

CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL MEETING, Monday, July 23, 2012, 7:00 PM, CITY HALL

Purpose: The City Council meets twice a month to conduct city business, make decisions and set policy and direction for the city organization and community.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor or Presiding Officer may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged).
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of July 9, 2012 Council Meeting.**
 - b. **Approval of Minutes of June 7, 2012 Joint City/Port Meeting.**
 - c. **Ratification of the Bills in the Amount of \$ 158,531.16.**
 - d. **Approval of contract amendment with Sosnkowski & Cleaveland.**
4. **Public Hearings: 7pm-Vacation of a Portion of Hassalo St.**
5. **Action Items:**
 - a. **Approval of Letter of Support for Signing of the Historic Highway.**
 - b. **Approval of Resolution No. 1245 Calling an Election to Submit to City Voters a Charter Amendment to Clarify Charter Language Regarding Legislative Actions.**
 - c. **Approval of Resolution No. 1246 To Submit to City Voters an Ordinance to Create a Fire and Emergency Service Department Fee on Property Served by the City of Cascade Locks Electric Utility to Assist in Covering the Costs Associated with Providing Fire and Emergency Services to Residents and Businesses Served; and Repealing Ordinance No. 374**
 - d. **Approval of Ordinance No. 417 an Ordinance Relating to the Municipal Light and Power System; Regulating the Use, Sale and Prices of Electric Current; Defining Security Deposits and Offenses; Repealing Ordinance No. 394.**
 - e. **Approval of Ordinance No. 418 Vacating a Portion of Hassalo St. and Providing for the Vesting of Title.**
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. **Discussion of City Administrator Process and Extension of Paul Koch Contract.**
 - b. **ICA Koch Staff Report (handout).**
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 Masters called the meeting to order at 7:03 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters were present. Also present were ICA Koch, City Attorney Cleaveland, City Recorder Kathy Woosley, Dave Palais, Rachel Bianke, Tiffany Pruitt, Katelin Stuart, Ken Hutton, Bruce and Virginia Fitzpatrick, Don and Roberta Sullenger, Wayne Stewart, Jeff Colantino, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda:** ICA Koch stated three additions to the agenda.

3. **Adoption of Consent Agenda:**

a. **Approval of Minutes of June 18, 2012 Council Meeting.**

b. **Approval of Minutes of June 25, 2012 Council Meeting.**

c. **Ratification of the Bills in the Amount of \$ 110,386.76.**

d. **Authorization to Renew Annual Property/Liability Insurance.**

e. **Authorization to Renew Annual Workers' Compensation Insurance.**

Mayor Masters read the list of items on the Consent Agenda. **Motion:** CM Lorang moved, seconded by CM Storm, to approve the Consent Agenda. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

4. **Public Hearings: None.**

5. **Action Items:**

a. **Authorization to Hire an Individual for Deputy Recorder/Administrative Aide.** CR

Woosley gave the staff report and recommended Council hire Megan Webb as the part time Deputy Recorder/Administrative Aide. **Motion:** CM Lorang moved, seconded by CM Lewis, to approve the hiring of Megan Webb as the part time Deputy Recorder/Administrative Aide. The motion passed with CM's Cramblett, Holmstrom, Lewis, Lorang, Storm, and Mayor Masters. CM Helfrich abstained stating Ms. Webb was a friend of his family.

b. **Approve Law Enforcement Services Agreement with Hood River County.** ICA Koch gave a brief overview of the staff report.

Ms. Pruitt stated this contract allows coverage of I-84 as part of the 24 hours of coverage and would have to respond to those whether the City had a contract or not. She said extra tax dollars are being paid for the 24 hours of coverage and those dollars should not be paying for response to people on I-84.

Motion: CM Holmstrom moved, seconded by CM Storm, to approve the law enforcement services agreement with Hood River County.

CM Lewis said the reports show that the City is receiving their moneys worth and it would be difficult to manage the time. Mayor Masters recalled previous discussions with the Sheriff regarding patrol time and area.

The motion passed with CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Storm. Mayor Masters opposed.

c. **Approve Resolution No. 1244 for Special City Allotment Grant from ODOT for Regulator Street.** ICA Koch gave the staff report.

Mrs. Pruitt pointed out that on page two of the resolution it authorizes the Mayor to be the official representative for all negotiations for this grant. She said the Mayor has no spending limits and could make decisions that would be very costly for the City. She said the Charter states all powers are vested in the entire Council and negotiations should be with the full Council and not just the Mayor.

Motion: CM Storm moved, seconded by CM Holmstrom, to approve Resolution No. 1244 and authorize the City to apply for the \$50,000 grant for repairs and paving of Regulator Street and authorize the Mayor to sign the application.

CM Cramblett agreed with Mrs. Pruit and said ICA Koch should be the one to do this as he has the experience. He said the Mayor did not have the experience and in the past this has gone awry. Mayor Masters stated that the Mayor has no spending authority and could not negotiate without bringing back to Council. He said he didn't think the language in the resolution gave him authority and the Charter does not allow the Mayor to make any decisions on spending. He said he didn't know how his name got inserted into the resolution. CR Woosley explained this resolution is a template given by ODOT.

The motion passed with CM's Holmstrom, Helfrich, Lorang, and Storm voting in favor. CM's Cramblett and Lewis opposed. Mayor Masters abstained.

d. Initiate Referral Process for Ordinance No. 416 an Ordinance Creating a Fire and EMS Department Fee on Property Served by the City of Cascade Locks Electric Utility to Assist in Covering the Costs Associated with Providing Fire and EMS Services to Residents and Businesses Served; and Repealing Ordinance No. 374. ICA Koch read the staff report.

Ms. Stuart explained that the customers in South Bank wouldn't have a chance to vote on this if it is going to be a fee placed on all electrical meters. She said if they are going to be charged she would like to know how they are going to be represented.

ICA Koch stated he had an email from Cody Steelman that he would like to have entered into public record.

Motion: CM Helfrich moved, seconded by CM Lorang, to refer Ordinance No. 416 to the voters on the November 2012 general election ballot.

CM Cramblett asked if Mr. Steelman's email was going to be read. There was not a consensus of Council to read the email out loud.

CM Cramblett said, "We're piling it on and getting into folks' pockets." He said this continues to be about money. Mayor Masters explained this ordinance would be a referral to the voters. CM Cramblett said the citizens will be paying either way. CM Helfrich explained that the resolution has a sunset clause which will allow the City two years to figure out how to fund the fire department.

The motion passed with CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters. CM Cramblett opposed.

e. Approve Language for a Charter Amendment Referral. City Attorney Cleaveland stated the staff reports shows the timeline and said the language will clarify what is allowed as legislative and administrative actions.

Motion: CM Lorang moved, seconded by CM Helfrich, to approve the language for a charter amendment referral.

CM Cramblett said it was simple and clear as to what the citizens voted on. He said they weren't comfortable with Council raising rates, taxes and fees. He said now we're saying give it back to us to decide. CM Cramblett said this language will allow the City to go beyond what BPA, FOX, and others companies charge for subscriptions. City Attorney Cleaveland stated the Council interprets what is in the Charter and the current amendment is not accurate. Mayor Masters clarified that there is a cost to operating and maintaining systems and those costs need to be passed on. CM Lorang explained there are more than 400 fees that can not be adjusted. He said that laws, attitudes, and peoples understanding changes. CM Cramblett said when the amendment was put in the Charter the citizens recognized there was poor administration and poor leadership and this was their attempt to wrestle back. Mayor Masters said the leadership and administration has changed. City Attorney Cleaveland said this referral is to clarify administrative versus legislative.

The motion passed with CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters voting in favor. CM Cramblett opposed.

f. Approval of Electric Rate Study and Scope of Work (added). ICA Koch gave the staff report.

Motion: CM Holmstrom moved, seconded by CM Lewis, to approve the electric rate study as presented.

CM Cramblett stated he was in favor of a study but cautioned that the City will want more money. ICA Koch explained this study will give the Council the knowledge and understanding they need in order to make decisions and it does not lock the Council into a rate structure.

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

g. Approve Lease Agreement to Place a Charging Station on City Property (added). Mr. Colantino stated that two other sites were considered then East Gate Park was pointed out meeting the requirements. He said three parking spaces would be leased and the City would receive 5% of the gross revenues.

Ms. Pruitt asked if this company would be paying for the electricity as that wasn't stated in the contract. ICA Koch explained that this company would be opening up a utility account and paying for electricity used. Mrs. Fitzpatrick asked if anyone had done research and if it is necessary to place one in Cascade Locks. Mayor Masters stated ODOT had done the research and determined this was good for the Gorge.

Motion: CM Helfrich moved, seconded by CM Holmstrom, to approve the lease agreement with AeroVironment, Inc.

CM Lewis asked if there would be contact information listed on the machines in case of problems. Mr. Colantino said there is contact information on the machines and if any problems arise a contractor would be sent out to repair. CM Cramblett said he is glad Cascade Locks is doing this as electric cars seem to be the direction things are going. CM Storm thanked Mr. Colantino for coming to the meeting. Mr. Colantino said there would be advertising and signs posted on I-84 for the charging stations.

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

h. Appoint Emergency Services Department Volunteers to Permanent Status and Authorizing Seven New Recruits to Probationary Status (added). ICA Koch stated IFC Wells is recommending 15 volunteers be approved as full time volunteers and no longer be on probationary status and that 6 new members (one was dropped due to incomplete paperwork) be accepted and placed on probationary status.

Motion: CM Holmstrom moved, seconded by CM Helfrich, to approve the list of 15 to permanent status and the six to probationary status.

CM Lewis asked if there were immediate expenses for the change in status. ICA Koch said there was not.

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

There was consensus of Council to move to Agenda Item 7.a.

Historic Highway Advisory Committee. Mr. Stewart reported on the progress of reconnecting the old historic highway as a state trail. He requested a letter of support from Council to allow resigning of the historic highway within the city limits of Cascade Locks.

CM Helfrich asked about advertising. Mr. Stewart said ODOT is working with Travel Oregon for advertisement.

There was consensus of Council to write a letter of support and bring back to Council for approval.

Mayor Masters declared a break at 9:00 PM.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our

Community: Mr. Palais commented on citizen comment that was given at the June 25, 2012 meeting. He encouraged Council to contact additional people in Michigan for a more accurate version of events portrayed at that meeting. He said Nestlé is working collaboratively with the City and the Port and encourages due diligence. Mr. Palais thanked the City for the support of their project.

Mrs. Pruitt said there are strict guidelines for the budget process. She said it was not noticed legally and explained the process. She said the public wasn't given a chance to comment on the approval of the past resolutions, which changed the budget. She said if the past Council had done this there would have been screaming. Mrs. Pruitt said one year ago it was said that the City was fine financially and the drastic action taken by the Budget Committee and Council at that time was irresponsible and unnecessary. She said the recent action taken by this Council is to fix the financial problems that don't exist. She read a letter from the Council packet, that states the City of Cascade Locks is experiencing the worst shortfalls in years. She said the Council was lying a year ago or are lying now.

Ms. Stuart read an email from Cody Steelman regarding the budget and process. She commented on Council's additions to the agenda as not being fair, clear or transparent. She said there is no reason to not have an amended agenda for citizens.

Mrs. Fitzpatrick said she did not appreciate having her comments revised by the Mayor after she left the meeting. She said Council has no sense of what the voters really want. Mrs. Fitzpatrick said she didn't think there was one person in this town that didn't want or support the Fire Department. She said the issue was bad or lack of management. She asked the Mayor to talk to her about remarks she makes and not behind her back or after she has left the meeting.

Mr. Fitzpatrick spoke to the letter he received in his utility bill. He said the letter didn't mention Resolution No. 1235 where the City took an additional 2% from the funds. He said the citizens should be asked if they want to pay these fees to support the Emergency Services Department. He asked Council to be honest and allow the citizens to vote on increases.

7. Reports and Presentations:

a. Historic Highway Advisory Committee – Wayne Stewart. This took place earlier in the meeting.

b. Discussion Regarding Attorney Services. City Attorney Cleaveland thanked Council for allowing them to serve as legal counsel. He said the contract is available to be renewed for up to an additional two years. He said there are no changes being requested.

CM Cramblett asked for an amount paid to the attorney over the last year. ICA Koch said he would get that information to Council. Mayor Masters stated this would be the time to go out for a request for proposals or continue with the contract. Consensus of Council was to continue with the current contract and bring back to Council at the July 23rd meeting.

c. ICA Koch Report (handout). ICA Koch said at the end of his report he would be giving the Emergency Services Report and also informing Council regarding the cherry trees.

ICA Koch said there is a July 25th fact finding trip, paid for by Nestlé, to Sacramento, California and recommended Council make a motion designating this as an officially, sanctioned, fact finding trip, and authorize up to three Councilors attend this trip. There was interruption from the audience stating this was not listed as an action item. ICA Koch said he spoke with legal counsel and it isn't unusual for a City Council to take formal action outside of action items. He said his report sometimes has business items that require

direction. City Attorney Cleaveland said this would need oral declaration from Council that this is a fact finding trip. Mayor Masters asked for consensus of Council for declaration of this being a fact finding trip and suggested the three members of the joint Economic Development Work Group as the ones to attend the fact finding trip. There was consensus of Council to declare the trip to Sacramento, California as a fact finding trip and that CM's Holmstrom, Storm, and Mayor Masters would be attending.

ICA Koch gave a report from IFC Wells on the Emergency Services Department. CM Lewis pointed out that this is a good operational review but lacks requested information from Council on the list of dates of the calls and the dates when the bills for those calls were submitted. Mayor Masters asked for the information this week and not wait until next months report.

ICA Koch reported on the damage to the Kwanzan cherry trees and recommended maintenance of the trees.

8. Mayor and City Council Comments: CM Helfrich stated the voters wanted a chance to vote on Ordinance No. 416. He said Council listened and is going through with this. He thanked the volunteers for their work on putting out the fire at the lumber mill. He said there was a good response to that call.

CM Storm clarified that he works for a private company in response to an earlier citizen comment.

CM Cramblett said there isn't an issue of whether the citizens support or don't support the Emergency Services Department. He said the whole issue is how money is managed. He said Sternwheeler Days turned out to be a good event. He reported on the increase in participation in the biking event to Crown Point.

Mayor Masters stated that Council Rules state that Council does not engage in dialogue with citizens during citizen comment on non-agenda items. He said there is time later in the agenda where Council can respond and hopefully that clarifies questions citizens may have.

Mayor Masters said it is important to recognize that Council has identified a regional expert on managing the Fire Department and brought him in as an Interim Fire Chief. He said what better management would people want than for the City to bring in an expert to rebuild the Fire Department. He said we've seen what happens when the Council trusted their own instincts and didn't listen to the experts. He said this happened a year ago when the department collapsed. He said this Council has done a good job of managing by finding an expert to manage the Fire Department.

Mayor Masters asked for consensus of Council to allow ICA Koch to investigate claims of violations in the budget process. There was consensus of Council.

Mayor Masters informed Council on some investigation he has done in response to comments made at the last meeting regarding Nestlé in Michigan. He said he spoke with some of the bikers that participated in the Crown Point ride. He said he attended an ODOT sponsored tour of the historic highway. He said this will be a statewide attraction and will become a world wide attraction. Mayor Masters said the fireworks display is the best in this part of the Gorge and thanked the Port and volunteer fire fighters for putting on such a fantastic display.

9. Other matters: None.

10. Executive Session as may be required: None.

11. Adjournment: Motion: CM Helfrich moved, seconded by CM Lorang, to adjourn the meeting. The motion was passed unanimously. The meeting was adjourned at 10:04 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor



Port/City Joint Meeting

The Port & City of Cascade Locks Joint Meeting was held June 7, 2012 at 7:00 pm. The meeting was held at the Pavilion in Marine Park, Cascade Locks, OR 97014.

I. **Meeting called to order:** Mayor Masters called the City of Cascade Locks meeting to order at 7:14 pm. Port Commission President Groves called the Port Commission meeting to order at 7:14 pm.

II. **Pledge of Allegiance:**

III. **Roll Call:** Mayor Masters, Councilmember's Cramblett, Storm, & Lorang were in attendance.

Roll Call: Commissioners Groves, Caldwell, Verschuren, Cramblett & Mohr were in attendance.

Others Present: Port Staff: GM Chuck Daughtry, Kristi Bengtson & RARE Holly Howell.

Celilo Planning- Michael Ahillen, Ellen Dorsey, Sarah Bronstein, Danielle Fuchs, Chloe Ritter, Sara Morrissey

Others present that signed in: Interim City Administrator Paul Koch Lorraine Massey, Gayle Brody, Steve Gast, Daniel Dulaney, Dustin Rowe, Jeff Carlson, Marva Janik, Joseph Shelley, Keri Hynes, Sharon Hynes, Ethan Seltzer, Gil Kelley, Gary Munkhoff, Mark Seder, Sam Haffner, Stan Foster, Jen Kevil, Shelly Storm, Kayla Carron, Kristen Stallman, Mike Doke, Ben Shumaker, Gyda Haight, Debora Lorang, Chris Bernhardt, Jill VanWinkle, Renee Tksch, Alber Choi & Karen Schaaf, Rob Brostoff, Tom Owens & family.

IV. **Presentation: Celilo Planning Studio presents the final recommendations for Connect Cascade Locks: *A Recreational Trails Plan for Economic Development.***

GM Daughtry commended the group for the incredible work that they did in preparing this report. He introduced the Ports Special Project Manager Holly Howell commenting that she brought this project to the Port.

RARE Holly Howell thanked everyone for coming and the students that did the work. She thanked PSU for making the project possible. Howell introduced Michael Ahillen from the Celilo Planning Group.

Celilo Planning Studio Group made a Power Point presentation (exhibit a) & reviewed the Executive Summary (exhibit b).

Group thanked everyone that attended the workshops and provided feedback. Special thanks to the Port, Northwest Trail Alliance -Andrew Jansky & the US Forest Service.

Mayor Master's commented that on behalf of the community we are so grateful for the work & dedication that they put in to the project. He thanked GM Daughtry, Holly Howell & the Port Commission for bringing in and giving the group the support that they needed, stating that he believes this is a benefit to the community.

Commissioner Groves commented that they know the problems in Cascade Locks and they have great ideas and we will try and be good stewards of the ideas.

Comments and questions from the audience.

Holly Howell commented that the Port just submitted the initial step for a grant application for a trail hub in Cascade Locks.

GM Daughtry presented gifts made by local artist Brad Lorang to the Celilo Planning Group.

Mayor Masters adjourned the City meeting at 8:14 pm

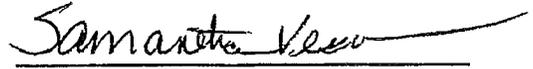
Commission President Groves adjourned the Port meeting at 8:14 pm.

Port of Cascade Locks

Attest:



Jess Groves, President
Port Commission



Samantha Verschuren, Secretary
Port Commission

Date Approved:

7/5/2012

Prepared by Kristi Bengtson

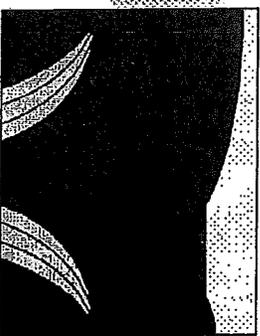
Connect Cascade Locks

Joint City Council and Port Commission Meeting

June 7, 2012

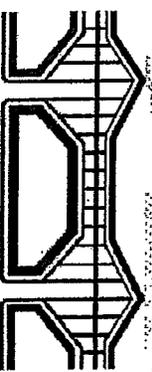


CELLILO



**PLANNING
STUDIO**

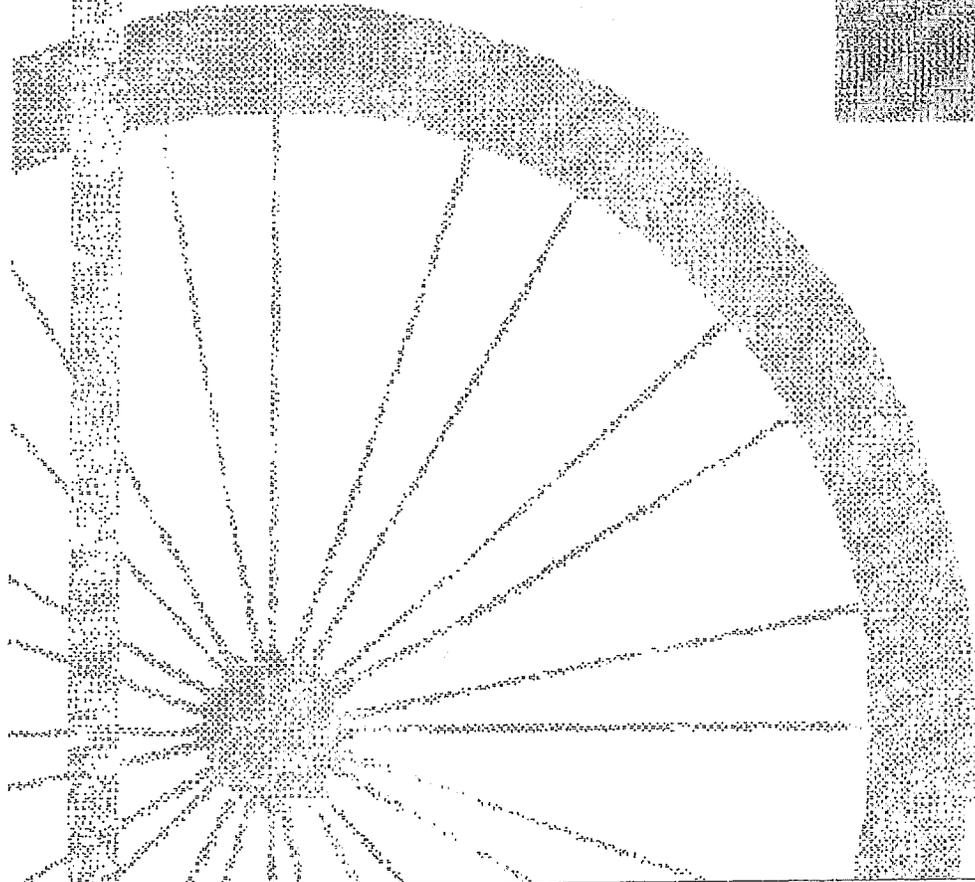
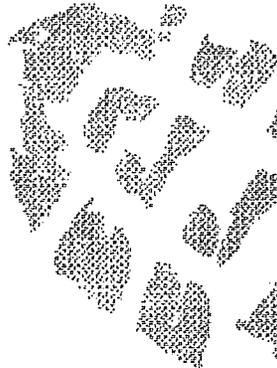
Michael Ahlten
Chloe Ritter
Sarah Bronstein
Ellen Dorsey
Danielle Fuchs
Sara Morrissey



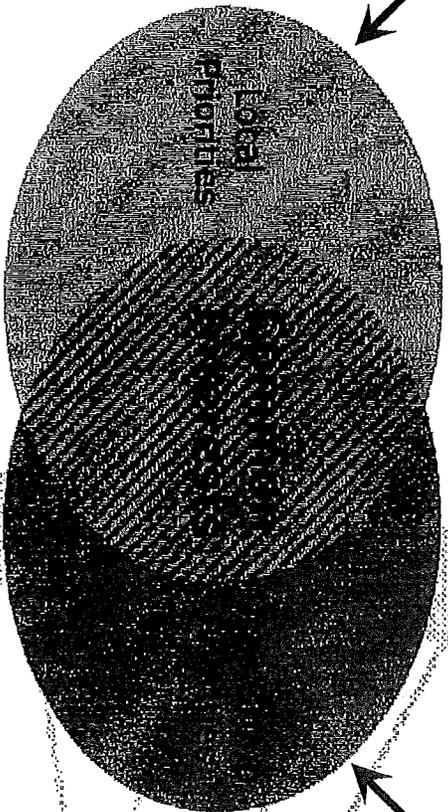
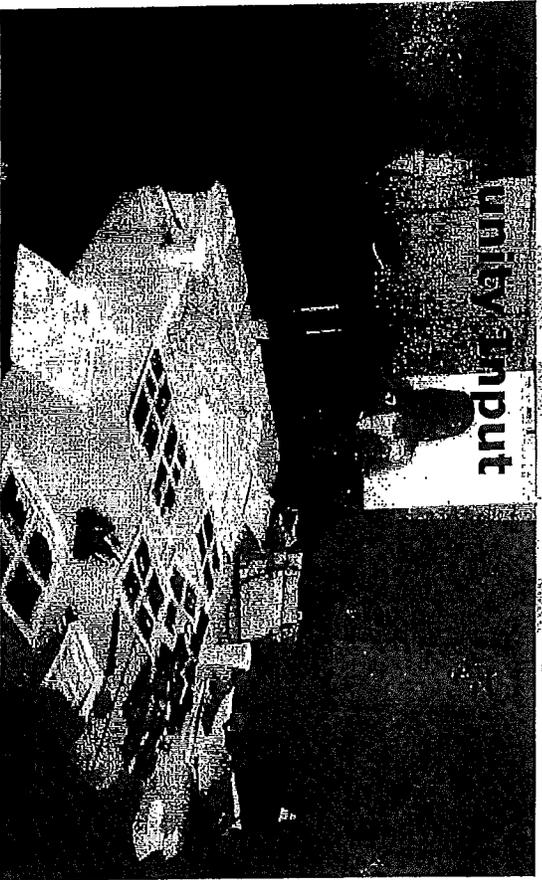
PORT OF CASCADE LOCKS

Connect Cascade Locks

- Who are we?
- Why a trails plan?
- Why NOW?

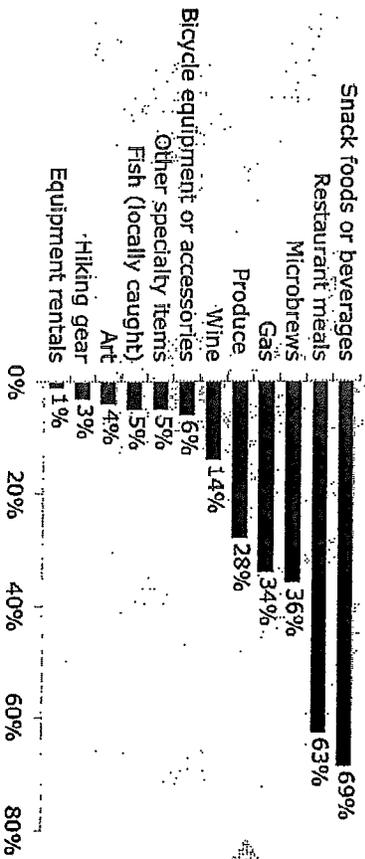


Our Planning Process



Trail User Survey

Share of respondents who purchased goods in the Gorge



Our Planning Process

Trail Users Stop in Small Towns

CASCADE

Portland

Corbett Multnomah Falls

LOCKS

Hood River

Mosier

The Dalles



trail users

\$ - - - - \$ - - - - \$ - - - - \$ - - - - \$ - - - - \$ - - - - \$



other visitors

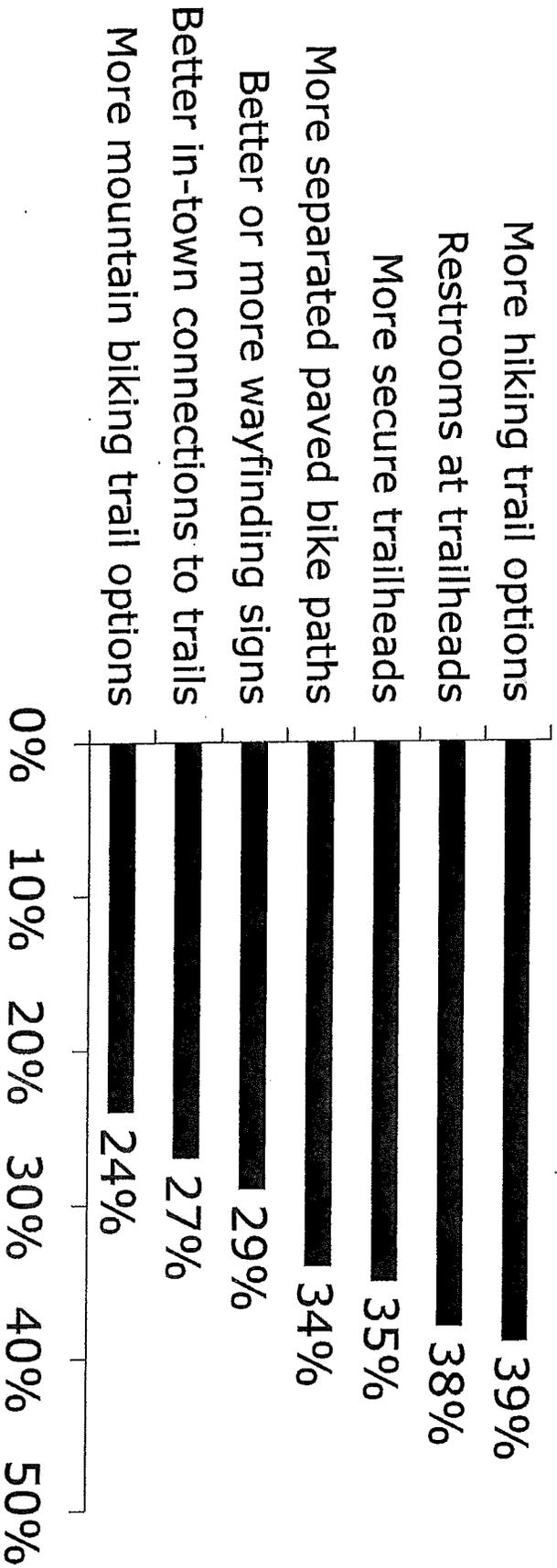
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Our Planning Process

Trail User Survey

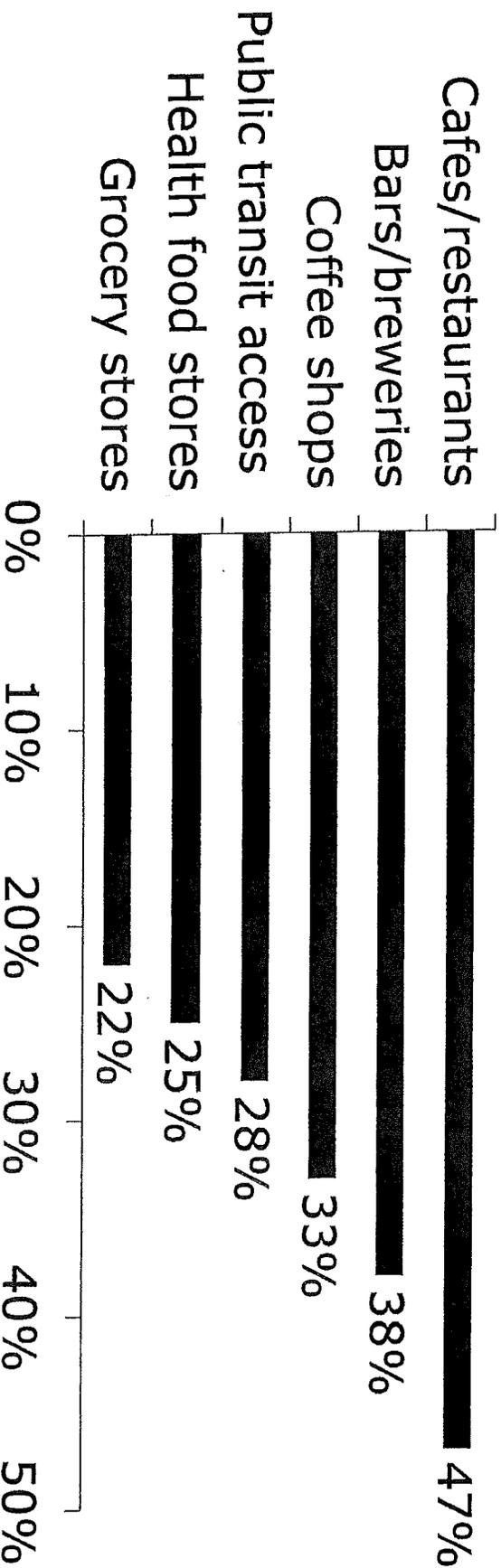
What parks and trails amenities would make you more likely to use the trails in the Gorge?



Our Planning Process

Trail User Survey

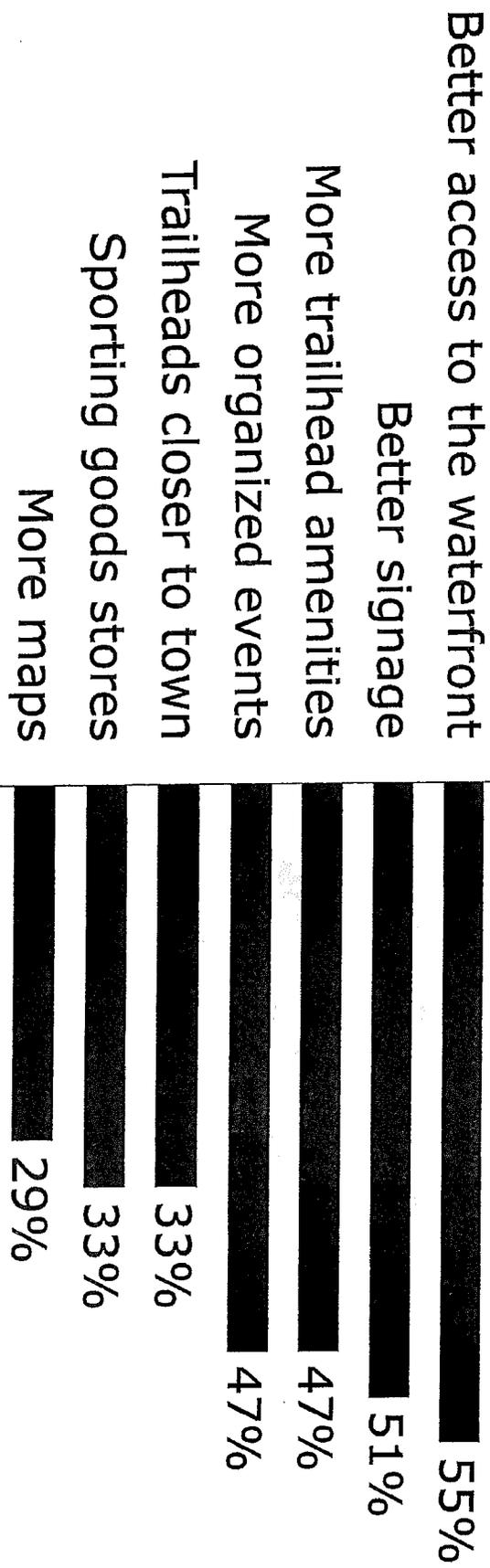
What in-town amenities would you like to see more of when enjoying recreational activities in the Gorge?



Our Planning Process

Community Survey

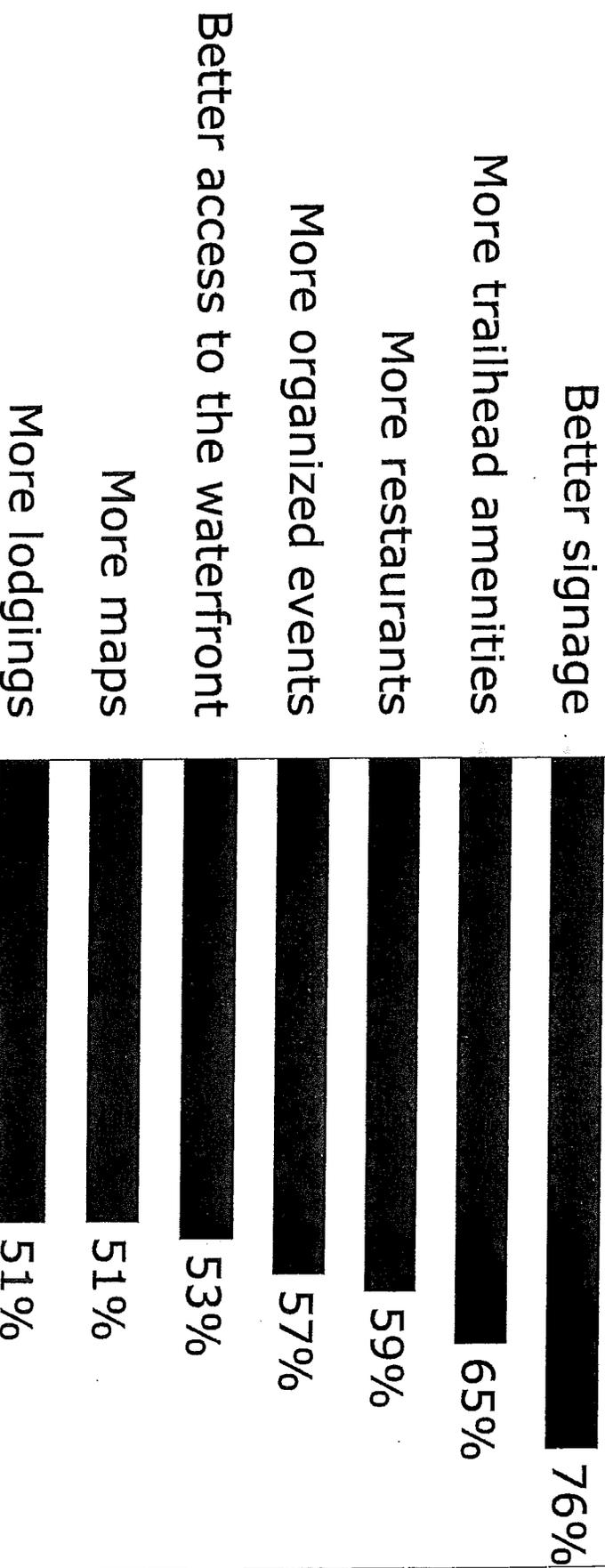
What would improve recreational opportunities in Cascade Locks for YOU?



Our Planning Process

Community Survey

What would improve recreational opportunities in Cascade Locks for VISITORS?



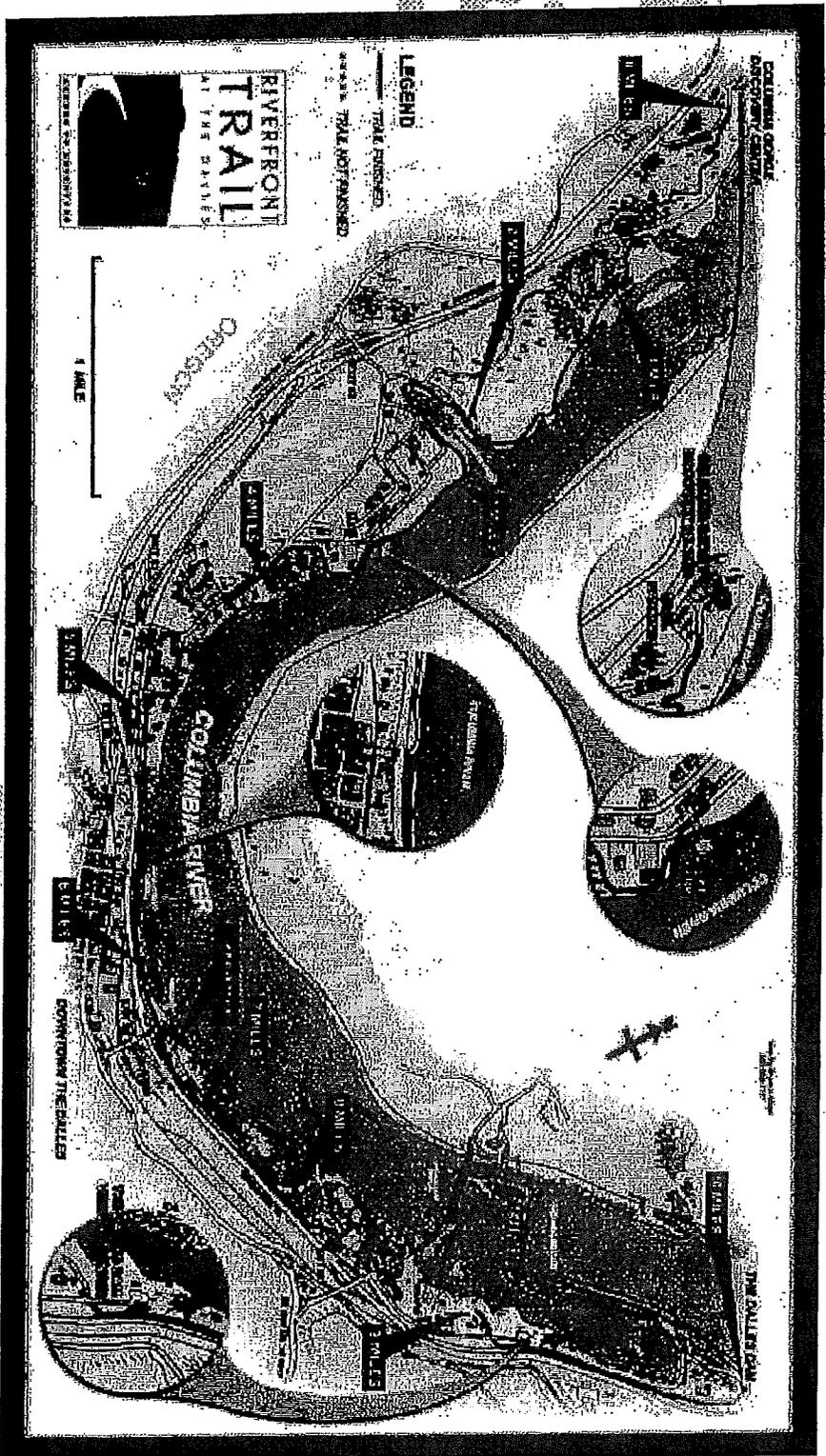
Our Planning Process

Primary Lessons

1. The region & community support trail development in Cascade Locks.
2. Both trail users & community will benefit from trail development.

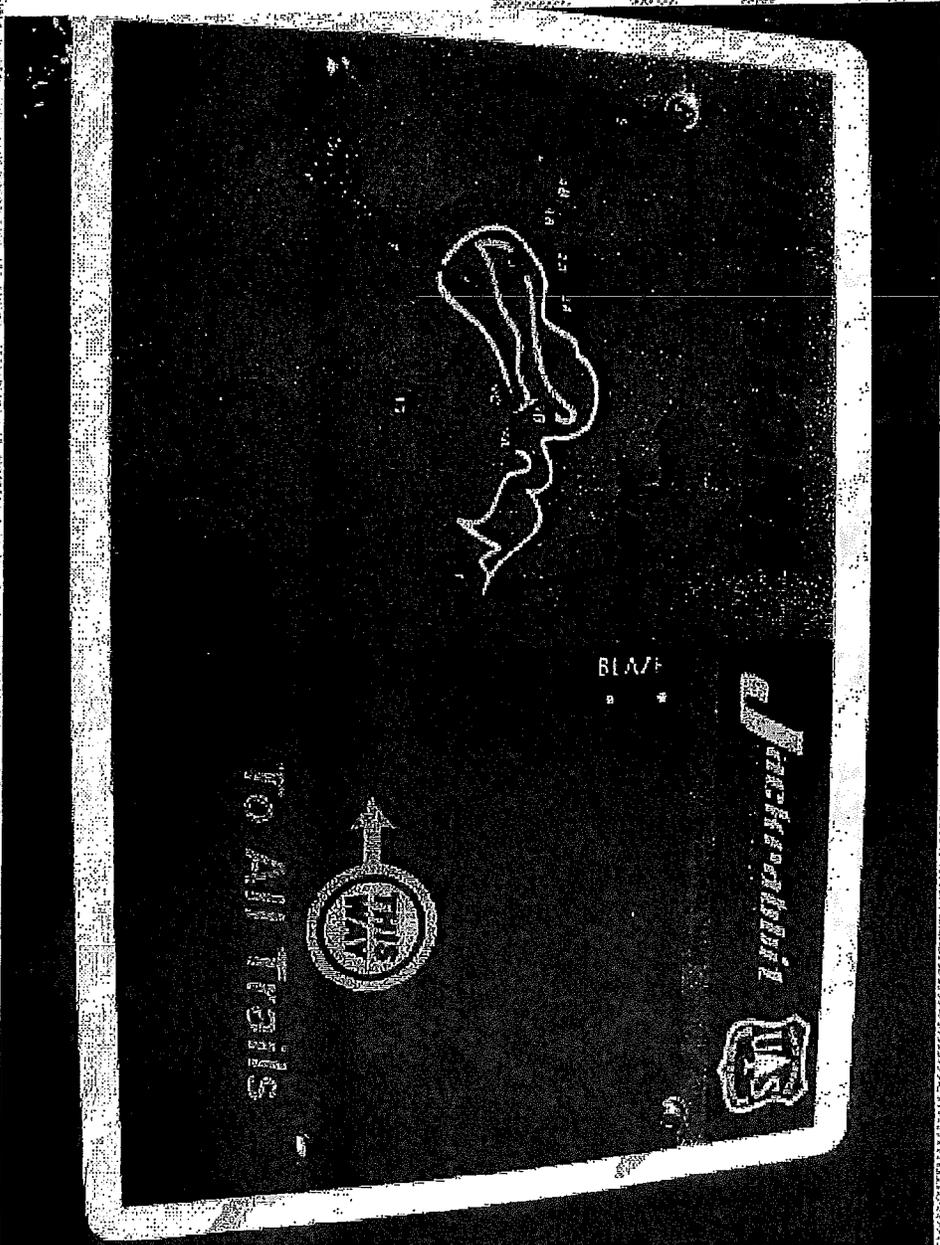
Case Studies

Tackle big projects one piece at a time.



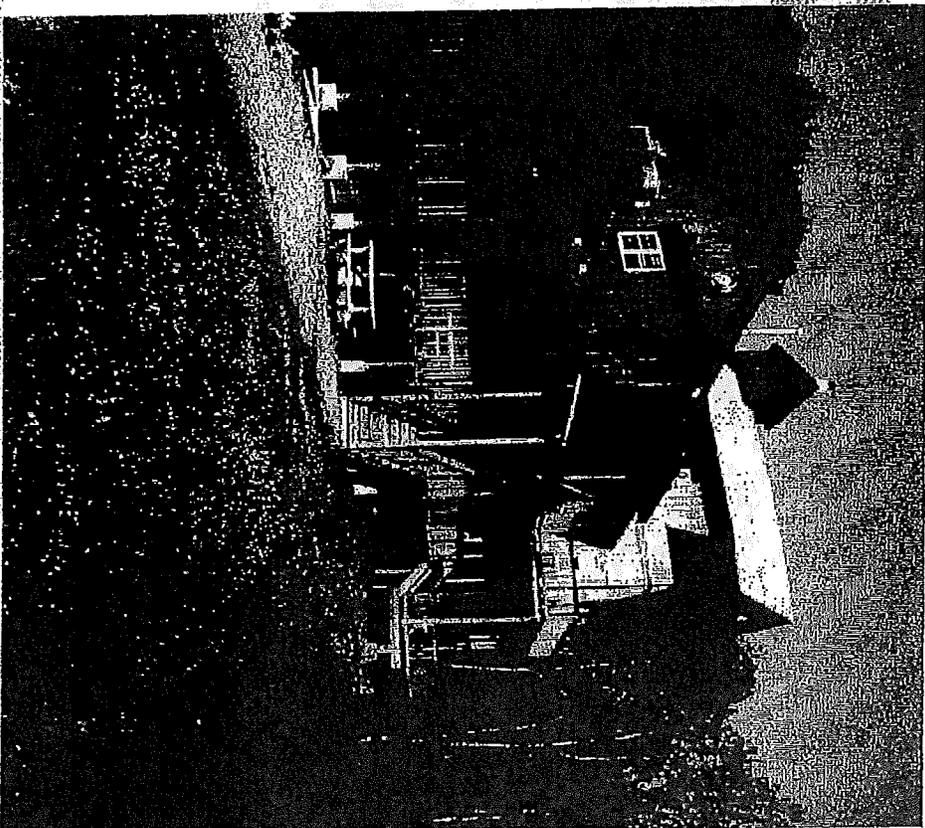
Case Studies

Little groups can make a big difference.



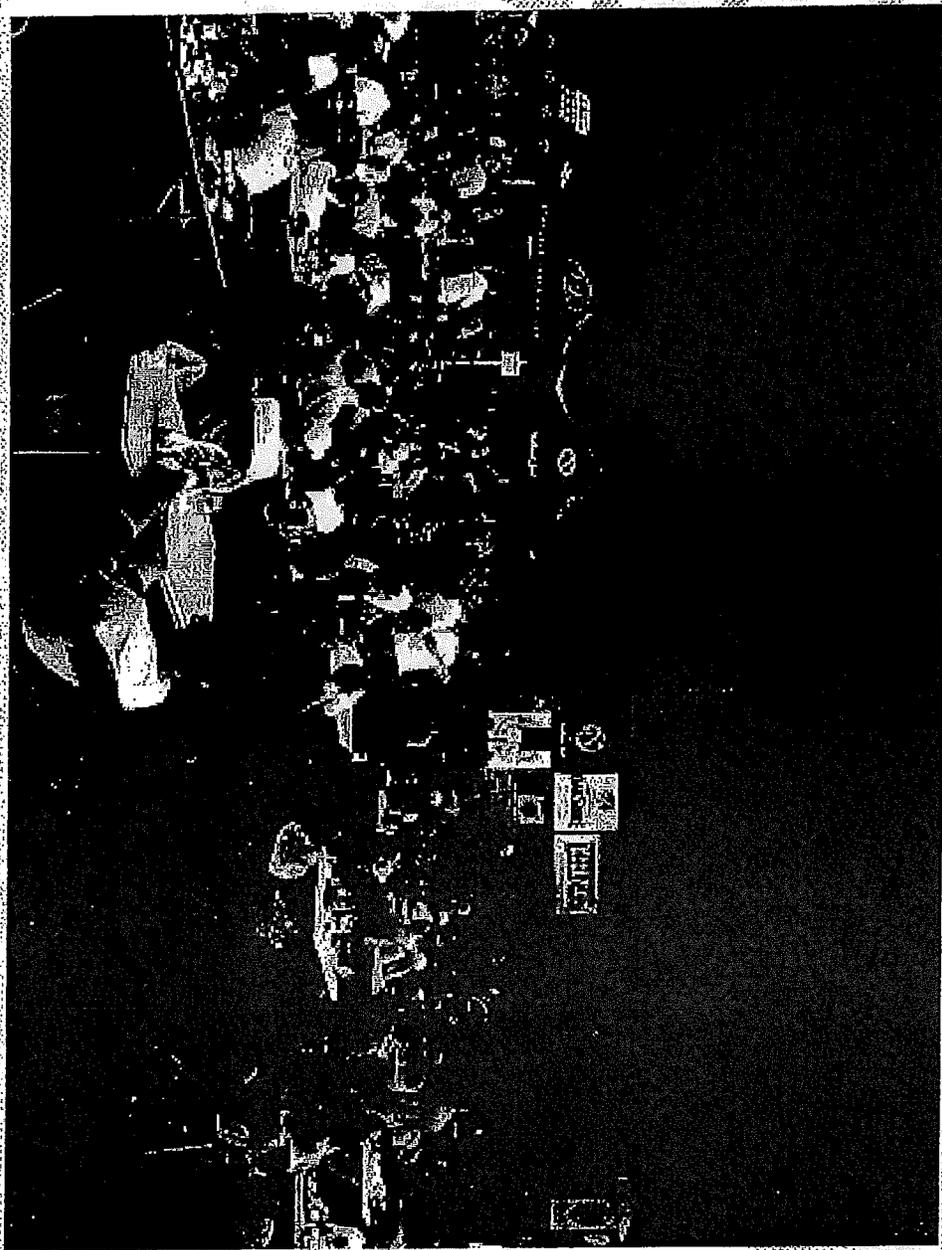
Case Studies

Events enliven the shoulder season.



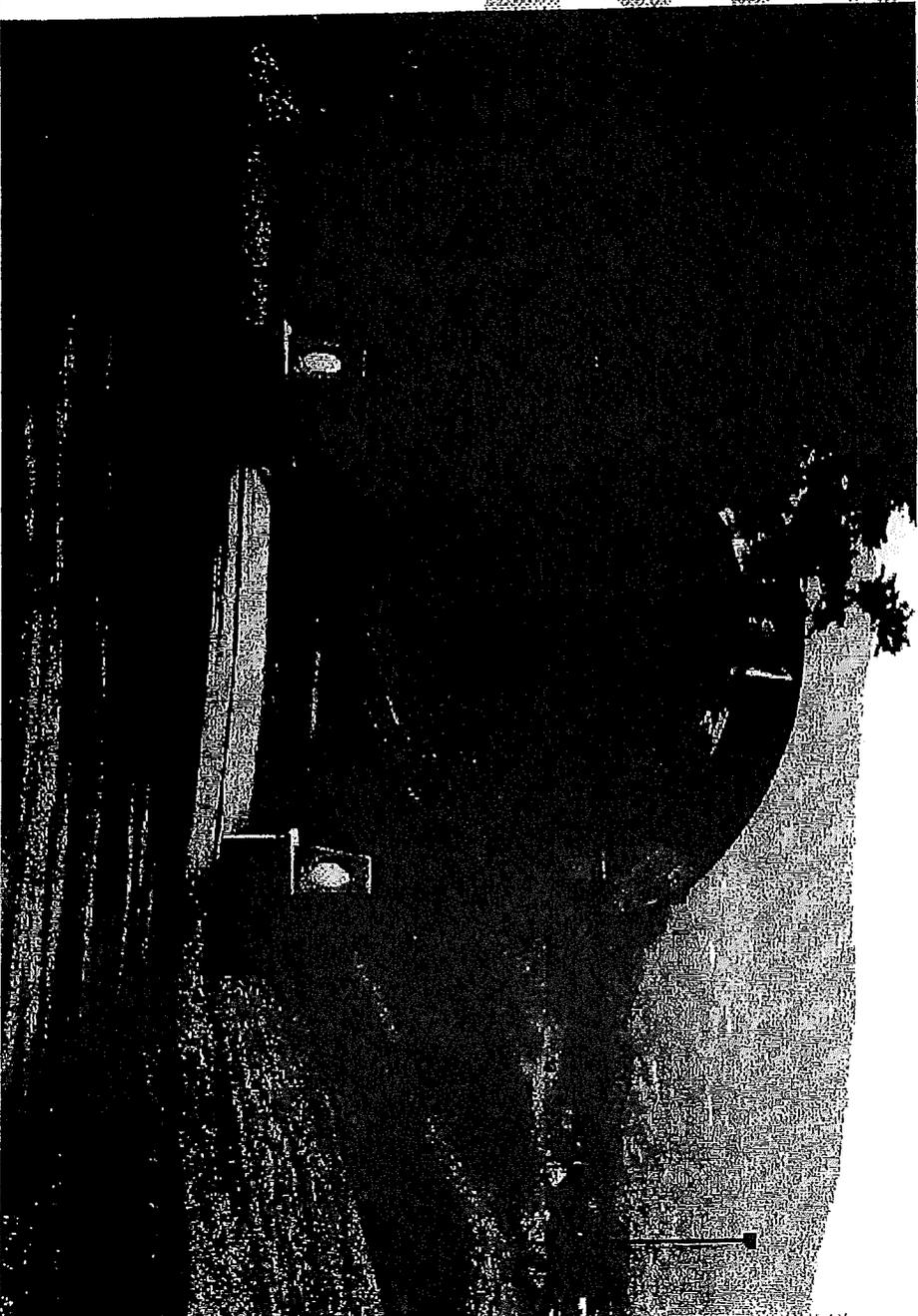
Case Studies

Events enliven the shoulder season.



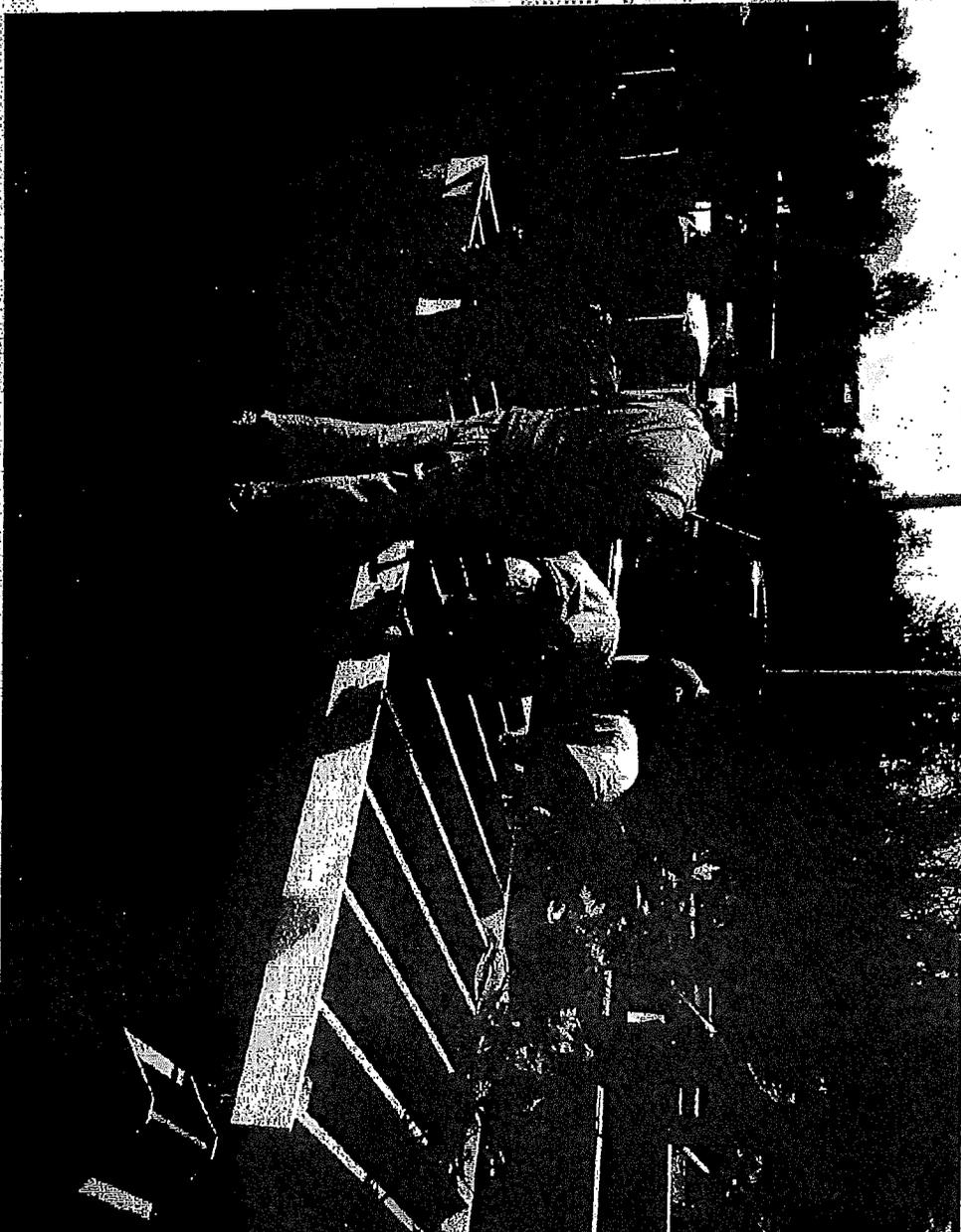
Case Studies

Celebrate local art and culture.

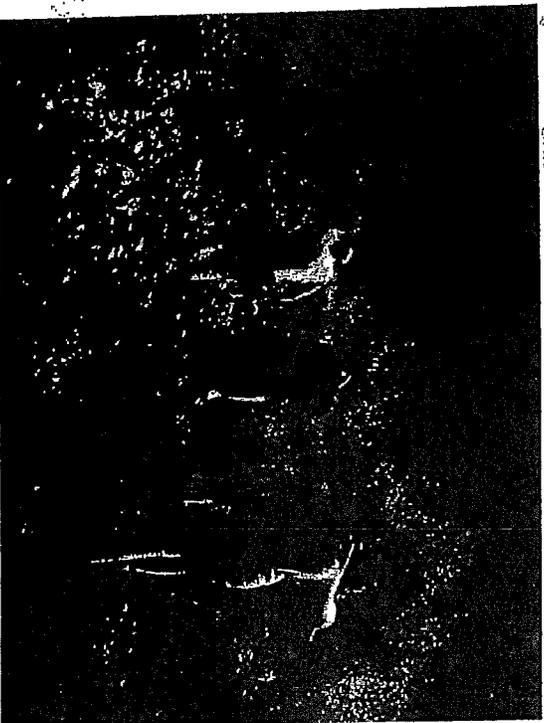
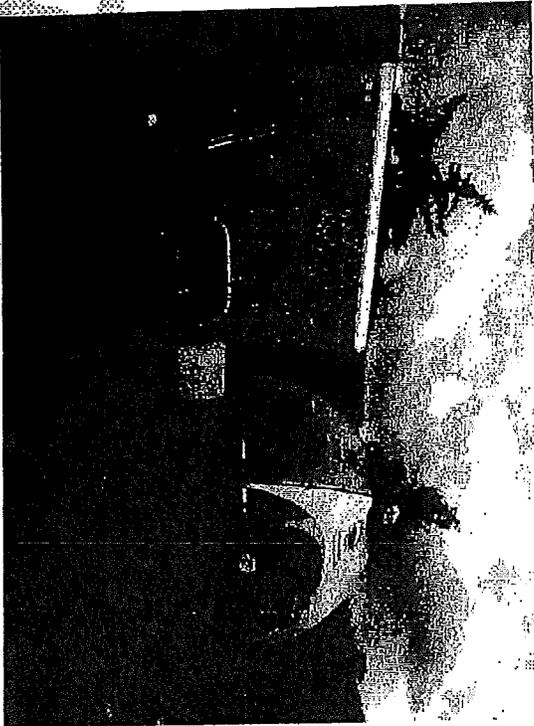


Case Studies

Build community stewardship.



Stewardship



Key piece for success of recommendations

Northwest Trail Alliance will house the 'Trail Care Group'

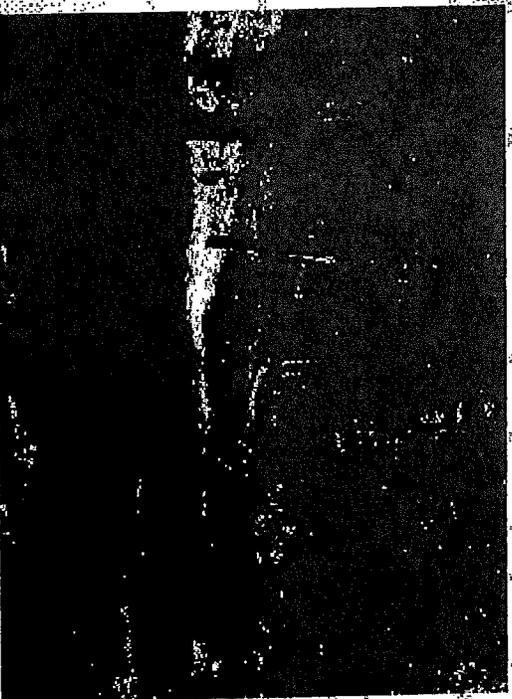
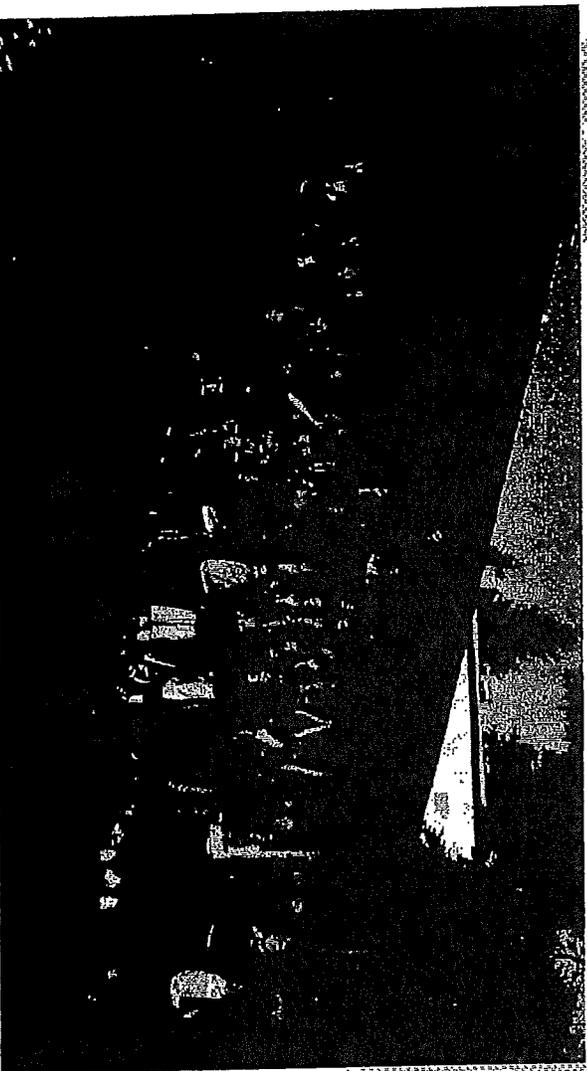
Engage in existing NWTAA stewardship activities: trail building, maintenance and events

A Trail Care Group will be a key part of the development of the Environmental Assessment with the USFS

Partners

- Port & City of Cascade Locks
- Northwest Trail Alliance / International Mountain Biking Assoc.
- US Forest Service
- Friends of the Gorge
- Oregon Parks & Rec.
- Youth Organizations (4-H, Boy Scouts, etc.)
- Friends of the Historic Highway
- Pacific Crest Trail Association
- Local Trail Groups (HRATS, Washington Trails Association,

Engagement Opportunities



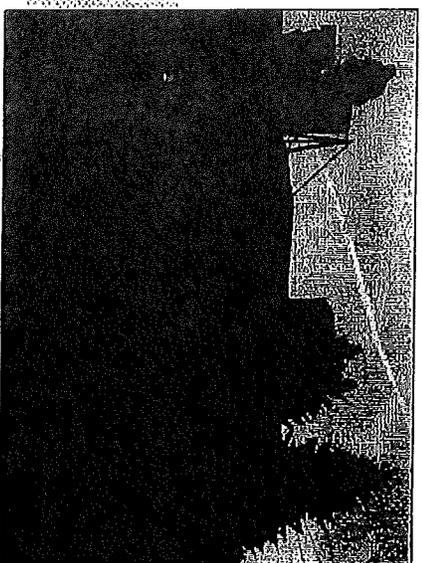
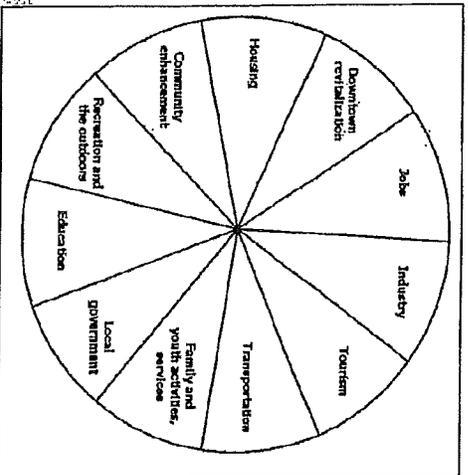
Next Steps

- NWTA will house the group but it will not form without community support
- Case studies have shown that communities with strong stewardship groups have success in promoting and constructing trails
- Community members must step forward to create their own Trail Care Group!

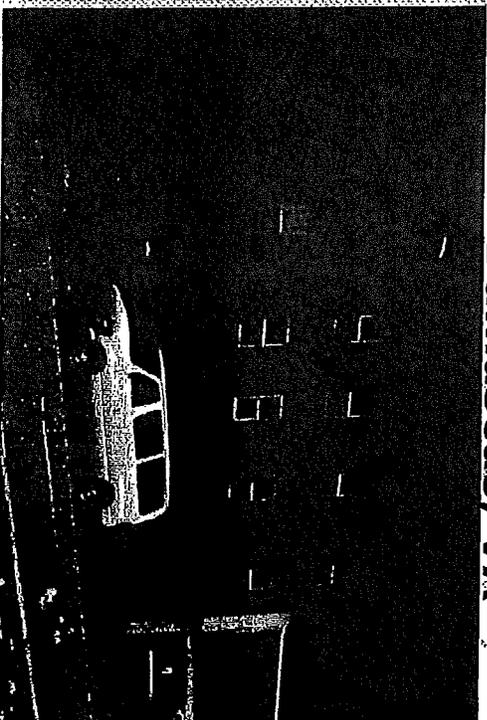
Our Recommendations:

Business and Marketing Opportunities

- Improve livability for residents and attract repeat visitors
- Build on existing downtown assets
- Support investments and encourage development in city policies and actions



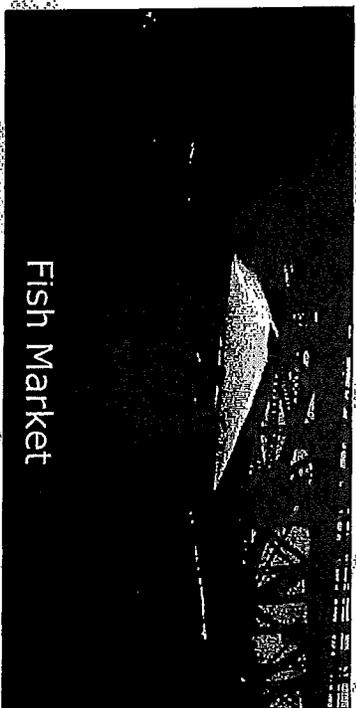
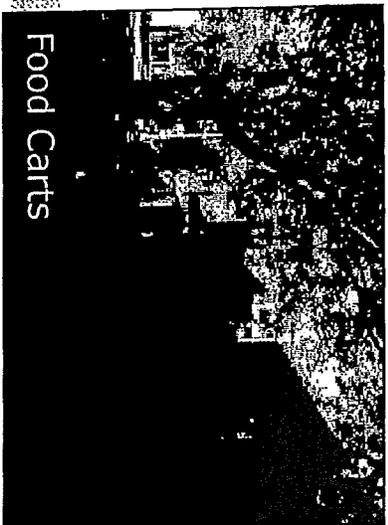
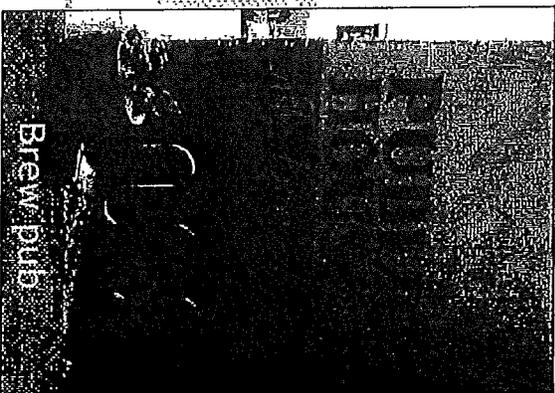
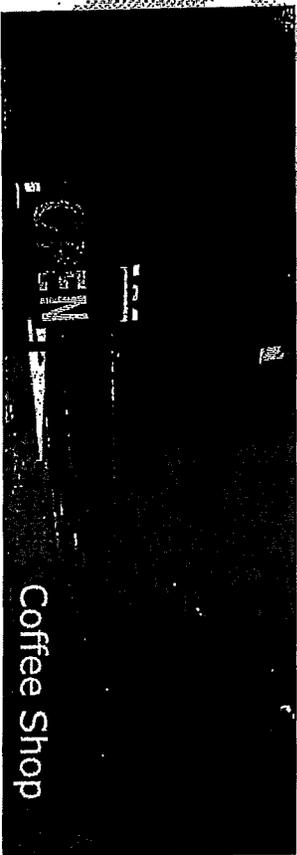
Damascus, VA



Our Recommendations:

Business and Marketing Opportunities

- Recruit new businesses
- Support small start-up business opportunities



Our Recommendations:

Business and Marketing Opportunities

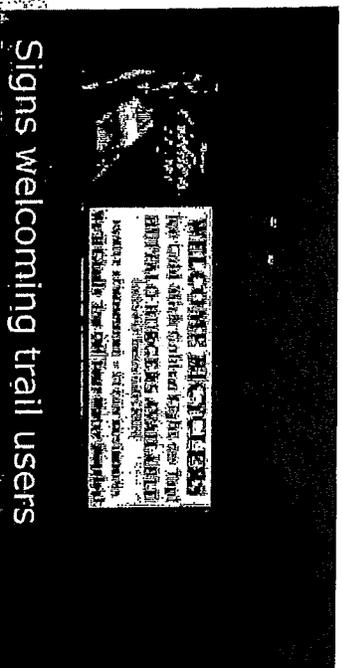
- Provide goods and services trail users need
- Improve the downtown streetscape
- Encourage a welcoming atmosphere



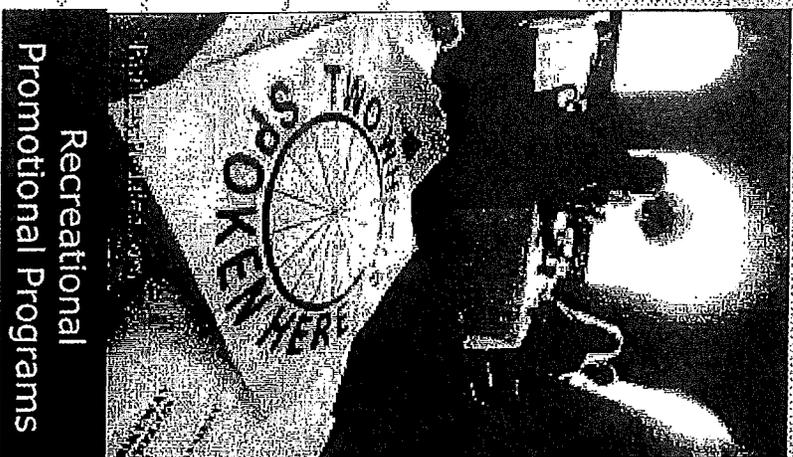
Hiking/Biking supplies



Pedestrian amenities



Signs welcoming trail users



Recreational Promotional Programs

Offer bike parking

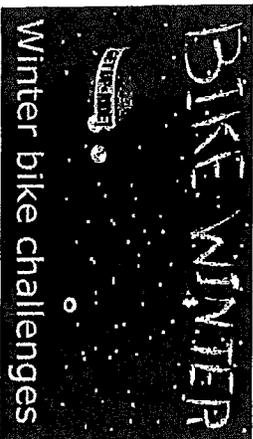
Our Recommendations:

Business and Marketing Opportunities

- Market town assets and events
- Manage information online and on signs
- Develop and promote year round events
- Leverage existing partnerships



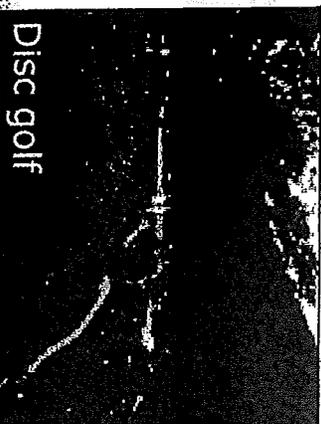
Cyclocross races



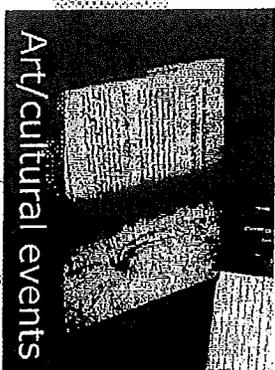
Winter bike challenges



Worst Day of the Year Ride



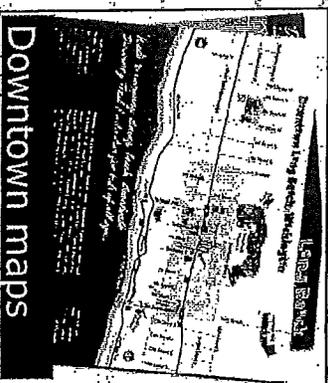
Disc golf



Art/cultural events



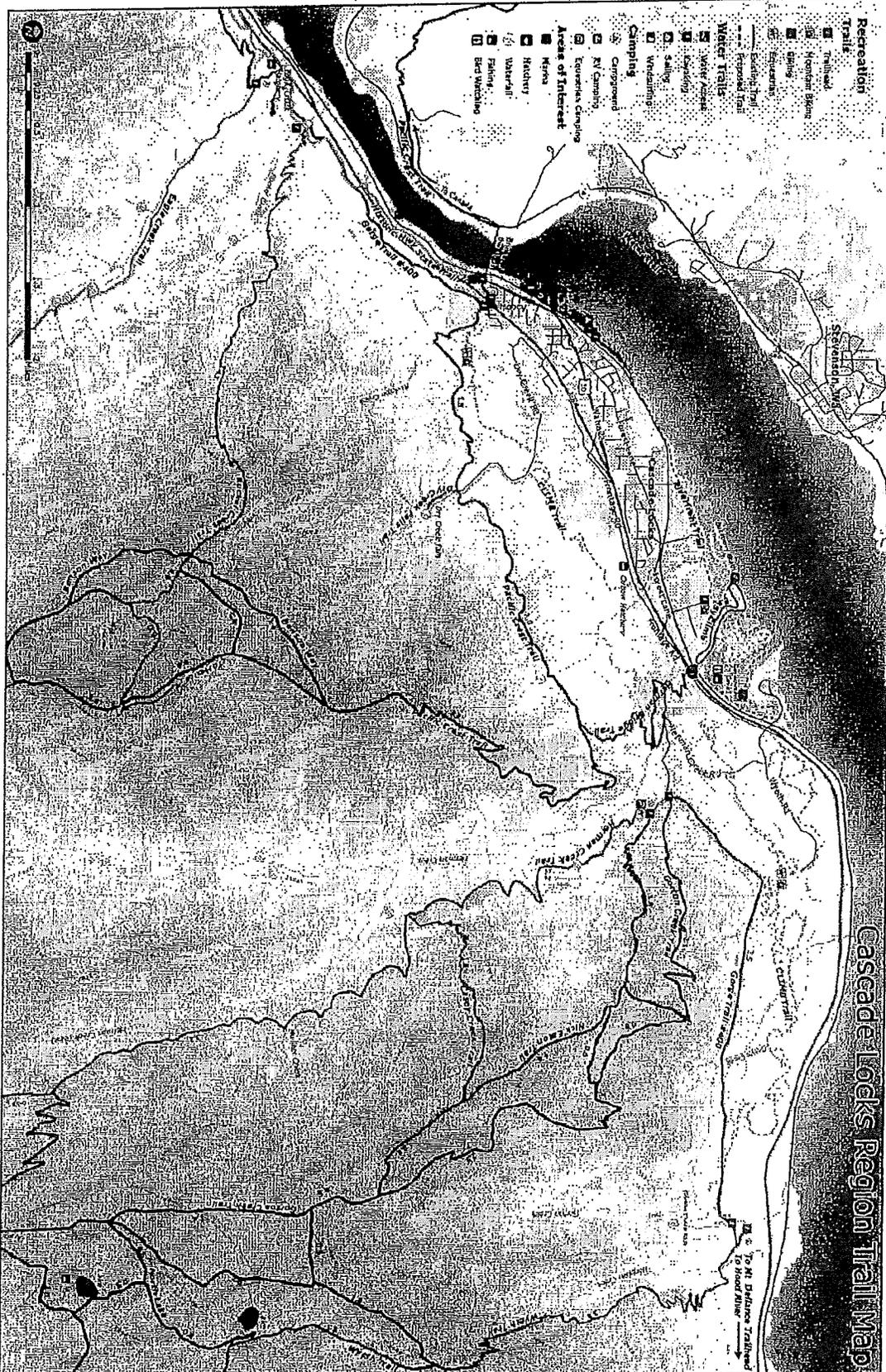
Wine festivals



Downtown maps

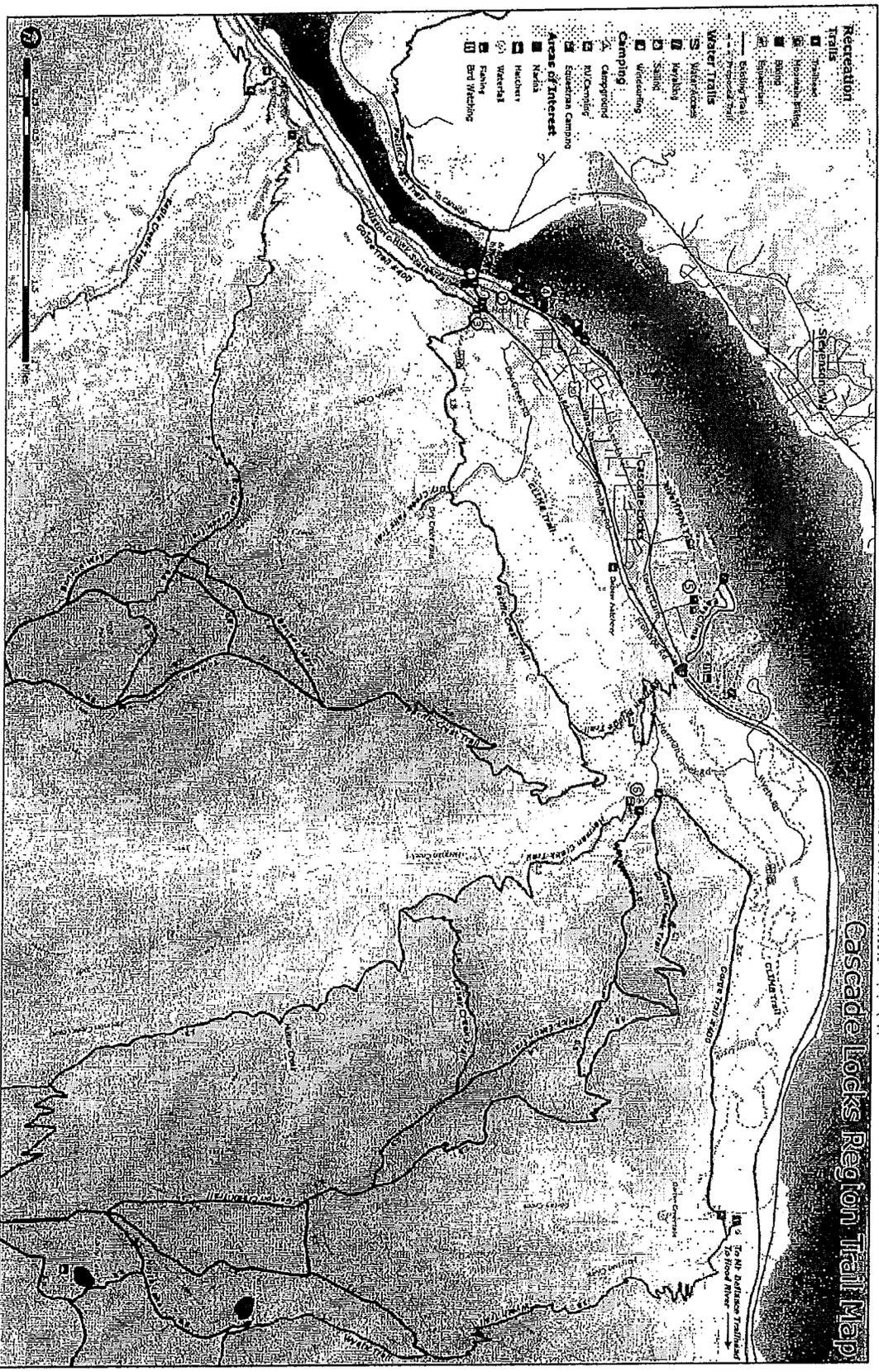
Our Recommendations

Trail Amenities and Connections



Our Recommendations

Trail Amenities and Connections



Our Recommendations – Trail Amenities

Wayfinding Sign Hierarchy

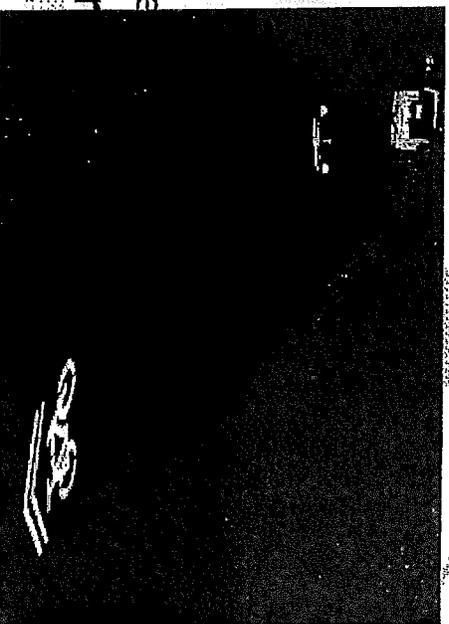
- Trail Hub
- Major Roadway Signs
- Minor Roadway Signs
- Information Kiosks
- Walking Signs

BICYCLE CORRIDORS

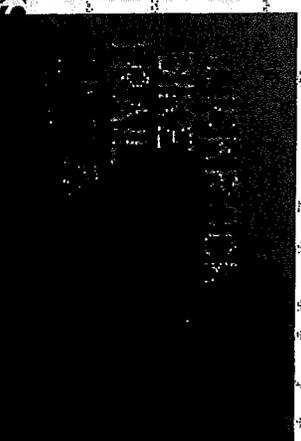
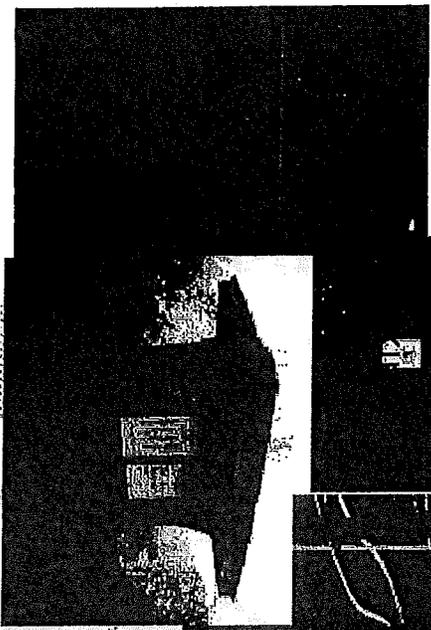
- Safe Access to CLIMB trails from downtown and trailheads
- Frontage Road/Forest Lane

CAMPsites

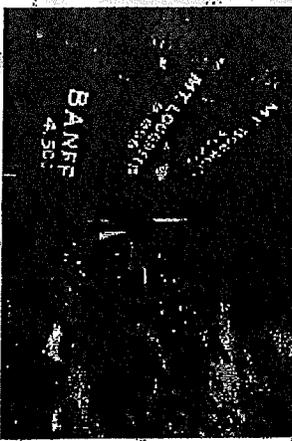
- Industrial Park
- Dry Creek Trailhead
- Climb Trail at Moody Ave (preferred)
- **Trail Hub site: Over**



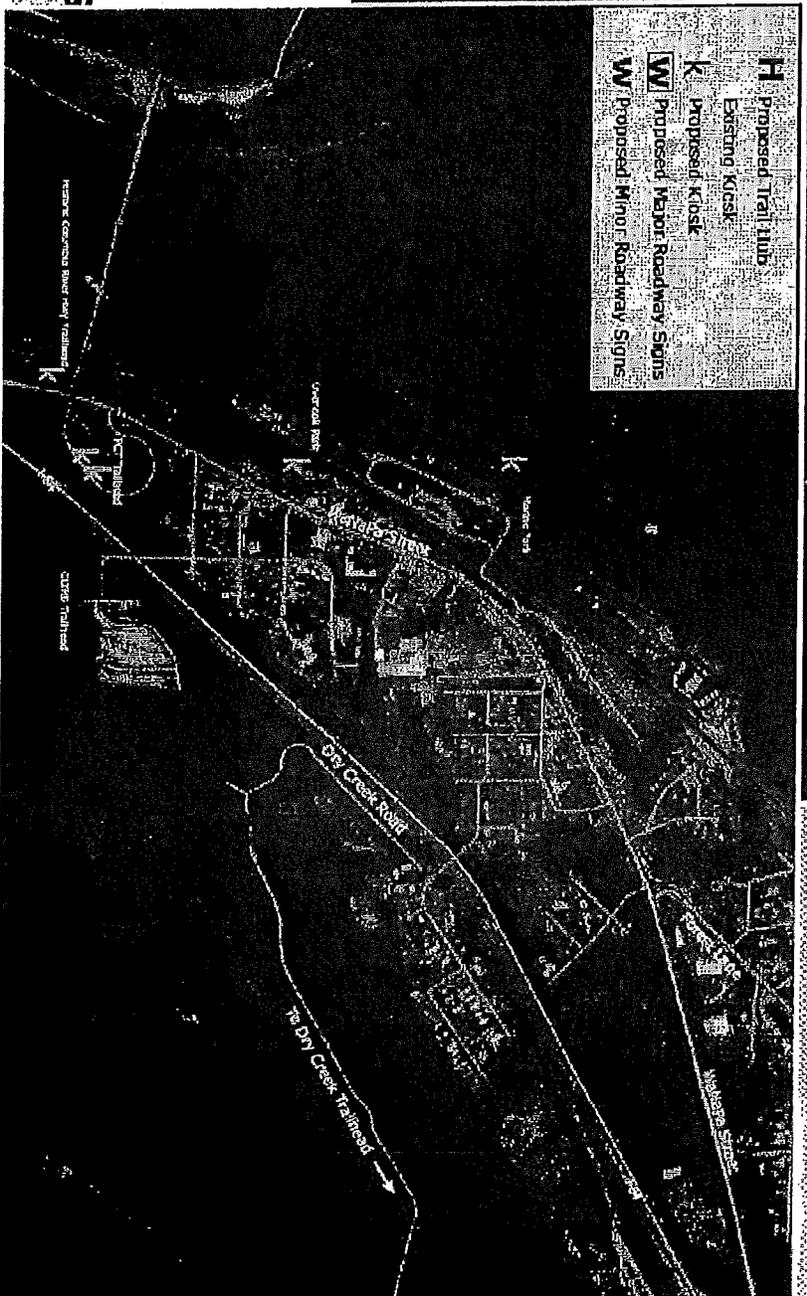
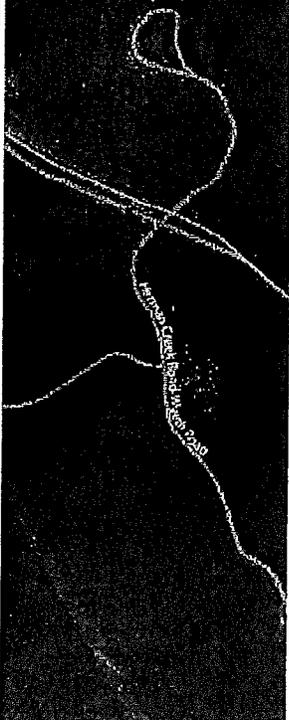
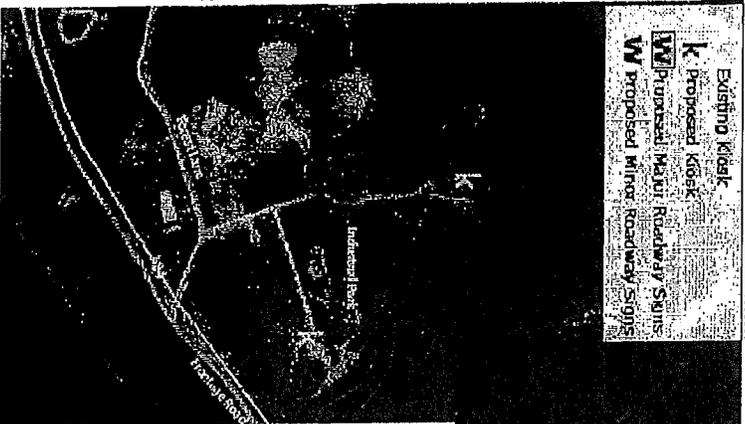
Kiosks



Sign



Our Recommendations – Wayfinding



Trail Hub s

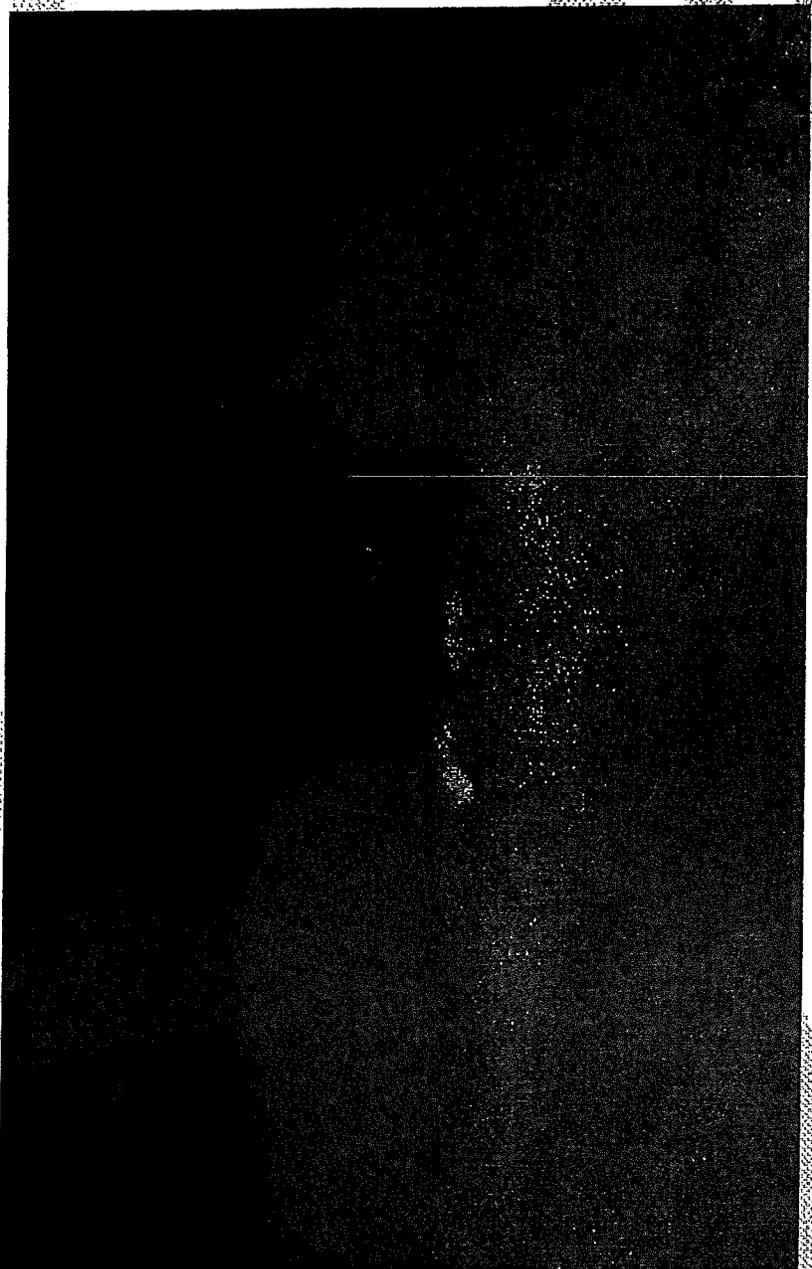
Implementation Strategy

Recommendation	Primary Responsible Organizations (XX = Lead, X = Assist)				Suggested Timeline	Suggested Additional Partnerships	Additional Information or Considerations	
	DRSC	Tourism	City	Port				Trail Care Group
Work with the WTA to form the trail care group and their existing 1-profit status	X	X	X	X	XX	Next Month	Include representatives from Tourism, DRSC, City, Port, business owners, residents, and other trail groups	Define mission, scope, and organizational structures; lay out objectives and timelines. NWTA (nw-trail.org) has existing non-profit status and experience, and can act as the umbrella for Cascade Locks' group
Develop and maintain long term partnerships with existing trails organizations					XX	Next Year	FOG; PCTA; FHCRH; USFS; ODOT; ODPR; PNTS; youth organizations; other community organizations	Collaborate on projects, share resources and support, and stay informed on their activities
Work with the US Forest Service to support the CLIMB PA process			X	X	XX	Next Year	NWTA; FOG; PCTA;	
Initiate Riverfront trail feasibility study				X	XX	Long Term	Downtown businesses; boating/ sailing organizations;	Refer to the Astoria and The Dalles case studies
Engage youth in trail activities					XX	Long Term	Cascade Locks and Hood River area schools; Boys and Girls Club; scouts; 4-H; Safe Routes to Schools	Hikes, rides, and camping trips, and trail building and maintenance activities

Universal Lesson

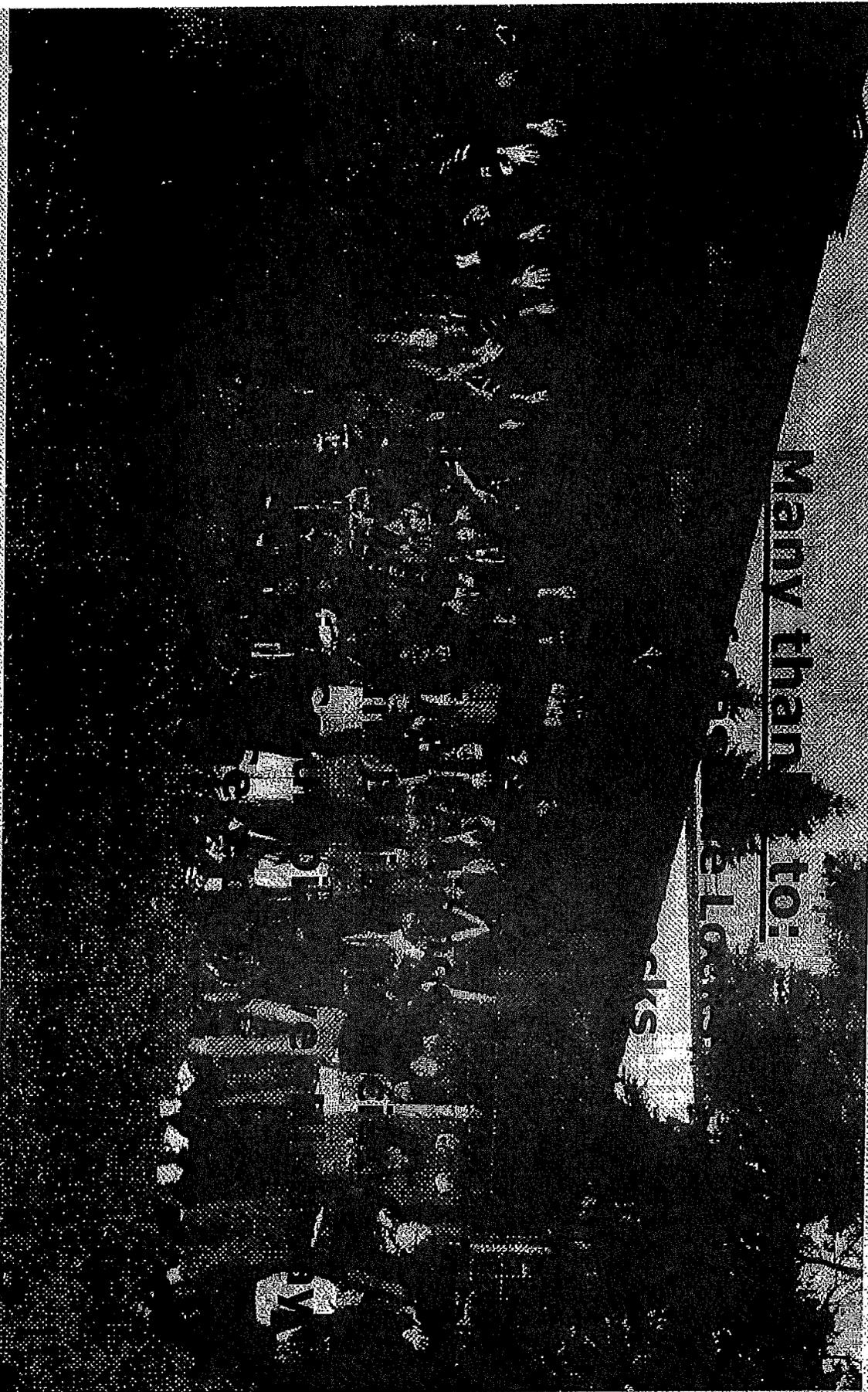
Rethinking Rural Economies:

Great places to live are great places
to visit too!



Acknowledgements

Many thanks to:



EXECUTIVE SUMMARY

In the spring of 2012, The Port of Cascade Locks partnered with a team of six masters students from Portland State University, operating under the title Celilo Planning Studio, to conduct *Connect Cascade Locks: A Recreational Trails Plan for Economic Development*. The purpose of *Connect Cascade Locks* was to identify strategies to increase the economic development prospects of the community of Cascade Locks through a regionally integrated recreational trails network.

Why a Trails Plan?

Both residents and visitors have commented on the raw potential of Cascade Locks to become a destination for outdoor enthusiasts. In a community survey and workshops, residents consistently cited natural scenic beauty and proximity to regional trails as a source of pride for the community. Nearby Hood River, as well as numerous case studies in Oregon and beyond, have also illustrated the potential for outdoor recreation to stoke the fires of stagnant rural economies. The City and Port of Cascade Locks have engaged in other economic development strategies, and *Connect Cascade Locks* is not intended to replace them. Rather, the intent of this plan is to present a strategy for the community to capitalize on the incredible scenic beauty and proximity to popular regional trails that set this community apart.

Why NOW?

Connect Cascade Locks was catalyzed by a fortunate convergence of many events and players. In 2011, the Northwest Trails Alliance (NWTAA) built a family-friendly single track on Port of Cascade Locks Property. The trail was named "Easy CLIMB" after a larger mountain bike trail network, the CLIMB (Cascade Locks International Mountain Bike) trail system, a 25-mile mountain bike trail network just outside city limits, now in an advanced planning phase. A few miles to the west, the Oregon Department of Transportation (ODOT) will complete a missing link in the Historic Columbia River Highway State Trail, connecting Cascade Locks to Troutdale and Portland. The City of Stevenson and the Port have partnered to contract a feasibility study on the construction of a separated bicycle, equestrian and pedestrian across the Bridge of the Gods, the iconic waypoint where Pacific Crest Trail thru-hikers cross the Columbia River into Washington.

With these growing opportunities for trail users in the Cascade Locks area, the city needed to identify strategic steps the community could take to maximize the benefits of their growing trail network while improving the community for residents.



Plan Findings

Residents of Cascade Locks and regional stakeholder groups have demonstrated strong support for trail development in Cascade Locks. Through community and trail user surveys, workshops, interviews and an open house, Celilo Planning Studio asked local and regional stakeholders what could be improved about the Cascade Locks trail network, and what the town could do to become more attractive to trail users.

Remarkably, this public process revealed that the needs of trail users and community members in Cascade Locks are very similar. Both residents and visitors wanted more restaurants, a cafe and a brewery in Cascade Locks, and participants frequently identified wayfinding as a needed investment for improved trail access. Community members and trail users also expressed support for new trail and recreational development, including water sports, mountain biking, hiking and multi-use trails. However, an equally strong theme from both residents and trail users was the desire to protect the Gorge from over-development: trail-based economic development should not come at the expense of the rugged natural beauty that draws outdoor enthusiasts in the first place.

The trail user survey identified enormous potential in the trail user market: trail users were more likely to stop in small towns than other sight-seers, and once they stopped they were more likely to purchase food and drinks. Cascade Locks was also the second

most visited town after Hood River, demonstrating further potential for trail-oriented businesses such as breweries, cafes, a hostel or an outdoor gear shop.

These findings were supported by in-depth case studies of other small towns with growing or well-established trail-based economies. Studying other towns also provided lessons and strategies for encouraging community trail stewardship, buffering the winter season, and fundraising for capital projects.

The public process also illuminated the opportunity for partnerships with other organizations and public agencies. Many Technical Advisory Committee members and workshop participants offered support for Cascade Locks in the form of cross promotion, information sharing or coordination on future regional trail development projects. Connect Cascade Locks has built a network of trail partners that will continue to assist the community during implementation.

Recommendations

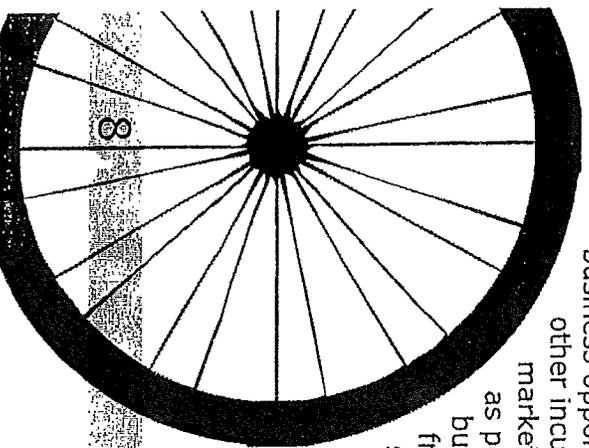
With input from trail users, community members and technical experts, Celilo Planning Studio developed a set of recommendations for the community of Cascade Locks to develop existing and new trail facilities, attract trail users to the commercial downtown, and build a culture of trail stewardship.

Based on case study research and stakeholder input, Celilo Planning Studio recommends the formation of a

non-profit Trail Care Group. This group will be open to all community members and trail enthusiasts, and will organize trail build and maintenance days as well as youth events.

With the assistance of this newly formed group, the City of Cascade Locks, citizen committees and the Port of Cascade Locks will undertake new projects to improve and expand existing trails. Improvements include new trail maps and signs, a central Trail Hub for parking, information and public amenities, and improved bicycle and pedestrian access between the downtown commercial district and trailheads. Cellio Planning also recommends that the community continue prioritizing the planning processes to develop new recreation opportunities such as the CLIMB trail, improved beach access for water sports and a riverfront trail.

In concert with these trail improvements, there are many opportunities to support existing businesses while recruiting new businesses to support trail users. New business opportunities such as a food cart pod or other incubator models, a permanent fish market, and new restaurants all emerged as potentially fruitful enterprises. Existing businesses should also receive support from the city for marketing, customer service trainings and streetscape improvements such as street trees and outdoor seating.



HOW TO USE THIS PLAN

Cascade Locks has undergone many planning processes in the past but has limited human and financial capital to see them to fruition. *Connect Cascade Locks* bridges the gap between administration and action by taking recommendations one step further. Every recommendation is listed as an action item, assigned to a responsible group or agency. Community leaders can reference an Implementation Strategy with a complete list of all recommendations and lead assignments. The plan relies heavily on the active engagement of the Port of Cascade Locks, the City of Cascade Locks, the Tourism and Downtown Revitalization Steering Committees, and the newly formed Trail Care Group.

To assist these groups with implementation, the plan includes several tools, including a trail map, a wayfinding plan, and a grant toolbox with instructions and resources for grant writing. A case studies document describes strategies from other trail communities across the U.S. The community should also take advantage of the numerous partnerships developed over the course of the planning process.

Connect Cascade Locks provides community leaders with the tools and strategies to implement the community vision of becoming a premiere destination for outdoor recreation in the Gorge. By investing strategically in trails and trail businesses as part of the city's multi-faceted economic development strategy, Cascade Locks can become a more attractive community for residents and visitors alike.

MARSTER

CHAPTER 5: TRAIL STEWARDSHIP RECOMMENDATIONS									
Recommendation	Primary Responsible Organizations (XX = Lead, X = Assist)					Suggested Timeline	Suggested Additional Partnerships	Additional Information or Considerations	
	DRSC	Tourism	City	Port	Trail Care Group				
Work with the NWTVA to form the trail care group using their existing non-profit status	XX	XX	X	X	XX	This Month	NWTVA; include representatives from Tourism, DRSC, City, Port, business owners, residents, and other trail groups	Define mission, scope, and organizational structures; lay out objectives and timelines. NWTVA (nw-trail.org) has existing non-profit status and experience, and can act as the umbrella for Cascade Locks' group	
Develop and maintain long term partnerships with existing trails organizations		X		X	XX	This Year	NWTVA; FOG; PCTA; FHCRH; USFS; ODOT; ODDR; NITS; youth organizations; other community organizations	Collaborate on projects, share resources and support, and stay informed on their activities	
Work with the US Forest Service to support the CLMB NEPA process			X	XX	XX	This Year	NWTVA; FOG; PCTA		
Initiate Riverront Trail feasibility study				XX	X	Long Term	NWTVA; Downtown businesses; boating/sailing organizations;	Refer to the Astoria and The Dalles case studies	
Engage youth in trail activities					XX	Long Term	NWTVA; Cascade Locks and Hood River area schools; Boys and Girls Club; scouts; 4-H; Safe Routes to Schools	Hikes, rides, and camping trips, and trail building and maintenance activities	
Manage regular trail maintenance and other trail stewardship responsibilities					XX	Long Term	NWTVA; Trailkeepers; PCTA;	Trash cleanup, repairs and repaving, trail events, support for new trail planning efforts	
CHAPTER 6: BUSINESS AND MARKETING RECOMMENDATIONS									
Recommendation	Primary Responsible Organizations (XX = Lead, X = Assist)					Suggested Timeline	Suggested Additional Partnerships	Additional Information or Considerations	
	DRSC	Tourism	City	Port	Trail Care Group				
Business Development Begin work with the City to review and recommend city code amendments to support temporary uses such as food carts	XX		X			This Month		Review the existing code at http://www.cascade-locks.org	
	XX		X	XX		This Year	MCEDC		
	X	XX				This Year	HRCCC; WCGCC; MCEDC; MHCC	Examples of technical assistance could include business mentorships or assistance seeking historic designations for buildings	
Work with the region's Chambers of Commerce and community colleges to provide customer service training to business owners and employees	XX		X	XX		This Year		Consider seeking cart operators for food, coffee, and bike rental and repair; will need facilities, including water, garbage, restroom access, and retail cart vendors	

Provide financial assistance to existing businesses planning to expand or make improvements			XX	XX			This Year		Examples of financial assistance include tax breaks, subsidized loans or public assistance in applying for business grants
Continue developing the fish market			XX	XX			This Year		
Recruit new hospitality businesses and a recreational equipment business			XX	XX			This Year		A possible location is the Old Fire Hall.
Recruit new hospitality businesses and a recreational equipment business	X		XX	XX			Long Term		Seek different kinds of lodging such as a hostel. Lodging and recreation businesses could be brought in as part of a multi-use development
Welcoming Atmosphere for Visitors									
Work with local businesses to ensure that they stock supplies and snacks for trail users	XX	X					This Month	George Grown; Travel Oregon; Pedal Nation; FOG; Chambers of Commerce	George Grown (www.georgegown.com) currently has a mobile farmers market and could help bring additional local produce into town. Bicycle touring and hiking groups could help identify key supplies and sources to meet trail users needs. The Port is continuing to develop wireless access in town.
Work with local businesses to advertise free WiFi where available	XX				X		This Month	Downtown businesses	
Develop and administer a Cascade Locks ambassador training program in partnership with HRCCC, FOG, NWTJA and other local partners as appropriate	X	XX					This Year	HRCCC; FOG; NWTJA;	See the Oakridge, OR Case Study for an example of a trail ambassador program
Work with local businesses and regional partners to plant street trees downtown and develop outdoor seating or advertise back patio seating	XX			X			This Year	Friends of Trees; Depave Portland; Ameritcorps; ODOT	Volunteers could help plant trees and build benches or picnic tables
Work with regional partners to purchase and install bike parking in front of downtown businesses	XX						This Year	Hood River Chamber of Commerce; WCGCC; MCEDC; other small communities in the region; City of Portland; rack manufacturers;	Connect with other small communities and with rack manufacturers to negotiate bulk prices for bike racks. Rack manufacturer information and general bike parking information can be found on the Portland's transportation website (http://www.portlandonline.com/transportation)
Work with ODOT and other partners to improve crossings, sidewalks, bike lanes, and other bike and pedestrian projects as appropriate			XX		X		Long Term	ODOT; FHCRH; Hood River County	Refer to the programmatic agreement for required elements
Marketing and Event Development									
Work with local and regional partners to develop a comprehensive event calendar	X	XX	X	X	X		This Month	MCECC; FOG; NWTJA; Trailkeepers; CGRA; Cascade Locks School; Lions Club; Rotary Club; others as identified	Post the calendar on all Cascade Locks websites and at key visitor locations around town (including trailhead kiosks); also post events on partner websites and calendars
Install tourism brochure holders on Port- and City-owned kiosks; keep them stocked regularly		XX	X	X			This Month		

Update Cascade Locks trails and recreation information on recreation websites throughout the region		XX						X	This Month		Ride Oregon Ride, Northwest Trails Alliance, International Mountain Bicycling Association, Pedal Nation, Friends of the Columbia Gorge, Trails.com, the Mazamas, Portland Hikers, and the Forest Service
Work with local businesses to review and update their information on various websites	XX								This Month		Yelp, Urban Spoon, Around Me, Citysearch, Yellowpages, Yahoo! Local, Zagat, and Google
Work with local businesses and regional partners to develop window signage welcoming trail users and advertising supplies and local products	X	XX						X	This Year		Develop in conjunction with other communities so that the effort can be coordinated and supported across the region
Promote existing events and develop new recreational and off-season events	XX	X	X	X	X	X	X	X	This Year		Cyclocross, disc golf, art festivals, and beer and wine events, for example
Co-fund a full time event coordinator position			XX	XX					Long Term		
CHAPTER 2: TRAILS, AMENITIES AND WAYFINDING RECOMMENDATIONS											
Trail Hub:											
Solidify the location for the trail hub	X	X	XX	XX					This Month		Recommended location is Overlook Park
Develop the site plan for the trail hub	X	X		XX				X	This Year		Consider amenities such as seating, restrooms, water fountains
Investigate design alternatives for public restrooms and a kiosk	X	XX						X	This Year		Choose a design consistent with Historic Highway and the Cascade Locks downtown vision
Identify and apply for grants to fund hub amenities		X		XX				X	This Year		Community groups should write letters of support for grant applications
Look for other community partnership opportunities for hub construction, development and maintenance	XX	X						X	This Year		Eagle Scout projects, trades courses, elementary school art projects, and AmeriCorps programs
Participate in the design of a Hub map consistent along the HCRH but unique to Cascade Locks	XX	X	X	X	X	XX		XX	Long Term		City of Mosier; City of Troutdale; FOG; FHCRH; ODOT
Utilize grant funding and local matches to build restrooms, a water fountain, bike workstand, and an updated kiosk with trail maps	X	X	X	XX				XX	Long Term		
Develop and implement a trail hub maintenance program to ensure it remains clean, attractive, and up to date with current trail and downtown information	XX	X	X	X				XX	Long Term		
Recreational Nodes: Recommendations for Multiple Locations											
Fill kiosks with information about Cascade Locks businesses and trails and events		XX							This Month		Kiosk owners, including the Port, PCTA, the Forest Service, OPRD, ODOT, NWTA
											Locations include: HCRH State Trail; PCT Trailhead (Toll House Park); CLMB Trailhead at Moody; Marine Park; Industrial Park; Hernan Creek

Place sign directing trail users to downtown		XX						This Month	Downtown businesses; Forest Service (at Herman Creek)	Locations include the PCT Trailhead; Herman Creek
Add welcome signs specifically for long distance trail users	XX			XX				This Year	FOG; PCTA; FHCRH	Locations include: HCRH State Trail; PCT Trailhead (Tollhouse Park); Coordinate with regional partners to ensure consistent regional branding
Place biker- or hiker-related art at trailheads	XX			X				Long Term		Locations include: HCRH State Trail; PCT Trailhead (Toll House Park); Coordinate with regional partners to increase support
Improve bicycle and pedestrian access	XX		X	X				Long Term	ODOT	Locations include: Marine Park; Industrial Park (Forest Lane and Frontage Road)
Improve beach access	XX			X				Long Term		Locations include: Marine Park; Industrial Park
Recreational Nodes: Recommendations for Specific Locations										
HCRH State Trail: place sign directing visitors to restroom at PCT Trailhead					XX			This Year	FHCRH; ODOT	
HCRH State Trail: begin developing the passport program with Friends of the Gorge	X	XX	X	XX				This Year	FOG; FHCRH; ODOT	
HCRH State Trail: plant flowers at trailhead vista	XX			X		X		This Year	FHCRH; ODOT	
Industrial Park: Rename the recreational node at the Industrial Park to reflect the recreational nature of the park					XX			This Month		
Industrial Park: host a cyclocross event					XX	XX		This Year	NWTA; HRATS	
Industrial Park: Construct restroom					XX			Long Term		
Marine Park: fund and oversee the planning and feasibility study of a riverfront trail	X	X	X	XX		X		Long Term		
PCT Trailhead: clean and improve the appearance of the parking lot, pedestrian paths, and restroom facilities					XX			This Year	USFS	
PCT Trailhead: place pedestrian crossing signage at all pedestrian crossing locations					XX	X		This Year	PCTA; ODOT; USFS	
PCT Trailhead: fund maintenance to keep restrooms open year round					XX			Long Term		
PCT Trailhead: work with ODOT to improve pedestrian crossing on WANapa at the I-84 on-ramp	X			XX				Long Term	ODOT	
PCT Trailhead: Improve pedestrian path coming down from the Bridge					XX			Long Term		
CLMB Trailhead at Moody Ave: find funding to construct a trailhead kiosk					XX	X		Long Term	NWTA; IMBA; USFS	
CLMB Trailhead at Moody Ave: Improve or expand parking area	XX				XX	XX		Long Term		

CLIMB Trailhead at Moody Ave: Place benches or picnic tables	X			XX	XX	XX	Long Term		
Wayfinding									
Clean and maintain existing interpretive signs on Thunder Island and Overlook Park				XX	X		This Month		
Identify sign designs for the recommended wayfinding plan: Major Roadway Signs, Minor Roadway Signs, Information Kiosks, and Walking Signs	X	X	XX	XX	X		This Year		Signage along the Historic Highway should follow the Historic Highway State Trail Design Guidelines and reflect a Cascadian aesthetic; Signage located elsewhere should follow the Columbia River Gorge National Scenic Area color palette and sign guidelines
Develop pedestrian wayfinding through town between the trail hub and recreational nodes	XX	X		XX	XX		Long Term		
Planned or Proposed Future Trails and Amenities									
Support Water Trail development efforts				XX	X		This Year		
Develop a Port Parks Master Plan				XX			Long Term	ODPR	Strategically plan for connections between and programming and infrastructure at Marine Park, Industrial Park, Toll House Park, and the CLIMB Trailhead at Moody
Develop a Bridge of the Gods non-motorized separated crossing				XX			Long Term	City of Stevenson	
Develop a riverfront trail from the Marine Park to Blackberry Beach	X			XX	XX		Long Term	Downtown businesses; railroad; adjacent property owners	Refer to the Astoria and The Dalles case studies
Improve bicycle and pedestrian access into the Marine Park				XX			Long Term		
Develop hiker-biker camping				XX	X		Long Term		The recommended location is the CLIMB Trailhead at Moody. Alternative locations include: Industrial Park and a future Dry Creek trailhead
Develop Bicycle Corridors connecting CLIMB and EasyCLIMB			XX	XX	X		Long Term	Hood River County; ODOT	

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PAGE NO.

1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
7/13/2012	Gross Payroll	\$ 42,321.13
7/16/2012	Mid Month AP Run	\$ 116,210.03

GRAND TOTAL \$ 158,531.16

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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
2591	07/12	07/16/2012	4910	600146810D	Amy Bosse	Refund Deposit	5121130	189.63
Total 2591:								189.63
2592	07/12	07/16/2012	180	070112	ASIFLEX	Admin Fees	5140562110	3.75
Total 2592:								3.75
2593	07/12	07/16/2012	370	26168	BIO-MED TESTING SERVICE	Drug Testing	0540562063	160.00
Total 2593:								160.00
2594	07/12	07/16/2012	450	11983502	BRAATTAIN INTL TRUCKS, INC	Hose, water pump	5140562201	147.63
2594	07/12	07/16/2012	450	11983502	BRAATTAIN INTL TRUCKS, INC	Hose, water pump	5140562201	147.63
2594	07/12	07/16/2012	450	11983566	BRAATTAIN INTL TRUCKS, INC	Bucket Truck Repair	5140562201	269.00
2594	07/12	07/16/2012	450	11983566	BRAATTAIN INTL TRUCKS, INC	Bucket Truck Repair	5140562201	269.00
Total 2594:								833.26
2595	07/12	07/16/2012	6782	358	Braun Arboricultural Consulting LLC	Cherry Tree Assessment	0140462110	500.00
Total 2595:								500.00
2596	07/12	07/16/2012	460	4497	BROWN & KYSSAR, INC	Low Density Discount App	5140562190	593.75
2596	07/12	07/16/2012	460	4503	BROWN & KYSSAR, INC	911 Antenna Structure	5140562190	1,646.50
2596	07/12	07/16/2012	460	4504	BROWN & KYSSAR, INC	General Consulting	5140562190	631.25
Total 2596:								2,871.50
2597	07/12	07/16/2012	580	050612	CARR, SHIRLEY	Brochure Delivery	0840562101	1,000.00
Total 2597:								1,000.00
2598	07/12	07/16/2012	590	C183510	CARSON OIL COMPANY	fuel	0540562420	69.76
Total 2598:								69.76

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2599	07/12	07/16/2012	670	SSS 7/2012	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	204.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0140162551	71.42
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	400.70
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0140562071	28.80
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0140562071	28.80-
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	26.52
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	37.32
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	410.28
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	0840562071	28.80
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	21.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	16.55
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,551.62
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	21.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	99.97
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	29.31
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	290.14
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	21.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	1,640.14
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	21.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	4142162071	155.60
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	149.96
2599	07/12	07/16/2012	670	UBS 7/2012	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	.01
Total 2599:								5,240.44
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	0140162082	129.13
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	0340562082	32.00
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	0540562082	27.26
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	2140562082	231.08
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	3140562082	205.01
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	4140562082	59.25
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	4140662082	32.00
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	5140562082	404.09
2600	07/12	07/16/2012	740	43417	CASELLE, INC.	August Support	5140662082	65.18
Total 2600:								1,185.00
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	0140162060	1,157.11

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	0140462060	888.50
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	0140962060	166.63
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	0340562060	1,381.06
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	0540562060	14,557.17
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	2140562060	3,508.65
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	3140562060	6,270.78
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	4140562060	634.54
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	4140562060	166.63
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	5140562060	5,151.00
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	5140662060	3,434.00
2601	07/12	07/16/2012	880	CAS-12012-0	CITY COUNTY INSURANCE SERVICES	Insurance Renewal	0121052	3,116.49
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	0140862023	181.73
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	0321052	3,507.17
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	0521052	1,485.56
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	1721052	166.29
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	2121052	2,930.23
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	3121052	558.77
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	4121052	159.01
2601	07/12	07/16/2012	880	CAS-W2012-	CITY COUNTY INSURANCE SERVICES	Worker's Comp Renewal	5121052	18,158.21
Total 2601:								67,559.53
2602	07/12	07/16/2012	930	10098179	CITY OF PORTLAND, OREGON	Final Telecomm Service Bill	0540562050	37.51
Total 2602:								37.51
2603	07/12	07/16/2012	4910	600143105D	Colette Celentano	Refund Deposit	5121130	300.00
2603	07/12	07/16/2012	4910	600143105D	Colette Celentano	Refund Overprint on FB	9911033	96.37
Total 2603:								396.37
2604	07/12	07/16/2012	1320	10880159	DAILY JOURNAL OF COMMERCE	VVWS RFQ	3140562030	96.25
2604	07/12	07/16/2012	1320	10880160	DAILY JOURNAL OF COMMERCE	WS RFQ	2140562030	86.63
Total 2604:								182.88
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	0140162082	160.00
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	0340562082	40.00
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	0540562082	34.00
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	2140562020	287.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	3140562082	254.00
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	4140562082	74.00
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	4140562082	40.00
2605	07/12	07/16/2012	1360	129119	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	5140562082	501.00
2605	07/12	07/16/2012	1360	129120	DAVID R. CUNNINGHAM	Updates/maint, virus removal/repair	5140562082	80.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	Data Recovery	0540562082	480.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	0140162082	29.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	0340562082	7.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	0540562082	6.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	2140562082	53.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	3140562082	47.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	4140562082	14.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	4140562082	7.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	5140562082	92.00
2605	07/12	07/16/2012	1360	129121	DAVID R. CUNNINGHAM	maint/repair	5140562082	15.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	0140162082	105.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	0340562082	827.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	0340562082	801.00-
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	0540562082	22.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	2140562082	187.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	3140562082	166.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	4140562082	48.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	4140562082	28.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	5140562082	327.00
2605	07/12	07/16/2012	1360	129123	DAVID R. CUNNINGHAM	Server/network maint, comp repair	5140562082	53.00
Total 2605:								3,180.00
2606	07/12	07/16/2012	6779	042412CR	Dennis Mullenburg	Reimburse for cleaning supplies	0540562440	74.59
Total 2606:								74.59
2607	07/12	07/16/2012	1540	61158-06291	DMV SERVICES STATE OF OREGON	Driving Records	0540562110	4.50
Total 2607:								4.50
2608	07/12	07/16/2012	1620	1837	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 2608:								750.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2609	07/12	07/16/2012	2020	1162567	GENERAL PACIFIC INC.	Transformer Stud	5140563922	79.50
2609	07/12	07/16/2012	2020	1162913	GENERAL PACIFIC INC.	Street lights	5140562800	257.00
2609	07/12	07/16/2012	2020	1162914	GENERAL PACIFIC INC.	Cable Cleaner, Sleeve Service	5140562900	138.60
Total 2609:								
2610	07/12	07/16/2012	2130	254834	Gorge Security Shred	Shredding	0140162110	475.10
2610	07/12	07/16/2012	2130	254834	Gorge Security Shred	Shredding	0542162110	13.65
2610	07/12	07/16/2012	2130	254834	Gorge Security Shred	Shredding	2142162110	.80
2610	07/12	07/16/2012	2130	254834	Gorge Security Shred	Shredding	3142162110	3.21
2610	07/12	07/16/2012	2130	254834	Gorge Security Shred	Shredding	4142162110	3.75
2610	07/12	07/16/2012	2130	254834	Gorge Security Shred	Shredding	5142162110	.43
Total 2610:								
2611	07/12	07/16/2012	2570	0006121042	HOOD RIVER NEWS	Budget Hearing Notice	0140162030	50.00
2611	07/12	07/16/2012	2570	0006121042	HOOD RIVER NEWS	Budget Hearing Notice	0140262030	29.09
2611	07/12	07/16/2012	2570	0006121042	HOOD RIVER NEWS	Budget Hearing Notice	2142162030	27.15
2611	07/12	07/16/2012	2570	0006121042	HOOD RIVER NEWS	Budget Hearing Notice	3142162030	7.76
2611	07/12	07/16/2012	2570	0006121042	HOOD RIVER NEWS	Budget Hearing Notice	4142162030	6.79
2611	07/12	07/16/2012	2570	0006121042	HOOD RIVER NEWS	Budget Hearing Notice	5142162030	2.91
2611	07/12	07/16/2012	2570	062012	HOOD RIVER NEWS	Dep Recorder Ad	0140162030	22.30
2611	07/12	07/16/2012	2570	062012	HOOD RIVER NEWS	Dep Recorder Ad	0140262030	103.03
2611	07/12	07/16/2012	2570	062012	HOOD RIVER NEWS	Dep Recorder Ad	2142162030	96.16
2611	07/12	07/16/2012	2570	062012	HOOD RIVER NEWS	Dep Recorder Ad	3142162030	27.48
2611	07/12	07/16/2012	2570	062012	HOOD RIVER NEWS	Dep Recorder Ad	4142162030	24.04
2611	07/12	07/16/2012	2570	062012	HOOD RIVER NEWS	Dep Recorder Ad	5142162030	10.30
2611	07/12	07/16/2012	2570	24797	HOOD RIVER NEWS	Display Ad	0840562160	78.99
Total 2611:								
2612	07/12	07/16/2012	2700	062712	IMC	Membership Dues	0140162030	562.00
2612	07/12	07/16/2012	2700	062712	IMC	Membership Dues	0140262030	48.46
2612	07/12	07/16/2012	2700	062712	IMC	Membership Dues	2142162030	45.26
2612	07/12	07/16/2012	2700	062712	IMC	Membership Dues	3142162030	13.01
2612	07/12	07/16/2012	2700	062712	IMC	Membership Dues	4142162030	11.33
2612	07/12	07/16/2012	2700	062712	IMC	Membership Dues	5142162030	4.86
Total 2612:								
								160.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2613	07/12	07/16/2012	4910	1072414.02D	James & Sarah Vanhoose	Refund Deposit	5121130	57.90
Total 2613: 57.90								
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	0140162093	111.29
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	0140262093	34.37
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	0340562093	34.37
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	0542162093	32.31
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	2142162093	82.22
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	3142162093	82.42
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	4142162093	56.92
2614	07/12	07/16/2012	2970	070612	Koch Consulting, INC.	Interim CA Services	5142162093	253.52
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	0140262093	125.00
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2614	07/12	07/16/2012	2970	071612	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2614: 3,187.42								
2615	07/12	07/16/2012	3050	13001	LEAGUE OF OREGON CITIES	Annual Membership	0140162030	266.67
2615	07/12	07/16/2012	3050	13001	LEAGUE OF OREGON CITIES	Annual Membership	0140262030	249.06
2615	07/12	07/16/2012	3050	13001	LEAGUE OF OREGON CITIES	Annual Membership	2142162030	71.58
2615	07/12	07/16/2012	3050	13001	LEAGUE OF OREGON CITIES	Annual Membership	3142162030	62.33
2615	07/12	07/16/2012	3050	13001	LEAGUE OF OREGON CITIES	Annual Membership	4142162030	26.76
2615	07/12	07/16/2012	3050	13001	LEAGUE OF OREGON CITIES	Annual Membership	5142162030	203.99
Total 2615: 880.39								
2616	07/12	07/16/2012	3070	1500002317	LES SCHWAB TIRE CENTER	Tires	0540562441	337.26
Total 2616: 337.26								
2617	07/12	07/16/2012	3380	KPDX 6/30/1	Meredith Corporation	Retransmission- 233 subs	4140562740	69.90
2617	07/12	07/16/2012	3380	KPTV 6/30/1	Meredith Corporation	Retransmission - 233 subs	4140562740	151.45

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2617:								
2618	07/12	07/16/2012	3490	96-01-01 7/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,175.39
2618	07/12	07/16/2012	3490	96-01-01 7/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	343.29
2618	07/12	07/16/2012	3490	96-01-02 7/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	950.59
2618	07/12	07/16/2012	3490	96-01-02 7/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	314.97
Total 2618:								
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	0140162110	8.46
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	0542162110	.50
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	2142162110	1.99
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	3142162110	2.32
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	4142162110	.27
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	5142162110	17.47
2619	07/12	07/16/2012	3770	22-201206	NET ASSETS	Title Search	5142162110	.01
Total 2619:								
2620	07/12	07/16/2012	4020	ME108513	ODOT-FUEL SALES	Fuel	0140462530	684.12
2620	07/12	07/16/2012	4020	ME108513	ODOT-FUEL SALES	Fuel	0540562420	251.42
2620	07/12	07/16/2012	4020	ME108513	ODOT-FUEL SALES	Fuel	0840562020	36.69
2620	07/12	07/16/2012	4020	ME108513	ODOT-FUEL SALES	Fuel	2140562530	386.41
2620	07/12	07/16/2012	4020	ME108513	ODOT-FUEL SALES	Fuel	5140562200	1,048.23
2620	07/12	07/16/2012	4020	ME108513	ODOT-FUEL SALES	Fuel	5140662200	1,135.97
Total 2620:								
2621	07/12	07/16/2012	4070	2060330	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	6.30
Total 2621:								
2622	07/12	07/16/2012	4670	063012	PORT OF CASCADE LOCKS	Refund Overprint 1003807.00	9911093	690.81
Total 2622:								
2623	07/12	07/16/2012	4910	600146908D	Richard Cox	Refund Deposit	5121130	230.35

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2623:								
2624	07/12	07/16/2012	6780	415852450	Ricoh Americas Corporation	Copies	0140162110	52.54
2624	07/12	07/16/2012	6780	415852450	Ricoh Americas Corporation	Copies	0542162110	3.10
2624	07/12	07/16/2012	6780	415852450	Ricoh Americas Corporation	Copies	2142162110	12.34
2624	07/12	07/16/2012	6780	415852450	Ricoh Americas Corporation	Copies	3142162110	14.42
2624	07/12	07/16/2012	6780	415852450	Ricoh Americas Corporation	Copies	4142162110	1.66
2624	07/12	07/16/2012	6780	415852450	Ricoh Americas Corporation	Copies	5142162110	108.46
Total 2624:								
2625	07/12	07/16/2012	5160	69441	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	192.52
Total 2625:								
2626	07/12	07/16/2012	6781	94322	Sho-Time Sports	Angela Coe Run/Walk Shirts	0840562115	802.00
Total 2626:								
2627	07/12	07/16/2012	5380	SD-31456	SKAMANIA COUNTY PIONEER	Ad	0840562160	224.00
Total 2627:								
2628	07/12	07/16/2012	5440	9004673209	SOCIETY FOR HUMAN	Annual Membership	0140162030	69.00
2628	07/12	07/16/2012	5440	9004673209	SOCIETY FOR HUMAN	Annual Membership	0140262030	54.52
2628	07/12	07/16/2012	5440	9004673209	SOCIETY FOR HUMAN	Annual Membership	2142162030	50.92
2628	07/12	07/16/2012	5440	9004673209	SOCIETY FOR HUMAN	Annual Membership	3142162030	14.63
2628	07/12	07/16/2012	5440	9004673209	SOCIETY FOR HUMAN	Annual Membership	4142162030	12.74
2628	07/12	07/16/2012	5440	9004673209	SOCIETY FOR HUMAN	Annual Membership	5142162030	5.47
Total 2628:								
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	41.72
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140262100	180.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	0542162100	952.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	2142162100	233.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	3142162100	30.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	4142162100	318.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	5142162100	533.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	4142162100	78.00
2629	07/12	07/16/2012	5460	063012	Sosnkowski & Cleaveland P.C.	Attorney Fees	5142162100	1,558.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2629:								
2630	07/12	07/16/2012	5510	8022339789	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	69.42
2630	07/12	07/16/2012	5510	8022339789	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	8.77
2630	07/12	07/16/2012	5510	8022339789	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	25.33
2630	07/12	07/16/2012	5510	8022339789	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	22.65
2630	07/12	07/16/2012	5510	8022339789	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	7.55
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	109.87
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	117.90
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	14.89
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	FD Supplies	0540562010	89.21
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	43.02
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	38.47
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	12.82
2630	07/12	07/16/2012	5510	8022411596	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	186.57
Total 2630:								
2631	07/12	07/16/2012	5650	121514	T & R ELECTRIC SUPPLY CO.	Fuse Sticks	5140562780	746.47
Total 2631:								
2632	07/12	07/16/2012	5750	063012	THE DALLER CHRONICLE	Display Ad	0840562160	162.00
Total 2632:								
2633	07/12	07/16/2012	6230	BF 062200N	USDA FOREST SERVICE	Special Use Permit CRGNSA	5140562880	99.00
Total 2633:								
2634	07/12	07/16/2012	6280	208870100	VFIS	Volunteer Insurance Premium	0540562060	8,558.77
Total 2634:								
2635	07/12	07/16/2012	6350	0210839-IN	WAGNER-SMITH EQUIPMENT	Pole	5140563690	1,419.00
2635	07/12	07/16/2012	6350	0210839-IN	WAGNER-SMITH EQUIPMENT	Pole	5140563690	224.91
2635	07/12	07/16/2012	6350	0210945-IN	WAGNER-SMITH EQUIPMENT	Gut strap, Pocket knife	5140562770	224.91
2635	07/12	07/16/2012	6350	0211089-IN	WAGNER-SMITH EQUIPMENT	Tubular Section	5140563690	64.06
2635	07/12	07/16/2012	6350	0211089-IN	WAGNER-SMITH EQUIPMENT	Tubular Section	5140563690	24.86
2635	07/12	07/16/2012	6350	0211089-IN	WAGNER-SMITH EQUIPMENT	Tubular Section	5140563690	24.86

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2635:								
2636	07/12	07/16/2012	6620	11906	WILLAMETTE WEEK	ads	0840562160	585.00
Total 2636:								
2637	07/12	07/16/2012	6660	062812	WINNETT, LAWRENCE EDWARD	Head End Work	4140562570	500.00
Total 2637:								
2638	07/12	07/16/2012	6730	620121980	ZCORUM INC.	Internet	4140662730	950.50
Total 2638:								
Grand Totals:								
								116,210.08



STAFF REPORT

Date Prepared: July 17, 2012**For City Council Meeting on:** July 23, 2012**TO:** Honorable Mayor and City Council**PREPARED BY:** Paul Koch, Interim City Administrator**APPROVED BY:** N/A**SUBJECT:** Approving an amendment extending the Legal Services Contract

SYNOPSIS: Effective July 1, 2011, the City entered into a contract with the law firm Sosnkowski and Cleaveland P.C. for municipal law services. The initial contract was for the time period July 1, 2011 and through June 30, 2012. The contract has provision to be extended automatically for up to two additional one year terms by written consent of both parties.

The current contract has a monthly retainer fee of \$1,200 per month and covers the provision of up to 15 hours of service monthly. The hours in excess of 15 hours per month are billed on the basis of \$140 per hour for Alexandra Sosnkowski and \$105 per hour for Ruben Cleaveland. These terms and conditions are continued under the proposed amendment.

This matter was discussed with City Council on July 9 and it was agreed to bring a simple amendment forward for City Council action. This matter comes before City Council for action at this time.

CITY COUNCIL OPTIONS: The City Council has the following options available to it on this matter.

- A. Take no action on this matter at this time.
- B. Approve the amendment as submitted.
- C. Take other action desired by the City Council.

RECOMMENDATION: That City Council, by motion, approve the amendment to the contract for legal services with the law firm Sosnkowski and Cleaveland for a one year period of time to June 30, 2013 and authorize the Mayor to sign the amendment.

Legal Review and Opinion: This amendment was prepared by the law firm for use in this process.

Financial review and status: Sufficient funds have been included in the approved 2012-13 budget to cover the costs of the retainer as well as any other legal work to be completed by the City Attorney.

BACKGROUND INFORMATION:

1. A copy of the 2011 approved contract, with exhibits A and B, is attached for City Council information.
 2. A copy of the proposed amendment is attached for City Council information.
-

**CITY OF CASCADE LOCKS
PERSONAL SERVICES CONTRACT
(City Attorney Services)**

PARTIES: City of Cascade Locks ("City")
140 WaNaPa Street
P.O. Box 308
Cascade Locks, OR 97014

Sosnkowski & Cleaveland P.C. ("Contractor")
P.O. Box 1698
Hood River, OR 97031
(541) 490-3199

RECITALS

Contractor is being engaged to provide legal services as set forth in the attached Exhibit "A." This Contract is entered into pursuant to Cascade Locks Municipal Code.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

- 1. Statement of Work.** Contractor shall provide the services set forth in Exhibit A (the "Work"). Contractor shall perform the Work under the supervision of the City Administrator and in accordance with the terms and conditions of this Contract.
- 2. All Costs by Contractor:** Contractor shall, at its own risk and expense, perform the Work described above and, except as provided in this Contract, furnish all labor, equipment and materials required for the proper performance of the Work.
- 3. Qualified to Provide Work:** Contractor has represented, and by entering into this Contract now represents, that Contractor is fully qualified to perform the service to which he will be assigned in a skilled and workmanlike manner. Contractor shall provide the services using attorneys who are in good standing and members of the Oregon State Bar Association.
- 4. Contract Term; Renewal and Extension:**
 - a. This Contract becomes effective on July 1, 2011. The term of this Contract is for one (1) year. Unless this Contract is terminated in accordance with its terms or extended, this contract ends on June 30, 2012. Contract termination does not extinguish or prejudice City's right to enforce this Contract with respect to any default by Contractor that has not been cured.
 - b. This Contract may be renewed automatically for up to two (2) additional one (1) year terms by mutual written consent of the parties, which consent shall specify the renewal period. This Contract may be extended for any defined period by mutual written consent of the parties, which consent shall specify the extension period.

c. Upon renewal or extension, all terms and conditions of this Contract shall continue to apply, except that the term shall be extended in accordance with the renewal or extension and except to the extent the renewal or extension provide otherwise.

5. Compensation:

a. Contractor shall be paid a monthly retainer in the amount of \$1,200, payable in advance by the 15th of each month. The retainer shall cover the provision of up to 15 hours of services. For services provided in excess of 15 hours each month, Contractor shall be paid for the Work at the rate of \$140.00 per hour for legal services rendered by Alexandra Sosnkowski and \$105.00 per hour for legal services rendered by Ruben Cleaveland. The retainer and hourly rates cover Contractor's expenses as specified in Exhibit B and City shall reimburse Contractor for those expenses incurred by Contractor in providing the services and not described in Exhibit B as covered expenses.

b. Contractor shall submit monthly invoices to the City for Work performed. The invoices shall describe all Work performed and shall itemize and explain all expenses that this Contract requires City to pay and for which Contractor claims reimbursement. The description of all Work performed shall be in sufficient detail to show the amount of time spent and services provided during each month preceding submission of the invoice.

b. City shall pay Contractor within 30 days of receipt of Contractor's invoice.

6. Indemnification and Insurance: CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE CITY AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suite, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of City. Contractor shall maintain professional liability insurance during the term of this Contract.

7. Termination: This Contract may be terminated by either party by giving 30 days written notice to the other party.

8. Independent Contractor Status:

a. Contractor shall perform all Work as an independent Contractor. The City reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the City may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

b. Contractor understands and agrees that it is not an "officer" or "employee" of the City, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

9. Assignment and Subcontracts: Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of City, which consent may be withheld in the City's sole discretion. Any attempted assignment or subcontract without written consent of City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any Contractual relation between the assignee or subcontractor and City.

10. Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between City and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Columbia County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

11. Merger Clause; Waiver. This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. To the extent the terms of this Contract conflicts with the attached exhibits, the terms of this document control. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary approvals have been obtained.

12. Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties.

13. Confidentiality. Contractor will have access to certain information that is confidential and proprietary to the City (the "Confidential Information"). Contractor agrees that the Confidential Information is to be considered confidential and proprietary to the City and Contractor shall hold the same in confidence and shall not use the Confidential Information other than for the purposes of performing the Work under this Agreement. Contractor shall not disclose, publish or otherwise reveal any of the Confidential Information received from the City to any other party whatsoever except with the specific prior written authorization of the City. The obligations with respect to Confidential Information shall survive termination of this Agreement.

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR

CITY

Mayor
R. Fisher 7-8-2011

Alexandra Sosnkowski, President date

Richard Carson, City Administrator date

Exhibit A

Scope of Work

1. Provides legal advice, counsel, services, training, consultation, and opinions to the City Administrator, City Council, commissions/committees, and all levels of the City government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, purchasing and procurement, leasing, purchase and sale of property, employment legal matters, public disclosure issues, open records law, and tort law. The City Attorney's advice includes methods to avoid civil litigation.
2. Furnishes legal representation at all City Council business meetings, and at other meetings as needed.
3. Appears before courts and administrative agencies to represent the City's interests.
4. Prepares/reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
5. Serves as the municipal prosecutor on an as needed basis.
6. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assists City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
8. Assists City officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
9. Provides the Mayor and City Council with guidance as to the City's Adopted Council Procedures and related procedural matters relating to Council meetings.
10. Prepares legal opinions at the request of the City or the Council.
11. Provides the City Administrator, Mayor and City Council, and administration advice and a legal perspective on various governmental issues.
12. Performs other legal services and tasks, as assigned by the City Administrator.

Specifications

1. The appointed City Attorney attends City Council business meetings on an as needed basis. These are scheduled for the second and fourth Monday night of every month, from 7:00 p.m. until close, which could typically be from 10:00 p.m. to midnight.
2. The City Attorney is a key member of the City Risk Management Team. The same individual should consistently attend conferences and training regarding risk management, although the City does not have a preference whether this person is the City Attorney or an assisting attorney.
3. The City Attorney attends staff led meetings as requested/needed. Ideally, this would be the designated City Attorney, who is a key member of the City Management Team.
4. The City Attorney's services must be readily available by phone, cell phone, fax and e-mail.
5. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated City Attorney is of greatest importance, although these elements will also be considered in relation to assistant attorney(s) as well.

6. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone. The City does not offer space for offices in a City location. The City may be able to assist in certain ways to promote efficient coordination among offices, such as mail delivery services or copy services; these details will be managed following award.

Exhibit B

- Monthly retainer of \$1200 to cover all regular legal services described in the Scope of Work up to 15 hours per month except as provided below.
 - Retainer includes travel expenses
 - Retainer includes attending all meetings
- Hourly rates (Sosnkowski \$140/hr; Cleaveland \$105/hr) would apply to non-regular services, which would include:
 - Litigation, including appeals of City decisions to Circuit Court and LUBA
 - Complex labor negotiations
 - Other matters designated by the City Administrator and City Attorney as non-regular legal services
 - Regular services provided in excess of 15 hours per month
- Out of pocket costs are billed separately and are limited to:
 - Postage and mailing.
 - Copying costs.
 - Filing fees.
 - Mileage and lodging for travel beyond Cascade Locks (always subject to prior approval).

STAFF REPORT

Date Prepared: July 16, 2012

For City Council Meeting on: July 23, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Stan Foster, Contract Planner

APPROVED BY: Paul Koch, Interim City Administrator

SUBJECT: Citizen request for a street vacation of the north end of Hassalo Street

SYNOPSIS: Michael Coad and his wife have requested that the City vacate a portion of Hassalo Street extending to the north between (T2N,R7E,Section 12) tax lots 2500 and 2000. This street extension abuts former Union Pacific Railroad property which has been sold to an adjacent property owner. Therefore this road ends at private property which the applicant has acquired and for which he is requesting a lot-line adjustment. Staff recommends addressing the lot-line adjustment concurrently with this request. The City has a utility easement on the property and the applicant has been advised that this easement cannot be encroached upon allowing ten feet from the center line on both sides of the utility line on the proposed street vacation property.

CITY COUNCIL OPTIONS:

1. The City Council may approve the street vacation request.
2. The City Council may deny the request based on the Council's determination that this road should stay in the inventory of City streets.
3. The City Council can elect to take no action on this matter.

RECOMMENDATION: Staff has reviewed the matter and finds no reasonable need for this section of the roadway in the future. The road is essentially a dead-end street and abuts private property, so no lawful public use is expected of the remaining roadway. Both of the adjacent property owners support the street vacation and understand that the city easement will remain unimpeded (no permanent fence or blockage) to allow City access to the property. Returning this property to private ownership will add this property back to the tax rolls and result in a small increase in tax revenue. STAFF RECOMMENDS THE COUNCIL APPROVE THE REQUEST BASED ON THE VERIFICATION OF THE FACTS AS STATED. CONTRARY FACTUAL FINDINGS COULD JUSTIFY DENIAL OF THE REQUEST.

Sample working of motion: *I move to approve the request for a partial vacation of Hassalo Street. This street vacation will assign an equal amount of the vacated street to both adjoining properties with the utility easement maintain in perpetuity. The applicant is required to file a corrected deed description and property survey with Hood River County and to provide a true and actual copy of this filing with the City of Cascade Locks. The transfer of this property will not be deemed complete until such filings are duly recorded in the county and City of Cascade Locks. Furthermore, this motion directs City staff to provide all lawful notices on this matter to any interested party or party of record to this matter.*

Legal Review and Opinion: The City Attorney has reviewed the matter and has recommended multiple public hearings, but agrees that under ORS Chapter 271, the City Council has the full and legal authority to make a decision on this matter. If the Council elects to approve this request, then the matter is subject to a lawful appeal of the action by an individual(s) provided that they have made themselves a party to the proceeding by requesting standing or by providing formal testimony to the City Council. (Summary provided by the City planner- Not the City Attorney)

Financial review and status: Should the City Council approve this request. The request will not result in additional expense for the City of Cascade Locks. The property will be returned and included in the taxable real property of the owners on both sides of the existing platted street. The applicants will be required to provide unannounced and unencumbered access to the City's utility right-a-way in perpetuity and this requirement will be attached to both properties (Tax lots 2500 and 2000). Furthermore, the applicant will be required to submit a new legal description and survey of the resulting property to Hood River County for official filing. Once filed, the applicant will be required to provide proof of this filing to the City of Cascade Locks for the official record of this matter.

BACKGROUND INFORMATION:

Staff has conducted a site visit of the subject property, reviewed existing plans and future improvement strategies and has not found any specific reason that this property should remain in the city street inventory. The likelihood of a street extension on this property is not probable as the street leads to private property and the UPRR right-a-way. The recent trail plan developed by the Celilo Group from Portland State University did not identify any part of this street as part of a future trail plan nor has the Port of Cascade Locks which has the land across the railroad tracks indicated that this access would have any value to them in the future.

The vacation of the street will not allow the owner to build on the subject street property as the city easement will stay in place and will not allow any building on a twenty foot width of the property from the center of the City's sewer lines. The owners will have to pay for any new survey and legal description which will identify this utility easement as a condition of approval.

Respectfully submitted by Stan Foster, Contract City Planner

STAFF REPORT

Date Prepared: 7/16/12

For City Council Meeting on: 7/23/12

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley 

APPROVED BY: ICA Koch

SUBJECT: Approve letter of support for Historic Highway Route 30 signs.

SYNOPSIS: Mr. Stewart reported on the progress of reconnecting the old historic highway as a state trail. He requested a letter of support from Council to allow resigning of the historic highway within the city limits of Cascade Locks.

CITY COUNCIL OPTIONS:

1. Approve letter of support for the resigning of the historic highway within the city limits of Cascade Locks.
2. Make changes to the letter of support.
3. Do nothing.

RECOMMENDATION: Approve letter of support.

Sample working of motion: I move to approve the letter to ODOT support the resigning of the historic highway within the city limits of Cascade Locks.

Legal Review and Opinion: N/A

Financial review and status: N/A





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

(541) 374-8484 Fax: (541) 374-8752
TTY 711

July 10, 2012

Sue D'Agnese
ODOT Region 1 Traffic Unit Manager
123 NW Flanders
Portland, OR 97209

Patrick Cimiotti
ODOT District 9 Manager
3313 Bret Clodfelter Way
The Dalles, OR 97058-9736

RE: Support from the City of Cascade Locks for Historic Route 30 signs

Ms. D'Agnese and Mr. Cimiotti:

The City of Cascade Locks fully supports the Historic Columbia River Highway Advisory Committee's efforts to work with ODOT to successfully find a solution that will allow ODOT to install Historic Route 30 signs along the Historic Columbia River Highway in Cascade Locks. We are enthusiastic about the work now underway on our Historic Highway and we see the signage solution as a beneficial step for our efforts to welcome visitors to the abundant outdoor adventure opportunities in and around Cascade Locks

Once implemented this sign project will further strengthen our city's association with the Historic Columbia River Highway, a National Scenic Byway – All American Road. It will also support our efforts to highlight the rich cultural history of our region.

We look forward to working with ODOT and the Historic Highway Advisory Committee on this exciting project. Please let us know how we can be of assistance.

Respectfully,

Lance Masters, Mayor



STAFF REPORT

Date Prepared: 7/16/12

For City Council Meeting on: 7/23/12

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder 

APPROVED BY: Paul Koch, Interim City Administrator

SUBJECT: Referral of Charter Amendment

SYNOPSIS: At the City Council Special Meeting on July 9, 2012, Council gave direction to refer the prepared language for a referendum for voters to correct charter language in the 2008 Charter amendment. A city referral is a resolution prepared by the city governing body (City Council) to place a measure on the ballot for electors of the city to decide.

This matter comes to City Council at this time at the direction of Council.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1245 as suggested.
2. Make changes to suggested language.
3. Take no action on this matter.

RECOMMENDATION: That City Council, by motion, approve Resolution No. 1245 referring this matter to the voters at the election in November 2012.

Sample working of motion: I move to approve Resolution No. 1245 calling an election to submit to city voters a charter amendment to clarify charter language regarding administrative actions.

Legal Review and Opinion: The resolution has been approved by the City Attorney.

Financial review and status: N/A

BACKGROUND INFORMATION:

1. This matter was discussed at City Council on July 9, 2012.
2. A copy of the proposed resolution is attached for City Council information.

RESOLUTION NO. 1245

A RESOLUTION CALLING AN ELECTION TO SUBMIT TO CITY VOTERS A CHARTER AMENDMENT TO CLARIFY CHARTER LANGUAGE REGARDING ADMINISTRATIVE ACTIONS AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT.

WHEREAS, the current City of Cascade Locks Home Rule Charter was approved by the voters and took effect April 28, 1995. It was amended by the voters at the November 4, 2008 elections.

WHEREAS, the City Council has reviewed the City Charter, made certain changes to clarify the language and adapted it to meet the present and future needs of the City. The Council has continued certain Charter provisions added by the City voters in 2008.

WHEREAS, the City Council approved the charter amendment language at the July 9, 2012 City Council meeting.

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

SECTION 1. An election is called for the City of Cascade Locks, Hood River County, Oregon for the purpose of submitting to City voters the City Charter amendment to Section 32 (4) by adding, "This provision shall not apply to utility rate setting for any City owned utility. As used in this section, City owned utility includes water, sewer, electric, cable, and broadband/internet service."

SECTION 2. November 6, 2012 is designated as the date for holding the election for voting on the measure.

SECTION 3. The election will be conducted by Hood River County Elections.

SECTION 4. The City Elections Officer will publish the ballot title as provided by state law, and file this measure with the Hood River County Elections Office.

SECTION 5. The ballot title to appear on the ballot shall be:

CAPTION: Amends Charter clarifying authority to set rates for City utilities.

QUESTION: Shall the Charter be amended to clarify City Council authority to set rates for City owned utilities?

SUMMARY: The Cascade Locks City Charter is the governing document for the City of Cascade Locks. This measure would revise Section 32 (4) of the current home rule City Charter, which requires a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or in a general election in an even numbered year for the City Council to create or increase any tax, charge or fee. The proposed revision would add the following language to the Charter:

“This provision shall not apply to utility rate setting for any City owned utility. As used in this section, City owned utility includes water, sewer, electric, cable and broadband/internet service.” The proposed amendment would clarify that utility rate setting actions of Council are administrative in nature and not properly subject to a vote of the City’s qualified electors.

SECTION 6. The Council adopts the Explanatory Statement for the Voters’ Pamphlet attached to this resolution as Exhibit A.

SECTION 7. The City Recorder and other staff shall take all necessary steps to effectuate this resolution.

SECTION 8. This resolution is effective immediately upon adoption by the City Council.

ADOPTED by the City Council this ____ day of _____, 2012.

APPROVED by the Mayor this ____ day of _____, 2012.

Mayor

ATTEST:

City Recorder

EXHIBIT A

EXPLANATORY STATEMENT

Cascade Locks Charter Section 32 (4) was amended in the November 4, 2008 General Election to state:

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

This measure, if adopted would add language stating "[t]his provision shall not apply to utility rate setting for any City owned utility. As used in this section, City owned utility includes water, sewer, electric, cable and broadband/internet service."

The purpose of this Charter Amendment is to add language to make it clear that rate setting actions for City owned utilities is an administrative action that is not subject to the voting powers reserved to the people under the Oregon Constitution. If adopted, the City Council would still be required to refer any creation or increase in taxes, charges or fees that are the result of adopting new law or policy. The proposed Charter Amendment only clarifies Council's administrative capacities as applied to utility rate setting.



STAFF REPORT

Date Prepared: 7/16/12**For City Council Meeting on:** 7/23/12**TO:** Honorable Mayor and City Council**PREPARED BY:** Kathy Woosley, City Recorder **APPROVED BY:** Paul Koch**SUBJECT:** Referral of Ordinance No. 416.

SYNOPSIS: At the City Council Special Meeting on July 9, 2012, Council gave direction to refer Ordinance No. 416 to the voters. A city referral is a resolution prepared by the city governing body to place a measure on the ballot for electors of the city to decide.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1246.
2. Make changes to Ordinance No. 416.
3. Take no action on this matter.

RECOMMENDATION: That City Council, by motion, approve Resolution No. 1246 referring this matter to the voters at the election in November 2012.

Sample working of motion: I move to approve Resolution No. 1246, which will refer Ordinance No. 416 to the ballot.

Legal Review and Opinion: The resolution has been approved by the City Attorney.

Financial review and status: N/A

ATTACHMENTS: Ordinance No. 416

RESOLUTION NO. 1246

A RESOLUTION CALLING AN ELECTION TO SUBMIT TO CITY VOTERS AN ORDINANCE TO CREATE A FIRE AND EMERGENCY SERVICE DEPARTMENT FEE ON PROPERTY SERVED BY THE CITY OF CASCADE LOCKS ELECTRIC UTILITY TO ASSIST IN COVERING THE COSTS ASSOCIATED WITH PROVIDING FIRE AND EMERGENCY SERVICES TO RESIDENTS AND BUSINESSES SERVED; AND REPEALING ORDINANCE NO. 374.

WHEREAS, Ordinance No. 374, adopted on May 23, 2005, allowed for a Fire Department fee to be placed on water utility customers; and,

WHEREAS, the costs associated with the provision of this service have been steadily rising and are paid out of the City's EMS Fund, which is facing declining revenues for all services; and,

WHEREAS, the City Council believes it necessary to continue to utilize other funding mechanisms and sources to help pay costs associated with fire prevention, EMS and suppression services provided to the citizens and businesses within the City of Cascade Locks; and

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

SECTION 1. The City Council of the City of Cascade Locks will submit Exhibit "A", attached hereto and by this reference incorporated herein, be filed with the City Elections Officer to be referred to a vote of the people by placing the ordinance on the ballot at the General Election on November 6, 2012.

SECTION 2. November 6, 2012 is designated as the date for holding the election for voting on the measure.

SECTION 3. The election will be conducted by Hood River County Elections.

SECTION 4. The City Elections Officer will publish the ballot title as provided by state law, and file this measure with the Hood River County Elections Office.

SECTION 5. This resolution is effective immediately upon adoption by the City Council.

ADOPTED by the City Council this _____ day of _____, 2012.

APPROVED by the Mayor this _____ day of _____, 2012.

Mayor

ATTEST:

City Recorder



ORDINANCE NO. 416

AN ORDINANCE CREATING A FIRE & EMS DEPARTMENT FEE ON PROPERTY SERVED BY THE CITY OF CASCADE LOCKS ELECTRIC UTILITY TO ASSIST IN COVERING THE COSTS ASSOCIATED WITH PROVIDING FIRE & EMS SERVICES TO RESIDENTS AND BUSINESSES SERVED; AND REPEALING ORDINANCE NO. 374.

WHEREAS, the City of Cascade Locks currently provides fire prevention, EMS and suppression services via a Volunteer Fire & EMS Department; and

WHEREAS, the provision of Fire and EMS services is critical to the community; and

WHEREAS, the costs associated with the provision of this service have been steadily rising and are paid out of the City's EMS Fund, which is facing declining revenues for all services; and

WHEREAS the City Council convened a committee to evaluate the City's fire and EMS needs and to make recommendations to the City Council; and

WHEREAS, the City Council believes it necessary to utilize other funding mechanisms and sources to help pay costs associated with fire prevention, EMS and suppression services provided to the citizens and businesses within the City of Cascade Locks; and

WHEREAS, the City Council has determined that a fee on electric users served by the City of Cascade Locks electric utility to help defray the costs associated with these services is appropriate;

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

SECTION 1. Fire & EMS Service Fee Authorized to be Set by Resolution. A Fire & EMS Service Fee is hereby imposed on all electric service accounts served by the City of Cascade Locks electric utility. Said fee shall be initially set and periodically adjusted by resolution of the City of Cascade Locks City Council.

SECTION 2. Use of Proceeds. All monies generated by the fee shall be used solely for the payment of costs associated with fire prevention, EMS and suppression, including those associated with personnel, materials and services, capital purchases and savings for future capital expenditures, and the implementation of any intergovernmental agreement(s) for the delivery of fire suppression services and the administration of said contract by the City.

SECTION 3. Repeal. Ordinance No. 374 is repealed.

SECTION 4. Effective Date. The fees generated by this ordinance are necessary for the operation of the City's Fire and EMS services. The changes to this ordinance are needed immediately to ensure the continued operation of the City's Fire and EMS services. An emergency exists, therefore, and the ordinance should become effective by January 1, 2013, in order to preserve the health, welfare and safety of the citizens of Cascade Locks.

ATTEST:

City Recorder

Mayor

STAFF REPORT

Date Prepared: 6/17/12

For City Council Meeting on: July 23, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Shirelle Price, Accounting Clerk



APPROVED BY: Paul Koch, ICA

SUBJECT: Establish a policy for payment arrangements of the utility deposit.

SYNOPSIS: Council has requested staff provide "bright line standards" for qualification for payment arrangements on the utility deposit.

CITY COUNCIL OPTIONS:

1. Approve Ordinance No. 417 and the Deposit Payment Arrangement Policy
2. Take No Action
3. Establish Other Direction for Staff

RECOMMENDATION: That City Council, by motion, approve Ordinance No. 417 and the Deposit Payment Arrangement Policy allowing for payment arrangements on the utility deposit.

Legal Review and Opinion: The recommended policy addresses the Attorney's concern with possible accusations of discrimination.

Financial review and status: There is no tangible financial impact at this time. Staff time will be required to process applications, make and track payment arrangements. There will also be a time requirement for staff when payment arrangements are not honored. This would involve disconnection of service.

BACKGROUND INFORMATION:

1. The first reading of Ordinance No. 417 was read by title only at Council's June 25, 2012 meeting. Council asked for "bright line standards," such as income guidelines, in determining a customer's eligibility to receive payment arrangements on the utility deposit. Staff is proposing using the same guidelines as the Community Action Program and the Low Income Senior Sewer Subsidy Program, which is 60% of State Median Income by Household Size.
2. Instead of setting explicit guidelines in the ordinance, staff is proposing a separate policy setting specific guidelines so that in the event the policy needs to be changed, the Ordinance would not have to be changed, just the policy.
3. The proposed Utility Deposit Payment Arrangement Program Policy is attached for Council's review as well as a program application and Ordinance No. 417.



ORDINANCE NO. 417

AN ORDINANCE RELATING TO THE MUNICIPAL LIGHT AND POWER SYSTEM; REGULATING THE USE, SALE AND PRICES OF ELECTRIC CURRENT; DEFINING SECURITY DEPOSITS AND OFFENSES; REPEALING ORDINANCE NO. 394.

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

SECTION 1. Purpose.

- a) Electrical energy is furnished within the City limits of Cascade Locks and to certain areas outside the City limits.
- b) The policies set out in this ordinance apply to any account holder whether that is a person, firm, and corporation or legal entity supplied with electrical service by the City electrical utility.
- c) It is the intent of the City to provide through ordinance and resolutions, a helpful guide to the customer, the many segments of the electrical and building industries, and the utility, and to achieve efficient, effective, uniform, equitable treatment, and safe electrical service for all. The City respectfully requests cooperation from everyone concerned in attaining a high quality of electrical service, while ensuring the solvency of this vital public utility.
- d) Policies, maintenance, repair and installation procedures contained in the City ordinances are founded on standards for safety, economy and efficiency, in the distribution of electrical energy. Some are a requirement of service, others are optional and others are recommended. The use of such words as "shall," "may," "required," etc., indicates the status of the rule. "Shall," for instance, is a requirement. "Should" is a recommendation. "May" is at the discretion of the City or Customer.
- e) Staff personnel of the City are available for advice and consultation relative to utilization of electrical energy, service requirements and related situations in new, existing or reconstructed installations.
- f) In case of any conflict between any provisions of any rate schedule and the service policies set out in this ordinance, the provision of the rate schedule shall apply.

SECTION 2. Definitions.

- a) Accessibility. The definition of accessibility shall mean free of obstruction, natural or manmade. There shall be no instance where a temporary obstruction can become a permanent obstruction.
- b) Account. A formal record of the debits and credits relating to the customer who is receiving City related services.
- c) Account Set-Up Fee. A nonrefundable charge to cover the costs of establishing a customer account, activating the service, and the reading of the meter (read-in).
- d) Administrator. When used in this ordinance shall be held and construed to mean the City Administrator of the City of Cascade Locks.

- e) Annexed Areas. Areas to be added to the City's service area after the effective date of this ordinance.
- f) Billing Demand. Shall be the maximum average kilowatt load used by the customer for any period of thirty consecutive minutes during the month for which the bill is rendered as indicated by a demand meter and as adjusted for power factor.
- g) Builder (Developer): A holder of an account, either temporary or permanent, that services a construction location or buildings that are under construction or recently completed.
- h) City. Means the City of Cascade Locks and its service area.
- i) Class of Service. The type of service rendered by the City to a customer under a particular rate schedule.
- j) Commercial Customer: A holder of an account servicing a commercial business location.
- k) Contractor. Refers to a party doing electrical work as defined by state law.
- l) Cost. Refers to the total cost to the City to construct and install a facility or provide a service, including labor, equipment, and materials plus overhead.
- m) Customer. Any individual, partnership, corporation, firm, or governmental agency supplied with electric service by the City.
- n) Disconnect. Action by a customer to stop service from the City or action by the City to stop supplying electric service to a customer.
- o) Electric Service. Availability of electrical energy at a point of delivery for use by a customer, whether the energy is actually used or not.
- p) Energy. Electrical energy measured in kilowatt-hours.
- q) Kilowatt (KW). A unit of power equal to 1,000 watts or 1.341 horsepower.
- r) Kilowatt-Hour (KWH). The amount of energy delivered in one hour when delivery is at a constant rate of one kilowatt.
- s) Late Fee. A fee which the City assesses a customer in the event the customer's bill is not paid on or before the fifteenth (15) day of the month. Should the 15th fall on a weekend or a holiday, then payment is due and to be receipted in the City Hall Office on the next business day by 5:00 pm.
- t) Landlord: An owner of one or more residential properties that is rented on a monthly or longer basis for residential purposes.
- u) Line Extension. A branch from, or a continuation of, an existing primary or secondary distribution circuit, to serve permanent new points of delivery.
- v) Load (demand). The power requirement usually measured in kilowatts, of a system or piece of equipment, at a given instant or the average rate of energy-use during any designated short period of time.
- w) Load Factor. The ratio of average kilowatt load to kilowatt demand during any designated period, expressed in percent.
- x) Meter. The instrument used for measuring the energy or power delivered to a customer.

- y) Minimum Monthly Bill. The minimum monthly bill shall be the greater of either:
 1. The basic customer service charge; or
 2. Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.
 3. Higher minimum charges may be required to cover special investments as established by special contract.
- z) Month. An interval of approximately 30 days between consecutive meter reading dates; not necessarily a calendar month.
- aa) N.E.C. National Electrical Code.
- bb) N.E.S.C. National Electrical Safety Code.
- cc) Peak Demand. Is the maximum rate of energy use, measured in kilowatts.
- dd) Person. Shall be held to mean and include natural persons of either sex, associations, partnerships, and corporations, whether acting by themselves or by a servant, agent, or employee, the singular number shall be held and construed to include plural, and the masculine pronoun to include feminine.
- ee) Point of Delivery. That point designated by the City where the City's facilities and those of the customer are connected.
- ff) Primary Service. Service delivered at the primary distribution voltage.
- gg) Primary Voltage. Any voltage above 750 volts, phase to phase.
- hh) Raceway. The approved type of enclosure, conduit, gutter, etc., used for protection of conductors.
- ii) Rate Schedule. A formal statement of the charges and conditions for a particular class or type of service in a given area or location.
- jj) Read-In. The first meter reading to commence service to a new customer or reconnected customer.
- kk) Read Out. The last meter reading to terminate service to an existing customer.
- ll) Readily Accessible. Means normally and easily reached during regular daytime working hours, not subject to being under "lock and key," "fenced-in," or within a "restricted" area.
- mm) Secondary Distribution System. An alternating current system connecting the secondaries of distribution transformers to the service drop or service lateral.
- nn) Security Deposit. A deposit to guarantee payment for service and a method of establishing credit with the City.
- oo) Seller. Means the person who is also the operator of a cogeneration or small power production facility.
- pp) Service Conductors. The supply conductors, which extend from the transformers to the service equipment on premises being supplied with electric service.
- qq) Service Equipment. The necessary equipment to control and meter electric energy furnished by the utility at its point of delivery to a customer.

- rr) Secondary Voltage. Any voltage of 750 volts or less, phase to phase.
- ss) Service Drop. The conductors from the distribution system to the point of attachment on a customer's building or other support.
- tt) Small Power Production Facility. Means a facility:
1. Which produces energy solely by the use of biomass, waste, a renewable resource or any combination thereof;
 2. Which is owned by a person who is not primarily engaged in the generation or sale of energy, other than the energy produced from the small power production facility; and
 3. Which has a power production capacity, which, together with any other facilities located at the same site, is not greater than 80 megawatts.
- uu) Temporary Service. Refers to electrical service of short-term or transient nature, or service to temporary construction operation. A charge shall be made for temporary service and a contract may be required.

SECTION 3. Accounting/Administrative Requirements. The following rules, regulations and procedures shall be followed in the determination of application for electrical service, billing, handling, of delinquencies, contractual relationship between the customer and City, and accounting of service charges.

- a) Application for Service. Any person desiring to purchase electric current from the City shall make application therefore upon a printed form to be furnished for that purpose, completed and signed by the applicant and filed in the office of the administrator. The application shall contain a description of the premises where such electric current is desired and the voltage and rating in amperes, watts, or horsepower of all devices as may be required by the administrator.
- b) Validity of Application.
1. The application is merely a request for service and does not in itself bind the City to serve except under reasonable conditions, nor does it bind the customer to take service; but if the service is connected, the application shall become a contract between the customer and the City, and the customer shall be required to pay monthly minimum charges according to the applicable rate.
 2. No application for electric service shall be accepted, or no new service shall be furnished to an account holder whether be a person, firm or corporation who has any delinquent bill, fee or charge with the City until such bill, fee or charge has been paid in full.
- c) Contract. The application provided for in this section shall become a Contract on the part of the person making the same, to pay for the electric current, at the rate, in the manner, and at the time as hereinafter specified by the City. The contract shall provide that the City shall have the right to:
1. Charge and collect the rates, fees and other charges as set by the City.
 2. Change the rates, fees and other charges at any time at the discretion of the City.
 3. Disconnect at any time, without notice to the customer.
 4. Install meters to register the electric current consumed or the maximum load or both.

- d) Exemption. Said contract shall further provide that the City, its agents and employees shall not be held responsible for any damage by fire or other causes resulting from defective wiring or appliances on the premises supplied with electric current by the City.
- e) Validity of Contract. Nothing contained in this ordinance shall be construed as requiring the City or the administrator to enter into any contract or to furnish electric energy to any person applying therefore. The Administrator is hereby authorized and empowered to refuse to enter into any such contract or to furnish such electric energy.
- f) Term of Contract. All contracts shall take effect from the day service is connected and rates shall be charged and bills rendered from the day the premises are connected to the City's electrical system. All contracts shall be binding for the period specified in the contract and shall continue in effect until thirty (30) days after written notice of discontinuance to administrator is delivered to his office, and until all charges for electrical energy, fines, and penalties have been paid in full.

Billing Procedures.

- g) Rate Schedule. All rate schedules set out in the provisions of or resolutions dealing with electric utilities shall be based on one month's service. Normally, meters shall be read and bills rendered at intervals of one month. A month may be from 27 to 32 consecutive days, but shall not necessarily be a calendar month. The City reserves the right to read meters and render bills for longer or shorter periods.
- h) Minimum Monthly Billing. If the calculated bill for energy consumption and demand is less than the minimum monthly bill (as defined in Section 2), then the City shall charge the "minimum monthly bill." Minimum Monthly Billing shall apply only to customers that have demand billings e.g. Public or Commercial accounts.
- i) Meter Reading. If for any reason, the City is incapable of a meter reading for any particular period; it may estimate the reading and render a bill based on this estimate. In the event of appreciable error of any estimate, the City shall revise such estimate on the basis of the best evidence available.
- j) Payment Due Date. All Charges for electrical energy furnished by the City shall be due by the fifteenth (15th) day of the month. Should the 15th fall on a holiday or a weekend, then payment is due and to be receipted in the City Hall Office on the next business day by 5:00 pm.
- k) Cancellation or Termination of Contract. The City shall have the right, at its option, in addition to all other rights and remedies at law or in equity, to cancel or terminate the contract under which service is being supplied or to discontinue the delivery of electric energy with or without cancellation or termination of such contract in the following situations:
 - 1. Upon the customer's failure to pay, when due, any and all bills rendered by the City, including but not limited to amounts owing on current accounts; amounts owing on closed accounts; amounts owing on security deposits; amounts owing on account set-up fees.
 - 2. For fraudulent use of service.
 - 3. Theft or illegal diversion of electric energy.

- l) Delinquent Accounts/Late Fees. If the City does not receive full payment on or before the 15th day of the month, as designated in this section, item "J" at 5:00 pm the account shall be considered late and delinquent, and the City shall assess a late fee to this account. The City shall set the amount of the late fee by resolution.
- m) Payment Arrangements. If the customer does not plan to make full payment of the amount due, the customer may contact the City to make payment arrangements. Approval for any arrangements must come from the Administrator or designated representative. Factors to be considered if payment arrangements are to be approved include:
1. The City's needs.
 2. The customer's past payment record and probable ability to meet payment schedule in light of circumstances causing delayed payments (unemployment, illness, etc.)
 3. The size of the bill and length of time outstanding.
- n) Failure to Adhere to Payment Arrangements. If payment arrangements are made and the customer fails to adhere to them, disconnection of service shall be made without further notice before noon of the day following the promised payment date unless that day falls on weekends and holidays. The City shall not terminate residential service on, or the day prior to, a weekend or holiday.
- o) Door-Hanger/Red Tag List. The City shall print a Door-Hanger/Red Tag list on the last working day of the month, listing those accounts still unpaid.
- p) Door-Hanger/Red Tag. The City shall write a "door hanger" tag and place said tag on the door of the dwelling or business of all accounts on the Door Hanger/Red Tag list that has not made a payment arrangement. A "door hanger" tag fee, as set by resolution, shall be assessed by the City at the time the tag is written.
1. The City shall keep a record of the time and date of placement of all notices on "door hanger" tags and the placement of such tag shall constitute a presumption of notice allowing the City to disconnect service, whether or not actual notice was provided the home or business owner by placement of such tag.
 2. The "door hanger" tag shall state that the third day following placement of the tag is the final due date and the Customer must pay the amount due in full by 5:00PM (including the "tag fee" and late fee) or disconnection shall occur before noon on the following day unless the date falls on a Friday or holiday, in which case disconnection shall occur before noon on the next City business day.
 3. If the Customer pays the amount stated as due on the "door hanger" red tag (including the "tag fee" and late fee) before the tag is hung, City staff shall make a reasonable effort to recall the tag so that it is not hung at the account service location.
- q) Restrictions on Residential Terminations. Physical Disabilities- the City shall not terminate service of a residential customer or refuse to restore service on request if the City had been advised in writing by a licensed physician, or public or private agency providing physical or mental health care, that termination of service would significantly endanger the physical health of the customer or any member of the customer's household. However, the City reserves the right to install a service limiter type meter while such certification is in effect.

- r) Designation of Third Party to Receive Notice. The City shall offer its customers the option to designate a third party to receive the notice of disconnection of service. The Customer is responsible for notifying the City of this option upon initiation of service.
- s) Information on Financial Assistance. City shall inform residential customers who cannot pay their bills of the names and telephone numbers of appropriate units within the State Department of Human Resources or other social service agencies which may help the customer determine what federal, state or private aid may be available to that customer.
- t) Requirements for Restoration of Service. If a Customer's service has been properly disconnected under provisions of this ordinance, the City shall not reconnect electrical service at the same or any other place at which the customer resides without payment in full of any delinquent fees and charges, together with a new deposit and any reconnection charges. The City shall only receive payment during regular business hours. If the Administrator determines that, based on past history or current circumstances, the Customer does not have a sufficient amount on deposit as security with the City, the City may assess an additional amount for security deposit equal to the previous highest month's bill.
- u) Payment Responsibility. When a change of occupancy or other legal responsibility for payment for electrical service occurs, the owner (as applicable) and/or Customer, shall give the City notice of such change within two (2) working days prior to such change. The outgoing Customer shall be responsible for payment of all services and charges. The owner shall be responsible for any unpaid past due amount, only if the owner agrees in writing that they shall be responsible for said bill.
- v) Closing (Final Bill). Closing bills are due and payable to the City on presentation. The City reserves the right to read the meter for a final bill within a period of two working days after the date requested by the customer and will use best efforts to read or disconnect on the day requested. The City may disconnect any current electrical service for any Customer who fails to pay or honor payment arrangements on a closed account being held by the City.
- w) Penalty on Delinquent Accounts. The City shall charge a penalty, of a certain percentage as set by resolution on the delinquent portion of all utility accounts in excess of five hundred dollars (\$500.00) or more to the Customer, beginning on the thirtieth day following the original due date.
- x) Returned Check Charges. The City may collect a charge as described by resolution for each check returned by a bank to the City.
- y) Rates and Fees. The City Council shall set all rates charged for electrical energy, connection, reconnection and other fees by resolution.

SECTION 4. Utility Security Deposit. A Utility Security Deposit is established in order to secure payment of City utility services rendered, including electric, water, sewer, CATV, broadband, and any other utility the City may offer.

- a) Amount of Deposit. The City shall set the amount of a Utility Security Deposit by resolution. In the event that the total monthly bill for an account exceeds this deposit amount for a period of three months within a six month period, or if the balance due is over this deposit amount more than three times in a six month period and the customer has

demonstrated any type of delinquency with regards to the payment of this account, the Administrator may require an additional amount be paid so that a larger Utility Security Deposit is being held for that account. If the Customer fails to pay the additional deposit amounts as required, this shall result in disconnection of services to the account.

- b) Payment of Deposit. The City requires the payment of the Utility Security Deposit in full prior to connection of any services to a new account. ~~The City Administrator or designated representative may make payment arrangements for the deposit using guidelines approved by Council.~~ The City shall not accept or use Security Deposits to pay amounts due on active accounts. If a Customer fails to pay a due bill and it is necessary to turn off services, the City shall not restore such services to said Customer until s/he has paid in full all outstanding bills due on all utility services and all re-connect fees.
- c) Requirement for Deposit. The City requires a Utility Security Deposit on each account, regardless of the number or type of utility services it provides to that account.
- d) Variations to Requirement for Deposit.
1. Commercial Customers: A commercial customer who has a security deposit with the City for an account at a commercial location, shall not be required to pay a deposit on additional commercial location accounts. Security deposits on residential accounts of persons who also hold accounts that qualify as commercial do **not** qualify to be used for a commercial account deposit. Residences where home based businesses are operated shall not be considered commercial locations, unless the area of the residence being used for the commercial operation has electric and water meters that are separate from the electric and water meters that service the residential portion of the location.
 2. Builders and Developers: A builder or developer who has a security deposit with the City for an account at one temporary construction location or permanent development site, shall not be required to pay a deposit on up to four additional temporary location accounts or permanent development site accounts. Each additional deposit may also cover a maximum of five accounts. Security deposits on residential accounts of persons who also hold accounts that qualify as builder or developer do **not** qualify to be used for additional commercial or builder or developer accounts.
 3. Landlords: A landlord shall not be required to pay a deposit on rental location accounts.
 4. Residential Customers-A: A residential customer who has a security deposit with the City for their residential account and is building a new home in the City that they shall move into when it is completed shall be required to pay an additional deposit on the account for the new home. When the customer moves into the new residence and closes the old account, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run. Non-payment of the closed account shall result in disconnection of services at the new account location.
 5. Residential Customers-B. A residential customer who has a security deposit with the City for their residential account and is moving to another location is required to pay an additional deposit on the account at the new location. When the customer closes the old

account, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run. Non-payment of the closed account may result in disconnection of services at the new account location.

e) Grandfathered Transition Customers:

1. Current utility account Customers who have a \$150.00 deposit with the City paid before November 2004, with the understanding that they would receive a refund of said deposit after twelve months of a good payment record, shall receive said refund as per their original agreement with the City.
2. Current utility account customers who do not have a security deposit with the City or shall have that deposit refunded due to the deposit refund policy that was repealed in November 2004, shall also be required to provide a security deposit to the City, prior to resumption of service, under this policy when one of the following events occurs:
 - a. The City disconnects an account on two occasions for non-payment of balances due (a dishonored check qualifies as non-payment) that was used to make payment on that utility account.
 - b. The customer closes the account and opens a new account at another service location within the City's service area.

f) Utility Security Deposit Refund. When an account is closed out, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run.

SECTION 5. Operational Requirements.

- a) Interruptions and Outages. The City shall exercise reasonable diligence in supplying satisfactory and continuous electric service, but cannot and does not guarantee a constant and uninterrupted supply of energy. Whenever necessary for the purpose of making repairs or improvements to its system, the City shall have the right to temporarily suspend the delivery of electrical energy but, in such case, the City shall give reasonable notice if circumstances permit. Whenever an interruption of service can be foreseen, the City shall attempt to schedule its activities with its customers' needs. Any interruption shall be of as short a duration as practical under safe operating conditions.
- b) Customer Liability. The City shall not be liable for any damage, or claim of damage, attributable to any interruption or outage of electric service. If the customer's service fails beyond the point of delivery, he shall endeavor to determine the cause of service failure before calling the City. If a service person is sent out at the customer's request, and it is determined that the customer's equipment is at fault, a charge for the service call as established by resolution may be made.
- c) Customer to Notify City. The customer is encouraged to materially assist the City in fulfilling its purposes by promptly notifying the City of any defects, trouble, or accidents affecting the supply of electricity, or in the event service is unsatisfactory for any reason.

- d) City Inspection and Responsibility. Inspection of electrical wiring and equipment for compliance with codes and regulations other than those of the City is the responsibility of the appropriate governmental body having jurisdiction. The person desiring electrical service must obtain the appropriate approvals and certificates prior to connection of the City's service.
1. The Administrator may, before connecting any premises with the City's circuits or furnishing electric current therefrom, cause the wiring, appliances and fixtures to be carefully inspected, and until such wiring, appliances and fixtures are put on proper condition, satisfactory to the Administrator, or his representatives, decline to connect the service wires with the City's circuit, and he shall have the power at any time to disconnect the service from any premises where the wiring, appliances or fixtures shall become or are found to be defective or dangerous until the same are repaired to the satisfaction of the Administrator or his representative.
 2. The City shall have the right, but shall not be obligated to inspect the customer's wiring or equipment before service is supplied and at any future time as determined by the City. However, nothing in this Ordinance shall be construed as placing upon the City any responsibility for the inspection of, the condition of, or the maintenance of the customer's wiring, energy-consuming devices or other equipment.
 3. The City shall not be held liable for any loss or damage to persons or property resulting from defects beyond the point of delivery caused by the customer's installation or equipment or the delivery of energy thereto.
- e) Connection to System. It shall be unlawful for any person, other than the Administrator, or his authorized representative or agent of the City, to connect any house, building, premises, wire, appliance or other device to the City's electrical system for the purpose of obtaining electrical energy or for any other purpose whatever.
- f) Unauthorized Pole Attachment Prohibited. A Person must obtain written permission from the City before s/he attaches any equipment or material of any description to any utility pole, guy wire, electrical equipment, hardware or other property of the City. The City may charge fees as established by resolution for this coordination work.
- g) Right to Trim Trees. City employees may trim trees on private property if such trees, in the judgement of the Administrator or his representative, shall create a hazard to electric service lines on the same or adjacent properties. If the property owner refuses permission to trim trees, they shall be liable for all damages and costs to repair any portion of the electrical system damaged by such trees.
- h) Changes to Customer Electrical Load. It shall be unlawful for any customer to add devices requiring electrical energy, which is beyond the capacity of the existing service (to his premises). In the event the customer desires to change his load materially, he shall notify the City, sufficiently in advance, so that the City may, if economically feasible, provide the facilities required. In the event that the customer fails to notify the City and, as a result, the City's equipment is damaged, the customer may be liable for the cost of such damage.
- i) Unlawful Connections. It shall be unlawful for any Customer to connect his service with that of any other person, or to in any way supply any other person or premises with electric

current through his service, without first filing a written application for such connection or use at the office of the Administrator and receiving a written permit for said connection.

- j) Ownership of Meters and other Improvements. All meters, wires and other facilities or equipment furnished and installed by the City, within or on the Customer's premises shall be and remain, the property of the City and may be removed by the City.
- k) Meter Installations. The City shall determine and designate all meter locations. The City shall spot the meter in a readily accessible location outside the building so the center of the meter, or top row of multiple meter installations is 5 ½ feet plus or minus six inches, above finished ground level or walkway at that point, unless the City specifically approves an alternate location. The City must approve any exceptions before installation.
- l) Accessibility. All customers shall provide readily accessible and safe access to all utility meters, poles, lines, transformers, etc. on their property. The customer is responsible for keeping obstructions away from all electrical system parts. Customers shall not place meters under porches, carports or breezeways, over open pits, moving machinery, hatchways, in the path of falling water, where vegetation, or where animals limit accessibility, or where the meter may be subjected to excessive vibration or possible mechanical damage. In cases of remodeling or subsequent construction, including building of fences or other enclosures, the customer shall maintain ready accessibility to the City's meter and equipment. The City does not consider a key as acceptable for obtaining access to a meter.
- m) Failure to Provide Accessibility. If a customer fails to establish and maintain ready and safe accessibility to all utility system parts on or adjacent to their point of delivery, service drop meter, then the City shall carry out the following procedures:
 - 1. Notice to Customer. The City shall give written notice to the customer that shall include the date, time and reason why City utility employees were unable to maintain that portion of the City's utility system on or adjacent to the customer's property. The City shall give this notice within three (3) working days of determination that a problem exists at a specific location. The Customer shall have two (2) working days from receipt of this notice to make the City utility system accessible to City utility employees. In the interim, the City shall bill energy consumption, demand and other charges to the customer based upon an estimate as determined by the City.
 - 2. Second Notice to Customer. If the accessibility problem persists, the City shall provide a second notice to the customer that the initial problem has not been corrected or has reoccurred and continues to prevent City employees from carrying out their duties. The City shall give the Customer another three (3) working days to correct the problem and assess a service charge as set by resolution. The City shall continue to bill energy consumption, demand and other charges to the customer based upon an estimate as determined by the City.
 - 3. Failure to Heed Notice. The City shall disconnect those customers from its system at the point of delivery when the customer has failed to heed the two (2) notices above and make all City utility system parts readily and safely accessible to City utility employees, to the satisfaction of the utility department manager.
- n) Meter Seals. At the time of installation, the City shall seal the meter and no person shall tamper with or break the seal without prior authorization from the City. The City shall

consider any tampering with the meter or unauthorized breaking of the seal as evidence of fraud.

- o) Separate Meters for Different Rate Classifications. If the Customer desires to use electricity for purposes classified under different rates, the City shall install separate meters to measure the current supplied at each rate and charge for the electricity passing through each meter at prices specified in the rate schedule for such separate uses.
- p) Meter Failure. Should any meter fail to register correctly the amount of energy or power used by the customer, the City shall estimate the amount of such use from the best available evidence.

SECTION 6. Employees Prohibited.

- a) Unlawful Employee Compensation. It shall be unlawful for any inspector, agent or employee of the City ask, demand, receive or accept any personal compensation for any service rendered to consumers of electric current, or other persons, in connection with supplying or furnishing electrical energy by the City.
- b) Promise of Service. No promise, agreement or representation of any employee or agent of the City of Cascade Locks, with reference to the furnishing of electric energy, shall be binding on the City, unless the same shall be in writing signed by the Administrator in accordance with the provisions of this ordinance.

SECTION 7. Customer's Responsibility.

- a) Wiring and Equipment. The customer shall install, own, and maintain all wiring and equipment beyond the point of delivery, except meters and special facilities installed or furnished by the City. The customer's wiring shall conform to all requirements of legally constituted authorities having jurisdiction; including county codes or ordinances, ordinances and resolutions of the City, the National Board of Fire Underwriters, the Oregon Bureau of Labor, and the National Electrical Code.
- b) Equipment Required by City. The customer shall furnish, and install, an Underwriter's approved meter socket, or sockets, as specified by the City, for the installation of the City's metering equipment. If instrument transformers are required, the customer shall furnish and install mounting brackets, a suitable enclosure, and necessary conduit, as specified by the City. It shall be the customer's responsibility to provide suitable protective devices; such as fuses, circuit breakers, and relays, to adequately protect his equipment. For the protection of three phase motors, the installation of three thermal over-current devices and, in addition, dual element delay fuses or circuit breakers of suitable rating are considered necessary. The City reserves the right to refuse or discontinue service to customer's equipment or wiring, where such equipment or wiring is in hazardous condition, or not in conformity with lawful codes and local regulations. The City shall not be held liable for any loss or damage to person, or property, resulting from defects beyond the point of delivery, or in the customer's installation of equipment, or the delivery of energy thereto.
- c) Protection of City Property. The customer shall take all reasonable and proper precautions to prevent damage to City property and facilities on his premises. In the event that the

property of the City is damaged because of the customer's negligence, the City may collect the cost of repairs or replacements from the customer.

SECTION 8. Relocation of Electric Facilities.

- a) Overhead Lines. In the event any customer requests his delivery point be moved to a new location on an existing structure, the City may remove and reconnect its overhead service drop at the new delivery point, without cost to the customer. If relocation of a pole or other equipment is required, the customer shall pay for all materials, labor, and overhead required to serve the new delivery point. Where underground service is provided, the Customer shall not relocate the delivery points without permission from the City and written agreement by the customer to assume all costs of relocation.
- b) Relocation Feasibility. In the event a customer wants either overhead or underground facilities relocated, the City may move the facilities if the move is feasible operationally, necessary rights-of-way can be obtained, and the customer agrees to pay in advance an amount sufficient to cover all costs of the relocation. Persons requesting relocations of facilities must make satisfactory arrangements for the transfer or relocation of equipment owned by any other utility and any third party which may be involved, including any underground service facilities.

SECTION 9. Point of Delivery.

- a) Location. All of the equipment on the customer's side of the point of delivery shall belong to and be the responsibility of the customer, except meters and metering equipment and any other equipment provided by the City.
- b) Notice in Advance of Installation. The Customer is responsible to advise the City at the earliest time possible of his service requirements in advance of installing service entrance equipment. The City shall meter each point of delivery separately.

SECTION 10. Cost of Reconnection/Safety Work. Except for the initial installation of a service, the City shall charge the Customer a fee set by resolution for each trip made if a reconnect is requested by the customer. Work performed by the City to provide electric safety on customer's premises shall not be subject to this charge.

SECTION 11. Temporary Service.

- a) The City may provide service to temporary construction as follows:
 - 1. The City shall bill for energy used for temporary single phase service for construction of a single family residence or duplex at the residential rate, in addition to the charge for installation and removal.
 - 2. The City shall bill for energy used for temporary single phase and/or three phase service, if available, for construction of apartments, offices, schools, churches, commercial and industrial buildings or similar facilities and to provide energy for fruit stands, fairs, field offices, Christmas tree lots, etc. at the applicable rate schedule in addition to the charge for installation and removal.

3. Contracts covering temporary service in the underground network where overhead service is not available may contain service and cost provisions separate and distinct from other temporary service requirements.
4. Customer's terminal and intermediate support installations for receiving temporary service must maintain N.E.S.C. clearances, be structurally safe and provide an adequate support at the point of the attachment.

SECTION 12. Recovery of Damages. Any person or persons who, as the result of violating any of the provisions of this ordinance, cause any expenses, loss, or damage to the City shall immediately become liable to the City for the full sum of such expense, loss, or damage. The Council may, at its discretion, instruct the City attorney to proceed against any such person or persons, in any court of competent jurisdiction, in a civil action to be brought in the name of the City for the recovery of the full sum of any such expense, loss, or damage sustained by the City.

SECTION 13. Penalties. Any person or persons found guilty of theft of service or fraudulent use of service or willfully damaging any portion of the electrical system shall, upon conviction thereof, be punished by a fine of not less than \$500.00, or by imprisonment for not more than 100 days, or both. Any person or persons violating any other of the provisions of this Ordinance shall, upon conviction thereof, be punished by a fine of not less than \$50.00 per day. The City shall file a separate complaint for each day a violation continues beyond notification given under this Ordinance.

SECTION 14. Validity. The invalidity of any section, clause, sentence, or provisions of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

ADOPTED by the City Council this day of July, 2012.

APPROVED by the Mayor this day of July, 2012.

Mayor

ATTEST:

City Recorder

City of Cascade Locks
Utility Deposit Payment Arrangement Program

I. Policy: The City of Cascade Locks offers qualifying residential customers an option to make payment arrangements on their utility deposit.

II. Purpose: The City of Cascade Locks offers qualifying customers payment arrangements on the utility deposit using income eligibility requirements utilized by the Community Action Program. This is not a complete waiver of the deposit, rather an extension. Qualifying customers may make arrangements on the deposit at a mutually agreed upon schedule keeping in mind the needs of the customer as well as the needs of the City.

III. Qualification:

- A. The applicant must be a residential utility customer of the City of Cascade Locks.
- B. The property must have utilities provided by the City of Cascade Locks.
- C. The property served must be occupied and used by the applicant as his or her primary residence.
- D. The applicant must not be delinquent in any payment owed to the City of Cascade Locks for any service provided.
- E. The applicant's household income must not exceed 60% of State Median Income by Household Size.
- F. The applicant must show proof of income for every member of the household by way of previous year income taxes. If the applicant or any member of the household does not file taxes, bank statements for three consecutive months will be required. If applicant or any member of the household does not have income, a signed form provided by the City of Cascade Locks will be required. Applications without the above proof of income will not be considered.
- G. Applicants must apply by completing the application form provided by the City of Cascade Locks and provide the documentation requested.



**City of Cascade Locks
Deposit Payment Arrangement Application**

Name: _____ Account Number: _____

Street Address: _____ Mailing Address: _____

My total annual income for 2011, together with that of ALL members residing at my residence during the preceding calendar year, did not exceed (check one):

- \$22,321 per year for a Family of 1
- \$29,189 per year for a Family of 2
- \$36,057 per year for a Family of 3
- \$42,925 per year for a Family of 4
- \$49,793 per year for a Family of 5

The undersigned hereby applies for a payment arrangement on the utility deposit for the above account and maintains all information on this application is true.

Signature of Applicant: _____ Date Signed: _____

The following payment arrangement has been agreed upon by the customer and the City:

Approved By: _____

Date: _____

STAFF REPORT

Date Prepared: 7/16/12

For City Council Meeting on: 7/23/12

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder 

APPROVED BY: Paul Koch, Interim City Administrator

SUBJECT: Ordinance No. 418 vacating a portion of Hassalo Street and providing for the vesting of title.

SYNOPSIS:

CITY COUNCIL OPTIONS:

1. Approve Ordinance No. 418 and have the first reading.
2. Take no action on this matter.

RECOMMENDATION: The City Council, by motion, approve Ordinance No. 418.

Sample Motion: I move to approve Ordinance No. 418 with the addition of land description of the vacated portion of Hassalo Street to be provided by Mr. Coad.

Legal Review and Opinion:

Financial review and status: N/A

Planning Review and Opinion: The portion of the subject street which is being considered for vacation has no current use, nor any foreseeable future use. No connectivity to city street grid is likely and the road abuts the Union Pacific Railroad tracks so any connection across the railroad line would be expensive and ultimately impractical. From a land-use standpoint there is no good reason to retain this street except for the utility easement which is discussed in the lot-line adjustment request.

BACKGROUND INFORMATION: Mr. Coad purchased property at 139 Hassalo Street. He would like the City to vacate the unused portion of Hassalo Street that is between his property and Mrs. Kitchens at 133 NW Hassalo Street.

Staff has met and discussed the vacation of the street and agree with the reasons given for the vacation of the unused portion of Hassalo Street: (a) said street portion lies at the terminus of a dead-end street and is not now nor ever has been improved or used as a city street or thoroughfare; (b) said street portion is not now nor ever has been maintained by the City; (c) said street portion is bounded on three sides by private property and cannot be configured to promote any current or future city interest in health, safety, welfare, or legal ingress, egress or access; (d) continued status as a city street or thoroughfare constitutes a private trespass nuisance to Petitioners from persons illegally crossing Petitioners' property via the railroad right-of-way; (e) vacation of the street portion will rectify a 3.5 ft. encroachment of the garage on Tax Lot #2500 existing since 1942; ;and (f) vacation of the street portion is in the public interest by returning this property to the tax rolls of the City of Cascade Locks, Oregon.

Mr. Coad has also applied for a lot line adjustment on his property, which will be processed as an administrative review.

ORDINANCE NO. 418

AN ORDINANCE VACATING A PORTION OF HASSALO STREET AND PROVIDING FOR THE VESTING OF TITLE.

WHEREAS, the City of Cascade Locks has received a petition to vacate a portion of a street in the City described as follows:

WHEREAS, the property which is the subject of the request to vacate is not necessary to provide ingress and egress to that area of the City of Cascade Locks, Oregon, is not necessary for the safe and convenient flow of traffic and has never been an improved street or public right-of-way; and

WHEREAS, the proposed vacation is in the best interests of Cascade Locks, Oregon and its residents; and

WHEREAS, a public hearing was held on July 23, 2012, in the City Council chambers, Cascade Locks, Oregon. All interested persons were given an opportunity to be heard on the requested vacation at the hearing, a notice of which was given and televised at the regularly scheduled City Council meeting on July 23, 2023. Interested persons attended and stated their views on the requested vacation; and

WHEREAS, no objections by remonstrance, written or verbal, has been made by any property owners for a distance of 400 feet from the terminus of the proposed street vacation; and

WHEREAS, the petitioners are the owners of the adjacent property for a lateral distance of at least 200 feet; and

WHEREAS, it appears that the proposed partial street vacation is not detrimental to any residents of Cascade Locks;

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

SECTION 1. Order to Vacate. The City Council orders that the following area is vacated and the adjoining property owners, who are the owners of record of this date, shall own to the center of the partially vacated Hassalo Street by extending their property lines to the center line of the partially vacated Hassalo Street:

The portion of

SECTION 2. Effective Date. This Ordinance shall take effect 30 days after adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this day of , 2012.

APPROVED by the Mayor this day of , 2012.

ATTEST:

Mayor

City Recorder

STAFF REPORT

Date Prepared: July 17, 2012

For City Council Meeting on: July 23, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

SUBJECT: Discussion of permanent City Administrator recruitment and extension of contract with current interim CA.

SYNOPSIS: There are two issues contained in this staff report for City Council discussion and to provide direction.

Issue 1: The Mayor, Councilman Lewis and I have reviewed the applications for permanent City Administrator and reduced the number of candidates to be contacted down to five with an additional nine being held as back-up. The plan is to conduct telephone interviews with the five and then begin consider reducing the number for possible interviews with the full Council and staff and community. The first step will be to determine if the applicants are still available and still interested in coming to Cascade Locks. The initial steps and schedule is attached for City Council information. The City is still a good 90-120 days away from a final selection and the new administrator being on the job. That would place the "on the job" to be approximately October or November at the earliest. Yet to be determined are such details as community visitations, community interviews, community and reference checking and some of the other important steps to properly select and place the new administrator for maximum success. Council should also consider involving any newly elected City Council members in the process so that a smooth and proper transition can be carried out.

As we look at the full schedule and all of the possible implications, it could well be as late as February or March before such a transition could best take place. At this point in the process, I am seeking City Council direction, suggestions or approval to proceed along the lines outlined above.

Issue 2: Currently my contract will terminate on August 30 of this year. I have previously indicated to City Council my willingness to continue with you through the selection process and stay as long as through March of 2013. It is realized that this is going to be a highly flexible process and situation. I am seeking City Council direction on the option of amending my current contract to allow for it to terminate on March 30, 2013 with a provision for termination with 30 days notice prior to the March date. That will give you the most flexibility in dealing

with the selection process for your permanent administrator while at the same time giving you the most potential.

Should City Council agree, I will have the City Attorney prepare an amendment to my contract for formal City Council action.

CITY COUNCIL OPTIONS:

- A. Provide no direction on this matter at this time.
- B. Approve suggestions provided..
- C. Provide other direction desired by the City Council.
- D. Agree with the direction suggested.

RECOMMENDATION: That City Council review and discuss these two issues and provide consensus direction dealing with both.

Legal Review and Opinion: None required at this time.

Financial review and status: The approved City 2012-13 budget anticipates the interim service in place through the end of 2012 with the new full time administrator on the job as of January 1, 2013. There is ample budget flexibility for the City Council to have great flexibility on this matter.

City of Cascade Locks
Permanent CA
Dec. 2011
Approved by City Council on January 23, 2012.

ADOPTED STEPS AND TIME LINE FOR RECRUITMENT AND SELECTION OF PERMANENT CA

- | | | |
|--------------------|----------------------|---|
| Step One: | January 2012 | City Council develops position description, skills wanted, experiences, requirements and other important factors for new CA.
The “what kind of person do we want”. |
| Step Two: | February 2012 | Begin recruitment, advertising and getting the word out. |
| Step Three: | March 2012 | Organize the technical panel citizen panel and processes for broad involvement in the selection process.

(Technical panel made up of Other city managers who agree To help. Citizen panel is 20 local Citizens who design community events to get the broadest possible comments. Coffees, pot lucks etc)

Create a role and function for City Staff, Boards and Comm. |
| Step Four: | May 18, 2012 | Deadline for applications. |

Step Five:	May 2012 August 1, 2012	Screen applicants to 5-7 Do background checks
Step Six:	June 2012 September	Hold interviews in town Community events and meetings with others. (Organize groups to participate)
Step Seven:	June 2012 October	Send delegation to finalists Communities.
Step Eight:	June 2012 October 15	Make offer and hire
Step Nine:	August 1, 2012 December 1	New CA begins. Transition period until December 31.

Mark Morgan - with draw

NOTE: This process is subject to great flexibility and may be changed based on other factors and schedules.

JOSEPH A. WAMPLER
SHERIFF

JERRY BROWN
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT JUNE 2012

1. TOTAL CALLS FOR SERVICE: 144
2. TOTAL PRIORITY CALLS: 16
3. TOTAL NON-PRIORITY CALLS: 128
4. OFFICER INITIATED CALLS: 67
5. TOTAL CITATIONS ISSUED: 9 (3 individual cites of UTC Violation may be on each ticket)
6. TOTAL CRIMES AGAINST FAMILIES: 3
7. Total Case Numbers Issued: 17
8. Total Animal Control Calls: 2

Additional Investigative support (Det. Sgt. G. Tiffany, Det. English & Animal Control Officer Casey DePriest) was provided for Case numbers (S120443, S120460, S120482, S120495, S120498 and S120501).

Deputy Harvey worked 135 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 76.75 hours within the City of Cascade Locks (Deputy Joel Carmody, Deputy Rick Princehouse, Chief Deputy Jerry Brown, Sergeant Jess Flem, R. Deputy Mike Renault, R. Deputy Travis Paulsen, Sheriff J. Wampler Deputy Don Dillenbeck, Deputy Noel Princehouse, Deputy Pete Hughes, Deputy Chris Guertin, Deputy Mike Anderson, Deputy Brian Rockett & Deputy Marc Smith).

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

Jerry Brown
Chief Deputy

