

# CITY of CASCADE LOCKS

## AGENDA

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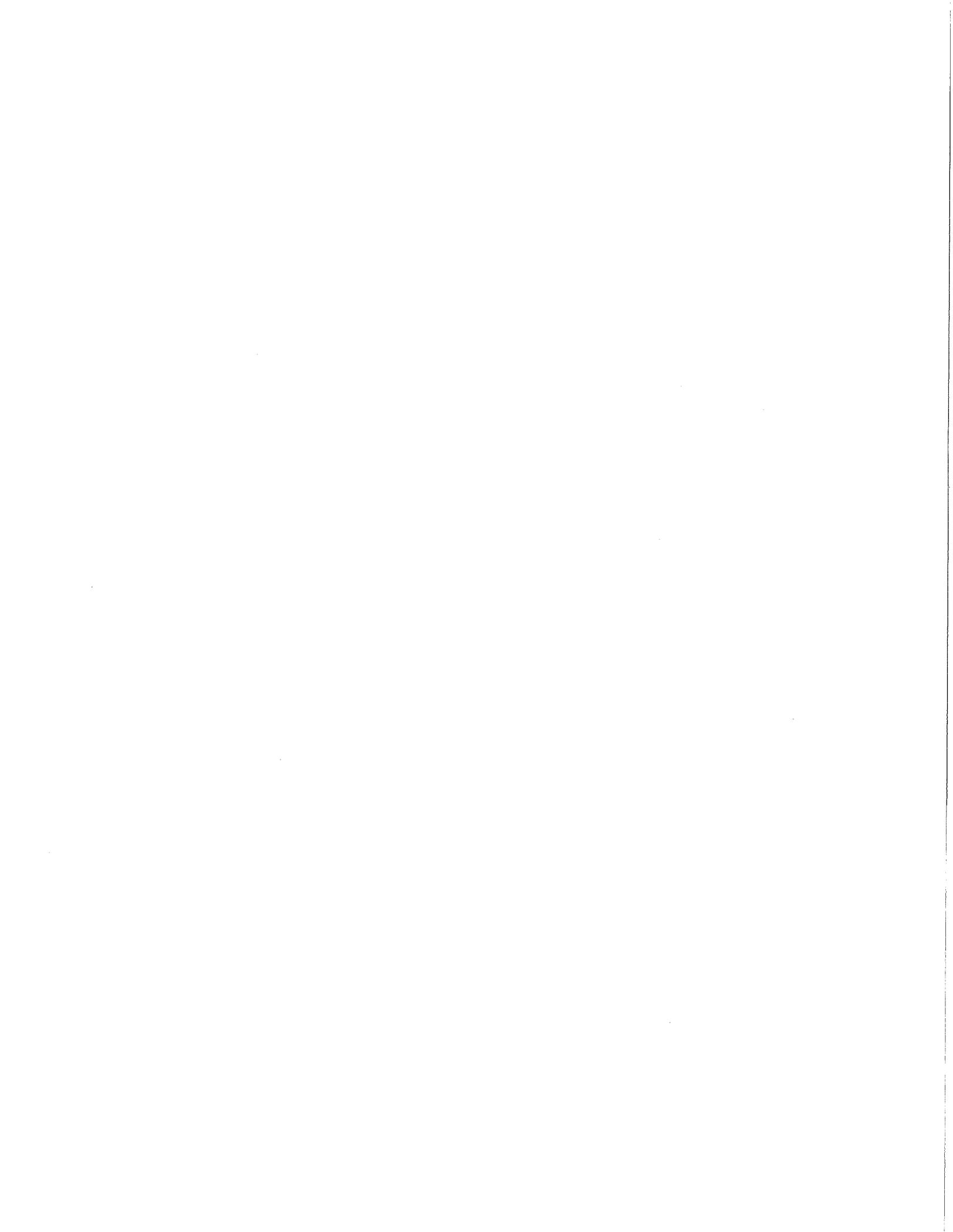
**CITY COUNCIL MEETING, Monday, January 13, 2014, 7:00 PM, CITY HALL**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Minutes of December 23, 2013 Council Meeting.**
  - b. **Approval of Amended Minutes for December 9, 2013 Meeting.**
  - c. **Ratification of the Bills in the Amount of \$ 138,892.59.**
4. **Public Hearings: Supplemental Budget for Cemetery Plot Refund.**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Res. No. 1291 Maintaining the Current Electric Rates and Repealing the PCAC.**
  - c. **Approve Resolution No. 1290 Adopting a Supplemental Budget for Fiscal Year 2013/2014, Making Appropriations and Authorizing Expenditures from Cemetery Fund.**
  - d. **Approve EMT Training Course.**
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. **Proclamation: Hood River County Reads Project.**
  - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (2)(e) re: Real Property Transactions.**
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.** Council President Bruce Fitzpatrick called the meeting to order at 7:00 PM. CM's Groves, Randall, Helfrich, and Fitzpatrick were present. Mayor Cramblett attended the meeting via phone and CM's Walker and Busdieker were excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Electric Superintendent Tracy Hupp, Jim Winterbottom, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** CP Fitzpatrick said nothing has been added to the agenda but would postpone Agenda Item 5.a. until the next meeting. CM Helfrich asked for consideration of Planning Commission appointments at least. CR Woosley said there is a public hearing that has been advertised for January 9, 2014.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of December 9, 2013 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$94,976.04.**

**Motion:** CM Helfrich moved, seconded by CM Randall, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointments to Committees.** CA Zimmerman explained there are two vacancies on the Planning Commission. He said Virginia Fitzpatrick and Jason Sergeant have applied for the two Planning Commission vacancies. Mayor Cramblett moved, seconded by CM Helfrich, to appoint Virginia Fitzpatrick and Jason Sergeant to the Planning Commission. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett.

CM Helfrich stated there are two Budget Committee vacancies and three applications have been received and was curious as to why appointments wouldn't be made to the Budget Committee also. Mayor Cramblett said he would make those appointments at the next meeting. CM Helfrich said applications have been submitted and wondered why the vacancies wouldn't be filled.

**Presentation of Plaque to Tracy Hupp (added).** CP Fitzpatrick presented a plaque to Tracy Hupp to honor his retirement after 28 years of service to the City of Cascade Locks. Mr. Hupp said he appreciated the plaque and appreciated previous and current staff and Councilors. He said the City is going to have some exciting things happening in the near future.

CM Helfrich said he is impressed with Mr. Hupp's leadership and skill in solving problems. He said Mr. Hupp has an astute ability in giving Council options and keeping the Electric Department running. He thanked Mr. Hupp for his service to the City.

Mr. Hupp read the inscription on the back of the plaque and thanked Council.

b. **Approve Resolution No. 1286 Authorizing Waste Connections, Inc., d.b.a. Hood River Garbage, to Collect Solid Waste and Recycling Within the City of Cascade Locks; Setting**

**Charges and Rates for Providing Such Services; and Repealing Resolution No. 1251.** CA Zimmerman reminded Council that this motion was tabled at the last meeting so to begin further discussion would have to remove motion from the table. **Motion:** CM Helfrich moved, seconded by CM Groves, to remove Resolution No. 1286 from the table for further discussion. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve Resolution No. 1286 authorizing Waste Connections, Inc., d.b.a. Hood River Garbage, to collect solid waste and recycling within the City of Cascade Locks; setting charges and rates for providing such services; and repealing Resolution No. 1251.

CM Randall said the main concern was the \$2500.00 expense and how it is allocated to Cascade Locks. CA Zimmerman said the money is given to the Lions Club and is all spent in Cascade Locks.

The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett.

c. **Accounting Clerk Vacancy.** CA Zimmerman informed Council of the resignation of the Accounting Clerk. He said this position handles accounts payable, utility billing, payroll, and the transient room tax administration. He said there was discussion at the last Finance Committee meeting concerning that position and was suggested to bring to Council with options as listed in staff report. CM Helfrich said the biggest concern is to have the separation of duties among staff as explained by the Forensic Accountant as critical. CA Zimmerman said it is hard to cover in small cities and you do what you can with the amount of staff that you have. He said having less people do the work crosses over the boundaries. He said this position has four critical functions. He said the job description, work plan, and latest hours from the time study have been included with the staff report. CM Helfrich asked about the employee being bondable. CA Zimmerman explained that the City doesn't bond anymore but is covered through CIS insurance. CM Randall said if the Receptionist/Cashier is put back at full time could that additional time be used to pick up some of the Accounting Clerk duties. CA Zimmerman explained that the front desk is full time work and again it comes back to separation of duties. He said that person will be used as much as possible. CM Helfrich asked the timeline of filling the position. CA Zimmerman explained it would probably take until the middle of February to fill the position. **Motion:** CM Helfrich moved, seconded by CM Groves, to fill the position with the best qualified candidate as soon as possible and also allow staff to return the Receptionist/Cashier position to forty hours until the Accounting Clerk position is filled.

Mayor Cramblett said he looks at this as an opportunity to review positions but will continue to look for opportunities to save money for the City. He said he agrees with the motion. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **City Administrator Zimmerman Report.** CA Zimmerman reported on the ODFW Water Rights Administrative Law Judge Ruling, trash collection to occur on Thursday this week, the recent tagging in town, and the annual audit. He presented a seven year plan for Council to review. He wished all a Merry Christmas and a Happy New Year.

8. **Mayor and City Council Comments.** CM Helfrich said he attended the MCEDD Executive Board meeting. He said they are impressed with everything that Cascade Locks is doing. He spoke of the investment/business partner program and said there would be a presentation to the Port Commission in January. He wished all a Merry Christmas and said that he appreciated staff and all the hard work that they do.

CM Randall wished all a Merry Christmas. He said, "Peace on earth and good will toward all men." He said his Christmas wish and hope is that all in the community can forgive those that have wronged us. He said he hoped that we could see the good through the bad and through forgiveness we can renew our hearts and friendships.

CM Groves thanked Mr. Hupp for all his years of service. She wished all a Merry Christmas and a Happy New Year.

Mayor Cramblett wished all a Merry Christmas.

CP Fitzpatrick wished all a Merry Christmas and said this is an exciting time to be in Cascade Locks.

9. **Other matters.** None.

10. **Executive Session per ORS 192.660 (2)(e) re: Real Property Transactions.** CA Zimmerman said he would like to wait for a full Council before discussing this.

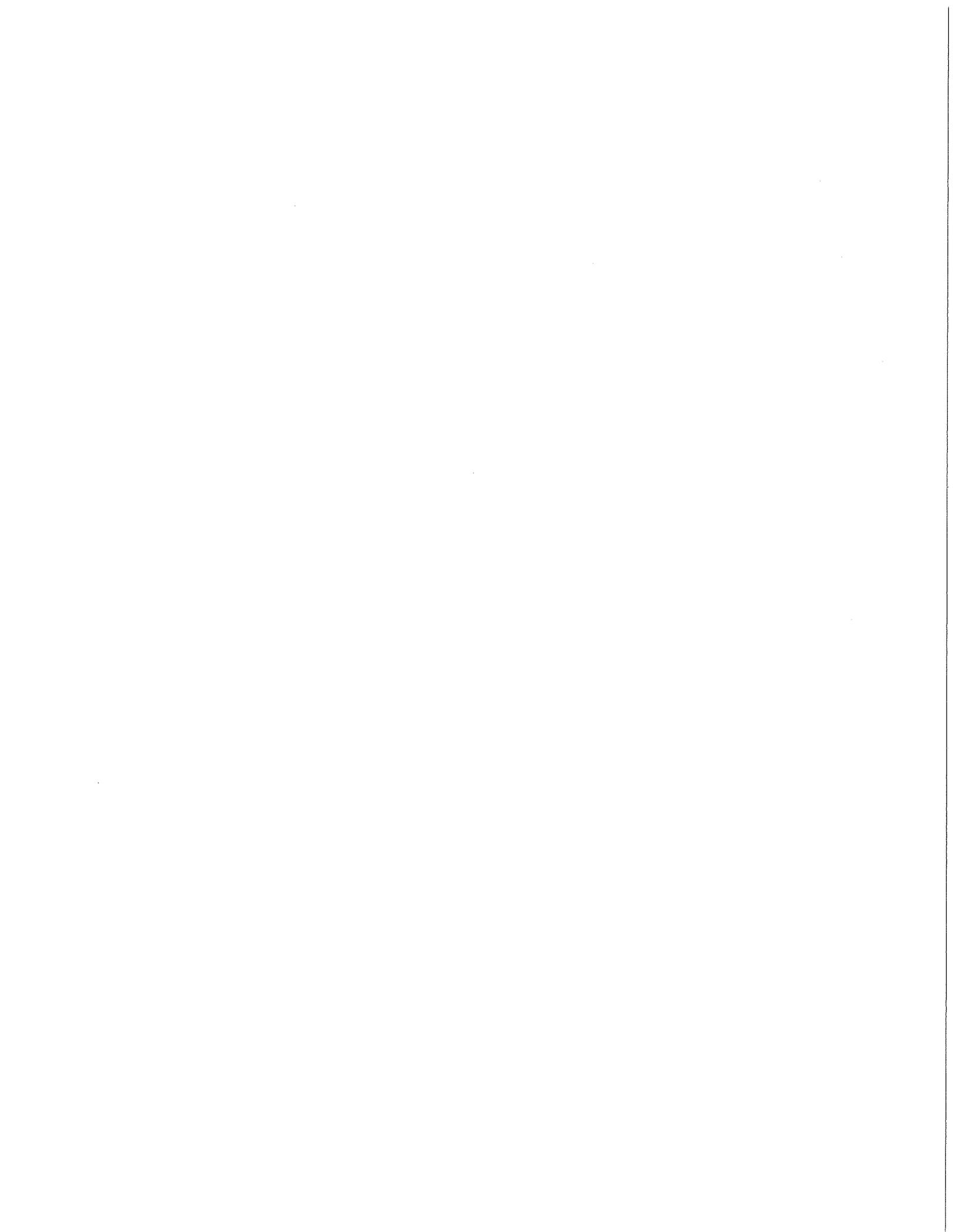
11. **Adjournment. Motion:** CM Groves moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Helfrich, and Mayor Cramblett. The meeting was adjourned at 7:40 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED,

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Tom Cramblett, Mayor



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Busdieker, and Mayor Cramblett were present. CM Helfrich was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Port of Cascade Locks Marketing Manager Holly Howell, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of Minutes of November 25, 2013 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$ 119,884.49.**
  - c. **Approve Resolution No. 1287 Authorizing Transfer of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year 2013/2014.**
  - d. **Approve Resolution No. 1288 Authorizing the Auditor to Close Fund 45, OEDD Loan Repayment Fund and Transfer the Balance of \$755.50 to the General fund per ORS 294.353 for the Fiscal Year End 2012/2013 and Repeal Resolution No. 1284.**
  - e. **Approve Resolution No. 1289 Authorizing the Transfer of \$755.50 from the General Fund to Fund 31, Sewer Fund, Making Appropriations and Authorizing Expenditures for the Fiscal Year 2013/2014.**  
**Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda. CA Zimmerman explained what the OEDD loan was for. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett.
4. **Public Hearings. CDBG GRANT**

Mayor Cramblett opened the hearing at 7:06 PM. CA Zimmerman read the staff report for Agenda Item 5. b. (Exhibit A). Copies of the staff report were made available to the public, however, no public was in attendance. Hearing no public comment, Mayor Cramblett closed the hearing at 7:13 PM.
5. **Action Items:**
  - a. **Appointment to Committees.** CA Zimmerman explained that there are terms on committees that end on December 31, 2013 and explained that letters went out encouraging committee members to reapply. CR Woosley said applications were due today by 5:00 and stated that some current committee members have reapplied and new applications have been received also. CA Zimmerman said appointments can be made at the next meeting.
  - b. **Approve Resolution No. 1285 for CDBG Grant. Motion:** CM Busdieker moved, seconded by CM Randall, to approve Resolution No. 1285 confirming the public hearing and approving the application for a CDBG project to develop a wastewater master plan.

Mayor Cramblett clarified the City will be asking for the \$150,000 technical assistance grant. CM Fitzpatrick said Council should apply for this grant. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett.
  - c. **Approve Resolution No. 1286 Authorizing Waste Connections, Inc., d.b.a. Hood River Garbage, to Collect Solid Waste and Recycling Within the City of Cascade Locks; Setting Charges and Rates for Providing Such Services; and Repealing Resolution No. 1251. Motion:** CM Randall moved, seconded by CM Groves, to approve Resolution No. 1286 authorizing Hood River Garbage to collect solid waste and recycling within the City of Cascade Locks; setting charges and rates for providing such services; and repealing Resolution No. 1251.

CM Busdieker questioned **Section 2, Recycling and Recycling Education**. She said she hasn't been able to get a good answer as to what that money is being used for. She said she would also like to know if the money is being used in Hood River or Cascade Locks. CM Walker said he would like more information provided on the responses from Hood River Garbage regarding the increase in rates. He said he would like to know the increase and decrease in fuel prices for the past year. He said another reason stated for the increase in rates was due to an increase in employee insurance rates. CM Walker said many companies are facing this and have asked their employees to contribute more. He said he didn't think it was fair for the citizens in Cascade Locks to pay for Hood River Garbage employees' insurance. CM Walker said he would also like more information regarding the price index used. He said he didn't think Portland/Salem CPI is applicable to Cascade Locks. CM Busdieker pointed out that Hood River Garbage isn't passing the whole increase of 1.9% to Cascade Locks.

CM Randall stated that the City should research alternatives. CA Zimmerman pointed out Section 10 of Ordinance No. 315 explaining that Hood River Garbage has a rolling five year license. He said this was probably written this way due to being an equipment extensive business. Mayor Cramblett said there is nothing wrong with researching what else is available. He said the City had a cheaper alternative in the past and it didn't work out. He said Hood River Garbage has asked for an increase of 1.9% every year. He said the City hasn't increased its rates for seven years except a very small one for water. He said the small increases from Hood River Garbage in seven years have totaled nearly 14%.

Mayor Cramblett said Hood River Garbage has been a good partner and has done a good job.

The motion failed with CM's Groves, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett opposing the motion. CM Randall voted in favor.

**Motion:** CM Busdieker moved, seconded by CM Walker, to table Resolution No. 1286 until the next meeting. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett.

**d. Second Reading and Adoption of Ordinance No. 425 Providing for the Regulation and Registration of Street Vendors; Establishing Rules Regarding the Placement of Signs used by Street Vendors; and Providing a Penalty for Violation.** CA Zimmerman gave the second reading of Ordinance No. 425 by title only. CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett voted unanimously on the motion that was made at the last meeting.

**6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.

**7. Reports and Presentations.**

**a. City Committees.** None.

**b. Holly Howell – Connect Cascade Locks.** Port of Cascade Locks Marketing Manager Howell presented an annual review on the Connect Cascade Locks Plan. She reported on the successful recreation based events, successful business development, successful tourism and recreation information, publicity, marketing, and the successful recreation and tourism amenities. She gave some examples of tracking visitors and ideas for next steps. PCLMM Howell stated that the Tourism Committee is working on ambassador training for local businesses. She said we don't want to lose any momentum. Mayor Cramblett stated that the Tourism Committee has done a great job and we want to keep attracting visitors to Cascade Locks. Ms. Howell said we need to work on stretching out the season.

CM Randall stated that event cards, small in size, are easy for the toll takers at the Bridge of the Gods to hand out and suggested that as a good venue to get information out to people. Mayor Cramblett said using sandwich boards a few days ahead of events is also a good way to get information out. PCLMM Howell said the sign code would have to be reviewed.

c. **City Administrator Zimmerman Report.** CA Zimmerman stated that the job announcement for the utility line job has been published. He informed Council that IBEW does not have an apprenticeship program that they manage but could use IBEW to complete apprenticeship training. He stated that he would be attending meetings at Tri-County Hazardous Waste and OAWU this week. CA Zimmerman said all Councilors received an electronic copy of the grant to Cycle Oregon submitted by the Tourism Committee. He reported that the Cascade Locks Elementary Students will be making a \$107 donation for the Giving Tree tomorrow afternoon and thanked all who participated. CA Zimmerman said he would be meeting with Megan Smith from the RARE Program to review the program and progress of the City's RARE Participant Rebecca Sargeant.

CA Zimmerman thanked all who volunteered on the Festival of Lights celebration.

CA Zimmerman said there are still a lot of tags on the Giving Tree and encouraged all to pick up a tag.

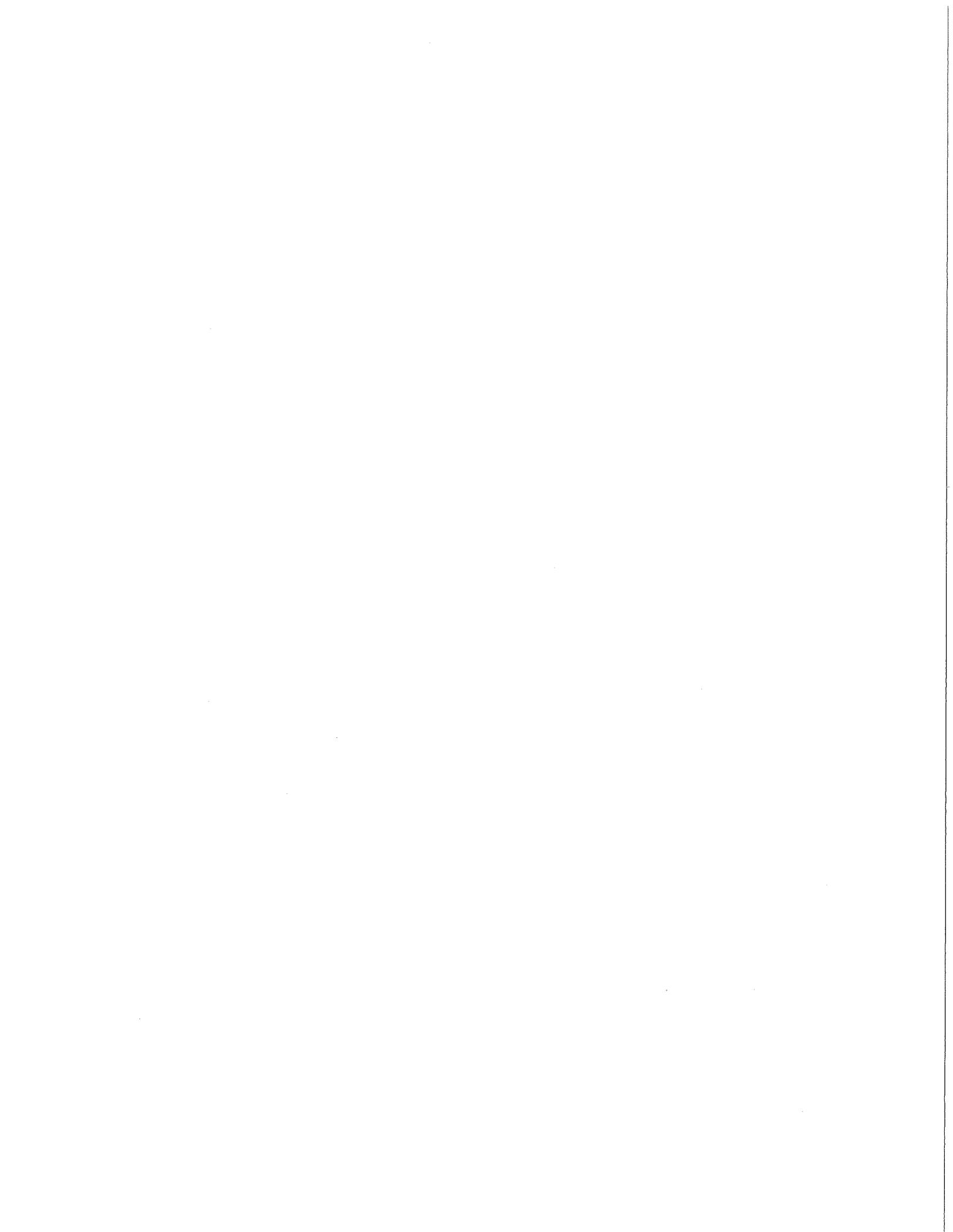
8. **Mayor and City Council Comments.** CM Fitzpatrick said Ms. Howell gave an exciting presentation and was encouraged to see what the upcoming year might bring. CM Busdieker said she has finished her emergency response training. She said she will be working with the Lions Club and Station Captain Metheny to prepare an emergency preparedness program for the community. CM Walker thanked the volunteers who worked to put on the Festival of Lights. He said the event was well attended. He thanked the fire and ambulance volunteers and said their service was appreciated. CM Randall thanked the volunteers that worked on Festival of Lights. He said there are plans to make the event better and a possible name change for the event. CM Randall said he would be interested in finding out more information on a community policing program. He said there has been a lot of criminal mischief happening in Cascade Locks. He wished everyone a good holiday season. CM Groves thanked all volunteers for all the events. She said if not for them the events wouldn't happen. She said they are greatly appreciated. Mayor Cramblett thanked the elementary school for raising money for the Giving Tree. He said there is a food drive happening tonight and if anyone is missed the nonperishable food can be delivered to City Hall or donations could be made to the Cascade Locks Volunteer Association.
9. **Other matters.** None.
10. **Executive Session as may be required.** None.
11. **Adjournment. Motion:** CM Walker moved, seconded by CM Busdieker, to adjourn the meeting. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:07 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor



AGENDA ITEM NO: 5.6.

**CASCADE LOCKS STAFF REPORT**

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Date Prepared: December 2, 2013

For City Council Meeting on: December 9, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Public Hearing: CDBG Grant  
Resolution No. 1285 for CDBG Grant

**SYNOPSIS:** The City has recently received the final Wastewater Facilities Engineering Evaluation Report from Anderson Perry Engineering. The next step in the process is to seek funding for the Wastewater Master Plan from the Infrastructure Finance Authority (IFA) of the Oregon Business Development Department (OBDD).

The application for the funding is a community development block grant (CDBG) process.

From the 2013 Method of Distribution manual: "The purpose of the first hearing is for the city council . . . to take comments from citizens about both community development needs and the project proposed for grant funding prior to submitting an application to the department."

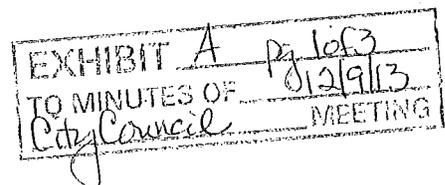
This public hearing is provided for citizens to suggest proposals for CDBG funding. Notice of this hearing was provided to the Hood River News, published on Wednesday, November 27, to Martha Lamont, director of the FISH Foodbank, to the local leaders assembled at the Community Action Team meeting on Thursday, November 21, and on the City website.

The following is required information for the CDBG hearing.

The estimated amount of funding from the Housing and Urban Development Department for the State of Oregon is \$11,660,907. The State retains \$449,827 to run the federal program. The estimated total for projects is \$11,621,080.

These funds are projected to be used for the following categories:

Microenterprise Assistance	\$ 348,632
Public Works	\$5,694,331
Community/Public Facilities	\$3,021,480
Regional Housing Rehabilitation	\$2,556,637



The range of activities that these funds may be used for include:

Microenterprise assistance: a microenterprise is a commercial enterprise that has five (5) or fewer FTE, including one (1) or more who own the enterprise. The program provides recruitment, screening and classroom training to microenterprise owners and persons developing microenterprises. The program enables low- and moderate-income owners of microenterprises access to information and resources for their individual circumstances. The maximum grant is \$100,000.

Public Works: These projects include water and wastewater projects including up to \$150,000 for a technical assistance grant or up to \$2.0 million for construction projects.

Community/Public Facilities: These funds are for:

- projects that reduce homelessness and hunger or pertain to life threatening situations including homeless shelters, transitional housing, food banks, or shelters for victims of domestic abuse
- essential community services including shelters/workshops for people with disabilities, health clinics, mental health treatment centers, drug and alcohol treatment centers, fire stations, senior centers, or head start facilities
- other community projects including libraries, community centers, and family resource centers

The maximum grant for these facilities is \$1.5 million.

Regional Housing Rehabilitation: This is a revolving loan fund providing grants and loans to low- and moderate- income homeowners to repair their owner-occupied homes using local contractors. The maximum grant is \$400,000. The City is already a regional partner with the City of The Dalles for this type of grant.

It is estimated that our application for \$150,000 in a Public Works Technical Assistance grant to develop the Wastewater Master Plan will meet the area wide national objective of serving the 58% of the population of the City of Cascade Locks that include low- and moderate- income persons.

The proposed project will not displace any low- and moderate-income individuals. It is a technical assistance grant for the purpose of developing the Wastewater Master Plan.

The Public Notice and Notice of Public Hearing is attached.

The City Attorney has reviewed the process for the selection of the engineer used on the Wastewater Facilities Engineering Evaluation Report and determined that the selection was made in accordance with applicable laws. Thus Anderson Perry and Associates is the City's

engineer of record. "Hiring the engineer for this particular plan is not allowed until after the environmental procedures are complete and the actual CDBG contract with IFA is signed."

Resolution No. 1285 affirms the decision of the Council to seek a technical assistance grant of \$150,000 to develop a Wastewater System Master Plan compliant with the CDBG 2013 Method of Distribution for public works projects.

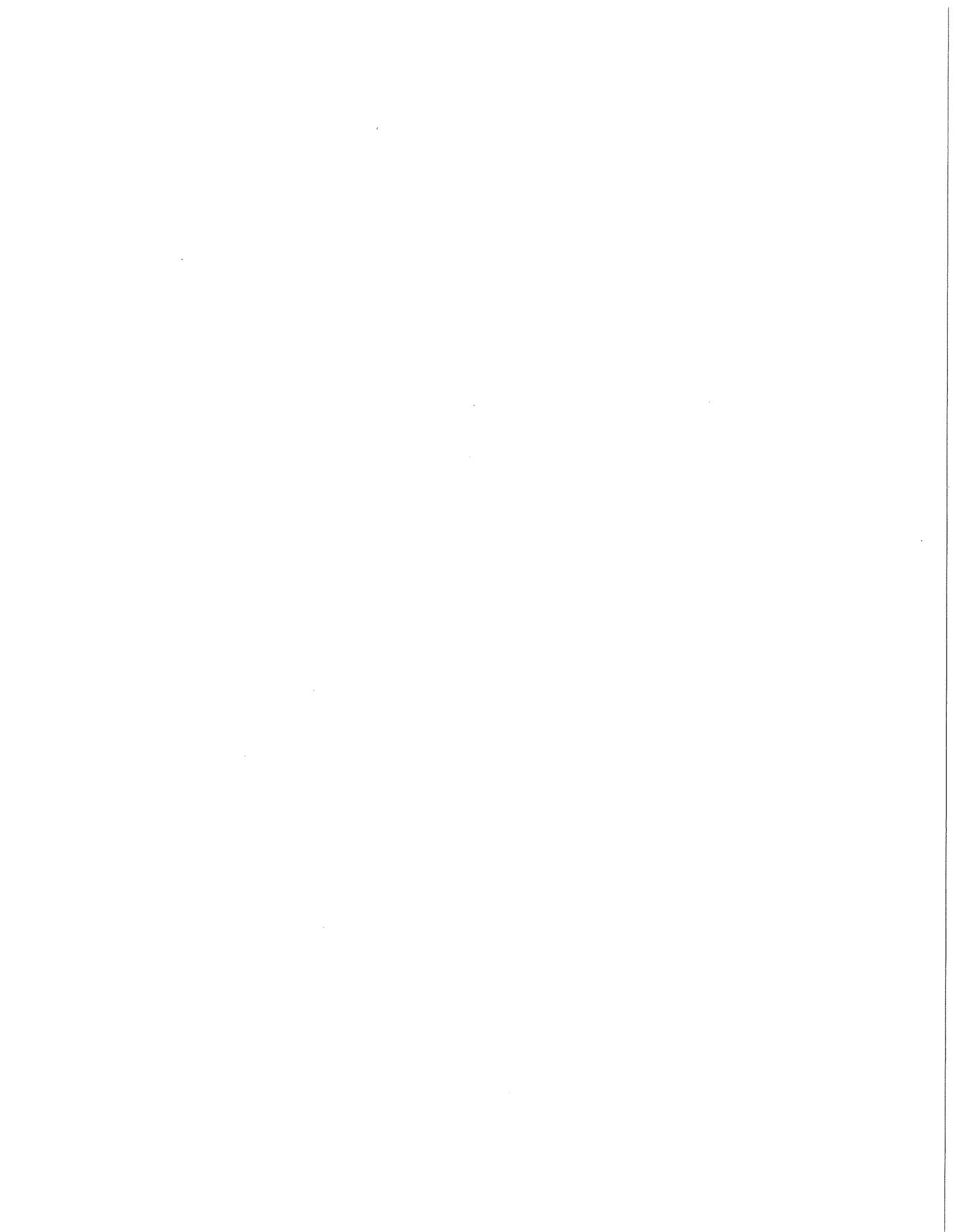
**CITY COUNCIL OPTIONS:**

For the Public Hearing, listen to any comments from the public concerning the CDBG grant and any proposed uses of CDBG funds.

**RECOMMENDED MOTION:**

After the public hearing has concluded and the action item on the agenda is called, the City Council may approve Resolution No. 1285 by majority vote.

"I move to approve Resolution No. 1285 confirming the public hearing and approving the application for a CDBG project to develop a wastewater master plan."



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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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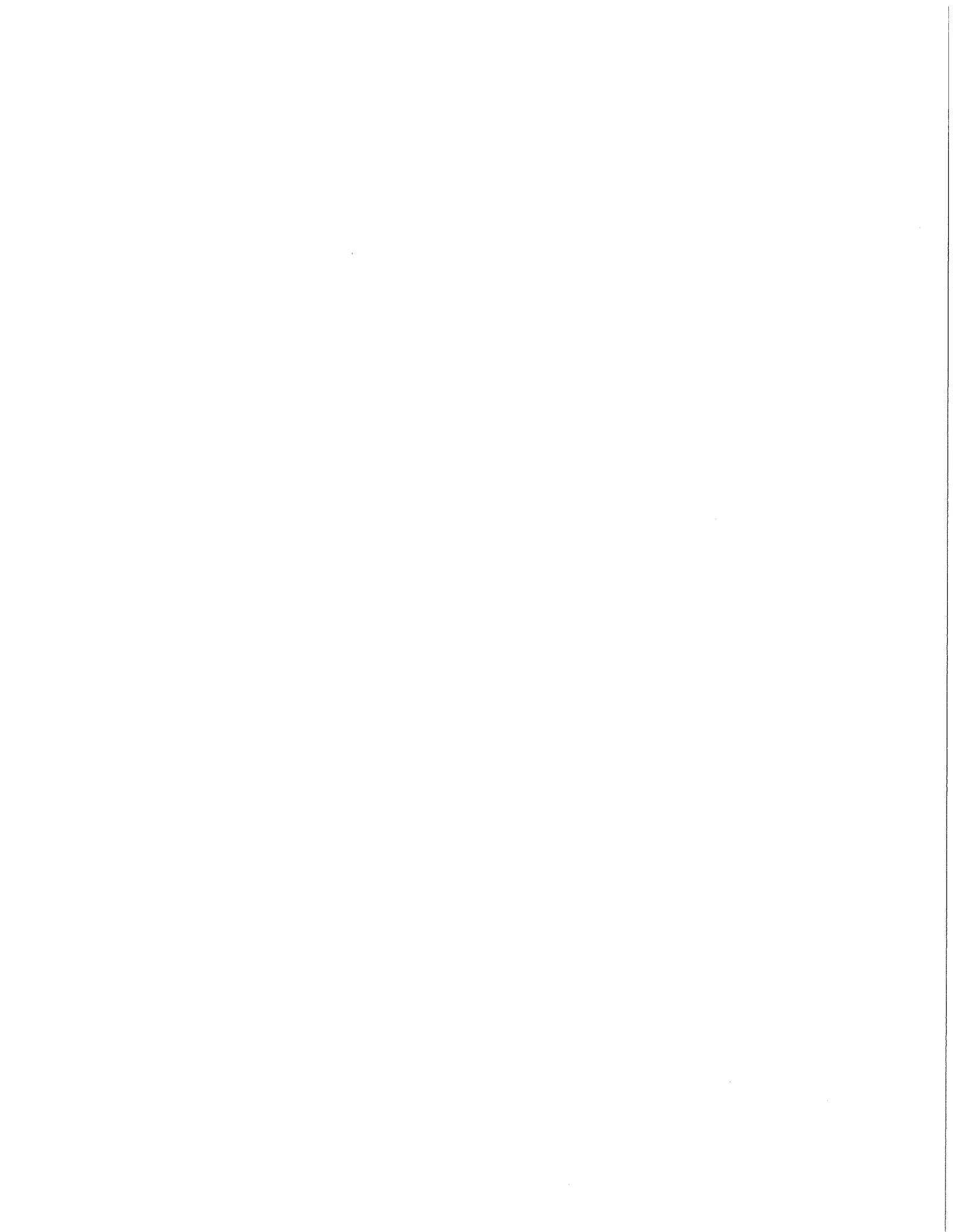
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DATE:	DESCRIPTION:	AMOUNT:
12/27/2013	Payroll	\$ 50,586.99
12/30/2013	Month end A/P	\$ 88,305.60
GRAND TOTAL		\$ 138,892.59

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APPROVAL:

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Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4240	12/13	12/30/2013	20	17949	ADDYLAB	Water Sample Testing	2140562150	115.00
Total 4240:								
4241	12/13	12/30/2013	310	503-1040	Belo Management Services Inc.	195 Subs	4140562740	107.25
Total 4241:								
4242	12/13	12/30/2013	370	34529	BIO-MED TESTING SERVICE	Annual Enrollment	5140562063	300.00
Total 4242:								
4243	12/13	12/30/2013	6839	81282648	Bound Tree Medical, LLC	Meds/supplies	0540562351	153.31
4243	12/13	12/30/2013	6839	81284222	Bound Tree Medical, LLC	glucose strips	0540562351	84.84
4243	12/13	12/30/2013	6839	81284223	Bound Tree Medical, LLC	Meds/supplies	0540562351	599.61
4243	12/13	12/30/2013	6839	81284224	Bound Tree Medical, LLC	germicidal wipes	0540562351	20.97
4243	12/13	12/30/2013	6839	81294866	Bound Tree Medical, LLC	supplies	0540562351	642.21
Total 4243:								
4244	12/13	12/30/2013	790	313290273	CENTURYLINK	Fire Department Phones	0540562050	132.12
4244	12/13	12/30/2013	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	136.13
4244	12/13	12/30/2013	790	313470082 1	CENTURYLINK	City Hall Phones	2142162050	181.30
4244	12/13	12/30/2013	790	313470082 1	CENTURYLINK	City Hall Phones	3142162050	100.09
4244	12/13	12/30/2013	790	313470082 1	CENTURYLINK	City Hall Phones	5142162050	154.42
4244	12/13	12/30/2013	790	313785538 1	CENTURYLINK	Sewer	2140562050	238.92
4244	12/13	12/30/2013	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	45.88
4244	12/13	12/30/2013	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	30.58
4244	12/13	12/30/2013	790	314228414 1	CENTURYLINK	Lift Station	3140562050	36.77
Total 4244:								
4245	12/13	12/30/2013	800	320153997 1	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	1,056.21
Total 4245:								
4246	12/13	12/30/2013	910	13-099	CITY OF HOOD RIVER	SCBA Maintenance	0540562110	43.31
Total 4246:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4246	12/13	12/30/2013	910	CR 12/30/13	CITY OF HOOD RIVER	1/2 prnt ambulance purchase	0540563155	5,000.00
Total 4246:								5,900.00
4247	12/13	12/30/2013	940	123013	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	266.00
Total 4247:								266.00
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0140162010	2.57
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0140262010	.25
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0140462540	98.29
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0540562350	79.70
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0540562351	55.10
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0540562440	44.14
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	0542162010	.07
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	2140562360	70.29
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	2142162010	1.27
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	3142162010	1.26
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	5140562201	30.22
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	5140562750	5.19
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	5140562770	17.97
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	5140562900	7.87
4248	12/13	12/30/2013	1130	12/30/13	COLUMBIA MARKET (DBA)	Purchases 12/28/12 - 11/12/13	5142162010	5.57
Total 4248:								419.76
4249	12/13	12/30/2013	6847	0817469	Heiman Fire Equipment	spanner/wrench/fools/bolt cutter	0540562351	115.72
4249	12/13	12/30/2013	6847	0817556	Heiman Fire Equipment	tools	0540562351	350.50
Total 4249:								466.22
4250	12/13	12/30/2013	2440	7104	HOOD RIVER COUNTY	Deputy Service December 2013	0141962250	7,261.00
Total 4250:								7,261.00
4251	12/13	12/30/2013	2680	121713	HUPP JR., TRACY N.	Reimburse Mileage	5140662020	33.20
4251	12/13	12/30/2013	2680	CR 12/12/13	HUPP JR., TRACY N.	Reimburse Mileage OMEU Mtg	5140562020	45.20
Total 4251:								78.40

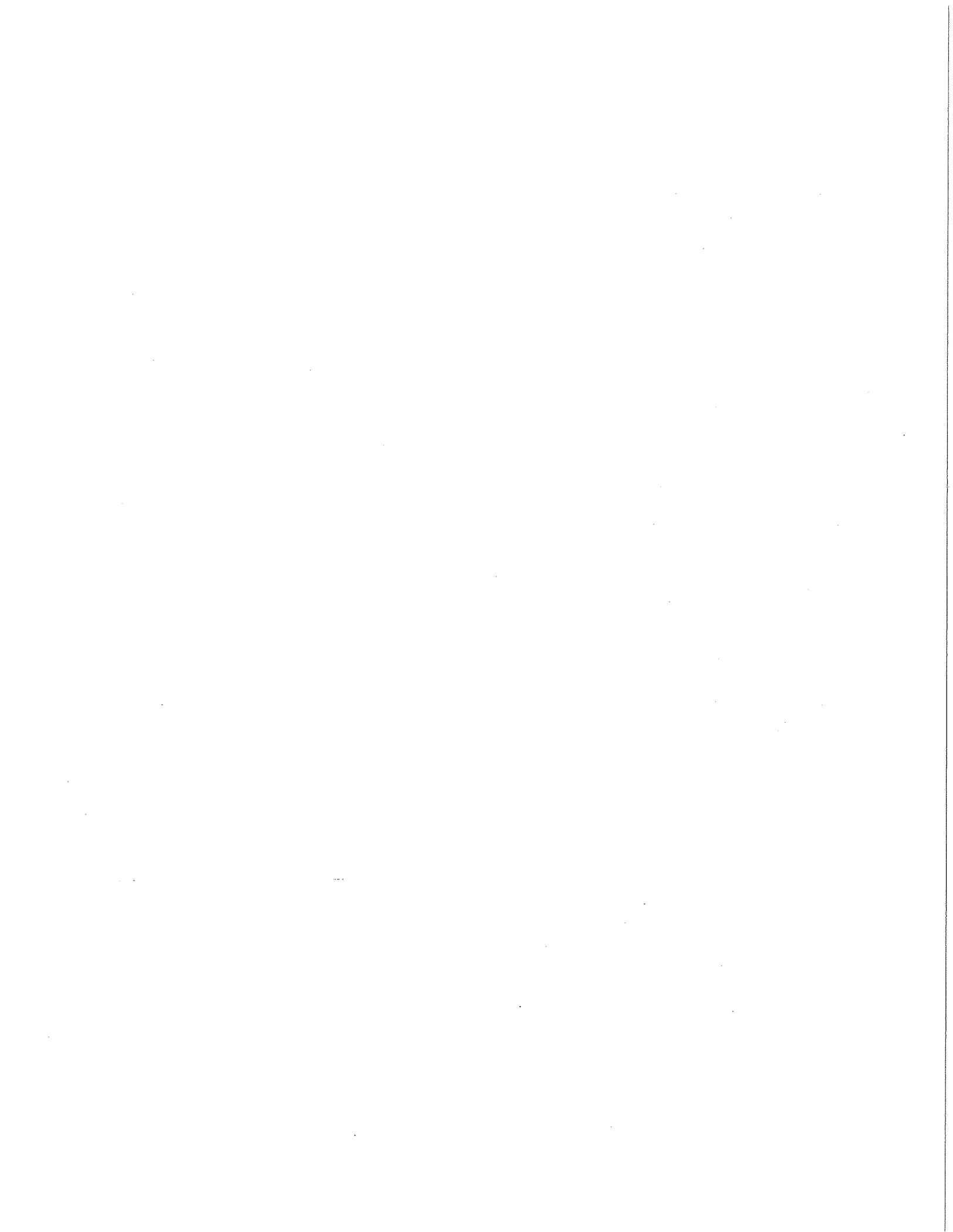
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4252	12/13	12/30/2013	6834	122013	Joe Shelley	reimburse bisquene for fall fest	0840562115	28.42
Total 4252:								
4253	12/13	12/30/2013	2900	122013	KAYLA CARRON	Reimburse chocolate for fall fest	0840562115	15.93
4253	12/13	12/30/2013	2900	CR 12/20/13	KAYLA CARRON	Reimburse mileage for HCRH event	0840562020	38.73
Total 4253:								
4254	12/13	12/30/2013	3160	12/30/13	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140862020	20.00
4254	12/13	12/30/2013	3160	12/30/13	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140862020	18.99
4254	12/13	12/30/2013	3160	12/30/13	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0540562020	4.00
Total 4254:								
4255	12/13	12/30/2013	3990	CR 122613	OCPPDA	Membership Dues	01440162030	14.84
4255	12/13	12/30/2013	3990	CR 122613	OCPPDA	Membership Dues	01440262030	14.70
4255	12/13	12/30/2013	3990	CR 122613	OCPPDA	Membership Dues	2142162030	4.45
4255	12/13	12/30/2013	3990	CR 122613	OCPPDA	Membership Dues	3142162030	3.92
4255	12/13	12/30/2013	3990	CR 122613	OCPPDA	Membership Dues	5142162030	12.09
Total 4255:								
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	01440162020	2.04
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	01440462530	75.66
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	0340562530	118.89
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	0540562420	442.75
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	2140562530	123.47
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	2142162020	.61
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	3140562530	4.59
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	3142162020	.44
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	5140562200	737.72
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	5140662200	737.73
4256	12/13	12/30/2013	4020	ME113036	ODOT-FUEL SALES	Fuel	5142162020	1.76
Total 4256:								
4257	12/13	12/30/2013	4030	CR 122013	OHA State of Oregon	Cert Renewal - Sheldon	21440562030	40.00
4257	12/13	12/30/2013	4030	CR 122313	OHA State of Oregon	Ambulance License E169928	05440562860	45.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4257:								
4258	12/13	12/30/2013	6769	12-19-845	PARC Resources, LLC	Planning Services	0140262075	74.25
4258	12/13	12/30/2013	6769	12-19-845	PARC Resources, LLC	Planning Services	0140262090	315.75
Total 4258:								
4259	12/13	12/30/2013	4620	9963274-DC	PITNEY BOWES - RENTAL	Rental	0140162120	36.18
4259	12/13	12/30/2013	4620	9963274-DC	PITNEY BOWES - RENTAL	Rental	0540562120	22.94
4259	12/13	12/30/2013	4620	9963274-DC	PITNEY BOWES - RENTAL	Rental	2142162120	22.94
4259	12/13	12/30/2013	4620	9963274-DC	PITNEY BOWES - RENTAL	Rental	3142162120	19.03
4259	12/13	12/30/2013	4620	9963274-DC	PITNEY BOWES - RENTAL	Rental	5142162121	46.33
Total 4259:								
4260	12/13	12/30/2013	4650	B390943	Platt	Quad Tap/bulbs	0540562440	147.42
Total 4260:								
4261	12/13	12/30/2013	4670	7534796	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0140462020	15.00
4261	12/13	12/30/2013	4670	7534796	PORT OF CASCADE LOCKS	Bridge Tickets - PW	2140562020	15.00
Total 4261:								
4262	12/13	12/30/2013	6780	17573732	Rioch Americas Corporation	Lease	0140162120	58.10
4262	12/13	12/30/2013	6780	17573732	Rioch Americas Corporation	Lease	0540562120	36.85
4262	12/13	12/30/2013	6780	17573732	Rioch Americas Corporation	Lease	2142162120	36.85
4262	12/13	12/30/2013	6780	17573732	Rioch Americas Corporation	Lease	3142162120	30.57
4262	12/13	12/30/2013	6780	17573732	Rioch Americas Corporation	Lease	5142162121	74.43
Total 4262:								
4263	12/13	12/30/2013	5040	238	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	3.80
4263	12/13	12/30/2013	5040	238	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	60.80
4263	12/13	12/30/2013	5040	238	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	106.40
4263	12/13	12/30/2013	5040	238	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	114.00
4263	12/13	12/30/2013	5040	238	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	95.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4263:								
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	380.00
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	39.96
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	FD Supplies	0540562010	3.94
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	0540562010	353.72
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	0542162010	1.04
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	19.89
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	19.72
4264	12/13	12/30/2013	5510	8028066191	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	86.95
Total 4264:								
4265	12/13	12/30/2013	5620	1641	Summit Excavation	abandon 6" main	2140562560	525.22
Total 4265:								
4266	12/13	12/30/2013	6070	807-313602	TWGW, INC NAPA AUTO PARTS	control,clamp	0340562560	750.00
4266	12/13	12/30/2013	6070	934-870619	TWGW, INC NAPA AUTO PARTS	wheel bolt nut,switchex/life gal	0540562441	14.05
4266	12/13	12/30/2013	6070	934-870930	TWGW, INC NAPA AUTO PARTS	2 gpm pump	0340562560	27.43
4266	12/13	12/30/2013	6070	934-871125	TWGW, INC NAPA AUTO PARTS	computer,core,fuel	0140462441	79.99
4266	12/13	12/30/2013	6070	934-871125	TWGW, INC NAPA AUTO PARTS	computer,core,fuel	0340562441	236.00
4266	12/13	12/30/2013	6070	934-871186	TWGW, INC NAPA AUTO PARTS	computer,core,fuel	2140562441	236.00
4266	12/13	12/30/2013	6070	934-871555	TWGW, INC NAPA AUTO PARTS	steel	0340562560	13.99
4266	12/13	12/30/2013	6070	934-871555	TWGW, INC NAPA AUTO PARTS	core,wrench,knife	0140462441	41.67
4266	12/13	12/30/2013	6070	934-871555	TWGW, INC NAPA AUTO PARTS	core,wrench,knife	0340562441	41.67
4266	12/13	12/30/2013	6070	934-871555	TWGW, INC NAPA AUTO PARTS	core,wrench,knife	2140562441	41.66
4266	12/13	12/30/2013	6070	934-871565	TWGW, INC NAPA AUTO PARTS	core,wrench,knife	2140562560	27.41
4266	12/13	12/30/2013	6070	934-871656	TWGW, INC NAPA AUTO PARTS	low beam headlight bulb	5140562201	17.54
4266	12/13	12/30/2013	6070	934-871658	TWGW, INC NAPA AUTO PARTS	delo 400 15w40 gal	5140562200	89.93
4266	12/13	12/30/2013	6070	934-871764	TWGW, INC NAPA AUTO PARTS	delo 400 15w40 gal	5140562200	89.92
4266	12/13	12/30/2013	6070	934-871989	TWGW, INC NAPA AUTO PARTS	fuse	0340562441	3.49
4266	12/13	12/30/2013	6070	934-871989	TWGW, INC NAPA AUTO PARTS	oxygen sensor	5140562201	41.27
4266	12/13	12/30/2013	6070	934-872160	TWGW, INC NAPA AUTO PARTS	oxygen sensor	5140562201	27.50
4266	12/13	12/30/2013	6070	934-872465	TWGW, INC NAPA AUTO PARTS	fitting,cap	5140562201	5.84
4266	12/13	12/30/2013	6070	934-872839	TWGW, INC NAPA AUTO PARTS	halogen lamp,white lithium grease	0540562441	12.88
4266	12/13	12/30/2013	6070	934-872839	TWGW, INC NAPA AUTO PARTS	washers,hex screw,spray delcer,wheel b	0540562440	36.21
4266	12/13	12/30/2013	6070	934-872839	TWGW, INC NAPA AUTO PARTS	washers,hex screw,spray delcer,wheel b	0540562441	7.49

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4266:								
4267	12/13	12/30/2013	6110	UTL BILLS 1	U.S. POSTAL SERVICE	UB Postage	0542162055	1,077.54
4267	12/13	12/30/2013	6110	UTL BILLS 1	U.S. POSTAL SERVICE	UB Postage	2142162055	6.84
4267	12/13	12/30/2013	6110	UTL BILLS 1	U.S. POSTAL SERVICE	UB Postage	3142162055	29.13
4267	12/13	12/30/2013	6110	UTL BILLS 1	U.S. POSTAL SERVICE	UB Postage	5142162055	44.33
Total 4267:								
4268	12/13	12/30/2013	6350	0246891	WAGNER-SMITH EQUIPMENT	rope sling	5140562770	173.01
Total 4268:								
4269	12/13	12/30/2013	4910	613681300 D	Wayne Slagle	Refund Deposit	51211300	253.31
Total 4269:								
12301301	12/13	12/30/2013	440	NOV/13-PWR	BPA	Power Bill	5140562820	98.56
12301301	12/13	12/30/2013	440	NOV/13-PWR	BPA	Power Bill	5140562820	132.89
Total 12301301:								
12301302	12/13	12/30/2013	440	NOV/13-TRN	BPA	Transmission Bill	5140562821	51,838.00
12301302	12/13	12/30/2013	440	NOV/13-TRN	BPA	Transmission Bill	5140562821	9,432.00
Total 12301302:								
12301303	12/13	12/30/2013	6080	1035 12/201	U S BANK	Bank Fees	0140162110	1,594.00
12301303	12/13	12/30/2013	6080	1035 12/201	U S BANK	Bank Fees	0542162110	11,026.00
12301303	12/13	12/30/2013	6080	1035 12/201	U S BANK	Bank Fees	2142162110	46.12
12301303	12/13	12/30/2013	6080	1035 12/201	U S BANK	Bank Fees	3142162110	3.41
12301303	12/13	12/30/2013	6080	1035 12/201	U S BANK	Bank Fees	5142162110	12.61
Total 12301303:								
12301304	12/13	12/30/2013	6090	4393 12/201	U S BANK CC	HEATER	0140162010	14.69
Total 12301304:								
								185.18
								29.99
								29.99

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
12301305	12/13	12/30/2013	6090	2974 12/201	U S BANK CC	HEATER, IPAD DATA PLAN,BACKGR0	0140162010	29.99 M
12301305	12/13	12/30/2013	6090	2974 12/201	U S BANK CC	HEATER, IPAD DATA PLAN,BACKGR0	0540562050	14.99 M
12301305	12/13	12/30/2013	6090	2974 12/201	U S BANK CC	HEATER, IPAD DATA PLAN,BACKGR0	0540562110	10.00 M
Total 12301305:								54.98
12301306	12/13	12/30/2013	6090	2305 12/201	U S BANK CC	tools	0140462530	38.34 M
12301306	12/13	12/30/2013	6090	2305 12/201	U S BANK CC	tools	2140562560	38.34 M
12301306	12/13	12/30/2013	6090	2305 12/201	U S BANK CC	tools	3140562560	38.33 M
Total 12301306:								115.01
12301307	12/13	12/30/2013	6090	8773 12/201	U S BANK CC	supplies/cylinder bracket/registration	0540562022	55.00 M
12301307	12/13	12/30/2013	6090	8773 12/201	U S BANK CC	supplies/cylinder bracket/registration	0540562351	53.21 M
12301307	12/13	12/30/2013	6090	8773 12/201	U S BANK CC	supplies/cylinder bracket/registration	0540562441	47.95 M
12301307	12/13	12/30/2013	6090	8773 12/201	U S BANK CC	supplies/cylinder bracket/registration	0540563155	793.11 M
Total 12301307:								949.27
Grand Totals:								88,305.60



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** January 2, 2014

**For City Council Meeting on:** January 13, 2013

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Appointments to Committees

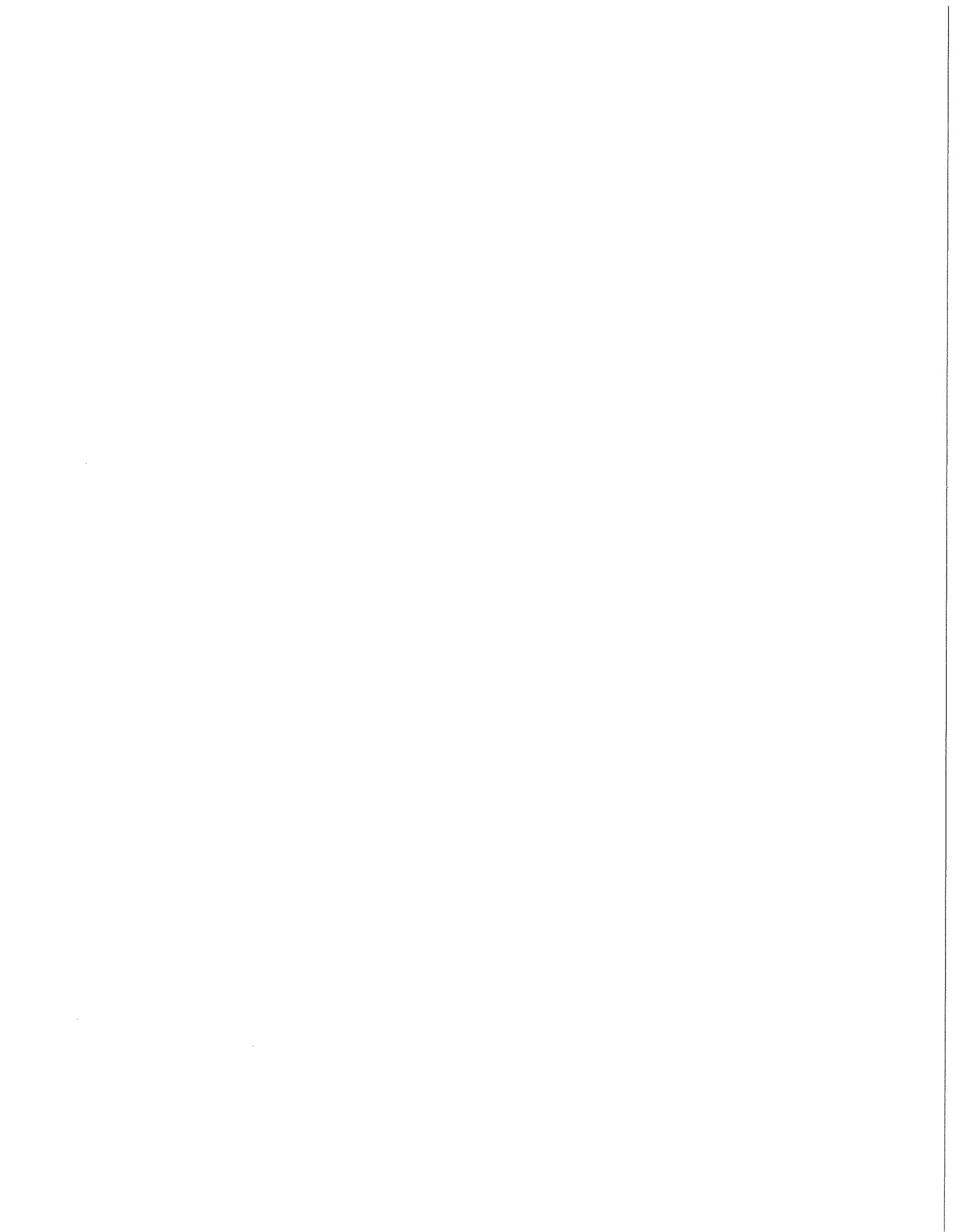
**SYNOPSIS:** We find we still have vacancies on several committees. Please find attached a list of vacancies by committee and the corresponding list of those who have renewed their applications or submitted new applications.

Please note: A letter was sent to all current members whose terms are ending at the end of the year. In the letter each was invited to submit a new application or indicate their desire to continue in their service.

Please also find attached the applications, the City's Committee Guidelines, and the current committee roster.

**CITY COUNCIL OPTIONS:** The Council may appoint from those who have submitted applications or wait until more applications are received.

**RECOMMENDED MOTION:** Council decision.



Committee Vacancies as of 12/31/13

BUDGET (2 Vacancies)

Applications received from:

Sandra Kelley  
Marie Miller  
Jason Sergeant  
Darlene Sullenger

TOURISM (3 Vacancies)

Applications received from:

Kayla Carron  
Marie Miller

FINANCE COMMITTEE (2 Vacancies)

City Councilor  
Citizen Member

No applications received.

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BY: \_\_\_\_\_

City of Cascade Locks, Oregon

DATE & TIME RECEIVED: \_\_\_\_\_

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee  Planning Commission \_\_\_\_\_ Other: \_\_\_\_\_

NAME: Sandra Kelley HOME PHONE: 541-374-8215

HOME ADDRESS: #130 Regulator St CELL PHONE: NO

EMAIL ADDRESS: NO

Do you live within the Cascade Locks city limits? Yes  No \_\_\_\_\_

How long have you lived in the City? 24 yrs.

1. Why are you interested in serving?

CONCERN ABOUT BUDGET ISSUES.

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

YES

3. What experiences have you had with City committees, boards or commissions?

Budget Com. City Council + other Misc. Committees

4. What special skills or interests do you think you bring to this effort?

- Good with Numbers  
- Basic understanding of budget issues.  
- Detail oriented.

APPLICANTS SIGNATURE: Sandra Kelley DATE: 12/7/13

**Thank you. We appreciate your willingness to serve.**



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City of Cascade Locks, Oregon

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**Application for City Boards, Commissions, Task Forces and Committees**

(Check one below)

Budget Committee  Planning Commission  Other:

NAME: Marie Miller HOME PHONE: 971-275-4398

HOME ADDRESS: PO Box 727, CLOR 97014 CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: ColumbiaRiverGorge@hotmail.com

Do you live within the Cascade Locks city limits? Yes  No

How long have you lived in the City? 30 years (except 11/2012-9/2013)

- Why are you interested in serving?  
I'd like to contribute my skills and qualifications with the committee after having lived in the city so many years.
- Do you feel that you can meet the schedule required by the City Council?  
Yes, I'd be available for evening meetings and other times required for the committee + Council.
- What experiences have you had with City committees, boards or commissions?  
I have not served on City committees, but have served on various ~~Board~~ Boards + committees with business, non profit + organizations.
- What special skills or interests do you think you bring to this effort?  
I work with budgets professionally. I have experience with financial statements, revenues + expenses, Strategic planning and budget reviews/evaluations.

APPLICANTS SIGNATURE: Marie Miller DATE: 11/30/2013

**Thank you. We appreciate your willingness to serve.**

2

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City of Cascade Locks, Oregon

DATE & TIME RECEIVED: \_\_\_\_\_

**Application for City Boards, Commissions, Task Forces and Committees**

(Check one below)

Budget Committee  Planning Commission \_\_\_\_\_ Other: \_\_\_\_\_

NAME: JASON SERGEANT HOME PHONE: \_\_\_\_\_:

HOME ADDRESS: 75 KATANI LANE CELL PHONE: 619-885-1011

EMAIL ADDRESS: JASONSERGEANT@ME.COM

Do you live within the Cascade Locks city limits? Yes  No \_\_\_\_\_

How long have you lived in the City? by 2 mos.

1. Why are you interested in serving?

APPLY MY EXPERIENCE TO HELPING THE CITY

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

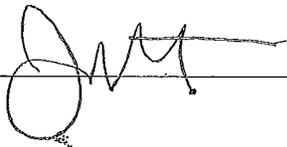
YES, AVAILABLE EVENINGS

3. What experiences have you had with City committees, boards or commissions?

PREVIOUS PROFESSIONAL AND VOLUNTEER  
WORK WITH PUBLIC AGENCIES

4. What special skills or interests do you think you bring to this effort?

• WORK EXPERIENCE WITH PUBLIC AGENCIES  
• UNDERSTANDING OF BASIC FUNCTIONS  
OF CITY GOVT. & PUBLIC AGENCIES

APPLICANTS SIGNATURE:  DATE: 12/7/13

**Thank you. We appreciate your willingness to serve.**

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City of Cascade Locks, Oregon

DATE & TIME RECEIVED: BY: 4:35PM

**Application for City Boards, Commissions, Task Forces and Committees**

(Check one below)

Budget Committee  Planning Commission  Other:

NAME: Darlene Sullinger HOME PHONE: 541-490-7395

HOME ADDRESS: 119 Hassalo CELL PHONE: Same

EMAIL ADDRESS: cascademotel@gmail.com

Do you live within the Cascade Locks city limits? Yes  No

How long have you lived in the City? 24 years

1. Why are you interested in serving?

I am currently on budget committee and have enjoyed learning the finances of our city.

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

yes

3. What experiences have you had with City committees, boards or commissions?

I have been on Tourism, budget committee and I am currently on the Hood River wrestling board.

4. What special skills or interests do you think you bring to this effort?

I have been in business in Cascade locks for 24 years I have a common sense approach to budgets and spending, if you don't have it, don't spend it. This type of mentality is shared by many in our community.

APPLICANTS SIGNATURE: Darlene Sullinger DATE: 12/19/2013

**Thank you. We appreciate your willingness to serve.**

December 16, 2013

To the Mayor and Council of Cascade Locks:

I would like to be reappointed for my third term on the Tourism Committee. I bring extensive marketing, design and print experience to the Tourism Committee and have enjoyed my time serving my community. I appreciate the consideration. Thank you!!

Take Care,

A handwritten signature in cursive script that reads "Kayla Carron". The signature is written in dark ink and is positioned above the typed name.

-Kayla Carron

City of Cascade Locks, Oregon

DATE & TIME RECEIVED: \_\_\_\_\_

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee \_\_\_\_\_ Planning Commission \_\_\_\_\_ Other: Tourism

NAME: Kayla Carson HOME PHONE: 541-374-27023

HOME ADDRESS: PO Box 337 CELL PHONE: 503-729-7743

EMAIL ADDRESS: kayla@theislandorange.com

Do you live within the Cascade Locks city limits? Yes  No \_\_\_\_\_

How long have you lived in the City? 5 years

1. Why are you interested in serving?

To help the community grow and thrive

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

Yes

3. What experiences have you had with City committees, boards or commissions?

Tourism Chairman - last 4.5 years

4. What special skills or interests do you think you bring to this effort?

Extensive marketing brand design  
print experience  
Event planning

APPLICANTS SIGNATURE: Kayla DATE: 12-14-13

Thank you. We appreciate your willingness to serve.

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City of Cascade Locks, Oregon

DATE & TIME RECEIVED: BY: 2:16 PM

**Application for City Boards, Commissions, Task Forces and Committees**

(Check one below)

Budget Committee \_\_\_\_\_ Planning Commission \_\_\_\_\_ Other: Tourism

NAME: Marie Miller HOME PHONE: 971-275-4398

HOME ADDRESS: PO Box 727, CLOR, 97014 CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: ColumbiaRiverGorge@hotmail.com

Do you live within the Cascade Locks city limits? Yes  No \_\_\_\_\_

How long have you lived in the City? 30 years (except 11/2012 - 9/2013)

1. Why are you interested in serving?

I have past experience in Tourism and would like to contribute my knowledge of interest to this committee.

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

Yes, I am available for the meetings and events scheduled.

3. What experiences have you had with City committees, boards or commissions?

None with the City, but committee + board service with Friends of Vista House, Columbia River Gorge Visitors Assn., Chamber of Commerce, and others.

4. What special skills or interests do you think you bring to this effort?

I have worked in travel + tourism and received my Associate Degree in Hospitality + Tourism Management from MtCC. I have experience with event planning, PR, marketing, volunteer management and a special interest in bringing more tourism + business to the city.

APPLICANT'S SIGNATURE: Marie Miller DATE: 11/30/2013

**Thank you. We appreciate your willingness to serve.**

## SECTION 10: COMMITTEES

### 10.1 Appointment, Removal, and Replacement Generally.

- a. Citizens interested in serving on a City Committee shall submit an application to the Mayor for his or her consideration. The Mayor is responsible for appointing members to said committees and all appointments are subject to Council approval.
- b. Committee Members may be removed by the Mayor after missing three consecutive meetings without excuse. Removal of Planning Commissioners however will be given special consideration and conducted in accordance with ORS 227.030. Notice of removal to the affected committee member shall be handled with respect and courtesy.
- c. Filling Vacancies for Committees shall be conducted in accordance with procedure established by the City Administrator and approved by the Mayor.
  - i. The vacancy for Committees shall be posted at least two weeks before the vacancy is filled. The Mayor may make a determination regarding filling the vacancy in the event business is being delayed by the vacancy.
- d. The Mayor shall make a determination regarding relatives or members of the same household on the same committee when making individual appointments.

### 10.2 Liaisons/Representatives to Other Agencies.

- a. The Mayor may appoint City liaisons or representatives to all committees and task forces of other agencies and community organizations for which participation of an elected or appointed official from the City is determined to be necessary or beneficial to the City. The Mayor may remove the liaison or representative upon consensus of the Council.
- b. The primary role of an appointee is to facilitate communication between the relevant committee and the Council and to represent the City's interests as determined by a majority of the Council.

### 10.3 Organization of the Committee System.

1. Committees should be identified as a Standing or Temporary Committee.
  - a. Standing Committees are created by ordinance with the exception of the Budget Committee, which is created by Statute. These Committees can only be dissolved by repeal of the ordinance that created them. The existing Standing Committees are Tourism and Planning. The Tourism Committee has seven members and the Planning Commission has five members.
  - b. Temporary Committees are created by the Mayor. When creating a Temporary Committee the Mayor shall:

- i. Write a statement of purpose detailing the task(s) of the Committee.
  - ii. Establish a timeline for the duration of the Committee. Generally Temporary Committees would remain in service for one year, but depending on the circumstances and at the Mayor's discretion, there may be variations in the duration of the Committee.
  - iii. Determine whether the Committee will consist of five or seven members.
- c. Temporary Committees that do not meet and report agendas and minutes to Council for three consecutive months will be dissolved.

#### 10.4 Guidelines for Committee Operation.

1. Each Committee should operate under the same guidelines. These guidelines should be given to each Committee Member when they are appointed to the Committee. When possible a Committee training session will be offered.
2. Along with established guidelines, each Committee should have the following common traits:
  - a. An agenda for every meeting posted at least 24 hours before the meeting.
  - b. Minutes taken at every meeting. Staff will take minutes for Budget Committee and Planning Commission. A Committee Member for all other committees shall take minutes.
  - c. The Chairperson of the Committee should preside over the meeting and create the agenda for each meeting so as to be responsive to direction from the Council. The Committee will elect the Chair.
  - d. A written or oral report shall be given to the Council at the next Council meeting after the Committee meeting.
  - e. There shall be a joint workshop with the Council at least once per year.
3. Committee meetings shall be held at City Hall or another accessible public location in Cascade Locks.

#### 10.5 Committee Goal Setting.

1. The committee should propose goals to the Council at least once per year. These proposed goals would be subject to Council approval.

# 2014 Committees

NAME	ADDRESS	CONTACT INFO	TELEPHONE NUMBER	Terms - DO NOT MESS WITH ENDING DATES!!!!!!
<b>Mayor</b>				
Cramblett	Tom	PO Box 511	tcramblett@cascade-locks.or.us/ or bfr	541-374-8336 01/01/13-12/31/14
<b>City Council</b>				
<b>2 Years</b>				
<b>4 Years</b>				
<b>6 Members</b>				
Busdieker	Deanna (ap	PO Box 433 Stevenson,	dbusdieker@cascade-locks.or.us	541-374-9070 07/08/13-12/31/16 A
Groves	Glenda	PO Box 412	ggroves@cascade-locks.or.us	541-374-8370 01/01/13-12/31/16
Fitzpatrick	Bruce	PO Box 674	bfitzpatrick@cascade-locks.or.us	541-374-8762 503-869-7274 01/01/13-12/31/16
Helfrich	Jeff (appoint	PO Box 309	jhelfrich@cascade-locks.or.us	503-313-2477 2/11/13-12/31/14 A
Randall	Richard (a	PO Box 583	rrandall@cascade-locks.or.us	541-374-8458 02/11/13 -12/31/14 A
Walker	Bobby (app	PO Box 491	bwalker@cascade-locks.or.us	541-374-8238 02/11/13-12/31/14 A
<b>BUDGET</b>				
<b>3 Year Terms (public)</b>				
<b>7 Councilors + 7 Citizens</b>				
Pruit	Tiffany	PO Box 461	TLPruit@yahoo.com	541-374-2168 8/26/13-12/31/14
Sype	Karen	PO Box 364	kmsype@embarqmail.com	541-374-8550 02/13/12-12/31/14
Carr	Shirley	PO Box 38		541-374-8402 02/11/13-12/31/14
Busdieker	Deanna	PO Box 433 Stevenson,	dbusdieker@cascade-locks.or.us	541-374-9070 01/14/13-12/21/16
Brostoff	Rob	PO Box 247	robcity@cibb.net	541-716-6029 02/13/12-12/31/14
Cramblett	Tom	PO Box 511	tcramblett@cascade-locks.or.us	541-374-8336 01/14/13-12/31/14
Nielsen	Buzzy	PO Box 659		541-374-8238 2/11/13-12/31/15
Kelley	Sandra	PO Box 175		541-374-8215 2/7/11-12/31/13
Helfrich	Jeff	PO Box 309	jhelfrich@cascade-locks.or.us	503-313-2477 02/11/13 -12/31/14
Randall	Richard	PO Box 583	rrandall@cascade-locks.or.us	541-374-8458 2/11/13-12/31/14
Walker	Bobby	PO Box 491	bwalker@cascade-locks.or.us	541-374-8238 2/11/13-12-31-14
Sullenger	Darlene	PO Box 520	cascademotel@gmail.com	541-490-7375 11/03/11-12/31/13
Groves	Glenda	PO Box 412	ggroves@cascade-locks.or.us	541-374-8370 01/14/13-12/31/16
Fitzpatrick	Bruce	PO Box 674	bfitzpatrick@cascade-locks.or.us	541-374-8762 01/14/13-12/31/16
<b>PLANNING COMMISSION ORD 307</b>				
<b>4 Year Term</b>				
<b>5 Members</b>				
Mohr	Todd	PO Box 397	toddmohr@embarqmail.com	541-374-8787 02/11/13-12/31/16
Haight	Gyda	PO Box 276	dongyda@embarqmail.com	541-374-2311 02/11/13-13/31/16
Fitzpatrick	Virginia	PO Box 674	virginiaff1@yahoo.com	541-374-8762 12/23/13-12/31/17
Sergeant	Jason	PO Box 643	jasonsergeant@me.com	619-885-1011 12/23/13 -12/31/14
Cramblett	Larry	PO Box 187	bettyec@gorge.net	541-374-8805 1/3/11 - 12/31/14

TOURISM		ORD 259	3 Year Term	7 Members
vacant				
Shelley	Joseph	PO Box 31	<a href="mailto:infertrail@yahoo.com">infertrail@yahoo.com</a>	503-327-9120 -12/31/14
Massey	Lorraine	PO Box 123	<a href="mailto:mflorraine@yahoo.com">mflorraine@yahoo.com</a>	541-380-0653 06/11/12-12/31/14
Fine	Debbie	PO Box 602	<a href="mailto:dfine47@hotmail.com">dfine47@hotmail.com</a>	541-380-0212 03/26/12-12/31/14
Baseman	Cindilee	PO Box 389	<a href="mailto:bccqb@aol.com">bccqb@aol.com</a>	541-374-8797 02/11/13-12/31/15
vacant				02/11/13-12/31/15
Carron	Kayla	PO Box 337	<a href="mailto:kayla@theboldorange.com">kayla@theboldorange.com</a>	503-729-7743/541-374-2023 12/13/10-12/31/13
<b>JOINT WORK GROUP ON ECONOMIC DEVELOPMENT (Council Sub Committee)</b>				
Cramblett	Tom	PO Box 511	<a href="mailto:tcramblett@cascade-locks.or.us">tcramblett@cascade-locks.or.us</a>	
Helfrich	Jeff	PO Box 309	<a href="mailto:ihelfrich@cascade-locks.or.us">ihelfrich@cascade-locks.or.us</a>	
Fitzpatrick	Bruce	PO Box 674	<a href="mailto:bfitzpatrick@cascade-locks.or.us">bfitzpatrick@cascade-locks.or.us</a>	
Groves	Jess	PO Box 412	<a href="mailto:jgroves@portofcascadelocks.org">jgroves@portofcascadelocks.org</a>	
Cramblett	Brenda	PO Box 511	<a href="mailto:bcramblett@portofcascadelocks.org">bcramblett@portofcascadelocks.org</a>	
<b>FINANCE COMMITTEE (Council Sub Committee) 8/12/13</b>				
Cramblett	Tom	PO Box 511	<a href="mailto:tcramblett@cascade-locks.or.us">tcramblett@cascade-locks.or.us</a>	541-374-8336
Groves	Glenda	PO Box 412	<a href="mailto:ggroves@cascade-locks.or.us">ggroves@cascade-locks.or.us</a>	541-374-8370
Walker	Bobby	PO Box 491	<a href="mailto:bwalker@cascade-locks.or.us">bwalker@cascade-locks.or.us</a>	541-374-8238
Kelley	Sandra	PO Box 175		541-374-8215
Sullenger	Darlene	PO Box 520	<a href="mailto:cascademotel@gmail.com">cascademotel@gmail.com</a>	541-490-7375
Munkhoff	Gary	PO Box 51	<a href="mailto:gmunkhoff@gmail.com">gmunkhoff@gmail.com</a>	541-374-8890
Renault	Nancy	PO Box 9		541-374-8832
Kononen	Arni	PO Box 176	<a href="mailto:sirkcl@yahoo.com">sirkcl@yahoo.com</a>	541-400-0866
vacant				
<b>ARCHITECTURAL REVIEW COMMITTEE 2 Year Term</b>				
(need to appoint Planning Commissioner)				
Sandy Place - representative from the down town zone				
Tom Owen - design or building professional				
<b>PLEASE SEND CORRECT MAILING ADDRESS AND EMAIL ADDRESS TO <a href="mailto:kwoosley@cascade-locks.or.us">kwoosley@cascade-locks.or.us</a></b>				
1/3/2014				12/31/2014 5/13/2013 5/13/2013 12/31/2014

## CASCADE LOCKS STAFF REPORT

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Date Prepared: January 7, 2014

For City Council Meeting on: January 13, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution No. 1291 Maintaining Current Electric Rates and Repealing the PCAC

**SYNOPSIS:** There has apparently been some confusion concerning the Power Cost Adjusting Clause included in Res. 1281 (attached). The Mayor has asked that a resolution that repeals the PCAC be placed before the Council before another billing goes out. This discussion should help the Council to decide which option to pursue.

The Power Cost Adjusting Clause (PCAC) was a method included in the electric rate resolution to address the increasing costs of power and transmission from the Bonneville Power Administration (BPA) automatically. It is a pass through to the customer for the actual cost of the electricity. The City is billed monthly by the BPA for the amount of power transmitted to the City (transmission bill) and for the actual cost of the power purchased (power bill). The power bill also includes a portion of the low voltage charge apportioned over the year. On the bill we receive from the BPA there are 11-12 different rates that are charged to the City. The different rates depend on weather, total customers on the system at any one time, the amount of rain fall and river flows, the time of day, and other factors. The rates are set every two years, but because of the different factors, no two months have the same overall rate charge.

BPA rates are set every two years with the last rate increase effective October 1, 2013. The cost of purchased power increased 9%. The cost of power transmission increased 11%. The cost of a low voltage delivery charge increased 25%. The cumulative estimated impact of the charges to the end consumer was 3.1% based on this year's budget.

### Power Cost Adjusting Clause

The PCAC is a mechanism developed by our electric consultants BKL, Inc. It is used to compare the historical cost of power to the current cost of power and to add a surcharge to the bill if the current cost is higher than the historical cost or a credit if the current cost is lower than the historical cost. This may be a major issue once the City is forced into Tier 2 rates (which are currently lower than Tier 1 costs). This is how the PCAC works. The PCAC is designed to spread the increased (or decreased) costs of power to all users.

The following is the calculation that would be included on the January bill.

Step 1: The cost of purchased power for October was:	\$51,838
The cost of transmission for October was:	<u>11,026</u>
Total BPA Cost was:	\$62,864
Step 2: The Total Kilowatt Hours supplied was:	1,724,440
Reduced by the system leakage allowance of 3.59%:	<u>61,907</u>
Total Kilowatts supplied to customers:	1,662,533
Step 3: Average Cost per Kilowatt (BPA Cost/Kilowatts)	\$0.0378
Step 4: Average Cost of Power for the base year 2012:	<u>\$0.0360</u>
Surcharge:	\$0.0018
Current Rate for a residential customer per kilowatt:	\$0.0705
Step 5: Current Rate plus adjustment per kilowatt:	\$0.0723
Percentage increase:	2.6%

This would add \$2.25 to the typical bill for January.

Again, this increase is solely to cover the cost of electricity. It does not include any increased costs for health care, retirement contributions, or other personnel costs.

Resolution No. 1291 maintains the current rates while repealing the PCAC.

I have included some attachments besides Res. 1281 showing the calculations for the Power Cost Adjusting Clause and rate increases presented when the rate resolution was presented to Council in September 2013. I have also included the minutes and staff report from last September when Res. 1281 was discussed. I have also included a spreadsheet which shows what the effects would have been if the PCAC had been in effect for the entire 2013 calendar year.

#### **CITY COUNCIL OPTIONS:**

Here are suggestions for the Council to consider in regards to the PCAC:

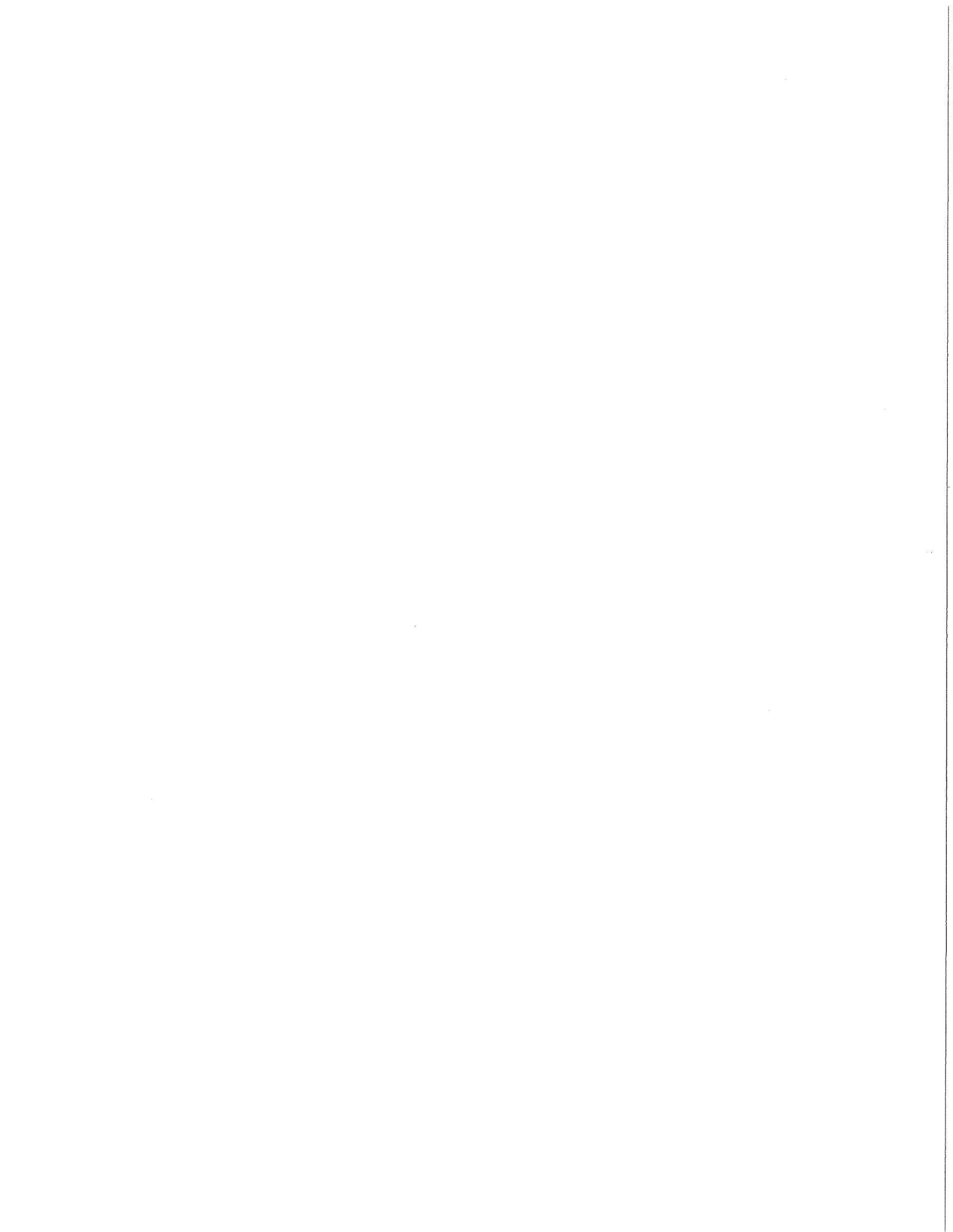
1. **Repeal Resolution No. 1281 in its entirety.** This would also eliminate the industrial power rate. Please be aware that we have the potential to have two new businesses in the Industrial Park this year that would be considered large users of electricity. Both of these businesses have the potential of pushing us into Tier 2 rates from the BPA.

2. **Pass Resolution No. 1291 repealing just the Power Cost Adjusting Clause.** This would eliminate the possibility of automatically passing on BPA cost increases in the future.
3. **Pass a resolution setting the PCAC to 0.0.** Then when we are impacted by the BPA Tier 2 rates, the Council can pass a resolution reinstating the PCAC.
4. **Pass a resolution raising the base cost 9.0% to 0.0392.** This action will then remove the 9% increase from the BPA from consideration by raising increase the comparative base (0.0360). If 0.0392 were the base, the increase in the December billing would have only been 7.9%. The adjustment in the January example would have been a 2% credit.
5. **Pass a new rate resolution** increasing the current rate to cover the increased cost of power from the BPA while also addressing the PCAC as desired (option 2 or 3).
6. **Do nothing at this time.** The PCAC would continue to adjust based on the monthly costs from the BPA.

If the Council chooses to end the PCAC, the following are options for handling the December increase:

1. Credit each account for the surcharge applied in December. This would necessitate a review of each bill by hand and inputting the amount of the adjustment to the account. Because we are currently short staffed, this may take a month or two to accomplish.
2. Assume the January usage is similar to the December usage and set the PCAC to credit each account \$0.0088 for the January usage. This may actually credit more than was originally charged if the total power consumption was larger in January than December.

**RECOMMENDED MOTION: Council decision.** However, the staff will continue to work to lower costs to prevent further erosion to the beginning fund balance.



**RESOLUTION NO. 1291**

**A RESOLUTION MAINTAINING CURRENT RATES  
FOR DELIVERY OF ELECTRICAL SERVICES  
PROVIDED BY THE CITY OF CASCADE LOCKS,  
AND REPEALING RESOLUTION NO. 1281**

**WHEREAS**, the City Council must from time to time adjust electrical rates to ensure adequate revenues to meet the costs of continued system operation;

**WHEREAS**, the City buys all of its electric power from the Bonneville Power Administration (BPA);  
and

**WHEREAS**, BPA has and will continue imposing increases in the City's cost of power;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CASCADE LOCKS** that the following rates shall be charged for the delivery of electrical power, excluding the South Bank System and rural areas outside the city limits:

**SECTION 1. RATE SCHEDULES.**

**SCHEDULE NO. 1**  
**Residential Service**

**Availability:** Applicable to all domestic uses for residential customers. A residential customer is defined as a dwelling unit or a portion of a dwelling unit consisting of a separate, independent housekeeping unit for one family only. Where a portion of building is used for commercial purposes, that portion must be separately metered and billed under Schedule No. 2, General Service Rate applicable to commercial customers. If separate dwelling units do not have individual meters, provided by the customer, the entire building or group of buildings will be classified and billed under this schedule.

**Character of Service:** Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic Customer Service Rate:</b>	\$9.90 per month	\$18.20 per month
<b>Cost of Energy:</b>	7.05 cents/kwh	9.37 cents/kwh
<b>Power Adjustment Charge per kilowatt-hour varies.</b>	See schedule PCAC	

**Minimum Monthly Bill:** The minimum monthly bill shall be the same as the Basic Customer Service Rate.

**Delivery Point:**

1. The point of attachment of electrical service shall be that point of the customer's premises that is nearest to applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed to the same customer.
4. Individual single-phase motors larger than 5 horsepower shall be connected only with the written permission of the City.
5. A point of delivery shall not be placed inside any building.

**Terms of Payment of Monthly Bill:** The above electrical rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule and classification is subject to the general rules and regulations of the City.

**Base Customer Charge:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 2**  
**General Service Rate**

**Availability:** Applicable to all nonresidential, commercial customers with less than 1,000 kilowatt demand.

**Character of Service:**

1. Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.
2. Three-phase, sixty hertz, alternating current at a nominal 120/240 volts, 120/208 volts or 277/480 volts when available from existing facilities.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic Customer Service Rate:</b>	\$10.20 per month	\$18.70 per month
<b>Cost of Energy:</b>		
First 15,000 kwh	6.55 cents/kwh	9.50 cents/kwh
Over 15,000 kwh	3.80 cents/kwh	5.46 cents/kwh
<b>Demand Rate:</b>		
First <b>25 KW</b> of Billing Demand	No Charge	No Charge
Over <b>25 KW</b> of Billing Demand	\$ 6.60/KW	\$8.80/KW

**Power Adjustment Charge** per kilowatt-hour varies. See Schedule PCAC.

**Minimum Monthly Bill:** The minimum monthly bill will be the greater of either:

- (a) The basic customer service charge; or
- (b) Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.

Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking electrical service at the primary distribution voltage and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent.

**Determination of Billing Demand:** The 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. The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95 percent. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95 percent. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of } (\text{kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurements or at the option of the City by the installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed by the City.
4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The above electrical rates are net and due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule is subject to the general rules and regulations of the City.

**Base Customer Rate:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 3**  
**PUBLIC AGENCY RATE**

**Availability:**

1. Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.
2. Three-phase, sixty hertz, alternating current at a nominal 120/240 volts. 120/208 volts or 480 volts when available from existing facilities.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic customer rate:</b>	\$14.30	\$23.10
<b>Energy Charge:</b>		
First 15,000 kwh	7.15 ¢/kwh	10.84 ¢/kwh
Over 15,000 kwh	4.95 ¢/kwh	6.55 ¢/kwh
<b>Demand Charge:</b>		
First <b>25 KW</b> of Billing Demand	No Charge	No Charge
Over <b>25 KW</b> of Billing Demand	\$7.70	\$9.90

**Power Adjustment Charge** per kilowatt-hour varies. See schedule PCAC.

**Minimum Monthly Bill:** The basic customer rate, or billing demand, whichever is greater. Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking service at the primary distribution voltage and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent (5%).

**Determination of Billing Demand:** The 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.

The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95%. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95%. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of (kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurement or at the option of the City by installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed.
4. Individual single-phase motors larger than 5 horsepower with across-the-line starting may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this classification is subject to the general rules and regulations of the City.

**Base Customer Rate:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 4**  
**Street Light Service Rate**

**Availability:** This schedule is applicable to service for street lighting systems, including street lights, signal systems, and roadway and park lighting owned by the City for street light safety.

Minimum term of any service agreement shall not be less than one year.

**Character of Service:** Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.

**Street Lighting Service Rate.** A Street Lighting Service Rate shall be assessed according to the following schedule on each residential, commercial, public agency and industrial electrical accounts inside the City limits.

**As of October 1, 2013** (No Increase)

Residential	\$ 2.25
Public Agency	\$ 7.00
Commercial	\$ 7.00
Industrial	\$15.00

**Assessment of the Street Lighting Service Rate.** The Street Lighting Service Rate shall continue to be added to the electrical line on the monthly utility bills sent to each customer and will be included in the total electrical charges along with the Basic Customer Service Charge and the energy charge.

**Delivery Point:** The City will furnish, install, operate and maintain the lighting installation. Individual lamps will be replaced on burnout, as soon as reasonably possible, during the normal work week.

**Terms of Payment:** The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this classification is subject to the general rules and regulations of the City.

**SCHEDULE NO. 5**  
**Security Light Rate**

**Availability:** Applicable to all customers for dusk to dawn outdoor lighting.

**Monthly Rate:**

<u>Type of Light</u>	<u>Wattage</u>	<u>Lumens</u>	<u>Ownership, Maintenance, and Energy by City</u>
<b>As of October 1, 2013</b>	(No Increase)		
High Pressure Sodium	100	9,500	\$13.80
High Pressure Sodium	200	22,000	\$17.80

**Delivery Point:**

1. The City will furnish, install, operate and maintain the lighting installation at a mutually agreeable location. Individual lamps will be replaced on burnout, as soon as reasonably possible after notification by the customer, during the normal work week, and at no additional charge to the customer.
2. If a pole, other than an existing pole is required, the City will install the pole for the cost of installation. The City Light Superintendent will calculate an estimate for each pole installation. In addition to the cost of installation, the charge to the customer will be an additional \$2.84 per month as of October 1, 2013.
3. The complete lighting installation shall remain the property of the City. The customer will protect the lighting installation from deliberate damage. The customer will allow the City free access to their property to maintain and inspect the lighting equipment.

**Contract Requirements:** Customers under this rate will be required to execute a contract for a minimum term sufficient to allow the City to recover the cost of investment.

**SCHEDULE NO. 6**  
**Large Industrial Service Rate**

**Availability:** Applicable to all large industrial customers with demands in excess of 1000 kilowatts.

**Character of Service:** Three-phase, sixty hertz, alternating current at a nominal 120/208 volts or 277/480 volts when available from existing facilities.

**Monthly Rate:**

**As of October 1, 2013**

**Basic Customer Service Rate:** \$59.00 per month

**Cost of Energy:**

On-peak	3.95 cents/kwh
Off-peak energy	3.60 cents/kwh
(11:00 PM to 7:00 AM)	

**Demand Charge:**

Billing Demand	\$8.00/KW
Off-peak Demand	No Charge
(11:00 PM to 7:00 AM)	

**Power Adjustment Charge** per kilowatt-hour varies. See Schedule PCAC.

**Economic Incentive Discount:** A new customer will have a 10% discount applied to the monthly bill during the first 12-months of operation. A 5% discount will be applied to the monthly bill during the next 12-months of operation.

**Minimum Monthly Bill:** The minimum monthly bill will be the greater of either:

- (a) The basic customer service charge; or
- (b) Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.

Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking electrical service at the primary distribution voltage (7.97/13.8kV) and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent.

**Determination of Billing Demand:** The billing demand shall be the maximum average kilowatt load used by the customer for any period of fifteen consecutive minutes during the month for which the bill is rendered as indicated by a demand meter and as adjusted for power factor. The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95 percent. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95 percent. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of } (\text{kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurements or at the option of the City by the installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed by the City.
4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The above electrical rates are net and due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule is subject to the general rules and regulations of the City.

**Base Customer Rate:** This fee will be used to compensate the City for the cost of maintaining facilities to service the customer.

**Contract Requirements:** Customers under this rate will be required to execute a contract for a minimum term sufficient to allow the City to recover the cost of investment.

**Other Economic Development Incentives:** A new customer is encouraged to contact the Port of Cascade Locks regarding other economic development incentives that are available to new industrial customers.

#### **SCHEDULE NO. 7**

##### **Cogeneration and Small Power Production Rate**

**Availability:** Applicable to any Seller who owns or operates a qualifying facility with a nameplate capacity of 100 KW or less.

**Character of Service:** The voltage, phase, frequency and power factor for the delivered power shall be specified by the City.

**Purchase Rate:** Energy Payment – base cost of power (U) stated in Schedule PCAC.

**Contract Requirements:** Sellers under this rate will be required to execute a contract with the City.

##### **Interconnection Facilities:**

1. The Seller shall furnish, install, operate and maintain in good order and repair and without cost to the City such switching equipment, relays, locks and seals, breakers, automatic synchronizers, and other control and protective apparatus as shall be designated by the City as being required for the operation of the qualifying facilities in parallel with the City's power system.
2. The seller shall provide a lockable disconnect switch to isolate the Seller's qualifying facility from the City's power system. This switch shall be accessible to the City at all times, and the City shall have the right to lock such disconnect switch open whenever necessary to maintain safe electrical operating conditions, or whenever the qualifying facility adversely affects the City's power system.

**Interconnection Costs:** Any costs of interconnection shall be the responsibility of the Seller. Interconnection costs which may reasonably be incurred by the City shall be assessed against the qualifying facility.

**Definitions:**

1. "Qualifying facility" means a cogeneration facility or small power production facility as defined in OAR 860-29-010.
2. "Seller" as used herein means any individual, partnership, corporation, association, governmental agency, political subdivision, municipality or other entity that owns or operates a qualifying facility and sells energy to the City under this Schedule.

**General Terms and Conditions:**

1. The Seller shall indemnify and hold harmless the City for any and all liability arising from the operation and interconnection of the qualifying facility.
2. Service under this classification is subject to the general rules and regulations of the City's Municipal Light and Power System.

**SECTION 2. Repeal of Prior Resolutions.** City of Cascade Locks Resolutions No. 1281 is hereby repealed.

**SECTION 3. Effective Date.** This resolution shall become effective upon passage by the Council and approval by the Mayor.

**SECTION 4. Expiration.** This resolution shall remain in effect until repealed by Council action.

**ADOPTED** by the City Council this 13<sup>th</sup> day of January, 2014.

**APPROVED** by the Mayor this 13<sup>th</sup> day of January, 2014.

ATTEST:

\_\_\_\_\_  
Mayor Tom Cramblett

\_\_\_\_\_  
City Recorder Kathy Woosley

**RESOLUTION NO. 1281**

**A RESOLUTION MAINTAINING CURRENT RATES,  
COMBINING THE RURAL AND SOUTHBANK RATES,  
AND ESTABLISHING AN INDUSTRIAL RATE  
FOR DELIVERY OF ELECTRICAL SERVICES  
PROVIDED BY THE CITY OF CASCADE LOCKS,  
AND REPEALING RESOLUTION NO.'s 1074, 1157, AND 1214**

**WHEREAS**, the City Council must from time to time adjust electrical rates to ensure adequate revenues to meet the costs of continued system operation;

**WHEREAS**, the City buys all of its electric power from the Bonneville Power Administration (BPA); and

**WHEREAS**, BPA has and will continue imposing increases in the City's cost of power;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CASCADE LOCKS** that the following rates shall be charged for the delivery of electrical power, excluding the South Bank System and rural areas outside the city limits:

**SECTION 1. RATE SCHEDULES.**

**SCHEDULE NO. 1**  
**Residential Service**

**Availability:** Applicable to all domestic uses for residential customers. A residential customer is defined as a dwelling unit or a portion of a dwelling unit consisting of a separate, independent housekeeping unit for one family only. Where a portion of building is used for commercial purposes, that portion must be separately metered and billed under Schedule No. 2, General Service Rate applicable to commercial customers. If separate dwelling units do not have individual meters, provided by the customer, the entire building or group of buildings will be classified and billed under this schedule.

**Character of Service:** Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic Customer Service Rate:</b>	\$9.90 per month	\$18.20 per month
<b>Cost of Energy:</b>	7.05 cents/kwh	9.37 cents/kwh
<b>Power Adjustment Charge</b>	per kilowatt-hour varies. See schedule PCAC	

**Minimum Monthly Bill:** The minimum monthly bill shall be the same as the Basic Customer Service Rate.

**Delivery Point:**

1. The point of attachment of electrical service shall be that point of the customer's premises that is nearest to applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed to the same customer.
4. Individual single-phase motors larger than 5 horsepower shall be connected only with the written permission of the City.
5. A point of delivery shall not be placed inside any building.

**Terms of Payment of Monthly Bill:** The above electrical rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule and classification is subject to the general rules and regulations of the City.

**Base Customer Charge:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 2**  
**General Service Rate**

**Availability:** Applicable to all nonresidential, commercial customers with less than 1,000 kilowatt demand.

**Character of Service:**

1. Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.
2. Three-phase, sixty hertz, alternating current at a nominal 120/240 volts, 120/208 volts or 277/480 volts when available from existing facilities.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic Customer Service Rate:</b>	\$10.20 per month	\$18.70 per month
<b>Cost of Energy:</b>		
First 15,000 kwh	6.55 cents/kwh	9.50 cents/kwh
Over 15,000 kwh	3.80 cents/kwh	5.46 cents/kwh
<b>Demand Rate:</b>		
First <b>25 KW</b> of Billing Demand	No Charge	No Charge
Over <b>25 KW</b> of Billing Demand	\$ 6.60/KW	\$8.80/KW

**Power Adjustment Charge** per kilowatt-hour varies. See Schedule PCAC.

**Minimum Monthly Bill:** The minimum monthly bill will be the greater of either:

- (a) The basic customer service charge; or
- (b) Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.

Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking electrical service at the primary distribution voltage and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent.

**Determination of Billing Demand:** The 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. The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95 percent. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95 percent. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of } (\text{kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurements or at the option of the City by the installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed by the City.
4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The above electrical rates are net and due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule is subject to the general rules and regulations of the City.

**Base Customer Rate:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 3**  
**PUBLIC AGENCY RATE**

**Availability:**

1. Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.
2. Three-phase, sixty hertz, alternating current at a nominal 120/240 volts. 120/208 volts or 480 volts when available from existing facilities.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic customer rate:</b>	\$14.30	\$23.10
<b>Energy Charge:</b>		
First 15,000 kwh	7.15 ¢/kwh	10.84 ¢/kwh
Over 15,000 kwh	4.95 ¢/kwh	6.55 ¢/kwh
<b>Demand Charge:</b>		
First <b>25 KW</b> of Billing Demand	No Charge	No Charge
Over <b>25 KW</b> of Billing Demand	\$7.70	\$9.90

**Power Adjustment Charge** per kilowatt-hour varies. See schedule PCAC.

**Minimum Monthly Bill:** The basic customer rate, or billing demand, whichever is greater. Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking service at the primary distribution voltage and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent (5%).

**Determination of Billing Demand:** The 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.

The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95%. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95%. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of (kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurement or at the option of the City by installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed.
4. Individual single-phase motors larger than 5 horsepower with across-the-line starting may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this classification is subject to the general rules and regulations of the City.

**Base Customer Rate:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 4**  
**Street Light Service Rate**

**Availability:** This schedule is applicable to service for street lighting systems, including street lights, signal systems, and roadway and park lighting owned by the City for street light safety.

Minimum term of any service agreement shall not be less than one year.

**Character of Service:** Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.

**Street Lighting Service Rate.** A Street Lighting Service Rate shall be assessed according to the following schedule on each residential, commercial, public agency and industrial electrical accounts inside the City limits.

**As of October 1, 2013** (No Increase)

Residential	\$ 2.25
Public Agency	\$ 7.00
Commercial	\$ 7.00
Industrial	\$15.00

**Assessment of the Street Lighting Service Rate.** The Street Lighting Service Rate shall continue to be added to the electrical line on the monthly utility bills sent to each customer and will be included in the total electrical charges along with the Basic Customer Service Charge and the energy charge.

**Delivery Point:** The City will furnish, install, operate and maintain the lighting installation. Individual lamps will be replaced on burnout, as soon as reasonably possible, during the normal work week.

**Terms of Payment:** The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this classification is subject to the general rules and regulations of the City.

**SCHEDULE NO. 5**  
**Security Light Rate**

**Availability:** Applicable to all customers for dusk to dawn outdoor lighting.

**Monthly Rate:**

<u>Type of Light</u>	<u>Wattage</u>	<u>Lumens</u>	<u>Ownership, Maintenance, and Energy by City</u>
<b>As of October 1, 2013</b>	(No Increase)		
High Pressure Sodium	100	9,500	\$13.80
High Pressure Sodium	200	22,000	\$17.80

**Delivery Point:**

1. The City will furnish, install, operate and maintain the lighting installation at a mutually agreeable location. Individual lamps will be replaced on burnout, as soon as reasonably possible after notification by the customer, during the normal work week, and at no additional charge to the customer.
2. If a pole, other than an existing pole is required, the City will install the pole for the cost of installation. The City Light Superintendent will calculate an estimate for each pole installation. In addition to the cost of installation, the charge to the customer will be an additional \$2.84 per month as of October 1, 2013.
3. The complete lighting installation shall remain the property of the City. The customer will protect the lighting installation from deliberate damage. The customer will allow the City free access to their property to maintain and inspect the lighting equipment.

**Contract Requirements:** Customers under this rate will be required to execute a contract for a minimum term sufficient to allow the City to recover the cost of investment.

**SCHEDULE NO. 6**  
**Large Industrial Service Rate**

**Availability:** Applicable to all large industrial customers with demands in excess of 1000 kilowatts.

**Character of Service:** Three-phase, sixty hertz, alternating current at a nominal 120/208 volts or 277/480 volts when available from existing facilities.

**Monthly Rate:**

**As of October 1, 2013**

**Basic Customer Service Rate:** \$59.00 per month

**Cost of Energy:**

On-peak	3.95 cents/kwh
Off-peak energy	3.60 cents/kwh
(11:00 PM to 7:00 AM)	

**Demand Charge:**

Billing Demand	\$8.00/KW
Off-peak Demand	No Charge
(11:00 PM to 7:00 AM)	

**Power Adjustment Charge** per kilowatt-hour varies. See Schedule PCAC.

**Economic Incentive Discount:** A new customer will have a 10% discount applied to the monthly bill during the first 12-months of operation. A 5% discount will be applied to the monthly bill during the next 12-months of operation.

**Minimum Monthly Bill:** The minimum monthly bill will be the greater of either:

- (a) The basic customer service charge; or
- (b) Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.

Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking electrical service at the primary distribution voltage (7.97/13.8kV) and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent.

**Determination of Billing Demand:** The billing demand shall be the maximum average kilowatt load used by the customer for any period of fifteen consecutive minutes during the month for which the bill is rendered as indicated by a demand meter and as adjusted for power factor. The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95 percent. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95 percent. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of (kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurements or at the option of the City by the installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed by the City.
4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The above electrical rates are net and due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule is subject to the general rules and regulations of the City.

**Base Customer Rate:** This fee will be used to compensate the City for the cost of maintaining facilities to service the customer.

**Contract Requirements:** Customers under this rate will be required to execute a contract for a minimum term sufficient to allow the City to recover the cost of investment.

**Other Economic Development Incentives:** A new customer is encouraged to contact the Port of Cascade Locks regarding other economic development incentives that are available to new industrial customers.

#### **SCHEDULE NO. 7**

##### **Cogeneration and Small Power Production Rate**

**Availability:** Applicable to any Seller who owns or operates a qualifying facility with a nameplate capacity of 100 KW or less.

**Character of Service:** The voltage, phase, frequency and power factor for the delivered power shall be specified by the City.

**Purchase Rate:** Energy Payment – base cost of power (U) stated in Schedule PCAC.

**Contract Requirements:** Sellers under this rate will be required to execute a contract with the City.

##### **Interconnection Facilities:**

1. The Seller shall furnish, install, operate and maintain in good order and repair and without cost to the City such switching equipment, relays, locks and seals, breakers, automatic synchronizers, and other control and protective apparatus as shall be designated by the City as being required for the operation of the qualifying facilities in parallel with the City's power system.
2. The seller shall provide a lockable disconnect switch to isolate the Seller's qualifying facility from the City's power system. This switch shall be accessible to the City at all times, and the City shall have the right to lock such disconnect switch open whenever necessary to maintain safe electrical operating conditions, or whenever the qualifying facility adversely affects the City's power system.

**Interconnection Costs:** Any costs of interconnection shall be the responsibility of the Seller. Interconnection costs which may reasonably be incurred by the City shall be assessed against the qualifying facility.

**Definitions:**

1. "Qualifying facility" means a cogeneration facility or small power production facility as defined in OAR 860-29-010.
2. "Seller" as used herein means any individual, partnership, corporation, association, governmental agency, political subdivision, municipality or other entity that owns or operates a qualifying facility and sells energy to the City under this Schedule.

**General Terms and Conditions:**

1. The Seller shall indemnify and hold harmless the City for any and all liability arising from the operation and interconnection of the qualifying facility.
2. Service under this classification is subject to the general rules and regulations of the City's Municipal Light and Power System.

**Schedule PCAC**  
**Power Cost Adjustment Clause**

All metered rates shall be subject to a positive or negative power cost adjustment charge equivalent to the amount by which the current cost of power (per kilowatt-hour of sales) is greater or lesser than the base cost of power purchased (per kilowatt-hour of sales).

The current cost per kilowatt-hour of energy billed is equal to the cost of power purchased for the most recent month, divided by the kilowatt-hours purchased for the most recent month minus 3.59% allowance for system losses (energy sold). This allowance should be reviewed annually and changed by the City Council as required. The monthly adjustment (rounded to the nearest one one-hundredth of a cent) is equal to the current cost less the base cost. The base cost of power (U) is \$0.0360 per kilowatt-hour.

Periodic changes shall be made to maintain the proper relative structure of the rates and to insure that power costs are being equitably recovered from the various rate classes.

For purposes of calculating the power cost adjustment charge, the following formula shall be used:

$$A = \frac{C}{S} - U$$

A is the power cost adjustment rate in dollars per kilowatt-hour rounded to four decimal

- places applied on a per kilowatt-hour basis to all metered sales of electricity.
- S is the total kilowatt-hours sold during the most recent month.
  - U is the base cost of power, which equals the average cost of power purchased per kilowatt-hour of sales for the test year period. This figure remains constant in each subsequent monthly calculation at \$0.0360 per kilowatt-hour until otherwise changed by the City Council.
  - C is the cost of power purchased in dollars in the most recent month. Cost of power purchased for calculation of C are the monthly amounts which would be recorded in accounts 51-405-62820, 51-406-62820, 51-405-82821, and 51-406-82821.

**SECTION 2. Repeal of Prior Resolutions.** City of Cascade Locks Resolutions No. 1074, 1157, 1214 is hereby repealed.

**SECTION 3. Effective Date.** This resolution shall become effective upon passage by the Council and approval by the Mayor.

**SECTION 4. Expiration.** This resolution shall remain in effect until repealed by Council action.

ADOPTED by the City Council this 23<sup>rd</sup> day of September, 2013.

APPROVED by the Mayor this 23<sup>rd</sup> day of September, 2013.

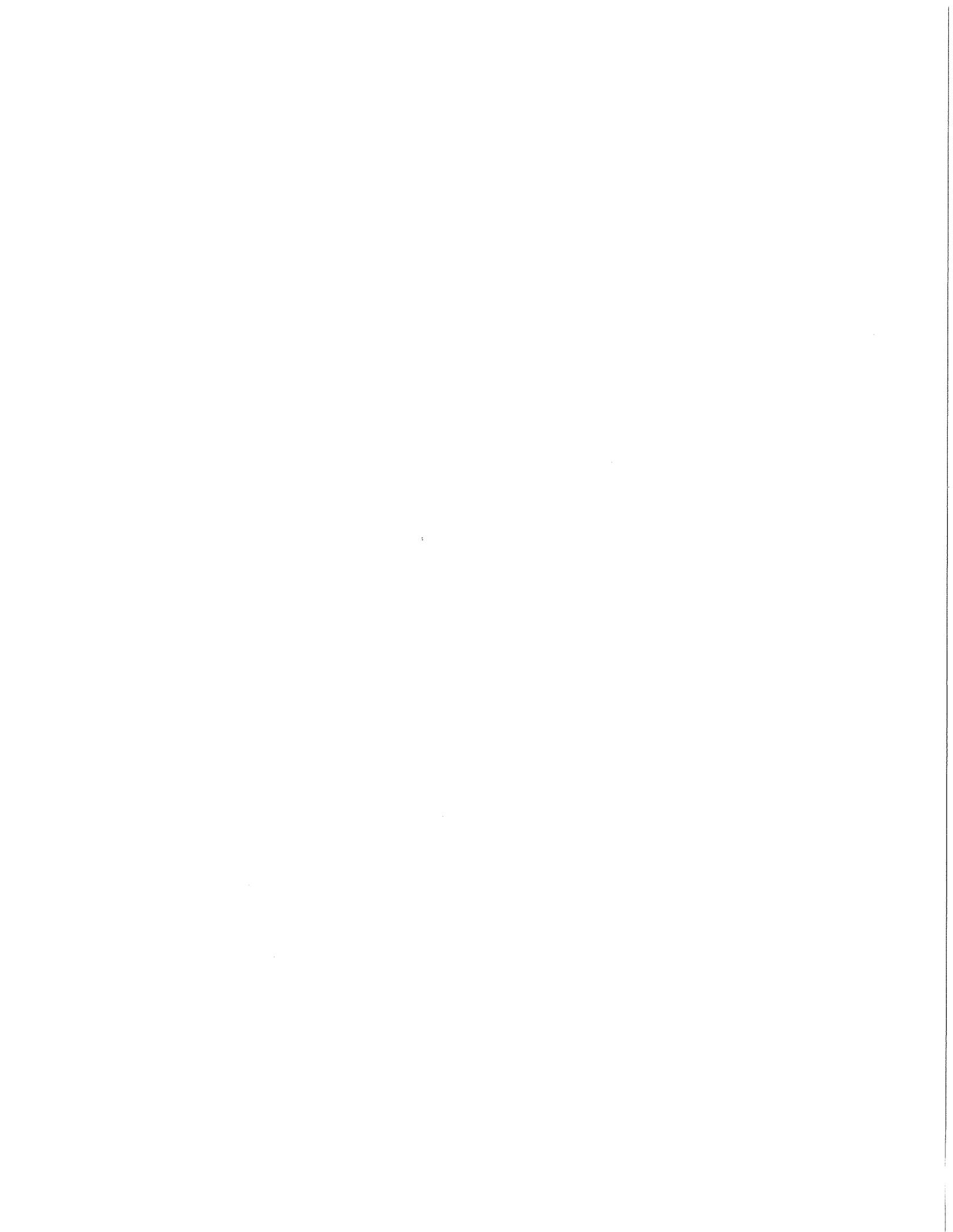
ATTEST:

\_\_\_\_\_  
Mayor Tom Cramblett

\_\_\_\_\_  
City Recorder Kathy Woosley

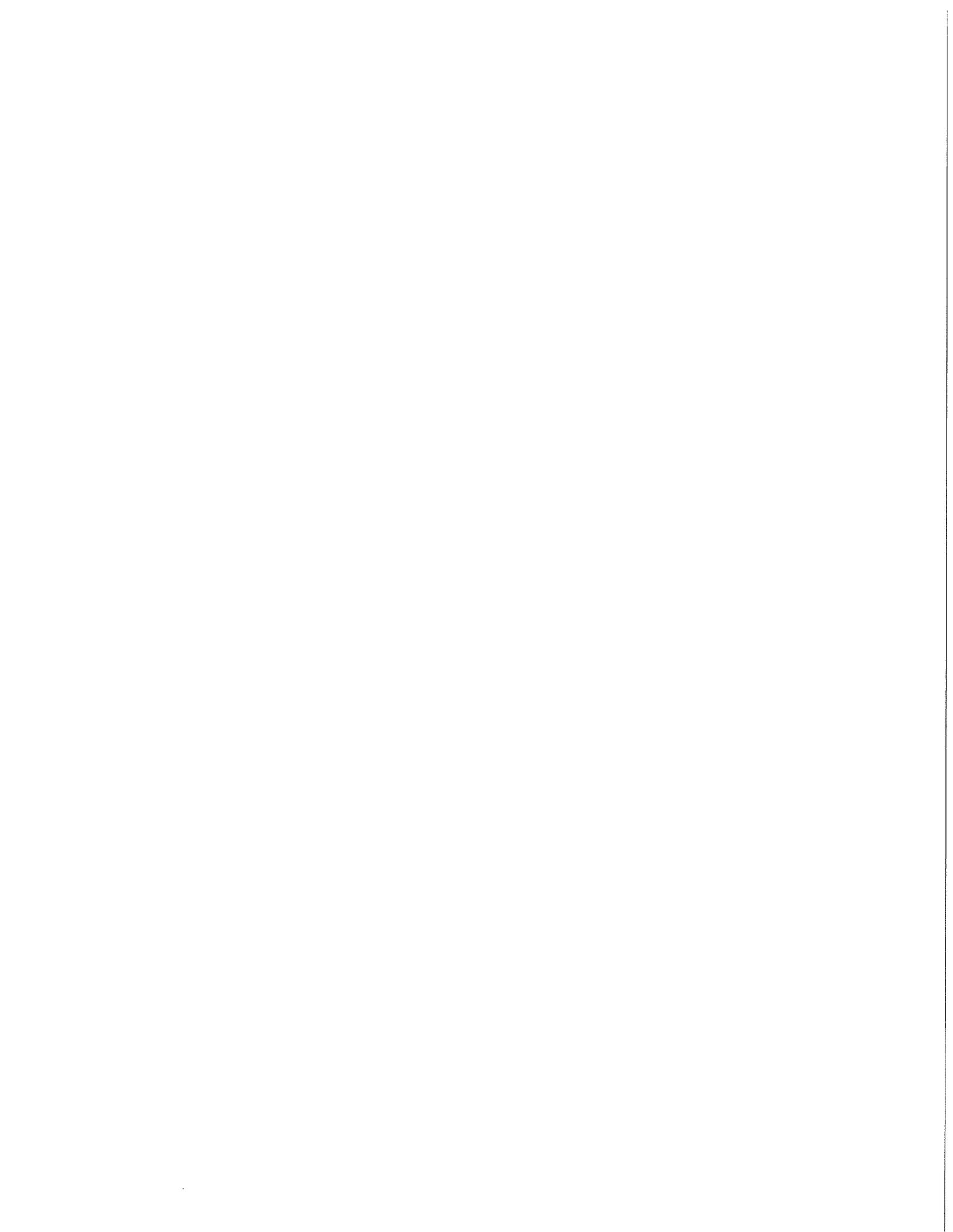
Ayes:

Nays:



Power Cost Adjusting Clause

Adjustment	=	<u>Cost of purchased power</u> Kilowatt hours sold (Adjusted for loss)	- Base Cost
		<b>December Billing</b>	<b>January Billing</b>
Transmission Bill		\$ 8,953	\$ 11,026
Power Bill		<u>\$ 55,937</u>	<u>\$ 51,838</u>
Cost of Power		\$ 64,890	\$ 62,864
Total kWh		1,503,250	1,724,440
Minus allowance for loss		<u>53,967</u>	3.59% <u>61,907</u>
		1,449,283	1,662,533
<u>Cost of power</u>		<u>\$ 64,890</u>	<u>\$ 62,864</u>
Kilowatt hours sold		1,449,283	1,662,533
Equals		\$ 0.0448	\$ 0.0378
Minus the Base Cost		<u>\$ 0.0360</u>	<u>\$ 0.0360</u>
Adjustment:		\$ 0.0088	\$ 0.0018
Current Rate:		\$ 0.0705	\$ 0.0705
Rate plus adjustment:		\$ 0.0793	\$ 0.0723
Percent increase:		12.4%	2.6%



City of Cascade Locks  
Electric Rates

	City Light	Southbank	Total 2013-14 Budget	Total with BPA Increase	Beginning 10/1/2013
Personnel Costs	306,644	288,802	595,446	595,446	9.0%
Material/Services Cost	257,941	94,180	352,121	352,121	11.0%
Purchased Power	552,000	95,000	647,000	690,624 *	
Transmission Costs	110,000	20,500	130,500		
Capital Outlay	919,941	209,680	1,129,621	1,194,011	
Interfund Transfers	39,400	29,600	69,000	69,000	
Administration	79,600	-	79,600	79,600	
Contingency	1,703	-	1,703	1,703	
	1,347,288	528,082	2,069,744	2,134,134	
				\$ 64,390	Increase

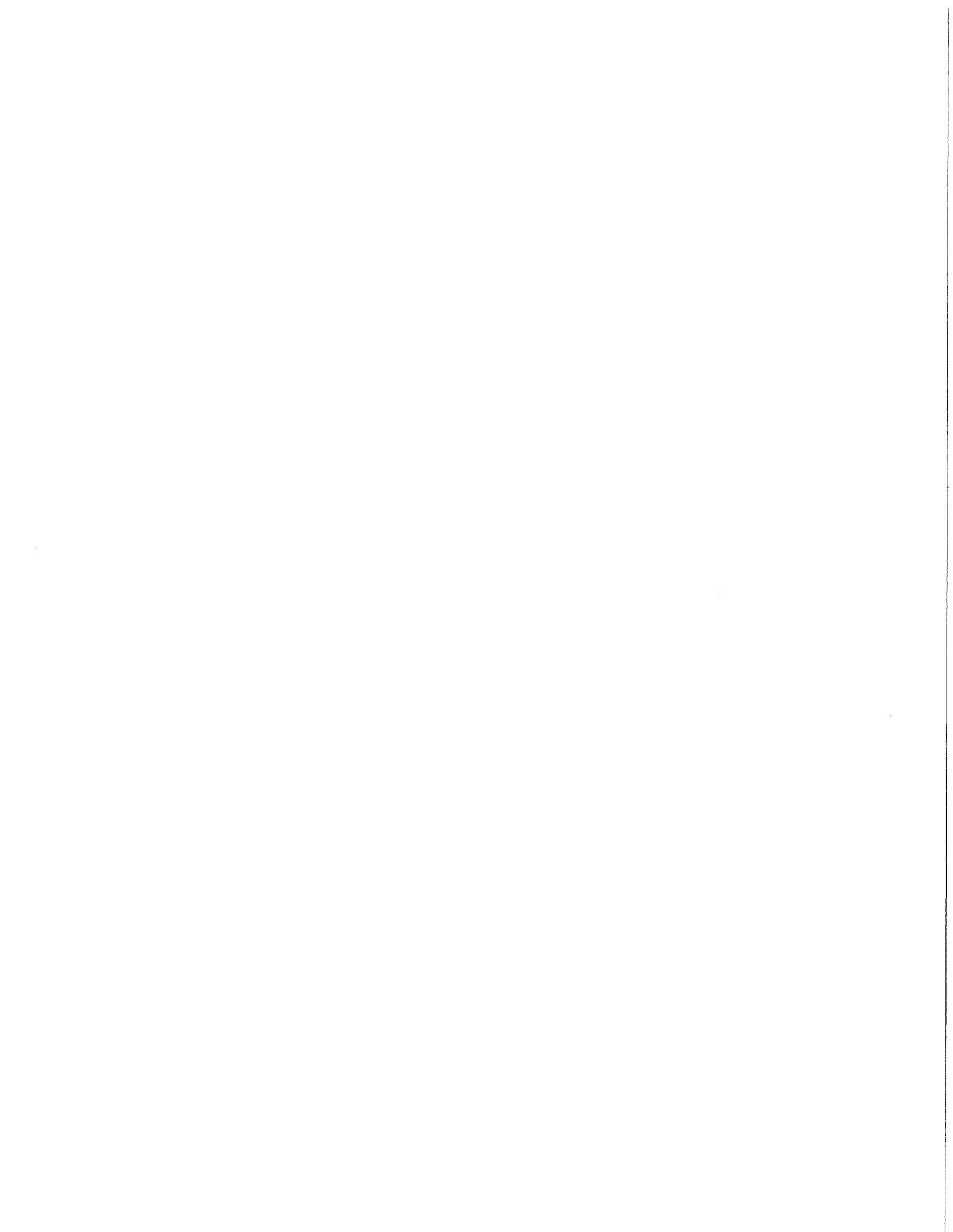
\* Also includes \$10,000 increase Low Voltage Delivery Charge. (25% increase)

Previous BPA Rate increases between 2006 and 2013 absorbed by the Electric Department:

4.3%  
7.4%

Current Rates:

	3.1% Increase	4.3% Increase	7.4% Increase
Residential	\$ 0.0705 kwh	\$ 0.0727	\$ 0.0757
Residential/Rural	\$ 0.0937 kwh	\$ 0.0966	\$ 0.1006
General			
First 15,000 kwh	\$ 0.0655 kwh	\$ 0.0675	\$ 0.0703
After 15,000 kwh	\$ 0.0380 kwh	\$ 0.0396	\$ 0.0408
General/Rural			
First 15,000 kwh	\$ 0.0950 kwh	\$ 0.0991	\$ 0.1020
After 15,000 kwh	\$ 0.0546 kwh	\$ 0.0569	\$ 0.0586
Public Agency			
First 15,000 kwh	\$ 0.0715 kwh	\$ 0.0737	\$ 0.0768
After 15,000 kwh	\$ 0.0495 kwh	\$ 0.0510	\$ 0.0532
Public Agency/Rural			
First 15,000 kwh	\$ 0.1084 kwh	\$ 0.1131	\$ 0.1164
After 15,000 kwh	\$ 0.0655 kwh	\$ 0.0683	\$ 0.0703
Industrial			
			\$ 0.0395
Average Bill (Electric Consumption):	\$ 88.13	\$ 90.87	\$ 94.65
Basic Customer Service:	\$ 9.90	\$ 10.21	\$ 10.63
	\$ 98.03	\$ 101.07	\$ 105.28
Incremental Cost:	\$ 3.05	\$ 4.21	\$ 7.25



AGENDA ITEM NO: 5.6 (9/9/13 p14)

## **CASCADE LOCKS STAFF REPORT**

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**Date Prepared: September 3, 2013**

**For City Council Meeting on: September 9, 2013**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator** 

**SUBJECT: Review of Resolution No. 1281 Establishing Rates for Delivery of Electrical Services**

**SYNOPSIS:** In our last Council meeting we had a discussion about power rates, BPA, rate increases, Tier 1 and Tier 2 rates, and the need for an industrial rate. This staff report is to explain Resolution No. 1281 and the adjustments to the rates charged by the City.

To begin with, after meeting with Larry Stuckman of BKI, our electrical consultant, I have made modifications to the spreadsheet that I passed out at the last meeting.

In the "Total With BPA Increase" column at the asterisk I have added a \$10,000 increase in the cost of a low voltage delivery charge in the transmission costs column. The current rate is \$39,000 annually and it is increasing to \$49,000 this year.

By way of explanation, the other costs in purchased power and transmission costs reflect the 11% and 9% reflectively over the nine months of the budget that the costs are impacted. I did not raise the total budget by those percentages because the increase takes effect October 1.

With the \$10,000 increase the percentage required to recapture the BPA increases is 3.1%. That does not capture the previous increases from 2006 until now of 4.3%.

After the discussion with Mr. Stuckman, I have adjusted the Industrial Rate to \$0.0395 per kilowatt hour to keep that rate consistent with a general increase in rates across the board. That rate is still below the new general rate of \$0.0408 reflecting the 7.4% increase.

The other change to the spreadsheet was the example of the average bill. The average electric user in Cascade Locks uses 1250 kwh per month. I had previously used 2000 kwh as the average. With a more accurate average, the new electrical bill reflecting the 7.4% increase would increase \$7.25 per month for a residential user.

These rates will allow the City to continue operate the Electrical Department at just above break even. It will not increase our reserves over time. Mr. Stuckman still recommends an 8.5% increase now and 7.5% increase at the end of 2014 to help rebuild our beginning fund balances (BFB). For example, we budgeted an electrical department beginning fund balance of \$540,000 for this 2013-14 Fiscal Year. Preliminary estimates of the BFB of \$526,000 reflect a decrease of \$14,000 this year.

Attached for your review is Resolution 1281. Please note the following information about this resolution.

1. It combines the previous separate resolutions for City rates, Southbank rates, and street light rates into one resolution.

The rates for within the city limits are in the column labeled "City." The rates that were in the Southbank resolution before are in the column labeled "Rural."

The rate for the street lights were in a separate resolution that was set up when the funds for the street lights were sent to the Street Department. When it was determined that the funds more appropriately belong to the Electric Department since they are the ones which install and maintain the street lights, a clause in the resolution directed that those funds received for street lights should be routed to the Electric Department. This resolution simply places the rate increase for street lighting into the resolution that impacts all electric rates.

2. It adds an industrial rate for large power users.

With the potential for large power users to developed in the Port's Industrial Park, it was imperative to develop a rate for those large users. After consultation with BKI and reviewing comparative rates from other power suppliers, BKI determined that \$0.0395 per kilowatt hour was an appropriate rate that will provide a competitive rate while still helping the City to increase its reserve base.

The section also includes an incentive to prospective industries. During the first year in operation, the company would receive a 10% discount. During the second year, the discount would be 5%.

The resolution also allows the City to set a minimum amount to be collected. Working with the developing industry, the City would contract for an amount that will allow the city to break even if the plant terminates or doesn't reach minimum operational levels.

This resolution also provides for off peak demand. That would require a special metering system that would capture the energy used during on and off peak periods. This can be cost effective for the user and benefits the load demand of the entire system by shifting the demand to a more constant rate.

3. It adds a Power Cost Adjustment Clause.

The Power Cost Adjustment Clause is a mechanism that allows the City to pass along any increases or decreases to the power customer. Working with BKI, we have developed this adjustment because the rates from the Bonneville Power Administration can be volatile. The BPA rates are adjusted monthly due to weather, rain, river flow, fish requirements, cost of market energy, our own demand profile, the number of users on the system at one time, the amount of energy demanded, and more. If this clause would have been in place for the past year, each account would have seen a reduction in their bill six out of the 12 bills. The other six months would have seen an adjustment to cover the cost of the more expensive power charged to the City by BPA. The net effective over the year would have been near zero. Over time, this clause will help bring the electric department into a more sustainable position by cover the escalating costs of power.

4. It adds a rate schedule for any cogeneration options developed in the City.

As new energy sources are developed, this resolution provides for purchasing any power developed within the City and routing it to our customers in lieu of BPA power.

5. It adds an automatic cost of living escalator.

The Council has adopted a financial policy in January, 2013, which states:

**Electric Department Emergency Fund:** It is the goal of the City to maintain at least \$1 million dollars in reserve in the Electric Fund to deal with unanticipated emergencies and system failures. It is recognized that this policy element may take 4-6 years to attain.

The reserve in this case is not the Capital Reserve, but the Beginning Fund Balance (beginning available cash plus accounts payable). This resolution suggests automatic cost of living increases based on data published by the Local Government Personnel Institute until that beginning fund balance is achieved. If the beginning fund balance is over \$1,000,000, then no CPI adjustment would be made during that fiscal year.

**CITY COUNCIL OPTIONS:**

The following options are open to the Council:

1. Increase rates effective October 1 that reflect the increased BPA costs (7.4%)
2. Increase rates effective October 1 that were developed by BKI (8.5% now, 7.5% in 2014).  
(Such a rate increase would help us regain the ground we have lost sooner.)
3. Increase rates at some other percentage.
4. Increase rates over time: for example, 4% October 1, 4% January 1, 4% April 1. (This structure would not cover all the costs this year, but would help recover the costs in the 2014-15 Fiscal Year.)
5. Include the Power Cost Adjustment Clause in the resolution.
6. Include the automatic CPI increase clause in the resolution.
7. Any combination of the above.
8. Do not increase rates.

**RECOMMENDED MOTION: This is a discussion item only at this time.**

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Fitzpatrick (via phone), Randall, Walker, Busdieker, and Mayor Cramblett were present. CM Groves and CM Helfrich were excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Darlene Sullenger, and Camera Operator Betty Rush.

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

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of August 26, 2013 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 92,238.98.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda. The motion passed unanimously with CM's Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett voting in favor.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointment to Committees.** None.

b. **Review Resolution No. 1281 Establishing Rates for Delivery of Electrical Services Provided by the City of Cascade Locks, and Repealing Resolution No. 1214.** Mrs. Sullenger asked Council to give her some reason to increase her utility rates instead of declining beginning fund balances or that rates haven't been increased for a long time. She asked Council to find a department in the City that doesn't have declining fund balances. She said the Electric Department meets all the operational costs and it has even built a fire hall. Mrs. Sullenger said for many years there was no payments made to the loan to build the fire hall and now the loan is being paid back with no interest so that department must not be doing too bad. She said 2% of the rate is being used for franchise fees and a new digger derrick truck was purchased last year. She said \$175,000 every year is being saved to possibly purchase a substation. She said the money is there. She said every category for expenses is padded. She said there is money in that department to have the luxury to do that. She said Mr. Hupp said he wants the money there in case something comes up. She asked Council to prioritize. She said Council can't ask for everything.

Mrs. Sullenger explained that municipal utilities receive tax breaks and that is to keep rates lower. She said municipal utility rates are not to be the same as public rates. She said municipal utilities are looked on as cash cows. She said a little money is there and then it is decided that a fire hall is needed. She asked if a new city hall or new ambulance would be needed next year. She asked what would be needed that would be the priority for the one million dollars in reserves. She asked if one million dollars in reserves is really needed and would it be there when needed. She asked what the next Council would do with that money. She asked the Council to prioritize and make a decision on the biggest need. Mrs. Sullenger asked if it would be water and if the City was looking at a water system failure. She said she didn't think there was a fear of an electric system failure. She said the Electric Department is meeting all of its needs.

Mrs. Sullenger said no increase since 2006 means the charge has been too much to start with. She said with a \$1,000 loss on uncollectable utility accounts on a two million dollar business the City could have a party, not raise rates. She said if Council wanted to increase revenue they should increase the customer base. She said the City should help the Port to get customers in the Industrial Park that is going to pay more rates so that the residential customers don't get socked with higher rates. She said Council is going to be coming to the citizens for rate increases on just about everything else.

Mrs. Sullenger asked Council to compare costs to what is actually budgeted and decide if this rate increase is necessary. She said that government officials and people that do these studies and reports want the Council to increase rates. She said that is the easy thing to do. She said it is tougher to figure out how to cut costs and save money. She said Council figures they are paying for the advice and consider it being dumb if not taking it. She urged them to prioritize.

City Administrator Zimmerman explained the changes made to the spreadsheet of suggested rate increases since the last time Council reviewed it. He said BPA is not only increasing the purchase power costs 9%, transmission costs 11%, but are also increasing the low voltage delivery charge 25%. He said that now calculates to a 3.1% increase. He said there is still a 4.3% increase for the changes that have not been absorbed since 2006. He said this would make a 7.4% increase just to break even. He said this is estimated to increase the average bill \$7.25 per month.

CA Zimmerman explained that the proposed resolution is a combination to include all rates for in-city, rural, and street lights. He said the resolution includes a competitive industrial rate with an incentive and includes a clause for minimum payments for infrastructure costs. He said this resolution provides for off peak demand, a power cost adjustment clause, a cogeneration rate, and an automatic cost of living escalator. He explained that Council has set a financial policy which states that one million dollars will be set in reserves for the Electric Department and defined as the beginning fund balance. He said if the total beginning fund balance is greater than one million dollars then there would be no increase for that year. He said if the beginning fund balance is less than one million dollars then there would be the cost of living increase.

CA Zimmerman said the money that was borrowed for the loan to build the fire station was borrowed from the reserve account and not the operating account.

CA Zimmerman said the staff report lists several options for the Council to consider. He urged Council to determine what it is they want to do to keep moving forward with the electrical rates. He said the City will have to set money aside for the time when a substation needs to be built. He explained scenarios based on possible development of future business.

Mrs. Sullenger explained that she brought up the \$464,000 for the fire hall loan because the money came from the Electric Department funds. She said it doesn't matter that it came from contingency, operating costs, or reserves. CA Zimmerman explained that this is two separate funds and the City is looking for one million in reserves for a beginning fund balance in the operating fund. He said the reserve fund has no target. He said the money needs to be there in case of a disaster to operate or do repairs. He explained the beginning balance three years ago had \$940,000 and now is \$540,000. He said the City has lost \$400,000 and that has nothing to do with the fire hall. Mrs. Sullenger stated that 2% is being taken out of that department and getting syphoned to the Fire Department.

CM Randall asked if the rate increase is to build the one million in reserves in order to build the substation. CA Zimmerman said \$175,000 has been allocated in reserves to save to do whatever needs to be done to the substation. He said the rate increase is to start building the reserve in the operating funds to have a more solid financial foundation for the Electric Department. He explained that whether it is in reserve or beginning fund balance the beginning fund balance has been decreasing. CM Randall asked about cutting. CA Zimmerman said cuts have been made to cover the increase in costs. He said there is fat in every budget but don't know what line item is fat until you see what is spent at the end of the year. He said that is why the budget is a forecast. CM Randall said there was discussion of reorganizing the Electric Department. CA Zimmerman said Council discussed reorganization and based

on rules of the State, safety rules, and the rules of the Union, the City can't have less people in that department.

CM Walker asked if Nestlé started today could the City supply them with power. CA Zimmerman explained the power supply that Nestlé would require and stated that the City would have time to provide the power that is needed by the time the plant is completed. He said the definite requirements and costs are still unknown. He said the proposed rates are designed to cover these types of investments. CM Walker questioned power being provided while offering incentives. CA Zimmerman explained that the incentive the first year is when they have the lowest usage. He said the second year provides a less incentive when they are using more power. He said the power is sold the third year at full price. He said the rates are designed to build the beginning balances and reserves. CM Walker asked if the infrastructure would be paid for in the three to five years. CA Zimmerman explained that money would be borrowed on the availability to pay back and would be paid back in ten or twenty years. He said it will be adjusted when all factors are known.

CM Randall said Council is asking for an increase in rates as an investment in the community and the future. He said the rates are going to continue to increase and never go down. He said getting industrial users isn't going to mean that residential rates will decrease. CA Zimmerman gave an example of doing upgrades to the water system now and borrowing money from the state would require an increase of \$20.00 per month. He said if Nestlé were to develop and purchase the water, the rates would not have to be increased as Nestlé would be using the dollar volume needed to pay the debt service on the water master plan upgrade. He said Nestlé isn't here yet. He said the City knows that the reserves have to be increased and the water master plan has to be completed. He said the time is coming when the City will have to pay for Tier 2 power rates and there has to be a rate structure to allow for that.

Mayor Cramblett said the increase in rates has always been driven by BPA rate increases but the City is increasing double without any reason for that increase. CA Zimmerman explained the percentage increases outlined on the spreadsheet with the staff report. Mayor Cramblett said he wants to hear this information and see numbers from someone else. He said any money above the BPA increases should be explained. He said historically the City has charged the customer in excess. CA Zimmerman explained the 3.1% would cover the BPA cost increase effective as of October 1, 2013. He explained the other BPA increases and costs to the City through June 2014. He stated that BKI has suggested an 8.5% as of October 1<sup>st</sup> and another 7.5% increase in 2014 to work at getting ahead. He said he is suggesting just the increase in costs from BPA, which is 7.4%. Mayor Cramblett said he isn't comfortable that this information is correct. He said he would like to question Council as to whether some of the accounting money could be used to verify the numbers for this increase. He said he wants to be sure that this is done right. CM Busdieker asked if some numbers could be put together to show the timeframe of building the reserves based on different rates of increase.

CM Walker asked what the cost of the rate study was. CA Zimmerman said \$20,000 or \$30,000 and because of going back and forth trying to develop a resolution that makes sense more costs have been incurred. He explained that he can't translate BPA rates so using BKI is necessary. CM Walker asked if the Forensic Accountant is reviewing these rates. Mayor Cramblett said they were not.

CM Fitzpatrick said he appreciated CA Zimmerman's work on this and the rates have to be increased but didn't want electricity rates to be increased before the water rates. Mayor Cramblett said the City obviously hasn't done a good job with inventories. He said many large businesses have found that they had way too much in inventory. He said the City may be in the same situation. He said there may be some savings in materials. Mayor Cramblett said no doubt the City has financial issues but increases

have been made on the retail price and not the wholesale price. He said the City has to get better at running their business. He said we have to review all aspects of how the business is operated. Mayor Cramblett said he thinks there are more questions to ask.

**6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mrs. Sullenger urged Council to review their budget books and told them they would find thousands and thousands of dollars of expenses in line items and if you compare to actual expenditures last year it is nowhere close to what is budgeted. She told the Council to not tell the citizens that there is fat and fluff in the Electric Department that is meeting all the operational needs including the purchase of a digger derrick vehicle. Mayor Cramblett said a new line truck was purchased and not a digger derrick. She said to not tell her about a possible catastrophic event. She said to quit putting out the scare tactics and review the numbers. Mayor Cramblett said this is a repeat of the same information and this time on the agenda is for items not on the agenda.

**7. Reports and Presentations.**

**a. City Committees. None.**

**b. Annual Review of Council Rules.** CA Zimmerman said the Council Rules are reviewed annually and the staff report lists some suggested changes. He said the changes would be made and a resolution presented to Council at their next meeting for approval. Council was in agreement of suggested changes.

**c. City Administrator Zimmerman Report.** CA Zimmerman reported on the Working Line Foreman Position and the Historic Columbia River Highway Celebration. He said the City didn't make the 100% funding list for the ODOT STIP Grant. He said the Regulator Street construction project would last approximately through the middle of October. He gave a brief report on the presentation made to ODFW regarding the possible Nestlé project. CA Zimmerman also reported on the Energy Savings Program that is being offered to citizens currently. He asked Council when they would like to schedule a Finance Committee meeting. Mayor Cramblett said he would talk to committee members and get back to CA Zimmerman. CA Zimmerman said he received a phone call asking if City employees paid for utilities. CA Zimmerman assured all that the employees pay for the utilities that they use. He reported on street vendor enforcement and provided a list of ideas for street vendor temporary sign code enforcement. Mayor Cramblett said the City is trying to manage the street vendors and not eliminate them.

**8. Mayor and City Council Comments.** CM Busdieker said volunteers are needed for the Columbia River Historic Highway Celebration. She said if anyone wants to volunteer there will be a meeting on Thursday, 6:00 PM, at The Bold Orange.

CM Walker reminded all to reflect on 911 on Wednesday.

CM Randall encouraged all to enjoy activities this weekend during the Columbia River Historic Highway Celebration.

CM Fitzpatrick congratulated Mayor Cramblett, CA Zimmerman, and all for the job they did before the Oregon Department of Fish and Wildlife Commission regarding Nestlé.

Mayor Cramblett said CA Zimmerman and the rest of the group did a great job on their presentations to ODFW regarding Nestlé. He said there are a lot of people that are committed to slowing down the process. He said it will be a slow process. He said information was given on all the bottling plants in Oregon and in the Gorge and not one of them has been assaulted like Nestlé. He said the City can't wait for Nestlé and have to bring other business to Cascade Locks.

Mayor Cramblett said the Pacific Crest Trail Event is growing every year. He said Cascade Locks is a unique spot on the trail and is the only city located on the trail. He said people from all over the world hike the trail and visit Cascade Locks.

Mayor Cramblett reported that the Movies in the Park were successful and attendance was good. He thanked the volunteers for their time with the movies and the S'mores in the Park events during the summer months.

9. **Other matters. None.**

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

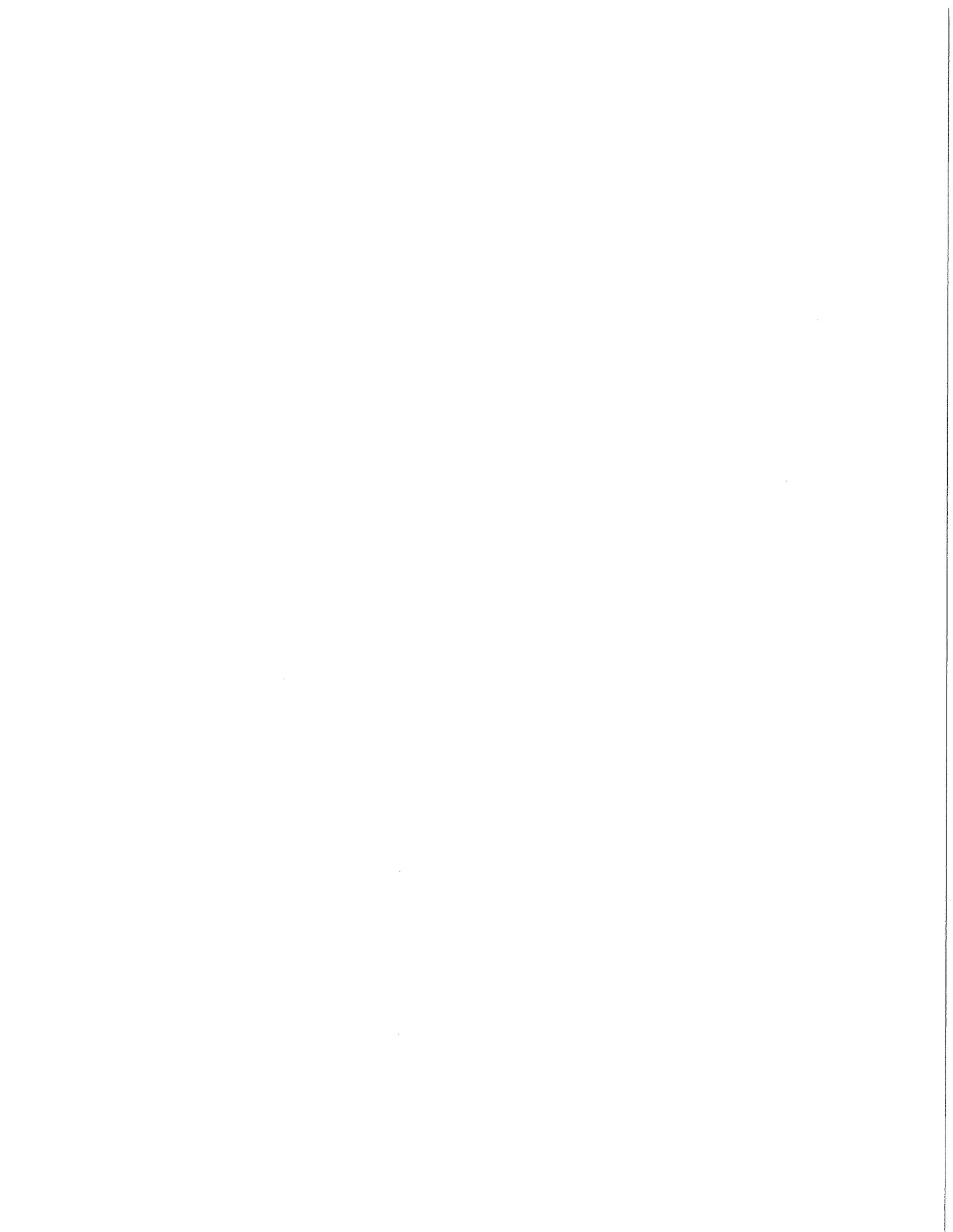
11. **Adjournment. Motion:** CM Randall moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:20 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor



**CASCADE LOCKS STAFF REPORT**

Date Prepared: September 13, 2013

For City Council Meeting on: September 23, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator *GZ*

**SUBJECT:** Adopt Resolution 1281 maintaining current rates, combining the rural and South Bank rates, and establishing an industrial rate for delivery of electrical services provided by the City of Cascade Locks and repealing Resolutions No. 1074, 1157, and 1214

**SYNOPSIS:** At the Mayor's direction, please find attached Resolution No. 1281 which holds steady the current rates, but adds an industrial rate and the power cost adjusting clause.

Please also find the following information:

1. A ten year history of the Electrical Department's beginning fund balance, inventory, transfers to Capital Reserve, the ending Capital Reserve balance for the Electrical Department, and the three years of payments to the Capital Reserve fund from the General Fund for repayment of the loan to build the new Fire Hall.

We are pretty close to our historical average for each of these categories.

2. A spreadsheet showing the current pricing structure of our Electrical Department and columns showing what the rates would be if they were raised by varying percentages. At the bottom of the spreadsheet is a box indicating what a typical residential rate would be if that percentage increase was implemented.
3. A graph showing the rate of decline in the beginning fund balance based on the varying percentages and a 2% growth rate in revenue based on increased BPA costs. The six spreadsheets behind the graph are the models used to develop the graph. These assumptions are:
  - a. Under the rate increase column the percentage increase is shown.
  - b. Each line in the expenditures has a different growth rate percentage based on historical trends.
  - c. The 2013 costs are taken from the spreadsheet the Council has received before which is the last spreadsheet in the report.

The only model that came close to keeping our revenues and our expenditures level was the rate increase proposed by BKI – an 8.5% increase now and a 7.5% increase in December, 2014. None of the proposed increases allow the City to maintain or growth the beginning fund balance or reserve account.

The annual CPI increase section has also been removed from the resolution.

We know that the BPA rates will increase October 1 of this year. It may be prudent to at least raise the current rates 3.1% to cover that cost increase that we know is coming.

The Mayor also wants to have the Forensic Auditor review the Electrical Department funding before any rate increase is implemented.

**CITY COUNCIL OPTIONS:**

1. Pass Res. 1281 as presented with no increase in any current rate and establishing an industrial rate and a power cost adjusting clause.
2. Pass Res. 1281 with a 3.1% increase in current rates and establishing an industrial rate and power cost adjusting clause.
3. Pass Res. 1281 with a 4.3% increase in current rates and establishing an industrial rate and power cost adjusting clause.
4. Pass Res. 1281 with a 7.4% increase in current rates and establishing an industrial rate and power cost adjusting clause.
5. Pass Res. 1281 with a 8.5% increase in current rates and establishing an industrial rate and power cost adjusting clause as recommended by BKI.
6. Pass the resolution with the chosen increase, establishing an industrial rate and the power cost adjusting clause, and include an annual rate increase based on the consumer price index.

**RECOMMENDED MOTION:** Council decision.

**Legal Review and Opinion:** Both legal and BKI have reviewed the resolutions developed and offered some help in crafting this resolution.

**Financial Review and Status:** The action taken by the Council in approving any resolution may impact the financial resources of the City.

**RESOLUTION NO. 1281**

**A RESOLUTION MAINTAINING CURRENT RATES,  
COMBINING THE RURAL AND SOUTHBANK RATES,  
AND ESTABLISHING AN INDUSTRIAL RATE  
FOR DELIVERY OF ELECTRICAL SERVICES  
PROVIDED BY THE CITY OF CASCADE LOCKS,  
AND REPEALING RESOLUTION NO.'s 1074, 1157, AND 1214**

**WHEREAS**, the City Council must from time to time adjust electrical rates to ensure adequate revenues to meet the costs of continued system operation;

**WHEREAS**, the City buys all of its electric power from the Bonneville Power Administration (BPA); and

**WHEREAS**, BPA has and will continue imposing increases in the City's cost of power;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CASCADE LOCKS** that the following rates shall be charged for the delivery of electrical power, excluding the South Bank System and rural areas outside the city limits:

**SECTION 1. RATE SCHEDULES.**

**SCHEDULE NO. 1**  
**Residential Service**

**Availability:** Applicable to all domestic uses for residential customers. A residential customer is defined as a dwelling unit or a portion of a dwelling unit consisting of a separate, independent housekeeping unit for one family only. Where a portion of building is used for commercial purposes, that portion must be separately metered and billed under Schedule No. 2, General Service Rate applicable to commercial customers. If separate dwelling units do not have individual meters, provided by the customer, the entire building or group of buildings will be classified and billed under this schedule.

**Character of Service:** Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural (outside City limits)</u></b>
As of October 1, 2013	(No Increase)	
Basic Customer Service Rate:	\$9.90 per month	\$18.20 per month
Cost of Energy:	7.05 cents/kwh	9.37 cents/kwh
Power Adjustment Charge per kilowatt-hour varies.	See schedule PCAC	

**Minimum Monthly Bill:** The minimum monthly bill shall be the same as the Basic Customer Service Rate.

**Delivery Point:**

1. The point of attachment of electrical service shall be that point of the customer's premises that is nearest to applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed to the same customer.
4. Individual single-phase motors larger than 5 horsepower shall be connected only with the written permission of the City.
5. A point of delivery shall not be placed inside any building.

**Terms of Payment of Monthly Bill:** The above electrical rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule and classification is subject to the general rules and regulations of the City.

**Base Customer Charge:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 2**  
**General Service Rate**

**Availability:** Applicable to all nonresidential, commercial customers with less than 1,000 kilowatt demand.

**Character of Service:**

1. Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.
2. Three-phase, sixty hertz, alternating current at a nominal 120/240 volts, 120/208 volts or 277/480 volts when available from existing facilities.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u></b> (outside City limits)
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic Customer Service Rate:</b>	\$10.20 per month	\$18.70 per month
<b>Cost of Energy:</b>		
First 15,000 kwh	6.55 cents/kwh	9.50 cents/kwh
Over 15,000 kwh	3.80 cents/kwh	5.46 cents/kwh
<b>Demand Rate:</b>		
First 25 KW of Billing Demand	No Charge	No Charge
Over 25 KW of Billing Demand	\$ 6.60/KW	\$8.80/KW

**Power Adjustment Charge** per kilowatt-hour varies. See Schedule PCAC.

**Minimum Monthly Bill:** The minimum monthly bill will be the greater of either:

- (a) The basic customer service charge; or
- (b) Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.

Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking electrical service at the primary distribution voltage and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent.

**Determination of Billing Demand:** The 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. The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95 percent. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95 percent. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of (kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurements or at the option of the City by the installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed by the City.
4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The above electrical rates are net and due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule is subject to the general rules and regulations of the City.

**Base Customer Rate:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 3**  
**PUBLIC AGENCY RATE**

**Availability:**

1. Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.
2. Three-phase, sixty hertz, alternating current at a nominal 120/240 volts. 120/208 volts or 480 volts when available from existing facilities.

<b><u>Monthly Rate:</u></b>	<b><u>City</u></b>	<b><u>Rural</u> (outside City limits)</b>
<b>As of October 1, 2013</b>	(No Increase)	
<b>Basic customer rate:</b>	\$14.30	\$23.10
<b>Energy Charge:</b>		
First 15,000 kwh	7.15 ¢/kwh	10.84 ¢/kwh
Over 15,000 kwh	4.95 ¢/kwh	6.55 ¢/kwh
<b>Demand Charge:</b>		
First 25 KW of Billing Demand	No Charge	No Charge
Over 25 KW of Billing Demand	\$7.70	\$9.90

**Power Adjustment Charge** per kilowatt-hour varies. See schedule PCAC.

**Minimum Monthly Bill:** The basic customer rate, or billing demand, whichever is greater. Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking service at the primary distribution voltage and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent (5%).

**Determination of Billing Demand:** The 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.

The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95%. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95%. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of (kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurement or at the option of the City by installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed.
4. Individual single-phase motors larger than 5 horsepower with across-the-line starting may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this classification is subject to the general rules and regulations of the City.

**Base Customer Rate:** This rate will be used to compensate the City for the cost of maintaining facilities to service the customer.

**SCHEDULE NO. 4**  
**Street Light Service Rate**

**Availability:** This schedule is applicable to service for street lighting systems, including street lights, signal systems, and roadway and park lighting owned by the City for street light safety.

Minimum term of any service agreement shall not be less than one year.

**Character of Service:** Single-phase, sixty hertz, alternating current at a nominal 120/240 volts.

**Street Lighting Service Rate.** A Street Lighting Service Rate shall be assessed according to the following schedule on each residential, commercial, public agency and industrial electrical accounts inside the City limits.

**As of October 1, 2013** (No Increase)

Residential	\$ 2.25
Public Agency	\$ 7.00
Commercial	\$ 7.00
Industrial	\$15.00

**Assessment of the Street Lighting Service Rate.** The Street Lighting Service Rate shall continue to be added to the electrical line on the monthly utility bills sent to each customer and will be included in the total electrical charges along with the Basic Customer Service Charge and the energy charge.

**Delivery Point:** The City will furnish, install, operate and maintain the lighting installation. Individual lamps will be replaced on burnout, as soon as reasonably possible, during the normal work week.

**Terms of Payment:** The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this classification is subject to the general rules and regulations of the City.

**SCHEDULE NO. 5**  
**Security Light Rate**

**Availability:** Applicable to all customers for dusk to dawn outdoor lighting.

**Monthly Rate:**

<u>Type of Light</u>	<u>Wattage</u>	<u>Lumens</u>	<u>Ownership, Maintenance, and Energy by City</u>
<b>As of October 1, 2013</b>	(No Increase)		
High Pressure Sodium	100	9,500	\$13.80
High Pressure Sodium	200	22,000	\$17.80

**Delivery Point:**

1. The City will furnish, install, operate and maintain the lighting installation at a mutually agreeable location. Individual lamps will be replaced on burnout, as soon as reasonably possible after notification by the customer, during the normal work week, and at no additional charge to the customer.
2. If a pole, other than an existing pole is required, the City will install the pole for the cost of installation. The City Light Superintendent will calculate an estimate for each pole installation. In addition to the cost of installation, the charge to the customer will be an additional \$2.84 per month as of October 1, 2013.
3. The complete lighting installation shall remain the property of the City. The customer will protect the lighting installation from deliberate damage. The customer will allow the City free access to their property to maintain and inspect the lighting equipment.

**Contract Requirements:** Customers under this rate will be required to execute a contract for a minimum term sufficient to allow the City to recover the cost of investment.

**SCHEDULE NO. 6**  
**Large Industrial Service Rate**

**Availability:** Applicable to all large industrial customers with demands in excess of 1000 kilowatts.

**Character of Service:** Three-phase, sixty hertz, alternating current at a nominal 120/208 volts or 277/480 volts when available from existing facilities.

**Monthly Rate:**

**As of October 1, 2013**

**Basic Customer Service Rate:** \$59.00 per month

**Cost of Energy:**

On-peak	3.95 cents/kwh
Off-peak energy	3.60 cents/kwh
(11:00 PM to 7:00 AM)	

**Demand Charge:**

Billing Demand	\$8.00/KW
Off-peak Demand	No Charge
(11:00 PM to 7:00 AM)	

**Power Adjustment Charge** per kilowatt-hour varies. See Schedule PCAC.

**Economic Incentive Discount:** A new customer will have a 10% discount applied to the monthly bill during the first 12-months of operation. A 5% discount will be applied to the monthly bill during the next 12-months of operation.

**Minimum Monthly Bill:** The minimum monthly bill will be the greater of either:

- (a) The basic customer service charge; or
- (b) Fifty percent (50%) of the highest metered demand of the previous eleven months as adjusted for power factor.

Higher minimum charges may be required to cover special investments as established by special contract.

**Primary Service Discount:** For customers taking electrical service at the primary distribution voltage (7.97/13.8kV) and who own and maintain the transformers, switches, protective equipment, and other items necessary for service, the above rate shall be reduced by 5 percent.

**Determination of Billing Demand:** The billing demand shall be the maximum average kilowatt load used by the customer for any period of fifteen consecutive minutes during the month for which the bill is rendered as indicated by a demand meter and as adjusted for power factor. The billing demand shall not be less than fifty percent (50%) of the highest maximum demand of the previous eleven months as adjusted for power factor.

**Adjustment of Demand for Power Factor:** Demand charges will be adjusted to correct for average power factors lower than 95 percent. Such adjustments will be made by increasing the measured demand one percent (1%) for each 1%, or major fraction thereof, by which the average power factor is less than 95 percent. The formula for determining the average power factor is given as follows:

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{Square root of } (\text{kilowatt-hours}^2 + \text{Reactive kilovolt-Ampere-hours}^2)}$$

The power factor may be determined by periodic measurements or at the option of the City by the installation of suitable meters.

**Delivery Point:**

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
2. Service shall be supplied to the entire premises through a single delivery and metering point.
3. Separate points of delivery to the same customer shall be separately metered and billed by the City.
4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

**Terms of Payment:** The above electrical rates are net and due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

**General Terms and Conditions:** Service under this schedule is subject to the general rules and regulations of the City.

**Base Customer Rate:** This fee will be used to compensate the City for the cost of maintaining facilities to service the customer.

**Contract Requirements:** Customers under this rate will be required to execute a contract for a minimum term sufficient to allow the City to recover the cost of investment.

**Other Economic Development Incentives:** A new customer is encouraged to contact the Port of Cascade Locks regarding other economic development incentives that are available to new industrial customers.

#### **SCHEDULE NO. 7**

##### **Cogeneration and Small Power Production Rate**

**Availability:** Applicable to any Seller who owns or operates a qualifying facility with a nameplate capacity of 100 KW or less.

**Character of Service:** The voltage, phase, frequency and power factor for the delivered power shall be specified by the City.

**Purchase Rate:** Energy Payment – base cost of power (U) stated in Schedule PCAC.

**Contract Requirements:** Sellers under this rate will be required to execute a contract with the City.

##### **Interconnection Facilities:**

1. The Seller shall furnish, install, operate and maintain in good order and repair and without cost to the City such switching equipment, relays, locks and seals, breakers, automatic synchronizers, and other control and protective apparatus as shall be designated by the City as being required for the operation of the qualifying facilities in parallel with the City's power system.
2. The seller shall provide a lockable disconnect switch to isolate the Seller's qualifying facility from the City's power system. This switch shall be accessible to the City at all times, and the City shall have the right to lock such disconnect switch open whenever necessary to maintain safe electrical operating conditions, or whenever the qualifying facility adversely affects the City's power system.

**Interconnection Costs:** Any costs of interconnection shall be the responsibility of the Seller. Interconnection costs which may reasonably be incurred by the City shall be assessed against the qualifying facility.

**Definitions:**

1. "Qualifying facility" means a cogeneration facility or small power production facility as defined in OAR 860-29-010.
2. "Seller" as used herein means any individual, partnership, corporation, association, governmental agency, political subdivision, municipality or other entity that owns or operates a qualifying facility and sells energy to the City under this Schedule.

**General Terms and Conditions:**

1. The Seller shall indemnify and hold harmless the City for any and all liability arising from the operation and interconnection of the qualifying facility.
2. Service under this classification is subject to the general rules and regulations of the City's Municipal Light and Power System.

**Schedule PCAC**  
**Power Cost Adjustment Clause**

All metered rates shall be subject to a positive or negative power cost adjustment charge equivalent to the amount by which the current cost of power (per kilowatt-hour of sales) is greater or lesser than the base cost of power purchased (per kilowatt-hour of sales).

The current cost per kilowatt-hour of energy billed is equal to the cost of power purchased for the most recent month, divided by the kilowatt-hours purchased for the most recent month minus 3.59% allowance for system losses (energy sold). This allowance should be reviewed annually and changed by the City Council as required. The monthly adjustment (rounded to the nearest one one-hundredth of a cent) is equal to the current cost less the base cost. The base cost of power (U) is \$0.0360 per kilowatt-hour.

Periodic changes shall be made to maintain the proper relative structure of the rates and to insure that power costs are being equitably recovered from the various rate classes.

For purposes of calculating the power cost adjustment charge, the following formula shall be used:

$$A = \frac{C}{S} - U$$

A is the power cost adjustment rate in dollars per kilowatt-hour rounded to four decimal

- places applied on a per kilowatt-hour basis to all metered sales of electricity.
- S is the total kilowatt-hours sold during the most recent month.
  - U is the base cost of power, which equals the average cost of power purchased per kilowatt-hour of sales for the test year period. This figure remains constant in each subsequent monthly calculation at \$0.0360 per kilowatt-hour until otherwise changed by the City Council.
  - C is the cost of power purchased in dollars in the most recent month. Cost of power purchased for calculation of C are the monthly amounts which would be recorded in accounts 05-62820, 06-62820, 05-82821, and 06-82821.

**SECTION 2. Repeal of Prior Resolutions.** City of Cascade Locks Resolutions No. 1074, 1157, 1214 is hereby repealed.

**SECTION 3. Effective Date.** This resolution shall become effective upon passage by the Council and approval by the Mayor.

**SECTION 4. Expiration.** This resolution shall remain in effect until repealed by Council action.

ADOPTED by the City Council this 23<sup>rd</sup> day of September, 2013.

APPROVED by the Mayor this 23<sup>rd</sup> day of September, 2013.

ATTEST:

\_\_\_\_\_  
Mayor Tom Cramblett

\_\_\_\_\_  
City Recorder Kathy Woosley

Ayes:

Nays:

City of Cascade Locks  
 Wednesday, September 11, 2013  
 Electric Department History

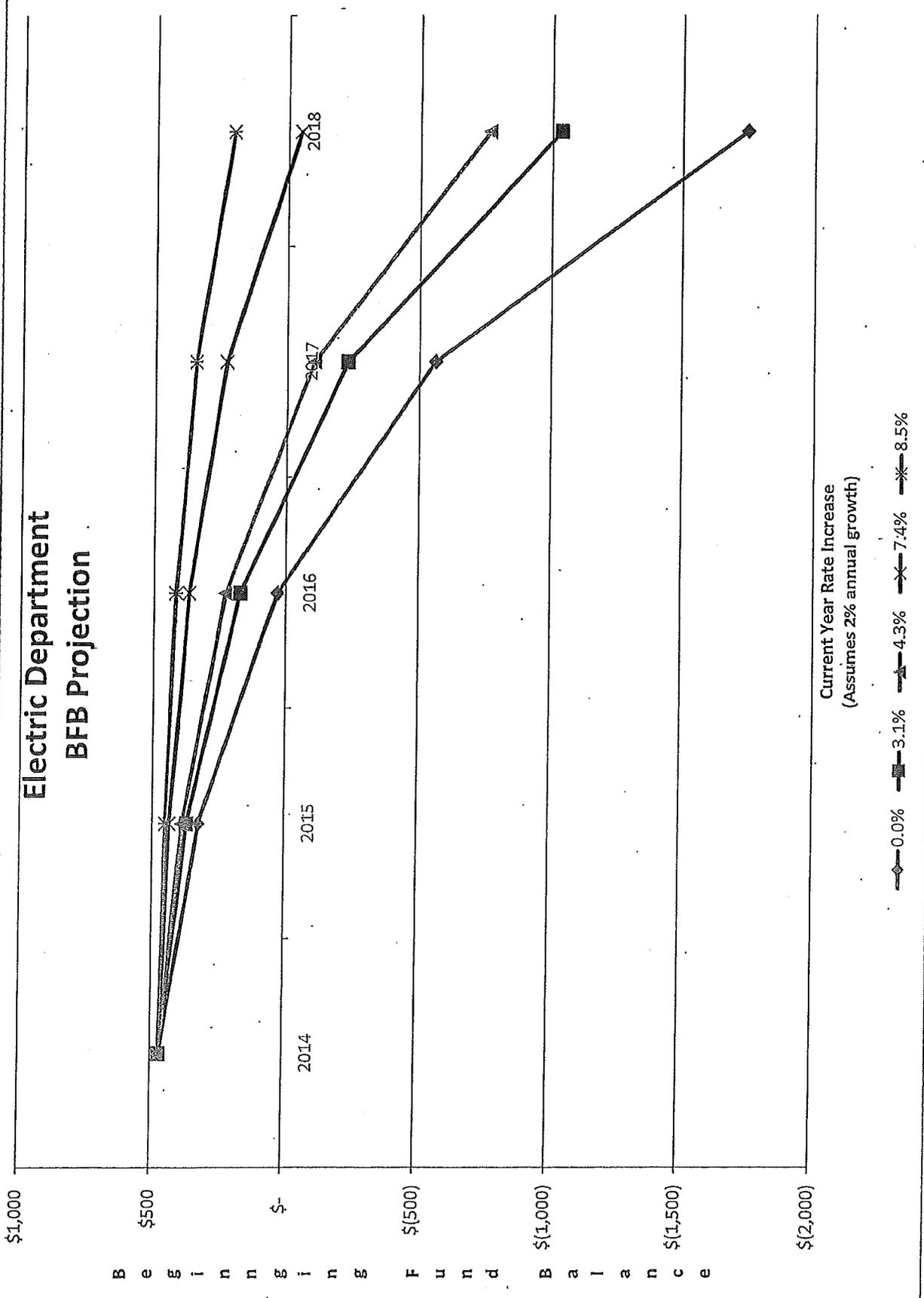
Year	BFB	Inventory	Transfer to Capital Reserve	Capital Reserve Balance	Fire Hall Repayment
2003	576,368	103,951	80,000	646,398	
2004	441,729	108,011	60,000	664,983	
2005	410,106	121,681	60,000	713,308	
2006	385,430	153,502	60,000	784,555	
2007	459,083	275,979	65,000	861,393	
2008	611,714	275,979	65,000	851,544	
2009	721,407	283,077	60,000	335,585	
2010	725,584	259,859	74,000	493,711	
2011	681,132	239,553	74,000	564,777	46,479
2012	627,415	266,276	76,000	710,550	46,479
2013	528,000	266,276	76,000	639,414	46,479
Average:	560,724	214,013	68,182	660,565	

City of Cascade Locks  
Electric Department Rate Options  
Thursday, September 12, 2013

Type of Service	Current Rates:		POTENTIAL INCREASES			
			A	B	C	D
			3.1%	4.3%	7.4%	8.5%
<b><u>Residential</u></b>						
Per KIlowatt Hour Rate	\$ 0.0705	kwh	\$ 0.0727	\$ 0.0735	\$ 0.0757	\$ 0.0765
Basic Customer Service Rate	\$ 9.9000		\$ 10.2100	\$ 10.3300	\$ 10.6300	\$ 10.7400
Street Light Rate	\$ 2.2500		\$ 2.3200	\$ 2.3500	\$ 2.4200	\$ 2.4400
<b><u>Residential/Rural</u></b>						
Basic Customer Service Rate	\$ 0.0937	kwh	\$ 0.0966	\$ 0.0977	\$ 0.1006	\$ 0.1017
Basic Customer Service Rate	\$ 18.2000		\$ 18.7600	\$ 18.9800	\$ 19.5500	\$ 19.7500
<b><u>General</u></b>						
Basic Customer Service Rate	\$ 10.2000		\$ 10.5200	\$ 10.6400	\$ 10.9500	\$ 11.0700
First 15,000 kwh	\$ 0.0655	kwh	\$ 0.0675	\$ 0.0683	\$ 0.0703	\$ 0.0711
After 15,000 kwh	\$ 0.0380	kwh	\$ 0.0392	\$ 0.0396	\$ 0.0408	\$ 0.0412
Demand Rate (over 25 KW)	\$ 6.6000	KW	\$ 6.8000	\$ 6.8800	\$ 7.0900	\$ 7.1600
Street Light Rate	\$ 7.0000		\$ 7.2200	\$ 7.3000	\$ 7.5200	\$ 7.6000
<b><u>General/Rural</u></b>						
Basic Customer Service Rate	\$ 18.7000		\$ 19.2800	\$ 19.5000	\$ 20.0800	\$ 20.2900
First 15,000 kwh	\$ 0.0950	kwh	\$ 0.0979	\$ 0.0991	\$ 0.1020	\$ 0.1031
After 15,000 kwh	\$ 0.0546	kwh	\$ 0.0563	\$ 0.0569	\$ 0.0586	\$ 0.0592
Demand Rate (over 25 KW)	\$ 8.8000	KW	\$ 9.0700	\$ 9.1800	\$ 9.4500	\$ 9.5500
<b><u>Public Agency</u></b>						
Basic Customer Service Rate	\$ 14.3000		\$ 14.7400	\$ 14.9100	\$ 15.3600	\$ 15.5200
First 15,000 kwh	\$ 0.0715	kwh	\$ 0.0737	\$ 0.0746	\$ 0.0768	\$ 0.0776
After 15,000 kwh	\$ 0.0495	kwh	\$ 0.0510	\$ 0.0516	\$ 0.0532	\$ 0.0537
Demand Rate (over 25 KW)	\$ 7.7000	KW	\$ 7.9400	\$ 8.0300	\$ 8.2700	\$ 8.3500
Street Light Rate	\$ 7.0000		\$ 7.2200	\$ 7.3000	\$ 7.5200	\$ 7.6000
<b><u>Public Agency/Rural</u></b>						
Basic Customer Service Rate	\$ 23.1000		\$ 23.8200	\$ 24.0900	\$ 24.8100	\$ 25.0600
First 15,000 kwh	\$ 0.1084	kwh	\$ 0.1118	\$ 0.1131	\$ 0.1164	\$ 0.1176
After 15,000 kwh	\$ 0.0655	kwh	\$ 0.0675	\$ 0.0683	\$ 0.0703	\$ 0.0711
Demand Rate (over 25 KW)	\$ 9.9000	KW	\$ 10.2100	\$ 10.3300	\$ 10.6300	\$ 10.7400
<b><u>Security Lighting</u></b>						
High Pressure Sodium (100 Watt)	\$ 13.8000		\$ 14.2300	\$ 14.3900	\$ 14.8200	\$ 14.9700
High Pressure Sodium (200 Watt)	\$ 17.8000		\$ 18.3500	\$ 18.5700	\$ 19.1200	\$ 19.3100
<b><u>Industrial (Over 1000 kilowatts)</u></b>						
Basic Customer Service Rate	\$ 59.0000		\$ 59.0000	\$ 59.0000	\$ 59.0000	\$ 59.0000
On Peak	\$ 0.0395	kwh	\$ 0.0395	\$ 0.0395	\$ 0.0395	\$ 0.0395
Off Peak Energy	\$ 0.0360	kwh	\$ 0.0360	\$ 0.0360	\$ 0.0360	\$ 0.0360
Billing Demand Rate	\$ 8.0000	KW	\$ 8.0000	\$ 8.0000	\$ 8.0000	\$ 8.0000
Street Light Rate	\$ 15.0000		\$ 15.0000	\$ 15.0000	\$ 15.0000	\$ 15.0000
<b>Average Bill (1250 kwh Electric Consumption):</b>						
	\$ 88.13		\$ 90.86	\$ 91.91	\$ 94.65	\$ 95.62
Basic Customer Service:	\$ 9.90		\$ 10.21	\$ 10.33	\$ 10.63	\$ 10.74
Street Light:	\$ 2.25		\$ 2.32	\$ 2.35	\$ 2.42	\$ 2.44
	\$ 100.28		\$ 103.38	\$ 104.59	\$ 107.70	\$ 108.80
Monthly Incremental Cost:			\$ 3.11	\$ 4.31	\$ 7.42	\$ 8.52

- A. 3.1% increase on Oct.1, 2013 will cover the BPA Increase.
- B. 4.3% increase will cover BPA increases from 2005-2012.
- C. 7.4% increase restores to the base 2005 level.
- D. 8.5% Increase (and 7.5% in Dec. 2014) is the recommendation of BKI.

# Electric Department BFB Projection



Current Year Rate Increase  
(Assumes 2% annual growth)

- ◆ 0.0%
- 3.1%
- ▲ 4.3%
- ✕ 7.4%
- \* 8.5%

City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	324,077	30,831	(559,836)	(1,746,982)	(4,130,383)	(8,912,921)
Interest	3,000		3,000		2,606	1,800	171	(3,110)	(9,705)	(22,947)	(49,516)
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	0.0%	705,000	2.0%	719,100	733,482	748,152	763,115	778,377	793,945	809,823
Commercial Sales	480,000	0.0%	480,000	2.0%	489,600	499,392	509,380	519,567	529,959	540,558	551,369
Street Light Sales	25,300	0.0%	25,300	2.0%	25,806	26,322	26,849	27,386	27,933	28,492	29,062
Public Agency Sales	258,000	0.0%	258,000	2.0%	263,160	268,423	273,792	279,267	284,853	290,550	296,361
Industrial Sales	-	0.0%	-	2.0%	0	0	-	-	-	-	-
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,063,150</b>		<b>2,021,138</b>	<b>1,905,347</b>	<b>1,641,024</b>	<b>1,078,239</b>	<b>(83,715)</b>	<b>(2,447,935)</b>	<b>(7,223,972)</b>
Percent Change					-2.0%	-5.7%	-13.9%	-34.3%	-107.8%	2824.1%	195.1%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase	-	2.0%	-	2.0%	-	-	-	-	-	-	-
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703	1.0%	1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Net Income</b>	<b>(70,984)</b>		<b>(70,984)</b>		<b>(144,939)</b>	<b>(293,246)</b>	<b>(590,667)</b>	<b>(1,187,146)</b>	<b>(2,383,401)</b>	<b>(4,782,538)</b>	<b>(9,594,122)</b>

City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	370,505	171,301	(229,813)	(1,035,834)	(2,653,881)	(5,900,455)
Interest	3,000		3,000		2,606	2,058	952	(1,277)	(5,755)	(14,744)	(32,780)
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	3.1%	726,855	2.0%	741,392	756,220	771,344	786,771	802,507	818,557	834,928
Commercial Sales	480,000	3.1%	494,880	2.0%	504,778	514,873	525,171	535,674	546,388	557,315	568,462
Street Light Sales	25,300	3.1%	26,084	2.0%	26,606	27,138	27,681	28,234	28,799	29,375	29,963
Public Agency Sales	258,000	3.1%	265,998	2.0%	271,318	276,744	282,279	287,925	293,683	299,557	305,548
Industrial Sales		0.0%		2.0%	0	0					
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,108,667</b>		<b>2,067,565</b>	<b>1,999,388</b>	<b>1,830,578</b>	<b>1,459,365</b>	<b>681,638</b>	<b>(911,971)</b>	<b>(4,142,485)</b>
Percent Change					-1.9%	-3.3%	-8.4%	-20.3%	-53.3%	-233.8%	354.2%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase		2.0%		2.0%							
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703		1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Net Income</b>	<b>(70,984)</b>		<b>(25,467)</b>		<b>(98,511)</b>	<b>(199,204)</b>	<b>(401,114)</b>	<b>(806,021)</b>	<b>(1,618,047)</b>	<b>(3,246,574)</b>	<b>(6,512,636)</b>

City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	388,477	225,676	(102,062)	(760,551)	(2,082,332)	(4,734,340)
Interest	3,000		3,000		2,606	2,158	1,254	(567)	(4,225)	(11,569)	(26,302)
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	4.3%	735,315	2.0%	750,021	765,022	780,322	795,929	811,847	828,084	844,646
Commercial Sales	480,000	4.3%	500,640	2.0%	510,653	520,866	531,283	541,909	552,747	563,802	575,078
Street Light Sales	25,300	4.3%	26,388	2.0%	26,916	27,454	28,003	28,563	29,134	29,717	30,311
Public Agency Sales	258,000	4.3%	269,094	2.0%	274,476	279,965	285,565	291,276	297,102	303,044	309,104
Industrial Sales		0.0%	-	2.0%	0	0	-	-	-	-	-
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,126,287</b>		<b>2,085,537</b>	<b>2,035,792</b>	<b>1,903,953</b>	<b>1,606,897</b>	<b>977,904</b>	<b>(317,404)</b>	<b>(2,949,652)</b>
Percent Change					-1.9%	-2.4%	-6.5%	-15.6%	-39.1%	-132.5%	829.3%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase				2.0%							
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703		1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Net Income</b>	<b>(70,984)</b>		<b>(7,847)</b>		<b>(80,539)</b>	<b>(162,800)</b>	<b>(327,739)</b>	<b>(658,488)</b>	<b>(1,321,782)</b>	<b>(2,652,007)</b>	<b>(5,319,802)</b>

City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	434,904	366,146	227,960	(49,403)	(605,831)	(1,771,874)
Interest	3,000		3,000		2,606	2,416	2,034	1,266	(274)	(3,366)	(9,566)
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	7.4%	757,170	2.0%	772,313	787,760	803,515	819,585	835,977	852,696	869,750
Commercial Sales	480,000	7.4%	515,520	2.0%	525,830	536,347	547,074	558,015	569,176	580,559	592,170
Street Light Sales	25,300	7.4%	27,172	2.0%	27,716	28,270	28,835	29,412	30,000	30,600	31,212
Public Agency Sales	258,000	7.4%	277,092	2.0%	282,634	288,287	294,052	299,933	305,932	312,051	318,292
Industrial Sales		0.0%	-	2.0%	0	0	-	-	-	-	-
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,171,804</b>		<b>2,131,965</b>	<b>2,129,834</b>	<b>2,093,506</b>	<b>1,988,023</b>	<b>1,743,258</b>	<b>1,218,560</b>	<b>131,835</b>
Percent Change					-1.8%	-0.1%	-1.7%	-5.0%	-12.3%	-30.1%	-89.2%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase			-	2.0%							
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703		1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Net Income</b>	<b>(70,984)</b>		<b>37,670</b>		<b>(34,112)</b>	<b>(68,759)</b>	<b>(138,185)</b>	<b>(277,363)</b>	<b>(556,428)</b>	<b>(1,116,043)</b>	<b>(2,238,315)</b>

City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	451,379	415,990	345,065	202,940	(81,911)	(652,935)
Interest	3,000		3,000		2,606	2,508	2,311	1,917	1,127	(455)	(3,627)
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	8.5%	764,925	2.0%	780,224	795,828	811,745	827,979	844,539	861,430	878,658
Commercial Sales	480,000	8.5%	520,800	2.0%	531,216	541,840	552,677	563,731	575,005	586,505	598,235
Street Light Sales	25,300	8.5%	27,451	2.0%	28,000	28,560	29,131	29,713	30,308	30,914	31,532
Public Agency Sales	258,000	8.5%	279,930	2.0%	285,529	291,239	297,064	303,005	309,065	315,247	321,552
Industrial Sales		0.0%	-	2.0%	0	0	-	-	-	-	-
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,187,955</b>		<b>2,148,439</b>	<b>2,163,203</b>	<b>2,160,767</b>	<b>2,123,261</b>	<b>2,014,835</b>	<b>1,763,580</b>	<b>1,225,266</b>
Percent Change					-1.8%	0.7%	-0.1%	-1.7%	-5.1%	-12.5%	-30.5%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase		2.0%	-	2.0%	-	-	-	-	-	-	-
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703	1.0%	1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Net Income</b>	<b>(70,984)</b>		<b>53,821</b>		<b>(17,637)</b>	<b>(35,389)</b>	<b>(70,925)</b>	<b>(142,125)</b>	<b>(284,851)</b>	<b>(571,024)</b>	<b>(1,144,885)</b>

City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	460,937	454,717	452,745	459,833	485,646	549,593
Interest	3,000		3,000		2,606	2,561	2,526	2,515	2,555	2,698	3,053
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	8.5%	764,925	2.6%	784,813	805,218	826,154	847,634	869,672	892,284	915,483
Commercial Sales	480,000	8.5%	520,800	2.6%	534,341	548,234	562,488	577,112	592,117	607,512	623,308
Street Light Sales	25,300	8.5%	27,451	2.6%	28,164	28,896	29,648	30,419	31,210	32,021	32,854
Public Agency Sales	258,000	8.5%	279,930	2.6%	287,208	294,676	302,337	310,198	318,263	326,538	335,028
Industrial Sales		0.0%	-	2.6%	0	0	-	-	-	-	-
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,187,955</b>		<b>2,157,998</b>	<b>2,192,372</b>	<b>2,229,720</b>	<b>2,272,473</b>	<b>2,325,499</b>	<b>2,398,550</b>	<b>2,511,168</b>
Percent Change					-1.4%	1.6%	1.7%	1.9%	2.3%	3.1%	4.7%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase		2.0%	-	2.0%	-	-	-	-	-	-	-
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703	0.0%	1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Net Income	(70,984)		53,821		(8,079)	(6,220)	(1,972)	7,088	25,814	63,946	141,018

City of Cascade Locks  
Electric Rates

	City Light	Southbank	Total 2013-14 Budget	Total with BPA Increase	Beginning 10/1/2013
Personnel Costs	257,941	94,180	352,121	352,121	9.0%
Material/Services Cost	552,000	95,000	647,000	690,624	11.0%
Purchased Power	110,000	20,500	130,500	151,266 *	
Transmission Costs					
Capital Outlay	919,941	209,680	1,129,621	1,194,011	
Interfund Transfers	39,400	29,600	69,000	69,000	
Administration	79,600	-	79,600	79,600	
Contingency	1,703	-	1,703	1,703	
	1,347,288	528,082	2,069,744	2,134,134	3.1%
				\$ 64,390 Increase	

\* Also includes \$10,000 increase Low Voltage Delivery Charge. (25% increase)  
Previous BPA Rate increases between 2006 and 2013 absorbed by the Electric Department:

4.3%  
7.4%

Current Rates:

	3.1% Increase	4.3% Increase	7.4% Increase
Residential	\$ 0.0705 kwh	\$ 0.0727	\$ 0.0757
Residential/Rural	\$ 0.0937 kwh	\$ 0.0966	\$ 0.1006
General			
First 15,000 kwh	\$ 0.0655 kwh	\$ 0.0675	\$ 0.0703
After 15,000 kwh	\$ 0.0380 kwh	\$ 0.0392	\$ 0.0408
General/Rural			
First 15,000 kwh	\$ 0.0950 kwh	\$ 0.0980	\$ 0.1020
After 15,000 kwh	\$ 0.0546 kwh	\$ 0.0563	\$ 0.0586
Public Agency			
First 15,000 kwh	\$ 0.0715 kwh	\$ 0.0737	\$ 0.0768
After 15,000 kwh	\$ 0.0495 kwh	\$ 0.0510	\$ 0.0532
Public Agency/Rural			
First 15,000 kwh	\$ 0.1084 kwh	\$ 0.1118	\$ 0.1164
After 15,000 kwh	\$ 0.0655 kwh	\$ 0.0675	\$ 0.0703
Industrial			
			\$ 0.0395

Average Bill (Electric Consumption):	\$ 88.13	\$ 90.87	\$ 94.65
Basic Customer Service:	\$ 9.90	\$ 10.21	\$ 10.63
	\$ 98.03	\$ 101.07	\$ 105.28
Incremental Cost:	\$ 3.05	\$ 4.21	\$ 7.25

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Tourism Committee Members Debbie Fine and Kayla Carron, RARE Participant Rebecca Sargeant, Heidi Bierele from Gresham Chamber of Commerce, Cody Steelman, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman stated he would like to add item 5.d. Approval of Noise Ordinance Variance Permit for construction work on the Bridge of the Gods.
3. **Adoption of Consent Agenda.**
  - a. **Approval of Minutes of September 9, 2013 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$29,625.97.**
  - c. **Approve Resolution No. 1283 Establishing Authority to Initiate Bank Account Information Changes at US Bank and Local Government Investment Pool.**

Mayor Cramblett read the list of items on the Consent Agenda. Mr. Steelman, from the audience, asked if he could speak to item c.

Mr. Steelman said he sees reports in the news all the time regarding misuse of funds. He said this resolution is an open check book to bank accounts and also to the retirement fund. He said from a management prospective he doesn't see any policy set to add accountability or explain what the purpose is for this resolution. He said he doesn't see where anybody has to authorize it. He explained that the City Administrator administrates what the Council manages. He said there has to be a system of accountability.

**Motion:** CM Helfrich moved to approve the Consent Agenda. The motion died for lack of a second.

Mayor Cramblett pulled items a. and c. from the Consent Agenda. Mayor Cramblett said he had received a voice mail message from CM Groves stating she couldn't be at the last meeting. He said he would like the minutes to show CM Groves as excused and not absent.

**Motion:** CM Busdieker moved, seconded by CM Helfrich, to approve items a. and b. of the Consent Agenda with the minutes as amended. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

CA Zimmerman explained that currently changes are being made under the names of past employees. He said this resolution has nothing to do with retirement accounts. He said there are policies in place and this is just updating the signatures. CM Walker asked what the Local Government Pool was. CA Zimmerman explained that cities are not allowed to take equity or risky positions so all the money is put into a local government investment pool. He said this savings account gives a better interest rate than a regular bank account. CA Zimmerman explained that the regular bank account is kept at a minimum and there are times when money is transferred from the LGIP to the bank account to cover checks. He said that the City Administrator and Finance Director will make the transfers and the third name on the account is to cover if one of the others is not available. **Motion:** CM Helfrich moved, seconded by CM Busdieker, to approve Resolution No. 1283 establishing authority to initiate bank account information changes at US Bank and Local Government Investment Pool. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. CM Helfrich thanked staff for the explanatory staff report.

4. **Public Hearings. None.**

5. **Action Items:**

- a. **Appointment to Committees. None.**
- b. **Adopt Resolution No. 1281 Establishing Rates for Delivery of Electrical Services Provided by the City of Cascade Locks, and Repealing Resolution No.'s 1074, 1157 and 1214.** Mr. Steelman said staff has repeatedly said that the City is allowed to take surplus revenue and use as a franchise fee. He gave a definition of surplus. He said the citizens already pay taxes for the use of the right of way. He said he has been told that the Council sets the rate with the budget. He recited ORS 225.230. He said what is stated has never been done by Council. He spoke to a cost base rate formula

being a federal law. He said the City can't charge a rate to make a profit. He explained to the Council what they were going to have to do to set the base rate and then what their options would be. Mr. Steelman said he has a stack of paperwork showing the internal transfers of funds and has his attorney reviewing those for racketeering. He said he is tired of playing games.

CA Zimmerman said there are no changes to the staff report.

CM Busdieker said she reviewed the chart showing the declining fund balance. CA Zimmerman said there is only one exception which wasn't plotted on the graph and that is the recommended rate increase from BKI of 8.5% this year and 7.5% next year to keep the fund balance level. CM Busdieker asked if the 2% growth projection was realistic. CA Zimmerman answered that it is fairly realistic per BPA. He said another number could be used and a higher percentage would make the decline steeper. He said he thought that 2% was a fair number.

CA Zimmerman stated that the electric utility in Cascade Locks is a municipal utility and not a consumer owned utility. He explained that statute requires the City to take a minimum of 3%. CM Helfrich stated this is fair practice and the City would be charging any other company. CA Zimmerman said that any other utility would be charged 5% – 7%. He said this is part of the operating costs. CM Walker asked about rates being set in the budget. CA Zimmerman said that is for a consumer owned utility and Cascade Locks is a municipal owned utility. He said under ORS 225 the City is required to set the budget every year. He said Council sets rates through resolution and the budget is changed based on the resolution. He said Council makes the decision on costs and how costs are expended in the budget.

**Motion:** CM Busdieker moved, seconded by CM Helfrich, to pass Resolution No. 1281, number 3 option, with a 4.3% increase. She said that her reasoning for choosing option 3 would be to prevent some money loss and with the imminent water rate increases, this would lessen the shock of increases all at once. She said her idea would be to implement a small increase now and review the rate issue again when the fund balance is getting really low. CM Helfrich said Council knows that there has to be rate increases. He said it isn't fair to the electric utility, taking from the beginning fund balance, and not passing on rate increases. He said Council are not the experts and should be doing what the experts, BKI, have suggested. Mayor Cramblett said he is not in favor of the motion. He said the electric utility has a reserve fund and the other utilities do not. He said he sees this as bad information in, bad information out. He said he would like to verify the numbers that BKI was given by the City. He said Council needs to look at where they can cut and not going after rates as their first option.

Mayor Cramblett said there haven't been any electric rate increases since 2006. He said had the increases asked for then been collected the City wouldn't know what to do with all that money. He said he wanted to verify how and where money has been spent. He said inventory affects these numbers also. Mayor Cramblett said he wanted more time to review in a proper way. He said he wasn't sure about the inventory and has already heard from the auditor that he isn't comfortable with how inventory is being done. CM Helfrich said the auditor has never said that the City is over purchasing in the electric department. He said the City needs to implement the computerized inventory and that is supposed to happen when the new employee is hired in the department. Mayor Cramblett said the Council hasn't spent a lot of time reviewing the inventory. He said before giving this department any more money the Council needs to see how this department is running and see what is really solid. He said we keep going in the hole and CM Helfrich is saying to give more money. CM Helfrich said the rates have to be increased. He asked if the Mayor wanted to spend another \$5,000 on an auditor that knows nothing about an electric department after spending \$40,000 on experts. Mayor Cramblett said he wanted the numbers that were given to BKI verified. He said along with verifying the numbers he also wants Council to determine where things could be tightened up in order to not increase the rates.

Mayor Cramblett said the department received a rebate of \$96,000 and extra money from the Southbank project. He asked if that money has been managed well. He said apparently that money is all gone. CM Helfrich said that money was a one-time event and absorbed. CM Helfrich said go ahead, spend the money to audit the auditor, but rates will have to be increased. He said the Mayor was telling staff that the numbers presented weren't correct. Mayor Cramblett said he just wants the numbers verified. He said everyone else is tightening up but the City isn't. He said he wants to be able to tell the citizens that everything has been reviewed and doing everything possible to tighten things up. CM Helfrich asked

CA Zimmerman what numbers the auditor would be looking at and if the funds reviewed thus far have shown any discrepancies. CA Zimmerman stated that the numbers given to BKI were the actual expenses. He said the first report from the forensic auditor was to figure out how to distribute administrative costs and that will be forwarded to the Finance Committee. He said bank statements need to be reviewed by two people and that is now being done. He said the initial review has been done for the fire station and was told by the forensic auditor that there was no fraud or misuse to report but haven't received the written report yet.

Mayor Cramblett said there is also a base charge included in this rate. He said this isn't just a rate for BPA increase but also an increase for other things. CA Zimmerman said rates were structured on generation, transmission, and a low voltage fee, which was calculated on all the costs of the electric department to come to the 3.1%. He said this is just going to cover the increase that goes into effect next week and has nothing to do with recovering any other costs. Mayor Cramblett said this is adding to a charge and to a rate. He said this is the money that is wanted and both a charge and rate are going to be increased in order to get the money that is wanted by the City. He said there is no way he is going to raise a charge or a rate at this point. CM Helfrich said this is an overall increase that has to happen or the beginning fund balance goes down. Mayor Cramblett said the Council hasn't done enough to see if this business could be run tighter. CM Helfrich suggested the 4.3% increase then if able to cut some costs later on the increase later could be less. He said that would be a win-win for everybody. He said to stay even after the BPA increase next week there has to be a 4.3% increase now.

CM Busdieker agreed that Council has to do something now. She said it seems that double checking of numbers has been done and CA Zimmerman has reviewed numbers several times for Council. Mayor Cramblett explained that double checking numbers for him is taking the time to review what the money is being spent on and determining if what is being spent is necessary. CM Busdieker said she has reviewed the budget and it looks like there have been a lot of cuts in that department from last year to this year. She said she doesn't know what else could be cut but if could figure out what to cut then may not have to raise rates later. She asked about the requirement of having one million dollars in reserves. CA Zimmerman said the target rate set is for the electric department to have one million dollars in reserves. CM Busdieker said since the Council has this target it doesn't seem to be in Council's best interest to let this fund to continue to decline. She said Council has an obligation to increase the fund.

Mayor Cramblett repeated that there is a charge and a rate included in this rate increase. He said the City cannot increase a charge without the vote of the people. He said he was referring to the monthly base fee. CA Zimmerman stated that because this is a legislative matter the Council would be allowed to do that according to the City Attorney. He explained that if the monthly base amount was to be left at the amount that it is now then the other percentages would have to accumulate the necessary funds to cover the increase in cost of power. Mayor Cramblett said the City Attorney has also said that the language is ambiguous as to whether it is a legislative issue or not and is up to Council to decide.

CA Zimmerman said he put a ten year history of inventory in the packet for Council's review. He said the amount of inventory is 10% of the total operating budget. He said if the inventory was cut in half it would only impact the budget a few percentage points.

Ms. Fine, from the audience, asked where the money was going to come from if the rates aren't increased. CA Zimmerman said that if keeping the current rates the City will lose \$60-70,000 from the beginning fund balance. He said that is dependent on the increase from BPA being what has been stated and the accuracy of the budget.

Mayor Cramblett asked about the industrial rate. CA Zimmerman explained the difference in the industrial rate and the current commercial rate. CM Helfrich asked about the amount of increase on bills if initiating the 4.31% increase. CA Zimmerman explained that the increase for the average bill would be \$4.31 per month. He said that could be adjusted by the power rate adjusting clause if implemented. CM Busdieker asked how the industrial rate compared to other areas. CA Zimmerman said BKI compared the rates of the seven utilities in the Gorge. He said an incentive was included to try to encourage business.

Mayor Cramblett said this Council is different than the last Council and states that an increase in charges will go to the people for a vote. He said this increase proposed includes a rate and a charge. CM Helfrich asked what the percentage would be if the base charge was left as is and increased only the rate. CA Zimmerman said he didn't have the figures but it would be pennies. CM Helfrich said the City Attorney has stated that this issue does not apply to municipalities with power and water rates.

The motion failed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett opposing. CM's Helfrich and Busdieker voted in favor. CM Fitzpatrick asked when the water master plan update would be finished. CA Zimmerman said it is supposed to be finished soon but Council wouldn't know what the water rates might be until next spring. CM Fitzpatrick said he understood that the electric department would be losing reserves but the water department has no reserves. CM Walker agreed that the expenses for the water department is unknown and has no reserves. He said the electric department is running and paying its bills. He said it is doing so well that the City is trying to put surplus money away in case of a catastrophe. He said the water department is a catastrophe right now. CM Walker said there is going to be quite an increase in the water rate. He agreed with the Mayor that the City isn't doing everything possible to save money and the water needs to be figured out first. He said he would rather the electric rates stay as they are and get the water situation figured out first. Mayor Cramblett said he knew electric rate increases had to happen but wants to go beyond what the Budget Committee did. He said the citizens have to pay for all this but it is Council's job to go the extra mile to figure out what it costs to run all the departments. He said he wants more verification on numbers.

CM Walker said the City is no closer now than before on the work order system. CA Zimmerman said the City has the computer and training on software is taking place. He said the target date for implementation is the end of December.

**Motion:** CM Randall moved, seconded by CM Groves, to approve Resolution No. 1281 with no rate increase for now until we can figure out something and establish the industrial rate and power cost adjustment clause.

CM Randall said this issue has been articulated very well and stated that his position is for Council to have time to review everything. He said a lot of money is going to be needed for the water system. He said the citizens know that increases are coming and urged Council to move cautiously.

CM Busdieker said it is reasonable to wait on water as it is the bigger problem but the electric rates are being increased next week by BPA. She said waiting until spring is bothersome. CM Helfrich said it isn't prudent for this Council to allow the beginning fund balance to decrease \$60-70,000.

The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voting favor. CM's Helfrich and Busdieker opposed the motion.

c. **Adopt Resolution No. 1282 Establishing Rules for the Meetings, Proceedings and Business of the City Council of the City of Cascade Locks, Oregon and Repealing Resolution No. 1250.** **Motion:** CM Helfrich moved, seconded by CM Randall, to adopt Resolution No. 1282 establishing rules for the meetings, proceedings and business of the City Council of the City of Cascade Locks, Oregon and repealing Resolution No. 1250. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

d. **Permission for Noise Variance Permit (added).** CA Zimmerman explained that construction work would be continuous on the Bridge of the Gods and the noise ordinance allows for construction noise to be from 7:00 AM to 7:00 PM. **Motion:** CM Randall moved, seconded by CM Walker, to approve a noise permit variance for the construction to repair the Bridge of the Gods from October through January 2014. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. CM Busdieker asked if the Best Western was aware of this. CA Zimmerman said he didn't know who the Port had contacted.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. None.**

7. **Reports and Presentations.**

a. **City Committees.** Tourism Chair Carron reported on the Historic Highway Celebration. Mayor Cramblett said this was a huge effort and appreciated all who participated in this event.

b. **Heidi Beierle – Gresham Chamber of Commerce.** Ms. Bierele said that Gresham Chamber of Commerce is working on bike tourism and would like Cascade Locks to be a part of the conversations. She said there is a meeting scheduled for November 13<sup>th</sup> and would like to see Cascade Locks participate. She said a hospitality group is meeting on October 9<sup>th</sup> and asked if Cascade Locks wanted to provide input into the process and be a part of the creation. Mayor Cramblett said Council was on board with that and suggested Ms. Beierle speak to the Tourism Committee.

c. **City Administrator Zimmerman Report.** CA Zimmerman reported on the Historic Highway Celebration, the construction on Regulator Street, street vendor enforcement, hazardous waste collection, and the Cascade Locks Community Health Center Open House. Mayor Cramblett said he would speak with the Finance Committee members and choose a date for the next meeting. CA Zimmerman said this is the last week for the public works seasonal employee Megan Webb. He said she has done an outstanding job for the City. He said he would be at the LOC Conference this Thursday through Saturday and on vacation the following week. CA Zimmerman said he included Electrical Superintendent Hupp's report on the neutral project.

8. **Mayor and City Council Comments.** CM Busdieker said the Historic Highway Celebration was a real good way to show off Cascade Locks. CM Walker said a lot of people worked hard on this event and wanted to thank everyone for their hard work. CM Randall said he was blocking the north end of the Bridge of the Gods during the bridge walk and got to talk to a lot of people and comments were made that this is something the community should build on. He said it was good to see all the involvement. Mayor Cramblett spoke about the Bridge Walk. He said he appreciated the businesses and the City for sprucing up the City. He said he appreciated everyone involved with this event.

9. **Other matters. None.**

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

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Randall, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:56 PM.

Prepared by  
Kathy Woosley, City Recorder

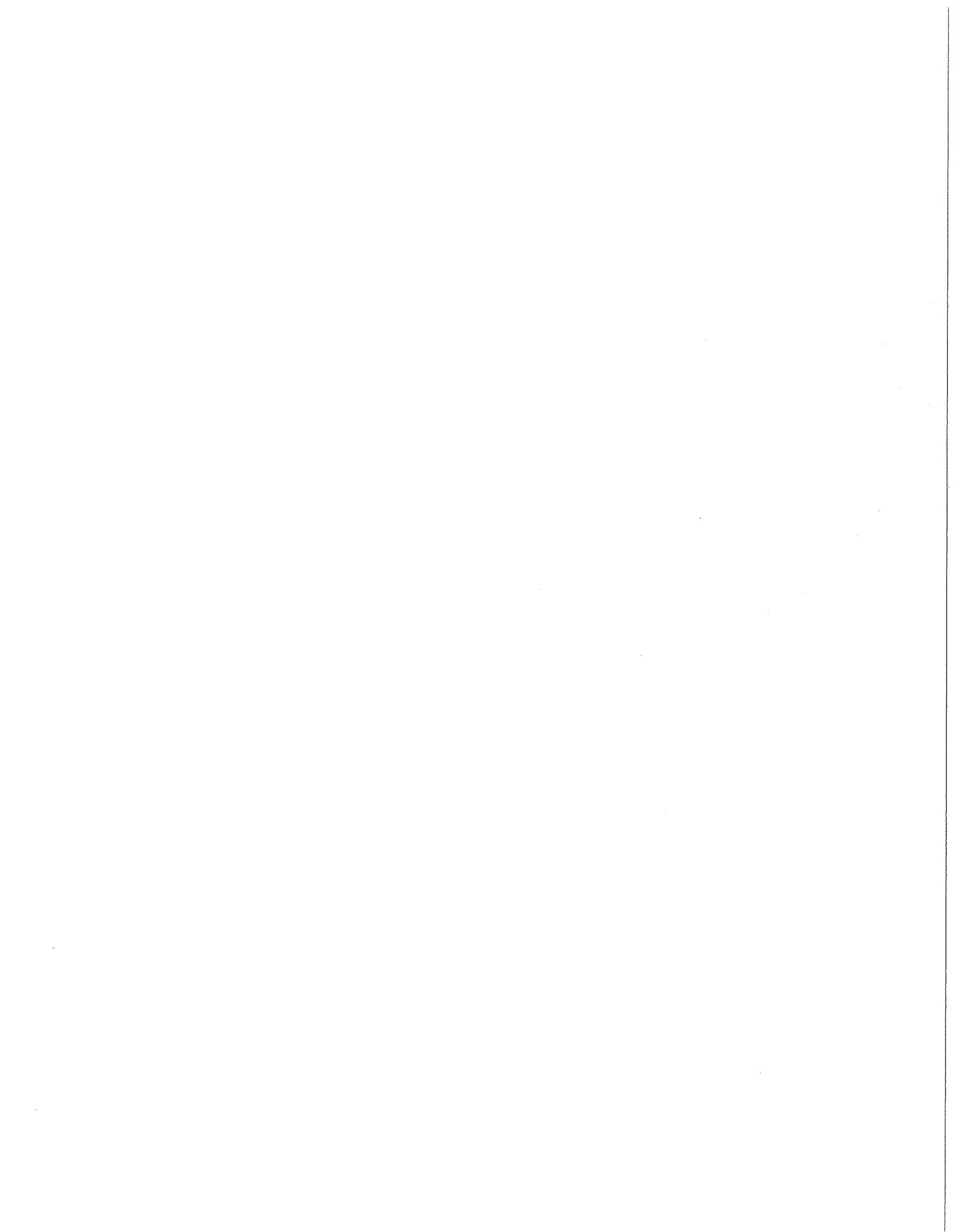
APPROVED:

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Tom Cramblett, Mayor

BPA Power and Transmission Costs for 2013

	Power	Transmission	Total	Kilowatts Billed	Allowance For Loss (3.59%)	Net kWh Sold	Average Cost per kWh	Base Cost	PCAC Adjustment	Percent
January	\$ 66,226	\$ 13,759	\$ 79,985	2,381,750	85,505	2,296,245	\$ 0.0348	\$ 0.0360	\$ (0.0012)	-1.7%
February	\$ 57,110	\$ 10,321	\$ 67,431	1,754,590	62,990	1,691,600	\$ 0.0399	\$ 0.0360	\$ 0.0039	5.5%
March	\$ 56,613	\$ 10,637	\$ 67,250	1,732,740	62,205	1,670,535	\$ 0.0403	\$ 0.0360	\$ 0.0043	6.0%
April	\$ 59,357	\$ 9,859	\$ 69,216	1,506,760	54,093	1,452,667	\$ 0.0476	\$ 0.0360	\$ 0.0116	16.5%
May	\$ 26,158	\$ 6,819	\$ 32,977	1,341,010	48,142	1,292,868	\$ 0.0255	\$ 0.0360	\$ (0.0105)	-14.9%
June	\$ 32,392	\$ 8,205	\$ 40,597	1,270,110	45,597	1,224,513	\$ 0.0332	\$ 0.0360	\$ (0.0028)	-4.0%
July	\$ 29,324	\$ 8,307	\$ 37,631	1,381,070	49,580	1,331,490	\$ 0.0283	\$ 0.0360	\$ (0.0077)	-11.0%
August	\$ 40,693	\$ 8,391	\$ 49,084	1,399,010	50,224	1,348,786	\$ 0.0364	\$ 0.0360	\$ 0.0004	0.6%
September	\$ 37,501	\$ 7,557	\$ 45,058	1,284,250	46,105	1,238,145	\$ 0.0364	\$ 0.0360	\$ 0.0004	0.6%
October	\$ 55,837	\$ 8,953	\$ 64,790	1,503,250	53,967	1,449,283	\$ 0.0447	\$ 0.0360	\$ 0.0087	12.3%
November	\$ 51,838	\$ 11,026	\$ 62,864	1,724,440	61,907	1,662,533	\$ 0.0378	\$ 0.0360	\$ 0.0018	2.6%
December	\$ 76,487	\$ 14,000	\$ 90,487	2,353,630	84,495	2,269,135	\$ 0.0399	\$ 0.0360	\$ 0.0039	5.5%
<b>Total</b>	\$ 589,536	\$ 117,834	\$ 707,370	19,632,610	704,811	18,927,799	\$ 0.0374	\$ 0.0360	\$ 0.0014	1.9%



**STAFF REPORT**

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**Date Prepared: 12/31/13**

**For City Council Meeting on: 1/13/14**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Marianne Bump, Finance Officer



**APPROVED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Authorizing Resolution No. 1290.

**SYNOPSIS:** The City has received a request for a refund of multiple cemetery plots. The budget for this year does not allow this amount to be refunded without doing a supplemental budget. Ordinance No. 151 says that plots may resold to the City at a price equal to 10 percent less per grave space than the price paid.

**CITY COUNCIL OPTIONS:**

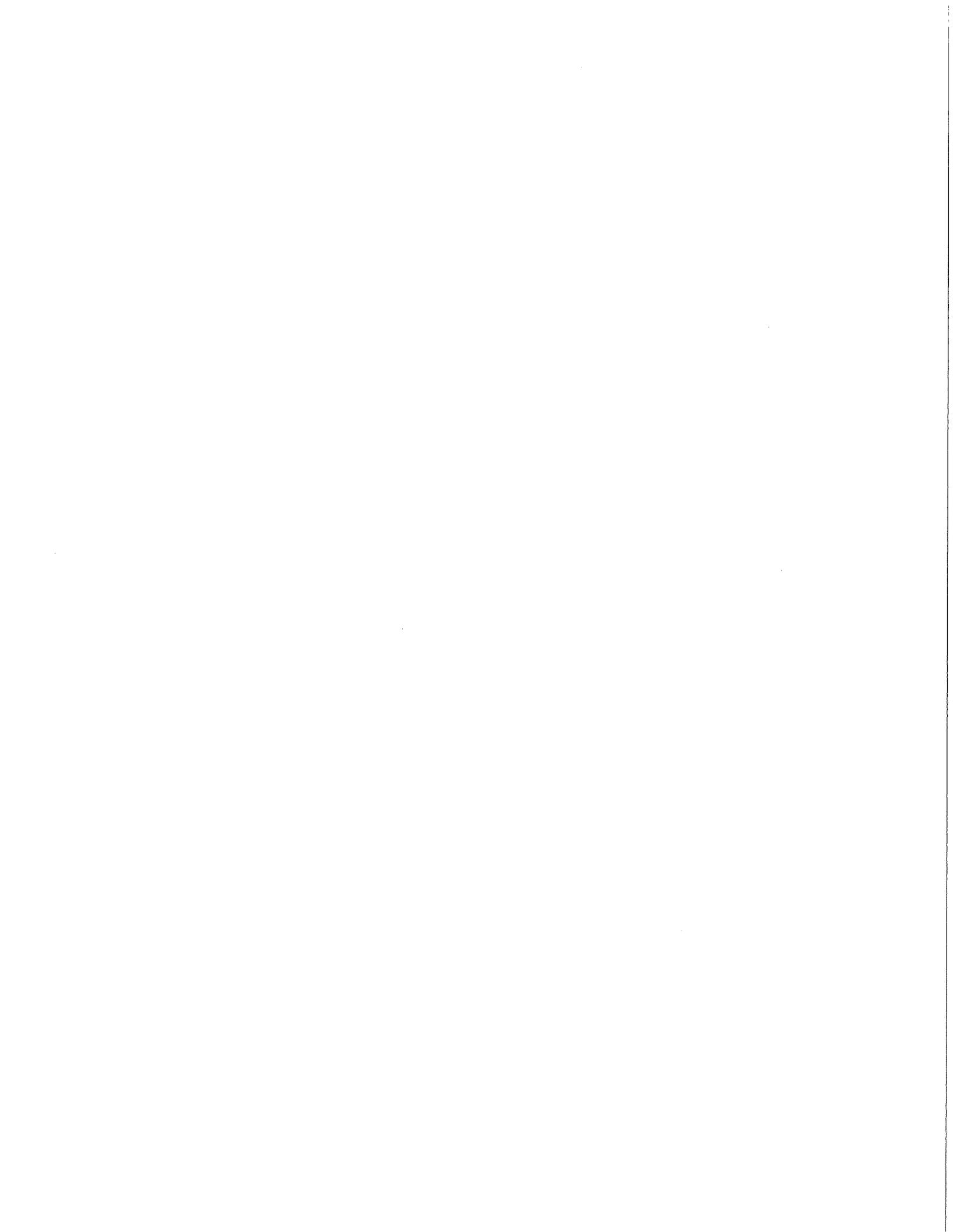
1. Approve Resolution No. 1290 as presented.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approve Resolution No. 1290.

**Legal Review and Opinion:** N/A

**Financial review and status:** This is a reallocation of resources.

**BACKGROUND INFORMATION:** N/A



**RESOLUTION NO. 1290**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2013/2014, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM CEMETERY FUND.**

**WHEREAS**, the City has received a request for a refund of multiple cemetery plots; and

**WHEREAS**, the current budget is not set up for this expense; and

**WHEREAS**, Notice of the Supplemental Budget was published in the January 8, 2014 issue of the Hood River News;

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

**SECTION 1. Adopting a Supplemental Budget for Fiscal Year 2013/2014 to authorize expenditure for a refund of Cemetery Plots.** The Cascade Locks City Council hereby adopts the following supplemental budget.

<b>Summary of Supplemental Budget</b>				
<b>Fund</b>	<b>Resource</b>	<b>Amount</b>	<b>Requirement</b>	<b>Amount</b>
Cemetery	Contingency	2,833	Material & Services	5,075
	<b>Revised Total Resources</b>	<b>\$10,450</b>	<b>Revised Total Requirements</b>	<b>\$10,450</b>

NOTE: Decrease in Contingency and increase in Material & Services

**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 13/14 audit.

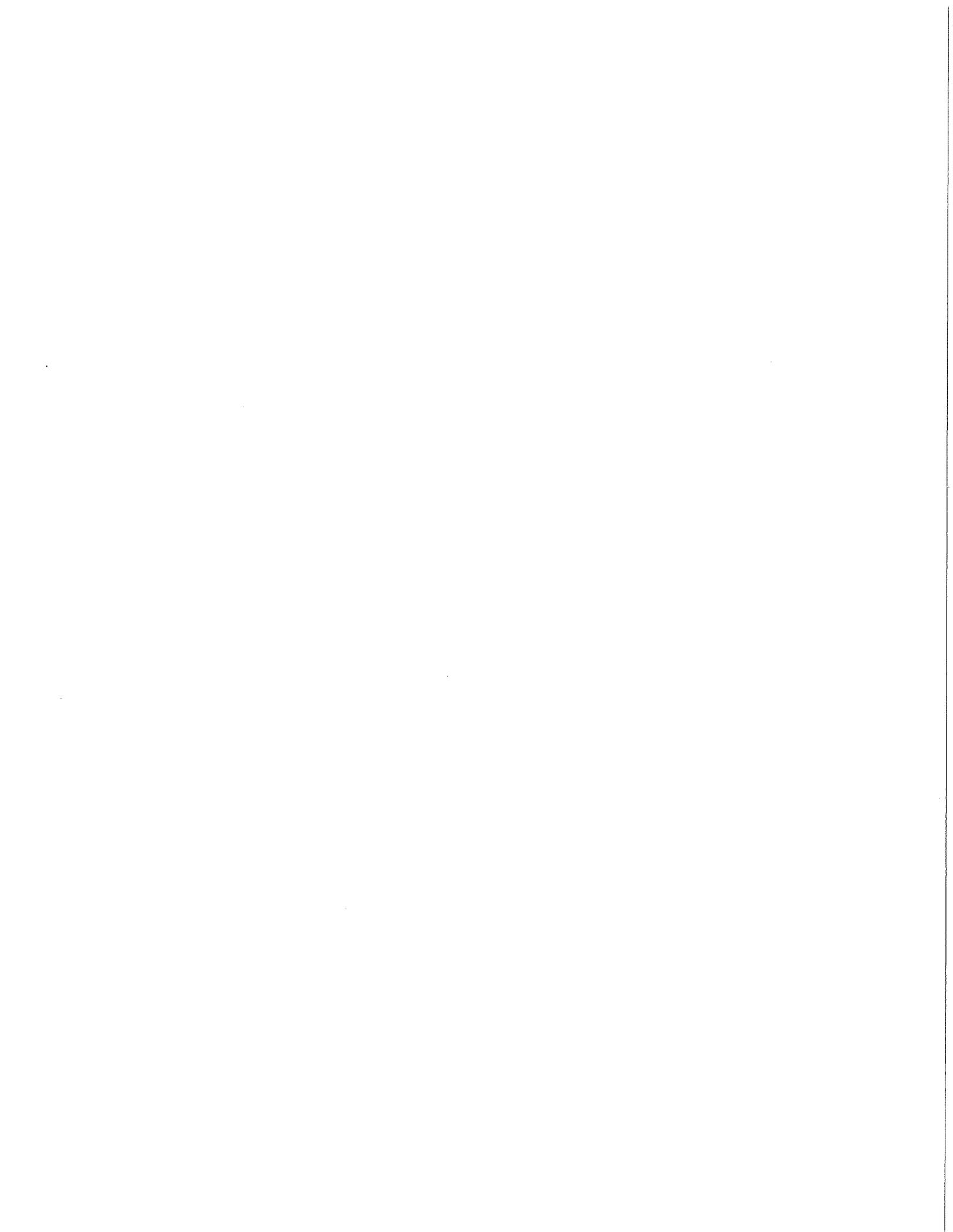
**ADOPTED** by the City Council this 13th day of January 2014.

**APPROVED** by the Council President this 13th day of January, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



**ORDINANCE NO. 151****AN ORDINANCE PROVIDING FOR RULES AND REGULATIONS AND CONTROL CONCERNING CARE, PLACING OF MONUMENTS, PLANTING OF SHRUBS, GOVERNMENT, AND OPERATION OF CASCADE LOCKS CEMETERY OF CASCADE LOCKS, OREGON.**

**WHEREAS**, the municipal cemetery of Cascade Locks is known as and has been assigned officially the name of Cascade Locks Cemetery; and

**WHEREAS**, it is the desire of the city of Cascade Locks, Oregon, to establish and conduct the Cascade Locks Cemetery in harmony with a modern and parklike cemetery;

**NOW, THEREFORE,**

**The city of Cascade Locks, Hood River County, Oregon, ordains as follows:**

**SECTION 1. Definitions.** The following definitions will apply and be controlling in interpreting the effect and construction to be placed upon the various portions of this ordinance.

(1) The term cemetery is hereby defined to include a burial park for earth interments, a community mausoleum for vault and crypt interments:

(2) Lot or burial space. The terms "lot" or "burial plot" shall be used interchangeably and shall apply with like effect to any one grave, any one crypt or vault, or to any one adjoining niche. Single grave spaces shall be at least four feet by eight feet by four feet depth.

(3) Interment defined. The term "interment" shall mean the permanent disposition of the remains of a deceased person by cremation or inurnment, entombment, or burial.

(4) Memorial defined. The term "memorial" shall include a monument, marker, tablet, headstone, private mausoleum or tomb for family or individual use, tombstone, surface burial vault, urn, and crypt and niche plates.

(5) Monument defined. The term "monument" shall include a tombstone or memorial of granite or other approved stone, which shall not extend above the surface or level of the ground.

**SECTION 2. City Treasurer.** The city treasurer shall receive, issue proper receipts for, and place in appropriate cemetery funds all monies due the city of Cascade Locks (hereinafter referred to as the "city") from the sale of lots, services furnished and from all other sources.

There shall be appointed a cemetery superintendent by the mayor with council approval, and he shall keep the following records in conjunction with the city treasurer:

(a) A diagram of each lot sold in the cemetery and identified by number of block, number of lots, date sold, and name and address of owner.

(b) An index of lot numbers showing full name of the owner and lot and block number.

(c) An interment record register containing a cumulative record of burials; showing the date of interment, the name, the place of death, name and address of funeral director, lot, block, and location of grave.

(d) A lot ownership record containing copies of receipts issued at the time of the sale of the lots.

[The] city treasurer is authorized to collect a plot fee, as established from time to time by the city council, for each transfer of ownership from the city to the purchaser.

### **SECTION 3. General Supervision of the Cemetery.**

(1) Subject to the order of the city council, the superintendent shall have absolute charge of the cemetery and is authorized to enforce rules; to maintain order; to supervise all workmen, visitors, and drivers; to expel from the grounds any improper person or persons, or those who violate the rules; and to refuse admission to any person or materials when he may deem such action necessary. The superintendent shall have and is hereby granted the powers of arrest, the same as city police officers, for any and all violations of any of the provisions of this ordinance.

(2) All lots are sold subject to the rules and regulations concerning this cemetery now in force or which may hereafter be adopted. No lots will be used for any other than burial of the human dead.

(3) All work in the cemetery will be done under the direction of the superintendent. Lots will be set to grass and mowed in season only.

(4) No transfer of any lot, burial space, or burial plot may be made to anyone; except that it may be resold to the city of Cascade Locks at a price equal to 10 percent less per grave space than the price paid by the grantee.

(5) No enclosure of any nature, such as fences, copings, hedges, or ditches, shall be allowed around any burial lot.

(6) Grave mounts or mounds will not be allowed. No lot or lots shall be raised above the established grade. The grave will receive the same general care as other parts of the lawn, the grass being cut and the leaves and debris raked off at the time that the remainder of the lawn is cleaned.

(7) The city shall take reasonable precaution to protect plot owners and the property rights of plot owners within the cemetery from loss or damage; but it will not be liable, and it distinctly disclaims all responsibility for loss or damage

caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischiefmakers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

(8) It shall be the duty of the plot owner to notify the superintendent of any change in his post office address. Notice sent to a plot owner at the last address on file in the office of the city treasurer or superintendent shall be considered sufficient and proper legal notification.

(9) All fittings, adornment, urns, inscriptions, and/or arrangements are hereby declared to be subject to the approval and control of, and acceptance or rejection by, the superintendent under the direction of the council.

(10) No flower receptacles may be placed on any lot [or] plot, unless of metal of approved material, size, and design, and set level with the established grade.

(11) If boxes, shells, toys, metal designs, ornaments, chairs, settees, vases, glass, wood or iron cases, and similar articles are placed upon lots, the superintendent reserves the right to remove the same.

#### **SECTION 4. Flowers and Shrubs.**

(1) Cut flowers will be removed from the grave at the discretion of the superintendent, and in no event shall they be left thereon longer than two weeks. As soon as practicable after the flowers are removed from a new grave, the earth shall be settled and restored to conform with surrounding surface of the cemetery.

(2) No trees, shrubs, or plants shall be planted, pruned, or removed without the consent of the superintendent. Acting for the best interests of the cemetery, the superintendent shall have authority to prune, remove, or transplant any tree, shrub, plant, or anything upon a lot or plot when he may consider such a course necessary.

#### **SECTION 5. Monuments and Markers.**

(1) Under no conditions shall upright monuments be allowed within the plotted cemetery area as administered by the city.

(2) Every tombstone shall be erected upon a solid concrete foundation with a mixture of not less than four parts sand and gravel to one part cement, and must be no less than eight inches in the ground and otherwise of sufficient size and depth in ground to permanently support a tombstone, said foundation to exceed the size of said monument at least six inches on all sides; and the superintendent or his assistant shall supervise the placing and setting of tombstones, unless written permission otherwise is given by superintendent and filed with the city treasurer. No city employee shall be permitted to set any stone during working hours.

(3) All tombstones must be of good grade granite or bronze, or other approved stone. No temporary grave markers will be installed or erected if the same will in any manner interfere with the mowing, care, or other maintenance of said cemetery, or any part thereof.

(4) Before any private vault, tomb, sarcophagus, mausoleum, and/or columbarium is erected, a sum of money estimated by the city council to be sufficient to yield an income for the proper care of such structure in a proper manner must be deposited with the city treasurer.

(5) The city will exercise all possible care to protect raised lettering, carving, or ornaments on any memorial or other structure on any lot, but it disclaims responsibility for any damage or injury whatever.

(6) No material shall be allowed to remain in longer than is reasonably necessary for any construction work. No work shall be started on Saturday which cannot be completed on that day. No heavy teaming or trucking will be allowed in wet weather.

(7) If any monument, effigy, or structure whatever, or any inscription or sign be placed upon any lot which the superintendent shall decide to be offensive, unsightly, or improper, the city or superintendent reserves the right to remove the same from the cemetery grounds. A private mausoleum, or like structure, must be first approved by the city council.

#### **SECTION 6. Interments and Removals.**

(1) No interment will be permitted or body received unless the proper certificate is furnished giving the name and residence of the deceased, the name of the nearest relative, and the time and place of death. Twelve hours' daylight notice must be given before any interment.

(2) Liner or vault must be used.

(3) Only one casket shall be interred in a grave.

(4) No permit shall be issued unless all monies due the city have been paid. The burial permit must be filed with the superintendent upon delivery of the body. Notice of the hour of the funeral must be given at least 12 hours prior to burial services.

(5) Superintendent must receive burial permit, sign, and return to registrar, the Oregon State Board of Health, Portland, Oregon. The city shall not be liable for the interment permit, nor for the identity of the person sought to be interred.

(6) A disinterment permit is to be procured from the State Board of Health. No disinterment shall be made except with the consent of the superintendent, or upon the written consent of the lot owners, the surviving spouse and/or members of the immediate family, and public officer or official having authority to order such disinterment. The city shall use the utmost care in

making a removal, but it shall assume no responsibility or liability whatsoever for damage to any casket, cement or steel grave vault or burial case, or urn incurred in making the removal. A disinterment charge shall be levied for any necessary disinterment.

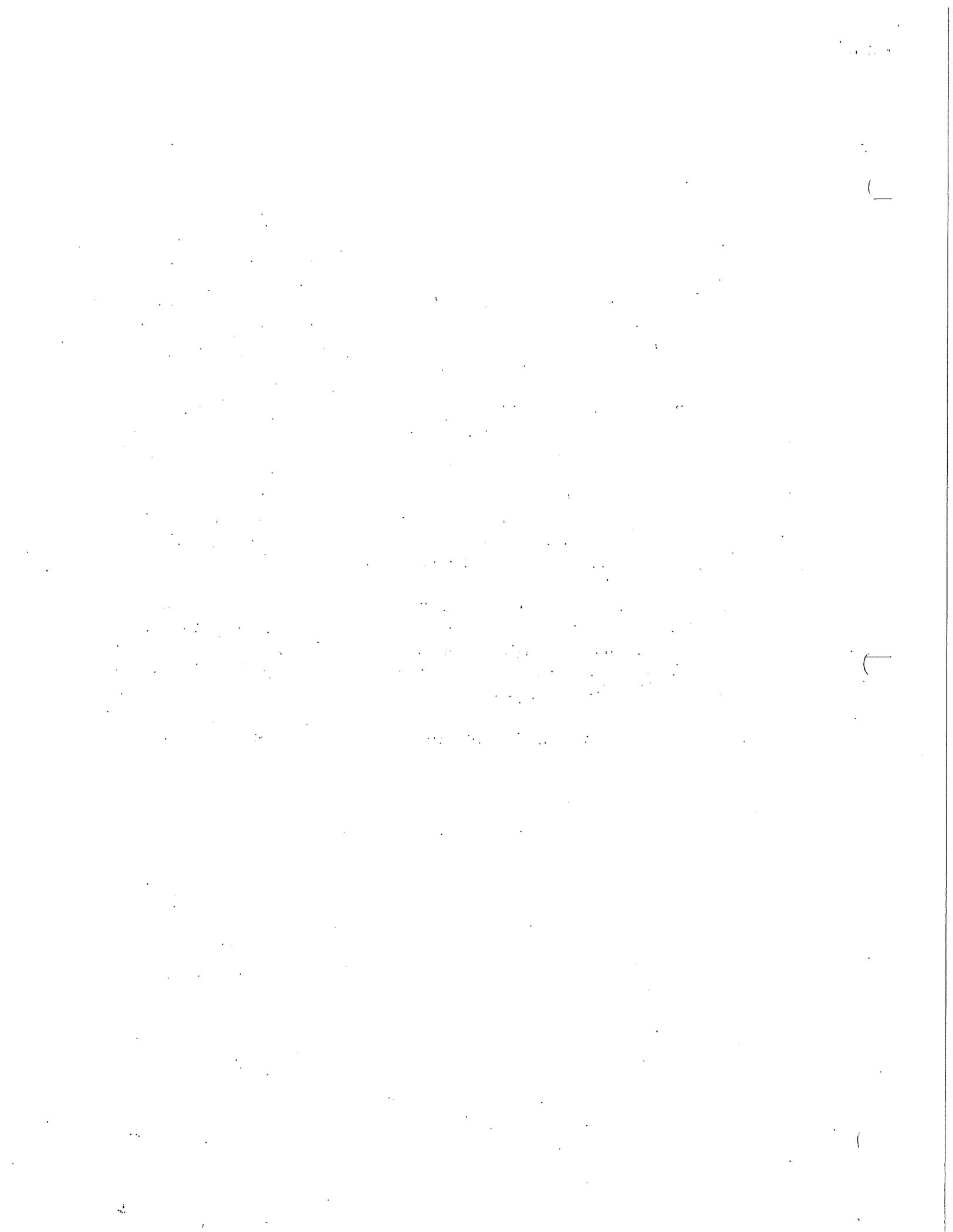
(7) The city shall not be held responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size, and location in a plot where interment is desired.

(8) The city reserves and shall have the right to correct any errors that may be made by it either in making interments, disinterments, or removals; or in the description, transfer, or conveyance of any interment property, either by canceling such conveyance and substituting and conveying in lieu thereof property of equal value and similar location as far as possible, or as may be selected by the city; or, in the sole discretion of the city, by refunding the amount of money paid in account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, the city reserves and shall have the right to remove and/or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

(9) No interments shall be permitted on Sundays or any of the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, New Year's Day, and Washington's Birthday, unless authorized by superintendent.

(10) Arrangements for opening and closing of burial plots shall be at the expense of the plot owner or heirs.

Passed by the council and approved by the mayor September 16, 1968.



**CASCADE LOCKS STAFF REPORT**

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Date Prepared: January 6, 2014

For City Council Meeting on: January 13, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve EMT Training Course

**SYNOPSIS:** Please read the attached email from Station Captain Jesse Metheny explaining the opportunity he has to enroll in a Paramedic Training course. The Council has indicated previously its desire to have Captain Metheny trained as a paramedic.

The question becomes the funding. At our last Council meeting, the following actions were taken which reduced the funding available in the contingency line item:

2013-14 Budgeted Contingency	\$24,203
Repairs for Hood River Ambulance	2,500
Communications Tower Allowance	<u>5,750</u>
Net Available from Contingency	\$15,953

As we work our way through the communications tower repair, it seems that the needed cost to move the tower will be about half of the costs allocated. At least the costs will not approach the total \$11,500 budgeted.

As Captain Metheny states in his email, collections from ambulance service are significantly above budget. For the first five months of this fiscal year, ambulance service has generated \$55,572 (an average of \$11,114 per month). We budgeted a total of \$77,143 in revenue (\$6,429 per month). We have received 72% of our revenue in 40% of the time. If we maintain the budgeted average for the 7 months remaining in the Fiscal Year, we will end up \$10,000 over budget. If the receipts continue at a high level, it will only be enhanced by another trained paramedic. Staff has also pledged to hold down expenses as much as possible in order to facilitate this training.

Approval of this training could be a good invest in an employee that may reap dividends within the next fiscal year.

**CITY COUNCIL OPTIONS:** Approve or reject the training request.

**RECOMMENDED MOTION:** "I move to approve the training request and authorize staff to effect the transfer of funds between contingency and training."

## Gordon Zimmerman

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**From:** Jesse Metheny <jmetheny@cascadelocksfire.com>  
**Sent:** Thursday, December 26, 2013 1:36 PM  
**To:** Gordon Zimmerman  
**Subject:** Fwd: Transition to Paramedic Program

Commissioner Gordon,

I have officially been accepted and offered a spot in the Paramedic Program with NCTI. This is a big step towards our ultimate goal of being able to cover the majority of our medical calls here in Cascade Locks. This will be a challenging task for me as it has been for the past several months during anatomy and physiology course, to balance my work and school schedules. I feel I have been successful so far and can succeed with this continued schedule.

My schedule will be essentially the same as it has been. Mondays and Thursdays will be all day in school (8-5). I will be at the station Monday nights teaching drill, and will put in long days Tues, Wed, Fri, as well as respond weeknights and weekends when available. It is a school schedule so I am frequently off for holidays, seasonal breaks and a few other days here and there. This will continue until June of this year 2014. After that I will have hospital clinical rotations and an ambulance internship to finish up before I can be licensed as a paramedic. I expect that to take an additional 3-5 months depending on schedules.

The cost for this program is significant. To start up they require **\$2293.00 or more by January 24, 2014**, plus the cost of books. Then we enter into a payment schedule as we progress through the year. A quarterly payment of \$2,500.00 should put us at about \$10,000.00 by the end of the class, which should cover everything. So that would mean about \$5,000 from this years budget, and \$5,000 from next years budget. The costs of this course would be coded under our "paramedic training" line we set up to track this expense.

I am requesting the funds for the initial payment of this class to secure my spot as a student, as there are many applicants on the waiting list. I'm not sure if this needs to go before council or if the payments can be authorized by yourself. It is outside of my spending limit. The estimated \$5,000.00 from this years budget that will be needed, I would suggest be supplied by the surplus revenue from ambulance billings as we are significantly over our projected amounts thus far. There should also be money left over in personnel and in contingency. For next years costs we can budget them properly during budget time.

The average EMS bill so far this budget year has been around \$2500 on transports we were able to do. Last month alone we transferred over 10 calls to Skamania. If we had a Paramedic on scene that could have transported we certainly would have recouped the entire cost of my schooling and more. So while \$10,000 seems like a big number it pales in comparison to the lost revenue we are currently experiencing. Although my wages are significantly below regional comparisons of similar job descriptions, I am willing to forgo an increase in wages this next year in lieu of the city paying the cost of my paramedic program. I would still be obligated to pay for any costs myself if I fail the program as is already a set agreement from my initial hiring paperwork.

I am requesting approval to enroll and pay the initial costs of this program under the previously stated terms. If you have any questions or need any more information please don't hesitate to ask. I thank you very much for your time and consideration.

-Jesse Metheny

----- Forwarded message -----

From: **Shaw, Chris** <[Robert.Shaw@amr.net](mailto:Robert.Shaw@amr.net)>

Date: Mon, Dec 23, 2013 at 1:16 PM

Subject: Transition to Paramedic Program

To:

Good afternoon –

Well its been a challenging few weeks. I have had the opportunity to review some of the strongest applications from outside candidates that I have seen in several years. Decisions about acceptance were difficult to make.

For the NCTI-CES OR Paramedic program beginning on February, 3, 2104:

- You *are being offered* a spot in the class making you eligible to continue on as a student with NCTI-CES
  
- Acceptance into the Paramedic program is contingent on two factors –
  - Continued excellent attendance, participation, and sustained passing grades in Anatomy and Physiology class BIO236 that you are currently enrolled in. If information of a negative nature is received about any of those areas – your spot in Paramedic will be in jeopardy. We have a waiting list of outside candidates, and we are interested in starting Paramedic class with the best choices that we can make. You are currently one of those “best choices” – keep up the good work !
  
  - Payment of initial deposit towards tuition and fees for Paramedic. Since your Final exam is not until January 18<sup>th</sup> – we will extend the normal deadline for payment of **\$2293.00 or more until January 24, 2014.**

So enjoy your holiday break, open up those books every once in a while and be prepared to make the last 2 weeks of A&P your best ones ever!

Thank you -

**Chris Shaw, B.A.**

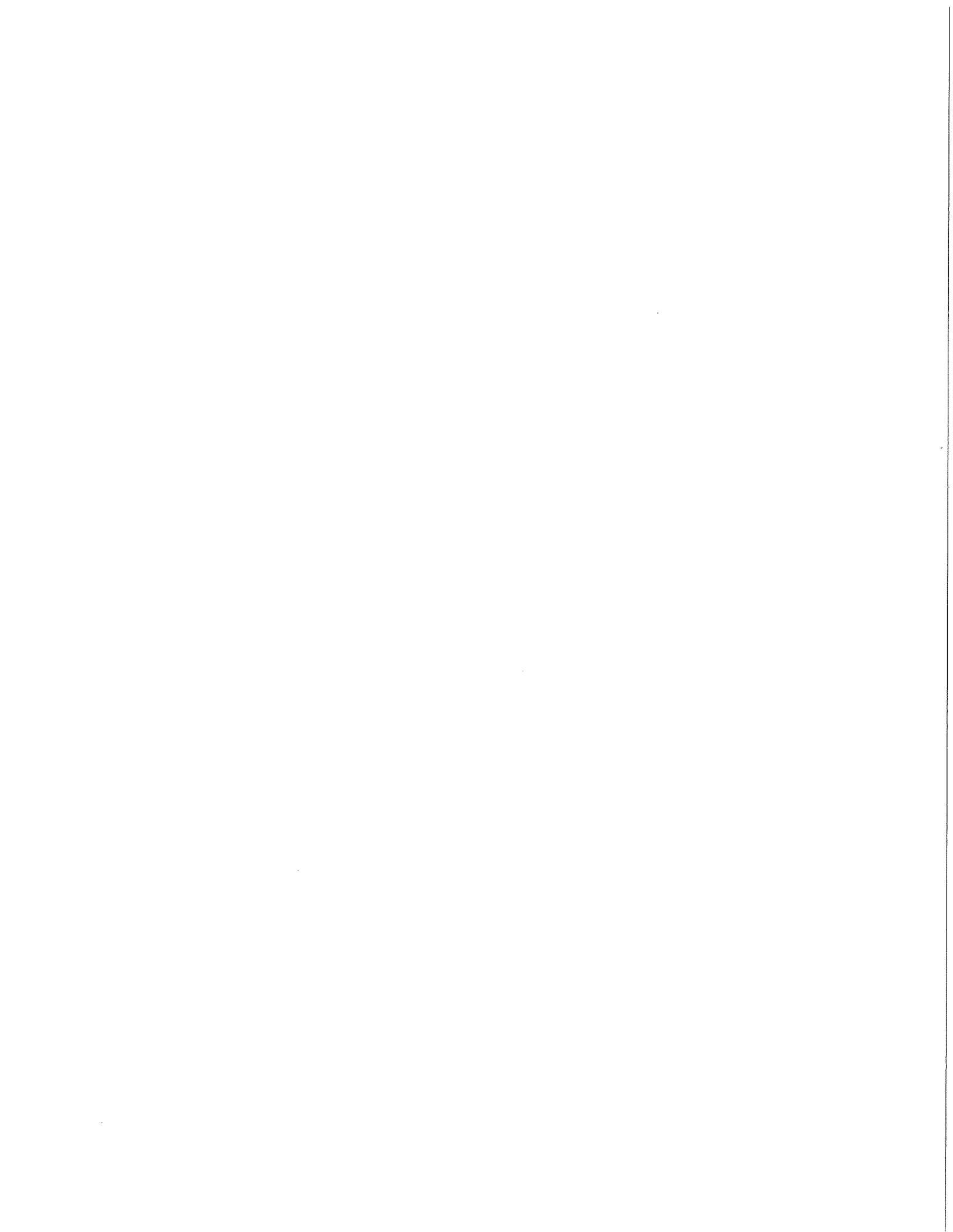
Student Services Coordinator- NCTI / College of Emergency Services

9800 SE McBrod Ave Ste 200, Milwaukie, OR 97222

[chris.shaw@emsc.net](mailto:chris.shaw@emsc.net) [www.ncti.edu](http://www.ncti.edu)

971-236-9231 503-653-9239 fax

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## Proclamation

### Proclamation in support for the 2014 Hood River County Reads project, William Stafford

**WHEREAS**, the Friends of the Hood River County Library have organized the Hood River County Reads project to support reading books and discussing ideas among all members of our community, and;

**WHEREAS**, Hood River County Reads has been endorsed, supported, and financially-assisted by local schools, businesses, and organizations, as well as the Hood River County Library Foundation, Hood River County Education Foundation, Friends of the Hood River County Library, Starseed Foundation, Friends of William Stafford, and individuals, and;

**WHEREAS**, the City of Cascade Locks acknowledges the history and rich cultural diversity of our community, and;

**WHEREAS**, 2014 would have been the 100th birthday of former Oregon Poet Laureate William Stafford; and

**WHEREAS**, the entire State of Oregon is celebrating this deeply influential poet; and

**WHEREAS**, the selection of *Ask Me: 100 Essential Poems of William Stafford* will introduce Hood River County residents to or revitalize their interest in poetry, and;

**WHEREAS**, over five hundred copies of the book will be distributed so that it can be read and discussed at multiple venues throughout the county;

**Now, therefore be it RESOLVED**, that the City of Cascade Locks establishes March 16<sup>th</sup> to April 27<sup>th</sup> as "Hood River County Reads".

Adopted this 13<sup>th</sup> day of January, 2014.

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Tom Cramblett, Mayor

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Kathy Woosley, City Recorder

