

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, January 27, 2014, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of January 13, 2014 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$85,040.84.**
 - c. **Approve Resolution No. 1292 Authorizing Lowering the Interfund Transfer to Capital Reserve Fund and Re-allocating the Difference to Materials and Services to pay for the Emergency Repair at the Sewer Treatment Plant in the Fiscal Year 2013/20014.**
 - d. **Approve Resolution No. 1293 Authorizing Transfer from EMS Contingency to EMS Material and Services for Paramedic Training for the Fiscal Year 2013/2014.**
 - e. **Approval of OMEU Invoice**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees. None.**
 - b. **Approve 2014/2015 Budget Schedule.**
 - c. **Set Date for Council Goal Setting.**
 - d. **Review Pauly Rogers Fire Hall Construction Report.**
 - e. **Finance Committee Old Fire Hall Recommendation.**
 - f. **Finance Committee Forensic Auditor Recommendation.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required under ORS 192.660 2(a) Employment of Public Officers, Employees and Agents.**
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Larry Cramblett, Buzzy Nielsen, Sandra Kelley, and Gary Munkhoff.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of December 23, 2013 Council Meeting.**
 - b. **Approval of Amended Minutes for December 9, 2013 Meeting.**
 - c. **Ratification of the Bills in the Amount of \$ 138,892.59.**

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

4. **Public Hearings: Supplemental Budget for Cemetery Plot Refund.** Mayor Cramblett opened the hearing at 7:04 PM. CA Zimmerman explained the reason for the hearing. Hearing no public comment, Mayor Cramblett closed the public hearing at 7:06 PM.

5. **Action Items:**

- a. **Appointment to Committees.** Mayor Cramblett appointed Kayla Carron, Marie Miller, and David Lipps to the Tourism Committee. He appointed Sandra Kelley and Darlene Sullenger to the Budget Committee and Richard Randall as Councilor on the Finance Committee. **Motion:** CM Groves moved, seconded by CM Walker, to approve appointments. The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett voting in favor. CM Helfrich opposed.

- b. **Res. No. 1291 Maintaining the Current Electric Rates and Repealing the PCAC.** Mayor Cramblett said he had CA Zimmerman prepare this resolution as he thinks the current resolution has unintended consequences. He said with the current resolution in place the rates are volatile and it has added a 9% increase to the rates. He said Council has been clear that they are not interested in a rate increase. Mayor Cramblett stated that BKI suggested the Power Cost Adjustment Clause and the Council didn't have any time to test it. He said he didn't really want to spend a lot of time on electrical stuff as the Council has a lot of other things going on. He said this can be revisited in the future. Mayor Cramblett said this is before Council because he recommended it.

CM Helfrich asked how many phone calls the City received about their utility bills. CA Zimmerman said there were two phone calls received from citizens. CM Helfrich gave a scenario of a gas station that has prices set for gas but doesn't know the price of the gas until the fuel truck pulls up. He asked if this resolution helps as a good business model to run this business. CA Zimmerman said this is a pass through for the BPA costs in the most minimal way possible to the end user. He said right now it looks like Tier 2 rates might not take place for a while but if Port business recruitments are successful the City may be in Tier 2 rates by the end of the year.

Mayor Cramblett responded that he ran a gas station and it was usually known ahead of time when the price of fuel was increasing and was most times beneficial to the business owner. CA Zimmerman said if you're going to operate as a business then you need to operate as a business.

Ms. Kelley said the majority of this Council has made it very clear that they do not want to raise rates in the electrical department until there has been a financial review. She said to have this issue brought back to Council time and time again is very misleading. She said several resolutions were repealed and formed into one resolution. She said this resolution sets a rate increase, the industrial rate, and the Power Cost Adjustment Clause (PCAC). She said every one of these issues deserve the full attention of the Council and thought that if they were

brought to Council separately this would not have been approved. Ms. Kelley said she didn't think that the Councilor that made the motion to pass this resolution knew what the ramifications would be.

Ms. Kelley said she and Mr. Munkhoff viewed the recorded meetings, and found that there was a short discussion on the industrial rate but no discussion on the PCAC. She said there was about a two hour discussion regarding a rate increase and the majority of Council agreed that internal finances of the electric department need to be reviewed first. She said the administration costs are being reapportioned so that an additional \$60,000 has been apportioned to the electric company. She said the division should be kept as is even though there is no rhyme or reason for it. She said this was the reason for the time study.

Ms. Kelley said the Finance Committee should have reviewed the PCAC first so that they could have made recommendation to the Council. She said they were under the impression that a rate increase wasn't going to take place until the Finance Committee had a chance to review the finances of that department. She said there are a lot of citizens on fixed incomes that would want regular rates that they can count on. She said this could hurt people.

Mr. Cramblett said there was no breakdown on this utility bill. He said on the bottom of the utility bill there is a nice message, but no message about an increase in the bill. He said he heard that Council wasn't aware of the ramifications of the resolution. He said if you're going to deal with BPA that should be a BPA issue and if you're going to deal with Cascade Locks Electric, then deal with Cascade Locks Electric. He said BPA is mandatory and you have to deal with them but you have a choice as to how to deal with Cascade Locks Electric. He asked for the numbers to be shown on the utility bill.

Mr. Munkhoff said there are a lot of issues coming before the Council such as infrastructure issues, budget, declining beginning balances, BPA pricing, etc. and suggested a delay in this resolution. He agreed that each rate should be brought to Council separately and discussed in depth. He said it appears to him that the City is paying more for the industrial than what is going to be charged to the customer. CA Zimmerman said it would be a pass through. He said if it is a large user then the Tier 2 rates would kick in. Mr. Munkhoff said a lot of power will be going out at a pass through rate. He said if each rate was brought to Council separately the Council could discuss each one. He said there are administrative costs and an in-lieu fee passed on to the electric department that isn't even going to be discussed that is going to be paid by the citizens and not be paid with the industrial rate. He said there is a lot of room for discussion. Mr. Munkhoff suggested this issue be given to the Finance Committee with specific instructions to review ways of reducing costs and saving money in the city light budget. He said the infrastructure for the possibility of Nestlé isn't going to be coming out of the industrial rate so that means it will be coming from the residential rate, which means the citizens will be paying for that. He said these are the issues the citizens are wondering about and have not been discussed by Council. He asked to let the Finance Committee bring some other ideas and options for consideration.

Motion: CM Groves moved, seconded by CM Randall, to approve Resolution No. 1291, repealing just the Power Cost Adjusting Clause. Mayor Cramblett read the title of Resolution No. 1291. CM Walker clarified that Resolution No. 1291 just repeals the PCAC. Mayor Cramblett said that was correct. CM Randall stated that he recalled discussion about the industrial rates with the Joint Work Group on Economic Development and is not against having the Finance Committee review rates. CM Walker questioned the words "current rate" in the resolution. CA Zimmerman explained that the rate was not changed. He said Resolution No. 1281 and Resolution No. 1291 has the same kwh rate. Mayor Cramblett stated that Resolution No. 1281 added a 9% increase. CA Zimmerman said it did not. CM Helfrich said there was not a rate increase. CA Zimmerman said the PCAC could be a debit or credit based on BPA rates. He said the rate per residence has been the same rate since 2006. He said the PCAC is applied as a surcharge and not a rate increase. CM Walker asked if residents paid more for their electric bill due to the PCAC. CA Zimmerman stated they did. Mayor Cramblett stated that BPA's rates have always been volatile. He said

that the City has always tried to keep the volatility out of it. He said customers should know what they are going to be paying. Mayor Cramblett said this can be revisited. He said he didn't think the Council did enough homework on this issue. He said homework would be to use comparisons we have right now. He said he would also like to see comparisons with Tier 2 rates. He said this is information the Council should have received to begin with.

The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett voting in favor. CM Helfrich opposed. CA Zimmerman said he hoped the software company could do a one-time adjustment and credit the next bill with a minimal charge or it may take a while to adjust the utility bill since we are short staffed in the administration department.

Ms. Kelley said she had a problem with using the rate for October and applying it to December, which is the coldest month with a higher use of power. CA Zimmerman said, as stated in the staff report, that the October bill from BPA is received in the middle of November, and the first time to apply would be the December bill.

Mayor Cramblett apologized to the citizens for not being on top of this. He said he wants the rate payers to be taken care of as quick and efficient as possible. CM Busdieker said she agreed with revisiting the industrial rate and said she is still not in favor of no increase at all. She said she agreed with the motion as she agrees that citizens should have a stable rate and knowledge of what they will be paying every month. CM Walker agreed stating that this issue could be revisited as conditions may change. He said there are water issues coming up. He said the rates are going to increase one way or the other.

c. Approve Resolution No. 1290 Adopting a Supplemental Budget for Fiscal Year 2013/2014, Making Appropriations and Authorizing Expenditures from Cemetery Fund. CA Zimmerman explained that this resolution put the necessary funds in place to refund a customer for cemetery plots. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve Resolution No. 1290 adopting a supplemental budget for fiscal year 2013/2014, making appropriations and authorizing expenditures from the Cemetery Fund. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

d. Approve EMT Training Course. CA Zimmerman said there is opportunity for Station Captain Metheny to continue to become a paramedic. He said there is potential for him to be certified by the end of the year. **Motion:** CM Helfrich moved, seconded by CM Walker, to approve the training request and authorize staff to effect the transfer of funds between contingency and training.

CM Randall stated that SC Metheny has shown desire and ability. He asked when training was complete if there would be contract negotiations and how long he would have to stay with the City. CA Zimmerman stated SC Metheny has agreed to stay at his current salary through the next fiscal year with education and training in lieu of a salary increase. He said the next fiscal year (2015/2016) the City would have to pay for certifications. He said there are many variables to someone staying in one place.

Mayor Cramblett said the department is running well right now and professionally with limited resources. CM Walker asked how many active volunteers there were. CA Zimmerman said there were eight. CM Busdieker said it is important for SC Metheny to get this training as it is a good investment for the community. She said it is bothersome to count on anticipated revenue because you never know what is going to happen.

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

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

7. Reports and Presentations.

a. City Committees. None.

b. **Proclamation: Hood River County Reads Project.** Mr. Nielsen this is the second year that the entire state is doing a Community Reads Project. He said this year the book, Ask Me, by William Stafford has been chosen. Mr. Nielsen gave a free copy of the book to Council. He gave dates of events that would take place celebrating this poet. He asked for Council to read the book then pass on to someone else to enjoy. CA Zimmerman read the Proclamation in support of the 2014 Hood River County Reads Project, William Stafford.

c. **City Administrator Zimmerman Report.** CA Zimmerman reported on the CDBG application, the city storage yard improvements and asked if trees could be removed, wastewater treatment plant repairs, an update on the utility lineman position, and the DEQ Mutual Agreement Order. He also reported that Municipal Judge Bill Nix had retired and asked for permission to publish an RFP for a new judge, the recent Planning Commission approval of a Conditional Use Permit approved for Thunder Island Brewing, the new ambulance being in service by the end of the month, and EMS funding projections. Council was in agreement to cut trees in the yard and for publishing an RFP for a new municipal judge.

8. **Mayor and City Council Comments.** CM Busdieker said she had her first emergency preparedness meeting and will be working with the downtown business association. She described the information on the handouts she provided. She said most of the information will be put on the City's website.

CM Walker gave get well wishes to Betty Cramblett. He said it just isn't the same without her here operating the camera. He also thanked the EMS volunteers for their service. CM Randall stated he would like to recognize the EMS volunteers and thanked SC Metheny for his hard work and dedication. Mayor Cramblett stated he attended the emergency preparedness meeting and said CM Busdieker did a good job. He said he appreciates her idea of taking little steps at a time.

Mayor Cramblett said he also attended a meeting in Hood River where all Ports from the Gorge were in attendance. He said everyone in the Gorge is very impressed with how the Port Commission has handled the Bridge of the Gods situation. He said they are all also impressed with the Three City Initiative. He said he wants the Department Heads to get moving on their budgets. He asked if there was a report on the water master plan yet. CA Zimmerman said he hasn't heard anything and explained the review process from other agencies once it is received. Mayor Cramblett said Council needs to move ahead on the ballot issue to fund EMS. CA Zimmerman explained a training program using employees of the City to respond to emergency calls during working hours and the Mayor wishing to extend that training to the Port of Cascade Locks, ODOT, ODFW, etc.

9. **Other matters.** None.

10. **Executive Session per ORS 192.660 (2)(e) re: Real Property Transactions.** Mayor Cramblett recessed Regular Session at 8:43 PM and entered Executive Session at 8:58 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were CA Zimmerman and CR Woosley. There was no action taken.

11. **Adjournment. Motion:** CM Randall moved, seconded by CM Busdieker, to close out of Executive Session and adjourn the meeting. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:59 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
1/10/2014	Payroll	\$ 33,119.29
1/15/2014	Mid-month A/P	\$ 49,628.55
1/16/2014	A/P	\$ 2,293.00

GRAND TOTAL \$ 85,040.84

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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4279	01/14	01/15/2014	20	18171	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 4279: 45.00								
4280	01/14	01/15/2014	70	10161671	ALTEC INDUSTRIES, INC.	capscrews/splash/flanged hex head	5140562201	25.12
Total 4280: 25.12								
4281	01/14	01/15/2014	330	1055154	BENNETT PAPER & SUPPLY CO	Sanitary Supplies	0140462540	158.96
Total 4281: 158.96								
4282	01/14	01/15/2014	490	414051A	BRYANT PIPE AND SUPPLY	bulk head fitting/pvc plug	0340562560	6.91
Total 4282: 6.91								
4283	01/14	01/15/2014	670	1-15	CASCADE LOCKS LIGHT CO.	fire station	0540562439	965.54
4283	01/14	01/15/2014	670	1-302	CASCADE LOCKS LIGHT CO.	pump lift station	3140562070	21.30
4283	01/14	01/15/2014	670	1-35	CASCADE LOCKS LIGHT CO.	res #2	2140562070	23.63
4283	01/14	01/15/2014	670	1-37145	CASCADE LOCKS LIGHT CO.	wasco crk lift station	3140562070	21.30
4283	01/14	01/15/2014	670	1-3791	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	1,763.33
4283	01/14	01/15/2014	670	1-382	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,263.36
4283	01/14	01/15/2014	670	2-120	CASCADE LOCKS LIGHT CO.	pump lift station	3140562070	387.47
4283	01/14	01/15/2014	670	2120000	CASCADE LOCKS LIGHT CO.	cemetery	1740562551	21.30
4283	01/14	01/15/2014	670	3-1559	CASCADE LOCKS LIGHT CO.	museum	0140762630	202.57
4283	01/14	01/15/2014	670	3-159202	CASCADE LOCKS LIGHT CO.	fire station	0540562439	25.40
4283	01/14	01/15/2014	670	3-1718	CASCADE LOCKS LIGHT CO.	mall lighting	5140562800	21.30
4283	01/14	01/15/2014	670	3-1839	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	69.79
4283	01/14	01/15/2014	670	6-1350 12/31	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	1,626.11
4283	01/14	01/15/2014	670	6-1350 12/31	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	379.96
4283	01/14	01/15/2014	670	6-1369	CASCADE LOCKS LIGHT CO.	87 ruckel	3140562070	650.98
4283	01/14	01/15/2014	670	6-1370	CASCADE LOCKS LIGHT CO.	chlorinator	2140562070	33.75
4283	01/14	01/15/2014	670	6999998	CASCADE LOCKS LIGHT CO.	tourism	0840562071	21.30
4283	01/14	01/15/2014	670	SSS 011514	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	15.00
Total 4283: 204.30								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4283:								
4284	01/14	01/15/2014	790	313401451 1	CENTURYLINK	Sewer	3140562050	115.42
Total 4284:								
4285	01/14	01/15/2014	820	58144	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,250.00
Total 4285:								
Total 4286:								
4286	01/14	01/15/2014	1120	A47910	COLUMBIA HARDWARE, LLC	cord	5140562201	74.99
4286	01/14	01/15/2014	1120	A48271	COLUMBIA HARDWARE, LLC	drill screw, paired disconn	0540562441	12.89
4286	01/14	01/15/2014	1120	A49104	COLUMBIA HARDWARE, LLC	wire,premix,bar steel	0340562560	23.58
4286	01/14	01/15/2014	1120	A49104	COLUMBIA HARDWARE, LLC	wire,premix,bar steel	1740562519	49.59
4286	01/14	01/15/2014	1120	B58774	COLUMBIA HARDWARE, LLC	Misc supplies	0140462520	46.44
4286	01/14	01/15/2014	1120	B59462	COLUMBIA HARDWARE, LLC	Misc supplies	0140462520	34.75
4286	01/14	01/15/2014	1120	B59462	COLUMBIA HARDWARE, LLC	Misc supplies	2140562560	16.79
4286	01/14	01/15/2014	1120	B60137	COLUMBIA HARDWARE, LLC	36" stakes	5140562770	23.99
4286	01/14	01/15/2014	1120	B60189	COLUMBIA HARDWARE, LLC	fasteners	0540562441	2.38
Total 4286:								
4287	01/14	01/15/2014	1480	WQ14DOM-0	DEPT. OF ENVIRONMENTAL QUALITY	Annual Fee	3140562860	2,135.00
Total 4287:								
4288	01/14	01/15/2014	1530	9217 011514	DISH NETWORK	Programming	4140562740	400.00
Total 4288:								
4289	01/14	01/15/2014	1540	61158-12311	DMV SERVICES STATE OF OREGON	Driving Records	0540562110	1.50
Total 4289:								
4290	01/14	01/15/2014	2080	1000000005	GLOBALSTAR	Satellite Phone	0540562050	27.33
Total 4290:								
4291	01/14	01/15/2014	6854	CR 010314	Gordon Zimmerman	reimburse mileage	3140562020	51.98

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4291:								
4292	01/14	01/15/2014	2460	ASSESSME	HOOD RIVER COUNTY FIRE CHIEFS A	2014 Assessment	0540562311	666.32
4292	01/14	01/15/2014	2460	ASSESSME	HOOD RIVER COUNTY FIRE CHIEFS A	D. Virk's Assessment	0540562312	426.24
Total 4292: 1,092.56								
Total 4293:								
4293	01/14	01/15/2014	2570	000651 HRN	HOOD RIVER NEWS	two year subscription	0140162030	19.88
4293	01/14	01/15/2014	2570	000651 HRN	HOOD RIVER NEWS	two year subscription	0140262030	19.70
4293	01/14	01/15/2014	2570	000651 HRN	HOOD RIVER NEWS	two year subscription	2142162030	5.96
4293	01/14	01/15/2014	2570	000651 HRN	HOOD RIVER NEWS	two year subscription	3142162030	5.25
4293	01/14	01/15/2014	2570	000651 HRN	HOOD RIVER NEWS	two year subscription	5142162030	16.21
4293	01/14	01/15/2014	2570	0012131022	HOOD RIVER NEWS	Public Hearing Notice 13-005	0140262037	52.00
4293	01/14	01/15/2014	2570	122613 ACC	HOOD RIVER NEWS	AC ad 122613	0140162030	320.00
Total 4293: 439.00								
Total 4294:								
4294	01/14	01/15/2014	6873	POS1634	Knapheide Truck Equipment Center	door assembly	5140562201	297.98
Total 4294: 297.98								
Total 4295:								
4295	01/14	01/15/2014	3070	1500136229	LESS SCHWAB TIRE CENTER	01 Dodge 2500 tires	0140462441	301.90
4295	01/14	01/15/2014	3070	1500136229	LESS SCHWAB TIRE CENTER	01 Dodge 2500 tires	0340562441	301.91
4295	01/14	01/15/2014	3070	1500136229	LESS SCHWAB TIRE CENTER	01 Dodge 2500 tires	2140562441	301.90
4295	01/14	01/15/2014	3070	1500136356	LESS SCHWAB TIRE CENTER	square link single chains	3140562441	150.27
4295	01/14	01/15/2014	3070	1500142069	LESS SCHWAB TIRE CENTER	01 Ford F350 Super Duty PU	0540562441	447.14
Total 4295: 1,503.12								
Total 4296:								
4296	01/14	01/15/2014	6874	AUGUST 20	LIN Television Corporation	programming	4140562740	221.76
4296	01/14	01/15/2014	6874	DECEMBER	LIN Television Corporation	programming	4140562740	222.88
4296	01/14	01/15/2014	6874	JULY 2013	LIN Television Corporation	programming	4140562740	227.36
4296	01/14	01/15/2014	6874	JUNE 2013	LIN Television Corporation	programming	4140562740	227.96
4296	01/14	01/15/2014	6874	MAY 2013	LIN Television Corporation	programming	4140562740	225.12
4296	01/14	01/15/2014	6874	NOVEMBER	LIN Television Corporation	programming	4140562740	224.00
4296	01/14	01/15/2014	6874	OCTOBER 2	LIN Television Corporation	programming	4140562740	224.00
4296	01/14	01/15/2014	6874	SEPTEMBER	LIN Television Corporation	programming	4140562740	221.76

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4296:								
4297	01/14	01/15/2014	6785	1031831	LockMasters USA Inc.	Locks	5140562780	653.94
Total 4297:								
Total 4298:								
4298	01/14	01/15/2014	3160	CR 011514	MARIANNE BUMP/PETTY CASH	Lysol wipes, calendar	0140162010	26.99
4298	01/14	01/15/2014	3160	CR 011514	MARIANNE BUMP/PETTY CASH	Lysol wipes, calendar	0140462540	12.59
Total 4298:								
4299	01/14	01/15/2014	3380	KPDX 12/13	Meredith Corporation	Retransmission	4140562740	59.70
4299	01/14	01/15/2014	3380	KPTV 12/13	Meredith Corporation	Retransmission	4140562740	149.25
Total 4299:								
Total 4300:								
4300	01/14	01/15/2014	3490	96-01-01 01/	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,247.95
4300	01/14	01/15/2014	3490	96-01-01 01/	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	270.73
4300	01/14	01/15/2014	3490	96-01-02 01/	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	1,009.27
4300	01/14	01/15/2014	3490	96-01-02 01/	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	256.29
Total 4300:								
Total 4301:								
4301	01/14	01/15/2014	3590	010214	MR. B'S SMALL ENGINE REPAIR	filters, plug	5140562770	30.50
4301	01/14	01/15/2014	3590	010214	MR. B'S SMALL ENGINE REPAIR	filters, plug	5140662770	30.50
4301	01/14	01/15/2014	3590	010614	MR. B'S SMALL ENGINE REPAIR	Stroke oil mix, saw bar cover	5140562770	38.00
4301	01/14	01/15/2014	3590	010614	MR. B'S SMALL ENGINE REPAIR	Stroke oil mix, saw bar cover	5140662770	38.00
Total 4301:								
4302	01/14	01/15/2014	3650	13120267	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,999.21
Total 4302:								
4303	01/14	01/15/2014	3820	12719129	Norco, INC	Cylinder Rental	0540562351	9.30
Total 4303:								
4304	01/14	01/15/2014	3920	708	NORTHWEST REQUIREMENTS UTILIT	Membership Dues	5140562030	786.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4304	01/14	01/15/2014	3920	708	NORTHWEST REQUIREMENTS UTILIT	Membership Dues	5140662030	524.00
4304	01/14	01/15/2014	3920	759	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140662030	401.40
4304	01/14	01/15/2014	3920	759	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140662030	267.60
Total 4304:								1,979.00
4305	01/14	01/15/2014	4070	3120328	ONE CALL CONCEPTS, INC.	locate services	5140562110	2.10
Total 4305:								2.10
4306	01/14	01/15/2014	4270	011514	OREGON MAYORS ASSOC.	Membership Dues	0140162030	27.60
4306	01/14	01/15/2014	4270	011514	OREGON MAYORS ASSOC.	Membership Dues	0140262030	27.34
4306	01/14	01/15/2014	4270	011514	OREGON MAYORS ASSOC.	Membership Dues	2142162030	8.28
4306	01/14	01/15/2014	4270	011514	OREGON MAYORS ASSOC.	Membership Dues	3142162030	7.29
4306	01/14	01/15/2014	4270	011514	OREGON MAYORS ASSOC.	Membership Dues	5142162030	22.49
Total 4306:								93.00
4307	01/14	01/15/2014	4290	34	OREGON MUNICIPAL ELECTRIC UTILI	2013 Assessment	5140562030	4,915.61
4307	01/14	01/15/2014	4290	34	OREGON MUNICIPAL ELECTRIC UTILI	2013 Assessment	5140662030	3,277.06
Total 4307:								8,192.67
4308	01/14	01/15/2014	4650	B428412	PLATT ELECTRIC SUPPLY	terminal strip,quad tap	0540562440	63.38
Total 4308:								63.38
4309	01/14	01/15/2014	4670	7602012	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562020	30.00
Total 4309:								30.00
4310	01/14	01/15/2014	4810	10889	PRINT IT	Envelopes	0140162010	85.98
4310	01/14	01/15/2014	4810	10889	PRINT IT	Envelopes	0140262010	8.49
4310	01/14	01/15/2014	4810	10889	PRINT IT	Envelopes	0542162010	2.21
4310	01/14	01/15/2014	4810	10889	PRINT IT	Envelopes	2142162010	42.80
4310	01/14	01/15/2014	4810	10889	PRINT IT	Envelopes	3142162010	42.44
4310	01/14	01/15/2014	4810	10889	PRINT IT	Envelopes	5142162010	187.08
4310	01/14	01/15/2014	4810	10996	PRINT IT	UB Stock	0542162010	5.72
4310	01/14	01/15/2014	4810	10996	PRINT IT	UB Stock	2142162010	57.20
4310	01/14	01/15/2014	4810	10996	PRINT IT	UB Stock	3142162010	91.52

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4310	01/14	01/15/2014	4810	10996	PRINT IT	UB Stock	4142162010	34.32
4310	01/14	01/15/2014	4810	10996	PRINT IT	UB Stock	5142162010	383.24
Total 4310: 941.00								
4311	01/14	01/15/2014	4830	2014-8	PUBLIC POWER COUNCIL	Annual Invoice	5140562030	474.00
4311	01/14	01/15/2014	4830	2014-8	PUBLIC POWER COUNCIL	Annual Invoice	5140662030	316.00
Total 4311: 790.00								
4312	01/14	01/15/2014	4840	472	PUBLIC UTILITY DIST. #1	Mutual aide maintenance overhead 11/1	5140662110	1,853.36
Total 4312: 1,853.36								
4313	01/14	01/15/2014	4910	100050008 0	Richard Sears	Refund Deposit	5121130	21.31
Total 4313: 21.31								
4314	01/14	01/15/2014	5160	72097	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140562740	802.00
Total 4314: 802.00								
4315	01/14	01/15/2014	5380	SD-38644	SKAMANIA COUNTY PIONEER	account clerk ad	0140162030	70.20
Total 4315: 70.20								
4316	01/14	01/15/2014	5460	DEC 2013	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	280.80
4316	01/14	01/15/2014	5460	DEC 2013	Sosnkowski & Cleaveland P.C.		0140262100	69.60
4316	01/14	01/15/2014	5460	DEC 2013	Sosnkowski & Cleaveland P.C.		0542162100	14.40
4316	01/14	01/15/2014	5460	DEC 2013	Sosnkowski & Cleaveland P.C.		2142162100	112.80
4316	01/14	01/15/2014	5460	DEC 2013	Sosnkowski & Cleaveland P.C.		3142162100	186.00
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.	Attorney Fees	5142162100	536.40
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.		0140162100	280.80
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.		0140262100	69.60
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.		0542162100	14.40
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.		2142162100	112.80
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.		3142162100	186.00
4316	01/14	01/15/2014	5460	NOV 2013	Sosnkowski & Cleaveland P.C.		5142162100	536.40

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4316:								
4317	01/14	01/15/2014	6110	PERMIT AN	U.S. POSTAL SERVICE	Annual Permit Fee	0140162110	49.82
4317	01/14	01/15/2014	6110	PERMIT AN	U.S. POSTAL SERVICE	Annual Permit Fee	0542162110	3.69
4317	01/14	01/15/2014	6110	PERMIT AN	U.S. POSTAL SERVICE	Annual Permit Fee	2142162110	13.62
4317	01/14	01/15/2014	6110	PERMIT AN	U.S. POSTAL SERVICE	Annual Permit Fee	3142162110	15.87
4317	01/14	01/15/2014	6110	PERMIT AN	U.S. POSTAL SERVICE	Annual Permit Fee	5142162110	117.00
Total 4317: 200.00								
4318	01/14	01/15/2014	6690	010914	WOOSLEY, KATHY	Reimburse Mileage	0140162020	4.73
4318	01/14	01/15/2014	6690	010914	WOOSLEY, KATHY	Reimburse Mileage	2142162020	1.41
4318	01/14	01/15/2014	6690	010914	WOOSLEY, KATHY	Reimburse Mileage	3142162020	1.01
4318	01/14	01/15/2014	6690	010914	WOOSLEY, KATHY	Reimburse Mileage	5142162020	4.05
Total 4318: 11.20								
4319	01/14	01/15/2014	6730	DECEMBER	ZCORUM INC.	Internet	4140662730	824.50
Total 4319: 824.50								
4320	01/14	01/15/2014	6740	161-475967	ZEE MEDICAL INC	First Aid Supplies	2140562560	169.80
Total 4320: 169.80								
Grand Totals: 49,628.55								

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	4,001.15-	4,001.15-
01-401-62010	112.97	.00	112.97
01-401-62020	4.73	.00	4.73
01-401-62030	437.68	.00	437.68
01-401-62100	561.60	.00	561.60
01-401-62110	49.82	.00	49.82
01-402-62010	8.49	.00	8.49
01-402-62030	47.04	.00	47.04
01-402-62037	52.00	.00	52.00
01-402-62100	139.20	.00	139.20
01-404-62441	301.90	.00	301.90
01-404-62520	81.19	.00	81.19
01-404-62540	171.55	.00	171.55
01-404-62551	1,626.11	.00	1,626.11
01-407-62630	202.57	.00	202.57
01-408-62025	204.30	.00	204.30
03-21010	.00	332.40-	332.40-
03-405-62441	301.91	.00	301.91
03-405-62560	30.49	.00	30.49
05-21010	.00	2,717.84-	2,717.84-
05-405-62020	30.00	.00	30.00
05-405-62050	27.33	.00	27.33
05-405-62110	1.50	.00	1.50
05-405-62311	666.32	.00	666.32
05-405-62312	426.24	.00	426.24
05-405-62351	9.30	.00	9.30
05-405-62439	990.94	.00	990.94
05-405-62440	63.38	.00	63.38
05-405-62441	462.41	.00	462.41
05-421-62010	7.93	.00	7.93
05-421-62100	28.80	.00	28.80
05-421-62110	3.69	.00	3.69
08-21010	.00	15.00-	15.00-
08-405-62071	15.00	.00	15.00
17-21010	.00	70.89-	70.89-
17-405-62519	49.59	.00	49.59
17-405-62551	21.30	.00	21.30
21-21010	.00	2,646.40-	2,646.40-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
21-405-62070	1,378.08	.00	1,378.08
21-405-62150	45.00	.00	45.00
21-405-62441	301.90	.00	301.90
21-405-62560	186.59	.00	186.59
21-421-62010	100.00	.00	100.00
21-421-62020	1.41	.00	1.41
21-421-62030	14.24	.00	14.24
21-421-62071	379.96	.00	379.96
21-421-62100	225.60	.00	225.60
21-421-62110	13.62	.00	13.62
31-21010	.00	12,465.20-	12,465.20-
31-405-62020	51.98	.00	51.98
31-405-62050	115.42	.00	115.42
31-405-62070	2,227.15	.00	2,227.15
31-405-62441	150.27	.00	150.27
31-405-62700	7,250.00	.00	7,250.00
31-405-62860	2,135.00	.00	2,135.00
31-421-62010	133.96	.00	133.96
31-421-62020	1.01	.00	1.01
31-421-62030	12.54	.00	12.54
31-421-62100	372.00	.00	372.00
31-421-62110	15.87	.00	15.87
41-21010	.00	8,068.82-	8,068.82-
41-405-62740	7,210.00	.00	7,210.00
41-406-62730	824.50	.00	824.50
41-421-62010	34.32	.00	34.32
46-21010	.00	2,784.24-	2,784.24-
46-405-62711	2,257.22	.00	2,257.22
46-405-62712	527.02	.00	527.02
51-21010	.00	16,526.61-	16,526.61-
51-21130	21.31	.00	21.31
51-405-62030	6,577.01	.00	6,577.01
51-405-62110	2.10	.00	2.10
51-405-62201	398.09	.00	398.09
51-405-62770	92.49	.00	92.49
51-405-62780	653.94	.00	653.94
51-405-62800	21.30	.00	21.30
51-406-62030	4,384.66	.00	4,384.66
51-406-62110	1,853.36	.00	1,853.36
51-406-62770	68.50	.00	68.50

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-421-62010	570.32	.00	570.32
51-421-62020	4.05	.00	4.05
51-421-62030	38.70	.00	38.70
51-421-62071	650.98	.00	650.98
51-421-62100	1,072.80	.00	1,072.80
51-421-62110	117.00	.00	117.00
Grand Totals:	<u>49,628.55</u>	<u>49,628.55-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4321	01/14	01/16/2014	6875	CR 011514	CES-OR	initial pmt paramedic class	0540562022	2,293.00
Total 4321:								2,293.00
Grand Totals:								2,293.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
05-21010	.00	2,293.00-	2,293.00-
05-405-62022	2,293.00	.00	2,293.00
Grand Totals:	2,293.00	2,293.00-	.00

Report Criteria:

Report type: GL detail

AGENDA ITEM NO: 3c

CASCADE LOCKS STAFF REPORT

Date Prepared: January 21, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Res. No. 1292 For Emergency Sewer Repair

SYNOPSIS: On December 13 the impeller on one of the two main pumps at the sewer plant failed. After a poll of the Council the City working with OMI, our wastewater contractor, immediately ordered a replacement part. The part was delivered within two weeks of ordering and installed during the next week by OMI and City crews. This is the necessary paperwork to reduce the amount to be sent to the wastewater reserve fund during this fiscal year and transfer that amount to the Material and Services category in order to pay for the emergency repair.

CITY COUNCIL OPTIONS: Approve, modify, or rejection Resolution No. 1292 transferring and authorizing the expenditure of funds for this emergency sewer repair.

RECOMMENDED MOTION: "I move to approve Resolution No. 1292 authorizing the transfer of funds between categories to facilitate the emergency repair at the wastewater treatment plant."

RESOLUTION No. 1292

A RESOLUTION AUTHORIZING LOWERING THE INTERFUND TRANSFER TO CAPITAL RESERVE FUND AND RE-ALLOCATING THE DIFFERENCE TO MATERIALS & SERVICES TO PAY FOR THE EMERGENCY REPAIR AT THE SEWER TREATMENT PLANT IN THE FISCAL YEAR 2013-2014.

WHEREAS, on Dec. 13, 2013, the sewer pump impeller failed and required emergency repair; and

WHEREAS, the City Council was polled on the telephone and authorized the repair; and

WHEREAS, the cost of the Impeller was \$6,150.07; and

WHEREAS, a transfer of funds between categories will be required to pay for this repair; and

WHEREAS, Oregon Budget Law allows for this type of transfer by resolution; and

WHEREAS, the reallocation of resources is necessary to reflect the changes in the FY 2013-2014 Budget;

NOW THEREFORE THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS: THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGET CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>	<u>ACCOUNT NO.</u>
<u>Sewer Fund</u>				
Transfer from Inter-fund) Transfers (to capital reserve	35,920	29,770	-6,150	31-405-64009
Transfer to Material & Services (Materials, Parts, Supplies)	5,000	11,150	+6,150	31-405-62560

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

Adopted by the City Council this 27th day of January, 2014.

Approved by the Mayor this 27th day of January, 2014.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

12es 1292



Remit to:
Granich Engineered Products
 1313 S. 96th Street
 Seattle, WA 98108

Tel: (206) 315-2940
 Fax: (206) 315-2939

Invoice 13112
 Invoice Date 12/30/13

RECEIVED
 JAN 02 2014

Bill To:

CASCADE LOCKS
 PO BOX 308 PO #90-42
 ATTN: BRUCE
 CASCADE LOCKS, OR 97014

Ship To:

CASCADE LOCKS
 140 SW WANAPA ST
 CASCADE LOCKS, OR 97014

BY:.....

Customer	Ship Via	F.O.B.		Terms		
CLO3	UPS NEXT DAY	FACTORY		Net 30 Days		
Purchase Order Number		Tax Code	Salesperson	Order Date	Our Order Number	
		A	JH	12/13/13	3899	
Quantity Ordered	Quantity Shipped	Item Number Item Description	Unit of Measure	Unit Price		Extended Price
	Back Ordered			Discount %	Tax	
1	1	FBMISC	EACH	4928.00		4928.00
	0	FAIRBANKS IMPELLER CW, 2VN, PN# T8D1DB 0220 F		N		
1	1	FBMISC	EACH	348.00		348.00
	0	FAIRBANKS IMPELLER WEAR RING, PN# T6C17C 9630 F		N		
1	1	FBMISC	EACH	651.00		651.00
	0	FAIRBANKS MECHANICAL SEAL, PN# HYD1DE3 9906 F		N		
1	1	FBMISC	EACH	200.00		200.00
	0	FAIRBANKS EMERGENCY FEE		N		
1	1	SHIPPING	EACH	23.07		23.07
	0	SHIPPING CHARGES \$23.07		N		
				Subtotal		6150.07
				Tax		0.00
				Total Invoice		6150.07 ^{usc}

THANK YOU
 B&K Terms and conditions of sale listed on reverse side apply
 Customer Original

AGENDA ITEM NO: 3d

CASCADE LOCKS STAFF REPORT

Date Prepared: January 21, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Res. No. 1293 For Paramedic Training

SYNOPSIS: At our last Council meeting the Council approved sending Station Captain Jesse Metheny to the next course for paramedic training and instructed staff to bring the necessary paperwork to accomplish this direction. Please find Resolution 1292 attached which authorizes the transfer of funds from the contingency line item to the paramedic training line item for the remainder of this Fiscal Year.

CITY COUNCIL OPTIONS: Approve, modify, or rejection Resolution No. 1293 transferring and authorizing the expenditure of funds for this paramedic training.

RECOMMENDED MOTION: "I move to approve Resolution No. 1293 authorizing the transfer of funds between categories to facilitate the training of a new paramedic."

RESOLUTION No. 1293

A RESOLUTION AUTHORIZING TRANSFER FROM EMS CONTINGENCY TO EMS MATERIAL & SERVICES FOR PARAMEDIC TRAINING, FOR THE FISCAL YEAR 2013-2014.

WHEREAS, on January 13, 2013, council approved the expenditure for continuing education for Paramedic training; and

WHEREAS, this training was not known at the time of budget and therefore requires a transfer between funds; and

WHEREAS, Oregon Budget Law allows for this type of transfer by resolution; and

WHEREAS, the reallocation of resources is necessary to reflect the changes in the FY 2013-2014 Budget;

NOW THEREFORE THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER, COUNTY, OREGON RESOLVES AS FOLLOWS: THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>	<u>ACCOUNT NO.</u>
<u>EMERGENCY SERVICES FUND</u>				
Transfer from EMS Contingency	16,703	10,460	-6,243	05-405-65010
Transfer to EMS Materials & Services (Travel Training Paramedic)	0	6,243	+6,243	05-405-62022

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

Adopted by the City Council this 27th day of January, 2014.

Approved by the Mayor this 27th day of January 2014.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



Paramedic Program Student Agreement

Program Name: Oregon Paramedic February 2014

College of Emergency Services

9800 SE McBrod Avenue, Suite 200
Milwaukie, OR 97222
(971) 236-9231

A. Jesse Metheny
 P.O. Box 263
 Cascade Locks, OR 97014
 (541) 515-1914

	Course Title:	Emergency Medical Technician – Paramedic
Total Number of Clock Hours to be completed:		1,096 – 1,336 Clock Hours
	Didactic Start Date:	February 3, 2014
	Didactic Class Days:	Mondays and Thursdays
	Didactic Class Times:	9:00am – 5:30pm
	Estimated Completion:	April 4, 2015
NCTI Fees, Charges, and Expenses:		\$10,998.00

B. Total Fees, Charges, and Expenses Breakdown

Application	\$55.00	Non-Refundable
Tuition	\$9,440.00	This tuition represents fees for scheduled didactic instructional hours. Prorated upon course withdrawal. Refer to Section H – Refund Policy in this Agreement.
Insurance	\$500.00	Non-refundable after third scheduled class day
Equipment	\$850.00	Includes, supplies, materials, virtual library, implements, tools, machinery, computers, electronic devices, or any other goods related to the didactic instruction offered in this agreement. Prorated upon course withdrawal. Refer to Section H – Refund Policy in this Agreement
Library Access Fee	\$23.00	Library Access Fee
Background Check	\$50.00	Background check
FISDAP	\$80.00	Non-refundable once distributed
Total	\$10,998.00	

<i>Other Fees Student Pays to Vendors</i>		
Medical Testing	\$70.00	Medical Testing (Urinalysis)
Textbooks, estimate	\$1,003.00	Estimated Textbook fee
Clinical Scrubs and Field Uniforms	\$250.00	Scrubs and uniform
Total Other Fees, Estimate	\$1,323.00	Student to pay vendor upon purchase

There may be an additional fee due for field internship, depending upon the agency providing the service. The amount of this fee may vary, but should not exceed \$ 1,000.00, due and payable on or after the last day of the student's clinical portion of the program. This fee will be paid in the form of a Cashier's Check directly to the agency providing the field internship.

Students are required to purchase all textbooks and uniforms prior to the first day of the student's didactic portion of the program. Please see section C, Students Responsibilities.

C. Student Responsibilities

In addition to the fees, charges and expenses listed in section B, students shall be responsible for purchasing required textbooks, uniforms, and certification examination fees.

	Required Books	ISBN
1st Term	Emergency Care in the Streets Premier Package, includes below items:	http://www.jblearning.com/order/ncti2/
	Emergency Care in the Streets, 7th Edition, Vol 1 & 2	
	Emergency Care in the Streets Workbook, 7th Edition	
	Plus additional electronic/online elements.	

You are discouraged from purchasing above books via methods other than the link provided . If you do – you risk getting incorrect access to all resources we have arranged with publisher to provide. This may increase your overall costs.

To order most of the textbooks below, we recommend ...NCTI's Bookstore at www.ncti.edu, select Bookstore link at bottom of page. Then NCTI Paramedic Course, then NCTI Paramedic Program - OR/WA. Or Select this link.

All books below are also available from other vendors of your choice.

	Required Books	ISBN
1st Term	Pre Hospital Trauma Life Support (PHTLS) 7th Edition	9780323065023
	Lippincott's Illustrated Reviews: Pharmacology, 5th Edition	9781451113143
	Emergency Medicine: Just the Facts, 2nd Edition	9780071410243
	Easy 4-Step Method to Drug Calculations	131134604
2nd Term	Rapid Interpretation of EKG's 6th Edition	912912065
	Basic Arrhythmias, 7th Edition	9780135002384
	Handbook of Emergency Cardiovascular Care ECC Handbook	9781616690007
	ACLS Provider Manual	90-1014
	Advanced Medical Life Support (AMLS)	9780323071604
	Introduction to 12-LEAD ECG	9780763712846
	PALS Provider Textbook	90-1052

	Optional Books	ISBN
1st Term	Taber's Cyclopedic Medical Dictionary, 21 st Edition	9780803615595

D. Uniform Requirements

Students are responsible for purchasing one full uniform set consisting of:

- ⇒ Short Sleeve Shirt w/NCTI logo embroidery– Navy Blue: Ordered after first day of class.
- ⇒ Trousers – Navy Blue, Either Cargo Pant or 4 pocket
- ⇒ Black Basket Weave Belt – 1 ¾" belt, silver buckle
- ⇒ Black closed toe & heel shoes that can be polished

E. Program Payment Schedule

Please make all checks payable to **CES - OR**

Total Fees, Charges, and Expenses:	\$10,998.00
Application Fee Previously Paid:	-\$55.00
	\$10,943.00

Payment	Amount	Due Date
<input type="checkbox"/> Option 1 (<i>pay in full</i>)		
Payment 1	\$10,943.00	January 24, 2014
 <input type="checkbox"/> Option 2 (<i>12-month payment plan</i>)		
Payment 1		
\$790.00 1st Payment		
\$850.00 Equipment Usage	\$2,293.00	January 24, 2014
\$500.00 Insurance		
\$23.00 Library Access Fee		
\$50.00 Background Check		
\$80.00 FISDAP		
Payment 2	\$790.00	February 24, 2014
Payment 3	\$790.00	March 24, 2014
Payment 4	\$790.00	April 24, 2014
Payment 5	\$790.00	May 24, 2014
Payment 6	\$790.00	June 24, 2014
Payment 7	\$790.00	July 24, 2014
Payment 8	\$790.00	August 24, 2014
Payment 9	\$790.00	September 24, 2014
Payment 10	\$790.00	October 24, 2014
Payment 11	\$790.00	November 24, 2014
Payment 12	\$750.00	December 24, 2014

Option 3 (*Explain Other Option*)

"My signature below certifies that I have read, understand and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I understand that continued enrollment and course completion are dependant upon the attendance and grading policies as outlined in NCTI's paramedic brochure and policies to be received on the first day of instruction. I understand I am financially responsible for THE TOTAL Tuition CHARGES OF \$9,440.00 and other fees as detailed in this contract, and that I will not receive my Course Completion Certificate until all outstanding balances are paid in full. Any payment made after December 14, 2014, must be made in the form of a money order or cashiers check, personal check will not be accepted.

NCTI will charge \$ 25.00 processing fee for each check returned by the bank for non-sufficient funds. Two checks returned for Non-Sufficient Funds, will result in payments only being accepted by cashier's check or money order.

This contract is a legally binding instrument, which becomes operative on the first day of instruction when signed by the student and accepted by the school. NCTI reserves the right to cancel this agreement, for any reason, up to the first day of instruction. Student will be notified in writing of cancellation .

Signature of Student

Date

Student Printed Name (Print legibly to avoid enrollment delays)

Signature and Title of School Official

Date

Sign and return entire contract and payment to NCTI- Northwest Admissions Department

F. Cancellation of Agreement

You may cancel this contract by the fifth business day of signing this contract and receive a full refund of monies paid less the \$55.00 Application Fee.

You also have the right to withdraw from school at any time, and receive a refund as outlined in Section H – Refund Policy. Your refund rights are described in the contract. If you have lost your contract, please ask the school for a copy.

G. Withdrawal from This Course

THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORDS. You have the right to cancel from a course at any time. If you withdraw from a course of instruction before the first day of instruction, you must provide a written cancellation notice to the school. Your cancellation notice may be mailed or hand delivered. You cannot cancel by telephone. The institution shall remit a full refund within 30 days following the student's withdrawal.

Send your cancellation notice to:

NCTI-NW
9800 SE McBrod Ave., Suite 200
Milwaukie, OR 97222
Attn: Chris Shaw

After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or nontraditional calendar. Without specific Office approval, refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law. In particular, the school shall treat federally aided and unaided students alike.

You **MUST** cancel in writing. You do not have the right to withdraw by just telephoning the school or by not coming to class. Your request to withdraw may be mailed or hand delivered to the address listed above.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, you will be required to make payment arrangements with NCTI's Business Office.

H. Refund Policy

I read and studied the current National College of Technical Instruction Student Catalog and understand its contents.

National College of Technical Instruction ("NCTI") provides EMT Basic and Paramedic instruction which meets the State of Oregon and U.S. Department of Transportation requirements.

By my signature on this Student Agreement, I enroll in the semester specified and agree that enrollment is effective the date I sign this Agreement.

I agree to:

- a. Pay an application fee according to the attached fee schedule, which is nonrefundable after five business days.
- b. To pay tuition in full for the current semester or sign a payment plan agreement. The installment option **does not** include a \$25.00 per month service fee.

Tuition may be paid by check or money order. There will be a \$25.00 fee, in addition to tuition, for each check returned by the bank for insufficient funds or other reason. Additionally, I understand that if I have not made a payment within five days of the first day of class of the semester, a late charge of \$25.00 will be assessed. Further if monies due are not paid, I will be on probation and subject to dismissal

I understand that tuition refund will be made in accordance with Oregon Administrative Rules, specifically 583-030-0035 as follows:

After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or nontraditional calendar. Without specific Office approval, refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law. In particular, the school shall treat federally aided and unaided students alike.

I. Attendance and Grading

I understand that I am expected to attend class regularly. I understand that with more than one absence per class per semester I will be ineligible to continue in the course. I would need to reapply to retake the course.

If my academic performance in classroom testing (written/practical) falls below "C" average, I shall be placed on academic probation. After the next major exam, if my grade doesn't improve to at least a C, I understand that I will be dropped from the program.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- ⇒ You notify the school, in writing, of your withdrawal or the actual date of withdrawal.
- ⇒ The school terminates your enrollment.

- ⇒ You fail to attend classes as outlined in your policies and procedures handed out the first day of instruction. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Drugs or alcohol are prohibited prior to and during all phases of the OR Paramedic Program program. If I am under the influence of a drug or alcohol, I understand that I will be asked to leave the classroom, clinical and field rotation. As well, I may be subject to dismissal from the OR Paramedic Program program. Further, I understand that I must notify NCTI of changes in my personal history, including changes in my mental or physical health status.

J. Clinical and Field Training

I understand that I must complete all clinical rotations and field internship shifts as assigned. I also agree to follow the policies as outlined in the Clinical and Field Internship Handbooks.

Failing to follow instructions or acting without proper supervision in classroom, clinical or field settings may result in my own personal liability. I understand that I will not become eligible to proceed to the next semester until all prior term requirements are successfully completed.

I understand the field location is assigned by the Program Director. I acknowledge that I must maintain certification as an Oregon EMT-Basic through the EMT-Paramedic Course and throughout the field internship. I agree that NCTI has completed its field internship placement obligation in full when NCTI has found a provider in a specific location with a specific preceptor. I understand that NCTI exerts no control over the clinical and field providers and cannot require any provider of clinical or field training to permit me to attend.

A provider of clinical or field training may exclude me at any time from attending for any reason that the provider finds sufficient. NCTI will place the student in an alternate field internship training program should this occur.

I further understand that if the clinical provider or field preceptor does not give me an evaluation that NCTI in its discretion deems satisfactory, NCTI will refuse to certify my completion of the course.

K. Copyrighted Materials

National College of Technical Instruction has prepared instructional materials and evaluation materials for use in the course of instruction. Many of these materials bear a copyright notice, but even those materials that do not bear a copyright notice are protected under the Copyright Act of 1976 as works of original authorship. National College of Technical Instruction reserves all rights in the materials, including those materials it gives to students to keep. I may not copy or use the materials in any manner outside of my own course work except with the express written permission of National College of Technical Instruction. By enrolling in the course, I agree not to copy or to use the materials outside of the course.

L. Placement Assistance

I understand that National Center for Technical Instruction does not offer any placement services for any EMS company or medical establishment.

M. Insurance

I will have (\$1,000,000) professional liability insurance through NCTI. I will not receive an individual certificate of insurance with this coverage.

I understand that I must have health insurance. Documentation will include a certificate of health insurance coverage denoting the limits of the policy.

Clinical rotations or field internships will not be scheduled or accepted without current health insurance, current Oregon EMT-B certification, and current immunizations.

I agree to sign a separate Student Waiver/Health form and Safety Agreement, a copy of which I have reviewed, prior to signing this Student Enrollment Agreement.

I certify that I do not have any conditions which would preclude me from safely and effectively performing the duties and functions of an EMT at the level for which I am seeking to be trained (Please refer to attached OHD Position Description for Emergency Medical Technician and Job Task Analysis as set forth by the Department of Transportation).

N. High School Attestation

I _____ hereby declare that I have graduated high school with a Standard Diploma, or earned a General Education Degree for high school in the year _____.

Student Printed Name (Print legibly)

Date

Student Address

City

State

Zip

Social Security Number

Winter 2014
Term (fall winter spring) Year

Signature of Student

Date

Signature and Title of School Official

Date

AGENDA ITEM NO: 3e

CASCADE LOCKS STAFF REPORT

Date Prepared: January 21, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approval of OMEU Invoice

SYNOPSIS: The City of Cascade Locks is a member of the Oregon Municipal Electric Utilities along with 10 other municipal electric utilities in the State of Oregon. The organization is funded through the dues paid for by its members. The City has been a member since OMEU's inception. I have attached the spreadsheet that developed the basic membership amount and some information about the OMEU. This is a normally budgeted item in the Electric Department's budget.

CITY COUNCIL OPTIONS: Approve or reject the invoice from OMEU.

RECOMMENDED MOTION: "I move to approve payment of the OMEU Membership invoice."

OMEU 2014 BUDGET

2013 2014

ADOPTED EST.

BUDGET YR END BUDGET

RESOURCES

Assessments	181,151.65	181,151.65	180,225.00
OMEGA Transfer			10,065.00
Beginning Cash Bal	26,498.00	26,498.00	35,822.00
Annual Meeting	2,550.00	3,050.00	3,000.00
TOTAL RESOURCES	210,199.65	210,699.65	229,112.00

EXPENSES

PERSONNEL COSTS	Actual	Proposed
Director	91,800.00	93,636.00
Vehicle	3,600.00	3,600.00
PERS Pick Up	5,508.00	5,618.00
PERS Contribution	14,844.00	15,140.00
FICA	7,344.00	7,490.00
Unemployment	675.00	937.00
W/C	600.00	650.00
Insurance	19,320.00	19,845.00
SUB-TOTAL	143,691.00	146,916.00

OPERATION COSTS

LOC Membership	500.00	500.00
LOC Contract	2,800.00	2,800.00
Travel/Meetings	5,200.00	8,000.00
Telephone	1,987.00	2,000.00
Annual Meeting	2,800.00	2,800.00
Printing/Postage	100.00	225.00
Supplies	100.00	580.00
Books/Publication	1,675.00	1,200.00
Audit	4,100.00	4,500.00
Legal	4,175.00	5,000.00
Prof/Dues/Legislative	1,800.00	2,600.00
Misc/Liability	1,325.00	1,400.00
Office Rent	4,704.00	4,704.00
SUB-TOTAL	31,266.00	36,309.00
Contingency	13,467.01	33,887.00
OMEGA Payout		12,000.00
TOTAL EXPENSES	188,424.01	229,112.00

2014 Dues

UTILITY/CITY	SERVICES Meters	2013 DUES	BASE CHARGE	CUSTOMER CHARGE	2014 DUES
Ashland	11,417	19,263.71	7,307.62	12,367.89	19,675.51
Bandon	3,590	12,294.57	7,307.62	3,889.00	11,196.62
Canby	6,750	14,967.32	7,307.62	7,312.19	14,619.81
Cascade Locks	817	9,513.57	7,307.62	885.05	8,192.67
Drain	651	9,530.22	7,307.62	705.22	8,012.84
Forest Grove	9,052	17,057.23	7,307.62	9,805.92	17,113.54
Hermiston	5,345	13,693.39	7,307.62	5,790.17	13,097.79
McMinnville	15,387	22,835.71	7,307.62	16,668.54	23,976.16
Milton-Freewater	4,218	12,710.88	7,307.62	4,569.31	11,876.93
Monmouth	4,279	12,694.23	7,307.62	4,635.39	11,943.01
Springfield	30,659	36,590.82	7,307.62	33,212.51	40,520.13
TOTAL	92,165	181,151.65	80,383.82	99,841.18	180,225.01

180,225.00

TOTAL OPERATION COSTS 36,309.00
30% PERSONNEL COSTS 44,074.80

TOTAL 80,383.80

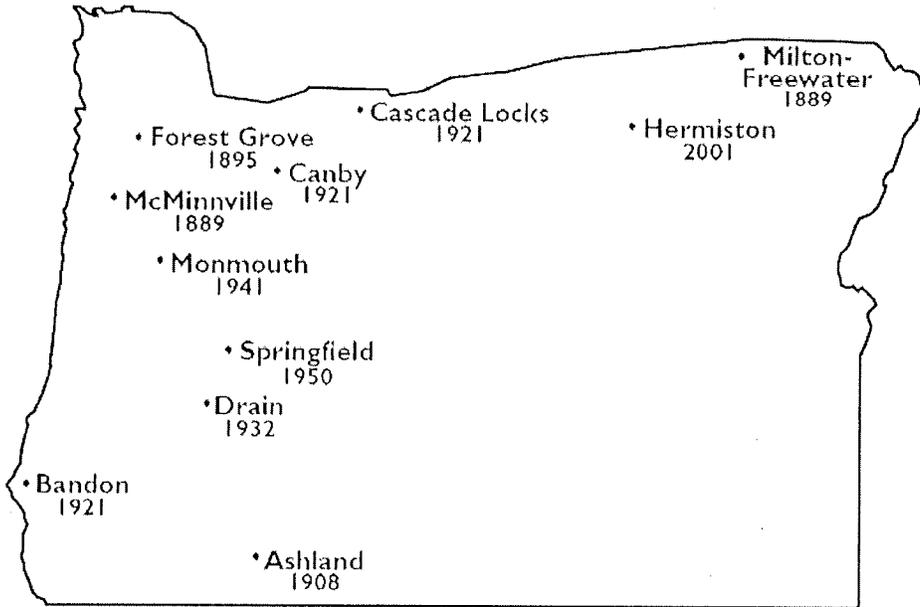
BASE CHARGE PER UTILITY 7,307.62

OREGON MUNICIPAL ELECTRIC UTILITIES

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1000 PENN. STREET, SUITE 400, ASTORIA, OR 97103



OREGON MUNICIPAL ELECTRIC UTILITIES

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About Oregon Municipal Electric Utilities Association

The Oregon Municipal Electric Utilities Association (OMEU) represents eleven municipally owned and operated electric utilities in Oregon. OMEU supports the collective interests of its members and their customer owners at the state legislature, state agencies, various trade associations and the Bonneville Power Association. OMEU areas of interest include:

- Utility Operations
- Environmental Regulation
- Economic Development
- Public Financing
- Public Contracting
- Water Use and Regulation
- State Activities Affecting Regional and Federal Utility Practices

A twelfth municipally owned electric utility in Oregon, the Eugene Water and Electric Board (EWEB), maintains independent representation.



Formation

OMEU is formed via an intergovernmental agreement (IGA) as authorized under ORS 190.010. All OMEU member utilities are party to the IGA and established OMEU as an intergovernmental entity. OMEU is formed to perform several activities including the following.

- Secure cooperation among Oregon municipal electric utilities in resolving issues
- Provide means for member utilities to exchange ideas, experiences and obtain expert advice
- Collect, compile and distribute information about administration and operation of publicly owned electric utilities
- Promote legislation that is beneficial to municipal electric utility customers and oppose legislation that would be detrimental to such customers
- Promote harmony of action among municipally owned electric utilities in matters that affect the rights and liabilities of such utilities

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OMEU

PO Box 928
Salem OR 97308

OREGON MUNICIPAL ELECTRIC UTILITIES ASSOCIATION

dhuddleston@orcities.org

Invoice

Bill To:

City of Cascade Locks
Attn Accounts Payable
PO Box 308
Cascade Locks OR 97014

Invoice Date: 1/2/2014
Invoice #: 34
Terms: Net 30

Item	Description	Qty	Rate	Amount
Dues	2013 Assessment based on current Services of 817	1	8,192.67	8,192.67

Please return remittance copy with your payment.

Balance Due \$8,192.67

VENDOR: 4290 OREGON MUNICIPAL ELECTRIC UTILITIES

1/15/2014

Check No: 4307

INV DATE	INVOICE #	DESCRIPTION	INV AMOUNT
1/02/2014	34	2013 Assessment	8,192.67

1/02/2014

DETACH THIS STUB BEFORE CASHING

TOTAL AMOUNT 8,192.67

THE FACE OF THIS DOCUMENT HAS A BLUE BACKGROUND

CITY OF CASCADE LOCKS

P.O. BOX 308 374-8484
CASCADE LOCKS, OREGON 97014



24-22
1230

04307

Eight Thousand One Hundred Ninety-Two and 67/100 Dollars

PAY TO THE ORDER OF

DATE 1/15/2014

CHECK NO. 4307

AMOUNT **8,192.67**

OREGON MUNICIPAL ELECTRIC UTILITIES
C/O LEAGUE OF OR CITIES
P.O. BOX 928
SALEM OR 97308

BY *Tom Campbell*

BY

⑈004307⑈ ⑆123000220⑆ 153602061035⑈

RESOLUTION NO. 1231

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH CITY OF ASHLAND, CITY OF DRAIN, CITY OF FOREST GROVE, HERMISTON ENERGY SERVICES, CITY OF McMinnville Acting by and through its Water & Light Commission, City of Milton-Freewater, City of Monmouth, AND THE SPRINGFIELD UTILITY BOARD TO CREATE A PUBLIC ENTITY KNOWN AS THE OREGON MUNICIPAL ELECTRIC UTILITIES (“OMEU”) ASSOCIATION.

WHEREAS, ORS 190.010 authorizes the Parties, which all operate municipal electric services within their jurisdictional boundaries, to create a public entity known as the Oregon Municipal Electric Utilities (“OMEU”) association.

WHEREAS, For many years all the Parties collectively participated as an association known as the Oregon Municipal Electric Utilities under a constitution agreement last amended on December 13, 2001. That association is exempt from taxation under IRC section 501(c)(6) and state law.

WHEREAS, That association entered annual memoranda of agreement with the League of Oregon Cities (“LOC”) to work together to further the goals and purposed of both organizations. The current memorandum agreement expires on January 1, 2012.

WHEREAS, The Parties now wish to enter into this Agreement to create a new intergovernmental entity under ORS Chapter 190, to be known as the Oregon Municipal Electric Utilities (“OMEU”) association, to succeed the prior association, to provide legislative representation previously provided by the LOC, and to provide other services stated in the Agreement.

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

SECTION 1. Authorization to Sign Intergovernmental Agreement. The Cascade Locks Mayor is hereby authorized to sign the Intergovernmental Agreement with the above named agencies, attached to this Resolution as Exhibit A.

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

SECTION 3. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 23rd day of January, 2012.

APPROVED by the Mayor this 23rd day of January, 2012.

Mayor

ATTEST:

City Recorder

a. Approve Resolution No. 1230 Establishing Mayor's Committees with Responsibilities and Structure to Advise and Recommend to the City Council on Issues of Community-Wide Concern; and Repealing Resolution No. 1222. CR Woosley reported that this resolution reflects Council discussion and recommendations at their 12/19/11 meeting regarding committees.

Mr. Steelman said he was curious as to why this was on the agenda. He asked why the City Services Committee was on hold when they could be dealing with this. He said the City is unlawfully spending funds and recited laws the City is breaking. He said the City Services Committee could be addressing what was established by an elective government long before this appointed government. Mr. Steelman said he was questioning the whole process as there are a lot of other things to do than to mess with committees.

Motion: CM Helfrich moved, seconded by CM Storm, to approve Resolution No. 1230 establishing Mayor's Committees with responsibilities and structure to advise and recommend to the City Council on issues of community-wide concern and repealing Resolution No. 1222. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

b. Approve Contract for Interim Fire Chief Services from the City of Hood River. ICA Koch reported that the Hood River City Council was discussing this issue at their meeting tonight also.

Mr. Steelman said Ordinance No. 361 is still on the record, which gives authority to Hood River. He said this ordinance should be repealed before Council takes any other action. ICA Koch stated that the City is still providing fire and ambulance services and this is contract reflects how it is being done on an interim basis.

Motion: CM Storm moved, seconded by CM Holmstrom, to approve the contract for Interim Fire Chief services from the City of Hood River. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

c. Approve Resolution No. 1231 Creating an Intergovernmental Agreement for the Oregon Municipal Utilities Association and Authorize the Mayor to Sign. ICA Koch gave a brief report stating that OMEU would be a new organization with a singular focus and moving out from under the League of Oregon Cities.

Motion: CM Storm moved, seconded by CM Helfrich, to approve Resolution No. 1231 creating an IGA for the OMEU Association and authorized the Mayor to sign.

CM Lewis asked if any of the other cities had joined and if there were going to be any fees. ICA Koch said all the cities are discussing this at the same time. FO Bump said membership dues go to the ES Superintendent and she wasn't sure if any dues are currently being paid.

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

d. Approval of Web Hosting Contract for Tourism Web Site. ICA Koch stated that the Tourism website is ready to go. He explained that Blue Sky originally held the contract for the website who was bought out by Kinetic Media. He explained the \$20 per month fee is for managing the website. Ms. Carron stated that the website isn't complete but would be soon.

Motion: CM Holmstrom moved, seconded by CM Lewis, to approve the web hosting contract for the Tourism website. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

AGENDA ITEM NO: 56

CASCADE LOCKS STAFF REPORT

Date Prepared: January 21, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve 2014/2015 Budget Schedule

SYNOPSIS: The attached schedule is the outline for the budget process this year. It provides for five weeks of budget meetings while shooting for the adoption of the budget at the first meeting in June.

CITY COUNCIL OPTIONS: Accept, modify, or reject the proposed budget schedule.

RECOMMENDED MOTION: "I move to approve the budget schedule as presented."

PROPOSED FY14/15 Budget Process Schedule

- | | |
|--|----------------|
| 1. CITY COUNCIL: Adopt Budget Process Schedule | 1/27/14 |
| 2. CITY COUNCIL: Begin budget development process by conducting priority setting meeting to include department heads, staff, all boards, committees and the general public. | 1/27-2/10/14 |
| 4. FINANCE: Send budget format and priorities to Department Heads
A. Review format and program portion of budget document
B. Set up Department Head/CA/Finance Officer work session to assist | 2/11/14 |
| 5. CITY DEPARTMENT HEADS AND STAFF: Begin development of each departmental and program budget. | 2/11/14 |
| 6. DEPARTMENT PROGRAMS: Turn in proposed budget to Finance | 3/3/14 |
| 7. CA and FINANCE: Compile proposed budget document in Program Budget Format | 3/3/14-3/31/14 |
| 8. STAFF: Publish Notice of Budget Committee Meeting
(State required time line not more than 30 days prior to Budget meeting) | 3/26/14 |
| 9. STAFF: Publish Second Notice of Budget Committee Meetings
(no less than 5 days prior)
A. Publish on City website | 4/2/14 |
| 10. BUDGET COMMITTEE: Begin budget committee process | |
| A. Conduct Budget Committee Workshop | 4/9/14 |
| 1. Review budget process and Budget Structure | |
| 2. Deliver Proposed Budget to Committee members | |
| Budget meetings will start at 6:30 PM and end at 9:00 PM (unless Committee votes to continue) | |
| 11. Budget Meeting: | 4/16/14 |
| A. Elect Budget Committee Chair and Vice Chair | |
| B. Set meeting rules, adopt timeline schedule | |
| C. Deliver Budget Message (Municipal) | |
| D. 7:00PM – Budget Committee Hearing on Possible Uses of State Revenue Sharing | |
| E. Formal Approval of Property Tax Rate \$2.7050 per \$1,000 for FY 13/14 | |

PUBLIC WORKS:

Street Fund (3)
Water Fund (21)
Sewer Fund (31)
Sewer Bond Fund (40)
Property Dept. (1-4)
Cemetery Fund (17)
Cemetery Trust Fund (25)

ELECTRIC DEPARTMENT:

Electrical Fund (51)
CATV/BB (41)

EMERGENCY SERVICES DEPARTMENT:

Emergency Services Fund (5)

TOURISM (8)

Tourism Program

ADMINISTRATION:

- General Fund (1)
- Planning Department (1-2)
- Museum Department (1-7)
- Government and Community Relations (1-8)
- Police Department (1-19)
- SDC Fund (2)
- Grant Fund (7)
- OIB Fire Hall Loan (46)
- Capital Reserve Fund (56)

* BUDGET MEETING DATES ARE TENTATIVE AND MAY BE ADJUSTED BY BUDGET COMMITTEE

- | | |
|---|---------|
| 12. Budget Meeting Continued * | 4/23/14 |
| 13. Budget Meeting Continued * | 4/30/14 |
| 14. Budget Meeting Continued * | 5/7/14 |
| 15. Budget Meeting Continued * | 5/14/14 |
| 14. STAFF: Publish Notice of Public Hearing on Proposed Uses of State Revenue Sharing to bring before council. | 5/28/14 |
| 17. STAFF: Publish Notice of Budget Hearing & Financial Summary (City)
(Required lead time – not more than 30 days or less than 5 days before hearings) | 5/28/14 |
| 16. City Council Meeting Public Hearing on Proposed Uses of State Revenue Sharing | 6/09/14 |
| 18. Budget Hearing – Council Meeting to adopt proposed budget
Public Hearing on Proposed Municipal Corporate Budget
Pass Resolutions Adopting Budget, Making Appropriations and Levying Taxes (City) | 6/09/14 |
| 19. STAFF: Submit Budget and forms to Assessor as required | 7/10/14 |

AGENDA ITEM NO: 50

CASCADE LOCKS STAFF REPORT

Date Prepared: January 21, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator *W*

SUBJECT: Set Date for Council Goal Setting

SYNOPSIS: With the adoption of the budget schedule in the previous action item, the Council needs to get together in the next two weeks to discuss the goals for the next fiscal year. When would you like to meet?

CITY COUNCIL OPTIONS: The following dates are available:

- Tuesday evening, January 28
- Wednesday evening, January 29
- Saturday morning, February 1
- Monday evening, February 3
- Tuesday evening, February 4

The goals prioritized at this meeting will be adopted by the Council at our February 10 meeting.

CASCADE LOCKS STAFF REPORT

Date Prepared: January 22, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Review Pauly Rogers Fire Hall Construction Report

SYNOPSIS: At the recommendation of the Finance Committee, the City Council approved having Matthew Graves, a partner in the accounting firm of Pauly Rogers and a forensic accountant, review the files involved in the construction of the new Fire Hall. His written report is attached.

Mr. Graves had also presented a verbal report to the Finance Committee. The notes from that presentation follow:

From the minutes of October 22, 2013: Matthew Graves of Pauly, Rogers Accounting gave a verbal overview of what he has found in his review of the construction of the Fire Hall. A written report will be presented to the Finance Committee in the near future. The report will be forwarded to the Council. The major points are listed here. Mr. Graves review covered the three year period when the Fire Hall was being constructed.

- a. There was no fraud. There was bad management.
- b. The original budget of \$1.2 million was inadequate. The bid awarded to the contractor was \$1.5 million. The final project cost was \$1.7 million.
- c. There was no prior approval of purchase orders.
- d. There was a need for a project manager and budget oversight.
- e. There were 18 change orders to the original bid. Two change orders were not signed.
- f. There were 103 checks written on the project, 8 of which went to the contractor.
- g. The change orders were approved by the City Administrator, not by the City Council.
- h. MCEDD did catch a compliance issue in the BOLI wage rates and corrected those issues. They did an excellent job in their portion of the CDBG funding.
- i. Work done by other departments lacked proper documentation.
- j. 2 items on the credit card lacked the proper documentation.
- k. Mr. Graves verified 20% of the vendors. He asked if he should take the time and effort to verify the other 80%. The committee said no.
- l. The prices for fuel and steel fluctuated wildly during the time of the project, but it is difficult to tie to specific invoices.

Ms. Darlene Sullenger added two additional notes:

- m. The Fire Chief and the City Administrator signed the change notices without Council approval.
- n. There were verbal agreements between City Departments without any documentation.

Based on this review the Finance Committee unanimously recommended the following be adopted by the Council as policy for large projects:

1. The purchase order system should be tied into the inventory/work order system to insure prior approval of purchases or changes to the project.
2. All Change Orders required from the original (or amended) accepted bid should be approved by the Council.
3. Each major project should have a project manager and a client representative providing budget oversight.
4. There shall be no verbal agreements between City Departments for work done on the project.

CITY COUNCIL OPTIONS: Approve, modify, or reject these policy recommendations.

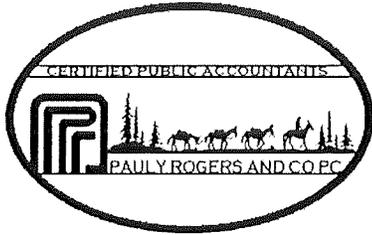
RECOMMENDED MOTION: "I move to approve the four policy recommendations made by the Finance Committee concerning major project management."

CITY OF CASCADE LOCKS
HOOD RIVER COUNTY, OREGON

AGREED-UPON PROCEDURES REPORT

FIRE HALL ACCOUNTING

OCTOBER 22, 2013



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcpcpas.com

October 22, 2013

To the Honorable Mayor and City Council
City of Cascade Locks
Hood River County, Oregon

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below, which were agreed to by the City of Cascade Locks, solely to assist you with respect to the accounting for the fire hall construction that occurred between September 7, 2007 and June 30, 2009. The City of Cascade Locks' management is responsible for the supporting documentation provided for this engagement. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

These procedures were accomplished by interviewing staff members and accounting personnel at the Finance Office of the City, inspecting supporting documentation provided by City staff members related to accounting for fire hall revenues and expenditures during the period mentioned above, and inspecting the details of the City's general ledger for the period described in the paragraph above. The scope of our engagement did not include all transactions recorded in the City's general ledger or entered into by people representing the City.

Our analysis was not designed to express an opinion on the financial statements of the City of Cascade Locks, and we do not express such an opinion. Projections of any evaluation of the City's costs to future periods are subject to the risk that the data may become inadequate because of changed conditions.

Our procedures, findings and recommendations are as follows:

Procedure #1: Determine whether the total project costs exceeded the original budget.

Findings:

- a. Original budget - \$1,242,862
- b. Colamette Construction Bid (accepted by Council) - \$1,531,377
- c. Total project costs - \$1,721,878
- d. There were a total of 18 change orders, explaining the excess of costs over budget.

Procedure #2: Determine whether contractor met the compliance requirements of the Davis-Bacon Act.

Findings: We noted that the City engaged MCEDD to oversee compliance with federal regulations related to the expenditure of funds received from the federal government, specifically the CDBG funds. There were two instances of non-compliance noted by MCEDD that were corrected prior to drawing down funds.

Procedure #3: Examine supporting documentation for all disbursements related to the fire hall, as listed below:

Date of Payment	Check Number	Amount	Date of Payment	Check Number	Amount
9/7/2007	15457	\$ 5,663.00	12/15/2008	16870	\$ 3,500.00
9/28/2007	15534	\$ 16.25	12/15/2008	16865	\$ 120.00
9/28/2007	15550	\$ 7,825.59	8/7/2008	Credit Card	\$ 121.50
10/31/2007	15627	\$ 432.75	9/30/2008	16624	\$ 4,535.88
10/31/2007	15616	\$ 5,800.00	9/30/2009	16622	\$ 693.49
11/15/2007	15680	\$ 7,129.55	10/15/2008	16682	\$ 205.90
12/28/2007	15780	\$ 3,500.00	12/30/2008	16930	\$ 35,000.00
2/29/2008	15964	\$ 10,773.39	1/8/2009	16950	\$ 173,987.11
3/28/2008	16033	\$ 48.60	1/9/2009	Credit Card	\$ 156.06
3/28/2008	16049	\$ 1,993.86	1/15/2009	16964	\$ 695.00
3/28/2008	16038	\$ 1,276.99	1/15/2009	16974	\$ 503.00
4/11/2008	VISA CHG	\$ 75.54	1/22/2009	17007	\$ 451,749.20
4/15/2008	16083	\$ 1,450.00	1/29/2009	17034	\$ 463.17
4/15/2008	16072	\$ 328.00	1/29/2009	17013	\$ 1,118.11
4/15/2008	16071	\$ 113.05	1/29/2009	17133	\$ 2,750.00
4/15/2008	16080	\$ 224.00	2/8/2009	Credit Card	\$ 218.00
4/15/2008	16096	\$ 1,084.69	2/17/2009	17078	\$ 700.00
5/15/2008	16182	\$ 3,000.00	2/17/2009	17070	\$ 3,705.75
5/29/2008	16218	\$ 1,500.00	3/9/2009	Credit Card	\$ 1,765.31
5/29/2008	16229	\$ 514.78	3/13/2009	17155	\$ 50.70
5/29/2008	16206	\$ 2,460.00	3/13/2009	17160	\$ 370.76
5/29/2008	16216	\$ 183.30	3/13/2009	17168	\$ 117.08
5/29/2008	16230	\$ 122.29	3/13/2009	17174	\$ 551.87
6/13/2008	16282	\$ 10.00	3/13/2009	17175	\$ 431.01
6/27/2008	16320	\$ 780.00	3/13/2009	17184	\$ 225.80
6/27/2008	16307	\$ 142,645.85	3/13/2009	17192	\$ 374.85
6/27/2008	16306	\$ 46,741.86	3/13/2009	17198	\$ 1,959.20
6/30/2008	16404	\$ 11,788.83	3/13/2009	17199	\$ 221.84
7/30/2008	16420	\$ 1,170.00	3/13/2009	17200	\$ 512.80
8/5/2008	16437	\$ 148,123.57	3/13/2009	17211	\$ 349.05
8/15/2008	16492	\$ 744.31	3/30/2009	17248	\$ 388.08
8/15/2008	16466	\$ 40.89	3/30/2009	17240	\$ 511.76
8/15/2008	16454	\$ 234.32	3/30/2009	17236	\$ 3,456.00
8/29/2008	16519	\$ 43.25	4/5/2009	Credit Card	\$ 581.53
8/29/2008	16513	\$ 118.20	4/9/2009	17263	\$ 98,340.80
8/29/2008	16523	\$ 795.98	4/29/2009	17361	\$ 846.51
9/15/2008	16549	\$ 679.00	4/29/2009	17321	\$ 334.93
9/17/2008	16591	\$ 131,395.65	4/29/2009	17339	\$ 21,996.00
9/30/2008	16610	\$ 1,274.00	4/29/2009	17354	\$ 2,083.49
10/15/2008	16653	\$ 7,213.75	5/8/2009	17442	\$ 1,300.00
10/15/2008	16662	\$ 811.00	5/29/2009	17492	\$ 5,728.06
10/15/2008	16668	\$ 306.43	5/29/2009	17478	\$ 186.25
10/15/2008	16685	\$ 852.90	6/18/2009	17513	\$ 71.94
10/30/2008	16711	\$ 143.38	6/18/2009	17542	\$ 500.85
10/30/2008	16730	\$ 782.00	6/18/2009	17543	\$ 388.08
10/30/2008	16734	\$ 1,175.00	6/28/2009	17646	\$ 660.00
11/14/2008	16764	\$ 612.30	6/28/2009	17654	\$ 258.40
11/14/2008	16781	\$ 600.00	6/30/2009	17574	\$ 1,475.97
11/19/2008	16811	\$ 238,618.41	6/30/2009	17590	\$ 1,638.68
11/26/2008	16818	\$ 10,249.99	6/30/2009	17775	\$ 2,250.00
11/26/2008	16826	\$ 2,106.00	6/30/2009	17773	\$ 85,345.90
12/15/2008	16878	\$ 809.68		TOTAL	\$ 1,721,877.85

Findings:

- a. Cancelled checks – we were able to review cancelled checks for all checks listed above, with no discrepancies noted between the check and the general ledger. We also asked the bank to provide us with authorized signors for the bank accounts during the periods when checks were negotiated, and compared those to the actual signatures on the cancelled checks and noted no discrepancies.
- b. Bank statements – we traced each of the checks to the bank statements provided to us directly by the bank, and noted no discrepancies.
- c. Approvals – we noted that there was no Purchase Order system in place during the period under examination (9/7/07-6/30/09), and therefore documentation was not present related to the pre-approval of purchases.
- d. Supporting documentation – we examined the supporting documentation provided by the finance office. In all cases except for the items noted below, supporting documentation was provided that included a receipt or invoice from the vendor. We contacted approximately 20% of those vendors directly by phone or mail to confirm that they had in fact engaged in the transaction and been paid for the amount listed on the supporting documentation, and no discrepancies were noted. Listed below are the transactions that did not have adequate supporting documentation:
 - \$1,959.20 to City Liquidators – backup documentation was only a bank statement for Jeff Pricher showing the transaction, nothing was provided from the vendor supporting the details of the purchase.
 - \$581.53 to Lowe's - backup documentation was only a bank statement for Jeff Pricher showing the transaction, nothing was provided from the vendor supporting the details of the purchase.
 - \$612.40 to Cascade Locks Light Co – supporting documentation did not adequately detail the line item costs of the materials used.
 - \$46,741.86 to Cascade Locks Light Co – supporting documentation did not adequately detail the line item costs of the materials used and provided no support for the total labor costs associated with the project.

This report is intended solely for the use of City of Cascade Locks, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.



PAULY, ROGERS AND CO., P.C.

CASCADE LOCKS STAFF REPORT

Date Prepared: January 22, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: Finance Committee Old Fire Hall Recommendation

SYNOPSIS: The sale of the old Fire Hall has been a subject of discussion over time. The problem with the Fire Hall is the cost associated with bringing the building up to code for whatever the desired use may be. That cost could be more than the value of the building.

The recommendation from the Finance Committee is to hire a commercial real estate broker to represent the City in its efforts to sell the building. The Finance Committee would rely on that broker to set a realistic value for the building which could include razing the building and selling the lot.

There are 30 real estate agencies listed in the yellow pages, but only one identifies itself as a commercial real estate broker, Current Commercial Real Estate LLC in Hood River. I did a search of the Commercial Brokers Association in the greater Portland area specializing in retail sales and came up with eight names, only two of which are in Oregon and both work for the same firm. The list is attached.

If the Council agrees with the recommendation of the Finance Committee, how do you want me to proceed?

1. I could invite proposals from the firms in Hood River and Lake Oswego. The Council could then pick between them.
2. I could invite proposals from the 30 real estate agents in the Columbia River Gorge.

CITY COUNCIL OPTIONS: Approve or reject the Finance Committee recommendation to hire a commercial real estate broker.

RECOMMENDED MOTION: "I move to approve the Finance Committee recommendation to hire a real estate broker to assist in the sale of the old Fire Hall."

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Scott Frank	Capital Pacific, LLC	View my profile & listings
Office Phone: 503 675-7723 4260 Galewood Street Ste A		Send Email
Agent Phone: 503-675-8383 Lake Oswego, OR 97035		
Rolland Jones	Kidder Mathews	View my profile & listings
Office Phone: 206 248-7300 12886 Interurban Ave S		Send Email
Agent Phone: 206-248-6501 Seattle, WA 98168		
Leo 'Kip' Lange	S.M. Piha Company, LLC	View my profile & listings
Office Phone: 206 937-3300 1200 Westlake Ave N. Ste 502		Send Email
Agent Phone: 206-909-3313 Seattle, WA 98109		
Sean Mack	Capital Pacific, LLC	View my profile & listings
Office Phone: 503 675-7723 4260 Galewood Street Ste A		Send Email
Agent Phone: 503-675-8378 Lake Oswego, OR 97035		
Sean Shiau	RSVP Real Estate	View my profile & listings
Office Phone: 425 633-3230 10900 NE 8th St. Ste1000		Send Email
Agent Phone: 206-679-8725 Bellevue, WA 98004		
Okhee Suh	RE/MAX Eastside Brokers, Inc.	View my profile & listings
Office Phone: 425 453-7000 11555 SE 8th St., Ste. 200		Send Email
Agent Phone: 206-861-4641 Bellevue, WA 98004		
Binh Truong	CBA	View my profile & listings
Office Phone: 425 820-3348 12131 113th Ave NE, Suite 100		Send Email
Agent Phone: 425-952-2727 Kirkland, WA 98034		

Events Calendar

Thursday, 2/13/2014

CCIM Residential R.E. Financial Workshop

Residential R.E. Financial Analysis is designed for residential brokers who want to expand their business to include selling single family homes, condos, duplexes, fourplexes, or small commercial properties to investors. Instructor: Lydia Bennett, CCIM 7.5 CE Class Hrs....

Tuesday, 3/4/2014

CCIM Financial Analysis Tools for Commercial Investment R.E.

CCIM's "NEW" Financial Analysis Tools will focus on key investment fundamentals along with the technology needed to apply these fundamentals to make informed real estate decisions. Instructor: Lydia Bennett, CCIM 7.5 CE Class Hrs....



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CASCADE LOCKS STAFF REPORT

Date Prepared: January 22, 2014

For City Council Meeting on: January 27, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: Finance Committee Forensic Auditor Recommendation

SYNOPSIS: The Finance Committee wants to continue the work of the Forensic Auditor in the investigation of the City's finances.

Mr. Graves made a proposal to the City for a review of the EMS Contract with Multnomah County and the value received from that contract. His proposal is attached. The Finance Committee unanimously voted in favor of the proposal.

CITY COUNCIL OPTIONS: Approve, modify, or reject the recommendation.

RECOMMENDED MOTION: "I move to approve the proposal from Pauly Rogers to review the EMS contract with Multnomah County."

Financial Review and Status: The Council budgeted \$15,000 for the work of the forensic accountant this budget year. So far this year we have spent \$364 for the copies of the bank information requested by the auditor. We have not yet been billed for the report for the review of the construction of the Fire Hall.



December 9, 2013

City of Cascade Locks
Hood River County, Oregon

Thank you for the opportunity to serve as forensic accountants for the City of Cascade Locks. We propose the following work plan for the review of the transactions related to the service contract with Multnomah County:

1. Read and gain an understanding of the contract.
2. Examine documentation of actual costs.
3. Determine a proper allocation of shared costs (i.e. new vehicle purchases) to attribute to each call.
4. Based on the work above, provide a comparison of actual costs versus contractual payments made to the City by the County.
5. Report our findings to the Administration Finance and Operations Committee upon completion of our work.

Our work will be billed at an hourly rate of \$125, and we estimate that the work detailed above should take between 16-20 hours, at a cost of \$2,000-\$2,500.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Matthew S. Graves".

Matthew S. Graves, Shareholder
PAULY, ROGERS AND CO., P.C.
12700 SW 72nd Avenue
Tigard, Oregon 97223
(503) 620-2632

MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

December 2013

1. **TOTAL CALLS FOR SERVICE: 152** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 10**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 1**
4. **TOTAL CASE NUMBERS ISSUED: 17**
5. **TRAFFIC STOPS: 42**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 1**

Additional Investigative Support: Sgt. Flem, Deputy Smith, Deputy Guertin, Deputy Stefanini and Deputy Paulsen. Case numbers include: S131033, S131036, S131038, S131050, S131052, S131055, S131058 and S131063, S131064, S131067, S131068, S131069, S131085, S1301087, S131097, S131116 and S131124.

Deputy Harvey worked 117.5 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 72.2 hours within the City of Cascade Locks, (Sgt. Castaneda, Deputy Carmody, Deputy Anderson, Reserve Sergeant Renault, Deputy Paulsen, Deputy Cozad, Deputy Stefanini, Deputy Smith, Deputy Guertin, Sgt. Flem, Reserve Deputy Pivarunas, Reserve Deputy Linker, Det. R. Princehouse, Reserve Deputy Porter and Reserve Deputy Stewart.

The information reflected above is supported by the Hood River County Sheriff's Office Monthly report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Brian Rockett
Chief Deputy