



City Council Chambers
206 N. Main St.
Toledo, Oregon 97391
7:00 p.m.

TOLEDO CITY COUNCIL
Regular Session
August 1, 2018

- 1. Call to Order**
- 2. Visitors/Public Comment**
(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 five (5) minutes).
- 3. Consent Calendar**
Minutes from the Regular Session and Executive Session held June 6, 2018, the Regular Session on June 20, 2018 and the Regular Session and Executive Session held June 27, 2018
- 4. Discussion and Information Items**
 - Committee Updates
- 5. Decision Items**
 - Reclassification of the Finance Director position
Presented by: City Manager Craig Martin
 - Approval of creating a City Planner position
Presented by: City Manager Craig Martin
 - Approval of non-represented salary schedule
Presented by City Manager Craig Martin
 - Declare Old Ingersoll-Rand Breathing air compressor surplus – Donate
To Falls City Fire Department
Presented by Interim Fire Chiefs Dave Inman and Larry Robeson
- 6. Reports and Comments**
 - Department Reports
 - City Manager's Report
 - Council Comments
 - Mayor Comments

7. City Manager Comments

8. Executive Session

The Toledo City Council will now 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 shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced. No final decisions may be made in Executive Session. At the end of the Executive Session, the City Council will reconvene the regular session and welcome the audience back into the room.

9. Reconvene Regular Session

10. Adjournment

TOLEDO CITY COUNCIL MINUTES
REGULAR SESSION
June 6, 2018

1. Call to Order:

Mayor Billie Jo Smith called the meeting to order at 7:00 p.m. Councilors present: Michele Johnson
Joshua Smith, Council President (CP) Terri Strom, Jackie Kauffman, Bill Dalbey, and Deanne Dunlap

Staff present: City Manager (CM) Craig Martin, Police Chief (PC) Dave Enyeart, Public Works Director
(PWD) Michael J. Adams, Library Director (LD) Deborah Trusty, City Recorder (CR) Lisa Figueroa and
City Attorney (CA) David Robinson

Visitors present:

Alan Davis, Ms. Davis, Betty Kamikawa, Rodney Cross, Chris Lawrence, Don André, Jay Fineman, Dan
Garrett, Heather Jukich, Tracy Mix, Polly Chavarria, and Nancy Bryant

Mayor Smith reviewed the public comment procedures.

2. Visitors/Public Comment:

Alan Davis, community member, complained about the application of biosolids near the Siletz River
(River), which he brought up with the County Commissioners. He indicated the application of biosolids
has negatively impacted the soils and has leached into the River. He provided a report to the Council for
the record of chemicals found in the River. He requested the Council stop applying biosolids onto
farmland. Mayor Smith noted the City Council will have a presentation of biosolids application at the
next work session on Tuesday, June 12, 2018 in the City Council Chambers, which is open to the public.

Ms. Davis, community member, said she sent a letter to the Department of Environmental Quality
complaining of the biosolids application but was directed to the City. She said it is poisoning the River
and affecting the wildlife. She thanked PWD Adams for responding to her questions quickly.

Mayor Smith indicated she became aware of the issue last year and has brought it to the attention of the
other regional mayors, who contacted the Council of Governments (COG). She said COG now has an
intern who will evaluate other ways to dispose of biosolids that is environmentally compatible.

Betty Kamikawa, resident, said biosolids cannot be made into fertilizer because the chemicals contained
from pharmaceuticals, antibiotics, detergents, etc. are being washed into the biosolids.

A resident began to read a post on social media from CP Strom regarding the biosolids issue and said she
feels CP Strom has already made a decision regarding the issue. CP Strom interjected and clarified the
interpretation of the posting was not her intent. She indicated the Council needs to conduct more research
before any decision can be made on the matter.

Tracy Mix, resident, expressed concern over the actions taken on Fire Chief Will Ewing for sharing the
proposed budget. She said upon sharing the budget, there were errors pointed out in the budget, which
were corrected. She indicated the City Manager retaliated against the Fire Chief and suspended and asked
the Council to ensure Mr. Ewing is not fired.

Mayor Smith questioned if Fire Chief Ewing shared the budget document. CA Robinson said that is not
correct.

Rodney Cross, resident, said the Council has to look at the big picture. He said if Mr. Ewing is gone, that
would be the third major department head in six months. He indicated they should start trying to find out

1 why. He said they need to know. He indicated he served on the Council when Mr. Ewing was hired and
2 he has kept the Fire Department staffed and does his job well. He said they might want to look long and
3 hard at what is going on.
4

5 Ms. Kamikawa asked when the budget would be available to the public. Mayor Smith said it would be
6 available after June 20 when the budget is adopted by the Council. She said there will be an opportunity
7 for public comments at that Council meeting.
8

9 Chris Lawrence, community member, said Mr. Ewing is passionate, is an important part of the
10 community and is sad to hear he may not be with the City anymore.
11

12 A community member, commented on former employee Polly Chavarria and indicated he is upset with
13 the recent issues.
14

15 Heather Jukich, resident, inquired about the artwork in front of the Council dais.
16

17 Dan Garrett, resident, commented on the service Mr. Ewing has provided to the community. He indicated
18 Mr. Ewing would bend over backwards to work it out any problems.
19

20 Chuck Wilcox, community member, indicated the recent issues and change in employees have occurred
21 because of the new City Manager.
22

23 Mayor Smith read a statement in regards to the City Council's availability to the public, the City Charter,
24 the City Council's role and responsibilities and the City Manager. She stated due to an employee
25 complaint of the City Manager, the City Council hired an experienced neutral lawyer to conduct an
26 investigation. She stated past e-mail were reviewed, former employees and former city managers were
27 interviewed during the investigation. She said the investigation determined the complaints against City
28 Manager Craig Martin were unfounded and the investigator determined there was employee misconduct
29 which necessitated personnel actions and included the City Manager is following the wishes of the City
30 Council and the goals and objectives they set for the City. She said all fiscal or legal accusations have
31 been reviewed by the City Attorney and financial advisors, who determined the accusations unfounded
32 and city policies are being followed.
33

34 **3. Consent Calendar**

35 **Motion:** It was moved and seconded (Strom/JSmith) to approve the consent calendar consisting of the
36 May 16, 2018 City Council minutes. **Motion passed 7-0.**
37

38 **4. Discussion and Information Items**

39 Presentation: Oregon Coast Community Forest Association (OCCFA) 'Watershed: Why do we need a
40 community forest?' – Don André, Vice President
41

42 Don André and Jay Fineman presented to the Council on behalf of the Oregon Coast Community Forest
43 Association (OCCFA). He said they acquired a \$250,000 Myer Memorial Trust Grant to evaluate the
44 Oregon Coast and were one of three pilot projects that were approved. He summarized a letter he
45 submitted in regards to building a community forest. He referenced Dr. Bob McKane, who has
46 implemented the VELMA Watershed modeling. He said they found that at 80+ years, the forest begins to
47 charge and store water and becomes a water storage system. He requested the City of Toledo provide a
48 letter of support for the initiative that indicates it is a good idea. He said the OCCFA will apply for a
49 matching grant of up to \$600,000 in 2019 but will need a partner that is located within a municipal
50 watershed. The Council asked clarification questions. He indicated the grant supports education and
51 preservation of the initiative. He stated he wants the forest to be an actively managed forest to benefit the
52 community with a health aspect.
53
54

1 **Committee Updates**

2 There were no comments.

3
4 **5. Decision Items:**

5 **Temporary Use Permit Renewal – TTP-2-17 (1152 NW A Street)**

6 Mayor Smith opened the public hearing at 8:17 p.m. Councilor Johnson indicated she lives near the
7 proposed property. CM Martin presented the report. He stated the request is to renew a Temporary Use
8 for use of a Recreational Vehicle (RV) as living quarters on the Abundant Life Center property. He
9 highlighted background information that was included in the packet:

- 10
 - Temporary use was approved by staff on October 31, 2017
 - 11 • Temporary use permit expired on May 1, 2018
 - 12 • Staff notified Mr. Steindl on May 3, 2018 to remove the RV or obtain a renewal of the temporary
 - 13 use
 - 14 • Mr. Steindl and the Abundant Life Center submitted a renewal application with the appropriate
 - 15 fee.
 - 16 • The property is located in the Residential General Zone
 - 17 • Notifications were mailed to the 18 surrounding properties on May 15, 2018

18
19 CM Martin indicated only one comment was received from Ms. Edmundson who indicated she did not
20 have an issue with the proposed request, but stated there are other RVs in the general area being used in
21 the same manner and suggested they go through the same process.

22
23 Applicant:

24 Dennis Steindl addressed the Council and indicated he helps maintain the property and pays rent for use
25 of the space. The Council asked if the applicant can request another six month temporary use permit. CM
26 Martin indicated this is the last time he can request an extension per the Municipal Code. The Council
27 inquired how the City would determine if permanent residence is being sought as indicated in the
28 conditions. CM Martin responded the provisions authorize the Council to make that determination but the
29 process is not very clear in the Municipal Code. Mayor Smith opened the floor for public comment.

30
31 Ms. Mix commented on the need for housing in the community.

32
33 Mr. Cross recommended the Council make an amendment to the Code provisions.

34
35 **Motion:** It was moved and seconded (JSmith/Johnson) to approve the request to extend the deadline for
36 Temporary Use Permit #TTP-2-17 for up to six months. **Motion passed 7-0.**

37
38 **Toledo Contribution Committee recommendations for Fiscal Year 2017-2018 and 2018-2019**

39 CM Martin summarized the request for Council action. He indicated the Contributions Committee met to
40 review applications that were received for fiscal year 2018-2019. He said the Committee recognized there
41 is still \$805 available in the current fiscal year, 2017-2018. He noted the Contributions Committee
42 recommendations are included in the packet, which include awarding the remaining 2017-2018 funds.
43 Mayor Smith noted the Committee recommended \$500 be distributed to KYAQ and \$300 to the Yaquina
44 River Museum of Art.

45
46 Mr. Cross asked if there were notifications to the public of the additional funds in this year. Mayor Smith
47 indicated the additional \$805 was distributed to the applications that were received.

48
49 Councilor Dalbey recused himself from the discussion and the vote because he is the Station Manager of
50 the KYAQ. Mayor Smith recused herself from the discussion and the vote because she serves on the
51 Oregon Coast Community College Foundation Board of Directors.

Motion: It was moved and seconded (JSmith/Strom) to approve the recommendation of the Contribution Committee for the following funding allocations in the 2017 – 2018 and 2018 – 2019 fiscal year:

Oregon Coast Community College Foundation	\$1,300.00
Retired Senior Volunteer Program	\$ 600.00
Toledo Food Pantry	\$2,500.00
Toledo History Center	\$1,328.00
Yaquina River Museum of Art	\$ 300.00 (fiscal year 2017-2018)
Meals on Wheels Program	\$2,000.00
Toledo Graduation Night	\$1,000.00
KYAQ Radio	\$ 500.00 (fiscal year 2017-2018)
United Methodist Thrift Store	\$ 400.00

Motion passed: 5-0. Mayor Smith and Councilor Dalbey abstained.

CM Martin indicated the Committee discussed and suggested the Council consider making a change to the In Kind Services Policy to include a percentage of the state shared marijuana tax revenue in the annual contributions. He said it could potentially provide additional revenue.

Mr. Cross commented adding the marijuana tax makes sense and said the program was established to help the community and local nonprofits.

The Council asked when they should expect to receive exit reports from last year's recipients. CM Martin indicated the recipients have until the end of the fiscal year, June 30 to submit their exit reports, otherwise they may not receive funding in the next fiscal year. He said the exit reports are typically forwarded to the Contributions Committee but he can forward copies to the City Council.

OLCC Temporary Use Application – Elks Lodge/Toledo Summer Festival

CM Martin presented the report. He said the temporary use would allow the Elks Lodge to operate a beer garden at the Toledo Summer Festival. He said all licenses are issued through the Oregon Liquor Control Commission, however they accept recommendations from local jurisdictions.

Ms. Jukich asked which entity would hold the permit. CM Martin indicated it would be the Elks Lodge.

Ms. Mix asked if it is harder to police the beer garden in the new location. CP Enyeart replied it has not been an issue.

The Council reviewed the information and asked clarification questions.

Motion: It was moved and seconded (JSmith/Kauffman) to approve an application to the Oregon Liquor Control Commission by the Toledo Elks lodge for Temporary use of an Annual License to operate the Beer Garden at the 2018 Toledo Summer Festival. **Motion passed: 7-0.**

Approval of Street Closures for the 2018 Toledo Summer Festival Event

CM Martin reviewed the report, indicated the requests are consistent with requests in the past and listed the proposed street closures for the following events; NW A to Business 20 and then to Main Street (Kids parade) July 13; Business 20 from Bay Boulevard then to Main Street (Grand parade) July 14 and a portion of A Street, South from 1st Street to the North end of the cul-de-sac (Fireworks display) July 14. He indicated the Council may pull any of the street closures if there are any concerns.

Motion: It was moved and seconded (JSmith/Kauffman) to approve the following street closures:

- Closure of a portion of NW 'A' St. from the Toledo Public Library to Business Hwy. 20 and continuing east and south to the south end of Main Street from 5:30 PM to 6:45 PM on Friday, July 13, 2018 for a the 2018 Toledo Summer Festival Kid's Parade

- Closure of a portion Business Hwy. 20 from Bay Blvd. and continuing to the south end of Main Street from 11:00 AM to 2:00 PM on Saturday, July 14, 2018 for the 2018 Toledo Summer Festival Grand Parade
- Closure of a portion “A” Street from 1st Street NW south to the end of the cul-de-sac for the conduct of the Toledo Summer Festival Fireworks Show on Saturday, July 14, 2018

Motion passed: 7-0.

6. Reports and Comments

Department Reports

CP Enyeart reported the Police Department held their annual Safety Town and had 71 kids participate. He said they will host National Night Out this year on August 7, they are currently recruiting for a dispatcher and one of their officers will be leaving soon to be closer to her home in Dallas, OR.

City Manager’s Report

CM Martin noted the filing period for candidates to serve on the City Council is open. He said information is available on the website or people may contact the City Recorder.

Council Comments

Councilor Smith said he read the tall ships will not be going back to Newport and asked if they can come to Toledo. The Council discussed whether it was possible but did not come to a consensus on whether to pursue the idea.

Councilor Dunlap indicated the Toledo Market starts June 7 at Waterfront Park, will run through September and the third Thursday of each month will include a concert.

Mayor Comments

Mayor Smith indicated she met some visitors who had electric cars and they noted Toledo does not have any car charging stations. She suggested the Council consider having electric car charging stations in town. She indicated the Council would need to see information that includes installation, costs, locations, maintenance and funding options. There was no further discussion on whether staff should pursue the suggestion.

7. Executive Session:

Mayor Smith recessed the meeting at 9:10 p.m. to enter into Executive Session.

Mayor Smith called to order the Toledo City Council Executive Session at 9:16 p.m.

Councilors present: Michele Johnson Joshua Smith, Council President (CP) Terri Strom, Jackie Kauffman, Bill Dalbey, and Deanne Dunlap

Staff present: City Manager (CM) Craig Martin, and City Attorney (CA) David Robinson

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Others present: Pierre Robert, LGPI Labor consultant (via telephone)

Mayor Smith read the authorizing statement for the Executive Session. Representatives of the news media and designated staff shall be allowed to attend the executive session.

The Executive Session adjourned at 9:45 p.m.

1 The City Council reconvened the Regular Session at 9:46 p.m. and welcomed the public back into the
2 room.

3
4 **8. Adjournment:**

5
6 The meeting adjourned at 9:47 p.m.

7
8 ATTEST:

APPROVE:

9
10
11 _____
12 City Recorder

Mayor

DRAFT

TOLEDO CITY COUNCIL MINUTES
REGULAR SESSION
June 20, 2018

1. Call to Order

Mayor Billie Jo Smith called the meeting to order at 6:15pm. Councilors present: Michele Johnson, Joshua Smith, Council President (CP) Terri Strom, Jackie Kauffman, Bill Dalbey, and Deanne Dunlap

Staff present: City Manager (CM) Craig Martin, Police Chief (PC) Dave Enyeart, Public Works Director (PWD) Michael J. Adams, Library Director (LD), Deborah Trusty, City Recorder (CR) Lisa Figueroa, and City Attorney (CA) David Robinson

Visitors present:

Sue Forty, Cascades West Council of Governments (COG), Rodney Cross, Polly Chavarria, Victoria Williams, Edward Patrick, Becky Wagner, Tracy Mix, Heather Jukich, Ralph Grutzmacher, Chuck Wilcox, Greg Harrison, and Cindy George

Mayor Smith reviewed the public comment procedures.

2. Visitors/Public Comment

Ralph Grutzmacher, resident, said he served on the Council and indicated he serves for the sake of truth. He said the truthful concept does not seem to be present on this Council. He said he believes the Council should not have hired the City Manager. He commented on the contract extension with COG on the Agenda and suggested the Council buy out the City Manager's contract.

Rodney Cross, resident, addressed the Council. He said the citizens do not want Toledo to not function properly. He commented on the removal of former employees and suggested the Council make changes in the right direction.

Chuck Wilcox, community member, addressed the audience and asked for a show of hands in support of Will Ewing.

Polly Chavarria, resident, indicated there are currently over 40 volunteers and stated the chance to find someone who can maintain the department the way he did is slim and at the taxpayers' expense.

A resident commented on the Council's responses to the public comments and expressed concern over the actions of the Council.

Victoria Williams, Newport resident, commented on the recent issues and said she believes the City Manager made a mistake in regards to firing Will Ewing.

Edward Patrick, community member, expressed concern regarding Will Ewing and asked the Council to listen to the community.

Paul C. Siletz Fire Department, said he supports Will Ewing. He commented on Mr. Ewing's service and said the Council will never find anyone like him again.

Becky Wagner commented on the removal of Will Ewing and expressed concern because he was removed for not being liked and he distributed a piece of paper.

3. Proclamation

Mayor Smith read a proclamation and declared June 21, 2018 as ASK Day. Cindy Jacoby, Oregon ASK, expressed appreciation to the Council for the proclamation.

4. Consent Calendar

There were no items submitted for consideration.

5. Discussion and Information Items

Committee Updates

Councilor Dalbey updated the Council about the Community Housing Services meeting he attended with Mayor Smith and CM Martin. He said they discussed how they could access funds to assist the citizens with housing rehabilitation.

6. Public Hearing

Mayor Smith opened the Public Hearing at 7:33 p.m.

CM Martin presented the report. He indicated the budget was reviewed on the following dates; May 2, May 15, May 17, May 23, and June 6, 2018. He said the Council received a recommendation from the Budget Committee [nine in favor and three opposed of the 12 members present] to adopt the 2018-2019 fiscal year budget. He said adjustments were made throughout the process with the citizen involvement process. He indicated the Council may reduce any fund or resources as long as the budget remains balanced. He stated the Council may increase expenditures, but it may not exceed \$5,000 or 10%, otherwise, they would need to republish and re-notice the budget in the Newport News Times. He said there are a series of resolutions the Council must adopt to adopt the budget.

Mayor Smith accepted public comments.

Ms. Chavarria said this budget process has been very difficult for the public to follow because of mistakes, procedural errors and the publication of the budget failed to meet the state's notice requirements. She said they did not use the state's recommended format and said the way it is presented online obscures the truth about what happened at the budget hearings. She said the numbers changed constantly and they were calculated wrong and presented wrong. She indicated the budget that was published in the paper is not the same as what was posted on the city website or included in the City Council resolution. She commented on the 20% increase in materials and services as indicated on the website. She said there is a \$2.5 million difference in the budget from the published notice and the proposed resolution. She commented on several other issues in the budget such as the electrical franchise, the totals in the proposed resolution and the unappropriated funds. She said this budget puts minimal money away for the future.

Cindy George, resident, said she did not see an agenda posted or a copy of the budget available before the meeting.

Greg Harrison, resident, commented on serving as the Budget Committee Chair. He said he is a licensed Accountant and has served as a Municipal Auditor. He commented in favor of the budget. He indicated the Department Directors were involved in the budget process and presented their department budgets to the Committee and explained their needs. He indicated it took more time to review but it was helpful. He explained transfers are necessary but they inflate budgets. He declared this budget will decrease transfers by over \$1.9 million dollars, it is easier to understand and itemizes personnel costs. He said the negative consequences to the City are more dire if the Council does not adopt the budget, because the budget can be corrected.

Councilor Smith inquired about the increase to \$1.5 million in the Sewer Reserve Funds. CM Martin indicated that is a proposed loan should the City decide to pursue a loan from the Department of Environmental Quality. He believes that change was made at the last budget meeting. He said the Council

1 may decide to use those funds at a later date, however if it is not appropriated, then it cannot be
2 considered in the next fiscal year.

3
4 Councilor Dunlap indicated last year's process was intense, long and baffling with having only one
5 meeting. She expressed appreciation for being able to hear from the Department Directors and to be able
6 to hear from the people. She said it was very helpful to ask questions and was grateful for all the
7 meetings.

8
9 Councilor Dalbey said he does not have a lot of confidence in this budget. He expressed concern on
10 having to pass it before July 1 but stated he is somewhat encouraged to see that expenditures exceeding a
11 certain amount will be presented to the Council and they will have the opportunity to decline to spend
12 some of the money that has been allocated.

13
14 Councilor Kauffman concurred with Councilor Dalbey but commented on the fact that the budget is a
15 working document. She said there will be more issues if the Council does not adopt it rather than adopting
16 it and fixing it in the future.

17
18 CP Strom said this is her sixth year working with the budget and felt it was the most transparent process
19 she has ever seen. She said she can understand it and felt confident having the experience from the
20 Council of Governments, CM Martin and Mr. Harrison in its preparation. She said she knew there were
21 corrections but the Committee was able to take their time to review the budget. She indicated in the past,
22 she felt the Budget Committee was pressured to pass the budget in one night and was not encouraged to
23 make changes, which made it uncomfortable. She said this process was exciting and she looked forward
24 to coming to the meetings.

25
26 Councilor Smith acknowledged the attendance in the room and commented on the lack of participation at
27 the budget meetings. He indicated there were several opportunities for public participation and hopes to
28 see the amount of participation at this meeting in the future. He encouraged people to stay involved.

29
30 The Council asked if the City Council could meet again before June 30 regarding the budget. CM Martin
31 said if they choose to meet again, the City would not be able to meet the notice requirements.

32
33 Councilor Johnson noted the budget has decreased each year during her six year tenure on the Council.
34 She said it is a working document and she will continue to review the expenditures they are purchasing
35 the things the City needs.

36
37 Mayor Smith said the budget is about \$1 million more than last year, it is a conservative budget and the
38 prognosis of the City going broke has been pushed back. She indicated the budget must be passed to pay
39 its bills, its employees and to receive local taxes.

40 41 **7. Decision Items**

42 **Proposed Resolution No. 1402, Resolution to adopt the Budget for Fiscal Year 2018-2019 and** 43 **declaring the City's election to receive State Shared Revenues**

44 **Motion:** It was moved and seconded (Strom/Dunlap) to adopt Resolution 1402, A Resolution Adopting
45 the Budget, Appropriating Funds, and Levying Taxes for the Fiscal Year 2018-2019. **Motion passed 5-2,**
46 Councilors Dalbey and Kauffman opposed.

47 48 **Proposed Resolution No. 1403, Resolution to declare the City's election to receive State Revenues**

49 **Motion:** It was moved and seconded (JSmith/Strom) to adopt Resolution 1403, a Resolution declaring the
50 City's election to receive state revenues. **Motion passed 7-0.**

51 52 **Proposed Resolution No. 1404, Resolution setting the Street Lighting Utility Fee for the 2018-2019** 53 **Fiscal Year**

1 **Motion:** It was moved and seconded (Strom/Johnson) to adopt Resolution 1404, a Resolution setting the
2 Street Lighting Utility Fee for the 2018-2019 Fiscal Year. **Motion passed 7-0.**
3

4 **Proposed Resolution No. 1405, Resolution to transfer funds from the General Fund Administration**
5 **to General Fund General Services to cover expenditures for professional services for City Attorney**
6 **and Financial Services**

7 CM Martin indicated Resolution 1405 is a transfer resolution for fiscal year 2017-2018. He indicated the
8 budget policy requires Council approval for any changes that affect the overall amount of a department
9 budget. He referenced the resolution and stated the transfer in/out is the same line item and they have an
10 updated copy of the resolution. He explained the transfers cover expenses for the City Attorney as well as
11 staffing costs for the Police and Fire Departments.
12

13 **Motion:** It was moved and seconded (Strom/JSmith) to adopt Resolution 1405 a Resolution transferring
14 funds. **Motion passed 7-0.**
15

16 Mayor Smith thanked the public for their concerns, which has caused the City to look at their current and
17 past financial records. She asked CA Robinson to explain what will happen next.
18

19 CA Robinson indicated the City has two attorneys; City County Insurance Services (CIS), which provides
20 legal support for all personnel matters and the City Attorney, who handles land uses and other legal
21 matters not handled by CIS. He said this has been a challenging process with negative comments. He
22 stated he has taken Ms. Chavarria's comments to CM Martin, COG and have asked them to prove or
23 disprove what she has said. He said just because you do not agree with the budget does not mean it is
24 incorrect, corrupt or that staff is incompetent. He stated there were negative comments in regards to how
25 COG prepared the budget and it was cynical to say the community members who reviewed budget were
26 corrupt and defective. He said it was a transparent budget process with changes. He indicated Ms.
27 Chavarria's comments were heard and those statements warranted further investigation. He said part of
28 the investigation he conducted showed defects. He said there have been two independent investigations
29 hired for the City; the first was an investigation regarding a personnel matter which included CM Martin.
30 He said after those results came out there were additional negative comments. He indicated the second
31 investigation was conducted by COG, which received more negative comments. He said his investigation
32 found unauthorized intrusion into the City's computer system that resulted in an unauthorized and illegal
33 release of non-disclosable public records. He noted the newspaper was wrong when they stated they were
34 budget documents. He said there were four occasions where Polly Chavarria and Will Ewing plugged in a
35 thumb drive into the computer took it home with them or whatever. He stated part of that information was
36 private and they trampled on the rights of other taxpayers in the process. He indicated she should know
37 that if she wanted to write a budget manifesto, she could have just asked. He stated he will make a
38 recommendation that the next independent investigation of the city budget process, city finance and the
39 unauthorized records go to the appropriate state agencies: the Secretary of State (SOS); the Department of
40 Justice (DOJ) and the Oregon State Police. He said the public has called for an investigation, this time it
41 will be conducted by those who have authority. He said the public wants answers and he does too.
42

43 Councilor Dalbey asked if CA Robinson will recommend a criminal investigation. CA Robinson replied
44 yes and indicated he and the Toledo Police do not have jurisdiction to investigate criminal or felony
45 infractions. He said when he interviewed COG as they prepared the budget, they could not figure out how
46 or where the records were kept and there with inaccuracies. He said they found spreadsheets and files, but
47 did not find line items ear marked for grants. He commented on the cash drawer that they referenced in
48 their June report; nowhere in accounting is there a slush fund for cash.
49

50 **Grant Agreement Authorization, Authorize the City Manager to execute 2018 Small City Allotment**
51 **Agreement No. 32629 for \$50,000**

52 PWD Adams indicated in September of 2017 the Council through resolution applied for a \$50,000 grant.
53 He said this year it was chosen to be funded for the full amount and the agreement is before the Council
54 to consider. He said they are just authorizing the signatures for now. He indicated the Council may

consider another project if they choose. The Council discussed the grant and whether they should apply for it. They questioned whether they can withdraw the grant and apply for another project.
Motion: It was moved and seconded (Kauffman/JSmith) to table the grant agreement until July 18, 2018.
Motion passed 7-0.

Contract Services Agreement Extension – Authorize the City Manager to extend the agreement with the Oregon Cascades West COG

CM Martin presented the report. He said it was anticipated their services would initially be needed for about six months but the Finance Director recruitment did not yield any viable candidates. He said the City will need to continue using their services. He noted they requested the mileage be directly reimbursed to the COG staff. **Motion:** It was moved and seconded (JSmith/Strom) to approve a six month extension from July 1, 2018 to December 31, 2018 of the Intergovernmental Agreement between the City of Toledo and Oregon Cascades West Council of Governments for continued financial management services. **Motion passed 7-0.**

Contract Services Agreement Addendum – Approve Addendum #3 to extend personal services agreement for city legal services with the Paul B. Osterlund, Attorney, P.C. through December 31, 2018

CM Martin indicated the City Attorney/City Planner position is vacant due to Mr. Adams' military leave and the City Attorney's services are still needed.

Motion: It was moved and seconded (Strom/Johnson) to approve Addendum #3 to extend the Legal Services contract through December 31, 2018 and authorize the Mayor to execute the document on behalf of the City Council. **Motion passed 7-0.**

The Council recessed for a short break at 8:55 p.m. and reconvened at 9:00 p.m.

8. Reports and Comments

Department Reports

LB Trusty updated the Council on the Library activities. She said they children made trebuchets today and will have activities every Thursday for the summer reading program.

City Manager's Report

CM Martin said the Waterfront Market will have music tomorrow.

Council Comments

CP Strom said she was disappointed in regards to the recent issues lately and was affected by the insults. She said she is sad to see how people reacted.

Mayors Comments

Mayor Smith announced all the activities available at the Thursday Waterfront Market and the Ham Radio Operators event on Saturday and Sunday. She said the ham radio operators run all day from 11:00 a.m. Saturday to 11:00 a.m. on Sunday. She reminded the Council they need to prepare their float for the Grand Parade. The Council decided to meet on June 25 at 2:00 p.m. in the Council Chambers for float preparation.

9. Adjournment:

The regular session adjourned at 9:20 p.m.

ATTEST:

City Recorder

APPROVE:

Mayor

TOLEDO CITY COUNCIL MINUTES
EXECUTIVE SESSION AND SPECIAL MEETING
June 27, 2018

Executive Session

1. Call to Order:

Mayor Billie Jo Smith called the Executive Session to order at 7:00 p.m. Councilors present: Michele Johnson, Joshua Smith, Council President (CP) Terri Strom, Jackie Kauffman, Bill Dalbey, and Deanne Dunlap

Staff present: City Manager (CM) Craig Martin and City Attorney (CA) David Robinson

Media: Kiera Morgan, KYTE Radio

Mayor Smith read the authorizing statement for the executive session under ORS 192.660; to consider information or records that are exempt by law from public inspection.

Executive Session adjourned at 7:56 p.m.

Special Meeting

Mayor Smith called the regular session to order at 7:57 p.m. Councilors present: Michele Johnson Joshua Smith, Council President (CP) Terri Strom, Jackie Kauffman, Bill Dalbey, and Deanne Dunlap

Staff present: City Manager (CM) Craig Martin and City Attorney (CA) David Robinson

Visitors: Heather Jukich, James Fairchild, Tracy Johnston, Cindy George, Betty Kamikawa, Susie Duncan, Frank Jones, Dan Barrett, Kiera Morgan, and Betty Wagner

Media: Kiera Morgan KYTE Radio

1. Decision Items

Mayor Smith requested the Council discuss a Housing Rehabilitation Loan (HRL) and the recent meeting she attended with Councilor Dalbey and CM Martin at the Community Services Consortium/Community Housing Services (CSC/CHS) Agency in Corvallis. She indicated there is a property owner in Toledo that secured a HRL in 2003 that was previously thought to be subject to CSC/CHS jurisdiction regarding loan compliance. The property owner is in need of selling a portion of the property that the loan is connected to and requested consideration for a waiver of the repayment requirement from CSC/CHS due to the understanding it was a loan subject to their control.

CSC/CHS has since determined the loan in question is actually under the jurisdiction of the City of Toledo as it was part of a loan portfolio that had been erroneously conveyed to CSC/CHS in 2013 and has since been re-conveyed back to the City.

CM Martin explained the history of the loan conveyance and recent re-conveyance as well as the current status of the City's Housing rehabilitation Loan Committee and program as established in 1993.

Council discussed the need to respond to the property owner request promptly since they are needing a decision regarding the loan repayment in order to close their property transaction.

Given the understanding of the City's formation of the Rehabilitation loan committee, Council discussed dissolving the HRL Committee and serving in its capacity until another Committee is established.

1 The Council discussed whether a partial repayment of \$1,000 from the property owner should be accepted
2 or required. A consensus of the Council agreed to accept \$1,000 given the circumstances of the request.
3 **Motion:** It was moved and seconded (Kauffman/Johnson) to dissolve the HRL Committee and with
4 consent of the Council, authorizing the Council to serve in that capacity until a new Committee is formed.
5 **Motion passed 7-0.**

6
7 **2. Adjournment**

8
9 The Special Meeting adjourned at 8:56 p.m.

10
11 ATTEST:

APPROVE:

12
13
14 _____
15 City Recorder

Mayor

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 1, 2018			
Ordinance ☐	Resolution ☐	Motion ☒	Information ☐
Date Prepared: July 27, 2018		Dept.: Administration	
SUBJECT: Finance Director Salary Reclassification		Contact Person for this Item: Craig Martin, City Manager	

RECOMMENDATION: Council make a motion to reclassify the Finance Director Salary range from grade 41 to grade 43 in the City of Toledo non-represented salary schedule.

FISCAL IMPACT: Increase of approximately 10% or \$8,952 annually at top step wage.

COUNCIL GOAL: Provide and support a qualified and motivated City workforce.

BACKGROUND: The City has been without a full time Finance Director since January 2018. Recruitment efforts have failed to secure a suitable and qualified candidate pool likely in part due to the wage scale of the position and the competitiveness in the public employment sector for these types of local government positions. Cost of relocation and other localized constraints including the limited availability of adequate and affordable housing also hamper efforts to recruit and fill this critical Department Director position.

Given the complexity and importance of managing the City's Financial Services and Programs including the components of staff supervision, accounting, bookkeeping, investment and fiscal and auditing requirements as well as agency financial risk, it is desired and recommended that the position be reclassified to the highest range for an appointed Department Director within the City.

Reclassifying the Finance Director Position from the current range 41 to range 43 of the City of Toledo Non Represented Salary Schedule will aid in efforts to secure a suitable and well-qualified Finance Director for the City of Toledo.

PREPARED BY:



Craig Martin, City Manager

SUBMITTED BY:



Craig Martin, City Manager



City of Toledo

City Hall, P.O. Box 220, Toledo, Oregon 97391

FINANCE DIRECTOR-CITY TREASURER

GENERAL STATEMENT OF DUTIES:

Directs the functions of the Finance Department. Manages plans and coordinates the operations of the department accounting operations, payroll, special assessments, treasury and bonded debt programs. Assures compliance with government accounting and auditing standards, Oregon Budget Law and rules regarding grants, contracts, and auditing requirements of the City. Provides budget preparation and on-going management assistance, information and analysis to city management and staff. Reviews and evaluates all financial operations and procedures in order to make timely recommendations for improvements to the City Manager. Provides periodic budget status summaries to the City staff and City Council. Conducts assigned research and administrative studies and prepares reports and recommendations.

SUPERVISION RECEIVED:

This position works under the general supervision of the City Manager.

SUPERVISION EXERCISED:

Provides direct supervision to assigned Finance Department staff.

EXAMPLES OF PRIMARY DUTIES:

Primary examples include, but are not limited to, the following:

1. Maintains the central accounting system for the City in a manner consistent with established municipal accounting practices and Oregon budget law.
2. Oversees the City's fiscal services in the areas of accounts receivable, accounts payable and payroll services.
3. Supervises the preparation of financial statements; reconciliation of cash, adjustments of journal entries and modifications of accounts.
4. Prepares internal reports and revenue analysis to insure expenditures do not exceed budgetary appropriations.
5. Assists with preparation of the annual operating budget.
6. Oversees completion of annual audit process.

7. Supervises and assists with the daily operations of Municipal Court services.
8. Oversees fiscal management requirements of grants and reimbursement programs.
9. Manages City investments in accordance with established budget policies and State Law.
10. Periodically attends and provides financial reports to City Council and public.
11. Oversees the administration of employee benefits and ensures funds and benefits are administered appropriately.
12. Maintains and monitors receipt/inventory of all agency capital assets and equipment.
13. Assists with City insurance and risk management programs and services for all aspects of the City.
14. Attends Department Head and other administrative meetings as assigned.
15. Performs other work as assigned or delegated by the City Manager.

DESIRABLE KNOWLEDGE, SKILL AND ABILITY:

Desirable knowledge, skills and ability include a thorough working knowledge of financial documents and spreadsheets, financial management software and programs, and general fiscal office management practices and procedures; file maintenance and schedule/calendar systems; and computer/electronic equipment and relevant software. Must be able to work efficiently with limited supervision, have good comprehension and communication skills, attention to detail and accuracy and possess the ability to maintain confidentiality. Must work well under pressure and possess the ability to interact effectively with staff, elected officials, the general public and other governmental agencies.

A thorough knowledge of municipal fiscal operations, organizations, financial policies and procedures is desired.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing frequent computer ten-key work. Requires frequent evening and occasional weekend work and out of area travel for professional development and training.

EXPERIENCE AND TRAINING:

Bachelor's degree in Business Administration, Public Administration, Accounting, Fiscal Management or other related degree from an accredited University, and five (5) years

public sector financial experience, including one year of supervisory responsibility. Any

equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job may be substituted for the required experience and training.

NECESSARY SPECIAL QUALIFICATIONS:

Valid Oregon driver's license or ability to obtain reliable transportation in order to travel throughout assigned area. Notary Public certification or the ability to obtain and maintain certification. Ability to obtain and maintain Criminal Justice Information Services (CJIS) certification.

Successful completion of a criminal history background check.

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 1, 2018			
Ordinance ☐	Resolution ☐	Motion ☒	Information ☐
Date Prepared: July 25, 2018		Dept.: Administration	
SUBJECT: Full Time City Planner Position		Contact Person for this Item: Craig Martin, City Manager	

RECOMMENDATION: Council consider a motion to approve a 1.0 FTE City Planner Position and establish the salary range for the position of Grade 41 of the current Non Represented Salary Schedule for 2018 – 2019.

FISCAL IMPACT: Funds are budgeted for a full time City Planner position in the Adopted 2018 – 2019 City of Toledo Budget. The proposed salary range for the position is \$5202 – \$6329 per month plus benefits.

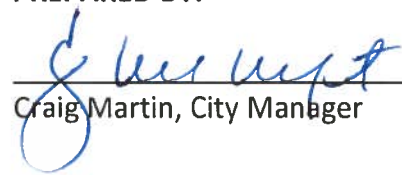
COUNCIL GOAL: Provide and support a qualified and motivated City workforce.
Enhance planning, community and economic development efforts with full time dedicated staffing.

BACKGROUND: The City Attorney/City Planner position is currently vacant due to the military deployment of Michael E. Adams. The City has contracted with Osterlund Law Firm to provide City Attorney services during the length of deployment currently scheduled through September 30, 2018. Authorization of this position and establishment of a competitive pay range will assist in securing a qualified full time candidate for City planning and community and economic development services for the duration of the vacancy. Establishment of a full time City Planner position has been requested by the Planning Commission and has been identified as a high priority Council Goal for the last two fiscal years.

This position will be classified as management position in accordance with City Policies.

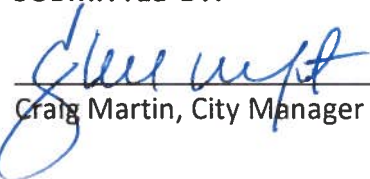
ALTERNATIVES: Not approve the position or pay range and seek other means to provide desired City Planning services.

PREPARED BY:



Craig Martin, City Manager

SUBMITTED BY:



Craig Martin, City Manager



City of Toledo

City Hall, P.O Box 220, Toledo, Oregon 97391
541 336-2247 ext. 2110

CITY PLANNER

GENERAL STATEMENT OF DUTIES:

Plans, administers and directs the functions, activities and operations of the city's planning services which includes the day to day planning functions, coordination and comprehensive plan maintenance and updates, long range planning grant writing and management, interpretation and enforcement of state and local land use regulations, oversee office operations, and assist in supervision of planning technician/assistant planner position.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager but considerable latitude is granted for the exercise of independent judgment and initiative.

SUPERVISION EXERCISED:

Exercises supervision over departmental staff and volunteers.

TYPICAL EXAMPLES OF WORK:

The City Planner is in the management level class, which oversees all functions and operations of the City's planning services and programs. This classification is distinguished by the performance of overall division management responsibilities. The nature of the work performed requires that an employee in this class establish and maintain positive, cooperative and team working relationships with representatives of community organizations, state/local agencies and association, City management and staff, and the public on an ongoing basis.

1. Accepts full responsibility for all department services and activities including planning, zoning, land use and development codes, services, and materials.
2. Provides professional level staff support to the City of Toledo Planning Commission, Tree Advisory Board and other Boards/Commissions as may be assigned.
3. Keeps City Manager apprised of departmental activities.
4. Administers and interprets City's development ordinances, Comprehensive Land Use Plan, Transportation System Plan, and established land use policies and procedures. Use discretion to interpret and apply interpretation of state law and the Oregon Administrative Rules, the Oregon Revised Statutes, and Oregon Statewide Planning goals.
5. Assists code enforcement with the enforcement of applicable land use and development codes

6. Reviews and processes land use applications and development permits for activities within the City of Toledo. This includes evaluation to determine completeness and criteria for approval, developing findings and conditions, reaching a decision/recommendation on applications, and performs necessary land use development inspections to insure compliance.
7. Provides information to the public in person, by telephone, email and writing regarding land use planning requirements and application procedures.
8. Manages the development and implementation of departmental goals, objectives, policies and procedures. Responds to public or other inquiries relative to department policies and procedures.
9. Prepares documents and presents departmental budgetary requests; administers departmental budget; prepares forecasts of necessary funds for staffing, materials and supplies; controls department expenditures within budgetary limitations to ensure that City funds are spent wisely.
10. Prepares grant applications and seeks funding; establishes and maintains relationships with donors.
11. Provides long-range planning services, including amendments to the Comprehensive Land Use Plan and development ordinances.
12. Serves as the City Forester and follows the plans and policies established for the City Tree Board.
13. Serves as the Floodplain Administrator and implements the plans and policies established for the flood hazard protection program.
14. Maintains regular contact with city, county, state and federal agencies, professional and technical groups and the general public regarding departmental activities and services.
15. Represents the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Makes presentations and provide comment and testimony. Advances and protects the interests of the City and its citizens in all matters.
16. Maintains effective working relationships with City Manager and other City staff and in order to help promote a cooperative team spirit within the organization.
17. Follows established City of Toledo policies and procedures at all times.
18. Other related work as assigned by the City Manager.

KNOWLEDGE OF:

Considerable knowledge of procedures, regulations and ordinances associated with land use planning; considerable knowledge of research methodology and statistical techniques; considerable knowledge of and ability to use maps, land use data and other technical planning materials; reasonable knowledge of code enforcement techniques; general knowledge of public infrastructure systems and terminology.

ABILITY TO:

- Establish and implement excellent customer service practices and maintain positive relationships
- Communicate effectively in both oral and written forms to present ideas, staff reports, policies and staff recommendations.
- Supervise support staff.
- Conduct research, and compile and analyze data.
- Establish and maintain record keeping system reports.
- Make decisions independently in accordance with established policy and procedures.
- Use initiative and judgement for completing job responsibilities.
- Efficiently organize time, establish deadlines, and work under pressure with frequent interruptions.

- Courteously meet and deal effectively with other employees, City Council, Planning Commission, other agency representatives, committees, advisory bodies, contractors, engineers, consultants and the public.
- Remain calm and use good judgement during confrontational or high pressure situations.
- Work safely.

SKILL IN:

- Use of general office equipment and software applicable to the position.
- Conducting inspections and research for land use regulations and requirements.
- Use of electronic media for research and customer assistance regarding land use applications.
- Working ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- Advanced ability to establish and maintain effective working relationships with supervisor, employees, contractors, other agencies, public officials, and the general public.
- Strong ability to apply internal and external customer service skills.
- Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- Ability to make presentations and develop reports that may include technical information.

EXPERIENCE AND TRAINING:

Bachelor's or Associates degree in planning or related field, with three (3) or more years' experience in City, County or Regional planning, zoning administration, OR any satisfactory equivalent combination of experience and formal training.

PHYSICAL/MENTAL DEMANDS:

Work is performed primarily in an office environment with occasional field investigation. Field investigation may be performed in adverse weather conditions and in varied terrains, which may require bending, and hearing voice communication, and following established safety policies.

- Occasional sitting , standing, bending and climbing
- Occasional carrying/lifting of up to 25 lbs.
- Occasional operation of equipment, including keyboarding.
- Pulling, pushing, manual dexterity, stooping, sitting, reaching above shoulder level
- Tasks may require visual perception, oral communication, manual dexterity, and ability to perceive and discriminate sounds.
- Must be able to reason, speak, write and read.
- Must be able to do basic mathematics accurately.

WORKING CONDITIONS:

This job is performed primarily in an indoor office environment, with occasional outdoor field investigative work in construction areas and or open spaces. A reasonable amount of driving is required. A valid driver's license and reliable transportation is required. Must be able to attend regularly scheduled evening meetings and occasional meetings and or trainings outside of the City.

City of Toledo Salary Schedule
Non-Represented Positions July 1, 2018

Grade	Job Title	FTE	Step					
			1	2	3	4	5	6
30		0.00	\$ 2,846	\$ 2,959	\$ 3,080	\$ 3,202	\$ 3,331	\$ 3,467
31	<i>Assistant to the City Recorder Assistant to the Library Director</i>	1.00	\$ 3,140	\$ 3,266	\$ 3,396	\$ 3,532	\$ 3,673	\$ 3,821
32		0.00	\$ 3,353	\$ 3,487	\$ 3,626	\$ 3,771	\$ 3,923	\$ 4,081
33		0.00	\$ 3,543	\$ 3,723	\$ 3,899	\$ 4,077	\$ 4,246	\$ 4,370
34	<i>Head Dispatcher/Library Director Recreation Director</i>	2.00	\$ 3,879	\$ 4,034	\$ 4,196	\$ 4,363	\$ 4,537	\$ 4,719
35	<i>Asst Fire Chief/City Facilities Coord</i>	0.00	\$ 3,972	\$ 4,127	\$ 4,276	\$ 4,441	\$ 4,605	\$ 4,775
36	<i>City Recorder-Executive Assistant</i>	1.00	\$ 4,171	\$ 4,337	\$ 4,511	\$ 4,689	\$ 4,877	\$ 5,074
37	<i>Pub Wrks Operations Supervisor</i>	1.00	\$ 4,483	\$ 4,661	\$ 4,778	\$ 5,021	\$ 5,146	\$ 5,373
38	<i>Information Systems Admin</i>	0.65	\$ 4,682	\$ 4,870	\$ 5,066	\$ 5,270	\$ 5,481	\$ 5,700
39	<i>Police Sergeant</i>	1.00	\$ 4,808	\$ 5,002	\$ 5,198	\$ 5,411	\$ 5,618	\$ 5,844
40	<i>City Planner</i>	1.00	\$ 5,002	\$ 5,198	\$ 5,411	\$ 5,626	\$ 5,853	\$ 6,086
41	<i>Finance Director</i>	0.00	\$ 5,202	\$ 5,410	\$ 5,626	\$ 5,852	\$ 6,086	\$ 6,329
42		0.00	\$ 5,661	\$ 5,888	\$ 6,123	\$ 6,368	\$ 6,623	\$ 6,887
43	<i>Fire Chief/Police Chief Public Works/Finance Director</i>	4.00	\$ 5,830	\$ 6,064	\$ 6,306	\$ 6,559	\$ 6,821	\$ 7,093
1	<i>Library Aide</i>	0.00	\$ 10.25					
2	<i>Lifeguards</i>	0.00	\$ 10.99	\$ 11.54	\$ 12.11	\$ 12.72	\$ 13.29	
3	<i>Library Clerk</i>	P/T	\$ 12.58					

Last updated 08/01/18 COLA incr of 2.5% from 17-18

Exhibit "A" - Resolution No. 1407 for 2018

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 1, 2018			
Ordinance ☐	Resolution ☒	Motion ☒	Information ☐
Date Prepared: July 27, 2018		Dept.: Administration	
SUBJECT: Non Represented Salary Schedule 2018 - 2019		Contact Person for this Item: Craig Martin, City Manager	

RECOMMENDATION: Council consider a **motion adopting Resolution No.1407 for 2018, a resolution establishing the 2018 – 2019 Salary schedules for non-represented employees.**

FISCAL IMPACT: Increase of 2.5% for non-represented employees. The 2018-2019 Budget was based upon an estimated 2.5% increase.

COUNCIL GOAL: Provide and support a qualified and motivated City workforce.

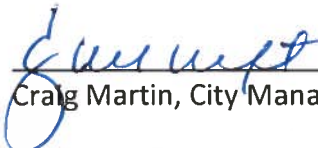
BACKGROUND: The City recognizes cost of living wage allowances (COLA's) for both represented and non-represented City employees. COLA's for represented employees are specified in the Collective Bargaining agreements between the City and both of the Toledo Employee Association bargaining units. The City has in the past tried to reflect a similar provision in COLA wage adjustments for the non-represented City employees in a similar fashion and amount. The current COLA increase in a collective bargaining agreement is 2.5%. The 2018 – 2019 Budget was prepared with an estimated 2.5% increase for non-represented staff, thereby insuring adequate funds are allocated to cover the proposed increase. Increasing the Non-represented staff wage schedules based upon COLA amounts for represented staff helps maintain a fair and equitable salary range for non-represented staff, especially supervisory staff.

Consideration of an Annual COLA wage adjustment for non-represented staff based upon the COLA amounts agreed to in the represented employee's collective bargaining agreement will provide an opportunity for Council to adjust annually wages to maintain competitiveness in the local public sector wage market as well reduce wage compression issues between represented and non-represented management staff.

ALTERNATIVES:

Not approve the proposed COLA salary adjustments or increase/decrease the amount of proposed adjustments.

PREPARED BY:



Craig Martin, City Manager

SUBMITTED BY:



Craig Martin, City Manager

RESOLUTION NO. 1407

**A RESOLUTION ADOPTING A SALARY SCHEDULE FOR NON-REPRESENTED
POSITIONS FOR FISCAL YEAR 2018 – 2019**

WHEREAS, The City of Toledo has established salary schedules for all positions of employment within the City of Toledo, and;

WHEREAS, The City Council of the City of Toledo is authorized by Chapter III, Section 11 of the City Charter to establish the maximum compensation for the services of each City officer, and;

WHEREAS, The City Council of the City of Toledo desires to maintain fair and equitable compensation for the City officers of the City of Toledo, and;

WHEREAS, The Council finds it to be in the best interest to the City to annually adjust the compensation of City Officers reflective of changes made to other city positions compensation including those governed by other contractual obligations.

NOW, THEREFORE, BE IT RESOLVED, That the City of Toledo Salary Schedule for Non-Represented Positions for fiscal year 2018 – 2019 attached as Exhibit “A” hereby is adopted.

PASSED by the Toledo City Council on
this 1st day of August, 2018.

APPROVED by the Mayor on
this 1st day of August, 2018.

Lisa Figueroa, City Recorder

Billie Jo Smith, Mayor

City of Toledo Salary Schedule
Non-Represented Positions July 1, 2018

Grade	Job Title	FTE	Step					
			1	2	3	4	5	6
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34	<i>Head Dispatcher/Library Director</i> <i>Recreation Director</i>	2.00	\$ 3,879	\$ 4,034	\$ 4,196	\$ 4,363	\$ 4,537	\$ 4,719
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2	<i>Lifeguards</i>	0.00	\$ 10.99	\$ 11.54	\$ 12.11	\$ 12.72	\$ 13.29	
3	<i>Library Clerk</i>	P/T	\$ 12.58					

Last updated 08/01/18 COLA incr of 2.5% from 17-18

Exhibit "A" - Resolution No. 1407 for 2018

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 1, 2018			
Ordinance ☐	Resolution ☐	Motion ☐	Information ☒
Date Prepared: August 1, 2018		Dept.: Fire Department	
SUBJECT: Surplus Ingersoll-Rand breathing air compressor.		Contact Person for this Item: Larry Robeson and Dave Inman, Interim Fire Chiefs	

RECOMMENDATION: Council consider a Motion to declare the Ingersoll-Rand (Serial# 2181601) breathing air compressor surplus and donate it to the City of Falls City Fire Department.

FISCAL IMPACT: The City will incur no or minimal costs in staff and equipment time to transfer the property to the receiving agency.

COUNCIL GOAL: Assure and Provide Services that protect the Public

BACKGROUND: The Fire Department has replaced an Ingersoll-Rand Breathing air compressor, which is no longer needed within the Fire Department. The machine has not been claimed by any other City Department and it was originally acquired through the surplus 1033 program. Per the Disposition of City Property Policy, surplus property may be given at no charge to another eligible governmental or nonprofit agency for further public use. Fall City Oregon Fiore Department is in need of an Air compressor for their smack Department and has expressed a desire to obtain this unit for repair and return to service.

PREPARED BY:

Dave Inman Larry Robeson
Dave Inman and Larry Robeson, Interim Fire Chiefs

SUBMITTED BY:


Craig Martin, City Manager