



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

TOLEDO CITY COUNCIL
Regular Meeting
March 18, 2020

- 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 Agenda**
Minutes from the Work Session held April 24, 2019, the Regular Meeting and Executive Session held December 4, 2019 and the Regular Meeting December 18, 2019
- 4. Discussion Items**
 - Lincoln County Public Health Information
 - Water and Wastewater rate study update – City Manager Judy Richter
- 5. Decision Items**
 - Public Safety Building Feasibility Study – City Manager Judy Richter
- 6. Reports and Comments**
- 7. Adjournment**

TOLEDO CITY COUNCIL

Work Session

April 24, 2019

6:00 p.m.

1. CALL TO ORDER

Council President Joshua Smith called the meeting to order at 6:05 p.m.

Present	Absent	
X		Mayor Rod Cross
X		Council President Joshua Smith
X		Councilor Jackie Kauffman
X		Councilor Heather Jukich
X		Councilor Bill Dalbey
	X	Councilor Stu Strom
X		Councilor Betty Kamikawa

Staff present: City Manager (CM) Craig Martin, Police Chief (PC) Dave Enyeart, Library Director (LD) Deborah Trusty, Public Works Director (PD) Michael J. Adams, Interim Fire Chief (IFC) Larry Robeson, Interim Fire Chief (IFC) Dave Inman, City Recorder (CR) Lisa Figueroa, and City Attorney (ACA) David Robinson

Visitors present: Brenda Brown, CJ Drake, Tim Carlson, Melissa Murphy, Caroline Bauman, Polly Chavarria

Visitors/Public Comment

There were no visitor comments.

Discussion and Information Items

Committee Updates

There were no committee updates.

Georgia Pacific/Business Oregon Presentation

Public Affairs Manager CJ Drake, Senior Director Tim Carlson of Georgia-Pacific (GP/Mill) Mill and Business Oregon Representatives Art Fish and Melissa Murphy and Caroline Bauman, the Executive Director of the Economic Development Alliance of Lincoln County addressed the Council. Mr. Drake said GP has been operating in Toledo for 60 years and any modernization projects in the Mill call for potential investments of \$100 million. He said the Strategic Investment Program (SIP) would provide GP an avenue to make that investment. He presented history of the Mill and noted it produces about 2,600 tons of containerboard a day, there are approximately 3500 employees with an annual payroll of nearly \$45 million and the Mill paid more than \$3.2 million in property taxes in the current year. He listed several of their contributions to the community:

- Toledo Police Department
- Toledo High School STEM program
- Toledo Public Library
- Yaquina Pacific Railroad Historic Society

Mr. Carlson presented the SIP, which is a state program that is designed to entice capital investment into the state through a property tax exemption. He said this SIP is a 50 year exemption

1 on project property and different threshold amounts will qualify for the SIP. He said a minimum
2 investment of \$25 million dollars is required for a project in Toledo, which is fully taxed and the
3 value of that taxable component increases at the rate of 3% every year. He said in addition to the
4 tax and increase, there is a community fee payable to community service providers and is equal to
5 25% of the tax savings. He said that is subject to a \$2.5 million payout. He said the SIP exists
6 between the City, GP, Business Oregon and the state. He said GP is requesting a SIP through the
7 Juno Project. He said the Juno project would be taxable up to \$25 million with a 3% increase each
8 year; additional investments over the \$25 million in Toledo would be tax exempt for 15 years
9 under the SIP. He said a community fee of 25% of those exempt taxes would be paid by GP for
10 public services. He said the Juno project meets the minimum threshold to qualify for the SIP. He
11 said the current tax base is not impacted at all; for every \$10 million over the \$25 million an
12 additional \$39,000 is generated for the community.

13
14 Ms. Bauman said the Economic Development Alliance believes GP meets the SIP qualification
15 with the Juno Project and recommends the City participate with the County and GP in the
16 investment. The Council asked clarification questions in regards to the taxable portion, previous
17 SIP projects within the state and whether the school would be a direct recipient.

18 19 **Resolution No. 1409 review - Water Leak Adjustment Policy**

20 PWD Adams provided a report to the Council and reviewed the procedure. He noted the process
21 for the leak adjustment policy has been in effect for some time beginning with former staff and
22 was formally adopted by the Council in 2018. He referenced Resolution No. 1337 [copy in packet]
23 which implements sewer rates and how it is calculated. He provided examples of how the winter
24 average is currently calculated. He indicated a new customer established with an average of 3500
25 gallons, which is then adjusted once they establish a usage history. The Council inquired how the
26 average was applied if they used less than the average. PWD Adams indicated currently the
27 program will bill at the lower usage if the customer uses less than the winter average. There was
28 discussion on whether the calculations are rounded to the thousandths. PWD Adams said the
29 system rounds the numbers on the monthly readings and indicated he would adjust the account to
30 the actual numbers. There was discussion about the usage and average.

31
32 Brenda Brown, resident, commented the average would be ok if the reading occurred on the same
33 day every month. She stated she thinks the City is losing money if the winter average is consistently
34 below a user's average. She said winter averages can be changed. She suggested staff monitor the
35 usage every month and indicated the customer's average should be decreased if the usage is less
36 than the average. Mayor Cross asked how it should be codified into policy. PWD Adams asked for
37 clarification if the winter average should be adjusted. Ms. Brown replied no. The Council asked
38 how the city should apply that to policy.

39
40 Ms. Brown said in the past if there was a month completely different from the other winter months
41 it would be removed from the winter average and they would monitor the account to determine
42 actual usage. CM Martin noted the process should be equitable and consistent. The Council
43 discussed possible scenarios and options to calculate averages.

44
45 PWD Adams indicated the current resolution states the winter average is based on four months
46 (January – April). He indicated there needs to be clarification on how the adjustment is applied.
47 After further discussion, Councilors Dalbey, Jukich and Cross indicated they would participate on
48 a sub-committee to review the current Resolution/process.

1 The Council recessed at 7:52 p.m. and reconvened at 8:00 p.m.

2 3 **Biosolids Alternatives Request for Proposals Submittal Review**

4 PWD Adams summarized the report included in the packet and indicated the city received only
5 one proposal. He said he was not sure what the Council would want to include and an initial pricing
6 could cost \$30,000. He said at the very least it is good information and included Civil West
7 indicated they would be willing to address the Council.
8

9 Mayor Cross provided a handout to Council members in regards to a high capacity sludge drying
10 facility for the region. He indicated he has contacted other Mayors who are interested and asked if
11 the Council is interested. He said it will be a long term project but if successful, the City could
12 address the needs of the region. Mayor Cross indicated it could be located at the [old mill] Stedco
13 property and is practical because of its proximity to the railroad, which may be able to serve other
14 cities along the railway. He said it can be as big or small as needed. There was a consensus of the
15 Council to look into the possibility of a regional facility.
16

17 **State Gas Tax – added discussion**

18 Councilor Dalbey said he reviewed the report that CM Martin provided in regards to the revenues
19 of the truck permit which generates approximately \$2,100 for nearly 300 transportation permits.
20 He said he understands the Department of Revenue collects \$986 million in fees, half of which is
21 redistributed to cities. He indicated he contacted Senator Gombert's office, who stated the state
22 shared revenue is distributed based on population and said he feels the shared revenue should not
23 be based on population because there is a lot of truck traffic on Sturdevant Rd to the Georgia
24 Pacific Mill, which impacts the City's roads. The Council discussed collaborating with other
25 communities such as Philomath, Canby and Willamina as well as the League of Oregon Cities to
26 consider proposing changes in how the state shared revenues are distributed. CM Martin noted GP
27 is more reliant on truck hauling rather than railroad hauling materials to the Mill. The Council
28 asked if there is any way the City could collect data to use for their proposal to making changes.
29 PWD Adams said there is a way to collect the data, a methodology would need to be determined.
30 There was discussion as to whether it would impact other departments such as the Police
31 Department. PC Enyeart indicated there is staff time involved because they are stopping trucks all
32 the time.
33

34 PC Enyeart said there are three people at the academy currently; two dispatchers and one police
35 officer.
36

37 FD Richter said they believe they have everything for the audit and stated it should take about four
38 weeks. She said she received contact from a fourth potential auditor in response to the request for
39 proposals.
40

41 IFC Robeson reported the fire department has launched a program to provide free smoke detectors
42 to households. He indicated the detectors must be installed by certified personnel.
43

44 **Reports and Comments**

45 Councilor Jukich commented on hosting a Town Hall and the Council discussed possible dates
46 and locations. She inquired whether the Council will have a float in the Summer Festival parade.
47 The Council requested this discussion at a future meeting to consider details.
48

1 Councilor Kamikawa said blocks were delivered to the garden location at the police department
2 and Dahl Disposal will donate compost for the tiny gardens.
3

4 Mayor Cross indicated there will be a tree dedication on Friday, April 26, 2019 between Muggly's
5 and Napa along the highway. He commented on the pave cuts being done around the city and asked
6 if the city could hot patch the areas to patch them up quickly. PWD Adams said he could do some
7 research to see what equipment the city has and provide a report to the Council. He noted PW
8 Supervisor Zuspan has had a hard time finding asphalt and it has been difficult getting someone to
9 come to the City in a timely manner.
10

11 **Adjournment:**

12 The work session adjourned at 9:03 p.m.
13

14 ATTEST:

APPROVE:

15
16
17
18 _____
City Recorder Lisa Figueroa

Mayor Rod Cross

**TOLEDO CITY COUNCIL
REGULAR MEETING**

December 4, 2019

7:00 p.m.

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 7:00 p.m.

Present	Absent	
X		Mayor Rod Cross
X		Council President Joshua Smith
X		Councilor Jackie Kauffman
X		Councilor Heather Jukich
X		Councilor Bill Dalbey
X		Councilor Stu Strom
X		Councilor Betty Kamikawa

Staff present: City Manager Pro Tem (CM) Wes Hare, Finance Director (FD) Judy Richter, Police Chief (PC) Mike Pace, Library Director (LD) Deborah Trusty, City Recorder (CR) Lisa Figueroa and City Attorney (CA) David Robinson

Visitors present: Todd Michels, Matt Winkle, Kiera Morgan, Nancy Bryant, Polly Chavarria

2. VISITORS/PUBLIC COMMENT

There were no comments.

3. CONSENT CALENDAR

There were no items for consideration.

4. DISCUSSION AND INFORMATION ITEMS

Committee Updates

Mayor Cross said he attended the MidCoast Watershed community meeting, where they discussed water quantity issues on the coast and how to combat that. He said they also discussed possible renovation of the Mill Creek Dam.

5. DECISION ITEMS

Consider appointment of candidate to the position of City Manager

Mayor Cross reported the Council made a conditional offer to Sarah Dallas and have not received a response yet, so no decision will be made at this time.

1 **Authorize travel of the Mayor and/or staff to conduct additional background interviews of**
2 **potential City Manager candidate**

3 CM Hare said traveling to the city where the potential candidate is from to conduct a background
4 check is common practice and he has conducted them in the past. He said the investment is small
5 and it allows the Council to conduct interviews and additional investigations into the employee.
6

7 **Motion** – It was moved and seconded (Smith/Jukich) to authorize the Mayor and/or staff to travel
8 to the city of the potential City Manager candidate to conduct additional background interviews
9 and the motion carried unanimously.
10

11 **Discussion regarding setting wholesale water rate for Seal Rock Water District**

12 FD Richter said she reviewed the rates based on the contract and indicated next year's rate should
13 be \$3.67 per 1,000 gallons. She said she would prepare a resolution with the new rate upon
14 Council's authorization this evening and then she would send Seal Rock Water District a notice.
15 The Council commented on the decreased rate and inquired if their usage has decreased as well.
16 FD Richter confirmed their usage has decreased but commented she believes the rate should
17 include a Cost of Living Adjustment increase because it currently is based on usage from the
18 previous year and does not take into account any sort of increase/inflation. She informed the
19 Council that the City will need to replace one of the water reservoir tanks, which is the one that
20 supplies Seal Rock and may cost approximately \$1 million. CM Hare said in conferring with staff,
21 it is more cost effective to replace the tank than to repair it but it was a budgeted project for this
22 year and there is money in the Capital Fund.
23

24 **Motion**-It was moved and seconded to approve staff to draft a resolution setting the wholesale rate
25 at \$3.67 per 1,000 gallons to be approved at the December 18, 2019 council meeting. Direct staff
26 to communicate new rate to Seal Rock Water District by email as soon as possible and the motion
27 carried unanimously.
28

29 **6. REPORTS AND COMMENTS**

30 FD Richter updated the Council on several issues:

- 31 • There will be an audit report from Accuity on December 18, which will include a
32 resolution for Council indicating they have received the audit report
- 33 • PERS Employer Incentive Fund; she is awaiting a response to determine whether the City
34 is on the list to receive funding in this cycle
- 35 • Council asked clarification questions on the payable bills list.
36

37 PC Pace reported December 7 is the Shop With A Cop event. He said their Department will
38 participate again and it is a great event.
39

40 CM Hare said there will be a meeting with the Confederated Tribes on December 16 to discuss
41 the biosolids incinerator plan and possibility of a USDA grant to conduct a feasibility study.
42

43 Councilor Strom reported on the tree lighting and said there were a lot of people.
44

45 Councilor Dalbey indicated Mayor Cross has donated his time to prepare dinner as an auction
46 item for KYAQ. Mayor Cross said he would come to the person's home to cook dinner.

1 Mayor Cross listed several events planned in the community and encourage everyone to attend.
2 He commented on the City Manager candidate meet and greet the night before and conducted
3 interviews earlier in the day but said the Council will keep the public updated.
4

5 The City Council recessed into Executive Session at 7:42 p.m.
6

7 **7. RECESS INTO EXECUTIVE SESSION**

8 Mayor Cross called the Executive Session to order at 7:47 p.m. and read the declaration of
9 Executive Session under the provisions of ORS 192.660(2)(a) To consider the employment of a
10 public officer, employee, staff member or individual agent and ORS 192.660(b) To consider the
11 dismissal or disciplining of, or to hear complaints or charges brought against, a public officer,
12 employee, staff member or individual agent who does not request an open hearing.
13

Present	Absent	
X		Mayor Rod Cross
X		Council President Joshua Smith
X		Councilor Jackie Kauffman
X		Councilor Heather Jukich
X		Councilor Bill Dalbey
X		Councilor Stu Strom
X		Councilor Betty Kamikawa

14
15 Staff Present: CM Hare, CA Robinson and CR Figueroa
16

17 No decisions were made in Executive Session.
18

19 The Executive Session adjourned at 7:51 p.m.
20

21 **8. RECONVENE REGULAR MEETING**

22 Mayor Cross reconvened the Regular Meeting at 7:52 p.m.
23

24 **9. ADJOURNMENT**

25 The meeting adjourned at 7:53 p.m.
26

27 ATTEST:
28
29
30

31 _____
32 City Recorder, Lisa Figueroa

APPROVE:

Mayor, Rod Cross

**TOLEDO CITY COUNCIL
REGULAR MEETING**

December 18, 2019

7:00 p.m.

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 7:00 p.m.

Present	Absent	
<u>X</u>		<u>Mayor Rod Cross</u>
	<u>X</u>	<u>Council President Joshua Smith</u>
<u>X</u>		<u>Councilor Jackie Kauffman</u>
<u>X</u>		<u>Councilor Heather Jukich</u>
<u>X</u>		<u>Councilor Bill Dalbey</u>
<u>X</u>		<u>Councilor Stu Strom</u>
<u>X</u>		<u>Councilor Betty Kamikawa</u>

Staff present: City Manager Pro Tem (CM) Wes Hare; Finance Director (FD) Judy Richter; Police Chief (PC) Michael Pace; Assistant Fire Chief (AFC) Dave Inman; City Recorder (CR) Lisa Figueroa and City Attorney (CA) David Robinson

Visitors present:

2. POLICE DEPARTMENT OFFICER RECOGNITION

PC Pace recognized Police Officer Dean for his efforts in saving the life of a newborn baby.

3. VISITORS/PUBLIC COMMENT

There were no comments.

4. CONSENT AGENDA

There were no items for consideration.

5. DISCUSSION AND INFORMATION ITEMS

Presentation of Financial Audit for the 2017-2018 Fiscal Year

Owner Kori Sarrett addressed the Council and said the ending net position including capital assets and debt was just over \$22 million. She said approximately \$15 million of that was in capital assets and \$2.6 million was restricted. She said there were several positive changes in the fund balance. She said they found no issues in regards to public contracting or other Oregon minimum standards and there were no over expenditures. She said it was the most difficult audit they performed and there were numerous items that needed to be reconciled. She commended FD Richter, who did an excellent job in finding materials for the auditors. She said they basically started the audit over in August of 2019 and FD Richter had to go back and do more research and provide more information. She said FD Richter demonstrated she is capable of ensuring the financials are completed. The Council indicated the company has performed the City's audit for several years and inquired why there was such a problem. Ms. Sarrett indicated one of their employee's spouse had passed away, they were audited at the time they were supposed to be in Toledo and were

1 required to be at their office. She noted one concern from the audit is in regards to having limited
2 staff and separation of duties. CM Hare said the new audit was delayed until this audit was
3 completed and should now be completed after the first of the year.
4

5 **Consider process for sale of property at Toledo Industrial Park**

6 CM Hare reported to the Council the City received letters of interest to purchase city owned
7 property at the Toledo Industrial Park (TIP) and he recommended the interested person submit a
8 letter of proposal. He noted there were two proposals and it has been brought before the Council
9 to consider whether they would like to sell the proposed property and if so, what the process would
10 be. He explained the process to sell the property if the Council were interested in selling them,
11 which would include a public hearing. It was discussed that offers have not been submitted, the
12 public should be able to comment on the future of the TIP property and the Council could hold a
13 public hearing to solicit citizen feedback. The Council deliberated the options and there was a
14 consensus of the Council to hold a public hearing in January to consider criteria for the potential
15 sale of the property.
16

17 **Committee Updates**

18 Mayor Cross indicated the Cascades West Area Commission on Transportation term is about to
19 expire and recommended CP Smith continue to serve in that capacity with Councilor Dalbey as
20 his alternate. A consensus of the Council conceded his recommendation.
21

22 **6. DECISION ITEMS**

23 **Revisit the recruitment process to fill the City Manager position**

24 CM Hare said the City Council met in Executive Session to discuss the recruitment and there was
25 a consensus to have Prothman open up the City Manager recruitment again.
26

27 **Resolution No. 1428, A Resolution fixing the rates and charges to be paid by the Seal Rock 28 Water District for the purchase of treated water**

29 FD Richter presented the Council report and said she sent Seal Rock Water District a letter
30 notifying them their water rate will be \$3.67 per 1,000 gallons. FD Richter asked if a meter reading
31 has ever been conducted on December 31 and indicated she could look in the system.
32

33 **Motion** – It was moved and seconded (Jukich/Dalbey) to adopt Resolution 1428 Fixing the Rates
34 and Charges to be paid by the Seal Rock Water District for the Purchase of Treated Water and
35 repealing Resolution No. 1411 and the motion carried unanimously.
36

37 **Resolution No. 1429, A Resolution to receive the 2017-2018 financial audit as presented by 38 Accuity, LLC**

39 FD Richter said this is a formality required by the State because there have been instances where
40 the governing body did not see the audit.
41

42 **Motion** - It was moved and seconded (Strom/Kamikawa) to adopt Resolution no. 1429 a resolution
43 of the Toledo City Council to receive the 2017-2018 financial audit as presented by Accuity, LLC
44 and the motion carried unanimously.
45
46

1 FD Richter reported the City received a notification that the City is 15th on the waiting list for the
2 PERS Employer Incentive Fund and she feels confident the City will receive funding. She said the
3 2018-2019 audit will not be completed by December 31 and she asked the new auditor to submit
4 a request for an extension to the deadline for submitting their audit to the State. She said the request
5 was denied but the state is aware that the City is working towards submitting the 2018-2019 audit
6 and indicated the City would not have any repercussions. CM Hare said audits are important and
7 recommended the City Council appoints an Audit Committee, which would be another function of
8 the Council.

9
10
11 **Consider employment agreement with Joe Ammons to serve as Acting Co-Fire Chief**

12 CM Hare reported the Council asked him and the City Attorney to negotiate with Mr. Ammons
13 terms to serve as Co-Fire Chief temporarily while Fire Chief Larry Robeson recovers. He said
14 Assistant Fire Chief Dave Inman is supportive in the decision. Mayor Cross commented on the
15 compensation Mr. Ammons will receive and indicated Mr. Ammons stepped in and assisted the
16 Department over the last few months and ensured emergency services were not impacted. He said
17 Mr. Ammons has been volunteering full time in addition to his full time job with Georgia-Pacific.

18
19 **Motion** – It was moved and seconded (Kauffman/Jukich) the City Attorney and City Manager
20 negotiate the agreement with Joe Ammons to serve as Co-Fire Chief for six months pending a
21 criminal background check and application process and the motion carried unanimously.

22
23 **7. REPORTS AND COMMENTS**

24 PC Pace reported there will be a law enforcement community forum for the Hispanic communities
25 on January 9 with the Newport Police Chief, Lincoln County and Toledo Police at Newport City
26 Hall.

27
28 CR Figueroa reported the Yaquina River Museum of Art is hosting a gallery showing of student
29 artwork, which will open tomorrow night at the High School starting at 5:30 p.m.

30
31 Mayor Cross indicated there was an issue on social media in regards to tickets issued by the Police
32 Department. He said last year it generated \$86,000 and court costs are approximately \$66,000. He
33 indicated PC Pace will provide a police report to the Council every month in the Council packet.
34 He said he spoke to CM Hare about implementing a Drug House ordinance as a tool for the City.
35 He commended the public works crew who removed a dangerous tree in his neighborhood.

36
37 **8. ADJOURNMENT**

38 The meeting adjourned at 8:10 p.m.

39
40 ATTEST:

APPROVE:

41
42
43
44 _____
City Recorder, Lisa Figueroa

Mayor, Rod Cross

COVID – 19 Preparedness

Business Continuity Planning Tool

Prepared on 03/03/20

Prepared for Lincoln County Cooperators



Public Health
Prevent. Promote. Protect.

Lincoln County

March 18, 2020 Toledo City Council Packet

PREVENTION-PROTECTION-MITIGATION-RESPONSE-RECOVERY

Lincoln County, Oregon

PUBLIC HEALTH

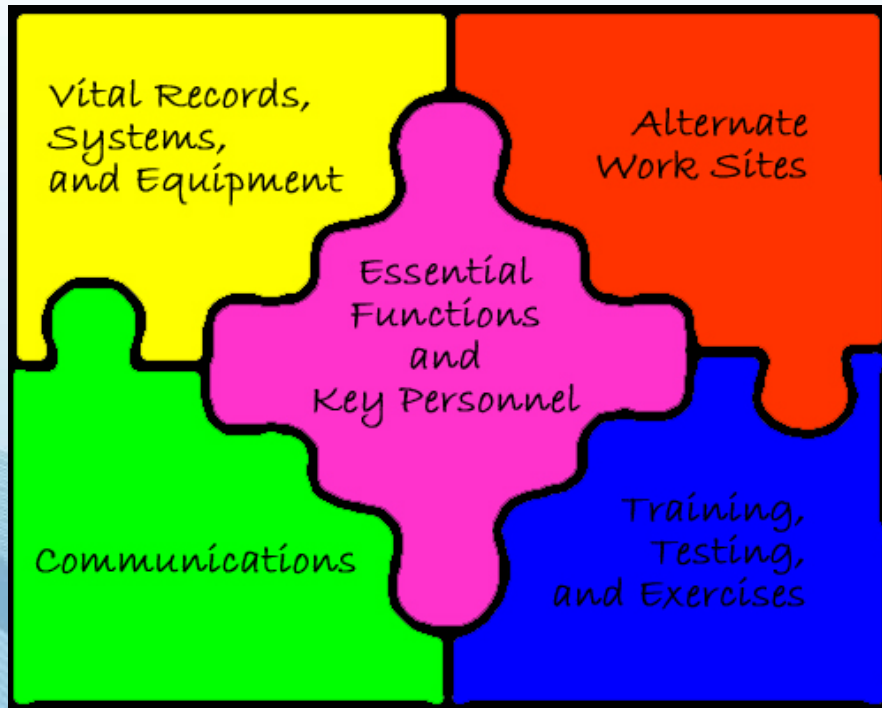
The Need for Preparedness

Lincoln County along with other Oregon counties are responding to a respiratory disease outbreak caused by a novel (new) coronavirus first detected in China and now detected in the United States.

In late February, the first COVID-19 case in Oregon was reported. The Oregon Health Authority provides weekly updates of state and regional information related to this response on their public website. This virus is not currently spreading widely in Oregon; however, it is important to note that per the CDC, current global circumstances suggest it is likely that this virus will continue to spread.



Using this Presentation



The purpose of this presentation is to provide questions and talking points to help prepare your agency/department for any impacts that may affect your daily operations. The impacts may be through staff attrition due to their illness or their need to stay home to take care of their family members. It may also be due to the limitation of needed supplies and resources to continue services.

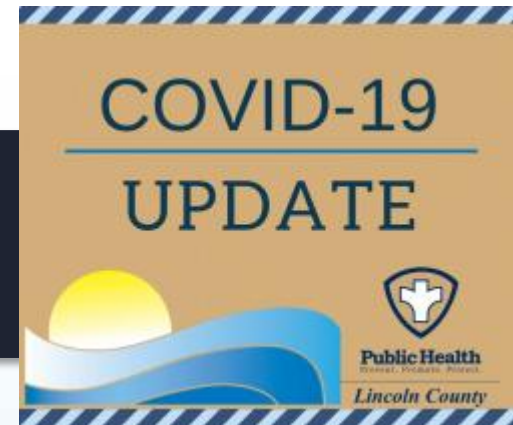
Please consider each slide carefully and be sure to reference any Continuity of Operations Plans that your agency/department/business has already in place.

At the end of this presentation consider changes to your existing COOP so that it is strengthened for any future interruption that may affect your ability to deliver services.

Stay Informed

Consider current or additional processes needed to stay apprised of changing conditions or information.

- Set a **specific day or time to check** reputable sources for current information.
- **Assign specific staff members** to monitor source information.
- **Subscribe to sources** that can automate updates.
- **Establish frequency and process** to keep your staff, clients or contacts apprised of new information.
- **Assess and monitor state/federal agencies** that provide guidance or policy on the services you provide – depending on the situation they may change frequently.



- [Lincoln County Public Health – COVID-19](#)
- [Oregon Health Authority – COVID-19](#)
 - [Subscribe to OHA for daily email updates](#)
- [Centers for Disease Control and Protection](#)
- General Public Questions re COVID-19
 - Call 211 or <https://www.211info.org/>

Essential Functions & Key Personnel



Each business and agency should carefully consider how it might curtail operations in the event of an outbreak while sustaining their mission.

- Is your agency/department **legally mandated** to provide services?
- Do you have **grant obligations** to meet certain deadlines? Can extensions be requested, or deliverables modified?
- Is your agency/department **required to maintain** systems management, can maintenance be deferred to a later date?
- What are your **Human Resource requirements or limitations** (time off banks, work from home policies, union contracts)?
- What **required functions** must be performed according to a fixed schedule (budget, payroll)?
- Are there **key positions** to consider for which you currently have no succession planning in place?

Resource Assessment - Supplies

The outbreak may impact the supply chain denying your agency/department the materials necessary to meet daily operations.

- **Conservation** - Can you do the same with less? Should you implement a conservation plan?
- **Alternatives** - Can you identify other sources of supplies, or alternatives to your usual materials that may be easier to obtain?
- **Stockpiles** – Do you have the supplies you need to operate without the possibility of re-supply for some time? What supplies need to be stockpiled if possible?



Resource Assessment - Staff

The COVID-19 outbreak may cause attrition of your staff as the virus spreads through the community and causes illness. Your agency/department may consider:

- **Leadership line of succession considerations.** Who is next in line to lead if you or your key staff are not available.
- **Cross-training** for anticipated absences.
- **Alternate staffing patterns.** Can your department implement reduced hours or change shift hours? What are your minimum staffing levels?
- **Just-in-Time training.** Are there functions that can be performed by temporary staff, or staffing from another department, with minimal supervision and training?
- **Additional PPE requirements** (fit testing, resources, training).
- **Telecommuting.** What documents and applications will your staff need to access to continue work from home in the event they are requested to quarantine themselves. Are they prepared for 14 days?



Sheltering-in-Place/Telecommuting

Providing telecommuting opportunities might create staffing solutions in some work environments, particularly for employees who have been directed to quarantine themselves for 14 days or take care of family members. In such cases, the precaution may include asymptomatic persons who are able to perform job functions, but not at the workplace.

Some of the same shelter-in-place guidance for hazardous materials applies to these situations:

- Food, water and **supplies for all persons** in the home for **14** days.
- **Redundant methods of communications** (radio, phone, computer).
- If you have **pets at home**, plan for them too.
- **Stay informed** with reputable sources and maintain **communications with your employer**.
- **Work-related access** to supplies, documentation & applications.



Communications

Use multiple technology platforms in order to successfully maintain operations.

- With reduced staff how will you **bridge communication gaps** if key personnel are not available? Do you have conference call ability?
- **What methods** will you use to communicate with staff that may be working from multiple different locations (home, office, alternate facility) simultaneously?
- How will you conduct regularly scheduled or legally required meetings (staff, councils)? How will they meet? Are they allowed to use web, Facetime, etc.?
- How will directors/managers/supervisors **maintain span of control** over diverse working locations and alternate schedules?
- What methods will you use for **emergency communications** with your clients, customers, vendors or policy groups?
- Will your staff or yourself have **access to digital files** on agency servers?



Communications – Notifications

What processes are you using to notify your employees, clients, customers or visitors of precautions they should take and how to care for their physical and emotional well being?



- **Reduce stigma and marginalization** – agency leadership should promote calmness and access to appropriate information – all demographics and socio-economic cultural, religious and ethnic backgrounds are affected.
- Provide **guidance on self monitoring** and **self-care** (physical and emotional support).
- **Post signs** at building front entrances (in color), in bathrooms, breakrooms.
- **Email digital information** (new information, policy changes) as appropriate on regular schedule that is not overwhelming.
- **Provide a printed copy**, as appropriate for situations that may affect the employee direct job functions.
- **Provide hand sanitizer** at additional locations, **check soap dispensers** and tissue boxes frequently.



Financial Considerations

- Would you qualify for **reimbursement** for declared disasters and/or are you **insured for business loss**? Here are considerations for either situation:
 - Documentation of who is assisting you (paid time, overtime or volunteer time).
 - Documentation of activated mutual aid agreements or pre negotiated emergency contracts.
 - Documentation of any emergency purchases to meet your business needs.
- Do you have a **contingency fund**? Do you have an administrative policy or ordinance that needs to be invoked to access your contingency funds?
- Are key staff required for **specific fiscal responsibilities** (payroll, deposits, procurement, accounts payable, contract approvals)?



Alternate Plans Assessment



Are there alternate plans you need to consider to maintain continuity? Some you may develop as the event unfolds while others may already be in your contingency plans. Some examples include:

- **Increasing travel restrictions** due to limited staffing or heightened transmission concerns.
- **Consideration of cancelling** or postponing activities (due to staffing, limited supplies or decrease in revenue).
- Applying or adding **disinfecting practices** (frequency, product type or scope of area).
- Activating **conservation and optimization** strategies for personnel and supplies.

Contact Us



Lincoln County Public Health Cooperator Liaisons:

Samantha Buckley, Assistant Emergency Manager
541-265-0657, sbuckley@co.lincoln.or.us

Jenny Demaris, Emergency Manager
541-265-4199, vdemaris@co.Lincoln.or.us

Lincoln County Public Health COVID-19 Resources:

<https://www.co.lincoln.or.us/hhs/page/2019-novel-coronavirus>

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	March 18, 2020	Public Safety Building Feasibility Study
Council Goal:	Agenda Type:	
Assure and provide services that protect the public.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Judy Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to direct staff to move forward with securing costs for evaluation and any necessary repairs to the exterior of the building. Also direct staff to move forward with securing financing for the project and to solicit design/construction services.

Background:

Previously Architect Sid Scott was hired to develop preliminary plans in order to apply for seismic grants to retrofit the former bank building to become the Public Safety Building. Grants were not available and little progress was made with the project. The new Public Safety building has been one of the goals of the Council. Ed Hodney was hired to provide guidance and shepherding of the project for the City of Toledo. Architect Sid Scott was hired to provide a Police Station Feasibility Study presented for the Council today.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown at this time	2019-2020	N/A

Attachment:

1. Police Station Feasibility Study Recap
2. 2-27-20 Toledo Police Station Drawings

**City of Toledo Police Station
Feasibility Study Recap**
February 25, 2020

Scope of Project

Renovate the existing former bank building located at 222 NE US20, Toledo, Oregon into a new Police Station per the conceptual level plans prepared by S|EA and dated February 25, 2020.

Basis of the Project and Assumptions

- A. Site Work
 - 1. New site elements include chain link fence, motorized gates and chain link trash enclosure
 - 2. Clean existing asphalt and restripe
 - 3. Reuse existing site lighting with addition of a several new lights on the building
 - 4. Relocate the existing Conex box
 - 5. Create staff patio area
- B. General Building
 - 1. Full seismic upgrade
 - 2. New HVAC, plumbing and electrical
 - 3. New generator
 - 4. New fire sprinkler system
 - 5. New radio antenna
 - 6. New dispatch equipment
 - 7. Assume that the existing elevator does not need replacing or repaired
 - 8. Assume that the existing electrical service to the building is adequate and not replaced
 - 9. Assume that the water and sanitary sewer are adequate and not replaced
 - 10. Assume that the existing building framing does not have extensive dry rot
 - 11. Assume that the existing radio transmitters around the City are not replaced
- C. Building Exterior
 - 1. Clean and refurbish the existing siding and roof
 - 2. Replace windows and doors
 - 3. Refurbish front canopy
 - 4. Enclose and expand the existing drive-through for use as a Sallyport/Evidence storage
 - 5. Add an addition at the existing entry to fill in the small courtyards
- D. Building Interior
 - Basement
 - 1. Keep existing rooms and restroom
 - 2. Remove ceiling in main space, paint walls
 - 3. Add server room, storage and armory
 - First and Second Floor
 - 1. Demo all walls (except existing vault)
 - 2. New walls and finishes (flooring, paint and selective ceiling area)

Estimated Project Cost

The estimated project costs are based on the conceptual level plans and construction starting in 2021. Estimated total project cost is \$4,981,486.

Estimated Project Cost Summary

February 25, 2020

Toledo Police Station Remodel
222 NE US20, Toledo, OR. 97391



SCOTT|EDWARDS ARCHITECTURE LLP.

Construction Costs

Item	Area		\$/sf	Cost
A. Building				
1. Remodel Basement Floor	3,911 SF		\$70	\$ 273,770
2. Remodel 1st Floor	3,963 SF		\$300	\$ 1,188,900
3. Remodel 2nd Floor	1,920 SF		\$300	\$ 576,000
4. Seismic Upgrade (all floors)	9,863 SF		\$55	\$ 542,465
5. Building Addition (first floor entry area)	70 SF		\$200	\$ 14,000
6. Building Sprinklers	9,863 SF		\$5	\$ 49,315
7. Generator				\$ 60,000
8. Sally Port	1,023 SF		\$175	\$ 179,025
B. Site Development				
1. Site Work				\$ 250,000
C. Estimated Construction Cost				\$ 3,133,475
D. Construction Contingency			10%	\$ 313,348
Total Estimated Construction Cost				\$ 3,446,823

Soft Costs

Item	Unit			Cost
A. Legal				\$ 10,000
B. Building permits & SDC fees				\$ 50,000
C. Land Survey				\$ 5,500
D. Fixtures, Furniture and Equipment				\$ 150,000
E. Dispatch Consoles	2		\$12,000	\$ 24,000
F. Dispatch Antenna	1			\$ 300,000
G. Technology (data network, phones)				\$ 250,000
H. Architectural/Engineering Fees (% of Construction cost)			10%	\$ 345,000
I. Reimbursable Expenses (printing, travel, etc.)				\$ 10,000
J. Independent Special Inspection during construction (third party inspections - soils, concrete, welding, anchors, etc.)				\$ 20,000
K. Moving Costs	1			\$ 15,000
L. Estimated Soft Costs				\$ 1,179,500
M. Soft Cost Contingency			10%	\$ 117,950
Total Estimated Soft Costs				\$ 1,297,450

Total Project Estimated Cost (2020 dollars) \$ 4,744,273

Estimated Escalation 2021 5% \$ 237,214

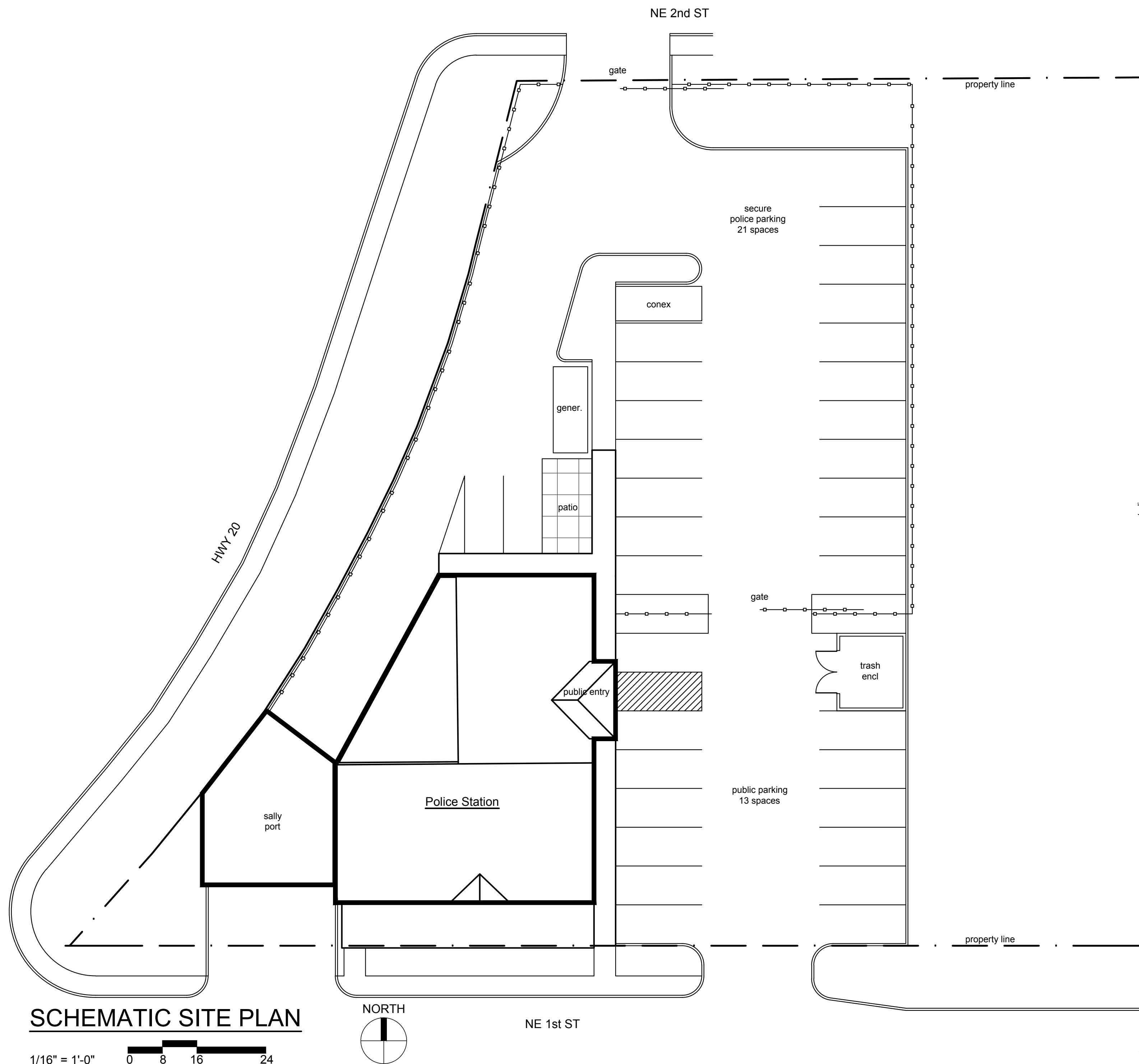
Total Project Estimated Cost (2021 dollars) \$ 4,981,486



TOLEDO POLICE STATION

222 NE Business Hwy 20
Toledo, OR 97391

February 25, 2020 | Project #17082
March 18, 2020 Toledo City Council Packet



SCHEMATIC SITE PLAN

1/16" = 1'-0"

0 8 16 24



NE 1st ST

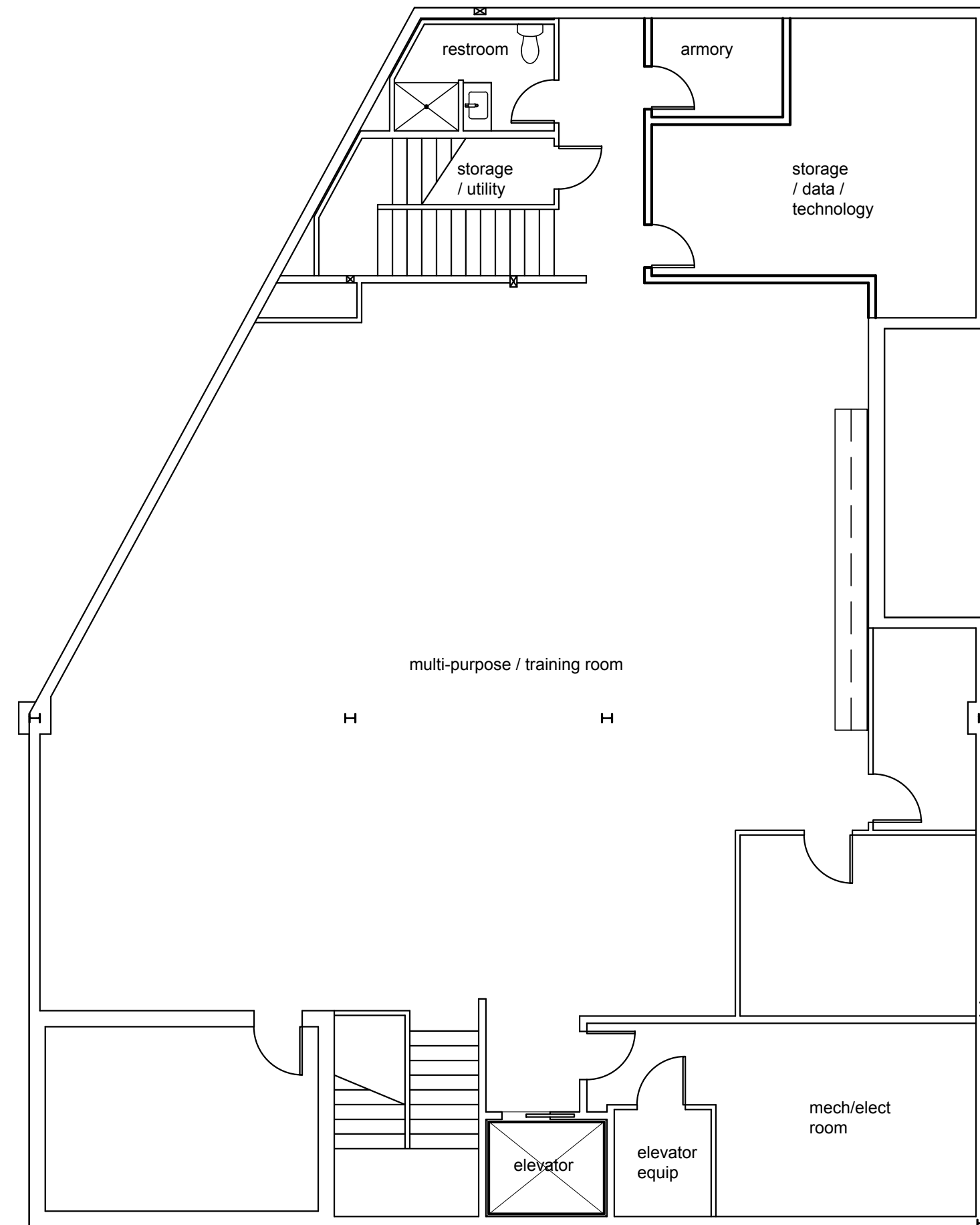
Toledo Police Station Remodel

february 25, 2020

S|E A

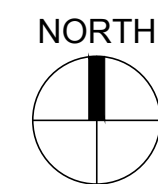
SCOTT|EDWARDS ARCHITECTURE LLP

2525 E. Burnside St., Portland, OR 97214
phone:(503) 226-3617 www.seallp.com



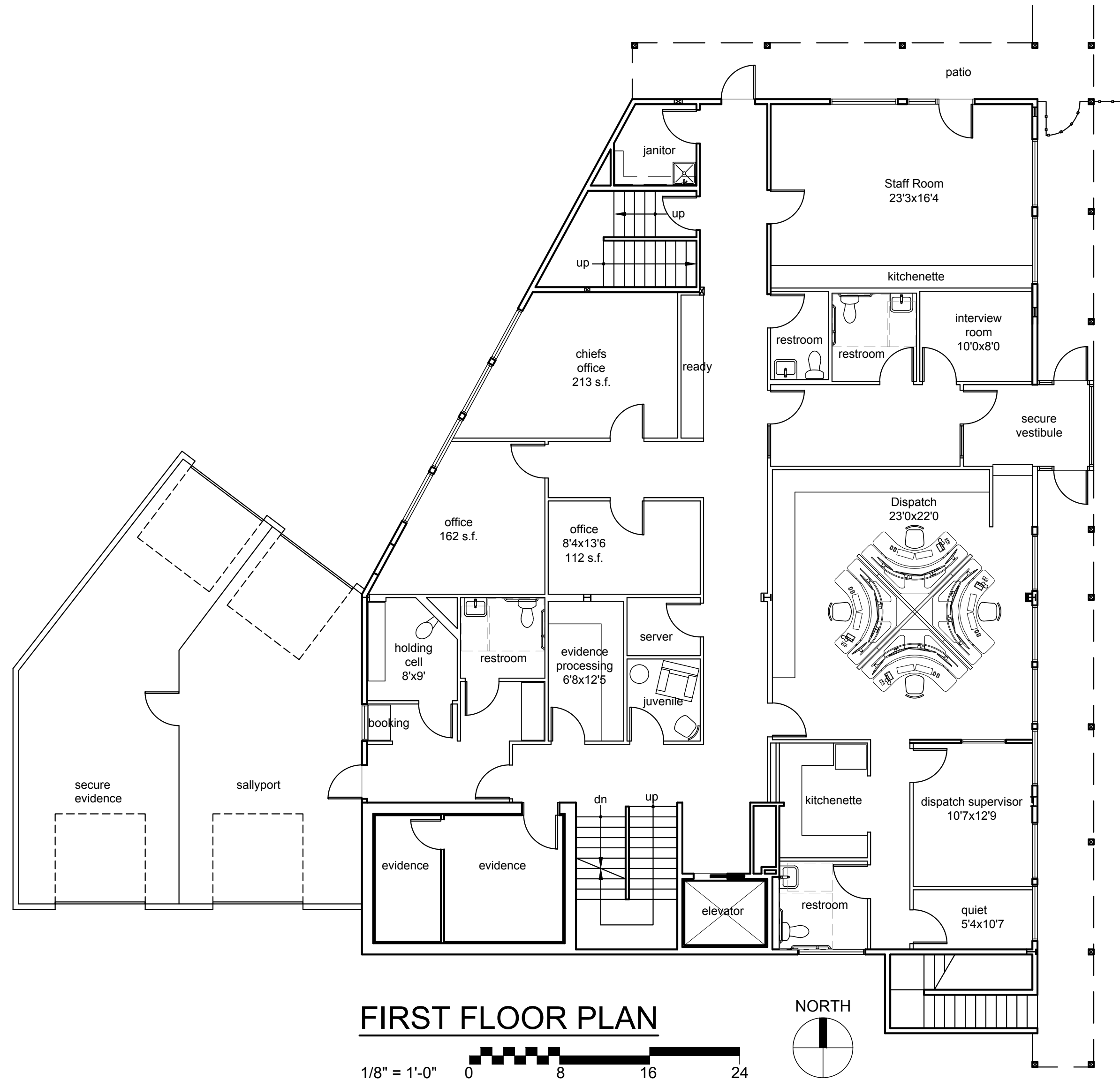
BASEMENT FLOOR PLAN

1/8" = 1'-0" 0 8 16 24



Toledo Police Station Remodel february 25, 2020

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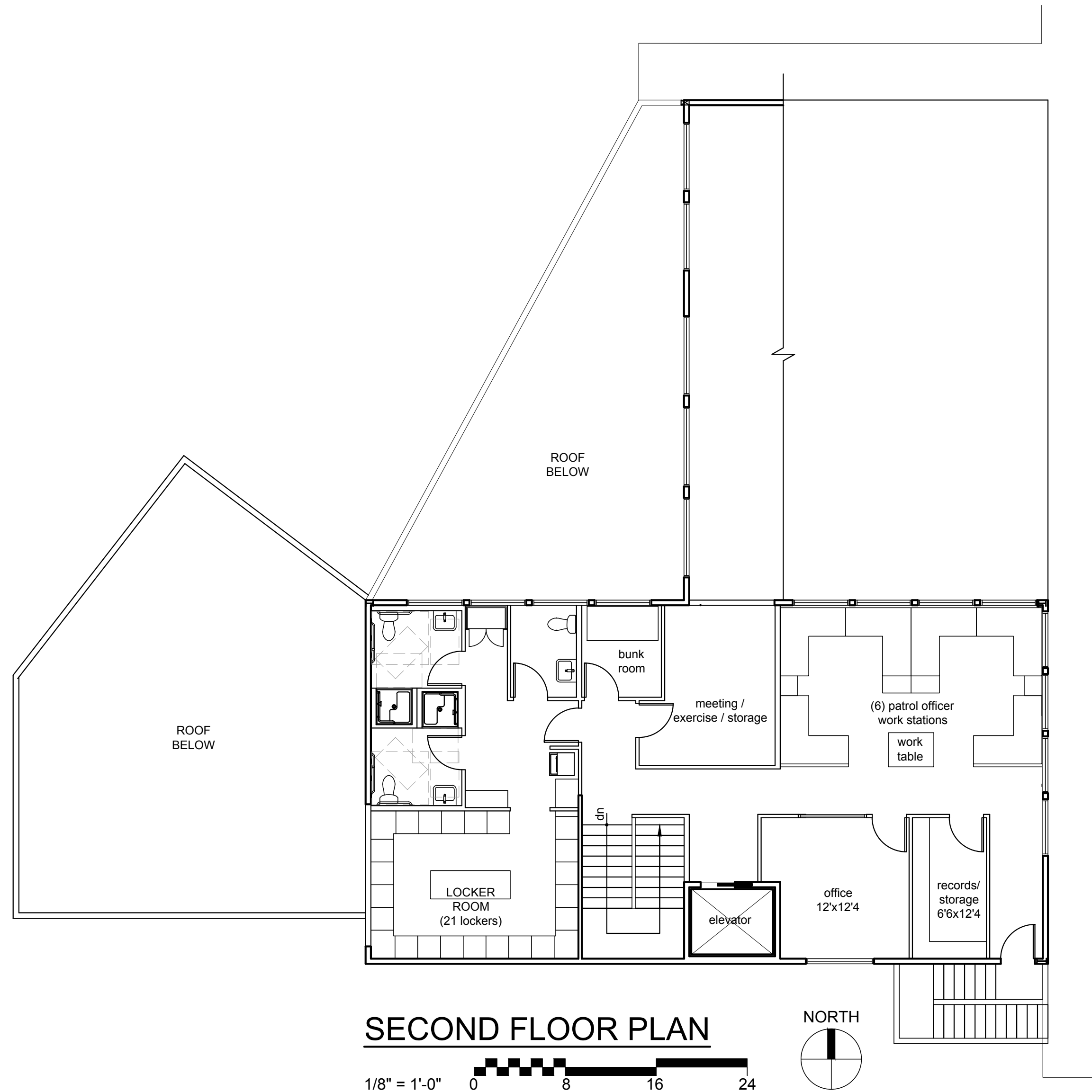
Toledo Police Station Remodel

february 25, 2020

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Toledo Police Station Remodel february 25, 2020

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phone:(503) 226-3617 www.seallp.com



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Department Stats

February 2020

Citations

Careless Driving	4
Driving Uninsured	15
Driving W/O Privileges	5
DWS-Violation	28
Fail Carry Proof Insurance	5
Failure to Carry Veh Reg	2
Failure to Drive w/in Lane	4
Failure to Obey Traffic Control Device	1
Failure to Register Vehicle	2
Failure to Use Seat Belt	1
Following Too Close	1
Improper Display of Sticker	4
Open Container	3
Unlawful/Unsignaled Turn	5
Violation of Posted Speed	18
Total	94

Average MPH over	21
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	<u>Citations</u>	<u>Warnings</u>	<u>Total Cars Stopped</u>	<u>Average Warning</u>
Total	98	356	441	81%

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Person

Assault	2
Menacing	4
Reckless Endangering	8
Sex Offense	1
Unlawful Use of a Weapon	1
Total	16

Property

Criminal Mischief	1
Hit and Run - Property	1
Theft	1
Total	3

Society

Disorderly Conduct	3
Drugs	11
DUII	6
Fail to Carry and Present License	1
Felon Possession of Weapon	1
Interfere w/ Police Officer	1
Parole/Probation Detainer	5
Reckless Driving	5
Warrant	12
Total	45

Total Crimes	64
Total Cleared Crimes	58
Cleared by Arrest	91%

Michael Pace • Chief of Police