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CITY ADMINISTRATOR WORK PLAN

Overview

At the October 13th Council meeting Council identified concerns and areas for improvement, requesting a formal work plan to address the issues. A committee of Councilors Bump, Kielman and Pruitt was approved by the Council to work with the City Administrator to create the work plan.

After reviewing the feedback from the entire council and discussions with the committee the work plan breakdown into two major categories; Consistent Financial Reporting and Consistent Informed Communication. Financial reporting has two sub-categories; audits and monthly financials. Informed communication has 3 sub-categories; Clear and consistent communication between the City Administrator and Council, dedicated structured communications between City Administrator and staff to assist in the communication with Council, and improved communication between the City and community/stakeholders.

Audits

The City Administrator and finance staff will work with the auditors to create path forward for the remaining unfinished audits. The plan assume council will approve bring in assist to focus solely on audit completions. Staff will provide monthly updates to council on the progress, tasks completed and any changes in the timeline.

Monthly Financial Reports

The City Administrator and Finance Director will work together to ensure Council receives consistent and accurate monthly financial reports at both a high level and line by line breakdown to ensure Council has the information needed to make sound decisions.

Project Reports

The City administrator will create a living document listing all the major projects or programs happening at the city. This list will provide a brief description of the project and intended goals, major updates or delays, budget tracking and deadlines. This project list will be apart of the City Administrator report at each council. A sample is attached for review.

Staff Communication

The City Administrator rarely goes a day without commenting with the department heads. However, they are rarely structured meetings more informal updates. The informal discussions will continue but formal meetings will be created regarding each projects on the list for council. This will ensure the City Administrator has the clearest most up to date information for each project.

Community/Stakeholder Communication

This is a multiple prong approach to ensure everyone is properly informed. Approaches include social media, print media and in-person connections dependent upon the information and the recipient.

CONSISTENT FINANCIAL REPORTING

GOAL	ACTION DETAILS	START	DEADLINE
CREATE A DETAILED FRAMEWORK AND TIMELINE TO COMPLETE AUDITS	WEEKLY DETAILED REPORTS AND ACTION ITEMS FROM STAFF TO CA	JAN 5TH	N/A
	LAYOUT STAFF RESPONSIBILITIES RELATED TO AUDIT WORK	JAN 5TH	JAN 9TH
	CREATE AUDIT FRAMEWORK AND TIMELINE FOR COUNCIL REVIEW	JAN 5TH	JAN 16TH
	MONTHLY DETAILED REPORTS FROM STAFF AND CA TO COUNCIL ON PROGRESS	FEB 9TH	N/A
PROVIDE CLEAN CONSISTENT EASY TO READ MONTHLY FINANCIAL REPORTS TO COUNCIL	REVIEW OF GENERAL LEDGER FOR ACCURACY	DEC 15TH	JAN 29TH
	CREATE HIGH LEVEL AND DETAILED REPORTS FOR COUNCIL REVIEW	DEC 15TH	JAN 7TH
	REPORTS TO COUNCIL FOR ALL UNREPORTED FY 25-26 MONTHS W/ BANK STATEMENTS	DEC 15TH	FEB 9TH

CONSISTENT INFORMED COMMUNICATION

GOAL	ACTION DETAILS	START	DEADLINE
CREATE A SYSTEM THAT ALLOWS THE CA TO KEEP COUNCIL INFORMED WITHOUT OVER BURDENING STAFF OR COUNCIL	MONTHLY DEPARTMENT HEAD REPORTS AT COUNCIL MEETINGS	JAN 12TH	N/A
	CREATE A PROJECT REPORTS SPREADSHEET THAT WILL BECOME A LIVING DOCUMENT FOR CONTINUAL COUNCIL UPDATES AND APPROVALS	DEC 15TH	JAN 12TH
REGULAR DEDICATED MEETINGS BETWEEN CA AND DEPT HEADS	ENSURE STAFF FEEL THE CA'S DOOR IS OPEN FOR COMMUNICATION ON ANY MATTER	DEC 15TH	N/A
	CREATE DEDICATED MEETINGS FOR UPDATES ON PROJECT REPORTS FOR COUNCIL	DEC 15TH	N/A
ENSURE COMMUNITY AND STAKEHOLDERS ARE INFORMED THROUGH CLEAR CONSISTENT COMMUNICATIONS REGARDING THE CITY'S BUSINESS	PROVIDE A TWO PAGE NEWSLETTERS IN THE UTILITY BILLS AND ON-LINE ON A QUARTERLY BASIS THAT PROVIDES MAJOR INFORMATION REGARDING THE CITY AS WELL AS TIDBITS OF INFORMATION THAT WILL HELP RESIDENTS AND STAKEHOLDERS CREATE A CONNECTION WITH THE CITY, COUNCIL AND STAFF	JAN 1ST APR 1ST JUL 1ST OCT 1ST	N/A
	UTILIZE THE OTHER TWO MONTHS OF THE QUARTER TO SEND DEDICATED FLYERS OR NOTICES TO PROVIDE RESIDENTS AND STAKEHOLDERS WITH MORE TIMELY OR DETAILED INFORMATION	FEB 1ST	N/A
	MONTHLY CHECKS IN WITH LOCAL CASCADE LOCKS STAKEHOLDERS	JAN 5TH	N/A
	COMPLETE REVIEW OF THE CITY WEBSITE TO ENSURE ALL INFORMATION IS CURRENT	DEC 15TH	FEB 25TH
	DEVELOP A SOCIAL MEDIA PROGRAM THAT ENSURES THE COMMUNITY IS GETTING CONSISTENT INFORMATION ON CITY BUSINESS AND ACTIONS	DEC 15TH	FEB 25TH
	RESEARCH THE BEST OPTION FOR A TOOL TO COMMUNICATE DIRECTLY WITH RESIDENTS	DEC 15TH	MAR 28TH
	QUARTERLY CHECK INS WITH REGIONAL STAKEHOLDERS	JAN 5TH	N/A

Cascade Locks Project Overview - December 15th

Name	overview	Start Date	Major Updates	Budget	Expenses	Deadline
Substation Upgrade	Funding from Federal Economic Develop Agency, Business Oregon Special Public Works Fund and Port of Cascade Locks to purchase and upgrade the Cascade Locks substation from Bonneville Power Administration, install a new transformer and upgrade distribution lines to the industrial park.	January 2021	Two separate bid documents for the transformer and construction work have been completed by VantagePoint and	\$3,000,000	\$400,000	January 2027
Electric Meter Upgrade and Wildfire Prevent System Grant	Exploring a grant opportunity that will cover the cost of new smart meters and wildfire prevent and monitoring systems. Working with MCEDD and meter vendor to review the grant opportunity and estimated costs.	November 2025	12/15 Meeting with MCEDD and vendors to discuss first draft of application	N/A	N/A	Jan-26