

CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL WORK SESSION, Tuesday, January 22, 2013, 7:00 PM, CITY HALL

- 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. Presentation of Adopted Vision and Current Budget Priorities.**
- 4. Review Previous 2012/2013 Departmental Issues and Concerns.**
- 5. Departmental Issues and Concerns for 2013/2014 Budget.**
- 6. Boards and Committees Issues and Concerns for 2013/2014 Budget.**
- 7. Council Discussion and Selection of City Administrator Priorities.**
- 8. Council Establishes Proposed 2013/2014 Budget Priorities.**
- 9. 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.



A vision statement for our future

Cascade Locks, Oregon

Compiled by The City of Cascade Locks Downtown Revitalization Steering Committee

(DRSC Approved 03/29/12)

(Approved by the Cascade Locks City Council April 9, 2012)

Cascade Locks is Oregon's most livable small town.

Our friendly, civic minded people have capitalized on our town's unique location and beautiful surroundings to create a 21st century haven that provides prosperous, sustainable and cooperative living for all who choose to live here.

We are proud of our vibrant small town with its rich history, broad cultural diversity, outstanding educational facilities, world-class recreational opportunities, stunning natural surroundings, and festive downtown.

We welcome visitors from around the world to share our haven, for in sharing we all prosper and grow.

4. Cascade Locks is a proud community of ambassadors. We market our strengths and tell our story daily to potential businesses, residents, and visitors.

- a. Our Tourism Committee ensures that all local business owners, employees, and elected officials provide consistent information to visitors.
- b. Every Cascade Locks citizen is an ambassador.
- c. We focus our marketing efforts on the Pacific Northwest and beyond.

5. Cascade Locks is an educated community that offers accessible, enriching educational opportunities for residents during all stages of life.

- a. Our high-ranking pre-K through 12 school adds energy, activity, and vibrancy to downtown.
- b. Our school offers strong Science, Technology, Engineering, Mathematics, and Environmental (STEM) curriculum and has a strong connection to the Community Sailing Program.
- c. Mt. Hood Community College offers a variety of courses in Cascade Locks.
- d. The Small Business Development Centers (SBDC) from MHCC and CGCC assist local businesses.
- e. We support our youth in their educational and employment goals.

6. Cascade Locks is a historic community.

- a. We share our heritage with others; of Native American origins, the Columbia River, the Oregon Trail, steam engines, trains, sternwheelers, the locks, logging, the dam, the Civilian Conservation Corps (CCC's), Camp 21, Lewis & Clark, the Columbia River Historic Highway, Whiskey Flats, and the mighty Bridge of the Gods.

7. Cascade Locks supports a productive business district.

- a. Our main street is lined with prosperous businesses in quality buildings.
- b. All vacant lots and empty storefronts have been filled.
- c. Our street designs and speeds are safe for motorists, cyclists, and pedestrians alike.
- d. We have sufficient customer parking downtown.
- e. All older buildings, including the City Hall and Fire Station, are remodeled or restored.

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8. **Cascade Locks is a community of choice**, defined by businesses and residents that locate here because they want to be here.

- a. We have a well-organized, team-oriented downtown business association.
- b. Local businesses meet our every day needs and offer distinctive specialty products.
- c. Our new businesses include a hardware store, a credit union, a medical clinic, a sporting goods store, a fish market, a shared government facility, locally-made products, a micro-brewery, a sports facility, quality diverse restaurants, and other goods and services geared to community and visitor needs.
- d. We have an "Art Alley" corridor of art industry related businesses.
- e. Young families have an opportunity to locate here because housing is affordable and youth opportunities abound.

9. **Cascade Locks is a pro-active community** where the community, City, and Port work collaboratively with partner agencies to provide living wage jobs with quality employers.

- a. We recruit successful employers to town.
- b. We grow our own local entrepreneurs and businesses.
- c. We successfully use our natural resources.

10. **Cascade Locks hosts vibrant, well-attended community events.**

- a. We have constructed an outdoor amphitheater with the capacity for 2,000 spectators.
- b. Our events have a resounding reputation which draws visitors from around the world.
- c. These visitors support our local businesses year-round.
- d. Our lodging is full year-round.
- e. We have a new resort hotel on the riverfront.

11. **Cascade Locks supports green business practices in the Gorge.**

- a. We host green businesses and energy-efficient buildings downtown.
- b. We have green transportation infrastructure which includes a variety of transit options.
- c. We rely increasingly upon green energy sources.

City of Cascade Locks, Oregon
September 8, 2011
Approved by City Council On September 12, 2011

INITIAL SET OF CITY COUNCIL PRIORITIES

Introduction: This initial set of City Council Priorities have been developed to create the work plan and evaluation system for the Interim City Administrator beginning August 29, 2011 through August 30, 2012. Additional priorities and evaluation criteria will be added over time through review and action of the City Council. Numbers in () indicate priority value as established by City Council..

1. **Resolve the issues surrounding the current conflict in the Fire Department.** (6)
2. Prepare and deliver **clear and easily understood financial reports.** (5)
3. Develop a plan and strategies to **negotiate with Nestle and bring them to town.** (4)
4. Propose action to develop a **comprehensive water system master plan** for City Council. (4)
5. Develop a plan for **city operation of the waste water treatment plant.** (3)
6. Bring **fiber optic cable** to town. (3)
7. **Partner more closely with the Port.** (3)
8. Explore the opportunities for the use of **alternative energy.** (3)
9. **Economic development.** (3)
10. Develop a process and plan to recruit and hire a **permanent City Administrator.** (2)
11. Develop a **sewer system master plan.** (2)
12. Prepare an **RFP process for audit services.**
13. **Downtown revitalization.**
14. Create a plan for Council to review dealing with the conduct of **listening and sharing meetings within the community.**
15. **Outsource utility billing.**

16. Develop a **street master plan**.
17. **Comprehensive staffing plan** and report.
18. **Review all fees and charges**.
19. **Sell old fire station** and modular building.
20. **Close out FEMA grants**.
21. Develop and implement a **work order system**.

CITY COUNCIL PRIORITIES-GROUPED

Introduction: *This grouped list of priorities comes from the original 39 issues identified by City Council. The original 39 have been grouped in broad categories in this version of the priorities and the groups prioritized This listing reflects City Council adjustments made on November 28, 2011 and formally approved on December 12, 2011.*

1. Resolve the issues surrounding the current conflict in the Emergency Services Department.

- a. Determine community desired emergency services and cost
- b. Determine how to fund and operate department.

2. Finance

- a. Determine the best use for the Old Fire Station
- b. Develop and implement a more comprehensive budget process, develop a program budget, review all fees and charges including TRT in conjunction with budget development.
- c. Clear and easy to understand monthly reports
- d. Close out FEMA grants
- e. Research the potential for customer electronic payments
- f. Audit service RFQ process (every 3-5 years)
- g. More comprehensive budget process and program budget format
- h. Outsource utility billing function
- j. Complete a electric rate study including tier 2 (Jan. 2012)
- k. Complete rate studies for both water and sewer services

2. Economic Development

- a. Revitalize the downtown core area and create a downtown organization**
- b. Bring Nestle to town and create new jobs locally**
- c. Create a closer working relationship with Port of Cascade Locks**
- d. Retain our local K-12 school**
- e. Develop an enhanced community plan for tourism**
- f. Research what is needed to bring fiber optic cable to town**
- g. Adopt a multi-faceted economic development strategy**
- h. Develop positive working relationships with Portland and Seattle**
- i. Bring MHCC to town deliver SBDC and educational programs**
- j. Create a charging station for electric cars**
- k. Revise and implement the water ordinance**

3. Communicate and rebuild community trust

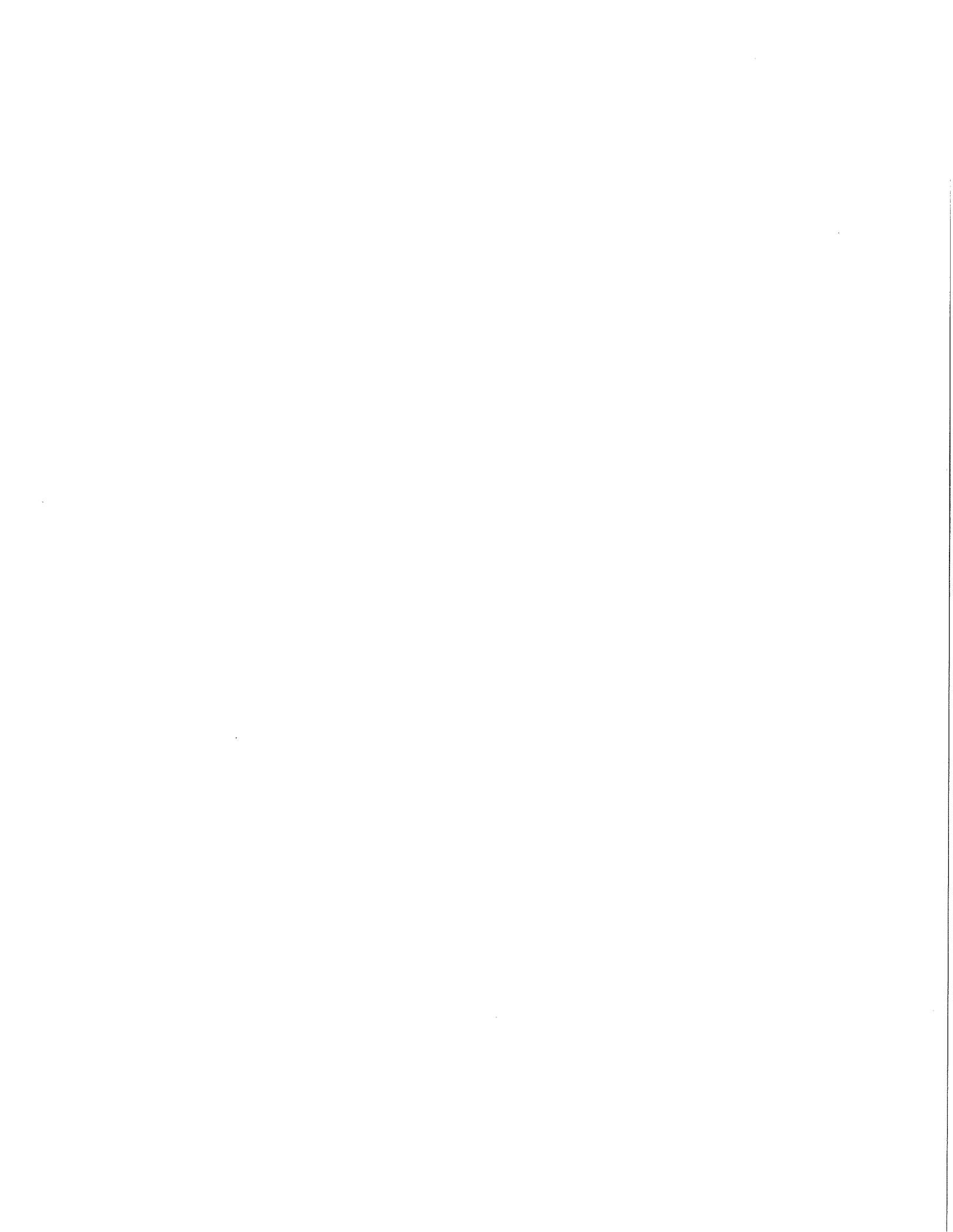
- a. Plan and implement community celebrations of success**
- b. Conduct periodic community meetings to receive input and comments
(By February 6)**
- c. Improve the TV and sound system in the City Council Chamber**
- d. Look into a citizen “call in” system for City Council meetings**

4. Enhance Infrastructure

- a. Complete a pavement condition study and seek grants to fund needed improvements**
- b. Develop alternative energy systems to keep rates low**
- c. Review and update sewer master plan and options**
- d. Complete water rights transfer study**
- e. Review and update electric fees and tier two rates**
- f. Review and update the electric master plan**
- g. Implement a work order system via auditors recommendations**

5. Organizational Development

- a. Conduct a study to determine staffs work loads and staffing needs**
- b. Review and strengthen fundamental systems and policies**
- c. Look into the need for a Deputy Recorder and City Planner**



City of Cascade Locks
Emergency Services Department Budget Issues and Concerns
January 22, 2013

1. Stable long term funding
 - a. Review and clarify current rate policy
 - i. Transport/Non-transport
 - ii. On site service
 - b. Contract Service outside city limits
 - i. Map
 - ii. Charge/No-charge
2. Equipment Replacement Plan
 - a. Vehicles (Ambulance)
 - b. Equipment
3. Interactive/More community involvement
 - a. Community and Family Preparedness
 - b. Train and educate youth and families
4. Utilizing Reverse 911 with County Dispatch
5. Immediate Water Rescue Response
6. Development of a sleeper program
7. Explore 3-city/Columbia Gorge Commission EMS Services Initiative and shared services

City of Cascade Locks
Public Works Department Budget Issues and Concerns
January 22, 2013

1. Service Rate Increases
2. Community Development Block Grant Application:
 - a. Wastewater Master Plan Requirements
 - b. Water Master Plan Requirements
3. Increase Budget for Water System Repair
4. Reservoir Security
5. One Ton Truck replacement
6. Replace Bobcat
7. Implement Street Maintenance Plan
8. Continue Staff Training and Certifications

City of Cascade Locks
Finance Department Issues and Concerns
January 22, 2013

1. Allow payment of bills through credit, debit cards, and electronic payments
2. Enhance Work Order and Inventory Systems
3. Standardize/Streamline Public Works-City Light Timekeeping
4. Purchase/Install backup generator for City Hall
5. Restroom remodel and other ADA Upgrades for City Hall
6. Reception Desk ADA Improvements (get plan and cost estimate)
7. Develop computer replacement program (Information Technology)
8. Reverse 911 for customer alerts

City of Cascade Locks
Electric Department Budget Issues and Concerns
January 22, 2013

1. Implement Rate Study recommendations as approved by City Council
2. Modification and enhancement shop building for vehicle storage and safety
3. Neutral Project per PUC Requirement (2016) – Safety requirement
4. Complete PUC Inspection Report Requirements
5. Repayment of Fire Station Loan
6. Implement Work Order System

City of Cascade Locks
City Recorder/Planning Budget Issues and Concerns
January 22, 2013

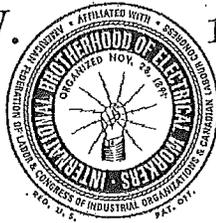
1. Complete Codification and ongoing maintenance of ordinances
2. Solve Document Storage Issue
 - a. Safe
 - b. Database
 - c. Archives Management
3. Continue Revision of Development Code
4. Website update and upgrade
5. Complete council chambers cleanup

City of Cascade Locks
City Administration Budget Issues and Concerns – **Not Prioritized**
January 22, 2013

1. Creation of Public Safety Council Sub-Committee
2. ADA Enhancements (City Hall)
3. Functioning Safety Committee
4. Grant Applications
5. City Engineer
6. Jurisdiction of WaNaPa Street
7. Continuation of Rare Intern Program
8. Comprehensive Fee Review
9. Strengthen Planning and Assistance
10. Organizational Restructure across all departments
11. Good Governance
 - a. Fiscal Management
 - b. Communication
 - c. Staff development and morale
 - d. Partnerships
 - e. Shared Services
12. Equipment Maintenance

NOTICE

Local 125, I.B.E.W.
(503) 262-9125



17200 NE Sacramento
Portland, OR 97233

UNIT MEETING SCHEDULE

2013

Pacific Power/Skamania/City of Cascade
Locks/Hood River Coop Members

<u>Unit</u>	<u>Month/Day</u>
ASTORIA	1/2 3/5 5/7 7/2 9/10 11/5
BEND/MADRAS	1/28 3/25 5/28 7/22 9/30 11/25
ENTERPRISE	1/21 6/27 9/26
HOOD RIVER	1/14 3/11 5/13 7/8 9/16 11/13
PENDLETON	1/23 3/20 5/22 7/17 9/25 11/20
PORTLAND	1/7 2/4 3/4 4/1 5/6 6/3 7/1 8/5 9/9 10/7 11/4 12/2
SKAMANIA/HR/CL	1/17 2/14 3/14 4/11 5/16 6/13 7/11 8/15 9/19 10/17 11/14 12/12
HYDRO NORTH	1/24 2/21 3/21 4/25 5/23 6/20 7/25 8/22 9/18 10/24 11/21 12/19
WALLA WALLA	1/22 2/25 3/18 4/15 5/20 6/17 7/22 8/19 9/23 10/21 11/18 12/16
YAKIMA	1/15 2/12 3/12 4/9 5/14 6/11 7/9 8/13 9/17 10/15 11/12 12/10

The Business Representative will be in attendance at the above meetings unless you are otherwise notified. Meeting times and locations vary with individual units. Check with the Unit Chair for your individual unit.

PLEASE POST

ATTEND YOUR LOCAL UNION MEETING REGULARLY

