

CITY of CASCADE LOCKS

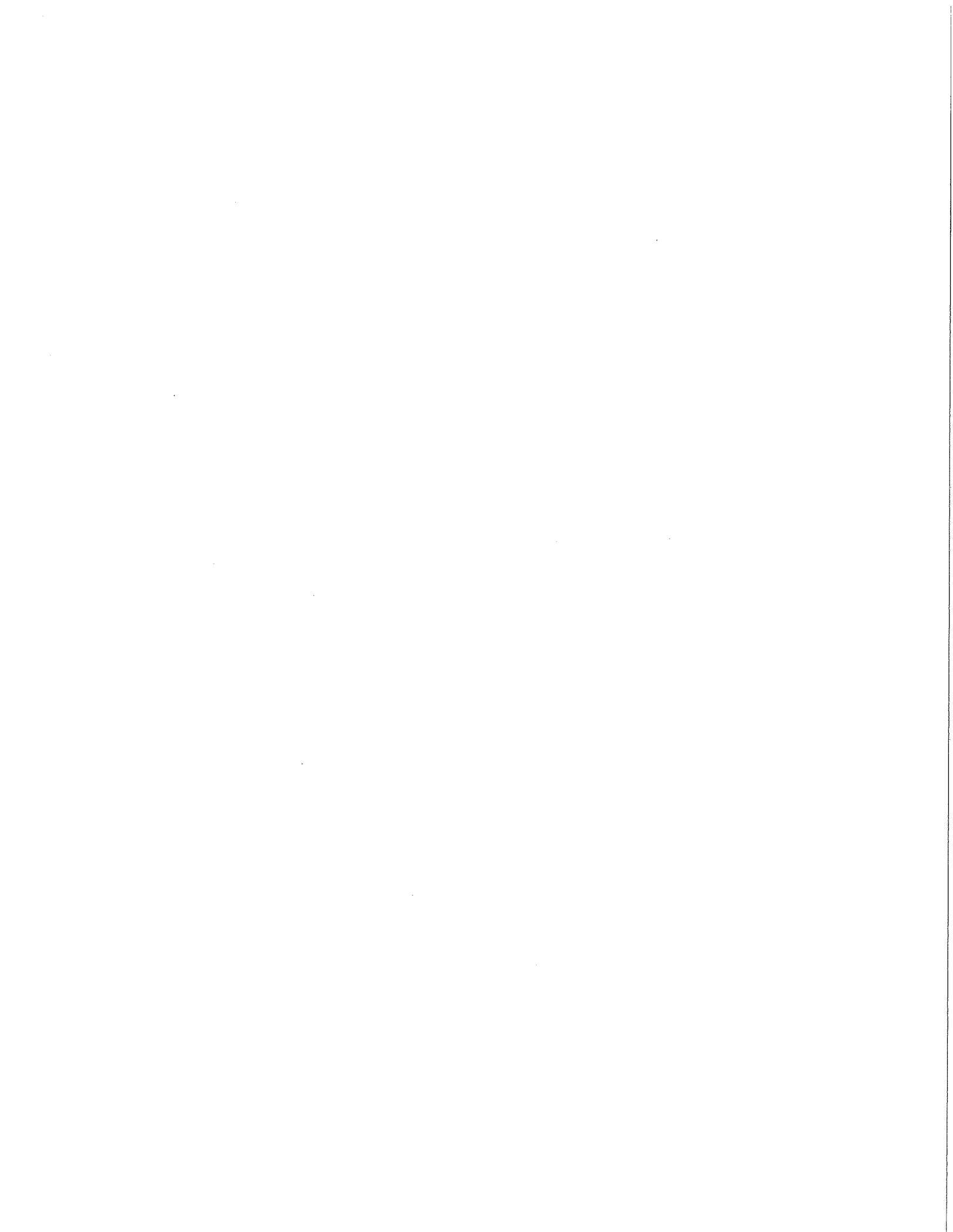
AGENDA

CITY COUNCIL MEETING, Monday, September 9, 2013, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of August 26, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 92,238.98.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Review Resolution No. 1281 Establishing Rates for Delivery of Electrical Services Provided by the City of Cascade Locks, and Repealing Resolution No. 1214.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Annual Review of Council Rules.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



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

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

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of August 12, 2013 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 98,066.64.**

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

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointment to Committees.** Mayor Cramblett appointed Tiffany Pruit to the Budget Committee.

b. **September Trails Month Proclamation.** CM Busdieker read the Mayoral Proclamation declaring September as Trails Month in Cascade Locks.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Haight reported that there were 150 sailors with families in Cascade Locks last week. He said there were approximately 60 boats and it was a successful event. He said he hoped there were local citizens that were able to watch some of the events.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **EMS Presentation.** SC Metheny explained sections of the Emergency Operations Manual and the roles of Council, staff, and other agencies in incidents. He explained the Incident Command System and the check lists that are included in the manual.

There was discussion on the fire in 2003 and the 2011 ice storm and how the processes worked during those incidents. SC Metheny explained the different levels of command if elevating resources. He explained the forms to use for obtaining reimbursement.

SC Metheny explained how the Reverse 911 System would work. He said each citizen will be able to choose how they would like to be notified. He said marketing will be the key to how well this system will work. He reported that Hood River County will have sign up events at the libraries so that everyone will have the opportunity to sign up.

Mayor Cramblett said he thought it would be a good idea to have SC Metheny come in periodically to help Council understand their role and responsibility in incidents. CM Helfrich suggested putting on a table top exercise at the Fire Station for actual training for Council.

c. **EMS Funding Discussion.** CA Zimmerman said the staff report explains what the current revenues are. He explained the sources of revenue. He said, on average, 35% of billable calls are to Multnomah County and represents 60% of income with an additional \$20,000 from Multnomah County. He listed options for sources of revenue and stated that Council would have to decide how to fund the Department. He said chances are some other option will have to be chosen to fund a minimal

operational level. CA Zimmerman said there is a primary ballot in May and information will have to be given to the County by March.

CM Busdieker asked about the percentage of property taxes going to emergency services. CA Zimmerman said right now it is 42% but the forensic accountant will be reviewing the justification for that amount. He said administrative costs are still being figured out. He said there are a lot of things to think about with several options and Council will have to decide how to fund this department next budget year.

Mayor Cramblett said the calls on the freeway make the money but when out on calls on the freeway the citizens aren't being covered. He said with more and more traffic on the freeway the citizens will be protected even less. CM Groves stated that the equipment is also getting worn out. CA Zimmerman said another avenue to explore is to share regional costs. He said the idea is to get the most coverage for the least dollar and to comfortably support that.

Mayor Cramblett said there is the benefit of learning when on calls and passing on information to others. CA Zimmerman said the City will be applying for two SAFER Grants to supplement funding.

CM Helfrich asked how many regular volunteers there are. SC Metheny said there are four or five that attend regularly. Paramedic Glovatsky explained the programs offered at PCC for a one or two year internship. He said the City would have to offer incentives to get people here to pull shifts. He said Cascade Locks has diverse calls but not call volume. He said the Emergency Services Department needs more people trained and working. CM Helfrich asked why the drop in volunteers. SC Metheny said most have moved away for several reasons. SC Metheny explained that there has been one call in-City at the same time there was a call on the freeway. He said it is a rare occasion to miss a call in-City while on the freeway. Paramedic Glovatsky stated that most organizations operate with at least 30 volunteers to be able to cover all shifts.

CM Helfrich asked about bringing back the paid on call paramedic. SC Metheny said that would be a positive effect. He said being a Paramedic is quite a job and requires a lot of time. CM Helfrich asked about the medical transports. SC Metheny said the City would have to be a dependable source for the hospital and with limited staff have not been able to do that so the hospital won't call.

d. Power Rate Discussion. CA Zimmerman explained the spreadsheet. He said that he and Electric Superintendent Hupp would be meeting with BKI to determine the industrial rates and making sure that BPA rate increases are covered appropriately. He explained the power rate adjusting clause and that the charges would be based on actual costs. CM Busdieker asked how the City compared to other markets. CA Zimmerman said the City is on the lower end. He said there are substation issues for the City to consider and to try not to overbuild but build infrastructure enough to react to needed service. He reported that the lead time to get a transformer is one year. He said having 1 to 1 ½ building time for a project will allow some time for the City to react to what is needed.

CA Zimmerman said the City has to put a rate together to cover costs. He said the reserves are falling due to absorbing rate increases since 2006. CM Helfrich said as discussed in the economic development meetings, the City has to have everything ready for development. He said we can't give anyone any ammunition to be against development in Cascade Locks. CM Fitzpatrick said Council has to make it a priority to get an industrial rate in place. Mayor Cramblett said he would like to be in a position to be willing to negotiate.

e. City Administrator Zimmerman Report. CA Zimmerman reported on the rules for cardboard recycling. He reported on a process and timeline for the job announcement for the vacant Working Line Foreman. Consensus of Council was to open the announcement to include outside

applicants and guaranteeing the internal applicants an interview. CA Zimmerman reported on the Historic Columbia River Highway Celebration and asked permission to sign the one-time event OLCC applications after approval by the Sheriff's office. There was consensus of Council. CA Zimmerman reported that Gyda Haight would like to have the flower planters in the downtown removed as they do not hold sufficient moisture to allow the plants to flourish. He said that new planters with the installation of irrigation systems would be purchased if awarded the STIP Grant for the downtown project. Consensus of Council was to not remove the planters until they can be replaced with new ones. CA Zimmerman said the Regulator Street Construction will begin on Tuesday, September 3rd and last through October. He reported the funding for the repair of the bridge of the Gods has been approved with an estimated completion date of 12/31/13. CA Zimmerman said that he, Mayor Cramblett, Port President Groves, and IPGM Koch, would be making a presentation for the Oregon Department of Fish and Wildlife Commission September 6th in Salem concerning the Nestlé Waters Project and its impact on the City, the Port, and ODFW. He said a group of concerned stakeholders met regarding the use of the Old Fire Hall. He said the group decided to identify the basic upgrades needed to make the building habitable. He said depending on the costs, the Port and City will determine the potential course of action.

8. Mayor and City Council Comments. CM Helfrich commended the Port Commission and IPGM Koch for their work getting the bridge repaired. He reported on the discussion with the Joint Work Group on Economic Development for possible uses of the old fire hall. CM Busdieker thanked the Tourism Committee and CGRA for the invite to the course event. CM Groves gave kudos to the Port for getting the bridge repaired.

9. Other matters. None.

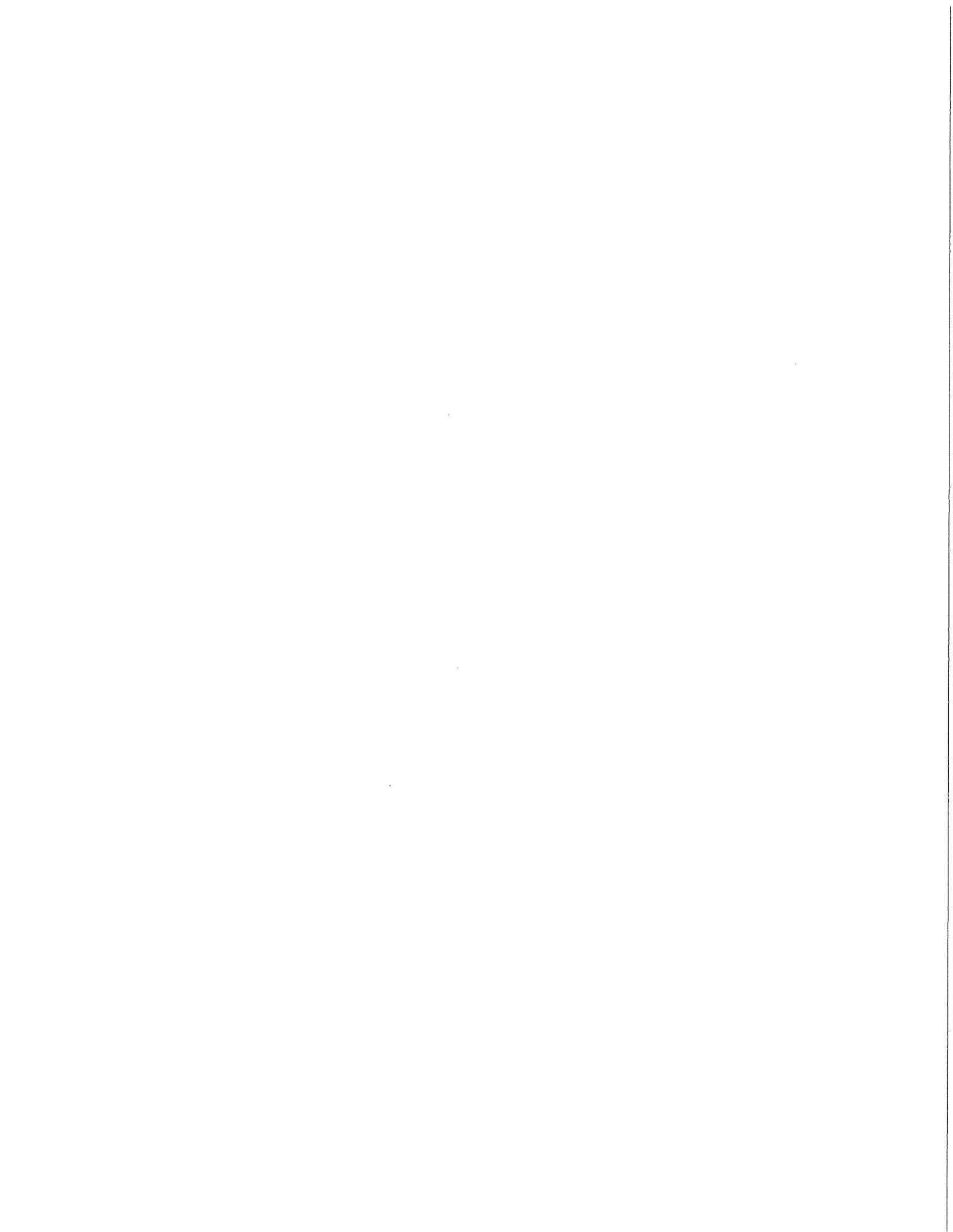
10. Executive Session as may be required. None.

11. Adjournment. Motion: CM Helfrich moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Groves, Fitzpatrick, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:53 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, 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:	DESCRIPTION:	AMOUNT:
8/30/2013	End of Month AP	\$ 57,188.65
9/6/2013	Gross Payroll	\$ 35,050.33

GRAND TOTAL	\$ 92,238.98
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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3891	08/13	08/30/2013	310	486-1040	Belo Management Services Inc.	197 Subs	4140562740	108.35
Total 3891:								
3892	08/13	08/30/2013	6839	81167977	Bound Tree Medical, LLC	stethoscope	0540562351	63.99
Total 3892:								
3893	08/13	08/30/2013	460	4911	BROWN & KYSAR, INC	General Consulting	5140562190	1,113.60
3893	08/13	08/30/2013	460	4911	BROWN & KYSAR, INC	General Consulting	5140662190	1,113.60
Total 3893:								
3894	08/13	08/30/2013	6853	082613	Cascade Locks Business Association	membership fee	0140162030	25.00
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3895	08/13	08/30/2013	790	313230273 8	CENTURYLINK	Fire Department Phones	0540562050	134.64
3895	08/13	08/30/2013	790	313401451 8	CENTURYLINK	Sewer	2140562050	115.49
3895	08/13	08/30/2013	790	313470082 8	CENTURYLINK	City Hall Phones	0140162050	137.00
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3895	08/13	08/30/2013	790	313785538 8	CENTURYLINK	Sewer	2140562050	235.16
3895	08/13	08/30/2013	790	313891134 8	CENTURYLINK	Emergency After Hours	5140562050	39.45
3895	08/13	08/30/2013	790	313891134 8	CENTURYLINK	Emergency After Hours	5140662050	26.29
3895	08/13	08/30/2013	790	314228414 8	CENTURYLINK	Lift Station	3140562050	36.72
Total 3895:								
3896	08/13	08/30/2013	800	320153997 8	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	8.01
Total 3896:								
3897	08/13	08/30/2013	4910	100091715 D	David Wallace	Refund Deposit	5121130	100.87

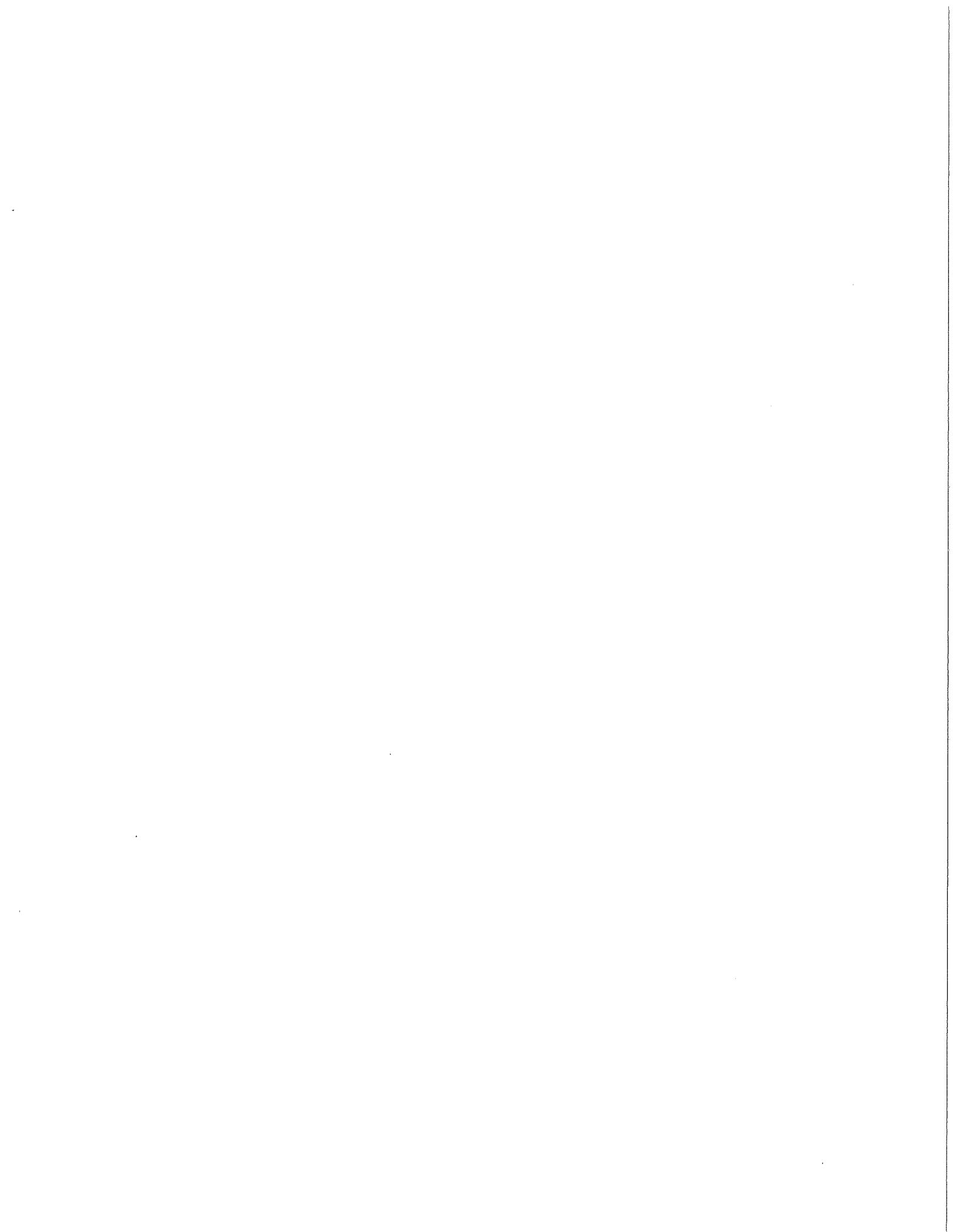
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3898	08/13	08/30/2013	1530	8255-9217 0	DISH NETWORK	Programming	4140562740	400.00
Total 3898:								
3899	08/13	08/30/2013	6856	0092209-IN	Entenmann-Rovin Co.	badges	0540562029	404.00
Total 3899:								
3900	08/13	08/30/2013	1930	1143-1016	FISHER COMMUNICATIONS INC	197 Subs	4140562740	137.90
Total 3900:								
3901	08/13	08/30/2013	2020	1209678	GENERAL PACIFIC INC.	Arrester, heavy duty distribution	5140562770	105.00
3901	08/13	08/30/2013	2020	1209678	GENERAL PACIFIC INC.	Arrester, heavy duty distribution	5140662770	105.00
3901	08/13	08/30/2013	2020	1209679	GENERAL PACIFIC INC.	disconnect boot	5140562750	32.00
Total 3901:								
3902	08/13	08/30/2013	6854	081913	Gordon Zimmerman	reimburse mileage	0140862020	106.22
Total 3902:								
3903	08/13	08/30/2013	6819	50522776	GovConnection	Window 7 Op System, MS Office Hm & S	0540562081	495.84
3903	08/13	08/30/2013	6819	50522776	GovConnection	Window 7 Op System, MS Office Hm & S	0540562081	366.81
Total 3903:								
3904	08/13	08/30/2013	2660	479472	Hughes Fire Equipment, Inc.	Pump Testing	0540562448	332.50
3904	08/13	08/30/2013	2660	479473	Hughes Fire Equipment, Inc.	Pump Testing	0540562448	332.50
Total 3904:								
3905	08/13	08/30/2013	6800	3370	Jack Rawlings	Wipers	5140562770	97.63
Total 3905:								
3906	08/13	08/30/2013	2900	082613	KAYLA CARRON	Reimburse for event supplies and W/AAAM	0840562115	314.74

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3906:								
3907	08/13	08/30/2013	3130	082613	LORRAINE MASSEY	Reimburse postage for brochures	0840562055	5.60
Total 3907:								
3908	08/13	08/30/2013	3360	082213	Megan Webb	Reimburse Mileage	2140562020	58.76
Total 3908:								
3909	08/13	08/30/2013	3690	43741	NATIONAL HOSE TESTING	Hose and Ladder testing	0540562446	2,014.20
Total 3909:								
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	0140162020	4.32
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	0140462530	107.11
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	0340562530	182.95
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	0540562420	963.82
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	0840562020	24.12
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	2140562530	115.81
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	2142162020	1.29
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	3142162020	.92
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	5140562200	698.46
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	5140662200	698.45
3910	08/13	08/30/2013	4020	ME112248	ODOT-FUEL SALES	Fuel	5142162020	3.71
Total 3910:								
3911	08/13	08/30/2013	6857	106272	Rescue Source	rope gear/helmet/vest/knife/wristie/prusi	0540563020	726.50
Total 3911:								
3912	08/13	08/30/2013	6780	17005512	Ricoh Americas Corporation	Lease	0140162110	59.00
3912	08/13	08/30/2013	6780	17005512	Ricoh Americas Corporation	Lease	0542162110	4.00
3912	08/13	08/30/2013	6780	17005512	Ricoh Americas Corporation	Lease	2142162110	16.00
3912	08/13	08/30/2013	6780	17005512	Ricoh Americas Corporation	Lease	3142162110	19.00
3912	08/13	08/30/2013	6780	17005512	Ricoh Americas Corporation	Lease	5142162110	138.80

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3912:								
3913	08/13	08/30/2013	5270	082213	SHIRELLE PRICE	Reimburse Mileage	0140162020	9.54
3913	08/13	08/30/2013	5270	082213	SHIRELLE PRICE	Reimburse Mileage	2142162020	2.85
3913	08/13	08/30/2013	5270	082213	SHIRELLE PRICE	Reimburse Mileage	3142162020	2.03
3913	08/13	08/30/2013	5270	082213	SHIRELLE PRICE	Reimburse Mileage	5142162020	8.18
Total 3913:								
3914	08/13	08/30/2013	5600	19078462	STRYKER SALES CORPORATION	Contract Pmt	0540563030	22.60
Total 3914:								
3915	08/13	08/30/2013	4910	400267011 D	Tanya Oatman	Refund Deposit	51211130	217.69
Total 3915:								
3916	08/13	08/30/2013	6110	083013	U.S. POSTAL SERVICE	UB Postage	0542162055	6.78
3916	08/13	08/30/2013	6110	083013	U.S. POSTAL SERVICE	UB Postage	2142162055	28.88
3916	08/13	08/30/2013	6110	083013	U.S. POSTAL SERVICE	UB Postage	3142162055	43.95
3916	08/13	08/30/2013	6110	083013	U.S. POSTAL SERVICE	UB Postage	5142162055	171.53
Total 3916:								
3917	08/13	08/30/2013	6350	0237793-IN	WAGNER-SMITH EQUIPMENT	Tool bucket/canvas bucket/aerial apron	5140563700	280.18
3917	08/13	08/30/2013	6350	0237807-IN	WAGNER-SMITH EQUIPMENT	10" adj wrench	5140563700	93.94
3917	08/13	08/30/2013	6350	0238140-IN	WAGNER-SMITH EQUIPMENT	vinyl bolt cutter bag/steel fish tape	5140563700	74.21
3917	08/13	08/30/2013	6350	0238140-IN	WAGNER-SMITH EQUIPMENT	vinyl bolt cutter bag/steel fish tape	5140563700	74.20
Total 3917:								
3918	08/13	08/30/2013	6855	6221	WanNaPa Room Inc	IBEW Mtg. box lunches	5140562770	143.20
Total 3918:								
3919	08/13	08/30/2013	6858	B21012	Wet Planet	3-day swift water rescue course	0540562020	712.62
Total 3919:								

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3920	08/13	08/30/2013	6660	08/30/13	WINNETT, LAWRENCE EDWARD	CATV Work/replace receiver	4140562570	300.00
Total 3920:								
3921	08/13	08/30/2013	6690	081513	WOOSLEY, KATHY	Reimburse Mileage	0140162020	9.54
3921	08/13	08/30/2013	6690	081513	WOOSLEY, KATHY	Reimburse Mileage	2142162020	2.85
3921	08/13	08/30/2013	6690	081513	WOOSLEY, KATHY	Reimburse Mileage	3142162020	2.03
3921	08/13	08/30/2013	6690	081513	WOOSLEY, KATHY	Reimburse Mileage	5142162020	8.18
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8301301	08/13	08/30/2013	3650	13080109	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	154.05
Total 8301301:								
8301302	08/13	08/30/2013	440	JUL13-PWR	BPA	Power Bill	5140562820	24,319.00
8301302	08/13	08/30/2013	440	JUL13-PWR	BPA	Power Bill	5140662820	5,005.00
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8301303	08/13	08/30/2013	440	JUL13-TRNO	BPA	Power Bill	5140562821	6,889.00
8301303	08/13	08/30/2013	440	JUL13-TRNO	BPA	Power Bill	5140662821	1,418.00
Total 8301303:								
8301304	08/13	08/30/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	54.00
8301304	08/13	08/30/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	4.00
8301304	08/13	08/30/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	15.00
8301304	08/13	08/30/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	17.00
8301304	08/13	08/30/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	126.93
Total 8301304:								
8301305	08/13	08/30/2013	6090	2305 8/13	U S BANK CC	August Visas	0540562020	55.00
8301305	08/13	08/30/2013	6090	2305 8/13	U S BANK CC	August Visas	0540562081	94.50
8301305	08/13	08/30/2013	6090	2305 8/13	U S BANK CC	August Visas	5640563941	788.26
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8301306	08/13	08/30/2013	6090	2974 8/13	U S BANK CC	August Visas	0540562050	14.99

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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8301307	08/13	08/30/2013	6090	4393 8/13	U S BANK CC	August Visas	0140462540	9.98 M
Total 8301307:								
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	0140162010	99.07 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	0140162010	48.70 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	0140262010	4.81 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	0540563946	529.99 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	0542162010	1.25 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	2142162010	24.24 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	3142162010	24.03 M
8301308	08/13	08/30/2013	6090	8773 8/13	U S BANK CC	August Visas	5142162010	105.95 M
Total 8301308:								
								838.04
Grand Totals:								
								57,188.65



CASCADE LOCKS STAFF REPORT

Date Prepared: September 3, 2013

For City Council Meeting on: September 9, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. It adds a Power Cost Adjustment Clause.

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

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

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

5. It adds an automatic cost of living escalator.

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

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

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

CITY COUNCIL OPTIONS:

The following options are open to the Council:

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

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

**City of Cascade Locks
Electric Rates**

	City Light	Southbank	Total 2013-14 Budget	Total with BPA Increase	Beginning 10/1/2013
Personnel Costs	306,644	288,802	595,446	595,446	9.0%
Material/Services Cost	257,941	94,180	352,121	352,121	11.0%
Purchased Power	552,000	95,000	647,000	690,624 *	
Transmission Costs	110,000	20,500	130,500	151,266 *	
Capital Outlay	919,941	209,680	1,129,621	1,194,011	
Interfund Transfers	39,400	29,600	69,000	69,000	
Administration	79,600	-	79,600	79,600	
Contingency	1,703	-	1,703	1,703	
	1,347,288	528,082	2,069,744	2,134,134	
				\$ 64,390	Increase
					3.1%

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

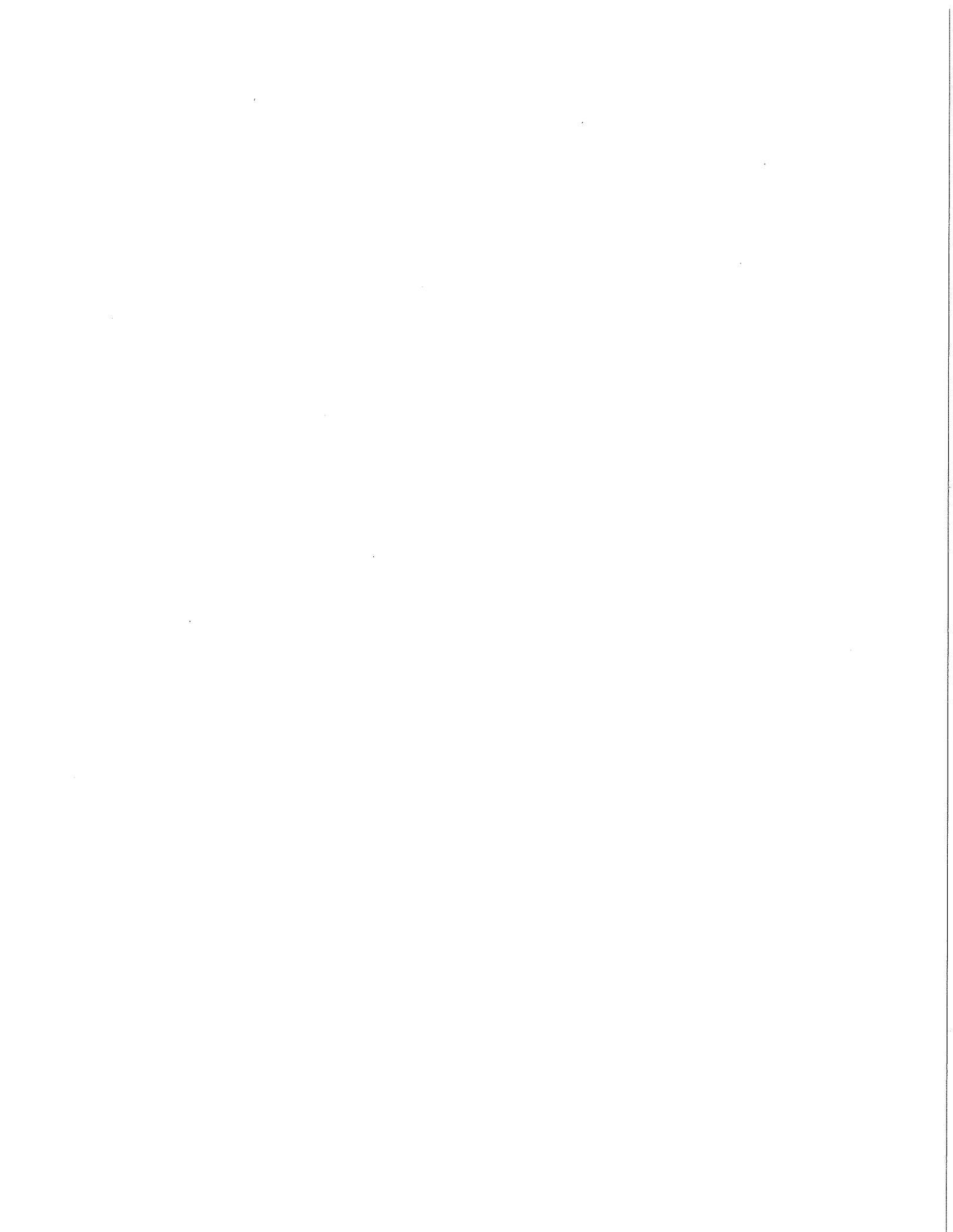
Previous BPA Rate increases between 2006 and 2013 absorbed by the Electric Department:

4.3%
7.4%

Current Rates:

	3.1% Increase	4.3% Increase	7.4% Increase
Residential	\$ 0.0705 kwh	\$ 0.0727	\$ 0.0757
Residential/Rural	\$ 0.0741 kwh	\$ 0.0764	\$ 0.0796
General			
First 15,000 kwh	\$ 0.0655 kwh	\$ 0.0675	\$ 0.0703
After 15,000 kwh	\$ 0.0380 kwh	\$ 0.0396	\$ 0.0408
Public Agency			
First 15,000 kwh	\$ 0.0715 kwh	\$ 0.0737	\$ 0.0768
After 15,000 kwh	\$ 0.0495 kwh	\$ 0.0510	\$ 0.0532
Industrial			\$ 0.0395

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



RESOLUTION NO. 1281

**A RESOLUTION ESTABLISHING RATES FOR DELIVERY OF ELECTRICAL SERVICES
PROVIDED BY THE CITY OF CASCADE LOCKS,
AND REPEALING RESOLUTION NO.'s 1074, 1157 AND 1214**

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

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

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

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

SECTION 1. RATE SCHEDULES.

SCHEDULE NO. 1
Residential Service

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

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

<u>Monthly Rate:</u>	<u>City</u>	<u>Rural</u> (outside City limits)
As of October 1, 2013	(7.4% increase)	
Basic Customer Service Rate:	\$10.63 per month	\$13.59
Cost of Energy:	7.57 cents/kwh	7.96 cents/kwh
Power Adjustment Charge per kilowatt-hour varies.	See schedule PCAC	

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

Delivery Point:

1. The point of attachment of electrical service shall be that point of the customer's

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

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

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

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

SCHEDULE NO. 2
General Service Rate

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

Character of Service:

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

<u>Monthly Rate:</u>	<u>City</u>	<u>Rural</u> (outside City limits)
As of October 1, 2013	(7.4% increase)	
Basic Customer Service Rate:	\$10.95 per month	\$14.18 per month
Cost of Energy:		
First 15,000 kwh	7.03 cents/kwh	
Over 15,000 kwh	4.08 cents/kwh	
Off-peak energy (11:00 PM to 7:00 AM)	4.08 cents/kwh	

Demand Rate:

First 25 KW of Billing Demand	No Charge
Over 25 KW of Billing Demand	\$ 7.09/KW
Off-peak Demand (11:00 PM to 7:00 AM)	No Charge

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

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

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

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

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

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

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

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

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

Delivery Point:

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.

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

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

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

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

SCHEDULE NO. 3
PUBLIC AGENCY RATE

Availability:

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

<u>Monthly Rate:</u>	<u>City</u>	<u>Rural</u> (outside City limits)
As of October 1, 2013	(7.4% increase)	
Basic customer rate:	\$15.39	\$18.31
Energy Charge:		
First 15,000 kwh	7.68 cents/kwh	
Over 15,000 kwh	5.32 cents/kwh	
Off peak energy (11:00 PM to 7:00 AM)	5.32 cents/kwh	
Demand Charge:		
First 25 KW	No Charge	
Over 25 KW	\$8.27	
Off peak demand (11:00 PM to 7:00 AM)	No Charge	

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

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

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

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

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

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

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

Delivery Point:

1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
 2. Service shall be supplied to the entire premises through a single delivery and metering point.
 3. Separate points of delivery to the same customer shall be separately metered and billed.
 4. Individual single-phase motors larger than 5 horsepower with across-the-line starting may be connected only with the written permission of the City.
 5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.
- Terms of Payment: The foregoing rates are net and are due and payable as described in Ordinance No. 358. Failure to receive a bill shall not release the customer from liability of payment.

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

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

SCHEDULE NO. 4
Street Light Service Rate

Availability: This schedule is applicable to service for street lighting systems, including street lights, signal systems, and roadway and park lighting owned by the City for street light safety. Minimum term of any service agreement shall not be less than one year.

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

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

As of October 1, 2013 (7.4% increase)

Residential	\$ 2.42
Public Agency	\$ 7.47
Commercial	\$ 7.47
Industrial	\$15.00

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

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

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

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

SCHEDULE NO. 5
Security Light Rate

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

Monthly Rate:

<u>Type of Light</u>	<u>Wattage</u>	<u>Lumens</u>	<u>Ownership, Maintenance, and Energy by City</u>
As of October 1, 2013	(7.4% Increase)		
High Pressure Sodium	100	9,500	\$14.82
High Pressure Sodium	200	22,000	\$19.12

Delivery Point:

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

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

SCHEDULE NO. 6
Large Industrial Service Rate

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

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

Monthly Rate:

As of October 1, 2013

Basic Customer Service Rate: \$59.00 per month
Cost of Energy:
 On-peak 3.95 cents/kwh
 Off-peak energy 3.60 cents/kwh
 (11:00 PM to 7:00 AM)

Demand Charge:

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

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

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

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

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

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

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

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

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

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

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

Delivery Point:

1. The point of attachment shall be that point of the customer's premises nearest the

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

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

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

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

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

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

SCHEDULE NO. 7 **Cogeneration and Small Power Production Rate**

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

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

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

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

Interconnection Facilities:

1. The Seller shall furnish, install, operate and maintain in good order and repair and

without cost to the City such switching equipment, relays, locks and seals, breakers, automatic synchronizers, and other control and protective apparatus as shall be designated by the City as being required for the operation of the qualifying facilities in parallel with the City's power system.

2. The seller shall provide a lockable disconnect switch to isolate the Seller's qualifying facility from the City's power system. This switch shall be accessible to the City at all times, and the City shall have the right to lock such disconnect switch open whenever necessary to maintain safe electrical operating conditions, or whenever the qualifying facility adversely affects the City's power system.

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

Definitions:

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

General Terms and Conditions:

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

Schedule PCAC
Power Cost Adjustment Clause

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

The current cost per kilowatt-hour of energy billed is equal to the cost of power purchased for the most recent month, divided by the kilowatt-hours purchased for the most recent month minus 3.59% allowance for system losses (energy sold). This allowance should be reviewed annually and changed by the City Council as required. The monthly adjustment (rounded to the nearest one one-hundredth of a cent) is equal to the current cost less the base cost. The base cost of power (U) is \$0.0323 per kilowatt-hour.

Periodic changes shall be made to maintain the proper relative structure of the rates and to

insure that power costs are being equitably recovered from the various rate classes.

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

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

- A is the power cost adjustment rate in dollars per kilowatt-hour rounded to four decimal places applied on a per kilowatt-hour basis to all metered sales of electricity.
- S is the total kilowatt-hours sold during the most recent month.
- U is the base cost of power, which equals the average cost of power purchased per kilowatt-hour of sales for the test year period. This figure remains constant in each subsequent monthly calculation at \$0.0323 per kilowatt-hour until otherwise changed by the City Council.
- C is the cost of power purchased in dollars in the most recent month. Cost of power purchased for calculation of C are the monthly amounts which would be recorded in accounts 05-62820, 06-62820, 05-82821, and 06-82821.

Schedule for Annual Increases

1. The City Council shall establish a target operational reserve of \$1,000,000, consistent with adopted financial policies. The Operational Reserve shall be defined as the Beginning Fund Balance (beginning available cash plus accounts payable) of each Fiscal Year for the Electric Department as a whole.
2. All rates in this resolution shall be increased April 1 of each year by the CPI-W (West – Size Class B/C) for December of the previous calendar year as defined by the Local Government Personnel Institute published in the January issue of the LGPI Newsletter.
3. If the Beginning Fund Balance is greater than the target Operational Reserve, then no increase will be applied for that Fiscal Year.

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

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

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

ADOPTED by the City Council this 14th day of October, 2013.

APPROVED by the Mayor this 14th day of October, 2013.

ATTEST:

Mayor Tom Cramblett

City Recorder Kathy Woosley

Ayes:

Nays:

RESOLUTION NO. 1074

A RESOLUTION ESTABLISHING RATES FOR THE DELIVERY OF ELECTRICAL SERVICES PROVIDED BY THE CITY TO AN AREA OF MULTNOMAH COUNTY KNOWN AS THE SOUTH BANK ELECTRICAL SYSTEM; AND REPEALING RESOLUTION NO. 908.

WHEREAS, the City owns and operates a separate electrical distribution system which provides electrical energy outside the City limits west of the eastern Multnomah County line (called the South Bank System); and

WHEREAS, the City buys all of it's electric power from the Bonneville Power Administration (BPA) ; and

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

WHEREAS, the cost of service to this area is substantially higher than other areas of the Cascade Locks Electrical System; and

WHEREAS, continuous loss of electrical load has driven the cost of service to remaining South Bank System customers to an extremely high level; and

WHEREAS, other factors such as vegetation and land use controls have increased the cost of service to the South Bank System; and

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

WHEREAS, the City Council created a Citizens Utility Advisory Committee for the purpose of reviewing all of the City's utility rates and make recommendations to the City Council with regard a rate increase for any of the City's utilities; and

WHEREAS, the Citizens Utility Advisory Committee has recommended that an increase be made effective on March 20, 2006, and that further periodic incremental increases be scheduled;

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

SECTION 1. Rate Schedules.

SCHEDULE NO. 1

Residential Service

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

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

Monthly Charges:

<u>Type of Charge</u>	
As of March 20, 2006 (10% increase)	
Basic Customer Service Charge:	\$18.20
Cost of Energy:	9.37 cents/kwh
As of August 20, 2006 (5% increase)	
Basic Customer Service Charge:	\$19.20
Cost of Energy:	9.84 cents/kwh
As of March 20, 2007 (3% increase)	
Basic Customer Service Charge:	\$19.80
Cost of Energy:	10.14 cents/kwh
As of March 20, 2008 (3% increase)	
Basic Customer Service Charge:	\$20.00
Cost of Energy:	10.44 cents/kwh

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

Delivery Point:

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

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

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

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

SCHEDULE NO. 2

General Service Rate

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

Character of Service:

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

Monthly Charges:

Type of Charge

As of March 20, 2006 (10% increase)

Basic Customer Service Charge: \$18.70

Cost of Energy:

First 15,000 kwh 9.50 cents/kwh

Over 15,000 kwh 5.46 cents/kwh

Off-peak energy 5.46 cents/kwh

(11:00 PM to 7:00 AM)

Demand Charge:

First 25 KW of Billing Demand No Charge

Over 25 KW of Billing Demand \$8.80/KW

Off-peak Demand (11:00 PM to 7:00 AM) No Charge

(11:00 PM to 7:00 AM)

As of August 20, 2006 (5% increase)

Basic Customer Service Charge: \$19.65

Cost of Energy:

First 15,000 kwh 9.98 cents/kwh

Over 15,000 kwh 5.73 cents/kwh

Off-peak energy 5.73 cents/kwh

(11:00 PM to 7:00 AM)

Demand Charge:

First 25 KW of Billing Demand No Charge

Over 25 KW of Billing Demand \$ 9.25/KW

Off-peak Demand (11:00 PM to 7:00 AM) No Charge

(11:00 PM to 7:00 AM)

As of March 20, 2007 (3% increase)

Basic Customer Service Charge: \$20.25

Cost of Energy:

First 15,000 kwh 10.29 cents/kwh

Over 15,000 kwh 5.90 cents/kwh

Off-peak energy 5.90 cents/kwh

(11:00 PM to 7:00 AM)

Demand Charge:

First 25 KW of Billing Demand No Charge

Over 25 KW of Billing Demand \$ 9.50/KW

Off-peak Demand (11:00 PM to 7:00 AM) No Charge

(11:00 PM to 7:00 AM)

As of March 20, 2008 (3% increase)

Basic Customer Service Charge:	\$20.85
Cost of Energy:	
First 15,000 kwh	10.60 cents/kwh
Over 15,000 kwh	6.10 cents/kwh
Off-peak energy (11:00 PM to 7:00 AM)	6.10 cents/kwh
Demand Charge:	
First 25 KW of Billing Demand	No Charge
Over 25 KW of Billing Demand	\$ 9.80/KW
Off-peak Demand (11:00 PM to 7:00 AM) (11:00 PM to 7:00 AM)	No Charge

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

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

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

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

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

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

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

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

Delivery Point:

- 1. The point of attachment shall be that point of the customer's premises nearest the applicable service facilities as determined by the City.
- 2. Service shall be supplied to the entire premises through a single delivery and metering point.
- 3. Separate points of delivery to the same customer shall be separately metered and billed by the City.

4. Individual single-phase motors larger than 5 horsepower may be connected only with the written permission of the City.
5. Individual three-phase motors larger than 100 horsepower with across-the-line starting may be connected only with the written permission of the City.

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

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

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

SCHEDULE NO. 3

Public Agency Rate

Availability: Applicable to all public agencies.

Character of Service:

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

Monthly Charges:

As of March 20, 2006

Basic customer charge:	\$23.10
Energy Charge: (10% increase)	
First 15,000 kwh	10.84 cents/kwh
Over 15,000 kwh	6.55 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	6.55 cents/kwh
Demand Charge:	
First 25 KW	No Charge
Over 25 KW	\$ 9.90/KW
Off peak demand (11:00 PM to 7:00 AM)	No Charge

As of August 20, 2006 (5% increase)

Basic customer charge:	\$24.25
Energy Charge:	
First 15,000 kwh	11.39 cents/kwh
Over 15,000 kwh	6.88 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	6.88 cents/kwh
Demand Charge:	
First 25 KW	No Charge
Over 25 KW	\$ 10.40/KW
Off peak demand (11:00 PM to 7:00 AM)	No Charge

As of March 20, 2007 (3% increase)

Basic customer charge:	\$25.00
Energy Charge:	
First 15,000 kwh	11.73 cents/kwh
Over 15,000 kwh	7.09 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	7.09 cents/kwh
Demand Charge:	
First 25 KW	No Charge
Over 25 KW	\$ 10.70/KW
Off peak demand (11:00 PM to 7:00 AM)	No Charge

As of March 20, 2008 (3% increase)

Basic customer charge:	\$25.75
Energy Charge:	
First 15,000 kwh	12.10 cents/kwh
Over 15,000 kwh	7.30 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	7.30 cents/kwh
Demand Charge:	
First 25 KW	No Charge
Over 25 KW	\$ 11.00/KW
Off peak demand (11:00 PM to 7:00 AM)	No Charge

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

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

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

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

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

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

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

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

Delivery Point:

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

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

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

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

SCHEDULE NO. 4

Security Light Rate

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

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

Monthly Charges:

<u>Type of Light</u>	<u>Wattage</u>	<u>Lumens</u>	<u>Ownership, Maintenance, and Energy by City</u>
As of March 20, 2006 (20% increase)			
High Pressure Sodium	100	9,500	\$ 13.80
High Pressure Sodium	200	22,000	\$ 17.80

Delivery Point:

1. The City will furnish, install, operate and maintain the lighting installation at a mutually agreeable location. Individual lamps will be replaced on burnout, as soon as reasonably possible after notification by the customer, during the normal work week, and at no additional charge to the customer.

2. If a pole, other than an existing pole is required, the City will install the pole for the cost of installation. The City Light Superintendent will calculate an estimate for each pole installation. In addition to the cost of installation, the charge to the customer will be \$2.70 per month as of March 20, 2006.
3. The complete lighting installation shall remain the property of the City. The customer will protect the lighting installation from deliberate damage. The customer will allow the City free access to their property to maintain and inspect the lighting equipment.

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

SCHEDULE NO. 5

Large Industrial Service Rate

Availability: Applicable to all large industrial customers with demands in excess of 1,000 kilowatts.

Type of Service and Monthly Charges: The City, when requested by a large industrial customer, may establish the type of service and monthly charges on a special contractual basis.

SCHEDULE NO. 6

Cogeneration and Small Power Production Rate

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

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

Purchase Rate: Energy Payment - Bonneville Power Administration Avoided Cost for applicable year.

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

Interconnection Facilities:

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

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

Definitions:

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

General Terms and Conditions:

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

SECTION 2. Repeal of Prior Resolutions. City of Cascade Locks Resolution No. 908 is hereby repealed.

SECTION 3. Effective Date. This resolution shall become effective on *March 20, 2006*.

SECTION 4. Rate Review. The City Council has directed that all utility rates, including electric rates provide for incremental increases each year in order to avoid large periodic increases. These incremental rates shall be reviewed by the Citizens Utility Advisory Committee annually.

SECTION 5. Expiration. This resolution shall remain in effect until repealed by the City Council.

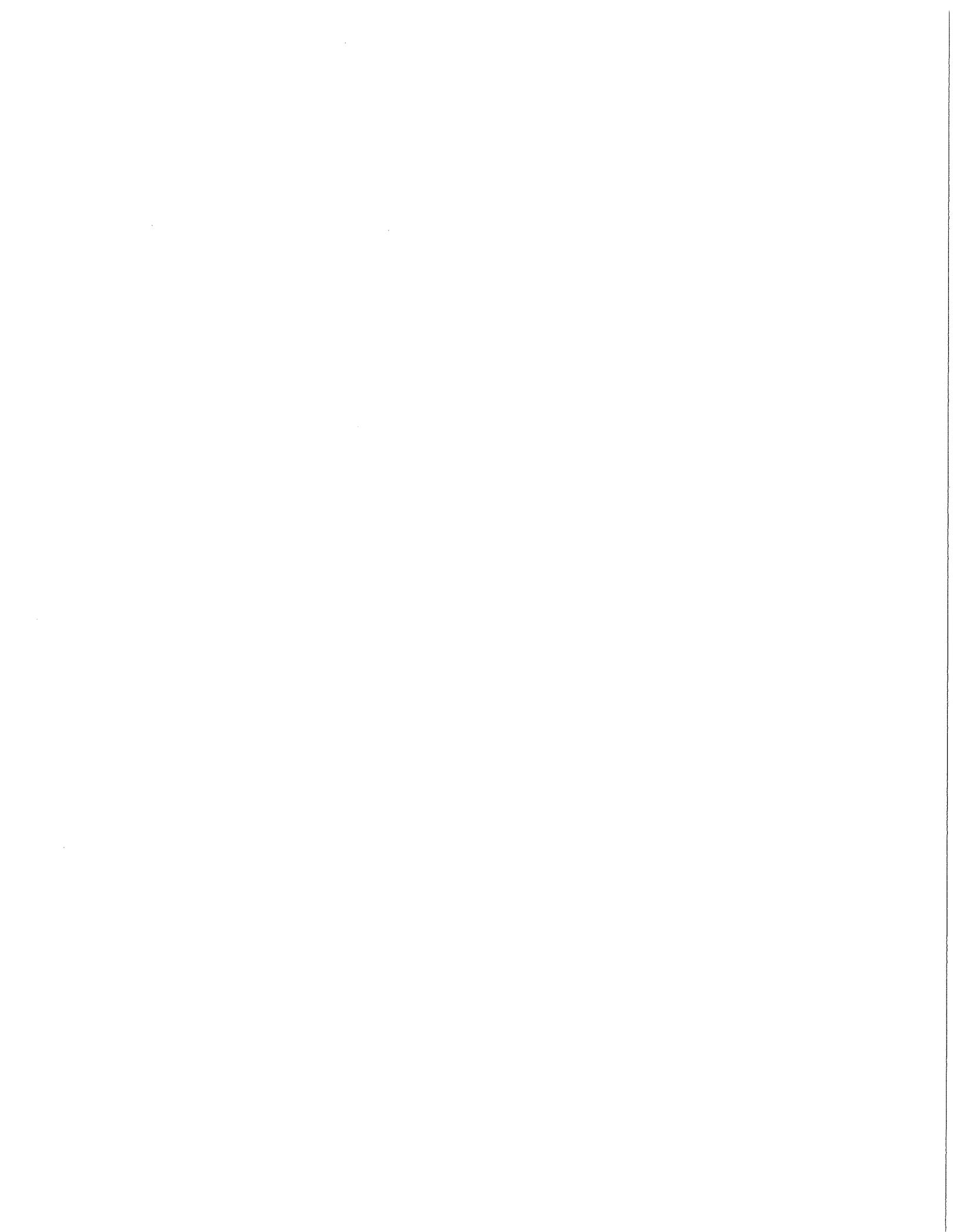
ADOPTED by the City Council this 13th day of March, 2006.

APPROVED by the Mayor this 13th day of March, 2006.

ATTEST:

Mayor

City Recorder



RESOLUTION NO. 1157

A RESOLUTION SIMPLIFYING THE FEE SCHEDULE FOR CITY STREET LIGHTING AND REVISING THOSE FEES ON THE CITY UTILITY BILLS; AND REPEALING RESOLUTION NO. 1131.

WHEREAS, the City council revised the Street Lighting Fees on March 24, 2008; and

WHEREAS, the newly approved Charter Amendments, ballot measure 14-33 was passed, subjects such fees adopted after January 2008 to voter ratification, and said election has yet to occur; therefore

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

SECTION 1. Street Lighting Fee. A Street Lighting Fee shall be assessed according to the following schedule on each residential, commercial, and public agency electrical account.

Residential = \$ 2.25 Public Agency = \$ 7.00 Commercial = \$ 7.00

SECTION 2. Assessment of the Street Lighting Fee. The Street Lighting fee shall continue to be added to the electrical line on the monthly utility bills sent to each customer, and will be included in the total electrical charges along with the Basic Customer Service Charge and the energy charge.

SECTION 3. Repeal of Prior Resolutions. Resolution No. 1131 is hereby repealed.

SECTION 4. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 5. Expiration. This resolution shall remain in effect until repealed by the City Council.

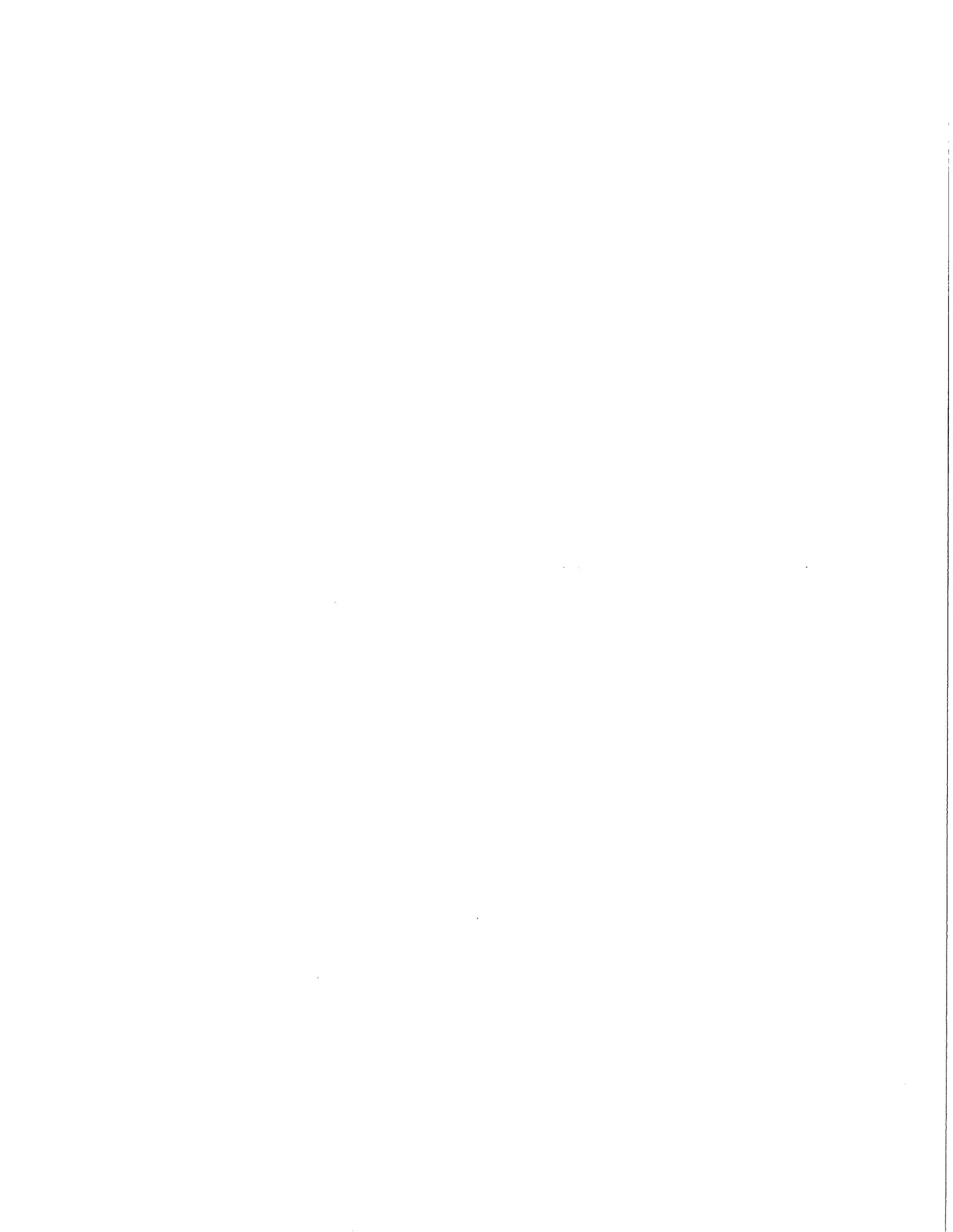
ADOPTED by the City Council this 8th day of December, 2008.

APPROVED by the Mayor this 8th day of December, 2008.

ATTEST:

Mayor

City Recorder



RESOLUTION NO. 1214

A RESOLUTION ESTABLISHING RATES FOR DELIVERY OF ELECTRICAL SERVICES PROVIDED BY THE CITY OF CASCADE LOCKS, ESTABLISHING WHERE MONIES ARE TRANSFERRED AND REPEALING RESOLUTION NO. 1073.

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

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

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

WHEREAS, the City Council created a Citizens Utility Advisory Committee for the purpose of reviewing all of the City's utility rates and make recommendations to the City Council with regard a rate increase for any of the City's utilities; and

WHEREAS, the Citizens Utility Advisory Committee has recommended that the following incremental increases be put in place;

WHEREAS, the City Council has decided that monies collected from Resolution No. 1157 be transferred monthly to the City Light Fund.

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

SECTION 1. RATE SCHEDULES.

SCHEDULE NO. 1

Residential Service

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

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

Monthly Charges:

<u>Type of Charge</u>	<u>City</u>	<u>Rural</u>
As of March 20, 2006 (10% increase)		(outside city limits)
Basic Customer Service Charge:	9.90	\$12.65
Cost of Energy:	7.05 cents/kwh	7.05 cents/kwh
As of August 20, 2006 (5% increase)		(outside city limits)
Basic Customer Service Charge:	\$10.40	\$13.30
Cost of Energy:	7.41 cents/kwh	7.41 cents/kwh

As of March 20, 2007 (3% increase)		(outside city limits)
Basic Customer Service Charge:	\$10.80	\$13.70
Cost of Energy:	7.63 cents/kwh	7.63 cents/kwh

As of March 20, 2008 (3% increase)		(outside city limits)
Basic Customer Service Charge:	\$11.15	\$14.10
Cost of Energy:	7.86 cents/kwh	7.86 cents/kwh

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

Delivery Point:

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

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

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

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

SCHEDULE NO. 2
General Service Rate

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

Character of Service:

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

Monthly Charges:

<u>Type of Charge</u>	<u>City</u>	<u>Rural</u> (outside city limits)
As of March 20, 2006 (10% increase)		
Basic Customer Service Charge:	\$10.20	\$13.20
Cost of Energy:		
First 15,000 kwh	6.55 cents/kwh	6.55 cents/kwh

<u>Type of Charge</u>	<u>City</u>	<u>Rural</u>
Over 15,000 kwh	3.80 cents/kwh	3.80 cents/kwh
Off-peak energy (11:00 PM to 7:00 AM)	3.80 cents/kwh	3.80 cents/kwh

Demand Charge:

First 25 KW of Billing Demand	No Charge
Over 25 KW of Billing Demand	\$ 6.60/KW
Off-peak Demand (11:00 PM to 7:00 AM)	No Charge

As of August 20, 2006 (5% increase)

Basic Customer Service Charge:	\$ 10.70	(outside city limits) \$ 13.85
Cost of Energy:		
First 15,000 kwh	6.88 cents/kwh	6.88 cents/kwh
Over 15,000 kwh	3.99 cents/kwh	3.99 cents/kwh
Off-peak energy (11:00 PM to 7:00 AM)	3.99 cents/kwh	3.99 cents/kwh

Demand Charge:

First 25 KW of Billing Demand	No Charge
Over 25 KW of Billing Demand	\$ 6.95/KW
Off-peak Demand (11:00 PM to 7:00 AM)	No Charge

As of March 20, 2007 (3% increase)

Basic Customer Service Charge:	\$11.00	(outside city limits) \$14.25
Cost of Energy:		
First 15,000 kwh	7.09 cents/kwh	7.09 cents/kwh
Over 15,000 kwh	4.12 cents/kwh	4.12 cents/kwh
Off-peak energy (11:00 PM to 7:00 AM)	4.12 cents/kwh	4.12 cents/kwh

Demand Charge:

First 25 KW of Billing Demand	No Charge
Over 25 KW of Billing Demand	\$ 7.15/KW
Off-peak Demand (11:00 PM to 7:00 AM)	No Charge

As of March 20, 2008 (3% increase)

Basic Customer Service Charge:	\$11.30	(outside city limits) \$14.70
Cost of Energy:		
First 15,000 kwh	7.30 cents/kwh	7.30 cents/kwh
Over 15,000 kwh	4.20 cents/kwh	4.20 cents/kwh
Off-peak energy (11:00 PM to 7:00 AM)	4.20 cents/kwh	4.20 cents/kwh

Demand Charge:

First 25 KW of Billing Demand	No Charge
Over 25 KW of Billing Demand	\$ 7.35/KW
Off-peak Demand (11:00 PM to 7:00 AM)	No Charge

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

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

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

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

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

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

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{kilowatt-hours}^2 + \text{Reactive kilovolts}^2 + \text{Ampere-hours}}$$

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

Delivery Point:

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

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

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

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

PUBLIC AGENCY RATE

Schedule No. 3

Availability:

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

Monthly Charges:

	<u>City</u>	<u>Rural</u>
As of March 20, 2006 (10% increase)		
Basic customer charge:	\$14.30	\$17.05
Energy Charge:		
First 15,000 kwh	7.15 cents/kwh	7.15 cents/kwh
Over 15,000 kwh	4.95 cents/kwh	4.95 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	4.95 cents/kwh	4.95 cents/kwh
Demand Charge:		
First 25 KW	No Charge	
Over 25 KW	\$ 7.70/KW	
Off peak demand (11:00 PM to 7:00 AM)	No Charge	
 As of August 20, 2006 (5% increase)		
Basic customer charge:	\$15.00	\$17.90
Energy Charge:		
First 15,000 kwh	7.51 cents/kwh	7.51 cents/kwh
Over 15,000 kwh	5.20 cents/kwh	5.20 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	5.20 cents/kwh	5.20 cents/kwh
Demand Charge:		
First 25 KW	No Charge	
Over 25 KW	\$ 8.10/KW	
Off peak demand (11:00 PM to 7:00 AM)	No Charge	
 As of March 20, 2007 (3% increase)		
Basic customer charge:	\$15.50	\$18.45
Energy Charge:		
First 15,000 kwh	7.74 cents/kwh	7.74 cents/kwh
Over 15,000 kwh	5.36 cents/kwh	5.36 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	5.36 cents/kwh	5.36 cents/kwh
Demand Charge:		
First 25 KW	No Charge	
Over 25 KW	\$ 8.35/KW	
Off peak demand (11:00 PM to 7:00 AM)	No Charge	

As of March 20, 2008 (3% increase)

Basic customer charge:	\$16.00	\$19.00
Energy Charge:		
First 15,000 kwh	8.00 cents/kwh	8.00 cents/kwh
Over 15,000 kwh	5.50 cents/kwh	5.50 cents/kwh
Off peak energy (11:00 PM to 7:00 AM)	5.50 cents/kwh	5.50 cents/kwh
Demand Charge:		
First 25 KW	No Charge	
Over 25 KW	\$ 8.60/KW	
Off peak demand (11:00 PM to 7:00 AM)	No Charge	

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

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

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

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

$$\text{Average Power Factor} = \frac{\text{kilowatt-hours}}{\text{kilowatt-hours}^2 + \text{Reactive kilovolts}^2 + \text{Ampere-hours}}$$

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

Delivery Point:

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

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

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

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

SCHEDULE NO. 4

Street Light Service Rate

Availability: This schedule is applicable to service for street lighting systems, including street lights, signal systems, and roadway and park lighting owned by the City for street light safety. Minimum term of any service agreement shall not be less than one year.

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

Monthly Charges: All monies collected per Resolution No. 1157 is to be transferred monthly from the Street Fund to the City Light Fund.

Partial costs of City owned street lighting is charged to customers per a separate resolution.

Delivery Point: The City will furnish, install, operate and maintain the lighting installation at a mutually agreeable location. Individual lamps will be replaced on burnout, as soon as reasonably possible after notification by the customer, during the normal work week, and at no additional charge to the customer.

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

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

SCHEDULE NO. 5

Security Light Rate

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

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

Monthly Charges:

<u>Type of Light</u>	<u>Wattage</u>	<u>Lumens</u>	<u>Ownership, Maintenance, and Energy by City</u>
As of March 20, 2001 2006 (20% increase)			
High Pressure Sodium	100	9,500	\$ 13.80
High Pressure Sodium	200	22,000	\$ 17.80

Delivery Point:

1. The City will furnish, install, operate and maintain the lighting installation at a mutually agreeable location. Individual lamps will be replaced on burnout, as soon as reasonably

possible after notification by the customer, during the normal work week, and at no additional charge to the customer.

2. If a pole, other than an existing pole is required, the City will install the pole for the cost of installation. The City Light Superintendent will calculate an estimate for each pole installation. In addition to the cost of installation, the charge to the customer will be an additional \$2.64 per month as of March 20, 2006.
3. The complete lighting installation shall remain the property of the City. The customer will protect the lighting installation from deliberate damage. The customer will allow the City free access to their property to maintain and inspect the lighting equipment.

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

SCHEDULE NO. 6

Large Industrial Service Rate

Availability: Applicable to all large industrial customers with demands in excess of 1,000 kilowatts.

Type of Service and Monthly Charges: The City, when requested by a large industrial customer, may establish the type of service and monthly charges on a special contractual basis.

SCHEDULE NO. 7

Cogeneration and Small Power Production Rate

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

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

Purchase Rate: Energy Payment - Bonneville Power Administration Avoided Cost for applicable year.

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

Interconnection Facilities:

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

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

Definitions:

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

General Terms and Conditions:

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

SECTION 2. Repeal of Prior Resolutions. City of Cascade Locks Resolution No. **1073** is hereby repealed.

SECTION 3. Effective Date. This resolution shall become effective on June 13, 2011.

SECTION 4. Rate Review. The City Council has directed that all utility rates, including electric rates provide for incremental increases each year in order to avoid large periodic increases. These incremental rates shall be reviewed by the Citizens Utility Advisory Committee annually.

SECTION 5. Expiration. This resolution shall remain in effect until repealed by Council action.

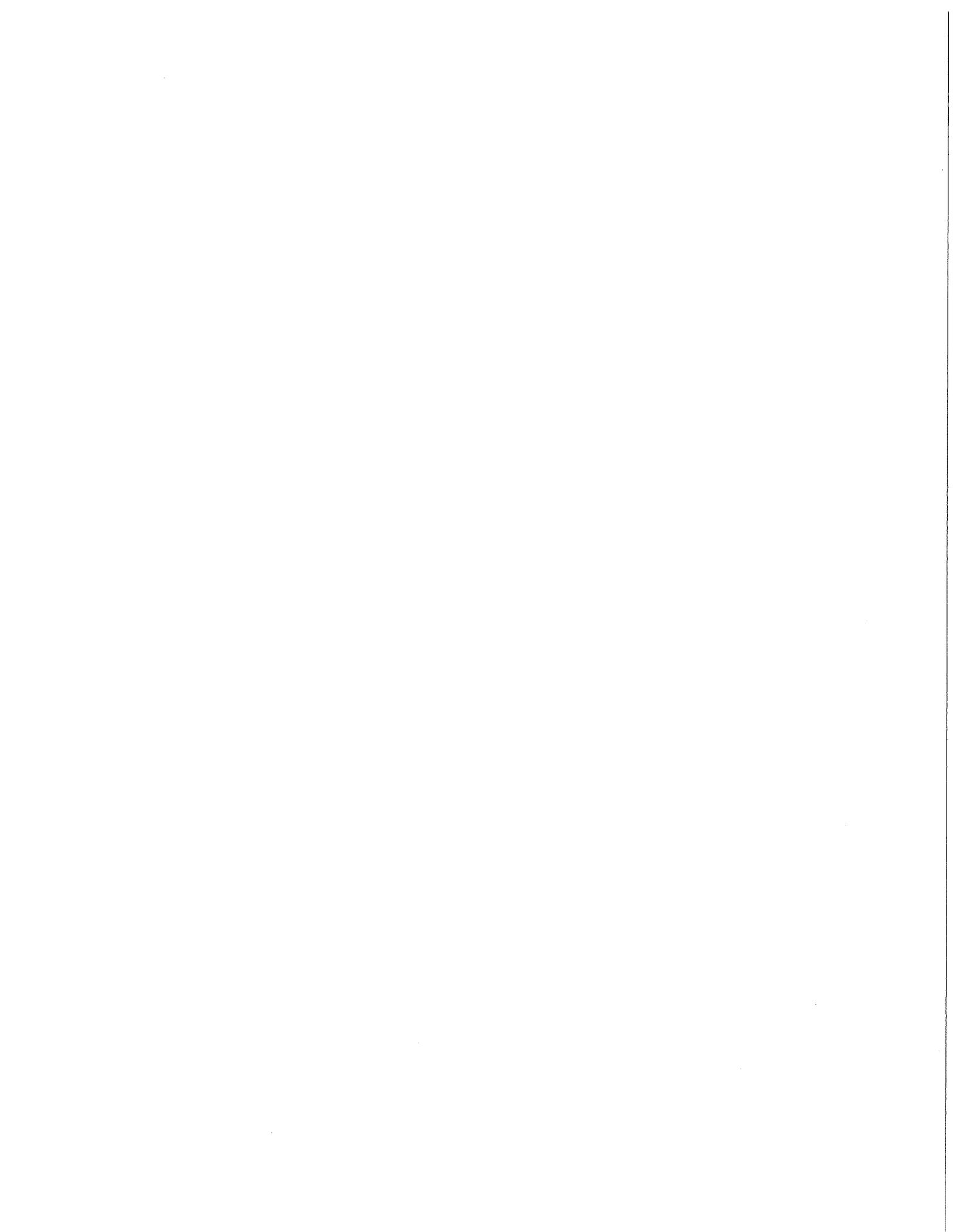
ADOPTED by the City Council this **13th** day of **June**, 2011.

APPROVED by the Mayor this **13th** day of **June**, 2011.

ATTEST:

Mayor

City Recorder



STAFF REPORT

Date Prepared: 8/30/13

For City Council Meeting on: 09/9/13

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Review and Update Council Rules.

SYNOPSIS: A schedule has been set to allow for an annual review of Council Rules.

Recommended changes to Council Rules include:

- Page 5 – Change “Clerk” to “City Recorder”
- Page 11 – Additions and deletions as listed
- Page 12 – Delete d. Temporary Services Committee

CITY COUNCIL OPTIONS:

1. Accept Staff’s recommendation for amendments to Council Rules.
2. Do not change Council Rules.
3. Other action as deemed desirable by City Council.

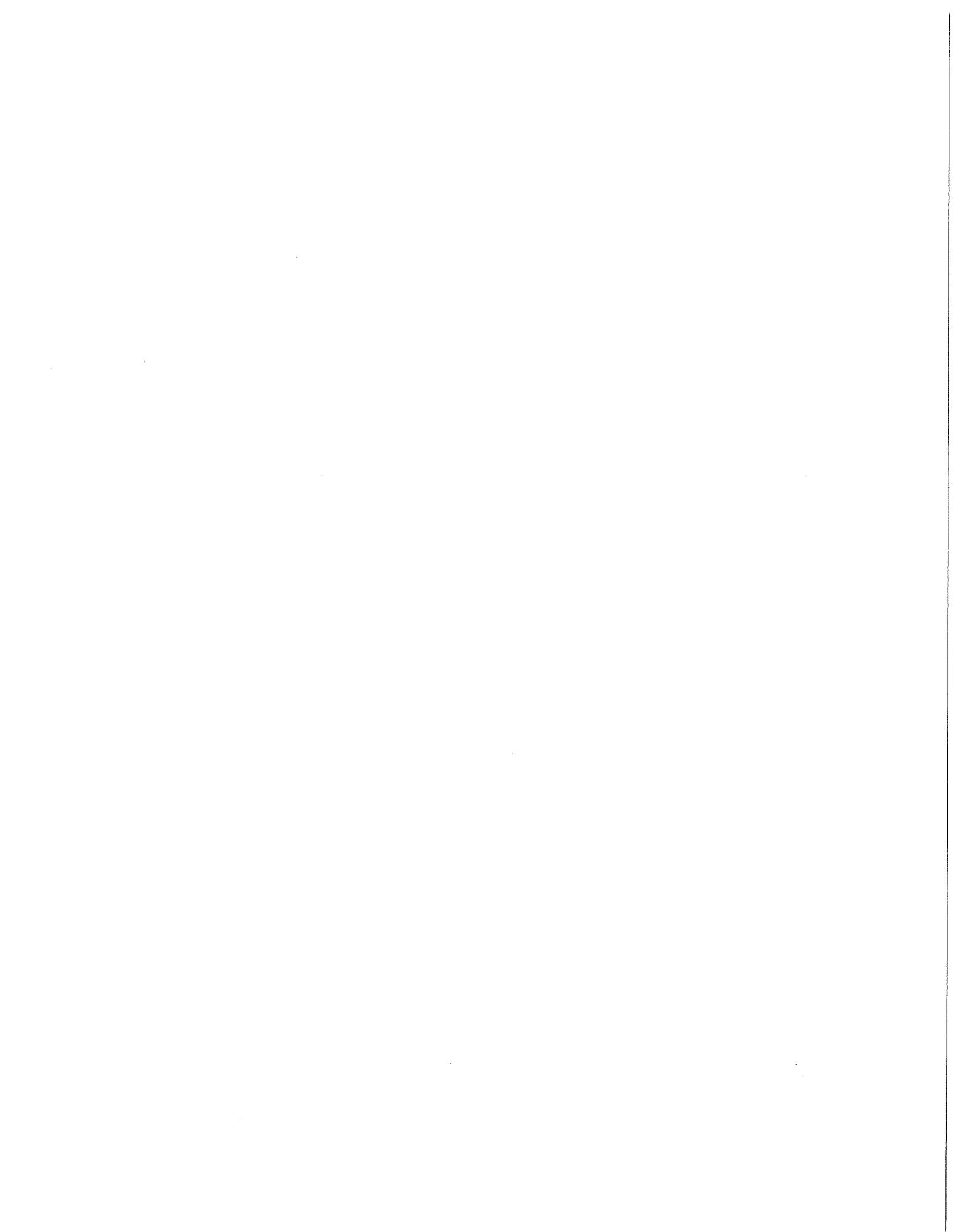
RECOMMENDATION: To conduct its annual review of the most current Council Rules and Procedures and direct staff to make necessary changes.

Legal Review and Opinion: None necessary.

Financial review and status: None necessary.

BACKGROUND INFORMATION:

**Attachment: Council Rules
Resolution No. 1250**



RESOLUTION NO. 1250

**A RESOLUTION ESTABLISHING RULES FOR THE MEETINGS,
PROCEEDINGS AND BUSINESS OF THE CITY COUNCIL OF THE CITY OF
CASCADE LOCKS, OREGON AND REPEALING RESOLUTION NO. 1224.**

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

SECTION 1. Authority. As authorized by the City Charter, Cascade Locks City Council establishes the following rules as attached as Exhibit A for its meetings, proceedings and business. These rules shall remain in effect upon their adoption by the Council until such time as they are amended, or new rules are adopted.

SECTION 2. Subjects Not Covered. Any subject not covered above shall be governed by Ordinance or by ORS.

SECTION 3. Effective Date. This resolution shall become effective upon adoption.

SECTION 4. Expiration. These rules shall remain in effect upon their adoption by the Council until such time as they are amended, or new rules are adopted.

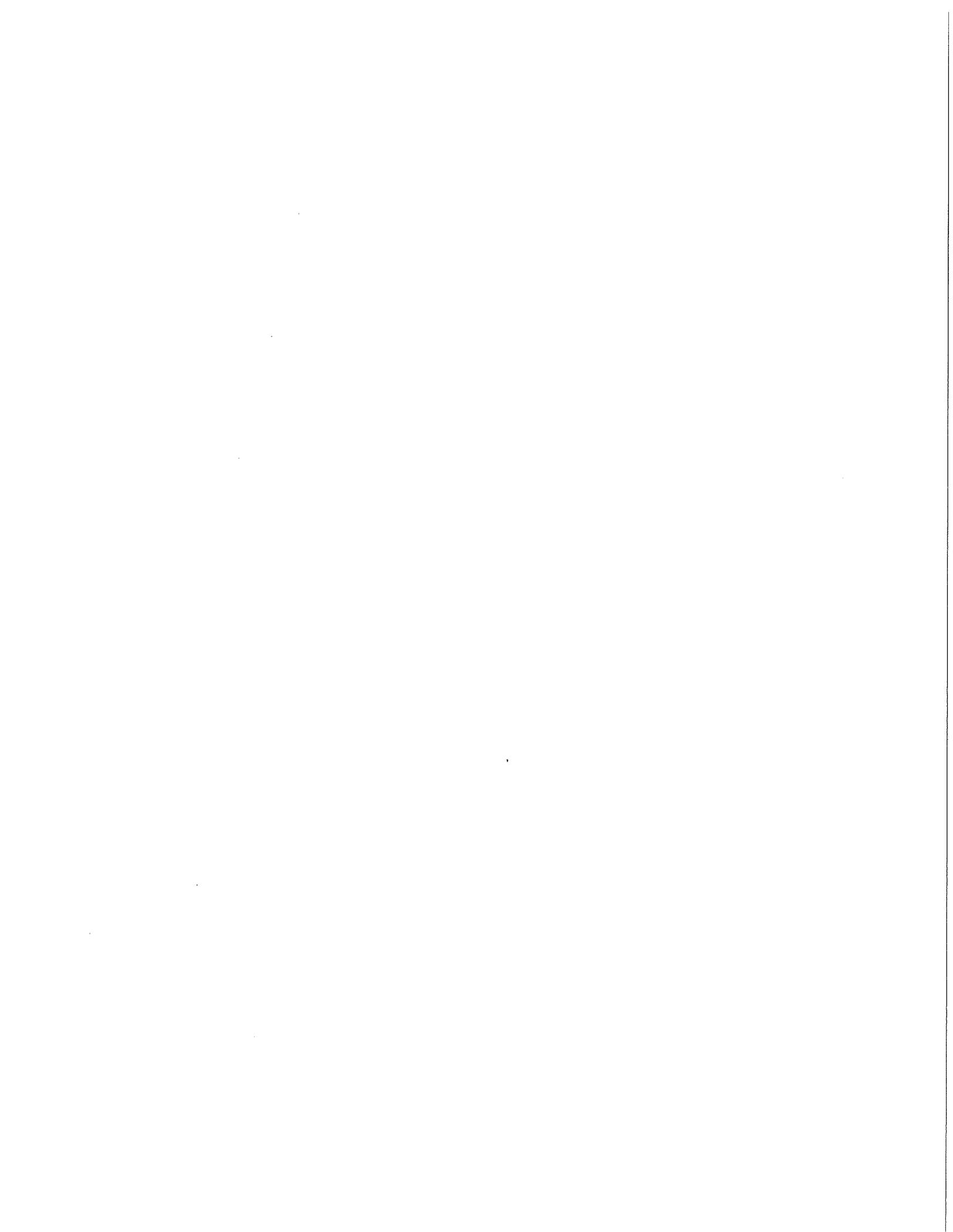
ADOPTED by the City Council this **24th** day of **September**, 2012.

APPROVED by the Mayor this **24th** day of **September**, 2012.

ATTEST:

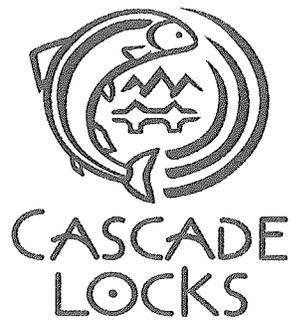
City Recorder

Mayor



CITY OF CASCADE LOCKS

COUNCIL PROCEDURES



ADOPTED SEPTEMBER 24, 2012
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. 1224 on September 26, 2011.

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, 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 consent of a majority of Council members, 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 Workshop or Training Meetings. Workshop 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, or longer workshops for planning programs or projects. 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 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. 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)

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 should 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. If this is not done, the proceedings may 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 and Work Sessions 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. Public Hearings
5. Action Items
6. Appearance of Interested Citizens

This is the time for citizen participation during which citizens may comment on non-agenda issues (except with respect to matters that are the subject of a public hearing). Members of the public desiring to address the Council must first be recognized by the Presiding Officer and then state their name and address 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 take action on any item under Comments by General Public and Government Officials, but may ask questions for clarification and, with consensus of Council, direct staff to report back on the matter at a subsequent meeting.

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.

7. Reports and Presentations
 - a. City Committees
8. Mayor and City Council Comments
9. Other Matters
10. Executive Session
11. 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~~ City Recorder 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 4th 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 Councilmember 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. The Presiding Officer shall preserve order and decorum, prevent attacks on persons or personalities, confine debate to the subject under discussion, and decides 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.

b. The Presiding Officer, or any Council member upon motion and majority vote, may remove any person who does not follow these rules and causes repeated disruption of the meeting. 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

c. Council members should not use their opportunity to speak to engage in personal attack or impugn the motives of any speaker. In the event a Councilmember is personally offended by the actions or remarks of the Mayor or another Councilmember, 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.

d. Any Councilmember or person who is 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 Councilmember 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 Councilmember 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. 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 Councilmember'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 Councilmember's personal position.

e. If a Councilmember represents the City or Council before another governmental agency, a community organization, or the media, the Councilmember 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 Councilmember should obtain appropriate permission before representing another Councilmember'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 Councilmember 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 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, Museum, and Planning, and Parks and Recreation. Each of these The Tourism Committees has seven members and the with the exception of Planning Commission, which 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.
- d. ~~Temporary Services Committees:~~
- ~~Public Works~~
 - ~~City Light~~
 - ~~Emergency Services~~
 - ~~Cemetery~~

10.4 Guidelines for Committee Operation.

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

10.5 Committee Goal Setting.

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

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 insure 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 Councilmember’s agency relationship with the City and may subject the Councilmember 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 Councilmember must also state whether the ex parte contact affects the Councilmember’s impartiality or ability to vote on the matter. The Councilmember 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 Councilmember may choose to participate, notwithstanding an ex parte contact or bias, the Councilmember may be disqualified from the hearing by a majority vote of the Council. The Councilmember 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 Councilmember who was absent during the presentation of evidence cannot participate in any deliberations or decisions regarding the matter unless the Councilmember 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:

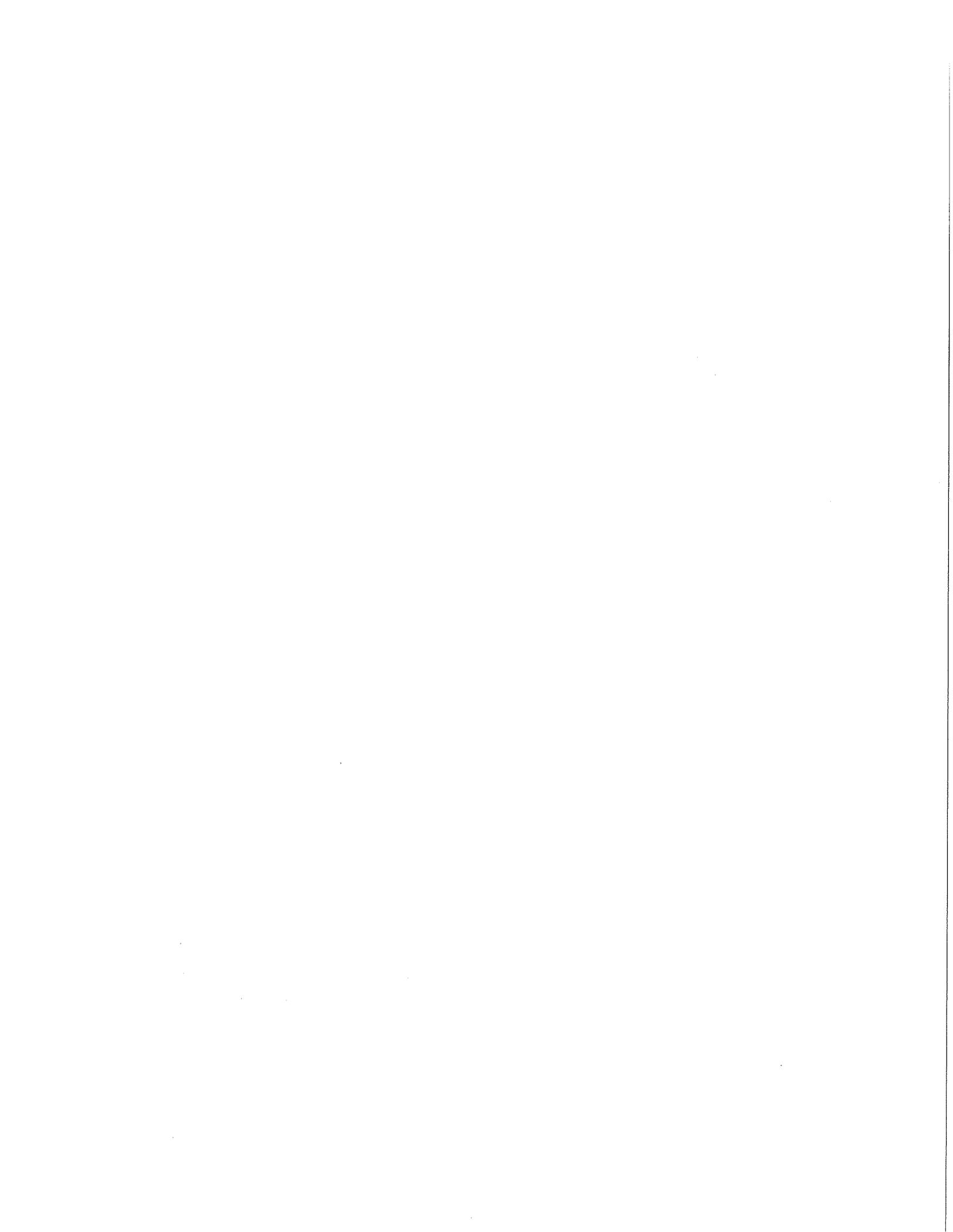
- a. The Mayor, or Presiding Officer, announces the convening of the Public Hearing and announces the nature of the matter to be heard as it is set forth on the agenda.
 - b. Discussion of Conflict of Interest of any members of Council.
 - c. The Mayor/Presiding Officer declares the hearing to be open 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
 4. Persons to speak in opposition of matter
 5. Persons to speak neither for nor against the matter
 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. Testimony in opposition of matter
6. Testimony neither for nor against the matter
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.



1. Call To Order/Pledge of Allegiance. Port President Jess Groves called the meeting to order at 7:00 PM.
2. Welcome and Self-Introductions. Present were Port Commissioners Jess Groves and Brenda Cramblett. City Councilors present were Jeff Helfrich and Bruce Fitzpatrick. Mayor Cramblett was excused. Citizen Representative Gary Munkhoff was also in attendance. PC Cramblett said Darlene Sullenger would be at the next meeting. Also present were City Administrator Gordon Zimmerman, Interim Port General Manager Paul Koch, City Recorder Kathy Woosley, Port Marketing and Development Manager Holly Howell, and Dave Palais.

IGPM Koch said he would like to add discussion regarding the draft concept for the old fire hall and also discussion regarding preparation for an application with Nestlé.

3. Adoption of meeting minutes of July 25, 2013. **Motion:** CM Fitzpatrick moved, seconded by CM Helfrich, to approve the minutes. The motion passed unanimously.
4. Citizen Input. None.
5. Report back from JWGED members on citizen appointments to advise the group. Committee members are still recruiting citizen members.
6. Port status report on Bridge of the Gods. IPGM Koch said the State of Oregon is considering STIP funding for the bridge repairs. He said the City Council and County Commissioners have cosponsored the application. He said the Port is paying \$170,000 as match for the grant. IPGM Koch said the goal is to have the bridge operating at 80,000 lb. weight limit by the end of December or by mid-January at the latest.

IPGM Koch said there will be a meeting Monday morning with about 20 congressional staff members from Washington, D.C. He said they need to understand the issues. PC Groves said part of the discussion will include the need for Ports to be on the receiving end of federal funds also.

PC Groves said the Port Commission has talked about raising the toll on the bridge. He said there is a loss of \$42,000 per month due to the weight limit. He said there has already been an authorized increase for bigger axle vehicles. He said he isn't in favor of raising toll for locals but need to figure out a way to increase the fee to others.

7. Nestle Update.
 - a. Meeting with Oregon Water Resources Department and Oregon Department Fish and Wildlife. CA Zimmerman said he, IPGM Koch, Mayor Cramblett, and Port President Groves met with OWRD on Tuesday and with ODFW Director today. He said the goal was to find out where we are in the process. CA Zimmerman said concerns were expressed about the process and the continuation of the process. Mr. Palais said it was a checking in with both agencies to find out where everyone is in the process of moving forward. He said he thought it was good to hear the support from the City and Port. IPGM Koch said the state agencies and the Governor are under extreme pressure to not allow this project. He said there is a meeting on September 6th to include panel discussions and will include the City, BARK, Food and Water Watch, Gorge Commission, and ODFW. PC Groves said there is a lot of misinformation about this project. He said it will be up to the community to make sure the facts are known. CM Helfrich spoke about the Facts Sheet that was prepared. CA Zimmerman said the Facts Sheet is on the City's website.

PC Cramblett asked if Darrin Nichols was going to support the Nestlé project in Cascade Locks. IPGM Koch said the connection has been made and the Act includes economic development.

IPGM Koch said the City and Port need to prepare for Nestlé. He said as a community we need to make sure that we are prepared. He said the industrial rates, the water master plan, and framework for the IGA needs attention. Mr. Palais said the sooner the City and Nestlé get something in writing as to what the relationship will be between the City, Nestlé, and ODFW, the less opportunity for the unknown to be used against everyone. He said the City and Port need to do their due diligence and answer all unknowns. Mr. Palais said Nestlé is still several years out just in process. He said there needs to be specific responses to all misinformation. He said knowing that the due diligence has been done will benefit everyone.

IPGM Koch suggested that he, Mayor Cramblett, Port President Groves, and CA Zimmerman, will start meeting weekly to determine the needs and be prepared.

Industrial Rates: Electric, Water, Sewer. CA Zimmerman explained the power rate increases by BPA are scheduled for October 1, 2013. He said he would be meeting with the City's Electrical Engineer, BKI, to figure out if the rate increases are set at appropriate levels. He said it is hopeful that Council will set an industrial rate by October 1, 2013. He said Council will also be considering phasing in increases to water rates. CA Zimmerman said the rates should be in place by the end of the year.

8. Status report on Port Strategic Plan. Port Marketing and Development Manager Howell gave the group a list of priority projects for the Port. She said the list is in the process of being revised to include the Moody Street Project and the Port's role in the redevelopment of the old fire station. She explained the priorities will help to leverage funding for the Port.
9. Industrial Rates: Electric, Water, Sewer. Discussed earlier in the meeting.
10. Old Fire Hall Discussion. IPGM Koch gave the group a draft of the Concept Paper for the Old Fire Hall. He said this is based on discussions held at a meeting earlier today. CA Zimmerman explained that Council wants the building to be used and not torn down. He explained the idea of using it to house the street vendors. He said with that comes questions of covering costs, how to govern the tenants, etc. He said we need to meet with the Hood River County Building Inspector to determine a baseline of stabilization for the building. IPGM Koch said if several uses are defined then maybe there could be a determination of stabilization and an amount to stabilize the building. PC Groves said we need to get the downtown busy.

Mr. Munkhoff said the goal should be to get the building sold. He said there could be contingencies and conditions placed on the sale. He asked why the City and Port would get so heavily involved in one building when they have other concerns to worry about. He said business people should be figuring this out. PC Groves said the Port has downtown property and making the old fire hall a viable business property will help the Port to market their property.

Mr. Munkhoff asked why the City and Port would give a local family opening a business competition by providing a place for other fish vendors to operate. CM Helfrich mentioned a vendor's license. He said there also has to be consideration given that this is prime river view property that you'll never get back. PC Groves said the tribal community has rights to sell their fish and this is an attempt to try to control where it happens. He said the idea is to figure a way

to use the old fire hall and create economic development. He said he didn't care who occupied the building.

PC Cramblett said the City needs to review their sign ordinance. She said there needs to be discussion with ODOT about the street vendors. CA Zimmerman explained the ordinance enforcement endeavors that have taken place. He said that ODOT and county law enforcement have also been contacted. He said ODOT does not have the resources to handle the situation and local law enforcement won't get involved until there is an injury.

Mr. Munkhoff said the old fire hall has not been aggressively marketed. He asked why the City and Port would try to invent business. He said to market the building with conditions of the sale. He said if you want this to be a business then present it to business people. PMDM Howell said it would take a full time person to manage a vendor market. CM Helfrich said the more restrictive the use of the building is made the less likely it will be to sell the building. CA Zimmerman said the City has to figure out the baseline price for structural repair. Consensus of the group was to have Jim Bussard prepare a report on structural repair for the building.

11. Economic Development Department Update. PMDM Howell reported for Port Economic Director Rains. She said the Port Staff has been reviewing rezoning for the Port's Industrial Park and adding a mixed use designation. She said they are discussing remodels for existing structures and reviewing the next steps for the addition of the second flex building on Herman Creek Lane.
12. Adjournment. PC Groves thanked all for coming to the meeting and urged others to join in the weekly meetings to discuss preparation for the Nestlé project. CA Zimmerman explained the importance of keeping the group limited and that confidentiality will be of utmost importance.

Motion: CM Helfrich moved, seconded by PC Cramblett, to adjourn. The motion passed unanimously. The meeting was adjourned at 9:03 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Jess Groves, Port President

