



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

TOLEDO CITY COUNCIL
Regular Meeting – Via Zoom Meeting Platform
August 19, 2020

Virtual Meeting: Due to the governor’s “Stay Home, Stay Healthy” order, the City Council will hold the meeting through the Zoom video meeting platform. The public is invited to attend the meeting electronically. E-mail lisa.figueroa@cityoftoledo.org to receive the 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 and roll call**
- 2. Presentations**
Police Department Presentation – Police Chief Michael Pace
- 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 Work Session held June 24, 2020, the Executive Session held July 1, 2020 the Regular Meetings held July 1, 2020, July 15, 2020 and the Work Session held July 22, 2020
- 5. Discussion Items**
 - Committee updates
- 6. Decision Items**
 - Interview and consider appointment to the Planning Commission
 - Authorize purchase for two dispatch workstations
 - Approve expenditure of \$40,000 from City Council Strategic Reserve for Small Business Grants
 - Approval of Non-represented Salary Schedule
- 7. Reports and Comments**
- 8. 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. 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.

Page 1

1 **TOLEDO CITY COUNCIL**

2 **Work Session**

3 June 24, 2020

4 6:00 p.m.

5
6 **1. CALL TO ORDER**

7 Mayor Rod Cross called the meeting to order at 6:00 p.m.

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

9
10 Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief
11 (PC) Michael Pace, Public Works Director (PWD) Bill Zuspan, City Attorney (CA) David
12 Robinson, Library Director (LD) Deborah Trusty, Fire Chief (FC) Larry Robeson, Co-Fire Chief
13 (FC) Joe Ammons, Co-Fire Chief (FC) Dave Inman

14
15 Visitors present: Nancy Bryant, Craig Lash

16
17 **2. PRESENTATIONS**

18 **Payne West Insurance**

19 John Russell addressed the Council and said he provided information for the packet. He provided
20 background information and noted the Newport office is one of the oldest of Payne West. He said
21 there are 27 locations within the Northwest including Montana, is employee owned and
22 community oriented. He described the services they provide as well as examples of ways they have
23 saved money for clients. CM Richter noted it says a lot that Mr. Russell is willing to be the City's
24 agent in spite of not receiving an agent commission from CIS for the year because it will go to the
25 former agent. Mr. Russell explained that process.

26
27 **Oregon Film Trail**

28 Chamber of Commerce Executive Director Kathy Crane introduced Jane Ridley from the
29 Governor's Office of Film and Television. Ms. Ridley said their office identifies Oregon locations
30 and installs plaques where movies were filmed. She noted one was recently placed in Depoe Bay
31 where *One Flew Over the Cuckoo's Nest* was filmed. She said *Sometimes a Great Notion* starring
32 Paul Newman was partially filmed in Toledo and they want to place a plaque in Toledo. Ms. Ridley
33 said their mission is to promote support and advance film, video interactive animation and any
34 kind of production with the state. She said they foster those connections between the public,
35 government, business, etc. and are the spokesperson for the industry in the state. She said they
36 came up with the idea of installing physical signs to highlight the locations within Oregon and
37 make an Oregon film trail of signs within the state. She said 14 signs have been installed with five
38 more currently in development. She noted another plaque for *Sometimes a Great Notion* was

1 placed in Gleneden Beach. She explained every partner receives an embedded code to use on their
2 website or social media for the film trail map. Ms. Crane said the expense for the plaque is \$383.57
3 and identified the community deck near the former Ross Theater as a possible location. Ms. Ridley
4 noted the plaque is made of custom high pressure laminate, is graffiti resistant and can be mounted
5 on a post or wall. A consensus of the Council preferred it be placed on the community deck and
6 thanked them for the presentation.
7

8 **3. VISITORS/PUBLIC COMMENT**

9 CM Richter read a letter into the record she received from Terri Strom in regards to wearing masks
10 in public. A copy of the letter was archived with the permanent record.
11

12 **4. CONSENT AGENDA**

13 **Motion** – It was moved and seconded (Strom/Jukich) to approve the Consent Agenda as presented
14 and the motion carried unanimously.
15

16 **5. DISCUSSION AND DECISION ITEMS**

17 **Chamber of Commerce request to extend the use of Memorial Field through the end of** 18 **August for the Waterfront Market**

19 CR Figueroa summarized the Council report and indicated since the Council approved the previous
20 request staff brought this back to approve the request to use the field through August. There was
21 discussion about having the restrooms open. Ms. Crane indicated she would be able to have
22 volunteers clean the restrooms in accordance to the conditions provided by the City.
23

24 **Motion** – It was moved and seconded (Jukich/Kamikawa) to approve the Chamber of Commerce’s
25 request to extend the use of Memorial Field through the end of August for the Waterfront Market
26 and the motion carried unanimously.
27

28 **Resolution No. 1442, authorizing the expenditure of funds from the City Council Strategic** 29 **Reserve Fund to make small business loans available to businesses in Toledo**

30 CM Richter provided the Council report and said the money would be provided in grants not loans.
31 She said after the initial two weeks, the money will be placed into a pot that would be available to
32 any business within the County. The Council debated whether it would benefit local businesses to
33 participate in this program and considered partnering with another organization to provide money
34 for Toledo businesses and consumers only. After further discussion, a consensus of the Council
35 determined they would not participate in the program.
36

37 **Approve purchase of a Street Sweeper as included in CIP budget for fiscal year 2020-2021**

38 CM Richter indicated the purchase was approved in the budget up to \$85,000. She said the City
39 could do a much better job on its own. PWD Zuspan said the City could also contract it out to the
40 County, City of Siletz or other entities as well clean up and bill for the cleanup of the chips left
41 along the truck route.
42

43 **Motion** – It was moved and seconded (Strom/Kamikawa) to expenditure of up to \$85,000 on used
44 Street Sweeper as per CIP budget for fiscal 2020-2021 and the motion carried unanimously.
45

46 The Council recessed for a short break at 7:16 p.m. and reconvened at 7:22 p.m.

1
2 **Wholesale Utility Rates discussion**

3 CM Richter provided an update to the Council on her correspondence with the Seal Rock Water
4 District (SRWD) and Interim Board President Rob Mills. She said Mr. Mills indicated he would
5 like to meet with her, Mayor Cross and SRWD Manager Adam Denlinger, to which she responded
6 she did not believe the Council would support a small group negotiation because it had been
7 attempted before unsuccessfully. She invited the Board to meet with the Council on July 1 and
8 they indicated they would meet with the Council. She said she informed Mr. Mills about the fact
9 that SRWD receives a cost based on the prior year without any cost of living adjustment included.
10 She also noted that the City is currently selling a lot of water to SRWD because they are selling it
11 to South Beach, Newport.

12
13 PWD Zuspan informed the Council that the City of Newport is able to produce a small percentage
14 of the water that they are used to at this time. He said earlier this week, SRWD continued to pump
15 water and drained the tanks significantly. He said they continued to drain the tanks through the
16 next day, which almost caused the City's tanks to be dangerously low. He said he spoke with
17 SRWD Manager Denlinger, and they agreed to allow SRWD to pump water for eight hours a day
18 with a 12-hour interval between shifts. He said Mr. Denlinger first notified Water Treatment Plant
19 Operator Saavedra about having to pump water by e-mail but did not notify City Hall. PWD
20 Zuspan said he notified Mr. Denlinger to copy him on all correspondence in the future. The Council
21 expressed concern that City Hall was not notified at all in the situation. CM Richter asked Council
22 if they were interested in recovering money the years the rate was wrong. Several Councilors said
23 yes.

24
25 **Annual consideration of the Street Lighting Utility Fee**

26 CM Richter said it is an informational item only, this is adjusted annually and she did not prepare
27 a resolution but is seeking direction from Council. She said the current Street Light Fee is
28 \$2.50/month, which generates approximately \$38,000, the cost of the street lights is \$139,000. She
29 said the General Fund covers the difference. The Council asked if there has been an increase in
30 unpaid utility bills. CM Richter replied no and said most unpaid utility bills are from the same
31 customers that were behind before the coronavirus existed. She indicated Salvation Army has
32 assisted some customers as well. There was a consensus of the Council to not increase the Street
33 Light Utility Fee this year. After further discussion, CM Richter said she would bring a resolution
34 before the Council without any increase for 2020-2021.

35
36 **Agent of Record for general insurance and workers compensation insurance for the City of
37 Toledo**

38 CM Richter referenced the presentation from Mr. Russell at the beginning of the meeting. The
39 Council reviewed the Council report. Councilor Jukich stated for the record she does not believe
40 there are any issues in how this was handled and supported it, but commented, in the past there
41 may have been questions as to whether it needed to go through the Request for Proposals process.
42 Following discussion a consensus of the Council directed CM Richter to facilitate change of Agent
43 of Record from Hagan Hamilton to PayneWest Insurance for general insurance and workers
44 compensation insurance.

1 **Accept Lincoln County Board of Commissioners Order #6-20-168; limiting the size of social**
2 **gatherings**

3 Mayor Cross reviewed the Council report and said the only change for consideration was to reduce
4 the size of social gatherings from 25 to ten persons. He indicated he participated in the discussion
5 and stated the Council did not consider this item. The Council discussed whether to limit the size
6 of social gatherings and a consensus of the Council did not support limiting the size of social
7 gatherings.
8

9 **Motion** – It was moved and seconded (Jukich/Strom) to not support the Lincoln County Board of
10 Commissioners Order #6-20-168; limiting the size of social gatherings and the motion carried
11 unanimously.
12

13 **Resolution No. 1448; A resolution determining a dangerous condition exists at 109-115 SE**
14 **1st ST. Toledo, or 97391 and orders an abatement of the property**

15 CA Robinson indicated the Toledo Municipal Code (TMC) requires the Council to determine a
16 building is dangerous by resolution. He said he prepared an order with findings for the Mayor to
17 sign following the decision.
18

19 **Motion** – It was moved and seconded (Strom/Kamikawa) to adopt Resolution No. 1448, a
20 resolution of the Toledo City Council determining a dangerous condition exists at 109-115 SE 1st
21 St. Toledo, OR 97391 and orders an abatement of the property and the motion carried unanimously.
22

23 **6. REPORTS AND COMMENTS**

24 PWD Zuspan indicated the Department will refurbish the Veterans Deck in the next few weeks.
25

26 PC Pace thanked the Public Works crew for the bollards they installed in front of the Police
27 Department and for PWD Zuspan’s assistance with the Police Department’s ac/heating system
28 installation.
29

30 Mayor Cross referenced the e-mail distributed by CA Robinson in regards to the Governor’s
31 Executive Order 20-27, June 5, 2020 statewide baseline rules and read the e-mail. The Council
32 discussed the statement and omitted the paragraph regarding ‘political decision’.
33

34 Mayor Cross updated the Council and said school may start in a hybrid format, which will impact
35 many families.
36

37 **7. ADJOURNMENT**

38 The work session adjourned at 8:35 p.m.
39

40 ATTEST:

APPROVE:

41
42
43
44 _____
City Recorder Lisa Figueroa

Mayor Rod Cross

TOLEDO CITY COUNCIL
EXECUTIVE SESSION
July 1, 2020
5:30 p.m.

1. EXECUTIVE SESSION

Mayor Cross called the Executive Session to order at 5:34 p.m. and read the declaration of Executive Session under the provisions of ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced. No final decisions may be made in Executive Session.

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

Staff Present: City Manager Judy Richter, City Attorney Robinson and City Recorder Figueroa

No decisions were made in Executive Session.

2. ADJOURNMENT

The Executive Session recessed at 5:45 p.m.

ATTEST:

APPROVE:

City Recorder Lisa Figueroa

Mayor Rod Cross

**TOLEDO CITY COUNCIL
REGULAR MEETING
July 1, 2020
6:00 p.m.**

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:00 p.m.

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

Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, Public Works Director (PWD) Bill Zuspan, Fire Chief (FC) Larry Robeson, City Attorney (CA) David Robinson, Library Director (LD) Deborah Trusty

Visitors present: Nancy Bryant, Craig Lash

2. DISCUSSION WITH SEAL ROCK WATER DISTRICT BOARD OF COMMISSIONERS

Board of Commissioners present: Board President (BP) Rob Mills, Commissioners Karen Otta; Deanna Gravelle Seal Rock Water District (SRWD) Staff present: Manager Adam Denlinger, Office Manager Joy King and Legal Counsel Jeff Hollen

Commissioner Deanna Gravelle arrived at 6:10 p.m.

CM Richter summarized the correspondence she had with BP Mills and indicated a copy of the letter received on June 25 from BP Mills is included in the packet. BP Mills reviewed SRWD's recommended elements to include in an agreement between the two organizations:

- SRWD would agree to a rate increase of \$3.95/gallon through December 31, 2021
- SRWD could pay the monthly base rate for a 6-inch commercial meter
- SRWD could consider a minimum annual purchase
- SRWD is open to negotiating an emergency supply for water beyond 2021

Several Council members expressed reservations in regards to considering an agreement with SRWD for future use because previous negotiations with SRWD resulted in SRWD withdrawing from a vote on said agreement. There was discussion and consensus from both sides that indicated if a smaller group met, there would need to be clear direction on both sides for the representatives to be able to negotiate on behalf each of the organizations. Following discussion, the Council determined they need to include this item on future meetings for further discussion.

1 **3. VISITORS/PUBLIC COMMENT**

2 There were no comments.

3
4 **4. CONSENT AGENDA**

5 **Consider approval of Minutes from the Regular Meeting held March 4, 2020 the Emergency**
6 **Meeting held March 23, 2020 and the Regular Meeting held April 15, 2020**

7
8 **Motion** – It was moved and seconded (Smith/Strom) to approve the Consent Agenda as presented
9 and the motion carried six to one with Councilor Jukich opposed.

10
11 **5. DISCUSSION AND DECISION ITEMS**

12 **Resolution No. 1449, a resolution setting the Street Lighting Utility Fee for the 2020-2021**
13 **fiscal year and repealing Resolution No. 1420**

14 CM Richter indicated this resolution is before the Council following the discussion on June 24.
15 She said a resolution must be adopted each year and there is no increase proposed for this year
16 with the fee remaining at \$2.50 per month effective July 1, 2020.

17
18 **Motion** – It was moved and seconded (Strom/Smith) adopt Resolution No 1449, a Resolution of
19 the Toledo City Council setting the Street Lighting Utility Fee for the 2020-2021 Fiscal Year and
20 repealing Resolution No 1420 and the motion carried unanimously.

21
22 **Consideration of Grant Opportunity Information from Sequoia Consulting**

23 Rachel Maddox-Hughes said they have found a creative place making grant from the National
24 Endowment for the Arts. She said the grant uses arts and culture to improve communities in various
25 ways such as creating public spaces or artistic or business development. She said it is a partnership
26 between a non-profit organization and local government with a 50% match [money or in-kind].
27 She said the due date is August 6. She highlighted a conversation she and the Mayor had with the
28 Oregon Arts Commission/Business Oregon, who is looking to create a Cultural District Program
29 and want to push for it in legislation and funding for the 2023-2025 biennium. She suggested they
30 create a community case study with vibrant arts in a downtown area and indicated the Oregon Art
31 Commission expressed interest in considering Toledo as its case study. The Council asked
32 questions in regards to designing public spaces and if it would apply to parks. Ms. Maddox-Hughes
33 indicated this could be an opportunity to showcase Toledo. After further discussion, a consensus
34 of the Council agreed to proceed with the grant opportunity.

35
36 **Renewal of Contract to provide Pro Tem Attorney Services with Osterlund Law**

37 The Council asked clarification questions about changes in the contract in regards to education
38 reimbursement and counsel attending Department Director meetings. CM Richter indicated she
39 recommended those changes following the recommendation of the Budget Committee in an effort
40 to conserve funds. There was discussion about having legal counsel attending Department Director
41 meetings and whether to keep the training stipend included. There was a consensus of the Council
42 to allow CA Robinson to attend the Department Directors meetings and keep the training stipend
43 included in the agreement.

44
45 **Motion** – It was moved and seconded (Smith/Jukich) to approve renewal of contract for Pro Tem
46 attorney services with Osterlund Law and the motion carried unanimously.

1 **6. REPORTS AND COMMENTS**

2 PWD Zuspan announced staff purchased a street sweeper, which should arrive within the month.
3 He said the Veterans Deck was completely refurbished this week. He said the a/c units were
4 installed at the Police Department and Fire Department server room.
5

6 CM Richter said the City received a Cares Act reimbursement of approximately \$40,000 and said
7 there would be another opportunity this month.
8

9 Mayor Cross inquired whether the Council can discuss SRWD agreement conditions in an
10 Executive Session. CA Robinson said there is not a statute that he believes would qualify for an
11 executive session. CP Smith requested it be added to the next two Council meetings for discussion.
12

13 CP Smith said he attended a Cascades West Area Commission on Transportation meeting where
14 they discussed the Oregon Department of Transportation would revise some corner signage
15 [advisory speeds] starting with Highway 101. He said they will eventually get the whole state
16 completed.
17

18 Councilor Kamikawa said she attended a Solid Waste Advisory Committee meeting where they
19 discussed public restrooms being open in spite of many buildings being closed. She said she was
20 approached by a citizen that lives on French Avenue who suggested a mirror be installed to see
21 oncoming traffic. PWD Zuspan responded in the past, citizens have purchased the mirror and then
22 City staff would install it. There was discussion about possibly making French Avenue one way
23 uphill for safety concerns.
24

25 Mayor Cross said he learned there is more funding available for small businesses and said business
26 owners can contact the Small Business Development Center through Oregon Coast Community
27 College.
28

29 **7. ADJOURNMENT**

30 The meeting adjourned at 7:48 p.m.
31

32 ATTEST:

APPROVE:

33
34
35
36 _____
City Recorder Lisa Figueroa

37 _____
Mayor Rod Cross

TOLEDO CITY COUNCIL
REGULAR MEETING
 July 15, 2020
 6:00 p.m.

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:00 p.m.

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

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

Visitors present: Nancy Bryant, Craig Lash, Todd Michels

2. VISITORS/PUBLIC COMMENT

There were no comments.

3. CONSENT AGENDA

Minutes from the Work Session held August 28, 2019 and the Minutes from the Regular Meetings held February 19, 2020 and March 18, 2020.

Motion – It was moved and seconded (Strom/Smith) to approve the Consent Agenda as presented and the motion carried five to one with Councilor Jukich opposed.

4. DISCUSSION & DECISION ITEMS

Authorize the expenditure of up to \$40,000 for Heat/AC units to replace work and inefficient electric units at the City Library

PWD Zuspan provided the Council report. He said Northwest Natural Gas has agreed to install a service line from the street to the building with a \$5,000 savings and said there will be an air purification system. The Council questioned if the purification system would damage the books. LD Trusty indicated the system is safe for books. PWD Zuspan indicated staff received two other bids, which did not want to consider natural gas and this bid was the only one to address natural gas. He said switching to natural gas could save approximately 30% a month on the utility bill. The Council inquired if there was a Request for Proposal (RFP). CM Richter noted the dollar amount did not warrant an RFP. Several Council members expressed concern that two of the bids

1 did not address natural gas and asked staff to contact the other companies asking them to submit a
2 quote based on natural gas. CM Richter noted the other companies may base their bids on the quote
3 included in the packet. Following discussion, the item was tabled until the next meeting.
4

5 **Discussion regarding framework for Wholesale Utility Rate Agreement**

6 Mayor Cross commented how the Council negotiates an agreement is a reflection on the City and
7 asked the Council to negotiate an agreement in good faith. The Council discussed options and CA
8 Robinson shared information of Seal Rock Water District's (SRWD) 2018 rates they charge their
9 customers. CM Richter said the City is currently charging \$4.75 per 1,000 gallons and the City
10 does not have a graduated rate. She said there is a service charge and a facility charge, which is
11 dependent on the meter [most have 5/8" meter] for \$30.36 kind of a base rate. She said there are
12 rates for customers not within City limits. CM Richter commented on the fact that their current
13 rate is \$3.67, which is based on last year's cost and the 7.5% increase SRWD proposed will bring
14 the rate to the City's current costs. She said the future rate should include another 7.5%. She said
15 SRWD does not pay facility or service charges at this time. She said at the rate they are proposing
16 for a 6" meter inside the City, it would be \$2,340.57 per month or \$20,000 a year. There was
17 discussion about the miscalculated rate in 2018-2019. Mayor Cross suggested the City begin
18 negotiating with the \$4.75 [inside residential rate] rate and possibly include in the agreement the
19 rate increases when the residential rate increases. The Council discussed whether SRWD should
20 pay a percentage for system improvements and CP Smith suggested the City charge SRWD a
21 higher rate instead of negotiating for system improvements and/or minimum gallon usage. There
22 was discussion in regards to terms for providing surplus water in the event of an emergency, which
23 would need to include the City of Newport and other entities. Councilor Strom commented in
24 regards to the communication process and recommended that SRWD should communicate by
25 phone to the Mayor, City Manager and the Public Works Director. CP Smith recalled a carrier fee
26 was suggested [in a previous discussion] so when SRWD supplies water to other entities in an
27 emergency, the City collects a small fee as well.
28

29 Mayor Cross suggested the City consider including an emergency supply agreement for all entities,
30 which would require them to notify the City before it is supplied through SRWD. The Council
31 discussed how long the agreement should be in effect. After further discussion, the Council
32 directed staff to prepare information such as a comparison of residential, commercial and industrial
33 rates; SRWD usage; planned capital improvements for the next year, etc. for their review at the
34 next meeting. There was consensus from the Council to recuperate if not all, at least a portion of
35 the lost revenue from the previous year.
36

37 **Discussion regarding scope of Planning Commission**

38 Mayor Cross indicated he requested this item be included on the Agenda and indicated the Council
39 can direct the Planning Commission to review certain sections of the Comprehensive Plan. He
40 provided an example, such as evaluate the buildable lands inventory to identify where the City can
41 identify areas to build multi-family housing or cottage type housing. He said the City should have
42 an updated list of buildable land. The Council reviewed the Commission's duties.
43

44 Planning Commission Chair Michels provided a report on tasks the Commission has completed or
45 is in process of addressing.
46

1 **5. REPORTS AND COMMENTS**

2 FC Robeson indicated there is a recruitment for two positions within the Department currently.

3
4 LD Trusty said the Library District is preparing to develop a Strategic Plan and will be seeking
5 information from cities on what they would like to see from the District.

6
7 PC Pace indicated the Department was contacted in regards to a possible [peaceful] protest in front
8 of a local business. He said he does not anticipate it will cause any disturbances, but is planning
9 accordingly.

10
11 PW Zuspan reported the street sweeper arrived this week and a bid request has been posted for the
12 Spruce Street water main replacement. He said the deadline is July 30. CP Smith noted he received
13 a comment in regards to citizens seeing staff out cutting trees without proper safety equipment.
14 PWD Zuspan said he would look into that.

15
16 CA Robinson indicated he attended a BOLI webinar that day to clarify mask wearing requirements.
17 He noted Oregon OSHA will only investigate complaints related to workplace safety and will
18 forward any complaints regarding masks to the proper agencies such as the Oregon Liquor Control
19 Commission.

20
21 Councilor Dalbey commented on recent issues within the community and proposed a document
22 for the Council to adopt stating their stance on racism, discrimination and social injustice. The
23 Council suggested minor amendments to the proposed document and directed staff to bring it back
24 as a proclamation.

25
26 Mayor Cross updated the Council that he and CM Richter have been working with Sequoia
27 Consulting on a National Endowment for the Arts Grant. He said he is still working with the Siletz
28 Tribe in regards to a biosolids incinerator plant in Toledo, which has been put on hold due to the
29 pandemic. He announced he will re-file to run for Mayor in the General Election.

30
31 **6. ADJOURNMENT**

32 The meeting adjourned at 8:40 p.m.

33
34 ATTEST:

APPROVE:

35
36
37
38 _____
City Recorder Lisa Figueroa

39 _____
Mayor Rod Cross

**TOLEDO CITY COUNCIL
WORK SESSION
July 22, 2020
6:00 p.m.**

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:00 p.m.

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

Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, City Attorney (CA) David Robinson, Library Director (LD) Deborah Trusty, Fire Chief (FC) Larry Robeson, Lead Water Treatment Plant Operator Ric Saavedra

Visitors present: Paul Seitz, Nancy Bryant, Craig Lash

2. PRESENTATIONS

Mayor Cross read a proclamation on behalf of the City Council supporting the efforts and goals of advancing racial equality, actively and intentionally counteracting racist practices and the removal of systemic obstructions for all and advancing policies and procedures to fight racism and inequity.

Solid Waste Advisory Committee presentation

Lincoln County Solid Waste District Manager Paul Seitz address the Council and provided his background. Councilor Kamikawa commented on Mr. Seitz work with the Solid Waste Advisory Committee and said when the City proceeds with the regional biosolids incinerator facility, Mr. Seitz would be able to bring all the organizations together.

Councilor Kauffman left the meeting at 6:10 p.m.

3. VISITORS/PUBLIC COMMENT

There were no comments.

4. CONSENT AGENDA

Minutes from the Executive Session held February 19, 2020 and the Work Session held February 26, 2020

Motion – It was moved and seconded (Strom/Kamikawa) to approve the Minutes from the Executive Session held February 19, 2020 and the Work Session held February 26, 2020 as presented and the motion carried five to zero.

1 **Renew Contract for Municipal Court Judge**

2 The Council asked clarification questions in regards to the amount of sessions held each month.
3 CM Richter noted she spoke with Judge Sternhagen, who agreed to the amendment before bringing
4 the contract before the Council.
5

6 **Motion** – It was moved and seconded (Jukich/Dalbey) to approve the Municipal Court Judge
7 Contract effective August 1, 2020 and the motion carried five to zero.
8

9 Councilor Kauffman arrived at 6:25 p.m.
10

11 **5. DECISION ITEMS**

12 **Liquor License Application request, Timbers Restaurant & Lounge, LLC**

13 CM Hare provided the Council report and applicant Charles Cyphert addressed the Council. He
14 indicated he has known the current owners for several years and is honored to be part of Toledo's
15 history.
16

17 **Motion** – It was moved and seconded (Smith/Dalbey) to approve recommendation of the Liquor
18 License application for Timbers restaurant and lounge.
19

20 Councilor Kamikawa noted for the record that Mr. Cyphert's daughter is a member of her girl
21 scouts troop.
22

23 Following discussion, the motion carried unanimously.
24

25 **6. DISCUSSION AND DECISION ITEMS**

26 **Authorize the expenditure of up to \$ 40,000.00 for Heat/AC units to replace worn and in-**
27 **efficient electric units at City Library**

28 CM Richter summarized the Council report and noted the Council directed staff to go back to two
29 of the bidders and provide them an opportunity to bid on a gas unit. LD Trusty said the other
30 companies declined to provide a bid for gas unit and recommended Arrow Heating, who addressed
31 the gas unit.
32

33 **Motion** – It was moved and seconded (Dalbey/Kamikawa) to authorize an expenditure of up to
34 \$40,000 for the purchase and installation of new heating and A/C units at the City Library and the
35 motion carried six to one with Councilor Jukich opposed.
36

37 **Purchase a 2021 Hybrid Ford Explorer to replace a 2009 Dodge Charger**

38 PC Pace provided the Council report and said the Department has \$120,000 to purchase the
39 vehicle. He said Lincoln City Police Department has one and included these vehicles now meet
40 the performance needs of non-hybrid police vehicles. He said it is \$4,000 more than a non-hybrid.
41

42 **Motion** – It was moved and seconded (Jukich/Kauffman) to approve the purchase of a 2021 Hybrid
43 Ford Explorer for approximately \$59,000.00 to replace a 2009 Dodge Charger and the motion
44 carried unanimously.
45
46
47
48
49

1 **Authorize the expenditure of up to \$30,000 for the engineering and preparation of bid forms**
2 **for Reservoir Rd Fire protection project**

3 CM Richter summarized the report and indicated this project was approved during the budget
4 process. She said it would replace a waterline to install two fire hydrants in an area that needs
5 additional hydrants. She said it was identified in the 2010 Water Master Plan and staff can
6 coordinate this project with the replacement of the sewer and water lines on Arcadia and Spruce
7 Streets. She said Dyer Engineering will facilitate the bid process. She answered clarification
8 questions from the Council.
9

10 **Motion** – It was moved and seconded (Kauffman/Dalbey) to authorize an expenditure of up to
11 \$30,000 for Engineering and Bid document preparation for the Reservoir Rd Fire protection
12 project by the Dyer Partnership to insure proper due process for contractor bidding of said project
13 and the motion carried unanimously.
14

15 **Discussion regarding framework for Wholesale Utility Rate Agreement**

16 It was noted that the information the Council requested could not be provided because the financial
17 software developed a glitch [to provide reports] and was not repaired in time for the meeting. There
18 was discussion in regards to whether the City can manage its own supply and provide water to
19 other entities if needed. Mr. Saavedra said the City can manage approximately 500,000 gallons a
20 day within the system.
21

22 CM Richter updated the Council that Seal Rock Water District (SRWD) began pumping water
23 again from the City to supply South Beach over the weekend. She said they did not follow the
24 notification request because they informed the Jr. Water Treatment Plant Operator on Saturday
25 morning but failed to alert her or PWD Zuspan until Saturday evening. Mr. Saavedra said SRWD
26 is still pulling water. The Council inquired why the contract with SRWD allows a maximum of
27 935,000 gallons of usage a day if the City can only provide 500,000. Mr. Saavedra indicated when
28 the original agreement was executed there was a high service pump that could produce 2,100
29 gallons a minute, but it would overwhelm the lines and the City was not able to produce the
30 935,000 gallons. It was suggested that the additional cost of electricity be applied to SRWD as
31 well.
32

33 **7. REPORTS AND COMMENTS**

34 LD Trusty said the Library's curbside service is busy and undertaking some important projects
35 while the library is closed to the public.
36

37 PC Pace reported on the protest over the weekend and said it was peaceful.
38

39 CM Richter reported on the CARES Act money the state received from the Federal Government
40 and said some of it will be distributed based on population. She said Toledo is expected to receive
41 \$102,591.54. She said there is a possibility the City could use some of the relief funding for
42 community services such as small business grants and will provide more information to the
43 Council in the future.
44

45 Councilor Kamikawa said the Lincoln County Board of Commissioners held a meeting this week
46 with an update from the Health Department. She said she believes the County should have the
47 application for Phase 2 prepared and submit it to the state.
48

1 Councilor Dalbey commented on Karen Gerttula’s resignation from the Budget Committee and
2 suggested the Council send her a letter. The Council requested Councilor Dalbey write the letter
3 for them to review at the next meeting.
4

5 Mayor Cross said the protest went well. He said he heard expressions of concern that the police
6 did not take sides during the protest and said the police are supposed to remain neutral. He
7 commented on the fact that the police have to remain neutral as peace officers. He said
8 unemployment in Lincoln County is now down to 16% from 25-26%.
9

10 **8. ADJOURNMENT**

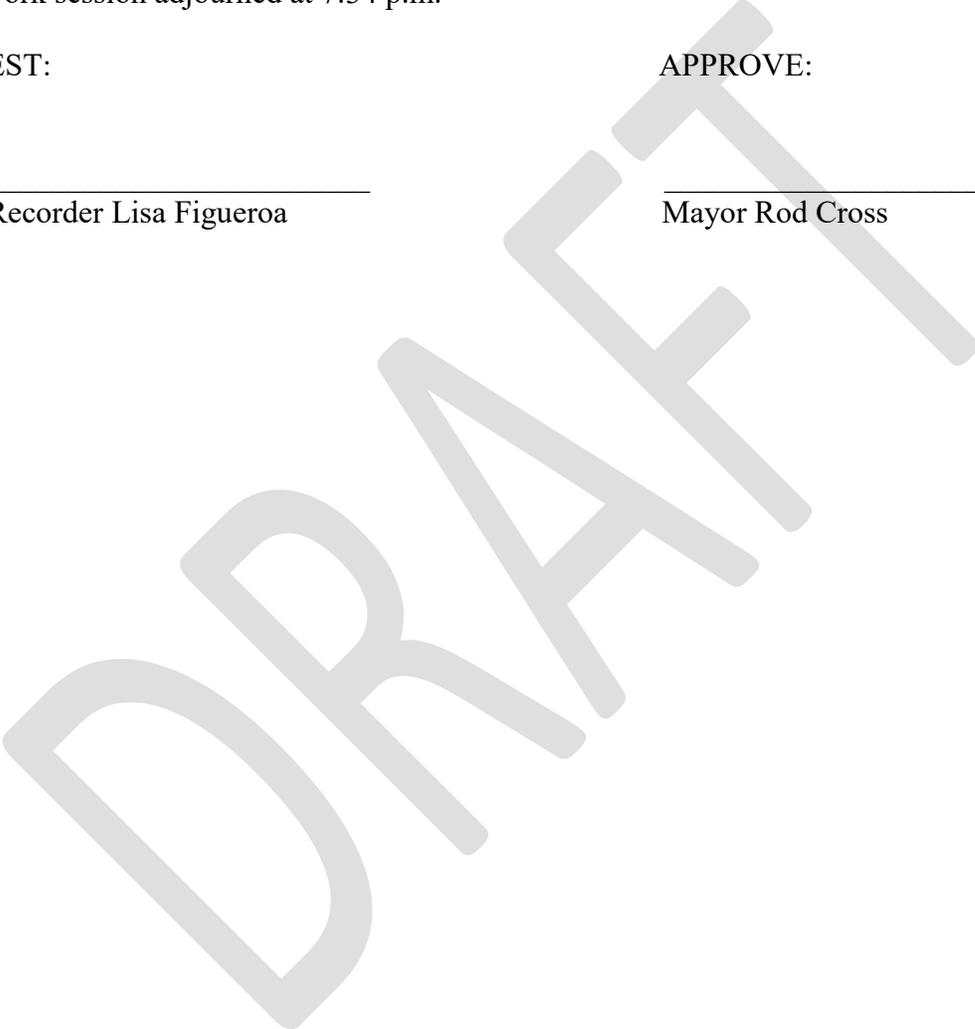
11 The work session adjourned at 7:34 p.m.
12

13 ATTEST:

APPROVE:

14
15
16 _____
17 City Recorder Lisa Figueroa

Mayor Rod Cross



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	August 19, 2020	Interview and consider appointment to the Planning Commission
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Recorder L. Figueroa	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Council may choose to appoint or not appoint Ms. Neimann to the Planning Commission to fill an unexpired term ending December 2023.

Background:

The Planning Commission currently has two vacancies; both terms expire in 2023. Staff received an application for the Planning Commission from applicant Terri Neimann. Her application and resume are included for review. Also included are interview questions for the applicant.

Ms. Neimann does not reside within the City limits, however Toledo Municipal Code Section 2.04.010(A); Planning Commission – Created states, “The commission shall consist of seven members appointed by the mayor of Toledo and of which not more than two members shall be nonresidents of the city of Toledo.” Currently, there is one seat occupied by a nonresident, which would allow Ms. Neimann to occupy another seat as a nonresident.

Note: Council Rules Section 3(A)(2) stipulate the Council shall make its selection to fill the vacancy at the next regular meeting following an interview for an Advisory Commission or Board but the Council may vote to temporarily suspend the Council rules for this meeting to appoint Ms. Neimann immediately.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2019-2020	N/A

Attachment:

1. Interview questions
2. Terri Neimann application and resume

CITY OF TOLEDO
PLANNING COMMISSION INTERVIEW QUESTIONS



1. Why are you interested in serving on the Planning Commission?

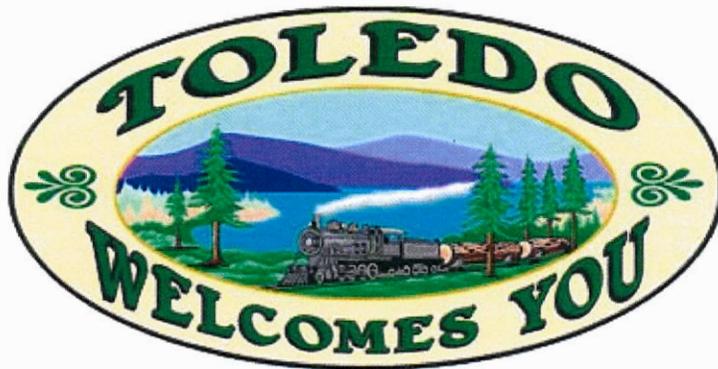
2. What experiences have you had that enable you to contribute to the Planning Commission?

3. What do you think is the role of the Planning Commission?

4. The Planning Commission meets monthly and needs a quorum to conduct business. Will you be able to commit to 12 meetings per year?

5. In your opinion, what are the two most critical planning issues facing Toledo?

6. What sort of growth do you think should Toledo seek and how could the City attract that kind of expansion or development?



CITY OF TOLEDO, OREGON

Volunteer Application City Board, Committee or Commission

The City of Toledo is an Equal Opportunity Employer
and does not discriminate

Return to: _____

Toledo City Hall
206 N. Main Street, P.O. Box 220 - Toledo, Oregon 97391
Phone (541) 336-2247 - Fax: (541) 336-3512
Hours: 8am to 5pm, Monday - Thursday
[Website: www.cityoftoledo.org](http://www.cityoftoledo.org)
[email: administration@cityoftoledo.org](mailto:administration@cityoftoledo.org)

Received by: _____

Date: _____

CITY OF TOLEDO
City Board, Committee or Commission
APPLICATION FOR VOLUNTEERS

Position Applied for: Planning Commission

Date: July 29, 2020

Neimann Terri Bell
Last Name First Name Middle Name

[REDACTED]
Address

Toledo OR 97391
City State Zip

[REDACTED] [REDACTED]
Phone # Email

Have you worked for or previously been a volunteer for the City of Toledo? Yes No

If yes, what position and when?

Volunteer/ Committee Experience

GENERAL BACKGROUND:

QUALIFICATIONS: B.S. in Political Science (EOW)

PhD in College Leadership (OSU)

League of Oregon Cities, Certificate in Local Governance from
Oregon Local Leadership Institute

EXPERIENCE: See attachments

COMMENTS OF INTEREST:

WHY SEEKING POSITION: I loved to be involved in civic engagement

I have experience with city government.

COMMUNITY INVOLVEMENT: I was a Bay City Council Member 2010-2012

Elected official position

CERTIFICATION:

By signing below I certify that I meet the resident eligibility requirements to serve on

the Planning Commission

Insert name of committee, board or commission

Theresa (Terri) D. Neimann 特丽

EDUCATION

Oregon State University-PhD Corvallis, Oregon
Doctor of Philosophy, Education, College Leadership 2020

University of Wales Lampeter -MA Wales, UK
Master of Arts, Celtic Theology 2007

Eastern Oregon University-BS La Grande, Oregon
Bachelor of Science, History & Political Science 2006

Oregon Local Leadership Institute Salem, Oregon
Certificate in Local Governance 2011

LEADERSHIP EXPERIENCE

Tillamook Bay Community College Tillamook, Oregon

President & Board of Education Executive Assistant Nov 2019-June 2020

Responsibilities:

Maintained president's calendar, and corresponded with College Board of Education, Oregon President's Counsel, Oregon Community College Association, College staff and other constituents. Updated monthly Board of Education packets & corresponded with College Board members. Maintained College Board, Leadership, College Council and Staff meeting agendas. Helped create & implement policy with president and Leadership team. Wrote minutes from the College Board, Leadership, College Council & Staff meetings. Helped advise president on sensitive and confidential issues.

Interim Dean of Academic Programs Aug 2019-Oct 2019

Responsibilities:

Coordinated TBCC dual credit offerings with four county high schools. Followed, & implemented policy guidelines from the Higher Education Coordinating Commission (HECC) for dual credit. Oversight administrator for high school dual credit, Oregon State Correction's college programs, Adult Basic Education (ABE), General Education Department (GED) & English Speakers of Other Languages (ESOL) courses and corresponded with advisory teams and various constituents.

ESOL Coordinator

Academic Instructor

Responsibilities:

- Implemented Title II (Adult Education & Family Literacy Act-AEFLA of the Workforce Investment Act) and Achieving the Dream Developmental Education Initiative Stipulations. Provided leadership to adjuncts in planning, designing, and implementing curricula and best practices in various parts of the county. Mentored adjuncts. Collaborated with community agencies to foster mentoring, internships, job placements, service-learning projects, and other

Tillamook, Oregon
2007-2014

resources which helped benefit student outcomes. Implemented Title II stipulations and served on various committees.

- Taught (over 1,500 teaching hours) skills in developmental English, GED exam preparation, ESL, literacy and life skills based on an individualized plan of instruction. Also taught Celtic Spirituality, and Healthy Relationship classes.
- Provided instruction in skills necessary to master academic competencies.
- Administered assessments and evaluated students' progress.
- Assisted students with developing self-advocacy and workplace skills.
- Developed term syllabi, weekly learning objectives, outcomes, assessments, and lesson plans.

Tillamook County Woman's Resource Center

Prevention Coordinator (Social worker)

Tillamook, Oregon
July-2010 – Nov. 2013

Responsibilities:

- Supervised educational staff, facilitated, planned, developed, and evaluated a comprehensive training and readiness program preparing high school students as intervention specialists and nonviolence advocates.
- Integrated social justice curricula that provided behavior management and violence prevention strategies.
- Collaborated with three high schools and the local college (7-8 classes a week) to foster community partnerships to end violence against students.
- Developed a Human Rights Curriculum (9-week sessions) called "Healthy Relationships."
- Employed Human Rights Curriculum at Tillamook Bay Community College, & three high schools.
- Implemented RPE (rape prevention education) grant stipulations, and program from the Center for Disease Control (CDC).
- Prepared biannual reports to the CDC, and to the Oregon SATF (managers of the grant).
- Served on the Oregon Attorney General's Sexual Assault Task Force (SATF) Prevention and Education Committee 2011-2013.

Elected Official

Bay City Council Member

Bay City, Oregon
2009-2011

Responsibilities:

- Duties included: Judging the qualification and election of members, Setting and interpreting rules governing proceedings; Exercising all the powers of the City that the law does not delegate to others; Legislating for the City; Directing the enforcement of City ordinances; Appointing administrative personnel; Transacting City business; Managing the City's financial operations; Appointing members of the boards; Conducting the City's intergovernmental affairs; Protecting the welfare of the City and its inhabitants; Providing community leadership; Other specific powers.
- Assisted Mayor in municipal administration in managing the City of Bay City.
- Ensured the City fulfilled its duties under the law and lawfully exercised powers. Performed statutory duties: supervised administrative officers, formulated policies, and exercised City powers.
- Solved problems of basic policy and acted as liaison between the City and the general public. Oversaw the conduct of daily affairs, and the future development of the City.
- Collaborated with other city municipalities, and League of Oregon Cities, to problem solve,
- Completed the following League of Oregon Cities & Oregon Local Leadership Institute classes for government officials: Public Records Management, Strategic Planning & Goal

Setting, Government Ethics in Oregon, Emergency Management & Preparedness, Managing Risk & Liability in the Public Sector, Local Government, and Budgeting for Results.

New Horizons Academy

McMinnville, Oregon

Assistant Principal

July 1998- June 1999

Responsibilities:

- Managed staff and Learning Centers, in a private school K-12.
- Chaired meetings for the purpose of coordinating activities and ensured that outcomes achieved school board and/or state objectives.
- Presented, developed and implemented positive changes to school academic & administrative environment.

Tillamook Learning Center

Tillamook, Oregon

Executive Administrator

July 1997- June 1998

Responsibilities:

- Oversaw Learning Centers and staff, in a private school K-12.
- Developed partnerships within the community. Oversaw committees & fundraising projects.
- Hired, fired, coached teaching staff, promoted staff development, and performed various administrative duties.

Tillamook Learning Center

Tillamook, Oregon

Assistant Principal

July 1996 - June 1997

Responsibilities:

- Assisted principal with administrative decisions and implementation of policy strategies.
- Managed Learning Centers and staff, in a private school K-12.
- Facilitated communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.

Oregon Department of Justice

Salem, Oregon

Crime Victims' Services Division Advisory Committee Member

Jan 2014-2016

Responsibilities:

- The Crime Victims' Services Division (CVSD) Victim Response Section Advisory Committee advised the Department of Justice, CVSD, Victim Response Section (VRS), on the allocation and administration of Victims of Crime Act (VOCA), STOP Violence Against Women Act (VAWA), Sexual Assault Services Program (SASP), Oregon Domestic and Sexual Violence Services Fund (ODSVS), and Criminal Fine Account (CFA) Victim Assistance Program funds. The Advisory Committee had the goal of supporting/funding meaningful access to services for all victims/survivors of crime throughout Oregon. The membership was multidisciplinary and CVSD sought to include representation of Oregon's diverse populations, perspectives, and geography. Reviewed funding priorities, and allocated plans.

Oregon Attorney General Sexual Assault Task Force

Salem, Oregon

Prevention and Education Committee Member

April 2011-2014

Responsibilities:

- As a Prevention and Education Subcommittee member, I collaborated with other members that defined and promoted sexual violence prevention by engaging in activities that increased

awareness of sexual violence and prevention strategies, and provided support, guidance and training relating to sexual violence prevention and education. The Prevention and Education Subcommittee served as the statewide sexual violence prevention planning committee. In this function, we existed to implement, update, and refine the statewide sexual violence prevention plan, and made Recommendations to Prevent Sexual Violence in Oregon: A Plan of Action (2006).

State of Oregon Water/Waste Water Task Force

Salem, Oregon

Task Force Committee Member

April 2010-2011

Responsibilities:

- As a State of Oregon Water/Waste Task Force Legislative Committee member, we were a task force that met to discuss legislative and regulatory developments and to develop and implement strategies for educating decision-makers on issues of importance to Oregon's use of water and waste-water. The Legislative Committee is responsible for developing a consensus position on legislative issues which is then recommended to the Executive Committee to be adopted as League of Oregon Cities official position on the matter. As such, we identified, discussed, and promoted approaches to sustainable water resources master planning efforts. More specifically, the committee developed a set of guidelines that helped provide utilities serving communities of all sizes and locations within the State of Oregon with best practice approaches and strategies to Master Planning. Open forum discussion, workshops and conference sessions were sources for sharing these resources with Oregon utilities.

TEACHING EXPERIENCE

Tillamook Bay Community College
CG100 College Success & Survival

Tillamook, Oregon
Sept 2019-present

Oregon State University
Undergraduate Instructor College of Education
ED 411 Psychology Learning and Development
ED 253 Learning Across the Lifespan

Corvallis, Oregon
Sept.2018-March 30 2019

Shanghai Normal University: Tianhua
Early Childhood Education Teacher

Shanghai, China
Sept. 2017-April 2019

Shanghai Normal University/Collaboration with Western Oregon University

Undergraduate for credit (private university-over 9,000 students)
ED 345 Designing Early Childhood Environments
ED 371 Inclusive Practices: Early Childhood Settings
ED 348 Developmentally Appropriate Practices: EC Play, Development and Literature
ED 450 Authorization Specialty
ED 449 Observation and Assessment of the Young Child
ED 427 Professional Development
ED 446 Environments for Diverse Learners
ED 485 Contemporary Development in ECE Learning

Tongling No# 1 High School
ESOL Teacher for International Program

Tongling, Anhui, China
Mar. 2015-June-2016

Tongling World-Best Linen & Ramie Textile Co.,
Business English Teacher

Tongling, Anhui, China
Dec. 2015-Mar. 2016

Tillamook Bay Community College
Non-credit

2007-2014 Oregon

Healthy Relationships: Family and Interpersonal
Family and Community Involvement
Medieval History: Celtic Spirituality
ABE Classes (Credit Recovery)
GED Classes (General Education Diploma)
ESL (English as a Second Language)

Substitute Teacher (Public School) District #9 & #56

2005-2007 Oregon

- Taught grades K-12 part-time, managed classroom teaching staff and activities; implemented learning objectives, and managed student behavior.

PUBLISHING, EDITING & WRITING EXPERIENCE:

International Journal of Adult Vocational Education and Technology (IJAVTS)

Associate Editor (Editorial Board)

Hershey, PA

- Peer reviewed chapters for publication

2016-Present

Apostolic Press

Newport, OR

Associate Editor

2000-2006

Zhejiang University Press

Hangzhou, China

English Editor

2015

- Implemented detailed grammar, syntax, and punctuation edits and changes.
- Formatted a book to meet editor's requirements
- Consulted with editor-in-chief on all phases of development

PUBLICATION CHAPTERS (for): *Encyclopedia Strategic Leadership and Management; Adult Education and Vocational Training in the Digital Age, Theory and Practice of Adult and Higher Education: Publisher, IJAVTS* <http://www.igi-global.com/journal/international-journal-adult-vocational-education/1131> Hershey PA: IGI Global Publishing Co

Perspectives on Risk Management. In V. C. Wang (Ed.), *Handbook of Research on Ethical Challenges in Higher Education Leadership and Administration.* Hershey, PA: IGI Global.
Stelson, U.M. & Neimann, T.D. (2020). Prevalence of Campus Rape:

Encyclopedia Strategic Leadership and Management. Hershey PA: IGI Global Publishing.

Neimann, T. (2016). Retention of Rural Latina College Students, Engaging Strategic Leadership: A Chicana Feminist Theory Perspective on Retention.

Neimann, T. & Stelson, U. (2016). Emergence of Spiritual Leadership: Creating Ownership and Empowerment.

Wang, V. & **Neimann, T.** (2016). English Teaching and Andragogy in Transitioning Students from Secondary to Higher Education in China.

Neimann, T. & Stelson, U. (2016). Adjuncting in Higher Education: Challenges and Recommendations.

Neimann, T. & Stelson, U. (2016). Prevalence of Campus Rape: Strategic Leadership Prevention & Recommendations.

Qin, L., & **Neimann, T.** (2016). Fostering English Learners' Intercultural Competence and Multicultural Awareness, in a Foreign Language University in Northeastern China

Handbook of Research on Positive Scholarship in Global K-20 Education. Hershey PA: IGI Global Publishing Co.

Neimann, T. (2017). Part 1: Evaluating Latina Retention: The Positive Factors Affecting Latina Retention in Rural Colleges, Viewed from Chicana Feminist Theory,

Neimann, T. (2017). Part 2: Evaluating Latina Retention: The Negative Factors Affecting Latina Retention in Rural Colleges, Viewed from Chicana Feminist Theory,

Adult Education and Vocational Training in the Digital Age. Hershey PA: IGI Global Publishing Co.

Wang, T. & **Neimann, T.** Preface and Introductory Chapter.

Neimann, T., & Wang, V., (2016). Is there a Relationship between Deep Learning and Online Education as an Informal Learning Process?

Wang, V., & **Neimann, T.** (2016). Internet Technologies and Online Learning.

Theory and Practice of Adult and Higher Education. Hershey PA: IGI Global Publishing.

Neimann, T., Malecek, S., Stelson, U. (2016). Building a Culture of Completers by Understanding the Etiology of Adult Learning Deficits Stemming from Childhood.

PUBLICATIONS BOOKS:

(Forthcoming) **Neimann, T,** Felix, J., Reeves, S., & Shliakhovchuk, E. (2020).

Stagnancy Changes and Initiatives to Global Education, Hersey, PA: IGI Publishing

Neimann, T. & Stelson, U. (2019). *Challenges and Opportunities to Global Approaches to Education,* Hershey, PA: IGI Publishing

Neimann, T. Stelson, U. (2017). *Ground Zero: Why Colleges and Universities are Unsustainable.* KDP Publishing, Seattle, WA. Amazon, Kindle Edition.

Neimann, T. and Vander pool, C. (2006). *The Apostolic Bible: Polyglot.* Greek-English Interlinear Research and Reference Bible. Newport: Apostolic Press. Library of Congress Call Number BS65, Terri Neimann, Charles Vander pool.

Neimann, T. (2014). *The Five-Thousand-Year Search for a Way to Describe the Feminine Nature of God: A Study in the History of Language.* New York, NY: Edwin Mellen Publishing Co. [250 pages].

Johnston A., & Brennan, E. (2014). *Desire's Tempest Journey: The Saga of Briga of Cymru and the Wolf-Warrior (The Long Journey Home) (Volume 1).* Ena Brennan (pen name for Terri Neimann). Create Space Publishing.

CONFERENCE/PUBLIC PRESENTATIONS:

Neimann, T. (2014). Building a Structure for Social Change: Empowering Youth Voices through Mentoring, Adolescent Sexuality Conference. Seaside, OR.

Neimann, T. (2013). Room for Youth. Adolescent Sexuality Conference. Seaside, OR.

Neimann, T. (2013). Prevention. America Association University Women (AAUW), State Conference. Garibaldi, OR.

Neimann, T. (2012). Do You Really Know Us? Presented at the Adolescent Sexuality Conference. Seaside, OR.

Neimann, T. (2011). Primary Prevention. Presented at the Roots of Change Conference: Social Justice & the Media, Portland, OR.

Neimann, T. (2008). Celtic Spirituality Lectures. Four presentations presented in connection with the L.E.O. Foundation; Libraries of Baker County, La Grande, Pendleton, and The Dalles, OR. 2008.

PROFESSIONAL MEMBERSHIPS & CERTIFICATES

American Association of University Women
Society for Biblical Literature
Willamette Writers Society
League of Oregon Cities-Certificate
FORD Family Foundation Leadership -Certificate

COMMUNITY SERVICE EXPERIENCE

Member, Department of Justice (DOJ) Office for Victims of Crime (OVC), Advisory Committee
2014-2016
Member, Attorney General's Sexual Assault Task Force (Sexual Assault Task Force) Prevention
and Education Committee 2011-2013
Member, League of Oregon Cities: State of Oregon Water/Waste 2010-2011
Member, Bay City Council, Bay City, OR 2009-2011
Fire Fighter, Bay City, OR Fire Department 2009-2011

<p>Ross Tomlin Tillamook Bay Community College College President 4301 3rd St. Tillamook, Oregon 97141</p> <p>Bus. Telephone:(503) 842-8222 Email: rosstomlin@tillamookbaycc.edu</p>	<p>Sara Diane Wright Senior Instructor and edTPA Coordinator Oregon State University Furman Hall 104F 200 SW 15th St Corvallis, Oregon 97331</p> <p>Bus Telephone: (541) 737-2966 Email: Sara.Wright@oregonstate.edu</p>
---	--

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	August 19, 2020	Authorize purchase for two dispatch workstations
Council Goal:	Agenda Type:	
Not applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Police Chief M. Pace	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to authorize purchase and installation up to \$33,000 for the purchase of dispatch workstations.

Background:

The current dispatch workstations were designed with technology and standards that were appropriate for 20 years ago. Our current built-in dispatch workstations have caused physical pain and discomfort for our dispatchers who often work at the desks for up to 12 hours. As the science of ergonomics as progressed so has the standards for dispatch workstations.

Today’s industry standards for dispatch workstations include multiple options such as

- **A workstation that raises and lowers to accommodate differing sitting heights and working preference (sitting/standing).**
- **Monitors on a framework that can raise, lower, tilt and move forward and back to alleviate eye and neck strain.**
- **Task lights to indicate when a dispatcher is on the phone or radio.**
- **Ambient lighting to reduce eyestrain.**
- **Cord management to maximize workspace and reduce clutter.**
- **Computer storage areas to control external damage, temperature control, and dust.**
- **10 year warranty.**

We requested quotes from three vendors. Only two vendors responded. Out of the two vendors, we picked the vendor with an established reputation within the industry and who provided us with a lower quote of \$30,428.48. This quote includes shipping, installation, and 10 year warranty. The remainder of the money requested will go to purchasing chairs (which have yet to be identified) and miscellaneous costs which may arise during the install. The workstations will be moved to the new police department when it is completed.

Russ Bassett (the chosen vendor) stated it would take one business day to install and they could install the workstations within 8 weeks. Attached is the quote and vendor media. This is the website for videos pertaining to their product. <https://russbassett.com/control-room-resources/video/>

Fiscal Impact:	Fiscal Year:	GL Number:
\$33,000	2020-2021	N/A

Attachment:

1. Toledo PD – Russ Bassett Quotation



TOLEDO PSAP CONSOLE MODERNIZATION

QUOTATION DC-25229-02 OPT 1 REV A

AUGUST 13TH, 2020



Quotation



Russ Bassett Corporation
 8189 Byron Road Whittier, CA 90606
 Tel: 800.350.2445 Fax: 562.698.8972
 www.russbassett.com

PROJECT #: DC-25229-02 **Option: 4**
REVISION: A
PROJECT NAME: Toledo Police Department

QUOTE DATE: 8/13/2020	SALES EXECUTIVE: Matt Gawin
EXPIRATION DATE: 11/11/2020	ADDRESS: 8189 Byron Rd Whittier, CA 90606
CUSTOMER: Toledo Police Department	PHONE: (602) 380-6322
CONTACT: Cassie Griffith	EMAIL: mgawin@russbassett.com
ADDRESS: 250 W. Hwy 20 Toledo, OR 97391	
PHONE: (541) 336-5555	
FAX:	
EMAIL: Cassie.Griffith@cityoftoledo.org	

10480

QTY	PART NUMBER	DESCRIPTION	PRICE	EXTENDED
AREA: 1			AREA 1 TOTAL:	\$ 23,178.48
2	DEF-WSC-3672-SSHD-W	Console, Corner Sit-Stand, Height-Depth Array, 36D x 72L, Wing Edge	\$ 4,776.20	\$ 9,552.40
2	DEF-FRM-18	Base Frame, 18L	\$ 52.00	\$ 104.00
4	DEF-PNL-FF-18	Panel, Fabric, 18L	\$ 202.80	\$ 811.20
4	DEF-PNL-FF-36	Panel, Fabric, 36L	\$ 265.20	\$ 1,060.80
2	DEF-PNL-FF-42	Panel, Fabric, 42L	\$ 286.00	\$ 572.00
2	DEF-RAD-18	Rear Access Door, 18L	\$ 75.40	\$ 150.80
2	DEF-RAD-36	Rear Access Door, 36L	\$ 150.80	\$ 301.60
2	DEF-RAD-42	Rear Access Door, 42L	\$ 161.20	\$ 322.40
4	DEF-TOP-REC-3618-W	Top, Rectangle, 36D x 18L, Wing Edge	\$ 221.00	\$ 884.00
2	DEF-IAP-18	Inside Access Panel, 18W	\$ 32.24	\$ 64.48
2	DEF-LEP-36-R	Laminate End Panel, 36D, RH	\$ 234.00	\$ 468.00
2	DEF-LSL-36-L	Laminate Support Leg, 36D, LH	\$ 195.00	\$ 390.00
2	DEF-PFT-3618-LD-N	Fixed Technology Ped, 36D x 18W, Left Door	\$ 468.00	\$ 936.00
4	DEF-CC-L45-FF	Corner Connector, L, 45 Deg, Fabric	\$ 156.00	\$ 624.00
4	DEF-EC-FXN-0742	End Cap, Fixed, 42H	\$ 104.00	\$ 416.00
4	DEF-ACC-SLAT-F-18	Fixed Slatwall, 18L	\$ 208.00	\$ 832.00
2	DEF-ACC-DTB-12	12 Port Data Termination Bracket, Universal	\$ 39.00	\$ 78.00
4	DEF-ACC-PSTRIP-V-15	Power Strip, 15 Amp, 7 Outlet, Vertical Frame Mount	\$ 49.40	\$ 197.60
2	DAC-DTC-ADA	Desktop Contoller, ADA	\$ 46.80	\$ 93.60
6	DAC-MM-11-SW-PM	Monitor Mount, 1-Over-1, Slatwall, Pole Mount	\$ 442.00	\$ 2,652.00
2	DAC-SLI-R	Slatwall mounted Status Indicator Light - Red	\$ 288.60	\$ 577.20
2	DEF-ACC-SL-CNCT-KT	Status Indicator Light Connection Kit with Power Supply	\$ 130.00	\$ 260.00
2	WAC-DASH-1P2U	Dash Cartridge, 1 Power / 2 Power-only USB	\$ 156.00	\$ 312.00
2	WAC-DASH-2D	Dash Cartridge, 2 Data Ports	\$ 52.00	\$ 104.00
2	WAC-DASH-TL-GSNK	Dash Cartridge, Gooseneck Light	\$ 239.20	\$ 478.40
2	WAC-FWL-AR-B	Footwell Light, Array Console, Blue	\$ 78.00	\$ 156.00
2	WAC-AMB-AR-C-72-B	Ambient Light, Array, 90-Cmr, 72", Blue	\$ 208.00	\$ 416.00

Quotation

PROJECT #: DC-25229-02	Option: 4
REVISION: A	
PROJECT NAME: Toledo Police Department	

 **russebassett**
Russ Bassett Corporation
8189 Byron Road Whittier, CA 90606
Tel: 800.350.2445 Fax: 562.698.8972
www.russebassett.com

Drawings

Any drawing submitted to the Client under this Quotation must be signed-off as "approved for manufacture" and returned with applicable purchase order. Drawing REVISION level must match Quote REVISION level.

Delivery & Installation

A signed, completed delivery and installation checklist and purchase order is required to prevent any issues at time of delivery and installation. Any unique requirements encountered at time of delivery and installation not covered on the installation checklist will be invoiced at cost in addition to the charges quoted herein.

Russ Bassett ships your products using our "Safe Ship" program. The program simply states that we guarantee your products will arrive damage free anywhere in the 48 contiguous United States. If damage should occur, notify customer service and Russ Bassett will rush a replacement part or unit and pick up the damaged product.

Due to the custom nature of our products, Russ Bassett recommends using only Certified Russ Bassett Installers.

Purchase Order

Send to: Russ Bassett Corporation
Attn: Customer Service
8189 Byron Road
Whittier, CA 90606

Fax to: (562) 698-8972

Purchase orders must include the following information to process with Russ Bassett:
Sold to, Ship to, Order Date, Requested Delivery/Install Date, PO Number, Quantity, Full Model Numbers & Total.

All purchase orders must also accompany the following documents to be considered a complete order:
Signed drawing noting console and work surface colors and/or cabinet color, signed quotation, & installation checklist.

Quote is Valid for 90 days from date of issue; and, may only be extended in writing by Russ Bassett.

Payment Terms

Standard payment terms subject to approved credit.

- 90% due 30 days after product shipment
- 10% due 30 days after final sign-off

Lead-time

For the products covered under this proposal is ten (10) to twelve (12) weeks AAO (After Acceptance of Order).
Incomplete Purchase Orders may delay the ship date; actual date will be confirmed on written Order Acknowledgement.

Quotation

PROJECT #: DC-25229-02	Option: 4
REVISION: A	
PROJECT NAME: Toledo Police Department	

russebassett
 Russ Bassett Corporation
 8189 Byron Road Whittier, CA 90606
 Tel: 800.350.2445 Fax: 562.698.8972
 www.russebassett.com

Warranty

Russ Bassett Corporation warrants to the original customer that all Desience manufactured products as quoted or proposed will be free from defects in materials and workmanship for the following warranty period:

- Limited Lifetime Warranty for Russ Bassett Corporation manufactured Desience products.
- Limited Term Warranty for all Russ Bassett Corporation non-manufactured products or components that are added or integrated into a Russ Bassett Corporation manufactured product shall be warranted as outlined in the original manufacture's warranty.

If a Performance Bond is required for this project, the warranty covered by the Performance Bond is limited as follows: 'Notwithstanding anything stated in the contract, purchase order, or specifications, the bond only covers a 1 year parts and labor warranty. Any additional warranty will not be the responsibility of the Surety and will be the sole responsibility of Russ Bassett'.

Change Order & Cancellation Policy

Changes to an order, once it has been processed, can be very disruptive and costly. Once an order has been started in manufacturing, usually within 4 weeks of the scheduled ship date, it is not possible to make changes.

Any requests for changes to the design or scope of work shall be made in writing. RBC will notify Buyer if it is possible to accommodate the change requests. If there is still time to accommodate the change requests, RBC will provide a quotation covering the cost and lead-time impact of the change. If these impacts are acceptable to Buyer, RBC will produce changed drawings for review and approval. No change will be made without sign-off of the updated quote and drawing by Buyer.

Any cancellation requests must be submitted in writing and approved by an officer of Russ Bassett. Upon acceptance of canceled order, a cancellation charge of 25% of the contract amount will be incurred over and above the cost of materials produced or in production, labor or other services performed, freight, taxes and any other out of pocket expenses also incurred by Russ Bassett.

Buyer's Delay

Russ Bassett only builds products to order, based on bonified purchase orders and deploys manufacturing resources necessary to meet scheduled delivery requirements outlined in the order. The company realizes projects get delayed. Upon request, Russ Bassett may provide storage for the first 30 days from the original ship date at no cost. In extreme cases, the Russ Bassett Sales Executive may request the President to approve extending the grace period for an additional 30 days.

In all cases, unless approved by the President, the customer is to be invoiced for the full product total on the original ship date.

Storage fees are outlined below:

Storage after 30 days will only be approved, provided 90% of the initial invoice has been paid, allowing 10% hold-back till final project acceptance. Storage fees will be invoiced monthly and must be paid promptly to keep benefits intact.

Storage period	Fees <input type="checkbox"/>
Up to 30 day delay	No cost as a courtesy
31 to 90-day delay	1% of product total per month
91 to 150-day delay	2% of product total per month
151 to 180-day delay	4% of product total per month

Storage is not offered after 180 days.

Storage arrangements may be canceled at any time for non-payment.

The customer may choose to arrange their own storage. In that case, claims for product damage will become the responsibility of the customer and their storage agent.

Acceptance Signature

 Authorized Signature

 Print Name of Authorized Signature

 Print Title

 Print Company Name
August 19, 2020 Toledo City Council Packet

 P.O. Number

 Date of Authorization

SHEET INDEX:

NO.	SHEET NAME
1	3D VIEW 1
2	3D VIEW 2
3	PLAN VIEW
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

desience



russ bassett

8189 Byron Rd, Whittier, CA 90606 (800) 350-2445

SAE:
MATT GAWIN

DRAWN BY:
VIVIANA CARDOZO

REVISIONS

REV	DATE	DESCRIPTION	BY
A	06/15/20	2D & 3D DRAWING	VC

CUSTOMER:

TOLEDO PD

PROJECT ADDRESS:

250 WEST HIGHWAY 20, TOLEDO, OR 97391

PROJECT NAME:

TOLEDO PD

NUMBER OF POSITIONS:

3

SCALE:

NTS

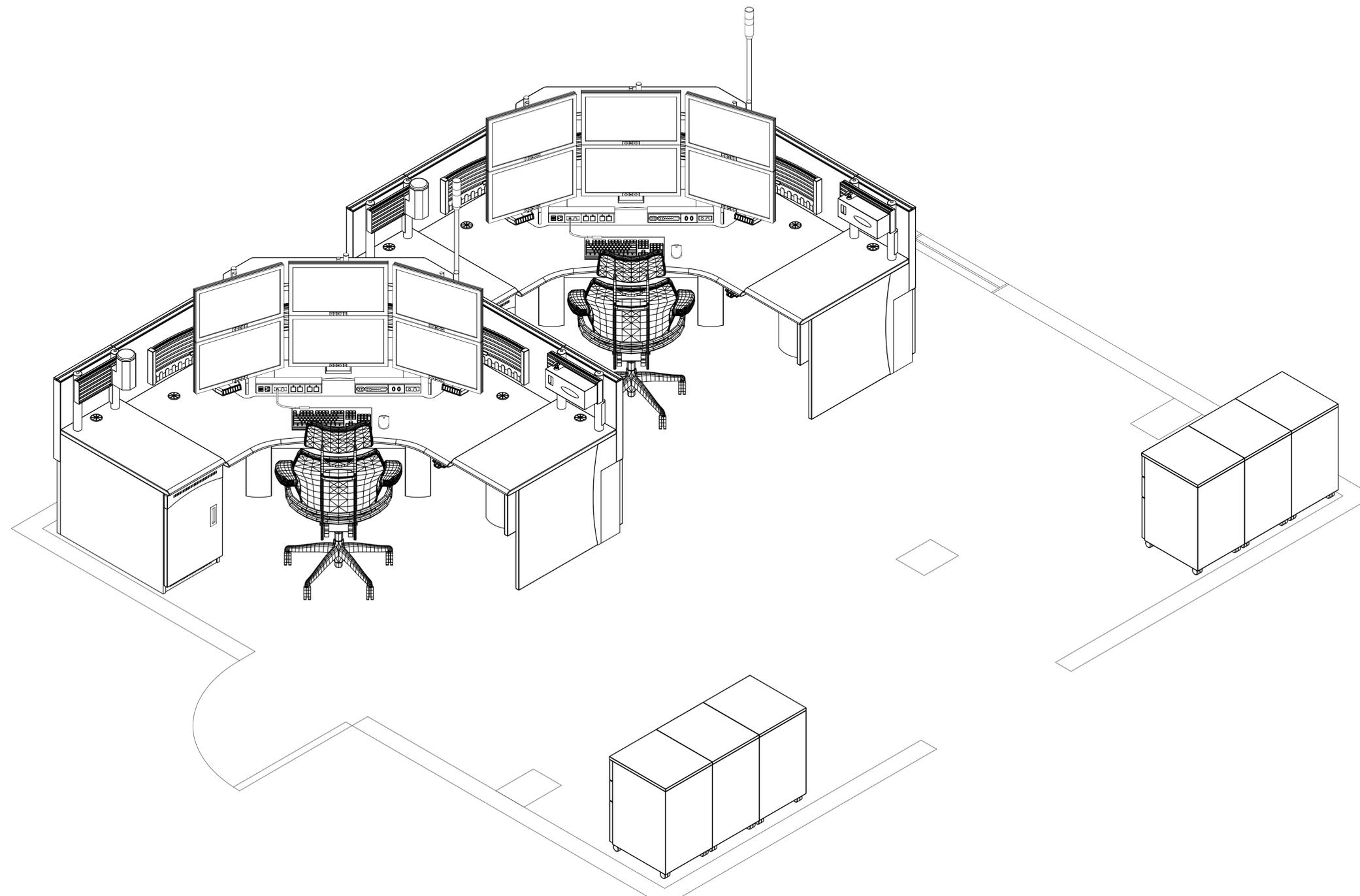
FINAL APPROVAL BY:

DATE:

SHEET DESCRIPTION:

3D VIEW 1

DRAWING #	OPTION	REV.	SHEET
DC-25229-02	1	A	1/3



RUSS BASSETT CORPORATION HEREBY EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE COPIED, REPRODUCED OR CHANGED IN ANY FORM OR MANNER WHATSOEVER, NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION AND CONSENT OF RUSS BASSETT CORPORATION.

desience



russ bassett
8189 Byron Rd, Whittier, CA 90606 (800) 350-2445

SAE:
MATT GAWIN

DRAWN BY:
VIVIANA CARDOZO

REVISIONS

REV	DATE	DESCRIPTION	BY
A	06/15/20	2D & 3D DRAWING	VC

CUSTOMER:
TOLEDO PD

PROJECT ADDRESS:
250 WEST HIGHWAY 20, TOLEDO, OR 97391

PROJECT NAME:
TOLEDO PD

NUMBER OF POSITIONS:
3

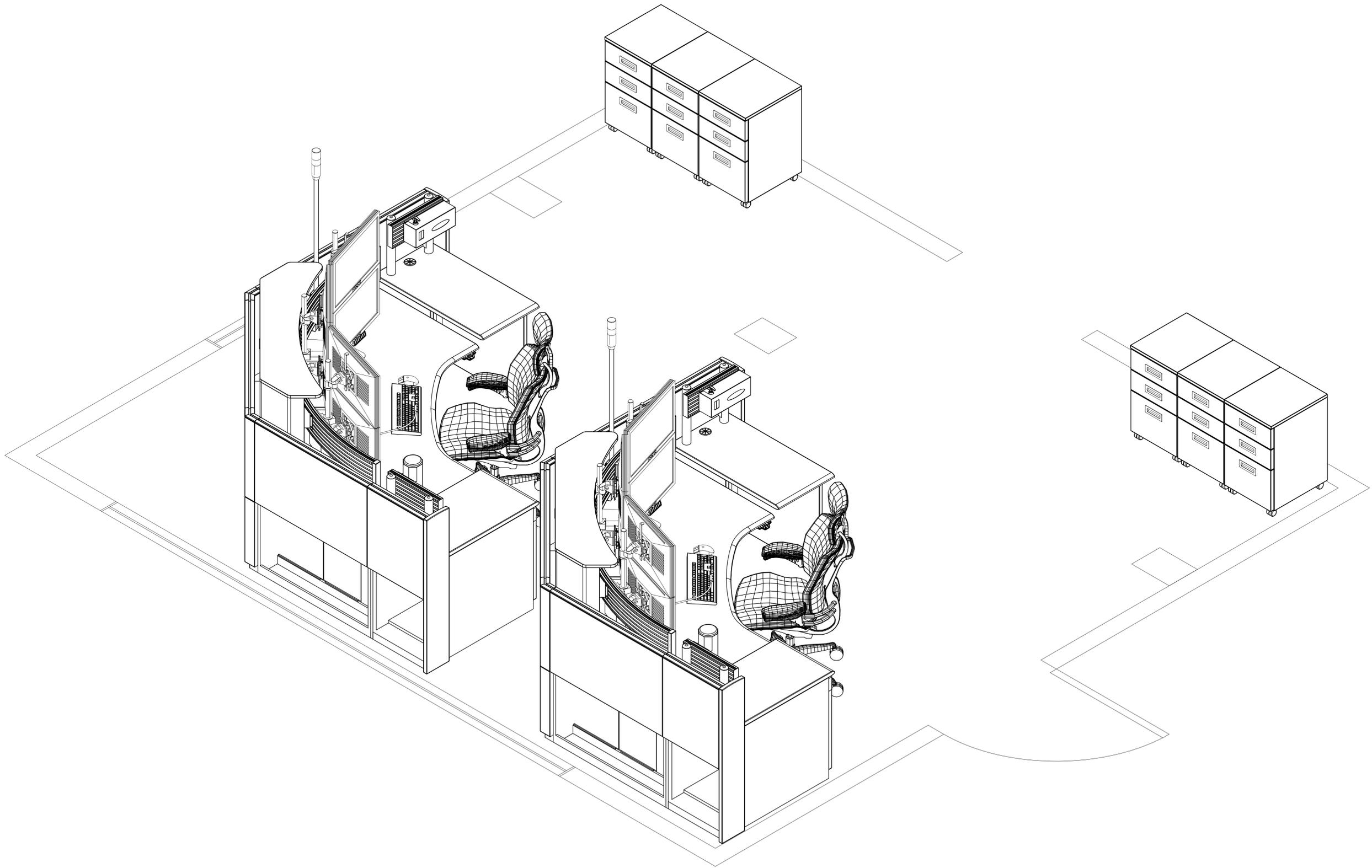
SCALE:
NTS

FINAL APPROVAL BY:

DATE:

SHEET DESCRIPTION:
3D VIEW 2

DRAWING #	OPTION	REV.	SHEET
DC-25229-02	1	A	2/3



RUSS BASSETT CORPORATION HEREBY EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE COPIED, REPRODUCED OR CHANGED IN ANY FORM OR MANNER WHATSOEVER, NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION AND CONSENT OF RUSS BASSETT CORPORATION.



SAE:

MATT GAWIN

DRAWN BY:

VIVIANA CARDOZO

REVISIONS

REV	DATE	DESCRIPTION	BY
A	06/15/20	2D & 3D DRAWING	VC

CUSTOMER:

TOLEDO PD

PROJECT ADDRESS:

250 WEST HIGHWAY 20, TOLEDO, OR 97391

PROJECT NAME:

TOLEDO PD

NUMBER OF POSITIONS:

3

SCALE:

3/4"=1'-0"

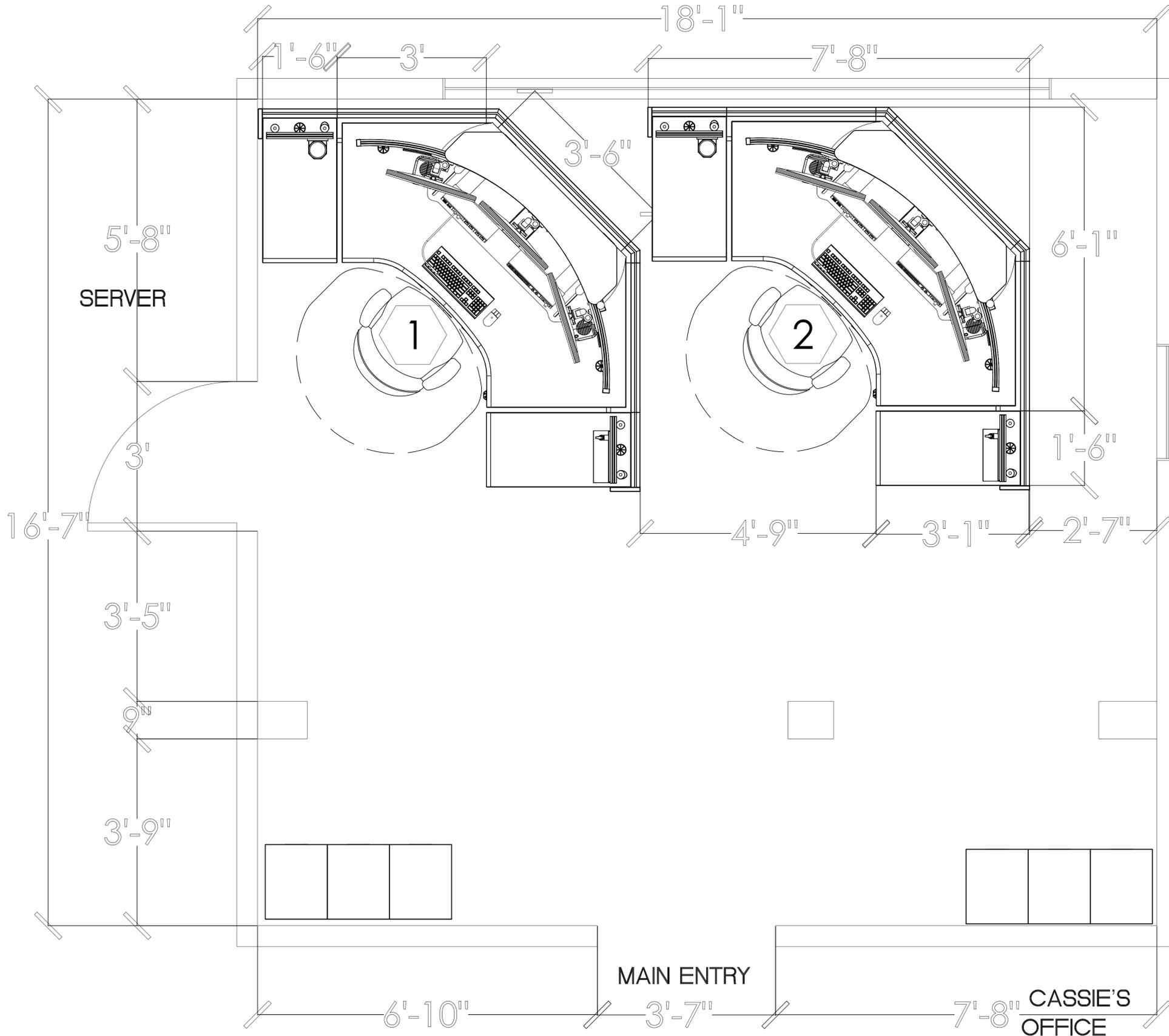
FINAL APPROVAL BY:

DATE:

SHEET DESCRIPTION:

PLAN VIEW

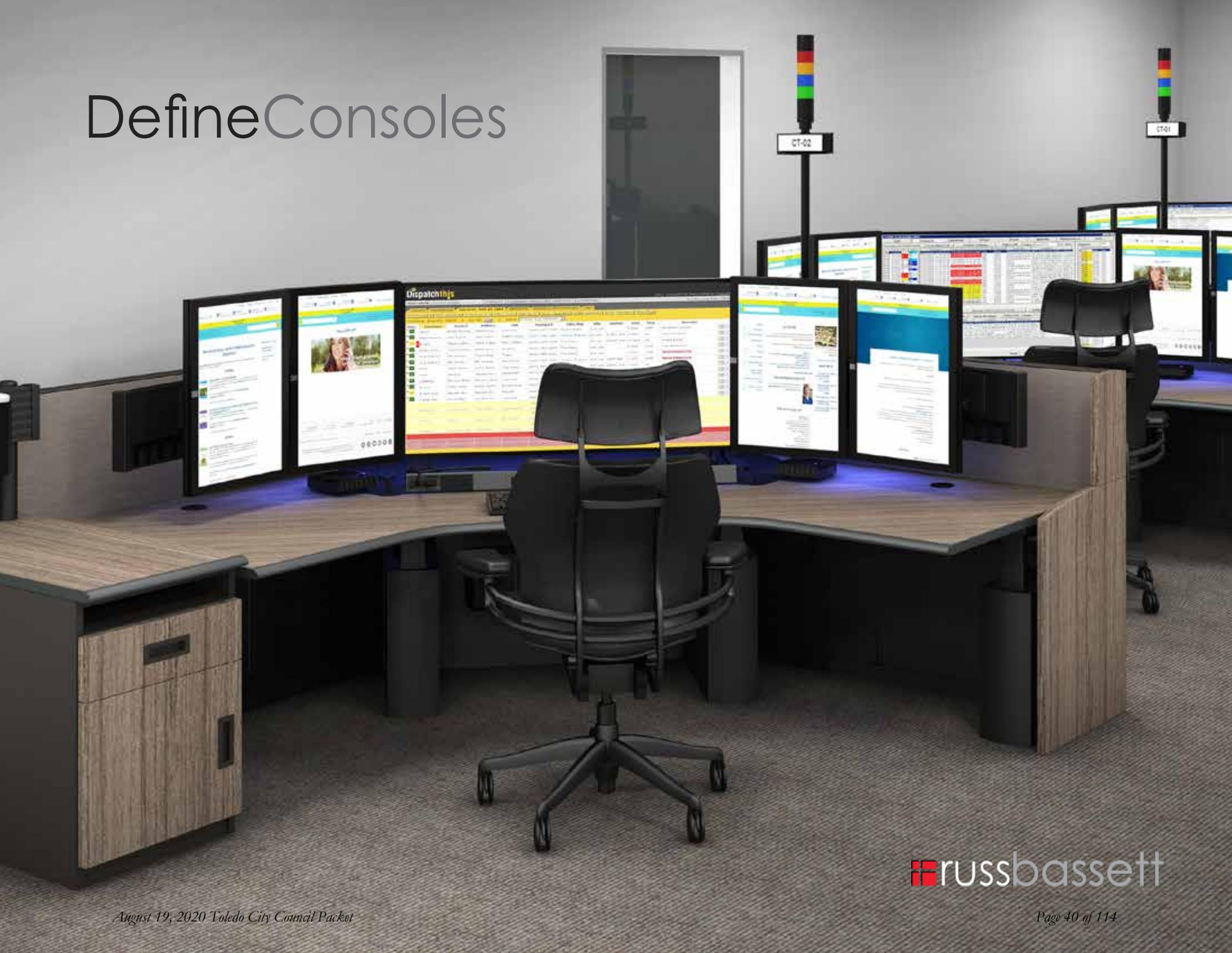
DRAWING #	OPTION	REV.	SHEET
DC-25229-02	1	A	3 / 3



PUBLIC
(LOBBY)



DefineConsoles



Define | Consoles for Public Safety Teams

Developed in answer to emerging needs of PSAPs and their teams, Define elevates the mission critical workplace. We've incorporated wood alongside steel to deliver an ultra-durable console with a lighter, brighter aesthetic and improved space efficiency.

Four surface shapes, multiple sizes and non-handed storage options give you the freedom to choose the styles that best fit your team and to configure your consoles in just about any way you can imagine.

90° Corner



90° Corner Wrap



Linear



Linear Wrap



- Variety of Shapes
- Space Efficient
- Intuitive User Controls
- Superior Technology Integration
- Warm, Sophisticated Palette
- Ultra-Durable Materials

Define | Space Efficiency

Define's compact core footprint preserves the expansive primary workspace and unencumbered knee space that mission critical users have come to appreciate. The Base Frame, your primary power and data integration zone, runs along the back of the console, nesting slightly under the surface.

No wasted space! Bridge and Peninsula Storage between positions, Corner Storage and Dual-Sided units make smart use of compact footprints.

Bridge and Peninsula Storage is available in a variety of door, drawer and open shelf configurations.

The **Base Frame** holds power, data terminations, and rack-mounted equipment.

Maximize vertical space by adding **Fixed Slatwall** sections to your console bridge - ideal for mounting Slatwall Work Tools, additional monitors, and Situational Awareness Lights.



78" Corner - Total footprint for dual position layout with center storage is 6'8" x 16'2".



Corner Storage is an ideal landing spot for shared resources behind side-by-side consoles.



Shared Storage sits between positions and gives both users access to resources.





Linear Wrap Console with Finish Scheme Monterey (B): Verdana Teak on Surface and Cabinet Faces, Cabinet Cases in Suede, Fabric is Woodland, and Powder Coat is Suede

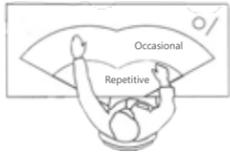
Define | Ergonomics

A single height-adjustable console surface combined with a height-adjustable monitor array means all users attain and maintain a healthy body position.

- Height Adjustable Surface
 - 22.6" seated to 48.7" standing
- Slatwall Array Monitor Adjustment
 - Fixed
 - 12" Height Adjust
 - 12" Height + 8" Focal Depth
- Waterfall comfort edge
- Unencumbered knee space



Single-touch monitor height and focal depth adjustment moves all monitors at the same time, maintaining an optimal peripheral viewing angle.



Centrally located user controls reduce instances of twisting and over-reaching.

Comfort & Control

Conveniently located below the monitor array and within easy reach of the operator, your Dashboard includes surface and monitor height adjustment.

Choose up to five (5) additional accessories and controls to boost comfort and productivity.



- The **Personal Comfort System** includes two movable desktop fans and two under-surface heaters that tilt. All appliances are energy efficient and ultra-quiet.
- **Convenience Power ports** at the dash are separated from critical console system power.
- **Situational Awareness Light Supervisor Switch** signals the need for critical assistance.
- **Gooseneck Task Light, with dimmer**, provides movable, adjustable and focused light when and where users need it.
- **Data Ports** make hot swaps easy.

More Standard Comfort Features



Flush Pulls



Soft Close Doors



Soft Form Grommets



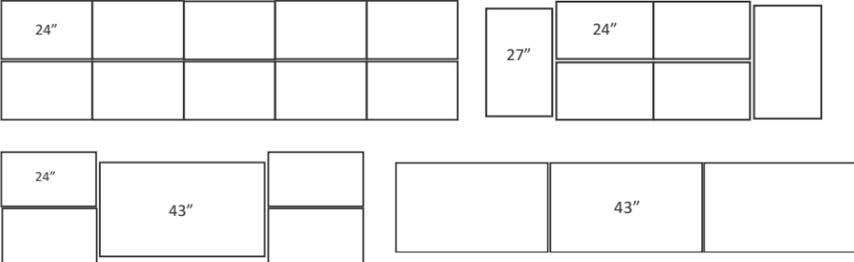
96" Linear Console with Finish Scheme Monterey (B): Verdana Teak on Surface and Cabinet Faces, Cabinet Cases in Suede, Fabric is Woodland, and Powder Coat is Suede

Define | Technology Integration

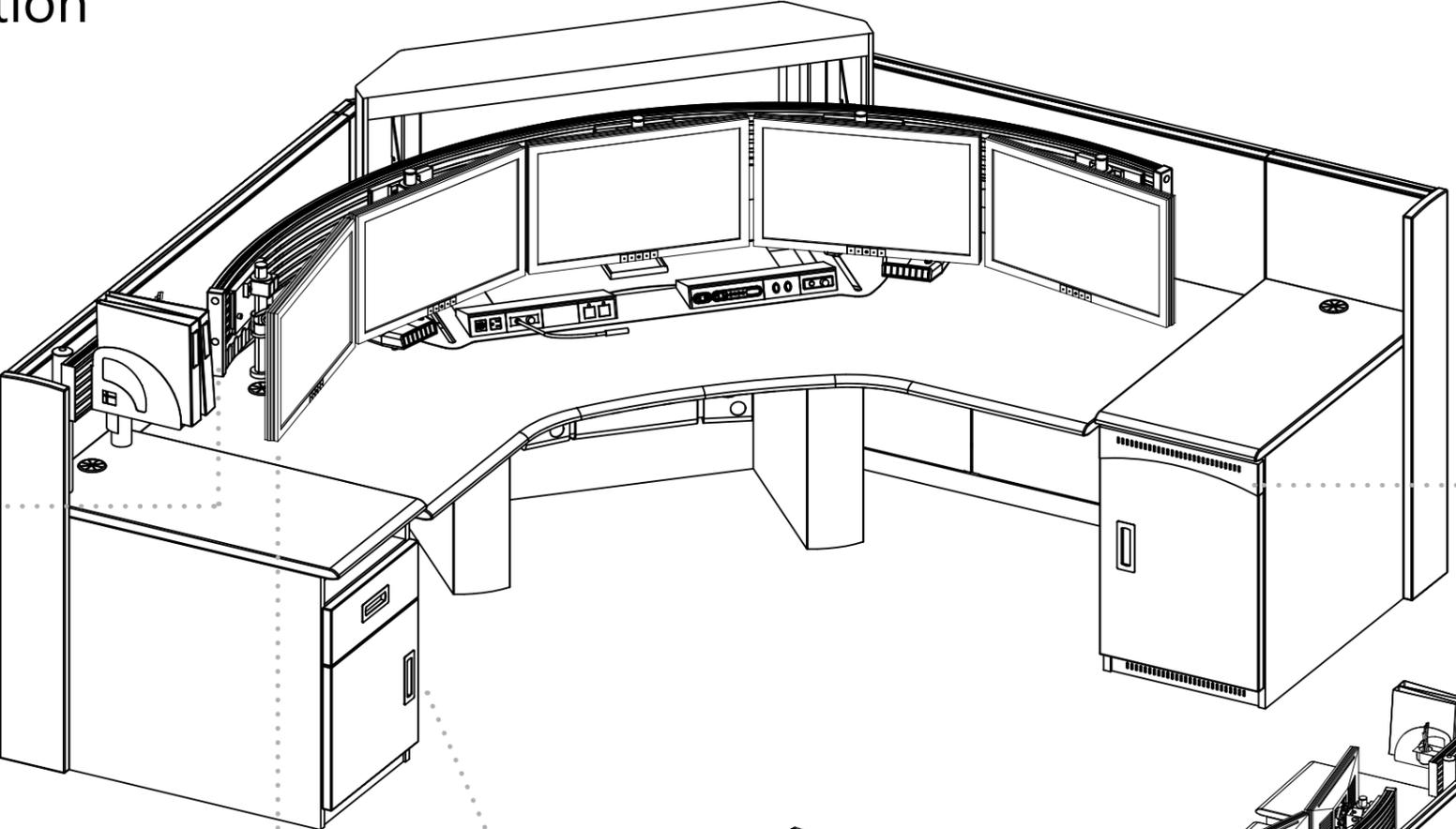
All Define consoles - Corner, Linear and Wrap - share a suite of technology integration features that make installation, upgrades and regular maintenance easy.

Slatwall Monitor Array

The extruded aluminum, curved array accommodates a variety of monitor sizes and configurations, including large format and curved screens.

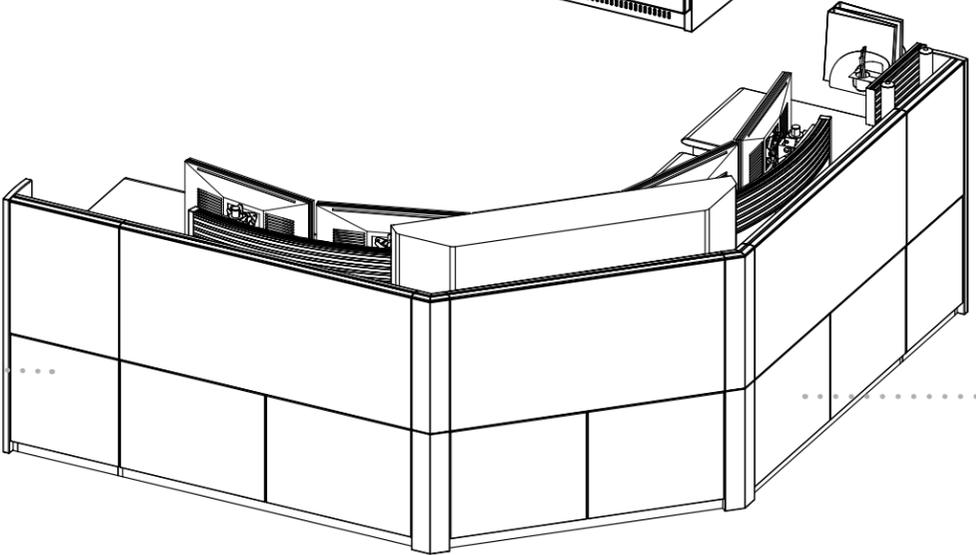


Easy-mount brackets make maintenance and upgrades a breeze. You can also mount small form-factor PCs and Situational Awareness Lights. The Rear Shroud moves with the surface and houses monitor power and cabling.



Cable Chases, Troughs and Energy Chains keep power and data cords separated and protected from entanglement.

Front and rear panels provide dual access to equipment.



Technology Storage Cabinets

Specified as console extensions, **Technology Storage** houses technology within reach of the user. Choose a fixed shelf or pull-out technology shelf to ease access to cabling. Technology Storage comes equipped with an ultra-quiet fan and vented panels to keep equipment cool.

Optional **Tech Pods** (not shown) store additional large format equipment under the surface, away from the user's leg space.

Base Frame

Located along the backside of the console and nested slightly under the surface, the compact solution provides space for power and data connections, technology, communications equipment, and associated cabling.



Technology Cabinet and Metal Vent Detail



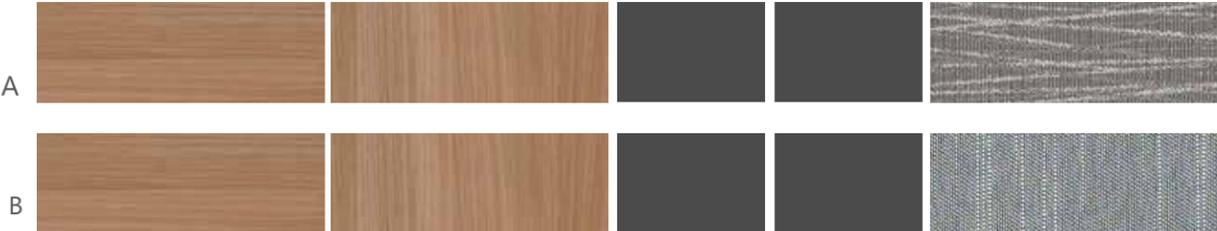
Base Frame Access from Back and Front (Panels Open/Removed)

Define | Warm Sophistication

Leveraging more than 60 years of manufacturing know-how, we have combined wood and metal to create a console that is sophisticated and functional with the durability you've come to expect from Russ Bassett.

Enhance your agency's workspace with enduring wood tones, and calming neutral fabrics and accents. Choose from one of these designer recommended finish schemes or create a palette of your own.

Catalina



Laguna



Monterey



Palisades



Surface Laminate Cabinet Faces Cabinet Cases Powder Coat Panel Fabric

Surface Laminate Cabinet Faces Cabinet Cases Powder Coat Panel Fabric

| The Russ Bassett Advantage

Our goal is that every Russ Bassett client has an excellent experience working with us from project inception through successful project installation, and beyond as we provide ongoing service and support. We strive not only to meet your expectations but to exceed them. We do this by understanding your unique requirements and engaging in friendly collaboration, listening and sharing ideas each step of the way. We bring drive, integrity, attention to detail, and excellent service to your team during every project stage, working in concert with your entire team, equipment providers and any other project stakeholders to deliver a best-in-class solution, on-time and on-budget. We are team players!

Discover more at russbassett.com.



OPERATOR COMFORT & FOCUS
LED Task Light



SLATWALL MOUNTED L.E.D. TASK LIGHT

Give each operator control of the lighting in their immediate work environment. The slatwall mounted LED task light allows each user to control the light level at their workstation for optimal comfort, reducing eye strain and fatigue.



Adjustment & Control

- With 28" of reach, the slatwall mounted LED Task Light provides ample coverage of the operator's worksurface.
- The single-point, soft-touch power/dimmer control is located within convenient reach at the top of the task light.



Light Settings

- Three light settings allows the user to adjust lighting for optimal comfort in full-light environments and in lower-light applications.

FEATURES

Dimmable LED Light with three dimmer settings
Double extension counterbalanced arm
Slatwall mounted to save valuable workspace
Light head pivots 90° vertically and horizontally
Folds out of the way when not in use
Refractive lens creates an even, clear light pool

SPECIFICATIONS

Color Temperature	3800K
LED Life Span	50,000 hours
Electrical Input Power	High - 11 Watts Medium - 5.8 Watts Low - 1.5 Watts
Arm Extension	28" from fully folded

OPERATOR COMFORT & FOCUS

Gooseneck Task Light



LIGHTING WHERE YOU NEED IT

The Russ Bassett Gooseneck LED Task Light is moveable and fully dimmable. It features a blend of white and red LED elements to provide a natural, even light that is ideal for calming eye strain in monitor intensive environments.



Gooseneck LED Task Light

- Located at the dash, consoles can be specified with one or more task light cartridges. Each cartridge includes one gooseneck LED task light and one dimmer switch.
- The dimming feature allows the user to adjust lighting for optimal comfort in full-light environments and in lower-light applications.



Highest setting glows with neutral white light.



Lowest setting provides a soft red glow.



Single-point dimmer control is within the operator's primary reach zone.

FEATURES

- Energy-efficient LED
- Simple, intuitive control
- Light pivots 180° up, down and side-to-side
- Bulb hood provides additional control of light flood direction
- Compatible with all Russ Bassett consoles

SPECIFICATIONS

Power	150mA @ 12 Volts
Light Output	38 lumens
Color Temperature	4000K
Color Rendering Index	85CRI
LED Life Span	60,000 hours
Gooseneck Length	18"

Situational Awareness Light



SITUATIONAL AWARENESS LIGHTS

The stacked LED light tower allows multiple situations to be displayed simultaneously, signaling when an operator is available, on a call, in need of critical assistance and more.



- Lenses are visible from any direction and distance and multiple colors can light at the same time to indicate several equally relevant conditions.
- Mounting on the top cap maintains a consistent height regardless of varying console positions. You can also mount to the Slatwall Monitor Array or fixed slatwall extension, if preferred. Multiple pole lengths are available to dial in the desired height.
- All fixtures are fully modular and pre-wired for up to five colors (red, amber, green, blue, clear). If adding an additional lens color in the future, simply connect the preexisting wire, click the lens on, and you're good to go.

SITUATIONAL AWARENESS LIGHT ACCESSORIES

Maximize your Situational Awareness Light benefits with these optional accessories.



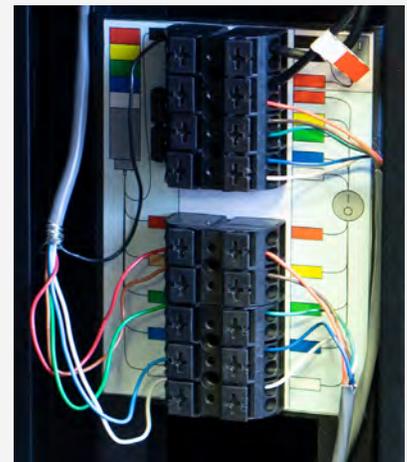
STATUS LIGHT SIGN

Steel-framed signs, with easy to remove covers on both sides, create instant recognition at a distance.



SUPERVISOR ALERT

Add a Supervisor Alert Switch at each position for immediate and unmistakable critical assistance requests. The back-lit toggle is available in multiple colors and sits within easy reach of the operator.



CONNECTION KIT

The Status Light Connection Kit powers your Status Light and makes wiring and switching easy.

OPERATOR COMFORT & FOCUS

Ambient Lighting



AMBIENT LIGHTING

Ambient lighting relieves eye strain and increases monitor image clarity for operators who spend extended hours in monitor intensive environments.



- Above the surface, ambient lighting softens glare in both bright and dimly lit rooms.
- Below the surface, ambient lighting provides both glare reduction and work light in the foot well, guarding against trip hazards and entanglement.
- A desktop dashboard dimmer, shown right, allows operators to dial in their preferred lighting settings and make adjustments throughout their shift. Dimmer also available to mount on a fixed slatwall return.



SPECIFICATIONS

Energy-efficient blue LEDs.
Light position shields operator's eyes from glare.
Soldered leads are protected with heat-shrink wrap for durability and lasting performance.

Lengths are specified to fit the console width.
Above-surface and foot-well lighting ordered separately.
Plug-and-play 12 volt power supply ordered separately.
Optional dimmer switch also available.

PRODUCT PROTECTION 10 YEAR EVERYTHING WARRANTY



10 YEAR EVERYTHING WARRANTY

Simple, Honest, Robust.

Russ Bassett warrants, to the original Buyer, that all products will be free from defects in material and workmanship for 10 full years.

 **What's covered?**
Everything.

 **What's included?**
Parts, Shipping and Labor.

MISSION CRITICAL SERVICE AND SUPPORT

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the Buyer and Russ Bassett.

Prompt execution of this warranty requires cooperation. With guidance from Russ Bassett, Buyer agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to Buyer. If the problem requires on-site assistance, Russ Bassett will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or Buyer imposes conditions or restrictions that increases the service cost, Buyer agrees to reimburse Russ Bassett for any resulting additional expense. Buyer also agrees to properly dispose of the old parts and packing material.

The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the applicable warranty period applied to the original product. Product repair or replacement is Buyer's exclusive remedy for all product defects covered under this non-transferable warranty. Russ Bassett makes no other express or implied warranties to any product except as stated above and makes no warranty of Russ Bassett product fitness except for use as standard console furniture.

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	August 19, 2020	Approve expenditure of \$40,000 from City Council Strategic Reserve for Small Business Grants
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Approve expenditure of \$40,000 from City Council Strategic Reserve for Small Business Grants. Submit for reimbursement from Coronavirus Relief Fund from State of Oregon.

Background:

There is \$40,000 in the City Council Strategic Reserve that can be used for Small Business Grants. Once dispersed we can apply for reimbursement from the Coronavirus Relief Fund. The sample documents were used by the City of Newport for a grant program they initiated earlier this year. It would take a minimal amount of edits for them to work for the City of Toledo.

Staff is needing direction on:

- 1) Maximum amount of grant per business
- 2) Uses of grant dollars, (we could not pay delinquent water bills from proceeds)
- 3) Business size, Newport used up to 30 employees. Do we want to go lower?
- 4) Use Committee to approve grant applications? Who makes up committee?
- 5) How to award, first come first served, application window and then apply values based on point system?

Once program is ready, Kathy Crane at the Chamber can be contacted for assistance with letting businesses know about the program.

The application will require that the business affirm their need is a result of the Coronavirus Pandemic so the City can receive reimbursement.

Fiscal Impact:	Fiscal Year:	GL Number:
\$40,000	2020-2021	020-200-607500

Attachment:

1. Sample Overview of Grant Program
2. Sample FAQ of Grant Program
3. Sample Application

CITY OF NEWPORT
 169 SW COAST HWY
 NEWPORT, OREGON 97365
 COAST GUARD CITY, USA



phone: 541.574.0629
 fax: 541.574.0644
<http://newportoregon.gov>
 mombetsu, japan, sister city

Overview of City of Newport COVID-19 Small Business Assistance Grant Program

In response to the COVID-19 pandemic, the Newport Urban Renewal Agency agreed to transfer \$1,000,000 of accumulated, unrestricted interest earnings from the South Beach Urban Renewal District to the City for a one-time, taxpayer-funded small business assistance grant program.

The Newport City Council has appointed a committee to assist City staff with distribution of the funds. Grants will be awarded to qualifying businesses to assist with costs associated with reopening once the Governor begins to lift COVID-19 related closure and curtailment orders. Individual grants will be up to a maximum of \$10,000 per business or business owner. Deferred or delinquent water/sewer utility payments will be paid out of recipients grant awards prior to disbursement of the funds.

APPLICATION DEADLINE: Applications will be accepted if filed no later than Friday, May 29, 2020, by online submittal at: <https://newportoregon.gov/covid19>, email at: bizgrant@newportoregon.gov, or they may be dropped off, by appointment, at Newport City Hall (169 SW Coast Highway). An appointment may be scheduled by contacting the City Manager's Office at 541-574-0603.

BUSINESS ELIGIBILITY: Businesses that meet the following criteria are eligible to apply:

- Applicant operates a for-profit or non-profit (limited to 501(c)(3) corporations) business out of a commercial storefront located within the City of Newport urban growth boundary.
- Business is directly affected by a government-ordered mandatory change in service directive associated with the COVID-19 pandemic and has complied with the order.
- Business has 30 or fewer full-time equivalent employees.
- Business has a valid City of Newport Business License (if located within the city limits).
- Business is headquartered with principal operations in Oregon.
- Business is not delinquent on local taxes that were due on or before April 1, 2020.
- Applicant submits a completed W-9 Form and other requested documentation listed on the application form.

QUALIFYING EXPENSES: Grant funds are to be used for the following:

Product (e.g. perishable foods)	Payroll
Utilities	Mortgage/Rent

PRIORITIZATION OF GRANT AWARDS: It is expected that funds will be insufficient to provide awards to all qualifying applicants. Therefore, the City has established a point system to prioritize the distribution of grants, with those with the highest points being awarded first. City may prorate amounts awarded to expand the number of qualified businesses receiving grants.

Type of Business:	pts.	Economic Impact:	pts.
Restaurant	10	First quartile (least impacted)	0
Retail/Service	5	Second quartile	5
Other	0	Third quartile	10
Select One:	pts.	Fourth quartile (most impacted)	15
Rent	10	Years in operation:	pts.
Mortgage	5	1 year or less	0
Number of employees (3 or more):	pts.	2-5 years	10
Yes	5	5 or more	5
No	0	Select One:	pts.
Received other assistance:	pts.	Currently operating	5
Yes	0	Currently closed	0
No	10		



City of Newport COVID-19 Small Business Assistance Grant Program Frequently Asked Questions (FAQ)

1. What are the eligibility requirements?

- Applicant operates a for-profit or non-profit (limited to 501(c)(3) corporations) business out of a commercial storefront located within the City of Newport urban growth boundary.
- Business is directly affected by a government-ordered mandatory change in service directive associated with the COVID-19 pandemic and has complied with the order.
- Business has 30 or fewer full-time equivalent employees.
- Business has a valid City of Newport Business License (if located within the city limits).
- Business is headquartered with principal operations in Oregon.
- Business is not delinquent on local taxes that were due before April 1, 2020.
- Applicant submits a completed W-9 Form and other requested documentation listed on the application form.

2. What constitutes a commercial storefront?

A commercial storefront is a retail sales or service business operated out of a commercial building, typically including one or more display windows and signage. Examples include:

- Sales-oriented retail: stores selling, leasing, or renting consumer, home, and business goods such as art galleries, art supplies, auto parts, bicycles, books, boutiques, clothing, cosmetics, dry goods, electronic equipment, furniture, gifts, groceries, household products, jewelry, music equipment, pet supplies, pharmaceuticals, plants, printed material, stationery, and vehicles.
- Personal service-oriented: barber shops, child care services, cosmetic stores, day spas, hair salons, healthcare services, laundromats, loans, media services, museums, nail and tanning salons, non-medical massage therapy; pet grooming, photographic studios, printing services, tattoo parlors, and veterinary services.
- Entertainment-oriented: arcades, bars, B&B establishments, cafes, charter services, dance studios, health clubs, indoor party places, gyms, martial arts studios, restaurants, taverns, hotels, motels, theaters, wine bars and yoga studios.
- Repair-oriented: Appliances, bicycles, clocks, electronics, locksmith, office equipment, recycling drop-off, tailor, and upholsterer.

Except for B&B's, businesses that operate out of a dwelling **do not** qualify as a commercial storefront (e.g. home-based businesses, vacation rentals, homeshares, etc.).

3. What can the grant be used for?

The grants may be used to pay for retail products (e.g. perishable foods), payroll, mortgage/rent, and utilities.

4. Why must I share my financial information?

The City of Newport is committed to ensuring taxpayer dollars are equitably distributed to qualified applicants. A point system is being used to prioritize grant awards, which factors in the financial impact the pandemic has had on eligible businesses. Financials are needed to make those determinations. The information will not be made public.

5. What is the maximum award?

\$10,000 per business or business owner. The City may prorate awards to expand the number of eligible recipients.

6. Do I have to pay back the City?

No.

7. When does the application period end?

May 29, 2020 at 5:00 pm

8. If approved, when do I receive the grant awards?

Once the application period closes, the City of Newport is committed to getting the awards out as quickly as possible. The earliest awards will be made in the week of June 8, 2020.



CITY OF NEWPORT COVID-19 SMALL BUSINESS ASSISTANCE GRANT APPLICATION

PLEASE PRINT OR TYPE – COMPLETE ALL BOXES

Business Name (as it appears on W-9):		Business Contact:
Business Tax Identification Number, EIN (W-9):		Title:
Business Mailing Address:		Home Address:
Business Street Address:		Telephone No.:
Telephone No.:	Email:	Email:

BUSINESS INFORMATION

Business License No.: _____ (Mark N/A if business is outside the city limits but within the Newport Urban Growth Boundary)

Number of Employees: _____ (please convert part-time employees to full time equivalent (40 hours = 1 FTE. Round to nearest quarter.)

Type of business (check one):

- Restaurant
- Retail/Service
- Other

Which of the following apply to your commercial space (check one).

- Lease: \$ _____ (list monthly amount)
- Mortgage: \$ _____ (list monthly amount)
- Own Outright

Is your business within the Newport Urban Growth Boundary?

- Yes
- No

Is the business currently operating?

- Yes
- No

Years in operation (check one)

- 1 year or less
- 2-5 years
- 5 or more

Have you received other assistance (e.g. PPP, SBA loan, etc.)?

- Yes
- No

Anticipated Need: \$ _____ (list the amount of funds you are requesting, up to \$10,000)

List how will the funds be used (check all that apply, and list the amount of the grant funds you anticipate spending for each):

- Payroll \$ _____
- Rent/Mortgage \$ _____
- Product (e.g. Perishable food) \$ _____
- Utilities \$ _____

ATTACHMENTS: *The following information must be included with the completed grant application:*

- Completed IRS Form W-9; and
- Gross revenue reports for March and April of 2019 and March and April of 2020. For businesses in operation less than one-year, gross revenue reports for January and February of 2020 will be accepted in lieu of March and April of 2019 reports; and
- Copy of a commercial lease or mortgage statement showing the property address & amount (if seeking funds for this purpose).
- Report documenting payroll expenses for January or February 2020 (if seeking funds for this purpose).

ACKNOWLEDGEMENT

I/We, the owners of the subject business, certify that all information listed in this application, and all information furnished in support of this application, is given for the purpose of obtaining an emergency assistance grant and that such information is true, accurate and complete, to the best of my knowledge. I understand that if any of the information is shown to be false or misrepresented, this application may be rejected.

Owner or Authorized Agent

Date

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	August 19, 2020	Approval of Non-represented Salary Schedule effective July 1, 2020
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve the Non-represented Salary Schedule as presented effective July 1, 2020.

Background:

In December 2019, the City of Toledo engaged HR Answers, Inc., to complete a Pay Equity study and analysis that is compliant with the State of Oregon’s new Pay Equity Act. The results of the study are included in this report. There was only one area where it would appear that we were out of compliance. It is a situation where two workers have the same job title and are not being paid the same. However one has been working that job longer than the other and has some additional responsibilities.

The other part of the contract with HR Answers included a market study of our pay schedules. Attached is the report and analysis presented with hourly and yearly values.

The most significant finding is with the library salaries. (In addition, another issue has come up with the Standards for Oregon Public Libraries which allows us to be part of the Lincoln County Library Association. Their minimum standards require that our library salaries be comparable to “all library services staff in each category for similarly sized entities.”) The recommended salary for the Library Director is based on what other Directors are being paid by the City and lowered to reflect the Library not being a 24/7 operation. It is in line with the market study. Unfortunately we did not have responses for the Assistant Library Director so have had to rely on stats available from the State for 2018-2019. The recommended salary is within the range for coastal cities.

Salaries are adjusted on July 1 of each year for represented employees as outlined in the two Collective Bargaining Agreements. Each is tied to a cost of living index with a minimum and a maximum percentage. This year the adjustment was 3% which was reflected in the budget for all personnel costs.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2020-2021	N/A

Attachment:

1. Pay equity study final
2. Pay equity analysis
3. 2020 Survey Narrative
4. Toledo Market Study Salary
5. Toledo Market Study Hourly
6. 2020-2021 Non-Represented Salary Schedule



Oregon 2019 Pay Equity Study

Based on revisions made by the 2017 Oregon Legislative Session
through House Bill 2005

Study Completed by:
HR Answers, Inc.
July 2020

TABLE OF CONTENTS

PROJECT INITIATION..... 3

OREGON PAY EQUITY REVISION..... 3

PAY EQUITY IN ACTION..... 5

 DEFINITION OF COMPARABLE CHARACTERISTICS 5

PAY EQUITY PROCESS 6

 JOB ANALYSIS QUESTIONNAIRE 6

 JOB CHARACTERISTIC EVALUATION 6

 PAY EQUITY ANALYSIS 7

 APPLICATION OF BONA FIDE FACTORS 7

 PAY EQUITY IN ACTION EXAMPLE..... 8

 HOW DOES THIS DIFFER FROM A CLASSIFICATION STUDY 8

 WHAT IS A JOB CLASSIFICATION..... 8

 DOES THIS CHANGE OUR CLASSIFICATION SYSTEM..... 8

CORRECTIVE ACTION PLAN 9

Project Initiation

In December 2019, the City of Toledo engaged HR Answers, Inc., to complete a Pay Equity study and analysis that is compliant with the State of Oregon's new Pay Equity Act.

Oregon Pay Equity Revision

The Oregon Equal Pay Act of 2017 is the first of its kind. Oregon is requiring every employer (except Federal Government) to have systems in place that equalize total compensation (wages and benefits) for all protected classes (not just gender) on the basis of substantially similar work.

Early in October of 2017 the first portion of the law went into effect. Simply put, employers are no longer allowed to ask about the pay history of applicants and also prohibits employers from screening applicants based on salary history. Employers cannot rely on salary history in setting compensation, except when determining pay for a current employee during a transfer, move, or promotion to a new position with the same employer.

Unlike other salary history bans, Oregon's law does not allow an employer to confirm salary history before an offer of employment, even if the applicant voluntarily discloses the information. However, it allows an employer to confirm prior compensation after the employer makes an offer of employment that includes total compensation, so long as prior authorization is obtained.

the City of Toledo' job application and all other processes by which the City of Toledo gathers information about candidates has been reviewed; removal of pay-related questions occurred.

The majority of the Act's requirements go into effect on January 1, 2019. The new law expands existing Oregon law, which already prohibits sex-based pay discrimination, to encompass 10 protected classes:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- National origin
- Marital status
- Veteran status
- Disability
- Age (18 and over)

While existing Oregon law prohibited paying one gender less than another gender for "work of comparable character," the new law expressly defines this standard as work that requires

“substantially similar knowledge, skill, effort, responsibility, and working conditions in the performance of work, regardless of job description or job title.”

The law does provide exceptions for one employee earning more than another of comparable character. The difference must be based on a bona fide system(s)/factor(s) that are job-related. These factors include:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production, including piece-rate work
- Workplace locations
- Travel, if travel is necessary and regular for the employee
- Education
- Training
- Experience, or
- A combination of the factors listed that accounts for the entire differential.

Oregon’s law does give employers a safe harbor provision, if they conduct a pay equity analysis. However, this is not a complete defense to a violation. The Oregon law permits employers to file a motion to disallow compensatory or punitive damages in any case, including class actions, brought under the new law. The employer still would be responsible for up to two years’ back pay, plaintiff costs, and reasonable attorneys’ fees.

To enact the safe harbor provision, the pay analysis must be completed within three years of the complaint and the employer must show reasonable efforts based on the analysis to eliminate the prohibited wage disparities. An “equal-pay analysis” is defined as “an evaluation process to assess and correct wage disparities among employees who perform work of comparable character.” The law is concrete in the instruction that total compensation of any employee cannot be reduced to achieve equity. Correction requires that every employee in a group of comparable character be brought to the level of the highest paid (total compensation), unless one of the exceptions above applies.

The law also contains a posting requirement. The Oregon Bureau of Labor and Industries (BOLI) will provide a template that meets the required notice provisions. BOLI has made this available on their [web page](#), so posting can be done now.

Again, the majority of the Oregon Equal Pay Act provisions, including the discrimination provisions and posting requirement, took effect on January 1, 2019, including the potential for the filing of BOLI complaints. Civil litigation potential follows in January of 2024.

Pay Equity in Action

Definition of Comparable Characteristics

The law requires each job in the organization be evaluated against five (5) comparable characteristics. However, the law only defines Working Conditions. While the Oregon Administrative Rules that support this law suggest factors to consider within each characteristic, each organization needs to articulate, in writing, how they define the characteristics. Some organizations have suggested that it would be better if these were prescribed, but it is nearly impossible to find one set of definitions that encompass all types of work, all types of industry, and all sizes of organizations. We believe this is one way each organization is able to put their “fingerprints” on pay equity for their organization.

The characteristics in need of definition are:

- Knowledge
- Skill
- Responsibility
- Effort

As mentioned above, Working Conditions is defined within the law as “includes work environment, hours, time of day, physical surroundings, and potential hazards encountered by an employee.”

Knowledge: The requirement to know and understand data, facts, processes, and ways to apply information and methodology. Familiarity, awareness, understanding, or learning gained through experience or study.

Skill: The ability or degree to which application of learned information is required; and capability is identified.

Responsibility: The state, quality, or fact of being responsible; something for which the job is responsible; a duty, task, obligation, or burden. Work for which the position is accountable to complete.

Effort: The requirement to consider alternate points of view, make decisions without sufficient information, determine courses of action to achieve desired results, develop conceptual explanations, and remain rational during times of significant urgency. It also considers the amount of exertion, strength, and physical force needed to perform the assigned work.

We encourage each organization to consider multiple factors within each characteristic. This will allow the Organization to adequately value the diversity of jobs. Most organizations use job descriptions to identify assigned work. However, Pay Equity may have not been an objective previously met in job description documentation. This moves us to the next steps in completing the City of Toledo’s pay equity work, which is updating job descriptions to provide the information needed to assess the comparable characteristics.

Pay Equity Study Process

Job Analysis Questionnaire (JAQ)

In order to ensure consistency and accuracy in the evaluation of all positions at the City of Toledo, all incumbents were asked to complete a JAQ in the form of a survey. The JAQ captures the essential functions of each position in the incumbent's words and enable each to complete an "initial" evaluation of their position using the same comparable characteristic evaluation criteria as the team completing final evaluations of positions.

Upon incumbent completion of the JAQ, each employee's supervisor was tasked with a review to ensure accuracy. Each employee and supervisor were encouraged to meet and discuss the JAQ and any differences in opinion for the essential functions and the comparable characteristic evaluations. All edits were encouraged to be done in "tracking" format so that the evaluation team could see the changes.

Job Characteristic Evaluation

At the time of the study, the City of Toledo had 48 incumbents covering 38 positions. Using the comparable characteristic definitions and criteria, the evaluation of positions was completed by HR Answers, Inc.

All positions were evaluated to the following criteria specific to the City of Toledo, and in compliance with the Oregon Pay Equity Act:

Job Knowledge: (3 factors)

- Education – containing seven levels of education
- Experience – containing seven levels of experience
- Licensure – containing five levels

Skill: (3 factors)

- Communication – containing seven levels
- Creativity – containing seven levels

Effort: (3 factors)

- Dexterity – containing five levels
- Physical Effort – containing six levels
- Mental Effort – containing seven levels

Responsibility: (4 factors)

- Impact and Influence on revenues, expenses, operations and image – containing seven levels
- Work Independence – containing seven levels
- Planning – containing six levels

- Supervision – containing seven levels

Working Conditions: (2 factors)

- Environmental factors – containing six levels
- Work Schedule – containing four levels

A copy of these evaluative factors is included in the supporting documents.

Pay Equity Analysis

The evaluations of each position were captured in a spreadsheet **where substantially similar comparable characteristics were grouped together** for further Pay Equity Analysis of each incumbent in each comparable group.

All analysis was based on the Acts Bona Fide factors of Seniority, based on total years of service, and experience.

As a result of the evaluation and analysis, 25 different comparable groups exist. All of the incumbent's total compensation within each of these comparable groups was analyzed for pay equity.

Application of Bona Fide Factors

As indicated above, the Oregon Pay Equity Act provides employers with eight Bona Fide Factors or "exceptions" by which to justify pay equity within a comparable group. This pay equity study was designed using the two "Pay Practices" that the City of Toledo has had in place for a number of years. Those are:

839-008-0015

Bona Fide Factors that May Be Considered in Paying Employees Performing Work of Comparable Character at Different Compensation Levels

(1) Pursuant to ORS 652.220(2), employees may receive different levels of compensation for work of comparable character if the entire compensation differential is based on one or more bona fide factors related to the position in question. The bona fide factors that may be considered in determining the compensation differential between individuals are as follows:

(a) **A seniority system** that recognizes and compensates employees based on length of service with the employer. Pay Equity Analysis

Example of Pay Equity in Action

Employee Name	Date of Hire	Annual Wage	Date of Study	Years of Service or Seniority	Pay Equity Correction	Position Title	Department	Pay Equity Comparable Characteristic or "Comparable Group" number
John Doe	6/27/2011	\$ 50,148.00	7/1/2019	8.02	\$ -	Marketing Coordinator	Marketing	6521636538854
Jane Doe	12/15/2008	\$ 50,148.00	7/1/2019	10.55	\$ -	Marketing Coordinator	Marketing	6521636538854
Samar Rastiki	4/14/1997	\$ 50,148.00	7/1/2019	22.23	\$ -	Digital Media Coordinator	Marketing	6521636538854
Fred Smith	7/1/2009	\$ 70,184.52	7/1/2019	10.01	\$ -	Program Manager	Operations	3641913527833
Sally Smith	7/9/2007	\$ 70,563.12	7/1/2019	11.99	\$ -	Program Manager	Operations	3641914527833
Omar Nabine	11/10/2003	\$ 70,563.12	7/1/2019	15.65	\$ -	Program Manager	Operations	3641914527833
Robera Rodreguez	7/20/1999	\$ 67,203.12	7/1/2019	19.96	\$ 3,360.00	Program Manager	Operations	3641914527833

In the green example, all incumbents in this comparable group are paid the same despite progressing seniority. Per the Act, this is considered pay equity.

In the blue example, the incumbent (Roberta) has the most seniority, but is paid less. This per the Act is defined as Pay Inequity, and what the study is designed to correct.

How does this differ from a Classification System and associated compensation?

Yes, this study focuses solely on pay equity based on comparable characteristics, not on the value of the position or its market value. Compensation and Classification is a broad area of Human Resources covering salary administration, classification of positions, application of overtime rules (FLSA), market surveys and other topics connected to employee remuneration.

What Is Job Classification?

Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, [and authority level of a job](#). Also known as an “Internal Equity” system. The job classification is a thorough description of the job responsibilities of a position without regard to the knowledge, skills, experience, and education of the individuals currently performing the job.

The “Internal Equity” system and the use of frequent “Market Studies” are used singly or in combination to create the Job classification system which is then comprised of formal and structured [pay or salary grades](#) attached to the results of the job classification. Promotional opportunities and eligibility for the next level of pay are structured within the job classification system.

City of Toledo Corrective Action Plan

As discussed above, the law requires corrective action when an employer is unable to justify pay differences through the exceptions provided by the law. Corrective action means to raise any employees to the same pay level as those in the grouping of comparable character when any pay discrepancies cannot be justified based on the legal exceptions permitted. If the corrective action identified by the City of Toledo will take several months to accomplish, the corrective action must also include “retro-active” pay.

All detailed corrections are identified in the Pay Equity Spreadsheet.

Employee Name	Job Title	Department or Division	FLSA	FTE	Represented or Not	Base Compensation (annualized)	Base Compensation (Monthly)	Base Compensation (Hourly)	Years of Service (with City overall)	Step	Grade Min	Grade Mean	Grade Max	Market (Hourly)	Market (Monthly)	Compa Ratio
Marsh Denyse S	Library Tech Svcs Oper	Library		0	Yes	0		0.00	1.96							
McFerran Nancy	Library Clerk	Library		0	No	0		0.00	25.05							
Spang James D	Facility Operator Trainee	Waste Water Plant	Yes	1	Yes	44460	3705	21.38	0.91	B	3390.00	3660.00	3930.00	24.23	4199.87	88.2%
Teroy Manuel M	Custodian	Public Works	Yes	0.75	Yes	23520	1960	11.31	1.79					13.15	2279.33	86.0%
Wigham Kenneth C	Police Officer	Police	Yes	1	Yes	49008	4084	23.56	0.32	1	4084.00	4481.00	4909.00	24.95	4324.67	94.4%
Dean Marshall J	Police Officer	Police	Yes	1	Yes	50892	4241	24.47	0.91	2	4085.00	4481.00	4910.00	24.95	4324.67	98.1%
Bare Kevin A	Police Officer	Police	Yes	1	Yes	50892	4241	24.47	1.16	2	4086.00	4481.00	4911.00	24.95	4324.67	98.1%
Henderson Michael Bert	Police Officer	Police	Yes	1	Yes	54780	4565	26.34	3.52	4	4087.00	4481.00	4912.00	24.95	4324.67	105.6%
McCandless Matthew Allen	Police Officer	Police	Yes	1	Yes	56796	4733	27.31	3.88	5	4088.00	4481.00	4913.00	24.95	4324.67	109.4%
VanNatta Dale V	Facility Op	Waste Water Plant	Yes	1	Yes	56316	4693	27.08	21.28	F	3930.00	4243.50	4557.00	24.6	4264.00	110.1%
Dues Zachary J	Technical Services Op	Water Plant	Yes	1	Yes	48576	4048	23.35	4.15	B	3931.00	4244.50	4558.00	24.33	4217.20	96.0%
Hall Caleb D	Municipal/Grounds Maint	Public Works	Yes	0.75	Yes	18.99/per hr	3292	18.99	0.70	C	3102.00	3349.00	3596.00	19.96	3459.73	95.1%
Johnson William K	Municipal/Grounds Maint	Public Works	Yes	1	Yes	39504	3292	18.99	0.72	C	3103.00	3350.00	3597.00	19.96	3459.73	95.2%
Pina Richard Anthony	Maint Worker III	Public Works	Yes	1	Yes	45792	3816	22.02	3.49	F	3104.00	3351.00	3598.00	19.96	3459.73	110.3%
Baker Harrison Alexander	Assistant Library Dir.	Library	No	1	No	40368	3364	19.41	3.29	2	3234.00	3585.00	3936.00		0.00	
Haller Andrea Jean	Library Tech Services Op	Library		0	Yes	0	0	0.00	37.83			0.00		17.45	3024.67	0.0%
Noteboom Nancy R	Accounting Clerk	Administration	Yes	1	Yes	0	0	0.00	1.56		3390.00	3660.00	3930.00	21.3	3692.00	0.0%
Rasmussen Rickey David	Maint Worker II	Public Works	Yes	1	Yes	48576	4048	23.35	5.21					20.3	3518.67	115.0%
Barker Michael B	Maint Worker II	Public Works	Yes	1	Yes	41904	3492	20.15	9.08	B	3390.00	3660.00	3930.00	20.3	3518.67	99.2%
VACANT	Utility Billing Clerk	Administration	Yes	1	Yes	39504	3292	18.99	120.24	C	3102.00	3349.00	3596.00		0.00	
Vaughn Molly A	Dispatcher	Police	Yes	1	Yes	41352	3446	19.88	1.22	2	3327.00	3627.00	3946.00	24.41	4231.07	81.4%
Pimentel Katie L	Dispatcher	Police	Yes	1	Yes	47352	3946	22.77	1.73	6	3328.00	3627.00	3947.00	24.41	4231.07	93.3%
Rodda Amy Evans	Dispatcher	Police	Yes	1	Yes	47352	3946	22.77	4.44	6	3329.00	3627.00	3948.00	24.41	4231.07	93.3%
Ammons Cara Lee	Dispatcher	Police	Yes	1	Yes	47352	3946	22.77	7.85	6	3330.00	3627.00	3949.00	24.41	4231.07	93.3%
Pickell Wendy D	Dispatcher/Evid. Tech	Police	Yes	1	Yes	41352	3446	19.88	1.43					22.41	3884.40	88.7%
Hoffman John M	Maint Worker IV Equip Op	Public Works	Yes	1	Yes	47616	3968	22.89	2.32	E	3543.00	3826.00	4109.00	24.28	4208.53	94.3%
Inukai Arlene Kay	Planning Assist/Admin Assist	Administration	Yes	0.75	Yes	0	0	0.00	26.43			0.00		24.74	4288.27	0.0%
Hill Teresa Marie	PW Crewleader	Public Works	Yes	1	Yes	57996	4833	27.88	21.33			0.00		31.3	5425.33	89.1%
Saavedra Ricardo Ramirez	Senior Water Plant Op	Water Plant	Yes	1	Yes	60900	5075	29.28	4.59	??		0.00		29.82	5168.80	98.2%
Musil Gregory R	Fire Inspector	Fire		0	No	39924	3327	19.19	1.24			0.00			0.00	
Chatterton Jeffrey L	Equipment Maint Mechanic	Public Works	Yes	1	Yes	46248	3854	22.23	1.96	C	3102.00	3349.00	3596.00		0.00	
VACANT	Senior Plant Operator	Waste Water Plant	Yes	1	Yes	57996	4833	27.88	6.07	??		0.00		29.82	5168.80	93.5%
Inman David R	Asst Chief	Fire	No	1	No	61968	5164	29.79	16.44	??		0.00		25.66	4447.73	116.1%
VACANT	Detective	Police	Yes		Yes	0		0.00	120.24			0.00			0.00	
Zuspan Billy G	Operations Supervisor	Public Works	No	1	No	59052	4921	28.39	5.24	3	4617.00	5075.50	5534.00		0.00	
Figueroa Lisa	City Recorder	Administration	Yes	1	No	60276	5023	28.98	1.79			0.00		27.8	4818.67	104.2%
Brown Justin D	Information Systems Mgr	Administration	No	0.5	No	44028	3669	21.17	2.70						0.00	
Olivieri Cynthia Kay	Accounting Supervisor	Administration	Yes	1	Yes	48084	4007	23.12	2.90					33.24	5761.60	69.5%
Griffith Cassandra	Dispatch Supervisor	Police	Yes	1	No	58332	4861	28.04	16.83	6	3995.00	4478.00	4961.00	31.74	5501.60	88.4%
Pitcher Aaron James	Police Sergeant	Police	Yes	1	No	66876	5573	32.15	9.10	4	5152.00	5585.50	6019.00	32.26	5591.73	99.7%
Trusty Deborah	Library Director	Library	No	1	No	58332	4861	28.04	6.66					33.84	5865.60	82.9%
Hare Roland Wes	Manager Pro Tem	Administration	No	1	No	99516	8293	47.84	0.55						0.00	
VACANT	Public Works Director	Administration	No	1	No	0		0.00	120.24					37.71	6536.40	0.0%
Richter Judy M	Finance Director	Administration	No	1	No	77940	6495	37.47	1.06	3	6005.00	6655.00	7305.00	36.16	6267.73	103.6%
Pace Michael Scott	Police Chief	Police	No	1	No	77940	6495	37.47	12.67	3	6005.00	6655.50	7306.00	37.14	6437.60	100.9%
Ammons Daniel Joe	Co-Fire Chief- Temp	Fire		1	No	91999.92	7666.66	44.23	0.16						0.00	
Robeson Larry Albert	Fire Chief	Fire	No	1	No	77940	6495	37.47	13.55	3	6005.00	6655.50	7306.00	41.85	7254.00	89.5%
Adams Michael E	City Attorney/Planner	Administration		1	No	86736	7228	41.70	4.41					52.66	9127.73	79.2%



2020 City of Toledo Oregon Wage & Salary Survey

Published: July 2020
Effective: June 2020





**HR Answers is proud to present this
2020 City of Toledo Wage and Salary Survey.**

Our thanks to the eighteen cities that participated in and hosted this survey.

Please call us if you have any questions or comments.

**Presented to you by:
Paul H. Hutter, SPHR
Senior Consultant**

**HR Answers, Inc.
7650 SE Beveland
Tigard, OR 97223**

**Email: phutter@hranswers.com
Phone: 503-885-9815**

This survey is provided to assist you in administering your pay programs and is considered confidential information. To preserve this confidentiality, the survey may not be duplicated or used to support specific actions in discussions with any third party.

Table of Contents

Use of Surveys	4
Survey Design and Methodology	4
Statistical Parameters	6
Definitions of Survey Terms	6
Applying Compensation Data.....	7
Survey Profile	9
Participant List.....	9
Positions Reported	10
Appendix A – Market Survey Results	11

Use of Surveys

Using the Survey

All surveys produced by HR Answers, Inc. are most effectively used when employed as a guide for management, together with other data, to determine an organization's position. Survey users should not attempt to use survey results and summaries as absolute standards. Survey data should be used as an aid when determining readjustments of rates, schedules, or policies. In the case of collective bargaining, survey data should be used as a part of the total compensation picture and balanced with the financial capability of the organization and operational needs when determining proposals. Additionally, a compensation philosophy that works well for one organization may be of little value, or possibly destructive, to another. Facts such as location, management style and value system, characteristics of the type of organization, and the availability of key personnel must be considered.

For questions on survey data call Paul H. Hutter at (503) 885-9815 or email phutter@hranswers.com

Analyzing the Survey Data

As with all things statistical, survey data is subject to both the quality of data inputs and the timing of the survey process.

The following point should be considered when analyzing survey data.

- Skewing of the data – In all surveys, there is skewing of the data. By comparing averages to medians, skewing is easy to find. When an average is significantly greater than the corresponding median, the data may be skewed high (or vice versa). In other words, for that particular data breakout, there are data that are significantly above the next higher rate (and vice versa).

Aging the Survey Data

Also called advancing or trending; used to bring data to a consistent point in time. All survey data should be appropriately aged. Data collected for surveys is time-sensitive, reflecting a specific point or date in time. Therefore, to accurately reflect such data, all pay rates should be aged by the survey's user according to relevant adjustment rates. Below is an example of data collected at different points of time throughout the year.

Example 1: Aging data from a participant or published survey with an effective date of February 1, 2019 to the date of July 1, 2019. Using an average annual pay increase of 2.0%. The formula is:

- 5 months (number of months between the effective date and the projected date) divided by 12 months: times 2.0%: equals **0.83%**.
- Multiply the survey data points by 1.0083 to bring data to July 1, 2019.
- Market Data of \$31,626 * 1.0083 = \$31,890 – age corrected from 2/1/19 to 7/1/19

Survey Design and Methodology

Data collection forms and instructions were emailed to Sixty-Three Cities of similar size in Oregon inviting them to participate in this survey. Data was returned by eighteen which is a 28% return rate. If data appeared

questionable, either a confirmation was made with participants and/or the data was excluded. The guidelines for conducting the survey follow.

Data reporting parameters for each position

- Only positions with a **70% or better match to job descriptions** were reported. The questionnaire included job descriptions to facilitate better matching. In this report, the job description is shown at the top of each individual data page for the position.
- All classes of positions chosen by City of Toledo requiring data for this edition were reported.
Includes:
 - non-exempt employees who are paid on an hourly or salaried basis who are non-exempt from, and therefore eligible for, overtime pay. They must be paid at least time-and-one-half for all hours worked in excess of 40 hours in their own workweek.
 - employees who qualify as exempt personnel under the terms of the Fair Labor Standards Act, Wage and Hour Regulations, Part 541 (as amended).
- **Base Pay:** Average hourly wage as of **June 1, 2020**
Includes:
 - if a non-exempt employee is salaried, an hourly rate conversion is made
 - the rates reported are the average of "Average Hourly Wage"*Excludes:*
 - overtime payments
 - established wage ranges or hiring rate ranges

Breakout data lines displayed for each position as available:

- All categories
- Organization size (# of employees)
- Annual revenue/budget
- City

Statistical Parameters

Antitrust issues: HR Answers is up to date on the U.S. Department of Justice and Federal Trade Commission Antitrust Safety Zones concerning the exchange of information often referred to as “safe harbor” guidelines. The following standards are used for all our salary surveys:

- No individual organization data is identified in the survey report.
- No participant codes are published in the survey report.
- Only aggregate data is shown; no individual organization data is displayed.
- Historic data is gathered for positions; projections are only gathered for the broadest categories (managers, hourly, and executives) and never for positions.

To preserve confidentiality of the survey participants, these guidelines are used:

Requirements vary by the statistic (ISD appears when these parameters are not met):

Statistic	Number of organizations required to report data
Average, weighted average, or median	3
Interquartile ranges	5

Definitions of Survey Terms

These are the definitions for the headings that appear at the tops of the pages for Hourly Wage Data.

Direct Market Survey Example

1-01 Accounting Supervisor

Directs and oversees the day to day operations of City Finance, utility billing and Municipal Court. Prepares payroll and all related payroll reports. Maintains general ledger detail a integrity and financial reporting processes. Provides budget preparation and the monitoring of revenues and expenditures for budget compliance. Provides periodic budget status summaries to the City Manager and City Council. Reviews and evaluates all financial operations in order to make recommendations to the City Manager. Provides assistance with annual audit and other required compliance reporting.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$69,132	\$69,132	\$52,728	\$60,616	\$66,716	\$76,263	\$90,605
Revenue/Budget > \$30 million	3	3	\$74,679	\$74,679	ISD	ISD	\$69,742	ISD	ISD

Position: The position’s title as identified by the client.

Job Description: Benchmark summary of skill and responsibility level performed in a job.

Market Weighted Average: The sum of all wages divided by the number of incumbents reported. Also called *Mean*. This is the best indicator of the real market for a large survey.

No. of Companies: The number of companies responding for this job summary.

No. of Incumbents: The number of employees for which data was submitted from all companies.

25% Percentile: The pay rate that falls at a point in the ranking where 25% of the salaries are at or below this amount. Also called the *1st Quartile* rate.

50% Percentile: The pay rate that falls at a point in the ranking where 50% are below and 50% are paid above this amount. Also called *Median*, or *Middle* rate. Use the *Median* for small data sets.

75% Percentile: The pay rate that falls at a point in the ranking where 75% of the salaries are at or below this amount. Also called the *3rd Quartile* rate.

Percentiles are not necessarily actual rates since the calculated percentile may fall between actual rates of pay.

Applying Compensation Data

(Also see Definitions of Survey Terms, which includes methods of calculations.)

The use of “averages rates”, when used alone, has its limitations. The smaller the sample, the greater the influence of each rate, which allows extremely high or low rates to exert an undue effect. It is important to consider the concentration of rates that may fall at the lower or upper levels.

When the “Weighted Average” rates are compared to the “Median” or “50th Percentile” rate, a better concept of the overall structure of a position’s reported rates can be determined. Ideally, the “Average” and the Weighted Average” should not stray too far from the “Median” or midpoint. If it does, then it is being influenced by extremely high or low rates. The narrower the mid-range and the closer the cluster of rates around the average, the more stable and reliable is the average.

Notes on the use of different statistics are below.

- **Average** (or Mean) is the average for the number of **companies** reporting data for a position. In small samples, the average might be skewed if it is the sum of high and low extremes with few rates (or perhaps none) near the average.
- **Weighted Average** (or Weighted Mean) is the average for the number of **employees** reported for a position. The weighted average may be skewed by companies with large numbers of employees in a particular position.
- **Median** is the exact center of all rates. Half the rates fall above and half below this point. The median is usually the preferred measure of central tendency because it is less affected by extremely high or low values. (Also called the Middle rate or the 50th percentile).
- **Percentiles** allow the user to see the distribution of rates in the sample.
 - The 25th and 75th percentiles are also known as the **Middle 50%** and give a good indication of the middle “range” of reported rates because the lower 25% and the top 25% of the data for the position are dropped out. This shows the middle half of the data without the influence of the extremely high and low reported rates.
 - Extremes: the 10th and 90th percentiles allow the user to see further the distribution of rates in the sample.

These statistics are also useful to compare your organization’s pay philosophy against the market for the job. **Note:** Percentiles are not necessarily actual rates since the calculated percentile may fall between actual rates of pay.

The purpose of this survey is to provide current and understandable wage and salary data to be used as one tool, along with other data, in making informed decisions concerning compensation policies and pay levels. The survey shows measures of central tendency (averages and means), which are the average rates of pay for a job at a given point in time. But the survey does not offer an answer to what is the “correct or absolute” rate for a specific job. This is because paying the average rate for a job makes no more sense than moving into an “average” house or having the “average” number of children. What is best for one organization may not be best for another. However, organizations using the same fact-based information to determine what is best for the specific organization can provide clarity in the reason(s) for the differences in outcomes.

To tailor compensation policies to an individual organization, considerations should be given not only to a salary survey but to the organization’s pay philosophy, ability to pay, benefit and supplemental pay policies, supply and demand, present pay rates compared to labor market competitors, and the larger economic and business climate.

Many factors can affect the data reported and the results for specific job classifications from year to year. Organizations close, change employment size, relocate, restructure jobs, change philosophy, change management, or may be unable to participate each year. In addition, the level of employment in an area can change. Therefore, survey-to-survey and year-to-year comparisons should be viewed in general rather than absolute terms.

Position Descriptions: To facilitate accurate matching, job descriptions are included as a **guide** to general duties for the benchmark jobs in this survey. Each description lists the position duties, education, and minimum experience typically required. Be sure to read the position description carefully and match your position against the survey description. We recommend your positions should match at least 70% of the description. However, these descriptions **are not a substitute for actual position evaluation**. HR Answers has compensation professionals who can assist companies with position evaluations.

Exempt/Non-Exempt Status: For convenience, positions in HR Answers’ surveys are defined as exempt (not subject to overtime provisions) and non-exempt (subject to overtime provisions) as a **guide** only, and this **is not to be interpreted as a final determination of Exempt status for purposes of the Fair Labor Standards Act**. Exempt status under FLSA applies if the duties fit within one or more of the particular exemptions. Employers bear the burden of proving the exemption. For further information on exemption status and the FLSA, please contact HR Answers.

Labor Negotiations: Use of survey data in collective bargaining should be restricted to preparation of the organization’s position and as a resource. At times it is appropriate to educate the organization’s union partners on the data being used and invite them to review and comment on the data.

Survey Profile

HR Answers publishes this survey *upon request*. **Our thanks to the City's for participating in and hosting this survey.** We appreciate your participation and welcome any comments.

Data Effective Date	June 2020
Data Published	July 2020
Number of Benchmark Jobs Published in the Report	32
Number of Participating Organizations.....	18

Participating Organizations By:

Employment Size:

1-25 employees.....	9
26-50 employees.....	4
51-75 employees.....	2
76-100 employees.....	1
101-150 employees.....	1
Over 150 employees	1

Asset Size:

Less than \$1 million	0
\$1.1 - \$5 million	2
\$5.1 - \$10 million	4
\$10.1 - \$15 million	5
\$15.1 - \$20 million	1
\$20.1 - \$30 million	2
Greater than \$30 million.....	4

Participant List

1. Aumsville
2. Brookings
3. Coos Bay
4. Coquille
5. Dayton
6. Estacada
7. Gervais
8. Lafayette
9. Lincoln City
10. Madras
11. Myrtle Creek
12. Myrtle Point
13. Nehalem
14. Oakridge
15. Reedsport
16. Rogue River
17. Seaside
18. Veneta

Positions Reported

The following positions have reportable wage data. Jobs not listed here had **no data reported** (no organizations submitted data on the position) or **insufficient data reported (isd)**(too few organizations reported data, per anti-trust guidelines followed by HR Answers). See Statistical Parameters for further information on reporting guidelines. For a complete list of positions surveyed, please see the appendix at the end of this survey volume.

Title #	Job Code	Job Title	Page #
1	1-01	Accounting Supervisor	12
2	1-02	IS Manager	isd
3	1-03	City Attorney/Planner	12
4	1-04	City Manager	12
5	1-05	Executive Assistant-City Recorder	13
6	1-06	Human Resources Specialist	13
7	1-07	Finance Director	14
8	1-08	Accounting Clerk	14
9	2-01	Fire Inspector	14
10	2-02	Fire Chief	isd
11	2-03	Assistant Fire Chief	15
12	3-01	Dispatcher Supervisor	15
13	3-02	Dispatcher	15
14	3-03	Police Officer	16
15	3-04	Police Detective	16
16	3-05	Police Sergeant	17
17	3-06	Police Chief	17
18	3-07	Evidence & Property Technician	17
19	4-01	Library Technical Services Operator/Childrens Library Specialist	18
20	4-02	Library Director	18
21	5-01	Custodian	18
22	5-02	Municipal Grounds Maintenance Worker	19
23	5-03	Maintenance Worker II	19
24	5-04	Public Works Crew Leader	20
25	5-05	Facility Operator Trainee	isd
26	5-06	Planning Technician/Assistant	20
27	5-07	Facilities Operator-Water Treatment Plant	20
28	5-08	Facilities Operator-Wastewater Treatment Plant	21
29	5-09	Junior Facilities Operator-Wastewater Treatment Plant	21
30	5-10	Maintenance Worker IV Equipment Operator	21
31	5-11	Senior Water Plant Operator (Lead Facilities Operator)	22
32	5-12	Public Works Director	22

Appendix A – Market Survey Results

City of Toledo Oregon Wage Survey - 2020

1-01 Accounting Supervisor

Directs and oversees the day to day operations of City Finance, utility billing and Municipal Court. Prepares payroll and all related payroll reports. Maintains general ledger detail and integrity and financial reporting processes. Provides budget preparation and the monitoring of revenues and expenditures for budget compliance. Provides periodic budget status summaries to the City Manager and City Council. Reviews and evaluates all financial operations in order to make recommendations to the City Manager. Provides assistance with annual audit and other required compliance reporting.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$69,132	\$69,132	\$52,728	\$60,616	\$66,716	\$76,263	\$90,605
Revenue/Budget									
> \$30 million	3	3	\$74,679	\$74,679	ISD	ISD	\$69,742	ISD	ISD

1-03 City Attorney/Planner

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

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	6	\$99,659	\$109,540	ISD	ISD	\$91,582	ISD	ISD
Revenue/Budget									
> \$30 million	3	4	\$122,100	\$131,310	ISD	ISD	\$103,678	ISD	ISD

1-04 City Manager

Serves as Chief Administrative Officer of the City. Directs and coordinates the activities of all City departments and implements policy as established by the City Council.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	18	20	\$102,212	\$100,967	\$64,792	\$78,614	\$94,827	\$118,731	\$161,782
Company Size									
1-25	9	10	\$87,880	\$87,994	\$64,792	\$78,385	\$88,425	\$97,074	\$116,784
26-50	4	5	\$99,484	\$97,689	ISD	ISD	\$79,955	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	4	4	\$83,808	\$83,808	ISD	ISD	\$83,637	ISD	ISD
\$10.1 million - \$15 million	5	6	\$92,126	\$91,609	ISD	ISD	\$89,638	ISD	ISD
> \$30 million	4	4	\$141,071	\$141,071	ISD	ISD	\$138,965	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

1-05 Executive Assistant-City Recorder

Performs specialized duties to assist the City Manager by performing confidential administrative support functions in the areas of records management, human resources, personnel management, risk management, employee benefits, and risk management functions. Provides support to and serves as liaison between City Manager, City Council, City Departments, City Advisory Boards and outside agencies. The work requires considerable contact with elected officials, City Staff, outside agencies, and the public.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	11	\$57,820	\$57,820	\$43,098	\$50,159	\$56,220	\$64,033	\$75,213
Company Size									
1-25	5	5	\$51,825	\$51,825	ISD	ISD	\$53,997	ISD	ISD
Revenue/Budget									
> \$30 million	4	4	\$66,654	\$66,654	ISD	ISD	\$70,086	ISD	ISD

1-06 Human Resources Specialist

Under general supervision, the HR/Communications Specialist performs a variety of activities in support of the City’s human resource activities as well as communications with the citizens of the City of Toledo. The incumbent ensures compliance with a wide variety of personnel policies and procedures, laws, administrative rules, and collective bargaining agreements and participates in the design, implementation, monitoring, and maintenance of processes, procedures, and systems. This position also acts as a liaison between the City Council, City staff, and the citizens of the City of Toledo to promote communication and understanding, transfer knowledge, and increase awareness.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	4	4	\$64,808	\$64,808	ISD	ISD	\$56,108	ISD	ISD
Revenue/Budget									
> \$30 million	3	3	\$71,427	\$71,427	ISD	ISD	\$63,648	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

1-07 Finance Director

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

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	12	\$75,214	\$75,214	\$51,730	\$63,092	\$69,878	\$90,605	\$104,728
Company Size									
1-25	6	6	\$70,664	\$70,664	\$51,730	\$64,532	\$69,878	\$77,594	\$89,586
26-50	3	3	\$85,474	\$85,474	ISD	ISD	\$93,662	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	4	\$71,021	\$71,021	ISD	ISD	\$71,385	ISD	ISD
> \$30 million	3	3	\$85,502	\$85,502	ISD	ISD	\$99,778	ISD	ISD

1-08 Accounting Clerk

Performs specialized clerical work in the administrative office, including purchase orders, accounts payable, central purchasing, and business licensing.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	26	\$43,854	\$44,313	\$27,435	\$36,988	\$46,228	\$50,705	\$62,462
Company Size									
1-25	6	12	\$42,935	\$42,722	\$27,435	\$35,561	\$44,252	\$48,901	\$55,786
26-50	3	7	\$42,260	\$45,118	ISD	ISD	\$46,675	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	8	\$42,898	\$41,192	ISD	ISD	\$36,520	ISD	ISD
> \$30 million	4	9	\$49,292	\$49,518	ISD	ISD	\$48,568	ISD	ISD

2-02 Fire Chief

This position is responsible for the overall management and supervision of the City's fire department. This is an exempt management position and the incumbent serves as a member of the City's management team.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$87,041	\$87,041	\$66,414	\$71,984	\$75,098	\$103,875	\$121,222

City of Toledo Oregon Wage Survey - 2020

2-03 Assistant Fire Chief

The Assistant Fire Chief is the second in command of the operations and administration of the Fire Department. Responsible for the oversight and management of all the staff. Respond to emergency calls for service.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	12	\$51,556	\$53,380	ISD	ISD	\$50,710	ISD	ISD

3-01 Dispatcher Supervisor

As a confidential and management employee, under direct supervision of the Chief of Police supervises and is responsible for the clerical, secretarial and communications functions of the Police Department including supervising all dispatch employees. Provides administrative assistance in assembling, compiling, summarizing and storing information for departmental reports and projects. Supervises and maintains the operation of official Police Department records. Supervises the operation of the 9-1-1 communications center and maintains all radio and office equipment.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	7	\$65,985	\$66,022	ISD	ISD	\$70,013	ISD	ISD
Revenue/Budget									
> \$30 million	3	5	\$73,477	\$70,533	ISD	ISD	\$70,013	ISD	ISD

3-02 Dispatcher

Operates police, fire and emergency medical radio equipment, dispatches police, fire, and medical. Answers telephone, receives incident reports, assigns proper information to patrol and other responding units, makes records checks, operates computer terminal and performs a variety of clerical and record keeping duties. Maintains communication between communication center and field units; dispatches units and responds to requests for aid. Maintains logs on all center activities. Composes required reports containing statistics. Performs other related duties as assigned. Dispatch closely interacts with the public over the phone and in person while providing many administrative services such as subpoena service, burn permits, city information, etc.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	9	37	\$49,624	\$50,769	\$28,059	\$45,989	\$52,707	\$56,326	\$60,923
Company Size									
1-25	3	3	\$52,029	\$52,029	ISD	ISD	\$54,996	ISD	ISD
Revenue/Budget									
> \$30 million	3	20	\$55,868	\$55,974	ISD	ISD	\$56,326	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

3-03 Police Officer

The position of police officer is responsible to serve and protect the community by receiving calls and responding to them. Productivity is also a key importance in paying attention to detail and crimes. Conducts law enforcement, crime prevention and investigation activities relating to criminal law enforcement in the city enforcement area. Work is assigned and reviewed by supervisors for conformation to laws, policies, rules and regulations.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	79	\$55,698	\$60,315	\$40,290	\$50,648	\$61,568	\$67,725	\$82,784
Company Size									
1-25	5	17	\$51,082	\$52,099	ISD	ISD	\$48,838	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	11	\$50,743	\$50,688	ISD	ISD	\$48,963	ISD	ISD
\$10.1 million - \$15 million	3	11	\$50,159	\$51,895	ISD	ISD	\$53,602	ISD	ISD
> \$30 million	3	39	\$67,562	\$67,734	ISD	ISD	\$67,642	ISD	ISD

3-04 Police Detective

Conducts law enforcement, crime prevention, and investigation activities relating to criminal law enforcement in the jurisdictions of the Toledo Police Department. Majority of work is investigating serious and complex crimes. Occasionally will work patrol. The major responsibility of the Detective position is to investigate child physical abuse and child sexual abuse.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	3	7	\$88,156	\$86,754	ISD	ISD	\$82,784	ISD	ISD
Revenue/Budget									
> \$30 million	3	7	\$88,156	\$86,754	ISD	ISD	\$82,784	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

3-05 Police Sergeant

This position is responsible for assisting the Chief of Police in the management of all police functions. The position operates as the working shift supervisor for Patrol Officers and Detective in the enforcement of laws, prevention of crime and criminal investigations. Oversees special teams and assignments such as Major Crime Team, Major Crash Team, Evidence Technician, Firearms Instructor, Taser Instructor, and Defensive Tactics Instructor.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	22	\$70,348	\$77,786	\$52,686	\$65,062	\$80,423	\$88,774	\$93,246
Company Size									
1-25	5	5	\$62,885	\$62,885	ISD	ISD	\$61,764	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$60,445	\$60,445	ISD	ISD	\$63,918	ISD	ISD
\$10.1 million - \$15 million	3	3	\$67,102	\$67,102	ISD	ISD	\$66,061	ISD	ISD
> \$30 million	3	12	\$88,071	\$88,071	ISD	ISD	\$88,774	ISD	ISD

3-06 Police Chief

Plan, organize, and direct the functions, activities and operations of the City's Police Department. Carry out the policy directives of the City Council and City Manager. Review the processes for hiring, promotion, and discipline. Make final decisions in these areas. Participate in negotiations of the Collective Bargaining Agreement. Supervise the Records/Dispatch Supervisor, Sergeant and Detective.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	15	\$89,379	\$91,174	\$63,315	\$74,599	\$92,206	\$105,518	\$121,222
Company Size									
1-25	5	5	\$81,653	\$81,653	ISD	ISD	\$91,366	ISD	ISD
26-50	3	4	\$77,660	\$80,356	ISD	ISD	\$74,599	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$76,565	\$76,565	ISD	ISD	\$71,906	ISD	ISD
\$10.1 million - \$15 million	3	3	\$77,248	\$77,248	ISD	ISD	\$72,634	ISD	ISD
> \$30 million	4	6	\$108,628	\$106,697	ISD	ISD	\$111,977	ISD	ISD

3-07 Evidence & Property Technician

Responsible for the intake, storage, tracking, and disposal of all property received by the Toledo Police Dept that is held in evidence, recovered stolen, safekeeping, lost and found, abandoned, or for other legal reasons. Responsible for training and manuals for dealing with evidence and property.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	3	3	\$46,613	\$46,613	ISD	ISD	\$44,824	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

4-01 Library Technical Services Operator/Childrens Library Specialist

The role as Children’s Library Specialist is to provide a broad range of children’s services including in house programming and off-site outreach. The Children’s Library Specialist is responsible for collection development. In addition, the role of Library Technical Services Operator performs back office functions and front desk responsibilities including ordering, processing, and cataloging books for the youth collection.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	46	\$37,143	\$36,302	ISD	ISD	\$35,797	ISD	ISD

4-02 Library Director

Administer, oversee, manage, and direct all activities, operations, and personnel of the Toledo Public Library. Manage the building including heating and cooling, alarms, structural changes, building maintenance, manage emergency situations such as roof leaks and basement flooding, manage the parking lot, and immediate grounds. Approve all purchasing.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	8	10	\$70,030	\$70,383	\$37,877	\$56,576	\$70,595	\$89,534	\$99,570
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$46,003	\$46,003	ISD	ISD	\$43,306	ISD	ISD
> \$30 million	3	5	\$85,139	\$79,801	ISD	ISD	\$91,062	ISD	ISD

5-01 Custodian

Performs a variety of manual tasks involving the custodial care of City buildings, facilities, and adjacent grounds. This position is semi-skilled but requiring the use of mechanical equipment. The custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	8	\$38,965	\$36,712	ISD	ISD	\$30,514	ISD	ISD
Company Size									
26-50	3	5	\$28,129	\$27,348	ISD	ISD	\$27,872	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

5-02 Municipal Grounds Maintenance Worker

Primarily considered an entry level position, person filling this position will be expected to maintain and repair property of municipality, individually or as part of a crew, by performing unskilled and semiskilled manual labor in general construction and maintenance operations primarily within the public transportation system, public facilities/utilities, buildings and grounds. Maintains City parks and recreations areas, landscapes and maintains grounds at City buildings and facilities, and maintains playing field and City facilities at Memorial Field. Property maintenance: assorted building related preventive maintenance and responsive maintenance including minor repairs, weather related building maintenance, scheduled preventive maintenance projects.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	36	\$41,423	\$43,440	\$23,920	\$36,566	\$44,034	\$49,790	\$57,096
Company Size									
1-25	6	10	\$40,208	\$42,141	\$32,115	\$36,566	\$39,198	\$46,925	\$57,096
26-50	3	6	\$39,547	\$40,754	ISD	ISD	\$40,841	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	4	7	\$38,787	\$39,740	ISD	ISD	\$36,566	ISD	ISD
\$10.1 million - \$15 million	3	5	\$39,430	\$41,521	ISD	ISD	\$40,123	ISD	ISD
> \$30 million	3	15	\$45,318	\$48,109	ISD	ISD	\$49,130	ISD	ISD

5-03 Maintenance Worker II

Individually or as part of a crew, The Maintenance Worker II will maintain and repair property of the city by performing semiskilled and skilled manual labor in general construction and maintenance operations primarily within the public transportation system, public facilities/utilities, buildings and grounds. The position will inspect, install, maintain, operate, and repair the City's water distribution, wastewater collection, and storm water systems. The position performs other related tasks involving customer contact and including maintenance of service connection.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	29	\$47,497	\$47,562	\$33,134	\$40,373	\$51,043	\$54,954	\$63,856
Company Size									
1-25	6	8	\$44,335	\$43,841	\$35,360	\$38,106	\$41,049	\$44,704	\$63,856
26-50	3	5	\$51,496	\$52,266	ISD	ISD	\$51,210	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	4	4	\$45,687	\$45,687	ISD	ISD	\$40,768	ISD	ISD
\$10.1 million - \$15 million	3	5	\$42,148	\$42,232	ISD	ISD	\$41,725	ISD	ISD
> \$30 million	4	12	\$54,625	\$53,617	ISD	ISD	\$54,288	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

5-04 Public Works Crew Leader

Responsible for the day to day operation and maintenance of the City streets, water distribution, wastewater and storm water collections and facility maintenance. Work is generally performed through a variety of skilled manual tasks in general construction and maintenance of City streets, water distribution and sewage collection. Also responsible for testing City owned backflow assemblies and Cross Connection program for the City.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	19	\$62,652	\$63,241	\$43,098	\$54,614	\$59,550	\$72,290	\$104,853
Company Size									
1-25	7	8	\$61,445	\$59,794	\$43,098	\$48,683	\$59,377	\$71,672	\$77,979
Revenue/Budget									
\$10.1 million - \$15 million	4	4	\$65,109	\$65,109	ISD	ISD	\$69,680	ISD	ISD
> \$30 million	4	9	\$66,430	\$67,177	ISD	ISD	\$61,422	ISD	ISD

5-06 Planning Technician/Assistant

This position processes permits and provides information to the public on Toledo's development codes and standards. Provides assistance to the Public Works Director, Public Works department staff, City Planner, and Planning Commission. Performs research for land use decisions or infrastructure projects. Assigns addresses and updates GIS mapping system.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	14	\$53,589	\$51,455	\$43,971	\$47,835	\$51,220	\$53,706	\$64,522
Revenue/Budget									
> \$30 million	3	11	\$50,790	\$50,109	ISD	ISD	\$49,504	ISD	ISD

5-07 Facilities Operator-Water Treatment Plant

Responsible for the operation and maintenance of the City operated Water Treatment Facility. Acts as the Saturday/Sunday duty operator for the facility. Responsible equipment operation and maintenance required testing and recording for plant operations in accordance with State of Oregon requirement. This is an entry level position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	9	11	\$54,231	\$53,701	\$42,224	\$49,525	\$51,730	\$59,322	\$68,827
Company Size									
1-25	4	4	\$49,495	\$49,495	ISD	ISD	\$50,579	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	3	3	\$50,609	\$50,609	ISD	ISD	\$50,676	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

5-08 Facilities Operator-Wastewater Treatment Plant

Responsible for the general maintenance and operation of the waste water treatment plant as directed. Acts as the Saturday/Sunday duty operator for the treatment plant which they are assigned and is responsible for daily operation and for minor emergencies as required. This is considered an entry level position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	10	14	\$58,801	\$59,703	\$40,373	\$46,649	\$53,186	\$61,807	\$104,853
Company Size									
1-25	3	4	\$56,299	\$52,317	ISD	ISD	\$48,859	ISD	ISD
26-50	3	3	\$51,078	\$51,078	ISD	ISD	\$49,026	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	5	\$53,856	\$51,160	ISD	ISD	\$46,530	ISD	ISD
> \$30 million	4	7	\$66,974	\$67,909	ISD	ISD	\$59,093	ISD	ISD

5-09 Junior Facilities Operator-Wastewater Treatment Plant

Responsible for the operation and maintenance of the City operated Wastewater Treatment Facility. Acts as the Saturday/Sunday duty operator for the facility. Responsible equipment operation and maintenance required testing and recording for plant operations in accordance with State of Oregon requirement. This is an entry level position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	7	11	\$47,941	\$50,391	\$32,032	\$42,640	\$48,568	\$57,356	\$72,238
Company Size									
26-50	3	3	\$39,395	\$39,395	ISD	ISD	\$41,246	ISD	ISD
Revenue/Budget									
> \$30 million	4	8	\$54,569	\$54,623	ISD	ISD	\$51,522	ISD	ISD

5-10 Maintenance Worker IV Equipment Operator

Performs a variety of skilled manual tasks in general construction and maintenance of city streets, water distribution, and sewage collection systems. In carrying out these duties, will be required to operate and maintain a range of construction machinery, including grader, backhoe, and roller, and also including a variety of power and hand tools.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	4	6	\$52,949	\$50,497	ISD	ISD	\$49,119	ISD	ISD

City of Toledo Oregon Wage Survey - 2020

5-11 Senior Water Plant Operator (Lead Facilities Operator)

In a lead capacity, responsible for the overall maintenance and operation of the water treatment plant (including the intake structure and supply pumping) as directed and necessary to meet/exceed demand and remain in compliance with all relevant regulatory requirements.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	12	\$62,369	\$63,487	\$46,738	\$53,160	\$62,816	\$68,983	\$83,283
Company Size									
1-25	4	4	\$57,196	\$57,196	ISD	ISD	\$57,314	ISD	ISD
26-50	4	4	\$62,020	\$62,020	ISD	ISD	\$58,115	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$54,399	\$54,399	ISD	ISD	\$51,709	ISD	ISD
\$10.1 million - \$15 million	3	3	\$55,932	\$55,932	ISD	ISD	\$53,643	ISD	ISD
> \$30 million	3	4	\$67,028	\$69,217	ISD	ISD	\$65,562	ISD	ISD

5-12 Public Works Director

The Public Works Director plans, administers, and directs all functions, activities and operation of the Public Works Department including water, wastewater/storm water drainage, streets, fleet, facilities/property management, parks as well as emergency planning and response. Directly supervises all employees of the Public Works Department, coordinates the activities within these work groups and activities with other City departments, members of the public and outside agencies. The Director oversees development, review and management of engineering projects ensuring technical competence and compliance with applicable codes and criteria. The Director also acts as a member of the City's management team, has input into City policies and procedures and may advise the City Manager on related issues. Oversees and is responsible for the department budget.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	15	16	\$85,972	\$87,233	\$58,614	\$66,768	\$90,096	\$102,757	\$121,222
Company Size									
1-25	7	7	\$76,711	\$76,711	\$58,614	\$66,747	\$67,271	\$89,483	\$98,634
26-50	3	4	\$85,259	\$90,480	ISD	ISD	\$95,742	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	4	\$78,443	\$78,443	ISD	ISD	\$78,261	ISD	ISD
> \$30 million	4	5	\$110,037	\$109,258	ISD	ISD	\$107,453	ISD	ISD

City of Toledo Wage Survey - 2020

1-01 Accounting Supervisor

Directs and oversees the day to day operations of City Finance, utility billing and Municipal Court. Prepares payroll and all related payroll reports. Maintains general ledger detail and integrity and financial reporting processes. Provides budget preparation and the monitoring of revenues and expenditures for budget compliance. Provides periodic budget status summaries to the City Manager and City Council. Reviews and evaluates all financial operations in order to make recommendations to the City Manager. Provides assistance with annual audit and other required compliance reporting.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$33.24	\$33.24	\$25.35	\$29.14	\$32.08	\$36.67	\$43.56
Revenue/Budget									
> \$30 million	3	3	\$35.90	\$35.90	ISD	ISD	\$33.53	ISD	ISD

1-03 City Attorney/Planner

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

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	6	\$47.91	\$52.66	ISD	ISD	\$44.03	ISD	ISD
Revenue/Budget									
> \$30 million	3	4	\$58.70	\$63.13	ISD	ISD	\$49.85	ISD	ISD

1-04 City Manager

Serves as Chief Administrative Officer of the City. Directs and coordinates the activities of all City departments and implements policy as established by the City Council.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	18	20	\$49.14	\$48.54	\$31.15	\$37.80	\$45.59	\$57.08	\$77.78
Company Size									
1-25	9	10	\$42.25	\$42.31	\$31.15	\$37.69	\$42.51	\$46.67	\$56.15
26-50	4	5	\$47.83	\$46.97	ISD	ISD	\$38.44	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	4	4	\$40.29	\$40.29	ISD	ISD	\$40.21	ISD	ISD
\$10.1 million - \$15 million	5	6	\$44.29	\$44.04	ISD	ISD	\$43.10	ISD	ISD
> \$30 million	4	4	\$67.82	\$67.82	ISD	ISD	\$66.81	ISD	ISD

City of Toledo Wage Survey - 2020

1-05 Executive Assistant-City Recorder

Performs specialized duties to assist the City Manager by performing confidential administrative support functions in the areas of records management, human resources, personnel management, risk management, employee benefits, and risk management functions. Provides support to and serves as liaison between City Manager, City Council, City Departments, City Advisory Boards and outside agencies. The work requires considerable contact with elected officials, City Staff, outside agencies, and the public.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	11	\$27.80	\$27.80	\$20.72	\$24.12	\$27.03	\$30.79	\$36.16
Company Size									
1-25	5	5	\$24.92	\$24.92	ISD	ISD	\$25.96	ISD	ISD
Revenue/Budget									
> \$30 million	4	4	\$32.05	\$32.05	ISD	ISD	\$33.70	ISD	ISD

1-06 Human Resources Specialist

Under general supervision, the HR/Communications Specialist performs a variety of activities in support of the City’s human resource activities as well as communications with the citizens of the City of Toledo. The incumbent ensures compliance with a wide variety of personnel policies and procedures, laws, administrative rules, and collective bargaining agreements and participates in the design, implementation, monitoring, and maintenance of processes, procedures, and systems. This position also acts as a liaison between the City Council, City staff, and the citizens of the City of Toledo to promote communication and understanding, transfer knowledge, and increase awareness.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	4	4	\$31.16	\$31.16	ISD	ISD	\$26.98	ISD	ISD
Revenue/Budget									
> \$30 million	3	3	\$34.34	\$34.34	ISD	ISD	\$30.60	ISD	ISD

5-01 Custodian

Performs a variety of manual tasks involving the custodial care of City buildings, facilities, and adjacent grounds. This position is semi-skilled but requiring the use of mechanical equipment. The custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	8	\$18.73	\$17.65	ISD	ISD	\$14.67	ISD	ISD
Company Size									
26-50	3	5	\$13.52	\$13.15	ISD	ISD	\$13.40	ISD	ISD

City of Toledo Wage Survey - 2020

1-07 Finance Director

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

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	12	\$36.16	\$36.16	\$24.87	\$30.33	\$33.60	\$43.56	\$50.35
Company Size									
1-25	6	6	\$33.97	\$33.97	\$24.87	\$31.03	\$33.60	\$37.30	\$43.07
26-50	3	3	\$41.09	\$41.09	ISD	ISD	\$45.03	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	4	\$34.14	\$34.14	ISD	ISD	\$34.32	ISD	ISD
> \$30 million	3	3	\$41.11	\$41.11	ISD	ISD	\$47.97	ISD	ISD

1-08 Accounting Clerk

Performs specialized clerical work in the administrative office, including purchase orders, accounts payable, central purchasing, and business licensing.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	26	\$21.08	\$21.30	\$13.19	\$17.78	\$22.23	\$24.38	\$30.03
Company Size									
1-25	6	12	\$20.64	\$20.54	\$13.19	\$17.10	\$21.28	\$23.51	\$26.82
26-50	3	7	\$20.32	\$21.69	ISD	ISD	\$22.44	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	8	\$20.62	\$19.80	ISD	ISD	\$17.56	ISD	ISD
> \$30 million	4	9	\$23.70	\$23.81	ISD	ISD	\$23.35	ISD	ISD

2-02 Fire Chief

This position is responsible for the overall management and supervision of the City's fire department. This is an exempt management position and the incumbent serves as a member of the City management team.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$41.85	\$41.85	\$31.93	\$34.61	\$36.11	\$49.94	\$58.28

City of Toledo Wage Survey - 2020

2-03 Assistant Fire Chief

The Assistant Fire Chief is the second in command of the operations and administration of the Fire Department. Responsible for the oversight and management of all the staff. Respond to emergency calls for service.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	12	\$24.79	\$25.66	ISD	ISD	\$24.38	ISD	ISD

3-01 Dispatcher Supervisor

As a confidential and management employee, under direct supervision of the Chief of Police supervises and is responsible for the clerical, secretarial and communications functions of the Police Department including supervising all dispatch employees. Provides administrative assistance in assembling, compiling, summarizing and storing information for departmental reports and projects. Supervises and maintains the operation of official Police Department records. Supervises the operation of the 9-1-1 communications center and maintains all radio and office equipment.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	7	\$31.72	\$31.74	ISD	ISD	\$33.66	ISD	ISD
Revenue/Budget									
> \$30 million	3	5	\$35.33	\$33.91	ISD	ISD	\$33.66	ISD	ISD

3-02 Dispatcher

Operates police, fire and emergency medical radio equipment, dispatches police, fire, and medical. Answers telephone, receives incident reports, assigns proper information to patrol and other responding units, makes records checks, operates computer terminal and performs a variety of clerical and record keeping duties. Maintains communication between communication center and field units; dispatches units and responds to requests for aid. Maintains logs on all center activities. Composes required reports containing statistics. Performs other related duties as assigned. Dispatch closely interacts with the public over the phone and in person while providing many administrative services such as subpoena service, burn permits, city information, etc.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	9	37	\$23.86	\$24.41	\$13.49	\$22.11	\$25.34	\$27.08	\$29.29
Company Size									
1-25	3	3	\$25.01	\$25.01	ISD	ISD	\$26.44	ISD	ISD
Revenue/Budget									
> \$30 million	3	20	\$26.86	\$26.91	ISD	ISD	\$27.08	ISD	ISD

City of Toledo Wage Survey - 2020

3-03 Police Officer

The position of police officer is responsible to serve and protect the community by receiving calls and responding to them. Productivity is also a key importance in paying attention to detail and crimes. Conducts law enforcement, crime prevention and investigation activities relating to criminal law enforcement in the city enforcement area. Work is assigned and reviewed by supervisors for conformation to laws, policies, rules and regulations.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	79	\$26.78	\$29.00	\$19.37	\$24.35	\$29.60	\$32.56	\$39.80
Company Size									
1-25	5	17	\$24.56	\$25.05	ISD	ISD	\$23.48	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	11	\$24.40	\$24.37	ISD	ISD	\$23.54	ISD	ISD
\$10.1 million - \$15 million	3	11	\$24.11	\$24.95	ISD	ISD	\$25.77	ISD	ISD
> \$30 million	3	39	\$32.48	\$32.56	ISD	ISD	\$32.52	ISD	ISD

3-04 Police Detective

Conducts law enforcement, crime prevention, and investigation activities relating to criminal law enforcement in the jurisdictions of the Toledo Police Department. Majority of work is investigating serious and complex crimes. Occasionally will work patrol. The major responsibility of the Detective position is to investigate child physical abuse and child sexual abuse.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	3	7	\$42.38	\$41.71	ISD	ISD	\$39.80	ISD	ISD
Revenue/Budget									
> \$30 million	3	7	\$42.38	\$41.71	ISD	ISD	\$39.80	ISD	ISD

City of Toledo Wage Survey - 2020

3-05 Police Sergeant

This position is responsible for assisting the Chief of Police in the management of all police functions. The position operates as the working shift supervisor for Patrol Officers and Detective in the enforcement of laws, prevention of crime and criminal investigations. Oversees special teams and assignments such as Major Crime Team, Major Crash Team, Evidence Technician, Firearms Instructor, Taser Instructor, and Defensive Tactics Instructor.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	22	\$33.82	\$37.40	\$25.33	\$31.28	\$38.67	\$42.68	\$44.83
Company Size									
1-25	5	5	\$30.23	\$30.23	ISD	ISD	\$29.69	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$29.06	\$29.06	ISD	ISD	\$30.73	ISD	ISD
\$10.1 million - \$15 million	3	3	\$32.26	\$32.26	ISD	ISD	\$31.76	ISD	ISD
> \$30 million	3	12	\$42.34	\$42.34	ISD	ISD	\$42.68	ISD	ISD

3-06 Police Chief

Plan, organize, and direct the functions, activities and operations of the City's Police Department. Carry out the policy directives of the City Council and City Manager. Review the processes for hiring, promotion, and discipline. Make final decisions in these areas. Participate in negotiations of the Collective Bargaining Agreement. Supervise the Records/Dispatch Supervisor, Sergeant and Detective.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	15	\$42.97	\$43.83	\$30.44	\$35.87	\$44.33	\$50.73	\$58.28
Company Size									
1-25	5	5	\$39.26	\$39.26	ISD	ISD	\$43.93	ISD	ISD
26-50	3	4	\$37.34	\$38.63	ISD	ISD	\$35.87	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$36.81	\$36.81	ISD	ISD	\$34.57	ISD	ISD
\$10.1 million - \$15 million	3	3	\$37.14	\$37.14	ISD	ISD	\$34.92	ISD	ISD
> \$30 million	4	6	\$52.23	\$51.30	ISD	ISD	\$53.84	ISD	ISD

3-07 Evidence & Property Technician

Responsible for the intake, storage, tracking, and disposal of all property received by the Toledo Police Dept that is held in evidence, recovered stolen, safekeeping, lost and found, abandoned, or for other legal reasons. Responsible for training and manuals for dealing with evidence and property.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	3	3	\$22.41	\$22.41	ISD	ISD	\$21.55	ISD	ISD

City of Toledo Wage Survey - 2020

4-01 Library Technical Services Operator/Childrens Library Specialist

The role as Children’s Library Specialist is to provide a broad range of children’s services including in house programming and off-site outreach. The Children’s Library Specialist is responsible for collection development. In addition, the role of Library Technical Services Operator performs back office functions and front desk responsibilities including ordering, processing, and cataloging books for the youth collection.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	46	\$17.86	\$17.45	ISD	ISD	\$17.21	ISD	ISD

4-02 Library Director

Administer, oversee, manage, and direct all activities, operations, and personnel of the Toledo Public Library. Manage the building including heating and cooling, alarms, structural changes, building maintenance, manage emergency situations such as roof leaks and basement flooding, manage the parking lot, and immediate grounds. Approve all purchasing.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	8	10	\$33.67	\$33.84	\$18.21	\$27.20	\$33.94	\$43.05	\$47.87
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$22.12	\$22.12	ISD	ISD	\$20.82	ISD	ISD
> \$30 million	3	5	\$40.93	\$38.37	ISD	ISD	\$43.78	ISD	ISD

5-02 Municipal Grounds Maintenance Worker

Primarily considered an entry level position, person filling this position will be expected to maintain and repair property of municipality, individually or as part of a crew, by performing unskilled and semiskilled manual labor in general construction and maintenance operations primarily within the public transportation system, public facilities/utilities, buildings and grounds. Maintains City parks and recreations areas, landscapes and maintains grounds at City buildings and facilities, and maintains playing field and City facilities at Memorial Field. Property maintenance: assorted building related preventive maintenance and responsive maintenance including minor repairs, weather related building maintenance, scheduled preventive maintenance projects.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	36	\$19.91	\$20.88	\$11.50	\$17.58	\$21.17	\$23.94	\$27.45
Company Size									
1-25	6	10	\$19.33	\$20.26	\$15.44	\$17.58	\$18.85	\$22.56	\$27.45
26-50	3	6	\$19.01	\$19.59	ISD	ISD	\$19.64	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	4	7	\$18.65	\$19.11	ISD	ISD	\$17.58	ISD	ISD
\$10.1 million - \$15 million	3	5	\$18.96	\$19.96	ISD	ISD	\$19.29	ISD	ISD
> \$30 million	3	15	\$21.79	\$23.13	ISD	ISD	\$23.62	ISD	ISD

City of Toledo Wage Survey - 2020

5-03 Maintenance Worker II

Individually or as part of a crew, The Maintenance Worker II will maintain and repair property of the city by performing semiskilled and skilled manual labor in general construction and maintenance operations primarily within the public transportation system, public facilities/utilities, buildings and grounds. The position will inspect, install, maintain, operate, and repair the City's water distribution, wastewater collection, and storm water systems. The position performs other related tasks involving customer contact and including maintenance of service connection.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	29	\$22.83	\$22.87	\$15.93	\$19.41	\$24.54	\$26.42	\$30.70
Company Size									
1-25	6	8	\$21.32	\$21.08	\$17.00	\$18.32	\$19.74	\$21.49	\$30.70
26-50	3	5	\$24.76	\$25.13	ISD	ISD	\$24.62	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	4	4	\$21.97	\$21.97	ISD	ISD	\$19.60	ISD	ISD
\$10.1 million - \$15 million	3	5	\$20.26	\$20.30	ISD	ISD	\$20.06	ISD	ISD
> \$30 million	4	12	\$26.26	\$25.78	ISD	ISD	\$26.10	ISD	ISD

5-04 Public Works Crew Leader

Responsible for the day to day operation and maintenance of the City streets, water distribution, wastewater and storm water collections and facility maintenance. Work is generally performed through a variety of skilled manual tasks in general construction and maintenance of City streets, water distribution and sewage collection. Also responsible for testing City owned backflow assemblies and Cross Connection program for the City.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	19	\$30.12	\$30.40	\$20.72	\$26.26	\$28.63	\$34.76	\$50.41
Company Size									
1-25	7	8	\$29.54	\$28.75	\$20.72	\$23.41	\$28.55	\$34.46	\$37.49
Revenue/Budget									
\$10.1 million - \$15 million	4	4	\$31.30	\$31.30	ISD	ISD	\$33.50	ISD	ISD
> \$30 million	4	9	\$31.94	\$32.30	ISD	ISD	\$29.53	ISD	ISD

City of Toledo Wage Survey - 2020

5-06 Planning Technician/Assistant

This position processes permits and provides information to the public on Toledo's development codes and standards. Provides assistance to the Public Works Director, Public Works department staff, City Planner, and Planning Commission. Performs research for land use decisions or infrastructure projects. Assigns addresses and updates GIS mapping system.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	14	\$25.76	\$24.74	\$21.14	\$23.00	\$24.63	\$25.82	\$31.02
Revenue/Budget									
> \$30 million	3	11	\$24.42	\$24.09	ISD	ISD	\$23.80	ISD	ISD

5-07 Facilities Operator-Water Treatment Plant

Responsible for the operation and maintenance of the City operated Water Treatment Facility. Acts as the Saturday/Sunday duty operator for the facility. Responsible equipment operation and maintenance required testing and recording for plant operations in accordance with State of Oregon requirement. This is an entry level position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	9	11	\$26.07	\$25.82	\$20.30	\$23.81	\$24.87	\$28.52	\$33.09
Company Size									
1-25	4	4	\$23.80	\$23.80	ISD	ISD	\$24.32	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	3	3	\$24.33	\$24.33	ISD	ISD	\$24.36	ISD	ISD

5-08 Facilities Operator-Wastewater Treatment Plant

Responsible for the general maintenance and operation of the waste water treatment plant as directed. Acts as the Saturday/Sunday duty operator for the treatment plant which they are assigned and is responsible for daily operation and for minor emergencies as required. This is considered an entry level position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	10	14	\$28.27	\$28.70	\$19.41	\$22.43	\$25.57	\$29.72	\$50.41
Company Size									
1-25	3	4	\$27.07	\$25.15	ISD	ISD	\$23.49	ISD	ISD
26-50	3	3	\$24.56	\$24.56	ISD	ISD	\$23.57	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	5	\$25.89	\$24.60	ISD	ISD	\$22.37	ISD	ISD
> \$30 million	4	7	\$32.20	\$32.65	ISD	ISD	\$28.41	ISD	ISD

City of Toledo Wage Survey - 2020

5-09 Junior Facilities Operator-Wastewater Treatment Plant

Responsible for the operation and maintenance of the City operated Wastewater Treatment Facility. Acts as the Saturday/Sunday duty operator for the facility. Responsible equipment operation and maintenance required testing and recording for plant operations in accordance with State of Oregon requirement. This is an entry level position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	7	11	\$23.05	\$24.23	\$15.40	\$20.50	\$23.35	\$27.58	\$34.73
Company Size									
26-50	3	3	\$18.94	\$18.94	ISD	ISD	\$19.83	ISD	ISD
Revenue/Budget									
> \$30 million	4	8	\$26.24	\$26.26	ISD	ISD	\$24.77	ISD	ISD

5-10 Maintenance Worker IV Equipment Operator

Performs a variety of skilled manual tasks in general construction and maintenance of city streets, water distribution, and sewage collection systems. In carrying out these duties, will be required to operate and maintain a range of construction machinery, including grader, backhoe, and roller, and also including a variety of power and hand tools.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	4	6	\$25.46	\$24.28	ISD	ISD	\$23.62	ISD	ISD

5-11 Senior Water Plant Operator (Lead Facilities Operator)

In a lead capacity, responsible for the overall maintenance and operation of the water treatment plant (including the intake structure and supply pumping) as directed and necessary to meet/exceed demand and remain in compliance with all relevant regulatory requirements.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	12	\$29.99	\$30.52	\$22.47	\$25.56	\$30.20	\$33.17	\$40.04
Company Size									
1-25	4	4	\$27.50	\$27.50	ISD	ISD	\$27.56	ISD	ISD
26-50	4	4	\$29.82	\$29.82	ISD	ISD	\$27.94	ISD	ISD
Revenue/Budget									
\$5.1 million - \$10 million	3	3	\$26.15	\$26.15	ISD	ISD	\$24.86	ISD	ISD
\$10.1 million - \$15 million	3	3	\$26.89	\$26.89	ISD	ISD	\$25.79	ISD	ISD
> \$30 million	3	4	\$32.23	\$33.28	ISD	ISD	\$31.52	ISD	ISD

City of Toledo Wage Survey - 2020

5-12 Public Works Director

The Public Works Director plans, administers, and directs all functions, activities and operation of the Public Works Department including water, wastewater/storm water drainage, streets, fleet, facilities/property management, parks as well as emergency planning and response. Directly supervises all employees of the Public Works Department, coordinates the activities within these work groups and activities with other City departments, members of the public and outside agencies. The Director oversees development, review and management of engineering projects ensuring technical competence and compliance with applicable codes and criteria. The Director also acts as a member of the City’s management team, has input into City policies and procedures and may advise the City Manager on related issues. Oversees and is responsible for the department budget.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	15	16	\$41.33	\$41.94	\$28.18	\$32.10	\$43.32	\$49.40	\$58.28
Company Size									
1-25	7	7	\$36.88	\$36.88	\$28.18	\$32.09	\$32.34	\$43.02	\$47.42
26-50	3	4	\$40.99	\$43.50	ISD	ISD	\$46.03	ISD	ISD
Revenue/Budget									
\$10.1 million - \$15 million	4	4	\$37.71	\$37.71	ISD	ISD	\$37.63	ISD	ISD
> \$30 million	4	5	\$52.90	\$52.53	ISD	ISD	\$51.66	ISD	ISD

**City of Toledo Salary Schedule
Non-Represented Positions July1, 2020**

Grade	Job Title	FTE	Step					
			1	2	3	4	5	6
30		0.00	\$ 3,019	\$ 3,139	\$ 3,267	\$ 3,397	\$ 3,534	\$ 3,678
31	<i>Assistant to the City Recorder Assistant to the Library Director</i>	1.00	\$ 3,331	\$ 3,465	\$ 3,603	\$ 3,747	\$ 3,896	\$ 4,054
32		0.00	\$ 3,558	\$ 3,700	\$ 3,847	\$ 4,001	\$ 4,162	\$ 4,329
33	<i>Assistant Library Director</i>	0.00	\$ 3,758	\$ 3,950	\$ 4,136	\$ 4,325	\$ 4,504	\$ 4,636
34	<i>Head Dispatcher/ Library Director /Accounting Supervisor</i>	2.00	\$ 4,115	\$ 4,280	\$ 4,452	\$ 4,629	\$ 4,813	\$ 5,007
35	<i>Asst Fire Chief/City Facilities Coord</i>	0.00	\$ 4,214	\$ 4,379	\$ 4,536	\$ 4,711	\$ 4,885	\$ 5,066
36	<i>City Recorder-Executive Assistant Human Resources Specialist</i>	1.00	\$ 4,425	\$ 4,601	\$ 4,785	\$ 4,975	\$ 5,174	\$ 5,383
37	<i>Pub Wrks Operations Supervisor</i>	1.00	\$ 4,756	\$ 4,945	\$ 5,069	\$ 5,327	\$ 5,459	\$ 5,700
38	<i>Information Systems Admin</i>	0.65	\$ 4,967	\$ 5,166	\$ 5,375	\$ 5,591	\$ 5,814	\$ 6,047
39	<i>Police Sergeant</i>	1.00	\$ 5,101	\$ 5,307	\$ 5,515	\$ 5,740	\$ 5,961	\$ 6,200
40	<i>City Planner</i>	1.00	\$ 5,307	\$ 5,515	\$ 5,740	\$ 5,969	\$ 6,210	\$ 6,457
41	<i>Finance Director Library Director</i>	0.00	\$ 57,019	\$ 5,739	\$ 5,969	\$ 6,209	\$ 6,457	\$ 6,715
42		0.00	\$ 6,006	\$ 6,247	\$ 6,496	\$ 6,756	\$ 7,027	\$ 7,307
43	<i>Fire Chief/Police Chief Public Works/Finance Director</i>	4.00	\$ 6,185	\$ 6,433	\$ 6,690	\$ 6,959	\$ 7,237	\$ 7,525
1	<i>Library Aide</i>	0.00	\$ 10.88					
2	<i>Lifeguards</i>	0.00	\$ 10.99	\$ 11.54	\$ 12.11	\$ 12.72	\$ 13.29	
3	<i>Library Clerk</i>	P/T	\$ 14.35					

Last updated 03/30/2020 COLA incr of 3.0% from 19-20

Exhibit "A" - Resolution No.



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Department Stats June 2020

Citations

Careless Driving	1
Driving Uninsured	21
Driving W/O Privileges	4
DWS-Violation	44
Fail Carry Proof Insurance	5
Failure to Display/Switch Plate	1
Failure to Drive w/in Lane	4
Failure to Register Vehicle	2
Failure to use Ignition Interlock Device	2
Failure to Use Seat Belt	1
Open Container	3
Operating MV Using Mob Com Dev	2
Pass in No Passing Zone	1
Violation of Posted Speed	24
Total	115

	<u>Citations</u>	<u>Warnings</u>	<u>Total</u>	<u>Average Warning</u>
Total	115	318	433	73%

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Person

Assault	4
Harassment	3
Reckless Endangering	1
Violation Restrain/No Contact	
Order	5
Total	13

Property

Criminal Mischief	4
Theft	15
Trespass	1
Unlawful Entry Motor Vehicle	1
Total	21

Society

Disorderly Conduct	1
Drugs	8
DUII	4
DWS - Misdemeanor	4
Fail to Carry and Present License	3
False Info to Police Officer	5
Felon Possession of Weapon	3
Interfere w/ Police Officer	2
Juvenile Probation Detainer	1
Parole/Probation Detainer	2
Reckless Driving	2
Warrant	11
Total	46

Total Crimes	80
Total Cleared Crimes	61
Cleared by Arrest	76%

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

COVID 19

Crime Stat Comparison June 2019 v 2020

	<u>Jun-19</u>	<u>Jun-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Person Crimes	22	13	-9	-40.91%
Property Crimes	9	21	12	133.33%
Society Crimes	56	46	-10	-17.86%
Total	87	80	-7	-8.05%

<u>Crime</u>	<u>Jun-19</u>	<u>Jun-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Suicide Calls	0	0	0	0.00%
Check Welfare	33	13	-20	-60.61%
Mental Health				
Calls	4	5	1	25.00%
Theft	5	15	10	200.00%
Drugs	7	8	1	14.29%
DUII	7	4	-3	-42.86%
Speed (avrg ovr mph)	17	24	7	41.18%
Speeding Tickets	15	24	9	60.00%

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Department Stats July 2020

Citations

Careless Driving	1
Driving Uninsured	33
Driving W/O Privileges	7
DWS-Violation	48
Fail Carry Proof Insurance	9
Failure to Carry Veh Reg	1
Failure to Drive w/in Lane	2
Failure to Obey Traffic Control Device	1
Failure to Register Vehicle	1
Failure to use Ignition Interlock Device	2
Failure to Use Seat Belt	1
Illegal Alteration/Display Plate	1
Improper Display of Sticker	8
Open Container	3
Operating W/O Req Light Equip	1
Pass in No Passing Zone	1
Violation of Posted Speed	31
Total	151
Average MPH over	23

	<u>Citations</u>	<u>Warnings</u>	<u>Total</u>	<u>Average Warning</u>
Total	151	389	540	72%

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Person

Assault	2
Harassment	4
Reckless Endangering	6
Violation Restrain/No Contact	
Order	2
Total	14

Property

Criminal Mischief	4
Fraud	2
Theft	5
Trespass	1
Total	12

Society

Drugs	7
DUII	5
DWS - Misdemeanor	7
Elude	3
Fail to Carry and Present License	6
Felon Possession of Weapon	1
Initiating False Police Report	2
Interfering w/ Making a Report	1
Reckless Driving	5
Resisting Arrest	2
Warrant	15
Total	54

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Total Crimes	80
Total Cleared Crimes	69
Cleared by Arrest	86%

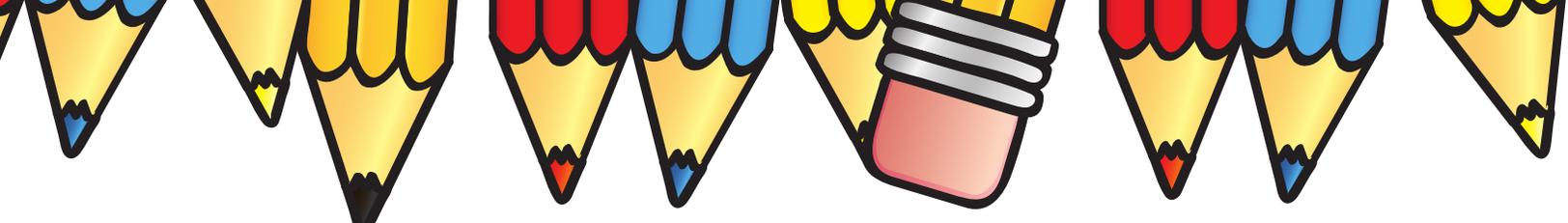
COVID 19

Crime Stat Comparison July 2019 v 2020

	<u>Jul-19</u>	<u>Jul-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Person Crimes	28	14	-14	-50.00%
Property Crimes	19	12	-7	-36.84%
Society Crimes	60	54	-6	-10.00%
Total	107	80	-27	-25.23%

<u>Crime</u>	<u>Jul-19</u>	<u>Jul-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Suicide Calls	0	0	0	0.00%
Check Welfare	28	15	-13	-46.43%
Mental Health Calls	1	1	0	0.00%
Theft	10	5	-5	-50.00%
Drugs	10	7	-3	-30.00%
DUII	5	5	0	0.00%
Speed (avrg ovr mph)	21	23	2	9.52%
Speeding Tickets	17	31	14	82.35%

Michael Pace • Chief of Police



**Toledo Police & City
SCHOOL SUPPLY DRIVE**

Now through August 31, 2020

We are hosting a school supply drive for Toledo students
You can **HELP!**

Drop off locations :

Toledo Police Dept
lobby
24/7

City Hall North Door
(NE 2nd Street)
Mon - Thurs
8:00 a.m. - 5:00 p.m.

Library
Mon - Thurs
8:00 a.m. - 5:00 p.m.

Supplies Needed:

Pencils
Crayons
Glue-sticks
Paper
Notebooks
Pencil
sharpeners
markers
colored pencils

Supply giveaway scheduled **Thursday, Sept 3, 2020**

For more details, visit the City website at <https://www.cityoftoledo.org/police/page/city-school-supply-drive>



Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 08/07/2020 - 10:00AM
 Batch: 00001.08.2020 - AP 6.30.2020 NRN



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Lincoln County Solid Waste Consortium									
lince	7/30/2020	850.55	0.00	08/07/2020				False	0
031-310-608100 Contract & Other Services					Solid waste payment				
Total:		850.55							
Lincoln County Solid Wast		850.55							
Oregon Cascades West Council of Governments									
cougo	7/31/2020	9,736.75	0.00	08/07/2020				False	0
FY20Q4GISTOLED					Planning services April-June 2020				
001-100-608100 Contract & Other Services									
FY20Q4GISTOLED Total:		9,736.75							
Oregon Cascades West Cou		9,736.75							
Power Collision Center									
powco	7/30/2020	2,677.98	0.00	08/07/2020				False	0
RO#10468					Repair F150, VIN # E64177				
013-135-600350 Vehicle Maint & Repair									
RO#10468 Total:		2,677.98							
Power Collision Center To		2,677.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Silke Communications, Inc.									
silco									
95126	5/22/2020	9,028.62	0.00	08/07/2020	Baber Mtn			False	0
001-400-608100 Contract & Other Services									
95126 Total:		9,028.62							
Silke Communications, Inc		9,028.62							
The Dyer Partnership									
dyepa									
26560	6/30/2020	14,875.93	0.00	08/07/2020	Arcadia St Improvement			False	0
043-430-608100 Contract & Other Services									
26560 Total:		14,875.93							
The Dyer Partnership Total		14,875.93							
Verizon Wireless									
verwi									
9858926966	7/27/2020	80.02	0.00	08/07/2020	Cell phones			False	0
001-500-600220 Communication Services									
9858926966	7/27/2020	619.53	0.00	08/07/2020	Cell phones			False	0
001-400-600220 Communication Services									
9858926966 Total:		699.55							
Verizon Wireless Total:		699.55							
Report Total:		37,869.38							

Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 08/07/2020 - 2:53PM
 Batch: 00002.08.2020 - AP 8.7.2020 NRN



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Allen's Lot Maint, LLC									
allo									
7127	7/31/2020	3,453.00	0.00	08/07/2020				False	0
011-110-608100 Contract & Other Services				Road sweeping / July 2020					
7127 Total:		3,453.00							
Allen's Lot Maint, LLC To		3,453.00							
AlSCO									
alSCO									
LPOR2532677	7/15/2020	57.03	0.00	08/07/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
LPOR2532677 Total:		57.03							
LPOR2536607	7/22/2020	32.95	0.00	08/07/2020				False	0
011-110-608100 Contract & Other Services				Laundry					
LPOR2536607 Total:		32.95							
LPOR2536610	7/22/2020	40.57	0.00	08/07/2020				False	0
012-120-608100 Contract & Other Services				Laundry					
LPOR2536610 Total:		40.57							
LPOR2536615	7/22/2020	57.03	0.00	08/07/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
LPOR2536615 Total:		57.03							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
LPOR2539772	7/29/2020	32.95	0.00	08/07/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
	LPOR2539772 Total:	32.95							
LPOR2539777	7/29/2020	57.03	0.00	08/07/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
	LPOR2539777 Total:	57.03							
	Also Total:	277.56							
Alsea Bay Power Products, Inc.									
alsba									
318278	7/21/2020	51.28	0.00	08/07/2020				False	0
001-650-600300 Equipment Maint & Repair				Parts for Equip #6046					
	318278 Total:	51.28							
	Alsea Bay Power Products	51.28							
Baker & Taylor, LLC									
bakta									
2035398906	8/3/2020	88.10	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	2035398906 Total:	88.10							
2035399767	8/4/2020	201.15	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	2035399767 Total:	201.15							
H49268290	8/4/2020	18.49	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49268290 Total:	18.49							
H49341780	8/5/2020	14.79	0.00	08/07/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-700-603500 Books & Materials				Library books/materials					
	H49341780 Total:	14.79							
	Baker & Taylor, LLC Total	322.53							
Best Pots, Inc. bespo									
A-411392	7/17/2020	40.00	0.00	08/07/2020				False	0
001-650-608100 Contract & Other Services				Portable unit - serviced					
	A-411392 Total:	40.00							
A-412121	7/30/2020	105.40	0.00	08/07/2020				False	0
001-650-608100 Contract & Other Services				Portable unit - rented					
	A-412121 Total:	105.40							
A-412184	7/30/2020	10.00	0.00	08/07/2020				False	0
001-650-608100 Contract & Other Services				Portable unit - serviced					
	A-412184 Total:	10.00							
A-412185	7/30/2020	40.00	0.00	08/07/2020				False	0
001-650-608100 Contract & Other Services				Portable unit - serviced					
	A-412185 Total:	40.00							
	Best Pots, Inc. Total:	195.40							
CIS Trust citco									
PO-TOL-I2020-00	5/18/2020	91,336.81	0.00	08/07/2020				False	0
001-900-601700 Insurance				2020/21 Renewal notice					
PO-TOL-I2020-00	5/18/2020	15,580.99	0.00	08/07/2020				False	0
011-110-601700 Insurance				2020/21 Renewal notice					
PO-TOL-I2020-00	5/18/2020	30,087.42	0.00	08/07/2020				False	0
012-120-601700 Insurance				2020/21 Renewal notice					
PO-TOL-I2020-00	5/18/2020	5,372.75	0.00	08/07/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
012-125-601700 Insurance PO-TOL-I2020-00	5/18/2020	42,982.03	0.00	2020/21 Renewal notice 08/07/2020				False	0
013-130-601700 Insurance PO-TOL-I2020-00	5/18/2020	4,942.94	0.00	2020/21 Renewal notice 08/07/2020				False	0
013-135-601700 Insurance				2020/21 Renewal notice					
PO-TOL-I2020-00 Total:		190,302.94							
CIS Trust Total:		190,302.94							
Consolidated Supply Co. conso S009862487.001	7/24/2020	929.57	0.00	08/07/2020				False	0
013-135-608000 Supplies				PVC Sewer pipes/gaskets/covers					
S009862487.001 Total:		929.57							
Consolidated Supply Co. T		929.57							
Creative Design & Engineering, Dennis Lowrey crede	7/22/2020	300.00	0.00	08/07/2020				False	0
001-900-603950 Abatement				3rd deck inspection					
Total:		300.00							
Creative Design & Enginee		300.00							
Daily Journal of Commerce daijo 744765026	7/17/2020	462.48	0.00	08/07/2020				False	0
041-410-620520 Systems 744765026	7/17/2020	115.62	0.00	08/07/2020	Arcadia/Spruce improvement Bid			False	0
042-420-600420 Systems Repair				Arcadia/Spruce improvement Bid					
744765026 Total:		578.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Daily Journal of Commerce	578.10							
DEMCO INC. demco 6821258	7/27/2020	56.51	0.00	08/07/2020				False	0
001-700-608000 Supplies				Library supplies					
	6821258 Total:	56.51							
	DEMCO INC. Total:	56.51							
Earth2o ear2o 006480	7/15/2020	27.99	0.00	08/07/2020				False	0
001-500-608100 Contract & Other Services				Water					
	006480 Total:	27.99							
038569	7/20/2020	26.49	0.00	08/07/2020				False	0
013-130-608100 Contract & Other Services				Water					
	038569 Total:	26.49							
	Earth2o Total:	54.48							
Gatehouse Eugene reggu	7/7/2020	624.00	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				1 year Renewal					
	Total:	624.00							
	Gatehouse Eugene Total:	624.00							

Greater Newport Chamber of Commerce

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
grene									
100339	7/24/2020	550.00	0.00	08/07/2020				False	0
001-100-600600 Travel & Training					Leadership Lincoln Program Tuition				
100339	7/24/2020	550.00	0.00	08/07/2020				False	0
001-900-603700 City Council					Leadership Lincoln Program Tuition				
	100339 Total:	1,100.00							
	Greater Newport Chamber	1,100.00							
Lincoln County Sheriff									
lincs									
MCS19-12	7/29/2020	1,082.00	0.00	08/07/2020				False	0
001-400-600220 Communication Services					Communication System Maintenance				
	MCS19-12 Total:	1,082.00							
	Lincoln County Sheriff Tot	1,082.00							
Lincoln County Solid Waste Consortium									
lince									
	8/5/2020	539.19	0.00	08/07/2020				False	0
031-310-608100 Contract & Other Services					Solid waste payment				
	Total:	539.19							
	Lincoln County Solid Wast	539.19							
Mark McKay Painting Service LLC									
markm									
197030	8/3/2020	5,000.00	0.00	08/07/2020				False	0
035-350-621700 Library					Paint job Library				
	197030 Total:	5,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Mark McKay Painting Serv	5,000.00							
Moonlight BPO LLC									
moobpo									
123496	7/31/2020	240.98	0.00	08/07/2020				False	0
	012-120-600150 Data Processing Support				UB statements for July 2020				
123496	7/31/2020	240.98	0.00	08/07/2020				False	0
	012-125-600150 Data Processing Support				UB statements for July 2020				
123496	7/31/2020	240.99	0.00	08/07/2020				False	0
	013-130-600150 Data Processing Support				UB statements for July 2020				
123496	7/31/2020	240.99	0.00	08/07/2020				False	0
	013-135-600150 Data Processing Support				UB statements for July 2020				
	123496 Total:	963.94							
	Moonlight BPO LLC Total	963.94							
News-Times									
newti									
	7/17/2020	363.38	0.00	08/07/2020				False	0
	011-110-620500 Equipment				Notice 49-17 Ad for Bids				
	Total:	363.38							
	News-Times Total:	363.38							
Northstar Chemical, Inc.									
norst									
172827	7/10/2020	2,590.00	0.00	08/07/2020				False	0
	013-130-608100 Contract & Other Services				WWTP Sodium Hypochlorite				
	172827 Total:	2,590.00							
	Northstar Chemical, Inc. T	2,590.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
NW Natural Gas Co. nwnat									
	7/17/2020	15.99	0.00	08/07/2020				False	0
001-100-600240 Natural Gas				City Hall					
	7/17/2020	89.97	0.00	08/07/2020				False	0
001-500-600240 Natural Gas				Fire Dept					
	7/17/2020	34.14	0.00	08/07/2020				False	0
001-400-600240 Natural Gas				Police Dept					
		<hr/>							
Total:		140.10							
		<hr/>							
NW Natural Gas Co. Total:		140.10							
		<hr/>							
Ocean Tire Factory oceti									
IN00028670	7/21/2020	48.00	0.00	08/07/2020				False	0
001-400-601500 Gas, Oil & Tires				E262521 Oil change					
		<hr/>							
IN00028670 Total:		48.00							
		<hr/>							
Ocean Tire Factory Total:		48.00							
		<hr/>							
Or Coast Children's Theatre occt									
970602	7/25/2020	782.68	0.00	08/07/2020				False	0
035-350-621000 City Hall				City Mural Restoration					
		<hr/>							
970602 Total:		782.68							
		<hr/>							
Or Coast Children's Theatr		782.68							
		<hr/>							
Pixis Labs colfo									
2007264	7/29/2020	845.00	0.00	08/07/2020				False	0
013-130-608000 Supplies				Labs					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2007264 Total:	845.00							
	Pixis Labs Total:	845.00							
RAIN									
rain									
2020-000077	7/17/2020	662.62	0.00	08/07/2020				False	0
001-400-608100 Contract & Other Services				PD Membership Fee 20/21					
	2020-000077 Total:	662.62							
	RAIN Total:	662.62							
Recorded Books Inc									
recbo									
76600433	1/27/2020	126.00	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	76600433 Total:	126.00							
76602436	1/27/2020	209.80	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	76602436 Total:	209.80							
76611853	2/14/2020	35.99	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	76611853 Total:	35.99							
76661118	6/18/2020	161.99	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	76661118 Total:	161.99							
76663714	6/18/2020	126.00	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Library books/materials					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	76663714 Total:	126.00							
76681981	8/3/2020	31.49	0.00	08/07/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	76681981 Total:	31.49							
	Recorded Books Inc Total:	691.27							
Road & Driveway Co., Inc. roadr									
0027765-IN	7/14/2020	307.74	0.00	08/07/2020				False	0
011-110-608000	Supplies			Asphalt "C" Mix					
	0027765-IN Total:	307.74							
	Road & Driveway Co., Inc	307.74							
Saavedra, Ricardo saari									
	7/21/2020	78.51	0.00	08/07/2020				False	0
012-120-608000	Supplies			Expense reimbursement					
	Total:	78.51							
	Saavedra, Ricardo Total:	78.51							
Springbrook Software LLC sps0f									
	4/24/2020	4,861.00	0.00	08/07/2020				False	0
001-900-600150	Data Processing Support			Finance Suite / July 2020-June 2021					
	4/24/2020	1,013.50	0.00	08/07/2020				False	0
012-125-600150	Data Processing Support			Payroll / July 2020-June 2021					
	4/24/2020	1,013.50	0.00	08/07/2020				False	0
013-135-600150	Data Processing Support			Utility Billing / July 2020-June 2021					
	4/24/2020	434.50	0.00	08/07/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
013-135-600150 Data Processing Support	4/24/2020	434.50	0.00	08/07/2020	CIVIC Pay online / July 2020-June 2021			False	0
012-125-600150 Data Processing Support					CIVIC Pay online / July 2020-June 2021				
Total:		7,757.00							
Springbrook Software LLC		7,757.00							
Sternhagen, Heidi stehe	7/30/2020	1,000.00	0.00	08/07/2020	Judge contract / Court July 2020			False	0
001-800-608100 Contract & Other Services									
Total:		1,000.00							
Sternhagen, Heidi Total:		1,000.00							
TCB Security Services, Inc. tcbse	7/31/2020	3,652.32	0.00	08/07/2020	Code Enforcement officer / July 2020			False	0
229818									
001-400-607000 Abatement Program									
229818 Total:		3,652.32							
TCB Security Services, Inc		3,652.32							
THYSSENKRUPP ELEVATOR CORP thykr	8/6/2020	772.00	0.00	08/07/2020	Quote: 2020-2-927236			False	0
ACIA-1QU6RIB									
001-650-600400 Facility Needs									
ACIA-1QU6RIB Total:		772.00							
THYSSENKRUPP ELEVA		772.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
TMG Services, Inc. tmgse 0045428-IN 012-120-608000 Supplies	7/28/2020	3,301.30	0.00	08/07/2020	WTP supplies			False	0
	0045428-IN Total:	3,301.30							
	TMG Services, Inc. Total:	3,301.30							
Toledo Car Clinic LLC TCC RO 2488 001-500-600350 Vehicle Maint & Repair	7/15/2020	578.50	0.00	08/07/2020	FD VIN#C36999 Front winch & bumper			False	0
	RO 2488 Total:	578.50							
	Toledo Car Clinic LLC Tot	578.50							
Traffic Safety Supply Co. trasa INV027992 011-110-608000 Supplies	7/1/2020	588.10	0.00	08/07/2020	Anchors/sleeves			False	0
	INV027992 Total:	588.10							
	Traffic Safety Supply Co. T	588.10							
Tyler Technologies, Inc. tylte 025-302773 001-800-608100 Contract & Other Services	6/30/2020	2,100.00	0.00	08/07/2020	Maint contr INCODE court system			False	0
	025-302773 Total:	2,100.00							
	Tyler Technologies, Inc. To	2,100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Wall Street Journal walst	8/6/2020	539.88	0.00	08/07/2020				False	0
001-700-603500 Books & Materials				Renewal for Library / 20-21					
Total:		539.88							
Wall Street Journal Total:		539.88							
Waxie Sanitary Supply waxsa									
79334236	7/22/2020	97.48	0.00	08/07/2020				False	0
001-650-608050 Janitorial Supplies				Janitorial supplies					
79334236 Total:		97.48							
79334238	7/22/2020	72.06	0.00	08/07/2020				False	0
001-650-608050 Janitorial Supplies				Janitorial supplies					
79334238 Total:		72.06							
79334240	7/22/2020	120.78	0.00	08/07/2020				False	0
001-650-608050 Janitorial Supplies				Janitorial supplies					
79334240 Total:		120.78							
Waxie Sanitary Supply Tot		290.32							
Yaquina Boat Equipment yaqbo									
38611	7/15/2020	51.60	0.00	08/07/2020				False	0
011-110-600300 Equipment Repair				B7 national course thread					
38611 Total:		51.60							
Yaquina Boat Equipment T		51.60							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:

=====
232,970.82
=====

Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 08/11/2020 - 3:15PM
 Batch: 00003.08.2020 - AP 8.11.2020 NRN



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Bureau of Labor & Industries									
burla									
	8/5/2020	267.32	0.00	08/11/2020				False	0
011-110-620520 Systems					Prevailing wage rate unit				
	8/5/2020	267.32	0.00	08/11/2020				False	0
042-420-600420 Systems Repair					Prevailing wage rate unit				
	8/5/2020	267.32	0.00	08/11/2020				False	0
041-410-620520 Systems					Prevailing wage rate unit				
		<hr/>							
Total:		801.96							
		<hr/>							
Bureau of Labor & Industr		801.96							
CORPORATE PAYMENT SYSTEMS									
corpa									
	6/29/2020	12.24	0.00	08/11/2020				False	0
001-700-603500 Books & Materials					Amazon #113-6494888-5493037				
	7/1/2020	57.19	0.00	08/11/2020				False	0
001-700-600100 Office Supplies					Staples #7308942635				
	7/2/2020	129.98	0.00	08/11/2020				False	0
001-700-600100 Office Supplies					Amazon #113-2314375-525200				
	7/8/2020	19.63	0.00	08/11/2020				False	0
001-700-603500 Books & Materials					Amazon #113-6494888-5493037				
	7/10/2020	264.83	0.00	08/11/2020				False	0
001-700-603500 Books & Materials					Amazon #113-8630569-0677816				
	7/13/2020	1.00	0.00	08/11/2020				False	0
001-700-603500 Books & Materials					Amazon #113-8630569-0677816				
	7/13/2020	9.95	0.00	08/11/2020				False	0
001-700-603500 Books & Materials					Amazon #113-5344793-3508206				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-700-607500 Special Purchases	7/13/2020	79.88	0.00	08/11/2020				False	0
				Fred Meyers					
001-700-607500 Special Purchases	7/14/2020	59.90	0.00	08/11/2020				False	0
				Fred Meyers					
045-450-603500 Books & Materials	7/20/2020	126.47	0.00	08/11/2020				False	0
				Amazon #113-3129371-2097016					
001-700-603500 Books & Materials	7/20/2020	45.62	0.00	08/11/2020				False	0
				Amazon #113-3129371-2097016					
001-700-600100 Office Supplies	7/21/2020	17.99	0.00	08/11/2020				False	0
				Stamps.com / postage					
045-450-603500 Books & Materials	7/21/2020	59.95	0.00	08/11/2020				False	0
				Amazon #113-6448922-5271451					
001-700-603500 Books & Materials	7/23/2020	17.94	0.00	08/11/2020				False	0
				Amazon #113-6448922-5271451					
001-700-603500 Books & Materials	6/30/2020	-26.55	0.00	08/11/2020				False	0
				Amazon #113-8547620-5077037 / item out of stock / refunc					
001-700-603500 Books & Materials	6/25/2020	1,500.00	0.00	08/11/2020				False	0
036-360-621800 Fire Department Equipment					Brigade Elec. / Camera Install 4151				
	7/8/2020	10.81	0.00	08/11/2020				False	0
001-500-600100 Office Supplies					Amazon - Dry erase markers				
	7/10/2020	8.99	0.00	08/11/2020				False	0
001-500-608000 Supplies					Amazon - Pressure activated lancets				
	7/17/2020	14.99	0.00	08/11/2020				False	0
001-500-608100 Contract & Other Services					Zoom - video conferencing				
	7/17/2020	9.68	0.00	08/11/2020				False	0
001-500-600600 Travel & Training					Towne Pump - propane for training				
	7/22/2020	83.60	0.00	08/11/2020				False	0
001-500-608100 Contract & Other Services					Muggly's - lunch for interview panel				
	7/26/2020	32.45	0.00	08/11/2020				False	0
001-500-600100 Office Supplies					Amazon - office supplies				
	7/6/2020	11.00	0.00	08/11/2020				False	0
001-400-600600 Travel & Training					Local Boyz - Officer Bare training				
	7/7/2020	7.50	0.00	08/11/2020				False	0
001-400-600600 Travel & Training					LaRockita - Officer Bare Training				
	7/20/2020	3.94	0.00	08/11/2020				False	0
001-400-608000 Supplies					Walmart - mirror adhesive				
	7/15/2020	57.98	0.00	08/11/2020				False	0
001-400-608000 Supplies					Amazon - supplies				
	7/7/2020	103.75	0.00	08/11/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-400-600100 Office Supplies	7/16/2020	66.56	0.00	08/11/2020	Amazon - office supplies			False	0
001-400-608000 Supplies	7/8/2020	81.74	0.00	08/11/2020	Amazon - evidence supplies			False	0
001-400-608000 Supplies	7/14/2020	58.02	0.00	08/11/2020	Amazon - flags and phone chargers			False	0
001-400-608000 Supplies	7/23/2020	200.00	0.00	08/11/2020	Smart Foods - office supplies			False	0
001-400-600600 Travel & Training	7/24/2020	190.00	0.00	08/11/2020	IACP - Virtual conference			False	0
001-400-600700 Membership & Subscriptions	7/16/2020	159.80	0.00	08/11/2020	IACP - Pace membership			False	0
001-400-608000 Supplies	7/22/2020	550.00	0.00	08/11/2020	Safe tech - gun supplies			False	0
001-400-600600 Travel & Training	7/13/2020	60.00	0.00	08/11/2020	NPT Chamber - Cassie leadership training			False	0
001-400-608000 Supplies	7/6/2020	131.31	0.00	08/11/2020	True Cut engraving - emp of yr plaques			False	0
001-400-608000 Supplies	7/2/2020	29.00	0.00	08/11/2020	Evident - evidence supplies			False	0
001-900-603700 City Council	7/1/2020	119.00	0.00	08/11/2020	OMA Virtual Summer conference registration (Mayor)			False	0
001-100-607500 Special Purchases	7/6/2020	54.99	0.00	08/11/2020	Oregon BOLI posters			False	0
001-100-600600 Travel & Training	7/6/2020	173.44	0.00	08/11/2020	Zoom virtual meeting conference app-subscription			False	0
001-100-600600 Travel & Training	7/22/2020	68.73	0.00	08/11/2020	Gaylord Archival			False	0
001-100-600600 Travel & Training	6/27/2020	575.00	0.00	08/11/2020	APWA - Book 'Public Finance primer for PW'			False	0
013-130-600600 Travel & Training	6/29/2020	83.89	0.00	08/11/2020	BMI training class			False	0
012-120-608000 Supplies	7/6/2020	315.00	0.00	08/11/2020	Office Depot / supplies			False	0
013-130-600600 Travel & Training	7/7/2020	170.00	0.00	08/11/2020	Pay pal OAWU Conference			False	0
012-120-600300 Equipment Maint & Repair	7/11/2020	733.42	0.00	08/11/2020	Davis Instruments - repair charge			False	0
013-130-600600 Travel & Training					Four Points Hotel				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	7/6/2020	27.28	0.00	08/11/2020				False	0
001-400-608100 Contract & Other Services				UPS - PD shipping Inv #R260					
	7/6/2020	17.30	0.00	08/11/2020				False	0
013-130-608000 Supplies				UPS Newport - WWTP shipping					
	7/8/2020	59.80	0.00	08/11/2020				False	0
001-100-600100 Office Supplies				Staples - office supplies					
	7/8/2020	96.09	0.00	08/11/2020				False	0
001-100-600100 Office Supplies				Staples - office supplies					
	7/8/2020	41.99	0.00	08/11/2020				False	0
001-900-608000 Supplies				Costco - coffee supplies CH					
	7/8/2020	41.99	0.00	08/11/2020				False	0
001-650-608000 Supplies				Costco - coffee supplies CH					
	7/13/2020	96.92	0.00	08/11/2020				False	0
001-100-600100 Office Supplies				Amazon - office supplies					
	7/13/2020	16.56	0.00	08/11/2020				False	0
001-400-608100 Contract & Other Services				UPS - PD shipping Inv #R270					
	7/20/2020	16.56	0.00	08/11/2020				False	0
001-400-608100 Contract & Other Services				UPS - PD shipping Inv #R280					
	7/17/2020	19.98	0.00	08/11/2020				False	0
001-900-600150 Data Processing Support				Crashplan - offsite backup monthly fee					
		<hr/>							
Total:		6,975.08							
		<hr/>							
CORPORATE PAYMENT		6,975.08							
		<hr/>							
Report Total:		7,777.04							
		<hr/>							

Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 08/14/2020 - 10:17AM
 Batch: 00005.08.2020 - AP 8.14.2020 NRN



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Alan Brown Tire Center									
alabr									
72600237336	7/16/2020	2,831.76	0.00	08/14/2020				False	0
013-130-601500 Gas, Oil & Tires				WWTP #E250550 / tires					
72600237336 Total:		2,831.76							
72600239340	8/10/2020	75.33	0.00	08/14/2020				False	0
011-110-601500 Gas, Oil & Tires				backhoe tires #2001					
72600239340	8/10/2020	75.33	0.00	08/14/2020				False	0
012-125-601500 Gas, Oil & Tires				backhoe tires #2001					
72600239340	8/10/2020	75.32	0.00	08/14/2020				False	0
013-135-601500 Gas, Oil & Tires				backhoe tires #2001					
72600239340 Total:		225.98							
Alan Brown Tire Center To		3,057.74							
All-Ways Painting									
allwa									
	8/10/2020	5,070.00	0.00	08/14/2020				False	0
035-350-621000 City Hall				Down payment / CIP project					
Total:		5,070.00							
All-Ways Painting Total:		5,070.00							

Alsco

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
alsco									
LPOR2532673	7/15/2020	32.95	0.00	08/14/2020				False	0
011-110-608000 Supplies				Laundry					
	LPOR2532673 Total:	32.95							
LPOR2542884									
LPOR2542884	8/5/2020	34.90	0.00	08/14/2020				False	0
013-135-608100 Contract & Other Services				Laundry					
	LPOR2542884 Total:	34.90							
LPOR2542887									
LPOR2542887	8/5/2020	40.57	0.00	08/14/2020				False	0
012-120-608100 Contract & Other Services				Laundry					
	LPOR2542887 Total:	40.57							
LPOR2542893									
LPOR2542893	8/5/2020	57.03	0.00	08/14/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
	LPOR2542893 Total:	57.03							
	Alsco Total:	165.45							
Analytical Lab & Consultants									
anala									
129725	7/31/2020	1,480.00	0.00	08/14/2020				False	0
012-120-608100 Contract & Other Services				Labs					
	129725 Total:	1,480.00							
	Analytical Lab & Consulta	1,480.00							
Baker & Taylor, LLC									
bakta									
2035410486	8/8/2020	286.40	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	2035410486 Total:	286.40							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
H49365110	8/6/2020	29.59	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49365110 Total:	29.59							
H49398930	8/7/2020	29.59	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49398930 Total:	29.59							
H49440980	8/11/2020	18.49	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49440980 Total:	18.49							
H49440981	8/11/2020	33.29	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49440981 Total:	33.29							
	Baker & Taylor, LLC Total	397.36							
Barrelhead Supply, Inc. barsu									
291982	8/7/2020	215.60	0.00	08/14/2020				False	0
011-110-608000 Supplies				Concrete #0400					
	291982 Total:	215.60							
	Barrelhead Supply, Inc. To	215.60							
Brecik, Shannon bresh									
	7/29/2020	99.19	0.00	08/14/2020				False	0
001-500-600600 Travel & Training				Sheetrock for training					
	Total:	99.19							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Brecik, Shannon Total:		99.19							
Carson Oil Co									
caroi									
CP-00267753	7/31/2020	462.75	0.00	08/14/2020				False	0
001-500-601500 Gas, Oil & Tires				Fuel / FD					
CP-00267753 Total:		462.75							
CP-00267754	7/31/2020	200.66	0.00	08/14/2020				False	0
012-120-601500 Gas, Oil & Tires				Fuel / WTP					
CP-00267754	7/31/2020	456.65	0.00	08/14/2020				False	0
013-130-601500 Gas, Oil & Tires				Fuel / WWTP					
CP-00267754	7/31/2020	423.89	0.00	08/14/2020				False	0
011-110-601500 Gas, Oil & Tires				Fuel / PW					
CP-00267754	7/31/2020	423.89	0.00	08/14/2020				False	0
012-125-601500 Gas, Oil & Tires				Fuel / PW					
CP-00267754	7/31/2020	423.89	0.00	08/14/2020				False	0
013-135-601500 Gas, Oil & Tires				Fuel / PW					
CP-00267754	7/31/2020	423.89	0.00	08/14/2020				False	0
001-650-601500 Gas, Oil & Tires				Fuel / PW					
CP-00267754 Total:		2,352.87							
Carson Oil Co Total:		2,815.62							
Cascade Centers									
casce									
101067	7/1/2020	43.70	0.00	08/14/2020				False	0
001-700-504800 Health Insurance				EAP- Library Volunteers					
101067	7/1/2020	2.30	0.00	08/14/2020				False	0
001-400-504800 Health Insurance				EAP- Police Reserves					
101067	7/1/2020	92.00	0.00	08/14/2020				False	0
001-400-504800 Health Insurance				EAP- FD Volunteers					
101067 Total:		138.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Cascade Centers Total:		138.00							
Central Lincoln PUD									
cenli									
	8/7/2020	943.38	0.00	08/14/2020				False	0
001-400-600210	Electricity			Electric bill					
	8/7/2020	355.23	0.00	08/14/2020				False	0
011-110-600210	Electricity			Electric bill					
	8/7/2020	666.09	0.00	08/14/2020				False	0
012-125-600210	Electricity			Electric bill					
	8/7/2020	2,096.07	0.00	08/14/2020				False	0
013-135-600210	Electricity			Electric bill					
	8/7/2020	3,029.80	0.00	08/14/2020				False	0
013-130-600210	Electricity			Electric bill					
	8/7/2020	414.23	0.00	08/14/2020				False	0
001-100-600210	Electricity			Electric bill					
	8/7/2020	546.11	0.00	08/14/2020				False	0
001-500-600210	Electricity			Electric bill					
	8/7/2020	119.93	0.00	08/14/2020				False	0
001-650-600210	Electricity			Electric bill					
	8/7/2020	625.91	0.00	08/14/2020				False	0
001-700-600210	Electricity			Electric bill					
	8/7/2020	11,375.64	0.00	08/14/2020				False	0
001-900-604400	Street Lights			Electric bill					
	8/7/2020	4,082.96	0.00	08/14/2020				False	0
012-120-600210	Electricity			Electric bill					
Total:		24,255.35							
Central Lincoln PUD Total		24,255.35							
Civil West Engineering									
civwe									
2902.046.002	8/3/2020	1,822.00	0.00	08/14/2020				False	0
041-410-608100	Contract & Other Services			Mill Creek Dam					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2902.046.002 Total:	1,822.00							
2902-001.06-18	8/3/2020	871.50	0.00	08/14/2020				False	0
041-410-608100	Contract & Other Services			Mill Creek Dam / overflow capacity					
	2902-001.06-18 Total:	871.50							
	Civil West Engineering Tot	2,693.50							
Country Media, Inc. coume									
	7/31/2020	570.00	0.00	08/14/2020				False	0
001-100-600230	Advertising & Notices			Advertising					
	Total:	570.00							
	Country Media, Inc. Total:	570.00							
CTX Business Solutions Inc. ctxco									
IN2377800	8/3/2020	81.32	0.00	08/14/2020				False	0
001-100-600300	Equipment Maint & Repair			copies					
	IN2377800 Total:	81.32							
IN2382198	8/6/2020	115.79	0.00	08/14/2020				False	0
001-100-600100	Office Supplies			Printers / CH					
IN2382198	8/6/2020	44.11	0.00	08/14/2020				False	0
001-400-600300	Equipment Maint & Repair			Printers / PD					
IN2382198	8/6/2020	44.11	0.00	08/14/2020				False	0
001-700-600100	Office Supplies			Printers / Library					
IN2382198	8/6/2020	27.57	0.00	08/14/2020				False	0
001-500-608100	Contract & Other Services			Printers / FD					
IN2382198	8/6/2020	27.57	0.00	08/14/2020				False	0
012-120-608100	Contract & Other Services			Printers / WTP					
IN2382198	8/6/2020	27.57	0.00	08/14/2020				False	0
013-130-608100	Contract & Other Services			Printers / WWTP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
IN2382198	8/6/2020	9.19	0.00	08/14/2020				False	0
011-110-600100 Office Supplies				Printers / PW					
IN2382198	8/6/2020	9.19	0.00	08/14/2020				False	0
012-125-600100 Office Supplies				Printers / PW					
IN2382198	8/6/2020	9.19	0.00	08/14/2020				False	0
013-135-600100 Office Supplies				Printers / PW					
IN2382198	8/6/2020	9.19	0.00	08/14/2020				False	0
012-120-600100 Office Supplies				Printers / PW					
IN2382198	8/6/2020	9.19	0.00	08/14/2020				False	0
013-130-600100 Office Supplies				Printers / PW					
IN2382198	8/6/2020	9.19	0.00	08/14/2020				False	0
001-650-600100 Office Supplies				Printers / PW					
IN2382198 Total:		341.86							
CTX Business Solutions In		423.18							
Department of Admin Services									
das									
ARQ22078	7/31/2020	500.00	0.00	08/14/2020				False	0
001-900-600700 Membership & Subscription				ORCPP Membership FY 2020-21					
ARQ22078 Total:		500.00							
Department of Admin Serv		500.00							
Department of Administrative Services									
DASS									
ARK45302	8/6/2020	100.00	0.00	08/14/2020				False	0
001-500-600600 Travel & Training				Freight					
ARK45302 Total:		100.00							
Department of Administrat		100.00							

Do It Best Hardware

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
doitb									
	7/30/2020	15.79	0.00	08/14/2020				False	0
001-650-600400 Facility Needs				Library					
	7/30/2020	5.68	0.00	08/14/2020				False	0
001-650-608000 Supplies				rubber washer/cable ties					
	7/30/2020	4.99	0.00	08/14/2020				False	0
001-400-608000 Supplies				5 gal pail					
	7/30/2020	88.41	0.00	08/14/2020				False	0
012-120-608000 Supplies				faucet w/ elbow & adapter, union, ajax, cleaners, safety glas					
	7/30/2020	25.96	0.00	08/14/2020				False	0
012-125-608000 Supplies				6V lantern battery					
	7/30/2020	31.98	0.00	08/14/2020				False	0
001-650-608000 Supplies				4 pk ratchet / key					
	7/30/2020	6.49	0.00	08/14/2020				False	0
001-500-600350 Vehicle Maint & Repair				20 oz Flomix epoxy					
		<u>179.30</u>							
Total:		179.30							
		<u>179.30</u>							
Do It Best Hardware Total:		179.30							
Earth2o									
EAR2O									
137239	7/31/2020	9.00	0.00	08/14/2020				False	0
013-130-600400 Facility Needs				Water					
		<u>9.00</u>							
137239 Total:		9.00							
		<u>9.00</u>							
Earth2o Total:		9.00							
Ferguson #3011 Waterworks									
feren									
0900546	7/31/2020	152.94	0.00	08/14/2020				False	0
012-125-608000 Supplies				drill bit					
		<u>152.94</u>							
0900546 Total:		152.94							
0903555	7/31/2020	1,394.03	0.00	08/14/2020				False	0
012-125-608000 Supplies				meter boxes					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	0903555 Total:	1,394.03							
	Ferguson #3011 Waterwork	1,546.97							
HR Answers, Inc. hrans 44471	8/7/2020	90.00	0.00	08/14/2020				False	0
	001-100-608100 Contract & Other Services			Contract services July 2020					
	44471 Total:	90.00							
	HR Answers, Inc. Total:	90.00							
JC Market jcmar	8/4/2020	19.72	0.00	08/14/2020				False	0
	013-130-608000 Supplies			vinegar, salt, dish soap					
	8/4/2020	32.83	0.00	08/14/2020				False	0
	001-400-608000 Supplies			ziploc freezer bags					
	8/4/2020	17.72	0.00	08/14/2020				False	0
	001-500-600300 Equipment Maint & Repair			UPS package					
	Total:	70.27							
	JC Market Total:	70.27							
John Deere Financial johde	7/16/2020	395.97	0.00	08/14/2020				False	0
	001-650-600300 Equipment Maint & Repair			Mower parts					
	Total:	395.97							
	John Deere Financial Total	395.97							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Lane Council of Governments									
lcog									
FY21DUES81	6/12/2020	615.00	0.00	08/14/2020				False	0
001-900-600700	Membership & Subscription			Annual Membership (LGPI) FY 2020-21					
	FY21DUES81 Total:	615.00							
	Lane Council of Governme	615.00							
League of Oregon Cities									
leor									
	8/4/2020	60.00	0.00	08/14/2020				False	0
001-100-600600	Travel & Training			LOC 95th Annual Conf - Judy Richter					
	7/20/2020	30.00	0.00	08/14/2020				False	0
012-120-600600	Travel & Training			LOC 95th Annual Conference / Bill Zuspan					
	7/20/2020	30.00	0.00	08/14/2020				False	0
013-130-600600	Travel & Training			LOC 95th Annual Conference / Bill Zuspan					
	7/20/2020	60.00	0.00	08/14/2020				False	0
001-400-600600	Travel & Training			LOC 95th Annual Conference / Mike Pace					
	7/20/2020	60.00	0.00	08/14/2020				False	0
001-100-600600	Travel & Training			LOC 95th Annual Conference / Lisa Figueroa					
	7/20/2020	120.00	0.00	08/14/2020				False	0
001-900-603700	City Council			LOC 95th Annual conference / Council training					
	Total:	360.00							
2020-200389	7/1/2020	3,074.69	0.00	08/14/2020				False	0
001-900-600700	Membership & Subscription			Membership dues FY 2020-21					
	2020-200389 Total:	3,074.69							
	League of Oregon Cities To	3,434.69							
LINCOLN CITY SPORTING GOODS									
LINCCI									
	8/5/2020	285.00	0.00	08/14/2020				False	0
001-400-600600	Travel & Training			ammo					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Total:	285.00							
	LINCOLN CITY SPORTIN	285.00							
Lincoln County Fleet Services									
43681	7/23/2020	1,512.24	0.00	08/14/2020	001-500-600350 Vehicle Maint & Repair			False	0
					FD #4111 repair				
	43681 Total:	1,512.24							
	Lincoln County Fleet Servi	1,512.24							
Municipal Code Corp.									
00345790	7/7/2020	350.00	0.00	08/14/2020	001-900-608100 Contract & Other Services			False	0
					Annual service Munidocs website FY2020-21				
	00345790 Total:	350.00							
	Municipal Code Corp. Tota	350.00							
National Geographic									
	7/23/2020	23.90	0.00	08/14/2020	001-700-603500 Books & Materials			False	0
					subscription				
	Total:	23.90							
	National Geographic Total:	23.90							
Net Assets									
85-202007	8/3/2020	121.00	0.00	08/14/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-900-608100 Contract & Other Services				Lien searches					
	85-202007 Total:	121.00							
	Net Assets Total:	121.00							
Newport Plumbing, Inc. newpl 441730	8/5/2020	275.00	0.00	08/14/2020				False	0
001-650-600400 Facility Needs				FD kitchen faucet					
	441730 Total:	275.00							
	Newport Plumbing, Inc. To	275.00							
Newport Rental Service newre 114928	6/18/2020	2.49	0.00	08/14/2020				False	0
001-650-600400 Facility Needs				ring clip / \$.50 FC on statement					
	114928 Total:	2.49							
	Newport Rental Service To	2.49							
North Central Laboratories norcl 441947	7/21/2020	325.58	0.00	08/14/2020				False	0
013-130-608000 Supplies				WWTP labs					
	441947 Total:	325.58							
	North Central Laboratories	325.58							
One Call Concepts, Inc. oneca									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
0070498	7/31/2020	14.40	0.00	08/14/2020				False	0
012-125-608100 Contract & Other Services				24 tickets					
0070498	7/31/2020	14.40	0.00	08/14/2020				False	0
013-135-608100 Contract & Other Services				24 tickets					
0070498 Total:		28.80							
One Call Concepts, Inc. To		28.80							
Osterlund, Atty P.C., Paul ostpa	7/31/2020	3,000.00	0.00	08/14/2020				False	0
001-100-608100 Contract & Other Services				Contract Attorney services July 2020					
Total:		3,000.00							
Osterlund, Atty P.C., Paul		3,000.00							
Pixis Labs colfo	8/6/2020	460.00	0.00	08/14/2020				False	0
2007591				Comp Sludge profile					
013-130-608000 Supplies									
2007591 Total:		460.00							
Pixis Labs Total:		460.00							
Rachael Maddox-Hughes seqco	8/6/2020	2,781.25	0.00	08/14/2020				False	0
2				COVID Response/Recovery					
001-100-608100 Contract & Other Services									
2 Total:		2,781.25							
Rachael Maddox-Hughes T		2,781.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Recorded Books Inc									
recbo									
76689065	8/11/2020	148.49	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books & materials					
	76689065 Total:	148.49							
76689725	8/6/2020	19.99	0.00	08/14/2020				False	0
001-700-603500 Books & Materials				Library books & materials					
	76689725 Total:	19.99							
	Recorded Books Inc Total:	168.48							
Samaritan Occupational Medicin									
samoc									
2596	8/2/2020	36.00	0.00	08/14/2020				False	0
001-500-608100 Contract & Other Services				drug screen					
	2596 Total:	36.00							
	Samaritan Occupational M	36.00							
Sherwin-Williams									
shewi									
0680-0	6/4/2020	113.45	0.00	08/14/2020				False	0
011-110-608000 Supplies				Paint					
	0680-0 Total:	113.45							
2469-6	7/23/2020	-17.00	0.00	08/14/2020				False	0
001-650-608000 Supplies				Credit to be applied					
	2469-6 Total:	-17.00							
	Sherwin-Williams Total:	96.45							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Spang, James jaspa	7/27/2020	69.38	0.00	08/14/2020				False	0
013-130-600600 Travel & Training				Reimbursement / Meals during training					
	Total:	69.38							
	Spang, James Total:	69.38							
The Dyer Partnership dyepa	7/31/2020	600.00	0.00	08/14/2020				False	0
26632				NE 5th / NE Alder St. water line improvements					
041-410-620520 Systems									
	26632 Total:	600.00							
26633	7/31/2020	9,592.50	0.00	08/14/2020				False	0
011-110-620520 Systems				Arcadia St. project					
	26633 Total:	9,592.50							
26634	7/31/2020	3,420.00	0.00	08/14/2020				False	0
041-410-620520 Systems				NE 5th / NE Alder St. water line improvement					
	26634 Total:	3,420.00							
	The Dyer Partnership Total	13,612.50							
Toledo Ace Hardware tolac	7/31/2020	29.94	0.00	08/14/2020				False	0
001-650-600400 Facility Needs				roller tray, 2 pk rollers, wheel cut off dremel					
	7/31/2020	122.41	0.00	08/14/2020				False	0
001-650-608000 Supplies				filter, hardware, sealant, tape, knife, wash/wax, lawn/garden					
	7/31/2020	7.99	0.00	08/14/2020				False	0
001-400-608000 Supplies				gorilla tape					
	7/31/2020	91.03	0.00	08/14/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
011-110-608000 Supplies	7/31/2020	380.44	0.00	08/14/2020	water can, paint, battery, cap screw, lockwashers, car wash			False	0
012-120-608000 Supplies	7/31/2020	55.18	0.00	08/14/2020	hot water tank, surge protector, adapters, teflon paste, pads			False	0
012-125-608000 Supplies	7/31/2020	33.31	0.00	08/14/2020	tools, adapters, coupling, tape (water parts)			False	0
013-130-600400 Facility Needs	7/31/2020	4.77	0.00	08/14/2020	WWTP, paint brushes, foam rollers, mixer paint, ruststop			False	0
013-130-608000 Supplies	7/31/2020	19.41	0.00	08/14/2020	private property / keep out sign			False	0
011-110-600300 Equipment Repair					ruststop white, hardware, misc				
	Total:	744.48							
	Toledo Ace Hardware Tota	744.48							
Toledo Auto Parts									
tolau									
226546	7/1/2020	46.99	0.00	08/14/2020	shop supplies			False	0
001-650-600300 Equipment Maint & Repair									
	226546 Total:	46.99							
226876	7/8/2020	122.95	0.00	08/14/2020	shop supplies			False	0
001-650-600300 Equipment Maint & Repair									
	226876 Total:	122.95							
226930	7/9/2020	73.49	0.00	08/14/2020	shop supplies			False	0
001-650-608000 Supplies									
	226930 Total:	73.49							
226997	7/10/2020	83.99	0.00	08/14/2020	shop supplies			False	0
011-110-600300 Equipment Repair									
	226997 Total:	83.99							
227266	7/15/2020	48.69	0.00	08/14/2020	shop supplies			False	0
001-650-600300 Equipment Maint & Repair									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	227266 Total:	48.69							
227296	7/15/2020	56.94	0.00	08/14/2020				False	0
011-110-608000	Supplies			shop supplies					
	227296 Total:	56.94							
227327	7/16/2020	17.97	0.00	08/14/2020				False	0
001-650-601500	Gas, Oil & Tires			shop supplies					
	227327 Total:	17.97							
227618	7/21/2020	15.29	0.00	08/14/2020				False	0
001-650-601500	Gas, Oil & Tires			shop supplies					
	227618 Total:	15.29							
227736	7/22/2020	14.98	0.00	08/14/2020				False	0
001-650-600300	Equipment Maint & Repair			shop supplies					
	227736 Total:	14.98							
227856	7/24/2020	73.95	0.00	08/14/2020				False	0
001-650-600300	Equipment Maint & Repair			shop supplies					
	227856 Total:	73.95							
227987	7/27/2020	241.29	0.00	08/14/2020				False	0
011-110-600350	Vehicle Maint & Repair			shop supplies					
	227987 Total:	241.29							
228128	7/29/2020	7.49	0.00	08/14/2020				False	0
011-110-600300	Equipment Repair			shop supplies					
	228128 Total:	7.49							
	Toledo Auto Parts Total:	804.02							

Toledo Feed & Seed

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
tolfe									
6959/1	5/4/2020	174.99	0.00	08/14/2020				False	0
012-120-608000 Supplies				6" brown tech toe					
	6959/1 Total:	174.99							
6988/1	5/9/2020	349.99	0.00	08/14/2020				False	0
012-120-608000 Supplies				1 pallet rock salt					
	6988/1 Total:	349.99							
7058/1	6/2/2020	159.95	0.00	08/14/2020				False	0
011-110-608000 Supplies				boots					
	7058/1 Total:	159.95							
7169/1	7/10/2020	25.96	0.00	08/14/2020				False	0
013-130-608000 Supplies				6' T Post					
	7169/1 Total:	25.96							
7232/1	7/30/2020	80.91	0.00	08/14/2020				False	0
001-650-608000 Supplies				weed feed / misc					
	7232/1 Total:	80.91							
7233/1	7/30/2020	14.99	0.00	08/14/2020				False	0
001-650-608000 Supplies				organic potting soil					
	7233/1 Total:	14.99							
	Toledo Feed & Seed Total:	806.79							
Traffic Safety Supply Co.									
trasa									
INV028774	7/23/2020	91.38	0.00	08/14/2020				False	0
011-110-608000 Supplies				Brackets/hardware					
	INV028774 Total:	91.38							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Traffic Safety Supply Co. T	91.38							
Trusty, Deborah trude	8/3/2020	10.00	0.00	08/14/2020				False	0
001-700-600100 Office Supplies				reimburse for tip					
	Total:	10.00							
	Trusty, Deborah Total:	10.00							
TWGW Inc. Napa Auto Parts twgw	8/3/2020	73.97	0.00	08/14/2020				False	0
001-650-600300 Equipment Maint & Repair				JD mower / bladerunner belt					
	818110 Total:	73.97							
	TWGW Inc. Napa Auto Pa	73.97							
Wave Coasc	8/1/2020	192.27	0.00	08/14/2020				False	0
001-400-600220 Communication Services				phones					
121457001-8304	8/1/2020	60.09	0.00	08/14/2020				False	0
001-500-600220 Communication Services				phones					
121457001-8304	8/1/2020	106.17	0.00	08/14/2020				False	0
001-700-600220 Communication Services				phones					
121457001-8304	8/1/2020	12.02	0.00	08/14/2020				False	0
001-650-600220 Communication Services				phones					
121457001-8304	8/1/2020	180.26	0.00	08/14/2020				False	0
001-100-600220 Communication Services				phones					
121457001-8304	8/1/2020	9.62	0.00	08/14/2020				False	0
011-110-600220 Communication Services				phones					
121457001-8304	8/1/2020	9.61	0.00	08/14/2020				False	0
012-120-600220 Communication Services				phones					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
121457001-8304	8/1/2020	9.61	0.00	08/14/2020				False	0
012-125-600220	Communication Services			phones					
121457001-8304	8/1/2020	9.61	0.00	08/14/2020				False	0
013-130-600220	Communication Services			phones					
121457001-8304	8/1/2020	9.61	0.00	08/14/2020				False	0
013-135-600220	Communication Services			phones					
121457001-8304 Total:		598.87							
Wave Total:		598.87							
Report Total:		74,599.77							