

CITY of CASCADE LOCKS

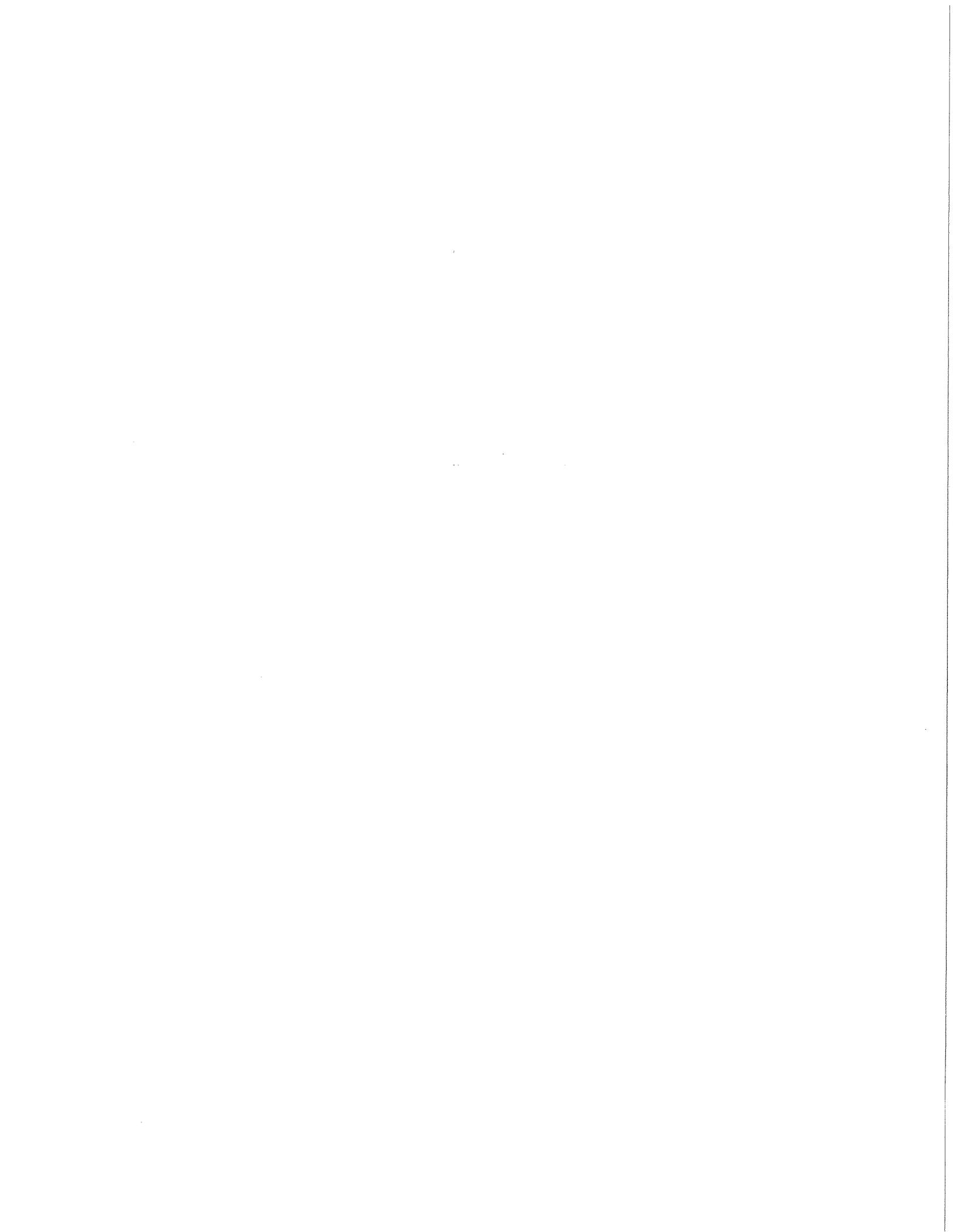
AGENDA

CITY COUNCIL MEETING, Monday, February 22, 2016, 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 February 8, 2016 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 93,107.97.**
4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Revision of Financial Management Policies.**
 - c. **Approve Cancellation or Reschedule March 14, 2016 Council Meeting.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (2)(h) Legal Counsel; ORS 192.660 (2)(d) Labor Negotiator Consultations and ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett were present. CM Groves was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Cody Steelman, Ray Cless, Tonya Moffit, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** Mayor Cramblett moved agenda item 7.b. to follow the Consent Agenda.
3. **Adoption of Consent Agenda.**
 - a. **Approval of January 25, 2016 Goal Setting Workshop Minutes.**
 - b. **Approval of January 25, 2016 City Council Minutes.**
 - c. **Ratification of the Bills in the Amount of \$ 162,401.10.**

Mayor Cramblett read the list of items on the Consent Agenda. CM Busdieker said the Goal Setting Workshop minutes need to include her name in attendance. **Motion:** CM Busdieker moved, seconded by CM Fitzpatrick, to approve the Consent Agenda as amended. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

7. b. Merina and Company – Audit Report. Auditor Tonya Moffit explained pages 49 and 50 of the audit report stating that these numbers are arbitrary numbers but are one of the new required government accounting standards. She said these additional new categories are found on page 12 in the audit report. Ms. Moffit and CA Zimmerman further tried to explain the accounting for PERS. Ms. Moffit explained to Council that the personnel services numbers, starting on page 57 for General Fund Administrative are actual paid expenses that include PERS.

Ms. Moffit said staff got all information to the auditors quickly and they received everything they asked for.

Ms. Moffit said the State of Oregon has certain items they want auditors to look for. She explained how the auditors test these items. She said these are not necessarily financial things, such as, insurance and spending gas tax appropriately. Ms. Moffit said there was only one finding in this area and is listed on page 79. She said there was a deficit fund balance at June 30, 2015 in the CATV Fund for \$5,208.00. She said that is taken care of this year as the Fund is being taken away due to CATV being sold.

Ms. Moffit said there is one significant deficiency. She said the three levels of reportable deficiencies are non-reportable, significant, and material weakness. She explained that the finding of one significant deficiency relates to the labor and expenses for projects in the Electric Department not being tracked. Mayor Cramblett asked if the work order system would help with this situation. CA Zimmerman said the work order system is in place but still working out the bugs. Ms. Moffit said not having a work order system is not the reason for this finding. She said the work order system will help to solve the problem. She said time has to be tracked to the job and the work order system doesn't specifically track time. CA Zimmerman said there were estimates but now working on specifically tracking time to the projects.

Ms. Moffit said Merina and Company is excited to be the City's new auditors. She thanked Council for letting her give her report early in the agenda. Ms. Moffit said she would like to be a resource for Council and urged them to call her if they had any questions.

Mayor Cramblett asked if the financial policies were reviewed as part of the audit process. Ms. Moffit said she read through the policies and the items that were searched were in compliance. CA

Zimmerman explained that the audit process is a sampling of different items. CM Walker asked if the audit included looking at rates and fees. Ms. Moffit explained a portion of that is looked at. She said there are sample tests made throughout the year.

Cody, from the audience, said the Auditor stated that she had read through the financial policies and referenced Section 4. D. 3 regarding franchise fees. He said he is very familiar with GASB 54 and restricted fund policies. He said there are laws that restrict those uses and it is illegal in the State of Oregon to charge a municipal utility the use of the right of way because the people own the right of way. He said this would be double taxation because we already pay property taxes for this. He asked Ms. Moffit if she looked at the law and associated that with the financial policies. Ms. Moffit responded that she did not specifically look at the ORS that Cody recited. CA Zimmerman said City Attorney Cleaveland has.

Mayor Cramblett said he was used to looking at the previous audit reports and noticed that this audit report doesn't show past years in comparison to the current year. Ms. Moffit said the financial statements wouldn't have comparable years but the City's budget document would.

Mayor Cramblett thanked Ms. Moffit's good remarks about the City Staff. He said the Council appreciates that.

4. **Public Hearings.** None.

5. **Action Items:**

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

b. **Adoption of 2016-17 City Goals. Motion:** CM Busdieker moved, seconded by CM Walker, to adopt the 2016/2017 City Goals. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

c. **Approve Revision of Financial Management Policies.** CA Zimmerman explained that this revision is just a few minor changes like taking out CATV, Broadband, and Parks and Recreation. He said the Financial Policy was adopted in 2013. He said the auditor didn't find anything that needed revised.

Cody said when Lance Masters was Mayor he had the illegal franchise fee put into place. He said he wants it taken out. He said the City Attorney has admitted on public record that he does not know these laws. Cody said because this Council has not set rates in accordance to the law he has taken this issue to the District Attorney, who turned it over to the Sheriff, who turned it back over to the District Attorney, who turned it back over to the Sheriff, because they don't know who has jurisdiction. He said it was then turned over to the State Attorney General's Office. Cody said he has established practice and pattern of racketeering on this Council along with previous Councils. At this time it is now sitting on the Governor's desk. He repeated that the illegal franchise fee has to be taken out.

Cody said Council will set the rates in Budget Committee. He said that's a laugh as the Budget Committee is so full of turmoil and grievances that they can barely do the budget. He suggested another committee be formed to be in charge of just setting the rates annually as the law states.

Cody said the Council just authorized through Council Goals to reset rates while still charging the franchise fee. He said that's poor management. He said the City is going into debt for the water and then the sewer and asked how much more into debt they were willing to go. He told them to stop stealing money from the people's utility.

Mayor Cramblett asked if there was a motion. Cody gave the Council the case number. CM Busdieker asked if Council could table until hearing from the attorney. CA Zimmerman read an

email response from City Attorney Cleaveland. There was disruption from the audience. CM Walker said he wants the City Attorney here and doesn't know why he isn't. CA Zimmerman said he isn't here because it isn't necessary for him to be here. CM Walker said he thinks it is necessary. Mayor Cramblett said this issue will be tabled until the next meeting.

d. **Adopt Resolution No. 1349 Authorizing Application for a Grant from Oregon Department of Parks and Recreation for the Gorge Hubs Project. Motion:** CM Busdieker moved, seconded by CM Randall, to approve Resolution No. 1349 authorizing application for a grant from Oregon Department of Parks and Recreation for the Gorge Hubs Project.

CM Walker asked how much of the present area would be changed as this was put in with a grant. CA Zimmerman said what is there would be refurbished. CM Busdieker clarified that the \$50,000 match is what is budgeted for repaving the parking lot. CA Zimmerman said that is correct.

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

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Cody asked Council if any of these funds have been declared surplus. He said this has to be done to keep within a 3% range and allows a chance to start over. He said Council has never declared rates. He said, "Bring your attorney on." Cody said he was tired of this tyranny. He said this utility is not the Council's utility but the peoples' utility.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **Merina and Company – Audit Report** (This took place earlier in the meeting).

c. **City Administrator Zimmerman Report.** CA Zimmerman said the trucks you have noticed in town are scoping the sewer lines for the wastewater project. He said they have made some minor repairs. He said the results will be given to the engineer to determine the fixes to the problem areas. CA Zimmerman went through the rest of his report (Exhibit A).

8. **Mayor and City Council Comments.** CM Rutherford thanked Ms. Moffit for the audit report and thanked staff for making it such a smooth process.

CM Fitzpatrick thanked Cody for his comments and said one way or the other the issue will be resolved.

CM Busdieker said when making comments she usually has them all written down but at the last meeting she went "off the cuff". She apologized for any confusion when she spoke about attending a meeting with the Governor's Natural Resources Staff at the last meeting.

CM Randall thanked staff for their diligence and work on the audit process. He said there has been great improvement over the last two years.

Mayor Cramblett informed all about the highway projects that were going to be going on all summer in both directions of Cascade Locks. He said the City is going to be doing a big water project and that will eventually increase the water rates from \$20 - \$30 dollars per month. He said there isn't a lot of big industry here to help pay for this so it will be put on the backs of the citizens. Mayor Cramblett said there will also be a wastewater project. He said the Council has held off on increasing rates for a long time. He said he hopes that increases in Bear Mountain's usage will bring in more revenue to the City.

Mayor Cramblett said a lot of people say don't drink bottled water; drink it from the tap. He said tell people in Flint, Michigan that. He said bottled water is being shipped to Flint, Michigan to help that city out. Mayor Cramblett said, according to Erin Brokavich, copper pipes were soldered with lead so it is expected to see a lot of these same problems in many other areas.

Mayor Cramblett said bottled water is growing and he expects to see it grow even more. He said Cascade Locks provides quality water and it is important to him and the citizens.

Mayor Cramblett said attached to the minutes are comments made by an elected official, stating that they weren't speaking for the Council, but it seemed to him that the rest of the Council and the City of Cascade Locks was being slammed to the Governor's staff by saying citizens are not being listened to by the Council. He said tonight is a perfect example of citizens being listened to.

Mayor Cramblett said he has been on Council for eight years and this has been going on for eight years. He said we've been down this road more than once. He said he believes that the City will be allowed the franchise fee and to increase the revenues and move ahead.

Mayor Cramblett said there was mention of the City's relationship with the Native Americans. He said it was the Oregon Department of Fish and Wildlife that should have contacted the Native Americans about the water exchange process. He said everyone has apologized for not contacting them. He said the Warm Springs Tribe has said how important Oxbow Springs is to them. He said part of the project is to take water from the City and give to the hatchery, which is not as viable without that water. He said the City is continuing to talk to everyone about this project. Mayor Cramblett said the Warm Springs Tribe believes the water is precious and shouldn't be sold. He said he believes that water is precious also. He said the casinos in Umatilla and Warm Springs both sell bottled water with their logo on it. He spoke of other ways the Tribes are using their water.

Mayor Cramblett says Cascade Locks' resource is water. He said our water resource has nothing to do with the Hood River County drought. He said Cascade Locks has plenty of water coming into our aquifer all the time. He said he hoped Council stays behind this project as this is the best use of the resource with the best way to keep rates down and to help with other programs for Cascade Locks.

9. **Other matters.** None.

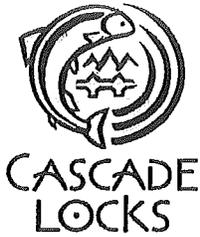
10. **Executive Session as may be required.** None.

11. **Adjournment. Motion:** CM Randall moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett. The meeting was adjourned at 8:11 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



(541) 374-8484

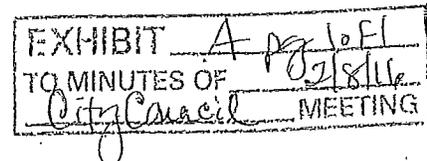
Fax: (541) 374-8752 TTY: 711

**City Administrator Report to the City Council
Monday, February 8, 2016**

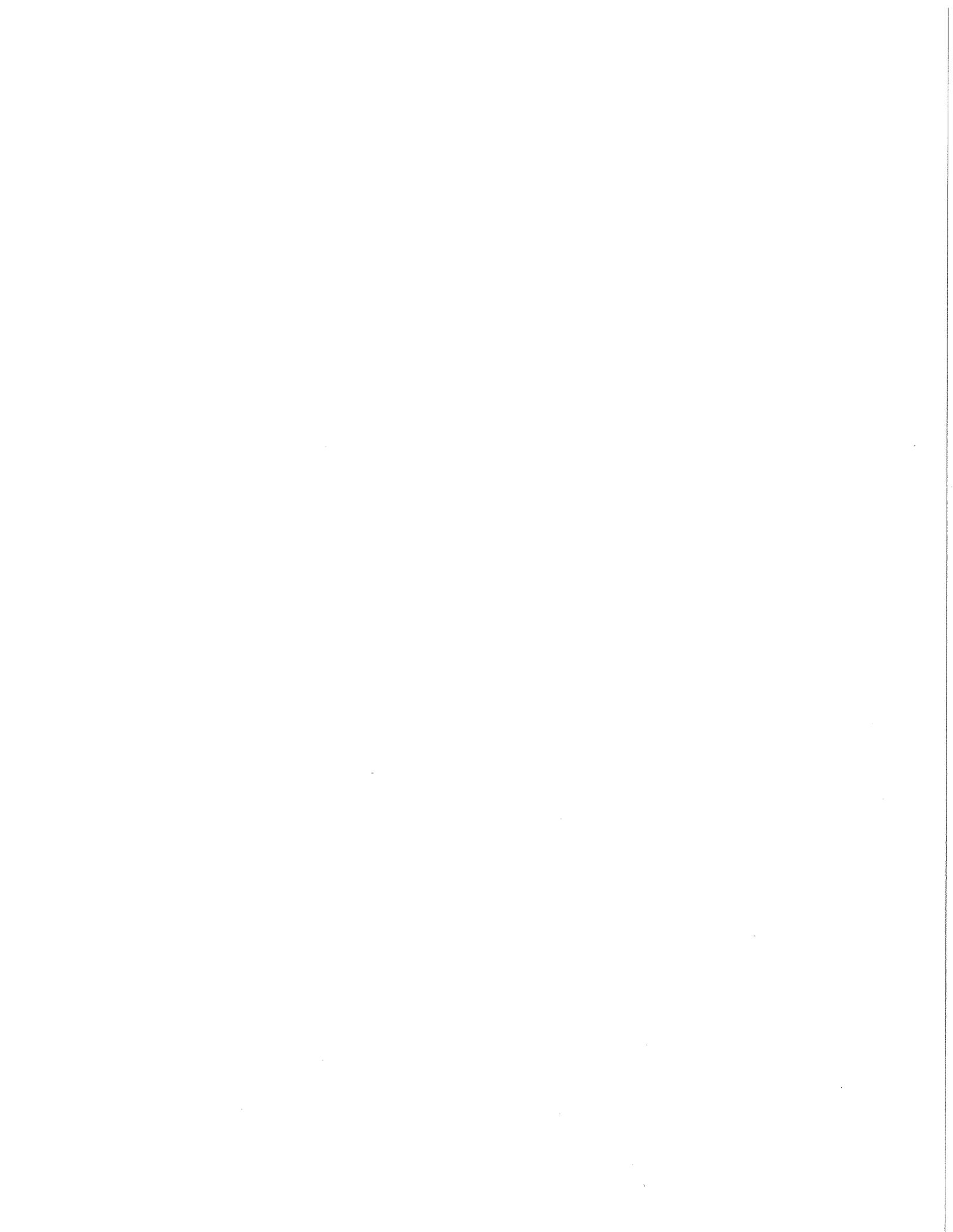
1. **Backhoe Repair:** The backhoe has been repaired as is back in service. The total cost was \$6,001.30. This was split between water, sewer, and the electric departments. The message the Council wanted delivered was delivered to the service manager.
2. **Cycle Oregon Grant:** Back in September last year, the Council authorized a grant request to Cycle Oregon of \$4,000 (with a \$2,000 soft match) for wayfinding signage for the Gorge Hubs project. We received a letter last week, along with the \$4,000 check, telling the City that the grant request was approved. Part of the conditions for the grant was to send out a press release announcing the award, a letter of acceptance for the grant which the Mayor will sign tonight, and notification of the grant be posted on the web-site which will be done in the next few days. We will coordinate with the ODOT and the Gorge Hubs committee on the production and design of the structure and signs. Our part will be to install the signs when completed.
3. **Remodel of Council Chambers:** For your information the parts and material for the update of the Council Chambers totaled \$1,999.56, not including labor.
4. **Substation Costs:** The total costs for the 14 mw Pyramid Substation is \$266,853.42 for parts and materials, not including labor. We budgeted \$400,000 for parts and materials. We are very close to completing this project and powering the City through our own substation instead of the BPA Substation which will save us at least \$40,000 per year.
5. **Electric Department Equipment Shed:** The total costs thus far for the equipment shed total \$27,876.18, not including labor. The Council approved \$25,000 for the building. Any costs to complete the shed will be covered by the Electric Department operating fund.
6. **Water System Improvement Project:** The engineering is in final review at Tenneson this week. The USDA will review this month. The State will review the approved engineering and then we can go out for bid. The interim financing will be finalized once the plans are approved.
7. **Budget Meetings:** The budget training session will be on April 6. The first budget meeting will be on April 13. The second meeting will be on April 27. If more meetings are required, we will schedule at that time.
8. **Gorge-ous Night Out in Salem:** The Mayor and I attended this reception in the capital and meet several state legislators who were very interested in hearing about our efforts in Cascade Locks. This event builds more awareness of the Gorge and our issues on a state wide basis. There is a similar event tomorrow evening in Olympia for the Washington delegation. The Port is also sending a contingent tomorrow.

Thank you for all your effort on behalf of the City.

Gordon Zimmerman
Cascade Locks City Administrator



*Cascade Locks is where the Bridge of the Gods spans the Heart of the Gorge;
where mountain, wind, and water create the best sailing in the Northwest;
and where the "CL" on the license plate stands for Cascade Locks, the second largest city in Hood River County!
The City of Cascade Locks is an Equal Opportunity Provider.*



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PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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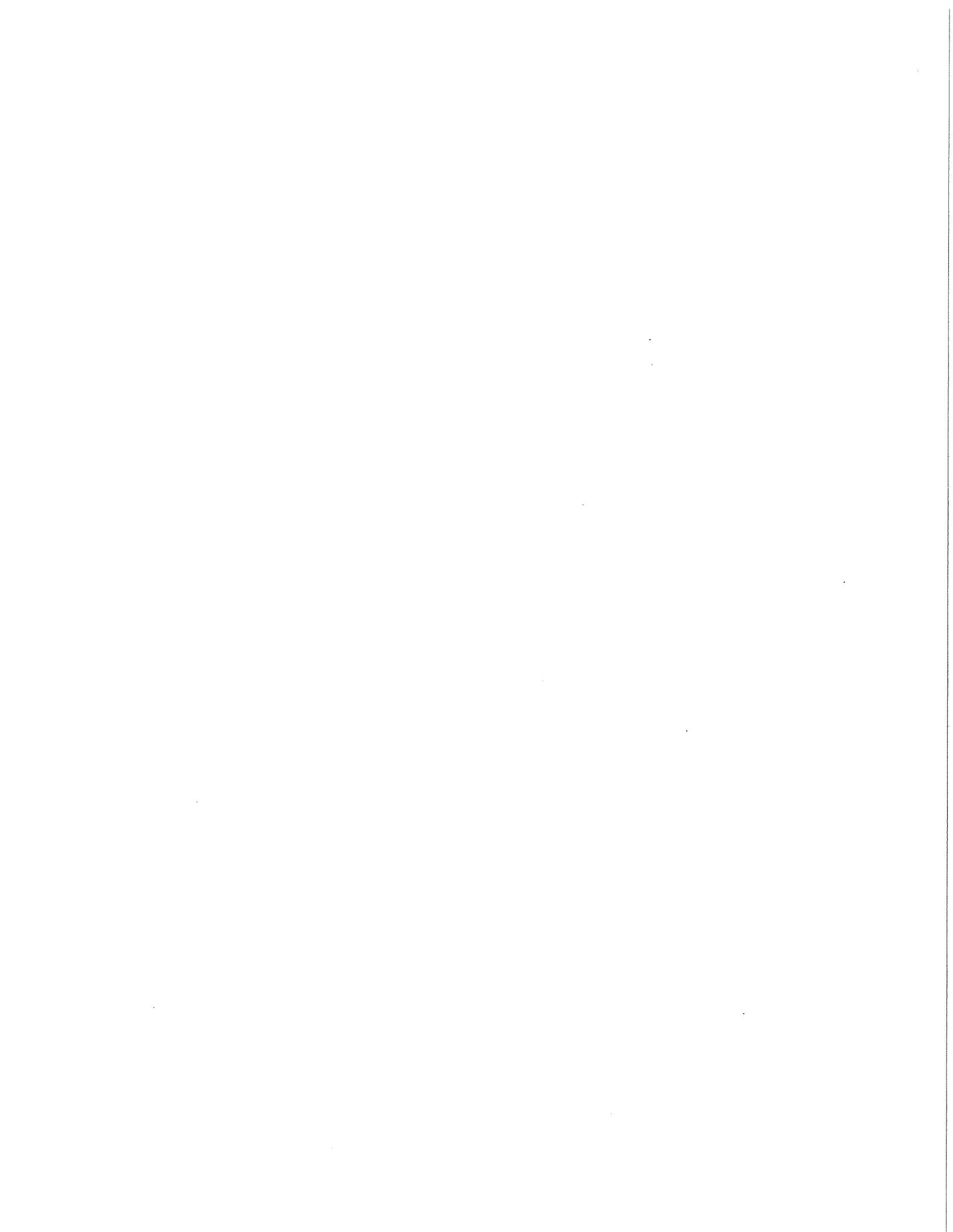
DATE:	DESCRIPTION:	AMOUNT:
2/5/2016	PR	\$ 37,415.29
2/12/2016	A/P	\$ 55,692.68

GRAND TOTAL \$ 93,107.97

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APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

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6753	02/16	02/12/2016	6945	107866	4COM, Inc.	programming	4140562740	162.12
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6754	02/16	02/12/2016	6966	01410018QB	American Messaging	Paging Service	5140562110	69.64
Total 6754:								
6755	02/16	02/12/2016	6820	56984	Anderson Perry & Associates Inc.	021 Collection System Evaluation Assist	0740562131	3,799.60
Total 6755:								
6756	02/16	02/12/2016	6900	V600265	BSK Associates	water testing	2140562150	45.00
Total 6756:								
6757	02/16	02/12/2016	6989	625675	C.H. Umress Motor Co.	fuel filter	2140562441	35.00
6757	02/16	02/12/2016	6989	625675	C.H. Umress Motor Co.	fuel filter	3140562441	35.00
Total 6757:								
6758	02/16	02/12/2016	6979	JANUARY 20	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 6758:								
6759	02/16	02/12/2016	670	100001500 2	CASCADE LOCKS LIGHT CO.	fire station	0540562439	849.54
6759	02/16	02/12/2016	670	100003500 2	CASCADE LOCKS LIGHT CO.	Res. No. 2	2140562070	32.30
6759	02/16	02/12/2016	670	100030200 2	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
6759	02/16	02/12/2016	670	100038200 2	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,762.67
6759	02/16	02/12/2016	670	100379100 2	CASCADE LOCKS LIGHT CO.	Treatment plant	3140562070	2,288.95
6759	02/16	02/12/2016	670	100381300 2	CASCADE LOCKS LIGHT CO.	warehouse	2140562070	28.30
6759	02/16	02/12/2016	670	100381300 2	CASCADE LOCKS LIGHT CO.	warehouse	3140562070	46.61
6759	02/16	02/12/2016	670	200120000 2	CASCADE LOCKS LIGHT CO.	cemetery water	1740562551	28.30
6759	02/16	02/12/2016	670	300155100 2	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	1,344.28
6759	02/16	02/12/2016	670	300155900 2	CASCADE LOCKS LIGHT CO.	museum	0140762630	188.17
6759	02/16	02/12/2016	670	300171800 2	CASCADE LOCKS LIGHT CO.	mail fighting	5140562800	40.40
6759	02/16	02/12/2016	670	300183900 2	CASCADE LOCKS LIGHT CO.	Moody Lift Station	2140562070	75.67

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6759	02/16	02/12/2016	670	301961200 2	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
6759	02/16	02/12/2016	670	600135000 1	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	2,091.52
6759	02/16	02/12/2016	670	600136900 2	CASCADE LOCKS LIGHT CO.	87 Ruckle	3140562070	53.11
6759	02/16	02/12/2016	670	600149800 2	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
6759	02/16	02/12/2016	670	601369800 2	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	50.27
6759	02/16	02/12/2016	670	SSS JANUA	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	227.00
Total 6759: 9,251.11								
6760	02/16	02/12/2016	740	70995	CASELLE, INC.	Contract Support	0140162082	1,220.00
Total 6760: 1,220.00								
6761	02/16	02/12/2016	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	138.34
6761	02/16	02/12/2016	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	372.24
6761	02/16	02/12/2016	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	58.92
6761	02/16	02/12/2016	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	14.72
Total 6761: 584.22								
6762	02/16	02/12/2016	910	16-009	CITY OF HOOD RIVER	SCBA Maintenance	0540562441	909.00
Total 6762: 909.00								
6763	02/16	02/12/2016	940	JAN 2016	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	400.00
Total 6763: 400.00								
6764	02/16	02/12/2016	1000	C153244	Coburn Electric	Installed GFCL receptacles at new shop	5645163941	193.60
6764	02/16	02/12/2016	1000	C16035	Coburn Electric	Install receptacle for copier in main office	0140462520	293.70
6764	02/16	02/12/2016	1000	S16054	Coburn Electric	Repair receptacle in council chambers	0140462520	271.99
Total 6764: 759.29								
6765	02/16	02/12/2016	6852	FEBRUARY	College of Emergency Services	Installment Paymen for J. Bennett	0540562024	790.00
Total 6765: 790.00								
6766	02/16	02/12/2016	1120	A101973	COLUMBIA HARDWARE, LLC	hose, hose clamp, dish soap, trigger spr	5645163941	185.65
6766	02/16	02/12/2016	1120	B123531	COLUMBIA HARDWARE, LLC	return wood filler	0140462520	7.29

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6766	02/16	02/12/2016	1120	B123531	COLUMBIA HARDWARE, LLC	light spackling compound	0140462520	4.59
6766	02/16	02/12/2016	1120	B124070	COLUMBIA HARDWARE, LLC	terminal adapter, 90' elbow	5645163941	4.79
6766	02/16	02/12/2016	1120	B124984	COLUMBIA HARDWARE, LLC	flush cut wood	0140462520	36.99
6766	02/16	02/12/2016	1120	B125337	COLUMBIA HARDWARE, LLC	bulb	5140562800	4.90
6766	02/16	02/12/2016	1120	B125383	COLUMBIA HARDWARE, LLC	10x25 6M Black	2140562560	17.35
6766	02/16	02/12/2016	1120	B125495	COLUMBIA HARDWARE, LLC	7733 BLK Antislip Tape	0140462520	65.78
Total 6766:								312.76
6767	02/16	02/12/2016	1360	130947	DAVID R. CUNNINGHAM	City Network	0140162082	1,140.00
Total 6767:								1,140.00
6768	02/16	02/12/2016	6834	SW DEPOSI	Ed Wagner	Refund sidewalk deposit for lot 5	0121135	723.00
Total 6768:								723.00
6769	02/16	02/12/2016	1620	987	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services January 2016	5140562139	750.00
Total 6769:								750.00
6770	02/16	02/12/2016	1760	ORHOD4493	FASTENAL	20oz Epcon C6 Epoxy	5645163941	40.08
Total 6770:								40.08
6771	02/16	02/12/2016	2020	1250265	GENERAL PACIFIC INC.	600V Black Insulatio	5645163941	640.00
6771	02/16	02/12/2016	2020	1250483	GENERAL PACIFIC INC.	12ft lead length #10 AWG Single Ratio	5645163941	4,395.00
Total 6771:								5,035.00
6772	02/16	02/12/2016	6834	VANDIEST 2	Hesgard Family Trust	reimburse for overpayment on headstone	1730543663	25.00
Total 6772:								25.00
6773	02/16	02/12/2016	2420	8347	HOOD RIVER CO. - FINANCE	January 2016 Deputy Service	0141962250	8,284.08
Total 6773:								8,284.08
6774	02/16	02/12/2016	2460	2016	HOOD RIVER COUNTY FIRE CHIEFS A	2016 Assessment	0540562311	747.29
6774	02/16	02/12/2016	2460	VIK 2016	HOOD RIVER COUNTY FIRE CHIEFS A	Dr. Virk's Assessment	0540562312	426.64

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6774:								1,173.93
6775	02/16	02/12/2016	6874	JANUARY 20	LIN Television Corporation	programming	4140562740	240.90
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6776	02/16	02/12/2016	3150	021116	MARIANNE BUMP	Reimburse Mileage	0140162020	50.22
Total 6776:								50.22
6777	02/16	02/12/2016	6834	FEB 2016	Mathew Nielson	Energy Efficiency Rebate-ductless heat p	5140562140	800.00
Total 6777:								800.00
6778	02/16	02/12/2016	3380	KPDX JAN 2	Meredith Corporation	Retransmission	4140562740	116.80
6778	02/16	02/12/2016	3380	KPTV JAN 2	Meredith Corporation	Retransmission	4140562740	277.40
Total 6778:								394.20
6779	02/16	02/12/2016	6787	010216	NorthShore Medical Group	CDL Exam	5140562110	134.00
Total 6779:								134.00
6780	02/16	02/12/2016	4530	146327	PAPE MACHINERY	repair backhoe	2140562441	1,001.30
6780	02/16	02/12/2016	4530	146327	PAPE MACHINERY	repair backhoe	3140562441	2,000.00
6780	02/16	02/12/2016	4530	146327	PAPE MACHINERY	repair backhoe	5140562201	3,000.00
Total 6780:								6,001.30
6781	02/16	02/12/2016	6769	01-16-290	PARC Resources, LLC	City Planning	0140262075	247.50
6781	02/16	02/12/2016	6769	01-16-290	PARC Resources, LLC	Port Plannings	0140262090	123.75
Total 6781:								371.25
6782	02/16	02/12/2016	4650	11558925	PLATT ELECTRIC SUPPLY	electrical supplies	0540562440	202.13
Total 6782:								202.13
6783	02/16	02/12/2016	4670	10578234	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0340562020	30.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6783	02/16	02/12/2016	4670	10605235	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	30.00
6783	02/16	02/12/2016	4670	DC AIRFARE	PORT OF CASCADE LOCKS	Reimburse Port for airfare to DC for May	0140162020	515.20
6783	02/16	02/12/2016	4670	DC AIRFARE	PORT OF CASCADE LOCKS	Reimburse Port for airfare to DC for May	0140862020	515.20
6783	02/16	02/12/2016	4670	DC HOTEL	PORT OF CASCADE LOCKS	Hotel Room for Mayor for DC	0140862020	134.41
Total 6783:								1,224.81
6784	02/16	02/12/2016	4810	20240	PRINT IT	UB stock	0140162010	646.00
Total 6784:								646.00
6785	02/16	02/12/2016	6780	5040309021	Ricoh Americas Corporation	Copies	0140162110	159.49
Total 6785:								159.49
6786	02/16	02/12/2016	4910	211913206 2	Robert Lee III	Refund Deposit	5121130	78.44
Total 6786:								78.44
6787	02/16	02/12/2016	6886	JANUARY 20	Sinclair Television Group, Inc.	Programming	4140562740	321.20
Total 6787:								321.20
6788	02/16	02/12/2016	6965	16	Sofia Urrutia-Lopez	Contract Support	0840562110	927.00
Total 6788:								927.00
6789	02/16	02/12/2016	5460	JANUARY 20	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	1,200.00
Total 6789:								1,200.00
6790	02/16	02/12/2016	5510	8037742636	STAPLES CONTRACT & COMMERCIA	11X17 paper, staples, correction pens	0140162010	33.18
6790	02/16	02/12/2016	5510	8037859202	STAPLES CONTRACT & COMMERCIA	headphones, paper, PAID stamp, envelope	0140162010	102.01
Total 6790:								135.19
6791	02/16	02/12/2016	6970	1566-310391	Suburban Propane	Propane	0540562421	1,724.30
Total 6791:								1,724.30

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6792	02/16	02/12/2016	6070	949659	TWGW, INC NAPA AUTO PARTS	wiper blades, washer fluid	0540562441	51.42
6792	02/16	02/12/2016	6070	949713	TWGW, INC NAPA AUTO PARTS	blade, circuit tester	5645163941	30.94
6792	02/16	02/12/2016	6070	950547	TWGW, INC NAPA AUTO PARTS	nitro, gasket maker, dark machinery grey	5645163941	31.67
6792	02/16	02/12/2016	6070	950701	TWGW, INC NAPA AUTO PARTS	cro duster, grease gun, 3 in one oil	5645163941	23.53
6792	02/16	02/12/2016	6070	950737	TWGW, INC NAPA AUTO PARTS	wiper blade return	0540562441	29.99
6792	02/16	02/12/2016	6070	950737	TWGW, INC NAPA AUTO PARTS	wiper blades for chevy	0540562441	48.42
6792	02/16	02/12/2016	6070	951603	TWGW, INC NAPA AUTO PARTS	relay and slide terminal	0340562560	21.87
6792	02/16	02/12/2016	6070	951627	TWGW, INC NAPA AUTO PARTS	epoxy and thread lock	5140562201	12.43
6792	02/16	02/12/2016	6070	952058	TWGW, INC NAPA AUTO PARTS	wisk broom and brush	5140562201	17.31
6792	02/16	02/12/2016	6070	952348	TWGW, INC NAPA AUTO PARTS	flashlights, battery, gasket, axle shaft sea	3140562441	70.31
6792	02/16	02/12/2016	6070	952369	TWGW, INC NAPA AUTO PARTS	napa oil seal	3140562441	11.27
Total 6792:								289.18
6793	02/16	02/12/2016	6690	020116	WOOSLEY, KATHY	Reimburse Mileage	0140162020	21.60
Total 6793:								21.60
6794	02/16	02/12/2016	4910	601304202 2	Vera L. Sanders Star	Refund Deposit	5121130	143.16
Total 6794:								143.16
2121601	02/16	02/12/2016	3650	16010351	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,084.48 M
Total 2121601:								4,084.48
Grand Totals:								55,692.68

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	7.29	18,765.03-	18,772.74-
01-21135	723.00	.00	723.00
01-401-62010	781.19	.00	781.19
01-401-62020	587.02	.00	587.02
01-401-62050	372.24	.00	372.24
01-401-62082	2,360.00	.00	2,360.00
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	159.49	.00	159.49
01-401-62552	2,188.93	.00	2,188.93
01-402-62075	247.50	.00	247.50
01-402-62090	123.75	.00	123.75
01-404-62520	673.05	7.29-	665.76
01-407-62630	188.17	.00	188.17
01-408-62020	649.61	.00	649.61
01-408-62025	227.00	.00	227.00
01-419-62250	8,284.08	.00	8,284.08
03-21010	.00	51.87-	51.87-
03-405-62020	30.00	.00	30.00
03-405-62560	21.87	.00	21.87
05-21010	29.99	6,337.35-	6,307.36-
05-405-62024	790.00	.00	790.00
05-405-62050	138.34	.00	138.34
05-405-62111	400.00	.00	400.00
05-405-62311	747.29	.00	747.29
05-405-62312	426.64	.00	426.64
05-405-62421	1,724.30	.00	1,724.30
05-405-62439	899.81	.00	899.81
05-405-62440	202.13	.00	202.13
05-405-62441	1,008.84	29.99-	978.85
07-21010	.00	3,799.60-	3,799.60-
07-405-62131	3,799.60	.00	3,799.60
08-21010	.00	927.00-	927.00-
08-405-62110	927.00	.00	927.00
17-21010	.00	53.30-	53.30-
17-305-43563	25.00	.00	25.00
17-405-62551	28.30	.00	28.30
21-21010	.00	3,015.90-	3,015.90-
21-405-62070	1,917.25	.00	1,917.25

GL Account	Debit	Credit	Proof
21-405-62150	45.00	.00	45.00
21-405-62441	1,036.30	.00	1,036.30
21-405-62560	17.35	.00	17.35
31-21010	.00	5,877.83-	5,877.83-
31-405-62070	3,761.25	.00	3,761.25
31-405-62441	2,116.58	.00	2,116.58
41-21010	.00	5,202.90-	5,202.90-
41-405-62740	5,202.90	.00	5,202.90
51-21010	.00	6,153.92-	6,153.92-
51-21130	221.60	.00	221.60
51-405-62050	58.92	.00	58.92
51-405-62110	203.64	.00	203.64
51-405-62139	750.00	.00	750.00
51-405-62140	800.00	.00	800.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62201	3,059.74	.00	3,059.74
51-405-62800	45.30	.00	45.30
51-406-62050	14.72	.00	14.72
56-21010	.00	5,545.26-	5,545.26-
56-451-63941	5,545.26	.00	5,545.26
Grand Totals:	55,767.24	55,767.24-	.00

Report Criteria:
Report type: GL detail

STAFF REPORT

Date Prepared: February 16, 2016

For City Council meeting on February 22, 2016

TO: Hon. Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Revised Financial Management Policies

SYNOPSIS: The development and completion of Fiscal Management Policies was approved in January 2013 by City Council. The fiscal policies are designed to provide policy direction within the City for all matters dealing with the financial well-being of the City. The policies should be reviewed every year and determine if changes are necessary. Staff has reviewed the current policies and is recommending minor changes (shown as strike through).

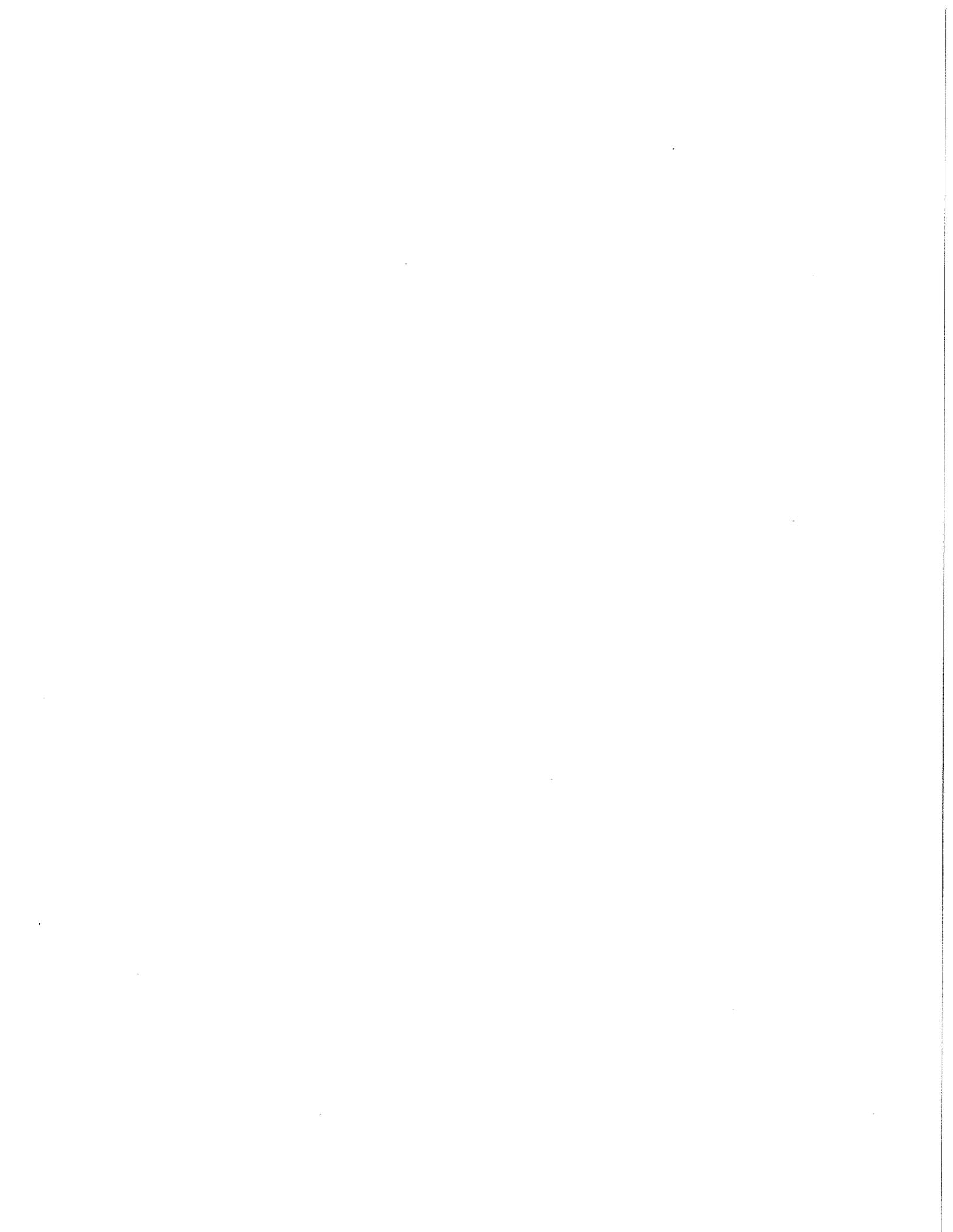
CITY COUNCIL OPTIONS: City Council has the following options at this time.

1. Approve Financial Management Policies
2. Take No Action
3. Provide Other Direction for Staff or changes as desired by City Council.

RECOMMENDATION: That City Council, by motion, approve the Financial Management Policies as contained in the attached policy document.

Legal Review and Opinion: *This will be discussed in Executive Session under ORS 192.660 (2)(h) Legal Counsel.*

Financial Review and Status: The Financial Policies help guide the City organization and staff in managing the finances of the City Government. It benefits the City and provides for better management of City resources. These policies place clear guidelines and requirements for the City, staff, Boards and Committees.



CITY OF CASCADE LOCKS

ADOPTED FINANCIAL MANAGEMENT POLICIES

JANUARY 2016

ADOPTED BY CITY COUNCIL

JANUARY 11, 2016

City of Cascade Locks Financial Management Policies

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City of Cascade Locks Financial Management Policies

City of Cascade Locks Financial Management Policies

Section 1. Purpose

These Financial Management Policies and procedures have been adopted by the City Council to assist, help and guide City Staff, Council and Boards and committees to operate and make decision in the best possible fiscal manner for the City. The Financial Management Policies enhance the City's goal to operate the City in the best possible manner while being prudent and careful with the City's money. The City exists to serve the citizens while carefully managing the limited resources of the city. This policy is to be followed by the City Council, City Staff and all boards and commissions.

Section 2. Fund Balance Policies:

- A. Purpose:** The purpose of the Fund Balance Policy is to outline the procedure for categorizing the different components of ending fund balance in conformity with GASB Statement No. 54, Fund Balance Reporting and "Governmental Fund Type Definitions". In summary, the categories for fund balance consider "the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent."
- B. Fund Balance Definitions:** Accountants use the term "Fund Balance" to describe the reporting unit (i.e. business, proprietary fund, fiduciary fund) reports all related assets and all described as a measure of net worth. Because governmental funds report only a subset of related assets (i.e. financial assets) and liabilities (i.e. those normally expected to be liquidated with current financial resource, the difference between the two is more of a measure of liquidity than of net worth. Accountants underscore this distinction by using the term "Fund Balance" in government funds, rather than the term "net assets" employed elsewhere. As an approximate measure of liquidity, fund balance is similar to the working capital of a private-sector business.
- C. Fund Balance Categories:** The components of fund balance will be categorized into one of the five following categories:
- 1. Non-Spendable Fund Balance:** (inherently non-spendable) - A portion of net resources that cannot be spent because of their form and/or cannot be spent because they must be maintained intact. Examples include:
 - a. Pre-paid items
 - b. Inventories of supplies
 - c. Long-term portion of loans receivable
 - d. Financial assets held for resale, such as foreclosed properties
 - e. Principal of an endowment
 - f. Capital of a revolving loan fund

City of Cascade Locks Financial Management Policies

2. **Restricted Fund Balance:** (externally enforceable limitations on use) – Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments. Limitations may also be imposed by law through constitutional provisions or enabling legislation. Examples include:
 - a. Specific purpose grants
 - b. State Gas Tax funds
 - c. Restriction from other governments through laws and regulations
 - d. Creditors through debt covenants
 - e. Contributors for specific purposes
 - f. Public, Educational and Governmental fees

3. **Committed Fund Balance:** This is a self-imposed limitation set in place prior to the end of the period by highest level of decision making, the City Council. Limitations are imposed by the City Council and are formalized through adoption of a formal Resolution. A Resolution to rescind, modify or change a fund balance policy must also be made by City Council by formal Resolution.

4. **Assigned Fund Balance:** (limitation resulting from intended use) – The City Council has delegated decision making authority to the City Administrator/Budget Officer for “assigning” this category of fund balances. Less formality is necessary in the case of assigned fund balance. Examples include:
 - a. City Administrator/Budget Officer assigns the amount used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year’s budget. This is done annually in the budget process for all departments, services and programs.

 - b. City Administrator/Budget Officer is responsible for insuring that sufficient year ending fund balance, along with other cash carry forward, is adequate to fund operations until tax revenue is available in November each year.

 - c. The City will consider all amounts as budgeted to be designated as “assigned”, unless amounts are otherwise committed in the form of resolution or restricted if it meets the limitations discussed above. Any balances that are budgeted as unappropriated will be considered by the City to be “unassigned”.

5. **Unassigned Fund Balance:** (residual net resources) – For the General Fund this classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount. Total fund balance in the General Fund in excess of other categories (surplus). In funds other than the General Fund, if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance (deficit).

D. Fund Balance Implementation: The City Administrator and each Department Head is responsible for maintaining an appropriate fund balance. Financial reviews will be done quarterly or more frequently as needed by the City Administrator or Finance Officer to ensure full compliance.

E. Order of Spending Resources: When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, and the unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources are available for use, it is the City’s policy to use committed resources first, then assigned, and then unassigned as they are needed.

City of Cascade Locks Financial Management Policies

Section 3. Annual Budget Policies:

- A. Budget Priorities:** Annually in January of each year, the City Council will meet with staff, Boards and Commissions and others to identify needs, issues and concerns then set budget priorities, establishing the annual budget priorities. The annual budget shall be built around the City Council established budget priorities.
- B. Budget Preparation:** The City Administrator/Budget Officer will prepare and present a balanced, proposed annual operating budget with the participation of all departments and in accordance with Oregon Local Budget Law. The proposed budget is built around established priorities and services required to achieve council priorities. In addition to the financial elements of the budget, a full program description will be included that identifies the purpose, services to be provided, departmental organization, objectives to be achieved and how each service and department will be evaluated.
- C. Approval and Adoption of Budget:** The City Council and Budget Committee will develop, adopt and amend the operating budget in accordance with Oregon Local Budget Law. The role of the Budget Committee is to develop a budget to recommend to City Council for adoption.
- D. Enterprise Funds:** The City will budget water, sewer, CATV/BB and electric funds as enterprise funds with no General Fund subsidies. Enterprise fund department/service will be assessed a pro-rata share of administrative costs as determined through the budget process and approved by City Council. Annually and through the budget process, City Council will review the actual costs of providing each of the enterprise fund services and ensure that fees and charges for these services are proper, appropriate and sufficient to manage emergencies, plan for the future and enhance the services as may be required.
- E. Capital Outlay:** Only costs related to projects or purchases that result in Capital Assets will be budgeted as Capital Outlay. See Section 6.A. "Capital Asset Policy".
- 1. Capital Outlay Costs:** Budgets for Capital Outlay projects include all costs for design and engineering, land or right-of-way acquisitions, appraisals, construction and construction management, furnishings, legal and administrative costs, and interest incurred during the construction phase, net of interest earned on the invested proceeds over the same period, for business-type activities only.
- F. Contingency:** Contingency amounts are budgeted to meet emergency conditions or situations that were unknown at the time the budget was prepared or infrequent or unanticipated expenses. The City Council must authorize the transfer of funds from Contingency to the appropriate expenditure line item within that fund/department by resolution before those funds can be used.
- 1. General Fund Contingency:** A Contingency of at least 10% of the operating budget, excluding Special Payments, Interfund Transfers and Unappropriated Ending Balance, may be budgeted each year in the General Fund. Contingency shall be kept in order to meet unanticipated increases in costs or unexpected, non-recurring expenditures during each fiscal year.
 - 2. Enterprise Fund Contingency:** The City will strive to maintain at least a 1% to 5% contingency of operating budget in each of the Enterprise Funds.

City of Cascade Locks Financial Management Policies

- G. Unappropriated Ending Balance:** The City will strive to maintain an Unappropriated Ending Fund Balance equal to four months of net operating expenses in all department or service funds.
- H. Electric Department Emergency Fund:** It is the goal of the City to maintain at least \$1 million dollars in reserve in the Electric Fund to deal with unanticipated emergencies and system failures. It is recognized that this policy element may take 4-6 years to attain.
- I. Budget Review System:** The City will employ a budget review system in order to regularly monitor revenues and expenditures with the opportunity for budget adjustments as needed. Council, Committees and Department Heads will receive monthly and quarterly financial reports. At least quarterly, the City Council will receive a complete and thorough briefing of budget status. This report will be accompanied by a staff report informing Council of the level of completion of approved objectives. Monthly reports will include expenditure detail related to recommendations made by boards and committees.

Section 4. Revenue Policies:

- A. Diverse and Stable Revenues:** The City will pursue a diversified and stable revenue stream in order to avoid over-reliance on, and short term fluctuations in, one source of funds. A stable revenue source(s) is necessary for the community to grow and prosper.
- B. Windfalls and One Time Revenue:** The City will not use windfalls or one-time revenue sources to fund ongoing activities and mainstream services; one-time revenues will be used only for one-time expenditures.
- C. Fees and Charges for Service:** Fees and charges for service are assessed to specific users where the user pays all or a portion of the costs to provide the service.
- 1. Cost Recovery:** When establishing charges and fees, the City will consider the full cost of providing the service, along with any circumstances and issues that may be factors that do not allow for full recovery of the costs of providing the service.
 - 2. Annual Review:** The City Council will review charges and fees annually in conjunction with budget in order to allow for regular, incremental rate increases to offset the effects of inflation and additional costs. Any fee, rate or charge increase will comply with City Council policy in making any such changes.
- D. Utility Fees (Water, Sewer, Electric):**
- 1. Basis of User Charges:** User charges for each of the City utilities will be based on the cost of providing the services (i.e. set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage and annual debt service obligations, and planned replacement of the utility's facilities.
 - 2. Periodic Review:** The City Council will review the user charges for each of the City utilities annually in conjunction with the budget process in order to allow for regular, incremental rate increases to offset the effects of inflation and additional costs.

City of Cascade Locks Financial Management Policies

- 3. Internal Payments (Franchise Fees based on use of City right of way by the effected utility):** Franchise fees are established by City Council by separate resolution based on a percentage of sales of Water, Sewer, CATV, Broadband, and Electric. This will be budgeted and paid monthly from those funds to the General Fund.

Section 5. Employee Expenditure Policies:

A. General Provisions Related to Public Contracting: The City Council, acting as the Contract Review Board, adopts rules of procedure for public contracting for the City of Cascade Locks through adoption of a separate resolution. The Model Rules adopted by the Attorney General do not apply to the City of Cascade Locks except where they have been incorporated into the City's Contract Review Board Rules.

B. Purchasing Authority Levels and Required Documentation: Purchasing authority levels and the required documentation for each are listed below. Purchasing procedures are contained in this Purchasing Policy. It is the policy of the City that the purchasing policies be strictly carried out.

- 1. In all cases a purchase order is required for all expenditures except formal contracts approved by City Council and routine purchases (i.e. office supplies, restroom supplies, utility bills, etc.).**

<u>Expenditure Level</u>	<u>Authorized Position</u>
a. 0 to \$ 500 per occurrence	Finance Officer, City Recorder
b. 0 to \$1,000 per occurrence	Public Works, City Light/CATV Department, EMS Department
c. 0 to \$2,500 per occurrence	City Administrator

Any expenditure in excess of \$2,500 must be presented to City Council for authorization.

- 2. Parks and Recreation:** A purchase order is required for all purchases and must be approved prior to any purchase.

Section 6. Capital Asset and Improvement Policies:

A. Capital Asset Policy:

1. Definition of Capital Asset:

- Capital Assets include property, plant, equipment, and infrastructure assets.
- A Capital Asset must meet the following criteria
 - Be an item of system of components that cost more than \$3,000 and
 - Have a life of more than one year, or
 - Add value to or materially extend the life of an existing Capital Asset
- Costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

City of Cascade Locks Financial Management Policies

2. Capital Asset Accounting Policy:

- a. Assets are recorded at actual cost or historical cost or estimated historical cost when actual cost is not available.
- b. Donated capital assets are recorded at estimated fair market value at the date of donation.
- c. Major outlays for capital assets and improvements are capitalized as the projects are constructed, and include all costs of the project.
 - all design and engineering costs
 - land or right-of-way acquisitions
 - appraisals
 - construction and construction management
 - furnishings
 - legal and administrative costs
 - interest incurred during the construction phase, net of interest earned on the invested proceeds over the same period, for business-type activities only.
- d. Property, plant and equipment of the City is depreciated using the straight line method over the following estimated useful lives
 - Buildings and Improvements – 20-50 years
 - Public Domain Infrastructure – 30-100 years
 - System Infrastructure – 25-50 years (20-50 years)
 - Vehicles – 10-20 years
 - Office and Other Equipment – 5-10 years
- e. Land is not depreciated
- f. No depreciation on capital assets is recorded in the year of acquisitions and a full year of depreciation is recorded in the year of disposition.

B. Intangible Capital Assets Policy (GASB 51):

1. Definition of Intangible Capital Asset:

- a. Intangible assets include easements, water rights, patents and internally generated computer software, etc.
- b. An Intangible Capital Asset must meet the following criteria:
 - Have an individual cost more than \$5,000 and
 - Have a life of more than five years, or
 - Add value to or materially extend the life or significantly increase the capacity of an existing Intangible Capital Asset.
- c. Costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

2. Intangible Capital Asset Accounting Policy:

- a. Assets are recorded at actual cost or historical cost or estimated historical cost when actual cost is not available.
- b. Contributed intangible assets are recorded at estimated fair market value at the time received.

City of Cascade Locks Financial Management Policies

- c. Intangible assets are amortized using the straight line method over the estimated useful life of the asset.
- d. Intangible assets with indefinite lives are no amortized.
- e. No amortization of intangible capital assets is recorded in the year of acquisition and a full year of amortization is recorded in the year of disposition.

C. Capital Improvement Policy:

1. **Five –Year Capital Improvement Plans:** The City will maintain its commitment to its five-year Capital Improvement Plans for the City, including the Street, Water, Wastewater, and Storm Water systems.
2. **Funding Methods:** The City will actively pursue the least costly funding methods for its Capital projects, including grants, private sector funding, contributions and low-cost State and Federal loans whenever possible.
3. **Debt Financing:** The City will only pursue debt financing in order to finance capital improvement projects, and only when other funding possibilities have been exhausted or are inadequate to finance the projects.
 - a. The City will only utilize debt financing which does not extend past the expected useful life of the project.
 - b. Capital projects will only utilize debt financing if market conditions present favorable interest rates for the City.
 - c. Capital projects will only utilize debt financing if the issuance of that debt will not adversely affect the City's credit and bond ratings.

Section 7. Land Acquisition Policies:

- A. **Purchase of Land:** The City will pursue the purchase of land in order to serve the anticipated future needs of the community.
- B. **Approval of Land Acquisitions:** The City Council will approve all land acquisitions entered into by the City, excluding easements, dedications and liens.
- C. **Proposal Requirements:** Any land acquisition proposal submitted to the City Council will be accompanied by City staff review and recommendations.

Section 8. Banking/Deposits Policies:

- A. **Collateralization:** The City will participate in the State Treasurer's Public Funds Collateralization Program (PFCP). The City will ensure that all bank deposits with banks that are not participants in the PFCP are entirely insured or adequately collateralized in accordance with Oregon Revised Statute 295.

Section 9. Investment Policies:

- A. **Investment Objectives:** The City will seek to attain a market rate-of-return throughout all fiscal cycles, while avoiding imprudent credit and speculative risk, and maintaining liquidity sufficient to meet operating needs.

City of Cascade Locks Financial Management Policies

- B. Investment Restrictions:** The City will manage its investment program in accordance with the Oregon Revised Statute 294, and does not further restrict investment choices.

Section 10. Debt Policies:

- A. Statutory Debt Limits:** The City will comply with all statutory debt limitations imposed by the Oregon Revised Statutes.
- B. Purpose of Debt:** The City will only incur long-term debt in order to finance capital improvement projects, and only when those projects are too large to be financed from current available resources.
- C. Maintain Bond Rating:** The City will avoid financial activities that will have an adverse effect on its outstanding bond rating.

Section 11. Risk Management Policies:

- A. Risk management Program:** The City will implement and maintain a Risk Management program designed to decrease exposure to risk. At a minimum, the program will include:
- 1. Annual Insurance Evaluation:** An annual examination of the City's insurance program to evaluate how much risk the City should assume.
 - 2. Internal Controls:** Internal Control procedures shall be set by Administrative Policy.
 - 3. Safe Workplace Action Plan:** A safety program that emphasizes reducing risks through training and safe work habits.

Section 12. Accounting and Financial Reporting Policies:

- A. Accounting:** The City will maintain a system of financial management and accounting that ensures transactions are appropriately recorded, risk of fraud or financial loss is identified, and internal controls are developed and maintained to manage the risk.
- 1. Internal Controls:** The City will maintain policies and process that are designed to provide reasonable assurance that the City is achieving the following objectives:
 - a. Effective and efficient operations.
 - b. Reliable and accurate financial information.
 - c. Compliance with applicable laws and regulations.
 - d. Safeguarding assets against unauthorized acquisition, use or disposition.
 - 2. Annual Audit:** The City shall hire an independent auditor to perform an annual audit of the financial statements, including tests of the internal controls.
- B. Financial Reporting:**
- 1. Internal Reporting:**
 - a. The City Administrator and City Council will receive monthly financial reports sufficient to ascertain the City's financial status.

City of Cascade Locks Financial Management Policies

- b. Committees, Boards and Department Supervisors will receive monthly financial reports and department reports pertaining to their department(s) to ascertain the financial status of said department(s).

2. External Reporting:

- a. The City will have available the annual independent audit results, in accordance with generally accepted accounting principles (GAAP) when the document is completed.

Section 13. City Committees, Boards and Task Forces Expenditure Policies:

City Committees, Boards, and Task Forces do not have authority to make or authorize any expenditure or obligate the City for the payment of any bill or service. These groups are established by the City Council and can only make recommendations to the City in carrying out their assigned responsibilities. The City Council is the final decision maker for all matters affecting City government in Cascade Locks.

A. Budgeting: City Council appointed Committees, Boards may be asked to assist in developing the annual budget for that portion of the budget that most directly affects the Committee or Board. As an example, the Tourism Committee may be asked to assist in developing the program budget for the City and may be requested to participate in making the budget presentation to the Budget Committee and City Council.

1. **Program Budget:** In the budget development process, advisory groups are required to work within the framework of the City's program budget format and provide as much specific detail as is possible. Including purpose, services, specific expenditures, objectives and measures of success.

B. Expenditures: In recommending expenditures, the Committees and Boards shall:

1. Prior to any meeting where expenditure recommendations may be made, check with the Finance Officer to ensure the availability of funds and to double check the specific recommended expenditure fits within the Program Budget outline.
2. Get from the Finance Officer the latest monthly expenditure report. Be sure that the balance in the fund or program is sufficiently identified.
3. At the meeting, discuss the proposed spending recommendation then take a formal vote to authorize the recommendation.
4. If the recommendation is denied, indicate this in the Committee minutes.
5. If the recommendation is approved, fill out the Purchase Order form completely with vendor name, address and phone number, description of the expense, account number to be charged to and the vote tally (yes or no) and have the Chair of the group sign the request.
6. Immediately after the meeting, provide the Finance Officer with a copy of all recommended purchase order actions.

City of Cascade Locks Financial Management Policies

C. Payment: Purchase recommendations by Committees or Boards will be processed with the same policy as required by City Departments. Expense recommendations by Committees or Boards will be reported monthly to City Council by the Finance Officer.

1. The Finance Officer will see that the amount is encumbered in the accounting system. Once the invoice is received the PO will be matched to the invoice and given to Account Payable for payment to be made at the next bill payment schedule.

D. Monthly Reporting: The Finance Officer will provide to each Committee or Board member a monthly report documenting all revenues, expenditures and balances to date.

E. Billing: All Committees, Boards, Commissions and Task Forces will ensure that all bills, invoices or other expenditure requests come to the City in care of the Finance Officer.

D. Quarterly Reports: Each quarter either the City Administrator or Finance Officer will report to the Committees, Boards, Commission or Task Force and review budget expenditures to date.

Section 14. Purchasing Policy for Operating Expenses:

A. Expenditures between \$750-\$2,000 require three telephone bids, expenditures above \$2,000 require three written bids. Sole source purchasing process may be used if approved by the City Administrator. The City will give preference to businesses with the City.

B. Priority Purchasing Locally: It is the policy of the City to make purchases locally, within the community from local businesses as much as possible to support local businesses and the local economy.

Section 15. Grant Policy:

A. Grants under \$10,000 will be administered by the City. Grants over \$10,000 will be contracted out to MCEDD to be administered. The administrative fee will be paid from the grant proceeds.

Section 16. Annual Review:

A. Annually in January the City Council shall review this policy and make new provisions or alterations as City Council determines necessary.

AGENDA ITEM NO: 5.C

CASCADE LOCKS STAFF REPORT

Date Prepared: February 16, 2016

For City Council Meeting on: February 22, 2106

TO: Honorable Mayor and City Council

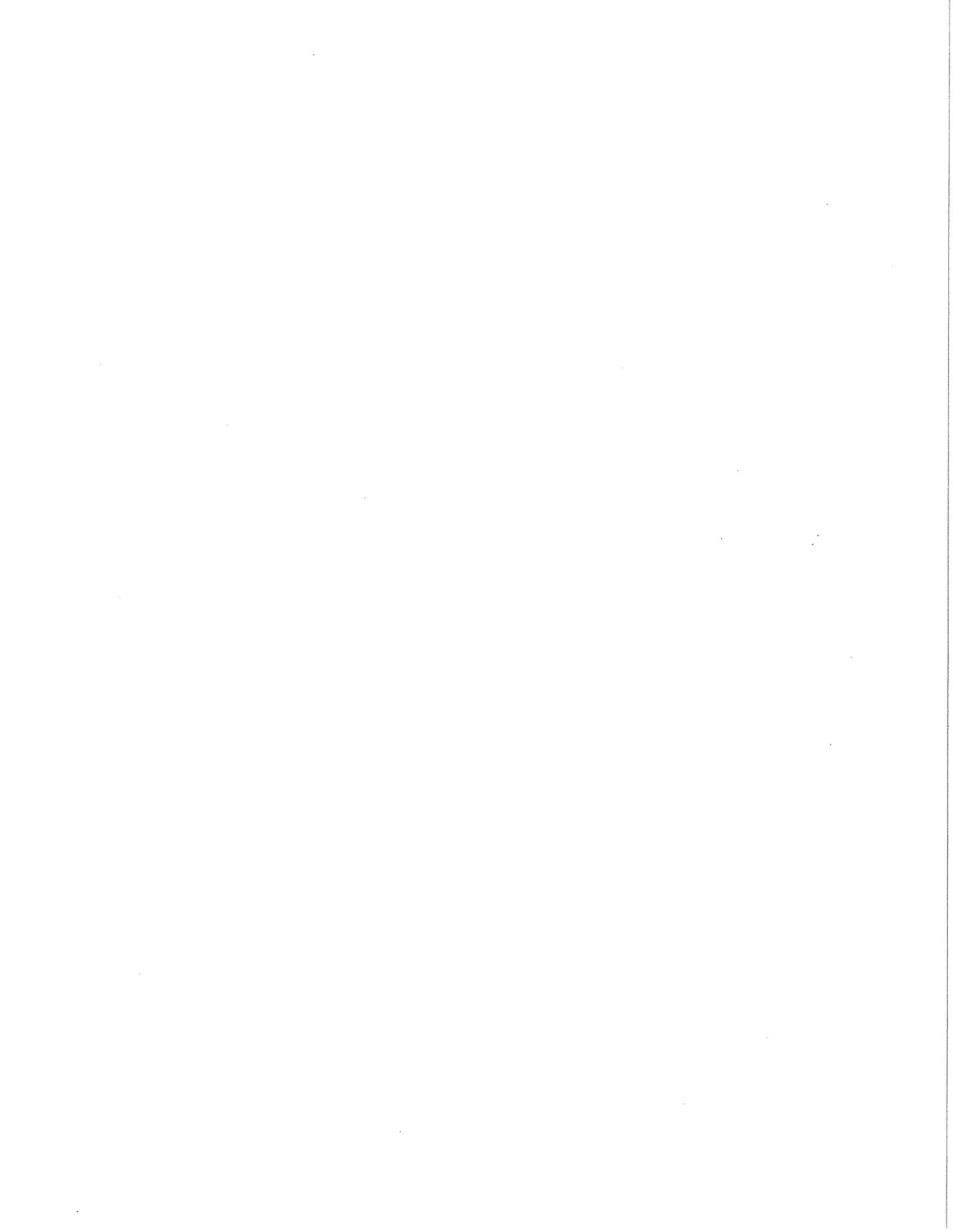
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Cancelation or Reschedule of March 14, 2016 City Council Meeting

SYNOPSIS: The Mayor and City Administrator will be in Washington, D.C. on Monday, March 14 for meetings with Federal Legislators and Department staff. As of the time of this writing, there are not agenda items to consider at the next meeting. As budget time approaches, the Council will be meeting at their regular Council Meetings on April 11 and 25 and in Budget Committee meetings on April 6 (training), April 13 and April 27.

CITY COUNCIL OPTIONS: Reschedule March 14 meeting to March 21 or cancel the meeting.

RECOMMENDED MOTION: Council decision.



CITY of CASCADE LOCKS – Tourism Committee Meeting Minutes

TOURISM COMMITTEE MEETING MINUTES, Monday, February 1, 7:00 PM, City Council Chambers

1. **Call Meeting to Order & Roll Call.** The meeting was called to order by Chairman Fine at 7:00 pm. Attending: TM Baseman, TM Park, TM Troeger, TM Shelley. Absent: TM Daniel. Also attending: Tourism Staff Support Sofia Urrutia-Lopez, Norm Borque, Deborah Lorang, Shirley Carr.
2. **Amendments to the Agenda** - none
3. **Comments by the General Public** - none
4. **Discussion/Declaration of Potential Conflicts of Interest** - The Committee agreed to TM Troeger obtaining from a vote in regards to Columbia Gorge Arts & Cultural Map.
5. **Approval of Minutes Presented:** none.
6. **Approval of Financials:** none
8. **Staff Support Report.** Sofia Urrutia-Lopez. Support Staff updated the Tourism Committee with progress of photos by Michael Peterson, she said it has been going well and there have been a lot of businesses participating. Support Staff said Tourism Committee's Facebook has been doing really well in the past few weeks with a lot of "buzz" surrounding activities in Cascade Locks.
9. **Port Report.**

10. Old Business

- A. **Tourism Brochure Bids.** Chairman Fine said she received two out of the three bids from local printers. She stated they are awaiting one more bid from Borque. He did not have the bid. Support Staff urged the Committee to finalize brochure design and bids due to needing the brochures in a timely manner.
- B. **Tourism Brochure Updates.** TM Troeger gave permission to Support Staff to re-work brochure he originally designed as she sees fit. Support Staff presented corrections to the committee. Some corrections included photo placement, wording, correction of addresses and language. Support Staff changed the front photograph to a more green photograph as well as changed the font. The Committee agreed that certain corrections were to stay while others needed to be changed further. TM Park made the motion for Chairman Fine, TM Troeger and Support Staff to convene to agree upon final changes in support of up to 20,000 brochures and up to \$7,000 to be spent on brochure printing, second Baseman. Unanimous approved.
- C. **Michael Peterson Photography.** Support Staff recommended that Michael Peterson take off the month of February. He will rejoin photographing in March to allow for Spring event photos to be taken.
- D. **Columbia River Gorge Magazine.** TM Park made a motion to approve City of Cascade Locks Co-op Page Columbia River Gorge Visitor Magazine for \$675.00 with the Port of Cascade Locks being invoiced for at least half of the final cost, second TM Troeger. Unanimous approved.
TM Park made a motion to sponsor an ad for the Historical Cascade Locks Museum for the amount of \$238.00 in the Columbia River Gorge Magazine if the last ad was not filled by another entity, second TM Baseman, unanimous approve. The Committee agreed TM Troeger and Support Staff should work together to gather info, imagery and message for co-operative page.

11. New Business

- A. **Columbia Gorge Arts & Cultural Map.** Lorang spoke about the Columbia Gorge Art & Cultural Map. She stated the map is incredibly important to the Gorge as it is distributed in many places and attracts visitors including future home buyers. The Columbia Gorge Arts & Culture Alliance's vision statement is "to make the Columbia Gorge internationally

recognized as a premier arts and culture region". She is seeking help from the Tourism Committee with \$300.00 to support printing costs for 2016. She said 10,000 maps will be printed and distributed throughout the Gorge as well as other art communities like Cannon Beach and The City of Joseph. TM Park asked if the Quilt Block Trail could be included on the map as well as the Tourism logo. Lorang said that is doable. Motion made by TM Park for \$300.00 fee for supporting brochure printing with assurance that the Quilt Block Trail and Tourism Logo will be included, second TM Shelley, unanimous approve. TM Troeger abstained.

- B. Welcome New Members.** Chairman Fine welcomed TM Shelley to the Tourism Committee. She stated she is happy to have him on board and looks forward to future feedback from him.
- C. Governor's Conference.** TM Park spoke about the Governor's Conference in Pendleton, Oregon taking place on April 24th through April 26th. TM Park urged as many committee members to attend and stated she felt Support Staff needed to be in attendance. TM Shelley and TM Baseman volunteered alongside TM Park to attend conference. TM Park mentioned a scholarship for the conference that would cover part of if not all costs, she urged interested parties in applying for the scholarship. Support Staff said attendance is \$300.00 per person with lodging ranging from \$89.00 and up. TM Park made a motion to send Support Staff to Governor's Conference with \$300.00 fee as well as up to \$100.00 for lodging per day to be covered and invoiced on next submitted invoice with monies taken out of Contracted Services Budget, Misc. line item as well as sending three Tourism Committee Members with conference and lodging covered from Travel and Training item line, TM Shelley second. Unanimous approved.
- D. Multnomah Falls Kiosk Renewal.** Support Staff recommended the continuation of Multnomah Falls Kiosk display on West I-84 side of the parking lot. TM Park asked if there is a possibility of requesting placement to the other side, going towards East direction. TM Troeger said it would be beneficial to have the display on the same direction that Cascade Locks is in, East. Support Staff said she would follow up on the inquiry. TM Park asked what the specific fees are for the kiosk, Support Staff said she would follow up with that information. Motion made by TM Park for Support Staff to follow up on alternative placement along with cost of alternative placement as well continuation of the display ad at Multnomah Falls Kiosk.

12. Upcoming Events: Reminders were given of these events.

- A. Rural Tourism Studio ~ Culinary & Agritourism, The Dalles - February 2 & 3
- B. Rural Tourism Studio ~ Cultural Heritage, Stevenson - February 23 & 24

13. Tourism Committee Member Reports

- A. Debbie Fine - none.
- B. Cindilee Baseman. TM Baseman said she got the contact information for the Volkswalk organizers. She passed along the info to Support Staff to be in touch about filling out Grant paperwork for the Volkswalk.
- C. Caroline Park. TM Park stated there has been a date set for GO Green Drinks, she stated it is a great opportunity to reach out to businesses and come together as a community. TM Park stated Thunder Island Brewing will be hosting a job fair in the Marine Park Pavillion on February 21st, businesses that are seeking employees will be Bridgeside, Best Western, Sternwheeler and a few more.
- D. Harry Troeger. none
- E. Joseph Shelley. none
- F. Barbie Daniel. none

14. Next Meeting Date & Time: Monday, March 7th at 7:00 PM.

- 15. Adjournment.** Motion made by TM Park, second by TM Shelley, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Fine at 9:30 pm.