

CITY of CASCADE LOCKS

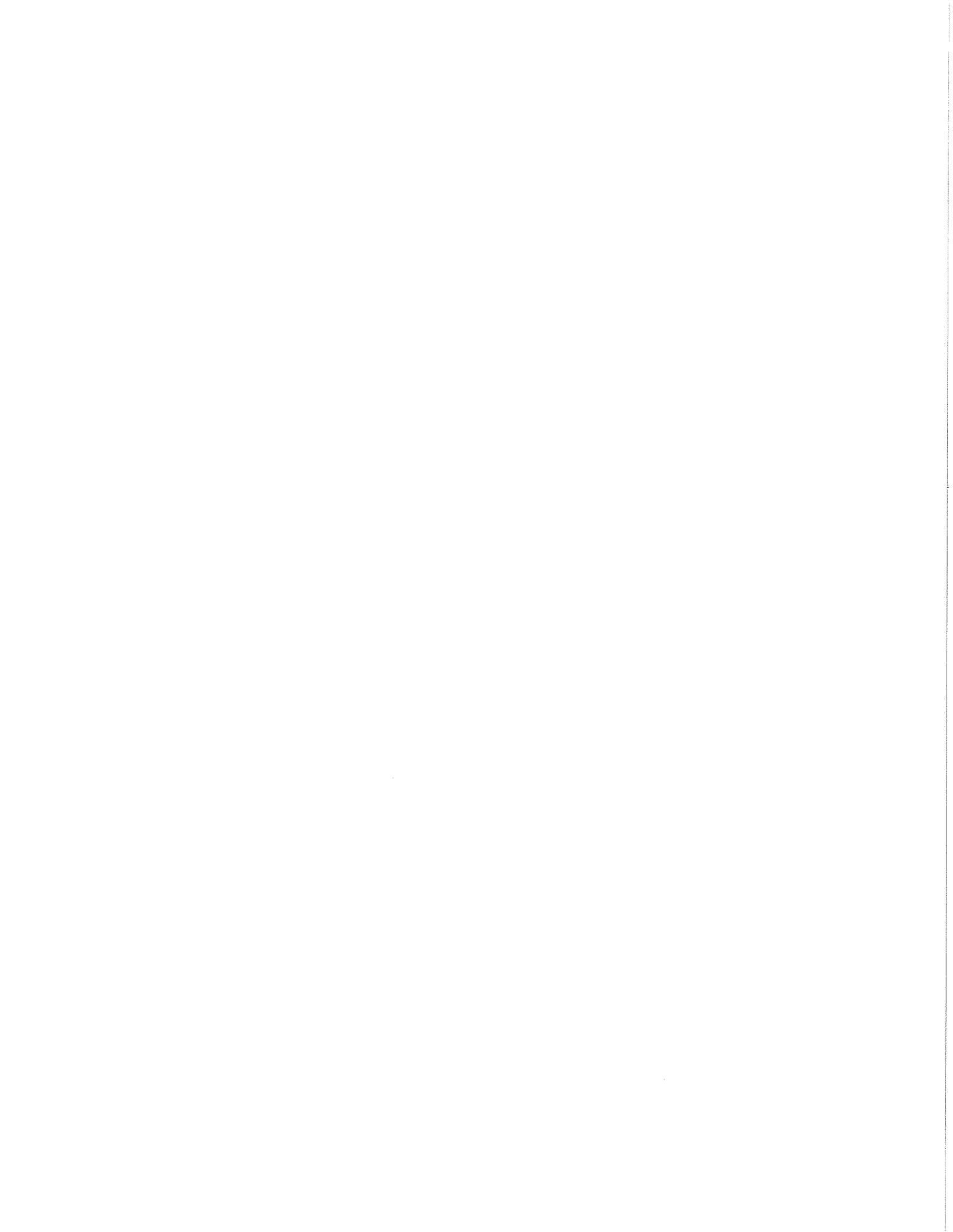
AGENDA

CITY COUNCIL MEETING, Monday, October 26, 2015, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of October 12, 2015 Minutes.**
 - b. **Resolution No. 1339 Declaring 2001 Honda Civic as Surplus Property.**
 - c. **Resolution No. 1340 Closeout of OIB Loan Fund.**
 - d. **Resolution No. 1341 Correction of Resolution No. 1337 for EMS Command Vehicle.**
 - e. **Resolution No. 1342 Returning Unused Grant Funds to Tourism Fund.**
 - f. **Ratification of the Bills in the Amount of \$ 104,764.57.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Second Reading of Ordinance No. 440 Regulating Electric Sales.**
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. **Community Discussion Concerning Nestlé Waters North America.**
 - c. **Electric Rates Within the Urban Growth Boundary.**
 - d. **Joint Session with the Port Commission on November 9.**
 - e. **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 7:00 PM. CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett were present. CM Busdieker was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Ray Cless, Gary Munkhoff, Margie Curtis, Marva Janik, Dave Palais, Holly Wells, Johnny Bing, Ken Wittenberg, Ryan and Rachel Klapprich, Matthew Ledbetter, Nicole Crites, and Hood River News Reporter Patrick Mulvihill, Josh ?, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of September 28, 2015 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 207,131.76.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Walker moved, seconded by CM Randall, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett.
4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve Contract Extension with Anderson/Perry.** **Motion:** CM Walker moved, seconded by CM Randall, to approve the contract extension with Anderson/Perry. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett.
 - c. **First Reading of Ordinance No. 440 Regulating Electric Sales.** CA Zimmerman explained this ordinance is a result of HB2599 and explained the state mandated requirements, which could result in lost revenues for the City. Mayor Cramblett asked what happens now if citizens can't pay. CA Zimmerman explained there are church groups, social welfare, and Community Action Council, that helps citizens pay their bill. He said citizens need to come to the City to make payment arrangements to see what can be done. CA Zimmerman explained the \$300 deposit that is required now will not cover the bill more than a month. CM Rutherford asked what would happen if we reject the Ordinance. CA Zimmerman explained the City would be found in violation. He said some of our citizens might take advantage of this. He said the City makes payment arrangements all of the time but the customer has to talk to us. CA Zimmerman gave the first reading of Ordinance No. 440. CM Fitzpatrick moved, seconded by CM Walker, to approve Ordinance No. 440. The second reading and vote will take place at the next meeting.
 - d. **Approve Employment Contract With City Administrator.** **Motion:** CM Fitzpatrick moved, seconded by CM Rutherford, to approve the employment contract with City Administrator Zimmerman as written. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Matthew Ledbetter said he has lived in town for five or six years and just purchased a home on Harvey Road. He said he received a letter from the City stating that his electricity would be increasing by 33%. CA Zimmerman asked him if he lived outside of city limits. Matthew said just barely. CA Zimmerman explained the City made an error in his billing and was charging

him in-city rates. He explained that if you're not living in the City then you're not paying taxes. Matthew said it is just by a few feet. CA Zimmerman said they could petition to annex that property into the city limits. Rachel Klapprich asked when this was noticed and voted on so that they could have had an opportunity to come in. CA Zimmerman explained that rates haven't increased since 2006. He said those properties were billed in error at the in-city rate and since not paying taxes you should be billed at the rural rate. CA Zimmerman asked them to come into the office and talk to him.

CM Fitzpatrick asked what the process and cost is for annexation. CA Zimmerman said there is a process and he would get that information for them.

CM Walker asked how they were notified. Rachel said they received a letter on September 25th. She said a 33% increase is unreal. Matthew said he has done research and nothing comes close to this.

CA Zimmerman explained when doing an audit on meters it was discovered that that property was classified at the wrong rate.

Gary Munkhoff said the easy fix would be to change the resolution to include properties inside the urban growth boundary to in-city rates. CM Walker asked how many residences are in this same position. Matthew said this is all put on to three or four houses. Mayor Cramblett said nothing could be done about this tonight but would get it on a future agenda.

7. Reports and Presentations.

a. City Committees. None.

b. Neutral Ground Mediation Services. Holly Wells and Margie Curtis spoke about a mediation process to begin listening and talking to each other about the Nestlé issue. Margie said neither side is being listened to. She said people feel like they are losing friends and neighbors over this. She said when Holly showed her the proposal she thought this would be a process to help all talk and listen to each other. She said nothing is getting accomplished at the Joint Work Group meeting either. Margie said Holly is a blessing and hopes that Council will listen to her.

Marva Janik said she hasn't been to a lot of meetings but has heard a lot of stories and doesn't deal well with confrontation. She said this sounds like an awesome process and doesn't even start with Nestlé. She said it starts out with common ground and moves forward from there. She said we should all be talking to each other with respect and listening to each other. Marva listed the other controversial issues that has happened and said we need to find a better way to deal with this. She said if we can make it work for this then it could be used for other things in the future.

Gary Munkhoff said we're not getting anywhere the way we are going so why not try a different way. He asked if we want to fight and then Council makes a decision and that's what we all have to live with. He said either way a lot of us will be unhappy and have enemies. He said maybe most of us could agree to go one way.

Ken Wittenberg said there are a lot ways to mediate. He said this particular way seems to get people to know and trust each other a little more and come to common ground before even getting to Nestlé or whatever other problem may arise. He said he would like to see the people in

the City involved in this process. Gary Munkhoff said there is plenty of time to go through this process.

Ken said there are a lot of rumors. He said a lot things being said are not true and those need to be sorted out. Marva said in order for her to make a decision she needs the proven facts.

Margie said that she and Holly, Marva, Gary, and Ken have been meeting for months out of concern for our town. Holly said that Bernard Seeger also supports this process but could not attend the meeting tonight.

Holly described the decision making process then every two years a question, such as Nestlé, comes up. She said no one knows what to do to actually resolve the issue. She said no one knows how to exchange information in a way that people can hear each other. Holly said in this particular situation there is no trust. She said when people are angry their systems shut down and cannot listen. She said this is human nature. She said the distrust is basically from fear.

Holly said there are a lot people that have given up on discussion and feel that they aren't being heard. She said we need to empower all citizens so that they know that they are being heard and that their voice matters. She said one goal is open communication and to create a solution that everyone can live with. She said she didn't know what the outcome would be. She hoped for a package of Nestlé related solutions. She said the way this process works is that nothing moves forward until all agree and gave an explanation of how that would work. Holly said what really matters to Cascade Locks is the quality of life and the proposals are based on criteria.

Holly went through her proposed arrangements for the proposal.

CM Rutherford said this process is very different from any experience he has had with mediation. He asked Holly if she had done any other community-wide mediation. Holly responded that she had not and this was new for her. CM Rutherford asked for any case history. Holly said she would provide some through Miki's organization. She said when she left the meeting on June 25th she knew she needed to do something. She said she spent several hours working with someone to put together this proposal. Holly said she attended a training session in San Francisco and at the training she decided that she knew that she could do this. CM Rutherford said he would like to see case history, how this process worked, what the issues were, and resolution. Holly gave an example of a ten year process in Minnesota that was handled by Miki.

CM Fitzpatrick asked how many people would be involved in this process. Holly said her vision is to have 50-100 people in the same room, broken into smaller groups, but making sure that as many as possible are allowed to be heard. CM Groves asked if this was just for our community. Holly said, initially, yes but might be difficult with the county-wide initiative. Holly explained that this would be a way to begin listening to each other until trust is formed.

Mayor Cramblett said he is pro Nestlé and will continue to head in that direction and moving forward with the transfer, as long as that is still Council's desire. He said he hears people fearing corporations. He said he did not fear that. Mayor Cramblett said he has done a lot of research on Nestlé. He said there is a lot of misinformation that has people fired up. He said he has a problem with people saying they dislike Nestlé. He said the opposition is going to have a hard time convincing him that Nestlé shouldn't be here.

Josh said his concern is that, just as Google did in The Dalles, promising all these jobs. He said they will bring in their specialized people and other jobs will be outsourced. This will not be a big job place for Cascade Locks. Mayor Cramblett said he can prove that Nestlé does hire locally.

Holly said if you are saying that you are for Nestlé, no matter what, and Josh is saying he is against Nestlé, no matter what, then maybe you shouldn't be a part of the mediation. Mayor Cramblett said he is going to be a part of this. He said he spends time every day researching and feeling better about it all the time. Holly said you can both say what you want but what is needed is faith of trust and hope. Mayor Cramblett said having Nestlé in Cascade Locks is going to help our citizens be able to afford to pay their utilities, bring hope that power rates don't have to increase, hope that recreation and the museum can be funded, and funding for schools. He said that hope comes from this type of industry. Holly said what the Mayor just said came from his heart.

Ken asked if the Mayor was willing to open his mind to hear what other people have to say or go through this process. Mayor Cramblett said he was willing to hear what other people have to say but not willing to use this process to slow down an opportunity.

Holly went through her arrangements as presented to Council (Exhibit A). CA Zimmerman explained that the City would have to seek two additional bids and if the Council decided to go ahead with this and they would need to decide where to get the funding. He explained that \$20,000 is set aside for negotiations and it could possibly come from there but you need to decide if you are willing to use that money for that. Holly said her idea is to bring Miki here and would plan to start doing crowd funding on line. CA Zimmerman said that would create other accounting processes for the City to receipt and spend funds. Holly said she would like to get Miki here but Miki had indicated that after completing the training she would do fine. She said she thought this could happen fairly quickly after figuring out the logistics.

c. **City Administrator Zimmerman Report.** None.

8. **Mayor and City Council Comments.** CM Rutherford said he would be doing more research regarding community wide mediation. He thanked Holly for attending.

CM Fitzpatrick thanked citizens for attending and making Council aware of the boundary. He thanked Holly for sharing her information.

CM Walker thanked everyone for attending. He said Margie mentioned assumptions and the assumption is made that all Council is for Nestlé. He said negotiations haven't even started. He said it is disheartening when you're considered a bad guy. He said this is the same as what went on during the casino, the fire station, and the school closing. He mentioned the upset when the bridge and sternwheeler were purchased. CM Walker said he can show numbers that Nestlé is a bad deal and others can show with numbers that Nestlé is a good deal. He said anything can be put on the internet. He said Council has to get the facts for everyone to review and decide for themselves if they are true or not.

CM Randall said there is a process already established for Council to mediate. He said many times groups come to an impasse. He said in the end, you can't please everyone. He said there is a road to get to a decision and the process and the road to get there are important. He said he sees a

value in bringing people together to discuss and share as adults. CM Randall said Council has the hard decisions to make.

CM Groves thanked everyone for coming. She thanked Holly for the information. She said she liked her ideas but did not know where the money would come from. She said the City will get there. CM Groves said she wants to hear what the people in this community have to say and not listening to yelling and screaming or to outsiders. She said this is a citizen of Cascade Locks issue. She said she takes this seriously and assured that Council is taking this seriously.

Mayor Cramblett said he is skeptical of things like this. He said this doesn't just happen in Cascade Locks; it happens all over. He said this is a process that people go through. He said he would still be living here whatever happens. Mayor Cramblett said this is a huge opportunity for Cascade Locks. He said it is a huge opportunity to bring millions of dollars into Cascade Locks. Mayor Cramblett said issues can be mitigated. He said he has heard a lot of information that just isn't true. He said people need the accurate information. He gave an example of water in the Willamette Valley and their water systems to support surrounding cities. He said Hood River County's drought is irrigation. He said it is upsetting for those people to come to Cascade Locks and treat us the way we've been treated when we are only proposing to use less than our water right. He said no one is hammering them for how they are managing their water rights.

Mayor Cramblett said he is on solid ground with his information and more solid than those opposed. He said water is not the issue. He said he wants the facts. He said if you can show him facts his mind "could" be changed.

Gary, from the audience, said everyone wants the facts but who determines whether the facts are true or not. He said Holly's process will determine that. Mayor Cramblett said whatever is produced has to be proven. Gary brought up the comment people are making about privatizing water. He gave an example of taking this issue through Holly's process, decide what definition fits the issue, and then make a decision.

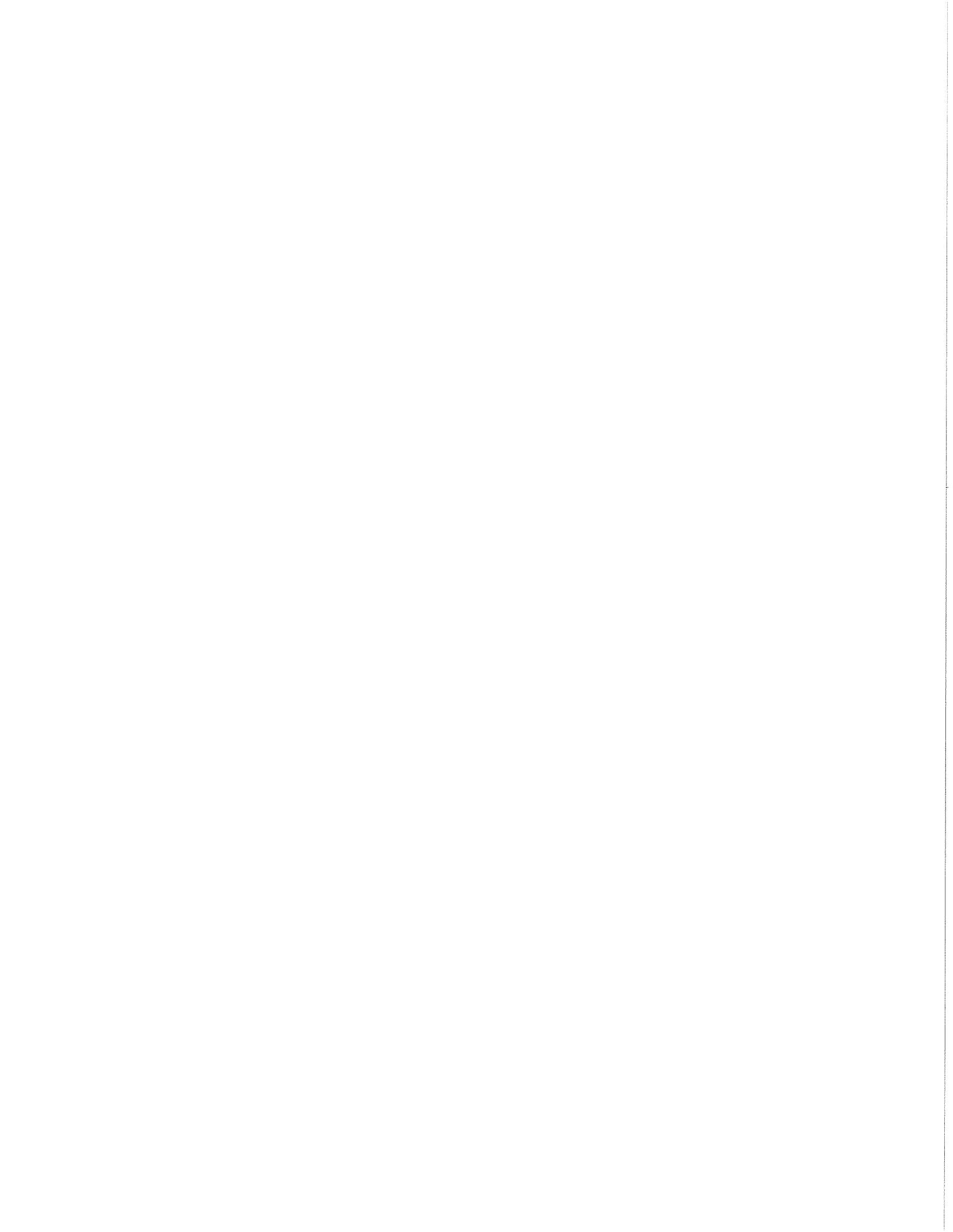
Mayor Cramblett recessed regular session to go into executive session.

9. **Other matters.** None.
10. **Executive Session: ORS 192.660 (2) (d) Labor Negotiations.** Mayor Cramblett opened executive session at 8:36 PM. CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett were present. Also present were CA Zimmerman and CR Woosley.
11. **Adjournment. Motion:** CM Randall moved, seconded by CM Groves, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett. The meeting was adjourned at 9:06 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



4. ARRANGEMENTS

City/Port arrange?

Onsite @ City Hall?

Accessible

Scribes throughout meeting?

Day 1 (Thurs.): 5:30 p.m.-9:30 p.m.

Day 2 (Friday): 5:30 p.m.-9:30 p.m.

Day 3 (Saturday): 10:00 a.m.-4:00 p.m. (smaller group) and
5:30 p.m.-9:30 p.m. (full group)

Meals:

Day 1-heavy snacks, decaf, tea, water

Day 2-meal together

Day 3-serve lunch & dinner?

Communication:

Notify town, ask for volunteers

Check regulations

Report results to town, once finalized by facilitator

Location, directions

Distribute press release? (purpose, how participants selected)

5. BUDGET

Administrative Support

City, Port, volunteers?

In advance, during, following

Scribes throughout

Facility

City Hall gym? rent space? school?

Accessible

Meals:

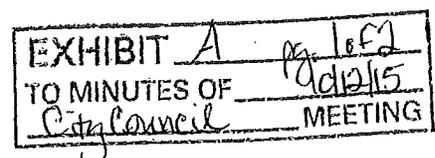
Day 1-heavy snacks, decaf, tea, water

Day 2-meal together

Day 3-serve lunch & dinner?

Communication

- Notify town, ask for volunteers
- Press release? (purpose, how participants selected)
- Location, directions, contact phone number
- Check regulations
- Report results to town



Equipment and Supplies

Tables (round) & chairs

White/Chalk boards

Self adhesive newsprint pads, stands

Markers (many—water colors, highlighters, etc.)

8 1/2 x 11 pads at tables (donated scrap paper?)

Pencils, pens

Coffee, teas, water (in large coolers, not bottles!)

Snacks (healthy & not?) crudite, dips,

Meals (food, plates, cups, glasses (paper), serving tools, napkins)

Professional Facilitation (Holly, Miki)

Miki: \$12,500-15,000 @\$250/hr. (50-60 hours)

(+airfare-\$300, + 5 nights hotel-, +5 days perdiem-\$125)

Holly: \$6,000 flat rate(40-50 hours @\$150/hr

(+ 5days perdiem-\$125)

6. NEXT STEPS

- Determine participants (who & how many) and how to invite
- HW meet w/ subc. of CC, Port, +others to refine arrangements and budget
- City Council take final vote

STAFF REPORT

Date Prepared: October 9, 2015

For City Council Meeting on: October 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder ^{kw}

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: City Property to be Deemed Surplus

SYNOPSIS: The City owns a 2001 Honda Civic that is either beyond their service life and not usable by the City any longer. Staff plans to organize disposal of the vehicle in the best way to maximize revenue.

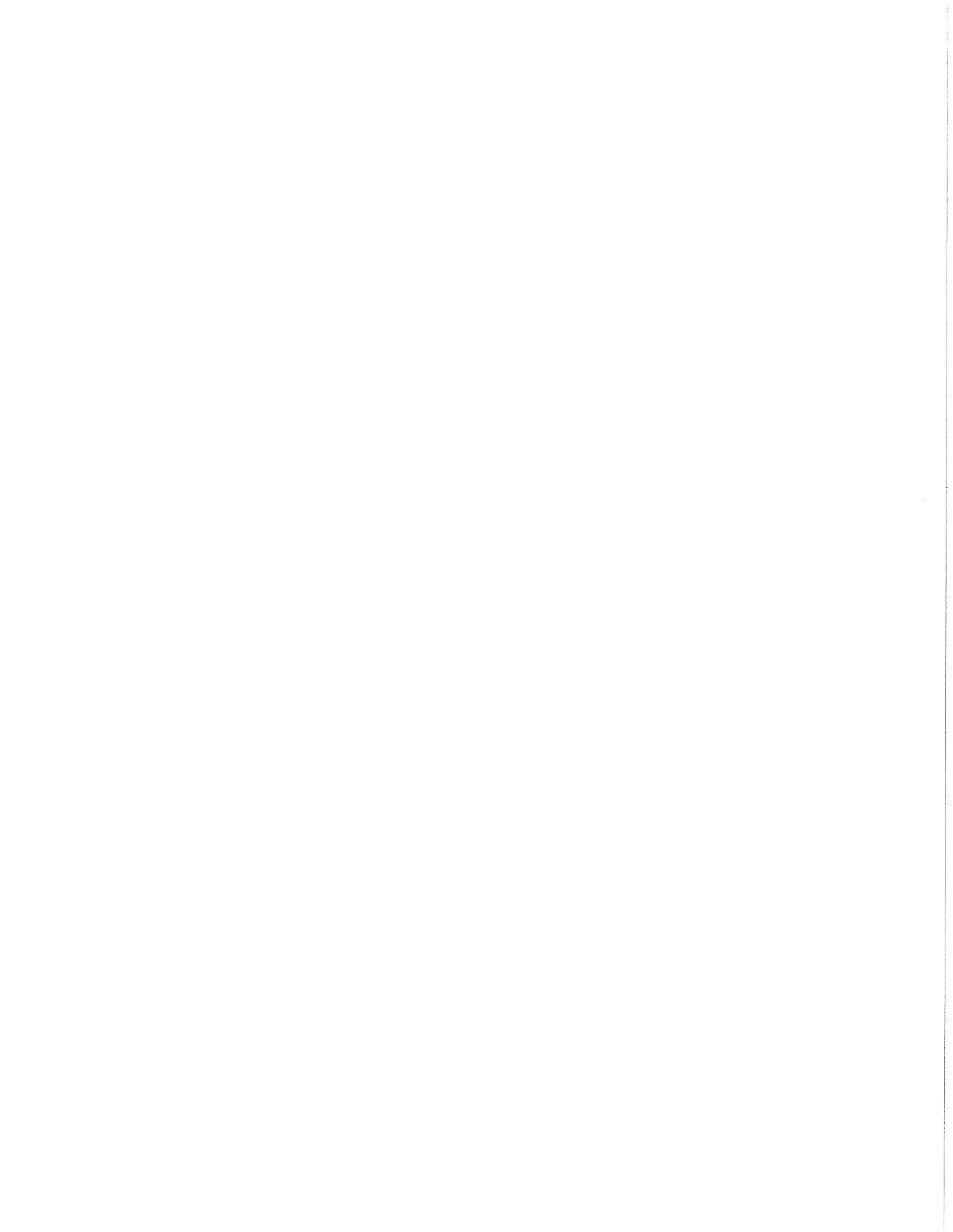
This issue comes to City Council at this time for formal action.

CITY COUNCIL OPTIONS:

1. Deem vehicle as surplus property
2. Take no action

RECOMMENDATION: That City Council, by motion, approve Resolution No. 1339, declaring the 2001 Honda Civic as surplus property, and allow staff to dispose of the vehicle in the most beneficial way to maximize proceeds for the City.

Legal Review and Opinion: None



RESOLUTION NO. 1339

revised 10/9/15

A RESOLUTION DECLARING 2001 HONDA CIVIC AS SURPLUS PROPERTY AND AUTHORIZING THE SALE.

WHEREAS, the City finds that from time to time it has equipment for sale, and

WHEREAS, those items which the City offers for sale may have some value to the public, and

WHEREAS, the City needs to dispose of unused equipment.

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

SECTION 1. Item Declared to be Surplus. A 2001 Honda Civic Coupe, 4 cylinder, 1.7L VTEC, Automatic, 145,355 miles.

SECTION 2. Minimum Acceptable Price. The minimum price shall be the minimum price accepted by the City.

SECTION 3. No Warranties or Guarantees. The City is to receive assurance from the purchaser that they understand that the City offers no warranties or guarantees with the surplus item. Purchaser should understand that they are purchasing surplus property "as is".

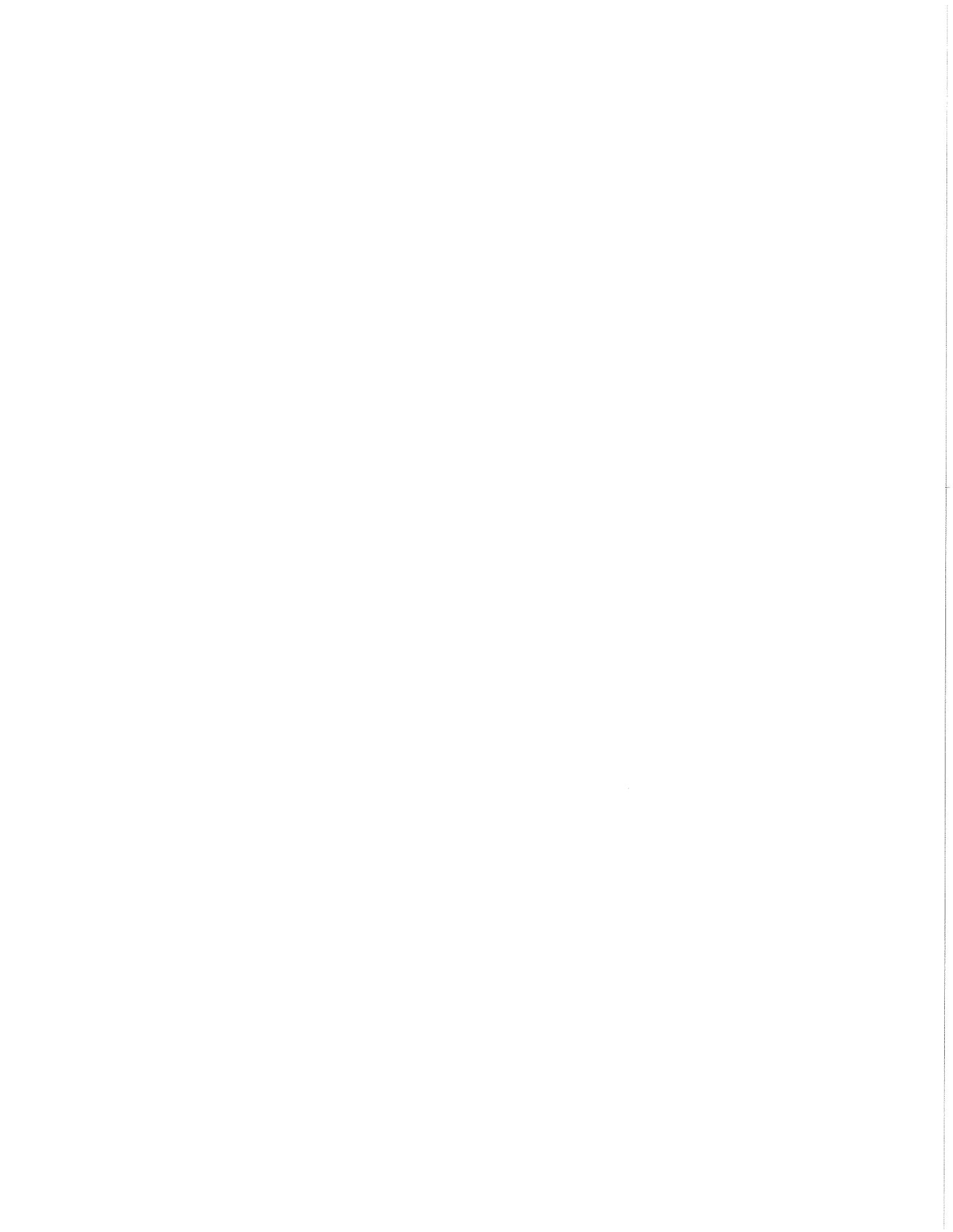
ADOPTED by the City Council this 26th day of October, 2015.

APPROVED by the Mayor this 26th day of October, 2015.

Mayor

ATTEST:

City Recorder



STAFF REPORT

Date Prepared: 10/14/2015

For City Council Meeting on: Oct. 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Close OIB Loan Fund

SYNOPSIS: The OIB Loan was paid off in April 2015 leaving a credit balance of \$40.90. The purpose of this fund was to build the new Fire Station and the remaining funds should be applied to the loan balance for the Fire Station which is in the Electric Fund of the Capital Reserve.

CITY COUNCIL OPTIONS:

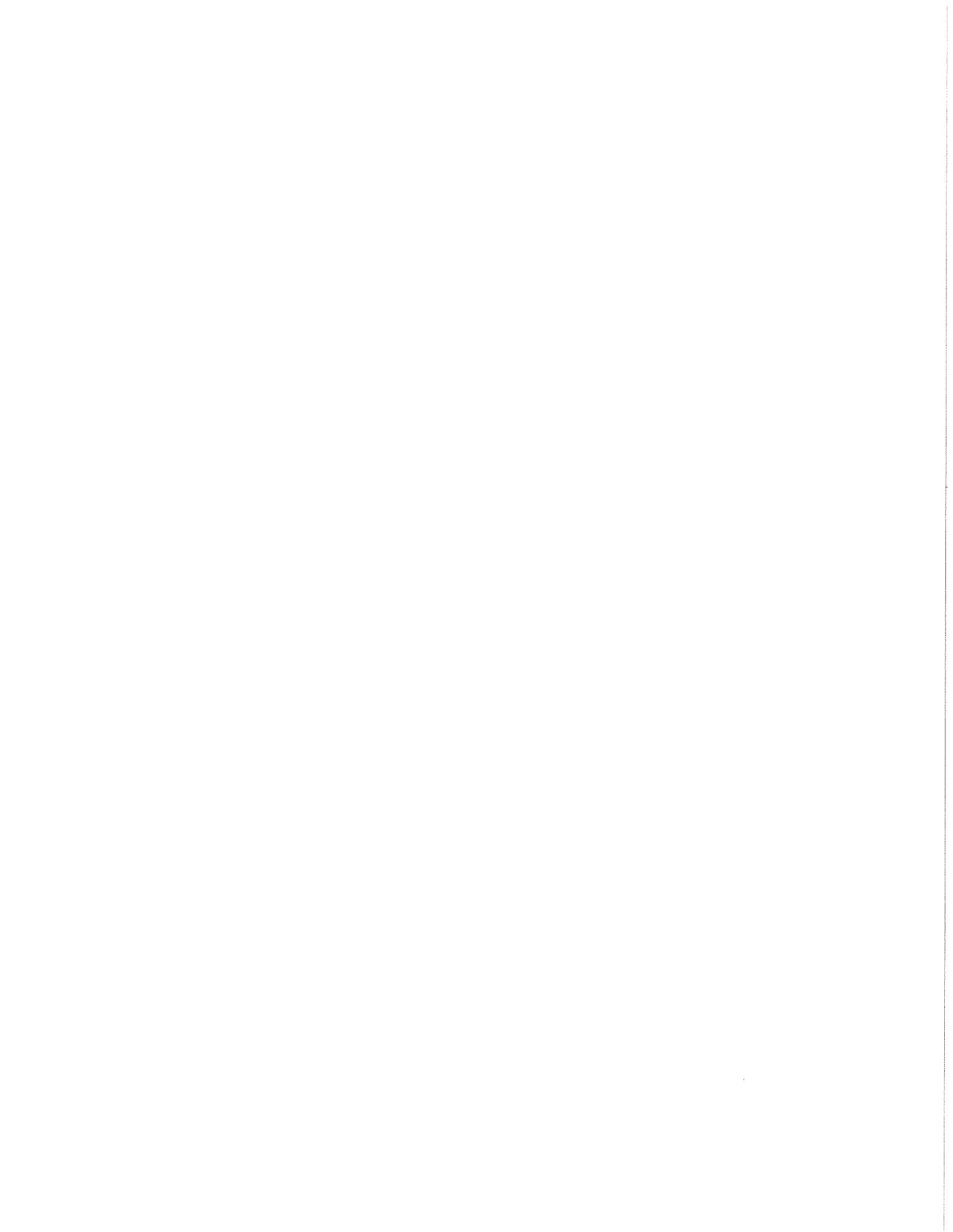
1. Approve closing the fund, transferring the balance as recommended.
2. Take No Action
3. Provide Other Direction for Staff

RECOMMENDATION: That City Council, by motion, approves closing the OIB Loan fund and transferring the credit balance to the Electric Fund of the Capital Reserve.

Legal Review and Opinion: N/A

Financial review and status: The \$40.90 will be applied to the loan balance for the Fire Station.

BACKGROUND INFORMATION:



RESOLUTION No. 1340

**A RESOLUTION AUTHORIZING THE CLOSURE OF FUND 46 (OIB LOAN FUND),
TRANSFER THE BALANCE OF \$40.90 TO THE ELECTRICAL FUND OF THE
CAPITAL RESERVE AND APPLY THAT AMOUNT TO THE FIRE STATION LOAN
BALANCE FOR THE FISCAL YEAR END 2015-2016.**

WHEREAS, the OIB Loan was paid off in April 2015 and the payoff was less than the account balance, leaving a credit of \$40.90; and

WHEREAS, the fund was set up directly for the purpose of building the new Fire Station and the remaining funds should be applied to the loan balance for the Fire Station; and

WHEREAS, the remaining loan is in the Electric Fund of the Capital Reserve and will be applied to that balance.

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

Section 1. Authorize the closing of Fund 46, OIB Loan fund and transferring the balance of \$40.90 to the Electric Fund of the Capital Reserve.

Section 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approved by the mayor and shall remain in effect until the completion of FY 2015-2016 audit.

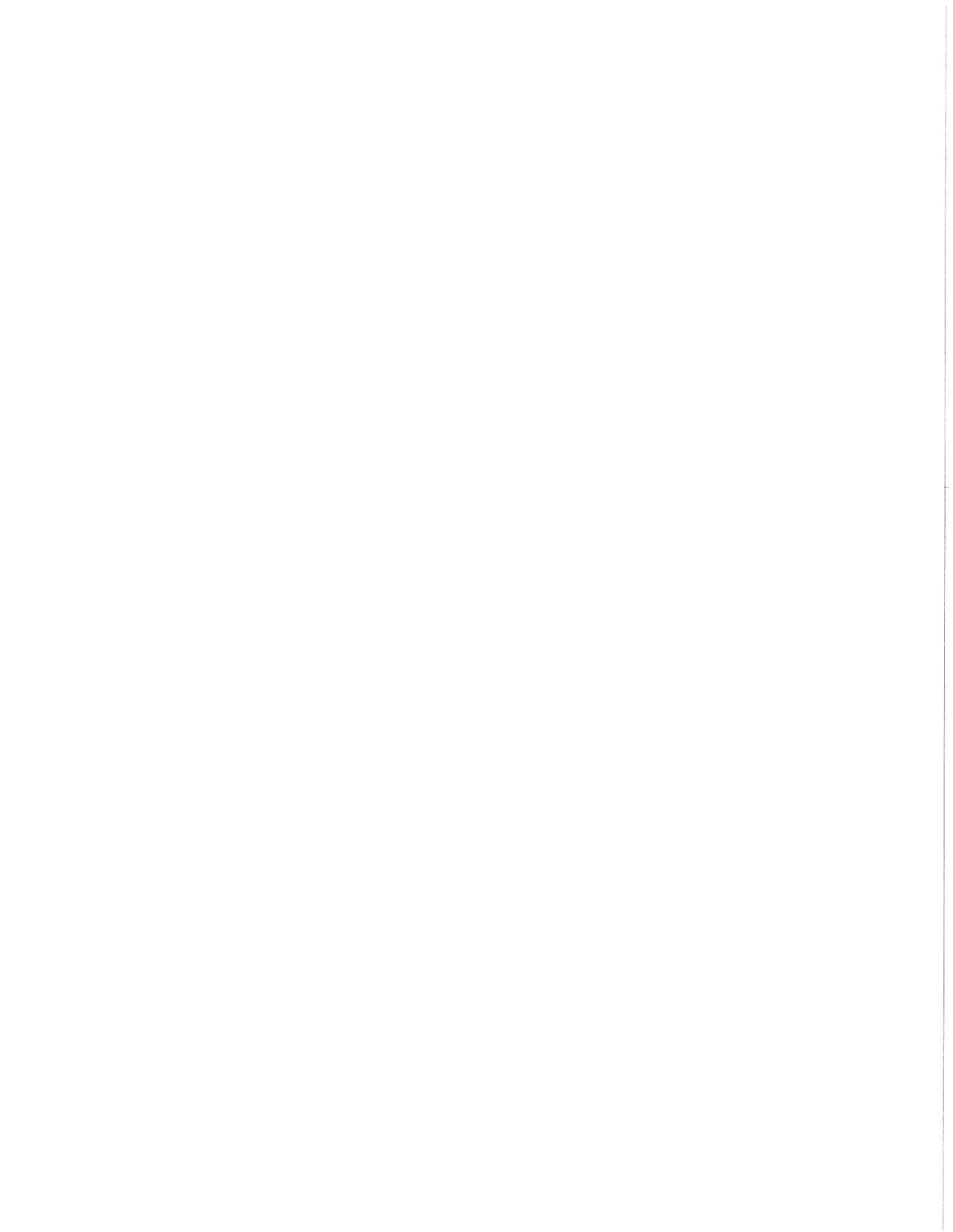
Adopted by the City Council this 26th day of October, 2015.

Approved by the Mayor this 26th day of October, 2015.

Mayor

ATTEST:

City Recorder



STAFF REPORT

Date Prepared: 10/15/2015

For City Council Meeting on: 10/26/2015

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution #1337 had an error and was not discovered until after the approval. Resolution #1341 replaces Resolution #1337

SYNOPSIS: Council approved Resolution #1337 on September 28, 2015. An error was discovered while making the changes to the budget. These type of error requires a new Resolution be adopted by council.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. #1341 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. #1341 and repeal Resolution #1337.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION:



RESOLUTION No. 1341

A RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO RECOGNIZE THE RECEIPT OF UNANTICIPATED REVENUE IN THE AMOUNT OF \$3,193 FROM THE SALE OF SURPLUS VEHICLES, TRANSFER FUNDS FROM CAPITAL RESERVE EMS FUND IN THE AMOUNT OF \$6,493 AND TRANSFER \$10,107 FROM EMS CONTINGENCY FOR THE PURPOSE OF PAYING FOR THE EMS COMMAND VEHICLE IN THE AMOUNT OF \$16,600 FISCAL YEAR 2015-2016 MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES AND REPEALING RES. #1337

WHEREAS, City council approved on June 22, 2015 the purchase of a Command Vehicle not to exceed \$25,000; and

WHEREAS, the Emergency Services Department sold the 2001 Dodge Durango and the 1984 Chevrolet Brush Truck for a total of \$3,193 in May 2015; and

WHEREAS, the Emergency Services Department has \$3,300 in the EMS Capital Reserve Fund; and

WHEREAS, the Emergency Services Department would need to use \$10,107 from contingency; and

WHEREAS, the Emergency Services Department purchased a 2007 Chevrolet Suburban to be used as the Command Vehicle on August 7, 2015; and

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES THAT THE FOLLOWING BUDGET ADMENDMENT BE AUTHORIZED;

Section 1. Authorizing Budget Admendments.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>BUDGET ADJUSTMENT</u>	<u>NEW BUDGET</u>	<u>ACCOUNT NO.</u>
<u>EMERGENCY SERVICES FUND</u>				
Transfer from Capital Reserve	0	+6,493	6,493	05-305-40085
Contingency	19,207	-10,107	9,100	05-405-65010
New Vehicles	0	+16,600	16,600	05-405-63155
<u>CAPITAL RESERVE FUND-EMS</u>				
Unanticipated Revenue-Beginning Balance	1,250,800	+3,193	1,253,993	56-305-40010
Transfer from Reserve	3,392	- 3,300	92	56-406-63950
Transfer to Other Funds	0	+6,493	6,493	56-406-64001

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2015-2016.

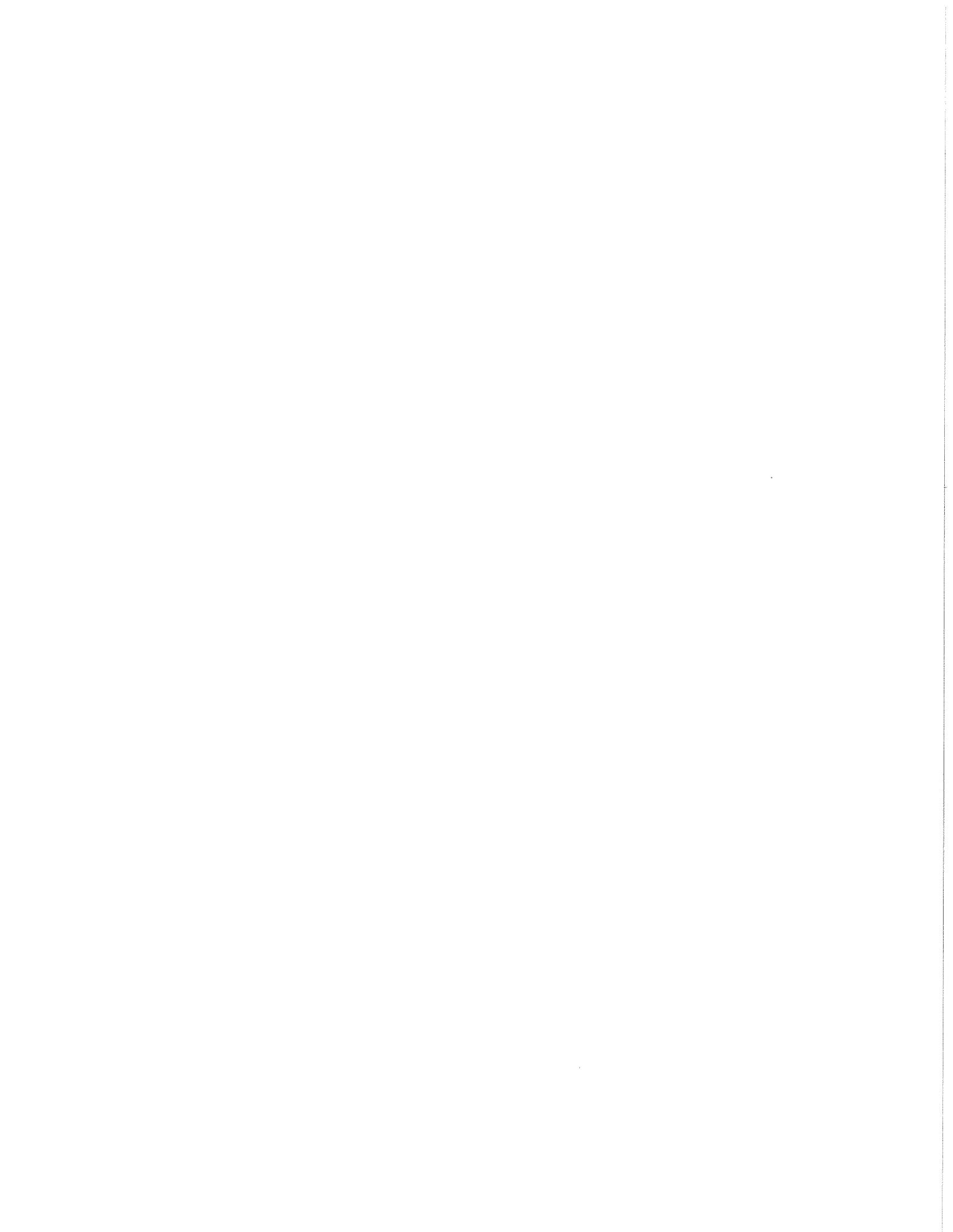
Adopted by the City Council this 28th day of September, 2015.

Approved by the Mayor this 28th day of September 2015.

Mayor

ATTEST:

City Recorder



RESOLUTION No. 1337

A RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO RECOGNIZE THE RECEIPT OF UNANTICIPATED REVENUE IN THE AMOUNT OF \$3,193 FROM THE SALE OF SURPLUS VEHICLES, TRANSFER FUNDS FROM CAPITAL RESERVE EMS FUND IN THE AMOUNT OF \$6,493 AND TRANSFER \$10,107 FROM EMS CONTINGENCY FOR THE PURPOSE OF PAYING FOR THE EMS COMMAND VEHICLE IN THE AMOUNT OF \$16,600 FISCAL YEAR 2015-2016 MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.

WHEREAS, City council approved on June 22, 2015 the purchase of a Command Vehicle not to exceed \$25,000; and

WHEREAS, the Emergency Services Department sold the 2001 Dodge Durango and the 1984 Chevrolet Brush Truck for a total of \$3,193 in May 2015; and

WHEREAS, the Emergency Services Department has \$3,300 in the EMS Capital Reserve Fund; and

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NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES THAT THE FOLLOWING BUDGET ADMENDMENT BE AUTHORIZED;

Section 1. Authorizing Budget Admendments.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>BUDGET ADJUSTMENT</u>	<u>NEW BUDGET</u>	<u>ACCOUNT NO.</u>
<u>EMERGENCY SERVICES FUND</u>				
Transfer from Capital Reserve	0	+6,493	6,493	05-305-40085
Contingency	19,208	-10,107	9,101	05-405-62024 65010
New Vehicles	0	+16,600	16,600	05-405-63155
<u>CAPITAL RESERVE FUND-EMS</u>				
Unanticipated Revenue-Beginning Balance	1,250,800	+3,193	1,253,993	56-305-40010
Sys, vehicle, equip upgrade/replace	0	+3,193	3,193	56-406-63941
Transfer from Reserve	3,392	-3,300	92	56-406-63950
Transfer to Other Funds	0	+6,493	6,493	56-406-64001

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2015-2016.

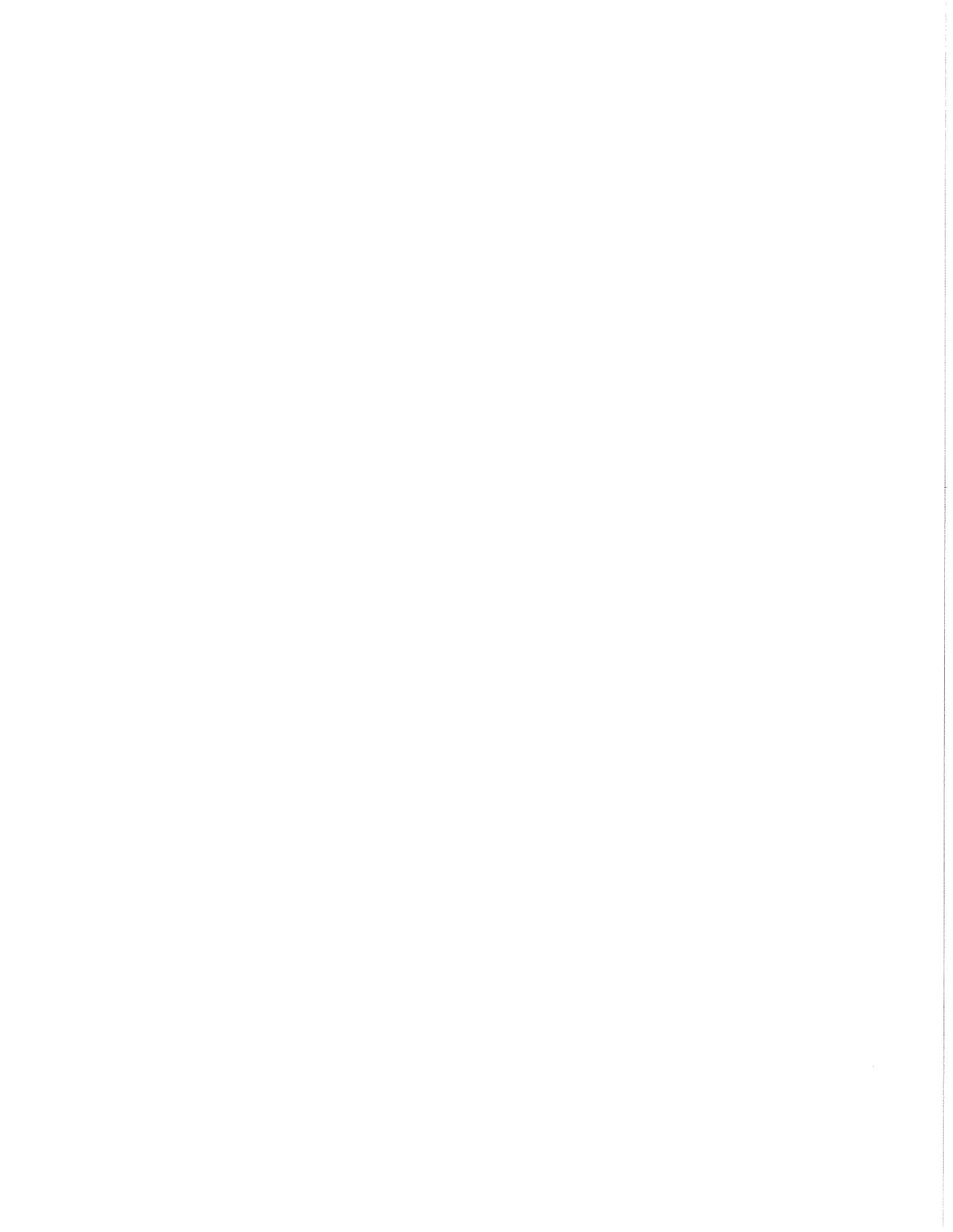
Adopted by the City Council this 28th day of September, 2015.

Approved by the Mayor this 28th day of September 2015.

Mayor

ATTEST:

City Recorder



STAFF REPORT

Date Prepared: 10/15/2015

For City Council Meeting on: Oct. 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Transfer unused Grant matching Funds back to Tourism Fund, Resolution #1342.

SYNOPSIS: The Cycle Oregon Grant that Tourism was awarded in November of 2013 did not require a 10% matching amount, therefore the \$500 matching funds need to be transferred back to the Tourism Fund. The Cycle Oregon Grant was closed in June 2015.

CITY COUNCIL OPTIONS:

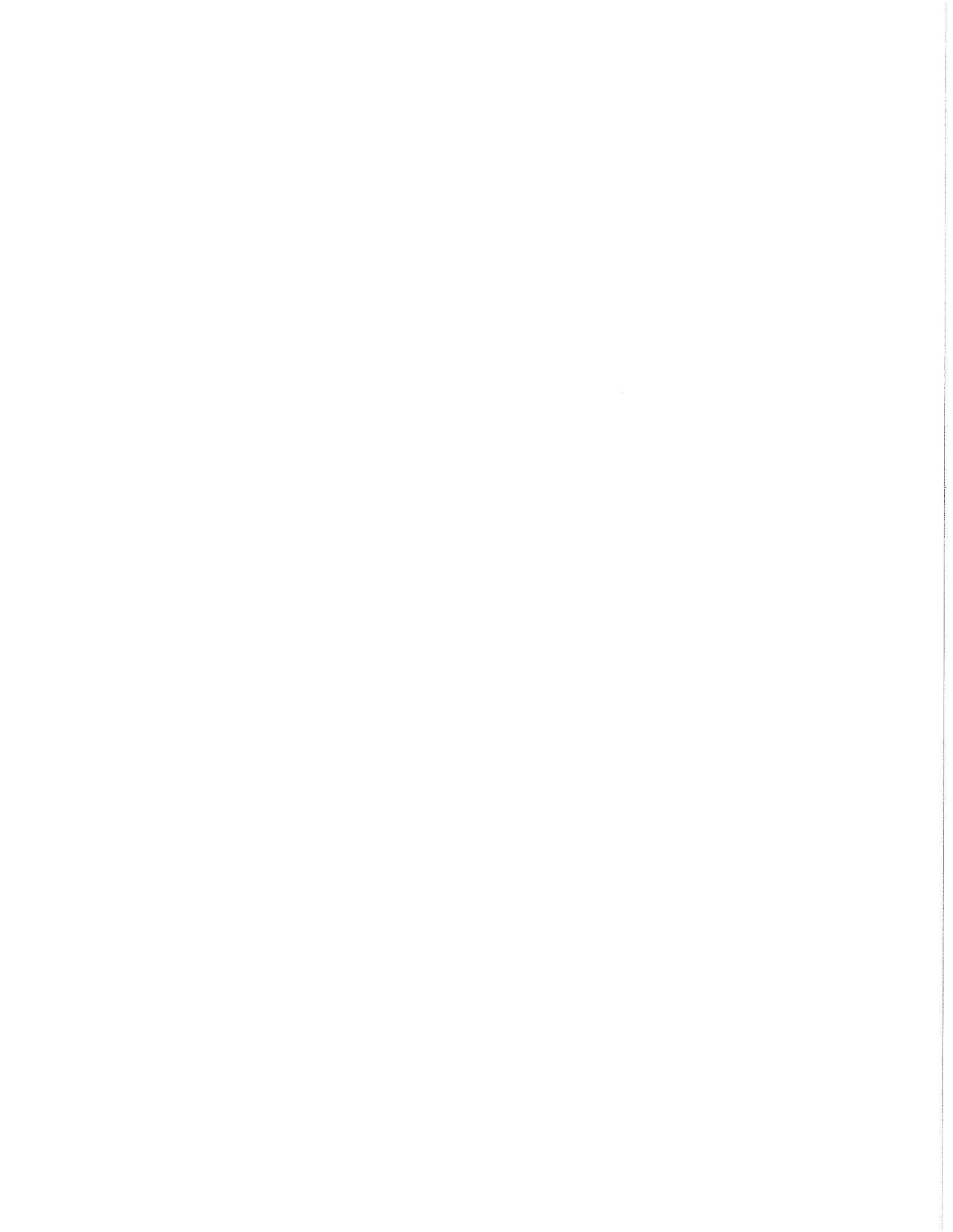
1. Approve Resolution #1342.
2. Take No Action
3. Provide Other Direction for Staff

RECOMMENDATION: That City Council, by motion, approve Resolution #1342, transferring \$500 back to the Tourism Fund.

Legal Review and Opinion: N/A

Financial review and status: Adding \$500 to Tourism Fund, miscellaneous revenue.

BACKGROUND INFORMATION:



RESOLUTION NO. 1342

A RESOLUTION AUTHORIZING A BUDGET AMENDMENT AND THE TRANSFER OF CYCLE OREGON GRANT MATCHING FUNDS NOT USED BACK INTO THE TOURISM FUND.

WHEREAS, the Tourism applied for a grant in November 2013 and received a \$5,000 check from Cycle Oregon for the purpose of trail signage and transferred \$500 (10%) matching funds from tourism to the Grant Fund; and

WHEREAS, the type of grant we received did not require a match so those funds need to be transferred back to the tourism fund.

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES THAT THE FOLLOWING BUDGET AMENDMENT BE AUTHORIZED AS FOLLOWS:

SECTION 1. AUTHORIZE BUDGET AMENDMENT.

<u>GRANT FUND</u>	<u>BUDGETED</u>	<u>BUDGET ADJUST.</u>	<u>NEW BUDGET</u>	<u>ACCOUNT NUMBER</u>
Miscellaneous Income	0	+500	500	07-305-43800
Transfer to Tourism	0	+500	500	07-405-64054
 <u>TOURISM FUND</u>				
Transfer from Grants	0	+500	500	08-305-43815
Contingency	9,920	+500	10,420	08-405-65010

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 3. Expiration. This resolution shall remain in effect until completion and acceptance of the FY 2015-2016 audit.

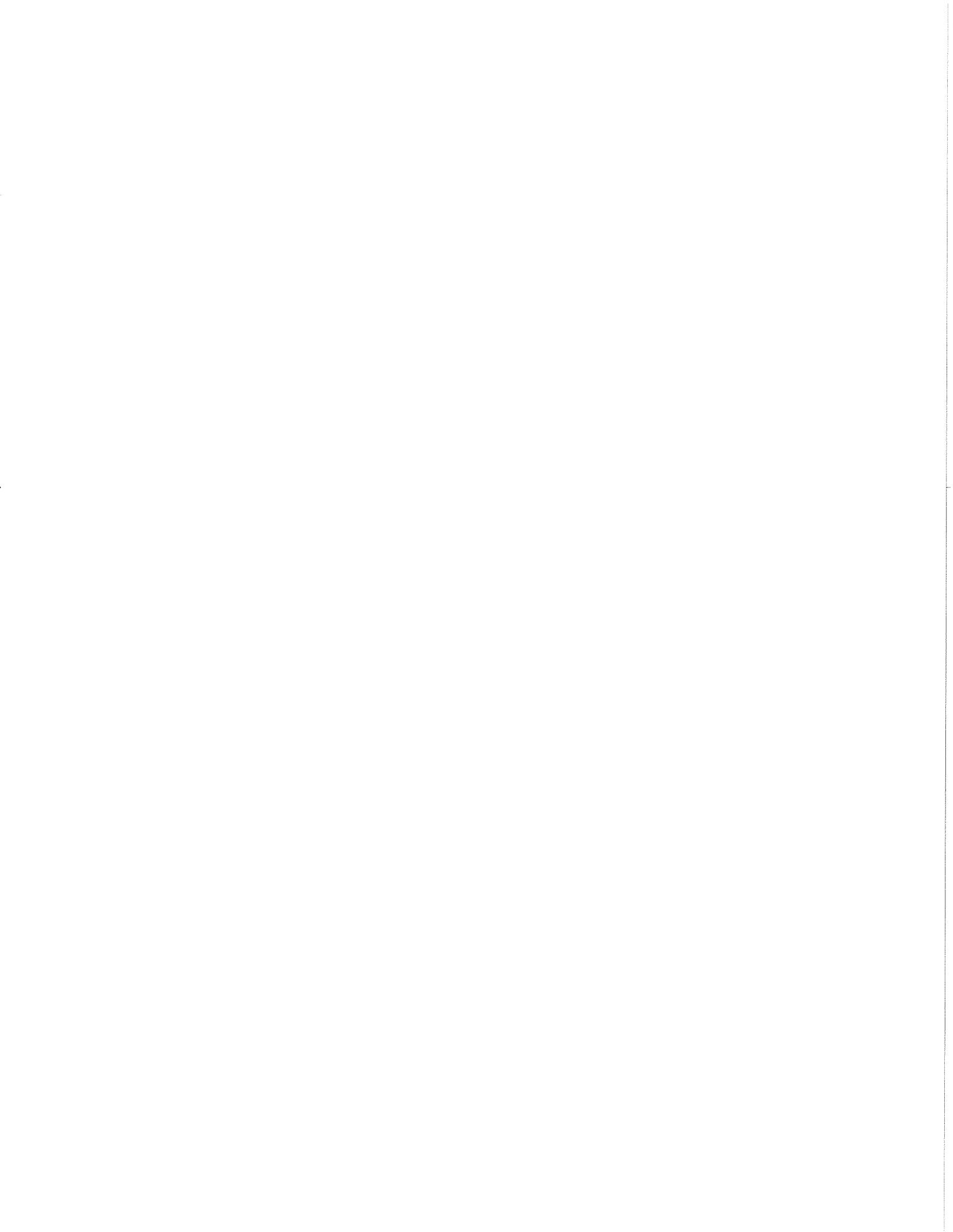
ADOPTED by the City Council this 26th day of October 2015.

APPROVED by the Mayor this 26th day of October, 2015.

Mayor

ATTEST:

City Recorder



BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

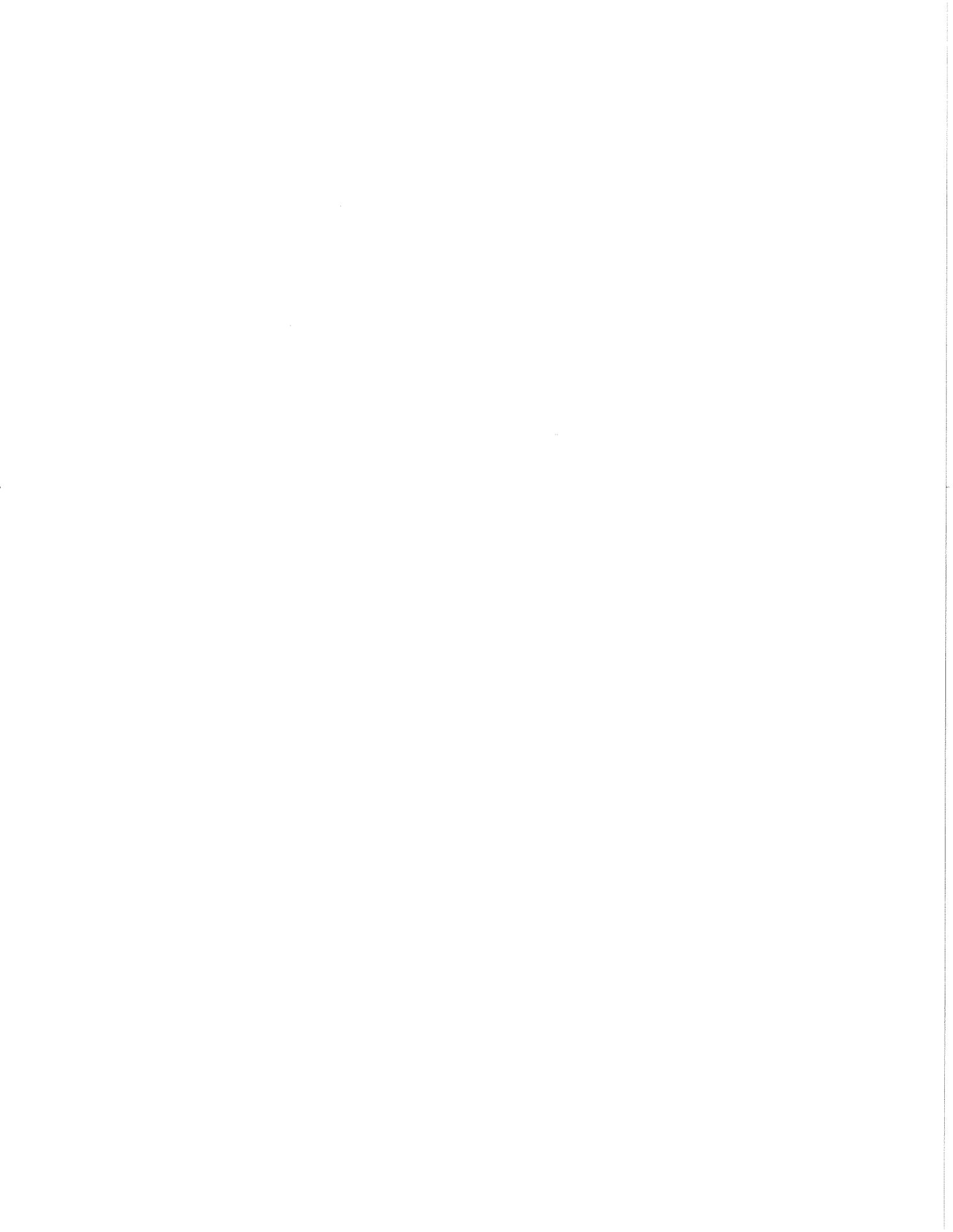
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DATE:	DESCRIPTION:	AMOUNT:
10/16/2015	PR	\$ 48,766.53
10/9/2015	A/P	\$ 55,998.04
GRAND TOTAL		\$ 104,764.57

=====

APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6340	10/15	10/09/2015	6966	01410018PJ	American Messaging	Paging Service	5140562110	140.00
Total 6340:								140.00
6341	10/15	10/09/2015	6839	81918984	Bound Tree Medical, LLC	gloves, blood glucose meter, iv solution, d	0540562351	634.10
Total 6341:								634.10
6342	10/15	10/09/2015	740	68369	CASELLE, INC.	Contract Support	0140162082	1,220.00
Total 6342:								1,220.00
6343	10/15	10/09/2015	820	62090	CH2M HILL ENGINEERS INC.	Retro adj. to Inv. 61891	3140562700	100.00
6343	10/15	10/09/2015	820	62090	CH2M HILL ENGINEERS INC.	Retro adj. to Inv. 61723	3140562700	100.00
6343	10/15	10/09/2015	820	62090	CH2M HILL ENGINEERS INC.	Retro adj. to Inv. 61543	3140562700	100.00
6343	10/15	10/09/2015	820	62090	CH2M HILL ENGINEERS INC.	Monthly Payment	3140562700	7,458.33
Total 6343:								7,758.33
6344	10/15	10/09/2015	6852	OCTOBER 2	College of Emergency Services	Installment Paymen for J. Bennett	0540562024	790.00
Total 6344:								790.00
6345	10/15	10/09/2015	1120	A95038	COLUMBIA HARDWARE, LLC	wood and nails	0140462520	138.46
6345	10/15	10/09/2015	1120	B116740	COLUMBIA HARDWARE, LLC	nails and hdg finish	0140462520	10.97
Total 6345:								149.43
6346	10/15	10/09/2015	1260	OCTOBER 2	COSTCO WHOLESALE MEMBER	Membership renewal	0121010	165.00
Total 6346:								165.00
6347	10/15	10/09/2015	1420	1888	DENNIS V. SNYDER JR. CONTRACTO	bobcat rental, compactor rental, john dee	5645169941	1,212.50
Total 6347:								1,212.50
6348	10/15	10/09/2015	1540	SEP 2015	DMV SERVICES STATE OF OREGON	certified court print	5140562870	3.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6348:								3.00
6349	10/15	10/09/2015	1620	881	EFFICIENCY SERVICES GROUP, LLC	BPA Program Service September 2015	5140562139	750.00
Total 6349:								750.00
6350	10/15	10/09/2015	1760	ORHOD4333	FASTENAL	Misc Bolts for substation	5645163941	125.29
6350	10/15	10/09/2015	1760	ORHOD4362	FASTENAL	Drill-Mag 120V 1 SPD	5645163941	893.80
Total 6350:								1,019.09
6351	10/15	10/09/2015	2020	1243627	GENERAL PACIFIC INC.	single ring support, Int. Drive Fit End Bell	5645163941	893.73
Total 6351:								893.73
6352	10/15	10/09/2015	4910	600135509 1	George Rice	Refund Deposit	5121130	262.58
Total 6352:								262.58
6353	10/15	10/09/2015	6890	1/J133430	HI-Line Acquisition Company, LLC	Replacement Lower blade for C25	5140562900	218.35
Total 6353:								218.35
6354	10/15	10/09/2015	6931	155089	International Graphics	Image for kiosk at mult falls	0840562160	164.00
Total 6354:								164.00
6355	10/15	10/09/2015	6974	A191424	J & L Farm & Home	Locknut, adapter, reducer, bushing	5645163941	20.66
Total 6355:								20.66
6356	10/15	10/09/2015	6874	SEPTEMBE	LIN Television Corporation	programming	4140562740	230.55
Total 6356:								230.55
6357	10/15	10/09/2015	3380	KPDX SEP 2	Meredith Corporation	Retransmission	4140562740	127.20
6357	10/15	10/09/2015	3380	KPTV SEP 2	Meredith Corporation	Retransmission	4140562740	302.10

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6357:								429.30
6358	10/15	10/09/2015	4070	5060328	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	16.80
6358	10/15	10/09/2015	4070	5090382	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	3.15
Total 6358:								19.95
6359	10/15	10/09/2015	4910	103730000 1	Osprey Homes LLC	Refund Water Deposit	2121130	676.20
Total 6359:								676.20
6360	10/15	10/09/2015	6769	09-15-244	PARC Resources, LLC	Planning Services for City	0140262075	49.50
6360	10/15	10/09/2015	6769	09-15-244	PARC Resources, LLC	Planning Services	0140262090	767.25
Total 6360:								816.75
6361	10/15	10/09/2015	6975	136039	Quality Counts, LLC	CL Pad Counts for Crosswalk Project	0340562110	2,500.00
Total 6361:								2,500.00
6362	10/15	10/09/2015	5220	ZA16005120	SENSUS METERING SYSTEMS	2S NET Electric Meters	5140562750	355.20
Total 6362:								355.20
6363	10/15	10/09/2015	6886	SEPTEMBE	Sinclair Television Group, Inc.	retransmission	4140562740	349.80
Total 6363:								349.80
6364	10/15	10/09/2015	6965	7	Sofia Urrutia-Lopez	contract support tourism	0840562110	408.50
Total 6364:								408.50
6365	10/15	10/09/2015	5460	SEPTEMBE	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	3,867.00
Total 6365:								3,867.00
6366	10/15	10/09/2015	5650	136746	T & R ELECTRIC SUPPLY CO.	2500 KVA Three Phase Pad Mount	5141562009	24,460.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6366:								
6367	10/15	10/09/2015	5720	15-351	Tenneson Engineering Corp	Water Right Time Extensions	2140562870	246.25
Total 6367:								
6368	10/15	10/09/2015	5960	103158	TRAFFIC SAFETY SUPPLY CO.	stop sign, dead end sign, post cap, cross	0340562560	406.40
Total 6368:								
6369	10/15	10/09/2015	6070	937095	TWGW, INC NAPA AUTO PARTS	flap discs, paint marker, flux-cored wire, t	0340562560	152.76
6369	10/15	10/09/2015	6070	937095	TWGW, INC NAPA AUTO PARTS	flap discs, paint marker, flux-cored wire, t	2140562560	152.76
6369	10/15	10/09/2015	6070	937095	TWGW, INC NAPA AUTO PARTS	flap discs, paint marker, flux-cored wire, t	3140562560	152.76
6369	10/15	10/09/2015	6070	939040	TWGW, INC NAPA AUTO PARTS	F Swivel and hose	5140562201	19.02
6369	10/15	10/09/2015	6070	939432	TWGW, INC NAPA AUTO PARTS	fuel filter, oil filter, air filter	2140562441	70.33
6369	10/15	10/09/2015	6070	939541	TWGW, INC NAPA AUTO PARTS	Mig Wire Aluminum	5645163941	25.64
6369	10/15	10/09/2015	6070	939885	TWGW, INC NAPA AUTO PARTS	argon gas, nitro gas	5645163941	533.79
Total 6369:								
6370	10/15	10/09/2015	6210	762305	USA BLUEBOOK	Waterproof PH Tester	2140562560	149.75
Total 6370:								
6371	10/15	10/09/2015	6855	6229	WanaPa Room Inc	Food for Chamber AM Networking Meeti	0840562115	507.40
Total 6371:								
6372	10/15	10/09/2015	6690	100215	WOOSLEY, KATHY	Reimburse Mileage	0140162020	51.75
Total 6372:								
10091501	10/15	10/09/2015	3650	15090259	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,015.41
Total 10091501:								
Grand Totals:								55,998.04

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	166.00	6,269.93-	6,104.93-
01-401-62020	51.75	.00	51.75
01-401-62082	1,220.00	.00	1,220.00
01-401-62100	3,867.00	.00	3,867.00
01-402-62075	49.50	.00	49.50
01-402-62090	767.25	.00	767.25
01-404-62520	149.43	.00	149.43
03-21010	.00	3,059.16-	3,059.16-
03-405-62110	2,500.00	.00	2,500.00
03-405-62560	559.16	.00	559.16
05-21010	.00	1,424.10-	1,424.10-
05-405-62024	790.00	.00	790.00
05-405-62351	634.10	.00	634.10
08-21010	.00	1,079.90-	1,079.90-
08-405-62110	408.50	.00	408.50
08-405-62115	507.40	.00	507.40
08-405-62160	164.00	.00	164.00
21-21010	.00	1,295.29-	1,295.29-
21-21130	676.20	.00	676.20
21-405-62441	70.33	.00	70.33
21-405-62560	302.51	.00	302.51
21-405-62870	246.25	.00	246.25
31-21010	.00	7,911.09-	7,911.09-
31-405-62560	152.76	.00	152.76
31-405-62700	7,758.33	.00	7,758.33
41-21010	.00	5,025.06-	5,025.06-
41-405-62740	5,025.06	.00	5,025.06
51-21010	.00	26,228.10-	26,228.10-
51-21130	262.58	.00	262.58
51-405-62110	159.95	.00	159.95
51-405-62139	750.00	.00	750.00
51-405-62201	19.02	.00	19.02
51-405-62750	355.20	.00	355.20
51-405-62870	3.00	.00	3.00
51-405-62900	218.35	.00	218.35
51-415-62009	24,460.00	.00	24,460.00
56-21010	.00	3,705.41-	3,705.41-
56-451-63941	3,705.41	.00	3,705.41

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
Grand Totals:	55,998.04	55,998.04	.00

Report Criteria:

Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: October 6, 2015/October 19, 2015

For City Council Meeting on: October 12, 2015/October 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: First Reading of Ordinance No. 440 Regulating Electric Sales.

SYNOPSIS: In the last legislative session, HB2599 was passed that prohibits electric utilities from turning off power for non-payment during certain times of the year and during certain conditions. A copy of that bill is attached.

I have included the provisions required by HB2599 in red in the revised ordinance.

CITY COUNCIL OPTIONS: Approve or reject Ordinance 440.

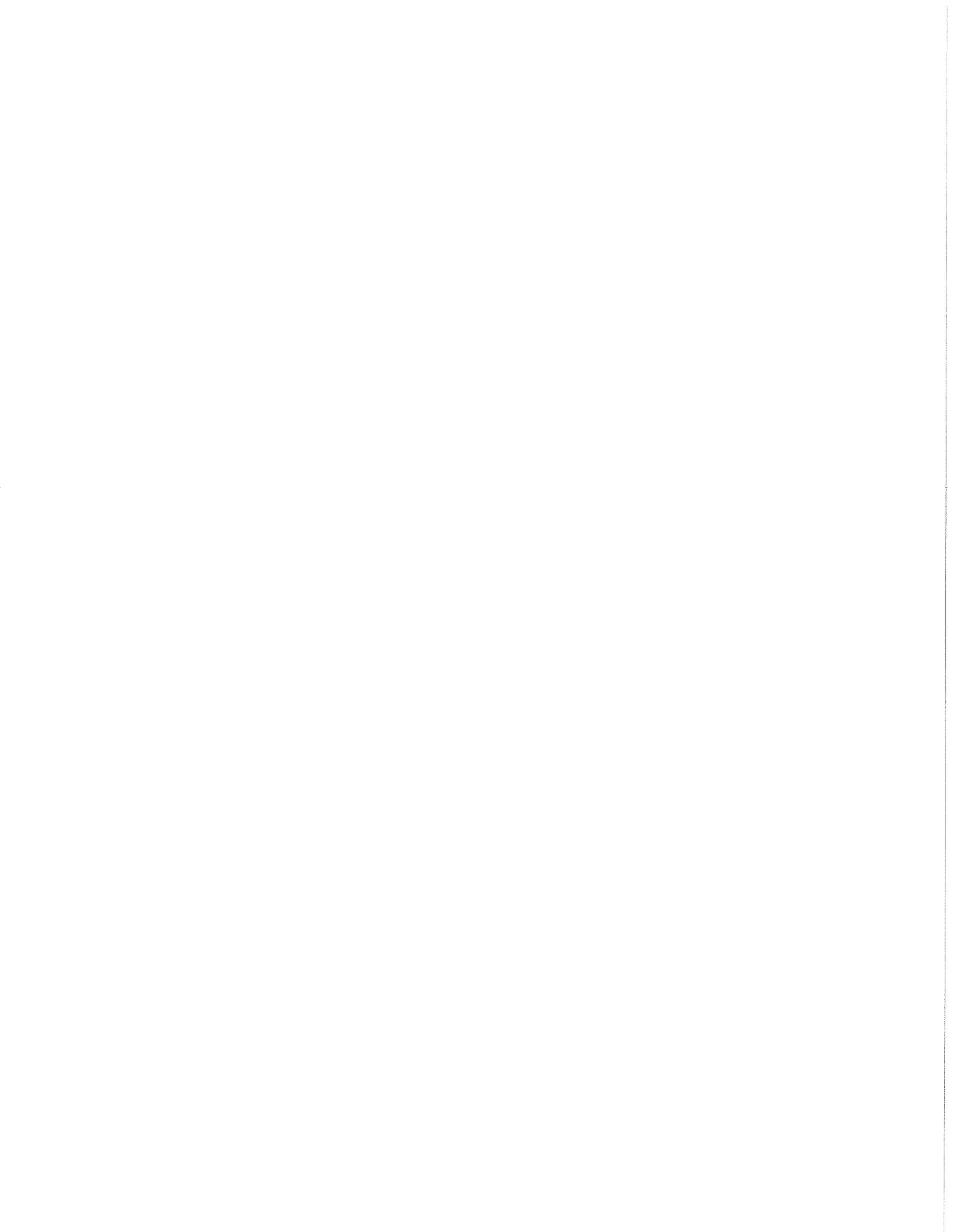
RECOMMENDED MOTION: "I move to approve Ordinance No. 440 regulating the electric service in the City of Cascade Locks."

FINANCIAL REVIEW: The effects of this state mandated requirements could result in increases in lost revenue because the City is prevented from turning off the electricity for non payment for any home covered in the protected class as defined by the regulation any time between December 1 and March 1, even if the weather is warm.

SUBJECT: Second Reading of Ordinance No. 440 Regulating Electric Sales.

The motion above has been made and seconded. After any discussion, the vote may be taken.

A copy of the final draft of the ordinance is attached to this staff report.



ORDINANCE NO. 440

**AN ORDINANCE RELATING TO THE MUNICIPAL LIGHT AND POWER SYSTEM;
REGULATING THE USE, SALE AND PRICES OF ELECTRIC CURRENT; DEFINING
SECURITY DEPOSITS AND OFFENSES; REPEALING ORDINANCE NO. 417.**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS
FOLLOWS:**

SECTION 1. Purpose.

- a) Electrical energy is furnished within the City limits of Cascade Locks and to certain areas outside the City limits.
- b) The policies set out in this ordinance apply to any account holder whether that is a person, firm, and corporation or legal entity supplied with electrical service by the City electrical utility.
- c) It is the intent of the City to provide through ordinance and resolutions, a helpful guide to the customer, the many segments of the electrical and building industries, and the utility, and to achieve efficient, effective, uniform, equitable treatment, and safe electrical service for all. The City respectfully requests cooperation from everyone concerned in attaining a high quality of electrical service, while ensuring the solvency of this vital public utility.
- d) Policies, maintenance, repair and installation procedures contained in the City ordinances are founded on standards for safety, economy and efficiency, in the distribution of electrical energy. Some are a requirement of service, others are optional and others are recommended. The use of such words as "shall," "may," "required," etc., indicates the status of the rule. "Shall," for instance, is a requirement. "Should" is a recommendation. "May" is at the discretion of the City or Customer.
- e) Staff personnel of the City are available for advice and consultation relative to utilization of electrical energy, service requirements and related situations in new, existing or reconstructed installations.
- f) In case of any conflict between any provisions of any rate schedule and the service policies set out in this ordinance, the provision of the rate schedule shall apply.

SECTION 2. Definitions.

- a) Accessibility. The definition of accessibility shall mean free of obstruction, natural or manmade. There shall be no instance where a temporary obstruction can become a permanent obstruction.
- b) Account. A formal record of the debits and credits relating to the customer who is receiving City related services.
- c) Account Set-Up Fee. A nonrefundable charge to cover the costs of establishing a customer account, activating the service, and the reading of the meter (read-in).
- d) Administrator. When used in this ordinance shall be held and construed to mean the City Administrator of the City of Cascade Locks.

- e) Annexed Areas. Areas to be added to the City's service area after the effective date of this ordinance.
- f) Billing Demand. Shall be the maximum average kilowatt load used by the customer for any period of thirty consecutive minutes during the month for which the bill is rendered as indicated by a demand meter and as adjusted for power factor.
- g) Builder (Developer): A holder of an account, either temporary or permanent, that services a construction location or buildings that are under construction or recently completed.
- h) City. Means the City of Cascade Locks and its service area.
- i) Class of Service. The type of service rendered by the City to a customer under a particular rate schedule.
- j) Commercial Customer: A holder of an account servicing a commercial business location.
- k) Contractor. Refers to a party doing electrical work as defined by state law.
- l) Cost. Refers to the total cost to the City to construct and install a facility or provide a service, including labor, equipment, and materials plus overhead.
- m) Customer. Any individual, partnership, corporation, firm, or governmental agency supplied with electric service by the City.
- n) Disconnect. Action by a customer to stop service from the City or action by the City to stop supplying electric service to a customer.
- o) Electric Service. Availability of electrical energy at a point of delivery for use by a customer, whether the energy is actually used or not.
- p) Energy. Electrical energy measured in kilowatt-hours.
- q) Heating Season: A billing period for a residential customer of the utility any portion of which occurs between December 1 and February 15.
- r) Kilowatt (KW). A unit of power equal to 1,000 watts or 1.341 horsepower.
- s) Kilowatt-Hour (KWH). The amount of energy delivered in one hour when delivery is at a constant rate of one kilowatt.
- t) Late Fee. A fee which the City assesses a customer in the event the customer's bill is not paid on or before the fifteenth (15) day of the month. Should the 15th fall on a weekend or a holiday, then payment is due and to be receipted in the City Hall Office on the next business day by 5:00 pm.
- u) Landlord: An owner of one or more residential properties that is rented on a monthly or longer basis for residential purposes.
- v) Line Extension. A branch from, or a continuation of, an existing primary or secondary distribution circuit, to serve permanent new points of delivery.
- w) Load (demand). The power requirement usually measured in kilowatts, of a system or piece of equipment, at a given instant or the average rate of energy-use during any designated short period of time.

- x) Load Factor. The ratio of average kilowatt load to kilowatt demand during any designated period, expressed in percent.
- y) Meter. The instrument used for measuring the energy or power delivered to a customer.
- z) Minimum Monthly Bill. The minimum monthly bill shall be the greater of either:
 1. The basic customer service charge; or
 2. Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.
 3. Higher minimum charges may be required to cover special investments as established by special contract.
- aa) Month. An interval of approximately 30 days between consecutive meter reading dates; not necessarily a calendar month.
- bb) N.E.C. National Electrical Code.
- cc) N.E.S.C. National Electrical Safety Code.
- dd) Peak Demand. Is the maximum rate of energy use, measured in kilowatts.
- ee) Person. Shall be held to mean and include natural persons of either sex, associations, partnerships, and corporations, whether acting by themselves or by a servant, agent, or employee, the singular number shall be held and construed to include plural, and the masculine pronoun to include feminine.
- ff) Point of Delivery. That point designated by the City where the City's facilities and those of the customer are connected.
- gg) Primary Service. Service delivered at the primary distribution voltage.
- hh) Primary Voltage. Any voltage above 750 volts, phase to phase.
- ii) Raceway. The approved type of enclosure, conduit, gutter, etc., used for protection of conductors.
- jj) Rate Schedule. A formal statement of the charges and conditions for a particular class or type of service in a given area or location.
- kk) Read-In. The first meter reading to commence service to a new customer or reconnected customer.
- ll) Read Out. The last meter reading to terminate service to an existing customer.
- mm) Readily Accessible. Means normally and easily reached during regular daytime working hours, not subject to being under "lock and key," "fenced-in," or within a "restricted" area.
- nn) Residential customer belonging to a protected class. A person who is a residential customer of a utility who receives state or federal heating assistance and who is:
 1. A low-income senior citizen;
 2. An active duty member of the Armed Forces of the United States;
 3. A customer whose household includes a seriously ill individual or a person with a disability;
 4. A customer whose household includes a child under the age of 12 months;

- 5. A customer who belongs to a household where the member of the household whose earnings are the primary source of support for the household has died within the past six months; or
 - 6. A customer who belongs to a household where the member of the household whose earnings are the primary source of support for the household has lost a job within the past six months.
- oo) Secondary Distribution System. An alternating current system connecting the secondaries of distribution transformers to the service drop or service lateral.
- pp) Security Deposit. A deposit to guarantee payment for service and a method of establishing credit with the City.
- qq) Seller. Means the person who is also the operator of a cogeneration or small power production facility.
- rr) Service Conductors. The supply conductors, which extend from the transformers to the service equipment on premises being supplied with electric service.
- ss) Service Equipment. The necessary equipment to control and meter electric energy furnished by the utility at its point of delivery to a customer.
- tt) Secondary Voltage. Any voltage of 750 volts or less, phase to phase.
- uu) Service Drop. The conductors from the distribution system to the point of attachment on a customer's building or other support.
- vv) Small Power Production Facility. Means a facility:
- 1. Which produces energy solely by the use of biomass, waste, a renewable resource or any combination thereof;
 - 2. Which is owned by a person who is not primarily engaged in the generation or sale of energy, other than the energy produced from the small power production facility; and
 - 3. Which has a power production capacity, which, together with any other facilities located at the same site, is not greater than 80 megawatts.
- ww) Temporary Service. Refers to electrical service of short-term or transient nature, or service to temporary construction operation. A charge shall be made for temporary service and a contract may be required.

SECTION 3. Accounting/Administrative Requirements. The following rules, regulations and procedures shall be followed in the determination of application for electrical service, billing, handling, of delinquencies, contractual relationship between the customer and City, and accounting of service charges.

- a) Application for Service. Any person desiring to purchase electric current from the City shall make application therefore upon a printed form to be furnished for that purpose, completed and signed by the applicant and filed in the office of the administrator. The application shall contain a description of the premises where such electric current is desired and the voltage and rating in amperes, watts, or horsepower of all devices as may be required by the administrator.
- b) Validity of Application.

1. The application is merely a request for service and does not in itself bind the City to serve except under reasonable conditions, nor does it bind the customer to take service; but if the service is connected, the application shall become a contract between the customer and the City, and the customer shall be required to pay monthly minimum charges according to the applicable rate.
 2. No application for electric service shall be accepted, or no new service shall be furnished to an account holder whether be a person, firm or corporation who has any delinquent bill, fee or charge with the City until such bill, fee or charge has been paid in full.
- c) Contract. The application provided for in this section shall become a Contract on the part of the person making the same, to pay for the electric current, at the rate, in the manner, and at the time as hereinafter specified by the City. The contract shall provide that the City shall have the right to:
1. Charge and collect the rates, fees and other charges as set by the City.
 2. Change the rates, fees and other charges at any time at the discretion of the City.
 3. Disconnect at any time, without notice to the customer.
 4. Install meters to register the electric current consumed or the maximum load or both.
- d) Exemption. Said contract shall further provide that the City, its agents and employees shall not be held responsible for any damage by fire or other causes resulting from defective wiring or appliances on the premises supplied with electric current by the City.
- e) Validity of Contract. Nothing contained in this ordinance shall be construed as requiring the City or the administrator to enter into any contract or to furnish electric energy to any person applying therefore. The Administrator is hereby authorized and empowered to refuse to enter into any such contract or to furnish such electric energy.
- f) Term of Contract. All contracts shall take effect from the day service is connected and rates shall be charged and bills rendered from the day the premises are connected to the City's electrical system. All contracts shall be binding for the period specified in the contract and shall continue in effect until thirty (30) days after written notice of discontinuance to administrator is delivered to his office, and until all charges for electrical energy, fines, and penalties have been paid in full.

Billing Procedures.

- g) Rate Schedule. All rate schedules set out in the provisions of or resolutions dealing with electric utilities shall be based on one month's service. Normally, meters shall be read and bills rendered at intervals of one month. A month may be from 27 to 32 consecutive days, but shall not necessarily be a calendar month. The City reserves the right to read meters and render bills for longer or shorter periods.
- h) Minimum Monthly Billing. If the calculated bill for energy consumption and demand is less than the minimum monthly bill (as defined in Section 2), then the City shall charge the "minimum monthly bill." Minimum Monthly Billing shall apply only to customers that have demand billings e.g. Public or Commercial accounts.
- i) Meter Reading. If for any reason, the City is incapable of a meter reading for any particular period; it may estimate the reading and render a bill based on this estimate. In the event of

appreciable error of any estimate, the City shall revise such estimate on the basis of the best evidence available.

- j) Payment Due Date. All Charges for electrical energy furnished by the City shall be due by the fifteenth (15th) day of the month. Should the 15th fall on a holiday or a weekend, then payment is due and to be received in the City Hall Office on the next business day by 5:00 pm.
- k) Cancellation or Termination of Contract. The City shall have the right, at its option, in addition to all other rights and remedies at law or in equity, to cancel or terminate the contract under which service is being supplied or to discontinue the delivery of electric energy with or without cancellation or termination of such contract in the following situations:
 - 1. Upon the customer's failure to pay, when due, any and all bills rendered by the City, including but not limited to amounts owing on current accounts; amounts owing on closed accounts; amounts owing on security deposits; amounts owing on account set-up fees.
 - 2. For fraudulent use of service.
 - 3. Theft or illegal diversion of electric energy.
- l) Delinquent Accounts/Late Fees. If the City does not receive full payment on or before the 15th day of the month, as designated in this section, item "J" at 5:00 pm the account shall be considered late and delinquent, and the City shall assess a late fee to this account. The City shall set the amount of the late fee by resolution.
- m) Payment Arrangements. If the customer does not plan to make full payment of the amount due, the customer may contact the City to make payment arrangements. Approval for any arrangements must come from the Finance Director-or designated representative. Factors to be considered if payment arrangements are to be approved include:
 - 1. The City's needs.
 - 2. The customer's past payment record and probable ability to meet payment schedule in light of circumstances causing delayed payments (unemployment, illness, etc.)
 - 3. The size of the bill and length of time outstanding.If the customer is not satisfied with the decision of the Finance officer, the customer may appeal to the City Administrator. The decision of the City Administrator is final.
- n) Failure to Adhere to Payment Arrangements. If payment arrangements are made and the customer fails to adhere to them, disconnection of service shall be made without further notice before noon of the day following the promised payment date unless that day falls on weekends and holidays. The City shall not terminate residential service on, or the day prior to, a weekend or holiday.
- o) Door-Hanger/Red Tag List. The City shall print a Door-Hanger/Red Tag list on the last working day of the month, listing those accounts still unpaid.
- p) Door-Hanger/Red Tag. The City shall write a "door hanger" tag and place said tag on the door of the dwelling or business of all accounts on the Door Hanger/Red Tag list that has not made a payment arrangement. A "door hanger" tag fee, as set by resolution, shall be assessed by the City at the time the tag is written.

1. The City shall keep a record of the time and date of placement of all notices on “door hanger” tags and the placement of such tag shall constitute a presumption of notice allowing the City to disconnect service, whether or not actual notice was provided the home or business owner by placement of such tag.
2. The “door hanger” tag shall state that the third day following placement of the tag is the final due date and the Customer must pay the amount due in full by 5:00PM (including the “tag fee” and late fee) or disconnection shall occur before noon on the following day unless the date falls on a Friday or holiday, in which case disconnection shall occur before noon on the next City business day.
3. If the Customer pays the amount stated as due on the “door hanger” red tag (including the “tag fee” and late fee) before the tag is hung, City staff shall make a reasonable effort to recall the tag so that it is not hung at the account service location.

q) Restrictions on Residential Terminations.

1. Physical Disabilities- the City shall not terminate service of a residential customer or refuse to restore service on request if the City had been advised in writing by a licensed physician, or public or private agency providing physical or mental health care, that termination of service would significantly endanger the physical health of the customer or any member of the customer’s household. However, the City reserves the right to install a service limiter type meter while such certification is in effect.
2. The termination of electric service to a residential customer belonging to a protected class may not occur if the termination would occur:
 - i. During the heating season;
 - ii. On any date for which the National Weather Service forecasts that the temperature of a location both within this state and the service territory of the utility will exceed 100 degrees Fahrenheit for a period of 12 or more hours; or
 - iii. On any date for which the National Weather Service forecasts that the temperature of a location both within this state and the service territory of the utility will be less than 32 degrees Fahrenheit for a period of 12 or more hours.

r) Designation of Third Party to Receive Notice. The City shall offer its customers the option to designate a third party to receive the notice of disconnection of service. The Customer is responsible for notifying the City of this option upon initiation of service.

s) Information on Financial Assistance. City shall inform residential customers who cannot pay their bills of the names and telephone numbers of appropriate units within the State Department of Human Resources or other social service agencies which may help the customer determine what federal, state or private aid may be available to that customer.

t) Requirements for Restoration of Service. If a Customer’s service has been properly disconnected under provisions of this ordinance, the City shall not reconnect electrical service at the same or any other place at which the customer resides without payment in full of any delinquent fees and charges, together with a new deposit and any reconnection charges. The City shall only receive payment during regular business hours. If the Administrator determines that, based on past history or current circumstances, the Customer

does not have a sufficient amount on deposit as security with the City, the City may assess an additional amount for security deposit equal to the previous highest month's bill.

- u) Payment Responsibility. When a change of occupancy or other legal responsibility for payment for electrical service occurs, the owner (as applicable) and/or Customer, shall give the City notice of such change within two (2) working days prior to such change. The outgoing Customer shall be responsible for payment of all services and charges. The owner shall be responsible for any unpaid past due amount, only if the owner agrees in writing that they shall be responsible for said bill.
- v) Closing (Final Bill). Closing bills are due and payable to the City on presentation. The City reserves the right to read the meter for a final bill within a period of two working days after the date requested by the customer and will use best efforts to read or disconnect on the day requested. The City may disconnect any current electrical service for any Customer who fails to pay or honor payment arrangements on a closed account being held by the City.
- w) Penalty on Delinquent Accounts. The City shall charge a penalty, of a certain percentage as set by resolution on the delinquent portion of all utility accounts in excess of five hundred dollars (\$500.00) or more to the Customer, beginning on the thirtieth day following the original due date.
- x) Returned Check Charges. The City may collect a charge as described by resolution for each check returned by a bank to the City.
- y) Rates and Fees. The City Council shall set all rates charged for electrical energy, connection, reconnection and other fees by resolution.

SECTION 4. Utility Security Deposit. A Utility Security Deposit is established in order to secure payment of City utility services rendered, including electric, water, sewer, CATV, broadband, and any other utility the City may offer.

- a) Amount of Deposit. The City shall set the amount of a Utility Security Deposit by resolution. In the event that the total monthly bill for an account exceeds this deposit amount for a period of three months within a six month period, or if the balance due is over this deposit amount more than three times in a six month period and the customer has demonstrated any type of delinquency with regards to the payment of this account, the Administrator may require an additional amount be paid so that a larger Utility Security Deposit is being held for that account. If the Customer fails to pay the additional deposit amounts as required, this shall result in disconnection of services to the account.
- b) Payment of Deposit. The City requires the payment of the Utility Security Deposit in full prior to connection of any services to a new account. The City Administrator or designated representative may make payment arrangements for the deposit using guidelines approved by Council. The City shall not accept or use Security Deposits to pay amounts due on active accounts. If a Customer fails to pay a due bill and it is necessary to turn off services, the City shall not restore such services to said Customer until s/he has paid in full all outstanding bills due on all utility services and all re-connect fees.

c) Requirement for Deposit. The City requires a Utility Security Deposit on each account, regardless of the number or type of utility services it provides to that account.

d) Variations to Requirement for Deposit.

1. Commercial Customers: A commercial customer who has a security deposit with the City for an account at a commercial location, shall not be required to pay a deposit on additional commercial location accounts. Security deposits on residential accounts of persons who also hold accounts that qualify as commercial do **not** qualify to be used for a commercial account deposit. Residences where home based businesses are operated shall not be considered commercial locations, unless the area of the residence being used for the commercial operation has electric and water meters that are separate from the electric and water meters that service the residential portion of the location.
2. Builders and Developers: A builder or developer who has a security deposit with the City for an account at one temporary construction location or permanent development site, shall not be required to pay a deposit on up to four additional temporary location accounts or permanent development site accounts. Each additional deposit may also cover a maximum of five accounts. Security deposits on residential accounts of persons who also hold accounts that qualify as builder or developer do **not** qualify to be used for additional commercial or builder or developer accounts.
3. Landlords: A landlord shall not be required to pay a deposit on rental location accounts.
4. Residential Customers-A: A residential customer who has a security deposit with the City for their residential account and is building a new home in the City that they shall move into when it is completed shall be required to pay an additional deposit on the account for the new home. When the customer moves into the new residence and closes the old account, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run. Non-payment of the closed account shall result in disconnection of services at the new account location.
5. Residential Customers-B. A residential customer who has a security deposit with the City for their residential account and is moving to another location is required to pay an additional deposit on the account at the new location. When the customer closes the old account, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run. Non-payment of the closed account may result in disconnection of services at the new account location.

e) Grandfathered Transition Customers:

1. Current utility account Customers who have a \$150.00 deposit with the City paid before November 2004, with the understanding that they would receive a refund of said deposit after twelve months of a good payment record, shall receive said refund as per their original agreement with the City.
2. Current utility account customers who do not have a security deposit with the City or shall have that deposit refunded due to the deposit refund policy that was repealed in

November 2004, shall also be required to provide a security deposit to the City, prior to resumption of service, under this policy when one of the following events occurs:

- a. The City disconnects an account on two occasions for non-payment of balances due (a dishonored check qualifies as non-payment) that was used to make payment on that utility account.
 - b. The customer closes the account and opens a new account at another service location within the City's service area.
- f) **Utility Security Deposit Refund.** When an account is closed out, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run.

SECTION 5. Operational Requirements.

- a) **Interruptions and Outages.** The City shall exercise reasonable diligence in supplying satisfactory and continuous electric service, but cannot and does not guarantee a constant and uninterrupted supply of energy. Whenever necessary for the purpose of making repairs or improvements to its system, the City shall have the right to temporarily suspend the delivery of electrical energy but, in such case, the City shall give reasonable notice if circumstances permit. Whenever an interruption of service can be foreseen, the City shall attempt to schedule its activities with its customers' needs. Any interruption shall be of as short a duration as practical under safe operating conditions.
- b) **Customer Liability.** The City shall not be liable for any damage, or claim of damage, attributable to any interruption or outage of electric service. If the customer's service fails beyond the point of delivery, he shall endeavor to determine the cause of service failure before calling the City. If a service person is sent out at the customer's request, and it is determined that the customer's equipment is at fault, a charge for the service call as established by resolution may be made.
- c) **Customer to Notify City.** The customer is encouraged to materially assist the City in fulfilling its purposes by promptly notifying the City of any defects, trouble, or accidents affecting the supply of electricity, or in the event service is unsatisfactory for any reason.
- d) **City Inspection and Responsibility.** Inspection of electrical wiring and equipment for compliance with codes and regulations other than those of the City is the responsibility of the appropriate governmental body having jurisdiction. The person desiring electrical service must obtain the appropriate approvals and certificates prior to connection of the City's service.
 1. The Administrator may, before connecting any premises with the City's circuits or furnishing electric current therefrom, cause the wiring, appliances and fixtures to be carefully inspected, and until such wiring, appliances and fixtures are put on proper condition, satisfactory to the Administrator, or his representatives, decline to connect the service wires with the City's circuit, and he shall have the power at any time to disconnect the service from any premises where the wiring, appliances or fixtures shall

become or are found to be defective or dangerous until the same are repaired to the satisfaction of the Administrator or his representative.

2. The City shall have the right, but shall not be obligated to inspect the customer's wiring or equipment before service is supplied and at any future time as determined by the City. However, nothing in this Ordinance shall be construed as placing upon the City any responsibility for the inspection of, the condition of, or the maintenance of the customer's wiring, energy-consuming devices or other equipment.
 3. The City shall not be held liable for any loss or damage to persons or property resulting from defects beyond the point of delivery caused by the customer's installation or equipment or the delivery of energy thereto.
- e) Connection to System. It shall be unlawful for any person, other than the Administrator, or his authorized representative or agent of the City, to connect any house, building, premises, wire, appliance or other device to the City's electrical system for the purpose of obtaining electrical energy or for any other purpose whatever.
 - f) Unauthorized Pole Attachment Prohibited. A Person must obtain written permission from the City before s/he attaches any equipment or material of any description to any utility pole, guy wire, electrical equipment, hardware or other property of the City. The City may charge fees as established by resolution for this coordination work.
 - g) Right to Trim Trees. City employees may trim trees on private property if such trees, in the judgement of the Administrator or his representative, shall create a hazard to electric service lines on the same or adjacent properties. If the property owner refuses permission to trim trees, they shall be liable for all damages and costs to repair any portion of the electrical system damaged by such trees.
 - h) Changes to Customer Electrical Load. It shall be unlawful for any customer to add devices requiring electrical energy, which is beyond the capacity of the existing service (to his premises). In the event the customer desires to change his load materially, he shall notify the City, sufficiently in advance, so that the City may, if economically feasible, provide the facilities required. In the event that the customer fails to notify the City and, as a result, the City's equipment is damaged, the customer may be liable for the cost of such damage.
 - i) Unlawful Connections. It shall be unlawful for any Customer to connect his service with that of any other person, or to in any way supply any other person or premises with electric current through his service, without first filing a written application for such connection or use at the office of the Administrator and receiving a written permit for said connection.
 - j) Ownership of Meters and other Improvements. All meters, wires and other facilities or equipment furnished and installed by the City, within or on the Customer's premises shall be and remain, the property of the City and may be removed by the City.
 - k) Meter Installations. The City shall determine and designate all meter locations. The City shall spot the meter in a readily accessible location outside the building so the center of the meter, or top row of multiple meter installations is 5 ½ feet plus or minus six inches, above finished ground level or walkway at that point, unless the City specifically approves an alternate location. The City must approve any exceptions before installation.

- l) Accessibility. All customers shall provide readily accessible and safe access to all utility meters, poles, lines, transformers, etc. on their property. The customer is responsible for keeping obstructions away from all electrical system parts. Customers shall not place meters under porches, carports or breezeways, over open pits, moving machinery, hatchways, in the path of falling water, where vegetation, or where animals limit accessibility, or where the meter may be subjected to excessive vibration or possible mechanical damage. In cases of remodeling or subsequent construction, including building of fences or other enclosures, the customer shall maintain ready accessibility to the City's meter and equipment. The City does not consider a key as acceptable for obtaining access to a meter.
- m) Failure to Provide Accessibility. If a customer fails to establish and maintain ready and safe accessibility to all utility system parts on or adjacent to their point of delivery, service drop meter, then the City shall carry out the following procedures:
1. Notice to Customer. The City shall give written notice to the customer that shall include the date, time and reason why City utility employees were unable to maintain that portion of the City's utility system on or adjacent to the customer's property. The City shall give this notice within three (3) working days of determination that a problem exists at a specific location. The Customer shall have two (2) working days from receipt of this notice to make the City utility system accessible to City utility employees. In the interim, the City shall bill energy consumption, demand and other charges to the customer based upon an estimate as determined by the City.
 2. Second Notice to Customer. If the accessibility problem persists, the City shall provide a second notice to the customer that the initial problem has not been corrected or has reoccurred and continues to prevent City employees from carrying out their duties. The City shall give the Customer another three (3) working days to correct the problem and assess a service charge as set by resolution. The City shall continue to bill energy consumption, demand and other charges to the customer based upon an estimate as determined by the City.
 3. Failure to Heed Notice. The City shall disconnect those customers from its system at the point of delivery when the customer has failed to heed the two (2) notices above and make all City utility system parts readily and safely accessible to City utility employees, to the satisfaction of the utility department manager.
- n) Meter Seals. At the time of installation, the City shall seal the meter and no person shall tamper with or break the seal without prior authorization from the City. The City shall consider any tampering with the meter or unauthorized breaking of the seal as evidence of fraud.
- o) Separate Meters for Different Rate Classifications. If the Customer desires to use electricity for purposes classified under different rates, the City shall install separate meters to measure the current supplied at each rate and charge for the electricity passing through each meter at prices specified in the rate schedule for such separate uses.
- p) Meter Failure. Should any meter fail to register correctly the amount of energy or power used by the customer, the City shall estimate the amount of such use from the best available evidence.

SECTION 6. Employees Prohibited.

- a) Unlawful Employee Compensation. It shall be unlawful for any inspector, agent or employee of the City ask, demand, receive or accept any personal compensation for any service rendered to consumers of electric current, or other persons, in connection with supplying or furnishing electrical energy by the City.
- b) Promise of Service. No promise, agreement or representation of any employee or agent of the City of Cascade Locks, with reference to the furnishing of electric energy, shall be binding on the City, unless the same shall be in writing signed by the Administrator in accordance with the provisions of this ordinance.

SECTION 7. Customer's Responsibility.

- a) Wiring and Equipment. The customer shall install, own, and maintain all wiring and equipment beyond the point of delivery, except meters and special facilities installed or furnished by the City. The customer's wiring shall conform to all requirements of legally constituted authorities having jurisdiction; including county codes or ordinances, ordinances and resolutions of the City, the National Board of Fire Underwriters, the Oregon Bureau of Labor, and the National Electrical Code.
- b) Equipment Required by City. The customer shall furnish, and install, an Underwriter's approved meter socket, or sockets, as specified by the City, for the installation of the City's metering equipment. If instrument transformers are required, the customer shall furnish and install mounting brackets, a suitable enclosure, and necessary conduit, as specified by the City. It shall be the customer's responsibility to provide suitable protective devices; such as fuses, circuit breakers, and relays, to adequately protect his equipment. For the protection of three phase motors, the installation of three thermal over-current devices and, in addition, dual element delay fuses or circuit breakers of suitable rating are considered necessary. The City reserves the right to refuse or discontinue service to customer's equipment or wiring, where such equipment or wiring is in hazardous condition, or not in conformity with lawful codes and local regulations. The City shall not be held liable for any loss or damage to person, or property, resulting from defects beyond the point of delivery, or in the customer's installation of equipment, or the delivery of energy thereto.
- c) Protection of City Property. The customer shall take all reasonable and proper precautions to prevent damage to City property and facilities on his premises. In the event that the property of the City is damaged because of the customer's negligence, the City may collect the cost of repairs or replacements from the customer.

SECTION 8. Relocation of Electric Facilities.

- a) Overhead Lines. In the event any customer requests his delivery point be moved to a new location on an existing structure, the City may remove and reconnect its overhead service drop at the new delivery point, without cost to the customer. If relocation of a pole or other equipment is required, the customer shall pay for all materials, labor, and overhead required to serve the new delivery point. Where underground service is provided, the Customer shall not relocate the delivery points without permission from the City and written agreement by the customer to assume all costs of relocation.

- b) Relocation Feasibility. In the event a customer wants either overhead or underground facilities relocated, the City may move the facilities if the move is feasible operationally, necessary rights-of-way can be obtained, and the customer agrees to pay in advance an amount sufficient to cover all costs of the relocation. Persons requesting relocations of facilities must make satisfactory arrangements for the transfer or relocation of equipment owned by any other utility and any third party which may be involved, including any underground service facilities.

SECTION 9. Point of Delivery.

- a) Location. All of the equipment on the customer's side of the point of delivery shall belong to and be the responsibility of the customer, except meters and metering equipment and any other equipment provided by the City.
- b) Notice in Advance of Installation. The Customer is responsible to advise the City at the earliest time possible of his service requirements in advance of installing service entrance equipment. The City shall meter each point of delivery separately.

SECTION 10. Cost of Reconnection/Safety Work. Except for the initial installation of a service, the City shall charge the Customer a fee set by resolution for each trip made if a reconnect is requested by the customer. Work performed by the City to provide electric safety on customer's premises shall not be subject to this charge.

SECTION 11. Temporary Service.

- a) The City may provide service to temporary construction as follows:
1. The City shall bill for energy used for temporary single phase service for construction of a single family residence or duplex at the residential rate, in addition to the charge for installation and removal.
 2. The City shall bill for energy used for temporary single phase and/or three phase service, if available, for construction of apartments, offices, schools, churches, commercial and industrial buildings or similar facilities and to provide energy for fruit stands, fairs, field offices, Christmas tree lots, etc. at the applicable rate schedule in addition to the charge for installation and removal.
 3. Contracts covering temporary service in the underground network where overhead service is not available may contain service and cost provisions separate and distinct from other temporary service requirements.
 4. Customer's terminal and intermediate support installations for receiving temporary service must maintain N.E.S.C. clearances, be structurally safe and provide an adequate support at the point of the attachment.

SECTION 12. Recovery of Damages. Any person or persons who, as the result of violating any of the provisions of this ordinance, cause any expenses, loss, or damage to the City shall immediately become liable to the City for the full sum of such expense, loss, or damage. The Council may, at its discretion, instruct the City attorney to proceed against any such person or

persons, in any court of competent jurisdiction, in a civil action to be brought in the name of the City for the recovery of the full sum of any such expense, loss, or damage sustained by the City.

SECTION 13. Penalties. Any person or persons found guilty of theft of service or fraudulent use of service or willfully damaging any portion of the electrical system shall, upon conviction thereof, be punished by a fine of not less than \$500.00, or by imprisonment for not more than 100 days, or both. Any person or persons violating any other of the provisions of this Ordinance shall, upon conviction thereof, be punished by a fine of not less than \$50.00 per day. The City shall file a separate complaint for each day a violation continues beyond notification given under this Ordinance.

SECTION 14. Validity. The invalidity of any section, clause, sentence, or provisions of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

ADOPTED by the City Council this 26th day of October, 2015.

APPROVED by the Mayor this 26th day of October, 2015.

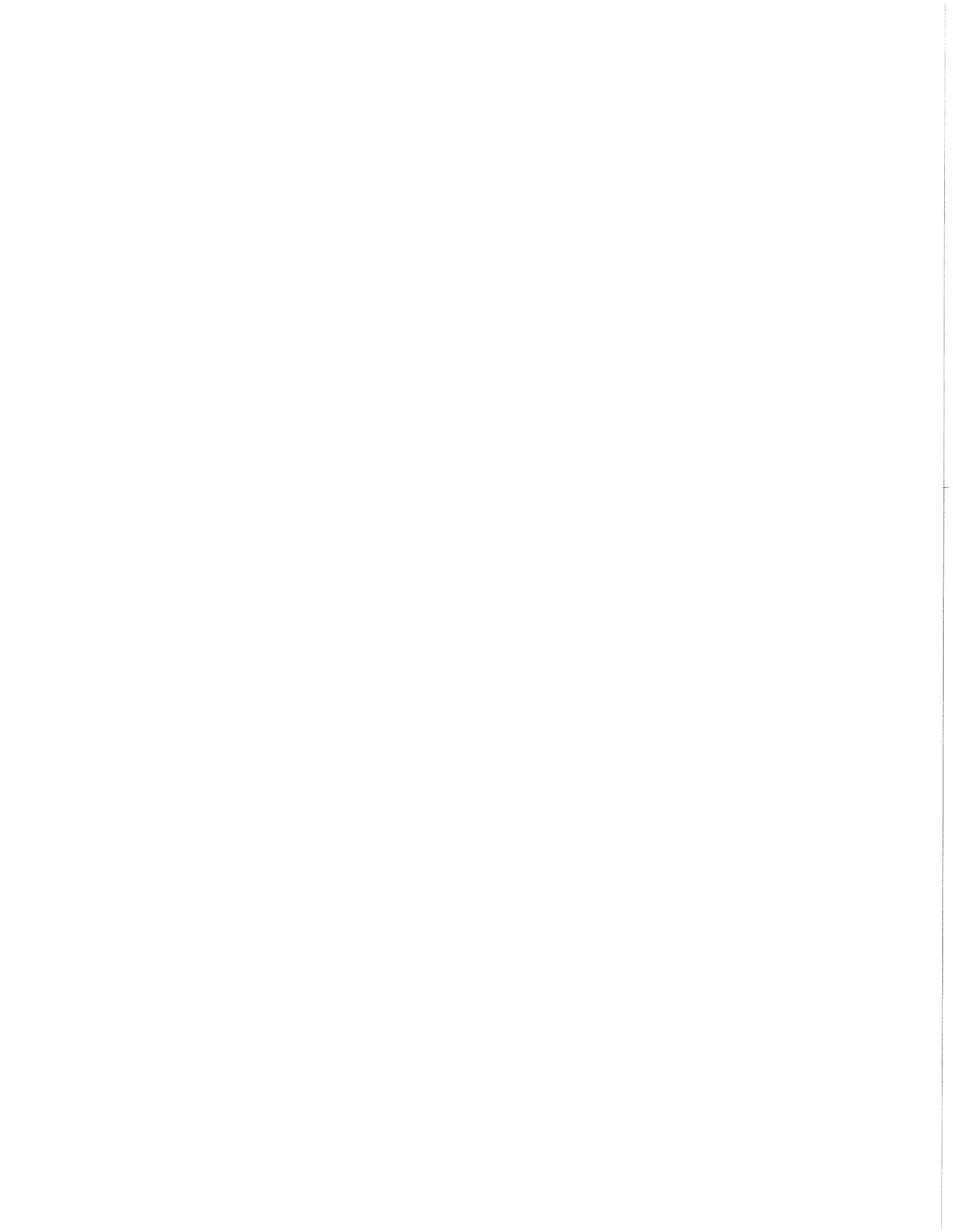
Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

First Reading: October 12, 2015

Second Reading Approved: October 26, 2015 Ayes _____; Nays _____



CASCADE LOCKS STAFF REPORT

Date Prepared: October 19, 2015

For City Council Meeting on: October 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Community Discussion Concerning Nestlé Waters North America (NWNNA).

SYNOPSIS: At the last Council meeting the City Council heard a discussion about fostering a community discussion surrounding the conflict of a water bottling plant in Cascade Locks. A proposal was made by Holly Wells, of Neutral Ground Mediation, with prices ranging from \$6,000 to \$22,000. Before a decision is made about this proposal, the following information should be considered.

With the filing of a ballot initiative by a local citizen's group aimed directly at a water bottling facility proposed by NWNNA, the City must be very careful not to expend any City resource (time or money) that could possibly be interpreted as supporting or opposing that ballot measure. The process of convening a large gathering of people to discuss the whole of the situation and paying for that convening process would be a potentially significant violation of State law prohibiting such advocacy.

The City Council is the elected body that is required to exercise its decision making authority on behalf of the citizens of Cascade Locks. It has the ultimate authority in entering into contracts on behalf of the City as an institution. As the elected body, it cannot delegate that decision making authority to any group of citizens, no matter how well intentioned. Any contract proposed by NWNNA would be vetted by City Staff and lawfully selected professionals such as engineers and/or attorneys. Such a proposal would be negotiated by the Council through its staff and approved by the Council in regular session. It is the Council's responsibility to consider all points of view concerning that contract and to make the best decision it can with the information it has in the best interest of the City and its future.

The proposal from Neutral Ground describes the exercise as decision making and even calls the process of bringing 50-100 people together as a "decision-making gathering." It is important for the city council be clear that decisions regarding development plans, agreements and negotiations with city utility customers is the responsibility of the council. Regarding potential city council decisions about Nestlé's potential bottling plant, the council welcomes and encourages citizen input and has already received a great deal of input. It would be

inappropriate to cede the council's decision-making responsibility to any group no matter how the group might be convened, facilitated, and well intentioned.

The kind of collaborative and respectful dialogue Ms. Wells' proposal suggests can be useful in encouraging better understanding between those on each side of this or any controversy. However, the costs for the proposed process should be carefully examined. If an outside City-or-Port-staff group were to conduct such dialogue, it would not be in violation of State law. The decisions reached by such a convening could be shared with the Council, but in no way would be binding up the Council. It could, however, be helpful information.

CITY COUNCIL OPTIONS:

1. Continue the discussion at the Council level.
2. Do nothing at this time.

RECOMMENDED MOTION: Council discussion only at this time.

LEGAL REVIEW: The City Attorney agrees with this report.



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees

Gordon Zimmerman

From: Holly Wells <hollyw28@gmail.com>
Sent: Monday, October 19, 2015 5:59 PM
To: gzimmerman@cascade-locks.or.us
Cc: Holly Wells; kwoosley@cascade-locks.or.us
Subject: For the Council: Approaches to Community Engagement and the Generation of Community Wisdom

<http://co-intelligence.org/CommunityEngagement.html>

Hi, Gordon:

At the Oct. 12 meeting, Kevin asked for references regarding “successful” uses of Convergent Facilitation. Beyond the Michigan 2013 child custody legislative process (which is noted in the proposal), much of the work that has been done with this nearly new process (created in this form by Miki Kashtan, my mentor) has been in confidential situations. In addition, the definition of success can be much more “moveable” in this process whose goal is effective, totally inclusive communication with all present—leaving no one behind as progress is made on decisions and thereby increasing trust.

As an alternative to success stories for this particular process, the link above lists various ways to draw forth “Community Wisdom”/“Community Intelligence.” These would probably have been considered “alternative” 10 or 15 years ago, but they are (thankfully!) moving more toward the mainstream all the time. I hope the Council will find them inspiring!

Miki’s process is based in Non-Violent Communication, with an emphasis on using conflict and decision-making as vehicles for *improving* relationships. This fits with my experience in smaller-scale conflict resolution and professional activities in many arenas, which I believe has prepared me over the past 25 years for this opportunity to assist Cascade Locks.

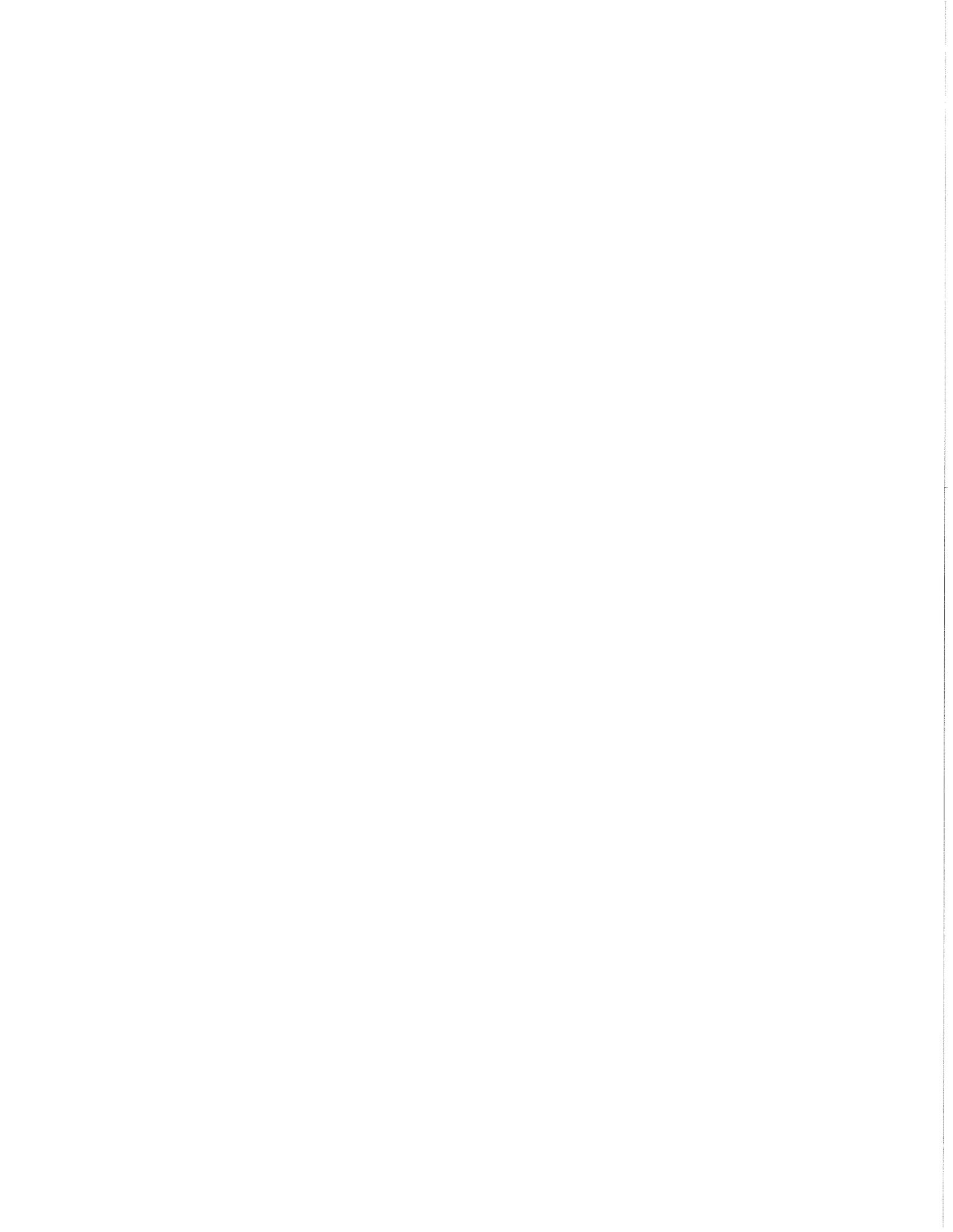
I plan to attend the Oct. 26 Council meeting, but if anyone has questions before then about what I’ve sent, I would welcome calls or emails.

I’ll bet fall is getting beautiful out that way!!

Warmly,

Holly

503-452-0936



CASCADE LOCKS STAFF REPORT

Date Prepared: October 20, 2015

For City Council Meeting on: October 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Electric Rates Within the Urban Growth Boundary

SYNOPSIS: At the last Council meeting, two families came into the Council to complain about an electric rate increase for their residences.

The Electric Utility has seven homes that were included in the Rural Residential area of the old electric rates:

1. 513 Harvey Road
2. 517 Harvey Road
3. 1160 Frontage Road
4. 1170 Frontage Road
5. 1210 Frontage Road
6. 1220 Frontage Road
7. 1370 Frontage Road

Addresses 1-4 are outside city limits but inside the Urban Growth Boundary.

Addresses 5-7 are inside the city limits.

One home, 515 Harvey Road, is outside the city limits and the Urban Growth Boundary.

Here is the history of the applicable electric rates for these homes.

Resolution No. 1214, passed in June of 2011 set the rate for homes within the city limits and for those homes outside the city limits in rural areas other than South Bank:

Basic Customer Service Charge (City):	\$9.90 per month
Cost of Energy:	7.05 cents/kwh
Basic Customer Service Charge (Rural):	\$12.65 per month

Cost of Energy: 7.05 cents/kwh

In September of 2013 the City Council consolidated all three electric rate resolutions (city/rural, street lighting, and South Bank) into one Resolution No. 1281. This divided the rates into within the city and outside the city including the old rural classification.

Basic Customer Service Charge (City): \$9.90 per month
Cost of Energy: 7.05 cents/kwh

Basic Customer Service Charge (Rural): \$18.20 per month (includes South Bank)
Cost of Energy: 9.37 cents/kwh

In January of 2014 the Council passed a new resolution No. 1291 which repealed the power cost adjusting clause but maintained the new classifications of in city and outside the city. The rates remained the same.

The basis for the decision was to simplify the rates into easily identifiable areas: inside the city limits and outside the city limits.

During September of this year City Staff was auditing our customer records. It was discovered that the two homes on Harvey Road which are outside the City limits were not being billed per the resolutions passed two years earlier. The homes on Frontage Road had been correctly adjusted. Staff sent the two properties the enclosed letter. Realizing that the error was ours, we did not bill for the increase retroactively. The new rates were to be applied to the billings beginning October 1, 2015. A copy of the letter is included in this report.

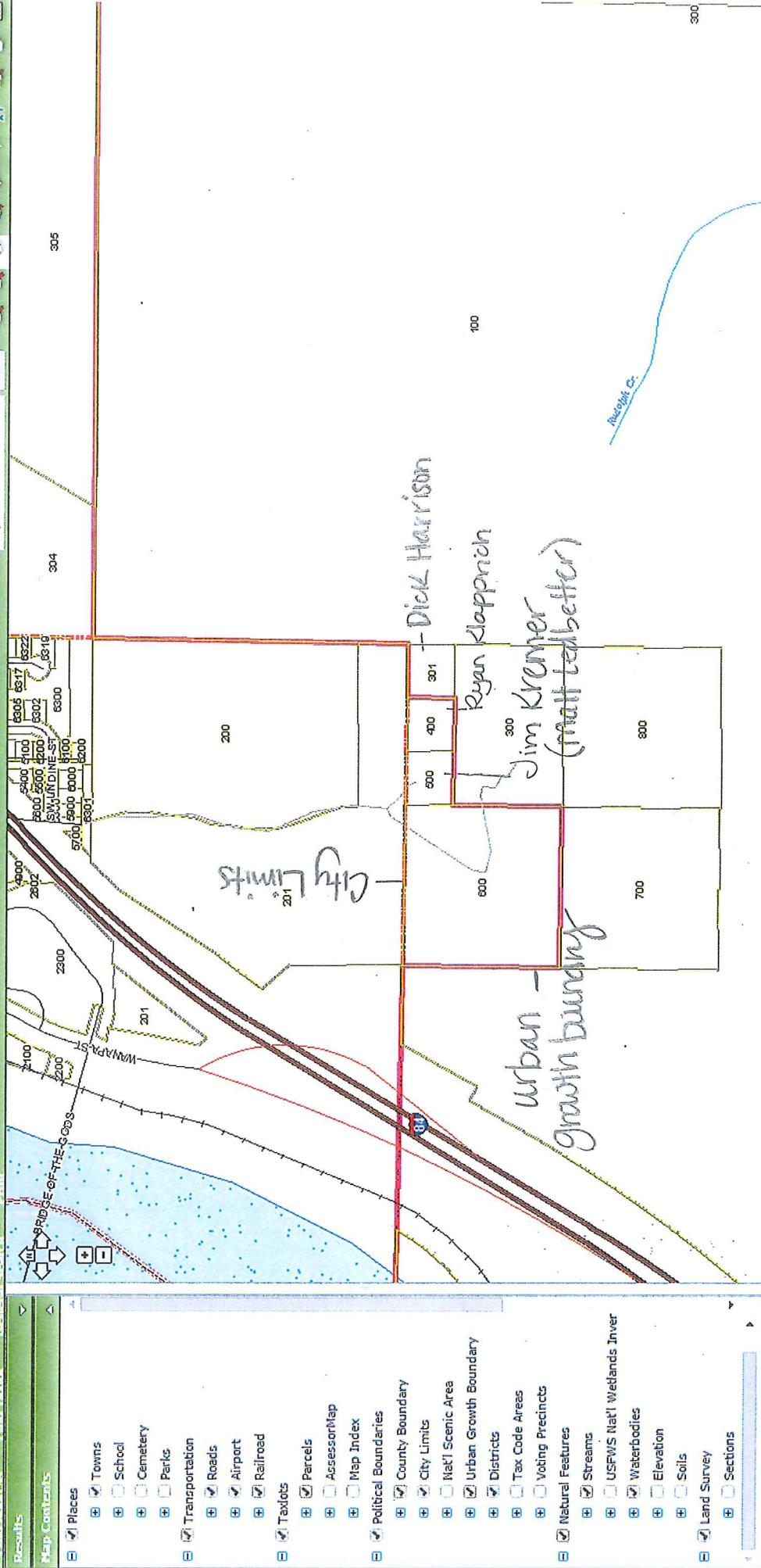
There may be some justification between the rates based on the payment of property taxes to the city, while those living outside the city limits do not pay city property taxes while using city rights-of-way to reach their homes. The justification for a higher rate in South Bank is because of the extra travel time required to service those accounts.

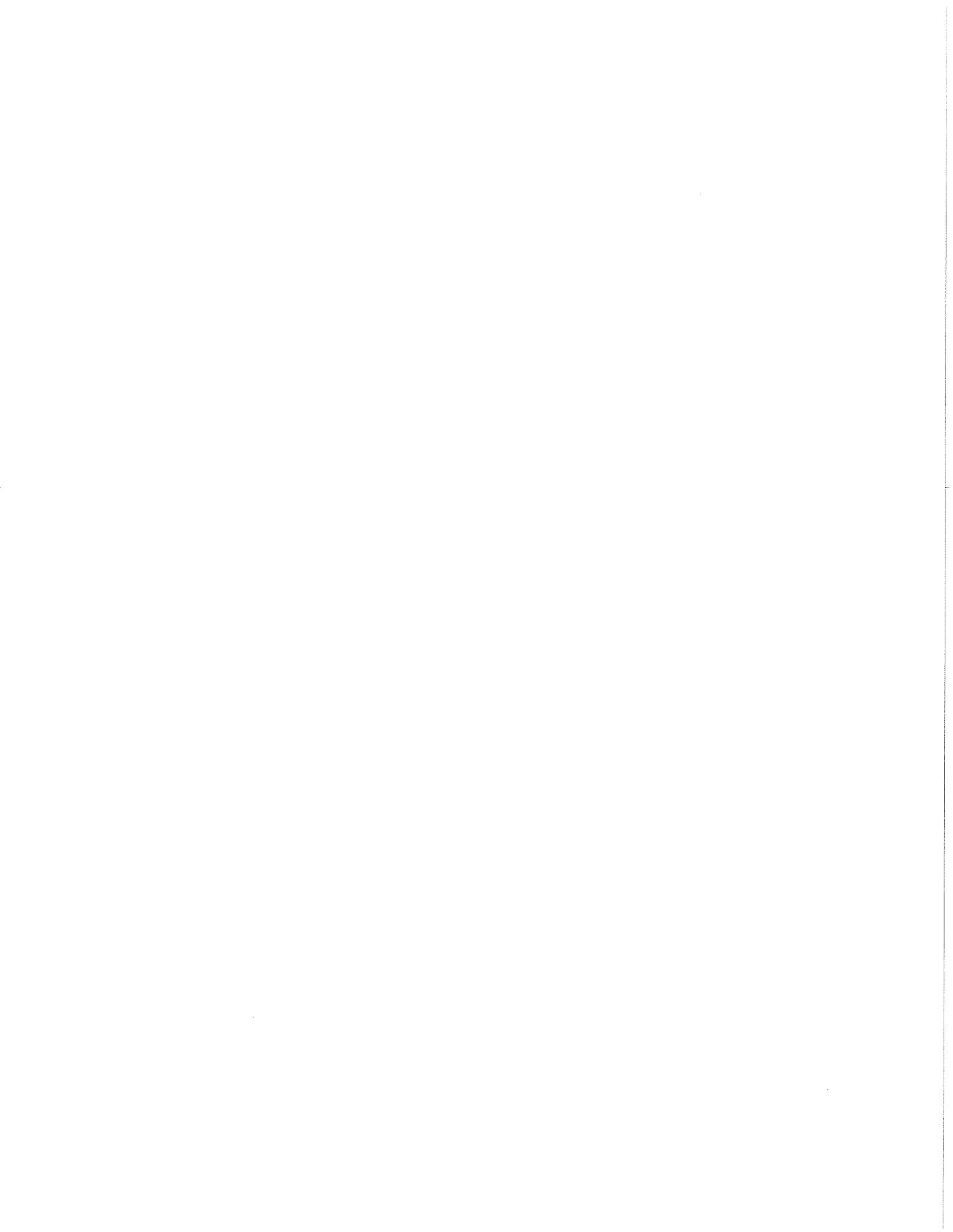
If the Council maintains the current billing rates as codified in the resolutions, the homeowners within the UGB may apply for annexation into the City. The application process and paperwork are attached.

CITY COUNCIL OPTIONS:

1. Maintain the current resolutions.
2. Modify the resolutions to reflect a "rural within UGB" rate.

RECOMMENDED MOTION: This is a discussion item only.







City of Cascade Locks
PO Box 308 140 SW WaNaPa St.
Cascade Locks, OR 97014

(541) 374-8484 Fax: (541) 374-8752 TTY 711

September 25, 2015

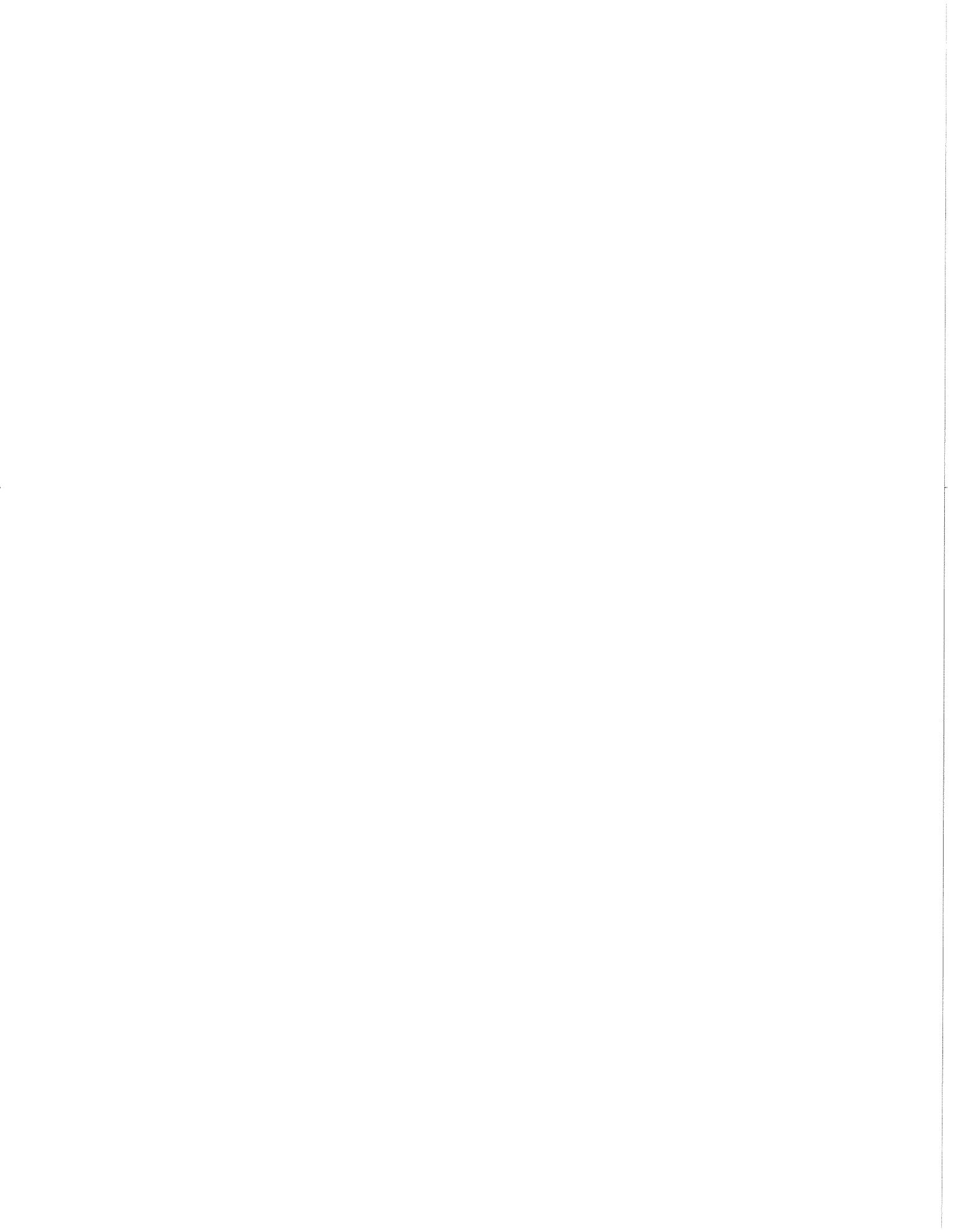
Dear Utility Customer,

During a recent internal audit of our Customer's utility accounts, we discovered that some of the rural utility accounts were not being charged at the correct rate for electrical usage as well as the electrical base rate. These billing corrections are done in accordance with Resolution No. 1291 that was passed by the City Council on May 13, 2014. Previous to the passing of this ordinance there were separate rates for "Southbank" customers (those residing to the west of Cascade Locks city limits) and to the "Rural" customers (those residing elsewhere outside of city limits). This new resolution now only includes one rate for rural customers, or those outside of Cascade Locks city limits.

You are receiving this letter because one or more of your rates was updated as you reside outside of City limits. I have included a copy of Resolution 1291 for your convenience. If your rates have increased, we apologize for this and realize it is a mistake on behalf of the City. Because of this, you will only be charged these rates going forward. If you should have any further concerns or questions regarding these changes, please contact me at City Hall during normal business hours. Your updated rates will be reflected on your next bill coming out in October.

Thank you,

Megan Webb
Accounting Clerk
mwebb@cascade-locks.or.us



Annexation

Applicant Handbook

This packet will guide an applicant through the City's Annexation process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Public Hearings Procedures
- 3) Approval Criteria
- 4) Application Form
- 5) Fee Agreement
- 6) Fee Schedule

Please use the following as a checklist to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

- Step 1: Request a Pre-Application Conference**
- Step 2: Attend the Pre-Application Conference**
- Step 3: Submit the Application**
- Step 4: Application Acceptance
- Step 5: Notice of Public Hearing
- Step 6: Staff Report
- Step 7: Participate in the Public Hearing**
- Step 8: Decision
- Step 9: Notice of Decision

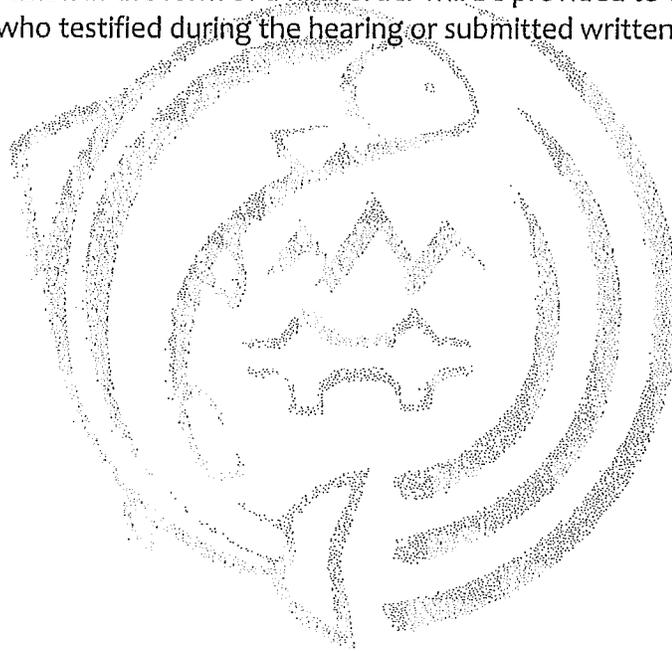
Annexation Step by Step

Note: Annexation applications shall be administered and reviewed as a City Council decision in accordance with Article II of the Community Development Code.

1. Pre-Application conference scheduled.
 - a. The fee for a Pre-Application Conference is ^{250 Kw} \$225 and needs to be paid at time of scheduling.
2. Pre-Application conference held.
 - a. Please have any pertinent partners attend this meeting, i.e. your architect or engineer
3. Annexation Application submitted by applicant.
 - a. Applications include the application form and additional required information described in section 8-6.24.030 and Section 8-6.176.040 of the CDC. It is the applicants responsibility to prove the need for the zone change and show how the proposal meets the approval criteria in Section 8-6.176.070.
 - b. The fee for an Annexation is \$1,000 and needs to be paid at the time of submittal.
4. Application is reviewed for completeness.
 - a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
 - b. Once the application is determined to be complete, the applicant will be notified via a letter.
 - c. All documents or evidence relied upon by the applicant shall be submitted to the City and made available to the public at least 20 calendar days before a City Council hearing.
 - d. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Staff Report is written and mailed.
 - a. A copy will be mailed to the applicant approximately 7 calendar days prior to the public hearing.
6. Notice of Public Hearing
 - a. Notice of a Public Hearing shall be mailed and posted at least 20 calendar days before a City Council Hearing by City Staff.
 - b. In addition to all other notice, at least 10 calendar days before a City Council public hearing, notice shall be provided in a newspaper of general circulation in the City, by City staff.
7. Public Hearing is held in accordance with rules of procedure as written in 8-6.28.
 - a. The City Council will review all evidence submitted to the record, including the staff report recommendation and may:
 1. Approve or deny all or part of the application.
 2. Approve all or part with modifications or conditions of approval
 3. Defer a decision; or

Annexation Step by Step

4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.
8. Minutes produced
 - a. Minutes of the City Council public hearing will be produced and reflect the matters discussed and the views of the participants shall be noted.
9. Notice of Decision
 - a. Notice of Decision in the form of a final order will be provided to the applicant and any parties who testified during the hearing or submitted written comments.



CASCADE
LOCKS

Public Hearings Procedures

Planning Commission and City Council

General Guidelines

- a. All those who wish to testify must write their name and address on a sign up sheet that will be available before and during the hearing.
- b. The order of testimony will follow the steps below and then will be based on the order individuals signed up.
- c. All those wishing to testify must do so from the podium and will refrain from making comments while in the audience.
- d. Testimony shall begin with a statement of one's name and address for the record.
- e. Testimony and evidence must be directed toward the decision criteria or other standards in the land use regulation the person believes to apply to the decision.
- f. Except as otherwise provided, the applicant, or the appealing party on appeal, bears the burden of proof that the proposal is in compliance with the applicable criteria and standards.

Public Hearing Steps

1. Open public hearing – The hearing is opened with a statement of rules.
2. Members of the Commission or Council declare any and all significant pre-hearing ex-parte contacts with regard to the matter and potential conflicts of interest. Members will requeuse themselves if there are any potential conflicts of interest that will not allow them to make a fair and impartial decision.
3. Presentation of the Staff Report
4. Applicant presentation
5. Testimony from those in favor of the proposed action
6. Testimony from those opposed to the proposed action
7. Questions from members of the public
8. Applicant's rebuttal
9. Final comments from Staff
10. Close of public hearing

NOTE: Once the hearing is closed, no additional testimony, comments, or questions may be taken from the audience.

Annexation

Applicant Handbook

Approval Criteria

8-6.172.050

The City Council shall approve, approve with conditions, or deny an application for an annexation based on findings of fact with respect to each of the following criteria:

- A. All required public facilities and services have adequate capacity to serve the property to be annexed, without negatively impacting the City's ability to adequately serve all areas within the existing city limits.
- B. Annexation of the property will result in a city limit boundary that can efficiently receive city services.
- C. The territory is contiguous to the city limits and within the Urban Growth Boundary.
- D. The annexation meets the city's urban growth needs and it is to the city's advantage to control the growth and development plans for the property to be able to address such issues as traffic, density, land use, and the level and timing of necessary facilities and services.
- E. The proposed zoning designation satisfies the applicable approval criteria in Chapter 8-6.180.
- F. The proposal satisfies the Comprehensive Plan goals, policies, and implementation strategies under following plan sections:
 - 1. Planning - Agency Coordination and Cooperation; and
 - 2. Planning - Land Use Planning.
- G. The proposal satisfies the requirements of the Cascade Locks Urban Growth Area Management Agreement with Hood River County.

City of Cascade Locks
P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
Fax: 541-374-8752

ANNEXATION APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: _____ Phone: _____

Address: _____

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: _____ Phone: _____

Address: _____

Property Information

Property Address: _____

Township; Range; Section; Tax Lot: _____

Current Zoning: _____ Proposed City Zoning: _____

Property Size: _____

Existing Use/Structures: _____

Application Proposal: _____

FOR OFFICE USE ONLY

File Number: _____

Submittal Date: _____ Fee: _____ Received by: _____

Application Type: _____ Completeness: _____ 120th Day: _____

II. APPLICATION REQUIREMENTS

- (A) ___ Completed and signed application form.
- (B) ___ Written response to the approval criteria. It is the applications responsibility to prove the need for the annexation.
- (C) ___ ONE copy and ONE PDF version of the site plan drawn to scale. City staff will assist the applicant in determining what information is required on the site plan.
- (D) ___ ONE copy and ONE PDF version of a vicinity map drawn to scale. City staff will assist the applicant in determining what information is required on the vicinity map.
- (E) ___ Names and addresses of all the property owners within 250 feet of the boundaries of the property. This list must be provided by a Title Company or the Hood River County Assessor.
- (F) ___ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (G) ___ A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (F) ___ A signed fee agreement and payment for filing fee.

III. SIGNATURES

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

Applicant/Owner

Date

Applicant/Owner

Date

**NOTICE TO APPLICANT
REIMBURSEMENT TO CITY OF CASCADE LOCKS
FOR ADMINISTRATIVE FEES**

TO: APPLICANT

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the City must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), _____, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an estimated cost is \$ _____, but that the actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

DATED this _____ day of _____, 20____.

LAND USE APPLICANT(S): _____

PROPERTY OWNER(S): _____
(If Different Than Above) _____

Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

For All Developments:

Pre-Application Conference	\$250
Site Plan Review	\$625
Staff time, 5 hours planning consultant & 1 hour engineer	
Public Work Type A Permit	\$250
Plan review & inspection by Public Works	
Zoning/Building Review Plan	
A. Accessory Structure, minor review	\$50
B. House or Mobile Home	\$100
C. Multi-Family Dwellings	\$100 + \$25 per unit
D. Commercial, Industrial, Other Projects	\$200

Additional Fees for Multi-Family Developments:

Planned Unit Development	\$1,400
Staff time, 8 hours planning consultant & 3 hours engineer	
Subdivision	\$1,200
Staff time, 8 hours planning consultant & 3 hours engineer	
Public Work Type B Permit	\$500
Plan review & inspection by Public Works	

Other Possible Charges:

Conditional Use	\$625
Staff time, 5 hours planning consultant & 1 hour engineer	
Lot Line Adjustment	\$125
Variance	\$450
Staff time & 4 hours planning consultant	
Partitions	\$500
Staff time, 4 hours planning consultant & 1 hour engineer	
Signs	\$75 + \$2 per sq foot
Temporary Permit	\$300
A temporary permit will not be allowed until a building permit is purchased through the County	

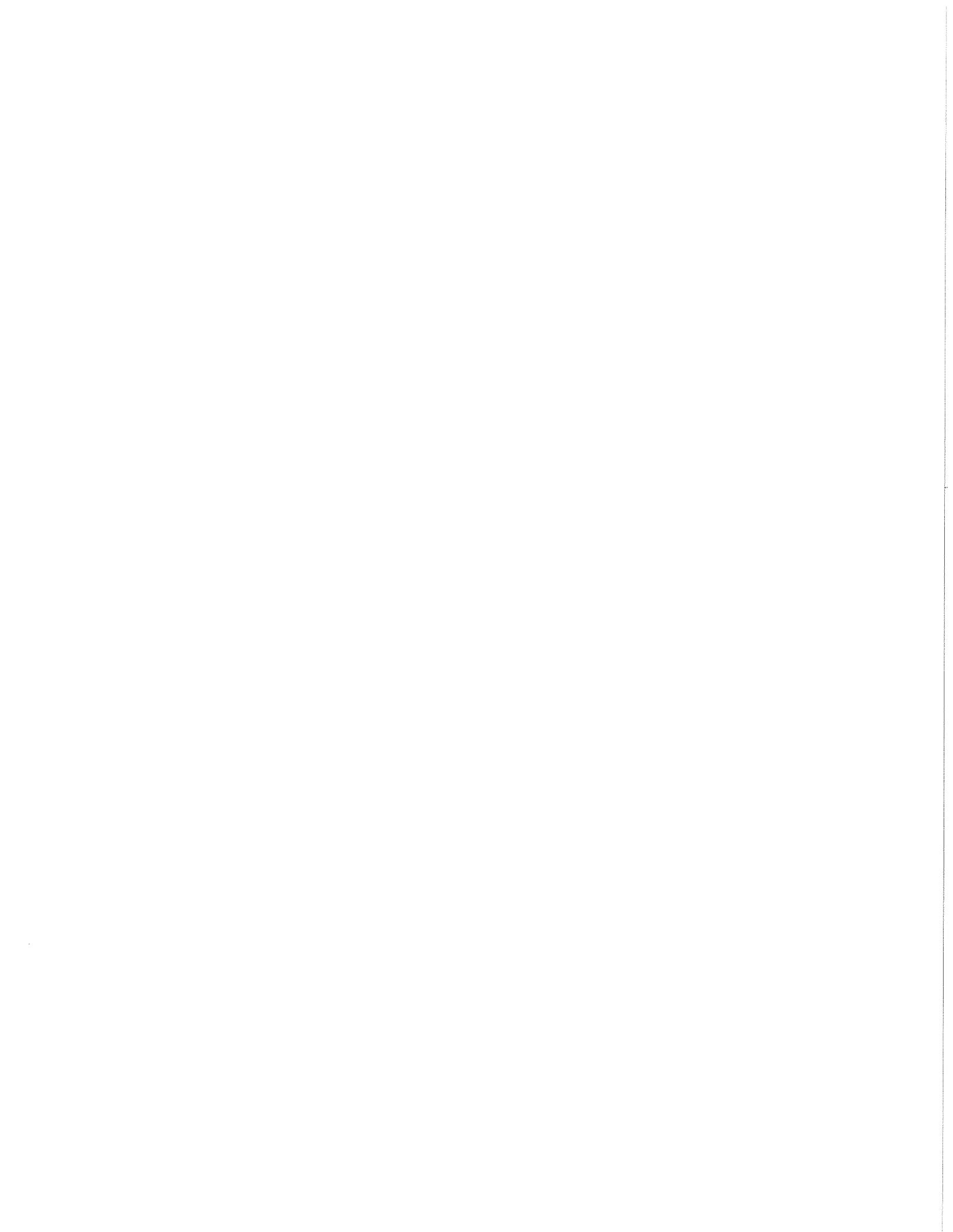
Appeal Process:

Appeal	\$450
Administrative Review	\$75
Staff time & 1 hour planning consultant	

Miscellaneous Fees:

Amendment to Urban Growth Boundary	\$1,000
Staff time, 8 hours planning consultant & 1 hour engineer	
Comprehensive Plan Amendment	\$1,000
Staff time, 8 hours planning consultant & 1 hour engineer	
Wetland/Riparian Permit	\$400
Staff time & 4 hours planning consultant	
Right of Way Permit	\$50
Plan review & inspection by Public Works	
Vacations	\$600
Staff time & 4 hours planning consultant	
Annexation	\$1,000
Staff, 8 hours planning consultant & 1 hour engineer	
Zone Change	\$625
Staff time, 8 hours planning consultant & 1 hour engineer	

Additional:
\$1,000 deposit



AGENDA ITEM NO: 7d.

CASCADE LOCKS STAFF REPORT

Date Prepared: October 20, 2015

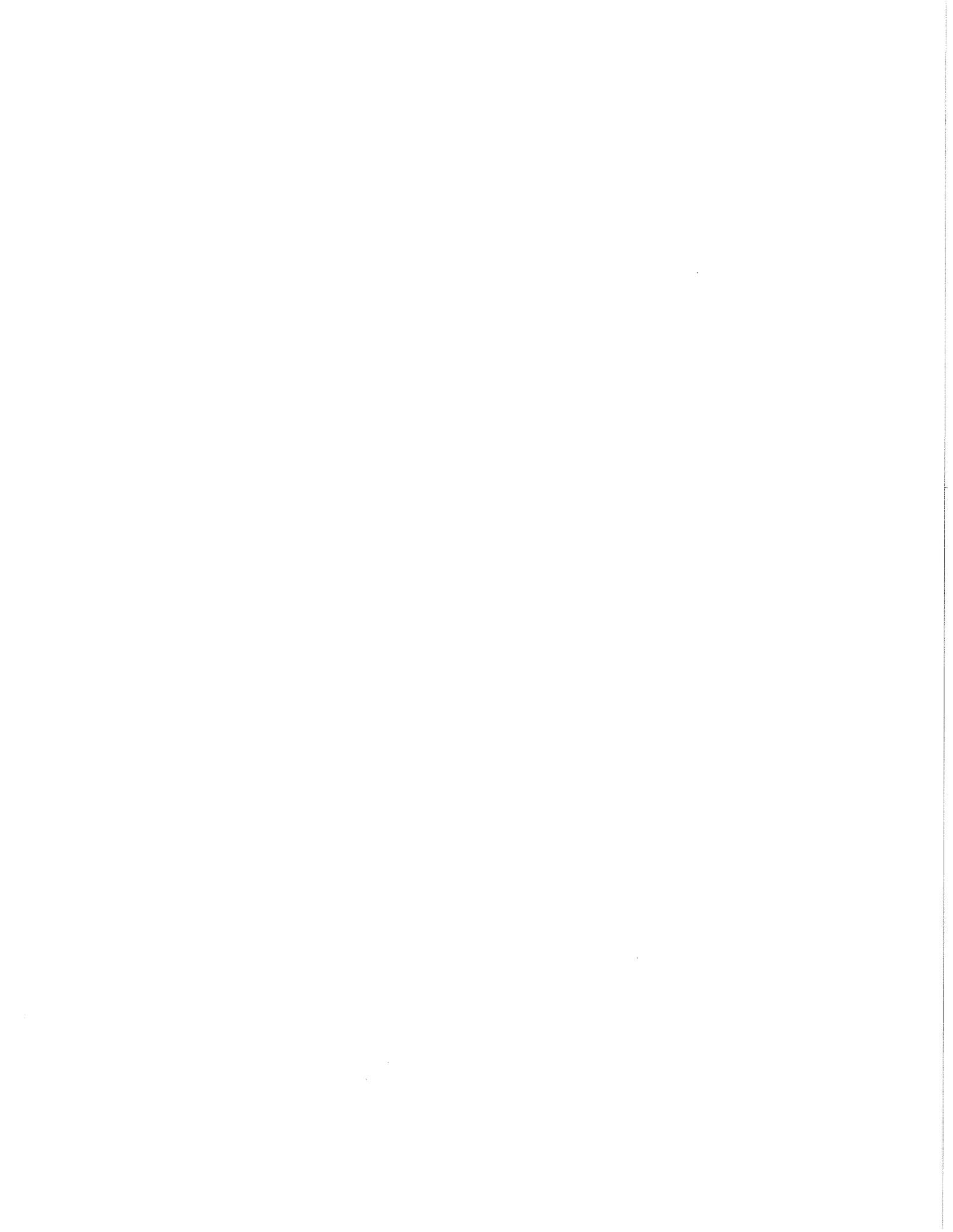
For City Council Meeting on: October 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Joint Session with Port Commission

SYNOPSIS: It has been a while since the Port Commission and City Council met in a joint session. Would the Council be willing to meet in a work session on Monday, November 9, at 7:00 p.m. to receive an update on where the Nestlé project stands?



CITY of CASCADE LOCKS – Tourism Committee Meeting Minutes

TOURISM COMMITTEE MEETING, Monday, October 5, 2015, 7:00 PM, City Council Chambers

1. **Call Meeting to Order & Roll Call.** The meeting was called to order by Chairman Fine at 7:00 PM. Attending: TM Baseman, TM Park, Tm Troeger, TM Koch. Absent: TM Rub, TM Lembrick.
2. **Amendments to the Agenda.** - 11A moved to beginning of meeting
3. **Comments by the General Public.** - The Historical Museum Chair, Wittenberg commented on the success of charging admission during the Summer. Although numbers were down, monetarily they did very well. She stated that there is much concern about the current Tourism brochure with no inclusion of a map. She reiterated that a lot of visitors ask for what to do and where to go in Cascade Locks, they seek information from the museum. She suggested having an visitors center staffed or volunteer ran where tourists can gather more information. Chairman Fine agreed there is a need for a visitors center whether it is a kiosk or a building. City Administrator, Zimmerman stated that a building may not be feasible but there is a plan in place to have some information booth available in the near future. TM Park stated there are a lot of lost tourists and the museum is a good place to visit for information. She suggested a universal message amongst everyone to be given to incoming guests. Park recommended the possibility of having an information center in the museum or a brochure kiosk outside of the museum.
Powers from the Historical Museum stated visitors from 34 different states and 11 different countries were seen this Summer. The museum had an increase of \$1,200 from the past year. Wittenberg spoke about the Quilt Block Tour brochure. CM Fine indicated a new brochure will be made in Early Spring, she suggested Wittenberg and Support Staff to work together for cohesive information. TM Park suggested Support Staff to research the possibility of joining together with Tillamook Quilt Block with co-marketing, ultimately reaching a greater audience via newsletter, advertisement and more.
4. **Discussion/Declaration of Potential Conflicts of Interest** - none
5. **Approval of Minutes Presented:** Motion by TM Park to change meeting minutes as corrected for August 3rd, 2015 and August 31st 2015, second by TM Koch. Motion carried unanimously. *(date changes)*
6. **Approval of Financials:** Motion by TM Koch, second by TM Park, to approve financials ending June 30, 2015

7. **Approval of Bills:** The following list of bills were presented for approval:

Bridgeside

Networking AM Meeting

Line Item: Food & Beverage \$507.40

International Graphics & Nameplate, Inc.

Multnomah Falls Kiosk Printing

Line Item: Advertising & Display Fees \$164.00

Motion by TM Koch, second by TM Troeger, to approve payment of bills as presented. Motion carried unanimously.

8. **Staff Support Report** – Sofia Urrutia-Lopez. Updated on the progress of the Rural Tourism Studio. Commented that dates are temporarily set for February workshops throughout the Columbia River Gorge. A workshop will be held in Cascade Locks, support staff suggested a possibility of a sponsorship for food and beverage at the workshop. Suggestions for how to distribute Rural Tourism survey, reiterating the survey to be sent out to contacts outside of Cascade Locks. Port Staff, Frank recommended reaching out to events coordinators she's worked with. TM Park suggested handing out survey to businesses around Cascade Locks as well as emailing Sandy at Best Western. Support staff said Port Staff, Howell was also willing to work with her in gathering contacts as well as distributing survey at upcoming Cyclocross event.
9. **Port Report** – Mayah Frank. Cyclocross event is estimated to have 1,500 people in attendance, there are hopes that some attendees will stay over night. Frank spoke about the new app Yonder, whereas outdoor photos are posted onto Social Media, a group will be coming out to take photographs and will use #cascadelocks. Frank is working on several leads for upcoming events. TM Koch asked about leads for boating events, water uses, cycling groups and airport. Frank commented that she is currently working on several different events that include a fishing derby, a stand up paddle boarding event, cycling groups. TM Koch asked in particular about a fly in at the airport, he indicated he will research more about a possible fly in in the future.

10. Old Business

- A. **Chairman** – Moved to beginning. Fine volunteered to become Chairman. TM Park suggested Fine as Chairman with her history and experience in Cascade Locks. Motion by TM Koch for Fine as Chairman, TM Baseman second. Motion carried unanimously. Motion by TM Koch for Park as Vice Chairman,
- B. **Website** - Support Staff and TM Troeger to work with website designer. Several corrections were suggested to be made on website including: changing wording, links, logo, silhouette of trees as well as spam blocker. Motion by TM Park made for website edits for up to \$100.00 per Troeger and Support Staff's recommendations, TM Koch seconded. Motion carried unanimously
- C. **Tourism Logo** - TM Troeger presented three logos to the Committee Members. He would like to put together a presentation for next month's meeting. He will follow up with an email to all Committee Members. Chairman Fine asked Troeger to finalize the logos send emails and have a presentation ready for November 2.
- D. **Tourism "Branding"** - TM Park reiterated the need for a clear separation of the City of Cascade Locks and the Tourism Committee's logos and changing of name on all social media platforms. TM Troeger stated the Tourism Committee is in danger of others thinking we are city and should be identified as tourism. Motion by TM Koch to change name to Visit Cascade Locks on all social media platforms, Baseman second. Motion carried unanimously.
- E. **Gift for Marie** - Chairman Fine said she will purchase a gift certificate for former Chairman Miller at Bridgeside.

11. New Business

- A. **Michael Peterson - Photography** List Chairman stated owner of Gorge Flyboard was concerned about a letter received from former Chairman Miller in regards to using a photograph taken by Peterson. TM Troeger stated that if the photo was pulled off Facebook, he has a right to use that photograph. Chairman Fine indicated she would follow up. TM Troeger suggested making web ready images more aesthetically pleasing with smaller copyright font as well as removing the copyright from all print ready images. He stated that Tourism Committee will give Michael Peterson all the necessary credit with print and web ready images. The Committee reached a consensus for the next photographs to be taken of Cyclocross on October 18th, Sport fishing, Quilt block as well as Thunder Island looking to the Bridge of the Gods.

- C. **Volkswalk** - Chairman Fine stated she has gotten a lot of comments from businesses about Volkswalk. She stated that Volkswalk organizers asked for funding and did not receive it and businesses commented negatively about it. Zimmerman indicated that the grant was not properly filled out and asked for the committee to consider all aspects of Volkswalk needs and wants. Chairman Fine said that perhaps they need more guidance in filing out the grant. She suggested Support Staff to reach out and let them know the Tourism Committee is available for help.

- D. **Tourism Merchandise** - Chairman Fine suggested gathering information and ideas for tourism merchandise to have available by February. Support Staff was given the task to further research merchandising options.

- E. **Brochures** - Chairman Fine stated a new brochure is necessary for next Summer season and would like to see a completed brochure by March. She suggested a workshop for the brochures. TM Troeger stated he can help and will come back with brochure corrections next meeting.

12. Upcoming Events:

- A. **Magical History Tour Museum Fundraiser - October 9th** - Chairman Fine suggested for the Committee to send a member and sponsor the cost of attendance. The Committee reached a consensus that Chairman Fine would good. Motion by TM Park to send Chairman Fine to the Magical History Tour Museum Fundraiser, second Baseman. Motion carried unanimously.

- B. **Cyclocross - October 18th**

13. Tourism Committee Member Reports

- A. **Debbie Fine.** Stated a Fourth Grader from Milton Freewater sent a letter requesting a response about City of Cascade Locks' crops, entertainment, jobs and more.
- B. **Cindilee Baseman.** Appreciative of all the work everyone has done.
- C. **Caroline Park.** none
- D. **Lucas Lembrick.** (absent)
- E. **Ruby Gibson.** (absent)
- F. **Joel Koch.** Will follow up about airport information.

G. Harry Troeger. Suggested filling out Travel Oregon's Scenic Byways application. He will follow up with Support Staff.

14. Next Meeting Date & Time: November 2, 2015, 7:00pm

15. Adjournment. Motion made by TM Park, second by TM Koch to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Fine at 9:15 PM

- D. Chamber AM Networking Event, August 26, Bridgeside.** Committee members were reminded that they are needed as hosts with this event, which runs from 7:30 – 9 am. We need to encourage our local businesses to attend, with promotion of attending going to the WCGCC and Hood River County Chamber.

11. New Business

- A. Travel Portland Partner Brochures at Oregon Convention Center.** The committee discussed the benefits of having our brochures at OCC with the new program offered by Travel Portland. It was agreed this was a good idea. Motion by TM Baseman, second by TM Gibson, to approve payment of \$75 to Travel Portland for brochure distribution at the Oregon Convention Center for one year. Motion carried unanimously. Line Item: Tourism Event Promotion.
- B. Tourism Logo.** The committee discussed seeking a new tourism logo. Tourism Support Staff will look into ideas from regional organizations and draft designs for the next meeting.
- C. Signage**
- i. Brochure Holder Boxes.** Discussion was held on purchasing and placing brochure boxes in areas that draw visitors (i.e. charging station rest area, overlook park, State Trail, Toll Bridge). This could be an opportunity for a co-op with businesses.
 - ii. Kiosks for Information/maps/brochures/business opportunities.** Discussion was held on having kiosks built and placed in visitor areas mentioned above. Information on who has these properties is needed, and to gain permission for placing kiosks on them, will be researched.
- D. Walk About Tour with Port of Cascade Locks.** This is planned with members of the chambers following the August 26 Networking event at Bridgeside. Committee members will be sent a reminder to RSVP with Mayah Frank if planning to attend.
- E. PCT Days, Tourism Participation.** Discussion was held on the tourism booth with staffing for shifts on Saturday, August 29. The Port's offer of their tent was gratefully accepted.

12. Upcoming Events: Reminders were given of these events.

- A.** Bridge of the Gods Run, August 16
- B.** Chamber AM Networking at Bridgeside, August 26, 7:30 – 9 am.
- C.** PCT Days, August 28-30
- D.** Travel Oregon Workshop, Sept. 2, Columbia Gorge Hotel, Hood River, 1:30 – 4 pm.

13. Tourism Committee Member Reports

- A.** Debbie Fine (absent)
- B.** Cindilee Baseman. Appreciation given to Support Staff for work well done.
- C.** Caroline Park. Question on where the Tourism Matching Grant was available. This will be on our website and available from tourism via email.
- D.** Lucas Lembrick. Question on how interest with the Rainshadow Runners will be made. Support Staff will follow up with them for events in 2016. TM Lembrick will also reach out.
- E.** Ruby Gibson - none
- F.** Joel Koch (absent)
- G.** Marie Miller - none

14. Next Meeting Date & Time: The committee decided to move the next scheduled meeting date to Monday, August 31, 2015 (to avoid conflict with Sept. 7, Labor Day). Time: 7:00 pm.

15. Adjournment. Motion made by TM Baseman, second by TM Park, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Miller at 8:30 pm.

CITY of CASCADE LOCKS – Tourism Committee Meeting Minutes

TOURISM COMMITTEE MEETING MINUTES, Monday, August 31, 2015, 7:00 PM, City Council Chambers

1. **Call Meeting to Order & Roll Call.** The meeting was called to order by Vice Chairman Fine at 7:00 pm. Attending: TM Baseman, TM Park, TM Troeger, TM Fine. Absent: TM Gibson, TM Koch, TM Lembrick. Also attending: Tourism Staff Support Sofia Urrutia-Lopez, Holly Howell and Gordon Zimmerman, City Administrator.
2. **Amendments to the Agenda** – 10 E. Website added
3. **Comments by the General Public** - none
4. **Discussion/Declaration of Potential Conflicts of Interest** - none
5. **Approval of Minutes Presented**
6. **Approval of Financials**
7. **Approval of Bills.**

8. **Staff Support Report** – Sofia Urrutia-Lopez. Nothing to note, all discussion to be had with meeting agenda.

9. **Port Report** – Holly Howell. 1,400 runners at the Bridge of the Gods Run with participants from 42 states and 5 countries. Community Bridge Walk's numbers slightly lower due to weather but 470 people walked over Bridge of the Gods. PCT Days had a good turnout despite weather and fire, 1,500 people were in attendance. Bridge of the Goddesses run predicts 1,500 participants on September 19th. This weekend marks the SOLVE River Clean Up at the CLIMB Trail, Blackberry Beach and a few other locations around that area. It was reported that the Port is currently booking for next year already with a lot of large events in the works.

10. **Old Business**
 - A. **Rural Tourism Studio.** It was decided that Support Staff would be attending and reporting back about the Rural Tourism Studio meetings.
 - B. **Gorge Hub.** It was decided that Howell would be the liaison between future Gorge Hub meetings.
 - C. **Chamber AM Networking Event.** Howell commented that attendance was above normal with approximately 30 participants at Bridgeside. Thank you to those from the Tourism Committee who attended as well as Port staff. It was decided that support staff would email participants and thank them for their attendance.
 - D. **PCT Days.** Overall PCT Days was a success. Fine commented on attendance and positivity at the event. Support staff encouraged more attendance at future committee events from members. It was decided attendance would be discussed in October committee meeting.
 - E. **Website.** Troeger commented on the website design noting overall it was well put together and aesthetically pleasing. He commented on changing the silhouette at the bottom footer of trees, wishing to remove it. Support staff commented that any changes to be made that she couldn't execute must be done by the designer at \$25.00 per hour. Members agreed that a change to the current committee members on website needed to be corrected. Members also commented on the logo design located at the top of the website in which they indicated it may need to be changed. Members also noted that perhaps instead of "Amenities" a section in which lodging is located it needed to be changed to "Lodging & Camping".

11. **New Business**
 - A. **New Member.** Fine welcomed new member, Troeger to the group.
 - B. **Tourism Logo.** The committee was presented with logo examples from around the world. Members discussed a title change to be made to all social media accounts. They commented on a few designs in which they liked but tabled any further discussion about changing the logo until the October meeting.
 - C. **Quilt Block Trail.** The committee discussed possible changes to the Quilt Block Trail brochure. Members felt that the tourism photographer should take photos perhaps in the Spring.

Members also discussed having the Quilt Block Trail on website, as well. Further discussion was tabled.

- D. Chairperson.** Discussion was tabled until next meeting.
- E. Gift for Marie.** Members decided to contribute money towards a gift for former Chairman.
- F. Minute Taking.** Members decided Support Staff to take minutes at all meetings.

12. Upcoming Events: Reminders were given of these events.

- A.** Travel Oregon Workshop, Sept. 2, Columbia Gorge Hotel, Hood River, 1:30 – 4 pm.

13. Tourism Committee Member Reports

- A.** Debbie Fine. (none)
- B.** Cindilee Baseman. Appreciation given to Fine and Support Staff for attendance at PCT Days. Welcomed Troeger to the committee.
- C.** Caroline Park. Appreciation given to Fine for stepping up as Vice Chairman. Park also indicated she wanted to welcome Fine and all members to feel comfortable asking for help.
- D.** Lucas Lembrick. (absent)
- E.** Ruby Gibson – (absent)
- F.** Joel Koch (absent)
- G.** Harry Troeger. Thanked all members and staff for the warm welcome. Troeger indicated that he is happy to help in any way he can.

14. Next Meeting Date & Time: October 5th, 2015, 7:00 pm.

- 15. Adjournment.** Motion made by TM Baseman, second by TM Park, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Vice Chairman at 8:40 pm.