

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, June 8, 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 May 11, 2020.**
 - b. **Ratification of the Bills in the Amount of \$322,753.88.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None
 - b. **Approve Contract Amendment with Jacobs for Wastewater Facilities Operation, Maintenance and Management Services.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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 and Mayor Cramblett. Present via phone conferencing were CM's Julie Armstrong, Glenda Groves, Richard Randall, Sara Patrick and Bob Walker. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, Deputy Recorder Marilyn Place and Butch Miller.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of April 27, 2020.**
 - b. **Ratification of the Bills in the Amount of \$236,825.87.** **Motion:** CM Fitzpatrick moved to approve the Ratification of the Bills in the Amount of \$236,825.87, seconded by CM Armstrong. The motion passed unanimously by CM's Armstrong, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. CA Zimmerman said the minutes for April 27, 2020 need to be amended because they did not reflect that CM Bruce Fitzpatrick was present during Roll Call. **Motion:** CM Fitzpatrick moved to approve the minutes for April 27, 2020 amending them to show his presence at the City Council meeting April 27, 2020, seconded by CM Armstrong. The motion passed unanimously by CM's Armstrong, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** CA Zimmerman said an application was received this week for the remaining Budget Committee vacancy. He said Ms. Connie Buttaccio just moved to Cascade Locks last December, 2019 and would like to serve on the Budget Committee. Mayor Cramblett appointed Ms. Buttaccio to the vacant position for the Budget Committee.
 - b. **Approve Resolution No. 1430 Extending the State of Emergency Due to Covid19.** CA Zimmerman said this is a confirmation of the Mayor's actions on April 30, 2020 to extend the shutdown of City Hall through May 31, 2020 extending the State of Emergency. **Motion:** CM Fitzpatrick moved to approve Res. No. 1430, seconded by CM Armstrong. CM Walker asked how can we be in discussion to re-open the town and turn around to extend our State of Emergency. CA Zimmerman said extending the State of Emergency will allow the City to be eligible for FEMA funds. He said the State of Emergency will end whenever the county fully opens pending the Governor's approval. Mayor Cramblett said the State of Emergency continues because there are three different phases and the phases are approximately two weeks apart from each other.

CM Walker said he thinks it sends a mixed message to say Cascade Locks is partially open for business but City Hall remains closed. Mayor Cramblett said City Hall is not closed it's just not open to the public to protect our employees but they are still handling their normal job duties for the City. CA Zimmerman said we will need to open City Hall when the County opens partially with the same social distancing rules that businesses have to follow. He said we will be putting in a splash guard in front of the receptionist area and we will do what we need to do to allow the public to come back into City Hall safely.

Mayor Cramblett asked for a vote on Res. No 1430 Extending the State of Emergency Due to Covid19. The motion passed with CM's Armstrong, Groves, Fitzpatrick, Patrick, Randall and Mayor Cramblett voting in favor of Res. No. 1430. CM Walker voted against.
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. **Discussion Concerning Cascade Locks Safe and Healthy Economy Coronavirus Plan.**

CA Zimmerman said the plan presented by the Port and the committee was sent to the City's Attorney and Insurance providers. He said they came back with significant questions and his staff report outlines those questions. He said just after 5pm tonight he received a final draft from Port President Jess Groves that addressed some of the questions. He said there are still lingering questions and asked if Council wanted him to discuss his concerns with PP Groves and the Port's Attorney. He added he is fine with the City having recommendations for opening but the Port's plan talks about the City being the enforcing agency and the City is *not* the enforcing agency. There was consensus of Council to allow CA Zimmerman to continue to work with PP Groves and the Port's Attorney for a cohesive plan.

CM Armstrong said a plan is a very important idea because the metro areas will remain closed longer than the rural areas. She said once metro residents find out our restaurants are open they will overwhelm Cascade Locks. She said we need a plan and recommendations for the businesses and good communication. CA Zimmerman said we want to provide information and recommendations but the guidance for businesses is going to come from the state and Oregon Health Authority. He said he doesn't want the Council to accept a plan that will give us an increased amount of risk that our insurance carrier will not cover.

CA Zimmerman said the City and the Port are looking at cooperatively purchasing non-contact thermometers and masks to be passed out to the business owners.

c. **City Administrator Zimmerman Report.** CA Zimmerman said City Hall is remaining closed to the public through May unless the Governor says otherwise. He said staff hours are from 9AM to noon and 1PM to 5PM in order to give staff a lunch hour.

CA Zimmerman said normally the City has around 40 utility billing accounts that go unpaid monthly, however, in March and April there were 114 unpaid accounts. He said he wants residents to understand if they use the water and the services they are still responsible for their bill. He said the City does not forgive utility bills. He said if a utility customer can't pay it all please work with the City and we will set up a payment plan for that customer.

CA Zimmerman said residents can drop their ballots in the outer drop box at the lower level east side parking lot at City Hall.

CA Zimmerman said the next City Council meeting will be June 8, 2020.

8. **Mayor and City Council Comments.** CM Groves asked when the budget books will be dispersed. CA Zimmerman said the budget preparation books should go out on Friday May 15, 2020.

CM Randall thanked everyone for figuring out how to resolve the differences with the county and the liability and other things CA Zimmerman was concerned with.

CM Fitzpatrick thanked the staff and everyone in town and he thinks everyone has been doing everything they can to keep everyone safe.

Mayor Cramblett asked how will the Census be taken during the pandemic and everything that's going on. CA Zimmerman said the Census mailing has already happened and those with physical addresses have received their forms. He said those with P.O. Boxes will have to log into the website, 2020Census.gov, and complete the form that way. He said when a person goes to the website it asks them for their "nine-digit census number" they should scroll past that line and fill in their address information in the space below and they will be directed to the proper form. He said those that don't respond by mail or online, even though it's been delayed due to the pandemic, the Census takers will eventually be

heading out to contact people in person. He said there are no financial questions on the form it only asks how many people are living in your home and their ages. It was determined that the 2020 Census has been extended to September 2020.

Mayor Cramblett said the Food Bank needs \$300 for fruit for disbursement. There was consensus of Council to allow the City to give the Food Bank \$300 for fruit.

CA Zimmerman read the Proclamation of Support for the 2020 Hood River Valley High School Graduates and designating June 5, 2020 as Celebrating Cascade Locks Graduating Seniors Day.

9. **Other matters.** None

10. **Executive Session as may be required.** None.

11. **Adjournment. Motion:** CM Fitzpatrick moved to adjourn, seconded by CM Patrick. The motion passed unanimously by CM Armstrong, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 8:00PM.

Prepared by,
Deputy Recorder, Marilyn Place

APPROVED:

Mayor Tom Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	6/8/2020	DESCRIPTION:	AMOUNT:
5/15/2020		A/P	
5/22/2020		PR	\$ 50,408.44
5/29/2020		A/P	\$ 58,869.38
6/5/2020		PR	\$ 170,417.75
			\$ 43,058.31
			...
		GRAND TOTAL	\$ 322,753.88

APPROVAL:

Mayor

Check Register - By Check No.
Check Issue Dates: 5/29/2020 - 5/29/2020

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11553	05/20	05/29/2020	200	2872903700	AT&T Mobility	E L Phone	0540562050	71.17
11553	05/20	05/29/2020	200	2872903700	AT&T Mobility	phone	5140562050	24.90
11553	05/20	05/29/2020	200	2872903700	AT&T Mobility	phone	5140662050	6.23
Total 11553: 102.30								
11554	05/20	05/29/2020	6839	83625879	Bound Tree Medical LLC	Epinephrine 10 pack	0540562351	102.30
Total 11554: 102.30								
11555	05/20	05/29/2020	6900	VD01417	BSK Associates	140 sw wanapa & 58 ruckel	2140562150	60.00
Total 11555: 60.00								
11556	05/20	05/29/2020	6960	2020-2	Cascade Locks Historical Museum	Quarterly support for museum executive	0840562172	7,500.00
Total 11556: 7,500.00								
11557	05/20	05/29/2020	790	1134052020	CenturyLink	Electric	5140562050	73.77
11557	05/20	05/29/2020	790	1134052020	CenturyLink	Electric	5140662050	18.45
11557	05/20	05/29/2020	790	1451052020	CenturyLink	Treatment Plant	2140562050	106.56
11557	05/20	05/29/2020	790	1451052020	CenturyLink	Treatment Plant	3140562050	106.56
11557	05/20	05/29/2020	790	3997052020	CenturyLink	well house	2140562050	12.55
11557	05/20	05/29/2020	790	5538052020	CenturyLink	telemetry	2140562050	128.98
11557	05/20	05/29/2020	790	5538052020	CenturyLink	telemetry	3140562050	128.99
11557	05/20	05/29/2020	790	8414052020	CenturyLink	Lift Station	3140562050	120.65
Total 11557: 696.51								
11558	05/20	05/29/2020	6996	577225	Certified Folder	Annual Brochure Delivery Charge - Hood	0840562114	1,534.46
Total 11558: 1,534.46								
11559	05/20	05/29/2020	7116	35381692	CIT	kyocera copier april	0140162120	179.00
11559	05/20	05/29/2020	7116	35381692	CIT	kyocera copier april	0140162120	125.00

Check Register - By Check No.

Check Issue Dates: 5/29/2020 - 5/29/2020

May 29, 2020 08:45AM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11559:								304.00
11560	05/20	05/29/2020	1120	B272119	Columbia Hardware LLC	plexiglass sneeze guard	0140462520	278.17
11560	05/20	05/29/2020	1120	B272119	Columbia Hardware LLC	hardware to install sneeze guard	2140562560	56.73
11560	05/20	05/29/2020	1120	B272379	Columbia Hardware LLC	SUPPLIES FOR OVERLOOK RESTRO	0140462520	341.99
11560	05/20	05/29/2020	1120	B272439	Columbia Hardware LLC	SUPPLIES FOR RESTROOMS AT OVE	0140462520	16.75
11560	05/20	05/29/2020	1120	B272440	Columbia Hardware LLC	SUPPLIES FOR OVERLOOK RESTRO	0140462520	49.09
Total 11560:								742.73
11561	05/20	05/29/2020	1130	096894	Columbia Market (DBA)	ice and water	0140462520	12.34
11561	05/20	05/29/2020	1130	096895	Columbia Market (DBA)	water for budget comm. meeting	0140162010	6.79
Total 11561:								19.13
11562	05/20	05/29/2020	1620	2539	Efficiency Services Group LLC	BPA Program Services	5140562139	800.00
Total 11562:								800.00
11563	05/20	05/29/2020	7021	I-1718249	Gorge Networks	internet and phone	0140162050	226.70
11563	05/20	05/29/2020	7021	I-1718249	Gorge Networks	internet and phone	0140162082	261.79
11563	05/20	05/29/2020	7021	I-1718249	Gorge Networks	internet and phone	0540562050	234.54
Total 11563:								723.03
11564	05/20	05/29/2020	2420	10534.	Hood River County - Finance Dept	May Deputy Service	0141962250	7,600.00
Total 11564:								7,600.00
11565	05/20	05/29/2020	4910	103713401	KLE LLC	Refund Of Deposit	5121130	234.46
Total 11565:								234.46
11566	05/20	05/29/2020	3160	05212020	Marianne Bump/Petty Cash	Hot cocoa	0140162010	5.89
Total 11566:								5.89
11567	05/20	05/29/2020	3920	1942	Northwest Requirements Utilities	2020 membership dues	5140562030	1,646.00

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Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11567:								
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E192469	0140462530	11.87
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E192649	0140462530	27.36
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E239882	0140462530	52.34
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	EC90	0540562420	68.65
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E218108	0540562420	18.71
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E220685	0540562420	133.15
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E93	0540562420	19.72
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E94	0540562420	73.82
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E95	0540562420	13.80
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E192469	2140562530	11.87
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E192649	2140562530	27.36
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E239882	2140562530	52.33
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E192469	3140562530	11.88
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E192649	3140562530	27.36
11568	05/20	05/29/2020	4020	ME126390	ODOT Fuel Sales	E239882	3140562530	52.33
Total 11568:								
11569	05/20	05/29/2020	4200	AR210351	Oregon Dept of Energy	Energy Supplier Assessment	5140562030	2,152.80
11569	05/20	05/29/2020	4200	AR210351	Oregon Dept of Energy	Energy Supplier Assessment	5140662030	538.20
Total 11569:								
11570	05/20	05/29/2020	4510	00014621	Pageworks Design Inc	3.5"x8.5" Back Panel Chamber of Com m	0840562114	1,200.00
Total 11570:								
11571	05/20	05/29/2020	4910	400259704	Peggy Anne Stewart	Refund Deposit Balance	5121130	216.85
Total 11571:								
11572	05/20	05/29/2020	4640	MAY 2020	Pitney Bowes Inc - Purchase Power	Postage	0140162055	201.00
Total 11572:								
11573	05/20	05/29/2020	7115	INV236949	Solutions Yes	copier for 4/14-5/15	0140162110	72.75

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Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11573:								72.75
11574	05/20	05/29/2020	6070	109316	TWGW Inc - NAPA Auto Parts	loom, heat shrink tubing, wire, wire	2140562560	14.92
11574	05/20	05/29/2020	6070	109316	TWGW Inc - NAPA Auto Parts	loom, heat shrink tubing, wire, wire	3140562560	14.93
11574	05/20	05/29/2020	6070	110297	TWGW Inc - NAPA Auto Parts	grease gun & red tacky grease	2140562560	14.99
11574	05/20	05/29/2020	6070	110297	TWGW Inc - NAPA Auto Parts	grease gun & red teacky grease	3140562560	14.99
Total 11574:								59.83
11575	05/20	05/29/2020	6765	1478765	Walter E Nelson Co	supplies for the overlook restrooms	0140462540	575.45
Total 11575:								575.45
11576	05/20	05/29/2020	7102	1184/4	Lee Contractors, LLC	Gorge Hub Project PMT #4	0740562114	35,192.48
Total 11576:								35,192.48
11577	05/20	05/29/2020	6110	05292020	US Postal Service	UB Postage	0140162055	327.52
Total 11577:								327.52
Grand Totals:								63,210.24

Check Register - By Check No.
 Check Issue Dates: 5/29/2020 - 5/29/2020

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	10,371.80-	10,371.80-
01-401-62010	12.68	.00	12.68
01-401-62050	226.70	.00	226.70
01-401-62055	528.52	.00	528.52
01-401-62082	261.79	.00	261.79
01-401-62110	72.75	.00	72.75
01-401-62120	304.00	.00	304.00
01-404-62520	698.34	.00	698.34
01-404-62530	91.57	.00	91.57
01-404-62540	575.45	.00	575.45
01-419-62250	7,600.00	.00	7,600.00
05-21010	.00	735.86-	735.86-
05-405-62050	305.71	.00	305.71
05-405-62351	102.30	.00	102.30
05-405-62420	327.85	.00	327.85
07-21010	.00	35,192.48-	35,192.48-
07-405-62114	35,192.48	.00	35,192.48
08-21010	.00	10,234.46-	10,234.46-
08-405-62114	2,734.46	.00	2,734.46
08-405-62172	7,500.00	.00	7,500.00
21-21010	.00	486.29-	486.29-
21-405-62050	248.09	.00	248.09
21-405-62150	60.00	.00	60.00
21-405-62530	91.56	.00	91.56
21-405-62560	86.64	.00	86.64
31-21010	.00	477.69-	477.69-
31-405-62050	356.20	.00	356.20
31-405-62530	91.57	.00	91.57
31-405-62560	29.92	.00	29.92
51-21010	.00	5,711.66-	5,711.66-
51-21130	451.31	.00	451.31
51-405-62030	3,798.80	.00	3,798.80
51-405-62050	98.67	.00	98.67
51-405-62139	800.00	.00	800.00
51-406-62030	538.20	.00	538.20
51-406-62050	24.68	.00	24.68

Check Register - By Check No.
Check Issue Dates: 5/29/2020 - 5/29/2020

GL Account	Debit	Credit	Proof
Grand Totals:	63,210.24	63,210.24	.00

Report Criteria:
Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: June 1, 2020

For City Council Meeting on: June 8, 2020

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Contract (Amendment #14) with Jacobs For Operation of Wastewater Treatment Plant for \$106,673.

SYNOPSIS: The City has contracted with Jacobs Engineering, formerly OMI, formerly CH2M Hill, for the operation of our wastewater treatment plant since it was built in 1998. The proposal for the running of the plant is included with this staff report. The City has budgeted \$109,000 for the operation of the plant during the next fiscal year. This amendment is for almost \$3,000 less than budgeted.

As we work to improve the plant over the next three years, it is imperative that our engineering firm (Anderson Perry Associates) and Jacobs work closely in the design and operation of the "new" facility. Having a user's perspective involved in the design of the operation and maintenance of the plant can be vital input into our improvement project.

This is an annual routine request for the approval of the operating contract included in the 2020-2021 budget. Last year's contract was \$97,035. This is a 9% increase.

This contract does not include the normal \$4,000 in maintenance costs or the \$25,000 previously approved previously for equipment replacement at the Marina Lift Station and in the Treatment Plant.

CITY COUNCIL OPTIONS: Accept or reject the contract amendment.

RECOMMENDED MOTION: "I move to approve Amendment #14 to the contract with Operations Management International, Inc. (OMI) for the Fiscal Year 2020-2021 in the amount of \$106,673."

AMENDMENT NO. 14
to the
AGREEMENT FOR WASTEWATER FACILITIES
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES
for the
CITY OF CASCADE LOCKS, OREGON

This Amendment No. 14 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for the City of Cascade Locks, Oregon, dated July 1, 2006 (the "Agreement") is made and entered into this ___ day of _____, 2020 by and between the City of Cascade Locks, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI").

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

1. Article 4.1 is hereby deleted in its entirety and is replaced with the following:

Owner shall pay to CH2M HILL OMI as total compensation for services performed under this Agreement a Base Fee of One Hundred Six Thousand Six Hundred Seventy-Three (\$106,673) for the contract year commencing on July 1, 2020 and ending June 30, 2020. Subsequent years' Base Fees shall be determined as hereinafter specified. Upon each contract year negotiation, CH2M HILL OMI shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Upon written notice agreement between the parties as to the new contract year base fee, CH2M HILL OMI shall issue an invoice retroactively adjusting the previous Base Fee amount. The Base Fee amount is based on the facilities in services as of the date of this Amendment. Any additional costs incurred as a result operating and maintaining new facilities coming online, or CH2M HILL OMI support for bringing such facilities online, shall be a change in scope and entitle CH2M HILL OMI to a change in compensation.

2. Article 9.1 is hereby deleted in its entirety and replaced with the following:

The Term of this Agreement is currently set to end on June 30, 2020. The Parties wish to extend the term for an additional five (5) years, commencing on July 1, 2020 and continuing through June 30, 2025. Thereafter, this Agreement shall automatically renew for subsequent five (5) year terms, unless written notice to not renew is delivered by a party at least one hundred eighty (180) days prior to the expiration of the Term then in effect.

BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

This Amendment together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

CITY OF CASCADE LOCKS, OREGON

Authorized Signature:

Authorized Signature:

Name:
Title:
Date: _____

Name: Tom Cramblett
Title: Mayor
Date: _____

City of Cascade Locks

BUDGET COMMITTEE MEETING

Wednesday, May 20, 2020, 6:30 PM, City Hall

1. **Call to Order/Roll Call:** Budget Chairperson Tiffany Pruit called the meeting to order at 6:30PM. Budget Committee Members present were Tiffany Pruit, Butch Miller, Shirelle Price, Bernard Seeger, Ken Wittenberg, Connie Buttaccio and Brenda Wood. 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. Also present were Budget Officer/City Administrator Gordon Zimmerman, Finance Officer Marianne Bump and Office Assistant Kari Goben.
2. **Election of Budget Committee Chair and Vice-Chair:** **Motion:** CM Richard Randall moved, seconded by BCM Miller, to nominate BCM Pruit as Budget Committee Chairman. The motion passed unanimously. **Motion:** BCC Pruit moved, seconded by CM Randall, to nominate BCM Price as Budget Committee Vice Chairman. The motion passed unanimously.
3. **Approval of Minutes from May 8, 2019 Budget Meeting:** **Motion:** BCM Price moved, seconded by BCM Miller, to approve the Budget Meeting Minutes of May 8, 2019. The motion was passed unanimously. BCC Pruit said that a question had been asked by BCM Seeger at the May 8, 2019 meeting regarding paperless billing and whether or not it was feasible for the City to implement it. FO Bump stated that when she last researched that option it was approximately \$10,000 for the program. She said that currently the City sends out 986 bills. BO Zimmerman stated that BCM Seeger had been given the information about the Senior Sewer Subsidy.
4. **Approval of Budget Committee Meeting Guidelines:** **Motion:** BCM Price moved, seconded by CM Fitzpatrick, to approve the 2020/2021 Budget Meeting Guidelines. The motion was passed unanimously.
5. **Approval of Proposed Budget Committee Work Plan:** **Motion:** CM Fitzpatrick moved seconded by BCM Wood to approve the proposed Budget Committee Work Plan. The motion was passed unanimously.
6. **Budget Message:** BO Zimmerman stated that despite the COVID-19 Pandemic, the percentage of past due utility accounts is down from the same time last year. He said that due to the travel and lodging restrictions the Tourism Budget has been decimated. BO Zimmerman said that the Gas Tax and State Share Revenue the City receives is substantially lower for the same reason. Street repairs will be impacted due to lower Gas Tax revenue. BO Zimmerman said that the Beginning Fund Balances are in some cases healthier than the previous year and in some cases unhealthy. He said the City expects an increase of 5.5% from City/County Insurance Services CoPay Plan A. He said that Employees pay a 10% premium participation. BO Zimmerman said that the proposed budget contains a cost of living increase for all non-contract employees of approximately 2.50%-5%. BCM Wood asked why the Workers Compensation increased by 5%? BO Zimmerman stated that he believes the increase is due in part to employee salaries and also the City did have one claim against it that resulted in a \$20,000 settlement. He said the City did not have any accidents or injuries reported this year. BCM Price asked how the cost of living increase was determined. BO Zimmerman stated that IBEW Union determines what the cost of living increase is for the electric utility crew. That cost of living increase for one City employee is 7.5%. He said the City could not afford to give all employees a 7.5% increase but in an effort to bring some fairness to all employees a cost of living increase will be given. BCM Price asked why some employees would get a lower rate of increase compared to others. BO Zimmerman stated the increase is not just for cost of living but for merit also.
7. **6:50PM – Open Public Hearing on Possible Uses of State Revenue Sharing:** BO Zimmerman stated that it is not known what the actual dollar amount the City will receive from the State. He said the

proposed budget for possible uses of the money is only a guideline. BCM Seeger stated that if the funds received from the State are less than anticipated, he would want City Street maintenance to be a priority. He asked if the State Revenue Sharing budget could be amended and money moved around to support activities that are priority. BO Zimmerman said that the City Council can amend the budget under certain percentages. BCC Pruitt asked what activities are included in the Support Community Programs. BO Zimmerman said that the Low Income Energy Assistance Program, Senior Sewer Subsidy and Fish Food Bank are all subsidized under the Support Community Programs. He said that in recent years support funds were given to the Summer Kids Camp for Cascade Locks kids and also to the Pre-school here in town. BCM Seeger stated that the proposed State Revenue Sharing is \$10,000.00 but the distribution to the different activities equals \$13,000.00. BO Zimmerman stated that the City does not know the amount it will receive from the State Sharing, which will go into the General Fund, but if the amount is lacking, the General Fund will assume the difference. With no further comments, BCC Pruitt closed the hearing at 6:59PM.

8. **Approval of Property Tax Rate of \$2.705 per \$1,000 of Assessed Value for Fiscal Year 2020/2021:**
Motion: CM Randall moved, seconded by BCM Wood, to approve the Property Tax Rate of \$2.705 per \$1,000 of Assessed Value for Fiscal Year 2020/2021. The motion was passed unanimously.
9. **General Fund Revenue pg. 2-1:** BO Zimmerman stated that the proposed budget is much the same as last budget year. He said that property tax income is based on a \$111,000,000 of assessed valuation. He said this year's proposed budget is very conservative. BO Zimmerman said that last year \$158,000.00 was budgeted for Transient Room Tax assessment and currently only \$98,000.00 has been collected, the result is that line item was reduced by \$100,000.00 for budget FY 2020/2021. He said the total General Fund Revenue is \$885,684.00 and combined with Materials/Services, and Administrative Overhead, the Revenue total is \$1,435,924.00.
10. **General Fund Administration pg. 2-2:** BO Zimmerman stated that the Administrative expenses are outlined here. He said that PERS is up a small amount because salaries have increased. He said Materials and Services has been budgeted lower than last year. BO Zimmerman stated that these cuts will allow the General Fund to help support the Fire/EMS Department. BCM Seeger stated that he was concerned with the reduction in the Contract Services for the Attorney. BO Zimmerman said that the Attorney Retainer is \$1200.00 per month for 8 hours of service. He said that he does everything he can to keep the attorney costs down. BO Zimmerman stated that if there was an issue that caused the attorney hours to increase the City could hold it over to the next month in an effort to avoid additional costs. BO Zimmerman stated the biggest interfund transfer will be from the General Fund to the Fire/EMS Department. He said that the City needs a fully functioning Fire/EMS Department and in order to achieve that, it must be supported. He stated that neither police or fire departments can generate enough funds to support themselves. He said it will be discussed in detail when the Budget Committee reviews that department.
11. **Contingency Fund pg. 2-3:** BO Zimmerman stated that the Contingency Fund is lower this year in order to support the Fire/EMS Department.
12. **Water Materials Parts & Supplies pg. 3-22:** BO Zimmerman said there was a small increase in the water rate approximately 4 years ago, which provided an extra \$15,000 yearly to put into Materials and Supplies. He said that currently there is approximately \$80,000 in the budget to repair water leaks. He said with the installation of the new water system the previous leakage problem has been dramatically reduced. BO Zimmerman stated that when the third well comes on line the pumps can be used alternately so as to reduce stress on them causing them to last longer. BO Zimmerman stated the Capital Outlay has not changed from the previous year.

13. **Planning Department pg. 2-4:** Zimmerman stated the Windsong Housing Sub-division has a potential for 34 more housing units. He said that currently the City is reviewing 4 more building permits for new home construction. He said that Gorges Brewing is moving forward in their plans for a building in the downtown zone and Thunder Island Brewing is nearing completion of their new building at 601 NW WaNaPa St. He said that Developers pay for the Planning/Engineering fees that are incurred as a result of their development.
14. **Agency Account pg. 2-5:** BO Zimmerman stated that City has helped to support the fourth of July fireworks show from this fund, however that event has been cancelled this year so no money was appropriated. He said no money has been appropriated for the Transient Room Tax (TRT) audit. He said the reason is two fold. Due to the coronavirus, this amount has been reduced this year. The City also lost the accountant who does these audits and have not yet found a replacement.
15. **Property Department pg. 2-6:** BO Zimmerman said that the extra labor is summer help for the Public Works Department. He said that the City has not yet filled that position and potentially may not fill it this summer. BCC Pruitt asked if the Public Works Department could handle all the additional summer work without an additional employee. BO Zimmerman stated that so far Public Works has been able to keep up, however that may change and if it does, it will be addressed at that time. BO Zimmerman said that the Museum Director, Janice Crane is working with the Cascade Locks Parent/Teacher Organization (PTO) on a grant request for small communities for \$40,000.00 which would pay for holiday street lighting. BCM Wood asked what the Sanitary Services was for. BO Zimmerman said that it will cover supplies for the new restrooms/showers at the Overlook Park. BCM Wood asked if the showers would be coin operated. BO Zimmerman stated that is the plan, however it is uncertain what kind of revenue it will generate. He stated that the restrooms would be locked at 9:00PM. BCM Wood stated that at the Council Meeting she attended when the restrooms were discussed the Council stated they wanted the service to be coin operated because the City could not afford to support it.
16. **Museum pg. 2-7:** BO Zimmerman stated the utilities expenses were increased because the Museum will be open longer hours.
17. **Government & Community Relations pg. 2-8:** BO Zimmerman stated that Travel and Training was reduced and any additional expenses he may incur could be taken from his personnel expense line item. He said the annual League of Oregon Cities Conference may be held "virtual" this year, eliminating that travel expense.
18. **Police Department pg. 2-9:** BO Zimmerman stated that the City contracts with the Hood River County Sheriff's office to provide law enforcement services. It provides for one Deputy in town at least 27 hours per week. BCM Seeger asked if the Public Safety initiative passed in the recent election. BO Zimmerman stated it did in fact pass. BCM Buttaccio asked if the City receives additional services beyond the 27 hours. BO Zimmerman stated that the City does not unless it is an emergency. BO Zimmerman stated that for the City to have their own fully staffed and equipped police department would cost about \$1,000,000.00 per year in addition to the liability.
19. **Total General Fund Revenues pg. 2-10:** BO Zimmerman stated that this page reflects the Revenue Totals for the General Fund.
20. **System Development Charges Fund pg. 3-11:** BO Zimmerman stated that System Development Charges (SDC) are charged to new developments. He said that since February of 2015 there have been 105 new homes built in Cascade Locks. He said the SDC funds have been dedicated to expansions and capital projects. BO Zimmerman said that some of the Parks SDC funds will be spent on the Gorge Hubs Project because the project is more expensive than first anticipated.

- 21. Grant Fund pg. 3-17:** BO Zimmerman said that this year the City has budgeted \$170,000.00 to help with repaving Forest Lane from WaNaPa Street to Hammond Street. The \$100,000.00 for Railroad crossing is a small city allotment grant from the State of Oregon. It will be used to upgrade the Herman Creek Lane Crossing to Federal Railway Administration Standards or as close as possible. Once the crossing is brought up to the Federal Railway Standards it can be designated a “train horn quiet zone” meaning trains won’t blow the horn at the crossings, however Herman Creek Lane must become a public road rather than a private road as it now stands. BCM Price asked if the Port of Cascade Locks has committed to help pay for the crossing? BO Zimmerman stated that the Port did voice a commitment in the past however they are currently hard pressed to fund their own projects.
- 22. Tourism Fund pg. 3-18:** BO Zimmerman stated that due to the COVID-19 Pandemic and the restrictions on travel and lodging the Tourism Fund has been greatly impacted. He said that Tourism Support Staff, Annie Van Domelen has agreed to cut her hours. He said the Tourism Committee is doing the most minimal amount possible in an effort to still promote Cascade Locks. BO Zimmerman said that it may take a year or more to come back. BO Zimmerman said he serves on the Hood River County Chamber of Commerce and all events in Hood River have been cancelled. The Chamber of Commerce currently has no income to operate. Hood River is anticipating a 50% reduction in their TRT Taxes. BO Zimmerman stated businesses are struggling to open under the COVID-19 guidelines. He said that Columbia Gorge City Mayors have issued a press release stating that while visitors were welcomed in the past, please stay home to allow businesses to open and public restrooms to be opened and available.
- 23. Cemetery Fund pg. 3-19:** BO Zimmerman stated that the revenues from the operations of the cemetery are not sufficient to cover the annual operating costs. He said that some other revenue stream must be found like building a Memorial Wall or raising fees.
- 24. Cemetery Trust Fund pg. 3-20** BO Zimmerman stated that the General Fund may need to support the Cemetery Trust Fund in order to continue the maintenance of the cemetery.
- 25. Capital Reserve pg. 3-41-44:** BO Zimmerman stated that several departments transfer money into the reserve account for specific projects or as a general savings account for future projects. He said that repairs or replacement to the sewer pump lift stations will come from this fund as well as the engineering for the lift station upgrades. He stated that repair and replacement of streetlights would also come from this fund. BO Zimmerman said that each department identifies a portion of its reserve account for upgrade or replacement of aging equipment or infrastructure. BCM Seeger stated that he would like to see money set aside for software upgrades to implement an auto payment service for utility bills and paperless billing. BO Zimmerman stated that currently there are a significant number of citizens who do not have internet services to facilitate paperless billing. BCM Price asked how many utility bills the City sends out. FO Bump stated that the City sends out approximately 980 utility bills. BO Zimmerman stated it is a small amount compared to other utility companies in the state. BCM Seeger stated that many customers like the convenience of auto pay and the City might find that they would have less delinquent utility accounts. FO Bump stated that she has researched the option of auto pay and paperless billing and that it is a feature of the program she would like to purchase.
- 26. Emergency Services Fund pg. 3-14:** BO Zimmerman stated that the beginning fund balance budgeted for last year was \$100,000.00 but that the actual was only \$10,000.00. He said the significant reason for the deficit was because the Emergency Services Department was not sufficiently staffed and could not respond to many of the calls. BO Zimmerman stated that as of April 30th, 2020, \$37,000.00 was billed in ambulance service fees, \$20,000.00 has not been received yet from the City’s billing agent, Springfield. He said there is a growth in property taxes of which 42% or approximately \$122,000.00 of property tax funds the City receives is dedicated to the Fire and EMS Department. BO Zimmerman stated that several positive things have now happened that will impact the EMS Fund. He said that

the Fire and EMS Department is now fully staffed with four paid Fire/EMS personnel of which three are paramedics. The paramedics enable the City to bill for Advanced Life Support (ALS) which is at a higher rate than Basic Life Support (BLS). He said that currently the ambulance department is doing more medical transports because there are paramedic personnel on duty, some of whom are volunteers. BO Zimmerman stated that the Cascade Locks Emergency Services Department is now the second call (back up) for Hood River. He said that currently Cascade Locks EMS is responding to more back up calls from Skamania County than Skamania County has been providing to Cascade Locks. BO Zimmerman said that Station Captain John Logan has done an outstanding job recruiting volunteers and organizing the department. BO Zimmerman stated that the General Fund will transfer \$250,000.00 to the Emergency Services Department to help meet the budget demands. BCM Wood asked if the Port of Cascade Locks contributes any funds to the EMS Departments. BO Zimmerman stated that only in the portion of property taxes they pay do they support the Emergency Services Fund. BCM Wood stated that because the Port hosts a lot of events in town, they should contribute to the cost of running the EMS Department. BCM Seeger asked how many volunteers are currently on the rooster. BO Zimmerman stated there are now seven volunteers serving and the City has received five applications for volunteers. BCM Seeger asked how the fire engine and ambulance are holding up. BO Zimmerman stated the fire engine is in good shape. The City is expecting to replace the 2012 ambulance fairly soon. He said in order to do so grant funding will need to be obtained. BO Zimmerman stated that the City is actively looking for a new ambulance, however there is no money in the budget for it this year.

- 27. Continuance of the Meeting 7:56PM:** Mayor Cramblett stated he would like a continuance of the meeting to have an opportunity to review the budget document. BO Zimmerman said the meeting would be continued on Wednesday, May 27, 2020 at 6:30PM.

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