

CITY of CASCADE LOCKS

AGENDA

*****CITY COUNCIL GOAL SETTING SESSION 6:00 PM*****

CITY COUNCIL MEETING, Monday, January 28, 2019, 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 January 14, 2019 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$62,595.77**
4. **Public Hearing: None**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1409 Check Signers.**
 - c. **Approve Wildfire Deployment Contracts.**
 - d. **Approve Council Chambers Furniture Project.**
 - e. **Approve Professional Service Agreement, Efficiency Service Group.**
 - f. **Approve IBEW125 Letter of Agreement.**
 - g. **Approve Engineering Contract for Forest Lane Overlay Project.**
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: None**
 - b. **City Hall Preliminary Engineering Analysis Report: Willdan Engineering**
 - c. **Wastewater Facilities Project Rate Adjustment.**
 - d. **Review of Financial Policies.**
 - e. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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

2018-19 City Council Goals

Public Works:

1. Complete Water System Improvements/Corrosion Control Project
2. Raise Rates For Debt Service on USDA Loan
3. Seek Funding For Wastewater Master Plan Projects
4. Replace Receptacles in Downtown
5. WaNaPa Street Improvements and Crosswalk Project
6. Replace City Hall Roof

Electrical Department

1. Continue to Improve Dodson/Warrendale Distribution Line
2. Replace Street Lights as Funding and Time Allow
3. Replace Underground Lines on Riverview Street
4. Replace Underground Lines on Sunset Avenue
5. Upgrade Transmission Lines into Business Park
6. Buy BPA Substation

Emergency Services

1. Maintain Department within Budget Parameters
2. Continue to Operate with 3 FTE
3. Review ISO Requirements

Finance

1. Provide a backup generator for City Hall

City Recorder/Planner

1. Monitor Facebook
2. Review and Upgrade Website

Administration

1. Continue Good Governance
2. Continue Cleanup of Downtown
3. Quiet Zone Application
4. Upgrade Broadcast Capability

2019-20 City Council Goals

Public Works:

1. Complete Water System Improvements/Corrosion Control Project
2. Continue Wastewater System Improvement Project
3. WaNaPa Street Improvements and Crosswalk Project

Electrical Department

1. Continue to Improve Dodson/Warrendale Distribution Line
2. Update Electric Utility Master Plan
3. Complete EDA/City Electrical System Upgrades
 - a) Replace Street Lights as Funding and Time Allow
 - b) Replace Underground Lines on Riverview Street
 - c) Replace Underground Lines on Sunset Avenue
 - d) Upgrade Transmission Lines into Business Park
 - e) Buy and rebuild BPA Substation

Emergency Services

1. Maintain Department within Budget Parameters
2. Operate with 4 FTE

Finance

1. Provide a backup generator for City Hall

City Recorder/Planner

1. Ongoing Monitoring of Social Media

Administration

1. Continue Good Governance
2. Railroad Quiet Zone Application
3. Seek Funding for City Hall Improvement Project

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:11PM after the swearing in of new Council Members Sara Patrick and Julie Caldwell-Wagner, returning Council Member Richard Randall and returning Mayor Tom Cramblett. Present were CM's Caldwell-Wagner, Groves, Patrick, Randall and Walker. CM Bruce Fitzpatrick was present via phone. Also present was City Administrator Gordon Zimmerman, Finance Officer Marianne Bump, City Recorder Kathy Woosley, Deputy Recorder Marilyn Place, Port Manager Paul Koch, Port Deputy Manager Olga Karagova, Jen Whitfield, Bob Tittle, Kathy Tittle, Martha La Mont, Barry La Mont, Doug Curtis, Margie Curtis, Jeff Baker, Tom Drew, Sally Drew, George Fischer, Race Fischer, Todd Mohr, Ralph Jones, Cindy Mitchell, Kathy Brigham, Joe Kurihara, Kim Brigham and Brenda Cramblett.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of December 10, 2018 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$514,987.78.**
 - c. **Approve Resolution No. 1408 Authorizing Transfer of Funds from General Fund Contingency to General Fund Property Buildings & Improvement Capital Outlay in the Amount of \$10,311 to Replace the South Entrance Door and the Reception Door with ADA Automatic Door Openers.** **Motion:** CM Walker moved to approve the consent agenda, CM Groves seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Elect Council President.** **Motion:** CM Randall nominated CM Walker to continue on as Council President, CM Groves seconded. The decision to appoint CM Walker as Council President passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
 - c. **Approve Website Upgrade.** CA Zimmerman said the cost to upgrade the website is \$6850 and the payments spread over three years. **Motion:** CM Groves moved to authorize GovOffice to provide website upgrade services using their Value Option, CM Randall Seconded. CM Randall asked if the Value Option included updates during the term of service. CA Zimmerman said the Value Option GovOffice is offering includes updates and management throughout the three year term. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Kathy Tittle wished everyone a Happy New Year and congratulated the new City Council. She said when she ran for Mayor her platform was transparency in our local government, City Hall, and finances. She said had been elected she would have hired an independent attorney and forensic auditor because she is concerned about Cascade Locks finances. She said this is our money and our City Hall and we tax payers are your bosses. She said she is urging an investigation into the management of City Hall, the finances and the emergency services. She wondered how many loans the City has and if the loans are into the far future. She said she wondered how many loans were tied to the Port and if the loans are off the books until 2020 and 2021 when the "just pay it" City Administrator and Finance Officer retire.

Ms. Tittle said the City Administrator should also provide cross training in the office so that work does not come to a dead stop when someone takes a day off.

Mr. George Fischer said he has lived in Cascade Locks for over 30 years and is a retired carpenter. He said recently he bought a plot of land with the goal of building a duplex for a little extra income and a home for his daughter. The purpose of his appearance is to inform the Council of the problems he's having getting the site plan approved and finding solutions so he can break ground and start building. He said it has been almost 6 months and he has talked with City Council before and met with the Planning Commission (PC) this past December. He said the issue is which code to use to approve the easement, the Community Development Code (CDC) or the Public Works Code. He said he addressed the issue regarding the final site plan and submitted it December 19, 2018. He said he needed Council's help to get the site plan approved so he can go to HRC and get his building permits.

Mr. Fischer said he is afraid the Planning Department is going to cancel everything and tell him to start over because it will have been six months January 20, 2019. He said if that happens he would fall under new fees and new Code requirements. He said on July 20, 2018 he turned in his plans and forms to the City. He said he pointed out that there were some problems with the Codes they use. He said on December 19, 2018 he submitted his final site plan and there is still no answer from the City or Planning Consultant Stan Foster. He said he would like the Council to direct Gordon Zimmerman to send a final decision letter and set up a meeting with Stan Foster, the PC and himself. He said that way the City Council can see what the PC recommendations are to complete his application. He said he needs Council's help and he doesn't understand why it's taking so long, adding the Council Members are the representatives of the people of Cascade Locks. He asked Council to take action.

Mr. Fischer passed out a timeline overview and site plan to the Council Members for consideration (Exhibit A).

CM Randall asked CA Zimmerman what will it take to fix this issue for Mr. Fischer. CA Zimmerman said if Mr. Fischer doesn't like the requirements then he can appeal Administration's decision. He said it is entirely inappropriate for Council to be viewing the material that Mr. Fischer brought and he will not respond at this time.

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b. Port of Cascade Locks. Port Manager Paul Koch said he wanted to introduce the Ports new Deputy General Manager Olga Karagova. He said she will be giving part of the report that evening.

PM Koch said the Port Commission will begin the budget process in February and the Port has adopted a number of priorities for staff to develop. He said the City will be glad to know that the Bridge of the Gods is the number one priority this year. He said enhancing port facilities is number two, property development is number three and strengthening the Ports financial position is number four. He said priority five is constructing the new Pony Museum Visitor Center and number six is staff development.

Olga Karagova said she is learning a lot while she is transitioning into her new role with the Port. She said she met with the Governor and Cascade Locks School Principal Amy Moreland was at the meeting too. She said it was a really successful meeting. She said the Governor expressed her interest in the Cascade Locks Elementary School and is passionate about education. She said they also met with Representative Greg Smith who said he will support Cascade Locks throughout the session where ever he can.

c. Wastewater Facilities Project Rate Adjustments. CA Zimmerman said he would like direction from Council as to which rate adjustment option they want to proceed with. He said the City has funding approval from Biz Oregon for 1.1 million and we are waiting for the final Letter of Intent to Fund from the USDA but with the government shut down the letter is delayed.

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CA Zimmerman asked if Council would like to have the Goal Planning Work Session just prior to the next City Council meeting, January 28, 2019 at 6PM. There was consensus of Council that session take place at 6PM on the 28th.

CA Zimmerman said for the past 6 years Stan Foster with PARC Resources has been our Planning Consultant. Mr. Foster's business is growing and he no longer has the ability to service us. He asked for permission to advertise for a new Contract Planner. He said Stan will remain through the end of March 2019. There was consensus of Council to pursue hiring a new Contract Planner.

CA Zimmerman said there is currently a contract logger working for the Port off Moody Road. He said they could easily come over to the 40 acres south of the weigh station that the City owns and log the trees that were identified by the arborist to be remove. He said the trees were those damaged by the Eagle Creek Fire. He said it would generate a small revenue that we can put in our Parks Fund. He asked Council for permission to hire this logger since he's already in the vicinity. There was consensus of Council to proceed with the logging.

8. Mayor and City Council Comments.

CM Fitzpatrick welcomed the new Council. He said he would like to see if the City can give Mr. Fischer an extension so his building issue can get it figured out.

CM Caldwell-Wagner thanked everyone for coming to see her get sworn in and she's looking forward to working with everyone and learning.

CM Patrick said she's had tremendous support from the community and many people have approached her. She said her plan was to communicate with everyone and hopes she can bring stuff to the table and everyone can work things out and get along.

CM Walker said every time we talk about population and how Cascade Locks is growing he thinks about losing the high school and what that's done to the community. He said he can't understand when we had a population of 650 and we had a high school and now we have 1400 people in town and we can't afford to run a high school. He said he knows demographics have changed and the families have changed. He said he doesn't understand how it can go on. He said he's never been a fan of busing our kids to Hood River. He said he understands that a larger school can offer kids more options. He said there are opportunities in smaller schools for kids too. He said he would like to invite someone from HRC School District to come to City Council and talk about how the school is part of economic development.

CM Randall congratulated the new Council Members and said he understood how they feel being nervous on the first day because there is a learning curve and the new folks will learn a lot. He said he wanted to voice concern that it's unfortunate what's happened with the Planning Commission and what's going on with Mr. Fischer and hopes a way can be figured out to resolve

the problem. He said it sounds like it's not really in our hands at the moment. He said he wants to reassure the community that he doesn't believe we are out of the loop totally. He said understandably its legal concerns but he hopes it gets resolved in a positive way and he will do what he can to bring that about.

CM Randall said there are a lot of hard things to understand about the school and how we're growing again and he's heard comments from the HRC School District that it's going take next to an act of congress to get our high school back. He said unfortunately that's what's coming out of the School District. He said maybe it's a good idea for one of the Councilors to touch bases with some of the School Superintendents and invite them in. He said they'll probably say the same things they did before, which was, sorry it probably will never happen to get the high school back. He said it's good to have the dialog with them and keep them in our loop so they understand our concern.

CM Randall said for everyone to be careful out there in this current wind storm and to take care of their pets.

CM Groves welcomed the new Council Members and thanked the two Council Members whose terms were over for their service. She said because of the wind she had a big branch come down on her home that afternoon. She thanked Staff for all they do and they do a good job.

Mayor Cramblett said we were all new Council Members at one time and it doesn't take long to get up to speed. He said he was glad CM Walker brought up education because he went with the Port to talk to the Governor and the principal of the school, Amy Moreland, went with them too because they've been having so many issues.

Mayor Cramblett said the Governor built a budget and put money in it designated for economic development and the legislature will sit down and figure out where it's going to go. He said money has been put in the budget for economic development. He said the Governor said she put the money in the budget and it's our job to fight for the money. He said the fact is the Port and President Jess Groves are good at connecting with people politically so we have the right people in place to push our agenda. He said it could be June or July before we know if our efforts pay off.

Mayor Cramblett said Principal Amy Moreland came to the meeting with the Governor to talk about preschool education. He said it's true we don't have a full school here and it would be tough to get the high school back. He said we eliminated classrooms to make a health clinic. He said the elementary area is moving to where the high school area was. He said we shouldn't get caught up that we don't have a high school here because we have K through fifth grade and we're trying to get a preschool. He said the first five years are important and if we can do a good job of it then people are well on their way to a good education. He said it seemed to him if we can control making a good K through fifth grade school we should do that and not worry about what we can't control. He said HRC has budget issues that are not stopping. He believes our commitment is to help the school be the best school it can be. He said if the community was there for the high school by supporting the sports and different activities then the community can do that same thing for preschool through fifth grade. He said there are things we can do to make our K through five the best K through five in the country. He said the principal is trying to push to get a preschool program at the school. He said the City gave some money to help with that. He said he hoped in our budget this year that we would have some more we can put into that program. He said he believes the Port is going to contribute as well.

Mayor Cramblett said to make a preschool and successful K through fifth grade program work we need involvement from local and state government and we also need private involvement. He said we need to work on the businesses that come into the town that want their employees to have their kids in our school and that's part of our job to make that connection. He said it behooves us as a Council, Port and Community that we help push whatever we can from the education side.

9. **Other matter.** None.
10. **Executive Session Per ORS 192.660.** None.
11. **Adjournment. Motion:** CM Groves moved to adjourn, CM Randall seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 7:56PM.

Prepared by
Marilyn Place

APPROVED:

Mayor Cramblett

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CM Caldwell-Wagner thanked everyone for coming to see her get sworn in and she's looking forward to working with everyone and learning.

CM Patrick said she's had tremendous support from the community and many people have approached her. She said her plan was to communicate with everyone and hopes she can bring stuff to the table and everyone can work things out and get along.

CM Walker said every time we talk about population and how Cascade Locks is growing he thinks about losing the high school and what that's done to the community. He said he can't understand when we had a population of 650 and we had a high school and now we have 1400 people in town and we can't afford to run a high school. He said he knows demographics have changed and the families have changed. He said he doesn't understand how it can go on. He said he's never been a fan of busing our kids to Hood River. He said he understands that a larger school can offer kids more options. He said there are opportunities in smaller schools for kids too. He said he would like to invite someone from HRC School District to come to City Council and talk about how the school is part of economic development.

CM Randall congratulated the new Council Members and said he understood how they feel being nervous on the first day because there is a learning curve and the new folks will learn a lot. He said he wanted to voice concern that it's unfortunate what's happened with the Planning Commission and what's going on with Mr. Fischer and hopes a way can be figured out to resolve

the problem. He said it sounds like it's not really in our hands at the moment. He said he wants to reassure the community that he doesn't believe we are out of the loop totally. He said understandably its legal concerns but he hopes it gets resolved in a positive way and he will do what he can to bring that about.

CM Randall said there are a lot of hard things to understand about the school and how we're growing again and he's heard comments from the HRC School District that it's going take next to an act of congress to get our high school back. He said unfortunately that's what's coming out of the School District. He said maybe it's a good idea for one of the Councilors to touch bases with some of the School Superintendents and invite them in. He said they'll probably say the same things they did before, which was, sorry it probably will never happen to get the high school back. He said it's good to have the dialog with them and keep them in our loop so they understand our concern.

CM Randall said for everyone to be careful out there in this current wind storm and to take care of their pets.

CM Groves welcomed the new Council Members and thanked the two Council Members whose terms were over for their service. She said because of the wind she had a big branch come down on her home that afternoon. She thanked Staff for all they do and they do a good job.

Mayor Cramblett said we were all new Council Members at one time and it doesn't take long to get up to speed. He said he was glad CM Walker brought up education because he went with the Port to talk to the Governor and the principal of the school, Amy Moreland, went with them too because they've been having so many issues.

Mayor Cramblett said the Governor built a budget and put money in it designated for economic development and the legislature will sit down and figure out where it's going to go. He said money has been put in the budget for economic development. He said the Governor said she put the money in the budget and it's our job to fight for the money. He said the fact is the Port and President Jess Groves are good at connecting with people politically so we have the right people in place to push our agenda. He said it could be June or July before we know if our efforts pay off.

Mayor Cramblett said Principal Amy Moreland came to the meeting with the Governor to talk about preschool education. He said it's true we don't have a full school here and it would be tough to get the high school back. He said we eliminated classrooms to make a health clinic. He said the elementary area is moving to where the high school area was. He said we shouldn't get caught up that we don't have a high school here because we have K through fifth grade and we're trying to get a preschool. He said the first five years are important and if we can do a good job of it then people are well on their way to a good education. He said it seemed to him if we can control making a good K through fifth grade school we should do that and not worry about what we can't control. He said HRC has budget issues that are not stopping. He believes our commitment is to help the school be the best school it can be. He said if the community was there for the high school by supporting the sports and different activities then the community can do that same thing for preschool through fifth grade. He said there are things we can do to make our K through five the best K through five in the country. He said the principal is trying to push to get a preschool program at the school. He said the City gave some money to help with that. He said he hoped in our budget this year that we would have some more we can put into that program. He said he believes the Port is going to contribute as well.

Mayor Cramblett said to make a preschool and successful K through fifth grade program work we need involvement from local and state government and we also need private involvement. He said we need to work on the businesses that come into the town that want their employees to have their kids in our school and that's part of our job to make that connection. He said it behooves us as a Council, Port and Community that we help push whatever we can from the education side.

9. **Other matter.** None.
10. **Executive Session Per ORS 192.660.** None.
11. **Adjournment. Motion:** CM Groves moved to adjourn, CM Randall seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 7:56PM.

Prepared by
Marilyn Place

APPROVED:

Mayor Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
1/3/2019	Accounts Payable	\$ 9,289.85
1/11/2019	Accounts Payable	\$ 56,718.97
1/18/2019	Payroll	\$ 53,305.92

GRAND TOTAL \$ 119,314.74

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10139	01/19	01/03/2019	6966	014100187A	American Messaging	Paging Service	5140562110	7.50
Total 10139: 7.50								
10140	01/19	01/03/2019	6979	DECEMBER	Cartonation, Inc.	GIS Service for City	5140562190	1,000.00
Total 10140: 1,000.00								
10141	01/19	01/03/2019	790	1134 121618	CENTURYLINK	Emergency After Hours	5140562050	65.94
10141	01/19	01/03/2019	790	1134 121618	CENTURYLINK	Emergency After Hours	5140562050	16.49
10141	01/19	01/03/2019	790	5539 121618	CENTURYLINK	telemetry	2140562050	133.84
10141	01/19	01/03/2019	790	5539 121618	CENTURYLINK	telemetry	3140562050	133.85
10141	01/19	01/03/2019	790	8414 121618	CENTURYLINK	Lift Station	3140562050	106.22
Total 10141: 456.34								
10142	01/19	01/03/2019	800	320153997 1	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	13.16
Total 10142: 13.16								
10143	01/19	01/03/2019	900	SSS DEC 20	CITY OF CASCADE LOCKS	SSS Balance	0140862025	6.30
Total 10143: 6.30								
10144	01/19	01/03/2019	940	DEC 2018	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	200.00
Total 10144: 200.00								
10145	01/19	01/03/2019	2460	DECEMBER	HOOD RIVER COUNTY FIRE CHIEFS A	Association Dues/Dr. Vrk	0540562311	1,316.86
10145	01/19	01/03/2019	2460	DECEMBER	HOOD RIVER COUNTY FIRE CHIEFS A	Association Dues/Dr. Vrk	0540562312	426.64
Total 10145: 1,743.50								
10146	01/19	01/03/2019	3960	01565	OAMR MEMBERSHIP	MEMBERSHIP DUES	0140162030	60.00
Total 10146: 60.00								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10147	01/19	01/03/2019	4070	8120339	ONE CALL CONCEPTS, INC.	locate services	5140562110	5.25
Total 10147:								
10148	01/19	01/03/2019	6769	11-18-583	PARC Resources, LLC	Planning Services	0140262075	419.25
10148	01/19	01/03/2019	6769	11-18-583	PARC Resources, LLC	Planning Services	0140262090	1,477.77
10148	01/19	01/03/2019	6769	12-18-592	PARC Resources, LLC	Planning Services	0140262075	375.53
10148	01/19	01/03/2019	6769	12-18-592	PARC Resources, LLC	Planning Services	0140262090	419.25
Total 10148:								
10149	01/19	01/03/2019	5210	CR 010319	SECRETARY OF STATE	2017/2018 AUDIT FILING FEE	0140162080	2691.80
Total 10149:								
10150	01/19	01/03/2019	5510	1622276544	STAPLES CONTRACT & COMMERCIA	office supplies	0140162010	250.00
Total 10150:								
10151	01/19	01/03/2019	6970	256223	Suburban Propane	TANK RENTAL	0540562421	342.28
Total 10151:								
10152	01/19	01/03/2019	7085	CR 010219	Tamera Farrell	Reimburse for plugged sewer	3140562110	1.00
Total 10152:								
10153	01/19	01/03/2019	5660	14131	TANNINEN REPAIR SERVICE LLC	Engine 95 Service Call	0540562441	1,080.00
10153	01/19	01/03/2019	5660	14132	TANNINEN REPAIR SERVICE LLC	Engine 94 Service Call	0540562441	1,203.32
Total 10153:								
10154	01/19	01/03/2019	6690	DECEMBER	WOOSLEY, KATHY	MILEAGE REIMBURSEMENT	0140162020	1,410.92
Total 10154:								
Grand Totals:								21.80
								21.80
								9,289.85

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	3,372.18-	3,372.18-
01-401-62010	342.28	.00	342.28
01-401-62020	21.80	.00	21.80
01-401-62030	60.00	.00	60.00
01-401-62080	250.00	.00	250.00
01-402-62075	794.78	.00	794.78
01-402-62090	1,897.02	.00	1,897.02
01-408-62025	6.30	.00	6.30
05-21010	.00	3,355.42-	3,355.42-
05-405-62111	200.00	.00	200.00
05-405-62311	1,316.86	.00	1,316.86
05-405-62312	426.64	.00	426.64
05-405-62421	1.00	.00	1.00
05-405-62441	1,410.92	.00	1,410.92
21-21010	.00	147.00-	147.00-
21-405-62050	147.00	.00	147.00
31-21010	.00	1,320.07-	1,320.07-
31-405-62050	240.07	.00	240.07
31-405-62110	1,080.00	.00	1,080.00
51-21010	.00	1,095.18-	1,095.18-
51-405-62050	65.94	.00	65.94
51-405-62110	12.75	.00	12.75
51-405-62190	1,000.00	.00	1,000.00
51-406-62050	16.49	.00	16.49
Grand Totals:	<u>9,289.85</u>	<u>9,289.85-</u>	<u>.00</u>

Report Criteria:
Report type: GL detail

M = Manual Check, V = Void Check

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10155	01/19	01/11/2019	7011	72495	Annala, Carey, Baker, Thompson, Vanko	Attorney Services	0140162100	1,200.00
Total 10155:								1,200.00
10156	01/19	01/11/2019	7034	888	Bernadette Murray-MacIoe	Tourism Staff Support	0840562110	800.00
Total 10156:								800.00
10157	01/19	01/11/2019	490	555676	BRYANT PIPE AND SUPPLY	longtun	3140562560	39.65
10157	01/19	01/11/2019	490	555976	BRYANT PIPE AND SUPPLY	adapter/longtun	3140562560	29.42
10157	01/19	01/11/2019	490	556040	BRYANT PIPE AND SUPPLY	sewer/gasket lubel/longtun	3140562560	128.12
Total 10157:								197.19
10158	01/19	01/11/2019	6900	V900110	BSK Associates	water testing	2140562150	60.00
Total 10158:								60.00
10159	01/19	01/11/2019	6989	639413	C.H. Urness Motor Co.	hose radiator inlet	0340562441	39.02
10159	01/19	01/11/2019	6989	639413	C.H. Urness Motor Co.	hose radiator inlet pw	2140562441	39.01
10159	01/19	01/11/2019	6989	639413	C.H. Urness Motor Co.	hose radiator inlet pw	3140562441	39.01
Total 10159:								117.04
10160	01/19	01/11/2019	7064	CR 010419	Cashmere Valley Bank	Interest Pmt for Bridge loan for water sys	2240566720	35,652.52
Total 10160:								35,652.52
10161	01/19	01/11/2019	790	313401451 1	CENTURYLINK	Sewer Treatment plant	3140562050	120.39
Total 10161:								120.39
10162	01/19	01/11/2019	810	406715	CESSCO, INC	sub pump/hose cam/camlock	2140562560	562.50
Total 10162:								562.50
10163	01/19	01/11/2019	1040	42072	COLUMBIA GORGE FIRE EQUIPMENT	Fire Extinguisher Service	0840562440	217.50

Check Number	GI Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10163:								217.50
10164	01/19	01/11/2019	1620	2172	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services	5140562139	750.00
Total 10164:								750.00
10165	01/19	01/11/2019	1760	ORH0D6246	FASTENAL	TURBO RIM PREM BLADE	2140562560	231.47
Total 10165:								231.47
10166	01/19	01/11/2019	6795	0720783	Ferguson Enterprises Inc. #3011	tapmate holesaw arbor	2140562560	155.05
10166	01/19	01/11/2019	6795	0721187	Ferguson Enterprises Inc. #3011	Cast/rod connectors	2141562009	396.51
10166	01/19	01/11/2019	6795	0723861	Ferguson Enterprises Inc. #3011	Couplers	2141562009	1,305.60
Total 10166:								1,857.16
10167	01/19	01/11/2019	2420	19-1501	HOOD RIVER CO. - FINANCE	Dog License	0121011	8.00
10167	01/19	01/11/2019	2420	19-1501	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50
Total 10167:								7.50
10168	01/19	01/11/2019	3070	1500603959	LES SCHWAB TIRE CENTER	Tires PW	0340562560	657.51
10168	01/19	01/11/2019	3070	1500603959	LES SCHWAB TIRE CENTER	Tires pw	2140562560	657.51
10168	01/19	01/11/2019	3070	1500603959	LES SCHWAB TIRE CENTER	Tires pw	3140562560	657.50
Total 10168:								1,972.52
10169	01/19	01/11/2019	3160	CR 011019	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	10.07
Total 10169:								10.07
10170	01/19	01/11/2019	6844	12299	Merina & Company, LLP	audit services	0140162081	10,650.00
10170	01/19	01/11/2019	6844	12299	Merina & Company, LLP	audit services	0840562081	1,200.00
Total 10170:								11,850.00
10171	01/19	01/11/2019	4020	ME123737	ODOT-FUEL SALES	Fuel pw	0340562530	324.23
10171	01/19	01/11/2019	4020	ME123737	ODOT-FUEL SALES	ems	0540562420	263.28
10171	01/19	01/11/2019	4020	ME123737	ODOT-FUEL SALES	Fuel electrical	5140562200	42.40

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10171	01/19	01/11/2019	4020	ME123737	ODOT-FUEL SALES	Fuel electrical 215587	5140662200	134.49
Total 10171:								764.40
10172	01/19	01/11/2019	7055	889	Pixel Dust Studio	Multnomah Falls Kiosk	0840562114	200.00
Total 10172:								200.00
10173	01/19	01/11/2019	4670	768675	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562200	10.00
10173	01/19	01/11/2019	4670	768675	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140662200	10.00
Total 10173:								20.00
10174	01/19	01/11/2019	4960	5055531398	Ricoh USA, Inc.	copies	0140162110	80.19
Total 10174:								80.19
10175	01/19	01/11/2019	6070	807101	TWGW, INC NAPA AUTO PARTS	coolant	2140562560	25.32
Total 10175:								25.32
10176	01/19	01/11/2019	6690	CR 011019	WOOSLEY, KATHY	MILEAGE REIMBURSEMENT	0140162020	23.20
Total 10176:								23.20
Grand Totals:								56,718.97

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.50	11,971.46-	11,970.96-
01-21011	8.00	.00	8.00
01-301-43280	.00	.50-	.50-
01-401-62010	10.07	.00	10.07
01-401-62020	23.20	.00	23.20
01-401-62081	10,650.00	.00	10,650.00
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	80.19	.00	80.19
03-21010	.00	1,020.76-	1,020.76-
03-405-62441	39.02	.00	39.02
03-405-62530	324.23	.00	324.23
03-405-62560	657.51	.00	657.51
05-21010	.00	480.78-	480.78-
05-405-62420	263.28	.00	263.28
05-405-62440	217.50	.00	217.50
08-21010	.00	2,200.00-	2,200.00-
08-405-62081	1,200.00	.00	1,200.00
08-405-62110	800.00	.00	800.00
08-405-62114	200.00	.00	200.00
21-21010	.00	3,432.97-	3,432.97-
21-405-62150	60.00	.00	60.00
21-405-62441	39.01	.00	39.01
21-405-62560	1,631.85	.00	1,631.85
21-415-62009	1,702.11	.00	1,702.11
22-21010	.00	35,652.52-	35,652.52-
22-405-66720	35,652.52	.00	35,652.52
31-21010	.00	1,014.09-	1,014.09-
31-405-62050	120.39	.00	120.39
31-405-62441	39.01	.00	39.01
31-405-62560	854.69	.00	854.69
51-21010	.00	946.89-	946.89-
51-405-62139	750.00	.00	750.00
51-405-62200	52.40	.00	52.40
51-406-62200	144.49	.00	144.49
Grand Totals:	56,719.97	56,719.97-	.00

Report Criteria:

Report type: GL detail

STAFF REPORT

Date Prepared: 01/22/19

For City Council Meeting on: January 28, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: City Administrator Gordon Zimmerman

SUBJECT: Authorizing Check Signors

SYNOPSIS: With the 2018 election we have two new Councilors. That will require a change in the names of those elected officials authorized to sign checks on behalf of the City.

Staying consistent with current practice, it is recommended that the entire Council be authorized to sign checks. Finance Officer Bump will be in touch to obtain Council's signature on signature cards for the bank once the City Council acts.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1409.
2. Do not take action at this time.
3. Take other action as desire by City Council.

RECOMMENDATION: "I move to approve Resolution No. 1409 authorizing specific staff members and City Councilors to sign checks for the City of Cascade Locks and repeal Resolution No. 1370."

RESOLUTION NO. 1409

A RESOLUTION AUTHORIZING SPECIFIC STAFF MEMBERS AND CITY COUNCILORS TO SIGN CHECKS FOR THE CITY OF CASCADE LOCKS; AND REPEALING RESOLUTION NO. 1370.

WHEREAS, Resolution No. 1370, adopted February 13, 2017, requires two signatures to validate each City check; and

WHEREAS, one of those signatures must be that of a City Councilor or Mayor and the other must be the City Recorder or City Administrator, unless the Mayor or City Councilors are not available, then the City Recorder, Finance Officer and City Administrator are authorized to sign the checks; and

WHEREAS, when the terms of the Mayor and Councilors expire and new officials are elected, changes to the list of persons authorized to sign City checks are required; and

WHEREAS, the City's financial institution requires that a resolution be in place identifying those specific individuals that have been granted authority to sign City checks;

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

SECTION 1. Identification of Individuals Authorized to Sign City Checks. The City hereby authorizes the following individuals to sign City checks:

Tom Cramblett, Mayor
Gordon Zimmerman, City Administrator
Kathy E. Woosley, City Recorder
Marianne Bump, Finance Officer
Bruce Fitzpatrick, City Councilor
Glenda Groves, City Councilor
Sara Patrick, City Councilor
Richard Randall, City Councilor
Julie Caldwell-Wagner, City Councilor
Bobby Walker, City Councilor

SECTION 2. Revocation of Prior Authorization to Sign City Checks. Signers previously authorized, but not listed above, are no longer authorized to sign City checks.

SECTION 3. Repeal of Prior Resolutions. Resolution No. 1370 is hereby repealed.

SECTION 4. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 5. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 28th day of January, 2019.

APPROVED by the Mayor this 28th day of January, 2019.

Mayor

ATTEST:

City Recorder

RESOLUTION NO. 1370

A RESOLUTION AUTHORIZING SPECIFIC STAFF MEMBERS AND CITY COUNCILORS TO SIGN CHECKS FOR THE CITY OF CASCADE LOCKS; AND REPEALING RESOLUTION NO. 1322.

WHEREAS, Resolution No. 1322, adopted January 12, 2015, requires two signatures to validate each City check; and

WHEREAS, one of those signatures must be that of a City Councilor or Mayor and the other must be the City Recorder or City Administrator, unless the Mayor or City Councilors are not available, then the City Recorder, Finance Officer and City Administrator are authorized to sign the checks; and

WHEREAS, when the terms of the Mayor and Councilors expire and new officials are elected, changes to the list of persons authorized to sign City checks are required; and

WHEREAS, the City's financial institution requires that a resolution be in place identifying those specific individuals that have been granted authority to sign City checks;

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

SECTION 1. Identification of Individuals Authorized to Sign City Checks. The City hereby authorizes the following individuals to sign City checks:

Tom Cramblett, Mayor
Gordon Zimmerman, City Administrator
Kathy E. Woosley, City Recorder
Marianne Bump, Finance Officer
Deanna Busdieker, City Councilor
Glenda Groves, City Councilor
Bruce Fitzpatrick, City Councilor
Richard Randall, City Councilor
Bobby Walker, City Councilor
Carl Zerfing, City Councilor

SECTION 2. Revocation of Prior Authorization to Sign City Checks. Signers previously authorized, but not listed above, are no longer authorized to sign City checks.

SECTION 3. Repeal of Prior Resolutions. Resolution No. 1322 is hereby repealed.

SECTION 4. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 5. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this **13th** day of **February**, 2017.

APPROVED by the Mayor this **13th** day of **February**, 2017.

Mayor

ATTEST:

City Recorder

STAFF REPORT

Date Prepared: 01/21/2019

For City Council Meeting on: 01/28/2019

TO: Honorable Mayor and City Council

PREPARED BY: Chief Jessica Bennett

APPROVED BY:

SUBJECT: Wildfire deployment contracts

SYNOPSIS: Review possible options for additional revenue from wildfire deployments

CITY COUNCIL OPTIONS:

1. Apply for contract with USFS for wildfire medical coverage
2. Approve contract with ODF (if available)
3. Do nothing

RECOMMENDATION:

We recommend continuing with the process for both the USFS contract and ODF contract for additional revenue as well as hiring two seasonal staff if awarded either contract.

BACKGROUND INFORMATION:

See attached report.

-At the Town Hall meeting held at the fire station in October, members of our community commented on our propositions for the future. The majority of those who commented said they wanted the Emergency Services Department to merge with a surrounding entity. The second opinion shared was to have the Emergency Services Department remain with the city. The community also voiced desire for 24-hour coverage from the Emergency Services Dept. The reality is that to achieve the goal of 24-hour coverage we need to increase the emergency services staffing, which requires funding. A merger is still an option, but requires more time and discussion.

During the Eagle Creek Fire, we contracted an ambulance to the incident for 40 days at \$3,400 per day. Our duty on the fire was to staff an EMT and a Paramedic to be dedicated to the firefighters on the incident. We grossed \$136,000 from this contract. This was a tremendous revenue source for the Emergency Services Department and we would like a chance at this opportunity again.

One way we could do this is to hire seasonal employees. Our goal with seasonal staff would be to first, create the opportunity for an additional revenue source; And second, to have the opportunity to back fill our staff and volunteers to maintain protection in our community so they can go to larger incidents for extra money and experience. There are currently two options that may be available to us. 1) To contract with USFS for wildland fire medical coverage and 2) to contract an engine to Oregon Department of Forestry to assist in wildland response. Wildland fire season lasts about six (6) months with a varying number of potential deployments depending on the severity of the fire season.

Contracting with the USFS

A contract with the USFS could mean deployment throughout the US, though they try to keep resources within their home region. Along with the list below, the contract would include paying to back fill individuals at the fire station to maintain coverage for our community. When a resource is deployed to a fire, they are committed for a minimum of 14 days but can be extended to 21 days before mandatory rotation. If the crew is able to be rotated with a fresh crew on the 21st day, then the contract for that fire may continue. However, once the ambulance leaves the incident the contract is closed for that incident.

The negotiated amount would include:

- Operating supplies
- Equipment
- Labor
- State & Federal taxes
- Vehicle insurance
- Fuel
- Maintenance
- Damages done while deployed
- Transportation (rotating crews out)

We could realistically be deployed twice, about 28 days. At the rate from the Eagle Creek Fire (\$3400 per day) we could gross \$95,200. If we asked for \$3600 per day our gross could be \$100,800. Again, the severity of the season would impact the number of potential deployments, however wildfires are becoming increasingly worse every year and lasting longer with fewer resources available.

Option 2: Contract with Oregon Department of Forestry

A contract with ODF would allow us to sign up for days we are available to help them patrol our local unit. These dates would be predetermined and crews would deploy as if they were ODF resources that day. For example, our resource could be sent to patrol in Tygh Valley and respond to fires within the unit as needed. The state mobilization rate is currently \$1440 per day, however because our wildland engine is FEPP, we would only receive 50% of the allotted amount. If we were available and utilized for 28 days we could gross \$20,160 at the current rate. There may be an opportunity to negotiate the cost, but as of the time this report was written we are unsure of the availability of this opportunity.

Special considerations:

1. The application for contract with the US Forest service is due February 1st.
2. Temporary employees will need to be hired by mid-April to complete all required training prior to May.
3. As of the time this report was written we are unsure if the opportunity to contract with ODF is still available. They have offered it the last two years, but it is based on budget and the local District Forester has not yet replied to our inquires.

If we were to bring on two seasonal, on call personnel it would limit the cost to the City as well as allow us the opportunity to branch out into new revenue sources. It would allow the permanent staff the opportunity to be deployed and make some additional money while still maintaining staffing for our community. It also allows us to treat our volunteers as staff and pay them for those deployments they are available for as well. This in turn helps us create new revenue sources for funding of permanent staff in the future and keeps us working towards the goal of 24 hour coverage.

STAFF REPORT

Date Prepared: 01-04-2019

For City Council Meeting on: January 28, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Marilyn Place

APPROVED BY: Gordon Zimmerman

SUBJECT: New Furniture for Council Chamber

SYNOPSIS: Replacement of existing, dated and lesser functioning tables and chairs and purchasing a rolling cabinet for media storage.

City Council Chambers at City Hall is used for a variety of events and meetings. However the space has restricted flexibility due to the inadequate functionality of the existing tables. Furthermore, the seating for Council and staff is broken down and in disrepair.

The Port of Cascade Locks has communicated the desire to "split" the costs to replace the tables and chairs in Council Chambers since they often use the space for meetings.

Updating the tables and chairs would enhance the look of Council Chambers, add life to the space and support its multiple uses. The existing tables and chairs could be used in the "new" meeting room which was re-purposed after the library moved to the school.

Staff has researched and compiled three different options for consideration on the attached pages. After researching the companies and their bids, staff determined the bid from Oregon Corrections was most suitable for price, table style and function. Also, Oregon Corrections can manufacture a matching rolling media cabinet.

We have also included the options for replacement of the chairs. Staff recommends the chairs from Oregon Corrections for their functionality and fabric choice. Which of the chairs would the Council prefer?

For your additional consideration: Staff recommends Harris Work Systems provide tables bases for the current tables in Council Chambers. It will enhance their usefulness when they get moved to the old library space. This should be in the 2019-2020 budget.

CITY COUNCIL OPTIONS:

1. Replace the existing tables and chairs with financial assistance from The Port of Cascade Locks.
2. Further research for more options and bids.
3. No replacement of tables and chairs.

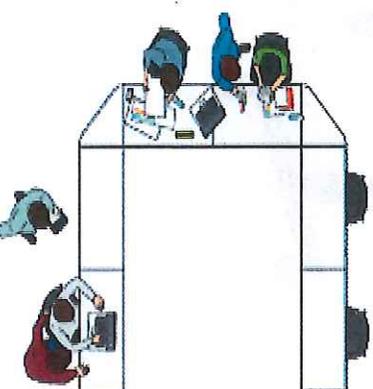
RECOMMENDED MOTION: "I move to approve the bid for tables from Oregon Corrections and chairs from Staples for the City Council Chambers with the Port of Cascade Locks sharing the cost."

Council Chambers Furniture Project 2018/19

Options and Analysis Report

Company	60" Table	72" Table	90" Table	Trans. Table (trapezoid)	Bases only for existing 60" Tables and Trapezoid	Total (to be split with The Port)
Wayfair	(4) = \$1605.96	(1)= 464.99	(1)= N/A	(2)= \$479.00	N/A	\$2549.95
Knoll	(4) = \$5495.00	(1)=1441.00	(1)= N/A	(2)=\$1566.00	N/A	\$8502.00 + labor to install
OR Corrections	(4) = \$2044.00	(1)=N/A	(1)=\$538.00	(2)=\$1084.00	N/A	\$3666.00
Or Corrections	Media Cabinet					\$335.00
Harris Work Sys	\$0	N/A	N/A	\$0	Bases + Delivery + Set up \$2248.62	\$2248.62

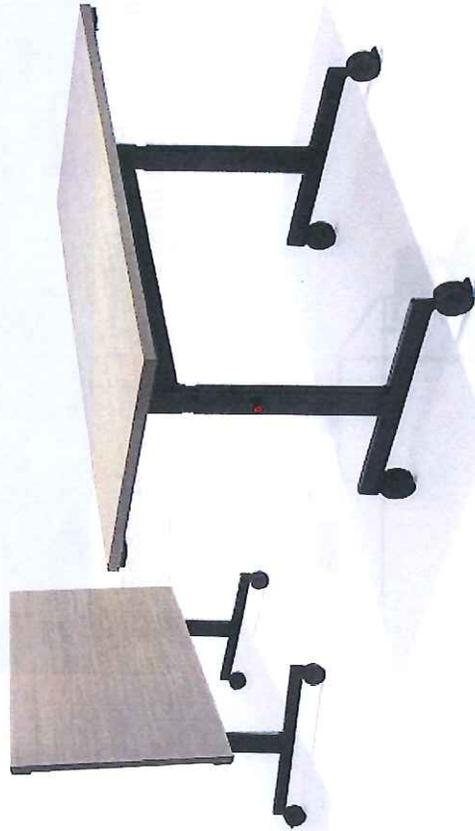
Company	Chair Price	13 Total
Wayfair	439.99	5719.87
Knoll		
OR Corrections	398.00	5174.00
thaka		
OR Corrections	554.00	7202.000
Pilot		
Harris Work Sys	268.60	3491.80



Knoll

Custom Tables in 2 Sizes with trapezoid transition wedge:

- 60LX30D
- 72LX30D
- Transition Wedge Connector 30D
- Laminate table top in 11 colors with choice of matching edge band or molded edge band in 6 colors...or
- Veneer table top in 4 colors with choice of a matching solid wood edge band or a molded edge band in 6 colors
- Two leg styles "C" and "T"
- Modesty Panel
- Connector Trapezoid (requires special storage cart when not in use)
- Order from Portland company, must be installed professionally



Screen options



Downside: EXPENSIVE

Some of the finishes for Knoll Pixel Flip Top Tables



Classic Oak



Medium Cherry



Natural Cherry



Grey Ash



Warm Ash



Graphite Pear



Walnut

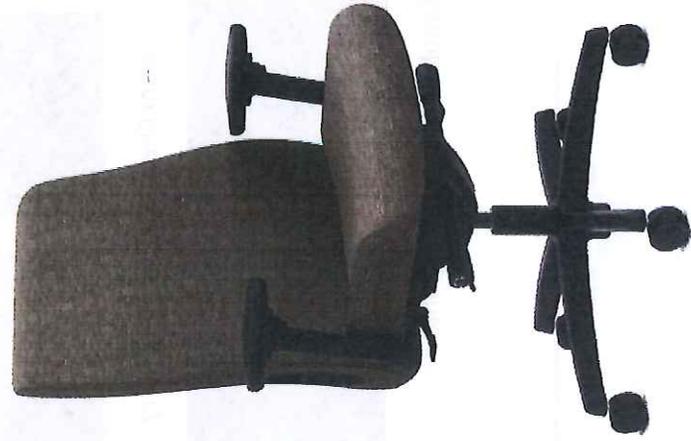
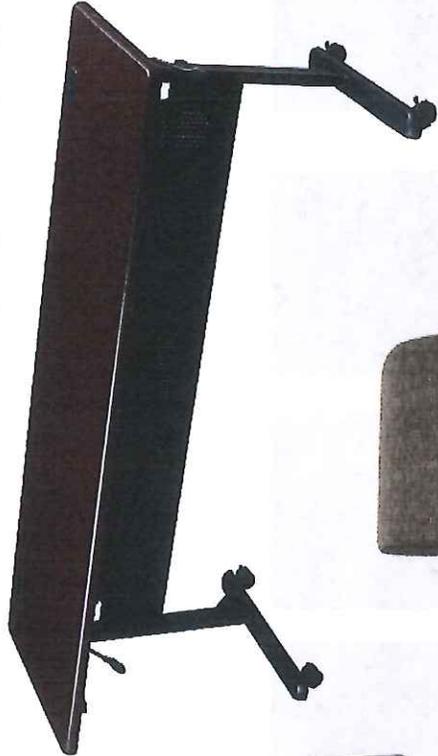


Wayfair

Balt Flip Top, Prefabricated, Training Tables in 3 Sizes :

- 72LX24DX29.5H
- 60X24
- 46X24
- Two wood grain patterns only, Ash and Cherry
- Modesty Panel
- Must be assembled
- Connector table flips and rolls separately

Downside: Cable cubby hole can not be removed, only one color, not an open plan-tight U shape.



Wayfair, \$439.99

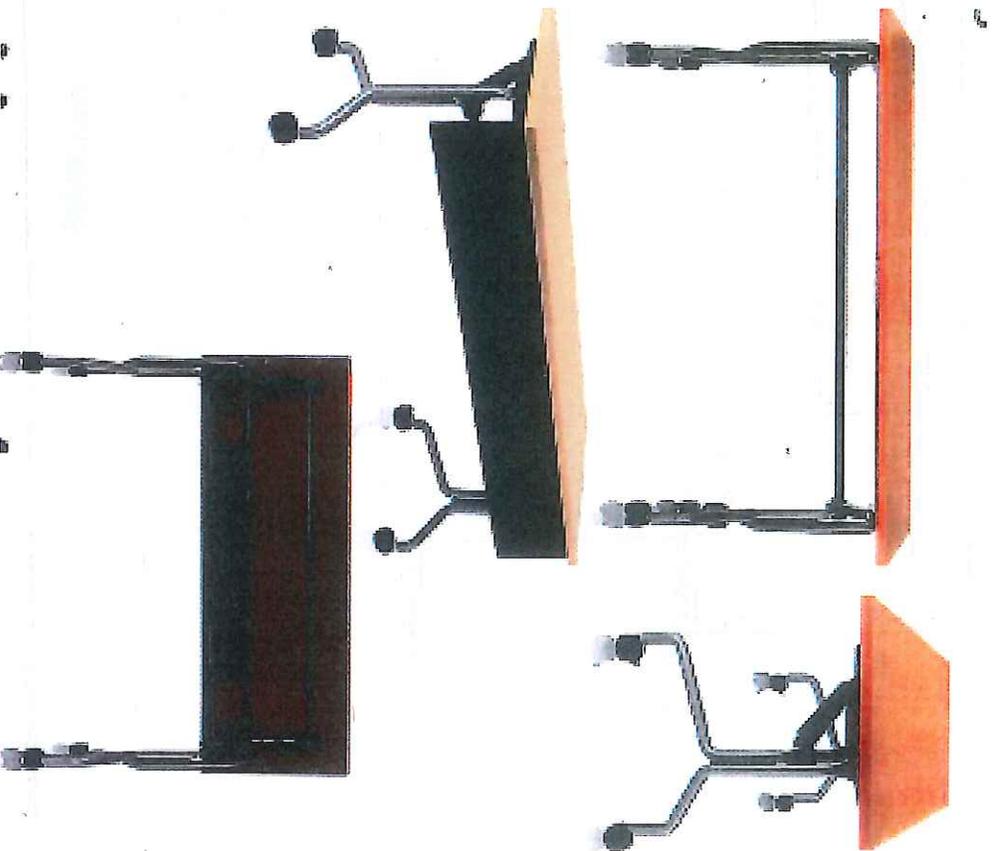
Endorse Chair, Mfr by Hon, distributed by

- Commercial Grade
- Adjustable Arms
- One fabric choice, Taupe
-

Oregon Correction Enterprises

Customized Tables in 3 sizes creates the optimum configuration for the space:

- 60LX22DX30H
- 60X22 (Trapezoid)
- 96X22
- Black Base
- Modesty Panel
- 4 Color Choices
- Assembled on site by representative
- Matching Media Cabinet (not pictured, \$335.00)



OREGON
CORRECTION
COMMUNITY
INDUSTRY
COALITION
FOR
SALES, OR
OTHER

2025 RELEASE UNDER E.O. 14176

PROJECT NO. 2025-001
 SHEET NO. 1
 DATE 10/15/25

FOR APPROVAL

TABLE TOP LAYOUT

PRODUCT DETAILS

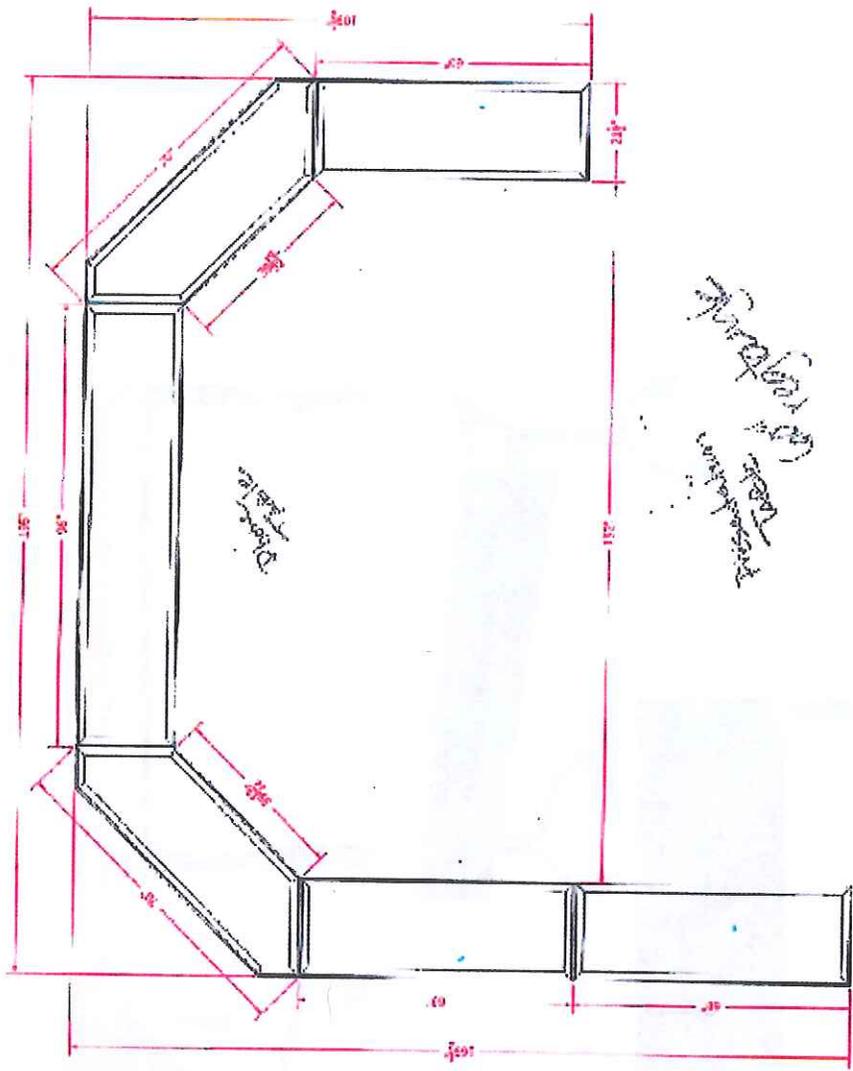


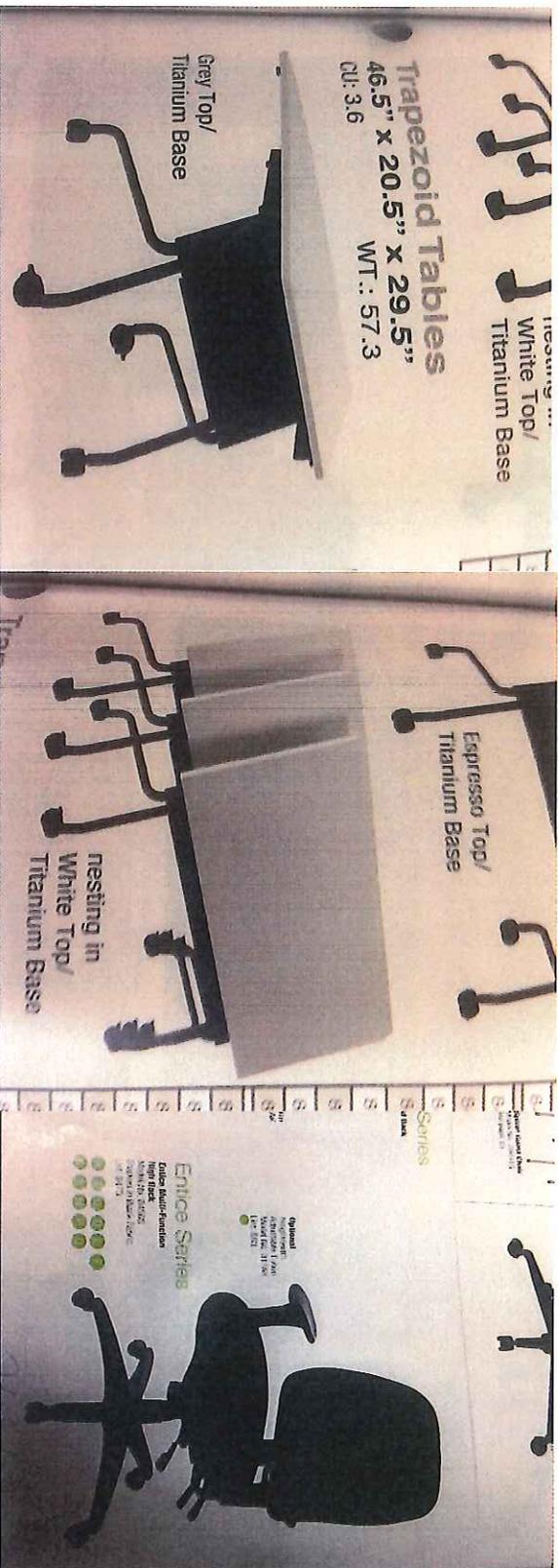
TABLE TOP LAYOUT
 SCALE 1/8"=1'

FIG. 27.2 - TABLE TOP LAYOUT

Harris Work Systems

Black table bases with flip top mechanism and casters allows us to customize our existing tables:

- 60LX22DX30H
- 60X22 (Trapezoid)
- Black Base
- Base comes with Modesty Panel
- Saves \$\$\$\$\$, time, shipping costs and materials and recycles what we already have
- Assembled on site by representative
- Table bases manufactured in Beaverton Oregon



Oregon Corrections Enterprises

Chairs:

Ithaca 233-201-99, \$398.00 :

- Break Away Arms
- Multi Fabric Colors/Patterns



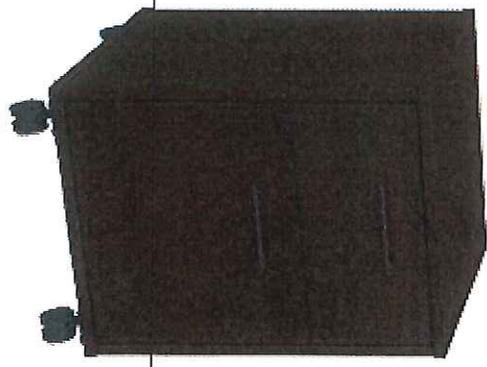
Pilot 233-100-99, \$554.00

- Heavy Duty
- Ergonomic
- Oversized
- Multi Fabric Colors/Pattern



Media Cabinet

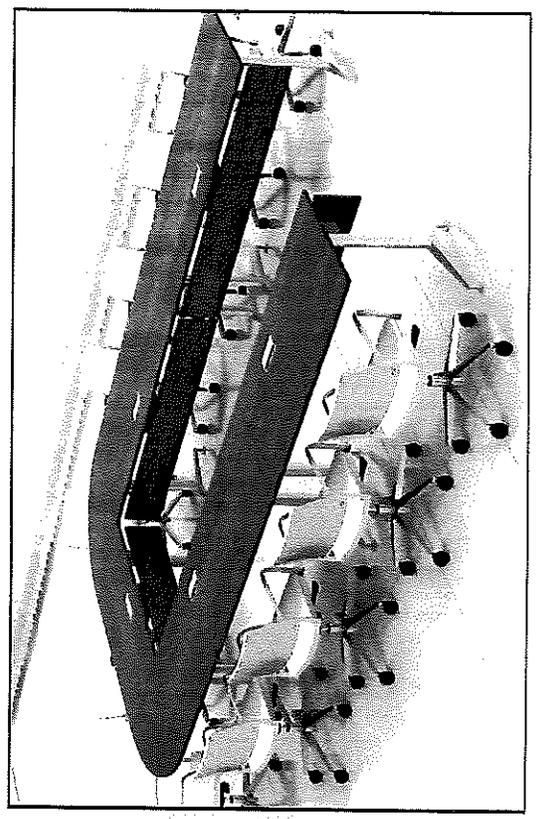
Available at Amazon , Key West, 2 Drwr, Mobile File Cabinet, in cherry, \$125.00



Amazon Rolling Cabinet Generic NV 1008004506 QYUS484506 173.00



Thoughts:



CASCADE LOCKS STAFF REPORT

Date Prepared: January 22, 2019

For City Council Meeting on: January 28, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Professional Services Agreement with Efficiency Services Group

SYNOPSIS: The City has contracted with the Efficiency Services Group (ESG) since December 5, 2013 at a cost of \$750 per month. This group helps the City manage the Bonneville Power Administration (BPA) Conservation dollars which we receive each year. These dollars fund our rebates for energy efficient appliances, residential and low-income weatherization, HVAC upgrades, and some commercial applications. This partnership has proven beneficial to our citizens and to the City. It was through this program that we upgrade our street lights to LED lighting.

ESG has asked for a modest increase now and for an annual increase using the consumer price index for future increases.

CITY COUNCIL OPTIONS: Approve or Reject the requested contract amendment.

RECOMMENDED MOTION: "I move to approve the amendment to the Professional Services Agreement between the City of Cascade Locks and Efficiency Services Group, LLC dated January 1, 2019."

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CASCADE LOCKS AND EFFICIENCY
SERVICES GROUP, LLC DATED JANUARY 1, 2019**

This is the second Amendment (“Amendment”) to the Professional Services Agreement between The City of Cascade Locks (CCL) and Efficiency Services Group, LLC (“ESG”) dated December 5, 2013 (“Agreement”).

This Amendment adjusts the monthly administration fee for services provided under the current Agreement. Beginning January 1, 2019, the fee for program administration services will increase from \$750 per month to \$800 per month.

Beginning January 1, 2020, ESG’s pricing will be adjusted annually on January 1 to be increased by 3.0 percent or the most recent Consumer Price Index (CPI-U) annual percentage increase for the Portland, Oregon metropolitan area as determined by the U.S. Department of Labor’s Bureau of Labor Statistics, whichever is greater.

Except as provided herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, each signatory hereto represents that he or she has been properly authorized to execute and deliver this Amendment on behalf of the Party for which he or she signs.

City of Cascade Locks

By: _____
Gordon Zimmerman
City Administrator
140 SW WaNaPa
Cascade Locks, OR 97014
(541) 374-8484

and;

EFFICIENCY SERVICES GROUP, LLC

By: _____
MARK GOSVENER
Chief Operating Officer
Efficiency Services Group, LLC
5605 NE Elam Young Parkway
Hillsboro, OR 97124
888.883.9879

EFFICIENCY SERVICES **Group**

An Agreement between

The City of Cascade Locks

and

Efficiency Services Group, LLC

for

BPA Program Services

Efficiency Services Group, LLC (ESG) is pleased to provide the following proposed services to the City of Cascade Locks (City) to continue serving as their Energy Efficiency (EE) Department for the purposes of developing, implementing, operating and reporting EE programs funded by Bonneville Power Administration (BPA).

Term:

This Agreement shall be effective October 1, 2013 and shall remain in full force and effect to and including September 30, 2015; this Agreement shall automatically renew itself from year to year thereafter unless either party notifies the other of its desire to terminate, modify or amend this Agreement.

Proposed Services:

ESG will perform the following turnkey services in order to establish and administer EE programs for the City which assist in acquiring energy conservation and administration funding from BPA during any given rate period:

1. Develop/design/or review, as appropriate, residential and commercial programs which accomplish the City's EE and business goals, and meet BPA specifications and requirements.
2. Provide program information that can be used to announce and promote the start-up of new programs.
3. Process all EE rebate requests from the City's customers, assure compliance with BPA requirements, and maintain all customer files and required documentation.

4. Track the City's EEI budget, including EEI credits utilized, kWh's saved, performance payments earned and assure City does not exceed total EEI available funding.
5. Provide a toll-free number for the City's customers to call with questions about programs or general energy use.
6. Handle all aspects of program activity, scheduling, customer interaction and paperwork processing as directed by the City.
7. Manage third-party EE programs delivered by BPA vendors.
8. Provide on-site energy auditing services and/or oversight, as required and mutually agreed upon, for residential, commercial and industrial customers*
9. Track and report all program activity to the City on a monthly, year-to-date and program-to-date basis.
10. Invoice BPA on a monthly basis for all program activity on the City's behalf

* Please note that technical services provided to large commercial and all industrial customers will require technical specialists whose costs are not included in the pricing section of this Agreement. See "Additional Services" below.

Program Offerings:

ESG will provide services to all three customer segments of the City (residential, commercial, and industrial (if requested)). ESG anticipates that most of the program offers and services will be in the following areas:

1. Lighting/Appliance Rebates
 - Water heaters
 - Energy Star Refrigerators
 - Energy Star Clothes Washers
 - Energy Star Lamps
2. Residential Weatherization
 - Ceiling, Floor, Wall, Insulation Rebates
 - Audits
 - Inspections
3. Residential Heating/Cooling Equipment Upgrades
4. Low-Income Weatherization
 - Coordination with low-income CAP agencies
 - Establishing reporting requirements for CAP agencies
5. Commercial Lighting Upgrades
6. Commercial Heating/Cooling Equipment Upgrades
7. Commercial, market segment packages

ESG may recommend additional programs and services not listed above in order to achieve program goals and objectives.

ESG Office Support Staff and Contract Help ESG's Office Coordinator will answer the program hotlines and address customer and vendor inquiries from 8:00 am – 5:00 pm, Monday through Friday, excluding nationally recognized holidays and will handle the processing of rebate requests, data entry, and other

administrative functions. ESG's Program Specialist will process rebate paperwork, answer technical inquiries, and upload measures to the PTR.

Pricing:

Core Services

Monthly Operations - ESG's on-going monthly program operation fee of \$750 will be charged over the term of the agreement.

Additional Services

If additional services are requested (i.e. direct install services, manufactured home duct sealing, technical assistance for large commercial or industrial customers, or other technical assistance not listed in this proposal), those services will be agreed to in advance and in writing. These services will be invoiced separately.

Billing:

ESG will invoice the City on a monthly basis for the Core Services identified above. Scope of work and payment arrangements for any Additional Services will be agreed to ahead of time on a project-by-project basis.

City of Cascade Locks



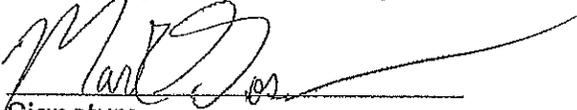
Signature

GORDON ZIMMERMAN
Print Name

CITY ADMINISTRATOR
Title

DEC. 5, 2013
Date

Efficiency Services Group, LLC



Signature

Mark Gosvener
Print Name

COO
Title

12/5/13
Date

CASCADE LOCKS STAFF REPORT

Date Prepared: January 22, 2019

For City Council Meeting on: January 28, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: IBEW125 Letter of Agreement

SYNOPSIS: The following is a synopsis of the Janus decision made by the United States Supreme Court last year from Liptak, Adam (June 27, 2018). "Supreme Court Ruling Delivers a Sharp Blow to Labor Unions". *The New York Times*.

The Supreme Court heard the oral argument of the parties on February 26, 2018. On June 27, 2018, the Court ruled in a 5–4 decision that the application of public sector union fees to non-members is a violation of the First Amendment, ruling against AFSCME. Justice Alito wrote for the Court, joined by Justices Roberts, Kennedy, Thomas, and Gorsuch. Alito wrote that agency-shop agreements violate "the free speech rights of nonmembers by compelling them to subsidize private speech on matters of substantial public concern."^[14] Alito recognized that losing these fees would put a financial burden on the public sector unions, who would continue to have to represent nonmembers even without their agency fees, but stated that "we must weigh these disadvantages against the considerable windfall that unions have received."^[14] In the decision, the Court held that the conclusion reached by *Abood* was inconsistent with the First Amendment and thus overruled that decision.^[2]

Justice Elana Kagan wrote a dissenting opinion, joined by Justices Ginsburg, Breyer, and Sotomayor. Kagan criticized the majority opinion as one that "overthrows a decision [*Abood*] entrenched in this nation's law — and in its economic life — for over 40 years."^[14] Justice Sotomayor wrote her own separate dissent, critical of the weight given to First Amendment protections that had been established in *Sorrell v. IMS Health Inc.*, No. 10-779, 564 U.S. 552 (2011) and subsequently used by the Court in cases like *National Institute of Family and Life Advocates v. Becerra*, No. 16-1140, 585 U.S. ____ (2018).

Given that unions may no longer require dues from non-union employees, it was necessary to rework Article 2 of the International Brotherhood of Electrical Workers (IBEW) Local No. 125 collective bargaining agreement.

Please find the following attachments:

1. A copy of the collective bargaining agreement;
2. A redlined Letter of Agreement that was negotiated with the Union with the help of our labor attorney; and
3. The final copy of the letter of agreement.

CITY COUNCIL OPTIONS: The Council may approve, modify, or reject the proposed language that reflects the decision of the US Supreme Court as it impacts our IBEW Local 125 Collective Bargaining Agreement.

RECOMMENDED MOTION: “I move to approve the Letter of Agreement between the City of Cascade Locks and the International Brotherhood of Electrical Workers (IBEW) Local 125 regarding the implementation of the United States Supreme Court Janus decision as it impacts our Collective Bargaining Agreement.”

Financial Review and Status: There is no financial impact on the City with the implementation of this letter of agreement.

Legal Review and Opinion: This letter of agreement has been reviewed and edited by the City’s Labor Attorney.

AGREEMENT

BETWEEN THE

CITY OF CASCADE LOCKS

AND

INTERNATIONAL BROTHERHOOD

OF

ELECTRICAL WORKERS

LOCAL UNION No. 125

January 1, 2017 through June 30, 2021

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The CITY OF CASCADE LOCKS, OREGON, hereinafter referred to as the "City", and LOCAL UNION NO. 125 OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, hereinafter referred to as the "Union", hereby mutually establish and agree upon the working conditions and wage schedule hereinafter set forth covering those employees listed in Article X, Section 10.10.

Throughout this Agreement, the masculine gender also includes women and the singular shall be construed as plural whenever appropriate.

ARTICLE I

TERM OF AGREEMENT

1.1 This Agreement shall become effective January 1, 2017, and shall remain in effect through June 30, 2021. It shall remain in full force and effect from year-to-year thereafter unless either the City or the Union shall serve written notice upon the other, at least sixty (60) days prior to the expiration date of the contract or any anniversary date, requesting that the Agreement be reopened for changes and/or termination.

1.1.1 If during the term of this Agreement any Article or Section of this Agreement shall be found invalid or unlawful by reason of any existing or subsequently enacted legislation or by judicial authority, all other Articles or Sections of this Agreement shall remain in full force and effect for the duration of this Agreement. In such event the City and the Union agree to negotiate substitute provisions as soon as is reasonably possible.

1.1.2 Should the City enter into a written Agreement, hereinafter referred to as the "Second Agreement," with any other Local Union of the International Brotherhood of Electrical Workers and then violate any of the provisions of the said Second Agreement, then such violation shall be deemed sufficient cause for the cancellation of this Agreement by the Union; conversely, should such other Local Union violate any of the provisions of the said Second Agreement, then such violation shall be deemed sufficient cause for the cancellation of this Agreement by the City.

1.2 This Agreement shall be subject to change or modification by mutual agreement between the parties hereto, without notice of termination by either party.

ARTICLE II

UNION SECURITY

2.1 The City hereby recognizes the Union as the exclusive Bargaining Agency for all employees in the classifications mentioned in Section 10.10 of Article X hereof.

2.2 All employees classified in this Agreement who are presently members of the Union shall continue their membership in the Union as a condition of continued employment with the City. Present employees who are not Union members and all new employees who elect not to join the Union shall be covered by a fair share agreement.

The fair share cost for each such employee in the unit is fixed proportionately at the amount of dues uniformly required of each member of the Union, which amount shall be paid monthly by each such employee to a charity of the employee's choosing and which is acceptable to the Union, or to the Union itself for the purpose of support. This shall be at the option of such employee.

2.2.1 Temporary employees of the City shall not be required to be members of the Union during such temporary employment, except that beginning on the second month of such temporary employment the employee shall pay support to the Union in an amount equal to regular Union dues if the temporary employee works eighty (80) hours or more per month.

2.2.2 Temporary employee is defined as any employee who has been appointed for a limited period not to exceed six (6) months for a full-time employee or 600 hours of employment in any calendar year for a part-time employee.

2.3 In the employment of unskilled labor, other conditions being equal, preference may be given to residents of Cascade Locks, Oregon.

2.4 The City agrees to provide payroll deduction of Union dues. The City shall not be liable for check-off errors, but will make proper adjustments with the Union as soon as is practicable.

2.5 The City shall supply bulletin boards for the use of the Union in posting officially signed Union bulletins.

2.6 Any reference to Lineman in this Agreement shall mean those directly employed by the City of Cascade Locks.

2.7 The installation, maintenance, and termination of all wires in all underground or overhead electrical systems and transformers will be performed by Journeyman Linemen or contractors whose Journeyman Linemen have completed a state approved apprenticeship or equivalent.

ARTICLE III

ADJUSTMENT OF GRIEVANCES

3.1 A grievance is hereby defined as an alleged violation of the terms of this Agreement, or a dispute regarding the meaning or interpretation of a particular clause of this Agreement.

3.2 The Grievance Process must be initiated within ten (10) working days from the occurrence, or reasonable first knowledge thereof; however, this time limit may be waived by mutual consent. The Grievance shall be reduced to writing and signed by the aggrieved party and shall include the following information:

- (a) A statement of the grievance and the facts upon which it is based;
- (b) The remedial action requested; and
- (c) The Section of this Agreement to which the grievance relates.

3.3 All meetings and hearings under this procedure shall be kept informal and private, and shall include an accredited representative of the City, and an accredited representative of the Union requested by the aggrieved party and the individual(s) seeking settlement of a grievance. All information relative to the grievance and resolutions accomplished via the procedure shall be considered exempt from public disclosure in an effort to assure confidentiality to the employee, unless required to be disclosed pursuant to law.

3.4 A grievance initiated by the City shall be presented to the Union's Business Manager or his authorized representative and a grievance initiated by any member of the Union shall be presented to the City Administrator.

3.5 The Union agrees that during the term of this Agreement its membership will not engage in any strike, work stoppage, slowdown or interruption of services and the City agrees not to engage in any lockout.

3.6 The parties hereto agree to make a diligent effort to settle, by direct negotiation and within thirty (30) days after the same are brought to the attention of the Executive Officers of both parties, all grievances arising under this Agreement. Failing in such direct attempt to effect settlement by direct negotiations, such controversies or differences as come within its jurisdiction shall be referred to the Oregon State Board of Conciliation for disposition, in accordance with the provisions of Oregon Revised Statutes 243.650 et seq., including statutory arbitration, if and when necessary.

ARTICLE IV

CLASSIFICATIONS AND DEFINITIONS

4.1 This Agreement covers all job classifications listed in Section 10.10 of Article X hereof and the functional operations of the Bargaining Unit shall consist of these classifications. It is mutually understood that this is not meant to preclude regular operation of the City's work in other municipal areas, which may arise from time to time.

ARTICLE V

WORKING HOURS

5.1 For employees, eight (8) hours a day on the job shall constitute a day's work, and the regular hours of work, except where otherwise agreed upon by the parties hereto shall be from 8:00 a.m. to 4:30 p.m., with one-half (1/2) hour off for lunch at midway in the shift. With mutual consent of the City and the affected employees the above hours may be changed.

5.2 Five (5) 8-hour days shall constitute a week's work. The two (2) days off shall be in sequence and one (1) of such days shall be Sunday. Crews required to work on Saturday and lay off on Monday shall rotate.

5.3 Work in excess of eight (8) hours per day, and work in excess of five 8-hour days or forty (40) hours in any workweek, shall be considered overtime, but hours of work for which daily overtime is allowed shall not be included in computing weekly overtime.

5.4 All employees required, in the course of duty, to travel from one headquarters to another or to the site of the job, or from station to station, or from shop to shop, shall do so on the City's time.

5.5 For the purposes of this Agreement, regular mealtimes for other than shift workers are designated as follows: Breakfast, 6:30 a.m. to 7:00 a.m.; Lunch, 12:00 Noon to 12:30 p.m.; Dinner, 6:00 p.m. to 6:30 p.m. Suppertime for employees working past midnight shall be 12:00 midnight to 12:30 a.m.

ARTICLE VI

HOLIDAYS AND VACATIONS

6.1 The following twelve (12) holidays will be observed: New Year's Day, Martin Luther King Day, President's Day (3rd Monday in February), Memorial Day, Independence Day, Labor Day, Veteran' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and two (2) floating holidays compensated for at the straight-time rate of pay.

6.1.1 When a holiday falls on an employee's day off, the employee shall receive a workday off to compensate. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

6.2 All regular full-time employees are eligible to accrue vacation according to the following schedule. Vacation benefits for regular part-time employees shall be prorated based on the number of hours worked on a monthly basis.

Vacation leave shall accrue at the following rate:

1 year	40 Hours	(1 week)
2 through 5 years	80 Hours	(2 weeks)
6 through 10 years	120 Hours	(3 weeks)
11 through 15 years	160 Hours	(4 weeks)
16 years and thereafter	200 Hours	(5 weeks)

6.3 A maximum of two hundred and forty (240) hours vacation may be carried over from one calendar year to the next, unless a greater amount is authorized by the City Administrator.

6.4 On termination of employment, an employee who has not taken his vacation and who has been employed continuously for at least six (6) full calendar months shall be entitled to vacation compensation as defined above.

6.5 Vacations shall be taken any time during the calendar year, due consideration being given to the necessity of maintaining continuity of service and seniority of the employees.

6.5.1 An employee requesting time off from work may take the necessary time off from his vacation consistent with the operating needs of the City, and after making arrangement in advance.

6.6 All employees shall be allowed sick leave at the rate of one (1) day for each full month of employment. Unused sick leave may be accumulated up to a maximum of twelve hundred (1200) hours. Credit will be allowed only for time off taken on sick leave within the regular scheduled workweeks.

6.7 An employee found to have abused sickness benefit privileges by falsification or misrepresentation shall thereupon be subject to disciplinary action, reduction or elimination of sickness benefits, including accumulated sick leave, and shall, further, restore to the City amounts paid to such employee for a period of such absence, or may be discharged by the City for such falsification or misrepresentation.

6.7.1 The City may, at the discretion of the employer's supervisor or the City Administrator, require proof of the reason for utilization of sick leave, including the requirement that the employee produce to the City a physician's statement or certification and may further require the employee to be examined by a physician of the City's choice to verify the employee's medical condition at the City's expense.

6.8 Injury Subsidization: In the case of an on-the-job accident or an injury as determined by City County Insurance Services (CIS) or the City's workers' compensation carrier, an employee eligible for worker's compensation benefits while unable to work, shall receive the following subsidy:

For the first three (3) months the City shall pay employee who is unable to work the difference between the amount paid to the employee by the City's workers' compensation carrier and one hundred percent (100%) of the employee's regular straight-time wages.

After three (3) months and for a period of six (6) additional months, the City shall pay employee who is unable to work the difference between the amount paid to the employee by the City's worker's compensation carrier and eighty percent (80%) of the employee's regular straight-time wages.

Thereafter, any further payments will be at the option of the City.

6.8.1 In no case shall wages paid to any employee exceed what the employee would regularly have earned during that given time period.

ARTICLE VII
APPRENTICES

7.1 The City may participate in the apprentice program subject to regulations as set forth in the Oregon Occupational Safety and Health Code and established standard Union practice.

7.2 An Apprentice shall work under the direct supervision of a Journeyman Lineman.

7.3 Apprentices will not be permitted to work on energized lines of more than 750 volts until they have served the first twenty-four (24) months of apprenticeship, except by mutual consent of the City and the Union.

7.4 An Apprentice is an employee who is engaged in learning any one (1) of the branches of outside electrical trade listed in this Agreement, and who has been properly indentured by the Oregon State Apprenticeship and Training Council.

7.5 Upon completion of the requirements of the Oregon State Apprenticeship and Training Council's schooling and on-the-job training said Apprentice shall be required to pass the Journeyman Lineman's exam at Local #125 to be a qualified Journeyman Lineman.

ARTICLE VIII
SAFETY PRECAUTIONS

8.1 The City agrees to furnish protective shields and first aid sets for the protection of men when working in any work where protective apparatus is needed or requested.

8.2 The parties hereto agree to cooperate in the exercise of all proper precautions for the protection of employees in the performance of their duties, and in the observance of safety rules of the State of Oregon as promulgated from time-to-time by State supervisory authority, which shall become a part of this Agreement with like force and effect as if fully set forth herein.

ARTICLE IX
SENIORITY

9.1 The classifications covered by this Agreement are such that as opportunities for advancement occur, the man who is senior in point of service in that classification within

the department shall be given the first opportunity for advanced positions and that, all other factors being equal, seniority will be the determining element. It is recognized that due to the very few number of persons working in the department, particularly in regards to the position of Foreman with the supervisory responsibilities inherent in that job, the City may, after reviewing in-house applicants, promote or hire from outside the most qualified individual for the job.

9.2 When employees are laid off or downgraded during slack periods those employees so affected and who have been continuously employed by the City for at least one (1) year shall, if their addresses are known to the City when a vacancy occurs, be given first opportunity to return to their former positions.

9.2.1 The requirement that the City give first opportunity for recall to an employee shall be limited to a period of two (2) years from the date of layoff and shall be expressly conditioned on the following requirements:

- (a) The employee must meet job and skill qualifications for the position to be filled;
- (b) The employee must meet minimum physical requirements for the employment; and
- (c) The employee must be available to go to work, with reasonable notice, within a reasonable time, from the City at the date and place specified by the City.

Employees who fail to meet the above qualifications for recall or who fail to respond to the time and date specified, shall forfeit their recall rights.

9.3 An employee called for military duty or elected or appointed to an office in Local Union No. 125, requiring all or part of the employee's time, shall not lose the employee's established seniority during such service and for such purposes the City will, on application, grant the employee leave of absence without pay.

9.4 The City reserves the right to discharge any employee for good reason; however, the reason for such discharge shall be given in writing within forty-eight (48) hours of the time of such discharge. The discharged employee shall, upon demand in writing, be given the right to a hearing as provided in Article III of this Agreement, and if the allegations against the employee are not proven and justifiable, the employee shall be immediately reinstated and reimbursed for time lost.

9.4.1 The following examples of misconduct on the part of an employee shall be grounds for immediate discharge; however, they constitute examples only and discharge shall not be limited to such examples: dishonesty, insubordination, use of alcohol or dangerous drugs during working hours, willful destruction of or damaging City property, willful neglect of duty, endangering other employees or the public, theft falsification of application or City Records.

ARTICLE X
WAGES AND TRAVELING EXPENSES

10.1 Overtime shall be compensated for at two times (2x) the regular rate of pay.

10.2 Employees shall be paid at the overtime rate for all time worked on other than their regular shift or day, including work during meal periods when such time is not a part of their regular shift, and for all time worked on holidays named in Article VI, Section 1.

10.3 An employee who is subject to call during their regular time off shall be paid for one (1) hour at their straight-time rate for each eight (8) hour period or major fraction thereof that they are subject to and available for call during each standby period, provided that an employee on call duty on a holiday as defined in Article VI, shall be paid for two (2) hours at their straight-time rate for each eight (8) hour period or major fraction thereof that they are on call. Such payments for standby duty shall be in addition to compensation for the services of such employee when actually called out while standing by. Such payments, by mutual agreement, may be in the form of either monetary compensation, or compensatory time off.

10.3.1 Standby may be called by the City at any time and the City shall strive to provide reasonable notice prior to requiring standby service. An employee on standby duty shall report ready to work within twenty (20) minutes of being called at a prearranged phone or by radio. Exceptions shall be made only for personal or family emergencies, in which case reasonable efforts shall be made by the employee on standby to secure alternate coverage and notify the City Administrator.

10.4 Employees hired to work out of temporary headquarters will receive no allowance for transportation or subsistence, but regular employees transferred to temporary headquarters will travel on City time and expense and will be furnished board and lodging while working out of temporary headquarters. The City shall not be obligated to pay transportation or subsistence expenses of an employee incurred after the employee has terminated their employment.

10.5 In emergency cases when employees working overtime have no opportunity to return to their homes at regular mealtimes, as designated in Section 5 of Article V hereof, the City shall provide meals, including lunches, if employees have not been notified in advance to provide their own lunches. When an employee is called out for emergency work, the City will furnish transportation from headquarters to the job and return to headquarters.

10.6 The City will pay employees on a bi-weekly basis. If a payday falls on a holiday, payment will be made on the nearest preceding business day.

10.7 The overtime of an employee called from their home for overtime work shall be computed from the time the employee leaves home until they have returned thereto,

meal and rest periods excepted, unless notified in advance, during their regular work period or shift, in which case such overtime shall be computed from the time of starting from headquarters until they return to headquarters. In either case, the employee shall receive pay at the overtime rate for not less than one (1) hour.

10.8 When employees not on regular shift are required to work between 10:00 p.m. and 6:00 a.m. they shall receive overtime pay for not less than two (2) hours.

10.9 Employees who are required to work for eight (8) or more hours on overtime between quitting time of one (1) day and prior to 8:00 a.m. the following day or, employees who are required to work four (4) or more hours from Midnight to their regular scheduled starting time shall not be required to work their regular shift except at the overtime rate of pay. Employees who are required to work for eight (8) hours or more on overtime between quitting time on one (1) day and prior to 8:00 a.m. the following day, or who are required to work for four (4) or more hours from Midnight to their regular scheduled starting time, as hereinbefore stated, and it is desired by the Supervisor that said employees do not work their regular shift, the employee shall be so instructed by the end of said overtime shift. The employee, in no case, will lose any straight-time wages or benefits for not working his regular shift because of being relieved of his duty by the City.

10.10 The following job classifications and wage scales are hereby adopted by the City and the Union, effective January 1, 2017.

Wage Rates Effective:	1/1/2016	1/1/2017
<u>Classification</u>		3.50%
Working Foreman	46.84	48.48
Lead Lineman	43.60	45.13
Journeyman Lineman	42.45	43.94
Apprentice Lineman, 6th Step 90% Journeyman Scale	38.21	39.55
Apprentice Lineman, 5th Step 87% Journeyman Scale	36.93	38.22
Apprentice Lineman, 4th Step 83% Journeyman Scale	35.23	36.46
Apprentice Lineman, 3rd Step 80% Journeyman Scale	33.96	35.15
Apprentice Lineman, 2nd Step 75% Journeyman Scale	31.84	32.95
Apprentice Lineman, 1st Step 73% Journeyman Scale	30.99	32.07
Equipment Operator	33.30	34.47

A. Effective January 1, 2017, there will be a general wage increase for all classifications of three and one half percent (3.5%).

Effective July 1, 2018, there will be a general wage increase for all classifications of three and one half percent (3.5%).

Effective July 1, 2019, there will be a general wage increase for all classifications of three and one half percent (3.5%).

B. Effective July 1, 2020, all classification rates will be increased by the average of the percentage increase in hourly wages of the following utilities: Portland General Electric, Pacific Power, Skamania PUD, Klickitat PUD, Northern Wasco PUD, Wasco Electric Cooperative, and Hood River Electric Cooperative. The Union will provide to the City copies of the other utilities contracts to allow for verification of wage increases.

10.10.1 The increases will be based on a minimum of four of the above listed utilities or the sum of all the utilities that have settled by April 1 of the affected year, whichever number is greater. The percentage increase will be effective on the following July 1.

10.10.2 In the event of split wages at any of the surveyed utilities, the wage increase will be handled as follows: The Union and the City will meet prior to the anniversary date to determine the next year's wage adjustment.

ARTICLE XI

WORKING RULES

11.1 All employees employed on work seventy-five (75) feet above ground or higher, shall be paid at the rate of double-time (2x) while working at such height. This rule shall not apply when employees are working on roofs of buildings where no exceptional hazards exist.

11.2 When an employee is transferred to any position in which they have had no previous experience, they shall be given a reasonable break-in period with an experienced employee in that position without an increase in pay. Otherwise, employees will be paid on the basis herein prescribed for the classification in which they are working.

11.3 All framing and erecting of poles and towers shall be considered line work and shall be done by Linemen, with the assistance of necessary Groundmen.

11.4 All stubbing of poles on transmission and distribution lines shall be done under the supervision of a Journeyman Lineman.

11.5 Hole digging shall be under the supervision of a Journeyman Lineman or Crew Foreman when supervision is required.

11.6 When two (2) or more Journeymen are working together unsupervised on maintenance or construction, one (1) of them shall be designated as Lead Lineman and shall receive the rate of pay provided for that classification.

11.7 Work required of Foreman: Foreman is a working member of a crew. The Foreman would serve as safety watch or Groundman. Foreman, in order to properly supervise the work and look out for the safety of their men, cannot do so if they are required to work as Foreman and Lineman at the same time.

11.7.1 They should be constantly alert and shall not be required to serve in such dual capacity, except in crews of not more than two (2) Linemen, which case they may work as one (1) of the two (2) Linemen.

11.7.2 In such crews each Lineman may have a Groundman, but if additional Linemen or Groundmen are added to the crew, the Foreman shall cease working as a Lineman.

ARTICLE XII

EMPLOYEE BENEFITS

The following employee benefits shall be provided to regular full-time employees only, who are covered under this Agreement.

12.1 Effective January 1, 1998, employees covered by this Agreement are insured under the Public Employees Retirement System for the State of Oregon. The City will continue to contribute to the system both the Employer and Employee's portion as dictated by PERS.

12.2 If allowed by statute, full credit for unused sick leave will apply towards retirement credit through the Public Employees Retirement System.

12.3 City shall provide Term Life Insurance equal to one times (1X) the employee's annual base wage rounded off to the higher figure of \$1000.00 increments up to a maximum of \$75,000. Any additional coverage will be at the employee's own expense.

12.4 The City will pay ninety percent (90%), and the employee will pay ten percent (10%) of the cost of long-term disability insurance with a maximum of three thousand dollars (\$3,000) salary coverage per employee per month.

12.5 Beginning January 1, 2017, the City shall pay 90% of the premium for CIS Plan VA until no longer available. Beginning January 1 of the year following the unavailability of Plan VA, the City shall pay 90% of the premium for CIS Copay Plan A.

Article XIII

Temporary Lineman

The terms and conditions of temporary employment are set forth below:

Temporary employment with the City of Cascade Locks shall be at the sole discretion of the City of Cascade Locks and will be "at will," without recourse to the grievance

procedure. Either the employee or the City of Cascade Locks may terminate said temporary employment at any time for any reason with 24 hours' notice. This temporary employment will not exceed thirty (30) days without the approval of the City Council or ninety (90) days total duration. Temporary employees employed by the City of Cascade Locks shall be required to become members of IBEW Local 125 (the Union) after eight (8) calendar days of employment. The Union agrees that the position of temporary lineman is not an employee classification covered in Article X, Section 10.10 of the Collective Bargaining Agreement currently in effect between the City of Cascade Locks and the IBEW Local 125.

The Union agrees to notify the City of Cascade Locks at least thirty (30) calendar days in advance of any changes in the National Electrical Contract Association (NECA) rate of pay for Journeyman Lineman.

The City will use the applicable NECA rates. The following are the 2016 NECA rates and related benefit expenses:

Straight Time:	Hourly Rate (Construction Rate 1X):	\$49.24
	Medical (LINECO):	\$ 5.25
	HRA	\$.40
	Short-Term Disability	\$.45
	Pension (NEAP):	\$ 8.85
	Pension (NEBF-3%)	\$ 1.48
	Total Straight Time Rate:	\$65.67
Overtime:	Hourly Rate (Construction Rate 2X):	\$98.48
	Medical (LINECO):	\$ 5.25
	HRA	\$.40
	Short-Term Disability	\$.45
	Pension (NEAP):	\$ 8.85
	Pension (NEBF-3%)	\$ 2.95
	Total Straight Time Rate:	\$116.38

During the term of this Agreement, the employee's hours of work will be consistent with the provisions of Article 5.3 of the Collective Bargaining Agreement (CBA), except as provided herein. However, because the City of Cascade Locks' business needs may change, no particular schedule of hours of work is guaranteed, and the City of Cascade Locks reserves the right to modify such hours of work as circumstances warrant.

Temporary employees will be expected to abide by the City of Cascade Locks' policies, procedures, and working rules.

For single days of employment, the temporary Journeyman Lineman will be paid at day's end. For longer duration employment, the employee will be paid weekly (each Friday.)

ARTICLE XIV
STATEMENT OF MANAGEMENT RIGHTS

City retains all customary, usual and exclusive rights, decision-making prerogatives, function and authority connected with or in any way incidental to its responsibility to manage the affairs of the City or any part of. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the City's direction and control.

WITNESS our hands and seals the _____ day of _____, 2016.

**INT'L BROTHERHOOD OF ELECTRICAL
WORKERS, LOCAL UNION No. 125**

CITY OF CASCADE LOCKS, OREGON

Travis Eri
Business Manager

Gordon Zimmerman
City Administrator

**LETTER OF AGREEMENT
UNION SECURITY AND PAYROLL DEDUCTION**

IBEW Local 125 and **the** City of Cascade Locks have agreed to issues associated with the United States Supreme Court ruling in the Janus versus American Federation of State, County, and Municipal Employees (AFSCME) case. The Union and the City have had a long-standing relationship, and the parties are committed to maintaining this relationship. With the Court's ruling, it is imperative that the parties' collective bargaining reflect the decision. Thus, to ensure compliance with the law, clearly communicate expectations, and minimize potential disagreements, the following deletions, additions and edits to Article 2 **of the 2017-2020 collective bargaining agreement** are agreed to:

**ARTICLE II
UNION SECURITY**

2.1 Recognition. The City hereby recognizes the Union as the exclusive Bargaining Agency for all **regular employees and temporary employees** in the classifications mentioned in Section 10.10 of Article X hereof.

Temporary employee is defined as any employee who has been appointed for a limited period not to exceed six (6) months for a full-time employee or 600 hours of employment in any calendar year for a part-time employee.

2.2 Union Membership. Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement. **Neither the City nor the Union shall discourage bargaining unit employees from joining, or not joining the Union, or from ending membership in the Union. Nor shall either discourage any employee from authorizing or deauthorizing payroll deductions to the Union.**

The Union shall be the holder of all records regarding employee membership status in the Union, including payroll deduction authorization forms. **Any disputes about employee membership status shall be resolved by the Union.** Union members will pay all dues, initiation fees, and assessments as prescribed by the Union.

2.2.1 Dues Deductions. The City agrees to provide payroll deduction of Union dues. The City shall not be liable for check-off errors, but will make proper adjustments with the Union as soon as is practicable.

Irrespective of an employee's membership status in the Union, the City will adhere to all provisions in a written authorization for payroll deduction signed by a bargaining unit employee and provided by the Union to the City, including those regarding the initiation and duration of payroll deduction authorization, and amounts of payroll deduction.

The City will deduct from a Union member's pay and remit monthly to the Business Manager of IBEW Local 125 the normal and usual dues, fees, and assessments uniformly required of its members. The Union will notify the City in writing of the monthly amount of

Union dues, fees, and assessments. Employees who are not members of the Union may voluntarily agree to pay representation fees to the Union as specified in a written payroll deduction authorization between the Union and the employee.

of The City shall refer bargaining unit employees to the Union for answers to questions about employee rights concerning payroll deduction authorizations, but the City may answer technical questions about such deductions consistent with its expertise in performing them. **For** any request by a bargaining unit employee to terminate the employee's payroll deduction authorization, the City shall inform **the employee that such requests must be directed solely to** the Union.

2.3 Hold Harmless and Indemnification. The Union will indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City as a result of any action taken pursuant to subsections 2.2 and 2.2.1 **of this Article.**

2.4 NEW HIRES AND ORIENTATION. Within five (5) business days of hiring a new employee the Employer shall provide the Union with the name of the newly-hired individual, the position to be filled by that individual, the individual's expected first day on the job, and the individual's full contact information (phone numbers, email, and mailing address).

The **Employer City** will provide the Union reasonable notice of the place and time of meetings for the orientation of new employees **at City Hall**. The Union will be entitled to no-**less more** than thirty (30) minutes to make a presentation at the orientation of new employees for the purpose of identifying the organization's representation status, organizational benefits, facilities, and related information, and for distributing and collecting membership applications. **~~If the Union representative is an employee, that representative shall be given time off with pay for the time required to make the presentation. This presentation will be made by an IBEW Local 125 representative at the Union's expense. The City will compensate its employee for the time in orientation.~~**

2.5 UNION ACCESS – The Union shall have the right to meet with employees on the premises of the City during the workday to investigate and discuss grievances, workplace-related concerns and other workplace issues. The Union shall have the right to conduct worksite meetings during non-work lunch and breaks **and before and after the workday** on the City's premises. **~~[This proposal memorializes a longstanding past practice between the Union and the City, and does not imply that such rights did not previously exist.]~~**

2.6 Hiring Preference. Subject to observing preferences in hiring required by statute, (e.g. Oregon's Veteran's Preference Act), in the employment of unskilled labor, other conditions being equal, preference may be given to residents of Cascade Locks, Oregon.

2.8 Bulletin Boards. The City shall supply bulletin boards for the use of the Union in posting officially signed Union bulletins.

2.9 Lineman. Any reference to Lineman in this Agreement shall mean those directly employed by the City of Cascade Locks.

2.10 Work Performed. The installation, maintenance, and termination of all wires in all underground or overhead electrical systems and transformers will be performed by Journeyman Linemen or contractors whose Journeyman Linemen have completed a state approved apprenticeship or equivalent.

This Letter of Agreement shall be effective immediately upon signing and remain enforceable for the duration of the collective bargaining agreement that expires at the end of June 30, 2020, at which time will be referred to collective bargaining for the recognition and inclusion into the body of the agreement. There will be no retroactive payments made, and any existing grievances shall be withdrawn.

**Agreed & Signed for
IBEW Local 125**

**Agreed & Signed for
City of Cascade Locks**

Travis Eri, Business Manager

Gordon Zimmerman, City Administrator

Date: _____

Date: _____

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ARTICLE II UNION SECURITY

2.1 Recognition. The City hereby recognizes the Union as the exclusive Bargaining Agency for all regular employees and temporary employees in the classifications mentioned in Section 10.10 of Article X hereof.

Temporary employee is defined as any employee who has been appointed for a limited period not to exceed six (6) months for a full-time employee or 600 hours of employment in any calendar year for a part-time employee.

2.2 Union Membership. Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement. Neither the City nor the Union shall discourage bargaining unit employees from joining, or not joining the Union, or from ending membership in the Union. Nor shall either discourage any employee from authorizing or deauthorizing payroll deductions to the Union.

The Union shall be the holder of all records regarding employee membership status in the Union, including payroll deduction authorization forms. Any disputes about employee membership status shall be resolved by the Union. Union members will pay all dues, initiation fees, and assessments as prescribed by the Union.

2.2.1 Dues Deductions. The City agrees to provide payroll deduction of Union dues. The City shall not be liable for check-off errors, but will make proper adjustments with the Union as soon as is practicable.

Irrespective of an employee's membership status in the Union, the City will adhere to all provisions in a written authorization for payroll deduction signed by a bargaining unit employee and provided by the Union to the City, including those regarding the initiation and duration of payroll deduction authorization, and amounts of payroll deduction.

The City will deduct from a Union member's pay and remit monthly to the Business Manager of IBEW Local 125 the normal and usual dues, fees, and assessments uniformly required of its members. The Union will notify the City in writing of the monthly amount of

Union dues, fees, and assessments. Employees who are not members of the Union may voluntarily agree to pay representation fees to the Union as specified in a written payroll deduction authorization between the Union and the employee.

The City shall refer bargaining unit employees to the Union for answers to questions about employee rights concerning payroll deduction authorizations, but the City may answer technical questions about such deductions consistent with its expertise in performing them. For any request by a bargaining unit employee to terminate the employee's payroll deduction authorization, the City shall inform the employee that such requests must be directed solely to the Union.

2.3 Hold Harmless and Indemnification. The Union will indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City as a result of any action taken pursuant to subsections 2.2 and 2.2.1 of this Article.

2.4 New Hires and Orientation. Within five (5) business days of hiring a new employee the Employer shall provide the Union with the name of the newly-hired individual, the position to be filled by that individual, the individual's expected first day on the job, and the individual's full contact information (phone numbers, email, and mailing address).

The City will provide the Union reasonable notice of the place and time of meetings for the orientation of new employees at City Hall. The Union will be entitled to no more than thirty (30) minutes to make a presentation at the orientation of new employees for the purpose of identifying the organization's representation status, organizational benefits, facilities, and related information, and for distributing and collecting membership applications. This presentation will be made by an IBEW Local 125 representative at the Union's expense. The City will compensate its employee for the time in orientation.

2.5 Union Access – The Union shall have the right to meet with employees on the premises of the City during the workday to investigate and discuss grievances, workplace-related concerns and other workplace issues. The Union shall have the right to conduct worksite meetings during non-work lunch and breaks on the City's premises.

2.6 Hiring Preference. Subject to observing preferences in hiring required by statute, (e.g. Oregon's Veteran's Preference Act), in the employment of unskilled labor, other conditions being equal, preference may be given to residents of Cascade Locks, Oregon.

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**Agreed & Signed for
IBEW Local 125**

**Agreed & Signed for
City of Cascade Locks**

Travis Eri, Business Manager

Gordon Zimmerman, City Administrator

Date: _____

Date: _____

CASCADE LOCKS STAFF REPORT

Date Prepared: January 22, 2019

For City Council Meeting on: January 28, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Engineering Contract for Forest Lane Overlay Project

SYNOPSIS: The City has received notification that we were successful in applying for a Small City Allotment Grant of \$100,000 to help us repave Forest Lane from WaNaPa Street to Hammond Street, the area where part of the new water main project was. This project would cost an estimated \$161,318.

With the funding from the State of \$100,000 and \$10,000 from Crestline Construction because neither Crestline nor the City was pleased with the paving of the waterline, the City will be responsible for the remaining \$51,318 in the 2019-2020 budget.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed contract language.

RECOMMENDED MOTION: "I move to approve the Agreement for Engineering Services between the City of Cascade Locks and Curran-McLeod, Inc. for the Forest Lane Overlay Paving Project."

**CITY OF CASCADE LOCKS
AGREEMENT FOR ENGINEERING SERVICES**

Forest Lane Overlay Paving Project

This Agreement is made this _____ day of _____, 2019, by and between the CITY OF CASCADE LOCKS, Hood River County, Oregon, hereafter referred to as the **OWNER**, and CURRAN-McLEOD, INC. Consulting Engineers, Portland, Oregon, hereafter referred to as the **ENGINEER**.

The OWNER intends to grind and install a 2-inch overlay on an approximately 2,060 foot section of Forest Lane from the intersection of Wa Na Pa thence east to the intersection of Hammond Avenue. The project includes three ADA curb approaches at Hammond Ave and Crest Drive. The project is to be completed in accordance with the 2018 Small City Allotment Agreement _____, between the City and the Oregon Department of Transportation, for which the ENGINEER agrees to perform the various professional engineering services for the design and construction of said improvements.

WITNESSETH

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - ENGINEERING SERVICES

The ENGINEER shall furnish engineering services to accomplish the work identified above.

1. The ENGINEER will attend conferences with the OWNER, representatives of the State, and other interested parties as may be required for completion of the work herein before described.
2. After the OWNER directs the ENGINEER to proceed, the ENGINEER shall furnish Design and Construction Services consisting of the following items:
 - A) Preliminary Design/Survey
 - B) Final Design/Construction Documentation
 - C) Bidding and Award
 - D) Construction Engineering/Survey Services

Statements of probable construction costs and detailed cost estimates prepared by the ENGINEER represent his best judgment as a design professional familiar with the Construction Industry. It is recognized, however, that neither the ENGINEER nor the OWNER has any control over the cost of labor, materials or equipment, over the Contractor's method of determining bid prices, or over competitive bidding or market conditions. Accordingly the ENGINEER cannot and does not guarantee that bids will not vary from any statement of probable construction cost or other cost estimate prepared by the ENGINEER.

3. Engineering services will include preparation of construction Drawings, Specifications and Contract Documents, and a final cost estimate based on the final design. It is also understood that if subsurface explorations (such as borings, soil tests, rock soundings and the like) are required, the ENGINEER will furnish coordination of said explorations without additional charge, but the costs incident to such explorations shall be paid for by the OWNER as set out in Section D hereof.
4. The ENGINEER will provide the OWNER with five copies of the plans and specifications.
5. Upon written authorization from the OWNER, the ENGINEER will complete the Design and bidding within 60 days.

SECTION B - COMPENSATION FOR ENGINEERING SERVICES

1. The OWNER shall compensate the ENGINEER for services in accordance with the following schedule, based on the cost estimate prepared by the City for the Oregon Department of Transportation, attached as Exhibit 'A':

All Design and Construction Services:

Twelve Thousand and no/100 Dollars (\$12,000.00)

2. Billings for these services shall be submitted monthly by the ENGINEER for services during the previous month. Payments shall be made for these billings within 30 days following approval at the regular scheduled Board meetings. Billings shall be based on percent of completion of Engineering Services.
3. Where hourly rates are used, they shall be in accordance with the Standard Hourly Rate Schedule, attached herewith as Exhibit 'B'.

SECTION C - ADDITIONAL ENGINEERING SERVICES

In addition to the foregoing being performed, the following services may be provided UPON WRITTEN AUTHORIZATION OF THE OWNER.

1. Providing financial feasibility or other special studies.
2. Record boundary surveys or other similar special surveys as may be required, excepting surveys to locate the construction project, or as identified in the scope of work.
3. Laboratory tests, borings, specialized geological, soil, hydraulic, or other studies recommended by the ENGINEER.
4. Record property surveys, detailed descriptions of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
5. Necessary data and filing maps for storm water discharge permits, water rights, adjudication, and litigation.

6. Redesigns not initiated by the ENGINEER after final Plans and Specifications have been approved by the OWNER, except redesigns to reduce the project cost to within the funds available.
7. Appearances before courts or boards on matters of litigation or hearings related to the project and providing services as an expert witness in connection with any public hearing, arbitration proceeding, or the proceedings of a court of record.
8. Preparation of Environmental Assessments or Environmental Impact Statement (E.I.S.).
9. Performance of field staking to define the scope of construction.
10. Preparing documents for alternate bids requested by the OWNER.
11. Providing consultation concerning replacement of any work damaged by fire or other cause during construction, and furnishing professional services of the type set forth as previously mentioned in this Agreement as may be required in connection with the replacement of such work.
12. Providing professional services for design and construction of any improvements to the site.

Payment for the services specified in this Section D shall be as agreed in writing prior to commencement of the work. The ENGINEER will render to OWNER for such services an itemized bill, once each month, for compensation for services performed hereunder during such period, the same to be due and payable by OWNER to the ENGINEER within 30 days following approval at the regular scheduled Board meetings.

SECTION D - OWNER'S RESPONSIBILITIES

1. The OWNER shall provide full information regarding OWNER's requirements for the project.
2. The OWNER shall designate, when necessary, a representative authorized to act in OWNER's behalf with respect to the project. The OWNER or OWNER's representative shall examine documents submitted by the ENGINEER and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the ENGINEER'S work.
3. The OWNER shall furnish all pertinent existing civil, mechanical, chemical or other laboratory tests, inspections, reports or plans as required by law or the Contract Documents, and which may impact the design.
4. The OWNER shall furnish such legal, accounting and insurance counseling services as may be necessary for the project, and such auditing services as OWNER may require to ascertain how or for what purposes the Contractor has used the moneys paid to him under the Construction Contract.

5. If the OWNER observes or otherwise becomes aware of any fault or defect in the project or non-conformance with the Contract Documents, OWNER shall give prompt oral notice with written confirmation thereof to the ENGINEER.
6. The OWNER shall furnish information required of OWNER as expeditiously as necessary for the orderly progress of the work.

SECTION E - SPECIAL PROVISIONS

The following is agreed to by both parties:

1. That the OWNER shall pay for advertisement for bids, building or other permits, plan review fees, BOLI Public Works Fee and Special Inspections as may be required by local, State or Federal authorities, and shall secure the necessary land easements and rights-of-way.
2. The ENGINEER will endeavor to assure compliance of his work with applicable State and Federal requirements.
3. That insofar as the work under this Agreement may require, the OWNER shall furnish the ENGINEER all existing maps, field survey data, grades and lines of streets, pavements, and boundaries, rights-of-way, and other surveys presently available, which will be returned upon project completion. ENGINEER will provide the OWNER a copy of survey notes establishing bench marks and location of improvements.
4. That if the engineering work covered in this Agreement has not been completed on or after the expiration of a six month period from the date of execution of this Agreement, the OWNER or ENGINEER may, at the option of either, on written notice, request a renegotiation of Sections B (providing for the compensation to be paid the ENGINEER for services rendered) to allow for changes in the cost of services. Such new schedule of compensation is to apply only to work performed by the ENGINEER after delivery date of such written notice.
5. That this Agreement is to be binding on the heirs, successors and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. At least fifteen (15) days shall be allowed for such consent.
6. Attorney's fees: In the event a suit, arbitration or other legal action is required by either the OWNER or the ENGINEER to enforce any provision of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon litigation or upon appeal.
7. Termination
 - a. This Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to

- terminate, and (2) an opportunity for consultation with the terminating party prior to termination.
- b. The Agreement may be terminated in whole or in part in writing by the OWNER for its convenience, provided that the ENGINEER is given (1) not less than ten (10) calendar days' written notice, (delivered by certified mail, return receipt requested) of intent to terminate, and (2) opportunity for consultation with the terminating party prior to termination.
 - c. If termination for default is effected by the OWNER an equitable adjustment in the price provided for in the Agreement shall be made.
 - d. Upon receipt of a termination action under paragraphs a. or b. above, the ENGINEER shall (1) promptly discontinue all affected work (unless the notice directs otherwise), and (2) deliver or otherwise make available to the OWNER reproducible data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the ENGINEER in performing this Agreement whether completed or in process.
 - e. Upon termination under paragraphs a. or b. above, the OWNER may take over the work and may award another party a contract to complete the work under this Agreement.
8. **RISK, RELEASE AND INDEMNITY.** The ENGINEER agrees to indemnify, and save harmless the CITY , its Officers, Councilors and employees from and against all claims and actions, and all reasonable expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the negligent acts, errors or omissions of the ENGINEER or the ENGINEER's employees or agents. The ENGINEER shall indemnify the CITY for the defense costs and damages incurred by the CITY to the extent of the ENGINEER's negligence, as determined by a court of law or by proportional out of court settlement.
9. The ENGINEER agrees to acquire and maintain for the duration of this Agreement, Professional Liability Insurance in the amount of \$2,000,000. The ENGINEER further agrees to obtain and maintain, at the ENGINEER'S expense, such insurance as will protect the ENGINEER from claims under the Worker's Compensation Act and such comprehensive general liability insurance as will protect the OWNER and the ENGINEER from all claims for bodily injury, death, or property damage which may arise from the performance by the ENGINEER or by the ENGINEER'S employees of the ENGINEER'S functions and services required under this Agreement.
10. The ENGINEER will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The ENGINEER will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin, such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

11. The ENGINEER will comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex, marital status, race, creed, color, national origin, handicap, or familial status. These requirements are specified in Section 109 of the Housing and Community Development Act of 1974; Civil Rights Act of 1964, Title VI; Civil Rights Act of 1968, Title VIII; Executive Order 11063.
12. ENGINEER covenants that he presently has no interest and shall not acquire interest, direct or indirect, which would conflict in any manner or degree with the performance of his services under this Agreement. Any interest on the part of the ENGINEER or his employees must be disclosed to the OWNER.
13. The records and documents with respect to all matters covered by the Agreement shall be subject at all times to inspection, review or audit by the OWNER, County, Federal or State officials so authorized by law during the performance of this contract. Required records shall be retained for a period of three (3) years after termination of this Agreement.
14. No member or delegate to the Congress of the United States and no Resident Commissioner or City Official shall be admitted to any share or part of this Agreement or to any benefit that may arise hereunder.
15. This Agreement, including Exhibits A and B, represents the entire integrated agreement between the OWNER and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the OWNER and ENGINEER.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

CITY OF CASCADE LOCKS:

CURRAN-McLEOD, INC.:

Signed: _____

Signed: _____

By: _____

By: Edward P. Hodges, P.E.

Title: _____

Title: PRINCIPAL

Date: _____

Date: _____

CITY OF CASCADE LOCKS
 July 2018
 Project Cost Estimate
 Forest Lane Overlay

ITEM	DESCRIPTION	UNIT		Project Total	UNIT PRICE	TOTAL PRICE
	Construction					
1	Mobilization	Lump Sum		1	\$ 10,000	\$ 10,000
2	Grinding (6' Wide Path)	LF		2903	\$ 6	\$ 17,418
3	Paving: Forest Lane 2 - In. Thick 1/2-Inch Dense mix	Ton		1075	\$ 90	\$ 96,800
4	4" Wide White or Yellow Thermoplastic Stripe	LF		8000	\$ 1.5	\$ 12,000
5	12" Wide Stop Bars	LF		24	\$ 25	\$ 600
6	Continental Cross Bar	Each		1	\$ 500	\$ 500
7	ADA Ramps	Each		4	\$ 3,000	\$ 12,000
	Grand Total Construction					\$ 149,318
8	Engineering					\$ 12,000
9	Total	Lump Sum				\$ 161,318

STANDARD HOURLY RATES

Effective January 1, 2019

Senior Principal Engineer	\$ 138.00
Principal Engineer	128.00
Project Engineer/Manager	125.00
Design Engineer/Manager	90.00
Design Technician/Inspector	90.00
Graphics Technician	75.00
Word Processing	65.00
Sub-Consultants	At Cost

REIMBURSABLE EXPENSES

CURRAN-McLEOD, INC. does not routinely invoice any reimbursable expenses. Auto expense, meals, travel, lodging, communication, publishing, and miscellaneous operating costs are all included in our established hourly rates and project budgets.

AGENDA ITEM NO: 7C

CASCADE LOCKS STAFF REPORT

Date Prepared: January 8, 2019

For City Council Meeting on: January 14, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Wastewater Facilities Project Rate Adjustment

SYNOPSIS: Please find attached a summary of the Wastewater Improvement Project costs and the necessary rate adjustments to cover the debt service. We'd like to discuss which option the Council would like to pursue.

CITY COUNCIL OPTIONS:

1. Increase the rates as the proportionally as the fund sources are complete.
2. Increase the rates equally over the life of the project.

RECOMMENDED MOTION: Council Discussion .

Wastewater Facilities Project
Revised: December 7, 2018

	USDA		WW- BizOR		Total
Principal:	\$ 4,456,600		\$ 1,100,000		\$ 5,556,600
	\$ 2,783,247	38% Loan Forgiveness	\$ 550,000	50% Loan Forgiveness	\$ 3,333,247
Interest:	\$ 1,673,353		\$ 550,000	40%	\$ 2,223,353
	2.75%		3.50%		
Term:	480 months		360 months		
Monthly:	\$ 9,633		\$ 2,492		\$ 12,125
Annual:	\$ 115,592		\$ 29,904		\$ 145,496

BizOR Wastewater Rate Increase

9/1/2019

Due: September 1, 2021

		Current	Usage	Revenue	New Rate	Usage	Total Month	Annual	New Rate
Residential	433	\$ 45.40	10,000	\$ 19,658	\$ 48.80	10,000	\$ 21,130	\$ 235,898	\$ 253,565
Commercial	52	8.77	25,000	11,401	9.43	25,000	12,255	136,812	147,058
Public Agency	15	8.77	25,000	3,289	9.43	25,000	3,535	39,465	42,421
Total	500			\$ 34,348			36,920	\$ 412,175	\$ 443,043
					\$ 3.40		\$ 2,572		\$ 30,868
					7.5%				

USDA Rural Development

9/1/2020

Due: October 1, 2022

		Previous	Usage	Revenue	New Rate	Usage	Total Month	Annual	New Rate
Residential	433	\$ 48.80	10,000	\$ 21,130	\$ 62.00	10,000	\$ 26,846	\$ 253,565	\$ 322,152
Commercial	52	9.43	25,000	12,255	12.00	25,000	15,600	147,058	187,200
Public Agency	15	9.43	25,000	3,535	12.00	25,000	4,500	42,421	54,000
Total	500			\$ 36,920			46,946	\$ 443,043	\$ 563,352
					\$ 13.20		\$ 10,026		\$ 120,309
					27.0%				

(May want to begin this increase over two years beginning in 2019)

	Option #1	Increase \$	Option #2	Increase \$
9/1/2018 Residential	\$ 45.40		\$ 45.40	
Commercial	8.77		8.77	
Public Agency	8.77		8.77	
Percent Increase	0.0%		0.0%	
9/1/2019 Residential	\$ 48.80	\$ 3.40	\$ 53.70	\$ 8.30
Commercial	9.43	0.66	10.38	1.61
Public Agency	9.43	0.66	10.38	1.61
Percent Increase	7.5%		18.3%	
9/1/2020 Residential	\$ 62.00	\$ 13.20	\$ 62.00	\$ 8.30
Commercial	12.00	2.57	12.00	1.62
Public Agency	12.00	2.57	12.00	1.62

7d

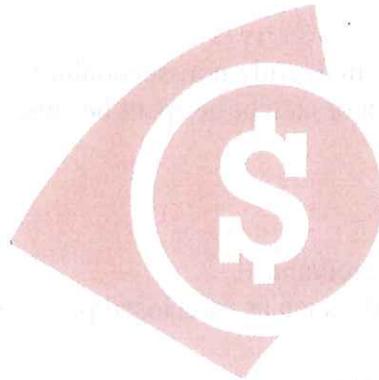
CITY OF CASCADE LOCKS

ADOPTED FINANCIAL MANAGEMENT POLICIES

JULY 2017

ADOPTED BY CITY COUNCIL

JULY 24, 2017



City of Cascade Locks Financial Management Policies

City of Cascade Locks Financial Management Policies

Section 1. Purpose

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

Section 2. Fund Balance Policies:

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

City of Cascade Locks Financial Management Policies

Section 3. Annual Budget Policies:

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

City of Cascade Locks Financial Management Policies

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

Section 5. Employee Expenditure Policies:

- A. General Provisions Related to Public Contracting:** The City Council, acting as the Contract Review Board, adopts rules of procedure for public contracting for the City of Cascade Locks through adoption of a separate resolution. The Model Rules adopted by the Attorney General do not apply to the City of Cascade Locks except where they have been incorporated into the City's Contract Review Board Rules.
- B. Purchasing Authority Levels and Required Documentation:** Purchasing authority levels and the required documentation for each are listed below. Purchasing procedures are contained in this Purchasing Policy. It is the policy of the City that the purchasing policies be strictly carried out.
- 1. In all cases a purchase order is required for all expenditures except formal contracts approved by City Council and routine purchases (i.e. office supplies, restroom supplies, utility bills, etc.).**

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

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

Section 6. Capital Asset and Improvement Policies:

A. Capital Asset Policy:

1. Definition of Capital Asset:

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

City of Cascade Locks Financial Management Policies

- c. Intangible assets are amortized using the straight line method over the estimated useful life of the asset.
- d. Intangible assets with indefinite lives are not amortized.
- e. No amortization of intangible capital assets is recorded in the year of acquisition and a full year of amortization is recorded in the year of disposition.

C. Capital Improvement Policy:

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

Section 7. Land Acquisition Policies:

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

Section 8. Banking/Deposits Policies:

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

Section 9. Investment Policies:

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

City of Cascade Locks Financial Management Policies

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

2. External Reporting:

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

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

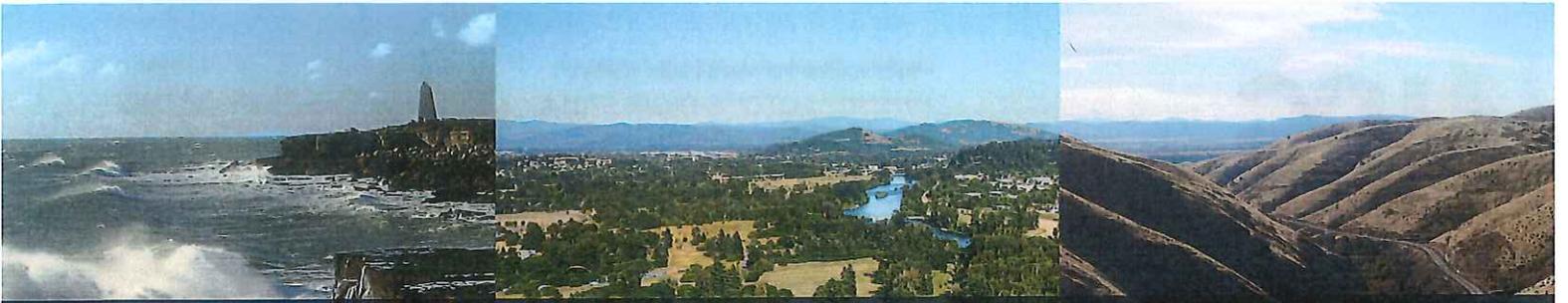
City Committees, Boards, and Task Forces do not have authority to make or authorize any expenditure or obligate the City for the payment of any bill or service. These groups are established by the City Council and can only make recommendations to the City in carrying out their assigned responsibilities.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

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

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

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

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



Introducing our new LOC brand

Last spring, we started on a journey to refresh the League of Oregon Cities (LOC) brand. Today, I'm pleased to share our new look and feel with you. Very soon you'll start seeing the new brand appear throughout our communications, and in the spring, we'll unveil an entirely new website. These efforts aren't for vanity's sake. While we think our new look and feel is attractive, the purpose goes deeper. Our rebranding signifies a new chapter for the LOC. We're looking forward, confident in our strengths and proud of our role in empowering Oregon cities to build vibrant, resilient communities. On behalf of the staff and the LOC Board of Directors, I thank everyone who participated in the surveys and interviews that contributed to our new brand. We hope you feel as energized by it as we do.

Mike Cully, Executive Director

Our new logo

The colors are intentional, too.
Blue symbolizes the coast.
Yellow for Eastern Oregon.
Green for the valleys.

The letters of the LOC touch, to symbolize the connection of Oregon's cities, while small, medium, and tall shapes are suggestive of the variety of our state's cities.



Just call us the "LOC". Our new shorthand saves time and space in the era of texting, emailing, tweeting, and hashtags.

The new font type is bold to communicate our strong advocacy role and sans serif to signal our relevance in the digital age.

A trio of trios—three shapes, three letters, and three elements (shape, acronym, name). The repetition of three reminds us that we serve members in three valuable ways: advocating on your behalf, supporting training for elected officials and staff, and sharing valuable information.

Why the update?

Our decision to update the LOC brand came from a desire to better reflect the spirit and direction we're taking as an organization. Our previous logo—a classic image of a western Main Street—had begun to feel too historic. It didn't celebrate, as we do at the LOC, our member cities' geographic, economic, and political diversity. As an organization, we want to signal that we're existing in the present and looking to the future—together.

Our core work—advocacy—remains our focus into the future, as do our core competencies and values: professionalism, accuracy, research, collaborative problem-solving. We also offer more to our members. We're a hub of information for city staff and an engaged public. We're experts in training newly elected city officials. We're connectors.

We're still the League of Oregon Cities, updated and moving ahead with fresh optimism. We're your LOC.

more →



1201 Court St. NE, Suite 200
Salem, Oregon 97301

*****AUTO**5-DIGIT 97014
SK# 1 BN#2
Gordon Zimmerman
City Administrator
Cascade Locks
PO Box 308
Cascade Locks OR 97014-0308

PRSR
US POS
PAI
PERMIT
SALEM

RETURN SERVICE REQ

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

You are the inspiration for the new brand.

To develop our new brand, we chose to work with branding agency happy, inc. They recognized that as a member organization, your opinions, feedback, and ideas were vital to the process of creating our new look and feel.



During our initial team discovery sessions, we discussed our mission and vision, our history, our direction the future, and looked to similar organizations for inspiration. Once we completed our internal team discovery it was time to reach out to our membership to get your input.

Here's how you participated:

Stakeholder Survey



Happy, inc. developed an online survey that we emailed to LOC membership, along with selected Legislative officials, staff members, affiliated organization staff, members of the media, and members of the public. The survey sought to better understand our membership's perceptions of the LOC—our current strengths and weaknesses as well as what members hope to receive from us in the future.

With the survey distributed to 1,500 individuals and an anticipated 15% participation rate, we expected approximately 225 responses to our survey. The survey was open from June 22, 2018 through July 9, 2018, and the total number of unique responses was 279—slightly exceeding our response expectations.

Audience Interviews



As a follow-up to the stakeholder surveys, happy, inc. held individual phone interviews with a broad spectrum of LOC audience members. The interviews allowed us to dive deeper into survey topics and hear firsthand feedback. These discussions were designed to reveal deeper insights regarding the brand, validate or correct the sometimes-conflicting survey findings, and further explore any topic that we felt would benefit from one-on-one dialog.

Altogether, we held 13 interviews with people representing the diversity of the LOC audiences. Interview participants included people from large and small cities, rural and urban areas, and a range of experience levels. In addition to speaking with LOC members, we also interviewed representatives from partner organizations and legislative staff. To be completely thorough, we reached out to individuals known to be critical of the LOC, either currently or in the past.

What's next?

You'll begin to see our new look on LOC print and digital communications starting this month. A new website—which will make it easier to find the information you need and will have a mobile-friendly design for smartphones and tablets—is in development and is scheduled to launch in spring 2019.

Questions or comments? Contact leagueoforegoncities@orcities.org.

CITY of CASCADE LOCKS — Tourism Committee Meeting

TOURISM COMMITTEE MEETING, Monday, December 3 , 2018 , 6:00 PM Council Chambers

1. Call Meeting to Order & Roll Call.

The meeting was called to order by Chairman Debbie Fine at 6:05 PM. Attending: Chairman Debbie Fine, Vice Chairman Cindilee Baseman, TM Barbie Daniel, TM Steve Anderson and TM Sherry Seaman. Also present Bernadette Murray, Tourism Support Staff.

2. Amendments to the Agenda.

None.

3. Comments from general public.

None.

4. Discussion/Declaration of Potential Conflicts of Interest

None.

5. Approval of minutes.

Approval of November 5, 2018 minutes. TM Daniel motioned to approve, TM Anderson seconded. All in favor. Motion carried.

6. Approval of Financials.

None.

7. Approval of Bills

Certified Folder contract for Multnomah Falls, \$828 for yearly contract.

8. Staff Report. The ALDHA West Ruck has moved to Stevenson. She reported on the reorganization with the CGTN and how they are moving to groups that are smaller with a purpose. Discussion took place regarding starting up the First Nations and getting Buck Jones involved. Bring the tribes with fishing rights in the area to the table to discuss possible events in the near future. They have created a nice brochure to promote in lieu sites. There is an opportunity on December 12 to attend one on one appointments with the International Marketing team from Travel Oregon. Bus routes and international visitors are entwined, and do not pertain to seasonality. What can we do with CGE and local businesses to work on seasonality? We need better communication with the WCGC.

9. Port Report.

None.

10. Old Business

A. Website update. The old site has an antiquated wordpress theme and needs to be updated. The site is not editable at this point. We need to add the monument and remove things that are no longer relevant. The committee agreed that the site needs to have the attention necessary to bring it up to date. We are driving traffic to the site, and the site is more than 5 years old. Public feedback has been sent on the outdated site. TM Daniel motioned that we have staff update the website and create the best possible website with \$5,000. TM Anderson seconded the motion. All in favor, aye.

B. Columbia Gorge Express. Need signage, and fix the issue with MORE information [IE. A rack with brochures], and CAT connections. How do we work with CAT to create a more friendly transportation system. We need a bus shelter and signage, a map, and a rack for brochures. A subcommittee was created with TM Anderson and CM Fine.

- C. Multnomah Falls Kiosk. Still waiting for artwork from participants. We are using Steve Anderson's photo of the monument. People are coming to see the monument.
- D. WCGC Get together, relationship building. Let's invite the WCGC, Travel Oregon to coffee.

11. New Business

- A. Historic ribboning cutting for the Wyeth to Lindsey section. Will take place on August 3rd. Eventually people will be able to get on a bike and ride all the way to The Dalles. Maybe a cookie cutter that is custom to commemorate the event?
- B. Seasonal events. We have a potential triathlon, details coming. Any other ideas?
- C. Travel Oregon Global Sessions. Travel Oregon's International Marketing arm is offering 45 minute appointments to help with marketing. An email with information has been sent.

12. Upcoming events:

- A. Christmas.

13. Tourism Committee Member Reports

- A. Debbie Fine. None.
- B. Cindilee. Said that the city did a great job with the Christmas Lights.
- C. Barbie Daniel. None.
- D. Steve Anderson. None.

14. Next Meeting Date & Time: Meeting Date & Time: Tuesday, January 7, 2018, 6 PM at Council Chambers

15. Adjournment. Motion made by TM Daniel to adjourn the meeting. Motion seconded by TM Baseman. Chairman Fine adjourned the meeting at 7:42 PM.

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.