

# CITY of CASCADE LOCKS

## *AGENDA*

CITY COUNCIL MEETING  
Monday, February 10, 2025, 7:00 pm, City Hall

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or Amendments to the Agenda.** (The Mayor or Presiding Officer 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 routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Action Minutes of January 27, 2025, Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$1,063.443.82.**
4. **Special Presentations**
  - a. **Jaime Crawford, AKS Engineering**
  - b. **Sheldon Price, Public Works Supervisor**
5. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda.)
6. **Public Hearings.** None.
7. **Action Items:**
  - a. **Motion to Elect Council President**
  - b. **Approve Cascade Locks PTO OLCC Nonprofit and Charitable Organization Exempt Event Request Form.**
  - c. **Approve OLCC Special Events License for pFriem Family Brewers.**
  - d. **Resolution No. 1515 – Vehicle and Equipment Surplus.**
8. **Reports and Presentations.**
  - a. **Committee Reports – Tourism**
  - b. **ADU Meter Ordinance – Recorder Woosley and CA Bennett**
  - c. **Utility Deposit Resolution – CA Bennett**
  - d. **Audits**
  - e. **Council Procedure Updates**
  - f. **City Administrator Bennett Report**
9. **Mayor and City Council Comments.**
10. **Executive Session.** If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) - Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) - Discipline of Public Officers & Employees, ORS 192.660(2)(d) - Labor Negotiator Consultations, ORS 192.660(2)(e) - Real Property Transactions, ORS 192.660(2)(f) - To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) - Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) - Public Investments, ORS 192.660(2)(m) - Security Programs, ORS 192.660(2)(n) - Labor Negotiations.
11. **Adjournment.**

Public access to the meeting is available via Zoom.

By smart device on zoom.us, meeting code [872 129 1324](https://zoom.us/j/8721291324), password is “citymeet”.

By phone dial 1-253-215-8782, meeting # is 872-129-1324, passcode is 17722174. Remember \*6 to mute/unmute your phone, \*9 to raise your hand if you have a question or comment.

The meeting location is accessible to people 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.

**Action Minutes  
City Council  
January 27, 2025**

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Brenda Wood called the meeting to order at 7:02 PM. CM's Marianne Bump, Denise Emmerling-Baker, Pete Happy, Eric Keller, Tiffany Pruit, and Mayor Brenda Wood were present. CM Bernard Seeger attended via Zoom. Also present were City Administrator Jordon Bennett, City Recorder Kathy Woosley, Hood River County Sheriff English, and Courtney Keilman. Present via Zoom were Jessica Luther Haynes, Nan Noteboom, Julie Armstrong, Paul Bright, Christy DMaster, Butch Miller, Erik Granum, and Jeremiah Blue.

2. **Additions or Amendments to the Agenda.** CM Emmerling-Baker asked for the agenda to be amended to revote for Council President and Council Rules were not followed at the last meeting. Consensus of Council was to add the agenda item as 7.a.

3. **Adoption of Consent Agenda.**

a. **Approval of Action Minutes of January 13, 2025, Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 149,410.97.**

**Motion:** CM Happy moved, seconded by CM Keller, to approve the Consent Agenda. The motion passed unanimously by CM's Bump, Emmerling-Baker, Happy, Keller, Pruit, Seeger, and Mayor Wood.

4. **Special Presentation**

a. **Hood River County Sheriff's Office – Sheriff English**

b. **FY2021-2022 Audit Report – Aldrich and Associates**

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

6. **Public Hearings.** None.

7. **Action Items:**

a. **Elect Council President.** **Motion:** CM Bump moved to nominate CM Pruit as Council President. Mayor Wood stepped down and asked CM Happy to facilitate meeting. Mayor Wood seconded the motion. CM's Pruit, Bump, and Mayor Wood voted in favor of the motion. The motion failed with CM's Seeger, Happy, Keller, and Emmerling-Baker voted no. Mayor Wood facilitating meeting asked for any other nominations. **Motion:** CM Emmerling-Baker moved, seconded by CM Seeger, to nominate CM Happy as Council President. The motion passed with CM's Emmerling-Baker, Happy, Keller, and Seeger voting in favor. CM's Bump, Pruit, and Mayor Wood voted no.

b. **Approve Resolution No. 1514 - Check Signer Authorization.** **Motion:** CM Happy moved, seconded by CM Keller, to approve Resolution No. 1514 with the removal of Section 2. The motion passed with CM's Bump, Happy, Keller, Pruit, Seeger, and Mayor Wood voting in favor. CM Emmerling-Baker opposed the motion.

c. **Approve Plan of Action for FY21-22 Audit Deficiencies.** **Motion:** CM Keller moved, seconded by CM Happy, to approve the Plan of Action for FY21-22 audit deficiencies with the correction of clarification of employees paying the 6% to PERS except for IBEW employees and the City Administrator. The motion passed unanimously by CM's Bump, Emmerling-Baker, Happy, Keller, Pruit, Seeger, and Mayor Wood.

d. **Approve Sheriff's Services Settlement Agreement with HR County.** **Motion:** CM Emmerling-Baker moved, seconded by CM Happy, to approve the Sheriff's Service Settlement Agreement with Hood River County. The motion passed unanimously by CM's Bump, Emmerling-Baker, Happy, Keller, Pruit, Seeger, and Mayor Wood.

e. **Committee Appointments.** **Motion:** CM Pruit moved, seconded by CM Emmerling-Baker, to appoint Courtney Keilman to the Budget Committee and Planning Commission with the longest term.

**Action Minutes  
City Council  
January 27, 2025**

The motion passed unanimously with CM's Bump, Emmerling-Baker, Happy, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

**8. Reports and Presentations.**

- a. Committee Reports – None**
- b. Water and Wastewater Rates – Trilogy Consulting LLC**
- c. City Administrator Bennett Report**

**9. Mayor and City Council Comments.**

**10. Executive Session.** None.

**11. Adjournment. Motion:** CM Pruit moved, seconded by CM Keller, to adjourn. The motion passed unanimously by CM's Bump, Emmerling-Baker, Happy, Keller, Pruit, Seeger, and Mayor Wood. The meeting was adjourned at 9:57 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Brenda Wood, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE: 2/10/2025 DESCRIPTION: AMOUNT: \$ 1,063,443.82

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2/7/2025	<b>Payroll</b>	\$ 21,915.32
	MASA*	\$ 28.00
	AFLAC*	\$ 356.08
	OR DOR Taxes	\$ 2,726.29
	PERS	\$ 10,354.12
	OSGP*	\$ 25.00
	IRS	\$ 8,753.75
	Union Dues	\$ 136.66

1/30/2025 **AP** \$1,019,148.60

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\* Voluntary Employee Elections  
Party Fund\* \$ 31.00

APPROVAL:

\_\_\_\_\_  
Mayor Brenda Wood

\_\_\_\_\_  
Council Member

Report Criteria:  
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
15991	01/25	01/30/2025	100	000204251	American Public Power Assoc	Dues	5140562030	837.57	
15991	01/25	01/30/2025	100	000204251	American Public Power Assoc	Dues	5140662030	837.57	
Total 15991:								1,675.14	
15992	01/25	01/30/2025	6820	79026	Anderson Perry & Associates	208-09 pFriem wastewater treatment faci	5643163941	500.00	
Total 15992:								500.00	
15993	01/25	01/30/2025	8119	1008191.01	April Schilling	energy rebate	5140562140	30.00	
Total 15993:								30.00	
15994	01/25	01/30/2025	370	1111219	Bio-Med Testing Service	2025 DOT Consortium Membership	5140562063	100.00	
Total 15994:								100.00	
15995	01/25	01/30/2025	6839	85606591	Bound Tree Medical	Medical supplies	0540562351	52.74	
15995	01/25	01/30/2025	6839	85622598	Bound Tree Medical	Medical supplies	0540562351	268.16	
15995	01/25	01/30/2025	6839	85629268	Bound Tree Medical	Medical supplies	0540562351	109.19	
Total 15995:								430.09	
15996	01/25	01/30/2025	452	WOOD 1206	Brenda Wood	reimburse mileage	0140862020	57.62	
Total 15996:								57.62	
15997	01/25	01/30/2025	6900	V100116	BSK Associates	WATER SAMPLES	2140562150	66.00	
Total 15997:								66.00	
15998	01/25	01/30/2025	6960	68	Cascade Locks Historical Museum	Visitor Center support	0840562172	5,000.00	
Total 15998:								5,000.00	
15999	01/25	01/30/2025	790	1451 013025	CenturyLink	wwtp	3140562050	258.07	
15999	01/25	01/30/2025	790	3997 011625	CenturyLink	well house	2140562050	36.55	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
15999	01/25	01/30/2025	790	5538 011625	CenturyLink	telemetry	2140562050	150.09	
15999	01/25	01/30/2025	790	5538 011625	CenturyLink	telemetry	3140562050	150.09	
15999	01/25	01/30/2025	790	8414 013025	CenturyLink	Lift Station	3140562050	144.59	
Total 15999:								739.39	
16000	01/25	01/30/2025	1000	025031	Coburn Electric	replace well 2 valve switch	2140562110	395.00	
Total 16000:								395.00	
16001	01/25	01/30/2025	1420	2675	Dennis V. Snyder Jr. Contractors	Mow row Gravel Pit Road	5140562110	2,500.00	
Total 16001:								2,500.00	
16002	01/25	01/30/2025	1369	250010	DJ's Electric Inc.	McCord Creek Bridge Relocation	5141662009	637,174.00	
16002	01/25	01/30/2025	1369	250010	DJ's Electric Inc.	McCord Creek Bridge Relocation	5645163941	44,260.32	
Total 16002:								681,434.32	
16003	01/25	01/30/2025	1492	DMV 013025	DMV	Registration and Title for 2012 Tahoe and	0540562441	277.00	
Total 16003:								277.00	
16004	01/25	01/30/2025	6795	1300521	Ferguson Enterprises	pipe and materials	0340562560	2,535.53	
16004	01/25	01/30/2025	6795	1300878	Ferguson Enterprises	Meter box	2140562560	393.15	
16004	01/25	01/30/2025	6795	1300928	Ferguson Enterprises	cover	2140562560	914.97	
16004	01/25	01/30/2025	6795	1300957	Ferguson Enterprises	Meter coup	2140562560	72.60	
Total 16004:								3,916.25	
16005	01/25	01/30/2025	7116	46413441	First-Citizens Bank & Trust Co	copier lease	0140162120	197.00	
Total 16005:								197.00	
16006	01/25	01/30/2025	7130	263420	Gorge Auto Parts	Headlight	5140562201	22.61	
16006	01/25	01/30/2025	7130	263420	Gorge Auto Parts	Headlight	5140662201	15.07	
16006	01/25	01/30/2025	7130	263430	Gorge Auto Parts	Headlight	5140562201	53.14	
16006	01/25	01/30/2025	7130	263430	Gorge Auto Parts	Headlight	5140662201	35.43	
16006	01/25	01/30/2025	7130	263973	Gorge Auto Parts	connectors/crimping tool	2140562560	174.46	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16006:								300.71	
16007	01/25	01/30/2025	8161	1037410.02	Harleigh Knoll	Deposit refund	5121130	157.81	
Total 16007:								157.81	
16008	01/25	01/30/2025	2730	10440	Infinite Graphix	city logo on pw truck	0140462110	117.50	
16008	01/25	01/30/2025	2730	10440	Infinite Graphix	city logo on pw truck	0340562110	117.50	
16008	01/25	01/30/2025	2730	10440	Infinite Graphix	city logo on pw truck	2140562110	117.50	
16008	01/25	01/30/2025	2730	10440	Infinite Graphix	city logo on pw truck	3140562110	117.50	
Total 16008:								470.00	
16009	01/25	01/30/2025	821	35120037-08	Jacobs Engineering Group	Operations, Maintenance & Managemen	3140562700	13,442.75	
Total 16009:								13,442.75	
16010	01/25	01/30/2025	3215	RUTHERFO	Mark Rutherford	reimburse work clothing	2140562561	107.96	
16010	01/25	01/30/2025	3215	RUTHERFO	Mark Rutherford	reimburse work clothing	3140562561	99.99	
Total 16010:								207.95	
16011	01/25	01/30/2025	4290	298	OMEU	dues	5140562030	9,006.00	
16011	01/25	01/30/2025	4290	298	OMEU	dues	5140662030	2,252.00	
Total 16011:								11,258.00	
16012	01/25	01/30/2025	7310	WQ25DOM-0	Oregon DEQ	Water Quality Permit Annual Invoice	3140562860	3,798.00	
Total 16012:								3,798.00	
16013	01/25	01/30/2025	7760	13889	Pacific Int-R-Tek	12" storm line camera	0340562110	1,080.00	
Total 16013:								1,080.00	
16014	01/25	01/30/2025	4800	PRICE 0130	Price, Sheldon W	reimburse work clothing	2140562561	111.21	
16014	01/25	01/30/2025	4800	PRICE 0130	Price, Sheldon W	reimburse work clothing	3140562561	111.21	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16014:								222.42	
16015	01/25	01/30/2025	4810	204907	Print It!	Utility bills, 4 boxes	0140162010	1,155.00	
Total 16015:								1,155.00	
16016	01/25	01/30/2025	4845	105300	Radcomp Technologies	HP Probook 440, docking station	0140162082	1,679.00	
Total 16016:								1,679.00	
16017	01/25	01/30/2025	7115	426469	Solutions Yes	copies	0140162110	92.80	
Total 16017:								92.80	
16018	01/25	01/30/2025	6970	1568-118027	Suburban Propane	TANK RENTAL	0540562421	1.00	
16018	01/25	01/30/2025	6970	1568-144388	Suburban Propane	Propane	0540562421	1,866.62	
Total 16018:								1,867.62	
16019	01/25	01/30/2025	5660	17644	Tanninen Repair Service	Apparatus E94	0540562441	2,737.32	
16019	01/25	01/30/2025	5660	17645	Tanninen Repair Service	Apparatus E93	0540562441	1,815.99	
16019	01/25	01/30/2025	5660	17646	Tanninen Repair Service	Medic 91 repair	0540562441	1,244.27	
16019	01/25	01/30/2025	5660	17647	Tanninen Repair Service	Apparatus E95	0540562441	1,580.91	
16019	01/25	01/30/2025	5660	17648	Tanninen Repair Service	Apparatus B97	0540562441	1,430.78	
Total 16019:								8,809.27	
16020	01/25	01/30/2025	7290	1531 013025	T-Mobile USA	phone	0140162050	45.16	
16020	01/25	01/30/2025	7290	1531 013025	T-Mobile USA	phone	0540562050	196.43	
Total 16020:								241.59	
16021	01/25	01/30/2025	6030	1825	Trilogy Consulting LLC	sewer and water rate study	5642163941	1,893.75	
16021	01/25	01/30/2025	6030	1825	Trilogy Consulting LLC	sewer and water rate study	5643163941	1,893.75	
Total 16021:								3,787.50	
16022	01/25	01/30/2025	6090	2671 013025	U.S. Bank	New employee welcome	0121115	45.64	
16022	01/25	01/30/2025	6090	2671 013025	U.S. Bank	Adobe	0140162081	44.97	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16022	01/25	01/30/2025	6090	4213 013025	U.S. Bank	hotel for fire school	0540562020	344.24	
16022	01/25	01/30/2025	6090	4213 013025	U.S. Bank	shorted last pmt	0540562063	4.02	
16022	01/25	01/30/2025	6090	4213 013025	U.S. Bank	batteries	0540562351	11.79	
16022	01/25	01/30/2025	6090	4393 013025	U.S. Bank	postage	0140162055	155.68	
16022	01/25	01/30/2025	6090	4393 013025	U.S. Bank	supplies	0140462520	241.96	
16022	01/25	01/30/2025	6090	4393 013025	U.S. Bank	supplies	2140562560	4.00	
16022	01/25	01/30/2025	6090	4393 013025	U.S. Bank	supplies	3140562560	4.00	
16022	01/25	01/30/2025	6090	4393 013025	U.S. Bank	supplies	5140562560	4.00	
16022	01/25	01/30/2025	6090	4393 013025	U.S. Bank	supplies	5140662560	3.98	
16022	01/25	01/30/2025	6090	4462 013025	U.S. Bank	paddlenet	0140162081	29.97	
16022	01/25	01/30/2025	6090	4462 013025	U.S. Bank	zoom	0140162081	15.99	
16022	01/25	01/30/2025	6090	4462 013025	U.S. Bank	tools	0340562560	212.00	
16022	01/25	01/30/2025	6090	4462 013025	U.S. Bank	tools	2140562560	433.95	
16022	01/25	01/30/2025	6090	4462 013025	U.S. Bank	tools	3140562560	211.99	
16022	01/25	01/30/2025	6090	9660 013025	U.S. Bank	municipal audit pmt	0140162030	250.00	
16022	01/25	01/30/2025	6090	9660 013025	U.S. Bank	GoTo.com	0140162050	180.49	
16022	01/25	01/30/2025	6090	9660 013025	U.S. Bank	IOC Conference	0140162094	226.62	
16022	01/25	01/30/2025	6090	9660 013025	U.S. Bank	Godaddy	0540562010	25.17	
16022	01/25	01/30/2025	6090	9660 013025	U.S. Bank	GoTo.com	0540562050	120.33	
Total 16022:								2,570.79	
16023	01/25	01/30/2025	6110	UB 013025	US Postal Service	Mail utility bills	0140162055	427.80	
Total 16023:								427.80	
16024	01/25	01/30/2025	6690	WOOSLEY 0	Woosley, Kathy	Reimburse Mileage	0140162020	28.00	
16024	01/25	01/30/2025	6690	WOOSLEY 0	Woosley, Kathy	Reimburse Mileage	0140162020	28.00	
Total 16024:								56.00	
16025	01/25	01/30/2025	7098	40141229	WSP	Planning Services	0140262075	1,915.80	
16025	01/25	01/30/2025	7098	40141229	WSP	Planning Services	0140262090	11,975.41	
Total 16025:								13,891.21	
16026	01/25	01/30/2025	7040	2842	Yates Line Co.	street lights, tree trimming	5140562110	1,372.37	
16026	01/25	01/30/2025	7040	2842	Yates Line Co.	secondary outage in warrendale	5140662110	523.73	
16026	01/25	01/30/2025	7040	2862	Yates Line Co.	remove bird nest/street lights	5140562110	686.18	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16026:								2,582.28	
1302501	01/25	01/29/2025	440	DEC24-PWR	BPA	Power Bill PYRAMID	5140562820	193,011.68	M
1302501	01/25	01/29/2025	440	DEC24-PWR	BPA	Power Bill ACTON	5140662820	12,967.32	M
Total 1302501:								205,979.00	
1302502	01/25	01/29/2025	440	DEC24-TRN	BPA	Transmission bill pyramid	5140562821	18,096.22	M
1302502	01/25	01/29/2025	440	DEC24-TRN	BPA	Transmission Bill Acton	5140662821	1,215.78	M
Total 1302502:								19,312.00	
1302503	01/25	01/30/2025	3930	126689	NOW CFO PORTLAND, LLC	Accounting services	0140162110	12,112.04	M
Total 1302503:								12,112.04	
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	0121070	5,747.19	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	0121075	166.70	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	0321070	268.08	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	0321075	1.68	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	Health Insurance	0521070	6,245.05	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	0521075	114.02	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	2121070	1,223.21	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	2121075	7.60	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	3121070	121.91	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	3121075	.75	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	5121070	2,310.49	M
1302504	01/25	01/30/2025	870	FEBRUARY	CIS	health insurance	5121075	122.57	M
Total 1302504:								16,329.25	
Grand Totals:								1,019,148.60	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	36,936.34-	36,936.34-
01-21070	5,747.19	.00	5,747.19
01-21075	166.70	.00	166.70
01-21115	45.64	.00	45.64
01-401-62010	1,155.00	.00	1,155.00
01-401-62020	56.00	.00	56.00
01-401-62030	250.00	.00	250.00
01-401-62050	225.65	.00	225.65
01-401-62055	583.48	.00	583.48
01-401-62081	90.93	.00	90.93
01-401-62082	1,679.00	.00	1,679.00
01-401-62094	226.62	.00	226.62
01-401-62110	12,204.84	.00	12,204.84
01-401-62120	197.00	.00	197.00
01-402-62075	1,915.80	.00	1,915.80
01-402-62090	11,975.41	.00	11,975.41
01-404-62110	117.50	.00	117.50
01-404-62520	241.96	.00	241.96
01-408-62020	57.62	.00	57.62
03-21010	.00	4,214.79-	4,214.79-
03-21070	268.08	.00	268.08
03-21075	1.68	.00	1.68
03-405-62110	1,197.50	.00	1,197.50
03-405-62560	2,747.53	.00	2,747.53
05-21010	.00	18,445.03-	18,445.03-
05-21070	6,245.05	.00	6,245.05
05-21075	114.02	.00	114.02
05-405-62010	25.17	.00	25.17
05-405-62020	344.24	.00	344.24
05-405-62050	316.76	.00	316.76
05-405-62063	4.02	.00	4.02
05-405-62351	441.88	.00	441.88
05-405-62421	1,867.62	.00	1,867.62
05-405-62441	9,086.27	.00	9,086.27
08-21010	.00	5,000.00-	5,000.00-
08-405-62172	5,000.00	.00	5,000.00
21-21010	.00	4,208.25-	4,208.25-
21-21070	1,223.21	.00	1,223.21

GL Account	Debit	Credit	Proof
21-21075	7.60	.00	7.60
21-405-62050	186.64	.00	186.64
21-405-62110	512.50	.00	512.50
21-405-62150	66.00	.00	66.00
21-405-62560	1,993.13	.00	1,993.13
21-405-62561	219.17	.00	219.17
31-21010	.00	18,460.85-	18,460.85-
31-21070	121.91	.00	121.91
31-21075	.75	.00	.75
31-405-62050	552.75	.00	552.75
31-405-62110	117.50	.00	117.50
31-405-62560	215.99	.00	215.99
31-405-62561	211.20	.00	211.20
31-405-62700	13,442.75	.00	13,442.75
31-405-62860	3,798.00	.00	3,798.00
51-21010	.00	883,335.52-	883,335.52-
51-21070	2,310.49	.00	2,310.49
51-21075	122.57	.00	122.57
51-21130	157.81	.00	157.81
51-405-62030	9,843.57	.00	9,843.57
51-405-62063	100.00	.00	100.00
51-405-62110	4,558.55	.00	4,558.55
51-405-62140	30.00	.00	30.00
51-405-62201	75.75	.00	75.75
51-405-62560	4.00	.00	4.00
51-405-62820	193,011.68	.00	193,011.68
51-405-62821	18,096.22	.00	18,096.22
51-406-62030	3,089.57	.00	3,089.57
51-406-62110	523.73	.00	523.73
51-406-62201	50.50	.00	50.50
51-406-62560	3.98	.00	3.98
51-406-62820	12,967.32	.00	12,967.32
51-406-62821	1,215.78	.00	1,215.78
51-416-62009	637,174.00	.00	637,174.00
56-21010	.00	48,547.82-	48,547.82-
56-421-63941	1,893.75	.00	1,893.75
56-431-63941	2,393.75	.00	2,393.75
56-451-63941	44,260.32	.00	44,260.32

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GL Account	Debit	Credit	Proof
Grand Totals:	<u>1,019,148.60</u>	<u>1,019,148.60-</u>	<u>.00</u>

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Report Criteria:  
Report type: GL detail

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## NONPROFIT & CHARITABLE ORGANIZATION

### EXEMPT EVENT REQUEST FORM

A nonprofit or charitable organization registered as such with the State of Oregon may obtain written authorization from the OLCC to sell alcoholic beverages, including through an auction or raffle, **for up to 45 days in a calendar year** without a license from the OLCC.

**\*\*Before you submit the Nonprofit & Charitable Organization Exempt Event Request Form, read the [Special Event Guide for TSLs and Exempt Events](#). Use this guide to assist you in selecting the appropriate option for your special event and for information about completing this form and conducting an Exempt Event.**

#### **What is the exemption request process?**

- A nonprofit or charitable organization must receive *prior* OLCC authorization for each event date.
- Consult with the city or county for any desired Exempt Event location prior to submitting this request form to the OLCC to confirm that your event will comply with local regulations.
- To avoid a delay in processing your Exempt Event request form, and to increase the likelihood that the OLCC will be able to approve your exemption request in time for your event, please submit the Exempt Event Request Form to the OLCC office serving the county in which your Exempt Event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#). If your event includes addresses served by different OLCC regional offices, submit the Exempt Event Request Form to the regional office serving the address you listed on the form (do not submit the form to multiple OLCC offices).
- OLCC needs your completed Exempt Event Request Form in sufficient time to approve it. Submit a completed form to your OLCC office **at least two weeks** before the date(s) of an event.
- Please note that if you plan to allow on-site consumption of alcohol and have 501 or more individuals at any event location or address, you will be required to submit a site plan drawing and [Exempt Event Operational Plan](#) for each location where there will be on-site consumption of alcohol and 501 or more individuals in attendance on a given event date.

#### **How may I acquire alcohol for my exempt event?**

- The holder of an exempt event may acquire alcohol by any of the following means:
  - Through donation from an OLCC-licensed manufacturer, wholesaler, or retailer
  - By purchasing directly from an OLCC-licensed manufacturer, wholesaler, or retailer
- For information on receiving deliveries of alcohol for exempt events, please refer to the [Special Events Guide for TSLs and Exempt Events](#).

#### **May I return unused malt beverages, wine and cider?**

- OLCC written approval is not required for the holder of an exempt event to return malt beverages, wine, or cider to an Oregon manufacturer or wholesaler of alcoholic beverages; however, the manufacturer or wholesaler is not required to accept returns. If purchasing alcohol directly from a manufacturer, wholesaler, or retailer, it is recommended to notify them that you are purchasing alcohol for an exempt event and inquire about their return policy.

#### **May I return unused distilled liquor to a retail liquor store?**

- The container(s) must be unopened.
- The container must be returned to the retail liquor store at which it was purchased.
- The consumer must show proof of purchase (this is typically a receipt) for each container returned.
- The container will not be accepted if the retail sales agent or employee determines that the container has been tampered with.
- The container must be returned within 30 days of purchase.



**NONPROFIT & CHARITABLE ORGANIZATION**

**EXEMPT EVENT REQUEST FORM**

13. Will you offer drinks or tastes of alcohol for consumption at any of the Exempt Event locations?

YES  Answer question 14.

NO  Skip to the affirmation and signature section of this form.

14. What is the expected attendance per day in the licensed area where alcohol will be sold and consumed? 250

If your answer to #14 is 501 or more, in addition to this request form, for each address or location where there will be 501 or more individuals in attendance on a given event date you must:

- Submit a site plan drawing showing the boundaries of the Exempt Event area, and
- Complete an [Exempt Event Operational Plan](#).

**AFFIRMATION AND SIGNATURE**

I affirm the following:

- I am authorized to sign this request form on behalf of the applicant listed above.
- The applicant is either a nonprofit organization registered with Oregon Secretary of State or a charitable organization registered with Oregon Department of Justice.
- The applicant has or will consult with each local city or county in which the event is held to ensure compliance with local regulations.
- I have read and understand the best practices for Exempt Events outlined in the [Special Event Guide for TSLs and Exempt Events](#)

REPRESENTATIVE'S PRINTED NAME: Micaela Keller

REPRESENTATIVE'S SIGNATURE: \_\_\_\_\_

Date: 1/27/2025

SEND THIS EXEMPT EVENT REQUEST FORM TO THE OLCC OFFICE THAT COVERS THE LOCATION FOR YOUR EVENT. ([OLCC Office Locations](#))

**OLCC USE ONLY**

This event is authorized only when this form is signed by an OLCC representative.

OLCC Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Instructions for Local Government Recommendation – Special Events License

The local government is as follows:

- (a) If the address of the event is within a city’s limits, the local government is the city.
- (b) If the address of the event is not within a city’s limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

### FORM INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**
- **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

### WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

**Required Recommendation Information:** The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)



# Local Government Recommendation – Special Event License

Section 1 – Submission - To be completed by Applicant:		
License Information		
Applicant Name(s):		Annual Licensee
Event Name:		
Event Address:		Ste:
City:	County:	Zip:
License Type:		At Existing Licensed Premises
Application Contact Information		
Contact Name:		Phone:
Mailing Address:		
City:	State:	Zip:
Email Address:		
Event Details		
Event Dates:		
Event Times:		
Expected Daily Attendance:		Peak Expected Attendance:
To the best of your knowledge, is this the only special event application for this event? Y/N?		
Please check all that apply to your proposed event:		
Off-Premises Sales:	Beer/Wine/Cider	Distilled Spirits
Tastings only:	Beer/Wine/Cider	Distilled Spirits
On-Premises Consumption:	Beer/Wine/Cider	Distilled Spirits
Indoor Consumption		Outdoor Consumption
Food Service Available:		
Proposing to Allow Minors		
Section 1 Continued on next page		



# Local Government Recommendation – Special Event License

## Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name:

Event Name:

After completing section 1, please submit your application to the local government for recommendation

## Section 2 – Recommendation - To be completed by Local Government:

### Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

**Recommend this license be granted**

**Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))

**No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

**STAFF REPORT**

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**Date Prepared:** February 3, 2025

**For City Council Meeting on:** February 10, 2025

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Kathy Woosley, City Recorder

**APPROVED BY:** Jordon Bennett, City Administrator

**SUBJECT:** City property to be deemed surplus

**SYNOPSIS:** The Public Works 2001 Dodge truck and a 1986 Cushman Utility Cart that is beyond their service life and not usable by the City and longer. The City plans on disposing of the property in the most cost effective way for the City.

**CITY COUNCIL OPTIONS:**

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

**RECOMMENDATION:** "I move to approve Resolution No. 1515 declaring City vehicle and equipment as surplus."

**Financial review and status:** All proceeds of the sale will be returned to the Capital Reserve of the Department of which they originally were purchased from.

**RESOLUTION NO. 1515**

**A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE SALE.**

**WHEREAS**, the City finds it has surplus property that is no longer needed or used; and

**WHEREAS**, the City has determined that no public purpose would be furthered by retaining ownership of the surplus property, and that the property should be sold; and

**WHEREAS**, the City needs to dispose of unused equipment; and

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

**SECTION 1. Items Declared to be Surplus.**

a) 2001 Dodge Q25 Truck. VIN # 3B7KF23Z41G231347, automatic, with 104,007 miles.

b) 1986 Cushman Utility Cart, Serial # 6047451, Model # 898611, with 76,362 miles.

**SECTION 2. Accounting of Surplus Items.** Where the City has described a specific piece of equipment in its Capital Reserve Fund, all monies from sale of surplus items described by a line item in that fund shall be credited to the account of that line item.

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

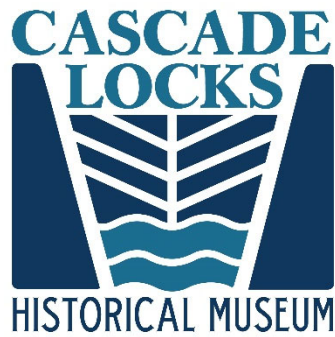
**ADOPTED** by the City Council this 10<sup>th</sup> day of February, 2025.

**APPROVED** by the Mayor this 10<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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



## Quarterly Tourism Contract Report

Submitted for council meeting February 4, 2025 by Janice Crane, Executive Director

Thank you for your continued collaboration with the Friends of the Cascade Locks Historical Museum. Please find the summary of activities completed by museum staff to serve the tourism committee's administrative and strategic needs between December 2, 2024 and February 4, 2025.

Quarterly activities:

- Grant applications
  - Travel Oregon Competitive Grants
    - Visit Cascade Locks: Submitted LOI to support tourism planning (\$50,000)
    - CRITFC: Supported LOI to support feasibility study for salmon sales infrastructure in Cascade Locks
    - Visit Hood River: Coordinated applications so both projects were reasonably fundable
  - Recreation Ready updates
    - Our bike tourism project was not selected as one of the four projects in the state.
    - Submitted letter of support for the same project to be supported by Port of Cascade Locks.
- Continued implementation of committee strategic marketing plan
  - Visitor resource updates
    - Made content updates to print map
    - Embedded events calendar in website
- Cascade Locks-area events
  - Cascade Locks Earth Day – returns this April
  - Gorge Waterfalls Race – April 10-13, staff appropriately
  - Museum Season Kick-off Party! Come hear a pub talk on “The Rapid Changes of the Columbia,” win some raffle prizes, and buy some art at our Thunder Island Brewing Community Night. Wednesday, 2/26/2025, 5pm-7pm.
- Worked with regional and statewide tourism network
  - Wheel the World accessibility assessment support
  - Arts and Economic Prosperity survey results (actually attached this time)

- Completed biweekly check-ins with regional DMOs.
- Coordinated committee and internal communications
  - Provided documents to committee for meetings
  - Invited committee members to networking and development opportunities.
  - Met with Cascade Locks Fire and City Administrator to support funding ideas.
  - Coordinated financial reporting needs with new finance staff.
- Administered and maintained current obligations
  - Organizing, printing, and distributing Flash Reports – reimagined version coming soon.
  - Chamber of Commerce engagement
  - Social media content creation and sharing
  - Public communications and inquiry response
  - Coordinated annual co-op ads

Planned next quarter activities:

- Pursue tourism planning consultants
- Organize and prepare for budget season
- Participate in state and regional tourism conferences (Oregon Media Marketplace, Governor's Conference for Tourism, Oregon Heritage Summit, Oregon Museums Association)
- Ramp up seasonal promotions
- Support seasonal events
- Maintain current supports

## The Economic and Social Impact of Nonprofit Arts and Culture Organizations and Their Audiences in The Gorge (OR)

Direct Economic Activity	Organizations	Audiences	Total Expenditures
<b>Total Industry Expenditures (FY2022)</b>	\$4,461,858	\$3,249,552	<b>\$7,711,410</b>

### Economic Impact of Spending by Arts and Culture Organizations and Their Audiences

Total Economic Impacts (includes direct, indirect, and induced impacts)	Organizations	Audiences	Total Impacts
Employment (Jobs)	88	34	<b>122</b>
Personal Income Paid to Residents	\$4,017,118	\$1,212,180	<b>\$5,229,298</b>
Local Tax Revenue (city and county)	\$86,168	\$134,882	<b>\$221,050</b>
State Tax Revenue	\$142,976	\$185,273	<b>\$328,249</b>
Federal Tax Revenue	\$908,748	\$227,806	<b>\$1,136,554</b>

### Event-Related Spending by Arts and Culture Audiences Totaled \$3.2 million

Attendance to Arts and Culture Events	Local <sup>1</sup> Attendees	Nonlocal <sup>1</sup> Attendees	All Attendees
Total Attendance to In-Person Events	129,921	16,551	<b>146,472</b>
Percentage of Total Attendance	88.7%	11.3%	100.0%
Average Per Person, Per Event Expenditure	\$16.00	\$70.74	\$22.20
<b>Total Event-Related Expenditures</b>	<b>\$2,078,734</b>	<b>\$1,170,818</b>	<b>\$3,249,552</b>

### Nonprofit Arts and Culture Audiences Spend an Average of \$22.20 Per Person, Per Event

Category of Event-Related Expenditure	Local <sup>1</sup> Attendees	Nonlocal <sup>1</sup> Attendees	All Attendees
Food and Drink	\$6.34	\$21.47	\$8.05
Retail Shopping	\$3.63	\$15.44	\$4.97
Overnight Lodging (one night only)	\$0.68	\$23.63	\$3.28
Local Transportation	\$1.49	\$4.66	\$1.85
Clothing and Accessories	\$0.59	\$1.06	\$0.64
Groceries and Supplies	\$2.21	\$2.70	\$2.27
Childcare	\$0.18	\$1.06	\$0.28
Other/Miscellaneous	\$0.88	\$0.72	\$0.86
<b>Overall Average Per Person, Per Event</b>	<b>\$16.00</b>	<b>\$70.74</b>	<b>\$22.20</b>

Source: Arts & Economic Prosperity 6: The Economic and Social Impact Study of Nonprofit Arts and Culture Organizations and Their Audiences in The Gorge. For more information about this study or about other cultural initiatives in The Gorge, contact The Dalles Arts Center.

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Past studies have focused primarily on the financial, economic, and tourism contributions of the nonprofit arts and culture industry. AEP6 expands beyond those topics to include measures of social impact. Surveys completed by individual attendees in the The Gorge demonstrate an appreciation for how the arts and culture impacts the development and well-being of the community and its residents.

### Audiences Demonstrate Appreciation for the Impact of Arts and Culture

Level of Agreement with Social Impact Statements	Audiences
“This venue or facility is an important pillar for me within my community.”	83.3%
“I would feel a great sense of loss if this activity or venue were no longer available.”	85.9%
“This activity or venue is inspiring a sense of pride in this neighborhood or community.”	88.5%
“My attendance is my way of ensuring that this activity or venue is preserved for future generations”	85.9%

#### About This Study

Americans for the Arts conducted AEP6 to document the economic and social benefits of the nation’s nonprofit arts and culture industry. The study was conducted in 373 diverse communities and regions across the country, representing all 50 states and Puerto Rico. **The Dalles Arts Center joined the study on behalf of The Gorge.** For additional information including the national report, summaries for the 373 communities, an online calculator, and a description of the project methodology, visit [www.AEP6.AmericansForTheArts.org](http://www.AEP6.AmericansForTheArts.org).

#### Surveys of Nonprofit Arts and Culture Organizations

Nationally, detailed information was collected from 16,399 nonprofit arts and culture organizations about their FY2022 expenditures (e.g., labor, local and non-local artists, operations, materials, facilities, and asset acquisition), as well as their event attendance, in-kind contributions, and volunteerism. Surveys were collected from February through July 2023. Some organizations only provided total expenditures and attendance (they are included in the study). Responding organizations had budgets ranging from a low of \$0 to a high of \$375 million. Response rates for the 373 communities averaged 43.9% and ranged from 5% to 100%. **In The Gorge, 14 of the 63 total eligible nonprofit arts and culture organizations identified by The Dalles Arts Center provided the financial and attendance information required for the study analysis—an overall participation rate of 22.2%.** It is important to note that each study region’s results are based solely on the survey data collected. Therefore, the less-than-100 percent response rates suggest an understatement of the economic impact findings.

#### Surveys of Nonprofit Arts and Culture Audiences

Audience-intercept surveying, a common and accepted research method, was conducted to measure event-related spending by audiences. Attendees were asked to complete a short survey while attending an event. Nationally, a total of 224,677 attendees completed the survey. The randomly selected respondents provided itemized expenditure data on attendance-related activities such as meals, souvenirs, transportation, and lodging, as well as socioeconomic information, ZIP code of primary residence, and four social impact questions. Data was collected from May 2022 through June 2023 at a broad range of both paid and free events. **In The Gorge, a total of 415 valid audience-intercept surveys were collected from attendees to nonprofit arts and culture performances, events, exhibits, and special events during the period from May 2022 through June 2023.**

#### Studying Economic Impact Using Input-Output Analysis

Americans for the Arts uses the IMPLAN platform to create the customized models for each of the 373 study regions. Input-output models calculate the interdependencies between various sectors or industries within a region. This analysis traces how many times a dollar is respent within the local economy before it leaks out, and it quantifies the economic impact of each round of spending. This form of economic analysis is well suited for AEP studies because it can be customized specifically to each participating community, region, or state. **To complete this analysis for The Gorge, the researchers used the IMPLAN platform to build a customized input-output model based on the unique economic and industrial characteristics of Hood River and Wasco Counties in Oregon; and Clark, Klickitat, and Skamania Counties in Washington.**

#### Research Notes:

<sup>1</sup> For the purpose of this study, local attendees live within Hood River and Wasco Counties in Oregon; and Clark, Klickitat, and Skamania Counties in Washington; nonlocals live elsewhere.



**STAFF REPORT**

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**Date Prepared:** 1/30/25

**For City Council Meeting on:** 2/10/25

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Kathy Woosley, City Recorder

**APPROVED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Ordinance No. 461 amending Ordinance No. 440 by adding language to clarify the requirement to have separate utilities for additional living units.

**SYNOPSIS:** Staff proposes an amendment to Ordinance No. 440 to take way the risk of an unpaid utility account affecting a separate living unit being served by only one meter.

When the City's first ADU was built, staff contacted other cities with an electrical utility and use this same language.

The City Attorney has reviewed and approved the amendment.

**CITY COUNCIL OPTIONS:**

1. Approve Ordinance No. 461 and have the first reading.
2. Take no action on this matter.

**RECOMMENDATION:** The City Council, by motion, approve Ordinance No. 461 and have the first reading.

**ORDINANCE NO. 461**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS AMENDING ORDINANCE NO. 440  
RELATING TO THE MUNICIPAL LIGHT AND POWER SYSTEM.**

**WHEREAS**, the City Council of the City of Cascade Locks has recognized the need to address utility connections for Accessory Residential Units and/or any self-contained living unit;

**WHEREAS**, the issue of nonpayment of utilities may create challenges or conditions which will negatively impact residents or businesses;

**WHEREAS**, the City of Cascade Locks is committed to safety and welfare of the residents of the City of Cascade Locks;

**WHEREAS**, after reviewing other Oregon cities with electric utility customers it has been determined that separate connections for utilities are necessary;

**WHEREAS**, the adoption of this ordinance is intended to remedy the situation of disruption of utilities and to implement the policy requiring separate utility connections; and

**WHEREAS**, the City of Cascade Locks has determined that it is in the best interest of the public to amend Ordinance No. 440.

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

**SECTION 1.** Section 2, ff) of Ordinance No. 440 is amended as follows [additions in underline and deletions in ~~strikeout~~]:

**ff) Point of Delivery.** ~~That point designated by the City where the City's facilities and those of the customer are connected.~~ The point of delivery is that point on a customer's premises or public right-of-way designated by the City and agreed to by the customer where the City facilities and those of the customer are connected. All the equipment on the customer's side shall belong to and be the responsibility of the customer, except meters and metering equipment and any other equipment provided by the City. Each self-contained living unit (a unit containing private sleeping, cooking, and restroom facilities) shall have individual meters.

**SECTION 2.** This Ordinance shall take effect 30 days after approval by the Mayor.

**ADOPTED** by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

**ORDINANCE NO. 461**

## ORDINANCE NO. 440

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

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

### **SECTION 1. Purpose.**

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

### **SECTION 2. Definitions.**

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

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

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

1. A low-income senior citizen;
  2. An active duty member of the Armed Forces of the United States;
  3. A customer whose household includes a seriously ill individual or a person with a disability;
  4. A customer whose household includes a child under the age of 12 months;
  5. A customer who belongs to a household where the member of the household whose earnings are the primary source of support for the household has died within the past six months; or
  6. A customer who belongs to a household where the member of the household whose earnings are the primary source of support for the household has lost a job within the past six months.
- oo) Secondary Distribution System. An alternating current system connecting the secondaries of distribution transformers to the service drop or service lateral.
- pp) Security Deposit. A deposit to guarantee payment for service and a method of establishing credit with the City.
- qq) Seller. Means the person who is also the operator of a cogeneration or small power production facility.
- rr) Service Conductors. The supply conductors, which extend from the transformers to the service equipment on premises being supplied with electric service.
- ss) Service Equipment. The necessary equipment to control and meter electric energy furnished by the utility at its point of delivery to a customer.
- tt) Secondary Voltage. Any voltage of 750 volts or less, phase to phase.
- uu) Service Drop. The conductors from the distribution system to the point of attachment on a customer's building or other support.
- vv) Small Power Production Facility. Means a facility:
1. Which produces energy solely by the use of biomass, waste, a renewable resource or any combination thereof;
  2. Which is owned by a person who is not primarily engaged in the generation or sale of energy, other than the energy produced from the small power production facility; and
  3. Which has a power production capacity, which, together with any other facilities located at the same site, is not greater than 80 megawatts.
- ww) Temporary Service. Refers to electrical service of short-term or transient nature, or service to temporary construction operation. A charge shall be made for temporary service and a contract may be required.

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

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

### **Billing Procedures.**

- g) Rate Schedule. All rate schedules set out in the provisions of or resolutions dealing with electric utilities shall be based on one month's service. Normally, meters shall be read and bills rendered at intervals of one month. A month may be from 27 to 32 consecutive days, but shall not necessarily be a calendar month. The City reserves the right to read meters and render bills for longer or shorter periods.

- h) Minimum Monthly Billing. If the calculated bill for energy consumption and demand is less than the minimum monthly bill (as defined in Section 2), then the City shall charge the “minimum monthly bill.” Minimum Monthly Billing shall apply only to customers that have demand billings e.g. Public or Commercial accounts.
- i) Meter Reading. If for any reason, the City is incapable of a meter reading for any particular period; it may estimate the reading and render a bill based on this estimate. In the event of appreciable error of any estimate, the City shall revise such estimate on the basis of the best evidence available.
- j) Payment Due Date. All Charges for electrical energy furnished by the City shall be due by the fifteenth (15<sup>th</sup>) day of the month. Should the 15<sup>th</sup> fall on a holiday or a weekend, then payment is due and to be receipted in the City Hall Office on the next business day by 5:00 pm.
- k) Cancellation or Termination of Contract. The City shall have the right, at its option, in addition to all other rights and remedies at law or in equity, to cancel or terminate the contract under which service is being supplied or to discontinue the delivery of electric energy with or without cancellation or termination of such contract in the following situations:
  - 1. Upon the customer’s failure to pay, when due, any and all bills rendered by the City, including but not limited to amounts owing on current accounts; amounts owing on closed accounts; amounts owing on security deposits; amounts owing on account set-up fees.
  - 2. For fraudulent use of service.
  - 3. Theft or illegal diversion of electric energy.
- l) Delinquent Accounts/Late Fees. If the City does not receive full payment on or before the 15<sup>th</sup> day of the month, as designated in this section, item "J" at 5:00 pm the account shall be considered late and delinquent, and the City shall assess a late fee to this account. The City shall set the amount of the late fee by resolution.
- m) Payment Arrangements. If the customer does not plan to make full payment of the amount due, the customer may contact the City to make payment arrangements. Approval for any arrangements must come from the Finance Director-or designated representative. Factors to be considered if payment arrangements are to be approved include:
  - 1. The City’s needs.
  - 2. The customer’s past payment record and probable ability to meet payment schedule in light of circumstances causing delayed payments (unemployment, illness, etc.)
  - 3. The size of the bill and length of time outstanding.If the customer is not satisfied with the decision of the Finance officer, the customer may appeal to the City Administrator. The decision of the City Administrator is final.
- n) Failure to Adhere to Payment Arrangements. If payment arrangements are made and the customer fails to adhere to them, disconnection of service shall be made without further notice before noon of the day following the promised payment date unless that day falls on weekends and holidays. The City shall not terminate residential service on, or the day prior to, a weekend or holiday.

- o) Door-Hanger/Red Tag List. The City shall print a Door-Hanger/Red Tag list on the last working day of the month, listing those accounts still unpaid.
- p) Door-Hanger/Red Tag. The City shall write a “door hanger” tag and place said tag on the door of the dwelling or business of all accounts on the Door Hanger/Red Tag list that has not made a payment arrangement. A “door hanger” tag fee, as set by resolution, shall be assessed by the City at the time the tag is written.
  - 1. The City shall keep a record of the time and date of placement of all notices on “door hanger” tags and the placement of such tag shall constitute a presumption of notice allowing the City to disconnect service, whether or not actual notice was provided the home or business owner by placement of such tag.
  - 2. The “door hanger” tag shall state that the third day following placement of the tag is the final due date and the Customer must pay the amount due in full by 5:00PM (including the “tag fee” and late fee) or disconnection shall occur before noon on the following day unless the date falls on a Friday or holiday, in which case disconnection shall occur before noon on the next City business day.
  - 3. If the Customer pays the amount stated as due on the “door hanger” red tag (including the “tag fee” and late fee) before the tag is hung, City staff shall make a reasonable effort to recall the tag so that it is not hung at the account service location.
- q) Restrictions on Residential Terminations.
  - 1. Physical Disabilities- the City shall not terminate service of a residential customer or refuse to restore service on request if the City had been advised in writing by a licensed physician, or public or private agency providing physical or mental health care, that termination of service would significantly endanger the physical health of the customer or any member of the customer’s household. However, the City reserves the right to install a service limiter type meter while such certification is in effect.
  - 2. The termination of electric service to a residential customer belonging to a protected class may not occur if the termination would occur:
    - i. During the heating season;
    - ii. On any date for which the National Weather Service forecasts that the temperature of a location both within this state and the service territory of the utility will exceed 100 degrees Fahrenheit for a period of 12 or more hours; or
    - iii. On any date for which the National Weather Service forecasts that the temperature of a location both within this state and the service territory of the utility will be less than 32 degrees Fahrenheit for a period of 12 or more hours.
- r) Designation of Third Party to Receive Notice. The City shall offer its customers the option to designate a third party to receive the notice of disconnection of service. The Customer is responsible for notifying the City of this option upon initiation of service.
- s) Information on Financial Assistance. City shall inform residential customers who cannot pay their bills of the names and telephone numbers of appropriate units within the State Department of Human Resources or other social service agencies which may help the customer determine what federal, state or private aid may be available to that customer.

- t) Requirements for Restoration of Service. If a Customer's service has been properly disconnected under provisions of this ordinance, the City shall not reconnect electrical service at the same or any other place at which the customer resides without payment in full of any delinquent fees and charges, together with a new deposit and any reconnection charges. The City shall only receive payment during regular business hours. If the Administrator determines that, based on past history or current circumstances, the Customer does not have a sufficient amount on deposit as security with the City, the City may assess an additional amount for security deposit equal to the previous highest month's bill.
- u) Payment Responsibility. When a change of occupancy or other legal responsibility for payment for electrical service occurs, the owner (as applicable) and/or Customer, shall give the City notice of such change within two (2) working days prior to such change. The outgoing Customer shall be responsible for payment of all services and charges. The owner shall be responsible for any unpaid past due amount, only if the owner agrees in writing that they shall be responsible for said bill.
- v) Closing (Final Bill). Closing bills are due and payable to the City on presentation. The City reserves the right to read the meter for a final bill within a period of two working days after the date requested by the customer and will use best efforts to read or disconnect on the day requested. The City may disconnect any current electrical service for any Customer who fails to pay or honor payment arrangements on a closed account being held by the City.
- w) Penalty on Delinquent Accounts. The City shall charge a penalty, of a certain percentage as set by resolution on the delinquent portion of all utility accounts in excess of five hundred dollars (\$500.00) or more to the Customer, beginning on the thirtieth day following the original due date.
- x) Returned Check Charges. The City may collect a charge as described by resolution for each check returned by a bank to the City.
- y) Rates and Fees. The City Council shall set all rates charged for electrical energy, connection, reconnection and other fees by resolution.

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

- a) Amount of Deposit. The City shall set the amount of a Utility Security Deposit by resolution. In the event that the total monthly bill for an account exceeds this deposit amount for a period of three months within a six month period, or if the balance due is over this deposit amount more than three times in a six month period and the customer has demonstrated any type of delinquency with regards to the payment of this account, the Administrator may require an additional amount be paid so that a larger Utility Security Deposit is being held for that account. If the Customer fails to pay the additional deposit amounts as required, this shall result in disconnection of services to the account.
- b) Payment of Deposit. The City requires the payment of the Utility Security Deposit in full prior to connection of any services to a new account. The City Administrator or designated representative may make payment arrangements for the deposit using guidelines approved by

Council. The City shall not accept or use Security Deposits to pay amounts due on active accounts. If a Customer fails to pay a due bill and it is necessary to turn off services, the City shall not restore such services to said Customer until s/he has paid in full all outstanding bills due on all utility services and all re-connect fees.

- c) Requirement for Deposit. The City requires a Utility Security Deposit on each account, regardless of the number or type of utility services it provides to that account.
- d) Variations to Requirement for Deposit.
  - 1. Commercial Customers: A commercial customer who has a security deposit with the City for an account at a commercial location, shall not be required to pay a deposit on additional commercial location accounts. Security deposits on residential accounts of persons who also hold accounts that qualify as commercial do **not** qualify to be used for a commercial account deposit. Residences where home based businesses are operated shall not be considered commercial locations, unless the area of the residence being used for the commercial operation has electric and water meters that are separate from the electric and water meters that service the residential portion of the location.
  - 2. Builders and Developers: A builder or developer who has a security deposit with the City for an account at one temporary construction location or permanent development site, shall not be required to pay a deposit on up to four additional temporary location accounts or permanent development site accounts. Each additional deposit may also cover a maximum of five accounts. Security deposits on residential accounts of persons who also hold accounts that qualify as builder or developer do **not** qualify to be used for additional commercial or builder or developer accounts.
  - 3. Landlords: A landlord shall not be required to pay a deposit on rental location accounts.
  - 4. Residential Customers-A: A residential customer who has a security deposit with the City for their residential account and is building a new home in the City that they shall move into when it is completed shall be required to pay an additional deposit on the account for the new home. When the customer moves into the new residence and closes the old account, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run. Non-payment of the closed account shall result in disconnection of services at the new account location.
  - 5. Residential Customers-B. A residential customer who has a security deposit with the City for their residential account and is moving to another location is required to pay an additional deposit on the account at the new location. When the customer closes the old account, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run. Non-payment of the closed account may result in disconnection of services at the new account location.
- e) Grandfathered Transition Customers:
  - 1. Current utility account Customers who have a \$150.00 deposit with the City paid before November 2004, with the understanding that they would receive a refund of said deposit

after twelve months of a good payment record, shall receive said refund as per their original agreement with the City.

2. Current utility account customers who do not have a security deposit with the City or shall have that deposit refunded due to the deposit refund policy that was repealed in November 2004, shall also be required to provide a security deposit to the City, prior to resumption of service, under this policy when one of the following events occurs:
  - a. The City disconnects an account on two occasions for non-payment of balances due (a dishonored check qualifies as non-payment) that was used to make payment on that utility account.
  - b. The customer closes the account and opens a new account at another service location within the City's service area.
- f) **Utility Security Deposit Refund.** When an account is closed out, the City shall apply the security deposit to the final billing. If the amount of the refund exceeds the final bill, the City shall return the remainder of the refund to the customer after the next regularly scheduled check run.

#### **SECTION 5. Operational Requirements.**

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

carefully inspected, and until such wiring, appliances and fixtures are put on proper condition, satisfactory to the Administrator, or his representatives, decline to connect the service wires with the City's circuit, and he shall have the power at any time to disconnect the service from any premises where the wiring, appliances or fixtures shall become or are found to be defective or dangerous until the same are repaired to the satisfaction of the Administrator or his representative.

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

- k) Meter Installations. The City shall determine and designate all meter locations. The City shall spot the meter in a readily accessible location outside the building so the center of the meter, or top row of multiple meter installations is 5 ½ feet plus or minus six inches, above finished ground level or walkway at that point, unless the City specifically approves an alternate location. The City must approve any exceptions before installation.
- l) Accessibility. All customers shall provide readily accessible and safe access to all utility meters, poles, lines, transformers, etc. on their property. The customer is responsible for keeping obstructions away from all electrical system parts. Customers shall not place meters under porches, carports or breezeways, over open pits, moving machinery, hatchways, in the path of falling water, where vegetation, or where animals limit accessibility, or where the meter may be subjected to excessive vibration or possible mechanical damage. In cases of remodeling or subsequent construction, including building of fences or other enclosures, the customer shall maintain ready accessibility to the City's meter and equipment. The City does not consider a key as acceptable for obtaining access to a meter.
- m) Failure to Provide Accessibility. If a customer fails to establish and maintain ready and safe accessibility to all utility system parts on or adjacent to their point of delivery, service drop meter, then the City shall carry out the following procedures:
1. Notice to Customer. The City shall give written notice to the customer that shall include the date, time and reason why City utility employees were unable to maintain that portion of the City's utility system on or adjacent to the customer's property. The City shall give this notice within three (3) working days of determination that a problem exists at a specific location. The Customer shall have two (2) working days from receipt of this notice to make the City utility system accessible to City utility employees. In the interim, the City shall bill energy consumption, demand and other charges to the customer based upon an estimate as determined by the City.
  2. Second Notice to Customer. If the accessibility problem persists, the City shall provide a second notice to the customer that the initial problem has not been corrected or has reoccurred and continues to prevent City employees from carrying out their duties. The City shall give the Customer another three (3) working days to correct the problem and assess a service charge as set by resolution. The City shall continue to bill energy consumption, demand and other charges to the customer based upon an estimate as determined by the City.
  3. Failure to Heed Notice. The City shall disconnect those customers from its system at the point of delivery when the customer has failed to heed the two (2) notices above and make all City utility system parts readily and safely accessible to City utility employees, to the satisfaction of the utility department manager.
- n) Meter Seals. At the time of installation, the City shall seal the meter and no person shall tamper with or break the seal without prior authorization from the City. The City shall consider any tampering with the meter or unauthorized breaking of the seal as evidence of fraud.
- o) Separate Meters for Different Rate Classifications. If the Customer desires to use electricity for purposes classified under different rates, the City shall install separate meters to measure

the current supplied at each rate and charge for the electricity passing through each meter at prices specified in the rate schedule for such separate uses.

- p) Meter Failure. Should any meter fail to register correctly the amount of energy or power used by the customer, the City shall estimate the amount of such use from the best available evidence.

#### **SECTION 6. Employees Prohibited.**

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

#### **SECTION 7. Customer's Responsibility.**

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

#### **SECTION 8. Relocation of Electric Facilities.**

- a) Overhead Lines. In the event any customer requests his delivery point be moved to a new location on an existing structure, the City may remove and reconnect its overhead service drop at the new delivery point, without cost to the customer. If relocation of a pole or other equipment is required, the customer shall pay for all materials, labor, and overhead required to serve the new delivery point. Where underground service is provided, the Customer shall not relocate the delivery points without permission from the City and written agreement by the customer to assume all costs of relocation.
- b) Relocation Feasibility. In the event a customer wants either overhead or underground facilities relocated, the City may move the facilities if the move is feasible operationally, necessary rights-of-way can be obtained, and the customer agrees to pay in advance an amount sufficient to cover all costs of the relocation. Persons requesting relocations of facilities must make satisfactory arrangements for the transfer or relocation of equipment owned by any other utility and any third party which may be involved, including any underground service facilities.

**SECTION 9. Point of Delivery.**

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

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

**SECTION 11. Temporary Service.**

- a) The City may provide service to temporary construction as follows:
  - 1. The City shall bill for energy used for temporary single phase service for construction of a single family residence or duplex at the residential rate, in addition to the charge for installation and removal.
  - 2. The City shall bill for energy used for temporary single phase and/or three phase service, if available, for construction of apartments, offices, schools, churches, commercial and industrial buildings or similar facilities and to provide energy for fruit stands, fairs, field offices, Christmas tree lots, etc. at the applicable rate schedule in addition to the charge for installation and removal.
  - 3. Contracts covering temporary service in the underground network where overhead service is not available may contain service and cost provisions separate and distinct from other temporary service requirements.

4. Customer's terminal and intermediate support installations for receiving temporary service must maintain N.E.S.C. clearances, be structurally safe and provide an adequate support at the point of the attachment.

**SECTION 12. Recovery of Damages.** Any person or persons who, as the result of violating any of the provisions of this ordinance, cause any expenses, loss, or damage to the City shall immediately become liable to the City for the full sum of such expense, loss, or damage. The Council may, at its discretion, instruct the City attorney to proceed against any such person or persons, in any court of competent jurisdiction, in a civil action to be brought in the name of the City for the recovery of the full sum of any such expense, loss, or damage sustained by the City.

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

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

**ADOPTED** by the City Council this 26<sup>th</sup> day of ~~October, 2015~~.

**APPROVED** by the Mayor this 26<sup>th</sup> day of ~~October, 2015~~.

~~Tom Cramblett~~ Brenda Wood, Mayor

ATTEST:

Kathy Woosley, City Recorder

First Reading: ~~October 12, 2015~~

Second Reading Approved: ~~October 26, 2015~~ Ayes \_\_\_\_\_; Nays \_\_\_\_\_

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** February 4, 2025

**For City Council Meeting on:** February 10, 2025

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Utility Deposit Resolution

**SYNOPSIS:** After the city was left with a large unpaid utility bill staff wrote a resolution to update deposit amounts for commercial utility accounts. The resolution (attached) was presented on September 23<sup>rd</sup>, 2024. Council requested additional research and to hold a workshop with local businesses. The workshop was held on October 14<sup>th</sup>. Staff completed more research and presented the attached updated modernized policy for deposits on commercial accounts. Business owners provided several options as well.

At the November 25<sup>th</sup> meeting CA Bennett asked during his report how council wanted to proceed with the resolution. There was consensus to hold off on any decision until the new council is in place.

Staff are now asking how council would like to proceed with the review and implementation of a new deposit policy for commercial utility accounts.

**CITY COUNCIL OPTIONS:** Discussion and Consensus Only

**RESOLUTION NO. 1512**

**A RESOLUTION ADOPTING A FEE SCHEDULE FOR SERVICES RELATED TO OPERATIONS OF THE ELECTRICAL SYSTEM; AND REPEALING RESOLUTION NO. 1247.**

**WHEREAS**, the City Council from time to time reviews and updates the fees related to utility operations; and

**WHEREAS**, the current collection rate does not cover the cost incurred by the City for the collection process; and

**WHEREAS**, ORS 697.105 allows public bodies to recoup their costs and collection efforts;

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

**SECTION 1. Fees for Account Set Up, Turn-on, Reconnect and Non-Business Hours Reconnect of Electric Utility Service.** No fee will be assessed for Disconnect from Electric Service.

**A. Account Set-Up Fee or Reconnect Fee During Regular Business Hours for Existing Service Drop:** A normal account set up and/or connect of electric service shall be charged \$30.00 in City, or \$40.00 out of City, even if circumstances allow City Staff to accomplish both the disconnect of the current account and connect of the new account in one trip. The same shall be charged for reconnection of electrical service that has been disconnected for non-payment.

**B. Account Set-Up or Reconnect Non-Business Hours Fee for Existing Service Drop:** Any person requiring an account set-up or reconnect to be done during non-business hours will be charged an **additional \$50.00.**

**SECTION 2. Other Fees and Charges.** The following fee schedule shall be applied to services provided by the City to customers using the municipal electrical system.

Utility Deposit (residential)	<b>300.00</b>	
Utility Deposit (commercial, industrial, public)	Amount based on two months like usage	
Late Fee	<b>3.00</b>	
Red Tag Fee	<b>10.00</b>	
Returned Check Fee	<b>35.00</b>	
Temporary Service, actual cost but minimum	<b>150.00 in City</b>	<b>225.00 out of City</b>
Special Service Charge (to read meter)	<b>25.00</b>	
Pole Contact Charges for utilities	<b>5.50 per month</b>	
Pole Contact Charges for Private Parties, other than utilities	<b>25.00 per month</b>	
Collection Fee	<b>An amount to cover the costs incurred by the City for formal collection efforts (assessed when an account is sent to collections).</b>	

**SECTION 3. Repeal of Prior Resolutions.** Resolution No. 1247 is hereby repealed.

**ADOPTED** by the City Council this 23<sup>rd</sup> day of September 2024

**APPROVED** by the Mayor this 23<sup>rd</sup> day of September 2024.

ATTEST:

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

\_\_\_\_\_  
Mayor



**City of Cascade Locks**  
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Cascade Locks, OR 97014  
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(541) 374-8484 Fax: (541) 374-8752  
TTY 711

## **Non-Residential Utility Account Security Deposit Process**

### **Introduction**

All customers requesting utility service are required to secure their account(s) as outlined in Resolution 1247. All non-residential accounts must provide a security deposit equal to two (2) months of their average utility bill including all usages, base and meter fees, debt obligation fees and any other fee assessed by the city over a twelve (12) month period.

### **Deposit Amount Determination**

#### *Similar Business Type*

New accounts who operate a similar business as the previous account holder at the same address will be required to pay a two (2) month average utility bill security deposit based off the location's previous account holder's final twelve (12) month period.

#### *Different Business Type*

New accounts who operate a business different from the previous account holder at the same address will be required to pay a two (2) month average utility bill security deposit based off the usage of similar businesses in the city service jurisdiction.

#### *New Construction*

New accounts who will operate out of new construction will use a two (2) month average utility bill security deposit based off the usage of similar businesses in similar size facilities.

### **Annual Review of Deposit Amount**

The city will perform an annual review of billing amounts each August to determine any changes in the required security deposit.

The city will provide letter to the account holder explaining the results of the review and any changes in the security deposit amount.

### **Length of Time Deposit is Required**

The security deposit must be in place for a minimum of sixty (60) months of good payment history or until the account is closed (whichever occurs first).

The deposit will be released after the sixty (60) month period provided the account has had satisfactory payment history in the most recent twelve (12) month period.

If good payment history is not established after sixty (60) months the security deposit requirement will be extended until good payment history is established.

## **Types of Security Deposits**

### *Direct Fund Deposit*

The account holder may pay the city directly the amount required to cover the two (2) month average utility bill requirement.

### *Surety Bond*

The account holder may obtain a surety bond through an insurance company in the amount equal to the amount the two (2) month average utility bill requirement.

## **Waiving Security Deposit**

No security is required for customers meeting the following criteria:

- Customer has a commercial account with Cascade Locks for same company/business at another address and has good credit for a minimum of five years.
- Account is an expansion (added services and has good credit for last five years).
- Sewer/Storm drain only accounts.
- Signs/Billboards
- Cell towers
- Traffic lights
- Flips in business name (unless Customer has demonstrated poor payment history)
- Bioswale/irrigation only accounts (open & close seasonally, or short term)

**CASCADE LOCKS STAFF REPORT**

---

**Date Prepared:** February 5, 2025

**For City Council Meeting on:** February 10, 2025

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Audits

**SYNOPSIS:** Attached is an updated audit tracker for review.

City and NOW CFO staff meet with Aldrich staff on February 5<sup>th</sup>. Aldrich is able/willing to bump up the timeline for the current audit, FY 22-23. Client provided documents are due March 31<sup>st</sup> and field work will begin April 14<sup>th</sup>. An issue date of late May is planned.

We will flow directly into the next audits. We have a tentative timeline of getting completely caught up with audits in February 2026 (12 months!).

**CITY COUNCIL OPTIONS:** Discussion and Consensus Only

## Cascade Locks Audit Status Tracker - 2/5/25

<b>Audit FY</b>	<b>Original Due Date</b>	<b>Proposed Start Date</b>	<b>Proposed Completion Date</b>	<b>Completion %</b>	<b>Notes</b>
<b>21-22</b>	12/31/2022	N/A	1/28/2025	100%	Completed
<b>22-23</b>	12/31/2023	12/17/2024	6/30/2025	10%	Field work start date has moved up to April 14th. Client provided items are due March 31st. Finance Director Clarke and NOW CFO staff are working together to submit items. Audit will be issued at the end of May.
<b>23-24</b>	12/31/2024	7/1/2025	12/31/2025	0%	Starting with this audit CL will be in Aldrich's regular cycle of clients. Estimated issue date of late September/early October.
<b>24-25</b>	12/31/2025	1/1/2026	6/30/2026	0%	This will be the last one that is not on time. Estimated issue date of late January/early February.
<b>25-26</b>	12/31/2026	7/1/2026	12/31/2026	0%	We will be on track and on time for this audit. As stated Aldrich has provided conservative times lines and a typical audit of our size takes roughly 3 months from initial requests to completion.

**CASCADE LOCKS STAFF REPORT**

---

**Date Prepared:** February 4, 2025

**For City Council Meeting on:** February 10, 2025

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Council Procedures Updates

**SYNOPSIS:** Council held a workshop on January 27<sup>th</sup> to review and update the council procedures. Council was unable to fully complete the review. Attached is the redline version with updates for review and completion of the update. Once there is consensus on policy updates it will be adopted via resolution.

**CITY COUNCIL OPTIONS:** Discussion and Consensus Only

# CITY OF CASCADE LOCKS

## COUNCIL PROCEDURES



ADOPTED ~~October 9<sup>th</sup>, 2023~~  
RESOLUTION No. ~~1493~~  
CITY OF CASCADE LOCKS  
COUNCIL PROCEDURES

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## **INTRODUCTION**

These rules are adopted as required by the City Charter. These rules are reviewed and updated periodically. This version of the Council Rules replaces those adopted in Resolution No. 1282 on September 24, 2012.

ORS 192.001 et seq., Public Records, Reports and Meetings and relevant portions of the City Charter and Municipal Code are incorporated into these rules by reference.

It is noted at the outset that the Public Meetings Law is a public attendance law intended to ensure that decisions of governing bodies, such as the City Council, are arrived at openly. The following procedures are designed to effectuate that intent. All meetings are open to the public, except Executive Sessions. Consistent with the Public Meetings Law, although all meetings are open to the public, the public may not be allowed to participate in all meetings, unless required by law or allowed by the governing body.

## **DEFINITIONS**

As used in these Rules, the following mean:

**Council Committees.** All Council committees, commissions, task forces, and advisory bodies as specified in the City of Cascade Locks Municipal Code. These rules do not apply to committees, etc., that have been formed under the authority of the City Administrator.

**Council and Council Members.** The Mayor, Council President, and Council members.

**Council Meetings.** All regular Council meetings, special meetings, executive sessions, emergency meetings, work sessions, and joint meetings with other Council committees or commissions.

## **SECTION 1: AUTHORITY**

As authorized by the Cascade Locks City Charter of 1995 as amended in 2008, the Cascade Locks City Council establishes the following rules for the conduct of its meetings, proceedings and business. These rules shall be in effect from Council adoption until such time as they are amended, added to, deleted or replaced in the manner provided by these rules.

## **SECTION 2: MAYOR AND COUNCIL**

2.1 **Presiding Officer.** The Mayor will preside over Council meetings. In the Mayor's absence, the Council President will preside. Whenever the Mayor is unable to perform the functions of the office, the Council President will act as Mayor. In the absence of both the Mayor and Council President, the Council will designate a senior member of the Council to serve as the Presiding Officer.

- 2.2 Policy Making. The Council is the policy making body of the City of Cascade Locks. The Council speaks on adopted policy with one voice. Council decisions may not be unanimous, but once voted upon, define the policy position of the Council, even though individual Council members' opinions may differ.
- 2.3 Filling Vacancies: Any vacancy occurring on the City Council will be filled in accordance with the City of Cascade Locks Charter, Section 30, adopted April 28, 1995.

### **SECTION 3: COUNCIL MEETINGS**

- 3.1 Regular Meetings. Regular meetings of the Council are held on the second and fourth Monday of each month and generally adjourn no later than 10:00 p.m., but may be extended by a consensus of the Council. Regular meetings are held at the City Hall Council Chambers. The time, date, and/or location of the Regular Meeting may be changed from time to time for special circumstances (For example: holidays, joint meetings with other governing bodies, expected large audience, or to have a quorum present). Regular meeting notice requirements will be followed for any changes to regular meetings.
- 3.2 Special Meetings. Special meetings of the Council may be called by the Mayor or by the President of the Council in the Mayor's absence, or by the City Administrator after consultation with the Mayor, by giving notice of the meeting to the Council members and the public at least 24 hours in advance. Special meetings will be topic specific.
- 3.3 Emergency Meetings. Emergency meetings of the Council are Special Meetings that can be called with less than 24 hours advance notice. The meeting will be topic specific and the minutes will state the nature of the emergency justifying less than 24 hours notice. An attempt must be made to notify interested persons and the media of the need for the emergency meeting.
- 3.4 Work Sessions or Training Meetings. Work session or training meetings of the Council may be held at the convenience of the Council at a time when as many Council members as possible can attend. These meetings may be held for Council goal setting, new Council training, Council retreats, planning programs or projects and extended discussions or presentations that would extend or delay the efficient flow of Regular Meetings. Goal setting sessions and retreats may be held out of town so long as no decision making or discussion toward decisions occurs. Any goals arrived at by the process should be confirmed in public at a Regular or Special Meeting. These meetings are public meetings open to public attendance and may be held without opportunity for public input.
- 3.5 Executive Sessions. Executive sessions ~~may be scheduled at any time during a meeting, and usually occur after the regular meeting require at least 24 hours' notice unless an emergency exists.~~ Under state public meeting laws, the topics that may be discussed in executive session are limited to the following:

Employment of specific public officers, employees and agents, and under limited circumstances. ORS 192.660(2) (a)

Discipline or dismissal of individual public officers and employees, unless the individual requests a public hearing. ORS 192.660(2) (b)

Performance evaluations of public officers and employees, unless the person being evaluated requests a public/open evaluation. ORS 192.660(2)(i)

Labor negotiator consultations. ORS 192.660(2)(d)

Discussion of exempt public records. ORS 192.660(2)(f)

Legal counsel re: litigation or litigation likely to be filed. ORS 192.660(2)(h)

Real property transactions. ORS 192.660(2)(e)

Public investments. ORS 192.660(2)(j)

Any other purpose as allowed by ORS 192.660 or other applicable law.

Media representatives are allowed to attend executive sessions subject to the understanding that information from the meetings, that is the proper subject of an executive session, will not be reported. The Council has discretion to determine who qualifies as media for purposes of attendance at an executive session.

Council members and staff shall not discuss executive session matters following an executive session because doing so may permit the media to report on the matter. However, this restriction on disclosure does not apply to any formal action that may be taken following executive session.

At the commencement of each executive session, the presiding officer must state on the record the purpose of the executive session and that executive session information is confidential and may not be reported.

- 3.6 Attendance. Council members need to inform the Mayor, Council President, City Administrator, or City Recorder if unable to attend any Council meeting. The Mayor will inform the Council President, City Administrator and City Recorder if unable to attend any Council meeting.

#### **SECTION 4: AGENDA AND ORDER OF BUSINESS**

- 4.1 Agenda Content. Regular Meetings will generally follow the following order of business. The Presiding Officer may consider agenda items out of order as necessary to facilitate the efficient management of the meeting:

- a. REGULAR MEETING

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call

2. Additions or Amendments to the Agenda

3. Consent Agenda.

Consent agenda items are business items about which there is expected to be no conflict and are generally routine business items. Consent agenda items usually include Action on Minutes and Payment of Approved Claims, and which do not require a roll call vote.

4. Appearance of Interested Citizens.

This is the time for citizen participation during which citizens may comment on non-agenda issues. Members of the public desiring to address the Council must first be recognized by the Presiding Officer and then state if they are a resident of Cascade Locks for the record. Each person will have up to five minutes to present their comments. Groups with like comments will be asked to choose a spokesperson who will present their joint remarks. If additional time is needed the Presiding Officer may determine the need and additional time limit. The Council may not respond, rebuttal, engage in conversation with or take any action on any item during public comment.

The public will be allowed to comment on Action items and Reports and Presentations at the time in which these are before Council. Each person will have up to five minutes to present their comments.

5. Public Hearings

6. Action Items

The discussion and actions within the Action Items section will be as followed:

- a. Staff Report
- b. Public Comment
- c. Motion
- d. Council Discussion
- e. Council Vote

7. Reports and Presentations

- a. City Committees

The discussion within the Reports and Presentations section will be as followed:

- a. Staff Report/Presenter
- b. Public Comment

c. Council Discussion

8. Mayor and City Council Comments

9. Executive Session

10. ADJOURN REGULAR MEETING

b. PUBLIC HEARINGS

Public hearings will generally precede the Regular Meeting, but may be held at any time. The procedures governing the public hearing at issue will be in a written form and provided to the Presiding Officer at the time of the hearing. The time allotted for a public hearing may be extended by the Presiding Officer or with consensus of the Council as necessary to conclude the matter; otherwise, the hearing shall be continued.

1. NON-LAND USE HEARINGS. Hearings on non-land use matters and issues are calendared and held as necessary.

2. LAND USE HEARINGS. Land use hearings may be legislative or quasi-judicial.

3. The procedures for public hearings are contained in the Appendix.

4.2 Agenda Preparation.

a. The City Administrator in coordination with the Mayor sets the agenda for each Council meeting. The City Administrator and Mayor maintain a 2-3 meeting preliminary agenda. Items may be placed on a preliminary agenda by consensus of Council or by the Mayor, City Administrator, or City Attorney.

b. The City Recorder prepares the agenda, specifying the time and place of the meeting, including a brief general description of each item to be considered by Council, and including any packet materials to be attached to the agenda. The City Recorder prepares the packet on the 4th business day prior to the meeting (Wednesday for a Monday meeting) and all materials for the packet must be provided electronically to the City Recorder by 4:00 PM on the day prior i.e. Tuesday at 4:00 PM. The City Administrator and Clerk will then review and edit all items prior to final distribution to Council. Agendas and packets are distributed to Council and available to the public for review or purchase not later than the 4<sup>th</sup> business day prior to the meeting (Wednesday for a Monday meeting).

c. The Mayor or Presiding Officer may add items to the Agenda after it is printed and distributed only when required by business necessity. The Mayor or Presiding Officer may place a new item on the Council agenda after the agenda is

printed, if the Mayor or City Administrator provides reasonable explanation to justify this revision and the item receives the consent of the Mayor or Presiding Officer. The City Recorder will notify the media and any known interested citizens as soon as possible after receiving information about agenda additions. The addition of agenda items after the agenda has been printed is otherwise discouraged.

## **SECTION 5: COUNCIL DISCUSSION AT PUBLIC MEETINGS**

- 5.1 General. Council members should ask the Mayor to be recognized, be direct and candid, speak one at a time, ask questions to clarify information, and be conscious of time limits during discussions. Council members are responsible for facilitating discussions.
- 5.2 Public Hearings. Council members should not make judgments or decisions about matters presented at a public hearing until all relevant written material has been reviewed, and all staff, citizen, and Council comments, opinions and recommendations have been considered. When necessary, it may be appropriate to defer action on a hearing to request new or additional information (subject to evidentiary limitations).
- 5.3 Discussion and Decision Making.
- a. During decision making, there should be full discussion of opinions and differences. After a decision has been made and a vote taken, that decision is the official decision of the Council. Council members should not criticize other Council members or staff for acting on a decision with which the Council member does not agree. Council members may, however, point out how their individual opinion differs from the majority.
  - b. When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement and conclusion of the discussion.
  - c. Council members may clarify their views on a particular item prior to taking the formal vote on an item.
- 5.4 Decorum and Order.
- a. All Council members, staff members and members of the public should speak respectfully and avoid the use of profanity, vulgarity and slanderous comments. Recognizing that the First Amendment precludes the City Council ~~form~~from prohibiting speakers from speaking based upon the content of their speech, the presiding officer shall use their best efforts, short of enforcement action, to remind and encourage all participating in the meeting to keep their speech respectful towards others and within bounds appropriate for children

and persons of sensitivity toward course language as a courtesy to others present or otherwise viewing Council meetings.

b. Council members should not use their opportunity to speak to engage in personal attack or impugn the motives of any speaker.

a-c.

b-d. The Presiding Officer shall preserve order and decorum, prevent attacks on persons or personalities, confine debate to the subject under discussion, and decide all points of order. Council members help the Presiding Officer preserve decorum during Council meetings and are required to follow the direction of the Presiding Officer and these Council Rules.

e-e. The Presiding Officer, or any individual Council member upon motion and majority vote, may remove any person, Councilor, staff or public, who does not follow these rules and causes repeated disruption of the meeting including but not limited to failure to relinquish the floor after allotted time, disruptive remarks, stamping of feet, clapping, whistling, yells, or other similar actions. If a meeting is disrupted, the Presiding Officer may order that the Council Chambers be cleared and a recess called until order is restored. Alternatively, the Presiding Officer may call for police assistance if deemed necessary to restore order.

d-f. The City Manager-Administrator is responsible for ensuring that members of the city staff in attendance observe the rules of decorum and order set forth in this Policy. Any administrative staff member desiring to address the City Council or members of the public shall first be recognized by the presiding officer. City staff members shall accord the utmost courtesy to the City Council, other administrative staff members and the public.

e. ~~Council members should not use their opportunity to speak to engage in personal attack or impugn the motives of any speaker.~~

f-g. In the event a Council member is personally offended by the actions or remarks of the Mayor, another Council member, City staff or public they should note the action or actual words used and call for a “point of personal privilege” that challenges the other Council member to justify the action or language used.

g-h. Any person, Councilor, staff or public, who is appears to be under the influence of drugs or intoxicants may be requested to leave a meeting.

## **SECTION 6: COUNCIL MOTIONS AT PUBLIC MEETINGS**

### **6.1 General.**

a. Unless otherwise provided for by these rules and by law in the opinion of the City Attorney, the procedure for Council meetings will be governed by the directions shown in this section which highlight the most common actions and situations encountered by Council in its regular public meetings.

b. Council members should clearly and concisely state their motions. The Mayor/Presiding Officer will state the names of the Council member who made the motion and made the second. The Mayor may make a motion or a second, provided that they first designate the Council President, or in their absence a senior member of Council, as the presiding officer during consideration of the matter.

c. Prior to voting on a motion, the motion should be repeated by the Mayor/Presiding Officer to ensure that the action being taken and meeting record is clear.

d. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, and a point of order do not require a second.

e. The Mayor/Presiding Officer will ask for a voice vote for all final decisions. Roll call votes are required when otherwise requested by a Council member and for votes on all ordinances.

f. At the conclusion of any vote, the Mayor/Presiding Officer will announce the result of the vote. Council members may change their vote prior to the Mayor/Presiding Officer announcing the results of the vote.

6.2 **Withdrawal.** A motion may be withdrawn by the mover at any time prior to announcement of the results of the vote without the consent of the Council.

6.3 **Passage.** Except in circumstances as provided in the City Charter, a motion passes only if it receives four or more votes, regardless of the number of Council members present.

### **6.4 Postpone.**

a. A motion to postpone to a certain time is debatable and amendable. The matter may be considered later at the same meeting or at a future meeting.

b. A motion to postpone indefinitely is debatable and is not amendable. It may be reconsidered at the same meeting only if approved by an affirmative vote. This motion does not really postpone the matter, but effectively rejects the matter without a direct vote.

- 6.5 Call for Question. A motion to call for the question ends debate on the matter and is not debatable. A second is required for this motion and it fails without a majority vote. Debate may continue if the motion fails.
- 6.6 Amendment.
- a. A motion to amend may be made to a previous motion that has been seconded but not voted on. A second is required for this motion. An amendment is made by adding, striking, or substituting words.
  - b. Motions to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration, and take from the table may not be amended.
  - c. Amendments are voted on first, then the main motion as amended or not.
- 6.7 Reconsideration. When a question has been decided, any Council member who voted in the majority may move for reconsideration. The motion for reconsideration must be made before adjournment of the meeting in which final action on the ordinance, resolution, order or other decision was taken.

## **SECTION 7: COUNCIL RELATIONS AND COMMUNICATIONS**

- 7.1 Council Relations With Staff.
- a. Questions of City staff and/or requests for additional information should be directed to the City Administrator or a Department Head through the City Administrator. However, simple questions readily answerable may be directed to a Department Head or senior staff member. Materials or information supplied in response will be provided to all Council members.
  - b. When questions relate to matters on a meeting agenda, Council members are encouraged to present their questions to the City Administrator prior to the meeting when possible. This helps to resolve common questions or issues prior to the meeting so that substantive discussion and action can take place at the meeting.
  - c. Council members will not direct staff to take any action or initiate any project or study without the approval of a majority of the Council.
  - d. Council members should never express concerns about the performance of a City employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
- 7.2 Council Relations With One Another in Public Meetings.
- a. The City Council is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present

and future of the community. The public stage is provided during business meetings and should be used to show how individuals with disparate points of view can find common ground and seek compromise designed to benefit the community as a whole.

b. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democracy in action.

7.3 Council Relations With Citizens, Other Public Agencies, Community Organizations and Media.

a. Council members should not ask citizens to appear at a Council meeting to state a complaint or question that has not been previously presented to staff. As a first step, Council members should refer the citizen with questions, complaints or suggestions to the City Administrator or the appropriate Department Head. Council members may further explain that if the citizen is not satisfied with the results, they may present their issue during the public input portion of the next Council meeting. Council members should always inform the City Administrator upon receipt of a citizen inquiry or complaint for which some type of follow up is necessary.

b. Council members should be welcoming to citizens and other non-staff speakers at public meetings. Council members should ask for clarification where necessary and avoid debate and argument with any member of the public.

c. In unofficial and non-public meetings or encounters with constituents and other members of the public, Council members should never expressly or impliedly promise Council or staff action of any kind or make any admissions of fault or responsibility on behalf of the City.

d. All outside communications that represent a Council member's individual interests and opinions in opposition to the Council position must clearly indicate that the communication is not representative of the Council position and is the Council member's personal position.

e. If a Council member represents the City or Council before another governmental agency, a community organization, or the media, the Council member should first state the Council majority position and then may, thereafter, state the minority position. Personal opinions and comments should be expressed only if the Council member makes clear that the opinions and comments are their own.

f. A Council member should obtain appropriate permission before representing another Council member's view or position in public.

g. Council members should use discretion in disseminating staff opinions, correspondence or other staff reports regarding on-going issues prior to the issues being resolved. This is particularly important because disclosure of a document

or information may result in the document or information losing any protected or privileged status it may have had under the Public Records Law or other law.

## **SECTION 8: CODE OF ETHICS**

- 8.1 Impartiality and Fairness. Council members are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or interest group at the expense of the City as a whole. Council members should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, gender, social station or economic position.
- 8.2 Oregon Statutes on Government Standards and Practices. All Council members are individually responsible for compliance with the Oregon Revised Statutes governing the ethical conduct of public employees and officials. Violation of these statutes may result in personal liability.

## **SECTION 9: COUNCIL MEETING STAFFING**

- 9.1 City Administrator. The City Administrator will attend all Council meetings unless excused. The City Administrator may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote.
- 9.2 City Attorney. The City Attorney will attend Council meetings when requested for a legal issue on the agenda as determined by the Mayor and City Administrator. A consensus of Council may also request the City Attorney's presence at a Council meeting. Legal work desired by a Council member that is beyond routine items shall be previously negotiated for scope and cost and require a consensus of Council for execution. The Presiding Officer assisted by the City Recorder has the authority to rule on questions of order or to answer parliamentary inquiries.
- 9.3 City Recorder. The City Recorder or designee will attend all Council meetings unless excused and keep the official minutes and perform other such duties as may be needed for the orderly conduct of the meeting.
- 9.4 Other Staff. The City Administrator will determine any other department heads that may need to attend Council meetings.

## **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 are subject to Council approval.

**SECTION 11: USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION**

- 11.1 Definition. For the purposes of this section, “confidential” means anything done or communicated in a manner denoting confidence or secrecy, including, but not limited to, information designed to be held in trust or labeled as confidential; information not subject to public disclosure under the State public records or public meetings laws; information disclosed during or in connection with a

privileged or protected relationship, such as between an attorney and client; and other information determined to be essential to the fiduciary duties of an elected official to the City. All matters properly discussed in executive session are confidential.

- 11.2 Disclosure of Confidential Information. Council members must keep in complete confidence confidential information to ensure that the City's position is not compromised. Confidential information may be disclosed or otherwise released to the public upon a consensus determination by the Council that confidentiality is no longer necessary, or if otherwise instructed by the City Attorney.
- 11.3 Improper Disclosure. Improper disclosure of confidential information is deemed an act outside the course and scope of disclosing the Council member's agency relationship with the City and may subject the Council member to forfeiture of the protections under the Oregon Tort Claims Act, including the right to defense and indemnification, for any damages or liability resulting from or relating to the disclosure of the confidential information.
- 11.4 Statements Relating to Confidential Matters. All public statements, information, or press releases on confidential matters will be made by designated staff or Council representative.
- 11.5 Written Materials. Council members must keep all confidential written materials in complete confidence.
- 11.6 Executive Session. Council members may not communicate any information from any executive session to the media or anyone who was not present at the executive session unless authorized by a consensus of the Council. Information from an executive session does not include information or direction made after the executive session is closed and the regular meeting resumed. If staff is given direction to proceed with negotiations or litigation in a specific matter, Council members may not have any contact or discussion on the matter or subject with any other party or its representative, or otherwise take steps that might interfere with the direction given to staff by Council.

## **SECTION 12: MEDIA**

- 12.1 Open Meetings. All public meetings of the Council and its committees are required by Oregon law to be open to the media, freely subject to recording by any electronic means or photographic means at any time, provided that the arrangements do not interfere with the orderly conduct of the meeting. The Council does have discretion, however, to determine who or what constitutes "the media."
- 12.2 Media Attendance at Executive Sessions. Media representatives are allowed to attend most Council executive sessions subject to the understanding that issues will not be reported. Upon opening the executive session, the Mayor/Presiding Officer specifies what may or may not be reported. The public meetings statute

allows the general subject of the discussion to be disclosed. Media representatives are not allowed to tape or video record executive sessions. Media representatives may be restricted from attending executive sessions involving deliberations with persons designated by Council to carry on labor negotiations.

### **SECTION 13: SUSPENSION OR AMENDMENT OF COUNCIL RULES**

- 13.1 Suspension. Any provision of these rules not governed by State law, the City Charter or City Code may be temporarily suspended by a majority vote of the Council.
- 13.2 Amendment. These Rules are in effect from adoption until amended or repealed. Amendments, deletions, additions, or repeal to the Council Rules are made by resolution adopted by the Council.

### **SECTION 14: EXPENSES AND REIMBURSEMENT FOR MAYOR AND COUNCILORS.**

- 14.1 Expenses and Reimbursement. Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, as established by City Policy. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) must require advance Council approval according to the purchasing rules which apply citywide.

A Councilor who will be traveling on City business may make his or her own reservations for travel and lodging in accordance with City policy. Upon request to the City Recorder, travel accommodations for Councilors will be made by City Staff.

The City does not reimburse Councilor for expenses incurred by their spouses.

## APPENDIX

### **PROCEDURE FOR PUBLIC HEARINGS**

1. Quasi-Judicial Hearings—Ex Parte Contacts and Disqualification.
  - a. Ex parte contacts are an issue only in quasi-judicial proceedings. The term “ex parte” is defined as; “on one side only; by or for one party; done for, in behalf of, or on the application of, one party only”. An ex parte contact is more often a conversation or other contact with the applicant or a witness concerning an application or other quasi-judicial matter. It is not a conversation with staff, or conversation between two Council members or Planning Commission members. It is a conversation between a Council member and a Planning Commission member, or discussion of an application at an unnoticed public meeting, a letter received individually, or a conversation with the applicant or a person interested in the proceeding. Site visits and attendance at a Planning Commission public hearing on a quasi-judicial matter are also ex parte contacts.
  - b. The existence of an ex parte contact or bias will not render the decision void so long as the ex parte contact is disclosed on the record as provided below.
  - c. All ex parte contacts must be disclosed on the record at the first hearing following the communication. The disclosure must explain the substance of the communication, not just the existence. The disclosure must also be public, giving interested persons or parties the right to rebut the substance of the communication. The Council member must also state whether the ex parte contact affects the Council member’s impartiality or ability to vote on the matter. The Council member must state whether he or she will participate or abstain.
  - d. Bias of hearing body member may result from ex parte contacts, or conflicts of interest, or something else. The public and other hearing body members always have the opportunity to challenge a hearing body member’s ability to be impartial.
  - e. Although a Council member may choose to participate, notwithstanding an ex parte contact or bias, the Council member may be disqualified from the hearing by a majority vote of the Council. The Council member disqualified shall not participate in the debate, shall step down from the bench for that portion of the meeting and cannot vote on that motion.
  - f. A Council member who was absent during the presentation of evidence cannot participate in any deliberations or decisions regarding the matter unless the Council member has reviewed all the evidence and testimony received and disclosed for the record that they have done so.
2. Conducting Legislative Hearings. The following is the general order of legislative public hearing proceedings:

- a. The Mayor, or Presiding Officer, announces the convening of the Public Hearing and announces the nature of the matter to be heard as it is set forth on the agenda.
  - b. Discussion of Conflict of Interest of any members of Council.
  - c. The Mayor/Presiding Officer declares the hearing to be open and invites members of the audience to be heard in the following order:
    1. Staff Report
    2. Correspondence
    3. Persons to speak in support of the matter (5 Minute Limit)
    4. Persons to speak in opposition of matter (5 Minute Limit)
    5. Persons to speak neither for nor against the matter (5 Minute Limit)
    6. Staff Rebuttal
  - d. The Mayor/Presiding Officer closes the public hearing.
  - e. The Mayor/Presiding Officer calls for deliberations to start.
  - f. Council deliberations and vote.
3. Conducting Quasi-Judicial Land Use Hearings. The following is the general order of quasi-judicial public hearing proceedings:
- a. Conduct of Quasi-Judicial Hearings for land use hearings must conform to the requirements in Oregon Revised Statutes (ORS Ch. 197 and 227).
  - b. The Mayor/Presiding Officer announces prior to opening the hearing the nature of the matter to be heard as set forth on the agenda and the procedure to be followed for the hearing.
  - c. The Mayor/Presiding Officer gives notice that failure to address criteria or raise any other issue with sufficient specificity precludes an appeal on that criteria or issue.
  - d. Discussion of jurisdiction and impartiality of the Council.
  - e. The Mayor/Presiding Officer then declares the hearing to be open and invites members of the audience to be heard in the following order:

1. Staff Report/Introduction of the Appeal
2. Correspondence
3. Applicant or Appellant's Presentation
4. Other Testimony in support of the application or appeal (5 Minute Limit)
5. Testimony in opposition of matter (5 Minute Limit)
6. Testimony neither for nor against the matter (5 Minute Limit)
7. Applicant or Appellant's rebuttal and recommendation
8. Staff's rebuttal and recommendation
9. Questions from Council to staff

f. The Mayor/Presiding Officer closes the hearing and takes no further testimony from the audience. Under certain circumstances, the record may be left open. Consult with staff.

g. If the hearing is not continued, Council deliberates and votes.

h. The Council has the discretion to adopt the findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting.



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**City Administrator Report to the City Council**  
**Monday, February 10, 2025**

**Hiring Updates**

The Public Works department has hired Devon Hadley as Utility Technician. Devon lives in Carson and has a background in general construction and automotive services. He starts on February 10<sup>th</sup>.

Interviews for the Finance Clerk position are set for the week of February 10<sup>th</sup>.

**Wastewater Treatment Plant Operations**

City staff will be meeting with Jacob's staff on the 13<sup>th</sup> to do a detailed tour of the facility and walk through operations to ensure city staff know how to properly run the facility and draft an RFP or job description.

**2025-27 Capital Funding Requests**

City staff would like to submit two Capital Funding Requests during the current legislative session.

The first request will be requesting the state to cover the expense for the McCord Creek Bridge power line relocation. The request will detail all of the background information, requirements and funding sources. I am working to draft a request that conveys a desire for a full request and willingness to accept a partial request.

The second request will be for a community needs assessment and feasibility study for a renovated or new city hall. I will be asking for \$200,000 for the state and exploring what we can offer for matching funds. The first portion of the study will be the needs assessment to review what facilities are needed in the city and if they are what the residents want. Once that outreach is complete a feasibility study on scope, cost and funding will be completed. I am building a template

Does staff have consensus to submit these requests?

**RARE Application**

I will be working on application for a RARE position through the University of Oregon for FY 25-26. The city will need to put up \$25,000 to support the RARE position. I am working with Tourism for a part of the funding and a grant through the Port. I am still in initial stages and will keep council updated. The RARE will be focusing on the implementation of the Downtown Revitalization Project, assisting in the TSP process, code updates, city hall updates projects and other items assigned.

**McCord Creek Bridge**

There is an issue on the location of one of the vaults we just installed at McCord Creek. City staff and BKI engineers are working with ODOT to resolve the issue. I will be having additional conversations with ODOT project managers to discuss how vault location became and issue after the fact and how to fund the vault move. Again, council will be kept up to date.

Submitted by,

*Jordon Bennett*

Jordon Bennett - City Administrator

REVENUE LESS EXPENSES  
Dec-24

## REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>GENERAL FUND</b>							
<b>REVENUES</b>	<b>96,866.54</b>	<b>78,592.33</b>	973,906.61	<b>915,543.39</b>	<b>1,747,278.07</b>	<b>773,371.46</b>	56%
<b>EXPENSES</b>							
<b>ADMINISTRATION</b>							
PERSONNEL SERVICES	32,826.08	58,897.81	228,909.71	252,808.41	537,407.99	308,498.28	43%
MATERIAL & SERVICES	60,235.28	15,643.48	225,106.30	227,147.72	405,625.00	180,518.70	55%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
INTERFUND TRANSFERS	2,190.69	7,081.91	150,076.09	142,470.42	541,468.45	391,392.36	28%
DEBT SERVICE	-	-	-	-	-	-	0%
<b>TOTAL ADMINISTRATION</b>	<b>95,252.05</b>	<b>81,623.20</b>	<b>604,092.10</b>	<b>622,426.55</b>	<b>1,484,501.44</b>	<b>880,409.34</b>	41%
<b>PLANNING</b>							
PERSONNEL SERVICES	-	-	-	-	-	-	0%
MATERIAL & SERVICES	7,364.09	2,820.00	41,921.51	32,557.58	26,100.00	(15,821.51)	161%
<b>TOTAL PLANNING DEPARTMENT</b>	<b>7,364.09</b>	<b>2,820.00</b>	<b>41,921.51</b>	<b>32,557.58</b>	<b>26,100.00</b>	<b>(15,821.51)</b>	161%
<b>AGENCY</b>							
MATERIAL & SERVICES	-	-	-	-	-	-	0%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<b>TOTAL AGENCY DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	0%
<b>PROPERTY</b>							
PERSONNEL SERVICES	3,470.11	8,983.35	50,350.20	39,838.94	79,367.42	29,017.22	63%
MATERIAL & SERVICES	943.16	303.84	9,246.97	6,147.77	15,450.00	6,203.03	60%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL PROPERTY DEPARTMENT</b>	<b>4,413.27</b>	<b>9,287.19</b>	<b>59,597.17</b>	<b>45,986.71</b>	<b>94,817.42</b>	<b>35,220.25</b>	63%
<b>MUSEUM</b>							
PERSONNEL SERVICES	-	-	-	-	-	-	0%
MATERIAL & SERVICES	288.76	344.62	1,092.24	1,691.50	-	(1,092.24)	0%
<b>TOTAL MUSEUM DEPARTMENT</b>	<b>288.76</b>	<b>344.62</b>	<b>1,092.24</b>	<b>1,691.50</b>	<b>-</b>	<b>(1,092.24)</b>	0%
<b>GOV'T/COMMUNITY RELATIONS</b>							
MATERIAL & SERVICES	1,038.63	1,902.45	2,635.78	7,154.67	10,030.00	7,394.22	26%
<b>TOTAL GOV'T/COMMUNITY RELATIONS</b>	<b>1,038.63</b>	<b>1,902.45</b>	<b>2,635.78</b>	<b>7,154.67</b>	<b>10,030.00</b>	<b>7,394.22</b>	26%
<b>POLICE</b>							
PERSONNEL SERVICES	-	-	-	-	-	-	0%
MATERIAL & SERVICES	12,859.00	7,600.00	12,859.00	38,000.00	128,585.00	115,726.00	10%
<b>TOTAL POLICE DEPARTMENT</b>	<b>12,859.00</b>	<b>7,600.00</b>	<b>12,859.00</b>	<b>38,000.00</b>	<b>128,585.00</b>	<b>115,726.00</b>	10%
<b>CONTINGENCY</b>							
	-	-	-	-	2,744.21	2,744.21	0%
<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,744.21</b>	<b>2,744.21</b>	0%
<b>GENERAL FUND REVENUE TOTAL</b>	<b>96,866.54</b>	<b>78,592.33</b>	973,906.61	<b>915,543.39</b>	<b>1,747,278.07</b>	<b>773,371.46</b>	56%
<b>GENERAL FUND EXPENSE TOTAL</b>	<b>121,215.80</b>	<b>103,577.46</b>	722,197.80	<b>747,817.01</b>	<b>1,746,778.07</b>	<b>1,024,580.27</b>	41%
<b>NET TOTAL GENERAL FUND</b>	<b>(24,349.26)</b>	<b>(24,985.13)</b>	<b>251,708.81</b>	<b>167,726.38</b>			

REVENUE LESS EXPENSES  
Dec-24

REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>SDC FUND</b>							
REVENUES	-	-	8,742.00	11,876.00	207,461.00	198,719.00	4%
<b>EXPENSES</b>							
TRANSPORTATION SYSTEM DEVELOPMENT							
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<b>TOTAL TRANSPORTATION DEVELOPMENT</b>	-	-	-	-	-	-	0%
PARKS SYSTEM DEVELOPMENT							
CAPITAL OUTLAY	-	-	-	-	44,000.00	44,000.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL PARKS SYSTEM DEVELOPMENT</b>	-	-	-	-	<b>44,000.00</b>	<b>44,000.00</b>	0%
WATER SYSTEM DEVELOPMENT							
CAPITAL OUTLAY	-	-	-	-	76,000.00	76,000.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL WATER SYSTEM DEVELOPMENT</b>	-	-	-	-	<b>76,000.00</b>	<b>76,000.00</b>	0%
SEWER SYSTEM DEVELOPMENT							
CAPITAL OUTLAY	-	-	-	-	87,461.00	87,461.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL SEWER SYSTEM DEVELOPMENT</b>	-	-	-	-	<b>87,461.00</b>	<b>87,461.00</b>	0%
DRAINAGE/FLOOD SYSTEM DEVELOPMENT							
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<b>TOTAL DRAIN/FLOOD SYSTEM DEVELOPMENT</b>	-	-	-	-	-	-	0%
<b>SDC FUND REVENUE TOTAL</b>	-	-	8,742.00	11,876.00	207,461.00	198,719.00	4%
<b>SDC FUND EXPENSE TOTAL</b>	-	-	-	-	207,461.00	207,461.00	0%
<b>NET TOTAL SDC FUND</b>	-	-	<b>8,742.00</b>	<b>11,876.00</b>			
<b>STREET FUND</b>							
REVENUES	9,855.15	18,549.78	63,053.73	64,702.63	192,576.00	129,522.27	33%
<b>OPERATIONS EXPENSES</b>							
PERSONNEL SERVICES	2,448.19	3,354.03	16,633.87	23,597.46	74,132.47	57,498.60	22%
MATERIAL & SERVICES	805.41	1,918.85	8,208.82	13,211.31	27,459.00	19,250.18	30%
CAPITAL OUTLAY	-	-	39,680.04	-	51,850.00	12,169.96	77%
INTERFUND TRANSFERS	-	-	-	-	21,110.76	21,110.76	0%
CONTINGENCY	-	-	-	-	18,023.77	18,023.77	0%
<b>TOTAL OPERATIONS DEPARTMENT</b>	<b>3,253.60</b>	<b>5,272.88</b>	<b>64,522.73</b>	<b>36,808.77</b>	<b>192,576.00</b>	<b>128,053.27</b>	34%
CAPITAL PROJECTS							
PERSONNEL SERVICES	-	-	-	-	-	-	0%
MATERIAL & SERVICES	-	-	-	-	-	-	0%
<b>TOTAL CAPITAL PROJECTS</b>	-	-	-	-	-	-	0%
<b>STREET FUND REVENUE</b>	9,855.15	18,549.78	63,053.73	64,702.63	192,576.00	129,522.27	33%
<b>STREET FUND EXPENSE</b>	3,253.60	5,272.88	64,522.73	36,808.77	192,576.00	128,053.27	34%
<b>NET TOTAL STREET FUND</b>	<b>6,601.55</b>	<b>13,276.90</b>	<b>(1,469.00)</b>	<b>27,893.86</b>			

REVENUE LESS EXPENSES  
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REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>EMERGENCY SERVICES FUND</b>							
<b>REVENUES</b>	<b>8,158.02</b>	<b>13,118.91</b>	<b>197,218.51</b>	<b>222,682.36</b>	<b>871,678.45</b>	<b>674,459.94</b>	<b>23%</b>
<b>OPERATIONS EXPENSES</b>							
PERSONNEL SERVICES	37,133.73	52,901.16	256,418.86	282,237.60	700,179.25	443,760.39	37%
MATERIAL & SERVICES	8,614.68	13,287.19	69,716.73	78,596.60	146,849.89	77,133.16	47%
CAPITAL OUTLAY	16,155.50	6,532.29	16,155.50	42,502.46	21,000.00	4,844.50	77%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
CONTINGENCY	-	-	-	-	3,649.31	3,649.31	0%
DEBT SERVICE	-	-	-	-	-	-	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>61,903.91</b>	<b>72,720.64</b>	<b>342,291.09</b>	<b>403,336.66</b>	<b>871,678.45</b>	<b>529,387.36</b>	<b>39%</b>
<b>EMERGENCY SERVICES REVENUE</b>	<b>8,158.02</b>	<b>13,118.91</b>	<b>197,218.51</b>	<b>222,682.36</b>	<b>871,678.45</b>	<b>674,459.94</b>	<b>23%</b>
<b>EMERGENCY SERVICES EXPENSE</b>	<b>61,903.91</b>	<b>72,720.64</b>	<b>342,291.09</b>	<b>403,336.66</b>	<b>871,678.45</b>	<b>529,387.36</b>	<b>39%</b>
<b>NET TOTAL EMERGENCY SERVICES FUND</b>	<b>(53,745.89)</b>	<b>(59,601.73)</b>	<b>(145,072.58)</b>	<b>(180,654.30)</b>			
<b>GRANT FUND</b>							
<b>REVENUES</b>	-	-	-	-	<b>735,191.00</b>	<b>735,191.00</b>	<b>0%</b>
<b>EXPENSES</b>							
WAGES	-	-	-	-	-	-	0%
MATERIAL & SERVICES	-	-	-	-	588,075.00	588,075.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL GRANTS FUND EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>588,075.00</b>	<b>588,075.00</b>	<b>0%</b>
<b>GRANTS FUND REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>735,191.00</b>	<b>735,191.00</b>	<b>0%</b>
<b>GRANTS FUND EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>588,075.00</b>	<b>588,075.00</b>	<b>0%</b>
<b>NET TOTAL GRANT FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>TOURISM FUND</b>							
<b>REVENUES</b>	-	-	<b>33,590.45</b>	<b>33,048.67</b>	<b>137,300.00</b>	<b>103,709.55</b>	<b>24%</b>
<b>EXPENSES</b>							
MATERIAL & SERVICES	6,684.98	-	31,567.01	44,148.41	119,950.00	88,382.99	26%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
INTERFUND TRANSFER	-	-	-	-	4,000.00	4,000.00	0%
CONTINGENCY	-	-	-	-	13,350.00	13,350.00	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>6,684.98</b>	<b>-</b>	<b>31,567.01</b>	<b>44,148.41</b>	<b>137,300.00</b>	<b>105,732.99</b>	<b>23%</b>
<b>TOURISM FUND REVENUE</b>	<b>-</b>	<b>-</b>	<b>33,590.45</b>	<b>33,048.67</b>	<b>137,300.00</b>	<b>103,709.55</b>	<b>24%</b>
<b>TOURISM FUND EXPENSE</b>	<b>6,684.98</b>	<b>-</b>	<b>31,567.01</b>	<b>44,148.41</b>	<b>137,300.00</b>	<b>105,732.99</b>	<b>23%</b>
<b>NET TOTAL TOURISM FUND</b>	<b>(6,684.98)</b>	<b>-</b>	<b>2,023.44</b>	<b>(11,099.74)</b>			

REVENUE LESS EXPENSES  
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## REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>CEMETERY</b>							
REVENUES	-	-	750.00	1,586.25	14,000.00	13,250.00	5%
EXPENSES							
PERSONNEL SERVICES	-	103.34	642.20	3,474.23	9,263.00	8,620.80	7%
MATERIAL & SERVICES	206.83	204.67	1,025.51	1,586.84	4,737.00	3,711.49	22%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
CONTINGENCY	-	-	-	-	-	-	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>206.83</b>	<b>308.01</b>	<b>1,667.71</b>	<b>5,061.07</b>	<b>14,000.00</b>	<b>12,332.29</b>	<b>12%</b>
CEMETERY FUND REVENUE	-	-	750.00	1,586.25	14,000.00	13,250.00	5%
CEMETERY FUND EXPENSE	206.83	308.01	1,667.71	5,061.07	14,000.00	12,332.29	12%
<b>NET TOTAL CEMETERY FUND</b>	<b>(206.83)</b>	<b>(308.01)</b>	<b>(917.71)</b>	<b>(3,474.82)</b>			
<b>WATER FUND</b>							
REVENUES	41,630.39	45,877.87	292,505.41	290,889.54	727,276.00	434,770.59	40%
EXPENSES							
PERSONNEL SERVICES	9,253.13	12,551.24	61,092.27	56,218.56	130,935.29	69,843.02	47%
MATERIAL & SERVICES	9,798.27	3,553.73	48,678.40	51,290.42	124,831.10	76,152.70	39%
CAPITAL OUTLAY	-	-	-	-	38,300.00	38,300.00	0%
INTERFUND TRANSFERS	22,453.25	22,423.33	134,781.07	134,531.74	372,300.00	237,518.93	36%
CONTINGENCY	-	-	-	-	55,733.61	55,733.61	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>41,504.65</b>	<b>38,528.30</b>	<b>244,551.74</b>	<b>242,040.72</b>	<b>722,100.00</b>	<b>477,548.26</b>	<b>34%</b>
CAPITAL PROJECTS							
PERSONNEL SERVICES	-	29.41	1,426.55	29.41	3,176.00	1,749.45	45%
MATERIAL & SERVICES	-	-	-	-	2,000.00	2,000.00	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>-</b>	<b>29.41</b>	<b>1,426.55</b>	<b>29.41</b>	<b>5,176.00</b>	<b>3,749.45</b>	<b>28%</b>
WATER FUND REVENUE	41,630.39	45,877.87	292,505.41	290,889.54	727,276.00	434,770.59	40%
WATER FUND EXPENSE	41,504.65	38,557.71	245,978.29	242,070.13	727,276.00	481,297.71	34%
<b>NET TOTAL WATER FUND</b>	<b>125.74</b>	<b>7,320.16</b>	<b>46,527.12</b>	<b>48,819.41</b>			
<b>WATER SYSTEM IMPROVEMENT FUND</b>							
REVENUES	18,898.29	18,873.15	113,441.43	113,240.06	1,036,415.81	922,974.38	11%
EXPENSES							
DEBT SERVICE	-	-	125,848.00	125,848.00	1,036,415.81	910,567.81	12%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>-</b>	<b>-</b>	<b>125,848.00</b>	<b>125,848.00</b>	<b>1,036,415.81</b>	<b>910,567.81</b>	<b>12%</b>
WATER SYSTEM IMPROVEMENT REVENUE FUND	18,898.29	18,873.15	113,441.43	113,240.06	1,036,415.81	922,974.38	11%
WATER SYSTEM IMPROVEMENT EXPENSE FUND	-	-	125,848.00	125,848.00	1,036,415.81	910,567.81	12%
<b>NET TOTAL WSIP FUND</b>	<b>18,898.29</b>	<b>18,873.15</b>	<b>(12,406.57)</b>	<b>(12,607.94)</b>			

REVENUE LESS EXPENSES  
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REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>CORROSION CONTROL TREATMENT FUND</b>							
REVENUES	1,870.12	1,869.58	11,225.84	11,207.68	73,828.00	62,602.16	15%
EXPENSES							
DEBT SERVICE	16,535.25	-	16,535.25	37,846.71	73,828.00	57,292.75	22%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>16,535.25</b>	<b>-</b>	<b>16,535.25</b>	<b>37,846.71</b>	<b>73,828.00</b>	<b>57,292.75</b>	<b>22%</b>
CORROSION CONTROL TREATMENT REVENUE FUND	1,870.12	1,869.58	11,225.84	11,207.68			
CORROSION CONTROL TREATMENT EXPENSE FUND	16,535.25	-	16,535.25	37,846.71			
<b>NET TOTAL CCTP FUND</b>	<b>(14,665.13)</b>	<b>1,869.58</b>	<b>(5,309.41)</b>	<b>(26,639.03)</b>			
<b>CEMETERY TRUST</b>							
REVENUES	-	-	-	138.75	4,800.00	4,800.00	0%
EXPENSES							
RESERVE	-	-	-	-	-	-	0%
INTERFUND TRANSFERS	-	-	-	-	4,800.00	4,800.00	0%
CONTINGENCY	-	-	-	-	-	-	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,800.00</b>	<b>4,800.00</b>	<b>0%</b>
CEMETERY TRUST FUND REVENUE	-	-	-	138.75	4,800.00	4,800.00	0%
CEMETERY TRUST FUND EXPENSE	-	-	-	-	4,800.00	4,800.00	0%
<b>NET TOTAL CEMETERY FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>138.75</b>			
<b>SEWER FUND</b>							
REVENUES	32,962.31	252,423.00	704,287.41	2,330,462.01	654,004.00	(50,283.41)	108%
EXPENSES							
PERSONNEL SERVICES	4,097.86	10,014.47	33,037.97	35,760.55	85,168.61	52,130.64	39%
MATERIAL & SERVICES	28,339.16	21,471.17	141,405.21	170,387.69	337,285.79	195,880.58	42%
CAPITAL OUTLAY	-	-	-	-	12,000.00	12,000.00	0%
INTERFUND TRANSFERS	11,520.71	11,472.01	69,103.87	68,714.22	212,500.00	143,396.13	33%
CONTINGENCY	-	-	-	-	2,545.60	2,545.60	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>43,957.73</b>	<b>42,957.65</b>	<b>243,547.05</b>	<b>274,862.46</b>	<b>649,500.00</b>	<b>405,952.95</b>	<b>37%</b>
CAPITAL PROJECTS							
PERSONNEL SERVICES	-	-	-	-	3,504.00	3,504.00	0%
MATERIAL & SERVICES	20,000.00	26,052.09	44,614.62	950,570.22	1,000.00	(43,614.62)	4461%
<b>TOTAL CAPITAL PROJECTS</b>	<b>20,000.00</b>	<b>26,052.09</b>	<b>44,614.62</b>	<b>950,570.22</b>	<b>4,504.00</b>	<b>(40,110.62)</b>	<b>991%</b>

REVENUE LESS EXPENSES  
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## REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
SEWER FUND REVENUE	32,962.31	252,423.00	704,287.41	2,330,462.01	654,004.00	(50,283.41)	108%
SEWER FUND EXPENSE	63,957.73	69,009.74	288,161.67	1,225,432.68	654,004.00	365,842.33	44%
<b>NET TOTAL SEWER FUND</b>	<b>(30,995.42)</b>	<b>183,413.26</b>	<b>416,125.74</b>	<b>1,105,029.33</b>			
<b>SEWER BOND 2018 REFINANCE FUND</b>							
REVENUES	-	-	-	-	77,812.00	77,812.00	0%
EXPENSES							
DEBT SERVICE	-	70,099.98	-	70,099.98	77,812.00	77,812.00	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>-</b>	<b>70,099.98</b>	<b>-</b>	<b>70,099.98</b>	<b>77,812.00</b>	<b>77,812.00</b>	
SEWER BOND 2018 REFINANCE REVENUE FUND	-	-	-	-			
SEWER BOND 2018 REFINANCE EXPENSE FUND	-	70,099.98	-	70,099.98			
<b>NET TOTAL SEWER BOND 2018 REFINANCE FUND</b>	<b>-</b>	<b>(70,099.98)</b>	<b>-</b>	<b>(70,099.98)</b>			
<b>SEWER FACILITIES PROJECT FUND</b>							
REVENUES	11,520.71	11,472.01	69,103.87	68,714.22	720,000.00	650,896.13	10%
EXPENSES							
DEBT SERVICE	-	-	-	-	720,000.00	720,000.00	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>720,000.00</b>	<b>720,000.00</b>	
SEWER FACILITIES PROJECT REVENUE FUND	11,520.71	11,472.01	69,103.87	68,714.22			0%
SEWER FACILITIES PROJECT EXPENSE FUND	-	-	-	-			
<b>NET TOTAL SEWER FACILITIES PROJECT FUND</b>	<b>11,520.71</b>	<b>11,472.01</b>	<b>69,103.87</b>	<b>68,714.22</b>			0%
<b>CITY LIGHT - CITY</b>							
REVENUES	300,740.37	241,792.99	1,420,191.48	1,215,252.12	6,265,911.00	4,845,719.52	23%
EXPENSES							
PERSONNEL SERVICES	24,295.38	34,683.88	173,458.01	164,455.88	332,043.28	158,585.27	52%
MATERIAL & SERVICES	408,319.01	201,796.93	853,944.53	912,757.36	2,619,012.30	1,765,067.77	33%
CAPITAL OUTLAY	-	-	678.57	695.25	117,000.00	116,321.43	1%
INTERFUND TRANSFERS	-	-	-	-	38,800.00	38,800.00	0%
CONTINGENCY	-	-	-	-	29,858.69	29,858.69	0%
DEBT SERVICE	-	-	-	-	-	-	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>432,614.39</b>	<b>236,480.81</b>	<b>1,028,081.11</b>	<b>1,077,908.49</b>	<b>3,136,714.27</b>	<b>2,108,633.16</b>	33%
CAPITAL PROJECTS							
PERSONNEL SERVICES	-	-	-	-	7,851.00	7,851.00	0%
MATERIAL & SERVICES	8,950.00	-	37,930.78	81,170.85	2,897,584.91	2,859,654.13	1%
<b>TOTAL CAPITAL PROJECTS</b>	<b>8,950.00</b>	<b>-</b>	<b>37,930.78</b>	<b>81,170.85</b>	<b>2,905,435.91</b>	<b>2,867,505.13</b>	1%
<b>TOTAL CITY LIGHT-CITY REVENUE</b>	<b>300,740.37</b>	<b>241,792.99</b>	<b>1,420,191.48</b>	<b>1,215,252.12</b>	<b>6,265,911.00</b>	<b>4,845,719.52</b>	23%
<b>TOTAL CITY LIGHT-CITY EXPENSE</b>	<b>441,564.39</b>	<b>236,480.81</b>	<b>1,066,011.89</b>	<b>1,159,079.34</b>	<b>6,042,150.18</b>	<b>4,976,138.29</b>	18%
<b>NET TOTAL CITY LIGHT-CITY FUND</b>	<b>(140,824.02)</b>	<b>5,312.18</b>	<b>354,179.59</b>	<b>56,172.78</b>			

REVENUE LESS EXPENSES  
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REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>CITY LIGHT - SOUTHBANK</b>							
<b>REVENUES</b>	<b>41,695.53</b>	<b>37,218.70</b>	<b>190,921.47</b>	<b>191,144.59</b>	<b>1,426,301.00</b>	<b>1,235,379.53</b>	<b>13%</b>
<b>EXPENSES</b>							
PERSONNEL SERVICES	7,401.00	11,303.40	51,573.32	51,364.49	83,010.82	31,437.50	62%
MATERIAL & SERVICES	34,789.13	18,082.73	97,595.61	131,155.23	422,620.00	325,024.39	23%
CAPITAL OUTLAY	-	-	452.38	463.50	20,000.00	19,547.62	2%
CONTINGENCY	-	-	-	-	-	-	0%
<b>TOTAL OPERATIONS EXPENSE</b>	<b>42,190.13</b>	<b>29,386.13</b>	<b>149,621.31</b>	<b>182,983.22</b>	<b>525,630.82</b>	<b>376,009.51</b>	<b>28%</b>
<b>CAPITAL PROJECTS</b>							
PERSONNEL SERVICES	-	-	-	-	7,851.00	7,851.00	0%
MATERIAL & SERVICES	-	-	2,669.50	-	1,003,000.00	1,000,330.50	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>2,669.50</b>	<b>-</b>	<b>1,010,851.00</b>	<b>1,008,181.50</b>	<b>0%</b>
<b>TOTAL CITY LIGHT-SB REVENUE</b>	<b>41,695.53</b>	<b>37,218.70</b>	<b>190,921.47</b>	<b>191,144.59</b>	<b>1,426,301.00</b>	<b>1,235,379.53</b>	<b>13%</b>
<b>TOTAL CITY LIGHT-SB EXPENSE</b>	<b>42,190.13</b>	<b>29,386.13</b>	<b>152,290.81</b>	<b>182,983.22</b>	<b>1,536,481.82</b>	<b>1,384,191.01</b>	<b>10%</b>
<b>NET TOTAL CITY LIGHT-SB FUND</b>	<b>(494.60)</b>	<b>7,832.57</b>	<b>38,630.66</b>	<b>8,161.37</b>	<b>(110,180.82)</b>	<b>(148,811.48)</b>	<b>-35%</b>
<b>TOTAL CITY LIGHT REVENUE FUND</b>	<b>342,435.90</b>	<b>279,011.69</b>	<b>1,611,112.95</b>	<b>1,406,396.71</b>	<b>7,692,212.00</b>	<b>6,081,099.05</b>	<b>21%</b>
<b>TOTAL CITY LIGHT EXPENSE FUND</b>	<b>483,754.52</b>	<b>265,866.93</b>	<b>1,218,302.70</b>	<b>1,342,062.56</b>	<b>7,578,632.00</b>	<b>6,360,329.30</b>	<b>16%</b>
<b>NET TOTAL CITY LIGHT FUND</b>	<b>(141,318.62)</b>	<b>13,144.76</b>	<b>392,810.25</b>	<b>64,334.15</b>			
<b>CAPITAL RESERVE</b>							
<b>REVENUES</b>	<b>1,684.84</b>	<b>1,680.60</b>	<b>15,113.80</b>	<b>10,084.00</b>	<b>1,676,900.47</b>	<b>1,661,786.67</b>	<b>1%</b>
<b>EXPENSES - STREET DEPARTMENT</b>							
CAPITAL OUTLAY	12,798.00	-	12,798.00	35,559.00	-	(12,798.00)	0%
RESERVE	-	-	-	-	80,181.00	80,181.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL STREET DEPARTMENT</b>	<b>12,798.00</b>	<b>-</b>	<b>12,798.00</b>	<b>35,559.00</b>	<b>80,181.00</b>	<b>67,383.00</b>	<b>16%</b>
<b>EXPENSES - PROPERTY DEPARTMENT</b>							
CAPITAL OUTLAY	642.86	5,347.31	-	-	-	-	0%
RESERVE	-	5,347.31	-	5,347.31	20,863.38	20,863.38	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL PROPERTY DEPARTMENT</b>	<b>-</b>	<b>10,694.62</b>	<b>-</b>	<b>5,347.31</b>	<b>20,863.38</b>	<b>20,863.38</b>	<b>0%</b>
<b>EXPENSES ADMINISTRATION DEPARTMENT</b>							
CAPITAL OUTLAY	-	-	8,409.00	38,943.20	10,000.00	1,591.00	84%
RESERVE	-	-	-	-	31,078.80	31,078.80	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>8,409.00</b>	<b>38,943.20</b>	<b>41,078.80</b>	<b>32,669.80</b>	<b>20%</b>

REVENUE LESS EXPENSES  
Dec-24

REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>EXPENSES -EMS DEPARTMENT</b>							
CAPITAL OUTLAY	-	-	-	345.07	-	-	0%
RESERVE	-	-	-	-	3,452.93	3,452.93	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL EMS DEPARTMENT</b>	-	-	-	345.07	3,452.93	3,452.93	0%
<b>EXPENSES -EMS MEMORIAL</b>							
CAPITAL OUTLAY	-	-	-	-	-	-	0%
RESERVE	-	-	-	-	-	-	0%
INTERFUND TRANSFERS	-	-	-	-	710.00	710.00	0%
<b>TOTAL EMS MEMORIAL</b>	-	-	-	-	710.00	710.00	0%

REVENUE LESS EXPENSES  
Dec-24

REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>EXPENSES TOURISM</b>							
CAPITAL OUTLAY	-	-	-	-	-	-	0%
RESERVE	-	-	-	-	52,466.00	52,466.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL TOURISM</b>	-	-	-	-	52,466.00	52,466.00	0%
<b>EXPENSES STREET DEPT-BIKE PATH/SIDEWALK</b>							
CAPITAL OUTLAY	-	-	-	-	-	-	
RESERVE	-	-	-	-	5,382.76	5,382.76	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL BIKE PATH/SIDEWALK</b>	-	-	-	-	5,382.76	5,382.76	
<b>EXPENSES -WATER DEPARTMENT</b>							
CAPITAL OUTLAY	20,133.50	-	21,295.50	68,433.00	50,000.00	28,704.50	43%
RESERVE	-	-	-	-	442,613.00	442,613.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL WATER DEPARTMENT</b>	20,133.50	-	21,295.50	68,433.00	492,613.00	471,317.50	4%
<b>EXPENSES -WATER METERS</b>							
CAPITAL OUTLAY	-	-	-	-	-	-	0%
RESERVE	-	-	-	-	108,800.00	108,800.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL WATER METERS</b>	-	-	-	-	108,800.00	108,800.00	0%
<b>EXPENSES -WATER DEPT - HYDRANT METER</b>							
CAPITAL OUTLAY	-	-	-	-	-	-	
RESERVE	-	-	-	-	70,500.00	70,500.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL WATER METERS</b>	-	-	-	-	70,500.00	70,500.00	
<b>WATER SHORT LIVED ASSETS</b>							
CAPITAL OUTLAY	-	-	-	-	-	-	
RESERVE	-	-	-	-	21,071.00	21,071.00	
INTERFUND TRANSFERS	-	-	-	-	-	-	
<b>TOTAL SHORT LIVED ASSETS</b>	-	-	-	-	21,071.00	21,071.00	
<b>EXPENSES -SEWER DEPARTMENT</b>							
CAPITAL OUTLAY	20,666.90	-	21,829.90	73,633.00	50,000.00	28,170.10	44%
RESERVE	-	-	-	-	282,532.60	282,532.60	0%
INTERFUND TRANSFERS	-	-	-	-	73,000.00	73,000.00	0%
<b>TOTAL SEWER DEPARTMENT</b>	20,666.90	-	21,829.90	73,633.00	405,532.60	383,702.70	5%

REVENUE LESS EXPENSES  
Dec-24

REVENUES LESS EXPENSES

	CURRENT PERIOD ACTUAL	PRIOR YEAR PERIOD ACTUAL	CURRENT YTD	PRIOR YEAR YTD	APPROVED BUDGET	BALANCE REMAINING	PERCENTAGE BUDGET USED
<b>EXPENSES -ELECTRIC DEPARTMENT</b>							
CAPITAL OUTLAY	-	-	-	2,083.00	50,000.00	50,000.00	0%
RESERVE	-	-	-	-	324,249.00	324,249.00	0%
INTERFUND TRANSFERS	-	-	-	-	-	-	0%
<b>TOTAL ELECTRIC DEPARTMENT</b>	-	-	-	2,083.00	374,249.00	374,249.00	0%
<b>TOTAL REVENUE FOR CAPITAL RESERVE FUND 2008</b>	1,684.84	1,680.60	15,113.80	10,084.00	1,676,900.47	1,661,786.67	1%
<b>TOTAL EXPENSE FOR CAPITAL RESERVE FUND 2008</b>	53,598.40	10,694.62	64,332.40	224,343.58	1,676,900.47	1,612,568.07	4%
<b>NET TOTAL CAPITAL RESERVE FUND</b>	<b>(51,913.56)</b>	<b>(9,014.02)</b>	<b>(49,218.60)</b>	<b>(214,259.58)</b>			
<b>NET REVENUE GRAND TOTALS</b>	565,882.27	721,468.92	4,094,052.01	5,480,572.27	16,568,732.80		25%
<b>NET EXPENSE GRAND TOTALS</b>	852,615.67	636,107.97	3,121,404.65	4,504,875.56	16,304,792.59		19%
<b>NET GRAND TOTALS</b>	(286,733.40)	85,360.95	972,647.36	975,696.71			

# COUNCIL BRIEFING

City of Cascade Locks, Oregon

February 24, 2025



**FEMA**

# Welcome!

---

1. Why are we here?
2. What goes into a flood study update?
3. What resources are available?



# Why are we here?

---

Flooding is the most costly, deadly natural hazard in the U.S., yet is highly predictable. A flood study update reflects:

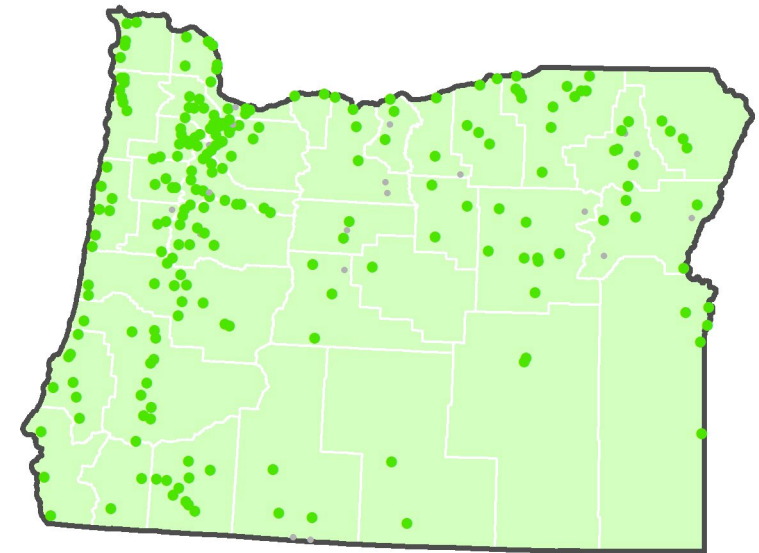
- Our understanding of flood risk as the land changes over time.
- Incorporation of new technology and years-of-record to update our understanding of flood risk.
- Updates to policies and national priorities.
- Promotion of risk identification before an event to allow communities time to mitigate.



**FEMA**

# National Flood Insurance Act of 1968

- **Establish the National Flood Insurance Program (NFIP)**
  - ✓ Provides flood insurance for structures and contents in communities that adopt and enforce an ordinance outlining minimal floodplain management standards.
  - ✓ Identify and map flood risk on an ongoing basis.
- **Oregon Participants**
  - ✓ 36 of 36 counties
  - ✓ 220 of 240 incorporated communities (covering 98% of incorporated community population)



- NFIP Participating County
- NFIP Participating Community



**FEMA**

# Program Overview | Risk MAP

## Risk Mapping, Assessment, and Planning (Risk MAP)

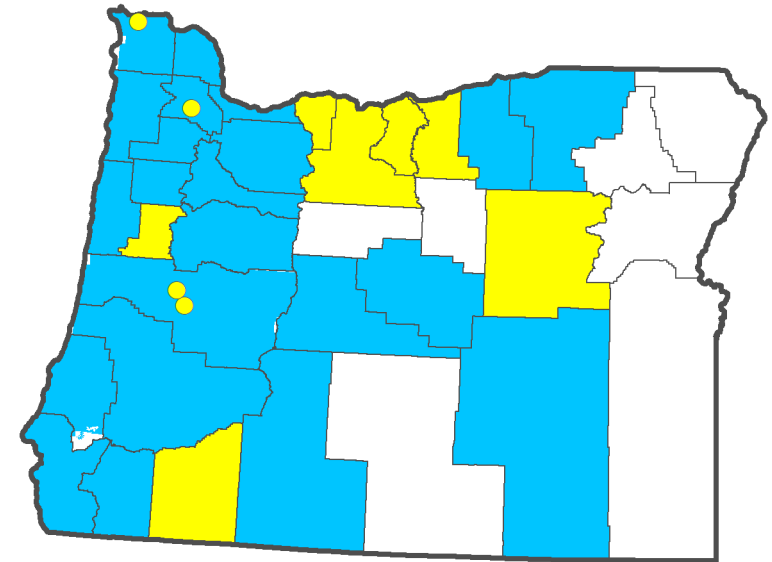
- Provides natural-hazard data to generate regulatory and non-regulatory datasets
- Builds partnerships across local, state, and federal entities
- Supports long-term hazard mitigation planning

### Community's Role

- Prioritize areas of interest
- Provide feedback at key milestones
- Integrate hazard data into enforcement and planning mechanisms

### FEMA's Role

- Fund, coordinate, and develop hazard data
- Facilitate conversations across partners
- Support translation of data into action



- Modernized
- Initial Engagement / Update In-Progress



FEMA

# Federal Investments | Hood River County

## Completed Projects

### Statewide Building Footprint Inventory

<https://www.oregon.gov/dogami/pubs/Pages/dds/p-SBFO-1.1.aspx>

### Natural Hazard Risk Report

2018-21 (Full Report & GIS files): [pubs.oregon.gov/dogami/ofr/p-0-21-05.htm](https://pubs.oregon.gov/dogami/ofr/p-0-21-05.htm)

### Natural Hazard Risk Assessment

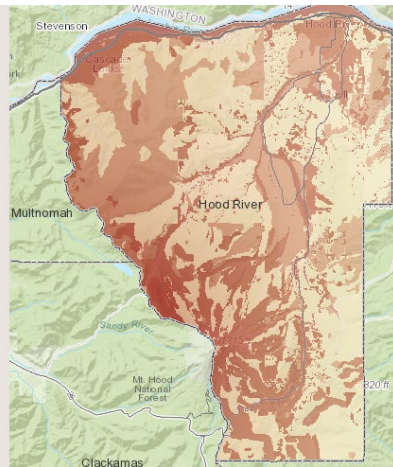
2021 (Story Map): [Hood River County, Oregon \(arcgis.com\)](https://arcgis.com)

#### Countywide Results

This map shows earthquake peak ground acceleration (PGA) for Hood River County. PGA models how hard the ground is shaking during an earthquake. Here is a summary of the results:

- Building loss estimate: \$1,309,753,000  
Building loss ratio: 34%
- Nonfunctioning critical facilities: 31
- Potentially displaced population: 1,100

Click on the following buttons to view the earthquake hazards or the underlying features. Use the +/- buttons located on the lower right corner of the map to zoom in or out.



## Ongoing Projects

### LiDAR collection (*Eagle Creek Burn Scar area*)

- Status: In Progress (*publishing soon*)
- POP end: October 2024
- URL: <https://www.oregon.gov/dogami/lidar/pages/index.aspx>
- Viewer: [DOGAMI Lidar Viewer \(oregon.gov\)](https://www.oregon.gov/dogami/lidar/pages/index.aspx)

### Post-Fire Debris Flow (PFD) Hazard Mapping (Eagle Creek Fire)

- Status: In Progress (report publication in fall 2025)
- Final report & deliverables: September 2025
- URL (includes meeting recordings): <https://www.oregon.gov/dogami/landslide/Pages/PostFireDebrisFlow.aspx>

### Landslide Hazard Mapping (Hood River County)

- Status: In progress (landslide inventory underway)
- Key dates: Kick-off meeting held on April 3, 2024
- Final report & deliverables due: September 2026
- URL (general info): <https://www.oregon.gov/dogami/landslide/pages/landslidehome.aspx>



# FEMA

# Flood Study Updates are a Collective Effort

## Federal Government

Responsible for mapping communities on a continuing basis.

Makes flood insurance available and establishes minimal standards.

Incentivizes resilience towards natural hazards.

## State Government

Prioritizes areas for future mapping studies.

Determines criteria for prioritization (availability of existing data, accuracy of mapping, connections to mitigation opportunities).

Connects across agencies.

## Local Government

Provides local insight on mapping credibility.

Integrate hazard data into enforcement and planning mechanisms.

Ensures compliance with floodplain management requirements.



**FEMA**

# What's Changing?

Since 1984, improved technology and years of additional streamflow data facilitated updates to:



**Topography (Ground elevation)**



**Hydrology (How much water)**



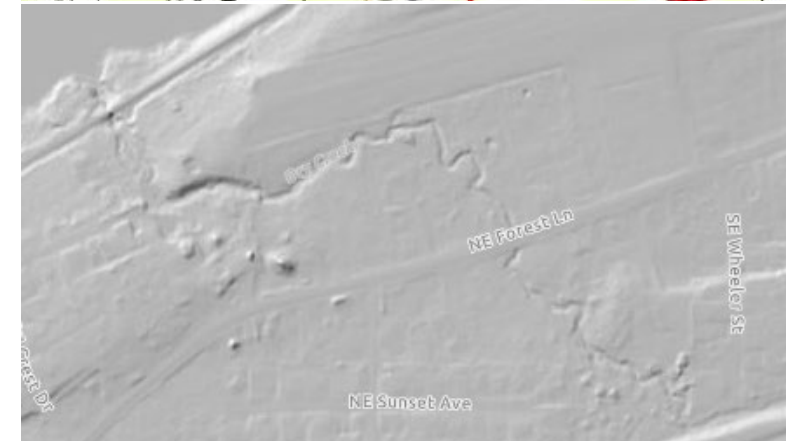
**Hydraulics (How the water moves)**



**FEMA**



1979 - USGS Quad Map: 40' Contours



2008 - DOGAMI LiDAR: +/-1.5'

# Visualizing Risk (30-Year Mortgage)

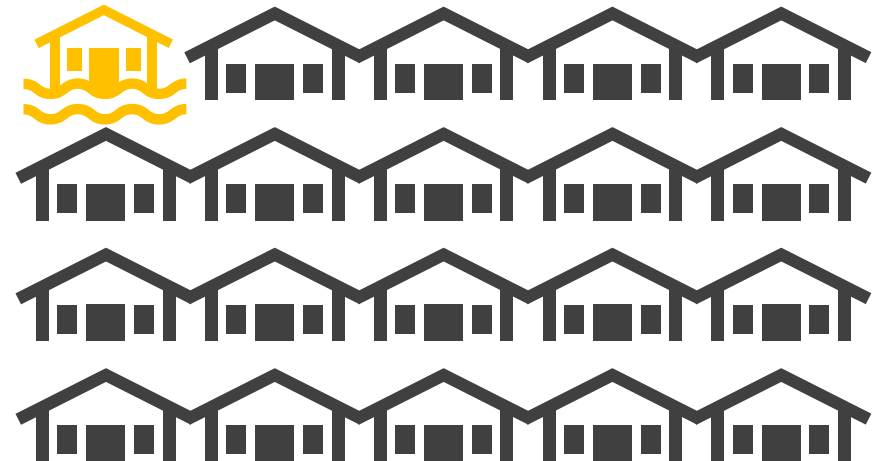
1% Annual Chance = High Flood Risk

Approximately 1 in 4 chance of flood event (26%)



0.2% Annual Chance = Moderate Flood Risk

Approximately 1 in 20 chance of flood event (6%)



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# Mapping Update Objectives

Provide updated flood hazard analysis using data, tools, and processes unavailable in 1984.

- Use **high-resolution topographic data** (LiDAR) for the best view of the ground.
- **Provide flood elevations in rural areas** to assist with local permitting.
- Leverage **local expertise** in the mapping process.

Provide non-regulatory planning-level tools to support growth management over the next generation.



[Preliminary Floodplains | Hood River County, Oregon - Risk MAP Portfolio](#)



FEMA

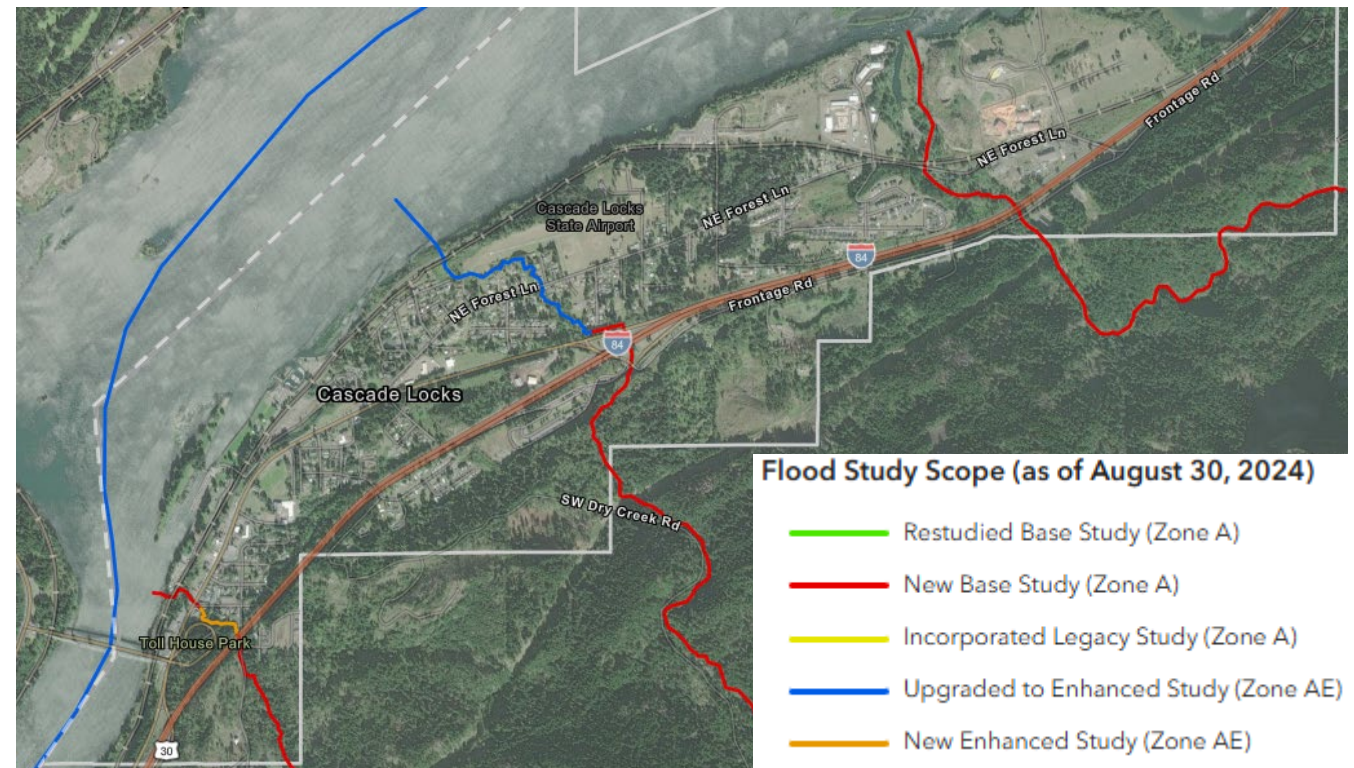
# Scope of Work

## Restudy or Upgraded analysis (Columbia River and Dry Creek downstream of I-84)

- Restudied and/or upgraded with additional investments typically due to actual or planned population growth.

## New analysis (Dry Creek upstream of I-84, Herman Creek, Rudolph Creek)

- New investment to capture unmapped flood risk. Typically prioritized for populated or portions of populated areas.



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# Flood Map Update - Online Storymap

## Provides:

- ✓ Overview of the flood study update.
- ✓ Access to information to learn more about your property.
- ✓ Points of contacts for flood study information, floodplain management and insurance, and resources for other natural hazards.

## Ideal for:

- ✓ Friends, family, and neighbors who may not be able to attend the public open house.
- ✓ Finding support with additional questions.
- ✓ Learning more about other natural hazards.



[Hood River County, Oregon - Flood Map Update](#)



[Condado de Hood River](#)



# FEMA

# Flood Risk Public Open House

Tuesday, February 25, 2025 | 5:30 to 7:30 PM  
Hood River Fire Department, 1785 Meyer Parkway, Hood River, OR



## Property Identification

- Print a map of your property
- Learn about the current and proposed risk



## Flood Study and Engineering

- How were the maps developed?
- How can I submit feedback?



## Flood Insurance

- What are my flood insurance options and requirements?



## Floodplain Management

- What does the NFIP require for building and development?



## Local and State Resources

- Additional aspects of local and state floodplain management, permitting, planning, and mitigation requirements.



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# Submittals of Appeals and Comments

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## Appeals:

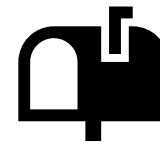
- Technical information or data that results in additional analysis and a significant change to the preliminary mapping.

## Comments:

- Other information which does not result in a significant map change.

## Procedure:

- (Preferred) Submit to the community floodplain administrator.
- Directly to the FEMA Regional Service Center via mail or email:



FEMA Region 10 Service Center  
20700 44th Ave W, Suite 130  
Lynnwood, WA 98036



to: [RSC10@starr-team.com](mailto:RSC10@starr-team.com)

cc: Marshall Rivers, [marshall.rivers@fema.dhs.gov](mailto:marshall.rivers@fema.dhs.gov)  
(FEMA Project Monitor) and Brett Holthaus,  
[brett.holthaus@atkinsrealis.com](mailto:brett.holthaus@atkinsrealis.com) (STARR II Project  
Manager)

# Important Steps to Map Adoption

---

## Letter of Final Determination

- Typically, 4-6 months following the appeal period end or resolution of comments and/or appeals.
- Community receives official Letter of Final Determination (LFD) starting 6-month process to update floodplain management regulations to adopt the FIS and FIRM.

## Community Responsibilities

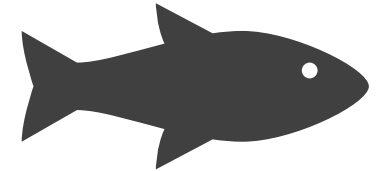
- Assure your community's regulations meet the minimum NFIP and State floodplain management standards.
- Learn your community's ordinance/regulation adoption process.
- Contact your State NFIP Coordinator and/or FEMA Floodplain Specialist to help you review your current regulations.



# Pre-Implementation Compliance Measures (PICM)

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FEMA is working to implement immediate measures to ensure the National Flood Insurance Program (NFIP) complies with the Endangered Species Act (ESA). These [Pre-Implementation Compliance Measures \(PICMs\)](#) are intended to be in place until implementation of the Final NFIP-ESA Implementation Plan.



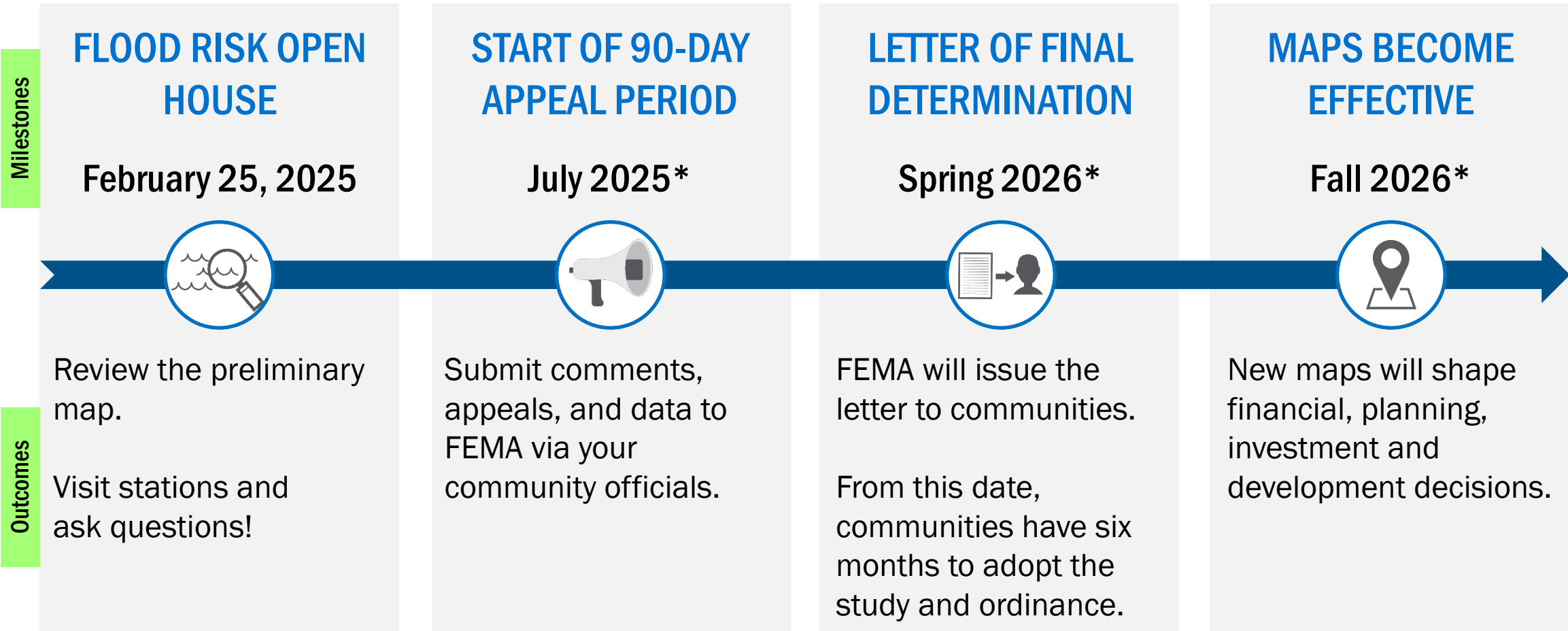
The [NFIP - ESA Model Floodplain Management Ordinance](#) and [Floodplain Habitat Assessment and Mitigation Guide](#) can be found at FEMA's website: [NFIP-ESA Integration in Oregon](#).

For information specific to the PICM and how FEMA is coordinating with participating NFIP communities to assist them in meeting the requirements of the ESA in Oregon, please visit this website for the latest information: [NFIP-ESA Integration in Oregon](#) or contact the team directly via email: [FEMA-R10-MIT-PICM@fema.dhs.gov](mailto:FEMA-R10-MIT-PICM@fema.dhs.gov).



**FEMA**

# Hood River County, Oregon: Project Timeline



\* All projected dates may change as the project progresses.

# Risk MAP Team

## FEMA Region 10

**Marshall Rivers** (Main Point of Contact)  
Risk MAP Lead/Project Monitor  
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**Kristin Minich**  
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**Joshewa Fulton**  
FEMA Integration Team (FIT) Planner  
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[joshewa.fulton@fema.dhs.gov](mailto:joshewa.fulton@fema.dhs.gov)

**Floodplain Management & Insurance**  
[FEMA-R10-MIT-FMI@fema.dhs.gov](mailto:FEMA-R10-MIT-FMI@fema.dhs.gov)

**Pre-Implementation Compliance Measures**  
[FEMA-R10-MIT-PICM@fema.dhs.gov](mailto:FEMA-R10-MIT-PICM@fema.dhs.gov)

## YOU

### State & Federal Partners

**Deanna Wright**  
State NFIP Coordinator  
(503) 573-0050  
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**Hannah Fattor**  
State RiskMAP Coordinator  
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**Rachel Six**  
Natural Hazards Planner (Flood) - Oregon DLCD  
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**Bill Burns**  
Oregon Department of Geology and Mineral  
Industries (DOGAMI)  
[bill.burns@dogami.oregon.gov](mailto:bill.burns@dogami.oregon.gov)

**Paul Sclafani**  
Floodplain Management Program Manager -  
USACE, Portland District  
[paul.sclafani@usace.army.mil](mailto:paul.sclafani@usace.army.mil)

## Contract Support

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**Lisa Adair**  
Communication and Engagement Project  
Manager, Resilience Action Partners  
(206) 288-6024  
[lisa.adair@mbakerintl.com](mailto:lisa.adair@mbakerintl.com)



# FEMA

Hood River County Sheriff's Office  
 Statistical Information  
 City of Cascade Locks  
 January , 2025

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Call Type	Deputy	
S250011	01/05/25	AOA	24	1 911
S250017	01/08/25	WEAP	20	3 AC
S250020	01/09/25	SUSP	24	1 ALARM
S250026	01/12/25	AOA	31	4 AOA
S250027	01/12/25	VEH STOP	24	1 BURG
S250031	01/13/25	THEFT	29	1 DIST
S250045	01/18/25	OV	24	5 DOM
S250049	01/20/25	SUSP	28	4 FU
S250053	01/21/25	ROB	28	4 HARA
S250062	01/23/25	THEFT	31	2 INFO
S250063	01/23/25	OV	32	1 JUV
S250069	01/25/25	HARA	24	1 MAR
S250073	01/26/25	HARA	24	2 NUIS
S250074	01/27/25	OV	20	1 OFCR
				4 OV
				1 PS
				1 ROB
				1 SAR
				1 SUIC
				8 SUSP
				1 TA
				4 TC
				3 THEFT
				1 TRES
				20 VEH STOP
				1 WEAP
				1 WELF
<b>Total</b>	<b>14</b>			<b>Total</b>
<b>Total Number of Cascade Locks patrols</b>			<b>52</b>	
<b>Total Calls for Service</b>			<b>78</b>	
				<b>78</b>

Hours worked by HRSO **118.95**

