

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, April 8, 2019, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of March 25, 2019 City Council Minutes.**
 - b. **Ratification of the Bills in the Amount of \$213,788.22.**
4. **Public Hearing: None**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Second Reading of Ordinance No. 450 Expanding the Street Vendor Ordinance to Include Temporary Food Vendors.**
 - c. **Approve Resolution No. 1411 Establishing Debt Service Rates for the Wastewater Facilities Improvement Project.**
 - d. **Approve Resolution No. 1413 Authorizing a Loan from the Oregon Infrastructure Finance Authority for the Corrosion Control Treatment Project.**
 - e. **Approve Resolution No. 1414 Establishing a Debt Service Rate for the Corrosion Control Treatment Project.**
 - f. **Approve Hiring Berger ABAM as the City's Contract Planner.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees: None.**
 - b. **City 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 7PM. Present were CM's Glenda Groves, Sara Patrick, Richard Randall and Bobby Walker. CM Bruce Fitzpatrick was present via phone. CM Julie Caldwell-Wagner was excused. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, City Recorder Kathy Woosley, Deputy Recorder Marilyn Place, CPA Tonya Moffitt, Brenda Wood, Butch Miller, Caroline Lipps and Pete Seven.
2. **Additions or amendments to the Agenda.** CA Zimmerman moved agenda item 7b to directly after the Consent Agenda.
3. **Adoption of Consent Agenda.**
 - a. **Approval of February 25, 2019 City Council Minutes.**
 - b. **Ratification of the Bills in the Amount of \$260,557.69.** **Motion:** CM Groves moved to approve the Consent Agenda, seconded by CM Walker. The motion passed unanimously by CM's Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.

Audit Presentation: Ms. Moffitt reported to Council the results of the City's June 30, 2018 Financial Statements audit. She said Merina and Company gave the City a Clean/Unmodified Opinion which is the highest rating they can give. She added Merina had full access to any and all financial documents and the full cooperation of the City's personnel.

Ms. Moffitt said because the City received Federal Funds of 750k or more the State required them to participate in an additional single audit. She was happy to report there were no findings during that particular audit either.

5. **Action Items:**
 - a. **Appointment to Committees.** Mayor Cramblett recommended Steve Anderson to the Tourism Committee. There was consensus of Council to appoint Mr. Anderson to the Tourism Committee.
 - b. **Acting as Local Street Review Board: Approve Shahala HOA Board Request.** CA Zimmerman said Shahala Home Owners Association requested a four way stop be installed at the intersection of SE Windsong and SE Warm Springs to control speeding drivers. **Motion:** CM Walker moved that Council work with the City engineer to find a solution that addresses the speeding issue for the intersection of SE Windsong and SE Warm Springs, CM Randall seconded. The motion passed unanimously by CM's Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
 - c. **Approve First Reading of Ordinance No. 450 Expanding the Street Vendor Ordinance to Include Temporary Food Vendors.** CA Zimmerman said he and the City Attorney are trying to determine how to regulate temporary food vendors through an Ordinance that could be enforced.

CM Patrick asked if there was a limit to the amount of street vendors that can come into to the City. CA Zimmerman said there is no limit to the number and their permits from Hood River County are good for 120 days.

Ms. Brenda Wood said the food truck vendors have a negative impact on her business. She said the vendors come in to town when it's busy, take the business away from the local businesses and take their profits out of town without ever spending a penny here.

Ms. Wood said the residents should vote on requiring temporary food vendors, such as food truck vendors, to pay permit fees to the City. She said the permit fees would benefit the City since it's the City's resources that are used to clean up after the vendors.

Mr. Butch Miller said the City should charge a nominal fee for a business license for the temporary food vendors. He said adopting a fee for a business license would also accrue money for the City to help pay for enforcement.

Mrs. Caroline Lipps said she understands the needs and desires to establish some rules and regulations around vending. She said she thinks it's important that the City create a mechanism to collect appropriate fees from temporary vendors. She encouraged Council to think about the barriers that small businesses such as food vendors face when they're trying to make their business dreams reality.

CA Zimmerman said it would require a vote of the people to establish a business license and fee schedule for food vendors. He said a ballot measure that passed 2008 prohibits any fee, tax or charges being implemented by the City without a vote of the people. He said the next time it could go before the people in a general election would be November, 2020. He said the City does not have the authority to regulate a restaurant or temporary food vendor, the only thing the City could regulate is their use of propane.

CA Zimmerman said this motion is to approve the first reading of the Ordinance either in full or by title only and it will be brought to Council again for a vote. **Motion:** CM Walker moved to approve the first reading of Ordinance **No. 450** by title only, seconded by CM Randall. The motion passed unanimously by CM's Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Pete Seven appeared to discuss an issue he has with the music that the restaurant he lives below plays outside the building and how it's negatively affecting his home life.
7. **Reports and Presentations.**
 - a. **City Committees:** None.
 - b. **Audit Presentation: Tonya Moffitt, Merina & Company, LLP.** This took place earlier in the agenda.
 - c. **Review of Fire Chief Job Description.** CA Zimmerman said the job description for the Fire Chief as it is written is contradictory to salaried employees who are not eligible for overtime. He said the pre-employment requirements are not clear either. He said the job description states a minimum education requirement is a high school diploma. He said given all the certification the Fire Chief position requires maybe that should change to say "two year degree preferable."

CM Randall asked the new job description for the Fire Chief include language that requires the candidate to have strong recruitment abilities. CA Zimmerman said that requirement could be added under Essential Skills.
 - d. **Corrosion Control Debt Service Resolution Discussion.** CA Zimmerman said the amount residents are paying on the utility bill for the Corrosion Control Project needs to be increased by seventy five cents to cover the costs of the Soda Ash Project. He asked Council when they would like the increase to go into effect. After discussion it was determined September, 2020 is when the additional seventy five cent increase on the utility bill will appear towards the Soda Ash Project.

e. **Wastewater Debt Service Resolution Discussion.** CA Zimmerman provided a brief synopsis to walk Council through the Staff Report for clarity purposes.

CM Fitzpatrick said he was in favor of keeping the rate consistent through the debt service pay off.

CA Zimmerman asked if Council wants the three separate amounts that are going to pay off the debt services to be displayed on the bill or display the debt service amount and keep the 1998 debt service included in the monthly amount as it is now. Mayor Cramblett said he wants to make it as simple as it can be for the residents now and 30 years from now. He said it should be separated out and show the amount for debt service on one line and the cost of operations on a separate line.

CA Zimmerman said he could document the debt service amounts in the rate resolution which would include the debt service from 1998 and the new debt service. He said residents would be directed to the resolution if they have questions. There was consensus of Council to display the new debt service on the utility bill.

f. **City Administrator Zimmerman Report.** CA Zimmerman read through his report.

8. **Mayor and City Council Comments.** CM Fitzpatrick thanked staff for the good audit report.

CM Patrick said she understands everyone hates to see rate increases but it needs to be done. She said she wished there was something Council could do to crack down on the people who have a burn permit but are burning toxic garbage. She reminded everyone that burn permits cover yard debris only, not household garbage.

CM Walker said one of the youths in Cascade Locks, Emily Sullenger, has been selected to do a Cultural Exchange to wrestle in South Africa. He congratulated Emily. He thanked staff for the great audit report.

CM Randall thanked staff for what they've accomplished concerning the audit. He said the audits have really improved since 2013. He said he hoped the Mayor will discuss his trip to Washington DC.

CM Groves thanked the staff for the great audit report. She asked if anyone has talked about the new service tax that Hood River County wants to implement. She said it's a large concern of hers.

Mayor Cramblett thanked the staff for the good audit report. He said the City goes to DC to support the Port and the Port has a good relationship with the Senators and Congressmen back there. He said we met with congressional staff and learned about loans and grants that are available to us. He said it helps to meet face to face with people so they connect with us and our needs as a community.

CA Zimmerman said since they've come back from DC he made an appointment to meet with, Michael Mills, the new Economic Development Administration Director for the State of Oregon. He said Mr. Mills is going to help polish the EDA 2018 Electric Utilities Grant application so that we have a better chance when we submit it.

Mayor Cramblett said he would like permission from the Council to approach the City Attorney regarding recruiting for the position of the Justice of the Peace for the City of Cascade Locks. He said Hood River County wants to open the recruitment for applicants from Hood River only. He said the position should be open for citizens from Cascade Locks to apply. There was consensus of Council to allow Mayor Cramblett to approach the City Attorney on challenging Hood River County regarding this issue.

9. **Other matters.** None.
10. **Executive Session as may be required under ORS 192.660 (2) (d) Labor Negotiations.** Mayor Cramblett moved out of regular session and into Executive session at 9:40PM. Present were CM's Glenda Groves, Sara Patrick, Richard Randall and Bobby Walker. CM Bruce Fitzpatrick was present via phone. Also present were CA Gordon Zimmerman, Recorder Kathy Woosley and Deputy Recorder Marilyn Place.
11. **Adjournment. Motion:** CM Groves moved adjourn, seconded by CM Randall. The motion passed unanimously by CM's Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 9:57PM.

Prepared by
Marilyn Place

APPROVED:

Mayor Tom Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
3/21/2019	Accounts Payable	\$ 160,729.58
3/29/2019	Payroll	\$ 42,225.60
3/29/2019	Accounts Payable	\$ 10,515.41
3/29/2019	Accounts Payable	\$ 317.63

GRAND TOTAL \$ 213,788.22

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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
10328	03/19	03/21/2019			Void Check			.00 V
Total 10328:								
10329	03/19	03/21/2019	6822	0127203	American Legal Publishing Corporation	Internet Renewal through 4/14/20 Ords	0140162110	.00
Total 10329:								
10330	03/19	03/21/2019	4910	1000453.16	Aparna Ramachandran	Refund Deposit	5121130	395.00
Total 10330:								
10331	03/19	03/21/2019	250	3212019	B.O.L.L.	Public Works fee for Corrosion Control Tr	2141562025	6.28
Total 10331:								
10332	03/19	03/21/2019	7034	904	Bernadette Murray-MacCoe	Tourism Staff Support	0840562110	804.70
Total 10332:								
10333	03/19	03/21/2019	370	69753	BIO-MED TESTING SERVICE	Pre-Employment Drug Screening - Dunn	0140362063	800.00
10333	03/19	03/21/2019	370	69753	BIO-MED TESTING SERVICE	Pre-Employment Drug Screening - Brew	0540562063	40.00
Total 10333:								
10334	03/19	03/21/2019	6839	83130127	Bound Tree Medical, LLC	Medications	0540562351	507.98
10334	03/19	03/21/2019	6839	83130127	Bound Tree Medical, LLC	Credit - medications	0540562351	12.00
10334	03/19	03/21/2019	6839	83130127	Bound Tree Medical, LLC	Credit - medications	0540562351	6.00
Total 10334:								
10335	03/19	03/21/2019	460	07369	BROWN & KY SAR, INC	Oregon Mines Redcloser Settings Gen Su	5141562009	489.98
Total 10335:								
10336	03/19	03/21/2019	6900	V900705	BSK Associates	water testing	2140562150	3,598.50
Total 10336:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10336:								60.00
10337	03/19	03/21/2019	820	351200-007	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,904.42
Total 10337:								7,904.42
10338	03/19	03/21/2019	1000	A19009	Coburn Electric	Troubleshoot	2140562110	222.00
10338	03/19	03/21/2019	1000	Q18079	Coburn Electric	Wiring	0140463000	1,148.00
Total 10338:								1,370.00
10339	03/19	03/21/2019	1120	B232717	COLUMBIA HARDWARE, LLC	Bucket	0540562440	8.50
Total 10339:								8.50
10340	03/19	03/21/2019	1360	131686	DAVID R. CUNNINGHAM	City network	0140162082	1,290.00
10340	03/19	03/21/2019	1360	131687	DAVID R. CUNNINGHAM	Program new computer	0140162082	60.00
Total 10340:								1,290.00
10341	03/19	03/21/2019	1420	2191	DENNIS V. SNYDER JR. CONTRACTO	Ford F350 repair	0340562441	466.67
10341	03/19	03/21/2019	1420	2191	DENNIS V. SNYDER JR. CONTRACTO	Ford F350 repair	2140562441	466.67
10341	03/19	03/21/2019	1420	2191	DENNIS V. SNYDER JR. CONTRACTO	Ford F350 repair	3140562441	466.66
Total 10341:								1,400.00
10342	03/19	03/21/2019	7082	497753	Dormakaba	ADA doors and install	0140463000	9,163.00
Total 10342:								9,163.00
10343	03/19	03/21/2019	1760	ORHOD6360	FASTENAL	Gloves	2140562660	59.32
Total 10343:								59.32
10344	03/19	03/21/2019	2420	10014	HOOD RIVER CO. - FINANCE	Mar deputy service	0141962250	7,600.00
Total 10344:								7,600.00
10345	03/19	03/21/2019	4910	103742501	Kipsy Matthews	Refund Deposit	5121130	267.68

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10345:								
10346	03/19	03/21/2019	3070	1500618231	LES SCHWAB TIRE CENTER	4 Tires for Bobcat	0340562441	216.59
10346	03/19	03/21/2019	3070	1500618231	LES SCHWAB TIRE CENTER	4 Tires for Bobcat	2140562441	216.59
10346	03/19	03/21/2019	3070	1500618231	LES SCHWAB TIRE CENTER	4 Tires for Bobcat	3140562441	216.58
Total 10346:								
10347	03/19	03/21/2019	3450	3122019	MID-COLUMBIA COMM. ACTION COUN	Return pymts	0121017	649.76
10347	03/19	03/21/2019	3450	3122019-2	MID-COLUMBIA COMM. ACTION COUN	FY 18-19 Admin Fees	0140862027	300.00
10347	03/19	03/21/2019	3450	3122019-2	MID-COLUMBIA COMM. ACTION COUN	FY 18-19 Admin Fees	5140562138	150.00
10347	03/19	03/21/2019	3450	3152019	MID-COLUMBIA COMM. ACTION COUN	FY 18-19 Energy Assistance - CCLEP Pr	0140862027	700.00
10347	03/19	03/21/2019	3450	3152019	MID-COLUMBIA COMM. ACTION COUN	FY 18-19 Energy Assistance - CCLEP Pr	5140562138	1,350.00
Total 10347:								
10348	03/19	03/21/2019	4020	ME124309	ODOT-FUEL SALES	Fuel	0340562530	8,800.00
10348	03/19	03/21/2019	4020	ME124309	ODOT-FUEL SALES	Fuel	0540562420	351.20
10348	03/19	03/21/2019	4020	ME124309	ODOT-FUEL SALES	Fuel	2140562530	237.12
10348	03/19	03/21/2019	4020	ME124309	ODOT-FUEL SALES	Fuel	3140562530	351.20
10348	03/19	03/21/2019	4020	ME124309	ODOT-FUEL SALES	Fuel	5140562530	182.35
10348	03/19	03/21/2019	4020	ME124309	ODOT-FUEL SALES	Fuel	5140562200	191.48
Total 10348:								
10349	03/19	03/21/2019	4910	1000434.06	Patrese Evans	Refund Deposit	5121130	94.64
Total 10349:								
10350	03/19	03/21/2019	7055	903	Pixel Dust Studio	Graphic Design Service	0840562114	1,407.99
Total 10350:								
10351	03/19	03/21/2019	4670	987760	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562030	125.21
Total 10351:								
10352	03/19	03/21/2019	6780	5056021250	Ricoh Americas Corporation	Copies	0140162110	500.00
Total 10352:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No:	Payee	Description	GL Account	Amount
Total 10352:								57.17
10353	03/19	03/21/2019	5380	3152019-2	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140162030	35.00
Total 10353:								35.00
10354	03/19	03/21/2019	5900	3182019	TOM CRAMBLETT	reimburse expenses WA DC trip	0140862020	285.48
Total 10354:								285.48
10355	03/19	03/21/2019	7044	10276936A	Trojan UV	UV System	3140562560	299.63
Total 10355:								299.63
10356	03/19	03/21/2019	6210	832610	USA BLUEBOOK	Valves	3140562560	1,723.85
Total 10356:								1,723.85
10357	03/19	03/21/2019	7092	10097	VanKoten & Cleaveland, LLC	Attorney services	0140162100	1,200.00
Total 10357:								1,200.00
10358	03/19	03/21/2019	6897	E1820233	Witmer Public Safety Group, Inc.	Gloves & hoods	0540562350	664.69
Total 10358:								664.69
10359	03/19	03/21/2019	6690	382019	WOOSLEY, KATHY	MILEAGE REIMBURSEMENT	0140162020	45.24
Total 10359:								45.24
3211901	03/19	03/21/2019	6080	1035 2/19	U S BANK	Bank Fees	0140162110	433.18
Total 3211901:								433.18
3211902	03/19	03/21/2019	440	FEB19-TRNO	BPA	Transmission Bill	5140562821	11,729.00
3211902	03/19	03/21/2019	440	FEB19-TRNO	BPA	Transmission Bill	5140662821	1,513.00
Total 3211902:								13,242.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3211903	03/19	03/21/2019	440	FEB19-PWR	BPA	Power Bill	5140662820	85,012.00 M
3211903	03/19	03/21/2019	440	FEB19-PWR	BPA	Power Bill	5140662820	10,969.00 M
Total 3211903:								95,981.00
Grand Totals:								160,747.58

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	23,472.07-	23,472.07-
01-21017	300.00	.00	300.00
01-401-62020	45.24	.00	45.24
01-401-62030	35.00	.00	35.00
01-401-62082	1,290.00	.00	1,290.00
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	885.35	.00	885.35
01-403-62063	40.00	.00	40.00
01-404-63000	10,311.00	.00	10,311.00
01-408-62020	265.48	.00	265.48
01-408-62027	1,500.00	.00	1,500.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	1,034.46-	1,034.46-
03-405-62441	683.26	.00	683.26
03-405-62830	351.20	.00	351.20
05-21010	18.00	1,478.29-	1,460.29-
05-405-62030	20.00	.00	20.00
05-405-62063	40.00	.00	40.00
05-405-62350	664.69	.00	664.69
05-405-62351	507.98	18.00-	489.98
05-405-62420	237.12	.00	237.12
05-405-62440	8.50	.00	8.50
08-21010	.00	1,300.00-	1,300.00-
08-405-62110	800.00	.00	800.00
08-405-62114	500.00	.00	500.00
21-21010	.00	2,180.48-	2,180.48-
21-405-62110	222.00	.00	222.00
21-405-62150	60.00	.00	60.00
21-405-62441	683.26	.00	683.26
21-405-62530	351.20	.00	351.20
21-405-62560	59.32	.00	59.32
21-415-62025	804.70	.00	804.70
31-21010	.00	10,793.49-	10,793.49-
31-405-62441	683.24	.00	683.24
31-405-62530	182.35	.00	182.35
31-405-62560	2,023.48	.00	2,023.48
31-405-62700	7,904.42	.00	7,904.42
51-21010	.00	120,506.79-	120,506.79-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-21130	399.17	.00	399.17
51-405-62138	7,000.00	.00	7,000.00
51-405-62200	191.48	.00	191.48
51-405-62820	85,012.00	.00	85,012.00
51-405-62821	11,729.00	.00	11,729.00
51-406-62200	94.64	.00	94.64
51-406-62820	10,969.00	.00	10,969.00
51-406-62821	1,513.00	.00	1,513.00
51-415-62009	3,598.50	.00	3,598.50
Grand Totals:	160,783.58	160,783.58	.00

Report Criteria:
 Report type: GL detail

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10362	03/19	03/29/2019	6820	66092	Anderson Perry & Associates Inc.	Corrosion Control Facility	2141562025	2,539.93
Total 10362:								
10363	03/19	03/29/2019	200	3192019	AT&T MOBILITY	Electric Department Phone	5140562050	56.34
Total 10363:								
10364	03/19	03/29/2019	790	3162019-1	CENTURYLINK	Treatment Plant	3140562050	123.68
10364	03/19	03/29/2019	790	3162019-2	CENTURYLINK	Telemetry	2140562050	137.16
10364	03/19	03/29/2019	790	3162019-2	CENTURYLINK	Telemetry	3140562050	137.15
10364	03/19	03/29/2019	790	3162019-3	CENTURYLINK	Electric	5140562050	73.35
10364	03/19	03/29/2019	790	3162019-4	CENTURYLINK	Electric	5140562050	18.33
10364	03/19	03/29/2019	790	3162019-5	CENTURYLINK	Lift Station	3140562050	113.79
10364	03/19	03/29/2019	790	3162019-5	CENTURYLINK	Well House	2140562050	12.90
Total 10364:								
10365	03/19	03/29/2019	940	3192019	CITY OF SPRINGFIELD	Ambulance Billing Service	0640562111	616.36
Total 10365:								
10366	03/19	03/29/2019	1320	744131248	DAILY JOURNAL OF COMMERCE	corrosion control	2141562025	405.60
Total 10366:								
10367	03/19	03/29/2019	6654	3272019	Gordon Zimmerman	Reimb. DC trip/Salem/HR/PDX/Olympia/	0140162094	586.32
Total 10367:								
10368	03/19	03/29/2019	7021	1647590	Gorge Networks	Internet and Phone	0140162050	225.34
10368	03/19	03/29/2019	7021	1647590	Gorge Networks	Internet and Phone	0140162082	261.79
10368	03/19	03/29/2019	7021	1647590	Gorge Networks	Internet and Phone	0540562050	233.92
Total 10368:								
10369	03/19	03/29/2019	3160	3282019	MARIANNE BUMP/PETTY CASH	Extra office keys	0140462520	8.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10369:								
10370	03/19	03/29/2019	4910	3272019-1	Noelle Garbasi	Refund Deposit	5121130	8.00
Total 10370:								
10371	03/19	03/29/2019	4130	01332110-JN	OREGON CORRECTIONS ENTERPRIS	Book Case 64x18x30	5640563941	129.49
Total 10371:								
10372	03/19	03/29/2019	4910	3272019-3	Oregon Custom Home Builders	Refund Deposit	5121130	518.00
Total 10372:								
10373	03/19	03/29/2019	4640	3192019	PITNEY BOWES INC	Postage	0140162055	223.54
Total 10373:								
10374	03/19	03/29/2019	4840	1133	PUBLIC UTILITY DIST. #1	Labor - Journeyman	5140562110	150.00
10374	03/19	03/29/2019	4840	1134	PUBLIC UTILITY DIST. #1	Labor - Journeyman	5140562110	286.82
10374	03/19	03/29/2019	4840	1134	PUBLIC UTILITY DIST. #1	Transportation	5140562110	286.82
Total 10374:								
10375	03/19	03/29/2019	6780	31525950	Ricoh Americas Corporation	Lease	0140162120	62.37
Total 10375:								
10376	03/19	03/29/2019	4910	3272019-2	Stefan Nistor	Refund Deposit	5121130	636.01
Total 10376:								
10377	03/19	03/29/2019	6937	380525907	US Bank Equipment Finance	Contract Payment - Principal	5140566001	179.02
10377	03/19	03/29/2019	6937	380525907	US Bank Equipment Finance	Contract Payment - Interest	5140566002	29.74
Total 10377:								
Grand Totals:								1,293.61
								8,169.97

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	1,410.47-	1,410.47-
01-401-62050	225.34	.00	225.34
01-401-62055	150.00	.00	150.00
01-401-62082	261.79	.00	261.79
01-401-62094	586.32	.00	586.32
01-401-62120	179.02	.00	179.02
01-404-62520	8.00	.00	8.00
05-21010	.00	313.92-	313.92-
05-405-62050	233.92	.00	233.92
05-405-62111	80.00	.00	80.00
21-21010	.00	3,095.59-	3,095.59-
21-405-62050	150.06	.00	150.06
21-415-62025	2,945.53	.00	2,945.53
31-21010	.00	374.62-	374.62-
31-405-62050	374.62	.00	374.62
51-21010	.00	2,457.37-	2,457.37-
51-21130	379.73	.00	379.73
51-405-62050	129.69	.00	129.69
51-405-62110	636.01	.00	636.01
51-405-66001	1,263.87	.00	1,263.87
51-405-66002	29.74	.00	29.74
51-406-62050	18.33	.00	18.33
56-21010	.00	518.00-	518.00-
56-405-63941	518.00	.00	518.00
Grand Totals:	8,169.97	8,169.97-	.00

Report Criteria:
Report type: GL detail

M = Manual Check, V = Void Check

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance
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U.S. POSTAL SERVICE

MAR 2019 1 Mail utility bills

Invoice 03/29/2019 03/29/2019

317.63 317.63 01-401-62055

Vendor Address

Total MAR 2019:

317.63 .00 317.63

Total U.S. POSTAL SERVICE:

317.63 .00 317.63

Total:

317.63 .00 317.63

Grand Totals:

317.63 .00 317.63

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
01-401-62055	317.63	.00	317.63
Grand Totals:	317.63	.00	317.63

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
03/19	317.63	.00	317.63
Grand Totals:	317.63	.00	317.63

CASCADE LOCKS STAFF REPORT

Date Prepared: March 27, 2019

For City Council Meeting on: April 8, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Second Reading of Ordinance No. 450 Expanding the Street Vendor Ordinance to Include Temporary Food Vendors.

SYNOPSIS: Last fall a local citizen and business owner complained about temporary food vendors taking business away from her establishment. Working with Hood River County Environmental Health Office, the attached ordinance addresses these temporary food vendors.

Please understand that the City has no enforcement capabilities for temporary food vendors. They come solely under the jurisdiction of the Health Department (County and State). With that in mind, the attached ordinance combines our enforcement of street vendors establish in Ord. No. 425 and amended in Ord. No 436 and Ord. No. 442, with a process to review temporary food vendor certifications and incorporating the food vendor propane use permit into one City ordinance.

Attached for your review are:

1. Marked Up Ordinance No. 450 showing changes in bold red color;
2. A clean version of Ordinance No. 450 available for the first reading.
3. The Temporary Food Vendors Definitions and Contact Procedure Instructions.
4. The Food Establishment Contact Report.
5. The Cascade Locks Fire and EMS "Portable Propane Cooking Devices Permit"
6. Ordinance No. 425 Establishing Street Vending regulations.
7. Ordinance No. 436 Amended Ordinance No. 425 to exempt enrolled members of federally recognized Indian tribe whose items consist solely of fish harvested pursuant to treat reserved rights.
8. Ordinance No. 442 expanding the compliance of the street vendor ordinance to the associated property owner.

This is the first reading. It may be read by title only if the Council unanimously approves. Otherwise it must be read in full. No vote will be taken at this Council meeting tonight. The vote

will be taken at the second reading of the ordinance at our next Council meeting on April 8. While no vote may be taken tonight, discussion and suggestions for improvements are welcome.

This has been reviewed and approved by City Attorney Ruben Cleaveland.

CITY COUNCIL OPTIONS:

1. Approve the first reading in full.
2. Approve the first reading by title only.
3. Do not move the ordinance forward to a second reading.

RECOMMENDED MOTION: "I move to approve the first reading of Ordinance No. 450 by title only."

April 8, 2019:

CITY COUNCIL OPTIONS:

1. Approve the second reading.
2. Modify Ordinance No. 450 as desired.
3. Do not approve a second reading.

RECOMMENDED MOTION AFTER SECOND READING: "I move to approve Ordinance No. 450 Expanding the Street Vendor Ordinance to include Temporary Food Vendors."

ORDINANCE NO. 450

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS
PROVIDING FOR THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE
LOCKS; REQUIRING REGISTRATION OF STREET VENDORS;
ESTABLISHING RULES REGARDING THE PLACEMENT OF SIGNS USED BY STREET VENDORS;
ESTABLISHING RULES FOR TEMPORARY FOOD VENDORS; PROVIDING A PENALTY FOR
VIOLATION; AND REPEALING ORDINANCES 425, 436, AND 442.**

WHEREAS, the City Council of the City of Cascade Locks finds there is a need for the regulation and registration of street vendors;

WHEREAS, regulating street vendors will protect the general health, safety and welfare of the public; and

WHEREAS, regulating temporary food vendors will also protect the general health, safety and welfare of the public.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Definitions.

- 1) **Street Vendor.** A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis. Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to this Ordinance.
- 2) **Temporary Food Vendor.** A person or persons, including a business entity, who operates an Intermittent Temporary Restaurant, Seasonal Temporary Restaurant, Single Event Temporary Restaurant, or Mobile Unit as defined below:
 - a) **Intermittent Temporary Restaurant.** An establishment that operates temporarily at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations; and where food is prepared or served for consumption by the public.
 - b) **Seasonal Temporary Restaurant.** An establishment that operates at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization; and where food is prepared or served for consumption by the public.

- c) **Single Event Temporary Restaurant.** An establishment that operates in connection with a single public gathering, entertainment event, food product promotion or other event; and where food is prepared or served for consumption by the public.
- d) **Mobile Unit.** Any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.

SECTION 2. Registration.

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks, except an enrolled member of a federally recognized Indian tribe whose items for sale consist solely of fish harvested pursuant to treaty reserved rights.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
 - a) Official picture identification in the form of a valid state issued driver's license, state issued identification card, or valid passport;
 - b) Current contact information, including a valid mailing address and phone number;
 - c) A current Oregon State food handler's certification if handling food;
 - d) The location of vending;
 - e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
 - f) Any other information deemed necessary to enforce this Ordinance.
- 3) Oregon Revised Statutes Chapter 624 requires all food service vendors to be licensed in advance of operation. In accordance with ORS 624.020, all food service vendors shall display their license in clear view of the public during any food service. The following restaurant activities shall operate as set forth below:
 - a) Intermittent Temporary Restaurant (ORS 624.082): A person may not operate an intermittent temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The intermittent temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
 - b) Seasonal Temporary Restaurant (ORS 624.084): A person may not operate a seasonal temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The seasonal temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
 - c) Single Event Temporary Restaurant (ORS 624.086): A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The single-event temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

- d) Mobile Unit (ORS 624.320): A person may not operate mobile unit without first procuring a license to do so from the Oregon Health Authority. The operator shall post the license in a conspicuous place on the mobile unit; or, if the operator has multiple mobile units, the operator shall affix a card, emblem or other device clearly showing the name and address of the licensee to each mobile unit.
 - a. Mobile Unit Carts/Trucks/Units may move around Oregon. Out-of-state licenses are not transferable to Oregon. Mobile Units from out-of-state, do not have license reciprocity in Oregon. Out-of-state mobile units shall contact the Hood River County Environmental Health Office and get an Oregon license before operating.
 - b. Mobile Food Carts/Trucks/Units may be licensed in other Oregon Counties, but they are still required to contact the Hood River County Environmental Health Office prior to arrival at any location to discuss their operations.
- 4) All temporary food vendors cooking with propane shall obtain a Portable Propane Cooking Devices Permit from the Cascade Locks Fire and EMS Office.

SECTION 3. Method of Operation.

- 1) No street vendor shall:
- a) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;
 - b) Obstruct or impede vehicular or pedestrian traffic;
 - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;
 - d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
 - e) Leave their shelter, stand, vehicle or cart unattended;
 - f) Sell from any location other than the registered location;
 - g) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
 - h) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or
 - i) Violate any federal, state or local ordinance, statute or regulation.
- 2) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

SECTION 4. Signage.

- 1) No street vendor shall:

- a) Place signs anywhere other than the street vendor's place of business;
 - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
 - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
 - d) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
 - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
 - f) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.
 - 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

SECTION 5. Enforcement; Penalty; and Abatement.

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.
- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in the City Code of Cascade Locks §95.01 et seq., or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty-four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
 - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.

b) Written notice shall include at least the following:

- i) A statement that the item(s) are in violation of this ordinance;
- ii) The approximate location of the violation;
- iii) Date the item(s) will be removed;
- iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
- v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
- vi) Cost of removal and storage;
- vii) Location of storage or person to contact concerning storage;
- viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
- ix) Statement that further violation will result in immediate removal without prior notification.

6) All temporary food vendors in violation of this ordinance shall be reported to Oregon Health Authority representative at Hood River County Environmental Health Office.

SECTION 6. Exemption. This Ordinance does not apply to non-public events. Non-public events include sporting events where only the participants, support staff, and invited guests are served food.

SECTION 7. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance, or such portion thereof, was enacted.

SECTION 8. Repeal of Prior Ordinances. City of Cascade Locks Ordinances Number 425, 436, 442, and amendments thereto are hereby repealed.

SECTION 79. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

ADOPTED by the City Council this 8th day of April, 2019.

APPROVED by the Mayor this 8th day of April, 2019.

ATTEST:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor

CASCADE LOCKS STAFF REPORT

Date Prepared: March 28, 2019

For City Council Meeting on: April 8, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1411 Establishing Debt Service Rates for the Wastewater Facilities Improvement Project

SYNOPSIS: As requested by the City Council, please find Resolution No. 1411 attached which delineates the two-step increase required to repay loan from State and Federal agencies for the construction of our \$5.6 million Wastewater Facilities Improvement Project. The areas printed in red reflect the changes from the previous resolution presented to the City Council for consideration.

These changes reflect the desire of the City Council to roll over the debt payments to the next length loan when the shortest term loan is completed. (See Section 1.)

The actual rates to be increased in two steps with the first being September 1, 2019, and the second step increase to be September 1, 2020. The allocation of the received funds to the two new wastewater loans (OBDD and USDA-RUS) is also defined. (See Section 1.D.)

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution No. 1411.

RECOMMENDED MOTION: "I move to approve Resolution No. 1411 adjusting wastewater rates to pay for the debt service required by the Wastewater Facilities Improvement Project."

RESOLUTION NO. 1411

A RESOLUTION TO ADJUST WASTEWATER RATES ESTABLISHED BY RESOLUTION NO. 1317 TO PAY FOR DEBT SERVICE INCURRED WITH THE WASTEWATER FACILITIES IMPROVEMENT PROJECT AND REPEALING RESOLUTION NO. 1317.

WHEREAS, the City has undertaken a major wastewater facilities and collection system upgrade with the help of the Oregon Business Development Department (OBDD or BizOregon) and the United States Department of Agriculture Rural Utilities Service (USDA-RUS); and

WHEREAS, the rates established in 2005 are not sufficient to repay the loans from Biz Oregon and USDA-RUS; now therefore

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

SECTION 1. Sewer Charges. The sewer user charges as established in 2005 shall continue.

These rates include the moneys necessary to pay the debt service on the 1998 Sewer Bond which was refinanced in 2018. As of this resolution \$550,000 remains on the principal of the bond. At the current rate of repayment of approximately \$76,500 per year, this bond will be paid off in by June 30, 2027. At that time the City Council is encouraged to roll the annual payment for the 1998 Bond into the repayment for the 2018 Oregon Business Development Department loan of \$1.1 million for the 2019 Wastewater Facility Project.

A. Residential Sewer Charges shall remain as follows:

Fixed Charge per Unit	Charge per
<u>Up to 10,000 gallons/unit/month</u>	<u>1,000 gallons</u>
\$45.40	\$8.77

B. Residential Summer Sewer Charges shall be a flat rate per month from April 21 through October 19 each year, and the amount of the flat rate shall be the current Fixed Charge per Unit used in the Residential Sewer Charges table above.

C. Commercial, Public Agency and Small Industrial Sewer Charges shall remain as follows:

Fixed Charge per Unit	Charge per
<u>Up to 5,000 gallons/unit/month</u>	<u>1,000 gallons</u>
\$45.40	\$8.77

D. Debt Service Rates shall be included on the monthly billing as follows:

Beginning Meter Size Fixed Charge per Meter Size

September 1, 2019

5/8 inch	\$	7.55
3/4 inch	\$	11.25
1 inch	\$	18.57
1 1/2 inch	\$	36.84
2 inch	\$	58.81
3 inch	\$	128.50
4 inch	\$	230.80

During the first year of this collection 41% of the debt service payments collected will be allocated to the Business Oregon loan, 59% to the USDA RUS loan.

September 1, 2020

5/8 inch	\$	15.10
3/4 inch	\$	22.50
1 inch	\$	37.15
1 1/2 inch	\$	73.69
2 inch	\$	117.63
3 inch	\$	257.00
4 inch	\$	461.61

Beginning with the September 1, 2020, collection, 20.5% of the collection amount will be dedicated to the Business Oregon loan, 79.5% to the USDA RUS loan.

These debt services charges are collected to pay the \$1,100,000 loan from Business Oregon (3.5% 30-year loan) and the \$4.6 million loan from the US Department of Agriculture Rural Utility Services (2.75% 40-year loan). Assuming no growth in residential, commercial customers, this debt service, with the promised loan forgiveness of approximately \$2.4 million from the State and Federal agencies, and assuming that the City Council chooses to rollover debt service revenues, all of the infrastructure loans (1998 refinance Sewer Bond, OBDD Loan, and USDA Loan) would be retired within 28 years saving the citizens approximately \$700,000 in interest payments.

SECTION 2. Residential Customers. A residential customer is a single-family house, an apartment unit that is intended for year-around occupancy, a mobile-home either on a separate lot or in a mobile-home court that is leased on a month-to-month or longer period. It does NOT include RV parks, motels, hotels, hostels or other living quarters occupied on a seasonal, daily, or weekly basis, nor live-in care facilities. No exceptions from these rates will be allowed for unoccupied units unless the water meter is physically disconnected. In the event that a water meter is disconnected for more than one month, a flat sewer rate of one-half the regular rate per month will be charged to the property owner.

1. Single Family Housing:

- a. **Summer Rate:** April 21 through October 19. The regular flat rate per month for each single-family residence will be charged and reflected on the bills received June 1 to November 1.
- b. **Winter Rate:** October 20 through April 20. The regular flat rate per month per single-family residence and for each residential unit for usage up to 10,000 gallons of water per residential unit will be charged. If usage exceeds 10,000 gallons of water per month, the regular base rate will not be used and the rate per every 1,000 gallons of water will be assessed. (Example: up to 10,000 gal = \$45.40; OR 11,000 = 11 x 8.77 = \$96.47).

3. Multiple Housing Units on a Single Water Meter: (duplexes, apartment buildings and mobile home parks). No exceptions from these rates will be allowed for unoccupied units.

- a. **Summer Rate:** April 21 through October 19. The regular flat rate per month for each residential unit served by the same water meter will be charged.
- b. **Winter Rate:** October 20 through April 20. The regular flat rate per housing unit for up to 10,000 gallons of water times the number of housing units will be charged. If the average usage exceeds 10,000 gallons of water times the number of housing units, the base regular flat rate will not be used and the current rate per every 1,000 gallons of water will be assessed.

SECTION 3. Non-Residential Customers. Non-residential customers include RV parks, motels, hotels, hostels or other living quarters occupied on a seasonal, daily, or weekly basis, all retail businesses, offices, medical facilities, food services, wholesale businesses, manufacturers, institutional (including hospitals, day-care, clinic, live-in facilities), clubs, churches, and government owned, leased, or used buildings, schools, parks, warehouses, and any other use not specifically described as a Residential Customer or as an Industrial Customer. If a water meter feeds more than one unit and some of the units could be classified as Residential and some could be classified Non-residential, then the Non-residential rates will apply to all the units on that water meter.

1. **Non-Residential Rate:** Without regard to seasons, the rate will be the regular flat rate per month for usage up to 5,000 gallons of water per month. If usage exceeds 5,000 gallons of water per month, the regular flat rate will not be used and the current rate per every 1,000 gallons of water will be assessed.

SECTION 4. Large Industrial Customers. For industrial customers who use more than 250,000 gallons of water per month, the wastes from industrial customers that send process water to the sewer system will be evaluated for "strength" as milligrams of suspended solids (SS) per liter (mg/l) of sewage and by biological oxygen demand (BOD) in milligrams per liter (mg/l), by a testing agency of the City's choice and at the customer's expense. The City will determine from these tests the cost to treat that strength of sewage and determine a rate per month.

SECTION 5. Future Development. Any future development will be required to install a water meter for each category (Residential, Non-residential or Industrial) of units served in order to facilitate determination of sewer rates. Rates for any development not easily designated as one of the categories described above, shall be determined by the City Administrator. In these cases, the developer can appeal the City Administrator's decision to the Council by submitting a written appeal for review within ten (10) days of the notice of the original decision.

SECTION 6. Prohibition of Discounts. The grant and loan conditions of the USDA Rural Development program prohibit the City from subsidizing any class of customer with sewer rates. The City will bill each customer according to the above schedule. The City is also prohibited from subsidizing sewer rates (or System Development Charges (SDC)) for economic development purposes.

SECTION 7. Exceptions to Established Rates.

1. **Unoccupied Units:** No exceptions from the rates established in this Resolution will be allowed for unoccupied units unless the water meter is physically disconnected. In the event that a water meter is disconnected, a flat sewer rate of one-half the regular flat rate per residential unit per month will be charged to the property owner.
2. **Demolished Buildings:** Property with no buildings or lots with demolished buildings that are not connected to water service and sewer service will not be charged for sewer service.
3. **No sewer charge shall be assessed to any vacant lot within a mobile home park.**

SECTION 8. Repeal of Prior Resolution. Resolutions No. 1317 is hereby repealed.

SECTION 9. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 10. Expiration. This resolution shall remain in effect until repealed or amended by the City Council.

ADOPTED by the City Council this 8th day of April, 2019.

APPROVED by the Mayor this 8th day of April, 2019.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

2018 BizOregon Wastewater Fund

Principal: \$ 550,000
 Interest: 3.50%
 Term: 360 months (2049)
 Monthly: \$2,492.00
 Annual: \$29,904.00

Meter Size	Number	(Factor)	9/1/2019	Monthly	Annual
5/8 inch	440	100%	\$ 3.10	\$ 1,364	\$ 16,368
3/4 inch	11	149%	\$ 4.62	\$ 51	\$ 610
1 inch	23	246%	\$ 7.63	\$ 175	\$ 2,105
1 1/2 inch	12	488%	\$ 15.13	\$ 182	\$ 2,178
2 inch	13	779%	\$ 24.15	\$ 314	\$ 3,767
3 inch	6	1702%	\$ 52.76	\$ 317	\$ 3,799
4 inch	1	3057%	\$ 94.77	\$ 95	\$ 1,137
Total	506			\$ 2,497	\$ 29,964

2019 2020
 41.1% 20.5%

2018 USDA Rural Utilities

Principal: \$ 2,783,247
 Interest: 2.75%
 Term: 480 months (2059)
 Monthly: \$9,633
 Annual: \$115,592

Meter Size	Number	(Factor)	9/1/2019	Monthly	Annual
5/8 inch	440	100%	\$ 12.00	\$ 5,280	\$ 63,360
3/4 inch	11	149%	\$ 17.88	\$ 197	\$ 2,360
1 inch	23	246%	\$ 29.52	\$ 679	\$ 8,148
1 1/2 inch	12	488%	\$ 58.56	\$ 703	\$ 8,433
2 inch	13	779%	\$ 93.48	\$ 1,215	\$ 14,583
3 inch	6	1702%	\$ 204.24	\$ 1,225	\$ 14,705
4 inch	1	3057%	\$ 366.84	\$ 367	\$ 4,402
Total	506			\$ 9,666	\$ 115,991

Meter Size	Number	(Factor)	9/1/2019	Monthly	Annual
5/8 inch	440	100%	\$ 7.55	\$ 3,322	\$ 39,864
3/4 inch	11	149%	\$ 11.25	\$ 124	\$ 1,485
1 inch	23	246%	\$ 18.57	\$ 427	\$ 5,126
1 1/2 inch	12	488%	\$ 36.84	\$ 442	\$ 5,306
2 inch	13	779%	\$ 58.81	\$ 765	\$ 9,175
3 inch	6	1702%	\$ 128.50	\$ 771	\$ 9,252
4 inch	1	3057%	\$ 230.80	\$ 231	\$ 2,770
Total	506			\$ 6,081	\$ 72,977

5/8 inch \$ 7.55
 3/4 inch \$ 11.25
 1 inch \$ 18.57
 1 1/2 inch \$ 36.84
 2 inch \$ 58.81
 3 inch \$ 128.50
 4 inch \$ 230.80

Meter Size	Number	(Factor)	9/1/2020	Monthly	Annual
5/8 inch	440	100%	\$ 15.10	\$ 6,644	\$ 79,728
3/4 inch	11	149%	\$ 22.50	\$ 247	\$ 2,970
1 inch	23	246%	\$ 37.15	\$ 854	\$ 10,252
1 1/2 inch	12	488%	\$ 73.69	\$ 884	\$ 10,611
2 inch	13	779%	\$ 117.63	\$ 1,529	\$ 18,350
3 inch	6	1702%	\$ 257.00	\$ 1,542	\$ 18,504
4 inch	1	3057%	\$ 461.61	\$ 462	\$ 5,539
Total	506			\$ 12,163	\$ 145,955

5/8 inch \$ 15.10
 3/4 inch \$ 22.50
 1 inch \$ 37.15
 1 1/2 inch \$ 73.69
 2 inch \$ 117.63
 3 inch \$ 257.00
 4 inch \$ 461.61

AGENDA ITEM NO: 501

CASCADE LOCKS STAFF REPORT

Date Prepared: March 27, 2019

For City Council Meeting on: April 8, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1413 Authorizing a Loan From Oregon Infrastructure Finance Authority for the Corrosion Control Treatment Project

SYNOPSIS: The Council recently approved the increased \$215,000 of construction costs for the Corrosion Control Treatment Project. The Oregon Infrastructure Finance Authority (IFA) has agreed to increase the previously approved contract for the loan. The IFA now requires a resolution of the City Council to approve that contract.

CITY COUNCIL OPTIONS: Approve, modify or reject Resolution No. 1413.

RECOMMENDED MOTION: "I move to approve Resolution No. 1413 Authorizing a loan from the Safe Drinking Water Revolving Loan Fund for the Corrosion Control Treatment Project."

RESOLUTION NO. 1413

**A RESOLUTION OF THE CITY OF CASCADE LOCKS
AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND
BY ENTERING INTO A FINANCING CONTRACT
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

The City Council (the "Governing Body") of the City of Cascade Locks (the "Recipient") finds:

A. The Recipient is a community or nonprofit non-community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the "Act"), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department ("OBDD") to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient previously entered into Financing Contract with the OBDD for the project described in Exhibit C to the Financing Contract (the "Project"), project number S18002, in the principal loan amount of \$775,000, effective 12 October 2017.

D. The OBDD has approved the Recipient's application for additional financial assistance from the Safe Drinking Water Revolving Loan Fund.

E. The Recipient is required, as a prerequisite to the receipt of additional financial assistance from the OBDD, to enter into Amendment 2 to the Financing Contract with the OBDD, substantially in the form attached hereto as Exhibit A.

F. Notice relating to the Recipient's consideration of the adoption of this Resolution No. 1413 was published in full accordance with the Recipient's charter and laws for public notification.

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

1. Financing Loan Authorized. The Governing Body authorizes the [Title of Officer] to execute the Financing Contract (the "Financing Documents") and such other documents as may be required to obtain additional financial assistance, including additional loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$990,000 with (\$495,000 eligible for principal forgiveness if contract conditions are met) and the interest rate is not more than 1% if contract conditions are met (and 2.15% if not met). The proceeds of the loan from the OBDD must be applied solely to the "Costs of the Project" as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:
 - a. Revenue from Recipient's water system, including special assessment revenue;
 - b. Amounts withheld under subsection 285A.213(6);
 - c. The general fund of the Recipient;
 - d. Any combination of sources listed in paragraphs (a) to (c) of this subsection; or
 - e. Any other source.

3. Additional Documents. The City Administrator is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The City Administrator of the Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or their bond counsel to protect the tax-exempt status of such interest.

5. Effective Date: 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 April, 2019.

APPROVED by the Mayor this 8th day of April, 2019.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

CASCADE LOCKS STAFF REPORT

Date Prepared: March 28, 2019

For City Council Meeting on: April 8, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1414 Establishing A Water Rate To Pay For Debt Service

SYNOPSIS: The City Council approved the construction bid for the Corrosion Control Treatment Project which came in \$215,000 more than estimated. The Oregon Infrastructure Authority approved an increase on the loan amount from \$280,000 to \$495,000 maintaining the 30-year 1% loan. In order to meet the loan payments, the rate needs to increase \$0.75 from \$1.25 to \$2.00. The Council directed that the implementation of this last increase should be September 1, 2020.

The Council also requested the potential for a leakage allowance to be implemented for water charges. We do have a system for wastewater reductions when the water can be shown to not have entered the wastewater collection system. Any leak allowance would have to be generated by a plumbing malfunction. For example, the water heater broke when nobody was home and thousands of gallons of water flooded the basement. An example that would not be subject to a leak allowance is "I forgot to turn off the garden house after I finished washing my car and it ran all night." Please see Section 12 for review.

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution No. 1414.

RECOMMENDED MOTION: "I move to approve Resolution No. 1414 increasing the amount collected for debt service for the Corrosion Control Treatment Project."

RESOLUTION NO. 1414

A RESOLUTION ESTABLISHING A FEE FOR THE MAINTENANCE, TESTING AND REPLACEMENT OF WATER METERS; ESTABLISHING WATER RATES INCLUDING DEBT SERVICE; AND REPEALING RESOLUTION NO. 1392.

WHEREAS, it is necessary for the City to establish a fair and equitable fee for maintenance, testing, calibration and replacement of each and every water meter; and

WHEREAS, the City Council recognizes the need to expend more funds to repair the aging system; and

WHEREAS, the City must raise rates to pay for the loan for the Water System improvements, including the \$855,000 Corrosion Control Treatment Project of 2018 and the \$3,764,515 Water System Improvement Project of 2018;

WHEREAS, the construction costs for the Corrosion Control Project were \$215,000 than estimated which requires another increase in the debt service amount;

WHEREAS, the City Council is desirous to establish a leak allowance clause to mitigate inadvertent water usage;

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

SECTION 1. Meter Maintenance Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be transferred to the Capital Reserve Fund each month and used for the maintenance, testing, calibration and replacement for each water meter.

SECTION 2. Fire Flow Fee. A monthly charge will be assessed to each water system customer based upon the size of the water meter for the maintenance of hydrants and attendant water transmission lines.

SECTION 3. Calculations of Meter Maintenance and Monthly Capacity Charges.

Beginning with the July 1, 2013 billing period, each customer shall pay the following water meter maintenance charge, fire flow, and monthly capacity charge:

<u>Meter Size</u>	<u>Meter Maint.</u>	<u>Base Rate</u>	<u>Fire Flow</u>	<u>Total</u>
5/8 inch	\$ 0.88	\$ 9.50	\$ 1.00	\$ 11.38
3/4 inch	1.10	\$ 14.12	1.00	16.22
1 inch	1.42	\$ 23.34	3.00	27.76
1 1/2 inch	2.82	\$ 46.40	6.00	55.22
2 inch	3.96	\$ 74.07	8.00	86.03
2 inch turbine	6.04	\$ 74.07	10.00	90.11
3 inch turbine	7.78	\$ 161.70	15.00	184.48

3 inch compound	15.60	\$	161.70	20.00	197.30
4 inch compound	25.20	\$	290.55	25.00	340.75

SECTION 4. Establishing rate for the debt service incurred by the Corrosion Control Treatment Project. Beginning March 1, 2018, a monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Corrosion Control Treatment Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item:

<u>Meter Size</u>	<u>CCTP Debt Service</u>
5/8 inch	\$1.25
3/4 inch	1.86
1 inch	3.07
1 ½ inch	6.10
2 inch	9.74
2 inch turbine	9.74
3 inch turbine	21.27
3 inch compound	21.27
4 inch compound	38.52

Beginning September 1, 2019, the monthly charge will be increased to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Corrosion Control Treatment Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item:

<u>Meter Size</u>	<u>CCTP Debt Service</u>
5/8 inch	\$2.00
3/4 inch	2.97
1 inch	4.91
1 ½ inch	9.76
2 inch	15.59
2 inch turbine	15.59
3 inch turbine	34.03
3 inch compound	34.03
4 inch compound	61.15

SECTION 5. Establishing rate for the debt service incurred by the Water System Improvement Project. Beginning March 1, 2018, a monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Water System Improvement Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item:

<u>Meter Size</u>	<u>WSIP Debt Service</u>
5/8 inch	\$10.00
3/4 inch	14.86
1 inch	24.56
1 ½ inch	48.82
2 inch	77.94
2 inch turbine	77.94
3 inch turbine	170.15
3 inch compound	170.15
4 inch compound	305.74

SECTION 6. Establishing rate for the debt service incurred by the Water System Improvement Project. Beginning September 1, 2018, a monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Water System Improvement Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item. These rates will replace the rates established in Section 5.

<u>Meter Size</u>	<u>WSIP Debt Service</u>
5/8 inch	\$20.00
3/4 inch	29.72
1 inch	49.13
1 ½ inch	97.65
2 inch	155.88
2 inch turbine	155.78
3 inch turbine	340.31
3 inch compound	340.31
4 inch compound	611.48

SECTION 7. Establishing Rate Per 1,000 Gallons. The charge for all water usage, regardless of purpose, shall be **\$2.50** per 1,000 gallons of water used.

SECTION 8. Large Water Users: For large water users (over 250,000 gallons per month) the City will negotiate a contracted rate on a case by case basis.

SECTION 9. Resource Pricing: For large water users (over 250,000 gallons per month) who purchase water as a resource, the City will negotiate a contracted rate subject to an automatic pricing index such as the Producers Price Index.

SECTION 10. Accidental Meter Damage. If a water meter is accidentally damaged by construction equipment or for any other reason, the person, corporation, partnership or business responsible for operating the equipment which has damaged the water meter shall pay all costs associated with its replacement or repair by the City.

SECTION 11. Meter Tampering. Any person, corporation, partnership or business which attempts to alter the reading on a water meter shall be assessed a fee to recalibrate, repair or replace that or any other water meter so altered. The fee shall include all administrative, inspection, recalibration, repair, replacement or legal costs associated with any attempt to alter a water meter. The City may disconnect such service until such time as all fees are paid by the responsible person, corporation, partnership or business.

SECTION 12. Leakage Allowance. The City will make every attempt to notify water users should the meter readings indicate an exceptionally high volume of usage. An inadvertent leak involves a plumbing malfunction and is not caused by human negligence such as leaving a water hose running overnight. The City may issue a leak allowance after receiving proof of cost of repair, by producing either a receipt for parts used to make the repair or proof of payment to a plumber who made the repair, and a reduction of water volume is demonstrated. The City may adjust the billing by using an average of the previous 12 months water usage to determine the billing amount or some other method suggested by the City's Finance Department and approved by the City Administrator.

SECTION 13. Repeal of Prior Resolutions. Resolution No. 1392 is hereby repealed.

SECTION 14. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 15. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 8th day of April, 2019.

APPROVED by the Mayor this 8th day of April, 2019.

Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

CASCADE LOCKS STAFF REPORT

Date Prepared: April 1, 2019

For City Council Meeting on: April 8, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Hiring BergerABAM as the City's Contract Planner

SYNOPSIS: As you are aware, our relationship with Stan Foster of PARC Resources as our contract planner has ended. The City advertised for a new contract planner and received 6 proposals from established planning firms. Kathy Woosley and I interviewed each of the applicants to determine their backgrounds, their approaches to planning issues, their willingness and experience in working with smaller towns, and defining how we would interact with each other.

City staff recommends the hiring of BergerABAM as our planning consultant and contract planner. The principal planner and Senior Project Manager is Scott Keillor who lives in Hood River and has worked with small towns in the Columbia River Gorge. He will be supported by Ethan Spoo, who lives in Vancouver. Both would be accessible to our community to assist in pre-application conferences, working with local developers on the ground, and attending Planning Commission meetings without requiring excessive travel or overnight stays.

All of the proposals were excellent, making this a difficult choice, but the idea that our planner is within 20-30 minutes, and has engineers and specialists in house to support our development was very appealing.

CITY COUNCIL OPTIONS: Approve or reject the staff recommendation to hire BergerABAM as the City's on-call contract planner.

RECOMMENDED MOTION: "I move to approve BergerABAM as the City's on call contract planner."

Qualifications



City of Cascade Locks 2019 Land Use Planning Services

Prepared by
BergerABAM

February 28, 2019

27 February 2019

City of Cascade Locks
P.O. Box 308
140 Southwest WaNaPa
Cascade Locks, OR 97014

Subject: Proposal and Qualifications for 2019 Land Use Planning Services

Dear Gordon and Evaluation Committee Members:

The foundation of this BergerABAM application to support the City of Cascade Locks (City) with as-needed land use planning services is our commitment to providing technically excellent, responsive assistance scaled to the needs of City staff and applicants. Cascade Locks is growing quicker than the rest of Hood River County and needs a local consultant familiar with the Oregon statewide planning program to help with all aspects of land use review. These reviews could include commercial development, such as the potential new Thunder Island Brewery location downtown and the new pFriem Brewing facility in the industrial park. The selected consultant will need to be particularly sensitive to the dynamics of Cascade Locks as a smaller rural community in the Columbia River Gorge, including respecting the balance of applicant and City resources and the relationships that transcend project reviews.

We are familiar with Cascade Locks. I helped manage signature projects in the community, including the Marine Park access improvement plan; the World Class Sailing Facility master plan; and the Pacific Crest conceptual trailhead, recreation, and mixed use plan. Furthermore, BergerABAM's familiarity with Oregon and Columbia Gorge area planning, our history of success on on-call contracts, and our experience working with residents, applicants, and elected officials can help the City balance community and applicant objectives. We understand the political, economic, property rights, and planning considerations smaller rural communities must weigh; our planners have served in the public sector. We provide similar on-call planning services to Skamania County, White Salmon, Hood River, Hood River County, and for three Portland/Vancouver area jurisdictions. We will leverage our experience providing on-call planning services to small Gorge communities, our public sector planning experience, and my knowledge of Cascade Locks to provide top-notch, budget-efficient service to the City.

From our Hood River office, I will lead our full service team of professionals based in Portland and Vancouver. For each task order, we will assign staff who are familiar with Oregon statewide planning and the Gorge region, who will be up to speed on City plans and codes to ensure quality on-call assistance.

Thank you for the opportunity to provide this proposal and overview of our qualifications. We look forward to working with you. If you have questions, please contact me at 541/386-1047 or by cell phone 541/806-1535 or at Scott.Keillor@abam.com.

Sincerely,

Scott Keillor
Senior Project Manager/Strategic PlannerJSK:dls
AttachmentsHelen Devery
Vice President

INTRODUCTION

Established in 1951, BergerABAM is a recognized leader in land use and environmental planning and permitting, environmental and natural resource science, civil and structural engineering, landscape architecture and urban design, and public outreach and engagement services in the Pacific Northwest. Our creative, integrated, and comprehensive approach to providing professional services grows out of our staff's ability to collaborate effectively across all these disciplines. With over 30 staff members in our local Hood River and Vancouver offices and 250 people companywide, we have the right staff with the right capabilities and the right technical skills to best serve Cascade Locks with on-call land use planning services.

Why Select BergerABAM

To address Cascade Locks' on-call planning needs, we have identified a highly qualified team of locally based planners with deep expertise in municipal projects and on-call services. BergerABAM's benefits to Cascade Locks include

- **We Understand Cascade Locks and the Gorge** – Our project manager, Scott Keillor, is a long-time Gorge resident and has worked with Gorge communities for more than two decades. He and his team bring long-time, on-call experience to the table to provide timely land use reviews that are sensitive to the City's and applicant's needs. Scott has managed signature projects in Cascade Locks, including several for the Port of Cascade Locks. These include the Marine Park access improvement plan; the World Class Sailing Facility master plan; and the Pacific Crest conceptual trailhead, recreation, and mixed-use plan. Our staff's experience in the Gorge includes work for the Port of Cascade Locks and on-call planning for the City and County of Hood River, the City of White Salmon, and Skamania County, so Scott and senior planner, Ethan Spoo, have a keen understanding of regional policies affecting Gorge communities as laid out in the Management Plan for the Columbia River Gorge National Scenic Area (NSA). Furthermore, Scott, Ethan, and planner, Sam Rubin, have served as public sector planners for small rural cities, and they have a first-hand knowledge of issues unique to these communities.
- **We Understand Planning in Rural Communities** – Scott and Ethan know all aspects of the on-call planning processes for smaller rural communities firsthand—from holding pre-application conferences, to noticing, staff reports, and presenting to decision-makers. BergerABAM understands the importance of each applicant who approaches the City, whether they are a one-time, single-lot residential property owner or a large commercial developer. Relationships are critical in small jurisdictions, and the BergerABAM staff assigned to this project know how to work with applicants, the community, elected leaders, and City staff to balance the objectives of each, while finding code-compliant solutions. City code requirements need to be conveyed to applicants early in the process in a pre-application conference, or even earlier, and reiterated often to avoid misunderstandings, lost time, costly plan changes, and frustration.

We have served on both sides of “the permit counter” and can balance everyone's concerns to forge consensus. Our on-call planning work is complemented by our work for the public and private clients we represent before local jurisdictions throughout the Northwest. Through these experiences, BergerABAM knows that projects in smaller communities do not always fit a mold, and each project requires special consideration to navigate property owner and City objectives. At the same time, we understand that other considerations (political, economic, etc.) come into play in the application process, and BergerABAM can find solutions that keep applicants, decision-makers, and staff moving forward.

- **Diverse Technical Capabilities** – Scott and Ethan are certified by the American Institute of Certified Planners (AICP) and have the diverse technical capabilities needed to supply Cascade Locks with on-call planning expertise and to address unforeseen needs that may require over-the-shoulder advice from our multidisciplinary associates. Our key on-call planning staff have all served as public sector planners, who have reviewed dozens of applications as city staff. We can help not only with project review but with comprehensive plan and code updates, subarea planning, park and capital infrastructure permitting, annexations, public outreach, and GIS/mapping.

Scott assisted the City of Hood River with Goals 9 and 10 buildable land and housing needs analyses and the Port of Hood River with code development and land division work to implement Hood River's waterfront development plan. He also authored Article 75, which updated Hood River County's NSA code. Ethan has completed, or is now updating, zoning codes for the City of Oak Harbor and natural resources protection ordinances for White Salmon, Skamania County, Goldendale, and La Center.

Scott and Ethan have both completed capital infrastructure permitting in multiple jurisdictions for parks, roads, water, and sewer infrastructure. Scott heads up BergerABAM's Strategic Planning and Communications team and also spearheads the firm's public involvement activities. This allows our team to help the City address controversial projects as needed. Planners Sam Roberts and Sam Rubin round out our team; they can provide GIS/mapping services to the City and have experience with BergerABAM's on-call planning clients.

We Are Locally Based Responsive Planners – Serving Cascade Locks from our offices in Hood River and Vancouver puts us almost within shouting distance. We know that excellent service and rapid response in the land use review process are critical to moving applications forward. Project review time lines are set by Oregon Revised Statute at 120 days and require that applications be deemed complete within 30 days. Other deadlines are associated with permit noticing requirements and with internal reviews of staff reports by staff, Planning Commission, and City Council, and we understand the importance of tracking and abiding by these review time lines to maintaining positive customer relationships. We developed a project tracking matrix for use with on-call clients so that the applicant and the jurisdiction's staff always know where a project stands.

- **Cost Efficiency Combined with Quality** – For on-call clients, BergerABAM maximizes City resources by establishing task order scope and budget before starting work and assigns the right staff with the right knowledge, experience, and rate to produce high-quality results.

Our team's experience providing on-call services and our decades-long history of serving jurisdictions in this region demonstrate that BergerABAM has the capabilities and experience needed to meet the City's needs.

Understanding and Approach

Understanding. BergerABAM understands that on-call planning contracts require a quick response, simultaneous project activity, solid project management skills, and accurate execution—often within tight time lines. For Cascade Locks, we anticipate task assignments ranging from small and specific short-duration tasks, such as land use inquiries, to larger, longer-duration projects.

Based on conversations with City staff, we understand that the City requires on-call planning assistance to review new development applications for their compliance with the City's code and comprehensive plan, with the potential for some long-range planning projects, such as comprehensive plan and code updates. In particular, the City anticipates the following assistance from the consultant.

- Land use review, including site development, conditional use, variance, and NSA applications.
 - Processing pre-application materials, determinations of completeness
 - Noticing to appropriate agencies and surrounding property owners
 - Coordinating with internal and external reviewers
 - Writing staff reports and conditions of approval
 - Issuing decisions
 - Presenting to the Planning Commission and City Council
- Reviewing commercial development proposals, including a new microbrewery proposal in downtown, an instance for which the City seeks assistance.

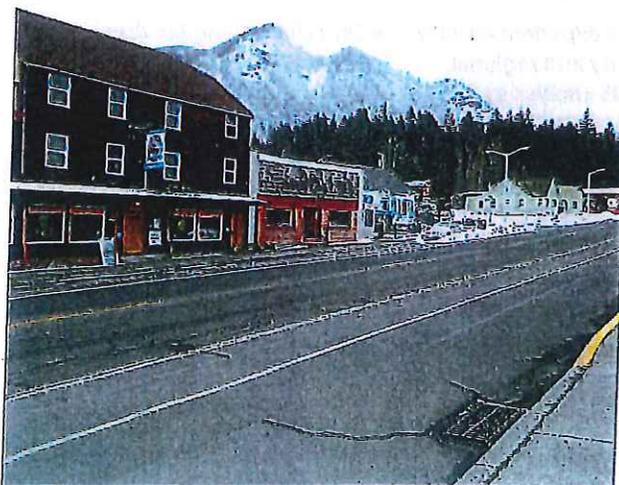
- Tactfully conveying requirements to applicants and working to obtain quality plans and usher the applicant through the review process and ensure code requirements are met.
- Guiding the Planning Commission and City Council during public hearings regarding quasi-judicial hearing procedures and how code requirements apply to a particular project.
- Advising the City on potential changes and refinements not captured during the recently completed code update process.
- Reducing overhead and travel costs by local availability.

Depending on its resources, the City may assign other projects to address City issues. For instance, the City's request for proposal (RFP) mentions comprehensive plan and code updates. BergerABAM can assist with comprehensive plan and code updates and environmental documentation and permitting support for City infrastructure, including by our civil and structural engineers, landscape architects, and natural resource and environmental scientists.

Approach. By their nature, on-call assignments require flexibility and responsiveness. For success, the consultant's approach must include assembling an appropriate project team, devising a well-planned scope of work, carrying out timely internal quality reviews, and producing deliverables that meet the City's needs. Consistent adherence to this approach results in an efficient process that meets project goals on time and within budget, as demonstrated by the successfully processed projects under our current on-call contracts with similar jurisdictions.

Our approach is simple: Provide prompt professional service tailored to each task order and assign team members that have the specific skills required to complete the assignment efficiently and cost-effectively while maintaining high quality through a rigorous quality assurance/quality control program. On any task assignment, our project manager will work with our internal project staff to coordinate and collaborate quickly with City staff on scoping and work effort. From there, we will complete the agreed-upon work, perform quality reviews, and ensure that project deliverables meet the City's budget expectations.

With our existing on-call clients, BergerABAM uses a matrix available on line to track each land use review. The matrix lists deadlines and communications with the client and team, as well as documents submitted, still-needed, and next steps. In addition, the matrix lists any information requests or code interpretation questions that occur before or during formal application submittal. BergerABAM recommends check-ins at least monthly with the City's project manager so everyone knows the status of the project.



TEAM MEMBER EXPERIENCE

These key staff members were selected to support Cascade Locks with on-call planning services because they have the skills and experience required to execute the City's task assignments successfully. They are experienced working in the Columbia River Gorge and Oregon and are available for the duration of the contract. This table summarizes their backgrounds and availability.

Background	Biography	Relevant Project Experience
<p>Scott Keillor, AICP Role: Project manager. Current and long-range planning oversight Expertise: Project management, public involvement, land use review, code and comprehensive plan development Education: MURP, Urban and Regional Planning; Undergraduate Studies, Architecture Registration: AICP Years of Experience: 30 Availability: 25%</p>	<p>Scott specializes in land use and transportation planning—from land use review to master planning—for commercial, industrial, residential, and mixed-use projects in Oregon and Washington. He is BergerABAM's on-call planning services project manager for Hood River (City and County), White Salmon, and Skamania County and has completed comprehensive and subarea plans and code updates. Scott had served on the staff for The Dalles and Gresham, and frequently presents before planning commissions and city councils.</p>	<ul style="list-style-type: none"> • On-call Land Use Planning Services, Hood River, OR • On-call Land Use Planning Services, Happy Valley, OR • On-call Land Use Planning Services, Hood River County, OR • On-call Land Use Planning Services, White Salmon, WA • On-call Land Use Planning Services, Skamania County, WA
<p>Ethan Spoo, AICP Role: Senior Planner. Land use review oversight; code and policy updates Expertise: Land use review, code and policy review Education: MURP, Urban and Regional Planning; BA, Economics Registration: AICP Years of Experience: 15 Availability: 50%</p>	<p>Ethan's professional planning services for the public sector include applying local and state land use, development, and environmental regulations in addition to long-range planning and policy development and implementation. He is experienced in providing on-call planning services to Oregon jurisdictions, including the City and Port of Hood River, as well as submitting land use permits for review to Oregon cities for his private sector clients. He served as a public sector senior planner for the City of Oak Harbor, Washington for five years. His perspective is informed by his experience on both sides of the counter as staff, as a city consultant, and as an extension of staff and as an applicant.</p>	<ul style="list-style-type: none"> • On-call Land Use Planning Services, Port of Hood River, OR • On-call Land Use Planning Services, Hood River, OR • On-call Land Use Planning Services, White Salmon, WA • On-call Land Use Planning Services, Skamania County, WA • On-call Land Use Planning Services, Ridgefield, WA • On-call Land Use Planning Services, Ilwaco, WA
<p>Sam Rubin, AICP Role: GIS and Land Use Review Expertise: Land use review, long-range planning assistance, and GIS Education: MCRP, GIS and Land Use Planning; BS, Community and Regional Planning Registration: AICP Years of Experience: 6 Availability: 50%</p>	<p>Sam is a certified planner experienced with providing professional city and regional planning services and GIS analysis in Oregon. He has served as on-call planner for the Cowlitz-Wahkiakum Council of Governments and the City of Ilwaco and has assisted with BergerABAM's on-call services to City of Hood River, including processing residential land divisions. His projects include corridor management studies, regional transportation plans, and comprehensive plans.</p>	<ul style="list-style-type: none"> • On-call Planning Services, Hood River, OR • On-call Land Use Planning Services, Ilwaco, WA • Land Use/Zoning Analysis, Kelso and Longview, WA • GIS Analyst, Kelso-Longview-Rainier Metropolitan Planning Organization/ CWCOG

Background	Biography	Relevant Project Experience
<p>Sam Roberts Role: Land Use Review Assistance Expertise: Land Use Review Education: MURP, Urban and Regional Planning; BA, Urban and Regional Planning Years of Experience: 3 Availability: 50%</p>	<p>Sam understands the Oregon land use process. His experiences for public clients focus on on-call planning services for agencies, such as the cities of Hood River, Oregon, and Ilwaco, Washington, and as well as the coordination and submittal of development applications to Oregon jurisdictions on behalf of private clients. He has worked with jurisdictions in the Portland region to track land use permits for clients.</p>	<ul style="list-style-type: none"> • On-call Planning Services, Hood River, OR • Jurisdictional Fee Comparison, Portland Metropolitan Region, Portland, OR • Umatilla Together: Framework Plan, Umatilla, OR • On-call Land Use Planning Services, Ridgefield, WA • On-call Land Use Planning Services, Ilwaco, WA

AVAILABILITY, CAPACITY AND RATES

BergerABAM commits these staff members to be available to meet the City's need for on-call land use planning services for the 2019 calendar year. This table lists the roles of the staff we propose to assign and their hourly rates. Appropriate staff will be assigned per project/task with cost efficiency in mind. We will also provide clear estimates per task order/project.

Staff	Role	Availability	Rate Per Hour
Scott Keillor, AICP	Project Manager Current and Long-Range Planning Oversight	25%	\$218.73
Ethan Spoo, AICP	Senior Planner Land Use Review oversight; code and policy updates	50%	\$138.03
Sam Rubin, AICP	Planner GIS and Land Use Review	50%	\$100.95
Sam Roberts	Planner Land Use Review	50%	\$85.11
Expenses			

Mileage Current Federal Standard +10%

Direct expenses Cost + 10 %

If additional services, such as engineering, natural resources, hazardous materials, or urban design are requested, BergerABAM will provide hourly rates for staff on a task-order basis.

EXPERIENCE

BergerABAM's project history is the best demonstration of our ability to deliver on-call planning services to the City of Cascade Locks that is cost-conscious and meets the City's needs. The projects described in the following pages are representative of the quality and results that the BergerABAM team will deliver to the City of Cascade Locks, including site design review services, plan and code updates, and staff report writing and presentations to decision-makers. We encourage you to contact our references to verify our commitment to service and quality, our technical skills, and our schedule and budget performance.

On-call Land Use Planning and Environmental Services, Happy Valley, OR

BergerABAM currently provides on-call land use planning and environmental services to Happy Valley and has prepared program updates and conducted land use reviews as an extension of City staff.

Working closely with City staff during this on-call contract, BergerABAM has provided land use planning and environmental services associated with land use reviews, including staff reporting, preparing graphics, and decision recommendations for a variety of land use applications ranging from simple boundary line adjustments to complex subdivision and environmental reviews. Also under an on-call contract, our engineers have designed several local roadways and bridges, and our landscape architects and planners recently completed roundabout design standards for the City.

Additionally, BergerABAM assisted the City with a comprehensive plan modernization project. We worked with the City to audit its 1984 plan and identify policies that require updates under Division 660 of the Oregon Administrative Rules that implement Oregon's Statewide Planning Goals. Technical tasks for the comprehensive plan modernization project were limited to existing background documents pending a full plan update per agreement with the Department of Land Conservation and Development and the City. The plan was reorganized to better tell the City's story through a user-friendly and easy-to-read format for display on the City's website.

Relevant Project Elements

- Application review
- Staff reporting/decisions
- Decision recommendations
- Long-range planning documents

Key Personnel

- Scott Keillor, Project Manager

Reference

- Michael Walter,
City of Happy Valley
☎ 503/783.3839
✉ michaelw@happyvalleyor.gov

On-call Land Use Planning Services, Hood River, OR

BergerABAM currently provides on-call land use and environmental planning services to the City and the Port of Hood River, including application review and staff report preparation, environmental review, land use analysis, and public outreach.

Since 2015, BergerABAM has worked closely with City staff to assist with development review, including minor partitions, subdivisions, and site plan reviews. The work includes evaluation of waterfront code and employment zones, general code criteria, interpretation, and coordination with City staff to draft staff recommendations and conditions of approval. BergerABAM has assisted the City with a variety of residential land divisions (partitions, replats, subdivisions, and townhouse developments), as well as wireless facilities land use reviews.

In addition, BergerABAM has assisted the Port of Hood River with waterfront development (Lot 1, Confluence Subdivision) to enhance employment and serves in an on-call capacity on the Ken Jernstedt Airfield Master Plan update. In this capacity, we have provided environmental, land use, comprehensive planning, and public outreach expertise for the growth of the Hood River area. Finally, we are now completing the multijurisdictional parks master plan for five local jurisdictions in Hood River County.

Relevant Project Elements

- Application review
- Staff reporting/decisions
- Decision recommendations

Key Personnel

- Scott Keillor, Project Manager
- Ethan Spoo, Senior Planner
- Sam Rubin, Planner
- Sam Roberts, Planner

Reference

- Dustin Nilsen, Director of Planning, City of Hood River
☎ 541/387-5210
✉ d.nilsen@ci.hood-river.or.us

On-call Land Use Planning Services, Hood River County, OR

BergerABAM provided on-call planning services to Hood River County to help with a backlog of NSA land use review applications.

BergerABAM worked closely with County staff to prepare staff reports in compliance with Article 75, which governs development within the Columbia River Gorge NSA for Hood River County. Prior to joining BergerABAM, our project manager, Scott Keillor drafted Article 75, including review and adoption by the Planning Commission and Board of County Commissioners. Application reviews primarily consisted of development reviews within the NSA portion of the County, including evaluation and findings of compliance with NSA code criteria, such as complex building compatibility and scale, visual subordination, accessory building size and scale standards, code interpretation, and staff recommendations. BergerABAM has assisted the County with NSA review services for residential additions and replacements, an agricultural accessory building to a winery, and improvements to a non-profit facility for children.

Relevant Project Elements

- Application review
- Staff reporting/decisions
- Decision recommendations

Key Personnel

- Scott Keillor, Project Manager

Reference

- Eric Walker, Principal Planner
Hood River County
☎ 541/387-6840
✉ eric.walker@co.hood-river.or.us

On-call Planning and Environmental Services, Skamania County, WA

BergerABAM provides on-call land use planning and environmental services to Skamania County and has been responsible for preparing program updates, land use review, and completing code interpretation and decision-making tasks as an extension of County staff.

Working closely with County staff, BergerABAM has provided a wide variety of land use planning and environmental services associated with land use reviews, including drafting staff reports for a variety of land use applications, expanding a gravel quarry, expanding residential properties in critical areas, and developing a boat launch in the NSA. For the Blue Lake Rock Pit, BergerABAM helped the County navigate complicated issues surrounding the protection of pika colonies and helped brainstorm innovative mitigation for this species. Land use reviews BergerABAM has assisted with include, but are not limited to, NSA reviews and critical area variances. Many of BergerABAM's NSA reviews in Skamania County were multifaceted projects involving not only critical areas protection but also cultural resource and land use issues.

Additionally, BergerABAM has assisted with long-range planning and updates to plans as required by the Growth Management Act (GMA), including updates to the shoreline master program (SMP), comprehensive plan, zoning code, and critical areas ordinance (CAO).

Finally, BergerABAM has helped the County process updates to the County's comprehensive plan policies and plan maps for the West End and Swift subareas.

Relevant Project Elements

- Application review
- Staff reporting/decisions
- Long-range planning documents
- NSA land use review
- In-house planner (short duration)

Key Personnel

- Scott Keillor, Project Manager
- Ethan Spoo, Senior Planner

Reference

- Alan Peters, Skamania County
☎ 509/427-3906
✉ apeters@co.skamania.wa.us

On-call Land Use Planning Services, White Salmon, WA

BergerABAM currently provides on-call land use planning and environmental services to White Salmon and has been responsible for completing technical aspects of land use application review and current planning projects, including reviewing development applications, writing staff reports, answering questions from staff, and attending public hearings. We have also assisted the City with code and plan update projects.

Land Use Review | Working closely with City staff during this on-call contract, BergerABAM has provided a wide variety of land use planning and environmental services associated with land use reviews, including meeting with applicants in pre-application conferences, drafting staff reports, and presenting them at Planning Commission and City Council meetings. The land use review types BergerABAM has assisted with include planned unit developments, boundary line adjustments, short plat, site plan review, and critical areas reviews, State Environmental Policy Act (SEPA) review, and zone changes, as well as three major annexations. We have also answered staff questions about land use procedures and critical areas review.

Comprehensive Plan Updates | BergerABAM assisted the City's updates to its comprehensive plan, including 50 comprehensive plan map updates, and our project manager, Scott Keillor, completed the 2009 White Salmon Urbanization Study. This earlier work provided recommendations on City/County coordination for urbanization area "green streets" and other sustainable practices, as well as a number of market-driven and infrastructure-based economic policy updates. Notable features of this plan are assessment and policy initiatives supporting infill and mixed-use in and near downtown where services are more readily available, making development more efficient and less costly than urban expansion. BergerABAM also assisted the City with expedited preparation of a parks element of the comprehensive plan. The parks plan features the latest inventory of active and passive parks, including the planned acquisition of riverfront property for a new park.

Natural resources regulation updates | BergerABAM led the process to update the City's natural resources protection ordinances, including its SMP and CAO. For both the SMP and CAO updates, we have completed background technical scientific documents; led community visioning and public meetings, completed natural resources maps, coordinated with state agencies, and updated regulations to be consistent with state law and the community's input. Work for the CAO update is ongoing, but our SMP work was approved by the Washington State Department of Ecology as meeting requirements and received unanimous approval by the City Council.

Relevant Project Elements

- Application review
- Staff reporting
- Decision recommendations
- Long-range planning documents
- Mapping
- Planning Commission and City Council presentations
- Annual Planning Commission work plan

Key Personnel

- Scott Keillor, Project Manager
- Ethan Spoo, Deputy Project Manager/Senior Planner
- Sam Rubin, Code Updates and GIS Map Exhibits

Reference

- Patrick Munyan, City Administrator and Public Works Director
City of White Salmon
☎ 509/493-1133
✉ PatM@ci.white-salmon.wa.us

On-call Land Use Planning, Ridgefield, WA

BergerABAM provides on-call land use planning to the City of Ridgefield, including preparing pre-application reports, attending pre-application meetings, and preparing staff reports for large planned unit developments.

BergerABAM reviews new development proposals in Ridgefield from inception at the time of pre-application submittals to preparing staff reports for the City's hearing examiner. BergerABAM has prepared pre-application reports for industrial and commercial development and all types of residential development ranging from boundary line adjustments to large planned unit developments. For all application types, BergerABAM coordinates closely with other reviewers and agencies, such as the fire department, state highways, City staff, and public utility purveyors to accurately reflect and integrate their comments in staff reports. The team also supports City staff in the hearing process by presenting staff reports and answering questions from the hearing examiner, Planning Commission, and City Council.

Relevant Project Elements

- Application review
- Staff reporting/decisions
- Staff support to Planning Commission and City Council
- Long-range planning documents

Key Personnel

- Ethan Spoo, Project Manager/Senior Planner
- Sam Roberts, Planner

Reference

- Jeff Niten, City Administrator, Shelton, WA; Community Development Director (former), Ridgefield, WA
☎ 360/426-4491
✉ jeff.niten@sheltonwa.gov

On-call Planning Services and Comprehensive Plan and Development Regulations Update, Ilwaco, WA

BergerABAM currently provides on-call land use planning to the City of Ilwaco and has been responsible for preparing staff reports, reviewing land use applications, interpreting code, and providing planning support to applicants.

Working closely with City staff (including the building inspector and engineer), BergerABAM has provided land use permit review services to the City of Ilwaco, including reviewing pre-application conference submittals and attending meetings with applicants; and drafting staff reports and decision recommendations for a variety of land use applications ranging from boundary line adjustments to variances, shoreline, critical areas, and conditional use permits. BergerABAM also attends Planning Commission and City Council meetings to present staff reports, advise each body on proper hearing procedures, and answer questions about permit applications.

BergerABAM is also working with the City of Ilwaco to update its comprehensive plan in compliance with state guidance. The project is at the end of the first of two phases. To date, our work has included auditing the City's comprehensive and development regulations, providing recommendations on what should be updated consistent with the City's budget priorities, and providing a work plan for the second phase of the project that will include the comprehensive plan and code updates.

Relevant Project Elements

- Pre-application review and applicant assistance
- Staff reporting/decisions
- Response to applicant questions
- Code interpretation recommendations
- Hearing attendance and facilitation

Key Personnel

- Sam Rubin, Project Manager, Planner
- Ethan Spoo, Senior Planner, Technical Oversight

Reference

- Holly Beller, Treasurer, City of Ilwaco
☎ 360/642-3145
✉ treasurer@ilwaco-wa.gov

2035 Visioning and Comprehensive Plan Update, Camas, WA

BergerABAM worked with the City of Camas to prepare its GMA-mandated 2016 comprehensive plan update that will guide the community's development for the next 20 years.

BergerABAM completed a three-part Comprehensive Plan update for the City of Camas that included visioning, updates to the comprehensive plan, and policy development for residential uses. Our work for Camas included the following.

- For the comprehensive plan visioning work, BergerABAM prepared and maintained a project website that informs the public and elicits feedback that was used to guide the land use, housing, environmental, and economic elements of the plan. BergerABAM's visioning work was reflected in the land use, zoning, comprehensive plan, and critical areas maps, as well as the City's land use, housing, and economic policies of its comprehensive plan. We worked with a TAC to define gateways and corridors and design standards.
- BergerABAM assisted with the preparation of a GIS map of residential committed and non-committed lands and evaluated residential density patterns in light of 20-year population projections and overall County-required residential densities. The analysis identified projected population and residential density shortfalls for both single-family and multifamily development, and we identified rezoning necessary to accommodate County-required density within the city and its urban growth area.
- Finally, BergerABAM designed and implemented a charrette that allowed citizens a direct hand in envisioning the City's residential future. Residents were given maps of vacant residential land and were asked to identify types of residential uses and the reasoning behind their selections. This process resulted in locational criteria for single-family and multifamily residential zones to fulfill density requirements and accommodate the 20-year population forecast.

Relevant Project Elements

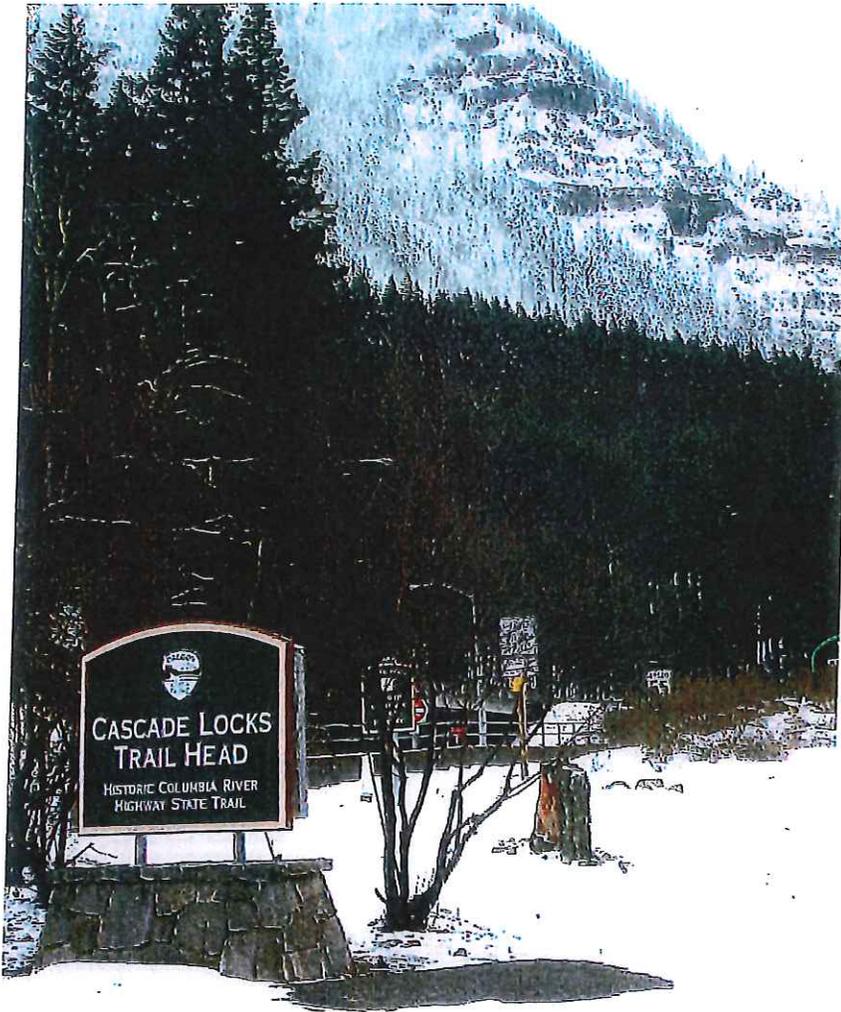
- Planning for intensive growth
- Long-range planning
- Visioning
- Public outreach

Key Personnel

- Scott Keillor, Project Manager

Reference

- Sarah Fox, Senior Planner
City of Camas
☎ 360/817-7269
✉ SFox@cityofcamas.us



APPENDIX A | RESUMES

Scott Keillor, AICP, Senior Project Manager/Planner

Scott has provided professional planning services for public and private clients across the Pacific Northwest for 30 years. Scott specializes in land use and transportation planning—from land use permitting to master planning—for commercial, industrial, residential, and mixed-use projects in Oregon. From our downtown Hood River office, Scott focuses on serving small rural communities in the Gorge, has worked for most all of its urban exempt cities, and has a keen understanding of the Columbia River Gorge NSA Management Plan requirements. His Gorge on-call planning clients have included Hood River (City and County), White Salmon, Stevenson, and Skamania County, as well as Goldendale, Arlington, The Dalles, and the Ports of Cascade Locks, Hood River, and The Dalles.

Scott has held senior positions for both public- and private-sector employers, including a 30-year history of serving the Columbia River Gorge region. As a consultant, Scott led and completed several major projects for the Port of Cascade Locks— all of which required coordination with the City and presentations to the City Council and Port Commission. The projects include the Historic Marine Park Transportation Improvement Plan, the Cascade Locks World Class Sailing Park Master Plan, and the Pacific Crest Mixed-use Concept Plan. As part of his practice, Scott currently provides on-call planning services, comprehensive and subarea plans, and strategic plans for cities, counties, ports, and developers, including site design, land use review, public outreach, and facilitation. He is an expert public meeting facilitator.

Applicable Project Experience

On-call Land Use Planning Services, City of Hood River, OR

Project manager responsible for overseeing the on-call planning services provided to develop staff reports that review new developments for compliance with the City's code. Reviews staff reports prepared by staff and manages the contract budget and deliverables.

On-call Land Use Planning Services, Hood River County, OR

Project manager responsible for oversight of an on-call planning services contract with Hood River County for the preparation of staff reports in compliance with the Columbia River Gorge NSA code. Work includes evaluating NSA code criteria, interpretation, and staff recommendations. Managed scope and budget effectively to deliver application reviews on time and within budget.

On-call Land Use Planning Services, White Salmon, WA

Has led on-call planning services effort for the City for the past five years, including land use review, comprehensive plan and map updates, several major annexations, SMP and critical area reviews/updates, and a parks master plan update. Has delivered staff reports to the Planning Commission and City Council, and works closely with City staff to set annual planning program goals and project updates. Also led the development of code and fee schedule updates for the City.

Comprehensive Plan Update, White Salmon, WA

Project manager responsible for comprehensive plan update materials assistance for the City of White Salmon. This assignment includes recent work to complete the CAO and related mapping and prior work in 2009 on the White Salmon urbanization strategy. The plan gives special attention to supporting infill and mixed-use development in and near downtown, developing green streets and other sustainable infrastructure components, and targeting infrastructure investments to support economic policy objectives.

On-call NSA Planning Services, Skamania County, WA

Project manager selected to assist with staff reporting and management of the Columbia River Gorge NSA code for Skamania County, including program and permit management and NSA code application, interpretation, and decision-making.

Education

- MURP, Urban and Regional Planning, Undergraduate Studies, Architecture, University of Oregon

Certifications

- AICP

Years of Experience

- 29

Ethan Spoo, AICP, Senior Planner

Ethan has provided professional planning services throughout the Pacific Northwest for over 15 years on both sides of the "permit counter." As a public sector planner, he was responsible for land use reviews for residential, commercial and industrial projects, annexations, and code updates. As a consultant, his service to the public sector clients includes reviewing land use permits as an extension of staff and helping jurisdictions update their comprehensive plan and development regulations. He has submitted dozens of land use applications to Oregon agencies for review, including large master planned commercial and residential developments.

Ethan has extensive experience working in Oregon jurisdictions on code compliance and with Washington cities to update their natural resources ordinances and development codes, as well as providing on-call land use review. Jurisdictions he has worked for in an on-call capacity include the City and Port of Hood River, Oregon, and Ridgefield, Ilwaco, Skamania County, and White Salmon in Washington.

Applicable Project Experience

On-call Land Use Planning Services, City of Hood River, OR

Senior planner responsible for reviewing land use decisions and staff reports prepared by other staff for compliance with the City's code. Land use reviews include zoning permits for wireless facilities and residential land divisions. Coordinated solutions to issues affecting applicants that would meet code and achieve the applicants' objectives.

On-call Land Use Planning Services, White Salmon, WA

Senior planner responsible for assisting the City with code revisions, development application review, and answering City staff and applicant questions. Work includes updating the zoning code to resolve internal code conflicts relating to public/private street and driveway standards and land use review procedures, as well as updating the City's CAO to comply with GMA. Ethan regularly presented to the City's Planning Commission and Council.

On-call Land Use Planning Services, Ridgefield, WA

Senior planner and project manager responsible for managing BergerABAM planning staff to prepare pre-application conference notes, attending pre-application meetings, and preparing staff reports for final decision by the community development director and hearing examiner. Services also include coordinating with other reviewers to accurately reflect and integrate comments in staff reports.

On-call Land Use Planning Services, Ilwaco, WA

Senior planner responsible for land use permit documents, such as conditional use permits, shoreline permits, and critical areas permits prepared by BergerABAM planning staff.

Development Review, Oak Harbor, WA

Senior planner for the City of Oak Harbor responsible for reviewing residential, commercial, and industrial developments for compliance with zoning/environmental/development ordinances. Processed site plan reviews, subdivisions, annexations, and other land use permits for review by the Development Services Director, Planning Commission, and City Council. Presented oral staff reports to review bodies.

Zoning, Subdivision, and Sign Code Updates, City of Oak Harbor, WA

Senior planner and project manager responsible for updating the City's subdivision, zoning, and sign codes for more walkable and sustainable subdivisions to eliminate barriers in providing low impact development stormwater standards in the zoning code, and to update the sign code for constitutionally compliant limitations on political signs and appropriate regulations for electronic message centers. Coordinated public input on all of these code provisions, including noticing and presentations in public meetings and to Planning Commission and City Council.

Education

- MURP, Urban and Regional Planning, Portland State University
- BA, Economics, University of Nevada-Reno

Certifications

- AICP

Years of Experience

- 15

Sam Rubin, AICP, Planner

Sam is a certified planner experienced with providing professional city and regional planning services and GIS analysis in The Pacific Northwest. Working as a public sector planner, he served as an on-call public planner for the Cowlitz-Wahkiakum Council of Governments, Sam served cities in five counties. As a consultant, he has provided on-call services to the cities of Hood River and Ilwaco by reviewing land use permits.

Sam's specializes in providing accurate, timely, and cost-efficient on-call planning services to BergerABAM's clients, including the cities of Hood River, White Salmon, and Ilwaco. His work has included reviewing all types of zoning and natural resources permits, including variances, conditional use permits, and site development permits for his clients..

Applicable Project Experience

On-call Planning Services, Hood River, OR

Planner responsible for providing planning services in the form of staff reports for review by the City of Hood River. Responsibilities include reviewing submittal materials for conformance with the City's municipal code, planning documents, and development standards.

White Salmon Development Regulations Update, White Salmon, WA

Planner responsible for drafting revisions to the submittal requirements and land use review procedures sections of the White Salmon Municipal Code in Titles 16-19 for the purposes of rectifying inconsistencies in submittal requirements and aligning review authority across code sections.

City Planner, Ilwaco, WA

Planner responsible for providing planning services for the City that included drafting staff reports, conducting site visits, and making presentations to the Planning Commission and City Council on various City plans and projects. Planning work included updating municipal codes; reviewing zoning, critical areas, and shoreline permits; and drafting staff reports for review by the Planning Commission and City Council.

2015 Ilwaco Comprehensive Plan update, Ilwaco, WA

Planner for this effort to update the City of Ilwaco's comprehensive plan. In order for the plan to be adopted, worked with the City to complete selected elements of the comprehensive plan previously prepared by a consultant.

Longview Comprehensive Plan, Longview, WA

Planner responsible for working with the City of Longview on the land use element of its comprehensive plan update. As of the latest information, the update is still underway.

2014 Kelso Comprehensive Plan, Kelso, WA

Planner responsible for working with the City of Kelso to finalize the land use element of its comprehensive plan. Additionally provided critical areas maps for the City.

Land Use/Zoning Analysis, Kelso and Longview, WA

Planner providing GIS graphics and analysis for land use and zoning for the cities of Longview and Kelso. This information was incorporated as part of the cities' comprehensive plans.

GIS Analyst, Kelso, WA

GIS analyst responsible for providing professional GIS services to the Cowlitz-Wahkiakum Council of Governments for the Longview-Rainier-Kelso Metropolitan Planning Organization and the Southwest Washington Regional Transportation Planning Organization, including analysis, data acquisition and creation, and database management.

Education

- MCRP, GIS and Land Use Planning, Clemson University
- BS, Community and Regional Planning, Appalachian State University

Certifications

- AICP

Years of Experience

- 6

Sam Roberts, Planner

Sam is an urban and regional planner with an excellent understanding of Oregon land use processes. As a consultant, he has provided on-call land use planning review for Oregon and Washington communities, including preparing pre-application conference reports and staff reports for land use permits, as well as submitting applications for review on behalf of private sector clients in Oregon.

For the private sector, Sam has written development application narratives and feasibility reports, calculated building permit and land use fee estimates, served as land use permit coordinator submitting land use application and building permits to jurisdictions around the region, and tracked land use permits for clients, working with government officials throughout the process.

Applicable Project Experience

On-call Land Use Planning Services, Hood River, OR

Planner responsible for reviewing proposed development and writing staff reports for review by the City of Hood River. Responsibilities include reviewing submittal materials for their conformance with the City's municipal code, writing findings of fact, and providing recommendations and conditions of approval.

On-call Land Use Planning Services, Ilwaco, WA

Planner assisting the project manager and senior planner with reviews of development applications. Wrote determination of completeness letters for single-family home and manufactured home proposals.

On-call Land Use Planning Services, Ridgefield, WA

Planner responsible for drafting pre-application reports for two different phases of a planned unit development. Reviewed developments for preliminary compliance with City requirements and procedures and a project-specific development agreement. Attended pre-application meetings.

Jurisdictional Fee Comparison, Portland Metropolitan Region, Portland, OR

Main author of a comprehensive fee estimate that compared building permit and land use fees, system development charges, and taxes between jurisdictions within the Portland metro area. The project proposed hypothetical retail, warehouse, and office buildings within each jurisdiction and calculated fees for each, leading to a comparison of expected development soft costs between jurisdictions.

Portland Southwest Quad Development Feasibility Study, Portland, OR

Planner responsible for managing GIS mapping and analysis and summarizing past planning efforts for a 250-acre site owned by the Port of Portland. The study included understanding past planning efforts for the site and current and future market conditions to create a conceptual development plan for future aviation and industrial development. Mapping efforts included highlighting environmental and aviation regulations and creating a conceptual development plan accounting for these factors.

Umatilla Together: Framework Plan, Umatilla, OR

Technical lead on this plan to revitalize downtown Umatilla and increase community involvement in the local planning process. Primary roles included compiling and analyzing quantitative and qualitative data to inform the plan's goals and policies and managing GIS mapping and analysis. The final plan won the Student Achievement in Planning Award from the Oregon Chapter of the American Planning Association and the Student Project Award for Application of the Planning Process from the National American Planning Association in 2017.

Education

- MURP, Environmental Planning and Land Use, Portland State University
- BA, Urban and Regional Planning, Eastern Washington University

Years of Experience

- 3



City Administrator Report to the City Council
Monday, April 8, 2019

- 1. Statement of Economic Interest:** As a member of the City Council as of April 15, 2019, you are each required to file a Statement of Economic Interest with the Oregon Government Ethics Commission. This is a financial disclosure form that details where your personal income comes from and to determine if there are potential conflicts of interest with your City Council position. The form will be sent to you electronically. You must file the form before April 15, 2019. The LOC Local Focus magazine has an article in the center of the First Quarter Issue with more information.
- 2. Drinking Water Violations:** Included in the utility bills this month will be a notice of some violations of Safe Drinking Water rules. Two deficiencies were noticed in an inspection on October 17, 2018, and were corrected within three weeks. These included not having a sanitary seal being water tight and the continued problems the Dry Creek Reservoir. As you know with the completion of the new water mains and the new water reservoir, Dry Creek Reservoir is no longer storing or supplying water to our system.

The other rule violations are clerical in nature and do not threaten our water supply. We are working with Hood River County Environmental Health Department and Oregon Health Authority to get the necessary paperwork completed and up-to-date.

We are also well into the Corrosion Control Treatment Project by the end of December 2019 and the first samples are required under the new process by July 10, 2020. The pre-construction conference with the contractor, engineer, and funder is scheduled for April 18 and the beginning construction date is April 22.

There is no danger in drinking our water. Our citizens do not need to boil water or take other precautions. The City is addressing the clerical requirements to bring our system into compliance.

- 3. Electric Department Revenue:** Our electricity sales continue to be strong. Our revenues in March were the same as in February and about \$25,000 more than last March. Our sales to commercial and industrial users continue to be about 40% more than a year ago without our major customer coming on line at this time.
- 4. Water Meters:** The Public Works Department needs to order more water meters. *Can we have permission to order 30 radio read meters for about \$9,000?*
- 5. Logging Contract:** The City Council has previously directed the staff to work with an arborist and a logger to review and remove Eagle Creek damaged timber from the City's property on the City property south of Dry Creek Road. The arborist has toured and identified these damaged trees

*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.*

on 15.5 acres. We have agreed to contract with Coogan Excavation and Logging to remove the trees to the mill. It is anticipated that the City will end up with between \$35,000 and \$40,000 from this logging effort. That money can be put into the Parks SDC for development of future parks in the City.

6. **USDA RUS Wastewater System Improvement Project:** We have received our letter of eligibility for the Wastewater Project. I have received an email with 12 separate pieces of information that the City has to provide before we get our Letter of Conditions which will allow us to proceed.
7. **City Budget Meetings:** Please put the Budget Committee meetings on your schedules. The training meeting will be on April 24 at 6:30 p.m. here in the Council Chambers. The regular Budget Committee meetings will be May 1 and May 8 at 6:30 p.m.
8. **City Council Meeting Broadcasts:** We are now broadcasting on Channel 23 and on YouTube.com under "City of Cascade Locks Live Stream".
9. **Like us and share us on Facebook:** Meeting notices and information can now be found on our Facebook page "City of Cascade Locks – Local Government Page."

Thanks for all you do for the City.



Gordon Zimmerman, Cascade Locks City Administrator