



Fire Department Meeting room  
285 NE Burgess Rd  
Toledo, Oregon 97391  
6:00 p.m.

TOLEDO BUDGET COMMITTEE  
**Regular Meeting – via Zoom meeting platform**  
May 21, 2020

**Virtual Meeting:** The Budget Committee will meet at the Fire Department Meeting room to practice social distancing and hold the meeting through the Zoom video meeting platform. The public is invited to attend the meeting electronically. E-mail [lisa.figueroa@cityoftoledo.org](mailto:lisa.figueroa@cityoftoledo.org) to receive the meeting login information.

**Public Comments:** The Budget Committee may take limited verbal comments during the meeting. Written comments may be submitted by email to [lisa.figueroa@cityoftoledo.org](mailto: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 Budget Committee and included in the record.

1. **Call to Order**
2. **Approval of Minutes**  
Consider minutes from the meeting held May 14, 2020
3. **Public Comment**
4. **Continue review/discussion of the proposed Budget**
5. **Public Hearing regarding proposed Fiscal Year 2020-2021 budget and state shared revenues**
  - Open the Public Hearing
  - Accept public testimony
  - Close the Public Hearing
6. **Budget Approval**
7. **Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2060 or by e-mail at [lisa.figueroa@cityoftoledo.org](mailto:lisa.figueroa@cityoftoledo.org).

Pursuant to ORS 294.426(7), the proposed budget for Fiscal Year 2020-2021 is available to the public on the city documents page of the City website at [www.cityoftoledo.org](http://www.cityoftoledo.org). A hard copy of the proposed budget is available for review **[currently by appointment only]** Monday through Thursday 8:00 am to 5:00 pm at the Toledo City Hall, located at 206 North Main Street. It is also available on the City website at [www.cityoftoledo.org](http://www.cityoftoledo.org).

**TOLEDO BUDGET COMMITTEE  
REGULAR MEETING  
6:00 p.m.**

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**1. CALL TO ORDER**

Chairperson Gerttula called the meeting to order at 6:03 p.m.

Present	Absent	
X	_____	Gregg Harrison
X	_____	Heather Jukich
X	_____	Larry Davis
X	_____	Betty Kamikawa
X	_____	Karen Gerttula
X	_____	Bill Dalbey
X	_____	Jim Chambers
X	_____	Jackie Kauffman
X	_____	Stu Strom
X	_____	Polly Chavarria
X	_____	Joshua Smith
X	_____	Randy Getman
X	_____	Tracy Mix
X	_____	Rod Cross

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Staff present: City Manager (CM) Judy Richter, Public Works Director (PWD) Bill Zuspan, Police Chief (PC) Mike Pace, Library Director (LD) Deborah Trusty, Fire Chief (FC) Larry Robeson, Co-Fire Chief (FC) Dave Inman, Co-Fire Chief (FC) Joe Ammons, City Recorder Lisa Figueroa, Accounting Supervisor Cindy Olivieri, City Attorney (CA) David Robinson

Visitors present: Nancy Bryant, Craig Lash

**2. APPROVAL OF MINUTES**

Member Strom moved to approve the minutes as presented. Member Smith seconded the motion and it carried as follows:

AYE	NAY	ABSTAIN	ABSENT
			Gregg Harrison
			Heather Jukich
			Larry Davis
			Betty Kamikawa
			Karen Gerttula
			Bill Dalbey
			Jim Chambers
			Jackie Kauffman
			Stu Strom
			Polly Chavarria
			Joshua Smith
			Randy Getman
			Tracy Mix
			Rod Cross

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1 **3. REVIEW/DISCUSSION**

2 Chair Gerttula directed the Committee to page 46 and they continued to review the proposed budget. The  
3 Committee asked clarification questions in regards to the Planning Commission and discussed whether the  
4 free water provided to the Pool District should come out of the General Fund rather than from the Water  
5 and Sewer Fund.

6  
7 Page 47: There was discussion about planning grants and the Committee debated about spending funds on  
8 this project.

9  
10 Page 48: Member Chavarria expressed concern in regards to the Police Department setting aside money to  
11 purchase a new vehicle, and said it may not be enough.

12  
13 Page 49: The Committee asked clarification questions about the status of the vehicle and whether staff  
14 could function with it for another year.

15  
16 Page 50: PC Pace indicated patrol vehicles are not the kind of vehicle that the City can wait to be replaced.

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18 The Committee recessed at 7:15 p.m. for a short break and reconvened at 7:20 p.m.

19  
20 Page 55-56: PWD Zuspan indicated the Kubota Skid-Steer will be used for a number of in-house projects  
21 rather than contacting an outside contractor.

22  
23 Page 58: The Committee continued through the budget. There was discussion about the Road Maintenance  
24 Expenditures and Transfer to Street Reserve.

25  
26 Member Chambers recommended to keep \$390,000 in line item 110-631850, Transfer to Street Reserve  
27 and it go to Business Highway 20 improvements, leaving \$2,283,876 in line item 110-620520, Systems,  
28 which is where the two projects of \$491,000 out of. Member Cross seconded the motion. Member Mix  
29 asked for clarification if the motion is creating a new line item. Member Davis inquired if the City will set  
30 money aside for the Truck Route as well because that road needs maintenance as well. Member Chambers  
31 noted 90% of that road is under Council jurisdiction. CM Richter indicated staff could change the line item  
32 on the Capital Expenditure Detail sheet to indicate the change. There was discussion in regards to a  
33 resolution that designated the Transfer to Street Reserve for Business Hwy 20 improvements only and it  
34 was clarified Resolution 1188 was designated for all future street improvements. Member Chavarria  
35 referred to page 60 and suggested instead of having line item 430-80200, Contract & Services for \$931,652  
36 and putting it in a Capital Outlay line item called Highway 20 improvements. Member Chambers stated  
37 that is what he intended. Mayor Cross seconded the amended motion.

38  
39 Member Davis inquired what would happen if the City needs to make a major emergency street  
40 improvement. Member Chavarria said the Council could make a motion to change it. Member Mix  
41 questioned whether the two projects under the Street Reserve Fund in Member Chambers original motion  
42 are still included in the amended motion. Member Chambers clarified he stated it was systems but not in  
43 his original motion. Following discussion, the motion carried as follows:

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<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Gregg Harrison			
Heather Jukich			
Larry Davis			
Betty Kamikawa			
Karen Gerttula			
Bill Dalbey			
Jim Chambers			

Jackie Kauffman			
Stu Strom			
Polly Chavarria			
Joshua Smith			
Randy Getman			
Tracy Mix			
Rod Cross			

1  
2 Member Strom questioned whether the Arcadia money included the grant money that was to be used for  
3 sidewalks. CM Richter said that will have to be fixed.  
4

5 Member Chavarria moved the Arcadia Street paving and the Spruce Street paving not be paid out of the  
6 Reserves but be paid out of systems line item in Streets [110-620520] and that the \$100,000 in revenue for  
7 grants [000-405250] from the Street Reserve Fund be put into the grant line item in Street Revenue, grants  
8 line item and balance that against the Systems line item [110-620520] in Expense in Streets. Member Mix  
9 seconded the motion. Member Jukich stepped away and asked for the motion to be read again. Member  
10 Chavarria stated the two street [Arcadia/Spruce] paving projects not be done out of the Street Reserve but  
11 be done out of the Street Reserve but be done out of the Street Fund Systems line item and that the \$150,000  
12 for Grant Revenue in the Street Reserve be moved to the Street Grant Revenue line item and balance in the  
13 Systems expenditure line item in Streets. Member Harrison commented it would make the Street Reserve  
14 Fund out of balance by \$150,000. Member Chavarria amended her motion to include to create a line item  
15 in the Street Reserve Fund Capital Outlay entitled Highway 20 improvements that is \$150,000 less than  
16 \$931,652. Member Mix seconded the motion and it carried as follows:  
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<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Gregg Harrison			
Heather Jukich			
Larry Davis			
Betty Kamikawa			
Karen Gerttula			
Bill Dalbey			
Jim Chambers			
Jackie Kauffman			
	Stu Strom		
Polly Chavarria			
Joshua Smith			
Randy Getman			
Tracy Mix			
Rod Cross			

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19 The Committee continued to Page 59 and debated about the ongoing maintenance and personnel costs  
20 associated with the Street Sweeper. After further discussion, it was determined to leave the street sweeper  
21 in the budget as long as the purchase goes before the Council.  
22

23 The Committee proceeded through the budget and discussed the Water Fund Revenue on Page 64.  
24

25 CM Richter referenced page 66 and requested the Budget Committee make a motion to correct line item  
26 125-600420, Systems Repair because it should be \$32,000 but is listed as \$3,200. Member Mix moved to  
27 increase line item 125-600420, Systems Repair from \$3,200 to \$32,000 and decrease line item 125-631800,  
28 Transfer to Water Reserve proportionately.  
29  
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1 Member Davis seconded the motion and it carried as follows:  
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<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Gregg Harrison			
Heather Jukich			
Larry Davis			
Betty Kamikawa			
Karen Gerttula			
Bill Dalbey			
Jim Chambers			
Jackie Kauffman			
Stu Strom			
Polly Chavarria			
Joshua Smith			
Randy Getman			
Tracy Mix			
Rod Cross			

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4 Page 69: Member Chavarria moved that the Transfer from water be reduced to \$308,955 and that be  
5 balanced by the Systems number being reduced to \$1,871,812. Member Harrison seconded the motion and  
6 it carried as follows:  
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<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Gregg Harrison			
Heather Jukich			
Larry Davis			
Betty Kamikawa			
Karen Gerttula			
Bill Dalbey			
Jim Chambers			
Jackie Kauffman			
Stu Strom			
Polly Chavarria			
Joshua Smith			
Randy Getman			
Tracy Mix			
Rod Cross			

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9 The Committee added another meeting on Thursday, May 21 at 6:00 p.m. Member Dalbey indicated he  
10 will not be available for the next meeting.

11  
12 **4. PUBLIC COMMENT ON THE PROPOSED FISCAL YEAR 2019-2020 BUDGET**

13 There were no comments.

14  
15 **5. ADJOURNMENT**

16 The meeting adjourned at 9:05 p.m.

17  
18 Respectfully Submitted,

19  
20 \_\_\_\_\_  
21 City Recorder Lisa Figueroa

To: Budget Committee  
From: Toledo Fire Department Volunteer Association  
Re: Dispatch Center

Toledo Police Chief Pace is advocating for a new Police Station, which will include the dispatch center, which is currently located at 250 Hwy 20 and is in a flood plain. If the City of Toledo were to experience a flooding event and the dispatch center was involved, it would be catastrophic to the citizens of Toledo, the Police Department, and the Fire Department. The dispatch center is the emergency communication hub which receives 911 calls via landlines, transferred 911 calls from Willamette Valley Communications Center, and non-emergency phone calls. They activate the Toledo Police Department, and Toledo Fire Department. They are responsible for monitoring multiple other agencies frequencies in regards to law enforcement, medical, and fire needs. If the dispatch center is impacted, calls for help will go unanswered and the availability of vital lifesaving help would be delay or even missed.

The question is not if but when will it flood again? The City of Toledo has seen flooding related to King Tides and heavy rains. The City of Toledo has the potential to also see flooding as a result of Tsunamis, earthquakes, or other natural disasters.

In addition to being in a flood plain, the dispatch center is not in a secured location. Anyone from the public can walk into the building and only a window separates them from the dispatchers. Dispatch is also at street level with the parking lot, so if someone accidentally pushes on the accelerator of their vehicle, it would crash right into the dispatchers. Not only do we have possible and highly probable natural events that could impact the dispatch center we have to address the personal safety aspect. In the new building the dispatch center will be located behind two locking doors, in the center of the building, and out of flood zones. This new building would also house the EOC, which is critical to citizen and first responder safety. Addressing this problem now may prevent a regretful loss of life or property.

The Toledo Fire Department firmly supports efforts to move the dispatch center to the new police station building at the earliest possible moment. On behalf of the Toledo Fire Department Volunteers, thank you very much for your time in reading this letter.

Respectfully,

*Toledo Fire Department Volunteer Association*

**Lisa Figueroa**

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**Subject:** FW: New Police Station

**From:** [wendyd87@msn.com](mailto:wendyd87@msn.com) [mailto:[wendyd87@msn.com](mailto:wendyd87@msn.com)]

**Sent:** Tuesday, May 19, 2020 11:26 PM

**To:** 301

**Subject:** Re: New Police Station

To: Toledo Budget Committee

I am a telecommunicator with Toledo Police Department and I am writing in regards to the proposal for a new police station. Currently the building that houses the Toledo Police Department has outlived its purpose.

We dispatch Toledo Police and Fire and coordinate with Willamette Valley Communications for PacWest Ambulance. We also monitor and coordinate with many other agencies. Toledo Public Works, local utilities, county road department, railroad companies, and other law enforcement and fire agencies to name a few.

The current building has its share of issues. One of the biggest is that it is located in a flood plain. This building would be compromised by a critical weather incident such as a flood. The ability to help Toledo's citizens at such a crucial time would be catastrophic.

As a dispatcher working in the current facility I also have concerns for our safety. The current building does not have any protection from those that have access to our lobby 24 hours a day. The door to the lobby could not be reached to be locked in an emergency and there is a regular glass window between us and the public. In the event of a threat to the building our options as dispatchers are very limited.

The current building also does not have ballards across the front of the building or secure parking for employees. In the event someone chooses to or accidently drives their vehicle into the front of the building our dispatch stations are not protected. Without secure parking all law enforcement employees and their vehicles are at risk. Also not having a security fence and gate leaves officers vulnerable as they enter and exit the building from their patrol vehicles.

The proposed new location for the department is out of the flood plain, has the ability for double doors at the entrance and lobby where we would have contact with the public. The plans proposed have secure gated parking for all employees, making them more secure entering and exiting the building and protecting their personal vehicles and patrol vehicles. The new location would have several other advantages as well.

The new building plans include items that take into consideration the mental and physical toll our jobs cause us on a daily basis. The plans include a quiet room for dispatchers to mentally recover after a difficult call. They also include a dorm room for officers who have court or work extra hours and have a long drive home. Also a kitchen that would allow employees to maintain a healthier diet. This would compliment the gym reimbursement that the City already provides to employees.

The new plans also include updated evidence and property and custody areas. With the changing times evidence and property statues are increasing the holding time of these items. The new facility would accomplish this. A secure sally port with access to a holding cell that does not allow access to the rest of the building would be beneficial for officers dealing with subjects in their custody.

These advantages would be a compliment to the future of the Toledo Police Department. A future that will hopefully continue to grow our department and community. Not diminish it. We handle emergencies, administrative duties, citizen contacts, and we are always there to serve the community whatever the call may be.

We have a tight knit community in Toledo. Our citizens rely on us to provide them with safety and security. We are only asking the same of you. To feel safe and secure while doing our jobs taking care of the citizens of Toledo.

Thank you for your time and consideration.

Sincerely,

Wendy Pickell  
911 telecommunicator  
Toledo, OR



## City of Toledo Budget Committee 2020-2021

When making changes to the proposed budget, staff recommends you refer to the specific fund and page number before a motion is proposed to allow the Committee and staff to refer to that page/fund.

To keep the budget balanced (revenues/expenses must be equal), a motion to amend the budget must include all of the following to ensure there is an accurate recording of the proposed changes:

- 1) Name of Fund, whether revenue or expense
- 2) Page number in the budget book you are referring to
- 3) Description Line item with corresponding accounting number
- 4) Whether you are increasing or decreasing the amount that is presented
- 5) The amount of the adjustment
- 6) If possible, please give an adjusted total after the change is recorded
- 7) Page number in the budget book you are referring to
- 8) Description Line item with corresponding accounting number
- 9) Whether you are increasing or decreasing the amount that is presented
- 10) If possible, please give an adjusted total after the change is recorded

Suggested Motion format:

I move to (increase/decrease) Line item, XXX-XXX-XXXXXX on page # \_\_\_ by (amount) \$ \_\_\_\_\_  
for a total of \$ \_\_\_\_\_ and increase/decrease (offset amount) Line item, XXX-XXX-XXXXXX on page # \_\_\_  
by (amount) \$ \_\_\_\_\_ for a total of \$ \_\_\_\_\_.

**Example Motion:** I move to **Increase** Line item **XXX-XXX-608100; Contracts and Services** on page **#19** by **\$1,000** for a total of **\$131,000** and **Decrease** Line item **XXX-XXX-801000; Unappropriated Surplus** on page **#39** by **\$1,000** for a total of **\$440,189**.



## For Reference for Budget Committee

**Motion:** To approve the budget as amended by the Budget Committee for Fiscal year 2020-2021 in the amount of \$\_\_\_\_\_, approve a tax rate of \$5.18 per \$1,000 of assessed value, \$172,600 in bonded debt and accept the state revenue sharing.