CITY OF TOLEDO ***AMENDED AGENDA**

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

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
April 16, 2025

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

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

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

2. *Presentation
Update on the timeline for the City Manager recruitment

3. 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 three (3) minutes).

4. Consent Agenda
- Minutes from the Council retreat held April 5, 2025
- Resolution No. 1569, a resolution recognizing grant revenue and making appropriations for spending in Fiscal Year 2024-2025
- Authorize the City Manager Pro-Tem to conditionally to hire Christian Bailey for the position of Police Officer
- Authorize the City Manager Pro-Tem to hire James Spang for the position of a Wastewater Treatment Plant Lead Operator

5. Discussion/Decision Items
- Approve an agreement for Legal Services with Miller Nash
- Proposed Intergovernmental Agreement for Fire Chief Services
- Consideration to approve Library Programs Specialist job description
- Authorize City Manager Pro-Tem Clyne to sign and execute the scope of service with Civil West Engineering for water line upsize

6. Reports and Comments
- Department Reports
- Council/Committee updates
- Council Issue Tracker

7. Adjournment

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

April 9, 2025

CITY OF TOLEDO CITY MANAGER RECRUITMENT

RECRUITMENT SCHEDULE

Week of	Actions
April 14th	Start-up meeting with City to finalize scope and timeline- Monday, April 14th
April 21st and April 28th	Stakeholder interviews Virtual public input meeting- Tuesday, April 29th – 6:00pm Staff and Community online survey
May 5th	Initial candidate profile draft and finalization
May 12th	City Council work session re: draft candidate profile/hiring process – Suggested day and time: May 14th – 6:00pm
May 19th	Recruitment brochure development and finalization Council official adoption- Wednesday, May 21st
May 26th	Position advertisement- 5/27 to 6/29
June 30th	Initial application screening
July 7th	Preliminary Zoom interviews
July 14th	Recommendation and selection of finalists Executive Session- Suggested day: Wednesday, July 16th
July 21st	Background/reference checks on finalists
July 28th	Tuesday- July 29th - Staff and Community Receptions Wednesday- July 30th – City Tour and Panel Interviews Thursday- July 31st – Executive Session: Council Interviews Friday, August 1st – Executive Session: Deliberation Regular Session: Announcement of Selection

VIRTUAL

COMMUNITY INPUT MEETING

TUESDAY, APRIL 29TH 6 - 7 PM

The City of Toledo will be recruiting its next City Manager.

Join us to discuss what you would like to see in the next City Manager.

Register for the meeting at the link below:
https://bit.ly/ToledoCMPublicInput

TOLEDO WELCOMES YOU

JENSEN STRATEGIES

For questions or technical difficulties contact
emily@jensenstrategies.com
503-477-5615

TOLEDO CITY COUNCIL
Meeting and Retreat
April 5, 2025

CALL TO ORDER
Mayor Rod Cross called the meeting to order at 10:02 a.m. also via Zoom in Toledo, Oregon.

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

Staff present: City Manager (CM) Pro-Tem David Clyne, City Recorder (CR) Lisa Figueroa, City Attorney (CA) Mike Adams

DECISION ITEMS
Consideration and possible decision to provide direction for a selecting a recruitment service to fill the City Manager position
CM Clyne provided an update to the Council in regards to selecting a firm for the recruitment of the City Manager position.

Motion – It was moved and seconded (Silvia/Bush) to authorize CM Clyne to hire Jensen Enterprises for the City Manager recruitment and the motion carried as follows:

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

The Council recessed at 10:35 a.m. and reconvened at 10:40 a.m.

RETREAT DISCUSSIONS
CM Clyne, introduced Mid-Willamette Valley Council of Governments Finance Director Amber Mathiesen to the City Council as the facilitator for the day. The Council reviewed several topics during the retreat. A copy of the key points from the discussion were recorded by Ms. Mathieson.

- Toledo Vision
- Status review of City principal operations

The Council recessed at 11:45 a.m. and reconvened at 11:55 a.m.

- Process Improvement Proposals

The Council recessed at 1:20 p.m. and reconvened at 1:30 p.m.

- Public safety building – What's next?
- Attorney services - Legal firm versus In-house
- Annual Goals

TOOLS

Agenda

Staff Reports

- Subject
- Status / Background
- Actions

Work Sessions

Issues Tracker

- Prioritize Issues

Public Participation Primer

COUNCIL / MANAGER

+	-
Improving	Public Perception
Opportunities (people care)	Side Bar Conversations
Strategy	Lack of Collaboration
Vision	
Public Involvement	
Communication Plan	

CHALLENGES

Separation Staff / Council

C.M. Turnover

Other Staff Vacancies

Audits / Financial Reports

Budget

Fire Department

Police Department

Go Bond $

Risk Management

GOALS

How to Set Goals

- Workshop With Staff

5 year, 3 year, 1 year

Partners

Build Identity

- Perceptions
- Quality of Life

Community Collaboration

Main Street – Visual Appeal

Full Staff

Tourism
Local Involvement
Vitality
Growth
Promotion
Development
Work Force

Infrastructure
Services / Amenities
Code Enforcement
Population
Revenue / Financial Solutions
Existing Resources to Leverage

ADJOURNMENT

The work session adjourned at 5:10 p.m.

Approve: Attest:

______________________________ ______________________________

Mayor Rod Cross City Recorder Lisa Figueroa

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	**April 16, 2025** **Agenda Type:** Consent Agenda	Resolution No. 1569, A resolution recognizing grant revenue and making appropriations for spending for Fiscal Year 2024-2025
Prepared by:	**Reviewed by:**	**Approved by:**
Library Director H.Baker	City Recorder L.Figueroa	City Recorder L.Figueroa

Recommendation:
Motion to adopt Resolution No. 1569, a resolution of the Toledo City Council recognizing grant revenue and making appropriations for spending for Fiscal Year 2024-2025.

Background:
The Toledo Public Library has received a grant from Oregon Humanities in the amount of $1,500 to provide humanities-focused programs in rural libraries. The Library will use these funds to host a series of community events to learn about and discuss Toledo's past, present, and future.

The Library has received a donation in the amount of $5,000 from Alan Beardsley in memory of Alice D. Bryant. This generous donation will be used to support the Library's Summer Reading Program and related operations.

Note: This action is financial housekeeping and there is no discussion anticipated. Therefore, it has been included in the consent agenda for a single motion.

Fiscal Impact:	Fiscal Year:	GL Number:
$6,500	**2024-2025**	**See resolution**

Attachment:
1. Resolution No. 1569

CITY OF TOLEDO
RESOLUTION NO. 1569

A RESOLUTION OF THE TOLEDO CITY COUNCIL RECOGNIZING GRANT REVENUE AND MAKING APPROPRIATIONS FOR SPENDING IN FISCAL YEAR 2024-2025

WHEREAS, Local Budget Law in ORS 294.338(2) allows for specific purpose grants to be appropriated by resolution; and

WHEREAS, The Toledo Library received grant money from Oregon Humanities in the amount of $1,500, and a donation from Alan Beardsley in the amount of $5,000.

NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

Section 1.

		Was	Increased by
General Fund Grants	001-000-405250	$98,281.82	$6,500.00
Grant Expenditures	001-700-600110	$40,688.36	$6,500.00

Section 2. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this 16th day of April 2025.

APPROVED

ATTEST

____
Mayor Rod Cross City

____
Recorder Lisa Figueroa

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
3.To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	**April 16, 2025** **Agenda Type:** Decision Items	Authorize the City Manager Pro-Tem to conditionally hire Christian Bailey for the position of Police Officer
Prepared by:	**Reviewed by:**	**Approved by:**
Police Chief M. Pace	City Recorder L.Figueroa	City Manager Pro-Tem D.Clyne

Recommendation:
Motion to approve and authorize City Manager Pro-Tem Clyne to hire Christian Bailey for the position of Police Officer contingent upon successful completion of the post-offer conditions of the hiring process.

Background:
Christian Bailey is an applicant for the Police Department and was provided a conditional job offer with a tentative hire date of May 1st, 2025 pursuant to him completing the post-offer conditions of the hiring process. The background process is nearly complete and staff would like to hire Mr. Bailey contingent on a successful background check.

The City Charter authorizes a City Manager Pro-Tem to hire individuals by Council motion.

Fiscal Impact:	Fiscal Year:	GL Number:
FTE position	**2024-2025**	**001-400-500000**

Attachment:
None

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

<table>
<tr><th>Council Goal:</th><th>Meeting Date:</th><th>Agenda Topic:</th></tr>
<tr><td rowspan="3">1.To enhance and sustain public infrastructure and facilities by implementing plans...</td><td>4/16/2025</td><td rowspan="3">Authorize the City Manager Pro-Tem to hire James Spang for the position of Wastewater Treatment Plant Lead Operator</td></tr>
<tr><th>Agenda Type:</th></tr>
<tr><td>Consent Agenda</td></tr>
<tr><th>Prepared by:</th><th>Reviewed by:</th><th>Approved by:</th></tr>
<tr><td>Public Works Director
B.Lorimor</td><td>City Manager Pro-Tem
D.Clyne</td><td>City Manager Pro-Tem
D.Clyne</td></tr>
</table>

Recommendation:
Motion to approve and authorize City Manager Pro-Tem Clyne to hire James Spang for the position of a Wastewater Treatment Plant Lead Operator in the Public Works Department.

Background:
Our Lead Wastewater Treatment Plant Operator retired on April 1, 2025. Since then, our Junior Operator, James Spang has been assuming the responsibilities of the Lead Operator. Mr. Spang, has all of the training and certifications to serve as Lead Operator. A recruitment for the Lead Operator was conducted in accordance with the City's policies. The interview panel unanimously decided Mr. Spang was qualified for the position.

The recommendation is to authorize City Manager Pro-Tem Clyne hire James Spang for the position of Lead Operator for the Wastewater Treatment Plant.

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

Attachments
None

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
3.To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	**April 16, 2025** **Agenda Type:** Decision Items	Approve an agreement for Legal Services with Miller Nash
Prepared by:	**Reviewed by:**	**Approved by:**
City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne

Recommendation:
Motion to approve an Agreement for Legal Services per the attached from Miller Nash and authorizing the Mayor to sign and execute the document.

Background:
Mike Adams, City Attorney, has provided the City Council with his letter of resignation effective in early May. Following contact with several qualified municipal law firms, only Miller Nash is available to support us absent discernible conflicts with other clients.

The City is familiar with Miller Nash services as a result of several fact-finding efforts they conducted on our behalf. They come strongly recommended and understand that this would be a limited term relationship pending future consideration of legal services delivery model (outsource v. in-house) by the City Council.

Ultimately, while it is difficult to predict with certainty, staff does not expect a long-term significant financial impact, positive or negative. It is assumed that in the short-term there will be ramp-up expenditures due to the need to familiarize themselves with our pending matters.

We would like to engage them effective immediately to allow a block of time to overlap with Mike before his final departure from the City.

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

Attachment:
1. Proposed Services Agreement with Miller Nash
2. Miller Nash Municipal Team Experience

Jeffrey G. Condit
jeff.condit@millernash.com
503.205.2305 (direct)

March 26, 2025

VIA EMAIL
DAVID CLYNE@CITYOFTOLEDO.ORG

David Clyne
City Manager Pro Tem
City of Toledo, Oregon
206 N Main St
PO Box 220
Toledo, OR 97391

Subject: Agreement for Legal Services

Dear David:

Thank you for asking Miller Nash LLP to provide legal services to the City of Toledo, Oregon (the "City"). This letter confirms the scope of our engagement as counsel and provides information about our fees, billing information, and other terms that will govern our relationship for this matter and any additional matters that we agree to handle on the City's behalf. If the terms below are acceptable, we ask that you return a signed copy of this letter to us. A copy by email is fine.

1. Client; Scope of Representation.

Our client in this matter will be the City. We will not be representing you personally, or other individuals who may be officers, managers, or employees of the City.

We will advise the City on municipal law matters at the City's request while the City conducts a search for a permanent city attorney. Specific areas of advice may include general governance issues, labor and employment, litigation defense, and land use. Unless otherwise agreed in writing, our engagement does not include advice on federal, state, or local tax or securities laws. We expect that the City will rely on its own accountants or bookkeeper for tax advice. Although our engagement currently includes only the services above, at the City's request we would be happy to discuss the possibility of providing additional specific legal services.

We may provide legal advice that affects a business decision, but the services we provide are legal services. The business decisions are yours.

2. Fees and Expenses.

I will have primary responsibility to see that the City's legal needs are met. Other lawyers in the firm, as well as paralegals, will be part of the team helping with the work.

Our fees are based on the billing rate for each attorney and paralegal devoting time to the City's matters. Clients occasionally ask us to estimate the amount of fees and costs likely to be charged in a particular matter. These estimates are not guaranteed maximum amounts. The time and effort required will vary from situation to situation. This is especially true in matters involving negotiation, in which factors not within our control often affect the fee.

Our standard billing rates for attorneys currently range from $410 per hour to $925 per hour, based on experience level and practice area. Because the City is a public entity, we are happy to provide the following reduced hourly billing rates: $475 per hour for senior partners (12+ years of experience); $425 per hour for junior partners; $375 per hour for senior associates (4+ years of experience); and $330 per hour for junior associates. Time devoted by paralegals is charged at $255 per hour. I am a senior partner, so my rate will be $475 per hour. These billing rates may be adjusted annually.

We will send the City monthly statements describing the work done and expenses incurred through the previous month. Expenses are charged to the City at cost; we do not add an administrative fee. If a statement is not paid within 30 days, we may suspend performing services until arrangements satisfactory to us have been made for payment of outstanding and future charges and may charge 9 percent per annum interest on overdue amounts from the invoice date.

If at any time you have a question about our fees, please let us know. We want our charges to represent the fair value of our services to our clients.

3. Responsibilities.

Effective legal representation requires that the City accept certain responsibilities. We expect that the City will:

- be candid and cooperative with us and keep us informed with complete and accurate factual information, documents, and other communications relevant to our representation;

- allow reasonable time for us to prepare agreements, complete filings, and otherwise conduct our work; and
- inform us of any changes in contact information, including address, telephone number, and email address.

We may express views or beliefs about possible strategies and expected results. These statements are intended to be an expression of opinion only, based on information available to us at the time, and not a promise or guarantee.

4. Communications.

Our communications on this engagement will be with you or with other City personnel identified to us in writing as authorized contacts.

We will use Internet-based services, such as email, to communicate with the City. These services involve some risk that third parties may hack into or otherwise intercept confidential communications, but we believe that the benefits outweigh the risk of accidental disclosure. We recommend that the City personnel avoid using computers or other communications tools that are owned, controlled, or accessible by others, such as public Wi-Fi networks, cloud storage, or shared home or office computers. Use of any computer, device, or account that is accessible by others increases the risk of hacking and could result in loss of the attorney-client privilege. Any device used by City personnel should be password-protected.

If the City would like our email communications to be encrypted, we will work with the City to establish encryption protocols.

5. Conflict-of-Interest Issues/Advance Conflict Waiver.

Some of our present or future clients may ask us to advise them with respect to matters in which those clients' interests are actually or potentially adverse to the City's interests. For example, our present or future clients may ask us to advise them with respect to contracts (including bank loans) to which the City is a party, disputes with the City (including representing them in contentious arbitration and litigation matters adverse to the City), and bankruptcy or receivership matters in which those other clients' interests are adverse to the City's. Additionally, it is possible that while representing the City in matters adverse to other parties, those adverse parties may ask the firm to represent them in matters unrelated to our work for the City.

By engaging us, the City is giving us permission to concurrently represent other clients in matters that are not substantially related to our work for the City, even though in some cases the interests of those other clients may be directly adverse to or competitive with the City's interests.

This section is sometimes known as an "advance conflict waiver." In consenting to this advance waiver, the City should consider whether there is any significant risk (a) that any confidences or secrets furnished to the firm could be used adversely to it, or (b) that the firm will be less zealous or eager in representing the City because of the other representation. We believe any risk in these respects is minimal, and the firm would not undertake representation of another client adverse to the City if it believed that there was a significant risk that the firm's representation of the other client would be materially limited by its responsibilities to the City, but the City should evaluate for itself the material risks of consenting to this advance waiver before retaining us as counsel. By signing this engagement letter (or, if we don't receive a signed copy of this engagement letter, by directing us to perform work for the City), we will understand that the City consents to this advance waiver.

If for any reason this advance waiver is not effective in specific circumstances, the City agrees to (a) consent to the firm's resignation from its representation of the City and (b) support a motion (if filed by us) to withdraw from our representation of the City if resignation at that time is otherwise permissible under the applicable professional rules.

We recommend that the City obtain independent legal advice to determine whether to consent to this advance waiver. Whether to seek that advice is up to the City.

6. Consent to In-House Attorney-Client Privilege.

Sometimes we need to get our own legal advice about our duties to our clients or our handling of a matter. We then confer with an attorney (typically within the firm) who is responsible for providing us with legal advice on these questions. The City is not charged for this advice.

In some jurisdictions, this in-house consultation may not be protected by attorney-client privilege. By engaging us, the City consents to our consulting with our firm's counsel (either in-house or outside) on a privileged basis and confirms that our contemporaneous representation of the City will not waive, limit, or invalidate the privileged nature of the consultation.

7. Conclusion of Representation.

The City has the right to terminate our services for any reason at any time. We request that if the City does so, the City notify us in writing to avoid any confusion.

In some circumstances, and subject to the applicable professional rules, we may find it necessary or appropriate to withdraw from representing the City. We will give the City prompt notice of withdrawal in writing and will take steps that are reasonably practicable to protect the City's interests.

Unless previously terminated, our representation on any specific matter will conclude when we send our final statement for services rendered in the matter. After our representation of the City in any specific matter is concluded, we will provide advice as to future legal developments affecting the matter only if the City specifically engages us to do so. In the event that firm attorneys have performed no work on the City's behalf for a period of one year, the City agrees that our attorney-client relationship is terminated as of the last date firm attorneys performed legal services on the City's behalf, unless otherwise agreed in writing.

Termination of our services or withdrawal from representation does not affect the City's obligation to pay for legal services and expenses incurred up to the time of termination.

8. Client/Transaction Listings.

Periodically, our firm publicizes names and corporate logos of selected clients and a brief description of significant projects on which we worked. These descriptions will include only information that is publicly available. We would like to have the option of including the City as one of these selected clients whose successful projects we briefly describe. We will assume that by engaging us, the City consents to our doing so, unless the City notifies us otherwise. The City may withdraw its consent in writing at any time.

9. Return and Disposition of Documents.

At the City's request, any papers and property the City provides us will be returned promptly upon receipt of payment for outstanding fees and costs. The City may also obtain copies of the City's "external" files (e.g., external correspondence and emails) at our cost of retrieval and duplication, so long as we still retain them. “Internal” files (e.g., certain internal firm emails, memos prepared for our own use, and firm administrative records) are the property of the firm. For various reasons, including reducing unnecessary storage expenses, we typically destroy or otherwise dispose of any documents or other materials retained within a reasonable time after the representation ends without further notice to you.

10. Sign and Return.

Let me know if you have any questions about our engagement terms. If this letter is acceptable, we ask that it be signed on behalf of the City and returned to us for our file. Sending a scanned copy by email is fine. While we’d prefer to have a signed copy of this letter, if we don’t receive it but we proceed with the City’s work at its request, we will consider ourselves engaged on the terms of this letter.

We are pleased to have this opportunity to work with the City. Contact me at any time if you have questions or comments about our work.

Very truly yours,

Jeffrey G. Condit

ACKNOWLEDGED AND AGREED:

CITY OF TOLEDO, OREGON

By: ______________________________
Name: ______________________________
Title: ______________________________

4927-1083-2686.2

MUNICIPAL TEAM & EXPERIENCE

Miller Nash is uniquely qualified to serve the legal needs of Oregon cities. We believe that no other Oregon law firm has the breadth of experience of our firm in the combined fields of public law, real estate, land use, construction, litigation, and employment and labor law, and that also has the capability to provide high-level legal support for collateral legal issues in-house without having to search for outside specialists. This not only results in an efficient and high-quality legal product for our clients but also ensures timely and coordinated responses to all your legal needs.

The Miller Nash team has deep experience in municipal and local government law. We understand the breadth and types of issues and needs that cities face, because we are dealing with them day to day for our current clients. We are familiar with the highly visible environment in which public entities operate and have significant experience in resolving legal challenges in a manner that preserves important relationships and promotes the valuable services provided by local governmental entities. The Miller Nash team has the expertise and experience to provide full support, including the day–to-day public records and meetings issues, procurement and construction, and employment and labor, to more specialized items such as navigating land use procedures, municipal finance matters, and employee benefit issues.

Miller Nash has had the privilege of providing legal services to public bodies throughout the Pacific Northwest for more than a century. As a leader in public law, our attorneys are knowledgeable about legal issues that arise in connection with matters these organizations frequently encounter, including issues related to labor negotiations, employment relations, capital improvement projects, zoning and code enforcement, resource-sharing with other local governments (e.g., intergovernmental agreements), government ethics inquiries, and elections. Miller Nash attorneys have served as counsel for numerous public entities in the Pacific Northwest, ranging from one year to over 30 years of representation, including:

- Beaverton School District
- Canby School District
- City of Eugene
- City of Manzanita
- City of Newberg
- City of Ontario
- City of Salem
- City of Springfield
- City of West Linn
- City of Wood Village
- Clackamas Fire District #1
- Columbia Gorge Community College
- David Douglas School District
- Estacada Fire District
- Housing Authority of Yamhill County
- Jewell School District
- Lane County
- Marion County
- Multnomah County Drainage District
- Ontario School District
- Oregon State University
- Port of Astoria
- Port of Brookings Harbor
- Port of Kalama
- Port of Longview
- Portland Community College
- Portland Public Schools
- Seaside School District
- Sherwood School District
- Silver Falls School District
- Springfield Public Schools
- Tigard-Tualatin School District
- Tualatin Hills Park & Recreation District
- University of Oregon

Primary Contacts

Jeff Condit

Partner | Portland
503.205.2305 | jeff.condit@millernash.com

Jeff's core practice focuses on government and regulatory law. He enjoys serving as primary outside counsel for public entities and has a deep understanding of that role. Before joining Miller Nash, Jeff served as the city attorney for the City of Lake Oswego and as county counsel for Benton County. Since joining the firm, he has served in this capacity for cities, school districts, and community colleges. Jeff handles matters as diverse as statutory authority and construction, administrative law, public contracting and procurement, public finance, legislation, franchise drafting and negotiation, public records and meetings, government ethics, prevailing-wage issues, and election law.

Liani Reeves

Partner | Portland
503.205.2575| liani.reeves@millernash.com

Liani is an experienced employment attorney and litigator. Throughout her career of over 20 years, Liani has worked in the public, private, and nonprofit sectors as both in-house general counsel and as outside counsel. She has represented hundreds of clients ranging from start-up businesses to the Governor of Oregon. Liani also provides advice and extensive training to employers on how to comply with their legal responsibilities, for public sector clients, she often advises on government ethics and transparency and constitutional issues.

Christine Taylor

Special Counsel | Portland
503.205.2417 | christine.taylor@millernash.com

Christi's practice focuses on government, municipal, and administrative law, including public records and meetings and public contracting. She frequently attends school board meetings and city council meetings where she presents on agenda items and advises on topics appropriate for executive sessions. Christi has significant experience with public purchasing and contracting, including the drafting and negotiation of intergovernmental agreements. She is currently assisting a large public entity in creating their template solicitation documents and contracts, drafting new public contracting rules, and advising on issues as they arise.

James Walker

Partner | Portland
503.205.2353| james.walker@millernash.com

James advises the firm's public clients on real estate, construction, public contracting, public meetings and records, and other governance matters. His representative experience includes work and services for municipalities, school districts, drainage districts, ports, and tribal governments. James regularly advises public bodies on a variety of issues, including compliance with Oregon's public contracting code; conducting public meetings; responding to public records requests in accordance with Oregon's public meetings and records law; drafting local ordinances; and initiative and referendum matters.

Souvanny Miller

Associate | Portland
503.205.2363 | souvanny.miller@millernash.com

Souvanny is a skilled attorney with extensive experience representing both private and public entities in a wide range of legal matters, including land use, condemnation, litigation, and general legal counsel. She advises municipalities, educational institutions, and other public clients in navigating issues such as public records and meetings, policy and municipal code drafting, zoning and planning, First Amendment matters, and contract disputes.

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	**April 16, 2025** **Agenda Type:** Decision Items	Proposed Intergovernmental Agreement for Fire Chief Services
Prepared by:	**Reviewed by:**	**Approved by:**
City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne

Recommendation:
Motion to approve the attached proposed Intergovernmental Agreement with the Siletz Valley Fire District for the provision of Fire Chief Services and authorize the City Manager to sign and execute the agreement.

Background:
The City has need of Fire Chief services due to recent changes in the Department with the former Chief Larry Robeson assuming the responsibilities of Assistant (Deputy) Fire Chief. Chief Lapof of the Siletz Valley Fire District (SVFD) has been operating per a Council approved agreement in collaboration with Chief Robeson during his medical leave to assume the operational responsibilities for the Department as well as furnishing needed firefighting resources.

With the organizational change in our Department, the SVFD Fire Board agreed to share Chief Lapof's time (up to 40%) with the Toledo Fire Department for an extended period of time assuming the Council approves the arrangement. This agreement has been vetted by the City Attorney and myself.

With this change, we can start the process of filling at least one, if not two, vacant firefighter positions as well as reach out to start recruiting qualified and qualifiable volunteers.

Fiscal Impact:	Fiscal Year:	GL Number:
$79/hour for services rendered	**2024-2025**	**N/A**

Attachment:
1. Proposed Intergovernmental Agreement between the City of Toledo and the Siletz Valley Fire District for Provision of Fire Chief Services

INTERGOVERNMENTAL AGREEMENT
Between the CITY OF TOLEDO and the SILETZ VALLEY FIRE DISTRICT
For
Provision of Fire Chief Services

THIS INTERGOVERNMENTAL AGREEMENT ("IGA") is made and entered into by and between the **City of Toledo**, an Oregon municipal corporation ("City"), and the **Siletz Valley Fire District**, a rural fire protection district organized under ORS Chapter 478, ("SVFD"), the promises of each being given in consideration of the promises of the other.

RECITALS

1. By the authority granted in ORS 190.010 through 190.030, units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform; and

2. The SVFD has an employee hired as a Fire Chief, and the City of Toledo is in need of a Fire Chief; and SVFD is willing to assist the City of Toledo in sharing the cost of this employee.

3. The intent is that some level of integration of fire response services will alleviate duplication of staffing.

NOW THERFORE, the promises, being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

TERMS OF AGREEMENT

1. **Provision of Fire Services.** The SVFD has an employee hired as a Fire Chief, whom SVFD agrees to allow the City to also utilize as the Fire Chief for the City, consistent with the terms of this IGA.

a) **Fire Chief.** The SVFD shall provide a Fire Chief, who will work to achieve the following:

- Work collaboratively with existing City staff on budget, operations and staffing of day-to-day operations;
- Assure Business and Mercantile inspections occur on regular basis;
- Provide customer service to the citizens of the City of Toledo;
- Oversee the implementation of paid full-time staff;
- Assure all records: training, maintenance, response and expenditures are compiled with and in accordance with city, state and federal requirements;
- Respond within Scope of Practice to emergencies; and

▪ Perform the duties and responsibilities of the Fire Chief for the City, more particularly described in the Fire Chief job description, attached as **Exhibit A**, and incorporated into this IGA.

b) **Evaluation period.** An agency evaluation of personnel and effectiveness of this agreement shall be completed every six (6) months. The Fire Chief shall confer with the City Manager on progress and recommended changes or adjustments in operations pertaining to Fire Services for the City of Toledo.

c) **Compensation.** In exchange for such work, the City of Toledo agrees to be invoiced monthly on an hourly basis at a rate of $79.00 per hour inclusive of benefits and administrative cost by the Siletz Valley Fire District. It is assumed the Fire Chief will not work more than 40% of their time on behalf of the City of Toledo with the understanding that the Fire Chief's primary work responsibility will be towards SVFD should a workload conflict exist.

d) **Length of service.** This agreement shall be in effect for one (1) year from date enacted. This agreement shall be reviewed 90 days prior the end date of this agreement and automatically renewed unless notice is given as outlined in Section 3 below.

2. **Term and Effective Date.** This agreement shall become effective upon the date that each party has signed this agreement, for providing a Fire Chief for Toledo.

3. **Termination.** This agreement shall terminate upon parties' completion of all obligations listed herein, or by mutual written consent of both parties, or unilaterally, provided that no such termination will prejudice any rights or obligations of either party accrued prior to the effective date of the termination. Written or emailed notice of termination is effective on the other party, upon receipt, for any reason, including convenience, loss of available funding, or without specifying a reason. If ended not at the end of the month, the services shall be pro-rated until the date of termination.

4. **Indemnification.** It is agreed that both parties have no obligation to defend, hold harmless or indemnify, or provide any insurance coverage for or on behalf of the other party.

5. **Waiver.** The failure of either party to enforce any provision of this agreement shall not constitute a waiver by that party of that or any other provision of this agreement.

6. **Entire agreement.** This agreement constitutes the entire agreement between the parties. Any modification to this agreement shall be in writing signed by the parties.

7. **Attorney Fees.** At all times each party shall be responsible for its own costs and attorney fees.

8. **Governing law.** This agreement shall be governed and construed in accordance with the laws of the State of Oregon.

IN WITNESS WHEREOF, the parties hereto have caused this IGA to be executed in duplicate by the duly authorized persons whose signatures appear below. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this agreement represents and warrants to have the authority to execute this agreement.

City of Toledo

By: ______________________________
David Clyne, City Manager Pro-Tem

Attested: ________________________
Lisa Figueroa, Recorder

Dated this __ day of ______________, 2025.

Siletz Valley Fire District

By:__________________________________
Rick Olson, Board President

Dated this __ day of _____________, 2025.

City of Toledo
Deputy Chief-Operations
Job Description

Salary Range: $ 4,956-$5,986/Month	**Department**: Fire Dept
Classification: FLSA Exempt	**Supervisor**: Fire Chief
Representation: Non-Represented	**Location**: Fire Department

General Roles and Responsibilities
The Deputy Chief of Operations is responsible for the day-to-day operations of the Fire Department. Respond to emergency calls for service. The Deputy Chief of Operations is part of a management team working with the other Deputy Chief of Training and the Fire Chief

Supervision Received and Exercised
- Functions under the limited direction of the Fire Chief
- In the absence of the Fire Chief, the Deputy Chief will oversee the day-to-day operations of the department.

Knowledge and Skills Required
<u>Minimum Education</u>
High School
Fire Service-Related Course Work

<u>Minimum Experience</u>
- Minimum of 10 (ten) years as a Captain or above as a volunteer, combination, or full-time fire department

<u>Certifications/Licenses</u>
- Must have a valid driver's license valid in the State of Oregon or the ability to obtain one upon acceptance of the position
- Oregon Emergency Medical Technician or higher medical certification
- BLS CPR card/certification
- National Incident Management System certificates for IS-100, IS-200, IS-300, and IS-700. Ability to obtain IS-400 within 1 Year of employment
  Have held certifications in the follow classifications: NFPA Firefighter II, NFPA Instructor I (Preferred Instructor II); NFPA Fire Apparatus Driver/Operator; NFPA Apparatus Equipped with Fire Pump

<u>Knowledge of:</u>
- Principles, practices, and procedures of modern firefighting and prevention (extensive level).
- The operation of various types of firefighting apparatus and equipment maintained by the department.
- Communication: Frequent (60-80%) communication inside and outside the organization.
- Creativity: Substantial (60-80%) level of responsibility for creation, development, design or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to generate new ideas, innovate based on current practice, and/or create original work is an extremely important aspect of the position and occupies <u>more than 50%</u> of regular work time.

- Hazardous chemicals, gases, liquids, and explosives, and their potentials (extensive level).
- The geography of the service area as well as the location of draft sites, roads, and the location and nature of any hazardous areas (thorough level).
- Basic concepts in fire prevention methods, to include introductory knowledge of Oregon Fire Code, Oregon Building Code, and National Fire Protection Association Standards.
- Building construction.
- Educational methods and instructional techniques.
- Principles, practices, and techniques of customer service and public speaking and presentations.

Skill & Ability in:

- Evaluating fires; identifying dangerous chemicals, hazardous conditions, and their potential
- Reacting calmly and using sound judgment during emergency situations
- Planning, assigning, directing, supervising, and reviewing emergency operations
- Supervising and directing personnel and equipment during the worst possible conditions
- Exercising initiative and independent judgment
- Establishing and maintaining a healthy and effective relationship with subordinates, representatives of cooperating agencies, and the general public
- Providing customer service in code interpretation
- Maintaining effective working relationships with other City departments and the general public
- Computer literate in Word, Excel, PDF, and other commonly used software
- Communicating effectively, both orally and in writing

Primary/Essential Responsibilities

Administration

A. Assume full responsibility for all aspects of the Fire Department in the Fire Chiefs absence.
B. Review policies/procedures/guidelines. Update each as needed.
C. As requested, prepare reports by utilizing data inputted in record management systems databases. Present the reports as requested by the Fire Chief.
D. Work with the management team to review previous year's departmental budget. Gather input and data from other resources and assist in the preparation of the annual budget as requested.
E. Preform employee evaluations as indicated. Review with employees (volunteer and paid). Help with goal setting and steps to achieve goals.

Operations

A. Assume command role on fire related calls. Direct fire related operations. Request resources from outside agencies. Participate in firefighting operations as needed. Provide medical care as needed.
B. Assure personnel are available for calls. Assure apparatus checks are being completed by assigned personnel. Attend/assign personnel to meetings as needed.

Maintenance

A. Working with the management team, analyze the need for new equipment and long-term replacement schedule. Review quotes and the budget regarding new equipment. Obtain approval for purchase. Receive and inventory new equipment. Work with the Deputy Chief of Training on the proper training on the equipment and place in service.
B. Keep up to date records on all equipment and current locations, including Annual air pack testing. Air quality testing for the compressor. Maintaining all apparatus communications devices.
C. Assure proper maintenance is being performed by staff or out sources as needed. Organize annual testing for all equipment as required by NFPA and/or manufactures recommendations.
D. Coordinate building minor maintenance repairs. Evaluate for future facility needs. Develop plans for larger maintenance projects.
E. Maintain all communications devices
F. Oversee building maintenance and upkeep. Make recommendations for long term improvements or repairs

Completes other duties as assigned.

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

Working Conditions

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

This level has a work environment that contains hazards or obstacles on a regular (60-80%) basis. Exposure to working conditions such as high noise levels, heat, cold, lack of lighting, confinement, chemicals, inclement weather, machinery, contagious diseases, or where interactions with hostile, attacking individuals occur frequently and create a moderately high level of work risk or hazard.

The incumbent is expected to drive regularly to attend conferences and meetings. This typically amounts to one (1) hour per week. The work schedule occasionally fluctuates based on organization or customer needs, to include weekends, holidays, and odd hours. This fluctuation may occur with or without prior notice.

Physical and Mental Demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Positions at this level operate with a substantial (60-80%) mental demand due to interruptions, changing priorities, disagreeable and/or demanding people, and deadlines which are very tight. Risk and possible adverse impact on the organization exist in majority of decisions. Flexibility and adaptability are definitely needed to withstand demands of position.

Positions at this level require moderate (40-60%) physical effort and manual labor such as carrying, constant movement, frequent lifting of light items, some lifting of moderately heavy objects.
While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects.

The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, standard office equipment, and standard police equipment. Physical exertion may be required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, and kneel in confined areas.

Additional Information

The employee is required to live within 30 minutes of the fire station within 3 months of employment. Firefighters must adhere to annual NFPA 1582 standards and must submit to ongoing physical exams and fitness evaluations.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Revised: 4-2025
Adopted: 1-2000

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
3.To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	**April 16, 2025** **Agenda Type:** Decision Items	Consideration to approve Library Programs Specialist job description
Prepared by:	**Reviewed by:**	**Approved by:**
Library Director H.Baker	City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne

Recommendation:
Motion to approve the updated and consolidated job description for the Library Programs Specialist.

Background:
The Library currently employs a Children's Library Specialist, with adult programming being a shared responsibility largely falling under the purview of the Assistant Director. This fiscal year, in order to fill this gap, the Library was approved by Council to hire an additional Adult Programs Specialist at 0.5 FTE. However, this position was left unfilled due to circumstances outside the department's control.

With the imminent departure of the Library's Children's Library Specialist, the Library would like to consolidate these two part-time positions into a single full-time position with responsibility for programming at all age levels and for all audiences.

Staff is seeking provisional Council approval of this position contingent upon approval by the Toledo Employees Association.

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

Attachment:
1. job description

City of Toledo Library Programs Specialist Job Description	
Salary Range:	**Department**: Library Department
Classification: Not-exempt	**Supervisor**: Library Director
Representation: Toledo Employee Association	**Location:** Toledo Public Library

General Roles and Responsibilities

The Library Programs Specialist is responsible for coordinating educational and recreational services for our patrons and our community. These programs include the Summer Reading Program, podcast, author talks, workshops, and more. The Library Programs Specialist will perform circulation, reference, and other patron assistance duties on the front desk. This position is also responsible for development, cataloging and maintenance of the library's children's and young adult collections, including print and audiovisual media.

Supervision Received and Exercised

- This position reports to the Library Director

Knowledge and Skills Required

- Strong written and verbal communication skills
- Knowledge of library policies, ethics, and professional principles
- Leading, teaching, and supporting learners of various ages in a variety of contexts
- Digital and information literacy
- Proficiency with common desktop software, including Microsoft Word and Excel, and ability to quickly learn and adapt to new and changing systems and processes
- Strong customer service skills
- Spanish fluency (written and verbal) is preferred

<u>Minimum Education</u>

- High school diploma or equivalent required
- Associate's degree or higher preferred

<u>Minimum Experience</u>

- Two years of experience in customer service or equivalent required
- Experience in education, public programming, or training is preferred, not required

An equivalent combination of experience and education which demonstrates the knowledge, skills, and ability to perform the essential duties of the position will be considered.

<u>Certifications/Licenses</u>

NA

Knowledge of:

- Experience with library software and processes preferred (Koha ILS, OCLC Connexion, etc.)

Skill & Ability in: (Some proficiencies already listed below, change as needed)

- Proficient in Microsoft Word, Excel, and various other Office programs
- Excellent verbal and written communication skills
- Establishing priorities and organizing own workload

Primary/Essential Responsibilities

General

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

Public Programming

- Planning, developing, and implementing educational and recreational programs for children, teens, and adults
- Marketing and promotion of the library's programs and services
- Co-hosting the library's weekly podcast
- Grant writing and management

Collection management

- Selection and purchasing
- Cataloging and physical processing
- weeding/deaccessioning
- planning, creating and managing displays
- collection organization and physical arrangement
- rotation of new materials

Patron service

- Circulation and reference service
- Technology assistance

Working Conditions

Usual office and library working conditions: work is performed primarily in an office environment, using a computer, telephone, and a variety of office equipment. Schedule is flexible to accommodate some required offsite and after-hours work. The noise level is generally low except during performances and presentations. Crowded rooms, the presence of book dust, concrete floors, proximity to machines, central air conditioning, fluorescent lights, frequent interruptions, the sharing of work station with other staff and volunteers, and contact with library users from all walks of life with varying degrees of physical and mental abilities are typical aspects of the work environment. Only occasional (20-40%) hazards or obstacles are present overall.

Physical Requirements
Physical Requirements: this position may require bending, gripping with hands and fingers, typing, kneeling, lifting up to 25 pounds, pulling, pushing, reaching, standing, stooping, twisting, and walking. Moving from one area to another quickly; reaching arms above head in order to place or retrieve objects weighing up to ten (10) pounds on 7-foot high shelves, and using both hands to handle, feel, or operate objects, tools, or controls is necessary. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus while engaged in tasks such as checking patron identification, locating books or other materials on library shelves, monitoring children's movements during programs, etc. are necessary. Use of the eyes, hands, and fingers simultaneously; sufficient hearing in order to interact with library users and co-workers immediately; and the ability to speak in order to interact with library users and co-workers are necessary.

Additional Information
Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Revised:
12/11/2024

CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
1.To enhance and sustain public infrastructure and facilities by implementing plans...	**April 16, 2025** **Agenda Type:** Decision Items	Authorize City Manager Pro-Tem Clyne sign and execute the scope of service with Civil West Engineering for water line upsize
Prepared by:	**Reviewed by:**	**Approved by:**
Public Works Director B.Lorimor	City Manager Pro-Tem D. Clyne	City Manager Pro-Tem D. Clyne

Recommendation:
Motion to authorize City Manager Pro-Tem Clyne sign and execute the scope of services with Civil West Engineering for waterline upsizing on SE Sturdevant Road.

Background:
The City received a $640,000 grant from Business Oregon to improve infrastructure on SE Sturdevant Road, to support workforce housing that is tentatively to break ground in the summer of 2025. This site is also known as "Olalla Meadows".

The current 6" AC line that feeds the Olalla Meadows site location is too small to deliver the suitable amount of water needed to support the current housing with the addition of the new housing build. The proposal is to upsize this line to roughly 1200 feet of 12" HDPE (High Density Polyethylene) to satisfy the water needs.

The bid amount exceeds the City Manager's spending authority and therefore requires Council action. This is a budgeted item.

Fiscal Impact:	Fiscal Year:	GL Number:
$74,248.00	**24/25-25/26**	***020-200-602200***

Attachment:
1. Scope of Services with Civil West Engineering

South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

ENGINEERING ADDENDUM #1

Date: April 4, 2025

To: Brian Lorimer, Public Works Director, City of Toledo (City)

From: Chris Janigo, PE, PLS, Project Manager, Civil West Engineering Services, Inc. (CWES)

RE: **Sturdevant Road – Waterline Replacement Project Addendum #1**

The purpose of this scope of work is to address the waterline upsizing on Sturdevant Rd in Toledo, Oregon.

Part A: Scope of Work

1. ~~**Task 1 – Project Management:** CWES will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative services. Coordination and communication with the City are included in this Task.~~

2. ~~**Task 2 – Site Survey:** CWES will visit the site and become familiar with the project, its limits and project goals. Staff will perform field and office tasks to prepare a base map showing existing features found with respect to existing property lines and adjacent Right-of-Way. The base map will be used in all design work.~~

3. **Task 3 – Design, Contract/Construction Documents and Cost Estimate:** This task includes design a replacement waterline (12-inch replacement) for the existing water system. This task will include the preparation of construction bid documents, specifications, and project cost estimate.

4. **Task 4 – Bidding:** CWES will assist the City with the bidding process and will be available to answer questions, participate in the bid opening, and award a contract. A pre-bid on-site meeting is anticipated.

5. **Task 5 – Construction Coordination and Project Management:** CWES will provide the necessary project management and administrative services to conduct an orderly and well-managed project. Construction support will be provided as requested by the City. The following services may be provided: general construction management, responding to RFI's, reviewing submittal information, pay requests, and periodic site visits (day-to-day inspection will be the responsibility of the City). A final inspection and final payment processing is also anticipated. The budget was primarily derived using Project Manager (Chris Janigo) hours as a basis, but the final fee will vary depending on staff who may perform or assist with the work:

    a) Six (14) weekly site trips anticipated, 5 hours/trip (70 hours)

b) Various office work including project management, submittal review, RFI's, pay requests, construction notes, etc. (46 hours).
c) Final site walk-through trip and final pay request (16 hours)

6. **Task 6 – Construction Reimbursables:** Mileage, per diem, lodging, copies, etc. as incurred.

Part B: Work Not Included

This engineering scope of services is limited to the tasks and areas discussed above. It is possible that additional services may be required as part of this project as the process moves forward. We can provide other services, as needed and upon request. Work specifically not included include:

- Bid advertising costs
- Day-to-day construction inspection
- Testing observations (water pipelines, road compaction, etc.)
- Weekly meeting agendas and minutes

Part C: Project Fee Proposal

We propose the above work be divided into two parts:

(1) Project Management, Surveying, Design, and Bidding (Tasks 3-4) performed on a Lump Sum basis for the amounts shown below. The breakdown below is for convenience only to serve to indicate the level of work anticipated for each task and how the overall budget was derived. However, invoices will only show one line item "Design Services."

Task No.	Survey, Design, Bidding	Total Fee
3	Design and Construction Documents	$42,462.00
4	Bidding / RFIs	$5,682.00
	Total Proposed Design Fee	**$48,144.00**

(2) Construction management and other support (Tasks 5-6) that may be requested will be on a Time and Materials (T&M) basis for the amounts shown below. The breakdown below serves to indicate the level of work anticipated for each task; however, invoices will only show one-line item "Construction Services."

Task No.	Construction Services	Total Budget
5	Construction Services	$25,604.00
6	Construction Services Reimbursables	$500.00
	Total Proposed Construction Budget	**$26,104.00**

CWES will invoice the City on a monthly basis based on the amount of work completed that month. If additional work is required beyond this amount, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2025 Rate Schedule attached hereto.

Part D: Project Schedule

Upon receiving the notice to proceed, we anticipate the following schedule: the survey will be completed in April 2025, with design finalized by July 2025. The project will be advertised in August, followed by bidding and bid opening in September. The construction contract is expected to be awarded in October, with a construction duration of approximately 120 days, including an estimated 100 days of actual onsite work. Project completion is anticipated by February 2026, with scheduling coordinated closely with the City to ensure alignment with its requirements and timelines.

We appreciate the opportunity to provide these services to the City. Please let us know if you have any questions or if any modifications to our proposed approach are needed. If the proposed approach is acceptable, kindly sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.

Chris Janigo

Chris Janigo, PE, PLS
Project Manager

Authorized Representative Signature Accepting Scope of Services Date

Civil West Engineering Services, Inc. - 2025 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	$429
Principal Engineer	$188
Regional Manager	$183
Senior Project Manager	$178
Senior Project Engineer	$165
Senior Engineering Technician	$139
Project Manager	$173
Project Engineer	$153
Staff Engineer	$129
Engineering Technician	$95
Drafter	$84
Inspector 1	$178
Inspector 2	$155
Inspector 3	$133
Administration / Marketing / Intern	$59
Surveying	
Senior Surveyor (PLS)	$173
Senior Survey Technician	$139
Survey Technician	$118
1-person Survey Crew	$183
2-person Survey Crew	$215
3-person Survey Crew	$255
REIMBURSABLES	
Mileage	$0.70 - or current IRS Rate
Survey Equipment	$250/day
GIS Data Collection Unit	$125/day
Technology Charge	2.0% of Direct labor Costs
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Lab Fees	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost

Staff Report to Council
David Clyne - City Manager Pro Tem
April 2025

- Council Matters
  - Retreat/Goals – Council met Saturday, April 4th. The day was spent reviewing significant ongoing matters, alternative methods for Council support by staff and practical means for improving Council work flow. Goal setting will be rescheduled to a near future date.
  - Revised Support – Working with staff to implement more fully the agenda planner, a new issue tracker instrument, and a renewed written (rather than oral) reporting process.
- Financial Matters
  - Audit – Should be finalized shortly and scheduled for presentation in a near future meeting.
  - Current financial reporting – Staff is working to prepare current budget/actuals report for Council and return to the previous quarterly submissions.
  - Budget preparation – Depart Heads preparing their budget worksheets and CIP forms. Scheduling of initial budget meetings underway.
- Recruiting City Manager – Council selected Jensen Strategies. First meeting with lead personnel to be held shortly with key staff.
- Recruiting Finance Director/Service – With the successful re-engagement of Judy Richter in her former capacity as Finance Director, the recruiting of a full-time professional will be delayed for a period of time.
- Recruiting Interim Legal Services – After checking with several firms, I am recommending retaining Miller Nash for interim services effective immediately following Council approval to allow for some overlap discussions.
- Recruiting Interim Human Resources – Currently reviewing two proposals and may have one for consideration at this coming Council meeting.
- Resolving Fire Department Matters
  - Interagency Agreements
    - East Lincoln Fire District – we are currently reviewing draft rewrites of the IGA due to changes in service delivery by TFD.
    - Siletz Fire District – Council will consider proposed fire services IGA from the District at their meeting.
  - Reorganization – Changes in command structure complete and Fire Department command services included currently with Siletz proposed IGA. Two firefighter positions being provisionally recruited pending on financial capacity determination.
- Resolving Police Matters
  - Dispatch transition – Part of the transition is consideration of retaining two of the former dispatchers in new roles in support of the Department. Financial analysis is

nearing completion which should result in new job descriptions and hiring decisions for Council

- Ammon Water Storage Tank
  - Construction – Initial engineering underway.
  - Bond Issue – Met by video with underwriters and legal counsel. We have been furnished an event schedule and draft RFP (to solicit investors) that should result in sale and distribution of proceeds before end of the fiscal year allowing the City to initiate the necessary tax levy in the coming budget. Uncertainties in market are of concern at this time.

- Olalla Meadows Housing
  - Legislative Award – video conference held with Business Oregon staff. Deadline approaching for lapse of award without progress on infrastructure and NW Coastal Housing agreement.
  - NW Coastal Housing Agreement – Initial meeting set for later this month to address overall construction plan.
  - Infrastructure – Initial engineering underway. State deadline for completion is December 31, 2025
  - Construction – Not yet started.

- TPSA – currently in preliminary stages of bargaining. Our team has met twice and we have calendared a number of formal bargaining sessions over the coming weeks.

- Urban Renewal Plan – Following review of past plan spending and deliberations on future spending, staff believed a plan update was necessary to better enact the URA's vision. A proposed agreement for URA consideration was solicited from Elaine Howard, the former plan author. The agreement is within the City Manager's spending authority.

Toledo City Council Dashboard – March 2025

Police

Traffic

Citations	
Careless Driving	1
Driving Uninsured	5
DWS-Violation	1
Fail Carry Proof Insurance	1
Failure to Carry Veh Reg	2
Failure to Drive w/in Lane	1
Illegal Alteration/Display Plate	1
Improper Display of Sticker	1
Operating W/O Req Light Equip	1
Total	**14**

	Citations	Warnings	Total	Average Warning	DUII
Total	**14**	**22**	**36**	**61%**	**0**

Overtime

Overtime			
Chief	11	Non-Compensated	
Dispatch	72.75		
Patrol	82.25		
Total	155	Compensated	
	166		

Crimes

Person

Harassment	2
Intimidation	1
Sex Offense	6
Stalking	1
Total	**10**

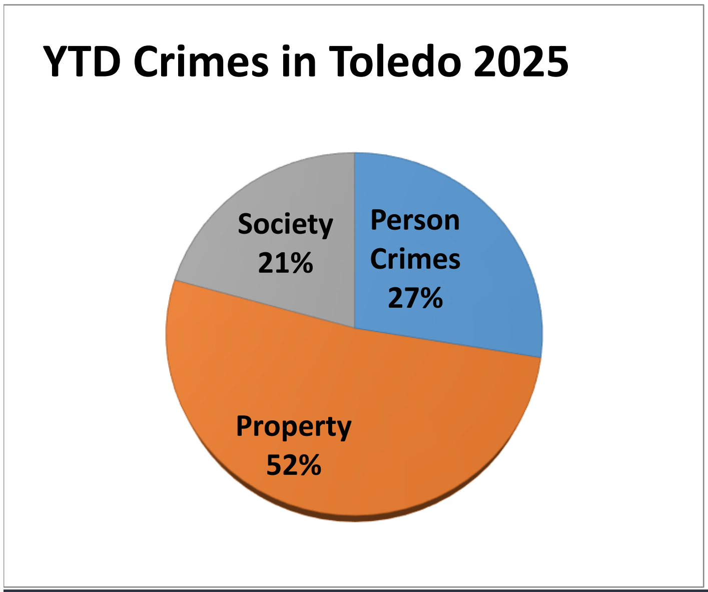
Property

Burglary	2
Criminal Mischief	1
Fraud	9
Theft	2
Trespass	1
Total	**15**

Society

Disorderly Conduct	1
DWS - Misdemeanor	2
Fraud	1
Warrant	2
Total	**6**

Total Crimes	31
Total Cleared Crimes	21
Cleared by Arrest	68%



Library

Total Circulation of Library Materials: waiting
Hotspots: 9
Laptops: 1
In-Person Visits (derived): 800
Community Room Use: 60
AV Room users: 5
Volunteer hours: 24
Adult Program Attendance: 44
Children's Program Attendance: 264
Podcast Downloads: 144
Public Computer Sessions: 165
Reference questions: 160
Outreach-6
Facebook
Page Views:18,496
Page Reach: 3,612
Content interactions: 708
Follows: 11

Fire

No report

Municipal Court

No report

Administration

Currently making updates to the website to add frequently asked questions (FAQs) in several departments. Staff are also building web forms for inquiries such as, code enforcement and public records requests, etc. that can be filled and submitted directly through the website. This will allow citizens and the public to submit inquiries any time of day/night, which staff will receive and can respond to during business hours.

Public Works

New Construction Applications:

1. Retaining wall and fence at 1127 NE Hwy 20
2. Deck at 931 NE Alder Street
3. Work in the Right-of-Way permit for sewer line work at Bay Blvd/Hwy 20
4. Work in the Right-of-Way permit for railroad signal replacement at Butler Bridge Road
5. Work in the Right-of-Way permit for new fiber installation at Hwy 20, NW A Street, and NE Beech Street
6. New water and sewer services at 810 SE Beaver Street
7. Work in the Right-of-Way permit for sewer line repairs at 1352 NW Hwy 20

Land Use Applications:

1. Floodplain Development Permit for sewer line work in the floodplain at Altree Lane/N Bay Blvd.
2. Zoning Ordinance amendment and Comprehensive Plan amendment for housing and development code updates.

Annual Transportation Permits:

15 Annual Transportation Permits have been renewed for calendar year 2025. A total of $3,288 has been collected for the program (411 trucks)

Annual Department Statistics				
Type of Permit	March	2025	2024	2023
Building Permit	2	9	37	31
Other Permits*	5	11	38	38
Land Use Application	3	4	17	19
Truck Permit	0	15	15	14
Value of Construction Improvements	$	$357,000	$ 7,465,937	$2,180,889

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

Water Loss for March 2025

Mar-25	
Gallons produced by WTP	14,062,362
Billable	12,167,493
Fire Department usage	48,000
Public Works usage	174,496
Total gallons accounted for	12,389,989
Difference	1,672,373
Percent of Loss	11.80%
WWTP Gallons Treated	33,990,000

Toledo City Council Dashboard – March 2025

Police

Traffic

Citations	
Careless Driving	1
Driving Uninsured	5
DWS-Violation	1
Fail Carry Proof Insurance	1
Failure to Carry Veh Reg	2
Failure to Drive w/in Lane	1
Illegal Alteration/Display Plate	1
Improper Display of Sticker	1
Operating W/O Req Light Equip	1
Total	**14**

	Citations	Warnings	Total	Average Warning	DUII
Total	**14**	**22**	**36**	**61%**	**0**

Overtime

Overtime			
Chief	11	Non-Compensated	
Dispatch	72.75		
Patrol	82.25		
Total	155	Compensated	
	166		

Crimes

Person

Harassment	2
Intimidation	1
Sex Offense	6
Stalking	1
Total	**10**

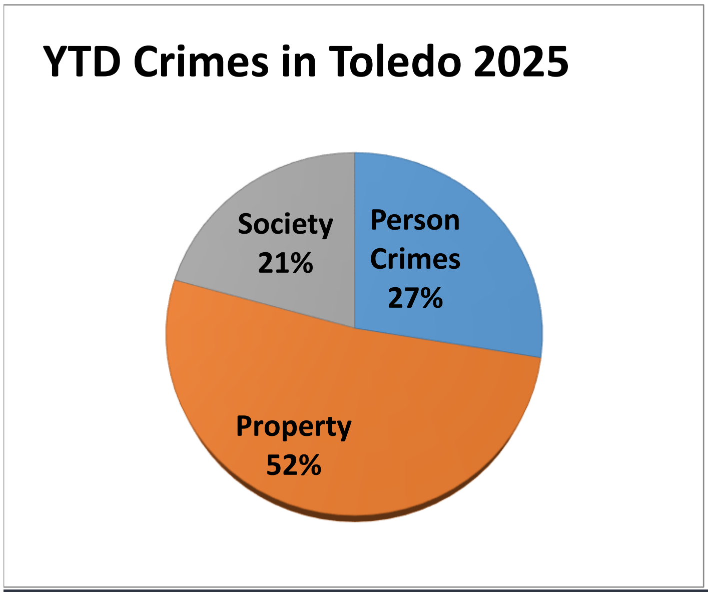
Property

Burglary	2
Criminal Mischief	1
Fraud	9
Theft	2
Trespass	1
Total	**15**

Society

Disorderly Conduct	1
DWS - Misdemeanor	2
Fraud	1
Warrant	2
Total	**6**

Total Crimes	31
Total Cleared Crimes	21
Cleared by Arrest	68%



Library

Total Circulation of Library Materials: waiting
Hotspots: 9
Laptops: 1
In-Person Visits (derived): 800
Community Room Use: 60
AV Room users: 5
Volunteer hours: 24
Adult Program Attendance: 44
Children's Program Attendance: 264
Podcast Downloads: 144
Public Computer Sessions: 165
Reference questions: 160
Outreach-6
Facebook
Page Views:18,496
Page Reach: 3,612
Content interactions: 708
Follows: 11

Fire

No report

Municipal Court

No report

Administration

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Toledo Public Library
Staff Report
2025-04-16

- Public Programs
  - “Advanced Dungeons & Decisions” all-ages puppet show (presented by Dragon Theater) – April 18 at 1 p.m.
  - “Toledo Grows!” garden swap community event - April 26 from 10 a.m. to 3 p.m. on the library back lawn
  - Digital Literacy Workshop (supported by Public Library association and AT&T): Cybersecurity - May 1 at 6 p.m. and May 8 at 3 p.m. in downstairs meeting room
  - Preparing for Summer Reading Program 2025 “Level Up At Your Library,” starting in June
- Personnel
  - Preparing for new Library Programs Specialist position
  - Preparing for retirement of current Children’s Library Specialist (May 1)
- Services and Collections
  - 3D printer is fully operational, and will be available for public use once staff training is complete and new print rates are set.
  - Integrated Library System (ILS) is stable following migration, with most of the bugs worked out. As expected, circulation has increased, and interlibrary loan workload has decreased accordingly.
  - BSA Troop 3 is building and decorating our arcade cabinet. The internal hardware and software are running and ready to go when it arrives in mid-May. This cabinet will house a collection of historic software
- Collection space updates
  - Our teen area is in place, providing a new home for the Young Adult collections. The space features a large chabudai-style table, a mobile device charging station, our growing board game collection, and will house our upcoming arcade cabinet.
  - The Library is creating a new dedicated museum exhibit space and collection area in memory of JD Wade, thanks to a generous donation by his family. This area will include a vertical exhibit tower, several vitrines, and a glasstop display coffee table, as well as new and improved seating.

City of Toledo Issue Tracker

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes
			All directors	Emergency Operations Plan	Council goal (24-25)

General Fund Consolidated

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	000	400100	Beginning Fund Balance	$ (1,099,531)	$ (872,106)	$ -	$ (872,106)	79%
001	000	400200	Current Taxes	$ (2,265,000)	$ (2,041,357)	$ (60,451)	$ (2,138,540)	94%
001	000	400300	Delinquent Taxes	$ (40,000)	$ (23,806)	$ (2,603)	$ (29,739)	74%
001	000	400400	Interest	$ (60,000)	$ (34,227)	$ (5,434)	$ (50,187)	84%
001	000	401300	Natural Gas Franchise	$ (25,000)	$ (13,178)	$ -	$ (20,551)	82%
001	000	401400	Telephone Franchise	$ (2,500)	$ -	$ -	$ (2,637)	105%
001	000	401450	Telecommunications Franchise	$ (3,000)	$ (2,159)	$ -	$ (3,274)	109%
001	000	401500	Television Franchise	$ (18,000)	$ (8,699)	$ -	$ (12,870)	72%
001	000	401600	Garbage Franchise	$ (250,000)	$ (74,139)	$ -	$ (113,951)	46%
001	000	401700	Electric Franchise	$ (765,000)	$ (315,662)	$ -	$ (485,515)	63%
001	000	401750	Street Light Utility Fees	$ (150,000)	$ (76,072)	$ (12,657)	$ (114,184)	76%
001	000	401900	Beverage License	$ (250)	$ (75)	$ (25)	$ (100)	40%
001	000	402000	Business License	$ (20,000)	$ (10,403)	$ (3,326)	$ (20,928)	105%
001	000	402200	State Liquor Fees	$ (70,000)	$ (28,855)	$ (3,588)	$ (48,344)	69%
001	000	402300	Cigarette Tax	$ (2,500)	$ (1,165)	$ (168)	$ (1,624)	65%
001	000	402350	Marijuana Tax	$ (4,500)	$ (1,589)	$ -	$ (3,195)	71%
001	000	402500	State Revenue Sharing	$ (58,000)	$ (25,265)	$ -	$ (41,334)	71%
001	000	402700	Refunds & Misc	$ (53,400)	$ (28,273)	$ (14,677)	$ (49,904)	93%
001	000	402735	Public Records Request	$ -	$ (199)	$ (65)	$ (324)	0%
001	000	402740	Notary Fee	$ -	$ (50)	$ -	$ (100)	0%
001	000	402750	Land Use Fees	$ -	$ (1,681)	$ -	$ (1,984)	0%
001	000	402800	Toledo Rural Fire Protect	$ (210,000)	$ -	$ (71,701)	$ (71,701)	34%
001	000	402825	Fire Protection Services	$ (5,000)	$ -	$ (21,769)	$ (21,769)	435%
001	000	403000	Municipal Court Fines	$ (70,000)	$ (27,513)	$ (2,975)	$ (39,858)	57%
001	000	403050	Towing Fees	$ -	$ (500)	$ -	$ (500)	0%
001	000	403100	Library Receipts	$ -	$ (642)	$ (99)	$ (897)	0%
001	000	403140	Library Service District	$ (125,000)	$ (9,161)	$ (21,320)	$ (94,441)	76%
001	000	403150	Siletz Agreement	$ (20,400)	$ (13,600)	$ (1,700)	$ (18,700)	92%
001	000	405250	Grants	$ (98,282)	$ (87,971)	$ (6,500)	$ (101,776)	104%
001	000	405380	Rents and Leases	$ (16,200)	$ (9,770)	$ (1,350)	$ (13,970)	86%
001	000	405385	Transfer from Grants Fund	$ (300,000)	$ -	$ (300,000)	$ (300,000)	100%
001	000	405386	Transfer from CC Strat Reserve	$ (365,000)	$ -	$ (365,000)	$ (365,000)	100%
001	000	405387	Transfer from Library Reserve	$ (11,949)	$ -	$ (11,949)	$ (11,949)	100%
001	000	405388	Transfer from General Reserve	$ (200,000)	$ -	$ (200,000)	$ (200,000)	100%
001	000	405390	Transfer from Urban Renewal	$ (35,000)	$ -	$ (35,000)	$ (35,000)	100%
			Revenue Totals	**$ 6,343,512**	**$ 3,708,118**	**$ 1,142,355**	**$ 5,286,949**	**83%**

EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	620500	Equipment	$ 72,000	$ 13,507	$ -	$ 13,507	19%
001	**500**		**CAPITAL OUTLAY**	**$ 72,000**	**$ 13,507**	**$ -**	**$ 13,507**	**19%**
001	500	631600	Transfer to General Reserve	$ 156,500	$ -	$ 156,500	$ 156,500	100%
001	700	631960	Trans to Bldg & Property Res	$ 60,000	$ -	$ 60,000	$ 60,000	100%
001	**700**		**TRANSFERS**	**$ 216,500**	**$ -**	**$ 216,500**	**$ 216,500**	**100%**
001	900	640100	Contingency	$ 100,000	$ -	$ -	$ -	0%
001	**900**		**CONTINGENCY**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**0%**
001	800	500000	Salaries	$ 2,564,800	$ 1,029,929	$ 119,996	$ 1,583,593	62%
001	400	500036	Police Officer	$ -	$ 6,368	$ (7,953)	$ -	0%
001	400	500056	Dispatcher	$ -	$ -	$ 452	$ -	0%
001	500	500088	Wildland Firefighter	$ 15,000	$ 860	$ -	$ 860	6%
001	500	501400	Call Time	$ 15,000	$ 10,159	$ -	$ 11,211	75%
001	800	501500	Overtime	$ 201,000	$ 101,705	$ 7,897	$ 139,568	69%
001	500	501501	Overtime Wildland Firefighters	$ 2,500	$ 2,741	$ -	$ 2,741	110%
001	400	501600	Grant Overtime	$ 12,500	$ 402	$ -	$ 402	3%
001	800	504700	Social Security	$ 198,250	$ 91,779	$ 14,785	$ 138,488	70%
001	800	504800	Health Insurance	$ 602,300	$ 217,423	$ 31,557	$ 314,572	52%
001	500	504850	Personal Holiday	$ 57,500	$ 22,718	$ 1,985	$ 33,487	58%
001	800	504900	Workers' Comp	$ 77,600	$ 43,627	$ 32	$ 43,729	56%
001	800	505000	Retirement	$ 442,500	$ 222,660	$ 36,284	$ 323,361	73%
001	900	604000	Unemployment	$ 30,000	$ 4,481	$ -	$ 4,481	15%
001	**900**		**PERSONNEL SERVICES**	**$ 4,218,950**	**$ 1,754,852**	**$ 205,036**	**$ 2,596,494**	**62%**

001	800	600100	Office Supplies	$	19,200	$	8,582	$	2,443	$	13,596	71%
001	700	600110	Grant Expenditures	$	98,282	$	47,408	$	970	$	61,446	63%
001	700	600150	Data Processing Support	$	18,500	$	12,350	$	10	$	12,379	67%
001	700	600200	Utilities	$	120,550	$	40,286	$	5,514	$	63,986	53%
001	900	600230	Advertising & Notices	$	9,500	$	1,324	$	-	$	1,540	16%
001	700	600300	Equipment Maint & Repair	$	25,450	$	11,829	$	55	$	14,507	57%
001	650	600350	Vehicle Maint & Repair	$	106,000	$	30,080	$	8,593	$	64,569	61%
001	650	600400	Facility Needs	$	45,000	$	17,888	$	3,819	$	37,176	83%
001	900	600600	Travel & Training	$	55,800	$	16,408	$	4,746	$	29,148	52%
001	900	600700	Membership & Subscription	$	29,950	$	18,172	$	1,243	$	21,743	73%
001	400	601500	Gas, Oil & Tires	$	-	$	-	$	(1,004)	$	-	0%
001	100	601700	Insurance	$	143,000	$	139,351	$	-	$	139,351	97%
001	700	603000	Network Services	$	-	$	(6,807)	$	-	$	(6,807)	0%
001	700	603500	Books & Materials	$	25,000	$	10,031	$	1,561	$	17,667	71%
001	900	603600	Safety Committee	$	3,000	$	151	$	-	$	151	5%
001	900	603700	City Council	$	10,000	$	3,852	$	21	$	4,138	41%
001	900	603800	Planning Commission	$	300	$	304	$	152	$	456	152%
001	900	603900	Economic Development	$	15,000	$	-	$	-	$	-	0%
001	900	603950	Abatement	$	25,000	$	-	$	-	$	-	0%
001	900	603975	Contributions	$	23,250	$	22,270	$	-	$	22,270	96%
001	100	604400	Street Lights	$	155,000	$	81,683	$	13,722	$	122,850	79%
001	700	606500	Youth Program Support	$	6,000	$	903	$	40	$	1,085	18%
001	700	606550	Adult Program Support	$	6,000	$	279	$	79	$	913	15%
001	400	606600	Community Programs	$	1,300	$	1,132	$	-	$	1,132	87%
001	900	606660	Community Programs	$	15,000	$	1,023	$	-	$	1,023	7%
001	900	607500	Special Purchases	$	69,500	$	8,064	$	606	$	10,787	16%
001	900	608000	Supplies	$	73,000	$	22,157	$	1,785	$	38,442	53%
001	650	608050	Janitorial Supplies	$	5,000	$	1,375	$	483	$	2,189	44%
001	900	608100	Contract & Other Services	$	303,500	$	97,302	$	17,930	$	137,153	45%
001	500	608150	Volunteer Program	$	61,000	$	25,417	$	92	$	25,915	42%
001	900	608200	Legal Fees	$	-	$	-	$	151,021	$	151,021	0%
001	**900**		**MATERIALS & SERVICES**	**$**	**1,468,082**	**$**	**612,812**	**$**	**213,881**	**$**	**989,827**	**67%**
001	900	801000	Unappropriated Surplus	$	242,980	$	-	$	-	$	-	0%
001	**900**		**UNAPPROPRIATED**	**$**	**242,980**	**$**	**-**	**$**	**-**	**$**	**-**	**0%**
001	900	631980	Greater Toledo Pool District	$	25,000	$	-	$	-	$	-	0%
001	**900**		**SPECIAL PAYMENTS**	**$**	**25,000**	**$**	**-**	**$**	**-**	**$**	**-**	**0%**
			Expense Totals	**$**	**6,343,512**	**$**	**2,381,171**	**$**	**635,416**	**$**	**3,816,328**	**60%**
			Net Totals			**$**	**1,326,947**	**$**	**506,938**	**$**	**1,470,621**	

Administration Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	100	620500	Equipment	$ 20,000	$ 2,083	$ -	$ 2,083	10%
001	**100**		**CAPITAL OUTLAY**	**$ 20,000**	**$ 2,083**	**$ -**	**$ 2,083**	**10%**
001	100	500000	Salaries	$ 587,800	$ 268,962	$ 38,986	$ 438,237	75%
001	100	501500	Overtime	$ 3,000	$ 194	$ 22	$ 295	10%
001	100	504700	Social Security	$ 44,000	$ 21,135	$ 2,936	$ 34,392	78%
001	100	504800	Health Insurance	$ 134,000	$ 65,285	$ 7,730	$ 90,965	68%
001	100	504900	Workers' Comp	$ 3,000	$ 1,596	$ 7	$ 1,614	54%
001	100	505000	Retirement	$ 88,000	$ 47,796	$ 6,456	$ 67,764	77%
001	**100**		**PERSONNEL SERVICES**	**$ 859,800**	**$ 404,968**	**$ 56,139**	**$ 633,267**	**74%**
001	100	600100	Office Supplies	$ 6,000	$ 2,916	$ 1,242	$ 4,475	75%
001	100	600150	Data Processing Support	$ 15,000	$ 12,350	$ 10	$ 12,379	83%
001	100	600200	Utilities	$ 11,150	$ 3,730	$ 1,070	$ 6,762	61%
001	100	600230	Advertising & Notices	$ 5,500	$ 1,063	$ -	$ 1,280	23%
001	100	600300	Equipment Maint & Repair	$ 1,000	$ -	$ -	$ -	0%
001	100	600600	Travel & Training	$ 20,000	$ 4,796	$ 844	$ 6,541	33%
001	100	600700	Membership & Subscription	$ 25,000	$ 15,965	$ 864	$ 18,402	74%
001	100	601700	Insurance	$ 143,000	$ 139,351	$ -	$ 139,351	97%
001	100	604400	Street Lights	$ 155,000	$ 81,683	$ 13,722	$ 122,850	79%
001	100	607500	Special Purchases	$ 20,000	$ 1,729	$ 606	$ 4,129	21%
001	100	608000	Supplies	$ 5,000	$ 900	$ -	$ 1,140	23%
001	100	608100	Contract & Other Services	$ 160,000	$ 52,948	$ 9,464	$ 74,136	46%
001	**100**		**MATERIALS & SERVICES**	**$ 566,650**	**$ 317,431**	**$ 27,822**	**$ 391,447**	**69%**
			Expense Totals	**$ 1,446,450**	**$ 724,482**	**$ 83,961**	**$ 1,026,797**	**71%**

Police Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	400	620500	Equipment	$ 27,000	$ 11,424	$ -	$ 11,424	42%
001	**400**		**CAPITAL OUTLAY**	**$ 27,000**	**$ 11,424**	**$ -**	**$ 11,424**	**42%**
001	400	631600	Transfer to General Reserve	$ 46,500	$ -	$ 46,500	$ 46,500	100%
001	400	631960	Trans to Bldg & Property Res	$ 20,000	$ -	$ 20,000	$ 20,000	100%
001	**400**		**TRANSFERS**	**$ 66,500**	**$ -**	**$ 66,500**	**$ 66,500**	**100%**
001	400	500000	Salaries	$ 1,190,500	$ 423,924	$ 42,333	$ 667,646	56%
001	400	501500	Overtime	$ 150,000	$ 62,548	$ 7,789	$ 91,211	61%
001	400	501600	Grant Overtime	$ 12,500	$ 402	$ -	$ 402	3%
001	400	504700	Social Security	$ 90,000	$ 40,228	$ 8,917	$ 61,861	69%
001	400	504800	Health Insurance	$ 300,000	$ 80,782	$ 12,304	$ 117,701	39%
001	400	504850	Personal Holiday	$ 45,000	$ 17,440	$ 1,985	$ 25,185	56%
001	400	504900	Workers' Comp	$ 25,000	$ 12,307	$ 14	$ 12,356	49%
001	400	505000	Retirement	$ 200,000	$ 99,258	$ 22,771	$ 152,303	76%
001	**400**		**PERSONNEL SERVICES**	**$ 2,013,000**	**$ 743,257**	**$ 88,611**	**$ 1,128,664**	**56%**
001	400	600100	Office Supplies	$ 5,000	$ 2,493	$ 882	$ 4,358	87%
001	400	600110	Grant Expenditures	$ 8,643	$ 8,643	$ -	$ 8,643	100%
001	400	600200	Utilities	$ 75,000	$ 25,659	$ 1,790	$ 35,970	48%
001	400	600300	Equipment Maint & Repair	$ 3,200	$ 774	$ 55	$ 956	30%
001	400	600350	Vehicle Maint & Repair	$ 33,000	$ 10,367	$ 5,004	$ 18,581	56%
001	400	600600	Travel & Training	$ 13,000	$ 3,045	$ 987	$ 6,552	50%
001	400	600700	Membership & Subscriptions	$ 2,700	$ 1,715	$ 300	$ 2,750	102%
001	400	606600	Community Programs	$ 1,300	$ 1,132	$ -	$ 1,132	87%
001	400	607500	Special Purchases	$ 15,000	$ 650	$ -	$ 650	4%
001	400	608000	Supplies	$ 13,000	$ 4,796	$ 325	$ 6,443	50%
001	400	608100	Contract & Other Services	$ 40,000	$ 18,319	$ 1,672	$ 20,481	51%
001	**400**		**MATERIALS & SERVICES**	**$ 209,843**	**$ 77,594**	**$ 10,010**	**$ 106,517**	**51%**
			Expense Totals	**$ 2,316,343**	**$ 832,275**	**$ 165,121**	**$ 1,313,105**	**57%**

Fire Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	620500	Equipment	$ 25,000	$ -	$ -	$ -	0%
001	**500**		**CAPITAL OUTLAY**	**$ 25,000**	**$ -**	**$ -**	**$ -**	**0%**
001	500	631600	Transfer to General Reserve	$ 110,000	$ -	$ 110,000	$ 110,000	100%
001	500	631960	Trans to Bldg & Property Res	$ 15,000	$ -	$ 15,000	$ 15,000	100%
001	**500**		**TRANSFERS**	**$ 125,000**	**$ -**	**$ 125,000**	**$ 125,000**	**100%**
001	500	500000	Salaries	$ 360,000	$ 160,478	$ 8,700	$ 210,711	59%
001	500	500088	Wildland Firefighter	$ 15,000	$ 860	$ -	$ 860	6%
001	500	501400	Call Time	$ 15,000	$ 10,159	$ -	$ 11,211	75%
001	500	501500	Overtime	$ 45,000	$ 38,550	$ -	$ 47,461	105%
001	500	501501	Overtime Wildland Firefighters	$ 2,500	$ 2,741	$ -	$ 2,741	110%
001	500	504700	Social Security	$ 32,000	$ 17,047	$ 654	$ 21,996	69%
001	500	504800	Health Insurance	$ 70,000	$ 29,427	$ 2,048	$ 35,570	51%
001	500	504850	Personal Holiday	$ 12,500	$ 5,278	$ -	$ 8,302	66%
001	500	504900	Workers' Comp	$ 42,000	$ 24,639	$ 1	$ 24,646	59%
001	500	505000	Retirement	$ 83,000	$ 45,535	$ 1,861	$ 57,557	69%
001	**500**		**PERSONNEL SERVICES**	**$ 677,000**	**$ 334,715**	**$ 13,263**	**$ 421,055**	**62%**
001	500	600100	Office Supplies	$ 2,000	$ 620	$ 3	$ 786	39%
001	500	600110	Grant Expenditures	$ 48,950	$ 28,644	$ -	$ 39,830	81%
001	500	600200	Utilities	$ 17,700	$ 5,385	$ 1,138	$ 10,914	62%
001	500	600300	Equipment Maint & Repair	$ 18,000	$ 10,950	$ -	$ 13,156	73%
001	500	600350	Vehicle Maint & Repair	$ 57,000	$ 17,287	$ 2,852	$ 40,348	71%
001	500	600600	Travel & Training	$ 14,500	$ 6,578	$ 1,854	$ 12,681	87%
001	500	600700	Membership & Subscription	$ 1,200	$ 212	$ -	$ 232	19%
001	500	607500	Special Purchases	$ 10,000	$ -	$ -	$ -	0%
001	500	608000	Supplies	$ 40,000	$ 12,996	$ 685	$ 22,807	57%
001	500	608100	Contract & Other Services	$ 47,000	$ 8,771	$ 2,112	$ 12,610	27%
001	500	608150	Volunteer Program	$ 61,000	$ 25,417	$ 92	$ 25,915	42%
001	**500**		**MATERIALS & SERVICES**	**$ 317,350**	**$ 116,859**	**$ 8,736**	**$ 179,279**	**56%**
			Expense Totals	**$ 1,144,350**	**$ 451,573**	**$ 146,999**	**$ 725,335**	**63%**

Property Maintenance Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	650	500000	Salaries	$ 161,000	$ 71,232	$ 11,484	$ 105,571	66%
001	650	501500	Overtime	$ 2,500	$ 352	$ 86	$ 541	22%
001	650	504700	Social Security	$ 11,500	$ 5,441	$ 912	$ 8,162	71%
001	650	504800	Health Insurance	$ 30,000	$ 17,079	$ 3,093	$ 26,344	88%
001	650	504900	Worker's Comp	$ 7,000	$ 4,938	$ 4	$ 4,949	71%
001	650	505000	Retirement	$ 25,000	$ 12,031	$ 1,950	$ 17,848	71%
001	**650**		**PERSONNEL SERVICES**	**$ 237,000**	**$ 111,073**	**$ 17,529**	**$ 163,416**	**69%**
001	650	600100	Office Supplies	$ 200	$ 33	$ 7	$ 47	23%
001	650	600200	Utilities	$ 4,200	$ 1,609	$ 451	$ 2,525	60%
001	650	600300	Equipment Maint & Repair	$ 2,500	$ 99	$ -	$ 340	14%
001	650	600350	Vehicle Maint & Repair	$ 16,000	$ 2,425	$ 737	$ 5,640	35%
001	650	600400	Facility Needs	$ 45,000	$ 17,888	$ 3,819	$ 37,176	83%
001	650	600600	Travel & Training	$ 500	$ -	$ -	$ -	0%
001	650	607500	Special Purchases	$ 8,000	$ 5,685	$ -	$ 6,008	75%
001	650	608000	Supplies	$ 10,000	$ 2,832	$ 528	$ 7,026	70%
001	650	608050	Janitorial Supplies	$ 5,000	$ 1,375	$ 483	$ 2,189	44%
001	650	608100	Contract & Other Services	$ 25,000	$ 6,428	$ 624	$ 9,071	36%
001	**650**		**MATERIALS & SERVICES**	**$ 116,400**	**$ 38,373**	**$ 6,647**	**$ 70,023**	**60%**
			Expense Totals	**$ 353,400**	**$ 149,447**	**$ 24,176**	**$ 233,438**	**66%**

Library Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	700	631960	Trans to Bldg & Property Res	$ 25,000	$ -	$ 25,000	$ 25,000	100%
001	**700**		**TRANSFERS**	**$ 25,000**	**$ -**	**$ 25,000**	**$ 25,000**	**100%**
001	700	500000	Salaries	$ 254,000	$ 100,422	$ 17,622	$ 154,072	61%
001	700	504700	Social Security	$ 20,000	$ 7,552	$ 1,300	$ 11,516	58%
001	700	504800	Health Insurance	$ 63,000	$ 22,201	$ 5,905	$ 39,917	63%
001	700	504900	Workers' Comp	$ 500	$ 145	$ 6	$ 162	32%
001	700	505000	Retirement	$ 45,000	$ 17,738	$ 3,095	$ 27,160	60%
001	**700**		**PERSONNEL SERVICES**	**$ 382,500**	**$ 148,058**	**$ 27,929**	**$ 232,827**	**61%**
001	700	600100	Office Supplies	$ 5,500	$ 2,316	$ 288	$ 3,706	67%
001	700	600110	Grant Expenditures	$ 40,688	$ 10,122	$ 970	$ 12,973	32%
001	700	600150	Data Processing Support	$ 3,500	$ -	$ -	$ -	0%
001	700	600200	Utilities	$ 12,500	$ 3,904	$ 1,067	$ 7,815	63%
001	700	600300	Equipment Maint & Repair	$ 750	$ 6	$ -	$ 54	7%
001	700	600600	Travel & Training	$ 1,000	$ -	$ 310	$ 461	46%
001	700	600700	Membership & Subscription	$ 500	$ 125	$ 79	$ 204	41%
001	700	603500	Books & Materials	$ 25,000	$ 10,031	$ 1,561	$ 17,667	71%
001	700	606500	Youth Program Support	$ 6,000	$ 903	$ 40	$ 1,085	18%
001	700	606550	Adult Program Support	$ 6,000	$ 279	$ 79	$ 913	15%
001	700	607500	Special Purchases	$ 4,000	$ -	$ -	$ -	0%
001	700	608000	Supplies	$ 2,000	$ 526	$ 227	$ 896	45%
001	700	608100	Contract & Other Services	$ 16,500	$ 2,526	$ 238	$ 6,084	37%
001	**700**		**MATERIALS & SERVICES**	**$ 123,938**	**$ 23,931**	**$ 4,859**	**$ 45,053**	**36%**
			Expense Totals	**$ 531,438**	**$ 171,989**	**$ 57,787**	**$ 302,880**	**57%**

Municipal Court

3rd Quarter Financial Report 2024-2025

Period 07 - 09

Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	800	500000	Salaries	$ 11,500	$ 4,910	$ 871	$ 7,357	64%
001	800	501500	Overtime	$ 500	$ 60	$ -	$ 60	12%
001	800	504700	Social Security	$ 750	$ 376	$ 66	$ 560	75%
001	800	504800	Health Insurance	$ 5,300	$ 2,648	$ 475	$ 4,075	77%
001	800	504900	Workers' Comp	$ 100	$ 2	$ 0	$ 2	2%
001	800	505000	Retirement	$ 1,500	$ 303	$ 151	$ 728	49%
001	**800**		**PERSONNEL SERVICES**	**$ 19,650**	**$ 8,300**	**$ 1,564**	**$ 12,782**	**65%**
001	800	600100	Office Supplies	$ 500	$ 203	$ 21	$ 224	45%
001	800	600600	Travel & Training	$ 1,800	$ 15	$ -	$ 15	1%
001	800	600700	Membership & Subscription	$ 250	$ 154	$ -	$ 154	62%
001	800	608100	Contract & Other Services	$ 15,000	$ 8,311	$ 500	$ 11,450	76%
001	**800**		**MATERIALS & SERVICES**	**$ 17,550**	**$ 8,683**	**$ 521**	**$ 11,844**	**67%**
			Expense Totals	**$ 37,200**	**$ 16,983**	**$ 2,086**	**$ 24,626**	**66%**

General Services Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	900	640100	Contingency	$ 100,000	$ -	$ -	$ -	0%
001	**900**		**CONTINGENCY**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**0%**
001	900	604000	Unemployment	$ 30,000	$ 4,481	$ -	$ 4,481	15%
001	**900**		**PERSONNEL SERVICES**	**$ 30,000**	**$ 4,481**	**$ -**	**$ 4,481**	**15%**
001	900	600230	Advertising & Notices	$ 4,000	$ 260	$ -	$ 260	7%
001	900	600600	Travel & Training	$ 5,000	$ 1,974	$ 751	$ 2,897	58%
001	900	600700	Membership & Subscription	$ 300	$ -	$ -	$ -	0%
001	900	603600	Safety Committee	$ 3,000	$ 151	$ -	$ 151	5%
001	900	603700	City Council	$ 10,000	$ 3,852	$ 21	$ 4,138	41%
001	900	603800	Planning Commission	$ 300	$ 304	$ 152	$ 456	152%
001	900	603900	Economic Development	$ 15,000	$ -	$ -	$ -	0%
001	900	603950	Abatement	$ 25,000	$ -	$ -	$ -	0%
001	900	603975	Contributions	$ 23,250	$ 22,270	$ -	$ 22,270	96%
001	900	606660	Community Programs	$ 15,000	$ 1,023	$ -	$ 1,023	7%
001	900	607500	Special Purchases	$ 12,500	$ -	$ -	$ -	0%
001	900	608000	Supplies	$ 3,000	$ 107	$ 20	$ 129	4%
001	900	608200	Legal Fees	$ -	$ -	$ 151,021	$ 151,021	0%
001	**900**		**MATERIALS & SERVICES**	**$ 116,350**	**$ 29,940**	**$ 151,966**	**$ 182,346**	**157%**
001	900	801000	Unappropriated Surplus	$ 242,980	$ -	$ -	$ -	0%
001	**900**		**UNAPPROPRIATED**	**$ 242,980**	**$ -**	**$ -**	**$ -**	**0%**
001	900	631980	Greater Toledo Pool District	$ 25,000	$ -	$ -	$ -	0%
001	**900**		**SPECIAL PAYMENTS**	**$ 25,000**	**$ -**	**$ -**	**$ -**	**0%**
			Expense Totals	**$ 514,330**	**$ 34,422**	**$ 151,966**	**$ 186,827**	**36%**

Streets Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
011	000	400100	Beginning Fund Balance	$ (2,624,909)	$ (2,637,000)	$ -	$ (2,637,000)	100%
011	000	400400	Interest	$ (80,000)	$ (62,930)	$ (10,302)	$ (93,352)	117%
011	000	401300	Natural Gas Franchise	$ (18,000)	$ (8,785)	$ -	$ (13,700)	76%
011	000	401400	Telephone Franchise	$ (1,700)	$ -	$ -	$ (1,758)	103%
011	000	401450	Telecommunications Franchise	$ (2,000)	$ (1,440)	$ -	$ (2,182)	109%
011	000	401500	Television Franchise	$ (12,000)	$ (5,799)	$ -	$ (8,580)	72%
011	000	401600	Garbage Franchise	$ (100,000)	$ (49,426)	$ -	$ (75,967)	76%
011	000	401700	Electric Franchise	$ (445,000)	$ (373,168)	$ -	$ (486,403)	109%
011	000	402050	Truck Permits	$ (3,000)	$ (3,016)	$ -	$ (3,288)	110%
011	000	402400	Oregon State Highway Tax	$ (280,000)	$ (144,442)	$ (24,887)	$ (221,662)	79%
011	000	402700	Refunds & Misc	$ (8,000)	$ (9,387)	$ 901	$ (24,576)	307%
011	000	403600	Road Maintenance Fees	$ (100,000)	$ (53,806)	$ (8,936)	$ (80,696)	81%
			Revenue Totals	**$ 3,674,609**	**$ 3,349,199**	**$ 43,224**	**$ 3,649,166**	**99%**

EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
011	110	620500	Equipment	$ 50,000	$ -	$ -	$ -	0%
011	110	620520	Systems	$ 1,750,000	$ 45,981	$ -	$ 45,981	3%
011	110	620540	Road Maintenance Expenditures	$ 300,000	$ -	$ -	$ -	0%
011	**110**		**CAPITAL OUTLAY**	**$ 2,100,000**	**$ 45,981**	**$ -**	**$ 45,981**	**2%**
011	110	631000	Transfer to PW Equip Reserve	$ 35,000	$ -	$ 35,000	$ 35,000	100%
011	110	631850	Transfer to Street Reserve	$ 575,209	$ -	$ 575,209	$ 575,209	100%
011	**110**		**TRANSFERS**	**$ 610,209**	**$ -**	**$ 610,209**	**$ 610,209**	**100%**
011	110	640100	Contingency	$ 250,000	$ -	$ -	$ -	0%
011	**110**		**CONTINGENCY**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**0%**
011	110	500000	Salaries	$ 281,000	$ 120,776	$ 25,081	$ 196,918	70%
011	110	501400	Call Time	$ 20,000	$ 9,350	$ 1,114	$ 12,933	65%
011	110	501500	Overtime	$ 10,000	$ 1,991	$ 1,198	$ 3,625	36%
011	110	504700	Social Security	$ 22,000	$ 10,236	$ 2,158	$ 16,642	76%
011	110	504800	Health Insurance	$ 70,000	$ 32,159	$ 6,449	$ 52,523	75%
011	110	504900	Workers' Comp	$ 16,000	$ 5,121	$ 8	$ 5,144	32%
011	110	505000	Retirement	$ 50,000	$ 21,682	$ 3,933	$ 33,280	67%
011	**110**		**PERSONNEL SERVICES**	**$ 469,000**	**$ 201,315**	**$ 39,941**	**$ 321,065**	**68%**
011	110	600100	Office Supplies	$ 500	$ 254	$ 28	$ 328	66%
011	110	600200	Utilities	$ 12,150	$ 4,399	$ 1,325	$ 7,702	63%
011	110	600300	Equipment Repair	$ 20,000	$ 7,097	$ 880	$ 10,136	51%
011	110	600350	Vehicle Maint & Repair	$ 27,000	$ 6,383	$ 851	$ 11,852	44%
011	110	600400	Facility Needs	$ -	$ 252	$ -	$ -	0%
011	110	600420	Systems Repair	$ 100,000	$ 39,790	$ 1,536	$ 66,356	66%
011	110	600600	Travel & Training	$ 1,500	$ 1,420	$ -	$ 1,420	95%
011	110	600700	Membership & Subscription	$ 750	$ -	$ -	$ -	0%
011	110	601500	Gas, Oil & Tires	$ -	$ 57	$ -	$ -	0%
011	110	601700	Insurance	$ 30,500	$ 29,307	$ -	$ 29,307	96%
011	110	607500	Special Purchases	$ 3,000	$ 1,160	$ -	$ 1,160	39%
011	110	608000	Supplies	$ 20,000	$ 6,191	$ 3,666	$ 13,944	70%
011	110	608100	Contract & Other Services	$ 15,000	$ 6,746	$ 3,770	$ 12,115	81%
011	110	608175	Street Sweeping	$ 15,000	$ 1,302	$ 468	$ 3,522	23%
011	**110**		**MATERIALS & SERVICES**	**$ 245,400**	**$ 104,358**	**$ 12,524**	**$ 157,842**	**64%**
			Expense Totals	**$ 3,674,609**	**$ 351,654**	**$ 662,674**	**$ 1,135,097**	**31%**
			Net Totals		**$ 2,997,545**	**$ (619,450)**	**$ 2,514,068**	

Water Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09

Fiscal Year 2025

REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	000	400100	Beginning Fund Balance	$ (447,248)	$ (462,486)	$ -	$ (462,486)	103%
012	000	400400	Interest	$ (10,000)	$ (16,733)	$ (2,739)	$ (24,823)	248%
012	000	402700	Refunds & Misc	$ (1,500)	$ (4,974)	$ (91)	$ (7,202)	480%
012	000	402720	Public Works Inspection Fee	$ (50)	$ -	$ -	$ -	0%
012	000	402730	Haulable Water	$ (2,000)	$ (1,953)	$ -	$ (2,108)	105%
012	000	403700	Sale of Water	$ (1,502,898)	$ (725,946)	$ (104,313)	$ (1,046,332)	70%
012	000	403800	Meter Charges-Connection Fees	$ (5,000)	$ (2,098)	$ -	$ (2,098)	42%
012	000	403900	Service Fees	$ (1,800)	$ (1,064)	$ (140)	$ (1,404)	78%
012	000	403950	Delinquent Fees	$ (15,000)	$ (11,265)	$ (2,320)	$ (18,540)	124%
012	000	404100	Sale of Water to Seal Rock	$ (1,000)	$ -	$ -	$ -	0%
012	000	404125	H2O Program Donations	$ (500)	$ (398)	$ (65)	$ (564)	113%
			Revenue Totals	**$ 1,986,996**	**$ 1,226,918**	**$ 109,669**	**$ 1,565,557**	**79%**

WATER PLANT EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	120	620500	Equipment	$ 10,000	$ -	$ -	$ -	0%
012	**120**		**CAPITAL OUTLAY**	**$ 10,000**	**$ -**	**$ -**	**$ -**	**0%**
012	120	631000	Transfer to PW Reserve	$ 7,000	$ -	$ 7,000	$ 7,000	100%
012	120	631800	Transfer to Water Reserve	$ 50,000	$ -	$ 50,000	$ 50,000	100%
012	**120**		**TRANSFERS**	**$ 57,000**	**$ -**	**$ 57,000**	**$ 57,000**	**100%**
012	120	640100	Contingency	$ 50,000	$ -	$ -	$ -	0%
012	**120**		**CONTINGENCY**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**0%**
012	120	500000	Salaries	$ 225,950	$ 95,604	$ 15,650	$ 143,887	64%
012	120	501400	Call Time	$ 25,000	$ 11,406	$ 1,930	$ 17,165	69%
012	120	501500	Overtime	$ 15,000	$ 1,122	$ 317	$ 1,449	10%
012	120	504700	Social Security	$ 18,500	$ 8,401	$ 1,386	$ 12,619	68%
012	120	504800	Health Insurance	$ 62,000	$ 23,847	$ 4,237	$ 36,367	59%
012	120	504900	Workers' Comp	$ 8,000	$ 2,465	$ 4	$ 2,476	31%
012	120	505000	Retirement	$ 43,000	$ 18,833	$ 3,111	$ 28,175	66%
012	**120**		**PERSONNEL SERVICES**	**$ 397,450**	**$ 161,678**	**$ 26,636**	**$ 242,139**	**61%**
012	120	600100	Office Supplies	$ 300	$ 474	$ 7	$ 487	162%
012	120	600150	Data Processing Support	$ 7,500	$ 4,658	$ 364	$ 5,675	76%
012	120	600200	Utilities	$ 80,000	$ 29,270	$ 6,614	$ 48,810	61%
012	120	600300	Equipment Maint & Repair	$ 8,000	$ 3,536	$ -	$ 4,384	55%
012	120	600350	Vehicle Maint & Repair	$ 6,000	$ 1,833	$ 194	$ 2,395	40%
012	120	600400	Facility Needs	$ 20,000	$ 4,157	$ 23,745	$ 29,048	145%
012	120	600420	Systems Repair	$ 15,000	$ 8,451	$ -	$ 8,451	56%
012	120	600600	Travel & Training	$ 1,500	$ 390	$ -	$ 932	62%
012	120	600700	Membership & Subscription	$ 4,000	$ 2,750	$ -	$ 3,181	80%
012	120	601700	Insurance	$ 46,000	$ 41,062	$ -	$ 41,062	89%
012	120	607500	Special Purchases	$ 15,500	$ 4,125	$ -	$ 4,125	27%
012	120	608000	Supplies	$ 40,000	$ 10,796	$ 833	$ 17,822	45%
012	120	608100	Contract & Other Services	$ 22,000	$ 12,077	$ 786	$ 17,011	77%
012	**120**		**MATERIALS & SERVICES**	**$ 265,800**	**$ 123,751**	**$ 32,370**	**$ 183,382**	**69%**
			Water Plant Expense Totals	**$ 780,250**	**$ 285,430**	**$ 116,006**	**$ 482,522**	**62%**

WATER DISTRIBUTION EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	125	631000	Transfer to PW Reserve	$ 10,000	$ -	$ 10,000	$ 10,000	100%
012	125	631800	Transfer to Water Reserve	$ 100,000	$ -	$ 100,000	$ 100,000	100%
012	**125**		**TRANSFERS**	**$ 110,000**	**$ -**	**$ 110,000**	**$ 110,000**	**100%**
012	125	640100	Contingency	$ 100,000	$ -	$ -	$ -	0%
012	**125**		**CONTINGENCY**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**0%**
012	125	500000	Salaries	$ 206,250	$ 93,387	$ 16,362	$ 142,847	69%
012	125	501400	Call Time	$ 8,000	$ 1,972	$ 372	$ 2,870	36%
012	125	501500	Overtime	$ 7,500	$ 2,028	$ 919	$ 3,371	45%
012	125	504700	Social Security	$ 16,000	$ 7,521	$ 1,364	$ 11,512	72%
012	125	504800	Health Insurance	$ 60,000	$ 21,529	$ 3,896	$ 33,586	56%
012	125	504900	Workers' Comp	$ 5,000	$ 2,465	$ 5	$ 2,478	50%
012	125	505000	Retirement	$ 40,000	$ 16,115	$ 2,666	$ 23,852	60%
012	**125**		**PERSONNEL SERVICES**	**$ 342,750**	**$ 145,016**	**$ 25,585**	**$ 220,515**	**64%**
012	125	600100	Office Supplies	$ 5,000	$ 2,193	$ 179	$ 2,335	47%
012	125	600150	Data Processing Support	$ 9,000	$ 4,658	$ 364	$ 5,675	63%
012	125	600200	Utilities	$ 13,200	$ 4,042	$ 1,257	$ 7,357	56%
012	125	600300	Equipment Maint & Repair	$ 7,000	$ 962	$ -	$ 1,244	18%
012	125	600350	Vehicle Maint & Repair	$ 21,000	$ 3,198	$ 867	$ 5,604	27%
012	125	600400	Facility Needs	$ 1,648	$ -	$ -	$ -	0%
012	125	600420	Systems Repair	$ 75,000	$ 25,565	$ 3,814	$ 42,640	57%
012	125	600600	Travel & Training	$ 5,000	$ 3,779	$ -	$ 5,029	101%
012	125	600700	Membership & Subscription	$ 5,000	$ 3,370	$ -	$ 3,370	67%
012	125	601700	Insurance	$ 13,500	$ 12,862	$ -	$ 12,862	95%
012	125	603980	H2O Program Expenses	$ 400	$ -	$ -	$ -	0%
012	125	607500	Special Purchases	$ 8,000	$ 6,470	$ -	$ 6,470	81%
012	125	608000	Supplies	$ 30,000	$ 26,200	$ 43	$ 29,755	99%
012	125	608100	Contract & Other Services	$ 42,000	$ 11,570	$ 496	$ 21,619	51%
012	**125**		**MATERIALS & SERVICES**	**$ 235,748**	**$ 104,869**	**$ 7,019**	**$ 143,962**	**61%**
012	125	702000	2012 Debt Repayment/Bond 2016	$ 299,700	$ -	$ 299,700	$ 299,700	100%
012	125	702500	Rev Bond 2016 - Interest/Fees	$ 118,548	$ 59,274	$ 59,274	$ 118,548	100%
012	**125**		**DEBT SERVICES**	**$ 418,248**	**$ 59,274**	**$ 358,974**	**$ 418,248**	**100%**
			Water Distribution Expense Totals	**$ 1,206,746**	**$ 309,159**	**$ 501,578**	**$ 892,725**	**74%**
			Net Totals		**$ 632,329**	**$ (507,915)**	**$ 190,311**	

Sewer Department

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

REVENUES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	000	400100	Beginning Fund Balance	$ (136,504)	$ (137,691)	$ -	$ (137,691)	101%
013	000	400400	Interest	$ (12,000)	$ (12,612)	$ (2,065)	$ (18,709)	156%
013	000	402700	Refunds & Misc	$ (2,000)	$ (1,062)	$ (64)	$ (1,150)	58%
013	000	402720	Public Works Inspection Fee	$ (200)	$ -	$ -	$ -	0%
013	000	404400	Sewer Charges	$ (1,343,782)	$ (666,673)	$ (106,152)	$ (989,609)	74%
013	000	404500	Sewer Connection Fees	$ (200)	$ -	$ -	$ -	0%
			Revenue Totals	**$ 1,494,686**	**$ 818,039**	**$ 108,280**	**$ 1,147,161**	**77%**

SEWER PLANT EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	130	631000	Transfer to PW Reserve	$ 6,000	$ -	$ 6,000	$ 6,000	100%
013	130	631900	Transfer to Sewer Reserve	$ 25,000	$ -	$ 25,000	$ 25,000	100%
013	**130**		**TRANSFERS**	**$ 31,000**	**$ -**	**$ 31,000**	**$ 31,000**	**100%**
013	130	640100	Contingency	$ 15,000	$ -	$ -	$ -	0%
013	**130**		**CONTINGENCY**	**$ 15,000**	**$ -**	**$ -**	**$ -**	**0%**
013	130	500000	Salaries	$ 237,775	$ 98,261	$ 16,056	$ 147,887	62%
013	130	501400	Call Time	$ 27,000	$ 11,643	$ 1,935	$ 17,375	64%
013	130	501500	Overtime	$ 15,000	$ 2,770	$ 3	$ 3,432	23%
013	130	504700	Social Security	$ 19,000	$ 8,679	$ 1,373	$ 12,977	68%
013	130	504800	Health Insurance	$ 70,000	$ 24,068	$ 4,273	$ 37,132	53%
013	130	504900	Workers' Comp	$ 8,500	$ 1,595	$ 4	$ 1,606	19%
013	130	505000	Retirement	$ 42,000	$ 19,544	$ 3,102	$ 29,121	69%
013	**130**		**PERSONNEL SERVICES**	**$ 419,275**	**$ 166,560**	**$ 26,747**	**$ 249,531**	**60%**
013	130	600100	Office Supplies	$ 850	$ 474	$ 7	$ 507	60%
013	130	600150	Data Processing Support	$ 7,500	$ 4,658	$ 364	$ 5,675	76%
013	130	600200	Utilities	$ 48,500	$ 19,156	$ 3,590	$ 30,057	62%
013	130	600300	Equipment Maint & Repair	$ 10,000	$ 6,155	$ -	$ 6,174	62%
013	130	600350	Vehicle Maint & Repair	$ 2,250	$ 1,788	$ -	$ 1,841	82%
013	130	600400	Facility Needs	$ 4,000	$ 1,400	$ -	$ 1,400	35%
013	130	600420	Systems Repair	$ 45,000	$ 1,632	$ 2,442	$ 6,788	15%
013	130	600600	Travel & Training	$ 2,500	$ 1,013	$ -	$ 1,093	44%
013	130	600700	Membership & Subscription	$ 1,500	$ -	$ -	$ 384	26%
013	130	601700	Insurance	$ 57,000	$ 50,020	$ -	$ 50,020	88%
013	130	607500	Special Purchases	$ 7,000	$ 1,040	$ 1,784	$ 2,824	40%
013	130	608000	Supplies	$ 70,000	$ 39,451	$ 6,126	$ 52,257	75%
013	130	608100	Contract & Other Services	$ 15,000	$ 5,833	$ 2,231	$ 8,757	58%
013	**130**		**MATERIALS & SERVICES**	**$ 271,100**	**$ 132,621**	**$ 16,544**	**$ 167,779**	**62%**
			Sewer Plant Expense Totals	**$ 736,375**	**$ 299,181**	**$ 74,291**	**$ 448,310**	**61%**

SEWER COLLECTION EXPENDITURES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	135	631000	Transfer to PW Reserve	$ 10,000	$ -	$ 10,000	$ 10,000	100%
013	135	631900	Transfer to Sewer Reserve	$ 25,000	$ -	$ 25,000	$ 25,000	100%
013	**135**		**TRANSFERS**	**$ 35,000**	**$ -**	**$ 35,000**	**$ 35,000**	**100%**
013	135	640100	Contingency	$ 35,000	$ -	$ -	$ -	0%
013	**135**		**CONTINGENCY**	**$ 35,000**	**$ -**	**$ -**	**$ -**	**0%**

013	135	500000	Salaries	$ 195,500	$ 80,688	$ 16,363	$ 130,148	67%
013	135	501400	Call Time	$ 8,000	$ 998	$ 372	$ 1,896	24%
013	135	501500	Overtime	$ 7,000	$ 1,358	$ 919	$ 2,701	39%
013	135	504700	Social Security	$ 14,500	$ 6,448	$ 1,364	$ 10,439	72%
013	135	504800	Health Insurance	$ 58,000	$ 16,092	$ 3,896	$ 28,148	49%
013	135	504900	Workers' Comp	$ 7,000	$ 1,591	$ 5	$ 1,604	23%
013	135	505000	Retirement	$ 35,000	$ 13,689	$ 2,666	$ 21,425	61%
013	**135**		**PERSONNEL SERVICES**	**$ 325,000**	**$ 120,862**	**$ 25,585**	**$ 196,361**	**60%**
013	135	600100	Office Supplies	$ 5,000	$ 2,193	$ 179	$ 2,315	46%
013	135	600150	Data Processing Support	$ 8,500	$ 4,658	$ 364	$ 5,675	67%
013	135	600200	Utilities	$ 48,000	$ 17,759	$ 4,859	$ 31,479	66%
013	135	600300	Equipment Maint & Repair	$ 10,000	$ 6,959	$ 2,120	$ 9,968	100%
013	135	600350	Vehicle Maint & Repair	$ 15,000	$ 3,198	$ 867	$ 5,604	37%
013	135	600400	Building Repair	$ 2,067	$ -	$ -	$ -	0%
013	135	600420	Systems Repair	$ 40,000	$ 28,760	$ 4,405	$ 40,218	101%
013	135	600600	Travel & Training	$ 4,500	$ 1,302	$ 129	$ 1,821	40%
013	135	600700	Membership & Subscription	$ 758	$ -	$ -	$ -	0%
013	135	601700	Insurance	$ 17,000	$ 15,713	$ -	$ 15,713	92%
013	135	607500	Special Purchases	$ 10,000	$ 1,487	$ 4,480	$ 5,966	60%
013	135	608000	Supplies	$ 8,500	$ 2,873	$ 43	$ 4,088	48%
013	135	608100	Contract & Other Services	$ 18,000	$ 10,874	$ 1,300	$ 14,945	83%
013	**135**		**MATERIALS & SERVICES**	**$ 187,325**	**$ 95,829**	**$ 18,690**	**$ 137,791**	**74%**
013	135	702000	DEQ Loan Repayment-Principal	$ 105,300	$ -	$ 105,300	$ 105,300	100%
013	135	702500	Rev Bond 2016 - Interest/Fees	$ 41,652	$ 20,826	$ 20,826	$ 41,652	100%
013	135	703000	W/WW Loan 2019 - Principal	$ 13,523	$ 15,511	$ -	$ 15,511	115%
013	135	703500	W/WW Loan 2019 Int & Fees	$ 15,511	$ 13,523	$ -	$ 13,523	87%
013	**135**		**DEBT SERVICES**	**$ 175,986**	**$ 49,860**	**$ 126,126**	**$ 175,986**	**100%**
			Sewer Collection Expense Totals	**$ 758,311**	**$ 266,551**	**$ 205,400**	**$ 545,138**	**72%**
			Net Totals		**$ 252,306**	**$ (171,411)**	**$ 153,712**	

City Council Strategic Reserve Fund

3rd Quarter Financial Report 2024-2025

Period 07 - 09
Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
			REVENUES					
020	000	400100	Beginning Fund Balance	$ (461,594)	$ (451,509)	$ -	$ (451,509)	98%
020	000	400400	Interest	$ (5,000)	$ (11,924)	$ (1,952)	$ (17,689)	354%
020	000	402200	Direct Funding	$ (640,000)	$ -	$ -	$ -	0%
020	000	402700	Refunds & Misc	$ (487,244)	$ (274,335)	$ -	$ (732,856)	150%
			Revenue Totals	**$ 1,593,838**	**$ 737,768**	**$ 1,952**	**$ 1,202,054**	**75%**
			EXPENDITURES					
020	200	602200	Olalla Meadows	$ 640,000	$ 18,756	$ -	$ 18,756	3%
020	200	628200	Public Improvements	$ 300,000	$ -	$ -	$ -	0%
020	**200**		**CAPITAL OUTLAY**	**$ 940,000**	**$ 18,756**	**$ -**	**$ 18,756**	**2%**
020	200	629700	Transfer to Pub Safety Fund	$ 60,000	$ -	$ 60,000	$ 60,000	100%
020	200	630300	Transfer to General Fund	$ 365,000	$ -	$ 365,000	$ 365,000	100%
020	**200**		**TRANSFERS**	**$ 425,000**	**$ -**	**$ 425,000**	**$ 425,000**	**100%**
020	200	607500	Special Purchases	$ 178,838	$ 119,706	$ (130,256)	$ 42,805	24%
020	200	608100	Contract & Other Services	$ 50,000	$ -	$ -	$ -	0%
020	**200**		**MATERIALS & SERVICES**	**$ 228,838**	**$ 119,706**	**$ (130,256)**	**$ 42,805**	**19%**
			Expenditure Totals	**$ 1,593,838**	**$ 138,463**	**$ 294,744**	**$ 486,561**	**121%**
			Net Totals		**$ 599,306**	**$ (292,792)**	**$ 715,493**	