

# CITY OF CASCADE LOCKS

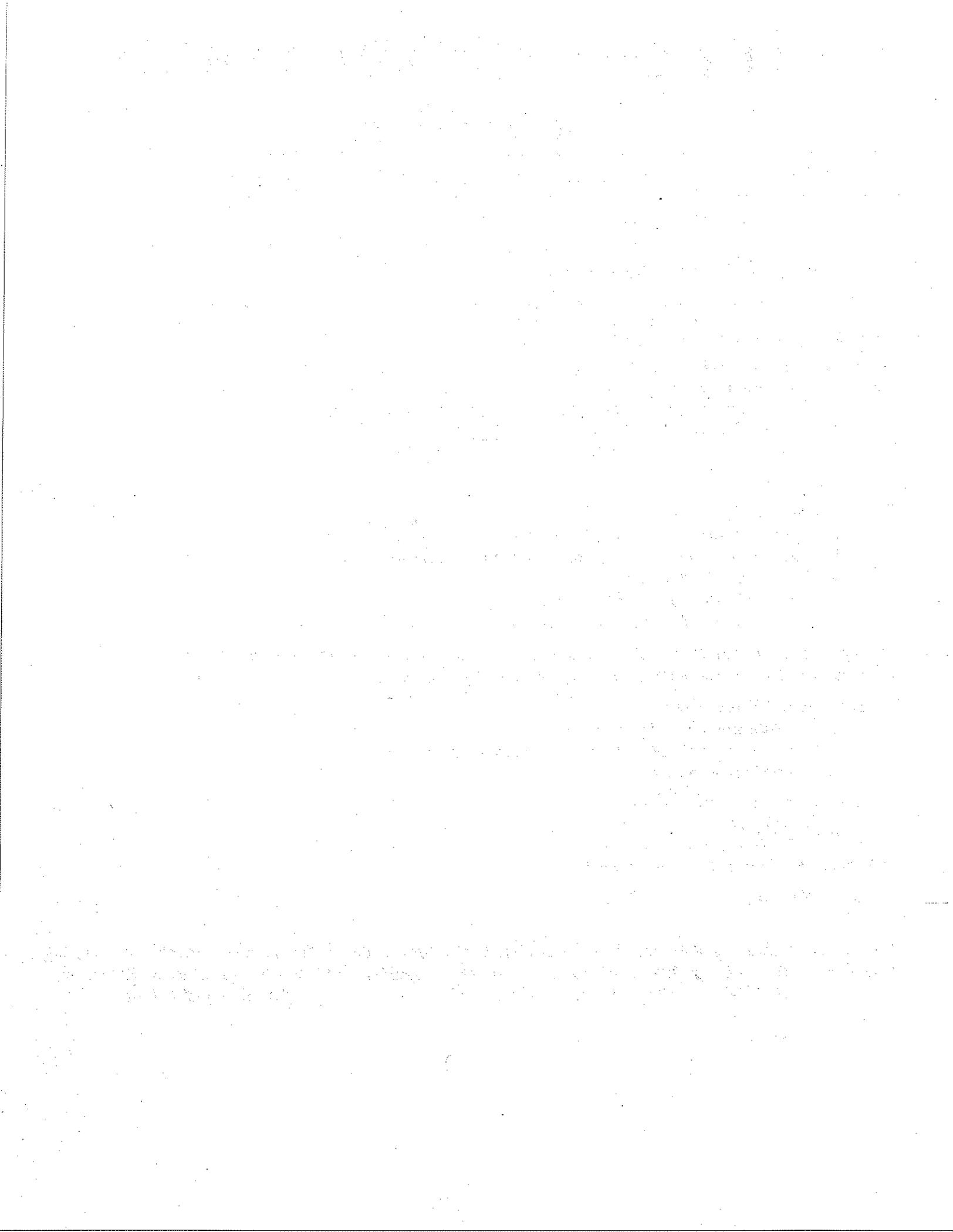
## AGENDA

**CITY COUNCIL MEETING, Monday, January 9, 2012, 7:00 PM, CITY HALL**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or Amendments to the Agenda.** (The Mayor or Presiding Officer may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Minutes of December 12, 2011 City Council Meeting.**
  - b. **Approval of Minutes of December 19, 2011 City Council Work Session.**
  - c. **Ratification of the Bills in the Amount of \$ 173,275.87.**
4. **Public Hearings.**
5. **Action Items:**
  - a. **Approve Skamania County Mutual Aid Agreement.**
  - b. **Appointments to Public Safety Task Force Committee.**
  - c. **Elect Council President.**
  - d. **Approve OMI Contract Amendment #5.**
  - e. **Approve 2012/2013 Budget Process and Format.**
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 Administrator Report (handout).**
    1. **Process to Recruit and Hire New City Administrator.**
  - b. **Council Orientation.**
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 Masters called the meeting to order at 7:02 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters were present. CM Zerfing was excused. Also present were ICA Koch, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Mike Spears, Dennis Muilenburg, Robert Zerfing, Erwin Swetnam, Jim Winterbottom, Martha LaMont, Rob Brostoff, Ken Wittenberg, Craig Martin, Kirby Neumann-Rea, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda:** None.
3. **Adoption of Consent Agenda:**
  - a. **Approval of Minutes of November 28, 2011 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$ 106,539.98.**
  - c. **Approve Resolution No. 1229 Authorizing Adoption of Plan Restatement of Section 457(b) Deferred Compensation Plan by and Between the City of Cascade Locks, Acting by and Through its City Council, Hereinafter Referred to as "The City"; and Repealing Resolution No. 1057.**

Mayor Masters read the list of items on the Consent Agenda. **Motion:** CM Holmstrom moved, seconded by CM Lewis, to approve the Consent Agenda. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

4. **Public Hearings:** None.

5. **Action Items:**

- a. **Approve Resolution No. 1227 Establishing a Consistent Policy for the Expenditure of Budgeted and Appropriated City Funds by the Various City Departments; and Repealing Resolution No. 1218.** FO Bump explained the changes made to the resolution. **Motion:** CM Storm moved, seconded by CM Lewis, to approve **Resolution No. 1227** and allow Department Heads to spend up to their set limits for normal costs of doing business without a signed purchase order. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

- b. **Approve Resolution No. 1228 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. 1201.** ICA Koch said this is an annual event, which would normally have been to Council in a prior workshop but due the peculiarities of the election process this is before Council now for action. **Motion:** CM Storm moved, seconded by CM Lewis, to approve **Resolution No. 1228** authorizing renewal of the contract with Hood River Garbage and approving the increase fees per the attachment to the resolution.

CM Cramblett said this is a yearly review. He said he appreciated the help with the Spring and Fall Cleanup Events of the City and the service given by Hood River Garbage. He said with the continual increase of fees there may be a need to look at competitive bids somewhere in the future.

CM Storm asked if there was anything new regarding recycling. Mr. Winterbottom said there is a pilot program in Hood River for restaurant and grocery store food scraps for composting. He said they are going to attempt the roll cart system. He said there would be an extra cost for carted service but would allow a decrease in the trash receptacle by the increase recycling ability.

CM Cramblett talked about composting not working well in the past and assumed that there had been a gain in technology. Mr. Winterbottom said the process seems to be working now and it is keeping it out of the landfill. He said the processor is able to resell the product as soil amendment and organic compost.

CM Helfrich asked if carting would create more productivity and get the job done quicker and create cost savings to the consumer in the end. Mr. Winterbottom agreed saying it is more efficient but there are start up costs for the automation and determining a need for a two or three cart system. He said there could possibly be an extension of a contract to help offset the initial cost of the equipment and start up costs.

Mr. Winterbottom said Hood River Garbage is sensitive to the rate payers. He said they try to keep the incremental increases at a minimum. He explained how the increase is calculated. Mr. Winterbottom listed examples of increased costs to the operation.

Mr. Swetnam said the Public Works Department always does a good job during the Spring and Fall Cleanup events.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

**c. Approve RFQ for Planning Services.** ICA Koch gave a short report. **Motion:** CM Cramblett moved, seconded by CM Holmstrom, to approve the RFQ for planning services. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

**d. Creation of Public Safety Task Force.** ICA Koch stated this task force will work with Council to hold a series of community meetings to discuss what kind of fire service the Council wants and what it costs. He said this information will come back to Council to determine if Council wants to continue in the fire/ambulance, contract it out, or create a new district. He said there will be 90 days to gather this information. ICA Koch said the task force will be working with the Oregon Fire Chief's Association, the City's insurance agent, and the Special District Association. CM Holmstrom asked if the motion would be just to create the task force. Mayor Masters said he thought there should be discussion regarding the details also. **Motion:** CM Holmstrom moved, seconded by CM Helfrich, to create the task force.

CM Cramblett said he would prefer there to be 15 citizens on the task force and remembered Council discussing the number of people. CM Helfrich explained that the task force will be going out into the community to get ideas and information and report that back to Council. He said this should be an open and transparent process. CM Cramblett said these will be open meetings to the community and having 15 people on the task force will allow a lot of ideas. Mayor Masters asked how it would work if scheduling a meeting for 15 people and only 5 people could attend. ICA Koch said the more people the more scheduling conflicts but they will know that they are going to have 90 days to give the written report to Council. Mayor Masters said there will also be a larger number required for a quorum for a larger group and asked ICA Koch if he had any concerns. ICA Koch said the number of people on the task force is a lot less important than the process they will go through. He said the plan is to get a set of details to Council before going into the budget process.

CM Lewis said the scope has to be accomplished prior to budget otherwise it will be a wasted effort. He said the scope of work should include the cost if only supported by volunteer fire personnel, the cost for volunteer fire and basic life support for the ambulance, the cost of volunteer fire and advanced life support for ambulance, and the costs with paid personnel. He said people will want to see what it costs. Mayor Masters stated that could be added as additional duties.

CM Holmstrom said the Council will need a lot of input from the community. CM Storm stated that there are a lot of people unheard. He said he would like this to be well advertised and could determine the size of the task force once Council sees how much interest there is.

Mayor Masters said this is a chance to be part of the solution. He said he was in favor of a larger group to encompass as many people as possible.

CM Helfrich gave an example of having several public meetings and nothing being heard from the citizens until the issue came before Council. He said time shouldn't be lost and limited over a quorum. CR Woosley read the quorum requirements from the Attorney General's Public Records and Meetings Manual.

There was consensus of Council to have no quorum requirement. Consensus of Council was to have applications turned in by 12/30/11 with interviews scheduled the first week of January. Mayor Masters stated the 90 day period is from January 1<sup>st</sup> to March 31<sup>st</sup>. CM Helfrich suggested a special meeting on 1/7/12 to interview citizens for the task force then appoint at the regularly scheduled meeting on 1/9/12.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

**e. Adopt City Council Grouped Priorities. Motion:** CM Lewis moved, seconded by CM Helfrich, to adopt the City Council grouped priorities.

CM Cramblett stated that the auditor and ES Hupp have said that the Electric Department is in great shape. He said obviously the Electric Department has a lot of extra money. CM Cramblett said there was enough money for the Electric Department to loan for the Fire Station, buy new equipment, and a new truck straight out. He said the Public Works Department doesn't have money for water and sewer. He said that Department has to buy used equipment. He said when they bought a truck it was used. He said that Department doesn't have any money to loan for anything. CM Cramblett said before Council finishes this plan they should hear more from the Public Works Department. He said sewer and water are in a lot worse shape financially than the Electric Department. He said before asking citizens to pay a rate increase he wanted to be sure the increase was for the right Department. CM Cramblett said he understood the need for a study on Tier 2 rates, but a study for basic rates should be done on water and sewer and not for power.

ICA Koch agreed that Council should review all Departments but prior discussion with ES Hupp took place when Council discussed the Economic Development priority and the impact of Tier 2 rates. He said Council suggested at that time to do a study on the current power rates at the same time. CM Lewis said Council should not just be reviewing rates for today but forecasting and making projections to maintain solvency. ICA Koch said by putting this on the priority list an RFQ stating exactly that will be put together and back to Council in January. CM Cramblett said the plan doesn't include anything about water and sewer. He said once this plan has been approved then that is what Council is going to be using. Mayor Masters asked CM Cramblett where in the priorities he would like that placed. CM Cramblett said the rate studies should happen at the same time for all Enterprise Funds. Mayor Masters said he didn't think it would happen like that as the process for the electric rate study has been scheduled and planned for January. He said the Council would have to determine how the rate studies would be funded in the other Departments. He said that work would have to be done so could not be on the same time line. CM Cramblett said he was worried that water and sewer would be forgotten as it has historically. He said a study is done when there is declining revenue and that isn't the case for the Electric Department. Mayor Masters said it is being done due to an increase in cost. CM Cramblett said the water and sewer funds should rise to the same level as the power funds. CM Lewis asked if CM Cramblett was adding something new to the priorities. CM Storm said the rate study for power came from the discussion regarding Tier 2 power rates and the fact that the City's hands are tied when the increase happens. ICA Koch suggested adding an item k. under the Finance priority to complete a water and sewer rate study and explained that it is just as important, just not critical.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

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

Mrs. LaMont stated that she is helping with the Cascade Locks Volunteer Fire Association Christmas food baskets. She said that there is approximately 60 food baskets to assemble and deliver. She said the distribution will be on 12/22/11 or 12/23/11. She said \$3,000 toward this project was deleted from the budget but the Association has been able to move forward due to unexpected donations and good budgeting by the Association. Mrs. LaMont said she has received calls and emails from outside and within the community to help with this project.

Mrs. LaMont asked all to remember to give thanks to the Volunteers for making a positive impact on the community. She said a special thanks to Choi from the Columbia Market as he gives generously toward the holiday and the community. Mrs. LaMont wished everyone a happy holiday.

Mr. Brostoff said the City's network is inadequate. He said this network was installed 10 years ago and needs improved. He said the City should offer telephone. He said this is very important and hoped that the Council would give this some consideration.

**7. Reports and Presentations:**

**1. ICA Koch Report.** ICA Koch gave his report stating that each had a handout for options for boards and committees and budget format and process.

CM Helfrich asked if an accident report had been completed by AFC Zerfing on the damage to the command vehicle. ICA Koch said he did not. He said FO Bump had received a report from someone else.

CM Lewis asked about reviewing the budget with the intent of a 10% reduction. ICA Koch said he and FO Bump will be reviewing the monthly reports and will analyze the revenue and expenditure habits in each of the departments. He said he would be working with each Department to figure out a way to reduce operating costs. He said he just threw out the 10% number.

Robert Zerfing said he is a new volunteer in the Fire Department and relocated to Oregon because of it. He questioned why the City "had a love affair" with the people that left the City without any emergency services for three months. He asked why the City would even consider bringing every one of them back. He said right now there are six people that respond regularly. He said we all respond. Mr. Zerfing said the old volunteers are back on a provisional basis and there may be one or two that respond to calls. He said there are a lot of hurt feelings. He said the old volunteers are treating the new volunteers like they are worthless. He said the old volunteers act like they are the bosses, like they own the Fire Station and the City. He said it is apparent that some are needed. He said he was finding it hard to understand the process.

Mayor Masters told Mr. Zerfing that he would get an answer but the way the meetings are structured the answers wouldn't be given during reports and presentations. He said ICA Koch would have a chance to respond but Council could respond during Mayor and Council comments. He said an exception could be made if Council chooses. CM Lewis stated he disagreed stating he never liked that rule. Mayor Masters stated he was just saying that the time during the meeting to answer would be during Mayor and Council Comments but if Council wants to do that now they could proceed with that.

ICA Koch stated that there was a provisional category so that former volunteers interested in meeting deadlines and requirements could provide the City an opportunity to have more resources available during the Thanksgiving holiday. He said that he and FC Wells are interviewing every approved volunteer so that the plans can be put together to rebuild the Department. He said this is the process that we are in now.

CM Lewis said there was an initial meeting with "old" volunteers and there was supposed to be a meeting with the "new" volunteers. He asked if that has happened. ICA Koch said it has not. CM Lewis said it has been weeks since the process has been started. He said if the "new" volunteers haven't had the same opportunity he could understand. ICA Koch said that he and FC Wells have met with two groups but one was before the current process we are now under. Mayor Masters said the process has been changed since meeting with AFC Zerfing and the "new" volunteers. CM Lewis asked if a meeting has been scheduled with the "new" volunteers. ICA Koch said it has not. He said individual interviews are being done first.

CM Helfrich said he understands from the public comment that Mr. Zerfing just learned of this meeting. He asked who was responsible to inform the "new" volunteers of the meeting. ICA Koch said he had met with Acting Fire Chief Zerfing this morning and was told that he had told everyone and that there would a meeting with everyone tomorrow night at their training session to re-emphasize their need to be scheduled for the interviews. CM Helfrich asked again who was responsible to let them know. ICA Koch said AFC Zerfing told him that he had told everyone and would re-emphasize at the training session. CM Helfrich said if that didn't happen that falls back to AFC Zerfing for not informing them of this process.

ICA Koch said it is important to recognize that the intent is not to kick anyone to the curb. He said the instruction from Council was to get everyone together and that is the road being taken. He said everyone's schedule is to get the interviews completed and position FC Wells to come to Council with the organizational format and assignments. He said there is no effort to make anyone feel less important or unnecessary.

Mayor Masters said a possible solution would be to have FC Wells to attend the training session tomorrow night with the volunteers. He said this would be one way to start filling the "hole" and get back on track to bring everyone together. Mayor Masters said if that couldn't happen tomorrow night he would hope that it could happen this week. He said he hoped that ICA Koch could explain the plan for the organizational structure for the Department as well as the reason for the change in the plans that were communicated to the group of six volunteers. He said it is important for those plans to be communicated with everyone.

ICA Koch said there is a process to get FC Wells to a plan for Council to consider. Mayor Masters said FC Wells presented a plan for an organizational structure to Council. He said he wasn't sure that has been communicated to all the volunteers. ICA Koch said he would follow up on that. CM Lewis asked for a follow up email on that issue.

There was consensus of Council to wait for Mayor and Council Comments to respond to Mr. Zerfing.

**a. Boards and Commissions.** ICA Koch presented a staff report with a list of all committees and volunteers. He said there are four budget committee member and tourism committee member terms ending on 12/31/11. CM Lewis asked when and how often the committees meet. CR Woolsley said the City would have copies of minutes from committee meetings. Mayor Masters said the bigger question is has Council established a purpose for each of the committees. He said some have been created by ordinance and some have not. Mayor Masters said he was hoping for an opportunity to discuss and analyze the purpose of the committees.

Mayor Masters said he was approached by a Tourism Committee Member asking about changing the ordinance establishing the Tourism Committee. He said there was a suggestion to change the number from seven members on the committee to a smaller number. He said Council should establish guidance and purpose of what is expected of each committee.

CR Woosley stated that the Charter Review Committee and Comp Plan Committees could be established when Council was ready to review those things.

ICA Koch said he recommended to the City Services Committee that they wait until Council determined the job description and gave direction. He said the Tourism Committee is in the same situation. Mayor Masters asked if ICA Koch was saying that the City Services Committee and the Tourism Committee was in need of Council direction. ICA Koch stated that was correct. ICA Koch said the Tourism Committee has talked about several different issues and are participating in the Downtown Revitalization effort. He said there is a need for job descriptions and clear direction to help them get their work done.

Mayor Masters directed Council to the suggested options on the staff report. He asked for Council's preference. CM Helfrich said he preferred options 2 and 3 and suggested a review of what other cities do. He said there might be some merging to become more efficient. CM Cramblett said some committees may be operating efficiently and some may need tweaking. He said there should be discussion whether things are working or not. CM Helfrich said all committees should be reviewed before appointments are made. Mayor Masters agreed stating he did not want to appoint and then have to rescind. CM Cramblett said terms are ending on 12/31/11 and asked if Council was going to figure this out before then.

Consensus of Council was to hold off on appointments to committees. They agreed to discuss during the work session on 12/19/11 if time permitted or at the work session scheduled 1/18/12.

**2. Overview City Finances.** FO Bump stated there are a few line items of concern and will be prepared to make recommendations to Council in January. CM Lewis said Council and Department Heads used to meet on a Saturday and go through their plans for the upcoming year. ICA Koch said Council would see that in the proposed budget presented to Council. CM Lewis said he was talking about getting together with Department Heads before numbers are crunched. He suggested inviting Budget Committee members as well. Mayor Masters suggested this step be put between one and two of the process.

CM Lewis asked about a resolution that was supposed to come before Council to move funds to the Fire Department. FO Bump said the money will be transferred in January.

**8. Mayor and City Council Comments:** CM Helfrich suggested that the Community Development Code and Downtown Plan also be reviewed as part of the Downtown Revitalization Project. CM Helfrich said that Council is looking into fiber optics as in answer to the citizen comment regarding internet service. CM Helfrich said there is going to be a healing process with the volunteers. He said it is possible to get through this process.

CM Holmstrom said he hoped there is a volunteer group that is one group and working as one. He said that if the "new" volunteers had gone through what the "old" volunteers went through they probably would have done the same thing.

CM Lewis cautioned against attitudes. He said when it is mentioned that volunteers abandoned the City he would suggest that the City abandoned them first. CM Lewis cautioned volunteers to be more humble and be patient with the City Council to work through the process and do things right. CM Lewis stated that the selection process will include looking at attitudes.

CM Storm said FC Wells is giving his time and it takes time to heal. He said the City has gone through a lot.

CM Cramblett said he agreed with CM Lewis stating the Fire Department was abandoned by the City. He said the City Council abandoned them by not managing administration. He said financial issues were

created and the previous Council had to make some tough decisions. He said the past City Administrator didn't manage. CM Cramblett said he has lived here all his life and the volunteers are good people. He said there is management now. He said this didn't happen overnight. He said we are bridging the gap and there are a great group of people on board. CM Cramblett said he attended the Action Team meeting and would attend those during the winter time.

Mayor Masters thanked all the volunteers for the work they are doing and protecting the community. He said to focus on a positive future and make it a pride of the Gorge. He said, "I hope we're all focused on building something even better."

Mayor Masters went through each of Mr. Zerfing's questions and answered them. ICA Koch thanked Mr. Zerfing for expressing his opinions in a calm and professional way.

Mayor Masters spoke to Mr. Brostoff's concerns about the internet capabilities. CM Lewis stated that if fee increases aren't approved by the voters then all may no longer be available.

Mayor Masters stated he was impressed with ICA Koch and the Economic Task Force. He said it is great to see the community working together. He said it is great to have a good working relationship with the Port of Cascade Locks. He thanked the Port for being involved and inviting the Governor to Cascade Locks.

Mayor Masters thanked Santa, the community, and everyone involved in the Festival of Lights. He said this is another event where the community works together.

**9. Other matters:** Mayor Masters reminded Council of George Fischer and Connie Kennedy coming to Council regarding a merger of Cascade Locks with the Corbett School District. He said the Superintendent of the Hood River County School District contacted him with concerns of mischaracterizations of the District's position. Mayor Masters said Mr. Beck offered to come to a City Council meeting to discuss what the HRCSD is doing for the children of Cascade Locks and what they've done as far as working with the Charter School Committee. He said they also want to discuss their attitude toward Cascade Locks merging with Corbett School District. He asked if Council was interested in a presentation from Mr. Beck. Consensus of Council was to have Mr. Beck at the second meeting in January.

Mayor Masters said he would like Council discussion regarding how minutes are done. He said it is a tremendous burden on staff time to require verbatim minutes. He said he would like minutes word for word on action items but not on reports and presentations. He said the meetings are available audio and video also. Mayor Masters said it is important to have a record of the legislative items. He said presentations will come to a future meeting for action and then it would be important to record. He said he didn't want to overburden staff by requiring staff to type word for word meetings.

CM Helfrich asked how the recordings were saved. CR Woosley said audio recordings are saved in the computer and can be deleted in a year. CM Helfrich asked if a citizen wanted to listen could the audio be downloaded or copied to a disk. CR Woosley said it can be.

CR Woosley said the minutes have been prepared "very detailed". She said she would prefer the word verbatim not be used as the pages of minutes would triple. She said the last few sets of minutes have been reduced and asked Council what they preferred. CR Woosley said as long as she has been here the City has not done "action only" minutes. She said she had been spending a week to a week and a half on minutes and the last few sets of minutes have taken two days to prepare.

CM Lewis asked if the audio and video could be uploaded to the website. CR Woosley said she tried to upload the audio to the website and it didn't work so she would need to talk to Dave Cunningham and

Gov Office to see what had to be done in order to get them on the website. She said there may be space problems also when adding audio and video to the website. She said she wanted Council to know that the written minutes are the "record" as the audio and video recordings can be destroyed in a year per the State's Retention Schedule.

CM Lewis said he went to Best Buy and a digital camera with a tripod could be purchased for \$499. He said this could be loaded onto and personal computer and available for citizens.

Mayor Masters clarified he wasn't talking about being cavalier with the City's records but also did not want the Council to be cavalier with our employees' time. He asked what Council was asking the employee not to do with the difference in time from six to eight days versus what is required and important to be done in two days. Mayor Masters said CR Woosley has a lot of expertise in the work that she is doing and asking for super detailed minutes is data entry work. He said she is a better asset to the community than that. Mayor Masters said that is why he is asking for more focus on action items than on reports and presentations. Mayor Masters said a digital recording device and uploading it is a perfect solution.

CM Helfrich said there isn't a Deputy Recorder now and CR Woosley is picking up on those tasks so using technology helps Council to be more efficient with the tax dollars.

Mayor Masters suggested that if anyone has a concern with the minutes and how they are being presented to raise it during the Consent Agenda when approving the minutes.

**10. Executive Session: None.**

**11. Adjournment: Motion:** CM Helfrich moved, seconded by CM Holmstrom, to adjourn the meeting. The motion as passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters. The meeting was adjourned at 10:14 PM.

**Prepared by  
Kathy Woosley, City Recorder**

**APPROVED:**

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**Lance Masters, Mayor**

1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the meeting to order at 7:05 PM. CM's Holmstrom, Helfrich, Lewis, Storm, Zerfing, and Mayor Masters were present. CM Cramblett arrived at 7:15 PM. Also present were City Recorder Kathy Woosley, Finance Officer Marianne Bump, and Camera Operator Betty Rush.

2. **Orientation to City Finances:**

- a. New reporting system.
- b. Current year budget update.
- c. Proposed budget process.
- d. Discuss Council financial reporting desires.
- e. Discuss work order process.

Finance Officer Bump gave an overview of the City's finances and reports from the new accounting system. Consensus of Council was to receive the revenue less expenses report and the combined cash investment reports on a monthly basis along with the quarterly report with forecasts on a quarterly basis.

FO Bump explained that Casselle is converting the work order system and training would be done with staff in April.

Council discussed the program budget process. Mayor Masters stated it would be a more communicative process showing the services provided and how the City pays for them.

3. **Discuss Boards and Commissions:** Consensus of Council was to align the committees with the priorities of the Council.

CM Cramblett suggested leaving the ordinances creating committees in tact and only changing a specific item that might need changed.

The Council discussed some possible changes with the Tourism and Museum Committees and involving them in the Downtown Revitalization movement. Mayor Masters suggested Council meet with the Tourism Committee and Museum Committee separately at a meeting next month.

CM Zerfing left the meeting at 10:35 PM.

The Council went through the Committee List and talked about the process for appointments to committees. Council discussed eliminating the Charter Review Committee, the City Services Committee, and the Comp Plan Review Committee. Council suggested the Tourism and Museum Committee possibly aligning with something else and would set up a joint meeting with them to talk about goals. Council discussed the Budget Committee being set by Oregon State Statutes but could add a Finance Committee to work on items under the Council's Finance Priority. CM Helfrich suggested some of the Planning Commission be on the Economic Development Task Force Committee.

Council discussed the number of members on the Recreation Department and suggested changing the ordinance to eliminate Parks as this doesn't seem to fit what they do. Mayor Masters said anyone can volunteer and be a part of the process. He said the number of members could be reduced.

Council discussed options of an interview process with the whole Council or a sub-committee of Council.

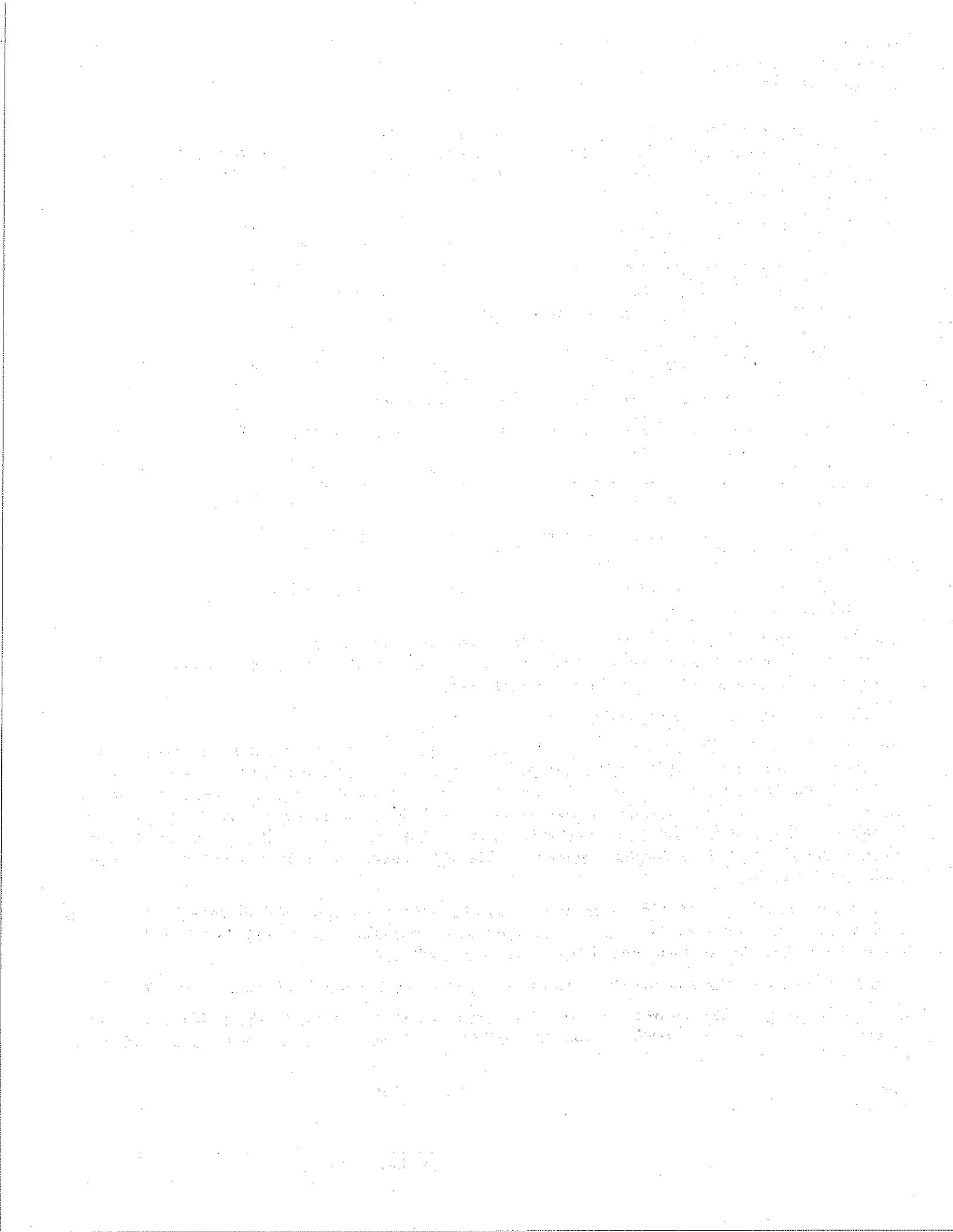
4. **Adjournment: Motion:** CM Lewis moved, seconded by CM Holmstrom, to adjourn. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters. The meeting was adjourned at 10:53 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Lance Masters, Mayor



Blanket Voucher Approval

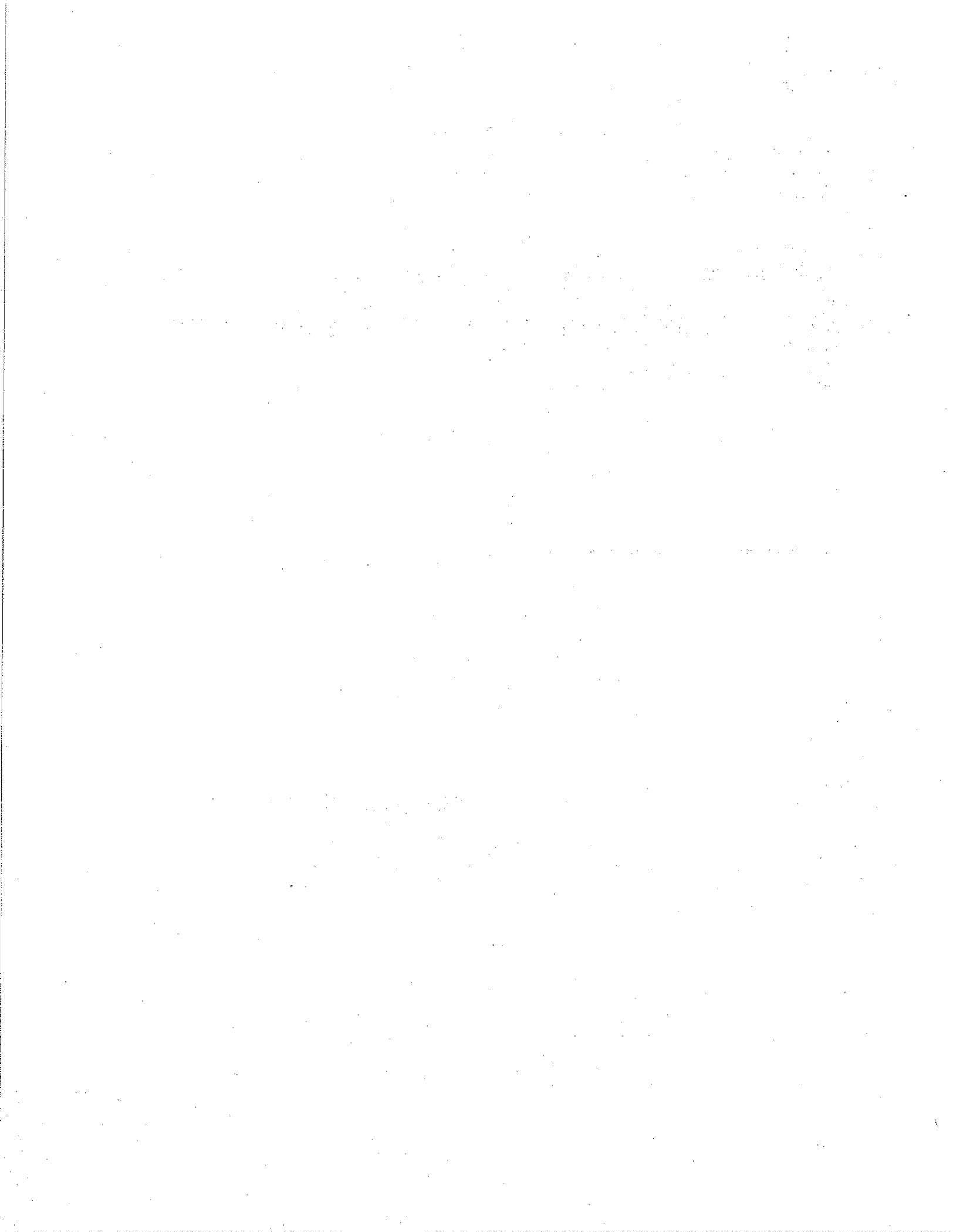
City of Cascade Locks

Date	Description	Amount
12/15/2011	Mid Month AP Run	\$ 92,427.29
12/16/2011	Gross Payroll	\$ 32,732.94
12/30/2011	Gross Payroll	\$ 29,321.62
12/30/2011	End of Month AP Run	\$ 18,794.02

Total: \$ 173,275.87

Approval:

\_\_\_\_\_  
Mayor Lance Masters



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1846	12/11	12/15/2011	190	14237	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 1846:								
1847	12/11	12/15/2011	375	101573050	AIRGAS	Cylinder Rental	0540562351	14.20
1847	12/11	12/15/2011	375	101633353	AIRGAS	Cylinder Rental	0540562351	15.24
Total 1847:								
1848	12/11	12/15/2011	1520	T01390161	Arts Group, Inc.	Parts	4140562560	811.91
Total 1848:								
1849	12/11	12/15/2011	1650	113011	ASIFLEX	Admin Fees	5140562110	3.75
Total 1849:								
1850	12/11	12/15/2011	1649	31698	ASSOCIATE PARTNERS	Renew Cascadelocks.net	0540562110	20.00
Total 1850:								
1851	12/11	12/15/2011	1702	872423337X	AT&T MOBILITY	Fire Cell	0540562050	25.19
Total 1851:								
1852	12/11	12/15/2011	2000	1035575	BENNETT PAPER & SUPPLY CO	Cleaning Supplies	0140462540	114.65
Total 1852:								
1853	12/11	12/15/2011	2350	22651	BIO-MED TESTING SERVICE	Drug Testing	0540562063	160.00
Total 1853:								
1854	12/11	12/15/2011	75000	211901512D	Bridget Talbert	Refund Deposit	5121130	300.00
1854	12/11	12/15/2011	75000	211901512R	Bridget Talbert	Refund Overpayment on Final Bill	9911033	145.42

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1854:								
1855	12/11	12/15/2011	2800	4216	BROWN & KYSSAR, INC	911 Antenna Structure	5140562190	875.00
1855	12/11	12/15/2011	2800	4217	BROWN & KYSSAR, INC	Waterway Crossing Rebuild	5140562190	523.75
Total 1855:								
1856	12/11	12/15/2011	3600	324268E46S	CASCADE LOCKS CHEVRON (DBA)	oil change	0540562441	39.00
1856	12/11	12/15/2011	3600	325991E56S	CASCADE LOCKS CHEVRON (DBA)	Propane	0140462520	13.90
1856	12/11	12/15/2011	3600	327476E56S	CASCADE LOCKS CHEVRON (DBA)	Tire plug	5140562201	15.00
Total 1856:								
1857	12/11	12/15/2011	4000	CL-295	CASCADE LOCKS LIGHT CO.	300166801RAT	5140562138	150.00
1857	12/11	12/15/2011	4000	CL-296	CASCADE LOCKS LIGHT CO.	200121411BUS	5140562138	150.00
1857	12/11	12/15/2011	4000	CL-297	CASCADE LOCKS LIGHT CO.	600135509	5140562138	150.00
1857	12/11	12/15/2011	4000	SSS122011	CASCADE LOCKS LIGHT CO.	SSS December	0140862025	227.00
Total 1857:								
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	0140162083	178.07
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	0140262083	54.99
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	0340562093	54.99
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	0542162083	51.99
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	2142162083	131.54
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	3142162083	131.87
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	4142162083	91.07
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	5142162083	405.93
1858	12/11	12/15/2011	4410	112911	Cascade Motel	ICA Lodging	5142162083	.02
Total 1858:								
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	0140162082	376.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	0340562082	94.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	0540562082	78.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	2140562082	674.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	3140562082	596.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	4140562082	173.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	4140562082	94.00

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Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	5140562082	1,176.00
1859	12/11	12/15/2011	4690	40036	CASELLE, INC.	1/12-3/12 Support	5140662082	189.00
Total 1859:								
1860	12/11	12/15/2011	4840	5413748152	CENTURYLINK	fire hall	0540562050	3,450.00
Total 1860:								
1861	12/11	12/15/2011	21054	10079755	CITY OF PORTLAND, OREGON	Telecomm Service	0540562442	230.74
1861	12/11	12/15/2011	21054	10081842	CITY OF PORTLAND, OREGON	Telecomm Service	0540562442	37.51
Total 1861:								
1862	12/11	12/15/2011	23763	112811	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	75.02
Total 1862:								
1863	12/11	12/15/2011	6300	126826	COLUMBIA HARDWARE, LLC	pvc	2140562560	152.00
1863	12/11	12/15/2011	6300	127232	COLUMBIA HARDWARE, LLC	hose and brass parts	0140462520	3.08
1863	12/11	12/15/2011	6300	127607	COLUMBIA HARDWARE, LLC	galv pipe nipple, gloves	5140562770	59.82
1863	12/11	12/15/2011	6300	127759	COLUMBIA HARDWARE, LLC	plug, connectors	5140562770	8.04
1863	12/11	12/15/2011	6300	127855	COLUMBIA HARDWARE, LLC	velcro strips	5141562009	11.99
1863	12/11	12/15/2011	6300	127889	COLUMBIA HARDWARE, LLC	glass, glazing compound	0140462520	3.99
1863	12/11	12/15/2011	6300	128049	COLUMBIA HARDWARE, LLC	Mouse traps	0140462520	63.64
1863	12/11	12/15/2011	6300	128133	COLUMBIA HARDWARE, LLC	snaps, plugs and connectors	0140462520	3.38
1863	12/11	12/15/2011	6300	128176	COLUMBIA HARDWARE, LLC	glass cleaner, gloves	5140562770	74.56
1863	12/11	12/15/2011	6300	128177	COLUMBIA HARDWARE, LLC	Tow strap, tie wire, tape, concrete	0140462520	13.61
1863	12/11	12/15/2011	6300	128177	COLUMBIA HARDWARE, LLC	Tow strap, tie wire, tape, concrete	0140462520	34.42
Total 1863:								
1864	12/11	12/15/2011	8250	1680	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	281.39
Total 1864:								
1865	12/11	12/15/2011	9105	ORHOD2438	FASTENAL	Misc Inventory	5140562770	750.00
Total 1865:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1866	12/11	12/15/2011	9430	1044-1014	FISHER COMMUNICATIONS INC	Programming	4140562740	92.80
Total 1866:								
1867	12/11	12/15/2011	9450	4684	FLASHALERT NEWSWIRE	News Distribution 9/11-9/12	0540562030	150.00
Total 1867:								
1868	12/11	12/15/2011	9475	S4-1111-028	FLUID MARKET STRATEGIES	Promotional Product Sales	5140562139	896.00
Total 1868:								
1869	12/11	12/15/2011	9700	1134321	GENERAL PACIFIC INC.	PVC	5140562770	14.00
1869	12/11	12/15/2011	9700	1134529	GENERAL PACIFIC INC.	Bolts	5140563760	135.54
1869	12/11	12/15/2011	9700	1134530	GENERAL PACIFIC INC.	PVC, Crossam	5140563780	182.50
Total 1869:								
1870	12/11	12/15/2011	9850	1000000003	GLOBALSTAR	Satellite Phone	0540562050	342.04
Total 1870:								
1871	12/11	12/15/2011	12580	1877523-00	HD SUPPLY UTILITIES LTD.	Parts for Port flex bldg	5141562009	1,050.00
Total 1871:								
1872	12/11	12/15/2011	1500	22204	HJ ARNETT INDUSTRIES, LLC	Glove Testing	5140562110	52.87
Total 1872:								
1873	12/11	12/15/2011	11400	5893	HOOD RIVER CO. - FINANCE	November Deputy Service	0141962250	7,021.50
Total 1873:								
1874	12/11	12/15/2011	12595	467144	Hughes Fire Equipment, Inc.	Pump Testing	0540562448	367.50
1874	12/11	12/15/2011	12595	467145	Hughes Fire Equipment, Inc.	Pump Testing	0540562448	367.50
Total 1874:								
1875	12/11	12/15/2011	12700	12081CR	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	20.40

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1875	12/11	12/15/2011	12700	HUPP 12/02	HUPP JR, TRACY N.	Reimburse Mileage	5140562020	81.09
Total 1875: 101.49								
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	0140162110	11.06
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	0140162120	37.56
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	0640562120	22.56
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	0542162110	.66
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	2142162110	2.80
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	2142162120	22.36
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	3142162110	3.03
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	3142162120	17.88
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	4142162110	.35
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	4142162121	18.67
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	5142162110	22.83
1876	12/11	12/15/2011	12875	86040042	IKON OFFICE SOLUTIONS	Rental/Copies	5142162121	48.17
Total 1876: 209.50								
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	0140162093	404.75
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	0140262093	126.00
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	0340562093	126.00
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	0542162093	117.50
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	2142162093	288.00
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	3142162093	288.75
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	4142162093	207.00
1877	12/11	12/15/2011	20585	121511	Koch Consulting, INC.	Contract Pmt for ICA Services	5142162093	922.00
Total 1877: 2,500.00								
1878	12/11	12/15/2011	23100	866464	LES SCHWAB TIRE CENTER	Flat Repair	0340562560	63.98
Total 1878: 63.98								
1879	12/11	12/15/2011	14112	8359886	LIFETIME	Programming	4140562740	63.98
Total 1879: 129.92								
1880	12/11	12/15/2011	14700	120511	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	129.92
Total 1880: 32.78								

M = Manual Check, V = Void Check

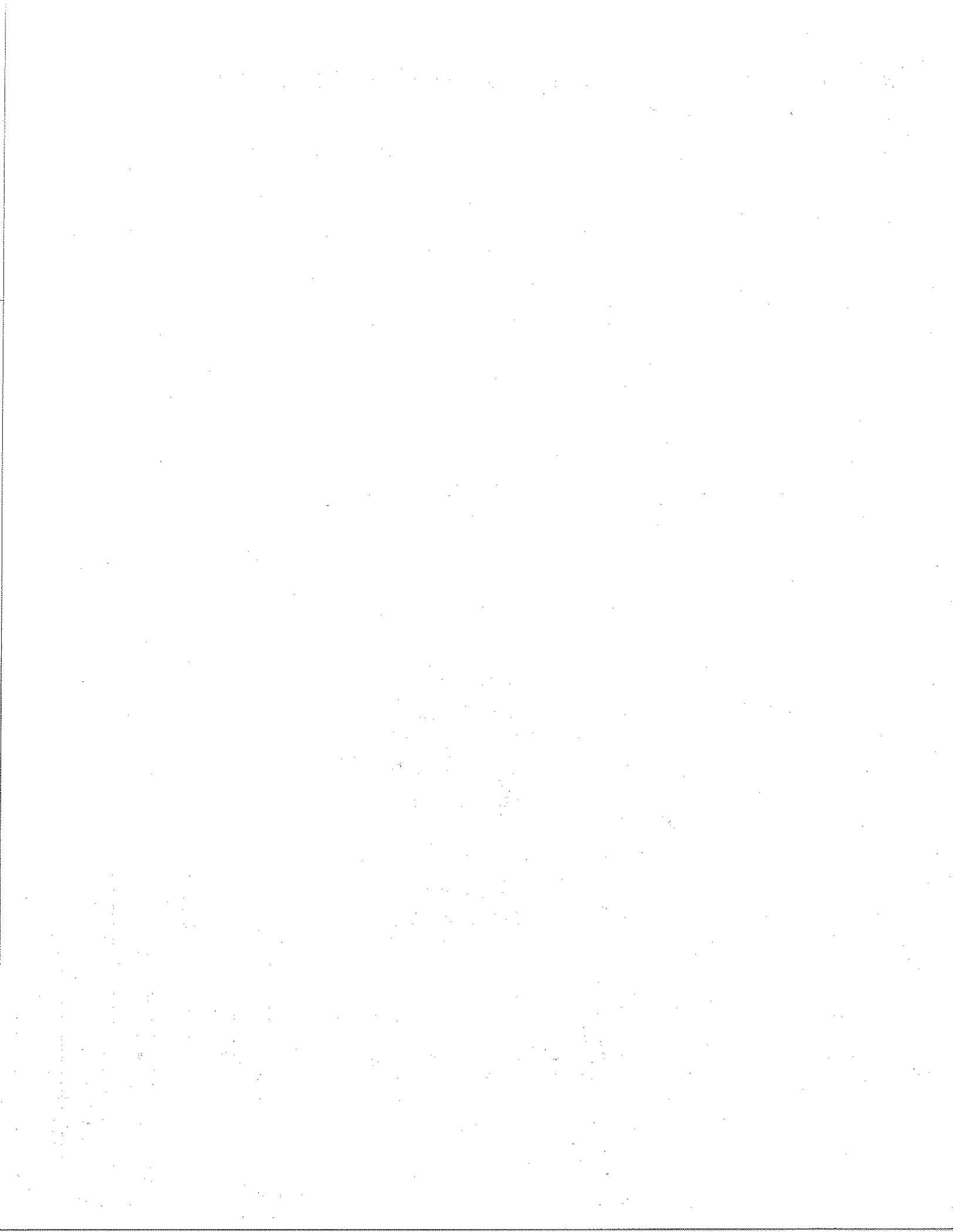
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1880:								
1881	12/11	12/15/2011	15289	96-01-01 12/	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,148.33
1881	12/11	12/15/2011	15289	96-01-01 12/	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	370.35
1881	12/11	12/15/2011	15289	96-01-02 12/	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	928.70
1881	12/11	12/15/2011	15289	96-01-02 12/	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	336.86
Total 1881:								
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	0140162020	3.57
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	0140462530	224.32
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	0340562530	117.26
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	0540562420	172.81
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	2140562530	87.99
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	2142162020	1.04
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	3140562530	88.29
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	3142162020	7.4
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	4142162020	.10
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	5140562200	646.23
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	5140662200	646.22
1882	12/11	12/15/2011	17060	ME106568	ODOT-FUEL SALES	Fuel	5142162020	3.06
Total 1882:								
1883	12/11	12/15/2011	17200	1110334	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	11.55
Total 1883:								
1884	12/11	12/15/2011	17300	53073	OPERATIONS MANAGEMENT INTERN	Jan 2012 Services	3140562700	6,793.92
Total 1884:								
1885	12/11	12/15/2011	20600	121311CR	PECK, KAREN	Reimburse for Materials	0140962018	6,793.92
Total 1885:								
1886	12/11	12/15/2011	903273	121311CR	Richard Hopkins	Reimburse for BB Connect/Modem	4140662870	11.11
Total 1886:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1886:								
1887	12/11	12/15/2011	22915	68113	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 1887:								
1888	12/11	12/15/2011	23325	2011-53	SKAMANIA COUNTY EMS	first aid/cpr/bp/haed class	0540562020	180.00
Total 1888:								
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	308.00
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140262100	75.00
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	0542162100	10.00
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	2142162100	103.00
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	3142162100	173.00
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	4142162100	25.00
1889	12/11	12/15/2011	23673	113011	Sosnkowski & Cleaveland P.C.	Attorney Fees	5142162100	505.00
Total 1889:								
1890	12/11	12/15/2011	25403	5414000172	SPRINT	Fire Cell	0540562050	274.23
Total 1890:								
1891	12/11	12/15/2011	23750	8020312631	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	37.43
1891	12/11	12/15/2011	23750	8020312631	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	4.73
1891	12/11	12/15/2011	23750	8020312631	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	13.66
1891	12/11	12/15/2011	23750	8020312631	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	12.21
1891	12/11	12/15/2011	23750	8020312631	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	4.07
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	59.24
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	13.11
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	1.66
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	4.78
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	4.28
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	1.43
1891	12/11	12/15/2011	23750	8020394234	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	20.73
Total 1891:								
								177.33

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1892	12/11	12/15/2011	23795	3001634601	STERICYCLE, INC.	Star-Safe	0540562110	238.14
Total 1892:								
1893	12/11	12/15/2011	75000	200115002D	Tamara Carter	Refund Deposit	5121130	69.81
Total 1893:								
1894	12/11	12/15/2011	24325	1890	TERRA SURVEYING	Tower Project	0540562110	1,242.50
Total 1894:								
1895	12/11	12/15/2011	16715	796046	TWGW, INC NAPA AUTO PARTS	Power Inverter, Aasher, Golo	0340562560	51.48
1895	12/11	12/15/2011	16715	796726	TWGW, INC NAPA AUTO PARTS	oil filter	2140562560	6.99
1895	12/11	12/15/2011	16715	797154	TWGW, INC NAPA AUTO PARTS	Flat	5140562770	4.90
1895	12/11	12/15/2011	16715	797202	TWGW, INC NAPA AUTO PARTS	ATF Plus	5140562200	11.38
1895	12/11	12/15/2011	16715	797482	TWGW, INC NAPA AUTO PARTS	Hydraulic Fluid	0340562530	60.72
1895	12/11	12/15/2011	16715	797482	TWGW, INC NAPA AUTO PARTS	Hydraulic Fluid	2140562630	60.72
Total 1895:								
1896	12/11	12/15/2011	75000	211901205D	Victoria Mercado	Refund Deposit	5121130	144.19
Total 1896:								
1897	12/11	12/15/2011	26005	0195265-IN	WAGNER-SMITH EQUIPMENT	wiping cloth	5140562900	119.71
1897	12/11	12/15/2011	26005	0225102-IN	WAGNER-SMITH EQUIPMENT	Rental Invoice	5140562110	55.50
1897	12/11	12/15/2011	26005	194051A-CM	WAGNER-SMITH EQUIPMENT	Drill Bits	5140563690	40.00
1897	12/11	12/15/2011	26005	194051A-CM	WAGNER-SMITH EQUIPMENT	Drill Bits	5140693690	37.54
Total 1897:								
1898	12/11	12/15/2011	26875	17766	XTC TRUCK & TOY	hydraulic oil	0340562561	12.95
Total 1898:								
1899	12/11	12/15/2011	26950	1120111980	ZCORUM INC.	Internet	4140662730	943.50
Total 1899:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
12151101	12/11	12/15/2011	2601	NOV11-PWR	BPA	Power Bill	5140562820	40,771.00 M
12151101	12/11	12/15/2011	2601	NOV11-PWR	BPA	Power Bill	5140662820	6,785.00 M
Total 12151101: 47,556.00								
12151102	12/11	12/15/2011	16190	11111055	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,132.20 M
Total 12151102: 4,132.20								
12151103	12/11	12/15/2011	24900	8827 11/11	U S BANK CC	traffic vests	5140562770	84.00 M
Total 12151103: 84.00								
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	0140162010	20.38 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	0140262010	2.60 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	OSP Records	0540562110	20.00 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	0542162010	.36 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	2142162010	7.42 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	3142162010	6.68 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	4142162010	2.23 M
12151104	12/11	12/15/2011	24900	2974 11/11	U S BANK CC	conference phone power supply	5142162010	32.27 M
Total 12151104: 91.94								
Grand Totals: 82,427.29								

M = Manual Check, V = Void Check



Report Criteria:  
Report Type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1907	12/11	12/30/2011	2350	23117	BIO-MED TESTING SERVICE	Annual Enrollment	0140462063	150.00
1907	12/11	12/30/2011	2350	23117	BIO-MED TESTING SERVICE	Annual Enrollment	5140562063	300.00
Total 1907:								450.00
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	600135000	0140462551	740.53
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	689999800	0140562071	28.80
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	300155900	0140762830	77.64
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	300159301	0540562439	48.11
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	300159202	0540562439	30.31
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	100001500	0540562439	519.79
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	200120000	1740562551	21.30
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	600137000	2140562070	21.30
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	300183900	2140562070	60.17
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	100038200	2140562070	1,094.72
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	100003500	2140562070	12.95
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	600135000	2142162071	184.78
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	600136900	3140562070	28.74
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	300165100	3140562070	250.10
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	103714500	3140562070	21.30
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	100039100	3140562070	1,345.17
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	100030200	3140562070	21.30
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	600135000	4142162071	287.57
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	300171800	5140562800	21.30
1908	12/11	12/30/2011	4000	12/11 UBS	CASCADE LOCKS LIGHT CO.	600135000	5142162071	277.14
Total 1908:								5,083.00
1909	12/11	12/30/2011	4840	313230273 1	CENTURYLINK	fine hall	0540562050	348.78
1909	12/11	12/30/2011	4840	313401451 1	CENTURYLINK	Sewer	2140562050	112.21
1909	12/11	12/30/2011	4840	313470082 1	CENTURYLINK	City Hall Phones	0140762050	120.63
1909	12/11	12/30/2011	4840	313470082 1	CENTURYLINK	City Hall Phones	2142162050	161.24
1909	12/11	12/30/2011	4840	313470082 1	CENTURYLINK	City Hall Phones	3142162050	77.63
1909	12/11	12/30/2011	4840	313470082 1	CENTURYLINK	City Hall Phones	4142162050	59.72
1909	12/11	12/30/2011	4840	313785558 1	CENTURYLINK	City Hall Phones	5142162050	119.44
1909	12/11	12/30/2011	4840	313891134 1	CENTURYLINK	Well House	2140562050	223.15
1909	12/11	12/30/2011	4840	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	38.73

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1909	12/11	12/30/2011	4840	313891134 1	CENTURYLINK	Emergency/ After Hours	5140562050	26.82
1909	12/11	12/30/2011	4840	313891134 1	CENTURYLINK	Emergency/ After Hours	5140562050	1.00
1909	12/11	12/30/2011	4840	314228414 1	CENTURYLINK	Lift Station	3140562050	34.83
Total 1909:								1,322.19
1910	12/11	12/30/2011	4841	320153997 1	CETURYLINK COMMUNICATIONS, INC	Business Anytime	2140562050	6.65
Total 1910:								6.65
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	0140162010	7.19
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	0140262010	.92
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	0140462520	60.51
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	0340562560	4.99
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	0542162010	.13
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	2140562560	32.42
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	2142162010	2.61
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	3140562560	11.15
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	3142162010	2.35
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	4142162010	.78
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	5140562770	67.98
1911	12/11	12/30/2011	6400	121711	COLUMBIA MARKET (DBA)	Purchases 12/28/10-9/7/11	5142162010	11.38
Total 1911:								202.41
1912	12/11	12/30/2011	7450	8255-9217 1	DISH NETWORK	Programming	4140562740	400.00
Total 1912:								400.00
1913	12/11	12/30/2011	8491	2011-1678	EMERGENCY REPORTING	Quarterly Invoice	0540562113	687.00
Total 1913:								687.00
1914	12/11	12/30/2011	9105	ORHOD2365	FASTENAL	Misc Inventory	2140562560	284.98
Total 1914:								284.98
1915	12/11	12/30/2011	9810	013688	GLADE COMMUNICATION	Parts	4140562560	82.50

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1915:								
1916	12/11	12/30/2011	75000	200097301D	Kendall Adams	Refund Deposit	5121130	1.87
Total 1916:								
Total 1917:								
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	0140162093	404.75
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	0140262093	125.00
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	0340562093	125.00
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	0542162093	117.50
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	2142162093	299.00
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	3142162093	299.75
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	4142162093	207.00
1917	12/11	12/30/2011	20585	123011	Koch Consulting, INC.	Contract Pmt for ICA Services	5142162093	922.00
Total 1917:								
Total 1918:								
1918	12/11	12/30/2011	14700	122711	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0540562055	10.10
1918	12/11	12/30/2011	14700	122711	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5140562770	7.95
Total 1918:								
Total 1919:								
1919	12/11	12/30/2011	15781	122011	MR. B/S SMALL ENGINE REPAIR	Partsl Labor	5140562770	69.83
1919	12/11	12/30/2011	15781	122011	MR. B/S SMALL ENGINE REPAIR	Partsl Labor	5140662770	69.82
1919	12/11	12/30/2011	15781	122911	MR. B/S SMALL ENGINE REPAIR	Chains, files	5140562770	145.00
Total 1919:								
Total 1920:								
1920	12/11	12/30/2011	16810	412	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140562030	401.40
1920	12/11	12/30/2011	16810	412	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140662030	267.60
1920	12/11	12/30/2011	16810	597	NORTHWEST REQUIREMENTS UTILIT	Membership Dues	5140562030	857.40
1920	12/11	12/30/2011	16810	597	NORTHWEST REQUIREMENTS UTILIT	Membership Dues	5140662030	571.60
Total 1920:								
Total 1921:								
1921	12/11	12/30/2011	17000	2012 MEMB	OAMR	Membership Dues	0140162030	15.15
1921	12/11	12/30/2011	17000	2012 MEMB	OAMR	Membership Dues	0140262030	14.14
1921	12/11	12/30/2011	17000	2012 MEMB	OAMR	Membership Dues	2142162030	4.04
1921	12/11	12/30/2011	17000	2012 MEMB	OAMR	Membership Dues	3142162030	3.54

M = Manual Check, V = Void Check

Check Issue Dates: 12/30/2011 - 12/30/2011

Dec 29, 2011 12:30PM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1921	12/11	12/30/2011	17000	2012 MEMB	OAMR	Membership Dues	4142162030	1.52
1921	12/11	12/30/2011	17000	2012 MEMB	OAMR	Membership Dues	5142162030	11.61
Total 1921: 50.00								
1922	12/11	12/30/2011	17054	122811	OCPDA	Membership Dues	0140162030	15.15
1922	12/11	12/30/2011	17054	122811	OCPDA	Membership Dues	0140262030	14.14
1922	12/11	12/30/2011	17054	122811	OCPDA	Membership Dues	2142162030	4.04
1922	12/11	12/30/2011	17054	122811	OCPDA	Membership Dues	3142162030	3.54
1922	12/11	12/30/2011	17054	122811	OCPDA	Membership Dues	4142162030	1.52
1922	12/11	12/30/2011	17054	122811	OCPDA	Membership Dues	5142162030	11.61
Total 1922: 50.00								
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	0140462530	182.97
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	0340562530	109.04
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	0640562420	243.88
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	2140562530	109.03
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	3140562530	233.08
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	5140562200	435.25
1923	12/11	12/30/2011	17060	ME106811	ODOT-FUEL SALES	Fuel	5140662200	435.24
Total 1923: 1,728.27								
1924	12/11	12/30/2011	18900	2012 DUES	OREGON MAYORS ASSOC.	Membership Dues	0140162030	26.97
1924	12/11	12/30/2011	18900	2012 DUES	OREGON MAYORS ASSOC.	Membership Dues	0140262030	25.17
1924	12/11	12/30/2011	18900	2012 DUES	OREGON MAYORS ASSOC.	Membership Dues	2142162030	7.19
1924	12/11	12/30/2011	18900	2012 DUES	OREGON MAYORS ASSOC.	Membership Dues	3142162030	8.29
1924	12/11	12/30/2011	18900	2012 DUES	OREGON MAYORS ASSOC.	Membership Dues	4142162030	2.70
1924	12/11	12/30/2011	18900	2012 DUES	OREGON MAYORS ASSOC.	Membership Dues	5142162030	20.68
Total 1924: 89.00								
1925	12/11	12/30/2011	20852	9963274-DC	PITNEY BOWES - RENTAL	Rental	0140162120	32.76
1925	12/11	12/30/2011	20852	9963274-DC	PITNEY BOWES - RENTAL	Rental	0540562120	19.50
1925	12/11	12/30/2011	20852	9963274-DC	PITNEY BOWES - RENTAL	Rental	2142162120	19.50
1925	12/11	12/30/2011	20852	9963274-DC	PITNEY BOWES - RENTAL	Rental	3142162120	15.60
1925	12/11	12/30/2011	20852	9963274-DC	PITNEY BOWES - RENTAL	Rental	4142162121	17.16
1925	12/11	12/30/2011	20852	9963274-DC	PITNEY BOWES - RENTAL	Rental	5142162121	42.90

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1926:								
1926	12/11	12/30/2011	21300	2012-08	PUBLIC POWER COUNCIL	Annual Invoice	5140562030	488.60
1926	12/11	12/30/2011	21300	2012-08	PUBLIC POWER COUNCIL	Annual Invoice	5140562030	324.40
Total 1926:								
811.00								
Total 1927:								
1927	12/11	12/30/2011	22290	127	ROCKRANCH ENTERPRISES	Contract PW Director Services	0140262080	14.60
1927	12/11	12/30/2011	22290	127	ROCKRANCH ENTERPRISES	Contract PW Director Services	0140462080	188.80
1927	12/11	12/30/2011	22290	127	ROCKRANCH ENTERPRISES	Contract PW Director Services	0340562080	335.80
1927	12/11	12/30/2011	22290	127	ROCKRANCH ENTERPRISES	Contract PW Director Services	2140562080	540.20
1927	12/11	12/30/2011	22290	127	ROCKRANCH ENTERPRISES	Contract PW Director Services	3140562080	379.60
Total 1927:								
1,480.00								
Total 1928:								
1928	12/11	12/30/2011	23320	2035	SKAMANIA COUNTY CHAMBER OF C	Annual Membership Dues	0840562113	220.00
Total 1928:								
220.00								
Total 1929:								
1929	12/11	12/30/2011	24325	1870	TERRA SURVEYING	Tower Project	5140562110	95.00
Total 1929:								
95.00								
Total 1930:								
1930	12/11	12/30/2011	25100	12/2011	UBS	UB Postage	0542162055	2.34
1930	12/11	12/30/2011	25100	12/2011	UBS	UB Postage	2142162055	23.39
1930	12/11	12/30/2011	25100	12/2011	UBS	UB Postage	3142162055	37.43
1930	12/11	12/30/2011	25100	12/2011	UBS	UB Postage	4142162055	14.03
1930	12/11	12/30/2011	25100	12/2011	UBS	UB Postage	5142162055	168.72
Total 1930:								
233.91								
Total 1931:								
1931	12/11	12/30/2011	26005	0198769-IN	WAGNER-SMITH EQUIPMENT	Tools	5140563700	143.66
Total 1931:								
143.66								
Total 1932:								
1932	12/11	12/30/2011	26875	17853	XTC TRUCK & TOY	Plow Parts	0340562560	454.98
Total 1932:								
454.98								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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Grand Totals:

18,794.02

**STAFF REPORT**

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**Date Prepared:** December 19, 2011

**For City Council Meeting on:** January 9, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator

PK

**APPROVED BY:** N/A

**SUBJECT:** Approval of a renewed Mutual Aid Agreement with Skamania County

**SYNOPSIS:** As a part of the process of rebuilding the Cascade Locks Emergency Services Department, it was necessary to enter into a temporary Mutual Aid Agreement with the Fire, life Safety and Ambulance Services in Skamania County. The new agreement is now prepared and requires the approval of the City Council so that the Mayor can sign the agreement. This new agreement returns Cascade Locks to the same position it was in prior to the issues surrounding the Emergency Services Department. During the time period that Cascade Locks had no service level, Skamania County did keep the past agreement in place. Now that we are rebuilding and acquiring service capability, the Skamania Agencies have developed and propose a new updated agreement.

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

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

- a. Take no action.
- b. Postpone action to a future date.
- c. Take other action desired by City Council.

**RECOMMENDATION:** That City Council, by motion, approves the renewed Skamania County Emergency Services Mutual Aid Agreement and authorizes the Mayor and Fire Chief to sign the agreement.

**Legal Review and Opinion:** None. This is a standard Mutual Aid agreement similar to one that was in existence for years.

**Financial review and status:** None at this time. Mutual Aid agreements usually mean that communities help each other without compensation and so long as local resources are on scene and able to help others.

## **BACKGROUND INFORMATION:**

- 1. The City of Cascade Locks has had a mutual aid agreement with Skamania County for many years. The MA agreement was kept in place during the recent difficulties faced by the City and while the City had no service capability.**
- 2. This revised MA agreement formalizes the new updated partnership between Skamania County and the City of Cascade Locks.**
- 3. This is a pretty standard agreement and provides for the following specifics.**
  - A. Establishes an operational period of 12 hours that may be adjusted with consultation to be 24 hours.**
  - B. Provides that the commanding officer or incident commander may request activation of the MA agreement.**
  - C. Provides for the fact that there may be times when no equipment or manpower is available to help.**
  - D. Establishes the Incident Command System (ICS) requiring the requesting agency provide on sight command or the responding agency taking that control. Command is never assumed and must be passed in a face to face meeting.**
  - E. Provides for automatic mutual aid in the case where there is need for a second set of alert tones. (If Cascade Locks cannot respond to a call out, at the second tone, the mutual aid agency will respond automatically)**
  - F. Each party agrees that it will not seek compensation for services rendered under this agreement.**
  - G. Both parties will from time to time meet and prepare Pre-Emergency plans.**
  - H. This agreement assumes that all parties have and will continue to provide necessary resources to serve the requirements of this agreement.**

## Skamania County Emergency Services Mutual Aid Agreement

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Skamania County Fire Protection Districts 1, 2, 3, 4, 5 and 6, The City of Stevenson and City of North Bonneville, municipal corporations of the State of Washington, the City of Cascade Locks, a municipal corporation of the State of Oregon, and Skamania County Hospital District 1 (Skamania County EMS), hereinafter referred to as "the parties".

### Recitals

This agreement is entered into pursuant to the laws of the states of Washington and Oregon, and each of the parties hereto represents that it has authority to execute the same.

1. Each of the parties owns and maintains equipment for the prevention and suppression of fires and for the supplying of emergency services. Each of the parties also retains emergency response personnel who are trained to provide various levels of emergency services.
2. In the event of a major fire, disaster or other emergency, each of the parties may need the assistance of one or more of the other parties to provide supplemental fire suppression and emergency service equipment and personnel.
3. Each of the parties has the necessary equipment and personnel to enable it to provide such assistance to the other parties in the event of such an emergency.
4. The geographical boundaries of each party are located in such a manner as to enable each party to render mutual services to the other parties.

### Definitions:

**"Providing Agency"** means a party to this Agreement that provides Emergency Assistance to a Requesting Agency under this Agreement.

**"Requesting Agency"** means the party that has legal jurisdiction over the emergency incident, that has made a request for Emergency Assistance, and that has received Emergency Assistance under this Agreement.

**"Emergency"** is a human-caused or natural event or circumstance within the jurisdiction of any party causing or threatening loss of life, damage to the environment, injury to person or property, human suffering, or financial loss, and the event is or is likely to be beyond the capacity of the party in terms of personnel, equipment and facilities, and therefore requires Mutual Aid and Emergency Assistance. Events include, but are not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, acts of terrorism or sabotage, and use of weapons of mass destruction.

**"Emergency Assistance"** includes, but is not limited to, personnel, services, equipment, materials, or supplies offered during an Emergency by the Providing Agency and accepted by the Requesting Agency to assist in maintaining or restoring normal services beyond the first Operational Period of the Emergency, when such service has been disrupted by the Emergency, and Emergency Assistance from other parties is necessary or advisable, as determined by the Requesting Party. Services include, but are not limited to, incident management, search and rescue, media relations, emergency medical, firefighting and hazmat.

**"Mutual Aid"** is Emergency Assistance requested by the Requesting Agency and provided by the Providing Agency during Emergencies where the Requesting Agency's resources are exhausted or overwhelmed. This assistance is intended to be for a period of not more than 24 hours, or the first Operational period of the Emergency, whichever is less. The Providing Agency and the Requesting Agency may mutually agree to extend the period of time.

**"Operational Period"** is defined by the Incident Commander as the amount of time necessary to accomplish the operational objectives assigned to personnel and equipment and which is within safe work/rest ratio standards established in the fire service. Operational Periods are event driven, and are typically 12 hours, but may exceed 12 hours during the initial response to an emergency. As determined by the Incident Commander, Operational periods will never exceed 24 hours.

**NOW, TREREFORE**, the parties, to carry out the purposes and functions described above and in consideration of the benefits to be received by each of them from the others, agree as follows:

1. **Request for Emergency Assistance.** The commanding officer or acting Incident Commander of the emergency response agency or the officer in charge of an emergency response unit at the scene of an emergency is authorized to request assistance from one or more of the other parties if confronted with an emergency situation at which the Requesting party has need for equipment or personnel in excess of that available at the Requesting party's emergency response agency.
2. **Response to Request.** Upon receipt of such a request, the commanding officer of the department receiving the request shall immediately take the following action:
  - 2.1 A Providing Agency will not deploy without a request for mutual aid assistance by a Requesting Agency or dispatch center.
  - 2.2 Determine if the Providing Agency has equipment and personnel available to respond to the Requesting Agency and determine the nature of the equipment and number of personnel available.
  - 2.3 Determine what available equipment and what available personnel should be dispatched in accordance with the operating plans and procedures established by the parties.
  - 2.4 In the event the needed equipment and personnel are available, deploy such equipment and personnel to the scene of the emergency with proper operating instructions.
  - 2.5 In the event the needed equipment and personnel are not available, immediately advise the Requesting Agency of such fact.
  - 2.6 That the officer in charge of the Providing Agency may, in the exercise of best judgment and discretion, decline to commit apparatus or personnel to a position which would dangerously imperil such resources

3. **Command Responsibility at Emergency Scene.** The Incident Command System (ICS) will be utilized on all emergency scenes. The Acting Incident Commander of the Requesting Agency shall be in command of the operations under which the equipment and personnel sent by the responding party shall serve; provided that the responding equipment and personnel shall be under the immediate supervision of the officer in charge of the responding apparatus.

If the Requesting Agency does not have adequate staffing to provide Incident Command the Providing Agencies may provide staff to fill Command staff roles and/or may be passed Command from the Acting IC from the Requesting Agency to the Providing Agency until such a time where the Requesting Agency has adequate staffing to fill the Command Role. Command is never "assumed" it MUST be passed in a face to face meeting.

4. **Operational Period.** Operational periods will be 12 hours per the ICS standards. It is the Requesting Agency's responsibility to request enough resources to safely complete Incident Command's objectives within the first Operational period. If incident is expected to extend past one Operational period Washington State Mobilization resources should be considered.

5. **Automatic Mutual Aid.** Automatic mutual aid is set up for pre-determined properties, geographical areas, and incident types. The pre arrangement will be listed in the Skamania County 911 Dispatch Center. It is the responsibility of all parties to this agreement to communicate automatic mutual aid response details to dispatch as a part of the pre-planning process. In the event that a regular incident call is not answered by the second set of alert tones (paging) the dispatch center will automatically page the next closest fire/emergency service agency that is equipped for the specific type of incident.

6. **Demobilization of resources.** The equipment and personnel of the Providing Agency shall be released from service and returned to the responding district by the commanding officer in charge of the operations as soon as conditions may warrant.

7. **Liability.** Each of the parties hereto agrees to assume responsibility for all liability that occurs or arises in any way out of the performance of this agreement by its agents or employees only and to save the other parties harmless from all costs, expenses, losses and damages, including cost of defense, incurred by such other parties as a result of any acts or omissions of an agent or employee relating to the performance of this agreement.

8. **Insurance.** Each party agrees to maintain adequate insurance coverage for its own equipment and personnel.

9. **Compensation.** Each party agrees that it will not seek compensation for services rendered under this agreement from the other parties within this agreement.

10. **Pre-Emergency Planning.** The commanding officers of the parties shall, from time to time, mutually establish pre-emergency plans which shall indicate the types of and locations of potential problem areas where emergency assistance may be needed, the type of equipment that should be dispatched under various possible circumstances and the number of personnel that should be dispatched under such circumstances. Such plans shall take into consideration and ensure the proper protection by a responding party of its own geographical area.

11. **Non-Exclusive Agreement.** The parties to this agreement shall not be precluded from entering into similar agreements or first response agreements with other municipal corporations or entities.

12. **Termination.** This agreement shall terminate on \_\_\_\_ day of \_\_\_\_\_ month, in the year 20\_\_\_\_ unless sooner terminated by any party giving the other parties notice in writing of its intent to terminate and specifying the effective date thereof at least thirty(30) days prior to the effective date of such termination.

13. **Refusal to Perform.** This is a mutual aid agreement and it is assumed that all available assistance will generally be provided. Any responding Agency may refuse to perform any specific task when, in the sole determination of the Providing party's commanding officer, response would create an unreasonable risk of danger to the Providing Agency's employees, volunteers, independent contractors, equipment or any third party.

14. **Compliance with Government Regulations.** Each party to this Agreement agrees to comply with, in good faith, federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement.

DATED this \_\_\_\_ day of \_\_\_\_\_ month, 20\_\_\_\_.

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 6

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

CITY OF STEVENSON

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Clerk/Treasurer

CITY OF NORTH BONNEVILLE

\_\_\_\_\_  
Mayor

ATTEST:

*Ray B. Terison*  
\_\_\_\_\_  
Fire Chief

*Joe*  
\_\_\_\_\_  
Clerk/Treasurer

CITY OF CASCADE LOCKS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Clerk/Treasurer

SKAMANIA COUNTY HOSPITAL DISTRICT NO. 1

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 1**

[Signature]  
Chairman

ATTEST:

[Signature]  
Commissioner

[Signature]  
Commissioner

[Signature]  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 2**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 3**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 4**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 5**

\_\_\_\_\_  
Chairman

ATTEST:

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO.1**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO.2**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 3**

*Denz...*  
\_\_\_\_\_  
Chairman

ATTEST:

*Michael...*  
\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

*Michael B. Sullivan*  
\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 4**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

**SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 5**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary



SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 6

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary

CITY OF STEVENSON

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Clerk/Treasurer

CITY OF NORTH BONNEVILLE

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Clerk/Treasurer

CITY OF CASCADE LOCKS

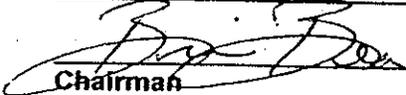
\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Fire Chief

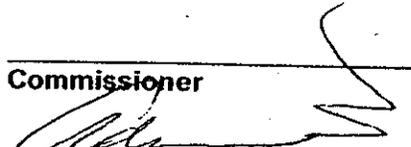
\_\_\_\_\_  
Clerk/Treasurer

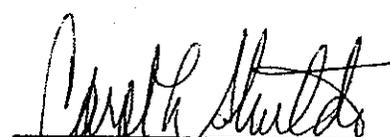
SKAMANIA COUNTY PUBLIC HOSPITAL DISTRICT NO. 1

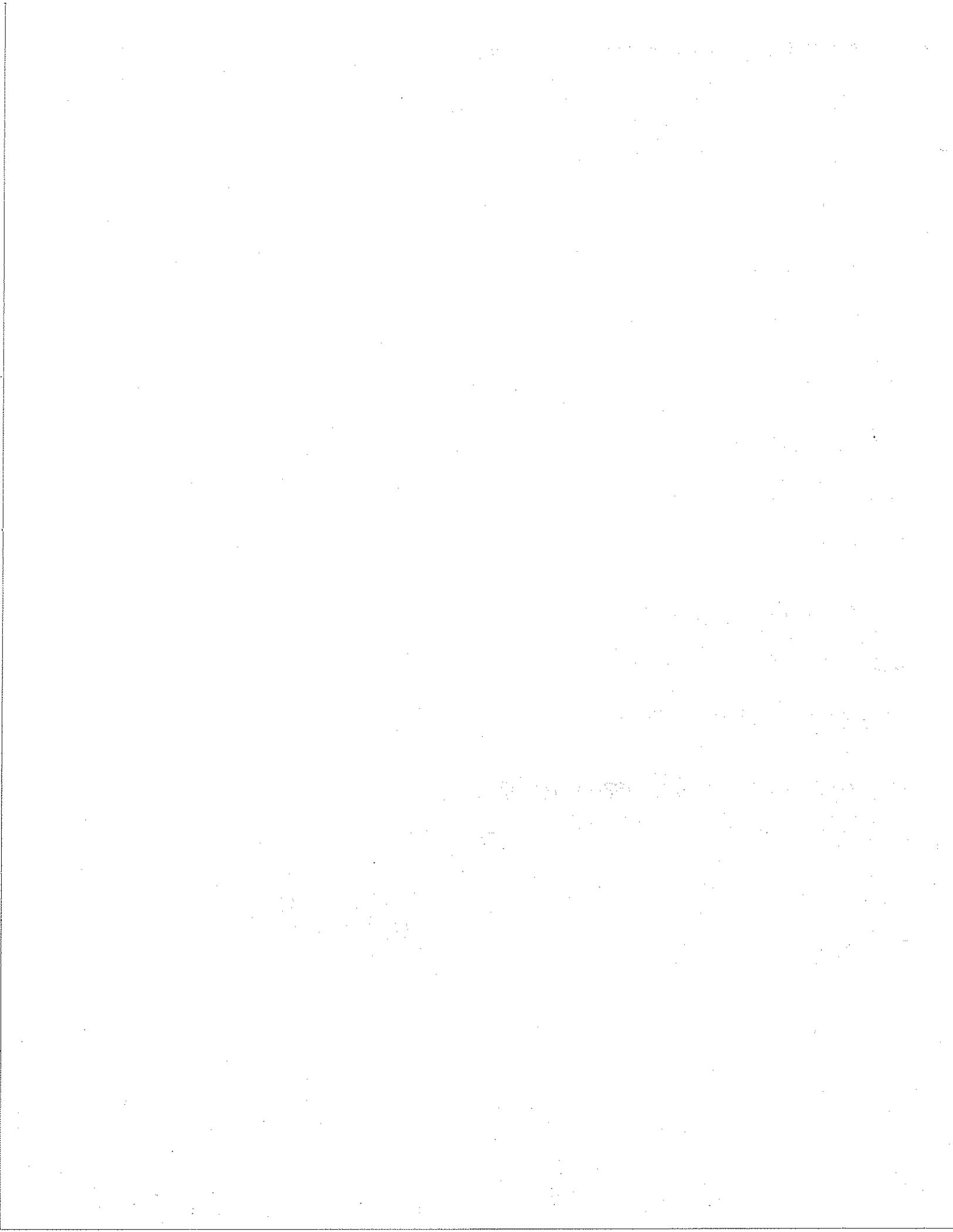
 \_\_\_\_\_  
Chairman 4/19/2011

ATTEST:

\_\_\_\_\_  
Commissioner

 \_\_\_\_\_  
Commissioner

 \_\_\_\_\_  
Administrator



**STAFF REPORT**

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**Date Prepared: December 20, 2011**

**For City Council Meeting on: January 9, 2012**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Paul Koch, Interim City Administrator**

*PK*

**APPROVED BY: N/A**

**SUBJECT: Making appointments to the Public Safety Task Force**

**SYNOPSIS:** In the comprehensive final report to City Council making recommendations to rebuild the Emergency Services Department, it was recommended that the City Council create a Task Force on Public Safety. This idea was discussed with City Council on various occasions. On December 12, 2011, City Council formally adopted the creation of this Task Force. January 9, 2012 was set as the date for City Council to make the appointments to this Task Force. On December 12, City Council approved the Job Description for this Task Force. (See attached job description) City Council also approved the application form for the Task Force and set a deadline of December 30, 2011 for all interested citizens to have their applications in for consideration.

City Council did not establish a specific number of citizens who may serve, but did lean toward 15 members and full consideration of anyone who applies. City Council also approved of the quorum being a majority of those Task Force Members present at a meeting in order to conduct business.

Additional direction from City Council included directing that the Task Force look at the cost of a volunteer only Fire Service, the cost of both fire and BLS with only volunteers, the cost of fire and ALS only in a volunteer service and the costs of paid staff.

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

- a. Take no action.
- b. Postpone action to a future date.
- c. Take other action desired by City Council.
- d. Change direction and do not appoint the Task Force.

**RECOMMENDATION:** That City Council, by motion, appoint the named members of the community to the Task Force on Public Safety and directing the group to carry out the approved Job Description and report back with recommendations to the City Council within 90 days.

**Legal Review and Opinion:** None.

**Financial review and status:** None at this time. The ICA and Finance Manager will provide staff and material support to this effort. It is expected that some of the cooperating agencies will provide their own staff and some donations to this effort.

**BACKGROUND INFORMATION:**

1 A copy of the City Council approved Job Description is attached for City Council information. The approved Job Description is to serve as the work guide for the Task Force.

2. The Oregon Special Districts Association, CIS Insurance and Oregon Fire Chiefs Association will provide staff, ideas and support to this effort.

3. It is planned that this Task Force will report periodically on progress to the City Council and that a final written report be filed with City Council within 90 days of starting work. The final report should include the Task Force recommendation for the long term solution to service levels, budget, method of payment (how the City should pay for the service) and the method of delivering the service. Method of delivery considerations should include City operated department, special district, contract or other methods determined by the Task Force.

City of Cascade Locks, Oregon

Job Description

Public Safety Task Force

December 5, 2011

Approved by City Council December 12, 2011.

## JOB DESCRIPTION

# PUBLIC SAFETY TASK FORCE

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**Purpose:** This Task Force is appointed by the Mayor and City Council and is charged with the responsibility to carry out the tasks assigned to it and complete its work within 90 days of formal appointment of its members. This Task Force is to develop a description of the desired service level for the Emergency Services Department, an estimated cost, funding options and the community preferred method of delivering this service to the community. The Task Force will work with staff, representatives of the Oregon Fire Chiefs Association, CIS Insurance and the Oregon Special Districts Association and others in completing its work. It is also anticipated that this Task Force will hold several community meetings and that all of the meetings of this Task Force be open to the public.

**Membership:** This Task Force will be made up of local citizens appointed by the City Council.

**Selection Process:** Interested citizens will be required to make application to serve, on a city approved form, be interviewed by the City Council and then appointed to a position on the Task Force. The number of members to serve on the Task Force will be determined by the City Council.

**Length of Time of Assignment:** The Task Force will be expected to report its final recommendations to the City Council within 90 days of appointment. Periodic status reports may also be requested by the City Council.

**Quorum:** A quorum for the purposes of this Task Force will be a majority of the Task Force members present at a called meeting.

**Public Notice:** As this is a City Council appointed Task Force it comes under the public meetings law of the State of Oregon. As such, public notice of meetings, summary minutes, Task Force discussions and deliberations and other actions must be completed in "open to the public" sessions.

**General Description of Duties:** This Task Force will carry out the following duties in successfully completing its assignment.

1. Hold community meetings to get citizen and community suggestions and ideas about desired service level, method of payment and organizational method to deliver the service.

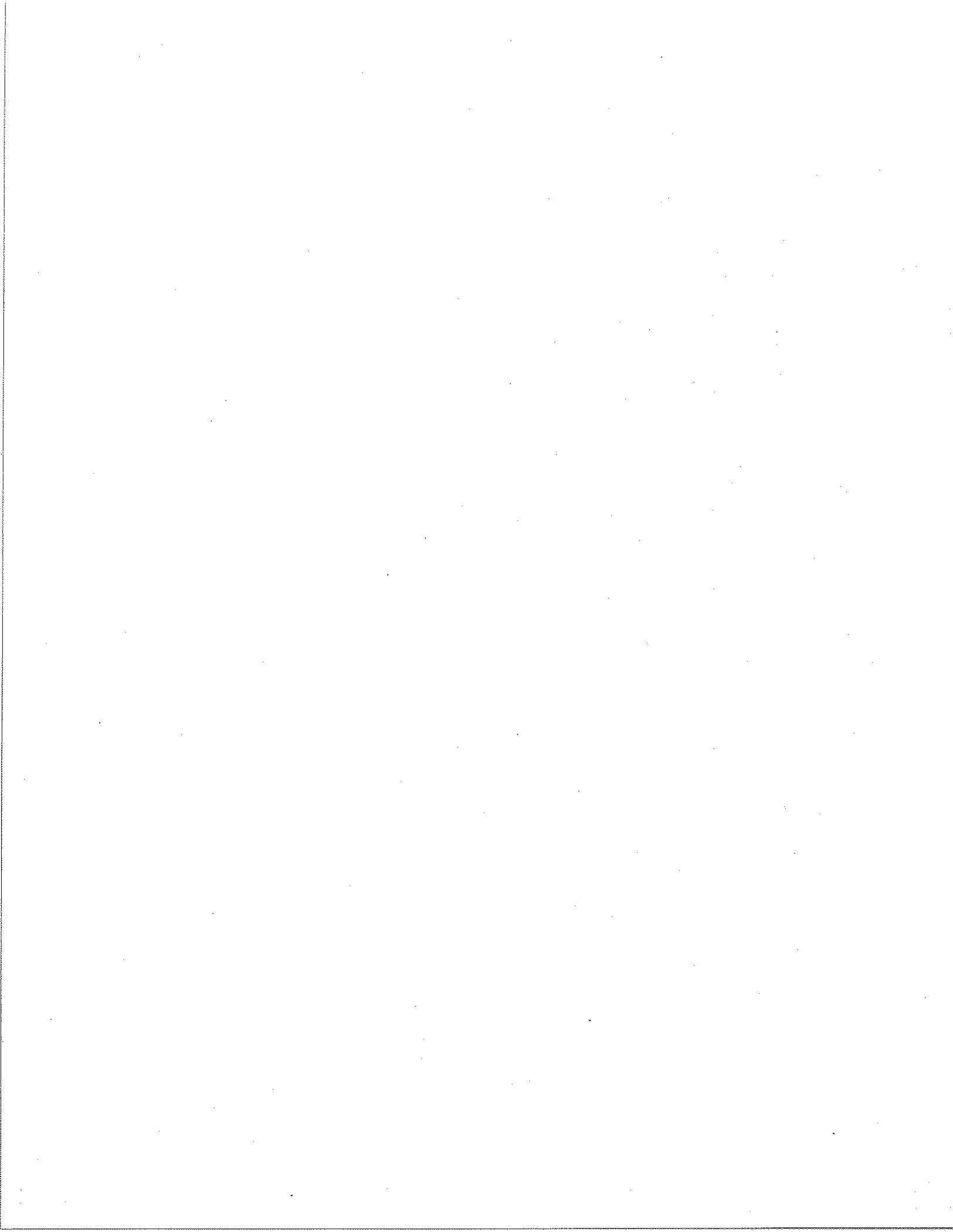
2. In collaboration with neighboring departments research the potential savings, approaches and benefits to the community of a regional approach to the delivery of fire and life safety services.
3. Look into the possibility of creating a new fire district for the community or contracting out for the service.
4. Research the potential for a two state approach that would link Cascade Locks with its Washington neighbors in a new sub-regional fire and life safety funding approach and operations. Identify where state law and or policy changes would facilitate the provision of this service in a more cost effective manner.
5. Develop a plan for long term implementation to recommend to City Council during the 2012-13 budget process. (Within the 90 day time line)
6. Look at all other ideas and options to enhance the delivery of emergency services in the community.
  - a. The cost of a volunteer fire service only.
  - b. The cost for both fire and ambulance (BLS) as volunteer only.
  - c. The costs for fire and ALS services on a volunteer only basis
  - d. The costs for a paid staff fire and ambulance service.
  - e. Other options and variations as might be determined by the Task Force.
7. Keep the community fully informed of meetings, discussions and options.

**Measures of Success: The effectiveness of the Task Force will be measured by the following criteria.**

- 1. A description of the desired level of service will be created.**
- 2. The full cost for the desired level of service will be documented.**
- 3. Community meetings will have been held.**
- 4. The options of City operation, contract for services and creation of a new district and or full volunteer department will have been explored and documented.**
- 5. A final written report will have been filed with the City Council by the Task Force within 90 days of appointment.**

Public Safety Task Force Applicants

Patrick Stuart  
Gary Munkhoff  
Arni Kononen  
Larry Cramblett  
Debra Reed-Sharp  
Jeff Pricher  
Debora Lorang  
Ralph Hesgard  
Nancy Renault  
Rob Brostoff  
Richard Randall  
Sharon Dean  
James Dean  
Martha LaMont  
Barry LaMont  
Shelly Storm



**STAFF REPORT**

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**Date Prepared: December 23, 2011**

**For City Council Meeting on: January 9, 2012**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Paul Koch, Interim City Administrator**



**APPROVED BY: N/A**

**SUBJECT: Approval of contract Amendment #5 with OMI for operation of the waste water treatment plant for a period not to exceed 5 years.**

**SYNOPSIS:** In August of 2011, the previous City Council voted to enter into a one year extension of the contract with OMI for the operation of the City's sewer treatment plant. At the time, the existing contract terminated on the previous June 30, and both the City and OMI were and are currently operating without an approved contract. It was the intent of Council at the time to have the City take over the operation of the plant and Council had directed staff to develop the program to carry out that direction.

In a recent work session, the newly seated City Council selected to continue the contract with OMI for an additional five years and the rationale for that was that the City was not geared up or prepared to take over such a highly technical facility. The direction then given by the City Council was to develop another five year extension, through an amendment to the existing agreement.

Since that direction was given, staff and City Attorney have been in discussions and negotiations with OMI to create the amendment that would extend the current contract for an additional five years. The proposed amendment is retroactive to July 1, 2011.

This issue comes to City Council at this time for formal action to approve the amendment extending the City contract with OMI for another five years..

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

1. Approve the Amendment as proposed.
2. Do not approve the Amendment.
3. Change the Amendment as desired.
4. Take other action as may be desired by City Council.

**RECOMMENDATION:** That City Council, by motion, approve Amendment Five to the agreement with OMI for the operation of the City Waste Water Treatment plant and authorize the Mayor to sign the amendment. Also direct City Staff to work with OMI to strengthen the relationship and make progress on some of the other issues that have come up.

**Legal Review and Opinion:** The City Attorney has been involved in the development of Amendment Five and reports there are no legal impediments to approving this amendment.

**Financial review and status:** The initial period for this Amendment will cost the City \$83,471 during the current budget year. (July 1, 2011 to June 30, 2012) Those funds are included in the approved budget and will be used to cover the costs of this newly extended agreement. The cost for future years will be reviewed and may be increased to reflect additional or new costs to OMI. The budget and funds to operate the plant are paid by customers of the City who pay regularly for sewer services. There is no anticipated increase in the cost to be paid by City customers for this service. All increased costs and contract modifications will be reviewed with City Council and must be approved by City Council.

#### **BACKGROUND INFORMATION:**

1. Representatives of CH2MHILL.OMI will be present at the City Council meeting to respond to any questions that City Council may have.
2. This Amendment began July 1, 2011 and extends to June 30, 2016.
3. There is a 180 day notification section in this agreement. Should the City want to cancel this agreement at the end of the five year, the City is required to give OMI 180 days written notice so as to provide for an orderly transition.. OMI and the City are required to provide 90 days notice to terminate without cause. OMI may terminate the contract if the City is over 30 days past due on an invoice.
4. Other work elements to be enhanced in this renewed effort will include the following:
  - A. Provision of quarterly reports to the City Council detailing plant operation and services provided.
  - B. The City and OMI working together to research and review the use of alternative bio fuels and possible updated City Facilities Plan.
  - C. Work with and assist the City in annual budget development and operational improvements.
  - D. Improvements in the communication and contact with DEQ when violations occur.
  - E. Clarification and enhancements in the grounds maintenance effort at the plant.
5. A copy of the Amendment 5 is attached for City Council information.

AMENDMENT No. 5  
to the  
AGREEMENT FOR WASTEWATER FACILITIES  
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES  
for the  
CITY OF CASCADE LOCKS, OREGON

This Amendment No. 5 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for the City of Cascade Locks, Oregon (the "Agreement") is made and entered into this 1<sup>st</sup> day of July 2011 by and between the City of Cascade Locks, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI").

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

1. Article 1.9 is added as follows:

"1.9 CH2M HILL OMI and OWNER agree to work together in a mutually cooperative manner to ensure the successful operation of the Project. CH2M HILL OMI and OWNER agree that communication between them is essential and both parties agree to facilitate regular and consistent communications between them as much as possible.

2. Article 2.23 is added as follows:

"2.23 CH2M HILL OMI shall provide monthly reports to OWNER. The monthly report shall be provided within thirty (30) days after the month being reported ends and shall contain a description of general plant operations and identify any problems or issues that may have arisen during the previous months. CH2M HILL OMI shall deliver the any required reports, including the monthly report to the designated City representative. The designated City representative shall be responsible for distribution of all reports to the Mayor, City Council, City Administrator, and Public Works staff. CH2M HILL OMI shall also provide semi-annual reports to the City Council. The semi-annual reports will summarize the information provided in the monthly reports and also address any facilities and equipment issues not previously addressed or that require longer range planning. CH2M HILL OMI will submit the semi-annual reports to the City Council at the Council's second meeting in July and second meeting in January. The first semi-annual report due under this 5<sup>th</sup> Amendment is due at the City Council's second meeting in July.

3. Article 3.4 is deleted in its entirety and replaced as follows:

"3.4 Provide and pay for all Capital Expenditures associated with the Project. Any loss, damage, or injury resulting from Owner's failure to provide Capital Improvements and/or funds when reasonably required by CH2M HILL OMI, shall be the sole responsibility of the Owner."

4. Article 3.9 is hereby deleted in its entirety and replaced with the following Article 3.9:

"3.9 Perform weekend inspections of the Project for evidence of tampering and/or vandalism, for proper operation of equipment and processes, to record plant flow and UV radiation

intensity readings, to record observations in the Project's log book, and to clean lift station wet well screens. Owner shall follow established standard operating procedures for completing these tasks. Owner shall contact CH2M HILL OMI in the event of an emergency or whenever any abnormal conditions are noted. If the Owner changes or adds operators to complete these tasks, Owner shall be responsible for informing CH2M HILL OMI of this new individual and Owner shall be responsible for the new individual receives the proper training to perform these tasks. If an infraction /violation should occur during the time, the Owner shall be responsible for these tasks."

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

4.1 Owner shall pay to CH2M HILL OMI as total compensation for services performed under this Agreement a Base Fee of Eighty Three Thousand Four Hundred Seventy One Dollars (\$83,471.00) for the period of July 1, 2011 through June 30, 2012. Should this Agreement be renewed, any subsequent years' Base fees shall be determined as hereinafter specified. Upon each contract year negotiation, CH2M HILL OMI shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Once the new contract base fee is agreed upon in a written agreement by the parties, CH2M HILL OMI shall issue an invoice retroactively adjusting the previous year base fee amount.

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

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

Flow	0.166	million gallons per day
TBOD <sub>5</sub>	239	pounds per day
TSS	404	pounds per day

7. Article 4.3 is deleted in its entirety and replaced with the following Article 4.3:

"4.3 The above characteristics are the actual twelve (12) months average for the 2010 calendar year. A change of five percent (5%) or more in any of these characteristics, based on subsequent twelve (12) months averages shall constitute a change in scope."

8. Article 5 is hereby deleted in its entirety.

9. The following is hereby added to the Agreement as Article 6.5:

"6.5 The services provided under this Agreement are based on reasonably expected overtime for normal breakdowns or services required for after hours. Any additional expenses including straight or overtime wages caused by Force Majeure will be billed to the Owner for reimbursement. Force Majeure means expenses incurred by CH2MHILL OMI by reason of causes beyond either party's reasonable control and occurring without either party's fault or negligence. CH2MHILL OMI shall, as a condition to Owner's obligation to pay the additional expenses under this subsection, will give Owner prompt written notice, with full details following the occurrence of the cause relied upon."

10. "9.1 The initial term of this Agreement was a five (5) year term which commenced July 1, 2006 and continued through June 30, 2011. This Agreement is hereby renewed for an additional five (5) years commencing July 1, 2011 at 12:00 a.m. PST through June 30, 2016 at 11:59 p.m. PST. Thereafter, this Agreement may be renewed for successive terms of five (5) years upon the mutual written consent of both parties. In the event this Agreement is not renewed and to ensure an orderly transition, Owner shall notify CH2M HILL OMI in writing, no less than one hundred eighty (180) calendar days prior to termination."

11. Article 9.2 is deleted in its entirety and replaced as follows:

"9.2 Either party may terminate this Agreement with or without cause by providing ninety (90) calendar day notice, except that CH2M HILL OMI may terminate this Agreement if OWNER is more than thirty (30) calendar days past due on an invoice from CH2M HILL OMI by providing thirty (30) calendar days notice to OWNER and OWNER does not pay the invoice within the thirty (30) calendar day notice period. "

12. Appendix B – Location of Project, Section B.2 is hereby deleted in its entirety and is replaced with the following Section B.2:

B.2 All equipment, grounds, and facilities now existing within the current property boundaries of or being used to operate Owner's Lift Stations described as follows: :

- Ruckel St. L.S. – 85 Ruckel St.
- Marina Park L.S. – Port Marine Park
- Wasco Creek L.S. – TBD

The Amendment No. 5 together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

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

OPERATIONS MANAGEMENT  
INTERNATIONAL, INC.

CITY OF CASCADE LOCKS, OREGON

Authorized Signature:

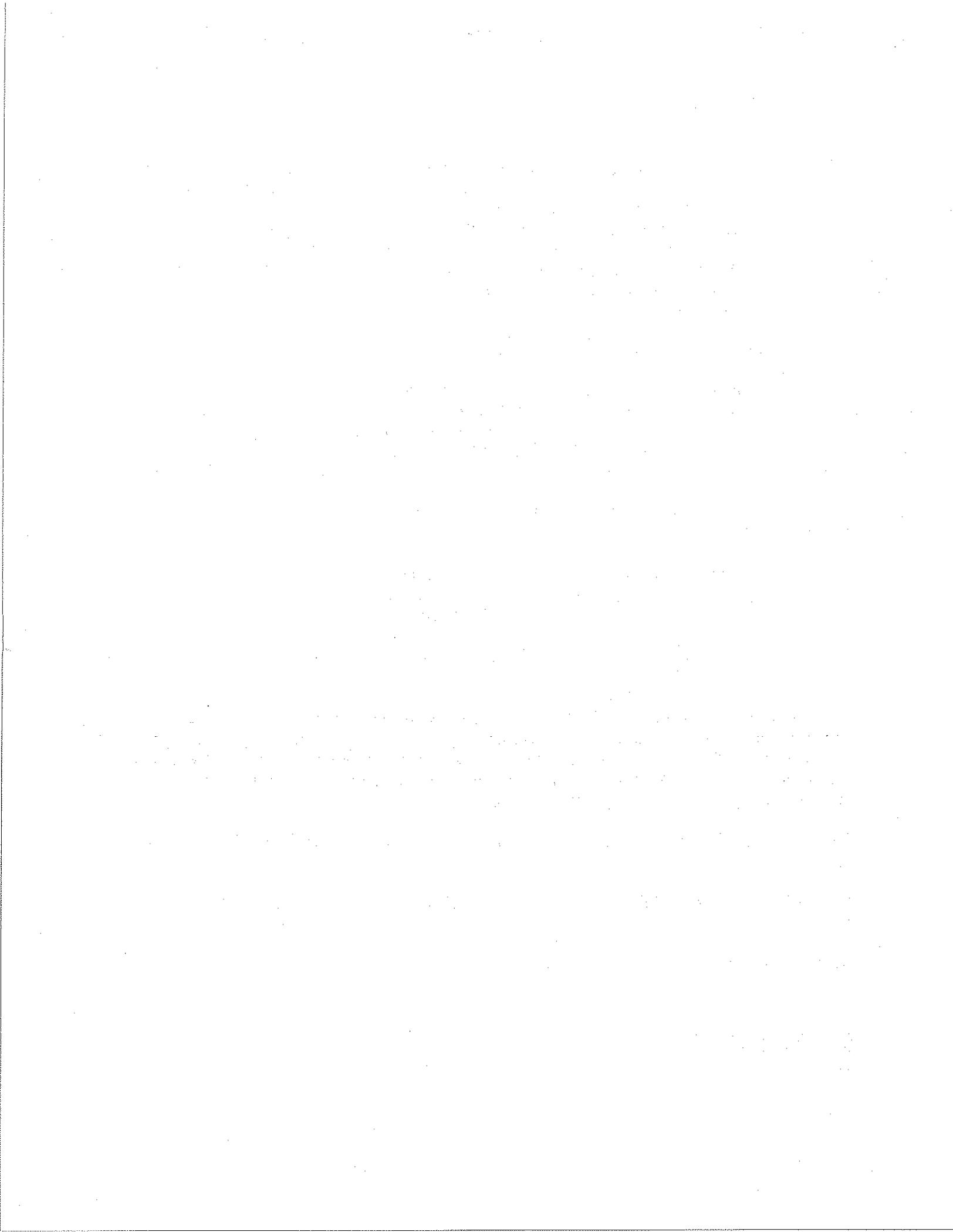
Authorized Signature:

\_\_\_\_\_  
Name: Natalie L. Eldredge  
Title: Vice President

\_\_\_\_\_  
Name: Lance Masters  
Title: Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**STAFF REPORT**

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**Date Prepared: December 20, 2011**

**For City Council Meeting on: January 9, 2012**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Paul Koch, Interim City Administrator**

PK

**APPROVED BY: N/A**

**SUBJECT: Adopting the 2012-13 Budget Format and Process**

**SYNOPSIS:** In previous discussions with the previous City Council as well as the new City Council, the concept of changes to both the format and process of budget development have been discussed. Attached to this Staff Report are both a proposed format change as well as suggestions for the budget development process and time line. On December 19, in a work session, the concept and ideas for the 2012-13 Budget Process were discussed with City Council. As a result of that discussion, City Council provided direction to proceed with a few additions for clarity to the process.

This issue comes to City Council at this time for formal action and approval of both the budget process and Program Budget Format..

**CITY COUNCIL OPTIONS:** The City Council has the following options available to it at this time.

1. Adopt the recommendations as presented.
2. Alter, change or modify the recommendations.
3. Take no action.
4. Take action that may be desired by the City Council.

**RECOMMENDATION:** That City Council, by motion, adopt the 2012-13 Budget Development Process and the Program Budget Format to be used in the development of the 2012-13 City Budget. (A copy of the Process document and the Program Budget format are attached to this report along with a sample of how the Program Budget format will look)

**Legal Review and Opinion:** N/A

**Financial review and status:** None at this time. There are no anticipated costs related to this matter or the proposed process other than staff costs and some materials.

**BACKGROUND INFORMATION:**

1. The proposed budget format as modified in City Council discussions is attached for City Council information.
2. The proposed process is also attached for City Council information.
3. A sample Program Budget form is attached to give City Council an idea of how it will look and function in relationship to the regular line item part of the budget.
4. This process and format will make it easy for City Council and Budget Committee to understand what each department, program and service does, as well as providing information so that the community can know where their money is being spent.
5. All programs, funds and departments will be proposed in the new Program Budget Format.

## 2012-13 Budget Development Process

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### Steps for the development of the 2012-13 City Budget.

**STEP ONE: January of 2012.** Conduct two community meetings to receive suggestions and ideas from the community about what the budget priorities should be and what should be included in the budget. (This will be a chance to both engage the community in the process as well as educate them about what the City does and where the money goes)

**STEP TWO: February 2012.** A Saturday work session/meeting between City Council and Department Heads along with citizen Budget Committee members and City Boards and Committees to review current issues, needs and future proposed expenditures in preparation for 2012-13 budget development. (Continue creating the relationship and refining the future direction for budget development)

**STEP THREE: February of 2012.** City Council establishes the budget development priorities based on community suggestions and overall City direction as determined by the City Council. City Council sets the full budget development schedule at this time also.

**STEP FOUR: February thru March of 2012.** Staff prepares the proposed 2012-13 budget based on the priorities and direction established by City Council and in the program budget format. This format includes the traditional line item information linked with a full explanation of services in the Program Budget Format. All services, funds and programs will be in the new format.

**STEP FIVE: April thru May of 2012.** Conduct the budget committee public meetings and work sessions.

**STEP SIX: June 2012.** Use as the target, adoption of the City budget in mid-June of 2012.

**Note:** This general outline for budget development will be refined and enhanced once approved by City Council. The dates, times and full schedule will be flexible and this outline will serve as a general guideline.

City of Cascade Locks  
2011-12 Budgets  
Format (Sept. 19, 2011)

**City of Cascade Locks Program/Service Level Budget Format**

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**Department:** \_\_\_\_\_ **Fund:** \_\_\_\_\_

**Department Purpose (relates to City vision and mission)**

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**Organization: (How the Department is organized)**

**Revenue Sources:**

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**Total:** \_\_\_\_\_

**Expenses:**

**Personnel:** \_\_\_\_\_

**Materials/Services:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Cap. Outlay:** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**Services to be provided:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**2012-13 Objectives:**

- 1.
- 2.
- 3.
- 4.

**How the department will be evaluated:**

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**How the department will be evaluated:**

1. The EMS Department will be fully operational and providing quality services to the community.
2. Nestle will be working to build their facility.
3. New jobs will be created.
4. The new budget format helps explain to the community how tax dollars are sent.
5. More Citizens have been actively involved in helping solve problems.
6. There is improved trust and faith between city government and citizens.
7. A new permanent CA is on the job.

## STAFF REPORT

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**Date Prepared:** December 15, 2011

**For City Council Meeting on:** January 9, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator

**APPROVED BY:** N/A

**SUBJECT:** Recruitment, selection and hiring a permanent City Administrator

**SYNOPSIS:** Included as a part of my contact and work plan with the City, is the recruitment, selection and hiring of a permanent City Administrator. This effort was included in the City Council priorities established by the former City Council, but was dropped off the priorities of the current City Council with the notation indicating this will be completed. My contract terminates August 30, 2012, and that will leave City Council with approximately eight months to complete the process. You should anticipate that 5-6 months will be required to complete this process.

This issue comes before City Council for discussion and direction. Based on this discussion, a formal action report will come to City Council at the next City Council meeting.

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

- a. Take no action.
- b. Review, discuss and provide direction for this effort.
- c. Establish other direction that may be desired by City Council.

**RECOMMENDATION:** That City Council discuss and provide direction for the recruitment and selection process at this time. This is not an Action Item.

**Legal Review and Opinion:** None.

**Financial review and status:** None at this time. Ultimately the City may face the costs for bringing candidates to Cascade Locks, may want to send a delegation to other communities to check out possible candidates. Other additional costs might also come

up. These costs can be estimated and included in the final process as approved by City Council.

**BACKGROUND INFORMATION:**

1. An outline of the process is attached for City Council information.
2. Some communities create citizen committees to help in the process or add citizens to the process as it is managed by City Council.
3. There are other resources who can help the City Council go through this process. The costs will range from \$5,000 to \$12,000. LOC would charge the City about \$6,000 plus advertising.
4. There are no guarantees you will get viable candidates. There have been communities who have expended much time to find a viable candidate impossible.

## PROPOSED STEPS AND TIME LINE FOR RECRUITMENT AND SELECTION OF PERMANENT CA

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- Step One:            January 2012**            City Council develops position description, skills wanted, experiences, requirements and other important factors for new CA.  
The "what kind of person do we want".
- Step Two:            February 2012**            Begin recruitment, advertising and getting the word out.
- Step Three:           March 2012**            Organize the technical panel citizen panel and processes for broad involvement in the selection process.
- (Technical panel made up of Other city managers who agree To help. Citizen panel is 20 local Citizens who design community events to get the broadest possible comments. Coffees, pot lucks etc)
- Create a role and function for City Staff, Boards and Comm.
- Step Four:            May 2012**            Deadline for applications.

- |                    |                       |  |
|--------------------|-----------------------|--|
| <b>Step Five:</b>  | <b>May 2012</b>       | Screen applicants to 5-7   |
| <b>Step Six:</b>   | <b>June 2012</b>      | Hold interviews in town<br>Community events and meetings<br>with others. (Groups organized<br>in Step Three above. |
| <b>Step Seven:</b> | <b>June 2012</b>      | Send delegation to finalists<br>Communities.   |
| <b>Step Eight:</b> | <b>June 2012</b>      | Make offer and hire  |
| <b>Step Nine:</b>  | <b>August 1, 2012</b> | New CA begins. Transition<br>period until August 30.   |