

CITY of CASCADE LOCKS

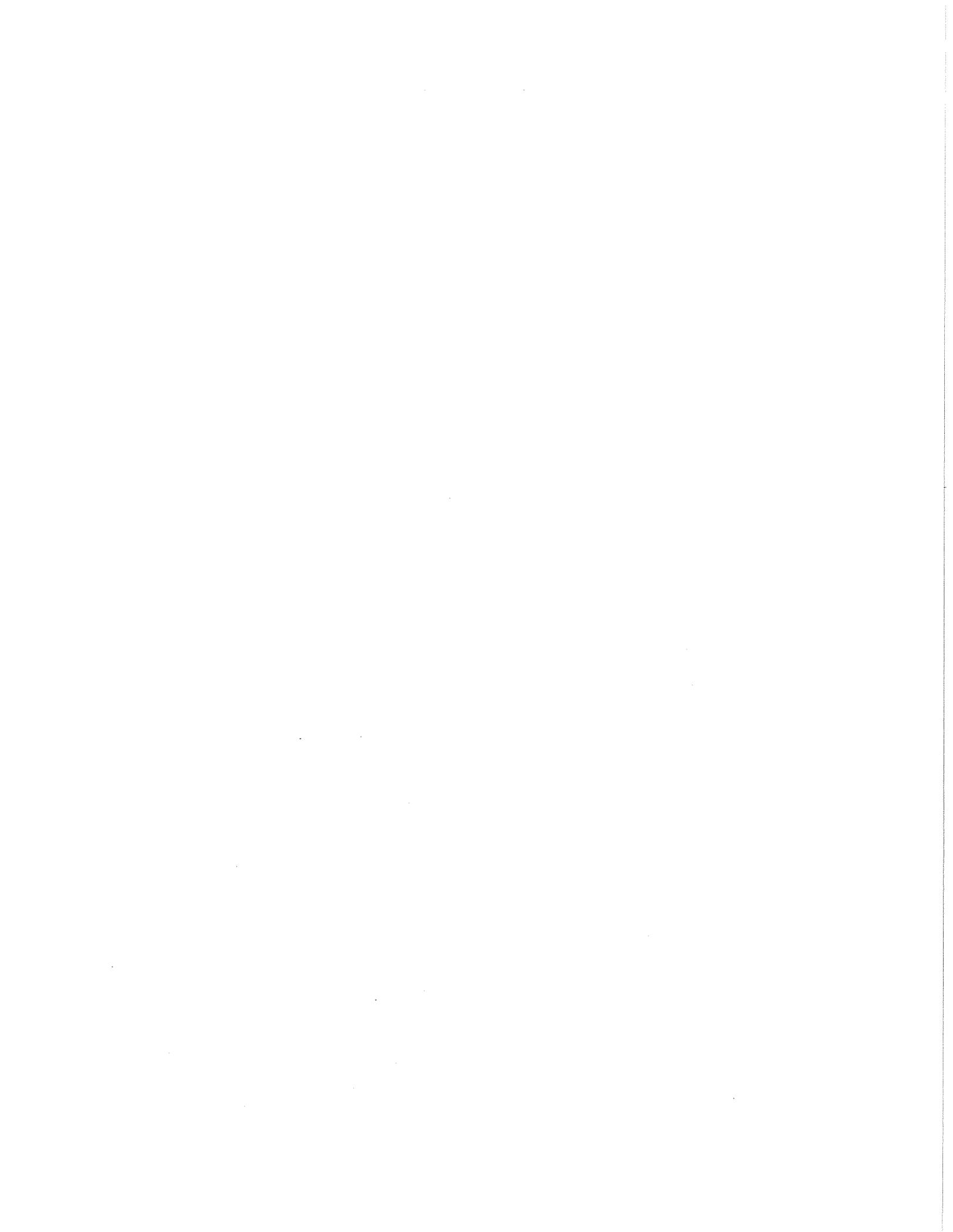
AGENDA

CITY COUNCIL MEETING, Monday, February 8, 2016, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of January 25, 2016 Goal Setting Workshop Minutes.**
 - b. **Approval of January 25, 2016 City Council Minutes.**
 - c. **Ratification of the Bills in the Amount of \$ 162,401.10.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Adoption of 2016-17 City Goals.**
 - c. **Approve Revision of Financial Management Policies.**
 - d. **Adopt Resolution No. 1349 Authorizing Application for a Grant from Oregon Department of Parks and Recreation for the Gorge Hubs 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.**
 - b. **Merina and Company – Audit Report.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. Review Previous 2015/2016 Goals. The Goal Setting Workshop began at 6:03 PM. CM's Groves, Fitzpatrick (arrived at 6:36 PM), Walker, Rutherford (arrived at 6:28 PM), and Mayor Cramblett. CM's Randall and Busdieker were excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Electric Department Working Foreman Keith Terry, and Interim Station Captain Jessica Bennett.

- A. **Emergency Services**
- B. **Public Works**
- C. **Finance**
- D. **Electric Department**
- E. **Planning/Recorder's Office**
- F. **Administration**

CA Zimmerman reviewed the goals from each department for the 2015/2016 year.

Mayor Cramblett asked if the City's Community Development Code addressed vacation rentals. CA Zimmerman said we could review that and make necessary amendments.

Mayor Cramblett asked when the substation would be finished. EDWF Terry said he is waiting on some specifications from Bear Mountain's engineer before he can place an order and finish up. CM Walker asked about undergrounding downriver to help alleviate outages. EDWF Terry said the Heuker's owned the property where most of the damage occurred and said they were supposed to clear the trees. He said if they clear the trees then he would like to gravel the access in order to be able to get vehicles in that area. He said he would also like to place a couple of re-closures in a couple of areas in the Warrendale/Dodson area, which would limit the number of households being without power during an outage. EDWF Terry said these two ideas would be the least expensive way to help the outage situations in that area. He said another idea would be to clear trees and move the lines closer to the frontage road so they can be easily accessed. He said if ODOT would consider topping the trees and allowing the lines to be moved closer to the frontage road that would help also. CM Walker asked if the Washington D.C. trip could include searching for funding for undergrounding more of the southbank area. Mayor Cramblett said that would be added to their list.

2. Departmental Issues and Concerns for 2016/2017 Budget. CA Zimmerman handed out the 2016/2017 Departmental Goals for Council consideration (Exhibit A).

3. Review The Seven Year Plan. The seven year plan was included in the packet for Council review.

4. Council Discussion. There were no additions to the 2016/2017 Goals.

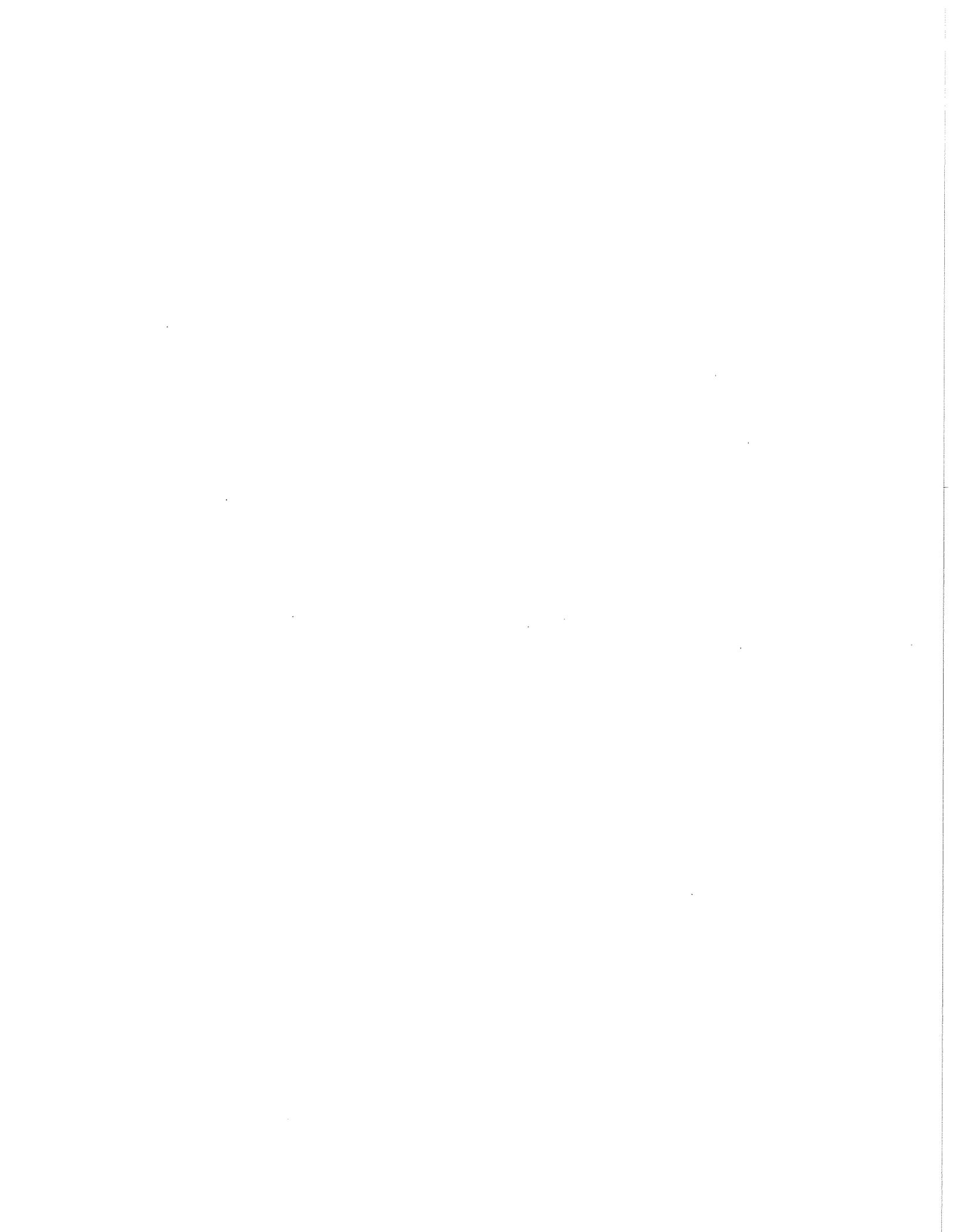
5. Council Establishes Proposed 2016/2017 Budget Goals. CA Zimmerman said he would have the goals put into resolution form for adoption at the next Council meeting.

6. Adjournment. Mayor Cramblett adjourned the meeting at 6:53 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



2016-17 City Council Goals

Public Works:

1. Complete Water System Improvements
2. *Raise Rates For Debt Service on USDA Loan*
3. Complete Wastewater Master Plan
4. *Seek Funding For Wastewater Master Plan Projects*
5. *Replace Planters and Waste Receptacles in Downtown*
6. *Complete Gorge Hubs Overlook Park Project Through Grant Funding*
7. *Crosswalk Reconstruction*

Electrical Department

1. ~~Provide adequate power to the Industrial Park now and plan for future growth~~
2. ~~Construct equipment shelter on City Hall property~~
3. *Improve Dodson/Warrendale Distribution Line*
4. *Replace Street Lights as Funding and Time Allow*

Emergency Services

1. Maintain Department within Budget Parameters
2. *Seek Funding for Sleeping Quarters and Improvements*

Finance

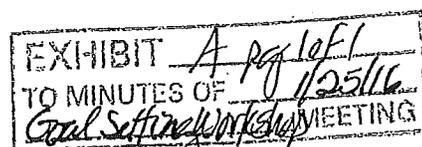
1. Provide a backup generator for City Hall
2. Continue ADA improvements for Front Office

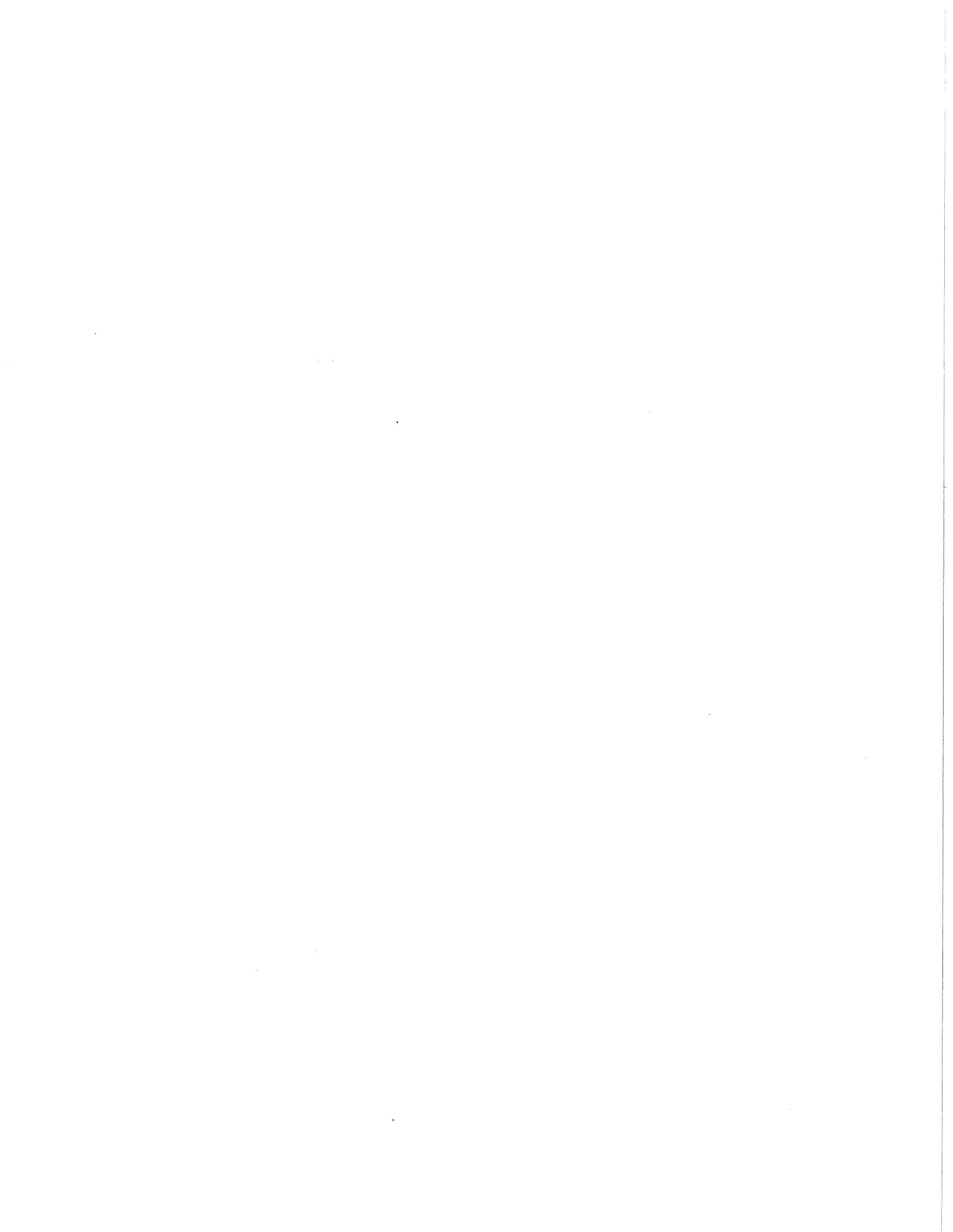
City Recorder/Planner

1. Implement Development Code Revisions

Administration

1. Continue Good Governance
2. *Continue Cleanup of Downtown*
3. *Work with Port and CLBA on Holiday Lighting Program*





1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick, Walker, Busdieker (via phone), Rutherford, and Mayor Cramblett were present. CM Randall was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Tourism Committee Member Harry Troeger, and Dave Palais. Finance Officer Marianne and Betty Rush operated the camera.

2. **Additions or amendments to the Agenda.** Mayor Cramblett said he would move the Tourism presentation to take place after the Consent Agenda.

3. **Adoption of Consent Agenda.**

a. **Approval of January 11, 2016 Minutes.**

b. **Ratification of the Bills in the Amount of \$ 171,473.90.**

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

4. **Public Hearings.** None.

7. a. **Tourism Committee – Presentation.** Harry Troeger presented a Tourism Logo and new brochure for Council's approval (Exhibit A). Harry explained the reason for a separate logo from the City giving Tourism its own identity. CA Zimmerman said this brochure is redesigned and was sent to all the businesses for their critique. He said it is important to differentiate the City from the Tourism. Mayor Cramblett stated that the tourism dollars come from the motel owners and the Tourism Committee members need to know what this money is for. He said lodging pays for the brochures and thought the brochure should include pictures of the motels. Harry explained that the pictures in the brochure are actual people that are staying here. He said there are a lot of pictures on the website. CM Groves said she would like to see a picture of where she would be staying as she doesn't search the internet.

CM Busdieker said she is a media professional and when it comes to the logo, simple is best. She said the brochure is meant to be a snapshot. She said people will go to the internet to get additional information. She said listing the lodging options is sufficient. She said what is most important are the reasons to come here. She said "staying" is an afterthought.

Mayor Cramblett said he has talked to many people in his 32 years of working on the Sternwheeler and those people are blown away by the scenery. He thought it would be good to somehow get pictures of lodging and include the scenery. CM Busdieker said the Tourism Committee allowed the businesses to review and comment on the brochure.

There was consensus of Council to continue with the logo and brochure.

5. **Action Items:**

a. **Appointment to Committees.** Mayor Cramblett appointed Barbie Daniel and Joseph Shelley to the Tourism Committee. There was consensus of Council.

b. **Approve Ordinance No. 442 Amending the Street Vendor Ordinance.** Mayor Cramblett said there was a motion at the last meeting so now Council needs to vote. CM Busdieker reminded Council of Katelin Stuart's comment at the last meeting. CA Zimmerman explained there is no other way to control this situation. He said the City doesn't have police powers and ODOT is not enforcing their right of way. He said this is an effort to get the vendors to follow the rules. CM Walker said it isn't fair for those that follow the rules.

The motion made at the previous meeting was passed unanimously by CM's Groves, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

c. Approve Resolution No. 1347 Adopting a Personnel Handbook and Repealing Resolutions 1041, 1062, 1101, 1209. Motion: CM Walker moved, seconded by CM Groves, to approve Resolution No. 1347. The motion passed unanimously by CM's Groves, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

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

7. Reports and Presentations.

a. City Committees.

b. Tourism Committee – Presentation. This took place earlier in the meeting.

c. City Administrator Zimmerman Report. CA Zimmerman gave his report (Exhibit B) and added that Betty is operating the camera tonight via computer.

CM Walker asked if the City looked at any other companies for repair of the backhoe. He said he didn't like the way Papé Machinery handled this situation. There was consensus of Council to finish the repair work but to search for other repair options in the future.

8. Mayor and City Council Comments. CM Busdieker said she attended a meeting in Salem regarding water policies. CM Busdieker's written comments are attached as Exhibit C.

CM Fitzpatrick thanked Electric Department Working Foreman Terry for his ideas for fixing southbank issues. He said he liked the idea of moving forward with the re-closures in that area. He said he liked Harry's work on the brochure.

CM Walker thanked Staff/Public Works/Electric Department for their ongoing work. He gave special thanks to the EMS/Fire Department for their hard work.

Mayor Cramblett said he received the Hood River County ballot measure and it is not as simple as it is portrayed. He said Cascade Locks is not a part of Hood River's water basin. He said Cascade Locks is in a better situation than Hood River. He said if the County was to ever need water from Cascade Locks it would have to be trucked to Hood River. He said he has been doing some research on the California water issues and discovering that if you keep searching you will get some good information. He said he is glad that Council is pushing forward with Nestlé and glad that Nestlé is still on board.

Mayor Cramblett said the Goals look good and Council will be getting ready for budget.

9. Other matters. None.

10. Executive Session as may be required. None.

11. Adjournment. Mayor: CM Groves moved, seconded by CM Walker, to adjourn the meeting. The motion was passed unanimously by CM's Groves, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett. The meeting was adjourned at 8:03 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

CASCADE
LOCKS
OREGON

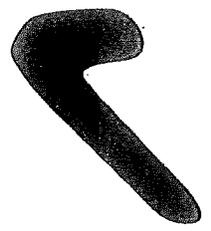
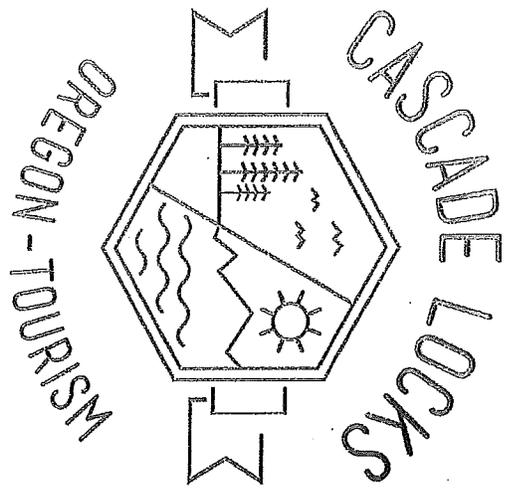
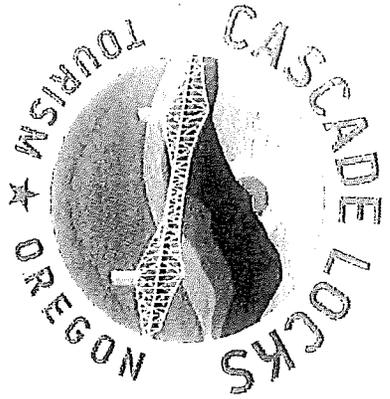
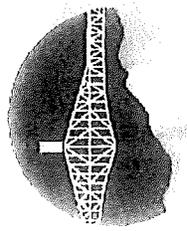


EXHIBIT A per 10/24
TO MINUTES OF 01/25/16
City Council MEETING

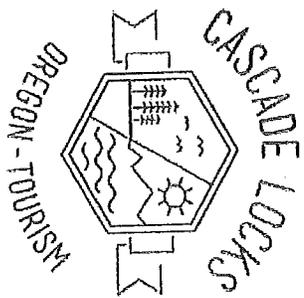


CASCADE LOCKS

ATTRACTIONS

AMENITIES

EVENTS



Welcome to the Heart of the Columbia River Gorge

The heart of it all— Cascade Locks.

When the mountains of the Columbia River Gorge rise above you and the waterfalls tumble silver from the heights, when the river reaches to beyond, a wondrous thing happens. You breathe easier. Your heart lets loose. You come home to yourself.

At the heart of it all, you'll discover a small town. A genuine town full of friendly folks willing to say, "Hi." Here, in Cascade Locks, you're free to choose—between big adventures, and life's small pleasures.



Ride our Sicury bouncer on a river of stories—from ancient native fishers to Lewis and Clark. Sail our world famous winds. Hike our trails to hidden waterfalls, or vast vistas. Fish our award-winning waters. Have an ice cream. Grab a bite. View the beauty that surrounds you. Visit a gallery to see it through our artists' eyes. Shop unique shops. Bite our paths, free of traffic. Have an old fashioned picnic in our park—play polo with your kids on Thunder Island. Stay the night. From big adventures to small pleasures, we're your choice location. Welcome to Cascade Locks.

Upcoming events in Cascade Locks:

No upcoming events

For more events, see our [Event Calendar](#).

Everyone's talking about Cascade Locks:

[SkiSpartan.com](#), [Adventure Cycling](#), [Seattle Times](#), [SpendUp!](#)

Cascade Locks is just forty-four miles from Portland:

Cascade Locks, OR 97014

[View larger map](#)

National Forest



goldentale

CONTACT US

GRANT OPPORTUNITIES

RESOURCES/LINKS

GRANT'S GETAWAYS IN CASCADE LOCKS

BLOG

OREGON PONY ENGINE

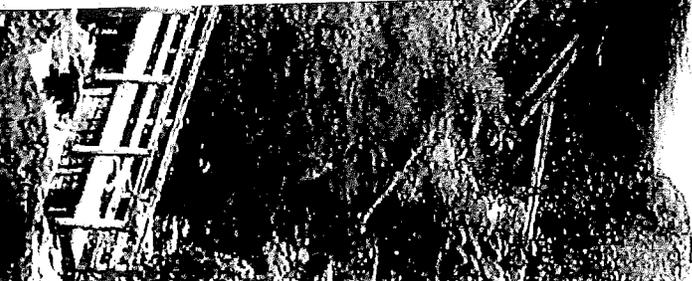
HISTORICAL MUSEUM

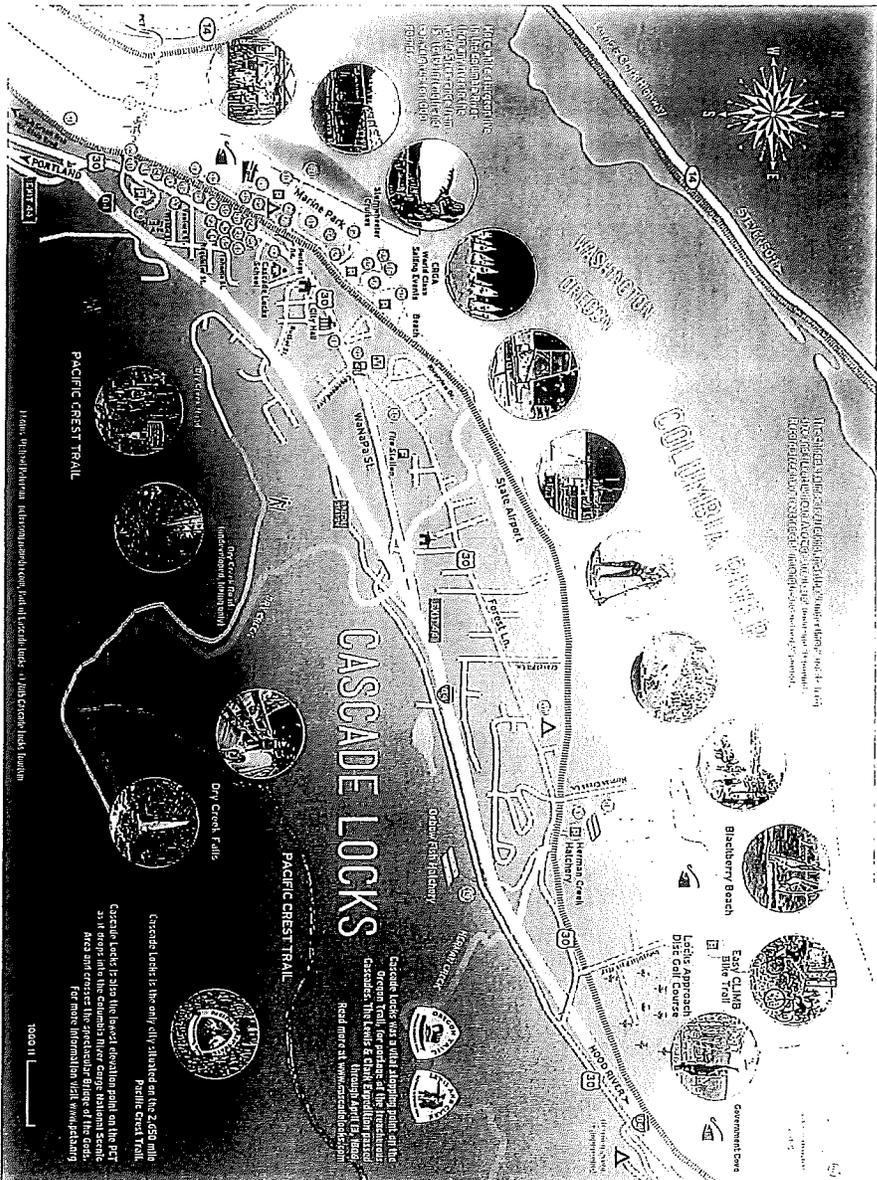
CASCADE LOCKS HISTORY

BRIDGE OF THE GODS

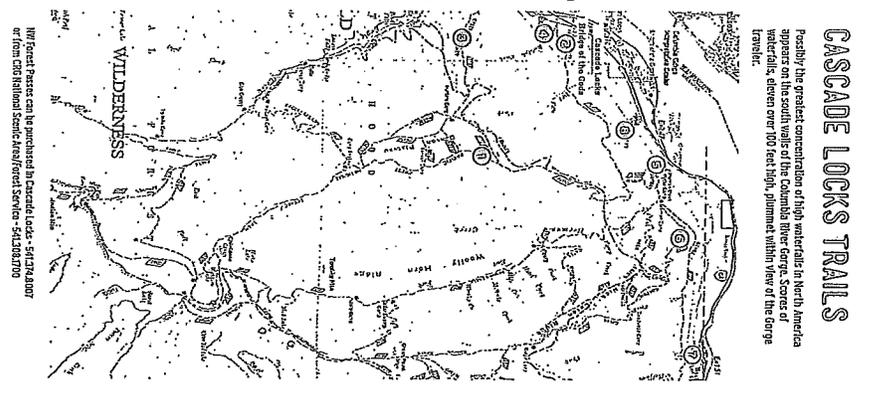
BUSINESSES

ABOUT CASCADE LOCKS





- LEGEND**
- ① Bridge of the Gods
 - ② Lewis & Clark Monument
 - ③ Indian Trading Post
 - ④ Pacific Crest Trailhead
 - ⑤ Overlook Trail
 - ⑥ Oregon Trolley Locomotive
 - ⑦ Public Boat Launch
 - ⑧ Thunder Head
 - ⑨ Historic Lock & Canal
 - ⑩ Stormwater Playground
 - ⑪ Scenic Interpretive Site
 - ⑫ Sluice Box - Canyon
 - ⑬ Marina
 - ⑭ Visitor Center
 - ⑮ Stormwater Deck
 - ⑯ Stormwater Park
 - ⑰ Diverging Site
 - ⑱ Osprey Bay Helibury
 - ⑲ EV Charging Station
- Hotels**
- ① Bridgeville - 51374 8477 - 745 NW Walker St. - bridgevillehwy.com
 - ② Cascade Locks Ale House - 51374 9079 - 500 Walker St. - cascadehotels.com
 - ③ Cascade Inn - 51374 8340 - 400 Walker St.
 - ④ Sun Wind Inn - 51374 8380 - 385 Walker St.
 - ⑤ The Locks Cafe - 51374 8477 - Harbor Park - bookstore.com
- Restaurants**
- ① Best Western Plus - Columbia River Inn - 51374 8477 - 735 Walker St. - bestwestern.com
 - ② Bridge of the Gods Hotel & Pub - 51374 8389 - 400 Walker St. - bridgeofthegods.com
 - ③ Columbia Forge Inn - 51374 8085 - 464 Walker St. - columbiainn.com
 - ④ Inn at the Park - 51374 8689 - 427 Walker St. - innatthepark.com
 - ⑤ Cascade Hotel - 51374 8350 - 300 NW Forest Lane - cascadehotel.com
 - ⑥ NOA - 51374 6566 - 361 SE Forest Lane - noa.com
- Businesses**
- ① Post Office - 51374 8389 - 385 Walker St. - postoffice.usps.gov
 - ② Community Center
 - ③ Harbor Park Pavilion - postoffice.usps.gov
 - ④ Columbia Forge Brewing Association Office - cfbra.com
 - ⑤ Scenic Studio & Photo Booth - 51374 8389 - 36 Walker St. - scenicstudio.com
 - ⑥ Long the Art & Copy - 51374 8387 - 360 Walker St. - longtheart.com
 - ⑦ Star Bus Station - 51374 8689 - 427 Walker St.
 - ⑧ Heald Travel - 51374 8689 - 427 Walker St. - healdtravel.com
 - ⑨ Post Office - 51374 8389 - 385 Walker St. - postoffice.usps.gov
 - ⑩ Bishop Fish Products - 51374 8325 - 601 Walker St. - bishopfish.com
 - ⑪ Jumpy Joe Diner - 65 Walker St.
 - ⑫ Columbia Market - 51374 8689 - 427 Walker St.
 - ⑬ Jubilee Court - 51374 8389 - 400 Walker St.
 - ⑭ Cascade Tree & Rubbish - 51374 8082 - 424 Walker St. - cascadehwy.com
 - ⑮ Lotus Locks Station - 51374 8084 - 424 Walker St.
 - ⑯ Theater Island Productions - 91234 8599 - 511 Parkway Rd. - theaterisland.com
 - ⑰ Indian Salmon Harvest Sales - 888 238 9385 - cdifc.com/river



CASCADIA LOCKS TRAILS

Possibly the greatest concentration of high waterfalls in North America appears on the south walls of the Columbia River Gorge. Scores of waterfalls, eleven over 100 feet high, plummet within view of the Gorge trail.

Wilderness

Wilderness Pass can be purchased by Cascade Locks - 51374 8087 or from the National Scenic Area/Forest Service - 51374 8370

③ PACIFIC CREST TRAIL 12th Mile - Level Moderate - Wildcat
 4.250 mile challenge, the Pacific Crest Trail reaches from Canada to Mexico with a stop in Cascade Locks and a beautiful view of the coast. The trail is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org

④ PACIFIC CREST TRAIL, 2000 4.4 Miles - Level Moderate
 Highlights: Foot bridge to 2 mile from Indianan crosses creek and makes a good picnic spot. Ends at foot bridge by Creek Falls. Historic buildings on Pacific Crest Trail. 1920s KA house, very nice. The trail is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org

⑤ PACIFIC CREST TRAIL, 2015 9.3 Miles - Level Moderate
 Highlights: Long tough climb into some of the highest views of country surrounding the Columbia River estuary. Views through spectacular wilderness preserve to the edge of the coast. 4000 feet high bridge. Peaceful views of the coast. The trail is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org

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⑨ HERMAN CREEK TRAIL, 406 8.4 Miles - Level Moderate
 Highlights: Herman Creek trail follows the highest point of the Pacific Crest Trail. The trail is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org

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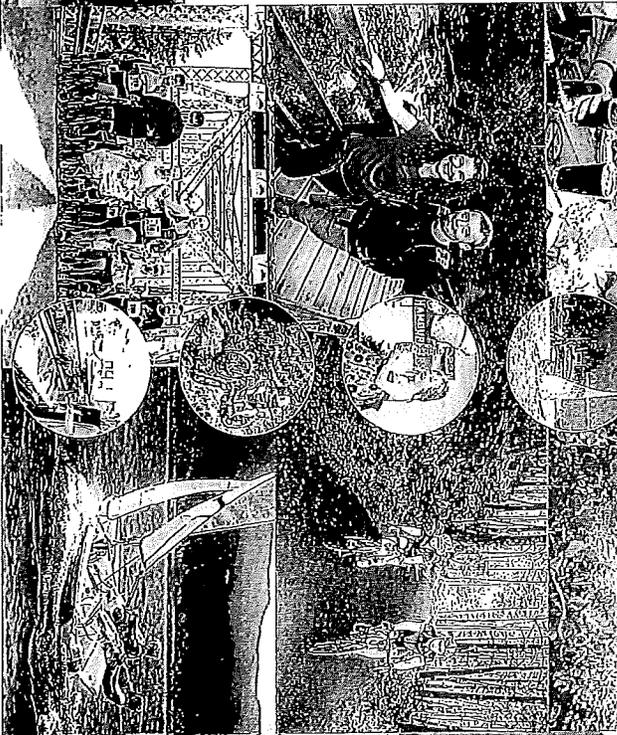
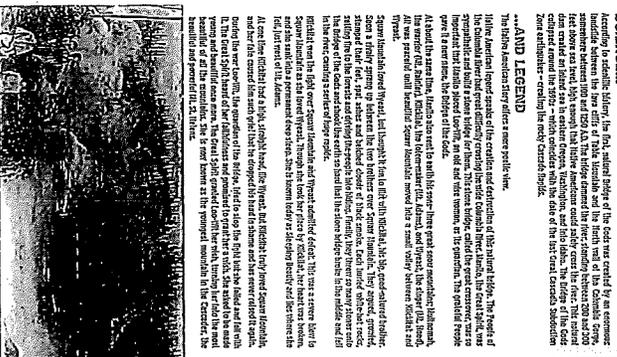
BRIDGING THE PAST AND THE FUTURE
 The historic American bridge crosses a river in the heart of the Pacific Northwest. The bridge is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org

SCIENCE

The historic American bridge crosses a river in the heart of the Pacific Northwest. The bridge is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org

AND LEGEND

The historic American bridge crosses a river in the heart of the Pacific Northwest. The bridge is a great way to see and enjoy the coast. The trail is the highest point of the West. More information, visit www.pacificcrest.org



YOUR WILD FINDS

CASCADE LOCKS
 OREGON - TOURISM

THE CASCADE LOCKS BOOM



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

(541) 374-8484

Fax: (541) 374-8752 TTY: 711

City Administrator Report to the City Council
Monday, January 25, 2016

1. **Parking Management Workshop Investigation Meeting:** There will be two opportunities this Friday to meet with the Parking Consultant Rick Williams. The first meeting will be at 11:00 in the Council Chambers. The second meeting will be at 1:00 p.m. If you have any issues or concerns you want to be addressed, this is the time to voice those issues. This is being paid for by the Transportation Growth Management Grant.
2. **2014-15 Audit:** You have each been given a copy of the audit. Our auditor will be here at our next meeting to formally present the audit to you and answer any questions you might have.
3. **Crosswalk Study:** We have received the preliminary draft of the pedestrian and traffic count study done to determine how many and where crosswalks should be placed in the City. We currently have five crosswalks: Tollhouse Park Road, Regulator Street, Oneonta Street, School Street, and Cascade Street. Only the Oneonta Street and School Street are approved by the Oregon Department of Transportation. This study is recommending four changes:
 - a. Bring Tollhouse Park Road crossing up to standard with bulb-outs, ADA (Americans with Disabilities Act) ramps, and signage
 - b. Put in a new crosswalk at Wasco Street with bulb-outs, ADA ramps, and signage
 - c. Upgrade Regulator Street with bulb-outs, ADA ramps, and signage
 - d. Upgrade Oneonta Street with bulb-outs and ADA ramps
 - e. Eliminate the Cascade Street crossing

Each crossing would cost under \$10,000 and would need to be engineered. ODOT is developing the cost for the engineering that would provide us with drawings and an estimated cost to do the work.

4. **Wastewater Master Plan Project:** A contractor is in town today and tomorrow inspecting our sewer mains. They are taking pictures and assessing where the trouble spots are. Through this investigation, our Wastewater Master Plan will provide a prioritized list of needed repairs to the collection system. This will be in addition to the \$3 million facility plan already completed.
5. **Gorge Hubs Grant Training:** I will be attending an Oregon Parks and Recreation Department Training for park grants tomorrow in Lake Oswego. The grant for our Gorge Hub Project will be due in March with the award in May. We are asking for \$145,000 grant with a \$50,000 match to redo Overlook Park and parking with an eye to the cyclists and hikers coming through town.
6. **Power Outage Costs:** We have compiled the costs of the power outages to date. The total cost for the November and December outages is \$98,603.72. That does not include our labor and parts. It is only the outside costs that were needed to get everyone back on.
7. **ODFW Water Transfer:** The first step in the water transfer and exchange applications involving the Oregon Department of Fish and Wildlife (ODFW) and the City has been referred to contested case hearing process. The projected timeframes are as follows:

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

EXHIBIT B pg 1 of 2
TO MINUTES OF 1/25/16
City Council MEETING

CRAG prepared to narrow the scope of the issues: Stipulated issues list due
January 27th
Discovery requests: February 2nd
Discovery responses: March 3rd
Motions to compel: March 17th
Motions for summary determination: April 11th
Responses: April 25th
Ruling: early - mid May
Witness/exhibit list deadline: May 23rd
In-person hearing: June 2nd
Closing argument
(Hearing at Tualatin OAH.)

The Administrative Law Judge will then make his ruling to the Oregon Water Resources Department which would be appealable to the Oregon Court of Appeals.

The process for the water exchange has not yet been finalized.

8. **Backhoe Repair:** We have had a problem with our backhoe. The parking brake has been engaging while the backhoe is in motion. We took the backhoe to Pape' Machinery for repair. They did several tests, attempted several repairs, and stopped when the repairs looked more extensive. Please see the attached invoice for details. The total bill so far is \$4,181.68. The estimate an additional \$1,750 to complete the repair, but it is not known if that repair would be successful. It could be additional monies would be required to repair the backhoe. In any case the repair would be cheaper than the replacement. *May we have the Council's permission to continue the repair of the backhoe?*

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

Gordon Zimmerman
Cascade Locks City Administrator

- Lauri Aunan, Natural Resources Dept.

it means a lot to my constituents that the governor is finally getting involved, so thank you. we hope that a cohesive policy can be developed that will protect our public resources for future generations of oregonians. i am not speaking on behalf of the city of cascade locks or any other council member.

as an elected official in cascade locks, i have seen and heard firsthand the way our citizens have been nearly shut out of this process, even with legitimate questions. we need more transparency and accountability. [this is a very short meeting so i won't go into details, but please feel free to follow up. we've been through a lot since the last time i met with you.]

from a cascade locks resident: the state needs to suggest regulations that better protect our water needs now and into the future. small towns and underserved areas can't be left to fend for themselves. ALL oregonians need to feel secure our water is protected. period.

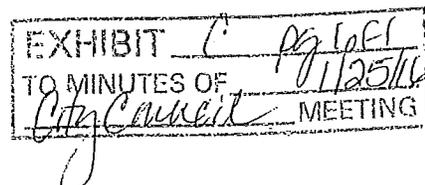
from my own due diligence: we need to see data independently verified whether or not we can afford it ourselves. we need comprehensive mapping of underground water resources for a better understanding of our aquifers and water tables, how much water is really there, and the paths it travels.

please establish penalties for leaving out required stakeholders. it appears that the city and port may not have consulted with the native tribes who hold treaty rights until earlier this year when the traditional fishing people got involved with the protests.

it distresses me that there don't seem to be any repercussions, even after nearly seven years. the native spiritual leaders believe you just don't sell water. it is sacred. period. that in itself should put the brakes on the cascade locks project to take a closer look at our treaty obligations.

any project involving public resource extraction needs public interest review. as it applies to the cascade locks proposal, please gather new public comments. the ones for the original application are five years old, and things have changed a lot during that time. we need a barometer of the current public sentiment.

thank you again





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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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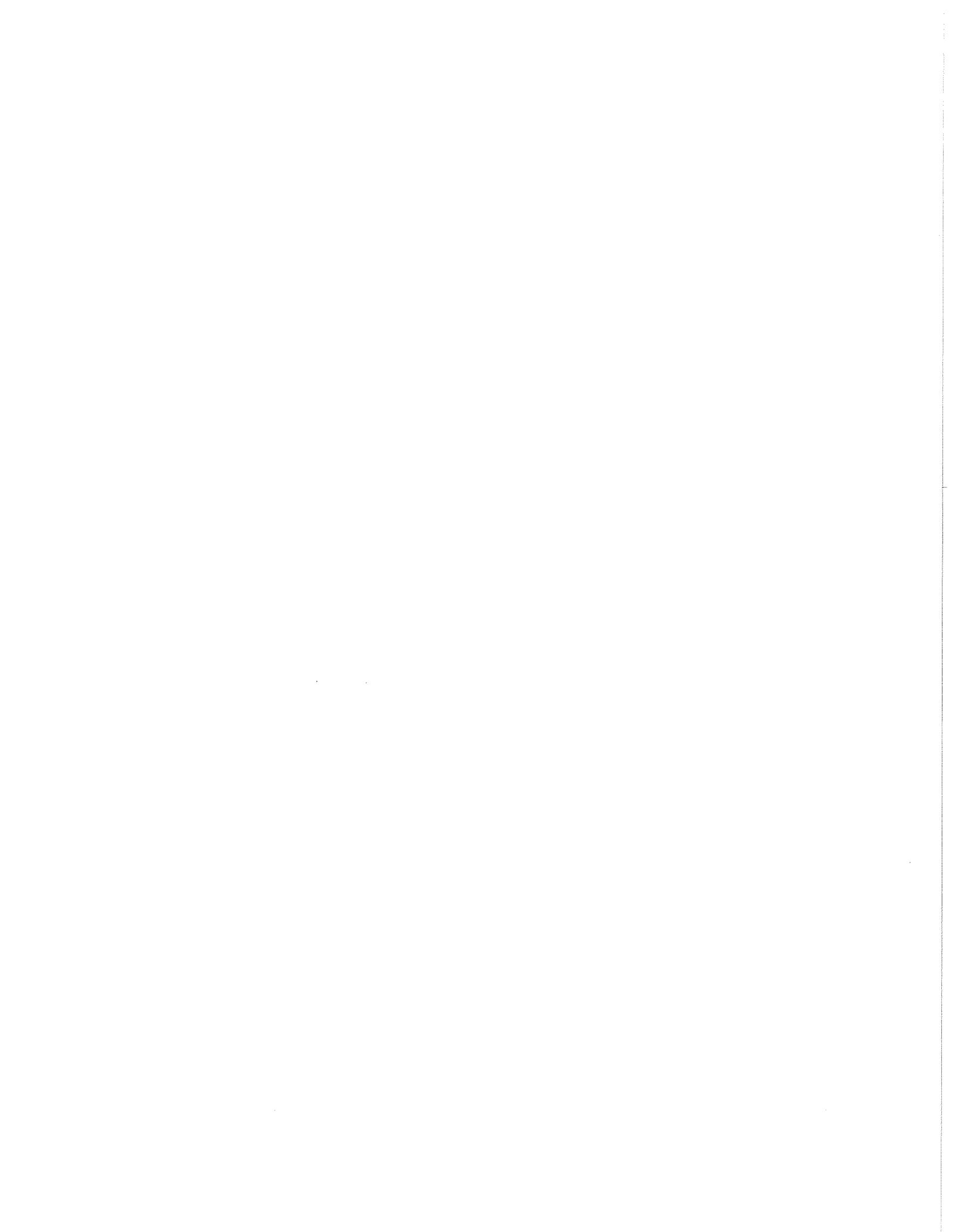
DATE:	DESCRIPTION:	AMOUNT:
1/22/2016	PR	\$ 53,350.64
1/29/2016	A/P	\$ 109,050.46

GRAND TOTAL \$ 162,401.10

=====

APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6717	01/16	01/29/2016	6942	1491940	Ace Industrial Supply, Inc.	diamond blades and safety glasses	2140562560	230.48
6717	01/16	01/29/2016	6942	1491940	Ace Industrial Supply, Inc.	diamond blades and safety glasses	3140562560	230.48
Total 6717: 460.96								
6718	01/16	01/29/2016	220	38255	AVENET, LLC	Annual Service Package 2016	0140162110	550.00
Total 6718: 550.00								
6719	01/16	01/29/2016	6853	2016	Cascade Locks Business Association	membership fee	0140162030	25.00
Total 6719: 25.00								
6720	01/16	01/29/2016	670	JAN CCLEP	CASCADE LOCKS LIGHT CO.	CCLEP D. Blouin	5140562138	150.00
6720	01/16	01/29/2016	670	JAN CCLEP	CASCADE LOCKS LIGHT CO.	CCLEP L. Parades	5140562138	150.00
Total 6720: 300.00								
6721	01/16	01/29/2016	790	313401451 1	CENTURYLINK	Treatment Plant	3140562050	116.33
6721	01/16	01/29/2016	790	313785538 1	CENTURYLINK	telemetry	2140562050	126.33
6721	01/16	01/29/2016	790	313785538 1	CENTURYLINK	telemetry	3140562050	126.33
6721	01/16	01/29/2016	790	314228414 1	CENTURYLINK	Lift Station	3140562050	38.58
6721	01/16	01/29/2016	790	320153997 1	CENTURYLINK	well house dialer	2140562050	9.76
Total 6721: 417.33								
6722	01/16	01/29/2016	4910	100042514 1	Colby Pearson	Refund Deposit	5121130	233.72
Total 6722: 233.72								
6723	01/16	01/29/2016	1120	B124042	COLUMBIA HARDWARE, LLC	glazing compound, masonry bit, fastener	0140462520	58.05
6723	01/16	01/29/2016	1120	B124060	COLUMBIA HARDWARE, LLC	glass for windows	0140462520	26.80
Total 6723: 84.85								
6724	01/16	01/29/2016	1130	235735	COLUMBIA MARKET (DBA)	lighter and vinegar	0540562020	6.14

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6724:								6.14
6725	01/16	01/29/2016	1480	WQ16DOM-0	DEPT. OF ENVIRONMENTAL QUALITY	Annual Fee	3140562860	2,461.00
Total 6725:								2,461.00
6726	01/16	01/29/2016	1530	9217 JAN 20	DISH NETWORK	Programming	4140562740	400.00
Total 6726:								400.00
6727	01/16	01/29/2016				Void Check		.00 V
Total 6727:								.00
6728	01/16	01/29/2016	4910	200105112 1	John Johnson	Refund Deposit	5121130	63.24
Total 6728:								63.24
6729	01/16	01/29/2016	3110	12201	LOCAL GOVERNMENT	labor relations	5140562110	829.50
6729	01/16	01/29/2016	3110	12201	LOCAL GOVERNMENT	labor relations	5140662110	276.50
Total 6729:								1,106.00
6730	01/16	01/29/2016	3160	011516	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	3.58
6730	01/16	01/29/2016	3160	011916	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	54.34
6730	01/16	01/29/2016	3160	011916	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	31.78
6730	01/16	01/29/2016	3160	012216	MARIANNE BUMP/PETTY CASH	zone change-port of Ci	0140362870	110.00
6730	01/16	01/29/2016	3160	012216	MARIANNE BUMP/PETTY CASH	supplies	0140462520	18.16
6730	01/16	01/29/2016	3160	012516	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140662020	42.47
Total 6730:								260.33
6731	01/16	01/29/2016	4640	JANUARY 20	PITNEY BOWES INC	Postage	0140162055	150.00
Total 6731:								150.00
6732	01/16	01/29/2016	6780	20829454	Ricoh Americas Corporation	Lease	0140162120	236.80

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6732:								236.80
6733	01/16	01/29/2016	5190	187842	SEA WESTERN	Bunker Gear	0540563020	3,808.00
Total 6733:								3,808.00
6734	01/16	01/29/2016	5210	2015	SECRETARY OF STATE	Filing Fee	0140162080	250.00
Total 6734:								250.00
6735	01/16	01/29/2016	6965	15	Sofia Urrutia-Lopez	Contract Support	0840562110	741.00
Total 6735:								741.00
6736	01/16	01/29/2016	5510	8037554394	STAPLES CONTRACT & COMMERCIA	paper, folders	0140162010	50.80
6736	01/16	01/29/2016	5510	8037652215	STAPLES CONTRACT & COMMERCIA	1099 Forms	0140162010	44.98
6736	01/16	01/29/2016	5510	8037652215	STAPLES CONTRACT & COMMERCIA	toner cartridges	0140162010	66.99
Total 6736:								162.77
6737	01/16	01/29/2016	6969	1029-1007	TEGNA	Programming	4140562740	284.90
Total 6737:								284.90
6738	01/16	01/29/2016	6110	JAN 2016	U.S. POSTAL SERVICE	UB Postage	0140162055	285.43
Total 6738:								285.43
6739	01/16	01/29/2016	6937	296159684	US Bank Equipment Finance	contract payment	5645163941	1,293.61
Total 6739:								1,293.61
6740	01/16	01/29/2016	6988	6030	Washington Fire Chiefs	Website Advertising for Station Captain	0540562030	50.00
Total 6740:								50.00
6741	01/16	01/29/2016	6690	012216	WOOSLEY, KATHY	Reimburse Mileage	0140162020	23.22
6741	01/16	01/29/2016	6690	012516	WOOSLEY, KATHY	Reimburse Mileage	0140162020	40.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6741:								
6742	01/16	01/29/2016	6700	29557	XTC TRUCK & TOY	controller for plow	0340562560	286.00
Total 6742:								
6743	01/16	01/29/2016	6854	JANUARY 20	Gordon Zimmerman	CA Expense	0140162094	161.18
Total 6743:								
1291601	01/16	01/29/2016	6090	2305 1/16	U S BANK CC	ccrown moulding for council chambers	0140462520	221.76
Total 1291601:								
1291602	01/16	01/29/2016	6090	2974 1/16	U S BANK CC	ipad data plan	0540562050	14.99
Total 1291602:								
1291603	01/16	01/29/2016	6090	5243 1/16	U S BANK CC	city administrator expense account-meal	0140162094	22.75
Total 1291603:								
1291604	01/16	01/29/2016	6090	4393 1/16	U S BANK CC	blinds for council chambers	0140462520	200.97
Total 1291604:								
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	home depot credit	0140462520	170.56
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	heater for library	0140462520	258.99
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	supplies for council chambers remodel	0140462520	1,129.34
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	supplies for council chambers remodel	0140462520	383.39
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	supplies for council chambers remodel	0140462520	108.91
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	supplies for council chambers remodel	0140462520	78.35
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	supplies for council chambers remodel	0140462520	47.40
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	meter rings	5140562750	224.37
1291605	01/16	01/29/2016	6090	8789 1/16	U S BANK CC	batteries, shovels and spotlights	5140562900	213.83
Total 1291605:								
1291606	01/16	01/29/2016	440	DEC15-PWR	BPA	December Power Bill	5140562820	67,369.00

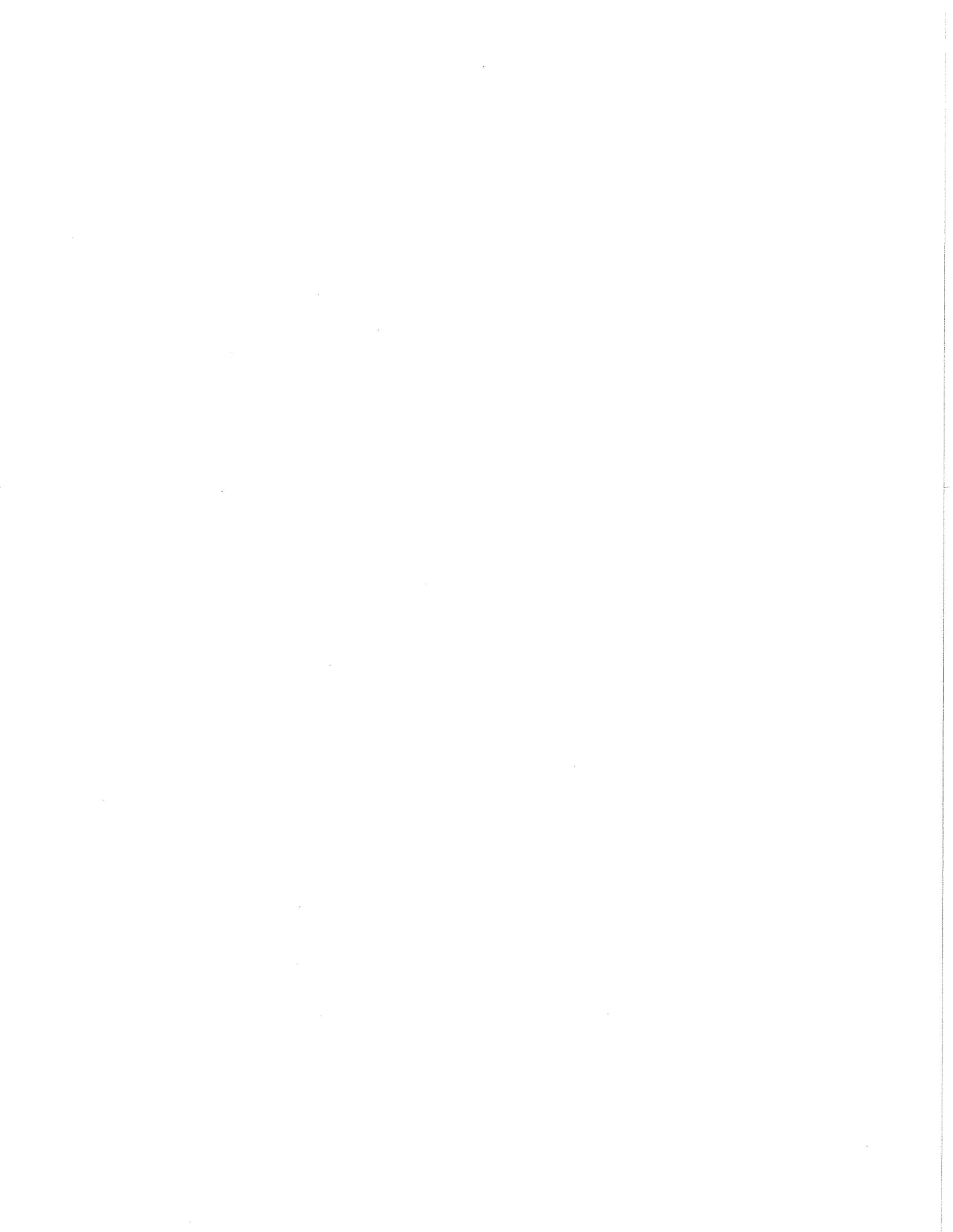
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1291606	01/16	01/29/2016	440	DEC15-PWR	BPA	December Power Bil	5140662820	10,888.00 M
Total 1291606:								78,257.00
1291607	01/16	01/29/2016	440	DEC2015-TR	BPA	December Transmission Bill	5140662821	11,729.00 M
1291607	01/16	01/29/2016	440	DEC2015-TR	BPA	December Transmission Bill	5140662821	1,896.00 M
Total 1291607:								13,625.00
1291608	01/16	01/29/2016	6080	DECEMBER	U S BANK	Bank Fees	0140162110	291.99 M
Total 1291608:								291.99
Grand Totals:								109,050.46

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	170.56	4,973.93-	4,803.37-
01-401-62010	220.69	.00	220.69
01-401-62020	63.72	.00	63.72
01-401-62030	25.00	.00	25.00
01-401-62055	435.43	.00	435.43
01-401-62080	250.00	.00	250.00
01-401-62094	183.93	.00	183.93
01-401-62110	841.99	.00	841.99
01-401-62120	236.80	.00	236.80
01-403-62870	110.00	.00	110.00
01-404-62520	2,532.12	170.56-	2,361.56
01-404-62540	31.78	.00	31.78
01-408-62020	42.47	.00	42.47
03-21010	.00	286.00-	286.00-
03-405-62560	286.00	.00	286.00
05-21010	.00	3,879.13-	3,879.13-
05-405-62020	6.14	.00	6.14
05-405-62030	50.00	.00	50.00
05-405-62050	14.99	.00	14.99
05-405-63020	3,808.00	.00	3,808.00
08-21010	.00	741.00-	741.00-
08-405-62110	741.00	.00	741.00
21-21010	.00	366.57-	366.57-
21-405-62050	136.09	.00	136.09
21-405-62860	230.48	.00	230.48
31-21010	.00	2,972.72-	2,972.72-
31-405-62050	281.24	.00	281.24
31-405-62560	230.48	.00	230.48
31-405-62860	2,461.00	.00	2,461.00
41-21010	.00	684.90-	684.90-
41-405-62740	684.90	.00	684.90
51-21010	.00	94,023.16-	94,023.16-
51-21130	296.96	.00	296.96
51-405-62110	829.50	.00	829.50
51-405-62138	300.00	.00	300.00
51-405-62750	224.37	.00	224.37
51-405-62820	67,369.00	.00	67,369.00
51-405-62821	11,729.00	.00	11,729.00

GL Account	Debit	Credit	Proof
51-405-62900	213.83	.00	213.83
51-405-62110	276.50	.00	276.50
51-405-62820	10,888.00	.00	10,888.00
51-405-62821	1,896.00	.00	1,896.00
56-21010	.00	1,293.61-	1,293.61-
56-451-63941	1,293.61	.00	1,293.61
Grand Totals:	109,391.58	109,391.58-	.00

Report Criteria:
Report type: GI detail



CASCADE LOCKS STAFF REPORT

Date Prepared: February 1, 2016

For City Council Meeting on: February 8, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Adopt Council Goals and Budget Priorities

SYNOPSIS: The City Council met in a work session on Monday, January 25, for a review of the previous year's activities by the various City departments. The Council also listened to the staff's proposed goals and activities for the upcoming Fiscal Year 2016-2017. The proposed goals listed by department are attached.

This list was developed as we identified the prospective economic development activities and recruitments being undertaken by the Port of Cascade Locks. The focus for the City is to identify those essential activities that can support the growth of industry and jobs in the Industrial Park and other areas of the City. With that identification, the City must work towards building the infrastructure that facilitates the new businesses that are poised to open in the Business Park and on WaNaPa Street. While this may generate additional costs to the consumer, those costs may be able to be adjusted after the increased revenue stream is proven. If the City chooses not to do the infrastructure requirements identified, then our water, sewer, electric, and street systems will continue to deteriorate and the cost to repair those issues will continue to escalate.

With the adoption of the Council goals, the City Staff will begin to build the budget based on those goals and activities.

CITY COUNCIL OPTIONS: Accept, modify, or reject the proposed Council Goals.

RECOMMENDED MOTION: "I move to adopt the Council Goals as identified in the January 25th work session."



2016-17 City Council Goals

Public Works:

1. Complete Water System Improvements
2. Raise Rates For Debt Service on USDA Loan
3. Complete Wastewater Master Plan
4. Seek Funding For Wastewater Master Plan Projects
5. Replace Planters and Waste Receptacles in Downtown
6. Complete Gorge Hubs Overlook Park Project Through Grant Funding
7. Crosswalk Reconstruction

Electrical Department

1. Improve Dodson/Warrendale Distribution Line
2. Replace Street Lights as Funding and Time Allow

Emergency Services

1. Maintain Department within Budget Parameters
2. Seek Funding for Sleeping Quarters and Improvements

Finance

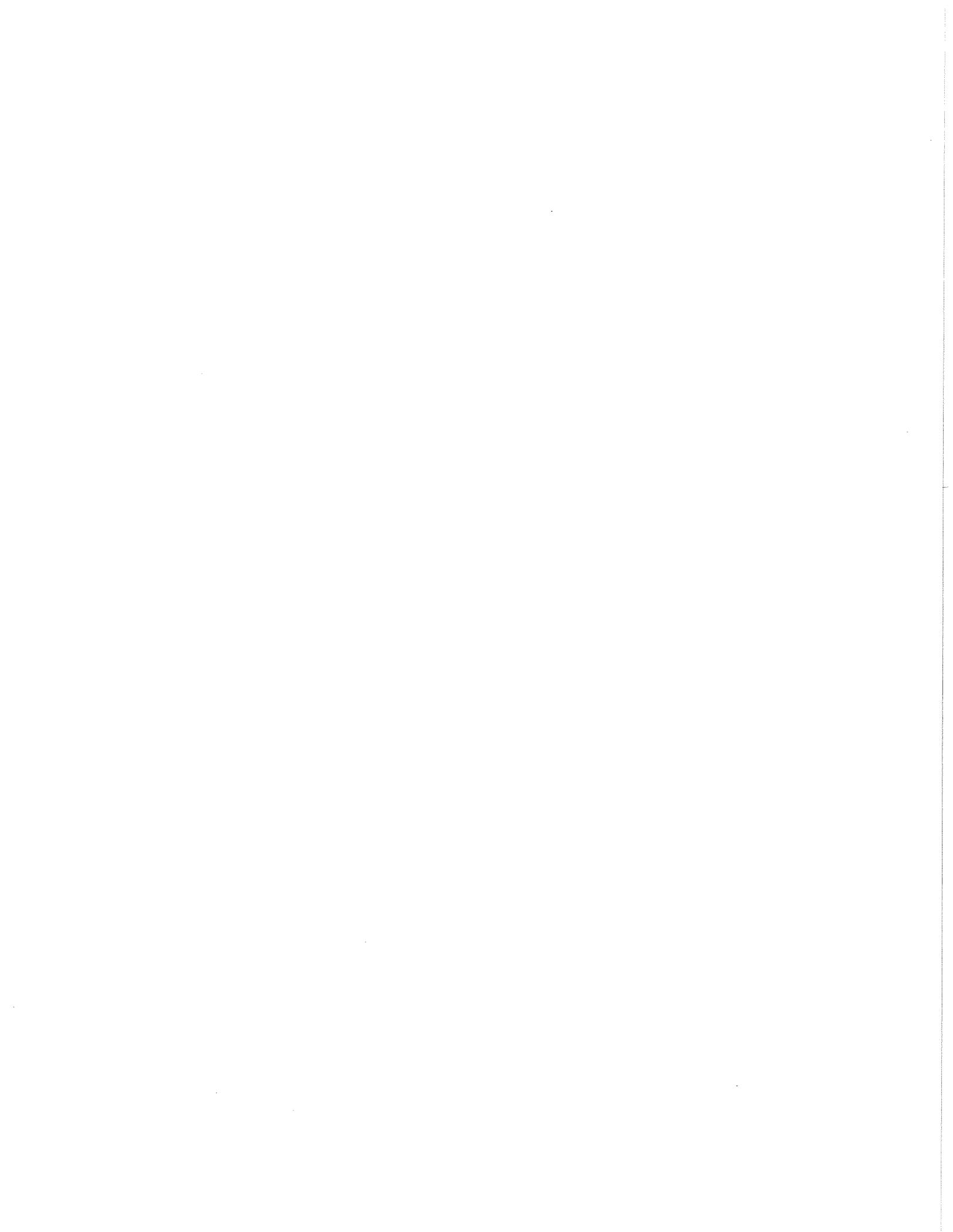
1. Provide a backup generator for City Hall
2. Continue ADA improvements for Front Office

City Recorder/Planner

1. Implement Development Code Revisions

Administration

1. Continue Good Governance
2. Continue Cleanup of Downtown
3. Work with Port and CLBA on Holiday Lighting Program



STAFF REPORT

Date Prepared: February 2, 2016

For City Council meeting on January 11, 2016

TO: Hon. Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer *MB*

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Revised Financial Management Policies

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

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

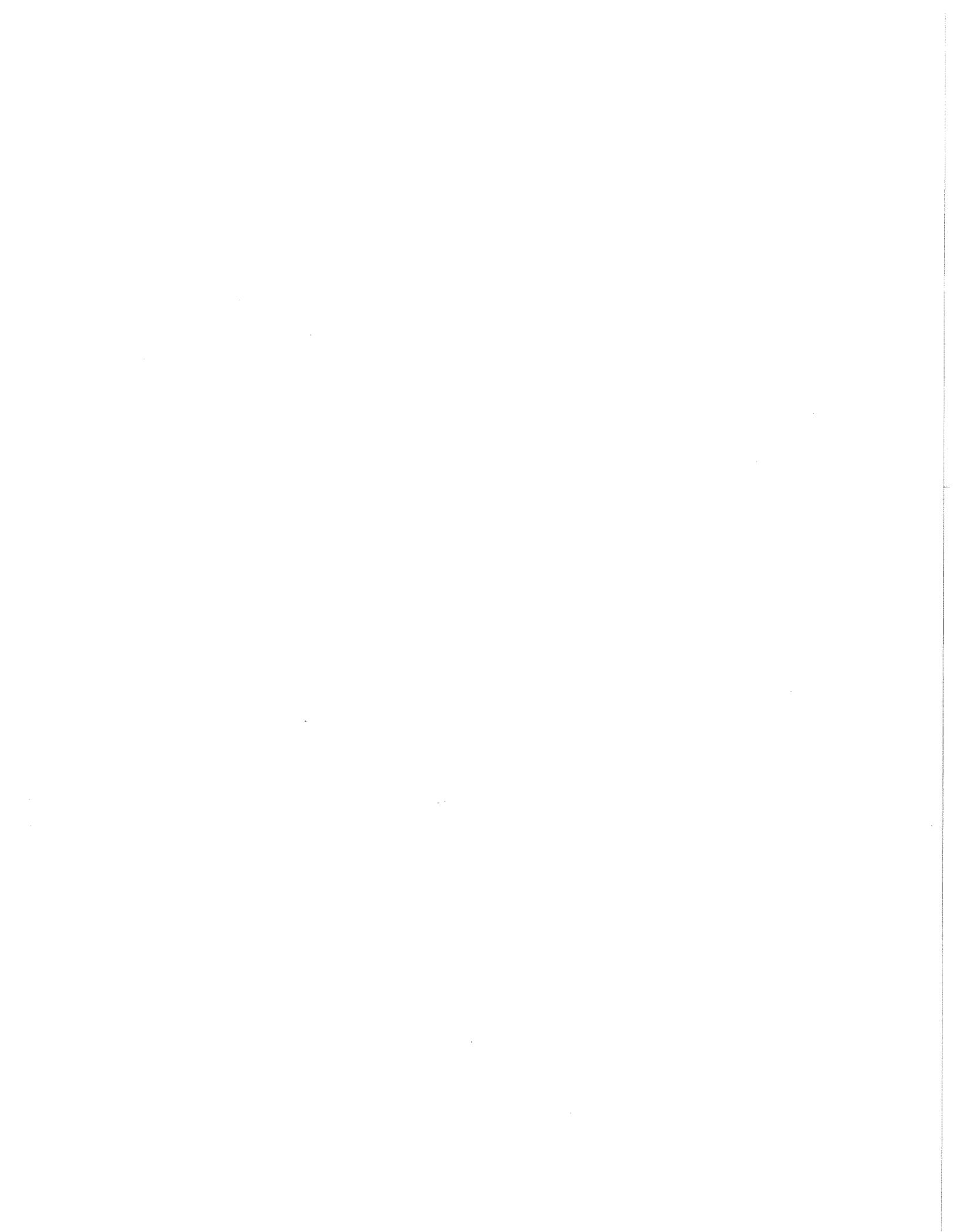
1. Approve Financial Management Policies
2. Take No Action
3. Provide Other Direction for Staff or changes as desired by City Council.

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

Legal Review and Opinion: N/A.

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

BACKGROUND INFORMATION: N/A.



CITY OF CASCADE LOCKS

ADOPTED FINANCIAL MANAGEMENT POLICIES

JANUARY 2016

ADOPTED BY CITY COUNCIL

JANUARY 11, 2016

City of Cascade Locks Financial Management Policies

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City of Cascade Locks Financial Management Policies

City of Cascade Locks Financial Management Policies

Section 1. Purpose

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

Section 2. Fund Balance Policies:

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

City of Cascade Locks Financial Management Policies

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

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

4. **Assigned Fund Balance:** (limitation resulting from intended use) – The City Council has delegated decision making authority to the City Administrator/Budget Officer for “assigning” this category of fund balances. Less formality is necessary in the case of assigned fund balance. Examples include:
 - a. City Administrator/Budget Officer assigns the amount used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year’s budget. This is done annually in the budget process for all departments, services and programs.
 - b. City Administrator/Budget Officer is responsible for insuring that sufficient year ending fund balance, along with other cash carry forward, is adequate to fund operations until tax revenue is available in November each year.
 - c. The City will consider all amounts as budgeted to be designated as “assigned”, unless amounts are otherwise committed in the form of resolution or restricted if it meets the limitations discussed above. Any balances that are budgeted as unappropriated will be considered by the City to be “unassigned”.

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

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

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

City of Cascade Locks Financial Management Policies

Section 3. Annual Budget Policies:

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

City of Cascade Locks Financial Management Policies

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

Section 4. Revenue Policies:

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

City of Cascade Locks Financial Management Policies

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

Section 5. Employee Expenditure Policies:

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

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

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

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

Section 6. Capital Asset and Improvement Policies:

A. Capital Asset Policy:

1. Definition of Capital Asset:

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

City of Cascade Locks Financial Management Policies

2. Capital Asset Accounting Policy:

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

B. Intangible Capital Assets Policy (GASB 51):

1. Definition of Intangible Capital Asset:

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

2. Intangible Capital Asset Accounting Policy:

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

City of Cascade Locks Financial Management Policies

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

C. Capital Improvement Policy:

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

Section 7. Land Acquisition Policies:

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

Section 8. Banking/Deposits Policies:

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

Section 9. Investment Policies:

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

City of Cascade Locks Financial Management Policies

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

Section 10. Debt Policies:

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

Section 11. Risk Management Policies:

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

Section 12. Accounting and Financial Reporting Policies:

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

City of Cascade Locks Financial Management Policies

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

2. External Reporting:

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

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

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

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

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

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

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

City of Cascade Locks Financial Management Policies

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

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

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

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

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

Section 14. Purchasing Policy for Operating Expenses:

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

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

Section 15. Grant Policy:

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

Section 16. Annual Review:

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

AGENDA ITEM NO: 5.d.

CASCADE LOCKS STAFF REPORT

Date Prepared: February 2, 2016

For City Council Meeting on: February 8, 2016

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution No. 1349 Authorizing an OPRD Grant

SYNOPSIS: Part of the grant application process for the Oregon Parks and Recreation Department is a resolution supporting the grant application from the governing board.

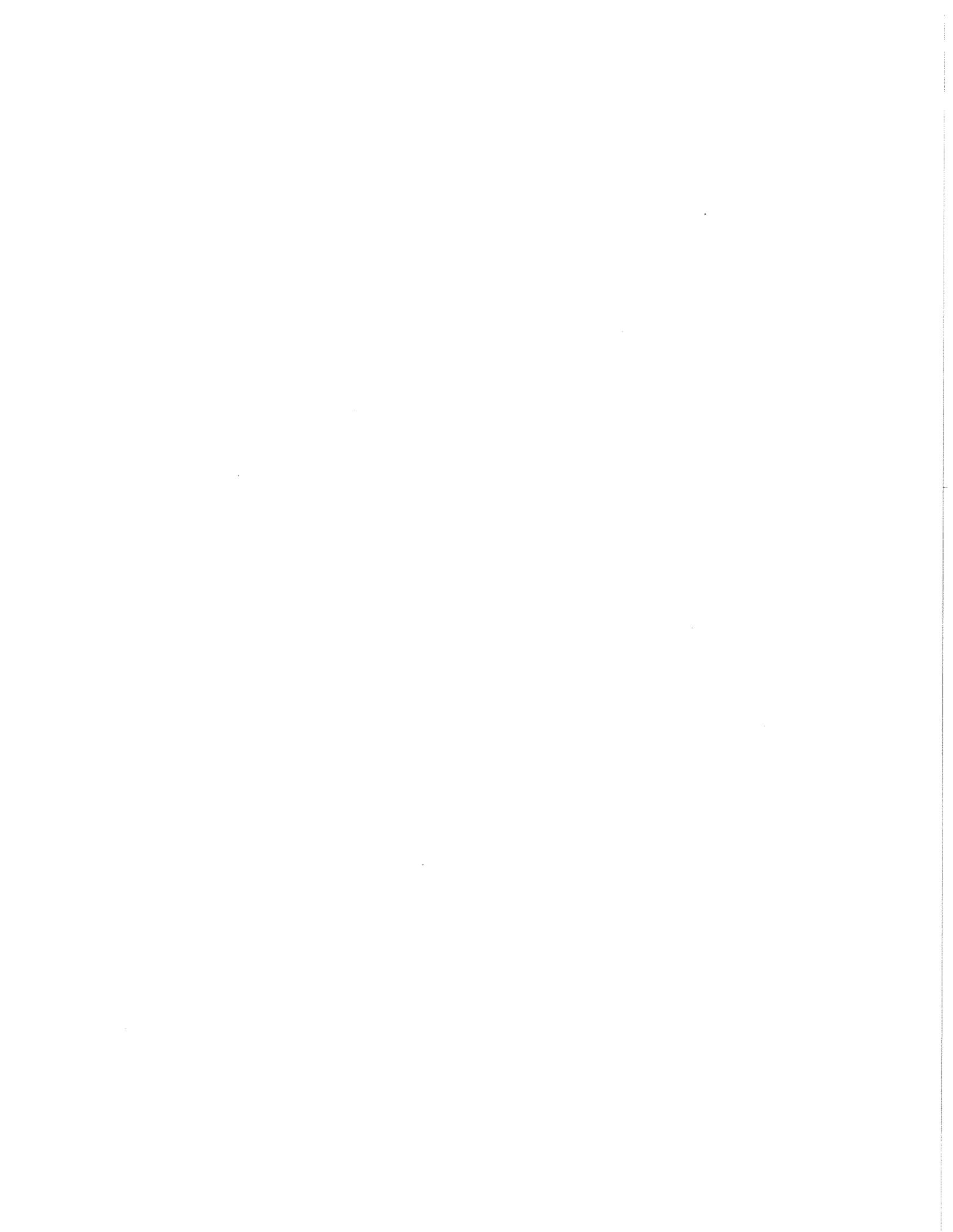
This project is to enhance Overlook Park with amenities for biking and hiking enthusiasts including bathrooms, a bike repair station, benches, and the redesigned parking lot.

The attached application is a work in process and not yet completed. It must be submitted before March 4.

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

RECOMMENDED MOTION: "I move to approve Res. No. 1349 authorizing the grant application to the Oregon Parks and Recreation Department for the improvement of Overlook Park.

Financial Review and Status: The City would use \$50,000 of street funds to match the grant.



RESOLUTION NO. 1349

**A RESOLUTION AUTHORIZING APPLICATION FOR A GRANT
FROM THE OREGON DEPARTMENT OF PARKS AND RECREATION
IN SUPPORT OF THE GORGE HUBS PROJECT**

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

WHEREAS, the City of Cascade Locks desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreational improvements and enhancements; and

WHEREAS, the City Council has identified improvements at Overlook Park as a high priority need in the City of Cascade Locks; and

WHEREAS, the Gorge Hubs Project would increase the amenities for hikers, bikers, and citizens at Overlook Park in the center of the downtown including upgrading the pergola, installing public restrooms, drinking fountain, new seating, and a bike repair station and rebuilding the public parking lot; and

WHEREAS, the City of Cascade Locks has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Cascade Locks will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

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

SECTION 1. The City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for the development of the Gorge Hubs Project in Overlook Park.

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

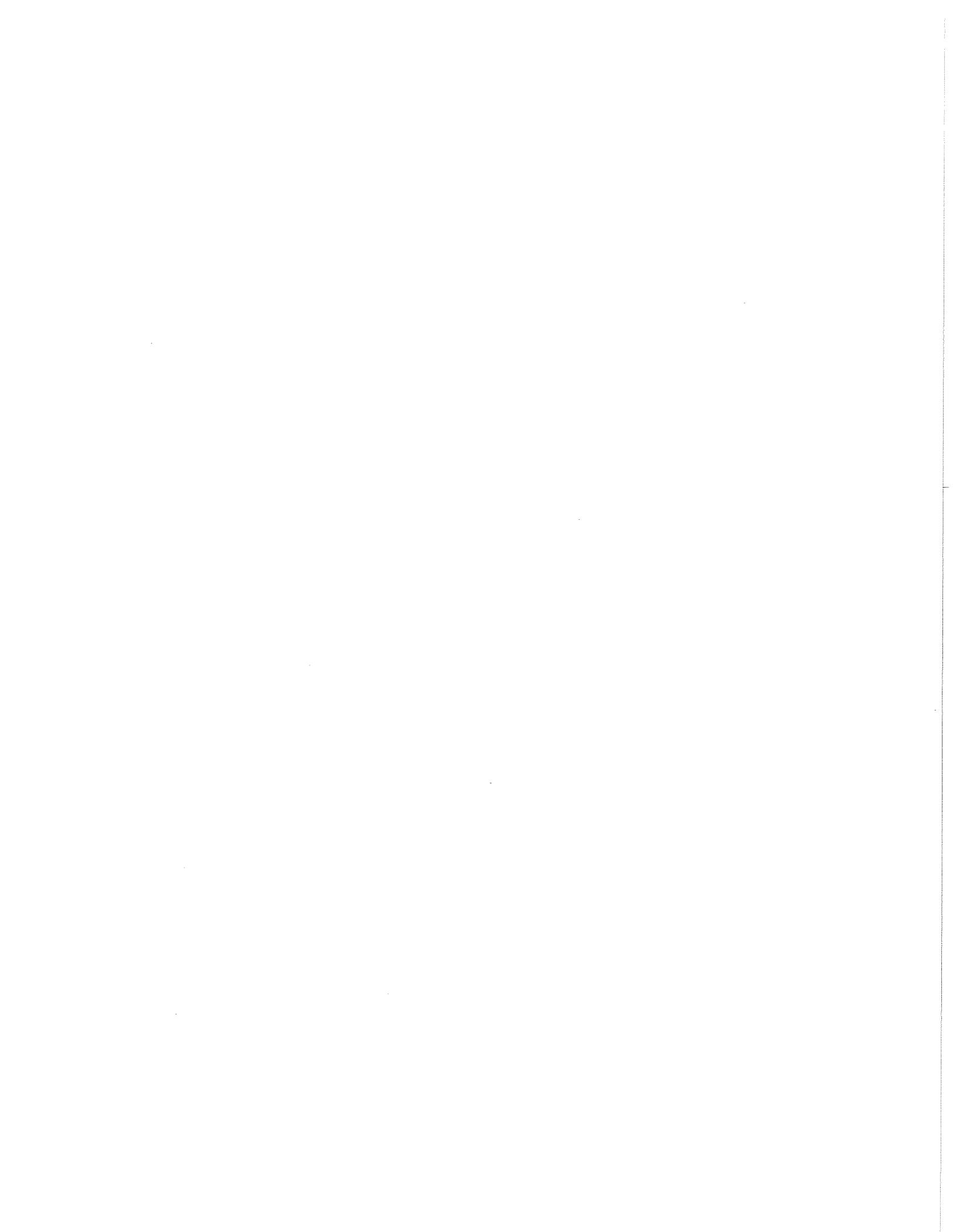
ADOPTED by the City Council this 8th day of February, 2016.

APPROVED by the Mayor this 8th day of January, 2016.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



Grant Application for

City of Cascade Locks Gorge Hub

Contact

Sponsor Name:
City of Cascade Locks

First Name:
Gordon

Last Name:
Zimmerman

Address 1:
PO BOX 308

Address 2:
140 SW WaNaPa Street

City:
Cascade Locks

State:
Oregon

Zip Code:
97014

Contact Phone:
541-374-8484

Contact Fax:
541-374-8752

Contact Email:
gzimmerman@cascade-locks.or.us

Federal Tax ID:
93-6002134

DUNS Number:
081965592

Project

Project Name:

City of Cascade Locks Gorge Hub

Funds Requested:

\$125,000.00

Matching Funds:

\$50,000.00

Total Cost:

\$175,000.00

Percent of Grant:

0.7100000000000000

Percent of Match:

0.2900000000000000

Brief Project Description should be limited to two sentences or less (40 words) and provide a concise overview of the project scope.:

Brief Project Description:

The Cascade Locks Gorge Hubs Project will provide a trail head for hikers and bikers along the Historic Columbia River Highway and the Pacific Crest Trail crossing, including restrooms, a bike fix-it station, parking, and a drinking fountain.

Eligibility Category::

Trailhead facilities

Trail Users::

Non-motorized (select all that apply)::

ADA|Hiker|Bicycle

Motorized (select all that apply)::

None

Funding Category::

Non-motorized Diverse use (multiple user groups)

Enter estimated project start and end date below.:

Start Date:

November 1, 2016

End Date:

June 30, 2017

Site Name:

Overlook Park

Site Acreage:

0.30

Enter Town or City. If not within a Town or City, identify the nearest Town or City.:

Site Town - City:

City of Cascade Locks

Site County:

Hood River

Site Description should be limited to the landscape character (urban, rural, natural, primitive) and the landscape features (vegetation type/density, land use type, topography, proximity to water bodies, etc.) of where the project is located.:

Site Description:

The Cascade Locks Gorge Hub site is in the middle of downtown Cascade Locks overlooking the Columbia River, Marine Park, and the Bridge of the Gods. It consists of a paved parking lot, a half circle paver plaza, and grass. It is flat located approximately 500 feet from the Columbia River and is zoned as "Public Space."

Land Control:

Fee Simple

Latitude:

45.665488491302902

Longitude:

-121.896148324012760

Environmental:

Is this project located on Federal Land?:

No

If the project is on Federal Land, answer these questions.:

Forest Management Plan or BLM Resource Area Management Plan (Title and Date):

Has a decision been issued as part of the NEPA review process?:

No

If Yes, list the date and type of document (Decision Memo, Finding of no significant impact, determined exempt) and ensure documentation is attached.:

If No, when do you expect the decision?:

If the project is NOT on Federal Land, answer these questions::

Have you completed and attached the RTP Environmental Screening Form?:

No

Which agencies have you received consultation forms from?:

If you have not received an agency consultation form from an agency(s), please list the date of your submitting to them.:

--

Finance

Is a minimum of 5% of your project funding from non-federal funding?:

Yes

Is your design, engineering and/or permitting costs more than 15% of your budget?:

No

Supplemental

RECENT AWARDS (Criterion #2 - 5 points):

Have you received an RTP grant in the past 10 years?:

No

If yes, please provide the RTP grant number(s) or other identifying information.:

ECONOMIC DEVELOPMENT OPPORTUNITIES (Criterion #3 - 5 points):

How will the project facilitate economic development?:

The Pacific Crest Trail (PCT) has seen a dramatic increase in usage since the movie "Wild" with Reese Witherspoon opened last year. The amount of hikers (through hikers and section hikers) has doubled over the previous year. With the completion of the Historic Highway this year from Troutdale to Cascade Locks and beyond has seen bike traffic increase just as dramatically. Cascade Locks is the only incorporated community on the PCT and the first stopping point on the Historic Highway traveling from the west. The recreation enthusiasts need a place to stop, rest, eat, refresh, resupply, repair and recover. That all costs money. This trail head will be across the street from an ale house and one lot away from a micro-brewery. The grocery store is across the street from the adjacent Post Office. It is the center of downtown, bringing the people into the heart of Cascade Locks.

PROJECT SCOPE AND PLAN (Criterion #4 - 10 points):

Scope Overview:

What are you proposing to do?:

Cascade Locks is located on the old Historic Highway 30 running the length of the Columbia River Gorge. With the completion of several bridges this past year, the Old Highway is available to bikers and hikers from Troutdale to Wyeth at milepost 51 on Interstate 84. The Oregon Department of Transportation is extending the trail five miles to Mitchell Point over the next two years. Eventually the Historic Highway will extend all the way to The Dalles. In Cascade Locks the hub site includes an existing parking area, a small park overlooking the Columbia River, Marine Park and providing a view of the Bridge of the Gods, interpretative signage, and a wooden pergola. To create a hub, the existing overlook plaza and parking lot would be modified and expanded to include a pedestrian promenade connecting the Historic Highway, a small restroom building, new seating areas, and new (or upgraded) pergola structures. The standard hub sign, along with two double stone-faced columns in the style of the scenic highway would create a pedestrian gateway from the highway and sidewalk leading to a concrete walkway to the overlook park and biking/hiking amenities. Adjacent to the existing plaza space, a restroom would be added

as well as a seating area with concrete benches, a bike fix-it station, an information kiosk, and a drinking water fountain. Bike parking racks would be provided nearby. The City would maintain the Gorge Hub as part of its on-going maintenance of City streets, sidewalks, and plazas. The City Public Works crew would clean and maintain the bathrooms and gather the trash as we do elsewhere on the main street. There are conversations about a potential pedestrian/bike bridge across the Union Pacific Railroad tracks into the Port of Cascade Locks Marine Park extending from the current Overlook Park. Funding for this project is currently being sought.

What trail standards or guidelines is the project utilizing?:

We are following the design and standards of the Historic Columbia River Highway and the Oregon Department of Transportation.

How are you proposing to complete the work?:

Once the project is funded, we will contact a contractor for the parking lot improvements. The restroom will be purchased from a vendor utilized by the Forest Service. It will be installed by the City Public Works crew, hooking up to the City's wastewater collection system. The drinking fountain will also be installed by the Public Works crew hooking it up to the City's water supply. We have a local stone mason who will build the stone wall and benches. We will also hire a contractor to refurbish the pergola and build the information kiosk. We hope that all will be accomplished before the next tourism season starts.

Have you attached a project timeline?:

No

Why is the project being completed?:

The Columbia River Historic Highway is a major project of the Oregon Department of Transportation that will provide hiking and biking enthusiasts from all of the world a world-class experience in the Columbia River Gorge. As a major stopping point on the highway, Cascade Locks must be ready to provide an enhanced experience for these tourists.

Project Planning & Readiness to proceed:

What is the current level of design for the project?:

Conceptual Design

Construction and Restoration Project:

What permits or land use actions will need to be completed for the project?:

Building Permits

Have any permits been applied for or received?:

None.

Acquisition Project:

Is your right-of-way file in compliance with the Uniform Act?:

No

Was the seller provided with documentation outlining their rights that are consistent with the Uniform Act?:

No

Do you have proof of a willing seller or donor?:

No

Do you have a completed Yellow Book compliant appraisal? :

False

Do you have a completed preliminary title report?:

No

Has a Level 1 or higher environmental assessment been completed?:

No

Has an offer been made yet?:

No

Design, Safety or Education Project:

Has a scope of work and deliverables been completed?:

No

Have you developed a request for proposal or similar bid document for this project?:

No

Has a firm been hired or is on retainer?:

No

Have you completed any artwork, copy or curriculum? :

No

Do you have a proof of the product?:

No

Do you have production ready design, artwork, etc.?:

No

American With Disabilities (ADA):

Does the project meet ADA accessible guidelines?:

Yes

Have you completed the Trail Accessibility Assessment Memorandum?:

No

ISSUES AND NEEDS (Criterion #5 - 30 points):

Statewide Trail Management Issues:

Regional Trail Management Issues:

Statewide Trail Need:

If the Historic Highway 30 is a state wide trail. amenities must be provided along its length. This project provides the needed trail head amenities with restrooms, drinking water, rest area, and bike repair facilities located in the heart of the community that can provide other needed amenities.

Local Funding Need:

The City of Cascade Locks has already budgeted the required match for this project.

DEMONSTRATION OF PUBLIC SUPPORT (Criterion #6 - 5 points):

Have you attached any letters of support for your project?:

No

SUSTAINABLE TRAIL DESIGN (Criterion #7 - 5 points):

Please describe how the trail project results in a well-designed, managed and sustainable trail system.:

ODOT is designing and refurbishing the highway. This project adds value to the trail by providing the necessary refreshment and repair opportunities envisioned for trail usage.

TRAIL MAINTENANCE AND MANAGEMENT (Criterion #8 - 10 points):

Do you have dedicated funding for ongoing trail operation and maintenance? :

Yes

If yes, what is the approval cycle?:

Annual

Do you have permanent staff for ongoing trail operation and maintenance?:

Yes

If yes, please identify the number of permanent and seasonal staff:

Permanent Staff:

3.00

Seasonal Staff:

1.00

Do you have a resolution of support for long-term maintenance (or similar guarantee of financial support)?:

Yes

Do you have organizations that adopts / assists with trail maintenance?:

No

If Yes, please identify those organizations.:

Do you have an adopted trail management plan?:

No

If yes, please identify the title of the document and when it was adopted by a governing body.:

PROJECT URGENCY (Criterion #9 - 5 points):

Please describe how your project has an urgent need.:

The 100th anniversary of the Historic Columbia River Highway is this year. The segment from Troutdale to Cascade Locks is open now. We need this project to adequate service the hiking and biking tourists this year.

YOUTH CONSERVATION (Criterion #10 - 5 points):

Does your project utilize Youth Conservation Corps, Youth Community Conservation Corps, Certified Youth Conservation Corps or other youth service organization to complete your project?:

No

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Restroom Building	1	each	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	
Pergola Upgrade	1	each	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	
Decorative Seat Wall	2	each	\$5,000.00	\$10,000.00	\$0.00	\$10,000.00	
Stone Benches	2	each	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00	
Drinking Fountain	1	each	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	
Bike Racks	3	each	\$500.00	\$1,500.00	\$0.00	\$1,500.00	
Information Kiosk	1	each	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	
Hub Identification Sign	1	each	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	
Paving	20000	square feet	\$2.50	\$50,000.00	\$50,000.00	\$0.00	City of Cascade Locks
Totals				\$175,000.00	\$50,000.00	\$125,000.00	

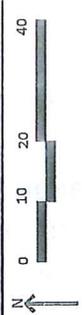
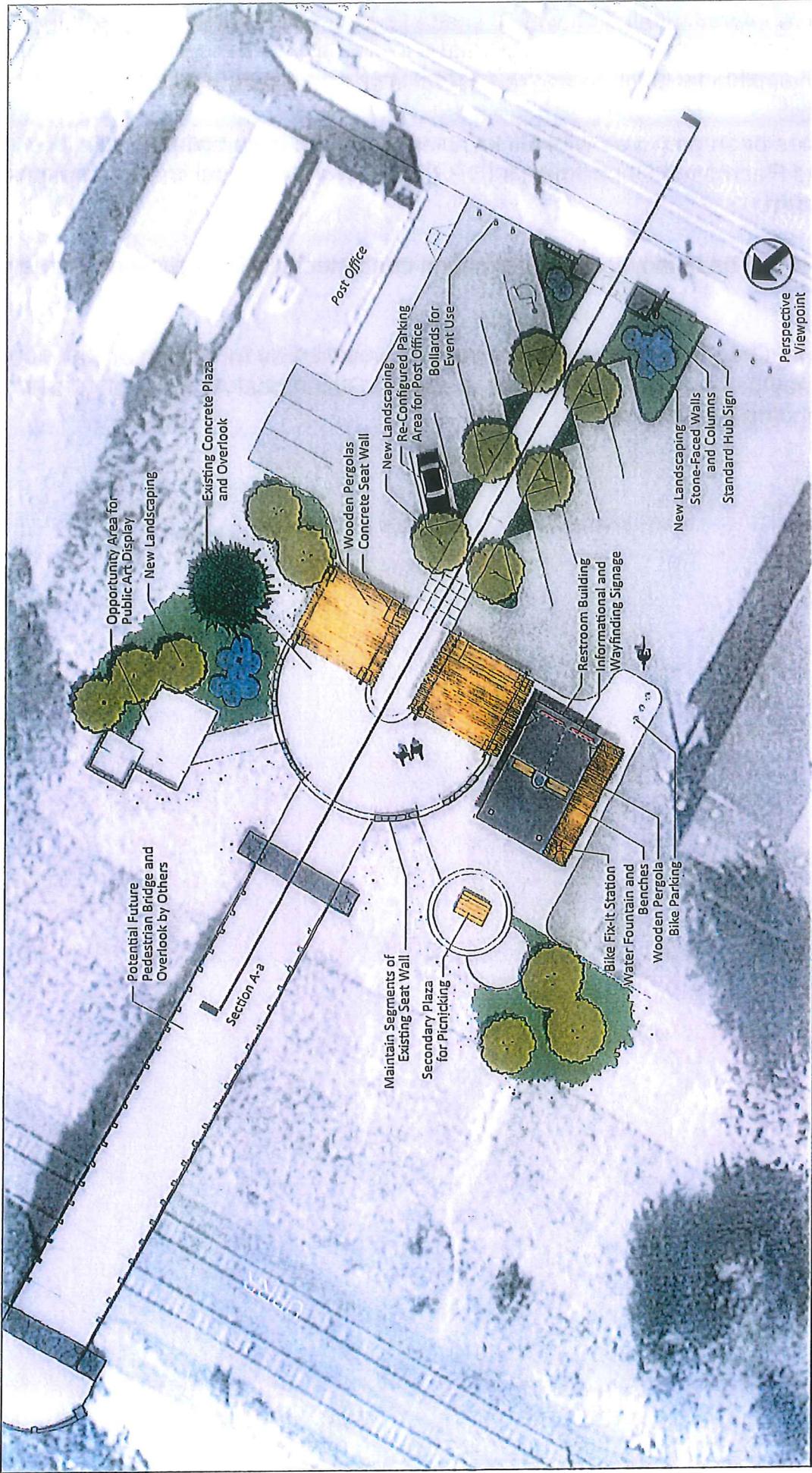
Total Project Cost: \$175,000.00
Total Match for Sponsor: \$50,000.00
Grant Funds Requested: \$125,000.00

As an authorized representative of City of Cascade Locks, I certify that the applicant agrees that as a condition of receiving Recreational Trails Grant Program assistance, it will comply with all applicable local, state and federal laws and regulations.

This application has been prepared with full knowledge of, and in compliance with, the Oregon Parks and Recreation Department's (OPRD) Grants Manual for the Recreational Trails Grant program.

I also certify that to my best knowledge, information contained in this Application is true and correct.

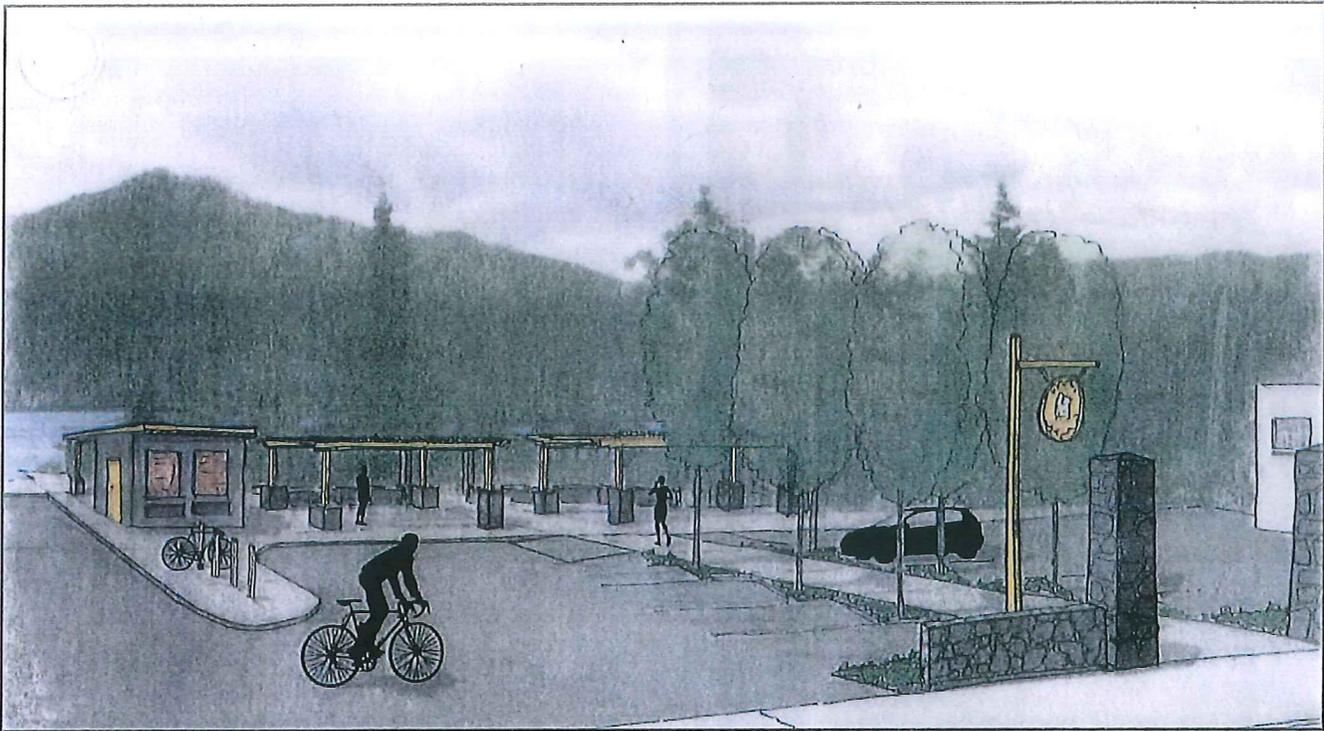
I will cooperate with Oregon Parks and Recreation Department by furnishing any additional information that may be requested in order to execute a State/Local Agreement, should the project receive funding assistance.



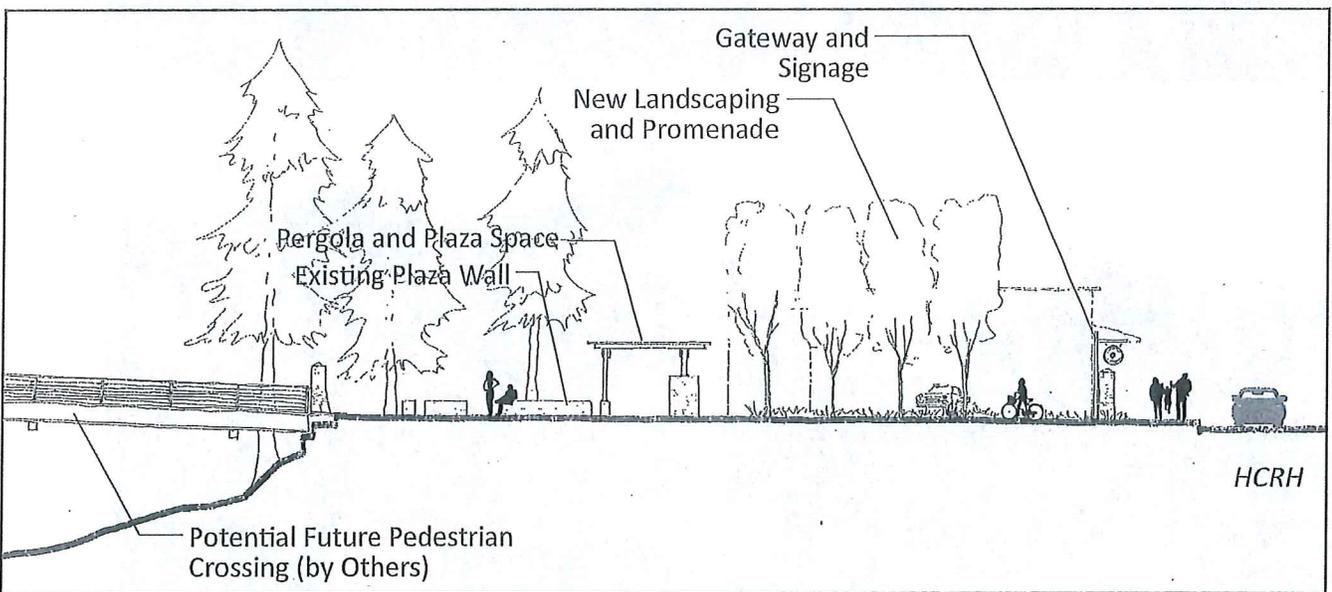
Cascade Locks Hub

Conceptual Plan

Site Sketches

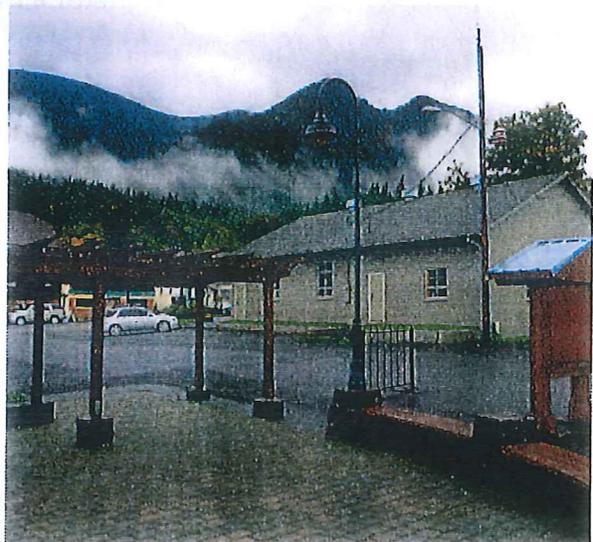


The view into the hub at Cascade Locks from the HCRH. A pair of low stone walls provides a gateway from the street and draws the eye to the site. A new pedestrian promenade lined with trees softens the parking lot and leads to an enhanced plaza space with mirrored pergolas and a small restroom incorporated into the existing overlook area. Smaller sub-spaces for picnicking and art displays would be provided on the slope beyond the pergolas.



Section A-a

Hub Site Photos



RTP Environmental Screening Form



Sponsor Name: City of Cascade Locks
Project Name: Cascade Locks Gorge Hub Project

Part I: Project Description: What will this grant fund?

Cascade Locks is located on the old Historic Highway 30 running the length of the Columbia River Gorge. With the completion of several bridges this past year, the Old Highway is available to bikers and hikers from Troutdale to Wyeth at milepost 51 on Interstate 84. The Oregon Department of Transportation is extending the trail five miles to Mitchell Point over the next two years. Eventually the Historic Highway will extend all the way to The Dalles.

In Cascade Locks the hub site includes an existing parking area, a small park overlooking the Columbia River, Marine Park and providing a view of the Bridge of the Gods, interpretative signage, and a wooden pergola. To create a hub, the existing overlook plaza and parking lot would be modified and expanded to include a pedestrian promenade connecting the Historic Highway, a small restroom building, new seating areas, and new (or upgraded) pergola structures. The standard hub sign, along with two double stone-faced columns in the style of the scenic highway would create a pedestrian gateway from the highway and sidewalk leading to a concrete walkway to the overlook park and biking/hiking amenities. Adjacent to the existing plaza space, a restroom would be added as well as a seating area with concrete benches, a bike fix-it station, an information kiosk, and a drinking water fountain. Bike parking racks would be provided nearby.

The City would maintain the Gorge Hub as part of its on-going maintenance of City streets, sidewalks, and plazas. The City Public Works crew would clean and maintain the bathrooms and gather the trash as we do elsewhere on the main street.

There are conversations about a potential pedestrian/bike bridge across the Union Pacific Railroad tracks into the Port of Cascade Locks Marine Park extending from the current Overlook Park. Funding for this project is currently being sought.

Part II: Alternatives to Proposed Action(s): Are there project Alternatives? If so, please describe.

Part III: Environmental Consequences: Complete the following. For each "yes," describe the magnitude of the impact and the potential for significant impact (based on context and intensity). Attach appropriate supporting documentation.

A. Property Acquisitions: <small>(Note: Acquisitions under Eminent Domain is not a permissible activity under the RTP program.)</small>	Yes	No
1. Is the project seeking permanent acquisitions from private landowners or local authorities?		X
2. If yes, is the project seeking full or partial acquisition(s)?		
3. Is the project on, or is it seeking transfer of Federal or State Land?		X
4. If yes to any of the above, describe the proposed acquisition below and attach figures depicting affects to the property(ies):		

B. Local Land Use:	Yes	No
1. Is the project consistent with Federal, State and or Local land use plans?	X	
2. If yes, identify land use plans and briefly describe how the project meets consistency. If no, please explain: The land is already a park under the City of Cascade Locks Comprehensive Plan. It is zoned for Public Use/Open Space. This project fits the zoning requirements of the City.		

C. Social and Economic:
1. Describe the positive and negative social and economic affects (if any) of the project to the local community(ies), individual residents, and/or businesses: (For example, consider immediate and near future affects to local commuters, the elderly, the handicapped, other recreational users, churches, schools; and consider comments received from the public in Section IV below.) The Pacific Crest Trail (PCT) has seen a dramatic increase in usage since the movie "Wild" with Reese Witherspoon opened last year. The amount of hikers (through hikers and section hikers) has doubled over the previous year. With the completion of the Historic Highway this year from Troutdale to Cascade Locks and beyond has seen bike traffic increase just as dramatically. Cascade Locks is the only incorporated community on the PCT and the first stopping point on the Historic Highway traveling from the west. The recreation enthusiasts need a place to stop, rest, eat, refresh, resupply, repair an recover. That all costs money. This trail head will be across the street from an ale house and one lot away from a micro-brewery. The grocery store is across the street from the adjacent Post Office. It is the center of downtown, bringing the people into the heart of Cascade Locks.

D. Archeological and Historical Resources:		Yes	No
1. Are there National Register-listed or eligible sites in the project area?			X
2. Would the project affect any listed or eligible sites?			X
3. Are the effects of the project adverse to listed or eligible sites?			X
4. If yes to any of the above, briefly summarize below and attach the following: survey report, accompanying determinations and concurrences from State Historic Preservation Office, and any agreement for resolution of adverse effects.			
E. Fish & Wildlife: Attach a completed and signed Intergovernmental Consultation Form from Oregon Department of Fish & Wildlife. (See Section 1.8 for instructions and Section 6.1 of the RTP manual for the form and contact information.)		Yes	No
1. Are there Threatened or Endangered species or their habitat present?			X
2. Are anadromous or resident fish populations present?			X
3. Are migratory bird habitat or raptor nest present?			X
4. Does the project affect wildlife resources (game/subsistence species)?			X
5. Will the project cross Essential Fish Habitat (EFH)?			X
6. For questions 2-5, are any permits required?			
7. Describe impacts; attach supporting documentation and the Intergovernmental Consultation Form.			
F. Wetlands & Floodplains: Attach a completed and signed Intergovernmental Consultation Form from the Department of State Lands. (See Section 1.8 for instructions and Section 6.1 of the RTP manual for the form and contact information)		Yes	No
1. Will the project area impact Wetlands? (If yes, complete questions a-d)			X
a. Total wetland acres affected:	Cubic Yards Cubic Yards		
b. Total wetland fill quantities:			
c. Dredge quantities of wetland:			
d. US Army Corps of Engineers authorization required:	<input type="checkbox"/> None	Type: <input type="checkbox"/> NWP <input type="checkbox"/> Individual <input type="checkbox"/> Other	
2. Does the project encroach onto the 100-year floodplain?			X
a. If yes, would the project increase the backwater elevation of the 100-year floodplain one foot or greater?			
3. Is the project within a regulatory floodway?			X
a. If yes, does the project adversely affect the floodway?			
4. Describe impacts, attach supporting documentation and the Intergovernmental Consultation Form.			
G. Water Bodies: Attach a completed and signed Intergovernmental Consultation Form from the Department of State Lands. (See Section 1.8 for instructions and Section 6.1 of the RTP manual for the form and contact information)		Yes	No
1. Does the project affect a navigable water body (as defined by Section 9 of the Rivers and Harbor Act)?			X
2. Does the project affect waters and navigable waters of the U.S. (as defined by Section 404 of the Clean Water Act and/or Section 10 of the Rivers and Harbors Act)?			X
3. Proposed river or stream involvement:		<input type="checkbox"/> Bridge <input type="checkbox"/> Culvert <input type="checkbox"/> Embankment Fill	
		<input type="checkbox"/> Relocation <input type="checkbox"/> Diversion	
a. The proposed stream involvement is :		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
4. Type of stream or river habitat impacted:		<input type="checkbox"/> Spawning <input type="checkbox"/> Rearing <input type="checkbox"/> Pool	
		<input type="checkbox"/> Riffle <input type="checkbox"/> Undercut Bank	

5. Describe the impacts; attach supporting documentation and the Intergovernmental Consultation Form.			
H. Oregon Coastal Management Program: Attach a completed and signed Intergovernmental Consultation Form from the Oregon Department of Land Conservation and Development. (See Section 1.8 for instructions and Section 6.1 of the RTP manual for the form and contact information).		Yes	No
1. Is the project within the Oregon Coastal Management Program boundary?			X
2. Describe the impacts; attach supporting documentation and the Intergovernmental Consultation Form.			
I. Water Quality: Attach a completed and signed Intergovernmental Consultation Form from the Oregon Department of Environmental Quality. (See Section 1.8 for instructions and Section 6.1 of the RTP manual for the form and contact information)		Yes	No
1. Does the project affect a public or private drinking source?			X
2. Does the project affect a designated impaired water body?			X
3. Indicate how many acres of ground-disturbing activities will result from the project:	.3	acres	
4. Is there a municipal separate storm sewer system (MS4) National Pollution Discharge Elimination System permit (NPDES) or will runoff be mixed with discharges from an NPDES permitted industrial facility?		mixed	
a. If yes, provide NPDES permit #		101328	
5. Describe the impacts; attach supporting documentation and the Intergovernmental Consultation Form.			
J. Hazardous Waste:		Yes	No
1. Are hazardous wastes located within the project area?			X
2. Describe the impacts:			
Part IV: Public Involvement: Describe how public involvement was solicited and attach copies of public notices, comments received and the responses to comments.			
Part V: Environmental Commitments and Mitigation Measures: List commitments and measures that will be taken to avoid, minimize or mitigate all resource impacts identified in Section III, IV and VI; and list all permit conditions. Environmental commitments are actions that the grantee will be held to during the project implementation. None identified.			
Part VI: Motorized Project Questions: Answer this section only if you have motorized recreation as part of your project scope.			
A. Air Quality:		Yes	No
1. Is the project area in a designated non-attainment or maintenance area for air quality? (Locations include: Portland, Salem-Keizer, Eugene-Springfield, Rogue Valley(Central Point to Ashland), Grants Pass, LaGrande, Oakridge, Klamath Falls or Lakeview)			

2. If yes, is the project listed on the exempt projects list (40 CFR 93.126)?		
B. Noise:	Yes	No
1. Is the project in an existing designated recreational land use area or park?		
2. Is the project located near any residential areas, campgrounds, wildlife refuges or wilderness areas?		
3. If yes to any of the above, describe the proximity to types of areas and describe noise impacts:		
a. What types and numbers of mechanized vehicles do you anticipate on the trail daily and seasonally? (Example: 30 snowmobiles day/winter and 30 OHVs day/summer-fall)		
Part VII: Applicant Certification:		
I certify the information above was completed to the best of my knowledge to be accurate and correct:		
Signature: _____		Date: Feb. 1, 2016
Printed Name: Gordon Zimmerman		

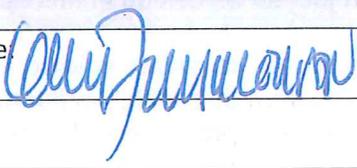


**Oregon Parks and Recreation Department
Local Government Grant Program – Project Application**

Land Use Compatibility Statement (LUCS)

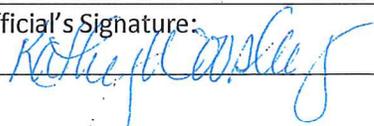
What is a LUCS? A Land Use Compatibility Statement (LUCS) is the form OPRD uses to ensure that proposed projects are consistent with local land use requirements.

How to Complete the LUCS: The applicant completes Section 1. Section 2 must be completed by the local Planning Official. The applicant then submits the completed LUCS to OPRD as part of the Grant Project Application.

SECTION 1: Applicant & Site Information			
Print Applicant Name: City of Cascade Locks		Applicant Signature: 	
Property Owner Name: Gordon Zimmerman, City Administrator			
Subject Property Address (Or adjacent to): Situated between the Heuker Brothers property at 505 NW WaNaPa Street and the Post Office			
Site Description: Overlook Park			
Describe the planned use for the property: Historic Highway Trailhead			
Township(s) 02N	Range(s) 07E	Section(s) 12CD	Tax Lot(s) 1300

SECTION 2 must be filled out by a Local Planning Official

SECTION 2: Determination of Compliance with Local Land Use Requirements			
The subject property is:		<input checked="" type="checkbox"/> Inside <input type="checkbox"/> Outside City Limits	<input checked="" type="checkbox"/> Inside <input type="checkbox"/> Outside UGB
Current Comprehensive Plan Designation: Park		Current Zoning: Public Use/Open Space	
Is a Comprehensive Plan or Zoning Amendment Proposed?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, list the proposed plan designation:		Proposed zoning:	
Does the activity, use, or development require land use review to determine compliance with land use regulations? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
If NO, it means that no local land use review is needed. Skip to Local Planning Official Information below.			
If YES, what is the status of the land use application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Under Review <input type="checkbox"/> Not Yet Received			
List file number(s):		Is the decision final: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Comments:			

Local Planning Official Information:	
Jurisdiction: City of Cascade Locks	
Print Planning Official's Name & Title: Kathy Woosley, City Recorder	
Mailing Address: PO Box 308	
City: Cascade Locks, OR	Zip Code: 97014
Phone: 541-374-8484	Fax: 541-374-8752
Email: kwoosley@cascade-locks.or.us	
Planning Official's Signature: 	Date: Feb. 1, 2016

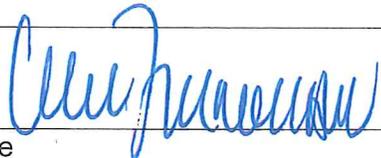
APPROVAL BY LAND MANAGER

As the official responsible for management of the land on which the project is located, I agree to the following:

1. The proposed trail project or facility will remain accessible for public use.
2. The project as described in this application has my approval.
3. The project as described is in compliance with Section 1302 (e)(2)(c) of the Recreational Trails Program that prohibits the use of grant funds to accommodate motorized use on trails that have been predominately used by non-motorized trail users prior to May 1, 1991.
4. If this project is located on federal lands:
 - (a) The project is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act, the Federal Land Policy and Management Act, and the Wilderness Act.
 - (b) The project is in conformance with the appropriate Forest Management Plan or BLM Resource Area Management Plan titled:

Title:	Date:
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- (c) A decision has been issued as part of the NEPA environmental review process. Attach copy of decision notice/finding of no significant impact.
- (d) If a decision has not been issued, please state when a decision is expected.

Signature: 	Date: February 1, 2016
Print or Type Name: Gordon Zimmerman	
Title: City of Cascade Locks City Administrator	
Phone Number: 541-374-8484	
Email: gzimmerman@cascade-locks.or.us	

Accessibility Assessment
Memorandum



Date:

To: Rocky Houston
State Trails Coordinator

From:

RE: Trail Accessibility for RTP Grant Application

This memo is to serve as record of the RTP project's planning and review of the trails for accessibility and the factors that lead to the trail construction plans.

I have referenced the *Architectural Barriers Act (ABA) Accessibility Guidelines for Outdoor Developed Areas*, Chapter 2 (Scoping Requirements) and Chapter 10 (Recreation Facilities) as the guiding principals for construction of the trails for accessibility.

Name of Trail:

Length of Trail:

Location (nearest town, city, county, state):

Check all boxes that apply:

- Designed use by pedestrian/hiker
- Connects directly to trailhead or accessible trail that complies with all of the technical requirements in 1017 without any exceptions.
- New Construction
- Alteration

Check the box that applies:

- This project and the trails identified or proposed in this project is in accordance to the requirements of ABA Chapter 10, section 1017.
- This project and the trails identified or proposed in this project are not in accordance to the requirements of ABA Chapter 10, section 1017.

(Proceed to Page 2) →

Exceptions:

If you are unable to construct the trail in accordance with the guidelines of ABA Chapter 10, section 1017, then an exception must be documented.

1017.1 -

1. When an entity determines that a condition in 1019 does not permit full compliance with a specific provision in 1017 on a portion of a trail, the portion of the trail shall comply with the provision to the extent practicable.
2. After applying Exception 1, when an entity determines that it is impracticable for the entire trail to comply with 1017, the trail shall not be required to comply with 1017.

Mark all that apply. Provide documentation or narrative that supports your determination that the specific provision is applicable to your project.

Condition 1- Compliance is not practicable due to terrain.

Complying with the technical provisions, particularly running slope, in areas of steep terrain may require extensive cuts or fills that would be difficult to construct and maintain, or cause drainage and erosion problems. Also, in order to construct a trail on some steep slopes, a trail may become significantly longer causing a much greater impact on the environment. Certain soils are highly susceptible to erosion. Other soils expand and contract along with water content. If compliance requires techniques that conflict with the natural drainage or existing soil, the trail would be difficult, if not impossible to maintain. This condition may also apply where construction methods for particularly difficult terrain or the presence of an obstacle would require the use of equipment other than that typically used throughout the length of the trail. One example is requiring the use of a bulldozer to remove a rock outcropping when hand tools are commonly used.

Several of these conditions for departures are consistent with other exceptions for trails. For example, it may be impracticable in new construction to follow these provisions where soil and terrain pose obstacles which cannot be remedied. Compliance with the provision for a firm and stable surface might conflict with the prevailing construction practices by requiring the importation of a new surfacing material that would otherwise not have been used. For example, if the prevailing construction practices would not include the importation of a new surface material and the natural surface material could not be made firm and stable, the trail may not be able to comply with that specific provision.

The term "not feasible" is used in this situation to specify what is "reasonably do-able". It does not refer to the technical feasibility or possibility of full compliance with the technical provisions. For example, it may be feasible to provide a trail with a 1:20 slope or less up a 1,500 foot tall mountain using heavy construction equipment, but the trail would be at least 5.8 miles long (rather than 2 miles long under a traditional back-country layout), and may cause inappropriate environmental and visual impacts. The intent of this conditional departure is to recognize that the effort and resources required to comply would not be disproportionately high relative to the level of access created. Although technically feasible, the effort and resources required are not "reasonable."

Response:

Condition 2 – Compliance cannot be accomplished with the prevailing construction practices.

Trail construction practices vary greatly, from the use of volunteer labor and hand tools, to professional construction with heavy, mechanized equipment. For alterations to an existing trail, the "prevailing construction practices" are defined as the methods typically used for construction or maintenance of the trail. For new trails, it is recognized that the land manager determines the construction practices to be used on each trail. However, the choice of construction practices is primarily determined by the available resources (e.g., machinery, skilled operators, finances) and the environmental conditions (e.g., soil type and depth, vegetation, natural slope). The intent of this condition is to ensure that compliance with the technical provisions does not require the use of construction practices which are above and beyond the skills and resources of the trail building organization. It is not intended to automatically exempt a trail from the technical provisions simply because of a particular construction practice, (e.g., the use of hand tools or to suggest that hand tools should be used to avoid compliance) when more expedient methods and resources are available.

Where specified, the presence of the conditions may also prevent full compliance with some of the technical provisions for elements in picnic, camping, and beach facilities. While the conditions for departures may be more limited with these outdoor elements, the committee included the option for exceptions based on the conditions in several provisions. In most cases, these are limited to technical provisions for clear floor or ground space, surface slope, and accessible surfacing.

Where designers or operators apply an exception from a specific technical provision because of one or more of the conditions, the other technical provisions should be applied. For example, a significant cultural feature may prohibit a 36 inch trail tread width. However, all other provisions could be met because they would not be affected by the condition.

Response:

Condition 3 - Compliance would fundamentally alter the function or purpose of the Facility or the setting.

This condition includes trails intended to provide a rugged experience such as a cross country training trail with a steep grade or a challenge course with abrupt and severe changes in level. If these types of trails were flattened out or otherwise constructed to comply with the technical provisions for accessible trails, they would not provide the intended and desired level of challenge and difficulty to users. Trails that traverse over boulders and rocky outcrops, are another example. The purpose of such trails is to provide people with the opportunity to climb the rocks. To remove the obstacles along the way or reroute the trail around the rocks would destroy the purpose of the trail. The nature of the setting may also be compromised by actions such as widening a trail through the use of imported surfaces in a remote location or removing ground vegetation in meadows or alpine areas.

Trails and other outdoor elements such as picnic and camping areas are designed to provide a particular opportunity for the user. Throughout the discussions regarding these outdoor elements, many committee members were concerned that complying with the technical provisions could change the nature of some recreation opportunities. Further, compliance could negatively impact the unique characteristics of the natural setting, the reasons why people choose to recreate in the outdoors rather than an indoor environment. People using primitive trails or camping areas, for example, often experience the outdoor environment in a more natural state with limited or no development. Evidence of manufactured building materials or engineered construction techniques in such a setting can change its primitive character, and therefore, the user's experience. In these settings, people are generally looking for a higher degree of challenge and risk where they can use their outdoors and survival skills. Compliance with the technical provisions, particularly those related to surface and obstacles, could destroy the "natural" or "undeveloped" nature of the setting. This condition addresses these concerns.

Response:

Condition 4 - Compliance is limited or precluded by any of the following laws, or by decisions or opinions issued or agreements executed pursuant to any of the following laws:

- **Endangered Species Act (16 U.S.C. §§ 1531 et seq.);**
- **National Environmental Policy Act (42 U.S.C. §§ 4321 et seq.);**
- **National Historic Preservation Act (16 U.S.C. §§ 470 et seq.);**
- **Wilderness Act (16 U.S.C. §§ 1131 et seq.);** or
- **Other federal, state, or local law the purpose of which is to preserve threatened or endangered species; the environment; or archaeological, cultural, historical, or other significant natural features.**

Federally designated and some State designated Wilderness Areas prohibit use of mechanized equipment, limiting construction methods to hand tools. Imported materials may be prohibited in order to maintain the integrity of the natural ecosystem. Construction methods and materials employed in designated wetlands or coastal areas are also strictly limited. For traditional, historic, or other reasons, many trails are built using only the native soil for surfacing, which may not be firm and stable. Federal statutes such as the Wilderness Act and the Endangered Species Act, and State and local statutes often impose restrictions to protect or address environmental concerns. Many aquatic features are protected under Federal or State laws. Some constructed water crossings, which would be required to provide accessibility, may not be permitted under certain laws or regulations.

"Local regulations and statutes" have been included to address conditions where "conservation easements" or "development rights" programs have prohibited or restricted construction methods and practices. For example, where land is purchased from farms, certain use restrictions may prohibit the importation of surfacing. On the other hand, local regulations or statutes may not be developed or initiated with the sole purpose of prohibiting use by people with disabilities. For example, initiating a new local regulation that arbitrarily restricts trail width to a dimension that would not allow passage of wheelchairs or other mobility devices from accessing a trail, is not permitted under this condition.

Response:

INTERGOVERNMENTAL CONSULTATION FORM



STATE / FEDERAL AGENCY REVIEW

A REVIEW OF A PROPOSED OUTDOOR RECREATION PROJECT
WHICH FEDERAL ASSISTANCE HAS BEEN REQUESTED.

Project Name: Cascade Locks Gorge Hubs Trailhead
Project Sponsor: City of Cascade Locks
Return Date: March 1, 2016

To Agency Addressed: **This is a Federal Aid Grant. A comment is required.**
If your agency cannot respond by the return date, please notify us immediately.

PROGRAM REVIEW AND COMMENT

We have reviewed the project notice and have reached the following conclusions on its relationship to our plans and programs:

- It has no effect.
- We have no comment.
- Effects, although measurable, would be acceptable.
- It has adverse effects. (Explain in Remarks Section.)
- We are interested, but require more information to evaluate the proposal. (Explain in Remarks Section.)
- Additional comments for project improvement. (Attach if necessary).

REMARKS:

Agency: _____

Reviewed By: _____ Title: _____

Email address: _____ Phone: _____

Return to: *Gordon Zimmerman*
PO Box 404
Cascade Locks, OR 97014

CC: *RTP Grant Program Coordinator*
Oregon Parks and Recreation Department
725 Summer St. NE, Suite C
Salem, OR 97301