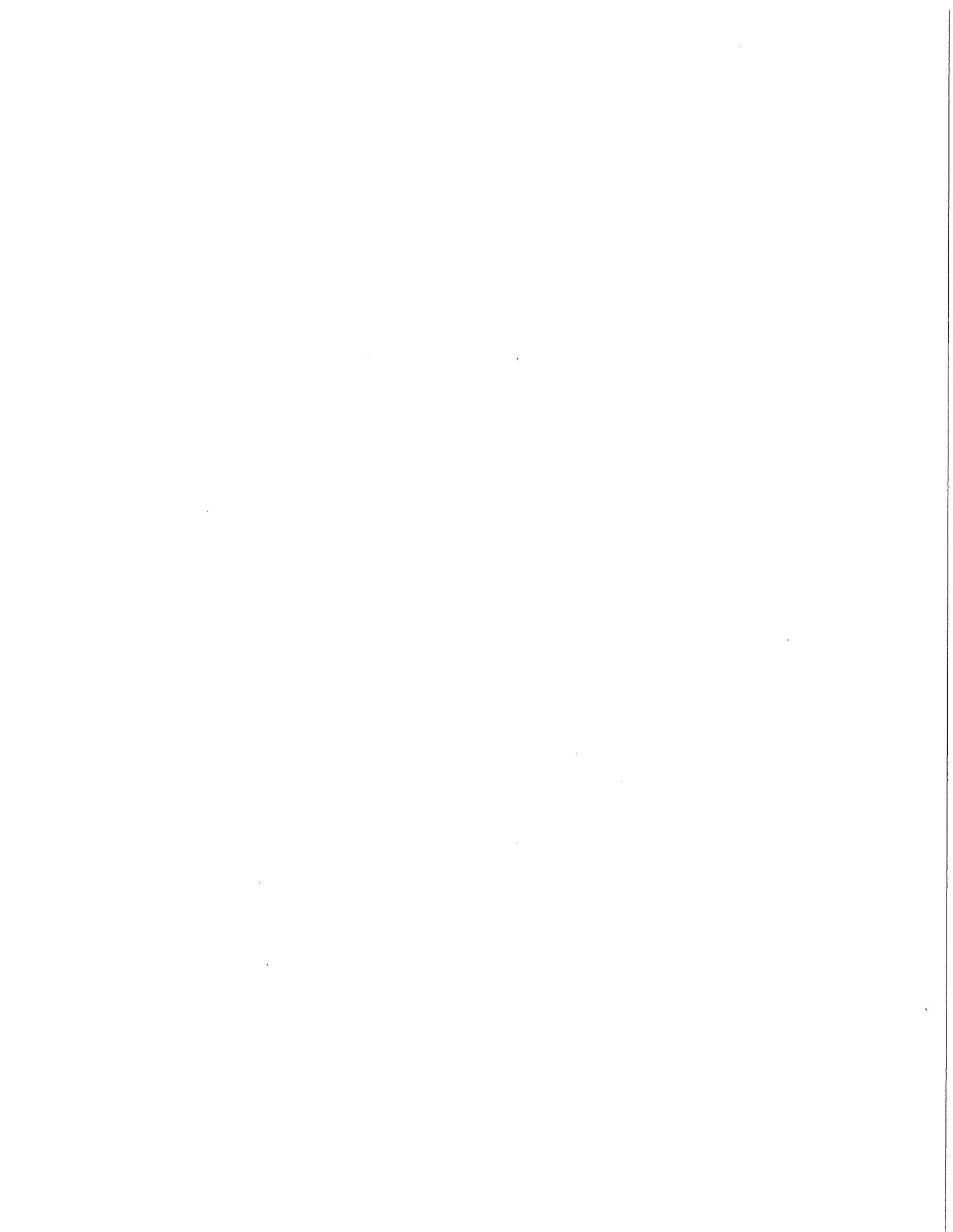
The Committee discussed adding an overall paragraph to the IGA that will allow some flexibility for both the City and Port to do what they need to do. The draft IGA will be reviewed by the City and Port's attorneys, and then presented to the Port Commission and City Council for their review. The Committee set a joint City/Port meeting to discuss and approve the final IGA on July 15, 2013.

6. Adjournment: **Motion**: CM Helfrich moved, seconded by PCP Groves, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:17 PM.

Prepared by
Kathy Woosley

APPROVED:

Mayor Tom Cramblett



City of Cascade Locks
Administration Finance and Operations Council Sub-Committee Meeting
Tuesday, May 21, 2013
Minutes

1. Call to Order/Pledge of Allegiance: Mayor (and committee chair) Tom Cramblett called the meeting to order and led the Pledge of Allegiance at 7:00 p.m.

Attendance: Mayor Tom Cramblett
City Councilor Glenda Groves
City Councilor Bruce Fitzpatrick
Budget Committee Chair Sandra Kelley
Budget Committee Member Darlene Sullenger

2. Approval of Minutes: Sandra Kelley moved and Glenda Groves seconded the approval of the previous minutes. The vote was unanimous to approve.
3. Review of Office Job Descriptions: Committee members Kelley and Sullenger explained that the packets for the previous meeting were in their post office boxes on the Monday before the meeting and that neither of them had visited the Post Office before the meeting. After reviewing the information in the job descriptions they did not have any questions at this time.
4. Potential for Time Study for Administrative Staff: City Administrator showed the committee a potential format for the tracking of office personnel activities. The tracking would be by major job tasks in half hour (30 minute) increments. The sample showed the city administrator's activities for a week and it calculated the amount of time spent in each major activity. The committee agreed that this was an acceptable format for the office staff to use to track their time. They also wanted to wait for the forensic accountant before approving in case he had other comments.
5. Discussion concerning Outsourcing: City Administrator Zimmerman had provided the committee with examples of outsourcing policies from the International City Manager Association and the South Florida Water District for the consideration of the principles of outsourcing. He also included information from the City of Lebanon who discontinued their payroll outsourcing recently. Also distributed was a previous examination of outsourcing utility billing in the City which showed very little benefit for that limited project. Some of the committee members were aware of utility billing outsourcing done at the City of Redmond. They requested a review of what Redmond did for the next meeting.
6. Matt Graves of Pauly Rogers: The Committee discussed the proposed work plan and timeframe with Mr. Graves. They will be in the office June 17-21 to begin the investigation into the City's finances, particularly the administrative costs allocated out

to the various departments and the structure of the budget. Mr. Graves expects to provide a review to this committee and the City Council with recommendations for further study if required.

7. Other Matters and Concerns: The committee spent 40 minutes discussing a wide variety of topics. I will attempt to list all of the subjects below that were discussed but I am unable to list who suggested the topic. (I don't guarantee that I captured all of the discussion.)
 - a. Health insurance benefits are too high. We must increase the premium sharing beyond the 10% suggested by the employees.
 - b. The Administration budget is "the biggest animal" in the budget. What can we do to cut administration costs?
 - c. Can we get Multnomah County to stage an ambulance in our fire hall?
 - d. We need to increase the money in the budget for the Forensic Accountant.
 - e. Let the Fire Finance and Operations Committee address the needs of the EMS Department.
 - f. It's OK to increase rates for utilities as the need is proven.
 - g. Let Pauly Rogers review city finances and we can see their recommendations.
 - h. Can we have a half-time administrator?
 - i. The additional 2% of revenues from the utilities is "cannabilizing" our utilities. The utilities must meet debt service, reserves, and operational costs first.
 - j. We must remove the fire suppression fee.
 - k. Can the Emergency Services Department form a special district to operate?
 - l. EMS needs to help pay for the Forensic Accountant.
 - m. Water is an issue! Temporary fixes exacerbate the problem.
 - n. We are trying to rebuild trust. Are we doing all we can with what we already have?
 - o. Keep legal expenses to the monthly retainer amount.
 - p. Can we make the minutes briefer so it doesn't take so much time to produce?
8. Select Next Meeting Date and Time: June 11, 7:00 p.m. to talk about outsourcing and time sheets.
9. Adjourned: 8:52 p.m.

Submitted by City Administrator Gordon Zimmerman

ESD Finance and Operations Sub-Committee

Meeting Minutes for 4-24-2013 18:30

Meeting called to order at 18:50.

Council members present: Glenda Groves

Citizen's members present: Arni Kononen, Nancy Renualt, Gary Munkoff (19:25 Hours)

Old Business:

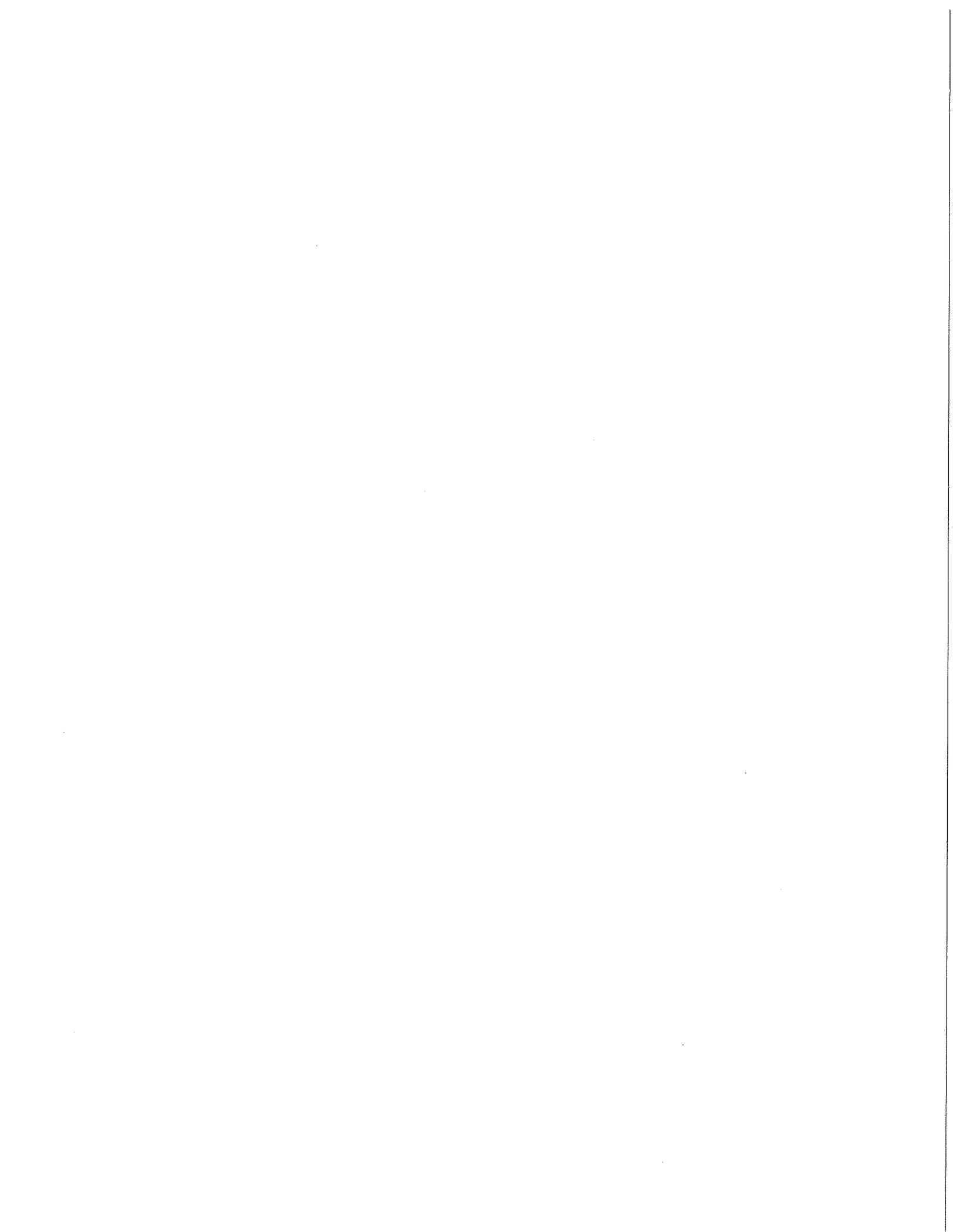
- 1.) Addressed the need for someone to take minutes, Jessica Bennett was available for this meeting. The committee will rotate taking of the minutes as needed.**
- 2.) Would like to meet weekly until the budget is set through May. Then change to meeting monthly or quarterly as needed.**
- 3.) Proposed changes to billing rates. The committee discussed the current rates as compared to the rate changes proposed including: Non-transport rates, fire & rescue standby, removing duplicate line item for ambulance standby, volunteer ff without apparatus and command vehicle rates increase, and adding a two hour minimum to all our rates. Our rates were compared to Eugene, Ashland, and Tillamook. These proposed rates were agreed upon and will be recommended to council.**
- 4.) The group discussed our budget and ambulance billing for the recent past. Revenues were explained as well as our billing process through Springfield Ambulance Billing. Many questions arose regarding the way our fire and ambulance revenues are tracked. We discussed having further conversations with our Finance Officer for clarification on a few of these items. As we transitioned into a discussion of our call volume the paid on call paramedic was discussed especially how it would affect the departments revenues.**

New Business:

- 1.) The committee reviewed our call logs by volume and zone to try and grasp where we responded to the most. The group agreed we need to try to capture as many inter-facility transfers as possible to help revenues. Also discussed was the need for a second ambulance to replace our current ambulance and allow us the ability to cover our calls while on transfers or other calls, as well as in the event of mechanical issues.**
- 2.) The committee discussed our Fire service contracts for those outside of city limits. The need to address the current city ordinance and changes needed. Also the potential revenues and legalities of those inside and outside the city limits.**

The next meeting time will be Wednesday May 1st.

Meeting Adjourned 20:30



MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

April 2013

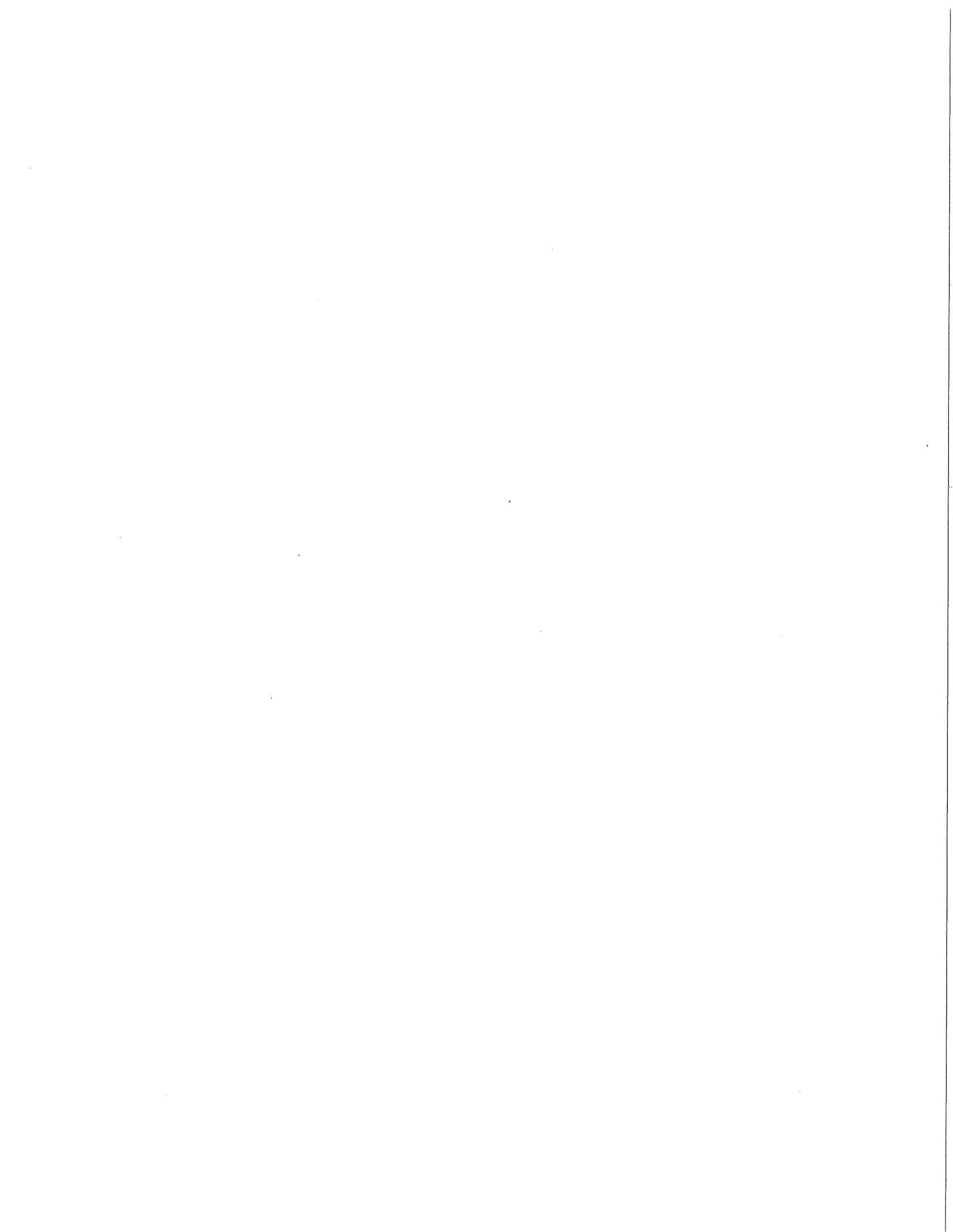
1. **TOTAL CALLS FOR SERVICE: 172** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 17**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 5**
4. **TOTAL CASE NUMBERS ISSUED: 14**
5. **TRAFFIC STOPS: 35**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 2**

Additional Investigative Support: Reserve Deputy Renault, Deputy Cozad, Sgt.Castaneda, Deputy Carmody, Deputy Guertin, Sgt.Hughes and Deputy Pivarunas. Case numbers include: S130226, S130233, S130234, S130244, S130256, S130259, S130271, S130275, S130279, S130282, S130283, S130291, S130297 and S13304.

Deputy Harvey worked 102 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 60 hours within the City of Cascade Locks, (Sgt.Castaneda, Chief Deputy Rockett, Deputy Carmody, Deputy Anderson, Deputy R. Princehouse, Reserve Deputy Renault, Reserve Deputy Linker, Deputy Paulsen, Deputy Cozad, Reserve Deputy Bagge and Deputy Stefanini, Reserve Deputy Beckner, Deputy Smith, Deputy Guertin and Sgt.Hughes.

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.

Brian Rockett
Chief Deputy



MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

May 2013

1. **TOTAL CALLS FOR SERVICE: 180** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 11**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 1**
4. **TOTAL CASE NUMBERS ISSUED: 13**
5. **TRAFFIC STOPS: 51**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 5**

Additional Investigative Support: Deputy Carmody, Deputy Guertin, Deputy R. Princehouse. Case numbers include: S130306, S130307, S130308, S130345, S130360, S130363, S130368, S130375, S130381, S130393, S130396, S130400 and S130402.

Deputy Harvey worked 118 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 68 hours within the City of Cascade Locks, (Sgt. Castaneda, Deputy Carmody, Deputy Anderson, Deputy R. Princehouse, Deputy Paulsen, Deputy Cozad, Reserve Deputy Pivarunas, Deputy Smith and Deputy Guertin.

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.

Brian Rockett
Chief Deputy

