

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** November 12, 2025

**For Tourism Committee Meeting on:** November 17, 2025

**TO:** Honorable Chair and Committee Members

**PREPARED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Update on Tourism Support Services Contract

**CITY STRATEGIC GOALS:**

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|---|--|
| <input type="checkbox"/> <b>Downtown Revitalization</b>   | <input checked="" type="checkbox"/> <b>Public Services</b>   |
| <input type="checkbox"/> <b>Communication Enhancement</b> | <input type="checkbox"/> <b>Affordable/Workforce Housing</b> |
| <input type="checkbox"/> <b>Code Improvements</b>         |  |

**SYNOPSIS:** At the November 3<sup>rd</sup> Tourism Committee meeting, the Committee recommended to City Council in a 3-2 vote to accept the Friends of the Cascade Locks Historical Museum counter offer of a 12-month extension of the contract at current terms and hire a consultant to assist in long-term planning.

At their November 10<sup>th</sup> meeting Council vote in a 4-2 vote to accept the Friends of the Cascade Locks Historical Museum’s secondary counteroffer of a 1-month extension to the end of December and directed the Tourism Committee, contracted support and City Administrator to develop a Request for Proposals (RFP) to acquire a new company or person to provide support services.

City staff would like guidance from the Committee on they want to develop the RFP.