

CITY of CASCADE LOCKS

Special Session AGENDA

CITY COUNCIL MEETING, Monday, March 30, 2020, 7:00 PM, CITY HALL

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 February 24, 2020.**
 - b. **Approval of Joint (Port/City/Museum) Meeting Minutes of March 11, 2020.**
 - c. **Ratification of the Bills in the Amount of \$ 586,469.07.**
4. **Public Hearing: None.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1429 Declaring a State of Emergency.**
 - c. **Approve New Copier Lease.**
 - d. **Approve Archeological Cultural Resource Contract.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7PM. Present were CM's Glenda Groves, Bruce Fitzpatrick (via phone), Sara Patrick, Richard Randall, and Mayor Cramblett. CM's Julie Armstrong and Bobby Walker were excused. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, Deputy Recorder Marilyn Place, Dan Bubb, Kirstin Walter, Olivia Holden, Greg Roberts, Brenda Wood and Butch Miller.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of February 10, 2020 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$64,421.36. Motion:** CM Groves moved to approve the Consent Agenda, seconded by CM Randall. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Patrick and Mayor Cramblett.
4. **Public Hearing.** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Request Concerning the Tourism Committee Membership.** CA Zimmerman said in September, 2019, the Council appointed a citizen to the vacant Tourism Committee seat. He said that person has never attended meetings and is not responding to phone calls. He said the Tourism Committee is requesting that seat be vacated so they can advertise for a new member. **Motion:** CM Patrick moved to have the position vacated by the non-attending member and authorize the advertising for a new member, seconded by CM Groves. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Patrick and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
 - a. **City Committees.** None.
 - b. **Gorge.Net Presentation: Dan Bubb, President.** Mr. Bubb said when GorgeNet took over the cable TV franchise they endeavored to replace the coax system with fiber optics and they made a funding commitment to do that. He said the funding commitment has been exceeded and they have replaced two thirds of the cable system with fiber. He said GorgeNet is aware of the issues with the coax cable users regarding recent outages and lapses in service.

Mr. Bubb said two thirds of Cascade Locks has been upgraded to fiber optics for internet service. He said the coax cable system was working until GorgeNet dropped the T.V. signal. He said they fixed some of those issues and then more instabilities evolved and more equipment fixes took place. He said a Systems Engineer is coming out this week to verify GorgeNet is not wasting their time by continuing to patch the coax system. He said by Monday they will decide whether they should continue maintaining the coax system or move everyone over to the fiber optics system.

Mr. Bubb said he wants to let the residents know that GorgeNet cares, they're working on the issues with the coax cable and they will be making a decision next week as to how aggressive they will be in getting the remaining coax cable internet users on to the fiber network.

c. **Kirsti Walters Enviro Village Presentation.** Ms. Walters said she is the Executive Director of Enviro Village and last year Enviro Village hosted a four-week summer camp for kids age k-5th, grade. She said this year Enviro Villages' summer day camp will be located on the property near the industrial park adjacent to the Easy Climb trail.

Ms. Walters said she is partnering with Oregon Episcopal School for curriculum and outdoor learning activities on the water such as kayaking and stand-up paddle boarding. She said they will also be contributing staff, life jackets and their expertise during the first week of camp.

Ms. Walters said last year the camp was fully funded by a private citizen as a pilot program for the City of Cascade Locks. She said she's asking the City to help fund the camp this year. She said some of the things they need funds for are supplies, cleaning up the area by the Easy Climb trail, staff and artists that come to teach.

CM Patrick asked how long are the kids at camp during the day. Ms. Walters said drop off is at 9:30AM and it ends at 2PM. CM Patrick asked how many people will Ms. Walters be needing for staff this year. Ms. Walters said she will be hiring a director and one full time staff person for the four-week duration and an additional full time staff person during the last week.

CM Randall asked if the summer camp would be under the school's liability policy for accident insurance and background checks. Ms. Walter said she maintains an insurance policy for Enviro Village. She added this year, because of the planned water activities, she will be under the Oregon Episcopal School's insurance since they will be using their equipment and staff for that first week.

CM Randall said before he personally makes a decision he'd like to see what other entities or companies are in competition for money for other programs.

d. **Review of Water Rate Increase Dedicated to Water Leaks.** CA Zimmerman reviewed the twenty-five cent increase from 2013/14 and what that increase has accomplished. He said an average of \$14,000 was collected for each year of the increase and so far the City has spent about 60% of the funds available on leak repairs. He said with the available amount Council could lower the rate increase, maintain the dedicated rate and increase the amount available for major repairs, or maintain the increase and dedicate some to repairs and the rest to offset other increases. There was consensus of council to leave the increase dedicated to leak repair.

e. **City Administrator Zimmerman Report.** CA Zimmerman reminded Council to fill out their statements of economic interest.

CA Zimmerman asked Council if they want to use this year's Small City Allotment Grant towards the reconstruction of the Herman creek crossing. He said if it can be done this year we can eliminate any further issues at that crossing such as the collision that took place there two weeks ago. He added doing it this year puts us one step closer to getting it designated as a public crossing so we can make it a quiet zone. There was consensus of Council to take care of the crossing with the Small City Allotment Grant this year.

CA Zimmerman said the last Transportation Plan was developed in 2001. He asked Council if the City should apply for a Transportation Grant to develop a new plan for Cascade Locks since there has been many changes in housing and businesses in the area. There was consensus of Council to allow for the pre-application.

CA Zimmerman said he will be gone for several days in the coming week and unable to create an agenda for the next Council meeting. He asked if Council would like to cancel the meeting scheduled for March

9, 2020. There was consensus of Council to cancel the March 9 meeting and come back on March 23, 2020.

8. Mayor and City Council Comments. CM Patrick said she's happy that Ms. Walters came to request help from Council and she thinks the town needs programs like the summer camp she's purposing for the kids.

CM Randall wanted to thank Larry Cramblett and Gary Munkoff for their service to the community on the Planning Commission. He said while they were involved with the Planning Commission they did a lot of ground work when City development needed some good guidance.

CM Randall said the project between the Post Office and the Fire Hall at Overlook Park is nearing completion. He wanted to thank everyone for their patience during the project which will bring charm to the City and services to visitors.

CM Randall wanted to thank the President for signing three bills and our State Senators and Congressmen for their work on those bills. He said those bills will help meet our treaty obligations in support of tribal sovereignty, native culture and restoration of native lands, tribes and updating new facilities and quarters for the Nez Perce, Umatilla, Warm Springs and Yakima tribes. He added it's long overdue.

CM Groves thanked staff for all they do.

Mayor Cramblett said he and CA Zimmerman went to Salem for One Gorge Night Out. He said it was well attended and Cascade Locks was well represented there.

9. Other matters. None.

10. Executive Session as may be required. None.

11. Adjournment. Motion: CM Groves moved to adjourn, seconded by CM Patrick. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Patrick and Mayor Cramblett. The meeting adjourned at 8:20PM.

Prepared by,
Deputy Recorder, Marilyn Place

APPROVED:

Mayor Tom Cramblett

**Joint Meeting
City of Cascade Locks City Council
Port of Cascade Locks Port Commission
Friends of the Cascade Locks Museum Board
March 11, 2020
City Hall City Council Chambers**

Attendees:

City:

Mayor Tom Cramblett
Julie Armstrong
Bruce Fitzpatrick (via telephone)
Glenda Groves
Sara Patrick
Richard Randall
Bobby Walker
City Administrator Gordon Zimmerman

Port:

Jess Groves, Commission President
Dean Bump
Joeinne Caldwell
Brad Lorang
John Stipan
Port General Manager Olga Kaganova

Friends of the Museum Board:

JoAnn Wittenberg, Chair
Debra Lorang
Marianne Bump
Ken Royer
Terry Zwanziger
Museum Executive Director Janice Crane
Please Note that John Stipan and Julie Armstrong are also on the Museum Board.

Audience:

Brenda Wood
Cathy Fallon-Weeg

Meeting was called to order at 6:00 p.m. by JoAnn Wittenberg followed by the Pledge of Allegiance.

1. Drug Free Communities Grant Presentation, Belinda Ballah, Hood River County Prevention Department

- a. Ms. Ballah presented the parameters and requirements of a 5-year \$125,000 per year grant to create a strong community to prevent substance abuse among youth.
- b. Several potential obstacles were noted:
 - i. No community champion identified
 - ii. Fiscal Agent functions and capacity not identified and accepted
 - iii. 12 sector coalition members not identified

- c. With a grant deadline of April 3, 2020, the consensus was more time was needed to build a stronger grant application.
2. Status Report from the Friends of the Museum
 - a. The Port and the City were brought up to date with the activities and direction of the Museum by Janice Crane. The activities since October were identified and the draft mission and vision statements were discussed.
3. **Reviewed the Draft Memorandum of Understanding**
 - a. City Administrator Gordon Zimmerman led the review of the draft memorandum of understanding between the Port, the City, and the Friends of the Museum, highlighting the differences between the current agreement between the Port and the City with the new inclusion of the Friends of the Museum.
 - b. With the proposed changes, this draft will be forward to the three entity boards for approval.
4. **Review of Adopted Pony Building report and discussion of new options**
 - a. The adopted Option #1 of building a \$4.7 million museum expansion and new housing of the Oregon Pony was reviewed.
 - b. The option of moving the Oregon Pony to the west end of Marine Park and the historical significance of that area were discussed.
 - c. The option of moving the Museum to an historic building on WaNaPa and the incorporation of the visitor's center that would enhance the operation of the museum and the visitor's center was also discussed. This option would be substantial less in cost and may be an interim step in the evolution of the Museum into a viable economic development driver and community center.
 - d. The Friends of the Museum will review and evaluate the various options and their attendant costs for the future of the museum.
5. **Discussion of Inter-organization Communication**
 - a. It was agreed by all three parties to meet quarterly to share progress reports as identified in the Memorandum of Understanding with the first meeting tentatively set for March 15, 2020.
 - b. A discussion ensued about the impact of the coronavirus CoVid-19 on our community. Recommended steps for all citizens was the frequent washing of hands and encouraging social distancing to help reduce the spread of the virus.
6. **Public Comment**
 - a. Cathy Fallon-Weeg encouraged the boards to engage in civil social discourse when conducting any public meeting.

Meeting adjourned at 8:35 p.m.

Drug Free Communities Grant

What does the grant do?

- The purpose is to work and create a strong community to prevent substance use among youth.
- Funds are meant to help community leaders and members work to identify and address youth substance use problems and create sustainable Community Level change

How long does the grant last?

- Five year grant
- \$125,000 per year
- Can re-apply for another 5 years.
- Max limit 10 years total

Goals

- Make stronger relationships with community partners to prevent and reduce substance use and abuse among youth.
- Work on reducing substance use and abuse among youth and over time address use among adults.

Support

- Fiscal agent would provide programmatic, financial, and reporting support
- Fiscal agent would provide coalition staff support
- Fiscal agent would act on behalf of the community coalition, coordinating activities, communication, services, and information
- Fiscal agent would provide on-going training opportunities

Seven Strategies

- Provide information
- Enhance skills
- Provide support
- Enhance access/reduce barriers
- Change consequences
- Change physical design
- Modify/change policies

12 Sector Representatives

- Youth
- Parents
- Business
- Media
- School
- Youth Serving Organization
- Law Enforcement
- Civic Volunteer Organization
- Religious Organization
- Healthcare Professional
- State/Local/Tribal gov
- Other

Spending Do's

- Program coordinator
- Program director
- Travel for training
- Community wide events
 - neighbor night out, town halls, speakers

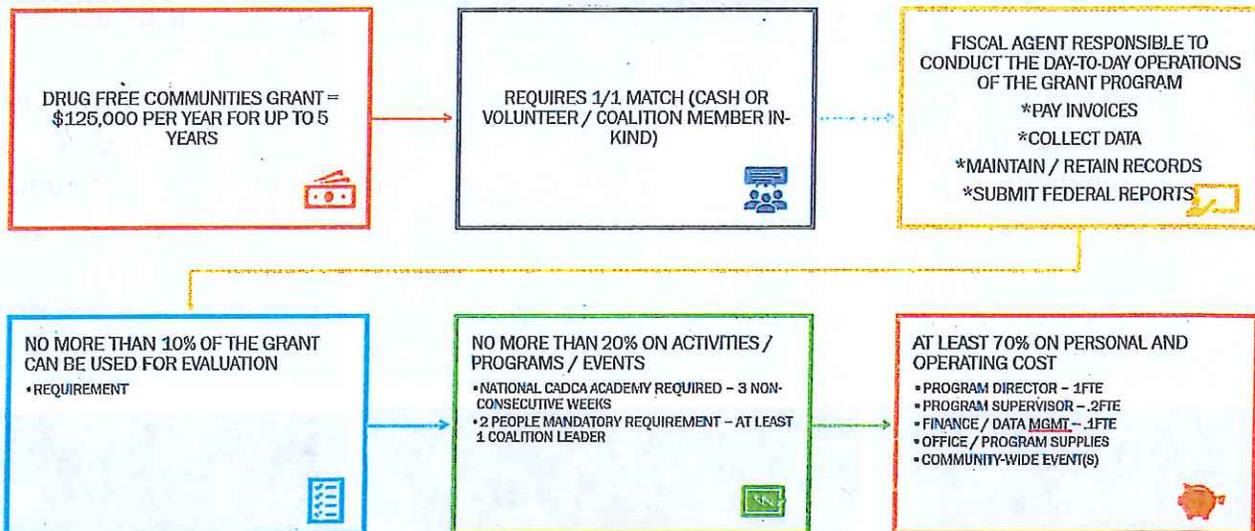
Spending Don't s

- Fund mini grants
- Law enforcement equipment
- Capital projects (buildings/structures)
- Direct services to clients/community members
- food generally unallowable but may be used to encourage participation

What DFC has Funded

- Parent Education Series: Strengthening Families & Family Table
- Soccer: uniforms and equipment
- Art Smart Kidz: art materials
- 4th of July Celebration: food
- Youth Activity Night: food and board games
- Community Events: safety fairs, haunted houses, county fair booth

BUDGET BREAKDOWN



Monthly meetings

Decided what day and
time works best
Find a location



Work with community partners



Get training in substance misuse and coalition
prevention efforts



Hold elections (eventually, but does not have to be
done right away)



Most importantly...

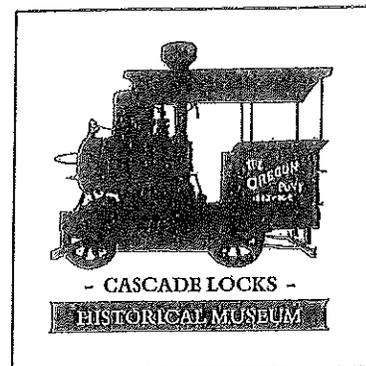
HAVE FUN!
WORK TOGETHER FOR A
GREATER COMMUNITY!

You've Become
a Coalition,
Now What?

Friends of the Cascade Locks Historical Museum

Activities at a Glance

November 14, 2019- March 11, 2020



This report is structured to reflect the priorities set at the 11/13/2019 Community Meeting about the future of the museum.

Development Plan

- 1) Establish Mission and Vision Statements
 - a. Draft included, plan to adopt at Museum Board Meeting on 3/16/2020
- 2) Sustainable Operation
 - a. Fundraising Plan
 - i. Executive Director Janice Crane (E.D.) has identified diverse revenue streams to pursue
 1. Includes portfolio of earned income opportunities, grants, private donors, and fundraising events.
 2. New admission fee structure, adopted 12/2019
 - b. Meet ADA and other building safety codes
 - i. Were not funded for a grant to build an access ramp.
 - ii. Considering other opportunities.
 - c. Meet requirements for historic park location and SHPO
 - i. E.D. attended SHPO training with Port of Cascade Locks 12/2019
 - d. Plan to use paid staff and volunteers
 - i. Planning to hire paid staff for Summer 2020 pending completion of Personnel Policy actions
 - e. Play a major role in the local economy
 - i. Plan to be year-round visitor center/enhance shoulder season
 1. Opened experimentally during winter break 2019
 2. Opening for extended season for 2020, March through October instead of May through September.
 - f. Collaboration with school and developing educational programs
 - i. E.D. met with Principal Amy Moreland
 1. More work required to identify needs, the only identified need at the first meeting was funding
 2. E.D. is active with school PTO
 - ii. Create family events
 1. Worked to create collaborative group of people who put on family events to identify needs

2. Group has met 4 times since December and identified service and communication gaps
 - g. Organize exhibits
 - i. "Hands on History" in December 2019
 - ii. "Patching a Community" quilt exhibit open from March 23- September 30, 2020
 - iii. Something special and spooky is in development for October 1-31, 2020.
 - h. Plan and build a sculpture trail
 - i. No action.
- 3) Create a Marketing Plan to relate to Development Plan
 - a. Museum has its own website, www.cascadelocksmuseum.org
 - b. Museum manages its own social media
 - c. Rebranding action is pending the adoption of mission and vision

Policies and Procedures

- 1) Pest Control
 - a. Collections Specialist Brittany Churchwell (C.S.) wrote a pest control policy
 - b. Adopted 12/2019
- 2) Collections Policy
 - a. C.S. wrote a temporary Collections policy, adopted 1/2020
 - b. Final collections policy will be written to reflect adoption of an official Mission and Vision Statement
- 3) Staff and Personnel Policy
 - a. E.D. wrote an employee handbook
 - b. Scheduled for review at Museum Board meeting 3/2020
- 4) Conflict of Interest Statement
 - a. E.D. reviewed existing Conflict of Interest statement. It stands as written.

Additional Activities

- 1) Strategic Planning- Museum Board has began to work on engaging in "Real Time" strategic planning to guide future decisions for museum operations.
- 2) Networking- E.D. has attended countless community meetings, tourism meetings, and government meetings.
 - a. Notable: Oregon Heritage Commission came for private tour of the museum in 1/2020
- 3) Cataloguing- C.S. has completed inventory and pre-catalog of museum collection
 - a. Next step is to implement software solution
- 4) Conservation- C.S. has completed condition reports on objects
- 5) Operations
 - a. Museum has the internet
 - b. Museum has a point of sale system
 - c. Museum has a payroll service

Cascade Locks Historical Museum- Draft 3/4/2020

Mission: Cascade Locks Historical Museum preserves and interprets our diverse heritage for the benefit of visitors and our community.

Vision Statement:

Vision for benefits to visitors and our community:

CLHM welcomes visitors to our community and provides up-to-date information for exploring our area.

CLHM facilitates conversation, serving as a center for community engagement.

CLHM is a viable business with measurable economic impact.

CLHM makes history relevant to community.

Vision for interpretation:

CLHM builds high quality exhibits in rapid response to contemporary interest.

CLHM partners with outside organizations to ensure responsible interpretation of historic events.

CLHM interprets the geological and ecological history and ever-changing environmental landscape.

CLHM provides space for creative expression, facilitating a culture of experiential learning and the arts.

CLHM provides high quality, timely, educational programs.

Vision for celebrating our diverse heritage:

CLHM takes pride in the long, rich, diverse cultural history of our region.

CLHM provides space for communities, including marginalized communities and communities of color, to interpret their own heritage and tell their own stories.

CLHM tells stories to develop a sense of place.

Vision for preservation:

CLHM preserves the collection for the benefit of future generations.

CLHM follows museum best practices for care, cataloging, and conservation of historic objects.

CLHM opens its collection for historic research.

DEI Statement

Will the museum pledge Oregon Heritage Organizations for Rural Social Equity?

Section 1. City's Responsibilities.

- A. City agrees to provide water, sewer, and electricity to support operation of the Museum.
- B. City agrees to insure the historical pieces in the Museum collection.
- C. City agrees that donations collected at the Museum shall be retained by the Friends Board for their directed use and application.
- D. Payments from the City to support the Museum shall be made to Friends quarterly as authorized by the adopted budget and the City Council.

Section 2. Port's Responsibilities.

- A. Port agrees to enter into a lease with the museum to set forth the specific terms by which the Port will allow the Museum to operate in the Port's building.
- B. Port agrees to collaborate with Friends on tours and events to maximize the benefit to both entities and the community.
- C. Port agrees to meet quarterly with the other parties to collaborate, set goals, and discuss specific levels of support, including monetary support, the Port may provide to the Museum.

Section 3. Friends' Responsibilities

- A. Friends agrees to employ the appropriate staff within the funding levels provided by the City, the Port, and fundraising efforts.
- B. Friends agrees to work toward self-sufficiency and sustainability within the guidelines of this agreement.
- C. Friends agrees to work toward expansion of the Museum as outlined in the Cascade Locks Interpretive Center Project outline.
- D. Friends agrees to meet quarterly with representatives of Port Commission and City Council to collaborate, set goals, and discuss specific supports.
- E. Friends agrees to work with the Port to include any special Museum Tour (for a fee or free) as part of the Port's marketing program and in cooperation with special events held in Marine Park.
- F. Friends agrees to report quarterly to the City Council and the Port Commission about its efforts toward expansion and sustainability.

Section 4. Effective Date, Term. This MOU becomes effective upon mutual execution by the parties, and shall remain in effect until June 30, 2021. It shall be automatically renewed for consecutive two-year periods ending June 30 in odd numbered years unless terminated by any party upon a 60-day written notice to the other parties.

Section 5. Liability and Indemnification. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.2260 to 30.300, and the Oregon Constitution, City and Port agree to hold harmless, defend, and indemnify each other and Friends, including their respective officers, agents, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the performance of this MOU where the loss or claim is attributable to the negligent acts or

omissions of City or Port. Friends agrees to hold harmless, defend, and indemnify City and Port, including their respective officers, agents, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the performance of this MOU where the loss or claim is attributable to the negligent acts or omissions of Friends. Each party shall give the other immediate written notice of any action or suit or any claim made against that party may result in litigation in any way related to this MOU.

Section 6. Insurance. Port and City agree to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this MOU, at levels necessary to protect against public body liability as specified in ORS 30.270. This MOU is expressly subject to the tort limits and provision of the Oregon Tort Claims Act (ORS 30.260 to 30.300). Friends agrees to maintain General Liability insurance with a combined single limit, or the equivalent, of not less than \$2 million for each occurrence, and \$3 million in the aggregate, for Bodily Injury and Property Damage.

Section 7. Compliance With Laws. All parties agree to comply with all local, State and Federal ordinances, statutes, laws and regulations that are applicable to the services provided under this MOU.

Section 8. Attorney Fees. In the event of any action or proceeding to enforce the terms of this MOU, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

Section 9. Final Agreement; Modification. This writing is intended both as the final expression of the agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. This MOU may be modified only by a writing signed by all parties' duly authorized representatives.

Section 10. No Third Party Beneficiaries. The signatories to this MOU are the only parties to this MOU and are the only parties entitled to enforce its terms. Nothing in this MOU gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

CITY

PORT

By: _____

By: _____

Date: _____

Date: _____

FRIENDS OF THE CASCADE LOCKS HISTORIAL MUSEUM

By: _____

Date: _____

DRAFT Proposal to Move

Cascade Locks Historical Museum

Prepared by Janice Crane, Executive Director

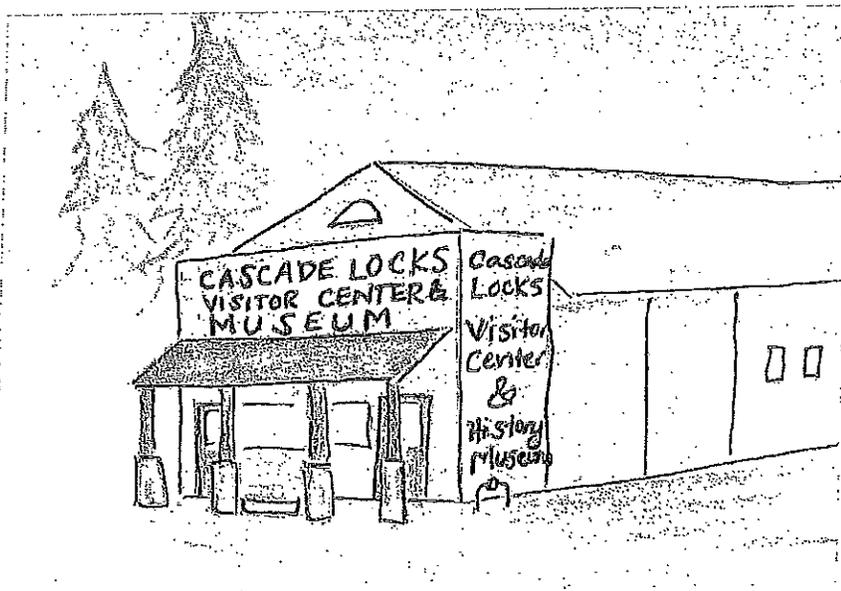
Introduction

Cascade Locks Historical Museum has occupied Locktender House 1 in the Port of Cascade Locks Marine Park at 417 SW Portage Road, Cascade Locks, OR 97014 since 1967. The building is historic, occupying its original footprint and layout from its construction in 1905. The condition of this historic building is fair-to-poor and it is in need of significant updates. The condition of the building is affecting the museum's historic collection, as there are pest and water hazards associated with the state of the building.

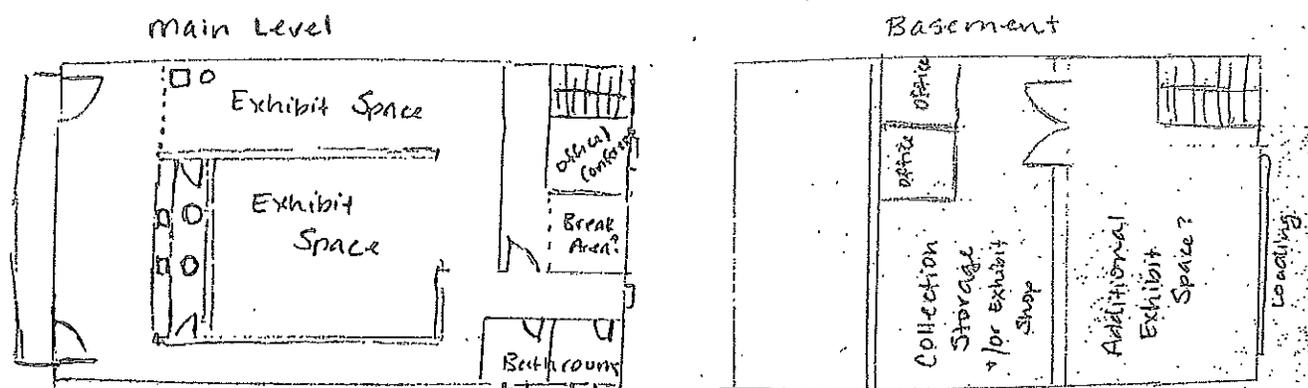
The Friends of the Cascade Locks Historical Museum propose moving the museum to a vacant and more recently updated historic building at 350 Wa Na Pa Street, Cascade Locks, OR 97014, owned by Steve Thoren. This building is 6000 square feet, is wheelchair accessible on the main floor, including an ADA bathroom, and has room for the collection to be stored and exhibited with care and room to grow. This building has the additional benefit of being on the main road through town, increasing visitor foot traffic and awareness.

Vision

Located between Cascade Locks Elementary School and the Eastwind Drive-in, the proposed site is in a high traffic area that has excellent visibility for visitors and residents of Cascade Locks. A recognizable building in town, this was formerly the home of an art gallery, hardware store, church, and even a brothel.



There are two entrance doors on the main floor of the building. The idea is to construct a welcome desk separating a free, public access space with visitor information, bathroom access, small amount of retail space, seating area, and a handwashing and water bottle fill station. Behind this welcome desk will be exhibit space for the museum, for which a nominal admission fee would be charged to support continued operations. The basement level would be converted to collection storage and curatorial offices, with the possibility for additional exhibit space on the lower level. The upper level would be left mostly open for use for either additional exhibit space or classroom and conference space. The option to add more offices upstairs will be kept under consideration.



Funding

Friends of the Cascade Locks Historical Museum relies heavily on donations from the Port of Cascade Locks and contracts with the City of Cascade Locks to provide Visitor Center services. Admission fees made up about 1/3 of total museum revenue in 2019, and we expect to hold steady for 2020. Admission rates were raised in December 2019, so even if we see reduced visitation due to fear surrounding COVID-19, we still expect similar revenue contribution.

Grants

We plan to leverage the Visitor Center contract as matching for a \$100,000 grant from Travel Oregon in May 2020. This \$100,000 would cover the build out and moving expenses for getting the building ready for museum occupancy by June 2021.

The Friends are seeking additional operating support from granting agencies including the Meyer Memorial Trust (\$180,000 ask) and Oregon Community Foundation (\$20,000-50,000 ask). The collections care and storage will be included in an Oregon Heritage Commission Museum Grant in April 2020, for shelving and storage in the new building and an updated catalog system (\$8000 ask).

Earned Revenue

The new building provides new opportunities for the museum to earn revenue. Through increased foot traffic, we expect to see significant increase in admissions with increased visibility, new exhibits, and increased price. Beginning in summer 2020, the Museum is on the activities roster for Un-Cruise, and negotiations are pending with American Cruiselines.

The new museum Gift Shop will have a light focus on local artists & products, plus standard kitsch. The focus will be on a large selection of items under \$20. We may include natural items, such as rocks and native plant seed packets. We hope to also make coffee available through a possible partnership with Thirsty, and sell drinks, souvenir bottles, and packaged snacks.

Event-based fundraising at the museum currently includes the Magical History Tour, a casual gala on Columbia Gorge Sternwheeler, first Friday in October. This event has historically brought in \$13,000 for the museum. New opportunities could include a lecture series, Pub nights, and Haunted Museum event around Halloween. A new Children's events roster is scheduled to begin 2022.

We hope for the visitor center to enter into a vending contract to offer Trail Passes for USFS, Oregon State Parks, etc. We may also sell CAT Bus passes.

One of the projects we are working up to in the next two years is Educational Programming. This will include a rotation of Museum kits for school check out, field trips, and adult educational programs. Programming will charge fees and open up new educational grant opportunities.

The museum will also continue to offer interpretive services for a fee, helping with research, making historic photographs available for publication, and providing verbiage for signs in the area.

Time Line

The time line to move in would be one year from the receipt of the Travel Oregon grant. One of the conditions of this grant is that projects have to be complete one year from the award. Under that deadline, we would want to assume occupancy of the building June 2020. We would complete the build out during the summer, and move the museum after closing in the current location in November 2020. The stretch goal would be a soft opening around March 2021 and full fledged operations by May 2021.

Planned Revenue

- Grants
 - Travel Oregon Medium Competitive Grant
 - Asking for \$100,000 for build out of VC/Museum facility
 - 25% required match comes from City VC Contract
 - Grant due April 2020, award June 2020, work complete June 2021
 - Meyer Memorial Trust- Building Community Fund
 - Asking for \$180,000 over three years in operating support
 - \$100,000/\$50,000/\$30,000
 - Funding job growth
 - Requires action on our new diversity vision
 - Building equity consulting into the grant
 - Grant opens March 16, 2020, awards in July 2020
 - Oregon Community Foundation
 - Community Grant Program
 - Average Grant is \$20,000
 - Liveability or Arts and Culture?
 - Application Window is 6/1/2020-7/15/2020
 - Small Arts and Culture Grants- window 4/1/2020-5/15/2020
 - \$5000 for operating support?
 - Oregon Heritage Commission Museum Grant
 - Asking for \$8000 for collection software and storage
 - Can be used for outfitting the collection storage area in new building
- Contracts
 - City of Cascade Locks Tourism Commission Contract
 - \$30,000/year for managing and staffing Visitor Center
 - New- Updates to historic signs around town
 - Providing interpretive services to the Port?
- Donations
 - Port of Cascade Locks- \$70,000/year pledged for staffing museum
 - New MOU requires quarterly requests, ongoing asks of \$17,500 per quarter to be requested.
- Earned Income
 - Museum Admission- approximately 1/3 of 2019 total revenue. Revenue doubled when they set a price instead of just going by donation.
 - Expect to see significant increase in admissions with increased visibility, new exhibits, and increased price.
 - New- Museum is on the activities roster for Un-Cruise starting in fall 2020. Negotiations pending with American Cruiselines
 - New(ish)- Gift Shop-
 - Light focus on local artists & products, plus standard kitsch. Large selection of items under \$20.
 - Natural stuff- rocks? native plant seed packets?

- Coffee- daily Air-pots of drip from Thirsty. Water bottle fill station, souvenir bottles, packaged snacks
 - Event-based fundraising
 - Magical History Tour- casual gala on Columbia Gorge Sternwheeler, first Friday in October, historically brings in \$13,000
 - New- lecture series?
 - New- Pub nights?
 - New- Children's events roster- to begin 2022
 - New- Haunted Museum
 - New- Trail Passes- vending contract for USFS, Oregon State Parks, etc. CAT Bus pass sales?
 - New- Inter-Museum Passes- working on collaborative punch cards with Museums of the Gorge.
 - New- Educational Programming
 - Museum kits for school check out- can we partner with Gorge STEM?
 - Field trips?
 - Adult educational programs

Planned Expenses

Moving

- Physical moving of collection of historic objects

Build-Out

- Visitor Center Space (Main Floor)
 - Front Desk, Gift Shop, Coffee Cart
 - Maps & Information
 - Welcoming environment design, seating area
 - National Scenic Area info, trail passes
 - One of those 3-d relief map tables that light up!!
 - Water bottle fill station & handwash sink (normalize making this free and accessible and front and center.)
 - Hallway that allows people to access bathrooms without paying museum admission. (It's at the back of the building)
- Exhibit Space (Main Floor, expand to basement level later)
 - Wall separations
 - Sound dampeners
 - Exhibit panels
- Classroom/Lecture Space (Upstairs)
 - Insulate the ceilings & enclose
 - Find and fill the hole where the bat gets in
 - Podium, screen, projector, chairs, tables

- Build in an exhibit that this was the old brothel? There's still a bed frame and decorations up there from the 1930's. Value in preserving the glued-on paper (?)
- Storage (Basement)
 - Shelving for collection pieces
 - Division for additional exhibit space

Safety & Access

- Alarm & sprinkler system
- Appropriate Fire Safety Signage
- Elevator?

Signage

- "No Ice Cream Inside"
- Logo/Brand Development
- VC & Museum Sign
- Admission Sign
- Bathrooms Signs
- Hours Signs

Out Front

- Big flower pots and/or benches?
- Picnic Tables?
 - Buy pressure washer for any seating area, those giant ice creams are drippy and folks do not stay at the Eastwind with them
- Display board with locking cover for posters

Utilities & Overhead

- City of Cascade Locks donates electricity and water for museum- ensure this relationship would continue in new space
- Would have to consider separate garbage service and internet service if moving out of the Port building. Garbage is ~\$60 every other month, internet is ~\$100/month
- Staff- ~\$75,000/year with no changes

Other considerations-

- New location is next to planned site for Gorges Brewing & possible other new retail spaces
 - Parking - state will require we share our driveway, can we negotiate additional shared parking
 - Repaving- the old driveway is not safe for wheelchairs using the sidewalk- fixing would require repaving a section of parking lot to account for fixed grade.
 - Planning- can we negotiate to not build right up to the sidewalk and reduce our visibility
 - Construction consideration- timeline for their construction vs. our move & opening
 - New capacity & customers!

- Consistent Hours
 - Open year-round.
 - Creates year-round jobs
 - Visitor Services Associates (Part Time, immediately)
 - Gift Shop Manager (Part Time, in 1-2 years)
 - Exhibits & Collection Manager (Full Time, in 2-3 years)
 - Community Engagement Manager (Full Time, in 3-4 years) (Position would coordinate public programming and marketing)
 - School Programs Coordinator (Part Time, in 3-4 years)

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	3/9/2020	DESCRIPTION:	AMOUNT:
2/21/2020		AP	\$ 303,894.53
2/28/2020		AP	\$ 13,775.09
3/13/2020		Payroll	\$45,305.75
3/20/2020		AP	\$ 223,493.70

GRAND TOTAL \$ 586,469.07

APPROVAL:

Mayor

Check Register - By Check No.
Check Issue Dates: 2/20/2020 - 2/21/2020

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11307	02/20	02/21/2020	6834	0105458-IN	AA ASPHALTING LLC	ASPHALT PATCH. MOODY, REGULAT	0340563182	2,535.00
Total 11307:								
11308	02/20	02/21/2020	7100	20COCL_03	Annie Van Domelen	Design services 1/09-2/19	0840562114	50.00
11308	02/20	02/21/2020	7100	20COCL_04	Annie Van Domelen	projects 1/09-2/19	0840562110	715.00
Total 11308:								
11309	02/20	02/21/2020	460	07891	Brown & Kysar Inc	BPA site preservation drawing	5140562091	270.00
Total 11309:								
11310	02/20	02/21/2020	810	421242	Cessco Inc	PIONEER 4" D/P PUMP OPEN/TRLR	5643163941	33,066.40
Total 11310:								
11311	02/20	02/21/2020	6837	PO-CAS-120	CIS	2019-20 WC Insurance INTERIM INVOI	0140162060	81.13
Total 11311:								
11312	02/20	02/21/2020	940	021020	City of Springfield	Ambulance Billing Service NOV 2019	0540562111	156.00
Total 11312:								
11313	02/20	02/21/2020	1360	131819	David R Cunningham	TROUBLE shooting	0840562110	30.00
11313	02/20	02/21/2020	1360	131820	David R Cunningham	Computer upgrades	0140162082	1,035.00
Total 11313:								
11314	02/20	02/21/2020	1540	L001030486	DMV Services - State of Oregon	Stephen Blake/ Theresa Adams	0540562110	7.50
Total 11314:								
11315	02/20	02/21/2020	1620	2600	Efficiency Services Group LLC	BPA Program Services JAN 2020	5140562140	4,800.00

Check Register - By Check No.
Check Issue Dates: 2/20/2020 - 2/21/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11315:								
11316	02/20	02/21/2020	2020	1363709	General Pacific Inc	Thunder Island Brewery	5141562009	4,800.00
Total 11316:								516.27
11317	02/20	02/21/2020	2420	10427	Hood River County - Finance Dept	Deputy Service feb 2020	0141962250	7,600.00
11317	02/20	02/21/2020	2420	2020-01	Hood River County - Finance Dept	Reverse 911	0140862201	1,000.00
Total 11317:								8,600.00
11318	02/20	02/21/2020	2500	20192020	Hood River Fire Department	ASSESSED VALUATION	0540562311	1,559.58
11318	02/20	02/21/2020	2500	20192020	Hood River Fire Department	PHYSICIANS ADVISORS INSURANCE	0540562312	426.64
Total 11318:								1,986.22
11319	02/20	02/21/2020	7078	021120	Jaques Sharp Attorneys At Law	Municipal Court	0140162110	40.00
Total 11319:								40.00
11320	02/20	02/21/2020	6634	941	KIWI FENCE CONTRACTORS	FENCE AROUND YARD	5140562560	2,982.00
Total 11320:								2,982.00
11321	02/20	02/21/2020	7102	1668	Lee Contractors, LLC	payment request #2 for hub project	0740562114	100,628.74
Total 11321:								100,628.74
11322	02/20	02/21/2020	2980	INV358721	LN Curtis & Sons	NON Ambient aircheck air analysis	0540562110	165.00
Total 11322:								165.00
11323	02/20	02/21/2020	7053	1863	M & M Mobile Repair	SERVICE CALL MISC SUPPLIES	0540562441	402.10
Total 11323:								402.10
11324	02/20	02/21/2020	7113	1212	Northwest RiverPartners	2020 Dues Assessment	5140562030	710.00

Check Register - By Check No.
Check Issue Dates: 2/20/2020 - 2/21/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11324:								
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	0540562420	710.00
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	0540562420	40.41
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	0540562420	125.07
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	0540562420	369.59
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	0540562420	127.52
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	0540562420	44.77
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	2140562530	109.14
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	2140562530	320.50
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	2140562530	159.48
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	5140562200	124.14
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	5140562200	153.52
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	5140662200	31.04
11325	02/20	02/21/2020	4000	ME125772	ODOT	fuel	5140662200	38.39
Total 11325:								
11326	02/20	02/21/2020	7055	944	Pixel Dust Studio	Redesign website updates, copy writing	0840562114	1,663.57
Total 11326:								
11327	02/20	02/21/2020	6780	5058718665	Ricoh USA Inc	Copies	0140162110	649.00
Total 11327:								
11328	02/20	02/21/2020	7026	8129122091	Shred-It USA	Archives Shred Bins	0140162110	74.75
Total 11328:								
11329	02/20	02/21/2020	6834	600146820	Steve Wilkins	Refund of Deposit	5121130	68.64
11329	02/20	02/21/2020	6834	600146820	Steve Wilkins	Refund of Deposit	5130543860	300.00
Total 11329:								
11330	02/20	02/21/2020	6150	90093501	Union Pacific Railroad Co	Review of quiet zone to private crossing	0340563170	30.00
Total 11330:								
11331	02/20	02/21/2020	7092	11109	Vankoten & Cleveland LLC	General Attorney's Fees	0140162100	280.00
Total 11331:								
Total 1,200.00								

Check Register - By Check No.
Check Issue Dates: 2/20/2020 - 2/21/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11331:								
11332	02/20	02/21/2020	6834	02102020	West Pacific Drilling	Refund of water deposit	2121130	1,200.00
Total 11332:								
11333	02/20	02/21/2020	6690	02192020	Woosley, Kathy	MILEAGE REIMBURSEMENT	0140162020	695.00
Total 11333:								
11334	02/20	02/21/2020	7040	677	Yates Line Construction Company	Line crew	5140662110	24.15
Total 11334:								
22120	02/20	02/21/2020	440	JAN20-PWR	BPA	January Power Bill	5140562820	103,318.00 M
22120	02/20	02/21/2020	440	JAN20-PWR	BPA	January Power Bill	5140662820	7,968.00 M
22120	02/20	02/21/2020	440	JAN20-TRNO	BPA	January transmission bill	5140562821	16,530.00 M
22120	02/20	02/21/2020	440	JAN20-TRNO	BPA	January transmission bill	5140662821	1,275.00 M
Total 22120:								
230502192	02/20	02/21/2020	6090	2305021920	US Bank CC	dri crash plan	0140162082	129,091.00
Total 230502192:								
267102192	02/20	02/21/2020	6090	2671021920	US Bank CC	hanra instruments	2140562560	19.98
267102192	02/20	02/21/2020	6090	2671021920	US Bank CC	diesel fuel injection	3140562560	580.50 M
267102192	02/20	02/21/2020	6090	2974021920	US Bank CC	1099 forms	0140162010	817.21 M
267102192	02/20	02/21/2020	6090	2974021920	US Bank CC	OSP Open Records	0540562110	57.59 M
Total 267102192:								
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	washington dc trip	0140162020	30.00 M
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	night out	0140162020	1,485.30
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	west coast conference	0140162020	2,219.30 M
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	tri county hazardous waste	0140162020	9.70 M
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	City county insurance	0140162020	325.00 M
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	washington dc trip	0140162020	5.29 M
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC	Omen	0140862020	175.00- M
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC		2,219.30 M	
524302192	02/20	02/21/2020	6090	5243021920	US Bank CC		9.17 M	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 524302192:								4,612.76
Grand Totals:								303,894.53

Check Register - By Check No.
Check Issue Dates: 2/20/2020 - 2/21/2020

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	175.00	15,979.83-	15,804.83-
01-401-62010	57.59	.00	57.59
01-401-62020	2,583.44	175.00-	2,408.44
01-401-62060	81.13	.00	81.13
01-401-62082	1,054.98	.00	1,054.98
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	183.39	.00	183.39
01-408-62020	2,219.30	.00	2,219.30
01-408-62201	1,000.00	.00	1,000.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	2,815.00-	2,815.00-
03-405-63170	280.00	.00	280.00
03-405-63182	2,535.00	.00	2,535.00
05-21010	.00	3,474.18-	3,474.18-
05-405-62110	202.50	.00	202.50
05-405-62111	156.00	.00	156.00
05-405-62311	1,559.58	.00	1,559.58
05-405-62312	426.64	.00	426.64
05-405-62420	727.36	.00	727.36
05-405-62441	402.10	.00	402.10
07-21010	.00	100,628.74-	100,628.74-
07-405-62114	100,628.74	.00	100,628.74
08-21010	.00	1,444.00-	1,444.00-
08-405-62110	745.00	.00	745.00
08-405-62114	699.00	.00	699.00
21-21010	.00	1,864.62-	1,864.62-
21-21130	695.00	.00	695.00
21-405-62530	589.12	.00	589.12
21-405-62560	580.50	.00	580.50
31-21010	.00	817.21-	817.21-
31-405-62560	817.21	.00	817.21
51-21010	.00	143,979.55-	143,979.55-
51-21130	300.00	.00	300.00
51-305-43860	30.00	.00	30.00
51-405-62020	9.17	.00	9.17
51-405-62030	710.00	.00	710.00
51-405-62091	270.00	.00	270.00
51-405-62140	4,800.00	.00	4,800.00

Check Register - By Check No.
Check Issue Dates: 2/20/2020 - 2/21/2020

GL Account	Debit	Credit	Proof
51-405-62200	277.66	.00	277.66
51-405-62560	2,982.00	.00	2,982.00
51-405-62820	103,318.00	.00	103,318.00
51-405-62821	16,530.00	.00	16,530.00
51-406-62110	4,924.02	.00	4,924.02
51-406-62200	69.43	.00	69.43
51-406-62820	7,968.00	.00	7,968.00
51-406-62821	1,275.00	.00	1,275.00
51-415-62009	516.27	.00	516.27
56-21010	.00	33,066.40-	33,066.40-
56-431-63941	33,066.40	.00	33,066.40
Grand Totals:	304,244.53	304,244.53-	.00

Report Criteria:
Report type: GL detail

Check Register - By Check No.
Check Issue Dates: 2/27/2020 - 2/27/2020

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1035	02/20	02/27/2020	6080	1035022620	US Bank	Bank Fees	0140162110	361.38 M
Total 1035:								
11337	02/20	02/27/2020	820	351200-018	CH2M Hill Engineers Inc	Engineering Services march	3140562700	8,086.25
Total 11337:								
11338	02/20	02/27/2020	1620	2600-SUPPL	Efficiency Services Group LLC	Hot Water Heater Program Jan rebates	5140562140	8,086.25
Total 11338:								
11339	02/20	02/27/2020	7021	1-703486	Gorge Networks	internet and phone	0140162050	600.00
11339	02/20	02/27/2020	7021	1-703486	Gorge Networks	internet and phone	0140162080	227.62
11339	02/20	02/27/2020	7021	1-703486	Gorge Networks	internet and phone	0540562050	261.79
Total 11339:								
11340	02/20	02/27/2020	3070	1500694860	Les Schwab Tire Center	2001 dodge ram 2500 maintenance	0340562441	724.15
11340	02/20	02/27/2020	3070	1500694860	Les Schwab Tire Center	2001 dodge ram 2500 pickup mainten	2140562441	1,067.57
11340	02/20	02/27/2020	3070	1500694860	Les Schwab Tire Center	2001 dodge ram pickup maintenance	3140562441	1,067.57
Total 11340:								
11341	02/20	02/27/2020	4640	FEB2020	Fitney Bowes Inc - Purchase Power	Postage	0140162055	3,202.71
Total 11341:								
11342	02/20	02/27/2020	6780	33072925	Ricoh USA Inc	feb payment	0140162120	150.00
Total 11342:								
11343	02/20	02/27/2020	5900	02212020	Tom Crambielt	reimbursement for 2 brunch tickets on the	0140862022	179.02
Total 11343:								
11344	02/20	02/27/2020	6110	FEB BILLS	US Postal Service	Monthly Utility Bills Postage	0140162055	126.00
Total 11344:								
								322.00

Check Register - By Check No.
Check Issue Dates: 2/27/2020 - 2/27/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11344:								
11345	02/20	02/27/2020	6690	02242020	Woodsley, Kathy	MILEAGE REIMBURSEMENT	0140462020	322.00
Total 11345:								
Grand Totals:								
								23.58
								13,775.08

Check Register - By Check No.
Check Issue Dates: 2/27/2020 - 2/27/2020

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	1,651.29-	1,651.29-
01-401-62050	227.52	.00	227.52
01-401-62055	472.00	.00	472.00
01-401-62080	261.79	.00	261.79
01-401-62110	361.38	.00	361.38
01-401-62120	179.02	.00	179.02
01-404-62020	23.58	.00	23.58
01-408-62022	126.00	.00	126.00
03-21010	.00	1,067.57-	1,067.57-
03-405-62441	1,067.57	.00	1,067.57
05-21010	.00	234.84-	234.84-
05-405-62050	234.84	.00	234.84
21-21010	.00	1,067.57-	1,067.57-
21-405-62441	1,067.57	.00	1,067.57
31-21010	.00	9,153.82-	9,153.82-
31-405-62441	1,067.57	.00	1,067.57
31-405-62700	8,086.25	.00	8,086.25
51-21010	.00	600.00-	600.00-
51-405-62140	600.00	.00	600.00
Grand Totals:	13,775.09	13,775.09-	.00

Report Criteria:
Report type: GL detail

Check Register - By Check No.
Check Issue Dates: 3/2/2020 - 3/6/2020

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11346	03/20	03/06/2020	6966	01410018UC	American Messaging	Paging Service	5140562110	7.50
Total 11346:								
11347	03/20	03/06/2020	4910	301877316	Brianna Guthert	Refund Deposit	5121130	18.17
Total 11347:								
11348	03/20	03/06/2020	6900	VD00502	BSK Associates	140 wanapa, 22 ruckle	2140562150	60.00
Total 11348:								
11349	03/20	03/06/2020	6979	03032020	Cartomation Inc	GIS Service for City	5140562190	833.00
Total 11349:								
11350	03/20	03/06/2020	610	770949	Cascade Columbia Distribution Co	Soda ash pallet	2140562650	790.70
Total 11350:								
11351	03/20	03/06/2020	670	1000015003/	Cascade Locks Light Co	New Fire Station	0540562439	860.18
11351	03/20	03/06/2020	670	1000035003/	Cascade Locks Light Co	Res no2	2140562070	39.10
11351	03/20	03/06/2020	670	1000302003/	Cascade Locks Light Co	Pump Lift Station	3140562070	29.16
11351	03/20	03/06/2020	670	1003791003/	Cascade Locks Light Co	treatment plant	3140562070	3,075.87
11351	03/20	03/06/2020	670	1003813003/	Cascade Locks Light Co	Warehouse	2140562070	29.80
11351	03/20	03/06/2020	670	1037427003/	Cascade Locks Light Co	Wasco Crk Lift Station	3140562070	97.14
11351	03/20	03/06/2020	670	1038140003/	Cascade Locks Light Co	Corrosion Control	2140562070	125.54
11351	03/20	03/06/2020	670	2001200003/	Cascade Locks Light Co	Cemetery Water	1740562551	199.77
11351	03/20	03/06/2020	670	3001551003/	Cascade Locks Light Co	main lift station	3140562070	1,346.48
11351	03/20	03/06/2020	670	3001559003/	Cascade Locks Light Co	museum	0140762630	364.56
11351	03/20	03/06/2020	670	3001590003/	Cascade Locks Light Co	overlook park restrooms	0140162552	78.78
11351	03/20	03/06/2020	670	3001718003/	Cascade Locks Light Co	Mall Lighting	5140562800	61.68
11351	03/20	03/06/2020	670	3001839003/	Cascade Locks Light Co	moody lift station	2140562070	.81
11351	03/20	03/06/2020	670	3019612003/	Cascade Locks Light Co	Bike Path	0140162552	33.38
11351	03/20	03/06/2020	670	6001350003/	Cascade Locks Light Co	City Hall Utilities	0140162552	1,775.81
11351	03/20	03/06/2020	670	6001357003/	Cascade Locks Light Co	Sewer Lift on Cascade	3140562070	18.71
11351	03/20	03/06/2020	670	6001369003/	Cascade Locks Light Co	87 Ruckle	3140562070	42.53

Check Register - By Check No.
Check Issue Dates: 3/2/2020 - 3/6/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11351	03/20	03/06/2020	670	6001498003/	Cascade Locks Light Co	City Hall Irrigation	0140162552	241.91
11351	03/20	03/06/2020	670	6013698003/	Cascade Locks Light Co	radio tower	0540562439	62.73
Total 11351:								
11352	03/20	03/06/2020	960	03032020	Cascade Locks Tourism/Beautification	brochures	0840562101	8,483.94
11352	03/20	03/06/2020	960	03032020	Cascade Locks Tourism/Beautification	brochures	0840562101	750.00
Total 11352:								
11353	03/20	03/06/2020	790	313401451 2	CenturyLink	Treatment Plant	3140562050	.00
11353	03/20	03/06/2020	790	313785538 2	CenturyLink	telemetry	2140562050	124.75
11353	03/20	03/06/2020	790	313785538 2	CenturyLink	telemetry	3140562050	125.48
11353	03/20	03/06/2020	790	313891134 2/	CenturyLink	Electric	5140562050	125.47
11353	03/20	03/06/2020	790	313891134 2/	CenturyLink	Electric	5140562050	70.88
11353	03/20	03/06/2020	790	314228414 2	CenturyLink	Lift Station	3140562050	17.72
11353	03/20	03/06/2020	790	320153997 2	CenturyLink	well house	2140562050	114.48
Total 11353:								
11354	03/20	03/06/2020	900	1000389033/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	591.43
11354	03/20	03/06/2020	900	1000398013/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	1004731013/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	2001036003/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	2001038023/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	200114003/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	2010630003/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	3001866003/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	3001928003/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11354	03/20	03/06/2020	900	6001496103/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
Total 11354:								
11355	03/20	03/06/2020	940	03032020	City of Springfield	Patients billed july - dec 2019	0540562111	227.00
Total 11355:								
11356	03/20	03/06/2020	1120	A243595	Columbia Hardware LLC	male adp pvc, hot glue, tru-blu pipe seala	2140562560	832.00
11356	03/20	03/06/2020	1120	B264462	Columbia Hardware LLC	korky toilet repair	0140462520	69.20
11356	03/20	03/06/2020	1120	B264538	Columbia Hardware LLC	returned korky toilet repair kit	0140462520	53.74

Check Register - By Check No.
Check Issue Dates: 3/2/2020 - 3/6/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11356	03/20	03/06/2020	1120	B264680	Columbia Hardware LLC	Sti toilet repair bolts	0140462520	3.07
11356	03/20	03/06/2020	1120	E6681	Columbia Hardware LLC	analog therm, battery	2140562560	26.20
Total 11356:								
11357	03/20	03/06/2020	1340	27192	Daniel L Jerman Co Inc	6" cartridge only us gallon reg	2140562560	1,337.50
Total 11357:								
11358	03/20	03/06/2020	1620	2645	Efficiency Services Group LLC	BPA Program Services	5140562139	824.00
Total 11358:								
11359	03/20	03/06/2020	6795	0846540	Ferguson Enterprises Inc #3011	Supplies	5642263941	9,240.00
11359	03/20	03/06/2020	6795	0852746	Ferguson Enterprises Inc #3011	1000 gal wtr mtr	2140562560	384.17
Total 11359:								
11360	03/20	03/06/2020	6991	81091	Harris WorkSystems	Replacement arm cap	0140162010	60.00
Total 11360:								
11361	03/20	03/06/2020	3770	22-202002	Net Assets	Title Search	0140162110	25.00
Total 11361:								
11362	03/20	03/06/2020	7074	36113	Power Design Inc	meter base for TIB	5141562009	815.00
Total 11362:								
11363	03/20	03/06/2020	6834	03022020	Rose Dominguez	miliageage to Hood River	0140162020	23.58
Total 11363:								
11364	03/20	03/06/2020	6070	102496	TWGW Inc - NAPA Auto Parts	White steel tank, pump	2140562560	372.99
11364	03/20	03/06/2020	6070	102496	TWGW Inc - NAPA Auto Parts	White steel tank, pump	3140562560	372.99
11364	03/20	03/06/2020	6070	103269	TWGW Inc - NAPA Auto Parts	lube, fuel filter, antifreeze, hose	2140562441	45.62
Total 11364:								
								791.60

Check Register - By Check No.
 Check Issue Dates: 3/2/2020 - 3/6/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11365	03/20	03/06/2020	7098	939542	WSP USA Inc	Professional Planning Services	0140262075	1,024.55
Total 11365:								
11366	03/20	03/06/2020	7040	693	Yates Line Construction Company	Line crew	5140662110	1,024.55
Total 11366:								
11367	03/20	03/06/2020	7055	945	Pixel Dust Studio	Redesign website updates, copy writing	0840562114	750.00
Total 11367:								
11368	03/20	03/06/2020	580	03062020	Carr, Shirley	Brochure Delivery	0840562101	750.00
Total 11368:								
Grand Totals:								
								35,605.64

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	53.74	3,911.38-	3,857.64-
01-401-62010	60.00	.00	60.00
01-401-62020	23.58	.00	23.58
01-401-62110	25.00	.00	25.00
01-401-62552	2,129.88	.00	2,129.88
01-402-62075	1,024.55	.00	1,024.55
01-404-62520	56.81	53.74-	3.07
01-407-62630	364.56	.00	364.56
01-408-62025	227.00	.00	227.00
05-21010	.00	1,754.91-	1,754.91-
05-405-62111	832.00	.00	832.00
05-405-62439	922.91	.00	922.91
08-21010	750.00	2,250.00-	1,500.00-
08-405-62101	1,500.00	750.00-	750.00
08-405-62114	750.00	.00	750.00
17-21010	.00	199.77-	199.77-
17-405-62551	199.77	.00	199.77
21-21010	.00	3,419.76-	3,419.76-
21-405-62050	138.13	.00	138.13
21-405-62070	195.25	.00	195.25
21-405-62150	60.00	.00	60.00
21-405-62441	45.62	.00	45.62
21-405-62560	2,190.06	.00	2,190.06
21-405-62650	790.70	.00	790.70
31-21010	.00	5,347.58-	5,347.58-
31-405-62050	364.70	.00	364.70
31-405-62070	4,609.89	.00	4,609.89
31-405-62560	372.99	.00	372.99
51-21010	.00	10,285.98-	10,285.98-
51-21130	18.17	.00	18.17
51-405-62050	70.88	.00	70.88
51-405-62110	7.50	.00	7.50
51-405-62139	824.00	.00	824.00
51-405-62190	833.00	.00	833.00
51-405-62800	61.68	.00	61.68
51-406-62050	17.72	.00	17.72
51-406-62110	7,638.03	.00	7,638.03
51-415-62009	815.00	.00	815.00

Check Register - By Check No.
 Check Issue Dates: 3/2/2020 - 3/6/2020

GL Account	Debit	Credit	Proof
56-21010	.00	9,240.00-	9,240.00-
56-422-63941	9,240.00	.00	9,240.00
Grand Totals:	37,213.12	37,213.12-	.00

Report Criteria:
 Report type: GL detail

Check Register - By Check No.
Check Issue Dates: 3/9/2020 - 3/20/2020

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11375	03/20	03/19/2020	6820	68064	Anderson Perry & Associates Inc	Wastewater System Improvements	3141562030	5,000.00
Total 11375:								
11376	03/20	03/19/2020	7100	20C0CL-04	Annie Van Dornelen	Tourism Staff Support	0840562114	587.50
11376	03/20	03/19/2020	7100	20C0CL-05	Annie Van Dornelen	Tourism Staff Support	0840562110	905.00
Total 11376:								
11377	03/20	03/19/2020	820	351200-019	CH2M Hill Engineers Inc	Engineering Services	3140562700	8,086.25
Total 11377:								
11378	03/20	03/19/2020	900	FEB CCLEP	City of Cascade Locks	feb cclep	5140562138	2,100.00
Total 11378:								
11379	03/20	03/19/2020	940	03062020	City of Springfield	patients billed for 9/19-3/5/20	0540562111	1,560.00
Total 11379:								
11380	03/20	03/19/2020	7028	20.02-1710	Curran-McLeod Inc	General Engineering renewal workshop	0140262091	672.00
Total 11380:								
11381	03/20	03/19/2020	4910	200954400	Fisher, George	Refund Deposit	5121130	294.14
Total 11381:								
11382	03/20	03/19/2020	2020	1364541	General Pacific Inc	supplies	5141562009	1,985.95
11382	03/20	03/19/2020	2020	1364576	General Pacific Inc	supplies	5141562009	417.45
Total 11382:								
11383	03/20	03/19/2020	6854	FEB2020	Gordon Zimmerman	feb expenses	0140162094	474.95

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11383:								
11384	03/20	03/19/2020	7021	I-1708480	Gorge Networks	internet and phone	0140162050	474.95
11384	03/20	03/19/2020	7021	I-1708480	Gorge Networks	internet and phone	0140162080	226.70
11384	03/20	03/19/2020	7021	I-1708480	Gorge Networks	internet and phone	0540562050	261.79
Total 11384:								
11385	03/20	03/19/2020	6834	03172020	Grand Management	Refund of overpayment	9911033	723.03
Total 11385:								
11386	03/20	03/19/2020	2420	10452	Hood River County - Finance Dept	Deputy Services	0141962250	20.52
Total 11386:								
11387	03/20	03/19/2020	4910	100032702	J.H. Kelly	Refund Deposit water meter	2121130	7,600.00
Total 11387:								
11388	03/20	03/19/2020	7078	03102020	Jacques Sharp Attorneys At Law	travel to hearing	0140162110	700.00
Total 11388:								
11389	03/20	03/19/2020	4910	300186307	John L Scott	Refund Deposit	5121130	260.00
Total 11389:								
11390	03/20	03/19/2020	7102	16683-20	Lee Contractors, LLC	payment #3 Gorge Hub	0740562114	250.83
Total 11390:								
11391	03/20	03/19/2020	3070	1500695484	Les Schwab Tire Center	new set of tires	5140562201	44,645.25
11391	03/20	03/19/2020	3070	1500695484	Les Schwab Tire Center	new set of tires	5140662201	287.97
Total 11391:								
11392	03/20	03/19/2020	3490	2948	Mid-Columbia Economic Development Di	Project management services	0140162030	72.00
Total 11392:								

Check Register - By Check No.
Check Issue Dates: 3/9/2020 - 3/20/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11392:								
11393	03/20	03/19/2020	6834	1104	Nistor, David	Refund of overpayment on electrical at 1	5130543701	250.00
Total 11393:								
11394	03/20	03/19/2020	3910	58937	Northwest Public Power Assoc	Online Job Advertising - Journeyman Lin	5140562030	175.00
Total 11394:								
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	0540562420	16.93
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	0540562420	167.71
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	0540562420	27.17
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	0540562420	40.98
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	0540562420	23.83
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	0540562420	92.01
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel pw	2140562530	57.60
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	2140562530	225.41
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	2140562530	115.81
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel electrical 192469	5140562200	94.87
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	5140562200	149.84
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	5140562200	37.34
11395	03/20	03/19/2020	4020	ME126082	ODOT Fuel Sales	Fuel	5140562200	37.46
Total 11395:								
11396	03/20	03/19/2020	6834	1120	Oregon Custom Home Builders	Refund of overpayment on electrical at 1	5130543701	1,086.96
11396	03/20	03/19/2020	6834	1156	Oregon Custom Home Builders	Refund of overpayment on electrical at 1	5130543701	55.77
11396	03/20	03/19/2020	6834	1172	Oregon Custom Home Builders	Refund of overpayment on electrical at 1	5130543701	89.59
11396	03/20	03/19/2020	6834	32020	Oregon Custom Home Builders	Refund of overpayment on electrical at 1	5130543701	292.38
11396	03/20	03/19/2020	6834	742	Oregon Custom Home Builders	Refund of overpayment on electrical at 1	5130543701	55.77
Total 11396:								
11397	03/20	03/19/2020	4620	3310734617	Pitney Bowes Inc - Rental	Periodic Payment	0140162120	583.10
Total 11397:								
11398	03/20	03/19/2020	7055	948	Pixel Dust Studio	Redesign website updates, copy writing	0840562114	165.93
Total 11398:								
500.00								

Check Register - By Check No.
Check Issue Dates: 3/9/2020 - 3/20/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11398:								
11399	03/20	03/19/2020	6780	5058968846	Ricoh USA Inc	Copies	0140162110	500.00
Total 11399:								
11400	03/20	03/19/2020	4910	100371300	Samual Hancos	Refund Of Deposit	5121130	77.43
Total 11400:								
11401	03/20	03/19/2020	5510	7305063174-	Staples Contract & Commercial Inc	Office Supplies	0140262075	200.88
Total 11401:								
11402	03/20	03/19/2020	6834	032020	Terry Ryan	Refund of overpayment	5130543701	355.24
Total 11402:								
11403	03/20	03/19/2020	5900	03062020	Tom Cramblett	reimbursement for Washington DC trip	0140862020	1,576.31
Total 11403:								
11404	03/20	03/19/2020	6834	03192020	UPRR	Refund of overpayment	5130543701	92.59
11404	03/20	03/19/2020	6834	03202020	UPRR	Refund of overpayment	5130543701	88.02
Total 11404:								
11405	03/20	03/19/2020	7092	11214	VanKoten & Cleaveland LLC	Attorney services	0140162100	1,676.94
Total 11405:								
11406	03/20	03/19/2020	7098	941033	WSP USA inc	Feb services	0140262075	1,764.96
Total 11406:								
11407	03/20	03/19/2020	7040	704	Yates Line Construction Company	Bear mountain service upgrade	5141562009	1,250.00
11407	03/20	03/19/2020	7040	712	Yates Line Construction Company	TIB. crew lineman, 2 journeyman linema	5141562009	795.45
Total 11407:								
								4,080.80
								5,895.60

Check Register - By Check No.
Check Issue Dates: 3/9/2020 - 3/20/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11407:								
320201	03/20	03/20/2020	440	FEB20-PWR	BPA	March Power Bill PYRAMID/CL	5140562820	9,886.40
320201	03/20	03/20/2020	440	FEB20-PWR	BPA	March Power Bill ACTION	5140662820	103,102.00 M
Total 320201:								
320202	03/20	03/20/2020	440	FEB20-TRNO	BPA	March Transmission Bill PYRAMID/CL	5140562821	110,420.00
320202	03/20	03/20/2020	440	FEB20-TRNO	BPA	March Transmission Bill ACTION	5140662821	16,450.00 M
Total 320202:								
Grand Totals:								
								17,618.00
								223,493.70

Check Register - By Check No.
 Check Issue Dates: 3/9/2020 - 3/20/2020

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	12,482.08-	12,482.08-
01-401-62030	250.00	.00	250.00
01-401-62050	226.70	.00	226.70
01-401-62080	261.79	.00	261.79
01-401-62094	474.95	.00	474.95
01-401-62100	1,250.00	.00	1,250.00
01-401-62110	337.43	.00	337.43
01-401-62120	165.93	.00	165.93
01-402-62075	1,150.69	.00	1,150.69
01-402-62081	672.00	.00	672.00
01-408-62020	92.59	.00	92.59
01-419-62250	7,600.00	.00	7,600.00
05-21010	.00	2,163.17-	2,163.17-
05-405-62050	234.54	.00	234.54
05-405-62111	1,560.00	.00	1,560.00
05-405-62420	368.63	.00	368.63
07-21010	.00	44,645.25-	44,645.25-
07-405-62114	44,645.25	.00	44,645.25
08-21010	.00	1,992.50-	1,992.50-
08-405-62110	905.00	.00	905.00
08-405-62114	1,087.50	.00	1,087.50
21-21010	.00	1,098.82-	1,098.82-
21-21130	700.00	.00	700.00
21-405-62530	398.82	.00	398.82
31-21010	.00	13,086.25-	13,086.25-
31-405-62700	8,086.25	.00	8,086.25
31-415-62030	5,000.00	.00	5,000.00
51-21010	.00	148,005.11-	148,005.11-
51-21130	745.85	.00	745.85
51-305-43701	3,976.98	.00	3,976.98
51-405-62030	175.00	.00	175.00
51-405-62138	2,100.00	.00	2,100.00
51-405-62200	282.05	.00	282.05
51-405-62201	287.97	.00	287.97
51-405-62820	103,102.00	.00	103,102.00
51-405-62821	16,450.00	.00	16,450.00
51-406-62200	37.46	.00	37.46
51-406-62201	72.00	.00	72.00

Check Register - By Check No.
 Check Issue Dates: 3/9/2020 - 3/20/2020

GL Account	Debit	Credit	Proof
51-406-62820	7,318.00	.00	7,318.00
51-406-62821	1,168.00	.00	1,168.00
51-415-62009	12,289.80	.00	12,289.80
99-11033	20.52	.00	20.52
99-21010	.00	20.52-	20.52-
Grand Totals:	223,493.70	223,493.70-	.00

Report Criteria:
 Report type: GL detail



5a

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: 2/25/2020 09:10a
K. Cohen

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee _____ Other Architecture Review

NAME: Nancy Ann Renault HOME PHONE: _____

MAILING ADDRESS: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes 1 No _____

How long have you lived in the City? 43 yrs

1. Why are you interest in serving? I care about our city Help to see our city looks the best it can be now and in the future

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

3. What experiences have you had with City Committees, Boards, or Commissions?
Emergency Service 8 1/2 yrs Planning 10 yrs City Council Budget City Port many Emergency committees

4. What special skills or interests do you think you bring to this effort?
Being on Planning I really learned how our city should be, and can look

APPLICANT SIGNATURE Nancy Ann Renault

DATE: 02.25.2020

Thank you. We appreciate your willingness to serve.

5a

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee Other _____

NAME: **Matt Kelly** HOME PHONE: _____

MAILING ADDRESS:

Locks 97014 CELL PHONE: _____

EMAIL ADDRESS: mattkelly@cascadelocks.com and also mattkelly@msu.edu

Do you live within the city limits? Yes No

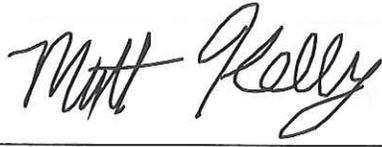
How long have you lived in the City? **Part-time since September 2019**

1. Why are you interest in serving? **I believe that Cascade Locks is in a unique time, where the beauty of the Gorge, and the amazing outdoor activities of Cascade Locks are becoming world-renowned. With this recognition, it brings in influx of tourists, and adventurers wanting to enjoy what we have here. This is great! But in my opinion, we need to be mindful, planful, and methodical to ensure healthy sustainable growth. Of course this would include ensuring that the quality of life that draws residents to the area is not only maintained/enhanced, as well as beneficial to the community at large. I have a strong background in marketing, finance, and strategic planning, so this feels like a challenge that I am qualified for and passionate about.**

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

3. What experiences have you had with City Committees, Boards, or Commissions? **I have no experience with a city committee. However, I am on the Oregon State University Masters of Business Administration Advisory Board, as well as on the advisory board for Portland Community College for their Associates Degree in Supply Chain. So I do have experience with boards within the educational realm.**

4. What special skills or interests do you think you bring to this effort? **Strong Marketing, strategic planning, future visioning, and finance backgrounds.**

APPLICANT SIGNATURE 

DATE: 03-16-2020

Thank you. We appreciate your willingness to serve.

CASCADE LOCKS STAFF REPORT

Date Prepared: March 24, 2020

For City Council Meeting on: March 30, 2020

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve RES1429 Declaring a State of Emergency

SYNOPSIS: The mayor declared a State of Emergency due to the potential impacts of the coronavirus CoVID-19 on the City of Cascade Locks.

After declaring a State of Emergency, the City may be eligible for Federal funding should any become available. We may also use emergency procedures for procurements and it allows for some increased flexibility in our funds.

City Hall has been closed for two weeks. We will continue with the closed building for the foreseeable future. We will open the building for City Council meetings with the following restrictions.

- We have the capacity for three members of the City Council to call in. (541-374-8484, ext. 7)
- If necessary, a fourth councilor can call in using my phone (541-953-1087).
- With the Deputy City Recorder and the City Administrator in attendance, plus the 4 City Councilors, 4 members of the public may also attend in person in the Council Chambers. If more people want to speak, the members of the public may rotate through the chambers as long as we maintain the appropriate social distance.
- Written comments can be accepted via email to gzimmerman@cascade-locks.or.us up until 5:00 p.m. March 30.

The City has adopted a temporary City Policy aimed at protecting our employees. A copy is attached. I have also attached the March 20 Frequently Asked Questions and the March 19 Talking Points for your information.

We are also distancing ourselves (voluntarily removing ourselves from the building) when the FISH Food Bank is bringing the public to, but not into, City Hall.

The City will not shut off utility services during the month of March. 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.

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 1429 Declaring a State of Emergency Due to CoVid-19.

RECOMMENDED MOTION: “I move to approve Resolution 1429 Declaring a State of Emergency due to CoVid-19.”

RESOLUTION No. 1429

**A RESOLUTION OF THE CITY OF CASCADE LOCKS
DECLARING 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; and

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.

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. This Resolution is effective upon adoption, and shall remain in effect until April 30, 2020, unless sooner terminated or 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.

SECTION 5. The City and its officials are authorized to take such actions and issue such orders as described in the City Code of Cascade Locks, Chapter 33, as are determined to be necessary to protect lives and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency.

SECTION 6. The emergency procurement of goods and services are authorized pursuant to the Oregon Public Contracting Code.

SECTION 7. The City Administrator shall take all necessary steps authorized by law to coordinate the response and recovery of this emergency, including but not limited to, requesting assistance from the State of Oregon, Hood River County, and other governmental agencies.

SECTION 8. The City Administrator is authorized to cancel non-essential City commissions, committees, task forces and City events through April 30, 2020.

This resolution shall become effective upon adoption by the City of Cascade Locks City Council.

ADOPTED by the City Council this 30th day of March, 2020.

APPROVED by the Mayor this 30th day of March, 2020.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



**CITY OF CASCADE LOCKS
DECLARING 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; and

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; NOW, THEREFORE,

AS MAYOR OF THE CITY OF CASCADE LOCKS, I, TOM CRAMBLETT, DECLARE 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. This Declaration is effective upon signing, and shall remain in effect until April 30, 2020, unless sooner terminated or 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.

SECTION 5. The City and its officials are authorized to take such actions and issue such orders as described in the City Code of Cascade Locks, Chapter 33, as are determined to be

*Cascade Locks is where the Bridge of the Gods spans the Heart of the Gorge;
where mountain, wind, and water create the best sailing in the Northwest;
and where the "CL" on the license plate stands for Cascade Locks, the second largest city in Hood River County!
The City of Cascade Locks is an Equal Opportunity Provider.*

necessary to protect lives and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency.

SECTION 6. The emergency procurement of goods and services are authorized pursuant to the Oregon Public Contracting Code.

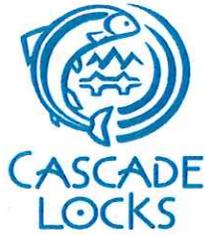
SECTION 7. The City Administrator shall take all necessary steps authorized by law to coordinate the response and recovery of this emergency, including but not limited to, requesting assistance from the State of Oregon, Hood River County, and other governmental agencies.

SECTION 8. The City Administrator is authorized to cancel non-essential City commissions, committees, task forces and City events through April 30, 2020.

DATED this 19th day of March, 2020.



Tom Cramblett, Mayor



Temporary City Policy: Response to COVID-19

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Cascade Locks. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most. This policy is expected to change frequently as the coronavirus situation evolves. Please consult with your department head if you are unsure of any part of this policy.

Definitions:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: As defined by Oregon statute, the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner.

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Hood River County Health Department: The regional health authority for public health concerns in Hood River County.

General Policy:

The City of Cascade Locks is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Hood River County Health Department. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to documented exposure of COVID-19 which requires them to care for that dependent; OR
4. In the event that the CDC, the OHA, or the Hood River County Health Department directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services, as determined by the City.
 - a. In the event this occurs employees will receive further direction from the City Administrator on continuation of operations. Consult with your department head if you are unsure if your position is responsible for providing essential services.

Policy Guidelines:

1. Employees who fall into one of the four General Policy categories above and cannot telecommute may use indicate 'Administrative Leave' and 'COVID-19 Absence' on their timecard to account for the absence.
 - a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage without utilizing leave accruals.
 - b. This timecard does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19.
 - c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus/COVID-19 Absence Form (see attachment A) and turn it in to their direct supervisor before submitting a timecard with this reporting category.
 - d. The direct supervisor will then forward the completed form to Marianne Bump, Finance Director. Supervisors shall *not* retain a copy of this form in their supervisor file.
2. Employees who do not fall into one of the four categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.
 - a. Employees may use accrued sick leave during an absence due to a school or daycare closure related to COVID-19.
3. Telecommuting Option: If an employee meets one of the four General Policy categories but is not ill.
 - a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
 - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
 - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
 - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the five General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.
4. Employees who provide essential services to the community as determined by the City may be denied administrative leave and ordered to perform their job duties.
5. Exceptions: Exceptions to this temporary policy may only be granted by the City Administrator or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

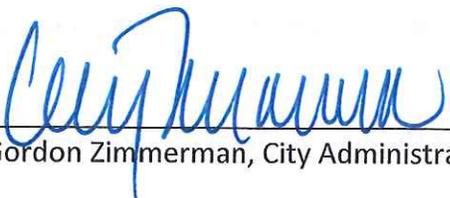
6. Implementation: Elected officials, department directors and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)
7. Review: This temporary policy shall be reviewed by the City Administrator at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.
8. Resources

Hood River County Health Department (www.co.hood-river.or.us)

Oregon Health Authority (www.oregon.gov/oha)

Centers for Disease Control (cdc.gov)

Established 3/17/2020



Gordon Zimmerman, City Administrator

COVID-19 NON-HEALTH RELATED FREQUENTLY ASKED QUESTIONS

Updated March 20, 2020 at 9:00 a.m.

Jump to specific topic areas in this document:

- [General](#)
- [Education](#)
- [Businesses](#)
- [Employees](#)
- [State Response](#)
- [Emergency Coordination Center](#)

General

Are state courts continuing to hold trials, hearings and offering in-person services?

Chief Justice Martha L. Waters has imposed state court restrictions on trials, hearing, and in-person services until March 27, 2020, visit the [Oregon Judicial Department website](#) to learn more.

Is it legal for my business to make and distribute hand sanitizer?

The FDA has provided a temporary exemption to the Food, Drug, and Cosmetic Act to allow Pharmacists in State-licensed pharmacies or Federal facilities and registered outsourcing facilities to prepare alcohol-based hand sanitizers for consumer use and for use as health care personnel rubs.

Is it okay to go hiking?

Yes, it is okay to go hiking so long as you remember to maintain social distancing. Overnight camping is temporarily suspended from April 3 through May 8, 2020. Visit the [Oregon Parks and Recreation website](#) for more information.

Is overnight camping allowed during this time?

ODFW has closed wildlife areas to overnight camping and state park overnight camping is temporarily suspended from April 3 through May 8, 2020. Visit the [Oregon Parks and Recreation website](#) for more information.

Are fisheries and wildlife areas open for day-use activities?

Oregon Department of Fish and Wildlife (ODFW) has closed fish hatcheries to public visitors and wildlife areas to overnight camping. However wildlife areas are still open for day-use activities at this time (March 19) including fishing, wildlife viewing, hunting and hiking. While all events are cancelled (such as family fishing event or hunter education classes), lakes and ponds are still being stocked at this time. All normal hunting and fishing regulations are in effect.

Is it safe to congregate outside?

All gatherings of more than 25 people are canceled statewide through at least April 14, 2020. Additionally, it's recommended that Oregonians avoid gatherings of 10 people or more and observe social distancing.

Where can I report price gouging?

Contact the Oregon Department of Justice's Consumer Hotline if you see merchants charging exorbitant prices for goods and supplies: 1-877-877-9392 or www.oregonconsumer.gov.

What does it mean to flatten the curve?

Flattening the curve is an expression that describes a public health-based approach to reduce the spread of an infectious disease in a population. Reducing the overall number of cases over time decreases the burden of ill patients on emergency rooms and hospitals. When there are fewer cases of infections impacting the health system at once, the case curve is lowered, allowing the care system to better manage limited health resources and help those with the most severe outcomes.

Have visiting hours changed at Oregon Youth Authority correctional facilities?

Visitation at all Oregon Youth Authority youth correctional facilities and youth transitional camps is suspended until further notice. This applies to all visitors and volunteers. Families wishing to do phone calls or Skype video visits with their youth should contact the youth's case coordinator or camp counselor.

Education

Please visit the [Oregon Department of Education's website](#) for current information and answers to frequently asked questions.

How long are schools closed?

Governor Kate Brown extended Oregon's statewide school closure to April 28, 2020.

Does the closure apply to Education Service District (ESD) schools?

Yes, the closure applies to any schools that Education Service Districts (ESD) operates.

What guidance is being given to Migrant Education programs regarding potential food insecurity, immigration, and language access?

Schools are encouraged to organize with migrant education programs to arrange food transportation so children do not go hungry during this time. Additional response steps can include Migrant Education directors completing phone calls to survey families informally and coordinating with local organizations.

What are the impacts for graduating seniors?

The Oregon Department of Education (ODE) is working with stakeholders and partners to draft an initial plan for how the closure will affect graduating seniors.

Will school-based health centers or school social/wraparound services stay open?

School-based health centers or school social/wraparound services will stay open if they comply with Governor Brown's guidance.

Are there options for the continuity of school meal programs during school closures?

Yes. Governor Brown called for districts to meet this challenge and has charged ODE to help.

There are options available to continue meal service at school and non-school sites through the Summer Food Service Program or Summer Seamless Option. The Oregon Department of Education Child Nutrition Programs (ODE CNP) encourages sponsors participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) to use Program flexibilities to help ensure that there is no lapse in food security during a closure.

What are the requirements and guidance related to online or distance learning during an extended school closure?

At this time, Oregon does not have the statewide capacity, infrastructure or expertise to equitably move to online learning in the event of prolonged school closures. ODE does not expect districts to transition to online learning as schools close for health and safety reasons. Should districts opt for providing online learning, ODE has a responsibility to ensure all students are served appropriately.

What about the possible impacts on state assessments?

Oregon offers a long testing window for statewide summative assessments from January 7 - June 5. The U.S. Department of Education is [offering flexibility and waivers](#) that may be needed in the future. Visit the [Oregon Department of Education's webpage](#) for updates on this topic.

Businesses

Where can I find guidance on what's considered paid sick leave, unemployment insurance, and paid family and medical leave?

Read the [COVID-19 related scenarios and benefits](#) quick guide for an outline on what's considered paid sick leave, unemployment insurance, and paid family and medical leave.

What are the rules about providing sick leave to employees?

Oregon law requires employers to give sick time. Employees get at least 1 hour of protected sick time for every 30 hours of work. Sick time can be used for many reasons, including if an employees' family member is sick, injured, experiencing mental illness, or needs to visit the doctor. Click here to [read more about Oregon sick leave](#).

Are there coronavirus safety posters I should display at my workplace?

- o [Preventing germ spread](#)
- o [Preventing germ spread \(Spanish\)](#)
- o [Symptoms of coronavirus](#)

What if I have to lay people off or temporarily close my business because of issues related to COVID-19?

Unemployment Insurance (UI) benefits may be available to those who are on a temporary layoff. These benefits occur for claimants whose employer stops operation for a short period of time, such as cleaning following a coronavirus exposure. In these cases, employees expect to be back to work in four weeks or less. Workers can get UI benefits, and do not need to seek work with other employers. They must be able to work, stay in contact with you as their employer, and be available to work when you call them back to the job.

Also, check with your insurance company or agent to see if your policy covers an epidemic or pandemic. Most business interruption policies cover business closures for events such as fire, a burst pipe, or a windstorm.

Are there any programs to help minimize my layoffs?

One option to consider is whether you may be able to use Oregon's [Work Share program](#). It helps employers prevent layoffs by reducing the schedules of workers, instead of laying them off, while benefits help to offset employees' lost wages.

What if I permanently close my business because of COVID-19 coronavirus?

The Higher Education Coordinating Commission has [rapid response services](#) to plan for job transitions needed when a business closure or mass layoff occurs, including cases of natural and other disasters. Local Rapid Response teams coordinate with employer, worker representative, Trade Act and Labor.

What are the resources that can help me keep my company in business?

Visit [Business Oregon](#) and the [Small Business Administration](#) to learn about financial resources that are available to your business.

What's the best way to clean my workplace?

To clean your home and workplace and reduce the spread of COVID-19, look at your cleaning products. If it says it kills coronavirus on the label, it is EPA-approved and okay to use. Visit this webpage for more [information about what areas to clean and disinfect](#).

Can I require an employee traveling back from an affected area to stay home?

Yes, employers have the ability to ask an employee returning from an affected area (or exposure to a person with the disease) to stay home. The incubation period for a coronavirus is typically 14 days. If someone develops the disease, they may be contagious for longer.

Any absence due to actual illness or an order by a public official declaring a public health emergency would trigger protected sick time. For employers covered by Oregon Family Leave Act (OFLA) or Family and Medical Leave Act (FMLA), a progression of the disease could result in a serious health condition that qualifies for protected leave (and a right to access to any other paid leave bank).

What should I do if my employee refuses to handle merchandise that came in from China and even sealed the shipment with biohazard tape?

Employers have a general duty to provide a place of employment free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. Employees also have the protected right to raise good faith concerns about the health and safety of the workplace (even if the employee is wrong on the merits). A calm conversation about actual risks, supplemented with trusted material from sources like the CDC on how viruses are transmitted may go a long way to alleviating concerns.

Is it legal for my business to make and distribute hand sanitizer? The FDA has provided a temporary exemption to the Food, Drug, and Cosmetic Act to allow Pharmacists in State-licensed pharmacies or Federal facilities and registered outsourcing facilities to prepare alcohol-based hand sanitizers for consumer use and for use as health care personnel rubs.

How can big chain grocery stores help keep employees and customers safe?

Grocery stores may want to consider instituting the sale of ready packed essential kits to limit exposure for workers and customers. Stores could offer a variety of pre-made kit options that include essentials and make them available for pick up or drive through.

Employees

The Oregon Employment Department provides Unemployment Insurance (UI) benefits to most workers who are out of work through no fault of their own. To get benefits, workers must meet some requirements. In general, to receive UI benefits for a week, you must be able to work, be available for work, and look for work you can do. Please consult your HR staff to get answers to your specific questions.

What can I do if my workplace temporarily closes because of coronavirus?

UI benefits may be available to those who are on a temporary layoff. These benefits occur for claimants whose employer stops operation for a short period of time, such as cleaning following a coronavirus exposure. In these cases, employees expect to be back to work in four weeks or less. Workers can get UI benefits, and do not need to seek work with other employers. They must be able to work, stay in contact with you as their employer, and be available to work when called back.

Do I have to look for other work if my employer temporarily closes because of the coronavirus?

If your employer expects the closure to be four weeks or less, you do not actively have to look for another job to receive benefits. To get benefits, you must:

- Be able to work;
- Stay in contact with your employer; and
- Be available to work when your employer calls you back to work.

If I am forced to remain in my home, either because I am sick or am under quarantine, will I be eligible for unemployment benefits?

If you are sick for more than half the week or under quarantine you would not be able and available to work. This is part of the requirements for UI eligibility. The Oregon Employment Department is working with partner agencies nationwide and the U.S. Department of Labor to seek benefit options for those missing work while quarantined.

What if my employer is paying me while they are closed?

Generally, you will not be eligible for benefits if your employer is paying you to remain away from the site or as stand-by pay.

Will I be eligible for unemployment benefits if my employer remains open but I don't want to come to work because of the risk of exposure to the coronavirus?

In this case, unemployment benefits would generally not be an option, because you must be willing to work and available for work you usually do. You can file a claim, and the Employment Department will gather information from you and your employer to see if benefits would apply.

What if I am allowed to work from home for my job to reduce risk of getting coronavirus, and I don't want to work offsite?

Generally, you will not be eligible for unemployment benefits. You can file an [initial claim](#) to determine the possibility of receiving benefits.

What if I can take vacation or other leave pay while my employer is closed?

If you are getting vacation or other leave pay while your employer is closed, you generally are not able to also receive unemployment insurance benefits.

Can I take sick leave if I, or someone in my family, has COVID-19 coronavirus?

The Oregon Bureau of Labor and Industries issues guidance related to Oregon's [sick time](#) and other leave time laws.

What if I have COVID-19 coronavirus, and I got it at my workplace?

Contact the Workers' Compensation Division of the Department of Consumer and Business Services for information on filing a [workers' compensation claim](#) related to coronavirus. They can also be contacted at 800-452-0288 or workcomp.questions@oregon.gov.

Will I get unemployment benefits if I become seriously ill with COVID-19 coronavirus and I have to quit my job?

You will generally not be eligible for unemployment benefits if you quit your job. You can still file an [initial claim](#) to find out if you can receive benefits.

What if my employer goes out of business as a result of COVID-19 coronavirus?

Generally, you will be eligible for unemployment benefits. To find out if you are eligible, file an [initial claim](#). We will gather information from you and your employer about your circumstances to determine your eligibility.

Are any benefits available if I'm out of work due to the coronavirus and I'm self-employed?

Self-employed individuals generally do not pay Unemployment Insurance taxes and are not eligible for benefits. You can still file [an application](#) for a benefits claim.

What if I am unemployed and I am sick or quarantined with COVID-19 coronavirus?

If you are sick due to the coronavirus, you are likely not able and available to work, which would mean you cannot receive unemployment insurance benefits. Being able to work means that you are physically and mentally able to do the work you are looking for or usually do, unless:

- You were sick or injured for less than half of the week; or
- You have a long-term condition preventing you from working, but you can still do some work.

If you had an opportunity to work, but did not because you were sick, you likely cannot receive unemployment insurance benefits for that week, but may be eligible for benefits for other weeks.

How can I meet my welcome process and job seeker registration or in-person meeting requirements if I am sick with coronavirus?

Please call your [WorkSource Oregon center](#) to ask about alternative options for completing your appointments.

Can I use Oregon Family Leave (OFLA) to care for my kids during the coronavirus school closures ordered by Governor Kate Brown?

Oregonians can use Oregon Family Leave to take protected time off to care for their children during official school closures to limit the spread of coronavirus. This leave is not paid unless employees use available paid time off they have, but it is protected. People who work for an employer that has at least 25 employees are eligible for OFLA.

Will my employer tell me if someone I work with comes down with coronavirus?

Employers have a duty to provide a place of employment, free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. That said, privacy laws will prevent your employer from sharing any specific medical information of another employee.

Will my health insurance cover COVID-19 testing?

The state has reached an agreement with several health insurance companies to waive co-payments, co-insurance, and deductibles for their customers who need COVID-19 testing. Visit the [Department of Consumer and Business Services webpage](#) for more information.

State Response

What has Gov. Brown ordered to help manage the pace of the pandemic in Oregon?

Gov. Brown issued a [Declaration of Emergency](#) which expanded the authority of Oregon Health Authority (OHA) and the Office of Emergency Management (OEM) to devote all available state resources to contain the spread of COVID-19 in Oregon. Gov. Brown continues to oversee the state's actions, issuing [executive orders](#) focused on controlling the spread of the coronavirus, promoting public health measures, and protecting vulnerable populations. The following restrictions are currently in effect for all Oregonians:

- Gatherings over 25 people are canceled statewide through April 14, 2020.
- It's additionally recommended that Oregonians avoid gatherings of 10 people or more observe social distancing whenever possible, maintaining a distance of at least three feet from others.
- Oregon public schools are closed through April 28, 2020.
- Restaurants and bars are restricted to carry-out and delivery only.
- All other businesses are urged to assess their practices, implement strong social distancing measures, and close their doors temporarily if they cannot put the new guidance in place.

What does a "Declaration of Emergency" mean?

The declaration allows OHA to activate reserves of emergency volunteer health care professionals, bringing online auxiliary medical professionals to work with local health authorities to identify and contain new cases of COVID-19 in Oregon. The declaration additionally grants broad authority to the State Public Health Director, OHA and OEM to take immediate action and devote all available state resources towards containing the coronavirus in Oregon.

How are law enforcement agencies preparing and responding?

The Superintendent of the Oregon State Police (OSP) sits on Gov. Brown's Coronavirus Response Team and he has activated the OSP continuity of operations plan, which prioritizes essential public safety services during an emergency. Law enforcement at the county and local level also are readjusting their public safety priorities with the activation of emergency operations centers and emergency response plans.

Are public investments being impacted by COVID-related market disruptions?

The Oregon Short Term Fund, which is used by the state and local governments to safekeep operating funds, is not invested in equities and continues to generate positive returns for about 1,000 public fund depositors.

Separately, the Oregon Public Employees Retirement Fund (OPERF) is diversified across multiple asset classes. Strategies are based on the long-term financial horizon -- not a single episode or economic cycle -- and investment decisions are made to stand over the long haul, in both up and down markets. Treasury has taken deliberate steps over the past several years to make OPERF more resilient in anticipation of changing environments, including reducing and rebalancing risk, moving to lower cost index funds, and increasing corporate governance activities to ensure that our investment practices pursue strategies that produce strong, sustainable long-term results.

Are state offices open for business?

Currently yes, although there have been some reductions in hours for public buildings and offices, due to staffing reductions at building sites. Visit the [Department of Administrative Services](#) for a list of executive branch agency building closures.

Emergency Coordination Center (ECC)

What is the ECC and how is it overseeing the Oregon COVID response?

The ECC is the state's unified command center. The center has representatives from all major state agencies and is integrated with the Oregon Health Authority's public health response efforts. The ECC is focused on minimizing any disruption to critical services in Oregon.

Who is involved in the ECC?

The following state agencies are represented at the ECC:

1. Department of Corrections
2. Office of Emergency Management
3. Department of Education
4. Department of Environmental Quality
5. Department of Human Services
6. Department of Justice
7. Department of State Police
8. Department of Transportation
9. Judicial Department
10. Business Oregon
11. Department of Administrative Services
12. Oregon Health Authority
13. Oregon Military Department/Oregon National Guard
14. Oregon Tourism Commission
15. Public Utility Commission
16. Secretary of State
17. Department of Agriculture
18. Department of Energy
19. State Fire Marshal
20. Department of Forestry

21. Oregon Parks and Recreation Department

Where is the ECC located and what are the hours of operation?

The ECC operates out of the Anderson Readiness Center in Salem. The center currently operates on an 8 a.m. - 5 p.m. basis with duty officer coverage 24/7. These hours will be expanded as needed.

What are the objectives of the ECC?

The objectives of the ECC are as follows:

- Ensure the healthcare system has the capacity to respond to surges across the continuum of care.
- Keep Oregon children and families safe.
- Ensure timely and accurate information is provided in a transparent way to allow Oregonians to make the best decisions they can for themselves and their families.
- Sustain Oregon businesses and keep the economy healthy.
- Minimize disruption to critical state services.
- Provide support to Oregon's cities, counties and tribal governments.

Novel Coronavirus
Master Talking Points
Updated 3/19/2020 as of 07:21

“Coronavirus Disease 2019” or COVID-19

Top Line Messages

- Many people are worried about the way COVID-19 is affecting our communities. The disruptions to daily life are challenging for all of us, yet important to slowing the spread of COVID-19.
- Slowing the spread helps protect our most vulnerable community members and will help keep our health system working when we need it most.
- We know we are asking a lot of Oregonians in order to protect our communities. Yet, we continue to need your help.
- Please continue to practice social distancing as outlined in Governor Brown’s orders.
- Help us keep our health system strong:
 - If you have symptoms that are mild enough you would not typically seek medical treatment, stay home, rest and monitor your symptoms.
 - People who need non-emergency medical care should call their health care provider before showing up at a clinic.
 - If they are physically able, individuals who need emergency care should tell 911 and the hospital about any known exposure to someone with COVID-19 and travel to any affected areas.
- Older adults and people who have serious chronic medical conditions (such as heart disease, diabetes and lung disease) are at higher risk of getting very sick from COVID-19.
- Older adults and people with underlying conditions can stay safe and healthy if they take steps to protect themselves. In addition to taking everyday precautions, these individuals should avoid public gatherings, people who are sick, cruise ships and non-essential air travel.
- There is no racial or ethnic group that is any more likely to get COVID-19 or spread it to others.

- These measures are intended to help us “flatten the curve” or slow the number of people who are ill at any given time to ensure our health systems continue to function well when we need them most.
- We continue to work with our partners to adjust our COVID-19 response strategies COVID-19 as needed.
- OHA will continue to share the latest information with you so you can know how to best protect yourself and your family.

Mental and Behavioral Health

- Fear and anxiety are normal reactions to a very abnormal situation.
- We are all better at managing stress when we stay connected with our friends and people we love. Stay connected on the phone or internet. When together, maintain space between each other.
- Take care of your health by eating well and exercising, doing activities that you take pleasure in, and taking breaks from reading or watching coverage about the virus can reduce stress.
- You can limit the spread of many types of illness- including the flu:
 - Cover your coughs and sneezes with a tissue and then throw the tissue in the trash. If you don't have a tissue, cough into the crook of your elbow.
 - Wash your hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Clean and disinfect surfaces that are often touched.
 - Try to maintain space between yourself and others.
 - Avoid large crowds.

Governor Brown's Social Distancing Orders

- Please continue to observe Gov. Brown's orders. The orders prohibit gatherings with more than 25 people except for essential locations like workplaces, grocery stores, pharmacies and retail stores. She also recommended that Oregonians avoid gatherings of 10 people or more.
- Restaurants, bars, and other establishments that offer food or beverages for sale are restricted to carry-out and delivery only with no on-site consumption permitted. Food service at health care facilities, workplaces, and other essential facilities will continue.

All other businesses are urged to assess their practices, implement strong social distancing measures, and close their doors temporarily if they cannot put the new guidance in place.

Public health response efforts

- OHA is working with local and tribal health authorities, and other partners to limit the effects of COVID-19 in Oregon.
 - OHA has activated its agency operations center and has a response team dedicated to COVID-19.
 - OHA and our partners are investigating cases to identify people who had close contact with an ill person, so that we can take appropriate actions.
 - The Oregon State Public Health Lab is conducting laboratory testing of prioritized samples sent to us, using CDC's and OHA's guidance.
 - Commercial labs can receive samples that may not meet the strict guidelines required to protect OSPHL inventory for higher risk cases, public health investigations and the safety net.
 - The Oregon State Public Health Laboratory can process up to 80 tests a day and is building surge capacity if needed.
 - We provide health resources, guidance, and technical assistance to partners as needed to support their response to COVID-19.
 - With our partners, we are taking steps ensure our health system is able to care for more patients and rise to the challenge when we have increased demands for care.

Outbreak Information

- The situation is evolving. We will continue to gather information about COVID-19 and share what we learn. Our goal is to inform the public and share how, as a community, we can limit the effects of COVID-19. To do this, OHA will share:
 - The number of positive (lab evidence of COVID-19 disease) and negative (no evidence of disease) tests. Positive test results will be reported as received.
 - Total numbers of people we are monitoring, current and cumulative.
 - Total number of people who are under investigation, current and cumulative.
- You can find up to date numbers on cases of COVID-19 in Oregon at healthoregon.org/coronavirus or by calling 211.
- Oregon has cases that have no known link to someone who has COVID-19 or travel to an affected region. This is often referred to as community spread.
- We expect to find more cases in the community.
- OHA and local public health authorities are working with people who had direct contact with known cases, and American travelers returning home to Oregon. Public health lets these folks know what symptoms they need to watch for and how to seek medical care, should they need it, in a way that avoids exposing others.

COVID-19: Disease Information

- This new coronavirus often causes mild illness but, in some people, can cause severe illness in the lungs. In rare cases, it can cause death.
- **Symptoms:** People who are ill with the virus may have a fever, cough and difficulty breathing.

Incubation: With other coronaviruses, signs of illness usually show up 2–14 days after a person is exposed to the virus. This also appears to be true with COVID-19.

Level of Risk:

- About 80 percent of people who have COVID-19 will have mild to moderate flu-like symptoms, like a fever and cough.

- If the symptoms are not severe enough to need medical treatment, these individuals should stay home, rest and monitor their symptoms for care.
- Older adults and people who have serious chronic medical conditions (such as heart disease, diabetes, and lung disease) are at higher risk of getting very sick from COVID-19.
- People who need non-emergency medical care should call their health care provider before showing up at a clinic.
- If they are physically able, individuals who need emergency care should tell 911 and the hospital about any known exposure to someone with COVID-19 and travel to any affected areas.
- We don't know the mortality rate at this time. The situation changes daily.
- Older adults and people with underlying conditions can stay safe and healthy if they take steps to protect themselves. In addition to taking everyday precautions, these individuals should avoid public gatherings, people who are sick, cruise ships and non-essential air travel.
- There is no racial or ethnic group that is any more likely to get COVID-19 or spread it to others.

Early information suggests that older adults and people with underlying health conditions may have a higher risk of severe illness. Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age:

- Lung disease including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
- Compromised immune system (immunosuppression) (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, receiving an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV with a CD4 count <200)
- Blood disorders (e.g., sickle cell disease or on blood thinners)
- Chronic kidney disease
- Chronic liver disease

- Current or recent pregnancy (in the last two weeks)
 - Endocrine disorders (e.g., diabetes)
 - Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders)
 - Heart disease (such as congenital heart disease, congestive heart failure and coronary artery disease)
 - Neurological and neurologic and neurodevelopment conditions
- **Transmission:** COVID-19 infection appears to be spread when ill people cough or sneeze. If they cough on something or cough on their hand and then touch something, the virus might be on that object. If someone then touches that object a short time later, and then touches their eyes without cleaning their hands, that could lead to infection as well. Cleaning often-touched surfaces with disinfectant helps prevent this.
 - **Prevention:** The best way to protect yourself is to avoid exposure to the virus. There are easy steps you can take to prevent the spread of COVID-19 and many types of illness - including the flu - especially to older adults and those with underlying chronic diseases:
 - Cover your coughs and sneezes with a tissue and then throw the tissue in the trash.
 - Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Clean and disinfect surfaces that are often touched.
 - Try to maintain space between yourself and others.
 - Avoid large crowds.
 - Follow CDC's travel guidance.
 - **Masks:** For healthy people, there isn't much evidence that wearing a mask around town is effective or necessary. People who are ill with fever and a cough might have the flu or COVID-19. They should wear a surgical mask to prevent the spread of COVID-19 germs to others.

- **Vaccine:** There is no vaccine for COVID-19.
- **Deciding if you need medical care:** Many people with fever, cough, and mild illness can recover at home. They don't need to seek medical care.
 - If you are feeling reasonably well, you might not need to go to visit a clinic or hospital. That allows healthcare providers to focus on care of people who most need care.
 - If you are very ill or have trouble breathing, those are important reasons to be seen. In this case, call 911 or call your doctor. Tell them if you've traveled to an area affected by COVID-19 or had close contact with someone confirmed to have COVID 19, within the last 14 days. If you let them know, they can take precautions and plan to see you without exposing others.
 - Older adults and those with chronic underlying disease should have a low threshold for calling their providers with any concerns.
- **Diagnosis and testing:** Your healthcare provider will determine whether you need to be tested for COVID-19 or other illnesses.
 - Commercial labs are receiving specimens for COVID-19 testing at clinicians' discretion, including in the outpatient setting. This does not require Public Health approval.
- **Treatment:** Most people get better by staying home, resting and treating their symptoms. Treatment for patients with COVID-19 is supportive. It helps the person deal with the symptoms until the immune system kicks in and kills the infection. There are currently no known disease-specific treatments.

Large Events and Public Gatherings

- We know it is hard to cancel events that you have been planning for a long time. Social distancing measures, such as canceling or postponing gatherings of 25 or more attendees, can reduce opportunities for person-to-person virus transmission and can help slow the spread of the disease and save lives.
- Together, we can minimize the impact of COVID-19 on our most vulnerable community members. We appreciate your help in this effort.
- All events with more than 25 or more attendees such as concerts, festivals, conferences, worship services, meetings and sporting events that cannot

accommodate web-based attendance should be canceled or rescheduled.

Here's what you should do:

- Consider web-based attendance, televising events without a live audience, or providing other remote attendance options
- Communicate to your staff and attendees that the event is canceled and why
- Consider how you might reimburse attendees. This does not apply to businesses, or grocery and retail stores.
- Schools are closed in Oregon March 16-April 28.

Large Events and Public Gatherings : Oregon State Agencies

- Cancel large events happening in your buildings.
- Check with appropriate staff about planned training, conferences, and other gatherings happening in your buildings. Ask how many people are expected to attend and assist in preparation and decision-making for canceling events with more than 25 or more attendees. You may consider breaking a large gathering into smaller events.

Large Events and Public Gatherings: Local Public Health Authorities

- Be aware of events happening in your jurisdiction.
- A virus can spread quickly among event workers and attendees.

Recommendations for Events Hosting High- Risk Groups

- Governor Kate Brown has ordered the implementation of community social distancing measures recommending cancellation of events hosting more than 10 persons in high risk populations.
- High-risk populations include older adults and those with underlying health conditions, as well as individuals without stable housing.
- If you have an event coming up:
 - Check with appropriate staff about planned training, conferences, and other gatherings happening in your buildings.
 - Ask whether persons in high-risk populations are expected to attend and assist in preparation and decision-making for canceling events with 10 or more high-risk attendees.

- Consider modifying, postponing or cancelling your events through April 8.

Modifications to consider:

- Provide virtual attendance when possible
- Post performances and content online
- Send announcements ahead of time to remind people at high risk and people who are sick to stay home
- Display signs encouraging hand washing
- Provide access to hand sanitizer and sinks with water, soap and paper towels
- Politely ask people to leave if they are sick and coughing
- Communicate to your staff and attendees that the event is canceled and why
- Consider how you might reimburse attendees

Smaller gatherings

- When holding smaller gatherings consider ways to help prevent the spread of COVID-19.
 - Stay home if you're sick
 - Clean the facility including the nursery, seating areas, songbooks, etc.
 - Provide hand sanitizer with at least 60% alcohol content
 - Discontinue traditional practices that involve passing a server or sharing a common cup
 - Offer options to donate online
 - Consider alternatives to face-to face meetings

Schools

- **Oregon schools are closed March 16 to April 28thst as declared by the governor.**
- CDC issued new guidance on school closures based on level of community transmission.
- When community spread is not occurring, school-based measures for preventing spread of COVID-19 including:

- Require students, their parents and school staff to remain home while ill
- Screen students for cough illness at the start of the school day
- Reinforcement of handwashing, and increasing frequency of cleaning high touch surfaces.
- Assess group gatherings and events, consider postponing non-critical gatherings and events.
- Monitor for absenteeism.
- When there is minimal spread in a community CDC recommends:
 - Schools coordinate with local health officials.
 - Implement multiple social distancing strategies for gatherings, classrooms and movement through the building.
- Examples include reducing interactions between people, such as staggering lunches and recesses or dividing into smaller groups.
- When there is a lot of community spread of COVID-19, CDC advises schools to:
 - Coordinate with local health officials.
 - Implement multiple social distancing strategies, up to limiting movement through the building with extended school dismissals.
 - Consider ways to accommodate needs of children and families that may be affected by school closures more severely.
- At this time, OHA supports the decisions made by the governor and partners to close Oregon schools until April 28th.
- When schools, colleges and universities re-open they should continue to emphasize the simple things people can do to keep healthy and remind students, faculty and staff who are ill not to attend school and remain at home.
- OHA will continue to reassess this recommendation as the outbreak continues.

Caregiver Support for Older Adults and People with Underlying Health Conditions

- Many people want to know how they can support older adults and people with underlying health conditions.
- Caregivers should make sure they know what medications your loved one is taking, and see if you can help them have extra on hand.
- Monitor food and other medical supplies; make a backup plan.
- Stock up on non-perishable food items to have on hand to minimize trips to the store.

- If your loved one is living in a care facility, ask about the health of residents frequently, follow visitor restrictions and know what the protocol of the facility will be if there is an outbreak at the facility.

Recommended strategies for employers

Prevention and Control of COVID-19 in the workplace

- We continue to learn about COVID-19. It is unclear at this time to what extent it will spread or how quickly.
- At this time, employers should review continuity of operations plans.
- Employers should take these steps to protect the health of employees:
 - Actively encourage sick employees to stay home, and provide sick leave as needed, so they are not financially penalized for doing so.
 - Have sick employees who become ill at work promptly withdraw from contact with others, and send them home immediately.
 - Emphasize respiratory etiquette and hand hygiene by all employees, including using hand sanitizer and appropriate hand-washing techniques.
 - Perform periodic environmental cleaning, particularly of frequently touched surfaces like doorknobs, handrails, and workstations.
 - Take social distancing measures including increasing physical space between employees in offices and worksites, limit in-person meetings, and stagger work schedules when possible.
 - Advise employees before traveling to check [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which they will travel.
 - Additional measures in response COVID-19:
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

- Employers should also consider planning for disruptions to supply chains, operations and key business functions.
 - CDC has further guidance: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html
 - FEMA has additional tools for continuity of operations planning: www.fema.gov/continuity-resource-toolkit

Food Service

- Restaurants and other facilities that provide food to the public will only be allowed to provide food through takeout or delivery through April 14th, 2020, though this time may be extended.
- Food and drinks are not allowed to be consumed on restaurant premises. This includes mall food courts and outdoor venues such as food carts and farmer's markets.
- Buffets are not allowed.
- Tables and chairs do not need to be removed from the restaurants, but employees must ensure that customers are not sitting at them.
- Customers may stand in line outside of the facility, but social distancing of at least three feet must be maintained between them.

Interim Shelter Guidance

Interim Shelter Guidance: Hygiene

- Shelters should post signage in kitchens, bathrooms and common areas, make tissues available with trash cans and hand hygiene options nearby.
- Make soap, water and paper towels available at sinks.
- Place hand sanitizer (minimum 60% alcohol) near points of entry.
- Post signage, verbally cue and have staff model hand hygiene.
- Staff should wash or sanitize hands frequently and avoid touching their face.

Interim Shelter Guidance: Cleaning

- Increase frequency of your routine cleaning and disinfection program to the extent feasible, emphasizing cleaning and disinfecting frequently touched objects and surfaces like bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys.

- Special cleaning procedures and products are not necessary as long as there are standard procedures for cleaning and disinfecting with an Environmental Protection Agency (EPA) registered disinfectant with a claim for human coronaviruses.
- Custodial or environmental services staff should follow the disinfectant manufacturer's instructions for use.

Interim Shelter Guidance: Use of masks

- Outside of a healthcare setting, masks are most effectively used by individuals who are sick. This prevents droplets from their coughs and sneezes from spreading to others.
- Healthy staff should not wear masks unless spending extended time in an area designated for guests with coughs or providing direct care to sick guests.

Interim Shelter Guidance: Workers, volunteers and guests who are ill

- Ask staff and volunteers to stay home if sick. Staff and volunteers who become sick should be sent home.
- Staff should identify guests who have a new, worse or different cough. Ask these guests to wear a mask and review correct mask use to assist guests. Watch this video about how to wear a mask correctly:
<https://www.youtube.com/watch?v=9VbojLOQe94>
- Strongly consider asking the guest to leave only if both of the following are true:
 - They are coughing
 - They are unwilling to use a mask

Interim Shelter Guidance: Shared spaces

- Bed spacing: Separate those who are coughing from those who are not coughing. Attempt to maintain a six foot separation between the coughing and non-coughing guests in sleeping areas.
- Since individuals with a cough need to unmask to eat, individuals with known respiratory symptoms should eat with maximum spacing from others, and in a place with maximum ventilation, including outside, if necessary, or offering meals to go.
 - Be diligent in following hygiene and food safety rules about keeping food covered, not using personal utensils in shared containers, washing

hands before eating and handling shared objects, and cleaning kitchen surfaces and dining areas between use.

- Where space allows, maintain separation for coughing guests and non-coughing guests in common areas as in sleeping areas. Guests who are coughing may occupy shared space, such as restrooms, if masked.

Laboratory testing in Oregon

- Testing is available through the Oregon State Public Health Laboratory and a growing number of commercial labs.
- As more testing is done, we expect to find more cases in the community.
- You can find up-to-date numbers on cases of COVID-19 in Oregon at healthoregon.org/coronavirus.
 - For now, cases will be described as a “presumptive” until CDC confirms Oregon’s test results. After enough results are confirmed, this extra step will no longer be necessary.
 - A second test is run at the CDC (Centers for Disease Control and Prevention). If the test at CDC is positive, the case of illness is confirmed.
 - The steps we take to protect public health remain the same, regardless of whether the case is presumptive or confirmed.
- Individuals who may be tested include, among others, those who have fever, cough and difficulty breathing and who have:
 - traveled to certain affected regions outside the US,
 - had close contact with someone diagnosed as having COVID-19, or
 - is hospitalized, has evidence of viral pneumonia and a negative influenza test.

Other individuals may be tested at their providers’ discretion.

- Commercial labs are receiving specimens for COVID-19 testing at clinicians’ discretion, including in the outpatient setting. This does not require public health approval.

Testing guidance

- Since the outbreak of COVID-19 began, OHA has relied on CDC guidance regarding whom to test for the virus. Criteria have been based on symptoms: fever, cough, shortness of breath; severity of illness; and risk of exposure, for

instance, travel in an area where there is active community spread of COVID-19 or close contact with a confirmed case in the 14 days before they became sick.

- On March 5, CDC changed the testing guidance to provide clinicians more discretion to determine whether to seek testing for COVID-19 for a patient.
- OHA is adapting the new CDC guidance by encouraging clinicians to pursue COVID-19 testing when the evaluation of hospitalized patients who test negative for influenza indicates likelihood of viral pneumonia.
- There are safety considerations for providers obtaining specimens for COVID-19 that require the use of personal protective equipment. We are working to ensure that those who need testing can get it, and in a way that doesn't unnecessarily expose healthcare providers to risk of illness.
- OHA has an online form that allows OHA epidemiologists to approve testing requests electronically if the clinician's patient meets the testing criteria. As additional clinical testing for COVID-19 becomes available in Oregon, this guidance will be updated.
- A growing number of commercial labs offer COVID-19 testing, and clinic administrators should contact their labs to discuss testing options.
- OSPHL will continue to prioritize testing for at-risk patients using the above epidemiologic and clinical criteria. Testing through commercial labs is at providers' discretion and does not require approval from public health.

Testing and insurance

- Several health insurance companies will waive co-pays, co-insurance, and deductibles for COVID-19 testing.
- The agreement means consumers with fully-insured health plans will not be charged co-payments, co-insurance, or deductibles related to COVID-19 for the following:
 - COVID-19 laboratory testing done consistent with guidelines issued by the United States Centers for Disease Control and Prevention.
 - An in-network provider office visit or a visit to an in-network urgent care center for COVID-19 testing.
 - An emergency room visit for COVID-19 testing.

- Immunization for COVID-19, once it becomes available.
- Outside of these instances, regular terms of insurance such as co-payments, co-insurance, and deductibles will still apply. Visit the Department of Consumer and Business Services' website at <https://dfr.oregon.gov/insure/health/understand/Pages/coronavirus.aspx>.
- If you have Oregon Health Plan and you need to be tested for novel coronavirus (COVID-19), it's covered. If you need to stay in the hospital because of COVID-19, that's covered, too.
- Public health experts often use the terms "persons under monitoring," "persons under investigation," "isolation" and "quarantine" during a disease outbreak.
- Which term applies depends on whether the person has signs of illness and whether the person is being separated from others.
- Broadly speaking, **persons under monitoring** are people who do not have signs of illness but might have been exposed to a disease that can spread to others.
- **Quarantine** is used to restrict the movement of people who might have been exposed to a disease but do not show symptoms. Quarantine is used to ensure that, if those under quarantine become sick, it won't happen when they are in a place that exposes many people.
- **Persons under investigation (PUIs)** have been exposed to a disease and then developed signs of illness. Public health officials worry that PUIs, too, might have the disease and could spread it to others. Health officials often want to learn more about these people and their illness to better understand how to prevent further spread of the illness.
 - People might become exposed to COVID-19 through contact with a sick person, or travel to an area where the virus is very active.
 - Signs of illness with COVID-19 include fever, cough and difficulty breathing.
 - Health officials may work with PUIs to arrange testing for COVID-19.
- PUMs and PUIs may be asked to limit their movement and contact with others. In the case of COVID-19, they might be asked to isolate themselves from others by avoiding people, public places, and work or school.
- **Isolation** is used to separate people who have active illness from people who are healthy. Isolation restricts the movement of people who have an illness to

prevent the spread of the disease. This is common practice in hospitals, to prevent spread of illness to staff and other patients.

Travel Guidance

- **CDC has issued travel advisories related to the COVID-19 outbreak. The situation is changing quickly, and CDC's travel advisories may continue to change.** Travelers should check [CDC's website for travel information](#) for their destination prior to travel.
- If you've been to an affected area in the past 14 days or you've been in close, face-to-face contact with someone ill with COVID-19 and are ill with fever, cough or difficulty breathing you could have COVID-19. Many people have mild illness and don't need to see a doctor. If you're feeling well, you should stay home until 72 hours after you no longer have a fever and cough, and have not taken fever reducing medicine. If you have trouble breathing or feel sick enough to be seen, contact your healthcare provider before going in. They will identify the safest way for you to seek care without exposing others. If you are severely ill, call 911.
- Public health officials in Oregon and all other states are working with returning travelers, asking them to check their temperatures, watch for signs of illness, and to take steps that will avoid exposing others. These steps are being taken to slow the spread of COVID-19 to communities in the US.
- Self-monitoring or self-quarantine can be inconvenient. American travelers coming home from affected areas are encouraged to comply with public health recommendations. These include Americans returning home to Oregon.
- 50% of Oregon hospitals report the ability to screen for international travel when a patient arrives at the emergency room or is admitted.

Guidance for health care providers

- Patients who are ill with fever and respiratory symptoms should be given a mask upon entry to the facility.
- Patients with suspected COVID-19 should also be placed in an airborne infection isolation room, if available.
- Screen all patients with fever or respiratory symptoms for travel to regions with active community spread of COVID-19 within the last 14 days, or had close contact during that time with a confirmed COVID-19 case. Close contact

is defined as being within six feet for an hour or more while the person with COVID-19 was ill.

- In healthcare settings, standard, contact, and droplet precautions should be used, along with eye protection, when evaluating a person with possible COVID-19. Airborne precautions may be used when available.
 - Minimum PPE necessary to evaluate patients with fever or respiratory symptoms:
 - Face mask (i.e., surgical or procedural mask)
 - Eye protection (face shield or goggles)
 - Gown
 - Gloves
 - If specimen collection is necessary, nasopharyngeal swabs (NP) and oropharyngeal (OP) swabs can be performed using contact and droplet precautions with surgical mask and eye protection, and do not require the use of an N95 respirator.
 - Ensure that frontline staff have access to interpreter services.
 - If PPE supplies are limited or unavailable, a clinic administrator should call local public health authorities to activate an equipment request.

Confidentiality of a Public Health Investigation

- In the course of our work in public health, the Oregon Health Authority (OHA) and local public health authorities are entrusted with sensitive health information.
- Protecting this information is required by law except in very special circumstances. It promotes our ability to conduct effective public health investigations, protect the public's health and maintain the confidence and cooperation of individuals participating in public health investigations.
- Under Oregon Revised Statute (ORS) 433.008(1), any information obtained by OHA or a local public health administrator in the course of an investigation of a reportable disease or disease outbreak is confidential. Such information is not subject to disclosure under the public records law.
- OHA may, in limited circumstances, disclose reportable disease or disease outbreak information to state, local or federal agencies authorized to receive

the information under state law or federal law, but OHA and local public health administrators may only release the ***minimum amount of information necessary to carry out the purpose of the release***. ORS 433.008(2)(a) and (4).

- OHA may release statistical compilations that do not identify individual cases or sources of information; in that spirit, on a regular basis OHA will release a standard set of information about COVID-19 cases, persons under monitoring and persons under investigation.
- Some local health authorities and healthcare providers are bound by the Health Insurance Portability and Accountability Act (HIPAA). OHA is sensitive to our partners' limitations and obligations to protect patient information under HIPAA.
- OHA itself is not HIPAA-bound; we protect patient information shared with us based on Oregon statutory obligations and to maintain the cooperation of patients and positive working relationships with our healthcare partners.

Strategic National Stockpile

- The Office of the Assistant Secretary for Preparedness and Response at the U.S. Department of Health & Human Services operates the SNS.
- It is the nation's largest supply of potentially life-saving pharmaceuticals and medical supplies for use in a public health emergency severe enough to cause local supplies to run out.
- MCM from SNS would be requested by the state Public Health Division through the Governor's Office.
- **Additional SNS resources:**
 - US Department of Health and Human Services:
<https://www.phe.gov/about/sns/Pages/default.aspx>
 - Association of State and Territorial Health Officials:
<https://www.fda.gov/EmergencyPreparedness/Counterterrorism/MedicalCountermeasures/AboutMCMi/ucm431268.htm>

Resources for more information:

Oregon Health Authority

- www.healthoregon.org/coronavirus

CDC Guidance

- www.cdc.gov/coronavirus/2019-nCoV
- [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)
- [Health Alert Network](#)
- [Travelers' Health Website](#)
- [National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner](#)
- [Coronavirus Disease 2019 Recommendations for Ships](#)

Other Federal Agencies and Partners

- OSHA Guidance:
https://www.osha.gov/SLTC/novel_coronavirus/index.htm

References

- OHA Emerging Respiratory Disease page:
www.healthoregon.org/coronavirus
- CDC COVID-19 page: www.cdc.gov/coronavirus/2019-ncov/index.html
- CDC travel notice: wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china
- WHO page: www.who.int/westernpacific/emergencies/novel-coronavirus
- CDC HAN archive (latest 2020-01-17):
<https://emergency.cdc.gov/han/2020.asp>
- National Health Commission of the People's Republic of China:
<http://en.nhc.gov.cn/>
 - News updates: <http://en.nhc.gov.cn/news.html>
 - Latest updates
 - http://en.nhc.gov.cn/2020-01/21/c_75990.htm
 - http://en.nhc.gov.cn/2020-01/22/c_75997.htm
- Chinese CDC: www.chinacdc.cn/en/
- Wuhan Municipal Health Commission:
wjw.wuhan.gov.cn/front/web/main/xwzx.html
- Center for Health Protection (Hong Kong):
www.chp.gov.hk/en/features/102465.html
- Washington State Department of Health 2019-CoV update page:
www.doh.wa.gov/Emergencies/Coronavirus
- White House Briefing, January 31, 2020: www.whitehouse.gov/briefings-statements/press-briefing-members-presidents-coronavirus-task-force/

STAFF REPORT

Date Prepared: 2/11/20

For City Council Meeting on: 3/23/20

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: CA Zimmerman

SUBJECT: Lease of Copier

SYNOPSIS: Our current copier was obtained through a five-year lease program starting in 2016 and will end in April 2020.

Staff acquired three bids and did extensive research on copiers and companies. When we received an extremely low bid from Pacific Office Automation, we did some research. The City's responsibility is to award to the lowest RESPONSIBLE bidder. Staff believes that obtaining a copier through Solutions Yes would be the best decision.

Staff would like to sign a contract with Solutions YES. They will provide a machine using the State's Procurement Program. Solutions YES has maintenance personnel in North Bonneville and in The Dalles so prompt service is available if and when needed. They will also provide the City with a new table top folder to lessen the two-day folding of utility bills and newsletters to one-day. Solutions Yes services many agencies in the Gorge and I have contacted a couple of them for references, which were all outstanding.

CITY COUNCIL OPTIONS:

1. Lease a new copy machine with Solutions Yes.
2. Lease a new copy machine with another company.

RECOMMENDATION: "I move to approve the lease for a new Kyocera TASKalfa 6053ci copier with Solutions Yes.

Legal Review and Opinion: City Attorney Cleaveland will review and approve contract before signing.

Financial review and status: There are adequate funds in the Contracted Services Machines/Equipment line item to continue the lease of a new machine.

	Lease Pmt	BW	Color		
POA	\$ 119.00	\$ 0.0065	\$ 0.039	free folding machine	Konica Minolta
Solutions Yes	\$ 179.99	\$ 0.0045	.025/.035/.045	free folding machine	Kyocera
Ricoh	\$ 204.74	\$ 0.0074	\$ 0.048		Ricoh
					65PPM
					60PPM
					60PPM



Lease Agreement

APPLICATION NO.

AGREEMENT NO.

8300 SW Hunziker Street • Portland, OR 97223 • Phone: 503.597.0937 • Fax: 503.213.1235

The words "Lessee," "you" and "your" refer to Customer. The words "Lessor," "we," "us" and "our" refer to Solutions Yes, LLC.

CUSTOMER INFORMATION

Form with fields for FULL LEGAL NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, BILLING NAME, BILLING STREET ADDRESS, E-MAIL, and EQUIPMENT LOCATION.

EQUIPMENT DESCRIPTION

Table with columns MAKE/MODEL/ACCESSORIES and SERIAL NO. containing entry for Kyocera TA6053ci.

Contract pricing, OETC-16R-Copiers
Lease is fixed
together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.
See attached Schedule A

TERM AND PAYMENT INFORMATION

60 Payments* of \$ 179.00
If you are exempt from sales tax, attach your certificate.
*plus applicable taxes
The payment ("Payment") period is monthly unless otherwise indicated.
Purchase Option: FMV

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

Signature line for Solutions Yes, LLC with fields for SIGNATURE, TITLE, and DATED.

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

Signature line for CUSTOMER (as referenced above) with fields for SIGNATURE, TITLE, and DATED.

FEDERAL TAX I.D. # PRINT NAME

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects.

Signature line for CUSTOMER (as referenced above) with fields for SIGNATURE, TITLE, and ACCEPTANCE DATE.

1. **AGREEMENT:** You agree to lease from us the goods ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to \$50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to \$50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to \$125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, to do so as provided in either (A) or (B) below, as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. In addition, you agree to pay us our standard fees in connection with obtaining such insurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, leasing, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** At the end of the initial term, this Agreement shall renew for successive month-to-month renewal term(s) under the same terms hereof unless you send us written notice at least 30 days before the end of any term that you want to purchase all but not less than all of the Equipment for the Fair Market Value or return the Equipment, and you timely purchase or return the Equipment. Fair Market Value ("FMV") means the value of the Equipment in continued use. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.

9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. **WARRANTY DISCLAIMERS: WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.**

12. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Lessor or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Lessor or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**



8300 SW Hunziker st
 Portland, OR 97223
 (503) 597-0YES
 FAX: (503) 213-1235

EQUIPMENT SUPPORT AGREEMENT

CONTRACT # _____

CUSTOMER BILL TO:	
Cascade Locks City of	
PO Box 308	
Cascade Locks, OR 97014	
Contact Name	Phone Number
Marianne Bump	541-374-8484
IT Contact	Phone Number

CUSTOMER EQUIPMENT LOCATION:
Cascade Locks City of
140 SW Wanapa
Cascade Locks, OR 97014

AGREEMENT START DATE: <u>Upon Install</u>
--

Your Solutions YES maintenance agreement covers all parts, labor, travel and supplies (except paper and staples) unless specifically stated below

SID #	Equipment	Serial Number	Start Meter	Image Allowance	Base Charge	Overage Chg (per image)
	Kyocera TA6053ci			0	\$ -	0.00450
SID #	Tiered Color	Color Levels	Start Meter	Color Image Allowance	Color Base	Overage Chg (per image)
	Color Level 1	Spot Color		0	\$ -	0.02500
	Color Level 2	Business Color		0	\$ -	0.03500
	Color Level 3	Graphic Color		0	\$ -	0.04500

Additional Equipment on Schedule A

Preferred Method of Meter Collection: Meter Collection Contact Name: Marianne Bump

FM Audit
 Phone
 Fax
 E-Mail

		mbump@cascade-locks.or.us
Phone #	Fax #	E-Mail Address

Agreement Term
 36 Months
 60 Months
 Other _____

Base Billing Cycle
 Monthly
 Quarterly
 Annually

Overage Billing Cycle
 Monthly
 Quarterly
 Annually

Comments: Service includes all parts, labor, toner and staples. All rates are fixed for term of lease.

CUSTOMER ACCEPTANCE:

Signature	Printed Name & Title	Date

SOLUTIONS YES ACCEPTANCE

Signature	Printed Name & Title	Date

Terms & Conditions

EQUIPMENT SUPPORT AGREEMENT ("ESA"): Solutions YES, LLC agrees to perform maintenance and make inspections, adjustments and repairs, and replace defective parts without additional charge to Customer, provided such calls are made during normal business hours. Solutions YES, LLC will furnish supplies, to be delivered at acceptable intervals and quantities in accordance with manufacturer's suggested yields. This ESA does not include paper, labels, staples, or transparencies. Solutions YES, LLC agrees to train customer in the use of the equipment at reasonable times. Title to all supplies furnished in connection with the ESA, including consumable parts such as drums, remains in Solutions YES, LLC until said supplies are consumed to the extent that they may not be further utilized in the copy making process. Toner consumption shall be within 10% of the manufacturer's suggested yields. A charge for toner consumption exceeding 10% of manufacturer's suggested yields will be charged at current retail price. In the event of customer default or cancellation, supplies and consumable parts shall be returned to Solutions YES, LLC on demand. Beyond the initial set-up and installation, any network or connectivity related service call, i.e. unable to print/scan or requests for additional desktops set up to print or scan, are considered chargeable calls at the current Solutions YES, LLC networking labor rates, unless it is determined to be a hardware related issue.

EXCESSIVE DAMAGE: Damage to the equipment or its parts arising out of misuse, abuse, negligence or causes beyond the control of Solutions YES, LLC are not covered. Solutions YES, LLC may terminate this agreement in the event the equipment is modified, damaged, altered or serviced by personnel other than those employed by Solutions YES, LLC, or if parts, accessories, components or supplies not authorized by Solutions YES, LLC are fitted to or used in the equipment.

EXCESS COPIES: Under the "ESA", the "Base Charge" is calculated on anticipated customer usage as stated in "Image Allowance" on the face of the Equipment Support Agreement. Image allowance copies are accumulated from the initial meter read. Should the allowance be exceeded prior to the expiration of any applicable billing cycle, customer agrees to pay the current excess copy charge for each copy in excess of the stated allowance. Invoices for excess copies will be tendered according to the "Overage Billing Cycle" and/or at the end of the initial term and shall be due and payable within 15 days. For agreements billed annually, upon exceeding the image allowance, customer may request that a new agreement be executed with the initial date of the term to coincide with the date that original image allowance is exceeded. Customer's option in this regard shall be void if all previously tendered invoices have not been paid.

BUSINESS HOURS FOR SERVICE: Support services shall be provided hereunder only during Solutions YES, LLC's normal business hours, which shall consist of 8:00a.m. to 5:00p.m., Monday through Friday, exclusive of Solutions YES' holidays and are subject to change by Solution YES. At customer's request, Solutions YES, LLC may render support service outside of normal business hours, subject to availability of personnel, at established Solutions YES, LLC rates then in effect.

AVAILABILITY OF SUPPLIES: Customer support engineers do not carry or deliver consumable supplies (toner, etc.). It is customer's responsibility to have the necessary supplies available for customer support engineer's use.

RECONDITIONING: When a shop reconditioning is necessary, or the manufacturer's life expectancy of the equipment has been exceeded, and normal repairs and parts replacement cannot keep a unit in satisfactory operating condition, Solutions YES, LLC may refuse to renew this agreement, and/or refuse to continue providing support under this agreement, furnishing support only on a Per Call basis at Solutions YES, LLC's current rates.

CANCELLATION OF SERVICE: Cancellation at the conclusion of the initial term or any renewal term may be accomplished by either party by providing written notice of such cancellation no later than thirty (30) days prior to the expiration of the term then in effect. In addition, Solutions YES, LLC may cancel this agreement, in whole or in part, at any time upon seven (7) days written notice, or without notice in the thirty (30) days prior to renewal date. If customer at any time is in breach of any term or condition contained herein, Solutions YES, LLC may apply any refund due to the satisfaction of any past due invoices for any other products or services. Should this agreement be cancelled by customer, Solutions YES, LLC will not issue any refund.

LATE CHARGES; INTEREST; SUSPENSION OF SERVICE: Customer agrees to pay all invoices tendered for services performed and/or parts installed on equipment when services are performed, according to invoice payment terms. If any payment due to Solutions YES, LLC hereunder is more than 10 days past due, customer agrees to pay a late charge equal to ten (10%), to cover Solutions YES, LLC's administrative costs occasioned by said late payment. Customer agrees that amounts not timely paid shall bear interest at the rate of 1.5% monthly (18% per annum) or at the maximum rate allowed by law, whichever is less. Without waiver of any other rights hereunder, Solutions YES, LLC shall have the right to discontinue service in the event customer becomes delinquent in payment.

DAMAGES: In the event Customer is in default of an obligation under this agreement, and remains in default for seven (7) days after notice thereof, Solutions YES, LLC may cancel this agreement and collect damages according to the following formula. In such an event, Customer promises to pay Solutions YES, LLC the following amounts as liquidated damages (and not as a penalty): (a) During the first six months of the initial term, six times the average monthly charge; (b) At any time thereafter, amount owed at three times the monthly charge.

RENEWAL: Unless otherwise terminated as set forth herein, this agreement shall be automatically renewed upon expiration of the initial term for successive renewal terms, at Solutions YES, LLC maintenance rates in effect at the time of application renewal. Annual increases may be incurred during the term of the contract.

INSTALLATION: Certain equipment must be installed according to specific requirements in terms of space, electric, and environmental conditions. Installation requirements are defined in the equipment operator manual. Customer shall ensure that the equipment is placed in an area that conforms to these requirements.

DISCLAIMER: Solutions YES, LLC expressly disclaims any duty as insurer of the equipment and customer shall pay for all costs of repair and parts or replacement of the equipment made necessary by, but not limited to, loss or damage through accident, abuse, misuse, theft, fire, water, casualty, natural forces or any other negligent act of customer or customer's agent and/or service performed by non-Solutions YES, LLC personnel. Solutions YES, LLC will not assume any liability for any conditions arising from electrical circuitry external to the equipment and equipment line cord, nor is any external electrical work covered under this agreement.

CUSTOMER CHANGES: Any Customer changes, alterations, or attachments may require a change in the charges set forth herein. Solutions YES, LLC also reserves the right to terminate this agreement in the event it has been determined such changes, alterations, or attachments make it impractical for Solutions YES, LLC to continue to service the equipment.

ATTORNEY'S FEES; COSTS: In the event customer defaults under this Equipment Support Agreement, or if any other dispute arises hereunder requiring Solutions YES, LLC to refer said matter to an attorney and/or to initiate, or defend, any court action in any way related to this agreement, customer agrees to pay Solutions YES, LLC reasonable attorney's fees and all costs resulting from such actions.

WAIVER OF JURY TRIAL: Customer hereby waives trial by jury as to any and all issues out of, or in any way related to this ESA.

NO WAIVER: Customer acknowledges and agrees that any delay or failure to enforce the rights hereunder by Solutions YES, LLC, does not constitute a waiver of such rights by Solutions YES, LLC or in any way prevent Solutions YES, LLC from enforcing such rights, or any other rights hereunder, at a later time.

ENTIRE AGREEMENT: This ESA constitutes the entire agreement between Customer and Solutions YES, LLC related to the service and maintenance of the equipment, and any and all prior negotiations, agreements (oral or written), or understandings are hereby superseded.

NO MODIFICATIONS OF TERMS: Customer expressly acknowledges and agrees that these terms and conditions may not be varied, modified, or changed except by written agreement executed by a corporate officer of Solutions YES, LLC. No sales or service personnel, including but not limited to managers or supervisors, has any authority to override this provision.

NOTICE: Any notice or other communication given or required in connection with this Equipment Support Agreement, shall be in writing, and shall be given by certified or registered mail, postage prepaid, return receipt requested. If sent to Solutions YES, LLC said notice shall be sent to Solutions YES, LLC, Attn: CFO, 8300 SW Hunziker St., Portland, OR 97223, or such other address Solutions YES, LLC may hereafter designate in writing. If to Customer, the notice shall be sent to Customer at the address specified in the reverse side hereof, or such address which may be specified, by customer, in writing to Solutions YES, LLC.

Customer Initials _____

NON APPROPRIATION RIDER

This Non-Appropriation Rider to the Lease Agreement No. 1672727 dated March 10, 2020 (the "Lease"), is by and between Cascade Locks City of (Lessor) and Solutions Yes (Lessee). Capitalized terms used herein without definition shall be defined as provided in the Lease.

Notwithstanding anything contained in the Lease to the contrary:

1. Lessee presently intends to continue the Lease for its entire term and to pay all rentals or other payments relating thereto and shall do all things lawfully within its power to obtain and maintain funds from which the rentals and all other payments owing thereunder may be made. To the extent permitted by law, the person or entity in charge of preparing Lessee's budget will include in the budget request for each fiscal year during the term of the Lease the rentals to become due in such fiscal year, and will use all reasonable and lawful means available to secure the appropriation of money for such fiscal year sufficient to pay all rentals coming due therein. The parties acknowledge that appropriation for rentals is a governmental function which Lessee cannot contractually commit itself in advance to perform the Lease does not constitute such a commitment. However, Lessee reasonably believes that moneys in an amount sufficient to make all rentals can and will lawfully be appropriated and made available to permit Lessee's continued utilization of the Equipment in the performance of its essential functions during the term of the Lease.

2. If Lessee's governing body fails to appropriate sufficient moneys in any fiscal year for rentals or other payments due under a specific Schedule and if other funds are not available for such payments, then a "Non-Appropriation" shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) Lessee shall give Lessor immediate notice of such Non-Appropriation and provide written evidence of such failure by Lessee's governing body at least sixty (60) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by that date, immediately upon such Non-Appropriation; (ii) no later than the last day of the fiscal year for which appropriations were made for the rentals due under the Schedule (the "Return Date"), Lessee shall return to Lessor all, but not less than all, of the Equipment covered by the Schedule, at Lessee's sole expense, in accordance with the terms hereof; and (iii) the Schedule shall terminate on the Return Date without penalty or expense to Lessee and Lessee shall not be obligated to pay the rentals beyond such fiscal year, provided, that Lessee shall pay all rentals and other payments due under the Schedule for which moneys shall have been appropriated or are otherwise available, provided further, that Lessee shall pay month-to-month rent at the rate set forth in the Lease for each month or part thereof that Lessee fails to return the Equipment as required herein.

3. The Lease shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Schedule, and no liability on account thereof shall be incurred by the Lessee beyond the amount of such monies. The Lease is not a general obligation of the Lessee. Neither the full faith and credit nor the taxing power of the Lessee are pledged to the payment of any amount due or to become due under any Schedule. It is understood that neither the Lease, nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available for the purpose of the Schedule.

4. The Lessee and Lessor agree that they intend the Lease to be an operating lease and that by the execution thereof, Lessee acquires no ownership interest in the Equipment whether vested or contingent. The Lessee's interest in the Equipment is limited to that of a lessee and Lessor retains all the rights of owner therein. Any provisions indicating to the contrary in this Rider are for precautionary purposes only.

IN WITNESS WHEREOF, each of the parties hereto has caused this Rider to be executed as of the dates shown below.

Solutions Yes
(Lessor)

(Lessee)

By _____
(Date)

By _____
(Date)

Name/Title _____

Name/Title _____

MONTHLY PRINT SPEND ANALYSIS FOR CITY OF CASCADE LOCKS

CURRENT SITUATION:

- Ricoh MPC6003 Color Copier, 60ppm, 4-paper drawers, finisher, fax -Lease \$179.02 month
- Service Contract: 0 B&W copies included, all B&W copies billed monthly @.0046
0 Color copies included, all Color copies billed monthly @.04
- July 1, 2019 billing statement: 11,392 B&W copies month @.0046= \$52.40, 2,380 Color copies month @.04=\$95.20

Total Monthly Service Payment \$147.60

Total Monthly Print Spend \$326.62

RECOMMENDED SOLUTION:

- *New Kyocera TASKalfa 6053ci*
- 60 Pages per minute copy and print (B&W/**full-color**)
- 100 ppm scan speed-single sided, 180 ppm double sided
- 270 Sheet dual scan single pass document feeder
- 4-500 sheet adjustable trays (5.5x8.5-12x18)
- 1,000 Sheet Finisher
- Super G3 Fax Modem
- 150 Sheet multipurpose bypass tray
(12x48 banner, letterhead, cardstock, etc)
- Full network printing and scanning capabilities
(scan to email, SMB, FTP, USB)



60 mo lease TA6053ci **\$179.00** per month (includes service)

Receive a FREE Formax FD314 Document Folder

Maintenance Agreement

B/W Service Rate \$ 0.0045 (0 copies included)
Color Service Rate \$ Tier 1 (Spot Color) .025, Tier 2 (Business Color) .035,
Tier 3 (Full Color) .045



11,392 B&W images mo @.0045=\$51.26, 2,380 Color images mo, Tier 1, 1,428 images (60%)@.025=\$35.70,
Tier 2, 476 images (20%)@.035=\$16.66, Tier 3, 476 images (20%)@.045=\$21.42 **Total cost for Service \$125.04**

Total Monthly print spend-\$304.04

- All usage billed monthly or quarterly "as used", no base and no minimums
- Rates are all-inclusive for toner, drums, parts and labor (everything except paper)

ADDITIONAL INFORMATION

- Equipment set-up, delivery, network installation and *unlimited training* are all included.
- Monthly Lease will not escalate.
- Service rates are fixed for life of lease, will not escalate
- Solutions YES to return Ricoh MPC6003 at no charge upon receipt of Return Authorization
- OETC Government Contract Pricing, OETC-16R-Copiers

Blair Bell

Cell: 503-330-0528

Direct: 503-718-6127

Blair.bell@solutionsyes.com





Document Solutions

For more information, please contact:

Robert Kelly

KYOCERA Document Solutions America

robert.kelly@da.kyocera.com

Kyocera Named Most Reliable Color Copier MFP Brand

Keypoint Intelligence - Buyers Lab evaluates six years of data for hundreds of devices in determining #1 overall dependability.

FAIRFIELD, N.J. – July 11, 2018 – KYOCERA Document Solutions America, Inc., one of the world's leading document solutions companies, today announced an unprecedented win from the experts at Keypoint Intelligence - Buyers Lab: the inaugural Award for Most Reliable Color Copier MFP Brand.

"It's truly an honor for us," said KYOCERA Document Solutions America President & CEO Yukio Ikeda. "Reliability has always been a hallmark of the Kyocera name. To have our entire line of A3 color devices recognized in this way – and by such an esteemed authority – is a wonderful validation of what we stand for as a brand."

Reliability Across the Entire Line

The award is part of an entirely new category at BLI, which typically evaluates reliability of individual devices. This award provides customers with a new perspective on the brands they choose – one that looks across the full line of devices. The criteria are evaluated over the long term; the next series of these awards will be presented in 2021.

Every Kyocera Device Scores a Perfect 10

BLI factored in six-years-worth of data from 2012 to 2018, reviewing hundreds of machines, from every vendor's line. They looked at all devices in the A3 color line-up, calculating misfeeds, service calls, and total tested impressions. Kyocera emerged the clear winner, with BLI calling the company's line a "shoo-in."

"All of Kyocera's color copiers demonstrated excellent reliability, with every device scoring 10 out of 10," noted George Mikolay, Associate Director of Copiers/Production for Keypoint Intelligence - Buyers Lab. "With a low misfeed rate and zero service interventions required, Kyocera color copier MFPs are designed to keep users productive."

ABOUT KEYPOINT INTELLIGENCE - BUYERS LAB

Keypoint Intelligence is a one-stop shop for the digital imaging industry. With their unparalleled tools and unmatched depth of knowledge, they cut through the noise of data to offer clients the

unbiased insights and responsive tools they need in those mission-critical moments that define their products and empower their sales.

For over 50 years, Buyers Lab has been the global document imaging industry's resource for unbiased and reliable information, test data, and competitive selling tools. What started out as a consumer-based publication about office equipment has become an all-encompassing industry resource. In a landscape that's ever evolving, we change with it.

ABOUT KYOCERA DOCUMENT SOLUTIONS AMERICA

KYOCERA Document Solutions America, Inc. (<https://usa.kyoceradocumentsolutions.com>), headquartered in Fairfield, N.J., is a leading provider of computer-connectable document imaging and document management systems, including network-ready digital MFPs/printers, laser printers, color MFPs/printers, digital laser facsimiles, and multifunctional and wide format imaging solutions. KYOCERA Document Solutions America is a group company of KYOCERA Document Solutions Inc., a core company of the KYOCERA Corporation, the world's leading developer and manufacturer of advanced ceramics and associated products, including telecommunications equipment, semiconductor packages and electronic components.

KYOCERA Document Solutions America, the first document solutions company with third-party certified sales data, has received numerous honors for its products' high performance, reliability, and cost efficiency. KYOCERA Corporation's consolidated net revenues were in excess of \$14 billion for the fiscal year ending on March 31, 2018.

2018 BLI and BTA Awards



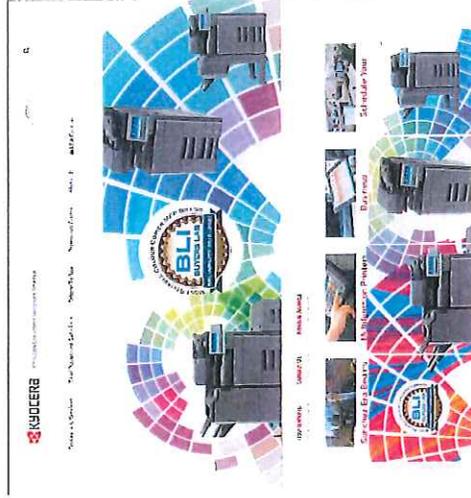
BLI Most Reliable Color Copier MFP Brand
Kyocera was named "Most Reliable Color MFP Brand" by Keypoint Intelligence - Buyers Lab. This award is part of an entirely new category at BLI, and highlights six-years-worth of data reviewing hundreds of machines, from every vendor's line.

Pop-Up Display Banners | Posters | Sell Sheet | Web Landing
Page and Banner | Social Media Campaign



BTA Channel's Choice Award as Primary Product Line Provider
Kyocera was named BTA's "Channel Choice Award as Primary Product Line Provider". The award was determined by a poll of independent document imaging dealers throughout the United States.

Flyer | Landing Pages | PowerPoint Slide



Escalation Cost Break Out

The City of Cascade Locks has been presented a quote for a new copier from Pacific Office Automation. Pacific Office Automation did not prepare a Monthly Print Spend Analysis for the City of Cascade Locks to make an informed decision and the information they presented was very incomplete. The POA quotes did not even specify the Model Name or Number of what they were presenting and did not offer the correct equipment to meet the city's needs. The configuration of the copier does not include a Finisher (for stapling) and nowhere on the POA quote does it state that Government Contract Pricing would be used. Government Contract pricing includes specific requirements and safeguards for Government Municipalities. It should also include Fixed Lease, Fixed Cost Per Copy and FREE staples, which POA is not offering but Solutions Yes is.

As we get into the fine print it states "Customer agrees that POA may increase the per image charge each year during any term of the Service/Supply Agreement by amount not to exceed 10% of such charge". POA is notorious for unethically increasing the Lease and Service Agreements for their customers. See attached examples of other businesses that experience escalated fees from POA.

Here is a break down of what will happen if you use Pacific Office Automation:

Cost per Copy with POA escalations:

Year 1	B&W .0065 cpc	Color .039 cpc	10% escalations
Year 2	B&W .00715 cpc	Color .0429 cpc	10% escalations
Year 3	B&W .007865 cpc	Color .04719 cpc	10% escalations
Year 4	B&W .00865 cpc	Color .05190 cpc	10% escalations
Year 5	B&W .00951 cpc	Color .05709 cpc	10% escalations

Based off of bills from Ricoh dated July 1st, 2019 and using these true volumes as a snapshot in time, your Yearly bill will go up by the following:

Year 1 B&W 11,392 images month @.0065=\$74.05, Color 2,380 images month @.039=\$92.82 Total \$166.87 month x 12 months **Total for Year \$2,002.44**

Year 2 B&W 11,392 images month @.0715=\$81.45, Color 2,380 images month @.0429=\$102.10 Total \$183.55 month x 12 months **Total for Year \$2,202.60**

Year 3 B&W 11,392 images month @.007865=\$89.59, Color 2,380 images month @.04719=\$112.31 Total \$201.90 month x 12 months **Total for Year \$2,422.80**

Year 4 B&W 11,392 images month @.00865=\$98.54, Color 2,380 images month @.05190=\$123.52 Total \$222.06 month x 12 months **Total for Year \$2,664.72**

Year 5 B&W 11,392 images month @.00951=\$108.33, Color 2,380 images month @.05709=\$135.87 Total \$244.20 month x 12 months **Total for Year \$2,930.40**

5 Year (60 months) Total with POA-\$12,222.96

Escalation Cost Factor Out

POA Lease with escalations:

Year 1 \$119.00 month x 12 months=\$1,428.00 year	10% escalations
Year 2 \$130.90 month x 12 months = \$1,570.80 year	10% escalations
Year 3 \$143.99 month x 12 months=\$1,727.88 year	10% escalations
Year 4 \$158.39 month x 12 months=\$1,900.68 year	10% escalations
Year 5 \$174.23 month x 12 months=\$2,090.76 year	10% escalations

5 Year total with POA \$8,718.12

Total 5 Year Print Spend with POA=\$20,941.08 (Lease \$8,718.12 plus Maintenance \$12,222.96)

Cost per Copy with Solutions Yes-NO ESCALATIONS (Fixed)

B&W 11,392 month @.0045=\$51.26, Color 2,380 month, Tier 1, 1,428 images (60%) @.025=\$35.70, Tier 2, 476 images (20%) @.035=\$16.66, Tier 3, 476 images (20%) @.045=\$21.42 Total Monthly Cost for Service \$125.04 x 60 months=\$7,502.40

5 Year (60 months) Total with Solutions YES \$7,502.40

POA \$12,222.96-Solutions Yes \$7,502.40=

5 Year Savings of \$4,720.56 for Service Program with Solutions YES

Solutions Yes **Kyocera TA6053ci** Lease \$179.00 month (fixed) x 60 months (5 years)= **\$10,740.00**

Difference of -\$2,021.88

Plus, savings from Solutions Yes Maintenance Agreement \$4,720.56

Total 5 Year Print Spend \$18,242.40 (Lease \$10,740.00 plus Maintenance \$7,502.40)

Overall Savings of going with Solutions YES \$2,698.68 for entire length of contract

			
BACKGROUND INFORMATION	USA, BLI ID: 10214	USA, BLI ID: 14885	USA, BLI ID: 10117
Speed Segment	4	4	4
Manufacturing Status	Current	Current	Current
Domestic Intro Date	February 2019	December 2017	January 2019
Distributed By	Dealers and direct sales	Dealers and branches	Dealers, branches and subsidiaries
Max Monthly Duty Cycle	250,000 impressions	300,000 impressions	200,000 impressions
TYPE	Full-color copier, MF	Full-color copier, MF	Full-color copier, MF
Configuration/Scanner	Desktop,digital	Console,digital	Desktop,digital
Technology	Laser	Laser	Laser
GENERAL SPECIFICATIONS/PAPER HANDLING			
First Copy Time	4.4 sec color/3.4 sec black	4.9 sec color/3.7 sec black	4.2 sec color/2.9 sec black
Multicopy (Ltr/Lq/L_dgr)	55 cpm color/60 cpm black	65 cpm color/65 cpm black	60 cpm color/60 cpm black
Warm-up Time	17 sec	35 sec	21 sec
Std Paper Source(s)	Dual drawer	Four drawer	Dual drawer
Std Paper Capacity	500/500 sheets	500/500/1,000/1,500 sheets	550/550 sheets
Paper Weights	14-lb bond to 166-lb index	13-13/16 to 68-1/8 lbs	16 to 80 lbs
Bypass/Paper Weights	150-sheet/14-lb bond to 166-lb index	150-sheet/13-13/16 to 79-13/16 lbs	100-sheet/14 to 80 lbs
Max Paper Sources	5	6	5
Max Paper Capacity	7,150 sheets	6,650 sheets	4,700 sheets
Max Original Size	11 x 17	11 x 17	11 x 17
Output Size (Min/Max)	5-1/2 x 8-1/2/12 x 18	4 x 6/12 x 18	3.5 x 5.8/12 x 18*
Copy Resolution	600 x 600 dpi	600 x 600 dpi	600 x 600 dpi

System Memory (Std/Max)	4-GB RAM, 8-GB and 320-GB HD/4-GB RAM, 8-GB and 320-GB HD	4-GB RAM, 250-GB HD/4-GB RAM, 250-GB HD	2-GB RAM, 320-GB HD/4-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)	Auto (1:2,2:2,2:1)	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited/5-1/2 x 8-1/2 to 12 x 18	Unlimited/4 x 6 to 12 x 18	Unlimited/5-1/2 x 8-1/2 to 12 x 18
Document Feeder	Std DSPF	Std DSPF	Std DSPF
Document Feeder Capacity	270 orig	300 orig	220 orig
Paper Weights	13-lb bond to 90-lb index, 13-lb bond to 120-lb index	9-5/16 to 55-7/8 lbs	14 to 34 lbs
Finisher	Opt finishers	Opt finishers	Opt finishers
Tray/Stapling/Position(s)	500, 1,000, 4,000, 4,000/50, 50, 65, 100/3	3,200, 3,200/50, 100/3	1,000, 3,000, 1,000, 2,000/50/3, 3, 4, 4

Other	Choice of opt document feeders: DP-7110 270-sheet duplex single pass feeder, DP-7130 270-sheet duplex single pass feeder with multi-feed detection or DP-7100 140-sheet reversing automatic document feeder; paper handling options include: dual 500-sheet paper drawer, dual 1,500-sheet paper drawer, 3,000-sheet side large capacity tray (8.5" x 11"/A4); opt 500-sheet internal finisher; opt 1,000-sheet finisher; opt 4,000-sheet finisher (65-sheet stapling), opt 4,000-sheet finisher (100-sheet stapling); opt hole punch units available for each finisher; opt 7-bin mailbox (100 sheets per bin) and opt booklet/tri-fold units available for each of the 4,000-sheet finishers	250-sheet output tray; electronic sorting; opt FS-536 staple finisher has two trays (3,000/200) and 100-sheet stapling; opt FS-537 staple finisher has two trays (3,000/200) and 100-sheet stapling; opt FS-536SSD has two trays (2,500/200), 50-sheet stapling and V folding up to 20-sheets (80-page booklets); opt FS-537SD has two trays (2,500/200), 100-sheet stapling and V folding up to 20 sheets (80-page booklets); opt 200-sheet post sheet inserter, job separator and Z-fold unit for FS-537/FS-537 SD finisher; opt punch kits; opt 2,500- and 3,000-sheet LCT	*Requires opt imageable area extension unit; standard output capacity 500 sheets; opt SR3260 1,000-sheet hybrid finisher staples 50-sheets per set; opt SR3280 3,000-sheet finisher staples 50 sheets per set; opt SR3270 1,000-sheet booklet finisher staples 50 sheets per set; opt SR3290 2,000 booklet finisher staples 50 sheets per set; hole punch option avail for finishers; opt PB3270 and PB3280 paper banks add one 550-sheet or two 550-sheet drawers; opt LCIT RT3040 side mounting LCT holds 1,500 sheets; opt PB3290 tandem large capacity tray holds two stacks of 2,000 sheet; opt SH3080 internal shift sort tray holds 250 sheets; opt BN3130 125-sheet one-bin tray; envelope feeding; opt FD3010 folding unit (Z-, half, inner three-fold, outer three-fold)
SECURITY SPECS			
Network User Authentication	Yes	Yes	Yes
IP Address Filtering	Yes	Yes	Yes
MAC Address Filtering	Yes	No	No
HDD Overwrite	Std	Std	Std
Max Overwrites	3	8	9
HDD Encryption	Std	Std	Std

Secure Print	Yes	Yes	Yes	Yes
Encrypted Secure Print	Yes	Opt	Yes	Yes
Encrypted PDF Mode (Encrypted Scanning)	Yes	Std	Yes	Yes
IPsec	Yes	Yes	Yes	Yes
Secure Sockets Layer (SSL)	Yes	Yes	Yes	Yes
SNMPv3	Yes	Yes	Yes	Yes
Transport Layer Security	Yes	Yes	Yes	Yes
Other	Opt card authentication kit; std data security kit is ISO 15408 Common Criteria certified and provides overwrite and encryption for print, copy and scan; IPv6; USB port block; std data sanitation mode can be used to wipe all system memory at the end of a lease; IEEE2600.2 accreditation	Common Criteria ISO 15408 (under evaluation); IEEE 26001 (certification pending), port blocking; IEEE802.1x support; FIPS 140-2; Kerberos; hard disk encryption (AES 256); memory data auto deletion; print user data encryption; optional copy guard requires password entry to make copy; optional hard drive mirroring	S/MIME; encryption address book; 802.1.x wired authentication; WPA2 (Wi-Fi protect access support); classification codes	
Control Panel Details				
Control Panel	10.1" color touchscreen	10.1" color touchscreen	10.1" color touchscreen	
Quantity Selector	1 to 9,999 (0 to 9 touch keys)	1 to 9,999 (0 to 9 touch keys)	1 to 999 (0 to 9 touch keys)	
Message Display	Yes	Yes	Yes	
Help Key	Yes	Yes	No	
FEATURES				
Automatic Features	AES, AMS, APS, AS, ATS	AES, AMS, APS, AS, ASO, ATS	AES, AMS, APS, AS, ASO, ATS	
Book Copy	Yes	Yes	Yes	
Booklet Mode	Std	Std	Std	
Color	Std	Std	Std	
Copy Control	1,000	1,000	1,000	
Covers	Std	Std	Std	
Editing	No	No	Std	
Energy-Save	Yes	Yes	Yes	
Erase	Std	Std	Std	
Image Insert	Yes	Yes	Yes	

Image Overlay	Std	Std	No
Image Repeat	Yes	Yes	Yes
Image Rotate	Std	Std	Std
Interrupt	Yes	Yes	Yes
Job Build	Yes	Yes	Yes
Job Programs	Yes	30	25
Job Time	No	Yes	No
Language	Std	Std	Std
Margin Shift	Yes	Yes	Yes
Neg/Pos	Yes	Yes	Yes
OHP Interleaving	Yes	Yes	Yes
Photo Mode	Yes	Yes	Yes
Poster Mode	Yes	Yes	Yes
Preset R/E	4R, 4E	4R, 4E	7R, 5E
Program Ahead	10	Std	Std
Sheet Insertion	Std	Std	Std
Stamping	Std	Std	Std
Timer	Yes	Yes	Yes
2-in-1	Std	Std	Std
XY Zoom	Yes	Yes	Yes
Zoom Range	25 to 400 (1%)	25 to 400 (0.1%)	25 to 400 (1%)
Other Features	ID card copy; priority print; custom box; job box; removable memory box	Card shot mode copies both sides of an ID card onto one copy; job preview; mirror image; centering; border, frame and edge erase; proof copy; mixed-size originals; tab printing from bypass; glossy mode; enlarge display; blank page removal; chapterization; proof copy; 8-bit color depth; glossy mode; single-color mode; two-color mode	Mirror image; double copies; page number/date/preset stamps; simplified display; sample copy; paper designate; background numbering; ID card copy; color overlay; magazine copy; convert colors; erase color; color balance; color adjustment; image adjustment

ADDITIONAL INFORMATION

Dimensions (HxVxD)	31.1" x 23.7" x 26.18"	45.5" x 25.5" x 31.5"	37.9" x 23" x 27"
Weight	209.4 lbs	487 lbs	223.5 lbs

Power Requirements	120 V, 12 A	120 V, 16 A	120-127 V, Amps not avail
Energy Used While Power Off	0.2W	0.1W	Info not avail
Energy Used in Power Save Mode	0.7W	4W	0.59W
Energy Used in Ready Mode	60W	Info not avail	54.3W
Energy Used While Copying	1020W	Info not avail	Info not avail
Energy Used While Printing	1020W	Info not avail	938.2W
Energy Used While Scanning	Info not avail	Info not avail	Info not avail
Max Power Consumption	1650W	2100W	1584W
TEC Value	3.31KWh	11.25KWh	2.75KWh
Dedicated Outlet	Recommended	Required	Not required
Energy Star Compliant	Yes	Yes	Yes
Operating Noise Level	72 dB	76.3 dB	Info not avail
COMMENTS	None	None	None
OPTIONS			
	DP-7110 DSPF: \$1,944	LU-205 LCT 2,500 sheets (A8H7W11): \$3,330	Type M19 Banner tray (417485): \$915
	DP-7130 DSPF: \$2,657	LU-303 LCT 3,000 sheets (A8H6W11): \$1,770	RT3040 LCT 1,500 sheets (418358): \$1,909
	DP-7100 RADF: \$1,531	FS-537 Finisher (A87HWY1): \$3,020	PB3290 LCT 2,000 sheets (418360): \$1,909
	DT-730(B) Tray document: \$49	FS-536 Finisher (A87GWY3): \$1,650	PB3270 Paper-feed unit 1 x 550 sheets (418355): \$759
	Banner Guide (10) Banner guide: \$335	FS-536SD Finisher booklet (A87GWYE): \$3,095	PB3280 Paper-feed unit 2 x 550 sheets (418349): \$1,649
	PF-7120 LCT 3,000 sheets: \$1,531	FS-537SD Finisher booklet (A87HWYA): \$4,500	Type M37 Paper-feed unit small (418367): \$325
	PF-7110 Paper-feed unit 2 x 1,500 sheets: \$1,491	ZU-609 Folding unit Z fold (A63GWY1): \$5,010	BU3090 Bridge unit (418345): \$205
	PF-7100 Paper-feed unit 2 x 500 sheets: \$1,390	JS-602 Job separator tray (A10CWY2): \$500	SR3260 Finisher (418337): \$1,765
	AK-7110 Bridge unit: \$191	PI-507 Post sheet inserter (A8C6WY1): \$1,110	SR3280 Finisher 3,000 sheets (418385): \$3,315
	DF-7120 Finisher 1,000 sheets: \$1,664	PK-523 Punch unit (A99KW11): \$850	SR3290 Finisher booklet (418330): \$4,755

DF-7110 Finisher 4,000 sheets: \$2,700	PK-520 Punch unit (A3ETW11): \$586	SR3270 Finisher booklet (418335): \$3,695
DF-7130 Finisher 4,000 sheets: \$4,582	RU-515 Relay unit (A87KWY1): \$295	SR3250 Finisher internal 500 sheets (418378): \$1,455
DF-7100 Finisher internal: \$1,508	OT-508 Tray output (A8HDWY2): \$450	FD3010 Folding unit (418339): \$3,549
BF-730 Folding unit booklet and tri- fold for DF-7110 finisher: \$1,620	Keyboard external (7640006869): \$223	PU3070 Punch unit (418327): \$999
BF-9100 Folding unit booklet and tri- fold for DF-7130 finisher: \$1,842	KH-102 Keyboard holder (A4NRWY1): \$123	PU3080 Punch unit (418381): \$999
JS-7100 Job separator: \$222	KP-101 Keypad hard keys (A64TWWY3): \$126	PU3090 Punch unit (418332): \$999
MT-730(B) Mailbox: \$1,080	MK-742 Mount kit for fax option (A886WY1): \$120	BN3130 Tray one bin (418376): \$535
PH-7A Punch unit: \$724	MK-735 Mount kit IC internal (A4NMWY1): \$60	SH3080 Tray shift internal (418343): \$449
PH-7100 Punch unit for 500-sheet inner finisher: \$724	Mount kit key counter (4623474): \$86	Type M3 Bracket for key counter (416869): \$131
STAND Cabinet stand: \$264	Pen for panel (A161192000): \$30	Type M19 Bracket keyboard (417578): \$95
(10) Keyboard holder: \$123	WT-506 Table work (A0W4WY3): \$112	Type F Cabinet (100478FNG): \$250
NK-7130 Keypad hard keys: \$143	IC-418 EFI Fiery print controller (AAMTWY1): \$4,158	Type M3 Caster table (416737): \$270
Type E Platen cover: \$127	FK-516 Fax option (A92D011): \$1,070	Keyboard external (no bracket) (100266FNG): \$70
Stabilizer for cabinet stand: \$51	FK-515 Fax option lines 3 and 4 (A884W11): \$1,068.48	Type M37 Page Keeper (multiple page feed detection) (418368): \$499
Printing System 15 EFI Fiery print controller: \$6,718	Fax spare TX marker stamp (4614511): \$26.50	E-25C EFI Fiery print controller (418433): \$6,279
System 12 Fax option: \$1,248	SP-501 Fax stamp (4614506): \$47.70	Type M37 Fax option (418392): \$1,295

A Fax option internet: \$324	UK-212 Adapter LAN wireless upgrade (A87EWY4): \$260	Type M37 Fax option G3 interface (418530): \$845
System 12 Fax option second line: \$1,248	VI-510 Interface kit video (A9DNWY2): \$296	Type M19 File format converter (417508): \$739
(A) Scan extension kit (searchable PDF/OCR): \$600	EK-610 Interface USB for keyboard (A8H9WY1): \$200	Type M19 Imageable area extension unit (417497): \$95
IB-50 Interface 10/100/1000BaseTX Gigabit Ethernet: \$377	EK-611 Interface USB for keyboard, Bluetooth (A8HAWY1): \$279	Type M37 USB device server (418398): \$265
IB-51 Interface 802.11b/g/n: \$509	HD-524 HDD additional mirroring (A888WY2): \$467	Type M37 VM card (418410): \$45
Interface kit for EFI Fiery print controller: \$810	AU-102 Biometric authentication (A0X9WY1): \$946.58	Type M19 Interface 802.11a/b/g/n (417493): \$739
UG-34 Emulations additional: \$605	bizhub SECURE (7640015657): \$250	Type M37 4-GB memory (418397): \$425
(B) Card authentication kit: Priced by dealer	bizhub SECURE Healthcare (7640019024): \$400	Type M19 64-MB fax memory (MX417518RA): \$95
11 Card reader holder: \$70	bizhub SECURE Platinum (7640020217): \$499	Type M37 Adobe PostScript 3 (418406): \$589
EFI Color Profiler Suite 4, UV with ES-2000 spectrophotometer: \$3,400	AU-205H Card reader IC (R5427000136466): \$399	Type M37 Card reader NFC (418421): \$339
EFI Hot Folders and Virtual Printers: \$995	SC-508 Copy guard kit (A4MMWY3): \$1,225	Type M37 Card reader NFC built in (418422): \$339
EFI Productivity Package: \$5,300	ES-2000 Spectrophotometer (45109642): \$1,348	Type M12 Counter Interface unit (417111): \$81
EFI Seequence Impose: \$2,500	Power filter ESP (XGPCSS20DKM): \$307	ES-2000 Spectrophotometer (007095MIU): \$1,295
EFI Seequence Suite: \$3,000	EFI Auto Trap (7640004313): \$875	XG-PCS-15D Power filter ESP (006428MIU): \$346

UG-33 ThinPrint support: \$152	EFI Color Profiler Suite v4.0 with ES-2000 spectrophotometer (3000005452): \$3,400	EFI Auto Trap (404602): \$725
	EFI Compose (7640009477): \$1,166	EFI Color Profiler Suite v4 (007091MIU): \$3,260
	EFI Hot Folders (7640004312): \$875	EFI Compose (404751): \$2,005
	EFI Impose (7640009476): \$2,650	EFI Hot Folders and Virtual Printers (404600): \$725
	EFI Impose and Compose Suite (7640009478): \$3,179	EFI Impose (404750): \$4,012
	EFI Productivity Package (7640017030): \$4,500	EFI Productivity Package (007183MIU): \$5,000
	LK-106 i-Option License Kit barcode font (A0PD119): \$821	EFI Spot On (404601): \$725
	LK-102 v3 i-Option License Kit enhanced PDF encryption (A0PD116): \$1,100	Type M13 OCR unit (417428): \$345
	LK-108 i-Option License Kit OCR Font (A0PD11G): \$191	
	LK-110 v2 i-Option License Kit searchable DOCX/XLSX (A0PD11U): \$1,500	
	LK-105 v4 i-Option License Kit searchable PDF (A0PD11T): \$667.80	
	LK-111 i-Option License Kit ThinPrint Client Support (A0PD01K): \$250	
	LK-107 i-Option License Kit Unicode (A0PD11F): \$690	
	LK-104 v3 i-Option License kit Voice Guidance (A0PD117): \$785	
SUPPLIES/MAINTENANCE		

TK-8517K Black toner cartridge: Priced by dealer; Yield: 30,000; Coverage: 5%	TN-713K Black toner (A9K8130): \$116.03; Yield: 48,900	IM C6000 Black toner bottle (842279): Priced by dealer; Yield: 33,000; Coverage: 5%
TK-8517C Cyan toner cartridge: Priced by dealer; Yield: 20,000; Coverage: 5%	TN-713C Cyan toner (A9K8430): \$109.61; Yield: 33,200	IM C6000 Cyan toner bottle (842282): Priced by dealer; Yield: 22,500; Coverage: 5%
TK-8517M Magenta toner cartridge: Priced by dealer; Yield: 20,000; Coverage: 5%	TN-713M Magenta toner (A9K8330): \$109.61; Yield: 33,200	IM C6000 Magenta toner bottle (842281): Priced by dealer; Yield: 22,500; Coverage: 5%
TK-8517Y Yellow toner cartridge: Priced by dealer; Yield: 20,000; Coverage: 5%	TN-713Y Yellow toner (A9K8230): \$109.61; Yield: 33,200	IM C6000 Yellow toner bottle (842280): Priced by dealer; Yield: 22,500; Coverage: 5%
MK-8525A Maintenance kit (includes black drum, black developer, fuser, transfer unit and paper feed rollers): Priced by dealer; Yield: 600,000	DR-712K Black drum (A9K70RD): \$256; Yield: 300,000	Black drum: Priced by dealer; Yield: 300,000
MK-8525B Maintenance kit color (includes color drums and color developers): Priced by dealer; Yield: 600,000	IU-712C Cyan imaging unit (includes developer) (A9K70KD): \$739.54; Yield: 190,000	Cyan drum: Priced by dealer; Yield: 300,000
WT-8500 Waste toner container: Priced by dealer; Yield: 40,000; Coverage: 5 black/7.3 color	IU-712M Magenta imaging unit (includes developer) (A9K70ED): \$739.54; Yield: 190,000	Magenta drum: Priced by dealer; Yield: 300,000
PM Schedule: 600,000	IU-712Y Yellow imaging unit (includes developer) (A9K708D): \$739.54; Yield: 190,000	Yellow drum: Priced by dealer; Yield: 300,000
	DV-712K Black developer unit (A9K703D): \$256; Yield: 1,200,000	Black developer: Priced by dealer; Yield: 300,000

FACSIMILE SPECIFICATIONS

Compression Method	MH/MR/MMR/JBIG	MH/MR/MMR/JBIG	MH/MR/MMR/JBIG
Modem Speed	33.6 Kbps	33.6 Kbps	33.6 Kbps
Max TX Resolution	600 x 600 dpi	600 x 600 dpi	400 x 400 dpi
Std/Max Fax Memory	170-MB RAM/170-MB RAM	Shared	4-MB RAM/64-MB RAM
Confid TX/RX	Yes/Yes	Yes/Yes	Yes/Yes
Dual Lines	Opt	Opt	Opt
Other	Duplex TX/RX; F-code TX/RX; fax box; network faxing; opt internet fax; transmission speed of less than three seconds	Three seconds per page transmission speed; color i-fax; PC faxing; time shift; up to 400 job programs	Two seconds per page transmission speed; optional 64-MB SAF memory

PRINTER SPECIFICATIONS

Engine Mfr & Model	KYOCERA/TASKalfa 6053ci	Konica Minolta/bizhub C659	Ricoh/IM C6000
Compatibility	PC, Mac	PC, Mac	PC, Mac
Speed	55 ppm color/60 ppm black	65 ppm color/65 ppm black	60 ppm color/60 ppm black
First-Page-Out Time	5.1 sec color/3.8 sec black	4.9 sec color/3.7 sec black	4.6 sec color/3.1 sec black
Max Print Area	11.7 x 17.7	11.7 x 17.7	Info not avail
Print from USB	Yes (JPEG, PDF, TIFF, XPS)	Yes (DOCX, JPEG, PDF, compact PDF, PPML, PPTX, TIFF, VDX, XLSX, XPS, compact XPS, ZIP)	Yes
Enhanced Resolution	4800 x 1200 dpi	1800 x 600 dpi	Not applicable
Unenhanced Resolution	1200 x 1200 dpi	1200 x 1200 dpi	1200 x 1200 dpi
Std/Max Printer Memory	Shared	Shared	Shared
Controller Mfr/Model	KYOCERA/Info not avail	Konica Minolta/Emperon	Info not avail
Processor/Bits/MHz	Freescape CoreQ T1024/Info not avail/1.2 GHz	ARM Cortex MB86S72/Info not avail/1.6 GHz	Intel Apollo Lake E3940/Info not avail/1.6 GHz
PDL/PCL	PCL 5c/6/XL, PostScript 3, PRESCRIBE, XPS, OpenXPS	PCL 5c/6, PostScript 3, XPS	PCL 5c/6, PostScript 3, opt Adobe PostScript 3
Controller Mfr/Model	EFI/Flery Printing System 15	EFI/Flery IC-418	EFI/Color Controller E-25C
Processor/Bits/MHz	Info not avail	Info not avail/Info not avail/2.7 GHz	Intel Pentium G4400/Info not avail/3.3 GHz
PDL/PCL	Not applicable	PCL 5c/6, Adobe PostScript 3	PCL 5c/6, Adobe PostScript 3
Controller Mfr/Model	Not applicable	Not applicable	Not applicable
Processor/Bits/MHz	Not applicable	Not applicable	Not applicable

PDL/PCL	Not applicable	Not applicable	Not applicable
Other	PDF Direct Print, supports banner printing up to 12" x 48"/320 mm x 1,220 mm via bypass tray; opt Fiery controller	Print preview driver; MyTab allows user to store print settings for quick access; carbon copy print; direct printing of DOCX, JPEG, PCL, PDF, PPTX, PostScript, TIFF, XLSX and XPS files; smart job queue skips jobs that can't be printed due to unavailable paper size, etc.; toner-save mode; print from USB; user boxes (up to 10,000 pages); universal print drivers; Wi-Fi direct; std/max memory for the Fiery IC-418 embedded print controller is 2-GB RAM, 500-GB HD	Optional genuine Adobe PostScript and PDF direct print; universal print driver; watermarks; banner printing; secure locked printing; SD slot on operation panel
SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS			
Technology/Scan Speed	CCD/80 ipm color, 80 ipm black or 100 ipm color, 100 ipm black or 120 ipm color, 120 ipm black	CCD/120 ipm color, 120 ipm black	CCD/120 ipm color, 120 ipm black
Max Resolution	600 x 600 dpi	600 x 600 dpi	1200 x 1200 dpi
TWAIN Compatible	Yes	Yes	Yes
Scan Destinations			
Cloud	Yes	Yes	Yes
E-mail	Yes	Yes	Yes
I-fax	Yes	Yes	Yes
FTP	Yes	Yes	Yes
SMB	Yes	Yes	Yes
HDD	Yes	Yes	Yes
URL	No	Yes	Yes
USB	Yes	Yes	Yes
LDAP Support	Yes	Yes	Yes

File Formats Supported	JPEG, PDF, PDF/A, compact PDF, encrypted PDF, searchable PDF, TIFF, XPS, OpenXPS	DOCX, searchable DOCX, JPEG, PDF, PDF/A, PDF/A 1a and 1b, compact PDF, encrypted PDF, linearized PDF, searchable PDF, PPTX, searchable PPTX, TIFF, XLSX, searchable XLSX, XPS, compact XPS	JPEG, PDF, PDF/A, compact PDF, encrypted PDF, searchable PDF, TIFF
Scan/Image Software	Opt KYOCERA business applications and third-party applications	Applications developed by Konica Minolta plus third-party software packages are available	Info not avail
OCR Software	Opt KYOCERA business applications and third-party applications	Opt i-Option License kit searchable PDF	Info not avail
File Mgmt Software	Opt KYOCERA business applications and third-party applications	Applications developed by Konica Minolta plus third-party software packages are available	Info not avail
Other	WSD scan, scan speeds are when using the document feeder and are based on letter/A4 at 300 dpi resolution	Blank page removal; scan preview; user programmable scan programs; scan to USB, box, WebDav and DPWS	1200 dpi for TWAIN only; scan to SD card; blank page removal
COMMENTS			

	<p>Includes KYOCERA's HyPAS (Hybrid Platform for Advanced Solutions) embedded platform for customized workflow solutions; std wireless range of 98.5 feet/30 meters, opt wireless range of 328.1 feet/100 meters with IB-51 option</p>	<p>Direct access from control panel to downloadable apps from the Konica Minolta bizhub MarketPlace; standard web browser with 4-GB memory</p>	<p>Document Server offers 9,000 page storage capacity; embedded NFC authentication capability comes standard, optional card reader required; Ricoh Cloud Workflow Solutions allow for the development of key applications to enhance workflows; built-in motion sensor senses a user's presence; wakes from sleep mode and allows control panel start-up within one second of touch; supports mobile and cloud printing; icon shortcuts can be created for frequently used workflows; users can select from a wide range of smart apps and tools to place on the user interface</p>
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~~Answers~~ SolutionsYes

[Brad R.](#)

Vancouver, WA

98 friends

40 reviews

4/22/2019

This is a great company to be in partnership with. They really take care of your needs as a customer. If you ever need a copy machine or want to go paperless. Please reach out and have them take care of you. It's a wonderful experience.

Thanks.



[Peder G.](#)

Vancouver, WA

0 friends

5 reviews

11/19/2018

We bought our copier out-right without the service contract, however, when finally needing service, they were right there within 3 hours and solved the issue.



[Jeff C.](#)

Portland, OR

0 friends

43 reviews

3/27/2015

John and the team at Solutions YES are exceptional at what they do, and have made such a change for our small business. We procured a printer through them recently, and our rep Mike helped us pick a machine that met all our needs and is actually saving us money on printing costs. The tech who helped set up the machine was thorough and knowledgeable and spent an incredible amount of time to make sure every detail was correct in the set up and that we were well-trained on how to use the machine. We can't speak highly enough of them and their product!



[Margaret E.](#)

Portland, OR

39 friends

18 reviews

3 photos

6/11/2015

These people know how to get the job done. We have three different locations that all have different printers/faxes/copiers/scanners. I have had a really bad experience with a printer company in the past. Yes Solutions came in and gave us quotes with reasonable prices and great work. They have gone above and beyond making sure we are all up to speed. The communications with them have been excellent! Great people to work with and what's even better? They are local and the business owner is actually there too!



[Emily S.](#)

Southeast Portland, Portland, OR

0 friends

1 review

3/16/2017

We made the switch to Solutions YES a few months, and couldn't be happier. The machine (a Kyocera) is great - does everything we want and then some. More importantly, the customer service and technical assistance is exceptional. We had 2 machines from a competitor. While their technicians were nice enough and fairly responsive, trying to deal with the contract end of things was a nightmare. It also meant our financing was through Wells Fargo, which we were eager to escape. Love doing business with a small, union-friendly, local company. I love knowing my rep by name and being able to reach out whenever I have a question about anything. Bobby has been terrific in getting us a great deal, making the transition very smooth and easy, and being super responsive and hands-on. Some companies get your business and then never want to hear from you. Bobby made a point to come by yesterday to review our usage, answer questions and make sure we were 100% satisfied. Recommend them highly!

City of Cascade Locks

Business Services Proposal

RICOH
imagine. change.



PREPARED BY:
Abraham Gerving, Account Manager
Phone: 360.241.0812
Email: abraham.gerving@ricoh-usa.com



About Ricoh

For over 80 years, Ricoh has transformed the way people work with breakthrough technologies that help businesses innovate and grow. Our focus has always been to envision what the future will look like so that we can help prepare you for success.

Today, that means improving workplaces using innovative technologies & services enabling individuals to work smarter.

Learn more:
ricoh-usa.com/about-us



Video: Ricoh is empowering digital workplaces

Ricoh's team is always there when we need them. And they understand and respect what we do, so they work diligently to resolve issues quickly.

**Oregon based
Non-profit Organization**

Executive Summary

Current State

Ricoh's analysis of your current situation revealed:

- Current Lease expires on 5/31/2020
- Currently hand folding hundreds of statements
- Recreating Hard paper documents
- MFP being used as a Fax machine
- Not using booklet maker

Proposed Solution

- Proposed Ricoh IM C4500 designed for current copy/print volume
- Optional Multi-Fold unit (Folding patterns include Z-Fold, Half-Fold, Outer Tri-Fold and Inner Tri-Fold)
- Optional ICE Advanced Office allowing you to convert paper documents into editable formats
- Fax capabilities
- 4 x 550 Sheet Paper Trays
- Staple Finisher
- Quoted from the US Communities Contract

Solution Set | Advanced Office Package



Easy way to go digital

Converting information from paper to digital documents can be tedious without the right tools. Trade time-consuming manual processes for scanning with automatic optical character recognition (OCR) and file conversion — all performed in the cloud - that transforms scanned pages into practical documents can be searched, edited and shared with those who need them.

Enhance cloud productivity

Hardcopy documents can be scanned and uploaded directly into many popular cloud apps. Just choose a location, file format and desired settings, and your documents will appear as digital files in your chosen cloud app account. No more multi-step processes of scanning, saving, emailing and then uploading.

Simplify mobile printing

To print a document, you simply send an email to print@iceprintcloud.com with your files attached. Once the email is received, a release code is generated and emailed back to you. At any ICE-enabled Ricoh device, enter your release code, adjust your settings and touch "Print." It's that simple.

Benefits

- Convert hardcopy documents to editable digital formats with little or no internal IT support needed
- Replace complex workarounds with direct to system scanning procedures
- Scan directly into G Suite (Google Apps), Office 365, OneDrive for Business and more
- Give your workers intelligent search and retrieval – regardless of their location
- Enable simple mobile device printing for employees and guests
- Protect your information with secure document release
- Reduce waste and improve sustainability by not releasing obsolete print jobs

Multifunction (Scanner, Printer, Copier, Fax)



Products included in proposal may differ from product pictured.

Ease into long-lasting productivity

With RICOH Always Current Technology, the capabilities of your device can grow with your business. This platform allows you to install the latest features and interface enhancements as they become available to meet your workplace needs

Troubleshoot with intelligence

Simplify maintenance with a host of RICOH Intelligent Support capabilities. Our service specialists can remotely access your Ricoh printer to fix issues and minimize downtime. You can also give in-house IT managers the ability to resolve issues over the company network.

Reduce costs and cut energy usage

Ricoh's ENERGY STAR®-rated products offer the economic benefit of energy efficiency without sacrificing performance. Our equipment features energy-saving options like Sleep Mode and Quick Start-Up, and resource-saving options like automatic duplex printing — all while maintaining your productivity.

IM C6000 Highlights

Upgrade your workflows with speed and new technologies

- Prints up to 60 ppm, copy, scan, fax
- 1200 x 1200 dpi max print resolution
- 4 x 550 Sheet Paper Trays
- 1 x 100 Sheet By-pass Tray
- Staple Finisher
- Optional – Multi-fold Unit
- Expand high-speed capabilities with responsive control and convenient apps

Proposed Solutions

Equipment Investment Option #2	
Equipment	Lease – 60 Month Lease
Ricoh IM C6000	\$204.74
Multi-Fold Unit	\$33.65
Ricoh Advanced ICE	\$31.01
B/W Click Rates (service)	\$.0074
Color Click Rates (service)	\$.048

Comparison		
Description	Current	Proposed
Lease Payment	\$174.30	\$204.74
B/W Service Rate	\$.0046	\$.0074
Color Service Rate	\$04	\$.048

Included in Monthly Fee	
Service Agreement Includes	Service rates fixed for 60 months Deliver & Installation Operator training Toner, parts, staples and labor included with service

Maximizing Customer Experience with Ricoh

One of the industry's largest services networks of **over 12,000 field based employees**

State-of-the-art automated cloud dispatch program brings together the right technician with the right parts and keeps you apprised of status

Support personnel who possess the **professional certifications** to work effectively in your environment and resolve issues quickly

Ricoh's Technology Support Services Center provides **24/7 customer support** for hardware devices as well as application software that's part of your solution

- Onsite service
- Self-help global knowledgebase
- Customer help desk
- Dispatch via web

MyRicoH online customer service portal that allows you to submit and manage service requests, submit meter reads, order supplies and even chat live with our support team



Welcome to MyRicoH



Browse products, place & track orders online



Receive personalized alerts for tasks that require attention



Submit meter reads for your Ricoh devices

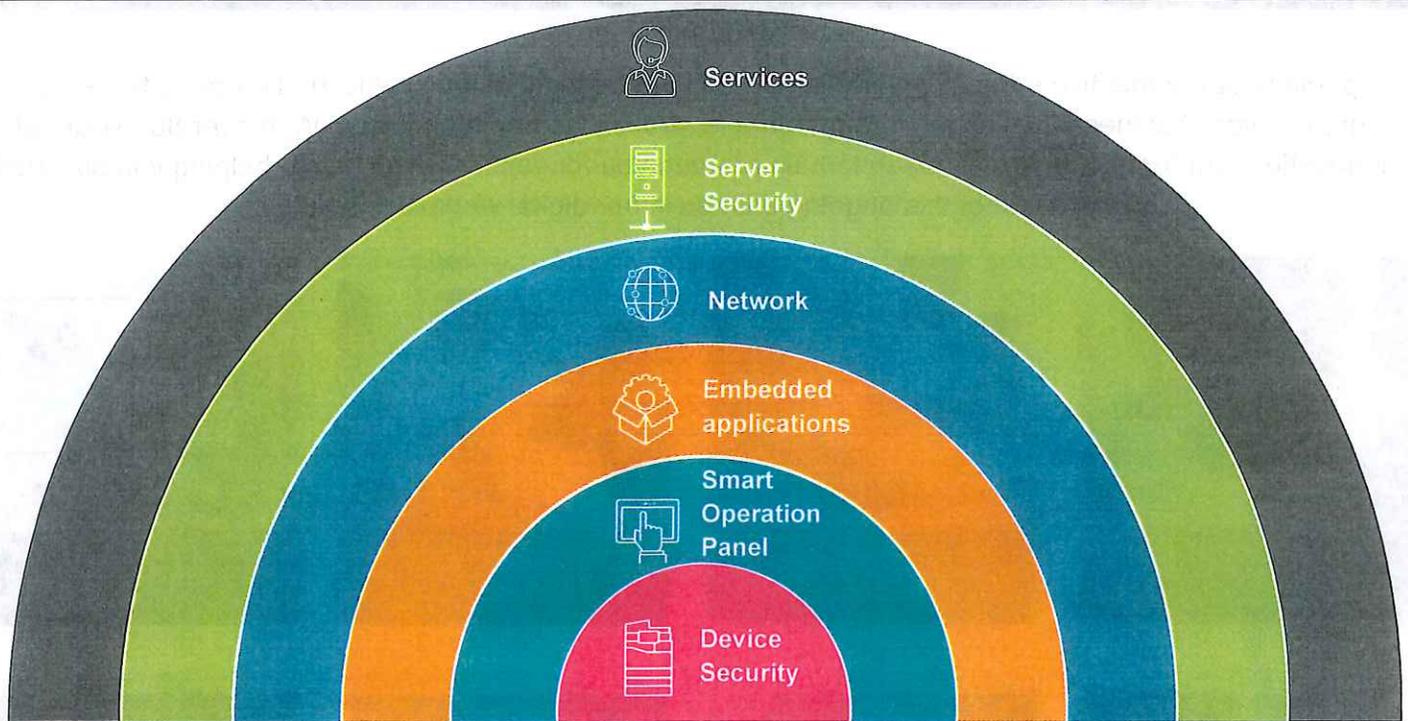


Submit service requests for your devices



Our Technology Services team has received the **NorthFace ScoreBoard Award (SM)** for customer satisfaction. This award recognizes organizations who not only offer exemplary service to their customers, but who also center their existence on a deep commitment to exceeding customer expectations and is solely based on the **Voice Of the Customer** satisfaction ratings for our Technology Services function.

Ricoh's layered approach



Security threats are no longer limited to personal computers, servers or networks. Superior technology, commitment and know-how are essential. Ricoh can help you tackle potential issues caused by vulnerabilities in your devices, the data they process and the networks to which they connect.

Device Security

- ISO 15408 / IEEE 2600 certifications
- Ricoh-only Operating System
- Hard Disk Encryption
- DataOverwriteSecurity System (DOSS)
- Digitally signed firmware updates

Network (Transport & Data Layers)

- Leverage & comply with customer's network security policies & measures
- End to end encryption of scan and print files to protect against "man in the middle"

Smart Operational Panel (User Interface)

- Ricoh only unique OS
- Unnecessary tools and components, tools with known issues are not installed
- Linux Kernel and Services are customized
- Root access is not available

Server Security

- Leverage & comply with customer's server security policies & measures
- Encrypted files
- Segregation of administrator and user roles

Embedded Applications

- Providing extended features such as authentication, secure print, scan & capture, encryption and workflow
- Tested, compatibility certified and digitally signed by Ricoh

Services

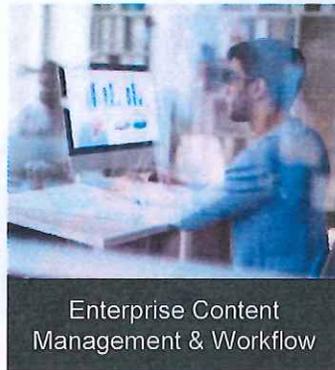
- Security Optimization Services
- ITIL (Information Technology Infrastructure Library) & ISO certified service processes
- Security Incident & Response Team
- End of Life Disposal Services
- Security beyond the device with Information Governance services

Grow your Business with Ricoh

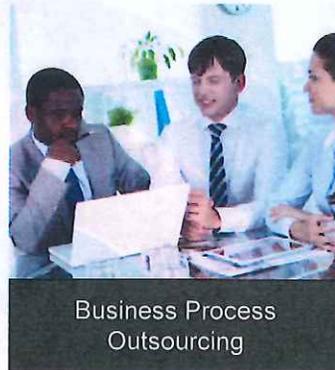
Uphold your competitive edge by leveraging our industry expertise and intellectual property to help you unravel your business challenges through people, processes and technology. With over 80+ years of innovation, our focus has always been to help prepare you for success. The key to helping you succeed in the midst of this ongoing change is our digital workplace solutions.



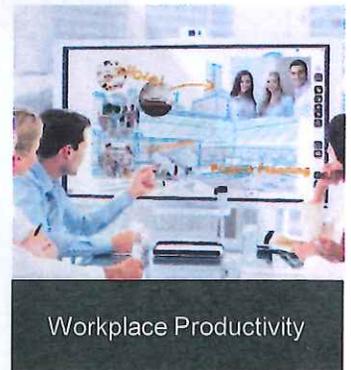
Managed Print



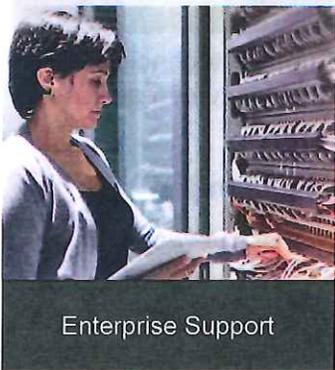
Enterprise Content Management & Workflow



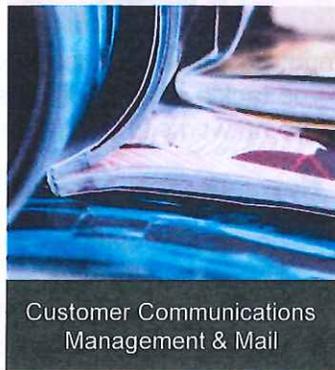
Business Process Outsourcing



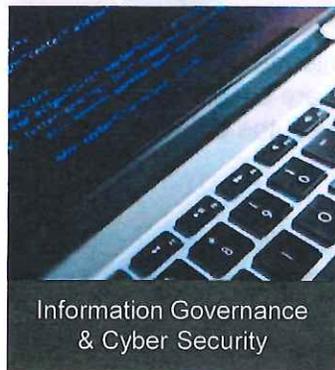
Workplace Productivity



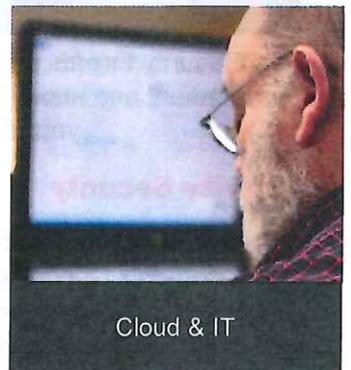
Enterprise Support



Customer Communications Management & Mail



Information Governance & Cyber Security



Cloud & IT

Our recognition that sets us apart



2018 World's 50 Most Innovative Companies from USA Today



Awarded Highest Gold Rating in EcoVadis Global Supplier Survey 4 times in a row



Named a Leader in Gartner Magic Quadrant for Managed Print & Content Services worldwide 6 years in a row.



2018 Energy Star Partner of Year



2017 Global Leader in Print and Document Security from IDC MarketScape



2017 Excellence in Partnership Best Veteran Hiring Award from Coalition for Government Procurement

RICOH
imagine. change.

Ricoh USA, Inc. 70 Valley Stream Parkway, Malvern PA 19355 | 1-800-63-RICOH

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Internal
Multi-Folding
Unit
FD3010

RICOH
imagine. change.



Welcome to **MOUNTAINSIDE PARK**
Close To Nature. Close To Home.



Get Back to Nature

Getting close to nature is a major reason people visit MountainSide Park. Our park visitor center offers information on walks and hikes, and talks on wildlife, native plants, geology, and other subjects. Be a good steward — please observe wildlife from a distance and don't feed them, even if they beg!



Fun on the Lake

MountainSide Lake offer great fishing! The lake is stocked with trout, catfish, muskie, bass, walleye, bluegill and crappie. Kids will enjoy the youth fishing area and everyone is welcome to participate in our Annual Fishing Derby, which takes place on July 4th.

Designated a wakeless lake, MountainSide Lake beckons to canoeists, kayakers, sailors and other low-speed boaters. Swimmers can enjoy its warm waters from the swim beach and children are sure to love the diving platform and the inflatable amusements!

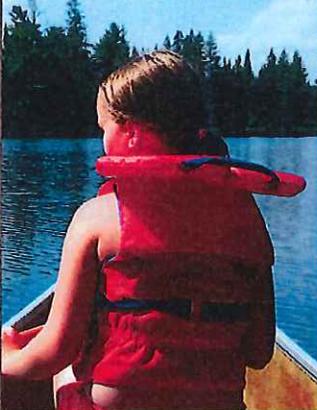
Plan your Visit

MountainSide Park offers a wealth of activities for busy people of all ages, or the chance to do nothing at all. You can play on land or on water in Spring, Summer, Winter or Fall. The park is open every day of the year, weather permitting. Day-use areas are generally open from 5 a.m. to 10 p.m. and the Campgrounds are open 24 hours a day. Check our website for seasonal or maintenance closures.



Take a kayak on the lake, or kick back in a lawn chair and watch the sunset. Enjoy a family picnic, or cast a line in the water. Do whatever you feel!

Your guide to
MOUNTAINSIDE PARK



Where families come to play!

Comprehensive options

The range of versatile finishing and paper tray options available on the new **RICOH IM C3000/IM C3500 and RICOH IM C4500/IM C6000**, enables customers to add a professional-grade touch to printed materials while saving time, streamlining workflows and reducing outsourcing expenses.

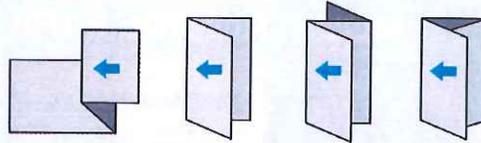
The comprehensive options include:

- Internal multi-folding unit with four types of folding
- Small paper tray and double feed detection kits for Single Pass Document Feeder
- Automatic staple and staple-free finishing options
- Improved stacking quality and minimized curling
- Fiery® E-25C controller for professional-level color control

Internal Multi-Folding Unit option

The new Internal Multi-Folding Unit FD3010 option allows customers to create professional looking output with four paper folding pattern options: Z-fold, half-fold, inner trifold and outer trifold without adding to the MFP's overall footprint.

This compact and space-saving internal option is ideal for retail, real estate and other customers who want to create flyers, leaflets, bulletins and other marketing documents in-house.



Folding options (l to r): Z-fold, half-fold, outer trifold, inner trifold

FAQ

Q: What are the main highlights of the new Internal Multi-Folding Unit FD3010 and which type of customer would benefit from it?

A: This option can be used to create professional-looking output with four paper folding patterns: Z-fold, half-fold, inner trifold and outer trifold.

This compact and space-saving internal option doesn't add to the MFP's overall footprint, making it perfect for offices with space constraints. It is ideal for retail, real estate and other customers who want to create flyers, leaflets, bulletins and other marketing documents in-house.

Q: Do all the Finishers support the Internal Multi-Folding Unit FD3010?

A: No. You cannot add the Internal Multi-Folding Unit FD3010 with an Internal Finisher.

RICOH
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www.ricoh-usa.com

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R4026

Proposed Solutions

Equipment Investment Option #2	
Equipment	Lease – 60 Month Lease
Ricoh IM C6000	\$204.74
Multi-Fold Unit	\$33.65
Ricoh Advanced ICE	\$31.01
B/W Click Rates (service)	\$.0074
Color Click Rates (service)	\$.048

Comparison		
Description	Current	Proposed
Lease Payment	\$174.30 179.02	\$204.74
B/W Service Rate	\$.0046	\$.0074
Color Service Rate	\$04	\$.048

Included in Monthly Fee	
Service Agreement Includes	Service rates fixed for 60 months Deliver & Installation Operator training Toner, parts, staples and labor included with service

Maximizing Customer Experience with Ricoh

One of the industry's largest services networks of **over 12,000 field based employees**

State-of-the-art automated cloud dispatch program brings together the right technician with the right parts and keeps you apprised of status

Support personnel who possess the **professional certifications** to work effectively in your environment and resolve issues quickly

Ricoh's Technology Support Services Center provides **24/7 customer support** for hardware devices as well as application software that's part of your solution

- Onsite service
- Self-help global knowledgebase
- Customer help desk
- Dispatch via web

MyRicoH online customer service portal that allows you to submit and manage service requests, submit meter reads, order supplies and even chat live with our support team



Welcome to MyRicoH



Browse products, place & track orders online



Receive personalized alerts for tasks that require attention



Submit meter reads for your Ricoh devices



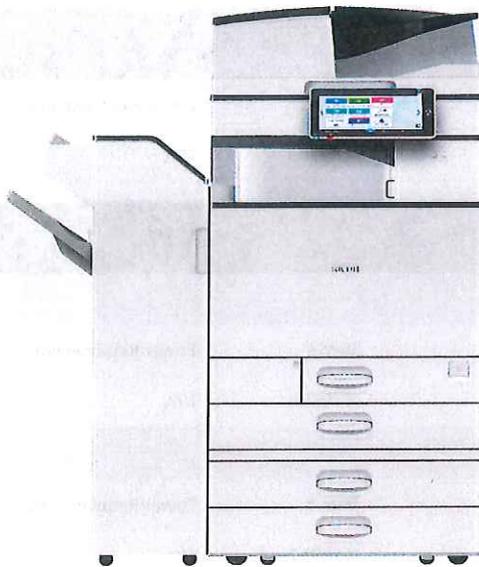
Submit service requests for your devices



Our Technology Services team has received the **NorthFace ScoreBoard Award (SM)** for customer satisfaction. This award recognizes organizations who not only offer exemplary service to their customers, but who also center their existence on a deep commitment to exceeding customer expectations and is solely based on the **Voice Of the Customer** satisfaction ratings for our Technology Services function.



Your Configured Ricoh IM C6000



Your Chosen Options

- IM C6000
- Paper Feed Unit PB3280
- Internal Multi-Fold Unit FD3010
- Finisher SR3260
- Ricoh ICE Advanced Office Package 5 Year Subscription INC5YR
- Fax Option Type M37
- ESP XG-PCS-15D

*Note: The image is a photo realistic illustration of your selected configuration.

DIMENSIONS

WIDTH	DEPTH	HEIGHT
46.70in	27.00in	47.60in
(1,186mm)	(686mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.



Main Unit

Main Unit

Item/Description	Item #	Power Requirements
IM C6000	418228	120V-127V, 60Hz

Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
Paper Feed Unit PB3280	418349	N/A

Output & Finishing Options

Internal		
Item/Description	Item #	Power Requirements
Internal Multi-Fold Unit FD3010	418339	N/A
External		
Item/Description	Item #	Power Requirements
Finisher SR3260	418337	N/A

Cloud-Based Options

Ricoh ICE Advanced Office Package Subscription Options

Item/Description	Item #	Power Requirements
Ricoh ICE Advanced Office Package 5 Year Subscription INC5YR	ICEADVOFC-5YR-PS1	N/A

Fax Options

Item/Description	Item #	Power Requirements
Fax Option Type M37	418392	N/A

Security & Miscellaneous Accessories

Item/Description	Item #	Power Requirements
ESP XG-PCS-15D	006428MIU	N/A

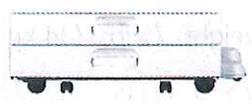


Main Unit

Main Unit

Item/Description	Item #	Thumbnail
<p>IM C6000</p> <ul style="list-style-type: none"> • Output Speed (Letter): 60-ppm • Average Monthly Volume: 15,000 impressions/month • Maximum Monthly Volume: 50,000 impressions/month • Power Requirements: 120V-127V, 60Hz • Weight: 223.5 lbs. (101.4 kg) • W x D x H (inches): 23.1 x 27 x 37.9 • W x D x H (mm): 586.74 x 685.8 x 962.66 <p>Note:</p> <ol style="list-style-type: none"> 1. The DOSS does not overwrite the HDD for the Color Controller E-25C. 2. IM C6000 cannot be installed with Internal Finisher SR3250. 	418228	

Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
<p>Paper Feed Unit PB3280</p> <p>Provides an additional 1,100 sheets.</p> <p>Paper sizes up to 12" x 18".</p> <p>Paper weights up to 80 lb. Bond/166 lb. Index (300 g/m²).</p> <p>Weight: 50.7 lbs. (23 kg)</p> <p>W x D x H (inches): 23.1 x 27 x 9.7</p> <p>W x D x H (mm): 586.74 x 685.8 x 246.38</p> <p>Note:</p> <p>Paper Feed Unit PB3280 cannot be installed with Paper Feed Unit PB3270, Caster Table Type M3, Paper Feed LCIT PB3290, Cabinet Type F or any related options.</p>	418349	

Output & Finishing Options

Internal

Item/Description	Item #	Thumbnail
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Internal Multi-Fold Unit FD3010

418339



Allows for the creation of professionally designed finished documents such as newsletters, brochures, and sales and marketing materials. Folding patterns include Z-Fold, Half-Fold, Outer Tri-Fold and Inner Tri-Fold.

Paper sizes up to 12" x 18".

Weight: 33.1 lbs. (15 kg)

W x D x H (inches): 24.1 x 21.9 x 7.2

W x D x H (mm): 612.14 x 556.26 x 182.88

Note:

1. This option or Bridge Unit BU3090 must be installed when adding the following items: Finisher SR3260, Finisher SR3280, Booklet Finisher SR3270 or Booklet Finisher SR3290.
2. Internal Multi-Fold Unit FD3010 cannot be installed with Internal Shift Tray SH3080, Internal Finisher SR3250 or any related options.

External

Item/Description

Item #

Thumbnail

Finisher SR3260

418337



1,000-sheet Finisher.

For offices that produce collated and stapled sets of documents, the SR3260 helps shorten production time. It offers 50-sheet, multi-position stapling, mixed sized stapling, optional hole punching, and shift-sort collating, as well as a staple-less binding capability of up to 5 sheets.

Supports paper sizes up to 12" x 18".

Weight: 75 lbs. (34 kg)

W x D x H (inches): 22.6 x 24.4 x 37.8

W x D x H (mm): 574.04 x 619.76 x 960.12

Note:

1. Bridge Unit BU3090 or Internal Multi-Fold Unit FD3010 must be installed to add this option.
2. One of the following Paper Feed Units must be selected to add this finisher: Paper Feed Unit PB3280, Paper Feed LCIT PB3290 or Cabinet Type F.
3. Finisher SR3260 cannot be installed with Paper Feed Unit PB3270, Caster Table Type M3, Internal Shift Tray SH3080, Internal Finisher SR3250, Finisher SR3280, Booklet Finisher SR3270, Booklet Finisher SR3290 or any related options.

Cloud-Based Options

Ricoh's Integrated Cloud Environment (ICE) can add significant value by increasing device functionality without additional hardware. Ricoh offers several types of packages to best meet the needs of our customers' environments. The base Office package includes features such as Mobile Printing, Zero Configuration Scan to Email, Scan to Cloud Services, Cloud Fax connectivity and powerful OCR capabilities. The Advanced Office, Education and Legal packages support additional capabilities for more complex and industry specific workflows. A side-by-side comparison of the ICE packages is [available here](#).

View the package type you would like to add to your device: [Office](#), [Advanced Office](#), [Education](#) or [Legal](#).

Ricoh ICE Advanced Office Package Subscription Options

The ICE Advanced Office Package unlocks new productivity-enhancing capabilities from your Ricoh device and helps you incorporate paper documents into your digital processes. Hardcopy documents can be scanned and uploaded directly into many popular cloud applications. Just choose a location, file format and desired settings, and your documents will appear as digital files in your chosen cloud service account. No more multi-step processes of scanning, saving, emailing and then uploading. When you can scan directly into the cloud services your business uses daily, important information becomes instantly accessible and ready to use or share. Users can convert hardcopy documents to editable digital formats, scan and send by email or directly into G Suite™, Office 365™, OneDrive for Business™ and more from the ICE-enabled device, and print your documents from tablets and smartphones. Learn more about the ICE Advanced Office Package at ricoh-cloud.com. We recommend selecting the subscription length that matches the term of your lease. Installation and training fee may apply.

Item/Description	Item #	Thumbnail
<p>Ricoh ICE Advanced Office Package 5 Year Subscription INC5YR</p> <p>5 Year Subscription of the Ricoh ICE Advanced Office Package.</p>	ICEADVOFC-5YR-PS1	

Fax Options

Item/Description	Item #	Thumbnail
<p>Fax Option Type M37</p> <p>Installation required to enable fax services: 33.6 kbps, approximately 2 second transmission speed, standard JBIG, and standard 320 Pages Memory. Includes standard Internet Fax (T.37), LAN Fax, IP-Fax (T.38), Fax Forwarding to Email & Paperless Fax function.</p>	418392	

Security & Miscellaneous Accessories

Item/Description	Item #	Thumbnail
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ESP XG-PCS-15D

006428MIU

Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.

Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.



Ricoh is committed to creating value for our customers through the production of top quality products, services and solutions that directly meet the needs of today's communication intensive business environments. As a result, we offer a range of Multifunction products with advanced scanning and printing software options that help boost productivity and improve workflow by enhancing the user experience. Visit Ricoh-USA.com for more information.

We offer a variety of services and solutions to meet diverse and challenging business needs. To find out more information, visit solutions.ricoh-usa.com

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RICOH ICE Office Package



Boost efficiency with digital processes

The RICOH Integrated Cloud Environment (ICE) Office Package makes it easy to use modern digital processes to achieve new productivity for your organization. Businesses today deal with all kinds of information in many different formats. Often this includes hardcopy documents, such as customer records, order forms, accounting documents, signed contracts and more. Tedious and time-consuming document conversion and upload processes make it difficult for your office staff to deal with hardcopy information. The Office Package is designed to boost businesses efficiency with digital processes — without any technical hassle or steep learning curve.

Benefit from information on paper

A lot of information enters a business on paper, but it can be difficult to manage, takes up a lot of space and isn't easy to locate and share with others. With the Office Package, you can easily transform hardcopy documents into more usable digital information and say goodbye to re-typing. Ricoh ICE converts scanned documents into multiple digital file formats — including Word®, Excel® and PDFs. Optical Character Recognition (OCR) capabilities are built in, transforming scanned pages into practical

documents that can be searched, edited and shared with those who need them.

Eliminate workarounds

Processes for uploading scanned files into popular cloud applications — such as Dropbox™, Google Drive™, Box™, Evernote® and many others — can become cumbersome and inefficient. With the Office Package, what was once a multi-step process of scanning, saving, emailing and uploading is replaced with one simple step. Just choose a location, file format and desired settings, and your documents will appear as digital files in your chosen cloud app account. When you can scan directly into the services your business uses daily, important information becomes instantly accessible and ready to use or share.

Simplify mobile printing

It's likely the majority of your people rely on smartphones. The Office Package makes mobile printing simple, enabling office employees, mobile workers and guests to submit print jobs from their smartphones or tablets to any ICE-enabled Ricoh device. There's no need to track down special print drivers. Just send an email to print@ricohprintcloud.com with your files attached. Receive a security release code, visit any ICE-enabled Ricoh device and use the code to release your document for printing.

Gain new productivity from Ricoh MFPs

Everyone can quickly enjoy newfound productivity from the Ricoh MFPs and printers in your office. Ricoh handles the technology behind the scenes and maintains the service, so users have the freedom to easily share and manage information without burdensome processes. Enhance your office efficiency with the Ricoh Integrated Cloud Environment Office Package.

With the ICE Office Package you can:

- Convert hardcopy documents to editable digital formats
- Scan and send by email from any ICE-enabled Ricoh device
- Scan directly into Google Drive, Dropbox, Box, Evernote and more
- Print your documents from tablets and smartphones

**For full package details and a list of supported cloud apps visit: www.ricoh-cloud.com*

RICOH
IM C4500
IM C6000

✓ Copier ✓ Printer ✓ Facsimile ✓ Scanner



11" x 17" Multifunction Color

Work smarter and more effectively with the RICOH IM C4500/IM C6000 range of Intelligent Devices — technology that is designed to grow and adapt, just as your business does.

It's time to:

- Work smarter — using integrated workflow scan processes.
- Get personal — with easy access to the apps you use most often.
- Stay current — add new functions as needed.
- Save costs — by reducing energy and paper consumption.

Have access to essential feature enhancements and upgrades, whenever you need them. Boost productivity by seamlessly integrating apps from our secure application site to optimize and streamline your workflow. Have confidence that your Intelligent Devices are ready to meet all your demands now and in the future — using technology that's scalable, secure, sustainable and simple.



Ricoh IM C4500
Outstanding 45-ppm Color Copier MFP



Ricoh
Outstanding Achievement in Innovation for
Ricoh Intelligent Scanning

Get more from your intelligent device:

- Save time and streamline workflow — with the right finishing solution for the job.
- Scan smaller documents with the small size paper scan unit.
- Improved scan accuracy — double feed detection unit.
- Enhance print management — with the Color Controller E-25C.



Take advantage of a variety of finishing and paper options to add a professional touch while meeting the printing demands of medium to large workgroups. Environmentally-friendly low TEC (Typical Electricity Consumption) values deliver reduced energy consumption and cut running costs. RICOH Intelligent Support tools ensure your device uptime is maximized while self-help tools enable your teams to make simple fixes such as changing supplies — without involving expensive IT-resources.

With print speeds from 45 to 60 CPM, the RICOH IM C4500/ IM C6000 Intelligent Devices are here to add value to your business. The easy-to-use 10.1" Smart Operation Panel with touch screen controls has a new look with large icons. Settings can be configured to suit each individual user's needs. With easier mobile connectivity, users can print or scan to the office network or cloud from their smart device — with built-in support for NFC, Apple AirPrint® or Mopria.

All devices let you:

- Produce professional flyers with the optional multi-folding unit.
- Reduce outsourcing costs — by producing printed materials in-house.
- Work efficiently and reduce user intervention — by expanding paper capacity.
- Stay productive — with RICOH Intelligent Support.



RICOH IM C4500/IM C6000

MAIN SPECIFICATIONS

	IM C4500	IM C6000
GENERAL		
Warm-up time		21 seconds
First output speed: BW	3.6 seconds	2.9 seconds
First output speed: full color	5.4 seconds	4.2 seconds
Continuous output speed	45 ppm	60 ppm
Memory: standard		2 GB
Memory: maximum		4 GB
HDD: standard		320 GB
HDD: maximum		320 GB
SPDF capacity		220 sheets
Weight		223.5 lbs / 101.4 kg
Dimensions: W x D x H		23.1" x 27" x 37.9"
Power source		120V - 127V 60Hz
COPIER (STANDARD)		
Multiple copying	Up to 999 copies	
Resolution	600 dpi	
Zoom	From 25% to 400% in 1% steps	
PRINTER (STANDARD)		
CPU	Intel Apollo Lake 1.6GHz	
Printer language: standard	PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)	
Printer language: option	Genuine Adobe® PostScript® 3™, IPDS*, PDF Direct from Adobe® * Available December 2019.	
Print resolution	Up to 1,200 x 1,200 dpi	
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B	
Network interface: option	Wireless LAN (IEEE 802.11a/b/g/n), Additional NIC (2nd port)	
Mobile printing capability	Apple AirPrint®, Mopria, Google Cloud Print, NFC, Ricoh Smart Device Connector	
Windows® environments	Windows® 7, Windows® 8.1, Windows® 10, Windows® Server 2008, Windows® Server 2008R2, Windows® Server 2012R2, Windows® Server 2016	
Mac OS environments	Macintosh OS X v10.11 or later	
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux Enterprise, IBM® AIX	
SAP® environments	SAP® R/3®, S/4®	
Other supported environments	IBM iSeries AS/400 using OS/400 Host Print Transform	
SCANNER (STANDARD)		
Scanning speed	120 ipm (simplex) / 240 ipm (duplex)	
Resolution: maximum	Up to 1,200 dpi	
Compression method	TIFF (MH, MR, MMR, JBIG2), Grayscale	
File formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF, OCR* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF, OCR* * Requires optional OCR Unit Type M13	
Scan modes	E-mail, Folder, USB, SD Card	
FACSIMILE (OPTIONAL)		
Circuit	PSTN, PBX	
Transmission speed	2 seconds (200 x 100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission)	
Modem speed: maximum	33.6 Kbps	
Resolution: standard	8 x 3.85 line/mm, 200 x 100 dpi	
Resolution: option	16 x 15.4 line/mm, 400 x 400 dpi	
Compression method	MH, MR, MMR, JBIG	
Scanning speed	81 spm (A4/LT LEF Image Rotation)	
Memory: standard	4 MB (320 pages)	
Memory: maximum	60 MB (4,800 pages)	
PAPER HANDLING		
Recommended paper size	Tray 1: 8-1/2" x 11" (A4) Tray 2: 5-1/2" x 8" - 12" x 18" (SRA3, A3 - A6, B4 - B6), Envelopes Bypass tray: Up to 12" x 18", Envelopes, Custom Sizes (Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm))	
Paper input: standard	1,200 sheets	
Paper input: maximum	4,700 sheets	
Paper output: standard	500 sheets 8.5" x 11" (A4) or smaller; 250 sheets (B4) or larger	
Paper output: maximum	3,625 sheets	
Paper weight	Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m²) Bypass: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m²) Duplex: 14 - 68 lb. Bond/142 lb. Index (52 - 256 g/m²)	
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss	
ECOLOGY		
Power consumption: maximum		Less than 1,584 W
Power consumption operation: BW	619.7 W	822.5 W
Power consumption operation: full color	704.6 W	938.2 W
Power consumption: ready		54.3 W
Power consumption: sleep		0.59 W
TEC	1.8 kWh	2.7 kWh
ENERGY STAR®		Certified
EPEAT®		Gold Rated*
		* EPEAT Gold rating is applicable only in the USA.

RICOH IM C4500/IM C6000

MAIN SPECIFICATIONS

IM C4500

IM C6000

OUTPUT TRAYS AND FINISHER OPTIONS

1 x 550-sheet Paper Tray (PB3270)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
2 x 550-sheet Paper Tray (PB3280)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
2,000-sheet Large Capacity Tray (PB3290)	Paper size: 8.5" x 11" (A4), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
1,500-sheet Side Large Capacity Tray (LCIT RT3040)	Paper size: 8.5" x 11" (A4, B5), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
1,000-sheet Hybrid Finisher (SR3260)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Staple capacity: 50 sheets; Staple paper size: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 Staples
3,000-sheet Finisher (SR3280)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond (52 - 300 g/m ²); Stack capacity: 3,000 sheets; Staple capacity: 50 sheets; Staple paper size: 8.5" x 11" to 11" x 17" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Top Slant
1,000-sheet Booklet Finisher (SR3270)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 1,000 sheets; Staple capacity: 50 sheets; Staple paper size: Normal Staple: 8.5" x 11" to 12x18" (A4 - A3); Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Booklet
2,000-sheet Booklet Finisher (SR3290)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 2,000 sheets; Staple capacity: 50 sheets; Staple paper size: Normal Staple: 8.5" x 11" to 11 x 17" (A4 - A3); Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Top Slant, Booklet
500-sheet Internal Finisher (SR3250)*	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 500 sheets; Staple capacity: 50 sheets; Staple paper size: 7.25" x 10.5" to 11" x 17" (B5 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples
* IM C4500 only	Tray capacity: 250 sheets with 80g/m ² paper (A4, LT or smaller); 125 sheets with 80g/m ² paper (B4, LG or larger); Paper size: 12.60" x 23.62" or smaller, 12.60" x 49.61" by using SP mode; Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²)
Internal Shift Tray (SH3080)	Tray capacity: 125 sheets, Paper size: 5.5" x 8.5" to 12" x 18" (A5 - A3), Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²)
One-bin Tray (BN3130)	When External Finisher is attached:
Internal Multi-fold Unit (FD3010)	A3 - A6 SEF, DLT - HLT, 12.6" x 17.7", 12" x 18"
	Z folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)
	Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio), 12" x 18", 12.6" x 17.7" (SRA3)
	Inner three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)
	When External Finisher is not attached:
	A3 - A6 SEF, DLT - HLT
	Z folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)
	Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)
	Inner three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)
	Outer three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)
	Paper Weights for Folding:
	20 - 28 lb. Bond/58 lb. Index (64 - 105 g/m ²)
	Stack Capacity:
	Folded: 20 sheets
	Unfolded: 100 sheets

OTHER OPTIONS

Fax Option Type M37, G3 Interface Unit Type M37, Memory Unit Type M37 4GB, VM CARD Type M37, Punch Unit PU3070, Punch Unit PU3080, Punch Unit PU3090, Device Server Option Type M37, IPDS Unit Type M37*, PostScript3 Unit Type M37, Color Controller E-25C, IEEE 802.11a/g/n Interface Unit Type M19, File Format Converter Type M19, OCR Unit Type M13, Small Paper Feeding Unit Type M37, Page Keeper Type M37, Imageable Area Extension Unit Type M19, External Keyboard Bracket Type M19, Optional Counter Interface Unit Type M12, Key Counter Bracket Type M3, NFC Card Reader Type M37, Smart Card Reader Built-in Unit Type M37, Caster Table Type M3, Banner Paper Guide Tray Type M19, Cabinet Type F, ESP XG-PCS-15D, External USB Keyboard (No Bracket), EFI Impose Type FS150, EFI Compose Type FS150, Hot Folders Type FS-100, Spot On Type FS100, Auto Trap Type FS-100, Fiery CPS v4, Fiery ES-2000 Spectrophotometer, EFI Productivity Pack for Fiery E22b E22c, Bridge Unit BU3090

* Available December 2019.

CONSUMABLES

Toner: black	33,000 prints
Toner: cyan/magenta/yellow	22,500 prints
Consumable yield measuring method based on A4, 5% coverage	

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

Ricoh USA, Inc.

70 Valley Stream Parkway
Malvern, PA 19355



1-800-63-RICOH



www.ricoh-usa.com

RICOH
imagine. change.

Ricoh USA, Inc., 70 Valley Stream Parkway, Malvern, PA 19355, 1-800-63-RICOH
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R4017-1



**PACIFIC OFFICE
AUTOMATION**
— PROBLEM SOLVED —

Equipment/Service and Supply Contract

No. _____

SOLD TO:

City of Cascade Locks
CUSTOMER NAME
 PO Box 308
BILLING ADDRESS
 Cascade Locks OR 97014
CITY STATE ZIP
 (541) 374-8484
TELEPHONE
 Kathy & Marianne
ATTENTION

SHIP TO:

SAME
CUSTOMER NAME
 140 SW WaNaPa
SHIPPING ADDRESS
 Cascade Locks OR 97014
CITY STATE ZIP
 (360) 442-4986
TELEPHONE
KEY OPERATOR

ORDER DATE		PO#		ORDERED BY		SOLD BY	
2/20/2020						M. Harris	
QTY	ITEM	TYPE	DESCRIPTION			UNIT PRICE	TOTAL
1		NEW	Konica Minolta C659				leased
			*65 PPM Color Copier System				
			*Copy/Print/Scan/Fax				
			*2 x 500 Sheet Paper Trays				
			*Large Capacity Tandem Drawer for 8.5"x11"				
			*Staple Finisher				
			*All service supplies parts and labor included.				
Minimum Monthly Payment (plus applicable taxes) \$ 119 Term 60 Months						Device Management	Included
Service/Supply Agreement	Monthly Base Images	Monthly Base Charges	Overages	Overages Billing Cycle	Term of Contract	Automated Meter Reading	Included
B/W	0	0	0.0065	<input checked="" type="checkbox"/> Monthly	<input checked="" type="checkbox"/> 60 months	Auto Toner Replenishment	Included
Color	0	0	0.045	<input type="checkbox"/> Quarterly	<input type="checkbox"/> 48 months	Advanced Scanning	
				<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> 39 months	Security	
				<input type="checkbox"/> Annual	<input type="checkbox"/> 36 months	MFP Network Support	
					<input type="checkbox"/> Other _____	Power Filter	
CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS						Delivery	Included
*Includes delivery, installation, and ongoing training & support.						Subtotal	
*POA to included new Martin Yale 1611 folder as part agreement.						Sales Tax	
						Total	

By signing this Contract, Customer acknowledges and agrees: (a) this Contract is NON-CANCELABLE; (b) all terms and conditions on the reverse side are an integral part of this Contract; (c) to fully understand all terms and conditions stated herein; and (d) this Contract is the entire Agreement between Customer and Pacific Office Automation relating to the equipment and services described herein, and can be changed only by written agreement signed by both parties.

Customer Authorization

[Signature]
 SIGNATURE
 TITLE
 DATE

Approved by Pacific Office Automation

BY
 TITLE
 DATE

SERVICE/SUPPLY AGREEMENT TERMS AND CONDITIONS

As consideration for Customer's payment as set forth on the front of the Contract, Pacific Office Automation ("POA") agrees to provide the listed supplies, parts and labor service for the covered equipment pursuant to the terms and conditions contained herein.

- Replacement of all parts found defective or worn as a result of normal equipment use.
- Labor to repair and properly maintain the equipment.
- All preventative maintenance done at intervals specified by the manufacturer.
- Loaner equipment in the event the equipment requires shop work to repair.
- Replacement of photoconductors and heater rollers found defective or worn as a result of normal use.
- Replacement of black and color toner, black developer, brushes, and filters.
- Factory recommended retrofits and improvements in the equipment.

If toner is included in the Service/Supply Agreement, the toner will be supplied within the cost per copy charge based upon the standard manufacturer's yield. Excess toner will be billed at standard manufacturer's retail price. Not included in the Service/Supply Agreement are paper, staples, and network support. Service calls by POA covered under the Service/Supply Agreement will only be made during the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. Service billed at any other time will be billed at standard overtime rates. For products or services acquired hereunder, the terms of payment are net ten (10) days.

Customer agrees to pay POA the base and overage charges agreed to on the front of the Contract and agrees that excess images over the allotted base amount during the billing cycle will be billed to Customer at the agreed to rate for overages. If not noted, overages will be charged at POA's book rates. If the Service/Supply Agreement combines two or more pieces of equipment of different operating costs, POA reserves the right to adjust image allocation and pricing to fairly reflect actual usage should the actual usage rate of the equipment vary by more than 10% from the expected usage rates. Customer agrees that POA may increase the per image charge each year during any term of the Service/Supply Agreement by an amount not to exceed 10% of such charge. Service may include reasonable use of Customer's image allotments and materials. Customer's failure to abide by all payment obligations may result in termination of service.

This Service/Supply Agreement shall continue for the term stated on the front of the Contract. The Service/Supply Agreement shall automatically renew **for successive one (1) year terms**, unless either party provides written notice to the other party of their intent to terminate prior to thirty (30) days before the expiration of the original term or any subsequent renewal term.

GUARANTEES

POA extends to Customer the following express limited guarantees under the Service/Supply Agreement.

1. **STANDARD LIMITED WARRANTY:** POA warrants equipment to be free of defect in materials and workmanship for a period of 90 days from installation. This warranty does not extend to replacement of supply items or consumables, including, but not limited to photo conductors, heater rollers, fuser, cleaning kits, toner, developer, or paper. For purposes of this paragraph, New equipment shall be defined as equipment with usage up to 5,000 copies. Used equipment will receive a 30-day warranty.
2. **LIFETIME POWER PROTECTION GUARANTEE:** If a POA Power Filter is included in the Service/Supply Agreement, repairs of damage to covered equipment caused by power surges and/or lightning will be covered.
3. **RESPONSE TIME WARRANTY:** POA guarantees four New hour average response time for emergency services for equipment that is within fifty miles of POA branch offices. If POA does not perform guaranteed response time for a period of one year, upon written request, Customer will receive a 5% credit towards Customer's next service or supply purchase from POA.
4. **UPGRADE, TRADE-IN LIMITED GUARANTEE:** For all New equipment purchased hereunder continuously covered under a POA Service/Supply Agreement, POA will guarantee a trade-in value on New equipment sold by POA up to 90% during the first 36 months after acquisition and a minimum guaranteed trade-in value of 10% thereafter.

GENERAL TERMS & CONDITIONS

- (1) Unless provided, the terms of sale are ten (10) days net. POA agrees to provide reasonable assistance to Customer in its efforts to finance the purchase or lease of the equipment and/or Service/Supply Agreement; however, Customer understands and acknowledges such financing cannot be guaranteed by POA. Customer shall be ultimately responsible for payment of the purchase price of equipment sold or leased. If not provided, the purchase price is the Manufacturer's Suggested Retail Price of the equipment and/or solutions plus the cost of any lease buyouts, delivery charges, installation charges, and the total Service/Supply Agreement.
- (2) If customer defaults in the payment of the purchase price or any other obligation as provided herein, Customer agrees to pay to POA a service charge of 1.5% per month and all of POA's related attorney's fees and collection costs, even if no suit or action is filed. This Contract shall be governed by the internal laws of the State of Oregon. Customer hereby submits and consents to jurisdiction and venue in Multnomah County, Oregon.
- (3) The sales price herein includes the initial installation of the manufacturer's software onto Customer's computers. Prior to such installation, Customer shall perform and complete a system backup. POA shall not be liable for loss or damage of any kind to data or equipment as a result of the installation of the manufacturer's software. Customer shall be solely responsible for the cost of any cables or additional hardware required to connect equipment to a network. POA shall not be responsible for any updates or problems arising after the initial installation due to a change in the Customer's computers and/or Network.
- (4) POA MFP Network Service solely provides coverage for services related to the connectivity between the covered equipment and the Customer's Network. MFP Network Service does not provide coverage for services for the Customer's Network itself.
- (5) **DISCLAIMER: EXCEPT AS SPECIFICALLY PROVIDED HEREIN, POA DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. EQUIPMENT IS SUBJECT TO A MANUFACTURER'S WARRANTY. UNDER NO CIRCUMSTANCES WILL POA BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.**
- (6) Customer shall make arrangements to protect or remove sensitive and private data that may become stored on Customer's equipment. While POA may provide options for data removal and protection, Customer is solely responsible for selecting an appropriate data removal standard that meets Customer's business needs. POA is not recommending any particular option, and POA is not liable for damages arising from Customer's failure to fully remove and protect its data. Please note that regardless of which standard Customer chooses, Customer must return leased equipment in full working order at the end of any lease term.



PACIFIC OFFICE AUTOMATION
PROBLEM SOLVED



Proposed Solution for Multifunction Copier



Key Functions & Features:

- 65 PPM Color Copier System
- Copy/Print/Scan
- Fax Kit Included
- Single Pass Document Feeder
- Doc feeder capacity of 300 sheets
- Scan speed of 120 ipm
- Print & Scan from Mobile Devices
- Large capacity tandem drawer
- POA to include free Martin Yale 1611 folding machine for monthly mailing.

60-Month Lease: \$119 per month (Includes Service Agreement)

- B/W images billed by usage @ \$0.0065 per copy.
- **Color billed by usage @ 0.039 per copy.**
- All service supplies parts and labor included in monthly payment.
- Includes delivery, installation, & ongoing training and support.



CASCADE LOCKS

Proposed Solution for Multifunction Copier



Key Functions & Features:

- 60 PPM Color Copier System
- Copy/Print/Scan
- Fax Kit Included
- Single Pass Document Feeder
- Doc feeder capacity of 220 sheets
- Scan speed of 120 ipm
- Print & Scan from Mobile Devices
- 4 x 500 Sheet Paper Trays
- POA to include free Martin Yale 1611 folding machine for monthly mailing.

60-Month Lease: \$137 per month (Includes Service Agreement)

- B/W images billed by usage @ \$0.0079 per copy.
- **Color billed by usage @ 0.045 per copy.**
- All service supplies parts and labor included in monthly payment.
- Includes delivery, installation, & ongoing training and support.



KONICA MINOLTA

TECHNOLOGY



bizhub® C759

COLOR HIGH-VOLUME MULTIFUNCTION PRINTER

Up to 75 ppm print/copy output to keep pace with rising demands

Standard dual scanning handles up to 240 originals per minute

High capacity 300-sheet document feeder

Large 10.1" color display with quick tablet-like touchscreen interface

Scan-to-email and FTP, scan-to-me, scan-to-home convenience

Built-in Emperon® print system, universal printer drivers

Simitri® HD polymerized toner for high-resolution imaging

Standard 250 GB HDD for on-board document storage

Web browser with 4 GB of memory

ISO 15408 and IEEE 2600.1 security standards

Power-saving design with quick recovery from sleep mode

6,650-Sheet maximum capacity, tab printing support, carbon-copy printing

Advanced authentication, secure print release, remote firmware updates

Multiple bypass tray and detachable paper feed trays improve paper handling

Finishing options for 80-page booklet-making, up to 100-sheet stapling

Options for 2/3-hole punch, tri-fold, z-fold, post-insertion and more

Downloadable apps to help you work faster and smarter

Multiple i-Options to suit the needs of your workflow

EPEAT Gold-certified, low power consumption to cut costs

Mobile printing support (AirPrint, Google Cloud Print Classic, NFC)

bizhub C759

COLOR HIGH-VOLUME MULTIFUNCTION PRINTER

Superior color, spectacular speed and simple touch-and-swipe operation make the bizhub C759 an ideal document solution for high-volume applications. Output speeds of 65 ppm in color and 75 ppm in B&W plus duplex scanning at up to 240 opm keep work flowing — and you'll have powerful, scalable options to increase your productivity and help control your costs.

SYSTEM OVERVIEW

System memory	4 GB
System hard disk	250 GB Standard
Interface	10-BASE-T / 100-BASE-TX / 1,000-BASE-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4/IPv6), SMB v2, LPD, IPP, SNMP, HTTP
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Dual scan document feeder	Up to 300 originals / 5.5" x 8.5" to 11" x 17" / 35-210 gsm
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max.: 11.75" x 47.25"
Printable paper weight	52-300 gsm
Paper input capacity	Standard: 3,650 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 3	1,500 sheets / 5.5" x 8.5", 4" x 6" / 52-256 gsm
Tray 4	1,000 sheets / 5.5" x 8.5", 4" x 6" / 52-256 gsm
Large capacity tray LU-205 (optional)	2,500 sheets / 8.5" x 11" to 12" x 18" / 52-256 gsm
Large capacity tray LU-303 (optional)	3,000 sheets / 8.5" x 11" / 52-256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm
Finishing modes	Offset, group, sort, staple, punch, half-fold, z-fold, tri-fold, post-insertion, booklet
Output capacity	Max. with finisher: 3,300 sheets Max. without finisher: 250 sheets
Stapling (optional)	Max.: 100 sheets or 94 sheets + 2 cover sheets (up to 209 gsm)
Stapling output capacity	Max.: 1,000 sheets
Tri-fold (optional)	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray)
Booklet (optional)	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray)
Copy/print volume	Max.: 300,000 pages / month ¹
Toner lifetime	Black: 48,900 pages / CMY: 33,200 pages
Imaging unit lifetime	Black: 300,000 pages / 1,200,000 pages (Drum/Developer) CMY: 200,000 pages
Power consumption	120 V / 60 Hz, less than 2.1 kW (system)
System dimensions	25.5" x 31.5" x 45.5" (W x D x H)
System weight	Approx. 487 lb.

COPIER SPECIFICATIONS

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed (8.5" x 11")	B&W / Color: up to 75 / 65 ppm (Portrait)
Print speed (11" x 17")	B&W / Color: up to 37 / 33 ppm (Portrait)
Autoduplex speed (8.5" x 11")	B&W / Color: up to 75 / 65 ppm (Portrait)
1st copy out time	B&W: 3.6 sec. / Color: 4.9 sec.
Warm-up time	B&W: approx. 22 sec. / Color: 35 sec.
Copy resolution	600 x 600 dpi
Gradations	256 gradations
Multi-copy	1-9,999
Original format	Up to 11" x 17"
Magnification	25-400% in 0.1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

PRINTER SPECIFICATIONS (STANDARD)

Print resolution	1,800 (equivalent) x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (XL 3.0), PCL5e/c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32 / x64): 7 / 8 / 10 Windows Server (x32 / x64): 2008 / 2008 R2 ² / 2012 ³ / 2016 ³ Macintosh OS X 10.8 or later Linux / Unix / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF; encrypted PDF files and OOXML (DOCX, XLSX, PPTX), mixmedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-418 (VI-510 required)
Memory/HDD	4 GB / 250 GB
PDL	PostScript 3 (ver. 3019) PCL 6 / 5c
Operating systems	Windows (x32 / x64): 7 / 8 / 10 Macintosh OS X 10.7 or later

SCANNER SPECIFICATIONS

Scan speed	B&W / Color: up to 240 ipm
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF; up to 400 job programs, real-time scan preview

FAX SPECIFICATIONS

Fax	Super G3 (optional)
Transmission	Analog, Internet fax, Color i-Fax, IP-Fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

USER BOX SPECIFICATIONS

Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (Email/FTP/SMB and fax), copy box-to-box

SYSTEM FEATURES

Security	ISO 15408 EAL3 ⁴	
	IEEE 2600.1 ⁴	
	IP filtering and port blocking	
	SSL2, SSL3 and TLS1.0 network communication	
	IPsec support	
	IEEE 802.1x support	
	FIPS 140-2	
	User authentication	
	Authentication log	
	Secure print	
	Hard disk overwrite (8 standard types)	
	Hard disk data encryption (AES 128)	
	Memory data auto deletion	
Accounting	Confidential fax receipt	
	Print user data encryption	
	Copy protection (Copy Guard, Password Copy) optional	
	Up to 1,000 user accounts	
	Active Directory support	
	(user name + password + Email + SMB folder)	
	User function access definition	
	Optional Biometric authentication (finger vein scanner)	
	Optional ID card authentication (ID card reader)	
	Software	PageScope Net Care Device Manager
		PageScope Data Administrator
		PageScope Box Operator
		PageScope Direct Print
Print Status Notifier		
Driver Packaging Utility		
Log Management Utility		

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs.

² Warm-up time may vary depending on the operating environment and usage.

³ Supports x64 only.

⁴ Certification pending.

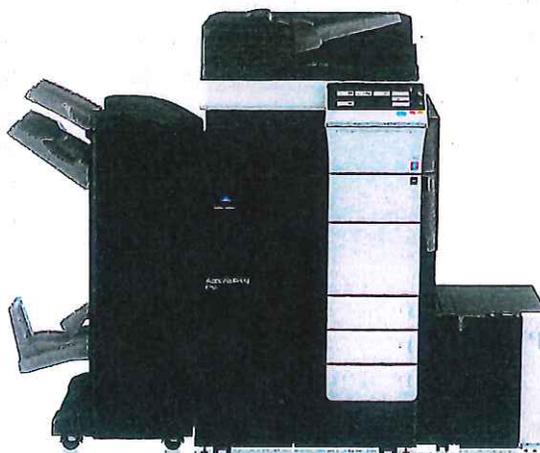
COMPONENTS AND OPTIONS

AU-102 Biometric authentication	Finger vein scanner
AU-205H Universal ID card reader	Various ID card technologies
AU-211 CAC/PIV solution*	Requires WT-506 Working Table
EK-610 USB I/F kit	USB keyboard connection
EK-611 USB I/F kit	USB keyboard connection, Bluetooth
FK-516 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support (requires MK-742)
FS-536 Staple finisher	50-sheet stapling, 3,200 sheets max. output
FS-536SD Booklet finisher	50-sheet staple finisher, 20-sheet booklet finisher, 2,500 sheets max. output
FS-537 Staple finisher	100-sheet stapling, 3,200 sheets max. output
FS-537SD Booklet finisher	100-sheet stapling, 20-sheet booklet finisher, 2,500 sheets max. output
HD-524 Hard disk	Backup HDD
IC-418 Fiery image controller	Embedded image controller for graphics-intensive applications
JS-602 Job separator for FS-537	Separation for fax output, etc.
Keyboard	External keyboard (requires KH-102)
KH-102 Keyboard holder	To place USB keyboard
KP-101 10-Key pad	For use instead of touchscreen
LK-102 v3	PDF/A, PDF encryption, digital signature
LK-104 v3	Provides voice guidance functions
LK-105 v4	Searchable PDF
LK-106	Supports native barcode printing

COMPONENTS AND OPTIONS (CONTINUED)

LK-107	Supports native Unicode printing
LK-108	Supports native OCR A and B font printing
LK-110 v2	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111	ThinPrint® Client data compression for reduced network impact
LU-205 Large capacity unit	2,500 sheets / 8.5" x 11" to 12" x 18" / 52-256 gsm
LU-303 Large capacity unit	3,000 sheets / 8.5" x 11" / 52-256 gsm
MK-715 Mount kit	Banner paper guide
MK-735 Mount kit	Installation kit for ID card reader
MK-742 Mount kit	Installation kit for FK-515 fax board
OT-508 Output tray	Output tray used instead of finisher
PI-507 Post inserter for FS-537	Cover insertion, post finishing
PK-520 Punch kit for FS-536	2/3-hole punching, autoswitching
PK-523 Punch kit for FS-537	2/3-hole punching, autoswitching
RU-515 Relay unit	Required for FS-537/FS-537SD and FS-536/FS-536SD
SC-508 Security kit	Copy Guard function (2x required)
SK-602 Staple kit	Added stapling functionality kit
SP-501 Stamp unit	Added fax stamp capability kit
UK-212 Wireless LAN	Wireless LAN to network connector
UK-501 Multi-feed detection kit	Detects multi-feeding in the document feeder
VI-510 Interface kit for IC-418	Fiery controller interface card
WT-506 Working table	Authentication device placement
WT-513 Upright Working Table	Required to mount the control panel in an upright position, can also be used to hold authentication devices
ZU-609 Z-fold unit for FS-537	Z-fold for 11" x 17" prints

* May not be available at time of launch.





PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives.

Contact us to realize opportunities in:

INFORMATION MANAGEMENT

Enterprise Content Management (ECM)
 Document Management
 Automated Workflow Solutions
 Business Process Automation
 Security and Compliance
 Mobility
 eDiscovery Services

IT SERVICES

Application Services
 Cloud Services
 IT Security
 Managed IT Services
 IT Consulting & Projects
 Business Consulting Services

TECHNOLOGY

Office Multifunction Business Solutions
 Commercial and Production Printers
 3D Printers
 Wide Format Printers
 Laptops, Desktops and
 Computer Hardware
 Servers and Networking Equipment
 Managed Print Services (MPS)
 Managed Enterprise Services

bizhub



For complete information on Konica Minolta products and solutions,
 please visit: CountOnKonicaMinolta.com

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KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
 100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com



Item #: C759SS
 11/2017-C



POA

[M.K.](#)

OR, OR

0 friends

7 reviews

1/4/2020

The worst company you could possibly choose to do business with. Terrible service, machines that don't work correctly and constantly misfeed, get jammed, and otherwise break. The prices are way too high for what you get. They will lock you in a contract and viciously battle you if you discover you aren't getting the deal you signed up for. If you read this, don't say you weren't warned! Terrible terrible terrible!

7/22/2019

They should change the name from POA to POS. The service is an absolute disaster. I've been waiting for them to fix my scanner for nearly a month now. The sales people are great and try, but if they don't have enough techs, who cares. When I leased my Sharp printer, it wasn't in stock and I had to wait several days with NO printer. Then a substitute arrived for a couple days, which they pulled the following week. Total disruption to the office. Lame.



[Sandi C.](#)

Arlington, WA

0 friends

6 reviews

10/29/2019

We are being billed for color copy overages six months after they happened because POA is "behind" on their billings. Then received a duplicate invoice for the same meter readings and was told "Well, you still have to pay it". Then when questioned further, contract rep says "I will have to call you back, WHEN I CAN." Terrible customer service. Would not use in the future.

5/14/2019

Absolute worst customer service I have ever received. I signed a contract for 2 machines, and had to call back 3 weeks later asking where my machines were. Finally got 1 delivered and told the 2nd was back ordered. 3 weeks later, I had to call again, and was told oops, we forgot to have you fill out a credit application. OK. Did that. 2 weeks later had to call again to find out, oops, I forgot to have you sign this one thing. OK. Did that. 2 weeks later, I have to call again to find out where my scanner is. Now they say that I have to purchase the scanner for \$900 which was NOT my original contract. All of these problems, I had to call and find out myself. Nobody ever contacted me for anything.



[John B.](#)

Portland, OR

0 friends

6 reviews

12/12/2018

I would recommend working with anyone else other than POA. The lease agreement is filled with traps and they use them at the end of the lease to make it difficult to choose a different supplier. They have an auto renewal clause that you must cancel within a narrow window of between 60 and 120 days or it is not valid.

Also if you cancel you are required to send the copier back at your expense and the send back location is in a different state--not the office near your location where the salesperson is located. when asked for the send back address in advance the leasing company refused to give it out and they hid behind some policy.

They also build in annual increases that are not very well explained upfront.

There are a lot of better options out there!!!



[A.L.](#)

Portland, OR

0 friends

1 review

8/15/2019

By far the most unprofessional and unresponsive company I have encountered in my 20 years of business. Plotter arrived with wrong catcher, paper and other software problems. At first, they denied it was the wrong catcher then said a new one would arrive soon. After nearly a year of standing by the plotter and catching every page finally a new catcher was delivered. When I contacted the VP, Dino Andereggen and asked him to credit us for the time we were unable to use the plotter as intended he stated that "the only reason we knew it was the wrong catcher is because one of his employees told us" He proceeded to threaten us by stating that the financing is through a third party and that we need to continue paying on the equipment even though it was not complete and functioning properly otherwise our credit would be affected and collection activity would begin. Please stay away from working with this company at all costs. From reading the other reviews we are not the only ones who had the pleasure of experiencing this type of service from POA.



[Jenna R.](#)

Canby, OR

0 friends

2 reviews

8/14/2019

My experience at my current place of employment with Pacific Office Automation has been extremely unprofessional and unorganized. There is zero communication amongst different departments and each department will blame another department for their own mistakes. The current plotter we have on lease through POA took months to work properly. We requested waterproof paper, but instead they installed glossy paper so it just smeared our plans we attempted to print. The biggest issue with trying to resolve issues with POA is that they will deny everything and there is no professionally experienced employees that know the equipment to be able to fix it the first time. They will send you a YouTube link to watch without any guidance from them what so ever, when you are reaching out for assistance from a physical person. This is no way to run a customer service base business, when the customers aren't able to use the machine they are responsible to pay for!



[Dale B.](#)

Southwest Portland, Portland, OR

69 friends

1 review

9/25/2018

Great Company to take care of all your printer and office needs. I have worked with them for over 20 years. The sales team is very professional and service excellent. They are very responsive when called upon to assist. They are extremely qualified to set up and install all systems they sell. Call them for your printer needs.



[Tracy J.](#)

Portland, OR

0 friends

7 reviews

14 photos

11/16/2018

Worse than the iconic used car salesman cliché. I literally spent hours with POA's salesperson, Austin White, discussing options, getting "test drive" of their copier set up and installed on our computers, and negotiating the terms of the lease of one of their copiers only to have him come back days later and say his manager didn't agree to the terms of the contract POA had ME sign. Mind you Austin was here multiple times, and for hours in our store and in the parking lot speaking to his office people to write up a contract that would work for all of us. Then to my surprise, Austin came back to try to renegotiate the contract. This is a clear case of bait and switch. I know what they were thinking.....the printer was already here and installed there is no way we would refuse the new terms. Austin left a message after business hours that his truck would come the next morning and pick the copier up. I called Austin back and left him a message that would not work for us because we were having guests in our office at that time. I let him know that he could send someone to pick up the copier on the following Wednesday. He called back and tried to pressure me into letting him send his driver immediately because they "already sold the copier to someone else". Not my problem. I've had enough and let him know, in no uncertain terms, that they will not be wasting any more of my time. They can pick the copier up when it is convenient for us. Terrible sales program, don't waste your valuable time with these people.



[Michael B.](#)

Tualatin, OR

0 friends

5 reviews

11/19/2018

I have a small business and used to work out of my home therefore I needed a small printer. Few years later my rep who I liked, gave me \$500 and a new better printer for their promotion and into a new contract. Oh I thought this is great a better printer \$500 and I'm only paying a few bucks more a month that's a win. Our company grew and I needed a stronger printer. I am now on my 3rd printer with POA. They now charge me \$605 a month with an allotment of 2,000 color and 1,000 black and white copies. Our other office in Washington got the SAME EXACT printer with the same print amounts for \$300 a month from POA Seattle office. What POA did was roll my previous 2 printers into my 3rd and never told me!!!! I am now supposed to pay on 3 printers! Are you kidding me!!!! I did the math for the 60 months for 3,000 copies per month regardless of color or b/w. I am suppose to pay \$.20 per copy!!! I was sold that you get a printer in your office to SAVE money on printing. My local printer does \$.10 color and \$.03 black and white. Why the hell would i pay that outrageous amount. Let's take this a step further for 5 years I am going to pay \$36,500 for a printer!?! You can buy the exact printer I have for under \$10,000. POA claimed I could trade up at anytime and never said Oh by the way you will then have to pay on what you traded up from and your new one.

I contacted POA multiple times and they told me there is nothing they can do and I'm stuck with it. They are zero help and don't care. All they care about it to get companies into leases that have auto renewals and then service them. I signed a contract with POA. How is it now CIT Bank holds the lease and I'm in contract with them. Now POA does not care because they sold my lease to CIT without ever getting my approval or getting notified.

Few weeks ago a new rep walked into my office interrupted my day. I figured he was there to fix the issue. Nope! He was there "cold walking" in. Let me tell you he got a rude awakening.

Only good thing I have to say about Pacific Office Automation is their turn time when you need ink and when you need service on getting a rep out there. Service is great, contract tactics are shady and unethical.

Pacific Office you need to match the contract you offered my other office with my current contract for the same exact machine and service.



[Mallory G.](#)

Portland, OR

235 friends

2 reviews

7/18/2018

I am so grateful for POA, they have been so supportive. Jose Avila has been a huge help in getting our copier and fax setup. He is always prepared and willing to help. Dane Gibbs has been extremely helpful and knowledgeable with our phone system. Both Dane and Jose have been prompt and patient while I learn everything. I have been through three different companies, and nothing compares to POA. I highly recommend choosing POA for your office needs.



[Micah T.](#)

Portland, OR

104 friends

17 reviews

1 photo

8/11/2016

If I could give zero stars I would. As a professional who has spent some time in Information Technology, and tech support in specific, I can safely say that Pacific Office Automation (aka POA) is the most incompetent "technical support" company I have EVER dealt with. The reasons are innumerable at this point (5 years of personally dealing with their B.S.), but let me paint you a very specific example that is currently happening right now (August 11th, 2016):

My company and I are attempting to get copies of all our contracts with POA - we unfortunately had an accountant/HR professional who signed contracts with POA, and then abruptly left our company w/little to no records on what she did - and POA are literally incapable of telling us what we are paying them monthly for. They apparently have no method for record keeping for their own clients. (let me remind you, this is a "technology" company)

In addition to not even knowing what we are paying them for, POA collections is harassing our accountant about a new copier contract that was signed in November of 2015, past due for \$257, SIGNED WITH A DIFFERENT ORGANIZATION. My company never signed this contract and it is not a contract with us, BUT POA REFUSES TO CALL THE COMPANY WITH WHOM THEY HAVE A PAST DUE CONTRACT (despite us providing POA with their contact information). POA collections are telling us that they will call us - once again, not our contract, not our signatures, not our problem - until they receive payment.

This is only the latest example of Pacific Office Automation's malfeasance and utter incompetence that has plagued my company for years. It's unfortunate that no Millennials in the company (we're very small) were involved in finding a tech company, because literally 0% of Millennials who know anything about computers would ever suggest or recommend this lousy company.

TL;DR: If you are a Baby Boomer who knows nothing about computers and don't mind vague contracts that will continue into perpetuity, then maaaaybe Pacific Office Automation is for you. Me, personally? I'm on a one-man wrecking crew telling everyone I can to stay away from this absolutely incompetent company filled with kids who think they're smart and know what they're doing - but actually do not.



[Marie G.](#)

Portland, OR

2 friends

19 reviews

6/28/2016

As an administrative assistant for an office of less than 20 people, I chose Pacific Office because they appeared to be a local company with very reliable service. Our old company would take weeks to ship in a part for our old copier and

we'd be without printing and copying during that time. While Pacific Office is prompt with most service needs, there are many issues that I regret choosing them.

1. POA uses a company on the east coast to collect payment. This means they mail an invoice and we mail back a check, a process that takes so long that we've incurred late fees several times in the first 10 months of the contract. We are a small company and prefer a paper trail. I've called this east coast company (not POA) to insist that our payments are not late and their advice is to use automatic debits, they refused to credit back any late fees. We are not late on payments, checks are sent within 1 week of receiving an invoice. If POA used a Portland company, we likely would not have this issue. I feel like they misrepresent their local image.

2. We are a small non-profit and we really didn't know how much printing we do a month when looking into their service. We are closed several weeks a year so we have heavier times and lighter times. POA uses a monthly counter and we've been consistently over our contract agreement for maximum pages printed, both color and B&W. They bill us for hundreds of dollars in overages each month. I've inquired about changing the monthly amount we're allowed as we don't go through toner or maintenance at the rate they are charging us. Their response has been that we use the machine more so they have higher maintenance costs. I feel like they did a poor job estimating how much we might use the machine and now we're stuck paying far more than we agreed to in the contract. I feel tricked by POA.

3. Large files (like high-res pictures) take a long time to send to the copier and finally print, like, half an hour. POA was not very helpful in resolving this issue and we still wait for large files or spend time modifying the file size.

4. If your toner collection unit is full, you cannot replace it on your own (perhaps depending on which machine you have). POA classifies this piece differently than toner so you must request a technician to come and replace it, creating unnecessary down time of the machine. They will claim it's the manufacturer's rules etc. but it seems like an easy for them to claim more service needs when I can easily replace the bin myself.

Buyer beware.



[Karen D.](#)

Portland, OR

104 friends

7 reviews

11/22/2014

Updated review

This company provides horrible, horrible, horrible service. Avoid signing a contract with them at all costs. Once you sign a contract with them you will be stuck with them and they will screw you over in any way that they can. They put disclaimers and small print into their contracts that give you absolutely zero ability to get out of a contract. We had to take over a contract from a business we purchased and it has been the biggest headache in the world. Paying \$600/month for an outdated copier, the cost is so high because when a machine starts to malfunction near the end of the contract they roll the remainder of the contract into a new one and charge you a greater monthly fee.

Their customer service is awful. We just replace the \$600/month machine with one that smaller and less expensive for \$300/month. Well for the last two months they want us to pay for both contracts, even though they have already removed the old machine. We can't stop paying for it until our new contract is "approved" and we won't be "approved" until we pay the months of the old contract. (To clarify- These are months AFTER the machine was removed from our business).

I would never do business with this company again, and it will be such a huge relief once our contract is over.

12/3/2012 Previous review

This company provides horrible, horrible, horrible service. Avoid signing a contract with them at all costs. Once you sign a contract with them you will be stuck with them and they will screw you over in any way that they can. They put disclaimers and small print into their contracts that give you absolutely zero ability to get out of a contract. We had to take over a contract from a business we purchased and it has been the biggest headache in the world. Paying \$600/month for an outdated copier, the cost is so high because when a machine starts to malfunction near the end of the contract they roll the remainder of the contract into a new one and charge you a greater monthly fee.

Their customer service is awful. We just replace the \$600/month machine with one that smaller and less expensive for \$300/month. Well for the last two months they want us to pay for both contracts, even though they have already removed the old machine. We can't stop paying for it until our new contract is "approved" and we won't be "approved" until we pay the months of the old contract. (These are months AFTER the machine was removed from our business).

I would never do business with this company again, and it will be such a huge relief once our contract is over.



PACIFIC OFFICE AUTOMATION

The Northwest's own, the nationally recognized copier company

Master Lease Schedule # _____ R12

"Master Agreement" shall mean this Master Lease Agreement. "Schedule" shall mean any Lease Schedule signed by you and us which incorporates the terms of this Master Agreement. "Lease" shall mean this Master Agreement and any Schedule.

TERMS AND CONDITIONS

- 1. COMMENCEMENT OF A SCHEDULE.** Commencement of a Schedule and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of the Lease with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of the Lease. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing a Schedule you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under a Schedule.
- 2. LEASE PAYMENTS.** You agree to remit to us the Lease Payment (as set forth in the applicable Schedule) and all other sums when due and payable each Billing Period at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorship), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for the Lease and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Lease Payments will include any freight, delivery, installation and other expenses we finance on your behalf at your request. Lease Payments are due whether or not you receive an invoice. You authorize us to adjust the Lease Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier.
- 3. LEASE CHARGES.** You agree to: (a) pay all costs and expenses associated with the use, maintenance, servicing, repair or replacement of the Equipment; (b) pay all fees, assessments, taxes and charges governmentally imposed upon Lessor's purchase, ownership, possession, leasing, renting, operation, control or use of the Equipment and pay all premiums and other costs of insuring the Equipment; (c) reimburse us for all costs and expenses incurred in enforcing the Lease; and (d) pay all other costs and expenses for which you are obligated under the Lease ((a) through (d) collectively referred to as "Lease Charges"). If a Schedule provides for a Dollar Purchase Option (a "\$1 Lease"), for U.S. federal income tax purposes, the parties hereto agree that it is their mutual intention that you shall be considered the owner of the Equipment and we shall in no event be liable to you if you fail to secure any U.S. federal income tax benefits available to the owner of the Equipment. If a Schedule provides you with a Fair Market Value Purchase Option (an "FMV Lease"), you agree, at our discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit to us each Billing Period our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period sums includes a separately stated estimate of personal property and other similar taxes, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. You agree to pay us an administrative fee for the processing of taxes, assessments or fees which may be due and payable under this Lease. We may take on your behalf any action required under the Lease which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law).
- 4. LATE CHARGES.** For any payment which is not received by its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$22 (not to exceed the maximum amount permitted by law) as reasonable collection costs.
- 5. OWNERSHIP, USE, MAINTENANCE AND REPAIR.** In the case of a \$1 Lease, the parties hereto agree that it is their mutual intention that you shall be considered the owner of the Equipment (other than Software) for various purposes, including federal income tax purposes, as of the Commencement Date, and you hereby grant to us and we reserve a security interest in the Equipment to secure all of your obligations under the Lease. In the case of an FMV Lease, we own the Equipment and you have the right to use the Equipment under the terms of this Lease. If the Lease is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under the Lease. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on a Schedule without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty, certification and standard full service maintenance contract; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.
- 6. INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of a Schedule for acts or omissions which occurred during the Term of a Schedule. You also agree that (except in the case of a \$1 Lease) the Lease has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits.

Continued on page 2

BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS MASTER AGREEMENT AND EACH SCHEDULE SHALL BE GOVERNED BY THE LAWS OF OREGON. YOU CONSENT TO THE JURISDICTION AND VENUE OF FEDERAL AND STATE COURTS IN OREGON TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES. FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

BY SIGNING THIS MASTER AGREEMENT, YOU ACKNOWLEDGE RECEIPT OF PAGES 1 AND 2 OF THIS MASTER AGREEMENT, AND AGREE TO THE TERMS ON BOTH PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

Continued on page 2

LESSOR ("We", "Us")	LESSEE ("You")
Pacific Office Automation, Inc.	Corbett School District 39
	(Lessee Full Legal Name)
By: X _____	By: X _____
Name Branch Admin Manager	Name _____ Title _____
Title _____ Date _____	Date _____ Federal Tax ID _____

CASCADE LOCKS STAFF REPORT

Date Prepared: March 24, 2020

For City Council Meeting on: March 30, 2020

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Archeological Cultural Resource Contract

SYNOPSIS: The State of Oregon Historic Preservation Office is requiring the City to do an archeological cultural resource survey for those areas impacted by the proposed Economic Development Administration funded Electrical Utility Resiliency Project. That project will include the purchase of the BPA Cascade Locks Substation, adding switch gear to enable us to increase our electrical capacity from 14 to 20 megawatts, replace the poles and wiring over the freeway, and extending adequate capacity to and through the Port's Business Park.

I emailed a request for proposal to 13 Oregon Archeologists from the Oregon SHPO approved list. I received two responses in return.

- John Fagan of Archeological Investigations Northwest for \$14,469.
- Andrew Frierson of AndersonPerry & Associates for \$9,680.

Please find attached the proposed contract from AndersonPerry & Associates.

Once the cultural resource survey is completed, submitted to OSHPO, and accepted by OSHPO, we will then submit the report to the EDA. The EDA will then complete their legal review of the project and the City will be eligible for the 80% grant for the \$3 million project.

CITY COUNCIL OPTIONS: Approve or reject the proposed contract.

RECOMMENDED MOTION: "I move to approve the agreement for professional services with AndersonPerry & Associates for the Electrical Improvement Project."



AGREEMENT FOR PROFESSIONAL SERVICES

Job No. 208-08

PROJECT: Electrical Infrastructure Improvements

PART I. PARTIES AND DESCRIPTION OF WORK

THIS AGREEMENT is made on the ___ day of March 2020 between the CITY OF CASCADE LOCKS, OREGON (the CLIENT) and ANDERSON PERRY & ASSOCIATES, INC. (the PROFESSIONAL). Now, therefore, the CLIENT and PROFESSIONAL agree as follows:

PART II. PROFESSIONAL SERVICES

- A. The CLIENT hereby authorizes the PROFESSIONAL, acting as an independent consultant, to perform the following services: Conduct background research and a cultural resource inventory for the Electrical Infrastructure Improvements project as outlined in the attached Scope of Work and Fee Estimate dated March 20, 2020.
B. The CLIENT will provide the following to the PROFESSIONAL: Maps of the project area and any pertinent historical information previously compiled about the project area.
C. Additional Provisions: None.

PART III. BASIS OF FEE AND BILLING SCHEDULE

In consideration for performing said services, the CLIENT agrees to compensate the PROFESSIONAL as follows: On a time and materials basis, in accordance with the attached Hourly Fee Schedule, for an estimated fee of \$9,680. See the attached Scope of Work and Fee Estimate, dated March 20, 2020.

Billings will be submitted monthly based upon actual services performed. Accounts are due 30 days from the date of billing. A service charge of 12 percent interest per annum will be charged on all past due accounts. Interest to start 30 days from the date the billing is received. The PROFESSIONAL may suspend work under this Agreement until the account is paid in full.

If collection is made by suit or otherwise, the CLIENT agrees to pay interest until the account is paid, plus pay all collection costs, including a reasonable attorney's fee.

THE TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF THIS AGREEMENT.

This Agreement executed on the day and year first above written.

PROFESSIONAL
ANDERSON PERRY & ASSOCIATES, INC.

CLIENT
CITY OF CASCADE LOCKS, OREGON

Jake Hollopeter, P.E.
Name

Name

Signature

Signature

Vice President
Title

Title

ANDERSON PERRY & ASSOCIATES, INC.

PART IV. TERMS AND CONDITIONS

GENERAL

Should litigation or arbitration occur between the two parties relating to the provisions of this Agreement, all litigation or arbitration expenses, collection expense, witness fees, court costs, and attorneys' fees incurred by the prevailing party shall be paid by the non-prevailing party to the prevailing party.

Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

The PROFESSIONAL intends to render his services under this Agreement in accordance with generally accepted professional practices for the intended use of the project and makes no warranty either expressed or implied.

The CLIENT guarantees full and free access for the PROFESSIONAL to enter upon all properties required for the performance of the PROFESSIONAL's services under this Agreement.

The PROFESSIONAL shall not be responsible for acts of omissions of any party or parties involved in the services covered by this Agreement other than their own or for the failure of any contractor or subcontractor to construct any item in accordance with recommendations issued by the PROFESSIONAL.

Any opinion of the estimated construction cost prepared by the PROFESSIONAL represents their judgment as a design professional and is supplied for the general guidance of the CLIENT, since the PROFESSIONAL has no control over the cost of labor and material, or over competitive bidding or market conditions, the PROFESSIONAL does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.

EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the CLIENT and the PROFESSIONAL and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the CLIENT and the PROFESSIONAL.

AUTHORIZATION TO PROCEED

Approval of this agreement by the CLIENT and the PROFESSIONAL will serve as written authorization for the PROFESSIONAL to proceed with the services called for in this Agreement.

OWNERSHIP OF DOCUMENTS

All drawing, specifications, and other work product of the PROFESSIONAL are property of the PROFESSIONAL whether the project is completed or not. Reuse of any of the instruments of service of the PROFESSIONAL by the CLIENT on extensions of this project or on any other project without the written permission of the PROFESSIONAL shall be at the CLIENT's risk and the CLIENT agrees to defend, indemnify, and hold harmless the PROFESSIONAL from all claims, damages, and expenses including attorneys' fees arising out of such unauthorized reuse of the PROFESSIONAL's instruments of service by the CLIENT OR BY OTHERS ACTING THROUGH THE CLIENT.

TERMINATION

This Agreement may be terminated by either party by seven days written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other party through no fault of the terminating party or by mutual consent. If this Agreement is terminated, the PROFESSIONAL shall be paid for services performed to the termination notice date, including reimbursable expenses due.

GOVERNING LAW

Unless otherwise specified within this Agreement, this Agreement shall be governed by the law of the principal place of business of the PROFESSIONAL.

INSURANCE

The PROFESSIONAL shall acquire and maintain statutory workmen's compensation insurance coverage, employer's liability, and comprehensive general liability insurance coverage. The CLIENT shall acquire and maintain appropriate property, comprehensive general liability, and other appropriate insurance that will protect the CLIENT's interest on the project.

INDEMNITY

The CLIENT will require that any contractor or subcontractor performing work in connection with drawings produced under this Agreement to hold harmless, indemnify and defend, the CLIENT and the PROFESSIONAL, their consultants, and each of their officers, agents, and employees from any and all liability claims, losses, or damage arising out of or alleged to arise from the contractor's (or subcontractor's) negligence in the performance of the work described in the construction contract documents, but not including liability that may be due to the sole negligence of the CLIENT, the PROFESSIONAL, their consultants or their officers, agents, and employees.

LIMITATION OF LIABILITY

The CLIENT agrees to limit the PROFESSIONAL's liability to the CLIENT and to all construction contractors and their subcontractors on the project, if any, due to the PROFESSIONAL's professional negligent acts, errors, or omissions, such that the total aggregate liability of the PROFESSIONAL to those named shall not exceed Fifty Thousand (\$50,000.00) Dollars or the PROFESSIONAL's total fee for services rendered on this project, whichever is greater.

EEO PROVISIONS

The PROFESSIONAL shall comply with all applicable provisions of the Regulations of the U.S. Department of Commerce (Part 8 of Subtitle 15 of the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to non-discrimination in employment because of race, religion, color, sex, or national origin. The PROFESSIONAL shall comply with Executive Order 11246 (41 CFR 60-1.4), Section 503 of the Rehabilitation Act of 1973 (41 CFR 60-741.5(a)), Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (41 CFR 60-250.5(a)), the Jobs for Veterans Act of 2003 (41 CFR 60-300.5(a)), and, the organizing and collective bargaining Clauses of Executive Order 13496 (29 CFR 471). The PROFESSIONAL shall comply with applicable federal, state, and local laws, rules, and regulations concerning Equal Employment Opportunity.



SCOPE OF WORK AND FEE ESTIMATE
March 20, 2020

The City of Cascade Locks, Oregon (Client) has requested Anderson Perry & Associates, Inc. (Professional) to assist with compliance with Section 106 of the National Historic Preservation Act by performing Phase I archaeological investigations for the Electrical Infrastructure Improvements project. The cultural resource inventory will consist of a combination of background research and fieldwork designed to identify cultural resources and define site boundaries within the area of potential effect (APE) using pedestrian and subsurface survey methods. The cultural resources work is anticipated to require three tasks, as outlined below.

TASK NO. 1 - LITERATURE REVIEW

This task includes gathering available archaeological site and archaeological survey data from a variety of sources and obtaining the required excavation permit. Previous survey and site information will be gathered utilizing the Oregon Archaeological Records Remote Access database. Site and survey data will be collected for areas within the APE and within a 1-mile radius of the APE. Previous historic-period built resource data will be gathered utilizing the Oregon Historic Sites database.

This task also includes the examination of readily available maps and images including, but not limited to, historical General Land Office maps, U.S. Geological Survey topographic maps, Metsker maps, Sanborn fire insurance maps, county or city engineering records, newspaper articles, and historic-period aerial photos to identify other potential cultural resource sites or gain more information concerning known cultural resources within or adjacent to the APE.

TASK NO. 2 - FIELD RECONNAISSANCE

This task includes travel to the project area, execution of an intensive pedestrian survey, excavating up to 60 shovel test probes (STPs), and field recording of any visible archaeological sites or isolates located in the APE. The APE is defined as the development footprint of each project component and associated construction staging and access areas, as well as an additional 10-meter (m) (33-foot [ft]) buffer around each footprint up to the property line.

The pedestrian survey will be conducted using linear transects throughout the APE consistent with current Oregon State Historic Preservation Office (SHPO) guidelines. Transects will be spaced no more than 20 m (100 ft) apart. STPs will be excavated only at locations of proposed subsurface disturbance and only in areas where feasible. Cobble channels, existing roadbeds, etc., will be avoided. STPs will consist of 30-centimeter (cm) (12-inch [in]) diameter holes excavated in 10-cm (4-in) levels to the depth of proposed disturbance, 100 cm (3.3 ft), or until a restrictive layer such as bedrock is encountered, whichever comes first. Sediments will be excavated manually and screened through 1/4-in (6.4-millimeter) mesh hardware cloth. If an STP is found to be positive for archaeological material, four STPs will be placed in four opposing directions from the original STP and within the project APE to determine if the find constitutes an archaeological site or an isolate. If space is limited due to property boundaries or restrictive surfaces, fewer than four STPs will be excavated. If any of these



STPs are also positive, additional STPs will be excavated until either ten artifacts are discovered or until the positive STPs are buffered by negative STPs, which will determine the find as an isolate.

TASKS NO. 3 - CULTURAL RESOURCE INVENTORY REPORT

This task includes drafting a Cultural Resource Inventory report to summarize the literature review, field methodology, inventory findings, assessment of archaeological site significance, and the finding of effect for the project. The Professional will provide a draft copy of the report to the Client's project manager in Microsoft Word format for review and provide a final copy of the report in Word and PDF format two weeks following the receipt of draft review comments.

ASSUMPTIONS

1. Unrestricted access to the APE is available to complete the work.
2. Work will be conducted in conjunction with favorable weather conditions, and no investigations will take place when snow cover exceeds 30 percent.
3. This Scope of Work accounts for the potential recording of one archaeological site and one archaeological isolate. Any cultural resources in excess of this will require an amendment to the fee.
3. This Scope of Work accounts only for Phase I investigations. Potential Phase II investigations, used to establish National Register of Historic Places eligibility, would require an additional scope of work and an amendment to the fee.

DISCOVERY OF ARCHAEOLOGICAL MATERIAL

It is possible that additional or more complex archaeological material could be discovered as a result of the initial investigation work required, as outlined herein. The discovery of additional or more complex archaeological material may necessitate more work or further coordination with SHPO, tribal governments, and/or the property owner(s). Such additional work, if required and approved by the Client, would require a new scope of work and fee estimate and is not included herein.

FEE ESTIMATE

The estimated fee for the services outlined herein is \$9,680, as summarized on Attachment A, Fee Estimate, dated March 20, 2020.



**ATTACHMENT A
FEE ESTIMATE**

Client: City of Cascade Locks, Oregon
 Project: Electrical Infrastructure Improvements Cultural Resource Inventory
 Job No.: 208-08
 Prepared by: Andrew Frierson, RPA
 Date: March 20, 2020

Task No.	Task Description	Hours				Expenses	Trimble Usage (\$20/hr)	Totals*
		Archaeological Technician II	Supervisory Archaeologist I	Supervisory Archaeologist II	Drafting Technician			
1	Literature Review	4	2					\$ 420
2	Field Reconnaissance							\$ -
	Pedestrian Survey	2	2				2	\$ 340
	Subsurface Testing	20	20				20	\$ 3,400
	Travel Mileage					\$1,030		\$ 1,030
	Travel Time	7	7					\$ 1,050
	Project Management		2					\$ 180
3	Cultural Resource Inventory Report	12	21		2			\$ 2,840
	Agency Coordination							\$ 210
	Project Management							\$ 210
	Total Hours	45	54	4	2		22	
	Billing Rate	\$60	\$90	\$105	\$115		\$20	
	Total Fee*	\$2,700	\$4,860	\$420	\$230	\$0.750	\$440	\$ 9,680

*This is an estimate only; actual cost will be billed on a time and materials basis.

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 January 2020

Case Numbers associated with Cascade Locks				Call Type Breakdown	
Case #	Date	Deputy	Call Type		
S200002	01/01/20	28	THEFT	1	ALARM
S200010	01/04/20	10	DOM	4	AOA
S200016	01/06/20	28	THEFT	1	ASLT
S200019	01/08/20	14	SUSP	1	DIST
S200023	01/09/20	10	THEFT	2	DOM
S200036	01/15/20	27	THEFT	13	FU
S200039	01/16/20	28	SV	2	HARA
S200051	01/21/20	28	DIST	4	INFO
S200030	01/21/20	28	HARA	3	MSG
S200056	01/23/20	18	THEFT	3	MVC
S200063	01/27/20	10	THEFT	2	OFCR
				5	PS
				1	REPO
				1	SAR
				15	SUSP
				1	SV
				1	TA
				2	TC
				12	THEFT
				5	TRES
				9	VEH STOP
				2	WEAP
				4	WELF
				1	WS
Total	11			95	Total

41

95

Total Number of Cascade Locks patrols

Total Calls for Service
(includes followup, OFCR initiated, agency assist, SAR, etc.)

Hours worked by Deputy VandenBos (28)

72.55

Hours worked by other personnel

24.78


 Brian Rockett, Undersheriff

