

# CITY of CASCADE LOCKS

## AGENDA

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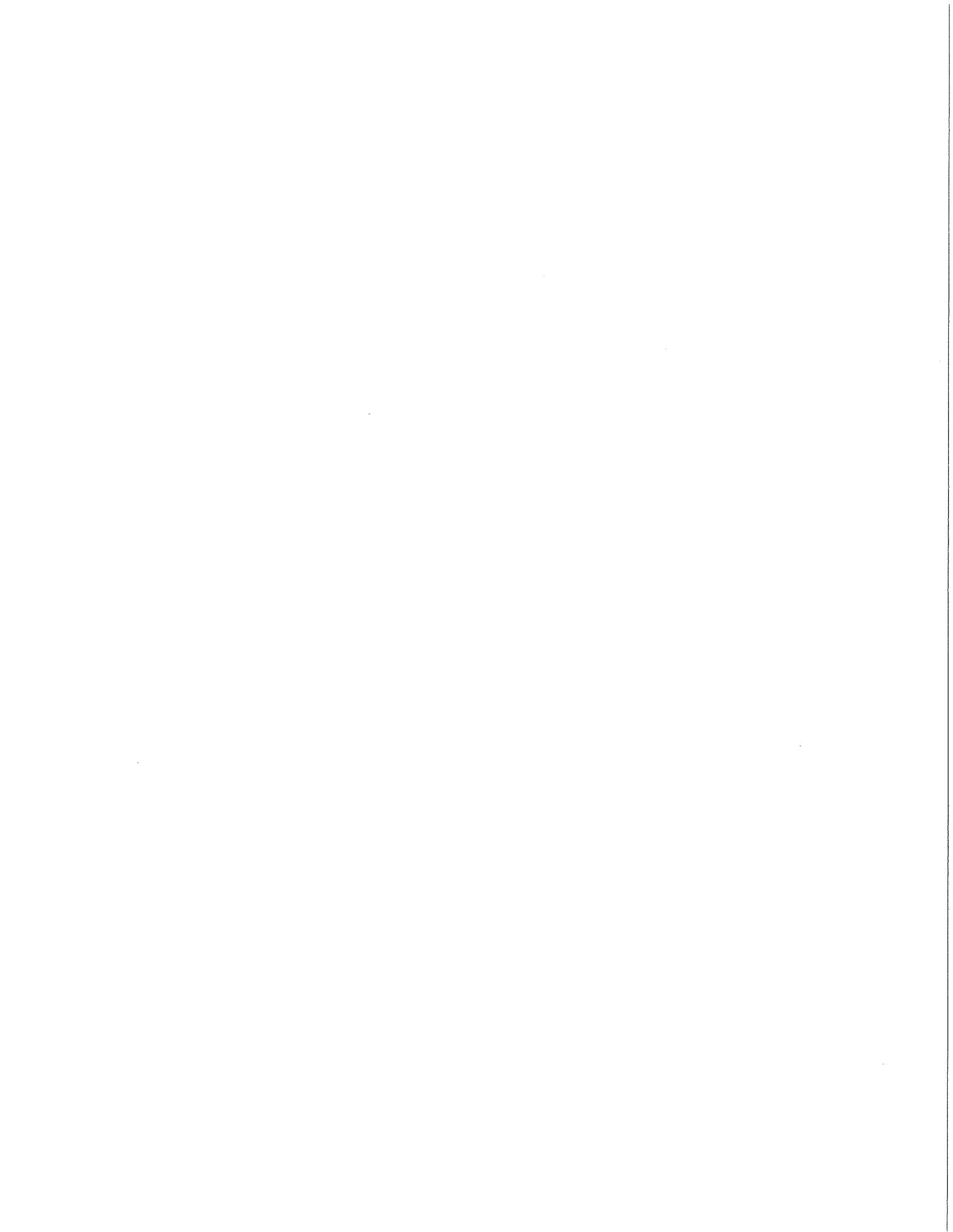
**CITY COUNCIL MEETING, Monday, September 23, 2013, 7:00 PM, CITY HALL**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Minutes of September 9, 2013 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$29,625.97.**
  - c. **Approve Resolution No. 1283 Establishing Authority to Initiate Bank Account Information Changes at US Bank and Local Government Investment Pool.**
4. **Public Hearings. None.**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Adopt Resolution No. 1281 Establishing Rates for Delivery of Electrical Services Provided by the City of Cascade Locks, and Repealing Resolution No.'s 1074, 1157 and 1214.**
  - c. **Adopt Resolution No. 1282 Establishing Rules for the Meetings, Proceedings and Business of the City Council of the City of Cascade Locks, Oregon and Repealing Resolution No. 1250.**
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. **Heidi Beierle – Gresham Chamber of Commerce.**
  - 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 Fitzpatrick (via phone), Randall, Walker, Busdieker, and Mayor Cramblett were present. CM Groves was absent and CM Helfrich was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Darlene Sullenger, and Camera Operator Betty Rush.

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

3. **Adoption of Consent Agenda.**

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

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

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

4. **Public Hearings.** None.

5. **Action Items:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**7. Reports and Presentations.**

**a. City Committees. None.**

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

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

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

CM Walker reminded all to reflect on 911 on Wednesday.

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

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

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

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

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

**9. Other matters. None.**

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

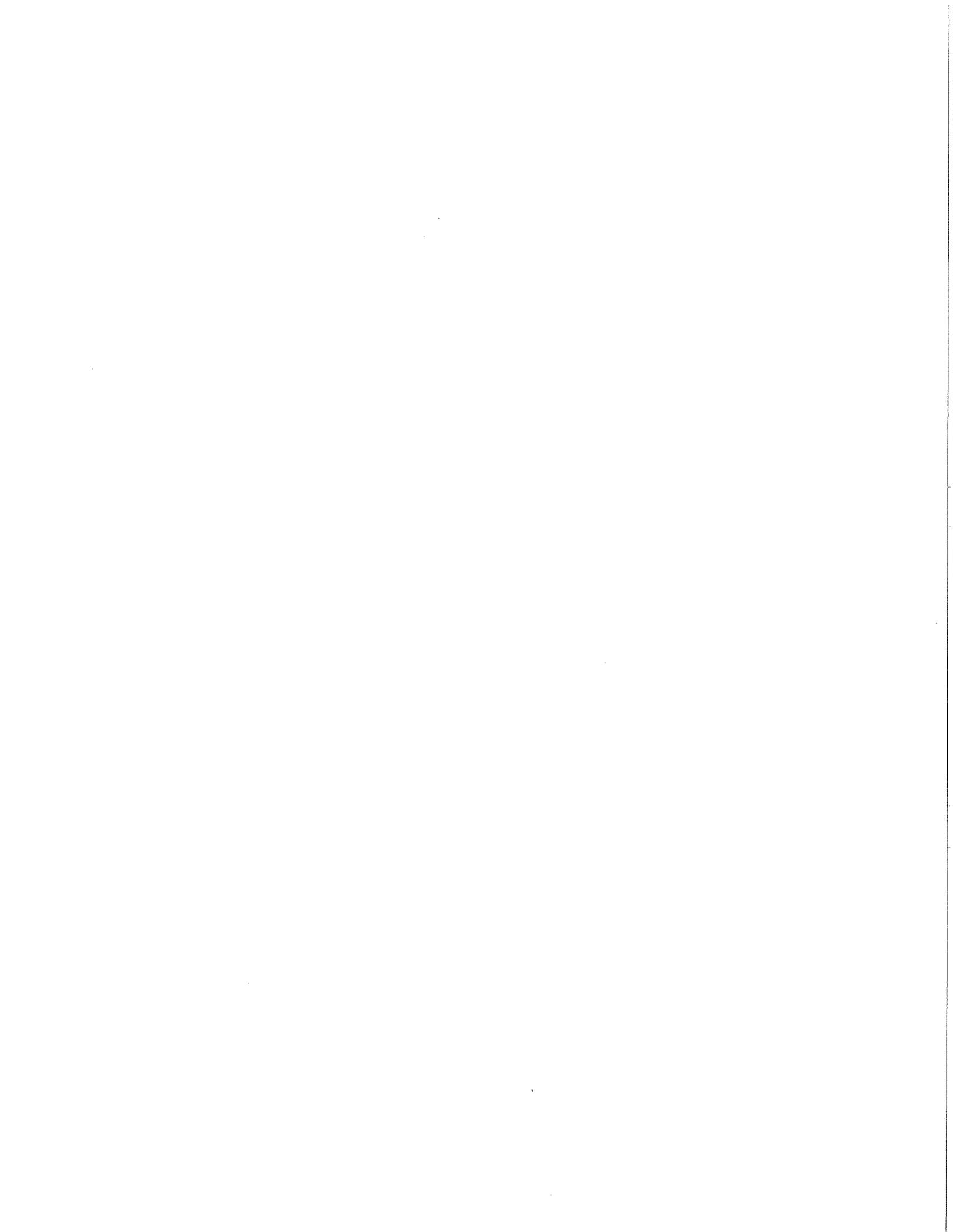
**11. Adjournment. Motion:** CM Randall moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:20 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor



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PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
9/16/2013	Mid Month AP	\$ 29,625.97

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GRAND TOTAL \$ 29,625.97

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APPROVAL:

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Mayor

Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3929	09/13	09/13/2013	6853	091013	Cascade Locks Business Association	Historic Highway Event	0840562115	2,000.00
Total 3929:								
3930	09/13	09/16/2013	20	17527	ADDVLAB	Water Sample Testing	2140562150	157.50
Total 3930:								
3931	09/13	09/16/2013	330	1052410	BENNETT PAPER & SUPPLY CO	Garbage Bags, Cleaner	0140462540	144.70
Total 3931:								
3932	09/13	09/16/2013	370	32841	BIO-MED TESTING SERVICE	Drug Testing	0140462063	59.75
Total 3932:								
3933	09/13	09/16/2013	6859	3321	Broad-Mill Co	E192626 Truck #11 Repair	5140562201	399.40
3933	09/13	09/16/2013	6859	3321	Broad-Mill Co	E192626 Truck #11 Repair	5140562201	399.40
Total 3933:								
3934	09/13	09/16/2013	610	599230	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	410.00
Total 3934:								
3935	09/13	09/16/2013	6830	090413	Cascade Locks Ale House	Refund Overpayment of OLCC Renewal	0130143280	50.00
Total 3935:								
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	370.14
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140762630	111.32
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	555.05
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0840562071	15.00
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,553.31
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	86.49
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	2,176.28

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
3936	09/13	09/16/2013	670	8/13 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	148.18
3936	09/13	09/16/2013	670	SSS 9/13	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140962025	204.30
Total 3936:								5,262.67
3937	09/13	09/16/2013	740	51957	CASELLE, INC.	Contract Support	0140162082	142.20
3937	09/13	09/16/2013	740	51957	CASELLE, INC.		0340562082	45.03
3937	09/13	09/16/2013	740	51957	CASELLE, INC.		0540562082	40.29
3937	09/13	09/16/2013	740	51957	CASELLE, INC.		2140562082	244.11
3937	09/13	09/16/2013	740	51957	CASELLE, INC.		3140562082	218.04
3937	09/13	09/16/2013	740	51957	CASELLE, INC.		5140562082	417.12
3937	09/13	09/16/2013	740	51957	CASELLE, INC.		5140662082	78.21
Total 3937:								1,185.00
3938	09/13	09/16/2013	940	083013	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	760.00
Total 3938:								760.00
3939	09/13	09/16/2013	1120	A40423	COLUMBIA HARDWARE, LLC	PVC	0140462520	3.21
3939	09/13	09/16/2013	1120	A41309	COLUMBIA HARDWARE, LLC	paint materials	0340562560	55.97
3939	09/13	09/16/2013	1120	B48858	COLUMBIA HARDWARE, LLC	paint materials	0140462520	6.99
3939	09/13	09/16/2013	1120	B49073	COLUMBIA HARDWARE, LLC	Marking paint	5140562770	10.98
3939	09/13	09/16/2013	1120	B49083	COLUMBIA HARDWARE, LLC	paint materials	0140462520	21.06
3939	09/13	09/16/2013	1120	B50151	COLUMBIA HARDWARE, LLC	Misc	0140462520	28.29
3939	09/13	09/16/2013	1120	B50256	COLUMBIA HARDWARE, LLC	PVC/part	0140462520	10.55
Total 3939:								137.05
3940	09/13	09/16/2013	1620	182	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 3940:								750.00
3941	09/13	09/16/2013	1670	2013-1835	EMERGENCY REPORTING	Quarterly Invoice	0540562113	567.00
Total 3941:								567.00
3942	09/13	09/16/2013	2020	1210835	GENERAL PACIFIC INC.	Transformer Pads	5140563770	456.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3942:								
3943	09/13	09/16/2013	2080	1-4979421	GLOBALSTAR	Sat Phone	0540562050	27.22
Total 3943:								
3944	09/13	09/16/2013	6854	090613	Gordon Zimmerman	reimburse mileage	0140862020	107.35
Total 3944:								
Total 3945:								
3945	09/13	09/16/2013	2130	2605	Gorge Security Shred (DBA)	Shredding	0140162110	25.00
3945	09/13	09/16/2013	2130	2605	Gorge Security Shred (DBA)	Shredding	0542162110	2.00
3945	09/13	09/16/2013	2130	2605	Gorge Security Shred (DBA)	Shredding	2142162110	7.00
3945	09/13	09/16/2013	2130	2605	Gorge Security Shred (DBA)	Shredding	3142162110	8.00
3945	09/13	09/16/2013	2130	2605	Gorge Security Shred (DBA)	Shredding	5142162110	58.00
Total 3945:								
3946	09/13	09/16/2013	2550	141418	HOOD RIVER HEALTH DEPT.	Immunizations for PW	3140562870	169.55
Total 3946:								
3947	09/13	09/16/2013	2590	24938	HOOD RIVER SUPPLY ASSOC.	weed killer	0140462820	221.27
3947	09/13	09/16/2013	2590	24938	HOOD RIVER SUPPLY ASSOC.	propane/forch	2140562860	88.27
Total 3947:								
3948	09/13	09/16/2013	2680	082813CR	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	29.95
3948	09/13	09/16/2013	2680	082813CR	HUPP JR., TRACY N.	Reimburse Mileage	5140662020	29.94
Total 3948:								
3949	09/13	09/16/2013	4910	600130703D	Jerry Schilling	Refund Deposit	5121130	217.12
Total 3949:								
Total 3950:								
3950	09/13	09/16/2013	3160	082313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	4140562860	39.96
3950	09/13	09/16/2013	3160	083013	MARIANNE BUMP/PETTY CASH	Record Sewer Easement	3140562870	81.00
3950	09/13	09/16/2013	3160	091013	MARIANNE BUMP/PETTY CASH	sewing needles	0140462520	5.94

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3950:								
3951	09/13	09/16/2013	3380	KPDJ 8/2013	Meredith Corporation	192 Subs	4140562740	57.60
3951	09/13	09/16/2013	3380	KPTV 8/2013	Meredith Corporation	192 Subs	4140562740	144.00
Total 3951:								
3952	09/13	09/16/2013	3490	96-01-01 9/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,231.45
3952	09/13	09/16/2013	3490	96-01-01 9/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	287.23
3952	09/13	09/16/2013	3490	96-01-02 9/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	995.92
3952	09/13	09/16/2013	3490	96-01-02 9/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	269.64
Total 3952:								
3953	09/13	09/16/2013	6834	090613	Mimi Morissette	Refund Deposit 103715699	5121130	300.00
Total 3953:								
3954	09/13	09/16/2013	3720	38171	NC II	Peds and splices	4140562560	1,038.97
Total 3954:								
3955	09/13	09/16/2013	6834	090313	New Beginnings Real Estate	Refund Overpayment on Final Billing	9911033	6.00
Total 3955:								
3956	09/13	09/16/2013	4910	100434108D	Nick Stover	Refund Deposit	5121130	30.75
Total 3956:								
3957	09/13	09/16/2013	3820	12028140	Norco, INC	Cylinder Rental	0540562351	37.20
Total 3957:								
3958	09/13	09/16/2013	4290	090413	OMEU	Fall Conference Registration	5140562020	360.00
Total 3958:								
3959	09/13	09/16/2013	4200	AR150059	OREGON DEPT. OF ENERGY	Energy Supplier Assessment	5140562030	730.80

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3959	09/13	09/16/2013	4200	AR150059	OREGON DEPT. OF ENERGY	Energy Supplier Assessment	5140662030	487.20
Total 3959:								
								1,218.00
3960	09/13	09/16/2013	4530	7082065	PAPE MACHINERY	Parts	5140562201	186.05
3960	09/13	09/16/2013	4530	7082065	PAPE MACHINERY	Parts	5140662201	185.04
Total 3960:								
								370.09
3961	09/13	09/16/2013	4630	301378	PITNEY BOWES - SUPPLIES	ink	0140162010	14.25
3961	09/13	09/16/2013	4630	301378	PITNEY BOWES - SUPPLIES	ink	0140262010	1.41
3961	09/13	09/16/2013	4630	301378	PITNEY BOWES - SUPPLIES	ink	0542162010	.37
3961	09/13	09/16/2013	4630	301378	PITNEY BOWES - SUPPLIES	ink	2142162010	7.10
3961	09/13	09/16/2013	4630	301378	PITNEY BOWES - SUPPLIES	ink	3142162010	7.04
3961	09/13	09/16/2013	4630	301378	PITNEY BOWES - SUPPLIES	ink	5142162010	31.02
Total 3961:								
								61.19
3962	09/13	09/16/2013	4670	7243480	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0140462020	15.00
3962	09/13	09/16/2013	4670	7243480	PORT OF CASCADE LOCKS	Bridge Tickets - PW	2140562560	15.00
Total 3962:								
								30.00
3963	09/13	09/16/2013	4810	8364	PRINT IT	Checks	0140162010	96.10
3963	09/13	09/16/2013	4810	8364	PRINT IT	Checks	0140262010	9.49
3963	09/13	09/16/2013	4810	8364	PRINT IT	Checks	0542162010	2.48
3963	09/13	09/16/2013	4810	8364	PRINT IT	Checks	2142162010	47.85
3963	09/13	09/16/2013	4810	8364	PRINT IT	Checks	3142162010	47.44
3963	09/13	09/16/2013	4810	8364	PRINT IT	Checks	5142162010	209.14
Total 3963:								
								412.50
3964	09/13	09/16/2013	6780	5027476064	Ricoh Americas Corporation	Copies	0140162110	19.00
3964	09/13	09/16/2013	6780	5027476064	Ricoh Americas Corporation	Copies	0542162110	1.00
3964	09/13	09/16/2013	6780	5027476064	Ricoh Americas Corporation	Copies	2142162110	5.00
3964	09/13	09/16/2013	6780	5027476064	Ricoh Americas Corporation	Copies	3142162110	6.00
3964	09/13	09/16/2013	6780	5027476064	Ricoh Americas Corporation	Copies	5142162110	45.84
Total 3964:								
								76.84

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3965	09/13	09/16/2013	4910	200986104D	Robert Carnahan	Refund Deposit	5121130	208.63
Total 3965: 208.63								
3966	09/13	09/16/2013	5040	214	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	5.60
3966	09/13	09/16/2013	5040	214	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	89.60
3966	09/13	09/16/2013	5040	214	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	156.80
3966	09/13	09/16/2013	5040	214	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	168.00
3966	09/13	09/16/2013	5040	214	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	140.00
Total 3966: 560.00								
3967	09/13	09/16/2013	5160	71470	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 3967: 802.00								
3968	09/13	09/16/2013	5180	48017	SCHLOSSER MACHINE INC.	Repair Arm	5140562201	131.25
3968	09/13	09/16/2013	5180	48017	SCHLOSSER MACHINE INC.	Repair Arm	5140662201	131.25
Total 3968: 262.50								
3969	09/13	09/16/2013	5190	169597	SEA WESTERN	Panis	0540562029	169.12
Total 3969: 169.12								
3970	09/13	09/16/2013	5460	083113	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140162100	281.97
3970	09/13	09/16/2013	5460	083113	Sosnkowski & Cleaveland P. C.		0140262100	69.89
3970	09/13	09/16/2013	5460	083113	Sosnkowski & Cleaveland P. C.		0542162100	14.46
3970	09/13	09/16/2013	5460	083113	Sosnkowski & Cleaveland P. C.		2142162100	113.27
3970	09/13	09/16/2013	5460	083113	Sosnkowski & Cleaveland P. C.		3142162100	186.78
3970	09/13	09/16/2013	5460	083113	Sosnkowski & Cleaveland P. C.		5142162100	538.63
Total 3970: 1,205.00								
3971	09/13	09/16/2013	6834	211944804R	Tena Kaske	Refund Deposit	5130543810	300.00
3971	09/13	09/16/2013	6834	211944804R	Tena Kaske	Refund Deposit	9911033	100.67
Total 3971: 199.33								
3972	09/13	09/16/2013	6860	080513	The Bold Orange	Shipping on printed materials	0840562055	150.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3972:								
3973	09/13	09/16/2013	6350	0238794-LN	WAGNER-SMITH EQUIPMENT	Tool bucket	5140569770	150.00
Total 3973:								
3974	09/13	09/16/2013	6730	820131980	ZCORUM INC.	Internet	4140662730	39.30
Total 3974:								
9161301	09/13	09/16/2013	3650	13080727	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	901.50
Total 9161301:								
9161302	09/13	09/16/2013	6090	8827 8/13	U S BANK CC	August Visas	5140562200	4,252.84
9161302	09/13	09/16/2013	6090	8827 8/13	U S BANK CC	August Visas	5140562201	53.80
9161302	09/13	09/16/2013	6090	8827 8/13	U S BANK CC	August Visas	5140662201	19.26
Total 9161302:								
Grand Totals:								92.33
								29,625.97

**STAFF REPORT**

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**Date Prepared:** 9/16/13

**For City Council Meeting on: 09/23/13**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Shirelle Price, Accounting Clerk

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

**SUBJECT:** Approve Resolution No. 1283 establishing authority for certain staff to initiate account information changes at US Bank and the Local Government Investment Pool.

**SYNOPSIS:** The current signors on these accounts are J.C. Yarde, Kate Mast, and Kathy Woosley. This is a housekeeping issue and needs to be updated from time to time.

**CITY COUNCIL OPTIONS:**

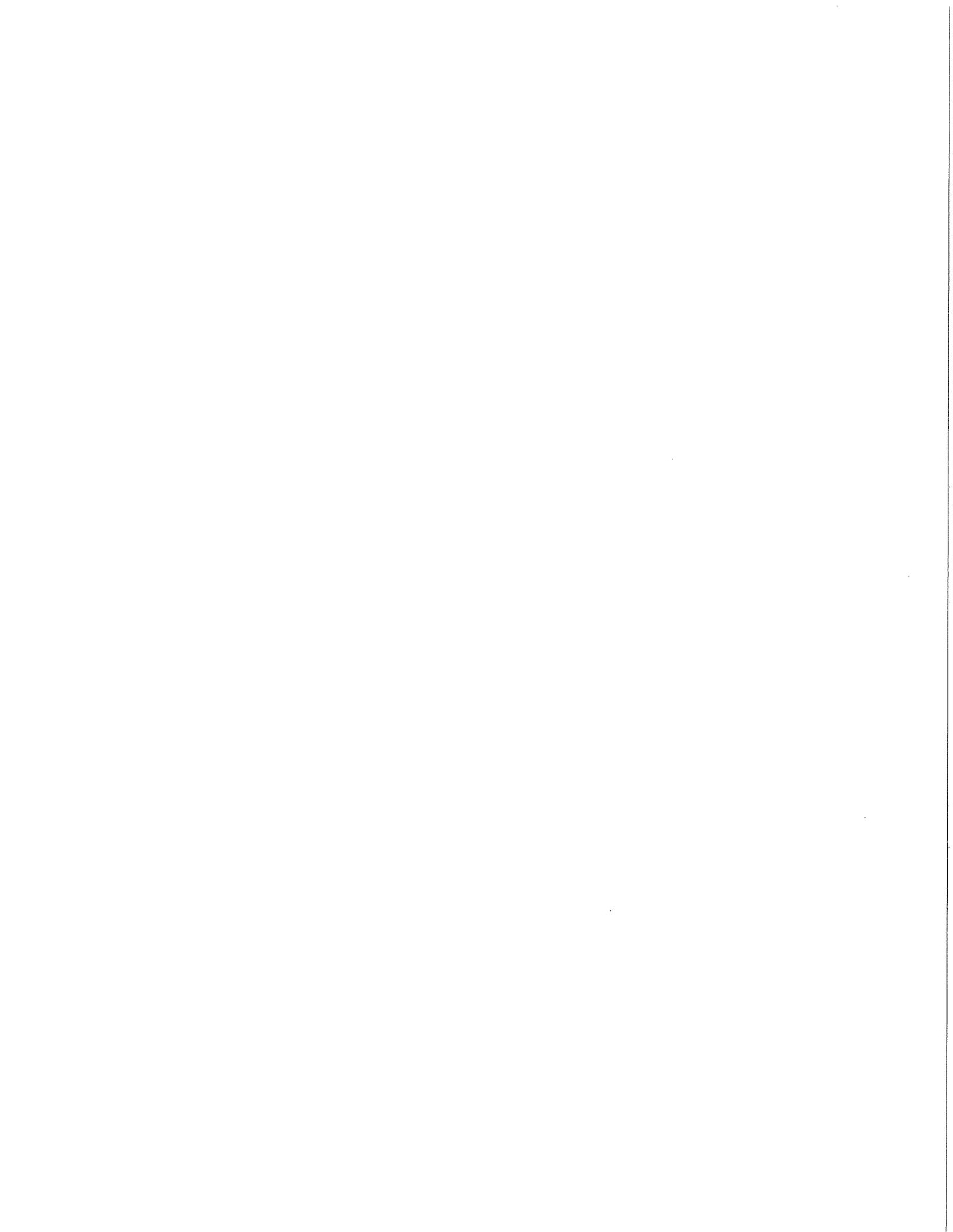
1. Approve Resolution No. 1283.
2. Other action as deemed desirable by City Council.

**RECOMMENDATION:** That the City Council, by motion, approve Resolution No. 1283 establishing authority to initiate bank account information changes at US Bank and Local Government Investment Pool.

**Legal Review and Opinion:** None necessary.

**Financial review and status:** NA

**BACKGROUND INFORMATION:** There is not currently a resolution on file establishing authority for bank account changes. Two of the last three signors are no longer employed by the City and should not be listed on the accounts for internal control purposes and general good housekeeping. This resolution should be reviewed from time to time as there are staff changes within the City.



**RESOLUTION NO. 1283**

**A RESOLUTION ESTABLISHING AUTHORITY TO INITIATE BANK ACCOUNT INFORMATION CHANGES AT US BANK AND LOCAL GOVERNMENT INVESTMENT POOL.**

**WHEREAS**, there is no current resolution establishing such authorization; and

**WHEREAS**, current signatories on the accounts are outdated; and

**WHEREAS**, it is necessary to have up to date signatories on both accounts to initiate changes from time to time;

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

**SECTION 1.** Any previous signatories on said account are hereby revoked.

**SECTION 2.** New signatories are City Administrator Gordon Zimmerman, Finance Officer Marianne Bump, and City Recorder Kathy Woosley.

**SECTION 3.** Authorized to transfer funds between US Bank accounts and LGIP are City Administrator Gordon Zimmerman and Finance Officer Marianne Bump.

**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.

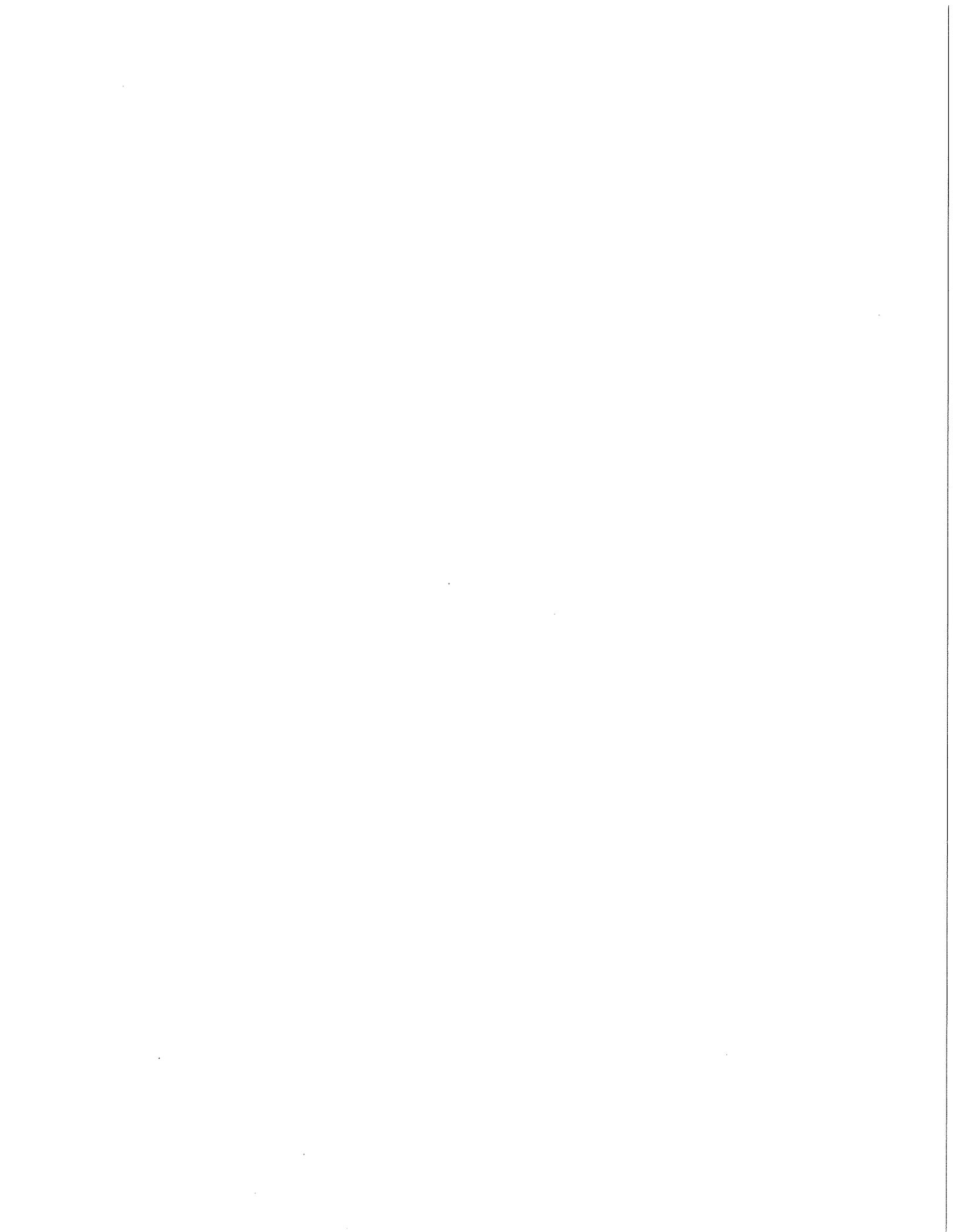
**Adopted** by the City Council this 23<sup>rd</sup> day of September, 2013.

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

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

ATTEST:

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





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

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

September 23, 2013

Oregon State Treasury  
Attn: Local Government Investment Pool  
350 Winter Street N.E., Suite 100  
Salem, Oregon 97301-3896

To Whom It May Concern:

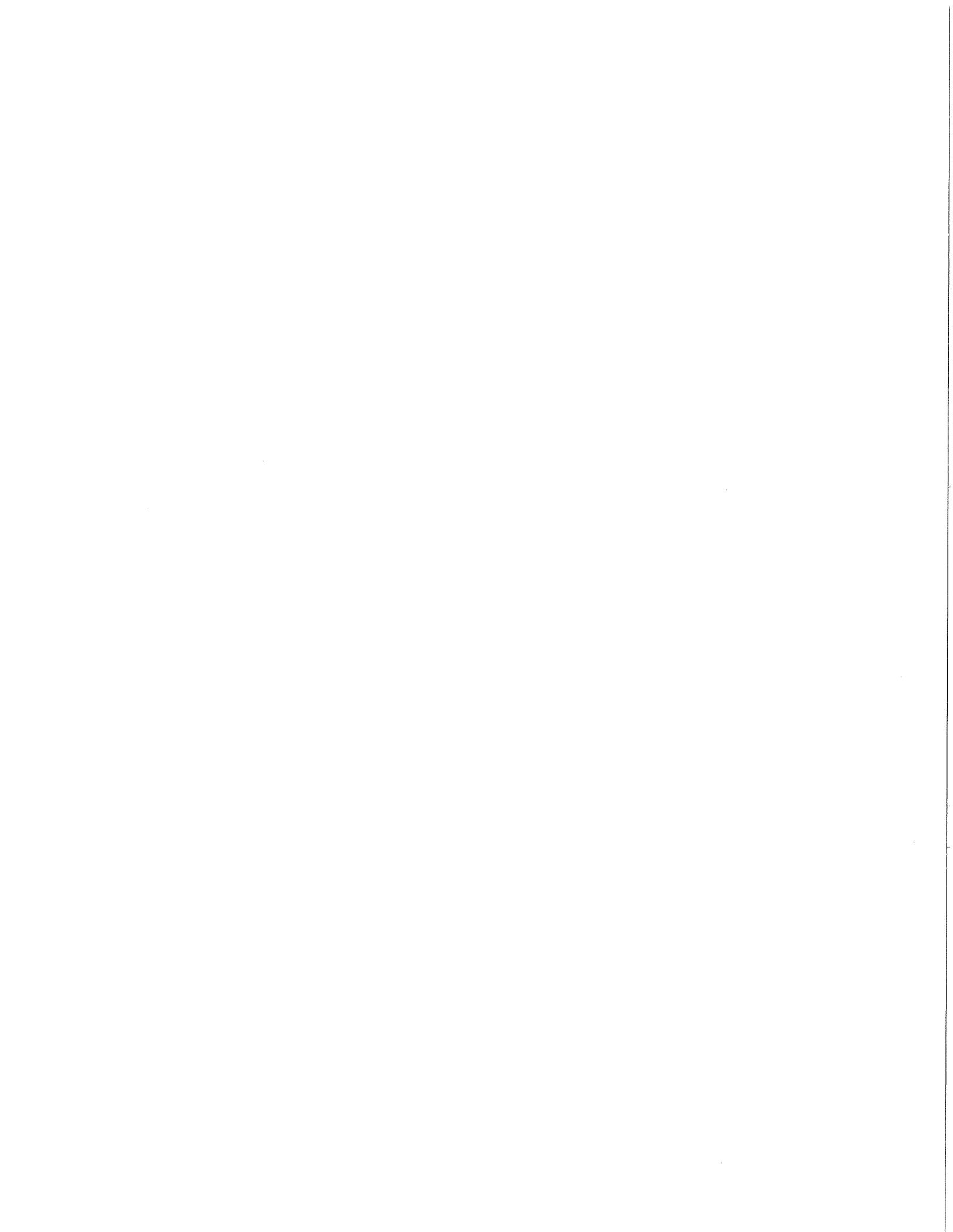
The City of Cascade Locks hereby authorizes any two of the following individuals to initiate **bank account information changes** for the Local Government Investment Pool Accounts on our behalf.

<u>Signature</u>	<u>Printed Name</u>	<u>Title</u>
_____	<u>Gordon Zimmerman</u>	<u>City Administrator</u>
_____	<u>Marianne Bump</u>	<u>Finance Officer</u>
_____	<u>Kathy Woosley</u>	<u>City Recorder</u>

This document supersedes all authorizations and shall continue in force until a new authorization has been received from our office.

Sincerely,

Gordon Zimmerman, City Administrator



## CASCADE LOCKS STAFF REPORT

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Date Prepared: September 13, 2013

For City Council Meeting on: September 23, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

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

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

Please also find the following information:

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

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

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

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

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

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

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

**CITY COUNCIL OPTIONS:**

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

**RECOMMENDED MOTION: Council decision.**

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

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

**RESOLUTION NO. 1281**

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

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

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

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

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

**SECTION 1. RATE SCHEDULES.**

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

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

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

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

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

**Delivery Point:**

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

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

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

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

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

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

**Character of Service:**

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

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

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

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

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

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

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

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

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

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

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

**Delivery Point:**

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

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

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

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

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

**Availability:**

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

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

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

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

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

**Determination of Billing Demand:** The billing demand shall be the maximum average kilowatt load used by the customer for any period of thirty consecutive minutes during the month for which the bill is rendered as indicated by a demand meter and as adjusted for power factor.

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

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

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

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

**Delivery Point:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Monthly Rate:**

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

**Delivery Point:**

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

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

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

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

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

**Monthly Rate:**

**As of October 1, 2013**

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

**Cost of Energy:**

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

**Demand Charge:**

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

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

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

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

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

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

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

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

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

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

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

**Delivery Point:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Definitions:**

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

**General Terms and Conditions:**

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

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

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

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

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

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

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

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

places applied on a per kilowatt-hour basis to all metered sales of electricity.

S is the total kilowatt-hours sold during the most recent month.

U is the base cost of power, which equals the average cost of power purchased per kilowatt-hour of sales for the test year period. This figure remains constant in each subsequent monthly calculation at \$0.0360 per kilowatt-hour until otherwise changed by the City Council.

C is the cost of power purchased in dollars in the most recent month. Cost of power purchased for calculation of C are the monthly amounts which would be recorded in accounts 05-62820, 06-62820, 05-82821, and 06-82821.

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

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

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

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

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

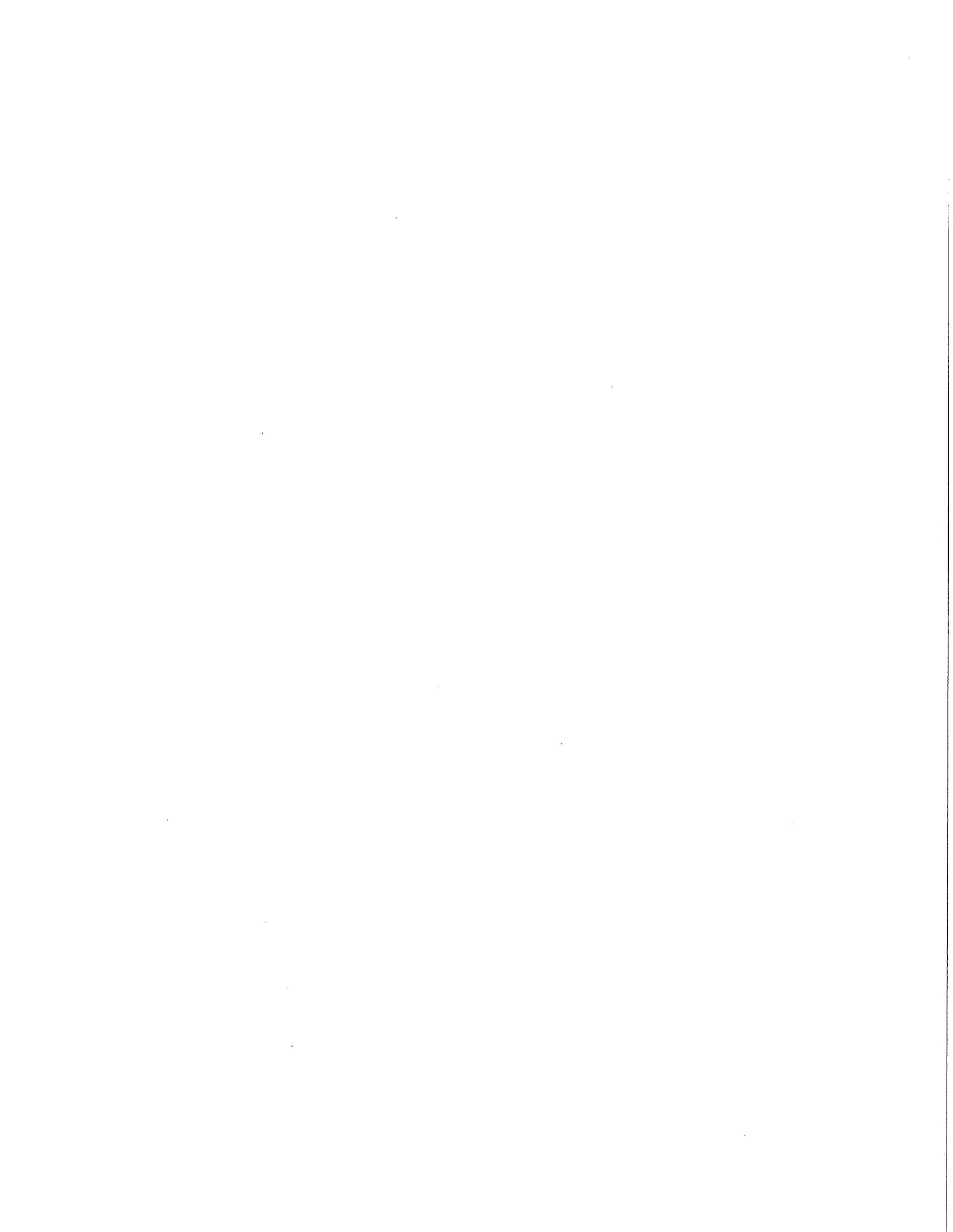
ATTEST:

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

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

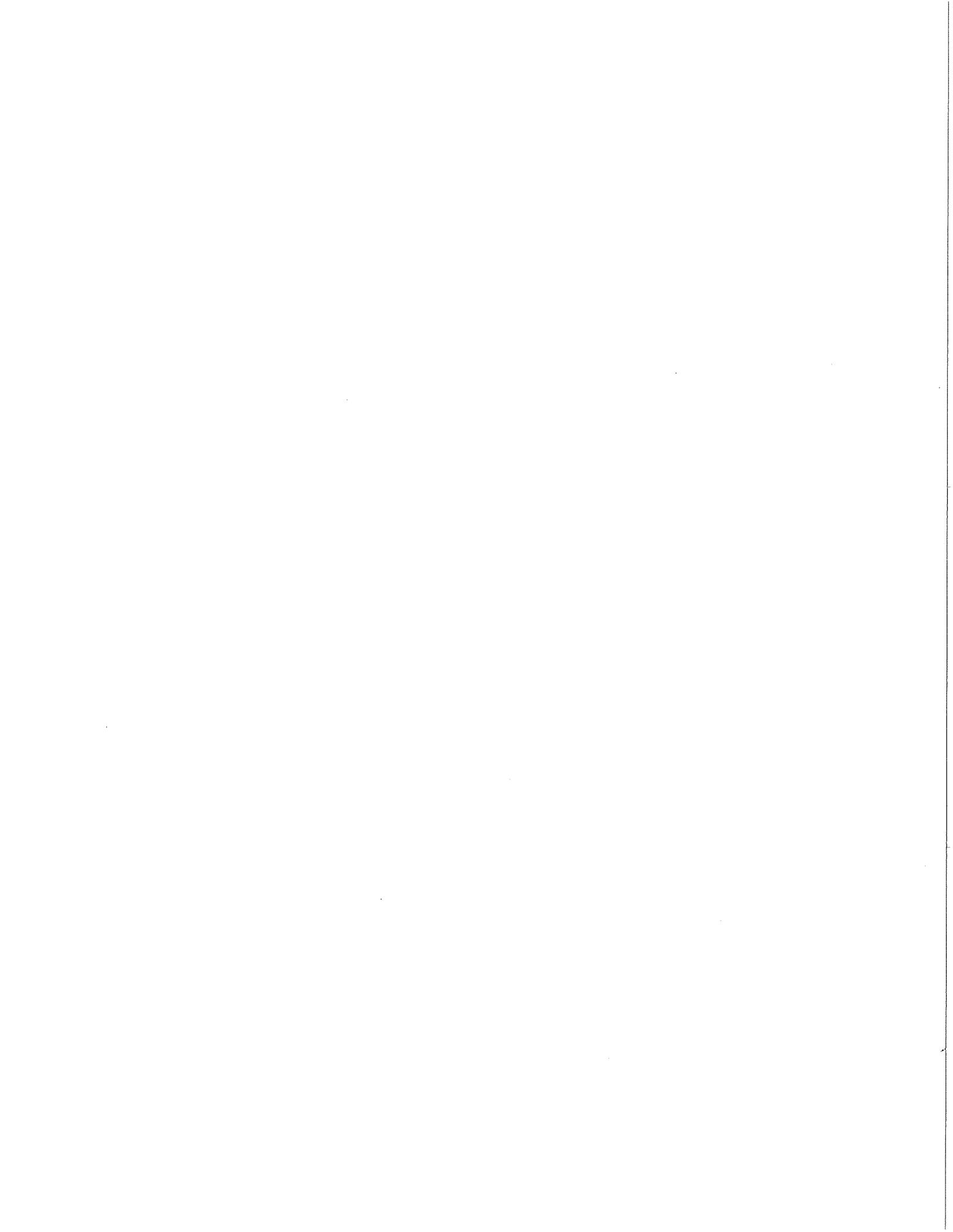
Ayes:

Nays:



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

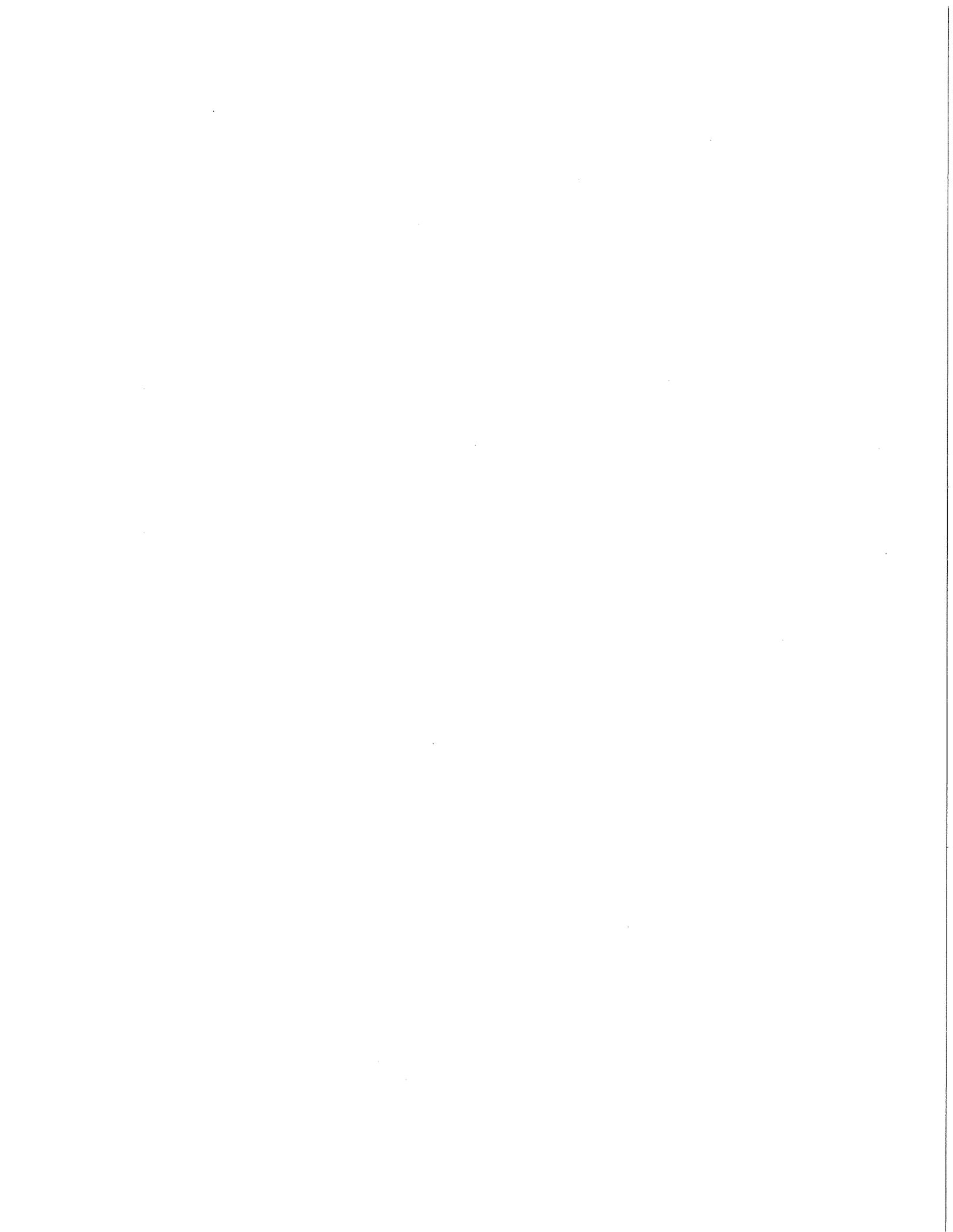
<b>Year</b>	<b>BFB</b>	<b>Inventory</b>	<b>Transfer to Capital Reserve</b>	<b>Capital Reserve Balance</b>	<b>Fire Hall Repayment</b>
2003	576,368	103,951	80,000	646,398	
2004	441,729	108,011	60,000	664,983	
2005	410,106	121,681	60,000	713,308	
2006	385,430	153,502	60,000	784,555	
2007	459,083	275,979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



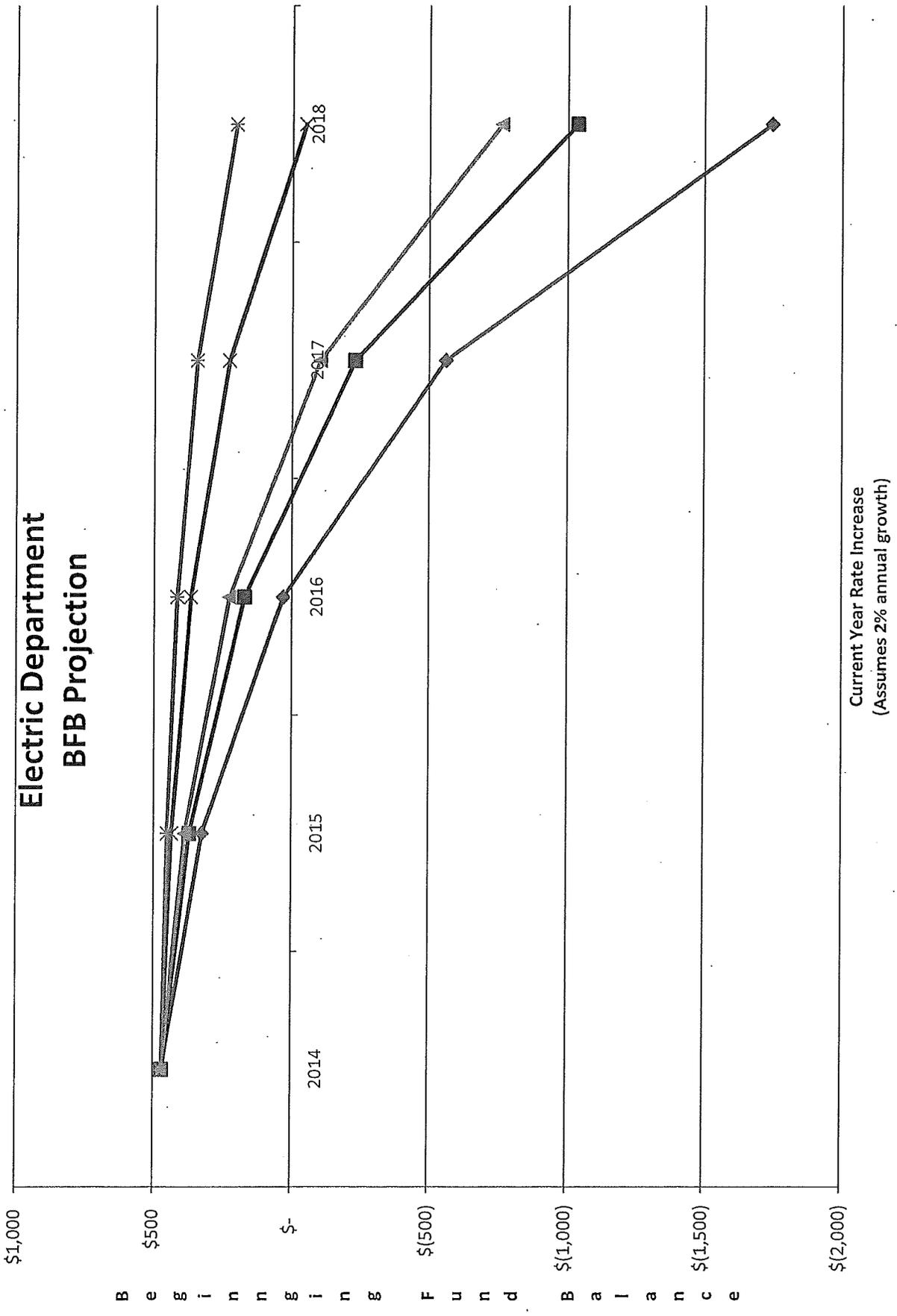
**City of Cascade Locks**  
**Electric Department Rate Options**  
**Thursday, September 12, 2013**

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

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

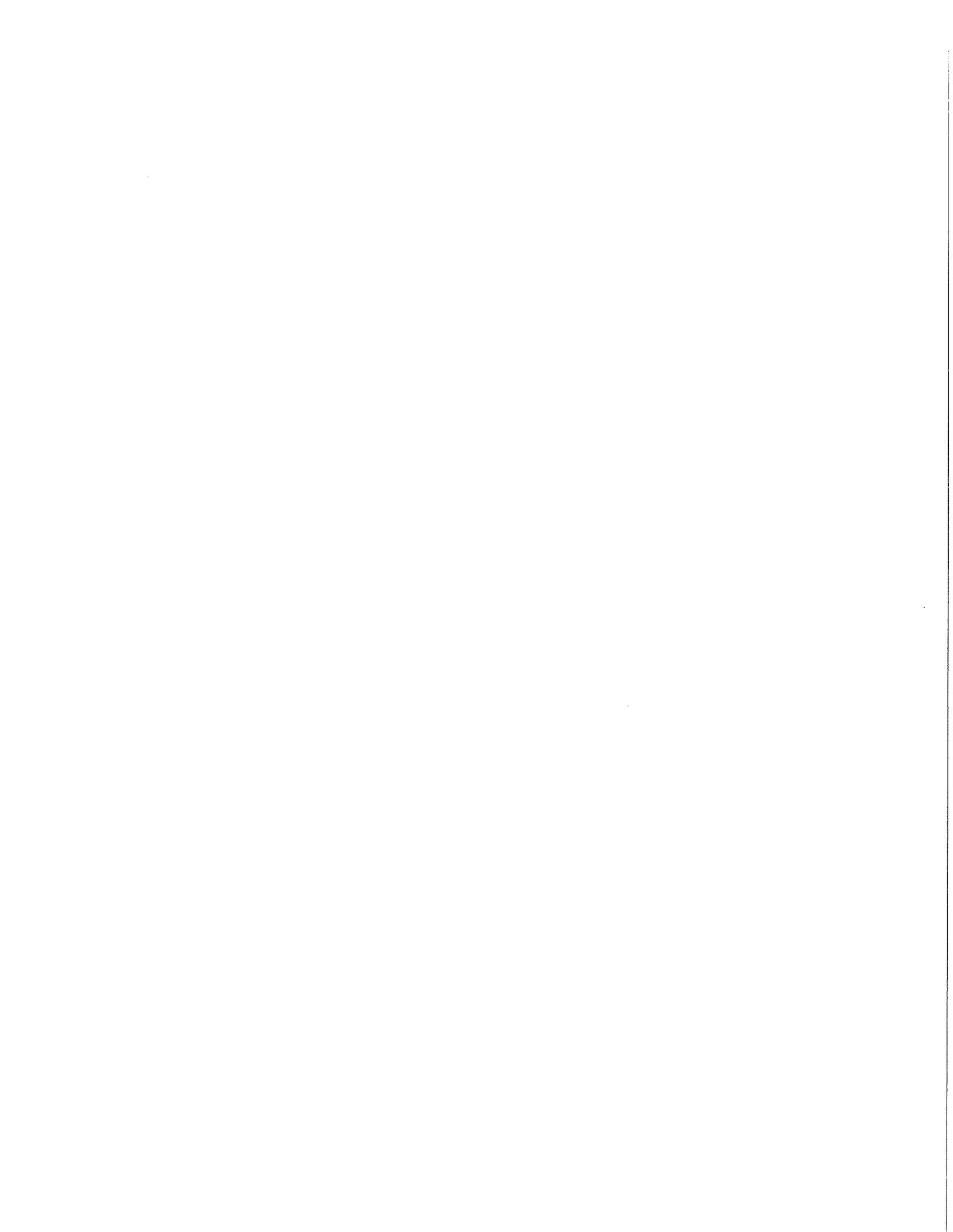


# Electric Department BFB Projection



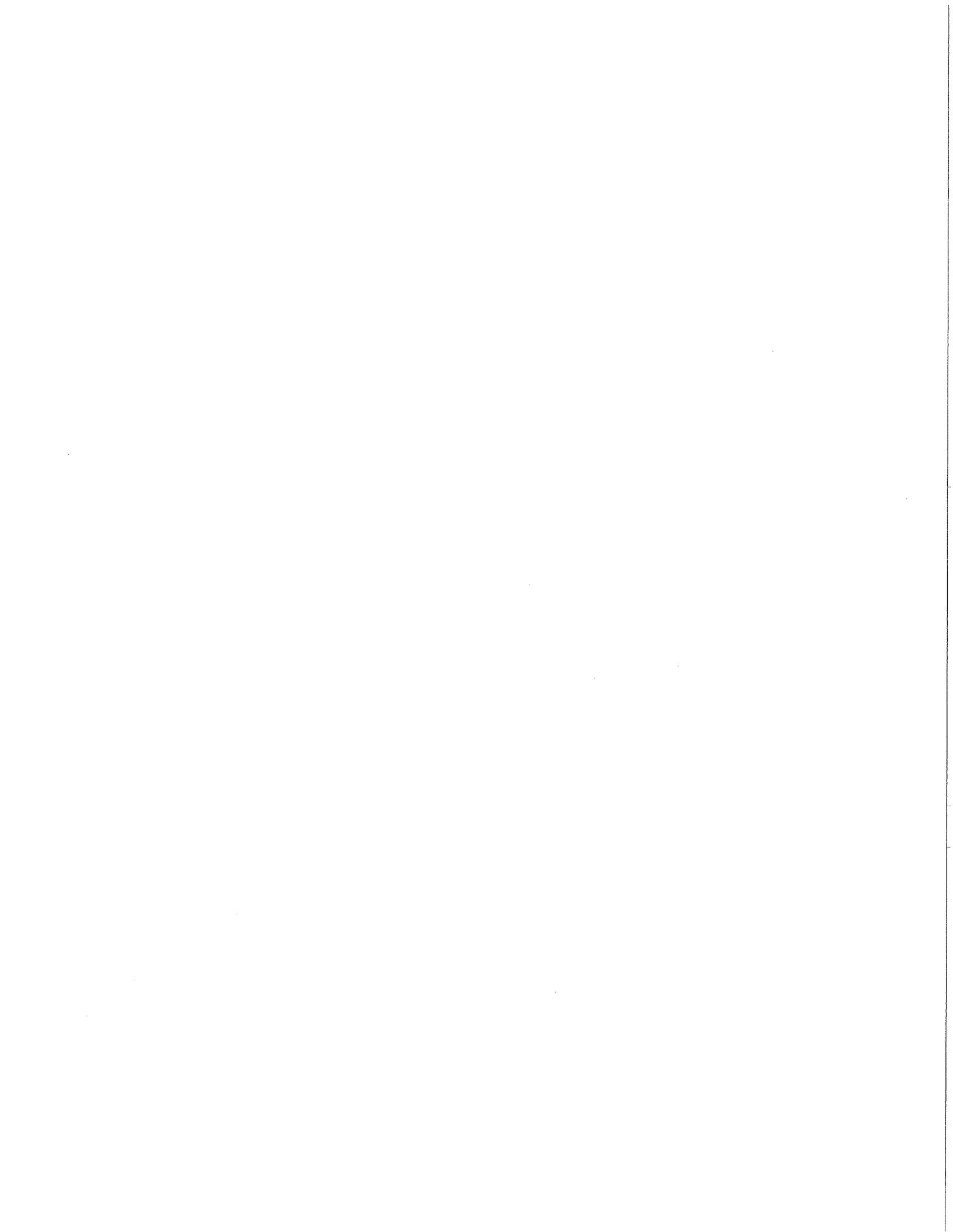
Current Year Rate Increase  
(Assumes 2% annual growth)

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



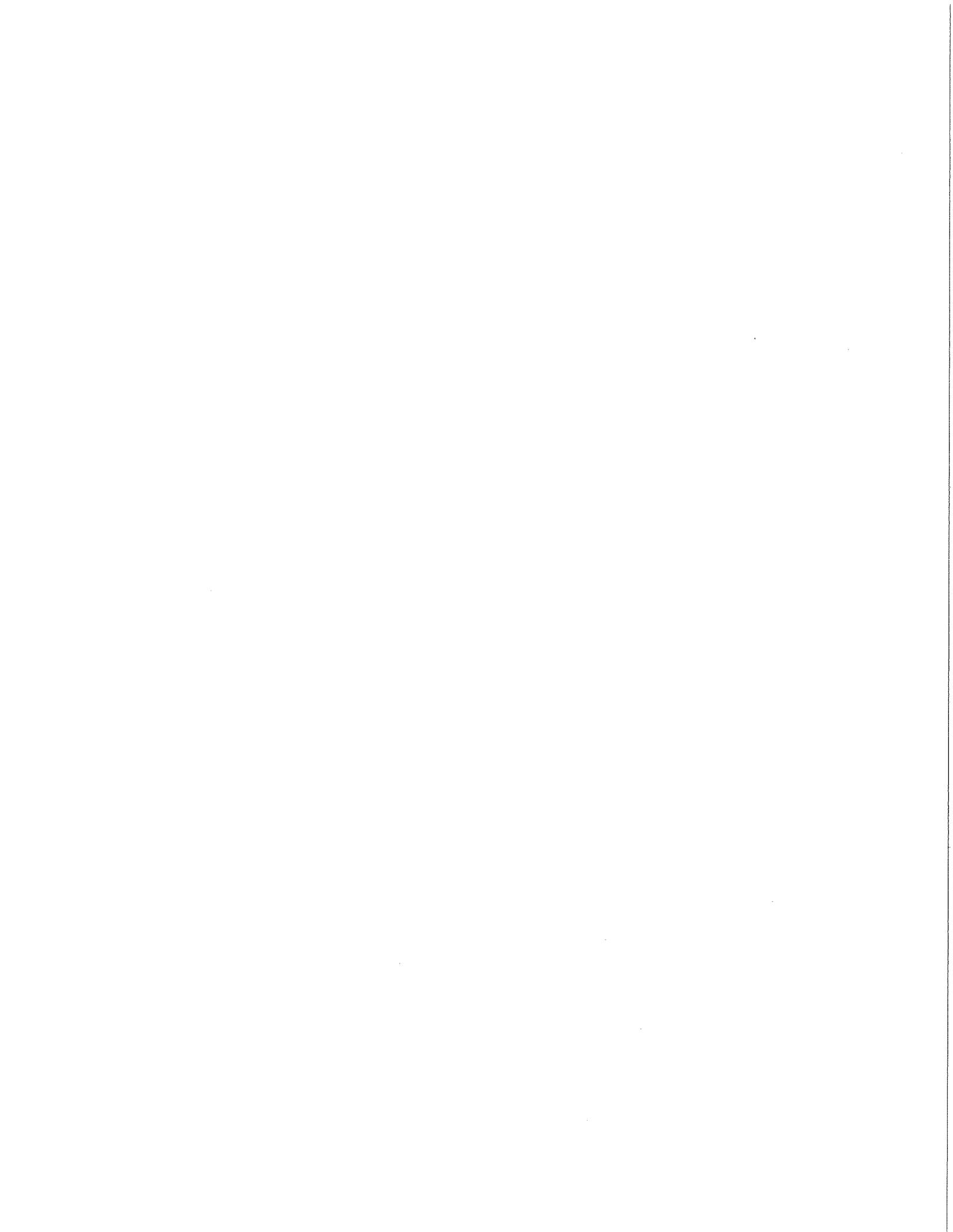
City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

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



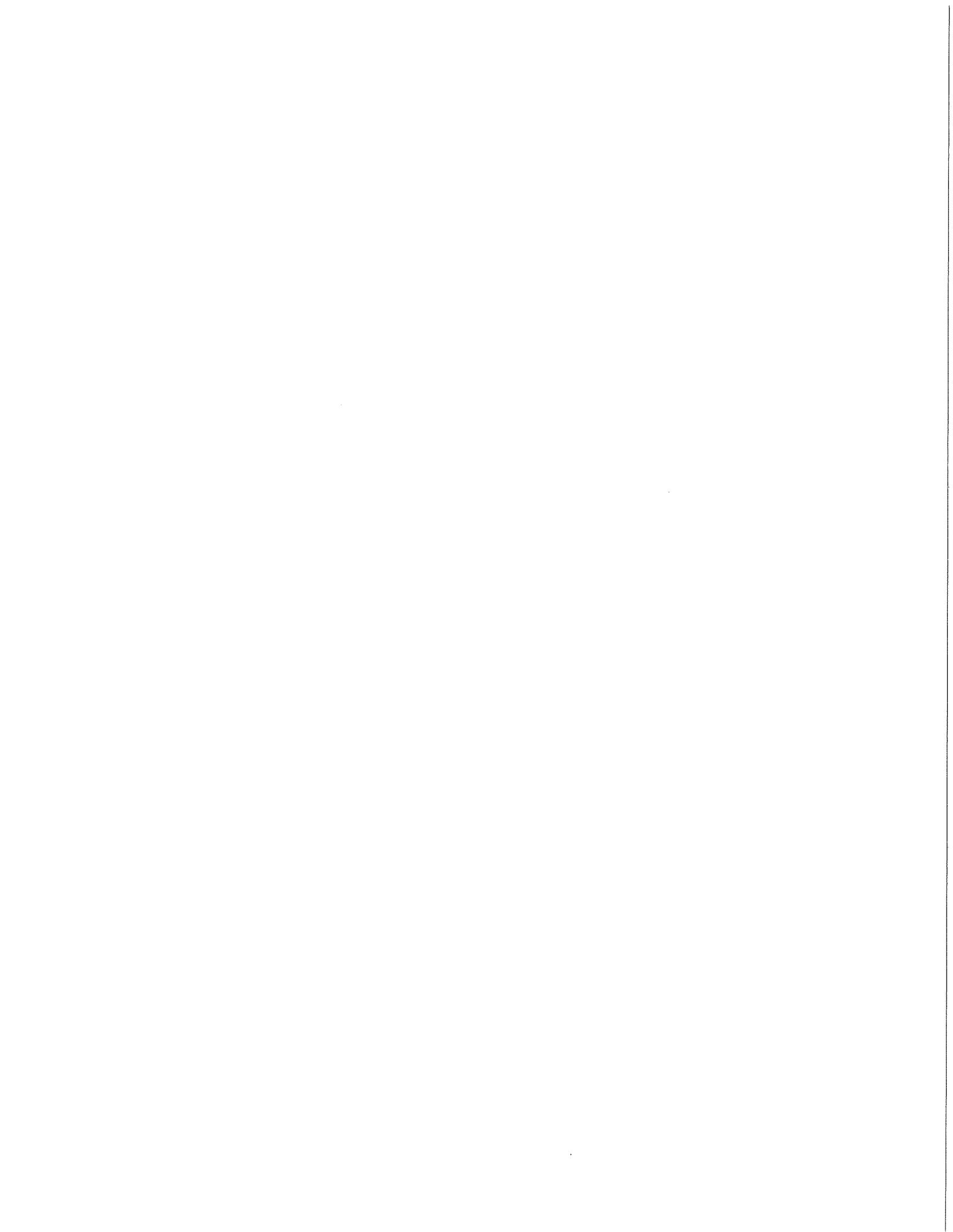
City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

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



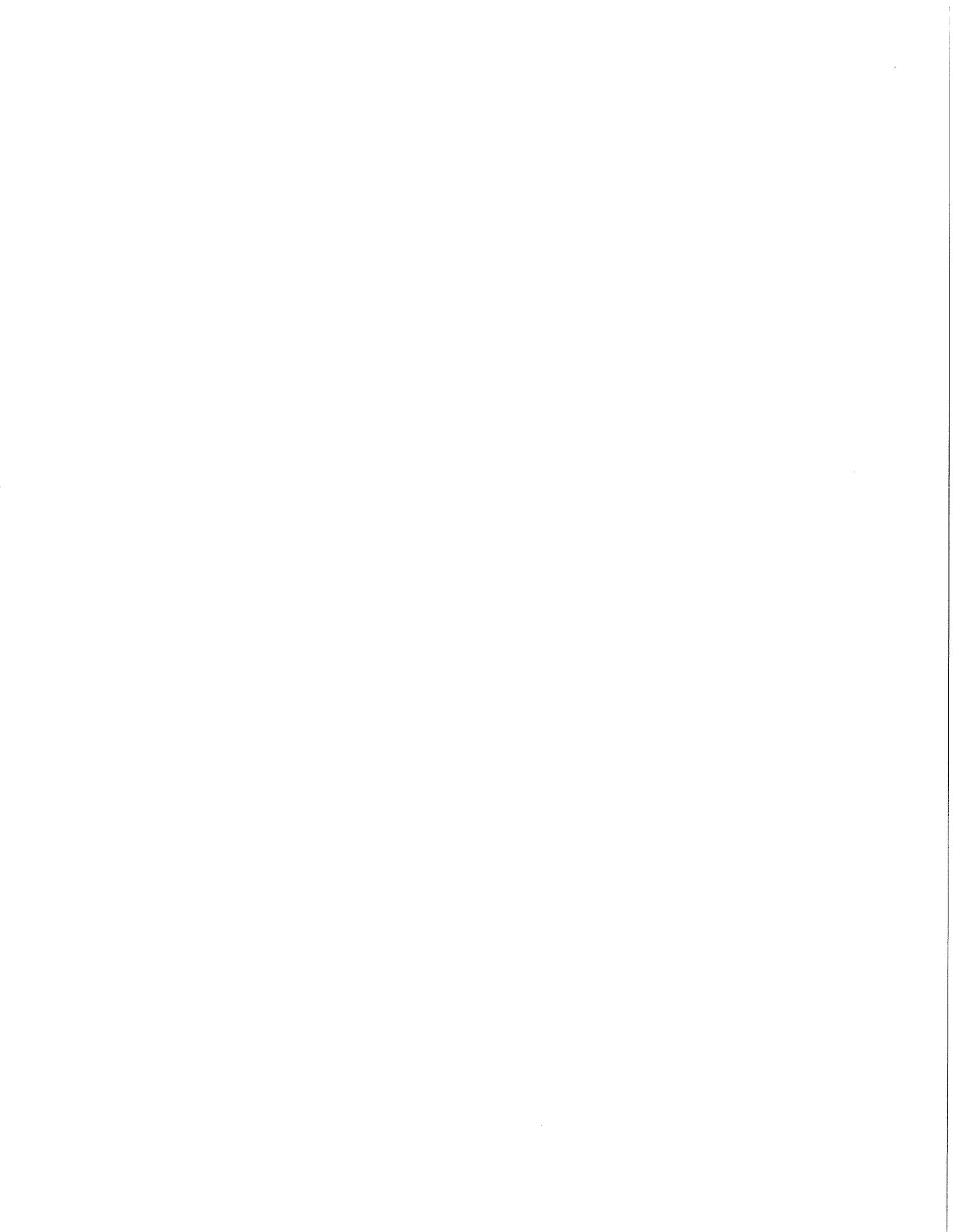
City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

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



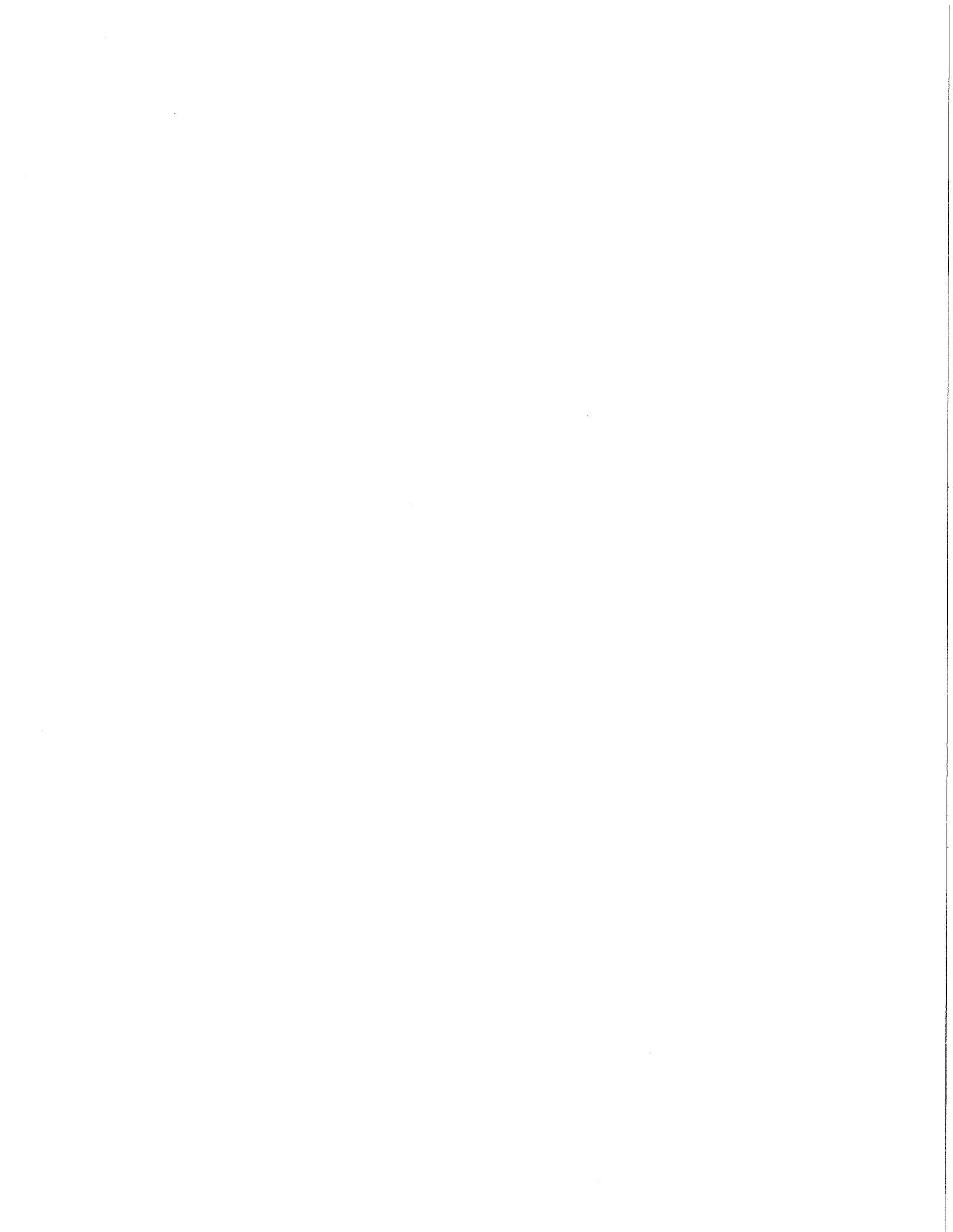
City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

	2013	Rate Increase	Revised 2013	Growth Rate	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>											
BFB	540,000		540,000		469,016	434,904	366,146	227,960	(49,403)	(605,831)	(1,721,874)
Interest	3,000		3,000		2,606	2,416	2,034	1,266	(274)	(3,366)	(9,566)
Misc. Income	21,500	0.0%	21,500	0.0%	21,500	21,500	21,500	21,500	21,500	21,500	21,500
Residential Sales	705,000	7.4%	757,170	2.0%	772,313	787,760	803,515	819,585	835,977	852,696	869,750
Commercial Sales	480,000	7.4%	515,520	2.0%	525,830	536,347	547,074	558,015	569,176	580,559	592,170
Street Light Sales	25,300	7.4%	27,172	2.0%	27,716	28,270	28,835	29,412	30,000	30,600	31,212
Public Agency Sales	258,000	7.4%	277,092	2.0%	282,634	288,287	294,052	299,933	305,932	312,051	318,292
Industrial Sales		0.0%	-	2.0%	0	0	-	-	-	-	-
BPA Conservation	25,000	0.0%	25,000	0.0%	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Installation Charges	5,350	0.0%	5,350	0.0%	5,350	5,350	5,350	5,350	5,350	5,350	5,350
<b>Total:</b>	<b>2,063,150</b>		<b>2,171,804</b>		<b>2,131,965</b>	<b>2,129,834</b>	<b>2,093,506</b>	<b>1,988,023</b>	<b>1,743,258</b>	<b>1,218,560</b>	<b>131,835</b>
Percent Change					-1.8%	-0.1%	-1.7%	-5.0%	-12.3%	-30.1%	-89.2%
<b>Expenditures</b>											
Personnel Services	595,446	0.0%	595,446	2.0%	607,355	619,502	631,892	644,530	657,420	670,569	683,980
Material/Services	352,121	0.0%	352,121	1.0%	355,642	359,199	362,791	366,419	370,083	373,784	377,521
Purchased Power	690,624	0.0%	690,624	2.0%	704,436	718,525	732,896	747,554	762,505	777,755	793,310
Industrial Purchase		2.0%	-	2.0%	-	-	-	-	-	-	-
Transmission Costs	151,266	0.0%	151,266	0.5%	152,022	152,782	153,546	154,314	155,086	155,861	156,640
Capital Outlay	69,000	0.0%	69,000	0.0%	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Interfund Transfers	79,600	0.0%	79,600	0.0%	79,600	79,600	79,600	79,600	79,600	79,600	79,600
Administration	194,374	0.0%	194,374	1.0%	196,318	198,281	200,264	202,266	204,289	206,332	208,395
Contingency	1,703	0.0%	1,703	1.0%	1,703	1,703	1,703	1,703	1,703	1,703	1,703
<b>Total</b>	<b>2,134,134</b>		<b>2,134,134</b>		<b>2,166,077</b>	<b>2,198,592</b>	<b>2,231,691</b>	<b>2,265,386</b>	<b>2,299,686</b>	<b>2,334,603</b>	<b>2,370,150</b>
Percent Change					1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>Net Income</b>	<b>(70,984)</b>		<b>37,670</b>		<b>(34,112)</b>	<b>(68,759)</b>	<b>(138,185)</b>	<b>(277,363)</b>	<b>(556,428)</b>	<b>(1,116,043)</b>	<b>(2,238,315)</b>



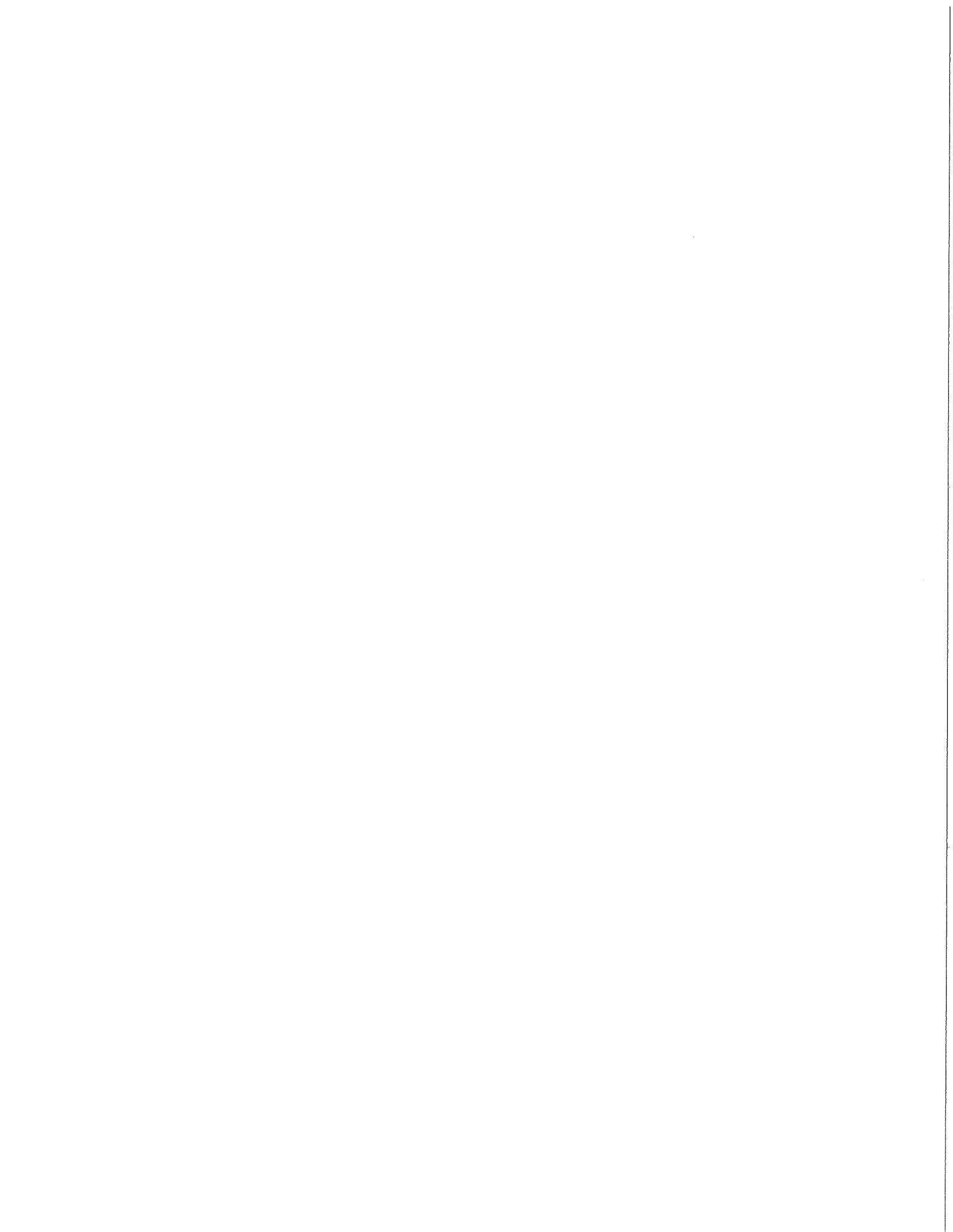
City of Cascade Locks  
 Electric Department Projections  
 9/12/2013

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



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

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



**City of Cascade Locks  
Electric Rates**

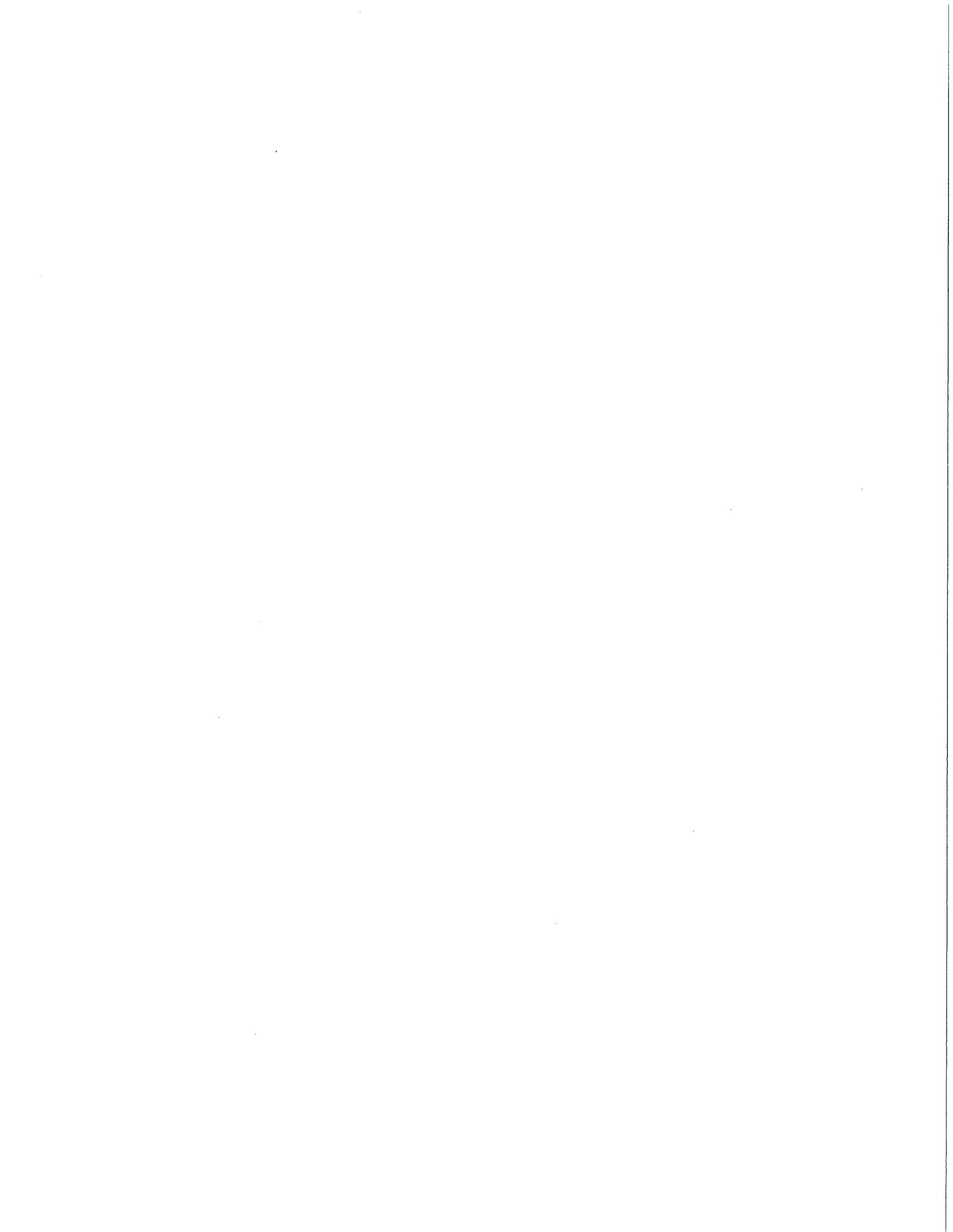
	City Light	Southbank	Total 2013-14 Budget	Total with BPA Increase	Beginning 10/1/2013
Personnel Costs	306,644	288,802	595,446	595,446	9.0%
Material/Services Cost	257,941	94,180	352,121	352,121	11.0%
Purchased Power	552,000	95,000	647,000	690,624	
Transmission Costs	110,000	20,500	130,500	151,266 *	
Capital 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

\* 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	\$ 0.0735	\$ 0.0757
Residential/Rural	\$ 0.0937 kwh	\$ 0.0977	\$ 0.1006
General			
First 15,000 kwh	\$ 0.0655 kwh	\$ 0.0683	\$ 0.0703
After 15,000 kwh	\$ 0.0380 kwh	\$ 0.0396	\$ 0.0408
General/Rural			
First 15,000 kwh	\$ 0.0950 kwh	\$ 0.0991	\$ 0.1020
After 15,000 kwh	\$ 0.0546 kwh	\$ 0.0569	\$ 0.0586
Public Agency			
First 15,000 kwh	\$ 0.0715 kwh	\$ 0.0746	\$ 0.0768
After 15,000 kwh	\$ 0.0495 kwh	\$ 0.0516	\$ 0.0532
Public Agency/Rural			
First 15,000 kwh	\$ 0.1084 kwh	\$ 0.1131	\$ 0.1164
After 15,000 kwh	\$ 0.0655 kwh	\$ 0.0683	\$ 0.0703
Industrial			
			\$ 0.0395
Average Bill (Electric Consumption):	\$ 88.13	\$ 90.87	\$ 94.65
Basic Customer Service:	\$ 9.90	\$ 10.32	\$ 10.63
Incremental Cost:	\$ 98.03	\$ 102.23	\$ 105.28
	\$ 3.05	\$ 4.21	\$ 7.25



**STAFF REPORT**

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**Date Prepared:** 9/13/13

**For City Council Meeting on: 09/23/13**

**TO:** Honorable Mayor and City Council

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

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

**SUBJECT:** Approve Resolution No. 1282 Adopting Council Rules.

**SYNOPSIS:** At the 9/9/13 meeting Council had an annual review of the Council Rules. Consensus of Council was to approve Staff's recommended changes.

**CITY COUNCIL OPTIONS:**

1. Approve Resolution No. 1282.
2. Other action as deemed desirable by City Council.

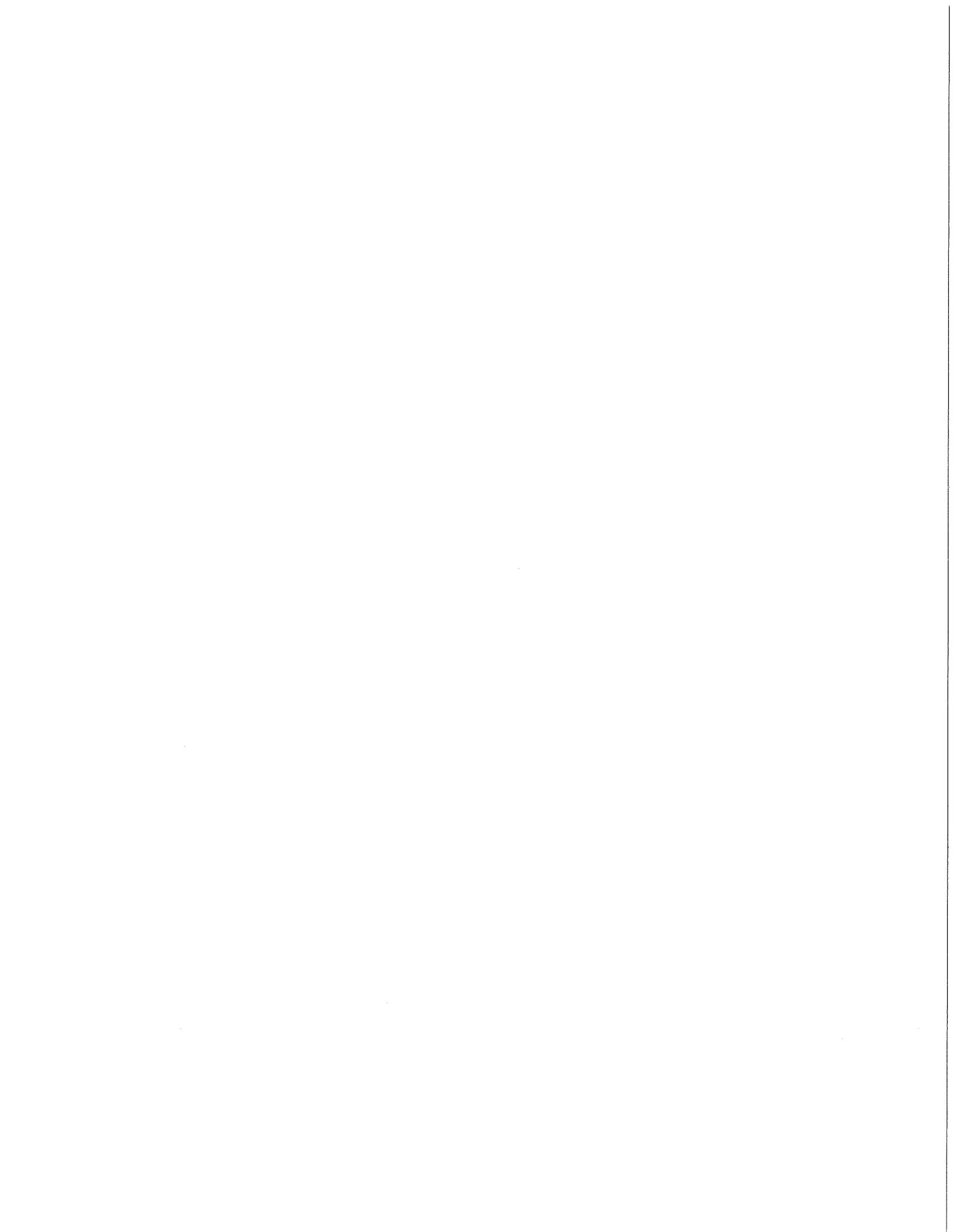
**RECOMMENDATION:** That the City Council, by motion, approve Resolution No. 1282 adopting the Council Rules with the proposed amendments as discussed at the last meeting.

**Legal Review and Opinion:** None necessary.

**Financial review and status:** NA

**BACKGROUND INFORMATION:**

**Attachment:** Council Rules



**RESOLUTION NO. 1282**

**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. 1250.**

**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 **23rd** day of **September**, 2013.

**APPROVED** by the Mayor this **23rd** day of **September**, 2013.

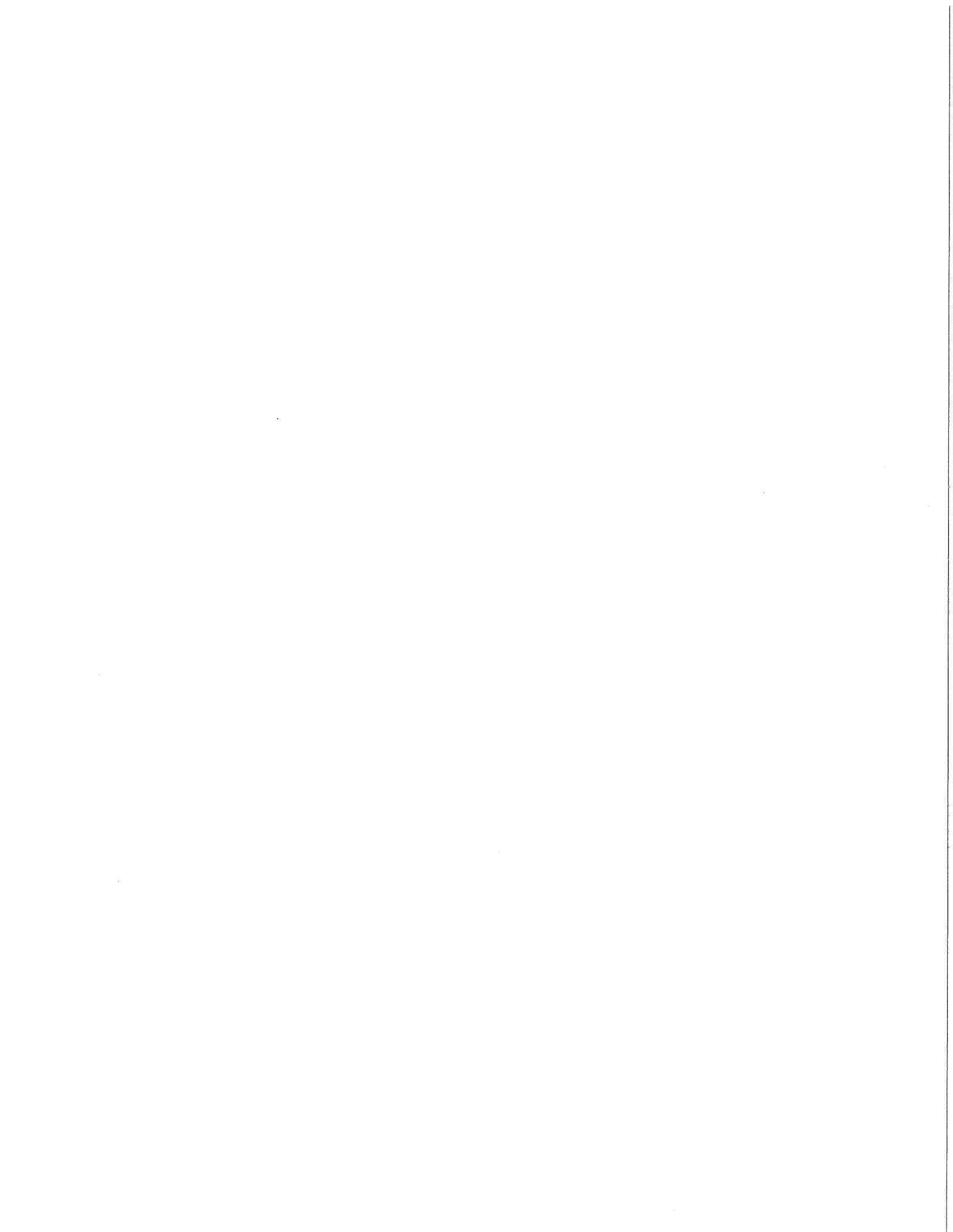
ATTEST:

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City Recorder

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Mayor



# CITY OF CASCADE LOCKS

## COUNCIL PROCEDURES



ADOPTED SEPTEMBER 23, 2013  
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. 1250 on September 24, 2012.

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

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

## **DEFINITIONS**

As used in these Rules, the following mean:

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

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

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

## **SECTION 1: AUTHORITY**

As authorized by the Cascade Locks City Charter of 1995, 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 4<sup>th</sup> 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 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 4<sup>th</sup> business day prior to the meeting (Wednesday for a Monday meeting).

c. The Mayor or Presiding Officer may add items to the Agenda after it is printed and distributed only when required by business necessity. The Mayor or Presiding Officer may place a new item on the Council agenda after the agenda is printed, if the Mayor or City Administrator provides reasonable explanation to justify this revision and the item receives the consent of the Mayor or Presiding Officer. The City Recorder will notify the media and any known interested citizens as soon as possible after receiving information about agenda additions. The addition of agenda items after the agenda has been printed is otherwise discouraged.

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

5.1 General. Council members should ask the Mayor to be recognized, be direct and candid, speak one at a time, ask questions to clarify information, and be conscious of time limits during discussions. Council members are responsible for facilitating discussions.

5.2 Public Hearings. Council members should not make judgments or decisions about matters presented at a public hearing until all relevant written material has been reviewed, and all staff, citizen, and Council comments, opinions and recommendations have been considered. When necessary, it may be appropriate to defer action on a hearing to request new or additional information (subject to evidentiary limitations).

5.3 Discussion and Decision Making.

a. During decision making, there should be full discussion of opinions and differences. After a decision has been made and a vote taken, that decision is the official decision of the Council. Council members should not criticize other Council members or staff for acting on a decision with which the 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 and Planning. The Tourism Committee has seven members and the Planning Commission has five members.

b. Temporary Committees are created by the Mayor. When creating a Temporary Committee the Mayor shall:

i. Write a statement of purpose detailing the task(s) of the Committee.

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

#### 10.4 Guidelines for Committee Operation.

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

#### 10.5 Committee Goal Setting.

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

### **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:

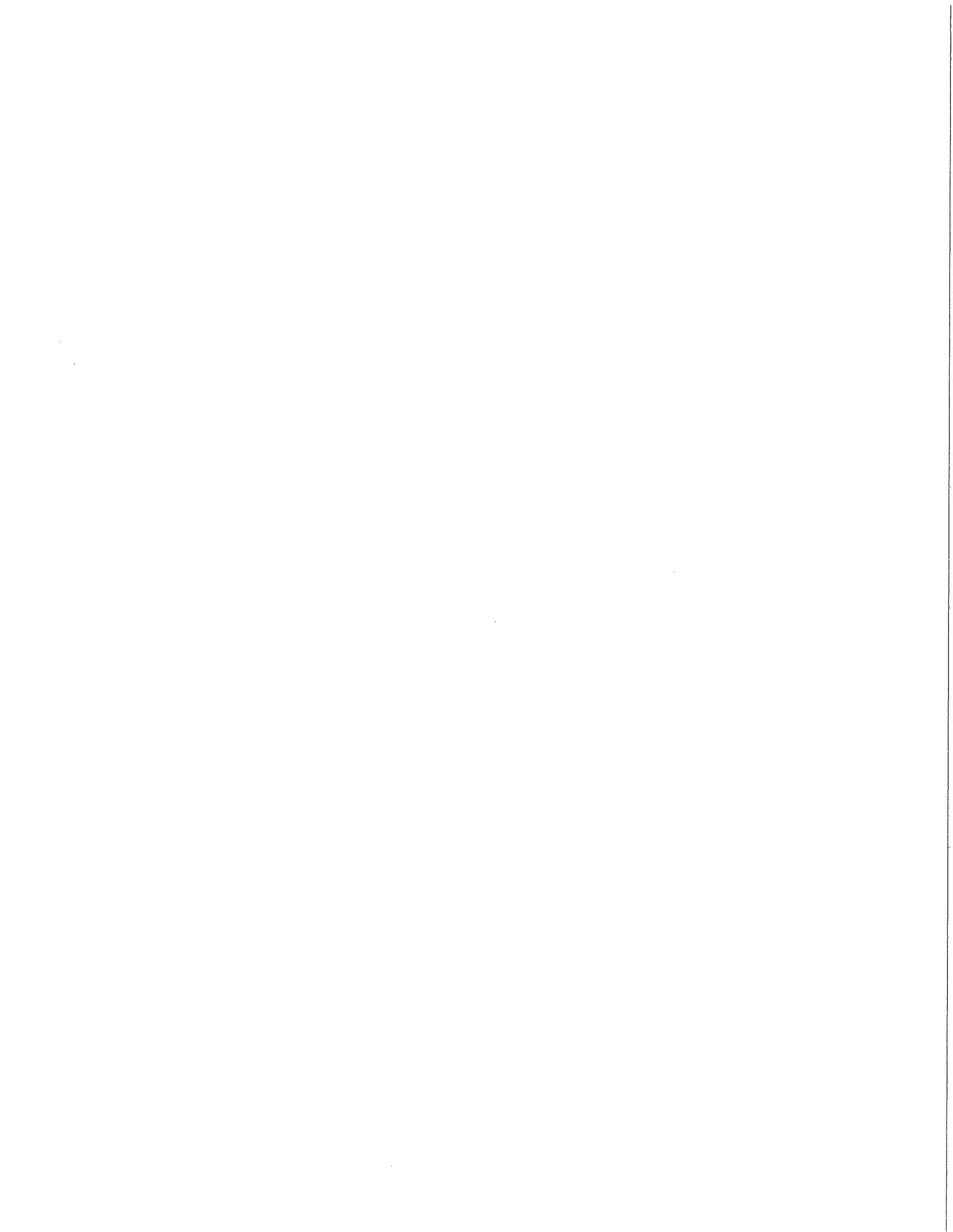
- a. The Mayor, or Presiding Officer, announces the convening of the Public Hearing and announces the nature of the matter to be heard as it is set forth on the agenda.
  - b. Discussion of Conflict of Interest of any members of Council.
  - c. The Mayor/Presiding Officer declares the hearing to be open 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.



MATTHEW T. ENGLISH  
SHERIFF

BRIAN ROCKETT  
CHIEF DEPUTY



MARITA HADDAN  
911 COMMANDER

TERRY L. BRIGHT  
CHIEF CIVIL DEPUTY

JERRY KEITH  
EXECUTIVE ASSISTANT

## CASCADE LOCKS MONTHLY REPORT

August 2013

1. **TOTAL CALLS FOR SERVICE: 131** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 14**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 3**
4. **TOTAL CASE NUMBERS ISSUED: 20**
5. **TRAFFIC STOPS: 44**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 4**

Additional Investigative Support: Sgt. Flem, Deputy Larson, Det. N. Princehouse, Det. R. Princehouse, Deputy Smith, Deputy Paulsen, Reserve Deputy Dillenbeck, Reserve Deputy Renault, Reserve Deputy Stewart and Deputy Stefanini. Case numbers include: S130633, S130657, S130659, S130660, S130661, S130662, S130664, S130665, S130666, S130670, S130681, S130688, S130689, S130690, S130713, S130716, S130712, S130726, S130728, S130730.

Deputy Harvey worked 104.23 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 93.34 hours within the City of Cascade Locks, (Chief Deputy Rockett, Sgt. Hughes, Deputy Carmody, Deputy Anderson, Det. R. Princehouse, Reserve Deputy Renault, Deputy Paulsen, Deputy Cozad, Deputy Stefanini, Deputy Smith, Deputy Guertin, Reserve Deputy Dillenbeck, Deputy Larson, Sgt. Flem, Reserve Deputy Stewart, Reserve Deputy Pivarunas, Reserve Deputy Linker and Reserve Deputy Wampler.

**The information reflected above is supported by the Hood River County Sheriff's Office Monthly report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.**

Brian Rockett  
Chief Deputy

