

CITY of CASCADE LOCKS

AGENDA

****6:00 PM CITY COUNCILWORK SESSION****

CITY COUNCIL MEETING, Monday, February 27, 2017, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of February 13, 2017 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 234,659.37.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Accounting Software Upgrade.**
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. **Audit Report.**
 - b. **Tri County Hazardous Waste.**
 - c. **Emergency Services Internship.**
 - d. **City Committees.**
 - e. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7: 02 PM. CM's Randall, Fitzpatrick (via phone), Walker, Busdieker, Zerfing, and Mayor Cramblett were present. CM Groves was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Brenda Wood, Jim Clark, Mike Blakely, Paul Girard, Korey Brussem, Andrey Ivanov, and Camera Operator Marianne Bump.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of January 23, 2017 Minutes.**
 - b. **Approval of January 23, 2017 Goal Setting Minutes.**
 - c. **Ratification of the Bills in the Amount of \$ 245,369.33.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda with a clarification in the minutes (regular session) on page 2, paragraph 6. She said she thanked Aurora for the eloquence of her comments and that she was in agreement with her. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** Mayor Cramblett appointed Brenda Wood and Francisco Bautista to the Budget Committee with consensus of Council.
 - b. **Approve Resolution No. 1368 Recommending Restoration of Recreational Immunity.**

Motion: CM Busdieker moved, seconded by CM Randall, to approve Resolution No. 1368 recommending restoration of recreational immunity under Oregon law. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.
 - c. **Approve Resolution No. 1369 Establishing the Goals for City Government for the Fiscal Year 2017/2018.**

Motion: CM Busdieker moved, seconded by CM Walker, to establish the goals for City Government for the fiscal year 2017/2018. CM Randall asked if completing the shop building was going to be part of the budget. CA Zimmerman explained that completing the shop building wasn't a goal but something that HAS to be done. He said he is working with the original architect to see what is necessary to continue and try to determine the costs. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.
 - d. **Approve Resolution No. 1370 Authorizing Specific Staff Members and City Councilors to Sign Checks for the City of Cascade Locks.** CM Randall moved, seconded by CM Busdieker, to approve Resolution No. 1370 authorizing specific staff members and City Councilors to sign checks for the City of Cascade Locks and repeal Resolution No. 1322. The motion passed with CM's Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett voting in favor. CM Zerfing abstained.
 - e. **Approve Resolution No. 1371 Designating the City Council's Intention to Permit Recreational use of City of Cascade Locks' Properties Consistent with Other Areas Generally Regarded as Outdoor/Indoor Recreational Areas; and Repealing Resolution No. 1146.** CM Busdieker moved, seconded by CM Walker, to approve Resolution No. 1371 designating the City Council's intention to permit recreational use of City of Cascade Locks' properties consistent with other areas generally regarded as outdoor/indoor recreational areas; and

repeal Resolution No. 1146. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mayor Cramblett stated this is a time for citizens to speak to the Council but it was not a two way discussion. He said Council will do what they can to answer questions at a future meeting.

Mr. Blakely said he lives alone at the end of Jackson Roberts Road. He said he is isolated. He said he did get his driveway and Jackson Roberts Road plowed once by Tom Cramblett and Todd Mohr with the Port's equipment. He said Hood River County plowed Jackson Roberts Road a couple of times but the City doesn't plow regularly. He asked about the City's emergency response plan and stated that he wasn't sure that it was adequate. He said he thought the United States Forest Service was supposed to aid when there was an emergency. Mr. Blakely said he is 75 years old, alone, and isolated and asked what the City, Port, and County could do for him.

Mayor Cramblett said there is a snow plow plan and that plan is to plow city streets first and if there is lot of snow the City will attempt to plow county streets as time allows.

Mr. Clark said he has a building permit to build his house at 70 Riverview Drive. He said he has been denied permanent power to his building. He said he obtained the electrical certificate in October of 2015. He said he came into the City and spoke with CA Zimmerman and CR Woosley and was told that the City would not connect permanent power until his driveway is complete. He told the Council that the power cord that is supplying power to his motor home started on fire in December and he needs the permanent power to the house in order to continue work on his house. He said he is trying to get this issue resolved. He said he was told that he could leave a deposit with the City. Mr. Clark said Mark VanVoast, at the HRC Building Department, told him that this process hinders the flow of work and there are no codes or regulations related to the electrical needs. He said he is being held ransom above and beyond his contractual obligation with the City. Mr. Clark said he is here to ask the City Council to direct the City to install the permanent power to his house or show him just cause why it can't be. CM Zerfing said the Council has heard Mr. Clark's side and will speak with CA Zimmerman to hear the City's side of the matter.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **Andrey Ivanov – Community Cleanup.** Andrey Ivanov, Paul Girard, and Korey Bussem, presented the Britiya Program to the Council. Andrey said they would like to bring their group to Cascade Locks to assist in storm debris cleanup for the neediest seniors and single moms of the community. He said they would like to find an area here in Cascade Locks to be able to bring their group to ride their go carts or dune buggies and invite the community. CA Zimmerman suggested Martha LaMont be the contact person for members of the community that would best benefit from the service being offered. He said that Andrey would need to contact the Port of Cascade Locks regarding property for the carts as they own all the industrial property.

c. **David Skakel – Tri-County Hazardous Waste.** Need to reschedule.

d. **City Administrator Zimmerman Report.** CA Zimmerman gave his report (**Exhibit A**) and asked if Council would like to consider a work session at the next meeting starting at 6:00 PM to discuss the Madras Wastewater Treatment Plant. He said that Sheldon Price, Mayor Cramblett, and he would be visiting that plant on February 21st. There was consensus of Council to have a work session at the February 27th meeting. Mayor Cramblett and CM Busdieker spoke of the

importance of networking. CM Zerfing said he would attend the March 9th OneGorge meeting in Salem. CM Busdieker said she would go also and would like to go with CA Zimmerman to the OneGorge meeting in Olympia, Washington this Wednesday.

8. **Mayor and City Council Comments.** CM Fitzpatrick thanked staff for the progress at the Fire Station. He thanked Andrey for his presentation and his work with the youth. CM Walker thanked CM Zerfing, Carl's grandson, and Dewain Back for helping him to get his car unstuck. He thanked Ms. Sullenger for joining the Student Firefighter Program. He thanked the two citizens for volunteering on the Budget Committee. CM Busdieker thanked neighbors for helping neighbors. She thanked Andrey for his service and all that they are doing and hoped that we could work together in Cascade Locks. CM Randall thanked Andrey and said he hoped that we could get them to our community. Mayor Cramblett said he is happy to see that we are still working on Emergency Services. He said appreciated Mr. Ivanov's willingness to help us out.

Mayor Cramblett said the citizen that spoke regarding snow plowing did get some help. He said the Port and the City worked together to come up with a list of citizens that would possibly be in need of emergency services and would need help with clearing out their driveways. He said word got out that the Port and City were plowing private drives and names continued to be added to the list. He said they tried to reach everyone on the list. CM Zerfing said during his years on the Emergency Services Department if there was a need to get to someone they would contact the City and the Public Works Department came immediately to plow so that they could access the patient. Mayor Cramblett said the city streets are the City's first responsibility and we would help wherever we could. CA Zimmerman said the Departments did a great job during these winter storms and were very professional.

CA Zimmerman said he is in contact with the Hood River County Building Department to see if the electric and building permits were still valid for Mr. Clark's house on Riverview Drive. He said once he gets the proper verification from the County the City will connect permanent power to the house. He said Mark VanVoast said the Hood River County Building Department will withhold the occupancy permit until the City's requirements are met. He said there has been occasion when the occupancy permit was overlooked and that is why the City has its policies in place to assure regulations are met.

9. **Other matters.** None.
10. **Executive Session.** None.
11. **Adjournment. Motion:** CM Walker moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett. The meeting was adjourned at 8:57.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



(541) 374-8484

Fax: (541) 374-8752 TTY: 711

**City Administrator Report to the City Council
Monday, February 13, 2017**

1. **Public Works and City Light Crew ("Snowpocalypse") Ice Storm 2017:** Public agencies within Hood River County submitted preliminary estimates to storm related costs to the County Emergency Operations Center of \$411,500. Cascade Locks' portion was \$174,500. We are working with the county on the process to seek reimbursement for 75% of those funds (\$130,875).
2. **Snowfall:** During December the City of Cascade locks received 17.5 inches of snow. For January we received 16.2 inches. This totals to 33.7 inches of snow. The normal average for snow during a given year is 22.1 inches, meaning during those 2 months we were 150% of the average snowfall. So far this month (February) we have received an additional 8.7 inches. The total of 42.4 inches of snow since December 4 gives us 190% of average and 71 straight days with snow on the ground since December 4.
3. **Storm Debris:** We have put up public notices that the public may bring any of the downed tree limbs and other storm debris to the Wastewater Treatment plant during the day Monday through Saturday from 8:00 a.m. to 5:00 p.m. We will do a City Yard Debris pickup during the week of March 6-10 and again during the week of April 17-21. These will be advertised on Channel 23 and through the monthly newsletter. Dumpster Days will be held May 5-6 this year.
4. **Fire Hall Sleeper Accommodations:** The Port of Cascade Locks has submitted the estimated costs for the installation of walls in the Fire Hall to build two bedrooms. The costs total \$8,745.16 without the cost of the floor coverings or furniture. This means will be will a little over budget when we are through. We will keep track and let you know what we need to do for this project.
5. **Student Firefighter Program:** Our proposed program has been vetted by our insurance carrier CIS and approved by them. A copy of the program was at your desks tonight. We have one student who is participating with us.
6. **Wastewater Plant Visit:** The Mayor, Sheldon Price, Dave Griffin, and I will be traveling to Madras on February 21 to visit the wastewater treatment plant. That plant is similar in process as our plant. We will be met there by Troy Baker of Anderson Perry Associates, our wastewater engineering firm. The purpose of the visit is to see the proper operation and components of that operation to more effectively decide the size of our wastewater treatment plant revisions and projects. To that end, we would like to schedule a one hour work session on Monday, February 27, at 6:00 p.m. prior to our regular session, to discuss the recommendations by the engineer for our treatment plant master plan. *Is Monday February 27 at 6:00 p.m. OK for a work session?*
7. **Corrosion Control Project:** We were notified on Friday, February 3, that our Corrosion Control Project was rated, ranked and approved for funding by the Oregon Health Authority. We must now await the public comment period that ends on March 6, before we can apply for and receive the funding from the Safe Drinking Water program. The total project is estimated at

*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 A
TO MINUTES OF
CITY COUNCIL MEETING

\$825,000 with \$80,000 coming from sewer reserves, and \$745,000 from the Safe Drinking Water fund of which \$447,000 will be grant and \$298,000 will be a 30 year loan.

8. **OneGorge in Olympia, WA:** The City and the Port have been participants in the OneGorge effort since its inception several years ago. To increase the awareness of the Gorge and our unique needs including economic development activities and transportation issues, we have sponsored and attended "A Gorge-ous Night Out in Olympia" and "A Gorge-ous Night Out in Salem" for the past 2-3 years. The Olympia event is Wednesday from 6:30-8:00 in the State Capital Building. The Salem event is Thursday, March 9, at 5:00 in the Mission Mill Dye House.

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

Gordon Zimmerman
Cascade Locks City Administrator

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PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
2/17/2017	PR	\$ 61,501.22
2/10/2017	A/P	\$ 173,158.15

GRAND TOTAL	\$ 234,659.37
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APPROVAL:

Mayor

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7956	02/17	02/10/2017	6945	110603	4COM, Inc.	programming	4140562740	152.73
Total 7956:								
7957	02/17	02/10/2017	70	10694118	ALTEC INDUSTRIES, INC.	Hydraulic Oil	5140562201	57.81
7957	02/17	02/10/2017	70	10694118	ALTEC INDUSTRIES, INC.	Hydraulic Oil	5140662201	57.82
Total 7957:								
7958	02/17	02/10/2017	6966	01410018RB	American Messaging	Paging Service	5140562110	36.98
7958	02/17	02/10/2017	6966	01410018RB	American Messaging	Paging Service	5140662110	36.97
Total 7958:								
7959	02/17	02/10/2017	370	53332	BIO-MED TESTING SERVICE	Drug Testing	0140462063	73.95
Total 7959:								
7960	02/17	02/10/2017	6900	V700234	BSK Associates	water testing	2140562150	45.00
Total 7960:								
7961	02/17	02/10/2017	6993	020117	Caroline Park	reimburse for purchase of tourism table	0840562114	49.99
Total 7961:								
7962	02/17	02/10/2017	6979	JANUARY 20	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 7962:								
7963	02/17	02/10/2017	6853	2017	Cascade Locks Business Association	membership fee	0140162030	25.00
Total 7963:								
7964	02/17	02/10/2017	670	100001500 2	CASCADE LOCKS LIGHT CO.	Fire Station	0640562439	786.57
7964	02/17	02/10/2017	670	100003500 2	CASCADE LOCKS LIGHT CO.	Res. No. 2	2140562070	29.02
7964	02/17	02/10/2017	670	100030200 2	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7964	02/17	02/10/2017	670	100038200 2	CASCADE LOCKS LIGHT CO.	Well House	2140562070	1,862.03
7964	02/17	02/10/2017	670	100379100 2	CASCADE LOCKS LIGHT CO.	Treatment Plant	3140562070	2,044.53
7964	02/17	02/10/2017	670	100381300 2	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	47.04
7964	02/17	02/10/2017	670	100381300 2	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	47.04
7964	02/17	02/10/2017	670	200120000 2	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	28.30
7964	02/17	02/10/2017	670	300155100 2	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	922.98
7964	02/17	02/10/2017	670	300156900 2	CASCADE LOCKS LIGHT CO.	Museum	0140762630	166.65
7964	02/17	02/10/2017	670	300171800 2	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	40.47
7964	02/17	02/10/2017	670	300183900 2	CASCADE LOCKS LIGHT CO.	Mooody Lift Station	2140562070	55.87
7964	02/17	02/10/2017	670	3001861200 2	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
7964	02/17	02/10/2017	670	600135000 2	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,899.80
7964	02/17	02/10/2017	670	600136900 2	CASCADE LOCKS LIGHT CO.	87 Ruckle	3140562070	53.33
7964	02/17	02/10/2017	670	600149800 2	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
7964	02/17	02/10/2017	670	601369800	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	57.96
7964	02/17	02/10/2017	670	SSS FEBRU	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	249.70
Total 7964:								8,417.00
7965	02/17	02/10/2017	740	76570	CASELLE, INC.	Contract Support	0140162082	1,245.00
Total 7965:								1,245.00
7966	02/17	02/10/2017	790	313230273 2	CENTURYLINK	Fire Department Phones	0540562050	146.47
7966	02/17	02/10/2017	790	313401451 1	CENTURYLINK	Treatment Plant	3140562050	119.39
7966	02/17	02/10/2017	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	403.72
7966	02/17	02/10/2017	790	313785538 1	CENTURYLINK	telemetry	2140562050	132.91
7966	02/17	02/10/2017	790	313785538 1	CENTURYLINK	telemetry	3140562050	132.91
7966	02/17	02/10/2017	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	63.46
7966	02/17	02/10/2017	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	15.87
7966	02/17	02/10/2017	790	314228414 1	CENTURYLINK	Lift Station	3140562050	42.37
7966	02/17	02/10/2017	790	320153997 1	CENTURYLINK	well house dialer	2140562050	9.91
Total 7966:								1,067.01
7967	02/17	02/10/2017	820	64809	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33
Total 7967:								7,458.33
7968	02/17	02/10/2017	6987	329960	Christenson Electric, Inc.	Winter Storm Restoration JAN 2017	5845163941	130,057.29

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7968:								130,057.29
7969	02/17	02/10/2017	940	FEBRUARY	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	120.00
Total 7969:								120.00
7970	02/17	02/10/2017	1120	B158454	COLUMBIA HARDWARE, LLC	5 gallon buckets	5140562201	15.96
Total 7970:								15.96
7971	02/17	02/10/2017	1480	WQ17DDM-0	Dept. of Environmental Quality	Annual Fee	3140562860	2,461.00
Total 7971:								2,461.00
7972	02/17	02/10/2017	1540	61158-01311	DMV SERVICES STATE OF OREGON	Driving Records	0540562110	1.50
Total 7972:								1.50
7973	02/17	02/10/2017	1620	1351	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services January 2017	5140562139	750.00
Total 7973:								750.00
7974	02/17	02/10/2017	2020	1274791	GENERAL PACIFIC INC.	2 hole straight mega lug	5141562009	56.00
7974	02/17	02/10/2017	2020	1274791	GENERAL PACIFIC INC.	C.T. R6M 400:5	5141562009	480.00
7974	02/17	02/10/2017	2020	1274792	GENERAL PACIFIC INC.	Storm Supply Replenishment	5645163941	7,622.13
Total 7974:								8,158.13
7975	02/17	02/10/2017	6854	JANUARY 20	Gordon Zimmerman	CA Expense	0140162094	231.12
Total 7975:								231.12
7976	02/17	02/10/2017	2650	020317	JESSICA BENNETT	reimburse for lodging during training	0540562020	250.24
Total 7976:								250.24
7977	02/17	02/10/2017	7005	1955	John Grim & Associates PC	CCT Study	2140562110	265.13

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7977:								265.13
7978	02/17	02/10/2017	4910	211944611 2	Joy Dwyer	Refund Deposit	5121130	189.44
Total 7978:								189.44
7979	02/17	02/10/2017	6874	JANUARY 20	LIN Television Corporation	programming	4140562740	237.36
Total 7979:								237.36
7980	02/17	02/10/2017	3150	020117	MARIANNE BUMP	Reimburse Mileage	0140162020	21.40
Total 7980:								21.40
7981	02/17	02/10/2017	6834	020817	Mark Noble	Refund reconnect fee	5130643860	40.00
Total 7981:								40.00
7982	02/17	02/10/2017	3380	KPDX JANU	Meredith Corporation	Retransmission	4140562740	154.80
7982	02/17	02/10/2017	3380	KPTV JANU	Meredith Corporation	Retransmission	4140562740	322.50
Total 7982:								477.30
7983	02/17	02/10/2017	6948	161181R	NorthWest Graphic Works	Revised Invoice- embroidery	0540562029	12.00
Total 7983:								12.00
7984	02/17	02/10/2017	4650	K847618	PLATT ELECTRIC SUPPLY	double deducted credit memo	3140562560	149.68
Total 7984:								149.68
7985	02/17	02/10/2017	4670	12139134	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	20.00
7985	02/17	02/10/2017	4670	12139134	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	20.00
Total 7985:								40.00
7986	02/17	02/10/2017	4760	2772847-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0140162110	69.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7986:								69.00
7987	02/17	02/10/2017	6886	JANUARY 20	Sinclair Television Group, Inc.	Programming	4140562740	283.80
Total 7987:								283.80
7988	02/17	02/10/2017	6965	42	Sofia Urrutia-Lopez	Contract Support	0840562110	760.00
Total 7988:								760.00
7989	02/17	02/10/2017	5510	8042818754	STAPLES CONTRACT & COMMERCIA	toner, batteries, paper	0140162010	176.36
7989	02/17	02/10/2017	5510	8042836238	STAPLES CONTRACT & COMMERCIA	pencils and paper	0140162010	50.08
Total 7989:								226.44
7990	02/17	02/10/2017	5650	142742	T & R ELECTRIC SUPPLY CO.	112 KVA Three Phase Pad Mount	5140563770	4,585.00
Total 7990:								4,585.00
7991	02/17	02/10/2017	6070	991394	TWGW, INC NAPA AUTO PARTS	hydraulic hoses and fittings	0340562560	141.96
7991	02/17	02/10/2017	6070	991573	TWGW, INC NAPA AUTO PARTS	hydraulic fluid	2140562530	189.95
7991	02/17	02/10/2017	6070	991574	TWGW, INC NAPA AUTO PARTS	hydraulic fluid	5140562201	189.95
Total 7991:								521.86
2101701	02/17	02/10/2017	3650	17010241	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,544.86 M
Total 2101701:								3,544.86
Grand Totals:								173,158.15

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	4,675.24-	4,675.24-
01-401-62010	226.44	.00	226.44
01-401-62020	21.40	.00	21.40
01-401-62030	25.00	.00	25.00
01-401-62050	403.72	.00	403.72
01-401-62082	1,245.00	.00	1,245.00
01-401-62094	231.12	.00	231.12
01-401-62110	69.00	.00	69.00
01-401-62552	1,997.21	.00	1,997.21
01-404-62063	40.00	.00	40.00
01-407-62630	166.65	.00	166.65
01-408-62026	249.70	.00	249.70
03-21010	.00	141.96-	141.96-
03-405-62560	141.96	.00	141.96
05-21010	.00	1,374.74-	1,374.74-
05-405-62020	250.24	.00	250.24
05-405-62029	12.00	.00	12.00
05-405-62050	146.47	.00	146.47
05-405-62110	1.50	.00	1.50
05-405-62111	120.00	.00	120.00
05-405-62439	844.53	.00	844.53
08-21010	.00	809.99-	809.99-
08-405-62110	760.00	.00	760.00
08-405-62114	49.99	.00	49.99
17-21010	.00	28.30-	28.30-
17-405-62551	28.30	.00	28.30
21-21010	.00	2,636.86-	2,636.86-
21-405-62050	142.82	.00	142.82
21-405-62070	1,993.96	.00	1,993.96
21-405-62110	265.13	.00	265.13
21-405-62150	45.00	.00	45.00
21-405-62530	189.95	.00	189.95
31-21010	.00	13,459.86-	13,459.86-
31-405-62050	294.67	.00	294.67
31-405-62070	3,096.18	.00	3,096.18
31-405-62560	149.68	.00	149.68
31-405-62700	7,458.33	.00	7,458.33
31-405-62860	2,461.00	.00	2,461.00

GL Account	Debit	Credit	Proof
41-21010	.00	4,696.05-	4,696.05-
41-405-62740	4,696.05	.00	4,696.05
51-21010	.00	7,655.73-	7,655.73-
51-21130	189.44	.00	189.44
51-306-43860	40.00	.00	40.00
51-405-62050	63.46	.00	63.46
51-405-62110	36.98	.00	36.98
51-405-62139	750.00	.00	750.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62201	283.72	.00	283.72
51-405-62800	40.47	.00	40.47
51-405-63770	4,585.00	.00	4,585.00
51-406-62050	15.87	.00	15.87
51-406-62110	36.97	.00	36.97
51-406-62201	77.82	.00	77.82
51-415-62009	536.00	.00	536.00
56-21010	.00	137,679.42-	137,679.42-
56-451-63941	137,679.42	.00	137,679.42
Grand Totals:	173,158.15	173,158.15-	.00

Report Criteria:
Report type: GL detail

STAFF REPORT

Date Prepared: 2/14/2017

For City Council Meeting on: 2/27/2017

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Caselle is offering a new program called Software Assurance. Listed below tells you about the program and the benefits.

What is Software Assurance?

Software Assurance is really "Software for Life!" It replaces all previous maintenance plans for our customers. Upgrades are effortless and it will ensure you have all the latest features and functionality available to you.

What are the Benefits?

- All future upgrades at no additional cost (including training, setup and conversion, if necessary)
- Access to Connect Online features for your licensed applications
- Unlimited support requests with a priority response time
- Quarterly updates and enhancements
- Free replacement, refresher or webinar training
- 10% discount on new module purchases
- Access to the Caselle Knowledge Base
- 5% Discount if Software Assurance is paid on an annual basis instead of monthly

What is the Cost?

Software Assurance does cost a bit more per month. The City currently pays \$1,245 per month (annually \$14,940) and this would increase the cost \$630 per month to \$1,875 (annually \$22,500). We can get a 5% discount if we pay annually and sign the Assurance agreement by March 31, 2017 and that would bring the cost down to \$1,781.25 or annually \$21,375.

Why is it important to go to Software Assurance ASAP?

- By signing a Software Assurance agreement we will get the most recent version of Caselle called Connect.
- All enhancements are being done within Connect. Caselle is no longer updating reports in Clarity & Classic, this includes payroll and retirement changes.
- Roughly 80% of customers have already moved to Software Assurance
- No customer is left behind on an older version
- Better support
- Caselle is offering a discount if we sign before March 31, 2017 to avoid a huge rush at the end of the year when Caselle we will not be able to accommodate the volume.

RECOMMENDATION: Staff is recommending that we move to this plan. The main point to move to this plan is they will no longer update reports which include payroll and retirement. It is important to realize that technology changes rapidly and we must change with it when the opportunity presents itself.

Financial review and status: With the new budget year approaching we can budget the full cost of \$21,375. For the remainder of the current budget the amount would be \$630 extra per month for a total of \$2,520. We do have that amount available in our computer budget.