

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, June 22, 2020, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of June 8, 2020.**
 - b. **Ratification of the Bills in the Amount of \$96,462.68.**
4. **Public Hearing: State Revenue Sharing, Monday, June 22, 2020, 7PM.**
5. **Action Items:**
 - a. **Appointment to Committees. None**
 - b. **Approve Renewal of Property and Liability Insurance and Workers Compensation Insurance.**
 - c. **Approve Resolution No. 1431 Adopting the 2020-2021 Municipal Budget, Making, Appropriations, Authorizing Expenditures and Levy Taxes in the Amount of \$18,897,792.**
 - d. **Approve Resolution No. 1432 Declaring the City's Election to Receive State Revenues.**
 - e. **Approve Resolution No. 1433 Extending the State of Emergency Due to COVID19.**
 - f. **Approve Resolution No. 1434 Opposing Revisions to the Columbia River Gorge Management Plan Policies for Urban Growth Boundary Revisions.**
 - g. **Approve Resolution No. 1435 Adjustments to 2019-2020 Budget.**
 - h. **Approve Resolution No. 1436 Adopting a Cyber Security Policy.**
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. **MCEDD Business Assistance Grants.**
 - c. **2016 Parking Management Study.**
 - d. **Radon Mitigation Presentation.**
 - e. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

Public access to the meeting is available via Free Conference Call.com. The phone number is 978-990-5151 (long distance charges may apply if using your land line phone).
The access code is 2077547.

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7PM. Present were CM's Bruce Fitzpatrick, Richard Randall and Mayor Cramblett. Present via phone conference were CM's Julie Armstrong, Glenda Groves and Bobby Walker. CM Sara Patrick was absent. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, Deputy Recorder Marilyn Place, Brenda Wood and Butch Miller.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of May 11, 2020.**
 - b. **Ratification of the Bills in the Amount of \$322,753.88.** Motion: CM Walker moved to approve the Consent Agenda, seconded by CM Randall. The motion passed unanimously by CM's Armstrong, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** CA Zimmerman said all the Committees have been filled.
 - b. **Approve Contract Amendment with Jacobs for Wastewater Facilities Operation, Maintenance and Management Services.** CA Zimmerman said this contract has been budgeted and Jacobs has operated the City's wastewater facility since 1998. CA Zimmerman said he encourages Council to approve the continuation of the contract even though it's a nine percent increase. Motion: CM Fitzpatrick moved to approve the contract amendment with Jacobs, seconded by CM Randall. The motion passed unanimously by CM's Armstrong, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.** None
 - a. **City Committees.** None.
 - b. **City Administrator Zimmerman Report.** CA Zimmerman said City Hall is open for essential business and people are welcome to come in as long as they are masked and follow the instructions for social distancing. He said people are paying their bills online, over the phone or dropping them in the drop box.

CA Zimmerman said as of June 8, 2020 there are no Covid-19 cases in Cascade Locks.

CA Zimmerman said since the last Budget Committee meeting the City has received four applications for the advertised Journeyman Lineman position. He said three out of the four have been interviewed. He said two of them have the experience and qualifications the City is looking for and both have been vetted by the union. He said the City has budgeted for these two lineman positions and he would like permission from Council to offer them to Kevin Doege and Josh Dornfeld. There was consensus of Council to hire Mr. Doege and Mr. Dornfeld.
8. **Mayor and City Council Comments.** CM Walker said he wanted to remind folks to take care of themselves. He said there is a certain percentage of people in general that do not care about what they're doing to protect themselves and others against Covid-19. He said wear your mask like you're supposed to and stay home if you can.

CM Armstrong said everyone needs to be safe and cautious because the numbers of Covid-19 cases in Hood River County are going up.

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	6/22/2020	DESCRIPTION:	AMOUNT:
6/12/2020		A/P	\$ 96,462.68

...

GRAND TOTAL \$ 96,462.68

APPROVAL:

Mayor

Check Register - By Check No.
Check Issue Dates: 6/12/2020 - 6/12/2020

Report Criteria:												
Report type: GL detail												
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount				
11582	06/20	06/12/2020	6966	01410018UF	American Messaging	Paging Service	5140562110	5.00				
Total 11582:									5.00			
11583	06/20	06/12/2020	6820	68508	Anderson Perry & Associates Inc	PRELIMINARY AND FINAL DESIGN EN	3141562030	9,462.50				
Total 11583:									9,462.50			
11584	06/20	06/12/2020	370	77926	Bio-Med Testing Service	Pre-Employment Drug Screening	0540562063	40.00				
Total 11584:									40.00			
11585	06/20	06/12/2020	6839	83640896	Bound Tree Medical LLC	Medical supplies	0540562351	41.10				
11585	06/20	06/12/2020	6839	83644557	Bound Tree Medical LLC	Medical supplies	0540562351	23.50				
Total 11585:									64.60			
11586	06/20	06/12/2020	6979	MAY 2020	Cartomation Inc	GIS Service for City	5140562190	833.00				
Total 11586:									833.00			
11587	06/20	06/12/2020	670	100001500.0	Cascade Locks Light Co	New Fire Station	0540562439	722.27				
11587	06/20	06/12/2020	670	100003500.0	Cascade Locks Light Co	Res no2	2140562070	34.66				
11587	06/20	06/12/2020	670	100030200.0	Cascade Locks Light Co	Pump Lift Station	3140562070	28.80				
11587	06/20	06/12/2020	670	100379100.0	Cascade Locks Light Co	treatment plant	3140562070	2,133.27				
11587	06/20	06/12/2020	670	100381300.0	Cascade Locks Light Co	Warehouse	2140562070	28.30				
11587	06/20	06/12/2020	670	103742700.0	Cascade Locks Light Co	Wasco Crk Lift Station	3140562070	78.63				
11587	06/20	06/12/2020	670	103814000.0	Cascade Locks Light Co	Corrosion Control	2140562070	119.82				
11587	06/20	06/12/2020	670	200120000.0	Cascade Locks Light Co	Cemetery Water	1740562551	199.77				
11587	06/20	06/12/2020	670	300155100.0	Cascade Locks Light Co	main lift station	3140562070	987.88				
11587	06/20	06/12/2020	670	300155900.0	Cascade Locks Light Co	museum	0140762630	200.40				
11587	06/20	06/12/2020	670	300159000.0	Cascade Locks Light Co	overlook park restrooms	0140162552	88.72				
11587	06/20	06/12/2020	670	300171800.0	Cascade Locks Light Co	Mall Lighting	5140562800	61.75				
11587	06/20	06/12/2020	670	301961200.0	Cascade Locks Light Co	Bike Path	0140162552	33.38				
11587	06/20	06/12/2020	670	600135000.0	Cascade Locks Light Co	City Hall Utilities	0140162552	964.76				
11587	06/20	06/12/2020	670	600135700.0	Cascade Locks Light Co	Sewer Lift on Cascade	3140562070	18.71				
11587	06/20	06/12/2020	670	600136900.0	Cascade Locks Light Co	87 Ruckel	3140562070	34.23				

Check Register - By Check No.
 Check Issue Dates: 6/12/2020 - 6/12/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11594	06/20	06/12/2020	6795	CM122077	Ferguson Enterprises Inc #3011	Credit for overcharge on disp mask.	0140462540	232.00-
Total 11594:								324.09
11595	06/20	06/12/2020	7117	PMT #1	Jensen Drilling Company	PMT #1- WELL PROJECT	2141562020	69,373.75
Total 11595:								69,373.75
11596	06/20	06/12/2020	4910	100087417	Joseph Belzing	Refund Deposit Balance	5121130	153.99
Total 11596:								153.99
11597	06/20	06/12/2020	4620	3311330832	Plitney Bowes Inc - Rental	Periodic Payment	0140162120	165.93
Total 11597:								165.93
11598	06/20	06/12/2020	4670	2377885	Port of Cascade Locks	Face mask and thermometers	0140862022	500.00
Total 11598:								500.00
11599	06/20	06/12/2020	6834	05292020	Rose Dominguez	milage	0140162020	23.00
Total 11599:								23.00
11600	06/20	06/12/2020	5510	7307437409-	Staples Contract & Commercial Inc	Office Supplies	0140162010	82.10
11600	06/20	06/12/2020	5510	7307657691-	Staples Contract & Commercial Inc	Office Supplies	0140162010	55.72
11600	06/20	06/12/2020	5510	7307826735-	Staples Contract & Commercial Inc	Office Supplies	0140162010	2.21
11600	06/20	06/12/2020	5510	7307826735-	Staples Contract & Commercial Inc	Office Supplies	0140162010	89.65
Total 11600:								229.68
11601	06/20	06/12/2020	6150	90096410	Union Pacific Railroad Co	engineering Herman creek crossing	0340563170	240.00
Total 11601:								240.00
11602	06/20	06/12/2020	7092	11415	VanKoten & Cleaveland LLC	Attorney services	0140162100	1,200.00
11602	06/20	06/12/2020	7092	11566	VanKoten & Cleaveland LLC	Attorney services	0140162100	1,200.00
Total 11602:								2,400.00

Check Register - By Check No.
 Check Issue Dates: 6/12/2020 - 6/12/2020

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	232.00	8,629.87-	8,397.87-
01-401-62010	229.68	.00	229.68
01-401-62020	23.00	.00	23.00
01-401-62082	2,820.00	.00	2,820.00
01-401-62100	2,400.00	.00	2,400.00
01-401-62120	344.93	.00	344.93
01-401-62552	1,328.77	.00	1,328.77
01-404-62540	556.09	232.00-	324.09
01-407-62630	200.40	.00	200.40
01-408-62022	500.00	.00	500.00
01-408-62025	227.00	.00	227.00
03-21010	.00	240.00-	240.00-
03-405-63170	240.00	.00	240.00
05-21010	.00	921.82-	921.82-
05-405-62063	40.00	.00	40.00
05-405-62110	7.50	.00	7.50
05-405-62351	64.60	.00	64.60
05-405-62439	809.72	.00	809.72
17-21010	.00	199.77-	199.77-
17-405-62551	199.77	.00	199.77
21-21010	.00	69,556.53-	69,556.53-
21-405-62070	182.78	.00	182.78
21-415-62020	69,373.75	.00	69,373.75
31-21010	.00	12,744.02-	12,744.02-
31-405-62070	3,281.52	.00	3,281.52
31-415-62030	9,462.50	.00	9,462.50
51-21010	.00	4,402.67-	4,402.67-
51-21130	153.99	.00	153.99
51-405-62110	2,517.95	.00	2,517.95
51-405-62139	824.00	.00	824.00
51-405-62190	833.00	.00	833.00
51-405-62560	11.98	.00	11.98
51-405-62800	61.75	.00	61.75
Grand Totals:	96,926.68	96,926.68-	.00

STAFF REPORT

Date Prepared: 6/15/20

For City Council Meeting on: 6/22/2020

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 starting July 1, 2020 and ending June 30, 2021.

SYNOPSIS: Each year the City is required to renew Property/Liability Insurance and Workers Compensation Insurance. 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 2020-2021 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.

Property and Liability Insurance Renewal Proposal

July 2020

"The Heart of the Columbia River Gorge"



Steve Uerlings, CIC, ARM, CRM
Senior Vice President

Deidre Thede, CIC
Account Manager



BARKER-UERLINGS
I N S U R A N C E

Corvallis Location
340 NW Fifth Street
Corvallis, OR 97330
541-757-1321
800-284-1321

Albany Location
321 1st Ave. E Suite 1B
Albany, OR 97321
541-248-3698
800-284-1321

June 03, 2020

**CITY OF CASCADE LOCKS
LIABILITY INSURANCE RENEWAL ANALYSIS
FOR 7/1/2020 - 7/1/2021**

As of 6/3/2020

COVERAGE	2019 - 2020	2020 - 2021	2020 - 2021	2020 - 2021
	CIS	\$0 Ded CIS	\$1,000 Ded CIS	\$2,500 Ded CIS
Tort Liability	\$15,396	\$16,249	\$15,599	\$14,949
Limit Per Occurrence	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Annual Aggregate	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
Deductible	\$0	\$0	\$1,000	\$2,500
Automobile Liability	\$6,170	\$6,907	\$6,631	\$6,355
Limit Per Occurrence	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Uninsured Motorists	\$200,000	\$200,000	\$200,000	\$200,000
Deductible	\$0	\$0	\$1,000	\$2,500
Automobile Physical Damage	\$7,808	\$8,010	\$8,010	\$8,010
Comprehensive Deductible	Per Schedule	Per Schedule	Per Schedule	Per Schedule
Collision Deductible	Per Schedule	Per Schedule	Per Schedule	Per Schedule
Excess Cyber Liability (limits over \$50,000 in Liability Policy)	\$1,400	\$1,400	\$1,400	\$1,400
Limit	\$450,000	\$450,000	\$450,000	\$450,000
Total Premium	\$30,774	\$32,566	\$31,640	\$30,713
	Total Dollar Change	\$1,792	(\$926)	(\$1,853)
	Total Percentage Char	5.5%	-2.9%	-6.0%

TOTAL P

TOTAL P

City of Cascade Locks
Workers' Compensation Renewal Analysis
For the Period 7/1/2020 - 7/1/2021

As of 6/3/2020

Class Code	Classification	2019 - 2020			2020 - 2021		
		Payrolls	Rate	Premium	Payrolls	Rate	Premium
5506	Street/Road Maintenance	\$25,480	8.98	\$2,289	\$28,338	8.98	\$2,545
7520	Water	\$46,845	4.68	\$2,191	\$55,243	4.68	\$2,583
7539	Municipal Power	\$333,967	2.95	\$9,838	\$364,396	2.95	\$10,734
7580	Sewer	\$17,291	4.04	\$698	\$24,800	4.04	\$1,001
7710	Firefighters	\$141,941	3.80	\$5,395	\$179,109	3.80	\$6,807
8411	Public Safety Volunteers	\$35,200	1.83	\$645	\$28,800	1.83	\$528
8411F	Volunteer Firefighters	\$9,600	1.83	\$176	\$19,200	1.83	\$352
8742	City Administrator	\$89,942	0.32	\$287	\$95,000	0.32	\$303
8742	Boards or Public Officials	\$17,500	0.32	\$56	\$17,500	0.32	\$56
8810	Clerical	\$233,622	0.09	\$217	\$249,019	0.09	\$231
9015	Building Maintenance/Lifeguards	\$50,019	3.70	\$1,850	\$42,173	3.70	\$1,559
9220	Cemetery	\$4,077	5.67	\$231	\$4,196	5.67	\$238
Total Payroll		\$1,005,484			\$1,107,774		
Estimated Manual Premium				\$23,871			\$26,939
Experience Modification				0.78			0.77
Estimated Adjusted Contribution				\$18,620			\$20,743
Oregon DCBS Assessment				\$1,490			\$1,763
Multi-line Credit				(\$1,396)			(\$1,556)
Total Contribution				\$18,713			\$20,950
Payroll change		10.17%			\$ Change \$2,237		
					% Change 11.96%		

City of Cascade Locks Property/Casualty Loss Ratio Summary
 Last Five Full Fiscal Years Plus Current at 5/31/2020



General Liability

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$14,492	\$0	0	0%
2015-2016	\$15,878	\$0	1	0%
2016-2017	\$16,747	\$0	0	0%
2017-2018	\$16,591	\$0	0	0%
2018-2019	\$16,502	\$9,933	4	60%
2019-2020	\$16,644	\$0	2	0%
Totals:	\$96,855	\$9,933	7	10%

Overall Loss Ratio:
10%

Average Claim Cost:
\$1,419

Auto Liability

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$6,578	\$0	0	0%
2015-2016	\$7,078	\$0	1	0%
2016-2017	\$7,332	\$0	0	0%
2017-2018	\$7,071	\$0	0	0%
2018-2019	\$6,731	\$0	0	0%
2019-2020	\$6,861	\$3,901	1	57%
Totals:	\$41,652	\$3,901	2	9%

Overall Loss Ratio:
9%

Average Claim Cost:
\$1,950

Auto Physical Damage

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$7,729	\$16,406	1	212%
2015-2016	\$8,912	\$985	1	11%
2016-2017	\$8,392	\$3,816	1	45%
2017-2018	\$9,366	\$2,225	1	24%
2018-2019	\$8,647	\$0	0	0%
2019-2020	\$8,654	\$0	0	0%
Total:	\$51,700	\$23,431	4	45%

Overall Loss Ratio:
45%

Average Claim Cost:
\$5,858

Property

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$27,447	\$0	0	0%
2015-2016	\$28,914	\$0	0	0%
2016-2017	\$29,976	\$0	0	0%
2017-2018	\$24,733	\$0	0	0%
2018-2019	\$26,322	\$0	0	0%
2019-2020	\$27,087	\$0	0	0%
Totals:	\$164,478	\$0	0	0%

Overall Loss Ratio:
0%

Average Claim Cost:
\$0

Workers' Compensation

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$21,439	\$0	0	0%
2015-2016	\$21,349	\$0	0	0%
2016-2017	\$19,414	\$0	0	0%
2017-2018	\$16,507	\$0	0	0%
2018-2019	\$12,656	\$0	1	0%
2019-2020	\$18,620	\$1,554	1	8%
Totals:	\$109,984	\$1,554	2	1%

Overall Loss Ratio:
1%

Average Claim Cost:
\$777

All Lines of Coverage

STAFF REPORT

Date Prepared: 6/15/2020

For City Council Meeting on: 6/22/2020

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Municipal Corporate Budget for FY 2020-2021, making appropriations, authorizing expenditures and levying taxes.

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

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1431 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approves Resolution No. 1431 approving the Municipal Corporate Budget for FY 2020-2021, making appropriations, authorizing expenditures and levying taxes.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION: N/A

RESOLUTION NO. 1431

A RESOLUTION ADOPTING THE MUNICIPAL CORPORATE BUDGET FOR FY 2020-2021, MAKING APPROPRIATIONS, AUTHORIZING EXPENDITURES AND LEVYING TAXES.

WHEREAS, the city budget complies with the Oregon Department of Revenue budget standards.

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Cascade Locks, Oregon, hereby adopts the 2018-2019 fiscal year budget in the total sum of \$18,897,792 now on file in the office of the City Finance Officer, City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown are hereby appropriated as follows:

<u>GENERAL FUND</u>	
Administration Department	797,356
Planning Department	27,800
Agency	280
Property Department	83,458
Museum Program	3,200
Government/Community Relations Program	15,060
Police Program	99,400
Capital Outlays	9,000
Interfund Transfers	380,386
Debt Service	-
Contingency	19,984
TOTAL GENERAL FUND	\$ 1,435,924
 <u>SYSTEM DEVELOPMENT FUND</u>	
Parks/Recreation Department	28,000
Water Department	146,000
Sewer Department	235,000
Interfund Transfers	-
TOTAL SYSTEM DEVELOPMENT FUND	\$ 409,000
 <u>STREET FUND</u>	
Street Department	121,459
Interfund Transfers	87,080
Contingency	7,961
TOTAL STREET FUND	\$ 216,500
 <u>EMERGENCY SERVICES FUND</u>	
EMS Department	599,786
Interfund Transfers	-
Debt Service	-
Contingency	-
TOTAL EMERGENCY SERVICES FUND	\$ 599,786

	<u>SEWER BOND REFINANCE 2018</u>	
Debit Service		75,500
	TOTAL SEWER BOND REFINANCE 2018	\$ 75,500

	<u>SEWER FACILITIES PROJECT FUND</u>	
Debit Service		122,000
	TOTAL SEWER FACILITIES PROJECT FUND	\$ 122,000

	<u>CATV/TELECOM FUND</u>	
Interfund Transfers		-
	TOTAL CATV FUND	\$ -

	<u>LIGHT FUND</u>	
Electrical Department		5,631,404
Interfund Transfers		213,600
Debt Service		-
Contingency		177,306
	TOTAL LIGHT FUND	\$ 6,022,310

	<u>CAPITAL RESERVE FUND - 2008</u>	
Street Department		170,000
Street Department-Bike Path/Sidewalk		4,600
Street Department-Interfund Transfer		-
Property Department		26,000
Administration Department		77,000
EMS Department		120
EMS Department - Memorial Reserve		708
Tourism Department		69,000
Water Department		366,344
Water Department -Interfund Transfers		34,385
Water Department - Meters		107,000
Water Department - Hydrant Meters		28,000
Sewer Department		445,000
Electric Department		250,000
Electric Department-Interfund Transfer		-
	TOTAL CAPITAL RESERVE FUND	\$ 1,578,157

GRAND TOTAL APPROPRIATIONS ALL FUNDS		\$ 18,897,792
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17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020- 2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					GENERAL FUND		
					REVENUE		
270,336	307,425	256,000	322,938	01-301-40010	BEGINNING FUND BALANCE	236,000	236,000
235,401	259,797	260,000	293,080	01-301-43100	PROPERTY TAX INCOME	300,000	300,000
-	400	-	300	01-301-43110	FINES AND FORFEITURES	-	-
4,486	2,569	2,000	1,742	01-301-43120	TELEPHONE FRANCHISE FEES	2,000	2,000
1,000	-	1,000	1,000	01-301-43122	GARBAGE SERVICE FRANCHISE FEES	1,000	1,000
154,010	166,798	158,000	98,665	01-301-43130	TRANSIENT ROOM TAX ASSESSMENT	100,184	100,184
20,510	25,624	24,000	21,638	01-301-43140	STATE LIQUOR/MARIJUANA TAX PRORATION	31,800	31,800
68,448	70,478	67,948	87,994	01-301-43151	INTERNAL PAYMENTS: ELECTRIC (5%)	100,850	100,850
12,361	11,657	10,800	9,448	01-301-43152	INTERNAL PAYMENTS: WATER (5%)	10,900	10,900
19,853	20,456	20,000	16,675	01-301-43153	INTERNAL PAYMENTS: SEWER (5%)	18,000	18,000
17,157	17,956	16,753	14,606	01-301-43157	INTERNAL PAYMENTS: SB/ELECTRIC (5%)	16,350	16,350
29,900	29,910	29,850	24,955	01-301-43159	USE OF CITY PROPERTY FEES	29,850	29,850
2,774	5,102	1,400	1,122	01-301-43280	MISCELLANEOUS REVENUE	1,400	1,400
-	-	-	31,461	01-301-43283	DRY CREEK TIMBER HARVEST	-	-
1,600	-	-	-	01-301-43285	LIBRARY REVENUE - MOU	-	-
237	230	100	55	01-301-43290	COPY MACHINE REVENUE	100	100
163	184	150	164	01-301-43291	FAX MACHINE REVENUE	150	150
548	1,176	200	430	01-301-43292	INFORMATION SERVICE FEES	300	300
1,575	1,541	1,400	1,135	01-301-43410	CIGARETTE TAX PRORATION	1,500	1,500
13,796	9,192	10,000	7,877	01-301-43431	PLANNING FEES	10,000	10,000
-	4,623	10,000	11,948	01-301-43432	PLANNING ENGINEERING ESTIMATE	10,000	10,000
420	370	300	590	01-301-43501	CITY HALL RENTAL	300	300
4,092	7,432	5,000	6,116	01-301-43550	INTEREST INCOME	5,000	5,000
29,373	17,128	12,000	7,958	01-301-43630	STATE REVENUE SHARING	10,000	10,000
20,000	-	-	-	01-301-43669	TRANSFER FROM OTHER FUNDS	-	-
908,039	960,048	886,901	961,897			885,684	885,684
					ADMINISTRATIVE OVERHEAD		
14,971	14,855	16,718	13,932	01-301-43703	Streets Administration (Personnel Services)	15,267	15,267
75,605	79,747	107,338	89,448	01-301-43705	EMS Administration (Personnel Services)	114,036	114,036
25,028	25,761	29,524	24,603	01-301-43721	Water Administration (Personnel Services)	29,606	29,606
7,977	9,871	11,350	9,458	01-301-43731	Sewer Administration (Personnel Services)	13,418	13,418
<u>186,144</u>	<u>187,807</u>	<u>148,484</u>	<u>123,738</u>	01-301-43751	City Light Administration (Personnel Services)	<u>195,364</u>	<u>195,364</u>
309,725	318,041	313,414	261,179		Total Administrative Personnel Services	367,691	367,691
2,220	2,210	1,912	1,593	01-301-43803	Streets Administration (Materials/Services)	1,592	1,592
10,134	11,046	9,546	7,955	01-301-43805	EMS Administration (Materials/Services)	7,986	7,986
21,548	17,262	22,511	18,759	01-301-43821	Water Administration (Materials/Services)	14,147	14,147
22,732	24,930	23,246	19,372	01-301-43831	Sewer Administration (Materials/Services)	19,001	19,001
<u>114,891</u>	<u>124,216</u>	<u>126,109</u>	<u>105,091</u>	01-301-43851	City Light Administration (Materials/Services)	<u>139,823</u>	<u>139,823</u>
171,525	179,664	183,324	152,770		Total Administrative Materials/Services	182,549	182,549
481,250	497,705	496,738	413,949		TOTAL ADMINISTRATIVE OVERHEAD	550,240	550,240
1,389,289	1,457,753	1,383,639	1,375,846		REVENUE PLUS OVERHEAD	1,435,924	1,435,924

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					<u>DEBT SERVICE</u>		
-	-	-	-	-		-	-
					<u>CONTINGENCY</u>		
-	-	53,206	-	01-422-65010	CONTINGENCY	19,984	19,984
-	-	53,206	-			19,984	19,984
890,609	923,831	1,121,843	911,358		TOTAL GENERAL FUND ADMINISTRATION	1,204,726	1,204,726

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					GENERAL FUND		
					AGENCY		
					<u>EXPENSE-MATERIAL/SERVICES</u>		
-	50	90	40	01-403-62063	DRUG TESTING	80	80
-	-	2,800	-	01-403-62081	CONTRACT SVC-TRT AUDIT	-	-
5,000	5,000	5,000	-	01-403-62171	FIREWORKS	-	-
-	246	1,000	3	01-403-62869	MISCELLANOUS EXPENSES	200	200
19	-	-	20	01-403-62870	MISC & LEGAL EXPENSES	-	-
-	-	-	403	01-403-62871	FOREST TIMBER TAX	-	-
<u>5,019</u>	<u>5,296</u>	<u>8,890</u>	<u>465</u>			<u>280</u>	<u>280</u>
					<u>EXPENSE - CAPITAL OUTLAY</u>		
396	1,860	2,400	-	01-403-63946	COMPUTER EQUIPMENT	2,000	2,000
<u>396</u>	<u>1,860</u>	<u>2,400</u>	<u>-</u>			<u>2,000</u>	<u>2,000</u>
<u>5,415</u>	<u>7,156</u>	<u>11,290</u>	<u>465</u>		TOTALS	<u>2,280</u>	<u>2,280</u>

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					GENERAL FUND		
					MUSEUM		
					<u>EXPENSE - MATERIALS & SERVICES</u>		
2,114	2,017	2,000	2,389	01-407-62630	MUSEUM UTILITIES/EXPENSES	3,200	3,200
2,114	2,017	2,000	2,389			3,200	3,200
2,114	2,017	2,000	2,389		TOTAL MUSEUM	3,200	3,200

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					GENERAL FUND		
					POLICE DEPARTMENT		
					<u>EXPENSE - MATERIALS & SERVICES</u>		
<u>91,200</u>	<u>91,200</u>	<u>96,040</u>	<u>76,000</u>	01-419-62250	CONTRACT SVC - SHERRIFF	<u>99,400</u>	<u>99,400</u>
91,200	91,200	96,040	76,000			99,400	99,400
91,200	91,200	96,040	76,000		TOTAL POLICE DEPARTMENT	99,400	99,400

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					SYSTEM DEVELOPMENT FUND (SDC)		
					REVENUE		
280,894	377,829	435,000	437,790	02-305-40010	BEGINNING FUND BALANCE	402,000	402,000
13,350	8,544	-	3,738	02-305-40250	PARKS/RECREATION SDC	-	-
29,198	27,662	-	11,372	02-305-40251	WATER SDC	-	-
52,373	34,765	-	17,116	02-305-40252	SEWER SDC	-	-
-	-	-	-	02-305-40253	DRAINAGE/FLOOD CONTROL SDC	-	-
-	-	-	-	02-305-40254	TRANSPORTATION SDC	-	-
4,822	9,434	7,000	7,777	02-305-43600	INTEREST INCOME	7,000	7,000
380,637	458,234	442,000	477,793			409,000	409,000
					EXPENSE - SDC		
					TRANSPORTATION SDC - CAPITAL OUTLAY		
-	-	-	-	02-403-63901	TRANSPORTATION SYS. DEVELOPMENT	-	-
-	-	-	-			-	-
					PARKS SDC - CAPITAL OUTLAY		
-	-	93,000	-	02-409-63901	PARKS/REC SYS. DEVELOPMENT	28,000	28,000
-	-	93,000	-			28,000	28,000
					WATER SDC - CAPITAL OUTLAY		
2,808	20,444	143,500	-	02-421-63901	WATER SYSTEM DEVELOPMENT	146,000	146,000
2,808	20,444	143,500	-			146,000	146,000
					WATER SDC - INTERFUND TRANSFER		
-	-	-	-	02-421-64021	TRANSFER TO WATER DEPARTMENT	-	-
-	-	-	-			-	-
					SEWER SDC - CAPITAL OUTLAY		
-	-	205,500	-	02-431-63901	SEWER SYSTEM DEVELOPMENT	235,000	235,000
-	-	205,500	-			235,000	235,000
					SEWER SDC - INTERFUND TRANSFER		
-	-	-	-	02-431-64007	TO SEWER BOND FUND - 1998	-	-
-	-	-	-			-	-
					DRAINAGE/FLOOD CONTROL SDC - CAPITAL OUTLAY		
-	-	-	-	02-433-63901	DRAINAGE/FLOOD CONTROL SYSTEM DEVELOPMENT	-	-
-	-	-	-			-	-
380,637	458,234	442,000	477,793		TOTAL SDC FUND REVENUE	409,000	409,000
2,808	20,444	442,000	-		TOTAL SDC FUND EXPENSE	409,000	409,000
377,829	437,790	-	477,793		TOTAL NET - SDC FUND	-	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					<u>EXPENSES - CAPITAL OUTLAY</u>		
-	-	10,000	(316)	03-405-63139	STREET SIGNS	5,000	5,000
-	-	15,000	280	03-405-63170	PUBLIC CROSSING-HERMAN CREEK LANE	15,000	15,000
-	-	15,000	2,535	03-405-63182	STREET PAVING/CRACK SEAL PROJECTS	20,000	20,000
-	-	40,000	2,499			40,000	40,000
					<u>EXPENSES - INTERFUND TRANSFERS</u>		
10,000	30,000	30,000	30,000	03-405-64009	TO CAPITAL RESERVE FUND	20,000	16,000
690	940	1,000	1,000	03-405-64015	TO CAPITAL RESERVE FUND-BIKE PATH/SIDEWALK	1,080	1,080
-	35,294	70,000	60,000	03-405-64019	TO GRANT FUND - SCA STREET GRANT MATCH	70,000	70,000
10,690	66,234	101,000	91,000			91,080	87,080
					<u>CONTINGENCY</u>		
-	-	31,557	-	03-405-65010	CONTINGENCY	7,961	7,961
-	-	31,557	-			7,961	7,961
					<u>EXPENSES - CAPITAL PROJECTS</u>		
-	-	-	-	03-415-61149	WAGES	-	-
-	-	-	-	03-415-62009	MATERIALS	-	-
-	-	-	-			-	-
200,752	281,736	250,800	252,935		TOTAL STREET FUND REVENUE	220,500	216,500
49,668	110,913	250,800	136,540		TOTAL STREET FUND EXPENSES	220,500	216,500
151,083	170,823	-	116,394		TOTAL NET - STREET FUND	(0)	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
8	-	-	-	05-405-62055	POSTAGE	-	-
14,142	14,102	14,400	14,031	05-405-62060	INSURANCE	15,801	15,801
-	-	-	5,034	05-405-62061	INSURANCE CLAIMS	-	-
240	200	315	280	05-405-62063	DRUG TESTING	450	450
46	120	500	2,009	05-405-62110	CONTRACT SVC - MISC	500	500
2,640	3,520	4,500	5,796	05-405-62111	CONTRACT SVC - SPRINGFIELD	4,500	4,500
-	-	-	-	05-405-62112	CONTRACT SVC - VOLUNTEER ASSOCIATION	-	-
2,888	3,608	3,608	3,608	05-405-62113	CONTRACT SVC - EMERGENCY REPORTING	3,608	3,608
1,207	1,317	1,400	1,560	05-405-62311	FIRE CHIEF ASSN/CSCD SYS RESOURCE	1,400	1,400
427	427	500	427	05-405-62312	PHYSICIAN ADVISORY INSURANCE	500	500
1,779	913	2,500	116	05-405-62350	SUPPLIES/MATERIALS - FIRE	2,000	2,000
5,690	8,185	7,000	1,971	05-405-62351	SUPPLIES/MATERIALS - AMBULANCE	7,000	7,000
4,552	4,638	7,000	4,342	05-405-62420	GASOLINE/OIL	7,000	7,000
4,918	4,628	4,000	6,228	05-405-62421	PROPANE	6,000	6,000
7,261	8,582	7,000	7,892	05-405-62439	UTILITIES	7,000	7,000
1,415	3,225	2,500	2,872	05-405-62440	BUILDING MAINTENANCE	2,500	2,500
20,622	12,212	10,000	8,356	05-405-62441	EQUIPMENT/VEHICLE MAINTENANCE	10,000	10,000
449	-	1,000	-	05-405-62442	RADIO MAINTENANCE/REPLACEMENT	500	500
-	-	-	-	05-405-62443	MAINTENANCE AGREEMENT - LIFE PAK	1,000	1,000
1,975	2,038	2,250	1,939	05-405-62446	ANNUAL HOSE/LADDER TESTING	2,250	2,250
650	840	1,000	800	05-405-62448	ANNUAL PUMP TESTING	1,000	1,000
12	18	100	-	05-405-62680	UNCOLLECTIBLE ACCOUNTS	100	100
(245)	725	1,000	180	05-405-62860	REGULATORY/LICENSING FEES	1,000	1,000
84,473	78,464	84,373	73,398			90,609	90,609
10,134	11,046	9,546	7,955	05-405-62950	ADMINISTRATIVE OVERHEAD (MATERIALS/SERVICES)	7,986	7,986
94,607	89,510	93,919	81,353			98,595	98,595
					EXPENSE - CAPITAL OUTLAY		
406	264	-	-	05-405-63000	BUILDINGS & IMPROVEMENT	-	-
-	-	2,000	-	05-405-63010	FIRE EQUIPMENT	1,000	1,000
-	6,186	6,200	7,150	05-405-63020	BUNKER GEAR	7,150	7,150
-	-	2,000	-	05-405-63025	RESCUE EQUIPMENT	1,000	1,000
-	-	14,000	-	05-405-63030	MEDICAL EQUIPMENT	10,000	10,000
-	-	20,000	-	05-405-63046	SCBA TANK REPLACEMENT	16,000	16,000
-	-	3,000	-	05-405-63047	VEHICLE TIRES	3,000	3,000
599	1,258	2,000	-	05-405-63946	COMPUTER EQUIPMENT	1,416	1,416
1,005	7,709	49,200	7,150			39,566	39,566

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					GRANT FUND		
					GRANT REVENUE		
(7,626)	91	-	(20,323)	07-305-40010	BEGINNING BALANCE	60,000	60,000
-	96,604	100,000	-	07-305-40028	STREET PAVING GRANT (SCA)	100,000	100,000
-	-	20,000	-	07-305-40029	TRAVEL OREGON GRANT - HUB PROJECT	-	-
-	-	-	-	07-305-40034	RAILROAD CROSSING (SCA)	100,000	100,000
-	-	4,000	-	07-305-40039	CYCLE OREGON GRANT (HUB)	-	-
12,015	5,456	200,000	109,716	07-305-40040	HUB GRANT (OREGON PARKS & RECREATION)	-	-
-	20,000	60,000	60,000	07-305-43003	TRANSFER FROM STREET - GRANT MATCH (SCA)	60,000	60,000
-	19,071	75,000	75,000	07-305-43004	FROM CAPITAL RESERVE STREET-GRANT MATCH (HUB)	-	-
-	15,294	10,000	-	07-305-43006	TRANSFER FROM STREET	10,000	10,000
1,000	-	1,000	-	07-305-43391	DEPT OF LAND CONSERVATION GRANT - PLAN	1,000	1,000
-	-	-	-	07-305-43800	MISCELLANEOUS INCOME	-	-
5,389	156,517	470,000	224,393			331,000	331,000
					GRANT - PERSONNEL SERVICES		
-	-	-	-	07-405-61150	WAGES	-	-
-	-	-	-			-	-
					GRANT - MATERIALS & SERVICES		
5,250	24,918	299,000	335,113	07-405-62114	CONTRACT SVC - GORGE HUBS	-	-
48	952	1,000	-	07-405-62115	CONTRACT SVC - DLCD	1,000	1,000
-	-	-	-	07-405-62117	PLANNING GRANT	-	-
-	150,970	170,000	-	07-405-62128	STREET PAVING GRANT (SCA)	170,000	170,000
-	-	-	-	07-405-62129	RAILROAD CROSSING GRANT (SCA)	160,000	160,000
-	-	-	-	07-405-62560	MATERIALS & SUPPLIES	-	-
5,298	176,839	470,000	335,113			331,000	331,000
					GRANT - CAPITAL OUTLAY		
-	-	-	-			-	-
-	-	-	-			-	-
					GRANT - INTERFUND TRANSFERS		
-	-	-	-	07-405-64054	TRANSFER TO TOURISM	-	-
-	-	-	-	07-405-64056	TRANSFER TO CAPITAL RESERVE	-	-
-	-	-	-			-	-
					GRANT - CONTINGENCY		
-	-	-	-	07-405-65010	CONTINGENCY	-	-
-	-	-	-			-	-
5,389	156,517	470,000	224,393		TOTAL GRANT FUND REVENUE	331,000	331,000
5,298	176,839	470,000	335,113		TOTAL GRANT FUND EXPENSE	331,000	331,000
91	(20,323)	-	(110,720)		TOTAL NET - GRANT FUND	-	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020			
					CEMETERY FUND	
					CEMETERY REVENUE	
3,874	5,804	2,600	6,488	17-305-40010	BEGINNING FUND BALANCE	5,850
3,039	3,300	4,115	4,115	17-305-43028	TRANSFER FROM CEMETERY TRUST	2,544
1,190	935	1,000	595	17-305-43561	SALE OF CEMETERY PLOTS	1,000
850	-	-	600	17-305-43562	OPENING/CLOSING FEES	-
375	125	125	300	17-305-43563	OTHER CEMETERY FEES	125
62	153	25	114	17-305-43600	INTEREST INCOME	100
9,390	10,317	7,865	12,212			9,619
					CEMETERY - PERSONNEL SERVICES EXPENSES	
117	107	312	124	17-405-61050	FICA	321
126	69	229	46	17-405-61060	WORKER'S COMP	259
2	1	3	1	17-405-61065	WORKER'S BENEFIT FUND	3
77	-	420	541	17-405-61070	HEALTH INSURANCE	522
155	44	582	314	17-405-61080	PERS (PENSION)	614
2	1	4	2	17-405-61090	UNEMPLOYMENT	4
1,602	1,412	4,077	1,684	17-405-61150	WAGES	4,196
2,081	1,634	5,627	2,712			5,919
					CEMETERY - MATERIALS & SERVICES	
24	30	300	52	17-405-62519	HEADSTONES SET	300
161	-	500	-	17-405-62520	PROPERTY MAINTENANCE MATERIALS	500
690	2,171	438	1,786	17-405-62551	UTILITIES (WATER)	2,400
630	-	1,000	-	17-405-62870	MISC & LEGAL EXPENSES	500
1,506	2,201	2,238	1,838			3,700
					CEMETERY - INTERFUND TRANSFERS	
-	-	-	-	17-405-64080	TRANSFER ASSETS	-
-	-	-	-	17-405-64074	TRANSFER TO CEMETERY TRUST FUND	-
-	-	-	-			-
					CEMETERY - CONTINGENCY	
-	-	-	-	17-405-65010	CONTINGENCY	-
-	-	-	-			-
9,390	10,317	7,865	12,212		TOTAL CEMETERY FUND REVENUE	9,619
3,586	3,835	7,865	4,550		TOTAL CEMETERY FUND EXPENSE	9,619
5,803	6,482	-	7,662		TOTAL NET - CEMETERY FUND	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					WATER FUND		
					WATER FUND - REVENUE		
193,846	53,129	400,000	419,678	21-305-40010	BEGINNING FUND BALANCE	213,840	213,840
247,214	233,150	216,000	189,154	21-305-40210	WATER SALES	218,000	218,000
8,318	7,827	9,000	7,029	21-305-40211	METER MAINTENANCE FEES	9,000	9,000
10,892	10,217	10,000	9,101	21-305-40213	HYDRANT MAINTENANCE FEES	10,500	10,500
35,529	194,406	219,000	225,179	21-305-40222	WATER SYSTEM IMPROVEMENT DEBT SERVICE	265,000	265,000
4,442	13,048	29,000	16,571	21-305-40223	CORROSION CONTROL TREATMENT DEBT SERVICE	21,000	21,000
-	-	-	-	21-305-43206	PORT OF CASCADE LOCKS	156,160	156,160
-	-	-	-	21-305-43019	TRANSFER FROM CAPITAL RESERVE	34,385	34,385
3,600	3,600	3,600	3,600	21-305-43056	FROM ELECTRIC DEPARTMENT	3,600	3,600
1,410	5,208	5,000	2,802	21-305-43600	INTEREST INCOME	3,000	3,000
23,258	17,896	10,000	6,777	21-305-43700	CONNECT FEES	6,500	6,500
15,573	23,743	10,000	10,359	21-305-43701	REIMBURSABLE PROJECTS	10,000	10,000
1,965,058	1,191,737	350,000	-	21-305-43820	WATER SYSTEM UPGRADE LOAN	314,051	314,051
-	140,369	990,000	765,169	21-305-43825	CORROSION CONTROL LOAN	-	-
22,422	223,962	500	(67,718)	21-305-43800	MISCELLANEOUS INCOME	500	500
2,531,562	2,118,293	2,252,100	1,587,700			1,265,536	1,265,536
					EXPENSE - PERSONNEL SERVICES		
531	150	750	45	21-405-61040	EXTRA LABOR	750	750
4,043	3,832	3,714	3,692	21-405-61050	FICA	4,226	4,226
(384)	1,532	2,172	627	21-405-61060	WORKER'S COMP	2,744	2,744
32	28	30	23	21-405-61065	WORKER'S BENEFIT FUND	30	30
9,824	8,986	8,274	11,147	21-405-61070	HEALTH INSURANCE	13,536	13,536
9,860	9,249	12,639	13,238	21-405-61080	PERS (PENSION)	14,408	14,408
55	51	49	50	21-405-61090	UNEMPLOYMENT	55	55
28,607	24,973	16,772	21,487	21-405-61152	FIELD MAINTENANCE SUPERVISOR	21,732	21,732
-	-	-	-	21-405-61154	UTILITY MAINTENANCE WORKER II	-	-
14,121	15,958	19,675	18,923	21-405-61155	UTILITY MAINTENANCE WORKER I	20,845	20,845
2,257	737	1,220	1,043	21-405-61157	OVERTIME	1,276	1,276
4,747	4,639	5,051	3,840	21-405-61158	STANDBY TIME	5,286	5,286
2,584	2,732	2,542	2,098	21-405-61590	METER READING	2,677	2,677
2,501	2,618	2,542	2,212	21-405-61591	METER READING - ELECTRIC	2,677	2,677
78,778	75,485	75,430	78,424			90,242	90,242
25,028	25,761	29,524	24,603	21-405-61750	ADMINISTRATIVE OVERHEAD	29,606	29,606
103,806	101,246	104,954	103,028			119,848	119,848
					EXPENSE - MATERIALS & SERVICES		
435	129	500	810	21-405-62020	TRAVEL & TRAINING INVESTMENT	1,500	1,500
585	313	700	3,087	21-405-62030	DUES, PUBLICATIONS, NOTICES	3,500	3,500
1,733	1,773	1,800	1,479	21-405-62050	TELEPHONE	1,800	1,800
1,197	1,168	1,200	1,144	21-405-62060	INSURANCE	2,133	2,133
26,353	24,593	26,000	11,630	21-405-62070	UTILITIES	20,000	20,000
1,163	-	-	-	21-405-62080	CONTRACT SVC - PW SUPERINTENDENT	-	-
2,538	-	1,500	1,288	21-405-62081	COMPUTER LICENSES	1,500	1,500
-	-	27,000	-	21-405-62091	CONTRACT SVC - ENGINEERING	20,000	20,000
4,209	1,852	10,000	-	21-405-62110	CONTRACT SVC - MISC	7,000	7,000
					CONTRACT SVC-BACK FLOW SPECIALIST	7,200	7,200
1,469	4,387	10,000	3,365	21-405-62150	WATER SAMPLING	10,000	10,000
8,989	8,970	8,970	7,457	21-405-62435	USE OF CITY PROPERTY	8,970	8,970
1,801	3,162	4,000	2,836	21-405-62441	VEHICLE MAINTENANCE	4,000	4,000

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					USDA LOAN		
					WATER SYSTEM IMPROVEMENT PROJECT FUND		
					<u>REVENUES</u>		
-	-	35,529	102,817	22-305-40010	BEGINNING FUND BALANCE	306,000	306,000
-	194,403	219,000	224,950	22-305-40222	WATER SYSTEM IMPROVEMENT - DEBT SERVICE	265,000	265,000
-	1,249	-	3,360	22-305-43600	INTEREST INCOME	4,000	4,000
-	195,651	254,529	331,127			575,000	575,000
					<u>EXPENSES - DEBT SERVICE</u>		
-	-	-	-	22-405-66710	LOAN PAYMENT - PRINCIPAL	-	-
-	92,835	-	-	22-405-66720	LOAN PAYMENT - INTEREST	-	-
-	-	254,529	-	22-405-66950	RESERVE PAYMENT	575,000	575,000
-	92,835	254,529	-			575,000	575,000
-	195,651	254,529	331,127		WATER SYS. IMPROVEMENT FUND - TOTAL REVENUE	575,000	575,000
-	92,835	254,529	-		WATER SYS. IMPROVEMENT FUND - TOTAL EXPENSE	575,000	575,000
-	102,817	-	331,127		WATER SYS. IMPROVEMENT FUND - NET TOTAL	-	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					SEWER FUND		
					REVENUE		
145,454	161,181	120,000	186,143	31-305-40010	BEGINNING FUND BALANCE	150,000	150,000
397,051	409,130	400,000	333,739	31-305-40310	SEWER SERVICE FEES	360,000	360,000
-	-	56,000	-	31-305-40315	SEWER FACILITIES PROJECT	66,000	66,000
-	-	1,100,000	-	31-305-40318	IFA SEWER FACILITIES PROJECT LOAN (BIZ OREGON)	1,100,000	1,100,000
-	-	4,456,600	-	31-305-40319	USDA SEWER FACILITIES PROJECT LOAN	4,456,580	4,456,580
2,286	2,951	2,500	2,143	31-305-43600	INTEREST INCOME	2,500	2,500
2,509	4,838	10,000	5,151	31-305-43701	REIMBURSABLE PROJECTS	10,000	10,000
75,377	21,074	1,000	6,013	31-305-43800	MISCELLANEOUS INCOME	1,000	1,000
-	-	-	-	31-305-43900	TRANSFER FROM OTHER FUNDS	-	-
622,677	599,174	6,146,100	533,189			6,146,080	6,146,080
					EXPENSE - PERSONNEL SERVICES		
60	248	360	-	31-405-61040	EXTRA LABOR	360	360
1,305	2,052	1,453	2,196	31-405-61050	FICA	1,897	1,897
(532)	542	700	390	31-405-61060	WORKER'S COMP	1,090	1,090
6	11	11	11	31-405-61065	WORKER'S BENEFIT FUND	12	12
3,079	5,118	2,888	7,549	31-405-61070	HEALTH INSURANCE	6,613	6,613
3,027	4,582	4,928	7,669	31-405-61080	PERS (PENSION)	6,462	6,462
17	28	19	30	31-405-61090	UNEMPLOYMENT	25	25
8,735	13,286	8,115	12,219	31-405-61152	FIELD MAINTENANCE SUPERVISOR	13,374	13,374
-	-	-	-	31-405-61154	UTILITY MAINTENANCE WORKER II	-	-
3,961	7,958	4,340	11,919	31-405-61155	UTILITY MAINTENANCE WORKER I	4,595	4,595
281	1,049	1,132	1,672	31-405-61157	OVERTIME	1,185	1,185
4,533	5,422	5,051	3,746	31-405-61158	STANDBY TIME	5,286	5,286
24,473	40,296	28,997	47,401			40,899	40,899
7,977	9,871	11,350	9,458	31-405-61750	ADMINISTRATIVE OVERHEAD	13,418	13,418
32,450	50,167	40,347	56,859			54,317	54,317
					EXPENSE - MATERIALS & SERVICES		
818	64	1,200	188	31-405-62020	TRAVEL & TRAINING INVESTMENT	1,200	1,200
197	238	300	-	31-405-62030	DUES, PUBLICATIONS, NOTICES	300	300
4,298	4,375	4,300	4,065	31-405-62050	TELEPHONE	7,000	7,000
1,194	1,168	1,200	1,144	31-405-62060	INSURANCE	1,611	1,611
41,302	39,588	38,000	33,425	31-405-62070	UTILITIES	38,000	38,000
-	-	1,000	440	31-405-62082	CONTRACT SVC - COMPUTER	1,000	1,000
-	2,242	4,500	-	31-405-62091	CONTRACT SVC - ENGINEERING	4,500	4,500
561	15,575	2,000	1,235	31-405-62110	CONTRACT SVC - MISC	2,000	2,000
-	-	300	-	31-405-62210	PROTECTIVE CLOTHING	300	300
8,970	8,970	8,970	7,475	31-405-62435	USE OF CITY PROPERTY	8,970	8,970
804	2,544	4,500	2,653	31-405-62441	VEHICLE MAINTENANCE	4,500	4,500
1,306	2,408	2,500	1,685	31-405-62530	GASOLINE/OIL	2,500	2,500
15,316	20,264	12,000	4,608	31-405-62560	MATERIALS, PARTS, SUPPLIES	12,000	12,000

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					SEWER BOND 2018 REFINANCE FUND		
					REVENUES		
-	-	2,164	2,736	32-305-40010	BEGINNING FUND BALANCE	638	638
-	77,711	70,061	70,061	32-305-43031	TRANSFER FROM SEWER FUND	74,862	74,862
-	475	-	-	32-305-43032	TRANSF		
-	121	-	68	32-305-43600	INTEREST INCOME	-	-
-	78,306	72,225	72,865			75,500	75,500
					EXPENSES - DEBT SERVICE		
-	55,000	55,000	55,000	32-405-66710	BOND PAYMENT - PRINCIPAL	60,000	60,000
-	20,571	17,225	9,024	32-405-66720	BOND PAYMENT - INTEREST	15,500	15,500
-	-	-	-	32-405-66725	EXTRA INTEREST PAYMENT	-	-
-	-	-	-	32-405-66950	RESERVE PAYMENT	-	-
-	75,571	72,225	64,024			75,500	75,500
-	78,306	72,225	72,865		SEWER BOND 2018 FUND - TOTAL REVENUE	75,500	75,500
-	75,571	72,225	64,024		SEWER BOND 2018 FUND - TOTAL EXPENSE	75,500	75,500
-	2,735	-	8,842		SEWER BOND FUND 2018- NET TOTAL	-	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					<u>REVENUE - CATV</u>		
(4,360)	147	-	1,526	41-305-40010	BEGINNING FUND BALANCE	-	-
-	-	-	-	41-305-43900	TRANSFER FROM GENERAL	-	-
24,750	-	-	-	41-305-40440	GORGE NET - PROGRAMMING PAYMENT	-	-
20,390	147	-	1,526			-	-
					<u>EXPENSE - PERSONNEL SERVICES - CATV</u>		
-	-	-	-	41-405-61060	WORKER'S COMP	-	-
-	-	-	-			-	-
					<u>EXPENSE - MATERIALS & SERVICES - CATV</u>		
20,243	-	-	-	41-405-62740	PROGRAMMING	-	-
20,243	-	-	-			-	-
-	-	-	-	41-405-62950	ADMINISTRATIVE OVERHEAD	-	-
20,243	-	-	-			-	-
					<u>EXPENSE - INTER-FUND TRANSFERS - CATV</u>		
-	147	-	-	41-405-64010	TRANSFER TO GENERAL - CLOSE FUND	-	-
-	147	-	-			-	-
20,390	147	-	1,526		CATV/BB - TOTAL REVENUE	-	-
20,243	147	-	-		CATV/BB - TOTAL EXPENSE	-	-
147	-	-	1,526		CATV/BB - NET TOTAL	-	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					EXPENSE - MATERIALS & SERVICES		
360	1,346	1,600	508	51-000-62020	TRAVEL & TRAINING	1,300	1,300
18,922	20,986	12,500	19,789	51-000-62030	DUES, PUBLICATIONS, NOTICES	20,000	20,000
2,097	1,599	1,750	1,225	51-000-62050	TELEPHONE	1,300	1,300
7	-	-	-	51-000-62055	POSTAGE	-	-
4,420	4,056	4,250	3,951	51-000-62060	INSURANCE	4,666	4,666
255	264	600	170	51-000-62063	DRUG TESTING	600	600
2,538	-	1,500	1,288	51-000-62081	COMPUTER LICENSE	1,500	1,500
-	6,758	-	270	51-000-62091	CONTRACT SERVICE - ENGINEERING	-	-
14,225	10,141	20,000	27,198	51-000-62110	CONTRACT SVC - MISC	60,000	60,000
6,000	7,000	7,000	2,550	51-000-62138	LOW-INCOME ENERGY ASST TO CAPITAL RESERVE	7,000	7,000
9,750	9,300	9,900	6,472	51-000-62139	CONSERVATION/ENERGY EFFICIENCY	11,000	11,000
40,680	2,303	15,000	31,190	51-000-62140	BPA ENERGY EFFICIENCY CONSERVATION	20,000	20,000
-	-	300	-	51-000-62180	INJURIES AND DAMAGES	300	300
13,134	12,000	12,000	8,499	51-000-62190	SYSTEM EVALUATION STUDIES	12,000	12,000
5,657	5,161	6,000	2,653	51-000-62200	TRANSPORTATION EXPENSE	6,000	6,000
4,109	5,482	6,500	2,941	51-000-62201	TRANSPORTATION EXPENSE (M&S&PARTS)	6,000	6,000
120	-	1,250	74	51-000-62210	PROTECTIVE CLOTHING	2,500	2,500
11,310	11,310	11,310	9,425	51-000-62435	USE OF CITY PROPERTY	11,310	11,310
10,803	22,394	5,000	3,751	51-000-62560	MATERIALS, PARTS & SUPPLIES	5,000	5,000
85,604	88,434	84,701	102,600	51-000-62660	INTERNAL PAYMENTS: POWER (5%)	117,200	117,200
359	467	2,000	233	51-000-62680	UNCOLLECTIBLE ACCOUNTS	2,000	2,000
-	-	2,000	-	51-000-62750	METER EXPENSE - OTHER	5,000	5,000
1,452	481	5,000	11,670	51-000-62770	MAINTAIN LINES - OTHER	19,000	19,000
4,281	1,903	6,000	-	51-000-62780	MAINTAIN TRANSFORMERS - OTHER	10,000	10,000
690	879	2,500	2,950	51-000-62800	MAINTAIN SECURITY/STREET LIGHT	6,000	6,000
14	639	2,000	-	51-000-62810	MAINTAIN GENERAL PLANT - OTHER	1,000	1,000
797,955	858,482	778,000	873,604	51-000-62820	PURCHASED POWER	1,073,000	1,073,000
115,013	122,000	101,500	134,897	51-000-62821	BPA TRANSMISSION BILLS	167,000	167,000
-	-	1,500	-	51-000-62860	REGULATORY	1,500	1,500
-	-	500	-	51-405-62865	CROSSING & ENCROACHMENTS	500	500
2,843	246	2,500	767	51-000-62870	MISC & LEGAL EXPENSES	2,500	2,500
6,529	6,666	7,000	6,806	51-000-62880	LAND USE PERMIT (USFS)	7,200	7,200
7	-	2,000	-	51-000-62900	MISC DISTRIBUTION EXP - OTHER	2,000	2,000
-	-	1,000	-	51-000-62910	MAINTENANCE OF TRANSMISSION - OTHER	2,000	2,000
<u>1,159,135</u>	<u>1,200,297</u>	<u>1,114,661</u>	<u>1,255,479</u>			<u>1,586,376</u>	<u>1,586,376</u>
<u>114,891</u>	<u>124,216</u>	<u>126,109</u>	<u>105,091</u>		ADMINISTRATIVE OVERHEAD	<u>139,823</u>	<u>139,823</u>
<u>1,274,026</u>	<u>1,324,513</u>	<u>1,240,770</u>	<u>1,360,570</u>			<u>1,726,199</u>	<u>1,726,199</u>

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					CAPITAL PROJECTS		
					EXPENSE - PERSONNEL SERVICES		
925	165	-	267	51-000-61050	FICA	-	-
319	81	-	130	51-000-61060	WORKER'S COMP	-	-
4	1	-	1	51-000-61065	WORKER'S BENEFIT FUND	-	-
2,927	570	-	898	51-000-61070	HEALTH INSURANCE	-	-
3,466	530	-	1,164	51-000-61080	PERS (PENSION)	-	-
13	2	-	4	51-000-61090	UNEMPLOYMENT	-	-
12,558	2,214	30,000	3,587	51-000-61149	WAGES	30,000	30,000
20,211	3,562	30,000	6,051			30,000	30,000
					CAPITAL PROJECTS		
					EXPENSE - MATERIALS & SERVICE		
16,614	100,051	30,000	33,797	51-000-62009	MATERIALS	30,000	30,000
-	-	3,300,000	110,302	51-000-62115	ELECTRIC UTILITY UPGRADE	3,009,360	3,009,360
16,614	100,051	3,330,000	144,099			3,039,360	3,039,360
1,930,623	2,061,313	5,312,450	2,757,292		LIGHT FUND - TOTAL REVENUE	6,022,310	6,022,310
1,952,509	1,967,116	5,312,450	2,015,887		LIGHT FUND - TOTAL EXPENSE	6,022,310	6,022,310
(21,885)	94,197	-	741,405		LIGHT FUND - NET TOTAL	0	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
6/30/2018	6/30/2019	6/30/2020	5/31/2020				
					CITY LIGHT		
					EXPENSE - PERSONNEL SERVICES		
15,859	12,982	12,650	11,425	51-405-61050	FICA	20,495	20,495.00
5,441	4,768	5,100	5,185	51-405-61060	WORKER'S COMP	8,748	8,748.00
55	42	45	30	51-405-61065	WORKER'S BENEFIT FUND	57	57.00
35,009	33,026	34,682	29,255	51-405-61070	HEALTH INSURANCE	54,491	54,491.00
55,988	47,926	53,619	49,089	51-405-61080	PERS (PENSION)	86,904	86,904.00
212	173	165	153	51-405-61090	UNEMPLOYMENT	268	268.00
69,503	-	-	-	51-405-61120	WORKING FOREMAN	-	-
-	78,939	75,410	59,398	51-405-61121	LEAD LINEMAN	81,073	81,073.00
55,376	-	-	-	51-405-61122	JOURNEYMAN LINEMAN	78,936	78,936.00
52,158	76,979	63,367	69,602	51-405-61123	GROUNDMAN/EQUIPMENT OPERATOR	68,125	68,125.00
8,471	4,737	8,006	4,773	51-405-61124	OVERTIME	13,162	13,162.00
20,243	17,179	18,504	18,662	51-405-61125	STANDBY TIME	26,597	26,597.00
318,316	276,752	271,548	247,571			438,856	438,856
139,606	140,635	106,286	88,572	51-405-61750	ADMINISTRATIVE OVERHEAD	143,979	143,979
457,922	417,387	377,834	336,143			582,835	582,835
					EXPENSE - MATERIALS & SERVICES		
322	1,174	1,400	395	51-405-62020	TRAVEL & TRAINING INVESTMENT	1,000	1,000
16,394	18,220	11,000	16,994	51-405-62030	DUES, PUBLICATIONS, NOTICES	17,000	17,000
1,829	1,404	1,500	953	51-405-62050	TELEPHONE	1,000	1,000
7	-	-	-	51-405-62055	POSTAGE	-	-
2,438	2,453	2,550	2,421	51-405-62060	INSURANCE	2,730	2,730
255	264	600	170	51-405-62063	DRUG TESTING	600	600
2,538	-	1,500	1,288	51-405-62081	COMPUTER LICENSE	1,500	1,500
-	6,758	-	270	51-405-62091	CONTRACT SERVICE-ENGINEERING	-	-
14,044	10,141	19,000	13,205	51-405-62110	CONTRACT SVC - MISC	30,000	30,000
6,000	7,000	7,000	2,550	51-405-62138	LOW-INCOME ENERGY ASST TO MCCAP	7,000	7,000
9,750	9,300	9,900	6,472	51-405-62139	CONSERVATION/ENERGY EFFICIENCY	11,000	11,000
40,680	2,303	15,000	31,190	51-405-62140	BPA ENERGY EFFICIENCY CONSERVATION	20,000	20,000
-	-	300	-	51-405-62180	INJURIES AND DAMAGES	300	300
13,134	12,000	12,000	8,499	51-405-62190	SYSTEM EVALUATION STUDIES	12,000	12,000
5,057	4,451	5,000	2,157	51-405-62200	TRANSPORTATION EXPENSE	5,000	5,000
4,109	4,595	5,500	2,459	51-405-62201	TRANSPORTATION EXPENSE (M&S&PARTS)	5,000	5,000
120	-	750	-	51-405-62210	PROTECTIVE CLOTHING	1,500	1,500
9,360	9,360	9,360	7,800	51-405-62435	USE OF CITY PROPERTY	9,360	9,360
10,803	22,394	5,000	3,730	51-405-62560	MATERIALS, PARTS & SUPPLIES	5,000	5,000
68,448	70,478	67,948	87,994	51-405-62660	INTERNAL PAYMENTS: POWER (5%)	100,850	100,850
359	467	1,000	233	51-405-62680	UNCOLLECTABLE ACCOUNTS	1,000	1,000
-	-	1,000	-	51-405-62750	METER EXPENSE - OTHER	2,000	2,000
1,452	481	3,000	10,520	51-405-62770	MAINTAIN LINES - OTHER	15,000	15,000
4,281	1,903	5,000	-	51-405-62780	MAINTAIN TRANSFORMERS - OTHER	5,000	5,000
602	879	2,000	2,950	51-405-62800	MAINTAIN SECURITY/STREET LIGHT	5,000	5,000
14	639	2,000	-	51-405-62810	MAINTAIN GENERAL PLANT - OTHER	1,000	1,000

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					CAPITAL PROJECTS - CITY		
					EXPENSE - PERSONNEL SERVICES		
700	165	-	240	51-415-61050	FICA	-	-
252	81	-	117	51-415-61060	WORKER'S COMP	-	-
3	1	-	1	51-415-61065	WORKER'S BENEFIT FUND	-	-
2,495	570	-	898	51-415-61070	HEALTH INSURANCE	-	-
2,640	530	-	1,048	51-415-61080	PERS (PENSION)	-	-
10	2	-	3	51-415-61090	UNEMPLOYMENT	-	-
9,562	2,214	25,000	3,231	51-415-61149	WAGES	25,000	25,000
15,662	3,562	25,000	5,539			25,000	25,000
					EXPENSE - MATERIALS & SERVICE		
16,614	100,051	25,000	27,873	51-415-62009	MATERIALS	25,000	25,000
-	-	3,300,000	110,302	51-415-62115	ELECTRIC UTILITY UPGRADE	3,009,360	3,009,360
16,614	100,051	3,325,000	138,175			3,034,360	3,034,360
					LIGHT FUND - SOUTH BANK		
					EXPENSE - PERSONNEL SERVICES		
5,773	2,137	5,160	2,036	51-406-61050	FICA	7,383	7,383
1,565	897	1,700	849	51-406-61060	WORKER'S COMP	3,151	3,151
13	2	18	2	51-406-61065	WORKER'S BENEFIT FUND	22	22
8,879	4,456	11,561	4,720	51-406-61070	HEALTH INSURANCE	18,163	18,163
18,577	7,580	21,875	8,805	51-406-61080	PERS (PENSION)	31,306	31,306
77	28	67	27	51-406-61090	UNEMPLOYMENT	97	97
17,832	-	-	-	51-406-61120	WORKING FOREMAN	-	-
-	4,998	25,137	4,206	51-406-61121	LEAD LINEMAN	27,024	27,024
17,214	-	-	-	51-406-61122	JOURNEYMAN LINEMAN	26,312	26,312
10,378	7,222	21,122	3,656	51-406-61123	GROUNDMAN/EQUIPMENT OPERATOR	22,708	22,708
11,978	550	2,669	3,473	51-406-61124	OVERTIME	4,387	4,387
19,519	15,654	18,504	15,774	51-406-61125	STANDBY TIME	16,072	16,072
111,804	43,525	107,813	43,548			156,625	156,625
46,538	47,172	42,199	35,166	51-406-61750	ADMIN OH-ELSB PERSONNEL SVC	51,385	51,385
158,342	90,697	150,012	78,714			208,010	208,010

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					CAPITAL PROJECTS - SOUTH BANK		
					EXPENSE - PERSONNEL SERVICES		
225	-	-	27	51-416-61050	FICA		
67	-	-	13	51-416-61060	WORKER'S COMP	-	-
1	-	-	0	51-416-61065	WORKER'S BENEFIT FUND	-	-
432	-	-	-	51-416-61070	HEALTH INSURANCE	-	-
826	-	-	115	51-416-61080	PERS (PENSION)	-	-
3	-	-	0	51-416-61090	UNEMPLOYMENT	-	-
<u>2,995</u>	<u>-</u>	<u>5,000</u>	<u>356</u>	51-416-61149	SB - WAGES	<u>5,000</u>	<u>5,000</u>
4,549	-	5,000	512			5,000	5,000
					EXPENSE - MATERIALS & SERVICE		
<u>-</u>	<u>-</u>	<u>5,000</u>	<u>5,924</u>	51-416-62009	SB - MATERIALS	<u>5,000</u>	<u>5,000</u>
-	-	5,000	5,924			5,000	5,000
1,930,623	2,061,313	5,312,450	2,757,292		LIGHT FUND - TOTAL REVENUE	6,022,310	6,022,310
1,952,509	1,967,116	5,312,450	2,015,887		LIGHT FUND - TOTAL EXPENSE	6,022,310	6,022,310
(21,885)	94,197	-	741,405		LIGHT FUND - NET TOTAL	0	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	CURRENT YEAR ACTUALS 19-20	ACCOUNT NUMBERS	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
					PROPERTY DEPARTMENT EXPENDITURES -CAPITAL OUTLAY		
-	-	-	-	56-404-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	-	-
-	-	25,000	-	56-404-63950	RESERVE	26,000	26,000
-	-	25,000	-			26,000	26,000
					PROPERTY DEPARTMENT INTERFUND TRANSFERS		
-	-	-	-	56-404-64001	TRANSFER TO OTHER FUNDS	-	-
					EMS DEPARTMENT EXPENDITURES -CAPITAL OUTLAY		
-	-	-	-	56-406-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	-	-
-	-	115	-	56-406-63950	RESERVE	120	120
-	-	115	-			120	120
					EMS DEPARTMENT INTERFUND TRANSFERS		
-	-	-	-	56-406-64001	TRANSFER TO OTHER FUNDS	-	-
					EMS MEMORIAL EXPENDITURES -CAPITAL OUTLAY		
-	-	-	-	56-407-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	-	-
-	-	690	-	56-407-63950	RESERVE	708	708
-	-	690	-			708	708
					EMS MEMORIAL INTERFUND TRANSFERS		
-	-	-	-	56-407-64001	TRANSFER TO OTHER FUNDS	-	-
					TOURISM DEPARTMENT EXPENDITURES -CAPITAL OUTLAY		
-	-	-	-	56-408-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	-	-
-	-	67,900	-	56-408-63950	RESERVE	69,000	69,000
-	-	67,900	-			69,000	69,000
					TOURISM DEPARTMENT INTERFUND TRANSFERS		
-	-	-	-	56-408-64001	TRANSFER TO OTHER FUNDS	-	-
					WATER DEPARTMENT EXPENDITURES -CAPITAL OUTLAY		
1,500	4,768	67,000	25,502	56-421-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	44,000	44,000
-	-	240,000	-	56-421-63950	RESERVE	322,344	322,344
1,500	4,768	307,000	25,502			366,344	366,344
					WATER DEPARTMENT INTERFUND TRANSFERS		
-	-	-	-	56-421-64001	TRANSFER TO OTHER FUNDS	34,385	34,385
					WATER METERS EXPENDITURES -CAPITAL OUTLAY		
18,240	-	35,000	9,240	56-422-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	35,000	35,000
-	-	29,000	-	56-422-63950	RESERVE	72,000	72,000
18,240	-	64,000	9,240			107,000	107,000
					WATER METERS INTERFUND TRANSFERS		
-	-	-	-	56-422-64001	TRANSFER TO OTHER FUNDS	-	-
					HYDRANT EXPENDITURES -CAPITAL OUTLAY		
-	-	-	-	56-423-63941	SYS, VEHICLE, EQUIP UPGRADE/REPLACEMENT	-	-
-	12,931	41,000	-	56-423-63950	RESERVE	28,000	28,000
-	12,931	41,000	-			28,000	28,000
					HYDRANT METER INTERFUND TRANSFERS		
-	-	-	-	56-423-64001	TRANSFER TO OTHER FUNDS	-	-

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
			TOTAL OF ALL FUNDS		
			REVENUES		
1,389,289	1,457,753	1,383,639	GENERAL FUND	1,435,924	1,435,924
380,637	458,234	442,000	SYSTEM DEVELOPMENT FUND	409,000	409,000
200,752	281,736	250,800	STREET FUND	220,500	216,500
553,098	410,585	549,604	EMS FUND	599,786	599,786
5,389	156,517	470,000	GRANT FUNDS	331,000	331,000
154,324	106,872	110,500	TOURISM FUND	56,725	56,725
9,390	10,317	7,865	CEMETERY FUND	9,619	9,619
11,771	12,409	9,000	CEMETERY TRUST FUND	5,255	5,255
2,531,562	2,118,293	2,252,100	WATER FUND	1,265,536	1,265,536
-	195,651	254,529	WATER SYSTEM IMPROVEMENT FUND	575,000	575,000
-	13,193	33,442	CORROSION CONTROL TREATMENT FUND	49,400	49,400
622,677	599,174	6,146,100	SEWER FUND	6,146,080	6,146,080
140,888	63,177	-	SEWER BOND FUND	-	-
-	78,306	72,225	SEWER BOND REFINANCE FUND	75,500	75,500
-	-	56,000	SEWER FACILITIES PROJECT FUND	122,000	122,000
20,390	147	-	CATV/BB FUND	-	-
-	-	-	OIB FIRE HALL DEBT FUND	-	-
1,930,623	2,061,313	5,312,450	CITY LIGHT FUND	6,022,310	6,022,310
<u>1,431,969</u>	<u>1,442,283</u>	<u>1,280,918</u>	CAPITAL RESERVE	<u>1,582,157</u>	<u>1,578,157</u>
9,382,758	9,465,961	18,631,172	TOTAL REVENUES	18,905,792	18,897,792
			EXPENDITURES		
			PERSONNEL SERVICES		
528,866	562,414	637,962	GENERAL FUND	652,817	652,817
27,994	32,102	59,431	STREET FUND	61,801	61,801
282,329	280,502	381,576	EMS FUND	461,625	461,625
-	-	-	GRANT FUND	-	-
2,081	1,634	5,627	CEMETERY FUND	5,919	5,919
103,806	101,246	104,954	WATER FUND	119,848	119,848
32,450	50,167	40,347	SEWER FUND	54,317	54,317
-	-	-	CATV/BB FUND	-	-
<u>616,264</u>	<u>508,083</u>	<u>527,846</u>	CITY LIGHT FUND	790,845	790,845
1,593,789	1,536,148	1,757,743	TOTAL PERSONNEL SERVICES	2,147,172	2,147,172

17-18 ACTUAL	18-19 ACTUAL	CURRENT YEAR BUDGET 19-20	LINE ITEM DESCRIPTION	PROPOSED 2020-2021 BUDGET	APPROVED 2020-2021 BUDGET
			<u>DEBT SERVICE</u>		
-	-	-	GENERAL FUND	-	-
82,915	2,459	918	EMS FUND	-	-
-	92,835	254,529	WATER SYSTEM IMPROVEMENT FUND	575,000	575,000
-	-	33,442	CORROSION CONTROL TREATMENT FUND	49,400	49,400
627,711	-	-	SEWER BOND FUND	-	-
-	75,571	72,225	SEWER BOND REFINANCE FUND	75,500	75,500
-	-	56,000	SEWER FACILITIES PROJECT FUND	122,000	122,000
15,523	15,523	10,559	ELECTRIC FUND	-	-
726,149	186,388	427,673	TOTAL DEBT SERVICE	821,900	821,900
			<u>CONTINGENCY</u>		
-	-	53,206	GENERAL FUND	19,984	19,984
-	-	31,557	STREET FUND	7,961	7,961
-	-	23,991	EMS FUND	-	-
-	-	6,250	TOURISM FUND	-	-
-	-	-	CEMETERY	-	-
-	-	-	CEMETERY TRUST FUND	-	-
-	-	161,165	WATER FUND	48,442	48,442
-	-	100,376	SEWER FUND	115,739	115,739
-	-	58,675	CITY LIGHT	177,306	177,306
-	-	435,220	TOTAL CONTINGENCY	369,432	369,432
			<u>CAPITAL PROJECTS</u>		
-	-	-	STREET FUND	-	-
2,401,976	1,038,574	1,430,000	WATER FUND	514,596	514,596
36,337	510	5,616,600	SEWER FUND	5,566,580	5,566,580
36,826	103,613	3,360,000	CITY LIGHT	3,069,360	3,069,360
2,475,138	1,142,697	10,406,600	TOTAL CAPITAL PROJECTS	9,150,536	9,150,536
			<u>RESERVES</u>		
-	-	842,918	CAPITAL RESERVE FUND	1,253,772	1,249,772
			<u>TOTALS</u>		
9,382,758	9,465,961	18,631,172	REVENUES	18,905,792	18,897,792
7,683,531	6,205,164	18,631,172	EXPENSES	18,905,792	18,897,792
1,699,227	3,260,797	-	NET	(0)	-

STAFF REPORT

Date Prepared: 6/15/2020

For City Council Meeting on: 6/22/2020

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Public Hearing on proposed uses for State Revenue Sharing

SYNOPSIS: The City receives a percentage of State Revenue Sharing that is used to help support various programs. As per ORS 221.770 a public hearing in which citizens have the opportunity to provide written and oral comment to, and ask questions of, the authority responsible for adopting the City of Cascade Locks budget for FY 2020-2021.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1432 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approves Resolution No. 1432 to elect to receive State Revenue Sharing.

Legal Review and Opinion: N/A

Financial review and status: Amounts pertaining to this resolution are included in the FY 2020-2021 budget.

BACKGROUND INFORMATION:

1. The City has received State Revenue Sharing dollars for many years. Budget committee, during the budget process recommends to the council, programs to receive the funding. At the time of budget, approval by council will determine the programs to be funded.

RESOLUTION NO. 1432

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

WHEREAS, the City offered an opportunity for its citizens to comment on the possible uses of State Revenues at a Public Hearing of the Budget Committee on May 20, 2020; and

WHEREAS, the City offered an opportunity for its citizens to comment on the proposed uses of State Revenues at a Public Hearing of the City Council on June 22, 2020;

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

SECTION 1. City's Election to Receive State Revenues. Pursuant to ORS 221.770, the City of Cascade Locks hereby elects to receive State Revenues for Fiscal Year 2020/2021.

SECTION 2. Effective Date. Upon adoption by the City Council and approval of the Mayor, this resolution shall become effective on July 1, 2020.

SECTION 3. Expiration. This Resolution shall remain in effect and shall expire on June 30, 2021.

ADOPTED by the City Council this 22nd day of June, 2020.

APPROVED by the Mayor this 22nd day of June, 2020.

Mayor

ATTEST:

City Recorder

I certify that a public hearing before the Budget Committee was held on May 20, 2020 and a public hearing before the City Council was held on June 22, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

Budget Officer

CASCADE LOCKS STAFF REPORT

Date Prepared: June 15, 2020

For City Council Meeting on: June 22, 2020

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve RES1433 Extending a State of Emergency

SYNOPSIS: The City Council previously extended the State of Emergency due to the potential impacts of the coronavirus CoVID-19 on the City of Cascade Locks to May 31.

City Hall is open for essential business by appointment or by walk in if following physical distancing rules, sanitizing, and wearing face masks. The use of building for other than City Council, Budget Committee, or Planning Committee meetings will remain closed until the SOE is lifted or Hood River County has reopened. That reopening was delayed by the governor. We will open the building for City Council meetings following physical distancing restrictions.

The City will not shut off utility services during the month of June. We will "red tag" those clients who have not paid their bill, but without the usual \$10 red tag fee. We will work out payment arrangements if necessary, to allow people to catch up on the bill. The water will still be flowing. The sewer plant will still be operating. The power will still be on. This courtesy will not be extended into July.

Utility customers may pay their bills on line, through the mail, or dropping their payment in the City Hall Drop Box located on the east side of the building on the lower level.

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution 1433 Extending the State of Emergency Due to CoVid-19.

RECOMMENDED MOTION: "I move to approve Resolution 1433 extending the State of Emergency due to CoVid-19."

RESOLUTION No. 1433

**A RESOLUTION OF THE CITY OF CASCADE LOCKS
EXTENDING THE DECLARATION OF A STATE OF EMERGENCY
DUE TO COVID-19**

WHEREAS, the novel coronavirus causes a disease known as COVID-19, which is a respiratory disease with the potential to cause serious illness or loss of life and is an immediate threat to public health and safety;

WHEREAS, multiple cases of COVID-19 have been detected in Oregon;

WHEREAS, the Governor of the State of Oregon has declared by Executive Order No. 20-03 a statewide public health state of emergency due to the outbreak of COVID-19 in Oregon;

WHEREAS, ORS 401.305 et seq. provides authority for the City of Cascade Locks to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during a time of emergency;

WHEREAS, to ensure the City of Cascade Locks is fully prepared for a local outbreak of COVID-19 and has the resources and authority needed to respond to the disease, a declaration of emergency is necessary;

WHEREAS, Hood River County's application for Phase 2 reopening has been delayed by the Governor; and

WHEREAS, the previously adopted Resolution declaring a state of emergency has or will expire, requiring an extension thereof.

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

SECTION 1. A local public health state of emergency due to COVID-19 exists within the territorial limits of the City of Cascade Locks.

SECTION 2. The previous Resolution declaring a state of emergency is extended, and shall remain in effect until May 31, 2020, unless sooner terminated or further extended.

SECTION 3. For the duration of the emergency, unless otherwise specified by the Council, the ordinary line of succession remains in effect.

SECTION 4. To protect the health of City employees, the City Administrator may issue emergency rules or guidance on the use of sick leave, telework, remote work, or other policies that shall be in effect only for the duration of the emergency.

CASCADE LOCKS STAFF REPORT

Date Prepared: June 15, 2020

For City Council Meeting on: June 22, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution No. 1434 Opposing Revisions to the Columbia River Gorge Management Plan Policies for Urban Growth Boundary Revisions.

SYNOPSIS: The City of Cascade Locks is in a unique position regarding Urban Growth Boundary expansions. We are completely surrounded by the Columbia River Gorge National Scenic Urban Boundary. We cannot grow into the National Forest or the Columbia River.

However, our friends in Stevenson, White Salmon, Hood River, and The Dalles have urban growth boundary areas that are not within the National Scenic Area into which they could grow, both residentially and commercially. The revisions now being proposed to the Columbia River Gorge Management Plan would severely restrict that growth.

The National Scenic Area charter provided both environmental protections to the Gorge and economic development within the Gorge urban areas. The revisions proposed to the Management Plan would create barriers to any expansion of urban areas beyond those limits set by the respective State land use planning laws.

This resolution urges the Gorge Commission to slow down its revision process in order to allow adequate public comment. It also urges the Commission to not hamper economic growth that is vital to our collective communities.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed resolution. The Council could also choose to do nothing at this time.

RECOMMENDED MOTION: "I move the approval of Resolution No. 1434 opposing the proposed Revisions to the Columbia Gorge Management Plan policies for Urban Growth Boundary revisions."

RESOLUTION NO. 1434

**A RESOLUTION OPPOSING PROPOSED REVISIONS
TO THE COLUMBIA RIVER GORGE MANAGEMENT PLAN
POLICIES FOR URBAN AREA BOUNDARY REVISIONS**

WHEREAS, in 1986, Congress passed the Columbia River Gorge National Scenic Area Act, Pub. L. 99–663, §§ 2–18, 100 Stat. 4274 (1986), now codified at 16 U.S.C. §§ 544–544p (“Act”). The Act created the Columbia River Gorge National Scenic Area (“NSA”) and designated 13 Urban Areas within the NSA.

WHEREAS, the Act states two purposes: (1) to create a national scenic area in Washington and Oregon “to protect and provide for the enhancement of the scenic, cultural, recreational, and natural resources of the Columbia River Gorge”; and (2) to protect and support the economy of the area “by encouraging growth to occur in existing urban areas and by allowing future economic development in a manner that is consistent with” the first purpose.

WHEREAS, the Columbia River Gorge Commission (“Gorge Commission”) adopted the Columbia River Gorge Management Plan (“Management Plan”) in 1991 and the U.S. Secretary of Agriculture concurred with the Management Plan in 1992.

WHEREAS, Congress directed the Gorge Commission to review the Management Plan no sooner than 5 years but at least every 10 years to determine whether it should be revised. The Gorge Commission last adopted revisions to the Management Plan in 2004.

WHEREAS, in 2016, the Gorge Commission and U.S. Forest Service began to work on a second revision to the Management Plan and propose to adopt revisions to the Management Plan in 2020.

WHEREAS, the Gorge Commission proposes significant policy changes as a part of the proposed 2020 amendments to the Management Plan that undercut the purpose of the Act to protect and support the economy of the area and effectively prohibit any future growth in the Urban Areas.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The City of Cascade Locks City Council opposes the proposed 2020 amendments to the Management Plan that fail to protect and support the economic vitality of The Gorge. The proposed revisions to Part IV Administration, Chapter 1 Gorge Commission Role, Revision of Urban Area Boundaries are inconsistent with the Act and preclude future growth opportunities for the Gorge’s Urban Areas.

ADOPTED by the City Council this 22nd day of June, 2020.

APPROVED by the Mayor this 22nd day of June, 2020.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

It has been expressed many times through the Gorge 2020 process, that there is a shared objective of any amendment to the urban area boundary section of the Plan was to provide greater clarity for future applications. Unfortunately, the May 12 work session redline does not meet this shared objective. Instead, we feel that the May 12 redline would worsen the situation. We recognize and appreciate the considerable amount of work and thought has already gone into the May 12 redline, but we respectfully request that the Commission table this provision for now as it continues the remainder of the Gorge 2020 work.

Revise the May 12 redline to reflect clear policy direction and definitive positions on future growth of the Gorge's urban areas.

If the Commission opts to proceed on amending the urban area boundary policies, we request that the Commission revise the May 12 work session redline before sending it out for formal public comment in June. In its May 12, 2020 comment letter to the Commission, the Port of The Dalles ("Port") proposed specific redline revisions. We support these proposed redlines, and in this letter we wish to further illustrate why the Port's proposed language reflects clear policy direction that would reduce uncertainty for our respective communities and public agencies.

Generally, the language in the May 12 redline gave the impression that the Commission was asserting its authority and foreshadowing that it may opt to not process any request for an urban boundary revision. For example, draft policy 1 indicated that the Commission could opt not to accept any request because "it doesn't have to" under the Act. Draft policy 5 then implies that the Commission could block a request because "it doesn't have any money" within its budget. The Commission cannot impose procedural hurdles to render the language of the Act meaningless. The Act contemplates growth in urban areas and reflects specific congressional intent to protect the economy of the Gorge's urban areas. It imposed high hurdles in the form of the 4(f) criteria to ensure that such growth was not done to the detriment of the SNCRs. The Commission does not need to impose procedural hurdles when robust substantive hurdles already exist in the form of the 4(f) criteria.

With this framework in mind, we propose revised language.

Blue bold = proposed language and red strikeout = deleted language.

Introduction

We propose revisions based on policy language currently contained in the Introduction of the Management Plan and consistent with the expressed vision.

Proposed Policy 3

The language should track the authorization in 544(c) of the Act governing revisions to SMA boundaries, rather than setting forth a new interpretation of federal law.

3. ~~The Gorge Commission has authority to can only approve applications to revise a boundary of an Urban Area adjacent to the General Management Area. Revisions to a boundary between an Urban Area and a Special Management Area are subject to review and approval by the Secretary in consultation with the Commission. require Forest Service coordination, consultation and approval under section 4(c) of the Act in addition to Gorge Commission approval under section 4(f)(2)(A) - (D).~~

Proposed Policy 4 and Policy 5

As drafted, policy 4 and 5 present procedural hurdles that could bar applications. To avoid unnecessary debate about what the Commission can and cannot do, we suggest revised language that addresses the Commission's concerns about money and funding.

4. The Gorge Commission shall seek funding in its biennial budget to support any Urban Area boundary revision application after receiving a county's intent to submit an application. If funding is not available either because of a budget shortage or because it was not included in the biennial budget given the budget cycle, the Gorge Commission shall enter into a cost reimbursement agreement with the applicant to cover the costs of processing an application until the funding is obtained through the biennial budget process. ~~Counties shall inform the Gorge Commission of their intent to seek an Urban Area boundary revision in time for the Gorge Commission to seek sufficient funding in its biennial budget for reviewing the boundary revision application.~~
5. ~~At the beginning of each biennial budget, the Gorge Commission will determine whether its funding is sufficient to allow it to analyze one or more Urban Area boundary adjustment applications during that biennium and communicate its determination to the counties.~~

Proposed Policy 6

Again, proposed policy 6 presents a procedural hurdle that could potentially bar applications to the Commission from its constituent communities. Rather than arguing about what the Commission may require, we suggest letting an applicant decide the timing of an application,

Please note that the below-proposed use of “shall” versus “may” is intentional, with the effect of providing two possible pathways for demonstrating “minor” – a safe-harbor pathway and a discretionary pathway.

~~8. The Gorge Commission will determine whether a proposed Urban Area boundary revision is minor pursuant to section 4(f) of the National Scenic Area Act on a case-by-case basis.~~

~~A. Generally, a~~ A revision to an Urban Area boundary shall ~~may be considered minor if (a) the revision involves an expansion of 20 acres or 1 percent of the total area within the Urban Area, whichever is less, (b)~~

~~i. the revision involves no net change in the total area of the Urban Area, or (c).~~ or

~~ii. if the revision is cumulatively 20 acres or 1% of the total area of the Urban Area, whichever is less, or~~

~~iii. if the revision involves transferring Urban Area acreage between two Urban Areas, provided that the transfer results in no net loss of the total National Scenic Area-wide acreage in the General Management Area.~~ THE COMMISSION DID NOT COMPLETE ITS DISCUSSION WHETHER TO INCLUDE THIS CONCEPT OF “MINOR.”

In addition, the Commission may consider a revision to an Urban Area boundary minor if the revision does not result in a substantial expansion of an Urban Area or have a significant effect on surrounding lands outside of the Urban Area.

~~B. The Gorge Commission will consider revisions that differ from this general guidance on a case-by-case basis.~~

Proposed Policy 9

We have no comments

is consistent with the standards and purposes when considered collectively. Findings of compliance with each standard are not required to demonstrate compliance with section 4(f)(2)(B). used to develop the Management Plan and the purposes of the Act, will be determined on a case-by-case basis. The Commission recognizes that the application of the standards and purposes of the Act in the Management Plan may not be appropriate for determining compliance with section 4(f)(2)(B). The Commission may use the procedures and requirements in the Management Plan for guidance but is not bound to the procedures and requirements in the Management Plan for Urban Area boundary applications. By rule, the Commission may specify requirements to comply with section 4(f)(2)(B).

Proposed Policy 13

Like proposed policy 12, proposed policy 13 defers policy choices that the Commission should be making now. To correct this, the language should provide specific considerations for satisfying 4(f)(2)(C):

13. Compliance with section 4(f)(2)(C), demonstrating that the proposed revisions would result in maximum efficiency of land uses within and on the fringe of existing Urban Areas, may be satisfied by providing information on the proposed zoning requirements for the expanded area like minimum parcel size, lot coverage, minimum density, floor area ratios, and other development standards along with draft plans for transportation and public utility service to be finalized and implemented upon the Commission's approval of the urban area boundary revision. will be determined on a case-by-case basis. The Gorge Commission may require a local government to adopt enforceable conditions of approval to ensure land added to an Urban Area satisfies section 4(f)(2)(C). By rule, the Commission may establish factors to evaluate whether proposed revisions to the boundary of an Urban Area result in the maximum efficiency of land uses.

Proposed Policy 14

Again, like proposed policy 12 and 13, proposed policy 14 defers policy choices the Commission should be making now. To correct this, the language should provide specific considerations for satisfying 4(f)(2)(D):

14. To achieve compliance with section 4(f)(2)(D), demonstrating that applications to revise the revisions to boundaries of an Urban Area shall not result in the significant reduction of agricultural lands, forest lands, or open spaces may be satisfied by demonstrating that the agricultural, forest or open space removed

Interim Chair Jim Sizemore
Board of County Commissioners
Klickitat County



Mo-chi Lindblad
Planning Director
Klickitat County



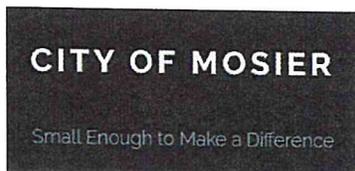
Chair Bob Hamlin
Board of County Commissioners
Skamania County



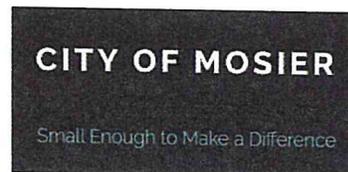
Alan Peters
Assistant Planning Director
Skamania County



Colleen Coleman
City Manager
City of Mosier



Nick Kraemer
City Planner
City of Mosier



STAFF REPORT

Date Prepared: 6/15/2020

For City Council Meeting on: 6/22/20

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Authorizing budget appropriations & expenditures from various funds for fiscal year ending June 30, 2020.

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

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1435 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1435 authorizing the transfer of funds between categories of various funds, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2020.

Legal Review and Opinion: N/A

Financial review and status: For various reasons funds and budget limits within various categories will/have exceed budgeted limits for the Fiscal Year ending June 30, 2020. The reallocation is necessary for Oregon Budget Law compliance.

BACKGROUND INFORMATION:

1. This is a reallocation of resources that can occur each year to correct the current budget before June 30, 2020.

RESOLUTION No. 1435

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS BETWEEN CATEGORIES OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

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

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

WHEREAS, for various reasons the following funds and the budgeted limits within various categories have been exceeded in the Fiscal Year ending June 30, 2020; and

WHEREAS, the reallocation of resources and requirements is necessary to correct the FY 2019-2020 Budget;

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES THAT THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATE</u>	<u>ACCOUNT NO.</u>
<u>General Fund</u>				
Support Community Programs	10,750	9,050	-1,700	01-408-62022
Museum Utilities/Expenses	2,000	3,700	+1,700	01-407-62630
Dry Creek Timber Harvest	0	31,460	+31,460	01-301-43283
Interfund Transfer-Grants Fund	0	31,460	+31,460	01-401-64060
<u>SDC Fund</u>				
Parks SDC	93,000	20,492	-72,508	02-409-63901
Transfer to Other Funds	0	72,508	+72,508	02-409-64001
<u>Grant Fund</u>				
Transfer from Cap Res for Hub Project	0	22,350	+22,350	07-405-62118
Transfer from General Fund	0	31,460	+31,460	07-405-62118
Contract Svc- Hub Project	0	72,508	+72,508	07-405-62118
<u>Water Fund</u>				
Contingency	161,165	113,165	-48,000	21-405-65010
Interfund Transfers-WSIP	307,000	355,000	+48,000	21-405-64022
<u>Sewer Fund</u>				
Contingency	100,376	43,760	-57,000	31-405-65010
Personal Services - Supervisor	8,115	18,115	+10,000	31-405-61152
Personal Services - Worker I	4,340	14,340	+10,000	31-405-61155
Personal Services - PERS	4,928	9,928	+ 5,000	31-405-61080
Personal Services – Health Ins	2,888	7,888	+ 5,000	31-405-61070
Interfund Transfers	126,061	153,061	+27,000	31-405-64010

STAFF REPORT

Date Prepared: 6/15/2020

For City Council Meeting on: 6/22/2020

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Cybersecurity Policy

SYNOPSIS: The City must comply with the Oregon Identity Theft Protection Act and in doing so the City must have in place a policy that addresses Cybersecurity. This policy is to help minimize the risk of internal and external threats.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1436 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approves Resolution No. 1436 to approve the Cybersecurity Policy.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION: N/A

RESOLUTION 1436

A RESOLUTION TO ESTABLISH A CYBERSECURITY POLICY TO HELP MINIMIZE THE RISK OF INTERANAL AND EXTERNAL THREATS.

WHEREAS, the City must comply with the Oregon Identity Theft Protection Act, ORS 646A.600-628 and ORS 646A.622 requires the implementation of a Cybersecurity program; and

WHEREAS, this policy applies to all City of Cascade Locks elected officials, employees, contractors, consultants and others authorized to access information and associated assets owned, operated, controlled, or managed by the City of Cascade Locks; and

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

Section 1. Cybersecurity Policy: The attached policy is approved by Council and will be reviewed annually.

Section 2. Confidentiality and Non-Disclosure Agreement: The Non-Disclosure Agreement within the Cybersecurity Policy must be signed by anyone who is authorized to access information.

Adopted by the City Council this 22nd day of June, 2020.

Approved by the Mayor this 22nd day of June 2020.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

CITY OF CASCADE LOCKS

Cybersecurity Policy

Objective

The focus of this policy is to help City of Cascade Locks meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed and approved by the City Council.

The purpose of this policy is to clearly communicate the City of Cascade Locks security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all City of Cascade Locks elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by City of Cascade Locks. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

Roles and Responsibilities

City of Cascade Locks has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

Finance Officer

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Identify all Personally Identifiable Information.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.
- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Flash drive				
Cell phones				
Tablets				
Other				

Each manager will determine if PII is essential. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as a Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity’s record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

PROTECT (PR)

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

Identity Management, Authentication and Access Control

The Finance Officer is responsible for ensuring that access to the organization’s systems and data is appropriately controlled. All systems housing City of Cascade Locks data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to City of Cascade Locks systems and data are not to share passwords with anyone.

City of Cascade Locks has established following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for four (4) iterations
- Changed periodically every 90 days

around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

DATA SECURITY

Data Classification

You must adhere to your Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no requirements for public information.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
 - Employee or customer Social Security numbers or personally identifiable information (PII)
 - Personnel files
 - Medical and healthcare information
 - Protected Health Information (PHI)
 - Network diagrams and security configurations
 - Communications regarding legal matters
 - Passwords/passphrases
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.

Information Protection Processes and Procedures

Secure Software Development

Where applicable, all software development activities performed by City of Cascade Locks or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of three software environments for the development of software systems should be available – development, quality assurance, and a production environment. Software developers or programmers are required to develop in the development environment and promote objects into the quality assurance and production environments. The quality assurance environment is used for assurance testing by the end user and the developer. The production environment should be used solely by the end user for production data and applications. Compiling objects and the source code is not allowed in the production environment. The information technology manager or an independent peer review will be required for promotion objects into the production environment.

- All production changes must be approved before being promoted to production.
- Developers should not have the ability to move their own code.
- All production changes must have a corresponding help desk change request number.
- All production changes must be developed in the development environment and tested in the quality assurance environment.
- All emergency changes must be adequately documented and approved.

Software code approved for promotion will be uploaded by the Finance Officer to the production environment from the quality assurance environment once the change request is approved. The Finance Officer may work with the developer to ensure proper placement of objects into production.

Contingency Planning

The organization's business contingency capability is based upon cloud backups of all critical business data. This critical data is defined as Network shared files (Zdrive), Network user files (Udrive), Accounting data (Mdrive). Full data backups will be performed daily Monday-Friday basis. Confirmation that backups were performed successfully will be conducted daily Monday-Friday. Testing of cloud backups and restoration capability will be performed on a monthly basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the Finance Officer.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of City of Cascade Locks systems or applications are deemed corrupted or inaccessible, the Finance Officer will work with the respective vendor(s) to restore data from the most recent cloud backup and, if necessary, acquire replacement hardware.

access only. Access to the *secure* wireless network is limited to the City of cascade Locks personnel and provides the user access to the intranet.

Under the direction of the Finance Officer the third-party network administrator manages the network user accounts, monitors firewall logs, and operating system event logs. The Finance Officer authorizes vendor access to the system components as required for maintenance.

Additional Considerations

Does the organization employ industry-accepted configurations/standards for mobile devices, laptops, workstations, and other hardware and software?

Protective Technology

Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. City of Cascade Locks will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Additionally, Anti-malware may have been implemented to identify and quarantine emails that are deemed suspicious. This functionality may or may not be used at the discretion of the IT Manager.

Network Vulnerability Assessments

On a quarterly basis, City of Cascade Locks will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of Data Consultant to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

Additional Considerations

Does the organization have technologies (e.g., web proxies/web filtering) in place that limit a user's access to dangerous or malicious sites?

Does the organization monitor the flow of data across the network?

Does the organization employ web application firewalls on web servers, if you host your own website?

RESPOND (RS)

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

Response Planning

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City of Cascade Locks information assets, can be defined as either an Electronic or Physical Incident.

Finance Officer is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the Finance Officer or City Administrator.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain organization information. All instances of a suspected physical security incident should be reported immediately to the Finance Officer or City Administrator.

Scope

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the organization. This policy is a supplement to the *City of Cascade Locks Cybersecurity Policy*.

1.0 Policy

The following actions shall constitute unacceptable use of the corporate network. The list also provides a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

1. Engage in an activity that is illegal under local, state, federal, or international law.
2. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the organization.
3. Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, threatening, obscene or otherwise inappropriate messages or media.
4. Engage in activities that cause an invasion of privacy.
5. Engage in activities that cause disruption to the workplace environment or create a hostile workplace based on a legally protected class.
6. Make fraudulent offers for products or services.
7. Install, download or distribute unlicensed or "pirated" software.
8. Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

Email

The following activities are strictly prohibited:

1. Using the email system to send or forward pornographic material.
2. Using the email system for any form of harassment whether through language, content, frequency or size of the message.
3. Sending unsolicited bulk email messages, including the sending of "junk mail" or other advertising materials to individuals who did not specifically request such material (email spam).
4. Sending or forwarding emails of a non-business nature to the "All Employee" list.
5. Sending or forwarding emails of a non-business nature with either an excessive number of attachments or attachments of excessive size (examples would be emails with numerous photos, video clips, or large PowerPoint presentations).
6. Creating or forwarding "chain letters," "Ponzi" schemes or other get rich quick "pyramid" schemes of any type.
7. Using the email system in a manner that would violate the City of Cascade Locks Cybersecurity Policy.
8. Opening file attachments with file extensions such as .vbs, .exe, .com, or .sys.

4. Invalid login attempts set to three
5. Automatic logout due to inactivity = 30 minutes

Portable Devices

The following Portable Devices are allowed for organization use only:

1. Cell phones
2. Laptops
3. Digital cameras
4. Any type of USB memory device or USB mass storage device

2.0 Monitoring

Employees should have no expectation of privacy for any information they store, send, receive, or access via the organization's network. Content monitoring of email by management may occur without prior notice. All other monitoring, including but not limited to, internet activity, email volume or size, and other forms of electronic data exchange may occur without prior notice by management.

Monitoring may occur without prior notice of a suspected violation, either in part or in whole, of the Acceptable Use Policy or the *City of Cascade Locks Cybersecurity Policy* is detected or reported.

3.0 Reporting

Employees must report to the Finance officer when they learn of a suspected breach of information or have lost a laptop, telephone, or USB memory with City of Cascade Locks information.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Signature

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understood the policy.

(Print your name)

(Signature)

(Date)

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.
5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

Disclosing Party

By: _____

Printed Name: _____

Title: _____

Dated: _____

CASCADE LOCKS STAFF REPORT

Date Prepared: June 15, 2020

For City Council Meeting on: June 22, 2020

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: MCEDD Business Assistance Grant

SYNOPSIS: The Mid-Columbia Economic Development Department applied for a grant from Business Oregon that would assist local businesses to recover from COVID economic decline. Jessica Metta, the Executive Director of MCEDD, provided the attached synopsis of the grant that would provide \$100,000 to Hood River County businesses on a first come-first served basis. Our business community is encouraged to contact MCEDD at:

[Mid-Columbia Economic Development District](#)

802 Chenoweth Loop Road

The Dalles, OR 97058

541-399-1033 cell

541-296-2266 x1001 office

Hood River County, the City of Hood River, the City of Cascade Locks, and MCEDD have agreed to split the cost of administering the grant program because administration costs are not included in the grant. The City of Cascade Locks would use part of the Support Community Programs line item to pay our \$1,500 portion of the administrative costs.

MCEDD will be advertising the program to our community shortly.



Mid-Columbia Economic Development District

Memorandum

To: Hood River County Commission, Hood River City Council, Cascade Locks City Council

From: Jessica Metta, Executive Director, Mid-Columbia Economic Development District

Date: June 9, 2020

Re: Business Oregon COVID-19 Emergency Business Assistance Grant Program for Hood River County

Mid-Columbia Economic Development District (MCEDD) appreciates the ways our region works together for the benefit of all our communities and our strong relationships with Hood River County, the City of Hood River and the City of Cascade Locks.

We have been looking for opportunities to support our businesses and communities through the COVID-19 pandemic and were pleased to see a grant through Business Oregon that was a good fit. Business Oregon has set aside \$10 Million in funds to provide COVID-19 Emergency Business Assistance Grants throughout Oregon. They are rolling out the funds in phases. Phase 2 was released as \$5 Million with no match requirements and only economic development districts or community development financial institutions (CDFIs) as eligible applicants. There are no active CDFIs in our region, leaving MCEDD as the only eligible applicant regionally for this phase. The only drawback we could see is that the grant does not include funds for administration of the program.

MCEDD sought to develop a proposal for \$250,000 to cover our Oregon Counties. We would reserve \$100,000 each for Hood River and Wasco Counties, and \$50,000 for Sherman County. MCEDD has county economic development contracts in place with Wasco and Sherman Counties that could cover our administration of the program in those counties. I reached out to Jeff Hecksel, Rachael Fuller, and Gordon Zimmerman to request support for our administration in Hood River County and am grateful that Hood River County will contribute \$2000 and the Cities of Hood River and Cascade Locks will each contribute \$1500. These small contributions will support our work to deploy approximately \$100,000 in grants to businesses and nonprofits in Hood River County impacted by COVID-19.

The grant program's Request for Proposals is attached as additional information. We will be setting up our program to directly meet Business Oregon requirements. MCEDD will review completed applications on a first-come, first-serve basis after the program opens. As noted above, we will target distribution at \$100,000 in Hood River County, \$100,000 in Wasco County, and \$50,000 in Sherman County. If not enough applications are received for the grants to be distributed geographically in this fashion, they will be available throughout the region after two weeks of the program being open. Additionally, we will target 50% utilization of sole proprietors for this funding as required by Business Oregon, and focus deployment to historically disadvantaged population groups (Asian, Black, Hispanic, Native American, and Women Owned Businesses).

We expect to hear of our successful application this week. We are working to develop outreach communications about the program and will share those with you once available for assistance in disseminating. The grant funds must be distributed on a fast timeframe so all efforts in this will be appreciated. After the program ends, we will also share our final grant report with the County and Cities for information on how the funds were distributed.

Program Values

- Ensure that historically disadvantaged individuals that own businesses have access to these funds.
- Ensure these funds are supporting the small businesses unable to access or apply for federal funds.
- Ensure that these funds are reaching every corner of Oregon.
- Ensure that these funds are keeping businesses operational.

Eligible Applicants

Eligible applicants include:

- Oregon's established [Economic Development Districts](#), and
- Community Development Financial Institutions currently certified by the United States Department of the Treasury, with active operations in Oregon that currently provide services to financial services and/or technical assistance to small businesses.

Additionally, Community Lenders must be able to meet the parameters of this program as described below.

Program Funding Priorities

Community Lenders are expected to make one-time-only awards to businesses as follows:

- Businesses that have been adversely affected economically in either one of the following two categories:
 - Those for-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
 - Those eligible for-profit businesses that can demonstrate a one-month decline in revenue greater than 50% in the month of March 2020 or April 2020 as compared against sales in the month of January 2020 or February 2020. Those non-profit businesses (limited to 501(c)(3) corporations) that can demonstrate a decline in revenue greater than 50% across the months of March 2020 and April 2020 as compared against the same period of time in 2019.
- Businesses with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funds including:
 - Small Business Administration's Paycheck Protection Program (PPP);
 - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
 - Other federal programs to date for emergency pandemic funding.

limited to funding not more than 25% of the award to existing clients unless otherwise waived in writing by the department. This limit will also be required if a Community Lender is contracted to administer a program on behalf of one or more local community assistance program(s) that receives an award from this state COVID-19 Emergency Business Assistance Grant Fund. Waivers may be considered on a case-by-case basis and will be made at the sole discretion of the department. All decisions on waiver request will be considered final when made and not subject to appeal or review.

Business Applications and Support Documentation

Businesses must:

- Self-certify they have not received PPP, EIDL, or any other CARES Act assistance as of the date of application.
- Demonstrate:
 - That they were prohibited from operation as directed by Executive Order 20-12; or
 - That they had a sales or revenue decrease of 50% or more in the month of March or April 2020, as compared against the sales or revenues of January or February 2020, or as compared against the same period in 2019.
- Demonstrate they are headquartered and with principal operations in Oregon.
- Self-certify they are not subject to any of the ineligibility criteria.
- Self-certify that the business and its operations are, and will, remain compliant with all local, state, and federal laws.
- Provide business, financial, and ownership information necessary to determine and verify eligibility.

Other Program Details and Next Steps

Community Lenders may apply to receive an award under this announcement. If approved, the applicant will enter into a contract with Business Oregon in short order. During the contract process, Business Oregon will consult on the detailed operational steps proposed by the Community Lenders and the basic reporting needed by the state.

Program Access

It is intended that these state funds are equally accessible to all Oregonians, so a robust marketing program that reaches out locally to businesses owned by members of historically disadvantaged population groups (Asian, Black, Hispanic, Native American, and Women Owned Businesses) is a requirement of this program. Only those applicants that can demonstrate such a marketing program and fair access procedures will be considered for funding. Community Lender program awardees will be required to:

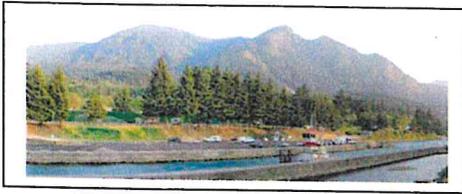
- Utilize program marketing materials and applications made available by Business Oregon in languages that are representative of the local population.
- Develop a stepped marketing program that reaches out and markets to members of historically disadvantaged population groups in advance of marketing to the general public.
- Deploy the awarded funds to eligible businesses within 45 days of the receipt of funds.
- Demonstrate, for loan forgiveness, that all agreed Program Access activities as described in the application and agreed upon in contract have been fulfilled.

Award Process

Business Oregon will coordinate an expeditious review process and may contact any proposer for further clarification or negotiation. Decisions will be made in the state's sole discretion, endeavoring to meet the objectives and targets described above and below:

- Funds are not available for administrative purposes.
- No less than 50% of the awards to be made to Sole Proprietors.
- No less than 60% of awards to be deployed in rural communities with population fewer than 30,000 per the last decennial census (2010) data including all areas outside of the following urban growth boundaries:
 - Albany
 - Bend
 - Corvallis
 - Eugene/Springfield
 - Grants Pass
 - McMinnville
 - Medford
 - Portland Metro (city of Portland, Clackamas, Multnomah, and Washington counties)
 - Salem/Keizer
- To the extent possible, evenly balanced allocations to the following regions:
 - Central Region
 - Crook, Deschutes, Hood, Jefferson, Sherman, and Wasco counties
 - Coastal Region
 - Clatsop, Coos, Curry, Lincoln, and Tillamook counties, Lane and Douglas counties west of Coastal Range
 - Eastern Oregon Region
 - Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler counties
 - Portland Region
 - Clackamas, Multnomah, and Washington counties
 - Southern Oregon Region
 - Jackson, Josephine, Klamath, and Lake counties and Douglas County east of Coastal Range
 - Valley Region
 - Benton, Columbia, Linn, Marion, Polk, and Yamhill counties and Lane County east of the Coastal Range

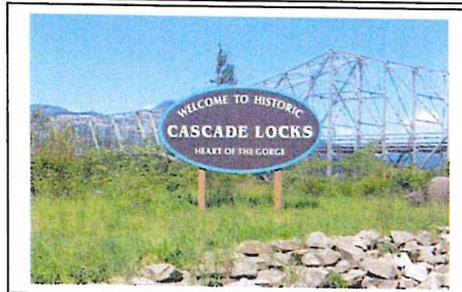
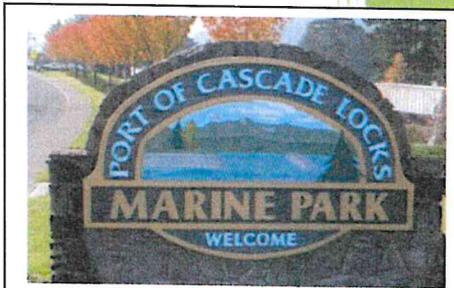
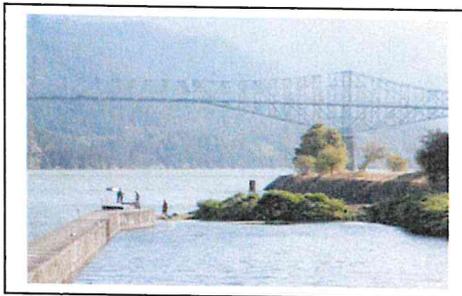
2016



City of Cascade Locks, Oregon

PROJECT SUMMARY AND RECOMMENDATIONS FOR PARKING MANAGEMENT

FINAL REPORT
June 20, 2016



RIK WILLIAMS CONSULTING
Parking & Transportation

Table of Contents

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ATTACHMENT A: PARKING CODE REVIEW (TASK 2.1)

ATTACHMENT B: PARKING INVENTORY MEMO (TASK 2.2)

B. FORMAT OF INFORMATION – GETTING TO SOLUTIONS

This project has allowed the City and stakeholders to take a fresh look at the parking situation in Cascade Locks with a view to improving the quality and ease of access in the downtown.

This report summarizes:

- Existing parking conditions
- Parking challenges and barriers identified in stakeholder discussions
- Code evaluation
- Parking inventory
- Recommendations for near-, mid-, and long-term solutions

C. SUMMARY OF VISUAL GROUND ASSESSMENT

Rick Williams and Owen Ronchelli spent meaningful portions of their site visit on Friday, January 29, 2016 touring the downtown, observing parking activity, and evaluating parking resources and assets. Gordon Zimmerman (City Administrator) also provided a thorough car tour of key areas in the downtown for the consultant team to consider. Gordon's input provided the consultants an on-the-ground look at the City's downtown access system and insights into key properties, challenges and issues. Rick Williams spent an additional day in Cascade Locks on Sunday, May 15, 2016 to observe weekend activity and the impact of visitors at the trailhead lot.

The consultants took extensive field notes and created a photo file for use in the development of workshop materials. In total, the consultants spent extensive time on the ground in the downtown over two days.

These ground assessments aided the consultant team in formulating a working understanding of both use and format of parking in downtown Cascade Locks. Their observations were also compared to input from stakeholders (Section D below), and much of what the consultants observed validated stakeholder perceptions. This provided the foundation for developing the parking management strategies recommended herein.

The consultant team concluded that Cascade Locks' downtown parking system has significant capacity to absorb additional demand. Some key strategies in the near term will be improving the appearance of parking, improving signage and directions, and engaging the City and business community in actively managing parking as a community resource.

Following are key challenges and barriers facing downtown Cascade Locks:

1. *The appearance of Cascade Locks' parking system can be improved.*

Surface parking lots can, and often do, affect a downtown's overall image. When parking lots dominate the environment and are poorly designed or maintained, they undercut efforts to make downtown a vibrant, attractive area. The absence of parking buffers, landscaping, lighting, and screening also detracts from the downtown's visual appeal. Stakeholders noted that the parking system needs a fresh set of eyes to ensure that the appearance of parking lots supports the economic vitality of the downtown, and agreed that partnerships between the public and private sectors could be an effective strategy to achieve this.



2. *Stripe on-street parking to designate available stalls and slow traffic.*

Several stakeholders noted that traffic can move rapidly on WaPaNa Street creating concerns for pedestrian safety and speeds that are not conducive to street-level businesses. Lack of visible on-street parking tends to make WaPaNa feel more like a highway than a retail street. Stall striping would clearly indicate the availability of parking and narrow the appearance of the roadway, encouraging slower speeds.



3. *There is a lot of parking in Cascade Locks, if it were seen as a shared resource.*

Although there appears to be a lot of parking, especially off-street parking, in the downtown on a typical day, it is not being used efficiently to meet demand (especially during events) or to support the general economic development of the downtown. Most parking is under private ownership and may only be used by specific businesses or institutions. Signs discourage the sharing of parking, even when spaces sit empty. In some cases the signage communicates a negative message to potential customers, leading to parking that is empty but



8. Provide better parking signs.

The city would benefit from signage that better communicates useful information and clear directions to customers and businesses. Both the east and west gateways into the downtown would also benefit from informational parking signs denoting off-street parking options that can be accessed along WaPaNa Street.

E. PARKING INVENTORY SUMMARY

The consultant team inventoried the entire on- and off-street parking in the downtown. The inventory day was selected in consultation with City staff, as were specific streets and lots seen as reasonably serving, or showing potential to serve, downtown uses. **Attachment B**, at the end of this report, provides a detailed Parking Inventory Memorandum summarizing the complete analysis. This section provides a shortened version of that report.

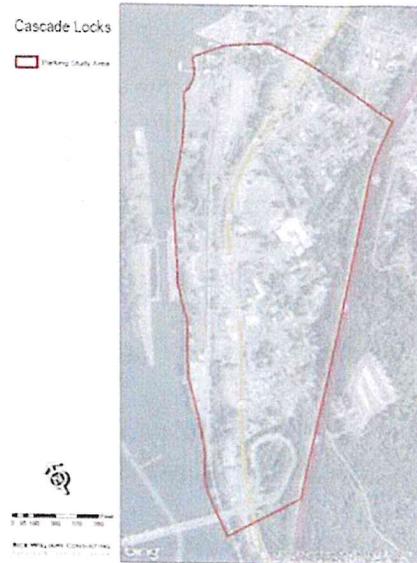


Table 1 indicates on- and off-street parking surveyed in Cascade Locks. All on-street parking stalls in the downtown are currently unmarked and do not have time limits. The majority of on-street parking is located on WaNaPa Street.

Cascade Locks’ on-street parking supply is limited, totaling 245 stalls, of which 234 are located on WaNaPa Street. Adding capacity on adjacent streets is likely not feasible, based on road widths and issues related to safety and traffic movement.

The off-street supply is actually fairly large, totaling 738 stalls in 30 lots. This supply is spread throughout the study area and primarily formatted to serve single uses, not the downtown in general. Two additional off-street sites were identified that are currently vacant gravel areas. These sites are sizeable and could serve as future parking opportunities.

Table 1: 2016 Cascade Locks Inventory

	# of Automobile Stalls	% of Total
South side of WaNaPa St ²	108	44.0%
North side of WaNaPa St	126	51.4%
SW Benson Street	5	2.2%
SW Regulator Street	6	2.4%
<i>Total On-Street Supply</i>	<i>245</i>	<i>100%</i>

² All on-street parking stalls are unmarked, unsigned, and have no time limit.

- Provide a forum for ongoing community involvement in parking decisions.
- Treat parking management as a partnership between the City and the business community.
- Encourage biking and walking between downtown destinations by highlighting their health benefits.⁵

Estimated Costs (STRATEGY 1)

There should be no additional costs associated with this recommendation other than normal staff costs associated with moving this plan to City Council endorsement or approval.

STRATEGY 2: *Establish a Downtown Parking Work Group as a forum for addressing parking issues in the downtown.*

The City should develop a process through which a representative cross-section of downtown interests *routinely* assists in the review and implementation of the Parking Management Plan.



TIMELINE: Near-term (0 – 12 months)

The City should partner with key businesses to form a downtown Parking Work Group. The new Parking Work Group can use the recommendations outlined in this plan as a basis for action, discussion, stakeholder communications, and progress tracking. Over the next 12 months, the Work Group would:

- Schedule regular meetings to advocate for, shepherd, track, and communicate the plan
- Establish a draft parking brand

TIMELINE: Mid-term (12 - 24 months)

- Establish business-to-business outreach efforts
- Coordinate data collection efforts
- Assess Plan progress
- Provide input to City Council
- Coordinate communications with the broader downtown business community
- Determine and implement actions

⁵ Increasingly, public health officials are advocating “active transportation” (e.g., walking and bicycling) for health reasons. Many doctors recommend that everyone take at least 10,000 steps a day to help avoid health problems such as diabetes and heart disease.

STRATEGY 4: *Make on-street parking more user-friendly.*

Among the challenges and barriers identified by stakeholders was a lack of structure, consistency, user-friendliness, and clear expectations. On-street parking spaces in the downtown are not striped; the consultant team believes striping creates a sense of order and convenience. Effective striping will communicate “you can park here,” reduce incidents of damage to vehicles, facilitate compliance, and contribute to traffic calming by visually narrowing the roadway.

Existing street and lot signage is old, out of date and at times communicates a negative message. All signage should be of a consistent quality and communicate clear and positive messages to users.

TIMELINE: Mid-term (0 – 12 months)

- Stripe stalls in all commercial parking areas.

TIMELINE: Long-term (12 – 24 months)

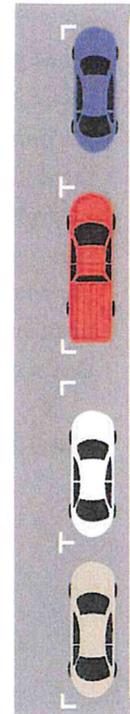
- Replace/upgrade old signage.
- Repaint/repair curbs and curb markings.

Estimated Costs (STRATEGY 4)

We do not have an estimate of the number of potential on-street parking stalls in commercial areas of the downtown. In a previous study conducted for the City of Prineville, Oregon, the City estimated that it spends \$145 per block to stripe the type of parallel parking illustrated in the graphic on the right side of this page. Using this estimate, a budget of \$5,000 annually for on-street stripe upgrades and maintenance would accommodate nearly 35 blocks. This budget is likely to decrease as routine maintenance is implemented. Individual street signs average \$150 - \$300 each.



*No stall striping on
WaNaPa*



**Example: Stall
Striping**



**Upgrade old
signage**

STRATEGY 6: Identify and establish a model public lot. Set the standard for lot design and presentation.

Given the variety of off-street facilities in the downtown, the creation of a model public lot would set a higher standard for appearance, format, and design. The lot should be strategically located in the downtown core area and be branded in such a way as to clearly communicate its purpose to users. It is recommended that a simple stylized “P”, coordinated with colors associated with the City of Cascade Locks, be developed as the brand. This brand could be incorporated into downtown marketing efforts and future gateway signage projects (see STRATEGY 8, page 15). Several brand examples are provided below.



A model lot would set a new standard for parking in Cascade Locks, encouraging lot owners to upgrade and setting the tone for future parking development.

TIMELINE: Near-term (0 – 12 months)

- Establish a model public lot in the post office or grocery store lot.
- Negotiate a public access shared-use agreement.
- Develop a **brand** to be used at the lot and incorporated into future parking.

TIMELINE: Mid to Long-term (12 – 24 months)

- Complete lot upgrades.
- Deploy roadway signage to direct traffic to the lot.

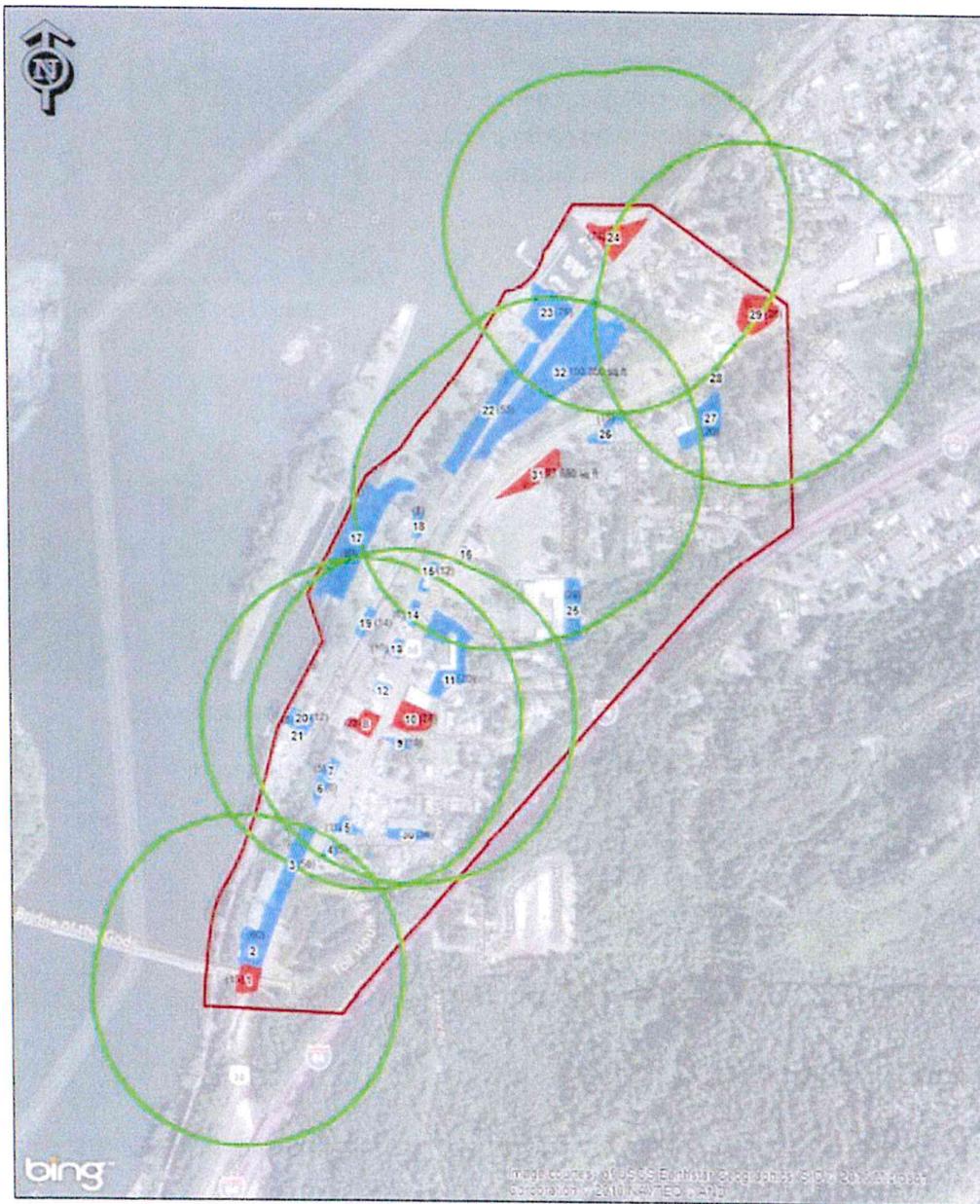


Post office (above) and grocery store (below) lots.

Estimated Costs (STRATEGY 6)

Not enough is known by the consultant regarding ownership, land costs, availability, and other factors to estimate costs at this time.

Figure A
Identifying/Locating Points of Access



Cascade Locks

Downtown Parking Assessment

 Parking Study Area

RICK WILLIAMS CONSULTING
 PARKING & TRAFFIC CONSULTANTS

 750 Ft Walking Isochron

 Parking Facilities - 621 stalls
 XX Lot Number (XX) Number of Stalls

 Public Parking Opportunities - 117+ stalls
 XX Lot Number (XX) Number of Stalls

 Feet
 0 130 260 520 780 1 040

STRATEGY 9: Add bike parking at strategic locations to create connections between parking and the downtown.

When we talk about parking management, we're not just talking about cars. Communities throughout Oregon support bicycling as a key sustainable transportation strategy, and the Oregon Transportation Planning Rule requires it for new developments. Cascade Locks can become a city that encourages a "park once" philosophy, where people park their vehicles and then bike or walk to shop, dine, and recreate in the downtown. Thanks to its location along the Pacific Crest Trail and its status as a Gorge Hub, the city is already a premier biking and walking destination. Providing adequate bicycle parking can also expand the capacity of the overall parking supply. The city already has a distinctive rack design to serve as the model for future additions (see photo at right).



Cascade Locks Rack

TIMELINE: Near to Mid-term (0 – 24 months)

- Identify on- and off-street locations for bike racks, bike boxes, and bike corrals.
- Add high-visibility bike parking throughout downtown, encouraging visitors to stop and shop across both ends of downtown.



Example: Bike Corral Ashland, OR

TIMELINE: Long-term (24 – 36 months)

- Consider using bike corrals or clusters in parking areas to maximize bike parking.

Estimated Costs (STRATEGY 9)

The cost of inventorying potential bike parking locations could be incorporated into the data collection portion of STRATEGY 9 below. Site identification could also be done through volunteer efforts and by working with downtown stakeholders and bike advocates. Costs are likely minimal.

Estimated unit costs for actual bike infrastructure:

- Staple or U racks: \$150 - \$200
- Wall-Mounted racks: \$130 - \$150

Estimated Costs (STRATEGY 10)

It is estimated that a data inventory and occupancy/utilization study would range from \$5,500-\$7,500 if conducted by a third-party consultant. Costs would be minimized in subsequent surveys given that the inventory/database would already be in place, as well as through sampling and possible use of volunteers to collect data.

STRATEGY 11: *Establish business-to-business outreach and communications on parking issues and planning.*

This strategy is most likely an addendum to Strategy 2, which uses the Downtown Parking Work Group as a source for targeted strategic communications to downtown businesses, employees, and the broader community. However, it is listed here as STRATEGY 11 because outreach and communications are most successful when key plan elements are formalized and packaged in clear, focused, and concise terms.

A program of visits to downtown businesses with informational materials and “open ears” would be employed. This could be accommodated with existing City or business staff or Work Group volunteers. Information from such visits would be catalogued and reported back to the Work Group. Similar programs are in place in other cities, including Gresham (“Customer First”) and Oregon City (through the Oregon City Main Street Partnership).

TIMELINE: Near to mid-term (0 – 24 months)

- Support outreach efforts of a Downtown Parking Work Group.
- Assign City staff to participate in and support the Work Group in these efforts.

TIMELINE: Long-term (24 – 36+ months)

- Ongoing outreach and communications with downtown stakeholders supported by sound data and targeted outcomes.

Estimated Costs (STRATEGY 11)

Key costs for outreach include materials development (brochures, flyers, etc.). It is estimated this could be adequately covered in the Cascade Locks downtown for approximately \$2,500 annually.

**Table 2
Summary of Recommendations**

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
1. Establish Guiding Principles for Parking	<ul style="list-style-type: none"> Establish and adopt Guiding Principles 			No additional costs beyond staff time to adopt or endorse.
2. Establish a Downtown Parking Work Group as a forum for addressing parking issues in the downtown.	<ul style="list-style-type: none"> Schedule work group meetings routinely to advocate, shepherd, track and communicate plan. Establish a draft parking “brand.” 	<ul style="list-style-type: none"> Coordinate data collection efforts Assess Plan progress. Provide input to City Council. Coordinate communications with the broader downtown business community. Determine and implement actions. 	<ul style="list-style-type: none"> Evolve into a formal advisory committee to City Council on downtown parking issues and meet on a more frequent (i.e., monthly) schedule. 	There should be no additional costs associated with this recommendation if it can be initiated as a volunteer effort, hosted by the City and/or in partnership with downtown business interests.
3. Improve and clarify code guidelines that could impede efforts to accommodate new development.	<ul style="list-style-type: none"> Implement recommended changes outlined in Task 2.1 Code Synopsis and Recommendations Memorandum (see Attachment A). 			There should be no additional costs associated with this recommendation if it can be initiated as a staff led effort in consultation with the City Council.
4. Make on-street parking more user friendly.	<ul style="list-style-type: none"> Assure all commercial block faces that allow parking in the downtown are consistently striped. This should be completed as soon as financially feasible. 	<ul style="list-style-type: none"> Replace/upgrade old signage. Repaint/repair curbs and curb markings. Minimize painting curbs (e.g., yellow curbs) and keep up the curbs that must be painted (i.e., for safety reasons). 		A budget of \$5,000 annually for on-street stripe upgrades and maintenance would accommodate nearly 35 City blocks. This budget is likely to be lower as routine maintenance is implemented over time. Individual street signs average \$150 - \$300 each.

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
8. Create East/West gateway communication system that is replicated throughout downtown.	<ul style="list-style-type: none"> • Research and design 	<ul style="list-style-type: none"> • Implement and coordinate with sites identified and “procured” in Strategies 6 and 7. 		<p>Not enough is known at this time by the consultant relative to the overall cost of a downtown gateway signage program.</p>
9. Add bike parking at strategic locations to create connections between parking and the downtown to draw customers to downtown businesses.	<ul style="list-style-type: none"> • Begin to identify on-street and off-street locations for bike racks (sidewalk), bike boxes (off-street) and bike corrals (on-street) • Add high visibility bike parking throughout downtown to encourage the trailhead crowd to stop and shop across both ends of downtown. 	<ul style="list-style-type: none"> • Consider using bike corrals or clusters in parking areas to maximize bike parking. 		<ul style="list-style-type: none"> • Staple or U racks: \$150 - \$200 • Wall Mounted racks: \$130 - \$150 • Bike Corral : \$1,200 • Art Rack variable based on design
10. Collect data to assess performance of the downtown parking supply.	<ul style="list-style-type: none"> • A baseline parking inventory of all on and off-street parking within the downtown has been completed in 2016. 	<ul style="list-style-type: none"> • Conduct occupancy surveys of off-street facilities. • Conduct occupancy and turnover surveys for the on-street parking system. • Use volunteers or a third party contract to conduct the surveys. 	<ul style="list-style-type: none"> • Updated inventory and occupancy analyses should be conducted no less than every 24 months. 	<p>An occupancy / utilization study would range from \$5,500 - \$7,500 if conducted by a third party consultant.</p>

**ATTACHMENT A:
PARKING CODE REVIEW (TASK 2.1)**

Additional references to parking regulations were also reviewed in Chapter 8-6.70- Downtown Zone (D) and Section 8-6.104.130 – Parking and Loading Areas.

The purpose of the review was to evaluate the appropriateness of the City's parking standards from a "best practices" perspective as well as within the context of the City's goals and objectives as envisioned in its 2004 Downtown Plan Project Objectives and Goals. Considerations/recommendations for improving and/or revising the code are provided below for those sections the consultant believes can be clarified or strengthened.

A. *Intent and Purpose of the Parking Code*

8-6.108.010 Purpose

The City's stated purpose in regulating and/or requiring parking "is to establish parking areas having adequate capacity and which are appropriately located and designed to accommodate the majority of traffic generated by the range of uses which may locate on a site over time."¹

It is recommended that the purpose statement be expanded to also include the following sub-elements (underline indicates recommended new language):

1. Provide for a mix of and intensification of desired land uses to ensure economic viability.
2. Allow for the consolidation of parking, to include development of public or shared-use parking facilities.
3. Create an attractive and marketable development environment.
4. Attainment of adopted City and Regional transportation goals for all modes (i.e., auto, transit, bike, walk and rideshare).
5. A financially feasible product that is accepted by affected developments, stakeholders and the public.

These additional statements of purpose create a more robust statement of intent and purpose and underscore the intent that the City will not only regulate parking but take an active role in parking to facilitate desired outcomes; particularly as they relate to new land uses, economic development and multi-modal access. They also support and integrate better with already adopted Downtown Plan Project Objectives and Goals outlined in Chapter 8-6.70.010 Downtown Zone (D), which emphasizes:

Downtown Plan Project Objectives (specifically supported by this recommendation)

- Establishing street design and streetscape standards for the downtown
- Encourage walking and bicycling
- Reduce reliance on automobile trips
- Encourage more mixed-use and efficient use of land in the Downtown, consistent with the City's Comprehensive Plan.

¹ Cascade Locks Municipal Code: Chapter 8-6.108 Parking and Loading (page 21).

short distance to walk and shared use opportunities are more feasible if the distance allowed were greater.

It is recommended that 8-6.108.020 (D) is amended to state the following (underline indicates recommended new language):

“Required parking spaces for residential uses must be located on the site of the use. Required parking spaces for nonresidential uses must be located on the site of the use or in parking areas located in the Downtown Zone whose closest point is within 300 feet of the site.”

C. Minimum Off-street Parking Requirements

The City may want to consider clarifications and/or revisions to the following code sections:

8-6.108.030 (B) Minimum Off-street Parking Requirements (Commercial Categories)

Determining the “right size” for parking minimum requirements for any city is difficult. Most cities are hard pressed to describe their minimum code standards as reflecting the actual local market demand for parking in their downtowns. Most are derived from (a) borrowing standards from other cities deemed comparable, (b) use of parking generation standards developed in manuals from the Institute of Transportation Engineers (ITE) – a national data source, and/or (c) a combination of both. Also, comparative evaluations between cities are challenging as different cities use different descriptors for individual land uses. And, finally, not all cities are the same physically, operationally and dynamically. As such, apples to apples comparisons of parking standards should be considered as informative rather than a definitive source for evaluating existing code standards. Overall, minimum parking standards for non-residential development should be structured to assure that the amount of parking required is:

1. Adequate to meet parking demand (ideally based on a study of actual local demand),
2. Low enough to not discourage development,
3. Flexible (e.g., fee-in-lieu) to support desired new development that may be challenged by site size and/or other barriers to meeting a parking requirement.

Given the fact that Cascade Locks provides for an in-lieu option in its code (8-6-070.110), the current code does provide for the flexibility necessary to allow desired developments to move forward if parking is not feasible on the development site (bullet point 3, above). However, some of the City’s existing standards may be too high when evaluated against bullet points 1 and 2 above.

Table 1 (next page) provides a summary of Cascade Locks’ code standards for common downtown uses as contrasted to other Gorge cities.

1. Conduct a parking demand study in the downtown to derive an actual “blended” parking demand rate for non-residential uses. The combined or blended demand for a mixed use district is more reflective of actual market demand for a business district than numerous distinct land use categories that comprise the current code.
2. Collapse existing downtown commercial use categories into a single set of uses based on findings from the demand study. At this time, it is very difficult to determine the basis for parking demand from which each use category is derived in the general tables for non-residential uses (8-6.108.030 B). It is questionable whether some of the unique distinctions within uses (e.g., sales and services or entertainment uses) actually create significant impacts on the actual amount of parking built between developments versus a single standard.

8-6.108.030 (A) (2) Minimum Off-street Parking Requirements (Residential Categories: Multi-Family)

Cascade Locks requires a minimum standard of 1 parking stall per unit for multi-family residential development, unless the residential units are located in mixed use buildings (per 8-6.070.110). This is a very good standard for a city the size of Cascade Locks that, over time, would seek more residential development in its downtown. It also encourages the parking efficiency that mixed-use projects can bring to the downtown, in a format that would put residential units over ground level retail/office. As a comparison, minimum requirements from other Gorge cities show that Cascade Locks is providing a greater range of development “options” for parking than other cities. This is summarized in Table 2. As the table indicates, Cascade Locks’ downtown base standard (1.0 per unit) is consistent with The Dalles and Troutdale and lower than Hood River. The consultant team believes the current standard and in-lieu fee option should be retained.

**Table 2
Comparative: Multi-Family Residential Minimum Parking Requirements (Downtown)**

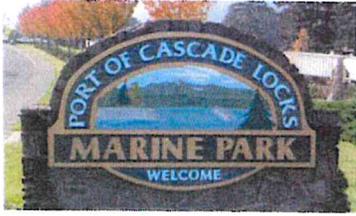
Required Standard	Minimum Parking Requirements – Downtown Zones: Multi-Family Development			
	Cascade Locks	Hood River	The Dalles	Troutdale
Multi-Family Residential	1.0 per unit 0.0 if in mixed use building In-lieu fee option (if not mixed-use)	1.50 per unit	1.0 per unit	1.0 per unit

D. In Lieu Fee

8-6.070.110 B Off-street Parking and Loading

The City code provides for an in-lieu fee option for developments in the downtown. An in-lieu fee allows a developer or owner to pay a fee to the City rather than build parking to the minimum standards outlined in 8-6.108.030. Such fees are not unusual in many cities, particularly cities that (1) have

offered for consideration provide for a higher level of clarity within specific sections and better integration between requirements between provisions. Most of the recommendations are simple language additions/revisions. The most challenging recommendation – related to parking minimums – will likely require additional data collection to facilitate an accurate “right sizing” of parking demand that is specific to the local conditions of parking activity in Cascade Locks.

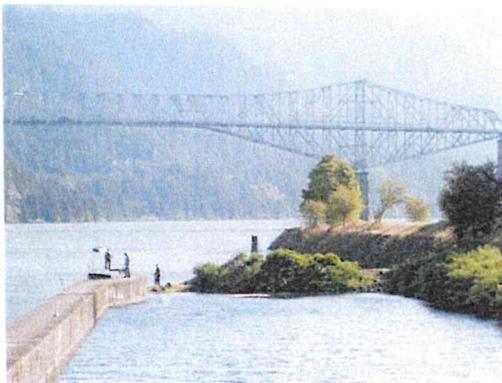


2016

City of Cascade Locks, Oregon Parking Inventory Memorandum

PARKING INVENTORY TECH MEMO (Task 2.2)

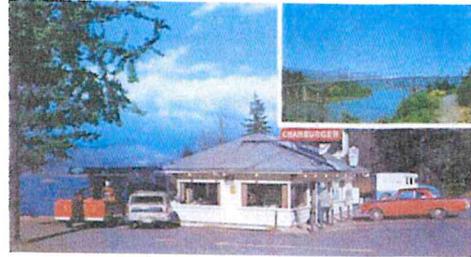
FINAL REPORT
MARCH 14, 2016



RICK WILLIAMS CONSULTING
Parking & Transportation

CITY OF CASCADE LOCKS – PARKING INVENTORY TECHNICAL MEMO

With support from the Oregon Transportation and Growth Management Program (TGM), Rick Williams Consulting was retained to examine parking management issues for the City of Cascade Locks. The objective of the project is to provide information and strategies that the City can implement to address parking for special events and tourists, both vital for the downtown economy, while maintaining a pedestrian-friendly environment.



The objective of this Technical Memorandum is to accurately summarize the supply of commercially available on- and off-street parking supply within the study area, as provided for in Task 2.2 of the project work scope.

I. STUDY AREA

The City of Cascade Locks is interested in an accurate assessment of the dynamics of use within the parking supply, both on-street and off-street (public and private) associated with the area north of I-84 and west of Edgewood Avenue and the Cascade Locks Cemetery. *The intent of the inventory is to best represent the supply of parking that typically serves the downtown as opposed to residential parking in areas adjacent to the downtown.*

To this end, on-street parking focused on that supply primarily located on the north and south sides of WaNaPa Street as well as 32 off-street lots (both public and private) located throughout the study area. Off-street lots were assessed within the inventory as sites that currently, or that could possibly, serve commercial uses in the downtown. **Figure A** (page 2) depicts the Cascade Locks study area boundary. Additional graphics provided as a part of this report will provide detailed analysis of each inventory type.

II. METHODOLOGY – QUANTIFYING THE SUPPLY

The consultant team inventoried the on- and off-street parking supply on the morning of Wednesday, February 10th, 2016. The inventory day was selected in consultation with Cascade Locks City staff as were specific streets and lots seen as reasonably serving downtown uses and/or showing potential for serving downtown.

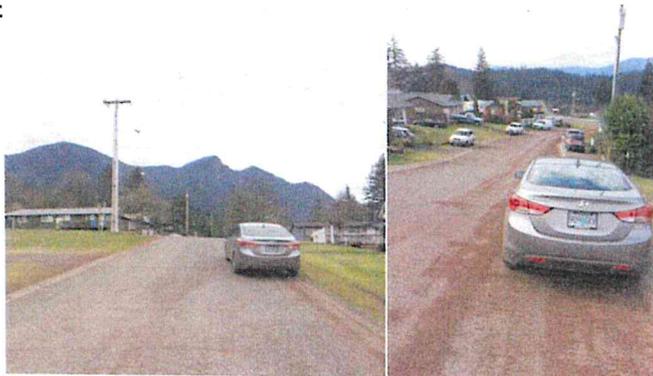
The parking assessment and resulting considerations for the City were grounded in an accurate understanding of existing conditions along WaNaPa Street and within the 32 off-street lots that were identified. The primary components used as the basis for the assessment include:

On-street

As most on-street parking spaces are not striped, the consultant team physically measured street area that currently provides parking along the main commercial corridor through the downtown (i.e., WaNaPa Street). The inventory team quantified the estimated number of on-street stalls by location using an assumed automobile parking stall length of 23 linear feet. The team also accounted for driveways, reasonable site distances and other factors that would preclude parking (e.g., fire hydrant, area marked “no parking,” etc.). Based on this format, a total of 234 stalls were estimated to compose the parking supply on WaNaPa Street; 108 stalls on the south side of the street and 126 stalls on the north side.

The consultant team also evaluated the seven “side streets” that abut WaNaPa Street (running north/south). These cross streets included:

- SW Wasco St.
- SW Venture St.
- SW Regulator St.
- SW Oneonta St.
- SW School St.
- SW Benson St.
- SW Cascade Ave.



The same 23 linear feet standard used on WaNaPa Street was used to evaluate where parking on these streets might be feasible.¹ An additional standard was applied that assessed “feasibility” only on streets that were at least 22 feet wide (which would allow for parking on one side of the street). This standard assumes that streets that do not meet this width standard would make parking unsafe if it was provided in the public right of way as well as preclude two-way traffic movement (see photos above).

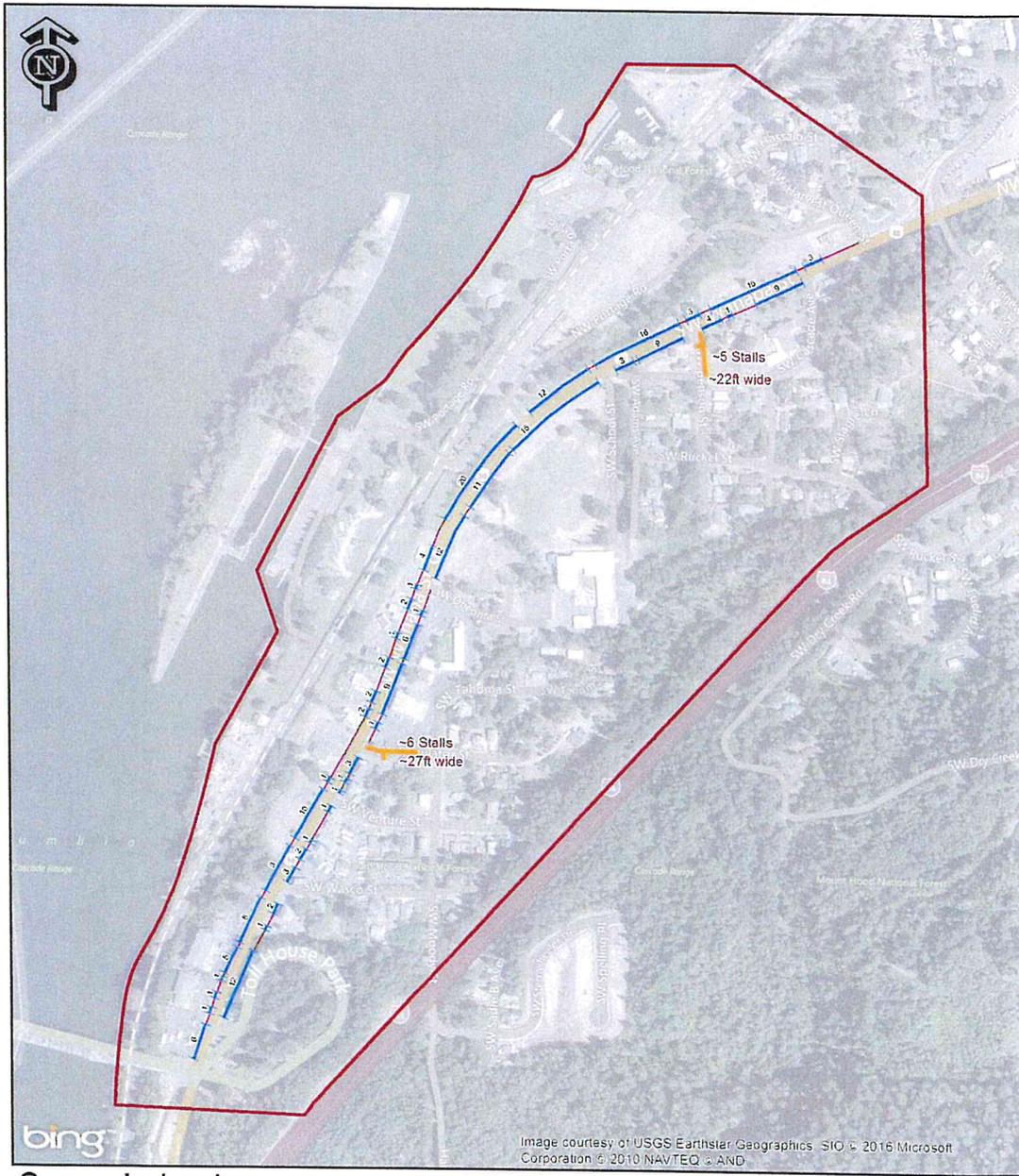
¹ Most of these streets lack curbs and/or a definitive delineation between the public right of way and a property line.

Table 2 depicts the off-street inventory by site location and number of stalls. Thirty sites were identified plus 2 large gravel lots that could provide future parking opportunities.

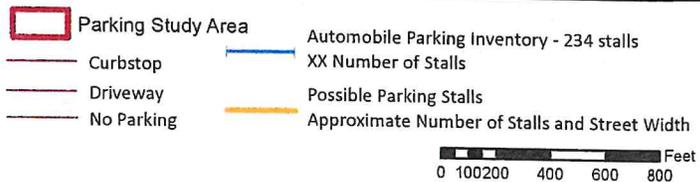
Table 2: 2016 Cascade Locks Off-Street Inventory by Site

Lot Number	Parking Facility	# of Stalls	% of Total
1	Cascade Locks Trail Head Lot	15	2.0%
2	Bridgeside	60	8.1%
3	Best Western	58	7.9%
4	Service Station	5	0.7%
5	Bridge of the Gods Motel RV Park	11	1.5%
6	Brigham Fish	6	0.8%
7	Jumpin' Jax Java	5	0.7%
8	Post Office	23	3.1%
9	Cascade Locks Ale House	10	1.4%
10	Cascade Locks Columbia Market	38	5.1%
11	Cascade Inn/ Justice Court/ Columbia Gorge Inn	70	9.5%
12	Chevron	3	0.4%
13	Shell/CFN	10	1.4%
14	Cum Oak	6	0.8%
15	Eastwind Drive-In	12	1.6%
16	Lorang Fine Art	4	0.5%
17	Boat Launch Parking	89	12.1%
18	Historical Museum	8	1.1%
19	Port Offices	14	1.9%
20	Locktender Home	12	1.6%
21	Thunder Island Brewing Company	5	0.7%
22	Entrance Strip to Waterfront Grill	53	7.2%
23	Cascade Locks Waterfront Grill	76	10.3%
24	Port of Cascade Locks/ Marina	24	3.3%
25	Cascade Locks School	29	3.9%
26	Cascade Locks Community Church	15	2.0%
27	Cascade Locks City Hall	20	2.7%
28	Soderberg	5	0.7%
29	Cascade Locks Cemetery	26	3.5%
30	Columbia View Apartments	26	3.5%
	Total Off-Street Supply (30 sites)	738	100%
31	Gravel Lot - South	23,880 square feet	
32	Gravel Lot - North	150,350 square feet	

Figure B: On-street Parking Inventory (segment map)



Cascade Locks
 Automobile Parking Inventory
 February 10, 2016
 RICK WILLIAMS CONSULTING
 Parking & Transportation



STAFF REPORT

Date Prepared: June 16, 2020

For City Council Meeting on June 22, 2020

TO: Honorable Mayor and City Council

PREPARED BY: Marilyn Place, Deputy City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Bring City Hall to EPA standards by contracting Cascade Radon to mitigate Radon in lower level of building.

SYNOPSIS: On March 20, 2020 Cascade Radon was selected to test City Hall for radon gas. On April 3, 2020 a technician from Cascade Radon came out and placed 21 AirChek Charcoal Radon Testing Kits in various locations around City Hall. The technician returned on April 6 to retrieve the packets and take them to their testing facility to analyze the data collected. Testing was performed per The American Association of Radon Scientist and Technologists protocols, HUD MAP testing protocols, and EPA protocols.

On April 8, Cascade Radon reported through their findings that City Hall had higher levels of radon gas in various areas on the lower level of the building. According to the Environmental Protection Agency the level of radon gas detected in the lower level at City Hall exceeded the normal safe levels of a commercially occupied building.

Unlike radon levels in homes, occupational radon limits are governed by law and regulations. The Occupational Safety and Health Act (OSHA) limits cumulative radon exposure in a 40-hour work week to 30 pCi/L. The cumulative radon exposure on the lower level at City Hall, in a 40-hour work week, is 36 pCi/L. Markedly higher than OSHA standards. Cascade Radon recommends radon mitigation at City Hall.

On May 22, 2020 Devon Wofford from Cascade Radon assessed City Hall for radon mitigation equipment and placement. On June 3, 2020 Mr. Wofford provided the estimate report which is attached.

This issue comes before City Council at this time for formal action.

CITY COUNCIL OPTIONS: The City Council has the following options.

1. Approve money to be spent mitigating radon on lower level.
2. Take other action as may be desired by the City Council
3. Do not act on the proposed recommendation.

RECOMMENDATION: Staff recommends City Council, by motion, authorizes Cascade Radon to perform mitigation through installation of equipment.

ATTACHMENTS: Cascade Radon Estimate for mitigation equipment placement at City Hall.



Testing, Mitigation, System Design
CCB 180537
CASCARI927C1
Fed ID 26-1809992

12839 NE Airport Way, Building 9
Portland, Oregon 97230
Phone: (503) 421-4813
Fax: (503) 281-6170
Office@CascadeRadon.com

Proposal and Contract
June 3, 2020
Job #20-C046V

Client: Cascade Locks City Hall

C/O: Marilyn Place

Job site: 140 Wa Na Pa St, Cascade Locks, OR 97014
Cascade Radon, Inc., shall hereinafter be called "Contractor".

Job description: Radon mitigation work as per the following specifications.

Basic Scope of Mitigation:

At the Contractor's discretion, one or more of the following techniques shall be used.
Multiple techniques will, if reasonably possible, be vented via the same fan and main vent piping.

Active Soil Depressurization (ASD) Phase One:

1. Initial suction point(s) to be located beneath slab surface in the storage/ utility rooms along the western portion of the building.
2. Vent piping to be routed to the garage/workshop then to above the roof line per EPA standards.
3. Install a continuously running electric exhaust fan in the elevated open space above the garage/workshop

Active Soil Depressurization (ASD) Phase Two:

1. If after diagnostic techniques additional work is necessary, a second phase will be implemented.
2. Diagnostic results will determine exact location.
3. Suction point(s) will be located in the SE of building and vent to the south if possible.
4. Fan will be mounted as low to the ground as possible then to above the roof line per EPA standards.

Additional Work and/or System(s):

1. Should additional work or materials be required to attain the guaranteed action level, the work and methods used shall be at the Contractor's discretion, and done **at no additional cost to the Client.**

5. Client is encouraged to perform a 12-month long-term, post-mitigation Alpha-Track test at least once every two years (test kit not included in this contract), and provide Contractor with the test results.

Exhaust Fan:

1. Typical fan specifications: 72-150 watt, 60 hz, 115 V, 1.5 amps (approximately the energy use of a 75-150 watt light bulb).
2. Fan units are inline duct style.
3. Fans utilized are the quietest available for the given purpose, and are installed in such a way as to be as quiet as is reasonably possible; however, mitigation systems are not silent.
4. It is understood the fan(s) and air flow in and from the vent piping may generate some noise and/or vibration. Each system installed can differ in this regard.

Sound and Vibration Reduction:

1. Unless otherwise specified, no additional sound or vibration reduction measures are included.
2. Sound and vibration reduction measures, if requested by the Client, will only be determined and addressed following the initial system installation.
3. Additional sound reduction measures such as, but not limited to, exhaust mufflers and vibration/sound dampeners, if requested, can be installed at additional cost to the Client.

Vent Pipe:

1. To provide superior durability, sealed air-tight venting (per EPA), more efficient air flow, and quieter operation, ALL vent piping shall be round, Schedule-40, plastic pipe.
2. Venting shall also be ABOVE the roof line for proper exhausting of high radon levels.
3. Exterior vent pipe may be painted at additional expense, in consultation with Contractor.

General Specifications:

1. Includes all required design, permits, and permit fees.
2. Client or property owner shall be responsible for scheduling and meeting building inspector(s) for any required inspections.
3. Should conditions or requirements outside the Contractor's control prevent the Contractor from completing or performing the work, or portions of the work, noted in this contract, the Client agrees to pay any non-refundable costs accrued by the Contractor after the signing of this contract such as, but not limited to, permit fees, special order materials, labor, subcontractor costs, restocking fees, overhead and profit markup, and the like.
4. If, during the course of installing the mitigation system, the Contractor deems changes need to be made in the originally agreed to system design/layout, or finds conditions do not allow for a system design/layout as originally agreed to, the Contractor reserves the right to make such changes, and at the Contractor's discretion. Contractor reserves the right to make such changes in scope, cost, and schedule accordingly, in consultation with Client, or Client's agent.
5. Includes all necessary electrical work by a licensed electrician.
6. Assumes viable power connection to existing electrical can be made within 20 feet of exhaust fan.
7. Includes screened vent pipe terminus cap ("critter guard").
8. Includes post-mitigation testing for back-drafting of combustion-air flues, including use of a Carbon Monoxide monitor.
9. Includes cleanup and removal of all job related debris.
10. Includes, when possible, use of low VOC caulking and adhesives.
11. Includes system labeling.

23. If any payment is not made when due, Contractor may suspend work on the job until such time as all payments due have been made. A failure to make payment for a period in excess of 7 days from the due date of the payment shall be deemed a material breach of this contract.
24. Payments made after 30 days of the invoice date shall be subject to a late charge of 1.5%, compounded monthly until payment is received.
25. Payment(s) due shall not be based upon the use, or non-use, of the Activated Charcoal test kit provided to the Client by the Contractor.
26. Client agrees to use the activated charcoal test kit (if requested) within 30 days of job completion. Any requested test kit should not be used after date noted on the kit itself.
27. Client agrees to make work area(s) accessible to contractor.
28. Client to make available all radon test results previous to this contract date.
29. The Contractor shall provide the required building permits and instructions for arranging for the necessary inspection(s). Client shall be responsible for scheduling and meeting with building inspector(s) for any required inspections. Should Client not do so within the timeframe set by the building department, Client agrees to pay any related fees and/or fines assessed by the building department.
30. Client shall be responsible for obtaining any and all required approvals by any homeowner association, condominium association, Structures of Historic Note (registry), or the like, connected with the property or structure being worked on, and any such approvals shall be obtained by the Client prior to the start of work.
31. It is assumed Client will obtain property owner's permission for the contract work.
32. Sump pumps and flooding: Client agrees to turn off radon mitigation fan when flooding occurs or any sump pump is running for extended lengths of time in any slab area connected to the sub-slab suction point(s).
33. It is assumed this project is not subject to any specified wage requirements. Should it be determined this project is subject to either Prevailing Wage or Living Wage requirements or the like, Contractor reserves the right to reassess labor costs and invoice Client accordingly.
34. Contractor shall not be responsible for work done, materials supplied or installed, or conditions created by others.
35. Contractor shall not be responsible for correcting code violations or any other improper conditions created by others.
36. Contractor may make penetrations through siding and roofing for systems installed on or through the exterior of the building, and shall not be held responsible for any potential voiding of siding or roofing warranties. Should any building component upon which the radon system is to be mounted on or through be under warranty, Client shall provide Contractor prior notification of such conditions and warranties. Any work necessary to maintain any such warranties shall be done by others, at potential additional cost.
37. It is understood excessive water in and around the radon mitigation system can cause either reduction of system efficiency or system failure, as well as problems with connected systems.
38. Should the property owner and/or Client request a post-mitigation service call that turns out not to be an issue covered under warranty, and/or not related to the radon work performed under this contract, that service call shall be billable on a Time and Materials basis to the Client and/or property owner.
39. The Contractor reserves the right to charge, on a Time and Materials basis, any costs associated with delays to mitigation, testing, or access to the work site that are outside the Contractor's control.

NEHA/NRPP# 104815RMT - NRSB# 1G0008

Total cost of Phase One \$ 6,200.00 ___ initials

Total cost of Phase Two \$ 3,400.00 ___ initials

Payment Schedule:

Deposit \$2,000.00
Subsequent progress payments due upon billing.

Payment may also be arranged through escrow proceeds. Please contact our office should this be of interest. Upon execution of this contract it is determined that payment is to be made through escrow and the sale is cancelled or delayed after the installation of the system, payment is due in full upon billing.

If, for any reason, the Client or Client's agent cancel this project between the date scheduled and the planned installation date, 20% of the deposit amount shall be retained as an administrative fee, with the balance refunded via check.

Agreed: _____ Date: _____
Cascade Radon, Inc. (Contractor), or authorized agent of Contractor

Agreed: _____ Date: _____
Client, or authorized agent of Client

Print signatory's name and title (owner, agent, etc.)

OPTIONAL: The following options are available at an additional cost upon request

Extended Fan Warranty (5 years beyond manufacturer's warranty)

2 year Service Plan (annual system inspections, plus a 12-month Alpha-Track test, including test kit, placement, retrieval, shipping, and reporting)



1. **Call to Order/Pledge of Allegiance/Roll Call:** Budget Chairperson Tiffany Pruit called the meeting to order at 6:30PM. Budget Committee Members present were Tiffany Pruit, Butch Miller, Bernard Seeger, Ken Wittenberg and Connie Buttaccio. Council Members present were Mayor Tom Cramblett, Bruce Fitzpatrick, Richard Randall, Bobby Walker and Julie Armstrong. Council Members Glenda Groves and Sara Patrick were excused. Budget Committee members Brenda Wood and Shirelle Price were absent. Also present were Budget Officer/City Administrator Gordon Zimmerman, Finance Officer Marianne Bump and Office Assistant Kari Goben.
2. **Approval of Minutes from May 20, 2020 Budget Meeting:** **Motion:** CM Fitzpatrick moved, seconded by CM Randall, to approve the Budget Meeting Minutes of May 20, 2020. The motion was passed unanimously. BCM Buttaccio requested that in the future meeting minutes be three hole punched so they can be placed in the budget binder.
3. **Street Fund Revenue pg. 3-12:** BO Zimmerman said there likely will be a reduction in the State Gas Tax received due to the travel restrictions from the COVID 19 pandemic. He said for this reason a 12% reduction was budgeted for this year over last year. BO Zimmerman stated the City Council passed a resolution last year to move some General Fund resources to the Street Fund to help offset the cost of personnel. He reviewed the grants received for the paving of Forest Lane to Hammond and the work to be done at the Herman Creek railroad crossing including changing it from a private to a public crossing. FO Bump stated that she noticed a \$4,000.00 error in the spread sheet that will lower the Contingency to \$39,061.00 on page 3-13. BO Zimmerman stated that when staff was reviewing the General Fund to look for money to transfer to the Fire Department, this \$4,000.00 was not deducted from the Receiving Fund. **Motion:** BCM Seeger moved, seconded by CM Fitzpatrick, to transfer \$4,000.00 less from the transfer Capital Reserve Fund reducing it to \$16,000.00, this leaves Contingency at \$7961.00. The motion passed, nine to one with BCM Buttaccio opposed.
4. **Water Fund Revenue pg. 3-21:** BO Zimmerman stated water sales will remain close to the previous year. He said the debt service charge was raised to cover the cost of the new corrosion control treatment to the water system as mandated by the State of Oregon. He said soda ash is now added to the water to control the PH levels. BO Zimmerman stated a new line item on utility bills, Water System Improvement, was added to cover the cost of the water system debt service. He said the project included all new water mains, a new water reservoir located on Harvey Road and a new well that is currently being developed. BO Zimmerman said the Port of Cascade Locks has promised to pay \$156,160.00 in July of 2020 for a portion of the cost of the water main that was installed at the Industrial Park. BCC Pruit requested that an explanation be included for that particular line item. BO Zimmerman said that there is a new line item under Expense – Materials & Services called, Contract Services – Back Flow Specialist. He said that the City is now mandated by the State of Oregon to have a back flow prevention program. All back flow devices within the City must be tested and certified. The City will hire a contractor that will perform all the testing to keep the City in compliance and maintain the certification.
5. **Water Fund pg. 3-22:** BO Zimmerman stated in 2013 the Council implemented a water rate increase to go toward leak detection and repairs. He said it was originally thought the City was collecting \$20,000.00 in water revenue per year but the actual was about \$15,000.00 per year. He said the beginning fund balance was adjusted to \$15,000.00 minus any money spent on materials and supplies to stop water leaks.
6. **Water System Improvement Fund pg. 3-23:** BO Zimmerman stated this fund is for the debt payment on the water system. He said the City has already begun collecting funds towards the debt payment and that is why there is a beginning fund balance of \$306,000.00. BO Zimmerman stated the City plans to pay ahead on this loan in an effort to pay it off in 30 years instead of 40 years, saving the City a substantial amount of money.
7. **Corrosion Control Treatment Fund (23) pg. 3-24:** BO Zimmerman stated the Corrosion Control project cost a little over a million dollars, of which approximately \$500,000.00 was forgiven bringing the balance to be paid back at

the utilities goes into the General Fund. He said as revenues increase so will the transfers into the General Fund which will help pay for projects like supporting the Fire/EMS Department and paving of city streets.

- 14. Combined City & South Bank Expenses pg. 3-32** BCC Pruitt asked for an explanation of what the \$60,000.00 for Contract Services Miscellaneous covers. BO Zimmerman said at present the City does not employ a lineman so that job is contracted through Yates Line Construction Company. BCC Pruitt asked if that line item would be reduced once the lineman positions are filled. BO Zimmerman stated it likely will. BCC Pruitt asked about the funding difference for the BPA Energy Efficiency Conservation between last year and this year. BO Zimmerman stated that not all the energy conservations dollars were spent in one year but was spent over a two year period. He said light bulbs were mailed out to utility customers two different times, and rebates are given out for energy efficient appliances. Last fall large rebates were given towards the purchase of heat pump water heaters for participating Cascade Locks utility customers. He said there are also rebates for businesses that wish to participate in the energy efficiency programs. BO Zimmerman said according to Resource Adequacy Study there will more power demand than power available by 2050. He said this makes it necessary to implement conservation efforts immediately. BCC Pruitt asked what projects need attention for South Bank. BO Zimmerman said projects that need consideration are, underground of a portion of utility lines, line replacement and removal of brush and vegetation from under and around power lines. BCC Pruitt asked if the work order system was operational. BO Zimmerman said there have been challenges with the data. He said that the Deputy Recorder/Utility Specialist has been meeting with the electrical and public works department to get the work orders current. He said it continues to be a work in progress and likely there will be no comment in the audit report. BCC Pruitt asked if City employees currently pay 6% of the PERS contribution. BO Zimmerman said that all employees except the contracted employees pay the 6% contribution.
- 15. Public Comment:** BCC Pruitt asked for public comment. There was no comment. BCM Buttaccio thanked staff for all their hard work in putting the budget document together. She stated the budget was very well explained and easy to understand. BCM Seeger stated he seconded that comment and thanked FO Bump for all her efforts putting the information together.
- 16. Adoption of the City of Cascade Locks Budget FY 2020/2021: Motion:** CM Randall moved, seconded by BCM Wittenberg, to approve the Fiscal Year 2020/2021 Budget in the amount of \$18,905,792. The motion passed nine to one with BCC Pruitt opposing. BCC Pruitt stated that she opposed the motion because the City pays over \$600,000.00 in benefits for 14 employees.
- 17. Continuance:** FO Bump stated that in order to avoid re-noticing the Budget Committee meeting a continuance is issued until she has made sure everything has balanced within the adopted budget. She will notify the committee members if they need to reconvene. BO Zimmerman thanked all the Budget Committee members for their participation.

Prepared by:
Kari Goben
Office Assistant

Approved By:

Tiffany Pruitt
Budget Committee Chairman