CITY of CASCADE LOCKS

AGENDA

****CITY COUNCIL MEETING, Thursday, November 14, 2013, 7:00 PM, CITY HALL****
(NOTICE DATE CHANGE)

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 October 28, 2013 Council Meeting.**
   b. **Ratification of the Bills in the Amount of $116,785.68.**
4. **Public Hearings.**
5. **Action Items:**
   a. **Appointment to Committees.**
   b. **Second Reading and Adoption of Ordinance No. 426 an Ordinance Amending Ordinance No. 392 to Increase Penalties.**
   c. **Second Reading and Adoption of Ordinance No. 427 an Ordinance Amending Ordinance No. 357 to Increase Penalties.**
   d. **Second Reading and Adoption of Ordinance No. 428 an Ordinance Amending Ordinance No. 301 to Increase Penalties.**
   e. **Second Reading and Adoption of Ordinance No. 429 an Ordinance Amending Ordinance No. 331 to Increase Penalties.**
   f. **Second Reading and Adoption of Ordinance No. 430 an Ordinance Amending Ordinance No. 382 to Increase General Liability Insurance and Name City of Cascade Locks as Additional Insured.**
   g. **Approve Wastewater Facility Planning Grant**
   h. **Adopt Public Works Truck Cost Allocation.**
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. **Water Master Plan Update.**
   c. **Budget Discussion**
   d. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
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.

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
10/31/2013	End of Month AP	$ 82,952.65
11/1/2013	Gross Payroll	$ 33,833.03
	GRAND TOTAL	$ 116,785.68

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4074	10/13	10/31/2013	310	491-1040	Belo Management Services Inc.	193 SUBS	4140562740	106.15
Total 4074:								106.15
4075	10/13	10/31/2013	460	4977	BROWN & KYSAR, INC	General Consulting	5140562190	4,885.40
4075	10/13	10/31/2013	460	4977	BROWN & KYSAR, INC	General Consulting	5140662190	4,885.40
4075	10/13	10/31/2013	460	5006	BROWN & KYSAR, INC	General Consulting	5140562190	1,772.00
4075	10/13	10/31/2013	460	5006	BROWN & KYSAR, INC	General Consulting	5140662190	1,772.00
Total 4075:								13,314.80
4076	10/13	10/31/2013	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	130.37
4076	10/13	10/31/2013	790	313401451 1	CENTURYLINK	WWTP	3140562050	115.36
4076	10/13	10/31/2013	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	132.71
4076	10/13	10/31/2013	790	313470082 1	CENTURYLINK	City Hall Phones	2142162050	176.75
4076	10/13	10/31/2013	790	313470082 1	CENTURYLINK	City Hall Phones	3142162050	97.57
4076	10/13	10/31/2013	790	313470082 1	CENTURYLINK	City Hall Phones	5142162050	150.54
4076	10/13	10/31/2013	790	313785538 1	CENTURYLINK	Sewer	2140562050	235.65
4076	10/13	10/31/2013	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	40.12
4076	10/13	10/31/2013	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	26.74
4076	10/13	10/31/2013	790	314228414 1	CENTURYLINK	Lift Station	3140562050	36.59
Total 4076:								1,142.40
4077	10/13	10/31/2013	940	102113	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	760.00
Total 4077:								760.00
4078	10/13	10/31/2013	1260	1117793860	COSTCO WHOLESALE MEMBER	Membership renewal	0121010	165.00
Total 4078:								165.00
4079	10/13	10/31/2013	1430	2013 UP	DEPARTMENT OF STATE LANDS	Unclaimed Property as of 6/30/13	0121010	209.53
Total 4079:								209.53
4080	10/13	10/31/2013	1530	8255-9217 1	DISH NETWORK	Programming	4140562740	400.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4080:								400.00
4081	10/13	10/31/2013	6867	181	DJ's Repair & Rental	Chain Saw	5140563690	272.50
4081	10/13	10/31/2013	6867	181	DJ's Repair & Rental	Chain Saw	5140663690	272.50
Total 4081:								545.00
4082	10/13	10/31/2013	2020	1212402	GENERAL PACIFIC INC.	Elbow loadbreak	5140562900	638.40
4082	10/13	10/31/2013	2020	1212602	GENERAL PACIFIC INC.	Insulator	5140563760	320.00
Total 4082:								958.40
4083	10/13	10/31/2013	2080	1-5142649	GLOBALSTAR	Sat Phone	0540562050	43.72
Total 4083:								43.72
4084	10/13	10/31/2013	6854	102513CR	Gordon Zimmerman	reimburse mileage	5140562020	85.32
Total 4084:								85.32
4085	10/13	10/31/2013	2680	102513CR	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	45.20
4085	10/13	10/31/2013	2680	102513CR	HUPP JR., TRACY N.	Reimburse Mileage	5140662020	45.20
Total 4085:								90.40
4086	10/13	10/31/2013	6789	15267	Klickitat County Health Dept	Water Sampling	2140562150	60.00
Total 4086:								60.00
4087	10/13	10/31/2013	3160	091313	MARIANNE BUMP/PETTY CASH	Water Bottle Sales	0830543800	4.49-
4087	10/13	10/31/2013	3160	091313	MARIANNE BUMP/PETTY CASH	Tourism Members Food Reimbursement	0840562115	54.49
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	4.56
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140262010	.45
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	14.99
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0542162010	.12
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162010	2.27
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162010	2.25
4087	10/13	10/31/2013	3160	101813	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162010	9.93
4087	10/13	10/31/2013	3160	102513	MARIANNE BUMP/PETTY CASH	Fall Fest PC less fee for face painter	0830543800	53.00-

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4087	10/13	10/31/2013	3160	102513	MARIANNE BUMP/PETTY CASH	Fall Fest PC less fee for face painter	0840562115	60.00
Total 4087:								91.57
4088	10/13	10/31/2013	4910	600146812D	May Britt Andersen	Refund Deposit	5121130	193.16
Total 4088:								193.16
4089	10/13	10/31/2013	6787	22237 10/22/	NorthShore Medical Group	CDL Exam - Terry	5140562110	89.00
4089	10/13	10/31/2013	6787	22237 10/22/	NorthShore Medical Group	CDL Exam - Terry	5140662110	89.00
Total 4089:								178.00
4090	10/13	10/31/2013	3970	15814	OAWU	End of Year Conference	2140562020	142.50
4090	10/13	10/31/2013	3970	15814	OAWU	End of Year Conference	3140562020	142.50
Total 4090:								285.00
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	0140162020	5.61
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	0140462530	106.17
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	0340562530	14.98
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	0540562420	862.49
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	2140562530	252.57
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	2142162020	1.67
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	3140562530	206.91
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	3142162020	1.20
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	5140562200	578.59
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	5140662200	578.59
4091	10/13	10/31/2013	4020	ME112527	ODOT-FUEL SALES	Fuel	5142162020	4.81
Total 4091:								2,613.59
4092	10/13	10/31/2013	4090	57696	OPERATIONS MANAGEMENT INTERN	November Services	3140562700	7,250.00
Total 4092:								7,250.00
4093	10/13	10/31/2013	4500	10029221-22	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140562110	89.85
4093	10/13	10/31/2013	4500	10029221-22	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140662110	89.85

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4093:								179.70
4094	10/13	10/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140162055	61.00
4094	10/13	10/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140262055	20.00
4094	10/13	10/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0542162055	7.00
4094	10/13	10/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	2142162055	39.00
4094	10/13	10/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	3142162055	33.00
4094	10/13	10/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	5142162055	90.00
Total 4094:								250.00
4095	10/13	10/31/2013	6866	100413	Providence Hood River Memorial Hospit	Vaccinations- J. Metheny	0540562017	134.50
Total 4095:								134.50
4096	10/13	10/31/2013	6857	106628	Rescue Source (DBA)	Swift water rescue PFD	0540563025	485.00
Total 4096:								485.00
4097	10/13	10/31/2013	6780	17292667	Ricoh Americas Corporation	Lease	0140162120	58.10
4097	10/13	10/31/2013	6780	17292667	Ricoh Americas Corporation	Lease	0540562120	36.85
4097	10/13	10/31/2013	6780	17292667	Ricoh Americas Corporation	Lease	2142162120	36.85
4097	10/13	10/31/2013	6780	17292667	Ricoh Americas Corporation	Lease	3142162120	30.57
4097	10/13	10/31/2013	6780	17292667	Ricoh Americas Corporation	Lease	5142162121	74.43
Total 4097:								236.80
4098	10/13	10/31/2013	5510	8027329941	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	45.14
4098	10/13	10/31/2013	5510	8027329941	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	4.46
4098	10/13	10/31/2013	5510	8027329941	STAPLES CONTRACT & COMMERCIA	Office Supplies	0542162010	1.16
4098	10/13	10/31/2013	5510	8027329941	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	22.47
4098	10/13	10/31/2013	5510	8027329941	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	22.28
4098	10/13	10/31/2013	5510	8027329941	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	98.22
Total 4098:								193.73
4099	10/13	10/31/2013	6868	1191792	TransAct Technologies Inc.	Receipt Printer Tape	0140162010	20.68
4099	10/13	10/31/2013	6868	1191792	TransAct Technologies Inc.	Receipt Printer Tape	0140262010	2.04
4099	10/13	10/31/2013	6868	1191792	TransAct Technologies Inc.	Receipt Printer Tape	0542162010	.53

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	
4099	10/13	10/31/2013	6868	1191792	TransAct Technologies Inc.	Receipt Printer Tape	2142162010	10.30	
4099	10/13	10/31/2013	6868	1191792	TransAct Technologies Inc.	Receipt Printer Tape	3142162010	10.21	
4099	10/13	10/31/2013	6868	1191792	TransAct Technologies Inc.	Receipt Printer Tape	5142162010	45.00	
Total 4099:								88.76	
4100	10/13	10/31/2013	6070	864745	TWGW, INC NAPA AUTO PARTS	Hold down, bat bolt, leaf gre	5140562780	14.31	
4100	10/13	10/31/2013	6070	865333	TWGW, INC NAPA AUTO PARTS	Crimping tool	5140563700	19.75	
4100	10/13	10/31/2013	6070	865343	TWGW, INC NAPA AUTO PARTS	Misc items	0540562441	79.53	
4100	10/13	10/31/2013	6070	865662	TWGW, INC NAPA AUTO PARTS	Adapter, bulb, guage	0540562441	64.97	
Total 4100:								178.56	
4101	10/13	10/31/2013	6110	10/13 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	6.92	
4101	10/13	10/31/2013	6110	10/13 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	29.48	
4101	10/13	10/31/2013	6110	10/13 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	44.86	
4101	10/13	10/31/2013	6110	10/13 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	175.08	
Total 4101:								256.34	
4102	10/13	10/31/2013	6350	0242106-IN	WAGNER-SMITH EQUIPMENT	Adapters/hardat	5140562770	19.30	
4102	10/13	10/31/2013	6350	0242106-IN	WAGNER-SMITH EQUIPMENT	Adapters/hardat	5140563690	392.36	
4102	10/13	10/31/2013	6350	0242106-IN	WAGNER-SMITH EQUIPMENT	Adapters/hardat	5140563690	392.35	
4102	10/13	10/31/2013	6350	0242256-IN	WAGNER-SMITH EQUIPMENT	Ground parking brush set/grounding set	5140563690	465.07	
4102	10/13	10/31/2013	6350	0242256-IN	WAGNER-SMITH EQUIPMENT	Ground parking brush set/grounding set	5140663690	465.07	
4102	10/13	10/31/2013	6350	0242549-IN	WAGNER-SMITH EQUIPMENT	MD6 Die	5140563700	58.62	
4102	10/13	10/31/2013	6350	0242549-IN	WAGNER-SMITH EQUIPMENT	MD6 Die	5140663700	58.61	
Total 4102:								1,851.38	
4103	10/13	10/31/2013	6440	481139	WESCO RECEIVABLES CORP	primary connectors	5140563670	422.95	
4103	10/13	10/31/2013	6440	481139	WESCO RECEIVABLES CORP	primary connectors	5140663670	422.95	
Total 4103:								845.90	
10311301	10/13	10/31/2013	440	SEP13-PWR	BPA	Power Bill	5140562820	31,113.00	M
10311301	10/13	10/31/2013	440	SEP13-PWR	BPA	Power Bill	5140662820	6,388.00	M
Total 10311301:								37,501.00	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	
10311302	10/13	10/31/2013	440	SEP13-TRN0	BPA	Transmission Bill	5140562821	6,270.00	M
10311302	10/13	10/31/2013	440	SEP13-TRN0	BPA	Transmission Bill	5140662821	1,287.00	M
Total 10311302:								7,557.00	
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	49.59	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Forensic Accountant Info	0140862200	72.80	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	3.67	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Forensic Accountant Info	0542162200	18.20	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	13.56	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Forensic Accountant Info	2142162200	29.12	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	15.80	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Forensic Accountant Info	3142162200	18.20	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	116.49	M
10311303	10/13	10/31/2013	6080	1536020610	U S BANK	Forensic Accountant Info	5142162200	225.68	M
Total 10311303:								563.11	
10311304	10/13	10/31/2013	3650	13100036	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,488.37	M
Total 10311304:								3,488.37	
10311305	10/13	10/31/2013	6090	4393 10/31	U S BANK CC	Oct Visas	0140162020	182.31	M
10311305	10/13	10/31/2013	6090	4393 10/31	U S BANK CC	Oct Visas	2142162020	54.43	M
10311305	10/13	10/31/2013	6090	4393 10/31	U S BANK CC	Oct Visas	3142162020	38.88	M
10311305	10/13	10/31/2013	6090	4393 10/31	U S BANK CC	Oct Visas	5142162020	156.38	M
Total 10311305:								432.00	
10311306	10/13	10/31/2013	6090	2974 10/13	U S BANK CC	Oct Visas	0540562050	14.99	M
Total 10311306:								14.99	
10311307	10/13	10/31/2013	6090	8827 10/13	U S BANK CC	Oct Visas	5140562770	17.50	M
Total 10311307:								17.50	
10311308	10/13	10/31/2013	6090	2305 10/13	U S BANK CC	Oct Visas	5140562770	35.88	M
10311308	10/13	10/31/2013	6090	2305 10/13	U S BANK CC	Oct Visas	5140563700	75.05	M
10311308	10/13	10/31/2013	6090	2305 10/13	U S BANK CC	Oct Visas	5140663700	75.04	M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10311308:								185:97
Grand Totals:								82,952.65

M = Manual Check, V = Void Check

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Electric Working Foreman Tracy Hupp, Journeyman Lineman Keith Terry, Public Works Field Maintenance Supervisor Sheldon Price, Don Haight, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** CA Zimmerman said the Water Master Plan Update was not delivered for agenda item 7.b.

3. **Adoption of Consent Agenda.**
   a. **Approval of Minutes of October 14, 2013 Council Meeting.**
   b. **Ratification of the Bills in the Amount of $ 97,747.98.**
   c. **Approve Resolution No. 1284 Authorizing the Closure of Fund 45, OEDD Loan Repayment Fund and Transferring the Remaining Balance of $755.50 to Fund 31, Sewer Fund for the fiscal Year End 2012-2013.**

   Mayor Cramblett read the list of items on the Consent Agenda. CM Busdieker said she would like items a. and b. pulled. **Motion:** CM Busdieker moved, seconded by CM Helfrich, to approve item c. on the Consent Agenda. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

   CM Busdieker stated she would like the minutes to reflect that the wrap up session she attended was for "Connect Cascade Locks." The minutes will be amended with a new paragraph, under agenda item **8. Mayor and City Council Comments**, to include *for Connect Cascade Locks* after *wrap up session.* **Motion:** CM Helfrich moved, seconded by CM Randall, to approve minutes as amended. The motion was approved unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

   CM Busdieker asked which vehicle was repaired and referenced check number 4034. CA Zimmerman said the expense is allocated to public works. He said it must be a public works vehicle but that information is not included in check detail and would get back to her. CM Busdieker asked why the City has a tax penalty and referenced check number 4067. CA Zimmerman said he would have to get back to her but it has something to do with the software not calculating benefits correctly. **Motion:** CM Busdieker moved, seconded by CM Walker, to ratify the bills in the amount of $97,747.98. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**
   a. **Appointment to Committees.** None.
   b. **Reschedule/Cancel November 11, 2013 Council Meeting due to Veteran's Day Holiday.** Consensus of Council was to reschedule the meeting to Thursday, November 14, 2013.
   c. **Adopt Ordinance No. 426 an Ordinance Amending Ordinance No. 392 to Increase Penalties.** CA Gordon explained that through the codification process it was discovered that penalties needed to be increased. CM Randall asked for clarification that an accused person would go before a judge to determine guilt. CA Zimmerman said that was correct. CM Groves asked why the City would be imposing a fine on a legal or law enforcement matter. CA Zimmerman explained that this particular ordinance regulates our sewer system. He said if someone dumps something illegally into our sewer system the City would want them to be fined for the damage caused. He said they would be cited, served, and processed. Mayor Cramblett explained that Ordinance No. 426 is to amend the penalty section only. **Motion**: CM Helfrich moved, seconded by CM Busdieker, to approve and have the first reading of Ordinance No. 426. CA Zimmerman read Ordinance No. 426 by title. He explained that the second reading and vote of the motion would occur at the next meeting.
   d. **Adopt Ordinance No. 427 an Ordinance Amending Ordinance No. 357 to Increase Penalties.** CA Zimmerman explained the penalty for this ordinance was for parking fines. **Motion**: CM Busdieker moved, seconded by CM Helfrich, to approve first reading of Ordinance No. 427 by title only. CA Zimmerman read Ordinance No. 427 by title only.

e. Adopt Ordinance No. 428 an Ordinance Amending Ordinance No. 301 to Increase Penalties. Motion: CM Helfrich moved, seconded by CM Busdieker, to approve first reading by title only of Ordinance No. 428. CA Zimmerman read Ordinance No. 428 by title only.

f. Adopt Ordinance No. 429 an Ordinance Amending Ordinance No. 331 to Increase Penalties. Motion: CM Busdieker moved, seconded by CM Helfrich, to approve Ordinance No. 429, first reading by title only. CA Zimmerman read Ordinance No. 429 by title only.

g. Adopt Ordinance No. 430 an Ordinance Amending Ordinance No. 382 to Increase General Liability Insurance and Name City of Cascade Locks as Additional Insured. Motion: CM Busdieker moved, seconded by CM Helfrich, to approve first reading of Ordinance No. 430. CA Zimmerman read ordinance No. 430 by title only.

CA Zimmerman pointed out the email from City Attorney Cleaveland regarding the amendments to ordinances. CM Busdieker asked about an amendment to Ordinance No. 392. CA Zimmerman explained that amendments weren't needed for all.

h. Approve Staking Guide for Power Lines in Industrial Park. CA Zimmerman explained that for the first time in 28 years new electrical line is going to be installed. He said this will be a higher capacity line for users in the industrial park. He said the staking guide has to be engineered for the City due to ice load and winters in the Gorge. He explained the staking guide will give the City all the information they need to know regarding size of wire, distance of poles, snow load, etc. He said the staking guide can then be used for any expansion of large capacity line.

Electric Department Working Foreman Hupp said the staking guide will be needed when building and upgrading line from the substation so that proper pole span and proper pole sizes according to wire size are used for the needed capacity. He said this will be needed soon if there is going to be expansion in the industrial park and that seems to be the case. CM Helfrich asked why the line wouldn't be underground if worried about snow load. EDWF Hupp explained that cost is a factor. He said some will be underground but just talking about overhead portion now. He said he doesn't have a plan yet from the Port.

EDWF Hupp said for a number of years the Port has been filling dirt underneath the power lines. He said he has spoken to several Port Managers letting them know that there isn't enough clearance now underneath the lines and they have to be moved. He said the City can build the line but needs the engineering stamp in order to alleviate liability for the City.

EDWF Hupp explained the capacity of power the City has currently and what could be provided with building new line into the industrial park. **Motion:** CM Randall moved, seconded by CM Helfrich, to purchase the staking guide in an amount not to exceed $16,000. CM Busdieker said she didn't see this in the budget. EDWF Hupp said it would be paid out of system upgrade/rebuild line item. CM Busdieker asked about the time line. EDWF Hupp said it would take probably two-three weeks for the engineering and it will take approximately four weeks to receive poles. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

i. Approve Purchase of Public Works Truck in an Amount not to Exceed $53,000. CM Busdieker asked Public Works FMS Price what truck was recently repaired. PWFMS Price stated it was the 1991 utility truck.

CA Zimmerman gave a brief overview of the staff report for purchase of a new truck for the Public Works Department. CM Walker asked if the plow the City has would fit on the new truck. PWFMS Price said the same plow would be used with some adjusting. CM Walker asked how old the plow is. PWFMS Price said he thought the plow was purchased in 2007. **Motion:** CM Helfrich moved, seconded by CM Walker, to authorize the purchase of a 2014 Dodge Ram Truck for a price not to exceed $53,000. CM Busdieker asked why there is only one bid. PWFMS Price said this company is a national company that searches nationally and provides the City with the lowest bid. Mayor Cramblett asked about the percentage of expenses to the water, sewer, and street departments. CA Zimmerman said he would research and report back to Council. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

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

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **Water Master Plan Update.** None.

c. **Wastewater Facilities Plan Update.** CA Zimmerman said Council has received the Wastewater Facilities Engineering Evaluation Report. He said he, Dave Griffin, and PWFMS Price will be meeting with an engineer from Anderson Perry next week. He explained that there is about $1,142,500.00 in projects recommended the City undertake. He said the next step is the Wastewater Master Plan which would prioritize the projects. He said then ask for grant money to do the projects.

d. **Financial Quarterly Report.** CA Zimmerman referred to the report for the first quarter. He said the auditor hasn't established the beginning fund balances yet. He said this is a projection for the year but based on one quarter.

CM Busdieker asked why the City has already spent almost half of the emergency services fund. CA Zimmerman explained that purchases were put off until July. He said the Department is aware of their budget and watching closely. CA Zimmerman said this is what happens when budgeting close.

CM Walker said the emergency services fund YTD is ($44,055.29). CA Zimmerman explained that a beginning fund balance hasn't been included in that column. He explained that property taxes haven't been received yet and the percentage from utility payments aren't included in the forecast in the YTD column. CA Zimmerman said what this YTD column also shows is that the ambulance revenue is $29,726.08 and when projected out is a healthy increase.

e. **Snowplow Plan.** CA Zimmerman said this plan is brought before Council every year and asked if there were any changes. Mayor Cramblett said that Edgewood and Belle Streets, where there is now senior housing, should be coded red to be plowed first. PWFMS Price said he would make that change.

f. **City Administrator Zimmerman Report.** CA Zimmerman reported on closing out the grant for the Regulator Street paving, and the mowing of the school hillside. He said at their last meeting the Council approved the shed addition for City vehicles. He said at a staff meeting the next morning there were better ideas for placement of the cover of the vehicles. He said if there were any changes, they would be brought back to Council. CA Zimmerman said that he and EDWF Hupp went to the OMEU Conference last week. He said that he is going to confer with other municipalities as to how they run their operations. He said CM Busdieker worked with Station Captain Metheny on a personal preparedness manual.

CM Busdieker said she and the Mayor met with Station Captain Metheny last week and discussed how to help citizens help each other and themselves in the event of an emergency. She said the first 72 hours following a disaster is when emergency services are most overwhelmed. She said being prepared as a community will increase everyone's survival odds. CM Busdieker said she thinks that Council sometimes overlooks the part of their job that is to protect the citizens and helping them to protect themselves. She said it is important to show them that Council is doing something to provide them the tools and training to survive if something significant happens. She asked permission from Council to proceed with this project. Mayor Cramblett said this will require time from SC Metheny for his expertise and effort in trying to organize citizens. CM Busdieker said she would be more than happy if someone else would like to help. She said she thinks this is an important project. There was consensus of Council for CM Busdieker to continue her work on this project.

CA Zimmerman reported on the tri-county hazardous waste, and the successful Fall Dumpster Days. He said there was one application submitted for the Electric Department Working Foreman and would bring a recommendation to Council at their next meeting.

8. **Mayor and City Council Comments.** CM Helfrich asked about the status of CATV. CA Zimmerman reported that a proposal is anticipated in November. CM Helfrich said the Artists Open House at Lorang's Fine Art and the Grand Opening at Thunder Island Brewery were two great events.

CM Busdieker said she was asked at the meeting for Connect Cascade Locks what the status was of the bike racks. CA Zimmerman said there is an approved plan for the Cascade Ale House to build one. He said they are waiting for Mr. Lorang to build it. He said other than that, there aren't any other plans.

CM Walker said the Brigham Fish Market is looking closer to being finished every day. He said the drive-up coffee is getting close also. He said that he is glad to have these two businesses.

CM Randall said he works for the Port and the work on the bridge reinforces that the work is being done. He asked citizens for patience with the delays on the bridge.

CM Fitzpatrick thanked the Electric Department for the repair near the railroad tracks. He said he thought that was probably a tough situation.

Mayor Cramblett said it appeared that Lorang's had a successful event and that Thunder Island Brewery ran out of beer so that appeared to be a successful event also. He said the Health Clinic located in the school building is designed well. Mayor Cramblett thanked the citizens that put on the pumpkin carving and costume contest for the youth.

9. **Other matters.** None.

10. **Executive Session as may be required**. None.

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Busdieker, to adjourn. The meeting was adjourned at 8:22 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

_____
Tom Cramblett, Mayor

AGENDA ITEM NO 5.b.

STAFF REPORT

Date Prepared: 10/30/13

For City Council Meeting on: 11/14/13

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder KW

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Ordinance No. 426 amending penalties as recommended by legal counsel.

SYNOPSIS: The City is having ordinances codified by American Legal Publishing and upon review suggestions were made to review the penalty and insurance coverage amounts found in older ordinances. These ordinances were given to City Attorney Ruben Cleaveland for review. Amendments have been made per his recommendations.

CITY COUNCIL OPTIONS:

1. Give Second Reading of Ordinance No. 426.
2. Other action as deemed desirable by City Council.

RECOMMENDATION: That the City Council, vote on motion of last meeting, and have the second reading of Ordinance No. 426.

ORDINANCE NO. 426

AN ORDINANCE AMENDING ORDINANCE NO. 392 TO INCREASE PENALTIES.

WHEREAS, the City is in the process of codifying ordinances and a review of ordinances has revealed that some penalties need to be increased;

WHEREAS, the legal counsel for the City reviewed and recommended an increase to the penalty.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Amendment to Section 10 of Ordinance No. 392 to increase penalty to keep with current penalties for misdemeanors and to be current with usual fines for violating ordinances.

Section 10. Penalties. Any person or persons violating any of the provisions of Section 7 of this ordinance shall be guilty of disorderly conduct and, upon conviction thereof, shall be punished by a fine not to exceed $1,250 or by imprisonment for not more than 100 days, or both.

Any person or persons violating any of the provision of this ordinance, except Section 7, shall, upon conviction thereof, be punished by a fine of not to exceed $500 per day, or imprisonment or not to exceed 10 days, or both.

SECTION 2. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective 30 days after adoption by the City Council and Approval by the Mayor.

ADOPTED by the City Council this 28th day of October, 2013.

APPROVED by the Mayor this 28th day of October, 2013.

_____
Mayor

ATTEST:

_____
City Recorder

First Reading Approved: 10/28/13; Ayes 7 ; Nays 0

Second Reading Approved: _____; Ayes _____; Nays _____

AGENDA ITEM NO 5.C.

STAFF REPORT

Date Prepared: 10/30/13

For City Council Meeting on: 11/14/13

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder KW

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Ordinance No. 427 amending penalties as recommended by legal counsel.

SYNOPSIS: The City is having ordinances codified by American Legal Publishing and upon review suggestions were made to review the penalty and insurance coverage amounts found in older ordinances. These ordinances were given to City Attorney Ruben Cleaveland for review. Amendments have been made per his recommendations.

CITY COUNCIL OPTIONS:

1. Give second reading of Ordinance No. 427.
2. Other action as deemed desirable by City Council.

RECOMMENDATION: That the City Council, vote on motion of last meeting, and have the second reading of Ordinance No. 427.

ORDINANCE NO. 427

AN ORDINANCE AMENDING ORDINANCE NO. 357 TO INCREASE PENALTIES.

WHEREAS, the City is in the process of codifying ordinances and a review of ordinances has revealed that some penalties need to be increased;

WHEREAS, the legal counsel for the City reviewed and recommended an increase to the penalty.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Amendment to Section 36 of Ordinance No. 357. Section 36 shall be amended to increase the illegal parking in a designated handicap space from $190.00 to $450.00.

SECTION 36. SCHEDULE OF PARKING FINES.

(1) The initial schedule of fines for certain violations of the provisions of this Ordinance shall be as follows:

(a) Parking in violation of Section 22 (1) or (2):	**$ 15.00**
(b) Parking in violation of Section 9:	**$ 20.00**
(c) Parking in violation of Section 26:	**$ 25.00**
(d) Illegal parking in a designated handicap space:	**$450.00**
(e) All other parking violation in the Ordinance:	**$ 25.00**

SECTION 2. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective 30 days after adoption by the City Council and Approval by the Mayor.

ADOPTED by the City Council this 28th day of October, 2013.

APPROVED by the Mayor this 28th day of October, 2013.

_____
Mayor

ATTEST:

_____
City Recorder

First Reading Approved: 10/28/13; Ayes 7; Nays 0

Second Reading Approved: _____; Ayes _____; Nays _____

AGENDA ITEM NO 5.d.

STAFF REPORT

Date Prepared: 10/10/13

For City Council Meeting on: 10/28/13

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder KW

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Ordinance No. 428 amending penalties as recommended by legal counsel.

SYNOPSIS: The City is having ordinances codified by American Legal Publishing and upon review suggestions were made to review the penalty and insurance coverage amounts found in older ordinances. These ordinances were given to City Attorney Ruben Cleaveland for review. Amendments have been made per his recommendations.

CITY COUNCIL OPTIONS:

1. Approve Ordinance No. 428.
2. Make no changes.
3. Other action as deemed desirable by City Council.

RECOMMENDATION: That the City Council, by motion, approve, have the first and second reading of Ordinance No. 428.

Legal Review and Opinion: Attached.

Financial review and status: NA

ORDINANCE NO. 428

AN ORDINANCE AMENDING ORDINANCE NO. 301 TO INCREASE PENALTIES.

WHEREAS, the City is in the process of codifying ordinances and a review of ordinances has revealed that some penalties need to be increased;

WHEREAS, the legal counsel for the City reviewed and recommended an increase to the penalty.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Amendment to Section 14 of Ordinance No. 301. Section 14 shall be amended to increase the penalty to $500.00 per day.

Section 14. Penalties. Any person, firm, or corporation violating any of the provisions of this ordinance shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this ordinance is committed, continued or permitted; and, upon conviction of any such violation, such person shall be punishable by a fine of not more than $500.00 per day for each day said violation continues.

SECTION 2. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective 30 days after adoption by the City Council and Approval by the Mayor.

ADOPTED by the City Council this 28th day of October, 2013.

APPROVED by the Mayor this 28th day of October, 2013.

_____
Mayor

ATTEST:

_____
City Recorder

First Reading Approved: 10/28/13; Ayes 7; Nays 0

Second Reading Approved: _____; Ayes _____; Nays _____

AGENDA ITEM NO 5.e.

STAFF REPORT

Date Prepared: 10/30/13

For City Council Meeting on: 11/14/13

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Ordinance No. 429 amending penalties as recommended by legal counsel.

SYNOPSIS: The City is having ordinances codified by American Legal Publishing and upon review suggestions were made to review the penalty and insurance coverage amounts found in older ordinances. These ordinances were given to City Attorney Ruben Cleaveland for review. Amendments have been made per his recommendations.

CITY COUNCIL OPTIONS:

1. Give second reading of Ordinance No. 429.
2. Other action as deemed desirable by City Council.

RECOMMENDATION: That the City Council, vote on motion of last meeting, and have second reading of Ordinance No. 429.

ORDINANCE NO. 429

AN ORDINANCE AMENDING ORDINANCE NO. 331 TO INCREASE PENALTIES.

WHEREAS, the City is in the process of codifying ordinances and a review of ordinances has revealed that some penalties need to be increased;

WHEREAS, the legal counsel for the City reviewed and recommended an increase to the penalty.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Amendment to Section 8 of Ordinance No. 331. Section 8 shall be amended to increase the penalty to $500.00 per day.

Section 8. Failure to Comply with Permit Conditions. Failure to comply with permit conditions will result in:

(a) A written statement issued by the City Administrator informing of an unsatisfactory condition, and specifying the corrective action to be taken within a definite time limit;

(b) If corrective action is not completed by the owner/operator/trucker within a specified time to prevent or reverse the damage potentially caused by an unsatisfactory condition, the transportation permit shall be revoked. The City may then complete the corrective action and the costs shall be paid by the permit holder along with all fines. All fines and costs must be paid before the transportation permit will be reinstated.

Any person, firm, corporation or partnership found to be in violation of this ordinance can be subject to a fine not to exceed $500.00; each day a violation is found to exist shall constitute a separate violation. This fine is in addition to any fine and/or costs imposed for the violation of other specific City Ordinances.

SECTION 2. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective 30 days after adoption by the City Council and Approval by the Mayor.

ADOPTED by the City Council this 28th day of October, 2013.

APPROVED by the Mayor this 28th day of October, 2013.

_____
Mayor

ATTEST:

_____
City Recorder

First Reading Approved: 10/28/13; Ayes 7; Nays 0

Second Reading Approved: _____; Ayes _____; Nays _____

AGENDA ITEM NO 5.f.

STAFF REPORT

Date Prepared: 10/30/13

For City Council Meeting on: 11/14/13

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Ordinance No. 430 increasing general liability amount and naming City of Cascade Locks as additional insured as recommended by legal counsel.

SYNOPSIS: The City is having ordinances codified by American Legal Publishing and upon review suggestions were made to review the penalty and insurance coverage amounts found in older ordinances. These ordinances were given to City Attorney Ruben Cleaveland for review. Amendments have been made per his recommendations.

CITY COUNCIL OPTIONS:

1. Give second reading of Ordinance No. 430.
2. Other action as deemed desirable by City Council.

RECOMMENDATION: That the City Council, vote on motion of last meeting, and have second reading of Ordinance No. 430.

ORDINANCE NO. 430

AN ORDINANCE AMENDING ORDINANCE NO. 382 TO INCREASE GENERAL LIABILITY INSURANCE AMOUNT AND NAME CITY OF CASCADE LOCKS AS ADDITIONAL INSURED.

WHEREAS, the City is in the process of codifying ordinances and a review of ordinances has revealed that penalties and insurance amounts need to be increased;

WHEREAS, the legal counsel for the City reviewed and recommended an increase to the general liability insurance;

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Amendment to Section 5.060 G. of Ordinance No. 382. Section 5.060 G. shall be amended to increase the general liability insurance and name City of Cascade Locks as additional insured.

Section 5.060. Blasting. G. The Fire Marshal, before issuing a permit for blasting, shall require the person or entity to whom the permit is issued to execute and deliver a certificate of General Liability insurance coverage in a form to be approved by the City, naming the City as additional insured, in an amount not less than two million dollars ($2,000,000) or such additional amount as may be reasonable under all of the circumstances then existing as determined by the Fire Marshal. The certificate of insurance shall state on its face that the underlying liability insurance policy includes coverage for indemnification of the City, its officers, agents, any blasting consultant in the employ of the City, and employees, against any claims brought by owners of any property for loss or damage that resulted from such blasting and coverage to indemnify, hold harmless and defend the City, its officers, agents, and employees in and from any cost, attorney's fees or judgments incurred or rendered in any and all suits or actions brought against it as a result in whole or in part from the blasting.

SECTION 2. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective 30 days after adoption by the City Council and Approval by the Mayor.

ADOPTED by the City Council this 28th day of October, 2013.

APPROVED by the Mayor this 28th day of October, 2013.

_____
Mayor

ATTEST:

_____
City Recorder

First Reading Approved: 10/28/13; Ayes 7; Nays 0

Second Reading Approved: _____; Ayes _____; Nays _____

AGENDA ITEM NO: 5.g.

CASCADE LOCKS STAFF REPORT

Date Prepared: November 6, 2013

For City Council Meeting on: November 14, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Wastewater Facility Planning Grant

SYNOPSIS: Under the rules of the Infrastructure Finance Authority (IFA) of the Oregon Business Development Department, the next step in seeking funding for infow and infrastructure repair and for upgrades to our wastewater facility is to apply for a $150,000 planning grant. At our last Council meeting you received a draft copy of the Wastewater Facilities Engineering Evaluation report which is the foundation of a wastewater facilities plan. I met with Troy Baker of Anderson Perry Engineering, David Griffen, the City's contracted Public Works Superintendent, and Sheldon Price, the Public Works Supervisor. We have reviewed the draft evaluation report and requested some changes to focus its direction. The changes removed improvements that are not required to our plant and requested more language regarding the needed changes.

With this revision the City can now submit the plan to DEQ for comment. Once the comments are received, the City will work through the Project Notification Intake Form with the IFA requesting $150,000 for the Wastewater Facilities Plan Grant which would expand the evaluation report to a system wide review of our wastewater system including the plant and the collection system feeding the plant. Once the Facilities Plan is completed, we can apply for a construction grant to make the necessary improvements and repairs to the entire system in order to stay in compliance with our NPDES permit.

There is no match required for this grant.

We do need to apply for this grant before the end of the year because the IFA has indicated that the criteria for grant awards may change effective January 1, 2014. We know the City qualifies under the current criteria and at the urging of our IFA representative, we would like to submit a grant this year for funding the Facilities Plan.

The grant will be written by the engineering firm Anderson Perry and is included in the cost of the engineering evaluation which they are now completing. In order to meet the year end deadline, the request must go to the IFA before Nov. 27.

CITY COUNCIL OPTIONS:

1. Approve the request to apply for the IFA grant
2. Do not approve the request.
3. Wait until November 25 to approve the request.
4. Wait until the first quarter of next year to see if the eligibility requirements have changed.
5. Do nothing at this time.

RECOMMENDED MOTION: "I move to approve the request to allow Anderson Perry to apply for a wastewater facilities planning grant on behalf of the City of Cascade Locks."

AGENDA ITEM NO: 5.h.

CASCADE LOCKS STAFF REPORT

Date Prepared: November 4, 2013

For City Council Meeting on: November 14, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Public Works Truck Cost Allocation

SYNOPSIS: At our last Council meeting, the Council approved ordering a new truck for the Public Works Department. The question raised by the Mayor was "Do we have the right cost allocation?" The truck would be utilized by the Streets, Water, and Sewer Departments. How do we apportion the costs among those three departments?

The proposed allocation made by the Finance Staff was:

Streets	$20,999	41.9%
Water	$21,600	43.1%
Sewer	$ 7,500	15.0%

These totals are reflected in the attached spreadsheet. This table shows different allocation formulas.

Total Revenues: This allocation is based on the total revenues in each department budget. This includes beginning fund balances and any sources of miscellaneous revenue streams.

Services Revenues: This allocation is based solely on the revenues from services sold (in the case of water and sewer) or from distributions received (State gas tax allocation for streets).

Personnel Services: Each department has associated personnel costs for the time each department utilizes manpower. These costs are projected in the budget process.

Materials/Services: As with personnel, each department has material and services used in the performance of the duties required. Again, these numbers are based on the material forecast in the budget.

Personnel Services/Material/Services: These allocation balances manpower and inventory costs across the three departments to determine the appropriate level for apportionment.

Projected Usage: The department staff sat down to estimate how much of the time the truck would be used by each department in a typical year. Realizing that the sewer consumes the lease amount of truck time, the estimated percent of usage was 20%. Street repairs, snow plowing, water leaks, and general hauling make up the most usage for this truck. The rest of the usage was split evenly between Streets and Water Departments.

Budgeted In Capital Reserve: This was the original estimate when the purchase was planned.

Available in Capital Reserve: The is the actual amounts available in the Capital Reserve Fund. The Council would have to adopt a resolution to do anything different in the Capital Reserve Fund should an option be chosen that does not have sufficient funds available.

With only $12,000 budgeted for the contribution from the Sewer Fund, The options based on revenues, personnel services, and material and services would require further Council action because the Sewer proportion exceeds the the budget amount.

We have no projects budgeted for the street funds this year. The money for the street portion of the truck is coming out of previous budgets transfers. We are attempting to rebuilding the street funds into a significant amount in order to do future projects.

CITY COUNCIL OPTIONS:

The Council may select any of the proposed financing models or develop some other allocation method.

RECOMMENDED MOTION: "I move that the allocation of funding for the new Public Works truck be based on the projected usage of the truck with 40% of the funding coming from Streets, 40% from Water, and 20% from the Sewer Fund."

City of Cascade Locks
Public Works Truck Allocation
Fiscal Year 2013-2014

Department	Proposed		Total Revenues		Service Revenues		Personnel Services		Material/Services		PS/MS		Projected Usage		Budgeted in Cap Reserve		Available In Cap Reserve	
Streets	20,999	41.9%	9,602	19.2%	5,548	11.1%	10,458	20.9%	3,919	7.8%	6,157	12.3%	20,040	40.0%	34,000	42.5%	139,000	32.9%
Water	21,600	43.1%	15,996	31.9%	16,812	33.6%	24,773	49.4%	17,841	35.6%	20,213	40.3%	20,040	40.0%	34,000	42.5%	210,331	49.8%
Sewer	7,500	15.0%	24,501	48.9%	27,739	55.4%	14,868	29.7%	28,340	56.6%	23,729	47.4%	10,020	20.0%	12,000	15.0%	73,000	17.3%
	$ 50,099		$ 50,099		$ 50,099		$ 50,099		$ 50,099		$ 50,099		$ 50,099		$ 80,000		$ 422,331	

Distribution Methods	Admin PS/MS	Revenues	Service Revenues	PS	MS	PS/MS	Average
Streets	5,272	151,450	66,000	39,140	28,184	67,324	59,562
Water	58,368	252,300	200,000	92,712	128,315	221,027	158,787
Sewer	53,153	386,450	330,000	55,644	203,828	259,472	214,758
	$ 116,793	$ 790,200	$ 596,000	$ 187,496	$ 360,327	$ 547,823	$ 433,107

Total Admin (PS/MS)	$ 116,793	21.3%
Total City (PS/MS)	$ 547,823	

AGENDA ITEM NO 5.i.

STAFF REPORT

Date Prepared: 10/22/13

For City Council Meeting on: October 28, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Sheldon Price, Public Works Field Maintenance Supervisor

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Truck Purchase.

SYNOPSIS: Public Works currently has three vehicles: a 1995 Dodge 1-ton, a 2001 Dodge Utility Truck (both purchased new) and a 2004 Ford F550 (purchased used). Repair cost of these vehicles could become an issue. The 1995 1-ton truck that is used for plowing and sanding is now 18 years old. The recommended replacement time for fleet vehicles is 12 years. It needs more money in repairs than what it's worth to get it running right. This truck is critical for day to day utility work as well as snow removal so it needs to be dependable. As winter is nearing, we need to get a truck purchased right away so we'll have a dependable truck for the winter months.

National Auto Fleet Group is a trusted vendor that specializes in fleet vehicles. Due to the time limit to get a truck here before winter, we chose to obtain a quote from this vendor. They are a national company with access to materials at a much lower cost than most companies. They have quoted 8-10 weeks for delivery. After delivery, we will have to have the plow and frame installed for $1,150.

CITY COUNCIL OPTIONS:

1. Authorize the purchase of a new truck per attached quote.
2. Take no action at this time.
3. Provide another direction for staff.

RECOMMENDATION: That City Council, by motion, authorize the purchase of a 2014 Dodge Ram Truck per the attached quote for a price not to exceed $53,000.

Legal Review and Opinion: N/A

Financial review and status: As this truck will be used for several departments, the cost will be spread between the Capital Reserve Funds of the street, water and sewer departments. The total budget for truck purchase is $80,000 between all three departments. The cost will be spread from the Capital Reserve Funds as follows:

Water: 43% or $21,600
Sewer: 15% or $ 7,500
Street: 42% or $20,999

BACKGROUND INFORMATION:

1. During the budget process, $80,000 was approved for a truck purchase for the Public Works Department. The "Planned Expenditures from Capital Reserve FY 13/14" is attached for your review.

2. The quote from National Auto Fleet Group is attached for your review.

National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) BUY-NJPA • (626) 457-5590

(855) 289-6572 • (831) 480-8497 Fax

10/22/2013

City of Cascade Locks
Sheldon Price

Dear Mr. Price

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. **One (1) New/Unused (2014 Ram 3500HD 4x4 Reg Cab Diesel W/PTO 143.5" Tradsman SLT W/ 9ft PTO Pump Hydraulic Dump Body by Knapheide to include Receiver hitch and Metering Chut)** delivered to your department yard, each for

Sub Total	$ 50,099.00
Tax	$ 00.00
Total	$ 50,099.00

-per the attached specifications.

This vehicle(s) is available under the **National Joint Powers Alliance Bid Number 102811.** Please reference this Bid Number on all Purchase Orders.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
National Fleet Manager
Office (855) 289-6572
Fax (831) 480-8497

CHEVROLET Ford NISSAN TOYOTA

Planned Expenditures from Capital Reserve FY13/14

Department	Amount	Description
Admin	10,000	Computer Network Upgrade/Replacement (Spread)
Admin	10,000	Office Equip Upgrade/Replacement (Computers, Printers, cameras, mic etc.)
	20,000	**Admin Total Expenditure**
Property	2,000	ADA Upgrades to City Hall
	2,000	**Property Total Expenditure**
Water	10,000	Update Phone Line to Resovoir
Water	10,000	Resovoir Security
Water	8,000	Waterline Replacement (Regulator)
Water	34,000	Dump Truck Purchase
Water	2,500	Sensus Meter Handheld Reader (1/2 cost, Elec will pick other 1/2 in Budget)
	64,500	**Water Total Expenditure**
Sewer	12,000	Dump Truck Purchase
	12,000	**Sewer Total Expenditure**
Streets	34,000	Dump Truck Purchase
Streets	20,000	Paving Project
	54,000	**Street Total Expenditure**
Elec	40,000	Utility Pickup Vehicle Replacement
Elec	10,000	Upgrade old brush truck for vault clean out & mower fire protection
Elec	175,000	Possible acqusition of Sub Station
Elec	2,500	Sensus Meter Handheld Reader (1/2 cost, Elec will pick other 1/2 in Budget)
Elec	30,000	System Upgrade/Replacement
Elec	20,000	Middle Mile Fiber Project
Elec	25,000	Warehouse building repair
Elec	20,000	Radio Upgrade
Elec	50,000	Oil Spill Protection
	372,500	**Elec Total Expenditure**
TOTAL CAPITAL OUTLAY	**525,000**	