



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

TOLEDO CITY COUNCIL
Work Session – Via Zoom Meeting Platform
October 7, 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

- Proclamation – Domestic Violence Awareness Month

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

There are no items for discussion

5. Discussion Items

- Update on Department of Environmental Quality Mutual Agreement & Order & 2011 Inflow & Infiltration Study
- Committee updates

6. Decision Items

- Draft Water Purchase Agreement with Seal Rock Water District
- Authorize the expenditure of \$150,000 for a Capital Improvement Project to upgrade a water mainline and install two fire hydrants
- Authorize expenditure of \$113,000 for two pumps at Water Treatment Plant
- Authorize expenditure of \$50,000 for Skyline Tank repairs
- Consideration and approval of City Council rules
- Resolution No. 1452, Extending the state of emergency declaration to November 4, 2020

7. Reports and Comments

8. *Executive Session (if necessary)

The Toledo City Council may convene into Executive Session at any time during the Council meeting, pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

- 9.** 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 meeting. 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.

10. Reconvene the Regular Meeting

11. 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 2



City of Toledo
PROCLAMATION

Domestic Violence Awareness Month

WHEREAS, the crime of domestic violence violates an individual’s privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse; and

WHEREAS, domestic and sexual violence crosses all social groups; but people who are women, transgender, LGBTQIA, poor or working class, Native, of color, immigrant, non-English speaking, disabled, young, elderly or otherwise marginalized not only shoulder the burdens of oppression but also experience high rates of domestic violence; and

WHEREAS, the impact of domestic violence is wide ranging, directly affecting the health and wellness of individuals and society as a whole, here in this community, throughout the United States and the world; and

WHEREAS, preventing interpersonal violence is not only possible but is our collective responsibility, and prevention requires significant changes to our social norms regarding gender roles, strength, sexuality, relationships, and the normalization of violence; and

WHEREAS, a coalition of organizations has emerged to directly confront this crisis, Advocates and those involved with shelters and hotline services, law enforcement officials, health care providers, the clergy and other concerned individuals are helping in the efforts to end domestic violence; and

NOW THEREFORE, in recognition of the important work done by My Sisters’ Place, Siletz Tribal Violence Against Women Act Program, Lincoln County District Attorney and the Lincoln County Domestic Violence Council, ***I, Mayor Rod Cross*** do hereby proclaim the month of **OCTOBER, 2020** as

DOMESTIC VIOLENCE AWARENESS MONTH

I urge all citizens to work with these invaluable community agencies to help alleviate this problem in our community.

Mayor Rod Cross

Date

	Meeting Date:	Agenda Topic:
	October 7, 2020	Update on Department of Environmental Quality Mutual Agreement & Order & 2011 Inflow & Infiltration Study
Council Goal:	Agenda Type:	
Not Applicable	Reports and Comments	
Prepared by:	Reviewed by:	Approved by:
Public Works Director Bill Zuspan	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Information only, no action is required.

Background:

This is to inform City Council that City of Toledo has formally completed all Priority 1 projects from the 2011 Inflow & Infiltration study, which provoked the Mutual Agreement & Order (MAO) imposed by the Department of Environmental Quality (DEQ). At a meeting last week, it was agreed upon by DEQ representatives and the City Manager to release the City of MAO obligations under the agreement that we would continue to accomplish tasks in an aggressive manner and report annually of our accomplishments. **This will save the city \$750,000.** We will continue to complete Priority 2 and 3 projects from the study, using the most cost efficient means possible and reporting to DEQ annually of our accomplishments.

Please note the Public Works Financial Report on tonight's agenda for details of MAO-I&I costs.

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

Attachment:

1. Public Works Financial Report

Project name	projected engineered cost	Actual cost	difference	Job Procedure
MAO Projects				
NE 6th sewer replacement	\$53,647	\$2,045	\$51,602	City Crew with rented excavator & operator
SE 10th St ww main replacement	\$ 59,430 to pipeburst	\$5,000	\$54,430	City Crew with rented excavator & operator / replaced mainline
N Nye CIPP	\$ 170,730 to replace	\$40,000	\$130,730	CIPP liner install by contractor
East Graham	\$57,075	\$34,125	\$22,950	CIPP liner installed by contractor
Alley abandonment	\$10,725	\$20.00	\$10,705	city crew cemented ends of pipe, abandoned alley main line.
		Savings total	\$ 270,417.00	

	Meeting Date:	Agenda Topic:
	October 7, 2020	Draft Water Purchase Agreement with Seal Rock Water District
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 draft Water Purchase Agreement with Seal Rock Water District effective November 1, 2020 and authorize the City Manager to execute the agreement.

Background:

The current water purchase agreement with Seal Rock Water District (SRWD) expires on October 31, 2020. After polling the Council to see what their wishes were for the new agreement, Mayor Rod Cross and City Manager Judy Richter met with SRWD Board President Rob Mills and General Manager, Adam Denlinger twice. Seal Rock Water District was given a list for consideration prior to the first meeting. They were in agreement with many of the requests at the initial meeting. Agreement was reached on all points at the second meeting.

City attorneys drafted the agreement from the meeting notes. The draft agreement has been forwarded to Seal Rock Water District for their review. Their Board will be voting on the agreement on October 8, 2020.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	N/A	N/A

Attachment:

1. Draft Water Purchase Agreement with Seal Rock Water District

**City of Toledo & Seal Rock Water District
Water Purchase Agreement**

This Agreement is entered into by and between the Seal Rock Water District, herein called “Purchaser” and the City of Toledo, a municipal corporation of the State of Oregon, hereinafter “City” (collectively “Parties” or individually “Party”).

Recitals

A. Purchaser is a domestic water supply District of the State of Oregon and is authorized by ORS Chapter 264 to supply inhabitants of the District with water for domestic purposes.

B. City is a municipal corporation of the State of Oregon and is authorized by the charter of the City of Toledo and the Toledo Municipal Code to maintain water works for the furnishing of water to the City, its property, its inhabitants, and to non-inhabitants. The Council of the City is further authorized to enter into contracts for the supply of water by the City and to sell water to persons, public and private, outside the City, on terms and conditions the Council finds appropriate.

C. City wishes to sell and Purchaser wishes to buy water on the basis hereinafter set forth at a point of delivery to Purchaser as agreed to by the Parties.

Now, Therefore, for and in consideration of the mutual covenants herein contained and other good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, the Parties hereby agree as follows:

1.1. Nature of the Agreement. This Agreement is a special contract service and is not provided by the City as a common utility service. City agrees to sell and Purchaser agrees to purchase potable water on the basis of the terms and conditions set forth herein during the term of the Agreement. The purchase of water or any other commodity or service under this Agreement shall not constitute purchase of ownership rights to water or any portion of the water system owned and operated by the City. This Agreement does not create privity or third-party rights in Purchaser’s customers. This Agreement is an intergovernmental agreement governed under ORS 190 and Parties agree that no intergovernmental entity is created by the Agreement.

1.2. Purchaser agrees to satisfy retroactive payment for water purchased in the amount of \$81,587.15 as a one-time payment due at the time of signing.

1.3. Purchaser agrees to pay \$117,354.33 Capital Improvement expenses in two instalments.

1.3.1 Expenditures for system improvements beginning fiscal year 2017 through fiscal year 2020 totaling \$44,854.33 due at time of signing.

1.3.1 Budgeted expenditures for system improvements for fiscal year 2020-2021 totaling a district share of \$72,500.00 to be paid in full by July 30, 2021.

1.4. Rates and Payment:

1.4.1 \$5,686.29 per month (monthly base rate charge), plus
\$4.75/1000 gallons for the first 8,000,000 gallons a month,
\$5.25/1000 for the next 6,000,000 gallons, and
\$6.00/1000 for any thereafter.

1.4.2. Purchaser agrees to rate increases to the schedule in 1.4.1 at the same percentage as rate increases to Toledo inside residential user rates.

1.4.3. City will bill Purchaser monthly on or about the 1st. Bills are due on or before the 10th day of the month, and if not paid are subject to an interest rate at the statutory rate on unpaid accounts if not paid within 30 days of the invoice date.

1.5. Delivery is deemed complete at the point of delivery located at the pumphouse at 1621 S. Bay Rd. Toledo, OR 97391, Meter #: 7068850.

1.6. Quantity. City agrees to sell and deliver to Purchaser a maximum of 50% of the potable water supply capacity of the City's Water Treatment Plant (WTP) per day. As of the date of this Agreement, 50% of the potable water supply capacity of the City's WTP per day is 500,000 gallons per day.

1.7. Term and Renewal.

1.7.1 Initial Term. November 1, 2020 to December 31, 2021.

1.7.2 Option. Purchaser, in Purchaser's sole discretion, has the option to continue this Agreement on its current terms from January 1, 2022 to December 31, 2022. No other options are created herein. Purchaser must give notice of option by September 30, 2021.

1.8. Early Termination may occur upon the following:

1.8.1. Voluntary termination. Purchaser must give 90 days' notice of voluntary termination.

1.8.2. Default. Failure of a party to perform any material obligation in this Agreement.

1.8.3. Dissolution. In the event of Purchaser's dissolution, this Agreement may be terminated immediately by City.

1.8.4. Nonpayment. In the event Purchaser is delinquent more than 45 days, City may notify Purchaser in writing that unless payment is made by Purchaser service will be discontinued for nonpayment after 30 days from the date of notice and this Agreement

terminated. Purchaser may avoid termination by paying the amount demanded within 30 days.

1.9. Prohibition on resale. Purchaser shall not resell water at rates higher than the rates established at clause 1.4.1 or any subsequent rate increases. This prohibition is a material term of this Agreement.

2.1. Compliance with law. The Parties agree to comply with the standards set forth by the American Water Works Association (“AWWA”), regulating the design, installation, performance, and manufacture of products used in water treatment and supply, and covering utility management practices, to the extent such standards do not conflict with any material provisions of this Agreement. The Parties agree to comply with all Oregon Revised Statutes and Administrative Rules applicable to the provision of services under this Agreement.

3.4. Connections and metering

3.1. Purchaser will not allow unmetered water use.

3.2. City shall own, provide and maintain meters, valves, and controls in proper order at the point of delivery for Purchaser’s transmission line.

3.3. Calibration. City shall calibrate meters annually by hiring an independent calibration consultant certified and qualified to provide calibration services. City and Purchaser shall share equally in the cost of calibrating the meter. Purchaser may attend the calibration and receive a calibration report. A meter registering not more than 2% above or below the set calibration standards shall be deemed to be accurate. The previous readings of any meter disclosed by calibration to be inaccurate shall be corrected for the three (3) months previous to such calibration in accordance with the percentage of inaccuracy found by such calibration.

4. Water quality, water conservation

4.1. City will maintain and operate its WTP and conduct water quality testing as required by law and will give notice to Purchaser of contamination. Purchaser shall own, provide and maintain appropriate cross connection control devices on its transmission line so as to prevent any contamination of the City water system. Purchaser shall provide City with proof of annual testing and compliance with applicable statutes and administrative rules regarding cross connection back flow control devices.

4.2. The Parties will update their water management and conservation plans as required by law and develop and implement conservation programs to the best of their ability to increase efficiency, reduce program costs, and conserve water.

5. Water curtailment and localized emergencies

5.1. The Parties will each maintain a water curtailment plan in accordance with state law in order to limit demand in the event of a water shortage and to protect the City's capacity to supply water for fire, life, safety, and other high-priority needs. Purchaser may adopt the City curtailment plan or its own plan that is substantially equivalent to the City Plan.

5.2. The Parties acknowledge that unforeseen or unavoidable circumstances may limit the amount of water available to the City for sale and distribution, whether temporarily or permanently. Should the available water supply fall below the aggregate of all demands placed on the City system, or should it be reasonably predicted that the supply will fall below demands before other supplies are available, the City may declare that the water shortage is in effect. The City and Purchaser will then coordinate and implement action pursuant to the curtailment plan developed by the Parties.

5.3. Localized emergencies, including but not limited to main breaks, system failures, or weather-related events, may result in temporary interruption of service, reduction of water supply and create a curtailment event.

5.4. Purchaser may experience localized emergencies, including but not limited to main breaks, system failures, or weather-related events, which may result in excess consumption, water loss, and thereby create a curtailment event.

5.4. During curtailment events City's inside users have priority; accordingly, City reserves the right to reduce or cease providing water to Purchaser pursuant to this Agreement.

5.5. Notice. The Parties will give notice immediately upon the occurrence of a potential or actual curtailment event. The Parties agree that notice is accomplished upon acknowledgement of the recipient, not delivery of the notice. The Parties will provide each other with 24 hour/day contact information in order to accomplish notice.

6. Insurance, Indemnity, and Hold Harmless

6.1. Purchaser will retain all liability for service to customers, operation, maintenance, and construction of its water system. City will retain all liability for operation, maintenance, and construction of its water system.

6.2. Each Party will have in full force and effect during the term of this Agreement, liability coverage in the amount of \$2,000,000 Comprehensive General Liability coverage protecting the other Party from liability of any nature whatsoever arising from City's performance of its obligations under this Agreement.

6.3. To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes not to exceed monetary limits of the Oregon Tort Claims Act, each party will indemnify, defend, save and hold harmless the other and the other's officers and employees from any and all claims, suits, and liabilities arising out of the negligent acts or omissions of the indemnifying party's performance under this Agreement or related to this Agreement. This indemnity obligation shall

not include any obligation of one party to indemnify the other for actions or omissions of the other or the other's officers, employees, and agents. In the event of joint acts, each party shall be responsible for its own acts or those of its own officers, employees and agents. If any aspect of this indemnification shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

6.4. Purchaser agrees that no liability for damages will attach to City on account of any failure of supply or changes in pressure, flow rate, or water quality due to circumstances beyond the reasonable control of City, acting in accordance with the standards of care common and usual in the municipal water supply industry.

7. Notice and Cure. Parties agree that on occurrence of a default, minor or material breach, the nonbreaching/nondefaulting Party will give prompt, written notice specifying the nature of the breach/default, and allow 60 days to for the other Party to remedy, cure, or renegotiate the matter on terms equitable and acceptable to the Parties. A Party who fails to take action within 60 days of receiving notice is in default, entitling the other party to terminate this Agreement and pursue all other legal remedies.

10. Miscellaneous

10.1. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement may be assigned to any party without the prior written consent of the other party.

10.2. Except for curtailment events, Notices under this Agreement must be in writing and will be deemed to have been given if delivered personally, mailed by certified mail, delivered by an overnight delivery service (confirmation), or emailed with acknowledged receipt from the recipient.

City of Toledo, attention City Manager, PO Box 220, Toledo, OR 97391

Seal Rock Water District, General Manager 1037 NW Grebe Street (PO Box 190) Seal Rock, OR 97376.

10.3. Amendments to this Agreement may be made only by a written instrument executed by all the Parties referring to this Agreement.

10.4. Counterparts. This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one and the same Agreement.

10.5 Time is of the essence with respect to all dates and time periods set forth referred to in this Agreement.

10.6. This Agreement will be governed by and construed in accordance with the laws of the State of Oregon, without regard to conflict of laws principles.

10.7. If any suit or action is instituted to interpret or enforce the provisions of this Agreement, and to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on any issue will be entitled to recover with respect to such issue,

in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such suit or action as determined by the trial court, and if any appeal is taken from such decision reasonable attorney fees as determined on appeal.

10.8. The Parties agree that the remedy at law for any breach or threatened breach by any party may, by its nature, be inadequate and that the other party will be entitled, in addition to damages, to a restraining order, temporary and permanent injunctive relief, specific performance, and other appropriate equitable relief, without showing or proving that any monetary damage has been sustained.

10.9. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement will be brought against any of the Parties in Lincoln County Circuit Court of the State of Oregon or subject to applicable jurisdictional requirements, in the United States District Court for the District of Oregon, and each of the Parties consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to such venue.

10.10. If any provision of this Agreement is invalid or unenforceable in any respect for any reason, the validity and enforceability of such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired

10.11. This Agreement (including the documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the Parties with respect to such subject matter.

10.12. Any provision of this Agreement which by its terms has or may have application after expiration or earlier termination of this Agreement, including all covenants, agreements, indemnities, and warranties, will be deemed to the extent of such application to survive the expiration or termination of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement this ____ day of _____ 2020.

	Meeting Date:	Agenda Topic:
	October 7, 2020	Authorize the expenditure of \$150,000 for a Capital Improvement Project to upgrade a water mainline and install two fire hydrants
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director Bill Zuspan	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve expenditure of \$150,000 for a Capital Improvement Project to upgrade a water mainline and install two fire hydrants.

Background:

The current 4” water main that runs from the intersection of Reservoir Rd & NE 5th St. and continuing North on Alder to the intersection of NE 6th & Alder is insufficient to operate fire hydrants, (even though there is a hydrant at 6th & Alder). This project will up-grade the system adding a needed hydrant at 5th and Reservoir to help protect homes near there and the apartment complex located on Reservoir Rd. This project will also increase pressures and improve flows to residences directly tied into that line. This project was approved as a Capital Improvement project and is one of the projects in the Water Master Plan. It has been engineered by Dyer Partnership and bid is awarded to Pacific Excavating.

This would also complete the water and wastewater replacement on NE 5th St. only, and make it a prime candidate for a badly needed asphalt overlay next year. Engineering was approved by Council on June 22.

Fiscal Impact:	Fiscal Year:	GL Number:
\$150,000	2020-2021	041-410-626-400

Attachment:

1. Notice of Award

**Section 00510
NOTICE OF AWARD**

Do Not Date

NOTICE OF AWARD

Date of Issuance:

Owner:	City of Toledo	Owner's Contract No.:	
Engineer:	The Dyer Partnership	Engineer's Project No.:	199.06
Project:	5 TH & Alder Street – Water Line Improvements	Contract Name:	5 TH & Alder Street – Water Line Improvements
Bidder:	Pacific Excavation, Inc.		
Bidder's Address:	79 N Danebo Avenue Eugene, OR 97402		

TO BIDDER:

You are notified that Owner has accepted your Bid dated September 23, 2020 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

City of Toledo - 5TH & Alder Street – Water Line Improvements.

The Contract Price of the awarded Contract is: \$ One hundred twenty one thousand, two hundred seventy five dollars and zero cents. (\$121,275.00)

Three copies of unexecuted counterparts of the Agreement accompany this Notice of Award.

Three set of the Contract Documents will be delivered separately.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three fully executed counterparts of the Agreement, fully executed by Bidder. **All dates on the Agreement shall be left blank and the Effective Date of the Agreement will be inserted by Owner when Owner executes the Agreement.**
2. Deliver with the executed Agreements the Contract security (*performance and payment bonds*) and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6 and related Supplementary conditions to those General Condition sections. **All dates on the bonds shall be left blank.** A letter shall be provided, signed by both Contractor and Bonding Company, or authorized agent of Bonding company, which authorized the Owner to insert the date on the Bonds which is the same date as the Effective Date of the Agreement.
3. Parties required to be listed as insured, additionally insured, or also insured shall all be listed on the Certificates of Insurance.
4. You must deliver with the executed Agreement, proof that an employee drug testing program is in place. Such proof may include a copy of the adopted policy or program for employee drug testing.
5. Also before you may start any Work at the site you must:
 - a. Submit a project work schedule.
 - b. Schedule a preconstruction conference with Engineer.
 - c. Receive a Notice to Proceed from the Engineer.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

You are required to return an acknowledged copy of this Notice of Award to the Owner.

ACCEPTANCE NOTICE



City of Toledo
(OWNER)

By _____
(AUTHORIZED SIGNATURE)

(TITLE)

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____

this the _____ day of _____, 20____.

By: _____

Title: _____

Employer I.D. No. _____

	Meeting Date:	Agenda Topic:
	October 7, 2020	Authorize expenditure of \$113,000 for two pumps at Water Treatment Plant
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director Bill Zuspan	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motions to authorize expenditure of \$ 113,000 for the purchase and installation of two pumps at the Water Treatment Plant.

Background:

Backwash motor & pump, cost is \$ 99,507.00. This pump is original equipment from 1970, in 2018 a motor vibration test was performed, exposing issues in the motor bearings that could possibly fail at any time. The test also showed that the winding resistance is very high indicating breakdown of the winding insulation. Pump performance has been reduced by over 5% putting it well off of the performance curve, causing higher power and water costs for performing a system backwash of the filter system. This pump has no back-up system, if it fails, emergency replacement would take a very long time and affect treatment.

Surface wash motor and pump: \$13,290.00. This pump is also original equipment from 1970 and is showing the same results from testing as the Backwash pump. This pump has been reduced by at least 15%, putting it well off of the performance curve, causing higher power and water costs for performing a system backwash of the filter system This pump has no back-up system, if it fails, emergency replacement would take a very long time and affect treatment.

Summary: These two items are included in the approved budget as Capital Improvement Projects for Fiscal Year 2020-2021, completing two tasks currently on the Master Project List.

Fiscal Impact:	Fiscal Year:	GL Number:
\$113,000	2020-2021	041-410-620500

Attachment:

1. Sales quotes from Pump Tech (2)



PumpTech Inc.
 321 S. Sequoia Parkway
 Canby, OR 97013
 Phone: 503-659-6230
 Fax: 503-659-8718
 bolijnyk@pumptechnw.com

Sales Quotation

TO:
 Rick Saaverdra
 Toledo, City of - Oregon
 415 NW Industrial Way
 Toledo, OR 97391
 Fax: 541-336-3512

Salesperson: Bob Olijnyk / Jeff Weekly
 Lead Time: See Quote
 FOB: FOB ORIGIN - FFA
 Ship Via: BEST WAY
 Project Name: Peerless VTP

Customer#: 0157200
 Quote #: 0141228-C
 Date: 9/18/2020
 Expires: 10/19/2020

Item		Price	Qty	Extend
Surface Wash Pump - P20215	Peerless model 8LB 3-stage bowl assembly with CIBF construction, 6" x 1" water lube column suitable for a 17'-3" set, 6x6x12G cast iron discharge head with packing and 40 HP, 3450 RPM, 230/460 volt VHS, WP-1 premium efficient motor. Estimated ship time 10 - 12 weeks	18,007.00	1.00	18,007.00
Backwash Pump	Peerless model 20 MF - 2 stage bowl assembly with standard CIBF construction, 20" flanged column x 2.5" tube x 1.50" shaft suitable for a 16'-10" set, 20x20x24.5FA discharge head/motor stand and 100 HP, 895 RPM, 460 volt, VHS, WP-1, premium efficient motor. Estimated ship time 20 - 24 weeks	81,500.00	1.00	81,500.00

SubTotal 99,507.00

The above order is subject to Pumptech Inc. standard terms and conditions and credit approval which are attached and made part of this agreement. We appreciate your interest in our products and services and if you have any questions on our offerings please do not hesitate to call.

By signature below, I accept this offering:

Signed: _____

Name: _____ Title: _____

Sales Tax: 0.00

Total: 99,507.00



PumpTech Inc.
 321 S. Sequoia Parkway
 Canby, OR 97013
 Phone: 503-659-6230
 Fax: 503-659-8718
 bolijnyk@pumptechnw.com

Sales Quotation

TO:
 Rick Saavedra
 Toledo, City of - Oregon
 415 NW Industrial Way
 Toledo, OR 97391
 Fax: 541-336-3512

Salesperson: Bob Olijnyk / Jeff Weekly
Lead Time:
FOB: FOB ORIGIN - FFA
Ship Via: PUMPTECH TRUCK
Project Name: VTP Installation

Customer#: 0157200

Quote #: 0156818
Date: 9/18/2020
Expires: 10/19/2020

Item		Price	Qty	Extend
Labor for Surface Wash	Labor to include: Crane Truck, with operator and service tech. Misc. fasteners, gaskets and travel time. Not included is removal and reinstallation of electrical connections	6,310.00	1.00	6,310.00
Labor for Back Wash Pump	Labor to include: Crane Truck, with operator and service tech. Misc. fasteners, gaskets and travel time. Not included is removal and reinstallation of electrical connections	6,980.00	1.00	6,980.00

SubTotal 13,290.00

The above order is subject to Pumptech Inc. standard terms and conditions and credit approval which are attached and made part of this agreement. We appreciate your interest in our products and services and if you have any questions on our offerings please do not hesitate to call.

By signature below, I accept this offering:

Signed: _____

Name: _____ Title: _____

Sales Tax: 0.00

Total: 13,290.00

	Meeting Date:	Agenda Topic:
	October 7, 2020	Authorize expenditure of \$50,000 for Skyline Tank repairs
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director Bill Zuspan	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to authorize expenditure of \$50,000 to repair leaks and replace bolts in the Skyline water holding tank.

Background:

The tank has had leaks in the infrastructure in the past, which were caused by a crack in the overflow pipe. This was corrected, however recently it was discovered that the rubberized coating has come off some of the bolts, which are rusting and causing leakage. It has not yet been determined until after repairs as to how and what will be covered, if anything, by warranty. Contractor is scheduled for November 2. This item was a Capital Improvement project approved by Budget Committee.

Fiscal Impact:	Fiscal Year:	GL Number:
\$ 50,000	2020-2021	041-410-600-420

Attachment:

1. Shearer Tanks Proposal



- PRICE PROPOSAL LETTER -

Date: April 22, 2020

**To: Dan Vaage
Civil West Engineering Services**

Location: Toledo, OR

Engineer: N/A

OR Contractors Lic. No. 171683

Regarding: Water Tank Repairs

To Mr. Vaage:

Shearer Tanks is please to present our proposal for the above referenced project. Our proposal is for repair of (1) Aquastore Water Tank.

Our work included is further defined in the following Scope of Work, Exclusions and Terms and Conditions.

SCOPE OF WORK AND INCULSIONS:

- √ Remove and replace perimeter Seal.
- √ Replace sealant fillets for bottom 3 rings of the tank.
- √ Replace additional rings for price per ring.
- √ Includes OR Prevailing Wages

PRICE

Mobilization & Replace Interior Perimeter Seal (Includes repair of broken tank bolt and repair of overflow pipe leak)	\$ 10,809.00
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Alternate Adder: Remove & Replace (3) bottom rings sealant fillets	\$ 17,565.00
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Alternate Adder: Replace fillets on additional rings – Price per ring.	\$ 5,665.00
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EXCLUSIONS

- Any additional repairs, grouting or other work not included above.
- Excludes filling or disinfection of tank.
- Electrical work or testing.
- Any permits, fees, special inspections or testing.
- Prevailing Wages or Union Labor



WORK DURATION

(TBD) Days (7 day cure time additional)

TERMS AND CONDITIONS OF SALE

If any portion of this proposal is accepted, this proposal including the following terms and conditions shall become part of any contract documents, unless otherwise agreed upon by both parties in writing.

A reasonable notification of start date is required. Any changes to expected start date, due to owner or contractor, that cause any additional costs for mobilization, shipping and storage of materials and supplies will be reimbursed to the Shearer Tanks as an addition to the subcontract price.

This proposal is based on normal working hours. No overtime has been included in this proposal.

Pro-rated back charges will not be accepted for damages by subcontractor's other than Shearer Tanks. Back charges will not be accepted without written consent 24 hours prior to each potential occurrence. Protection of our completed work is not our responsibility, and the contractor will pay for repairing any damage to our work.

Price is for fair-weather work conditions. If work is scheduled to be performed in winter conditions, additional equitable increase in costs will be allowed to be added to the contract to accommodate winter conditions. Winter conditions may cause work pause or delays and require additional tools and equipment.

Adverse weather conditions may result in an unsafe work environment or affect the recommended product installation procedures. Should this become a factor, the completion schedule may be altered at the discretion of Shearer Tanks and shall not be the basis of assessed damages.

Site shall be accessible for workers and equipment at the tank, required to perform the work. Should alternate access be required, or improvements made to site access, the improvements and cost shall be by others. Job site work area access to be maintained at all times during work duration.

Includes 1 mobilizations, unless agreed otherwise.

Our price for any additional work authorized will be our cost plus 18%.

We reserve the right to negotiate a mutually agreeable contract.

Nothing in any contract shall be constructed to require us to continue performance of our work if we do not receive timely payment for suitably performed work and or suitably stored material and equipment.



PAYMENT TERMS

100% is due 30 days from invoice date issued at completion of work.

Price is held for 30 days. If proposal is accepted after 30 days, price is subject to review and adjustment if necessary.

ACCEPTANCE:

- Resale Certificate – Provided to Shearer Tanks by Customer
- Tax Exempt Certificate – Provided to Shearer Tanks by Customer

Authorized Representative Signature Date

Title Company Name

Shearer Tanks Representative Signature Date

	Meeting Date:	Agenda Topic:
	October 7, 2020	Consideration and approval of City Council rules
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:

Motion to approve the City Council rules.

Background:

The Council initially requested an update to the City Council rules. After several discussions and amendments, staff has prepared a final draft for consideration. The Council may approve the rules as presented or approve with amendments. Moving forward, the City Council rules will be provided to each new Council member in an on-boarding orientation as an elected official.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	N/A	N/A

Attachment:

1. City Council rules



**CITY OF TOLEDO
CITY COUNCIL
RULES**

REVISED:

October 7, 2009

October 17, 2007

November 15, 2000

APPROVED:

March 18, 1981

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PREFACE

In Oregon, many city charters require a city council to establish rules of procedure for how council meetings will be governed, how appointments will be made, and how council members interact with one another, city employees, and the public. Toledo Charter section 13 requires the Council to “adopt rules for the government of its members and proceedings.” Like many other cities’ charters, it does not provide substance or guidance on how to do so. Some rules for elected officials are found in the city charter. Some are found in city code and state law.

The Council Rules that follow are not codified; instead they expand upon the law to guide conduct and procedure specific to the City of Toledo. Once adopted they are enforceable by their own terms and they may be suspended in whole or in part by vote of a majority of incumbent council members.

Establishing rules of procedure for council meetings and councilor conduct has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the council to receive information from the public about matters of public concern in a courteous and respectful manner. Third, rules provide guidance to council members on how they are to interact and engage with city employees, other members of council, and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the council are elected to office.

The Toledo City Council believes that effective municipal governance requires that individual council members adhere to a general set of principles when dealing with each other and the general public. Furthermore, the Toledo City Council desires to conduct its meetings in a manner that is courteous, effective and efficient while fostering an environment that is fair, open and responsive to the needs of the community.

All questions regarding these rules will be resolved by majority vote of the council.

These rules cite to applicable law and may use the following abbreviations: Toledo Municipal Code (TMC), Toledo Charter (TC or “Charter”), Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR). References to the City Manager also include designee(s) of the City Manager.

1 **CHAPTER 1 – General Governance**

2 ***1.1. Rules of Procedure.***

3 A. The current edition of Robert's Rules of Order Revised shall be used as a guideline for conduct
4 of Council meetings, except in those cases where specific provisions contrary to Robert's rules
5 shall be necessary and approved by the Council.

6 B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary
7 procedure found within Robert's Rules of Order when such points will obscure the issues before
8 the Council and confuse members of the public.

9 C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

10 ***1.2. Quorum. Except to adjourn, a quorum is required to conduct official City business at any***
11 ***meeting of City Council***

12 A. A quorum is defined as a majority of incumbent ("currently holding office") members of the
13 Council. (Charter 14)

14 B. In the event a quorum is not present the members of Council may meet in order to compel the
15 attendance of absent members and for no other purpose.

16 C. Members of City Council are permitted to congregate socially, in civic organizations, and in
17 any other non-official City engagement regardless of quorum, provided that Council Members do
18 not deliberate on official City business. No public notice is required.

19 ***1.3. Presiding Officer***

20 A. The Mayor is the presiding officer and shall preside over council deliberations and shall have a
21 vote on all questions before the Council. The Mayor shall preserve order, enforce the rules of the
22 Council, and determine the order of business under the rules of the Council. (Charter 16)

23 B. The Council shall elect a Council President from its membership at its first meeting of each
24 odd-numbered year. (Charter 17)

25 C. In the Mayor's absence the Council President is presiding officer. The Council President shall
26 retain all rights and privileges of the office of the Mayor. (Charter 17)

27 D. If both the Mayor and the Council President are absent from the meeting, the following
28 procedure shall be utilized to appoint a pro tem presiding officer:

29 1. The City Manager shall call the Council to order and call the roll of the members.

30 2. Those members of Council present shall elect, by majority vote, a temporary presiding
31 officer for the meeting.

32 3. Should either the Mayor or the Council President arrive, the pro tem presiding officer
33 shall relinquish control of the meeting immediately upon the conclusion of the item
34 presently being discussed.

35 4. The pro tem presiding officer shall retain all rights and privileges of a member of Council
36 when acting in this capacity.

- 1 5. The pro tem presiding officer does not have any rights of the Mayor outside of meetings.
- 2 6. A pro tem presiding officer shall be reappointed at each meeting under this subsection
- 3 as long as the Mayor and Council President remain absent.

4 ***1.4. Appointed Officers***

5 A. Mandatory Appointment. City Manager. The City Manager is required to attend all Council

6 meetings and is permitted to participate in any discussion; however, the City Manager has no

7 authority to cast a vote in any decision rendered by the Council. The powers and duties of the City

8 Manager are set forth in Toledo Charter 20.

9 B. Optional Appointments.

10 1. City Attorney. The City Attorney may attend any meeting of the Council, and will, upon

11 request, give an opinion, either written or oral, on legal matters. (Charter 10)

12 2. Municipal Court Judge. (Charter 10, 21)

13 3. Any other Officers that the Council considers necessary. (Charter 10-12)

14

1 **CHAPTER 2 – Meetings**

2 **2.1 Statement of Purpose**

3 Limited Public Forum. The meetings of the council, including regular meetings, special meetings,
4 work sessions and emergency meetings are open to the public in accordance with the Oregon
5 Public Meetings Law. The meetings are considered a limited public forum at which council
6 business is conducted in accordance with the agenda and rules of the council. The mayor, as the
7 presiding officer, along with the council has the authority to require discussion at the meetings be
8 addressed to the matters that are appropriate to be considered, to limit the time for discussion, and
9 to restrict input concerning the matters to be discussed. The council has the right to require persons
10 attending the meeting, addressing the council or participating in the meeting to conform to the
11 rules of the council and directions of the mayor or the presiding officer.

12 **2.2. Types of Meetings**

13 A. Regular meetings.

14 1. Council shall hold a regular meeting at least twice a month in the City at a time and place
15 that it designates (Charter 13).

16 2. No Council meeting will be held at a venue that discriminates against individuals based
17 on an individual’s race, religion, color, gender, gender identity, national origin, ethnicity,
18 marital status, familial status, age, sexual orientation, source of income, disability, or any
19 other status as defined by state law.

20 3. In the event City Hall is not available for a meeting, the Council shall meet at a venue
21 open to the public which is located within the jurisdictional limits of the City. Otherwise,
22 the venue shall be as close to the Toledo’s jurisdictional boundary as practicable.

23 4. The Council shall direct city staff to give public notice, reasonably calculated to give
24 actual notice to interested persons including news media which have requested notice, of
25 the time and place for holding regular meetings. The notice shall also include a list of the
26 principal subjects anticipated to be considered at the meeting, but this requirement shall
27 not limit the ability of a governing body to consider additional subjects.

28 B. Special meetings. Special meetings are meetings that are nonemergent and not a regularly
29 scheduled meeting or a work session

30 1. Special meetings may be called by the Mayor, or in the Mayor’s absence, the Council
31 President, or the City Manager.

32 2. Special meetings require at least 24 hours’ notice to the general public, any news media
33 who have requested notice, and the members of the governing body. (ORS 192.640)

34 3. No business other than that for which a special meeting is called can be transacted at a
35 special meeting.

36 C. Emergency meetings. Emergency meetings are special meetings when circumstances present
37 an emergency whereby it is not possible to give 24 hours’ notice to the public of the meeting.

1 Emergency meetings may be called by the Mayor, or in the Mayor’s absence, the Council
2 President, the City Manager, or the City Attorney. In addition to other public record keeping
3 requirements, minutes for such a meeting must describe the emergency that justifies less than 24
4 hours’ notice. No topic other than the emergency may be discussed at an emergency meeting. (ORS
5 192.640)

6 D. Work Session. Work sessions are authorized by these rules. The purpose of work session
7 meeting is to present information to the Council so that the Council is prepared for regular or
8 special meetings. The meeting date and time shall be regularly scheduled however the Council, in
9 its sole discretion may reschedule or cancel work sessions.

10 1. All work sessions are subject to Oregon’s public meetings law and must be noticed
11 accordingly.

12 2. Work sessions are intended to allow for preliminary discussions. The Council is
13 permitted to take formal or final action on matters at a work session.

14 E. Executive Sessions. The City Council may hold an executive session during a regular, special,
15 or emergency meeting pursuant to ORS 192 and OAR Chapter 199 Division 40.

16 1. Executive sessions may be called by the Mayor, presiding officer, the City Attorney, or
17 the City Manager.

18 2. The Council may exclude any person(s) which it is authorized by law to exclude from
19 an executive session.

20 3. Representatives of the news media shall be allowed to attend executive sessions
21 consistent with state law and in accordance with the Toledo Media Policy. The Presiding
22 Officer shall instruct any media representatives present not to disclose the substance of any
23 discussion during executive session. The media policy may be amended with advice and
24 consent of the Council.

25 4. No decision or formal action shall be made in an executive session. If the Council in
26 executive session provides direction or consensus to staff on proposed terms and conditions
27 for any type of negotiation whether it be related to property acquisition or disposal, pending
28 or likely claim or litigation, or employee negotiations, all contact with other parties shall
29 be made by designated staff or representatives handling the negotiations or litigation. A
30 Councilor will not have any contact or discussion with any other party or its representative
31 nor communicate any executive session discussion.

32 **2.3. Authority to Reschedule**

33 The City Council may cancel or reschedule any meeting so long as the City Council holds two
34 regular meetings within the month in accordance with City Charter Section 13.

35 **2.4. Travel and Training Sessions**

36 The City Council may attend training sessions outside of the City’s jurisdictional limits provided
37 no deliberations toward a decision are made. No public notice is required.

1 **2.5. Agendas**

2 The City Manager shall prepare an agenda for every regular meeting and work session. Agendas
3 for special meetings, emergency meetings, and executive sessions shall be prepared by the
4 individual(s) calling the meeting

5 A. Agendas shall include a list of the principal subjects anticipated to be considered at the meeting,
6 but this requirement shall not limit the ability of a governing body to consider additional subjects.

7 B. Agendas shall be posted in at least one location at City Hall.

8 C. The Mayor, or in the Mayor’s absence, the Presiding Officer, or City Manager may place routine
9 items and items referred by staff on the agenda without Council approval or action (“Consent
10 Agenda”).

11 D. The City Manager may remove any items on the agenda, any item of old business, any
12 resolution, or any ordinance placed for first reading from the agenda at any time prior to the time
13 the meeting is convened. The presiding officer shall announce such removal at the beginning of
14 the meeting.

15 E. A member of the Council who wishes to have an item placed on the agenda may:

16 1. Submit a request to the Mayor with a copy to the City Manager at least one week prior
17 to the meeting.

18 2. Bring up the item during Council comments for consideration and the Council may vote
19 to add the item to a future meeting agenda.

20 **2.6. Order of Business**

21 The order of business for all regular meetings shall be as follows.

22 A. Call to order and roll call

23 B. Public comment - Public comment will be reserved for every regular meeting of the Council.
24 Persons wishing to speak during public comment must sign the “speaker’s roster” with the person’s
25 name and address and the topic upon which the person wishes to speak. The public comment period
26 shall not exceed a maximum of 30 minutes, unless a majority of the Councilors present vote to
27 extend the time.

28 C. Community Service Reports and/or presentations to the Council.

29 D. Consent Agenda - In order to expedite the Council’s business, the approval of minutes and other
30 routine agenda items shall be placed on the consent agenda.

31 1. All items on the consent agenda shall be approved by a single motion, unless an item is
32 removed for further consideration.

33 2. Any item on the consent agenda may be removed for separate consideration by any
34 member of the Council.

35 3. Ordinances, resolutions, and orders will not be placed on the consent calendar.

- 1 E. Discussion and Information Items
- 2 F. Decision Items
- 3 G. Reports and Comments - When necessary, reports can be given to the Council by boards,
- 4 commissions, committees, elected officials, and/or City employees.
- 5 H. Adjournment

6 **2.7. Attendance**

7 A. Attendance is mandatory. Members of the Council shall advise the City Manager within one
8 hour prior to the meeting if they will be unable to attend any meetings.

9 B. Call of the House. When a quorum is not present at the time set for a meeting or when a quorum
10 has been present and a meeting has commenced, but a quorum is no longer present, any council
11 member may move for a call of the house. The motion will be put in the following form: "I move
12 for a call of the house." That motion will take precedence over all other business. The motion need
13 not be seconded, but it is subject to discussion. At least two council members present must concur
14 for the call of the house motion to pass. If the motion is passed, then all unexcused absent council
15 members will be requested to attend or return to the meeting.

16 C. The mayor, or in the mayor's absence, the presiding officer, is authorized to recess the meeting
17 to a time certain while attendance is being compelled.

18 D. Attendance issues may be dealt with by public censure pursuant to Chapter 3, Section IV

19 **2.8. Public Hearings Generally**

20 A. A public hearing may be legislative or quasi-judicial, the formalities of which are governed by
21 law. The public hearing procedure template is set forth in Appendix A. This template may be
22 amended by staff with advice and consent of the Council.

23 B. The Presiding Officer may limit the time and number of speakers at each public hearing;
24 however, no such limitation shall obstruct the presentation of evidence relevant to determine the
25 facts, apply the law, or give a ruling, order, or determination. In such event, the Presiding Officer
26 shall announce such restriction prior to the beginning of the hearing.

27 C. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they
28 are a resident of the City, and state their address for the record. All remarks shall be addressed to
29 the Council as a body and not to any member thereof.

30 **2.9. Point of Order**

31 A Point of Order is request of the presiding officer to take notice of state law, the city's charter,
32 city code, of these council rules. Points of Order can be made by a counselor, city manager, city
33 attorney, or city recorder. A Point of Order is made by stating, "Point of Order" and citing to the
34 source of law. Raising a Point of Order stops discussion on the matter that is under consideration.
35 The presiding officer acknowledges the Point of Order by ruling in one of two ways: (a) Agree
36 and implement the law or rule as indicated, (b) Disagree and state a reason for the disagreement.
37 A Point of Order is intended to encourage best practices and compliance with legal standards so

1 to make council actions defensible; they are not intended to redirect or undermine the process,
2 such as when invoking finer points of Robert’s Rules.

3 **2.10. Motions**

4 A. The following rules shall apply to motions:

- 5 1. All motions shall be distinctly worded.
- 6 2. If a motion does not receive a second, the motion fails and no vote may be taken on the
7 motion.
- 8 3. The Council will discuss a motion only after the motion has been moved and seconded.
9 Nothing in this section prevents general discussion or expression of opinions before a
10 motion is made.
- 11 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
- 12 5. A motion may be withdrawn by the mover at any time without the consent of the Council.
- 13 6. Amendments are voted on first, then the main motion is voted on as amended.
- 14 7. Debate on the main subject resumes if the motion fails.
- 15 8. A motion that receives a tie vote fails.
- 16 9. The motion may be repeated prior to a vote.

17 B. Motion to Reconsider.

- 18 1. A motion to reconsider may only be made by a member of the prevailing side. Any
19 member may second the motion.
- 20 2. A Council member may move for reconsideration on an action at the same meeting prior
21 to the adjournment of the meeting or the next regular meeting, provided that
22 reconsideration of the action has been added to the agenda and noticed accordingly.
- 23 3. Once a matter has been reconsidered, no motion for further reconsideration shall be
24 made.

25 **2.11. Debate**

26 The following rules shall govern the debate of any item being discussed by the Council:

- 27 A. Every council member desiring to speak shall address the presiding officer and, upon
28 recognition by the presiding officer shall confine themselves to the question under debate, at all
29 times acting and speaking in a respectful manner.
- 30 B. A council member, once recognized, shall not be interrupted when speaking unless it is to be
31 called to order, or as herein otherwise provided.

1 **2.12. Public Comment**

2 The public may be allowed to comment on matters before the Council at discretion of the presiding
3 officer.

4 A. The presiding officer may open the matter for public comment after the staff report and council
5 discussion but before any action is taken.

6 B. Public comment is a time for comment, it is not a time for debate, nor is it a time for members
7 of the public to ask questions of and receives answers from the Council or City staff.

8 C. Each person desiring to comment shall provide the Council with their name and address prior
9 to giving comment to ensure the minutes of the meeting properly reflect those persons who
10 provided public comment.

11 **2.13. Voting**

12 The vote on every motion shall be taken by a show of hands or roll call and entered in the meeting
13 minutes. Every Council member shall vote, unless they have declared a conflict of interest or an
14 abstention.

15 **2.14. Minutes**

16 A. Minutes.

17 1. All minutes should be in written form with an audio recording of the meeting maintained
18 by the City Recorder in accordance with the appropriate record retention schedule and in
19 accordance with Oregon Public Records Law. Neither a full transcript nor a full recording
20 of the meeting is required, except as otherwise prescribed by law, but the written minutes
21 or recording must give a true reflection of the matters discussed at the meeting and the
22 views of the participants.

23 2. Contents of Minutes. Meeting minutes shall contain the following information:

24 a. The date, time and place of meeting

25 b. All members of the governing body present

26 c. All motions, proposals, resolutions, orders, ordinances and measures proposed
27 and the disposition

28 d. The results of all votes and the vote of each member

29 e. The substance of any discussion and a reference to any document discussed

30 3. Executive Session minutes shall be kept in written form, in accordance with subsection
31 1 and 2 of this section. An audio recording of an executive session may be kept consistent
32 with state law and in accordance with the City's record retention schedule, and it need not
33 be transcribed unless otherwise provided by law. If a Council Member wishes to review
34 material from the executive session or if a council member is absent from an executive
35 session and wishes to review materials from the executive session, they must submit a
36 request to the Council. Council may approve or deny the request. Council may approve

- 1 review of executive session materials by any of the following: listen to the full audio,
- 2 review written minutes, or get a briefing from the City Manager or City Attorney.
- 3

1 **CHAPTER 3– Ethics, Decorum, Outside Statements**

2 **3.1. Ethics**

3 All members of the Council shall review and observe the requirements of state ethics law. In
4 addition to complying with state ethics law, all members of the Council shall refrain from:

5 A. Disclosing confidential information.

6 B. Taking action which benefits special interest groups or persons at the expense of the City as a
7 whole.

8 C. Expressing an opinion contrary to the official position of the Council without so saying.

9 D. Conducting themselves in a manner so as to bring disrepute upon the government of the City.

10 E. Gifts. (ORS 240 and OAR Ch. 199 Div. 5)

11 1. Definition. A gift is something of economic value given to a council member, a relative,
12 or member of the council member’s household for which the recipient either makes no
13 payment or makes payment at a discounted price.

14 2. Rule. A council member, relative, or household member of the councilor may not solicit
15 or receive any gift with a value exceeding \$50 from any single source when the councilor
16 knows the identity of the donor and the donor is known to have a legislative or
17 administrative interest in the subject matter before council. (ORS 244.025)

18 3. Exceptions.

19 a. Gifts from relatives or household members

20 b. Reasonable expenses paid by certain entities if:

21 (i) The entity is a government entity, a Native American tribe, a membership
22 organization to which the governing body pays dues, or a 501(c)(3) non-
23 profit organization; and

24 (ii) The council member is participating in a convention, fact-finding
25 mission/trip, or meeting where he or she is scheduled to speak, participate
26 in a panel discussion or represent their governmental unit

27 c. Reasonable food, travel or lodging expenses for the council member, a relative,
28 household member or staff while the council member is representing his or her
29 governmental unit on:

30 (i) An officially sanctioned fact-finding mission or trade-promotion; or

31 (ii) In officially designated negotiations, or economic development
32 activities, approved in advanced;

33 d. Admission, food and beverages for the council member, a relative, household
34 member, or staff while accompanying the council member at a reception, meal or

1 meeting held by an organization where the council member represents his or her
2 governmental body;

3 e. Food, beverage and entertainment that is incidental to the main purpose of the
4 event;

5 f. Food or beverage consumed by a council member acting in an official capacity
6 in association with a financial transaction or business agreement with another
7 government agency, another public body or a private entity, including review,
8 approval or execution of documents or closing a borrowing or investment
9 transaction;

10 g. An unsolicited token or award of appreciation in the form of a plaque, trophy,
11 desk or wall item or similar with a resale value of under \$25;

12 h. Anything of economic value offered, solicited or received as part of the usual
13 and customary practice of the recipient's private business or the recipient's
14 employment or position as a volunteer with a private business, corporation, or other
15 legal entity operated for economic value. The item must bear no relation to official
16 business and must be historical or established long-standing traditions or practices
17 resulting in economic benefits for those that are not in public office;

18 i. Informational material related to the performance of official duties;

19 j. Waiver or discount of registration expenses or materials provided at a continuing
20 education event that a council member or candidate may attend to satisfy a
21 professional licensing requirement;

22 k. Legal defense trust fund contributions; and

23 l. Campaign contributions.

24 F. Conflicts of Interest and Abstentions

25 1. Quasi-Judicial Proceedings ("Hearings"). Generally, conflicts of interest arise in
26 situations where a Councilor, deliberating in a quasi-judicial proceeding, has an actual or
27 potential financial interest in the matter before the Council. Under state law, an actual
28 conflict of interest is defined as one that would be to the private financial benefit of the
29 councilor, a relative or a business, with which the Councilor is associated. A potential
30 conflict of interest is one that could be to the private financial benefit of the councilor, a
31 relative or a business with which the Councilor is associated. A relative means the spouse,
32 children, siblings or parents of the councilor or the councilor's spouse. A Councilor must
33 publicly announce potential and actual conflicts of interest and, in the case of an actual
34 conflict of interest, must refrain from participating in debate on the issue or from voting on
35 the issue.

36 2. All other decision items. A Council Member may abstain from any vote based on their
37 perceived conflict of interest and shall provide a reason for the abstention.

1 3. Rule of Necessity. If a council member is met with an actual conflict of interest and the
2 council member's vote is necessary to meet the minimum number of votes required for
3 official action, the council member may vote. The council member must still announce the
4 conflict and refrain from any discussion, but may participate in the vote required for official
5 action by the governing body. (ORS 244.120(2)(b)(B)). This provision does not apply in
6 situations where there are insufficient votes because of a member's absence. Rather, it
7 applies where a quorum is lacking solely because council members must refrain from
8 voting due to actual conflicts of interest. Council members with actual conflicts may vote
9 only when it is impossible for the governing body to take official action, even if all
10 members are present.

11 **3.2. Decorum**

12 A. The presiding officer shall preserve decorum during meetings and shall decide all points of
13 order, subject to appeal of the Council.

14 B. Members of the City Council will:

15 1. Be respectful towards fellow Council members, staff, guests, and members of the public.

16 2. Be well informed and participate in the decisions of the Council.

17 3. Attend Council meetings and Council sub-committees assigned.

18 4. Make staff, guests, and members of the public comfortable by fostering a welcoming
19 milieu and educating meeting attendees about the meeting process.

20 5. Maintain a tone of voice that is friendly, sincere and communicate clearly to ensure they
21 are heard.

22 6. Preserve decorum during meetings, and shall not, by conversation or action, delay or
23 interrupt the proceedings, or refuse to obey the orders of the presiding officer or these rules.

24 C. If significant changes are suggested to a proposed ordinance or resolution, the Council may
25 direct staff to make the necessary amendments to the proposed ordinance or resolution and
26 reintroduce the proposed document for additional review.

27 D. Members of the City staff and all other persons attending meetings shall observe the Council's
28 rules of proceedings and adhere to the same standards of decorum as members of Council.

29 E. Council members, staff, guests and members of the public shall not obstruct the meeting in a
30 manner that prohibits the Council from conducting its business.

31 F. Picture Taking and Filming is allowed provided it does not disrupt the meeting of the Council
32 as determined by the Presiding officer or Sergeant at Arms.

33 G. A law enforcement officer of the City may be designated as Sergeant-at-Arms of the Council
34 meetings and shall carry out all orders and instructions given by the Presiding Officer for the
35 purposes of maintaining order and decorum at the Council meeting consistent with state law.

1 1. Individual(s) may be removed from a meeting if their actions interfere with the order
2 and decorum of the meeting.

3 2. Vacating Council Chambers. If a meeting is disrupted by members the Council, City
4 staff, guests, or the public, the Presiding Officer or a majority of the Councilors present
5 may order the Council Chambers or other meeting place to be cleared or adjourn the
6 meeting

7 H. Seating Capacity and Occupancy.

8 1. The safe occupancy and seating capacity of the Council Chambers, as determined by the
9 Fire Chief, shall be posted within the Council Chambers. The limitations on occupancy and
10 seating capacity so determined and posted shall be complied with at all times.

11 2. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating
12 plan in the chambers, and should not move forward of the seating areas unless wishing to
13 address and be recognized by the Presiding Officer.

14 I. Unless authorized by the Presiding Officer, no flags, posters, placards, or signs, are allowed
15 inside Council Chambers or inside any place where a public meeting or public hearing is being
16 held.

17 **3.3. Statements to the Media and Other Organizations**

18 A. Representing City. If the Mayor or Council member appears as a representative of the City,
19 they may only state the official position of the City, as approved by a majority of the Council.

20 B. Personal Opinions. If the Mayor or Council member appears in their personal capacity to give
21 a statement on an issue, the member must state they are expressing their own opinion and not that
22 of the City before giving their statement.

23 C. The presiding officer may direct the City Manager, City Attorney, Municipal Court Judge, or
24 other appointed officer to represent the City and if so directed, that individual shall give only the
25 official position of the City, as approved by a majority of the Council.

26 **3.4. Censure**

27 A. The Council may make and enforce its own rules and ensure compliance with city and state
28 laws applicable to governing bodies. If a Council member substantially violates these rules or state
29 law, by words, action, or nonperformance of duties, the Council may take action to protect Council
30 integrity and discipline the Council member with a public reprimand, removal from committee
31 assignments, removal from the position of council president, or removal from office by declaration
32 of vacancy (Charter 20.8, 28.2)

33 B. A censure shall be brought by motion and seconded. A majority vote in favor of censure is
34 required to censure a Council member.

35 C. It is the expectation of the Council that all Council Members adhere to the council rules of
36 decorum outside of meetings as well as inside meetings and recognize that as elected officials their
37 conduct and speech reflects on the entire City and their fellow elected officials.

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D. The council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter, or state laws applicable to governing bodies have occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

1 **CHAPTER 4 – Communication with Staff and Staff Administrative Support**

2 **4.1. Communication with Staff**

3 A. Councilors shall respect the separation between policy making and administration by:

- 4 1. Collaborating with the staff as a team in a spirit of mutual confidence and support.
- 5 2. Not attempting to influence or coerce the City Manager or department head concerning
6 personnel, purchasing, awarding of contracts, selection of consultants, processing of
7 development applications or the granting of City licenses and permits.
- 8 3. Not interfering with the day-to-day administration of City business, which is the
9 responsibility of the City Manager.
- 10 4. Respecting roles and responsibilities of staff if expressing criticism in a public meeting,
11 private conversations, or through public electronic mail messages. Staff shall have the same
12 respect for the roles and responsibilities of Council members. All written informational
13 material requested by individual Councilors will be submitted by staff to the entire Council
14 with a notation indicating which Councilor requested the information.
- 15 5. Addressing all formal inquiries and requests for information from staff to the City
16 Manager and allowing sufficient time for response. All written information given by the
17 City Manager to one Councilor shall be distributed to all Councilors.

18 B. Nothing in this section shall limit an individual Council Member from soliciting services and
19 information from City Staff as it relates to the Council Member’s private interests. However, the
20 Council Member acting on their own private interests should limit requests from staff to those
21 questions that may be answered readily as part of staff’s day-to-day responsibilities. Questions of
22 a more complex nature shall be directed to the City Manager.

23 C. Requests to the City Attorney for advice requiring legal research shall not be made by a
24 Councilor except with the concurrence of the Council. Before requesting research or other action
25 by the City Attorney, the Council is encouraged to consider consulting with the City Manager to
26 ascertain whether the request or action can be accomplished more cost-effectively by alternate
27 means. Outside a Council meeting, a Councilor should make requests of the City Attorney through
28 the City Manager. Exceptions to this rule are issues related to the conduct of the City Manager,
29 conduct of a Council Member, or private matters.

30 **4.2. Administrative Support**

31 The City Manager’s office shall provide administrative support to the Council, which may include
32 correspondence, clerical support, and other administrative duties as needed.

33 A. Clerical support

- 34 1. The City Manager’s office will coordinate all City correspondence to and from the
35 Council. Under direction from the Mayor, all correspondence will reflect the position of
36 the full Council, not individual Council member’s positions.

1 2. All Council member correspondence using City resources will be copied to the full
2 Council and maintained by the City Recorder.

3 3. Letters addressed to the Mayor and/or City Council that require a response shall be
4 prepared by staff for the Council to review and the Mayor's signature.

5 4. All correspondence from the full Council shall be maintained at City hall in accordance
6 with Oregon's Public Record Law.

7 B. Travel and Training

8 1. Councilors shall follow the employee personnel travel and training procedures as
9 established by City policy.

10 2. Councilor expenditures other than routine reimbursable expenses, (e.g., conference
11 registration, travel, etc.) may require advance Council approval according to the purchasing
12 rules which apply Citywide.

13 3. Travel and training accommodations for Councilors shall be made by City staff.

14 4. The City does not reimburse Councilors for expenses incurred by their spouses.

15

1 **CHAPTER 5 – City Council, Committee, Commission, and board appointments;**
2 **Filling Vacancies**

3 **5.1. Commissions, Committees, and Boards Generally**

4 A. Planning Commission. The rules for selecting Planning Commissioners and filling vacancies
5 on the Planning Commission are set forth in TMC 2.04. The planning commission shall consist of
6 seven members appointed to staggered, four-year terms by the Mayor of Toledo and of which not
7 more than two members shall be nonresidents of the city of Toledo. Any vacancy on the
8 commission shall be filled by the council for the unexpired portion of the term

9 B. Public Utility Commission. The rule for selecting Public Utility Commissioners and filling
10 vacancies on the Public Utility Commission are set forth in TMC 2.08 The commission shall
11 consist of the mayor, the city attorney and the city manager as ex officio, non-voting, members,
12 and of five other members to be appointed by the mayor. All of the appointed members of the
13 commission shall be residents of the City of Toledo. The term of office of the appointed members
14 shall be five years or until their successors are appointed and qualify, and their terms shall be
15 staggered so that the term of office of not more than two will expire in the same year. Any vacancy
16 in the commission shall be filled by appointment made by the mayor for the unexpired portion of
17 the vacated term.

18 C. Transient Lodgings Tax Review Committee. The rule for selecting Transient Lodgings Tax
19 Review Committee Members and filling vacancies on the Transient Lodgings Tax Review
20 Committee are set forth in TMC 3.08. Transient lodgings tax review committee is a committee
21 composed of an accountant, an attorney and three other persons appointed by the mayor and
22 approved by the council of the city of Toledo and may be owners or operators of a "hotel" as
23 defined in this chapter.

24 D. Budget Committee. The Council shall appoint Budget Committee Members and fill vacancies
25 on the Budget Committee pursuant to ORS 294.414. The budget committee shall consist of the
26 members of the governing body and a number, equal to the number of members of the governing
27 body, of electors of the municipal corporation appointed by the governing body; if there are
28 electors fewer than the number required, the governing body and the electors who are willing to
29 serve shall be the budget committee; and if there are no electors willing to serve, the governing
30 body shall be the budget committee. The Chief Budget and Fiscal Officer is the City Manager.

31 E. Other Boards and Committees. The Mayor, in the Mayor's sole discretion or with consent of
32 Council, may appoint other Council Committees and define the purpose, duration, and membership
33 of Council Committees. (Charter 19)

34 **5.1.1. Filling vacancies on Commissions, Committees and Boards generally**

35 With advice and consent of the Mayor and Council, the City Manager shall open recruitment to
36 fill a vacancy. Qualified candidates shall file an application form supplied by the City. The Council
37 may establish a closing date when applications must be filed. The filing of an application from any
38 person eligible for appointment shall be considered as placing that person in nomination. With
39 advice and consent of the Council, the City Manager will set a date for the Council to review
40 applications. When the Council is satisfied that it has concluded the process of reviewing the

1 qualifications of nominees, the presiding officer shall declare the nominations closed. Interviews
2 shall take place with all eligible candidates.

3 **5.2. City Council. (Charter 28-29)**

4 A. Elections occur every two years. Council members serve four-year terms. The Mayor serves a
5 two-year term. To be eligible for an elective city office, a person at the time of election must be a
6 qualified elector and have resided in the City during the twelve months immediately preceding the
7 election.

8 B. If a Council position or Mayor's position becomes vacant mid-term, the City Manager shall
9 open recruitment. City Council candidate shall be required to fill out a City application form and
10 file a resume setting forth their background and a statement of reasons why they desire to be
11 considered for appointment to fill the vacancy. The Council shall establish a date when all
12 applications must be filed with the City Recorder. The filing of an application from any person
13 eligible for Council shall be considered as placing that person in nomination. With advice and
14 consent of the Council, the City Manager will set a date for the Council to review applications.

15 When the Council is satisfied that it has concluded the process of reviewing the qualifications of
16 nominees, the presiding officer shall declare the nominations closed. Interviews shall take place
17 with all eligible candidates and selection shall be determined by a process in which each Councilor
18 votes for one person from the nominees. Vacant elective city offices shall be filled by appointment
19 by a majority vote of the remaining members of the council. The majority of votes cast will select
20 the candidate to fill the office. In the event that no candidate receives a majority of votes cast, the
21 voting will continue until there is a majority.

22

23

Toledo Media Policy

City of Toledo Executive Session News Media Attendance Policy

WHEREAS, Oregon public meetings law provides that representatives of the news media shall be allowed to attend certain executive sessions of public bodies, but may be required to not disclose specified information (ORS 192.660(4)); and

WHEREAS, because at the time state law relating to media attendance at executive session was adopted, “news media” consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements; and

WHEREAS, technological advances since the time the public meetings law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely; and

WHEREAS, the city council finds that in that absence of a statutory definition of “news media” as that term is used in ORS 192.660(4) it is necessary to adopt a policy that implements the intent of the public meetings law relating to executive session attendance without precluding attendance by internet-based or other “non-traditional” information disseminators that are institutionalized and committed to compliance with ORS 192.660(4); and

WHEREAS, the city council recognizes that this policy is solely for determining eligibility to attend executive sessions, which requires non-disclosure of specified information from executive sessions, and is not intended to otherwise define “news media” or to determine eligibility to report on the city’s activities or to limit access to other city meetings by any person;

The city council hereby adopts the following policy:

1. Recognized News Media Organizations. The following entities are recognized as news media organizations eligible to attend executive sessions:
 - (A) Daily newspapers, non-daily, and small-market newspapers/publications, as well as those publications that are released as digital and multiplatform products; or
 - (B) A newspaper or publication that the city uses for publication of public notices and that meets the requirements of ORS 193.020; or
 - (C) An entity that is organized and operated to regularly and continuously publish, broadcast, transmit via television, radio or the internet or otherwise disseminate news to the public, and that regularly reports on activities of public concern.

2. Attendance at Executive Sessions. Representatives of news media organizations recognized pursuant to Section 1 of this policy shall be allowed to attend executive sessions, except as described in ORS 192.660(4) and 192.660(5), pursuant to the following process:
 - (A) The representative must provide substantial evidence persuading the city that he or she is a news reporter for the recognized news media organization. In making its determination whether to recognize the person as a representative of the news media organization, the city shall require:
 - (a) A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or
 - (b) A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
 - (c) A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.
 - (B) Representatives of the news media are not permitted to attend executive sessions involving deliberations with persons designated to carry on labor negotiations. ORS 192.660(4).
 - (C) If the executive session is being held to confer with counsel about current litigation or litigation likely to be filed, the city shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigation. ORS 192.660(5).
3. Recording Devices Prohibited. Cameras, tape recorders and other recording devices shall not be used in executive sessions, except for the official executive session tapes made by city staff.
4. Application to Boards and Commissions. These policies and procedures shall apply to the city council and all of its boards and commissions.

	Meeting Date:	Agenda Topic:
	October 7, 2020	Resolution No. 1452, Extending the state of emergency declaration to November 4, 2020
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:

Motion to approve Resolution No. 1452, a resolution of the Toledo City Council extending the state of emergency declaration to November 4, 2020.

Background:

Following a declaration of state of emergency issued by the Governor of the State of Oregon and the Lincoln County Board of Commission in March of this year; City Manager Richter declared a state of emergency, which was adopted by a resolution of the City Council.

The State of Oregon is currently under re-opening phases as outlined by the Governor. Lincoln County will move into Phase 2 beginning September under state guidelines and the current state of emergency for the City of Toledo will expire on October 7, 2020. Emergency Program Director/City Manager Richter wishes to extend the state of emergency declaration to November 4, 2020.

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

Attachment:

1. Resolution No. 1452

**CITY OF TOLEDO
RESOLUTION NO. 1452**

A RESOLUTION OF THE TOLEDO CITY COUNCIL EXTENDING THE STATE OF EMERGENCY DECLARATION TO NOVEMBER 4, 2020

WHEREAS, ORS 401.309 and Toledo Municipal Code (TMC) 2.40.050 provides authority for The City of Toledo to declare a state of emergency; and

WHEREAS, the Governor of the State of Oregon declared a state-wide state of emergency; and

WHEREAS, Lincoln County, Oregon declared a state of emergency; and

WHEREAS, the provisions of ORS 401.165 to 401.236 supersede the provisions of a local resolution to declare a local state of emergency when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies; and

WHEREAS, the Emergency Program Director declared a state of emergency on March 18, 2020, which has been extended to May 31, 2020, June 17, 2020, August 1, 2020, September 2, 2020 and October 4, 2020 by Council vote; and

WHEREAS, the Emergency Program Director will extend the state of emergency to November 4, 2020; and

WHEREAS, the City Council agrees with the Emergency Program Director's declaration.

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

- Section 1. The Emergency Program Director's declaration, dated April 22, 2020, declaring a local state of emergency on the City of Toledo as a result of the COVID-19 pandemic, is hereby extended to November 4, 2020.
- Section 2. The City Council identifies the following specific emergency powers for the duration of the emergency period set forth in the declaration:
- (a) All non-essential city commissions, committees, task forces and city sponsored events are cancelled during the state of emergency;
 - (b) At the discretion of the Council, City Council Meetings may be cancelled, rescheduled, or nonessential agenda items removed and rescheduled;
 - (c) Encourages citizens to wear a mask and observe social distancing measures when in public;
 - (d) Refrain from outdoor burning during this period.
- Section 3. This Resolution shall be effective upon passage by the City Council this 4th day of October 7, 2020.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa

City of Toledo Resolution No. 1452



City of Toledo Department Report

Date: October 2020

Presented By: Deborah Trusty

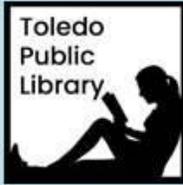
Department: Library

This report will generally cover the third quarter of 2020.

1. We are happy to report that the Summer Reading Program has been successful despite the far from normal way in which we had to present it. Denyse, our Children's Librarian provided excellent leadership and service to reach out to our community. She also applied for and received COVID-19 Response Grant from State Library of Oregon for \$500.00. Money was used to purchase picture books and chapter books to giveaway as part of Summer Reading Program. Despite the changes in format, 93 children, youth, and adults signed up for the program.

The screenshot shows a web browser window displaying the Toledo Public Library's Summer Reading Program page. The page title is "Summer Reading Program" and the main heading is "Imagine Your Story". The content includes a registration link, program details, and a list of supporting documents. The browser's address bar shows the URL: cityoftoledo.org/library/page/summer-reading-program. The page layout includes a navigation menu on the right with sections for "Library", "Forms and Documents", "Library Catalog and Databases", "Contact Information", and "Upcoming Events". The "Contact Information" section lists the Toledo Public Library address and hours. The "Upcoming Events" section lists story time events for August 19, 26, and September 2, 2020. The "Supporting Documents" section lists several files for download, including "The Great Gran Plan Tic-Tac-Toe sheet (270 KB)", "Imaging Your Story Creative Writing Activity (351 KB)", "The Singing Rock Details (227 KB)", and "The Singing Rock Activity 1 (1164 KB)".

Here is a screen shot of the page on our website that not only allowed patrons to see what the program provided this summer, but also gave them the opportunity to sign up online. Denyse chose google docs for this registration which not only made registering easy, but also provided useful stats for her records. The following document was given out physically to students and their families as we participated with the "lunch bus" routes in June before school ended.



Toledo Public Library 2020 Summer Reading Program



HOW IT WORKS

Pick one option, then register online @ <https://www.cityoftoledo.org/library>
For a paper option, contact the library.



The Great Gran Plan
by Elli Woolard
Young Readers: Read the picture book and complete the Tic-Tac-Toe! First 50 to sign up will get a copy of the book! This book will also be featured along Main Street as a Story Trail!

The Singing Rock by Nathaniel Lachenmeyer
Ages 8-12: Read this graphic novel's 4 tales. Each tale comes with a fun activity! First 20 to sign up will get a copy of the book! This book will also be presented in the windows of the library for all to enjoy!

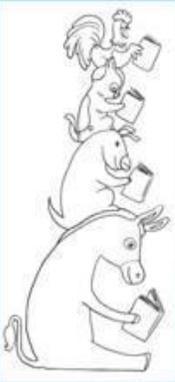


Read 10 Books-
Everyone!

Imagine Your Story
Creative Writing Activity
School Age, Teens and Adults
Participants will choose from several Imagine Your Story writing prompts, write a story, then submit and share their story with our library community via the library webpage, Facebook and a bound book of all submissions.

Twine
School Age, Teens and Adults
Twine is an open-source tool for building interactive stories. This is a great tool which can be used by anyone interested in interactive fiction.

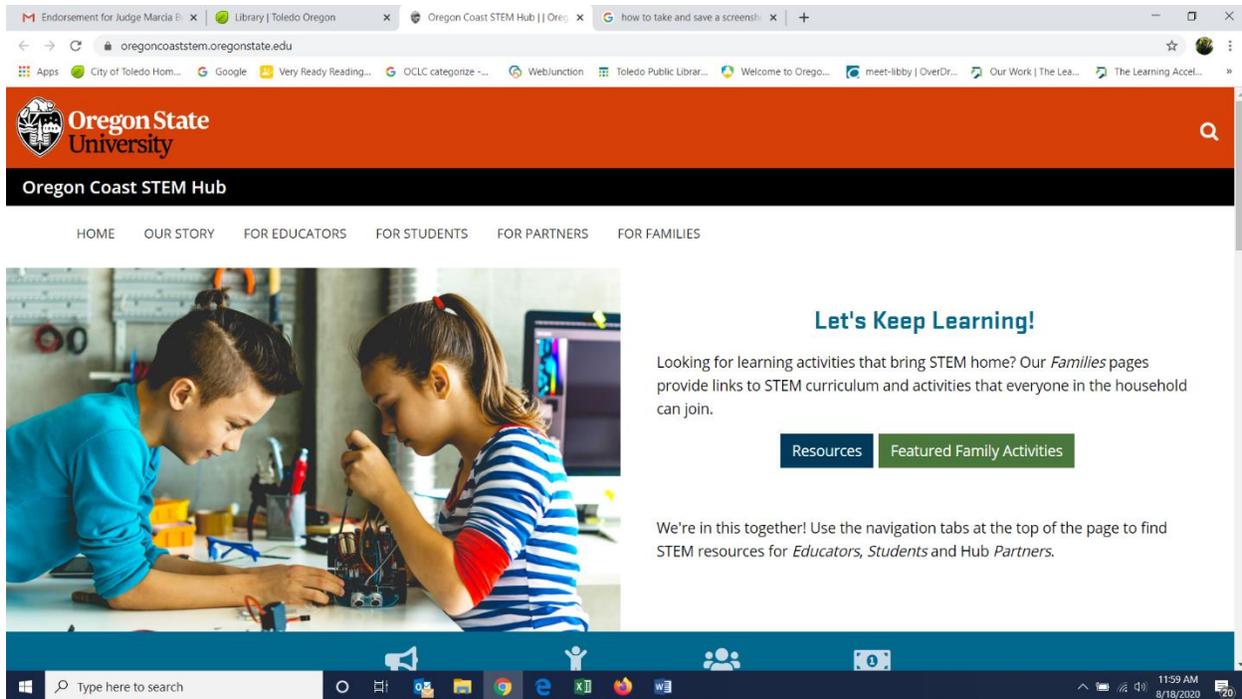
Podcast Reviews
Elementary-High School
Listen to an Imagine Your Story themed Podcast featured on our webpage then write a review!



All handouts, directions, and links available online and/or at the library.
173 NW 7th Street
Toledo, OR 97391
541-336-3132



2. The libraries of the Lincoln County Library District were fortunate to collaborate with the Oregon Coast Stem Hub. They provided 100 bags filled with items to facilitate children’s exploration of the natural world including a field journal, magnifying glass, put-it-together microscope, and implements for selecting and measuring.



3. Denyse quickly taught herself the skills to offer Virtual Story Times. These quickly became popular garnering hundreds of views weekly which translates in thousands over the summer.

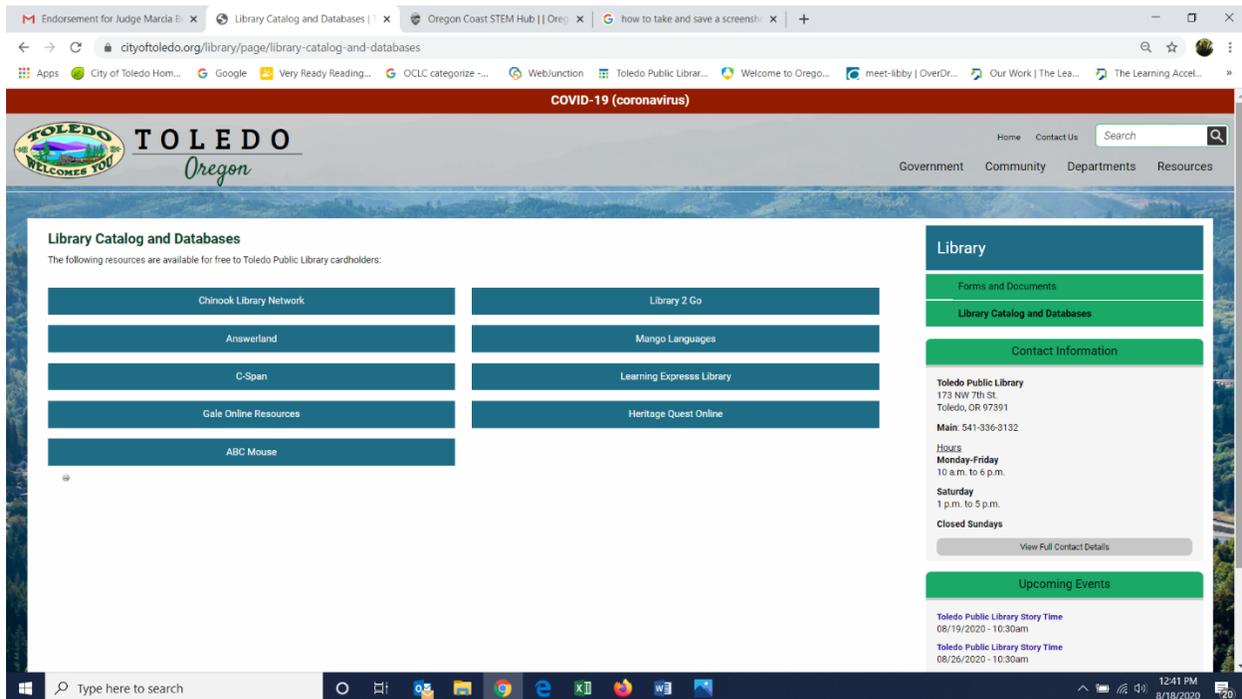
We were also fortunate to collaborate with Sudi Stodola, the LCSD Librarian. She posted all our Summer Reading Program opportunities on her website to encourage parents to get their children involved in this program that has been bridging the learning gap between June and September since 1987.

4. It was Denyse who spearheaded the creation of Dave Huntington Memorial Rock Garden. She encouraged our grieving parents and children by distributing, through our curbside service, rock painting kits to anyone who wanted to create a memory rock for the garden.

5. When we entered Phase One, with the approval of our city manager, we began to offer Curbside Service. We have been offering this service continually since that time. Patrons are very grateful for the ability to check out the titles they desire. Contrary to popular notions, a large percentage of people still prefer reading from a physical book. Nancy McFerran is the true hero of Curbside Service. Pulling the holds from the catalog or receiving a phone call request has meant that we are much more aware of the reading tastes of our patrons. Additionally, she has taken it upon herself to call “regulars,” particularly seniors, to suggest titles she knows they will

like. Patrons have been delighted with how she is “keeping up with them.” At this time when so many seniors are isolated and alone, Nancy has provided a timely and much appreciated service.

We have continued to push out and find ways to increase our online services and offerings. The screenshot below shows you the databases we offer...again free to the public to use.



6. As was mentioned at an earlier City Council meeting, we have been doing extensive weeding. That labor intensive job has resulted in making room for terrific new titles. Particularly, we have beefed up our collection of nonfiction titles that timely and thought provoking as well as titles that update information in some of the books that were discarded. Since we were unable to have a book sale, books that have been discarded have been donated locally or through Better World Books. New titles include:

Cultural Evolution by Ronald F. Inglehart

Neurotribes by Steve Silberman

Caste: The Origins of Our Discontent by Isabel Wilkerson

Fortitude: American Resilience in the Era of Outrage by Dan Crenshaw

The Knowledge Gap: The Hidden Cause of America’s Broken Education System and How to Fix It by Natalie Wexler

Five Days: The Fiery Reckoning of an American City by Wes Moore

Are You OK?: A Guide to Caring for Your Mental Health How; to Know if You Need Help & Where to Find It by Kati Morton

Survival of the Friendliest: Understanding Our Origins and Rediscovering Our Common Humanity by Brian Hare & Vanessa Woods

Capital Expenditures

7. As an approved capital expenditure through the budgeting process, the library has been given a new coat of paint.



8. Currently, our community Meeting Room is in disarray. The east wall has been removed to repair excessive leaking and two large HVAC ducts had to be removed in order to get at the wall.





9. Airrow Heating and Air restored the ducts to their place at ceiling height, and as I complete this report they are installing our new, sorely needed HVAC System.

10. At Mayor Cross's request, we are coordinating with the Lincoln County School District to open out downstairs community room as a Childcare Center from 7:30 am – 4:30 pm specifically for the children of our teachers and staff, but also for others who have a need. There will be a fee collected for this service. Please contact the school district for details.

11. With the assistance of Public Works Department Director Bill Zuspan and new Superintendent Jeff Chatterton, we are also proceeding with building a new more-easily seen sign for the library. Public Works has already updated the sign at the intersection of A Street and Business 20. And we are working on a wooden sign large enough to be seen from the Business 20 intersection. Jeff has been a visionary and innovative part of this process. He has suggested, and we agree that using live-edge wood and a timber forest motif will nicely compliment Toledo's location and one of its major industries. We hope to add a reader board to advertise our programs in the future.

12. We have been invited to apply for a \$4000 grant from Cares2020 to purchase hotspots and internet service for the same to assist the community in accessing internet. We anticipate that we will find some users in our families with school-aged children.



Department Stats

August 2020

Citations

Driving Uninsured	38
Driving W/O Privileges	9
DWS-Violation	47
Fail Carry Proof Insurance	8
Failure to Carry Veh Reg	2
Failure to Drive w/in Lane	16
Failure to Obey Traffic Control Device	1
Failure to Register Vehicle	2
Failure to stop/remain stopped for PED	7
Failure to use Ignition Interlock Device	4
Failure to Use Seat Belt	11
Improper Display of Sticker	6
Open Container	5
Operating W/O Req Light Equip	1
Violation of Basic Speed Rule	1
Violation of Posted Speed	23
Violation of Posted Truck Route	1
Total	182

	<u>Citations</u>	<u>Warnings</u>	<u>Total</u>	<u>Average</u> <u>Warning</u>
Total	182	600	764	79%



Person

Assault	1
Child Abuse	1
Harassment	3
Intimidation	1
Menacing	1
Reckless Endangering	5
Total	12

Property

Criminal Mischief	3
Fraud	1
Hit and Run - Property	1
Total	5

Society

Criminal Conspiracy	1
Drugs	22
DUII	9
DWS - Felony	1
DWS - Misdemeanor	4
Elude	1
Escape	1
Fail to Carry and Present License	8
False Info to Police Officer	3
Felon Possession of Weapon	1
Parole/Probation Detainer	5
Reckless Driving	7
Resisting Arrest	2
Supply Contraband	1
Warrant	27
Total	93



Total Crimes	110
Total Cleared Crimes	104
Cleared by Arrest	95%

COVID 19

Crime Stat Comparison August 2019 v 2020

	<u>Aug-19</u>	<u>Aug-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Person Crimes	12	12	0	0.00%
Property Crimes	5	5	0	0.00%
Society Crimes	71	93	22	30.99%
Total	88	110	22	25.00%

<u>Crime</u>	<u>Aug-19</u>	<u>Aug-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Suicide Calls	0	0	0	0.00%
Check Welfare	24	32	8	33.33%
Mental Health Calls	6	1	-5	-83.33%
Theft	2	0	-2	-100.00%
Drugs	26	22	-4	-15.38%
DUII	10	9	-1	-10.00%
Speed (avrg ovr mph)	19.7	21.3	1.6	8.12%
Speeding Tickets	10	24	14	140.00%



Department Stats

September 2020

Citations

Driving Uninsured	31
Driving W/O Privileges	5
DWS-Violation	35
Fail Carry Proof Insurance	3
Failure to Carry Veh Reg	1
Failure to Display/Switch Plate	4
Failure to Drive w/in Lane	5
Failure to Obey Traffic Control Device	2
Failure to use Ignition Interlock Device	1
Failure to Use Seat Belt	4
Illegal U-Turn	1
Improper Display of Sticker	1
Open Container	2
Operating W/O Req Light Equip	2
Unlawful/Unsignaled Turn	2
Violation of Basic Speed Rule	2
Violation of Posted Speed	13
Total	114

Average MPH over **20.9**

	<u>Citations</u>	<u>Warnings</u>	<u>Total</u>	<u>Average Warning</u>
Total	114	353	467	76%



Person

Assault	2
Harassment	4
Sex Offense	1
Strangulation	2
Violation Restrain/No Contact Order	2
Total	11

Property

Burglary	3
Criminal Mischief	3
Fraud	1
Theft	6
Trespass	5
Unlawful Entry Motor Vehicle	1
Total	19

Society

Drugs	20
DUII	4
Escape	1
Fail to Carry and Preent License	3
Felon Possession of Weapon	2
Interfere w/ Police Officer	2
Reckless Driving	3
Warrant	26
Total	61

Total Crimes	91
Total Cleared Crimes	83
Cleared by Arrest	91%



COVID 19

Crime Stat Comparison September 2019 v 2020

	<u>Sep-19</u>	<u>Sep-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Person Crimes	11	11	0	0.00%
Property Crimes	10	19	9	90.00%
Society Crimes	48	61	13	27.08%
Total	69	91	22	31.88%

<u>Crime</u>	<u>Sep-19</u>	<u>Sep-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Suicide Calls	0	0	0	0.00%
Check Welfare	27	25	-2	-7.41%
Mental Health Calls	4	1	-3	-75.00%
Theft	4	6	2	50.00%
Drugs	5	20	15	300.00%
DUII	6	4	-2	-33.33%
Speed (avrg ovr mph)	22.5	20.9	-1.6	-7.11%
Speeding Tickets	11	15	4	36.36%



Memorandum

To: Chief Pace

From: Tony Bour Code Enforcement Officer

CC: City Manager

Date: 10/2/20

Re: August 2020 Monthly Report

Code Enforcement Report

2018 open cases

1 Dilapidated Homes/ Junk

79 closed cases

2019 open cases

7 Dilapidated Homes

3 Junk

1 Vehicle related

4 Vegetation

2 Commercial Tenant

26 Closed Cases

2020 open cases

5 Vegetation

3 Dilapidated Structures

5 Junk

0 Animal Related

2 Vehicle related

27 Closed 27 Vehicle related

Before



After



Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 09/04/2020 - 10:57AM
 Batch: 00001.09.2020 - AP 9.4.2020 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									
72600240669	8/28/2020	238.97	0.00	09/04/2020				False	0
011-110-601500 Gas, Oil & Tires				new tire equip #1802					
72600240669 Total:		238.97							
Alan Brown Tire Center To		238.97							
Alasco									
alasco									
LPOR2546054	8/12/2020	32.95	0.00	09/04/2020				False	0
013-135-608100 Contract & Other Services				Laundry					
LPOR2546054 Total:		32.95							
LPOR2546059	8/12/2020	57.03	0.00	09/04/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
LPOR2546059 Total:		57.03							
LPOR2549256	8/19/2020	32.95	0.00	09/04/2020				False	0
013-135-608100 Contract & Other Services				Laundry					
LPOR2549256 Total:		32.95							
LPOR2549259	8/19/2020	40.57	0.00	09/04/2020				False	0
012-120-608100 Contract & Other Services				Laundry					
LPOR2549259 Total:		40.57							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
LPOR2549265	8/19/2020	57.03	0.00	09/04/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
	LPOR2549265 Total:	57.03							
LPOR2552355	8/26/2020	32.95	0.00	09/04/2020				False	0
013-135-608100 Contract & Other Services				Laundry					
	LPOR2552355 Total:	32.95							
LPOR2552360	8/26/2020	57.03	0.00	09/04/2020				False	0
013-130-608100 Contract & Other Services				Laundry					
	LPOR2552360 Total:	57.03							
	AlSCO Total:	310.51							
Analytical Lab & Consultants									
anala									
130490	8/25/2020	290.00	0.00	09/04/2020				False	0
012-120-608100 Contract & Other Services				Lab					
	130490 Total:	290.00							
	Analytical Lab & Consulta	290.00							
Baker & Taylor, LLC									
bakta									
0003215745	8/10/2020	-32.12	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	0003215745 Total:	-32.12							
2035446906	8/26/2020	403.69	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	2035446906 Total:	403.69							
2035450745	8/28/2020	218.36	0.00	09/04/2020				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					
	2035450745 Total:	218.36							
H49750220	8/25/2020	19.23	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49750220 Total:	19.23							
H49889840	8/21/2020	23.67	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H49889840 Total:	23.67							
H50036100	8/26/2020	18.49	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H50036100 Total:	18.49							
H50046030	8/27/2020	94.67	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H50046030 Total:	94.67							
H50056570	8/27/2020	18.46	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	H50056570 Total:	18.46							
	Baker & Taylor, LLC Total:	764.45							
Best Pots, Inc.									
bespo									
A-413170	8/7/2020	40.00	0.00	09/04/2020				False	0
001-650-608100 Contract & Other Services				Portable unit / serviced					
	A-413170 Total:	40.00							
A-413519	8/14/2020	40.00	0.00	09/04/2020				False	0
001-650-608100 Contract & Other Services				Portable unit / serviced					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	A-413519 Total:	40.00							
A-413520	8/14/2020	40.00	0.00	09/04/2020				False	0
001-650-608100	Contract & Other Services			Portable unit / serviced					
	A-413520 Total:	40.00							
A-413965	8/21/2020	40.00	0.00	09/04/2020				False	0
001-650-608100	Contract & Other Services			Portable unit / serviced					
	A-413965 Total:	40.00							
A-413966	8/21/2020	40.00	0.00	09/04/2020				False	0
001-650-608100	Contract & Other Services			Portable unit / serviced					
	A-413966 Total:	40.00							
A-414952	8/30/2020	105.40	0.00	09/04/2020				False	0
001-650-608100	Contract & Other Services			Portable unit / rented					
	A-414952 Total:	105.40							
A-415030	8/30/2020	40.00	0.00	09/04/2020				False	0
001-650-608100	Contract & Other Services			Portable unit / serviced					
	A-415030 Total:	40.00							
A-415031	8/30/2020	40.00	0.00	09/04/2020				False	0
001-650-608100	Contract & Other Services			Portable unit / serviced					
	A-415031 Total:	40.00							
	Best Pots, Inc. Total:	385.40							
Carson Oil Co caroi									
IN-501414	8/21/2020	102.25	0.00	09/04/2020				False	0
013-135-601500	Gas, Oil & Tires			Generator Fuel					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	IN-501414 Total:	102.25							
IN-501415	8/21/2020	41.22	0.00	09/04/2020	Generator Fuel			False	0
	013-135-601500 Gas, Oil & Tires								
	IN-501415 Total:	41.22							
IN-501416	8/21/2020	57.07	0.00	09/04/2020	Generator Fuel			False	0
	013-135-601500 Gas, Oil & Tires								
	IN-501416 Total:	57.07							
IN-501417	8/21/2020	36.56	0.00	09/04/2020	Generator Fuel			False	0
	013-135-601500 Gas, Oil & Tires								
	IN-501417 Total:	36.56							
IN-501418	8/21/2020	68.71	0.00	09/04/2020	Pump Stn Gen Fuel			False	0
	012-125-601500 Gas, Oil & Tires								
	IN-501418 Total:	68.71							
IN-501419	8/21/2020	54.96	0.00	09/04/2020	Generator Fuel			False	0
	013-130-601500 Gas, Oil & Tires								
	IN-501419 Total:	54.96							
	Carson Oil Co Total:	360.77							
Cascades West Regional Consortium caswe									
CWRC2019-2020	8/5/2020	500.00	0.00	09/04/2020	2019-2020 Annual Membership dues			False	0
	001-900-600700 Membership & Subscription								
	CWRC2019-2020 Total:	500.00							
	Cascades West Regional C	500.00							

Cedar Creek Quarries, Inc.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
cedr 0119195-IN	8/21/2020	225.96	0.00	09/04/2020				False	0
013-130-600400 Facility Needs				Drying beds rock					
	0119195-IN Total:	225.96							
	Cedar Creek Quarries, Inc.	225.96							
Civil West Engineering civwe									
2902.045.006	9/1/2020	843.75	0.00	09/04/2020				False	0
042-420-620550 I & I Improvement				Sewer pipeline replacement					
	2902.045.006 Total:	843.75							
	Civil West Engineering Tot	843.75							
Dog Waste Depot dogwa									
362788	8/28/2020	1,487.50	0.00	09/04/2020				False	0
001-650-600400 Facility Needs				Parks					
	362788 Total:	1,487.50							
	Dog Waste Depot Total:	1,487.50							
East Linc County Emergency Responders ELCER									
Sept 2020	9/1/2020	3,750.00	0.00	09/04/2020				False	0
001-500-608150 Volunteer Program				Volunteer payment					
	Sept 2020 Total:	3,750.00							
	East Linc County Emergen	3,750.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
EDGE ANALYTICAL, INC									
edgan									
20-25089	7/28/2020	33.00	0.00	09/04/2020				False	0
012-120-608100 Contract & Other Services				Lab					
20-25089 Total:		33.00							
20-29688	8/27/2020	33.00	0.00	09/04/2020				False	0
012-120-608100 Contract & Other Services				Lab					
20-29688 Total:		33.00							
EDGE ANALYTICAL, INC		66.00							
First Response Emerg Equipment, LLC									
firsr									
6197	8/11/2020	573.50	0.00	09/04/2020				False	0
001-500-608000 Supplies				Gloves / cleaner					
6197 Total:		573.50							
First Response Emerg Equ		573.50							
Gale/CENGAGE Learning									
gale									
71185798	8/18/2020	46.48	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
71185798 Total:		46.48							
Gale/CENGAGE Learning		46.48							
Grainger Company									
Grain									
9620864679	8/13/2020	118.76	0.00	09/04/2020				False	0
012-120-608000 Supplies				paper towel roll					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	9620864679 Total:	118.76							
	Grainger Company Total:	118.76							
Hooper, Steven hoost	8/28/2020	70.28	0.00	09/04/2020				False	0
013-130-600600 Travel & Training				Travel/Training reimbursement					
	Total:	70.28							
	Hooper, Steven Total:	70.28							
Hughes Fire Equipment, Inc. hugfi	8/6/2020	835.36	0.00	09/04/2020				False	0
553482				Work on 2005 VIN C36999					
001-500-600350 Vehicle Maint & Repair									
	553482 Total:	835.36							
	Hughes Fire Equipment, In	835.36							
Lincoln County Fleet Services linfs	8/25/2020	1,319.76	0.00	09/04/2020				False	0
43837				Unit 4131					
001-500-600350 Vehicle Maint & Repair									
	43837 Total:	1,319.76							
43859	8/27/2020	1,334.33	0.00	09/04/2020				False	0
001-500-600350 Vehicle Maint & Repair				Unit 4131					
	43859 Total:	1,334.33							
	Lincoln County Fleet Servi	2,654.09							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Or Coast Children's Theatre occt 970603	8/22/2020	1,042.25	0.00	09/04/2020				False	0
035-350-621000 City Hall				City Mural & Planters restoration					
970603 Total:		1,042.25							
Or Coast Children's Theatr		1,042.25							
Osterlund, Atty P.C., Paul ostpa Aug 2020	8/31/2020	4,062.50	0.00	09/04/2020				False	0
001-100-608100 Contract & Other Services				City Attorney / contract services Aug 2020					
Aug 2020 Total:		4,062.50							
Osterlund, Atty P.C., Paul		4,062.50							
Owen Equipment oweeg 00197121	8/25/2020	40.22	0.00	09/04/2020				False	0
011-110-600350 Vehicle Maint & Repair				equip #1502 Plates					
00197121 Total:		40.22							
00197157	8/27/2020	1,447.89	0.00	09/04/2020				False	0
011-110-600350 Vehicle Maint & Repair				equip #1502 Plates					
00197157 Total:		1,447.89							
Owen Equipment Total:		1,488.11							
Power Motors, Inc. powmo FOCS240468	7/24/2020	81.80	0.00	09/04/2020				False	0
001-500-600350 Vehicle Maint & Repair				Lube, oil, filter VIN F10365					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	FOCS240468 Total:	81.80							
	Power Motors, Inc. Total:	81.80							
Recorded Books Inc recbo									
76696086	8/21/2020	90.00	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	76696086 Total:	90.00							
76698367	8/25/2020	40.45	0.00	09/04/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	76698367 Total:	40.45							
	Recorded Books Inc Total:	130.45							
Ricoh Americas Corp. ricam									
5060118989	8/1/2020	36.91	0.00	09/04/2020				False	0
001-500-608100 Contract & Other Services				copies					
	5060118989 Total:	36.91							
	Ricoh Americas Corp. Total:	36.91							
TMG Services, Inc. tmgse									
0045553-IN	8/13/2020	1,027.00	0.00	09/04/2020				False	0
012-120-608100 Contract & Other Services				Acid wash on OSEC system					
	0045553-IN Total:	1,027.00							
	TMG Services, Inc. Total:	1,027.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Toledo Auto Parts									
tolau									
228236	7/31/2020	9.29	0.00	09/04/2020				False	0
013-130-600350	Vehicle Maint & Repair			oil filter					
	228236 Total:	9.29							
228492	8/5/2020	71.23	0.00	09/04/2020				False	0
001-650-600350	Vehicle Maint & Repair			Equip #1002 FHP belt					
228492	8/5/2020	75.58	0.00	09/04/2020				False	0
011-110-600300	Equipment Repair			Equip #9703 plug & seal					
	228492 Total:	146.81							
228837	8/11/2020	61.49	0.00	09/04/2020				False	0
011-110-600300	Equipment Repair			Equip #0501 mirror					
	228837 Total:	61.49							
229112	8/17/2020	14.49	0.00	09/04/2020				False	0
011-110-608000	Supplies			chain oil					
	229112 Total:	14.49							
229117	8/17/2020	82.54	0.00	09/04/2020				False	0
013-135-600350	Vehicle Maint & Repair			Lens					
	229117 Total:	82.54							
229240	8/19/2020	52.99	0.00	09/04/2020				False	0
011-110-600300	Equipment Repair			Equip #1803 Lens					
229240	8/19/2020	39.28	0.00	09/04/2020				False	0
011-110-600300	Equipment Repair			Equip #9703 Hub cap / silicone					
	229240 Total:	92.27							
	Toledo Auto Parts Total:	406.89							

Traffic Safety Supply Co.
trasa

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
INV029873	8/21/2020	219.42	0.00	09/04/2020				False	0
011-110-600400 Facility Needs				WHT HIP					
	INV029873 Total:	219.42							
INV029991	8/25/2020	211.34	0.00	09/04/2020				False	0
011-110-608000 Supplies				Text for sign detail					
	INV029991 Total:	211.34							
INV030172	8/20/2020	1,262.48	0.00	09/04/2020				False	0
011-110-608000 Supplies				UPB Cold Mix					
	INV030172 Total:	1,262.48							
	Traffic Safety Supply Co. T	1,693.24							
Tyler Technologies, Inc.									
tylte									
025-302739	6/30/2020	1,260.00	0.00	09/04/2020				False	0
001-800-608100 Contract & Other Services				Court software / license fees					
	025-302739 Total:	1,260.00							
025-302757	6/30/2020	1,700.00	0.00	09/04/2020				False	0
001-800-608100 Contract & Other Services				Online application / set up & annual fee					
	025-302757 Total:	1,700.00							
025-305501	7/31/2020	260.00	0.00	09/04/2020				False	0
001-800-608100 Contract & Other Services				tech support labor charges					
	025-305501 Total:	260.00							
	Tyler Technologies, Inc. To	3,220.00							
USA BlueBook									
usabl									
327832	8/13/2020	610.52	0.00	09/04/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
012-120-608000				Supplies	WTP supplies				
	327832 Total:	610.52							
	USA BlueBook Total:	610.52							
Yaquina Bay Economic Foundation yaqef									
STATEMENT-2020	9/2/2020	500.00	0.00	09/04/2020	Annual Dues			False	0
001-900-600700				Membership & Subscription					
	STATEMENT-2020 Total:	500.00							
	Yaquina Bay Economic Fo	500.00							
	Report Total:	29,005.50							

Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 09/11/2020 - 11:54AM
 Batch: 00003.09.2020 - AP 9.11.2020



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description					
911 Supply Inc.									
ninsu									
INV-1-4293	7/15/2020	32.00	0.00	09/11/2020				False	0
001-400-608000 Supplies				4 Blank name tapes					
INV-1-4293 Total:		32.00							
911 Supply Inc. Total:		32.00							
Axon Enterprises, Inc									
axoen									
SI-1678609	8/25/2020	6,351.00	0.00	09/11/2020				False	0
001-400-608100 Contract & Other Services				Evidence.com / license year 2 / storage and Tech assurance j					
SI-1678609 Total:		6,351.00							
Axon Enterprises, Inc Tota		6,351.00							
Barrelhead Supply, Inc.									
barsu									
293300	9/2/2020	86.89	0.00	09/11/2020				False	0
012-120-608000 Supplies				4"x100' tube+sock ads					
293300 Total:		86.89							
Barrelhead Supply, Inc. To		86.89							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Carson Oil Co									
caroi									
CP-00272455	8/31/2020	153.19	0.00	09/11/2020				False	0
012-120-601500 Gas, Oil & Tires				Fuel - WTP					
CP-00272455	8/31/2020	76.70	0.00	09/11/2020				False	0
013-130-601500 Gas, Oil & Tires				Fuel - WWTP					
CP-00272455	8/31/2020	361.28	0.00	09/11/2020				False	0
011-110-601500 Gas, Oil & Tires				Fuel - PW					
CP-00272455	8/31/2020	361.29	0.00	09/11/2020				False	0
012-125-601500 Gas, Oil & Tires				Fuel - PW					
CP-00272455	8/31/2020	361.28	0.00	09/11/2020				False	0
013-135-601500 Gas, Oil & Tires				Fuel - PW					
CP-00272455	8/31/2020	361.29	0.00	09/11/2020				False	0
001-650-601500 Gas, Oil & Tires				Fuel - PW					
	CP-00272455 Total:	1,675.03							
CP-00272626									
001-500-601500 Gas, Oil & Tires	8/31/2020	677.08	0.00	09/11/2020				False	0
				Fuel - FD					
	CP-00272626 Total:	677.08							
	Carson Oil Co Total:	2,352.11							
Conterra Design									
conte									
85175	8/26/2020	580.70	0.00	09/11/2020				False	0
001-500-608000 Supplies				2 Responder 4 Medic Bags					
	85175 Total:	580.70							
	Conterra Design Total:	580.70							
CORPORATE PAYMENT SYSTEMS									
CORPA									
	8/11/2020	10.99	0.00	09/11/2020				False	0
001-500-600100 Office Supplies				Fire, lens wipes					
	8/11/2020	10.99	0.00	09/11/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
001-500-600100 Office Supplies	8/14/2020	15.49	0.00	09/11/2020	Fire, AAA Batteries			False	0
001-500-600100 Office Supplies	8/19/2020	14.99	0.00	09/11/2020	Fire, AA Batteries			False	0
001-500-600100 Office Supplies	7/31/2020	44.25	0.00	09/11/2020	Zoom membership			False	0
001-700-600100 Office Supplies	7/31/2020	9.96	0.00	09/11/2020	Cobblestone Pizza			False	0
001-700-603500 Books & Materials	8/3/2020	100.26	0.00	09/11/2020	Amazon #113-5458122-0245050			False	0
001-700-603500 Books & Materials	8/3/2020	13.99	0.00	09/11/2020	Amazon #113-8838096-6941856			False	0
001-700-603500 Books & Materials	8/14/2020	64.95	0.00	09/11/2020	Amazon #113-2850235-9874602			False	0
001-700-600100 Office Supplies	8/17/2020	16.99	0.00	09/11/2020	Staples #7311801037			False	0
001-700-603500 Books & Materials	8/19/2020	36.99	0.00	09/11/2020	Amazon #113-6448922-5271451			False	0
001-700-603500 Books & Materials	8/20/2020	11.16	0.00	09/11/2020	Amazon #113-4498568-157043			False	0
001-700-603500 Books & Materials	8/20/2020	3,445.00	0.00	09/11/2020	Amazon #113-2634683-3415428			False	0
045-450-620500 Equipment	8/21/2020	17.99	0.00	09/11/2020	Madison Liquidators			False	0
001-700-600100 Office Supplies	8/21/2020	21.76	0.00	09/11/2020	stamps.com			False	0
001-700-603500 Books & Materials	8/21/2020	44.52	0.00	09/11/2020	Amazon #113-4888772-5915440			False	0
001-700-603500 Books & Materials	8/24/2020	19.17	0.00	09/11/2020	Amazon #113-4498568-1573043			False	0
001-700-603500 Books & Materials	8/13/2020	-38.97	0.00	09/11/2020	Amazon #113-47924181-9049833			False	0
001-700-603500 Books & Materials	8/3/2020	100.00	0.00	09/11/2020	Amazon credit			False	0
012-125-600350 Vehicle Maint & Repair	8/11/2020	505.00	0.00	09/11/2020	Cascade Truck Body			False	0
013-130-600600 Travel & Training	8/17/2020	-696.52	0.00	09/11/2020	BMI			False	0
011-110-600600 Travel & Training					River Inn lodging - OAWU Conf				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
012-125-600600 Travel & Training	8/16/2020	895.52	0.00	09/11/2020	River Inn lodging - OAWU Conf			False	0
013-130-600600 Travel & Training	8/17/2020	895.52	0.00	09/11/2020	Holiday Inn lodging - OAWU Conf			False	0
013-130-600600 Travel & Training	8/17/2020	671.64	0.00	09/11/2020	River Inn lodging - OAWU Conf			False	0
012-125-600600 Travel & Training	8/16/2020	748.00	0.00	09/11/2020	Holiday Inn lodging - OAWU Conf			False	0
001-400-608100 Contract & Other Services	7/27/2020	15.65	0.00	09/11/2020	UPS - PD Inv R290			False	0
001-100-600100 Office Supplies	7/31/2020	441.10	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
001-400-600100 Office Supplies	7/31/2020	128.91	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
001-500-600100 Office Supplies	7/31/2020	31.79	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
001-800-600100 Office Supplies	7/31/2020	65.09	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
001-900-603800 Planning Commission	7/31/2020	106.02	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
011-110-600100 Office Supplies	7/31/2020	1.79	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
012-125-600100 Office Supplies	7/31/2020	112.65	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
013-135-600100 Office Supplies	7/31/2020	112.65	0.00	09/11/2020	FP Mailing - postage meter refill			False	0
001-900-608100 Contract & Other Services	7/31/2020	35.00	0.00	09/11/2020	FP Mailing - postage meter refill FEE			False	0
001-400-608100 Contract & Other Services	8/3/2020	15.65	0.00	09/11/2020	UPS - PD inv R300			False	0
001-800-600100 Office Supplies	8/6/2020	79.95	0.00	09/11/2020	Quill court receipt books			False	0
001-100-600100 Office Supplies	8/6/2020	35.94	0.00	09/11/2020	Amazon - label tape, postage sealer			False	0
001-400-608100 Contract & Other Services	8/10/2020	31.00	0.00	09/11/2020	UPS - PD inv R310			False	0
012-125-600100 Office Supplies	8/13/2020	10.43	0.00	09/11/2020	USPS - meter handheld return shipping			False	0
	8/13/2020	10.42	0.00	09/11/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
013-135-600100 Office Supplies	8/17/2020	-27.23	0.00	09/11/2020	USPS - meter handheld return shipping			False	0
001-400-608100 Contract & Other Services	8/17/2020	19.98	0.00	09/11/2020	Credit UPS PD shipping			False	0
001-900-600150 Data Processing Support	8/19/2020	33.00	0.00	09/11/2020	Crashplan - offsite backup monthly fee			False	0
011-110-600350 Vehicle Maint & Repair	8/19/2020	33.00	0.00	09/11/2020	Amazon - Beacon light for PW			False	0
012-125-600350 Vehicle Maint & Repair	8/19/2020	33.00	0.00	09/11/2020	Amazon - Beacon light for PW			False	0
013-135-600350 Vehicle Maint & Repair	8/23/2020	399.98	0.00	09/11/2020	Amazon - Beacon light for PW			False	0
001-900-600150 Data Processing Support	8/24/2020	16.58	0.00	09/11/2020	Go Daddy web services			False	0
001-400-608100 Contract & Other Services	8/7/2020	14.89	0.00	09/11/2020	UPS - PD Inv R330			False	0
001-400-600100 Office Supplies	8/11/2020	21.65	0.00	09/11/2020	Amazon - Notary book			False	0
001-400-600100 Office Supplies	8/7/2020	84.19	0.00	09/11/2020	Amazon - Notary stamp			False	0
001-400-608000 Supplies	7/29/2020	20.99	0.00	09/11/2020	Amazon - Microwave			False	0
001-400-608000 Supplies	8/4/2020	113.96	0.00	09/11/2020	Amazon - Batteries			False	0
001-400-608000 Supplies	8/18/2020	25.81	0.00	09/11/2020	Amazon - Duty Holster - Pitcher			False	0
001-400-600100 Office Supplies	8/18/2020	86.76	0.00	09/11/2020	Amazon - USB's			False	0
001-400-600100 Office Supplies	7/31/2020	13.90	0.00	09/11/2020	Amazon - Digital recorders & cases			False	0
001-400-608000 Supplies	7/31/2020	164.48	0.00	09/11/2020	Amazon - Belt keepers - Bare			False	0
001-400-608000 Supplies	8/24/2020	299.20	0.00	09/11/2020	Amazon - Duty belt supplies - Bare			False	0
001-400-608000 Supplies	8/20/2020	35.77	0.00	09/11/2020	DetectaChem			False	0
001-400-608000 Supplies	8/13/2020	167.00	0.00	09/11/2020	Smart Food service			False	0
001-400-600350 Vehicle Maint & Repair					The Auto Dr's vehical repair				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-400-608000 Supplies	8/19/2020	72.63	0.00	09/11/2020	National Neighborhood Watch			False	0
001-400-608000 Supplies	8/5/2020	251.00	0.00	09/11/2020	American Heart Association			False	0
001-400-608000 Supplies	7/30/2020	179.80	0.00	09/11/2020	Pocket Press - books			False	0
001-400-600600 Travel & Training	8/7/2020	44.60	0.00	09/11/2020	Law Enfc Targets			False	0
001-400-608000 Supplies	8/14/2020	84.90	0.00	09/11/2020	Olson Florist - flowers			False	0
001-400-600100 Office Supplies	8/19/2020	24.99	0.00	09/11/2020	Walmart - Laptop charger			False	0
001-400-600600 Travel & Training	8/19/2020	99.00	0.00	09/11/2020	FBI Academy Training			False	0
001-400-608000 Supplies	7/29/2020	56.00	0.00	09/11/2020	Amazon - Tourniquets			False	0
001-100-600600 Travel & Training	8/5/2020	54.99	0.00	09/11/2020	Zoom subscription			False	0
Total:		10,638.50							
CORPORATE PAYMENT		10,638.50							
CTX Business Solutions Inc.									
ctxco									
IN2401722	9/3/2020	123.39	0.00	09/11/2020	copies			False	0
001-100-600300 Equipment Maint & Repair									
IN2401722 Total:		123.39							
IN2403408	9/4/2020	115.79	0.00	09/11/2020	Printers C/H			False	0
001-100-600100 Office Supplies									
IN2403408	9/4/2020	44.11	0.00	09/11/2020	Printers PD			False	0
001-400-600300 Equipment Maint & Repair									
IN2403408	9/4/2020	44.11	0.00	09/11/2020	Printers LIB			False	0
001-700-600100 Office Supplies									
IN2403408	9/4/2020	27.57	0.00	09/11/2020	Printers FD			False	0
001-500-608100 Contract & Other Services									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
IN2403408	9/4/2020	27.57	0.00	09/11/2020				False	0
012-120-608100 Contract & Other Services				Printers WTP					
IN2403408	9/4/2020	27.57	0.00	09/11/2020				False	0
013-130-608100 Contract & Other Services				Printers WWTP					
IN2403408	9/4/2020	9.19	0.00	09/11/2020				False	0
011-110-600100 Office Supplies				Printers PW					
IN2403408	9/4/2020	9.19	0.00	09/11/2020				False	0
012-125-600100 Office Supplies				Printers PW					
IN2403408	9/4/2020	9.19	0.00	09/11/2020				False	0
013-135-600100 Office Supplies				Printers PW					
IN2403408	9/4/2020	9.19	0.00	09/11/2020				False	0
012-120-600100 Office Supplies				Printers PW					
IN2403408	9/4/2020	9.19	0.00	09/11/2020				False	0
013-130-600100 Office Supplies				Printers PW					
IN2403408	9/4/2020	9.19	0.00	09/11/2020				False	0
001-650-600100 Office Supplies				Printers PW					
	IN2403408 Total:	341.86							
	CTX Business Solutions In	465.25							
First Response Emerg Equipment, LLC									
first									
6210	8/29/2020	757.50	0.00	09/11/2020				False	0
001-500-608000 Supplies				10 ea S,M,L gloves & gown pack					
	6210 Total:	757.50							
	First Response Emerg Equ	757.50							
Griffith, Cassie									
grifca									
	9/4/2020	27.91	0.00	09/11/2020				False	0
001-400-608000 Supplies				Reimbursement for Smart Foodservice					
	Total:	27.91							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Griffith, Cassie Total:	27.91							
JC Market jcmr	9/1/2020	133.48	0.00	09/11/2020				False	0
001-500-600600 Travel & Training				crushed ice, waters, and gatorade					
	Total:	133.48							
	JC Market Total:	133.48							
Lincoln County Public Works linpw	9/1/2020	1,424.02	0.00	09/11/2020				False	0
6112				PD fuel/car washes for Aug 2020					
001-400-601500 Gas, Oil & Tires									
	6112 Total:	1,424.02							
	Lincoln County Public Wo	1,424.02							
Lincoln Glass Co. lingl	9/3/2020	1,169.13	0.00	09/11/2020				False	0
59090				PW Director window					
001-650-600400 Facility Needs									
	59090 Total:	1,169.13							
	Lincoln Glass Co. Total:	1,169.13							
Net Assets netas	9/1/2020	97.00	0.00	09/11/2020				False	0
85-202008				Lien Searches / Aug 2020					
001-900-608100 Contract & Other Services									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	85-202008 Total:	97.00							
	Net Assets Total:	97.00							
OR Fire Chief's Association									
4563									
00517	6/16/2020	85.00	0.00	09/11/2020				False	0
	001-500-600700 Membership & Subscription			Membership Renew through July 1, 2021					
	00517 Total:	85.00							
	OR Fire Chief's Associatio	85.00							
SS Equipment									
ssequ									
IV18151	8/21/2020	50.55	0.00	09/11/2020				False	0
	011-110-600300 Equipment Repair			bushing seal, Equip #0501					
	IV18151 Total:	50.55							
	SS Equipment Total:	50.55							
STAPLES ADVANTAGE									
staad									
3454577147	8/22/2020	36.92	0.00	09/11/2020				False	0
	001-500-600100 Office Supplies			copy paper					
	3454577147 Total:	36.92							
	STAPLES ADVANTAGE T	36.92							
TCB Security Services, Inc.									
tcbse									
229886	9/1/2020	2,347.92	0.00	09/11/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-400-607000	Abatement Program				Code Enforcement Officer / Contract services Aug 2020				
	229886 Total:	2,347.92							
	TCB Security Services, Inc	2,347.92							
THYSSENKRUPP ELEVATOR CORP									
thykr									
3005472482	9/1/2020	58.06	0.00	09/11/2020				False	0
001-650-608100	Contract & Other Services				Public Safety bldg elevator				
	3005472482 Total:	58.06							
3005472483	9/1/2020	180.00	0.00	09/11/2020				False	0
001-650-608100	Contract & Other Services				Public Safety bldg elevator				
	3005472483 Total:	180.00							
	THYSSENKRUPP ELEVA	238.06							
Toledo Ace Hardware									
tolac									
	8/31/2020	216.54	0.00	09/11/2020				False	0
001-650-608000	Supplies				ext cord, hardware, p&f, adapter, fogger, pad felt circles, pv				
	8/31/2020	9.98	0.00	09/11/2020				False	0
011-110-600300	Equipment Repair				chain saw file				
	8/31/2020	17.98	0.00	09/11/2020				False	0
011-110-600350	Vehicle Maint & Repair				pressure treated 2x6x10				
	8/31/2020	41.95	0.00	09/11/2020				False	0
011-110-608000	Supplies				paint, metal grid, sundries				
	8/31/2020	83.09	0.00	09/11/2020				False	0
012-120-608000	Supplies				simple green, bleach, ice spray wax, distilled wtr, sprayer				
	8/31/2020	7.99	0.00	09/11/2020				False	0
012-125-608000	Supplies				comfort hand tool				
	8/31/2020	12.58	0.00	09/11/2020				False	0
013-135-608000	Supplies				pvc cap, flex coupler				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Total:	390.11							
	Toledo Ace Hardware Tota	390.11							
Wave									
Coasc									
121457001-8360	9/1/2020	192.27	0.00	09/11/2020				False	0
001-400-600220	Communication Services			Internet					
121457001-8360	9/1/2020	60.09	0.00	09/11/2020				False	0
001-500-600220	Communication Services			Internet					
121457001-8360	9/1/2020	106.17	0.00	09/11/2020				False	0
001-700-600220	Communication Services			Internet					
121457001-8360	9/1/2020	12.02	0.00	09/11/2020				False	0
001-650-600220	Communication Services			Internet					
121457001-8360	9/1/2020	180.26	0.00	09/11/2020				False	0
001-100-600220	Communication Services			Internet					
121457001-8360	9/1/2020	9.61	0.00	09/11/2020				False	0
011-110-600220	Communication Services			Internet					
121457001-8360	9/1/2020	9.61	0.00	09/11/2020				False	0
012-120-600220	Communication Services			Internet					
121457001-8360	9/1/2020	9.61	0.00	09/11/2020				False	0
012-125-600220	Communication Services			Internet					
121457001-8360	9/1/2020	9.61	0.00	09/11/2020				False	0
013-130-600220	Communication Services			Internet					
121457001-8360	9/1/2020	9.62	0.00	09/11/2020				False	0
013-135-600220	Communication Services			Internet					
	121457001-8360 Total:	598.87							
	Wave Total:	598.87							
	Report Total:	27,862.92							

Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 09/18/2020 - 8:59AM
 Batch: 00007.09.2020 - AP 9.18.2020



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AT&T Mobility									
attwi									
X09112020	9/3/2020	106.17	0.00	09/18/2020				False	0
013-130-600220				Communication Services	cellular charges				
X09112020	9/3/2020	50.02	0.00	09/18/2020				False	0
012-120-600220				Communication Services	cellular charges				
X09112020	9/3/2020	75.05	0.00	09/18/2020				False	0
001-650-600220				Communication Services	cellular charges				
X09112020	9/3/2020	103.01	0.00	09/18/2020				False	0
013-135-600220				Communication Services	cellular charges				
X09112020	9/3/2020	103.01	0.00	09/18/2020				False	0
012-125-600220				Communication Services	cellular charges				
X09112020	9/3/2020	103.02	0.00	09/18/2020				False	0
011-110-600220				Communication Services	cellular charges				
X09112020 Total:		540.28							
AT&T Mobility Total:		540.28							
Cascade Columbia Distribution Co.									
casco									
785296	8/26/2020	4,334.00	0.00	09/18/2020				False	0
012-120-600400				Facility Needs	Anthracite Coal 50# bag				
785296 Total:		4,334.00							
Cascade Columbia Distribu		4,334.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Central Lincoln PUD cenli									
	9/1/2020	965.55	0.00	09/18/2020				False	0
001-400-600210 Electricity				Electricity					
	9/1/2020	332.37	0.00	09/18/2020				False	0
011-110-600210 Electricity				Electricity					
	9/1/2020	606.75	0.00	09/18/2020				False	0
012-125-600210 Electricity				Electricity					
	9/1/2020	1,604.99	0.00	09/18/2020				False	0
013-135-600210 Electricity				Electricity					
	9/1/2020	3,375.27	0.00	09/18/2020				False	0
013-130-600210 Electricity				Electricity					
	9/1/2020	369.90	0.00	09/18/2020				False	0
001-100-600210 Electricity				Electricity					
	9/1/2020	584.11	0.00	09/18/2020				False	0
001-500-600210 Electricity				Electricity					
	9/1/2020	112.85	0.00	09/18/2020				False	0
001-650-600210 Electricity				Electricity					
	9/1/2020	614.17	0.00	09/18/2020				False	0
001-700-600210 Electricity				Electricity					
	9/1/2020	11,375.64	0.00	09/18/2020				False	0
001-900-604400 Street Lights				Electricity					
	9/1/2020	4,414.10	0.00	09/18/2020				False	0
012-120-600210 Electricity				Electricity					
	Total:	24,355.70							
	Central Lincoln PUD Total	24,355.70							
CenturyLink centl									
	9/5/2020	441.48	0.00	09/18/2020				False	0
001-400-600220 Communication Services				Phones					
	9/5/2020	152.39	0.00	09/18/2020				False	0
011-110-600250 Alarms				Alarms					
	9/5/2020	514.42	0.00	09/18/2020				False	0
012-120-600220 Communication Services				Alarms / phones / internet					
	9/5/2020	152.25	0.00	09/18/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
012-120-600250 Alarms	9/5/2020	59.99	0.00	09/18/2020	Alarms			False	0
013-130-600220 Communication Services	9/5/2020	420.72	0.00	09/18/2020	Internet			False	0
013-135-600250 Alarms					Phones / Alarms				
Total:		1,741.25							
CenturyLink Total:		1,741.25							
Daily Journal of Commerce daijo									
744816110	9/10/2020	329.12	0.00	09/18/2020				False	0
041-410-626400 Master Plan Improvements					CIP - 5th & Alder St. water line improvements				
744816110 Total:		329.12							
Daily Journal of Commerce		329.12							
Do It Best Hardware doitb									
	8/31/2020	82.89	0.00	09/18/2020				False	0
001-500-608000 Supplies					screws for smoke alarm installs, aed batteries, reusable ice			False	0
	8/31/2020	135.51	0.00	09/18/2020				False	0
001-650-608000 Supplies					hardware, tray liner, tape, paint brush, angel broom, dustpan			False	0
	8/31/2020	31.00	0.00	09/18/2020				False	0
012-125-608000 Supplies					stencils, spray paint, poly brush			False	0
	8/31/2020	117.87	0.00	09/18/2020				False	0
013-130-600400 Facility Needs					13 oz cold galvanize, pine-sol, redline flex			False	0
	8/31/2020	86.62	0.00	09/18/2020				False	0
013-130-608000 Supplies					sealant, chip brushes, mini foam cover, paint tray			False	0
	8/31/2020	5.29	0.00	09/18/2020				False	0
013-135-608000 Supplies					4MNH connector			False	0
	8/31/2020	13.99	0.00	09/18/2020				False	0
001-400-600100 Office Supplies					stapler			False	0
Total:		473.17							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Do It Best Hardware Total:	473.17							
Earth2o ear2o									
134110	8/3/2020	27.49	0.00	09/18/2020				False	0
	013-130-608100 Contract & Other Services			Water					
	134110 Total:	27.49							
202078	8/12/2020	50.49	0.00	09/18/2020				False	0
	001-400-608100 Contract & Other Services			Water					
	202078 Total:	50.49							
202087	8/12/2020	24.49	0.00	09/18/2020				False	0
	013-130-608100 Contract & Other Services			Water					
	202087 Total:	24.49							
	Earth2o Total:	102.47							
GENXSYS SOLUTIONS LLC									
GENX									
12131	9/15/2020	179.80	0.00	09/18/2020				False	0
	001-900-600700 Membership & Subscription			Spam filter Oct 2020					
	12131 Total:	179.80							
	GENXSYS SOLUTIONS L	179.80							
HR Answers, Inc.									
hrans									
44584	9/15/2020	900.00	0.00	09/18/2020				False	0
	001-400-608100 Contract & Other Services			professional services Aug 2020					
	44584 Total:	900.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	HR Answers, Inc. Total:	900.00							
Industrial Welding Supply indwe									
904626-01	9/2/2020	24.07	0.00	09/18/2020				False	0
013-130-600420 Systems Repair				WWTP Headworks screen					
	904626-01 Total:	24.07							
	Industrial Welding Supply	24.07							
Lincoln County Solid Waste Consortium lince									
	9/11/2020	584.20	0.00	09/18/2020				False	0
031-310-608100 Contract & Other Services				Solid waste pymt					
	Total:	584.20							
	Lincoln County Solid Wast	584.20							
North Central Laboratories norcl									
443560	8/26/2020	580.01	0.00	09/18/2020				False	0
013-130-608000 Supplies				Lab supplies					
	443560 Total:	580.01							
	North Central Laboratories	580.01							
Professional Roof Consultants, Inc. proro									
13078	8/31/2020	4,827.30	0.00	09/18/2020				False	0
035-350-621400 Police Department				New PD Bldg					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	13078 Total:	4,827.30							
	Professional Roof Consulta	4,827.30							
Robinson, David robda	9/10/2020	365.00	0.00	09/18/2020				False	0
001-100-608100 Contract & Other Services				Education reimbursement					
	Total:	365.00							
	Robinson, David Total:	365.00							
Toledo Car Clinic LLC TCC 2585	9/1/2020	683.67	0.00	09/18/2020				False	0
001-500-600350 Vehicle Maint & Repair				#4143 Power steering pump replacement					
	2585 Total:	683.67							
	Toledo Car Clinic LLC Tot	683.67							
Trench Line Excavation, Inc. treli	9/14/2020	12,864.00	0.00	09/18/2020				False	0
2099.21				WW Pipe repair @ 5th & Sunset 9/11/2020 as per quote					
013-135-600420 Systems Repair									
	2099.21 Total:	12,864.00							
	Trench Line Excavation, In	12,864.00							
USA BlueBook usabl	8/31/2020	73.36	0.00	09/18/2020				False	0
345133									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
012-120-608000 Supplies				pipe plug / gauge					
	345133 Total:	73.36							
	USA BlueBook Total:	73.36							
Valley Fire Control, Inc, valfi 89941	8/11/2020	144.50	0.00	09/18/2020				False	0
001-400-608000 Supplies				field service / 3 - 5lb ABC recharge					
	89941 Total:	144.50							
	Valley Fire Control, Inc, To	144.50							
Yaquina Boat Equipment yaqbo 38794	8/26/2020	359.28	0.00	09/18/2020				False	0
013-130-600400 Facility Needs				Job #617 Duplicate valve stem bracket					
	38794 Total:	359.28							
	Yaquina Boat Equipment T	359.28							
	Report Total:	53,461.18							

Accounts Payable

To Be Paid Proof List

User: nnoteboom
 Printed: 09/25/2020 - 11:22AM
 Batch: 00008.09.2020 - AP 9.25.2020



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Advertee's									
adver									
	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases					COVID-19 Small Business Assistance Grant				
	Total:	2,500.00							
	Advertee's Total:	2,500.00							
Airgas USA, LLC									
airno									
9973682553	8/31/2020	88.16	0.00	09/25/2020				False	0
001-650-608000 Supplies					cylinder rental				
	9973682553 Total:	88.16							
	Airgas USA, LLC Total:	88.16							
Alan Brown Tire Center									
alabr									
72600241506	8/10/2020	201.98	0.00	09/25/2020				False	0
001-400-600350 Vehicle Maint & Repair					2010 Dodge Charger #527 / E250527 Battery				
	72600241506 Total:	201.98							
72600242035	9/17/2020	437.96	0.00	09/25/2020				False	0
001-400-601500 Gas, Oil & Tires					FD Cargo / Lic #U533838				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	72600242035 Total:	437.96							
	Alan Brown Tire Center To	639.94							
Allen's Lot Maint, LLC allo									
7209	8/31/2020	1,590.00	0.00	09/25/2020				False	0
	011-110-608175 Street Sweeping				Aug 2020 / Street Sweeping				
	7209 Total:	1,590.00							
	Allen's Lot Maint, LLC To	1,590.00							
Analytical Lab & Consultants anala									
130978	9/10/2020	173.00	0.00	09/25/2020				False	0
	012-120-608100 Contract & Other Services				Lab #009127-001-004				
	130978 Total:	173.00							
	Analytical Lab & Consulta	173.00							
Baker & Taylor, LLC bakta									
2035474892	9/9/2020	189.88	0.00	09/25/2020				False	0
	001-700-603500 Books & Materials				Library books/materials				
	2035474892 Total:	189.88							
2035482117	9/11/2020	190.62	0.00	09/25/2020				False	0
	001-700-603500 Books & Materials				Library books/materials				
	2035482117 Total:	190.62							
2035503677	9/22/2020	142.39	0.00	09/25/2020				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			
	2035503677 Total:	142.39							
H50229060	9/1/2020	44.39	0.00	09/25/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	H50229060 Total:	44.39							
H50575310	9/10/2020	29.82	0.00	09/25/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	H50575310 Total:	29.82							
H50641660	9/14/2020	14.79	0.00	09/25/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	H50641660 Total:	14.79							
H50735580	9/16/2020	37.25	0.00	09/25/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	H50735580 Total:	37.25							
H50864930	9/21/2020	14.76	0.00	09/25/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	H50864930 Total:	14.76							
H50883720	9/22/2020	19.97	0.00	09/25/2020				False	0
001-700-603500	Books & Materials			Library books/materials					
	H50883720 Total:	19.97							
	Baker & Taylor, LLC Total	683.87							
Brenntag Pacific, Inc. brepa BPI79856	9/10/2020	1,628.00	0.00	09/25/2020				False	0
012-120-608000	Supplies			50# bag Soda Ash Dense					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	BPI79856 Total:	1,628.00							
	Brenntag Pacific, Inc. Total:	1,628.00							
Cedar Creek Quarries, Inc. cedcr 0119317-IN	9/4/2020	45.65	0.00	09/25/2020				False	0
001-650-608000 Supplies				Mill Creek Dam drain rock					
	0119317-IN Total:	45.65							
	Cedar Creek Quarries, Inc.	45.65							
C-More Pipe Services cmopi 20-0233	9/23/2020	39,282.00	0.00	09/25/2020				False	0
042-420-620550 I & I Improvement				CIP - MAO Projects					
	20-0233 Total:	39,282.00							
	C-More Pipe Services Total:	39,282.00							
Cup of Sass, LLC cupof	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
	Total:	2,500.00							
	Cup of Sass, LLC Total:	2,500.00							
DEMCO INC. demco 6845936	9/21/2020	78.82	0.00	09/25/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-700-608000 Supplies				Library supplies / Paperfold book jacket covers and book taj					
	6845936 Total:	78.82							
	DEMCO INC. Total:	78.82							
Ferguson #3011 Waterworks feren									
0913246	8/28/2020	807.92	0.00	09/25/2020				False	0
012-125-600420 Systems Repair				4" HYMAX					
	0913246 Total:	807.92							
	Ferguson #3011 Waterwork	807.92							
Gale/CENGAGE Learning gale									
71746407	9/3/2020	221.17	0.00	09/25/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	71746407 Total:	221.17							
72137547	9/15/2020	46.48	0.00	09/25/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	72137547 Total:	46.48							
72164763	9/16/2020	28.49	0.00	09/25/2020				False	0
001-700-603500 Books & Materials				Library books/materials					
	72164763 Total:	28.49							
	Gale/CENGAGE Learning	296.14							
Government Ethics Commission govet									
AIE12640	9/16/2020	658.64	0.00	09/25/2020				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-900-600700	Membership & Subscription				OGEC Annual Membership				
	AIE12640 Total:	658.64							
	Government Ethics Comm	658.64							
Industrial Welding Supply									
indwe									
134725	9/4/2020	24.07	0.00	09/25/2020				False	0
001-650-608000	Supplies				Stainless Weldcote Metals				
	134725 Total:	24.07							
	Industrial Welding Supply	24.07							
Mike's Mercantile									
mikme									
	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500	Special Purchases				COVID-19 Small Business Assistance Grant				
	Total:	2,500.00							
	Mike's Mercantile Total:	2,500.00							
Muggly's LLC									
mugll									
	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500	Special Purchases				COVID-19 Small Business Assistance Grant				
	Total:	2,500.00							
	Muggly's LLC Total:	2,500.00							
Municipal Code Corp.									
munco									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
00348227	9/18/2020	2,100.00	0.00	09/25/2020				False	0
001-900-600700	Membership & Subscription			Annual Web Hosting costs					
	00348227 Total:	2,100.00							
	Municipal Code Corp. Total	2,100.00							
North Central Laboratories norcl									
443885	9/2/2020	552.52	0.00	09/25/2020				False	0
013-130-608000	Supplies			WWTP 2 ea Plastic Carboy, 2 w/ spigot, PP sq bottle					
	443885 Total:	552.52							
	North Central Laboratories	552.52							
Pacific Coast Lock & Safe LLC paclo									
08961	9/11/2020	840.00	0.00	09/25/2020				False	0
013-130-600400	Facility Needs			WW 6 ea padlocks, "K" cores, rekey/master key					
	08961 Total:	840.00							
	Pacific Coast Lock & Safe	840.00							
Pioneer Printing, Inc. piopr									
73306	9/15/2020	41.50	0.00	09/25/2020				False	0
001-900-603700	City Council			Mayor Rod Cross - business cards					
	73306 Total:	41.50							
	Pioneer Printing, Inc. Total	41.50							

Posh and Polished Salon

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
posan	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
	Total:	2,500.00							
	Posh and Polished Salon T	2,500.00							
Rachael Maddox-Hughes									
seqco	9/18/2020	2,843.75	0.00	09/25/2020				False	0
03				COVID Response & Recovery					
001-900-608100 Contract & Other Services									
	03 Total:	2,843.75							
	Rachael Maddox-Hughes T	2,843.75							
Recorded Books Inc									
recbo	9/11/2020	227.40	0.00	09/25/2020				False	0
76703615				Library books/materials					
001-700-603500 Books & Materials									
	76703615 Total:	227.40							
	Recorded Books Inc Total:	227.40							
Ricoh Americas Corp.									
ricam	9/1/2020	43.95	0.00	09/25/2020				False	0
5060350639				FD copies					
001-500-608100 Contract & Other Services									
	5060350639 Total:	43.95							
	Ricoh Americas Corp. Tota	43.95							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Rizza Pizza rizpi	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
Total:		2,500.00							
Rizza Pizza Total:		2,500.00							
Ryan Millet DDS, LLC ryami	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
Total:		2,500.00							
Ryan Millet DDS, LLC Tot		2,500.00							
Samaritan Occupational Medicin samoc	9/2/2020	72.00	0.00	09/25/2020				False	0
2596				FD physical & screening					
001-500-608100 Contract & Other Services									
2596 Total:		72.00							
Samaritan Occupational M		72.00							
Silke Communications, Inc. silco	9/16/2020	639.80	0.00	09/25/2020				False	0
98838				FD Eq (6) 7.2V/1800 MAH LI-ION F50					
001-500-600300 Equipment Maint & Repair									
98838 Total:		639.80							
98951	9/16/2020	207.20	0.00	09/25/2020				False	0
001-500-600300 Equipment Maint & Repair				FD EQ Pager Belt clip, knob, battery					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	98951 Total:	207.20							
	Silke Communications, Inc	847.00							
The Dyer Partnership dyepa									
26728	8/31/2020	4,326.36	0.00	09/25/2020				False	0
011-110-620520 Systems				CIP Arcadia St. Improvements					
	26728 Total:	4,326.36							
26729	8/31/2020	6,075.00	0.00	09/25/2020				False	0
041-410-626400 Master Plan Improvements				CIP Reservoir Rd. Fire Project					
	26729 Total:	6,075.00							
	The Dyer Partnership Total	10,401.36							
The Function Fitness Studio funfi									
	9/25/2020	250.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
	Total:	250.00							
	The Function Fitness Studi	250.00							
TIAA COMMERCIAL FINANCE, INC TIAAB									
7537013	9/12/2020	173.18	0.00	09/25/2020				False	0
001-700-608100 Contract & Other Services				Contract 20390951 / Sept 2020					
	7537013 Total:	173.18							
	TIAA COMMERCIAL FIN	173.18							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Toledo Auto Parts									
tolau	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
	Total:	2,500.00							
	Toledo Auto Parts Total:	2,500.00							
Toledo Chamber of Commerce									
tolcc	9/1/2020	125.00	0.00	09/25/2020				False	0
001-900-600700 Membership & Subscription				Annual Membership					
	Total:	125.00							
	Toledo Chamber of Comm	125.00							
True Lineage Kenpo Karate									
truli	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
	Total:	2,500.00							
	True Lineage Kenpo Karat	2,500.00							
Yaquina River Museum of Art									
yaqri	9/25/2020	2,500.00	0.00	09/25/2020				False	0
020-200-607500 Special Purchases				COVID-19 Small Business Assistance Grant					
	Total:	2,500.00							

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

		2,500.00							
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		89,513.87							
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