

CITY of CASCADE LOCKS

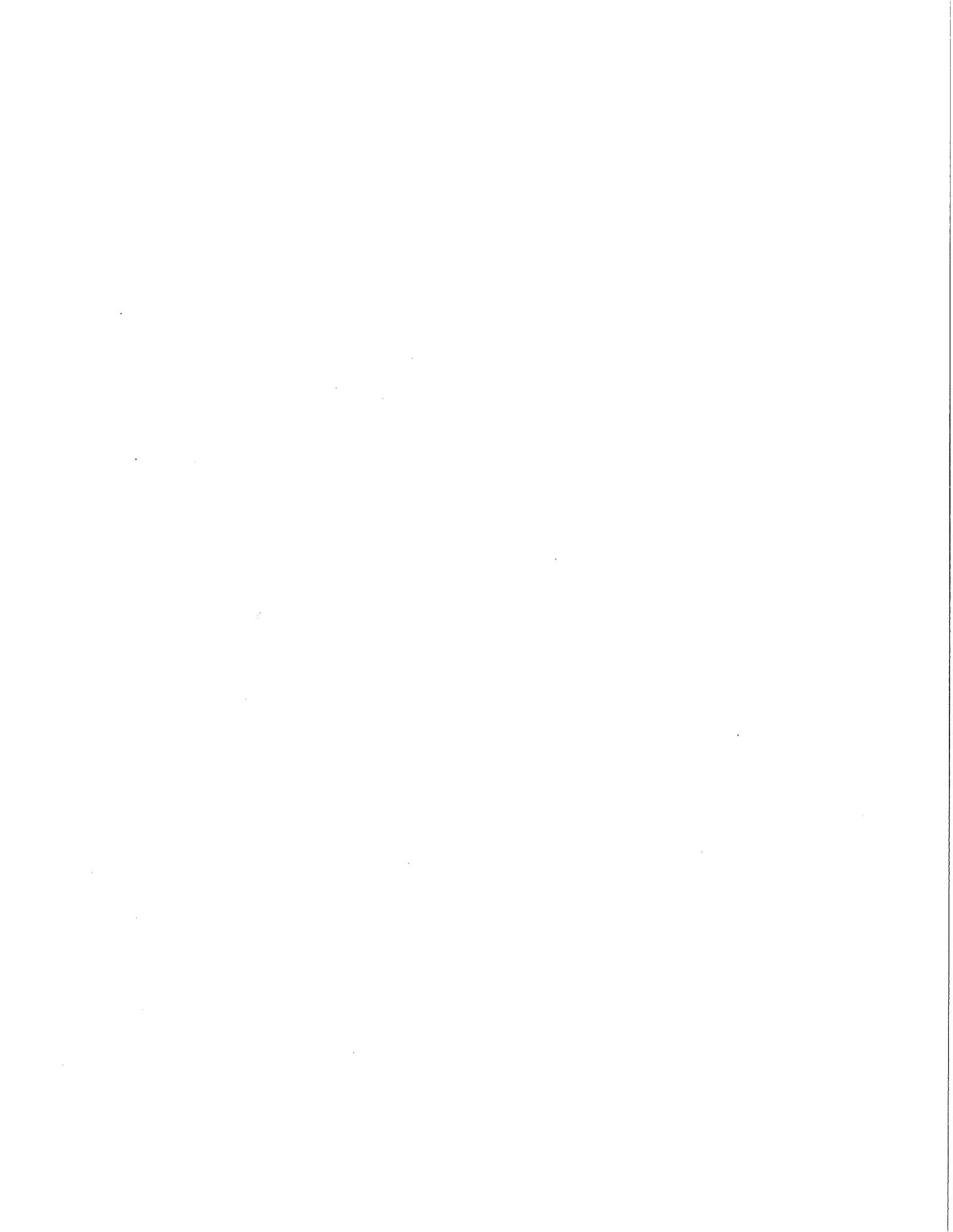
AGENDA

CITY COUNCIL MEETING, Monday, June 24, 2013, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of June 10, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 81,059.87.**
4. **Public Hearings. 7: 00PM - Budget 2013/2014**
5. **Action Items:**
 - a. **Appointment to City Council/Committees.**
 1. **Oath of Office**
 - b. **Resolution No. 1276 Adopting the 2013/2014 Municipal Corporate Budget, Making Appropriations, Authorizing Expenditures and levying taxes.**
 - c. **Resolution No. 1277 Recognizing Unanticipated Revenue for Museum.**
 - d. **Resolution No. 1278 Approving Year End Budget Adjustments.**
 - e. **Resolution No. 1279 Authorizing the Interfund loan from the General Fund Portion of the Capital Reserve Fund in the Amount of \$22,000 to the CATV Fund for the Purpose of Bringing the Estimated Fund Balance Deficit to Zero.**
 - f. **Approval of City/Port IGA Guidelines.**
 - g. **Review Basis for City Attorney Contract.**
 - h. **Approval of Time Study Project.**
 - i. **Approval of Tourism Committee Reimbursement Request.**
 - j. **Approval of Grant Request for CGRA.**
 - k. **Approval of Springfield Fire Ambulance Billing Contract.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
(Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Tourism Committee Annual Report.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (2)(i) re: Performance Evaluations of Public Officers and Employees.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett were present. CM Fitzpatrick attended via conference phone. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, City Attorney Ruben Cleaveland, Front Desk Receptionist Kari Goben, Accounting Clerk Shirelle Price, Electric Superintendent Tracy Hupp, Public Works Foreman Sheldon Price, Finance Officer Marianne Bump, Station Captain Jesse Metheny, Paramedic Bryce Glovotski, Don Haight, JoAnn and Ken Wittenberg, Buzzy Nielsen, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman asked for agenda item 5.l. to be discussed after executive session. CM Helfrich stated 5.e. should take place after executive session before 5.l. Council agreed to amendments.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of May 8, 2013 Special City Council Meeting.**
 - b. **Approval of Minutes of May 13, 2013 City Council Meeting.**
 - c. **Approval of OLCC License Application for Charburger (Change of Ownership).**
 - d. **Approval of OLCC License Application for Thunder Island Brewing Company (New Outlet).**
 - e. **Ratification of the Bills in the Amount of \$ 416,451.10.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Groves, to approve the Consent Agenda. The motion was passed with CM's Groves, Fitzpatrick, Helfrich, and Mayor Cramblett voting in favor. CM's Randall and Walker abstained.

4. **Public Hearings:** Shared Revenue Budget Hearing. Mayor Cramblett opened the hearing at 7:04 PM. There was no public testimony. Mayor Cramblett closed the hearing at 7:05 PM.

5. **Action Items:**

- a. **Appointment to City Council/Committees.** None.
- b. **Approve CH2MHill/OMI Contract.** CA Zimmerman explained Contract Amendment #7, which includes an increase to the base rate to total \$87,000 for the July 1, 2013 through June 30, 2014 contract year. CM Randall asked if this increase has taken place historically. CA Zimmerman said there have been continual increases but that CH2MHill/OMI has been cognizant of the City's situation. He said it does cost a lot and they also perform some of the maintenance, which Council can see every month from the reports received by CH2MHill/OMI. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the proposed contract from CH2MHill of \$87,000 for the operation of the wastewater treatment plant for the fiscal year 2013/2014. The motion passed with CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett voting in favor. CM Walker opposed. CM Walker said he didn't think a multi-billion dollar corporation needed a 2% increase from little Cascade Locks for help with the sewer treatment plant.
- c. **City Administrator Evaluation Process.** CA Zimmerman said the evaluation form included in the packet is one that has been used. He asked Councilors to fill out the evaluation and return to Marianne Bump as Human Resource by June 17, and she would forward to City Attorney Cleaveland to collate comments. CM Walker said this seemed to be a simple form for such a complex job. CA Zimmerman said the simpler the better and that the critical piece is the comments. He explained that the comments will drive improvement. CM Walker said the scoring should not be used and just concentrate on the comments. CM's Groves, Randall, and Helfrich expressed importance of scoring and thought that part of the evaluation was valid. There was consensus of the Council to leave the evaluation form as is. City Attorney Cleaveland stated that Council could determine what weight to give to the score.
- d. **Approve MCEDD Letter of Support.** CA Zimmerman and CM Helfrich, who attended the meeting, explained that MCEDD is partnering with companies and communities in the Gorge to develop a proposal to support the autonomous systems industry. CM Helfrich explained how the system would work. **Motion:** CM Helfrich moved, seconded by CM Randall, to authorize the Mayor to sign the letter of support for the MCEDD investing in Manufacturing Communities Partnership.

CM Walker asked for a definition of autonomous. CM Helfrich said he attended one of the workshops and explained that this would be an autonomous computer system that would allow economic development projects to be put into the

computer system and then would be emailed to possible funding sources. He said this system would eliminate a middle man and the negative factor. CA Zimmerman explained that companies don't want to put their proprietary information on the internet for other people to pirate. Mayor Cramblett said the entire country is trying to get manufacturing back. CM Walker described the government tracking private cell phone and email conversations and wanted Council to be aware of what they are voting for. CM's Randall, Helfrich, and Mayor Cramblett agreed that this was information tracking and different from what CM Walker was speaking of. City Attorney Cleaveland said this is helping with economic development and didn't see any concern for Council. Mayor Cramblett said the City will benefit from this. CM Walker said he just wanted to ask the question and for Council to consider both sides of the issue.

The motion passed with CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett voting in favor. CM Walker opposed.

e. Approve Resolution No. 1267 Ending Fire Suppression Fee. This took place later in the agenda.

f. Approve Resolution No. 1269 Declaring the City's Election to Receive State Revenues. Motion: CM Helfrich moved, seconded by CM Randall, to approve Resolution No. 1269 declaring the City's election to receive state revenues. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

g. Approve Resolution No. 1270 Extending the City of Cascade Locks' Workers' Compensation Coverage to Volunteers of the City of Cascade Locks; and Repealing Resolution No. 1234. Motion: CM Groves moved, seconded by CM Walker, to approve Resolution No. 1270 extending the City of Cascade Locks' Workers' compensation coverage to volunteers of the City of Cascade Locks and repealing Resolution No. 1234. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

h. Approve Resolution No. 1271 Extending Current Non-Contract Wages. CA Zimmerman said at the request of the Mayor this resolution is being brought to Council and would keep the noncontract employees at the same wage level as last year and would alter the current budget that was being worked through the process.

Mayor Cramblett said the budgets have been presented year to year as balanced. He said the City is losing ground by using the money in reserves. He said costs can't continue to increase and something has to happen to slow it down. He said there isn't enough money in materials and services to take care of business with the water issues.

Ms. Goben read a statement from the staff presenting information on the impact to staff resulting in the approval of Resolution No.'s 1271 and 1272 and asked Council to not approve Resolution No.'s 1271 and 1272.

Mayor Cramblett said that cities are squeezing budgets and a lot of that is coming to the employees. He said benefits are part of the package for employees and that is increasing in cost to the City without any cutbacks. He said the ratepayers are paying \$198,000 for PERS and \$167,000 toward the insurance package for the employees. He said the load keeps increasing for the ratepayers. Mayor Cramblett said he couldn't control PERS but cuts have to be taken wherever they can be taken. He said he just asked for wages to be frozen.

Mayor Cramblett said the opportunity was given to CA Zimmerman to cut 10% out of administration. He said there could have been a more balanced approach but instead the approach was to hit Ms. Goben's position. He said the reserves are slowly decreasing so other things have to be eliminated.

Mr. Hupp said he was trying to figure out how the ratepayers are taking on any of this burden when there hasn't been a rate increase for over seven years. Mayor Cramblett said ratepayers are losing services due to water pipes not being able to be fixed due to not enough money in materials and services. Mr. Hupp clarified that monetarily this has not been an increase to the ratepayer. He said some of the employees will be spending more money out of their pocket and wanted to make sure everyone understood that. Mayor Cramblett said this will always trickle down to the ratepayer to pay in the end.

Mayor Cramblett said the City has financial issues and will find out soon how the City is operating financially. He said if nothing else there will be a definite level determined for rates. He said the City has to start somewhere and can't continue how things have been.

Mayor Cramblett said the citizens have given a lot of money to PERS for the staff. He said the employees have one of the finest insurance premiums that you can get. He said the City can't continue down that road.

CM Groves said she doesn't have a choice in insurance where she works or a choice of a wage increase. She said she understands where the employees are coming from but the Council has to start somewhere. CM Walker said he is a public employee with a PERS benefit and pays more for his medical insurance and has furlough days. He said Council has known most of the employees for years and is not trying to punish anyone. He said it is not a Council vs. Staff situation. He said Council has to start somewhere. He said the citizens are going to be paying out of pocket and since rates haven't been increased the money has to come from somewhere. He said he knows exactly how staff feels but that this is just the beginning.

Motion: CM Groves moved, seconded by CM Walker, to approve Resolution No. 1271.

CM Helfrich said this is bad policy by Council. He said it is not fair and not equitable. He said this will create resentment between contract and noncontract employees. He said it could cause noncontract employees to unionize with IBEW and Council would lose all control. CM Helfrich said past Councils have not stepped up to the plate to make necessary rate increases. He said the employees should not be punished with the inability of past Councils. He said there is different ways to handle this. He said one part time employee is going to be lost as well as cutting the front desk receptionist position. He said the trickle-down effect will go to CR Woosley and CA Zimmerman to take care of the development side, which the Port is promoting. He said CA Zimmerman is running in all directions to try to get things done. He said now we're going to add something else. CM Helfrich said the City has seen what happens when you make one person do the job of two people. He said you can't expect a good outcome. CM Helfrich said this is unfair to the employees. CM Groves said it is a shame that this Council has to fix what the last Council didn't do. She apologized but said that the Council has to do something or people will lose their jobs. She said now we have to be the bad guys for what the last Council didn't do. CM Randall said this is not punishing the employees but the need to fix financial problems. He said it doesn't mean that this is permanent situation or that anyone will lose their job. He said he lost his job after nine years and didn't have any control over his health insurance either. He said he is a survivor and sure that others will survive also. He said he couldn't see any other way out of the financial mess. He said this is an attempt for the City to get their house in order. He said it is a part of the process; about stabilization. CM Randall apologized for any inconvenience to the employees.

Mr. Haight, from the audience, said that the Council in power a few years ago didn't move fast enough and they were recalled. He said the Council that came into power after that said the City had lots of money. He said this issue hasn't just come up. We've known about it for a long time.

Mr. Nielsen stated that he is a supervisor of 14 employees. He said that he is concerned with the direction of Resolutions 1271 and 1272. He said Council is creating an unequal relationship between the union and nonunion employees. He said he understands the financial concerns but this will foment a lot of negativity on staff. He said there is study after study that proves that employees that feel supported increase their efficiency. He said the goal should be staff efficiency. He said although staff efficiency doesn't appear on the budget sheet he thinks it appears later on. Mr. Nielsen said he thought there were other ways to approach this. He said contracts would be up for review for the union and health insurance. Mr. Nielsen explained that he as a supervisor in the public field also works with a board much like the Council. He said that he has been given the flexibility to create a positive work environment. He said the more Council limits these things you are limiting the City Administrator's ability to create a positive work environment. He agreed with CM Helfrich that the more you limit the more you will encourage the nonunion employees to unionize.

CM Helfrich said a Councilor stated that no one will lose their job. He said the budget as presented to the Budget Committee was a cut to Megan Webb's position. He said this did affect someone and many more employees' salaries. Mayor Cramblett said we all know that there is an impact and didn't think anyone said there wasn't an impact. He said the Council cannot keep sitting here like there is nothing going on. He said the costs for employees are continually increasing. He said there are a lot of organizations out there where union and nonunion work together and guaranteed that the nonunion employees are not going to be happy with everything the union employees get.

Mayor Cramblett said Kari Goben gets to be the poster child for what administration chose to do. He said administration chose to not take a balanced approach to the 10% reduction. He said there can be further discussion down the road. He said in the meantime the City is losing ground and all Council has chosen to do is freeze wages. He said a lot of people aren't getting raises. He said Council is asking employees to pay a higher percentage for their premium package. He said PERS is increasing but still has to be paid. He said this affects the ratepayers in a big way. He said he put it on the agenda because he thought it was fair. He said if the Council thinks differently they can propose something else.

The motion was passed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voting in favor. CM Helfrich opposed. He said this "Council vs. Employee" comes from the outspoken community members that have always spoken against the employees saying its "fat". He said the Councilors that support those outspoken citizens are creating this environment. He said it is not fair to blame CA Zimmerman. He said Council sets the policy and Council is to blame. He said Council has failed by not coming up with a different way to handle the situation. He said once again the leadership has failed.

CM Walker said he would agree in part. He said there may have been some unfair pressure put on CA Zimmerman by giving him a task to make a cut. He said he disagrees with the statement that there are citizens that are pulling the Council's strings. He assured CM Helfrich that no one is pulling his strings. He said he makes his own decisions.

i. Approve Resolution No. 1272 Setting Health Insurance Premium Employee Participation Percentage.

Mayor Cramblett said staff proposed an increase to 10% from 7.5 % and he wants an increase of 15% to be paid by the employees. He said this is a premium insurance plan.

Ms. Price asked Council not to change the proposed increase in employee participation.

Motion: CM Groves moved, seconded by CM Randall, to modify Resolution No. 1272 setting health insurance premiums to 10% instead of 15%. CA Zimmerman clarified that Section 2 of Resolution No. 1272 would say 10% instead of 15%. Mayor Cramblett asked if the motion could be rescinded as this is the amount that is included in the proposed budget. CA Zimmerman said that is another way to do it. CM Groves rescinded her motion and CM Randall agreed.

j. Approve Resolution No. 1273 Adjusting Water Rate to Provide Additional Revenue for Water Line Repairs. CA Zimmerman explained the increases as proposed in the resolution. **Motion:** CM Groves moved, seconded by CM Randall, to approve Resolution No. 1273 adjusting water rate to provide additional revenue for water line repairs. CA Zimmerman said the increased revenue would be dedicated to water line repair and would get the City through with some repairs. CM Walker said there are a lot of issues with the water to work on and this increase is just the first step.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

k. Approve Resolution No. 1274 to Provide \$15,000 to Fund Forensic Accountant. CA Zimmerman explained that this resolution is a result of Budget Committee discussion to increase the amount for a forensic accountant and explained the distribution of funds to pay for that. **Motion:** CM Groves moved, seconded by CM Walker, to approve Resolution No. 1274 allocating appropriations across all department for the funding of the forensic accountant in the 2013/2014 Budget.

CM Helfrich questioned the \$3,000 amount as discussed during Budget Committee to be charged fairly across the board. CA Zimmerman explained that the Council can make the motion regarding the budget when it comes to Council for approval.

The motion was passed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voting in favor. CM Helfrich opposed.

l. Approve Resolution No. 1275 Adjusting EMS Revenues and Expenditures. This took place after executive session.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. JoAnn Wittenberg and Buzzy Nielsen, as board members of the Friends of the Cascade Locks Historical Museum, stated they currently have a set of bylaws and working on obtaining a 501 (c) 3 status. They said they are also working to become sustainable. They said they are going to have an Open House and annual meeting on July 23, 2013 at 7:00 PM. They gave

information on membership. Mr. Nielsen said the board has been working with Mr. Dan Yates of the Portland Spirit and excited to have him on the board. He thanked the City and Port for their contributions. CA Zimmerman reported that Mr. Yates has offered boarding passes for cruises on the Columbia Gorge Sternwheeler for anyone purchasing family membership the night of the Open House. Ms. Wittenberg said she would clarify exactly what Mr. Yates offered. Mr. Nielsen said they are considering investing some of the museum's past donations into an endowment fund. CM Walker asked about maintenance of the building. Ms. Wittenberg said the Port will continue the basic maintenance of the building.

7. Reports and Presentations.

a. **City Committees.** None.

b. **City Administrator Zimmerman Report.** CA Zimmerman gave his report. He asked for permission to hire the lineman for the Electric Department dependent on background checks. There was consensus of Council.

8. Mayor and City Council Comments. Mayor Cramblett said that location is key. He said Lorang's Art Gallery relocating to the downtown and the addition of the new Fish Market will be good anchors for the downtown area.

9. Other matters. None.

10. Executive Session per ORS 192.660 (2)(a) Employment of Public Officers, Employees, and Agents. Mayor Cramblett said he would be opening executive session per ORS 192.660 (2)(a) after a five minute recess and returning to regular session immediately following executive session.

CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett were present. CM Fitzpatrick was present via conference phone. CA Zimmerman, CR Woosley, FO Bump, and City Attorney Cleaveland were present also.

Mayor Cramblett returned to Regular Session to discuss agenda items 5.e. and 5.i. CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett were present. CM Fitzpatrick was present via conference phone. Also present were CA Zimmerman, City Attorney Cleaveland, CR Woosley, FO Bump, SC Metheny, and Camera Operator Betty Rush.

Approve Resolution No. 1267 Ending Fire Suppression Fee. CA Zimmerman said the resolution returns the fire suppression fee back to the original amount per Resolution No. 1053. **Motion:** CM Groves moved, seconded by CM Walker, to end the fire suppression fee as of July 1, 2013.

CM Helfrich said money will be lost that is coming in. He said the next resolution is going to be a gamble. He said it is not fiscally responsible to base decisions on numbers that don't exist. He said the Council has a snapshot of revenues. CM Helfrich said Resolution No. 1053 doesn't exist; therefore, the Council is setting a new fee. He said the approval of this resolution will be setting a new fee.

City Attorney Cleaveland said he understood the action as repealing a fee increase. He said it is an administrative issue so the Council is fine from the legal stand point.

The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voting in favor. CM Helfrich opposed. CM Helfrich said the Council has just administratively created a new fee.

Approve Resolution No. 1275 Adjusting EMS Revenues and Expenditures. CA Zimmerman said this resolution covers an increase in wages for the paramedic and adjusts where the fire suppression fee funding is placed in the budget. He described the splitting of funds between the fire department and the water department for materials and services for maintenance of the fire hydrants. The Council discussed the possible maintenance duties for each department. **Motion:** CM Randall moved, seconded by CM Fitzpatrick, to approve Resolution No. 1275 and the \$9,000 split between the Fire Department and Water Department funds.

CM Helfrich said Council is setting bad policy. He said this is a gamble. He said it is unfortunate that the fee is not allowed to continue for one year to collect enough data to make a fiscally responsible decision. He said he is uncomfortable with volunteers doing the work of paid staff.

Mayor Cramblett said the numbers given are better than any numbers given to prior Councils and said he is solid with the numbers and solid with the employees at the Fire Department. He said there isn't a huge buffer but believes it is solid. He said the employees are doing a good job with billing and flexing their hours.

CM Groves asked if the \$4,500 will ensure that the Fire Department does their part in maintaining the fire hydrants. Mayor Cramblett said this money helps their budget. SC Metheny said this is not something that they normally do. He said if he has support of the volunteers they could do it but thought that PWF Price should be a part of the discussion. CA Zimmerman said he has discussed this with Public Works. CA Zimmerman said giving the Fire Department \$4,500 would be for them to do the work we want them to do on the fire hydrants. CM Helfrich argued that part of the volunteers firefighting training is in maintaining the fire hydrants but thought the responsibility and funding should remain with the Water Department. CA Zimmerman said having the Fire Department help would be hands on training.

The motion failed with CM's Fitzpatrick, Randall, and Mayor Cramblett voting in favor. CM's Groves, Helfrich, and Walker opposed. CM Randall left the meeting.

Motion: CM Walker moved, seconded by CM Groves, to approve Resolution No. 1275. CM Helfrich said this is bad policy. The motion was passed with CM's Groves, Fitzpatrick, Walker, and Mayor Cramblett voting in favor. CM Helfrich opposed.

SC Metheny asked if the Fire Department had any responsibility for fire hydrants. CA Zimmerman said it isn't SC Metheny's job but if he notices a fire hydrant that needs maintenance to notify the Water Department.

City Attorney Cleaveland said Council needed consensus of Council to proceed with an employment matter. There was consensus of Council to allow advertisement for an employee in Public Works.

11. Adjournment. Motion: CM Groves moved, seconded by CM Walker, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Walker, Helfrich, and Mayor Cramblett.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

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PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
6/14/2013	Gross Payroll	\$ 34,463.58
6/17/2013	Mid Month AP	\$ 46,596.29

GRAND TOTAL \$ 81,059.87

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3647	06/13	06/17/2013	20	16952	ADDYLAB	Water Sample Testing	2140562150	781.40
Total 3647: 781.40								
3648	06/13	06/17/2013	30	00179416	ADVANCED HYDRAULIC SUPPLY LLC	Hose Combo Kit	5140562201	16.00
3648	06/13	06/17/2013	30	00179416	ADVANCED HYDRAULIC SUPPLY LLC	Hose Combo Kit	5140562201	16.00
Total 3648: 32.00								
3649	06/13	06/17/2013	70	5042972	ALTEC INDUSTRIES, INC.	Remaining Bucket Truck Cost	5640563941	2,950.43
Total 3649: 2,950.43								
3650	06/13	06/17/2013	180	053113	ASIFLEX	Admin Fees	5140562110	3.75
Total 3650: 3.75								
3651	06/13	06/17/2013	310	484-1040	Belo Management Services Inc.	Programming	4140562740	107.25
Total 3651: 107.25								
3652	06/13	06/17/2013	6842	2013-3307	Bonneville Environmental Foundation	Green Power Program Agreement	5140562030	500.00
3652	06/13	06/17/2013	6842	2013-3307	Bonneville Environmental Foundation	Green Power Program Agreement	5140562030	500.00
Total 3652: 1,000.00								
3653	06/13	06/17/2013	460	4848	BROWN & KYSAR, INC	General Consulting	5140562190	588.00
3653	06/13	06/17/2013	460	4848	BROWN & KYSAR, INC	General Consulting	5140562190	588.00
Total 3653: 1,176.00								
3654	06/13	06/17/2013	560	19381	C.M. & W.O. SHEPPARD	Stud/Blades	5140562770	24.33
Total 3654: 24.33								
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140162551	131.34
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	447.83

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	491.37
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0840562071	2.40
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,204.82
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	111.73
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	2,076.49
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	4142162071	173.90
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
3655	06/13	06/17/2013	670	5/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	167.60
3655	06/13	06/17/2013	670	6/13 SSS	CASCADE LOCKS LIGHT CO.	6/13 sss	0140862025	204.30
Total 3655:								5,054.38
3656	06/13	06/17/2013	740	49933	CASELLE, INC.	Contract Support	0140162082	129.17
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		0340562082	32.00
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		0540562082	27.26
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		2140562082	231.08
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		3140562082	205.01
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		4140562082	59.25
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		4140662082	32.00
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		5140562082	404.09
3656	06/13	06/17/2013	740	49933	CASELLE, INC.		5140662082	65.14
Total 3656:								1,185.00
3657	06/13	06/17/2013	1060	643994	COLUMBIA GORGE LIONS CLUB	Annual Donation to Senior Polatch	0140862024	1,000.00
Total 3657:								1,000.00
3658	06/13	06/17/2013	1120	A33698	COLUMBIA HARDWARE, LLC	hasps, compound	0140462520	10.28
3658	06/13	06/17/2013	1120	A33692	COLUMBIA HARDWARE, LLC	Safety Grant Upgrades	0740562560	8.38
3658	06/13	06/17/2013	1120	A34473	COLUMBIA HARDWARE, LLC	clamp	5140562800	1.77
3658	06/13	06/17/2013	1120	B39602	COLUMBIA HARDWARE, LLC	emery cloth	5140662770	3.99
3658	06/13	06/17/2013	1120	B39905	COLUMBIA HARDWARE, LLC	keys	0140462520	13.93
3658	06/13	06/17/2013	1120	B40363	COLUMBIA HARDWARE, LLC	drill chuck arbor	5140562770	7.24
3658	06/13	06/17/2013	1120	B41451	COLUMBIA HARDWARE, LLC	Safety Grant Upgrades	0740562560	241.33
3658	06/13	06/17/2013	1120	B41485	COLUMBIA HARDWARE, LLC	hex key set, FC	5140562770	13.61
3658	06/13	06/17/2013	1120	B41880	COLUMBIA HARDWARE, LLC	fastener, driver	5140563700	4.87
3658	06/13	06/17/2013	1120	B42424	COLUMBIA HARDWARE, LLC	sealant	5140562800	4.69

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3658:								
3659	06/13	06/17/2013	1210	15659698	COMMUNITY NEWSPAPERS, INC	Angela Coe Walk	0840562115	101.50
3659	06/13	06/17/2013	1210	15659901	COMMUNITY NEWSPAPERS, INC	Garage Sale Ad	0840562161	101.50
Total 3659: 203.00								
Total 3660:								
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	0140162082	87.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	0340562082	21.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	0540562082	18.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	2140562082	155.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	3140562082	138.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	4140562082	40.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	4140662082	21.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	5140562082	165.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	5140562082	271.00
3660	06/13	06/17/2013	1360	129610	DAVID R. CUNNINGHAM	City Network	5140662082	44.00
3660	06/13	06/17/2013	1360	129611	DAVID R. CUNNINGHAM	Broadband	4140562570	210.00
3660	06/13	06/17/2013	1360	129611	DAVID R. CUNNINGHAM	Broadband	4140662570	90.00
3660	06/13	06/17/2013	1360	129612	DAVID R. CUNNINGHAM	Radio Link Config	0540562082	75.00
Total 3660: 1,335.00								
Total 3661:								
3661	06/13	06/17/2013	6774	061313	Department of Licensing	Driving Record Request	5140562110	13.00
Total 3661: 13.00								
Total 3662:								
3662	06/13	06/17/2013	1540	61158-05311	DMV SERVICES STATE OF OREGON	Driving Records	0540562110	3.00
Total 3662: 3.00								
Total 3663:								
3663	06/13	06/17/2013	1620	2077	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 3663: 750.00								
Total 3664:								
3664	06/13	06/17/2013	1660	1556107	EMERGENCY MEDICAL PRODUCTS, I	Gloves	5140562770	70.10
3664	06/13	06/17/2013	1660	1556107	EMERGENCY MEDICAL PRODUCTS, I	Gloves	5140662770	70.09

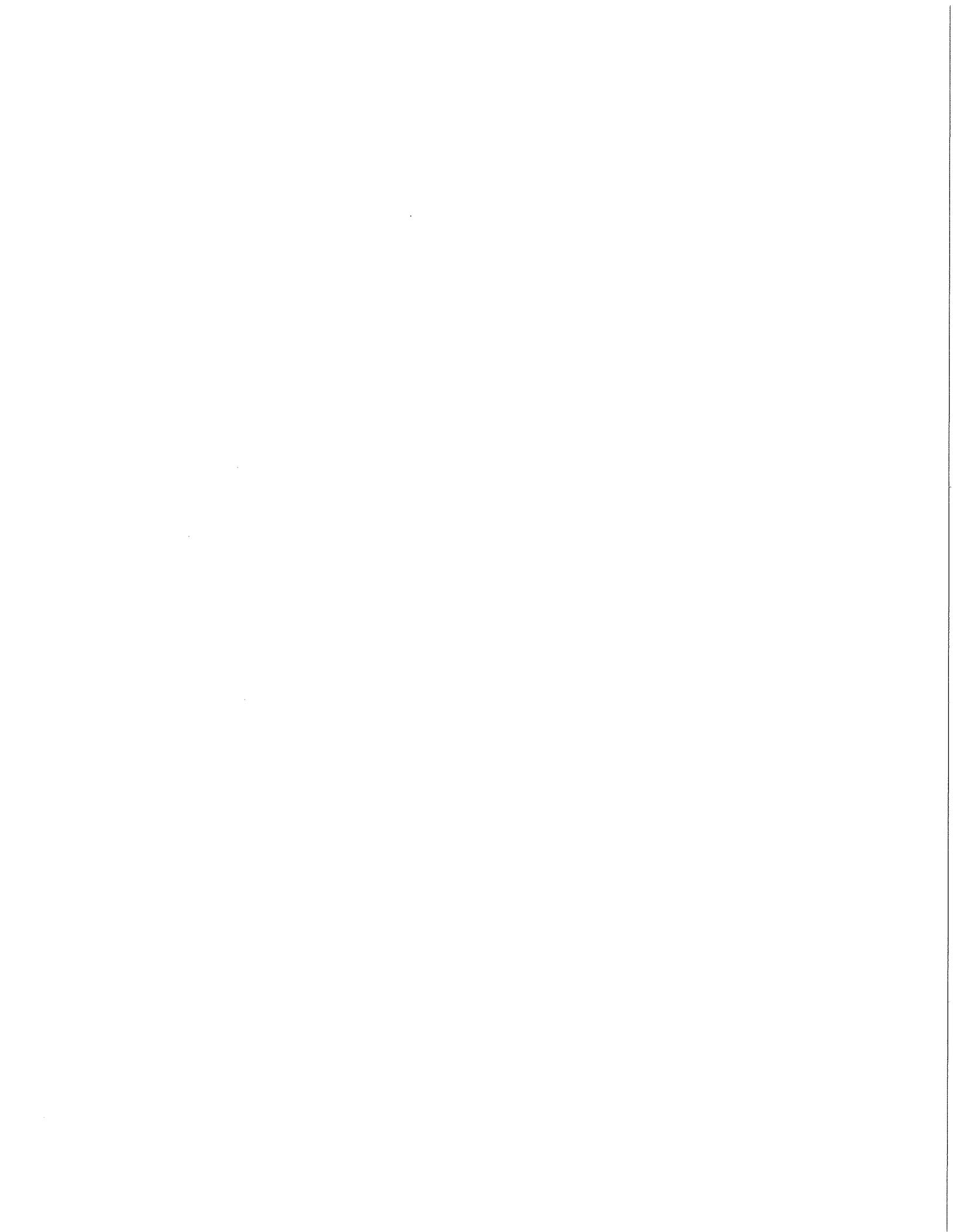
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3664:								140.19
3665	06/13	06/17/2013	3510	1001	Firefighters Local 1308	FD Training	0540562020	150.00
Total 3665:								150.00
3666	06/13	06/17/2013	1930	1139-1015	FISHER COMMUNICATIONS INC	195 Subs	4140562740	136.50
Total 3666:								136.50
3667	06/13	06/17/2013	2020	1206636	GENERAL PACIFIC INC.	Clamps and Connectors	5140563922	164.95
3667	06/13	06/17/2013	2020	1206636	GENERAL PACIFIC INC.	Clamps and Connectors	5140663922	164.95
Total 3667:								329.90
3668	06/13	06/17/2013	2420	6736	HOOD RIVER CO. - FINANCE	May Deputy Service	0141962250	7,261.00
Total 3668:								7,261.00
3669	06/13	06/17/2013	6834	050613	Jason Sergeant	Reimburse Garage Sale Stakes	0840562161	26.91
Total 3669:								26.91
3670	06/13	06/17/2013	6834	200121712R	Joseph McLaughlin	Refund Credit Balance	9911033	4.01
Total 3670:								4.01
3671	06/13	06/17/2013	2900	050613	KAYLA CARRON	Event Planning Expenses	0840562020	31.81
Total 3671:								31.81
3672	06/13	06/17/2013	6825	BFM REF 6/1	Kim Brigham	Ref Overpmt on Project Estimate for Fish	2130543701	1,003.94
Total 3672:								1,003.94
3673	06/13	06/17/2013	2980	7092285-00	L.N. CURTIS & SONS	Service on Compressor	0540562441	800.00
Total 3673:								800.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3674	06/13	06/17/2013	3100	8368853	LIFETIME	226 Subs	4140562740	135.60
Total 3674: 135.60								
3675	06/13	06/17/2013	3110	9652	LOCAL GOVERNMENT	Membership	0140162030	173.00
3675	06/13	06/17/2013	3110	9652	LOCAL GOVERNMENT	Membership	0140262030	162.00
3675	06/13	06/17/2013	3110	9652	LOCAL GOVERNMENT	Membership	2142162030	47.00
3675	06/13	06/17/2013	3110	9652	LOCAL GOVERNMENT	Membership	3142162030	40.00
3675	06/13	06/17/2013	3110	9652	LOCAL GOVERNMENT	Membership	4142162030	17.00
3675	06/13	06/17/2013	3110	9652	LOCAL GOVERNMENT	Membership	5142162030	133.00
Total 3675: 572.00								
3676	06/13	06/17/2013	3150	060313CR	MARIANNE BUMP	Reimburse Mileage	0140162020	9.47
3676	06/13	06/17/2013	3150	060313CR	MARIANNE BUMP	Reimburse Mileage	2142162020	2.78
3676	06/13	06/17/2013	3150	060313CR	MARIANNE BUMP	Reimburse Mileage	3142162020	1.97
3676	06/13	06/17/2013	3150	060313CR	MARIANNE BUMP	Reimburse Mileage	4142162020	.27
3676	06/13	06/17/2013	3150	060313CR	MARIANNE BUMP	Reimburse Mileage	5142162020	8.11
Total 3676: 22.60								
3677	06/13	06/17/2013	3160	061013	MARIANNE BUMP/PETTY CASH	FD Postage	0540562055	2.30
Total 3677: 2.30								
3678	06/13	06/17/2013	3380	KPDX 5/13	Meredith Corporation	Retransmission	4140562740	58.50
3678	06/13	06/17/2013	3380	KPTV 5/13	Meredith Corporation	Retransmission	4140562740	146.25
Total 3678: 204.75								
3679	06/13	06/17/2013	3390	P1187651	METRO NEW HOLLAND, INC.	Parts	5140562201	64.05
3679	06/13	06/17/2013	3390	P1187651	METRO NEW HOLLAND, INC.	Parts	5140662201	64.05
Total 3679: 128.10								
3680	06/13	06/17/2013	3490	96-01-01 6/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,219.22
3680	06/13	06/17/2013	3490	96-01-01 6/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	299.46
3680	06/13	06/17/2013	3490	96-01-02 6/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	986.03
3680	06/13	06/17/2013	3490	96-01-02 6/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	279.53

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3680:								2,784.24
3681	06/13	06/17/2013	3590	041513	MR. B.S SMALL ENGINE REPAIR	Slide Plate Compactor Work	0340562560	30.00
Total 3681:								30.00
3682	06/13	06/17/2013	3820	11540961	Norco, INC	Cylinder Rental	0540562351	37.20
Total 3682:								37.20
3683	06/13	06/17/2013	6787	22237 6/4/13	NorthShore Medical Group	CDL Exam- Hupp	5140562110	178.00
3683	06/13	06/17/2013	6787	22237 6/5/12	NorthShore Medical Group	CDL Exam- Hupp	5140562110	178.00
Total 3683:								356.00
3684	06/13	06/17/2013	4070	3050328	ONE CALL CONCEPTS, INC.	locate services	5140562110	19.95
Total 3684:								19.95
3685	06/13	06/17/2013	6834	042712	Penny Grothing	Refund BB Connect Fee	4140662870	25.00
Total 3685:								25.00
3686	06/13	06/17/2013	4670	6727138	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562020	30.00
3686	06/13	06/17/2013	4670	6820777	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0340562020	30.00
3686	06/13	06/17/2013	4670	JJJ REF 6/13	PORT OF CASCADE LOCKS	Refund Overpmt on Project Estimate for	2130543701	24.20
Total 3686:								84.20
3687	06/13	06/17/2013	5060	W56017	ROTH HEATING AND COOLING	Annual Maintenance	0540562440	190.00
Total 3687:								190.00
3688	06/13	06/17/2013	6834	042413	Sandy Place	Reimburse for Garage Sale Flags	0840562161	39.00
Total 3688:								39.00
3689	06/13	06/17/2013	5160	70995	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3690:								
3690	06/13	06/17/2013	5270	061213	SHIRELLE PRICE	Reimburse Mileage	0140162020	9.47
3690	06/13	06/17/2013	5270	061213	SHIRELLE PRICE	Reimburse Mileage	2142162020	2.78
3690	06/13	06/17/2013	5270	061213	SHIRELLE PRICE	Reimburse Mileage	3142162020	1.97
3690	06/13	06/17/2013	5270	061213	SHIRELLE PRICE	Reimburse Mileage	4142162020	.27
3690	06/13	06/17/2013	5270	061213	SHIRELLE PRICE	Reimburse Mileage	5142162020	8.11
Total 3690: 22.60								
Total 3691:								
3691	06/13	06/17/2013	6841	112432	Sonsray Machinery LLC.	Parts	5140563700	224.09
3691	06/13	06/17/2013	6841	112432	Sonsray Machinery LLC.	Parts	5140663700	224.08
Total 3691: 448.17								
Total 3692:								
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	309.60
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.		0140262100	75.60
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.		0542162100	9.60
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.		2142162100	103.20
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.		3142162100	172.80
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.		4142162100	25.20
3692	06/13	06/17/2013	5460	053113	Sosnkowski & Cleaveland P.C.		5142162100	504.00
Total 3692: 1,200.00								
Total 3693:								
3693	06/13	06/17/2013	5660	10329	TANNINEN REPAIR SERVICE LLC	C-90 Repair Les Credit per Mark	0540562441	402.50
Total 3693: 402.50								
Total 3694:								
3694	06/13	06/17/2013	4910	300176604D	Tom Martin	Refund Deposit	5121130	136.14
Total 3694: 136.14								
Total 3695:								
3695	06/13	06/17/2013	5920	324281	TOWER DISTRIBUTION CO.,	Annual June 2013	4140562740	561.97
Total 3695: 561.97								
Total 3696:								
3696	06/13	06/17/2013	6110	308 6/13	U.S. POSTAL SERVICE	Annual Box Fee	0140162110	16.00
3696	06/13	06/17/2013	6110	308 6/13	U.S. POSTAL SERVICE	Annual Box Fee	0542162110	1.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3696	06/13	06/17/2013	6110	308 6/13	U.S. POSTAL SERVICE	Annual Box Fee	2142162110	4.00
3696	06/13	06/17/2013	6110	308 6/13	U.S. POSTAL SERVICE	Annual Box Fee	3142162110	4.00
3696	06/13	06/17/2013	6110	308 6/13	U.S. POSTAL SERVICE	Annual Box Fee	5142162110	33.00
Total 3696: 58.00								
3697	06/13	06/17/2013	6190	37854G-04-F	UNIVERSITY OF OREGON	Quarterly Billing	0840562110	4,750.00
Total 3697: 4,750.00								
3698	06/13	06/17/2013	6280	24942103	VFIS	Volunteer Insurance Premium	0540562060	1,419.00
Total 3698: 1,419.00								
3699	06/13	06/17/2013	6350	0233813-IN	WAGNER-SMITH EQUIPMENT	Tools	5140563700	92.15
3699	06/13	06/17/2013	6350	0233813-IN	WAGNER-SMITH EQUIPMENT	Tools	5140663700	92.14
Total 3699: 184.29								
3700	06/13	06/17/2013	6940	55263	Wild West Shirt Works	Angela Coe Walk/Run Shirts	0840562115	497.14
Total 3700: 497.14								
3701	06/13	06/17/2013	6620	12146	WILLAMETTE WEEK	ads	0840562115	680.00
3701	06/13	06/17/2013	6620	12146	WILLAMETTE WEEK	ads	0840562161	80.00
Total 3701: 760.00								
3702	06/13	06/17/2013	6730	520131980	ZCORUM INC.	Internet	4140662730	873.50
Total 3702: 873.50								
6171301	06/13	06/17/2013	3650	13050250	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,037.15 M
Total 6171301: 4,037.15								
Grand Totals: 46,596.29								



AGENDA ITEM NO: 5.a

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

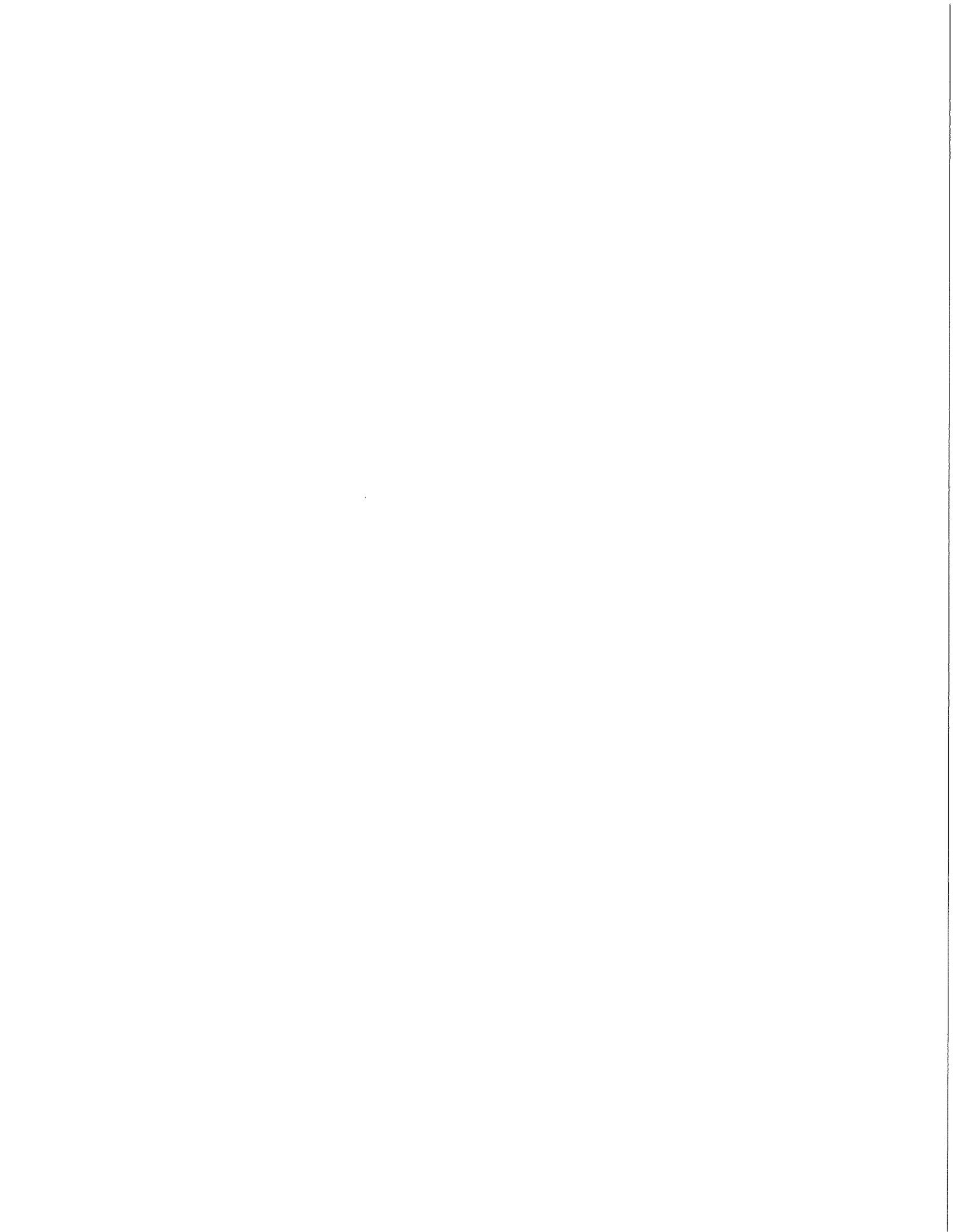
PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Appointment to City Council

SYNOPSIS: We have received two applications for the open City Council position from Buzzy Nielsen and Deanna Busdieker. Please find their applications attached. This is the vacancy created when Mr. Cramblett was elected to serve as mayor. The term will end on Dec. 31, 2014.

CITY COUNCIL OPTIONS: Appoint Mr. Nielsen or Ms. Busdieker to the City Council or continue to keep searching for replacements for the vacant position.

RECOMMENDED MOTION: "I move to appoint _____ to serve the remainder of the vacant position on the City Council."



City of Cascade Locks, Oregon

DATE & TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee

Planning Commission

Other:

City Council

NAME: HOME PHONE:

HOME ADDRESS: CELL PHONE:

EMAIL ADDRESS:

Do you live within the Cascade Locks city limits? Yes No

How long have you lived in the City?

1. Why are you interested in serving?

2. Do you feel that you can meet the schedule required by the City Council?

3. What experiences have you had with City committees, boards or commissions?

4. What special skills or interests do you think you bring to this effort?

APPLICANTS SIGNATURE:

DATE:

Thank you. We appreciate your willingness to serve.

Addendum to City Council application by Buzzy Nielsen

1. *Why are you interested in serving?*

I want to see Cascade Locks succeed. As a small town in difficult economic times, Cascade Locks has many challenges ahead of it. I believe that my experience and skills would benefit the city as one of its Councilors, as I can look at things logically and make decisions that serve the greatest good.

2. *Do you feel that you can meet the schedule required by the City Council?*

Yes, I am able to attend the twice-monthly meetings. My work schedule also is generally flexible enough that I can make other Council-related commitments as well.

3. *What experiences have you had with City committees, boards, or commissions?*

I have worked in public libraries for over 17 years and thus have significant experience and understanding of the public sector. My work history has included working for special districts, cities, public and private universities, and the State of Oregon. I have a good understanding of the purpose and structures of public entities, how they are funded, and how they operate. Currently I serve on the City of Cascade Locks Budget Committee. I also am involved in several community organizations in Hood River County including Rotary, the Friends of the Cascade Locks Historical Museum, the Hood River County Cultural Coalition, and the Hood River County Chamber of Commerce.

4. *What special skills or interests do you think you bring to this effort?*

My experience with and understanding of public entities is bolstered by my Master of Public Policy. While studying for this degree, I learned much useful information about state, local, and federal policy, public and nonprofit management principles, and budgeting. As a librarian, I also possess a good understanding of current technology, including the promises and perils it presents. Please see my attached resume for more information.

MATTHEW "BUZZY" NIELSEN

PO Box 659, Cascade Locks, OR 97014, USA • 971-270-0527 • buzzy.nielsen@gmail.com

EDUCATION

University of Michigan, Ann Arbor, Michigan, USA

Master of Science in Information: Specialization in Library & Information Services. April 2008.

- Coursework in Intellectual Property, Outcome-Based Evaluation, and Community Informatics.

Master of Public Policy: Specialization in Public & Nonprofit Management. April 2008.

- Coursework in Economic Development, Nonprofit Policy, Program Evaluation, and State & Local Policy.

Lewis & Clark College, Portland, Oregon, USA

Bachelor of Arts: Major in Philosophy. Minor in Russian Studies. May 2002.

- Graduated *summa cum laude*. Elected to Phi Beta Kappa in junior year. Studied abroad in St. Petersburg, Russia.

Certified Public Library Administrator Program, ALA Allied Professional Association

Accepted as candidate, June 2010.

- Coursework completed in Planning & Managing Buildings and Information Technology Management.

EXPERIENCE

Hood River County Library District, Hood River, Oregon, USA

Library Director, June 2011-Present

- *District management:* Oversaw reopening of libraries after a year of closure, spearheading a transition from being a County department to an independent governmental agency. Establish and carry out vision of community library services, as determined by the Board of Directors. Determine service types and levels, including open hours, programming, and collection development. Oversee staff in charge of children's services, teen services, adult services, technical services, collection development, and operations. Supervise and evaluate a staff of 10.25 FTE, including public service assistants, catalogers, librarians, and volunteers. Manage three branch libraries. With Board of Directors, create policies including code of conduct, collection development, computer use, financial management, meeting room use, personnel, and others.
- *Financial management:* Set and oversee \$900,000 annual budget. Review and approve expenditures. Ended first two fiscal years with significantly higher carryover than originally budgeted.
- *Public service:* Work public service desks at all three branches, which including circulation, reference, and reader's advisory. Teach library- and technology-related classes to public and community groups.
- *Outreach:* Represent the library district to the public. Participate in numerous community groups including Rotary, the Chamber of Commerce, and others. Regularly communicate library issues to County governments and community groups. Partner with other entities to offer programs and services. Publicize new library events and policies through newspapers, radio, television, and the web. Web publicity includes use of social media such as Twitter and Facebook. Won a 2013 John Cotton Dana Award from the American Library Association.
- *Technology management:* Create and evaluate the library's Linux-based public workstations. Manage library website, including overall site design and updating and creating new content. Train district staff on technology-related topics. Manage library networks.

North Bend Public Library, North Bend, Oregon, USA

Assistant Library Director, August 2008-May 2011

- *Management:* Supervise and evaluate a staff of 10 FTE, including library pages, public service assistants, catalogers, librarians, and volunteers. Set and significantly revised policies, in consultation with the Director, including code of conduct, collection development, computer use, meeting room use, and others.
- *Collection development:* Acquire materials for the collection using a variety of print and online sources. Have primary responsibility for choosing movies, music, and young adult materials. Perform large weeding projects to update collection, including the audiovisual collections, nonfiction, and large print.
- *Public service:* Set schedule for and worked the public service desk, which includes circulation, reference, and reader's advisory responsibilities. Teach library- and technology-related classes to public and community groups.

including a popular class on researching grants.

- *Publicity*: Publicize new library events and policies through newspapers, radio, television, and the web. Web publicity includes use of social media such as Twitter and Facebook.
- *Programming*: Coordinate adult library programming including instructional classes, lectures, partnership programs with local groups, and Chautauqua projects.
- *Technology management*: Evaluate and test the library's Linux-based public workstations. Manage library website, including overall site design and updating and creating new content. Train NBPL and district staff on technology-related topics. Serve on district committee to evaluate an open source ILS.

University of Michigan, University Library, Ann Arbor, Michigan, USA

Special Projects Assistant to the University Librarian: May 2007-December 2009

- *Research assistance*: Gathered, evaluated, and recommended articles from multiple sources on topics including copyright, economics of libraries, digitization and digital preservation, valuation of cultural heritage, and others.
- *Presentation/paper assistance*: Compiled resources, commented on, and assisted in writing of several presentations, papers, and blog posts on topics including scholarly communication, Google Book Search, information literacy, and others.

Information & Reference Center Student Assistant, Harlan Hatcher Graduate Library: September 2005-July 2008

- *Reference services*: Facilitated patron use of library resources in person and over the phone. Guided patrons in using the internet and online databases such as LexisNexis, ProQuest, ISI Web of Science, JSTOR, and PsycInfo.
- *Chat-based reference services*: Performed chat-based reference using IM, OCLC QuestionPoint, and Meebo.

Ann Arbor District Library, Ann Arbor, Michigan, USA

Public Library Associate, Northeast Branch: May 2007-May 2008

- *Collection maintenance*: Evaluated adult fiction, mystery, and audiovisual materials for withdrawal and replacement.
- *Collection assessment*: Compiled and analyzed six years of circulation data. Recommended ways to enhance collections for an expanded branch. Assessed effect of decision to interfile Romance novels with general Fiction.
- *Outreach*: Analyzed demographics for branches to recommend programs & services for underserved populations. Assisted with and taught technology classes to staff and community. Reached out to local immigrant groups.
- *Blogging*: Wrote blog entries on business resources and news, directing readers to library resources & services.
- *Reference services & Technical assistance*: Performed reference and technical duties as described below.

Information Desk Clerk, Access & User Services department, Downtown Branch: January 2006-May 2006

- *Reference services*: Helped patrons locate information and library resources using the OPAC, online databases such as Infotrac, and the internet. Gave reader's advisory for all ages and for an internationally-diverse patron base.
- *Technical assistance*: Aided patrons in using computers, copiers, and microfilm/fiche readers. Facilitated patron internet use with an internally-designed computer management program.

Bookshelver, Circulation department, Downtown Branch: August 2005-January 2006

- *Shelving and processing*: Shelved library materials, including audiovisuals, both alphabetically and by Dewey Decimal number. Processed returned materials. Noted damaged/mislabeled materials. Retrieved patron holds.

University of Michigan, Gerald R. Ford School of Public Policy, Ann Arbor, Michigan

Graduate Student Instructor: September 2006-April 2007

- *Class facilitation*: Facilitated half of the 40-person core curriculum class Values, Ethics, and Public Policy. Led class in discussions on ethical policy issues such as political hardball, torture, professional ethics, and climate change.
- *Resource-gathering*: Compiled class articles (electronic and print) and other supplementary materials.
- *Tutoring and writing consulting*: Tutored students on writing effective philosophical papers and policy memos, including conciseness, organization, clarity, and argumentation. Worked extensively with international students.

Oregon State Library, Salem, Oregon, USA

Intern, Library Development Services department: June 2006-August 2006

- *Legal research*: Researched and compiled website on Oregon laws affecting public libraries, including library, intellectual freedom, and districting laws: <http://www.oregon.gov/osl/ld/resources/laws/>.
- *Early literacy resource-gathering*: Compiled early childhood literacy website for public libraries, the product of a 2005 LSTA grant to the Multnomah County Library: <http://www.oregon.gov/osl/ld/youthsvcs/earlylit/>.
- *Web design*: Used a Content Management System and HTML to organize and design websites.

Langlois Public Library, Langlois, Oregon, USA

Director: March 2004-June 2005

- *Library management:* Set and oversaw annual budget. Supervised Assistant Director, contract workers, and community volunteers. Reported activities and financials to elected library board.
- *Acquisitions & cataloging:* Performed acquisitions & cataloging duties as described below. Inventoried, analyzed, and developed all collections. Recataloged audiovisual, local history and young adult collections.
- *Grantwriting:* Collaborated in successful applications for grants for high-speed internet, data correction and migration for three small public libraries, and a capital campaign for a neighboring library.
- *Instruction:* Taught basic computer skills, Microsoft Office, and the Dewey Decimal System in classes and one-on-one sessions to patrons and staff. Participated in Gates Foundation-sponsored train-the-trainer workshops.

Library Assistant & Youth Services Coordinator: June 2002-March 2004

- *Youth programming:* Developed youth programming. Selected new juvenile and young adult books and multimedia.
- *Acquisitions & cataloging:* Performed acquisitions & cataloging duties as described below.
- *Reference & circulation:* Performed reference & circulation duties as described below.

Library Assistant: May 1995-August 1999

- *Reference & circulation:* Circulated materials using a card-based system. Answered patron queries on a variety of topics. Facilitated patron computer use. Supervised library during weekend hours.
- *Acquisitions, cataloging, & processing:* Utilized MARC, AACR2r, LCSH, z39.50 databases, and original cataloging.
- *Youth programming:* Coordinated children's programs, including the annual summer reading program.

School District 2CJ, Pacific High School, Port Orford, Oregon, USA

Library Specialist: December 2002-June 2005

- *Media center management:* Oversaw \$4,500 annual budget. Supervised student research and 0.25 FTE student aide. Provided teacher support for curricular units. Maintained multimedia library, devices, and research computers.
- *Acquisitions, cataloging, & processing:* Utilized MARC, AACR2r, LCSH, copy cataloging using z39.50 databases, and original cataloging. Cataloged previously uncataloged 5,500-volume collection of books and multimedia. Developed collections, emphasizing contemporary literature, modern history, and natural sciences.
- *Instruction:* Developed and taught classes on library & research skills, argumentation, online databases, and more.

CIM Recorder: September 2003-June 2005

- *Educational assessment:* Compiled student data and samples for Oregon's Certificate of Initial Mastery (CIM) educational program. Reported student progress to faculty and administration. Scored state mathematics and writing performance tests.
- *Data management:* Managed records, test scores, and work samples, in hard copy and on a Microsoft Access database, to determine students' progress. Modified database to track data effectively, including writing macros to manipulate information.

Oregon Community Foundation, Portland, Oregon, USA

Intern, Grants & Education department: July 2001-May 2002

- *Research:* Researched topics about future grant initiatives, including demographic changes, ESL, and scholarships.
- *Resource-gathering:* Compiled a reference library on issues affecting grantmaking.
- *Grant evaluation:* Evaluated grant applications and provided input to Grants & Education Department staff.

Lewis & Clark College, Associated Students of Lewis & Clark, Portland, Oregon, USA

Student Academic Affairs Board Chair: May 2000-May 2002

- *Organizational management:* Managed unique student-to-student grant and peer tutoring programs. Oversaw board of 25 people and managed \$52,000 budget. Supervised 0.25 FTE assistant and 0.35 FTE tutoring director.
- *Grant administration:* Overhauled grant program. Updated forms, procedures, and policies to better reflect well-established granting organizations. Evaluated grant applications from all academic fields.
- *Student advocacy:* Voiced student academic concerns to College committees, administration, and faculty.

Lewis & Clark College, Student Financial Services, Portland, Oregon, USA

Intern for External Scholarships and Awards: March 2001-May 2002

- *Scholarship advising*: Coordinated undergraduate external grant and scholarship opportunities. Advised students on applications and interviewing.
- *Database and website development*: Compiled database of outside scholarship resources. Managed, wrote content, and coded HTML for College external scholarship website.

PRESENTATIONS

Oregon/Washington Library Association Conference, April 25, 2012, Vancouver, Washington, USA

"Get you policy work on: Writing patron-friendly policies."

Oregon Library Association Conference, April 27, 2012, Bend, Oregon, USA

"When the heart of things closes: Community reactions to times of no libraries."

Oregon Virtual Reference Summit, June 10, 2011, The Dalles, Oregon, USA

"Virtually serving the unserved: How L-net helps in times of no libraries."

- Available online at <http://www.slideshare.net/hrclcd/virtually-serving-the-unserved>.

Oregon Virtual Reference Summit, May 7, 2010, Troutdale, Oregon, USA

"But I still use dialup! Using virtual reference to serve rural patrons."

- Available online at <http://www.slideshare.net/remnil/rural-virtual-reference>.

Online Northwest, February 5, 2010, Corvallis, Oregon, USA

"Even Internet Computers Want to be Free: Using Linux and Open Source Software on Library Public Workstations." Co-presented with Sean Park.

- Available online at <http://www.slideshare.net/nbpl/linux-desktops>.

Symposium honoring William Rottschaefter, March 8, 2003, Portland, Oregon, USA

Presented commentary on *Science, Truth, and Democracy* by Philip Kitcher,

- Commented on Dr. Kitcher's book, an analysis of the role of science in an ethical society, in honor of retiring Lewis & Clark College Philosophy professor William Rottschaefter. Fellow commentators included respected professors of science and philosophy from Oregon colleges.

Pacific University Undergraduate Philosophy Conference, April 7, 2002, Forest Grove, Oregon, USA

"Morality as Natural Ends: The Naturalistic Ethics of John Dewey"

- Discussed the philosopher John Dewey's shift from a supernaturally-based morality to a more scientific notion of ethics.

Midsouth Undergraduate Philosophy Conference, February 22, 2002, Memphis, Tennessee, USA

"Descartes Holds These Truths to be Self-Evident? Reason & Equality in Descartes' Method"

- Discussed why Descartes' contention that reason is an infallible faculty does not violate the apparent fact that people make intellectual mistakes.

Other library-related presentations available at <http://www.slideshare.net/hrclcd>.

PUBLICATIONS

Oregon Library Association Quarterly, Spring 2012

"Rebirth and renewal: How a year of closure helped Hood River County's libraries."

- Available online at http://www.olaweb.org/assets/documents/olaq_18no1.pdf.

Oregon Library Association Quarterly, Fall 2010

Guest editor of and submission author for the Fall issue, focusing on "openness": open source software, open access publishing, openness on the reference desk, open government, and more.

- Co-authored paper with Sean Park, "Free as in Internet: Using Linux and Open Source Software on Public Workstations."
- Available online at http://data.memberclicks.com/site/ola/olag_16no3.pdf.

"On the Cost of Keeping a Book," June 2010

In *The Idea of Order: Transforming Research Collections for 21st Century Scholarship*. Co-written with Paul Courant. Published by the Council on Library and Information Resources.

- An analysis of different methods of maintaining print books in research library environments and the costs and benefits associated with this methods.
- Available online at <http://clir.org/pubs/abstract/pub147abst.html>.

The Leadership Challenge: Moving Toward a Governance Model for the Washtenaw County Literacy Coalition, April 2008

Prepared with three other students as part of the course Applied Policy Seminar at the Gerald R. Ford School of Public Policy.

- Summary and recommendations for creating a governing structure for a coalition of nonprofit and public organizations seeking to end illiteracy in Washtenaw County, Michigan.

Enhancing Impact from Students to Communities: An Outcome-Based Evaluation of the Oregon School Library Information System (OSLIS), April 2007

Co-written with Dawn King as part of the course Outcome-Based Evaluation at the University of Michigan School of Information.

- Evaluation of Oregon's statewide school library information portal incorporating stakeholder interviews and other qualitative analysis tools.
- Available online at <http://oslis.org/oslissupport/aboutoslis/evalword2007>.

PROFESSIONAL AND COMMUNITY ACTIVITIES & ASSOCIATIONS

American Library Association, 2002-Present

- Public Library Association (2008-Present)
- Library Leadership & Management Association (2008-Present).

Hood River County Cultural Trust, 2012-Present

A nonprofit organization dedicated to supporting arts, humanities, and culture throughout Hood River County.

- Webmaster (2013-Present))

Hood River Rotary, 2012-Present

- Columbia Gorge Wine and Pear Fest Committee (2013-Present)
- Webmaster (2013-Present)

L-Net volunteer, 2009-Present

Oregon's statewide text-, chat-, and email-based reference service, <http://www.oregonlibraries.net>.

- Answer text, chat, and email questions on website, using custom SparkRef chat reference software, and Mosio text-reference service. Served on L-net Advisory Board (2009-2011).

Library Service and Technology Act Advisory Council, Oregon State Library, 2008-2010

Council that advises the Oregon State Library Board on how to distribute LSTA monies for statewide projects and in a competitive grant program.

- Served as Public Libraries representative.
- Elected as chair for 2010 calendar year.

National Association of Parliamentarians, 1998-Present

Oregon Library Association, 2008-Present

- Public Library Division (2008-Present).
- Serve as Board parliamentarian (2011-Present)
- Resource-Sharing Committee (2011-2012)
- Library Development and Legislation Committee (2013-Present)

Sage Library System User Council, 2011-Present

A library consortium in Oregon including over 75 public, academic, school, and special libraries. Used the open source integrated library system Evergreen.

- User Council Chair (2012-Present)

COMPUTER, TECHNICAL, AND LANGUAGE SKILLS

- *Operating systems:* Windows 9x/2000/XP/Vista/7, Macintosh OS 8-X, various Linux distributions including Fedora, Mint, and Ubuntu.
- *Applications:* Microsoft Office 20xx, WordPerfect Office, LibreOffice, GIMP 2.X
- *Library standards and software:* MARC, AACR2r, z39.50, LCSH, DDC 22, HTML, TLC Library Solution, Evergreen, Follett Circulation Plus, Innovative Interfaces Millennium, OCLC QuestionPoint, SparkRef, Ex Libris SFX and Metalib.
- *Databases:* EBSCOhost databases, ERIC, Gale databases, MEDLINE, NewsBank, NoveList, OverDrive, WorldCat, and more.
- *Instructional skills:* EBSCOhost, Microsoft Windows, Microsoft Office, research techniques, e-books, OverDrive, evaluating research sources, social media, OverDrive, OPACs, the Dewey Decimal System, argumentation techniques, and more.
- *Languages:* Russian (basic proficiency).

City of Cascade Locks, Oregon

DATE & TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

City Council

NAME: deanna busdieker
HOME ADDRESS: 30 lakeside

HOME PHONE: 541-374-9070
EMAIL: deannab@dbdesign.info

Do you live within the Cascade Locks city limits? YES
How long have you lived in the City? just over six years

1. Why are you interested in serving?

while i enjoy being on the planning commission and serving the community, i believe i have background knowledge and rational decision-making to make more of an impact on the city council.

2. Do you feel that you can meet the schedule required by the City Council?

if i didn't i wouldn't be doing this.

3. What experiences have you had with City committees, boards or commissions?

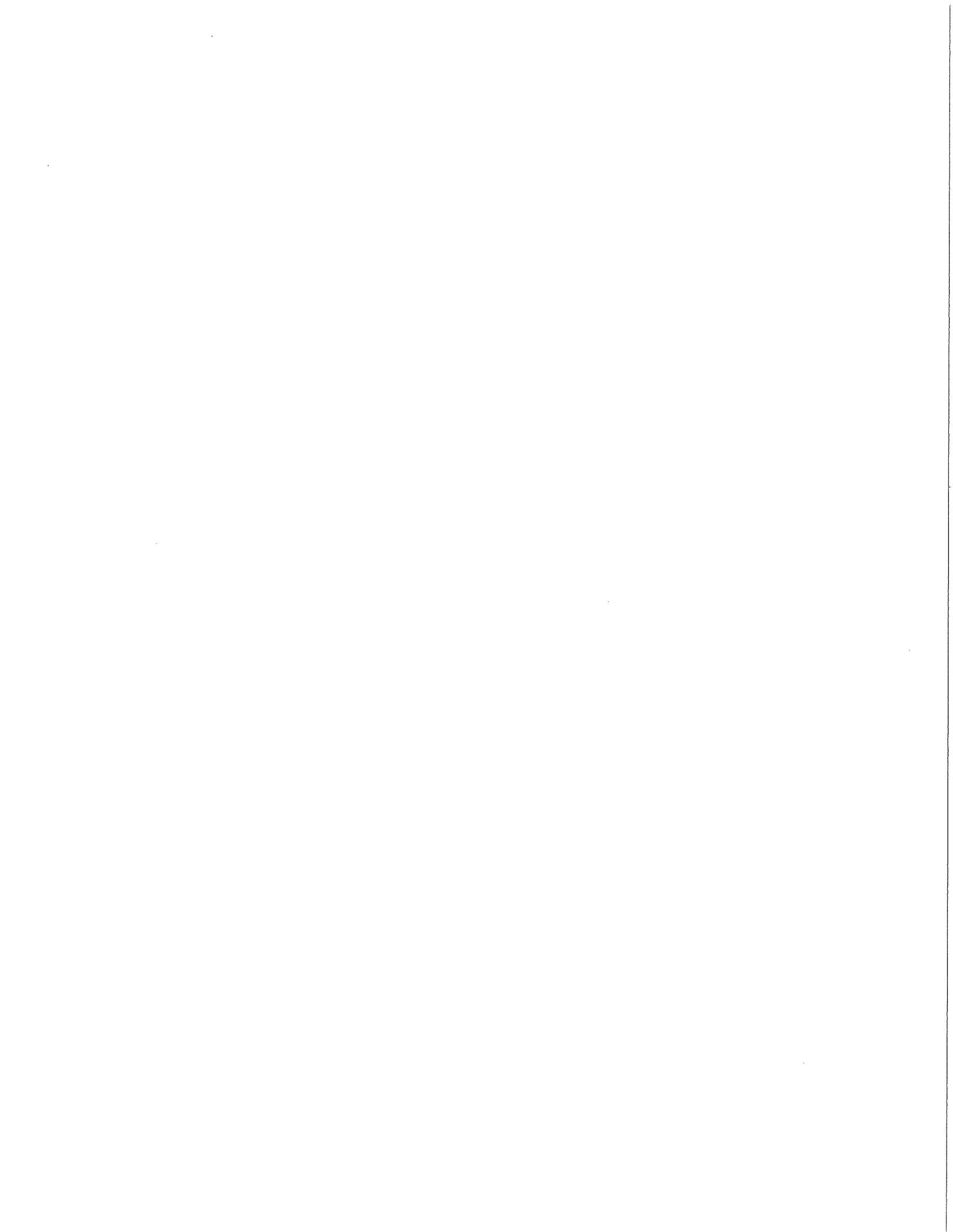
have been a member of CL planning commission since september 02009

4. What special skills or interests do you think you bring to this effort?

interdisciplinary studies degree with focus on ecology and pacific northwest water systems, attended PNW water systems seminar for the city in 09, trained in critical thought, dedicated to my community, attention to detail, willingness to do more than skim the surface of items in front of me.

APPLICANT'S SIGNATURE: deanna busdieker

DATE: 18 june 02013



STAFF REPORT

Date Prepared: 6/17/13

For City Council Meeting on: 6/24/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Municipal Corporate Budget for FY 2013-2014, making appropriations, authorizing expenditures and levying taxes.

SYNOPSIS: The City is required by Oregon Budget Law to prepare and present a balanced budget for review by the budget committee. Through the budget committee review process and public participation the committee may revise the proposed budget before formal approval. The approved budget is then presented to council where a public hearing will be held for public comment. The council can then revise the budget within limitations and adopt the budget. The budget must be adopted before June 30th.

CITY COUNCIL OPTIONS:

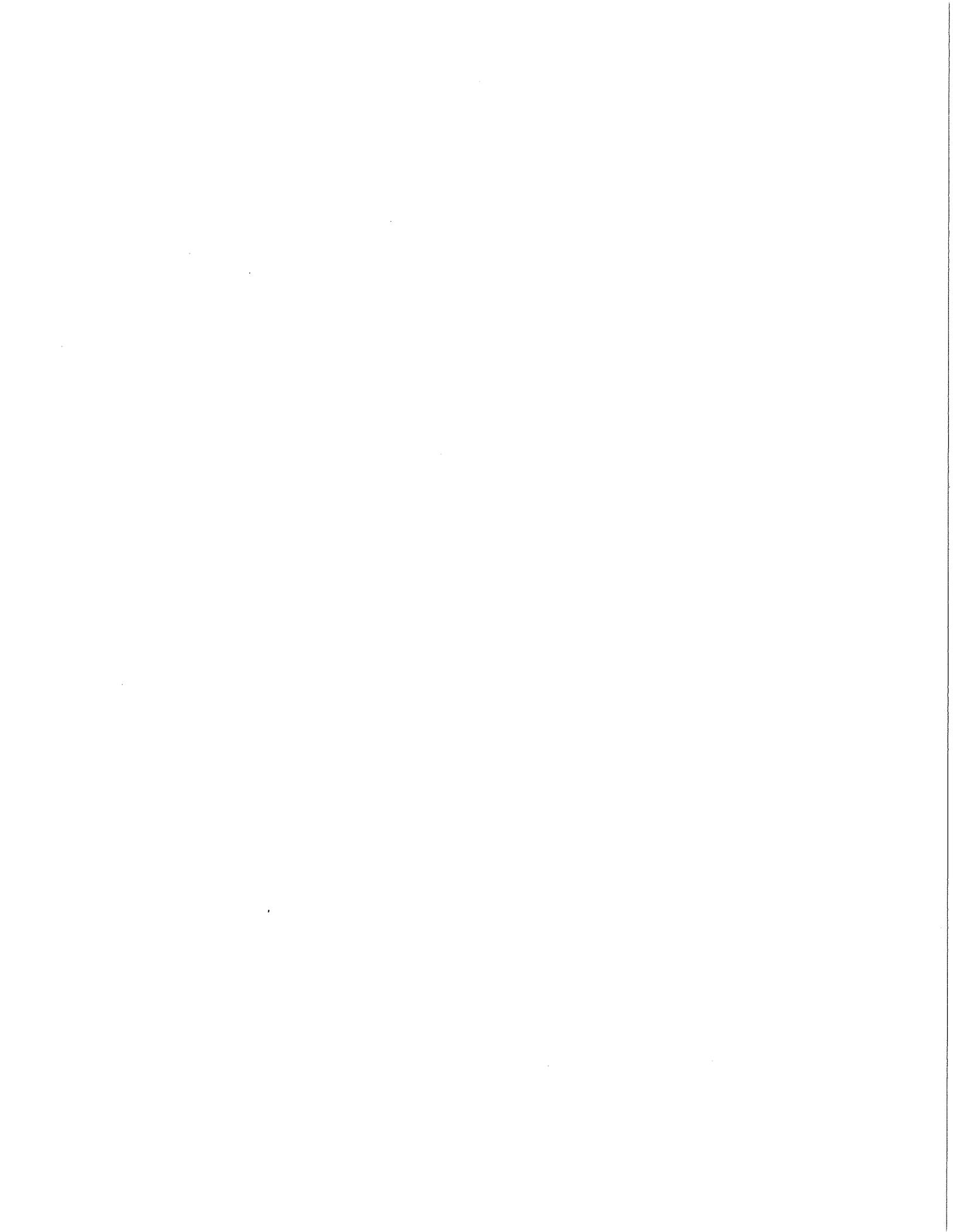
1. Approve Resolution No. 1276 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1276 approving the Municipal Corporate Budget for FY 2013-2014, making appropriations, authorizing expenditures and levying taxes, and approving program, service policies and direction.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION: N/A



RESOLUTION NO. 1276

A RESOLUTION ADOPTING THE MUNICIPAL CORPORATE BUDGET FOR FY 2013-2014, MAKING APPROPRIATIONS, AUTHORIZING EXPENDITURES AND LEVYING TAXES.

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Cascade Locks, Oregon, hereby adopts the 2013-2014 fiscal year budget in the total sum of \$6,878,364 now on file in the office of the City Finance Officer, City Hall.

BE IT RESOLVED that the City Council of the City of Cascade Locks, Oregon, also hereby adopts the Program Budget sheets for Administration, Planning, Community Relations, Public Works (Operations), Public Works (Property), Tourism, Electric, CATV/Broadband, and Recreation.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013 and for the purposes shown are hereby appropriated as follows:

GENERAL FUND

Administration Department	121,208
Planning Department	65,593
Property Department	82,106
Museum Program	1,500
Government/Community Relations Program	13,900
Police Program	87,133
Capital Outlays	-
Interfund Transfers	202,289
Contingency	10,062
TOTAL GENERAL FUND	583,791

SYSTEM DEVELOPMENT FUND

Capital Outlays	37,150
Interfund Transfers	-
TOTAL SYSTEM DEVELOPMENT FUND	37,150

STREET FUND

Personnel Expenses	39,140
Materials & Services	28,184
Capital Outlays	11,200
Interfund Transfers	5,000
Contingency	67,926
TOTAL STREET FUND	151,450

EMERGENCY SERVICES FUND

Personnel Expenses	144,891
Materials & Services	88,039
Capital Outlays	15,700
Interfund Transfers	2,460
Contingency	24,203
TOTAL EMERGENCY SERVICES FUND	275,293

GRANTS FUND

Materials & Services	56,000
Capital Outlays	-
TOTAL GRANTS FUND	56,000

TOURISM FUND

Personnel Expenses	-
Materials & Services	54,828
Capital Outlays	-
Interfund Transfers	-
Contingency	1,922
TOTAL TOURISM FUND	56,750

CEMETERY FUND

Personnel Expenses	2,542
Materials & Services	2,275
Interfund Transfers	-
Contingency	5,633
TOTAL CEMETERY FUND	10,450

WATER FUND

Personnel Expenses	96,712
Materials & Services	134,315
Capital Outlays	1,500
Interfund Transfers	6,800
Contingency	12,973
TOTAL WATER FUND	252,300

CEMETERY TRUST FUND

Interfund Transfers	-
Contingency	14,250
TOTAL CEMETERY TRUST FUND	14,250

SEWER FUND

Personnel Expenses	59,644
Materials & Services	209,828
Capital Outlays	5,500
Interfund Transfers	89,631
Contingency	21,847
TOTAL SEWER FUND	386,450

SEWER BOND FUND - 1996

Debt Service	53,711
Reserve	60,800
TOTAL SEWER BOND FUND	114,511

CATV/TELECOM FUND

Personnel Expenses	9,552
Materials & Services	116,753
Capital Outlays	450
Interfund Transfers	-
Contingency	32,695
TOTAL CATV FUND	159,450

OIB LOAN REPAY FUND

Debt Service	183,416
TOTAL OIB LOAN REPAY FUND	183,416

LIGHT FUND

Personnel Expenses	1,086,885
Materials & Services	1,812,556
Capital Outlays	69,000
Interfund Transfers	79,600
Contingency	1,703
TOTAL LIGHT FUND	3,049,744

CAPITAL RESERVE FUND - 2008

Capital Outlays	525,000
Reserve	1,022,359
Interfund Transfers	-
TOTAL CAPITAL RESERVE FUND	1,547,359

GRAND TOTAL APPROPRIATIONS ALL FUNDS	6,878,364
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RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the City Council of the City of Cascade Locks, Oregon, hereby imposes the taxes provided for in this adopted budget in the General Fund at the rate of \$2.7050 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2013-2014 upon the assessed value of all taxable property within the district as of 12:01 AM, July 1, 2013.

RESOLUTION CATEGORIZING THE TAX

General Government Limitation

General Fund	\$ 2.7050/\$1000
Debt Service Fund	\$0.00

Excluded from Limitation

Debt Service	\$0.00
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BE IT RESOLVED that the City Finance Officer certifies to the County Clerk and County Assessor, the tax levy made by this Resolution and shall file with them and to the State of Oregon copies of the budget as finally adopted.

ADOPTED by the City Council this 24th day of June, 2013.

APPROVED by the Mayor this 24th day of June, 2013.

Mayor

ATTEST:

City Recorder

STAFF REPORT

Date Prepared: 6/17/13

For City Council Meeting on: 6/24/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Resolution No. 1277 authorizing receipt of unanticipated revenue in the amount of \$4,500, making appropriations, and authorizing expenditures.

SYNOPSIS: The City entered into an IGA with the Port of Cascade Locks dated 10/22/12 to pay the Museum wages from September 2012 thru June 2013. The Port will reimburse the City in full for wages paid during that time. These funds are for a specific purpose and under ORS 294.338(2) a resolution is required to receive and expend the funds.

CITY COUNCIL OPTIONS:

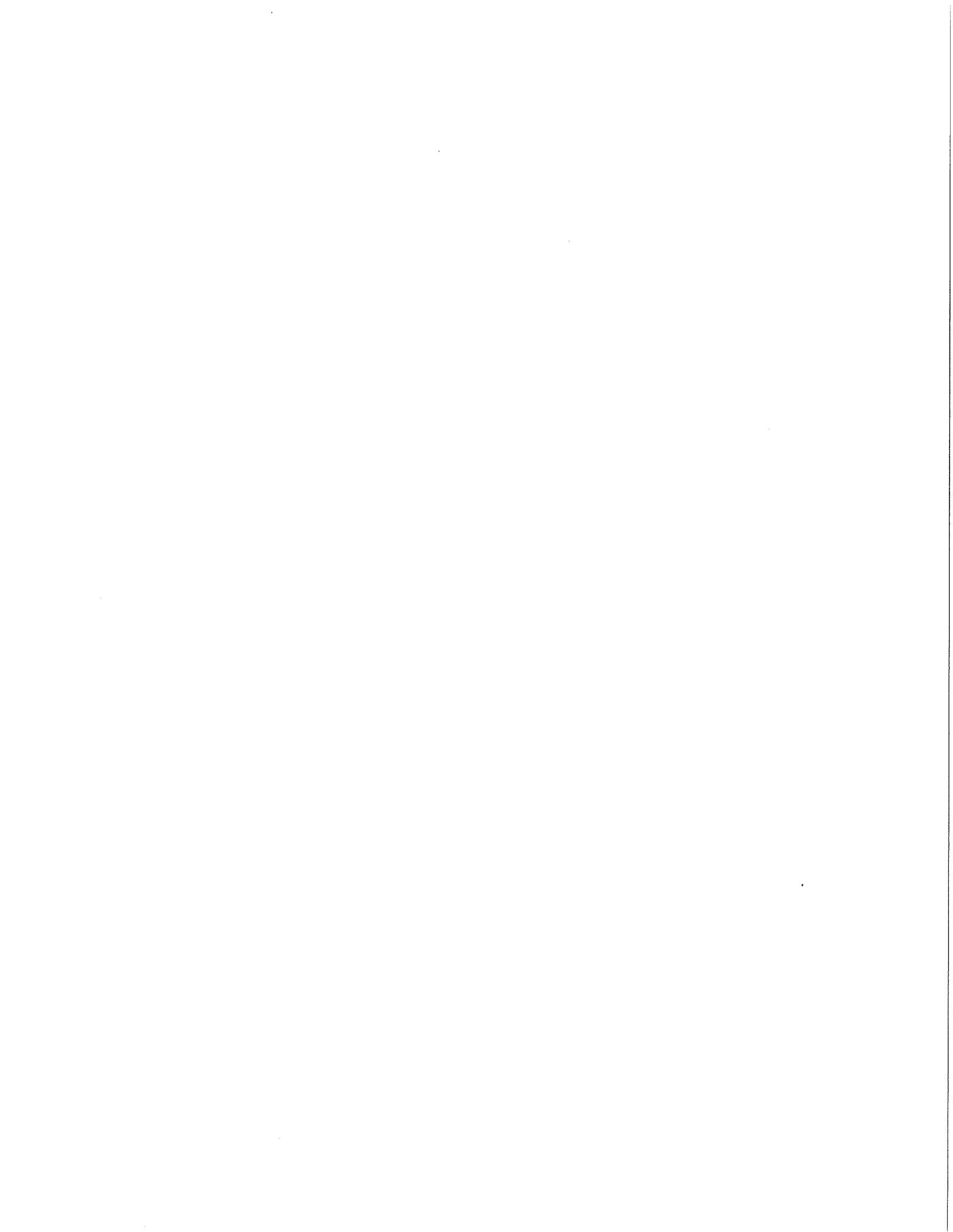
1. Approve Resolution No. 1277.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1277 approving receipt of unanticipated revenue, making appropriations and authorizing expenditures.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION: N/A



RESOLUTION NO. 1277

A RESOLUTION AUTHORIZING A BUDGET AMENDMENT FOR THE RECEIPT OF UNANTICIPATED REVENUE IN THE AMOUNT OF \$4,500 FOR FISCAL YEAR 2012-2013 MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.

WHEREAS, the City has paid the Museum staff wages per the IGA with the Port of Cascade Locks dated 10/22/12 and;

WHEREAS, the city will pay wages from September 1, 2012 thru June 30, 2013; and

WHEREAS, the Port agreed to reimburse the city for all wage expenses;

NOW, THEREFORE, BE IT RESOLVED THAT THE FOLLOWING BUDGET AMENDMENT BE AUTHORIZED;

Section 1. Authorizing Budget Amendment.

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>TOTAL</u>
<u>General Fund</u>			
Miscellaneous Revenue	3,500	8,000	4,500
Museum Personnel	0	4,500	4,500

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 12/13.

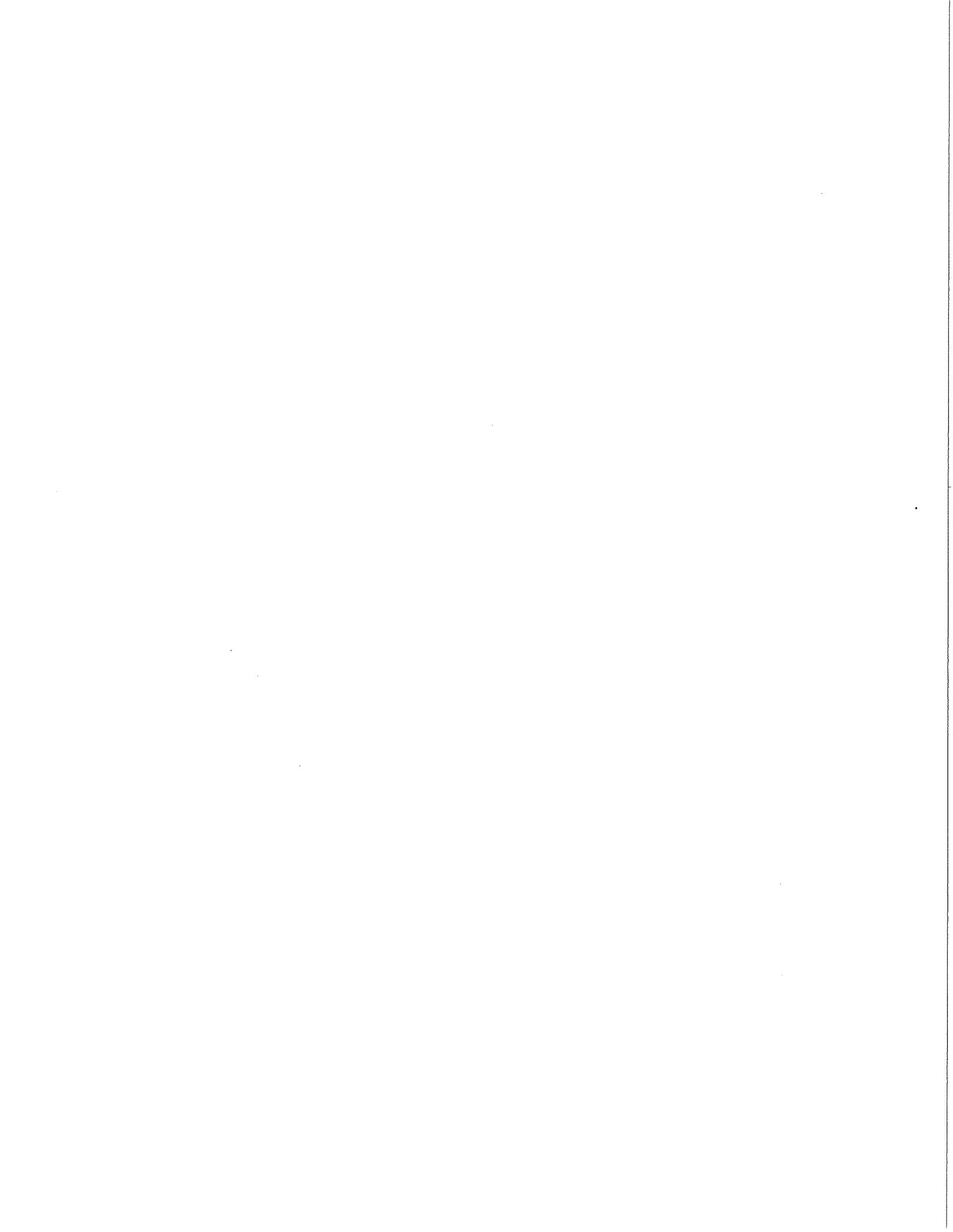
Adopted by the City Council this 24th day of June, 2013.

Approved by the Mayor this 24th day of June, 2013.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



STAFF REPORT

Date Prepared: 6/18/13

For City Council Meeting on: 6/24/12

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Authorizing budget appropriations & expenditures from various funds for fiscal year ending June 30, 2013.

SYNOPSIS: During the adopted budget year certain funds may experience expenditures above approved category limits. Oregon Budget Law recognizes these events and allows for transferring of fund between approved category limits.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1278 as presented.
2. Establish other direction for staff to proceed
3. Take no action

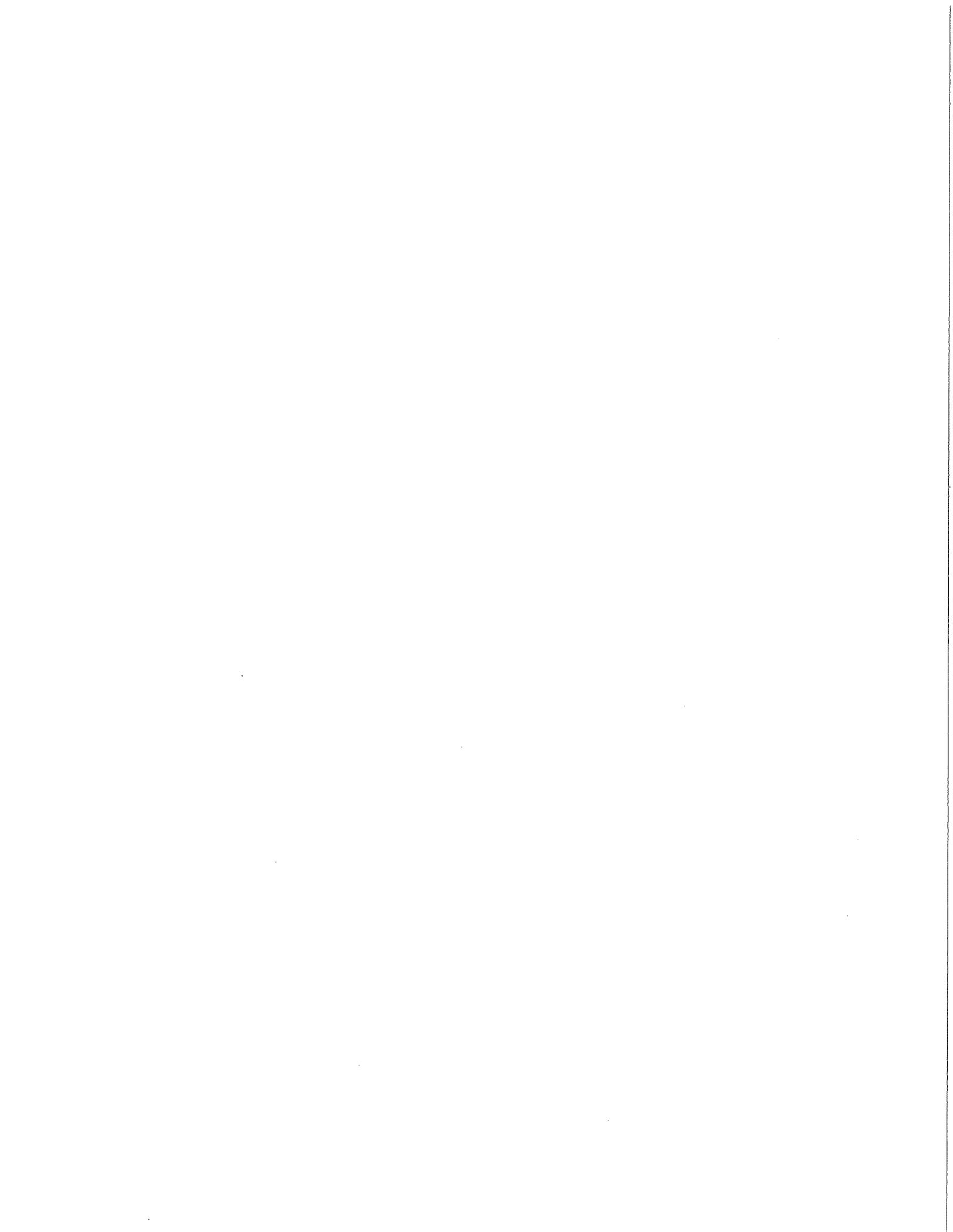
RECOMMENDATION: The City Council, by motion, approve Resolution No. 1278 authorizing the transfer of funds between categories of various funds, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2013.

Legal Review and Opinion: N/A

Financial review and status: For various reasons funds and budget limits within various categories will/have exceed budgeted limits for the Fiscal Year ending June 30, 2013. The reallocation is necessary for Oregon Budget Law compliance.

BACKGROUND INFORMATION:

1. This is a reallocation of resources that can occur each year to correct the current budget before June 30, 2013.



RESOLUTION No. 1278

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS BETWEEN CATEGORIES OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2013.

WHEREAS, during the adopted budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits; and

WHEREAS, for various reasons the following funds and the budgeted limits within various categories have been exceeded in the Fiscal Year ending June 30, 2013; and

WHEREAS, the above reallocation of resources is necessary to correct the FY 2012-2013 Budget;

NOW, THEREFORE , BE IT RESOLVED THAT THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>	<u>ACCOUNT NO.</u>
<u>GENERAL FUND (Admin)</u>				
Transfer from Planning Materials & Services	10,000	5,500	- 5,325	01-402-62091
Transfer to Admin Personnel Services	4,500	9,000	+4,500	01-401-61120
Transfer to Emergency Services Fund 2%	42,781	43,606	+ 825	01-401-64053
<u>EMERGENCY SERVICES FUND</u>				
Transfer from EMS Capital Outlay	2,000	1,330	- 670	05-405-63047
Transfer from EMS Personnel Services (Admin)	1,530	1,300	- 230	05-421-61070
Transfer to EMS Materials & Services	9,000	12,000	+ 900	05-405-62439
<u>CEMETERY</u>				
Transfer from Materials & Services	300	0	- 300	17-405-62023
Transfer from Materials & Services	1,000	100	- 900	17-405-62520
Transfer from Materials & Services	500	400	- 100	17-405-62870
Transfer to Personnel Services	1,635	2,935	+1,300	17-405-61150
<u>WATER FUND</u>				
Transfer from Personnel Services	8,364	7,364	- 1,000	21-405-61155
Transfer from Personnel Services	9,900	6,900	- 3,000	21-405-61070
Transfer to Materials & Services	0	4,000	+4,000	21-405-62110
Transfer from Capital Outlay	1,500	850	- 650	21-405-63471
Transfer to Inter-fund Transfers	6,200	6,850	+650	21-405-64042
<u>SEWER FUND</u>				
Transfer from Capital Outlay	10,000	0	- 10,000	31-405-63492
Transfer to Personnel Services	3,023	7,023	+4,000	31-405-61152
Transfer to Materials & Service	23,000	26,000	+3,000	31-405-62070
Transfer to Materials & Service	24,150	27,150	+3,000	31-405-62661

CATV FUND

Transfer from CATV Materials & Services	2,500	1,500	- 1,000	41-405-62560
Transfer from CATV Materials & Services	3,500	2,750	- 750	41-405-62570
Transfer from CATV Materials & Services	200	0	- 200	41-405-62050
Transfer from CATV Materials & Services	63,000	62,450	- 550	41-405-62740
Transfer to Personnel Services CATV	4,539	5,539	+ 1,000	41-405-61105
Transfer to Personnel Services Telecom	4,539	5,539	+ 1,500	41-406-61150

LIGHT FUND

Transfer from Southbank Personnel Services	266,145	256,145	10,000	51-406-61540
Transfer to City Light Personnel Services	284,295	294,295	10,000	51-405-61540

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2012-2013.

Adopted by the City Council this 24th day of June, 2013.

Approved by the Mayor this 24th day of June 2013.

Mayor

ATTEST:

City Recorder

STAFF REPORT

Date Prepared: 6/20/13

For City Council Meeting on: 6/24/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Authorize an inter-fund loan from the General Fund portion of the Capital Reserve to the CATV Fund for the purpose of bringing the estimated fund balance deficit to zero for FYE 2012-2013.

SYNOPSIS: The CATV Fund balance is currently in a deficit situation and the City is striving to correct this problem in the 2013-2014 budget. The no interest loan would be for \$22,000 and would be scheduled for repayment in November 2013.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1279 as presented.
2. Establish other direction for staff to proceed
3. Take no action

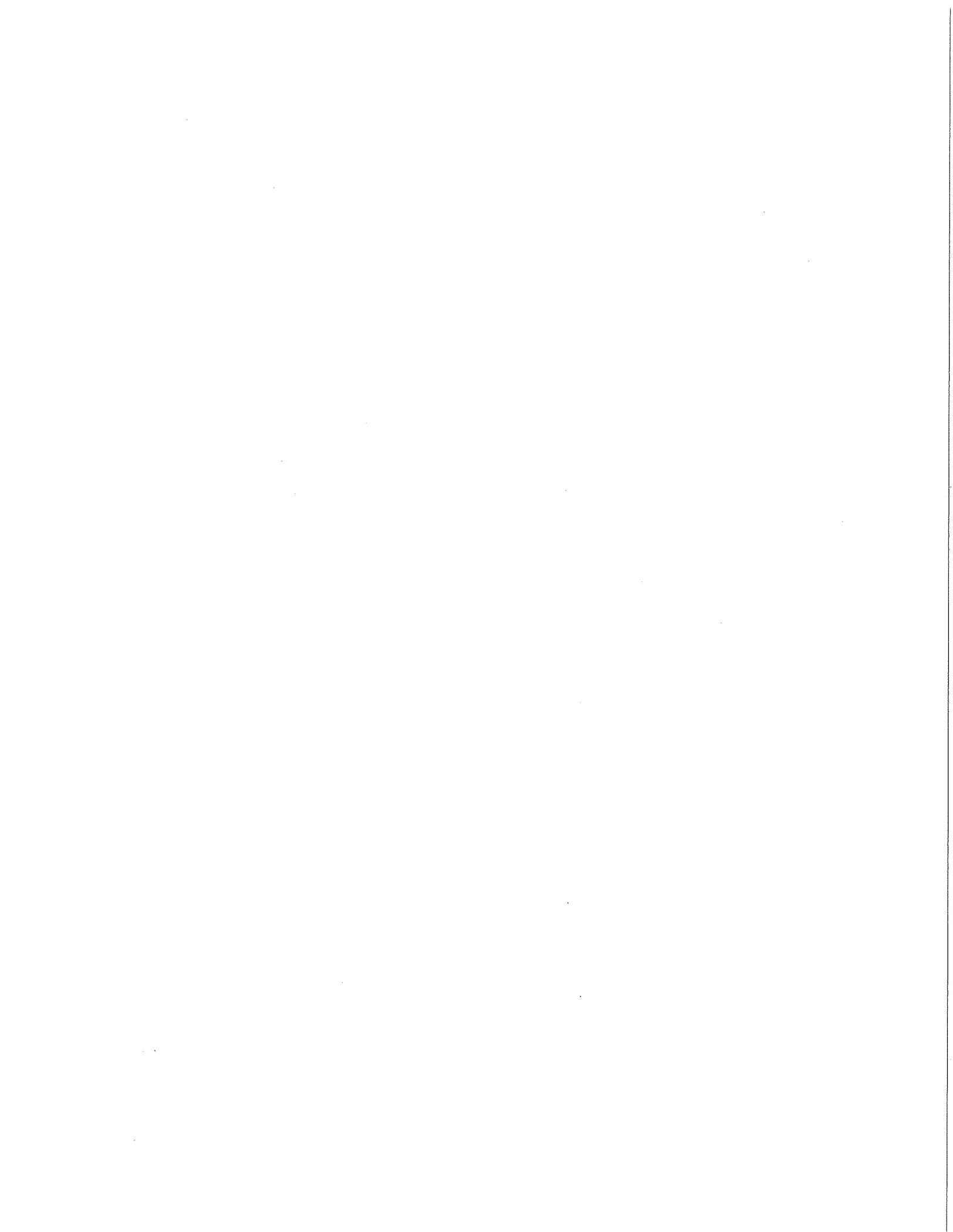
RECOMMENDATION: The City Council, by motion, approve Resolution No. 1279 authorizing the inter-fund loan from the General Fund Capital Reserve to the CATV fund for the purpose of bringing the estimated fund balance deficit to zero.

Legal Review and Opinion: N/A

Financial review and status: This should correct the CATV Fund balance deficit for FYE 2012-2013.

BACKGROUND INFORMATION:

1. This is the first year that CATV Fund balance has been in a deficit.



RESOLUTION NO. 1279

A RESOLUTION AUTHORIZING THE INTER-FUND LOAN FROM THE GENERAL FUND PORTION OF THE CAPITAL RESERVE FUND IN THE AMOUNT OF \$22,000 TO THE CATV FUND FOR THE PURPOSE OF BRINGING THE ESTIMATED FUND BALANCE DEFICIT TO ZERO. THE REPAYMENT FOR THIS LOAN WILL BE MADE IN FULL IN NOVEMBER 2013 AT ZERO PERCENT INTEREST.

WHEREAS, the CATV Fund balance is currently in a deficit situation and the City is striving to correct this problem in the 2013-2014 budget; and

WHEREAS, ORS 294.468 allows cities to make interfund loans for the purpose of operating; and

WHEREAS, the loan must be repaid by the end of the ensuing year or ensuing budget period from which the money was borrowed or if not paid within that budget year must be budgeted as a requirement in the next budget period;

WHEREAS, the amount of this no interest loan is \$22,000 and will be paid back to the General Fund Capital Reserve in November 2013;

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

SECTION 1. Authorization of Interfund Loan. The City Council hereby authorizes an inter-fund loan from the General Fund portion of the Capital Reserve to the CATV Fund and authorizes the appropriation in the amount of \$22,000 for the purpose of bringing the estimated fund balance deficit to zero.

SECTION 2. Repayment of Interfund Loan. The CATV Fund shall repay the General Fund portion of the Capital Reserve Fund in the amount of \$22,000 without interest in November 2013. The loan repayment will come from the CATV Fund portion of Capital Reserve in the amount of \$12,800 and the remaining amount of \$9,200 will be paid from the CATV Fund.

SECTION 3. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 4. Expiration. This resolution shall remain in effect until completion and approval of the audit of the fiscal year in which the final payment is made to repay this loan.

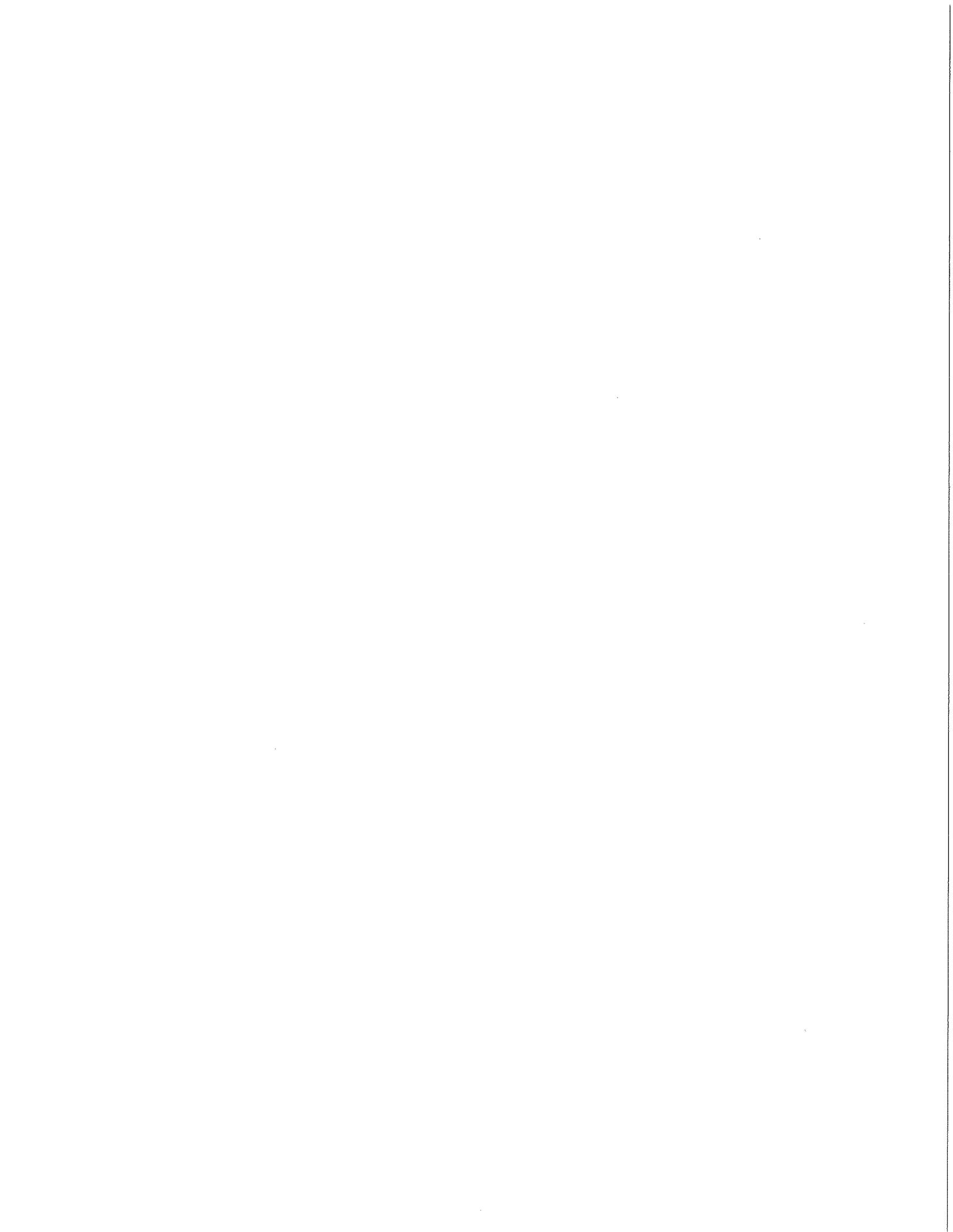
ADOPTED by the City Council this **24th** day of **June**, 2013.

APPROVED by the Mayor this **24th** day of **June**, 2013.

ATTEST:

Mayor

City Recorder



AGENDA ITEM NO: 5.16

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

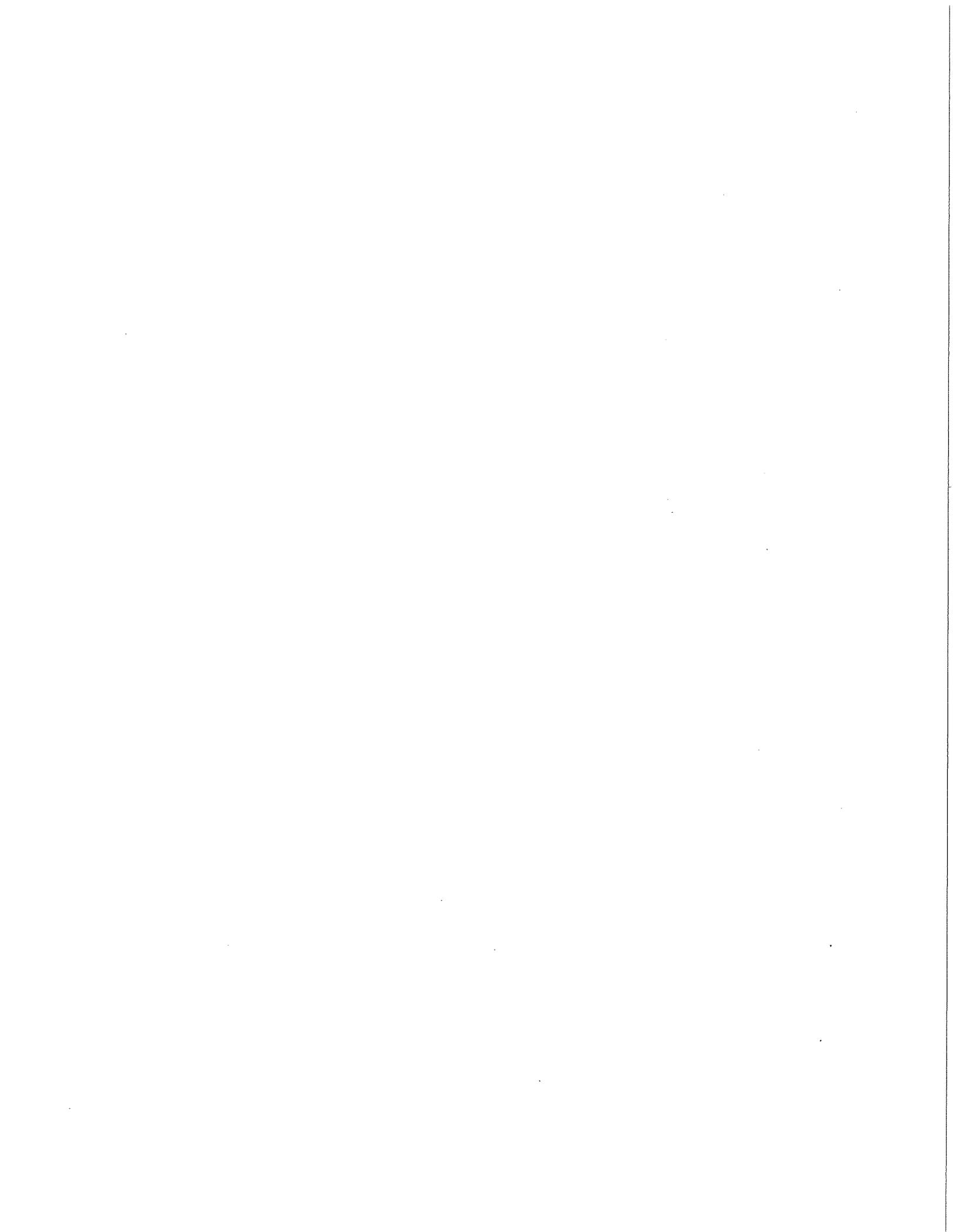
PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approval of City/Port IGA Guidelines

SYNOPSIS: In response to a written letter from the Port of Cascade Locks, staff from both local governments met to discuss how we can work together in order to better attract jobs and economic development to Cascade Locks. A copy of that letter is attached. Working with the Joint Work Group for Economic Development, the attached guidelines have been developed for and intergovernmental agreement (IGA) between the Port and the City. This agenda item is to approval those guidelines. Once approved by the Port and the City, the City Attorney will draft the IGA for adoption at a special City Council meeting on July 15 at 7:00 p.m. at City Hall.

CITY COUNCIL OPTIONS:

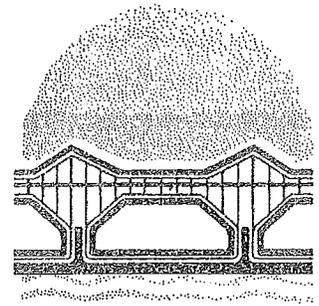
RECOMMENDED MOTION: "I move to approve the guidelines for the City/Port IGA as proposed by the Joint Work Group for Economic Development."



May 7, 2013

Hon. Mayor Cramblett Members of the City Council:

During the past year, the City has been in the process revising and updating its Water and Sewer Master Plans. We applaud you for getting these two infrastructure plans started. Both are very critical to the successful economic development of the community. As the Port has committed to the creation of new jobs and bringing in new businesses to the community, we must rely on the City to provide and maintain the necessary infrastructure.



port of cascade locks

post office box 307 cascade locks, oregon 97014
phone 503/874-8619

In the spirit of cooperation and partnership to benefit the community, we have identified some concepts and ideas that we feel must be included in both the water and sewer master plans in order for the Port to be able to deliver jobs, new businesses and to enhance our local economy. It is our feeling that at this time in our community, nothing can be as important as the creation of new jobs for our citizens.

With regard to the Water Master Plan we make the following recommendations;

1. Include the concept of adding a 12- inch water line into the Industrial Park area to serve industrial needs.
2. Provide for the drilling of a new well to serve businesses in the Industrial Park.
3. Provide in the Master Plan for the construction of a 250,000- gallon reservoir in the Industrial Park to guarantee adequate fire flows and water service.
4. Include a possible land or resource exchange with the Port for property it is acquiring from the forest service.
5. Provide for an engineering study of the property foreseen in #4 above taking into account the geological overlay that may exist on this property.
6. Creation of a tiered Industrial Water User Rate that incentivizes future industrial development.

With regard to the Sewer Master Plan:

1. Include the concept of decentralization to better serve the industrial area.
2. Include the concept of new technology approaches that would accommodate the three city partnership as well as provide for the increased capacity that may be necessary to serve all sorts of industrial users.
3. Include the concept of annual servicing and maintenance of the current plant to achieve the most effective and efficient operations possible.
4. Include the removal of the electric department pole and equipment storage just south of the sewer treatment plant so as to make a better more attractive appearance and consider this property in trade for the new water tank property foreseen in the Water Master Plan suggestions listed in #4 above.

5. Creation of a tiered Industrial User Rate that incentivizes future industrial development.

With regard to the Cascade Locks Electric System:

1. Recognize location of a future city sub-station on Port property near the industrial park and on current Port property in a location to be determined in the future.
2. Acknowledge the need for a road into and out of this area to facilitate access to this new sub-station location in case of emergencies.
3. Complete installation of additional mgws of power into existing conduits already located in the Industrial Park on Cramblett Way to enhance electric service to the Industrial Park..
4. Work with the Port to relocate the electrical poles and line which currently run through the middle of the property immediately north of Bear Mountain to a location that will better allow the development of this strategic property in the very near future.
5. Creation of a tiered Industrial User Rate that incentivizes future industrial development.

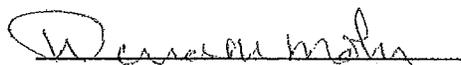
The inclusion of these ideas and suggestions in City plans will help to facilitate the creation of new jobs in the community. We feel that the timing is just right for us to work together to change our direction and priorities so as to benefit our community. We will be providing you with maps and diagrams in the near future dealing with many of these issues.

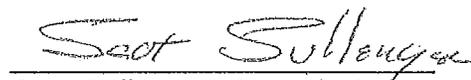
Finally, it is our recommendation that the City and Port immediately negotiate and enter into a new IGA to help cement our relationship and to continue or joint efforts at job creation. This proposed IGA is intended to clarify all the pertinent matters between both jurisdictions and significantly assist the community to grow and prosper. It is our hope that we can conclude such an IGA within the next 30 days so that we do not slow the job development potential currently near at hand.

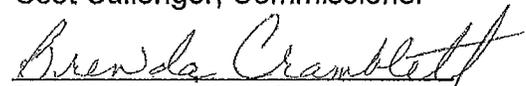
Sincerely,


Jess Groves, President


Joanne Caldwell, Commissioner


Donna Mohr, Commissioner


Scot Sullenger, Commissioner


Brenda Cramblett, Commissioner

**Guidelines for an Intergovernmental Agreement (IGA)
between the Port of Cascade Locks
and the City of Cascade Locks
May 31, 2013**

PREAMBLE:

This Intergovernmental Agreement (IGA) between the City of Cascade Locks and the Port of Cascade Locks will provide a framework for flexibility that community leaders can use to develop economic opportunities, to enhance existing and emerging businesses, and to attract new businesses and jobs. This agreement will be periodically reviewed, adjusted, and modified to fit changing needs and opportunities. This IGA encourages community leaders and community members to work together for the best interest of the community at large. Through this IGA, elected leaders and the community will remain focused on the basic tenants of the community vision and economic development policy adopted by both the City and the Port.

GUIDELINES:

1. **Water System:** The City and Port shall agree to the specific enhancements to be made to the water system to and within the boundaries of the Port and Industrial Park so as to support and encourage economic development. Specific Master Plan enhancements will include the drilling of wells on Port property, water lines and a reservoir all to be constructed to City Standards and addition of a 12 inch water line from Herman Creek Lane. Eventually all or a portion of these amenities may be turned over to the City for operations and maintenance. The focus of water service shall be to provide adequate water to serve the Industrial Park as well as providing sufficient water to the Fish Hatchery.
2. **Waste Water Treatment:** The City and Port shall agree to specific waste water system and plant enhancements so as to allow for adequate and proper treatment to serve the needs of industrial users of the waste water system and to maintain the viability of the City's wastewater plant.
3. **Electric Service:** The Port will negotiate and make available land or other resources to assist in the efficient delivery of electric service to include property for the location of any needed Sub-Station in the Industrial Park. The City will immediately bring 2 mw of electricity through existing conduits and be prepared to ultimately provide 4 mw to the Industrial Park at the Port's expense.
4. **Expense and cost sharing:** The City and The Port shall meet and develop specific expense, cost sharing and reimbursement policies and procedures as may be required to enhance industrial growth, job development and to encourage strong economic growth within the community.

5. Rates and SDC's: The City shall establish industrial water, sewer and electric rates that create incentives for new and existing businesses in town. The use of traditional approaches to the costs for these basic services as well as late comers' agreements and other strategies to encourage economic development will be utilized.

The City will create an industrial electric rate that creates incentives for the development of industrial businesses in the Port's Industrial park. Based on the standardized rate, the City and Port shall negotiate and work together to create any special rates that may be required and necessary to increase new businesses and add jobs within the community. Such strategies as phased rates, waiver of SDC's, initial low rates, etc., may be arranged along with yet to be invented approaches that will lead to new jobs and businesses, understanding that the City must always be able to cover its costs.

6. Reimbursement: The City and Port shall develop specific policies to ensure that each jurisdiction pays its own share of the provision of infrastructure. Both jurisdictions agree to develop appropriate methods to reimburse the other for any costs encumbered to extend or provide the infrastructure.
7. Efficiency and Effectiveness Enhancements: Both jurisdictions agree to constantly look for, plan and implement work effectiveness strategies that would enhance the community. Such strategies as shared equipment, joint funding of major pieces of equipment, work crew coordination, etc., shall be planned between the two jurisdictions. Such approaches as combining maintenance and construction crews, shared financial systems and shared purchasing will be encouraged.
8. Both jurisdictions agree to trade land to facilitate job creation and development or locate a new water reservoir in the west end of town, moving transformers and poles from their current location to a location adjacent to a sub-station in the Industrial Park and to address other needs that may arise during the preparation of the Port's Strategic Plan.

AGENDA ITEM NO: 5.g.
J

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

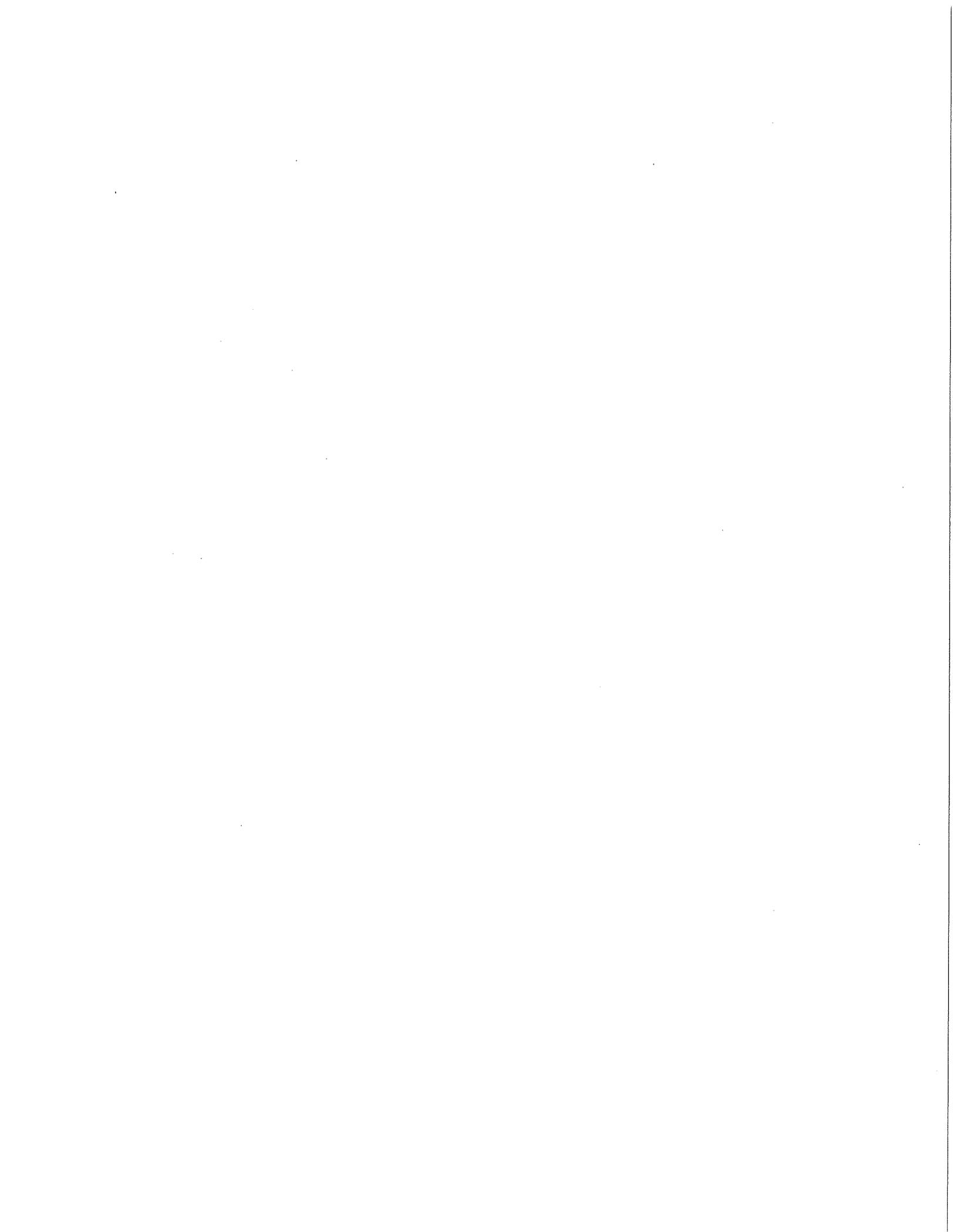
PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: Review Basis for City Attorney Contract

SYNOPSIS: Please see the attached email from Ruben Cleaveland discussing a contract for City Attorney services. For the last four months we have been under the hours covered by the retainer. We hope to continue minimizing the hours we use. This proposal from Alexandra Sosnkowski and Ruben Cleaveland is very generous. They are providing a good service at a very generous rate. This year we have been billed for just under \$15,000. We have budgeted \$17,096 for City Attorney services. We will reduce our by having a city attorney in attendance only when necessary and by limiting our requests where can. \$100 per hour for 12 hours per month is a very fair rate, as are the rates they have proposed for the hours over the retainer hours. If this proposal is acceptable to the Council, we will bring the actual contract to the next City Council meeting.

CITY COUNCIL OPTIONS: Approve or modify the proposal. If the Council chooses to reject the proposal, we can begin the process to find a new City Attorney.

RECOMMENDED MOTION: Council direction.



Gordon Zimmerman

From: Ruben Cleaveland <cleavelandr@yahoo.com>
Sent: Wednesday, June 12, 2013 4:56 PM
To: Gordon Zimmerman
Cc: Alex Sosnkowski
Subject: Re: City Attorney Contract

Dear Gordon,

Thank you for contacting us for input on our contract for city attorney services. It has been a pleasure serving Cascade Locks and we look forward to continuing our relationship. For the past two years, we have been operating under a retainer agreement that calls for a flat rate of \$1200 for up to 15 hours of legal services per month. This works out to \$80 per hour for the first full 15 hours. After billing exceeds 15 hours, an hourly rate applies for time billed. The hourly rate is currently \$140 for Alex and \$105 for me.

Alex and I discussed the City's financial situation and that the City employees were subject to a wage freeze for the next year. We do not wish to substantially increase the City's legal expenses but we also realize that \$80 per hour is unusually low for city attorney work. Even the \$105 per hour for my billed time and the \$140 for Alex's billed time is lower than usual for comparable legal services. In order to keep the City's legal expenses consistent and keep from increasing beyond its budget, we propose changing the retainer hours to cover 12 hours per month instead of 15 hours per month, but retain our existing hourly rates for services rendered beyond 12 hours. This should keep the City's legal expenses consistent with current expectations without any substantial increase.

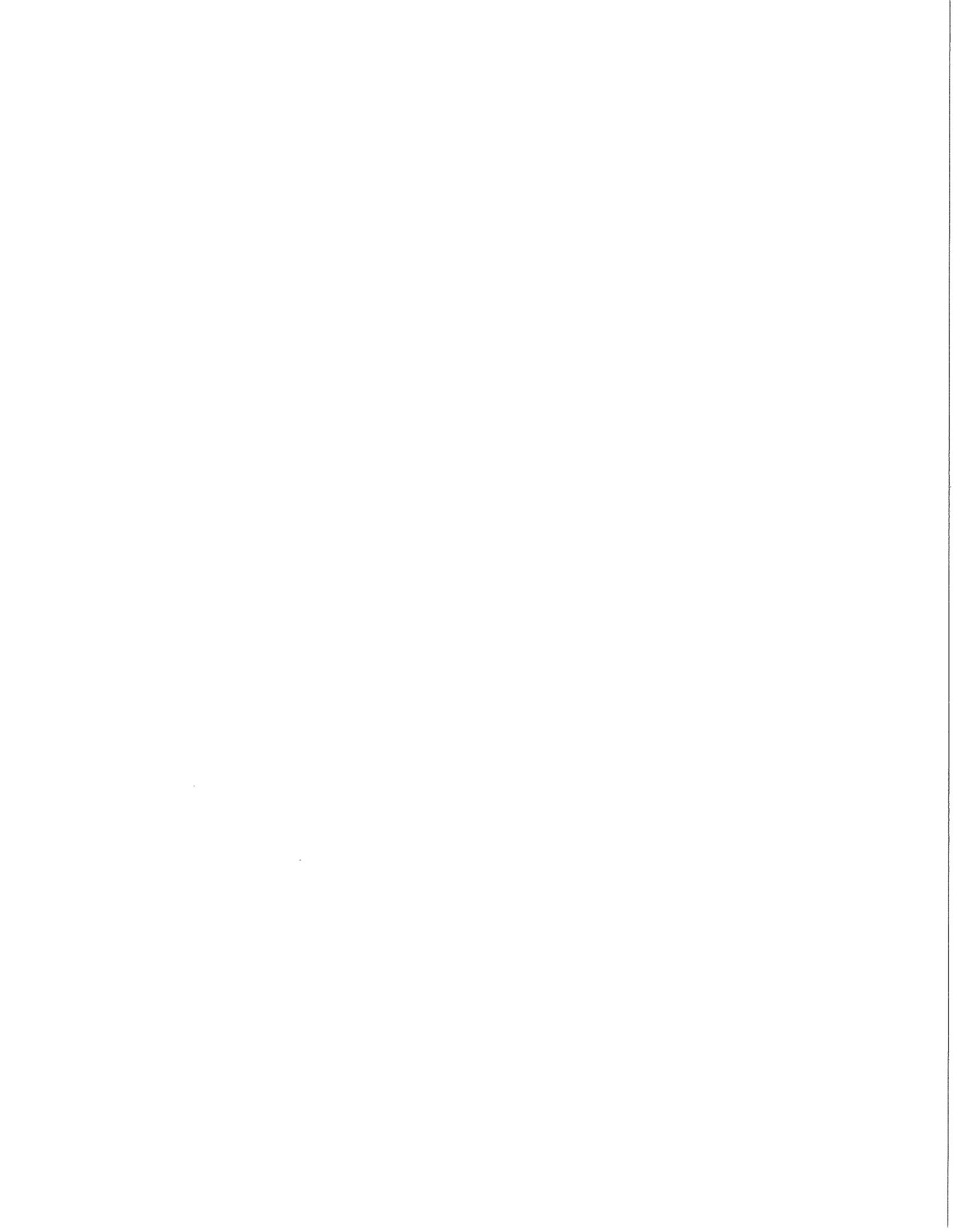
I welcome your comments or suggestions regarding this proposal.

Ruben D. Cleaveland
Attorney At Law
P.O. Box 1345
Hood River, OR 97031
(360) 609-3935

Sosnkowski & Cleaveland P.C.
Local Government and Municipal Law

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AGENDA ITEM NO: 5.4

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approval of Time Study

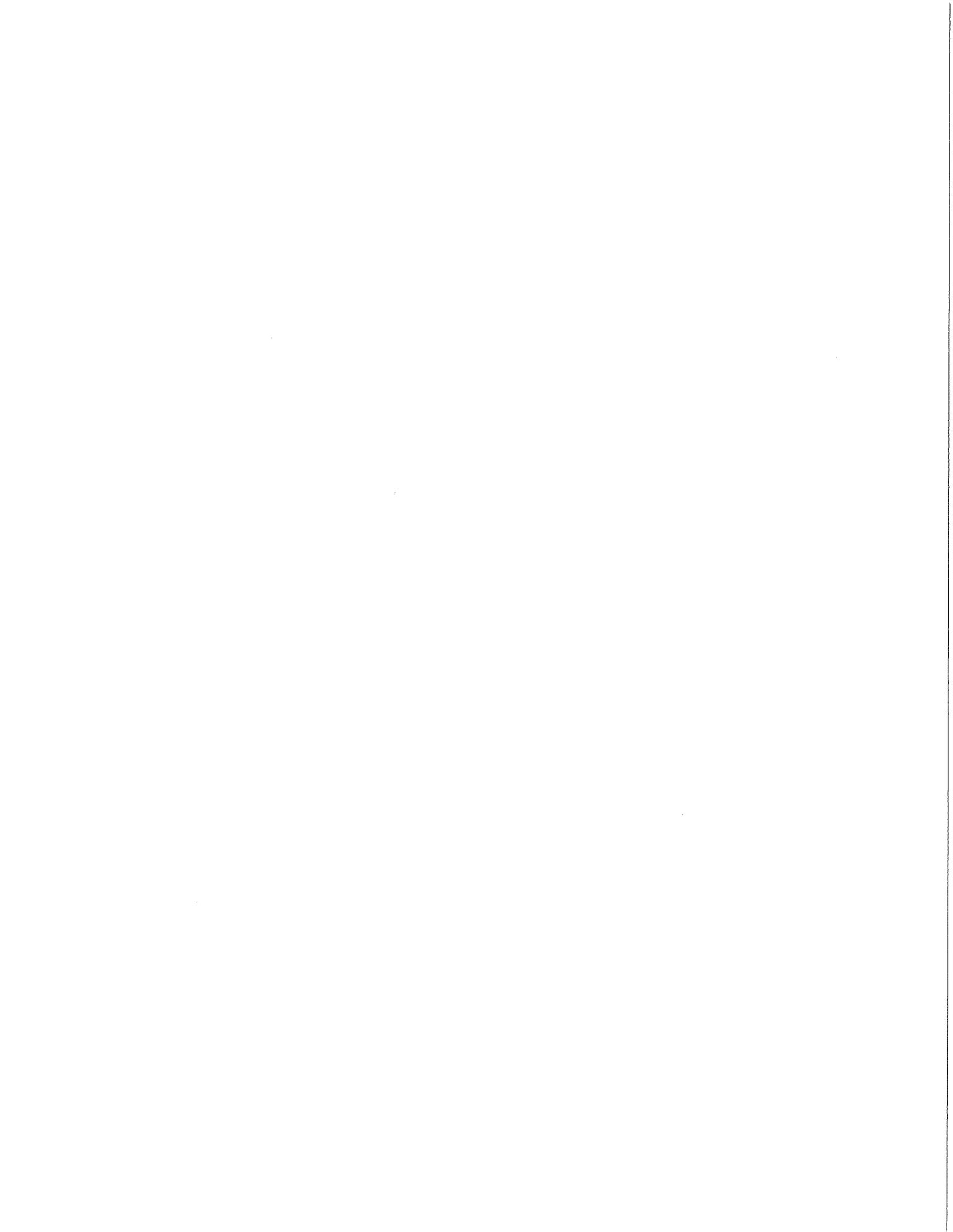
SYNOPSIS: One of the issues the Administration Finance and Operations Committee is grappling with is the allocation of administration expenses across funds. To help gather information that can address this question, the Committee is asking for an internal general time study for four positions: City Recorder, Finance Director, Utility Billing Clerk, and Cashier/Receptionist. The attached forms have been developed to help our staff track their time. The major duties are listed on the bottom of the page. By place the letter assigned to that duty in the appropriate day and time, it will accumulate the hours at the bottom. If that duty requires the staff to be out of the office, that day and time will be highlighted, giving a visual clue as to out of office activity.

Due to privacy and confidentiality laws, if staff is on vacation or sick leave, no time or activities will be noted during those hours.

Since the Administration Finance and Operations Committee is advisory to the City Council, I am seeking approval from the City Council for this time study project to be completed during 8 weeks beginning July 8 through August 30.

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

RECOMMENDED MOTION: "I move to approve the request for an internal time study for July and August."



Weekly Timesheet

Position: Accounting Clerk

Name: Shirelle Price

Highlight means "out of office"

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Date	6-May-13	7-May-13	8-May-13	9-May-13	10-May-13	11-May-13	12-May-13
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8:30-9:00							

Activity Summary								Activity Summary
A: Utility Billing	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B: Financial Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C: Budget Development	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D: Accounts Payable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E: Payroll Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F: Correspondence	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G: Transient Room Tax	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H: Customer Service	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I: Utility Shutoffs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J: Data Entry	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K: Cash Receipting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L: Accounts Receivable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M. Meeting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N. Channel 23 Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O: Collections	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Daily total:	0.0							

Weekly Total: 0.0

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Weekly Timesheet

Position: City Recorder

Highlight means "out of office"

Name: Kathy Woosley

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	
Date	6-May-13	7-May-13	8-May-13	9-May-13	10-May-13	11-May-13	12-May-13	
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7:00-7:30								
7:30-8:00								
8:00-8:30								
8:30-9:00								
Activity Summary								Activity Summary
A: Council Mtg/Prep	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B: Council Mtg/Minutes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C: Planning	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D: Staff Mtg/Prep	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E: Codification/Archives	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F: Correspondence	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G: JWGED Mtg/Prep	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H: Customer Service	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I: Website Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J: Elections	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K: Records/Research	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Daily total:	0.0							
Weekly Total:								0.0

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Weekly Timesheet

Position: *Finance Director*

Highlight means "out of office"

Name: Marianne Bump

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	
Date	6-May-13	7-May-13	8-May-13	9-May-13	10-May-13	11-May-13	12-May-13	
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8:30-9:00								
Activity Summary								Activity Summary
A: Council Mtg/Prep	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B: Financial Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C: Budget Development	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D: Telecommunications	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E: HR Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F: Correspondence	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G: State Annual Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H: Customer Service	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I: IT Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J: Grant Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K: Utilities Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L: Insurance Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M. Banking	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N. AP Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O: Staff Meeting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Daily total:	0.0							
Weekly Total:								0.0

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Weekly Timesheet

Position: Receptionist/Cashier

Name: Kari Goben

Highlight means "out of office"

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Date	6-May-13	7-May-13	8-May-13	9-May-13	10-May-13	11-May-13	12-May-13
7:00-7:30							
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8:00-8:30							
8:30-9:00							

Activity Summary								Activity Summary
A: Cash Receipting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B: Accounts Receivable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C: Channel 23 Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D: Cemetery Records	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E: Maintain Util Records	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F: Correspondence	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G: Complaint Desk	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H: Customer Service	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I: Utility Shutoffs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J: Data Entry	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K: Mail Processing	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Daily total:	0.0							

Weekly Total: 0.0

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

AGENDA ITEM NO: 5.i.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approval of Tourism Committee Reimbursement Request

SYNOPSIS: As you know, Kayla Carron brought a request to the Budget Committee to be reimbursed for an expenditure for a community BBQ.

In the spring of 2012 the Downtown Revitalization Committee sponsored a community wide clean up event. In an effort to make the downtown area look better, the committee selected a major project – painting the old fire hall. In an effort to reward those who helped with this project, Paul Koch authorized \$400 be given to John Neahr to buy the necessary food items and prepare a BBQ. John did so, donated his time, and did not spend the entire \$400. \$24.43 were returned to the City budget. Mr. Koch was well under his authority in approving such an expenditure. I'm sure in his mind it was similar to the expenditures for the beautification efforts that have been authorized in the past, but which under the new guidelines for Transient Room Taxes (TRT), does not past muster. This expenditure was also authorized in the 2011-2012 budget.

Kayla asked the Budget Committee to approve a reimbursement in the next year's budget. This is a policy decision to be made by Council, hence the need to have your review this request tonight. I have attached the appropriate paper work for your review.

Please consider the following when making your decision and understanding my recommendation:

1. Mr. Koch was authorized to make such an expenditure at the time. To review and reverse that authorization 13 months after the fact, when the books for that fiscal year are closed, is untimely.
2. To reverse this decision ultimately undermines the authority of the City Administrator to make similar decisions. Is every decision the City Administrator makes subject to scrutiny any time in the future? (The answer to that question is probably yes, always.)

3. The budget during the previous year (2010-2011) had spent limited funds for beautification and contract landscape services. The new guidelines for the expenditure of TRT funds were put into place this spring.
4. The Council's job is to set policy and direction for the City. Does reversing this decision by a prior administration constitute a change in policy?
5. Where should the money to reimburse the Tourism Committee come from? What account or line item should be shorted \$375.57?
6. Can we do a better job in the future? (The answer to that question is also probably, yes, always.)
7. Should this expenditure have been challenged much earlier? There have been some complaints that the expenditure reports have not been produced in a timely fashion. I would hazard a guess that we may never know for sure what reports the Tourism Committee had when, but I would say that it should have been sooner than almost a year after the fact.

Based on all these considerations, I would urge the Council to reject this request while we promise to more closely follow the policies of all City departments more closely.

CITY COUNCIL OPTIONS: The Council can approve the reimbursement, reject the reimbursement, modify the reimbursement, or take no action.

RECOMMENDED MOTION: "I move to deny the request of the Tourism Committee to be reimbursed for \$375.57 spent on a Community Barbeque in May of 2012."

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

CHECK REQUEST

PAYABLE TO:

CHECK AMOUNT:

400⁰⁰

Name:

John Neahr

Address:

City:

State:

Zip:

REASON:

Charge Account:

08-405-62115

Community BBQ - put on by tourism

MILEAGE CLAIM: YES or NO

Date of Trip:

Destination:

Total Mileage:

Multiply by

=

TOTAL:

REQUESTED BY:

Date:

SPECIAL INSTRUCTIONS:

MAIL CHECK TO REQUESTOR:

MAIL WITH ATTACHMENT:

GIVE CHECK TO REQUESTOR:

OTHER:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Need Check Friday
Morning

DEPARTMENTAL APPROVALS:

Approved By:

PKoch

Date:

Approved By:

Date:

TAL Purchased 375.57
24.43 - cash returned

400.00

NS

Make Sure John
knows he needs
to turn in receipts
and left over money

NS

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
3730 NEAHR, JOHN 051012CR	1	Community BBQ Supplies	Invoice	05/10/2012	05/10/2012	400.00		400.00	08-405-6211
Total 051012CR:						400.00	.00	400.00	
Total 3730 NEAHR, JOHN:						400.00	.00	400.00	
Total :						400.00	.00	400.00	
Grand Totals:						400.00	.00	400.00	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
08-405-62115	400.00	.00	400.00
Grand Totals:	400.00	.00	400.00

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
05/12	400.00	.00	400.00
Grand Totals:	400.00	.00	400.00

Cash & Carry

Smart Foodservice

** Welcome To Our Gresham Store **
 Store # 536

 WWW.SMARTFOODSERVICE.COM

Cashier: Robert

DATE: 05/11/12 TIME 16:58:18

17 @ 2.93	
6" CONEY 3PK 072220002287	49.81
8 @ 3.19	
376W 6-OZ 041165921021	25.52
FS7631 #500 566542	13.89
FS7631 #50 795597058175	13.89
12X12 WHT W 022376590039	15.67
YELLOW ONIO 033383600048	1.99
PUNCH BASE 041512104848	5.24
HUNTS KETCH 027000382851	4.09
HUNTS KETCH 027000382851	4.09
RELISH SWEE 041512087363	4.55
MUSTARD SFI 041512086526	4.57
D3052 MAINS 073286621825	2.19
B/F SQZ MAY 048001024953	3.49
10 @ 15.37	
8/1 BF FRAN 027815221468	153.70
8 @ 9.11	
BAKER POTATO C 182171	72.88
SUBTOTAL	375.57
SALES TAX	.00
TOTAL	375.57

CASH	TENDER	380.00
CASH	CHANGE	4.43

TOTAL NUMBER OF ITEMS THIS VISIT--> 54

17:01:25 OP# 30273 05/11/12
 Term:3 Trans # 240 Store # 53636

Visit our new Website
 Sign up to receive specials by email
 Industry trends and money saving ideas
 1 (503) 667-6373

Receipt No: 1.010524

May 14, 2012

Name: John

Disc	
Returned Cash from BBO	24.43

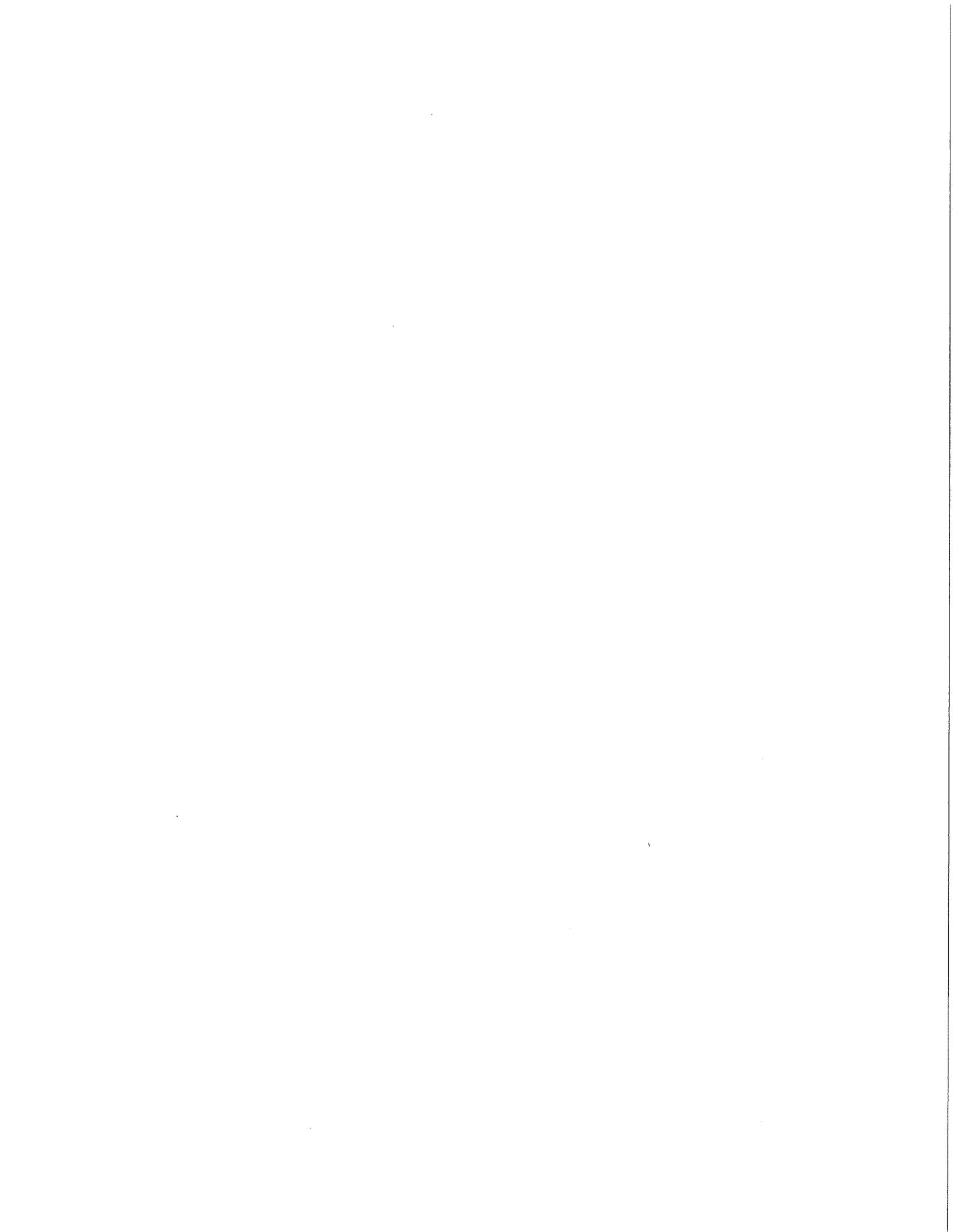
Totals:	24.43
---------	-------

Cash	24.43
------	-------

Payment	
Name: John	
Total Applied:	24.43

Change Tendered:	.00
------------------	-----

05/14/2012 12:00PM



AGENDA ITEM NO: 5.j.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 18, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

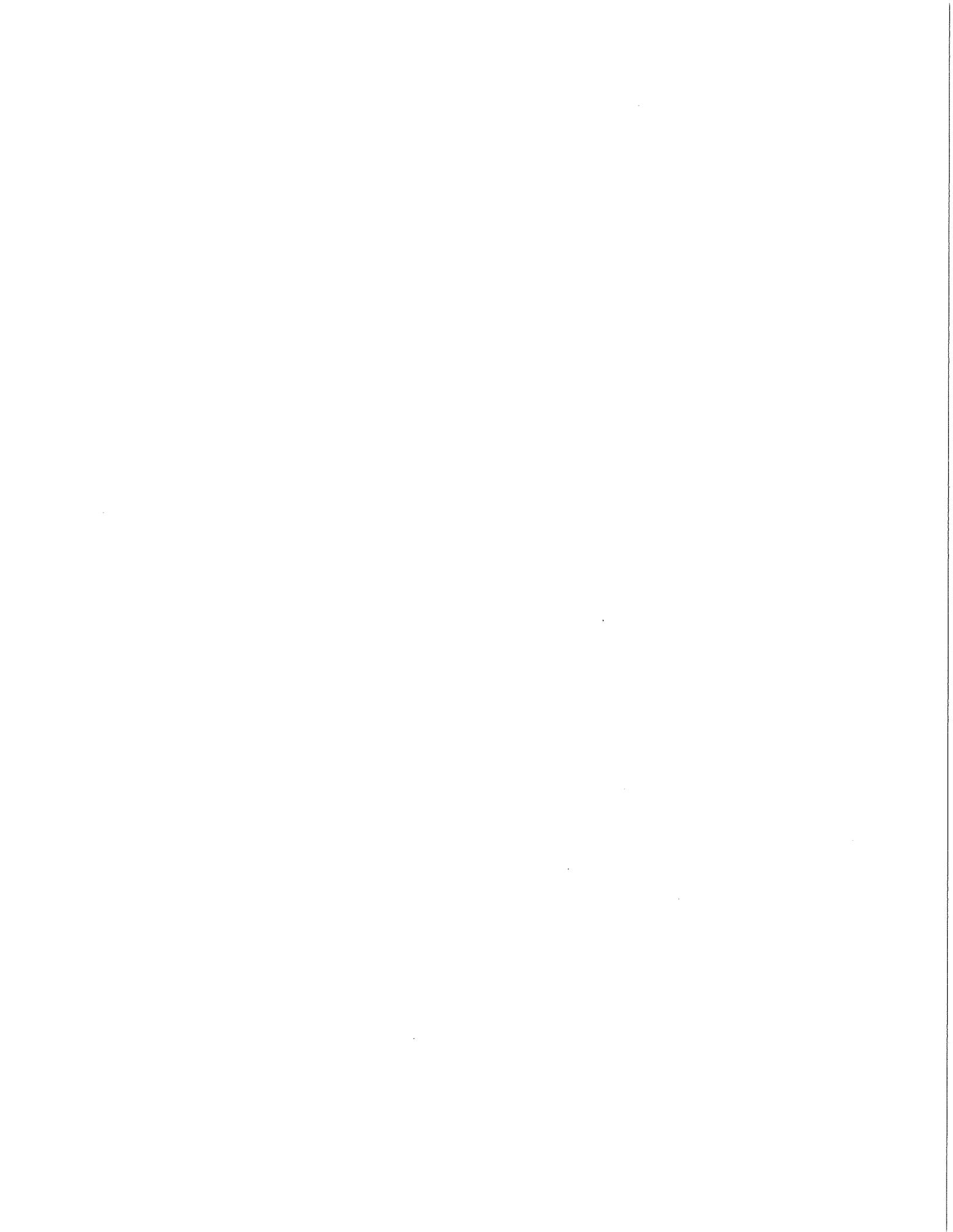
PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approval of Grant Request for CGRA

SYNOPSIS: The Columbia Gorge Racing Association has filed a grant with the City's Tourism Committee for \$8,000 in the current fiscal year. The Tourism Committee has reviewed the grant and seeks approval from the City Council to cut the check. (I did not receive a copy of the application or minutes from the Tourism Committee approving the grant at the time this report was put together.) The money budgeted for this expenditure comes from the Transient Room Tax (TRT) collected by the motels, vacation rentals, and campgrounds. This fund is found in the Tourism budget. Under Oregon State Law (attached) the moneys may be spent for the operation of a conference center, marketing and promoting tourism, or operating a tourism promotion agency. I believe the Committee has determined that the invoices attached qualify for funding under the marketing clause. The Council must approve a check request for an amount over \$2,500.

CITY COUNCIL OPTIONS: Approve, modify, or reject the grant request.

RECOMMENDED MOTION: "I move to approve the CGRA Grant request for \$8,000."



Subject: Fw: CGRA receipts
From: "Kayla Carron" <kayla@pacificcrestimprint.com>
Date: 6/13/2013 12:53 PM
To: "Marianne Bump" <mbump@cascade-locks.or.us>

Hey Marianne,

Here are the invoices from CGRA. These are coming out of this budget year.

Take Care,

--
Kayla Carron
503.729.7743

Chairman, Tourism Committee
Cascade Locks, Oregon

LIKE us on Facebook for more information and events!! ----> www.facebook.com/cascadelocksor
FOLLOW us on Twitter for more information and events!! ----> www.twitter.com/cascadelocksor

From: Bill Symes
Sent: Friday, June 07, 2013 11:33 AM
To: 'Kayla Carron'
Cc: 'DON HAIGHT'
Subject: CGRA receipts

Hi Kayla,

Per our conversation last night, I am submitting two receipts for reimbursement from the 2012-1013 Tourism Grant:

1. \$7763.00 from Portland Spirit for Tasar Worlds dinner cruise
2. \$420.98 from Lulu.com for 2013 CGRA calendars

Total is \$8183.98, of which we hope to cover \$8000.00 from the grant funding. Please let me know if you have any questions or need further information. Thanks so much for your help on this. CGRA really appreciates the support of the Tourism Committee for our efforts to bring more sailors to Cascade Locks!

Bill

Bill Symes, President
Columbia Gorge Racing Association
PO Box 19175, Portland OR 97280
503-516-1563





110 SE Caruthers Street
Portland, OR 97214
503-224-3900
800-224-3901
503-231-9089 (Fax)

www.portlandspirit.com
email: sales@portlandspirit.com

Portland Spirit • Willamette Star
Crystal Dolphin • Outrageous Jer Boat
Columbia Gorge Sternwheeler

RECEIPT

INVOICE NUMBER: 40409-1

DATE: 2/27/13

SOLD TO: Molly Jackson
Tasar Worlds
4929 NE Tolo Road
Seattle, WA 98110

EVENT: Wednesday, August 14, 2013
Tasar Worlds
Columbia Gorge Sternwheeler

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
-----	-----	---	-----
Charter Rate for 2 1/2 Hours	2,800.00	1	2,800.00
Plated Entree (Chicken/Salmon/Veg)	26.00	150	3,900.00
Fuel Surcharge	400.00	1	400.00
17% Service Charge, Food			663.00
			<hr/>
			7,763.00
Less Payments Received			-2,800.00
			<hr/>
Balance Due			\$4,963.00

PAYMENT HISTORY

02/27/13 2800.00 *****7063

Thank you; We appreciate your business.

Bill Symes

From: Lulu.com [noreply@lulu.com]
Sent: Thursday, February 07, 2013 2:58 PM
To: wjsymes@comcast.net
Subject: Your Order Receipt



Order Receipt #7929111

Thank you for your recent Lulu order!

Dear Bill Symes,

Here's a receipt to print and keep for your records.

If your order includes print books, click this link to follow the progress of your order:

<http://www.lulu.com/account/my-account/orders/7929111>

EBooks are available for download within a few minutes of your purchase from the following page:

<http://www.lulu.com/account/my-account/downloads>

Thanks for shopping at Lulu!

Order Date: February 7, 2013
Order Number: 7929111
Order Total: \$222.39

222.39

Shipping Address	Billing Address	Payment Method
Bill Symes 6901 SE Oaks Park Way, Slip 27 Portland OR, 97202 United States 5032742818	Bill Symes 6901 SE Oaks Park Way, Slip 27 Portland OR, 97202 United States 5032742818	MasterCard *****5302

Item	Quantity	Total Price
 2013 CGRA Calendar (Printed) <i>*This item has been automatically discounted per our special pricing for creators.</i>	20	\$18.99

Subtotal	\$379.80
Discounts	\$189.90

Shipping	\$32.49
Tax	\$0.00
Total	\$222.39

To thank you for your order ...

Save 5% *on your next order.*

Use code: **LULUORDERS5**

Ready to buy more? Or create your own masterpiece to sell?

Visit <http://www.lulu.com/>

Want to check on the status of other orders or make changes to your account?

<http://www.lulu.com/account/my-account/orders>

Need help with an order?

<http://www.lulu.com/help>

For Contests, News, and Updates, click:

http://twitter.com/Luludotcom?cid=en_email_cms_twitter

http://www.facebook.com/Luludotcom?cid=en_email_cms_facebook

http://www.lulu.com/blog?cid=en_email_cms_blog

Bill Symes

From: Lulu.com [noreply@lulu.com]
Sent: Tuesday, December 11, 2012 11:42 AM
To: wjsymes@comcast.net
Subject: Your Order Receipt



Order Receipt #7756351

Thank you for your recent Lulu order!

Dear Bill Symes,

Here's a receipt to print and keep for your records.

If your order includes print books, click this link to follow the progress of your order:
<http://www.lulu.com/account/my-account/orders/7756351>

EBooks are available for download within a few minutes of your purchase from the following page:
<http://www.lulu.com/account/my-account/downloads>

Thanks for shopping at Lulu!

Order Date: December 11, 2012
Order Number: 7756351
Order Total: \$24.18

24.18

Shipping Address	Billing Address	Payment Method
Bill Symes 6901 SE Oaks Park Way, Slip 27 Portland OR, 97202 United States 5032742818	Bill Symes 6901 SE Oaks Park Way, Slip 27 Portland OR, 97202 United States 5032742818	MasterCard *****5302

Item	Quantity	Total Price
 2013 CGRA Calendar (Printed) <u>*This item has been automatically discounted per our special pricing for creators.</u>	1	\$18.99

Subtotal	\$18.99
Discounts	\$3.80

Shipping	\$8.99
Tax	\$0.00
Total	\$24.18

To thank you for your order ...

Save 5% *on your next order.*

Use code: **LULUORDERS5**

Ready to buy more? Or create your own masterpiece to sell?

Visit <http://www.lulu.com/>

Want to check on the status of other orders or make changes to your account?

<http://www.lulu.com/account/my-account/orders>

Need help with an order?

<http://www.lulu.com/help>

For Contests, News, and Updates, click:

http://twitter.com/Luludotcom?cid=en_email_cms_twitter

http://www.facebook.com/Luludotcom?cid=en_email_cms_facebook

http://www.lulu.com/blog?cid=en_email_cms_blog

Bill Symes

From: Lulu.com [noreply@lulu.com]
Sent: Wednesday, January 23, 2013 12:49 PM
To: wjsymes@comcast.net
Subject: Your Order Receipt



Order Receipt #7884597

Thank you for your recent Lulu order!

Dear Bill Symes,

Here's a receipt to print and keep for your records.

If your order includes print books, click this link to follow the progress of your order:
<http://www.lulu.com/account/my-account/orders/7884597>

EBooks are available for download within a few minutes of your purchase from the following page:
<http://www.lulu.com/account/my-account/downloads>

Thanks for shopping at Lulu!

Order Date: January 23, 2013
Order Number: 7884597
Order Total: \$174.41

174.41

Shipping Address	Billing Address	Payment Method
Bill Symes 6901 SE Oaks Park Way, Slip 27 Portland OR, 97202 United States 5032742818	Bill Symes 6901 SE Oaks Park Way, Slip 27 Portland OR, 97202 United States 5032742818	MasterCard *****5302

Item	Quantity	Total Price
 2013 CGRA Calendar (Printed) <u>*This item has been automatically discounted per our special pricing for creators.</u>	10	\$18.99

Subtotal	\$189.90
Discounts	\$37.98

Shipping	\$22.49
Tax	\$0.00
Total	\$174.41

To thank you for your order ...

Save 5% *on your next order.*

Use code: **LULUORDERS5**

Ready to buy more? Or create your own masterpiece to sell?

Visit <http://www.lulu.com/>

Want to check on the status of other orders or make changes to your account?

<http://www.lulu.com/account/my-account/orders>

Need help with an order?

<http://www.lulu.com/help>

For Contests, News, and Updates, click:

http://twitter.com/Luludotcom?cid=en_email_cms_twitter

http://www.facebook.com/Luludotcom?cid=en_email_cms_facebook

http://www.lulu.com/blog?cid=en_email_cms_blog

TRANSIENT LODGING TAXES

ORS 320.300 Definitions for ORS 320.300 to 320.350. As used in ORS 320.300 to 320.350:

- (1) "Collection reimbursement charge" means the amount a transient lodging provider may retain as reimbursement for the costs incurred by the provider in collecting and reporting a transient lodging tax and in maintaining transient lodging tax records.
- (2) "Conference center" means a facility that:
 - (a) Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and
 - (b) Meets the current membership criteria of the International Association of Conference Centers.
- (3) "Convention center" means a new or improved facility that:
 - (a) Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including but not limited to banquet facilities, loading areas and lobby and registration areas;
 - (b) Has a total meeting room and ballroom space between one-third and one-half of the total size of the center's exhibition space;
 - (c) Generates a majority of its business income from tourists;
 - (d) Has a room-block relationship with the local lodging industry; and
 - (e) Is owned by a unit of local government, a governmental agency or a nonprofit organization.
- (4) "Local transient lodging tax" means a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging.
- (5) "State transient lodging tax" means the tax imposed under ORS 320.305.
- (6) "Tourism" means economic activity resulting from tourists.
- (7) "Tourism promotion" means any of the following activities:
 - (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
 - (b) Conducting strategic planning and research necessary to stimulate future tourism development;
 - (c) Operating tourism promotion agencies; and
 - (d) Marketing special events and festivals designed to attract tourists.
- (8) "Tourism promotion agency" includes:
 - (a) An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.

- (b) A nonprofit entity that manages tourism-related economic development plans, programs and projects.
 - (c) A regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.
- (9) "Tourism-related facility":
- (a) Means a conference center, convention center or visitor information center; and
 - (b) Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.
- (10) "Tourist" means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person's community of residence, and that trip:
- (a) Requires the person to travel more than 50 miles from the community of residence; or
 - (b) Includes an overnight stay.
- (11) "Transient lodging" means:
- (a) Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy;
 - (b) Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or
 - (c) Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy.
- (12) "Unit of local government" has the meaning given that term in ORS 190.003.
- (13) "Visitor information center" means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists. [Formerly 305.824; 2005 c.187 §1]

AGENDA ITEM NO:

5.K

CASCADE LOCKS STAFF REPORT

Date Prepared: June 18, 2013

For City Council Meeting on: June 24, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

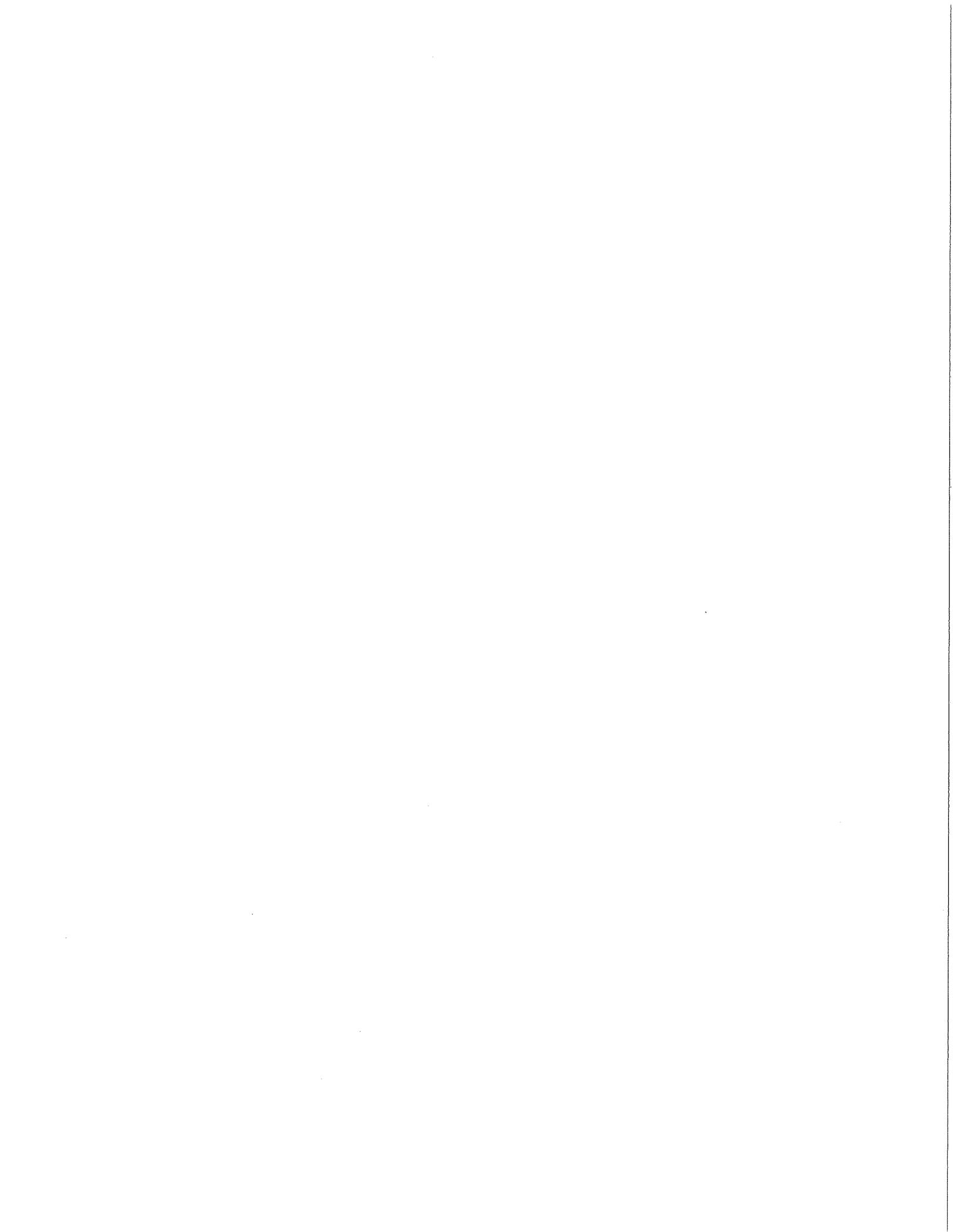
SUBJECT: Approval of Springfield Fire Ambulance Billing Contract

SYNOPSIS: This contract is renewed annually. Springfield Fire and Life Safety does most of the ambulance billing in the State and has done an excellent job for us. This continues the contract we have been operating under during the last year. They will charge is \$38 for each ambulance bill submitted for reimbursement to the appropriate insurance or government agency.

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

RECOMMENDED MOTION: "I move to approve the EMS Account Services IGA with the City of Springfield for the 2013-14 Fiscal Year."

Financial Review and Status: Monies have been budgeted in the EMS budget to cover this expense.



EMS ACCOUNT SERVICES INTERGOVERNMENTAL AGREEMENT

Contract #968

This Agreement is entered into by and between the City of Springfield, an Oregon municipal corporation, hereinafter referred to as "Springfield" and the City of Cascade Locks, an Oregon municipal corporation, on behalf of its ambulance service, hereinafter referred to as "client."

RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have authority to perform.
- B. Provision of services for the remuneration specified in this Agreement will mutually benefit the parties to it.
- C. Timely and accurate billing, collection, and patient account services for ambulance services are high priorities for both client and Springfield.
- D. Client desires to enter into an Agreement with Springfield whereby Springfield will provide billing, collection, and patient account services on behalf of client for all billable patients serviced by the client's Emergency Medical Services system.
- E. Springfield is willing to furnish ambulance billing, collection, and patient account services to client according to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the above recitals and the covenants contained herein, the parties hereby agree as follows:

- 1. **Springfield Services to be Provided.** Springfield agrees to provide the services described in EXHIBIT A, which is attached hereto and made a part hereof.
- 2. **Client Responsibilities.** Client agrees to perform the obligations and pay for the services performed by Springfield in the manner and at the rate described in EXHIBIT B, which is attached hereto and made a part hereof.
- 3. **Contract Duration.** This Agreement shall commence on July 1, 2013 and shall continue until June 30, 2015 unless modified, or terminated as provided herein.
- 4. **Representatives.** Each party shall appoint a Contract Representative to represent the party for the purpose of giving or receiving any notices provided for in this Agreement and to perform such other functions as are set forth in this Agreement and the Exhibits hereto. The initial Contract Representatives are named in EXHIBIT D, which is attached hereto and made a part hereof. A party may change its Contract Representative by notifying the other party in conformance with the provisions of paragraph 8. Client shall appoint an Ambulance Service Representative to perform the Ambulance Service functions stated on EXHIBIT B. The initial Ambulance Service Representative named on EXHIBIT D may be changed in the same way that Contract Representatives are changed. One person may serve in both representative capacities, if that person meets the qualifications to perform both functions.
- 5. **Status.** In providing services specified in this Agreement (and any associated services), both parties are public bodies and maintain the public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.300) and any and all other statutory rights granted as a result of their status as local public bodies.
- 6. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to defend, indemnify, and save the other harmless from any claims, liability or damages including attorney fees arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.
- 7. **Assignment.** Neither party shall assign this contract in whole or in part, or any right or obligation hereunder, without the other party's written approval.
- 8. **Notices.** Any notices permitted or required by this contract shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, and return receipt

requested, addressed to the representative designated in EXHIBIT D. Either party may change its address by notice given to the other in accordance with this paragraph.

9. **Integration.** This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This contract shall supersede all prior communications, representations, or agreements, either oral or written, between the parties. This contract shall not be amended except in writing, signed by both parties.
10. **Interpretation.** This Agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.
11. **Modification.** This Agreement or any of its Exhibits may be modified at any time by mutual consent of parties. No change or modification of this Agreement or any of its Exhibits shall be valid or binding upon the parties hereto unless such a change or modification is in writing signed by all the parties hereto.
12. **Termination.** Upon 180 days prior written notice delivered to the persons designated in EXHIBIT D, either party, without cause, may terminate its participation in this Agreement.
13. **Obligations upon Termination.** Except for Default pursuant to paragraph 14, upon termination, Springfield shall continue to perform all services set forth in EXHIBIT A for all ambulance incidents occurring prior to the termination date. After termination, Springfield shall have no obligation to render further services for client except that Springfield shall continue to forward payments received on client's accounts to client.
14. **Default.** In the event that client shall fail to comply with any term or condition or fulfill any obligation of this Agreement, Springfield may terminate the Agreement upon 14 days written notice to client's Contract Representative. Springfield shall turn over to client all receipts, books, accounts, and records in the possession of Springfield that relate solely to billing accounts received from client. In such event, Springfield shall have no obligation to render further services to client except that Springfield shall continue to forward payments received on client's accounts to client. The provisions of paragraph 13 shall apply in connection with an Agreement termination made under this provision.
15. **Waiver and Breach.** The waiver by either party of any breach or violation of any provision of this Agreement shall not be deemed a waiver of such term or condition in the future.
16. **Attorney Fees.** In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover from the losing party such additional sums as the court may adjudge for reasonable attorney fees plus all costs and disbursements at trial, on any appeal, or upon review.
17. **Notice of Adverse Action.** Each party shall notify the other in writing, within five days of receiving any written or oral notice of any adverse action naming or otherwise involving the other.
18. **Severability.** Invalidation of any term or provision herein by judgment or court order shall not affect any other provision, which shall remain in full force and effect.
19. **Force Majeur.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God, and/or war that are beyond that party's reasonable control. Client may terminate this Agreement upon written notice after determining such delay or default will reasonably prevent successful performance of the Agreement.
20. **Exhibits.** Each Exhibit, if any, to this Agreement is made a part of this Agreement as though set forth fully herein. Any provision of any Exhibit that is in conflict with any provision of this Agreement shall take precedence and supersede the conflicting provision of this Agreement.

BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE BELOW, EACH PARTY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT.

CITY OF CASCADE LOCKS:

CITY OF SPRINGFIELD, OREGON:

Authorized Representative Signature

Authorized Representative Signature

Print Name

Print Name

Title

Title

Date

Date

Brian Evanoff

BRIAN EVANOFF

ASB Manager

6/12/13



Reviewed by City Contract Officer
Jayko 6.10.13

REVIEWED & APPROVED
AS TO FORM
JUDITH S LEAM
DATE: 6/10/13
OFFICE OF CITY ATTORNEY

EMS Account Services Intergovernmental Agreement

EXHIBIT A

Springfield Services. Springfield agrees to perform the following services:

1. Perform billing and collection services under this Agreement on behalf of and in the best interests of client according to the policies, rates, schedules, and instructions established by client.
2. Bill patients and/or insurance companies after receipt of completed patient billing information from client. Assist patients in the preparation of forms that are required by their insurance companies.
3. Appeal denials from non-commercial payors based upon medical necessity when documentation supports the need for services rendered by client.
4. Refer delinquent patient accounts to a collection agency, as appropriate.
5. Accept patient payments made with a VISA, MasterCard, Discover, or American Express credit cards.
6. Allow patients to pay their bills in installments.
7. Transfer all funds collected on client accounts, whether received within the Agreement period or thereafter, to client after the month-end posting has been completed, according to the payment disposition instructions established by client. The transfer of funds shall consist of all monies received by Springfield on account of ambulance services provided by client, excluding any sums overpaid by the customer or third party payer that Springfield shall refund.
8. Springfield shall put client's billing data on the same computer as its own billing data and shall take all reasonable precautions to protect said data. Springfield shall not be responsible for loss of client's data, or any damages or loss to client resulting from said loss of data, if that loss of data results from circumstances beyond Springfield's control.
9. Provide the following data on a monthly basis:
 - 9.1. Amount billed (categorized by non-member and member)
 - 9.2. Number of patients billed (categorized by non-member and member)
 - 9.3. Amount collected (categorized by non-member, member, and collection recovery)
 - 9.4. Amount of write-downs and write-offs
 - 9.5. Refunds made for overpayments
 - 9.6. Other adjustments
 - 9.7. Accounts receivable balance
10. Cooperate in the development or alteration of mutually acceptable billing and collection policies, procedures, practices, or forms.
11. Assist client in the formulation of ambulance rate structures and fees.
12. Assist client in the analysis and development of managed healthcare and facilities contracts.
13. Meet with client's designated representatives to discuss problems and performance as needed.
14. Provide mutually agreed upon training to appropriate field and administrative staff regarding the gathering of necessary information and proper completion of run reports. Training expenses to be reimbursed by client including: lodging, mileage, per diem, and instructor fee.
15. Provide additional services for special purposes, or for work outside the normal scope of this Agreement. Client will pay an agreed upon fee for such services, as mutually agreed upon in advance of the work performed.
16. Attend Board or Council meetings as requested. Mileage and per diem to be reimbursed by client.

EMS Account Services Intergovernmental Agreement

EXHIBIT B

Client Payments and Obligations. Client agrees to make payment and perform as follows:

1. Establish the policies, rates, schedules, and instructions for the billing of patients and the disposition of payments received for Springfield to use when providing services. Client may modify or revoke its policies, rates, schedules, and instructions, at its discretion.
 - 1.1. Client agrees that the policies, instructions, rates, schedules, and payment disposition for Springfield to use when providing services shall be made in good faith and shall comply with all applicable laws, rules, and regulations.
 - 1.2. Client shall negotiate in good faith any impact that modifications or revocations may have on Springfield's ability to provide the services listed in EXHIBIT A or upon the price per patient billed as listed in EXHIBIT B, paragraph 12.
 - 1.3. Client will notify Springfield prior to adoption of any rate, schedule, or policy changes as they may have an impact on Springfield's ability to provide the services listed in EXHIBIT A.
 - 1.4. Client will notify Springfield of all electronic payments made directly to client by month end each month.
 - 1.5. Client will notify Springfield upon receipt of any other direct payments by client.
2. Provide Springfield, in a mutually acceptable format, the necessary information and proper documentation required to prepare and reach final adjudication of patient claims, to include:
 - 2.1. Ensuring that all ambulance service incident reports use mutually agreed upon report forms and are completed according to the instructions of Springfield.
 - 2.2. Obtaining appropriate patient encounter, demographic, financial, and insurance information as required to process patient account.
 - 2.3. Obtaining an appropriate patient or patient representative signature for all billable patients in a mutually acceptable form or format. Springfield shall not be held responsible for billing or collections on accounts without aforementioned signature.
 - 2.4. Obtaining a signed Physician Certification Statement (PCS) of Medical Necessity for non-emergency services as required. Springfield shall not be held responsible for billing or collections on accounts without aforementioned PCS.
 - 2.5. Providing indication of the ambulance membership status of billable patients to ensure that member patients are billed according to their membership terms of agreement.
 - 2.6. Forwarding reports and other billing information forms to Springfield in a timely manner.
 - 2.7. Both parties agree that Springfield will make reasonable efforts to verify and/or obtain information needed to process patient accounts; however, Springfield is not responsible for errors or omissions when relying on information provided by client.
 - 2.8. Client is responsible for maintaining all patient medical care reports per OAR 333-250-0045. Client will make reports available to Springfield for billing purposes. Client is responsible for maintaining all patient-related information, forms, or records (as needed) per applicable OAR's.
3. Designate a single person in an administrative position to receive and evaluate all complaints by client's officials and employees regarding Springfield's performance under this Agreement, and share the information with the appropriate Springfield Representative in a timely manner.
4. Refer all citizen inquiries regarding their accounts to Springfield.
5. Cooperate to the greatest extent possible with Springfield in its efforts to perform the services described in EXHIBIT A.
6. Provide Springfield, annually, the client's current Ambulance Service License issued by the Oregon Health Division.
7. Meet with Springfield's designated representatives to discuss problems and performance as needed.

8. Cooperate in the development or alteration of mutually acceptable billing and collection policies, procedures, practices, or forms.
9. Permit Springfield to review and comment on any contract or agreement that client may enter into that could affect ambulance fees, charges, or billing and collection practices. Negotiate in good faith any impact that the above-mentioned contracts or agreements may have on Springfield's ability to provide the services listed in EXHIBIT A or upon the price per patient billed as listed in EXHIBIT B, paragraph 12.
10. Obtain prior insurance authorization for non-emergency ambulance transfers, if required.
11. If desired, provide, at client's expense, a local telephone number or toll-free long distance number that will automatically forward calls to the Springfield Account Services office.
12. Pay Springfield for services rendered according to the following schedule:

- 12.1. For monthly patient account services provided, the amount per patient billed on behalf of client as follows:

<u>Ambulance Dates of Service</u>	<u>Per Patient Billed Amount</u>
July 1, 2013 through June 30, 2015	\$38.00

- 12.1.1. Amount due for monthly services rendered by Springfield will be invoiced monthly. Invoices will be sent to client as soon as possible after month-end patient statistics have been computed and will list the number of patients billed and the amount due to Springfield.

- 12.2. Pay Springfield for any additional services for special purposes, or for work outside the normal scope of this Agreement. Client will pay an agreed upon fee for such services, as mutually agreed upon in advance of the work performed.
- 12.3. Reimburse Springfield for training requested for appropriate field and administrative staff regarding the gathering of necessary information and proper completion of run reports. Training expenses to be reimbursed by client including: lodging, mileage, per diem, and instructor fee.
- 12.4. Reimburse Springfield for mileage and per diem, as appropriate, for attendance at client's Board or Council meetings at the request of client.
- 12.5. Other than the fees and charges for services rendered as described in this Agreement, Springfield shall have no financial interest in, nor is its compensation related to, the amounts billed and/or collected on behalf of client, regardless of whether amounts were actually collected.

EMS Account Services Intergovernmental Agreement

EXHIBIT C

Health Insurance Portability and Accountability Act Requirements. Springfield agrees that it will carry out its obligations to client under this agreement in compliance with the privacy and security regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, et seq., as amended ("HIPAA").

Springfield agrees it will protect the confidentiality, integrity, and security of any personally identifiable protected health information ("PHI") that is collected, processed or learned as a result of the services provided to client by Springfield, including any such information stored and transmitted electronically, referred to as electronic protected health information ("e-PHI").

1. Springfield agrees that it will:
 - 1.1. Not use or further disclose PHI except as permitted under this Agreement or required by law;
 - 1.2. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement;
 - 1.3. To mitigate, to the extent practicable, any harmful effect that is known to Springfield of a use or disclosure of PHI by Springfield in violation of this Agreement.
 - 1.4. Report to client any use or disclosure of PHI not provided for by this Agreement of which Springfield becomes aware;
 - 1.5. Ensure that any agents or subcontractors to whom Springfield provides PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to Springfield with respect to such PHI;
 - 1.6. Make PHI available to client and to the individual who has a right of access as required under HIPAA within 30 days of the request by client to the individual;
 - 1.7. Incorporate any amendments to PHI when notified to do so by client;
 - 1.8. Provide an accounting of all uses or disclosures of PHI made by Springfield as required under the HIPAA privacy rule within 60 days;
 - 1.9. Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining Springfield's and client's compliance with HIPAA;
 - 1.10. At the termination of this Agreement, return or destroy all PHI received from, or created or received by Springfield on behalf of client, and if return is infeasible, the protections of this agreement will extend to such PHI.
2. The specific uses and disclosures of PHI that may be made by Springfield on behalf of client include:
 - 2.1. The preparation of invoices to patients, carriers, insurers and others responsible for payment or reimbursement of the services provided by client to its patients;
 - 2.2. Preparation of reminder notices and documents pertaining to collections of overdue accounts;
 - 2.3. The submission of supporting documentation to carriers, insurers and other payers to substantiate the health care services provided by client to its patients or to appeal denials of payment for same.
 - 2.4. Uses required for the proper management of the Springfield as a business associate.
 - 2.5. Other uses or disclosures of PHI as permitted by HIPAA Privacy Rule.
3. Springfield agrees to assume the following obligations regarding electronic Protected Health Information (e-PHI):
 - 3.1. Springfield agrees to implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the e-PHI that it creates, receives, maintains or transmits on behalf of client.
 - 3.2. Springfield will ensure that any agent, including a subcontractor, to whom it provides e-PHI that was created, received, maintained or transmitted on behalf of client agrees to implement reasonable and appropriate safeguards to protect the confidentiality, security, and integrity of e-PHI.

3.3. Springfield agrees to alert client of any security incident (as defined by the HIPAA Security Rule) which it becomes aware, and the steps it has taken to mitigate any potential security compromise that may have occurred, and provide a report to client of any loss of data or other information system compromise as a result of the incident.

4. Notwithstanding any other provisions of this Agreement, this Agreement may be terminated by client, in its sole discretion, if client determines that Springfield has violated a term or provision of this Agreement pertaining to client's obligations under the HIPAA privacy or security rules, or if Springfield engages in conduct which would, if committed by client, would result in a violation of the HIPAA privacy or security rules by client.

EMS Account Services Intergovernmental Agreement

EXHIBIT D

Representatives. As provided in paragraph 5, the following individuals are the designated representatives to perform the functions set forth in this Agreement.

1. Springfield Contract Representative

Brian Evanoff, Administrative Services Bureau Manager
Springfield Fire and Life Safety
225 North Fifth Street
Springfield OR 97477
Phone: 541-736-1019 FAX: 541-726-2297
e-mail: bevanoff@springfield-or.gov

2. Client Contract Representative

Contact	Title

Agency	

Address	

City State Zip	

Phone	FAX

E-mail	

3. Client Ambulance Service Representative

Contact	Title

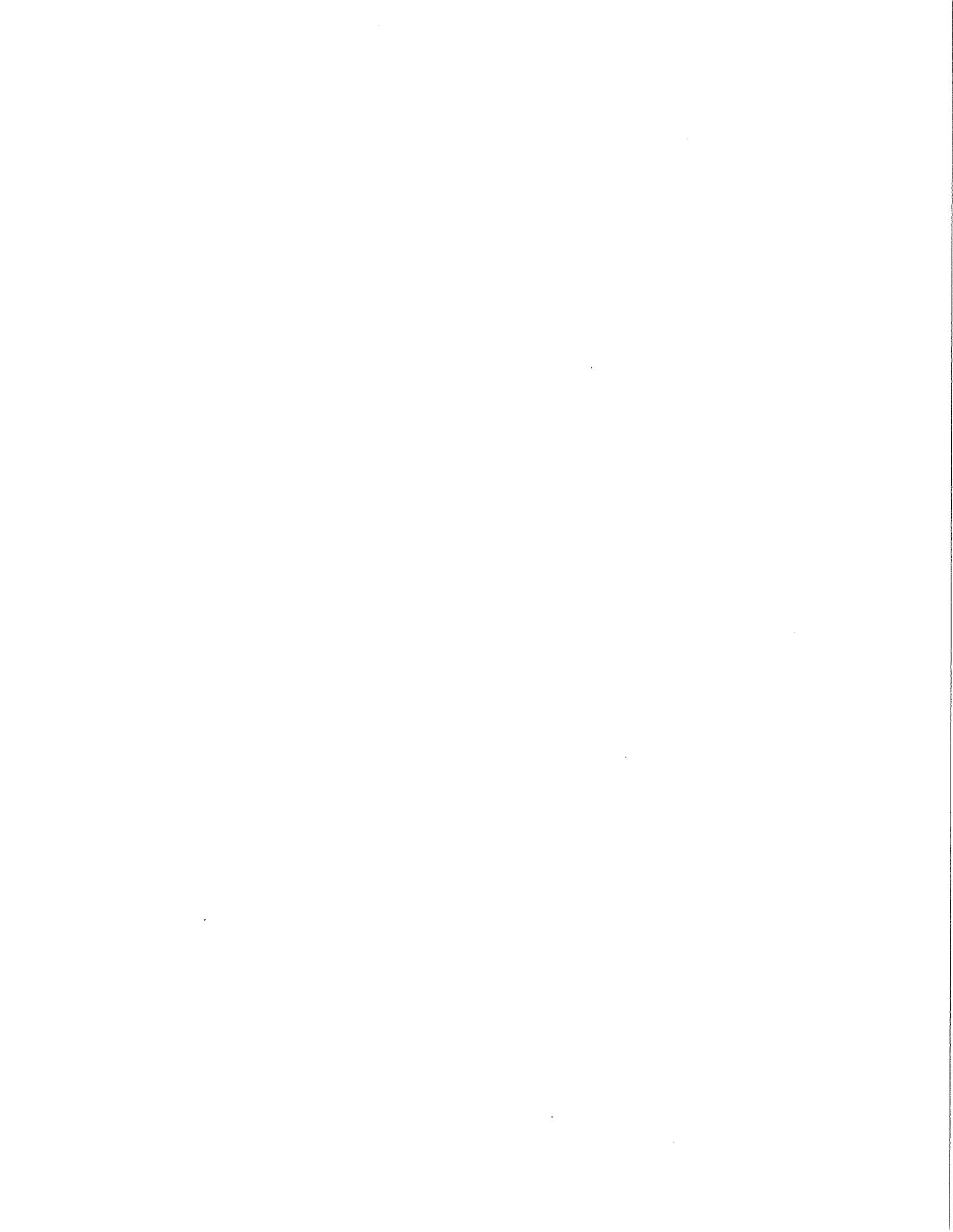
Agency	

Address	

City State Zip	

Phone	FAX

E-mail	



Minutes
Budget Committee
June 12, 2013

1. **Call to Order / Pledge of Allegiance / Roll Call:** BCC Kelley called the meeting to order at 6:35PM. Present were Budget Committee Members Shirley Carr, Glenda Groves, Rob Brostoff, Sandra Kelley, Buzzy Nielsen, Tom Cramblett, Jeff Helfrich and Darlene Sullenger. Committee Member Karen Sype arrived late and Bruce Fitzpatrick attended via phone. Richard Randall and Bobby Walker were absent. Staff Present were Budget Officer Gordon Zimmerman, Finance Officer Marianne Bump, Accounting Clerk Shirelle Price, Station Captain Jesse Metheny, and Camera Operator Betty Rush. Mr. and Mrs. Haight were also present.
2. **Approval of Minutes of June 5, 2013 Budget Committee Meeting: Motion:** BCM Brostoff moved, seconded by BCM Helfrich, to approve the minutes of June 5, 2013. The motion passed.
3. **Public Comment:** None.
4. **Review & Discuss Draft Approved Budget:** BO Zimmerman explained changes to the proposed budget detailing the committee's changes as well as changes that occurred in result of the June 10, 2013 City Council Meeting. There was discussion regarding the method of budgeting the Fire and Ambulance Service Fee Revenues in the Emergency Services Fund. BCC Kelley questioned if some of the Capital Outlay Expenses in ESD could be reduced or cut. She said there had not been that much money budgeted in previous years. SC Metheny said those expenses are necessary because they had not been budgeted in the last two years. He said if they don't have to spend it, they won't. He explained spending a little every year is better than having to spend much more in one year if it's put off. BCM Sullenger suggested some fundraisers the department could do. BCM Groves asked if there was any progress on requesting additional funding from Multnomah County. SC Metheny said it is being discussed in the ESD Finance and Operations Committee. There was discussion on the cost of responding in Multnomah County. BCM Sullenger suggested not responding to Multnomah County so resources could remain in Cascade Locks, but invite AMR to use a bay in our fire station. **Motion:** BCM Nielsen moved, seconded by BCM Sype, to approve the EMS Fund as amended. There was further discussion on the type of response to Multnomah County. BCC Kelley asked for a roll call. BCM's Carr, Sype, Brostoff, Fitzpatrick, Nielsen, Cramblett, and Helfrich voted in favor of the motion. BCM's Groves, Kelley, and Sullenger opposed. The motion passed. BCM Sullenger said she voted no due to the Franchise Fee. She said if the Enterprise Funds can't meet their operational cost, that money should not be taken out and given to other departments. She said the water and streets are just as important as the Emergency Services Department. BCC Kelley said it wasn't personal, that we're just spending more money than we're getting back. She said the citizens' safety is a priority.
5. **Approval of Fiscal Year 2013/2014 Budget: Motion:** BCM Helfrich moved, seconded by BCM Nielsen, to approve the Fiscal Year 2013/2014 Budget as amended in the amount of \$6,878,364. BCM Sullenger said the committee never looked into administration. BCC Kelley said she felt the committee had been looking at administration the whole time and she was satisfied with the "baby steps" that had been taken. She asked for a roll call vote. BCM's Carr, Sype, Groves, Brostoff, Fitzpatrick, Kelley, Nielsen, Cramblett and Helfrich voted in favor of the motion. BCM Sullenger opposed. BCM Sullenger said the Budget Officer said the Budget was not sustainable, yet the majority of the committee was passing a budget that is not sustainable. She said it was ridiculous. She said the reductions were too small. She said we continue to spend more than we bring in and if we continue to do that, we will have the same results.
6. **Adjournment: Motion:** At 8:14PM, BCM Helfrich moved, seconded by BCM Brostoff, to adjourn the meeting. The motion passed.

Prepared By:
Shirelle L. Price

Approved By:

Budget Committee Chair

