



City Administrator Report to the City Council Monday, November 10, 2025

Expense Report

Attached are my expenses for the current fiscal year. This report will be updated monthly. Please let me know if you would like additional details.

Utilities Director Interview

Interviews are scheduled for the afternoon of November 6th. We have two strong candidates. Staff will present hiring recommendations to Council in executive session on November 24th.

Food Tax

Business Focus Groups

The first of two business group meetings was held on November 5th. Staff received valuable feedback from business owners on implementation, audit process questions, funding needs, and numerous "what-if" scenarios. A second meeting is scheduled for the evening of November 6th. Staff will review and analyze all feedback and present a full report to Council.

Town Hall

Once feedback has been reviewed, presented, and adjustments made, staff will work with Council to schedule a community town hall in December or early January.

Department Head Meeting

Department head meetings are typically held on the Tuesday after the first Council meeting. October's meeting was postponed until after the second meeting. I update department heads on my schedule, Council meeting outcomes, and other items. Department heads share major projects and ask questions. These meetings are informal, as we see each other daily and do not wait until the meeting to discuss issues.

Lunch with County Administrator

I have a monthly lunch meeting with the County Administrator. There is no set agenda; we update each other on city and county matters. The county plans to conduct an organizational assessment. A recurring topic is increasing the county's presence in Cascade Locks.

Urban Renewal Agency Discussion

Finance Director Clarke and I met with consultants to discuss establishing an Urban Renewal Agency in Cascade Locks. We gained valuable insights on URAs. With the Mayor's approval, we plan to invite the consultants to a Council meeting in early 2026 to gather Council's perspective and determine interest. No major action will be taken until after the food tax issue is resolved.

Audit Assistance

Director Clarke, the Mayor, and I have met and will continue meeting with third parties who can assist in the audit process. The goal is to lay out our needs, discuss what they can offer, and review their fees. These meetings shaped the \$60,000 request in the work plan.

VantagePoint and EDA Grant Project

I met with Jeff Waldbauer, the regional director of VantagePoint, our electrical engineering company for the EDA grant project. VantagePoint has experienced significant staff turnover, and the city has encountered issues with their performance and billing process. We are working closely with Jeff and our newly designated engineers to ensure everything is ready for EDA when they return from the federal government shutdown.

Business Oregon

A special public works fund loan from Business Oregon is the second major funding source for the EDA grant/substation project, totaling just under \$500,000. Project Coordinator Michelle Colby from MCEDD and I met with our newly assigned representatives from Business Oregon. There were no major changes from the discussion; it was primarily to bring the new representatives up to speed.

Senior Official Disaster Training

Chief Logan, Hood River City Manager Elder, Hood River County Administrator Williams, and I attended senior official training on disaster preparedness and management in Salem. The training provided a very high-level overview. The content was adequate, but it was valuable to connect with other local and regional leaders.

MCEDD Symposium

The Mid-Columbia Economic Development District will hold its annual symposium in Hood River on November 7th. I will attend and provide a report in the next CA update.

Cascade Locks Elementary School

Public works staff are coordinating with the school to remove an old swing set at no cost to the school.

Grid Resilience Grant

City staff are working with MCEDD Carson Sales and Landis + Gyr to build a grant proposal for new electric meters and wildfire monitoring and prevention system. The grant is not due until January. A link to the grant details are below.

[Grid Resilience Grant Program](#)

Supplemental Budget

Staff are continuing to prepare a supplemental budget for presentation at the next Council meeting.

McCord Creek Bridge

The third-party engineer we asked to review documents has failed to provide any information. Our primary engineers have connected us with another company. I will keep Council updated.

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

- Cleaning out storm drains with rented vacuum trailer pile, this has been the major project for the last 2 weeks.

ELECTRIC

- Replace power pole at the corner of Forest Ln and Warco Dr to ensure power lines are more than 10 feet away from the new house built. The Developer will be covering the cost.
- Working with Dennis Snyder to repair department vehicle
- Red tags

FINANCE

- Prepare and send out utility bills
- Continued audit work
- Continued training for the new staff and transferring duties from Administrative Services Director Woosley
- Preparing Supplemental Budget
- Running Accounts Payable and Payroll
- Quarterly Payroll Reports
- Meetings with Caselle and PERS

ADMINISTRATIVE SERVICES

- Training new employee.
- Planning stuff (Trying to get Herman Creek Lane, LLC Site Plan Review and building permits finalized/ Working with Lilac Village to get their building permits moving and Subdivision conditions of approval approved and finalized/ Buddy's Arcade Site Plan Renewal Application).
- Worked in archives.
- Getting HR Electronic Files organized in new folders.
- Council Meeting/packet stuff. Tourism video upload (yikes).
- PERS reports.

CA Expense Report July - October 2025

Checks

Date	Description	Amount
08/12/2025	OMEU Conference Registration	395.00
07/31/2025	Mileage Reimbursement - OCCMA Conference in North Bend	230.86
09/02/2025	LOC Conference registration	840.00
10/20/2025	Mileage Reimbursement - OMEU at Timberline	191.10
09/30/2025	Mileage Reimbursement - 3 meetings in Hood River	82.46
Check Total		1,739.42

Credit Card

14-Jul	Ixtapa - Lunch Meeting Tourism	34.00
11-Sep	Fred Meyer - Donuts for Staff	14.85
11-Sep	Ixtapa - Lunch Meeting Regional CM's and CA's	23.00
23-Sep	Parking in Hood River - Meeting with County Administrator	1.32
25-Sep	Parking in Hood River - EDG	2.25
2-Oct	Parking in Portland - LOC Conference	17.00
3-Oct	Parking in Portland - LOC Conference	17.00
Credit Card Total		109.42

Grant Total 1,848.84