



City Hall
206 N. Main St.
Toledo, Oregon 97391
6:00 p.m.

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
October 15, 2025

Virtual Meeting: The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for meeting login information.

Public Comments: The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to krista.miller@cityoftoledo.org 3:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. Call to Order, Pledge of Allegiance and roll call

2. Visitors/Public Comment

- a. (The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).

3. Consent Agenda

- a. 12-18-2024 Regular City Council Meeting Minutes
- b. 5-20-2025 Urban Renewal Agency Budget Committee Meeting Minutes
- c. 5-21-2025 Regular City Council Meeting Minutes
- d. 6-18-2025 Regular City Council Meeting Minutes
- e. 6-18-2025 Urban Renewal Agency Meeting Minutes
- f. 7-2-2025 Urban Renewal Agency Meeting Minutes
- g. 7-23-2025 City Council Work Session Meeting Minutes
- h. 8-01-2025 City Council Special Meeting Minutes
- i. 9-17-2025 Regular City Council Meeting Minutes
- j. 9-17-2025 Executive Session City Council Meeting Minutes
- k. 9-24-2025 Special City Council Meeting Minutes
- l. 9-24-2025 Work Session City Council Meeting Minutes
- m. RCA-Appointing City Manager Rich Huebner as the City's Alternate Representative to the Lincoln County Consortium for Solid Waste Management Budget Committee
 - i. Letter of Appointment

4. Community Service Reports and/or Presentations to the Council

- a. Quarterly Financial Report- Toledo Historical Society & Yaquina Railroad

Comments submitted in advance are preferable. Comments may be submitted by e-mail at krista.miller@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling City Offices at (541)336-2247. 1 | Page

5. Discussion and Information Items

- a. Hosting an Annual Candlelight Vigil for Victims and Survivors of Domestic Violence
- b. Councilor Mix Program Notes

6. Decision Items

- a. RCA- Nominate and Vote for new Council President
- b. RCA- Approval of agreement with 2KG Contractors Inc. for replacement of Filter Media at the City of Toledo Water Treatment Plant
 - i. Filter Media replacement quote- Rebuild-it-Original
 - ii. Filter Media replacement quote-*UPDATED* for Rebuild-it
 - iii. Filter Media replacement quote-2KG Contractors Inc.
- c. RCA- Human Resources Job Description Approval
 - i. Human Resources Director Job Description
- d. RCA- Adoption of Fire Department Policies
 - i. Resolution 1588 Adopting a Toledo Fire Department Policy
 - ii. Fire Department Policies

7. Reports and Comments

- a. Department Reports
 - i. Fire Department
 - ii. Police
 - iii. Public Works
 - iv. Finance
 - v. Library
 - vi. Human Resources
 - vii. Planning
- b. City Manager's Reports

8. City Council Issue Tracker

9. Council Comments

10. Mayor's Comments

11. Future Agenda Items

12. Adjournment

**TOLEDO CITY COUNCIL
REGULAR MEETING
206 N Main St, Toledo, OR 97391
December 18, 2024**

CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon. Mayor Cross confirmed a quorum was present.

Present	Absent	
<u>X</u>	<u> </u>	<u>Mayor Rod Cross</u>
<u>X</u>	<u> </u>	<u>Council President Kim Bush</u>
<u>X</u>	<u> </u>	<u>Councilor Jackie Kauffman</u>
<u>X</u>	<u> </u>	<u>Councilor Tracy Mix</u>
<u> </u>	<u>X</u>	<u>Councilor Frank Silvia</u>
<u>X</u>	<u> </u>	<u>Councilor Jackie Burns</u>
<u>X</u>	<u> </u>	<u>Councilor Stu Strom</u>

Staff present: City Manager Pro-Tem (CM) Amanda Carey, City Recorder (CR) Lisa Figueroa, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Interim Fire Chief (FC) Ryan Harris, Library Director (LD) Harrison Baker, Dispatch Supervisor (DS) Katie Pimentel

PROCLAMATIONS/PRESENTATIONS

Presentation – Veterans of Foreign Wars (VFW)

Jim Beisman from VFW Post 4227 presented to recognize a member of the Toledo Police Department. He explained that the VFW has a program to recognize first responders who protect and serve the community. Mr. Beisman noted that normally these presentations occur in the spring, but the program timing has shifted to fall. He clarified that the VFW does not select the recipient; rather, the selection is made by the police chief and leadership team.

This year's recipient was Detective Dalynn Schenholster. Mr. Beisman presented a certificate to the detective and a plaque that will be displayed at the police department to recognize current and future officers.

Proclamation – Oregon State University community garden update

Heather Tower, 4-H Program Coordinator for Lincoln County, provided an update on the community garden near the skate park. She explained that the garden is managed by Randy Whites through a 4-H club in Toledo. Ms. Tower requested approval of an addendum to extend their contract with the city for another year, as the current agreement expires on December 31.

Ms. Tower reported that the garden has been active in the spring, producing food that is distributed to the local community. She mentioned plans to work with Randy to apply for grant funding to install a greenhouse and additional fencing to keep wildlife out. They also plan to improve signage to better identify the garden as a 4-H project and provide contact information for the public.

VISITORS/PUBLIC COMMENT

Council President Bush addressed the audience regarding an issue that many attendees had come to discuss. She explained that while the council wants to hear from the public, some matters are confidential, and council members are legally restricted from commenting on certain topics, particularly personnel matters. She asked for patience and understanding, noting that the council's inability to answer some questions is not due to a lack of transparency but rather legal constraints.

Mayor Cross echoed these sentiments, stating that when he has had to say "no comment" to citizens who have reached out to him, it has been difficult but necessary due to legal restrictions.

City Manager Pro Tem Carey read an email from Amber Brown, a Toledo resident of 36 years, who expressed concerns about the fire department situation. The email asked why volunteers were discharged without notice, questioned the appointment of an interim fire chief with limited experience, and asked about the city's long-term plans for the fire department.

City Manager Pro Tem Carey responded to what she could, stating that one staff person and one volunteer are on leave pending an HR complaint and third-party investigation. She emphasized that personnel matters cannot be commented on publicly. She praised Interim Fire Chief Ryan Harris for stepping up in a difficult situation and doing a "fantastic job." She stated that the city's goal is to maintain a combination department of both paid staff and volunteers, noting they currently have 28 members (2 paid staff and 26 volunteers).

Edna Amins addressed the council, stating that nine high-ranking fire department personnel had walked off the job because an interim fire chief with only about three years of experience had been appointed rather than someone with more experience. She mentioned that one of these individuals had 35 years of experience and had previously covered for the fire chief for six months when he was injured.

Kara Ammons spoke via Zoom, identifying herself as a citizen with 12 years of experience as a Toledo dispatcher and experience as a volunteer firefighter/EMS. She expressed concerns about lack of transparency, claiming more than just one or two volunteers had left due to harassment by the training officer, belittling of volunteers, and favoritism. She also expressed concern about the police department losing its dispatch center and questioned the police chief's decisions. Ms. Ammons stated that volunteers who went on leave were "discharged" without notification on DPSST (Department of Public Safety Standards and Training) records.

Crystal Swinstrom spoke via Zoom, questioning why certain information about grievances was being shared with some staff members if personnel matters cannot be discussed publicly. She said she had been with the fire department for six years and had never seen it in such a state. Her husband, Cameron Swinstrom, also spoke, stating he had been with Toledo Fire Department for eight years and lived in Toledo for 33 years. He said the atmosphere at the fire department had declined over the last 2-3 years, which he attributed to Shannon Brecik joining the department. He stated that he went on leave due to the change in leadership, and would not feel safe returning if Ryan and Shannon remained.

Cheryl Duprow, a former Toledo Fire volunteer of 12 years, spoke about the dedication of volunteers who serve without a paycheck and questioned what would cause someone with 35 years

of service to leave. She suggested the Oregon State Fire Marshal might be able to provide resources to help with the transition, noting that an interim chief needs to understand resource management, budgeting, and deployment strategies, especially with potential dispatch changes.

Barry Brewster expressed concern about fire department leadership, stating that while he likes Ryan and Amanda personally, he believes Ryan is not qualified to be fire chief based on conversations with training officers from other departments. He questioned whether the city had reached out to special districts to get an interim fire chief or to the League of Cities for an interim city manager.

CONSENT AGENDA

None.

DISCUSSION ITEMS

Discuss a joint draft Request for Proposals with the Greater Toledo Pool and Recreation District to replace the pool and build a community center on city-owned property

City Attorney Mike Adams combined these two related items. He explained that about seven years ago, the city agreed that if voters approved a separate taxing district for the pool, the city would lease the pool to that district. The draft Intergovernmental Agreement (IGA) in the packet clarifies roles and responsibilities between the city and the Greater Toledo Pool Recreation District for construction of a community center and replacement of the pool.

Mr. Adams stated that under the IGA, the city would contribute up to \$3.8 million to the project, with the urban renewal district using tax increment financing to pay back the loan. The IGA puts management of the RFP and contracting process on the pool district rather than the city.

Peter Vinci, Vice President of the Greater Toledo Pool Recreation District, reported they have made significant progress with their plans to replace the pool and establish a community center in partnership with the city. He said they have completed the conceptual design process with architectural firm Scott Edwards and are ready for the next steps. They plan to send out the RFP around February 1, with construction potentially beginning in fall 2025. He noted the current pool was built in the late 1940s and staff has worked diligently to maintain it.

Roy Kenyon, President of the pool board, elaborated that when the pool district received lottery funds exceeding \$3 million, the funding was designated for a pool and community center. He explained that the district is responsible for the pool construction while the city's help is needed for shared facilities like offices, locker rooms, and changing areas. He mentioned they are looking to secure an additional \$1.5-2 million in the next six months. Mr. Kenyon noted that the pool would be non-functional for over a year during construction.

Councilor Bush expressed concern about the city's financial ability to commit to the project at this time due to unanticipated challenges. Councilor Strom suggested revisiting the issue in January or February when more information would be available about the city's financial situation.

Mayor Cross noted that within the next 10 days, the city expects to receive critical information regarding city operations that will clarify their financial position. He stated that while he personally

favors the project, this other financial matter needs to be addressed first. He suggested the pool district proceed with their RFP process in the meantime, as the earliest the council could make a decision would be January 8.

Mr. Kenyon reminded the council that their lottery funds will expire in April 2026.

Update regarding the Toledo Dispatch Center

City Manager Pro Tem Carey provided an update on critical staffing levels at the Toledo dispatch center. She presented data from the National Association of State 911 Administrators showing nationwide staffing challenges, with an average vacancy rate of 25% across the country from 2019-2022.

She reported that Toledo's dispatch center is down to only three dispatchers, which is not feasible to maintain 24/7 service. She, Chief Pace, and dispatch staff have been working with the Oregon Department of Emergency Management (OEM) to navigate a path forward and are in talks to transition dispatch services to another agency, Willamette Valley Communication Center (WVCC).

Ms. Carey presented comparative data showing that Toledo operates the smallest dispatch center in the area. She displayed a map showing that WVCC already covers the surrounding areas around Toledo, making them a logical choice for consolidation. Benefits of consolidating with WVCC include improved interagency communication, enhanced emergency response times, and access to better technology like text-to-911 service.

Katie Pimentel, Communications Supervisor, explained that they had been operating with four staff members but lost one employee who quit without notice. She reported working 100 hours of overtime in November and expecting 90 hours in January, with the other two dispatchers also working substantial overtime. She noted they don't have the capacity to train new hires under these conditions.

Mayor Cross expressed concern about WVCC's familiarity with Lincoln County locations, noting his personal experience with dispatchers not recognizing local landmarks. Ms. Pimentel acknowledged this challenge but mentioned that the new agency uses Phase 2 mapping technology that provides GPS coordinates for cell phone calls. She offered to help WVCC learn the area if the transition occurs.

Barry Brewster noted that when he worked for the Lincoln County Sheriff's Office, dispatchers from WVCC would do ride-alongs to learn key locations and landmarks.

Cheryl Duprow expressed concern about the timing of this change given the other issues with emergency services and questioned whether the rural fire district had been consulted, particularly given spotty cell service in outlying areas.

Councilor Strom noted the financial reality that many small communities can no longer afford their own dispatch centers, but emphasized this doesn't mean the city will compromise on safety.

Ms. Carey stated that she would bring more detailed information about dispatch, including contracts and costs, to the first council meeting in January for a more in-depth discussion.

Discuss an Intergovernmental Agreement with the Greater Toledo Pool and Recreation District

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Citizen letter received by Council members

Mayor Cross shared that he had received an anonymous letter titled "The Brown Roundup Part 1" from a fake post office box in Otis. The letter discussed plans to identify and target people of Hispanic descent, suggesting readers take down license plate numbers and make and models of cars as people exit churches, Walmart, and other locations.

Mayor Cross expressed his strong objection to the letter, stating "This is not America. This is not who we are." He emphasized that America has historically been a place where people from all backgrounds come seeking opportunity and sanctuary from oppression. He noted that Milwaukee, Lincoln City, and councilors in Coos Bay and North Bend had also received these letters.

Council President Bush suggested the council make a declaration or statement at the next meeting. She recalled that in the past, when there was unrest in the country, the council had declared that Toledo would not tolerate this kind of behavior toward people in their community. She emphasized that Toledo residents accept people for who they are.

Councilor Strom mentioned the "Toledo incident" of 1925, when people were rounded up and shipped out of town because they were going to "take jobs away." She stated that her spouse's great-grandfather took years to live that down, and she would never want to see that happen again.

City Manager Pro Tem Carrey noted it's coming up on the 100-year anniversary of the Toledo incident and suggested thinking about how to honor and be inclusive for the upcoming year rather than giving attention to the anonymous letter writer.

Michelle Becker, speaking online, mentioned that Corvallis for Refugees is bringing in 40-50 individuals with refugee status in the next month and is looking for donations and assistance.

Andrew Keating, City Council-elect, noted that the letters appeared to be specifically targeting council members and mayors in Lincoln County. He emphasized Toledo's welcoming nature, pointing to the "Toledo welcomes you" signs at the city entrance. He expressed concern about the letter's encouragement of tracking and reporting people, which could lead to racist calls overwhelming emergency services.

DECISION ITEMS

Approve an agreement addendum with Oregon State University for a community garden

City Manager Pro Tem Carrey explained that this was the addendum to the garden agreement with Oregon State University that Ms. Tower had discussed earlier in the meeting.

Moved by Councilor Bush, seconded by Councilor Burns to approve the amendment of Oregon State University Cooperative Extension for the community garden as presented. Motion carried 6-0.

Consideration to re-appoint an incumbent to the Planning Commission

City Manager Pro Tem Carrey presented an application from incumbent Planning Commission member Ricky Dyson, whose term expires at the end of the year. She explained that traditionally when an incumbent member wishes to continue serving, they submit an application but are not typically interviewed by the council.

Mayor Cross provided background information on Mr. Dyson, noting he is originally from New Zealand, worked in academia in Utah, and then moved to Toledo where he has been volunteering ever since.

Moved by Councilor Pace, seconded by Councilor Bush to reappoint Ricky Dyson to the Planning Commission. Motion carried 6-0.

Accept a grant agreement with the Oregon Parks and Recreation Department for a Parks Master Plan

City Attorney Adams explained that the city applied for and was awarded a grant for a Parks Master Plan, which they currently do not have. The plan would develop a long-term strategy for city parks, facilities, and open spaces, driving the city's long-range planning and financial decisions for the next 10 years. It is expected to be completed by December 2025.

The grant provides \$32,000 with an \$8,000 city match for a total project cost of \$40,000. The city's contract planner, Justin Peterson, will manage the project with Planning Tech Arlene serving as the grantee administrator.

Councilor Bush expressed excitement about the grant, noting it has been a long time coming and will help ensure proper maintenance and upgrades of parks. She commended staff for securing grant funding that doesn't come out of taxpayer pockets.

Mayor Cross mentioned that students from Toledo Junior Senior High School were enthusiastic about helping update and modernize city parks. He plans to involve children from both the high school and elementary school in the process to get their perspective on park needs.

Moved by Councilor Bush, seconded by Councilor Burns to approve the acceptance of the grant from the Oregon Parks and Recreation Department and authorizing city manager to sign the agreement. Motion carried 6-0.

Ordinance No. 1426 an ordinance rejecting the Pre-Implementation Compliance Measures proposed by FEMA in Floodplain Areas

Ordinance No. 1426 an ordinance rejecting the Pre-Implementation Compliance Measures proposed by FEMA in Floodplain Areas

Mayor Cross called a public hearing to order at 7:50 PM regarding Ordinance No. 1426.

City Attorney Adams presented the proposed ordinance, explaining that FEMA has proposed a new plan affecting the National Flood Insurance Program in Oregon, intended to protect threatened

and endangered fish. FEMA sent letters to cities and counties asking them to implement one of three pre-implementation compliance measures (PICMs) by December 1, 2024:

Adopt a modern floodplain ordinance

Require a habitat assessment mitigation plan for development on a permit-by-permit basis

Prohibit new development within the floodplain

Mr. Adams explained that FEMA was sued in 2018 by conservation groups for not coordinating with NOAA and NMFS regarding the impact of the National Flood Insurance Program on endangered species. He argued that FEMA has no authority over land use, that the proposed measures violate state land use laws, and that FEMA's actions are premature as they haven't completed an environmental impact statement.

The proposed ordinance would require developers to have a qualified floodplain professional provide documentation that development will not result in "takes" (harming endangered species), thereby ensuring no ESA-required permits are needed. The ordinance also includes a waiver provision similar to Measure 49 under state law, allowing the city to waive compliance with requirements if they limit or prohibit previously allowed uses.

During public testimony, David Clyne spoke in favor of the ordinance as opposed to the three PICMs originally offered by FEMA. Guy Benoit also supported the ordinance, sharing his frustrating experiences dealing with FEMA regarding flood designations on his property.

Following the close of the public hearing at 8:15 PM, council discussion focused on concerns about FEMA's authority. Councilor Bush asked whether passing the ordinance could jeopardize flood insurance for citizens. Mr. Adams explained that FEMA would need to go through an extended due process before pulling flood insurance, likely taking at least a year.

Mayor Cross expressed optimism that since FEMA has not followed its own agency rules and is abrogating Oregon land use rules, legal challenges could delay any action for years. He noted that other jurisdictions including Clatsop County, Tillamook County, and cities on the North Coast are taking similar stances.

The council discussed how this would affect not only residents but also the port, which is the city's second-largest employer and might want to undertake expansion projects.

Moved by Councilor Bush, seconded by Councilor Kaufman to adopt Ordinance Number 1426, an ordinance of the Toledo City Council electing not to adopt one of the three pick them options

proposed by FEMA and amending flood hazard protection standards codified as chapter 15.16 of the Toledo Municipal Code by adding sections 15.16.230 through 15.16.280 and declaring an emergency. Motion carried 6-0.

REPORTS AND COMMENTS

Committee updates

City Recorder provided an updated copy of the 2025 meeting calendar, noting that budget committee meeting dates would be added later.

Public Works Director Lorimer reported finding mold in the new public safety building. He, Chief Pace, code enforcement, and the public works superintendent conducted a walkthrough and identified areas requiring attention. They plan to bring in subject matter experts to assess the situation. Mayor Cross confirmed that this issue would be the responsibility of the contractors doing the renovations.

Mr. Lorimer reported that three new public works hires are doing well. He provided updates on sewer main replacements on French Street and Southeast Alderway, with plans for CIPP lining to reduce inflow and infiltration into the sanitary sewer system. He mentioned an upcoming waterline repair behind a residence on Northwest Bruce Street that would temporarily affect four services.

He noted they have an estimate to resurface the tennis courts but the assessment couldn't be done until June 2025 at the earliest, so they will request an extension on their grant.

Library Director Harrison reported that the wraparound mural in the children's area is complete and they received new seating for that area. Artist Peter Erskine will be creating a custom art installation using sunlight as a medium as part of his "100 libraries project." Upcoming events include the Seashore Literacy Ukulele Group (SLUGS) performance on December 21, a Holocaust Remembrance program on January 25, and digital literacy workshops beginning January 30. He mentioned they are also working on starting a Lego club.

Interim Fire Chief Harris reported 61 calls for service since the last council meeting, with 40 answered by volunteers. The fire department sponsored an appreciation event for responders that approximately 30 people attended. Parts for Engine 41 have been ordered, and they are working with code enforcement and the state fire marshal's office on inspections throughout the city.

Police Chief Pace reported that the ceremony for Officer Gary Sumter was well-received by his family. He mentioned issues with a new patrol car that is being fixed. He reported staffing challenges, with one officer potentially leaving (reducing patrol to three full-time officers), Officer Gunn being released in mid-January, and another officer going on maternity leave in February. He requested financial support from the council to retain his current staff.

A lengthy discussion ensued about police department pay and retention issues, with Mayor Cross emphasizing the challenge of competing with neighboring departments that have transient lodging tax revenue. Chief Pace clarified that he was seeking immediate help for retention, not necessarily full pay parity with other agencies.

Communications Supervisor Katie Pimentel thanked Ryan and Shannon for bringing food to dispatch following a fire department event, demonstrating continued good professional relationships despite challenges. She also addressed public misconceptions about Chief Pace's compensation, clarifying that a portion of his "bonus" was actually restoring compensation that had been previously taken away.

Councilors made closing comments reflecting on current challenges and their commitment to the community. Councilor Bush expressed frustration with misinformation being spread and personal attacks on council members but reaffirmed her commitment to supporting city staff and serving citizens.

Councilor Strom, attending his last regular meeting, emphasized the need for Toledo to grow its population and tax base to maintain services, noting the city has only grown from about 3,100 to 3,500 residents during his tenure.

Mayor Cross acknowledged being called "a thief, a liar" and other names in recent weeks but emphasized his love for Toledo and its people. He addressed the fiscal challenges facing the city, with property tax increases limited to around 2.5% annually while inflation has been much higher, particularly for housing costs. He encouraged creative thinking to solve these issues and referenced the community's response to the recent ice storm as evidence of Toledo's strength and character.

ADJOURNMENT

The meeting adjourned at 11:00 PM.

Approve:

Attest:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO, OR URBAN RENEWAL AGENCY
206 N. Main St. Toledo, Oregon 97391
Urban Renewal Budget Committee Meeting Minutes
May 20, 2025

Call To Order

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
X		Director Rod Cross
X		Director President Kim Bush
X		Director Jackie Kauffman
X		Chair Tracy Mix
X		Director Councilor Frank Silvia
X		Director Jackie Burns
X		Director Andrew Keating
X		Barry Brewster
X		Stacy Keating
X		Anne Ellis
	X	Ricky Dyson
	X	Jackie Pace
X		Jonathan mix
		Vacant
		Vacant
X		Interim City Manager David Clyne
X		City Recorder Lisa Figueroa

Call to Order

The Toledo Urban Renewal Agency Budget Committee regular meeting was called to order on May 20, 2025, at 6:00 p.m. The Chair conducted a roll call to determine if a quorum was present.

Present: Perry Brewster, Cathy Burns, Rod Cross, Andrew Keating, Stacy Keating, Anne Ellis, Tracy Mix, Frank Sylvia.

Absent: Ricky Dyson, Jackie Pace, Jonathan Mix (arrived late)

A quorum was established.

Approval of Minutes

The Chair asked for approval of the minutes from the meeting held May 13, 2025.

Motion to approve the minutes from the meeting held May 13, 2025, as circulated. Moved by (Cross/Ellis). Motion carries 11-0-0-2.

URA Budget Committee Member	In Favor	Opposed	Abstained	Absent
Rod Cross	X			
Director Bush	X			
Director Kauffman	X			
Director Mix	X			
Director Silvia	X			
Director Burns	X			
Director Keating	X			
Barry Brewster	X			
Stacy Keating	X			
Anne Ellis	X			
Ricky Dyson				X
Jackie Pace				X
Johnathan Mix	X			
Vacant				
Vacant				

Review Fiscal Year 2025-2026 Proposed Budget

The committee reviewed the proposed budget for fiscal year 2025-2026. The Chair asked if there were any questions or comments on the proposed budget.

The staff noted that the budget is balanced with revenues equal to expenditures. It was explained that approximately \$340,000, roughly half of the budget, is transferred to the general fund for helping to balance it. The department is almost entirely funded by property tax, along with fund balance and interest earnings. Some money is designated for work on the urban renewal lines and for public improvements.

The Mayor clarified that the transfer to the general fund represents the administrative overhead of operating the urban renewal agency.

Judy added that the \$40,000 transfer to the general fund is for services provided to the urban renewal agency.

Barry expressed disappointment that more funding wasn't allocated to Main Street development and the business loan program compared to the amount going to the public safety building. He felt the business loan program deserved more funding, especially since dispatch is no longer going to be in the public safety building.

The Mayor responded that this view showed a misunderstanding of budgeting, noting that urban renewal funds cannot be put into the general fund for general Main Street purposes.

The Interim City Manager explained that the \$300,000 for the public safety building is primarily reserve funds for future needs. They clarified that there will be a public engagement process to determine how that building can best serve public needs since dispatch is no longer with police. The building is included in the urban renewal plan, making it eligible for these funds.

There was further discussion about the business loan program's funding level of \$50,000, with Barry questioning why more couldn't be allocated. It was explained that the program allows for 5 forgivable loans per year, and that's why it was set at that amount. Staff mentioned that in recent years they had to actively recruit businesses to apply for all 5 available loans.

Committee members also briefly discussed the blue paint color of the public safety building, with the Mayor taking responsibility for the choice, noting it was "Boomer blue" and would eventually have yellow trim to match the town's school colors.

Jim, a member of the public, commented that the public needs more information about what urban renewal can and cannot do, and suggested that the \$10,000 loan amount might be too low for meaningful improvements.

Stacy asked about deadlines for new project proposals. Staff explained there is no specific deadline because urban renewal can borrow against incoming dollars of later years. It was also mentioned that the urban renewal district would last until 2040, providing flexibility for future projects.

Receive Public Comment on the Proposed Budget

The Chair asked if there was anyone in the audience or online who wished to speak regarding the proposed budget.

One member of the public, Jim, commented that he appreciated Barry's questions about urban renewal. He suggested better public outreach to inform citizens about urban renewal permitting and processes. He also questioned the \$10,000 loan amount as potentially too low for significant improvements and wondered if it could be increased.

No other public comments were received.

Adoption of Fiscal Year 2025-2026 Proposed Budget

After discussion and no public comment, the committee proceeded to vote on the proposed budget.

Motion to approve the Urban Renewal Budget for fiscal year 2025-2026 in the amount of \$698,096 (Silvia/Cross). Motion carries with one abstention (Barry abstained due to having businesses on Main Street)

Cross/Ellis). Motion carries 10-0-1-2.

URA Budget Committee Member	In Favor	Opposed	Abstained	Absent
Rod Cross	X			
Director Bush	X			
Director Kauffman	X			
Director Mix	X			
Director Silvia	X			
Director Burns	X			
Director Keating	X			
Barry Brewster			X	
Stacy Keating	X			
Anne Ellis	X			
Ricky Dyson				X
Jackie Pace				X
Johnathan Mix	X			
Vacant				
Vacant				

Director Keating would like to have more substance in the budget next year to allow the layperson to easily digest projects and allocations.

Adjournment

The Toledo, OR Budget Committee meeting was adjourned at 8:49PM.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO CITY COUNCIL
206 N Main St, Toledo, OR 97391
May 21, 2025 6:00PM
Regular Meeting Minutes

Call to Order

Council President Bush called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Council President Bush.

Present	Absent	
	X	Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating
X		Interim City Manager David Clyne
X		City Recorder Lisa Figueroa
X		City Attorney Souvanny Miller

Other staff present: Public Works Director Brian Lorimor

Presentations

Presentation – Yaquina Pacific Railroad Historical Society and Toledo History Center

Lisa Watson from the Yaquina Pacific Railroad Historical Society presented on behalf of both the Historical Society and the Toledo History Center, highlighting their contributions to the community:

- The Toledo History Center is celebrating its 20th year anniversary, is open 5 days a week year-round with free admission, and has a stunning photo collection.
- The Yaquina Pacific Railroad Historical Society has been in operation for 32 years, is open 5 days a week with free admission, and focuses on railroad history and safety.
- Both organizations see over 2,000 visitors annually, drawing tourists from out of state and even internationally.
- The Historical Society recently completed a major accessibility project with a Travel Oregon grant to make their access ramp ADA compliant.

Ms. Watson explained that both organizations are experiencing funding challenges. They currently receive funding from Lincoln County through transient room tax, but this funding is in a state of limbo. Without this funding, the Railroad Museum could not operate, and the History Center would have to drastically reduce hours. While the organizations apply for grants for specific projects, operational funds are difficult to obtain.

Councilor Mix asked about the outcome of a recent Museum Coalition meeting. Ms. Watson explained that the county assistant indicated contracts would likely be renewed, but nothing was confirmed. She attended the county's budget committee meeting to advocate for continued funding.

Last year, the City of Toledo provided \$12,000 to each organization. Ms. Watson was asked to provide updated financial information to the Council for consideration of future support.

Presentation – Transportation Options Presentation; Oregon Cascades West Council of Governments

Anna Duffy, a staff member with Cascades West Council of Governments, presented on transportation options available through their organization, which has five components:

- Get There Oregon - A partnership with ODOT to connect commuters and encourage alternative transportation.
- Emergency Ride Home - A subcomponent of Get There Oregon that reimburses up to \$50 for emergency rides home, up to four times a year.
- CW Ride - A website that links all public transit agencies for easy route planning across Lincoln, Linn, and Benton counties.
- Travel Training - Personalized assistance to help people learn to navigate public transit.
- Ride Line - Non-emergency medical transportation for Oregon Health Plan, IHN, and Samaritan Advantage Health Plan clients. A new member portal allows clients to schedule and manage trips online.

Councilors suggested improving local awareness of these services through bus stop signage, water bill newsletters, the city website, and the display case at City Hall.

Presentation – Toledo Chamber of Commerce

Kathy Crane, Executive Director of the Toledo Chamber of Commerce, presented the Chamber's annual calendar of events and activities:

- Valentine's Day Heart Program - 62 large hearts displayed on lampposts throughout February, plus smaller hearts introduced two years ago
- Newport Seafood and Wine Festival booth - The Chamber's largest fundraiser
- Waterfront Market - Held June through August on Thursdays at Memorial Field, with 37 vendors signed up this year
- Toledo Classic Car Expo and Swap Meet - Scheduled for June 22nd with numerous sponsors
- Pancake breakfast and lunch at the Wooden Boat Show in August
- Trick-or-Treat on Main Street - A Halloween event that drew over 1,000 children last year
- Jingle and Mingle - A pre-holiday appreciation event for Chamber members
- Holiday wreaths displayed throughout Toledo
- Christmas tree lighting, umbrella parade, and community party
- Management of yellow street signs on Highway 20
- Creation of relocation packets and updated community brochures

Ms. Crane noted that the Chamber is run primarily by volunteers, with her serving as the only paid staff member in a part-time capacity. The organization has over 100 members and provides marketing support and publicity for local businesses.

Councilor Keating asked about benefits to member businesses and what the Chamber is doing to address the issue of businesses closing on Main Street. Ms. Crane explained that they provide unlimited advertising on their Facebook page with 2,500 followers, organize grand openings, and focus on bringing traffic to Toledo through events.

Visitors/Public Comment

Denise Marsh, representing the Summerfest Committee, announced that this year's Summerfest theme will be "Bright Lights Summer Nights," scheduled for July 11-13. She specifically invited the City Council to participate in the grand parade on Saturday, July 13, at 11:00 AM. Applications for the parade are available on the Toledo Summerfest Facebook page.

Consent Agenda

Councilor Mix requested to move the item "Authorize the City Manager to hire an interim City Recorder" from the consent agenda to the discussion items.

Moved by Councilor Mix, seconded by Councilor Frank, to approve the remainder of the consent agenda with the noted amendment to the March 26, 2025 work session minutes to correct that Andrew Keating was present rather than Stu Strong. The motion passed unanimously with Mayor Cross absent.

The approved consent agenda included:

- Minutes from the work session and executive session held March 26, 2025
- Minutes from the meeting held April 2, 2025
- Minutes from the executive session held May 7, 2025
- Minutes from the special work session held May 14, 2025
- Resolution No. 1575 approving transfer of funds between budget lines for Fiscal 2024-2025
- Resolution No. 1576 approving transfer of funds between budget lines for Fiscal 2024-2025
- Authorization for the City Manager Pro-Tem to hire Braedon Johnson for the position of Wastewater Treatment Plant Jr. Operator

Discussion/Decision Items

Authorize the City Manager to hire an interim City Recorder

This item was moved from the consent agenda for discussion. City Manager David Clyne explained that the current City Recorder, Lisa Figueroa, had tendered her resignation effective June 2, 2025. He was seeking authorization to hire an interim City Recorder while the city continues the process of hiring a permanent replacement. The permanent position has already been posted.

Councilor Keating asked whether the interim position would be an employee or hired via a services contract. Mr. Clyne indicated he wasn't sure yet, but it would likely be a services

contract. Discussion ensued about whether there were any requirements for posting an interim position.

Motion by Councilor (Mix/Burns), to authorize the City Manager/interim City Manager to hire or contract an individual as interim City Recorder. The motion carries 6-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross				X
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Discussion/Review of proposed Dahl Disposal Services rates

Dave Larmoth, Outreach Manager for Dahl Disposal Service, presented the company's proposed rates for the coming year. The key points of his presentation included:

- No overall rate adjustment for most residential and commercial rates this year
- Changes to some fees and drop box rates to standardize pricing across jurisdictions
- Georgia-Pacific's Juno facility will no longer accept waste daily, so all waste will now go to Coffin Butte landfill, but this will not impact collection company expenses or rates
- The company offers three different trash can sizes (35, 65, and 95 gallon) and four collection frequencies (weekly, every other week, monthly, and on-call)
- The company is actively involved in community events like the Easter egg hunt

Councilors expressed appreciation for Dahl Disposal's service quality and community involvement. The formal approval of rates is scheduled for the June 4 meeting.

Creation of Human Resources Program

City Manager David Clyne introduced Shawna Gribskov, a human resources professional with over 13 years of experience, who has proposed creating a human resources program for the City of Toledo. Ms. Gribskov introduced herself and explained her background in HR compliance, protected leave, policy writing, and handbook updates.

Motion by (Silvia/Kauffman) to approve the May 16, 2025 proposal by Shawna Gribskov, SHRM-CP, PHR for the creation of the Toledo Human Resource Program and authorize the city manager to execute the same. The motion carries 6-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross				X
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Discussion regarding parking restrictions along Main Street

City Manager David Clyne reported that the city was looking into two aspects of downtown parking:

- Creating a loading/unloading zone in front of the Main Dragon restaurant, which could be implemented soon with consensus from the Council
- A more comprehensive review of downtown parking to be conducted by the Planning Commission later this year

By consensus, the Council approved moving forward with the loading/unloading zone. The Planning Commission will take up the broader parking issues in August, September, or October.

Authorize Mayor Cross to sign and execute a Safe Drinking Water and Forest Stewardship grant

Public Works Director Brian Lorimor explained that the City of Toledo has received a Safe Drinking Water and Source Protection grant from the Oregon Business Development Department. The \$70,000 grant will be applied to the city's Mill Creek Forest Stewardship Plan and the Siletz River Critical Area Protection Project to help protect Toledo's drinking water sources.

Motion by (Mix/Silvia) to approve and authorize Mayor Cross to sign and execute the Safe Drinking Water Revolving Loan Fund grant contract for source water protection from Business Oregon project number 20243733. The motion carries 6-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross				X
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Amendment No. 1 to Employment Agreement between City of Toledo and David Clyne

City Manager David Clyne requested an increase in his lodging allowance from \$1,500 to \$3,000 per month, noting that he had been unable to find suitable accommodations that would allow him to maintain his current in-person schedule. He acknowledged the city's tight budget situation and offered to reduce his request to \$2,500.

Councilors expressed concerns about approving the increase given the difficult budget decisions made the previous night, including not funding certain positions. Councilor Keating noted that there were affordable month-to-month accommodations available for less than the current allowance. Councilor Mix added that the city doesn't have the extra funds, as most of the city council's strategic reserve is being transferred to bolster the budget.

Mr. Clyne indicated that without the increased allowance, he would need to reduce his in-person time to two days per week (one overnight stay) instead of the three days per week (two overnight stays) he had planned. He assured the Council that the job could still be done

effectively with a mix of in-person and remote work, and that he would remain accessible via phone, email, and video communications.

No motion was made on this item, with councilors expressing that they might reconsider if the financial situation changes or if Mr. Clyne finds a more moderate solution.

Reports and Comments

Issue Tracker

Several items were discussed for the issue tracker:

- Councilor Silvia requested adding the process to amend the city charter regarding the residence requirements for an interim city manager. City Manager Clyne and City Attorney Souvanny Miller will develop a proposal for a future study session.
- The fire department policies that were approved on May 7, 2025, were discussed.

Moved by Councilor Keating, seconded by Councilor Mix, that the fire department policies be reviewed in 6 months for effectiveness and necessary changes. The motion passed unanimously with Mayor Cross absent.

- Councilor Mix emphasized the need for future discussions about public safety funding to prevent losing the police department. She suggested exploring options like a public safety charge on utility bills, noting that many other communities have such charges. The Council agreed this would need significant public input, possibly through a town hall meeting.
- Councilor Keating requested that the date for the council tech upgrades on the issue tracker be adjusted to February 5, when it was initially requested, to better reflect the timeline and prioritization of this project.
- Councilor Mix asked about the status of negotiations with East Lincoln County. City Manager Clyne reported that discussions were continuing but the proposals were not getting closer at this point.

Adjournment

The meeting was adjourned at 8:16 PM.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO CITY COUNCIL
206 N. Main St. Toledo, Oregon 97391
Regular Meeting
June 18, 2025

Call To Order

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
<u>X</u>	<u> </u>	<u>Mayor Rod Cross</u>
<u>X</u>	<u> </u>	<u>Council President Kim Bush</u>
<u>X</u>	<u> </u>	<u>Councilor Jackie Kauffman</u>
<u>X</u>	<u> </u>	<u>Councilor Tracy Mix</u>
<u>X</u>	<u> </u>	<u>Councilor Frank Silvia</u>
<u>X</u>	<u> </u>	<u>Councilor Jackie Burns</u>
<u>X</u>	<u> </u>	<u>Councilor Andrew Keating</u>

Staff present: City Manager Pro-Tem (CM) David Clyne.

Visitors/Public Comment

- a. Bill Riley addressed the council regarding speed limit signs on Gaither Way. He noted that the street is posted at 15 miles per hour but drivers consistently exceed the speed limit. Mr. Riley requested additional signage along Gaither Way to remind drivers of the speed limit and suggested installing speed bumps similar to those on the frontage road near Walmart in Newport. He had previously approached the council about this issue approximately a year ago.
- b. Mayor Cross asked City Manager David Clyne to work with law enforcement and public works to address this concern.
- c. Emily Zajak from Oregon Beverage Services introduced herself regarding a proposal for the Toledo Summerfest event. The Mayor noted that her agenda item would be moved up to accommodate her schedule.

Consent Agenda

Authorize the Interim City Manager to hire the following positions:

Councilor Bush requested to pull item 3a from the consent agenda for discussion. The council proceeded to address item 3b first.

Councilor Mix moved to approve consent agenda item b, Resolution Number 1581. Councilor Burns seconded the motion. The motion carried 7-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			

Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Decision Items

Resolution No. 1581 - A Resolution of the Toledo City Council setting the street lighting fee for the Fiscal Year 2025-2026 and repealing Resolution No.1525

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Following approval of item 3b, the council returned to item 3a. Councilor Bush expressed concern about the timing of hiring a city recorder, noting that this position works closely with the city manager and suggesting it might be better for the permanent city manager to make this hiring decision rather than the interim city manager.

City Manager Clyne acknowledged this was a fair concern and explained that while recruitment had begun for all positions, the city recorder position would likely need to be extended to allow the new city manager to make the final decision.

Councilor Sylvia and several other councilors expressed confidence in David Clyne's ability to hire for the positions but understood the concern about the city recorder position specifically.

Councilor Mix moved to authorize the interim city manager to hire the following positions: Public Works Maintenance Worker 2, Firefighter, Municipal Grounds Maintenance Worker 2, Library Program Specialist, and Accounting Clerk. Councilor Burns seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Discussion/Decision Items

Application to consume alcohol in public places - Toledo Summerfest

The Mayor moved this item from later in the agenda to accommodate the applicant.

Emily Zajak from Oregon Beverage Services explained that they were requesting permission to operate a beer garden at Toledo Summerfest, similar to what they provided last year. The operation would offer beer, wine, cider, and canned cocktails, all contained within a fenced beer garden area with security personnel stationed at the entrance to ensure alcohol did not leave the designated area.

Councilor Mix asked about the expected attendance figures on the application (100-300 people), wondering if that was hourly or daily. Ms. Zajak was unsure of the exact meaning of this number but noted it likely represented the beer garden traffic rather than overall event attendance.

Councilor Mix moved to approve the application by Oregon Beverage for the Toledo Summerfest beer garden. Councilor Bush seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Public Hearing on the City Budget for Fiscal Year 2025-26

Mayor Cross opened the public hearing on the city budget at 6:55 PM.

Two representatives from the Toledo Historical Museum addressed the council:

Lisa Watson, representing the Yaquina Pacific Railroad Historical Society (the railroad museum), and Brenda Brown, representing the Toledo History Center, requested financial support from the city. They explained that operating costs for their all-volunteer organizations amount to approximately \$27,340 per year. Board members often pay for supplies out of pocket, including office supplies and basic necessities. The buildings are only heated when volunteers are present due to cost constraints. They have missed several significant advertising opportunities because of lack of funds.

Ms. Watson and Ms. Brown noted they had approached the county for funding and expected to receive the same level of support as last year, though they had not yet received confirmation.

They explained that operational funding is particularly difficult to obtain through grants, as most grant opportunities are for new projects rather than ongoing expenses.

Wendy, identifying herself as a citizen but also noting her role as the evidence technician for the police department, expressed concern about the proposed elimination of the Office Records Manager position. She detailed numerous critical responsibilities of this position, including records management, court-ordered seals and expungements processing, equipment inventory, crime data entry for federal reporting compliance, sex offender registration processing, and serving as a liaison with outside agencies. She explained that the department had fallen behind in these areas because the current records manager has been required to cover dispatch duties due to staffing shortages. She urged the council to consider implementing a temporary hiring freeze for the police department rather than eliminating this position.

Mayor Cross closed the public hearing at 6:55 PM.

During council deliberation, City Manager Clyne provided an overview of the budget situation, explaining that the \$27 million budget was balanced but relied heavily on transfers from council reserves. He noted that reductions in revenue from the fire district and the closing of the Georgia Pacific mill had contributed to the financial challenges. The budget had been approved by the budget committee and included a tax rate of 5.85 per thousand, the maximum allowed.

Councilor Mix raised questions about the police department staffing concerns brought up during public comment, wondering if the records position could be maintained through a hiring freeze elsewhere in the department. City Manager Clyne acknowledged the valid concern but noted that the work could potentially be handled through alternative means in the coming year, possibly through contract services utilizing salary savings.

Councilor Mix moved to approve Resolution Number 1578, a resolution of the Toledo City Council adopting the budget, appropriating funds and levying taxes for the fiscal year 2025-2026. The budget total was \$27,667,446. The resolution establishes a tax rate of \$5.18 per \$1,000 of assessed tax value and \$213,819 of bonded debt. Councilor Keating seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Resolution No.1579 - A resolution of the Toledo City Council declaring the city of Toledo's election to receive state shared revenues for fiscal year 2025-2026 and certifying compliance with ORS 475c related to marijuana sales inside city limits

Mayor Cross opened a public hearing at 7:12 PM regarding state revenue sharing. No members of the public spoke on this issue. The hearing was closed at 7:13 PM.

Finance Director Ritcher explained that this resolution would allow the city to file with the state to receive state shared revenue, including a portion of marijuana sales tax.

Councilor Burns moved to approve Resolution Number 1579, a resolution of the Toledo City Council declaring the city of Toledo's election to receive state shared revenues for fiscal year 2025-2026 and certifying compliance with ORS 475c related to marijuana sales inside city limits. Councilor Bush seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Second Reading of Ordinance No. 1423, an Ordinance providing incentives for multifamily affordable housing, creating Toledo Municipal Code Chapter 13.44 – Affordable Housing, and Amending Toledo Municipal Code Chapter 13.24, and declaring an Emergency

City Manager Clyne explained that this ordinance was being presented again out of an abundance of caution due to concerns that there might have been inadequate notice when it was previously adopted. He noted that this ordinance would continue to be a work in progress and would likely need future amendments.

Councilor Mix moved to adopt Ordinance No. 1423, an ordinance of the Toledo City Council providing incentives for multifamily affordable housing, creating Toledo Municipal Code Chapter 13.44, affordable housing and amending Toledo Municipal Code Chapter 13.24, and declaring an emergency. Councilor Bush seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Amendment to Employment Agreement between City of Toledo and David Clyne

City Manager Clyne requested an amendment to his employment contract to ensure that if he is called back for legal matters after his contract ends, he would be compensated for his time. He explained that his current contract is not clear on this point, and he would like to ensure clarity going forward. The amendment would survive the term of the agreement without limitation.

Some councilors had questions about the timeline for potential litigation, noting it could be years before any potential lawsuit might occur. City Manager Clyne confirmed that the amendment would cover any future legal matters related to his time with the city, regardless of when they might arise.

Councilor Bush moved to approve an amendment to the March 5, 2025 employment contract with David Clyne, City Manager Pro Tem as follows:

1) Modification of Section 1.1 Term as follows in highlighted text: "1. Term. The term of this agreement is for a period to last no longer than 6 months except as to Section 8, Future Actions/Claims/Hearings, which shall survive the term of this agreement without limitations, commencing on March 10, 2025, and expiring on September 10, 2025. The term, unless this agreement is amended or renewed as provided in Section 5 or terminated as provided in Section 9."

2) Addition of new Section 8 Future Actions/Claims/Hearings as follows: "In the event this matter proceeds to an administrative process, litigation, or other proceeding, employee is called as a witness, party, or is otherwise asked or compelled to provide additional services, including if employee is called as a witness or named as a defendant by a plaintiff in a suit against the city of Toledo, employee's hourly rates per Section 6 remuneration will apply, such compensation and reasonable expenses shall be paid as provided above." Councilor Mix seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Invitation for City Council to participate in community event

Library Director Baker invited council members to participate in community conversation events being held at the library. The first event, scheduled for July 17, would focus on "Who are we as a town?" examining Toledo's past and present. The second event on August 21 would discuss "Who do we want to be in the future?" A third event in September would be a community resource fair.

Harrison explained that the library had received a \$1,500 grant from Oregon Humanities to host these events on the theme of "the people and the public." He noted that they wanted to formally invite council members to ensure proper public meeting notices could be posted if enough council members planned to attend.

Mayor Cross and several councilors expressed interest in attending the events.

Application to consume alcohol in public places – Glastonbury Renaissance Faire

The council noted that no representative was present for this application. Councilor Mix expressed concerns about the application, noting inconsistencies such as stating there would be no on-premises consumption while also mentioning tastings. The application also proposed to allow minors in areas where alcohol would be served, which raised red flags.

It was also noted that the revised application had been submitted that day and had not yet been reviewed by the police department. The event was scheduled for June 28.

Mayor Cross decided to table this item until the next meeting to allow time for the police department to review the application and for the applicant to clarify the inconsistencies.

Outdoor Event Application – The Homie House Summer Kickoff

Mayor Cross, noting his involvement with the Homie House as a board member, explained that the organization aims to provide support for homeless youth in the school district. He stated that out of approximately 5,000 students in the district, over 650 are homeless - living in cars, couch surfing, or in other unstable situations. The Homie House aims to give these youth a place to go after school where they can learn life skills such as cooking and have a space of their own.

Councilor Bush added that the Homie House is on Facebook and serves youth ages 14-21. The kickoff event would include free boating in partnership with Port of Toledo.

Councilor Mix moved to approve the application as presented. Councilor Keating seconded the motion. The motion carried 7-0-0-0 through a roll call vote.

Reports and Comments

Issue tracker

City Manager Clyne confirmed he would follow up on the speed limit concerns raised during public comment regarding Gaither Way.

Committee updates

City Manager Clyne provided updates on various city matters, noting that the water bond had closed successfully and that the city had received \$106,000 from FEMA for storm cleanup. He

expressed satisfaction with the progress made since March, particularly given staffing challenges.

Several councilors expressed appreciation for the work of city staff during this challenging period.

2. Council Comments

Councilor Mix requested a future agenda item to hear from the HR Director about challenges facing the city and potential policy priorities.

Councilor Mix also requested that the Toledo Historical Museum and Railroad Society funding request be brought back as a discussion/decision item at the next meeting, as this was the third time they had approached the council. The Mayor indicated this would be added to the July 2nd meeting agenda.

Several councilors mentioned they had been approached by citizens concerned about the recent lawsuit against the city. They reassured the public that the city is covered by insurance for such matters and that the city takes care to consult with both legal counsel and their insurance provider (City/County Insurance Services, CIS) before taking actions.

Council President Bush mentioned a rumor she had heard that the sheriff was telling people Toledo had approached him about consolidating the police department. City Manager Clyne clarified that the council had not directed staff to explore this option.

3. Adjournment

The City Council meeting was adjourned at 7:33.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO CITY COUNCIL
206 N. Main St. Toledo, Oregon 97391
Regular Urban Renewal Meeting
June 18, 2025

Call To Order

Mayor Rod Cross called the meeting to order at 8:02 p.m. also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Pro-Tem (CM) David Clyne.

Visitors/Public Comment

None

Public Hearing

URA-09 Adopting the Urban Renewal Agency Fiscal budget 2025-26.

The hearing was opened at 8:04 PM. No testimony. Hearing closed 8:05PM.

Directors- no comments

Motion made by (Mix/Silvia) to approve Resolution URA-09 a Resolution of the Toledo Urban Renewal Agency adopting a fiscal 2025-26 budget for the URA making appropriations and declaring a tax increment .

The motion carried 7-0 -0-0through a roll call vote.

Director	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Adjourned at 8:06 PM.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

DRAFT

TOLEDO CITY COUNCIL
206 N. Main St. Toledo, Oregon 97391
Regular Urban Renewal Meeting
July 2, 2025

1. Call To Order

Mayor Rod Cross called the meeting to order at 7:00 p.m. also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
	X	Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Pro-Tem (CM) David Clyne.

2. Visitors/Public Comment

a. None

Motion Approval of Letter of Engagement for Hanford & Associates and to direct Interim Manager Clyne sign for Audit Services for Fiscal 2025 and Fiscal 2026 (Silvia/Kauffman). Motion Carries. 4-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross				X
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Adjourned at 7:01PM

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO CITY COUNCIL
206 N Main St, Toledo, OR 97391
Work Session Minutes
July 23, 2025

Call to Order

The regular work session meeting of the Toledo City Council was called to order by the Mayor on Wednesday, July 23, 2025. The Pledge of Allegiance was led by Mayor Cross.

A roll call was conducted with the following members present:

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Pro-Tem (CM) David Clyne, Interim City recorders: Amber Mathiesen, Krista Miller, Justin Peterson

Visitors/Public Comment

Mayor Cross asked if any visitors would like to address the council, either in person or remotely. No visitors came forward to speak.

Consent Agenda

There was no consent agenda for this meeting.

Community Service Reports

There were no community service reports or presentations.

Discussion and Information Items

There were no discussion or information items.

Decision Items

No discussion occurred regarding the collective bargaining agreement.

Seeking approval for the City of Toledo to move forward in efforts to acquire the former Department of Forestry property at 763 NW Forestry Drive / 733 NW Forestry Road in Toledo

Mayor Cross presented a letter he had submitted to the City Manager, Justin, and Brian for review. He explained that two years ago, in March, he became aware that the Oregon Department of Forestry property would be declared surplus as the Department was relocating. Given Governor Kotak's emphasis on housing as the state's top priority, Mayor Cross had been in discussions with state officials about acquiring the property for the city.

Mayor Cross stated that the property, currently appraised at over \$700,000, would be ideal for middle housing development. He explained that affordable housing is desperately needed in Toledo, especially for employees of Georgia Pacific, Confederated Tribes of the Siletz Indians, Samaritan Health, Lincoln County School District, and the city itself. Currently, homes in Toledo cost around \$400,000 or more, which is unaffordable for most working people.

Planner Peterson confirmed that the letter was appropriate as a first step in the official process, noting there had been significant background work already completed.

Mayor Cross described the property as being out of the floodplain, flat, and with existing infrastructure. His vision for the property involves creating a public-private partnership with the entities he mentioned. As an example, he suggested that if 10 townhomes were built on the property, Georgia Pacific might fund 4 units and would have rights to those units for their employees. The city would own the land, but individual entities would build and manage their own units.

Council members asked several questions:

- Councilor Bush asked if the state would donate the property rather than requiring purchase at market value. Mayor Cross explained that while the official notice requires expressing interest in purchasing at market value, he has been working with state officials, including Governor Kotak, to have the property donated with the stipulation it must be used for housing.
- Councilor Sylvia asked about potential revenue sources for the city, suggesting some form of revenue sharing or property tax arrangement.
- Mayor Cross mentioned that if successful in acquiring the property, he would like to add it to the Urban Renewal District, which would allow the city to potentially build 2-3 units of its own.

Motion-(Bush/Sylvia) moved to approve the City of Toledo to move forward in efforts to acquire the former Department of Forestry property at 763 Northwest Forestry Drive, 733 Northwest Forestry Road in Toledo in efforts to provide affordable housing. The motion carries 7-0-0-0 by roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			

Councilor Keating	X			
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Mayor Cross requested that Planner Peterson prepare the letter on city letterhead.

Resolution authorizing staff to apply for a Housing grant from DLCD for a System Development Change Ordinance and methodology update

Justin Peterson presented the resolution, explaining that the Department of Land Conservation and Development (DLCD) offers a grant program every two years focused on housing updates. The city previously received funds for code updates related to partition subdivision and other housing code updates.

Justin explained that one recommendation from the Housing Capacity Analysis was to update the system development charge (SDC) methodology, which is currently about 15 years old. SDCs are one-time charges for new development that fund water, sewer, stormwater, transportation, and sometimes parks infrastructure. Toledo has four of these charges but currently no parks SDC.

The update would modernize how these charges are calculated, with a focus on housing components. Justin gave an example of how other cities like Newport have moved to a model where smaller houses are charged lower SDCs than larger houses. The work would likely occur in late 2025 or 2026, depending on the grant application.

Motion (Keating/Mix) moved to approve Resolution Number 1582, a resolution authorizing staff to apply for the housing grant from the Department of Land Conservation and Development (DLCD) for a system development charge ordinance and methodology update. The motion carried 7-0 by roll call vote.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

Reports and Comments

Issue Tracker

David Clyne reported on several items from the issue tracker:

- The budget committee process review and council rules/charter review items have been combined, with plans to present at the August council session.
- David noted that the council should be prepared to discuss what they would like the budget committee to work on.
- He also mentioned that the city attorney and he are reviewing the council rules and charter to better align the documents.
- Based on the discussion about the forestry property, David added exploring URA expansion to the tracker.

- He reported progress on the East Lincoln County fire agreements, noting that the termination agreement is fully executed, and they are working on the occupancy use of existing buildings agreement.

Councilor Reports

Councilor Kaufman had nothing to report.

Councilor Sylvia had nothing to report.

Councilor Mix had nothing to report.

Councilor Burns asked who supplies water for the refrigerator. Krista will take care of this task.

Councilor Keating reported that he met with Justin from IT to discuss technology upgrades for the council, following the consensus given in February to act as a liaison with city staff. They are focusing on three main improvements:

- Improving Wi-Fi in the council chambers, including exploring a council-specific network
- Addressing the visibility of presentations during meetings
- Upgrading the council's devices from the current low-quality Chromebooks to possibly Microsoft Surface tablets that would allow for better connectivity and functionality

Councilor Keating noted that Justin is already taking steps to improve the Wi-Fi access point and is looking at software solutions so presentations would be visible on councilors' devices during meetings. He plans to bring a formal proposal to council within the next meeting or two.

Mayor Cross reminded everyone that Art, Oysters and Brews is coming up on August 2-3, and encouraged council members to attend. He mentioned that it provides a good opportunity to talk with citizens in a relaxed atmosphere. The event runs from noon to 5 PM both days, with live music, art vendor booths, food carts, oysters, and local breweries.

He also noted that the port offers free boating every Thursday and Sunday, and that the Heart Walk and Choco Block activities would be part of the event this year instead of on Labor Day weekend. There will also be a kids mural activity at Rock Park, which Councilor Kim Bush helps coordinate.

Interim City recorder Amber Mathiesen announced this was her last planned meeting to attend, though she will continue to help Krista behind the scenes. Council members thanked her for her service.

Adjournment

The regular meeting was adjourned, to be followed by an executive session after a 5-minute recess.

APPROVE:

ATTEST:

DRAFT

TOLEDO CITY COUNCIL
206 N. Main St. Toledo, Oregon 97391
Special Meeting
August 1, 2025
4:00PM

Call To Order

Mayor Rod Cross called the meeting to order at 4:00PM, also via Zoom in Toledo, Oregon.
Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Pro-Tem (CM) David Clyne, Interim City Recorder Krista Miller.

Visitors/Public Comment

None.

Decision Items

Motion. Motion to move into negotiations with candidate John Craig for the Toledo City Manager position (Mix/Silvia). Motion Carries. 7-0-0-0

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

The City Council meeting was adjourned at 4:10PM.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

Toledo, OR City Council Special Meeting
Minutes August 1, 2025 4:00PM 1

TOLEDO CITY COUNCIL
206 N. Main St. Toledo, Oregon 97391
Regular City Council Meeting
September 17, 2025

Call to Order

Mayor Rod Cross called the meeting to order at 6:05p.m.; also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
X		Mayor Rod Cross
	X	Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
	X	Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Rich Huebner; Interim City Recorder Krista Miller

Visitors/Public Comment- None

Consent Agenda

4-16-2025 Executive Session Minutes

8-27-2025 City Council Work Session Meeting Minutes

9-3-2025 City Council Regular Meeting Minutes

9-3-2025 Executive Session Minutes

RCA-Grant application for the Housing Infrastructure Support Fund

Draft Grant Application

Department of Administrative Services-Property Surplus Letter/ Announcement

Mayor's Letter of Support

Motion to approve the consent agenda (Mix/Keating). Motion carries. 4-0-0-3

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush				X
Councilor Kauffman				X
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

1. Community Service Reports and/or Presentations to the Council

None.

2. Discussion and Information Items

a. Toledo Civic Center Update

CM Huebner is deferring the conversation when the architect Sid Scott on the Toledo Civic Center. Monday's Toledo Civic Center meeting went well. Sid gave an update of touring the current buildings and their uses and receiving feedback from staff and the community.

Decision Items

RCA League of Oregon Cities Delegate; Resolution 1586, identifying Rod Cross as the primary delegate and councilor Kauffman as the secondary delegate. League of Oregon Cities Delegates.

Motion to approve Resolution 1586 (Mix/Burns). Motion carries. 4-0-0-3

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush				X
Councilor Kauffman				X
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

Library Director Harrison gave an update on the bylaws and a continuing conversation.

Motion to approve Resolution 1587 Library Advisory Board Bylaws (Mix/Burns). Motion carries. 4-0-0-3

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush				X
Councilor Kauffman				X
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

CM Huebner gave an update on the building agreement. Building Space Rental Agreement between Pacific West Ambulance; Building Agreement

Motion to approve the building agreement (Mix/Burns). Motion carries. 4-0-0-3

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush				X
Councilor Kauffman				X
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

RCA-Memorandum of Agreement with the City of Toledo and the Toledo Volunteer Firefighters Association.

Motion to approve the Firefighters Association agreement. (Burns/Keating). Motion carries. 4-0-0-3

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush				X
Councilor Kauffman				X
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

Motion to approve the letter of support from the Mayor in support of the Homie House seeking grant funding in partnership with city funds (Keating/Mix). Motion carries. 4-0-0-3

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush				X
Councilor Kauffman				X
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

City Manager Comment- Discussion of rescheduling the October 1, 2025 meeting due to League of Oregon City conference scheduling conflict.

Kauffman enters at 6:48PM.

The October 1, 2025 regular city council meeting will be canceled unless an urgent matter, deferring business to the meeting on October 15, 2025.

Council Comments-

Kauffman- Apologized for being late.

Mix- Handed out a packet from an event attended at the Library and wants to goal set and ask the council how to move forward.

Burns-handed out notes for her comments and are added to the official packet. Went over her self-provided pages about the Pet Parade.

Mayor's Comments

League of Oregon Cities 100th Conference. The Oregon transportation Bill did not get voted on and is delayed until next week.

Mayor id going to the National League of Cities in Salt Lake City, Utah in November and is concerned about homeless.

Future Agenda Items

Discussion item for next meeting: Keating IT update; Mix-with her packet presentation.

Adjournment

The mayor called the meeting to a close at 7:18PM.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO CITY COUNCIL
206 N Main St, Toledo, OR 97391
Executive Session
September 17, 2025

1. Executive Session

Mayor Rod Cross called the Executive Session to order at 5:56 P.M. electronically via Zoom in Toledo, Oregon. He read the declaration of meeting in Executive Session pursuant to ORS 192.660

The Toledo City Council will meet in Executive Session, pursuant to ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Representatives of the news media and designated staff were allowed to attend the Executive Session. All other members of the audience were prohibited. Representatives of the news media were specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced.

Present	Absent	
X		Mayor Rod Cross
	X	Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
	X	Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating
X		City Manager Rich J. Huebner
X		Interim City Recorder Krista Miller
	X	City Attorney Souvanny Miller

Others Present:

Pierre Robert, Principal Attorney, Local Government Personnel Services

On City Attorney, Souvanny Miller's absence, Heather Van Meter appeared by Zoom.

No decisions were made in Executive Session.

Mayor Rod Cross declared an actual conflict of interest due to his son being on employed by the Toledo Police Department.

2. Adjournment

The Executive Session recessed until after the Regular City Council Meeting and adjourned at 8:01 P.M.

APPROVE:

ATTEST:

Mayor Rod Cross

Interim City Recorder Krista Miller

TOLEDO CITY COUNCIL
206 N Main Street, Toledo OR
Special Meeting
September 24, 2025

Call To Order

Mayor Rod Cross called the meeting to order at 5:46 p.m. also via Zoom in Toledo, Oregon.

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
	X	Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Rich Huebner, Public Works Director Brian Lorimor, Fire Chief Dave Lapof, Deputy Fire Chief Larry Robeson, Police Chief Mike Pace, Finance Director Judy Richter, and Planning Assistant Arlene Inukai

Visitors/Public Comment

Jonathan Mix, Erik Jensen, Sia Lindstrom, and others online

Decision Item: Award bids for South East Sturdevant Rd. water line upsize project for Olalla Meadows Housing project support

PWD Lorimor provided the bid results for the Sturdevant Road water line project. Discussion held on the project, bidding process, and qualification of bidders.

Motion – It was moved and seconded (Mix/Bush) to approve moving forward in awarding contract to lowest qualifying bid in the SE Sturdevant waterline upsizing project, in support of the Olalla Meadows Housing Project.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia				X
Councilor Burns	X			
Councilor Keating	X			

Staff Comments

CM Huebner acknowledged Planning Assistant Inukai providing staff assistance for tonight's meeting.

Councilor Comments

Councilor Mix expressed appreciation for the repainted crosswalks.

Adjournment

The meeting adjourned at 6:56 p.m.

Approve:

Attest:

Mayor Rod Cross

Interim City Recorder Krista Miller

DRAFT

TOLEDO CITY COUNCIL
206 N Main Street, Toledo OR
Work Session
September 24, 2025

Call To Order

Mayor Rod Cross called the meeting to order at 6:02 p.m. also via Zoom in Toledo, Oregon.

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
	X	Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Rich Huebner, City Attorney Souvanny Miller, Public Works Director Brian Lorimor, Fire Chief Dave Lapof, Deputy Fire Chief Larry Robeson, Police Chief Mike Pace, Finance Director Judy Richter, Human Resources Director Shawna Gribskov, Accounting Supervisor Cindy Oleman, and Planning Assistant Arlene Inukai

Visitors/Public Comment

Jonathan Mix, Erik Jensen, Sia Lindstrom, and others online

Decision and Information Item: AAR presentation and release of final document publicly

Erik Jensen and Sia Lindstrom from Jensen Strategies provided the City of Toledo After Action Review presentation and handouts. They presented findings and recommendations from the project. The City Council will discuss the community roll-out at the next Council meeting.

Staff Comments

CM Huebner complemented the work and processes to provide the AAR plan and appreciates staff's responses.

Councilor Comments

Councilor Burns announced the date change for the street dance and expects a lot of entries for the pet parade.

Councilor Keating provided an update on the tech upgrade project for the City Councilors and Council Chambers.

Councilor Bush announced this is her last meeting.

Mayor Cross reported that the League of Oregon Cities meeting is coming up and the October 1st Council meeting has been cancelled. He voiced that he will miss Councilor Bush, but hopes she will continue to participate in the Toledo Arts program and projects. He thanked Jensen Strategies, City staff, and Cindy Oleman for their work and efforts.

Adjournment

The meeting adjourned at 8:03 p.m.

Approve:

Attest:

Mayor Rod Cross

Interim City Recorder Krista Miller

DRAFT



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
4.Enhance civic engagement and transparency by implementing a comprehensive community outreach program...	October 15, 2025	Appointing City Manager Rich Huebner as the City's Alternate Representative to the Lincoln County Consortium for Solid Waste Management Budget Committee
	Agenda Type:	
	Consent Agenda	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to appoint City Manager Rich Huebner as the City's Alternate Representative to the Lincoln County Consortium for Solid Waste Management Budget Committee

Background:

Councilor Andrew Keating is the City's Representative to the Lincoln County Consortium for Solid Waste Management Budget Committee. The Consortium is charged with post-closure monitoring and maintenance of the closed Agate Beach landfill. The budget committee advises on the Agate Beach Disposal Site Closure Fund, which accounts for revenues and expenditures related to closure actions, post closure maintenance, and monitoring obligations. Appointing the City Manager as Alternate Representative enables the City Manager to represent the City at committee meetings in the event Councilor Keating is unable to attend.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Draft Letter of Appointment



City of Toledo
206 N. Main St.
PO Box 220
Toledo, Oregon 97391

Date: October 15, 2025

To: Paul Seitz – Lincoln County Solid Waste Administrator

From: Rod Cross – Mayor, City of Toledo

Re: Appointment of Alternate Representative to Solid Waste Management Consortium Budget Committee

Cc: Rich Huebner, City Manager

Dear Paul,

The City of Toledo is pleased to appoint City Manager Rich Huebner as our Alternate Representative to the Lincoln County Solid Waste Management Consortium Budget Committee. City Councilor Andrew Keating continues as the City's primary Representative. CM Huebner will represent the City at any committee meeting(s) from which Councilor Keating needs to be absent.

This appointment was ratified by a vote of the Toledo City Council at its Regular Meeting on Wednesday, October 15, and is effective as of that date.

City of Toledo:	_____	10/15/2025
	Rod Cross, Mayor	Date



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	October 15, 2025	Election of Council President
	Agenda Type:	
	Discussion Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to elect Councilor _____ as Council President.

Background:

Pursuant to Toledo Municipal Code (TMC) Chapter IV, Section 17 and the City of Toledo Charter, Chapter III, Section 3.5, the City Council shall at its first meeting of each odd-numbered year elect from its membership a Council President who shall preside at Council meetings from which the mayor is absent. At its January 15, 2025 meeting, the Toledo City Council elected Councilor Kim Bush as Council President. Council President Bush resigned from the Council at the September 24, 2025 meeting. With the resignation of Councilor Bush, a new Council President is needed.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2025-2026	N/A

Attachment:

None



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
1.To enhance and sustain public infrastructure and facilities by implementing plans...	October 15, 2025	Request for approval of agreement with 2KG Contractors Inc. for replacement of Filter Media at the City of Toledo Water Treatment Plant, and authorizing the City Manager to execute the agreement.
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B.Lorimor	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve an agreement with **2KG Contractors Inc.** for replacement of Filter Media at the City of Toledo Water Treatment Plant and authorize the City Manager to execute the agreement.

Background:

Filter Media replacement at the City of Toledo Water Treatment Plant is a capital improvement project for this budget year. Filter Media is a crucial part of our treatment process at the Water Treatment Plant. Recommended replacement is every 20 years, City of Toledo is approaching 25 years. *Rebuild-It originally quoted us at **\$272,487.27**, when verifying the quoted cost was still good so we could move forward with contract, they hadn't figured in prevailing wages or crane rental. The revised cost came out to **\$309,899.18**, which is a **\$37,411.91** increase. Our WTP Lead Operator was able to get ahold of 2KG Contractors Inc., who quoted us at **\$235,000** to do the same work, at a savings of **\$74,899.18**. I am asking for a \$10,000 contingency as the price of the media may increase before receiving approval for this request.

Fiscal Impact:	Fiscal Year:	GL Number:
~\$245,000	2025-2026	041-410-620520

Attachment:

1. Filter Media replacement quote- Rebuild-it-Original
2. Filter Media replacement quote-*UPDATED* for Rebuild-it
3. Filter Media replacement quote-2KG Contractors Inc.

Quote Number: 100640 Rev: 4

QUOTE

Page: 1 of 2

Quoted Date 3/26/2025

Expiration Date 5/30/2025

Quote To: City of Toledo, OR WWTP Toledo, Oregon 860 NE Reservoir Ln Toledo, OR 97391 United States Contact Zachary Dues +15413362610 wtp@cityoftoledo.org	C10007732	Quoter: Candace King Phone: 385-235-6923 E-mail: Candace.King@rebuild-it.com
		Sales Manager: Terry Reyburn Phone: 385-235-6924 E-mail: Terry.Reyburn@rebuild-it.com
		Local Rep Phone: E-mail:

Payment: Negotiated Upon Credit

Frt Terms: Ship Pt, Frt Prepaid Charged

Currency: USD

IncoTerms:

IncoTerms Location:

Line	Description	Part	Unit Price	Qty	UM	Ext. Price	Lead Time
1	Filter Media - Sand and anthracite	RSG-TBD	\$ 70,154.27	1.00	EA	\$ 70,154.27	4-5 weeks
<i>FGBP34X12 3/4 x 1/2 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FGBP12X14 1/2 x 1/4 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FGBP14X18 1/4 x 1/8 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FGBP18X116 1/8 x 1/16 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FSSS45-55UC14 .45 - .55mm, U.C. 1.4 Filter Sand in 4000# sacks without pallets 1,109 cuft</i> <i>ANSS95-105U... .95 - 1.05mm, U.C. 1.4 Anthracite in 2000# sacks without pallets 1,664 cuft</i> <i>Current availability of the above media is running approximately four to five weeks after release for shipment</i> <i>The quantities quoted above are based on the following:</i> <i>2 filters / 1056 square feet total</i> <i>Support gravel 3"+5% for loss</i> <i>Filter sand 12"+5% for loss</i> <i>Anthracite 18"+5% for loss</i>							
2	Estimated Freight Charges	RSG-FREIGHT CHARGES	\$ 44,000.00	1.00	EA	\$ 44,000.00	
<i>This media requirement will require 7 full flatbed trucks and is shipping from Iowa and Pennsylvania. Each load weights approx. 46,000 lbs.</i>							
3	Field Service Removal and Installation	RSG-Field Service	\$ 158,333.00	1.00	PC	\$ 158,333.00	

Total Investment

\$ 272,487.27

Quote Number: 100640 Rev: 4

QUOTE

Page: 2 of 2

Quoted Date 3/26/2025

Expiration Date 5/30/2025

TAXES: If your order is exempt from state and local sales tax, please provide us with your tax exemption certificate for the state where the equipment is being shipped.

PRICES: All prices are subject to change without notice.

APPROVAL DRAWINGS: For orders that require customer drawing approval prior to manufacture, drawings will be submitted for customer review. Timing for drawing submittal is based on product complexity as well as workload. A firm ship date will be provided after drawing approval is received and the order is released for manufacturing. Special designs, change requests to materials or components, changes in shop load or delays in the drawing review and approval process may extend delivery times.

LEAD TIME/ EST SHIP DATE: Lead times are based on specified design, shop load and material availability at time of quote. Estimated ship dates are based on engineering, shop load and material availability at time of order receipt.

TERMINATION: An order may be terminated by the Purchaser only upon written notice to Sentry Equipment and upon payment of termination charges based on the Termination Schedule below or actual costs incurred, whichever is greater, and reimbursement of all direct costs and expenses associated with the order caused by such termination. Special or custom ordered equipment is non-cancelable after acceptance of approval drawings or commencement of production, whichever occurs first. Purchaser shall be liable for all fees, costs, and expenses that Sentry may incur in connection with the enforcement of this Agreement, including without limitation, reasonable attorney fees, collection agency fees, and court costs.

TERMINATION SCHEDULE: 10% of total project price if cancelled prior to initial submission of drawings.
25% of total project price if cancelled after initial submission of drawings.
75% of total project price if cancelled after approval of drawings and/or order is scheduled for production.
100% of total project price if cancelled after production has started.

STANDARD PRODUCT WARRANTY: Sentry Equipment Corp ("Seller") warrants products manufactured by it and supplied hereunder ("Products") to be free from defects in workmanship and, to the extent materials are selected by Seller, to be free from defects in materials. To view the full warranty, go to www.sentry-equip.com/warranty.

SERVICE TERMS & CONDITIONS: To view Sentry's Service terms and conditions, visit www.sentry-equip.com/general-terms-and-conditions

ORDERS: Orders are to be placed with Sentry Equipment Corp and must include, besides specifics concerning the equipment, "Bill To" and "Ship To" addresses with zip codes for both. All purchase orders are to be issued to SENTRY EQUIPMENT CORP, C/O AGENT.

Quote Number: 100640 Rev: 6

QUOTE

Page: 1 of 2

Quoted Date 3/26/2025

Expiration Date 5/30/2025

Quote To: City of Toledo, OR WWTP Toledo, Oregon 860 NE Reservoir Ln Toledo, OR 97391 United States Contact Zachary Dues +15413362610 wtp@cityoftoledo.org	C10007732	Quoter: Candace King Phone: 385-235-6923 E-mail: Candace.King@rebuild-it.com
		Sales Manager: Terry Reyburn Phone: 385-235-6924 E-mail: Terry.Reyburn@rebuild-it.com
		Local Rep Phone: E-mail:

Payment: Negotiated Upon Credit

Frt Terms: Ship Pt, Frt Prepaid Charged

Currency: USD

IncoTerms:

IncoTerms Location:

Line	Description	Part	Unit Price	Qty	UM	Ext. Price	Lead Time
1	Filter Media - Sand and anthracite	RSG-TBD	\$ 71,025.18	1.00	EA	\$ 71,025.18	4-5 weeks
<i>FGBP34X12 3/4 x 1/2 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FGBP12X14 1/2 x 1/4 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FGBP14X18 1/4 x 1/8 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FGBP18X116 1/8 x 1/16 Filter Gravel in c.f. bags on pallets 272 cuft</i> <i>FSSS45-55UC14 .45 - .55mm, U.C. 1.4 Filter Sand in 4000# sacks without pallets 1,109 cuft</i> <i>ANSS95-105U... .95 - 1.05mm, U.C. 1.4 Anthracite in 2000# sacks without pallets 1,664 cuft</i> <i>Current availability of the above media is running approximately four to five weeks after release for shipment</i> <i>The quantities quoted above are based on the following:</i> <i>2 filters / 1056 square feet total</i> <i>Support gravel 3"+5% for loss</i> <i>Filter sand 12"+5% for loss</i> <i>Anthracite 18"+5% for loss</i>							
2	Estimated Freight Charges	RSG-FREIGHT CHARGES	\$ 49,000.00	1.00	EA	\$ 49,000.00	
<i>This media requirement will require 7 full flatbed trucks and is shipping from Iowa and Pennsylvania. Each load weights approx. 46,000 lbs.</i>							
3	Field Service Removal and Installation	RSG-Field Service	\$ 189,874.00	1.00	PC	\$ 189,874.00	
• Prevailing wage • Crane added because of tank above ground • Disposal of old sand at nearby facility.							

Total Investment

\$ 309,899.18

Quote Number: 100640 Rev: 6

QUOTE

Page: 2 of 2

Quoted Date 3/26/2025

Expiration Date 5/30/2025

TAXES: If your order is exempt from state and local sales tax, please provide us with your tax exemption certificate for the state where the equipment is being shipped.

PRICES: All prices are subject to change without notice.

APPROVAL DRAWINGS: For orders that require customer drawing approval prior to manufacture, drawings will be submitted for customer review. Timing for drawing submittal is based on product complexity as well as workload. A firm ship date will be provided after drawing approval is received and the order is released for manufacturing. Special designs, change requests to materials or components, changes in shop load or delays in the drawing review and approval process may extend delivery times.

LEAD TIME/ EST SHIP DATE: Lead times are based on specified design, shop load and material availability at time of quote. Estimated ship dates are based on engineering, shop load and material availability at time of order receipt.

TERMINATION: An order may be terminated by the Purchaser only upon written notice to Sentry Equipment and upon payment of termination charges based on the Termination Schedule below or actual costs incurred, whichever is greater, and reimbursement of all direct costs and expenses associated with the order caused by such termination. Special or custom ordered equipment is non-cancelable after acceptance of approval drawings or commencement of production, whichever occurs first. Purchaser shall be liable for all fees, costs, and expenses that Sentry may incur in connection with the enforcement of this Agreement, including without limitation, reasonable attorney fees, collection agency fees, and court costs.

TERMINATION SCHEDULE: 10% of total project price if cancelled prior to initial submission of drawings.
25% of total project price if cancelled after initial submission of drawings.
75% of total project price if cancelled after approval of drawings and/or order is scheduled for production.
100% of total project price if cancelled after production has started.

STANDARD PRODUCT WARRANTY: Sentry Equipment Corp ("Seller") warrants products manufactured by it and supplied hereunder ("Products") to be free from defects in workmanship and, to the extent materials are selected by Seller, to be free from defects in materials. To view the full warranty, go to www.sentry-equip.com/warranty.

SERVICE TERMS & CONDITIONS: To view Sentry's Service terms and conditions, visit www.sentry-equip.com/general-terms-and-conditions

ORDERS: Orders are to be placed with Sentry Equipment Corp and must include, besides specifics concerning the equipment, "Bill To" and "Ship To" addresses with zip codes for both. All purchase orders are to be issued to SENTRY EQUIPMENT CORP, C/O AGENT.



4917 N.E. 185th Drive • Portland, OR 97230 • (503) 489-2020 • Fax (503) 489-0990 • Oregon CCB # 80251

September 18, 2025
City of Toledo Public Works
Toledo Oregon 97391

Re: Water treatment plant filter media replacement
Zachery Dues

2KG Contractors has reviewed the Project Specifications sent in full. 2KG Proposes doing this work as outlined in the noted documents for the sum of \$235,000.00 Two Hundred thirty-five thousand dollars

The cost includes the following:

- Vacuum truck services – 2 trucks 1 day per filter (2 days total)
- Crane Service – 1 crane 2 days per filter (4 days total)
- Forklift – 1 month rental
- Filter media - 14–16-week lead time
- 2KG labor to perform the work of removing and replacing media, with per diem
- Dumpster costs and clean up
- Work is expected to take 3 weeks (4-10hr days per week) to complete.

All costs assume current prevailing wage rates.
We appreciate the opportunity and please don't hesitate to reach out for any clarifications.

Respectfully,
David Smethers
503 830 4400

A handwritten signature in black ink, appearing to read "D. Smethers", with a long, horizontal flourish extending to the right.



CITY OF TOLEDO REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
3.To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	October 15, 2025	Establish Human Resources Director position
	Agenda Type:	
	Discussion Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to establish a Human Resources Director position within the City of Toledo workforce and confirm the job description for the position as presented.

Background:

Prior to 2025, the City of Toledo did not count a dedicated Human Resources (HR) professional amongst its workforce. The bulk of HR functions were previously handled by the incumbent in the City Recorder position.

On May 27, 2025, Shawna Gribskov joined the City of Toledo workforce as a Human Resources Consultant on a temporary contract. Shawna was identified as a potential fit for this role through a mutual connection in the Lincoln County Human Resources Department.

Since joining the City workforce, Shawna has initiated an update to the Personnel Handbook (last updated in 2010) in coordination with CIS, established a New Hire Packet, implemented a program of annual performance reviews, and completed the recruitment and onboarding of seven staff members.

As highlighted in the After-Action Review (AAR), a permanent, dedicated Human Resources professional is needed on the City workforce. In addition to supporting current staff and recruiting and onboarding new employees, the Human Resources Director will (among other duties) complete the Personnel Handbook update, ensure alignment between the Handbook and department-specific policies, implement a Human Resources Information System (if budgeted), and implement a Learning and Development program for staff and elected officials.

The attached job description has been developed in collaboration between City Manager Rich Huebner and Human Resources Consultant Shawna Gribskov, and is submitted to the Council for consideration. CM Huebner and Interim Finance Director Judy Richter have reviewed the budget and are confident the position can be accommodated without a budget amendment.

Fiscal Impact:	Fiscal Year:	GL Number:
General Fund: 60% Water: 8% Water Distribution: 8% Sewer: 8% Sewer Collection: 8% Streets: 8%	2025-2026	001-100-500000 012-120-500000 012-125-500000 013-130-500000 013-135-500000 011-110-500000

Attachment:

1. Human Resources Director Job Description Draft

	City of Toledo Human Resources Director Job Description	
	Salary Range: \$7768-\$9454/month	Department: Administration
	Classification: FLSA Exempt	Supervisor: City Manager
	Representation: Non-Represented	Location: City Hall

Position Summary

The Human Resources (HR) Director serves as a member of the City's leadership team and provides strategic direction and oversight for all HR functions. This position plans, organizes, and directs the City's personnel programs, including recruitment and retention, classification and compensation, employee and labor relations, collective bargaining, benefits administration, training and development, compliance with employment laws and regulations, risk management, and workplace safety. The Director acts as a trusted advisor to the City Manager, department heads, elected officials, and employees, ensuring the City's human capital strategies support organizational goals, legal compliance, and delivery of high-quality services to the community.

Supervision Received and Exercised

- Position functions under the direction of the City Manager
- This position does not currently involve supervisory responsibilities

Knowledge, Skills and Abilities Required

Education

- Bachelor's degree in Human Resources Management, Public Administration, Business Administration, or a closely related field; **OR** an equivalent combination of education and progressively responsible experience sufficient to successfully perform the essential duties of the job.

Experience

- Minimum of five (5) years of progressively responsible HR management experience, including supervisory responsibility; public sector or municipal experience preferred.

Certifications/Licenses

- Must have valid Oregon Driver's License or the ability to obtain one upon acceptance of the position.
- Professional certification (SHRM-CP/SCP and/or PHR/SPHR) desirable.

Substantial knowledge in the following areas:

- Principles and practices of public human resources administration, including methods and techniques used in recruitment and selection, classification, salary administration, benefits, risk management, organizational development, staff development, and training.
- Demonstrated knowledge of federal, state and local employment laws and regulations (e.g., FLSA, FMLA, ADA, Title VII, ORS, and other applicable statutes).

- Proven ability to ensure organizational compliance with labor laws, public sector HR regulations, collective bargaining agreements and municipal policies.
- Experience developing and implementing policies, procedures and training programs to support compliance and reduce organizational risk.
- Strong leadership, analytical and problem-solving skills with a commitment to cultivating a diverse workforce.
- Ability to maintain effective working relationships with staff, elected officials, bargaining units and the community.
- Principles and techniques of project management.

Essential Functions

Leadership & Strategy

- Develops and implements human resources policies, procedures, and strategic initiatives aligned with the City's mission and values.
- Advises the City Manager and executive team on workforce planning, employee engagement, organizational development and succession planning.

Recruitment & Retention

- Manages recruitment, pre-screening, selection, onboarding and retention programs to attract and retain a diverse and qualified workforce.
- Ensures compliance with equal employment opportunity, veterans' preference, ADA and other applicable laws.

Employee & Labor Relations

- Administers labor contracts and collective bargaining agreements, including negotiations, grievances and dispute resolution.
- Provides guidance on employee relations issues, disciplinary actions and performance management.
- Interprets personnel policies and procedures and responds to requests for information and assistance from employees, outside agencies, and the public.

Classification & Compensation

- Oversees job analysis, classification systems and salary administration to ensure internal equity and external competitiveness.
- Recommends adjustments to pay plans and benefits packages as needed.

Benefits & Risk Management

- Directs employee benefit programs, including health, retirement, and leave administration.
- Oversees workplace safety, risk management and workers' compensation programs.

Compliance & Training

- Ensures City compliance with federal, state and local employment laws and regulations.
- Directs employee development, training and wellness programs to enhance organizational effectiveness.

Budget & Administration

- Prepares and administers the HR department budget.

Performs other work as assigned or delegated by the City Manager.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

The work characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

This position is primarily performed in a standard office environment with minimal exposure to occupational hazards. The role involves low personal risk and does not typically require work in physically hazardous or uncomfortable conditions. Interactions with staff may occasionally involve difficult or emotionally charged situations, but these are infrequent.

The HR Director performs complex and varied professional tasks requiring a high level of independent judgment, critical thinking, and knowledge application. Work is generally performed indoors in a temperature-controlled environment. The noise level is usually quiet to moderate.

Positions involving limited driving for meetings, training, or site visits may be assigned, but driving is not a core function of the role.

Physical Demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require occasional (20-40%) physical efforts or manual labor such as lifting, carrying or constant movement. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Conditions of Employment

This position requires the successful completion of a criminal background check and verification of professional references.

Revised: 10/8/2025

Adopted:

Employee Name

Employee Signature

Date



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
3. To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	October 15, 2025	Adoption of Fire Department Policies
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Fire Chief David Lapof	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation: Motion to approve the attached policies as policies of the Toledo Fire Department.

Background: The City understands that the Toledo Public Safety Association (TPSA) has a role in reviewing the policies and negotiating them if they are the subject of mandatory bargaining. The notice of possible new workplace policies was sent to the TPSA attorney and TPSA President on April 1, 2025, with updates provided again on September 26, 2026. In part, the April 1, 2025 email stated:

“This notice is to formally inform you of the implementation of contemplated new workplace policies in the Toledo Fire Department, effective when adopted in the future by the city council. Article 27, Section 2, on page 28 of the Toledo Public Safety Association (TPSA) Collective Bargaining Agreement (CBA), requires this notice, which, in part, provides: “The City agrees to provide the Association in advance with copies of all changes it proposes to policies affecting the bargaining unit.” These policies are being implemented to enhance workplace safety, improve efficiency, and comply with legal requirements.”

TPSA, through their attorney, has indicated that it approves the changes. Accordingly, the city has complied with the bargaining notice requirements, and, to the extent the policies are not a subject of mandatory bargaining obtained approval as a courtesy.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2024-2025	N/A

Attachment:

1. Fire Department Policies

**CITY OF TOLEDO, OREGON
RESOLUTION NO. 1588**

A RESOLUTION ADOPTING A POLICY FOR THE CITY OF TOLEDO FIRE DEPARTMENT

WHEREAS, the City of Toledo Fire department does not have an existing department policy; and

WHEREAS, the City understands that the Toledo Public Safety Association (TPSA) has a role in reviewing the policies and negotiating them if they are the subject of mandatory bargaining; and

WHEREAS, the notice of possible new workplace policies was sent to the TPSA attorney and TPSA President on April 1, 2025, with updates provided again on September 26, 2026; and

WHEREAS, the notice provided on April 1, 2025 informed TPSA of the contemplation of implementation of new workplace policies in the Toledo Fire Department, effective when adopted in the future by the city council, and

WHEREAS, Article 27, Section 2, on page 28 of the Toledo Public Safety Association (TPSA) Collective Bargaining Agreement (CBA), requires this notice, which, in part, provides: “The City agrees to provide the Association in advance with copies of all changes it proposes to policies affecting the bargaining unit. These policies are being implemented to enhance workplace safety, improve efficiency, and comply with legal requirements”; and

WHEREAS, TPSA, through their attorney, has indicated that it approves the changes. Accordingly, the City has complied with the bargaining notice requirements, and, to the extent the policies are not a subject of mandatory bargaining, obtained approval as a courtesy.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The City Council of the City of Toledo adopts Resolution No. 1588, the City of Toledo Fire Department Policy, dated October 15, 2025.

That this resolution is hereby adopted by the Toledo City Council on this 15th day of October, 2025.

APPROVED

ATTEST

Mayor Rod Cross

Interim City Recorder Krista Miller

CITY OF TOLEDO

FIRE DEPARTMENT POLICY

RULES AND REGULATIONS

POLICY 101.04

CODE OF CONDUCT/ETHICS

- A. Both employees and members (collectively referred to as “members”) have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City’s fire resources. To this end, all members have the responsibility to:
1. Perform their duties to the very best of their abilities and in a manner that is efficient, cost effective, and meets the needs of the public.
 2. Demonstrate integrity, honesty, and ethical behavior in the conduct of all City fire business.
 3. Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the City’s Fire Department.
 4. Ensure that all of the City’s fire resources, including funds, equipment, vehicles and other property, are used in strict compliance with Fire Department policies and solely for the benefit of the City;
 5. Conduct all dealings with the public, City fire employees and other organizations in a manner that presents a courteous, professional and service-oriented image of the fire department;
 6. Treat the public and other employees/members fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the City’s fire business;
 7. Avoid any behavior that could fall under the definition of misconduct in the disciplinary section of the Employee Handbook and/or the Fire Department rules;
 8. Report for duty at the appointed time and place, fully equipped, fit and able, and otherwise prepared to perform assignments.

CITY OF TOLEDO
FIRE DEPARTMENT POLICY

B. As a best practice, ask yourself the following questions when faced with an ethical test:

- a. Is it legal?
- b. Does it comply with our rules and regulations?
- c. Is it in synch with our organizational policies?
- d. Will I be comfortable and guilt-free if I do it?
- e. Does it match our organization's stated commitments and values?
- f. Would I do it to my family and friends?
- g. Would it be perfectly okay if someone did this to me?
- h. Would the most ethical person I know do it?

Mayor, Rod Cross

Fire Chief, David Lapof

CITY OF TOLEDO
FIRE DEPARTMENT POLICY

RULES AND REGULATIONS
POLICY 101.06
PROFESSIONAL RELATIONS

A. This standard shall apply to all members of the Toledo Fire Department.

1. Fire Department members shall exhibit courtesy and respect to all officers and acting officers. When in a formal or public setting, all officers shall be referred to by their appropriate rank.
2. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
3. Members shall treat one another with due courtesy and shall not engage in physically rough or rowdy behavior, or other disrespectful conduct while on duty.
4. Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official orders, and in connection with official duties.
5. Members shall not make false reports concerning any City business or the personal character or conduct of any member.
6. Members shall not partake in or promote false or misleading statements.
To avoid violating this policy, members are encouraged to avoid gossip, and ask themselves the following questions before sharing or spreading information:
 - Have you made absolutely sure that what you were about to say is true?
 - Is what you want to say something good or kind?
 - Is this information useful, or necessary?
7. Members shall exhibit courtesy and respect to members of the public and other City employees.
8. Members are required to give their name and rank whenever requested by a member of the public.
9. Should a member have a complaint against a member of the public, they shall forward the complaint in writing to the Fire Chief.

Mayor, Rod Cross

Fire Chief, David Lapof

**CITY OF TOLEDO
FIRE DEPARTMENT POLICY**

**RULES AND REGULATIONS
POLICY 102.02
INAPPROPRIATE BEHAVIOR**

POLICY

A. Members are prohibited from engaging in any of the following activities:

1. Any behavior or activity that is illegal, rude, indecent, lewd, discourteous, abusive or in any way inappropriately disrupts the functioning of the Fire Department.
2. Making a false statement in any official communication or in conversation with another member or citizen regarding Fire Department business.
3. Use of department supplies for personal use unless approved by the Fire Chief.
4. Use of tools, and materials to clean or repair personal vehicles or property without approval from the Fire Chief.
5. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the city without the Fire Chief's authorization.
6. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
7. Permanently parking or storing vehicles, trailers, campers, tractors, boats, and so forth, on city property.
8. Performing any act or making any statement, oral or written, about one's co-member(s) or supervisor(s), that undermines morale, order, or working relationships within the Fire Department.

B. The following activities are prohibited by members while on duty.

1. Noisy or quarrelsome conduct, physically rough or rowdy behavior, practical jokes, hazing, or harassment of coworkers or members of the public and other disruptive behaviors.
2. Gambling.
3. Possession of a firearm or other deadly weapon unless the member is authorized

Effective Date: Oct. 15, 2025

CITY OF TOLEDO
FIRE DEPARTMENT POLICY

by the Fire Chief to carry such a weapon.

4. Threats or acts of physical violence against members of the public, coworkers, or other department members.
5. Sexual activity, including but not limited to the possession or use of printed or audiovisual material that is sexually offensive.
6. Campaigning for or against any elected official as described in the Employee Handbook.
7. Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
8. Recommending or endorsing specific products, trade names or businesses.
9. Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the City.
10. Vehicles with commercial or political advertising on them shall be parked away from the station and shall not be readily visible to passers-by.
11. Displaying insolence or indifference or evading duty during an emergency incident. Any member found to be guilty of this offense shall be relieved of duty immediately.

CORRECTIVE ACTION

- A. Anyone in violation of this policy may be subject to disciplinary action up to and including termination.

Mayor Rod Cross

Fire Chief, David Lapof

CITY OF TOLEDO FIRE DEPARTMENT POLICY

RULES AND REGULATIONS POLICY 102.07 SEXUALLY EXPLICIT MATERIAL

PURPOSE

- A. This policy is created to ensure a work environment that is free of any material that might promote an inappropriate or hostile working environment.
- B. This standard shall apply to ALL members.

C. DEFINITIONS

- A. “Display” means open to view by any other member of the organization or any member of the public.
- B. “Sexually explicit material” means any book, magazine, newspaper, video, television transmission/electronic transmission or other publication containing photographs or pictorial representations of sexual acts, where such representation is reasonably likely to cause sexual arousal, gratification or affront.

POLICY

- A. No sexually explicit material will be openly or freely displayed at any work site, including within City facilities or equipment.
- B. All members shall exclude from our work environment, items and materials that may serve as vehicles for conflict and harassment. The following procedure, relative to sexually explicit material, shall be enforced:
 - 1. All City Fire facilities are considered places of business, and some facilities are open to the public. The display of any sexually explicit material is prohibited on all City Fire property and equipment. Sexually explicit material and harassment of any kind shall have no place in City of Toledo facilities or equipment.
 - 2. Television programs, movies, the internet as well as other forms of entertainment, shall be age appropriate for those who are in the station. Adult/X rated movies are strictly prohibited.

**CITY OF TOLEDO
FIRE DEPARTMENT POLICY**

3. Calendars, posters, magazines and other such materials shall be age appropriate. Depictions of nudity of any kind is strictly prohibited. Members must understand that tours with children are a common practice in the station. Additionally, materials of a provocative nature such as bikini or buff calendars or posters shall not be displayed at any time.

RESPONSIBILITY

- A. Officers of the fire department shall be responsible to assure that this standard is strictly enforced. Additionally, all personnel are responsible to follow this standard.

CORRECTIVE ACTION

- A. This is a “zero tolerance” policy. Anyone in violation of this policy may be subject to disciplinary action up to and including termination.

Mayor Rod Cross

Fire Chief, David Lapof

**CITY OF TOLEDO
FIRE DEPARTMENT POLICY**

**OCCUPATIONAL SAFETY AND HEALTH
POLICY 400.01
OCCUPATIONAL SAFETY**

SCOPE

- A. This standard establishes an occupational safety and health program for the Toledo's Fire Department. It was promulgated to:
1. Provide a safe working environment for the members of the Toledo Fire Department
 2. Satisfy the requirements of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

GENERAL

- A. The safety and health of members is Toledo Fire Department's foremost operational consideration. No member will be required to do a job that they consider unsafe. The Fire Department will comply with all applicable OR-OSHA workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.
- B. The Fire Department will establish a safety committee, consisting of management, represented and non-represented employees and volunteers whose responsibility will be identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping evaluate the Fire Department's effort to achieve an accident-and-injury-free workplace.

POLICY STATEMENT

- A. It shall be the policy of the Toledo Fire Department to operate at the highest possible level of safety and health for all its members. To this end, the Fire Department shall:
1. Strive to achieve the goal of zero accidents and injuries.
 2. Make reasonable efforts to provide a safe and healthy work environment.
 3. Give primary consideration to the prevention and reduction of accidents, injuries and occupational illnesses.
 4. Investigate accidents and take the appropriate corrective action to avoid repetitive occurrences.
 5. Provide training, supervision, written procedures, program support, and review for its activities as needed.
 6. Enforce Fire Department safety and health rules and require members to follow the rules as a condition of employment or membership.

RISK STATEMENT

- A. The safety and well-being of our personnel is of utmost priority and is important to the overall performance of the Fire Department. We must be committed to taking care of our personnel and look out for the health and welfare of each other in the performance of our jobs, whether it is during

CITY OF TOLEDO
FIRE DEPARTMENT POLICY

an emergency or a non-emergency situation. We must be committed to safety and make it second nature.

B. Our operational priorities for fire response are Life Safety, Incident Stabilization, and Property Conservation. Our operational priorities for hazardous materials response are Life Safety, Protection of the Environment, and Protection of Property. Our operational priorities for EMS response are Triage, Treatment and Transport. In all cases the following safety guidelines for response should prevail:

1. Risk vs. Benefit
 - a. We will begin our response on the assumption that we can protect the lives and property of the citizens that we serve.
 - b. It is expected that we will risk our safety, with a structured plan, to save the life of a fellow human being.
 - c. With a structured plan, we may risk our safety, to protect savable property.
 - d. We will not risk our safety in an attempt to save lives or property that is already lost.

RESPONSIBILITIES

A. Safety and health is the responsibility of every member. Therefore, each member shall:

1. Cooperate, participate and comply with all of the provisions of the occupational safety and health program.
2. Promptly report acts and conditions that are unsafe or unhealthy that pose a threat either to members or to others.
3. Maintain a level of mental and physical fitness that enables the member to perform his assigned tasks.

B. All members of the organization are responsible for preventing workplace injuries. Management is accountable for preventing workplace injuries and illnesses. Management will consider all employees suggestions for achieving a safer, healthier workplace. Management also will keep informed about workplace safety-and-health hazards and regularly review the company's safety and health program.

C. Supervisors shall be responsible for enforcing the requirements of the occupational safety and health program and for ensuring each member under their command complies with the provisions of the occupational safety and health program.

Mayor, Rod Cross

Fire Chief, David Lapof

**CITY OF TOLEDO
FIRE DEPARTMENT POLICY**

**OCCUPATIONAL SAFETY AND HEALTH
POLICY 400.02
SAFETY COMMITTEE**

SCOPE

This standard establishes the Toledo Fire Department's Occupational Safety and Health Committee. It was promulgated to:

- A. Establish an advisory committee for occupational safety and health.
- B. Establish guidelines for committee membership.
- C. Assign duties and responsibilities to committee members.

GENERAL

- A. The Occupational Safety and Health Committee shall be responsible for conducting research, developing recommendations, and studying and reviewing matters pertaining to occupational safety and health.
- B. The Committee shall be composed of a minimum of four members, not including the chair. Members shall be appointed in such a manner that there is at least one representative from the East Lincoln Fire (ELF) District, one volunteer member and the Fire Department's Safety Officer.
- C. It is desirable for the committee members to consist of at least one engineer, one officer and one paramedic.

RESPONSIBILITIES

- A. Safety committee members shall elect an individual to serve as the chairman of the committee. This election shall take place annually at the regularly scheduled safety committee meeting in November. The elected chairman shall take over duties in January of the next calendar year.
- B. The Safety Officer shall schedule regular and special meetings of the committee. Meetings shall be conducted monthly. Special meetings shall be conducted as required. Safety inspections shall be conducted on a quarterly basis.
- C. The Safety Officer shall ensure that written minutes of each meeting are kept. Copies shall be made available to the Fire Chief and committee members. A copy of the minutes shall also be posted on the bulletin board of each staffed fire station.
- D. Committee members shall attend scheduled meetings and assist the safety officer in the operation of the Fire Department's safety program.
- E. The committee shall review all accident and injury reports and make recommendations concerning its findings.

**CITY OF TOLEDO
FIRE DEPARTMENT POLICY**

- F. The committee shall maintain a working knowledge of applicable safety rules and regulations and shall recommend programs, practices, methodologies, and changes to reduce or eliminate accidents and injuries.

Mayor, Rod Cross

Fire Chief, David Lapof

CITY OF TOLEDO

FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY 400.03 FIRE DEPARTMENT SAFETY OFFICER

SCOPE

This standard establishes the position of Safety Officer. It was promulgated to assign the responsibility for the Fire Department occupational safety and health program to a single individual.

GENERAL

- A. The Fire Chief shall ensure that a member of the Fire Department serves in the capacity of Safety Officer.
- B. The Fire Department's Safety Officer shall:
 - 1. Acquaint themselves with the provisions of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program* and NFPA 1521, *Standard for Fire Department Safety Officer*.
 - 2. Manage the Fire Department's occupational safety and health program.
- C. The duties of the Fire Department safety officer shall include but not be limited to:
 - 1. Identify safety and health hazards and developing plans to correct them.
 - 2. Immediately correcting situations that create an imminent hazard to the members of the Fire Department.
 - 3. Training members to act as incident safety officers.
 - 4. Compiling records of accidents, occupational deaths, injuries, illnesses, and exposures, providing analysis and recommendations and forwarding reports and documentation to the Fire Chief.
 - 5. Acting as the Fire Department's liaison with the Fire Chief as well as the Fire Department's safety committee.
 - 6. Assist the chairperson of the City's safety committee. In this capacity, the safety officer shall prepare and distribute meeting agendas and notices and shall forward a copy of the minutes of each meeting to the Fire Chief.
 - 7. Serve as a member of the Accident Review Board.
 - 8. Provide safety training, bulletins, posters and newsletters to all members.
 - 9. Performing other duties as specified in NFPA 1521 or as directed by the Fire Chief.

Mayor, Rod Cross

Fire Chief, David Lapof

Effective Date: Oct. 15, 2025

OCCUPATIONAL SAFETY AND HEALTH
POLICY 400.03
FIRE DEPARTMENT SAFETY OFFICER

CITY OF TOLEDO

FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY 400.04 ACCIDENT AND INCIDENT INVESTIGATION

SCOPE

This standard establishes the Fire Department's occupational safety and health program accident and incident investigation procedure. It was established to:

- A. Investigate the cause of lost time injuries a member may suffer in connection with their employment or membership.
- B. To prevent accident recurrence.

POLICY

It is the policy of the Fire Department to investigate or cause to be investigated every lost time injury which members may suffer in connection with employment or membership, and to determine the means that should be taken to prevent recurrence. The safety committee establishes procedures for investigating all safety related incidents including injury accidents, illnesses and deaths.

- A. The safety committee will act as the Accident Review Board to investigate accident occurrences. Members are to be trained and skilled in conducting an effective investigation. Accident investigations are to be conducted either at a special safety committee meeting or at the next regular safety committee meeting following the accident, depending upon the severity and complexity of the incident.

PROCEDURE

The Accident Review Board will follow a set procedure to complete an accident investigation.

- A. The following five steps should be used to conduct an effective investigation:
 - 1. **Gather information:** The investigation team learns the facts about the incident, gathers evidence (if any), and interviews witnesses and others involved. An accident investigation form or template will be used to help document the facts and organize the information.
 - 2. **Analyze facts:** The investigation team is tasked with identifying the accident's causes /contributing factors and determine how the accident could have been prevented, if at all.

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3. **Report findings:** The investigation team will prepare a written report that describes who was involved, where the incident occurred, when it happened, and what caused it. The report should recommend, specifically, what can be done to prevent the accident from happening again, if anything.
4. **Act on recommendations:** Management reviews the report and determines how to prevent the incident from happening again, if at all, and lessons learned for the future.
5. **Follow-up:** The safety committee or investigation team should ensure that appropriate corrective action was taken to prevent the incident from happening again, if applicable.

RESPONSIBILITIES

The Fire Department's Safety Officer will

- A. Serve on the Accident Review Board;
- B. Select members to serve on the Review Board, and designate a lead Review Board member;
- C. Coordinate the investigation process;
- D. Ensure that Review Board members are properly briefed;
- E. Ensure that accident investigations are completed in a timely manner from the time of occurrence; and
- F. Forward a report with their findings and recommendations to the Fire Chief.

Mayor, Rod Cross

Fire Chief, David Lapof

CITY OF TOLEDO

FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH

POLICY 400.05

RECORDS AND REPORTS

SCOPE

This standard established a system for the collection and permanent retention of information concerning accidents, injuries, exposures to infectious agents and communicable diseases, and deaths that are or might be job related. It was promulgated to:

- A. Establish the requirement that a report be completed and filed for every accident, injury, illness, exposure to an infectious or harmful agent, or communicable disease, or death that involves a member while on duty or that may in some way be related to a member's job.
- B. Establish a database or repository for analysis to develop programs to reduce on-the-job accidents, illnesses and deaths.

GENERAL

- A. A permanent record of all accidents, injuries, illnesses or deaths that occur while a member is on duty shall be maintained by the Fire Department. The record shall include both a master file of such events as well as individual records placed in the individual's permanent personnel file (subject to requirements of any collective bargaining agreement).
- B. Other records and reports that are useful in evaluating the Fire Department's overall safety and health program shall be maintained as required by rule, regulation, policy, or standard operating procedure.

RESPONSIBILITIES

- A. It shall be the responsibility of each member of the Fire Department to immediately report to his or her supervisor any accident, injury, exposure to disease or harmful agent, or illness that occurs while on duty. The appropriate report should be filed in writing no later than 24 hours of the event.
 - 1. If a member was exposed to a hazardous material, he/she shall file an accident/illness report.
 - 2. If a member was exposed to blood, bodily fluids or a potentially infectious disease, he/she shall file an exposure report form as required by the Fire Department's infection/exposure control plan.

Effective Date: Oct. 15, 2025

OCCUPATIONAL SAFETY AND HEALTH
POLICY 400.05
RECORDS AND REPORTS

CITY OF TOLEDO
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A Fire Department accident report and a Division of Motor Vehicle report, as applicable, shall be filed if the member was involved in a motor vehicle accident.

3. If a member has been injured, an accident/illness report shall be filed. If there is lost time involved or the member is treated by a physician, a worker's compensation 801 form shall be filed as well.
 4. If the member is treated by a physician, the member shall report their status to the Fire Chief or their designee within 24 hours. If the injury results in lost time, a work release form (with or without restrictions) shall be completed and on file before the member returns to full duty.
- B. Officers shall be responsible for ensuring that a member under their command who is involved in an accident, exposure, illness, or is injured completes the appropriate reports. Reports shall be complete, accurate, and legible and filed in a timely manner.
- C. The Fire Department's safety officer shall review all accident and injury reports and shall insure that the event is reviewed by the Accident Review Board for its recommendation.

Mayor, Rod Cross

Fire Chief, David Lapof

Effective Date: Oct. 15, 2025

OCCUPATIONAL SAFETY AND HEALTH
POLICY 400.05
RECORDS AND REPORTS

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FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH

POLICY 400.06

OSHA INSPECTIONS

SCOPE

- A. This standard establishes a procedure for complying with OSHA inspections of the city's facilities.

POLICY

- A. It will be the policy of the Fire Department to accompany OSHA inspectors on inspections of all city facilities. The Fire Chief or their designee will be notified of the inspection and will accompany the inspection team.

PROCEDURE

- A. On the occasion an OSHA Compliance Officer arrives at the Fire Department facility, the following guidelines shall be adhered to:
 - 1. The Fire chief shall be notified immediately.
 - 2. No inspection of facilities shall take place or be authorized until the following tasks have been accomplished by the Fire Chief or Duty Officer:
 - a. Ask the OSHA inspector what the nature of his/her business is.
 - b. If their business entails a compliance inspection, politely ask if he/she has a warrant for the inspection.
 - c. Inform the inspector that we cannot allow an inspection until appropriate direction is received from the Fire Chief, the City's attorney and the City's insurance company.
 - d. Make contact with both the insurance company and the City's attorney to get clear advice. Ask the insurance company representative if an administrative warrant for the inspection is in order. Also request an insurance representative to come to the station to assist staff with the inspection. Get as much advice from them over the telephone as possible.
 - e. After communicating with the insurance company, make contact with the City's attorney and brief him/her on the direction provided by the insurance company. Ask if he/she wants to be present during the inspection process.
 - f. Once the above tasks have been accomplished, return to the OSHA inspector and give her the direction as provided by the insurance company representative.

CITY OF TOLEDO FIRE DEPARTMENT POLICY

- g. After communicating with the OSHA inspector and all instruction have been met, move onto number 3.
- 3. A pre-inspection conference shall be held in order to identify the purpose and the focus of the inspection (i.e., what specific conditions are to be inspected).
- 4. The OSHA Inspector shall be accompanied by the Fire Chief as well as other Fire Department representatives required by the instructions provided, during the inspection process.
- B. OSHA Inspection Guidelines:
 - 1. The proper identification shall be requested from the OSHA inspector, i.e., card with picture and State of Oregon seal (business cards not acceptable).
 - 2. The pre-inspection conference (cited in A.3 above) will be conducted with the Fire Chief and other Department representatives present.
 - 3. Do not sign any consent forms (before or after the inspection) without the Fire Chief's approval.
 - 4. Make it very clear that you want to be involved in every aspect of the inspection.
 - 5. When the inspector decides to cite, let them and do not debate the issue. Anything you say at this point is discovery evidence.
 - 6. Take pictures and notes of anything that is cited.
 - 7. Conclude the inspection by summarizing the process and any violations as cited by the OSHA inspector.

RESPONSIBILITIES

- A. It shall be the responsibility of all personnel to follow the procedures outlined by notifying the Fire Chief and not permitting an inspection to take place until the Fire Chief or their designee is present.

Mayor Rod Cross

Fire Chief David Lapof

**CITY OF TOLEDO
FIRE DEPARTMENT POLICY**

**OCCUPATIONAL SAFETY AND HEALTH
POLICY 400.07
RISK MANAGEMENT PLAN**

PURPOSE

- A. This standard establishes a risk management plan for the Fire Department. It was established to:
 - 1. To develop and implement a written, comprehensive risk management plan for the operations and daily activities of Toledo Fire Department (TFD). This program will establish the following requirements:
 - a. Provide safe, quick, and efficient customer service to both internal and external customers.
 - b. Establish a means to minimize both the frequency and severity of all risks encountered by TFD and its personnel.

SCOPE

- A. This standard shall apply to all personnel.
- B. This plan includes all requirements enumerated in National Fire Protection Association (NFPA) 1500 2-2 – Risk Management Plan, paragraphs 2-2.1, 2-2.2, and 2-2.3.

GENERAL

- A. NFPA 1500 2-2 recommends a written, comprehensive risk management plan that encompasses the following:
 - 1. Administration & Facilities
 - 2. Training
 - 3. Vehicle operations
 - 4. Protective clothing & equipment
 - 5. Operations at emergency incidents
 - 6. Operations at non-emergency incidents and other related activities

CITY OF TOLEDO FIRE DEPARTMENT POLICY

B. To accomplish this, the plan uses the classic risk management model identifying the following components:

- | | |
|---------------------------------|--|
| 1. <u>Risk Identification</u> | Actual & potential hazards |
| 2. <u>Risk Evaluation</u> | Designating "Frequency" and "Severity" |
| 3. <u>Risk Control Measures</u> | Outlining strategies to eliminate or mitigate hazards and potential hazards. |
| 4. <u>Risk Monitoring</u> | Evaluate effectiveness of risk control measures. |

RESPONSIBILITY

- A. All members shall become familiar with and follow the risk identification, evaluation and control measures encompassed within the Fire Department's Risk Management Plan. This plan may be located on the Fire Department's intranet in the Fire Department Policy file.

Mayor, Rod Cross

Fire Chief, David Lapof

CITY OF TOLEDO FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY 406.02 HEARING CONSERVATION

SCOPE

- A. This standard is established to define hearing conservation measures for members of Toledo Fire District. It is established to:
 - 1. Prevent the potential for hearing loss or disability.

GENERAL

- A. The term “member”, as used herein, is intended to include all members, both paid and volunteer. Noise surveys performed at fire facilities, on emergency apparatus, and with emergency equipment have shown that certain noise levels experienced by employees approach, and sometimes exceed, safe limits. Harmful noise levels may be encountered during routine duties (including fire prevention inspections), as well as while performing emergency response activities.

POLICY

- A. In order to avoid the potential of hearing loss or disability, the Toledo Fire Department and its employees shall observe the following as standards for their hearing conservation program:
 - 1. The fire department will identify work activities and processes that may cause excessive noise exposures and investigate ways to reduce these levels. To review the results of the most recent of these studies refer to the safety manual or ask the Safety Officer.
 - 2. Because excessive noise levels cannot always be identified or significantly reduced by other means, the fire department will supply a variety of options for personal hearing protection.
 - a. Earmuff-type hearing protection, including noise-attenuating intercoms where indicated and practical.
 - b. Disposable earplugs.

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HEARING CONSERVATION

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3. Earmuffs and disposable earplugs shall be carried, in conspicuous locations, on all emergency vehicles in the following minimum quantities:

Earmuffs (pair) 4

Disposable earplugs (pair) 6 plus

Earmuffs typically carry a NRR of 28-32 dBa. A combination of earplugs and earmuffs can provide more optimal protection and should be considered where both are available.

4. Earmuffs and disposable earplugs shall be maintained at convenient locations in the station, including shop areas and near emergency apparatus.
5. Employees shall carry disposable earplugs in their turnout gear and with other forms of personal protective equipment provided by the fire district (i.e., wildland fire fighting gear).
6. The use of hearing protection is required when exposure to noise is likely to exceed 85 dBa for more than one continuous hour during any work activity (emergency or non-emergency). It should be noted that this requirement exceeds the requirements of OR-OSHA 1910.95, which are listed in the safety resource area of the shift officer's office. Hearing protection is strongly recommended at any time exposure to noise causes discomfort due to duration, intensity, frequency, or a combination of these factors.
7. The following non-exhaustive list of tools, positions, or actions have the potential to generate noise levels exceeding 85dBa:
 - a. While riding on emergency apparatus, especially when air horns and siren combinations are in use.
 - b. During operation of hydraulic rescue tool, positive pressure blower, or other power plants.
 - c. Near diesel engine exhaust outlet (beware of inhalation hazard also).
 - d. Near pump panels or engines during pump operations.
 - e. While bleeding air lines and cylinders.
 - f. Near operating grinders, both hand-held and bench.
 - g. Near operating saws; entry, chain, skill and table.
 - h. Near air operated tools such as chisel and impact wrench.
 - i. While performing or while near truck company operations.

Effective Date: Oct. 15, 2025

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POLICY 406.02
HEARING CONSERVATION

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The Safety Manual lists actual test results obtained in city fire stations and with city fire equipment.

1. Members are strongly advised to protect themselves against exposure to high noise levels on and off the job. To this end, firefighters are allowed and encouraged to procure disposable earplugs from the fire department for effectual use off the job. The fire department has a strict policy prohibiting the use of city supplies for personal use, however, circumstances involving hearing conservation is an exception to this policy.
2. The fire department will maintain an audiometric testing program for its employees, including a baseline audiogram conducted at the time of employment/appointment and an annual audiogram thereafter. Each subsequent audiogram will be compared with the baseline for evidence of potential hearing loss. Employees will be provided with a copy of each test result, upon request, to provide to the employee's medical provider.
3. The Fire Chief or their designee will provide periodic training in the various components of the fire department's hearing conservation program.

RESPONSIBILITIES

A. Personnel are responsible for:

1. Maintaining hearing protectors in a clean and sanitary condition.
2. Obtaining and utilizing hearing protectors in designated high noise areas.
3. Notifying supervision and/or the Safety Officer of any operation that appears to be excessively noisy.

B. Supervisors are responsible for:

1. Ensuring that hearing protectors are available and that their personnel make proper use of this protective equipment.
2. Requesting assistance from the Safety Committee in investigating operations that may be excessively noisy.

C. Administration is responsible for:

1. Having audiometric examinations available annually during the physical exam.
2. Maintain noise exposure measurement tools.

Effective Date: Oct. 15, 2025

OCCUPATIONAL SAFETY AND HEALTH
POLICY 406.02
HEARING CONSERVATION

**CITY OF TOLEDO
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D. The City's Fire Physician is responsible to:

1. Advise personnel on steps to be taken to prevent hearing loss.
2. Maintain all records of audiometric examinations. Retain records for the duration of the employees' employment, plus five years.

Mayor, Rod Cross

Fire Chief, David Lapof

Effective Date: Oct. 15, 2025

OCCUPATIONAL SAFETY AND HEALTH
POLICY 406.02
HEARING CONSERVATION

CITY OF TOLEDO FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY 406.03 PERSONAL PROTECTIVE EQUIPMENT (PPE)

SCOPE

- A. This standard regulates the provision of proper personal protection (in the form of protective clothing) to all fire department members who are exposed to dangerous situations, hazardous atmospheres and environments. It was established to:
 - 1. Define the various types of personal protective equipment (PPE) utilized by members of the fire department.
 - 2. Establish procedures for the use of protective clothing and equipment to reduce the risk of illness, injury or death that might result from a member's exposure to a hazardous environment.
- B. This standard applies to and is required by all members that may be exposed to hazardous environments.

POLICY

- A. Fire department members shall utilize and wear protective clothing and safety gear as prescribed by those policies and procedures contained herein.
- B. Use of protective clothing as defined and prescribed within this policy shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury to fire department members may exist.

DEFINITIONS

- A. The following section defines the various levels of protective clothing utilized by the Fire Department. It must be understood, however, that each level of protective clothing carries with it advantages and disadvantages and that those conditions, which make one level appropriate, may render another level totally inappropriate.
 - 1. PPE with Self-Contained Breathing Apparatus (SCBA)
 - a. Helmet
 - b. Gloves
 - c. Turnout Coat
 - d. Turnout Pants with suspenders
 - e. Turnout Boots
 - f. SCBA
 - g. Nomex Particulate Hood

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2. PPE - Turnout (T/O) Gear
 - a. Helmet
 - b. Goggles or face shield only (depending upon the nature of the eye hazards involved).
 - c. Gloves
 - d. Turnout coat
 - e. Turnout pants with suspenders
 - f. Turnout boots
3. PPE – Apparatus Operator (A/O)
 - a. Helmet
 - b. Goggles or face shield (depending upon the nature of the eye hazards involved).
 - c. Gloves
 - d. Turnout pants with suspenders
 - e. Turnout boots
4. Wildland PPE
 - a. Helmet
 - b. Goggles
 - c. Yellow fire jacket
 - d. Nomex work uniform pants or Nomex over pants
 - e. Wildland boots per department policy
 - f. Gloves
 - g. Fire Shelter
5. Special Protective Ensemble PPE
 - a. Special types of clothing and equipment as determined by the IC.

LEVELS OF PROTECTION FOR INCIDENT TYPES

A. Structure Fires:

1. All members operating at a structure fire who are 1) working inside or on top of the structure; 2) are expected or are preparing to enter or climb on top of the structure; or 3) are working in an established hazard zone as identified by the IC or Safety Officer, will be in PPE with SCBA.
2. All other members operating at a structure fire (including Command Personnel, support personnel, pump operators and EMT's) who are working outside the structure and/or established hazard zone and who may not be expected to enter or climb atop the structure will wear appropriate clothing and equipment based upon the incident.

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B. Hazardous Material Incidents

1. All members assigned to work within the hot zone at a hazardous materials incident will wear PPE.
2. Members who are assigned to work within the warm zone at a hazardous materials incident will wear PPE T/O Gear. A higher level of PPE may be required by the Incident Commander based upon the type of material involved, the proximity and distance of members to the hot zone, weather conditions, etc.
3. All members assigned to work within the decontamination corridor at a hazardous materials incident will wear appropriate clothing and equipment as required by the IC based upon the material involved.
4. All members assigned to work within the cold zone at a hazardous materials incident will wear appropriate clothing and equipment as required by the IC based upon the material involved.

C. Vehicle Accidents:

1. All members directly involved in extrication efforts and/or within the established hazard zone will wear at least PPE T/O gear with a traffic safety vest.
2. All members working at vehicle accidents within the established hazard zone where the hazard from spilled fuel or flammable liquids is present will wear at least PPE T/O Gear. If a respiratory hazard is present or the potential for ignition exists, PPE with SCBA is required. Due the potential for ignition, a traffic safety vest should not be donned. Members working outside the hazard zone will wear at least PPE T/O gear with a traffic safety vest.

D. Vehicle Fires:

1. Members operating at vehicle fires, will wear PPE with SCBA unless otherwise dictated by the IC (e.g. lack of IDLH atmosphere).

E. Wildland Fires:

1. All members working at wildland fires will wear at a minimum WILDLAND PPE.

F. Overhaul:

1. Members engaged in overhaul operations will wear PPE with SCBA until otherwise dictated by the Incident Commander.

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G. Other Situations:

1. In specific situations for which no guidelines have been provided, the proper protective clothing and equipment to protect against all foreseeable hazards will be worn.

GENERAL STANDARD

- A. Each member will properly maintain the protective clothing and equipment that have been issued to them and that are carried on the apparatus to which they have been assigned.
- B. A standard washing machine and dryer have been provided at the fire station to allow members to maintain their work uniforms.
- C. A protective clothing washer will be made available to assist members in maintaining their turnout coat and pants. Each member shall clean their structural protective clothing at least once every six months and every time it is contaminated.
- D. Any equipment or protective clothing that is found to be unsafe or inoperable should be red-tagged, removed from service immediately, and forwarded to the appropriate officer or technician for repair.

EMERGENCY OPERATIONS

- A. All members will wear and utilize appropriate protective clothing during emergency operations. Additionally, the intent of this policy is to avoid any respiratory contact with products of combustion, super-heated gases, toxic products or other hazardous contaminants.
- B. The use of breathing apparatus means that all personnel shall have face pieces in place, with breathing air from the supply provided. To reduce the risk of exposure, Self-Contained Breathing Apparatus (SCBA) shall be used by all personnel, regardless of department affiliation, operating:
 1. In a contaminated atmosphere.
 2. In an atmosphere which may suddenly become contaminated.
 3. In an atmosphere which is oxygen deficient.
 4. In an atmosphere which is suspected of becoming oxygen deficient.

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This includes all personnel operating:

1. In an active fire area.
 2. Directly above an active fire area.
 3. In a potential explosion or fire area, including gas leaks and fuel spills.
 4. Where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires.
 5. Where invisible contaminants are present or are suspected to be present to include interior and exterior overhaul operations.
 6. Where toxic products are present, suspected to be present, or may be released without warning.
 7. In any confined space which has not been tested to establish respiratory safety.
 8. Where the four-gas monitor sounds an alarm indicating a hazardous or toxic environment.
- C. In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the SCBA may be worn with the face piece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required.
- E. Before leaving the apparatus, each member will don the protective clothing and equipment appropriate for the hazards to which they may be exposed. If the equipment you need is not available on the apparatus you arrived on (e.g. SCBA), retrieve the needed equipment from another apparatus. In short, use common sense.
- D. Premature removal of SCBA must be avoided at all times. If the Incident Commander specifies a certain level of PPE, it will remain in place until determined otherwise by the Incident Commander.
- E. When going to rehab or upon conclusion of an incident, gross decontamination will occur before any PPE is removed. If SCBA is in use, gross decontamination will take place while remaining on air supply.

TRAINING

- A. Members engaged in training sessions will wear protective clothing that is appropriate for the activities in which they may be involved.

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ROUTINE OPERATIONS

- A. Members will use appropriate safety gear and/or protective clothing when engaged in routine activities that may present a personal safety hazard.
- B. Members involved in Fire Company Inspections or pre-planning activities or tours will, when necessary, wear the appropriate protective clothing during such inspections, activities or tours, to provide protection from any hazards which may be present in the area. Officers or members in command of such activities, inspections, or tours are responsible to ensure that adequate protective clothing is properly utilized.

MAINTENANCE

- A. Inspection and maintenance of issued personal protective equipment shall be completed in accordance with Fire Department Administrative Policy.

RESPONSIBILITY

- 1. Officers are responsible for enforcing the provisions of this standard and for immediately correcting any deficiencies that might occur.
- 2. Each member is responsible for strictly adhering to the provisions of this standard and for wearing protective clothing and equipment appropriate for incident operations.
- 3. All members operating within the hazardous perimeter of an incident are responsible to ensure that they are properly attired and using the appropriate protective clothing and equipment. Any member who is in violation of this procedure will be directed to promptly leave the hazardous area until the appropriate protective clothing and equipment is donned.

Mayor, Rod Cross

Fire Chief, David Lapof

CITY OF TOLEDO FIRE DEPARTMENT POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY406.04 PASSPORT ACCOUNTABILITY

SCOPE

- A. This policy is established to provide a standard for maintaining personnel and resource accountability during an emergency incident. Personnel accountability during an emergency incident is a critical component of the Incident Command System. The Passport System of accountability utilizes Command Boards, Passports, Nametags, and Helmet Shields with unit number Inserts to provide an accurate mechanism of tracking the following information throughout the incident:
1. The identifier of the resource.
 2. The names of assigned personnel to each resource.
 3. The location where resources and individual members are operating.
 4. The tactical assignments crews have been given and tasks individuals are performing.
 5. Time of assignment

REFERENCES

Oregon Occupational Safety and Health Administration (OR-OSHA) regulations as specified in the Oregon Administrative Rules (OAR) 437-02-0182(9) Oregon Rules for Firefighters – Accountability, requires the use of an accountability system which is consistent with the requirements of Section 2-6 of the National Fire Protection Association (NFPA) Standard 1561 Fire Department Incident Management System.

OR-OSHA regulations as specified in OAR 437-02-1910.134(4)(i) Respiratory Protection Procedures for Interior Structural Firefighting requires that two (or more) employees work together during interior structural firefighting when the atmosphere is immediately dangerous to life and health (IDLH) and that these personnel maintain contact by voice, visual or direct touch.

Toledo Fire Department Policies: Incident Command; Structural Incidents; and Hazardous Materials

DEFINITIONS

- A. The following definitions shall apply to the passport accountability standard.
1. **Emergency Incident:** Any incident to which Toledo Fire Department (TFD) responds to deliver emergency services including rescue, structural and wildland fire suppression, medical treatment and other forms of hazard control and mitigation.

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2. Emergency Incident Perimeter: The area where for safety reasons, the public is not allowed access. This area always includes the Hot and Warm Zones of an incident and may also include other areas outside of those designated zones.
3. Extended Attack: Any fire attack operations that continue beyond an initial response period typically the first 12 hours. Extended Attack operations shall be conducted with an Incident Action Plan.
4. Initial Attack: The fire attack operations that are conducted during the initial response period, typically no longer than 12 hours.
5. Incident Action Plan: An operational plan used during extended fire attacks that outlines the General Control Objectives, Critical Information, and any other pertinent information necessary for a given operational period.
6. Nametags: Nametags are a Velcro backed plastic tag with person's name engraved on it.
 - a. Color Codes: when available
 1. Chief Officers – White
 2. Captains/Lieutenants – Red
 3. Engineers/Firefighters – Yellow
 4. EMS Volunteers – Blue
 5. Support/Cadets Personnel – Orange
 6. Recruits – Black
7. Passports: A three part 2" x 4" piece of Velcro, with white or red plastic top and bottom containing the following information:
 - a. The top portion contains the apparatus identification number or crew designator; (example E-42 or HB-41). On makeup passports, this portion is blank to allow the crew identifier to be written in.
 - b. The middle Velcro portion holds crew members nametags.
 - c. The bottom portion is for recording notes such as "time on supplied air" or "assignment".
 1. Primary Passport – White card, which is carried by the officer until used as a passport for entrance into the emergency incident perimeter or hazardous area.
 2. Secondary Passport – Red card used as a second means of tracking resources and assigned personnel and located on the officer's side of the apparatus.

CITY OF TOLEDO FIRE DEPARTMENT POLICY

3. Make-Up Passports – White blank passports used to replace lost passports, create passports for mutual/auto aid companies, and to keep accountability of other resources that are on scene of emergency incident.
4. Make-Up Kit – This kit is kept on staff vehicles and contains the appropriate materials to make passports, nametags, helmet shield inserts, and supply the components of a passport system for those personnel who may not have, or have lost such items.
8. Passport Accountability System: The passport system is a procedure that utilizes passports, nametags, status boards, helmet shields with inserts, and make up kits to track the assignments of commanders, companies, crews, and individuals at an emergency incident.
9. Command Boards: A board used by commanders/supervisors to hold passports of assigned crews and take notes. Used by the Incident Commander to organize initial ICS assignments, track key life safety issues, incident control, and property conservation benchmarks. Also to manage and track: branches, divisions, groups, etc., and to maintain passports during emergencies.

PROCEDURE

C. Primary Passports

1. The apparatus officer shall assure that the primary passport is in their possession with each crewmember's nametag in place.
2. Each person in charge of a crew, team, or unit shall make sure that the passports are correct and available for use.
3. The Primary Passport shall remain with the officer when:
 - a. They are the only unit at the incident.
 - b. They are a committed first arriving unit at the incident before establishing a command post or having passed command.
 - c. They are on or directed to a remote side of an emergency incident before establishing a division or group supervisor.
 - d. When a company that has not transferred their passports and leaves a hazardous area, they shall report their status by radio or personal contact to their command supervisor. The Incident Commander may collect the red Secondary Passport for tracking on their command board. When reassigned or directed to rehab or to refill air cylinders, the company shall give their primary passport to the appropriate command supervisor.

CITY OF TOLEDO FIRE DEPARTMENT POLICY

D. Secondary Passports

1. The officer shall assure that the secondary passport is attached to the storage Velcro on the dash, door or doghouse of the apparatus with each crewmember's nametag in place.
2. Secondary passports are used as a second means of identification for resources and crewmembers.
3. The secondary passport shall not enter the hazardous area.

E. Nametags

1. Nametags (one each) are attached to the primary and secondary passport of your assigned company/apparatus.
2. **IMPORTANT:** Nametags shall be accurately attached to the passports prior to entering Emergency Incident Perimeter.
3. All personnel are responsible for ensuring their nametags are applied to the appropriate passports. The officers name tag shall be placed at the top. Below this and upside down shall be the apparatus operator, if the apparatus operator stays with the apparatus. If the apparatus operator reports to the command post or incident with his crew, then their name would be right side up. All other personnel shall be placed below the apparatus operator.

F. Wildland Incident Accountability

1. Due to the complexity of a Wildland Incident, the accountability of all personnel on scene becomes increasingly challenging. The tracking and recording of equipment & personnel shall be determined by the operational period of the incident.
2. Initial Attack
 - a. During the Initial Attack operations, personnel shall attach the name tags to the passports within the vehicle. The primary passport shall be kept with the company officer and the secondary passport shall remain with the apparatus. The Velcro insert shall be placed onto the left side of the wildland helmet.
 - b. During this period of an incident, the IC shall maintain an accountability of all equipment and apparatus on scene.

CITY OF TOLEDO FIRE DEPARTMENT POLICY

3. Extended Attack
 - a. During Extended Attack operations of a wildland incident, the IC will maintain the accountability of personnel and apparatus through an approved method.
 1. T-Card Resource Status Card System (Wildland Incidents)
 2. Incident Action Plan
 3. Passport Accountability System

RESPONSIBILITIES

- A. It shall be the responsibility of all members of the fire department to follow this standard.
- B. It shall be the responsibility of all officers of the fire department to ensure that all members follow this standard.

Mayor, Rod Cross

Fire Chief, David Lapof



CITY OF TOLEDO FIRE DEPARTMENT
CITY COUNCIL REPORT
OCTOBER 15, 2025



Our wildland firefighter program is winding down. Our goal was to make sure all funds were expended by the end of October as required by the St. Fire Marshal. I think we are on track to meet this goal.

While locally fire season was pretty mild compared to past years with this staffing, we were able to participate in two statewide conflagrations. We also requested mutual aid from Corvallis Fire Department as they had a large field fire. This was the same day as they were doing a prescribed burn at the same location, it's unknown if the two events were related. We were able to staff with our two seasonal members, DC Morford and Assistance Chief Ammons from East Lincoln. While in Corvallis the crew responded to a college dormitory for a alarm sounding which turned out to be "burnt hashbrowns" They were soon released and returned to Toledo.

DC Morford has been keeping everyone engaged with training. We are now in our Halloween season. The Toledo Volunteer Firefighters Association and staff are joining forces to rattle a few bones and haunt the good people of Siletz in the Siletz Volunteer Firefighter Association Annual Haunted House. If you're up for a fright, come out by October 23, 24, & 25th 7-10 PM at the Siletz Grange.

We have three members of Toledo Fire Department participating in the county Technical Rescue Team's Rope Rescue training. This is a large five-day committee from our volunteers who upon completion will have to continue with monthly training and evaluation.

We also help a aerial ladder class in Toledo. The instructor with over 18 years working on a "truck company" in Portland brought a wealth of knowledge and really helped everyone hone their skills and understanding.

Chief Robeson is going to be attending the pump test on our engine on October 10th at Benton Co. Shops. We are anxious to hear the results and optimistic we are close to having it return home.

Back on the north side of the highway, Siletz Fire District was awarded an Unmanned Aerial Vehicle (UAV) from Oregon Emergency Management. DC Morford is already a certified pilot, and DC Robeson recently took the class to become one also. We don't expect to receive the UAV until early next year. We'll keep you up to date on that.

November begins with a weekend of vehicle-extrication training. Everyone is staying engaged and we are seeing a few former TFD volunteers asking about rejoining.

As you know there have been some traumatic calls recently both in Toledo and Siletz. Our law enforcement partners have endured the majority of the burden of these calls. There isn't much to be said except they have our support, respect and gratitude.

Again, thank you for the opportunity to serve the City of Toledo. Please let us know if you have any questions.

Dave

Train Hard, Play Safe and Keep an Eye on your Partner.

Police Department Monthly Report

September 2025

News:

Congratulations Officer Christian Bailey!

In September 2025, Officer Christian Bailey graduated from the Oregon Department of Public Safety Standards and Training (DPSST) Basic Police Class 452 after successfully completing 16 weeks of academy instruction. He has now begun his professional development in Toledo through the Field Training Evaluation Program, where he will train alongside experienced Field Training Officers over the next 16 weeks. This milestone reflects the Department's directive to invest in professional development, ensure officer readiness, and strengthen community trust. By equipping new officers with both academy knowledge and practical, community-based training, the Department continues its commitment to building a capable, service-oriented workforce dedicated to protecting and serving Toledo.

Major Arrests

Firearm Possession Arrest

On September 1, 2025, Sergeant Pitcher conducted a traffic stop on a vehicle operated by Robert Louis Lerch of Toledo. Lerch was found to be unlawfully in possession of a Ruger SR1911 .45 ACP, confirmed stolen from a burglary victim in Newport (2022). Lerch was arrested and lodged at the Lincoln County Jail on charges related to firearm possession. This case supports the Department's directive of proactive enforcement and accountability, ensuring stolen firearms are removed from circulation and those unlawfully in possession are held responsible under the law.

Menacing and Weapons Charges

On September 8, 2025, Detective Shinholster responded to a disturbance on Main Street. Investigation revealed that Mark Alan Ghormley of Eddyville had pointed a firearm at three victims during a disturbance at a local business. Ghormley was arrested and charged with Menacing (x3), Unlawful Possession of Firearms, Unlawful Use of a Weapon, and Pointing a Firearm at Another (x3). He was lodged at the Lincoln County Jail. This case aligns with the Department's directive to protect victims and

maintain public safety. By swiftly responding and holding the offender accountable, officers ensured the safety of local businesses, residents, and visitors.

Community Engagement

Public Safety Update – Missing Juvenile Located

On September 13, 2025, the Toledo Police Department requested the public's assistance in locating a missing/runaway juvenile last seen in the evening hours. Community members quickly shared the information and provided support, which directly contributed to the juvenile being safely located shortly thereafter. This case demonstrates the Department's directive to protect vulnerable populations and foster community partnerships. The safe recovery of the juvenile highlights how public engagement and swift communication enhance safety and well-being for youth in our community.

Public Safety Update – Stolen Firearms Recovery

On May 5, 2025, Officer Gaughan initiated an investigation at a temporary residence near NW Industrial Way, leading to the recovery of 11 firearms stolen in an out-of-state burglary. Follow-up investigation and community cooperation resulted in additional stolen items being located. On August 31, 2025, a citizen reported three more hidden firearms near the Toledo JC Market, which were also recovered. Newport Police later seized another related firearm. It is believed that all firearms stolen in the burglary have now been recovered. The case remains under investigation by the ATF. This case reflects the Department's directive to strengthen public trust and interagency partnerships. Community members and neighboring agencies played a vital role in ensuring the safe recovery of stolen firearms, demonstrating the impact of collaboration on overall community safety.

Public Safety Update – ATM Burglary Suspects

On August 31, 2025, two suspects forcibly entered Muggly's Bowling Alley and stole an ATM machine. Toledo Police Department created a Facebook post with suspect and vehicle descriptions, along with surveillance images, to generate community leads and aid in their identification. The post has already reached a wide audience with over 170 shares and strong engagement. This outreach effort reflects our departmental directives of "Dedicated to Service. Directed by Integrity." by actively engaging the community, enhancing transparency, and fostering collaboration to keep Toledo safe.

Public Safety Update – Phone Scam Awareness

The Toledo Police Department shared a humorous Facebook post about a recent scam call received by the Chief, using the story to raise awareness about fraudulent phone schemes. The

post provided citizens with practical safety tips—such as verifying suspicious calls, not sharing personal information, and hanging up when in doubt—and reflects the department’s directives to promote community awareness, prevent crime through education, and strengthen trust by engaging with the public in a relatable way.

Enforcement Campaign

Nothing to Report

Training

Cops and Cars: Changing the Training Paradigm – Virtual Attendance

Employees attended this virtual webinar, which focused on officer decision-making under stress during vehicle-related encounters. The training addressed how automatic and neural conditioning, perception-reaction time, and perceptual distortion impact officer responses when vehicles accelerate toward them, as well as the implications of recent court decisions for policy and training. This supports our directives on officer safety, risk reduction, and evidence-based training practices.

Cops and Cars: Managing Risk Through Behavior-Based Supervision – Virtual Attendance

Employees attended this virtual webinar, which highlighted how frontline supervision can proactively influence safe driving practices. The session emphasized the role of coaching, accountability, and real-time intervention in reinforcing training, supplementing vehicle technology, and correcting problematic driving behaviors early to reduce collisions, injuries, and liability. This supports our directives on accountability, professional development, and the reduction of preventable risk through effective supervision.

Toledo Police Department Updated and Reviewed the following Policies:

- Policy 700 – Department Owned and Personal Property
- Policy 703 – Vehicle Maintenance
- Policy 705 – Personal Protective Equipment
- Policy 800 – Property and Evidence
- Policy 801 – Restoration of Firearm Serial Numbers
- Policy 806 – Animal Control
- Policy 1003 – Evaluation of Employees
- Policy 1005 – Personnel Complaints

- Policy 1008 – Employee Involved in Domestic Violence
- Policy 1009 – Reporting of Arrests, Convictions, and Court Orders
- Policy 1015 – Occupational Disease and Work-Related Injury Reporting
- Policy 1016 – Communicable Disease

Toledo Police Department Initiated, Updated and Reviewed the following Procedures:

- Procedure 610 – Evidence Packaging and Submission Procedure
- Procedure 904 – Citation Entry and Processing

Other News

Continued Negotiations with Toledo Public Safety Association (TPSA)

The City is actively engaged in contract negotiations with the **Toledo Public Safety Association (TPSA)**. Discussions cover key issues such as compensation, benefits, working conditions, and operational protocols. The City is committed to a respectful and collaborative bargaining process to support both the needs of the community and the well-being of public safety personnel.

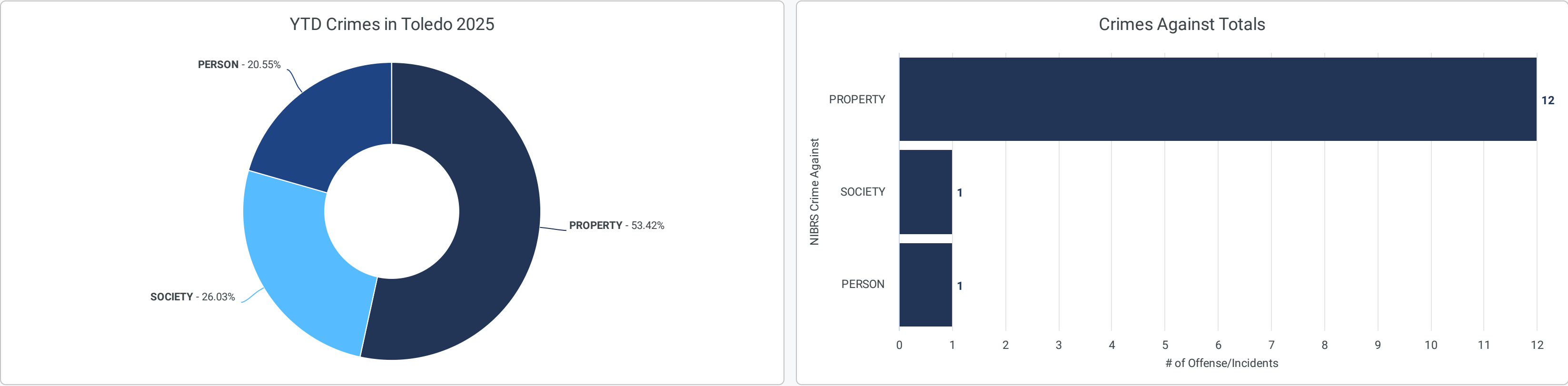
Updates will be shared with Council as negotiations progress or conclude.

Nothing further to report.

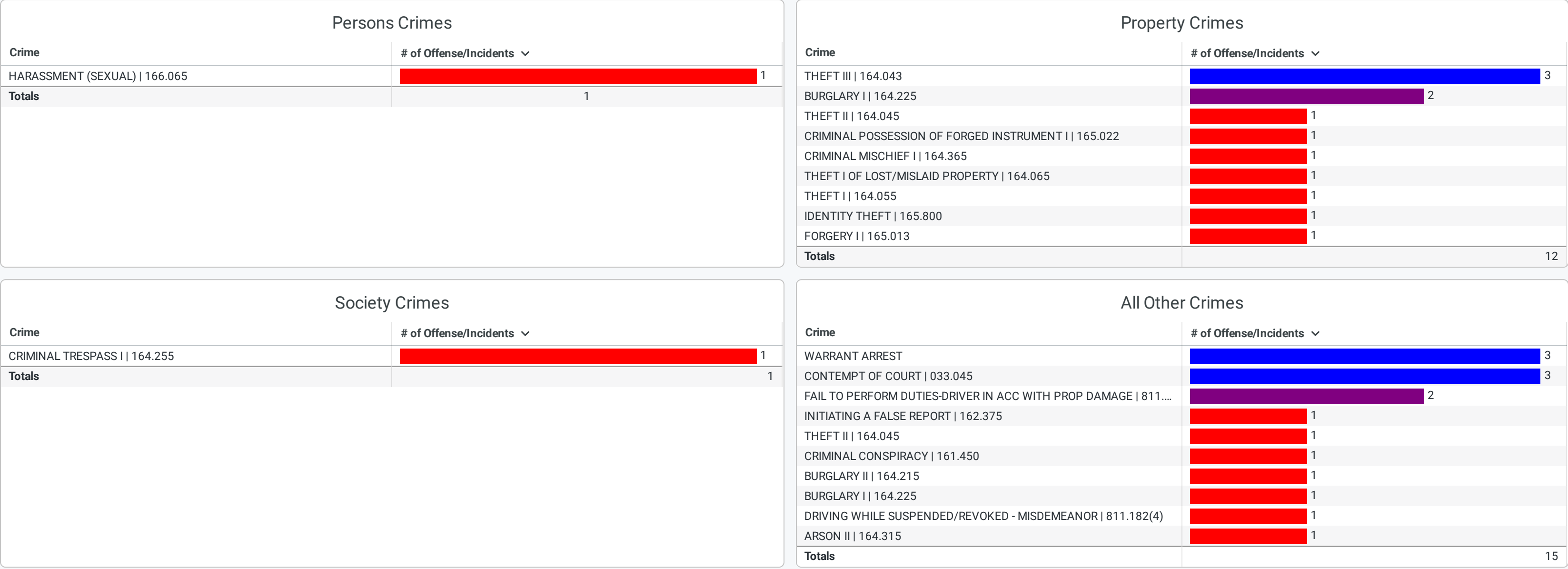


Date Range is previous month

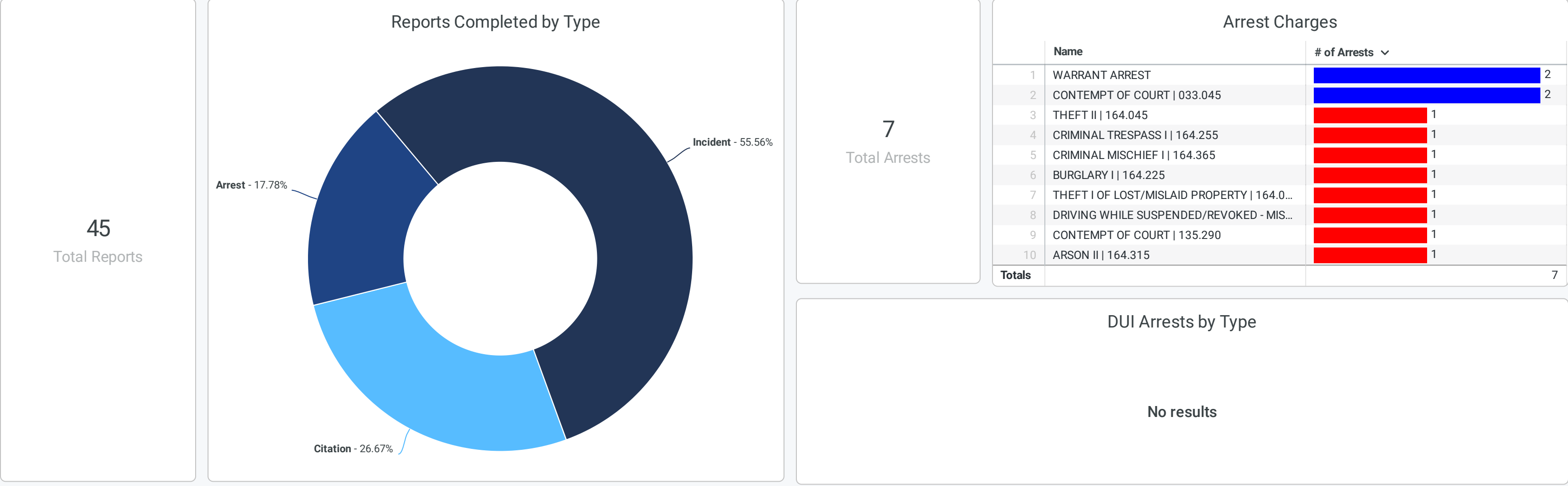
If "No Results" is Displayed - No Crime of Those Types Occurred



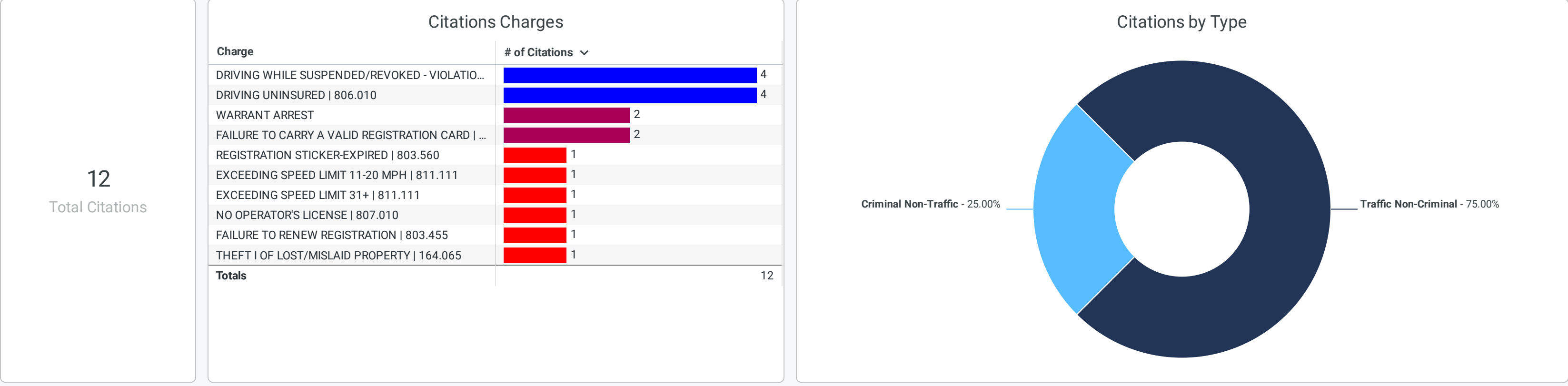
Crimes Reported



Reports & Arrests



Citations Issued



Public Works Update-September 2025

- WWTP Razz pump maintenance
- Repair leak at Food Fair trailer park
- Replace blow off valve "I" street
- Concrete/curb repairs @ Eastslope Park & Sidewalk on Bus 20
- New employee orientation- welcome back Caleb Stokes
- Employee flagger class certification
- Repair Timbers/City parking lot railing
- SE Beech Street storm drain remediation
- Ammon Tank tree maintenance
- Install crossing signs @ Eastslope & Butler Bridge Rd
- CIPP of sewer line as part of the Port Sewer project
- Remove Art Toledo banners
- Street Stripping
- Sewer connection inspections
- Library projects
- Deer Park rehabilitation with Angel Job Corps- looks amazing!
- UTV Training
- Staging/ Handling of Park Materials
- Park Maintenance
- Monthly Water Blow offs
- Daily Work Orders
- Utility Locates
- Backflow testing/program
- SE 5th Sewer Line replacement
- Facilities Maintenance/gutters
- Street Sweeping
- Main Street green space maintenance
- Tree Maintenance with Angel Job Corps @ Library
- Sewer Lift Station Checks
- Water Distribution Maintenance
- Meter Reading/Shut offs/Re-reads and turn-ons
- Vactor Maintenance (Suction truck)
- Install hydrant
- Weekly Shop Cleaning
- 8 locations for road patching/repaving
 - NE Alder, SE Alder, N. Dundon, Sturdevant @ HS, SE Beach/4th St., drainage fix, NE Douglas/NE Graham-drainage fix/repair, NE Skyline patch, SE 8th Street repair/patch.
- PW built ramp for Council Chambers-Dais access

General Fund Consolidated

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	000	400100	Beginning Fund Balance	\$ (734,161)	\$ (670,999)	\$ -	\$ (670,999)	91%
001	000	400200	Current Taxes	\$ (2,265,000)	\$ -	\$ (3,177)	\$ (19,532)	1%
001	000	400300	Delinquent Taxes	\$ (40,000)	\$ -	\$ (4,675)	\$ (12,975)	32%
001	000	400400	Interest	\$ (60,000)	\$ -	\$ (183)	\$ (6,273)	10%
001	000	401280	Transfer from Stabilization	\$ (200,000)	\$ -	\$ -	\$ -	0%
001	000	401300	Natural Gas Franchise	\$ (25,000)	\$ -	\$ -	\$ (6,348)	25%
001	000	401400	Telephone Franchise	\$ (2,500)	\$ -	\$ -	\$ (753)	30%
001	000	401450	Telecommunications Franchise	\$ (3,000)	\$ -	\$ -	\$ -	0%
001	000	401500	Television Franchise	\$ (17,000)	\$ -	\$ -	\$ (3,699)	22%
001	000	401600	Garbage Franchise	\$ (100,000)	\$ -	\$ -	\$ (29,790)	30%
001	000	401700	Electric Franchise	\$ (745,000)	\$ -	\$ -	\$ (121,271)	16%
001	000	401750	Street Light Utility Fees	\$ (150,000)	\$ -	\$ (14,037)	\$ (41,712)	28%
001	000	401900	Beverage License	\$ (250)	\$ -	\$ -	\$ (25)	10%
001	000	402000	Business License	\$ (20,000)	\$ -	\$ (153)	\$ (761)	4%
001	000	402200	State Liquor Fees	\$ (64,000)	\$ -	\$ -	\$ (10,496)	16%
001	000	402300	Cigarette Tax	\$ (2,100)	\$ -	\$ -	\$ (350)	17%
001	000	402350	Marijuana Tax	\$ (4,500)	\$ -	\$ -	\$ -	0%
001	000	402500	State Revenue Sharing	\$ (58,000)	\$ -	\$ -	\$ (13,537)	23%
001	000	402700	Refunds & Misc	\$ (58,000)	\$ -	\$ (95,410)	\$ (107,920)	186%
001	000	402735	Public Records Request	\$ -	\$ -	\$ (30)	\$ (50)	0%
001	000	402750	Land Use Fees	\$ -	\$ -	\$ -	\$ (710)	0%
001	000	402800	Toledo Rural Fire Protect	\$ (60,000)	\$ -	\$ -	\$ (18,229)	30%
001	000	402825	Fire Protection Services	\$ (5,000)	\$ -	\$ -	\$ -	0%
001	000	403000	Municipal Court Fines	\$ (55,000)	\$ -	\$ (3,494)	\$ (11,832)	22%
001	000	403050	Towing Fees	\$ -	\$ -	\$ -	\$ (100)	0%
001	000	403100	Library Receipts	\$ -	\$ -	\$ (136)	\$ (1,085)	0%
001	000	403140	Library Service District	\$ (125,000)	\$ -	\$ -	\$ -	0%
001	000	403150	Siletz Agreement	\$ (20,400)	\$ -	\$ (1,700)	\$ (5,100)	25%
001	000	405250	Grants	\$ (75,000)	\$ -	\$ (534)	\$ (34,583)	46%
001	000	405380	Rents and Leases	\$ (17,400)	\$ -	\$ (2,100)	\$ (6,150)	35%
001	000	405386	Transfer from CC Strat Reserve	\$ (839,684)	\$ -	\$ -	\$ -	0%
001	000	405390	Transfer from Urban Renewal	\$ (40,000)	\$ -	\$ -	\$ -	0%
Revenue Totals				\$ 5,785,995	\$ 670,999	\$ 125,627	\$ 1,124,279	19%

EXPENDITURES

				Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	620500	Equipment	\$ 72,000	\$ -	\$ -	\$ -	0%
001	500		CAPITAL OUTLAY	\$ 72,000	\$ -	\$ -	\$ -	0%
001	500	631600	Transfer to General Reserve	\$ 165,000	\$ -	\$ -	\$ -	0%
001	700	631960	Trans to Bldg & Property Res	\$ 60,000	\$ -	\$ -	\$ -	0%
001	700		TRANSFERS	\$ 225,000	\$ -	\$ -	\$ -	0%
001	900	640100	Contingency	\$ 100,000	\$ -	\$ -	\$ -	0%
001	900		CONTINGENCY	\$ 100,000	\$ -	\$ -	\$ -	0%
001	800	500000	Salaries	\$ 1,914,961	\$ -	\$ 141,178	\$ 497,016	26%
001	500	500088	Wildland Firefighter	\$ 15,000	\$ -	\$ -	\$ -	0%
001	500	501400	Call Time	\$ 15,000	\$ -	\$ 225	\$ 368	2%
001	800	501500	Overtime	\$ 141,000	\$ -	\$ 4,980	\$ 18,880	13%
001	500	501501	Overtime Wildland Firefighters	\$ 2,500	\$ -	\$ 5,303	\$ 5,303	212%
001	400	501600	Grant Overtime	\$ 12,500	\$ -	\$ -	\$ -	0%
001	800	504700	Social Security	\$ 130,165	\$ -	\$ 11,844	\$ 40,339	31%
001	800	504800	Health Insurance	\$ 553,565	\$ -	\$ 28,650	\$ 79,584	14%
001	400	504850	Personal Holiday	\$ -	\$ -	\$ -	\$ -	0%
001	800	504900	Workers' Comp	\$ 16,177	\$ -	\$ 35	\$ 40,649	251%
001	800	505000	Retirement	\$ 443,665	\$ -	\$ 45,425	\$ 114,457	26%
001	900	604000	Unemployment	\$ 30,000	\$ -	\$ -	\$ -	0%
001	900		PERSONNEL SERVICES	\$ 3,274,533	\$ -	\$ 237,640	\$ 796,596	24%

001	800	600100	Office Supplies	\$	20,200	\$	-	\$	1,025	\$	3,591	18%
001	700	600110	Grant Expenditures	\$	75,000	\$	-	\$	6,771	\$	18,096	24%
001	700	600150	Data Processing Support	\$	20,500	\$	-	\$	10	\$	7,323	36%
001	700	600200	Utilities	\$	94,200	\$	-	\$	4,975	\$	15,523	16%
001	500	600220	Communication Services	\$	262,200	\$	-	\$	-	\$	1,325	1%
001	900	600230	Advertising & Notices	\$	9,500	\$	-	\$	-	\$	181	2%
001	700	600300	Equipment Maint & Repair	\$	24,850	\$	-	\$	2,782	\$	5,868	24%
001	650	600350	Vehicle Maint & Repair	\$	99,000	\$	-	\$	7,188	\$	13,183	13%
001	650	600400	Facility Needs	\$	45,000	\$	-	\$	4,002	\$	9,444	21%
001	900	600600	Travel & Training	\$	58,000	\$	-	\$	15,231	\$	24,190	42%
001	800	600700	Membership & Subscription	\$	29,950	\$	-	\$	1,032	\$	19,023	64%
001	900	601700	Insurance	\$	150,000	\$	-	\$	-	\$	147,981	99%
001	700	603500	Books & Materials	\$	27,000	\$	-	\$	2,059	\$	6,540	24%
001	900	603600	Safety Committee	\$	3,000	\$	-	\$	-	\$	-	0%
001	900	603700	City Council	\$	23,500	\$	-	\$	257	\$	2,995	13%
001	900	603800	Planning Commission	\$	1,000	\$	-	\$	-	\$	404	40%
001	900	603900	Economic Development	\$	15,000	\$	-	\$	(37)	\$	-	0%
001	900	603950	Abatement	\$	25,000	\$	-	\$	-	\$	-	0%
001	900	603975	Contributions	\$	21,180	\$	-	\$	2,000	\$	20,180	95%
001	100	604400	Street Lights	\$	165,000	\$	-	\$	14,754	\$	43,252	26%
001	700	606500	Youth Program Support	\$	7,000	\$	-	\$	56	\$	994	14%
001	700	606550	Adult Program Support	\$	7,000	\$	-	\$	833	\$	1,235	18%
001	400	606600	Community Programs	\$	1,300	\$	-	\$	562	\$	2,428	187%
001	900	606660	Community Programs	\$	15,000	\$	-	\$	3,180	\$	3,180	21%
001	900	607500	Special Purchases	\$	70,500	\$	-	\$	380	\$	4,711	7%
001	900	608000	Supplies	\$	73,000	\$	-	\$	4,488	\$	10,434	14%
001	650	608050	Janitorial Supplies	\$	5,000	\$	-	\$	95	\$	467	9%
001	800	608100	Contract & Other Services	\$	453,500	\$	-	\$	20,110	\$	152,641	34%
001	900	608125	Audit Services	\$	25,000	\$	-	\$	-	\$	-	0%
001	500	608150	Volunteer Program	\$	35,000	\$	-	\$	164	\$	2,936	8%
001	500		MATERIALS & SERVICES	\$	1,861,380	\$	-	\$	91,917	\$	518,123	28%
001	900	801000	Unappropriated Surplus	\$	253,082	\$	-	\$	-	\$	-	0%
001	900		UNAPPROPRIATED	\$	253,082	\$	-	\$	-	\$	-	0%
Expense Totals				\$	5,785,995	\$	-	\$	329,557	\$	1,314,719	23%
Net Totals						\$	670,999	\$	(203,930)	\$	(190,440)	

Administration Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	100	620500	Equipment	\$ 20,000	\$ -	\$ -	\$ -	0%
001	100		CAPITAL OUTLAY	\$ 20,000	\$ -	\$ -	\$ -	0%
001	100	500000	Salaries	\$ 431,523	\$ -	\$ 40,826	\$ 207,096	48%
001	100	501500	Overtime	\$ 3,000	\$ -	\$ 116	\$ 186	6%
001	100	504700	Social Security	\$ 28,074	\$ -	\$ 3,197	\$ 15,840	56%
001	100	504800	Health Insurance	\$ 116,498	\$ -	\$ 3,821	\$ 9,746	8%
001	100	504900	Workers' Comp	\$ 3,488	\$ -	\$ 6	\$ 1,871	54%
001	100	505000	Retirement	\$ 87,175	\$ -	\$ 18,881	\$ 33,250	38%
001	100		PERSONNEL SERVICES	\$ 669,758	\$ -	\$ 66,848	\$ 267,990	40%
001	100	600100	Office Supplies	\$ 6,000	\$ -	\$ 580	\$ 2,066	34%
001	100	600150	Data Processing Support	\$ 17,000	\$ -	\$ 10	\$ 7,323	43%
001	100	600200	Utilities	\$ 10,500	\$ -	\$ 607	\$ 1,846	18%
001	100	600230	Advertising & Notices	\$ 5,500	\$ -	\$ -	\$ 181	3%
001	100	600300	Equipment Maint & Repair	\$ 1,000	\$ -	\$ -	\$ -	0%
001	100	600600	Travel & Training	\$ 20,000	\$ -	\$ 11,508	\$ 13,413	67%
001	100	600700	Membership & Subscription	\$ 25,000	\$ -	\$ 862	\$ 18,663	75%
001	100	601700	Insurance	\$ 150,000	\$ -	\$ -	\$ 147,981	99%
001	100	604400	Street Lights	\$ 165,000	\$ -	\$ 14,754	\$ 43,252	26%
001	100	607500	Special Purchases	\$ 20,000	\$ -	\$ -	\$ -	0%
001	100	608000	Supplies	\$ 5,000	\$ -	\$ 175	\$ 175	4%
001	100	608100	Contract & Other Services	\$ 300,000	\$ -	\$ 11,668	\$ 82,859	28%
001	100		MATERIALS & SERVICES	\$ 725,000	\$ -	\$ 40,164	\$ 317,757	44%
			Expense Totals	\$ 1,414,758	\$ -	\$ 107,012	\$ 585,747	41%

Police Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	400	620500	Equipment	\$ 27,000	\$ -	\$ -	\$ -	0%
001	400		CAPITAL OUTLAY	\$ 27,000	\$ -	\$ -	\$ -	0%
001	400	631600	Transfer to General Reserve	\$ 55,000	\$ -	\$ -	\$ -	0%
001	400	631960	Trans to Bldg & Property Res	\$ 20,000	\$ -	\$ -	\$ -	0%
001	400		TRANSFERS	\$ 75,000	\$ -	\$ -	\$ -	0%
001	400	500000	Salaries	\$ 759,711	\$ -	\$ 52,671	\$ 158,998	21%
001	400	501500	Overtime	\$ 100,000	\$ -	\$ 4,066	\$ 16,897	17%
001	400	501600	Grant Overtime	\$ 12,500	\$ -	\$ -	\$ -	0%
001	400	504700	Social Security	\$ 53,432	\$ -	\$ 4,436	\$ 13,765	26%
001	400	504800	Health Insurance	\$ 208,770	\$ -	\$ 12,016	\$ 35,751	17%
001	400	504850	Personal Holiday	\$ -	\$ -	\$ -	\$ -	0%
001	400	504900	Workers' Comp	\$ 6,637	\$ -	\$ 13	\$ 14,439	218%
001	400	505000	Retirement	\$ 194,905	\$ -	\$ 16,457	\$ 50,523	26%
001	400		PERSONNEL SERVICES	\$ 1,335,955	\$ -	\$ 89,658	\$ 290,374	22%
001	400	600100	Office Supplies	\$ 6,000	\$ -	\$ 374	\$ 1,098	18%
001	400	600200	Utilities	\$ 50,000	\$ -	\$ 2,613	\$ 8,014	16%
001	400	600220	Communication Services	\$ 200,000	\$ -	\$ -	\$ 1,325	1%
001	400	600300	Equipment Maint & Repair	\$ 2,600	\$ -	\$ 1,043	\$ 1,098	42%
001	400	600350	Vehicle Maint & Repair	\$ 32,000	\$ -	\$ 1,493	\$ 4,758	15%
001	400	600600	Travel & Training	\$ 13,000	\$ -	\$ 661	\$ 2,111	16%
001	400	600700	Membership & Subscriptions	\$ 2,500	\$ -	\$ -	\$ 90	4%
001	400	606600	Community Programs	\$ 1,300	\$ -	\$ 562	\$ 2,428	187%
001	400	607500	Special Purchases	\$ 15,000	\$ -	\$ -	\$ 1,231	8%
001	400	608000	Supplies	\$ 13,000	\$ -	\$ 1,155	\$ 1,505	12%
001	400	608100	Contract & Other Services	\$ 35,000	\$ -	\$ 167	\$ 39,443	113%
001	400		MATERIALS & SERVICES	\$ 370,400	\$ -	\$ 8,067	\$ 63,101	17%
			Expense Totals	\$ 1,808,355	\$ -	\$ 97,726	\$ 353,475	20%

Fire Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	620500	Equipment	\$ 25,000	\$ -	\$ -	\$ -	0%
001	500		CAPITAL OUTLAY	\$ 25,000	\$ -	\$ -	\$ -	0%
001	500	631600	Transfer to General Reserve	\$ 110,000	\$ -	\$ -	\$ -	0%
001	500	631960	Trans to Bldg & Property Res	\$ 15,000	\$ -	\$ -	\$ -	0%
001	500		TRANSFERS	\$ 125,000	\$ -	\$ -	\$ -	0%
001	500	500000	Salaries	\$ 268,200	\$ -	\$ 13,885	\$ 37,084	14%
001	500	500088	Wildland Firefighter	\$ 15,000	\$ -	\$ -	\$ -	0%
001	500	501400	Call Time	\$ 15,000	\$ -	\$ 225	\$ 368	2%
001	500	501500	Overtime	\$ 35,000	\$ -	\$ 758	\$ 1,532	4%
001	500	501501	Overtime Wildland Firefighters	\$ 2,500	\$ -	\$ 5,303	\$ 5,303	212%
001	500	504700	Social Security	\$ 18,489	\$ -	\$ 1,577	\$ 3,425	19%
001	500	504800	Health Insurance	\$ 88,372	\$ -	\$ 2,050	\$ 6,129	7%
001	500	504900	Workers' Comp	\$ 2,297	\$ -	\$ 5	\$ 18,826	820%
001	500	505000	Retirement	\$ 67,342	\$ -	\$ 2,867	\$ 9,762	15%
001	500		PERSONNEL SERVICES	\$ 512,200	\$ -	\$ 26,670	\$ 82,427	16%
001	500	600100	Office Supplies	\$ 2,000	\$ -	\$ -	\$ 1	0%
001	500	600110	Grant Expenditures	\$ 45,000	\$ -	\$ 6,370	\$ 17,395	39%
001	500	600200	Utilities	\$ 17,000	\$ -	\$ 898	\$ 2,753	16%
001	500	600220	Communication Services	\$ 62,200	\$ -	\$ -	\$ -	0%
001	500	600300	Equipment Maint & Repair	\$ 18,000	\$ -	\$ 973	\$ 3,711	21%
001	500	600350	Vehicle Maint & Repair	\$ 57,000	\$ -	\$ 3,329	\$ 4,924	9%
001	500	600600	Travel & Training	\$ 14,500	\$ -	\$ 1,351	\$ 1,526	11%
001	500	600700	Membership & Subscription	\$ 1,200	\$ -	\$ 170	\$ 270	23%
001	500	607500	Special Purchases	\$ 10,000	\$ -	\$ -	\$ 1,400	14%
001	500	608000	Supplies	\$ 40,000	\$ -	\$ 430	\$ 4,959	12%
001	500	608100	Contract & Other Services	\$ 60,000	\$ -	\$ 6,995	\$ 21,729	36%
001	500	608150	Volunteer Program	\$ 35,000	\$ -	\$ 164	\$ 2,936	8%
001	500		MATERIALS & SERVICES	\$ 361,900	\$ -	\$ 20,680	\$ 61,604	17%
			Expense Totals	\$ 1,024,100	\$ -	\$ 47,350	\$ 144,030	14%

Property Maintenance Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	650	500000	Salaries	\$ 185,452	\$ -	\$ 13,524	\$ 34,017	18%
001	650	501500	Overtime	\$ 2,500	\$ -	\$ 40	\$ 179	7%
001	650	504700	Social Security	\$ 10,880	\$ -	\$ 1,108	\$ 2,803	26%
001	650	504800	Health Insurance	\$ 38,666	\$ -	\$ 4,850	\$ 10,221	26%
001	650	504900	Worker's Comp	\$ 1,352	\$ -	\$ 5	\$ 5,366	397%
001	650	505000	Retirement	\$ 32,520	\$ -	\$ 2,265	\$ 6,254	19%
001	650		PERSONNEL SERVICES	\$ 271,370	\$ -	\$ 21,791	\$ 58,840	22%
001	650	600100	Office Supplies	\$ 200	\$ -	\$ 7	\$ 13	7%
001	650	600200	Utilities	\$ 4,200	\$ -	\$ 256	\$ 1,089	26%
001	650	600300	Equipment Maint & Repair	\$ 2,500	\$ -	\$ 767	\$ 1,059	42%
001	650	600350	Vehicle Maint & Repair	\$ 10,000	\$ -	\$ 2,367	\$ 3,501	35%
001	650	600400	Facility Needs	\$ 45,000	\$ -	\$ 4,002	\$ 9,444	21%
001	650	600600	Travel & Training	\$ 500	\$ -	\$ -	\$ -	0%
001	650	607500	Special Purchases	\$ 8,000	\$ -	\$ 380	\$ 380	5%
001	650	608000	Supplies	\$ 10,000	\$ -	\$ 2,322	\$ 2,925	29%
001	650	608050	Janitorial Supplies	\$ 5,000	\$ -	\$ 95	\$ 467	9%
001	650	608100	Contract & Other Services	\$ 25,000	\$ -	\$ 611	\$ 1,818	7%
001	650		MATERIALS & SERVICES	\$ 110,400	\$ -	\$ 10,806	\$ 20,698	19%
			Expense Totals	\$ 381,770	\$ -	\$ 32,596	\$ 79,538	21%

Library Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	700	631960	Trans to Bldg & Property Res	\$ 25,000	\$ -	\$ -	\$ -	0%
001	700		TRANSFERS	\$ 25,000	\$ -	\$ -	\$ -	0%
001	700	500000	Salaries	\$ 258,659	\$ -	\$ 19,197	\$ 56,577	22%
001	700	504700	Social Security	\$ 18,450	\$ -	\$ 1,447	\$ 4,258	23%
001	700	504800	Health Insurance	\$ 97,786	\$ -	\$ 5,438	\$ 16,310	17%
001	700	504900	Workers' Comp	\$ 2,293	\$ -	\$ 6	\$ 146	6%
001	700	505000	Retirement	\$ 59,123	\$ -	\$ 4,704	\$ 13,888	23%
001	700		PERSONNEL SERVICES	\$ 436,311	\$ -	\$ 30,792	\$ 91,180	21%
001	700	600100	Office Supplies	\$ 5,500	\$ -	\$ 65	\$ 373	7%
001	700	600110	Grant Expenditures	\$ 30,000	\$ -	\$ 401	\$ 701	2%
001	700	600150	Data Processing Support	\$ 3,500	\$ -	\$ -	\$ -	0%
001	700	600200	Utilities	\$ 12,500	\$ -	\$ 601	\$ 1,821	15%
001	700	600300	Equipment Maint & Repair	\$ 750	\$ -	\$ -	\$ -	0%
001	700	600600	Travel & Training	\$ 1,500	\$ -	\$ -	\$ -	0%
001	700	600700	Membership & Subscription	\$ 1,000	\$ -	\$ -	\$ -	0%
001	700	603500	Books & Materials	\$ 27,000	\$ -	\$ 2,059	\$ 6,540	24%
001	700	606500	Youth Program Support	\$ 7,000	\$ -	\$ 56	\$ 994	14%
001	700	606550	Adult Program Support	\$ 7,000	\$ -	\$ 833	\$ 1,235	18%
001	700	607500	Special Purchases	\$ 5,000	\$ -	\$ -	\$ 1,700	34%
001	700	608000	Supplies	\$ 2,000	\$ -	\$ 211	\$ 674	34%
001	700	608100	Contract & Other Services	\$ 16,500	\$ -	\$ 170	\$ 1,263	8%
001	700		MATERIALS & SERVICES	\$ 119,250	\$ -	\$ 4,395	\$ 15,302	13%
			Expense Totals	\$ 580,561	\$ -	\$ 35,187	\$ 106,482	18%

Municipal Court Department
1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	800	500000	Salaries	\$ 11,416	\$ -	\$ 1,075	\$ 3,244	28%
001	800	501500	Overtime	\$ 500	\$ -	\$ -	\$ 87	17%
001	800	504700	Social Security	\$ 840	\$ -	\$ 79	\$ 247	29%
001	800	504800	Health Insurance	\$ 3,473	\$ -	\$ 475	\$ 1,426	41%
001	800	504900	Workers' Comp	\$ 110	\$ -	\$ 0	\$ 1	1%
001	800	505000	Retirement	\$ 2,600	\$ -	\$ 251	\$ 779	30%
001	800		PERSONNEL SERVICES	\$ 18,939	\$ -	\$ 1,881	\$ 5,784	31%
001	800	600100	Office Supplies	\$ 500	\$ -	\$ -	\$ 39	8%
001	800	600600	Travel & Training	\$ 1,500	\$ -	\$ -	\$ -	0%
001	800	600700	Membership & Subscription	\$ 250	\$ -	\$ -	\$ -	0%
001	800	608100	Contract & Other Services	\$ 17,000	\$ -	\$ 500	\$ 5,529	33%
001	800		MATERIALS & SERVICES	\$ 19,250	\$ -	\$ 500	\$ 5,568	29%
			Expense Totals	\$ 38,189	\$ -	\$ 2,381	\$ 11,352	30%

General Services Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	900	640100	Contingency	\$ 100,000	\$ -	\$ -	\$ -	0%
001	900		CONTINGENCY	\$ 100,000	\$ -	\$ -	\$ -	0%
001	900	604000	Unemployment	\$ 30,000	\$ -	\$ -	\$ -	0%
001	900		PERSONNEL SERVICES	\$ 30,000	\$ -	\$ -	\$ -	0%
001	900	600230	Advertising & Notices	\$ 4,000	\$ -	\$ -	\$ -	0%
001	900	600600	Travel & Training	\$ 7,000	\$ -	\$ 1,711	\$ 7,139	102%
001	900	601700	Insurance	\$ -	\$ -	\$ -	\$ -	0%
001	900	603600	Safety Committee	\$ 3,000	\$ -	\$ -	\$ -	0%
001	900	603700	City Council	\$ 23,500	\$ -	\$ 257	\$ 2,995	13%
001	900	603800	Planning Commission	\$ 1,000	\$ -	\$ -	\$ 404	40%
001	900	603900	Economic Development	\$ 15,000	\$ -	\$ (37)	\$ -	0%
001	900	603950	Abatement	\$ 25,000	\$ -	\$ -	\$ -	0%
001	900	603975	Contributions	\$ 21,180	\$ -	\$ 2,000	\$ 20,180	95%
001	900	606660	Community Programs	\$ 15,000	\$ -	\$ 3,180	\$ 3,180	21%
001	900	607500	Special Purchases	\$ 12,500	\$ -	\$ -	\$ -	0%
001	900	608000	Supplies	\$ 3,000	\$ -	\$ 195	\$ 195	7%
001	900	608125	Audit Services	\$ 25,000	\$ -	\$ -	\$ -	0%
001	900		MATERIALS & SERVICES	\$ 155,180	\$ -	\$ 7,306	\$ 34,093	22%
001	900	801000	Unappropriated Surplus	\$ 253,082	\$ -	\$ -	\$ -	0%
001	900		UNAPPROPRIATED	\$ 253,082	\$ -	\$ -	\$ -	0%
			Expense Totals	\$ 538,262	\$ -	\$ 7,306	\$ 34,093	6%

Streets Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
011	000	400100	Beginning Fund Balance	\$ (2,514,567)	\$ (2,611,994)	\$ -	\$ (2,611,994)	104%
011	000	400400	Interest	\$ (100,000)	\$ -	\$ -	\$ (19,868)	20%
011	000	401300	Natural Gas Franchise	\$ (18,000)	\$ -	\$ -	\$ (4,232)	24%
011	000	401400	Telephone Franchise	\$ (1,700)	\$ -	\$ -	\$ (502)	30%
011	000	401450	Telecommunications Franchise	\$ (2,200)	\$ -	\$ -	\$ -	0%
011	000	401500	Television Franchise	\$ (12,000)	\$ -	\$ -	\$ (2,466)	21%
011	000	401600	Garbage Franchise	\$ (75,000)	\$ -	\$ -	\$ (19,860)	26%
011	000	401700	Electric Franchise	\$ (500,000)	\$ -	\$ -	\$ (80,847)	16%
011	000	402050	Truck Permits	\$ (3,000)	\$ -	\$ -	\$ (80)	3%
011	000	402400	Oregon State Highway Tax	\$ (280,000)	\$ -	\$ -	\$ (45,093)	16%
011	000	402700	Refunds & Misc	\$ (8,000)	\$ -	\$ (500)	\$ (17,268)	216%
011	000	403600	Road Maintenance Fees	\$ (100,000)	\$ -	\$ (8,859)	\$ (26,574)	27%
Revenue Totals				\$ 3,614,467	\$ 2,611,994	\$ 9,359	\$ 2,828,783	78%

EXPENDITURES

011	110	620500	Equipment	\$ 25,000	\$ -	\$ -	\$ -	0%
011	110	620520	Systems	\$ 1,725,000	\$ -	\$ -	\$ -	0%
011	110	620540	Road Maintenance Expenditures	\$ 300,000	\$ -	\$ -	\$ -	0%
011	110		CAPITAL OUTLAY	\$ 2,050,000	\$ -	\$ -	\$ -	0%
011	110	631000	Transfer to PW Equip Reserve	\$ 35,000	\$ -	\$ -	\$ -	0%
011	110	631850	Transfer to Street Reserve	\$ 522,027	\$ -	\$ -	\$ -	0%
011	110		TRANSFERS	\$ 557,027	\$ -	\$ -	\$ -	0%
011	110	640100	Contingency	\$ 250,000	\$ -	\$ -	\$ -	0%
011	110		CONTINGENCY	\$ 250,000	\$ -	\$ -	\$ -	0%
011	110	500000	Salaries	\$ 303,953	\$ -	\$ 22,539	\$ 62,226	20%
011	110	501400	Call Time	\$ 20,000	\$ -	\$ 1,238	\$ 4,014	20%
011	110	501500	Overtime	\$ 10,000	\$ -	\$ 543	\$ 1,266	13%
011	110	504700	Social Security	\$ 21,551	\$ -	\$ 1,907	\$ 5,313	25%
011	110	504800	Health Insurance	\$ 78,156	\$ -	\$ 4,061	\$ 12,318	16%
011	110	504900	Workers' Comp	\$ 2,677	\$ -	\$ 6	\$ 5,609	210%
011	110	505000	Retirement	\$ 64,703	\$ -	\$ 5,735	\$ 16,016	25%
011	110		PERSONNEL SERVICES	\$ 501,040	\$ -	\$ 36,030	\$ 106,762	21%
011	110	600100	Office Supplies	\$ 500	\$ -	\$ 7	\$ 59	12%
011	110	600200	Utilities	\$ 12,150	\$ -	\$ 703	\$ 2,065	17%
011	110	600300	Equipment Repair	\$ 25,000	\$ -	\$ 924	\$ 2,021	8%
011	110	600350	Vehicle Maint & Repair	\$ 30,000	\$ -	\$ 1,936	\$ 2,525	8%
011	110	600420	Systems Repair	\$ 100,000	\$ -	\$ 52,748	\$ 107,666	108%
011	110	600600	Travel & Training	\$ 2,000	\$ -	\$ 569	\$ 569	28%
011	110	600700	Membership & Subscription	\$ 750	\$ -	\$ -	\$ 382	51%
011	110	601700	Insurance	\$ 33,000	\$ -	\$ -	\$ 31,748	96%
011	110	607500	Special Purchases	\$ 3,000	\$ -	\$ 830	\$ 1,157	39%
011	110	608000	Supplies	\$ 20,000	\$ -	\$ 1,178	\$ 2,288	11%
011	110	608100	Contract & Other Services	\$ 15,000	\$ -	\$ 2,469	\$ 4,352	29%
011	110	608175	Street Sweeping	\$ 15,000	\$ -	\$ 2,320	\$ 2,970	20%
011	110		MATERIALS & SERVICES	\$ 256,400	\$ -	\$ 63,683	\$ 157,801	62%
Expense Totals				\$ 3,614,467	\$ -	\$ 99,712	\$ 264,563	7%
NET TOTALS					\$ 2,611,994	\$ (90,354)	\$ 2,564,219	

Water Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

WATER REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	000	400100	Beginning Fund Balance	\$ (326,921)	\$ (367,201)	\$ -	\$ (367,201)	112%
012	000	400400	Interest	\$ (28,000)	\$ -	\$ -	\$ (2,794)	10%
012	000	402700	Refunds & Misc	\$ (5,000)	\$ -	\$ (27)	\$ (590)	12%
012	000	402720	Public Works Inspection Fee	\$ (50)	\$ -	\$ -	\$ -	0%
012	000	402730	Haulable Water	\$ (2,000)	\$ -	\$ (528)	\$ (1,799)	90%
012	000	403700	Sale of Water	\$ (1,452,636)	\$ -	\$ (117,721)	\$ (419,904)	29%
012	000	403800	Meter Charges-Connection Fees	\$ (2,000)	\$ -	\$ (1,624)	\$ (1,624)	81%
012	000	403900	Service Fees	\$ (1,500)	\$ -	\$ (100)	\$ (500)	33%
012	000	403950	Delinquent Fees	\$ (15,000)	\$ -	\$ (1,335)	\$ (3,645)	24%
012	000	404100	Sale of Water to Seal Rock	\$ (1,000)	\$ -	\$ -	\$ -	0%
012	000	404125	H2O Program Donations	\$ (500)	\$ -	\$ (50)	\$ (150)	30%
Water Revenue Totals				\$ 1,834,607	\$ 367,201	\$ 121,385	\$ 798,206	44%

WATER PLANT EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	120	620500	Equipment	\$ 10,000	\$ -	\$ -	\$ -	0%
012	120		CAPITAL OUTLAY	\$ 10,000	\$ -	\$ -	\$ -	0%
012	120	640100	Contingency	\$ 50,000	\$ -	\$ -	\$ -	0%
012	120		CONTINGENCY	\$ 50,000	\$ -	\$ -	\$ -	0%
012	120	500000	Salaries	\$ 229,342	\$ -	\$ 17,027	\$ 50,983	22%
012	120	501400	Call Time	\$ 25,000	\$ -	\$ 2,038	\$ 6,185	25%
012	120	501500	Overtime	\$ 10,000	\$ -	\$ 14	\$ 88	1%
012	120	504700	Social Security	\$ 16,590	\$ -	\$ 1,477	\$ 4,430	27%
012	120	504800	Health Insurance	\$ 60,990	\$ -	\$ 4,458	\$ 13,356	22%
012	120	504900	Workers' Comp	\$ 2,061	\$ -	\$ 4	\$ 1,856	90%
012	120	505000	Retirement	\$ 49,963	\$ -	\$ 4,497	\$ 13,557	27%
012	120		PERSONNEL SERVICES	\$ 393,946	\$ -	\$ 29,514	\$ 90,454	23%
012	120	600100	Office Supplies	\$ 500	\$ -	\$ 7	\$ 336	67%
012	120	600150	Data Processing Support	\$ 8,000	\$ -	\$ 244	\$ 3,498	44%
012	120	600200	Utilities	\$ 72,000	\$ -	\$ 4,636	\$ 13,902	19%
012	120	600300	Equipment Maint & Repair	\$ 7,000	\$ -	\$ 301	\$ 1,352	19%
012	120	600350	Vehicle Maint & Repair	\$ 5,500	\$ -	\$ 199	\$ 432	8%
012	120	600400	Facility Needs	\$ 20,000	\$ -	\$ -	\$ -	0%
012	120	600420	Systems Repair	\$ 13,000	\$ -	\$ 873	\$ 2,715	21%
012	120	600600	Travel & Training	\$ 1,500	\$ -	\$ 412	\$ 412	27%
012	120	600700	Membership & Subscription	\$ 4,000	\$ -	\$ -	\$ 382	10%
012	120	601700	Insurance	\$ 46,000	\$ -	\$ -	\$ 42,121	92%
012	120	607500	Special Purchases	\$ 12,500	\$ -	\$ 830	\$ 830	7%
012	120	608000	Supplies	\$ 40,000	\$ -	\$ 614	\$ 2,267	6%
012	120	608100	Contract & Other Services	\$ 22,000	\$ -	\$ 4,010	\$ 7,471	34%
012	120		MATERIALS & SERVICES	\$ 252,000	\$ -	\$ 12,126	\$ 75,719	30%
Water Plant Expense Totals				\$ 705,946	\$ -	\$ 41,640	\$ 166,173	24%

WATER DISTRIBUTION EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	125	631800	Transfer to Water Reserve	\$ 21,085	\$ -	\$ -	\$ -	0%
012	125		TRANSFERS	\$ 21,085	\$ -	\$ -	\$ -	0%
012	125	640100	Contingency	\$ 100,000	\$ -	\$ -	\$ -	0%
012	125		CONTINGENCY	\$ 100,000	\$ -	\$ -	\$ -	0%
012	125	500000	Salaries	\$ 227,810	\$ -	\$ 17,218	\$ 47,738	21%
012	125	501400	Call Time	\$ 5,000	\$ -	\$ 370	\$ 974	19%

012	125	501500	Overtime	\$	7,500	\$	-	\$	390	\$	1,123	15%
012	125	504700	Social Security	\$	16,683	\$	-	\$	1,395	\$	3,857	23%
012	125	504800	Health Insurance	\$	61,388	\$	-	\$	3,506	\$	10,032	16%
012	125	504900	Workers' Comp	\$	2,073	\$	-	\$	5	\$	1,857	90%
012	125	505000	Retirement	\$	50,262	\$	-	\$	4,244	\$	11,807	23%
012	125		PERSONNEL SERVICES	\$	370,716	\$	-	\$	27,128	\$	77,388	21%
012	125	600100	Office Supplies	\$	4,000	\$	-	\$	44	\$	541	14%
012	125	600150	Data Processing Support	\$	9,000	\$	-	\$	244	\$	3,498	39%
012	125	600200	Utilities	\$	13,000	\$	-	\$	645	\$	1,786	14%
012	125	600300	Equipment Maint & Repair	\$	7,000	\$	-	\$	681	\$	998	14%
012	125	600350	Vehicle Maint & Repair	\$	15,000	\$	-	\$	606	\$	1,156	8%
012	125	600400	Facility Needs	\$	1,500	\$	-	\$	-	\$	-	0%
012	125	600420	Systems Repair	\$	70,000	\$	-	\$	2,703	\$	5,485	8%
012	125	600600	Travel & Training	\$	5,500	\$	-	\$	412	\$	412	7%
012	125	600700	Membership & Subscription	\$	5,000	\$	-	\$	-	\$	382	8%
012	125	601700	Insurance	\$	14,000	\$	-	\$	-	\$	14,350	103%
012	125	603980	H2O Program Expenses	\$	3,500	\$	-	\$	-	\$	-	0%
012	125	607500	Special Purchases	\$	8,000	\$	-	\$	2,841	\$	2,841	36%
012	125	608000	Supplies	\$	32,000	\$	-	\$	3,063	\$	8,571	27%
012	125	608100	Contract & Other Services	\$	32,000	\$	-	\$	1,707	\$	8,852	28%
012	125		MATERIALS & SERVICES	\$	219,500	\$	-	\$	12,947	\$	48,872	22%
012	125	702000	2012 Debt Repayment/Bond 2016	\$	310,800	\$	-	\$	-	\$	-	0%
012	125	702500	Rev Bond 2016 - Interest/Fees	\$	106,560	\$	-	\$	53,280	\$	53,280	50%
012	125		DEBT SERVICES	\$	417,360	\$	-	\$	53,280	\$	53,280	13%
Water Distribution Expense Totals				\$	1,128,661	\$	-	\$	93,355	\$	179,540	16%
NET TOTALS					\$	367,201	\$	(13,609)	\$	452,493		

Sewer Department

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

SEWER REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	000	400100	Beginning Fund Balance	\$ (216,101)	\$ (260,083)	\$ -	\$ (260,083)	120%
013	000	400400	Interest	\$ (20,000)	\$ -	\$ -	\$ (1,998)	10%
013	000	402700	Refunds & Misc	\$ (1,500)	\$ -	\$ (47)	\$ (781)	52%
013	000	402720	Public Works Inspection Fee	\$ (100)	\$ -	\$ -	\$ -	0%
013	000	404400	Sewer Charges	\$ (1,300,000)	\$ -	\$ (103,161)	\$ (311,515)	24%
013	000	404500	Sewer Connection Fees	\$ (100)	\$ -	\$ -	\$ -	0%
Revenue Totals				\$ 1,537,801	\$ 260,083	\$ 103,209	\$ 574,376	37%

SEWER PLANT EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	130	631000	Transfer to PW Reserve	\$ 6,000	\$ -	\$ -	\$ -	0%
013	130	631900	Transfer to Sewer Reserve	\$ 25,000	\$ -	\$ -	\$ -	0%
013	130		TRANSFERS	\$ 31,000	\$ -	\$ -	\$ -	0%
013	130	640100	Contingency	\$ 50,000	\$ -	\$ -	\$ -	0%
013	130		CONTINGENCY	\$ 50,000	\$ -	\$ -	\$ -	0%
013	130	500000	Salaries	\$ 204,800	\$ -	\$ 16,549	\$ 49,304	24%
013	130	501400	Call Time	\$ 27,000	\$ -	\$ 1,955	\$ 5,968	22%
013	130	501500	Overtime	\$ 10,000	\$ -	\$ 324	\$ 1,772	18%
013	130	504700	Social Security	\$ 14,624	\$ -	\$ 1,459	\$ 4,422	30%
013	130	504800	Health Insurance	\$ 53,825	\$ -	\$ 3,592	\$ 10,756	20%
013	130	504900	Workers' Comp	\$ 1,819	\$ -	\$ 4	\$ 2,571	141%
013	130	505000	Retirement	\$ 44,062	\$ -	\$ 4,418	\$ 13,452	31%
013	130		PERSONNEL SERVICES	\$ 356,130	\$ -	\$ 28,302	\$ 88,245	25%
013	130	600100	Office Supplies	\$ 700	\$ -	\$ 7	\$ 336	48%
013	130	600150	Data Processing Support	\$ 7,500	\$ -	\$ 244	\$ 3,498	47%
013	130	600200	Utilities	\$ 46,000	\$ -	\$ 3,532	\$ 10,317	22%
013	130	600220	Communication Services	\$ -	\$ -	\$ -	\$ (275)	0%
013	130	600300	Equipment Maint & Repair	\$ 10,000	\$ -	\$ -	\$ 252	3%
013	130	600350	Vehicle Maint & Repair	\$ 2,250	\$ -	\$ 503	\$ 725	32%
013	130	600400	Facility Needs	\$ 4,000	\$ -	\$ -	\$ 34	1%
013	130	600420	Systems Repair	\$ 45,000	\$ -	\$ -	\$ -	0%
013	130	600600	Travel & Training	\$ 2,500	\$ -	\$ 412	\$ 412	16%
013	130	600700	Membership & Subscription	\$ 1,500	\$ -	\$ -	\$ 382	25%
013	130	601700	Insurance	\$ 57,000	\$ -	\$ -	\$ 52,194	92%
013	130	607500	Special Purchases	\$ 7,000	\$ -	\$ 822	\$ 840	12%
013	130	608000	Supplies	\$ 72,000	\$ -	\$ 6,888	\$ 10,578	15%
013	130	608100	Contract & Other Services	\$ 15,000	\$ -	\$ 2,634	\$ 4,566	30%
013	130		MATERIALS & SERVICES	\$ 270,450	\$ -	\$ 15,042	\$ 83,858	31%
Sewer Plant Expense Totals				\$ 707,580	\$ -	\$ 43,344	\$ 172,103	24%

SEWER COLLECTION EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	135	631000	Transfer to PW Reserve	\$ 10,000	\$ -	\$ -	\$ -	0%
013	135	631900	Transfer to Sewer Reserve	\$ 25,000	\$ -	\$ -	\$ -	0%
013	135		TRANSFERS	\$ 35,000	\$ -	\$ -	\$ -	0%
013	135	640100	Contingency	\$ 67,774	\$ -	\$ -	\$ -	0%
013	135		CONTINGENCY	\$ 67,774	\$ -	\$ -	\$ -	0%
013	135	500000	Salaries	\$ 227,810	\$ -	\$ 17,218	\$ 47,738	21%
013	135	501400	Call Time	\$ 8,000	\$ -	\$ 370	\$ 974	12%
013	135	501500	Overtime	\$ 7,000	\$ -	\$ 390	\$ 1,123	16%
013	135	504700	Social Security	\$ 15,852	\$ -	\$ 1,395	\$ 3,857	24%
013	135	504800	Health Insurance	\$ 57,949	\$ -	\$ 3,506	\$ 10,033	17%
013	135	504900	Workers' Comp	\$ 1,970	\$ -	\$ 5	\$ 2,570	130%
013	135	505000	Retirement	\$ 47,691	\$ -	\$ 4,244	\$ 11,807	25%
013	135		PERSONNEL SERVICES	\$ 366,272	\$ -	\$ 27,127	\$ 78,101	21%

013	135	600100	Office Supplies	\$	3,000	\$	-	\$	7	\$	503	17%
013	135	600150	Data Processing Support	\$	8,500	\$	-	\$	244	\$	3,498	41%
013	135	600200	Utilities	\$	46,000	\$	-	\$	2,391	\$	7,417	16%
013	135	600300	Equipment Maint & Repair	\$	12,000	\$	-	\$	644	\$	644	5%
013	135	600350	Vehicle Maint & Repair	\$	13,000	\$	-	\$	579	\$	1,129	9%
013	135	600400	Building Repair	\$	2,000	\$	-	\$	-	\$	-	0%
013	135	600420	Systems Repair	\$	42,000	\$	-	\$	2,756	\$	4,756	11%
013	135	600600	Travel & Training	\$	4,000	\$	-	\$	412	\$	412	10%
013	135	600700	Membership & Subscription	\$	500	\$	-	\$	-	\$	382	76%
013	135	601700	Insurance	\$	18,000	\$	-	\$	-	\$	18,013	100%
013	135	607500	Special Purchases	\$	10,000	\$	-	\$	830	\$	830	8%
013	135	608000	Supplies	\$	8,500	\$	-	\$	362	\$	1,118	13%
013	135	608100	Contract & Other Services	\$	18,000	\$	-	\$	1,707	\$	4,659	26%
013	135		MATERIALS & SERVICES	\$	185,500	\$	-	\$	9,932	\$	43,361	23%
013	135	702000	DEQ Loan Repayment-Principal	\$	109,200	\$	-	\$	-	\$	-	0%
013	135	702500	Rev Bond 2016 - Interest/Fees	\$	37,440	\$	-	\$	18,720	\$	18,720	50%
013	135	703000	W/WW Loan 2019 - Principal	\$	14,283	\$	-	\$	-	\$	-	0%
013	135	703500	W/WW Loan 2019 Int & Fees	\$	14,752	\$	-	\$	-	\$	-	0%
013	135		DEBT SERVICES	\$	175,675	\$	-	\$	18,720	\$	18,720	11%
Sewer Collection Expense Totals				\$	830,221	\$	-	\$	55,779	\$	140,182	17%
NET TOTALS						\$	260,083	\$	4,085	\$	262,092	

City Council Strategic Reserve

1st Quarter Financial Report 2025-2026

Period 01 - 03
Fiscal Year 2026

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
020	000	400100	Beginning Fund Balance	\$ (1,030,684)	\$ (1,064,332)	\$ -	\$ (1,064,332)	103%
020	000	400400	Interest	\$ (24,000)	\$ -	\$ -	\$ (7,910)	33%
020	000	402700	Refunds & Misc	\$ (450,000)	\$ -	\$ -	\$ -	0%
			Revenue Totals	\$ 1,504,684	\$ 1,064,332	\$ -	\$ 1,072,242	71%
020	200	602200	Ollalla Meadows	\$ 590,000	\$ -	\$ 5,815	\$ 12,893	2%
020	200		CAPITAL OUTLAY	\$ 590,000	\$ -	\$ 5,815	\$ 12,893	2%
020	200	630300	Transfer to General Fund	\$ 839,684	\$ -	\$ -	\$ -	0%
020	200		TRANSFERS	\$ 839,684	\$ -	\$ -	\$ -	0%
020	200	607500	Special Purchases	\$ 37,500	\$ -	\$ -	\$ 6,000	16%
020	200	608100	Contract & Other Services	\$ 37,500	\$ -	\$ 15,924	\$ 26,090	70%
020	200		MATERIALS & SERVICES	\$ 75,000	\$ -	\$ 15,924	\$ 32,090	43%
			Expense Totals	\$ 1,504,684	\$ -	\$ 21,739	\$ 44,983	3%

Toledo Public Library
Staff Report
2025-10-15

- Public Programs
 - Super Smash Bros. Ultimate Tournament Oct. 18 at 1 p.m.
 - Trivia Night October 24 at 7 p.m.
 - Mask-Making with Oregon Coast Children's Theatre and Center for the Arts
October 25 from 10 a.m. – 2 p.m.
 - Trick-or-Treat at the Library October 31 during open hours (10-5)
- Services and Collections
 - Annual Statistical Report for State Library of Oregon has been submitted
 - “Library Corner” installed at Homie House, with more books on the way
 - Eddyville outreach plans in development—intend to start in November

HR Update: Activities & Accomplishments

HR has been hard at work strengthening our team, supporting employees and advancing City services. The following update provides City Council with a summary of HR's key activities and accomplishments as of October 1, 2025.

1. Talent Acquisition & Onboarding

- **6 New Hires** (since July 2025)
 - Library (1), City Hall (1), Fire Department (1), Public Works (3)
 - Soon ~ Executive Assistant/City Recorder (Sept 2025)
 - Built and improved **New Hire Process & Onboarding Packet**
 - Professional, consistent applicant communication
 - Facilitating interview scheduling process for managers/candidates
-

2. Compliance & Training

- Completed **E-Verify Certification** for compliant employment verification
 - Continual **audit process of existing I-9 forms** and retention schedule
 - Updated and streamlined **multiple HR forms including I-9 forms**
 - Contracted with **Background Check Vendor** for compliant and consistent screening
 - Applies to all new employees and volunteers (Police & Fire under review)
-

3. Recruitment Tools & Materials

- Created **HR email templates** for clarity and consistency
 - Updated **interview questions** with scoring metrics for objectivity
 - Updated **Job Descriptions** for 6+ positions (e.g., Accounting Clerk, Public Works positions, Finance Director, Police Officer)
 - Updated **job posting templates** with:
 - Veteran's Preference language
 - EEO, ADA, and E-Verify participation statements
 - Partnering with outside agency, Worksource Oregon, to enroll in Workforce Innovation and Opportunity Act (WIOA). WIOA-funded On the Job Training (OJT) programs to provide partial wage reimbursement to employers to offset training costs of eligible workers lacking certain required skills.
-

4. Benefits & Employee Support

- In the absence of a documented procedure, learned and applied **CIS Benefits processes** for:
 - New hires
 - Internal position changes
 - COLA/salary updates (previously not tracked consistently)
 - Completed **Request for Change (RFC)** for CIS Benefits Open Enrollment 2026
 - Partnering with CIS to **update Employee Handbook** (last revised in 2010) slated to be in final draft by end of October
-

5. Workplace Culture & Safety

- **Safety Committee Meetings** re-launched (monthly schedule set)
 - **Managing Worker's Comp** – Submitting 801 (claim) forms/interfacing with SAIF adjusters and Return To Work Consultants
 - **Tracking OSHA recordable incidents**
 - Managing response to **BOLI complaint**
-

✓ **Overall Impact:**

Since May 27 2025, HR has modernized and standardized core processes to improve consistency, strengthen compliance and support both employees and managers. Key achievements include streamlining recruitment and onboarding practices, enhancing applicant communication and implementing objective tools for interviews and job postings. Compliance has been reinforced through updated forms, certification and new vendor partnerships, while employee support has expanded with improved benefits administration, a forthcoming updated Employee Handbook and renewed focus on workplace safety. In addition, HR secured opportunities for cost savings and workforce development through participation in WIOA-supported On-the-Job Training programs, further investing in the City's long-term capacity and resilience.

**Planning Department Permit Applications
July-September, 2025**

Construction Applications:

1. Metal storage building at 1803 NW Lincoln Way
2. Carport at 1642 SE 16th Place
3. Carport at 615 SE 2nd Street
4. Foundation repairs at 364 NE Alder Street
5. House (renewed existing permit) at 180 SE 2nd Street
6. Work in the Right-of-Way for vapor pins at 200 N Main Street
7. Work in the Right-of-Way for bore and aerial work at 1400 SE Butler Bridge Road
8. Work in the Right-of-Way for NW Natural for gas service lines, flow valves, and abandon service at SE 9th Street (4 permits), SE Gaither Street (6 permits), SE Fir Street (2 permits), and SE 10th Street (1 permit)
9. Work in the Right-of-Way for sidewalk repairs and tree replacement at 320 N Main Street
10. Work in the Right-of-Way to install water and sewer laterals at 180 SE 2nd Street
11. Water meter replacement at 330 S Bay Road

Land Use Applications:

1. Annexation and Rezone request at 2054 SE Ammon Road
2. Floodplain Development Permit for utility work at SE Sturdevant Road
3. Floodplain Development Permit for two carports at 1710 NW Hwy 20
4. Lot Line Adjustment at 868 NW 6th Street/745 NW I Street
5. Replat for three lots at 375 SE Alder Street
6. Tree permit at 316 N Main Street

Annual Department Statistics				
Type of Permit	July-Sept	2025	2024	2023
Building Permit	5	21	37	31
Other Permits*	18	38	38	38
Land Use Application	7	17	17	19
Truck Permit	1	17	15	14
Banner Placement Permit	1	4	3	0
Value of Construction Improvements	\$164,667	\$8,907,211	\$ 7,465,937	\$2,180,889

*includes permits for excavation, work in the right-of-way, demolition, and water/sewer connections.

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City of Toledo Issue Tracker

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed
2/5/2025	09/17/25		Justin	Council tech upgrades	Plan for the 2nd week of Sept. follow-up- Councilor Keating Meeting in a week or two-9/11/2025	
4/16/2025		Fall	Chiefs,	Emergency Operations Plan	Subcommittee formed	Come Fall when stuff slows down work begins in earnest
5/7/2025		10/31/25	City Attorney/Rich	Fire policies reviewed by the City Attorney	Waiting for Attorney Review 8-21-25/and 9-11-2025	forwarded to City Attorney for review
5/7/2025			Council	Civic Center Naming	August 6 contract awarded to Scott Edwards to do visioning and prelim design- Sumpter	
5/20/2025		Winter	Council	Budget Committee process review	Council will consider this matter	David/Rich Follow-up with new finance Director
5/28/2025		12/01/25	SM/RH	Revisit Ordinance 1423	Ordinance adopted. Further amendments expected from CA and staff	
6/4/2025	10/22/25		Finance	Revenue options Public Safety, etc.	Schedule Work Session-October Tax Levy- RH to discuss with mayor and scheduled work session	
7/2/2025	10/22/25		Council/Staff	Review/update council rules	October Work Session	
7/10/2025			CM/Fire	faciltity use agreement	Working on next part. 9/11/25 no update	Facility use agreement in process
7/23/2025			CM/Planning	Possibly -Amend URA boundaries to include proposed donation property from Dept. of Forestry		
8/6/2025	09/17/25	10/01/25	SM/RH	Homie House	Agreement and letter of support	Create formal process
8/27/2025		10/01/25		Stray Cats	Upcoming meeting	Non-profits/community
9/3/2025			CM/Mayor	Create a mayor's committee	JR Council?	
9/17/2025	10/15/25	10/15/25		Discussion Items	Tech Update/Mix Report	
9/24/2025	10/15/25	ongoing		Discussion/Follow-up After Action		