

CITY of CASCADE LOCKS

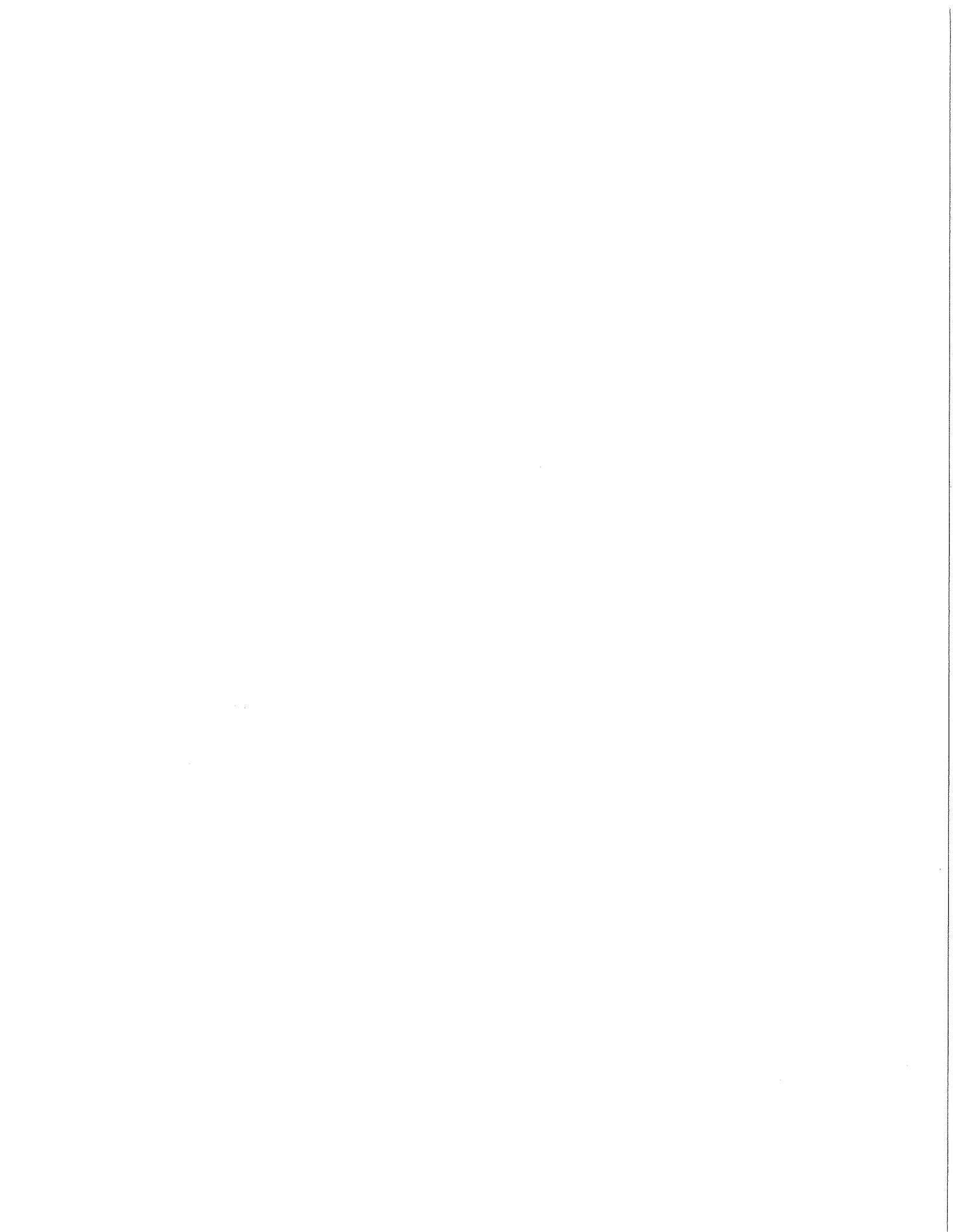
AGENDA

CITY COUNCIL MEETING, Monday, July 22, 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 July 8, 2013 Council Meeting.**
 - b. **Approval of Minutes of July 15, 2013 for Joint City/Port Meeting.**
 - c. **Approve Pauly Rogers and Co. Invoice for \$3,580.00 for Forensic Audit.**
 - d. **Approve Renewal of Property and Liability Insurance and Workers Compensation Insurance.**
 - e. **Approve Personal Services Contract for Sosnkowski and Cleaveland P.C.**
 - f. **Ratification of the Bills in the Amount of \$ 98,372.56.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Recommendations from Pauly Rogers and Co.**
 - c. **Approve Recommendations from Administration Finance and Operations Committee.**
 - d. **Commitment to ODOT Enhance It Program.**
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. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett opened the meeting at 7:00 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. CM's Fitzpatrick and Helfrich attended via phone. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Justice of the Peace Cindy Mitchell, Buzzy Nielsen, Deanna Busdieker, Holly Howell, Jason Sergeant, Rebecca Sergeant, Sandra Kelley, Kayla Carron, Tom Owens, Don Haight, ODOT Representatives Rian Windsheimer, Kristen Stallman, Sara Morrissey, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** None.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of June 24, 2013 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$100,861.61.**

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 unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointment to City Council/Committees.**

1. Oath of Office.

Ms. Kelley stated something happened during the Budget Committee meetings that she thought has an impact on this item. She said the Budget Committee attempted to initiate a motion after something had passed and Buzzy Nielsen said it was not a correct procedure unless a person who had not voted for the item initiated the motion or someone who hadn't attended the meeting could initiate the motion. She said she pointed out that the City doesn't follow Robert's Rules of Order but she acquiesced since she didn't know and trusted Buzzy's knowledge in parliamentary procedure. She said if that is proper procedure then there is a problem with this agenda item.

Ms. Kelley said someone on this Council has criticized others on the Council because they had not voted for a certain person because he thought the person represented diversity. She said six males and one female do not represent diversity when there is a choice. She said she also believes that five publicly employed councilors and two people employed by the private sector isn't a fair distribution of selection. She would prefer more people from the private sector to be on Council. She said those from the private sector offer a different attitude about insurance and the cost of things. She said the female applicant is from the private sector and has struggled with her own business. She said that is valuable background. Ms. Kelley said that is diversity.

Mayor Cramblett said he spoke with City Attorney Cleaveland and was told that Council can consider this as a new motion. He said he understood that anyone on Council can make the motion. CA Zimmerman concurred stating there wasn't a winning side of the vote at the last meeting. He understood that anyone could make the motion. **Motion:** CM Groves moved, seconded by CM Randall, to appoint Deanna Busdieker to the vacant position on Council. The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voting in favor. CM Helfrich opposed.

JP Mitchell administered the Oath of Office to Deanna Busdieker.

b. **Approve IGA Between the City and Hood River County Library District Regarding Space for the CL Branch of the Hood River County District Library.** **Motion:** CM Walker moved, seconded by CM Busdieker, to approve the IGA between the City of Cascade Locks, Oregon and the Hood River County Library District regarding space for the Cascade Locks Branch of the Hood River County Library

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

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. Mr. Owen spoke on behalf of the Downtown Business Association and stated their support for the ODOT Enhance It Program. He spoke of three major events as fundraisers for the group and said donations would be made to help fund the City's match for the enhancements to WaNaPa Street.

CM Helfrich disconnected from the meeting at 7:20 PM. CM Fitzpatrick disconnected from the meeting at 7:24 PM.

7. Reports and Presentations.

a. City Committees. None.

b. ODOT Presentation. Mr. Windsheimer said the Cascade Locks application has made it through the first round of decision making. He explained the remaining process of estimating and deciding projects. Ms. Stallman said the question for Council is, "Should the City of Cascade Locks proceed with the Enhance Program request for the WaNaPa Street improvements." Ms. Stallman gave a presentation on the proposed enhancements to WaNaPa Street. She said the City asked for \$950,000 and City would have a 10.27% required match.

Ms. Stallman said the City should review the sidewalks that are going to be put in for the new development of the Fish Market on WaNaPa to make sure that this fits into the funding of the enhancement improvements.

Ms. Stallman said the City should know by September if they receive the funding. She said construction could start in 2016. She said the area for enhancement would be from the intersection at the Bridge of the Gods to the Post Office. She said cost savings could be in the area of sidewalks and street trees at the Best Western since they are in good shape. Ms. Stallman described the sidewalks, bulb outs, parking and bike lanes, street tree clusters, and raised concrete intersections. She said the estimate for the project enhancements is 1.6 to 1.8 million. She said that half of the cost goes to engineering and the contingency is 40%. She said the City will have to decide to increase the request or keep the \$950,000 and scale back the enhancements.

CM Randall asked if requesting more money would diminish the chance of getting the funding. Mr. Windsheimer said any time you are requesting more money it makes it difficult but this project is a very compelling vision. He said there are different ways to approach this opportunity. He said there are four representatives from Hood River County on the Council and those people might be good for bouncing off ideas.

CM Walker said he needed to announce that he is employed by ODOT but not in this district and he has nothing to do with this project. He asked if in-kind work would be considered as match. Mr. Windsheimer said the investment made in sidewalks for new development of Fish Market and Coffee Shop would be considered. He said he wants to be as flexible as possible but has to be fair to all applicants. He said there is also an infrastructure bank where loans can be made.

CA Zimmerman asked if the estimate included rebuilding WaNaPa Street for the four block area. Mr. Windsheimer said it is just an overlay. He said there are still elements to work through as far as the concrete pads due to the amount of freight using the road.

Ms. Busdieker asked if money had been set aside for the match. CA Zimmerman said \$60,000 is in reserve right now in street funds. He said the intent was to set aside each year for the \$100,000 until

2016 but now that the amount has increased there will have to be more review. He said Council will have to make the commitment to ODOT for the match. Mr. Windsheimer said that would be done through an IGA. He said the date could be extended to 2018. He said there are some options for making the match.

Mayor Cramblett said he has issues with trees. He asked if the trees could be replaced with bushes. Ms. Stallman explained that trees give a vertical perception and tends to slow traffic. She said it is proposed to cluster trees at intersections. She said it would be possible to do fewer trees and just at accent points. She said the maintenance of the trees and plants will be the City's responsibility.

CA Zimmerman said the public would be invited to view the proposed project and the Council could review the options at their next meeting.

c. **City Administrator Zimmerman Report.** CA Zimmerman gave his report.

8. Mayor and City Council Comments. CM Busdieker thanked Council for their support and stated she is looking forward to serving the community.

Mayor Cramblett asked CA Zimmerman to look into SKYPE for meeting attendance. He said Sternwheeler Days was a good event. He thanked the Volunteer Fire Department for the fireworks display.

CM Groves said the Ducky Derby was an entertaining event at Sternwheeler Days. She thanked Buzzy and Deanna for their interest in the vacant Council position.

Ms. Busdieker reminded all of the Green Drinks event in the pavilion tomorrow night.

9. Other matters. None.

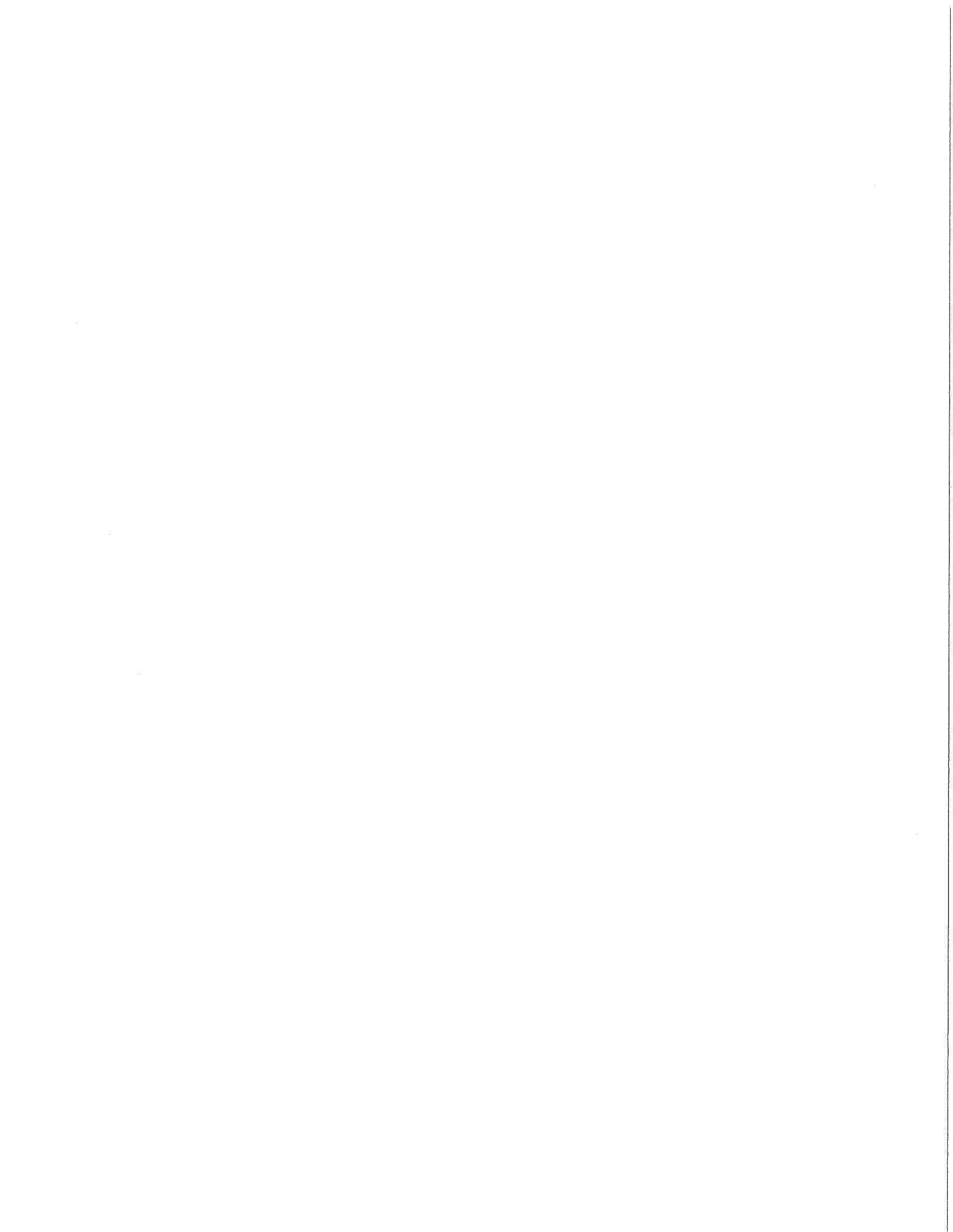
10. Executive Session as may be required. None.

11. Adjournment. Motion: CM Groves moved, seconded by CM Walker, to adjourn. The motion was passed unanimously by CM's Groves, Randall, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:13 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



1. Call to Order/Pledge of Allegiance/Roll Call. Mayor Cramblett called the joint meeting to order at 7:02 PM. Councilor Members Glenda Groves, Richard Randall, Bobby Walker, Deanna Busdieker, Jeff Helfrich, and Mayor Cramblett were present. Councilor Bruce Fitzpatrick was excused. Port Commissioners present were Brenda Cramblett, Donna Mohr and Port Commissioners Elect Jess Groves and Scot Sullenger. Joeinne Caldwell arrived at 7:05 PM. Also present were City Administrator Gordon Zimmerman, Interim Port General Manager Paul Koch, City Recorder Kathy Woosley, Gyda Haight, Gary Rains, Holly Howell, Jason Sergeant, and Camera Operator Betty Rush.

2. Action Items:

a. Approve City/Port Intergovernmental Agreement for Promotion of Economic Development. CA Zimmerman and IPGM Koch gave their staff reports on the IGA. They said this is a document that will tie the two entities to work together to encourage economic development.

CR Woosley administered the Oath of Office to Port Commissioners Elect Groves, Sullenger, and Caldwell.

Motion: CM Helfrich moved, seconded by CM Randall, to approve the IGA between the City of Cascade Locks and the Port of Cascade Locks for the promotion of economic development.

PC Cramblett asked what the City had to do to get the industrial electric rate in place. CA Zimmerman explained that a proposal had been received by the City's Consultant BKI. He said the City is reviewing operations and when satisfied that rate would bring in the necessary revenue, a resolution would be brought before Council. PC Mohr asked if Section 2 meant 2 megawatts or an additional 2 megawatts would be available. CA Zimmerman stated there would be 4 megawatts total available. CM Busdieker asked about the term of the IGA. CA Zimmerman stated that was up to the two boards to decide. He said it could be yearly, good for a decade, or in perpetuity.

CM Helfrich amended his motion to add perpetuity to the term of the IGA. CM Randall agreed to the amendment.

CM Walker asked if the City has preplanned for supplying the 2 megawatts of electricity to the Industrial Park. CA Zimmerman explained that the City can supply the 2 megawatts of electricity but will have to work with the consultants for the other 2 megawatts available within a couple of years.

CM Busdieker asked if the Consultants were going to be including the different rate structures as described in Sections 1.e. and 2. b. of the IGA. CA Zimmerman stated they were and explained that opportunities for incentives will also be available.

CM Randall asked IPGM Koch to explain how the Port would prioritize monies and if there would be any impacts to the obligations of the IGA. IPGM Koch said there is no work on the bridge that will be impacting this agreement. He said it is going to be more of a challenge for the Port to bring the bridge back up to the 80,000 lb. capacity. PC Sullenger clarified that if the Port supplies the funding the City will have to pay back. CA Zimmerman said the City will help to cover the debt but the City has to also cover its costs. PC Sullenger said it will be important for the City and the Port to communicate through this process. He asked how the debt would be paid back. CA Zimmerman explained that the formula would be figured out depending on user. He said it will be determined on a case by case basis depending on who comes in, what they will need, and what they will be paying.

CM Helfrich said this is an opportunity to show the States of Oregon and Washington the partnership that is being created and the only competition that the two entities have is creating jobs.

**Minutes
Joint City/Port Meeting
July 15, 2013**

The motion was passed unanimously by CM's Groves, Randall, Walker, Helfrich, Busdieker, Mayor Cramblett, PC's Groves, Sullenger, Cramblett, Caldwell, and Mohr.

3. Public Comment. Ms. Haight said it is good to see both entities working together. Mr. Rains said this is a huge achievement but now has to be acted on. He applauded both entities for working together.

4. Adjournment. Motion: CM Helfrich moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, Busdieker, Mayor Cramblett, PC's Groves, Sullenger, Cramblett, Caldwell, and Mohr. The meeting was adjourned at 7:25 PM.

Prepared by

APPROVED:

Kathy Woosley, City Recorder

Mayor

Port President

CASCADE LOCKS STAFF REPORT

Date Prepared: July 16, 2013

For City Council Meeting on: July 22, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

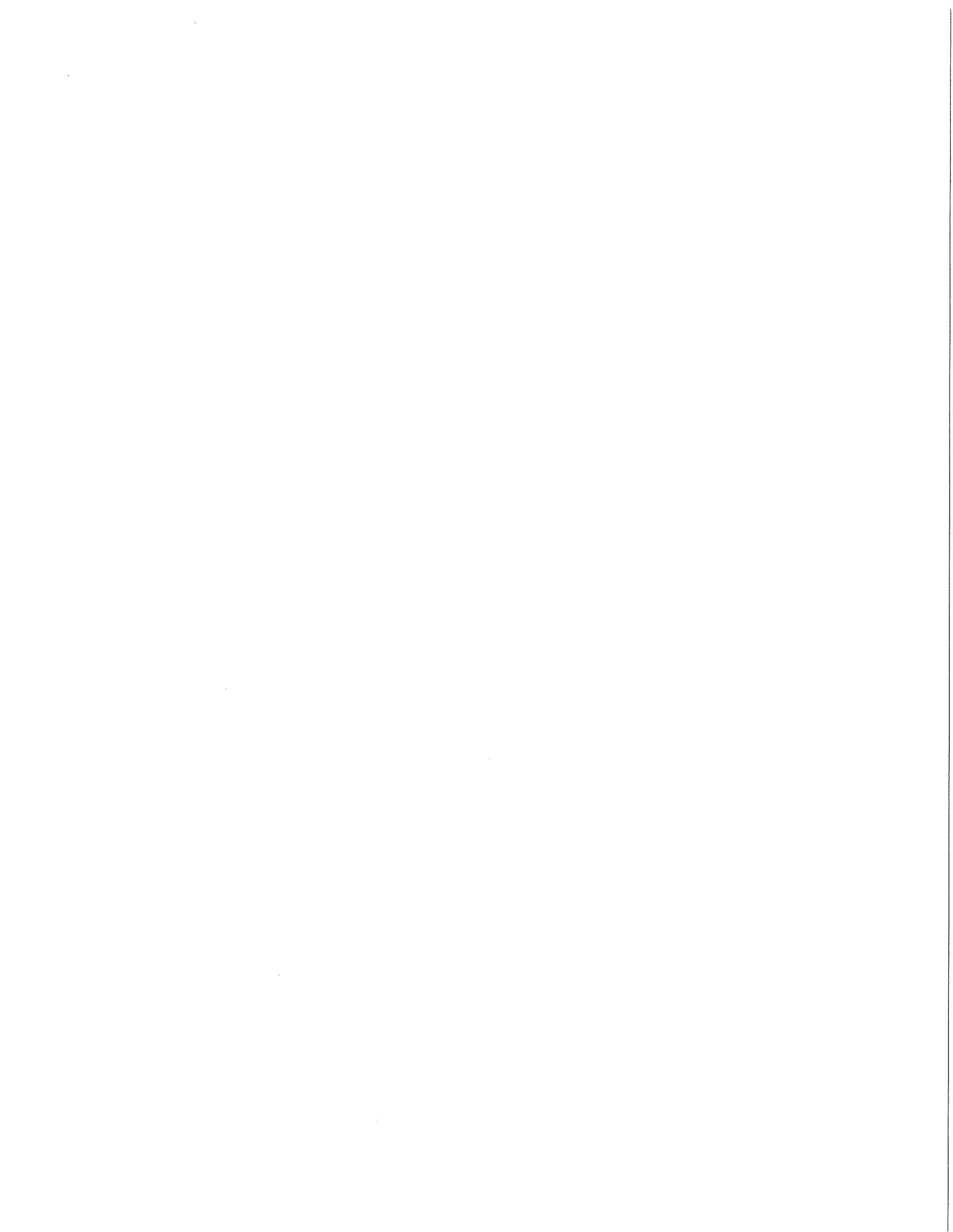
SUBJECT: Approval of Pauly Rogers Invoice for \$3,580 for Forensic Audit

SYNOPSIS: The Administration Finance and Operations Committee recommended and the City Council approved of hiring the accounting firm of Pauly Rogers to perform some forensic examinations on the City's books. The first issue addressed was the distribution of administrative costs across operating funds and a review of internal accounting controls. The bill for that first examination is \$3,580 which needs to be approved for inclusion in the 2012-2013 fiscal year. This amount exceeds the City Administrator authority for approval.

CITY COUNCIL OPTIONS: Accept or reject the invoice.

RECOMMENDED MOTION: "I move to approve the Pauly Roger invoice for \$3,580 for the forensic accountant examination."

Financial Review and Status: The money has been reserved for this expenditure in the 2012-2013 budget.





Pauly, Rogers and Co., P.C.

12700 SW 72nd Ave, Tigard, OR 97223
 Phone (503) 620-2632 Fax (503) 684-7523
 Website: www.paulyrogersandcocpas.com

RECEIVED
 JUL 05 2013

BY:

June

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

DATE	INVOICE #
06/21/2013	5979

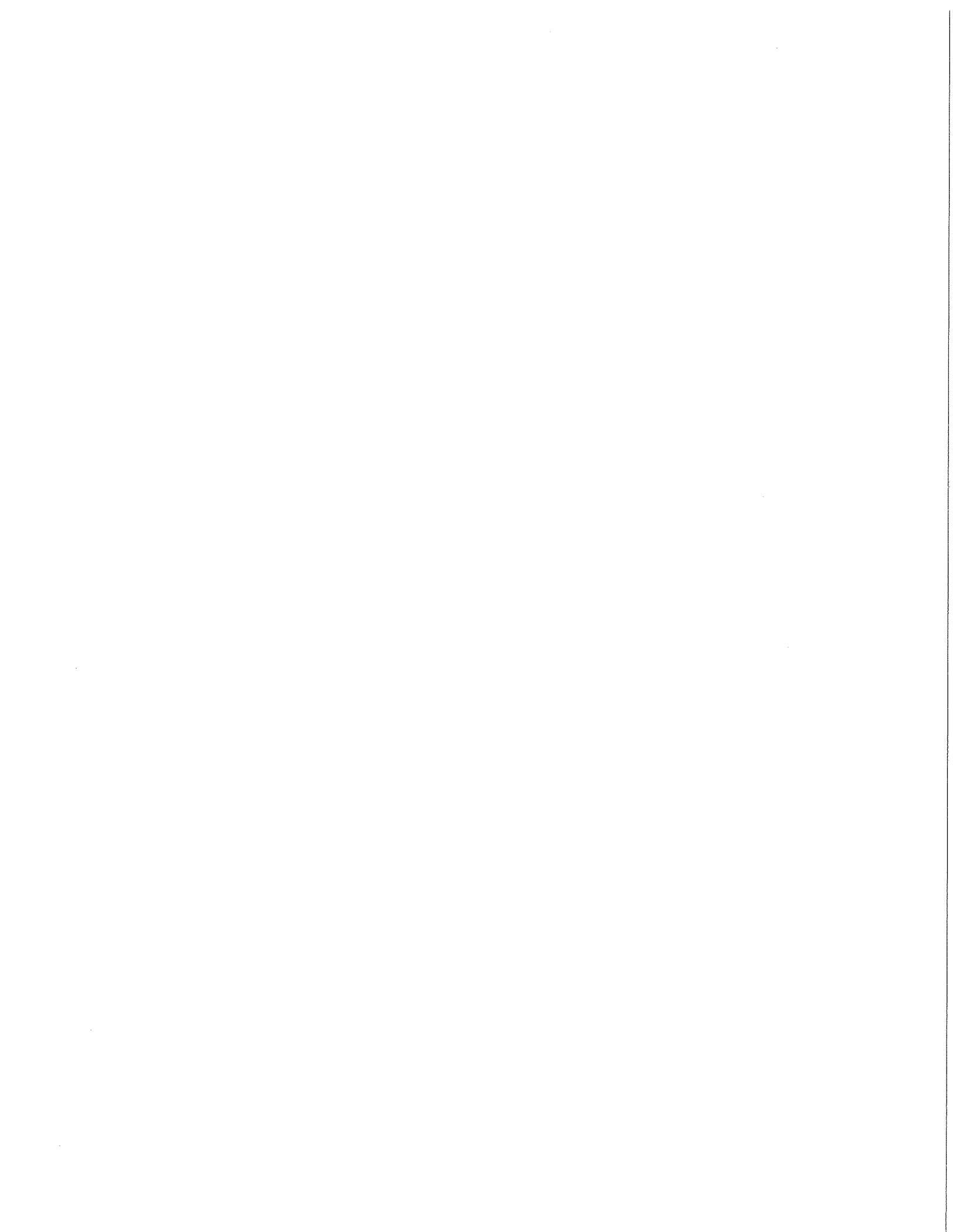
Mission Statement: Pauly, Rogers and Co., P.C., provides high quality, timely and cost effective auditing and consulting services to meet our clients' needs with an emphasis on improving their performance and accountability.

*Contract Svc.
 Misc. Spread.*

Invoice

DESCRIPTION	CONTRACT PRICE	PRIOR BILLS	AMOUNT DUE
Review of Current Processes and Procedures Assess internal controls Find efficiencies in accounting and reporting operations	1,900.00		1,480.00
Review of the Management of the General Fund with Particular Attention to the Administration Costs Spread Throughout the Organization Benchmark with other cities of similar size Find cost savings and efficiencies Track transfers and internal payment between funds	2,700.00		2,100.00
		Payments/Credits	\$0.00
		Balance Due	\$3,580.00

PLEASE MAKE CHECKS PAYABLE TO:
 PAULY, ROGERS AND CO., P.C.



STAFF REPORT

Date Prepared: 7/8/13

For City Council Meeting on: 7/22/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve the renewal of Property and Liability Insurance and Workers Compensation Insurance for fiscal year ending June 30, 2014.

SYNOPSIS: Each year the City is required to renew Property/Liability Insurance and Workers Compensation Insurance. As council is aware staff spending authority is \$2,500 that is why this is coming before you tonight for approval. CIS continues to provide excellent service and staff recommends we renew our insurance policy with this provider.

CITY COUNCIL OPTIONS:

1. Approve Insurance Renewal with CIS.
2. Establish other direction for staff to proceed
3. Take no action

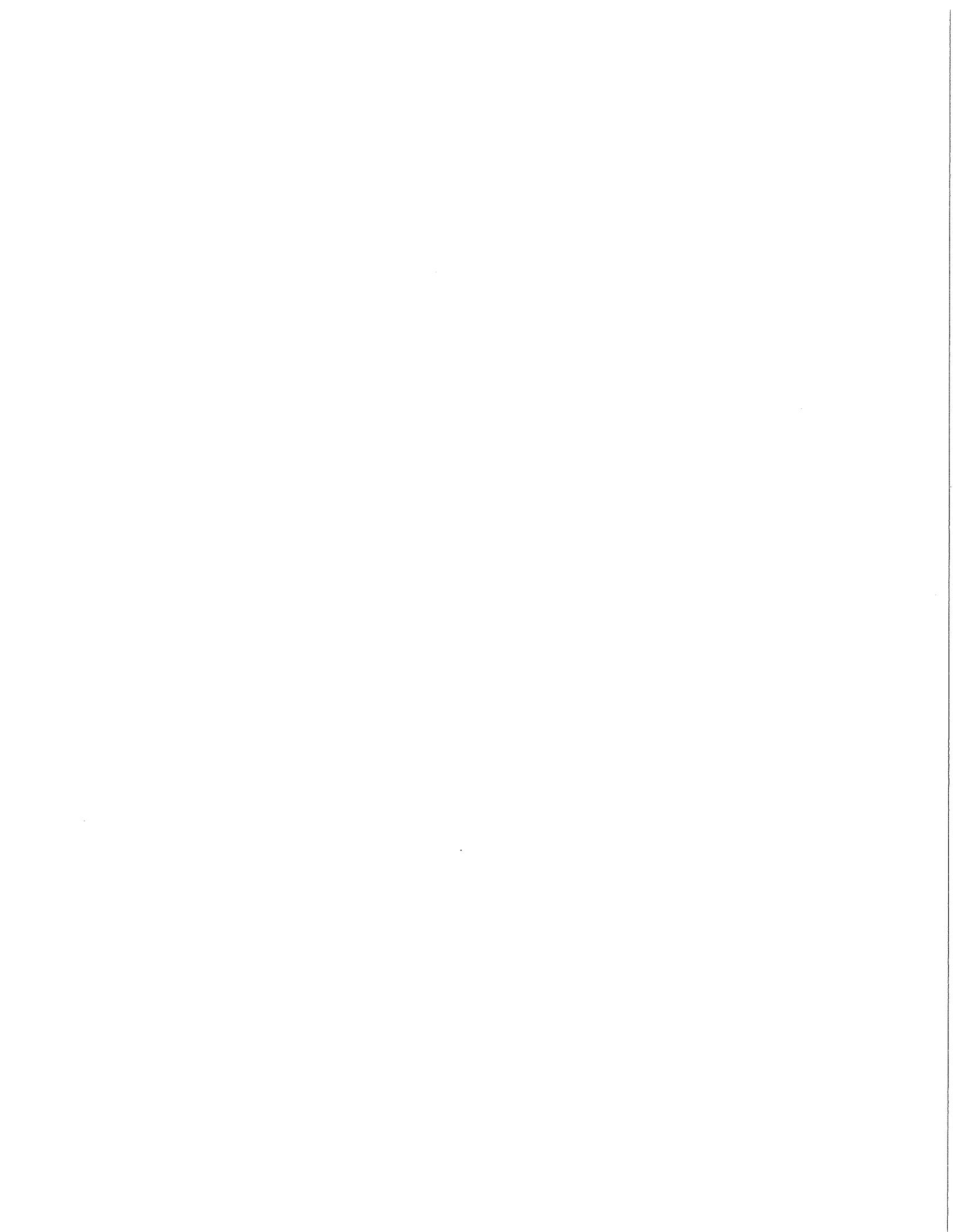
RECOMMENDATION: The City Council, by motion, approve Property, Liability, and Workers Compensation Insurance renewal.

Legal Review and Opinion: N/A

Financial review and status: In the budget for FY 2013-2014 staff has budgeted for these expenses throughout the funds in the line item marked Insurance.

BACKGROUND INFORMATION:

1. Property/Liability Insurance and Workers Compensation renewal summary is attached.



Workers' Compensation 2013-2014 Renewal Invoice



citycounty insurance services

CIS Guaranteed Cost Plan

Named Member		Agent	
City of Cascade Locks		Barker Uerlings Insurance	
PO Box 308		PO Box 1378	
Cascade Locks, OR 97014		Corvallis, OR 97339	
	Member Number	Invoice Date	Invoice Number
	10032	7/1/2013	CAS-W2013-00

Class Code - Description	Est. Payroll	Member Rate*	Contribution
5506 - STREET/ROAD MAINTENANCE	\$25,073.00	10.2794	\$2,577.35
7520 - WATER	\$31,808.00	5.3457	\$1,700.36
7539 - MUNICIPAL POWER COMPANY	\$365,350.00	3.2651	\$11,929.04
7580 - SEWER	\$10,163.00	4.6144	\$468.96
7610 - RADIO/TV BROADCASTING, CLERICAL & DRIVERS	\$6,000.00	0.5562	\$33.37
7710 - FIREFIGHTERS & DRIVERS	\$73,070.00	4.4393	\$3,243.80
8411 - PUBLIC SAFETY VOLUNTEERS	\$53,600.00	2.0806	\$1,115.20
8411F - VOLUNTEER FIRE FIGHTERS	\$29,600.00	2.0806	\$615.86
8742V - VOLUNTEER BOARDS/COMMISSIONS/PUBLIC OFFICIALS	\$17,500.00	0.3502	\$61.29
8810 - CLERICAL	\$237,993.00	0.3502	\$833.45
8868 - COLLEGE/SCHOOL - PROFESSIONAL & CLERICAL	\$9,225.00	0.5562	\$51.31
9015 - BUILDING MAINTENANCE & LIFEGUARDS	\$45,332.00	4.5629	\$2,068.45
9220 - CEMETERY	\$1,291.00	6.9834	\$90.16
Totals:	\$906,005.00		\$24,788.60

*Member Rate: Per \$100 of Est. Payroll. This is provided to assist members with their budgeting process. Rate includes applicable rating factors except calculations in the Invoice Detail box below. Due to rounding of decimal points on Member Rate, multiplying Est. Payroll by Member Rate may not equal Contribution exactly.

Invoice Detail

Description	Amount
Estimated Manual Contribution**	\$24,788.60
Experience Rating Modification Factor x	1.25
Estimated Adjusted Contribution =	\$30,985.75
State Assessment (6.40% of Adjusted Contribution) +	\$1,983.09
Multi-Line Credit -	(\$2,323.93)
Bonus Program Credit -	\$0.00

Quarterly Payment Option

Payment	Due Date	Amount Due
1	8/15/2013	\$7,661.23
2	10/1/2013	\$7,661.23
3	1/1/2014	\$7,661.23
4	4/1/2014	\$7,661.22

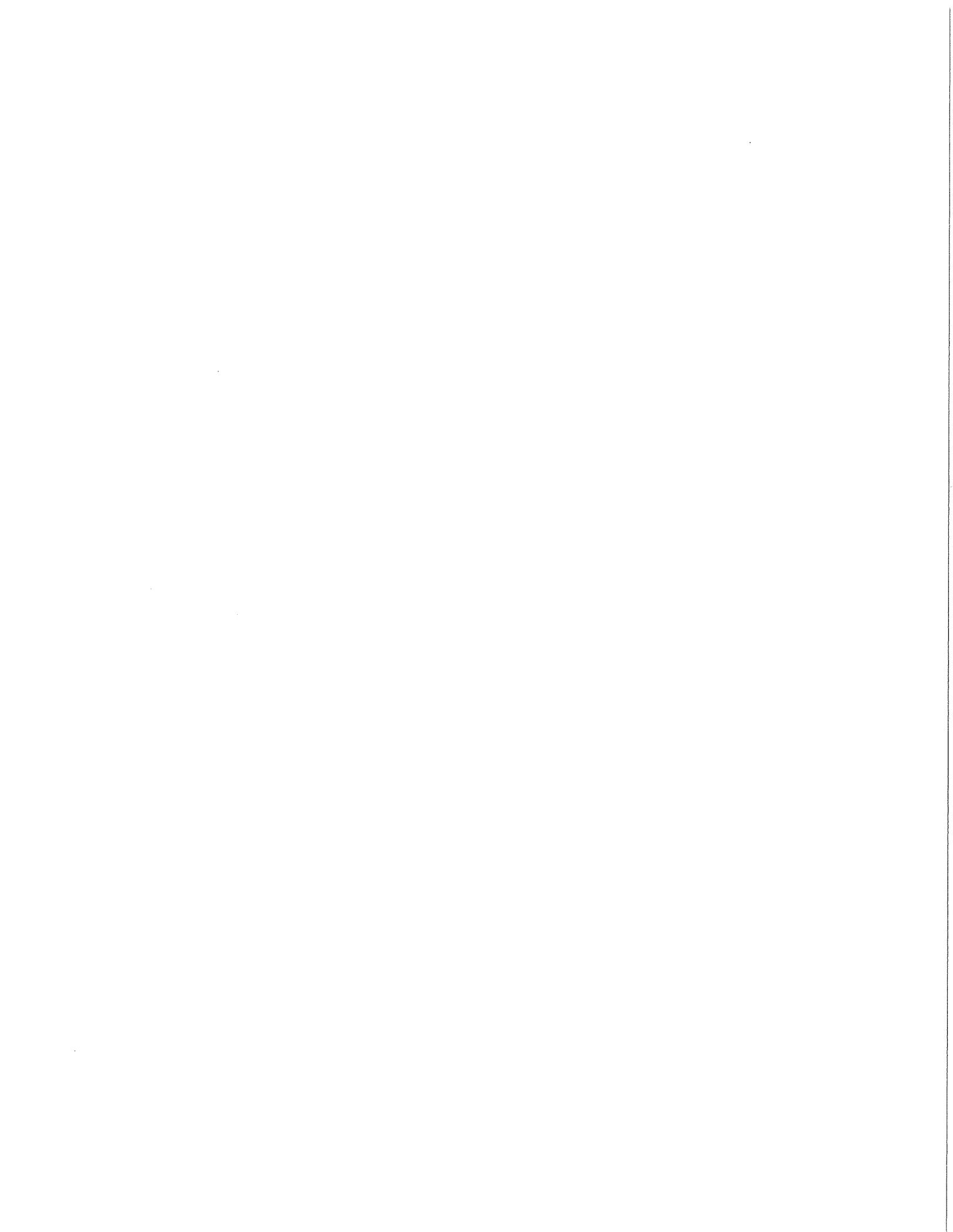
Amount Due = \$30,644.91	<i>Balances are due by 8/15/2013. Late fees will accrue thereafter.</i>
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Amount Due includes Agent compensation of \$1,549.29

**Final contribution will be determined by audited payroll

Make Checks Payable To: CIS Trust / P.O. Box 4288, Portland, OR 97208-4288

ACH direct payment is available. Please request Authorization form and instructions from accounting@cisoregon.org or from Lee Ann at 503-763-3837.



**Property/Liability
2013-2014 Renewal Invoice**



citycounty insurance services

Named Member

City of Cascade Locks
PO Box 308
Cascade Locks, OR 97014

Agent

Barker Uerlings Insurance
PO Box 1378
Corvallis, OR 97339

Member Number	Invoice Date	Invoice Number
10032	7/1/2013	CAS-I2013-00

Coverage	Description	Amount	Total Due
General Liability (Standard Plan)	Contribution	\$11,582.35	
	Multi-Line Credit	(\$868.68)	
	Bonus Program Credits (0)*	\$0.00	\$10,713.67
Auto Liability	Contribution	\$5,599.44	
	Multi-Line Credit	(\$419.96)	\$5,179.48
Auto Physical Damage	Contribution	\$7,388.65	
	Multi-Line Credit	(\$554.15)	\$6,834.50
Property	Contribution	\$27,154.50	
	Multi-Line Credit	(\$2,036.59)	\$25,117.91
Optional Excess Quake	Contribution	Not Purchased	\$0.00
Optional Excess Flood	Contribution	Not Purchased	\$0.00
Optional Excess Crime	Contribution	\$478.00	\$478.00
Optional Excess Cyber Liability	Contribution	Not Purchased	\$0.00
Difference In Conditions	Contribution	Not Purchased	\$0.00
Invoice Summary	Contribution	\$52,202.94	
	Multi-Line Credit	(\$3,879.38)	
	Bonus Program Credit	\$0.00	

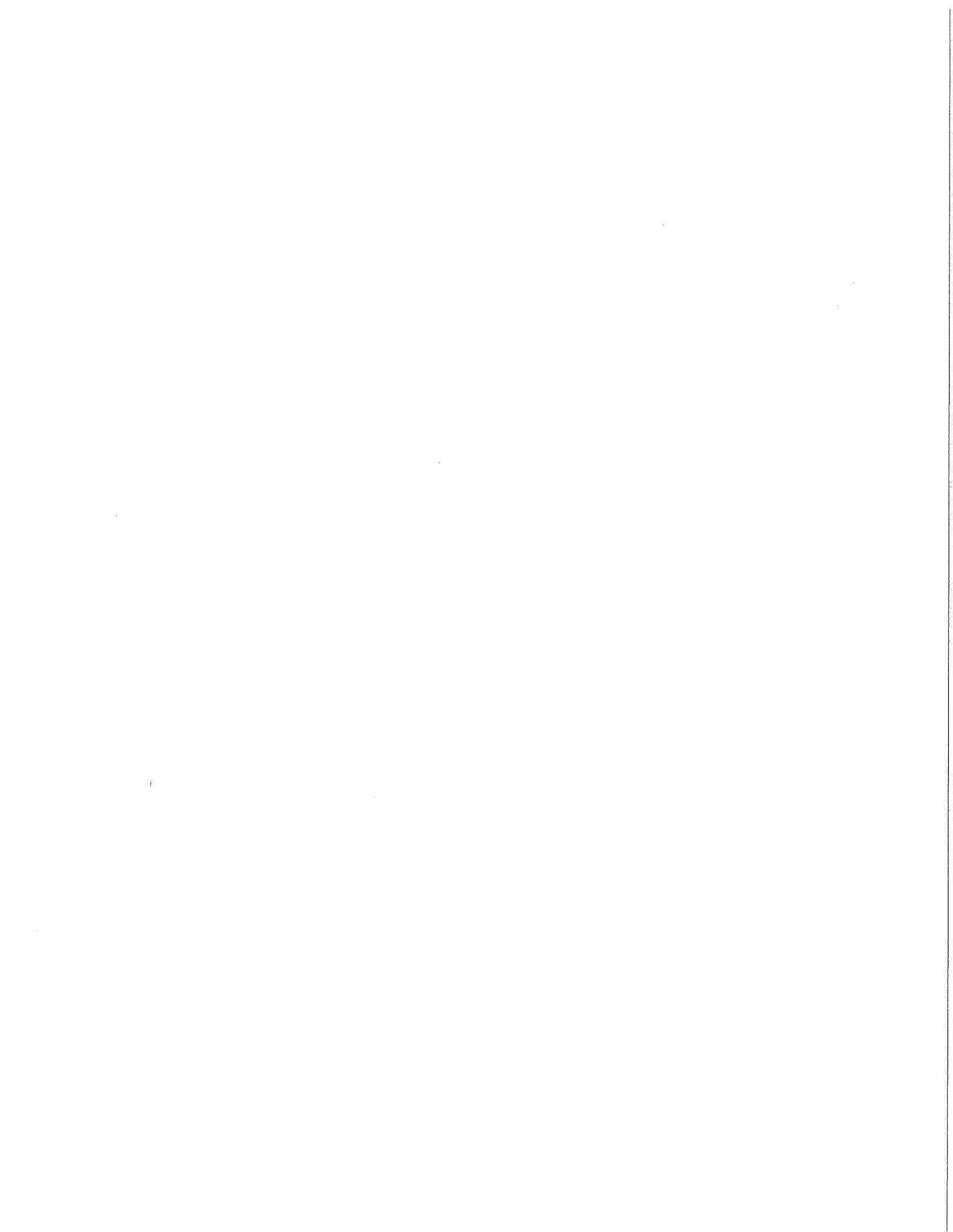
*Each Bonus Program Credit equals 1% of GL Contribution, up to \$1,000.

Balances are due by 8/15/2013. Late fees will accrue thereafter.	Total Due:	\$48,323.56
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Total Due includes Agent compensation of \$5,220.29

Make Checks Payable To: CIS Trust / P.O. Box 4288, Portland, OR 97208-4288

ACH direct payment is available. Please request Authorization form and instructions from accounting@cisoregon.org, or from Lee Ann at 503-763-3837.



CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2013

For City Council Meeting on: July 22, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: City Attorney Contract

SYNOPSIS: Alexandra Sosnkowski and Ruben Cleaveland have been acting as City Attorneys for the City of Cascade Locks since July of 2011. This Amendment #2 reduces the hours available under the retainer while maintaining the per hour charges at the level of the previous year. The Council has previously discussed this amendment which lasts for one year until June 30, 2014.

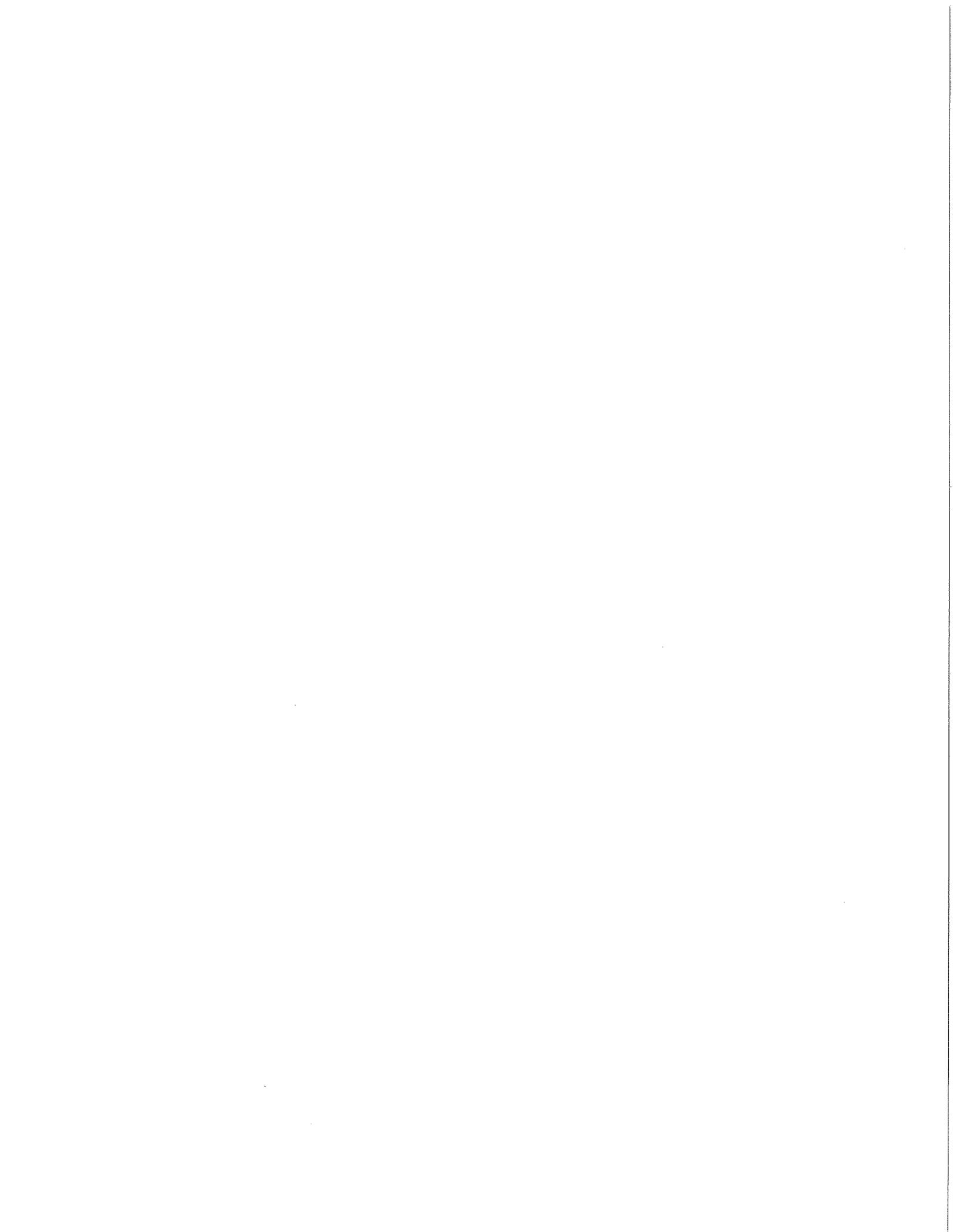
CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed amendment.

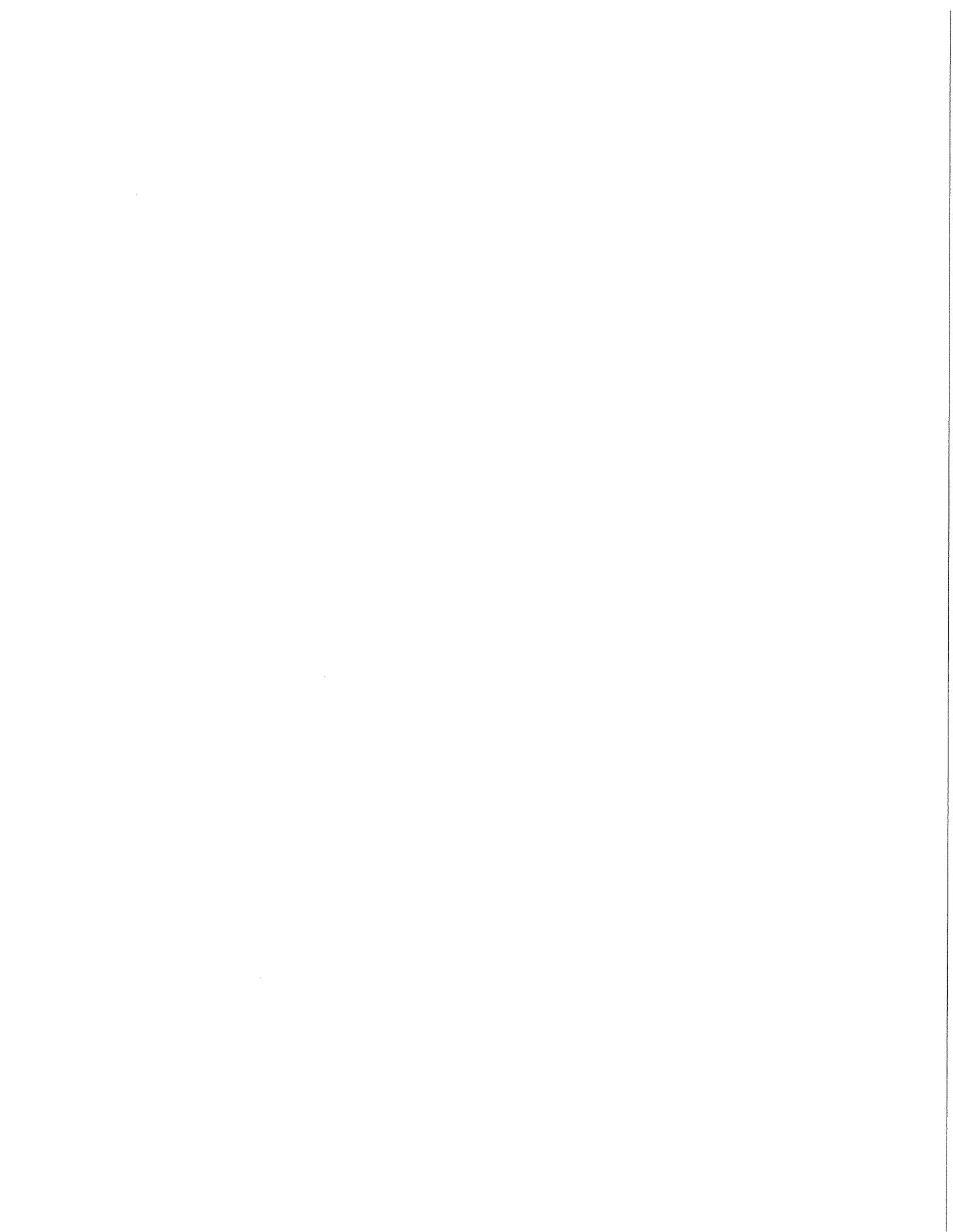
RECOMMENDED MOTION: "I move to approve Amendment #2 to the personal services contract with the current City Attorney's Sosnkowski and Cleaveland."

Legal Review and Opinion:

Financial Review and Status:

Background Information:





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

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

Sosnkowski & Cleaveland P.C. ("Contractor")
606 State Street, Suite 1A
P.O. Box 1698
Hood River, OR 97031

RECITALS

1. Contractor was engaged to provide legal services to the City pursuant to Personal Services Contract for City Attorney Services dated July 8, 2011; and

2. The parties desire to renew the contract for an additional one year term.

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

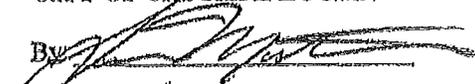
1. The renewal term of this Contract is for one (1) year. Unless this Contract is terminated in accordance with its terms or extended, this contract ends on June 30, 2013.

2. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the Parties hereto as indicated by the signatures of their authorized representatives:

CITY OF CASCADE LOCKS:

CONTRACTOR:

By: 

By: 

Date: July 23 2012

Date: 7.30.12

Exhibit B

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

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

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

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

RECITALS

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

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

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

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

5. Compensation:

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

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

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

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

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

8. Independent Contractor Status:

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

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

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

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

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

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

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

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

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

CONTRACTOR

CITY

[Signature] MAYOR 7-8-2011

[Signature] 7.8.11

Alexandra Sosnkowski, President date

Richard Carson, City Administrator date

Exhibit A

Scope of Work

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

Specifications

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

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

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
7/12/2013	Gross Payroll	\$ 50,384.95
7/15/2013	Mid Month AP	\$ 47,987.61

GRAND TOTAL \$ 98,372.56

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3737	07/13	07/15/2013	20	17213	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 3737: 45.00								
3738	07/13	07/15/2013	6820	52384	Anderson Perry & Associates Inc.	Wastewater Facilities Plan Final Billing	3140562152	19,500.00
Total 3738: 19,500.00								
3739	07/13	07/15/2013	6839	81098333	Bound Tree Medical, LLC	moufhpaioces	0540562351	2.48
3739	07/13	07/15/2013	6839	81108700	Bound Tree Medical, LLC	Meds	0540562351	15.09
3739	07/13	07/15/2013	6839	81133952	Bound Tree Medical, LLC	supplies	0540562351	5.94
3739	07/13	07/15/2013	6839	81135346	Bound Tree Medical, LLC	Meds/supplies	0540562351	376.31
Total 3739: 399.82								
3740	07/13	07/15/2013	490	400098A	BRYANT PIPE AND SUPPLY	Sprinkler Parts	0140462520	79.34
3740	07/13	07/15/2013	490	400098A	BRYANT PIPE AND SUPPLY	Sprinkler Parts	1740562520	13.23
Total 3740: 92.57								
3741	07/13	07/15/2013	670	7/13 SSS	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140562025	204.30
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140162551	116.68
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	374.66
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	441.51
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0840562071	15.00
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,147.47
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	93.48
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	2,020.13
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	4142162071	145.49
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	20.58
3741	07/13	07/15/2013	670	7/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	140.21
Total 3741: 4,740.81								
3742	07/13	07/15/2013	6845	378491.00	Chown Hardware	Fillers	0740562560	4.31
3742	07/13	07/15/2013	6845	378491.01	Chown Hardware	Rubber Ramp	0740562560	214.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3742:								
3743	07/13	07/15/2013	1120	B43026	COLUMBIA HARDWARE, LLC	Bolts	0740562660	7.88
3743	07/13	07/15/2013	1120	B44769	COLUMBIA HARDWARE, LLC	7581 Light Gray Pro	5140562780	13.98
3743	07/13	07/15/2013	1120	B45116	COLUMBIA HARDWARE, LLC	tape, misc	5140562770	10.55
Total 3743:								
3744	07/13	07/15/2013	6846	9005375520	Department of Consumer/Business Servi	Permit 0000062972 Air Tank	0140462110	22.40
3744	07/13	07/15/2013	6846	9005375520	Department of Consumer/Business Servi	Permit 0000062972 Air Tank	5140562110	22.40
Total 3744:								
3745	07/13	07/15/2013	1540	61158-06281	DMV SERVICES STATE OF OREGON	Driving Records	5140562110	7.50
Total 3745:								
3746	07/13	07/15/2013	1670	2013-1260	EMERGENCY REPORTING	Medical Billing Link Initial Install	0540562113	500.00
Total 3746:								
3747	07/13	07/15/2013	2180	9167099812	GRAINGER	Toilet Paper	0540562440	21.00
3747	07/13	07/15/2013	2180	9167376533	GRAINGER	Eye Wash, Lamps	0540562440	56.44
Total 3747:								
3748	07/13	07/15/2013	6843	13402806	H.D. Fowler Company	Fire Hydrant Parts	2140562560	122.40
Total 3748:								
3749	07/13	07/15/2013	2420	6782	HOOD RIVER CO. - FINANCE	June Deputy Services	0141962250	7,261.00
Total 3749:								
3750	07/13	07/15/2013	2570	0006131044	HOOD RIVER NEWS	Budget	0140162030	29.00
3750	07/13	07/15/2013	2570	0006131044	HOOD RIVER NEWS	Budget	0140262030	27.00
3750	07/13	07/15/2013	2570	0006131044	HOOD RIVER NEWS	Budget	2142162030	8.00
3750	07/13	07/15/2013	2570	0006131044	HOOD RIVER NEWS	Budget	3142162030	7.00
3750	07/13	07/15/2013	2570	0006131044	HOOD RIVER NEWS	Budget	4142162030	3.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3750	07/13	07/15/2013	2570	0006131044	HOOD RIVER NEWS	Budget	5142162030	22.00
Total 3750: 96.00								
3751	07/13	07/15/2013	2680	062813	HUPP JR., TRACY N.	Reimburse for Oil at Costco	5140562200	194.95
Total 3751: 194.95								
3752	07/13	07/15/2013	2700	070513	INMC	Membership Dues	0140162030	44.00
3752	07/13	07/15/2013	2700	070513	INMC	Membership Dues	0140262030	41.00
3752	07/13	07/15/2013	2700	070513	INMC	Membership Dues	2142162030	12.00
3752	07/13	07/15/2013	2700	070513	INMC	Membership Dues	3142162030	10.00
3752	07/13	07/15/2013	2700	070513	INMC	Membership Dues	4142162030	4.00
3752	07/13	07/15/2013	2700	070513	INMC	Membership Dues	5142162030	34.00
Total 3752: 145.00								
3753	07/13	07/15/2013	4910	211922205D	Jesse Adams	Refund Deposit	5121130	283.40
Total 3753: 283.40								
3754	07/13	07/15/2013	3050	071013	LEAGUE OF OREGON CITIES	Annual Conference Registration	0140862020	615.00
3754	07/13	07/15/2013	3050	14251	LEAGUE OF OREGON CITIES	Annual Membership	0140162030	275.00
3754	07/13	07/15/2013	3050	14251	LEAGUE OF OREGON CITIES	Annual Membership	0140262030	257.00
3754	07/13	07/15/2013	3050	14251	LEAGUE OF OREGON CITIES	Annual Membership	2142162030	74.00
3754	07/13	07/15/2013	3050	14251	LEAGUE OF OREGON CITIES	Annual Membership	3142162030	64.00
3754	07/13	07/15/2013	3050	14251	LEAGUE OF OREGON CITIES	Annual Membership	4142162030	28.00
3754	07/13	07/15/2013	3050	14251	LEAGUE OF OREGON CITIES	Annual Membership	5142162030	210.28
Total 3754: 1,523.28								
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	4.37
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140262010	.62
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0542162010	.08
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162010	1.75
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162010	1.74
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	4142162010	.52
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162010	7.61
3755	07/13	07/15/2013	3160	071513	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162055	17.39

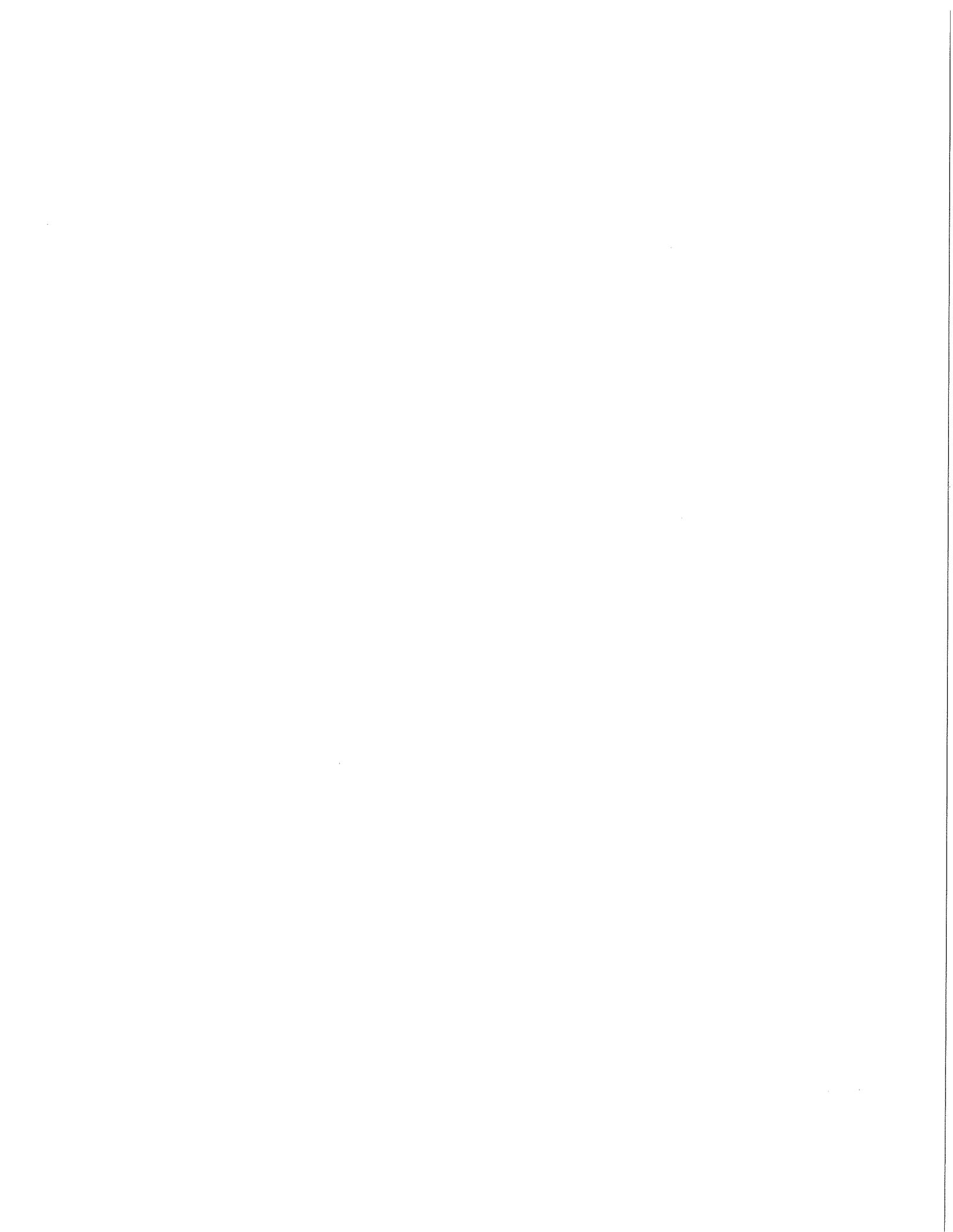
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3755:								
3756	07/13	07/15/2013	3380	KPDJ 6/13	Meredith Corporation	202 Subs	4140562740	60.60
3756	07/13	07/15/2013	3380	KPTV 6/13	Meredith Corporation	202 Subs	4140562740	151.50
Total 3756: 212.10								
Total 3757:								
3757	07/13	07/15/2013	6844	8000	Merina & Company, LLP	TRT Audit	0140162080	1,680.00
3757	07/13	07/15/2013	6844	8000	Merina & Company, LLP	TRT Audit	0840562080	720.00
3757	07/13	07/15/2013	6844	8091	Merina & Company, LLP	Professional Services Rendered	0140162080	140.00
3757	07/13	07/15/2013	6844	8091	Merina & Company, LLP	Professional Services Rendered	0840562080	60.00
Total 3757: 2,600.00								
Total 3758:								
3758	07/13	07/15/2013	3490	1461	MID-COLUMBIA ECONOMIC	Annual Dues	0140162030	143.00
3758	07/13	07/15/2013	3490	1461	MID-COLUMBIA ECONOMIC	Annual Dues	0140262030	134.00
3758	07/13	07/15/2013	3490	1461	MID-COLUMBIA ECONOMIC	Annual Dues	2142162030	38.00
3758	07/13	07/15/2013	3490	1461	MID-COLUMBIA ECONOMIC	Annual Dues	3142162030	33.00
3758	07/13	07/15/2013	3490	1461	MID-COLUMBIA ECONOMIC	Annual Dues	4142162030	14.00
3758	07/13	07/15/2013	3490	1461	MID-COLUMBIA ECONOMIC	Annual Dues	5142162030	111.00
Total 3758: 473.00								
Total 3759:								
3759	07/13	07/15/2013	3770	22-201306	NET ASSETS	Title Search	0140162110	3.00
3759	07/13	07/15/2013	3770	22-201306	NET ASSETS	Title Search	2142162110	1.00
3759	07/13	07/15/2013	3770	22-201306	NET ASSETS	Title Search	3142162110	1.00
3759	07/13	07/15/2013	3770	22-201306	NET ASSETS	Title Search	5142162110	6.00
Total 3759: 11.00								
Total 3760:								
3760	07/13	07/15/2013	3820	11712422	Norco, INC	Cylinder Rental	0540562351	37.20
Total 3760: 37.20								
Total 3761:								
3761	07/13	07/15/2013	4070	3060327	ONE CALL CONCEPTS, INC.	locate services	5140562110	9.45
Total 3761: 9.45								
Total 3762:								
3762	07/13	07/15/2013	6769	6-19-767	PARC Resources, LLC	Port Conference Call	0140262090	49.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3762:								
3763	07/13	07/15/2013	4910	100466111D	Penny Grotting	Refund Deposit	5121130	7.83
Total 3763:								
3764	07/13	07/15/2013	4650	3950853	PLATT ELECTRIC SUPPLY	Bulbs	5140562780	205.00
3764	07/13	07/15/2013	4650	3950853	PLATT ELECTRIC SUPPLY	Bulbs	5140562800	62.00
3764	07/13	07/15/2013	4650	3950853	PLATT ELECTRIC SUPPLY	shipping	5140562870	37.40
3764	07/13	07/15/2013	4650	3950853	PLATT ELECTRIC SUPPLY	Bulbs	5140662780	205.00
Total 3764:								
3765	07/13	07/15/2013	4670	6901475	PORT OF CASCADE LOCKS	bridge tickets - FD	0540562020	30.00
Total 3765:								
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	0140162010	2.62
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	0140262010	.37
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	0542162010	.05
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	2142162010	1.05
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	3142162010	1.04
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	4142162010	.31
3766	07/13	07/15/2013	4810	8690	PRINT IT	Name Plates	5142162010	4.56
Total 3766:								
3767	07/13	07/15/2013	6824	H131750021	Providence Health & Services	PF Review Resp HX Form	0540562017	10.00
Total 3767:								
3768	07/13	07/15/2013	4910	100434107D	Rebecca Hayes	Refund Deposit	5121130	164.92
Total 3768:								
3769	07/13	07/15/2013	6780	16719391	Ricoh Americas Corporation	Lease	0140162120	52.62
3769	07/13	07/15/2013	6780	16719391	Ricoh Americas Corporation	Lease	0540562120	31.33
3769	07/13	07/15/2013	6780	16719391	Ricoh Americas Corporation	Lease	2142162120	31.33
3769	07/13	07/15/2013	6780	16719391	Ricoh Americas Corporation	Lease	3142162120	25.05

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3769	07/13	07/15/2013	6780	16719391	Rioch Americas Corporation	Lease	4142162121	27.56
3769	07/13	07/15/2013	6780	16719391	Rioch Americas Corporation	Lease	5142162121	68.91
Total 3769: 236.80								
3770	07/13	07/15/2013	5040	206	ROCKRANCH ENTERPRISES	Contract: PW Super	0140262080	4.40
3770	07/13	07/15/2013	5040	206	ROCKRANCH ENTERPRISES	Contract: PW Super	0140462080	57.20
3770	07/13	07/15/2013	5040	206	ROCKRANCH ENTERPRISES	Contract: PW Super	0340562080	101.20
3770	07/13	07/15/2013	5040	206	ROCKRANCH ENTERPRISES	Contract: PW Super	2140562080	162.80
3770	07/13	07/15/2013	5040	206	ROCKRANCH ENTERPRISES	Contract: PW Super	3140562080	114.40
Total 3770: 440.00								
3771	07/13	07/15/2013	5160	71146	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 3771: 802.00								
3772	07/13	07/15/2013	5270	070913CR	SHIRELLE PRICE	Reimburse Mileage	0140162020	10.42
3772	07/13	07/15/2013	5270	070913CR	SHIRELLE PRICE	Reimburse Mileage	2142162020	3.06
3772	07/13	07/15/2013	5270	070913CR	SHIRELLE PRICE	Reimburse Mileage	3142162020	2.16
3772	07/13	07/15/2013	5270	070913CR	SHIRELLE PRICE	Reimburse Mileage	4142162020	.30
3772	07/13	07/15/2013	5270	070913CR	SHIRELLE PRICE	Reimburse Mileage	5142162020	8.92
Total 3772: 24.86								
3773	07/13	07/15/2013	6841	112820	Sonstray Machinery LLC.	spacer	5140562201	50.34
3773	07/13	07/15/2013	6841	112880	Sonstray Machinery LLC.	Pin, Clevis	5140562201	18.55
3773	07/13	07/15/2013	6841	112918	Sonstray Machinery LLC.	rollpins	5140562201	16.04
Total 3773: 84.93								
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140162100	409.93
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.		0140262100	100.10
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.		0542162100	12.71
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.		2142162100	136.64
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.		3142162100	228.80
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.		4142162100	33.37
3774	07/13	07/15/2013	5460	063013	Sosnkowski & Cleaveland P. C.		5142162100	667.31

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3774:								
3775	07/13	07/15/2013	5510	8026065758	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	16.25
3775	07/13	07/15/2013	5510	8026065758	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	2.05
3775	07/13	07/15/2013	5510	8026065758	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	5.93
3775	07/13	07/15/2013	5510	8026065758	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	5.30
3775	07/13	07/15/2013	5510	8026065758	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	1.77
3775	07/13	07/15/2013	5510	8026065758	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	25.70
Total 3775: 57.00								
Total 3776:								
3776	07/13	07/15/2013	6070	850252	TWGW, INC NAPA AUTO PARTS	Hydraulic Filter	5140562201	9.81
3776	07/13	07/15/2013	6070	850252	TWGW, INC NAPA AUTO PARTS	Hydraulic Filter	5140662201	9.80
3776	07/13	07/15/2013	6070	852123	TWGW, INC NAPA AUTO PARTS	Break Fluid	0340562441	23.59
3776	07/13	07/15/2013	6070	852220	TWGW, INC NAPA AUTO PARTS	fittings/couplet	3140562560	7.43
3776	07/13	07/15/2013	6070	852695	TWGW, INC NAPA AUTO PARTS	Mass Disconnect Switch	5140562201	45.69
3776	07/13	07/15/2013	6070	852696	TWGW, INC NAPA AUTO PARTS	Battery Cables	5140662201	21.72
3776	07/13	07/15/2013	6070	852743	TWGW, INC NAPA AUTO PARTS	Drill Bit	5140563770	29.69
3776	07/13	07/15/2013	6070	852757	TWGW, INC NAPA AUTO PARTS	Battery Cable Lug	5140562201	3.24
3776	07/13	07/15/2013	6070	854995	TWGW, INC NAPA AUTO PARTS	Drivebelt Tensioner pulley	5140562201	20.05
3776	07/13	07/15/2013	6070	855032	TWGW, INC NAPA AUTO PARTS	Thermostat and housing gasket	5140562201	5.76
Total 3776: 176.78								
Total 3777:								
3777	07/13	07/15/2013	6350	0235465-IN	WAGNER-SMITH EQUIPMENT	tools	5140563700	113.38
Total 3777: 113.38								
Total 3778:								
3778	07/13	07/15/2013	6730	620131980	ZCORUM INC.	Internet	4140662730	873.50
Total 3778: 873.50								
Total 3779:								
3779	07/13	07/15/2013	6740	0161475598	ZEE MEDICAL INC	First Aid Supplies	0140162010	35.90
3779	07/13	07/15/2013	6740	0161475598	ZEE MEDICAL INC	First Aid Supplies	5140562770	86.05
Total 3779: 121.95								
7151301	07/13	07/15/2013	3650	13060230	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,017.88

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7/15/2013:								4,017.88
Grand Totals:								47,987.61



CASCADE LOCKS STAFF REPORT

Date Prepared: July 16, 2013

For City Council Meeting on: July 22, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Recommendations from Pauly Rogers and Co.

SYNOPSIS: The Council has engaged a forensic accountant to review City policies and procedures in order to find better ways of doing business. The first task given to the accountant was to review the financial policies and to review how administrative costs are allocated. Attached for your review is the Executive Summary of Mr. Matthew Graves findings.

Allocation of Administrative Personnel Services Costs to Other Funds

The first area examined was the current allocation of administrative costs across operating departments. The recommendation was to “design a methodology” for allocating the City Administrator time and other administrative time using one of three potential methods:

1. Using FTE
2. Using revenue of operating departments
3. Performing a time study

The City has begun an internal time study on July 8. The accountant suggested that we do the study for a year because that will give us a blended look at each position across periods that are intensely dedicated, such as budget or audit cycles. There are other methods that may be used to allocate costs, such as actual costs (as opposed to budgeted costs), costs personnel services, costs for materials and services, or combinations of costs.

With the approval of these recommendations, staff will begin with this year’s budget to compile all administrative costs and various allocation methods for the Administration and Finance Committee review and recommendation to the City Council as a basis to build next year’s budget.

Allocation of Administrative Materials and Services Costs to Other Funds

The second area reviewed was the allocations for administrative materials and services across the operating budgets. Some things such as property and liability insurance may be allocated based on actual premium costs. Other areas such as office supplies or attorney services may need to be allocated on a basis similar to the City Administrator costs are allocated. Again, after approval of this recommendation, the staff will develop options for the allocations as recommended.

Describe All Interfund Transfers Made From the General Fund

The accountant did review all interfund transfers. The questions raised were to objectively quantify the split in property taxes between the General Fund and the Emergency Services Department, review the 2% charge from the utilities to the General Fund and on to the EMS Department. (This fee sunsets on June 30, 2014.)

A recommendation was also made for developing a methodology for assessing the use of City Property allocations that is objective and justifiable.

The recommendation was also made to pay debt service out of the fund that generated the debt. For example, the General Fund debt service being paid for the construction of the Fire Hall should be reflected in the EMS Fund budget. That will be done in the next budget year.

Benchmark Costs of Various Departments with other Cities in Oregon

Table 4 shows that the city is within comparables for the Electric Utility. The comparables for Emergency Services and Water need further information to before valid conclusions can be drawn.

Review Finance Department Internal Controls

The Forensic Accountant reviewed the financial policies and procedures of the City. The concern involved bank records and reconciliations. The staff has already undertaken the recommendations made:

1. Have another person open the bank statements and initial the paperwork.
2. Have the City Manager review the monthly reconciliation with a specific set of questions to be answered each month.
3. Separate the duties of creating new vendors from the person completing the accounts payable function. This will be done.

Summary

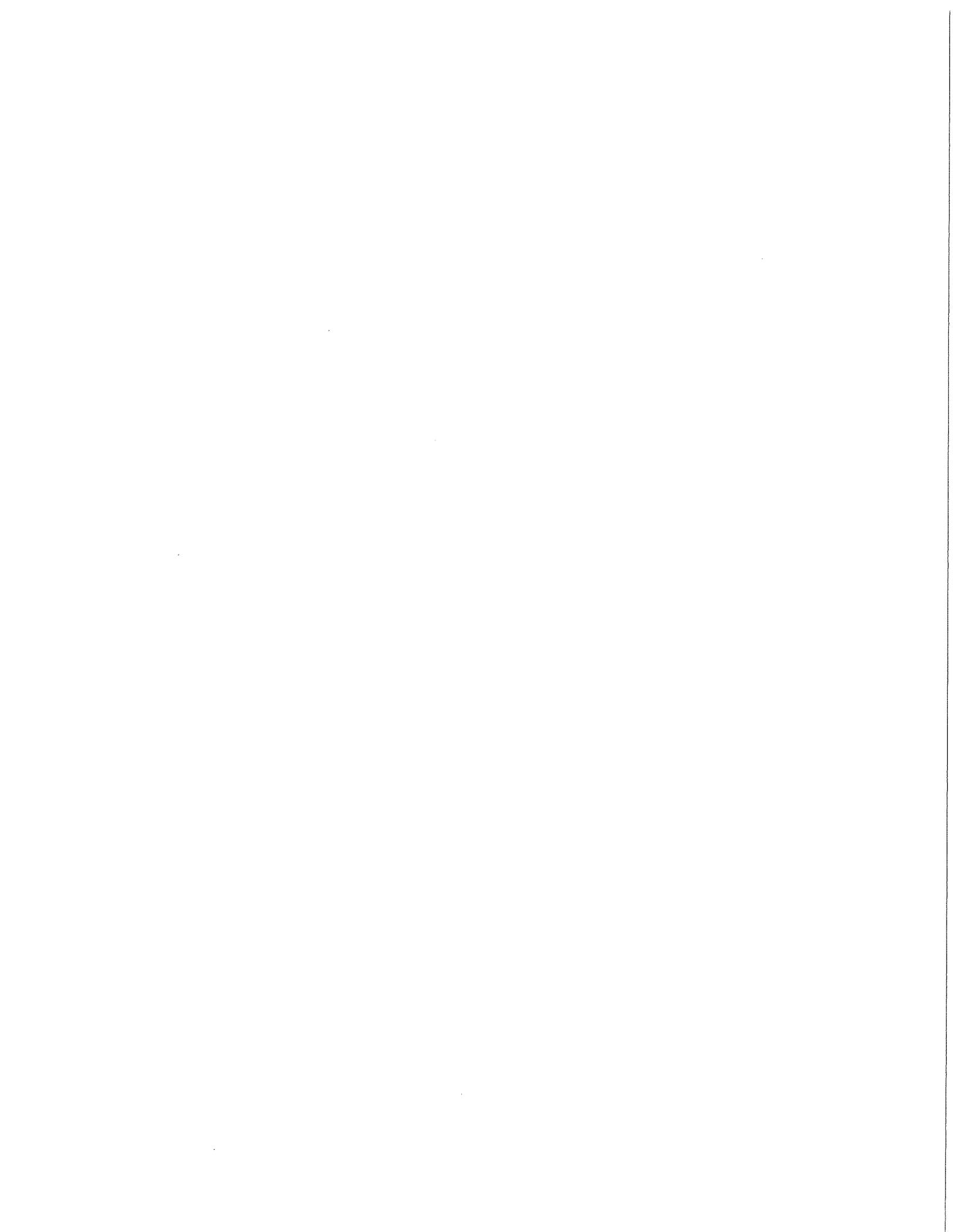
All in all this was a very good report for the City. We already knew that administrative costs needed to be reviewed and a new methodology established for that allocation. The suggestions made will be helpful in completing this step. Placing all costs associated for a department into

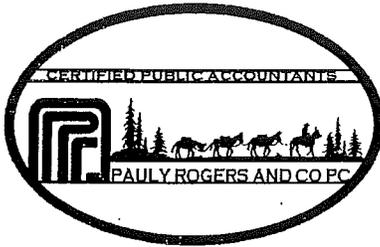
that department will so be helpful for the Council to understand how that department functions. The review of the financial policies and procedures found much to be commended and little to be corrected. Past Councils' actions and directions have been very helpful in building a secure financial operation.

CITY COUNCIL OPTIONS: The Council may accept or reject these recommendations. The Council may also direct staff to develop more alternatives to the allocation methods for the Council to review. The internal time study will continue and may be used to help develop the budget next spring. For the time being, the Council may wish to approve the recommendations and direct staff to include these recommendations in the current day to day operations (as with bank reconciliations) and in development of budget alternatives for the next fiscal year.

RECOMMENDED MOTION: "I move to adopt the report from Pauly Rogers regarding the allocation of costs across operating funds and the improvement of the internal accounting controls."

Financial Review and Status: This review was billed to the City at \$3,580.





PAULY, ROGERS, AND CO., P.C.
 12700 SW 72nd Ave. ♦ Tigard, OR 97223
 (503) 620-2632 ♦ (503) 684-7523 FAX
 www.paulyrogersandcocpas.com

EXECUTIVE SUMMARY

To the Administration Finance and Operations Committee and City Council
 City of Cascade Locks, Oregon

Below is a summary of the information we gathered and top recommendations we are making regarding the administrative costs and transfers within the City's general fund and internal controls of the finance office.

Allocation of administrative personal services costs to other funds

Administrative personnel services costs are tracked using the "Wages/Benefits Distribution Spread" The "percentage" column (I) is used to allocate the various costs of salaries and benefits for the administrative employees to other departments.

Based on our inquiry of finance office personnel, we determined that the percentages used to allocate administrative costs have not changed in more than six years, before the current Finance Director's employment began. There was no evidence to support the percentages, such as time cards, a time study, or documented methodology for the allocation (i.e. a standardized mechanism such as revenue in each department, number of employees in each department, etc.).

The allocation of administrative personal services (salaries and benefits) expenditures to various departments is based on the following percentages in Table 1:

TABLE 1

	Administration	Planning	Street	Emergency Services	Water	Sewer	Cable TV	Electric
Fund	1	1	3	5	21	31	41	51
Department	1	2	5	21	21	21	21	21
City Administrator	10%	5%	5%	5%	13%	12%	10%	40%
Finance Officer	10%	0%	0%	4%	14%	14%	14%	44%
City Recorder	35%	35%	0%	0%	5%	5%	5%	15%
Deputy Recorder	10%	56%	0%	0%	10%	10%	4%	10%
Accounting Clerk	3%	0%	0%	5%	19%	13%	10%	50%
Receptionist/Cashier	4%	5%	0%	2%	10%	10%	24%	45%

Recommendations:

1. Design a methodology for charging the City Administrator's (CA) time to the departments. The CA is charged with managing people, which may be one method for determining the appropriate method to charge the CA's time. Here are a few methods:
 - a. Divide the FTE for each department by total FTE of all applicable departments (the departments that will be charged).
 - b. Divide total revenue for each department by the total revenue of all applicable departments (the departments that will be charged).
 - c. Perform a time study of the City Administrator.

2. Come up with a consistent methodology for charging all other administrative time to the departments. This can be accomplished with one of the following methods:
 - a. Divide the FTE for each department by total FTE of all applicable departments (the departments that will be charged).
 - b. Divide total revenue or budgeted expenditures for each department by the total revenue or budgeted expenditures of all applicable departments (the departments that will be charged).
 - c. Perform a time study of each administrative employee. Because the jobs of certain key employees, such as the Finance Officer, may vary at different times of the year, the best way to obtain the appropriate information for properly allocating time would be to track time for an entire fiscal year. Direct time charged to departments would be tracked, and purely administrative time (that cannot be directly charged to a department) would be allocated based on some pre-determined method.

Allocation of administrative materials & services costs to other funds.

Administrative materials and services are allocated on a case-by-case basis. All costs that can be directly attributable to a specific department are charged to that department. The remaining administrative services materials and supplies costs are charged according to Table 2 below, taken from supporting spreadsheets maintained by the finance office.

Based on our inquiry of finance office personnel, we determined that the percentages used to allocate administrative costs have not changed in more than six years, before the current Finance Director's employment began. There was no evidence to support the percentages, such as time cards, a time study, or documented methodology for the allocation (i.e. a standardized mechanism such as revenue in each department, number of employees in each department, etc.).

TABLE 2

	Administration	Planning	Street	Emergency Services	Water	Sewer	Cable TV	Electric
Fund	1	1	3	5	21	31	41	51
Department	1	2	5	21	21	21	21	21
Office Supplies	26.2%	3.7%	0.0%	0.5%	10.5%	10.4%	3.1%	45.6%
Dues & Publications	30.3%	28.2%	0.0%	0.0%	8.1%	7.1%	3.0%	23.1%
Postage	24.0%	7.7%	0.0%	2.6%	15.3%	12.8%	2.0%	35.7%
Telephones	21.1%	0.0%	0.0%	0.0%	28.2%	15.5%	11.3%	23.9%
Contract Services - Attorney	25.8%	6.3%	0.0%	0.8%	8.6%	14.4%	2.1%	42.0%
Travel/Training	41.9%	0.0%	0.0%	0.0%	12.3%	8.7%	1.2%	35.9%
Travel/Training W Planning	34.0%	19.0%	0.0%	0.0%	10.0%	7.0%	1.0%	29.0%
Contract Services - Misc.	27.3%	0.0%	0.0%	1.6%	6.4%	7.5%	0.9%	56.3%
Insurance	3.2%	2.8%	3.7%	39.0%	9.4%	16.8%	2.2%	23.0%
Cont Svc-Computers	10.9%	0.0%	2.7%	2.3%	19.5%	17.3%	7.7%	39.6%
Contract Svc - Machines	22.2%	0.0%	0.0%	13.2%	13.2%	10.6%	11.6%	29.1%
Computer License	19.9%	0.0%	0.0%	0.0%	18.1%	11.2%	2.9%	47.9%

Recommendations:

1. Come up with a consistent methodology for charging all other administrative time to the departments. This can be accomplished with one of the following methods:
 - a. Divide the materials and services expenditures charged directly to the departments by the total materials and services for the applicable departments (the departments that will be charged).
 - b. Divide total revenue for each department by the total revenue of all applicable departments (the departments that will be charged).
 - c. Perform a study of the individual charges for office supplies, dues and publications, telephone, and other costs to determine the true costs that should be charged to individual departments.

Describe all interfund transfers made from the general fund.

There are two types of interfund transfers that occur. The first type is routine transfers, which occur on a regular (monthly or annual) basis for various purposes as described in Attachment A. The second type is one-time transfers, which are budgeted. A description of the details of each transfer is provided as Attachment A.

“Use of Property Fees” are charged monthly to the various departments. These amounts are unsupported and consistent from month-to-month.

TABLE 3

	Water	Sewer	Cable TV	Electric	Total
Fund	21	31	41	51	n/a
Use of Property (monthly)	\$ 747.50	\$ 747.50	\$ 455.00	\$ 942.50	\$ 2,892.50

Recommendations:

1. Transfer #1 – the General Fund is repaying the debt service on a loan made from the Electric Fund’s capital reserve to the Emergency Services Fund. We recommend that debt be repaid from the fund that received the proceeds of the loan.
2. Transfer #2 – Property tax distributions from the County are split between the General Fund (58%) and Emergency Services Fund (42%). The rationale behind that split is not documented. We recommend reviewing the split to determine that it is appropriate.
3. Transfer #3 – Utilities (water, sewer, cable TV, broadband and electric) are charged a fee equal to 7% of sales monthly, 5% of which goes to the General Fund and 2% to the Emergency Services Fund. Cities may charge franchise fees, privilege taxes, business taxes, and other assessments on utilities’ and telecommunications providers’ operations. OPUC limits the total amount of taxes, fees, and other assessments that may be buried in utilities’ rates. For telecommunications, see Oregon Administrative Rule (OAR) 860-022-0042(4), OAR 860-034-0330, and OPUC Order 90-1031. For electric, gas, and steam heat utilities, see OAR 860-022-0040. We recommend reviewing the amount charged to determine if it is still appropriate. This transfer is for the 2% from the General Fund (after receiving the full 7%) to the EMS Fund. The Full 7% is charged by debiting sales in the utility funds and crediting “internal payments” revenue in the General Fund.
4. Transfer #4 – The General Fund transfers money to the Debt Service OIB Loan Fund. Debt service payments on the OIB Fire Hall debt are made from fund 46 (Debt Service OIB Loan Fund). We recommend that debt be repaid from the fund that received the proceeds of the loan.
5. We recommend coming up with a methodology for charging departments for the use of City property, such as costs per square foot or using a % of total revenue or budgeted expenditures.

Benchmark costs of various departments with other cities in Oregon.

We have compiled data from the EMS, Water and Electric departments which has been compared to other cities in Oregon with similar services and of similar sizes.

TABLE 4

	Cascade Locks	Bandon	Drain	Milton-Freewater
Demographics				
Population	1,144	3,066	1,151	7,050
General Property Taxes	185,985	58,497	72,585	1,300,370
Electric				
Personal Services	519,707	not available	500,749	872,477
Materials and Services	832,444	not available	685,318	4,582,464
Total Operating Expenses	1,352,151	4,413,998	1,186,067	5,454,941
Electric Charges Revenue	1,519,490	5,008,280	1,317,838	7,122,509
Expenses as % of Revenue	89%	88%	90%	77%
Emergency Services				
Personal Services	12,308	not available	not available	not available
Materials and Services	133,449	not available	not available	not available
Total Operating Expenses	145,757	101,259	not available	319,002
Total Revenue	107,332	not available	not available	not available
Expenses as % of Revenue	136%	n/a	n/a	n/a
Expenses as % of General Taxes	78%	173%	n/a	25%
Water				
Personal Services	80,147	not available	56,615	167,563
Materials and Services	98,155	not available	68,006	189,711
Total Operating Expenses	178,302	618,987	124,621	357,274
Water Charges Revenue	191,225	478,573	297,271	1,156,771
Expenses as % of Revenue	93%	129%	42%	31%

Recommendations:

1. Take a closer look at expenditures for the EMS Department to determine that spending and supporting documentation for materials and services is appropriate. This study should include looking at the costs of the ambulance program and determine how much bad debts are costing the City, costs associated with software purchases and recordkeeping for medical supplies purchased.
2. Have a rate study performed for enterprise activities. Operating costs have increased each year but rates have remained stagnant. A rate study would tell the City whether rates are too high, in line or too low.
3. Consider discontinuing cable television services. The City spends more for programming than it receives from customers who purchase the service.

Review Finance Department Internal Controls and Make Recommendations

Our recommendations below are made based on by interviewing staff members and accounting personnel at the Finance Office of the City, reviewing the City's "Adopted Financial Management Policies" dated January 2013, "Internal Control – Policy", and "Segregation of Duties Matrix". Our most significant recommendations are shown below.

Recommendations:

1. Bank reconciliations should be prepared by someone who is not involved in the cash receipts or disbursement function if at all possible. This involvement could allow someone in this position to alter bank statements and then submit false reconciliations which may not be detected in a reasonable time period. Also, bank reconciliations should always be approved by supervisory level personnel who are not involved in the daily cash activities. The review should be documented by initials and date. We recommend that the person performing the bank reconciliations not also receive and open the bank statements. The City may want to consider having the City Administrator or Council member receive and open the bank statements, and review the statements and canceled checks before given to staff to reconcile.
2. Bank reconciliations should be reviewed by someone other than the person who prepared them, and that review should include the following:
 - Bank balance matches the bank statement
 - Reconciled balance matches the total of individual fund balances
 - Cancelled checks appear to conform to district guidelines and have two signatures
 - Total outstanding checks matches the reconciliation
 - Outstanding check list does not contain old (more than 6 months) checks
 - Outstanding check list does not contain unusual "adjustments" – there should only actual checks or deposits that have not yet cleared the bank as of the date of the bank statement
 - Outstanding check list does not contain outstanding "EFT" or "ACH" items, which would represent un-cleared electronic transactions.
3. For the most effective separation of duties, employees involved in the purchasing function (initiating requisitions, creating purchase orders, approving purchase orders) should not have disbursement related responsibilities. These employees should not be able to approve invoices for payment, record invoices, receive goods, maintain inventories, or modify Vendor Master files.
4. The person setting up new vendors in the accounting system should not be the same person that processes disbursements, because there is a risk that a fictitious vendor could be setup and paid. Management should periodically review the list of approved vendors, being alert to:
 - Unknown vendors
 - Vendors with names similar to other known vendors
 - Vendors with no physical address or telephone number
 - Vendors whose addresses match employee addresses

ATTACHMENT A

INTERFUND TRANSFERS

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

Reference	Transfer #1
Transfer From	General Fund (01)
Transfer To	Capital Reserve (56) - Electric
Type	Routine
Frequency	Monthly
Description	The Electric Fund made a loan in November 2008 in the amount of \$450,000 from its capital reserve to the Emergency Services Fund to pay for costs associated with the Fire Station. The General Fund repays this loan monthly. The amortization schedule for this loan is provided on the next page.

Actual Transfers:

Date	Amount
7/31/2012	\$ 3,873.24
8/31/2012	3,873.24
9/30/2012	3,873.24
10/31/2012	3,873.24
11/30/2012	3,873.24
12/31/2012	3,873.24
1/31/2013	3,873.24
2/28/2013	3,873.24
3/31/2013	3,873.24
4/30/2013	3,873.24
5/31/2013	3,873.24
Total	\$ 42,605.64

Reference	Transfer #2
Transfer From	General Fund (01)
Transfer To	Emergency Services (21)
Type	Routine
Frequency	See Description
Description	When property tax distributions from the County are received, 42% of the receipt is transferred to the EMS fund. Once the total amount budgeted for the EMS fund has been transferred, no further funds are transferred and all of the subsequent tax receipts in that fiscal year remain in the General Fund.

Actual Transfers:

Date	Amount
8/31/2012	\$ 576.50
9/30/2012	358.00
10/31/2012	533.85
11/30/2012	72,501.64
12/31/2012	455.31
1/31/2013	885.23
2/28/2013	709.47
Total	\$ 76,020.00

Reference	Transfer #3
Transfer From	General Fund (01)
Transfer To	Emergency Services (21)
Type	Routine
Frequency	Monthly
Description	Utilities (water, sewer, cable tv, broadband and electric) are charged a 7% internal payment fee. 2% goes to EMS and 5% stays in the General Fund. This is the 2% that is sent on to the EMS Fund.

Actual Transfers:

Date		Amount
7/31/2012	\$	3,584.79
8/31/2012		3,261.27
9/30/2012		3,241.15
10/31/2012		3,815.78
11/30/2012		2,906.75
12/31/2012		3,938.55
1/31/2013		4,792.53
2/28/2013		4,025.29
3/31/2013		3,497.61
4/30/2013		3,671.22
5/31/2013		3,149.23
Total	\$	39,884.17

Reference	Transfer #4
Transfer From	General Fund (01)
Transfer To	Debt Service - OIB Loan (46)
Type	Routine
Frequency	Monthly
Description	The General Fund transfers money to the Debt Service OIB Loan Fund. Debt service payments on the OIB Fire Hall debt are made from fund 46.

Actual Transfers:

Date	Amount
7/31/2012	\$ 2,784.24
8/31/2012	2,784.24
9/30/2012	2,784.24
10/31/2012	2,784.24
11/30/2012	2,784.24
12/31/2012	2,784.24
1/31/2013	2,784.24
2/28/2013	2,784.24
3/31/2013	2,784.24
4/30/2013	2,784.24
5/31/2013	2,784.24
Total	\$ 30,626.64

Reference	Transfer #5
Transfer From	System Development (02)
Transfer To	OEDD Loan Repayment (46)
Type	Budgeted
Frequency	Once
Description	Transfer was made to make final repayment on loan.

Actual Transfers:

Date	Amount
11/30/2012	\$ 47,000.00

Reference	Transfer #6
Transfer From	Street Fund (03)
Transfer To	Capital Reserve (56)
Type	Budgeted
Frequency	One time
Description	The street fund budgeted a transfer of \$8,000 to the Street portion of the Capital Reserve Fund.

Actual Transfers:

Date	Amount
1/31/2013	\$ 8,000.00
Total	\$ 8,000.00

Reference	Transfer #7
Transfer From	Street Fund (03)
Transfer To	Capital Reserve (56)
Type	Budgeted
Frequency	One time

Actual Transfers:

Date	Amount
1/31/2013	\$ 18,625.00
Total	\$ 18,625.00

Transfer From	Water Fund (21)
Transfer To	Capital Reserve (56)
Type	Budgeted
Frequency	One time

Actual Transfers:

Date	Amount
1/31/2013	\$ 29,701.00
Total	\$ 29,701.00

Description	The Street and Water Funds paid back the Capital Reserve for amounts billed to the EMS Fund for the County extensions when the Fire Hall was built. Water and Street are making the Capital Reserves whole with these transfers in FY 13.
--------------------	---

Reference	Transfer #8
Transfer From	Emergency Services Fund (05)
Transfer To	Capital Reserve (56)
Type	Routine
Frequency	Monthly
Description	The Water Fund loaned money to the EMS Fund for the purchase of a fire truck. The EMS fund is repaying the Water portion of the Capital Reserve Fund.

Actual Transfers:

Date	Amount
7/31/2012	\$ 204.92
8/31/2012	204.92
9/30/2012	204.92
10/31/2012	204.92
11/30/2012	204.92
12/31/2012	204.92
1/31/2013	204.92
2/28/2013	204.92
3/31/2013	204.92
4/30/2013	204.92
5/31/2013	\$ 204.92
Total	\$ 2,254.12

Reference	Transfer #9
Transfer From	Emergency Services Fund (05)
Transfer To	Capital Reserve (56)
Type	Budgeted
Frequency	One time
Description	The EMS Fund made a one-time payment to the General Fund's portion of the Capital Reserve.

Actual Transfers:

Date	Amount
11/30/2012	\$ 57,000.00
Total	\$ 57,000.00

Reference	Transfer #10
Transfer From	Water Fund (21)
Transfer To	Capital Reserve (56).
Type	Routine
Frequency	Monthly
Description	The Water Fund is making payments to the Water portion of the Capital Reserve Fund from the "water meter maintenance fee" charged to water customers on their monthly utility bills.

Actual Transfers:

Date	Amount
7/31/2012	\$ 566.66
8/31/2012	574.12
9/30/2012	582.84
10/31/2012	569.24
11/30/2012	566.11
12/31/2012	551.70
1/31/2013	553.31
2/28/2013	551.99
3/31/2013	553.48
4/30/2013	559.91
5/31/2013	560.90
Total	\$ 6,190.26

Reference	Transfer #11
Transfer From	Sewer Fund (31)
Transfer To	Sewer Bond Fund (40)
Type	Budgeted
Frequency	Once
Description	Transfer was made to cover the USDA loan payment.

Actual Transfers:

Date	Amount
1/31/2013	\$ 53,711.00

Reference	Transfer #12
Transfer From	Sewer Fund (31)
Transfer To	OEDD Loan Repayment (46)
Type	Budgeted:
Frequency	Once
Description	Transfer was made to make final repayment on loan.

Actual Transfers:

Date	Amount
11/30/2012	\$ 24,641.00

Reference	Transfer #13
Transfer From	Sewer Fund (31)
Transfer To	Capital Reserve (56)
Type	Budgeted
Frequency	One time
Description	The sewer fund budgeted a transfer of \$66,000 to the Sewer portion of the Capital Reserve Fund.

Actual Transfers:

Date	Amount
1/31/2013	\$ 66,000.00
Total	\$ 66,000.00

Reference	Transfer #14
Transfer From	Electric Fund (51)
Transfer To	Capital Reserve (56)
Type	Budgeted
Frequency	One time
Description	The Electric Fund budgeted a transfer of \$76,000 to the Electric portion of the Capital Reserve Fund.

Actual Transfers:

Date	Amount
1/31/2013	\$ 76,000.00
Total	\$ 76,000.00

Reference	Transfer #15
Transfer From	Electric Fund (51)
Transfer To	Water Fund (21)
Type	Budgeted
Frequency	One time
Description	Electric employees are union, so water employees read the meters in town to save costs. This transfer is to repay the Water Fund for the labor costs of reading those meters for the entire year.

Actual Transfers:

Date	Amount
1/31/2013	\$ 3,600.00
Total	\$ 3,600.00

Reference	Transfer #16
Transfer From	Capital Reserve (56)
Transfer To	Cable TV (41)
Type	Budgeted
Frequency	One time
Description	Cable TV subsidy from the CATV portion of the Capital Reserve Fund to cover operating losses.

Actual Transfers:

Date		Amount
3/31/2013	\$	6,577.00
Total	\$	6,577.00

CASCADE LOCKS STAFF REPORT

Date Prepared: July 16, 2013

For City Council Meeting on: July 22, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: Approve Recommendation from Administration Finance and Operations Committee

SYNOPSIS: At the last Administration Finance and Operations Committee meeting held on July 10, the committee reviewed the recommendations from the forensic accountant from Pauly Rogers. One area of discussion was the transparency that would be generated if the debt service for the EMS Department was reflected in the EMS budget. Since administration costs cross all operating departments, the Admin Committee is recommending that the EMS Finance and Operations Committee be merged into the Administration Finance and Operations Committee.

The issues before the EMS Finance and Operations Committee include (but are not limited to):

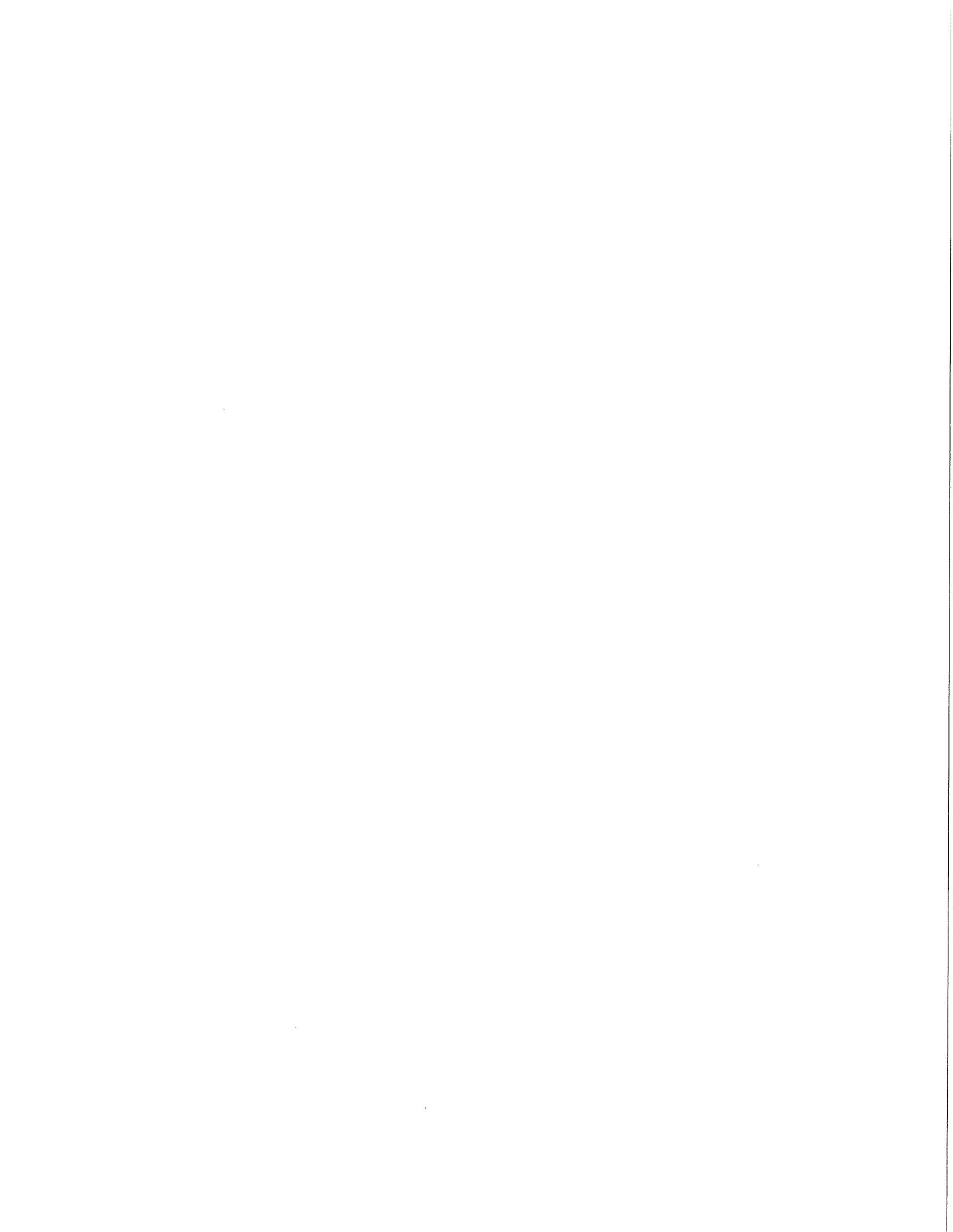
1. Potential contracting out service with Hood River City
2. Potential contracting out service with Skamania EMS
3. Continuing evaluation of current services and operations
4. Continuing rate review
5. Solutions to increase volunteer base

Before making this decision, you may wish to speak with Mr. Arnie Kononen, the chair of the Sub-Committee.

CITY COUNCIL OPTIONS:

1. Consolidate the two sub-committees
2. Keep the two sub-committees separate

RECOMMENDED MOTION: Council decision.



CASCADE LOCKS STAFF REPORT

Date Prepared: July 16, 2013

For City Council Meeting on: July 22, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Commitment to ODOT Enhancement Program

SYNOPSIS: At our last Council meeting, Rian Windshiemer and Kristen Stallman presented a graphic depicting the potential improvements to WaNaPa Street between the Best Western and the Post Office. The improvements included street trees and furnishings, an overlay, bulb-outs and curb extensions, and other improvements to enhance the beauty and safety of the street. This grant request is the work of Rebecca Sergeant, the RARE student working with the Tourism Committee, and Jason Sergeant, the RARE student working with the Port of Cascade Locks. The grant request was developed last November and submitted to the Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program (STIP). The request survived the first round of cuts to make it to the 150% list. If the City enthusiastically supports this grant, we should make the cut to the 100% list, meaning that the City will receive the necessary funding to complete this project in 2016-2018.

The original grant project estimated costs totaling \$950,000. The City match for that grant amount is \$97,565.

Mr. Windsheimer and Ms. Stallman indicated that after a review by ODOT engineers, the cost is more likely to be \$1.8 million. ODOT's estimated budget is:

Engineering	\$ 400,000
Construction	\$1,000,000
Contingency	<u>\$ 400,000</u>
Total	\$1,800,000

The City match for this projection would be \$184,860.

Various Project Budgets

If we lowered the contingency amount to 20% instead of 40%, the project costs would look like this:

Engineering	\$ 400,000
Construction	\$1,000,000
Contingency	<u>\$ 200,000</u>
Total	\$1,600,000

City Match \$ 164,320

We could work through other scenarios, but probably the best we can hope for is based on reducing some of the requirements or portions of the grant (for example, street trees may be removed or raised concrete intersections eliminated) which could reduce the construction and engineering amounts.

Engineering	\$ 250,000
Construction	\$ 900,000
Contingency	<u>\$ 135,000</u> (15% contingency)
Total	\$1,285,000

City Match \$ 131,970

If the City is willing to pursue the project while understanding that we may have to modify the project after the award in order to fit into a budget we can manage, we have to determine how to fund the match. The Cascade Locks Business Association has committed to help in whatever manner they can. The following chart shows the magnitude of the problem in regards to the Street Fund which should provide the match for the STIP grant:

	Current	2014	2015	2016	2017	2018
Revenue:						
BFB:	\$ 85,000	\$ 67,000	\$ 63,000	\$ 57,000	\$ 49,000	\$ 39,000
Gas Tax:	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
	150,000	\$ 132,000	\$ 128,000	\$ 122,000	\$ 114,000	\$ 104,000
Expenses:						
Personnel Services:	39,000	41,000	43,000	45,000	47,000	49,000
Materials/Services:	28,000	28,000	28,000	28,000	28,000	28,000
Capital Projects:	11,000	-	-	-	-	-
Grant Match:	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	\$ 83,000	69,000	71,000	73,000	75,000	77,000
Ending Balance:	\$ 67,000	\$ 63,000	\$ 57,000	\$ 49,000	\$ 39,000	\$ 27,000

At our current budget level and increasing projected personal costs at \$2000 per year, our beginning fund balance disappears, providing no money for a matching grant in the years of projected expenditures. Even if the City dedicated state gas tax moneys for the matching grant, we would not be able to maintain the minimal street maintenance we do now.

If the City has the will to gradually and slowly shift the personnel services cost to other Public Works funds and to reduce materials and service expenditures by 10% a year to a minimum level after five years, the budget could look like this:

	Current	2014	2015	2016	2017	2018
Revenue:						
BFB:	\$ 85,000	\$ 67,000	\$ 69,800	\$ 77,120	\$ 88,708	\$ 104,337
Gas Tax:	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
	150,000	\$ 132,000	\$ 134,800	\$ 142,120	\$ 153,708	\$ 169,337
Expenses:						
Personnel Services:	39,000	37,000	35,000	33,000	31,000	29,000
Materials/Services:	28,000	25,200	22,680	20,412	18,371	16,534
Capital Projects:	11,000	-	-	-	-	-
Grant Match:	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	\$ 83,000	62,200	57,680	53,412	49,371	45,534
Ending Balance:	\$ 67,000	\$ 69,800	\$ 77,120	\$ 88,708	\$ 104,337	\$ 123,803

This would allow us to get to about \$60,000 for a match, or about half of the grant match. This reduction would be problematic at best, but could be done with great discipline by the Council and staff.

The City Street Fund does have capital reserves of \$139,000, \$54,000 of which has been reserved for projected expenditures in the coming fiscal year including a vehicle. This would leave \$85,000 which could be used for the balance of the match if the Council desired.

The City could also seek other funding sources such as:

1. state and regional foundations,
2. by creating a local improvement district and assessing property owners a share of the improvements,
3. by seeking a general levy approved by the voters and apportioned via property taxes, or
4. by some other as yet undetermined method.

ODOT does have a program that provides for loans for the match that can potentially reduce the interest rate or lengthen the term of a small loan that could be paid back over time from the State gas tax funds.

So the question before the Council is this: Is this project important enough to the Community that the Council is willing to support the STIP grant proposal while recognizing that it is important (but difficult) to fund the match required.

CITY COUNCIL OPTIONS: The Council must support or withdraw from the STIP process for the WaNaPa Street renovation effort.

RECOMMENDED MOTION: Council decision.

MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

June 2013

1. **TOTAL CALLS FOR SERVICE: 152** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 16**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 1**
4. **TOTAL CASE NUMBERS ISSUED: 14**
5. **TRAFFIC STOPS: 28**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 3**

Additional Investigative Support: Deputy Cozad, Sgt. Castaneda, Deputy Guertin, Deputy Stefanini, Reserve Deputy Dillenbeck and Deputy Pivarunas. Case numbers include: S130408, S130409, S130416, S130428, S130437, S130446, S130455, S130456, S130464, S130465, S130473, S130474, S130483 and S130497.

Deputy Harvey worked 62.45 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 84.5 hours within the City of Cascade Locks, (Chief Deputy Rockett, Sheriff English, Deputy Carmody, Deputy Anderson, Det. R. Princehouse, Reserve Deputy Renault, Reserve Deputy Linker, Deputy Paulsen, Deputy Cozad, Deputy Stefanini, Reserve Deputy Beckner, Deputy Smith, Deputy Guertin, Sgt. Hughes, Reserve Deputy Wampler, Reserve Deputy Dillenbeck, Deputy Larson, Sgt. Flem, Det. N. Princehouse, Reserve Deputy Pivarunas and Reserve Deputy Stewart.

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

Brian Rockett
Chief Deputy

