

CITY of CASCADE LOCKS

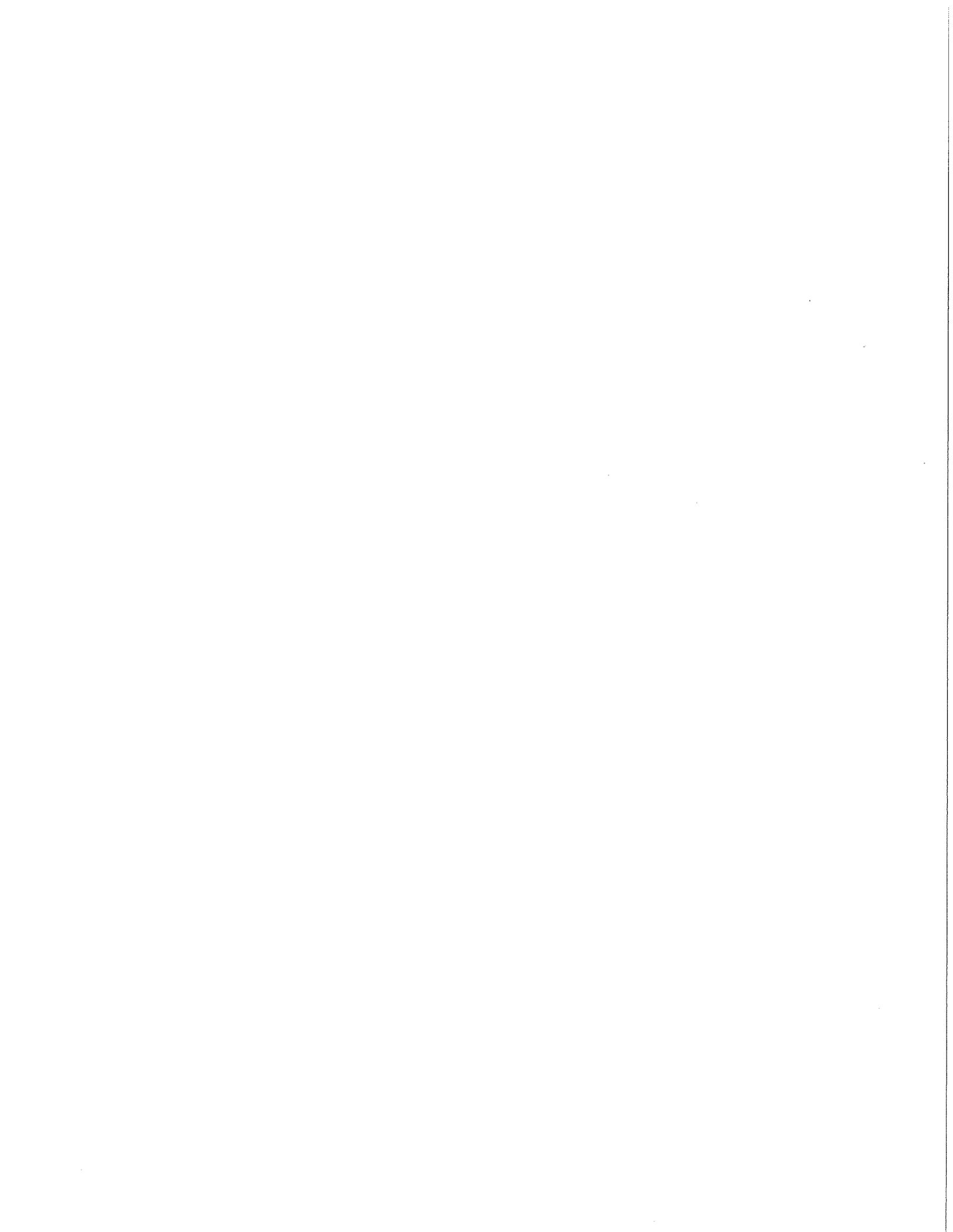
AGENDA

CITY COUNCIL MEETING, Monday, December 9, 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 November 25, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 119,884.49.**
 - c. **Approve Resolution No. 1287 Authorizing Transfer of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year 2013/2014.**
 - d. **Approve Resolution No. 1288 Authorizing the Auditor to Close Fund 45, OEDD Loan Repayment Fund and Transfer the Balance of \$755.50 to the General fund per ORS 294.353 for the Fiscal Year End 2012/2013 and Repeal Resolution No. 1284.**
 - e. **Approve Resolution No. 1289 Authorizing the Transfer of \$755.50 from the General Fund to Fund 31, Sewer Fund, Making Appropriations and Authorizing Expenditures for the Fiscal Year 2013/2014.**
4. **Public Hearings. CDBG GRANT**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1285 for CDBG Grant.**
 - c. **Approve Resolution No. 1286 Authorizing Waste Connections, Inc., d.b.a. Hood River Garbage, to Collect Solid Waste and Recycling Within the City of Cascade Locks; Setting Charges and Rates for Providing Such Services; and Repealing Resolution No. 1251.**
 - d. **Second Reading and Adoption of Ordinance No. 425 Providing for the Regulation and Registration of Street Vendors; Establishing Rules Regarding the Placement of Signs used by Street Vendors; and Providing a Penalty for Violation.**
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. **Holly Howell – Connect Cascade Locks.**
 - c. **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.



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, Station Captain Jesse Metheny, Martha and Barry LaMont, James and Sharon Dean, Jill Rudabaugh, Rob Brostoff, Brad and Deb Lorang, Randy and Anne Holmstrom, Pat Hesgard, Martena Pennington, Erwin Swetnam, Jim Winterbottom, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** Mayor Cramblett said he would move Agenda Item 7.b. before the action items.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of November 14, 2013 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 132,097.69.**

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

4. **Public Hearings.** None.

Garbage Rate Review – Jim Winterbottom, Waste Connections, Inc. Mr. Winterbottom stated the rates proposed are the effects of the CPI increase, which affects operating costs. He said Waste Management donated rolling carts and service for the Downtown Revitalization Event and the Historic Highway Celebration in Cascade Locks this year. He explained increases per the rate sheet provided.

CM Helfrich asked about rolling carts for Cascade Locks. Mr. Winterbottom said Hood River is considering the two cart system, one for yard debris and one for recycling. He said another jurisdiction would be needed besides Cascade Locks to make it affordable. He said the service would require another truck and carts at a cost of \$680,000. He said if Hood River moves forward then the other areas could be added. Mr. Winterbottom said Waste Connections is willing to take part of the expense due to benefits for the company.

CM Walker asked if Portland/Salem CPI charge fits Cascade Locks/Hood River/The Dalles. Mr. Winterbottom said that CPI is the closest to this zip code to use and Mr. Swetnam said that is what has consistently been used. CM Walker asked about Wasco County rates and Mr. Winterbottom explained their agreement.

Mayor Cramblett stated that Cascade Locks has looked for competition in the past. He said the extra service Hood River Garbage provides outweighs the competition.

5. **Action Items:**

a. **Appointment to Committees.** None.

b. **Approve Solution for Cell Tower.** CA Zimmerman stated that the solution provided is a viable solution and encouraged Council to allow staff to move forward. He said if we don't do this the City will end up having to maintain the equipment. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve this plan to relocate the existing EMS Communications Tower into the current City easement with the funding coming from 50% Administration Equipment Upgrade in the Capital Reserve Fund and 50% from the EMS Contingency.

Mayor Cramblett said this started as a \$1,200 deal for the City to get communications in here a few years ago. He said we're still working on it and have thousands of dollars in it. He said the ball was sure dropped on this one. He said this wasn't managed well and is going to cost the citizens a lot more than it should have. CA Zimmerman said this will close the situation but there will be ongoing costs.

CM Busdieker wanted Council to be aware that the amount taken out of contingency would not be available for ambulances. She suggested that 50% contingency might not be the right percentage and was trying to figure out the difference between the administration under capital reserve funds and administration contingency. CA Zimmerman explained that administration contingency is in the administration fund and capital reserve is a separate bank account where \$20,000 out of the \$60,000 was budgeted to spend this year. He explained the expenditures as listed in the staff report.

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

- c. **Approve Purchase of Ambulance.** Mrs. LaMont stated that she supports the very generous offer for the ambulance from Hood River. She said this is a very prudent move and hope that the Council supports this. Mrs. LaMont stated that if the Council did not support this that she and her husband would donate and would ask others in the community to donate also. She said they believe strongly in safety, food, clothing, and shelter for those in the community.

Mr. Dean asked Council to approve the purchase of the ambulance. He said it is an unbelievable price and in very good condition. He said it is a need for the community.

Mayor Cramblett read a letter submitted by Rob Brostoff supporting the purchase of the ambulance.

Mr. Lorang said the community is aging and so is the ambulance. He said trying to figure out how to fund another ambulance has been on the radar. He said the Hood River ambulance is a fraction of what it would cost for a new ambulance and hoped the Council would vote in favor of the purchase.

CA Zimmerman explained that this is an opportunity to purchase an ambulance that is still within its certification life at a greatly reduced price. He explained the options for expensing the cost of the ambulance. **Motion:** CM Randall moved, seconded by CM Busdieker, to approve the purchase of Medic #3 from the City of Hood River for \$10,000 and to spend up to \$2,500 for needed repairs.

CM Groves asked what the life expectancy was for the ambulance. CA Zimmerman said after 15 years the ambulance can be decommissioned unless the ambulance is in good condition and licensed it can remain in service as long as the City can make it last. He said the City wouldn't be able to resell it to use as an ambulance as its 15 year life would be up.

Mrs. Renault stated that the Hood River vehicles are well maintained. She said she spoke to the repair person who takes care of the vehicle maintenance for the City and County of Hood River. She said he told her that if he was going to buy an ambulance it would be this one.

CM Walker said the ODOT fleet has vehicles with 200,000 miles on them. He said if the vehicle is maintained it will last. He asked if there was any value to the old ambulance. SC Metheny said

he didn't think there would be much value and would be looking at auction to dispose of the vehicle.

CM Groves asked if this ambulance is purchased and used as the first out would the City still consider purchasing a new one. CA Zimmerman answered, yes. CM Busdieker asked if the ambulance is up to National Fire Protection Association (NFPA) standard. SC Metheny said all Hood River ambulances are NFPA standard but those standards change often so he wasn't sure if up to current NFPA standard.

Mayor Cramblett stated that Mrs. Renault mentioned the mechanic for the Hood River ambulance and asked if Council could get a written report from the mechanic. SC Metheny said the City received a check point list and CA Zimmerman stated that is how the \$2,500 in repairs was established.

CM Busdieker said she has been taking an emergency responder class and something that is stated over and over is that the responders have to be kept safe first in order to take care of patients properly. She said after helping CA Zimmerman with the grant for the new ambulance she realizes how much more in need the City is and should take advantage of any opportunity.

CM Helfrich said the City of Hood River is offering the City a tremendous opportunity and asked fellow Councilors to support the purchase of the ambulance and continue the efforts toward the grant process to purchase a new ambulance.

CM Fitzpatrick said the Council is paying a paramedic and should give him something to get around in.

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

d. First Reading of Ordinance No. 425 Regulating Street Vendors. CA Zimmerman said the ordinance went to the Joint Work Group on Economic Development, the Cascade Locks Business Association, the Tourism Committee, and the City Attorney for review and comment. **Motion:** CM Helfrich moved, seconded by CM Busdieker, to approve Ordinance No. 425 and have the first reading by title only. CA Zimmerman read Ordinance No. 425 by title only.

e. Approve Electric Department Working Line Foreman. CA Zimmerman said Keith Terry was the applicant for the Working Line Foreman and recommended to Council that he be selected to fill that position. **Motion:** CM Helfrich moved, seconded by CM Randall, to appoint Keith Terry to the position of Working Line Foreman in the Electric Department of the City of Cascade Locks.

CM Randall asked how many employees are currently in the Electric Department. CA Zimmerman said there are four currently. He said the list of applicants can be reviewed when Mr. Terry was hired or the City can advertise again for the vacant position. CM Randall asked how long the Department could operate with three employees. CA Zimmerman explained that would depend on the winter season.

Mayor Cramblett said he would still make the argument that the City can get by with a three-man crew. He said even with two men on a pole with live power, one of those men could be an apprentice. He said if going with four, the City should go with an apprentice. He said if there is an outage, that isn't live power, so that isn't an issue. He said if the citizens can accept being without power for a while, for safety, a three man crew would be enough.

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

Mayor Cramblett said it has been reported that working in a live power situation happens a couple times a year and that tree trimming is also an issue. CA Zimmerman said the question of an apprentice is that the City doesn't have all the things here that they would need to learn and the City would be sending them elsewhere and paying for them to learn those things somewhere else. He said it would be possible to advertise for minimum requirements for an apprentice to have transmission and hot wire experience.

Mayor Cramblett argued that an apprentice could stay in Cascade Locks for 30 years if they didn't want to progress to transmission work. He said the needs of Cascade Locks do not require the upper skills.

CM Randall asked what reason would there be to not hire a journeyman and only go for an apprentice. Mayor Cramblett said there were only five that applied for the journeyman position when it was open and only one applied for the Working Line Foreman position. He said if the position was opened up to apprentices there might be a lot of people willing to apply. CA Zimmerman said an apprentice would be cheaper. CM Helfrich said the City would have to pay for their training. CA Zimmerman said it is a delicate and difficult situation. He said both options have advantages and disadvantages.

Mayor Cramblett said he would like to promote employment within Cascade Locks and open up to include apprentice as he believes the fourth employee can be an apprentice. He said he knows three people from Cascade Locks that are an apprentice or journeyman. CM Helfrich cautioned that an apprentice be required to have the training that we don't provide so that Cascade Locks doesn't have to pay for the training. Mayor Cramblett argued that Cascade Locks doesn't need that. CM Helfrich replied that if an apprentice wants to excel they will want to get that training and it will be at the expense of the City. CA Zimmerman said the position could be opened up to apprentice and determine the level the City would need. CM Walker said this is an opportunity for someone local and the City should do that. There was consensus of Council to open the position to include apprentice. CM Groves stated that she was in favor of two journeymen linemen and a groundsman but would go along with Council. CM Fitzpatrick suggested IBEW running an apprenticeship program rotating people in and out.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Columbia Gorge Lions President Pat Heggard and Treasurer Martena Pennington presented donations from the Lions Club of \$300 to the Christmas Giving Tree and \$1,000 toward the loan of the City's fire truck. Treasurer Pennington reported that the Lions also donate to the Food Bank with cash and product, the Hood River Food Bank, purchase of glasses for low income senior citizens, provide eye testing for children at the school and provide glasses when needed, Start Making A Reader Today Program, Tongue Twister Contest through the school, helped to build a bus shelter, Lions Disaster Program, Cascade Locks senior scholarship, Lions Sight and Hearing Program, Diabetes Program, Canine Companion Program, and camps for diabetic kids. She said these are all the things the Lions are able to do with their money. She said the Lions are always looking for new members. Treasurer Pennington reported that Bingo and Sternwheeler Days are their major source of income. President Heggard said Bingo has been cancelled due to the Bridge of the Gods closure since most of their patrons are from Washington. She said they would like to see more support from the citizens in Cascade Locks.

Consensus of Council was to put the \$1,000 toward the payment of the loan for the fire truck.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **Garbage Rate Review – Jim Winterbottom, Waste Connections, Inc.** This was discussed earlier in the meeting.

c. **Council Meeting December 23, 2013.** CA Zimmerman said there is an opportunity for funding from the Infrastructure Finance Authority the Wastewater Master Plan. He said that application requires a public hearing, which is scheduled for the next meeting. He said the meeting on the 23rd would include the approved minutes of the 12/9/13 meeting on how to use the CDBG funds to go along with the application. CA Zimmerman said he would try to keep the agenda short.

d. **Administration Cost Allocation – New Model.** CA Zimmerman said seven or eight models were presented at the last meeting for Council to consider. He said he is presenting another model which would keep personal services and material and services more equitable. He said this will keep the personal services costs in one area and the material and services costs in another area. CA Zimmerman pointed out the differences in models on his spread sheet included in the packet. He explained that the percentages could change every year. He said that he is looking for a model to use for budget per the Forensic Auditor.

Mayor Cramblett stated that demanding higher rates might be needed just to meet the administration allocation. He said the electric department raises rates, sets money aside, and questioned the management side when the water and sewer departments aren't doing well. CA Zimmerman said those budgets could increase, because they are doing a better job, buying more material or adding another employee, and their proportion of the material and services and personal services would go up in regard to the whole operating entity. He said those departments would then be paying more as it is based on the budget.

CM Helfrich said this is a good model to work toward. CA Zimmerman said he is looking for direction on how to build the budget. He said he would build the budget using this model and the Council will have time to change their mind if they don't like the percentages.

e. **Discussion of 2% EMS Funding.** CA Zimmerman gave Council the current budget information. He said this 2% generates \$42,000 for the department. He said if that money is reduced the Council will have to find it somewhere else. He said it may come from increased revenues being generated or a ballot measure.

CA Zimmerman reported on information he received from other Oregon municipal electric utilities regarding their payment in lieu of franchise fees. He said the amounts range from 3.8% to 10%. He said 6% was the average for the 11 Oregon utilities. He said some of the cities have a sales tax on the electric utility to go into their general funds. CA Zimmerman said Drain is comparable to Cascade Locks and their rate is 6.5%. He said this is just information for Council to think about.

CM Randall asked if CA Zimmerman would be recommending options to pursue additional revenue. CA Zimmerman said Council needs to be thinking about this. He explained the election calendar dates to Council and said if the decision is to place something on the ballot the deadline to get information to the County is in March. CA Zimmerman said the gap Council will need to fill if deciding to not to extend the 2% is \$42,000. Mayor Cramblett said the 2% sunsets 6/30/14.

Mayor Cramblett said he would like to have a discussion with the Station Captain to determine the amount that is needed because once this goes to the citizens, that's it. He said he didn't think decisions should be based on the amount of revenues received this year and to be more conservative. CM Randall reminded all to factor in the ambulance needs.

Mayor Cramblett said volunteers have declined. He presented an idea to Council to allow staff, on City time, to train and volunteer for the emergency services department. He said he would like to approach the Port of Cascade Locks, Oregon Department of Transportation, Oregon Department of Fish and Wildlife, United States Forest Service, Port of Entry, the Corps of Engineers, etc. to allow their employees to do the same. He said the people that are here in town working during the day could be available to serve the community. CM Helfrich asked if he was considering mandating employees to do this. Mayor Cramblett said he couldn't do that but would encourage them to do so. He said he is just trying to think of some ideas to get more volunteers.

f. **City Administrator Zimmerman Report.** CA Zimmerman reported on the Wastewater Engineering Facilities Plan, the DEQ Mutual Agreement and Order, the estimated population from Portland State University, employ training for Safety Data Sheets, and revisions to the Personnel Handbook.

8. **Mayor and City Council Comments.** CM Helfrich wished all a Happy Thanksgiving. CM Busdieker reported that she is continuing with the emergency response training and helping CA Zimmerman with the grant for the new ambulance. She said someone in her emergency response class helped with suggestions for the ambulance grant and hopes that will help also. CM Walker wished all a Happy Thanksgiving and stated we all have so much to be thankful for. CM Randall wished everyone a safe holiday. CM Fitzpatrick wished all a Happy Thanksgiving. Mayor Cramblett wished all a Happy Thanksgiving.
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 motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:57 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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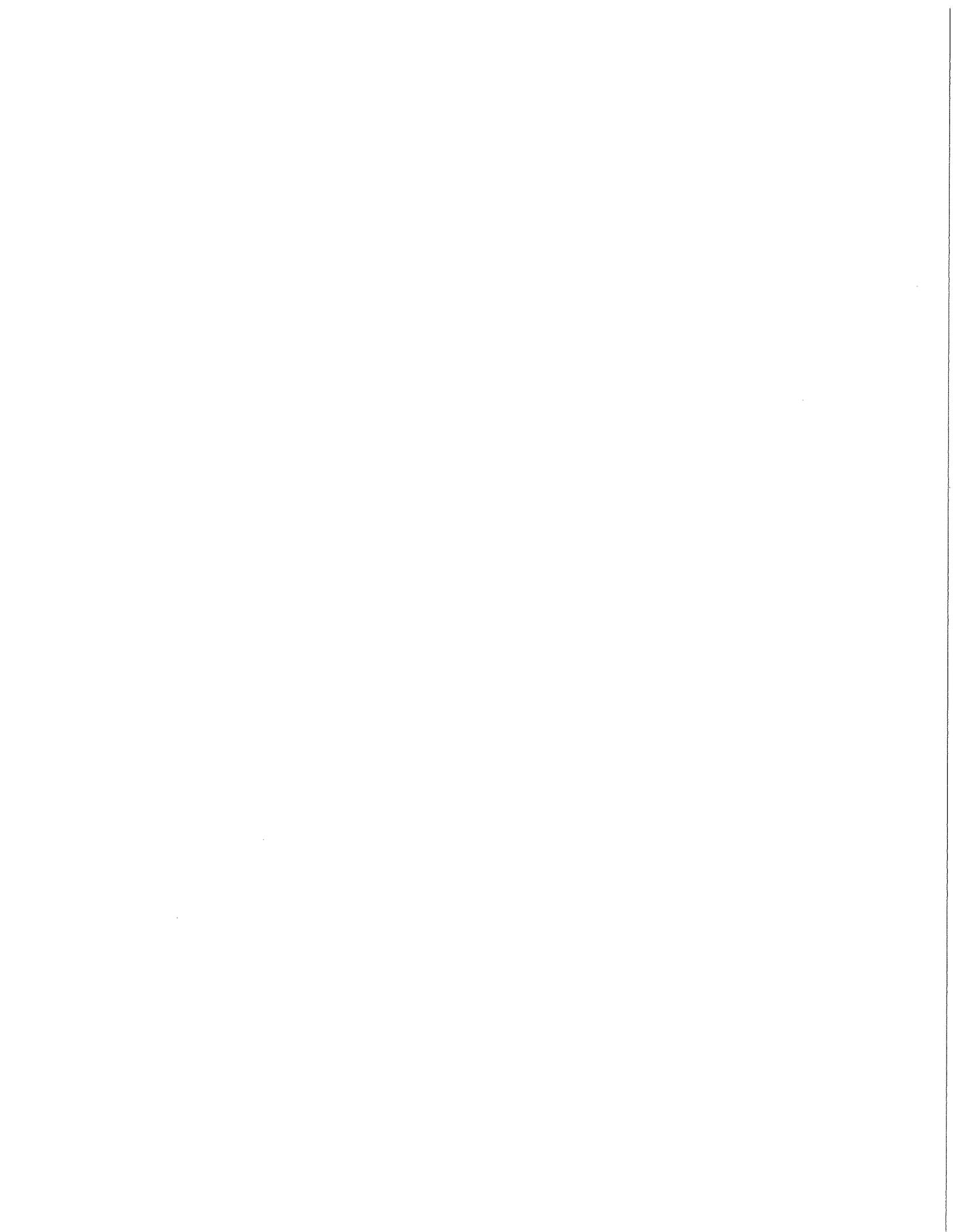
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11/27/2013	End of Month AP	\$ 84,868.29
12/3/2013	Specail AP	\$ 780.00

GRAND TOTAL \$ 119,884.49

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APPROVAL:

Mayor



Check Issue Dates: 11/27/2013 - 11/27/2013

Nov 27, 2013 1:52AM

Report Criteria:

Report type: GL detail

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Check Issue Dates: 11/27/2013 - 11/27/2013

Nov 27, 2013 11:52AM

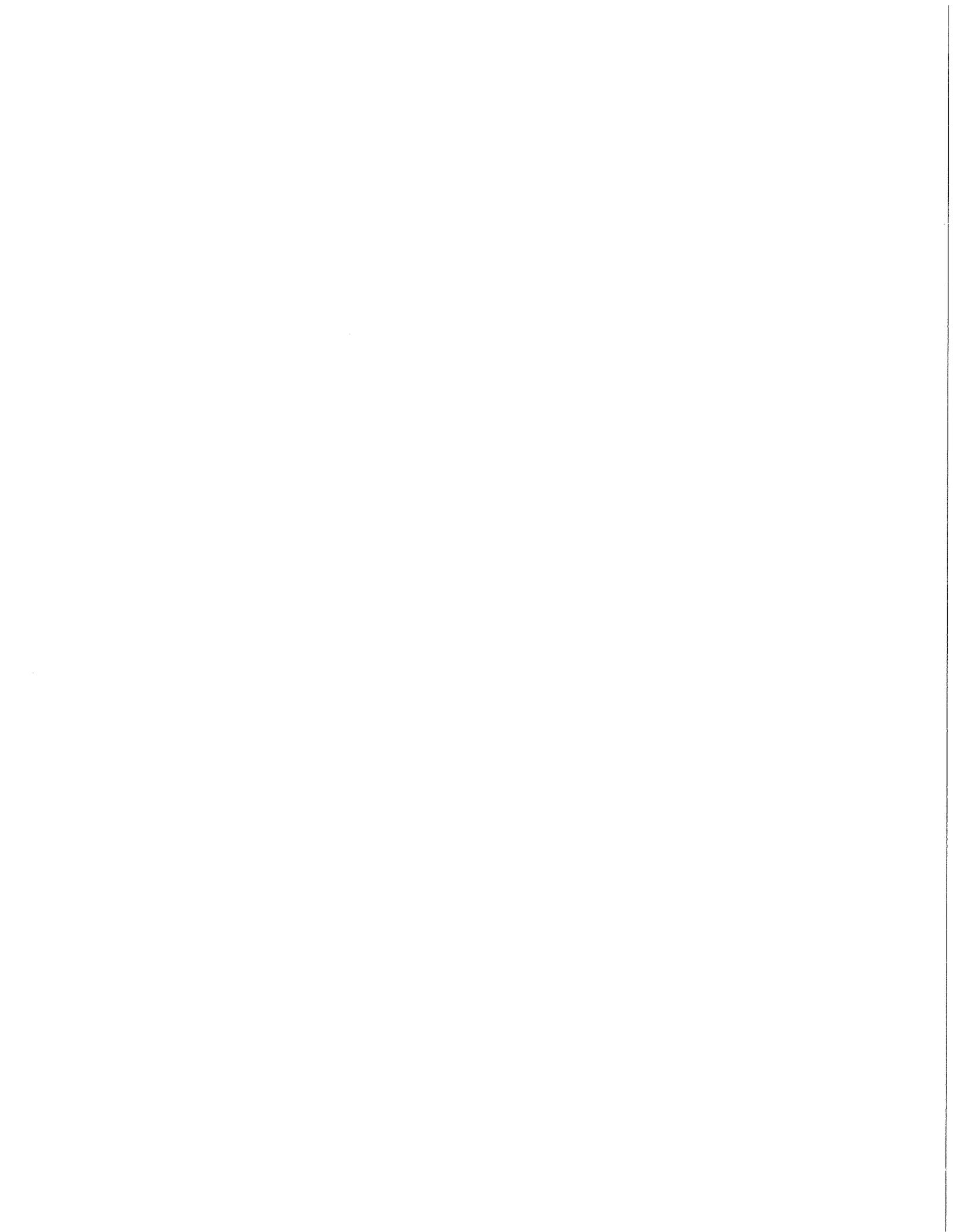
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Total 4172:								
4172	11/13	11/27/2013	5650	128262	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	742.00
4172	11/13	11/27/2013	5650	128263	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	742.00
4172	11/13	11/27/2013	5650	128264	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	742.00
4172	11/13	11/27/2013	5650	128265	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	742.00
4172	11/13	11/27/2013	5650	128266	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	742.00
4172	11/13	11/27/2013	5650	128267	T & R ELECTRIC SUPPLY CO.	150 KVA Three Phase Pad Mount	5140563770	4,099.00
4172	11/13	11/27/2013	5650	56513	T & R ELECTRIC SUPPLY CO.	Credit on Transformers	5140563770	1,145.63-
4172	11/13	11/27/2013	5650	69413	T & R ELECTRIC SUPPLY CO.	Credit on Transformers	5140563770	2,364.38-
Total 4172:								
								4,298.99

Check Issue Dates: 11/27/2013 - 11/27/2013

Nov 27, 2013 11:52AM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4173	11/13	11/27/2013	5660	10893	TANNINEN REPAIR SERVICE LLC	B-97 Repair	0540562441	310.82
4173	11/13	11/27/2013	5660	10894	TANNINEN REPAIR SERVICE LLC	new medic	0540562441	294.26
4173	11/13	11/27/2013	5660	10896	TANNINEN REPAIR SERVICE LLC	Medic 91 Repair	0540562441	947.73
4173	11/13	11/27/2013	5660	10897	TANNINEN REPAIR SERVICE LLC	Engine 91 repair	0540562441	90.09
4173	11/13	11/27/2013	5660	10898	TANNINEN REPAIR SERVICE LLC	C-90	0540562441	511.34
4173	11/13	11/27/2013	5660	10899	TANNINEN REPAIR SERVICE LLC	Engine 93 Repair	0540562441	996.38
Total 4173:								3,150.62
4174	11/13	11/27/2013	6110	11/13 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	7.00
4174	11/13	11/27/2013	6110	11/13 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	29.83
4174	11/13	11/27/2013	6110	11/13 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	45.39
4174	11/13	11/27/2013	6110	11/13 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	177.15
Total 4174:								259.37
4175	11/13	11/27/2013	6350	0244029	WAGNER-SMITH EQUIPMENT	w die holder	5140563700	36.05
4175	11/13	11/27/2013	6350	0245016-IN	WAGNER-SMITH EQUIPMENT	Replace stolen tools	5140563700	134.61
4175	11/13	11/27/2013	6350	0245016-IN	WAGNER-SMITH EQUIPMENT	Replace stolen tools	5140563700	134.61
Total 4175:								305.27
4176	11/13	11/27/2013	6480	A140059	WESTERN ELECTRICITY	2014 Assessment	5140562030	588.00
Total 4176:								588.00
11271301	11/13	11/27/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	64.15
11271301	11/13	11/27/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	4.75
11271301	11/13	11/27/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	17.54
11271301	11/13	11/27/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	20.43
11271301	11/13	11/27/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	150.68
Total 11271301:								257.55
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMFOA Dues	0140162030	68.25
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMFOA Dues	0140262030	67.62
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Master Cylinder	0140462441	45.61
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Safety Lights	0140462520	50.51
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Hand Rail Supplies	0140462520	323.16
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Master Cylinder	0340562441	45.61

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Rain Gear-pw	0340562560	259.98 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Data Plan	0540562050	14.99 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Meats, Supplies, Decor for Fall Fest	0840562115	239.27 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Master Cylinder	2140562441	45.62 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Rain Gear-pw	2140562560	259.98 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMFOA Dues	2142162030	20.47 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMFOA Dues	3142162030	18.04 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMIEU Conference	5140562020	124.26 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Rain Gear-el	5140562210	116.99 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Chain Saw	5140562770	100.00 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Chain Saw	5140563700	225.00 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Replacement Tools	5140563700	376.59 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Socket Set	5140563700	19.94 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMIEU Conference	5140662020	124.26 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Rain Gear-el	5140662210	116.99 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Chain Saw	5140662770	117.00 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Chain Saw	5140663700	225.00 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	Replacement Tools	5140663700	251.09 M
11271302	11/13	11/27/2013	6090	11/13 VISAS	U S BANK CC	OMFOA Dues	5142162030	55.62 M
Total 11271302:								3,311.85
11271303	11/13	11/27/2013	440	OCT13-PWR	BPA	Power Bill	5140562820	47,119.00 M
11271303	11/13	11/27/2013	440	OCT13-PWR	BPA	Power Bill	5140662820	8,718.00 M
Total 11271303:								55,837.00
Grand Totals:								84,868.29



Report Criteria:
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4177	12/13	12/03/2013	5040	230	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	7.80
4177	12/13	12/03/2013	5040	230	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	124.80
4177	12/13	12/03/2013	5040	230	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	218.40
4177	12/13	12/03/2013	5040	230	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	234.00
4177	12/13	12/03/2013	5040	230	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	195.00

Total 4177:

780.00

Grand Totals:

780.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	132.60-	132.60-
01-402-62080	7.80	.00	7.80
01-404-62080	124.80	.00	124.80
03-21010	.00	218.40-	218.40-
03-405-62080	218.40	.00	218.40
21-21010	.00	234.00-	234.00-
21-405-62080	234.00	.00	234.00
31-21010	.00	195.00-	195.00-
31-405-62080	195.00	.00	195.00
Grand Totals:	780.00	780.00-	.00

Report Criteria:
Report type: GL detail

STAFF REPORT

Date Prepared: 12/2/13

For City Council Meeting on: 12/9/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Authorizing budget appropriations & expenditures from various funds for the purpose of loan repayment from EMS, CATV and for the purchase of an ambulance from Hood River County for fiscal year ending June 30, 2014.

SYNOPSIS: During the adopted budget year certain expenditures occur that were not known at the time of budget approval. Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1287 as presented.
2. Establish other direction for staff to proceed
3. Take no action

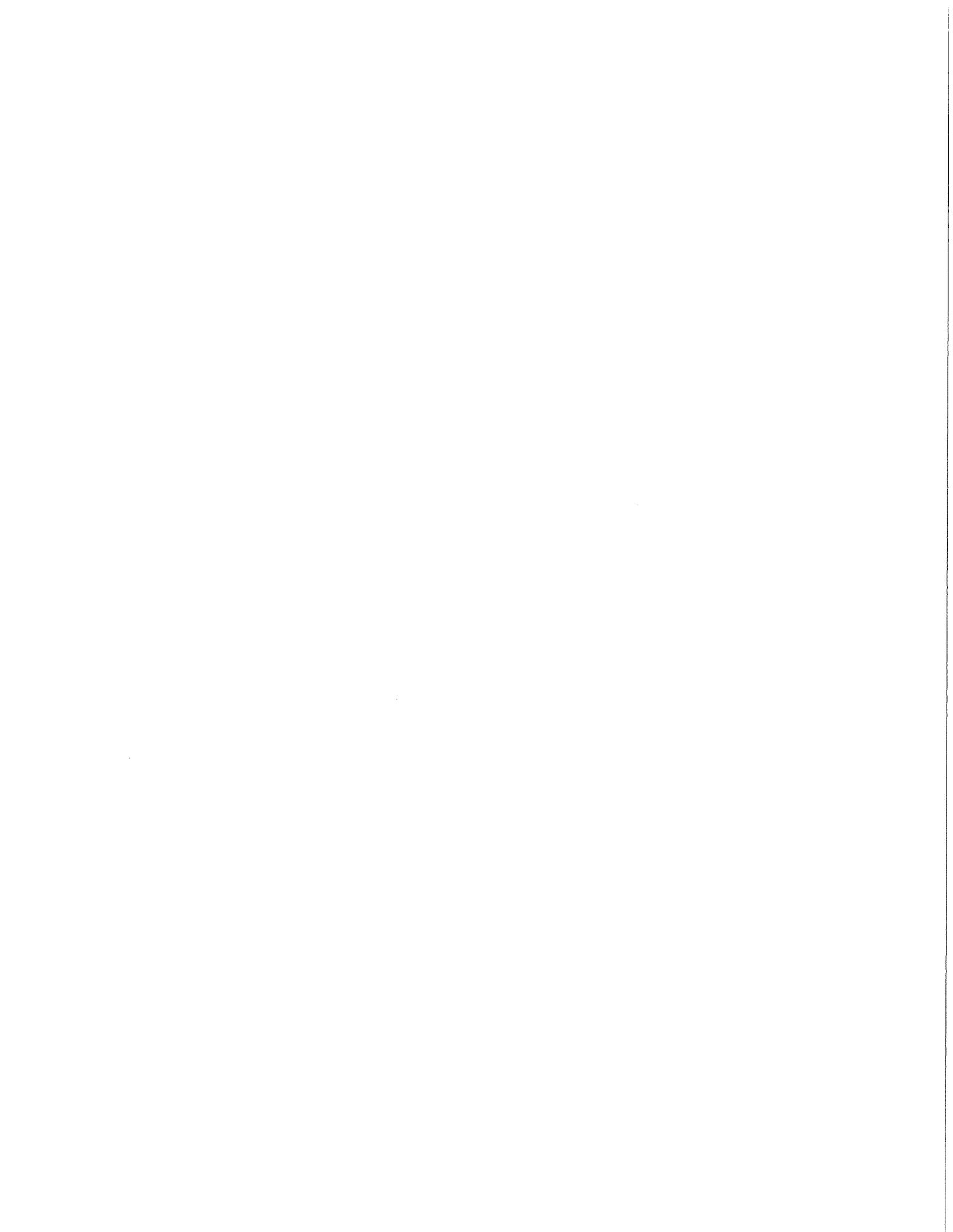
RECOMMENDATION: The City Council, by motion, approve Resolution No. 1287 authorizing the transfer of funds between categories of various funds, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2014.

Legal Review and Opinion: N/A

Financial review and status: For various reasons funds and budget limits within various categories will exceed budgeted limits for the Fiscal Year ending June 30, 2014. The reallocation is necessary for Oregon Budget Law compliance.

BACKGROUND INFORMATION:

1. This is a reallocation of resources that can occur during the year to correct the current budget before June 30, 2014.



RESOLUTION No. 1287

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS BETWEEN CATEGORIES OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR 2013-2014.

WHEREAS, on June 24, 2013, council approved Resolution No. 1279 and Resolution No. 1280 for Inter-Fund loans to the EMS Fund and CATV Fund from the General Fund Capital Reserve and the repayment of said loans; and

WHEREAS, during the finalization of the 2013-2014 budget the transfers to pay back the loans were accidentally omitted from the budget; and

WHEREAS, repayment of the loans were due for payback in November 2013; and

WHEREAS, Oregon Budget Law allows for this type of transfer by resolution and the reallocation of resources is necessary to correct the FY 2013-2014 Budget; and

WHEREAS, Council approved the purchase of an ambulance from Hood River County on 11/25/2013 in the sum of \$10,000 to be paid in two equal payments over a period of two years in the amount of \$5,000 a year. Council also approved the expense of \$2,500 to put towards the maintenance of the ambulance this year; and

NOW, THEREFORE, BE IT RESOLVED THAT THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>	<u>ACCOUNT NO.</u>
<u>EMERGENCY SERVICES FUND</u>				
Transfer from EMS Capital Reserve, Reserve	5,450	2,450	- 3,000	56-406-63950
Transfer to Cap. Resv. Inter-Fund Transfers EMS	0	3,000	+ 3,000	56-406-64001
Transfer from EMS Contingency	24,203	16,703	-7,500	05-405-65010
Transfer to EMS Capital Outlay, New Vehicle	0	7,500	+7,500	05-405-63155
<u>CATV FUND</u>				
Transfer from CATV Contingency	32,695	23,495	- 9,200	41-405-65010
Transfer to CATV Inter-Fund Transfers	0	9,200	+9,200	41-405-64017
Transfer from CATV Capital Reserve, Reserve	12,800	0	-12,800	56-441-63950
Transfer to Cap. Resv. Inter-Fund Transfer CATV	0	12,800	+12,800	56-441-64001
<u>CAPITAL RESERVE</u>				
Transfer to Capital Reserve Admin Dept.	0	3,000	+3,000	56-305-43017
Transfer to Capital Reserve Admin Dept.	0	22,200	+22,200	56-305-43042
Lower Beginning Balance Capital Reserve	1,226,700	1,201,700	-25,200	56-305-40010

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2013-2014.

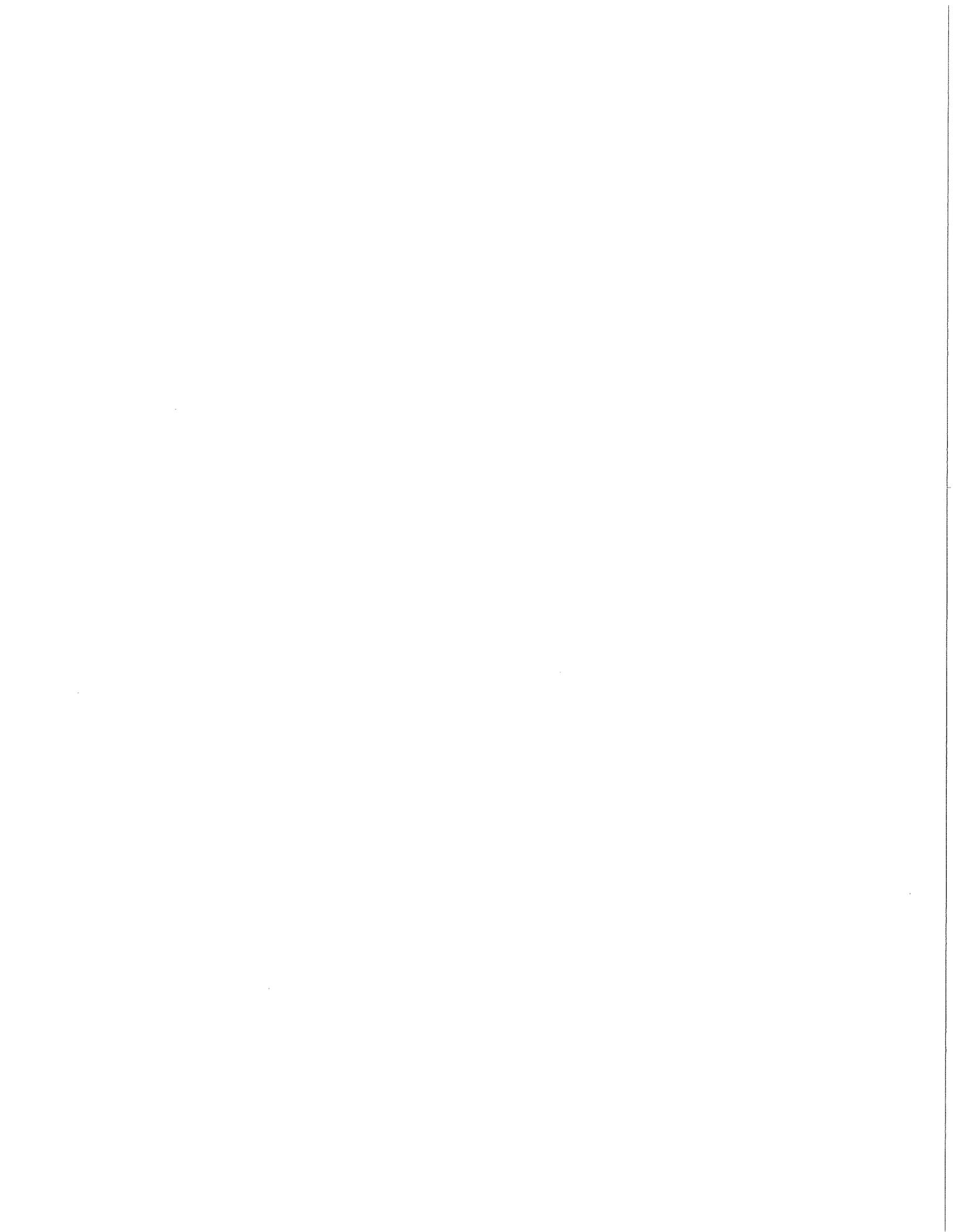
Adopted by the City Council this 9th day of December, 2013.

Approved by the Mayor this 9th day of December 2013.

Mayor

ATTEST:

City Recorder



RESOLUTION NO. 1279

A RESOLUTION AUTHORIZING THE INTER-FUND LOAN FROM THE GENERAL FUND PORTION OF THE CAPITAL RESERVE FUND IN THE AMOUNT OF \$22,000 TO THE CATV FUND FOR THE PURPOSE OF BRINGING THE ESTIMATED FUND BALANCE DEFICIT TO ZERO. THE REPAYMENT FOR THIS LOAN WILL BE MADE IN FULL IN NOVEMBER 2013 AT ZERO PERCENT INTEREST.

WHEREAS, the CATV Fund balance is currently in a deficit situation and the City is striving to correct this problem in the 2013-2014 budget; and

WHEREAS, ORS 294.468 allows cities to make interfund loans for the purpose of operating; and

WHEREAS, the loan must be repaid by the end of the ensuing year or ensuing budget period from which the money was borrowed or if not paid within that budget year must be budgeted as a requirement in the next budget period;

WHEREAS, the amount of this no interest loan is \$22,000 and will be paid back to the General Fund Capital Reserve in November 2013;

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

SECTION 1. Authorization of Interfund Loan. The City Council hereby authorizes an inter-fund loan from the General Fund portion of the Capital Reserve to the CATV Fund and authorizes the appropriation in the amount of \$22,000 for the purpose of bringing the estimated fund balance deficit to zero.

SECTION 2. Repayment of Interfund Loan. The CATV Fund shall repay the General Fund portion of the Capital Reserve Fund in the amount of \$22,000 without interest in November 2013. The loan repayment will come from the CATV Fund portion of Capital Reserve in the amount of \$12,800 and the remaining amount of \$9,200 will be paid from the CATV Fund.

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 completion and approval of the audit of the fiscal year in which the final payment is made to repay this loan.

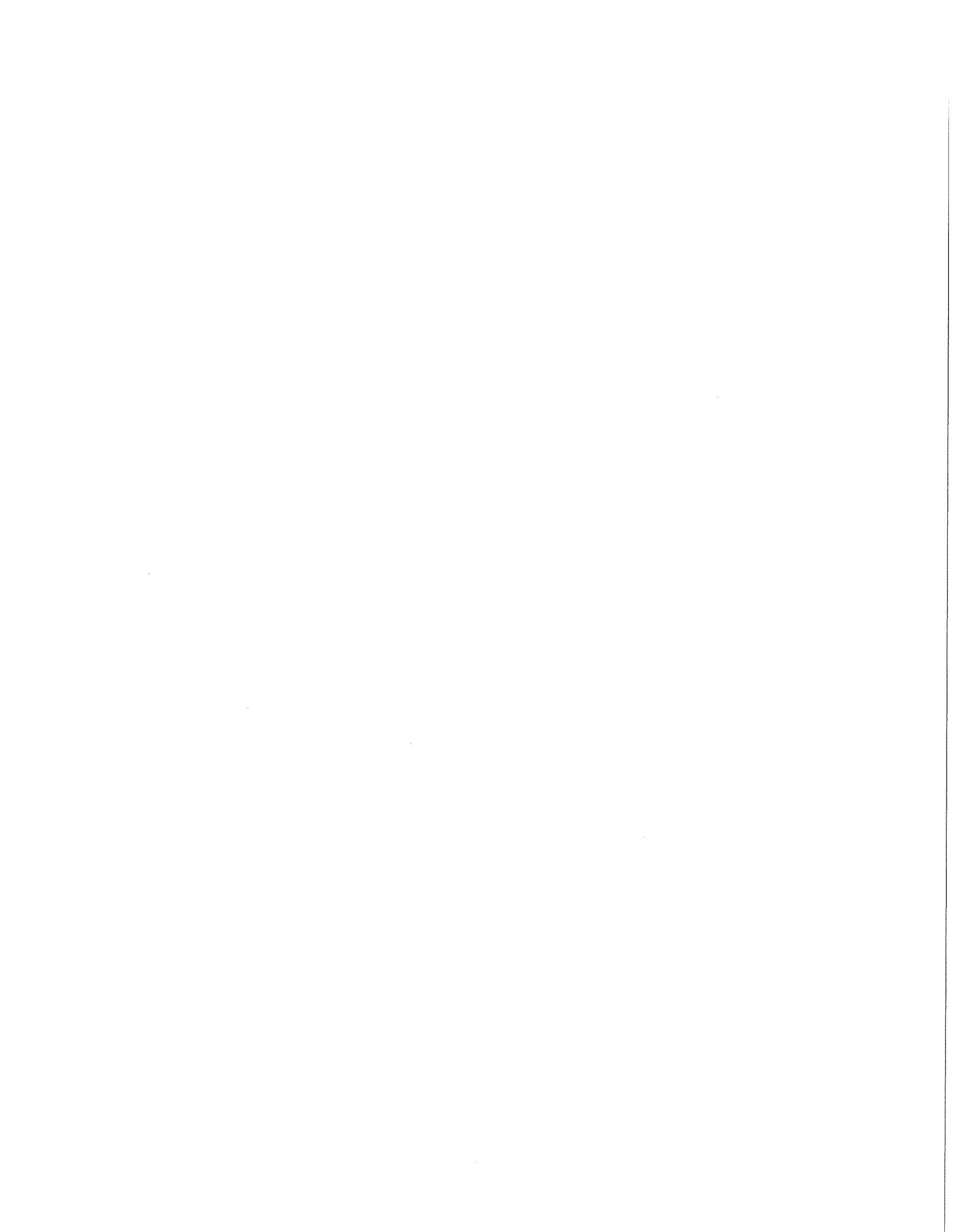
ADOPTED by the City Council this 24th day of June, 2013.

APPROVED by the Mayor this 24th day of June, 2013.

ATTEST:

Mayor

City Recorder



RESOLUTION NO. 1280

A RESOLUTION AUTHORIZING THE INTER-FUND LOAN FROM THE GENERAL FUND PORTION OF THE CAPITAL RESERVE FUND IN THE AMOUNT OF \$3,000 TO THE EMERGENCY SERVICES FUND. THE REPAYMENT FOR THIS LOAN WILL BE MADE IN FULL IN NOVEMBER 2013 AT ZERO PERCENT INTEREST.

WHEREAS, the EMS Fund category of Materials & Services will exceed the budgeted amount in the FY 12-13; and

WHEREAS, ORS 294.468 allows cities to make interfund loans for the purpose of operating; and

WHEREAS, the loan must be repaid by the end of the ensuing year or ensuing budget period from which the money was borrowed or if not paid within that budget year must be budgeted as a requirement in the next budget period;

WHEREAS, the amount of this no interest loan is \$3,000 and will be paid back to the General Fund Capital Reserve in November 2013;

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

SECTION 1. Authorization of Interfund Loan. The City Council hereby authorizes an inter-fund loan from the General Fund portion of the Capital Reserve to the EMS Fund and authorizes the appropriation and expenditures in the amount of \$3,000.

SECTION 2. Repayment of Interfund Loan. The EMS Fund shall repay the General Fund portion of the Capital Reserve Fund in the amount of \$3,000 without interest in November 2013.

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 completion and approval of the audit of the fiscal year in which the final payment is made to repay this loan.

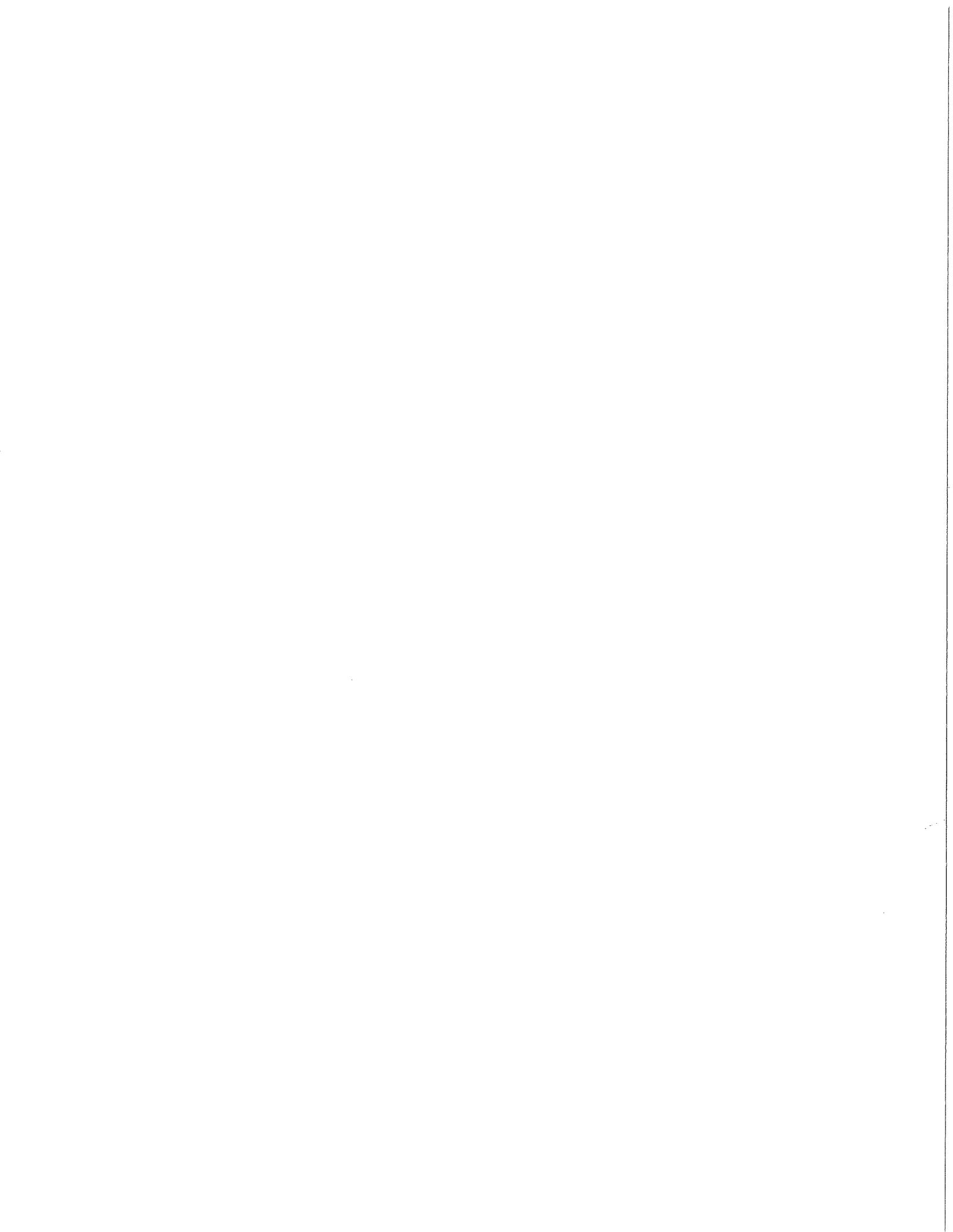
ADOPTED by the City Council this 24th day of June, 2013.

APPROVED by the Mayor this 24th day of June, 2013.

ATTEST:

Mayor

City Recorder



STAFF REPORT

Date Prepared: 12/4/13

For City Council Meeting on: 12/9/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Authorizing Resolution No. 1288 & 1289.

SYNOPSIS: In December 2012 the final payment of the OEDD loan was made. The payment was less than the balance in the fund therefore leaving a credit balance of \$755.50. During the Fiscal Year Audit for 2012-2013 the auditor moved the balance to the General Fund per ORS 294.353. This is confirmed by Resolution No. 1288. This was a loan for the sewer system and the money should be transferred to the sewer fund, Resolution No. 1289.

CITY COUNCIL OPTIONS:

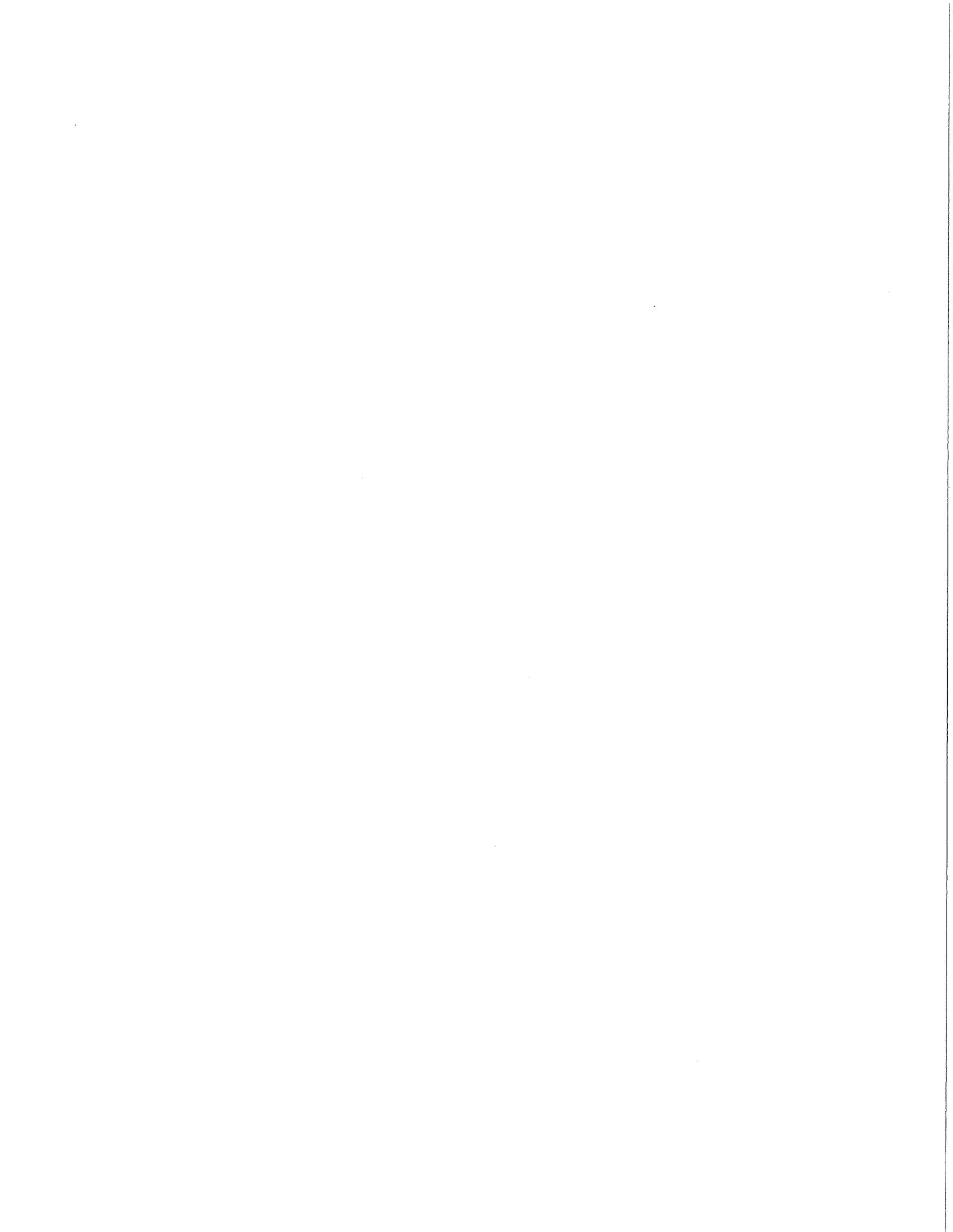
1. Approve Resolution No. 1288 & 1289 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1288 & 1289.

Legal Review and Opinion: N/A

Financial review and status: This is a reallocation of resources.

BACKGROUND INFORMATION: N/A



RESOLUTION No. 1288

A RESOLUTION AUTHORIZING THE AUDITOR TO CLOSE FUND 45, OEDD LOAN REPAYMENT FUND AND TRANSFER THE BALANCE OF \$755.50 TO THE GENERAL FUND PER ORS 294.353 FOR THE FISCAL YEAR END 2012-2013 AND REPEAL RESOLUTION NO. 1284.

WHEREAS, the OEDD Loan was paid off in December 2012 and the payoff was less than the account balance, leaving a credit of \$755.50; and

WHEREAS, ORS 294.353 specifically states that when a fund ceases to exist the funds are to be transferred to the General Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CASADE LOCKS THAT THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorize the closing of Fund 45, OEDD Loan Repayment fund and transferring the balance of \$755.50 to the General Fund.

Section 2. Repeal. Resolution No. 1284 is hereby repealed.

Section 3. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the mayor and shall remain in effect until the completion of FY 2012-2013 audit.

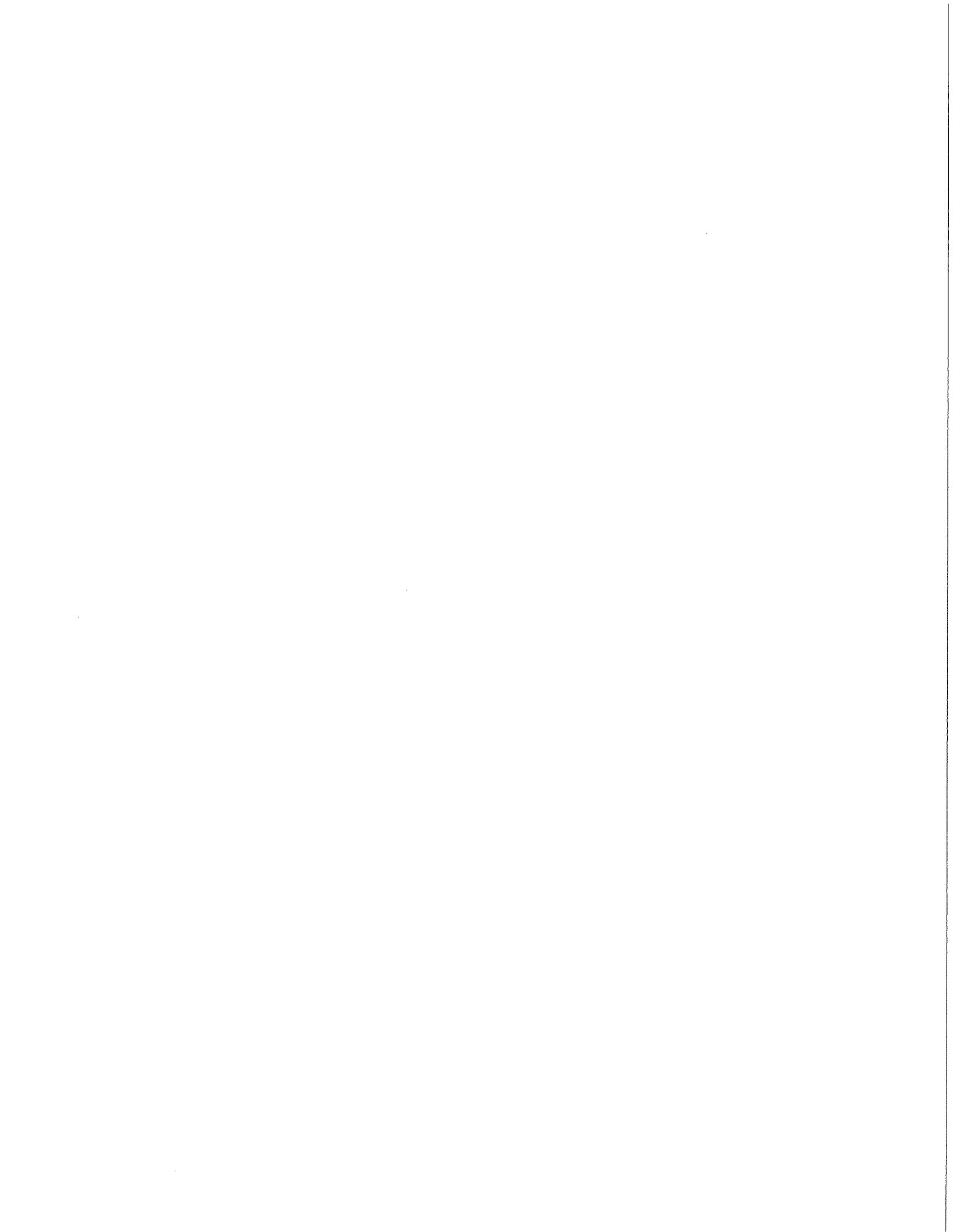
Adopted by the City Council this 9th day of December, 2013.

Approved by the Mayor this 9th day of December 2013.

Mayor

ATTEST:

City Recorder



RESOLUTION No. 1289

A RESOLUTION AUTHORIZING THE TRANSFER OF \$755.50 FROM THE GENERAL FUND TO FUND 31, SEWER FUND, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR 2013-2014.

WHEREAS, during the audit for FY 12-13, Fund 45, OEDD Loan Repayment Fund, had a credit balance of \$755.50 after the final payment was made in December 2012; and

WHEREAS, ORS 294.353 specifically states that when a fund ceases to exist the funds are to be transferred to the General Fund; and

WHEREAS, the auditor transferred \$755.50 to the General Fund at the end of the FY 12-13; and

WHEREAS, Resolution No. 1288 confirmed the auditors transferring in the budget; and

WHEREAS, the loan was for the Sewer Plant and should be transferred to Miscellaneous Income in Fund 31, Sewer Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CASCADE LOCKS THAT THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

<u>FUND OR DEPARTMENT</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>RE-ALLOCATED</u>	<u>ACCT #</u>
<u>GENERAL FUND</u>				
Transfer from Planning Fees	10,000	9,244.50	-755.50	01-301-43431
Transfer to Inter-Fund Transfer	0	755.50	+755.50	01-401-64049
<u>SEWER FUND</u>				
Transfer to Misc. Income	700.00	1,455.50	+755.50	31-305-43800
Transfer to Misc. Expense	100.00	855.50	+755.50	31-405-62870

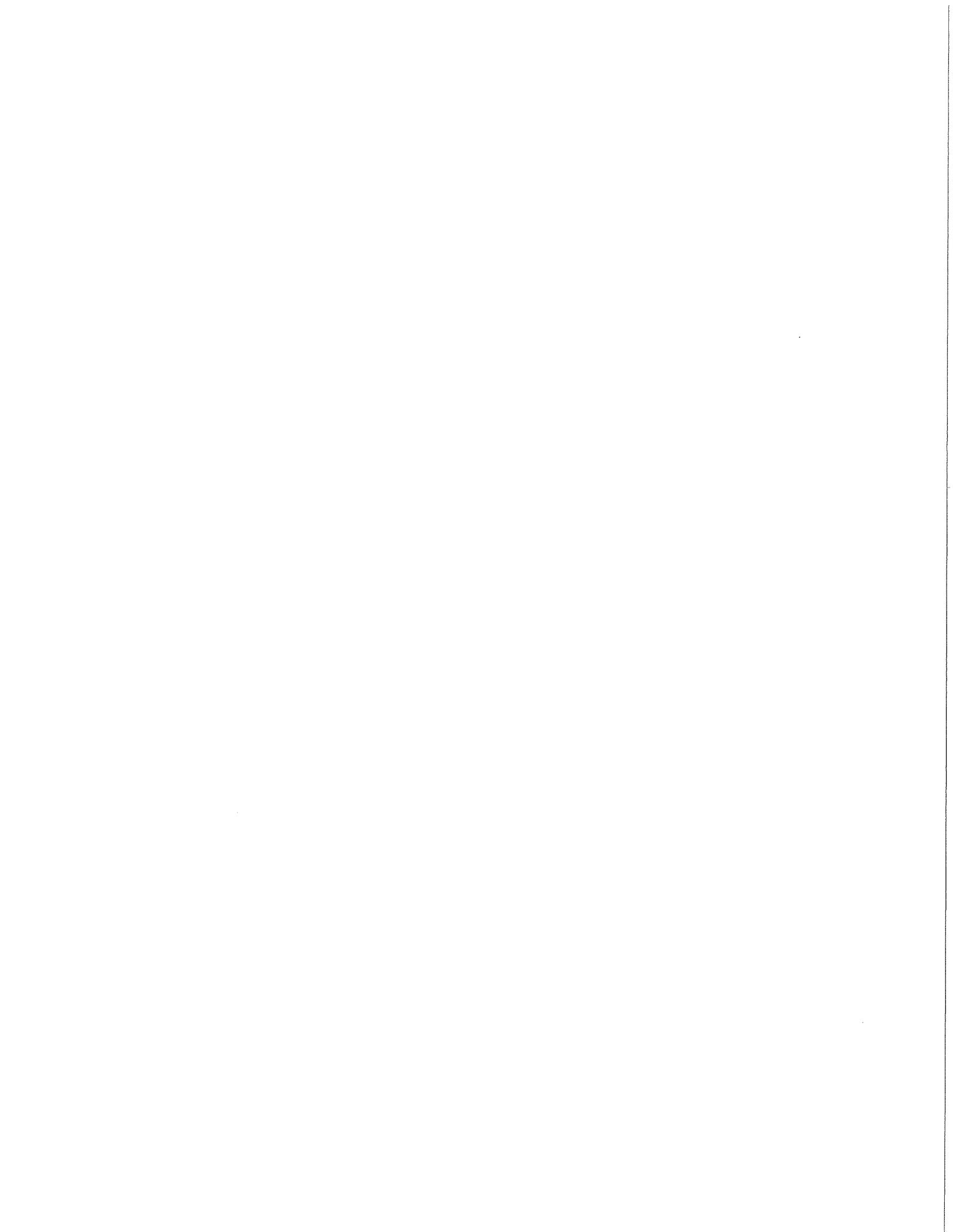
Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2013-2014.

Adopted by the City Council this 9th day of December, 2013.

Approved by the Mayor this 9th day of December 2013.

Mayor

City Recorder



RESOLUTION NO. 1284

A RESOLUTION 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.

WHEREAS, the loan was paid off in December 2012 and the payoff was less than the account balance, leaving a credit of \$755.50; and

WHEREAS, the loan was for the Sewer Plant and should be transferred to Miscellaneous Income in Fund 31, Sewer Fund;

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

SECTION 1. Authorize the closing of Fund 45, OEDD Loan Repayment Fund and transferring the balance of \$755.50 to Fund 31, Sewer Fund, Miscellaneous Income.

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor and shall remain in effect until the completion of FY 2012-2013 audit.

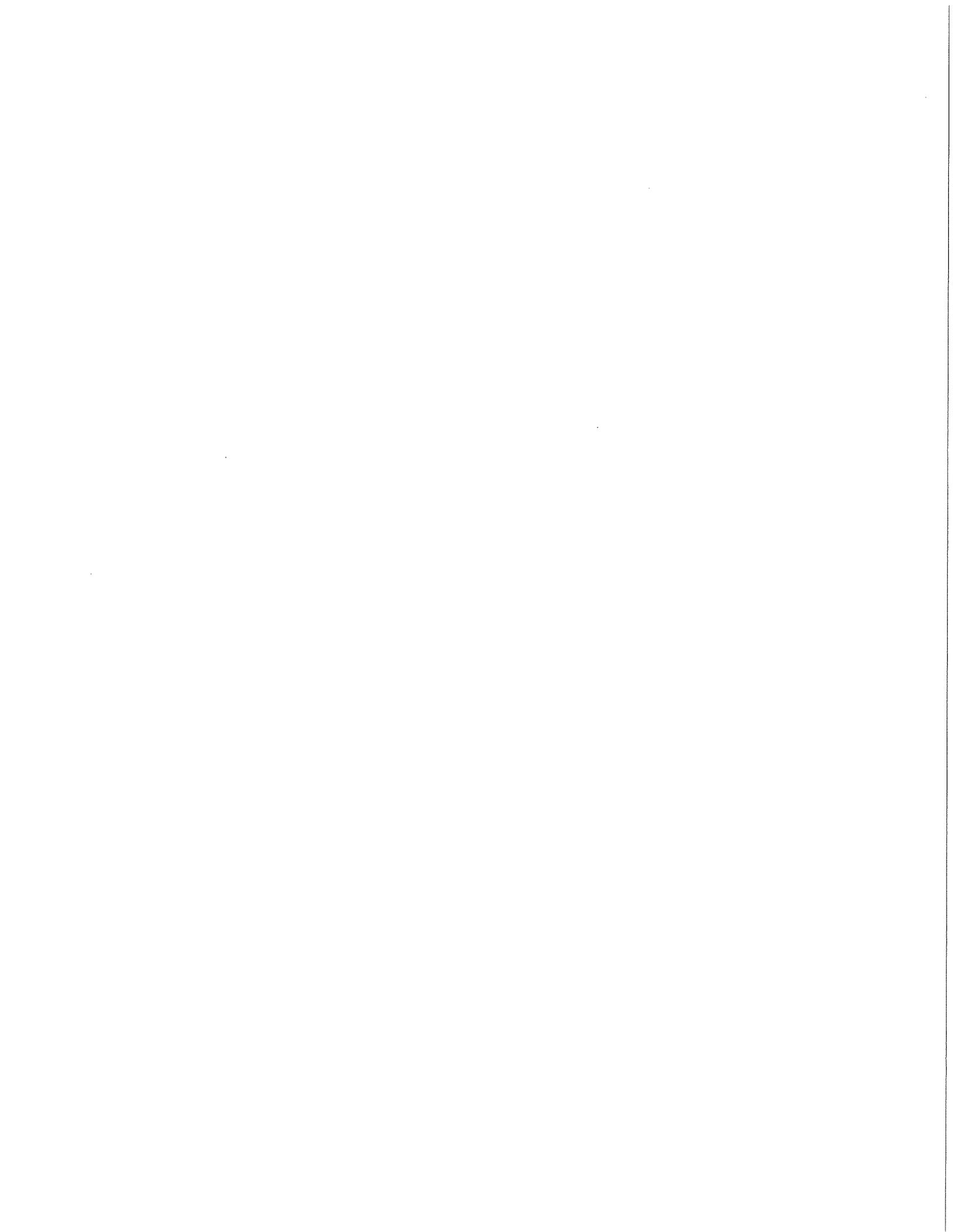
ADOPTED by the City Council this 28th day of October, 2013.

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

Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley



CASCADE LOCKS STAFF REPORT

Date Prepared: December 2, 2013

For City Council Meeting on: December 9, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Public Hearing: CDBG Grant
Resolution No. 1285 for CDBG Grant

SYNOPSIS: The City has recently received the final Wastewater Facilities Engineering Evaluation Report from Anderson Perry Engineering. The next step in the process is to seek funding for the Wastewater Master Plan from the Infrastructure Finance Authority (IFA) of the Oregon Business Development Department (OBDD).

The application for the funding is a community development block grant (CDBG) process.

From the 2013 Method of Distribution manual: "The purpose of the first hearing is for the city council . . . to take comments from citizens about both community development needs and the project proposed for grant funding prior to submitting an application to the department."

This public hearing is provided for citizens to suggest proposals for CDBG funding. Notice of this hearing was provided to the Hood River News, published on Wednesday, November 27, to Martha Lamont, director of the FISH Foodbank, to the local leaders assembled at the Community Action Team meeting on Thursday, November 21, and on the City website.

The following is required information for the CDBG hearing.

The estimated amount of funding from the Housing and Urban Development Department for the State of Oregon is \$11,660,907. The State retains \$449,827 to run the federal program. The estimated total for projects is \$11,621,080.

These funds are projected to be used for the following categories:

Microenterprise Assistance	\$ 348,632
Public Works	\$5,694,331
Community/Public Facilities	\$3,021,480
Regional Housing Rehabilitation	\$2,556,637

The range of activities that these funds may be used for include:

Microenterprise assistance: a microenterprise is a commercial enterprise that has five (5) or fewer FTE, including one (1) or more who own the enterprise. The program provides recruitment, screening and classroom training to microenterprise owners and persons developing microenterprises. The program enables low- and moderate-income owners of microenterprises access to information and resources for their individual circumstances. The maximum grant is \$100,000.

Public Works: These projects include water and wastewater projects including up to \$150,000 for a technical assistance grant or up to \$2.0 million for construction projects.

Community/Public Facilities: These funds are for:

- projects that reduce homelessness and hunger or pertain to life threatening situations including homeless shelters, transitional housing, food banks, or shelters for victims of domestic abuse
- essential community services including shelters/workshops for people with disabilities, health clinics, mental health treatment centers, drug and alcohol treatment centers, fire stations, senior centers, or head start facilities
- other community projects including libraries, community centers, and family resource centers

The maximum grant for these facilities is \$1.5 million.

Regional Housing Rehabilitation: This is a revolving loan fund providing grants and loans to low- and moderate- income homeowners to repair their owner-occupied homes using local contractors. The maximum grant is \$400,000. The City is already a regional partner with the City of The Dalles for this type of grant.

It is estimated that our application for \$150,000 in a Public Works Technical Assistance grant to develop the Wastewater Master Plan will meet the area wide national objective of serving the 58% of the population of the City of Cascade Locks that include low- and moderate- income persons.

The proposed project will not displace any low- and moderate-income individuals. It is a technical assistance grant for the purpose of developing the Wastewater Master Plan.

The Public Notice and Notice of Public Hearing is attached.

The City Attorney has reviewed the process for the selection of the engineer used on the Wastewater Facilities Engineering Evaluation Report and determined that the selection was made in accordance with applicable laws. Thus Anderson Perry and Associates is the City's

engineer of record. "Hiring the engineer for this particular plan is not allowed until after the environmental procedures are complete and the actual CDBG contract with IFA is signed."

Resolution No. 1285 affirms the decision of the Council to seek a technical assistance grant of \$150,000 to develop a Wastewater System Master Plan compliant with the CDBG 2013 Method of Distribution for public works projects.

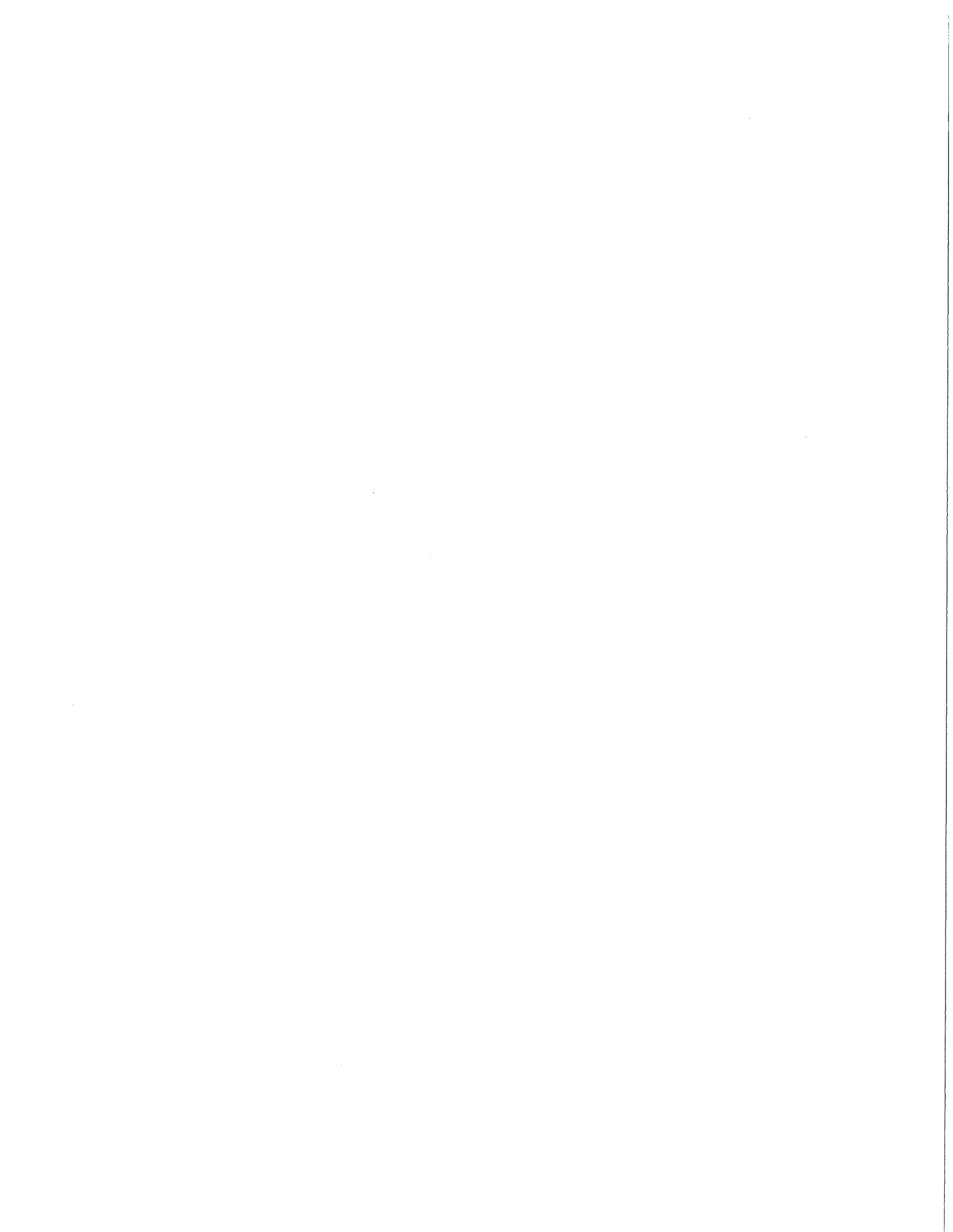
CITY COUNCIL OPTIONS:

For the Public Hearing, listen to any comments from the public concerning the CDBG grant and any proposed uses of CDBG funds.

RECOMMENDED MOTION:

After the public hearing has concluded and the action item on the agenda is called, the City Council may approve Resolution No. 1285 by majority vote.

"I move to approve Resolution No. 1285 confirming the public hearing and approving the application for a CDBG project to develop a wastewater master plan."





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

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

Public Notice and Notice of Public Hearing

The City of Cascade Locks is eligible to apply for a 2013 Community Development Block Grant (CDBG) from the Oregon Business Development Department. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2013. The maximum grant that a city or county can receive is \$2 million.

The City of Cascade Locks is preparing an application for a 2013 Community Development Block Grant from the Oregon Business Development Department for the Wastewater Master Plan. It is estimated that the proposed project will benefit at least 1,200 people, of whom 58.5% will be low or moderate income.

A public hearing will be held by the City Council at 7:00 p.m. on Monday, December 9, 2013, at the Cascade Locks City Hall City Council Chambers, 140 SW WaNaPa Street, in Cascade Locks. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

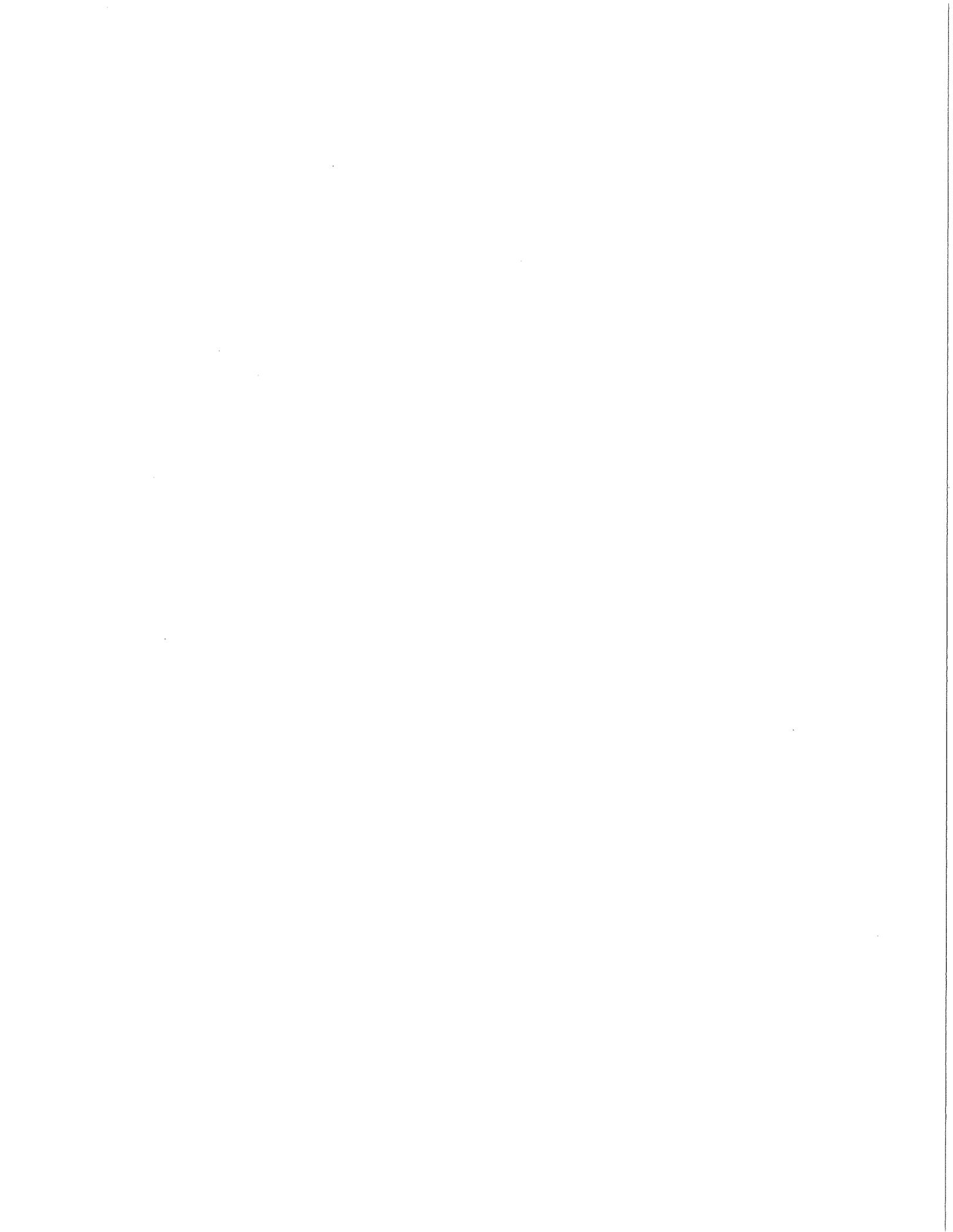
Written comments are also welcome and must be received by 5:00 p.m., Friday, December 6, at PO Box 308, Cascade Locks, OR 97014 or at City Hall, 140 SW WaNaPa Street. Both oral and written comments will be considered by the City Council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact City Recorder Kathy Woosley at 541-374-8484 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and the records about the City of Cascade Locks past use of CDBG funds is available for public review at City Hall during regular business hours. Advance notice is requested. If special accommodations are needed, please notify City Recorder Kathy Woosley at 541-374-8484 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or business is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing which is demolished or converted to another use will be replaced.

The City of Cascade Locks is an Equal Opportunity Provider.



RESOLUTION NO. 1285

**A RESOLUTION CONFIRMING A PUBLIC HEARING AND
APPROVING THE APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT TO DEVELOP A WASTEWATER MASTER PLAN**

WHEREAS, the City Council of the City of Cascade Locks held a public hearing on December 9, 2013, to consider the use of the Community Development Block Grant process for the development of a public facility, and

WHEREAS, the public hearing was held in accordance with the CDBG process outlined in the 2013 Method of Distribution; and

WHEREAS, the public hearing was noticed in the November 27, 2013, edition of the Hood River News; and

WHEREAS, the public hearing was noticed to organizations that assist low- and moderate- income persons in the community; and

WHEREAS, the wastewater treatment plant was constructed in 1968 and updated in June of 1998 when a Sequencing Batch Reactor was added to the facility; and

WHEREAS, the City of Cascade Locks has recently received a final Wastewater Facilities Engineering Evaluation Report from Anderson Perry and Associates Engineering based in LaGrande, Oregon; and

WHEREAS, the evaluation report highlighted some significant problems in the operation of the wastewater treatment plant; and

WHEREAS, the State of Oregon requires that the Wastewater Master Plan be based on an engineering evaluation report such as the one developed by Anderson Perry and Associates; and

WHEREAS, Anderson Perry and Associates was legally selected as the City's Engineer of Record for the Wastewater Facilities Engineering Evaluation Report; and

WHEREAS, the City of Cascade Locks needs a wastewater master plan in order to engage in the search for construction funding; and

WHEREAS, the correcting of the problems at the Wastewater Treatment Plant will improve the lives of more than 58% of the low- and moderate-income persons of the City of Cascade Locks;

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

SECTION 1. Approve the Application for a Community Development Block Grant Application. The City Council hereby approves applying for the CDBG technical support grant of \$150,000, said application to be developed by the City's engineer of record Anderson Perry and Associates;

SECTION 2. Authorize the Mayor to sign the Application. The City Council hereby authorizes Mayor Tom Cramblett to sign the application when completed by Anderson Perry and Associates. The completed application will be submitted to the Infrastructure Finance Authority of the Oregon Business Development Department prior to 5:00 p.m. on Dec. 31, 2013.

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 9th day of December, 2013.

APPROVED by the Mayor this 9th day of December, 2013.

ATTEST:

Tom Cramblett, Mayor

Kathy Woosley, City Recorder

Yea: ____

Nay: ____

STAFF REPORT

Date Prepared: November 27, 2013

for City Council Meeting on December 9, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Annual review and approval of garbage collection services and rates.

SYNOPSIS: Annually there is need to review and renew the rates and services between the City and Hood River Garbage. The services are effective from January 1, 2014 until December 31, 2014. Council action is by adoption of a resolution that establishes the new or revised rates for services.

This issue comes before City Council at this time for formal action.

CITY COUNCIL OPTIONS: The City Council has the following options.

1. Approve Resolution No. 1286.
2. Do not act on the proposed recommendation.
3. Take other action as may be desired by the City Council.

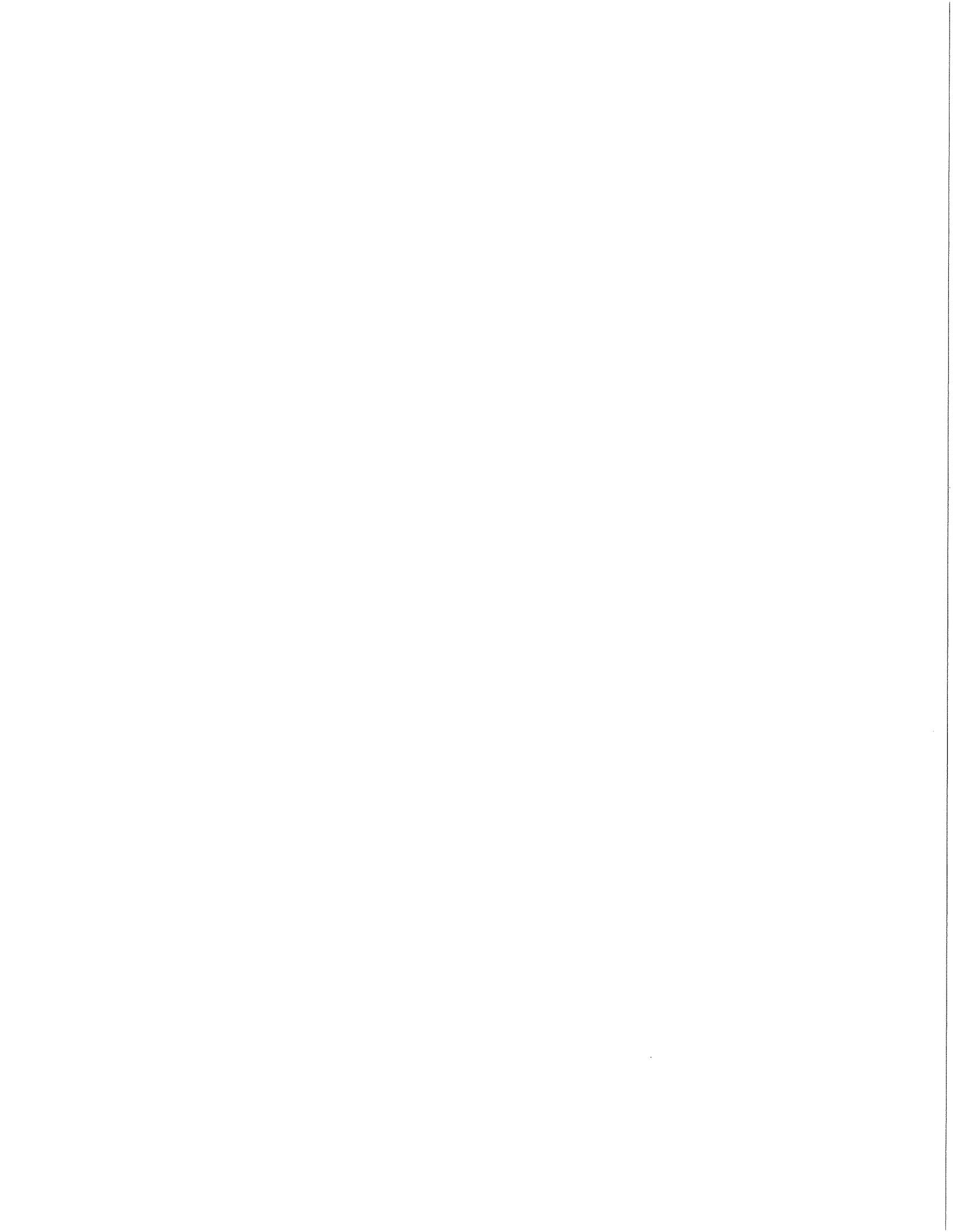
RECOMMENDATION: That City council, by motion, approve Resolution No. 1286 authorizing Waste Connections, Inc., d.b.a. Hood River Garbage, to collect solid waste and recycling within the City of Cascade Locks; setting charges and rates for providing such services; and repealing Resolution No. 1251.

Legal Review and Opinion: This is a standard annually renewed resolution. No legal review was required.

Financial review and status: Annually Hood River Garbage pays the City \$1,000 as a license fee. Additionally, Hood River Garbage is seeking an increase in the rate to be paid by customers. The CPI has increased by 1.9% and Hood River Garbage is seeking to increase rates from \$15.64 per month to \$15.90 per month for weekly curbside pickup for residential customers.

BACKGROUND INFORMATION:

1. The current resolution for services is attached for City Council information.
2. Hood River Garbage will continue to provide six twenty yard dumpsters for both spring and fall clean up events.
3. The current rate and fee structure is attached for City Council information.



RESOLUTION NO. 1286

A RESOLUTION AUTHORIZING WASTE CONNECTIONS, INC., d.b.a. HOOD RIVER GARBAGE, TO COLLECT SOLID WASTE AND RECYCLING WITHIN THE CITY OF CASCADE LOCKS; SETTING CHARGES AND RATES FOR PROVIDING SUCH SERVICES; AND REPEALING RESOLUTION NO. 1251.

WHEREAS, Waste Connections, Inc., has requested an increase in rates charged for garbage collection services to offset changes in services offered and increased costs; and

WHEREAS, the City Council has reviewed the plans for services and rates proposed by Waste Connections, Inc., and required changes be made to those proposals; and

WHEREAS, the City Council has determined that the following services and rates shall be set, based upon the conditions listed in this resolution;

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

SECTION 1. License Fee. Waste Connections, Inc. shall pay to the City of Cascade Locks a license fee of \$1,000.00 annually, payable on the first day of February.

SECTION 2. Recycling and Recycling Education. Waste Connections, Inc., shall continue bi-weekly curbside recycling pickup for an additional year from January 1, 2014 to December 31, 2014. Waste Connections, Inc. shall implement a recycling education and promotion program for the citizens and businesses of Hood River County. Not less than \$2,500 shall be expended on this recycling education program, and shall be expended in such a manner as to promote recycling in Hood River County.

SECTION 3. Provision of Dumpsters for Spring Clean Up and Fall Clean Up. Waste Connections, Inc. shall provide to the City at no cost, six (6) twenty-yard dumpsters for each Spring Clean Up and each Fall Clean Up event, as part of its garbage service to the City.

SECTION 4. Waste Collection Services and Fees. Waste Connections, Inc. is hereby permitted to charge the fees for services shown on **Exhibit "A"** to this Resolution.

SECTION 5. Adherence to the Provisions of Ordinance No. 315. Waste Connections, Inc. shall abide by the provisions of Cascade Locks Ordinance No. 315.

SECTION 6. Repeal of Prior Resolutions. Resolution No. 1251 is hereby repealed.

SECTION 7. Effective Date. This resolution, upon adoption by the Mayor and City Council, shall become **effective on January 1, 2014**.

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

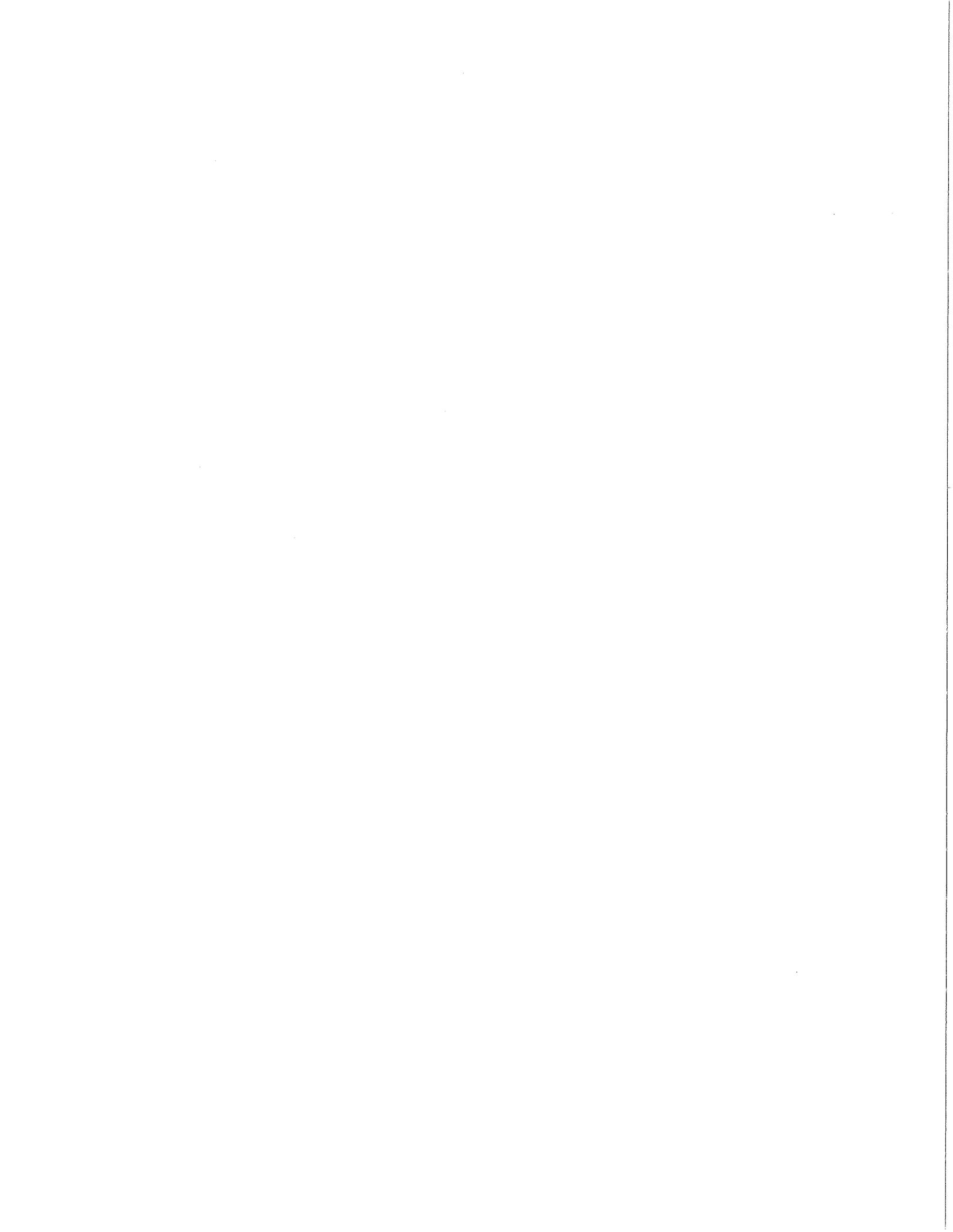
ADOPTED by the City Council this **9th** day of **December, 2013**.

APPROVED by the Mayor this **9th** day of **December, 2013**.

ATTEST:

City Recorder

Mayor



CASCADE LOCKS GARBAGE CITY RATES

Proposed Increase January 1, 2014

	Current Rate	Landfill Increase	Business Increase	Total Increase	Total Rate
RESIDENTIAL					
32 GALLON CAN					
Weekly					
- curbside	\$15.64	\$0.05	\$0.21	\$0.26	\$15.90
- carry out	\$20.90	\$0.05	\$0.29	\$0.34	\$21.24
* each addl 25 ft	\$2.97	\$0.00	\$0.05	\$0.05	\$3.02
EOW					
- curbside	\$12.35	\$0.02	\$0.17	\$0.19	\$12.54
- carry out	\$16.80	\$0.02	\$0.25	\$0.27	\$17.07
* each addl 25 ft	\$2.22	\$0.00	\$0.04	\$0.04	\$2.26
Monthly					
- curbside	\$8.42	\$0.01	\$0.12	\$0.13	\$8.55
- carry out	\$11.10	\$0.01	\$0.17	\$0.18	\$11.28
* each addl 25 ft	\$1.34	\$0.00	\$0.02	\$0.02	\$1.36
MINI 20 GALLON CAN					
Weekly					
- curbside	\$12.28	\$0.01	\$0.18	\$0.19	\$12.47
- carry out	\$16.16	\$0.01	\$0.24	\$0.25	\$16.41
* each addl 25 ft	\$2.97	\$0.00	\$0.05	\$0.05	\$3.02
EOW					
- curbside	\$10.26	\$0.01	\$0.15	\$0.16	\$10.42
- carry out	\$13.44	\$0.01	\$0.20	\$0.21	\$13.65
* each addl 25 ft	\$2.46	\$0.00	\$0.04	\$0.04	\$2.50
SPECIAL CHARGES					
- overweight/full	\$2.94	\$0.00	\$0.06	\$0.06	\$4.00
- extra bag/box	\$3.94	\$0.00	\$0.06	\$0.06	\$4.00
- Washer/Dryer/Stove	\$11.35	\$0.00	\$0.19	\$0.19	\$11.54
- Water Heater	\$11.35	\$0.00	\$0.19	\$0.19	\$11.54
- Sofa/Chair	\$10.37	\$0.00	\$0.17	\$0.17	\$10.54
- Mattress	\$10.37	\$0.00	\$0.17	\$0.17	\$10.54
- return trip	\$8.78	\$0.00	\$0.14	\$0.14	\$8.92
- Recycle Bin replacement	\$19.81	\$0.00	\$0.33	\$0.33	\$20.14
- Account Set Up Fee	\$5.62	\$0.00	\$0.09	\$0.09	\$5.71
- NSF	\$29.51	\$0.00	\$0.48	\$0.48	\$29.99
- Delinquent Fee	\$12.78	\$0.00	\$0.21	\$0.21	\$12.99

Low Income/Elderly/Disabled persons (qualified by MCCA) will receive a \$3.00/month discount

CASCADE LOCKS GARBAGE CITY RATES

Proposed Increase January 1, 2014

	Current Rate	Landfill Increase	Business Increase	Total Increase	Total Rate
3 - 1 1/2 Yd Containers					
- EOW					
- 1XPW	\$259.50	\$0.76	\$3.23	\$3.99	\$263.49
- 2XPW	\$519.01	\$1.53	\$6.47	\$8.00	\$527.01
- 3XPW	\$778.48	\$2.29	\$9.70	\$11.99	\$790.47
4 - 1 1/2 Yd Containers					
- EOW					
- 1XPW	\$341.75	\$1.01	\$4.24	\$5.25	\$347.00
- 2XPW	\$683.56	\$2.04	\$8.48	\$10.52	\$694.08
- 3XPW	\$1,025.51	\$3.05	\$12.73	\$15.78	\$1,041.29
5 - 1 1/2 Yd Containers					
- 3XPW	\$1,272.10	\$3.81	\$15.75	\$19.56	\$1,291.66
1 - 2 Yd Containers					
- EOW	\$70.82	\$0.18	\$0.93	\$1.11	\$71.93
- 1XPW	\$126.63	\$0.33	\$1.62	\$1.95	\$128.58
- 2XPW	\$213.83	\$0.68	\$2.60	\$3.28	\$217.11
- 3XPW	\$297.42	\$1.01	\$3.51	\$4.52	\$301.94
1 - 3 Yd Containers					
- EOW	\$106.19	\$0.26	\$1.40	\$1.66	\$107.85
- 1XPW	\$189.94	\$0.51	\$2.43	\$2.94	\$192.88
- 2XPW	\$320.72	\$1.01	\$3.90	\$4.91	\$325.63
- 3XPW	\$446.11	\$1.53	\$5.27	\$6.80	\$452.91
SPECIAL CONTAINER CHARGES					
- Deliver Charge per container	\$28.26	\$0.00	\$0.46	\$0.46	\$28.72
- Extra Loose yardage	\$14.72	\$0.05	\$0.19	\$0.24	\$14.96
- Return Trip	\$9.51	\$0.00	\$0.16	\$0.16	\$9.67
- Access Charge	\$9.51	\$0.00	\$0.16	\$0.16	\$9.67
- Roll out over 15 ft	\$3.49	\$0.00	\$0.06	\$0.06	\$3.55
- Roll out over 20 ft	\$5.63	\$0.00	\$0.09	\$0.09	\$5.72
- Off day pick up	\$6.92	\$0.00	\$0.11	\$0.11	\$7.03
- Rent-a-Bin (1.5 Yards)	\$61.24	\$0.06	\$0.93	\$0.99	\$62.23
- On Call Container (1.5 Yards)	\$30.19	\$0.06	\$0.42	\$0.48	\$30.67
- Mileage 15 miles RT from LF	\$3.17	\$0.00	\$0.05	\$0.05	\$3.22

CASCADE LOCKS STAFF REPORT

Date Prepared: November 26, 2013

For City Council Meeting on: December 9, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator



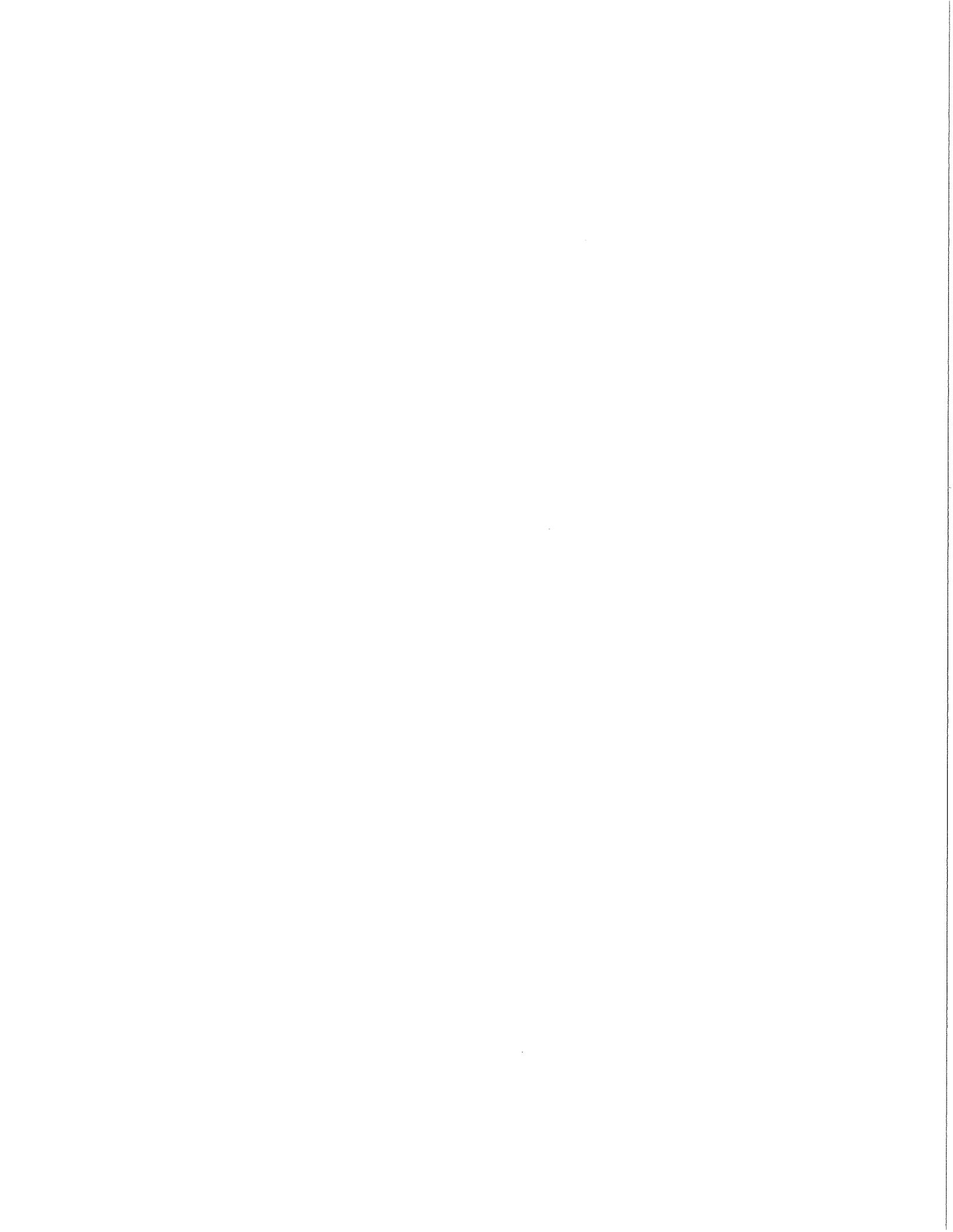
SUBJECT: Second Reading of Ord. No. 425 Regulating Street Vendors

SYNOPSIS: The wind, the rain, and the cooler temperatures have driven the fish and fruit vendors off the parking lots and sidewalks of the City. While we welcome and encourage the entrepreneurial spirit, there are some concerns with vendors blocking sidewalks, distracting drivers, heckling other vendors, and creating a general nuisance in our downtown core. Temporary signs in vivid colors leaning against cars in the right-of-way are not desirable. Those same signs leaning against trees on private property do not give the image of the City we would like to project. Working with our Planning consultant, the Joint Work Group for Economic Development, the Cascade Locks Business Association, the City of Cascade Locks Tourism Committee, and the City Council, Ordinance 425 has been developed to regulate street vendors.

CITY COUNCIL OPTIONS: This is the second reading of the ordinance. Some minor grammatical changes were made at the suggestion of Councilor Busdieker. The revised ordinance is attached. The Council may approve or reject this ordinance.

RECOMMENDED MOTION: The motion to approve Ordinance 425, read by title only, was made at the November 25 meeting.

Legal Review and Opinion: This has been developed and reviewed by the City Attorney.



ORDINANCE NO. 425

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS
PROVIDING FOR THE REGULATION AND REGISTRATION OF STREET VENDORS;
ESTABLISHING RULES REGARDING THE PLACEMENT OF SIGNS USED BY STREET VENDORS;
AND PROVIDING A PENALTY FOR VIOLATION.**

WHEREAS, the City Council of the City of Cascade Locks has indicated a need for the regulation and registration of street vendors; and

WHEREAS, regulating street vendors will protect the general health, safety and welfare of the public;

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

SECTION 1. Street Vendor Defined. A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis.

SECTION 2. Registration.

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
 - a) Official picture identification in the form of a valid state-issued driver's license, state-issued identification card, or passport;
 - b) Current contact information, including a valid mailing address and phone number;
 - c) A current Oregon State food handler's certification for handling food, if applicable;
 - d) A current Department of Agriculture certification for food products, if applicable;
 - e) The location of vending;
 - f) A copy of the property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
 - g) Any other information deemed necessary to enforce this Ordinance.
- 3) The temporary, limited use registration shall be valid for 120 days from the approval date. A new permit is required after that time period has elapsed.

SECTION 3. Method of Operation.

- 1) No street vendor shall:
 - a) Occupy an area within ten (10) feet of a crosswalk, alleyway, driveway or building doorway;
 - b) Obstruct or impede the free flow of vehicular (including bicycles) or pedestrian traffic;

- c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;
 - d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
 - e) Sell from any location other than the registered location;
 - f) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
 - g) Violate any federal, state or local ordinance, statute or regulation.
- 2) The street vendor must prominently display a copy of the property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

SECTION 4. Signage.

- 1) No street vendor shall:
 - a) Place signs anywhere other than the street vendor's place of business;
 - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
 - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
 - d) Place signs on or around vehicles within the road right-of-way;
 - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant;
 - f) Place a "sandwich board" in any public right-of-way; or
 - g) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.
- 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way including travel lanes, bike lanes, or parking areas.

SECTION 5. Enforcement; Penalty; and Abatement.

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.

- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in Cascade Locks Ordinance 344 or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty-four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
 - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.
 - b) Written notice shall include at least the following:
 - i) A statement that the item(s) are in violation of this ordinance;
 - ii) The approximate location of the violation;
 - iii) Date the item(s) will be removed;
 - iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
 - v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
 - vi) Cost of removal and storage;
 - vii) Location of storage or person to contact concerning storage;
 - viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
 - ix) Statement that further violation will result in immediate removal without prior notification.

SECTION 6. 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 7. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

ADOPTED by the City Council this 9th day of December, 2013.

APPROVED by the Mayor this 9th day of December, 2013.

ATTEST:

City Recorder

Mayor

