



## **City Administrator Report to the City Council Monday, October 27, 2025**

### **Work Plan**

I am working with City Attorney Cleaveland to develop a Work Plan that meets the goals laid out by Council that can be easily tracked and accounted for. As part of the plan development, I am meeting with the auditors to develop concrete goals, actions and milestones in the completion of the audits. I want to ensure the plan can be easily interpreted and followed and that Council and staff are working together towards successful completion.

### **OMEU Annual Conference**

The Oregon Municipal Electrical Utilities Association held their annual conference October 16<sup>th</sup> and 17<sup>th</sup> at the Timberline Lodge. Conference included presentations from the American Public Power Associations Congressional Lobbyist, BPA's Deputy Administrator, Northwest River Partners' Executive Director, Oregon Department of Energy's Director, State Representative Gamba (Milwaukie), Public Power Council's Executive Director and Umatilla County Commissioner Dan Doran.

Major take aways:

1. There will not be enough power generation to meet the demands of data center
2. There are not enough transmission lines to carry the power if generated
3. Transmission lines take too long to develop – currently roughly 20 years
4. The Trump administration halted the review and possible removal of the lower Snake River dams and Oregon is suing to continue the review
5. Umatilla county is pushing for Small Modular Nuclear reactions in Oregon – Currently the building of a reactor requires statewide voter approval

In a nutshell it was a pretty gloomy forecast and unless there are major changes we may see rolling blackouts in the not too distant future.

I am currently the Vice-President of the board and will become the President in January.

### **OCCMA Networking**

I sit in on a monthly virtual meeting of fellow city managers to discuss issues and solutions we are all facing. The most recent one discussed professional development. How do you find time and what you do. They have been great networking tools.

### **Safety Committee**

The City's quarterly safety committee meeting happened on October 15<sup>th</sup>. The committee completed training on identifying hazards and inspecting locations. The committee will complete physical inspections next quarter.

### **Tourism Committee**

I updated the Tourism Committee on the Council's desire to request a 6 month extension with the Museum on support services and for the committee to draft an RFP for services. Support staff presented a draft run of the presentation that will be shown during the work session.

### **BPA Contract Preparation Meeting**

I meet with Account Executive Mozena to review the staff report presented, how to approach the discussion with Council and what major points to share will Council.

### **Grid Resilience Grant/Meter upgrades**

The city received a quote to upgrade our electrical meters to cellular. Which will allow staff to read meters from the office, shut power off from the office and exponentially increase our analytical capacity. the upfront cost for the switch is roughly \$350,000. Which is not financially feasible. Finance Director Clarke and I meet with the vendors to see how we could incorporate other grid reliance elements into the upgrade to qualify for an Oregon Department of Energy grant. I will be meeting with staff from MCEDD next week to discuss how they can assist in the grant application. A link to the grant is below.

[Grid Resilience Grant Program](#)

### **Medium Income Revolving Loan**

The State created the Middle-Income Revolving Loan program to provide funds to homeowners, developers, non-profits, etc. to build middle income housing. Following state rules, the programs are set up and operated by the local jurisdictions. It operates similar to an urban renewal district. All new increased tax amounts are used to pay off loans. I meet with the City and County of Hood River to discuss the program and where each of us stand. Nothing concrete came of the discussion. Cascade Locks does not have the capacity to set-up and operate this program. If CL is to move forward it would be under the umbrella of the County. A link to the program is below.

[MIRL Program](#)

### **Human Resources Department**

The FY25-26 budget appropriated funds to Hire HR Answers as consultants to help the City update our human resources department. Administrative Services Director Woosley over sees the department and has taken the lead on this project. She has met with the consultant several times. We are updating forms, letters and processes to ensure we meet new state and federal regulations.

### **Incident Command Training**

Myself and Chief Logan will be in Salem all day November 4<sup>th</sup> at a "senior officials workshop for all-hazards preparedness" class. This workshop provides an interactive forum to understand the roles and responsibilities of senior leadership as related to all-hazard disaster preparedness, to share proven strategies and best practices, and to enhance coordination among whole community partners.

### **McCord Creek Bridge**

I As I mentioned earlier in the week the payment for the loan and interest was sent off. I am still waiting for a report from the 3<sup>rd</sup> party engineer. If I do not receive a report or any communication from the engineer over the next two weeks. I will be asking for direction from Council on how they want to proceed.

## **Working Foreman Offer**

The candidate accepted the conditional offer and is moving forward with background, drug and technical assessment (IBEW 125) tests. Once those are completed and full offer letter will be submitted. A tentative start date is February 1, 2020.

## **Prepared Food and Beverage Tax**

Business Focus Groups are scheduled for November 5<sup>th</sup> and 6<sup>th</sup> at the Fire Station. Chief Logan and I will do a co-presentation on what, how, why and when of the tax.

### **Timeline**

Business Focus Groups – November 5<sup>th</sup> and 6<sup>th</sup>

Resident Town Hall – Middle of December

Council approves Resolution – January

City files Ballot Measure – February (Deadline February 27<sup>th</sup>)

Election Day – May 19<sup>th</sup>

**Department Updates** - Below are the highlights from the department heads, if you would like more details please let me know and I will reach out to you the department head

## **FIRE**

- Connected with local businesses to invite and inform them of the PFBT business focus groups
- Fitted Engine 93 with 4-inch supply hose, both engines now have the same style of hose
- Participated in demonstration of inventory management software that focuses on EMS supplies and medication that will streamline process and meet both state and federal compliance requirements

## **PUBLIC WORKS**

- Valley Environmental was on site this week with a curtain burner to burn yard debris pile
  - This has been an effective and efficient process and staff will work to put a recurring cost in future budgets
  - This will ensure continued operation of the yard debris collection program with minimal time of financial commitment from the city
- Meter reading occurred this week
- Coordinating with school district to remove unsafe swing set on the playground
- Coordinating with school district to provide facility tours and educational materials on the water and wastewater systems

## **ELECTRIC**

- City staff, VantagePoint Engineers and MCEDD staff complete an onsite review of the EDA Substation project
  - VantagePoint has seen significant staff turnover recently
  - We are utilizing the federal government shutdown to ensure everyone is on the same page
- City staff installed the final LED Street Lights
  - All street lights on the city are now LED
- The first four homes in Windsong 2 have been energized
- The house on the southeast corner of Forest and Warco was built too close to the powerline. It encroaches into the 10 foot safety zone by one foot.
  - The developers will be paying for the installation of a taller pole to ensure compliance
- Meter reading week

## **FINANCE**

- Final requests from auditors for the FY22-23 are wrapping up
- Finance staff are meeting with the auditors to discuss streamlining future audits
- Training for the new Finance Clerk continues, Alanna is picking up the work quickly
  - Duties have quickly been transferred from Director Woosley
- Finance staff are reviewing and preparing a supplemental budget for Council approval in late November or early December

## **ADMINISTRATIVE SERVICES**

- Reviewing and updating HR processes and practices
- Working on backlogged archiving and records management
- Training of new staff
- Coordinating/supervising efforts of Community Liaison